

A G E N D A

LINCOLNTON CITY COUNCIL



October 2, 2025

7:00 p.m.

Council Chambers

City hall



**LINCOLNTON
AGENDA
October 2, 2025
7:00 PM**

CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

1. AGENDA APPROVALS

1a Approval of REGULAR AGENDA

1b Approval of CONSENT AGENDA

- **September 4, 2025 - Regular Meeting Minutes**
- **Approval of Request for Releases - August 16, 2025 - September 15, 2025**
- **Lincolnton Police Department - Restructured Workweek Pilot Program**
- **Proclamation — Cybersecurity Awareness Month**
- **Proclamation - Public Power Week**
- **Proclamation - National Fire Prevention Week**

PUBLIC COMMENT

Speakers will be limited to three (3) minutes to address Mayor and City Council. You must sign in with the City Clerk to be eligible to speak

SPECIAL PRESENTATION

a Proclamation — Industry Appreciation Month

Ed Hatley, Mayor

b Intermediate Certificate - Noah Watson

Brian Greene

c Intermediate Certificate - Tyler Byles

Brian Greene

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

2. PUBLIC HEARINGS

2a ZTA-4-2025 Zoning Text Amendments to Chapter 153 Unified Development Ordinance

Jean Derby, Planning Director

3. REGULAR AGENDA

3a BA-10-25 Approval of Amendment to be made to the Annual Budget Ordinance for the Fiscal Year Ending June 20, 2026

Pamela McBryde, Finance Director

3b Addition to Personnel Policy Article II Recruitment and Selection, Section II Background Checks

Tanya Osborne, Human Resources Director

3c Request for Approval of Revision to Both the 2025-2026 Schedule of Budgeted Positions and the 2025-2026 Salary Schedule-Position Classification Listing due to Grant for Police Social Worker Position

Tanya Osborne, Human Resources Director

4. REGULAR AGENDA

4a Consideration of Revisions to Administrative Policy Manual: Addition of Policy #27 Employees Benefits and Stipend Program Replacing Policy #10 Health/Dental Insurance

Tanya Osborne, Human Resources Director

4b Request for Permission to Post Notice/Accept Applications to Fill Upcoming Vacancies on Various Boards and Commissions

Daphne Ingram, City Clerk

4c Request Approval of Appointment - Historic Properties Commission

Daphne Ingram, City Clerk

5. OTHER BUSINESS

5a City Manager's Update / Activity Report

5b City Attorney's Report

NEWS MEDIA

CLOSED SESSION

In accordance with G.S. 143-318.11(a)(6) - to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or each

ADJOURNMENT

September 4, 2025 – Regular meeting minutes

The Lincolnton City Council met in Regular Session on Thursday, September 4, 2025, at 7:00 p.m. in the Council Chambers of City Hall located at 114 West Sycamore Street, Lincolnton, NC.

The following Council members were present and accounted for:

DEMENY JOHNSON TIPTON JETTON

Mayor Ed Hatley called the City Council Meeting to order.

Before proceeding with the agenda, Mayor Hatley took a moment to recognize Larry Mac Hovis who passed away. Mayor Hatley noted that Larry Mac had served on the city council for 20 years and was a firefighter who had given more to Lincolnton than almost anyone. The Mayor asked those present to think about Larry Mac's family during the moment of silence.

After reciting the Pledge of Allegiance, Mayor Hatley asked if there were any additions or deletions to the agenda. City Manager Richie Haynes confirmed he would discuss a sign issue during his update. With no other changes proposed, Mayor Hatley called for a motion to approve the regular agenda.

**Motion to approve the regular agenda as presented was made by Councilmember Jill Tipton.
Members voted 4-0 in favor of the motion.**

**Motion to approve the consent agenda items was made by Councilmember Kevin Demeny.
Members voted 4-0 in favor of the motion.**

Mr. Allen Hoyle addressed the Council and thanked them for including Patriots Day remembrance on the agenda. Mr. Hoyle then spoke about 78 cities in the United States that have declared themselves "sanctuary cities of the unborn" by outlawing abortion through ordinances. He expressed his view that Lincolnton should consider doing the same. Mr. Hoyle read from Genesis 1:1 and stated that there are only two genders, urging the Council to document this through an ordinance or proclamation.

Mr. Matt Sin introduced himself as someone who had donated funds in the past school year to pay for public school meal debt. He reminded parents with children in non-CEP schools to pay their children's meal debt or apply for assistance if needed. Mr. Sin also expressed concerns about bills in the NC House and Senate that would remove zoning authority from locally elected officials, stating that "those who govern closest to the people govern best." He opposed the idea of state authorities treating Lincolnton like larger cities such as Charlotte or Raleigh.

Mr. Trent Mason of 207 Mockingbird Lane thanked the police and fire departments for National Night Out, though he noted the weather had not been ideal. Mr. Mason mentioned several community events, including the Alive After 5 event, which had excellent weather and attendance. He reported on the Pirate 5K run. Mr. Mason also highlighted local business activities, including Hometown Kitchen, the Pickle Fetish a one-year anniversary, and the youth fishing day. He also mentioned upcoming events such as the 5K on September 13th, Lee Boy Cruising on September 12th, Cruising for a Cause on September 20th, and Dancing with Our Stars that Saturday. He encouraged everyone to shop locally, especially noting that Proper Provisions was having a tough time.

Mayor Hatley explained that the DAR Constitution Week proclamation is typically given to the Daughters of the American Revolution in recognition of Constitution Week. He mentioned that he would likely present it at one of their meetings. Mayor Hatley emphasized the importance of remembering that the U.S. Constitution is the cornerstone of American freedoms.

Lincolnton Fire Department - Social Media Presentation

Hayden Andrews, an engineer at the fire department, presented an overview of the department's social media efforts. Mr. Andrews explained that he had observed other fire departments showcasing their crews, trucks, fires, and training on social media and wanted to do the same for Lincolnton.

With approval from command staff and training from a social media class specifically for fire departments, Hayden implemented a strategic approach to the department's online presence. He presented statistics showing that approximately 73% of the American population uses social media to connect and share news, with a significant increase in users since COVID-19.

Andrews explained that the fire department's audience on Facebook primarily consisted of people aged 25-55, while younger populations preferred visual content on Instagram. He noted that social media serves as a tool for fire prevention education, allowing the department to reach a wider audience than traditional school visits.

The benefits of their social media presence included increased transparency, community engagement, and improved recruitment efforts. Andrews reported that since strategically advertising open positions on social media, the fire chief and HR had seen a significant increase in applicants.

Hayden outlined the process of creating content, which involved researching audience demographics, focusing on quality over quantity, planning when to post for maximum impact, and monitoring comments to engage with the community. He presented impressive statistics from July 2024 to July 2025: the department had reached over 552,000 people, gained more than 3,000 followers on Facebook, had 44,000 profile visits, and generated 18,000 content interactions. Additionally, there were over 1,400 website link clicks for job applications.

For future goals, Andrews mentioned plans to develop a long-term team for fire prevention and community risk reduction, potentially creating employee incentives to maintain high-quality content. He also suggested that the department's approach could serve as an example for other city departments that might need to post alerts about street closures or other information.

Mayor Hatley thanked Mr. Andrews for his presentation and Chief Heavner for encouraging this initiative.

BA-09-25

Approval of Request for an Amendment to the Annual Budget Ordinance for Fiscal Year ending June 30, 2026

Finance Director Pamela McBryde requested approval to add approximately \$98,000 to the city budget. She explained that the majority of the additions in the general fund came from new fees that had been added to the schedule of fees for 2025-2026. Ms. McBryde noted that the police department was collecting fees for reports and other items they had not charged for previously. She also mentioned that online convenience fees were performing well, bringing in about \$8,000 in the first month.

Ms. McBryde reported that staff in her department had been working with other departments on insurance settlements, and that Chris Jones, the City's IT Director, had secured a \$46,000 credit from AT&T for telecommunication services. She continued, stating that for the water and sewer fund, most additions were related to insurance settlements from damage caused by electrical storms and other weather-related incidents.

Ms. McBryde also presented a financing request for a new garbage truck. She explained that during the budget retreat, \$420,000 had been approved for this purchase, but thanks to Public Services Director Nathan Eurey securing a good deal, the actual cost would be \$408,000. United Bank offered the lowest interest rate at 4.42%, and Ms. McBryde requested approval to proceed with this financing option.

Motion to approve the budget amendment was made by Councilmember Roby Jetton. Members voted 4-0 in favor of the motion.

Motion to approve the financing for the garbage truck with United Bank was made by Councilmember Kevin Demeny. Members voted 4-0 in favor of the motion.

R-07-25

Resolution of the Lincoln City Council Assigning Exclusive Planning and Development Regulation Jurisdiction to Lincoln County for Parcel ID 27960

Planning Director Jean Derby presented a resolution to assign exclusive planning and development regulation jurisdiction to Lincoln County for Parcel ID 27960. She explained that the parcel is off Buffalo Shoal Road, accessed via Lee Huss Road which turns into an easement. The 11-acre parcel is split between county land (8.3 acres) and ETJ (3 acres) which falls under city zoning.

Ms. Derby explained that city zoning does not allow for a new lot to be created without road frontage (minimum 35 feet required). According to state statute, when a lot has split jurisdiction, the landowner can provide written consent to assign exclusive planning and development jurisdiction to whichever local government they choose by submitting an affidavit. Both the city council and county commissioners must approve this arrangement.

Ms. Derby noted that the landowners had submitted an affidavit requesting Lincoln County jurisdiction, which staff deemed reasonable as it would not affect taxes, only zoning. She recommended approving the resolution as written.

Motion to approve the resolution for Parcel ID 27960, allowing the county to have zoning jurisdiction, was made by Councilmember Kevin Demeny. Members voted 4-0 in favor of the motion.

Consideration of Accept Subdivision Infrastructure Contract and Surety Bond/Cash for Huntington Hills Phase II

Planning Director Jean Derby presented a request regarding Huntington Hills Phase II. She explained that the initial phase of Huntington Hills was developed long ago, and this additional land was always intended for development but had not been developed until now.

Ms. Derby showed pictures of the new roads: Old Farm Road extension, Deer Walk Court (a cul-de-sac), and Hunter Oaks Lane. She reported that the developer had completed water lines, sewer lines, subgrade, 8 inches of asphalt, curb and gutter, and stormwater control measures. Remaining improvements included street trees, street signs, sidewalks, ADA-compliant curb ramps, grass seeding, the final layer of asphalt, conversion of erosion control ponds, and an amount to cover potential construction damage.

Ms. Derby explained that the city ordinance requires a surety bond of 125% of the total cost for remaining improvements, which allows the developer to get final plat approval before completing all infrastructure. The developer had provided a quote that was reviewed by a third party for accuracy. The final plat met all city zoning standards and had been reviewed by county mapping.

Staff recommended approval to accept the surety bond for the amount listed in the packet, the agreement for completion of improvements, and approval of the final plat.

Motion to approve as recommended by staff for Huntington Hills addition was made by Councilmember Mark Johnson. Members voted 4-0 in favor of that motion.

Consideration of Request to Proceed with the Completion of a Matching Funds Playground Grant Application

Public Services Director Nathan Eurey presented a request to proceed with a matching funds playground grant application from GameTime. He explained that the grant program offers matching funds up to 100% for play

systems geared toward ages 5-12 that incorporate fitness elements, and 50% matching funds for early childhood systems for ages 0-5.

Mr. Eurey noted that the city already has funds designated for a playground at Betty Ross Park from both the general fund and LTDA. He explained that leveraging these funds would increase the city's buying power for future phases at First Federal Park, which would include a "destination playground" similar to the one in Blowing Rock that is a major attraction.

Motion to approve the application for matching funds was made by Councilmember Kevin Demeny. Members voted 4-0 in favor of the motion.

Consideration of Request to Approve Policies and Procedures for the Farmer's Market Pavilion and Grounds

Public Services Director Nathan Eurey explained that following a land swap between the city and county in 2024, the city had acquired the Farmers Market and Grounds. At the direction of the City Manager, Mr. Eurey developed policies and procedures to govern the pavilion and grounds, similar to those in place for other city parks and facilities.

The draft document included market ground hours, restroom information, and rules governing the pavilion and grounds, including potential rental for private use. Mr. Eurey noted that the document was in draft form to allow for Council input, and upon approval, the draft watermark would be removed.

In response to a question from Councilmember Jill Tipton about the 7 am to 10 pm hours, Mr. Eurey confirmed these were standard park hours set by ordinance. He mentioned that a recent situation with a homeless person had highlighted the need for a policy with "teeth" for law officers to be able to enforce.

City Manager Ritchie Haynes added that after testifying in a related case, he had instructed Mr. Eurey to develop something similar to other parks that clearly defines hours and prohibited activities, which would help in future enforcement situations.

Councilmember Kevin Demeny questioned the language about "illegal weapons," wondering about the distinction between legal and illegal weapons. Mr. Eurey, along with City Manager Ritchie Haynes and others discussed whether concealed carry permit holders could legally bring weapons into parks, with some uncertainty expressed about current regulations.

Councilmember Tipton also raised concerns about vague language regarding the city's right to cancel events not "deemed to be in the best interest of the city of Lincolnton and the public." Mr. Eurey explained that the language was consistent with other park policies and allowed for a case-by-case evaluation, noting that rental applicants must specify their event type when signing up.

Motion to approve the policy and procedures for the Farmers Market Pavilion and Grounds was made by Councilmember Mark Johnson. Members voted 4-0 in favor of the motion.

Consideration to allow distribution & consumption of alcohol on park premises for the Cycle NC special event at Betty G. Ross Park on Sunday, October 5th, 2025

Public Services Director Nathan Eurey presented a request to allow alcohol distribution and consumption at Betty G. Ross Park for the Cycle NC event on October 5th. He explained that this would be the third time Lincolnton has hosted the event, which brings approximately 1,000 cyclists who ride from the mountains to the coast.

Mr. Eurey noted that since Lincolnton last hosted in 2008, Cycle NC has added a "beer garden" component where riders receive a beer after completing their ride. He emphasized that the park would be closed to the public during the event. Mr. Eurey stressed that the cyclists were not there to get drunk but to enjoy a refreshment after riding 60-70 miles from Lake Lure before continuing to Kannapolis the next day.

Since the city's park rules prohibit alcohol, Mr. Eurey requested special use approval for this specific event.

Councilmember Roby expressed concerns about setting a precedent by allowing alcohol in the park, stating it would "open a can of worms" and lead to further rule-bending. He worried about public reaction to opening parks to beer consumption. Mr. Eurey emphasized that for this event, the park would be closed to everyone except the cyclists and support staff.

There was some discussion generated, with Councilmember Kevin Demeny stating that he didn't see a problem with it. City Manager Haynes clarified that the policy allowing Council to approve alcohol use was primarily created for First Federal Park events, not specifically Betty Ross Park.

Mr. Eurey explained that the cyclists would likely receive only one or two tickets for beer and wouldn't get drunk because they needed to continue their ride the next day. He also described the extensive planning that had gone into the event over the past year, involving law enforcement, fire department, DDA, and emergency management representatives.

Councilmember Jill Tipton acknowledged it sounded like a wonderful event showcasing the city but expressed opposition to setting a precedent regarding alcohol in parks.

Motion to approve the consumption of alcohol at Betty G. Ross Park for this specific event was made by Councilmember Kevin Demeny. The vote resulted in a tie, with Councilmember Kevin Demeny and Mark Johnson voting in favor of the motion and Councilmember Jill Tipton and Roby Jetton voting against approving the motion. Mayor Hatley broke the tie by voting in favor, so the motion was approved.

C-21-25

Request to Approve / Award Contract to Lewis Site Development, LLC for the John Howell Water Main Construction Project

Water Resources Director Todd Elmore presented a request to approve a contract with Lewis Site Development for a waterline extension on John Howell Memorial Drive. Bids were taken on August 21st, with Lewis Site Development being the lowest bidder by \$30,000.

Mr. Elmore explained that the main reason for the extension was to improve water service to the Lincoln County jail, which currently sits on a dead-end water line. If a break occurs, the jail loses both water and fire protection. With the jail's expansion, this project would loop the water line by connecting to a different water main across Sigmon Road, ensuring continuous service even if one line breaks.

The new 10-inch water main (an upgrade from the current 8-inch) would serve the new public service center, improve fire protection flows for the jail's sprinkler system and for the animal services building. Elmore noted that the county would share costs by reimbursing the city for a portion of the project based on footage.

Mr. Elmore added that Lewis Site Development was currently working on the water main relocation on the court square, and their work had been excellent, often exceeding expectations.

Motion to approve Lewis Site Development for the John Howell water main project was made by Councilmember Roby Jetton. Members voted 4-0 in favor of the motion.

2025 - 2026 Student Advisory Council Appointments

Mayor Hatley presented the list of students recommended to be appointed to the Student Advisory Council from each school. He requested adding one additional student, Jocelyn Ruiz, whom he had met over the summer and who had expressed special interest in local government. Mayor Hatley noted that the first Student Advisory Council meeting would be held on the following Monday (September 15th) at 6:00 pm.

Motion to approve the list of Student Advisory Council appointments as presented with the addition of Jocelyn Ruiz was made by Councilmember Kevin. Members voted 4-0 in favor of the motion.

Moving on to the City Manager Activity Report portion of the meeting, City Manager Ritchie Haynes reported several staff promotions: David Dellinger (Street Department) to Equipment Operator 2, David Miller Strong to Police Officer 2, Mario Tellis to Police Officer 2, Caleb Little (Street Department) to Equipment Operator 2, and Andrew Flowers from part-time to full-time Recreation Program Coordinator. Mr. Haynes noted that Flowers had come through the city's flag football program and had worked part-time for the city for some time.

City Manager Ritchie Haynes also mentioned several training certifications: Daniel Perry completed ICS 100 and 200 from FEMA, Colton Castel earned intermediate certification with the Police Department, and Captain Tony Potts would be attending the FBI National Academy for three months starting at the end of the month.

The City Manager recognized the water plant employees who had received a gift basket (deliberately not including bottled water to avoid offense) and congratulated Julie and other staff who had won first place for their United Way "Stuff the Bus" display in the lobby.

Mr. Haynes reported that the monthly homeless report showed 9 incidents with 6 related charges. He noted that the Startown development had generated over \$27 million in sales, translating to approximately \$135,000-\$140,000 in tax revenue, with more growth expected in coming years.

Mr. Haynes proposed October 23rd for the fall workshop to discuss strategic planning separately from the budget process. He explained that this approach would give department heads more time to prepare numbers for capital projects and allow Council more time to discuss policies and procedures.

In conclusion, Mr. Haynes also addressed concerns about the intersection at Sycamore Street and Academy Street, which he had received in letters from United Methodist Church and Freedom Church. He described visibility challenges at the intersection, particularly due to the steep hill on Academy Street. While some parking spots had been blocked off to improve visibility, Mr. Haynes noted challenges with potential stop sign placement due to visibility concerns.

The City Manager recommended taking the issue to the traffic safety committee, which includes representatives from fire, police, street, and sign departments. After discussion, including concerns about the sun blinding drivers at certain times of day, Council decided to take immediate action. Mayor Ed Hatley recommended taking action to approve whatever solution the committee comes up with to address the problem.

Motion to resolve the dangerous intersection issue at Sycamore and Academy Street was made by Councilmember Jill Tipton. Members voted 4-0 in favor of the motion.

Councilmember Roby also raised concerns about oversized trucks on Main Street creating traffic issues, particularly following DOT repainting of street lines. Haynes explained that the problem emerged after DOT restriping, which changed the position of double yellow lines and angled parking spaces. He noted challenges with restricting vehicles that don't exceed existing regulations but agreed to look into the issue through the traffic safety committee.

City Attorney John Friguglietti reported on pending litigation with LaPari, noting that AT&T had been brought in as a third party and had responded. The case was in the discovery phase with trial tentatively set for January, though it might be rescheduled. He explained that LaPari was claiming the issue was AT&T's fault, while the city's position was that someone needed to take care of the damages regardless of fault.

Mr. Friguglietti mentioned upcoming events including a treatment court "Friday Cruisin'" event the following week featuring cornhole games with teams from the police and fire departments. He reported progress on the citizens advisory board, with a goal of having all submissions by December 1st so final selections could be made at that meeting. He anticipated having more applicants than available slots.

The City Attorney also provided details about the upcoming Halloween block party, which would include free hot dogs sponsored by Proper Provisions, free candy, and potentially free drinks. The event would close several streets around the Court Square area from 5-8 pm, featuring decorated classic cars from the Westside Cruisers for a trunk-or-treat style event, along with fog machines, local businesses handing out candy, and possibly face painting and temporary tattoos for children.

Mayor Ed Hatley opened the floor for questions from the Media. Mr. Mike Powell asked about Larry Mac Hovis' dates of service on the Council. City Clerk Daphne Ingram located information regarding him being sworn in 1995 and receiving a plaque for twenty (20) years of service December 3, 2015.

Motion to go into closed session in accordance with G.S. 143-318.11(a)(5) - To establish or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price or other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange or lease, was made by Councilmember Jill Tipton. Members voted 4-0 in favor of the motion.

With no action being taken in closed session, the meeting was adjourned immediately following the closed session. Councilmember Kevin Demeny made a motion to adjourn. Members voted 4-0 in favor of the motion.

Daphne Ingram, City Clerk

Ed Hatley, Mayor

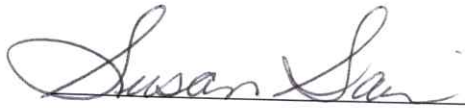
PERIOD COVERED

CITY RELEASES \$100 AND OVER

August 16, 2025 through September 15, 2025

<u>NAME</u>	<u>YEAR</u>	<u>DIST</u>	<u>A/C NO</u>	<u>AMOUNT</u>	<u>REASON</u>
Eagle One Soft Wash	2025	22	0311368	\$574.66	in Catawba County adjusted prior months situs
Telenko, Melissa	2025	22	0311840	\$447.11	

SUBMITTED BY:



SUSAN SAIN, TAX ADMINISTRATOR

DATE: 8-18-25

APPROVED BY:

RICHARD HAYNES, CITY MANAGER

DATE: _____


LINCOLN COUNTY TAX DEPARTMENT
ANNUALS

REQUEST FOR REFUNDS

PERIOD COVERED (AUGUST 18, 2025 - AUGUST 24, 2025)

G.S. # 105-381(B) ALL REFUNDS ANNUALS LESS THAN \$100.00
(AND) # 105-325 INCLUDING (A) (6)

<u>NAME</u>	<u>YEAR</u>	<u>DISTRICT</u>	<u>A/C #</u>	<u>AMOUNT</u>	<u>REASON</u>
STARS AND STRIPES DEFENSE	2025	CITY	0263427	\$2.95	BUSINESS CLOSED
STARS AND STRIPES DEFENSE	2025	CITY	0263427	\$1.66	BUSINESS CLOSED
			TOTAL	\$4.61	

SUBMITTED BY:  DATE: 9-8-25
SUSAN SAIN, TAX ADMINISTRATOR

APPROVED BY: _____ DATE: _____
RICHARD HAYNES, CITY MANAGER

RECEIVED BY: _____ DATE: _____

LINCOLN COUNTY TAX DEPARTMENT
ANNUALS

REQUEST FOR REFUNDS

PERIOD COVERED (AUGUST 18, 2025 - AUGUST 31, 2025)

G.S. # 105-381(B) ALL REFUNDS ANNUALS MORE THAN \$100.00
(AND) # 105-325 INCLUDING (A) (6)

<u>NAME</u>	<u>YEAR</u>	<u>DISTRICT</u>	<u>A/C #</u>	<u>AMOUNT</u>	<u>REASON</u>
COTALITY CENTRALIZED REFUNDS	2025	CITY	0292705	\$124.27	P. PROPERTY SOLD
			TOTAL	\$124.27	

SUBMITTED BY:  DATE: 9-8-25
SUSAN SAIN, TAX ADMINISTRATOR

APPROVED BY: _____ DATE: _____
RICHARD HAYNES, CITY MANAGER

RECEIVED BY: _____ DATE: _____


PERIOD COVERED

August 16, 2025 through September 15, 2025

CITY RELEASES LESS THAN \$100

<u>NAME</u>	<u>YEAR</u>	<u>DIST</u>	<u>A/C NO</u>	<u>AMOUNT</u>	<u>REASON</u>
None this month					

SUBMITTED BY:



DATE: 8-18-25

SUSAN SAIN , TAX ADMINISTRATOR

APPROVED BY:

DATE: _____

RICHARD HAYNES , CITY MANAGER

Lincolnton Police Department



Restructured Workweek Pilot Program

Lincolnton Police-Pilot Program Guidelines

With the approval of the City of Lincolnton City Council, the Lincolnton Police Department will implement a “Restructured Workweek Pilot Program”. The goals of the pilot program are:

- Increase efficiency and improve services
- Increase employee retention and recruitment
- Increase employee satisfaction and well-being
- Reduce overtime costs

A. Pilot Timeframe

The pilot program is scheduled for one year and will begin on November 4, 2025. At six months, the Lincolnton Police Department will give a status report on the Pilot program to City Council. At that time City Council can choose to allow the Pilot program to continue or discontinue the pilot program. At any point during the one-year Pilot, the program may be discontinued by the City Manager and/or the Chief of Police. At the end of the one-year program period, the Chief of Police will present a summary of the effectiveness of the pilot program and make a recommendation regarding the continuation to the City Council for consideration.

During the course of the Pilot program, the Chief of Police, with the City Manager’s approval, reserves the ability to make modifications as deemed necessary to the Pilot Program.

B. Pilot Program Work Periods

1. *Law Enforcement Officers Work Period*

During the Pilot program all officers, except for School Resource Officers, will work a restructured workweek schedule of 70 hours per two-week (14 day) work period. Officers will be paid straight time for the hours worked 70+ through 86 in a work period. The hourly rate will be calculated by dividing their annual salary by the new annual hours of 1820. Officers will be paid overtime at one and one-half (1-1/2) times their regular rate for any hours over 86 in a two-week work period as outlined under FLSA 7(k).

2. *School Resource Officers Work Period*

During the pilot program, School Resource Officers (SRO) will have a workweek schedule of 80 hours per two-week (14 day) work period while school is in session. School is considered to be in session for all the days instruction is being conducted for students normally during the months of August through May.

SRO's will be paid for 70 hours during a two-week work period and hours 70+ through 80 will be applied to a "Non-FLSA Premium Compensatory Time" bank. Hours 80+ through 86 will be paid at straight time.

The hourly rate will be calculated by dividing the annual salary by the new annual hours of 1820. SRO's will be paid overtime at one and one-half (1-1/2) times their regular rate for any hours over 86 in a two-week work period as outlined under FLSA 7(k).

During the summer break, when school is no longer in session, SRO's will work and be paid for the same restructured schedule of 70 hours per 14-day work period as outlined in section B(1). SRO's will be eligible for overtime pay for any hours over 86 in the two-week work period.

3. Non-FLSA Compensation Time Bank

The implementation of the "Non-FLSA Compensation Time" bank gives SRO's the ability to bank hours which they have already worked to be used at a later date when school is not in session, and their services are not required.

The hours contained in an employee's "Non-FLSA premium comp time" bank are required to be used prior to the use of vacation or sick accruals.

In the event of a Family Medical Leave qualifying event, the non-FLSA comp time hours must be exhausted prior to the use of vacation and sick accruals. In addition, non-FLSA comp time hours must be exhausted prior to an employee entering into a FML approved leave without pay status.

If the SRO is reassigned to another position, and is no longer classified as an SRO, the "Non-FLSA premium comp time" hours must be exhausted prior to the use of vacation and sick accruals.

In the event an employee leaves the City's employment, the balance of the non-FLSA comp time hours will be paid out in the final pay from the City.

The maximum number of "Non-FLSA premium comp time" hours allowed to accumulate will be 200. Hours in excess of 200 will be required to be used in the work period following the work period which created the excess hours. The SRO and their immediate supervisor are responsible for monitoring the non-FLSA comp-time bank to avoid this situation.

C. Pilot Program Salary Calculations

During the pilot program, officers will be paid their annual salary on an hourly rate based upon the new annual hours of 1820.

For example, the current starting salary for a Police Officer I is \$50,732.95 or \$23.2294 per hour based on 2184 Annual Hours.

$$\$50,732.95/2184 = \$23.2294 \text{ Per Hour}$$

Under the pilot program the starting salary for a Police Officer I will still be \$50,732.95 but the hourly rate will be based on 1820 Annual hours for \$27.8752 per hour.

$$\$50,732.95/1820 = \$27.8752 \text{ Per hour.}$$

Pay for overtime, holiday, vacation and sick will be based on the new hourly rate calculated using annual hours of 1820.

D. Pilot Program Accruals

During the pilot program accruals for holidays, vacation, and sick time will be converted to the new accrual based on 1820 Annual Hours schedule. The accruals will be as follows:

1. Holiday Pay

During the pilot program officer will be paid holiday pay for 13 holidays. Under the pilot program officers will earn holiday pay based on 1820 annual hours and the holiday pay will be calculated as follows:

35-hour per workweek employees will receive 7 hours pay for each holiday.

The 7 hours are calculated as follows:

$$35 \text{ hours per week} / 40 \text{ hours per week for regular employee} = .875$$

$$.875 \times 104 \text{ (13 holidays per year} \times 8 \text{ hours)} = 91$$

$$91 \text{ hours} / 13 \text{ holidays} = 7 \text{ hours of holiday pay}$$

2. Vacation Accruals

70 Hour per Bi-Weekly Workweek Employee

Years of Service	Hours Accrued Per Pay Period
0 through 2 Years	3.24
3 through 5 Years	3.50
6 through 10 Years	4.58
11 through 15 Years	5.39

16 through 20 Years	6.20
21 through 25 Years	7.00
26 + Years	7.54

3. Sick Accruals

During the pilot program sick time will be earned at 3.24 hours per pay period.

E. Accrual Adjustments

At the beginning of the implementation of the Pilot Program, the current accrual banks of staff will need to be adjusted to reflect the new 1820 annual hour basis. The conversions will be calculated as follows:

1. Sick Accrual Conversion

2184 Annual Hour Employees – (Current accrual / 2184) X 1820

Example:

$$80 / 2184 = 0.03663$$

$$0.03663 \times 1820 = 66.67 \text{ Hours}$$

2080 Annual Hour Employees – (Current accrual / 2080) X 1820

Example:

$$80 / 2080 = 0.003846$$

$$0.003846 \times 1820 = 70 \text{ Hours (69.97 Rounded Up)}$$

2. Vacation Accrual Conversion

2184 Annual Hour Employees – Current Accrual / 2184 X 1820

Example:

$$80 / 2184 = 0.03663$$

$$0.03663 \times 1820 = 66.67 \text{ Hours}$$

2080 Annual Hour Employees – Current Accrual / 2080 X 1820

Example:

$$80 / 2080 = 0.003846$$

$$0.003846 \times 1820 = 70 \text{ Hours (69.97 Rounded Up)}$$

CITY COUNCIL

Ed L. Hatley, Mayor
Kevin Demeny, Mayor Pro-Tem
Mark Johnson
Jill Tipton
Roby Jetton



CITY MANAGER

Ritchie Haynes
rhaynes@lincolntonnc.org
CITY CLERK
Daphne Ingram
[dingram@lincolntonnc.org](mailto:d Ingram@lincolntonnc.org)
CITY ATTORNEY
John M. Friguglietti, Jr.

CYBERSECURITY AWARENESS MONTH

- Whereas,** Americans, along with people around the world, depend on the internet and digital tools for all aspects of our lives – from mobile devices to online commerce and social networking; and
- Whereas,** the fundamental reliance is why our digital infrastructure is a strategic national asset, and why its security is our shared responsibility; and
- Whereas,** we recognize the role we all play in ensuring our information and communications infrastructure is interoperable, secure, reliable, and open to all; and
- Whereas,** every American has a stake in securing our networks and personal information, and we are working across public and private sectors to ensure coordinated and planned responses to cyber incidents, as we do with natural disasters; and
- Whereas,** the vast majority of our critical information is owned and operated by business and enterprise across America; and

Now, therefore I, Mayor Ed Hatley and the Lincolnton City Council, do hereby recognize the importance of cybersecurity and observe the month of October as **“Cybersecurity Awareness Month”**.

We are proud to do our part to protect against online threats and urge others to do the same.

Ed Hatley, Mayor

ATTEST:

Daphne Ingram, City Clerk

CITY COUNCIL

Ed L. Hatley, Mayor
Kevin Demeny, Mayor Pro-Tem
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PROCLAMATION RECOGNIZING PUBLIC POWER WEEK, OCT. 5-11, 2025: A WEEK-LONG CELEBRATION OF YEAR-ROUND SERVICE TO LINCOLNTON RESIDENTS

WHEREAS, public power is a crucial component in cities and towns across North Carolina, driving the overall health of communities by providing unmatched electric reliability, affordable and sustainable power, excellent local service, and essential jobs in communities; and

WHEREAS, North Carolina’s more than 70 public power cities and towns are among more than 2,000 across the country, providing electricity with a reliability rating of 99.99 percent to nearly 1.6 million North Carolinians; and

WHEREAS, many of North Carolina’s public power cities and towns have been electric providers for more than 100 years, assisting their communities through prosperous times as well as pandemics and economic downturns, maintaining life-saving electricity to homes and businesses; and

WHEREAS, North Carolina public power communities are part of a mutual aid network that spans the state and country, providing invaluable support during times of hurricanes and other natural disasters while maintaining a superior safety record; and

WHEREAS, North Carolina’s public power providers are essential community assets that contribute to the well-being of the community and provide irreplaceable economic development opportunities; and

WHEREAS, North Carolina’s public power utilities are dependable institutions that provide excellent service, valuable energy solutions, and a commitment to community; and

WHEREAS, the City of Lincolnton recognizes Public Power Week and commends the public power cities and towns across our state and nation for their outstanding contributions to our communities;

NOW, THEREFORE, the City of Lincolnton hereby proclaims October 5-11, 2025, as "**PUBLIC POWER WEEK**" in Lincolnton and commends its observation to all citizens.

ADOPTED this the 2nd of October 2025.

Ed Hatley, Mayor

ATTEST:

Daphne Ingram, City Clerk



A RESOLUTION DECLARING OCTOBER 5–11, 2025 “FIRE PREVENTION WEEK” IN LINCOLNTON, NORTH CAROLINA

WHEREAS, the **Lincolnton City Council** is committed to ensuring the safety and security of all those living in and visiting **Lincolnton**; and

WHEREAS, fire remains a serious public safety concern both locally and nationally, and the presence of **lithium-ion batteries** in many household devices introduces unique fire risks; and

WHEREAS, most of the electronics used in homes daily — including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys — are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

WHEREAS, the National Fire Protection Association® (**NFPA®**) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries; and

WHEREAS, residents should follow three key calls to action: **buy only listed products, charge batteries safely, and recycle them responsibly** to prevent battery-related fires; and

WHEREAS, lithium-ion batteries store a large amount of energy in a small space, and improper use such as overcharging, using off-brand chargers without safety certification, or exposing batteries to damage can result in fire or explosion; and

WHEREAS, the proper disposal and recycling of lithium-ion batteries help prevent environmental hazards and reduce fire risks in the home and community; and

WHEREAS, **Lincolnton** first responders are dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach; and

WHEREAS, the 2025 Fire Prevention Week™ theme, “**Charge into Fire Safety™: Lithium-Ion Batteries in Your Home,**” serves to remind us of the importance of using, charging, and recycling lithium-ion batteries safely to reduce the risk of fires in homes and communities.

NOW, THEREFORE, BE IT RESOLVED that the **Lincolnton City Council** hereby designates **October 5–11, 2025**, as “**Fire Prevention Week**” in **Lincolnton**.

Adopted this 23rd day of September 2025.

Ed Hatley, Mayor

Our Mission:

As a team of highly trained and dedicated professionals, the Lincolnton Fire Department will strive to safely and promptly provide a high level of fire and life safety protection to the citizens of Lincolnton and its visitors.



City of Lincolnton

AGENDA REQUEST FORM

Please Print

Name Anna Mullen

Address 502 E. Main St.

Phone 980-241-9690

Lincolnton NC 28092

Name of Firm or Corporation (if applicable) LEDA

Other Persons Accompanying Speaker Cliff Brumfield

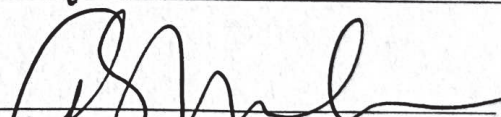
Purpose of Request to Appear Public Proclamation -

October Industry Appreciation

Council Meeting date you wish to appear 10/2

Amount of time required for Presentation 5 minutes

Date form submitted to the City Clerk 9/22/25


Signature of Requesting Party

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

CITY COUNCIL

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Kevin Demeny, Mayor Pro-Tem
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Proclamation
2025 Lincoln Economic Development Association
Industry Appreciation Month
October 2025

WHEREAS, the City of Lincolnton is pleased to have industry to support the local economy; and

WHEREAS, these industrial companies provide essential employment opportunities for the citizens of the City of Lincolnton; and

WHEREAS, these industrial companies provide local revenues from which the entire citizenry benefit; and

WHEREAS, industrial businesses make considerable contributions to our families and communities, often improving the overall quality of life; and

WHEREAS, we recognize and appreciate these industrial businesses;

NOW, THEREFORE, we, the City Council of the City of Lincolnton, do hereby recognize our existing industrial businesses and by virtue of this proclamation give notice to our citizens that the month of October 2025 is Industry Appreciation Month in the City of Lincolnton.

ADOPTED this the 2nd of October 2025.

Ed Hatley, Mayor

ATTEST:

Daphne Ingram, City Clerk
City Clerk

MEMO TO: Mayor and City Council

FROM: Planning Staff

SUBJECT: ZTA-4-2025 - Zoning Text Amendments to Chapter 153 Unified Development Ordinance

DATE: October 2, 2025

Background

Occasionally, minor errors in the text or changes in circumstances necessitate amendments to the Unified Development Ordinance (UDO). To enhance the UDO's enforceability and effectiveness, it is essential to modify, update, or add specific sections of the ordinance.

Please note: The text amendment is now presented in a new, easier-to-read format. We are providing a current version and a proposed version, replacing the previous redline and highlight system.

Proposed Amendment Section:

153.126 TID Transitional Infill Developments

Staff Comment: This section was mainly confusing and lacked clear standards. Lot size requirement was up to 10 acres; however, infill development typically applies to smaller lots with existing infrastructure. Staff believes that projects larger than 2 acres should adhere to the Planned Residential Development (PRD) process, which has stricter requirements for open space and is for projects that are at least 2 acres. Therefore, the lot size requirement has been revised to 2 acres, as Planned Residential Development projects begin at that size. Additionally, detailed criteria has been added to the section.

Proposed Amendment Section: (Since this section is new language only, there is no current version document)

§ 153.030 Interpretation of Terms and Words

153.105 R-25 Rural Residential District

153.106 R-15 Single-Family Residential District

153.107 R-10 Residential District

153.108 R-8 Residential District

153.109 RMF Residential Multi-Family District

153.110 R-O Residential Office District

Staff Comment: Added definitions for Recreation, Public Parks, and Recreation Facility, Public to the zoning definitions and added them as a permitted use in every residential district.

§ 153.126 TID TRANSITIONAL INFILL DEVELOPMENTS.

(A) A request for rezoning to the TID district may be approved by the City Council subject to §§153.315, 153.316 and 153.127 and only after having first been reviewed by the Planning Board. A transitional infill development (TID) is a type of TND that is characterized by smaller project areas and higher density, innovative development. In addition, a TID contains residential uses only. The project size of a TID shall be up to ten acres in area and shall contain at least three dwelling units.

(B) The Planning Board shall consider the request only after a completed application has been submitted to the Administrator. (Note: Prior to submission of the site plan and application, and prior to any disturbance of any land or vegetation it is recommended that the applicant consult with the Administrator or his or her designee in order for the applicant to be briefed on the requirements of this chapter and that consideration be given to natural features of the site.)

(C) A TID may be established only on parcels that meet all of the following criteria. A A TID district is similar to a TND district, as established in § 153.125, except that the following principles may not apply to all TIDs:

- (1) Neighborhood centers shall not be required in a TID;
- (2) TIDs need not be planned to connect with neighboring developments (whether existing or planned); (3) TIDs need not contain a mixture of housing types; and
- (4) Common open space may not be required in smaller-sized TIDs.

(D) *Additional criteria for TIDs.*

(1) Front-loaded garages of any structure shall not be placed side by side and shall be recessed a minimum of five feet from the street side façade.

(2) Otherwise, setback and yard regulations for a TID shall be as follows.

<i>Attached Housing</i>		
<i>Setback/Height Standard</i>	<i>Minimum (ft)</i>	<i>Maximum (ft)</i>
Side yard setback (end unit only)	0	40
Rear yard setback	25	N/A
Building height	N/A	35
Front yard	The front yard setback for all principal structures facing an existing public street shall be equal to (and not exceed) the average of all front setbacks for all principal structures located on the same side of the same street within 300 feet of any portion of the tract upon which the TID is to be constructed. Notwithstanding, balconies, stoops, stairs, open porches, bay windows and awnings shall be allowed to encroach up to five feet within the required front yard setback. For all internal streets within the TID, there shall be no required front yard setbacks.	

<i>Detached Housing</i>		
<i>Setback/Height Standard</i>	<i>Minimum (ft)</i>	<i>Maximum (ft)</i>
Side yard setback	5	N/A
Rear yard setback	20	N/A
Building height	N/A	35
Front yard	The front yard setback for all principal structures facing an existing public street shall be equal to (and not exceed) the average of all front setbacks for all principal structures located on the same side of the same street within 300 feet of any portion of the tract upon which the TID is to be constructed. Notwithstanding, balconies, stoops, stairs, open porches, bay windows and awnings shall be allowed to encroach up to five feet within the required front yard setback. For all internal streets within the TID, there shall be no required front yard setback.	

(E) *Application requirements and review procedures.* Transitional infill developments are established through the conditional district process outlined in §§ 153.315 and 153.316 and the site plan submission process outlined in §153.127 of this chapter.

(Ord. passed - - ; Ord. O-5-22, passed 6-30-2022)

PROPOSED AMENDMENT

§ 153.126 TID TRANSITIONAL INFILL DEVELOPMENTS.

A. Application requirements and review procedures

A request for rezoning to the TID district must be approved by the City Council, subject to § [153.127](#) APPLICATION REQUIREMENTS, REVIEW PROCEDURES AND WATERSHED OVERLAY CLUSTER DEVELOPMENTS.

B. Purpose and Intent

A Transitional Infill Development (TID) is an innovative, high-density residential project planned on smaller, underutilized parcels of land within an existing urban or developed area. Its purpose is to revitalize communities, combat urban sprawl, and create a sustainable, walkable, and connected residential environment.

C. Dwelling Types

- 1) Single-family detached houses
- 2) Lot-line houses
- 3) Village houses
- 4) Patio houses
- 5) Twin houses
- 6) Duplexes
- 7) Townhouses
- 8) Atrium houses
- 9) Multi-family developments

D. Project Requirements

- 1) *Minimum project site size.* Less than two acres.

- 2) **Minimum density.** At least three units
- 3) **Utilities.** Public water and sewer must be provided to the site.
- 4) **Maximum building height.** 35 feet, *unless otherwise restricted.*
- 5) **Project Boundary Setbacks**

a) **Minimum front yard setback or setback from any dedicated street.** The front yard setback for all principal structures facing an existing public street shall be equal to (and not exceed) the average of all front setbacks for all principal structures located on the same side of the same street within 300 feet of any portion of the tract upon which the TID is to be constructed.

i. Notwithstanding, balconies, stoops, stairs, open porches, bay windows, and awnings shall be allowed to encroach up to five feet within the required front yard setback.

ii. For all internal streets within the TID, there shall be no required front yard setbacks.

b) **Minimum side yard setback at project boundary.** 5 feet.

c) **Minimum rear yard setback at project boundary.** 20 feet.

E. Design Standards.

- 1) Single-family detached homes typically have front porches large enough for sitting (with a six-foot minimum depth).
- 2) Attached dwellings typically have sitting porches or front stoops.
- 3) The bottom floor of any dwelling whose sidewalk-facing wall is within five feet of the sidewalk shall be elevated sufficiently above the sidewalk to provide additional privacy inside the dwelling. Must be shown with elevations.
- 4) Front-loaded garages of any structure shall not be placed side by side and shall be recessed a minimum of five feet from the street side façade.
- 5) Architecture should reflect styles that complement each other. Developers should ensure a mixture of styles or sub-styles that work together to create overall consistency.
- 6) Patios, covered patios, and fences should be covered in the HOA with a plan for uniformity.

F. Streets and Sidewalks. Refer to § 153.395 STREET STANDARDS.

- 1) Must be private and are required to meet any applicable requirements, including but not limited to Fire Code and NCDOT Standards.
- 2) Sidewalks are required on both sides of the street and, in addition, may contain a network of off-road walking and bike trails.
- 3) Sidewalks shall be a minimum of four feet in width on private streets, with wider widths on public streets.

G. Alleys.

- 1) A system of rear access lanes (alleys) can provide garage access at the rear of the lot. This is especially preferred for lots less than 50 feet in width.
- 2) Always for single homes served by alleys, and where feasible and designed appropriately for town homes, private spaces are protected at the rear using approved privacy devices.
- 3) Where alleys are not available, other measures shall be taken to hide utility equipment; however, fire hydrants are always located on the fronting street, ideally situated on planting strip bulb-outs at intersections.

H. Screening and Landscaping.

- 1) Screening will be required between TID districts and other residential or commercial districts and/or uses.
 - a) Screening requirements are based on the location and physical characteristics of the property per § 153.046 SCREENING.
- 2) Landscaping requirements per § 153.047 LANDSCAPING.

I. Parking.

- 1) Off-street parking should follow the off-street parking schedule, § 153.185(K) OFF-STREET PARKING REQUIREMENTS.
 - a) Off-street parking lots should generally not front along a public street.
- 2) On-street parking can be provided throughout the development, particularly on streets with attached housing.
 - a) Where additional parking is needed, it is usually provided behind buildings in the interior of the block.
- 3) Where parking is provided by private drives for individual dwelling units, space shall be provided for parking at least two cars at each dwelling unit. This requirement may be reduced to one car per dwelling where on-street parking is designed into the street system.

J. Common Open Space.

- 1) Innovative use of green spaces is strongly encouraged, such as community gardens, green roofs and walls, or decorative and functional rain gardens.
- 2) Where space allows, amenity areas should be provided. Examples include pocket parks, linear parks, small playgrounds, fire pits, and walking trails.

K. Additional Requirements

Any additional applicable sections as required by the UDO.

PROPOSED AMENDMENT

§ 153.030 INTERPRETATION OF TERMS AND WORDS.

RECREATION, PUBLIC PARK. Any publicly owned, leased, operated or maintained property that is designated as a park by the city, including any adjacent public parking area as well as the driveway, entrance way or pedestrian walkway used by the public to access the public park or recreation facility.

RECREATION FACILITY. Any publicly owned, leased, operated or maintained property that is designated as a recreation facility by the city, including any adjacent public parking area as well as the driveway, entrance way or pedestrian walkway used by the public to access the recreation facility.

Add as permitted uses to the following zoning districts:

153.105 R-25 Rural Residential District

153.106 R-15 Single-Family Residential District

153.107 R-10 Residential District

153.108 R-8 Residential District

153.109 RMF Residential Multi-Family District

153.110 R-O Residential Office District

153.111 O-I Office Institutional District

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

Case No. ZTA-4-2025

Applicant: City of Lincolnnton Planning Department

Request: ZTA-4-2025 - Zoning Text Amendments to Chapter 153 Unified Development Ordinance

Proposed Consistency and Reasonableness Statement:

The proposed amendment is **consistent** with the adopted Lincolnnton 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.**

CONSISTENT: Because it updates text language to match current procedures and best practices, and it provides additional direction to assist citizens in understanding the regulations.

Planning Board Recommendation:

Approve ZTA-4-2025 as written.

Motions:

Motion to approve

Or

Motion to deny

CITY COUNCIL

Ed L. Hatley, Mayor
Kevin Demeny, Mayor Pro-Tem
Roby D. Jetton
Mark Johnson
Jill Tipton



CITY MANAGER

Richard Haynes
rhaynes@lincolntonnc.org

CITY CLERK

Daphne Ingram
[dingram@lincolntonnc.org](mailto:d Ingram@lincolntonnc.org)

CITY ATTORNEY

John M. Friguglietti, Jr.
john@davidsonlawyers.net

BA-10-25

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, 2026.

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

General Expense	\$	594
Police		5,908
	\$	<u>6,502</u>

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

PD: Report/Fingerprint Fees	\$	375
PD: Misc. Revenue		5,533
General: Online Convenience Fees		594
	\$	<u>6,502</u>

General Fund: Police Dept. revenues- (1) reports/fingerprint fees; (2) DSS off-duty, and Online and auto-draft fees.

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

Water and Sewer Intangibles		290
	\$	<u>290</u>

Section 6: To amend the Water and Sewer Fund, the revenues are to be changed as follows:

Other Operating Revenues	\$	290
	\$	<u>290</u>

Water and Sewer Fund: Auto-pay draft fee.

Section 7: To amend the Electric Fund, the expenditures are to be changes as follows:

Electric Operations	\$	265
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Section 8: To amend the Electric Fund, the revenues are to be changed as follows:

Other Operating Revenue	\$	265
	\$	<u>265</u>

Electric Fund: Auto-pay draft fee.

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

AIA Grants-Water-D-ARP-0243	\$	35,500
AIA Grants-WasteWater-W-ARP-0242		28,800
	\$	<u>64,300</u>

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

AIA Grants-Water-D-ARP-0243	\$	35,500
AIA Grants-WasteWater-W-ARP-0242		28,800
	\$	<u>64,300</u>

Special Revenue Fund: Record NCDEQ-AIA Grant Reimbursements for WTP & WWTP.

Section 16: Appropriations are authorized by fund totals. The City Manager is authorized to reallocate fund appropriations among line item objects of expenditures and revenues as necessary during the budget year.

Section 17: Copies of this Budget Ordinance shall be furnished to the Clerk to the Governing Board and to the Budget Officer and Finance Director to be kept on file by them for their direction in the disbursement of funds.

TOTAL AMENDMENT \$ 71,357

Adopted this 2nd day of October, 2025

Attest:

Daphne Ingram
City Clerk

Edward L Hatley
Mayor

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: Mayor and City Council Members

Through: Ritchie Haynes, City Manager

From: Tanya Osborne, Human Resources Director

Re: Addition to City of Lincolnton Personnel Policy:
Article II Section 11-Background Checks (New Section)

Date: September 26, 2025

This past summer a new state law (Session Law 2025-16 known at "Fostering Care in NC Act") was put into place and will require cities and counties in North Carolina to have all applicants for positions that require working with children in any capacity to complete a criminal history record check. This criminal history record check must be completed by the NC State Bureau of Investigation (SBI), and must be conducted in accordance with G.S. 143B-1209.26 which authorizes the SBI to provide a fingerprint-based state and national criminal record check to cities and counties.

The specific general statute which applies to cities is G.S 160A-164.2(b) and now reads:

(b) Notwithstanding the provisions of subsection (a) of this section, if the position being filled requires an applicant for employment to work with children in any capacity, the council shall require the applicant, if offered the position, be subject to a criminal history record check conducted by the State Bureau of Investigation in accordance with G.S. 143B-1209.26. The city must extend a conditional offer of the position pending the results of a criminal history record check required by this section."

The City of Lincolnton's normal process is to conduct pre-employment screenings after an applicant receives a conditional offer for employment and completes the authorization documents for the screenings. The new law adds an additional step requiring the City to have the SBI conduct a criminal history background which will only apply to the candidates for positions which have job functions working with children. The required SBI criminal history background check will only include crimes specific to children, and will not include other types of criminal records an individual may have.

In the Personnel Policy, Article II Recruitment and Selection, there is not a section which speaks to the reasons for the use of criminal background checks in the selection of employees or current employees who may have legal actions or proceedings occur. The attached addition to the City of Lincoln Personnel Policy outlines the purpose for criminal background checks and is modeled after policies received from other entities and information published by the UNC School of Government. The new law, which is now a requirement, has been incorporated into the section.

Attachment: Proposed Personnel Policy Addition, Article II Recruitment and Selection,
Section 11-Background Checks

Council Consideration:

Approval of the addition to the City of Lincoln Personnel Policy, Article II Recruitment and Selection, Section 11-Background Checks with an effective date of October 2, 2025.

City of Lincolnton Personnel Policy
Proposed Effective Date: October 2, 2025

**Addition: Article II Recruitment and Selection
Section 11-Background Checks**

The City of Lincolnton believes employing and retaining a well-qualified, diverse workforce is essential to the overall success of the organization. Criminal background checks are an important tool in determining the suitability of an individual for either initial or continued employment with the City.

Purpose

Information about an individual's past criminal conduct is collected to preserve public trust, promote a safe work environment for employees and members of the public, determine their suitability for employment, and promote the protection of City property. The City seeks to promote a fair, consistent, confidential, and non-discriminatory method of obtaining and using criminal information for employment decisions. This section applies to all applicants and employees of the City of Lincolnton.

Definitions

- Background Check – Process of acquiring records related to an individual's past criminal conduct.
- Background Check Release Form – A form completed by an applicant that authorizes a background check prior to employment.
- Fair Credit Reporting Act (FCRA) – Federal law that regulates the collection, dissemination and use of consumer credit information, including criminal background reports.
- Legal Actions/Proceedings – Any legal actions including, but not limited to, arrests, convictions, guilty pleas, no contest pleas, restraining orders, warrants, and criminal charges.

Organizational Rules

- All applicants for employment are subject to a criminal background check.
- The City shall not treat criminal background check information differently for individuals based on their race, color, gender, religion, age, political affiliation, national origin, sexual orientation, physical or mental disability, genetic information or any other non-job-related factor.
- An arrest, in and of itself, does not establish that criminal conduct has occurred. Accordingly, the fact that an individual was arrested should never be the sole basis of an adverse employment action, except as outlined below. The City may take adverse employment action based on information showing the individual actually committed the conduct underlying the

arrest. A conviction, guilty plea or no contest plea shall serve as sufficient evidence that the individual engaged in the alleged criminal conduct.

- The City recognizes that the use of criminal background check information may disproportionately impact some individuals based on their membership in a protected class. Accordingly, the City will take steps to ensure that any use of criminal background check information will be job related and consistent with business necessity and any applicable laws.

Procedures

Pre-Employment Background Checks

The Human Resources Department will arrange for the criminal background check once a conditional offer of employment has been extended to the applicant. This offer could be verbal, or in writing. All applicants will complete a background check release form. Any applicant refusing to authorize the criminal background check once the applicant has been given a conditional offer of employment will have their application rejected.

In compliance with G.S. 160A-164.2(b), if the position being filled requires an applicant for employment to work with children in any capacity, the City must require the applicant, if offered the position, to be subject to a criminal history record check conducted by the SBI. These checks must be performed in accordance with G.S. 143B-1209.26, which authorizes the SBI to provide a fingerprint-based state and national criminal record check to cities and counties.

Departments such as the Police Department and the Fire Department may have pre-employment procedures for criminal background checks that are more stringent than stated in this policy and may include conducting a criminal background check prior to the extending of a conditional offer of employment. These departments will follow departmental procedures and standards as outlined in relevant General Statute, including the Fire Department's requirement to follow G.S. 143B-1209.24 of the North Carolina General Statutes, and the Police Department's policy to follow the North Carolina Criminal Justice Training and Standards Division's template for criminal background checks.

The City shall ensure that criminal background checks are conducted, and notices are provided in accordance with the requirements of the FCRA.

If the criminal background check does not reveal any prior criminal activity, the conditional offer may proceed with finalization of the offer pending the outcome of other pre-employment conditions. However, if the criminal background check reveals a conviction, guilty or no contest plea, the hiring manager in concert with the Human Resource Director shall determine the degree to which the criminal conduct is related to the position for which the applicant is being considered.

When determining whether to reject an applicant because of prior criminal activity, the following shall be considered:

- Nature and gravity of the criminal activity
- Time that has passed since the criminal activity
- Duties that the applicant will perform
- Applicant's opinion on the accuracy of the background check
- Facts surrounding the criminal activity
- Number of criminal offenses
- Age of the applicant at the time of the criminal activity
- Applicant's employment history before and after the criminal activity
- Applicant's rehabilitation efforts
- Applicant's employment or character references; and
- Applicant's participation in a bonding program.

If the decision is to reject the applicant because of their prior criminal activity, the City shall comply with the requirements of the FCRA.

Pending charges, or prior convictions, that are potentially significant require consultation with the City Manager prior to extending an employment offer.

Procedures for Active Employees

All active employees who are subject to legal actions/proceedings shall provide the following information to their Department Head within two (2) business days of the initial incident:

- Name of the jurisdiction involved
- Location of the alleged activity
- Specific legal action
- Nature of the alleged activity
- Date and time of the legal action; and
- Dates of any upcoming court appearances

The Department Head must meet with Human Resources to determine the relevance, if any, to the employee's legal action(s). In reaching this decision they shall consider the same factors outlined in the pre-employment section above. Employees' legal actions may subject them to corrective action up to and including termination from City employment. Likewise, employees failing to notify their Supervisor of legal actions as required by the policy may be subject to correction action up to and including termination from employment.

(The insertion of this new section as Section 11 will require the current sections of Article II Sections 11-16 to be renumbered to 12-17.)

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: Mayor and City Council Members

Through: Ritchie Haynes, City Manager

From: Tanya Osborne, Human Resources Director

Re: Addition of Position Classification Due to Grant – Police Social Worker
Revision 2025/2026 Schedule of Budgeted Positions
Revision 2025/2026 Salary Schedule-Position Classification Listing

Date: September 24, 2025

Chief Greene has applied for a grant which will allow for one Police Social Worker position. If Chief is successful in obtaining the grant, the City of Lincolnton's Schedule of Budgeted Positions, and the Salary Schedule-Position Classification listing will need to be revised to reflect the addition to the Police Department staff and allow for recruitment to begin.

At this time, I would ask for City Council's consideration of the following:

1. **Approval of proposed change to the 2025/2026 City Of Lincolnton's Schedule of Budgeted Positions for the addition of one Police Social Worker**
2. **Approval of proposed change to the 2025/2026 City of Lincolnton's Salary Schedule-Position Classification listing for the addition of the Police Social Worker classification at G.20.**

Attachments: Proposed City of Lincolnton Schedule of Budgeted Positions 25/26
Proposed City of Lincolnton Salary Schedule-Position Classification Listing 25/26

Salary Schedule-Position Classification
City of Lincoln
General Employees-Revised 10-02-2025

<u>Grade</u>	<u>Position Title</u>	<u>Minimum- rounded</u>	<u>Midpoint- rounded</u>	<u>Maximum- rounded</u>	<u>Group Cycle</u>	<u>FLSA</u>
3	Not assigned	\$ 22,110.93	\$ 27,638.66	\$ 33,166.39		N
4	Not assigned	\$ 23,216.47	\$ 29,020.59	\$ 34,824.71		N
5	Park & Recreation Worker I	\$ 24,377.30	\$ 30,471.62	\$ 36,565.95	C	N
6	Not assigned	\$ 25,596.16	\$ 31,995.20	\$ 38,394.24		N
7	Park & Recreation Worker II	\$ 26,875.97	\$ 33,594.96	\$ 40,313.96	C	N
8	Not assigned	\$ 28,219.77	\$ 35,274.71	\$ 42,329.65		N
9	Intern	\$ 29,630.76	\$ 37,038.45	\$ 44,446.14	C	N
	Park & Recreation Worker III				C	N
10	Building Services Attendant	\$ 31,112.30	\$ 38,890.37	\$ 46,668.44	C	N
	Parking Enforcement Officer				A	N
11	Not assigned	\$ 32,667.91	\$ 40,834.89	\$ 49,001.87		N
12	Customer Service Representative	\$ 34,301.31	\$ 42,876.63	\$ 51,451.96	C	N
13	Account Support Technician I	\$ 36,016.37	\$ 45,020.46	\$ 54,024.56	C	N
	Administrative Support Assistant				C	N
	Police Evidence Technician				C	N
14	Account Support Technician II	\$ 37,817.19	\$ 47,271.49	\$ 56,725.78	C	N
	Accounting Technician				C	N
	General Maintenance Worker I				B	N
	Meter Specialist I				B	N
	Property Maintenance Technician				B	N
	Sr. Administrative Support Assistant				C	N
15	Account Support Technician III	\$ 39,708.05	\$ 49,635.06	\$ 59,562.07	C	N
	Administrative Office Manager-Fire				C	N
	Administrative Office Manager-Public Services				C	N
	Administrative Services Supervisor-Police				C	N
	Building and Grounds Crew Leader				B	N
	General Maintenance Worker II				B	N
	Meter Specialist II				B	N
	WTP Operator C				B	N
	WWTP Operator I				B	N
16	Distribution/Collection Maint Tech I	\$ 41,693.45	\$ 52,116.81	\$ 62,540.18	B	N
	Equipment Operator Trainee				B	N
	Fire Cadet				A	N
	Meter Specialist III				B	N
	Payroll Specialist				C	N
	WTP Operator B				B	N
	WWTP Operator II				B	N

Salary Schedule-Position Classification
City of Lincoln
General Employees-Revised 10-02-2025

17	Deputy City Clerk	\$ 43,778.12	\$ 54,722.66	\$ 65,667.19	C	N
	Distribution/Collection Maint Tech II				B	N
	Equipment Operator I				B	N
	Planning Technician				C	N
	Special Events/Marketing Coordinator				C	N
	Utility Billing Supervisor				C	N
	WTP Maintenance Mechanic				B	N
	WWTP Maintenance Mechanic				B	N
18	Equipment Operator II	\$ 45,967.03	\$ 57,458.79	\$ 68,950.55	B	N
	Firefighter I				A	N
	Fleet Maintenance Mechanic				B	N
	Parks & Recreation Program Coordinator				C	N
	Parks & Recreation Maint Supervisor				C	N
	WTP Laboratory Analyst				B	N
	WTP Operator A				B	N
	WWTP Operator III				B	N
19	Accountant	\$ 48,265.38	\$ 60,331.73	\$ 72,398.07	C	N
	Building and Grounds Supervisor				B	N
	Distribution/Collection Maint Tech III				B	N
	Equipment Operator III				B	N
	Firefighter II				A	N
	Fire Inspector I				A	N
	General Services Supervisor				B	N
	Public Works Supervisor				B	N
	Sr. Recreation Program Coordinator				C	N
20	Building Inspections Consultant	\$ 50,678.65	\$ 63,348.31	\$ 76,017.98	C	N
	Electric Line Technician (Class C)				B	N
	Fire Engineer				A	N
	Fire Inspector II				A	N
	HR Benefits Administrator				C	N
	Police Social Worker				C	N
	WTP Lead Maintenance Mechanic				B	N
	WWTP Lab Analyst				B	N
	WWTP Lead Maintenance Mechanic				B	N
21	Accounting Services Manager	\$ 53,212.58	\$ 66,515.73	\$ 79,818.88	C	N
	Distribution/Collection Crew Leader				B	N
	Distribution/Collection Crew Leader-Lift Stat				B	N
	Fire Inspector III				A	N
	Fire Lieutenant				A	N
	Public Works-Crew Leader				B	N
	Solid Waste-Crew Leader				B	N
	WTP Chief Operator				B	N
	WWTP Chief Operator				B	N
22	Building & Grounds Superintendent	\$ 55,873.21	\$ 69,841.52	\$ 83,809.82	B	E
	Distribution/Collection Supervisor				B	N
	Electric Line Technician (Class B)				B	N
	IT Technician I				C	N
	Zoning Administrator				C	N

Salary Schedule-Position Classification
City of Lincoln
General Employees-Revised 10-02-2025

23	Assistant Finance Director	\$ 58,666.87	\$ 73,333.59	\$ 88,000.31	C	N
	Asst to City Mgr Office/City Clerk				C	N
	Fire Captain				A	N
	Fleet Services Superintendent				B	N
	IT Technician II				C	N
24	Distribution/Collections System Supt	\$ 61,600.22	\$ 77,000.27	\$ 92,400.33	B	E
	Electric Line Technician (Class A)				B	N
	IT Technician III				C	N
25	Battalion Chief	\$ 64,680.23	\$ 80,850.28	\$ 97,020.34	A	N
	Community Relations Director				C	E
	Fire Marshal				A	N
	GIS Specialist				B	N
	Public Works Superintendent				B	E
26	Electric Distribution System Supervisor	\$ 67,914.24	\$ 84,892.80	\$ 101,871.36	B	N
27	Assistant Fire Chief	\$ 71,309.95	\$ 89,137.44	\$ 106,964.93	A	E
	Business Services Director				C	E
	WTP Superintendent				B	E
	WWTP Superintendent				B	E
28	Water Resources Operations Manager	\$ 74,875.45	\$ 93,594.31	\$ 112,313.17	B	E
29	Deputy Fire Chief	\$ 78,619.22	\$ 98,274.03	\$ 117,928.83	A	E
	Electric Distribution System Superintendent				B	E
	Human Resources Director				C	E
	Parks and Recreation Director				C	E
	Planning Director				C	E
30	Not assigned	\$ 82,550.18	\$ 103,187.73	\$ 123,825.27		
31	Electric Utility Operations Manager	\$ 86,677.69	\$ 108,347.11	\$ 130,016.54	B	E
	Finance Director				C	E
	Fire Chief				A	E
	IT-Technology & Innovation Director				C	E
	Public Utilities Director				B	E
32	Not assigned	\$ 91,011.58	\$ 113,764.47	\$ 136,517.36		E
33	Public Services Director	\$ 95,562.15	\$ 119,452.69	\$ 143,343.23	B	E
	Water Resources Director				B	E
34	Not assigned	\$ 100,340.26	\$ 125,425.33	\$ 150,510.39		E
35	Not assigned	\$ 105,357.28	\$ 131,696.59	\$ 158,035.91		E
36	Assistant City Manager	\$ 110,625.14	\$ 138,281.42	\$ 165,937.71	C	E
37	Not assigned	\$ 116,156.40	\$ 145,195.50	\$ 174,234.59		E
38	Not assigned	\$ 121,964.22	\$ 152,455.27	\$ 182,946.32		E
39	City Manager	\$ 128,062.43	\$ 160,078.03	\$ 192,093.64	C	E
40	Not assigned	\$ 134,465.55	\$ 168,081.94	\$ 201,698.32		E
41	Not assigned	\$ 141,188.83	\$ 176,486.03	\$ 211,783.24		E
42	Not assigned	\$ 148,248.27	\$ 185,310.33	\$ 222,372.40		E

Salary Schedule-Position Classification
 City of Lincoln
 General Employees-Revised 10-02-2025

Part-Time Classifications	Hourly		Hourly		
Lifeguards-Non Experienced	\$ 12.88			C	N
Lifeguards-Experienced	\$ 15.45			C	N

CITY OF LINCOLNTON			
SCHEDULE OF BUDGETED FT POSITIONS			
Effective October 2, 2025			
Administration 4110			
Full Time Positions		4	
Business & Community Dev 4930			
Full Time Positions		0	
Human Resources 4120			
Full Time Positions		3	
Finance 4130			
Full Time Positions		7	
Information & Technology			
Full time Positions		2	
Police Department 4310			
Full Time Positions		47	
Fire Department 4340			
Full Time Positions		43	
Public Works - Administration 4510			
Full Time Positions		3	
Public Works - Street & Prop Maint 4520			
Full Time Positions		12	
Public Works - Equip Services 4530			
Full Time Positions		2	
Public Works - Solid Waste 4710			
Full Time Positions		6	
Planning 4910			
Full Time Positions		3	
Parks & Recreation 6100			
Full Time Positions		7	
Public Works - Water Treatment 7100			
Full Time Positions		8	
Public Works - Distribution & Collection 7110			
Full Time Positions		13	
Public Works - Waste Water Treatment 7120			
Full Time Positions		9	
Public Works - Electric 7200			
Full Time Positions		9	
Total Full Time City Positions:		178	
*Includes 4 COPS Grant Positions-PD			
*Includes 1 Social Worker Grant-PD			

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: Mayor and City Council Members

Through: Ritchie Haynes, City Manager

From: Tanya Osborne, Human Resources Director

Re: 1. Consideration of Revision to Administrative Policy Manual:
Addition of Administrative Policy #27 Employees Benefits and Stipend Program
Replacing Administrative Policy #10 Health/Dental Insurance
2. Consideration of establishing employee benefit and stipend amounts

Date: September 26, 2025

1. Since July 1, 2012, the City of Lincolnton has had Administrative Policy #10 which has outlined the cost-sharing of health/dental insurance coverage for benefit-eligible employees. The purpose of this memorandum is to recommend that Administrative Policy #10 be discontinued and replaced.

The proposed replacement, Administrative Policy #27 Employee Benefits and Stipend Program, puts in place procedures that will be utilized for implementing and administering the program. The stipend is designed to assist employees with the cost of benefits while giving them flexibility to elect coverages that best fit their individual and family needs.

The administrative policy is written as a living document, which allows the City Manager the flexibility to modify the amount as needed to stay within the City's financial capabilities and strategic goals.

Attached for your review are Administrative Policy #27 Employee Benefits and Stipend Program and Administrative Policy #10 Health/Dental Insurance.

Council consideration is requested for the following:

Approval of the addition to the *City of Lincolnton Administrative Policy #27 Employee Benefits and Stipend Program*. This policy will replace Administrative Policy #10 with an effective date of October 2, 2025.

2. a. The implementation of an insurance stipend was approved by Council at the September 7, 2017 council meeting, and the amount has remained the same since. Consideration and discussions have been held with the City Manager regarding a potential increase to the insurance stipend which is received by all benefit-eligible employee groups. It is recommended the insurance stipend of \$50 monthly be increased to \$70.00 monthly for all benefit-eligible employees. The estimated increase to the budget is \$49,500 for the calendar year beginning January 1, 2026.

Council consideration is requested for the following:

Approval of the insurance stipend to be increased from \$50 monthly to \$70 monthly for all benefit-eligible employees.

b. Administrative Policy #10 Health/Dental Insurance initially approved by Council on July 1, 2012 established a health insurance benefit for employees hired prior to July 1, 2012. This benefit was specific to the portion of health insurance premiums related to child(ren) coverage and allowed that portion of the premium to be covered at the City's expense.

This benefit has been included in the new Administrative Policy #27. After discussion with the City Manager, it is recommended the amount for this specific benefit for the pre-2012 employees be established at \$150.00 monthly. It is anticipated, due to a decrease in the January 1, 2026 rates for the health insurance related to the employee/child tier, there will be a decrease of approximately \$41,500 based upon current enrollment.

Council consideration is requested for the following:

Approval of the health insurance benefit for pre-2012 employees related to the coverage of child(ren) to be set at \$150 monthly for the calendar year benefits 2026.

Attachments: Proposed changes to the Administrative Policy Manual-
Addition of Administrative Policy #27 Employee Benefits and Stipend Program
Replacing Administrative Policy #10 Health/Dental Insurance

**CITY OF LINCOLNTON
ADMINISTRATIVE POLICY**

Subject: Employee Benefits and Stipend Program	Manual: Administrative
	Effective Date: October 2, 2025
Policy Number: 27	Revision:
Issued By: Human Resources Department	City Manager Approval: Ritchie Haynes

Purpose and Intent

The City of Lincoln recognizes that its employees have diverse and varying family and personal needs. The purpose of this policy is to provide eligible employees with a flexible, pre-determined stipend that can assist with the costs of elective benefits, empowering them to choose the coverage that best suits their individual and family circumstances. The stipend is intended to be a competitive component of the city's total compensation package, aiding in the recruitment and retention of a highly qualified workforce.

Administration

The administration and implementation of the Plan will be assigned to Human Resources with an annual review completed and recommendations made to the City Manager. Human Resources will:

- Determine the types of eligible expenses that the stipend can be used to offset, which may include health, dental, vision, life, disability insurance premiums, and other types of voluntary benefits offered.
- Create the procedures for the annual open enrollment.
- Modify eligibility requirements, or administrative procedures as necessary.
- Amend the policy to maintain compliance with all federal, state, and local laws, including but not limited to the Internal Revenue Service (IRS) regulations, and the Affordable Care Act (ACA).
- Present information to the City Manager applicable to plan changes which will have a budget impact and modify benefit, and stipend amounts as directed by the City Manager as necessary to meet the City's financial capabilities and strategic goals.

Eligibility

There are two groups of benefit eligible employees that can participate in the Employee Benefits and Stipend Program.

1. Benefit eligible employees hired July 1, 2012 or after.
2. Benefit eligible employees hired prior to July 1, 2012, This group of employees remain grandfathered for a health insurance premium portion for child(ren) to be

paid at the City's expense, and the dental insurance premiums for all tiers to be paid by the City.

Both groups are subject to revisions and changes to the Employee Benefits and Stipend Program as recommended and approved.

Stipend distribution and use

- **Distribution:** The annual stipend amount shall be distributed in equal increments as part of the employee's regular payroll, unless otherwise determined by the Finance Director and City Manager.
- **Tax implications:** The stipend shall be treated as taxable income to the employee and is subject to all applicable federal and state payroll taxes. It is the employee's responsibility to understand and comply with all tax obligations related to the stipend.
- **Proof of coverage:** The stipend is a supplement to compensation, not a reimbursement for specific expenses. For legal and compliance purposes, employees are not required to provide proof that the stipend was used to purchase insurance or cover medical expenses.

Administrative procedures

- **Communication:** Human Resources will be responsible for clearly communicating the terms of the stipend program to all employees, including the amount, purpose, and tax implications.
- **Enrollment:** The stipend will be part of the city's annual benefits open enrollment process.
- **Record-keeping:** Accurate records of all stipend payments shall be maintained by the City's Finance and Human Resources departments.

Policy review

This policy shall be reviewed periodically by the Human Resources Department to ensure it continues to serve the best interests of the city and its employees, remains legally compliant, and is fiscally sound.

Attachments

None

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

The City of Lincolnton Council reserves the right to review all city benefits as necessary, and may delete, modify, enhance or otherwise make changes to this administrative policy as in accordance with local, state and federal law.

CITY OF LINCOLNTON
ADMINISTRATIVE POLICY

<p>Subject:</p> <p style="text-align: center;">Health/Dental Insurance</p>	<p>Manual: Administrative</p> <hr/> <p>Effective Date:</p> <p style="text-align: center;">July 1, 2012</p>
<p>Policy Number: 10</p>	<p>Revision: August 6, 2020</p>
<p>Issued By:</p> <p style="text-align: center;">City Manager's Office</p>	<p>City Manager Approval:</p> <p style="text-align: center;">Steve Zickefoose City Manager</p>

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

Section I. Intent

Effective July 1, 2012, benefit-eligible employees who are hired on or after July 1, 2012 will be responsible for paying family members' insurance premiums for health and/or dental coverage.

Section II. Eligibility Criteria

July 1, 2012 - Benefit-eligible employees hired prior to July 1, 2012, will be grandfathered under this plan and will continue to have family members' health and/or dental insurance premiums covered at the City's expense.

Section III. Revisions

February 1, 2016 – Effective February 1, 2016, the City of Lincolnton's benefit-eligible employees will participate in the North Carolina State Health Plan (SHP) for the health insurance coverage. Eligibility is in accordance with the SHP documents, and spousal coverage, as well as dependent child(ren) coverage, is available. Responsibility for insurance premiums will be as follows:

1. Benefit eligible employees hired prior to July 1, 2012 will be grandfathered under this health insurance plan for dependent children only, and continue to have the health insurance premium covered at the City's expense. Premiums for spousal coverage, if elected, will be the responsibility of the employee. Dental insurance premiums will continue to be paid by the City for family members'.

Admin Police-Health/Dental Insurance

Page 2

2. *Effective January 1, 2021, if a benefit eligible employee hired prior to July 1, 2012 elects family health coverage, the premium for family coverage will be reduced by the child(ren) portion and the remaining balance will be the employee's responsibility to pay.*
3. Benefit-eligible employees who are hired on or after July 1, 2012 will be responsible for paying family members' insurance premiums for health and/or dental coverage.

The City of Lincolnnton Council reserves the right to review all city benefits as necessary, and may delete, modify, enhance or otherwise make changes to this administrative policy as in accordance with local, state and federal law.

STANDARD PPO & PLUS PPO PLAN

for Active Subscribers

Monthly Premium Rates January 1, 2026 to December 31, 2026	STANDARD PPO PLAN				PLUS PPO PLAN			
	Salary Band				Salary Band			
	\$50,000 + UNDER	\$50,001 - \$65,000	\$65,001 - \$90,000	\$90,001 + OVER	\$50,000 + UNDER	\$50,001 - \$65,000	\$65,001 - \$90,000	\$90,001 + OVER
ACTIVE SUBSCRIBERS								
Subscriber Only	\$35	\$50	\$65	\$80	\$66	\$94	\$122	\$160
Subscriber + Child(ren)	\$185	\$200	\$215	\$230	\$276	\$304	\$332	\$370
Subscriber + Spouse	\$575	\$590	\$605	\$620	\$746	\$774	\$802	\$840
Subscriber + Family	\$575	\$590	\$605	\$620	\$746	\$774	\$802	\$840

NOTES:

1. Salary-based rates will only apply to the subscriber-only rate and is based on the employee's total base pay.
2. The subscriber-only rate, which is based on the member's salary at the time of Open Enrollment will remain the same for 2026 regardless of salary adjustments.
3. If your employment contract is for less than 12 months, contact your Health Benefits Representative or benefits office for monthly rates.
4. If you are actively employed and you or your dependent(s) are Medicare eligible, the State Health Plan is the primary insurer and the Non-Medicare rates apply.
An exception to this would be if you or your dependent(s) are Medicare eligible due to end stage renal disease (ESRD).
5. If you work for a local government employer, contact your Health Benefits Representative or benefits office for monthly rates.
6. The employer share for Active subscribers is \$742.04.





BOARD VACANCY

The City of Lincolnton is currently seeking applications to fill vacancies on the following boards and commissions for terms beginning January 1, 2026:

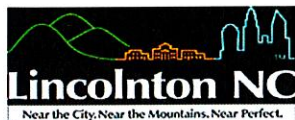
Housing Authority – 2 Vacancies

ABC Board- 1 Vacancy

Recreation Commission – 1 Vacancy

If you are currently a city resident and are interested in serving the City of Lincolnton and would like to be considered for appointment to fill one of the vacancies, please complete and submit the application form that is available on the City's website at <https://www.lincolntonnc.org/175/Appointed-Boards-Commissions> . If you have any questions or would like more information concerning these positions, please feel free to contact the City Clerk, Daphne Ingram, at 704-736-8980 ext. 2281.

***Closing date: 5:00 p.m. on Friday, November 21, 2025.
Appointments will be made at the December 4, 2025 regular council meeting.***



Daphne Ingram <dingram@lincolntonnc.org>

Online Form Submittal: Boards and Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>
To: dingram@lincolntonnc.org, rhaynes@lincolntonnc.org

Wed, Aug 20, 2025 at 1:11 PM

Boards and Commissions Application

Application for Boards/Commissions/Committees

Please complete each section

First Name	Robert
Last Name	Buff
Date of Birth	3/27/1959
Home Street Address	318 West Sycamore St
Home City	Lincolnton
Home Zip Code	28092
Home Phone	7042400004
Cell Phone	<i>Field not completed.</i>
Email Address	robbuff59@gmail.com
Board/Commission/Committee Applying For:	Lincoln County Historic Properties Commission
Why are you interested in serving on this Board/Commission/Committee?	I have a great interest and love of the history of Lincoln County. My ancestors were Revolutionary War patriots.
Interest/Skills/Areas of Expertise/Professional Organization/Activities	Color Guard Commander of Catawba Valley Sons of the American Revolution. Board Member and past president of Thunder Over Carolina Member of Battle of Ramsours Mill Committee
Current Employer	Retired
Years in current position	<i>Field not completed.</i>
Job Title	<i>Field not completed.</i>
Employer Phone Number	<i>Field not completed.</i>

Duties *Field not completed.*

Other employment history City of Lincolnton Public Works (retired)

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 None

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

