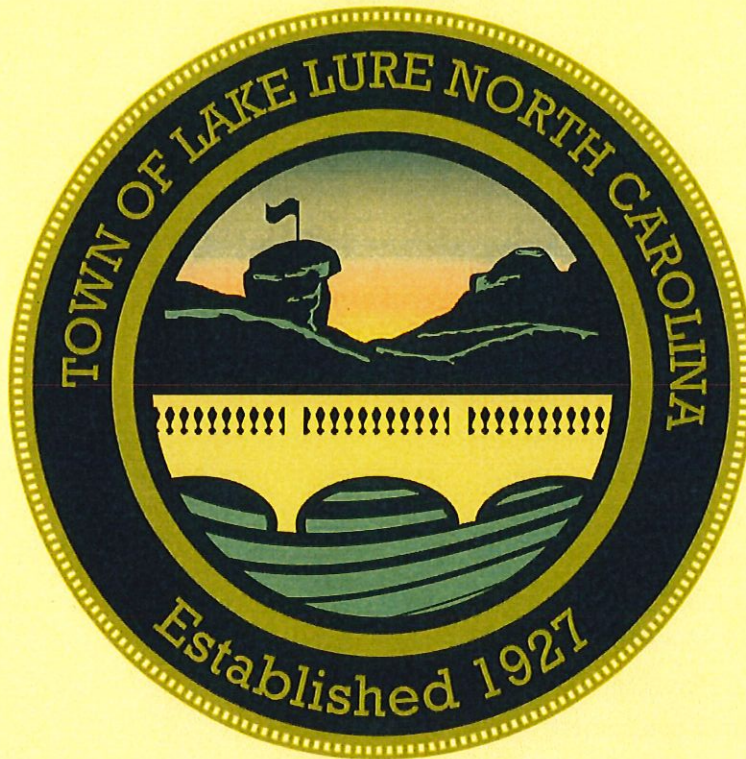


LAKE LURE TOWN COUNCIL REGULAR MEETING PACKET

Tuesday, February 11, 2020



**Mayor Carol C. Pritchett
Mayor Pro Tem John Moore
Commissioner Patrick Bryant
Commissioner David DiOrio
Commissioner John Kilby**



REGULAR MEETING OF THE LAKE LURE TOWN COUNCIL

February 11, 2020

5:00 p.m.

Lake Lure Municipal Center

AGENDA

- I. Call to Order
 - Invocation
 - Pledge of Allegiance
- II. Agenda Adoption
- III. Mayor's Communications
- IV. Town Manager Communications
 - HNG Chamber MOU Update
 - Events
 - Boardwalk/Marina Replacement
 - Dredging Operations
 - Dam Rehabilitation
 - Dam Bridge Replacement
 - Hydroelectric Plant Repairs
 - Sewer Repairs/Replacement
 - Lake Drawdown Five Year Schedule
- V. Presentations
 - A. Census 2020
- VI. Council Liaison Reports and Comments
- VII. Public Comment: The public is invited to speak on any non-agenda and/or consent agenda topics. Comments should be limited to less than five minutes.
- VIII. Consent Agenda
 - A. Adoption of the January 7, 2020 Special Town Council Minutes, the January 8, 2020 Special Town Council Minutes, the January 14, 2020 Regular Town Council Minutes and the January 28, 2020 Special Town Council Work Session Minutes.

Page 2 – Town Council Meeting Agenda
January 14, 2020

- B. Adoption of the January 7, 2020 Closed Session Minutes, and the January 14, 2020 Closed Session Minutes
- C. Approval of a Contract with Martin Starnes & Associates, P.A. to Audit Accounts
- D. Adoption of Ordinance No. 20-02-11 Capital Project Ordinance for the Marina Expansion and Boardwalk Replacement
- E. Amend the 2020 Town Council Meeting Schedule
- F. Adoption of Resolution No. 20-02-11 – Supporting the Improvement of US 74 to an Interstate Quality Corridor
- G. BA# 266 – Sale of Commercial Center
- H. BA# 268 – Dam & Hydroelectric Plant Director
- IX. Unfinished Business
- X. New Business
 - A. Resolution No. 20-02-11A Quitclaim of Town Property to Garlon and Cynthia Prewitt
 - B. Lake Level Discussion
 - C. Dam & Hydroelectric Plant Director Job Description Approval
- I. Adjournment

IV

TOWN MANAGER COMMUNICATIONS

- HNG Chamber MOU Update
 - Events
- Boardwalk/Marina Replacement
 - Dredging Operations
 - Dam Rehabilitation
 - Dam Bridge Replacement
 - Hydroelectric Plant Repairs
 - Sewer Repairs/Replacement
- Lake Drawdown Five Year Schedule



Town Manager's Report – Submitted February 2020

Town of Lake Lure Projects Updated: February 2, 2020 @ 3:00 PM							
Community Development	%	Public Works	%	Parks, Recreation & Lake	%	Town Manager	%
Farmers Market	10	Replace Dam Intake Tower Gate Hoist	25	Boys Camp Road Campground Construction Drawings	0	Strategic Communication Plan	75
Workforce Housing Partnership Project	10	Remove solids from WWTP	0	Boys Camp Road Campground Construction	0	Dam Evaluation	55
Potential Land Donation-Hawkins	10	Lights on Pool Creek Bridge	0	PARTF Grant - Boys Camp Road Campground Development	0	Dam Rehabilitation Options Cost Assessment	55
Cell Phone Tower Project	0	Get Engineering certificate for sewer projects to DEQ from 2002-2004	75	Lake Lowering Policy /Project working through Council	75	Dam Rehabilitation Design Drawings	5
Duck Cove Property-DEMOLITION (10/8/19 TC Meeting)	0	Dealing with NCLM over Hydro insurance	90	Recreation Programs/Classes/Activities Schedule	0	Dam Construction	5
Welcome Center Renovation/Restrooms Construction	0	Install Fuel tank at Public Works	50	Lake Lure Golf Club Stream Restoration	0	New Sewer System Design Drawings	5
Event Lawn - Potential Public/Private Partnership	45	Purchase Dump Truck Public Works	90	Morse Park Event Lawn/Carp pond Delayed until next lake drawdown. We had too many projects this drawdown to get to this project.	0	New Sewer System Construction	5
Westside Connector Plan	10	FFC-CRV Water System Inter Connect Study (WR)	75	Boardwalk Replacement/Marina Expansion - Construction	10	New Sewer System ER/EID	5
Training - DERS	75	Repair lower Turbine Bearing on big Generator	80	2020 Marina Dredging	90	Bridge at Dam	5
Highlands HOA/Odom Engineering, ToLL, NCDEQ/DWQ roundtable remediation planning	50	"Your Speed Is" sign project in conjunction with Community Development	90	Planning for new Boat ramp at Marina	80	Budget & CIP FY 20-21	15
Welcome Center Renovation/Restrooms RFP	70	CRV, FireFly Cove, ToLL H2O interconnect in conjunction with Public Works	75	Shoreline Survey	50	Hydroelectric Plant Online	75
Downtown Access design for future egress from CRP on Lago Vista (ToLL, NCDOT, NCPS, Isothermal COG RPO, Proctor Road Residents, Lake Lure Prop.)	0	Small Generator Repair	65	Create Monetization Schedule for P&R Assets and Facility	75		
Morse Park Pond Permit - USACE & NC DEQ	0	Hire for Street/Sewer Dept Supervisor	50	Construction Of new boat ramp	0		
CRV, FireFly Cove, ToLL H2O interconnect in conjunction with Public Works (Firefly folks currently vetting final formal easement)	99.5	Install e-stops for Valves at Hydro	10	2020 Lake Dredging Main Channel and river when lake returns to full pond	0		
		inspect Sewerline on lake before water comes up	0	Planning for maintenance transition of Weed Patch trail system	10		
		Hire for Hydro Plant. Lead Operator/Supervisor	25	Seeking private partnership for development of amphitheater/band shell	0		

Fire	%	Finance	%	Communications/Grants/Events	%	Police	%
Fire Station Expansion Construction Drawings	55	Secure Financing - Dam Renovation - USDA Loan	35	Communications		Get Charging station at reserve cars	10
Training Burn/House Burn at the intersection of Memorial Hwy and Hwy 9	50	Secure Financing - Sewer Replacement	0	Assist with Strategic Messaging Campaign - awaiting prioritization on our Project List.	75	events calendar for 2020	0
Fire Station Expansion Construction	0	Secure Financing-Fire Building/LGC	0	Work with UAB to develop Editorial on the plans for the Sewer System when timing is right.	20	Order new vehicle	95
Hydrant Repair - Sunset Reserve - Lure Ridge Drive	80	Secure Financing - Welcome Center	0	Prepare slides for 12/17/19 Meeting - Add article to website and Facebook.	90	Hire new officer	95
Annual Review of Preplans	80	Cross Training Program (Amy, Sha'Linda & Linda)	70	Everbridge Transition - 1,217 registrants. Contract ended 12/19. Marketed Everbridge in Monthly Newsletter.	90	Develop communication policy	50
Live Fire Training Memorial Hwy and Hwy 9	60	NCDEQ Silt Grant/Qtly Reimburse	70	Staff profile: Interviewed Chase Harris (Hydro), article underway. Interview conducted on Matt James (Firefighter), article underway. Need to interview Josh Hendrix (Firefighter) next.	50	Lake schedule for reserves 2020	0
Firefighter Training/ Get new staff current on SOG's	20	Vehicle Financing	75	Work with Mayor on Breeze Article due 2/10/20	20	Schedule state mandated training for 2020	0
Complete State Grant	10			Develop Plan for Town Hall Meetings	25		
				Order Replacement Banners with input from Parks and Rec. Identified previous vendor and have quote. Awaiting the # needed.	80		
				Update Town Website's Municipal Calendar with 2020 events and meetings.	90		
				Call with Thom Tillis's Staff. Draft follow up letter summarizing priorities.	80		
				Interview Web Masters to replace current website.	25		
				Grants			
				Schedule F/U Meeting with Andy Bell to pursue Z Smith Foundation Grant	60		
				Review Div of Water Grant Opportunities with Kurt Wright, David Arrowood, and WithersRavenel. We will pursue grant opportunities in 2020. Await outcome of Facebook Grant Application	99		

Fire	%	Finance	%	Communications/Grants/Events	%	Police	%
				Review and assess Economic Development Administration Grant Opportunities	10		
				Review and assess Rycycling Grant with Public Works	10		
				Developed Grants Summary and overview of potential grants. Shared with TM 1/20/20. Shared with Team for review/input 1/23/20.	50		
				Follow Up with FEMA and the NC DSO to implement FEMA HHD Grant guidelines and secure \$70K grant funds to reimburse expenditures for Dam Spillway Assessment. Submitted spend plan 1/29/20.	95		
				Events			
				Develop Cost/Benefit Analysis on all local 2019 Events. Dissiminated list and forwarded to LLFD, LLPD, PWD, PRLD for review on 12/27/19. Shared respective overview with Event Owners 1/26/20 (Chamber, HNGO, LLTours/Inn, Olympiad)			
				Incorporated costs. Draft ready to present at TC Workshop 1/28/20.	95		
				Develop Events Calendar for 2020 once Town Council confirms Town Events.	80		
				Confirm Town Council recommendations to event owners.	0		

Progress	
	<50%
	50-99%
	100%
	On Hold

January Activities

- Held Management Team Meeting, 1/6
- Attended Town Council Meeting, 1/7
- Attended UAB Meeting, 1/7
- Attended On Call Engineering Services Interviews, 1/8
- Attended Staff Meeting re Little Generator, 1/9
- Attended Meeting with PRLD & Marathon Builders re New Marina, 1/9
- Participated in Conference Call with Staff, Kurt Wright, Comm. DiOrio & NCLM, 1/10
- Participated in Conference Call with Schnabel, 1/10
- Participated in Conference Call with Kurt Wright & LaBella, 1/10
- Attended Marine Commission Meeting, 1/14
- Attended Town Council Meeting, 1/14
- Attended UAB Meeting, 1/15
- MLK Holiday, 1/20
- Participated in Conference Call with DEQ, 1/22
- Participated in LaBella and Schnabel Conference Call, 1/24
- Attended Town Council Work Group Meeting, 1/28
- Participated in Meeting with DEQ & LaBella, 1/29
- Participated in Conference Call with representatives from Senator Tillis' Office, 1/31

C. Shannon Baldwin

2/6/20

Town Manager

Date



Town of Lake Lure Memorandum

TO: Honorable Mayor and Town Council

FROM: Shannon Baldwin, Town Manager and Laura Krejci, Communications Specialist

DATE: 2/6/20

RE: Parks, Recreation, Lake, and Infrastructure Recommendations

1. **Background:** Town Council held a Workgroup Meeting on 1/28/20 to discuss a variety of issues related to Parks, Recreation, the Lake, and Infrastructure Priorities.
2. **1/28/20 Town Council Workgroup Attendees:**
 - Mayor Carol Pritchett
 - Mayor Pro Tem John Moore
 - Commissioner Patrick Bryant
 - Commissioner David DiOrio
 - Commissioner John Kilby
 - Shannon Baldwin, Town Manager
 - Sean Humphries, Police Chief
 - Laura Krejci, Communications Specialist
 - Dustin Waycaster, Fire Chief
3. **Discussion:** There was a general discussions regarding Marina Slip Rental Fees, Boat Permit Fees, the Schedule for Lowering the Lake, Chimney Rock State Park, and Infrastructure/Rehabilitation Priorities.
4. **Recommendations:** The following recommendations were made during the meeting.
 - a. **Marina Slip Rental Fees** (Prorate or Not Prorate): **No.** Why Not?
 - Expenses for the Marina remain the same year round.
 - Commitments for funding have been approved by the Local Government Commission (LGC) with the understanding that the debt would be repaid under a self-sustaining model.
 - Storing boats on Lake Lure reduces owner hauling and storage costs.
 - Those with Boat Slips have immediate Lake access when the Lake is at full pond.
 - Future communications to those purchasing Boat Slips must include notification that monthly rental fees are required year round, regardless of Lake levels.
 - b. **Boat Permit Fees** (Prorate or Not Prorate): **No.** Why Not?
 - Expenses remain the same whether the lake is at full pond or not.
 - Revenues should offset costs as much as possible.
 - The Lake should be considered a business unit and operate under a self-sustaining model.
 - If Boat Slips were prorated, then related expenses would have to be recouped from other sources (tax payers) which have not been budgeted.

c. Lake Lowering: Five to Seven Year Schedule

- The Penstock must be inspected in Year 1 (2020), Year 3 (2022), and Year 5 (2024)
- In Year 2 (2021) sewer construction will likely begin.
- Determine the requirements and schedule for lowering the lake to include the duration the lake must be lowered and the least impactful timeframe for lowering the Lake outside of peak season.
- Communicate with Event Owners and commercial interests so they may adjust with as much lead times as possible.
- Clearly communicate these decisions to all stakeholders as soon as possible once the schedule has been confirmed and stress that these repairs will keep property values appreciating.
- Enumerate repairs being made during the Lake drawdown, i.e. those repairs that must be made and why.

d. Chimney Rock State Park

- Town needs to develop an Economic Impact Statement/Analysis highlighting costs and benefits.
- State Park will need Water and Sewer Services from the Town in the future.
- As the Park grows (262,000 in 2019 to 333,000 in 2019), Town services are stressed including EMS, Fire/Rescue, Law Enforcement, Sewer System.
- When the State Park acquires property, the Town no longer receives taxes on the property.
- We need to explore and identify win/win solutions for the Town and the State Park.

e. Infrastructure Repair/Rehabilitation

- Town Staff will focus on repairs and rehabilitation of the Boardwalk/Marina, Dam, Sewer, Dam Bridge, Hydro-Electric Plant, and continue with Dredging.
- These areas must remain top priority for staff.
- Mayor and Town Council are highly committed to these priorities.
- It is the Town's responsibility to address infrastructure challenges and maintain the assets for future generation.

5. We look forward to further discussion and approval regarding these recommendations.



Town of Lake Lure Memorandum

TO: Honorable Mayor and the Town Council

FROM: Shannon Baldwin, Town Manager and Laura Krejci, Communications Specialist

DATE: 2/6/20

RE: Events, Chamber of Hickory Nut Gorge, Grants, and Communication

1. **Background:** A draft Event Evaluation Model was presented for information and discussion with Town Council at their 1/28/20 Workgroup Meeting.
 - The Event Evaluation includes each major event held in Lake Lure and includes a brief description of the event, the target audience, date, event owner, number of attendees, income, expenses and proceeds (if known), Town contribution, Town costs, and impact to the Town with "pros" and "cons".
 - The Town identified Town personnel costs as well as the cost for Fire and Emergency Services, which includes vehicles and equipment.
 - Communications Specialist Laura Krejci reviewed the respective draft Event Evaluation Model with the event owner to obtain their input.
2. **1/28/20 Town Council Workgroup Attendees:**
 - Mayor Carol Pritchett
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3. **Discussion:** There was a general discussion regarding events, their purpose, and their contribution toward Town goals and priorities. Town Council is supportive of events that enhance the Town.
 - a. **Insurance:** It was noted that it was critical to ensure that event owners have adequate insurance for their events held on Town property. This is an important standard that must be enforced.
 - b. **Fees:** The Fee Schedule will need to be updated to take to take Town Event costs for Police, Fire, and Emergency Services into consideration.
 - c. **Permits:** Event Permits will ensure standards are met and Town costs are itemized and billed accordingly.
 - d. **For Profit and Non-Profit Events:** It was noted that there may be a different fee for Profit and Non-Profit Events.
 - e.

- f. **Event Policy:** An Event Policy will need to be developed including requirements, process and fees for events in Town.
- g. **Town Staff Time on Events:** The Communications Specialist position has evolved since it was created in September 2018.
 - The Communications Specialist was asked to serve as the Town's Events Coordinator as and to write grants for the Town.
 - The Communications Specialist also served as the Town Representative on the Chamber of Hickory Nut Gorge Board. This role required attendance at regular meetings as well as additional functions to support Chamber events and activities.
 - There is a need to focus more heavily on grant writing at this time to help acquire funding for the Town's extensive infrastructure needs.
- h. **Roles of the Town and the Chamber of Hickory Nut Gorge:** Town Council clarified the distinct roles of Town of Lake Lure which is focused on infrastructure and services, and the Chamber of Commerce which is focused on commercial interests and promotions.
- i. **Grants:** The Communications Specialist presented the grants database that has been created to track all grant opportunities and submissions for the Town.

4. Recommendations:

- a. **Town Costs:** The Town will further assess Fire Department and Police Department costs to support events in Lake Lure. This will include an evaluation of contracts and insurance that are necessary to support events in Town.
- b. **Events Policy:** The Communications Specialist will work with the Town Manager, Police Chief, and Fire Chief to draft an Events Policy that outlines insurance requirements, fees to cover Town costs, permits required for events that are For Profit and for those that are Non-Profit. As a part of this policy, Event owners will be asked to attend Town Council Workshop to present an overview of their event including the details identified in the Event Evaluation Model including a brief description of the event, the target audience, date, number of attendees, income and projected proceeds, Town contribution, Town costs, and potential positive and negative impacts to the Town.
- c. **Communication to Event Owners:** Once the Policy has been drafted, the Communications Specialist will review this with the current Event owners.
- d. **Chamber of Hickory Nut Gorge Board:** Town Council recommended the following changes be implemented to support current Town priorities.
 - The Communications Specialist will rotate off the Chamber Board effective February 2020.
 - To ensure ongoing communication regarding Town updates, the Communications Specialist will send a synopsis of Town updates at the end of each month.
 - A representative from the Chamber of Hickory Nut Gorge will be asked to present a brief report of Memorandum of Understanding (MOU) updates at the monthly Town Council Meetings.
- e. **Grants:** Town Council supports actively pursuing grants. The Communications Specialist will:
 - Write, administers and coordinate grants;
 - Work with Engineers;
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 - Solicit support from Interns/Staff as needed;
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f. Communications: The Communications Specialist will also coordinate Town communications which will be strategically focused on the Town's infrastructure priorities. Some new areas of focus will include:

- Articles on revenue sources (property, water/sewer, electric).
- Information on business units being self-sustaining like the new Marina and Boardwalk were designed to be. This will include the lake, golf course, parks and recreation, water/sewer, and events.
- Parks, Recreation and Lake Director and Communications Specialist will work together to publish facts on the Lake as a business unit (Fees, Costs, Operations).
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5. We look forward to further discussion and approval regarding these recommendations.

From: Sam Karr
Sent: Friday, January 31, 2020 4:29 PM
To: John Kilby <johnkilby164@gmail.com>; John Moore <jwmoore329@bellsouth.net>; David Diorio <diorio.capt@gmail.com>; 'Patrick Bryant' <pbryant@lakelure.com>; 'Carol Pritchett' <carolcoulterpritchett@gmail.com>
Cc: Shannon Baldwin <townmgr@townoflakelure.com>; Michelle Jolley <townclerk@townoflakelure.com>
Subject: January finance Report

Attached January Finance Report and detailed Revenues and Expenditures,

General and W/S Funds seem in fairly decent shape. However, we have lost over \$85,000 so far this year in Hydro-electric fund. Hopefully, we can start generating soon, or we will need to borrow/loan from the General Fund.

Let me know if you have any questions.

Sam A. Karr

Finance Director

**2948 Memorial Highway
Lake Lure, NC 28746**

Office: 828.625.9983, Ext. 102

Web: townoflakelure.com

Facebook: www.facebook.com/townoflakelure



Monthly Financial Summary Report as of: 1/31/2020



Revenues in excess of Expenditures

General Fund					General Fund					General Fund	
	Annual	Month	Annual	Y-T-D %		Annual	Month	Annual	Y-T-D %	Annual Budget	0
Revenues:	Budget:	To Date:	To Date:	Collected	Expenditures:	Budget:	To Date:	To Date:	Spent	Month To Date	\$ 143,078
Taxes	\$ 3,007,042	\$ 474,313	\$ 1,784,789	59.35%	Governing Body	\$ 32,300	\$ 3,210	\$ 19,210	59.47%	Annual To Date	\$ 616,752
State Shared Revenues	\$ 1,482,930	\$ 118,877	\$ 1,225,851	82.66%	Administration	\$ 717,351	\$ 83,607	\$ 435,248	60.67%		
Lake & Tours	\$ 506,750	\$ 19,106	\$ 172,762	34.09%	Central Services	\$ 95,150	\$ 8,397	\$ 57,848	60.80%		
Beach & Marina	\$ 206,500	\$ 35,437	\$ 133,958	64.87%	Police	\$ 762,697	\$ 79,000	\$ 451,566	59.21%		
*Miscellaneous Revenues	\$ 196,722	\$ 16,267	\$ 445,835	226.63%	Fire	\$ 840,239	\$ 58,784	\$ 562,457	66.94%		
Land Use Fees	\$ 27,900	\$ 5,365	\$ 19,117	68.52%	Sanitation	\$ 228,200	\$ 19,620	\$ 132,049	57.87%		
Loan Proceeds	\$ 1,768,000	\$ 1,100,000	\$ 1,100,000	62.22%	Public Works	\$ 470,170	\$ 52,233	\$ 289,163	61.50%		
Transfers	\$ 255,000	\$ 15,000	\$ 240,000	94.12%	Economic Development	\$ 100,697	\$ 11,252	\$ 71,067	70.58%		
Total:	\$ 7,450,844	\$ 1,784,365	\$ 5,122,312	68.75%	Community Development	\$ 230,516	\$ 24,058	\$ 112,443	48.78%		
*Miscellaneous Revenues					Beach and Marina	\$ 17,500	\$ 846	\$ 10,188	58.22%		
Interest, Beer & wine, Fire Tax, ABC					Golf	\$ 106,000	\$ 25,130	\$ 81,308	76.71%		
Facilities Rentals, Grants, Sale of					Perks, Rec., Lake	\$ 883,179	\$ 162,838	\$ 450,735	51.04%		
Assets, Misc., Town Promo, Copies					Capital Outlay	\$ 2,074,636	\$ 1,103,282	\$ 1,267,871	61.11%		
Recycling Collections					Debt Service	\$ 512,447	\$ 6,126	\$ 190,280	37.13%		
Received-Not Posted Yet					Non Governmental	\$ 136,000	\$ 2,904	\$ 130,365	95.86%		
					Transfers	\$ 243,762	\$ -	\$ 243,762	100.00%		
					Longevity	\$ -	\$ -	\$ -	#DIV/0!		
					Contingency Reserve	\$ -	\$ -	\$ -	#DIV/0!		
					Total:	\$ 7,450,844	\$ 1,641,287	\$ 4,505,560	60.47%		

Water & Sewer Fund						Water & Sewer Fund					Water & Sewer Fund	
		Annual	Month	Annual	Y-T-D %		Annual	Month	Annual	Y-T-D %	Annual Budget	\$ -
Revenues:		Budget:	To Date:	To Date:	Collected	Expenditures:	Budget:	To Date:	To Date:	Spent	Month To Date	\$ (90,951)
Water & Sewer charges	\$	1,190,000	\$ (96)	\$ 625,342	52.55%	Water	\$ 183,812	\$ 13,862	\$ 106,561	57.97%	Annual To Date	\$ 59,824
Taps & Connection fees	\$	10,000	\$ -	\$ 7,290	72.90%	Sewer	\$ 510,836	\$ 72,823	\$ 416,649	81.56%		
Interest & Transfer Fees	\$	7,750	\$ -	\$ 6,688	86.30%	Capital Projects	\$ 132,900	\$ 5,200	\$ 58,982	44.38%		
Water Tank Rental	\$	15,000	\$ 1,030	\$ 7,210	48.07%	Debt Service	\$ 128,974	\$ -	\$ 4,514	3.50%		
Transfer from Fund Balance	\$	57,900				Transfer to Fund	\$ 324,128	\$ -	\$ -	0.00%		
Total:	\$	-	\$ -	\$ -	#DIV/0!	Total:	\$ 1,280,650	\$ 91,885	\$ 586,706	45.81%		
		\$ 1,280,650	\$ 934	\$ 646,530	50.48%							

Hydro Electric						Hydro Electric						Hydro Electric	
Revenues:		Annual	Month	Annual	Y-T-D %		Annual	Month	Annual	Y-T-D %	Annual Budget	\$	-
		Budget:	To Date:	To Date:	Collected	Expenditures:	Budget:	To Date:	To Date:	Spent	Month To Date	\$	(247,117)
Power Generation	\$	600,000	\$ -	\$ 119,553	19.93%	Operations	\$	485,480	\$ 45,404	\$ 144,788	29.82%	Annual To Date	\$ (85,863)
Interest	\$	1,500	\$ -	\$ 891	59.40%	Transfer to General Fund	\$	-	\$ -				
FEMA Reimbursement	\$	70,000			0.00%	Transfer to Silt Reserve	\$	-	\$ -	\$ -	#DIV/0!		
Transfer from Fund Balance	\$	638,097	\$ -	\$ -	0.00%	Cap. Outlay/Special Proj.	\$	824,117	\$ 201,713	\$ 61,519	7.46%		
Total:		1,309,597	\$ -	\$ 120,444	9.20%	Total:	\$	1,309,597	\$ 247,117	\$ 206,307	15.75%		

Cash & Investment Position			Capital Funds		Balance to Date	Comments / Items of note	
Carolina Trust Bank				Capital Res. Fund	\$ 179,532		
General Fund	\$	3,408,111		Silt Res. Fund	\$ 64,265		
Water & Sewer	\$	174,776		Strip Center	\$ 124,761		
Includes Greenline & Low Pressure				Bridge Pres. Fund	\$ 75,000		
Hydro	\$	233,120					
Total:	\$	3,816,007					
NC Capital Management Trust							
General (Cash)	\$	36,898					
Water & Sewer	\$	10,533					
Hydro	\$	32,125					
Total:	\$	79,556					
Total Cash and Investments: \$							

**NAME:**

Development and Environmental Review Specialist, Mitchell L. Anderson
Community Development Director, Brad L. Burton

DEPARTMENT:

Community Development

REPORT DATE:

January 31, 2020

PREPARED FOR

Town Manager/Town Council

I. ACCOMPLISHMENTS**1. Zoning Administration/Code Enforcement**

Certificate of Zoning Compliance Issued	10
Certificates of Zoning Compliance Denied	0
Certificates of Occupancy Issued.....	9
Vacation Rental Operating Permits Issued.....	2
Permanent Sign Permits Issued (0) Temporary (15)	15
Complaints Logged	0
Complaints Investigated	0
Notices of Violation Issued	0
Civil Penalties Issued	0
Stop Work Orders Issued.....	3
Improperly Posted Address Notifications Issued	0
Abandoned/Dilapidated Structures Cases Open	0 (0 closed by demo)
BOA Hearings Processed	1
Demolition Permits Issued	0
VROPs Active to Date.....	350

2. House/Modular/Heavy Load Moves Through Town..... 0**3. Environmental**

Land Disturbance Permits Issued.	14
Complaints Logged	0
Complaints Investigated	0
Stop Work Orders Issued.....	0

4. Lake Structures/Shoreline Stabilization

Lake Structure Permits Issued	13
Shoreline Stabilization Permits Issued	5
LSAB Hearings Processed	1

5. Subdivision Administration

Preliminary Plat:	0
Final Plat	0
Minor Subdivisions:	0
Exempt Plat Reviews:	0
Lots Approved	0

Review Officer (per GS 47-30):	
Plats Reviewed:	4
Plats Approved:	4
6. Grants Administration	
Total Grants in Progress:.....	.0

II. FOLLOW UP

Communications Enhancements — **New Development:** Met with Jeb Dominick of GeoNet on January 30, 2020. Mr. Dominick is actively looking at sites for a cell tower in our community. We had a very productive meeting and he left with contact information for the property owners of a few potential sites that were identified.

Sedimentation into Lake/Water Quality Concerns; subwatershed 5-Grey Logs Cove and the Highlands Subdivision —

Update: As you are likely aware, the Town, at the advice of our attorney, has agreed to hold Civil Penalties in abeyance for the opportunity for all parties to meet, sans legal counsel, I am working on a paper entitled “Expectations and Guidelines for the Highlands at Lake Lure Meeting” to distribute to all parties prior to this meeting and it is 80% complete at present. Amy Annino with the State of NC has agreed to review this meeting framework paper and provide insight as to what the State is going to expect/require, also.

Isothermal RPO — Submitted a transportation project proposal for consideration. This concerns the proposed use of Lago Vista Drive as future dedicated egress for Chimney Rock State Park and requests the RPO consider making a funded project out of implementing “appropriate elements” of the adopted 2014 Main Street Plan—with a little massaging from the appropriate design professionals. We’ll see how well it scores. **Update: Still, none yet...**

Westside Connector — **No updates at this time.**

Firefly Cove Water Interconnect Easement—Recorded with the Rutherford County Register on January 30, 2020.

Pre-Construction Notification for the US Army Corps of Engineers (Marina Project)—Evidently the USACE is A-OK with the PCN as submitted as the project falls within the “non-notifying” parameters of the RGP-30 Corps permit for the Lake. It’s a “go” from the USACE!

“Your Speed Is” signage—One of these is already up and running!

Welcome Center —At the January 29, 2020 CIP kickoff meeting the decision was made to suspend this project.

III. OTHER

My last month in the saddle with the Town has been exceptionally busy. Folks have jumped on the opportunity to install/repair seawalls/bulkheads and other lake structures with the lake being down. I can claim a small bit, but mostly at the hands of Mitchell: he pushed out 68 permits (Zoning/Lake Structure/Shoreline Stabilization/Land Disturbance/Flood). 3 Stop Work Orders were issued. 9 Certificates of Occupancy for Zoning were issued. We prepared for and attended 3 board meetings. We inspected 7 sites for land disturbance compliance and Mitchell prepared and mailed 7 respective reports to the Financially Responsible Parties. We reviewed and approved 4 plats for NCGS 47-30 compliance (Mitchell has been designated by the Rutherford County Commissioners as a Rutherford County Plat review Officer, by the way).

In addition to construction season being just around the corner, there are a few things upcoming that will require significant focus from the Community Development Department that I will not be here to see through:

- 1) The former King Family properties in Rumbling Bald. These properties have been purchased and Community Development Staff has already had one on-site perfunctory "get-acquainted" meeting with the new owners back in December of 2019. We will be meeting with them again on February 11, 2020. We'll know more after this meeting, but it is quite likely that this project will be of significance: First thoughts shared with staff were for the properties to be utilized as a "Destination Wedding" venue or similar with multiple (new) structures to host weddings/receptions and house guests. The property theme would also potentially employ elements of a working farm/agribusiness type-model (maybe or maybe not livestock and poultry). They may have changed directions on this since we last talked, but suffice to say that the current R-3 zoning for the property will not support many of these proposed elements and I would imagine this might move in the direction of a Conditional Zoning District. In the context of multiple structures with residential and commercial assembly occupancies, immediate questions also arise as to sufficiency of potable water for standard use and for fire protection plus the adequacy of current sanitary improvements. Further, I think it will be very important for the owners to have communications as to their intentions with their neighbors, as well as the Rumbling Bald/Fairfield management concerning traffic, hours of operation, et cetera. I am hoping that the owners will see the necessity of planning this project with all of the above elements in mind and understand that such endeavors will take a bit of time to make their way through a review and approval process adequate for their proposed endeavors.
- 2) Voluntary Contiguous Annexation: 718 Buffalo Creek Road. This property is currently in a Rutherford County doughnut hole, and of course is not zoned. As it is separated by "the width of the road" from the Town corporate limits, it is a candidate for a contiguous annexation, and the owners wish to voluntarily pursue this course of action. With Staff guidance through adopted planning documents, The Zoning and Planning Board will need to work on zoning appropriate for the property and those recommendations could be reported to Council and worked into a public hearing concurrent with the annexation request, if desired. William Morgan has been apprised of this upcoming matter and has already prepared some of the documentation necessary.

In closing, I want to express how much I have enjoyed my 3 years and 2 months here in Lake Lure. I have deep fondness and respect for this community and its governing body. Thanks for letting me be a part of it all!





Name: David Arrowood

Department: Public Works

REPORT DATE:

January 31, 2020

PREPARED FOR:

Town Manager

I. ACCOMPLISHMENTS

1. 1-7-2020 Quake Wrap finished penstock today.
2. 1-8-2020 We installed new bypass valves on butterfly valves today at Hydro.
3. We finished installing lower Turbine Bearing on Big Generator.

II. FOLLOW UP

1. We have been meeting with Charlie and John over Progress on Little Generator.

III. OTHER

1-3-20 We welded up access hole in Pinstock today and also installed 3" Valve to help when draining Penstock.

1-2-20 We took all Water Samples to Asheville for testing.

1-3-20 We have been taking down all Christmas lights around town.

1-2-20 We closed a section of Ridge Rd. so contractors won't do anymore damage to road while building retaining wall.

1-3-20 I called Tim Heim today with DEQ and let them know Sewer Valve has been installed in main line like they requested.

1-6-20 Rick Foshie is building a platform to install at new Sewer Valve to make it more accessible.

1-7-20 We finished up removing Christmas Lights today.

1-9-20 We went out on Lake today to clean Lake Level sensors before lake comes back up.

1-9-20 Met Fountain Electric today about repairing Wiring and E-Stops for for both Butterfly Valves.

1-9-20 We went out on lake and found a broken 4" sewerline that was letting water into our Sewer System.

1-10-20 We have been reading Water Meters this week.

1-9-20 I meet with Clifton Power about Ohms Readings on the little Generator.

1-13-20 We Finished Platform on Sewer Valve that was installed.

1-14-20 I took Reese with Labella out on the Lake to see Sewer System.

1-10-20 We started raising Lake Level from 12' up to 6' below full pond.

1-17-20 All limit switches are set and sewer valve is fully operational now.

1-27-20 Got a call about a busted sewerline on Garner Rd. Linda called homeowner and line is being fixed.

1-28-20 Inspected new Sewer Tapp today in FireFly Cove.

1-28-20 I met contractors today about fixing damage to Neighborly Drive. Homeowner is going to repair edge of Street.

1-30-20 We picked up hard trash today around town.

1-30-20 I Talked with Bill Thompson about completion of repairs to Ridge Rd.

1-31-20 Today was Donnie McCraws last day at the Hydro Electric Plant. He had worked for Lake Lure for 22yrs and accepted a job at another Dam.



Dean Givens; Parks, Recreation, and Lake Director

DEPARTMENT: Parks, Recreation, and Lake

REPORT DATE:

January 31, 2020

PREPARED FOR:

Town Manager

I. ACCOMPLISHMENTS

1. Received all approvals for Boardwalk/Marina to be built, and selected contractors for dredging, Demolition (Tim Edwards) and Construction of Boardwalk/Marina. (Jonathan Hinkle)
2. Repaired seawall at the gazebo in Morse Park.
3. Completed dredging in the Marina Bay for the new Boardwalk/Marina project.
4. Completed demolition of the old boardwalk lake portion.
5. Began construction of a new boat ramp at the Marina
6. Completed and received approval of the 2020 Commercial Boat Model
7. The Town received a PARTF grant for the Boys Camp Rd. Camp Ground for \$223,500

I. FOLLOW UP

1. **Boardwalk/Marina.** Next steps... 1. (Walkways, headers, fencing, boat ramp and cameras) 2. (Docks to be delivered April 7, 2020 and completed project date is May 22, 2020.

II. OTHER

PR&LD ACTIVITIES:

1. Attended multiple meetings/events:

1. Staff-3
2. LAB-1
3. P&R-0
4. Council-1
5. Marine Commission-1
6. Random-6
7. Boardwalk-4
8. Dredging Contractor-3
9. Permitting for projects-4
10. RBR dredging-2
11. Lake lowering schedule-1
12. Budget workshop-1

2. Worked on multiple projects:

1. Infrastructures, Dam, sewer etc.
2. Commercial boat lake use regulations
3. Dredging- Marina Bay
4. Lake use Regulations
5. Marina plans
6. Amphitheater grading
7. Marina/Boardwalk – LGC
8. Commercial boat permitting model for 2020
9. Boardwalk marina RFP
10. Shoreline Survey
11. Seawall in Morse Park
12. New boat ramp

PRC ACTIVITIES:

1. Drafted Resolution for Marine Commission meeting.
2. Met with unofficial committee regarding a Gift Acceptance Policy for the Town, amended the document, submitted to staff for further comment.
3. Continued with PARTF application for development grant of campground.
4. Started the creation of a Master Plan for the Boys Camp Road campground.
5. Identified park signage in need of replacement and contacted sign companies.
6. Collected water samples from streams.
7. Contacted Mike Reardon and assisted with event at Town Council Meeting.
8. Created Action plan for Parks, Recreation, Trails and Open Space plan update.
9. Attended Summit Trails meeting.
10. Operated chainsaw for Dittmer-Watts trail workday.
11. Contacted EZ launch for quote on kayak/canoe launch at Boys Camp Road property.
12. Submitted shoreline stabilization application for boat ramp.
13. Contacted contractor for quote on utilities for Boys Camp Road property.
14. Contacted Leisure Craft for quote on campground items.

P&R Maintenance Activities:

1. Performed regular ground maintenance activities at all areas.
1. Took down Christmas decorations.
2. Cleaned up pine next to the marina entrance.
3. Cleaned up lake debris by non-motorized boat ramp.
4. Removed tree on Dittmer/Watts trail.
5. Hauled 2 loads of Christmas trees from Lowes, for fish habitat.
6. Under brushed area behind Parks, Rec & Lake Department.
7. Removed brick pavers at entrance to Morse Park Gardens.
8. Cleaned up landscape bed in Morse Park Gardens along pond.
9. Put up banner and signs.
10. Cleaned gravel out of Parks, Rec & Lake Department parking lot.
11. Met with Mitchell and worked on Morse Park Map that shows existing lamp post.
12. Maintenance on mowers and other equipment.
13. Meeting with NC State Trails.
14. Coordinated with Gunnar, to remove stump In Pool Creek Picnic Park.

Lake Activities:

1. Lake level is scheduled to begin refill on February 10.
 2. Construction drawings for new boat ramp are complete. Construction to begin this week, pending DWQ permitting.
 3. Lake Use Regulations were amended by the Marine Commission.
 4. The commercial boat model for 2020 was approved by the Marine Commission.
 5. Water Testing
 6. Scheduling for dredging this season:
 - Dec-Jan. Marina bay - Complete
 - Jan. Fire Fly Cove and RBR (Not town funded projects) -Complete
 - March- lake back to full pond, Main channel of lake
 - April- Maintenance dredging in-stream
- Fecal testing and Lake D.O. testing is complete for the season and will begin again in the spring.
 - Tributary testing will continue throughout the year.

**NAME: SEAN HUMPHRIES****Department: LAKE LURE POLICE DEPT****REPORT DATE:**

2/3/2020

CLOSE OUT MONTH:

January 2020

PREPARED FOR:

Town Manager

I. ACCOMPLISHMENTS

1. The Medication Drop Box continues to be a huge need for the community. In less than a half months' time January's collection of pills weighed 17.5
2. Fire Extinguisher inspection was completed (including vehicle carries).
3. A Public Records Class is scheduled for February 19th through the NC Department of Natural & Cultural Resources in Lake Lure Town Hall – surrounding municipalities have been invited.
4. Chief Humphries attended the 2020 North Carolina Chiefs Conference in Cherokee NC

Follow Up

1. Officer Burrell's paperwork has been sent to the North Carolina Standards and Training for approval at which time Officer Burrell will be sworn in and begin training.

II. OTHER**Total Police Activities for Month:** **404** (Partial Break-down below)

0	Breaking/Entering/Larcenies	26	Traffic Stops
8	Citations	16	Warning Citations
2	Verbal Warnings	2	Accidents
2	Total Arrests	42	Business Checks
0	Lake – Patrols/Permit Checks	0	Lake – Total Hours Patrolling
0	Motorcycle Mufflers Checked	12	Residential Alarms Activated
4	Follow up Investigations	3	Special Event/School/Town/Chamber
0	Roadside Checkpoints	0	Noise Complaints

Citations – Cumulative Total of Citations: **8** (Hard Copies) (1 Citation may include 2 charges)**Charges Total:** (2) Driving While License Revoked, (1) Inspection Violation, (3) No Insurance, (3) Other Charges**Arrests – Cumulative Total of Arrests:** **2** (1 Arrest may include several charges)**Charges Total:** (2)- Driving While License is revoked (1) Traffic Violation Arrestable Offense (1) All Other Offenses

★ Public Access of this form may affect the Accomplishments and Follow Up listings due to privacy and cases that continue to be investigated.



Name: Dustin Waycaster

Department: Fire

REPORT DATE:**PREPARED FOR:**

February 1, 2020

Town Manager

I. ACCOMPLISHMENTS

- 1/2 Landslide investigation. Assisted Zoning and Public works in investigating the cause and start to a solution to the landslide on Ridge Rd.
- 1/3 Overdose call/ MVC call
- 1/4 Worked on updating preplans
- 1/5 Heater maintenance on Fire Boat 1
- 1/6 Checked the work and progress being done at the Dam. Made sure that air monitoring and Accountability was being performed.
- 1/7 Annual maintenance performed on all AirPacs. Lake Lure, Chimney Rock, and Fairfield.
- 1/8 Assisted County Emergency Management/Communication Specialist with maintenance on our siren warning system.
- 1/9 Attended Rutherford County EMRT meeting. Attended Meeting on the New Marina Project. Held in-service for staff. Business/Training meeting with Rutherford County Fire Association held @ Bills Creek VFD.
- 1/10 New Personnel training. Ran a Lockout call.
- 1/11 Entered Hydrant Information for our records. Fire Alarm call and a Power lines down call
- 1/13 Pump training with some of our New Staff and Volunteers.
- 1/14 Stranded motorist and tree on power line calls.
- 1/15 Put SCBA cylinders back in-service.
- 1/16 Ran Two Calls for service and wrote burn permits. David Haynes came by to speak with us about the Stream Gauges and some improvements that we could make.

P. 29

- 1/19 Wrote Burn Permits and firefighter training with new staff.
- 1/20 Smoke Report Snug Harbor
- 1/21 Tree down call. Public service call for us to check and change out some smoke detector batteries.
- 1/22 Staff attended Pump Training. Extinguisher inspections for all town dept.'s and wrote burn permits.
- 1/23 Fire Boat Training. Loaded up hose on the fire boat. Started cleaning the area around the Fire Boat House.
- 1/24 Monthly Rescue Rope Inspections. Trey Lewis Attended Fire Instructor Training.
- 1/25 Building Construction/ Ladder Training. Med Call at Vista Apartments.
- 1/26 Entered Fire Reports for Fairfield Mnt. Vol Fire Dept.
- 1/27 Trash hauled out and away from the boat house. Took new staff to ride the trails over at Chimney Rock State Park.
- 1/28 Fire Boat Operations Training.
- 1/29 Cleaned the Fire Boat.
- 1/30 Returned Fire Extinguishers to Lake Lure PD after they were serviced. Stand by at LLCA Basketball Game.

II. FOLLOW UP

1. Lake Lure Fire Had 413 total hours of training for the month of December.
2. Lake Lure Fire Ran 24 Fire/Medical/ Rescue calls
3. Wrote 45 Burn Permits

III. OTHER



eso



ANALYTICS
Station Report

74%

FIRE
Percentage of Total
Incidents

26%

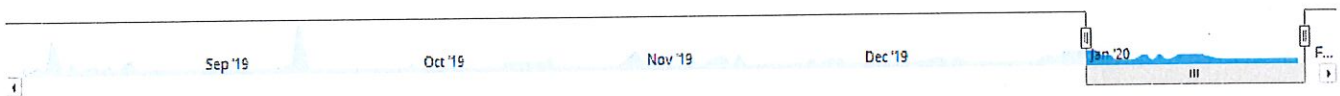
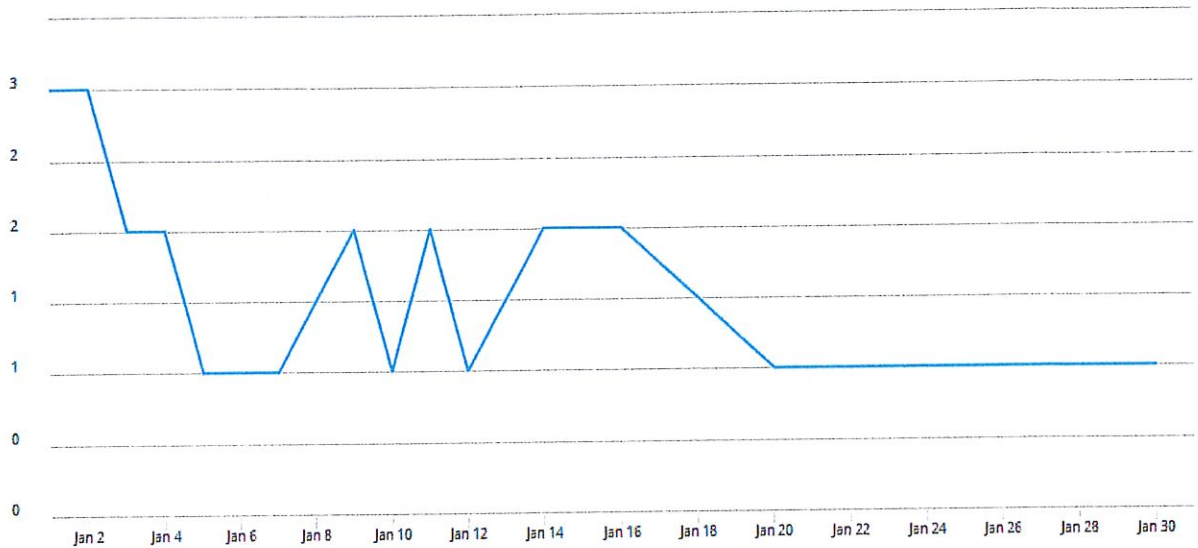
EMS
Percentage of Total
Incidents

23

INCIDENTS
In Selected Time Slice

31

DAYS
In Selected Time Slice





Name: Laura Krejci

Department: Communications\Events\Grants

REPORT DATE: JANUARY 31, 2019

PREPARED FOR: TOWN MANAGER

I. ANALYTICS

1. Facebook Analytics

a. Posts: The following information was shared on the Lake Lure Facebook page.

Published	Post	Type	Targeting	Reach	Engagement
01/30/2020 8:52 PM	 HGTV Home Town Takeover: HGTV is preparing for its			20.2K	4.1K 1.1K
01/28/2020 4:29 PM	 EMPLOYMENT OPPORTUNITY: The Town of Lake Lure, NC is			779	18 4
01/22/2020 4:44 PM	 EMPLOYMENT OPPORTUNITY: The Town of Lake Lure, NC is			1.7K	116 29
01/17/2020 1:55 PM	 IMPORTANT LAKE LEVEL & MARINA/BOARDWALK			4.9K	810 224
01/13/2020 8:34 PM	 REMINDER: The Town of Lake Lure, NC Regular Town Council			1.5K	31 13
01/09/2020 5:25 PM	 IMPORTANT LAKE LEVEL UPDATE: The Lake Lure Town			2K	118 36
01/09/2020 1:33 PM	 A MESSAGE FROM OUR MAYOR: Please click on the			1.7K	277 21
01/07/2020 3:25 PM	 REMINDER: The Town of Lake Lure, NC will hold a Special			1.2K	22 10
01/06/2020 1:32 PM	 LAKE LURE BOARD VACANCIES: the Town of Lake			1.5K	31 11
01/06/2020 1:35 PM	 REMINDER: The Town of Lake Lure, NC will hold a Special			3.3K	719 71
01/02/2020 4:31 PM	 TEMPORARY ROAD CLOSURE: There will be a temporary road			1.4K	96 9
01/02/2020 11:16 AM	 ROADWAY DAMAGE: Construction Crews working near			1.9K	74 23

- **Past Events:**

Event	Budget Spent 	👤 Reach	★ Responses
 ROC & TLL Trail Workday at Dittmer-Watts Dittmer-Watts Nature Trail Park Lake Lure NC Sat Jan 18, 12:00pm	Not boosted	1K	14
 ROC and TLL Trail Workday at Buffalo Creek Park Buffalo Creek Park, Lake Lure NC Thu Jan 16, 9:00am	Not boosted	1.4K	18
 Special Town Council Meeting Town of Lake Lure, NC Wed Jan 8, 9:30am	Not boosted	658	9
 Lake Lure Special Town Council Meeting Town of Lake Lure, NC Tue Jan 7, 9:30am	Not boosted	710	9

- **Upcoming Events:** Note, additional upcoming events will be posted as soon as they are approved by Town Leadership
- **Followers** (People who have opted-in to “follow” our profile or page, meaning that they will receive our updates in their timeline): **11% increase in “followers” this year with 14,894 followers** as of 1/31/20, compared to 13,418 on 1/31/19.
- e. **Likes** (When someone likes a Page, they're showing support for the Page and that they want to see content from it): Increased “likes” this year by **11% increase in “likes” this month.** There are currently **14,645 likes** as of 1/31/20, compared to 13,242 on 1/31/19.
- f. **Recommendations:** The Town of Lake Lure received one recommendation this month:
 - “Amazing views, nice weather, amazing restaurants, people, very calm place to leave.” January 2020.

2. Website Analytics:

- **Users:** Users increased to **8,025** in 1/20, up from 7,045 users 1/19.
- **New Users:** Increase in new users to **7,490** in 1/20, compared to 6,460 users 1/19.
- **Page Views:** Increased to **20,816** in 1/20, up from 17,909 page views in 1/19.
- **Inquiries:** All web inquiries answered timely by the Customer Service Specialist.

III. GRANTS

1. **FEMA High Hazard Dam Grant Award:** On 1/21/20, the Town was notified that the national FEMA Office had approved grant funds that had been awarded. Submitted the requested Scope of Work, Project Overview and Timeline for approval.
2. **Facebook Community Action Grant:** Worked closely with the Fire Chief to apply for a Facebook Community Action Grant that utilizes technology. We are seeking funding to purchase state-of-the-art automated CPR equipment, a supporting monitor, and a contemporary defibrillator. The grant request was for \$66,148. Grant application was successfully submitted.
1/31/20 Update: Await outcome of grant application which **is** expected in March 2020.

IV. MISCELLANEOUS

Monthly Email Summary for January 2020

Good afternoon,

We hope your new year has gotten off to a great start! We wanted to share some of the important updates and accomplishments that have been made during the past month. Please take a moment and read our [January Town News](#). You may find updates posted as they occur under [Town News](#) on the [Town of Lake Lure Website](#).

Please forward this information to anyone with an interest in Lake Lure. You may send an email request to Communications@townoflakelure.com to be added to future messages.

Here are some of the highlights that were featured this past month:

- **Lake Lure and Chimney Rock Partner in the HGTV Home Town Takeover Contest**



- **Schedule for Raising Lake**



- **Progress Made During Lake Drawdown**



- **Schedule for Lake Lure's New Marina/Boardwalk**



- **Town Council Summaries and Recognition of Woody Price**



And don't miss the following:

- [The Mayor's Message](#)
- [Town of Lake Lure Employment Opportunities](#)
- [2020 Calendar of Meetings and Events](#)
- [2019 - A Year in Review](#)

Thank you for your time and support! If you have any questions or suggestions, please feel free to contact me at 828-625-9983, extension 103.

Warm regards,

Laura

Laura Krejci, MSW

Communication Specialist

Office: 828-625-9983, ext.103

Cell: 803-318-7805

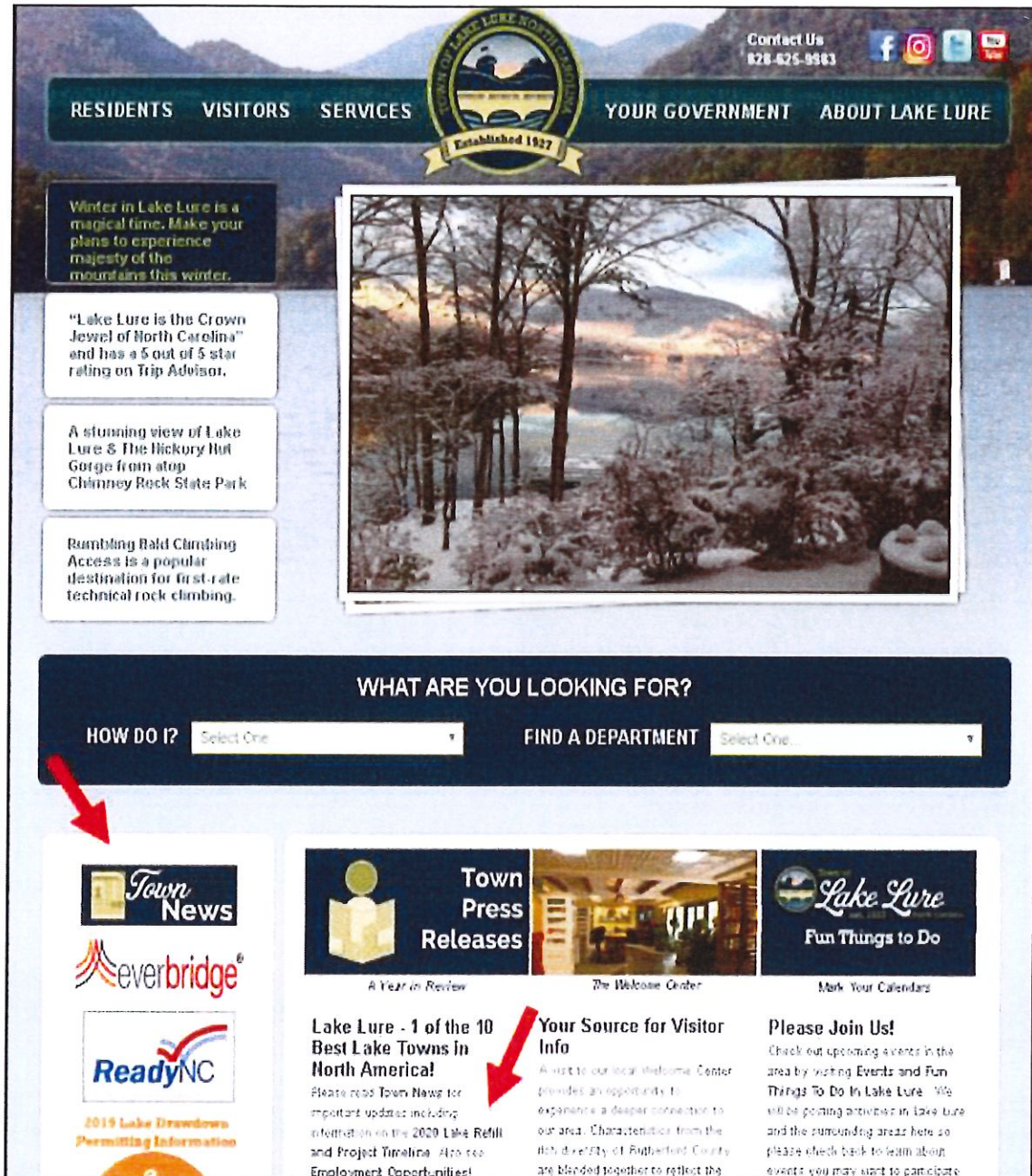
Email: Communications@townoflakelure.com

Website: www.townoflakelure.com

Facebook: www.facebook.com/townoflakelure



P.S. To locate Town News on the website - please see the red arrows below:



3. **Everbridge:** Everbridge registrants are up to 1,219 as of 1/31/20. Note the Code Red contract ended 12/19.
4. **The Chamber of Hickory Nut Gorge:** Represent the Town at monthly Chamber Meetings and participated in the day long strategic planning meeting on 1/10/20. Communicated the new emphasis of my role working on grants. Have planned to continue to participate in the Community Development Committee meetings and to assist with upcoming 2020 workshops for business owners. The Town is scheduled to sponsor the first one in March/April.
5. **Mayoral/Town Manger Support:** Provided assistance as needed with Town Communications.

6. **Event Evaluation:** Developed an Event Evaluation with input from local Event Owners including the Chamber, Hickory Nut Gorge Outreach, and the Olympiad. Worked with Departments Heads to determine Town costs associated with supporting each event. Presented findings to the Town Council for their discussion on 1/28/20. A new Town Event Policy and Permit Process are under consideration. The following is a proposed Calendar of Events, pending approval.



Town of
Lake Lure
est. 1927 North Carolina

Annual Events Calendar

<i>January</i> 1/1/21 Lake Lure New Year's Day Polar Plunge * (TBD) <i>February</i> 2/13-15/21 Rumble 2020 Climbing Competition Carolina Climbers Coalition <i>March</i> 3/17/20 St. Patrick's Day Activities <i>April</i> 4/12/20 65th Annual Easter Sunrise Service at Chimney Rock State Park 4/18/20 Sale on the Trail * 4/25/20 Lake Lure Classical Academy Raptor Run & Ring into Spring Event @ Flowering Bridge <i>May</i> 5/15-16/20 Spring Classic Boat & Auto Show 5-23-25/20 Spring Arts and Crafts Festival for Hickory Nut Gorge Outreach 5/25/20 Memorial Day Service <i>June</i> 6/6/20 Lure of the Lake Lake Lure Olympiad Swim Event <i>July</i> 7/3/20 July 3rd Fireworks Event	<i>August</i> 8/7-9/2020 Lake Lure Olympiad Sports Events <i>September</i> 9/11-12/20 Dirty Dancing Festival * <i>October</i> 10/17-18/20 Fall Arts and Crafts Festival for Hickory Nut Gorge Outreach <i>November</i> 11/11/20 Veterans Day Recognition <i>December</i> Lighting Up Lake Lure at the Flowering Bridge with Lake Lure Classical Academy TBD Christmas Gala * TBD <i>Year-Round Fun at Lake Lure Parks</i> Buffalo Creek Park and Weed Patch Mountain Trail Chimney Rock State Park Dittmer-Watts Nature Trail Morse Park and Morse Wetlands Lake Lure Beach and Water Park Lake Lure Flowering Bridge Lake Lure Golf Club Town Center Walkway Tryon Bay Point Washburn Marina * The Chamber of Hickory Nut Gorge Fund Raising Events https://hickorynutchamber.org/
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Please Visit TownOfLakeLure.com For More Information

V PRESENTATIONS

- Census 2020

VIII

CONSENT AGENDA

- Adoption of the January 7, 2020 Special Town Council Minutes, the January 8, 2020 Special Joint Town Council/UAB Minutes, the January 14, 2020 Regular Town Council Minutes, and the January 28, 2020 Special Town Council Work Session Minutes
- Adoption of the January 7, 2020 Closed Session Minutes and the January 14, 2020 Closed Session Minutes
- Approval of a Contract with Martin Starnes & Associates, P.A. to Audit Accounts
 - Adoption of Ordinance No. 20-02-11 Capital Project Ordinance for the Marina Expansion and Boardwalk Replacement
 - Amend the 2020 Town Council Meeting Schedule
- Adoption of Resolution No. 20-02-11 – Supporting the Improvement of US-74 to an Interstate Quality Corridor
 - BA# 266 – Sale of Commercial Center
 - BA# 268 – Dam & Hydroelectric Plant Director



**MINUTES OF THE SPECIAL MEETING OF THE LAKE LURE TOWN COUNCIL
HELD TUESDAY, JANUARY 7, 2020, 8:30 A.M. AT THE LAKE LURE MUNICIPAL
CENTER**

PRESENT: Mayor Carol C. Pritchett
Mayor Pro Tem John W. Moore
Commissioner Patrick Bryant
Commissioner David DiOrio
Commissioner John Kilby
Shannon Baldwin, Town Manager

ABSENT: N/A

I. CALL TO ORDER

Mayor Carol Pritchett called the meeting to order at 8:30 a.m.

II. APPROVE THE AGENDA

Commissioner Kilby proposed adding a discussion during closed session involving a personnel matter. Mr. Baldwin asked to remove the Highlands POA appeal of a civil penalty from the Agenda.

Commissioner John Kilby made a motion to approve the Agenda, as amended. Commissioner John Moore seconded and the motion carried 4-0.

III. CLOSED SESSION

Commissioner John Moore made a motion to enter into Closed Session in accordance with G.S. 143-318.11(a) (3) for the purpose of discussing Attorney Client Privilege or Legal Claims and G.S. 143-318(a) (6). Commissioner John Kilby seconded and the motion carried 4-0.

While in Closed Session, Council discussed Brown Consultants recent termination, the Highlands POA appeal of a civil penalty, and the Marina project bid proposals. Council agreed to return to open session to vote on contractors before returning to closed session to discuss personnel matters.

Page 2- Minutes of the January 7, 2020 Special Town Council Meeting

Commissioner John Kilby made a motion to return to open session. Commissioner Patrick Bryant seconded and the motion carried 4-0.

IV. TOWN COUNCIL APPROVAL: DEMOLITION OF BOARDWALK CONTRACTOR

Commissioner John Moore made a motion to accept the bid from Jay Freeman for demolition of the boardwalk, pending LGC approval. Commissioner David DiOrio seconded and the motion carried 4-0.

VI. TOWN COUNCIL APPROVAL: MARINA/BOARDWALK CONSTRUCTION CONTRACTOR

Commissioner John Moore made a motion to approve the bid from Marathon Builders for construction of the Marina and Boardwalk, pending LGC approval and an acceptable contract. Commissioner Patrick Bryant seconded.

Commissioner John Moore amended his previous motion to add that the contract must be signed by the close of business on Friday, January 10, 2020. Commissioner Patrick Bryant seconded and the amended motion carried 4-0.

VII. TOWN COUNCIL APPROVAL: BANK FINANCING FOR MARINA/BOARDWALK PROJECT

Sam Karr, Finance Director, stated that in October 2019 we solicited bids for various financing banks/institutions for this loan and received three. The lowest was Carolina Trust Bank for a 10 year loan. The revenues from boat slip rentals cover the payments, with the additional new slips being constructed. Commissioner Moore asked about those on the waiting list for a slip and Mr. Givens stated yes, we have a waiting list to have all slips rented except for about 26 slips. Mr. Karr stated the LGC is meeting today and he will know sometime later this afternoon. Mr. Baldwin noted this is contingent upon LGC approval of accepting the application. Mr. Karr noted it has to be project ready for the LGC to approve.

Mr. Baldwin stated that the LGC was created by the State of NC, a solvent State who takes financing and review of financing serious, and this group was created by the General Assembly to monitor and oversee financing/borrowing/investing. The State is specific and this body is created to monitor how we borrow money and where we put our money. Mr. Karr noted the State is the regulators and we have to have their approval for financing.

Commissioner Kilby made a motion to accept the bid for financing. Commissioner DiOrio seconded and the motion carried 4-0.

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VIII. RESOLUTION NO. 20-01-07 INTENT TO REIMBURSE – MARINA/BOARDWALK PROJECT
--

Finance Director Sam Karr explained that this Resolution is a requirement before closing on financing, to front money if the contractor needs to draw for materials, and the monies would be reimbursed.

Commissioner Patrick Bryant made a motion to approve Resolution No. 20-01-07 Intent to Reimburse for the Marina/Boardwalk project. Commissioner David DiOrio seconded and the motion carried 4-0.

**RESOLUTION NO. 20-01-07
TOWN OF LAKE LURE, NORTH CAROLINA
DECLARATION OF OFFICIAL INTENT TO REIMBURSE**

This declaration (the “Declaration”) is made pursuant to the requirements of the United States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of the Town of Lake Lure, North Carolina (the “Issuer”) with respect to the matters contained herein.

1. **Expenditures to be Incurred.** The Issuer anticipates incurring expenditures (the “Expenditures”) for the purchase of Boat Slips and boardwalk (the “Project”).
2. **Plan of Finance.** The Issuer intends to finance the costs of the Project with the proceeds of debt to be issued by the Issuer (the “Borrowing”), the interest on which is to be excluded from gross income for Federal income tax purposes.
3. **Maximum Principal Amount of Debt to be Issued.** The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the Project is \$1,100,000.00.
4. **Declaration of Official Intent to Reimburse.** The Issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the Expenditures incurred by it prior to the issuance of the Borrowing.

Adopted this 7th day of January, 2020

Commissioner Patrick Bryant made a motion to continue to closed session to discuss personnel matters. Commissioner John Moore seconded and the motion carried 4-0. Town Manager Shannon Baldwin and Town Clerk Michelle Jolley were excused from this portion of the closed session.

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ADJOURN THE MEETING

With no further business, Commissioner Patrick Bryant made a motion to adjourn the meeting at 11:40 a.m. Commissioner John Kilby seconded and the motion carried 4-0.

ATTEST:

Michelle Jolley,
Town Clerk

Mayor Carol Pritchett



**MINUTES OF THE REGULAR MEETING OF THE LAKE LURE TOWN COUNCIL
HELD TUESDAY, JANUARY 14, 2020, 5:00 P.M. AT THE LAKE LURE MUNICIPAL
CENTER**

PRESENT: Mayor Carol C. Pritchett
Mayor Pro Tem John W. Moore
Commissioner Patrick Bryant
Commissioner David DiOrio
Commissioner John Kilby

William Morgan, Jr., Town Attorney
Shannon Baldwin, Town Manager

ABSENT: N/A

I. CALL TO ORDER

Mayor Carol C. Pritchett called the meeting to order at 5:04 p.m. and gave the invocation. Council members led the pledge of allegiance.

II. APPROVE THE AGENDA

Commissioner John Moore requested amending the Agenda to add consideration of board member appointments to the ABC Board and the BOA/LSAB as the last item on "Unfinished Business."

Commissioner John Moore made a motion to approve the Agenda, as amended. Commissioner John Kilby seconded and the motion carried 4-0.

III. MAYOR'S COMMUNICATIONS

Commissioner John Kilby read Resolution No. 20-14-2020 Honoring Woodrow Price on his recent retirement from the ABC Store and his dedicated service to the Town of Lake Lure over the past 30 years. Malee Keller offered a few kind words and Commissioner Kilby read from a letter written by Patsy Cook in honor of Woody Price.

Page 2- Minutes of the January 14, 2020 Regular Council Meeting**RESOLUTION NO. 20-01-14****EXPRESSING APPRECIATION TO WOODROW PRICE FOR HIS SERVICE TO THE TOWN OF LAKE LURE AND HONORING HIM IN HIS RETIREMENT**

WHEREAS, Woodrow Price began working for the Town of Lake Lure ABC Store on May 8, 2001 and retired from his position as Store Manager, in which he served for nine consecutive years, on January 2, 2020; and,

WHEREAS, Woodrow Price was fiscally conservative in the operation of the ABC Store yet progressively increased the income of the ABC Store each year he served as the Store Manager; and,

WHEREAS, Woodrow Price served as a Lake Lure Commissioner 1969 - 1971 and 1979 - 1987, and served on the Lake Lure Golf Course Advisory Committee 2001 - 2007; and,

WHEREAS, Woodrow Price has served the Lake Lure community faithfully, serving the Town in various, dedicated and conscientious fashion over the past 30 years.

NOW, THEREFORE, BE IT RESOLVED that on behalf of the citizens of the Town of Lake Lure, that the Lake Lure Town Council expresses sincere appreciation to Woodrow Price for his many years of excellent service to the Town of Lake Lure and wishes him well in all future endeavors.

READ, APPROVED AND ADOPTED, this 14th day of January, 2020

IV. TOWN MANAGER COMMUNICATIONS
--

- Consulting Engineer Kurt Wright reported on the Hydroelectric Plant and presented a few videos of the QuakeWrap final inspection and work in progress. He provided Council with samples of QuakeWrap B20C, the most expensive material in the QuakeWrap process. He noted that one roll costs around \$10,000 and many rolls were needed. He also provided samples of QuakeBond 401HCR, an abrasive and chemical resistant coating. Mr. Wright reported on the layers of the QuakeWrap Project on the Penstock at the Hydroelectric Facility. He recommended a series of inspections; a 1-year inspection, 3-year inspection, and a 5-year inspection. Mr. Arrowood reported that once the insurance for the Hydroelectric Plant, including all the improvements, is received the large generator will be ready to start running again. He noted that the intake hoist on the small generator is still under repair. Mr. Wright added that the intake hoist should be completed in one week.
- Public Works Director David Arrowood provided an update on sewer. He reported that he met with Reese Walsh, Consulting Engineer with LaBella, and provided him with needed information and manhole coordinates. Mr. Arrowood

Page 3- Minutes of the January 14, 2020 Regular Council Meeting

noted that the valve was installed in the main sewer line below the Dam. The valve was placed in the line to stop flow to the Treatment Plant if the collection system underneath the lake were to fail. The Plant is back up and operational and DEQ has been notified.

- Mr. Arrowood then provided an update on the lake level. He reported that the lake has begun to rise from the 12' level to the 6' level in which it will stay until work has completed. Mr. Baldwin noted that a meeting is scheduled with NCDEQ on the 29th to discuss sewer alternatives and what steps to take in order to move forward with LaBella.
- Commissioner John Moore asked about sewer flow. Mr. Arrowood stated that the flow is coming back up. A private line containing two holes was discovered and repairs were made to fix the line. Minor repairs to manholes and service lines have been made while the lake has been down. He stated it was evident that lowering the lake dropped the flow.
- Parks, Recreation, and Lake Director Dean Givens reported on the progress of the new marina and boardwalk. He stated that the aluminum docks were ordered today and the contractor anticipates the first load arriving the first of April. In the meantime, he noted that Tim Edwards Landscaping would be dredging that area. He pointed out that tax dollars are not being used on this project; fees from boat slip renters will cover the costs for the new marina and boardwalk. He stated that the signed contract states that work must be done by May 22nd, prior to the Memorial Day weekend.

V. 2018-2019 AUDIT PRESENTATION

Justin Allen, Martin-Starnes & Associates, conducted the 2018-2019 audit presentation (attached).

VI. COUNCIL LIAISON REPORTS & COMMENTS

Commissioner DiOrio reported the activities of the Utilities Advisory Board and the joint session held with Town Council on January 8, 2020. He noted that Town Council chose LaBella as the engineering firm for an engineering design for the sewer system and WithersRavenel for the financial piece. A meeting will be held tomorrow with LaBella to discuss the Waste Water Treatment Plant and moving forward.

Commissioner John Kilby reported the activities of the ABC Board and the Lake Advisory Board. He noted that John D'Ambra is the new Store Manager. He also mentioned that the board changed from a 3-member board to a 5-member board.

Commissioner John Moore reported the activities of the Zoning and Planning Board.

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Commissioner Patrick Bryant reported the activities of the Parks and Recreation Board.

VII. PUBLIC FORUM

Mayor Carol C. Pritchett invited the audience to speak and no one requested to speak at this time.

VIII. CONSENT AGENDA

Mayor Carol C. Pritchett presented the Consent Agenda and asked if any other items should be removed before calling for action.

Commissioner David DiOrio made a motion to approve the Consent Agenda, as amended. Commissioner John Moore seconded. Therefore, the Consent Agenda incorporating the following items was unanimously approved and adopted:

- A. Adopt the December 10, 2019 Regular Meeting Minutes, the December 12, 2019 Reconvened Meeting Minutes, and the December 17, 2019 Special Town Council Board Retreat Meeting Minutes
- B. Suspension of Section 92.042(C)(1) of the Zoning Regulations: "Campgrounds" for Carolina Climbers Coalition Bouldering Competition & Festival
- C. Request from Mountains Branch Library for two Additional Community Banners
- D. BA# 265 – Sewer-Aerial Survey

IX. UNFINISHED BUSINESS:**A. COMMERCIAL CENTER BID DECISION AND APPROVAL**

Town Manager Shannon Baldwin explained that on December 10, 2019 Council authorized advertisement of an offer by KML Investments, LLC to purchase the corner of Harris Road and Memorial Highway for \$261,500. Council adopted Resolution No. 19-12-10B authorizing the upset bid process, an ad was posted in the Rutherford County Daily Courier and the bid opening was set for December 23, 2019. A notice was posted on the property and on social media. Mr. Baldwin stated that Council may now either accept the proposal from KML Investments or reject the offer.

Commissioner John Moore made a motion to accept the bid from KML Investments, LLC of \$261,500 to purchase the Commercial Center. Commissioner John Kilby seconded and the motion carried 4-0.

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IX. UNFINISHED BUSINESS:

B. ABC, BOA AND LSAB APPOINTMENTS

Commissioner John Moore made a motion to appoint Bob Cassono to serve on the ABC Board and Scott Doster to serve as an alternate member on the Board of Adjustment and Lake Structure Appeals Board. Commissioner Patrick Bryant seconded and the motion carried 4-0.

X. NEW BUSINESS:

A. ON-CALL ENGINEERING SERVICES CONTRACT APPROVAL WITH LABELLA ASSOCIATES, P.C.

Keith Garbrick, Vice President with LaBella Associates, P.C., introduced himself. Mr. Baldwin stated that the contract included in the packet has been reviewed by the Town Attorney. He mentioned that LaBella will be the Town's on-call engineering firm whenever an engineering need arises. Commissioner DiOrio commented that the contract establishes terms of the relationship and anytime an engineering need comes up it's done as a specific task. He noted that he is happy with the terms of the contract. Mr. Garbrick explained that the intent of the first task is to conduct high level investigation for options the Town can consider and to prepare for a conversation with NC DEQ at the end of the month in order to understand the steps needed going forward.

Commissioner John Moore made a motion to approve the On-Call Engineering Services Contract with LaBella, Associates, P.C. Commissioner David DiOrio seconded and the motion carried 4-0.

XI. CLOSED SESSION

Commissioner John Moore made a motion to go into closed session in accordance with G.S. 143-318.11(a) (3) for the purpose of discussion attorney client privilege. Commissioner Patrick Bryant seconded and the motion carried 4-0. Council discussed the PANGAEA contract.

During Closed Session, Council discussed the contract with PANGAEA for fiber optic internet service.

Commissioner John Kilby made a motion to return to open session. Commissioner Patrick DiOrio seconded and the motion carried 4-0.

Page 6- Minutes of the January 14, 2020 Regular Council Meeting

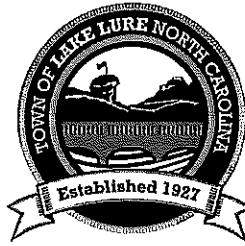
ADJOURN THE MEETING

With no further business, Commissioner David DiOrio made a motion to adjourn the meeting at 7:50 p.m. Commissioner Patrick Bryant seconded and the motion carried 4-0.

ATTEST:

Michelle Jolley,
Town Clerk

Mayor Carol C. Pritchett



MINUTES OF THE SPECIAL WORK SESSION MEETING OF THE LAKE LURE TOWN COUNCIL HELD TUESDAY, JANUARY 28, 2020, 8:30 A.M. AT THE LAKE LURE MUNICIPAL CENTER-CONFERENCE ROOM

PRESENT: Mayor Carol C. Pritchett
Mayor Pro Tem John W. Moore
Commissioner Patrick Bryant
Commissioner David DiOrio
Commissioner John Kilby
Shannon Baldwin, Town Manager

ALSO PRESENT: Sean Humphries, Police Chief
Laura Krejci, Communications Specialist
Dustin Waycaster, Fire Chief

ABSENT: N/A

I. CALL TO ORDER

Mayor Carol Pritchett called the meeting to order at 8:30 a.m.

II. APPROVE THE AGENDA

The Board unanimously approved the Agenda as presented.

III. PRESENTATION AND DISCUSSION OF GOALS FOR THE TOWN OF LAKE LURE

The Town Manage Goals as reflected in the memo below were shared with Town Council. The Town Manager requested he be evaluated in June regarding the progress made relative to each.

Page 2- Minutes of the January 28, 2020 Special Town Council Work Session Meeting



TOWN OF LAKE LURE
Administration

MEMORANDUM

TO: Mayor & Town Council

FROM: Shannon Baldwin, Town Manager

DATE: January 28, 2020

RE: Town Manager Goals

In keeping with previous communication with Town Council, I am proposing Four Goals for your consideration as we move through the remainder of the fiscal year:

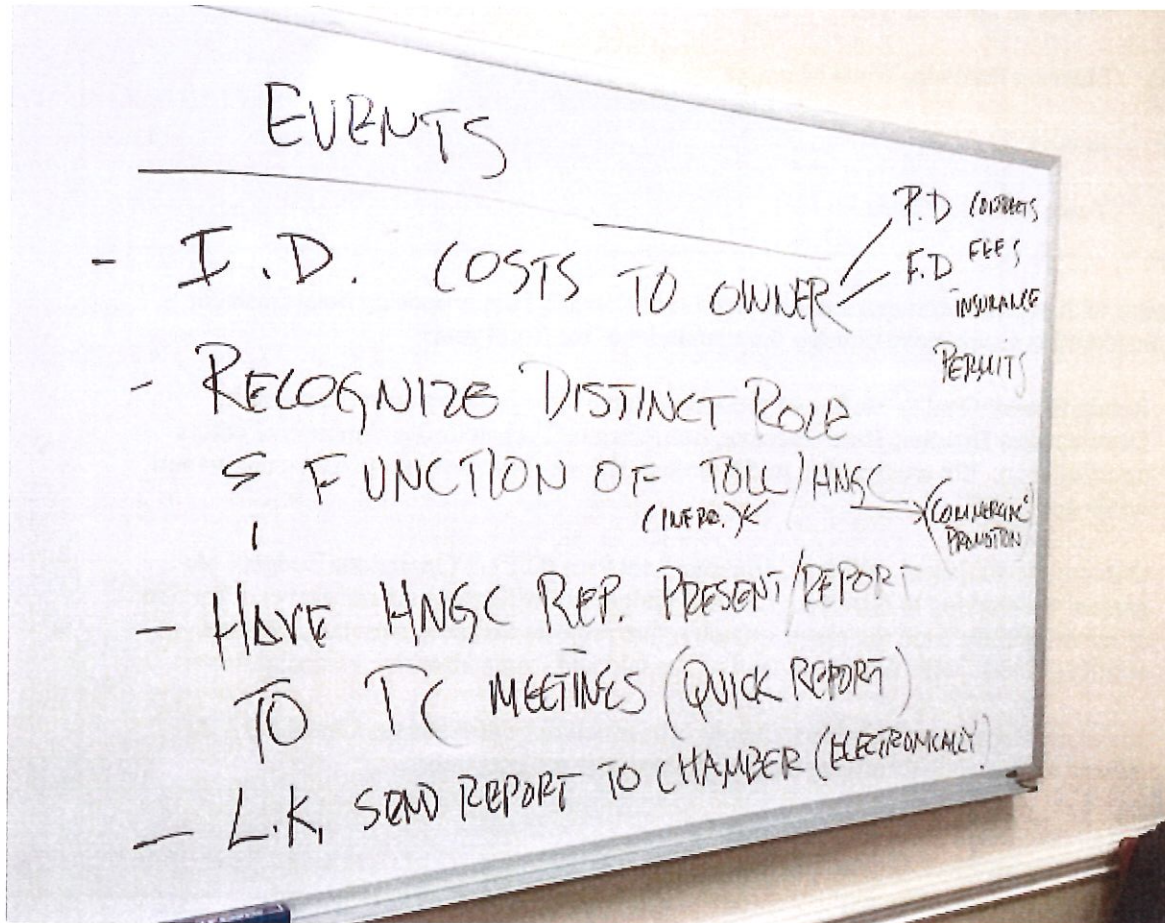
1. Retain/Recruit Quality Staff - At present we have three position open (Community Development Director, Dam Operator, Maintenance Technician) and rumors of others opening soon. We are working to fill these positions. It is important that we recruit and retain good staff.
2. Oversees Development of Capital Improvement Plan (CIP) & Operations Budget - At present we working to develop a CIP and budget that will sustain current level of service in operations and fund the major infrastructure projects we have in motion. We are working closely with WitherRavenel on the CIP and Comprehensive Financial Report.
3. Maintain Momentum Relative to Major Infrastructure Improvements Underway - At present we have the following major infrastructure projects underway:
 - a. Boardwalk/Marina Replacement
 - b. Hydro-Electric Plant Repairs
 - c. Dam Rehabilitation
 - d. Dam Bridge Replacement
 - e. Sewer Repairs/Replacement
 - f. Dredging Operations
4. Secure Grants in Support of Major Improvements Underway

I am having Laura Krejci attend our meeting tomorrow to discuss her work relative to Grant Writing and Events Coordination. Chief Wynecaster and Chief Humphries will be present to answer questions relative to event planning. They have been working closely with Laura.

Page 3- Minutes of the January 28, 2020 Special Town Council Work Session Meeting

IV. UPDATE AND DISCUSSION ON CURRENT ONGOING PROJECTS

After a discussion regarding Town Manager Goals, a discussion ensued regarding Events, Grants, Communications, Lake Level Schedule, Boat Permit Fee, Marina Slip Rental Fee (lasting 2.5 hours). The primary conclusions were written down and depicted below in a photo of the white board used during the meeting:



EVENTS

- Town Staff Identify Costs to/for Event Owners (Town Manager to Work with LLFD & LLPD regarding contracts, fees. Insurance and Permits are a Must. Other Towns have done this)
- Board/Town Staff Recognizes Distinct Role of Town of Lake Lure (Infrastructure) and Hickory Nut Gorge Chamber (Commercial Interests and Promotions)
- Have HNGC Representative Present Quick Report at Town Council Meetings to Continue Good Communications
- Laura Krejci To Send Her Report to HNGC Electronically to Continue Good Communications

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Action Item

Laura Krejci will generate a memo of understanding regarding these items for Town Council to approve at its February 11th meeting.

Many other items were discussed relative to Grants and Events:

Events (Additional Thoughts)

- Town Costs should be covered (Town Manager work with LLFD & LLPD: Contract Law Enforcement, etc.)
- Permit needed
- Categorize events by for profit and non-profit
- Fee Schedule should be developed and applied consistently by category
- Insurance should be required
- Council wants to Support Events

Event Owners should make a presentation to the town at some point in the future outlining the following:

- Who
- What
- When
- Where
- Costs
- Revenues
- Community Benefits

Grants: Laura to....

- Write, Administers and Coordinate Grants
- Work with Engineers
- Work with Grant Agencies
- Solicit Support from Interns/Staff as Needed
- Maintain Data Base
- Town Council Supports Actively Pursuing Grants

Town Communications

- Should Be Strategic in Nature
- Should Do an Article on Revenue Sources (property, water/sewer, electric,
- Business Units Must be Self Sustaining (lake, parks & recreation, water/sewer, events, etc.)
- Lake Director & Communications Specialist (Laura) to pull together facts on Lake as a Business Unit (Fees, Costs, Operations)
- Possibly Use Town Hall Meeting Format to Interact with Community

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- Update Strategic Communications Plan with WR Report Results

Marina Slip Rental Fees (Prorate or Not Prorate): No. Why Not?

- Expenses Remain the Same
- Commitments Made to LGC to Pay Debt (self-sustaining)
- Storing Boats on Lake Lure Reduces Owners Hauling Costs
- Still Have Immediate Lake Access When Lake Full Pond

Boat Permit Fees (Prorate or Not Prorate): No. Why Not?

- Expenses Remain the Same
- Revenues Should Offset Costs As Much as Possible
- Lake Should be Considered a Business Unit and Self-Sustaining
- If we give boaters a break (prorate), then it must be made up elsewhere (not fair)

Lake Lowering: Five to Seven Year Schedule

- Lower Lake Year 1 (2020), Year 3 (2022) & Year 5 (2024) to inspect Penstock
- Year 2 (2021) Sewer Construction Must Take Place
- Choose Months outside of Regular Season
- Choose Duration
- Communicate Message Soon Once Schedule Developed
- Enumerate Repairs Being Made (Those that Must be Made and Why)
- Keeps Property Values Appreciating
- Event Owners and Commercial Interests will Adjust if Given enough Lead-time

Chimney Rock State Park

- Town Needs to Develop and Economic Impact Statement/Analysis (Costs & Benefits)
- As Park Grows, Town Services are Stressed (EMS, Rescue, Law Enforcement, etc.)
- Park Needs water/sewer from Town

Infrastructure Repair/Rehabilitation

- Town Staff To Focus on These Items (Boardwalk/Marina, Dam, Sewer, Dredging, Dam Bridge, Hydro-Electric)
- Must Be a Priority for Staff
- Currently Have Highly Determined Mayor/Town Council
- Town's Responsibility to Fix Infrastructure Problems

Hickory Nut Gorge Chamber (HNGC)

- Present Update (short report) on MOU Each Month To Town Council (Until End of Fiscal Year – June 30, 2020)
- Distinct Role from Town: HNGC Promotes Commercial Interests (Town of Lake Lure Keeps Infrastructure Repaired/Maintained & Community Safe)
- Should Rely HNGC Staff/Volunteers for Operations

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- Will Receive Communications/Report (Electronically) from Laura Krejci as a substitute to Laura's Presence at Meetings

ADJOURN THE MEETING

The Board unanimously agreed to adjourn the meeting.

ATTEST:

Michelle Jolley,
Town Clerk

Mayor Carol Pritchett

**LAKE LURE TOWN COUNCIL
REQUEST FOR BOARD ACTION**

Meeting Date: February 11, 2020

SUBJECT: Contract to Audit Accounts – Martin Starnes & Associates, P.A.

AGENDA INFORMATION:

Agenda Location: Consent
Item Number: C
Department: Finance
Contact: Sam Karr, Finance Director
Presenter: Sam Karr, Finance Director

BRIEF SUMMARY: North Carolina General Statute 159-34 requires each municipality to prepare and submit an annual financial report for review by an independent certified public accountant. The purpose of the audit is to provide independent verification that the unit's financial statements are credible and can be relied upon. Attached is the proposed contract to audit accounts by Martin Starnes & Associates, P.A. in the amount of \$32,500.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve an Annual Audit Contract with Martin-Starnes & Associates in the amount of \$32,500.

FUNDING SOURCE: General Fund

ATTACHMENTS: Martin Starnes & Associates Contract

STAFF'S COMMENTS AND RECOMMENDATIONS: Staff recommends approval of the contract. As in the past, the contract will need approval through the Local Government Commission before any audit work can begin.

MARTIN STARNES

& ASSOCIATES, CPAs, P.A.

"A Professional Association of Certified Public Accountants and Management Consultants"

January 23, 2020

Sam Karr, Finance Director
Town of Lake Lure
2948 Memorial Highway
Lake Lure, NC 28746

You have requested that we audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Lake Lure, NC, as of June 30, 2020, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Town of Lake Lure's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Law Enforcement Officers' Special Separation Allowance schedules
- Retiree Health Benefit Fund schedules
- Other Post-Employment Benefits' schedules
- Local Government Employees' Retirement System's schedules

Supplementary information other than RSI will accompany the Town of Lake Lure's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- Combining and individual fund financial statements
- Budget and actual schedules
- Supplemental ad valorem tax schedules

We will make reference to the component unit auditor's audit of the Town of Lake Lure ABC Board in our report on your financial statements.

Auditor Responsibilities

We will conduct our audit in accordance with U.S. GAAS and *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and the direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph(s). If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to

form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Town of Lake Lure's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
4. For including the auditor's report in any document containing basic financial statements that indicates that such financial statements have been audited by the entity's auditor;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
6. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole;
7. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work (if applicable);
8. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
9. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant roles in internal control and others where fraud could have a material effect on the financials; and
10. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic

financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of the Town of Lake Lure's basic financial statements. Our report will be addressed to the governing body of the Town of Lake Lure. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other Matters

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

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

During the course of the engagement, a portal will be in place for information to be shared, but not stored. Our policy is to terminate access to this portal after one year. The County is responsible for data backup for business continuity and disaster recovery, and our workpaper documentation is not to be used for these purposes.

Provisions of Engagement Administration and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Erica Brown is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Martin Starnes & Associates, CPAs, P.A.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are as follows:

Audit Fee	\$ 28,700
Financial Statement Drafting	3,800
Other Non-Attest Services	-
	<u>\$ 32,500</u>

Our invoices for these fees will be rendered in four installments as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the Town of Lake Lure's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

We will perform the following nonattest services:

- Draft of financial statements and footnotes
- GASB 34 conversion entries
- Preparation of AFIR
- Cash to accrual entries
- Capital asset & depreciation listing maintenance

We will not assume management responsibilities on behalf of the Town of Lake Lure. However, we will provide advice and recommendations to assist management of the Town of Lake Lure in performing its responsibilities.

With respect to any nonattest services we perform as listed above, the Town of Lake Lure's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards.
- This engagement is limited to the services previously outlined. Our firm, in its sole professional judgement, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

If we determine that we are required to perform a single audit in accordance with the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, and these procedures and related fees were not included in our quoted fees, we may amend our audit contract and supplemental bill for these additional procedures.

We want our clients to receive the maximum value for our professional services and to perceive that our fees are reasonable and fair. In working to provide you with such value, we find there are certain circumstances that can cause us to perform work in excess of that contemplated in our fee estimate.

Following are some of the more common reasons for potential supplemental billings:

Changing Laws and Regulations

There are many governmental and rule-making boards that regularly add or change their requirements. Although we attempt to plan our work to anticipate the requirements that will affect our engagement, there are times when this is not possible. We will discuss these situations with you at the earliest possible time in order to make the necessary adjustments and amendments in our engagement.

Incorrect Accounting Methods or Errors in Client Records

We base our fee estimates on the expectation that client accounting records are in order so that our work can be completed using our standard testing and accounting procedures. However, should we find numerous errors, incomplete records, or the application of incorrect accounting methods, we will have to perform additional work to make the corrections and reflect those changes in the financial statements.

Failure to Prepare for the Engagement

In an effort to minimize your fees, we assign you the responsibility for the preparation of schedules and documents needed for the engagement. We also discuss matters such as availability of your key personnel, deadlines, and work space. If your personnel are unable, for whatever reasons, to provide these items as previously agreed upon, it might substantially increase the work we must do to complete the engagement within the scheduled time.

Starting and Stopping Our Work

If we must withdraw our staff because of the condition of the client's records, or the failure to provide agreed upon items within the established timeline for the engagement, we will not be able to perform our work in a timely, efficient manner, as established by our engagement plan. This will result in additional fees, as we must reschedule our personnel and incur additional start-up costs.

Our fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our fees for such services range from \$75-\$300 per hour.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to management and those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Martin Starnes & Associates, CPAs, P.A. and constitutes confidential information. However, we may be requested to make certain audit documentation available to the Local Government Commission, Office of the State Auditor, federal or State agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Martin Starnes & Associates, CPAs, P.A.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm to the Contract to Audit Accounts for your consideration and files.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements, including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Martin Starnes & Associates, CPAs, P.A.

Martin Starnes & Associates, CPAs, P.A.
Hickory, North Carolina

RESPONSE:

This letter correctly sets forth the understanding of the Town of Lake Lure.

Acknowledged and agreed on behalf of the Town of Lake Lure by:

Name: _____

Title: _____

Date: _____

LGC-205

CONTRACT TO AUDIT ACCOUNTS

Rev. 9/2019

The	Governing Board Town Council
of	Primary Government Unit (or charter holder) Town of Lake Lure, NC
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

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

and	Auditor Name Martin Starnes & Associates, CPAs, P.A.
	Auditor Address 730 13th Avenue Dr. SE, Hickory, NC 28602

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/20	Audit Report Due Date 10/31/20
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Must be within four months of FYE

hereby agree as follows:

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

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

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

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

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

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

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

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

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

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

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

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

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

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

FEES FOR AUDIT SERVICES

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

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

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

Name:

Title:

Email Address:

Sam Karr

Finance Director

findir@townoflakeure.com

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

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

PRIMARY GOVERNMENT FEES

Primary Government Unit	Town of Lake Lure, NC
Audit Fee	\$ See fee section of engagement letter
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ N/A
Writing Financial Statements	\$ See fee section of engagement letter
All Other Non-Attest Services	\$ N/A
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$ 24,375.00

DPCU FEES (if applicable)

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

LGC-205

CONTRACT TO AUDIT ACCOUNTS

Rev. 9/2019

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Martin Starnes & Associates, CPAs, P.A.	
Authorized Firm Representative (typed or printed)*	Signature*
Amber Y. McGhinnis	
Date*	Email Address*
01/23/20	amcghinnis@martinstarnes.com

GOVERNMENTAL UNIT

Governmental Unit*	
Town of Lake Lure, NC	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Carol C. Pritchett, Mayor	
Date	Email Address
	carolcoulterpritchett@gmail.com

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

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

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

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

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Sam Karr, Finance Director	
Date of Pre-Audit Certificate*	Email Address*
	findir@townoflakelure.com

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

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

DPCU – PRE-AUDIT CERTIFICATE

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

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

DPCU Finance Officer (typed or printed)*	Signature*
N/A	
Date of Pre-Audit Certificate*	Email Address*

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

PRINT



Koonce, Wooten & Haywood, LLP
CERTIFIED PUBLIC ACCOUNTANTS

Report on the Firm's System of Quality Control

To the Shareholders of Martin Starnes & Associates CPAs, P.A. and the
 Peer Review Committee, North Carolina Association
 Of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates CPAs, P.A. (the firm) in effect for the year ended December 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

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

Firm's Responsibility

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

Peer Reviewer's Responsibility

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

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

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

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates CPAs, P.A. in effect for the year ended December 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin Starnes & Associates CPAs, P.A. has received a peer review rating of *pass*.

Koonce, Wooten & Haywood, LLP

Koonce, Wooten & Haywood, LLP

May 3, 2018

Raleigh
 4060 Barrett Drive
 Post Office Box 17806
 Raleigh, North Carolina 27619

919 782 9285
 919 783 8937 FAX

Durham
 3500 Westgate Drive
 Suite 203
 Durham, North Carolina 27707

919 354 2584
 919 489 8183 FAX

Pittsboro
 10 Sanford Road
 Post Office Box 1399
 Pittsboro, North Carolina 27312

919 542 6000
 919 542 5764 FAX

**LAKE LURE TOWN COUNCIL
REQUEST FOR BOARD ACTION**

Meeting Date: February 11, 2020

SUBJECT: Ordinance No. 20-02-11 Capital Project Ordinance for the Marina Slips Expansion and Boardwalk Replacement

AGENDA INFORMATION:

Agenda Location: Consent
Item Number: D
Department: Finance
Contact: Sam Karr, Finance Director
Presenter: Sam Karr, Finance Director

BRIEF SUMMARY: The project authorized is the Marina slip expansion and boardwalk replacement to be financed with a 10 year installment financing agreement with Carolina Trust Bank.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To adopt Ordinance No. 20-02-11, a Capital Project Ordinance for the Marina slips expansion and boardwalk replacement.

FUNDING SOURCE: 10 year loan with Carolina Trust Bank at 2.92%

ATTACHMENTS: Ordinance No. 20-02-11

STAFF'S COMMENTS AND RECOMMENDATIONS: Staff recommends adoption of the Ordinance.

ORDINANCE NO. 20-02-11
CAPITAL PROJECT ORDINANCE
OF THE TOWN OF LAKE LURE TOWN COUNCIL

BE IT ORDAINED by the Governing Board of the Town of Lake Lure, 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 is the Marina slip expansion and boardwalk replacement to be financed with a 10 year installment financing agreement with Carolina Trust Bank.

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:

Demolition	\$35,000
Construction – Docks & Boardwalk	919,292
Boat Ramp	75,000
Security Cameras	17,100
<u>Contingency</u>	<u>53,608</u>
Total	\$ 1,100,000

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

<u>Installment Purchase Proceeds</u>	<u>\$ 1,100,000</u>
Total	\$ 1,100,000

Section 5. The Finance Officer 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 this project has been approved by the LGC. The finance officer is directed to report, on at 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____) (against____) this the 11th day of February, 2020.

The Town of Lake Lure

By:_____

Carol C. Pritchett, Mayor

Attest:

(Corporate Seal)

Michelle L. Jolley, Town Clerk

**LAKE LURE TOWN COUNCIL
REQUEST FOR BOARD ACTION**

Meeting Date: February 11, 2020

SUBJECT: Revision to the 2020 Town Council Meeting Schedule

AGENDA INFORMATION:

Agenda Location: Consent
Item Number: E
Department: Admin
Contact: Shannon Baldwin, Town Manager
Presenter: Shannon Baldwin, Town Manager

BRIEF SUMMARY: The update to the meeting schedule includes a monthly work session meeting to be held at 8:30 a.m. the last Wednesday of every month. These meetings are for discussion and updates on town projects only. No actions will be taken.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Adopt the revised 2020 meeting schedule, as presented.

FUNDING SOURCE: n/a

ATTACHMENTS: Revised 2020 Meeting Schedule

STAFF'S COMMENTS AND RECOMMENDATIONS: Staff recommends adoption of the revised meeting schedule.

TOWN COUNCIL MEETING SCHEDULE FOR 2020

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>	<u>TYPE</u>
January 14, 2020	Lake Lure Municipal Center	5:00 p.m.	Regular
February 11, 2020	Lake Lure Municipal Center	5:00 p.m.	Regular
<u>February 26, 2020</u>	<u>Lake Lure Conference Room</u>	<u>8:30 a.m.</u>	<u>Work Session</u>
March 10, 2020	Lake Lure Municipal Center	5:00 p.m.	Regular
<u>March 25, 2020</u>	<u>Lake Lure Conference Room</u>	<u>8:30 a.m.</u>	<u>Work Session</u>
April 14, 2020	Lake Lure Municipal Center	5:00 p.m.	Regular
<u>April 29, 2020</u>	<u>Lake Lure Conference Room</u>	<u>8:30 a.m.</u>	<u>Work Session</u>
May 12, 2020	Lake Lure Municipal Center	5:00 p.m.	Regular
<u>May 27, 2020</u>	<u>Lake Lure Conference Room</u>	<u>8:30 a.m.</u>	<u>Work Session</u>
June 9, 2020	Lake Lure Municipal Center	5:00 p.m.	Regular
<u>June 24, 2020</u>	<u>Lake Lure Conference Room</u>	<u>8:30 a.m.</u>	<u>Work Session</u>
July 14, 2020	Lake Lure Municipal Center	5:00 p.m.	Regular
<u>July 29, 2020</u>	<u>Lake Lure Conference Room</u>	<u>8:30 a.m.</u>	<u>Work Session</u>
August 11, 2020	Lake Lure Municipal Center	5:00 p.m.	Regular
<u>August 26, 2020</u>	<u>Lake Lure Conference Room</u>	<u>8:30 a.m.</u>	<u>Work Session</u>
September 8, 2020	Lake Lure Municipal Center	5:00 p.m.	Regular
<u>September 30, 2020</u>	<u>Lake Lure Conference Room</u>	<u>8:30 a.m.</u>	<u>Work Session</u>
October 13, 2020	Lake Lure Municipal Center	5:00 p.m.	Regular
<u>October 28, 2020</u>	<u>Lake Lure Conference Room</u>	<u>8:30 a.m.</u>	<u>Work Session</u>
November 10, 2020	Lake Lure Municipal Center	5:00 p.m.	Regular
<u>November 25, 2020</u>	<u>Lake Lure Conference Room</u>	<u>8:30 a.m.</u>	<u>Work Session</u>
December 8, 2020	Lake Lure Municipal Center	5:00 p.m.	Regular
<u>December 30, 2020</u>	<u>Lake Lure Conference Room</u>	<u>8:30 a.m.</u>	<u>Work Session</u>

* Regular Town Council meetings are held on the 2nd Tuesday of each month.

*Work Session Meetings are held on the last Wednesday of each month.

**LAKE LURE TOWN COUNCIL
REQUEST FOR BOARD ACTION
Meeting Date: February 11, 2020**

SUBJECT: Resolution No. 20-02-11 – Supporting the Designating of US Hwy 74 between I-26 and I-85 to a Future Interstate Quality Corridor

AGENDA INFORMATION:

Agenda Location: Consent
Item Number: F
Department: Community Development
Contact: Brad Burton, Community Development Director
Presenter: Brad Burton, Community Development Director

BRIEF SUMMARY: Rutherford County staff is requesting that the Town consider adopting a resolution to demonstrate community support of the designation of US Hwy 74 between I-26 and I-85 to a future interstate quality corridor. Getting US Hwy 74 designated as a federal interstate is extremely important to Rutherford County as it will help attract and expand industrial/manufacturing and commercial/retail businesses in the County. Every county bordering Rutherford County already has a federally designated interstate corridor.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Adopt Resolution No. 20-02-11 supporting the designation of US Hwy 74 between I-26 and I-85 to a future interstate quality corridor

FUNDING SOURCE: n/a

ATTACHMENTS: Resolution No. 20-02-11A

STAFF'S COMMENTS AND RECOMMENDATIONS: Staff recommends approval of this resolution supporting the future designation of US Hwy 74 as a Federal Interstate.

From: Steve Garrison [<mailto:Steve.Garrison@rutherfordcountync.gov>]

Sent: Tuesday, January 28, 2020 10:56 AM

To: Don w. Cason ; Clark Poole ; Laura Doster ; Walter Dalton ; Doug Barrick ; Janet H. Mason (janetmason@townofforestcity.com) ; Shannon Baldwin ; Scott Webber

Cc: Danny Searcy

Subject: Federal "Future" Interstate Designation for US HWY 74

Good morning, all.

Rutherford County staff recently met with staff from US Senator Thom Tillis' office to discuss some of the County Commissioner priorities for the County including the designation of US Hwy 74 as a federal interstate corridor. Comments and discussion about this topic also occurred during the IPDC Legislative Breakfast held yesterday at the Tryon International Equestrian Center. Please see the attached draft resolution that I plan to present to the Board of County Commissioners during their February 3rd County Commissioner meeting. **We respectfully request that you consider presenting a similar resolution to your respective Boards for their consideration so that we can demonstrate community support for this endeavor.**

As you all know, getting US Hwy 74 designated as a federal interstate is extremely important to Rutherford County as many industrial/manufacturing and commercial/retail prospects looking for opportunities to expand in North Carolina tend to only look at those counties that have a federal interstate designation. While every county that borders Rutherford County (Buncombe, Henderson, Polk, Cleveland, Burke, McDowell, Cherokee SC and Spartanburg SC) has a federally designated interstate corridor, Rutherford County does not. My concern is that if we wait on NCDOT to secure this designation for Rutherford County, it could take decades to see this come to fruition due to the steps required to prioritize NCDOT projects through the SPOT (Strategic Prioritization Office) scoring process and to secure state funding necessary to improve the corridor to interstate standards (estimated at \$122mil in April of 2019, see attached). It is my understanding that there are four steps to securing an interstate designation for a US Highway corridor:

- NCDOT completes a feasibility/analysis study (complete, see attached)
- NCDOT identifies segments that do not currently meet interstate standards (complete, see attached)
- The state develops cost estimates to make upgrades (complete, see results in attached feasibility study)
- The state makes a commitment to complete those upgrades within 25 years after executing an agreement with the Federal Highway Administration (no action taken at the State level)

It is also my understanding that our federal legislators can also take action to secure a federal interstate designation for the US Hwy 74 corridor. If they take action at the federal level, I believe this places NCDOT in a position to have to appropriate the funds to make the improvements to get this corridor to interstate standards within 25 years. If the federal government takes action to identify the US Hwy 74 corridor as a federal interstate, NCDOT could then go ahead and erect signs along the corridor defining the corridor as a "future" federal interstate. Even getting a "future" interstate designation would help Rutherford County tremendously in our endeavors to attract industrial/manufacturing and commercial/retail businesses to our County.

Your consideration and action on this matter is greatly appreciated! Please let me know if you have any questions or if clarification is needed. Thank you!



Steve Garrison, County Manager
Rutherford County Government
289 N. Main St.
Rutherfordton, NC 28139
Office #: (828) 287-6060



[Visit the Rutherford County website](#)
[Visit our Economic Development website](#)
[Visit our Rutherford County Tourism website](#)





RESOLUTION NO. 20-01-14
SUPPORTING THE DESIGNATION OF US-74 BETWEEN I-26 AND I-85 TO A
FUTURE INTERSTATE QUALITY CORRIDOR

WHEREAS, the need to improve US-74 to an Interstate status from Asheville to Wilmington to improve freight movement and in-state access through southern North Carolina has been identified in previous studies and,

WHEREAS, an Interstate quality US-74 Corridor will provide better connectivity, business planning, transportation safety, and resource efficiency from I-26 to I-85; and,

WHEREAS, every county that borders Rutherford County (Polk, Henderson, Buncombe, McDowell, Burke, Cleveland, Cherokee SC and Spartanburg SC) has a federally designated Interstate corridor that traverses their counties; and,

WHEREAS, local governments and businesses within the corridor collaboratively seek to build a responsive, regional economic development infrastructure to increase trade and industry and to promote opportunity recognizing that these efforts are hampered in Rutherford County due to the lack of a federal interstate designation along this corridor; and,

WHEREAS, North Carolina's federal legislative delegation has the authority to submit legislation granting a Future US-74 Interstate status from I-26 to I-85; and,

WHEREAS, because a section of Highway 74 east of Charlotte has a federal interstate designation, the section between I-26 and I-85 would require a different Interstate name.

NOW, THEREFORE, BE IT RESOLVED that on behalf of the citizens of the Town of Lake Lure, that the Lake Lure Town Council supports federal legislation to secure a Future Interstate designation for the section of US-74 from I-26 to I-85.

READ, APPROVED AND ADOPTED, this 11th day of February, 2020.

ATTEST:

Michelle Jolley, Town Clerk

Carol C. Pritchett, Mayor

**LAKE LURE TOWN COUNCIL
REQUEST FOR BOARD ACTION**

Meeting Date: February 11, 2020

SUBJECT: BA# 266 - Sale of Strip Mall Store on HWY 64-74 and loan payoff

AGENDA INFORMATION:

Agenda Location: Consent
Item Number: G
Department: Finance
Contact: Finance Director, Sam Karr
Presenter: Finance Director, Sam Karr

BRIEF SUMMARY: To recognize sale of Strip Mall Store and payoff existing loan on property. This project included a project fund to help fund repairs to the building. The amount of principal on loan owed is \$300,000 with a project fund balance of \$129,865.70; the Town's payoff is \$174,042-see attachment. The difference between the sale amount (\$261,500) and the amount of loan payoff (\$174,042) is \$87,458. I would recommend to transfer this remaining amount back into the General Fund balance.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve BA# 266 - recognizing the sale of property and payoff of loan.

FUNDING SOURCE: Sale of property

ATTACHMENTS: BB&T Governmental Finance payoff quote

STAFF'S COMMENTS AND RECOMMENDATIONS: Acknowledge sale of strip mall store property and payoff existing loan on said property.

**TOWN OF LAKE LURE
BUDGET AMENDMENT**

Be it ordained by the Board of Commissioners of the Town of Lake Lure that the following amendment be made to the budget ordinance for the fiscal year ending June 30, 2020:

Department: Economic Development & Sale of Assets

Purpose: To recognized the sale of strip mall store and payoff of loan of said property

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

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
624	10-910000		\$174,042	\$224,042
966	10-980000		\$87,458	\$87,458

To provide the additional revenue for the above, the following Revenues will be increased by **\$261,500**:

Account Name: **Sale of Fixed Assets**

Account Number: 10-383500

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

Finance Officer

Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, 2020.

BB&T Governmental Finance**2713-B Forest Hill Road
Wilson, NC 27893****PAYOFF QUOTE**

Date: 1/29/2020
Contract Number: 9933002095-00007
Client Name: Town of Lake Lure
Quoted By: David Brown

Quote For Payoff Date of: 2/12/2020

Principal Balance:		\$300,000.00
Accrued Interest:	+	\$907.67
Prepayment Premium:	+	\$3,000.00
Outstanding Payments:	+	\$0.00
Project Fund Balance:	-	<u>\$129,865.70</u>

Total Payoff: \$174,041.97

Per Diem: \$32.42

This payoff quote is subject to change and is governed by the original contract terms and conditions.

Please remit funds to BB&T Governmental Finance via certified check or wire transfer, and reference the contract number.

Wire Instructions:

Bank Name: Branch Banking & Trust Company
BNF Name: BB&T Governmental Finance
BNF Physical Address: 5130 Parkway Plaza Blvd
Charlotte, NC 28217
ABA: 053101121
BNF Account: 0005203964953

Remit to Address:

BB&T Governmental Finance
Mail Code: 100-50-02-56
2713-B Forest Hills Rd
Wilson, NC 27893

Thank you for choosing BB&T Governmental Finance.

**LAKE LURE TOWN COUNCIL
REQUEST FOR BOARD ACTION**

Meeting Date: February 11, 2020

SUBJECT: BA# 268 – Dam & Hydroelectric Plant Director

AGENDA INFORMATION:

Agenda Location: Consent
Item Number: H
Department: Finance
Contact: Finance Director, Sam Karr
Presenter: Finance Director, Sam Karr

BRIEF SUMMARY: To increase the Dam Operators position salary.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve BA# 268 – Dam and Hydroelectric Plant Director.

FUNDING SOURCE: Transfer from Electric fund

ATTACHMENTS: BA# 268

STAFF'S COMMENTS AND RECOMMENDATIONS: Staff recommends approval.

**TOWN OF LAKE LURE
BUDGET AMENDMENT**

Be it ordained by the Board of Commissioners of the Town of Lake Lure that the following amendment be made to the budget ordinance for the fiscal year ending June 30, 2020:

Department: Hydro-electric Fund

Purpose: Increase the Dam Operators position salary.

Section 1. To amend the Hydro-electric Fund, the expenditures are to be changed as follows:

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
100	56-720000		\$17,287	\$155,872
109	56-720000		\$1,323	\$11,953
110	56-720000		\$2,631	\$25,526
120	56-720000		\$1,729	\$8,679

To provide additional revenue for the above, the following revenues will be increased by **\$22,970**.

Account Name: Transfer from Electric

Account Number: 56-398601

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

Finance Officer

Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, 2020.

X

NEW BUSINESS

- Resolution No. 20-02-11A Quitclaim of
Town Property to Garlon and Cynthia
Prewitt
 - Lake Level Discussion
- Dam & Hydroelectric Plant Position
Description Approval

**LAKE LURE TOWN COUNCIL
REQUEST FOR BOARD ACTION**

Meeting Date: February 11, 2020

SUBJECT: Quitclaim of Town Property to Garlon and Cynthia Prewitt, Resolution 02-02-11A

AGENDA INFORMATION:

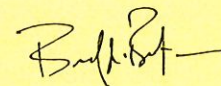
Agenda Location: New Business

Item Number: A

Department: Community Development

Contact: Brad L. Burton, Community Development Director

Presenter: Brad L. Burton, Community Development Director



BRIEF SUMMARY:

A severe storm event in 2013 resulted in a landslide with high-velocity mudflow on two properties on Tryon Bay Circle. The real property of Garlon and Cynthia Prewitt, located at 179 Tryon Bay Circle was one of these affected parcels.



Prewitt has re-established his house foundation by the construction of a large two-tiered combination seawall and retaining wall. This wall has been built on accreted land from the 2013 storm event (subsequently improved to allow construction). The walls are located outside of Prewitt's established property boundary—specifically built upon property that was once lake area and Town-owned property.

Mr. Prewitt is desirous of building a boathouse and dock in front of the current retaining wall systems (the construction of which has essentially established a new shoreline location).

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Move to recommend approval of Resolution 02-02-11A

FUNDING SOURCE: n/a

ATTACHMENTS: Resolution No. 02-02-11A, Exhibit A (McEntire Plat illustrating accreted land), Exhibit B (with description—Deed Exhibit “A” attached), Exhibits 1, 2, 3

STAFF’S COMMENTS AND RECOMMENDATIONS:

The previous zoning administrator clearly permitted the construction of the retaining/seawall in its current location. It is the current Director’s opinion that the location of the wall structures can be legitimized (subsequently making clear way for the construction of a future lake structure) through a quitclaim by the town of the accreted land, as Mr. Prewitt’s wall structures are clearly built on this alluvion.

**A RESOLUTION TO QUITCLAIM TOWN PROPERTY
DUE TO ACCRETION OF LAND**

RESOLUTION 02-02-11A

WHEREAS, J. Garlon Prewitt and wife Cynthia Lee Prewitt are the owners of a 0.11 acre tract or parcel of land located in the Town of Lake Lure, which tract or parcel of land is known as Lot 26 and part of Lot 25 of the Cane Creek Development, Plat Book 5, Page 35 and also depicted in Deed Book 677, Page 377, Rutherford County Registry; and,

WHEREAS, due to a major storm event that occurred in 2013, approximately 544 square feet of sedimentation has accreted to the shoreline of the Prewitt property as shown by the attached Plat attached as Exhibit A and the proposed quitclaim Deed attached hereto as Exhibit B, which description is incorporated herein for reference as fully set forth; and,

WHEREAS, this same storm event did significant damage to real property owned by J. Garlon Prewitt and wife Cynthia Lee Prewitt, requiring construction of seawall/retaining wall system in order to support the home located on the property; and,

WHEREAS, J. Garlon Prewitt and wife Cynthia Lee Prewitt received approval from the Town through permits ZP-201379, SSP-2013005, and LDP-2013044 to construct these new seawall/retaining wall systems as shown on Exhibit A, and did indeed construct these structures with such valid governmental approval; and

WHEREAS, J. Garlon Prewitt and wife Cynthia Lee Prewitt have requested the Town of Lake Lure to quitclaim any interest of the town for the 544 square feet of accreted shoreline, where these wall structures are located and as shown on Exhibit A; and,

WHEREAS, J. Garlon Prewitt and wife Cynthia Lee Prewitt has prepared, through their legal counsel, a Quitclaim Deed of Conveyance, and the resultant instrument has been reviewed and approved in form by the Town of Lake Lure's attorney; and,

NOW, THEREFORE, the Board of Commissioners of the Town of Lake Lure hereby resolves to execute and thereby convey the tract or parcel of land set forth in the proposed Quitclaim Deed to J. Garlon Prewitt and wife Cynthia Lee Prewitt.

Adopted this _____ day of _____, 2020

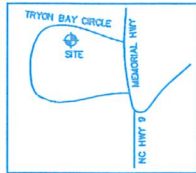
Carol C. Pritchett, Mayor

ATTEST:

Michelle Jolley, Town Clerk

Approved as to content & form:

William C. Morgan, Jr.
Town Attorney



VICINITY MAP
(not to scale)

STATE OF NORTH CAROLINA
COUNTY OF RUTHERFORD

I, _____, Review Officer of Rutherford
County, certify that the map or plat to which
this certification is affixed meets all statutory
requirements for recording.

Review Officer

Date:

EXHIBIT A

I, Donald R. McEntire, certify that this plat was drawn
under my supervision from an actual survey made
under my supervision (deed description recorded
in Deed Book 678, Page 374); that the boundaries
not surveyed are clearly indicated as drawn from
information found in Book ---, Page ---; that
the ratio of precision as calculated is 1:10000;
that this plat was prepared in accordance with G.S.
47-30 as amended. Witness my hand and seal this
6th day of November A.D. 2019.

Signature _____
Land Surveyor
Licensure Number L-4183



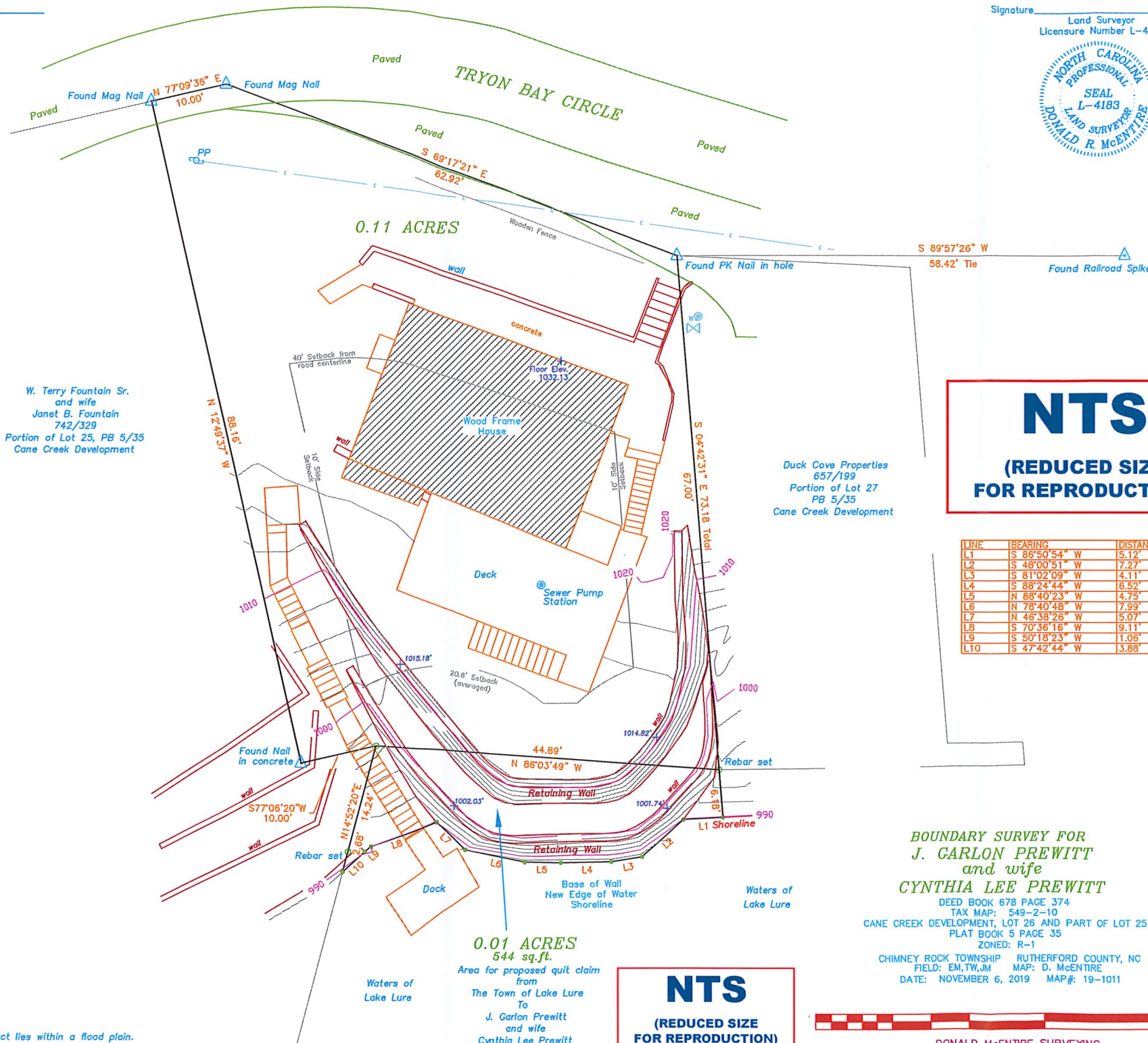
I, Donald R. McEntire, Professional Land Surveyor No. L-4183,
certify to one or more of the following as indicated
thus, ☒ or ☐:

- ☐ A. That this plat is of a survey that creates a subdivision
of land within the area of a county or municipality that
has an ordinance that regulates parcels of land;
☐ B. That the survey is located in a portion of a county
or municipality that is unregulated as to an ordinance
that regulates parcels of land;
☒ C. That this plat is of a survey of an existing parcel or
parcels of land.
☐ D. That the survey is of another category, such as the
recombination of existing parcels, a court-ordered
survey, or other exception to the definition of subdivision;
☐ E. That the information available to the surveyor is such that
the surveyor is unable to make a determination to the best
of the surveyor's professional ability as to provisions
contained in (A) through (D) above.

DONALD R. McENTIRE, PROFESSIONAL LAND SURVEYOR NO. L-4183

LEGEND	
●	FOUND IRON PIN (EIP)
○	SET IRON PIN (NIP)
•	POINT
▲	NAIL OR RAILROAD SPIKE
⊕	HYDRANT
⊞	TELEPHONE PEDESTAL (PED)
⊙	LIGHT POLE OR LAMP
⊖	UTILITY POLE
⊕	WATER VALVE
⊖	WATER METER (wm)
⊕	GAS VALVE
⊖	SEWER MANHOLE
⊕	CONCRETE MONUMENT
⊖	RIGHT OF WAY MONUMENT
○	STONE
—	Property Line
—	Adjoiners (Surveyed)
—	Adjoiners (not surveyed)
—	Right of Way
—	Utility Lines
—	Asphalt
—	Gravel

A portion of the subject tract lies within a flood plain.
Subject to the rights of the Town of Lake Lure to the 992' and 995' contours.
Subject to the right of way for Tryon Bay Circle and all others of record.
Survey is being performed without the benefit of a title search.



NTS
(REDUCED SIZE
FOR REPRODUCTION)

LINE	BEARING	DISTANCE
L1	S 86°50'54" W	5.12'
L2	S 48°00'51" W	7.27'
L3	S 81°02'09" W	4.11'
L4	S 88°24'44" W	6.52'
L5	N 68°40'23" W	4.75'
L6	N 78°40'48" W	7.99'
L7	N 46°38'26" W	5.07'
L8	S 70°36'16" W	9.11'
L9	S 50°18'23" W	1.06'
L10	S 47°42'44" W	3.88'

BOUNDARY SURVEY FOR
J. CARLON PREWITT
and wife
CYNTHIA LEE PREWITT

DEED BOOK 678 PAGE 374
TAX MAP: 549-2-10
CANE CREEK DEVELOPMENT, LOT 26 AND PART OF LOT 25
PLAT BOOK 5 PAGE 35
ZONED: R-1
CHIMNEY ROCK TOWNSHIP RUTHERFORD COUNTY, NC
FIELD: EM, TW, JM MAP: D. McENTIRE
DATE: NOVEMBER 6, 2019 MAP#: 19-1011

NTS
(REDUCED SIZE
FOR REPRODUCTION)

DONALD McENTIRE SURVEYING
108 ISHAM DRIVE
RUTHERFORDTON, NC 28139
PHONE: (828) 287-0439
EMAIL: dmcentire@bellsouth.net

EXHIBIT B

NORTH CAROLINA
RUTHERFORD COUNTY

QUITCLAIM DEED

This instrument prepared by Robert W. Wolf, Attorney, Forest City, N. C.

KNOW ALL MEN BY THESE PRESENTS, that **TOWN OF LAKE LURE, a North Carolina Municipal Corporation**, for divers good causes and considerations thereunto moving, and more particularly for One Dollar and other good and valuable consideration received of **J. GARLON PREWITT and wife, CYNTHIA LEE PREWITT, of 35 Laurel Street, McKenzie, TN 38201**, has remised, released, and forever quitclaimed, and by these presents does, for itself and its successors and assigns, justly and absolutely remise, release, and forever quitclaim unto J. GARLON PREWITT and wife, CYNTHIA LEE PREWITT, and their heirs and assigns forever, all such right, title, and interest as the said TOWN OF LAKE LURE, a North Carolina Municipal Corporation, has or ought to have in or to all that piece, parcel, tract or lot of land lying in Chimney Rock Township, Rutherford County, State of North Carolina, and described on Exhibit "A" attached hereto.

TO HAVE AND TO HOLD the above released premises unto J. GARLON PREWITT and wife, CYNTHIA LEE PREWITT, their heirs and assigns, to their only proper use and behoof forever; so that neither I, nor any other person in my name or on my behalf, shall or will hereafter claim or demand any right or title to the premises, or any part thereof; but they and everyone of them shall by these presents, be excluded and forever barred.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal, this ____ day of _____, 2019.

**TOWN OF LAKE LURE,
a North Carolina Municipal Corporation**

_____(SEAL)

By: _____
(printed or typed name)

Title: _____

State of North Carolina - County of Rutherford

I, the undersigned Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that he/she is _____ of **TOWN OF LAKE LURE**, a North Carolina Municipal Corporation, and that by authority duly given and as the act of such entity, he/she signed the foregoing instrument in its name and on its behalf as its act and deed.

Witness my hand and Notarial stamp or seal, this day of _____, 2019.

Notary Public

My Commission Expires: _____

EXHIBIT B

EXHIBIT "A"
Legal Description of Property

Lying and being in Chimney Rock Township, Rutherford County, North Carolina, being bound on the North by the lands of the Grantees as described in deed recorded in Deed Book 678, Page 374, Rutherford County Registry, on the East and South by the waters of Lake Lure, and being more particularly described as follows:

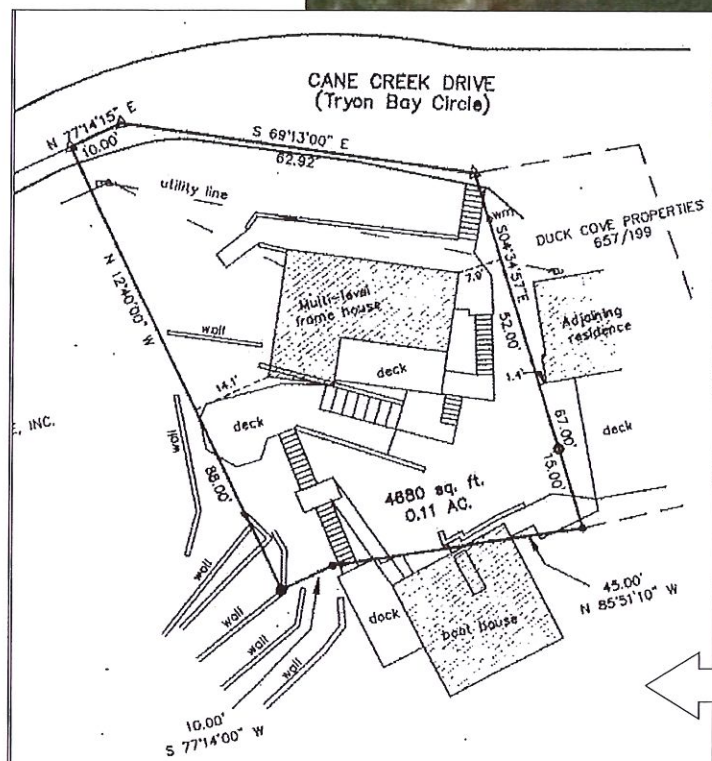
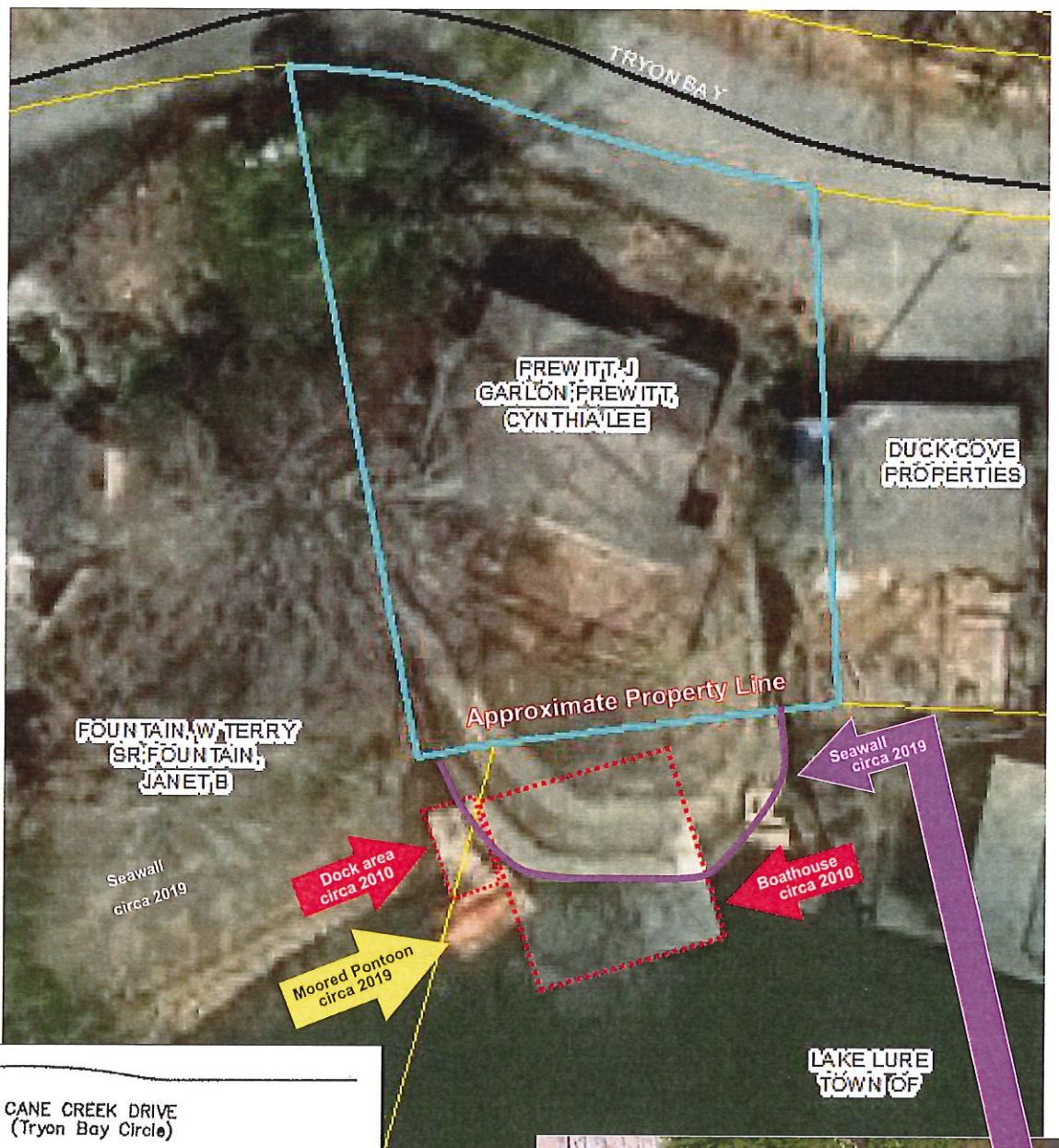
BEGINNING at a set iron rebar, said beginning point being the common Southeast corner of the property of the Grantees as described in deed recorded in Deed Book 678, Page 374, Rutherford County Registry, and a common Southwest corner of the property of Duck Cove Properties as described in deed recorded in Deed Book 657, Page 199, Rutherford County Registry, and running thence from said beginning point, South 04 degrees 42 minutes 31 seconds East 6.18 feet to a point in the shoreline at the 990 foot contour; thence South 86 degrees 50 minutes 54 seconds West 5.12 feet to a point in the retaining wall; thence with the retaining wall, South 48 degrees 00 minutes 51 seconds West 7.27 feet to a point; thence South 81 degrees 02 minutes 09 seconds West 4.11 feet to a point; thence South 88 degrees 24 minutes 44 seconds West 6.52 feet to a point; thence North 88 degrees 40 minutes 23 seconds West 4.75 feet to a point; thence North 78 degrees 40 minutes 48 seconds West 7.99 feet to a point; thence North 46 degrees 38 minutes 26 seconds West 5.07 feet to a point; thence leaving the retaining wall, South 70 degrees 36 minutes 16 seconds West 9.11 feet to a point; thence South 50 degrees 18 minutes 23 seconds West 1.06 feet to a point; thence South 47 degrees 42 minutes 44 seconds West 3.88 feet to a point in the 990 foot contour; thence North 14 degrees 52 minutes 20 seconds East (crossing a set iron rebar at 2.68 feet in the line) 16.92 feet to an iron pin; thence South 86 degrees 03 minutes 49 seconds East 44.89 feet to the BEGINNING, containing 0.01 acre, according to map and survey by Donald McEntire Surveying, Donald McEntire, Registered Land Surveyor, dated November 6, 2019.

The foregoing conveyance is made subject to all rights of way, easements and restrictive covenants, if any, of record, and subject to the rights of the Town of Lake Lure, to the 992 and 995 foot contours.

(DESC.19-Prewitt, Garlon & Cynthia/afr)

Exhibit 1

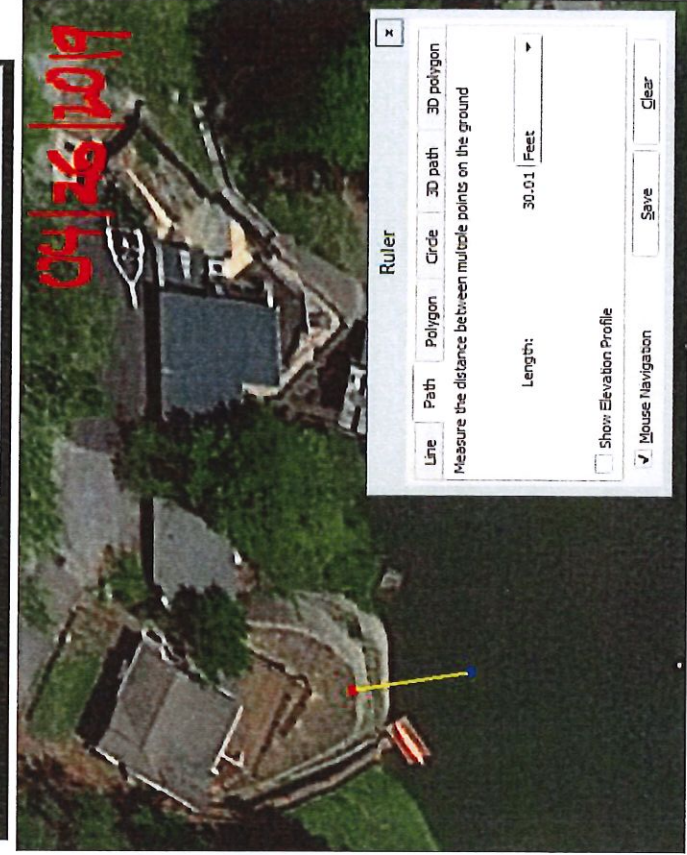
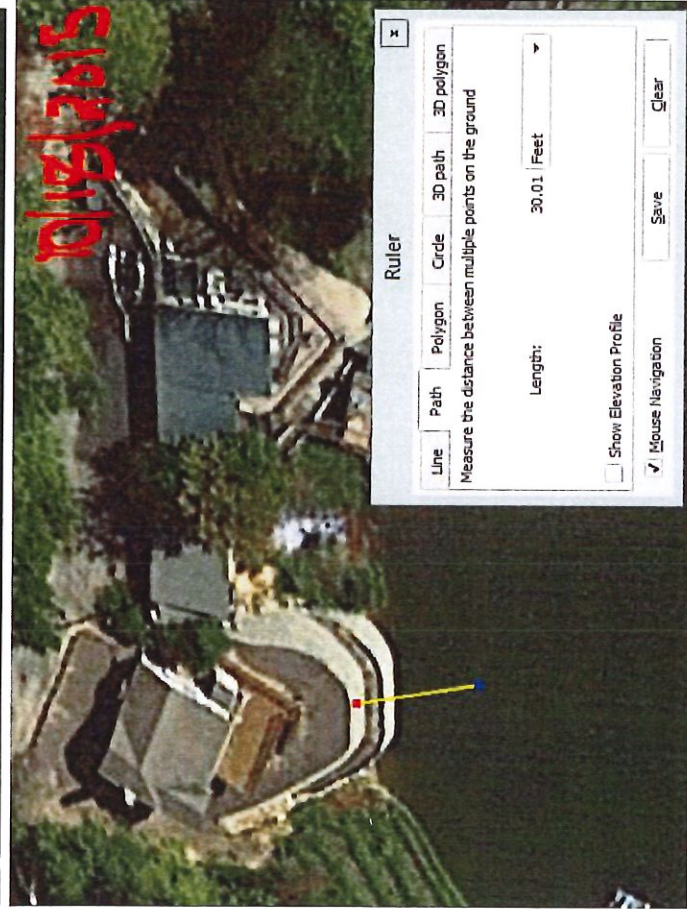
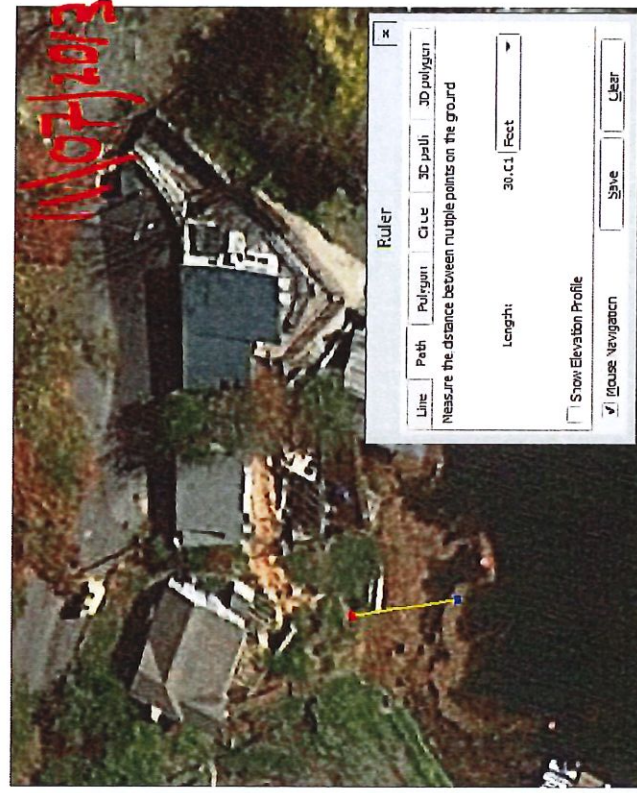
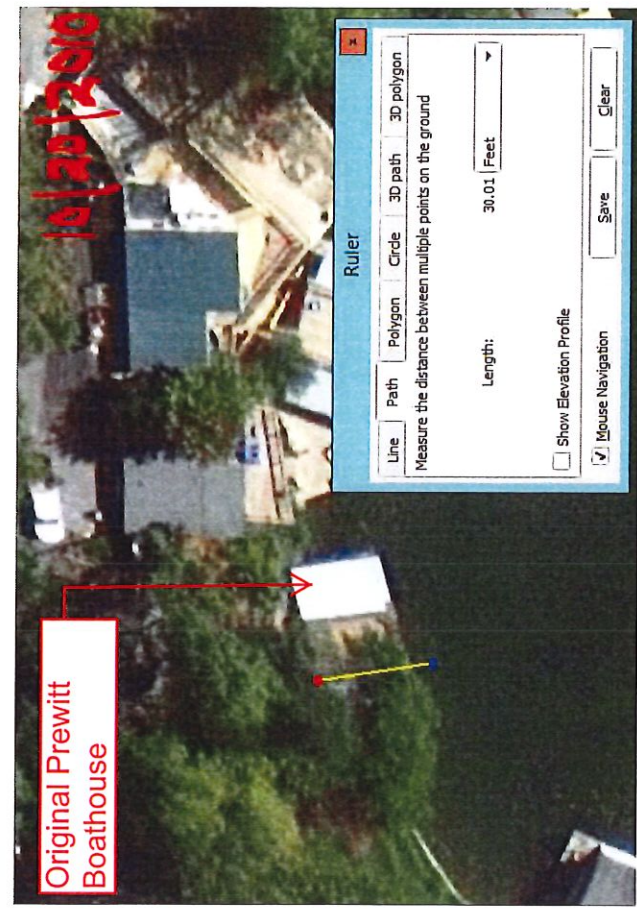
2019 (at 40% transparency) and 2010 aerial photography (underneath at 0% transparency), indicating previous boathouse and dock locations in respect to current retaining wall and property lines



Deed book 678 page 377
(original configuration before storm)



EXIF	
Make	Apple
Model	iPhone 5c
Orientation	Horizontal (normal)
XResolution	72
YResolution	72
ResolutionUnit	inches
Software	8.1.2
ModifyDate	2015:01:28 09:29:54
YCbCrPositioning	Centered
ExposureTime	1/526
FNumber	2.4
ExposureProgram	Program AE
ISO	50
ExifVersion	0221
DateTimeOriginal	2015:01:28 09:29:54
CreateDate	2015 01 28 09 29 54





**LAKE LURE TOWN COUNCIL
REQUEST FOR BOARD ACTION
Meeting Date: February 11, 2020**

SUBJECT: Dam & Hydroelectric Plant Director Job Description Approval

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: C
Department: Administration
Contact: Shannon Baldwin, Town Manager
Presenter: Shannon Baldwin, Town Manager

BRIEF SUMMARY: The Town is currently seeking to hire a Dam & Hydroelectric Plant Director for management, technical and professional oversight of dam and hydroelectric operations and maintenance functions regulating appropriate lake levels and operating and maintaining the Town's hydroelectric generation system. The job description is being changed from an operator to a director. Compensation will be commensurate with duties and responsibilities as a department head.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve the Dam & Hydroelectric Plant Director Job Description.

FUNDING SOURCE: n/a

ATTACHMENTS: Job Description, Ad

STAFF'S COMMENTS AND RECOMMENDATIONS: Work involves monitoring lake levels, taking readings, operating the generators and dam tainter gates, and performing general, routine and preventative maintenance on electric generators and to perform other related work as required. This position includes physical labor and the applicant must be able to lift up to fifty pounds from time to time in the performance of his/her duties. Staff recommends approval of the Dam & Hydroelectric Plant Director Job Description.



Employment Opportunity
Town of Lake Lure
Dam & Hydroelectric Plant Director

Town of Lake Lure, permanent population 1208, seasonal population several thousand, is seeking qualified applicants for the position of Dam & Hydroelectric Plant Director

Job Description:

This position involves the management, technical and professional oversight of dam and hydroelectric operations and maintenance functions regulating appropriate lake levels and operating and maintaining the Town's hydroelectric generation system.

The person filling the position will manage a team of energy generation staff responsible for maintaining and operating power plant electrical, control and/or mechanical equipment in safe, efficient and economical working condition; providing technical management for the team, ensuring that objectives are met and all relevant standards/procedures and regulations (environmental and safety) are followed.

The town of Lake Lure sells energy to Duke Energy under a Purchased Power Agreement (PPA). The Director is responsible for compliance with all the requirements of Duke Energy and the PPA as well as other related entities including the underwriter for the equipment and mechanical insurance and the underwriter for the liability insurance. The Director shall be fiduciarily responsible for the Dam and Hydroelectric fund and follow all appropriate Asset Management principles that are standard in the industry.

Other responsibilities include:

1. Ensuring a high degree of plant availability and reliability by managing all preventive and corrective maintenance and repairs. Ensuring that operational and maintenance problems are identified and resolved consistent with achieving town goals.
2. Ensuring that dam and/or plant operating, casualty, emergency response, and maintenance procedures are current and fit for the purpose. Developing, administering and enforcing procedures and policies for effective and efficient plant operation, testing, startup and shutdown, and operating equipment in emergency situations.
3. Supervising and training subordinate dam and plant operators. Providing guidance in the creation of development plans; monitoring ongoing progress and providing coaching and mentoring and provides feedback; completing annual performance management reviews. Developing and implementing a drill plan for subordinates to exercise all operating and casualty procedures.

4. Assisting the Town Manager with implementation of an emergency action plan. Leads and participates in periodic Town staff training in carrying out the plans for the plant as it relates to floods, earthquakes, fire, equipment or structural failures and other emergencies.
5. Responsible for safe working conditions and the safe execution of work. Overseeing safety programs and policies; ensuring compliance with plant and town safety practices.
6. Directing the development, implementation and execution of preventive and corrective maintenance programs including diagnostic and analytical maintenance practices and procedures for the power plant and dam operating equipment. Maintaining maintenance performance metrics and logs; providing trend information for Town Leadership and Oversight Board review.
7. Ensuring dam and power plant safety features are in good working order and plant indicators are maintained within calibration frequency.
8. Partnering with HR in the definition of jobs, recruitment, evaluation and selection processes of dam and power plant operators. Reviewing organizational development needs and training strategies to determine required learning and development outcomes for the team.
9. Working with other functional areas and management to balance goals and costs to maximize revenue generation. Monitoring and managing expenditures, ensuring that all financial targets are met, and examining any areas where budgets/expenditures vary from plan. Assisting with the definition and operation of effective financial controls and decision making.
10. Planning, coordinating, and synchronizing maintenance work and capital improvements as the Town representative. Administering the plant maintenance and related contracts; providing oversight of contractor activities; managing equipment warranties and the resolution of warranty issues. Supervising procurement and warehousing of spare parts for the plant; ensuring that all materials procurement practices comply with town guidelines.

Requirements:

This position requires a bachelor's degree in a technical discipline related to the generation of power. Equivalent experience may be accepted in lieu of a degree. Ten or more years of industrial production experience, including five years as a supervisor in maintenance or planning and scheduling. Prefer previous experience managing employees. Advanced knowledge of the fundamental electrical and mechanical aspects of power plant systems. Advanced knowledge of plant mechanical, electrical and control systems and equipment. Advanced knowledge of policies, procedures, principles and practices required for operating and maintaining an electric generating plant. Advanced knowledge of the electric utility industry and technology. Advanced skill in using maintenance management software. Advanced skill in root cause troubleshooting and analyzing test or performance data to assess equipment operation. The candidate must have a workable knowledge of Microsoft Word and Excel as well as an acceptable level of experience in the use of computers, software and automated devices used by the town of Lake Lure.

Work involves monitoring lake levels, taking readings, operating the generators and dam tainter gates, and performing general, routine and preventative maintenance on electric generators and to perform other related work as required. This position includes physical labor and the applicant must be able to lift up to fifty pounds from time to time in the performance of his/her duties.

Hydroelectric Plant Operator I - Lake Lure, permanent population 1208, seasonal population several thousand, is seeking qualified applicants to perform technical operational and maintenance functions regulating appropriate lake levels and operating and maintaining the Town's hydroelectric generation system. Work involves monitoring lake levels, taking readings, operating the generators and gates, and performing general, routine and preventative maintenance on electric generators and to perform other related work as required. Minimum requirements include graduation from high school or GED equivalency. Applicants must have valid NC Driver's License and a Collections System Operator Grade I is desired. This is a 40 hour per week night schedule working from 8:30 p.m. until 4:30 a.m., after a period of first shift training, subject to call-back at any time and includes working weekends. The hiring rate is \$36,133 and after six months satisfactory probationary period the pay increases to \$37,940. The position reports to the Public Works Director. Send application to: HR Director Anita Taylor, P. O. Box 255, Lake Lure, NC 28746 or by email to personnel@townoflakelure.com. Applications are available online at www.townoflakelure.com. EEO/AA/ADA Employer. Applications must be received by Thursday, July 26, 2018, 5:00 p.m.

