



**LINCOLNTON
AGENDA
December 4, 2025
7:00 PM**

CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE - Scout Troop #75

1. AGENDA APPROVALS

1a Approval of REGULAR AGENDA

1b Approval of CONSENT AGENDA

- **November 6, 2025 - Regular Meeting Minutes**
- **Approval of Request for Releases - October 16, 2025 - November 15, 2025**
- **Retirement Recognition — Martha "Janine" Dotson — 17 years of Service**
- **Proclamation - Pearl Harbor Remembrance Day - December 7th**
- **Proclamation - Honoring our Veterans on Veterans Day**

SPECIAL PRESENTATION

a Presentation of Eagle Scout Project — Two flag disposal boxes

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

2. PUBLIC HEARINGS

2a ZMA-5-2025 Zoning Text Amendments to Chapter 153 Unified Development Ordinance

Jean Derby, Planning Director

3. REGULAR AGENDA

3a Request to Consider a 50/50 Matching Grant from the North Carolina Forest Service

Brent McConnell

3b BA-12-25 Approval of Budget Amendment to the Annual Budget Ordinance for the fiscal year ending June 30, 2026.

Pamela McBryde, Finance Director

3c Contract for Flock License Plate Reader (LPR) Cameras

Brian Greene

4. REGULAR AGENDA

4a Consideration of Request to Approve Municipal Bridge Inspection Agreement_2025

Ritchie Haynes, City Manager

4b Re-Appointments - Boards and Commissions 2025 Expiring Terms

Ed Hatley, Mayor

4c Consideration of New Board Appointments

Ed Hatley, Mayor

5. REGULAR AGENDA

5a Consideration of Resolution adopting the 2026 Calendar for Lincolnton City Council Meeting dates and times in accordance with the Opens Meetings Law and NCGS 143-33

Ritchie Haynes, City Manager

5b Centralina Regional Council Appointment Approval

Ed Hatley, Mayor

5c Consideration of Request from City Attorney to Form A Citizen Advisory Committee

John Friguglietti, City Attorney

6. OTHER BUSINESS

6a City Manager's Update / Activity Report

6b City Attorney's Update / Activity Report

NEWS MEDIA

7. CLOSED SESSION

In accordance with G.S. 143-318.11(a)(5) - to instruct staff concerning the negotiation of the price and terms of a contract concerning the acquisition of real property and to establish or instruct staff concerning the terms of an employment contract

ADJOURNMENT

REGULAR MEETING - November 6, 2025

The Lincolnton City Council met in Regular Session on Thursday, November 6, 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 November 6th Lincolnton City Council meeting to order, asking all in attendance to rise for a moment of silence, after which he led the Pledge of Allegiance. Mayor Hatley spoke to several changes on the agenda, explaining that Troop 75 would be attending next months meeting. He also informed that the presentation of the Eagle Scout Project listed under Special Presentation would take place next month, and he announced the withdrawal of the Public Hearing (CZ-6-2025).

With no other changes, Councilmember Roby Jetton made a motion to approve the agenda as amended. Members voted 4-0 in favor of the motion.

Motion to approve the CONSENT AGENDA was made by Councilmember Mark Johnson. Members voted 4-0 in favor of the motion.

PUBLIC COMMENT

Mr. Bryson Brooks, a resident at 342 Highland Drive and the owner of Pronto Towing, addressed Council to voice his concern with the city police departments towing rotation list and the imbalance, he feels, it has created. He explained to Council the current process and spoke to the frustration he is experiencing as well as the negative perception it displays. He stated that he was not only fighting for his business, but he was fighting for fairness for everyone, the citizens and the small business owners who serve this community. He reminded members that monopolistic practices are illegal and suggested that they not allow it to happen.

Mr. Jedi Lykins, a resident of 610 Grier Street, addressed Council voiced his complaints on the voting practices of the governing board, unanimously approving every proposal except two. He expressed his concern with members continuing to “rubber stamp” everything that come before them. Stating his intention to run for office in the next election, Mr. Lykins spoke to his desire to work with the governing board to help better serve the community and the City of Lincolnton, inviting them to reach out to him as his door is always open.

REGULAR MEETING - November 6, 2025

INTERMEDIATE CERTIFICATE

Mayor Ed Hatley recognized Police Chief Brain Greene, who took the opportunity to present Colton Castell with his Intermediate Certificate. Chief Greene spoke to what is required to earn the certificate, stating that it is one of the two professional certifications recognized by Training and Standards.

SPECIAL RECOGNITION OF FINANCE DEPARTMENT – 35TH CONSECUTIVE GOVERNMENT FINANCE OFFICER ASSOCIATION AWARD (GFOA)

City Manager Ritchie Haynes recognized Finance Director Pamela McBryde and her staff (finance department) for receiving the Government Finance Officer Association award for the 35th consecutive year. Mr. Haynes read a brief statement explaining the history of the award, and purpose of the award. Mr. Haynes informed that the certificate of achievement is the highest form of recognition in governmental accounting and financial reporting. Finance Director Pamela McBryde introduced the members of her department, voicing her appreciation for each of them.

PUBLIC HEARING

CZ-5-2025

Application from Shawna Moore requesting a conditional district rezoning from General Business (GB) District to Planned Business-Conditional District (PB-CD) for the purpose of operating a Tattoo Studio in an existing building. The subject property is 1.096 acres in size and located at 1271 Rocky Hill Lane

Mayor Ed Hatley opened the public hearing, recognizing Planning Director Jean Derby. Ms. Dery presented a request for a rezoning for a property currently in General Business. She provided information in reference to the size and location of the property, as well as information about the surrounding properties and previous uses of the property. Ms. Derby informed members that the applicant wishes to open a tattoo studio in the building. She provided an aerial view, as well as street views of the property. She also provided photographs of the building, and information as it pertains to the Land Use Map, stating that an amendment to the Land Use Map would not be necessary.

REGULAR MEETING - November 6, 2025

Ms. Derby noted that Planning Board voted 7-0 in favor of approving the request, and they also recommended the following actions for approval:

- Approve the rezoning of the property from General Business to Planned Business (CD)
- Approve the statement of consistency and reasonableness for approval of the rezoning request.

The applicant, Shawna Moore, was in attendance and provided governing board members with a printed copy of request presentation. Ms. Moore addressed council, presenting the history of her business and an overview of her request. She offered to answer any questions. Councilmembers asked a number of questions related to the studio operations and what services would be offered.

Councilmember Jill Tipton made a motion to close the public hearing. Members voted 4-0 in favor of the motion.

Councilmember Roby Jetton made a motion to approve the Planning Boards recommendation. Members voted 4-0 in favor of the motion.

REGULAR AGENDA

Request for Approval and Commitment to 50/50 Local Match for the North Carolina League of Municipalities Risk Management Services Safety Grant

Battalion Chief Brent McConnell address Council on behalf of the Fire Department and Assistant Chief Brent Smith, to request the Councils endorsement and commitment of the required 50/50 matching funds for an application to the League of Municipalities Risk Management Services Safety Grant Program. He explained that the grant is an opportunity to improve employee safety and alleviate risk within the organization, which directly benefits our staff and reduces potential long-term liability costs.

Chief McConnell informed that the grant funds will be used to purchase ROLLNRACK Hose Management System. He explained that with the 50/50 match, NCLM RMS Grant funds will cover \$5,000.00 and the City will commit to \$5,000.00. City Manager Ritchie Haynes confirmed that the matching funds are already budgeted for.

Councilmember Jill Tipton made a motion to approve the request. Members voted 4-0 in favor of the motion.

REGULAR MEETING - November 6, 2025

BA-11-25

Budget Amendment to be made to the Annual Budget Ordinance for the fiscal year ending June 30, 2026

Finance Director Pamela McBryde addressed council to request permission to add \$667,508.00 to the budget. Ms. McBryde briefly provided details regarding the funds, explaining why board approval is needed.

Councilmember Kevin Demeny made a motion to approve the budget amendment as presented. Members voted 4-0 in favor of the motion.

Consideration of a Rate Study for Electric Rates

Business Services Director David Ramsey addressed Council to request permission to participate in an electric rate study. Mr. Ramsey stated they he, nor the City Manager, are aware of this being done at the City in the past. He explained the purpose of the study, noting that it will be very similar to what was done last year with the water and sewer rate study. Mr. Ramsey expressed the importance of making sure that due diligence is done, and that the city's rates are in line with other cities our size. Mr. Ramsey informed that the study will be conducted by Electricities for a total cost \$23,900.00. Mr. Ramsey offered to answer questions regarding the request.

There was some discussion and clarification on the topic with City Manager Ritchie Haynes providing additional information. Mr. Haynes emphasized the purpose of the study and how it will benefit the city in responding to questions that generated among board members. He explained that it will be a study of not only the rates but the complete electric system.

Councilmember Kevin Demeny made a motion to

Consideration of Request for Amendment to Fee Schedule

Consideration of Request to Approve / Implement A System Development Fee

OTHER BUSINESS

REGULAR MEETING - November 6, 2025

City Manager's Update / Activity Report

City Attorney's Update / Activity Report

CLOSED SESSION

Motion to go into closed session in accordance with G.S. 143-318.11(a)(6) – to consider the qualification, competence, performance, character, fitness, conditions of appointment, or condition of initial employment of an individual public officer or employee or prospective public officer, was made by Councilmember Roby Jetton. Members voted 4-0 in favor of the motion.

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

Daphne Ingram, City Clerk

Ed Hatley, Mayor

CITY RELEASES LESS THAN \$100

PERIOD COVERED
October 16, 2025 through November 15, 2025

NAME	YEAR	DIST	A/C NO	AMOUNT	REASON
Parker Kenisha Tesha Kenyel	2023	22	0295146	\$7.28	Less Than 1 Month GAP
Textile Piece Dyeing Co.	2025	22	026134	\$20.83	No Longer At Location
Total				\$28.11	

SUBMITTED BY:

DATE:

SUSAN SAIN , TAX ADMINISTRATOR

APPROVED BY:

DATE:

RICHARD HAYNES , CITY MANAGER

PERIOD COVERED

CITY RELEASES \$100 AND OVER

October 16, 2025 through November 15, 2025

NAME	YEAR	DIST	ALC NO	AMOUNT	REASON
Park Main Street LLC (Captain D's)	2025	22	0273856	\$4,002.07	Assets Sold 7/2024
Total				\$4,002.07	

SUBMITTED BY:


SUSAN SAIN, TAX ADMINISTRATOR

DATE:



APPROVED BY:

RICHARD HAYNES, CITY MANAGER

DATE:

*City of Lincolnton
In Appreciation of*

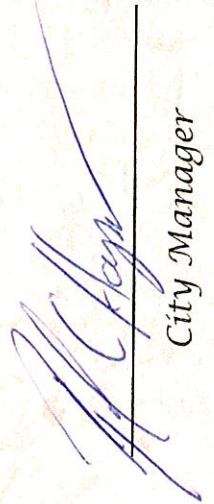
Martha "Janine" Dotson

*Upon Her Retirement On
December 01, 2025*

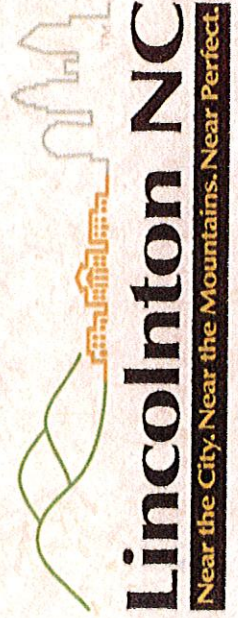
*The City of Lincolnton recognizes the employees of the City are its
greatest strength, and honors their dedication and contributions to the
City and its citizens.*

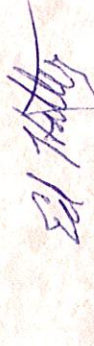
*May you be proud of the work you have done, the person you are, and
the difference you have made.*

17 Years of Service for the Citizens of Lincolnton



City Manager





Mayor

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.

PROCLAMATION

Pearl Harbor Remembrance Day

Whereas, December 7th marks the anniversary of the attack on the United States Naval Base at Pearl Harbor, Hawaii; and

Whereas, early on the morning of December 7, 1941, Pearl Harbor was ambushed in a surprise attack by the Japanese imperial Navy, and 2,404 American military personnel were killed while 1,178 others were wounded; and

Whereas, the attack on Peral Harbor, a day that has since lived in infamy, is among the most destructive and unwarranted acts of war to take place on American soil, and its anniversary serves as a reminder of the vigilance and preparedness which our nation must always maintain; and

Whereas, Americans everywhere give a debt of gratitude to the members of the United States Armed Forces who died at Pearl Harbor, as well as to those who survived and fought with great honor and bravery in the Second World War while defending the people and principles of our nation.

Now, therefore I, Mayor Ed Hatley and the Lincolnton City Council, take this time to observe a day in honor of everyone who served in the United States Armed Forces at Pearl Harbor on December 7, 1941, and to reflect upon their sacrifices and on the losses endured by their families and loved ones.

Ed Hatley, Mayor

SEAL

Attest _____
Daphne Ingram, City Clerk

CITY OF LINCOLNTON

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..

PROCLAMATION

WHEREAS, the veterans of our armed services deserve the highest degree of respect for their patriotic acts; and

WHEREAS, all the men and women in our armed services give the ultimate sacrifice to our country by serving here and abroad in these entities; and

WHEREAS, often these great men and women are not recognized for their sacrifice, and today we hope to honor them through a community-wide celebration; and

WHEREAS, not only should these veterans be honored and respected for their great sacrifice to our country, but also revered for the lives they lived selflessly in service of others; and

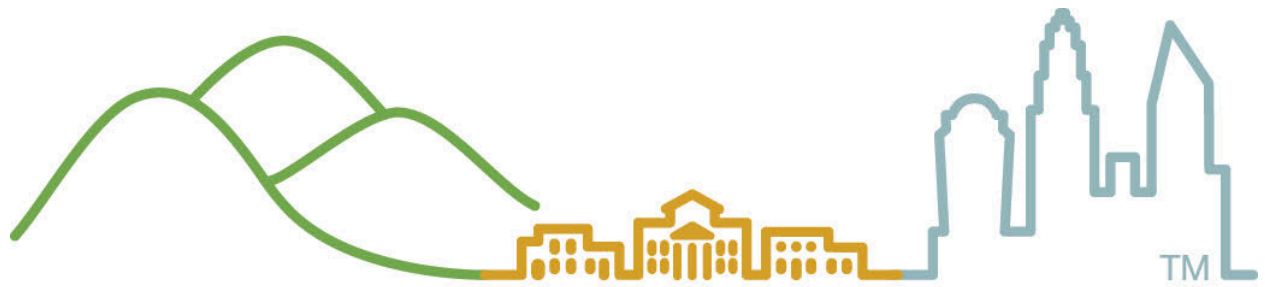
WHEREAS, we thank all those who care for our wounded warriors through the provision of health and human services and all those who befriend them as a good neighbor; and

WHEREAS, we urge all citizens to fly our flag, to recognize the importance of our veterans, the service of the men and women in the armed services of our country serving here and abroad, and the significance of the sacrifice that these remarkable individuals have provided.

NOW, THEREFORE, the Mayor and City Council for the City of Lincolnton, do hereby proclaim November 11th, 2025, as “**Veterans Day**” in Lincolnton, North Carolina and commend its observance to all citizens.

Ed Hatley, Mayor

Daphne Ingram, City Clerk



Lincolnton NC

Near the City. Near the Mountains. Near Perfect.

ZTA-5-2025

Application from **CBD East Main, LLC**, requesting an amendment to the following Sections

- 153.030 Interpretation of Terms and Words
- 153.031 Definitions of Specific Terms and Words
- 153.113 C-B Central Business District, of the Unified Development Ordinance

To allow Hemp/Cannabis Dispensary as a permitted use with prescribed standards.

MEMO TO: Mayor and City Council

FROM: Planning Staff

SUBJECT: ZTA-5-2025 - Zoning Text Amendments to Chapter 153 Unified Development Ordinance

DATE: December 4, 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 Amendments from Applicant:

1. Amend 153.031 Definitions

Hemp/Cannabis Dispensary. A retail business that exclusively sells hemp or cannabis products for ingestion as authorized by the state. Such establishments shall not sell Kratom, Kava, Tobacco, Nicotine, or any paraphernalia.

2. Amend 153.030 Interpretation of Terms and Words

Adding a new subsection: ***Hemp/Cannabis Dispensary***, No Hemp/Cannabis Dispensary shall be located within 2500 Feet of another Hemp/Cannabis Dispensary. The distance shall be measured from the front property line of one dispensary to the front property line of another.

3. Amend 153.113 Central Business District

Adding the following language to subsection (A)(1) (Retail Uses) as a new item after the existing list: Hemp/Cannabis Dispensary

Items 2 & 3 - Staff recommends that instead of amending 153.030 Interpretation of Terms and Words and 153.113 Central Business District (A)(1) *Retail uses*, the following should be placed under 153.113 (B) *Uses subject to prescribed standards* as follows:

Hemp/Cannabis Dispensary provided no Hemp/Cannabis Dispensary shall be located within 1200 feet of another Hemp/Cannabis Dispensary. **The separation distance shall be measured in a straight line, without regard to intervening structures, from the closest point of the property line of the proposed establishment to the closest point of the property line of the other establishment.**

4. Amend 153.031 Smoke Shop

Edit wording to say “Smoke Shop does not include Hemp/Cannabis Dispensary”

If approving the addition of a Hemp/Cannabis Dispensary to the CB District, staff recommends the following additional actions:

1. Amend 153.115 General Business District to
 - a. Remove (jjj) Smoke Shops from (A) *Permitted uses*
 - b. Add Smoke Shops to (B) *Uses with prescribed standards*
 - c. Add Hemp/Cannabis Dispensary to (B) *Uses with prescribed standards*
 - d. Clarify the measurement method for the separation distance
 - Same prescribed standards as Smoke Shops.

2. Amend § 153.114 CBT Central Business Transitional District.

- a. Add an exclusion of Hemp/Cannabis Dispensary in (B) *Uses with prescribed standards*.

Note: If this is not added, Hemp/Cannabis Dispensary would also be a permitted use in the Central Business Transitional District.

CURRENT Ordinance language for Smoke Shop for reference:

§ 153.031 DEFINITIONS OF SPECIFIC TERMS AND WORDS.

SMOKE SHOP. A commercial establishment, operated as a principal use, engaged in the retail sale of tobacco, nicotine, hemp-derived compounds, including CBD, for the purpose of human ingestion as authorized for sale by the state, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, or any other preparation of tobacco, tobacco-related paraphernalia of any type, electronic cigarettes, any electronically-actuated device or inhaler meant to simulate cigarette smoking that causes the user to exhale any smoke, vapor, or substance other than that produced by unenhanced human exhalation. For the purpose of this definition, **SMOKE SHOP** does not include stores that exclusively sell hemp-derived compounds, including CBD, for the purpose of human ingestion as authorized for sale by the state.

Current ordinance language:

§ 153.115 G-B GENERAL BUSINESS DISTRICT.

(jjj) Smoke shop with the following prescribed standards:

1. Shall not be located within 500 feet of any K-12 public school or licensed childcare facility;
2. Shall not be located within 1,000 feet of any other smoke shop;
3. Separation is required to prevent overconcentration, which is defined as three or more of these uses existing within a 1,000-foot radius of the business. Required separation distance shall be measured as a radius from the front door of one business to the front door of the surrounding business located within or outside the city's corporate limits; and
4. Must meet all sign regulations in the UDO, including but not limited to: (a) flashing signs or any signs with flashing or intermittent light or lights or reflective devices of changing degree of intensity or color are prohibited; or (b) a maximum of 10% of the wall area of any wall on the building.

Proposed **NEW** ordinance language:

§ 153.031 DEFINITIONS OF SPECIFIC TERMS AND WORDS.

HEMP/CANNABIS DISPENSARY. A retail business that exclusively sells hemp or cannabis products for ingestion as authorized by the state. Such establishments shall not sell Kratom, Kava, Tobacco, Nicotine, or any paraphernalia.

SMOKE SHOP. A commercial establishment, operated as a principal use, engaged in the retail sale of tobacco, nicotine, hemp-derived compounds, including CBD, for the purpose of human ingestion as authorized for sale by the state, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, or any other preparation of tobacco, tobacco-related paraphernalia of any type, electronic cigarettes, any electronically-actuated device or inhaler meant to simulate cigarette smoking that causes the user to exhale any smoke, vapor, or substance other than that produced by unenhanced human exhalation. Note: **SMOKE SHOP** does not include **HEMP/CANNABIS DISPENSARY**.

§ 153.113 C-B CENTRAL BUSINESS DISTRICT.

(B) *Uses subject to prescribed standards.* The following uses are allowed upon the issuance of a zoning permit by the Zoning Administrator in accordance with §§ [153.255](#) through [153.259](#) of this chapter and subject to the associated prescribed standards below.

(1) Hemp/Cannabis Dispensary provided that no Hemp/Cannabis Dispensary shall be located within 1200 feet of another Hemp/Cannabis Dispensary. The separation distance shall be measured in a straight line, without regard to intervening structures, from the closest point of the property line of the proposed establishment to the closest point of the property line of the other establishment.

§ 153.114 CBT Central Business Transitional District.

(A) *Permitted uses.* The following uses are permitted by right: All uses permitted in § 153.113(A) of this chapter.

(B) *Uses subject to prescribed standards.* The following uses are allowed upon the issuance of a zoning permit by the Zoning Administrator in accordance with §§ [153.255](#) through [153.259](#) of this chapter and subject to the associated prescribed standards below.

(1) All uses subject to prescribed standards permitted in § 153.113(B) of the chapter, with the exclusion of Hemp/Cannabis Dispensary.

§ 153.115 G-B GENERAL BUSINESS DISTRICT

(B) *Uses subject to prescribed standards.* The following uses are allowed upon the issuance of a zoning permit by the Zoning Administrator in accordance with §§ [153.255](#) through [153.259](#) of this chapter and subject to the associated prescribed standards below.

(1) *Retail uses.*

(b) Hemp/Cannabis Dispensary and Smoke Shops, provided they:

1. Shall not be located within 500 feet of any K-12 public school or licensed childcare facility property; the separation distance shall be measured in a straight line, without regard to intervening structures, from the closest point of the property line of the proposed establishment to the closest point of the property line of the properties listed above.
2. Shall not be located within 1,000 feet of any other smoke shop or dispensary; the separation distance shall be measured in a straight line, without regard to intervening structures, from the front door of the proposed establishment to the front door of the other establishment.
3. Must meet all sign regulations in the UDO, including but not limited to:
 - (a) flashing signs or any signs with flashing or intermittent light or lights or reflective devices of changing degree of intensity or color are prohibited; or
 - (b) a maximum of 10% of the wall area of any wall on the building.

Planning Board Recommendation

The Planning Board voted 6-0 to approve the amendment with Staff recommendations, but proposed a separation distance of 1,000 feet. They also added an action item to clarify how the separation distance would be measured. The clarification is now underlined.

Planning Board also recommends approval of the Statement of Consistency and Reasonableness for APPROVAL of Application.

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

Case No. ZTA-5-2025

Applicant: City of Lincolnnton Planning Department

Request: ZTA-5-2025 - Zoning Text Amendments to Chapter 153 Unified Development Ordinance

Proposed Consistency Statement:

The proposed amendment aligns with the Lincolnnton Land Use Plan because it does not conflict with the Plan's goals and objectives. The amendment is consistent because one of the goals of the Downtown area is to promote Downtown Lincolnnton as the County's foremost and unique retail, service, cultural, governmental, and mixed-use residential hub. This text amendment supports the goal by allowing a unique retail space that is trending upward in popularity and demand.

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

Case No. ZTA-5-2025

Applicant: City of Lincolnton Planning Department

Request: ZTA-5-2025 - Zoning Text Amendments to Chapter 153 Unified Development Ordinance

Proposed Consistency Statement:

The proposed amendment is **consistent** with the adopted Lincolnton Land Use Plan in that it is not contrary to the goals and objectives outlined by the Plan; however, it is not a desired permitted use in the Central Business District, and **denial of the amendment is reasonable and in the public interest.**

Actions:

Approve ZTA-5-2025 as written by Applicant

Approve ZTA-5-2025 with Staff Recommended Changes

Approve ZTA-5-2025 with Planning Board Recommended Changes

Deny ZTA-5-2025

Motions:

Motion to approve the amendment as submitted and the Statement of Consistency for Approval

Or

Motion to approve the amendment with Staff recommendations and the Statement of Consistency for Approval

Or

Motion to approve the amendment with Planning Board recommendations and the Statement of Consistency for Approval (recommendations must be stated for the record)

Or

Motion to deny the amendment and adopt the Statement of Consistency for Denial



LINCOLNTON
AGENDA ITEM SUMMARY

To: The Honorable Mayor and City Council
Date: December 4, 2025
From: Brent McConnell
Subject: Request to Consider a 50/50 Matching Grant from the North Carolina Forest Service

Summary:

An application has been submitted to receive a grant, up to , \$5,000.00, to put toward the total cost of purchasing 16 Motorola XVE500 lapel mics for firefighter communications. The total cost of this project is approximately \$10,000.00. City would be required to provide a 50% match if grant is received.

Background:

Fiscal Impact:

\$5,000.00

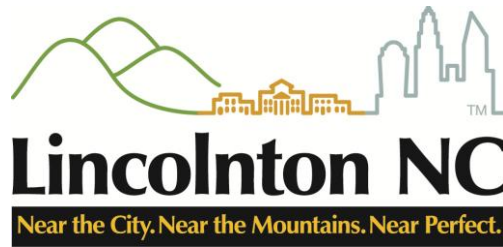
Recommendation:

Support and Consideration - Approval of project

Attachments:

1. December 4th Agenda Request - matching grant from NC Forest Service
2. Motorola Quote - fire dept

Brent McConnell
Battalion Chief



FIRE
DEPARTMENT

To: Mayor and Members of Council
CC: City Manager, Richard Haynes
From: Battalion Chief, B. McConnell
Date: 11/24/2025

Mayor and Council,

I am writing to formally request the addition of an item to the December 4th Council meeting agenda regarding a 50/50 matching grant from the North Carolina Forest Service.

The Fire Department has submitted an application to receive a maximum of \$5,000.00 in grant funds to put towards the total cost in purchasing 16 Motorola XVE500 lapel mics for firefighter communications. The total cost of this project is approximately \$10,000.00, if received the City of Lincolnton will be required to match the remaining 50% (\$5,000.00).

This project is of importance in the ongoing enhancement of firefighter safety by the City of Lincolnton and the Fire Department. These funds will be used to replace current and older communications equipment that is in need of replacement or out of service.

Your support and consideration of this project would be greatly appreciated.

Brent N. McConnell

Brent N McConnell

Mailing Address:
P.O. Drawer 617
Lincolnton, NC 28093

Lincolnton Fire Department
Telephone: 704-736-8920
<http://www.lincolntonnc.org>

Physical Address:
116 W Sycamore St.
Lincolnton, NC 28092

Billing Address:
 LINCOLNTON, CITY OF
 P O BOX 617
 LINCOLNTON, NC 28092
 US

Quote Date:11/25/2025
 Expiration Date:01/24/2026
 Quote Created By:
 Zach Fallon
 zachfallon@callmc.com

End Customer:
 LINCOLNTON, CITY OF
 Brent McConnell

Contract: 19144 - 725G NORTH
 CAROLINA, STATE OF (NON-ARIBA
 BASED POS)

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1	PMMN4154B	XVE500 DIV 1 REMOTE SPEAKER MIC, HIGH IMPACT GREEN WITH KNOB, UL	16	\$800.00	\$600.00	\$9,600.00

Grand Total **\$9,600.00(USD)**

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.





LINCOLNTON
AGENDA ITEM SUMMARY

To: The Honorable Mayor and City Council
Date: December 4, 2025
From: Pamela McBryde, Finance Director
Subject: Approval of Budget Amendment to the Annual Budget Ordinance for the fiscal year ending June 30, 2026.

Summary:

See Attached

Background:

See Attached

Fiscal Impact:

See Attached

Recommendation:

See Attached

Attachments:

1. BA-12-25

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
d Ingram@lincolntonnc.org

CITY ATTORNEY

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

BA-12-25

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	\$	14,180
Police		7,602
Solid Waste		1,410
	\$	<u>23,192</u>

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

SW: Rollout Fees	\$	1,410
PD: Report/Fingerprint Fees		435
PD: Misc. Revenue		7,167
General: Sale of Capital Assets		14,180
	\$	<u>23,192</u>

General Fund: Police Dept. revenues- (1) reports/fingerprint fees; (2) DSS off-duty, solid waste rollout sales, and (3)GovDeals - Ford Taurus (PD), GMC Sierra (Street) and Dodge Charger (PD).

Section 3: To amend the Powell Bill Fund, the expenditures are to be changes as follows:

Powell Bill Construction/Other	\$	<u>3,024</u>
--------------------------------	----	--------------

Section 4: To amend the Powell Bill Fund, the revenues are to be changed as follows:

Miscellaneous Revenue	\$	3,024
	\$	<u>3,024</u>

Powell Bill Fund: Record GovDeal payment for 2001 Freightliner (Vin#: 3825).

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

Water Treatment Plant	\$	960,222
Distribution and Collection		5,802
	\$	<u>966,024</u>

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

Connection Charges	\$	5,080
Other Operating Revenues		960,944
	\$	<u>966,024</u>

Water and Sewer Fund: Auto-pay draft fee, Water Connections, and PFAS Settlement Payments from 3M in the amounts of \$292,750.52 and \$667,471.19, respectively.

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

Electric Operations	\$	<u>14,446</u>
---------------------	----	---------------

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

Investment Income	\$	13,761
Other Operating Revenue		686
	\$	<u>14,446</u>

Electric Fund: Auto-pay draft fee, returned check fee, and interest income.

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	\$	1,006,686
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Adopted this 4th day of December, 2025

Attest:

Daphne Ingram
City Clerk

Edward L Hatley
Mayor



LINCOLNTON
AGENDA ITEM SUMMARY

To: The Honorable Mayor and City Council
Date: December 4, 2025
From: Brian Greene
Subject: Contract for Flock License Plate Reader (LPR) Cameras

Summary:

Background:

Fiscal Impact:

Recommendation:

Attachments:

None



LINCOLNTON
AGENDA ITEM SUMMARY

To: The Honorable Mayor and City Council
Date: December 4, 2025
From: Ritchie Haynes, City Manager
Subject: Consideration of Request to Approve Municipal Bridge Inspection Agreement_2025

Summary:

Background:

Fiscal Impact:

Recommendation:

See Attached

Attachments:

1. Option C Municipal Bridge Inspection Agreement_2025

North Carolina

_____ County

**North Carolina Department of Transportation
and the City/Town of _____
Municipal Agreement
Inspection of Bridges on the Municipal Street System
F.A. Project BRZ-NBIS (22)**

THIS AGREEMENT is made and entered into on the last date executed below, by and between the Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the Department, and the City/Town of _____, a municipal corporation, hereinafter referred to as the Municipality.

WITNESSETH

WHEREAS, the National Bridge Inspection Standards (NBIS) requires that all structures defined as bridges located on public roads must be inspected on a cycle, not to exceed twenty-four (24) months.

WHEREAS, the Municipality has requested the Department or a Consultant retained by the Department to inspect and analyze all public bridges located on its Municipal Street System in compliance with the National Bridge Inspection Standards; and

WHEREAS, the Department and the Municipality are authorized to enter into an agreement for such work under the provisions of G.S. 136-18(12), G.S. 136-41.3, and G.S. 136-66.1; and,

WHEREAS, the Municipality has approved the herein above referenced inspections and analysis and the Municipality has agreed to participate in certain costs thereof in the manner and to the extent as hereinafter set out.

NOW, THEREFORE, the Department and the Municipality agree as follows:

GENERAL PROVISIONS

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

All parties to this Agreement, including contractors, subcontractors, and subsequent workforces, associated with any work under the terms of this Agreement shall provide reports as required by the Federal Funding Accountability and Transparency Act (FFATA) for this Project.

COMPLIANCE WITH STATE/FEDERAL POLICY

The Municipality, and/or its agent, including all contractors, subcontractors, or sub-recipients shall comply with all applicable Federal and State policies and procedures, as stated in this Agreement and in the Department’s published guidelines and procedures.

1. The Department or a Consulting Engineering firm retained by the Department shall inspect, load rate, and prepare the necessary inspection reports for all National Bridge Inventory (NBI) bridges on the Municipal street system in accordance with the National Bridge Inspection Standards.
2. All work shall be done in compliance with the following documents.
 - (A) National Bridge Inspection Standards (23 CFR, Chapter 1 Part 650).
 - (B) AASHTO *Manual for Bridge Evaluation* (current edition) including all interim revisions.

(C) *Specifications for the National Bridge Inventory (SNBI)* (current edition) including all updates and revisions.

3. The Municipality shall furnish all data in the possession of the Municipality that can be released that will help the Department or its Consultant in the accomplishment of the work including but not limited to appropriate municipal maps showing the location of the bridges and plans for the bridges when available.
4. During the inspection process, some repairs may be discovered that require immediate attention or repair, or a regulatory sign may be missing, damaged, or incorrect. A Critical Finding Notice, Priority Maintenance Notice or Regulatory Sign Notice will be issued in these cases. It is required that the Municipality resolve or notify the Department of their plans to resolve Priority Maintenance Notices and Regulatory Sign Notices within thirty (30) days of issuance. Critical Findings require a response within ten (10) days of notice.
5. The Municipality shall designate a responsible Municipal official with whom the Department or its Consultant will coordinate the work.
6. It is understood by the parties hereto that the Federal Highway Administration, through the Department, is to participate in the costs of the work to the extent of eighty percent (80%) of actual costs, subject to compliance with all applicable federal policy and procedural rules and regulations. All costs not participated in by the Federal Highway Administration shall be borne by the Department.
7. It is the policy of the Department not to enter into any Agreement with another party that has been debarred by any government agency (Federal or State). The Municipality certifies, by signature of this Agreement, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal or State Department or Agency.
8. This Agreement shall have an effective term of ten (10) years beginning upon execution by all parties and ending on the same date ten (10) years later, subject to the following termination conditions:
 - (A) At any time either party may cancel the Agreement with a thirty (30) day written notice to the opposite party. On behalf of the Municipality, this Agreement may be canceled by the City Manager and/or his designee.
 - (B) Upon the effective date of the cancellation, neither party shall owe any obligations under this Agreement, except that all obligations performed under this Agreement, including but not limited to invoicing, record retention, and payment for work performed prior to the effective date of cancellation, shall remain in effect.
9. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).
10. AMENDMENT:

If any Party desires to amend the Agreement, then the proposed amendment and the reasons for the proposed amendment shall be communicated in writing to the other Party. If the Parties agree to the proposed amendment, then the amendment shall be effected by entering a written amendment to the Agreement. An amendment that does not change the substantive or financial commitments of the Agreement may be executed by the Chief Engineer and the Municipality. Any other amendment to the

terms of this Agreement to be effective must be in the form of a written instrument properly authorized and executed by the governing boards of each Party to this Agreement. Any amendment to this Agreement to be effective must be in writing and signed by both Parties.

11. All Parties hereby respectively confirm that the individuals executing the Agreement are authorized to execute this Agreement and to bind the respective entities to the terms contained herein. All Parties confirm they have read this Agreement, conferred with counsel, and fully understand its contents.
12. All matters relating to this Agreement shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions, and venue for any action relating to this Contract shall be Wake County Civil Superior Court or the United States District Court for the Eastern District of North Carolina, Western Division.

IT IS UNDERSTOOD AND AGREED that the approval of the work by the Department is subject to the conditions of this agreement, and that no expenditure of funds on the part of the Department will be made until the terms of this agreement have complied with on the part of the Municipality.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:	TOWN/CITY OF _____
BY: _____	BY: _____
TITLE: _____	TITLE: _____
DATE: _____	DATE: _____

(SEAL)

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance/Billing Address:

Town/City of _____

"N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization."

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____



**LINCOLNTON
AGENDA ITEM SUMMARY**

To: The Honorable Mayor and City Council
Date: December 4, 2025
From: Ed Hatley, Mayor
Subject: Re-Appointments - Boards and Commissions 2025 Expiring Terms

Summary:

The following board members are eligible for re-appointment so serve another three-year (3) term on their respective boards. The new term will begin January 2026 and will expire December 2028.

Housing Authority	Mary Frances White
ABC Board	Leon Harmon
Planning Board	Steve Lackey
	Trent Mason
	John Waters

Background:

As stated in the City's Boards and Commissions Policies and Procedures, all terms of office shall be three (3) years, for no more than two (2) consecutive terms. All of the above-listed members are eligible for a second (2nd) three-year (3) term.

Fiscal Impact:

Recommendation:

Approval of proposed appointments

Attachments:

None



**LINCOLNTON
AGENDA ITEM SUMMARY**

To: The Honorable Mayor and City Council
Date: December 4, 2025
From: Ed Hatley, Mayor
Subject: Consideration of New Board Appointments

Summary:

Applications were received for the following Boards/Commissions:

- Housing Authority (2) vacancies
- Recreation Commission (1) vacancy
- Historic Properties Commission - (Rob Buff agreed to and will serve a first, three-year term)
- Lincolnton Tourism Development Authority - (Taylor Eaddy agreed to and will serve a first, three-year term)
- Planning Board - (jerry Hoffman agreed to and will serve a first, three-year term)

Background:

Those appointed will serve a first three-year term from January 2026 through December 2028. ***Please note: Three (3) of the listed upcoming vacancies are currently filled by individuals appointed to fulfill an unexpired term of a previous board member. . Each person was contacted and has agreed to serve a first, three-year term on their respective boards/committees.***

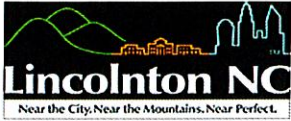
Fiscal Impact:

Recommendation:

Appointment of new members

Attachments:

1. application - David Johnson
2. application - Jeff Emory



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

Fri, Nov 7, 2025 at 12:06 PM

Boards and Commissions Application

Application for Boards/Commissions/Committees

Please complete each section

First Name	David
Last Name	Johnson
Date of Birth	5/10/1971
Home Street Address	307 N Academy Street
Home City	Lincolnton
Home Zip Code	28092
Home Phone	980-241-0572
Cell Phone	980-241-0572
Email Address	clemsonigers10@gmail.com
Board/Commission/Committee Applying For:	Recreation Advisory Board
Why are you interested in serving on this Board/Commission/Committee?	To help Lincolnton increase the availability of recreational resources. Improve current resources.
Interest/Skills/Areas of Expertise/Professional Organization/Activities	Teacher (high school), Coach (high school and rec leagues), Member of IPTPA (International Pickleball Teaching Profession Association)
Current Employer	Lincoln County School
Years in current position	25
Job Title	Teacher
Employer Phone Number	<i>Field not completed.</i>

Duties	Teaching and Coaching
Other employment history	Accountant for Goodwill Publishers and Hendrick Automotive Group

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

Council Ward No.	Ward 3
------------------	--------

Gender	Male
--------	------

Ethnic Origin	White
---------------	-------

Generally, the Council desires to broaden participation on Boards /Commissions /Committees for as much citizen involvement as possible; therefore, a goal is to limit appointees to no more than 1 Board/Commission/Committee. Therefore, please list any other Board/Commission/Committee on which you currently serve in the box below:	<i>Field not completed.</i>
---	-----------------------------

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
-----------	----

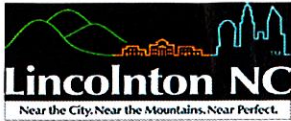
If yes, please explain disposition	<i>Field not completed.</i>
------------------------------------	-----------------------------

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	<i>Field not completed.</i>
------------------------	-----------------------------

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



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

Mon, Oct 6, 2025 at 10:45 PM

Boards and Commissions Application

Application for Boards/Commissions/Committees

Please complete each section

First Name	Jeff
Last Name	Emory
Date of Birth	12/7/1964
Home Street Address	206 Julia Drive
Home City	Lincolnton
Home Zip Code	28092
Home Phone	704 732-6661
Cell Phone	980 525-9183
Email Address	jmemory@charter.net
Board/Commission/Committee Applying For:	Recreation Advisory Board
Why are you interested in serving on this Board/Commission/Committee?	I have lived in Lincolnton for 28 years and have a vested interest in seeing our recreation department grow. I was city manager when Highland Drive Park was developed. I believe recreation is vital to the growth and prosperity of any community, and I would like to be a part of future recreation planning for the City of Lincolnton.
Interest/Skills/Areas of Expertise/Professional Organization/Activities	International City Managers Association NC City and County Managers Association-Retired Member ASU Alumni Alumni Association-Past President Lincolnton First Baptist Church (Deacon and Chair of Personnel Committee)
Current Employer	State of North Carolina
Years in current position	8.5

Job Title	Community Economic Development Planner
Employer Phone Number	828 747-1585
Duties	I provide strategic economic planning services to cities and counties in a ten county region around the Charlotte area.
Other employment history	Town Manager, Town of Wallace, NC 1988-1982 City Manager, City of Whiteville, NC 1992-1997 City Manager, City of Lincolnton, NC 1997-2016

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

Council Ward No.	Ward 2
------------------	--------

Gender	Male
--------	------

Ethnic Origin	White
---------------	-------

Generally, the Council	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	Yes
-----------	-----

If yes, please explain disposition	I have worked over 37 years in state and local government. During that time, one employee filed a complaint of professional misconduct. City Council hired a private firm to investigate, and the employee and I were placed on suspension during the investigation process. After the investigation, we were each told to report back to work. No charges were filed.
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Is there any conflict of interest or other matter that would create problems or prevent

you from fairly and impartially discharging your duties as a appointee of the City Council?

Yes or No No

If yes, please explain Field not completed.

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

Signature Jeff Emory

Date 10-6-25

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

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.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LINCOLNTON, NORTH CAROLINA DESIGNATING THE DATE
AND TIME OF THE MONTHLY MEETING OF THE MAYOR AND
CITY COUNCIL IN ORDER TO COMPLY WITH THE OPEN
MEETINGS LAW**

WHEREAS, Chapter 143-318.12 of the General Statutes of North Carolina requires that if a public body has established, by ordinance, resolution, or otherwise, a schedule of regular meetings, it shall cause a current copy of that schedule, showing the time and place of the regular meeting to be kept on file with the city clerk of the governing board and each other public body that is part of a city government; and

WHEREAS, if a public body has a Website and has established a schedule of regular meetings, the public body shall post the schedule of regular meetings to the Website; and

WHEREAS, one of the methods of giving such public notice is to advertise in a newspaper with a circulation in and around the City of Lincolnton; and

WHEREAS, the City Council desires to notify all citizens and residents of the City of Lincolnton of their regular meeting date and time.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Lincolnton that the regular meeting of the City Council shall be held the on the first Thursday of each month at 7:00 p.m. in the Council Chambers of the Lincolnton City Hall, located at 114 W. Sycamore Street, on the following dates unless otherwise posted:

January 8	May 7	September 3
February 5	June 4	October 1
March 5	June 25	November 5
April 2	August 6	December 2

All of these being held in 2026. The City Council, meeting in Regular Session on December 4, 2025, established these dates and times and ordered this resolution be published one time in the Lincoln Times-News at least fifteen days prior to the January 8, 2026 meeting. The City Council further ordered a copy of this resolution be posted on the bulletin boards on the first and second floors of the City Hall, located at 114 W. Sycamore Street. The purpose of this advertisement and the posting of this notice acknowledges the requirement as described in Chapter 143-318.12 of the General Statues of North Carolina

Adopted this 4th day of December, 2025.

Advertise: December 24, 2025



LINCOLNTON
AGENDA ITEM SUMMARY

To: The Honorable Mayor and City Council
Date: December 4, 2025
From: Ed Hatley, Mayor
Subject: Centralina Regional Council Appointment Approval

Summary:

Each year, Centralina Regional Council asks member governments to appoint an elected official to serve as a Delegate on the Board of Delegates, along with an Alternate who can step in when needed. These representatives help ensure our community's voice is heard as decisions are made to strengthen our region. Appointing a Delegate provides your jurisdiction with a platform to discuss local and regional issues, share best practices, and build relationships with peers across the region.

Background:

As a valued member of Centralina, our jurisdiction plays an important role in shaping regional conversations and collaborations. Through a member-appointed Board of Delegates and the work of their experienced staff, the region is planning for and taking steps to address the initiatives communities find important, such as housing and land use, transportation and mobility, workforce development, economic growth, and natural resource resilience. The programs also help establish and support effective relationships across the region and with decision makers in Raleigh.

Fiscal Impact:

NA

Recommendation:

Approval of Appointment

Attachments:

1. 3 - Centralina 2026 schedule

Proposed 2026 BOARD MEETING SCHEDULE

Executive Board Meeting Dates

These meetings will be held in person, with a virtual option, at 5:00 p.m.

Wednesday, January 14, 2026

Wednesday, March 11, 2026

Wednesday, April 8, 2026

Wednesday, June 10, 2026

Wednesday, September 9, 2026

Wednesday, November 18, 2026 (Date adjusted due to Veteran's Day)

Board of Delegates Meeting Dates

These meetings will be held in person at 5:00 p.m. unless otherwise noted below.

Date	Tentative Agenda Topics
Wednesday, February 11, 2026	Annual Meeting; Budget Hearing; Delegate Orientation
Wednesday, May 13, 2026	Regional Priority Setting - Shaping our FY26-27 workplan.
Wednesday, August 12, 2026	August Advocacy Focus: State & Federal Connections
Wednesday, October 14, 2026	Annual Dinner & Region of Excellence Awards Ceremony





LINCOLNTON
AGENDA ITEM SUMMARY

To: The Honorable Mayor and City Council
Date: December 4, 2025
From: John Friguglietti, City Attorney
Subject: Consideration of Request from City Attorney to Form A Citizen Advisory Committee

Summary:

See Attached

Background:

Fiscal Impact:

NA

Recommendation:

Attachments:

1. cac - outline and structure 2025
2. Lincolnton CAC - rules of procedure
3. Resolution establishing CAC - 2025

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
digram@lincolntonnc.org
CITY ATTORNEY
John M. Friguglietti, Jr.

LINCOLNTON CITIZEN ADVISORY COMMITTEE

Meetings

Date & Time: TBD

Who Serves on the Committee?

- Voting members are appointed from each of the four (4) wards in the city.
- Non-voting members may include one city council member, city staff from Administration and other departments.
- Members serve staggered two-year terms and may be reappointed; after two consecutive terms, members must step down for at least one year.

Leadership Roles

The Committee elects a Chair, Vice Chair, and Secretary each year.

- Chair leads meetings, works with staff to set agendas, speaks on behalf of the Committee, and presents recommendations to the City Council.
- Vice Chair fills in when the Chair is absent.
- Secretary records minutes, tracks attendance, verifies quorum, and maintains official records.

Meetings and Decisions

- The Committee meets on an as need basis, but at least four times per year.
- A majority of voting members is required to conduct business.
- Recommendations are adopted by majority vote of members present.

Communication with the City Council

- An annual report is submitted to the Lincolnton City Council summarizing key activities, recommendations, and priorities.
- Formal recommendations are provided in writing and presented by the Chair or designee.
- Communication occurs through reports, memoranda, liaison participation, and council meeting presentations as needed.

Ethics and Conduct

Members must:

- Disclose and avoid conflicts of interest.
- Follow city ethics policies.
- Treat others respectfully and focus on issues rather than individuals.
- Support decisions made by the Committee, even when they disagree personally.

Amendment and Conclusion

- The Committee reviews its Rules of Procedure each year and may recommend updates.
- Changes require approval from both the Committee and the Lincolnnton City Council.

Public Participation

Meetings of the Lincolnnton Citizen Advisory Committee are a public function, and members of the public are invited to attend.

Agendas & Minutes

Agendas will be available before the meetings. Minutes are available after approval.

DRAFT

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
CITY ATTORNEY
John M. Friguglietti, Jr.

MERCHANTS COMMERCE CENTER COMMITTEE
RULES OF PROCEDURE

ARTICLE I. NAME

The name of this body shall be the Lincolnton Citizen Advisory Committee (hereinafter referred to as "the Committee").

ARTICLE II. PURPOSE

The purpose of the Committee is to provide advisory input to the Lincolnton City Council (hereinafter referred to as "the City Council") regarding various city related issues including, but not limited to:

- 1.
- 2.
- 3.

ARTICLE III. MEMBERSHIP

Section 1. Composition.

The Committee shall consist of _____ voting members, appointed from each voting wards, if applicable. Members shall be residents of the City of Lincolnton and should represent diverse geographic areas, age groups within the city.

Section 2. Ex Officio Members.

Non-voting, ex officio members may include one city council person, representatives of the City Manager’s Office and other relevant agencies.

Section 3. Term.

Members shall serve two-year staggered terms. Members may be reappointed. Terms are capped after 2 terms, then the member must wait a year before re-applying for appointment. Initial appointments shall be staggered (three members for 2 years and two members for 1 year) to ensure continuity. Members serve at the pleasure of the City Council and may be removed with or without cause by majority vote of the City Council.

Section 4. Authority

The Committee shall have advisory powers only and shall ***not*** have authority to:

- Direct city employees
- Approve or authorize expenditures
- Enter into contracts on behalf of the city
- Exercise administrative authority over city facilities or programs

ARTICLE IV. OFFICERS

Section 1. Officers.

Officers shall consist of a Chair, Vice Chair, and Secretary, elected annually by majority vote of the Committee.

Section 2. Duties.

- a. Chair – Preside at all meetings, prepare meeting agendas in consultation with staff liaison, serve as primary spokesperson for the Committee, sign official documents on behalf of the Committee, represent the Committee at City Council meetings when appropriate, and perform other duties as necessary.
- b. Vice Chair – Perform all duties of the Chair in the Chair's absence, and assist the Chair as needed.
- c. Secretary – Records minutes, maintains attendance, ensures proper recordkeeping by maintaining official records and correspondence, verify quorum at meetings, assist with meeting notifications, and perform other duties as assigned. (The Secretary will forward a signed copy of the approved minutes when available to the City Clerk if applicable)

ARTICLE V. MEETINGS

Section 1. Frequency.

The Committee shall meet quarterly at a minimum, typically in January, April, July, and October. All meetings shall be open to the public and conducted in accordance with North Carolina Open Meetings Law (N.C. Gen. Stat. § 143-318.9). Meeting dates, times, and locations shall be established by the Board and posted in accordance with North Carolina Open Meetings Law.

Section 2. Quorum.

A quorum shall consist of a majority of the voting members.

Section 3. Voting.

Recommendations and actions shall be adopted by a majority vote of members present.

ARTICLE VI. STAFF SUPPORT

The City Manager shall designate appropriate city staff to serve as staff liaison to the Committee.

ARTICLE VII. REPORTS AND RECOMMENDATIONS

Section 1. Annual Report

The Committee shall prepare an annual report for the Lincoln City Council summarizing activities, accomplishments, recommendations, and priorities for the upcoming year.

Section 2. Recommendations to the Board of County Commissioners

- Recommendations on significant matters shall be presented in writing
- The Chair or designated member shall present recommendations to the City Council when appropriate
- Recommendations should include background information, rationale, community input, and expected outcomes

Section 3. Communication

The Committee shall maintain open communication with the City Council through:

- Annual reports
- Specific recommendation memoranda
- Council member liaison participation in meetings
- Presentations at City Council meetings as needed

ARTICLE VIII. ETHICS AND CONDUCT

Section 1. Conflict of Interest

Members shall:

1. Disclose any potential conflicts of interest
2. Abstain from voting on matters where conflict exists
3. Not use their position for personal gain or advantage
4. Comply with applicable city ethics policies

Section 2. Conduct

Members shall:

1. Treat fellow members, staff, and the public with respect
2. Focus on issues and policy, not personalities
3. Support Committee decisions once made, even if they voted against them
4. Speak for the Committee only when authorized to do so
5. Direct concerns about staff or operations through proper channels (City Manager)

ARTICLE IX. AMENDMENTS

Section 1. Procedure

These Rules of Procedure may be amended by:

1. Majority vote of the current voting membership of the Committee

2. Approval by the Lincolnnton City Council

Section 2. Proposal Process

1. Proposed amendments must be submitted in writing
2. Proposed amendments must be distributed to all members at least seven (7) days before the meeting at which they will be considered

Section 3. Review

The Committee shall review these Rules of Procedure annually and recommend updates as needed.

ARTICLE X. DISSOLUTION

The Committee may be dissolved at any time by resolution by the Lincolnnton City Council. Upon dissolution, all records and materials of the Board shall be transferred to the City Clerk for retention in accordance with applicable records retention requirements.

A copy of the Rules of Procedure shall be provided by the City Clerk to each new appointee and after any updates have been made.

Adopted this _____ day of _____ 2025.

Ed Hatley, Mayor

Attest:

Daphne Ingram, City Clerk

(SEAL)

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.

**RESOLUTION OF THE LINCOLNTON CITY COUNCIL
ESTABLISHING THE
LINCOLNTON CITIZEN ADVISORY COMMITTEE**

WHEREAS, the Lincolnton City Council recognizes the importance of structured community input in the various issues that affect city residents; and

WHEREAS, the Lincolnton City Council seeks to ensure public engagement, board representation, and transparency in matters affecting citizens that must be addressed daily; and

WHEREAS, the establishment of this board will provide a formal mechanism for public input, feedback and recommendations to the City of Lincolnton.

NOW, THEREFORE, BE IT RESOLVED BY THE LINCOLNTON CITY COUNCIL:

1. The Lincolnton Citizen Advisory Committee (hereinafter “the Advisory Committee) is hereby established as an advisory board to the Lincolnton City Council.
2. The Advisory Committee shall serve in an advisory capacity to the Lincolnton City Council and shall advise on matters affecting citizens that are addressed daily.
3. The committee shall consist of _____ voting members, appointed by City Council. Members shall be residents of the City of Lincolnton, and shall represent diverse geographic areas and demographics within the City. The Lincolnton City Council may appoint one council member to serve as a non-voting liaison to the committee.
4. Terms of Office
 - a. Members shall serve staggered three-year terms; initial appointments shall be staggered to ensure continuity.
 - b. Members may be reappointed for an additional term; terms are capped after 2 consecutive years, the members must wait a year before re-applying for reappointment.
 - c. Any vacancies shall be fill for the remainder of an unexpired term.

5. The Committee shall annually elect from its membership a Chair, Vice-Chair, and Secretary. Officers shall serve one-year terms and may be re-elected.
6. The Committee shall meet quarterly at a minimum. All meetings shall be open to the public and conducted in accordance open Meetings Law.
7. The Committee shall have advisory powers only and shall **not** have authority to:
 - a. Direct city employees
 - b. Approve or authorize expenditures
 - c. Enter into contracts on behalf of the city
 - d. Exercise administrative authority over city facilities or programs
8. The Committee shall operate in accordance with the Rules and Procedures attached hereto and incorporated herein.
9. The Committee shall remain in effect until such time as the Lincoln City Council determines that its work is complete. The Committee will dissolve by resolution.

This resolution shall be effective immediately upon adoption.

Adopted the _____ day of _____ 2025

Ed Hatley, Mayor

ATTEST:

Daphne Ingram, City Clerk

(SEAL)



LINCOLNTON
AGENDA ITEM SUMMARY

To: The Honorable Mayor and City Council
Date: December 4, 2025
From:
Subject: City Manager's Update / Activity Report

Summary:

Background:

Fiscal Impact:

Recommendation:

Attachments:

None



LINCOLNTON
AGENDA ITEM SUMMARY

To: The Honorable Mayor and City Council
Date: December 4, 2025
From:
Subject: City Attorney's Update / Activity Report

Summary:

Background:

Fiscal Impact:

Recommendation:

Attachments:

None