

LAKE LURE TOWN COUNCIL REGULAR MEETING PACKET

Tuesday, March 8, 2016



Mayor Bob Keith

Commissioner John Moore

Commissioner Mary Ann Silvey

Commissioner Stephen Webber

Commissioner Bob Cameron



REGULAR MEETING OF THE LAKE LURE TOWN COUNCIL

March 8, 2016

6:00 p.m.

Lake Lure Municipal Center

AGENDA

1. Call to Order Mayor
Bob Keith
2. Invocation (*Please rise and remain standing*) Attorney
Chris Callahan
3. Pledge of Allegiance
4. Approve the Agenda Council
5. Staff Reports
6. Council Liaison Reports & Comments
7. Public Forum: *The public is invited to speak on any non-agenda and/or consent agenda topics. Comments should be limited to less than five minutes.*
8. Consent Agenda:
 - a. Approve Minutes of the February 9, 2016 Regular Meeting
 - b. Approve a Zoning Compliance Permit for a Storage Building to be Placed Behind the Lake Lure Fire Department
 - c. Approve Board of Adjustment Appointments
 - d. Approve a Fire Department Budget Amendment
 - e. Approve a Budget Amendment Concerning Hydro-Electric Funds
 - f. Adopt Resolution No. 16-03-08A Approving Switching Town Credit Cards from TD Bank to Carolina Trust Bank
 - g. Adopt Resolution No. 16-03-08 Approving and Installment Financing Contract of a New Police Vehicle

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March 8, 2016**

9. Unfinished Business

10. New Business:

- a. Sewer Rate Presentation
- b. Presentation Concerning a Policy and Process
For Naming of Town Parks, Recreations Areas
and Parks & Recreation Facilities Proposed by
the Parks and Recreation Board
Jim Walters,
Parks & Rec Board
Member
- c. Consider Adoption of Resolution No. 16-03-08 Concerning a Request
from Greg Gardner to Quitclaim a Piece of Property that Adjoins his lot in
Firefly Cove
- d. Consider Approval of a Green Line Sewer Engineering Contract and an
Aerial Survey Contract
- e. Closed Session:
 - in Accordance with G.S. 143-318.11(a)(6) for the Purpose of
Discussing Personnel Matters Concerning Appointment of an
Interim Town Manager; and
 - in Accordance with G.S. 143-318.11(a) (5) for the Purpose of
Discussing Property Acquisition; and
 - in Accordance with G.S. 143-318.11(a) (3) for Attorney Client
Privilege to Discuss Litigation Between the Town of Lake Lure
and Eisenbrown, Self, Jones, et. al.

11. Adjournment

Agenda Item: 8a



**MINUTES OF THE REGULAR MEETING OF THE LAKE LURE TOWN COUNCIL
HELD TUESDAY, FEBRUARY 9, 2016, 6:00 P.M. AT THE LAKE LURE MUNICIPAL
CENTER**

PRESENT: Mayor Bob Keith
Commissioner John W. Moore
Commissioner Mary Ann Silvey
Commissioner Bob Cameron
Commissioner Stephen M. Webber

Christopher Braund, Town Manager
J. Christopher Callahan, Town Attorney

ABSENT: N/A

CALL TO ORDER

Mayor Bob Keith called the meeting to order at 6:00 p.m.

INVOCATION

Attorney Chris Callahan gave the invocation.

PLEDGE OF ALLEGIANCE

Council members led the pledge of allegiance.

Mayor Bob Keith announced that Town Manager Chris Braund submitted his resignation and plans to leave his position as town manager over the next couple of months.

APPROVE THE AGENDA

Commissioner Bob Cameron made a motion to approve the agenda as presented. Commissioner John Moore seconded the motion and the vote of approval was unanimous.

STAFF REPORTS

Town Manager Chris Braund presented the town manager's report dated February 9, 2015. (Copy of the town manager's report is attached.)

COUNCIL LIAISON REPORTS & COMMENTS

Commissioner Stephen Webber reported the activities of the Zoning and Planning Board, the Lake Lure Board of Adjustment/Lake Structures Appeals Board and the Parks and Recreation Board.

Commissioner Stephen Webber reminded the audience that council had previously suggested that he continue to serve on the Board of Adjustment for a transitional year. Commissioner Webber explained that he doesn't feel that the transitional year is necessary and announced his resignation from the Board of Adjustment effective March 1, 2016.

Commissioner Bob Cameron reported the activities of the Utility Advisory Board.

Commissioner Mary Ann Silvey reported the activities of the Lake Advisory Board the Lake Lure ABC Board.

PUBLIC HEARING – PROPOSED ORDINANCE NO. 16-02-09: AN ORDINANCE CONCERNING AMENDMENTS TO THE TOWN OF LAKE LURE ZONING REGULATIONS REGARDING NONCONFORMING LOTS OF RECORD

Mayor Bob Keith opened the public hearing regarding proposed Ordinance No. 16-02-09; no one requested to speak.

Council agreed to close the public hearing.

CONSIDER ADOPTION OF ORDINANCE NO. 16-02-09: AN ORDINANCE CONCERNING AMENDMENTS TO THE TOWN OF LAKE LURE ZONING REGULATIONS REGARDING NONCONFORMING LOTS OF RECORD

Public notices were duly given and published in the Daily Courier newspaper.

Commissioner Stephen Webber gave an overview of proposed Ordinance No. 16-02-09 and council members discussed the purpose of the proposed amendment.

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After discussion, Commissioner Stephen Webber moved that Town Council adopt Ordinance No. 16-02-09 and that council finds it to be consistent with the 2007-2027 Comprehensive Plan in that it will:

1. Increase staff effectiveness and efficiency in keeping with GA Goal 1 (Improved Government Operations) of the 2007-2027 Comprehensive Plan by reducing variance requests, decreasing staff workload and ensuring regulations are enforced appropriately; and
2. Increase desirable growth in keeping with GA Goal 2 (Fiscally Sound Budget) of the 2007-2027 Comprehensive Plan by encouraging investment and increasing the town tax base.

Commissioner John Moore seconded the motion and the vote of approval was unanimous.

PUBLIC FORUM

Mayor Bob Keith invited the audience to speak during public forum.

Fran Nordt of 156 Hilltop Court thanked town staff for doing a great job clearing the roads during the recent snow storm.

CONSENT AGENDA

Mayor Bob Keith presented the consent agenda and asked if any items should be removed before calling for action.

Commissioner Stephen Webber asked that the word “sells” on page 18 of the December 22, 2015 town council meeting minutes be correct by replacing it with the word “sales”.

Commissioner Stephen Webber made a motion to approve the consent agenda as amended, including the change to the December 22, 2015 minutes. Commissioner Bob Cameron seconded the motion and the vote of approval was unanimous. Therefore, the consent agenda incorporating the following items was unanimously approved:

- a. minutes of the December 22, 2015 special meeting and the January 12, 2016 regular meeting

End of Consent Agenda.

NEW BUSINESS:

**a. PRESENTATION FROM RICK LANIER CONCERNING US MOTO
INFORMATION**

Rick Lanier, co-founder and vice chairman of the US Motto Action Committee, invited council to join the growing list of cities and counties that are "voting yes" to proudly and prominently display the national motto, IN GOD WE TRUST, in and on their governmental buildings.

Mr. Lanier stated that the US Motto Action Committee's purpose is to promote patriotism by encouraging elected officials to vote to display "IN GOD WE TRUST" in and on their governmental Buildings. Mr. Lanier further stated that displaying the motto gives ceremonial honor to public occasions and expresses confidence in our society and that these words have been used on US Currency since 1864.

Mr. Lanier explained that on July 30, 1956 the U.S. Congress adopted "IN GOD WE TRUST" as the official National Motto of the United States of America and on November 1, 2011 the U.S. House of Representatives voted to reaffirm "IN GOD WE TRUST" as our nation's motto.

Commissioner John Moore commended the US Motto Action Committee and their efforts and made a motion to accept the offer to display the US motto on town hall and on police/fire vehicles as long as the chief approves and to adopt Resolution No. 16-02-09A concerning the US motto. Commissioner Stephen Webber seconded the motion and the vote of approval was unanimous.

**RESOLUTION NO. 16-02-09A
OF THE COUNCIL OF THE TOWN OF LAKE LURE, IN RUTHERFORD COUNTY,
STATE OF NORTH CAROLINA, SUPPORTING THE DISPLAY OF THE NATIONAL
MOTTO "IN GOD WE TRUST" IN A PROMINENT LOCATION AT 2948 MEMORIAL
HIGHWAY, LAKE LURE, NORTH CAROLINA**

WHEREAS, "In God We Trust" became the United States national motto on July 30, 1956, shortly after our nation led the world through the trauma of World War II and

WHEREAS, the words have been used on U.S. currency since 1864; and

WHEREAS, the same inspiring slogan is engraved above the entrance to the Senate Chamber as well as above the Speaker's dais in the House of Representatives; and

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WHEREAS, in both war and peace, these words have been a profound source of strength and guidance to many generations of Americans; and

WHEREAS, the City desires to display this patriotic motto in a way to solemnize public occasions and express confidence in our society.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LAKE LURE, NORTH CAROLINA:

SECTION 1. That the Town Council of the Town of Lake Lure, North Carolina, does hereby determine that the historic and patriotic words of our national motto, "In God We Trust" shall be permanently and prominently displayed on the front of town hall and in the council meeting room in Lake Lure, North Carolina, and to remain there in perpetuity.

SECTION 2. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of resolutions.

Adopted this 9th day of February, 2016.

NEW BUSINESS:

- b. CONSIDER ADOPTION OF RESOLUTION NO. 16-02-09 CHANGING THE NUMBER OF BOARD MEMBERS ON THE UTILITY BOARD AND ADDING A PROVISION FOR ATTENDANCE**

Commissioner Bob Cameron gave an overview of the proposed Resolution No. 16-02-09.

Commissioner Stephen Webber stated that he has heard the board called "Utility Board" and "Utility Advisory Board" and asked for clarification.

Commissioner Bob Cameron made a motion to adopt Resolution No. 16-02-09 as amended changing the name "Utility Board" to "Utility Advisory Board". Commissioner Mary Ann Silvey seconded the motion and the vote of approval was unanimous.

RESOLUTION NO. 16-02-09

A RESOLUTION TO AMEND RESOLUTION NO. 15-11-10B WHICH CREATED THE UTILITY BOARD TO CHANGE THE NUMBER OF

BOARD MEMBERS, ADD A PROVISION FOR ATTENDANCE AND CHANGE THE NAME OF THE BOARD

WHEREAS, the aforesaid Resolution No. 15-11-10B was duly adopted by the Town Council of Lake Lure, North Carolina on November 11, 2015 creating a Utility Board; and

WHEREAS, Town Council has reviewed and considered the number of members to be appointed to this board under the provisions of Resolutions No. 15-11-10B and found it desirable to modify the membership of this Utility Board; and

WHEREAS, the Town Council desires to add a provision for attendance.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LAKE LURE, NORTH CAROLINA:

SECTION 1. That section 3: of Resolution No. 15-11-10B be amended to read:

Section 3: That the Board shall consist of ~~five~~ seven members each appointed by a majority vote of Town Council plus one ex-officio member who shall be the staff member responsible for utility billing and appointed by the town manager. In appointing members, the Council shall aim to maintain a balance of interests represented on the Board, drawing from:

- (A) Users of services: water, sewer, garbage, recycling
- (B) Residential – year-round and seasonal
- (C) Commercial – including hospitality
- (D) Vacation rentals

{ADDITIONS TO TEXT ARE UNDERLINED; DELETIONS ARE ~~STRUCK THROUGH~~}

SECTION 2. That section 10 shall be renumbered as “Section 11” and new section 10 be added as follows:

Section 10: Attendance requirement: any board member who is absent from three consecutive regularly scheduled meetings in a calendar year, and/or a total of four meetings in a calendar year may be subject to removal off the Utility Board by Town Council.

SECTION 3: Renaming the “Utility Board” as the “Utility Advisory Board”. The name “Utility Board” shall be replaced with “Utility Advisory Board” throughout Resolution No. 15-11-10B and 16-02-09.

SECTION 4: Effective date.

This resolution shall be effective upon its adoption.

Adopted this the 9th day of February, 2016.

NEW BUSINESS:

c. CONSIDER ADOPTION OF CAPITAL PROJECT ORDINANCE NO. 16-02-09A

Town Manager Chris Braund gave an overview of proposed Ordinance No. 16-02-09A.

Commissioner Bob Cameron made a motion to adopt Capital Project Ordinance No. 16-02-09A as presented. Commissioner Stephen Webber seconded the motion and the vote of approval was unanimous.

**ORDINANCE NUMBER 16-02-09A
CAPITAL PROJECT ORDINANCE
OF THE TOWN OF LAKE LURE TOWN COUNCIL**

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKE LURE, NORTH CAROLINA, WHICH, PURSUANT TO SECTION 13.2 OF CHAPTER 159 OF THE GENERAL STATUTES OF NORTH CAROLINA, THE FOLLOWING CAPITAL PROJECT ORDINANCE IS HEREBY ADOPTED:

SECTION 1. The project authorized Four Unit Strip Center Mall, 2564 Memorial HWY and construction to be financed with a 10 year installment financing agreement with Branch Banking & Trust.

SECTION 2. The officers of the Town of Lake Lure are hereby directed to proceed with the capital project within the terms of the council's resolution, loan documents and the budget contained herein.

SECTION 3. The following amounts were appropriated for the project:

Purchase Price	300,000
Design/Engineering/Permits	9,000
Improvements to Building/Property	161,500
Other Legal/Fiscal Cost	24,400
Contingency	5,100
Total	500,000

SECTION 4. The following revenues are available for this project:

Installment Purchase Proceeds
500,000

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SECTION 5. The Finance office is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records related to the project.

SECTION 6. The town Council acknowledges that his project has been approved by the LGC. The finance officer is directed to report, on a quarterly basis, on the financial status of each project element in section 3.

SECTION 7. The Budget officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this board.

SECTION 8. Copies of this capital project ordinance shall be furnished to the Clerk to Town Council, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted and approved by vote of (for, 4) (against, 0) this the 9th day of February, 2016.

Enacted this 9th day of February, 2016.

NEW BUSINESS:

- d. CLOSED SESSION IN ACCORDANCE WITH G.S. 143-318.11(A)(6) FOR THE PURPOSE OF DISCUSSING PERSONNEL MATTERS**

Commissioner Stephen Webber made a motion to enter into closed session in accordance with G.S. 143-318.11(a)(6) for the purpose of discussing personnel matters. Commissioner John Moore seconded and the vote of approval was unanimous.

While in closed session council members discussed Town Manager Chris Braund transitioning out of his position as town manager.

Commissioner Bob Cameron made a motion leave the closed session portion of the meeting. Commissioner John Moore seconded the motion and the vote of approval was unanimous.

ADJOURN THE MEETING

With no further items of discussion, Commissioner Bob Cameron made a motion to adjourn the meeting. Commissioner Mary Ann Silvey seconded the motion and the vote of approval was unanimous.

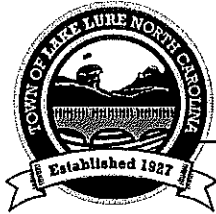
ATTEST:

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Andrea H. Calvert

Mayor Bob Keith

Agenda Item: 8b



TOWN OF LAKE LURE
Community Development Department

MEMORANDUM

TO: Mayor & Town Council

FROM: Sheila Spicer, Zoning Administrator/Code Enforcement Officer *SS*

DATE: February 18, 2016

RE: ZP-2016010

The Lake Lure Fire Department is requesting a certificate of zoning compliance permit to locate a storage building behind the fire department. Town Council approval is required due to the fact that the property is located in the GU Government-Industrial Use zoning district. Per §92.039(C) of the Lake Lure Zoning Regulations, development criteria in the GU district is "as determined by Town Council in compliance with all town regulations."

Included in your packet is a copy of the permit application, a site plan showing the proposed location, and a specification sheet showing the dimensions of the structure. The proposed location is the same as what was previously requested for a carport structure, which Town Council granted approval for in January 2015 but was never constructed due to unforeseen circumstances.

The proposed storage building is a metal "Conex Box" structure. The Zoning Regulations has provisions for metal structures in §92.118(B). This section states:

Metal Structures. Metal framed structures and metal sheathing are permitted in the Town of Lake Lure in any zoning district, provided that no metal sheathed walls shall be visible from any primary streets or adjoining residentially zoned property. All proposed metal sheathed walls within sight distance from any primary streets or adjoining residentially zoned property shall either be overlaid with wood, stone, or other natural or simulated natural material or hidden by walls, structures, buffer strips, or other means

There are no adjoining residentially zoned property due to the fact that the right-of-way for Charlotte Drive separates the fire department property from the R-1 zoned property across the street. The nearest house to the proposed storage building's location is approximately 200 feet away at the intersection of Windsong Lane and Wandering Lane. The closest primary street is Memorial Highway. The storage building will not be visible from Memorial Highway due its location behind the fire department. A GIS printout has been included in your application that shows the zoning districts overlaid on the aerial view. This shows the distance of the proposed structure location from existing residential structures. Also included is a photograph taken from Memorial Highway showing the screening of the storage building's location from the primary street.

**TOWN OF LAKE LURE
CERTIFICATE OF ZONING COMPLIANCE**

Permit Fee 0

Permit No. ZP- 2016010

Approved: _____

Zoning Administrator

Rejected: _____
(see attached explanation)

Date: _____

See page 3 for expiration information

Foundation Survey Required (see page 2):

Please complete all sections of form.

PERSON MAKING APPLICATION:

Name: LAKE LURE FIRE DEPT.

Address: 622 MEMORIAL HWY.

Daytime Phone: 828 625-9333

Email Address: 11fire@bellsouth.net

TYPE OF REQUEST:

Erect ☒ Enlarge _____ Move _____ Alter _____ Demolish _____

Other (specify) INSTALL METAL CONNEX STORAGE BUILDING

INFORMATION REGARDING PROPERTY TO BE IMPROVED:

Map Page 550 Block 1 Lot 5

Current zoning CG

Tax PIN: 1649620

Land Disturbance Permit # _____

Property Address 622 MEMORIAL HWY.

Lot area _____

Owner TOWN OF LAKE LURE

Square foot area APPROX 500 sq ft
of improvement

Address 2948 MEMORIAL HWY

Street Frontage CHARLOTTE DR.

LAKE LURE NC 28746

Lake frontage N/A

Fee Schedule:
(For Office Use Only)
Class I \$130 _____
Class II \$155 _____
Class III \$180 _____
Class IV \$205 _____

TYPE OF STRUCTURE:

Single family dwelling _____ Duplex _____
Apartment _____ Commercial building* _____
Other (specify) STORAGE _____
Multi-family dwelling _____

* All commercial structures require review by Fire Coordinator prior to issuance of a building permit.

TYPE OF WATER AND SEWER SYSTEMS:

Water system: Public (Town) _____ Private (CWS) _____
Individual well: ☒ Other: _____
Sewer system: Public (Town) _____ Private (CWS) _____
Septic tank: ☒ Other: _____

NOTE: Connections to public systems require separate permit from Town Clerk's office, such permits must be approved and submitted with application. Well and septic tanks require certificate from the county health department prior to approval of permit.

"§ 94.064A FOUNDATION SURVEY REQUIRED

Where plans submitted for a Certificate of Zoning Compliance show that any portion of a new structure or addition to an existing structure will be within ten feet of any required yard, a survey prepared by a registered land surveyor or civil engineer shall be made to insure that the proposed structure will be located as shown on the approved plans. This survey shall be conducted after the construction of any foundation. The survey shall also indicate the location of roof overhangs, decks, chimneys and any other appurtenances that extend beyond the walls of the structure. This survey shall be submitted to the Zoning Administrator for review and, if in accord with the approved plans, the Zoning Administrator shall issue a statement of approval. This statement shall be required before any certificate of occupancy shall be issued by the Rutherford County Building Inspections Office. If the survey is not performed or if the survey shows the structure is not in accord with the approved plans, the Certificate of Zoning Compliance shall be rescinded until such time as a survey shows the location of the structure is in conformance. In the event the Certificate of Zoning Compliance is rescinded, the Zoning Administrator shall notify the Rutherford County Building Inspections Office that the building permit is no longer valid."

Zoning Compliance Permit Application Checklist

Application is not complete until all of the following items have been submitted:

For any documents submitted greater than 11"x17" in size, two copies must be submitted.

☒ **A site plan**, drawn to scale, showing the actual dimensions of the lot to be built upon, the sizes and location of all existing buildings or other structures and their location on the lot, and the size, shape, and location on the lot of all buildings or structures proposed to be erected or altered. **Please note that street-front yards (setbacks) are measured from the center of the street right-of-way, and decks and overhangs may not encroach into required yards.**

☒ **Building elevations and floor plans** drawn to scale.

☒ A short description of the proposed project (this may be written on the plans or submitted as a separate document).

NA Proof of adequate water, sewer, and/or septic.

_____ Other documents requested by the Zoning Administrator to ensure compliance with the Lake Lure Zoning Regulations

THE TREE PROTECTION OFFICER OR A DESIGNEE SHALL PERIODICALLY INSPECT ALL LAND-CLEARING AND GRADING ACTIVITIES TO ENSURE COMPLIANCE WITH THE ZONING REGULATIONS AND TO DETERMINE WHETHER THE MEASURES REQUIRED IN THE SITE PLAN ARE EFFECTIVE IN PROTECTING ALL SIGNIFICANT TREES NOT INDICATED IN THE SITE PLAN FOR REMOVAL.

UPON COMPLETION OF THE PROJECT FOR WHICH THIS PERMIT IS ISSUED, THE PERMIT HOLDER MUST NOTIFY THE ZONING ADMINISTRATOR. THE ZONING ADMINISTRATOR WILL THEN CONDUCT A FINAL INSPECTION TO INSURE COMPLIANCE WITH THE APPROVED PERMIT. IF THE PROJECT IS FOUND TO BE IN COMPLIANCE, A CERTIFICATE OF OCCUPANCY WILL BE ISSUED.

I hereby swear (affirm) that this application for a Zoning Compliance Permit, along with all supporting documentation, is accurate and correct to the best of my understanding and knowledge and I agree to comply with all requirements of the Town of Lake Lure zoning ordinance.

Ronald J. May
Signature of Applicant

2/10/16
Date of Original Application

EXPIRATION OF PERMIT

If work has not commenced within six months of the date of the issuance of the certificate of zoning compliance, or if work begins and then ceases for a period of 12 months, the certificate of zoning compliance shall become invalid.

LAKE LURE FIRE DEPARTMENT PROPOSED STRUCTURE LOCATION



Approximate location of proposed storage container. Storage container will be painted a color that is compatible with existing fire station.

1 inch = 30 feet

0 15 30 60 Feet

	L	W	H
External	40'0" 12.19m	8'0" 2.44m	8'6" 2.59m
Internal	39'6" 12.03m	7'8" 2.35m	7'10" 2.39m
Door Opening	39'6" 12.03m	7'8" 2.35m	7'6" 2.28m
Max. Capacity	2390-2397 (cu ft) 58820-60740 (lbs) 67.70-37.80 (m) 28860-27550 (kgs)		
Tare Weights	6460-8380 (lbs) 2390-3800 (kgs)		

40' STANDARD



LAKE LURE FIRE DEPARTMENT WITH SURROUNDING ZONING DISTRICTS





Agenda Item: 8c



MEMORANDUM

TO: Town Council

FROM: Andi Calvert, Town Clerk

DATE: February 22, 2016

SUBJECT: BOA Appointments

After recent discussion of whether the members of the LSAB must be the same as the BOA we found where the town council established the LSAB in 1992 and designated the members of the BOA to also act as the LSAB. The language does not indicate whether this was intended to always remain this way.

Until December of 2015 the membership of both boards was the same. At that time, council suggested that newly-elected commissioner Stephen Webber remain on the BOA for a transitional year. Since, as a commissioner, Mr. Webber was not eligible to serve on the LSAB a replacement was appointed to fill his term on the LSAB.

Mr. Webber no longer feels the transitional year is necessary and has resigned from the BOA. If council wants to make the members of the BOA and the LSAB the same again, please *appoint Mark Hoek to fill the remainders of Stephen M. Webber's regular position on the BOA and appoint Rick Stockdale to fill Mark Hoeks' alternate member position on the BOA* (Mr. Stockdale has already been appointed as an alternate of the LSAB).

Agenda Item: 8d

MEMORANDUM

To: Town Council
From: Sam A. Karr, Finance Director *SAK*
Date: March 2, 2016
Subject: Budget Amendment-Fire Department

Throughout the year we receive donations from citizens to the Fire Department that we set aside in an account. We collect money and spend it out into the Fire Department earmarked for something specific usually some type of equipment that they need. Fire Chief Morgan would like to transfer donation monies to purchase a TV for the station and reprint maps to sell (see attached memo). If this is acceptable, a **motion to move \$1,800 from Fire Donations acct.(#10-213350) to Fire Department-supplies(#218)** is required. Let us know if you have any questions.

cc: Fire Chief Ronald Morgan
Julie Scherer, Accountant

Sam Karr

From: Ron Morgan <llfire@bellsouth.net>
Sent: Wednesday, February 10, 2016 3:35 PM
To: Sam Karr
Subject: Donated funds

Sam,
I understand you normally wait till the end of year to determine if we need to move money from donated funds to our operating budget. However, we have a couple projects coming up that I want to make sure come from donated funds and no one can say we used tax dollars.
The reprinting of the Lake Lure maps that we sell for a fundraiser is approx.. 1400dollars
We had 250dollars donated to feed the firefighters that responded to the fire on Gottlieb getaway
And we need to replace our station TV and I would like this to come from donated funds approx. 400 dollars.
Can we get on the agenda to move the money from donated funds to line 218 for next council meeting to meet these needs?
Thanks

Ronald J. Morgan
Lake Lure Fire Department
PO Box 255
Lake Lure, NC 28746
828-625-9333



Agenda Item: 8e



Town of

Lake Lure

est. 1927

North Carolina

MEMORANDUM

To: Town Council
From: Sam A. Karr, Finance Director *SAK*
Subject: Budget Amendment-Hydro-Electric Fund-overtime
Date: March 2, 2016

Presently, the town's Hydro-electric fund has received over \$500k in revenues which have surpassed our budget estimates by \$193,890. The price is overtime for the long hours of generation timing to get the maximum return. Surplus of revenues will cover overtime expenses:

<u>Revenues</u>		<u>Expenditures</u>	
Charges	\$12,500	Overtime	\$10,000
		FICA	\$ 765
		Retirement	\$ 1,227
		Group Ins.	\$ 8
		401(k)	\$ 500

If you have any questions, please feel free to contact me.

Enclosure: Memo

XC: Julie Scherer, Accountant
Files

Sam Karr

From: Chris Braund
Sent: Monday, February 15, 2016 10:44 AM
To: Anita Taylor
Cc: Sam Karr
Subject: RE: Comp time hours

I support paying this to out to Donnie and preparing a budget amendment to cover the added cost line items and to increase the expected revenue in the hydro fund.

Thanks -

-----Original Message-----

From: Anita Taylor
Sent: Monday, February 15, 2016 10:30 AM
To: Chris Braund
Subject: RE: Comp time hours

Chris: Donnie has 210 comp hours remaining from time period we didn't have policy in effect requiring use of comp before sick and/or vacation.

I prepared a payroll scenario indicating total cost for payout totaling \$4,861.66. Sam is reviewing for funding and will get back with me. Donnie is the only remaining employee with comp accrued prior to policy going into effect requiring use of comp before sick and/or vacation.

The only other comp payouts for active employees was Dean Givens, approved by Steve Wheeler, and then additional comp accrued after that period for Dean was paid out when he went from hourly to exempt.

I will let you know as soon as Sam gets back to me.

Thanks,

Anita

Anita Taylor

Human Resources Director
2948 Memorial Highway
Lake Lure, NC 28746

Office: 828.625.9983, Ext. 106
Web: townoflakelure.com

-----Original Message-----

From: Chris Braund



Finance Director
MEMORANDUM

TO: Town Council

FROM: Sam A. Karr, Finance Director

DATE: March 4, 2016

SUBJECT: Approve of credit cards issued by CTB

The attached resolution is for approval authorizing Carolina Trust Bank, our operating bank, to issue credit cards to the town. Use of cards are limited to business travel and emergency purchases. Same purchasing procedures apply as with all preaudit requirements. Cards (5) are secured at the department head level in the department head's name. No personal or reimbursement purchases are allowed. Therefore, we recommend choosing Carolina Trust Bank to issue credit cards. If you have any questions, please feel to contact me at your convenience.

Agenda Item: 8f

RESOLUTION NO. 16-03-08A

**A RESOLUTION OF THE TOWN OF LAKE LURE, NORTH CAROLINA,
APPROVING USE OF CREDIT CARDS WITH CAROLINA TRUST BANK**

WHEREAS, the Town of Lake Lure has used credit cards since 2005, and acknowledges there are times for the needed usage of credit cards for business and travel related services;

THEREFORE BE IT RESOLVED, as follows:

1. Town Council, of the Town of Lake Lure, North Carolina, authorizes town's Finance Director to secure credit cards issued by Carolina Trust Bank in the name of the Town of Lake Lure under Town of Lake Lure's department head's name.
2. The Town of Lake Lure's credit limit for all credit cards issued shall have a total maximum limit of \$15,000 to be spread out over all departments.
3. Issued credit cards shall have the same requirements as traditional purchases where Purchase Orders are issued for goods over \$100 purchases. All documentation for that purchase should be turned into the finance office as soon as possible; including Purchase Order, receipts, and signatures.
4. Issued credit cards will be the responsibility of the department head and shall be secured with that department head.
5. Finance department shall pay the charge cards promptly so that no interest carrying charges of penalties will be incurred due to late payments. Any employee who causes interest or carrying charges to be added to the credit card account by a failure to timely provide the required information to the Finance Director shall be personally liable for the interest or carrying charge. Any employee who fails to provide a receipt for the purchase shall be personally liable for the purchase.
6. No credit card issued by the town for any department supervisor or employee shall be used by any person for a private purchase.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL, TOWN OF
LAKE LURE, NORTH CAROLINA, AS FOLLOWS:**

The motion to adopt this Resolution was made by Council
Member _____;

Seconded by Council Member _____, and was passed unanimously by those members present at the meeting of the Town Council, Lake Lure, North Carolina, held on the eighth of March, 2016.

Attest:

Andrea H. Calvert

Town Clerk

Mayor Bob Keith

Agenda Item: 8g



Finance Director
MEMORANDUM

TO: Town Council

FROM: Sam A. Karr, Finance Director

DATE: March 4, 2016

SUBJECT: Approve Financing of Police Vehicle

The attached resolution is for approval authorizing financing of a police vehicle. We had sent out four RFP's for financing the vehicle for 3 years and only received one bid back, which was from Carolina Trust Bank in Lake Lure at a rate of 3.25%. BB&T Governmental Finance has had the most competitive rates historically, and presently, we have 5 loans with them. However, according to their new policy, they do not finance anything under \$100,000. Therefore, we recommend choosing Carolina Trust Bank, which happens to be our local bank. If you have any questions, please feel to contact me at your convenience.

RESOLUTION NO. 16-03-08B

**A RESOLUTION OF THE TOWN OF LAKE LURE, NORTH CAROLINA,
APPROVING AN INSTALLMENT FINANCING CONTRACT OF A NEW POLICE
VEHICLE**

WHEREAS, the Town of Lake Lure, North Carolina is a duly and regularly created, organized and validly existing political subdivision of the State of North Carolina, existing as such under and by virtue of the Constitution, statutes and laws of the State of North Carolina;

BE IT THEREFORE RESOLVED, as follows:

1. Town Council, of the Town of Lake Lure, North Carolina, hereby determines to finance Police Vehicle through Carolina Trust Bank, in accordance with the proposal dated February 1, 2016. The amount financed shall not exceed \$34,350.00, the annual interest rate shall not exceed 3.25%, and the financing term shall not exceed 3 years from closing.
2. All financing contracts and all related documents for the closing of the financing ("the Financing Documents") shall be consistent with the following terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Police Vehicle as contemplated by the proposal and resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall in the final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments in this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principle and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the Carolina Trust Bank financing described above. The Town intends that the funds that have been advanced, or that may be advanced, from the Town's general fund for project costs may be reimbursed from the financing proceeds.
6. All prior action of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved, and confirmed.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL, TOWN OF LAKE LURE, NORTH CAROLINA, AS FOLLOWS:

The motion to adopt this Resolution was made by Council Member _____;
Seconded by Council Member _____, and was passed unanimously by those members present at the meeting of the Town Council, Lake Lure, North Carolina, held on the eighth of March, 2016.

Attest:

Andrea H. Calvert
Town Clerk

Mayor Bob Keith



Carolina Trust Bank

February 1, 2016

Mr. Sam Karr
Finance Director
Town of Lake Lure
2948 Memorial Hwy.
Lake Lure, N.C. 28746

Re: Term Sheet

Dear Mr. Karr:

Carolina Trust is pleased to provide the following term sheet in response to your Request for Proposal dated January 19, 2016. Please keep in mind the term and conditions described below are for discussion purposes only and does not bind or imply in any way a commitment to make a loan on the part of Carolina Trust Bank.

Borrower: Town of Lake Lure, North Carolina

Amount: \$34,350.00

Purpose: The purpose of this loan under discussion would be to provide financing to acquire a new police patrol vehicle.

Amortization: The terms to be provided on these credits under discussion would be as follows: An amortization of 3 years, with the following term and interest rate:

Three year amortization fully amortizing term loan, at a fixed interest rate of 3.25%.

Fees: The Town would be responsible for all closing costs, including but not limited to:

- 1) **Loan origination fee: \$85.00**
- 2) **Title Recording Fee: \$15.00**

Payment Schedule:

Payments to the bank would be set up as monthly Principal and Interest payments.

Prepayment Penalty: None

Collateral: The proposed collateral for the loan under discussion would be the new patrol vehicle. The Bank would have a first lien against the title to the vehicle being purchased.

Guarantor: None required.

Subject to: 1) Operating Agreement/ By-Laws, etc. to establish who would be authorized to sign legal documents on behalf of the Town.
2) These terms are subject to final receipt and review of all financial information and credit records, at which time we would finalize the credit decision.

Carolina Trust Bank would like to thank you for the opportunity to be a financial partner with the Town of Lake Lure. We appreciate the support and confidence you have placed in us. If you have any additional questions or concerns please do not hesitate to contact me at 828-487-6002, or 828-289-6499, or at email: bharrill@carolinatrust.com.

Brad Harrill
Branch Manager

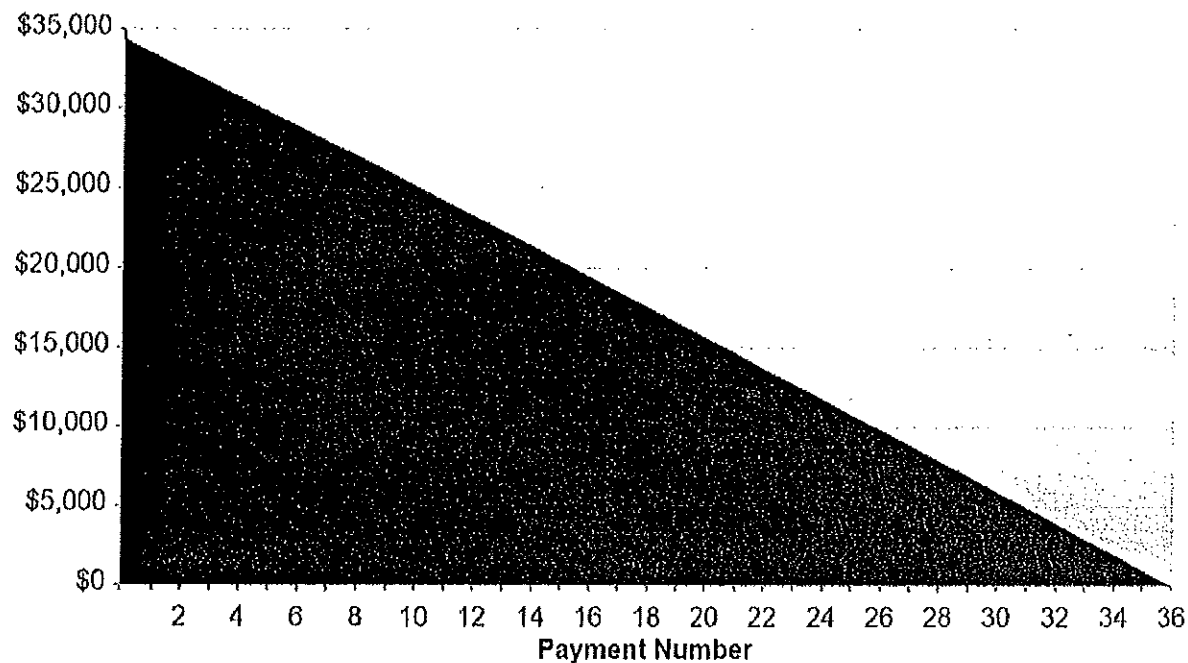
A handwritten signature in black ink, appearing to read 'BHarrill', is written over the printed name and title.

Amortizing Loan Calculator

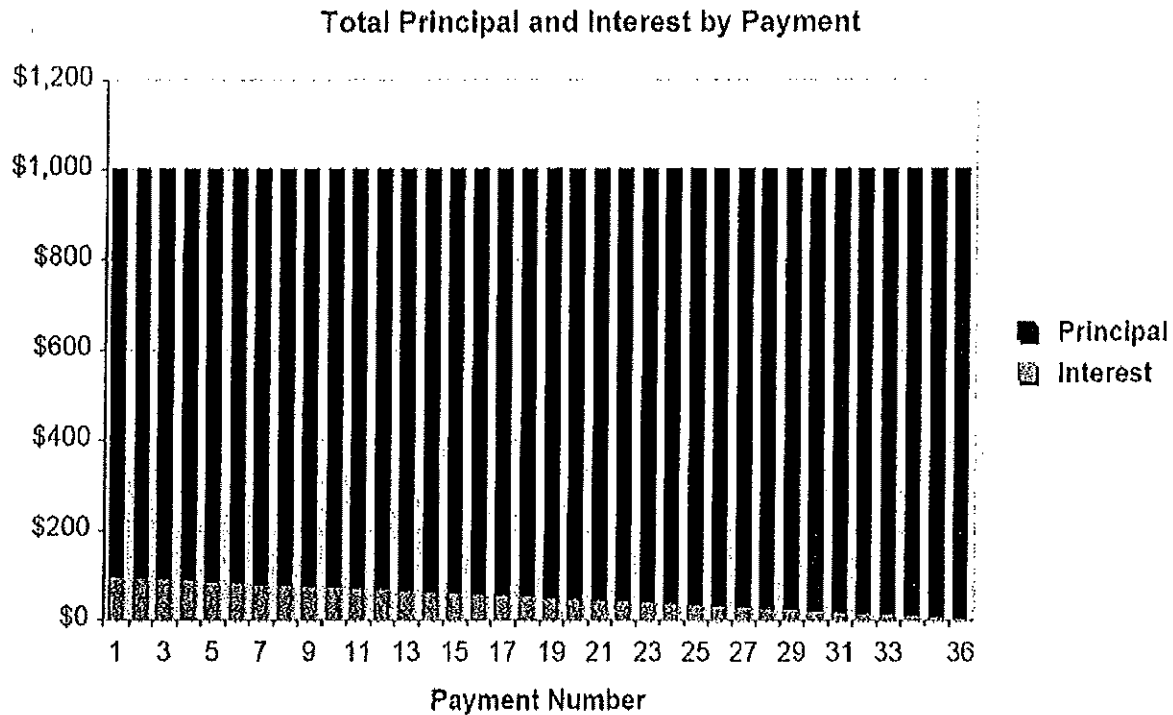
data2.profitstarscms.com

Your \$34,350 loan has 36 monthly payments of \$1,002.73 at 3.25%.

If you make all of your payments on this loan, and do not prepay any of the principal, the total interest for this loan is \$1,748.24.

Balances for a \$34,350 loan

Loan Summary	
Loan amount	\$34,350
Monthly payment	\$1,002.73
Interest rate	3.25%
Term	36 monthly payments
Total payments	\$36,098.24
Total interest paid	\$1,748.24



Payment Schedule

#	Payment	Principal	Interest	Loan balance
				\$34,350
1	\$1,002.73	\$909.70	\$93.03	\$33,440.30
2	\$1,002.73	\$912.16	\$90.57	\$32,528.14
3	\$1,002.73	\$914.63	\$88.10	\$31,613.51
4	\$1,002.73	\$917.11	\$85.62	\$30,696.40
5	\$1,002.73	\$919.59	\$83.14	\$29,776.81
6	\$1,002.73	\$922.08	\$80.65	\$28,854.73
7	\$1,002.73	\$924.58	\$78.15	\$27,930.15
8	\$1,002.73	\$927.09	\$75.64	\$27,003.06
9	\$1,002.73	\$929.60	\$73.13	\$26,073.46
10	\$1,002.73	\$932.11	\$70.62	\$25,141.35
11	\$1,002.73	\$934.64	\$68.09	\$24,206.71
12	\$1,002.73	\$937.17	\$65.56	\$23,269.54
13	\$1,002.73	\$939.71	\$63.02	\$22,329.83
14	\$1,002.73	\$942.25	\$60.48	\$21,387.58
15	\$1,002.73	\$944.81	\$57.92	\$20,442.77
16	\$1,002.73	\$947.36	\$55.37	\$19,495.41
17	\$1,002.73	\$949.93	\$52.80	\$18,545.48
18	\$1,002.73	\$952.50	\$50.23	\$17,592.98
19	\$1,002.73	\$955.08	\$47.65	\$16,637.90
20	\$1,002.73	\$957.67	\$45.06	\$15,680.23

21	\$1,002.73	\$960.26	\$42.47	\$14,719.97
22	\$1,002.73	\$962.86	\$39.87	\$13,757.11
23	\$1,002.73	\$965.47	\$37.26	\$12,791.64
24	\$1,002.73	\$968.09	\$34.64	\$11,823.55
25	\$1,002.73	\$970.71	\$32.02	\$10,852.84
26	\$1,002.73	\$973.34	\$29.39	\$9,879.50
27	\$1,002.73	\$975.97	\$26.76	\$8,903.53
28	\$1,002.73	\$978.62	\$24.11	\$7,924.91
29	\$1,002.73	\$981.27	\$21.46	\$6,943.64
30	\$1,002.73	\$983.92	\$18.81	\$5,959.72
31	\$1,002.73	\$986.59	\$16.14	\$4,973.13
32	\$1,002.73	\$989.26	\$13.47	\$3,983.87
33	\$1,002.73	\$991.94	\$10.79	\$2,991.93
34	\$1,002.73	\$994.63	\$8.10	\$1,997.30
35	\$1,002.73	\$997.32	\$5.41	\$999.98
36	\$1,002.69	\$999.98	\$2.71	\$0.00

Information and interactive calculators are made available to you as self-help tools for your independent use and are not intended to provide investment advice. We cannot and do not guarantee their applicability or accuracy in regards to your individual circumstances. All examples are hypothetical and are for illustrative purposes. We encourage you to seek personalized advice from qualified professionals regarding all personal finance issues.