

# **LAKE LURE TOWN COUNCIL REGULAR MEETING PACKET**

Tuesday, January 12, 2021



**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**

*January 12, 2021*

*5:00 p.m.*

*Meeting held virtually via Zoom*

### **AGENDA**

- I. Call to Order
- II. Agenda Adoption
- III. Mayor's Communications
- IV. Town Manager Communications
  - Lake Drawdown Schedule
  - ABC Store Crosswalk
  - Public Works Facility Fence
  - 2020 Year End Report
- V. Presentations
  - A. 2019-2020 Audit Presentation - Martin-Starnes & Associates CPA, LLC
- VI. Council Liaison Reports and Comments
- VII. Public Comment: The public is invited to speak on any non-agenda and/or consent agenda topics via Zoom. Comments should be limited to less than five minutes.
- VIII. Consent Agenda
  - A. Adoption of the December 8, 2020 Regular Town Council Minutes and the December 16, 2020 Special Budget Planning Session Workshop Minutes.
  - B. Review and Approval of the Organizational Chart
  - C. Approval of Budget Amendment #295 – COVID-19 Grant
  - D. Approval of Budget Amendment #296 – Police Vehicle
  - E. Amend the 2021 Meeting Schedule
- IX. Unfinished Business

**Page 2 – Town Council Meeting Agenda**  
**January 12, 2021**

- X. New Business
    - A. WR Report Review and Discussion
    - B. Audit Letter Review and Discussion
    - C. Legislative Goals/The Policy Group Discussion
  - XI. Closed Session in Accordance with G.S. 143-318.11(a)(6) for the Purpose of Discussing Personnel Matters and G.S. 143-318.11(a)(3) for the purpose of discussing attorney client privilege or legal claims.
  - XII. Adjournment
- 

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## **Town Manager's December Report – Completed January 7, 2020**

All Public Works personnel are busy reading water meters each month. Director Arrowood called NCDOT regarding crosswalk for ABC Store area and will report on this matter during our regular meeting on the 12th. The Town and LaBella continue to refine the Sewer ER/EID and SOC documents in cooperation with DEQ.

Community Development Department successfully filled the Environment & Development Review Specialist position. Mitchell continues to issue permits, generate maps in support of the sewer project, and has been supporting other town meetings utilizing virtual meeting platforms. He has been addressing issues related to the VROP regulations in conjunction with the Planning Board, Phase 1 Sewer customer base, sedimentation into the Lake at Grey Logs Cove and mandates regarding NCGS 160D. IPDC will provide professional service regarding update requirements relative to NCGS 160D. The contract has been signed.

The Fire Department averaged slightly less than one call per day during the month of December for a total of twenty (28) calls. During the month, some of the Fire Department staff tested positive for Covid-19 but managed to maintain full-time service to the community.

The Police Department has been undergoing fire arms training to maintain certifications in December. They made three (3) arrests and issued three (3) citations during the month.

Finance Director Karr reports we are in good shape relative to revenues collected and rate of expenditures for the month of December. He has been assisting with budget development matters as we kick-off another budget development process.

During the month of December, Dam & Hydro Director Lindsey and crew generated \$80,561.96 for the Town. We are witnessing much better production and improvements long over due in this Department.

Our Communications Specialist Laura Krejci continues to stay on top of FaceBook, website news, grants, and special events. She has been interfacing with DEQ/DSO and Schnabel Engineering regarding the need for the Town to make a decision relative to the rehabilitation of the existing dam or construction of a new dam. I commissioned Kurt Wright to facilitate this outcome.

Parks, Recreation and Lake Department remains busy with recreation, trail maintenance and lake activities. Dana Bradley produced another great month of trail maintenance and support activities. Director Givens is staying on top of dredging and will be working to identify the sewer line in the lake dredging area after the lake comes down.

## December Activities

- Weekly Meeting w/LaBella, 12/1
- UAB Meeting, 12/1
- ADNS regarding Pangea, 12/2
- Met with WR & David Arrowood to discuss service provider performance, 12/3
- Phone call with WR regarding Administration Study, 12/3
- Met with HR, 12/11
- Weekly Meeting with LaBella, 12/15
- Meeting with WR, 12/17
- Met with HR, SDG & David Arrowood, 12/18
- Holiday 12/23 – 12/25
- Holiday 12/31

*C. Shannon Baldwin*      1/7/20

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Town Manager

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Date

# Town of Lake Lure

Monthly Financial Summary Report as of: 12/31/2020

50%



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  |            |
| Revenues:                                                                                                                                                                                       |  | Budget:             | To Date:          | To Date:            | Collected     | Expenditures:         |  | Budget:             | To Date:          | To Date:            | Spent         | Month To Date  |            |
| Taxes                                                                                                                                                                                           |  | \$ 3,511,722        | \$ 168,989        | \$ 2,156,222        | 61.40%        | Governing Body        |  | \$ 32,300           | \$ 1,275          | \$ 12,700           | 39.32%        | Annual To Date | \$ 649,173 |
| State Shared Revenues                                                                                                                                                                           |  | \$ 2,508,738        | \$ 210,129        | \$ 997,482          | 39.76%        | Administration        |  | \$ 1,003,897        | \$ 86,277         | \$ 511,275          | 50.93%        |                |            |
| Lake & Tours                                                                                                                                                                                    |  | \$ 673,550          | \$ 14,707         | \$ 177,707          | 26.38%        | Central Services      |  | \$ 99,300           | \$ 3,181          | \$ 43,808           | 44.12%        |                |            |
| Beach & Marina                                                                                                                                                                                  |  | \$ 316,500          | \$ 59,955         | \$ 238,260          | 75.28%        | Police                |  | \$ 826,340          | \$ 68,046         | \$ 437,066          | 52.89%        |                |            |
| *Miscellaneous Revenues                                                                                                                                                                         |  | \$ 89,162           | \$ 36,463         | \$ 100,129          | 112.30%       | Fire                  |  | \$ 889,584          | \$ 159,768        | \$ 543,103          | 61.05%        |                |            |
| Land Use Fees                                                                                                                                                                                   |  | \$ 27,600           | \$ 2,865          | \$ 16,757           | 60.71%        | Sanitation            |  | \$ 229,400          | \$ 37,620         | \$ 113,818          | 49.62%        |                |            |
| Loan Proceeds                                                                                                                                                                                   |  | \$ 129,879          | \$ -              | \$ -                | 0.00%         | Public Works          |  | \$ 511,652          | \$ 34,693         | \$ 244,216          | 47.73%        |                |            |
| Transfers                                                                                                                                                                                       |  | \$ 166,458          | \$ -              | \$ -                | 0.00%         | Economic Development  |  | \$ 105,417          | \$ 4,767          | \$ 42,817           | 40.62%        |                |            |
| <b>Total:</b>                                                                                                                                                                                   |  | <b>\$ 7,423,609</b> | <b>\$ 493,108</b> | <b>\$ 3,686,557</b> | <b>49.66%</b> | Community Development |  | \$ 202,788          | \$ 9,484          | \$ 71,377           | 35.20%        |                |            |
| *Miscellaneous Revenues<br>Interest, Beer & wine, Fire Tax, ABC<br>Facilities Rentals, Grants, Sale of<br>Assets, Misc., Town Promo, Copies<br>Recycling Collections<br>Received-Not Posted Yet |  |                     |                   |                     |               | Beach and Marina      |  | \$ 17,500           | \$ 388            | \$ 3,234            | 18.48%        |                |            |
|                                                                                                                                                                                                 |  |                     |                   |                     |               | Golf                  |  | \$ 106,000          | \$ -              | \$ 60,320           | 56.91%        |                |            |
|                                                                                                                                                                                                 |  |                     |                   |                     |               | Parks, Rec., Lake     |  | \$ 910,555          | \$ 136,023        | \$ 409,666          | 44.99%        |                |            |
|                                                                                                                                                                                                 |  |                     |                   |                     |               | Capital Outlay        |  | \$ 1,342,667        | \$ 145,254        | \$ 308,381          | 22.97%        |                |            |
|                                                                                                                                                                                                 |  |                     |                   |                     |               | Debt Service          |  | \$ 333,062          | \$ 28,917         | \$ 90,495           | 27.17%        |                |            |
|                                                                                                                                                                                                 |  |                     |                   |                     |               | Non Governmental      |  | \$ 143,500          | \$ 753            | \$ 145,108          | 101.12%       |                |            |
|                                                                                                                                                                                                 |  |                     |                   |                     |               | Transfers             |  | \$ 483,936          | \$ -              | \$ -                | 0.00%         |                |            |
|                                                                                                                                                                                                 |  |                     |                   |                     |               | DAM/Watershed         |  | \$ 185,711          | \$ -              | \$ -                | 0.00%         |                |            |
|                                                                                                                                                                                                 |  |                     |                   |                     |               | Contingency Reserve   |  | \$ -                | \$ -              | \$ -                | #DIV/0!       |                |            |
|                                                                                                                                                                                                 |  |                     |                   |                     |               | <b>Total:</b>         |  | <b>\$ 7,423,609</b> | <b>\$ 716,446</b> | <b>\$ 3,037,384</b> | <b>40.92%</b> |                |            |
|                                                                                                                                                                                                 |  |                     |                   |                     |               |                       |  |                     |                   |                     |               |                |            |
|                                                                                                                                                                                                 |  |                     |                   |                     |               |                       |  |                     |                   |                     |               |                |            |

| 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      |            |
| Water & Sewer charges      |  | \$ 1,540,000        | \$ -            | \$ 736,388        | 47.82%         | Water              |  | \$ 135,392          | \$ 6,594         | \$ 73,998         | 54.65%        | Annual To Date     | \$ 230,124 |
| Taps & Connection fees     |  | \$ 10,000           | \$ -            | \$ 2,244          | 22.44%         | Sewer              |  | \$ 548,300          | \$ 37,722        | \$ 447,650        | 81.64%        |                    |            |
| Interest & Transfer Fees   |  | \$ 7,750            | \$ -            | \$ 10,829         | 139.73%        | Capital Projects   |  | \$ 206,000          | \$ -             | \$ -              | 0.00%         |                    |            |
| Water Tank Rental          |  | \$ 12,360           | \$ 1,030        | \$ 6,180          | 50.00%         | Debt Service       |  | \$ 128,975          | \$ -             | \$ 3,869          | 3.00%         |                    |            |
| Transfer from Fund Balance |  | \$ -                |                 |                   |                | Transfer to Fund   |  | \$ 551,443          | \$ -             | \$ -              | 0.00%         |                    |            |
| <b>Total:</b>              |  | <b>\$ -</b>         | <b>\$ -</b>     | <b>\$ -</b>       | <b>#DIV/0!</b> | <b>Total:</b>      |  | <b>\$ 1,570,110</b> | <b>\$ 44,316</b> | <b>\$ 525,517</b> | <b>33.47%</b> |                    |            |
|                            |  | <b>\$ 1,570,110</b> | <b>\$ 1,030</b> | <b>\$ 755,641</b> | <b>48.13%</b>  |                    |  |                     |                  |                   |               |                    |            |

| Hydro Electric             |  |                   |                   |                   |               | Hydro Electric              |  |                   |                  |                   |               | Hydro Electric |           |
|----------------------------|--|-------------------|-------------------|-------------------|---------------|-----------------------------|--|-------------------|------------------|-------------------|---------------|----------------|-----------|
|                            |  | 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  |           |
| Power Generation           |  | \$ 600,000        | \$ 155,981        | \$ 411,724        | 68.62%        | Operations                  |  | \$ 555,600        | \$ 24,272        | \$ 169,150        | 30.44%        | Annual To Date | \$ 64,326 |
| Interest                   |  | \$ 1,500          | \$ -              | \$ 47             | 3.13%         | Transfer to General Fund    |  | \$ -              | \$ -             | \$ -              |               |                |           |
| FEMA Reimbursement         |  |                   |                   |                   | #DIV/0!       | Transfer to Silt Fund Reser |  | \$ -              | \$ -             | \$ -              | #DIV/0!       |                |           |
| Transfer from Fund Balance |  | \$ 188,375        | \$ -              | \$ -              | 0.00%         | Cap. Outlay/Special Proj.   |  | \$ 234,275        | \$ 21,382        | \$ 178,295        | 76.11%        |                |           |
| <b>Total:</b>              |  | <b>\$ 789,875</b> | <b>\$ 155,981</b> | <b>\$ 411,771</b> | <b>52.13%</b> | <b>Total:</b>               |  | <b>\$ 789,875</b> | <b>\$ 45,654</b> | <b>\$ 347,445</b> | <b>43.99%</b> |                |           |

| Cash & Investment Position         |  |                     |  | Capital Funds       |  |                 |  | Comments / Items of note |  |  |  |
|------------------------------------|--|---------------------|--|---------------------|--|-----------------|--|--------------------------|--|--|--|
| United Bank                        |  |                     |  |                     |  |                 |  |                          |  |  |  |
| General Fund                       |  | \$ 3,809,898        |  | Capital Res. Fund   |  | Balance to Date |  |                          |  |  |  |
| Water & Sewer                      |  | \$ 725,425          |  | Silt Res. Fund      |  | \$ 179,532      |  |                          |  |  |  |
| Includes Low Pressure              |  |                     |  | Marina Brdwalk      |  | \$ 64,265       |  |                          |  |  |  |
| Hydro                              |  | \$ 215,614          |  | Bridge Pres. Fund   |  | \$ 127,715      |  |                          |  |  |  |
| <b>Total:</b>                      |  | <b>\$ 4,750,937</b> |  |                     |  | \$ 75,000       |  |                          |  |  |  |
| NC Capital Management Trust        |  |                     |  |                     |  |                 |  |                          |  |  |  |
| General (Cash)                     |  | \$ 198,817          |  |                     |  |                 |  |                          |  |  |  |
| Water & Sewer                      |  | \$ 716              |  |                     |  |                 |  |                          |  |  |  |
| Hydro                              |  | \$ 542              |  |                     |  |                 |  |                          |  |  |  |
| <b>Total:</b>                      |  | <b>\$ 200,075</b>   |  |                     |  |                 |  |                          |  |  |  |
| <b>Total Cash and Investments:</b> |  |                     |  | <b>\$ 4,951,012</b> |  |                 |  |                          |  |  |  |



|                                                                                                                                                  |                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>NAME:</b><br>Assistant Community Development Director, Mitchell Anderson<br>Development and Environmental Review Specialist, Michael Williams | <b>DEPARTMENT:</b><br>Community Development |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|



|                                        |                                                  |
|----------------------------------------|--------------------------------------------------|
| <b>REPORT DATE:</b><br>January 4, 2021 | <b>PREPARED FOR</b><br>Town Manager/Town Council |
|----------------------------------------|--------------------------------------------------|

**I. REOCCURRING WORK ACTIVITIES**

|                                                              |                      |
|--------------------------------------------------------------|----------------------|
| <b><u>1. Zoning Administration/Code Enforcement</u></b>      |                      |
| Certificate of Zoning Compliance Issued .....                | 14                   |
| Certificates of Zoning Compliance Denied .....               | 0                    |
| Certificates of Occupancy Issued.....                        | 2                    |
| Vacation Rental Operating Permits Issued.....                | 1                    |
| Permanent Sign Permits Issued (0) Temporary (0) .....        | 0                    |
| Complaints Logged .....                                      | 0                    |
| Complaints Investigated .....                                | 0                    |
| Notices of Violation Issued .....                            | 0                    |
| Civil Penalties Issued .....                                 | 0                    |
| Stop Work Orders Issued.....                                 | 0                    |
| Improperly Posted Address Notifications Issued .....         | 0                    |
| Abandoned/Dilapidated Structures Cases Open.....             | 0 (0 closed by demo) |
| BOA Hearings Processed .....                                 | 2                    |
| Demolition Permits Issued .....                              | 0                    |
| VROPs Active to Date.....                                    | 376                  |
| <b><u>2. House/Modular/Heavy Load Moves Through Town</u></b> |                      |
| <b><u>3. Environmental</u></b>                               |                      |
| Land Disturbance Permits Issued. ....                        | 2                    |
| Complaints Logged .....                                      | 0                    |
| Complaints Investigated .....                                | 0                    |
| Stop Work Orders Issued.....                                 | 0                    |
| Floodplain Development Permits Issued.....                   | 1                    |
| <b><u>4. Lake Structures/Shoreline Stabilization</u></b>     |                      |
| Lake Structure Permits Issued .....                          | 1                    |
| Shoreline Stabilization Permits Issued .....                 | 0                    |
| LSAB Hearings Processed .....                                | 2                    |
| <b><u>5. Subdivision Administration</u></b>                  |                      |
| Preliminary Plat: .....                                      | 0                    |
| Final Plat .....                                             | 0                    |
| Minor Subdivisions: .....                                    | 0                    |
| Exempt Plat Reviews: .....                                   | 0                    |

|                                |   |
|--------------------------------|---|
| Lots Approved .....            | 0 |
| Review Officer (per GS 47-30): |   |
| Plats Reviewed: .....          | 2 |
| Plats Approved: .....          | 2 |

## II. PROJECTS UPDATE

Review of Town Ordinances on Vacation Rental Operating Permit— CDD staff have reviewed UNC SOG documents evaluating the impacts of a Superior Court Judge’s decision to strike down the city of Wilmington’s whole-house lodging ordinance on short term rentals. This decision may impact the Town’s vacation rental ordinance. A memo on this topic was provided to the Zoning and Planning Board. **Update:** The Zoning and Planning Board has reviewed the information and have requested advice from the Town’s attorney on the matter.

Phase 1 Sewer Database and Map – CDD staff have compiled parcel data, street data, sewer customer data, and topographic data. This data has been analyzed for topographic and geographic relevance to Phase 1 of the sewer system. **UPDATE:** Maps and data layers are being updated to reflect changes in project scope to align with information released by engineering firms.

Sedimentation into Lake/Water Quality Concerns; subwatershed 5-Grey Logs Cove and the Highlands Subdivision — The Town, at the advice of our attorney, has agreed to hold Civil Penalties in abeyance for the opportunity for all parties to meet.

Amy Annino with the State of NC, Brandee Boggs with USACE, Pete Dickerson with Odom Engineering, Clear Water Environment Consultants, and Highlands HOA have met at the upper road failure site on 02/26/2020. Odom Engineering, as a consultant for Highlands HOA, provided the Town with plans. Staff coordinated and reviewed plans with Amy Annino from NCDEQ and Brandee Boggs from the USACE to ensure all regulations measures are satisfied. Plan revision requests and comments were sent to Pete Dickerson with Odom Engineering on 04/02/2020. Town staff have reviewed the revised plans submitted by Odom Engineering. NCDWR, USACE, and Town Staff have approved the revised plans and have released permits to the applicants. Frequent inspections will be conducted to ensure compliance with Town and State Regulations are maintained throughout the project’s phases.

CDD staff have received plan revisions from Odom Engineering for the upper slope failure repair. Plans have been shared with DWR and USACE for their comments or concerns. CDD staff are currently waiting for a response from the two agencies.

N.C. G.S. 160D – North Carolina passed new statues that effect how local municipalities can regulate land use. These updates will become effective on July 1, 2021. CDD have been following UNC School of Government updates on these changes and how they impact current ordinances. CDD staff will identify potential conflicts in the Town ordinances, create proposed corrections, and submit these proposed corrections to the Town’s attorney before releasing them to the Zoning and Planning board for review and consideration. CDD staff are currently combing through the Town’s ordinances, identifying required changes to comply with G.S. 160D. Staff has requested a quote from Isothermal Planning and Development Commission to provide the CDD assistance with completing the 160D update by July 1, 2021.



Town Policy for Compliance with Title VI of the Civil Rights Act of 1964 – Town Staff has contacted Ashley Council, Title VI Officer/ ADA Specialist with North Carolina Department of Transportation/ Office of Civil Rights [accouncil@ncdot.gov]. With assistance from Amy Wright and the use of examples from other jurisdictions, the CDD Staff have created a non-discrimination policy that satisfies the requirements for Title VI. This document will be shared with William Morgan for review. Once reviewed and approved by Mr. Morgan, an adoption resolution and document will be presented to Town Council.

**Update:** A copy of the drafted Title IV was shared with Isothermal Planning & Development Commission for comment. Staff are currently working on incorporating their recommendations.

### III. OTHER

In addition to the projects listed above, there are a few things that have required significant focus from the Community Development Department:

- 1) CDD staff have provided technical expertise required to host seven meetings via Zoom this month. Staff also recorded, edited, and published two meetings for viewing by the general public. This task required staff time for setup, hosting and monitoring during the meetings, and for post-production and publishing after the meetings.
- 2) Staff have been attending meetings with Advance Data & Networking Solutions to collect information about their restructuring, as it impacts their services provided to the Town. Staff also took the opportunity to request long term goals and performance standards from ADNS. ADNS have provided a list of current computers and identified devices they recommend replacing. A request for ADNS to track ping with the use of their ping plotter server. This will identify lag within the Town's internet service. ADNS was tracking downtime within the network, but smaller delays and drops in connectivity were not captured. CDD staff are waiting for the results.
- 3) Staff Training/ Updates
  - a. Mitchell Anderson, the Assistant Community Development Director has attending required training coursed to secure the NCCZO Certification and NCCFPM Certification. In June 2020, Mitchell pass the required NCCZO exams and is a Certified Zoning Official in North Carolina. Pandemic related delays have postponed progress towards satisfying NCCFM Certification requirements.
  - b. The CDD interviewed four applicants for the Development and Environmental Review Specialist position and hired Michael Williams on 12/29/20. Mr. Williams has eight years' experience in zoning and code enforcement. In-house training on Town code and procedures has started and will continue over the next few months.
  - c. Short training sessions on utilizing Zoom to hold advisory board meetings have been provided to board clerks. CDD staff will continue to provide auxiliary assistance as needed.



Mitchell Anderson, Assistant Community Development Director

# Town of Lake Lure Hydroelectric Plant Monthly Report



## December Report 2020

### Contents:

1. Revenue
2. Gen Run Time
3. Lake Levels/Gates
4. Significant Weather Events
5. Scheduled Maintenance and Improvements

## **1. Revenue**

| Top 5 Months Revenue |      |          |           |
|----------------------|------|----------|-----------|
| Rank                 | Year | Month    | Revenue   |
| 1                    | 2016 | January  | \$124,215 |
| 2                    | 2013 | July     | \$114,057 |
| 3                    | 2013 | August   | \$109,521 |
| 4                    | 2019 | January  | \$108,199 |
| 5                    | 2019 | February | \$107,935 |

| 2020 Revenue |           |             |
|--------------|-----------|-------------|
| Month        | KWH       | Revenue     |
| January      |           |             |
| February     |           |             |
| March        | 705,161   | \$49,163.73 |
| April        | 737,183   | \$44,148.72 |
| May          | 908,017   | \$53,120.98 |
| June         | 1,232,019 | \$79,474.62 |
| July         | 577,540   | \$48,599.59 |
| August       | 795,732   | \$63,539.87 |
| September    | 1,025,676 | \$72,635.46 |
| October      | 1,111,524 | \$70,302.00 |
| November     | 1,320,591 | \$75,250.00 |
| December     | 980,440   | \$80,561.96 |

**Red Highlight off Peak Months**

**Blue Highlights are for the most current monthly report.**

- **Revenue. [ \$80,561.96 ]**
- **Kilowatts Produced. [ 980,440 ]**

## **2. Gen Run Time**

**Big Unit:** 378 Estimated Hours

**Small Unit:** 348 Estimated Hours

### **3. Lake Levels**

- Full Pond: 24
- Min Recorded Lake Call in Level:34
- Max Recorded Lake Call in Level:24
- Max Gate Opening: 0ft
- Min Gate Opening: 0

### **4. Significant Weather Events and Rain Accumulation**

- No Significant storms happened in our area during the month of December resulting in gate raises. Its rained roughly 2.07 inches.

### **5. Scheduled Maintenance and Improvements**

- Starting the process of prepping the walls to be painted.
- Making preparation for maintenance of plant equipment during drawdown.
- Installed new trash gate hoist and is fully operational.
- Deforesting the area around WWTP. Still in progress



**Dean Givens; Parks, Recreation, and Lake Director**

**DEPARTMENT: Parks, Recreation, and Lake**

**REPORT DATE:**

December 27, 2020

**PREPARED FOR:**

Town Manager

**I. ACCOMPLISHMENTS**

**Current Parks, Recreation, and Lake Projects:**

|                                                                                                                   |                                                                                                                                                     |                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1. Boy's Camp Rd. Campground – <i>Not selected for PARTF funding – Reapplying during next grant cycle</i>         | 2. Luremont Trails – <i>Trail scouted; permits filed; Plan approved by Parks and Rec. Board, legal opinion received; next steps being discussed</i> | 3. Marina Phase II and Amphitheater Funding – <i>Working with TDA/ Rutherford Bound to keep projects moving forward</i> |
| 4. Monetization Schedule for P&R Assets and Facilities – <i>New ideas being considered</i>                        | 5. SOP for PR&L Maintenance – <i>Working with Melodie to create detailed SOP; January through April complete</i>                                    | 6. Morse Park Walking Path Expansion Grant – <i>To expand the pavement back to town hall</i>                            |
| 7. Landscaping at Boardwalk/Marina – <i>Installed large trees and shrubs; smaller plants being installed soon</i> | 8. CRSP Ingress/Egress – <i>Meetings planned to discuss how this is going to be done</i>                                                            | 9. Seeking Grants for Buffalo Creek Park parking lot expansion                                                          |
| 10. Permit for Filling in Half of Pond in Morse Park – <i>According to the Morse Park master plan</i>             | 11. Deep Water Launch – <i>Create for allowing equipment to launch during lake drawdown</i>                                                         | 12. Morse Park Parking Expansion – <i>Working on plan to create more parking</i>                                        |
| 13. Locate Sewer Lines - <i>Dredging purposes</i>                                                                 | 14. Amphitheater Grass – <i>Reseeding Complete</i>                                                                                                  | 15. Golf Course Plan – <i>Golf Course study</i>                                                                         |
| 16. Naming Rights – <i>Working to establish policy</i>                                                            | 17. Grant for Dredging – <i>Complete</i>                                                                                                            | 18. Commercial Boat Permit Model – <i>Approved</i>                                                                      |

### **PR&TC ACTIVITIES:**

1. Attended Basic Law Enforcement Training 5 nights a week
2. Continued working on initial packet for RHI Legacy Foundation grant for potential funding for BCP parking lot expansion and, possibly, the pedestrian bridge for the Luremont Trail
3. Checked Buffalo Creek Park, Dittmer-Watts Nature Trails, and Weed Patch Mountain for damage
4. Led Dittmer-Watts Nature Trail workday on 12/4 to remove fallen trees – 6 volunteers; 18 volunteer hours
5. Led Buffalo Creek Park workday on 12/8 to remove a fallen tree, blow leaves from the extension, and repair eroded areas – 4 volunteers; 20 volunteer hours
6. Led Buffalo Creek Park workday on 12/15 to rake leaves off the trail and clean out water diversions – 6 volunteers; 30 volunteer hours
7. Recruited volunteers to clear 2 fallen trees from Weed Patch Mountain Trail on 12/18 – 2 volunteers; 10 volunteer hours
8. Recruited 2 volunteers to remove remaining leaves from Buffalo Creek Park Trail on 12/19 and 12/20 – 2 volunteers; 12 volunteer hours
9. Partnered with Public Works to unload the large trees/shrubs for the marina landscaping and get them installed
10. Helped with layout for marina landscaping; smaller plants being installed soon
11. Recruited a volunteer to help with installation of marina landscaping – 1 volunteer, 6 volunteer hours
12. Planned upcoming trail maintenance days and recruited volunteers to help
13. Updates/revisions are in progress for the Lake Lure Naming Rights Policy
14. Checked trails counters
15. Recruited volunteers to collect water samples – 2 volunteers; 12 volunteer hours
16. Utilized a total of 108 volunteer hours
17. Attended several meetings

### **P&R Maintenance Activities:**

1. Performed regular ground maintenance activities at all areas
2. Cleaned parks, boat ramp, and marina
3. Removed locust tree at Dittmer/Watts trail head
4. Helped unload marina landscaping material from delivery trucks and stage trees/plants for installation
5. Began installation of landscape beds at Washburn Marina and south end of boardwalk
6. Worked on SOP
7. Sprayed playground equipment and picnic tables with bleach

### **Lake Activities:**

1. Boat maintenance
2. Lake debris clean-up
3. Buoy replacement/maintenance
4. Commercial boat permit model approved

## **I. FOLLOW UP**

1. Luremont Trail: Plan has been approved by Parks and Recreation Board; legal opinion received; next steps being discussed
2. Boys Camp Road: We were not selected for PARTF funding this year; reapplying in 2021
3. Dredging Grant: Grant submitted; waiting on approval
4. Naming Rights Policy: Continuing to gather information for Naming Rights Policy for Town properties
5. Lake Lure Trails: Work days held on Lake Lure trails each month to ensure they are properly maintained

## **II. OTHER**



Name: Dustin Waycaster

Department: Fire

**REPORT DATE:**

January 1, 2021

**PREPARED FOR:**

Town Manager

**I. ACCOMPLISHMENTS**

- 12-1 MVC Memorial Hwy.
- 12-2 Asa Gray Dr. Woods fire w/powerlines down. Rescue Boat Maintenance.
- 12-3 Worked on Water rescue equipment inventory. Fire Inspection/Code Enforcement RBR questions.
- 12-5 Tree down/removal on Strom Ridge. Fire Alarm @ CRSP.
- 12-7 Pump Maintenance on Engine 2510.
- 12-8 Tested and Inspected Hydrants.
- 12-9 Stood-by for Polk County Reference to them being at a funeral. Medical Call on Memorial Hwy (Lady fell while riding a skateboard in Morse Park.). Mutual aid to Polk county reference Structure Fire.
- 12-11 Dry suit maintenance. Foam and pumps training on the Brush Truck.
- 12-13 Brush Fire Hemlock Lane.
- 12-14 MVC Buffalo Creek Rd. Pump Maintenance on Engine 2511. Dive Rescue Class study/tests.
- 12-15 Engine 2510 to Tri-City Tire for tire maintenance. Dive Rescue Class.
- 12-16 Cleaned and Sanitized the building. Medical call over at RBR.
- 12-18 Worked on getting COVID test performed for all Paid Staff.
- 12-19 COVID testing for staff. Public Assistance call Memorial Hwy.
- 12-21 Stranded Motorist-Buffalo Shoals. Fire Investigation Sanderling Ln.
- 12-22 Stroke Call on Bottomless Pools Rd.
- 12-23 ATV Maintenance.
- 12-24 Structure Fire Buffalo Creek Rd. Medical call Memorial Hwy.
- 12-25 Tree Down Watership Rd.
- 12-27 Medical call Whitney Blvd.
- 12-28 Medical call Nesbit. Gas Leak Lake View.
- 12-29 Fueled Fire Boat Due to the Lake going to be drawn down.
- 12-30 Public Assistance Call. Courtland Ct.
- 12-31 Vehicle Fire/Structure Fire. Illegal warming Fire Dittmer-Watts Nature trail system.

Lake Lure Fire Staff was faced with a very challenging month. We had some staff members that tested positive for COVID and face some hard staffing issues but we were able to make it. All staff have been tested and have followed CDC guidelines that were provided. All staff members are well and have returned to Full Duty at this time.



## II. FOLLOW UP

1. Lake Lure Fire Had 225 total hours of training for the month of December.
2. Lake Lure Fire Ran 28 Fire/Medical/ Rescue calls
3. Wrote 11 Burn Permits

## III. OTHER



eso



ANALYTICS  
Station Report

64%

**FIRE**  
Percentage of Total  
Incidents

36%

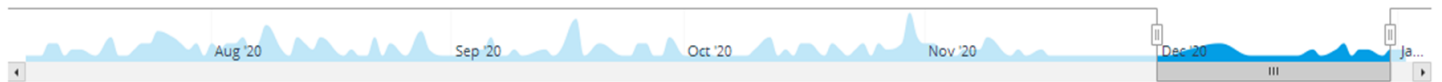
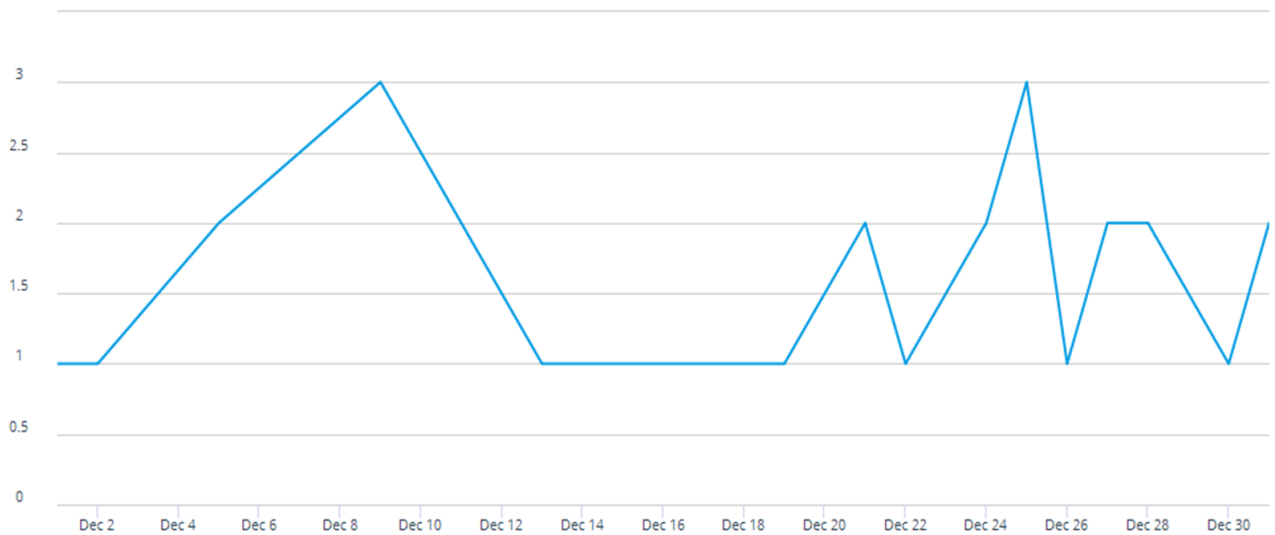
**EMS**  
Percentage of Total  
Incidents

28

**INCIDENTS**  
In Selected Time Slice

31

**DAYS**  
In Selected Time Slice





NAME: SEAN HUMPHRIES

Department: LAKE LURE POLICE DEPT

REPORT DATE:

1/4/2021

CLOSE OUT MONTH:

December 2020

PREPARED FOR:

Town Manager

I. ACCOMPLISHMENTS

1. The police department, through considerate donations from the Town Staff and the public, were able to gift some children who were less fortunate, with some great gifts at Christmastime. The Chief and Officers decorated their vehicles and wore some Christmasy costumes, visited Lake Lure Classical Academy on Friday, December 4<sup>th</sup>. Teachers helped unload the gifts and presented the officers a few small gifts in appreciation. It was a very successful toy run, exceeding any expectations.
2. Every year as a part of their qualifications, officers qualify with their firearms. This year, Chief Humphries will award the Top Gun Award to Carlos Sanchez.
3. Our ABC Officer, Corporal Collins has been busy making sure our restaurants and bars stay in compliance with the Governor's Order pertaining to COVID Restrictions.

Total Police Activities for Month: **370** (Partial Break-down below)

|   |                                     |    |                                               |
|---|-------------------------------------|----|-----------------------------------------------|
| 3 | Fights/Domestic Trouble/Disturbance | 9  | Traffic Stops                                 |
| 3 | Citations                           | 3  | Warning Citations                             |
| 2 | Verbal Warnings                     | 0  | Accidents                                     |
| 3 | Total Arrests                       | 52 | Business Checks                               |
| 1 | Lake – Patrols/Permit Checks        | 1  | Lake – Total Hours Patrolling                 |
| 0 | Motorcycle Mufflers Checked         | 14 | Residential Alarms Activated                  |
| 0 | Lake – Warnings, Citations          | 12 | Investigate Suspicious Vehicles/Persons       |
| 0 | Roadside Checkpoints                | 5  | Noise Complaints(including illegal fireworks) |

Citations – Cumulative Total of Citations: **3** (Hard Copies) (1 Citation may include 2 charges)

Charges Total: (1) DWI, (1) Driving While License Revoked, (8) Other Misdemeanor Infractions

Arrests – Cumulative Total of Arrests: **3** (1 Arrest may include several charges)

Charges Total: (1) Assault by Pointing A Gun, Communicating Threats, (1) Assault/Battery, Use of Foreign License while DWLR, DWLR not Impaired Driving, (1) DWI

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



Name: David Arrowood

Department: Public Works

**REPORT DATE:**

December 31, 2020

**PREPARED FOR:**

Town Manager

**I. ACCOMPLISHMENTS**

- 1.
- 2.
- 3.

**II. FOLLOW UP**

1. **Talked with Anna Henderson. NCDOT about crosswalk at ABC and Memorial Hwy.**
2. **Talked with Mark Thomas. NCDOT about removing old sign at Pool Creek and Memorial Hwy.**
3. **Had meeting with Jacob Grey about Fire Fly water interconnect.**

**III. OTHER**

12-1-20 We tore down one of the pumps at the pump station and removed a piece of 2x4 that was stuck in pump. Put it back online and it works good.

12-1-20 Started reading water meters today.

12-2-20 We put out ice melt on Boys Camp where was was running in Street near Boulder Run.

12-2-20 Read water meters.

12-3-20 We went out on lake and got up a dead deer.

12-3-20 We cleaned up trash and debris that we had hauled into our shop.

12-4-20 We patched asphalt with cold patch on Charlotte Drive.

12-4-20 We removed old filing cabinet for Police Dept.

12-7-20 We went and picked up material for a waterline we are going to replace on Gottlieb Getaway.

12-7-20 We installed a stop sign on Boys Camp Rd.

12-7-20 We took equipment to marina to start helping Parks and Recs with flower beds.

12-7-9-20 Worked all day with flower beds at Marina. Unloaded trees for Marina.

12-10-20 We fixed a water leak on Snug Harbor.

12-11-20 Found a water leak on Boys Camp. It was homeowners leak.

12-11-20 Checked about a sewer leak on Cutaway.

12-11-20 Cut ditch on Boys camp to stop water from crossing road.

12-14-20 We looked for water leak on Curtis Drive and didn't find a leak.

12-14-20 Met Kathy Tanner at Flowering Bridge about removing Brush and Debris.

12-15-20 We put intercoller line on Scotts truck.

12-15-20 Checked sewer line on Tryon Bay. Problem was homeowner.

12-15-20 We removed debris and delivered mulch for Flowering Bridge.

12-15-20 We put gravel on shoulder on Boys Camp Road.

12-16-20 We cleaned flow meter in CRV sewer line.

12-16-20 We checked ditches and culverts while it was raining.

12-16-20 We took a truck to shop for a recall.

12-17-20 We planted trees all day for Parks and Recs.

12-18-20 Planted trees again.

12-21-20 We started reading water meters.

12-22-20 Water Meters.

12-23-20 Off

12-24-20 Off

12-25-20 Off

12-28-20 We worked on a water leak off Washburn Road today.

12-29-20 We cleaned ditch on Harris rd and on Memorial Hwy near Antique Store and sidewalk.



**Name:** Laura Krejci

**Department:** Communications\Events\Grants

**REPORT DATE:** DECEMBER 30, 2020

**PREPARED FOR:** TOWN MANAGER

## I. ANALYTICS

### 1. Facebook Analytics

#### a. Posts:

| Published              | Post                                                                                                                                                    | Type                                                                                | Targeting                                                                           | Reach                                                                                     | Engagement                                                                                      |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 12/30/2020<br>11:14 AM |  RECYCLING CHRISTMAS TREES:<br>There will be a Christmas tree          |    |    | 429     | 4<br>16      |
| 12/29/2020<br>8:29 PM  |  FREE COVID-19 TESTING: there<br>will be FREE Drive Thru COVID-19      |    |    | 497     | 2<br>2       |
| 12/29/2020<br>7:04 PM  |  COVID-19 UPDATES FROM<br>12/29/20: There are now (13) known           |    |    | 845     | 9<br>2       |
| 12/29/2020<br>1:13 PM  |  Lake Lure's View of the Winter<br>Solstice: : In case you missed the |   |   | 741    | 25<br>14    |
| 12/28/2020<br>3:12 PM  |  LAKE DRAWDOWN SCHEDULE<br>UPDATES: The Town of Lake Lure,           |  |  | 1.3K  | 82<br>34   |
| 12/23/2020<br>10:11 AM |  Happy Holidays from the Town of<br>Lake Lure, NC! Enjoy your family |  |  | 1.7K  | 75<br>157  |
| 12/22/2020<br>6:31 PM  |  COVID-19 UPDATES AND<br>GUIDANCE FROM THE                           |  |  | 1.1K  | 87<br>20   |
| 12/22/2020<br>6:14 PM  |  COVID-19 UPDATES FROM<br>12/22/20: There are now (21) known         |  |  | 867   | 8<br>2     |
| 12/22/2020<br>6:07 PM  |  12/8/20 Town Council Meeting<br>Summary: Please click on the        |  |  | 497   | 15<br>0    |
| 12/21/2020<br>9:17 PM  |  WINTER SOLSTICE 12/21/20:<br>According to Space.com, Jupiter        |  |  | 988   | 13<br>19   |
| 12/21/2020<br>4:13 PM  |  FREE COVID-19 TESTING: 12-21-<br>20 The Last Drive Thru COVID       |  |  | 565   | 28<br>7    |
| 12/18/2020<br>6:41 PM  |  COVID-19 UPDATES FROM<br>12/18/20: There are now (15) known         |  |  | 638   | 5<br>3     |
| 12/18/2020<br>6:31 PM  |  Town of Lake Lure, NC Key<br>Infrastructure Updates: Despite the    |  |  | 898   | 55<br>8    |
| 12/18/2020<br>5:22 PM  |  FREE DRIVE THROUGH COVID-<br>19 TESTS: Optum Labs is offering       |  |  | 429   | 0<br>4     |
| 12/18/2020<br>4:49 PM  |  Celebrate Holidays Safely +<br>COVID-19 Vaccine Information:        |  |  | 512   | 31<br>9    |

## 1. Facebook Analytics

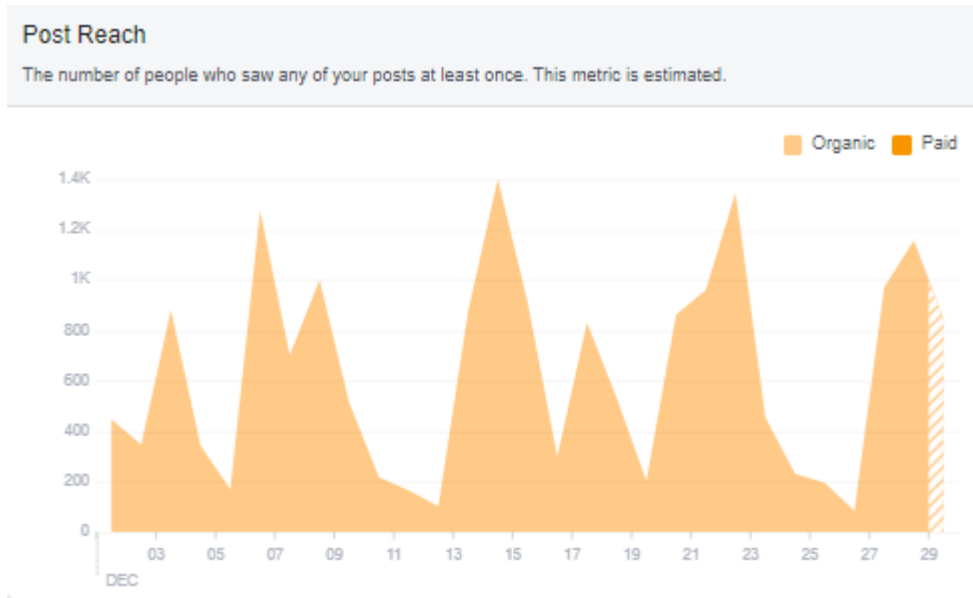
### a. Posts: Continued

| Published              | Post                                                                                                                                                      | Type                                                                                | Targeting                                                                                                                                                                      | Reach    | Engagement                                                                            |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------|
| 12/16/2020<br>6:44 PM  |  COVID-19 UPDATES FROM 12/16/20: There are now (11) known                |    |  697       | 5<br>2   |                                                                                       |
| 12/15/2020<br>6:19 PM  |  PREPARATION AND TIPS FOR WINTER WEATHER: • Please do                    |    |  1.2K      | 21<br>16 |    |
| 12/15/2020<br>5:33 PM  |  COVID-19 Drive Thru Testing on Wednesday, 12/16/20 has been             |    |  520       | 3<br>3   |                                                                                       |
| 12/15/2020<br>4:51 PM  |  A MESSAGE FROM OUR MAYOR - CAROL PRITCHETT: Happy                       |    |  1.2K      | 86<br>13 |    |
| 12/15/2020<br>3:27 PM  |  WINTER WEATHER ADVISORY: A Winter Storm Advisory has been               |    |  778       | 8<br>6   |                                                                                       |
| 12/14/2020<br>8:19 PM  |  COVID-19 UPDATES FROM 12/14/20: There are now (7) known                 |    |  931       | 9<br>8   |                                                                                       |
| 12/14/2020<br>8:40 AM  |  Alert Rutherford County: There will be a Rain Delay for Free Drive Thru |    |  634       | 5<br>4   |                                                                                       |
| 12/09/2020<br>6:31 PM  |  COVID-19 UPDATES FROM 12/9/20: There are now (8) known                  |    |  1.1K      | 74<br>39 |    |
| 12/09/2020<br>4:20 PM  |  COVID-19 UPDATES FROM 12/9/20: There are now (8) known                  |    |  855       | 7<br>5   |                                                                                       |
| 12/09/2020<br>9:06 AM  |  REMINDER 12-09-20: Drive Thru Testing Today at the Rutherford         |  |  434   | 0<br>0   |                                                                                       |
| 12/07/2020<br>7:13 PM  |  COVID-19 UPDATES FROM 12/7/20: There are now (7) known                |  |  1.5K  | 42<br>59 |  |
| 12/07/2020<br>4:14 PM  |  COVID-19 UPDATES FROM 12/7/20: There are now (7) known                |  |  776   | 12<br>5  |                                                                                       |
| 12/07/2020<br>2:28 PM  |  REMINDER: The next Lake Lure Town Council meeting is scheduled        |  |  807   | 8<br>5   |                                                                                       |
| 12/07/2020<br>11:34 AM |  FREE COVID-19 TESTING UPDATE: OPTUM Lab is available                  |  |  552   | 1<br>0   |                                                                                       |
| 12/04/2020<br>6:09 PM  |  GIVE THE GIFT OF LIFE: Bills Creek Volunteer Fire Department          |  |  178   | 1<br>1   |                                                                                       |
| 12/04/2020<br>6:09 PM  |  GIVE THE GIFT OF LIFE: Bills Creek Volunteer Fire Department          |  |  531   | 7<br>4   |                                                                                       |
| 12/04/2020<br>9:29 AM  |  COVID-19 UPDATES FROM 12/3/20: There are now (8) known                |  |  883   | 10<br>5  |                                                                                       |
| 12/01/2020<br>7:24 PM  |  COVID-19 UPDATES 12/1/20: There are now (5) known active              |  |  917   | 13<br>9  |  |
| 12/01/2020<br>4:09 PM  |  WE NEED YOU: Town of Lake Lure, NC Mayor Carol Pritchett recently     |  |  1.1K  | 24<br>22 |  |
| 12/01/2020<br>3:20 PM  |  12/01/20 COVID TESTING UPDATE: Free drive thru testing will           |  |  542   | 1<br>1   |                                                                                       |

## 1. Facebook Analytics

- a. **Followers** (People who have opted-in to “follow” our profile or page, meaning that they will receive our updates in their timeline): **We had an 12% increase this month over this same time last year with 16,621 followers as of 12/30/20**, compared to 14,846 on 12/30/19.
- e. **Likes** (When someone “likes” a page, they're showing support for the page and indicating they want to see content from the page): **We had a 9% increase this month over this same time last year with 15,988 likes as of 12/30/20**, compared to 14,602 on 12/30/19.

f. **Reach:**



## 2. Website Analytics:

- **Users:** There were 7,343 website users in December 2020, an 18% increase over December 2019.
- **New Users:** There were 7,013 new users in December 2020, a 20% increase over December 2019.
- **Sessions:** There were 8,876 sessions in December 2020, a 17% increase over December 2019.
- **Page Views:** There were 17,101 page views in December 2020, an 18% increase over December 2019.
- **Inquiries:** All web inquiries were answered timely by the Customer Service Specialist.

## 3. Events:

### a. Upcoming Events:



Town of Lake Lure and ROC Workday at  
Dittmer-Watts  
Dittmer-Watts Nature Trail Park Lake Lure NC  
Jan 12, 2021, 8:00 AM



Town of Lake Lure and ROC Workday at  
Weed Patch Mountain  
Buffalo Creek Park, Lake Lure NC  
Jan 19, 2021, 8:00 AM

### b. Past Events:

**Raptor Roundup:** Supporting the Lake Lure Classical Academy and the Police Department in obtaining gifts for students in need during the holidays. The Police Department acquired gifts on the wish list for 30 children as well as over \$3,000 in donations. The Police Department is to be commended for this outstanding effort. We are grateful to all those in the community who supported the Raptor Roundup.



### III. GRANTS

1. **FEMA High Hazard Potential Dam (HHPD) Grant Award:** The 2020 Grant application was submitted for the design work related to the reservoir drain. The total project cost is **\$185,710**. We applied for the FEMA HHPD grant to cover 65% of this project and were advised that the Town has been awarded **\$121,000**. The Town must contribute 35% (**\$64,998.50**) to support completion of this project. The FEMA HHPD grant contract was reviewed and approved by the Town attorney and signed and forwarded to NC DENR for their signature. Note that the FEMA grant process now requires expensive reporting which has been completed including:
  - Prescriptive coversheet and amendment package outlined below.
  - Quarterly Summary Report including the following:
    - ✓ Scoping Narrative with key staff/contractors/sub-recipients
    - ✓ Objectives to be achieved
    - ✓ Alignment with performance measures
    - ✓ Milestones to be accomplished during period of performance);
  - Workplan Table with Milestone Schedule over 12 quarters (PoP);
  - Budget;
  - Conflict of Interest document

**Update 12/30/20:** All of these documents were forwarded to the Department of Environmental Quality (DEQ) Dam Safety Office (DSO) for review/approval and were then forwarded to the national FEMA office for their approval.

- Once FEMA approves our amendment package, we will receive a formal letter confirming the amount of the grant.
- We have received an email advising us that we have been awarded \$121,000.
- I have checked with the DSO every week since our award was announced to confirm if we may proceed in signing the work order for the design of the reservoir drain.
- As of 12/16/20, George Eller advised that we should await the official letter to sign the work order. The letter may not come until January, given the holidays.

2. **Pursued two additional 2021 FEMA grant opportunities to cover the cost of the following projects. For further details, please see my memo dated 12/16/20.**
  - a. Construction for the reservoir drain/sewer access valve – Estimated at (\$2,000,000) plus the engineering oversight for the bidding process and construction phases (\$319,343.60) for a total of (\$2,319,344).
  - b. A package of requests that includes a spillway assessment (\$98,200), automated Tainter gates (\$120,000), and 10 spring gages (\$100,000). These projects are aimed at lowering the flood plain for a total cost of (\$318,200).

There are two specific FEMA grant opportunities which we thought might be a good match for support of these projects

- 1) **FEMA FY 2020 Building Resilient Infrastructure and Communities (BRIC) Grant:**
- 2) **FEMA FY20 Hazard Mitigation Grant Program (HMGP)**

These FEMA grants opened up 10/1/20 and the deadline for applications is 1/31/21.

- I registered in FEMA.GO, SAM.GOV, and EM.GRANTS in September. These are requirements for submitting an application. I am now registered in all these programs. Sam Karr is also registered in FEMA.GO and SAM.GOV and we have kept in touch regarding all actions related to these grants.
- A team met in September (Jonathan Pittman (Schnabel), Reese Walsh (LaBella), Shannon Baldwin, Dustin Waycaster, Dean Linsey, and myself) to determine which grant was the best fit for each project.

### III. GRANTS

#### **Continued:**

- On 12/15/20 Kaine Riggan, NC Emergency Management, Grants Development Specialist advised that he had discussed the reservoir drain project with his team and although this grant is a good fit for the project the design has to be completed and approved by the DSO before a grant application can be submitted. The timing is off a year for the BRIC grant.
- Chris Crew, NC Emergency Management, Mitigation Plans Manager called me 12/16/20 and discussed this same information. I gave him an overview of all the Lake Lure projects. Including the spillway assessment, automated Tainter gates, and 10 spring gages.
- Chris Crew's guidance was that these might be viable projects but we needed to have an engineering cost/benefit analysis for any of these grant projects that includes the reduction in risk (lives, property, etc.) vs the value of the enhancement (grant funding).
- Advised Chris that FEMA had already made a significant investment in Lake Lure with the 2019 HHPD grant funding of the alternatives analysis for the Dam rehabilitation as well as the design cost for the reservoir project.
  - ✓ Reiterated that we were working closely with the DSO and that George Eller saw this project as a priority.
  - ✓ Explained that we had a sewer system renovation project that was integrated with the dam renovation project and that all of the phases were interdependent upon each other.
  - ✓ Explained that we were a Town of 1,200 people and needed support from these FEMA grants to help us move forward.
- Asked Chris Crew if it would be possible to hold a meeting with all those listed in this memo and our team to discuss the issues at hand and to determine the best grants to support the priorities. Chris agreed and said he would support such a meeting. He mentioned that Steve McGugan would be the best person to set this up and that he would be emailing me this week.
- I then called George Eller, NC Dam Safety Office, to explain a synopsis of these discussions. He was very supportive and offered to help set up the meeting with national FEMA representatives.
- **Important Findings:**
  - ✓ Regarding the spillway/Tainter gates/stream gage project, we need to complete the spillway assessment before we apply for a grant for the Tainter gates according to the DSO.
  - ✓ A determination must be made if the Town going to build a new dam or renovate the old one before we apply for FEMA grants as the Town must agree to any funding provided consider investing in a spillway assessment and adding Tainter Gates?
  - ✓ Note, that one of the assurances in the FEMA grants are to maintain the improvements for a period of 50 years following completion of rehabilitation;

3. **Facebook Grant:** Worked with the Police Chief and the Fire Chief to submit a grant application for additional radios for the Police Department and the Fire Department. We hope to utilize the power of technology offered by the APX 4000 radio to better serve the community. These upgraded radios will allow first responders to connect with their colleagues, enhancing response time and safety. The cost of the radios is \$31,670.50. Grant recipients will be announced in the spring 2021.
4. **Asset Inventory and Assessment Grant Program:** The purpose of this grant is to support developing asset inventories, condition assessment of critical assets, and other components of a comprehensive asset management programs. LaBella Associates will take the lead in applying for this grant in 2021.
5. **Grants Database:** We continue to update the Grants Database as new information becomes available.

## IV. COMMUNICATIONS

1. **Website Transition:** Began working with the new webmaster on the transition plan to the new website. Held a meeting to confirm selected applications and costs. Shared all branding resources and the Arnett-Muldrow report with branding recommendations with the team. Will work with various departments to determine the pertinent information that must be utilized as we build the new site. This will require a page by page review of all online information, as well as an assessment of all online documents that must be maintained.
2. **Everbridge:** Increased Everbridge registrants by 9 people this month with 1,830 total registrants (784 new registrants + 1055 Nixel) as of 12/30/20. **We sent out the following notifications this month:**

**Winter Weather Advisory**

A Winter Storm Advisory has been issued from midnight 12/15/20 through 6PM 12/16/20 for Western NC, including Rutherford County. Please prepare for the possibility of icy roads and power outages. Be careful if traveling and call 9-1-1 for emergencies.

3. **Sewer System (SS) Renovation Replacement and Renovation Project:** Worked with the UAB, contractors and key staff to develop a strategic communication plan including an introductory letter, detailed overview and update, property owner survey, and Cove Captain meeting outline with the SS team. We are now in the process of creating a list of frequently asked questions and answers to be utilized as needed as we proceed with Phase 1 of the project. A key part of this involves an analysis of the related policies.
  - a) **Mailer/Letter:** On hold awaiting completion of the policy analysis
  - b) **Frequently Asked Questions:** On hold awaiting completion of the policy analysis
  - c) **Community Outreach Schedule Updates/Adjustments:** On hold awaiting completion of the policy analysis
  - d) **Grant Submittals/Results relative to Reservoir Drain / Sewer Access Valve (Design & Construction)**
- e) **Mayoral/Town Manager Support:** Provided assistance as needed with Town communications including the Mountain Breeze article, media relations, departmental updates, COVID-19 updates to the public.

Coordinated mailing from the Mayor to all Residential Vacation Rental Owners/Managers, Business Owners, and Churches.
- f) **Annual Report:** Working with Department Heads to summarize major accomplishments from 2020.
- g) **Lake Drawdown Videos:** Working with the Mayor, Town Manager, and engineering team to capture short videos of the projects completed during the Lake Drawdown next month.
- h) **Email Updates:** An email update with the month's headlines will be shared this week with the Town's email database ON 1/4/21.

Happy New year from the Town of Lake Lure,

We hope this note finds you and your family well! We want to be sure you are up-to-date on all the **Town News** on our **Lake Lure Website**.

If you have not had an opportunity to follow these updates online as they are posted, or on our **Town of Lake Lure Facebook Page**, you may want to take a moment to review some of the past month's headlines, resources, and information to be sure you have not missed anything that might be important to you. Simply click on **Town News** or review specific headlines of interest below.

|                                                                            |                                                                         |                                                                |                                                                |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------|
| <b><u>Message from the Mayor</u></b>                                       | <b><u>Lake Drawdown Schedule and Planned Projects</u></b>               | <b><u>December 8, 2020 Town Council Summary</u></b>            | <b><u>Infrastructure Updates</u></b>                           |
| <b><u>County COVID-19 Updates</u></b><br><b><u>County Alert System</u></b> | <b><u>NC COVID-19 Strategy</u></b><br><b><u>NC Holiday Guidance</u></b> | <b><u>Executive Order 180</u></b><br><b><u>FAQs-EO 180</u></b> | <b><u>Executive Order 181</u></b><br><b><u>FAQs-EO 181</u></b> |
| <b><u>Winter Weather Alerts</u></b>                                        | <b><u>Preparation and Tips for Winter Weather</u></b>                   | <b><u>2020 Winter Solstice</u></b>                             | <b><u>Christmas Tree Recycling</u></b>                         |
| <b><u>Register for Everbridge Lake Lure's Mass Notification System</u></b> | <b><u>Lure Rock Comic Strip</u></b>                                     | <b><u>Recycling in Lake Lure</u></b>                           | <b><u>2020-2021 Dredging Plan</u></b>                          |

If you have any questions or recommendations, please contact me at 828-625-9983 X 103.

Have a happy New Year in lovely Lake Lure!

Laura

**Laura Krejci, MSW**

*Communication Specialist*

**Office:** 828-625-9983, ext.103

**Cell:** 803-318-7805

**Email:** [Communications@townoflakelure.com](mailto:Communications@townoflakelure.com)

**Website:** [www.townoflakelure.com](http://www.townoflakelure.com)

**Facebook:** [www.facebook.com/townoflakelure](http://www.facebook.com/townoflakelure)



V  
2019-2020 AUDIT  
PRESENTATION

Martin-Starnes & Associates  
CPA, LLC

MARTIN • STARNES  

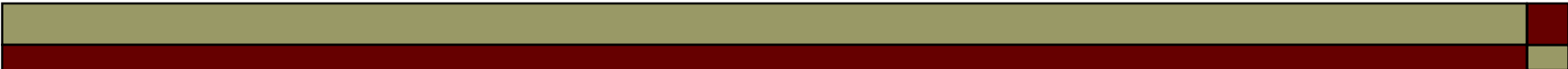
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 & ASSOCIATES, CPAs, P.A.

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# **Town of Lake Lure**

2020 Audited Financial Statements



# Audit Highlights

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- Unmodified opinion
- Cooperative Staff

# Fund Balance

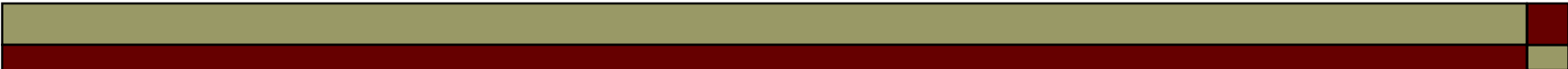
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- Serves as a measure of the Town's financial resources available.
  - $(\text{Assets} + \text{Def. Outflows}) - (\text{Liabilities} + \text{Def. Inflows}) = \text{Fund Balance/Net Position}$

## 5 Classifications:

- **Non spendable** - not in cash form (inventory)
- **Restricted** - external restrictions (laws, grantors)
- **Committed** - internal constraints at the highest (Council) level-do not expire, requires Council action to undo
- **Assigned** - internal constraints, lower level than committed
- **Unassigned** - no external or internal constraints





# Fund Balance

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Available fund balance as defined by the Local Government Commission (LGC) is calculated as follows:

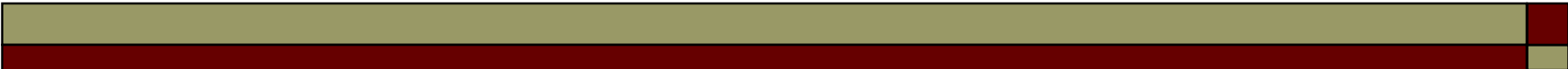
Total Fund Balance

Less: Non spendable (not in cash form, not available)

Less: Stabilization by State Statute (by state law, not available)

Available Fund Balance

This is the calculation utilized as the basis for comparing the Town to other units and calculating the fund balance percentages.



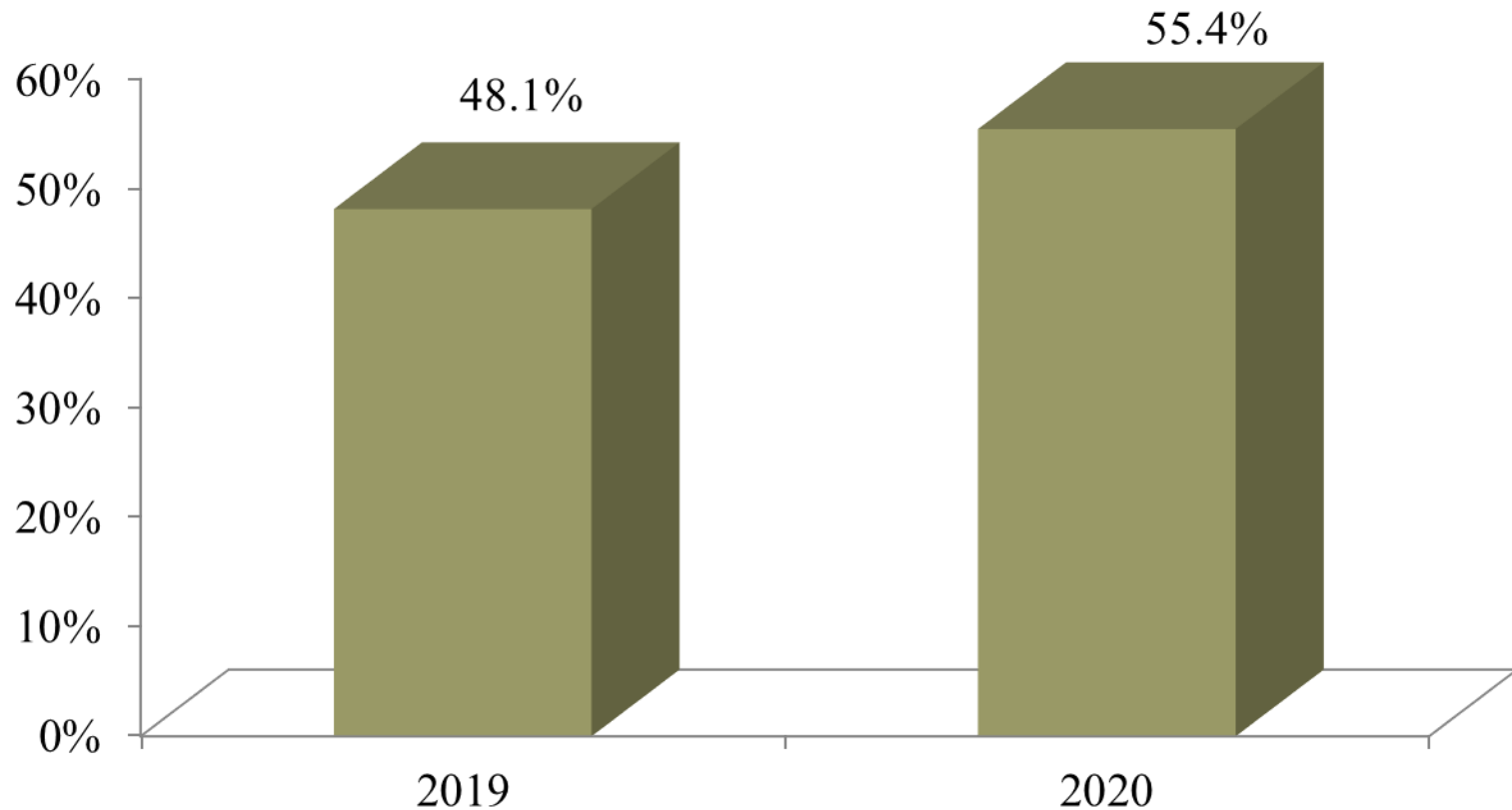
# Fund Balance Position General Fund

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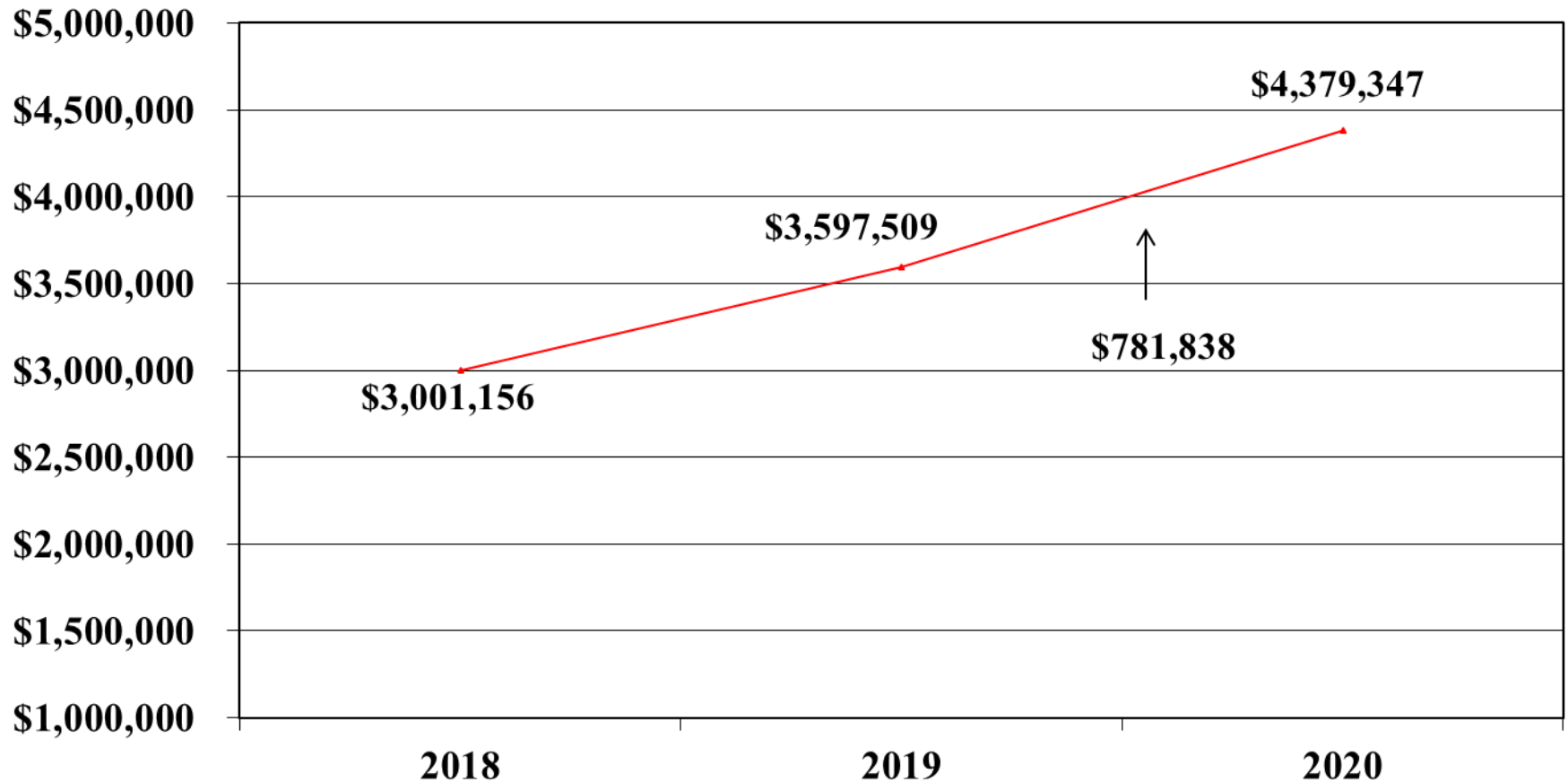
|                                |                            |
|--------------------------------|----------------------------|
| Total Fund Balance - 2020      | \$ 4,379,347               |
| Inventories                    | (780)                      |
| Stabilization by State Statute | <u>(1,152,121)</u>         |
| Available Fund Balance         | <u><u>\$ 3,226,446</u></u> |
|                                |                            |
| Available Fund Balance - 2019  | \$ 2,470,189               |
| Increase in available FB       | \$ 756,257                 |

# Available Fund Balance as a % of Expenditures - General Fund

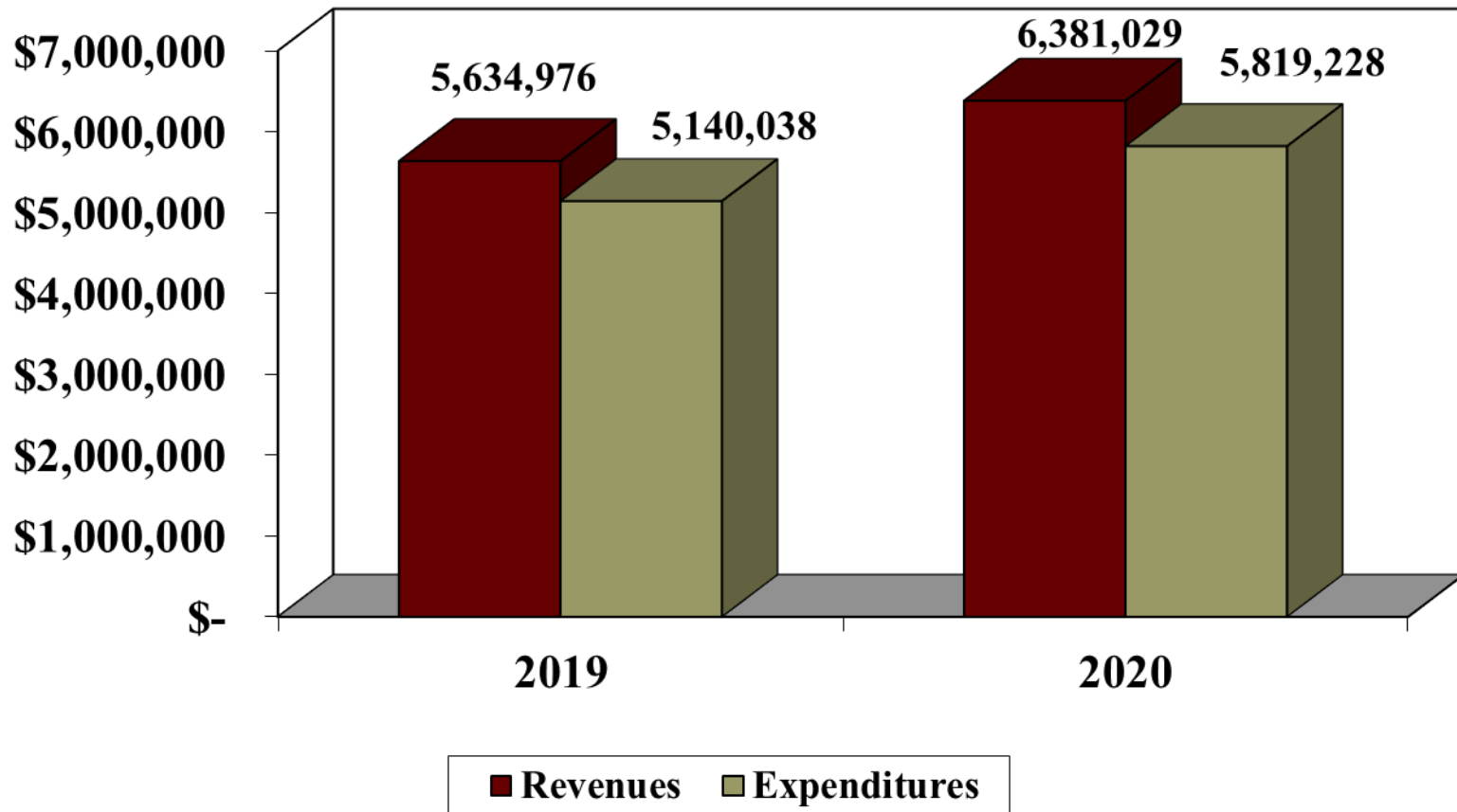
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# Total Fund Balance General Fund

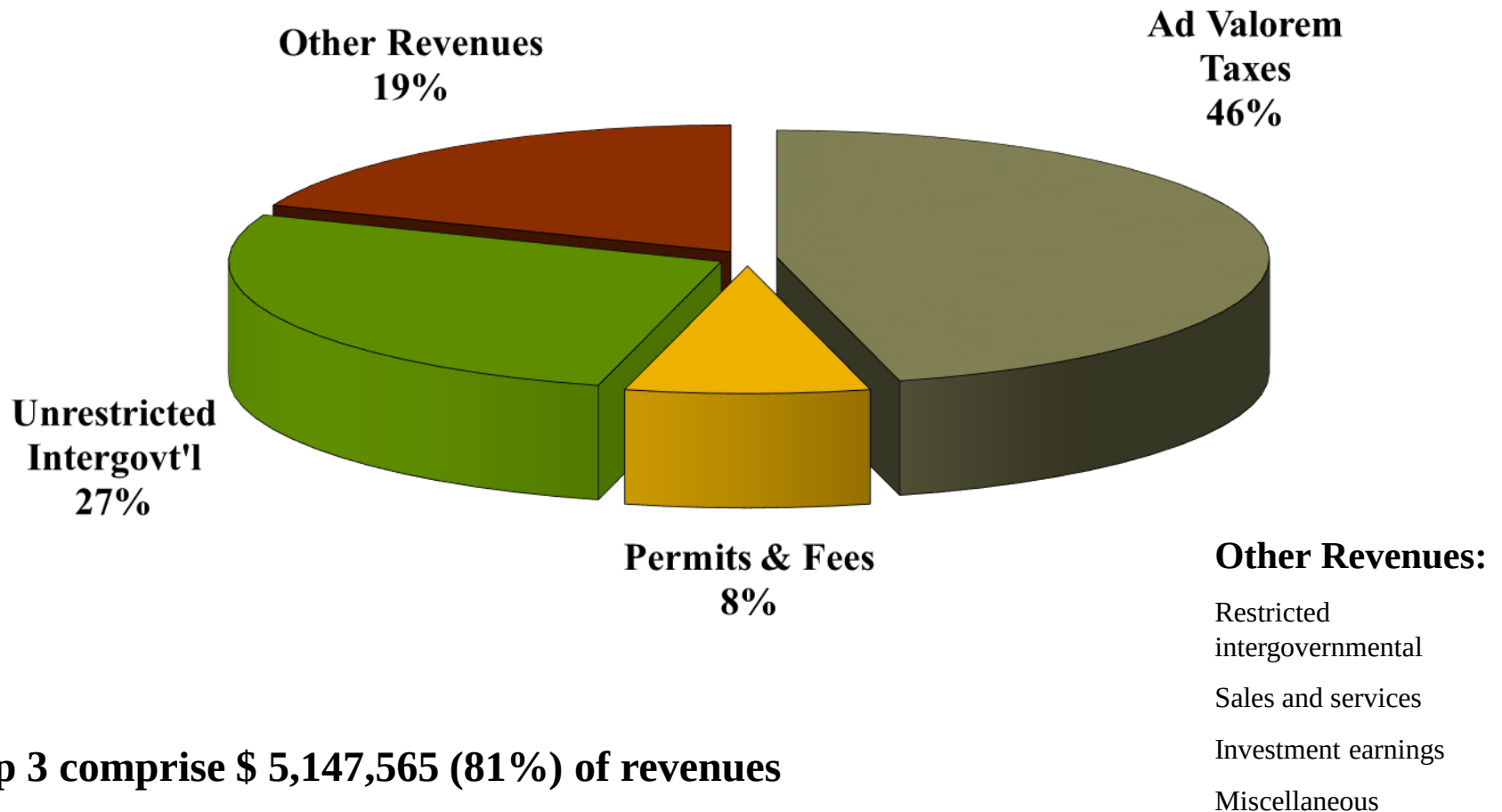


# General Fund Summary



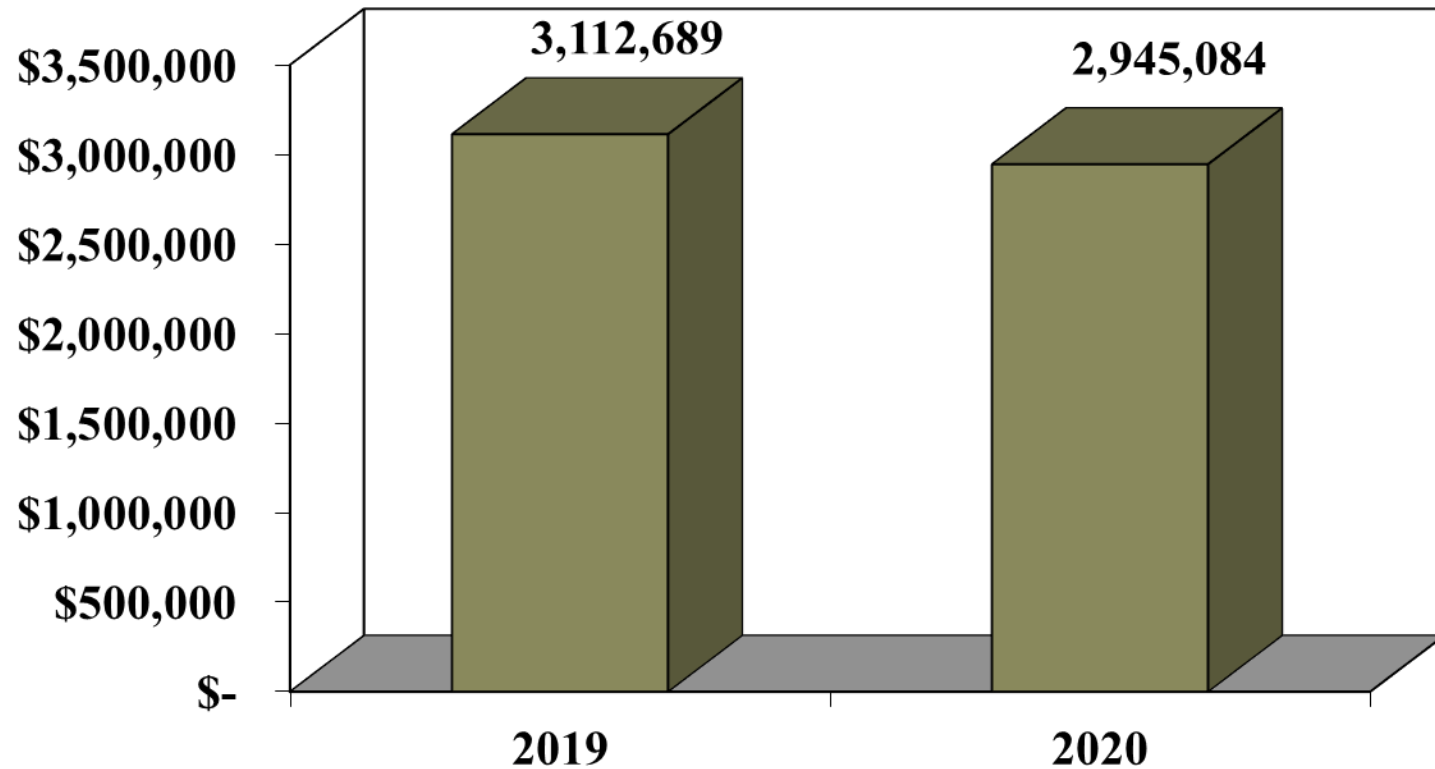
# Top 3 Revenues: General Fund

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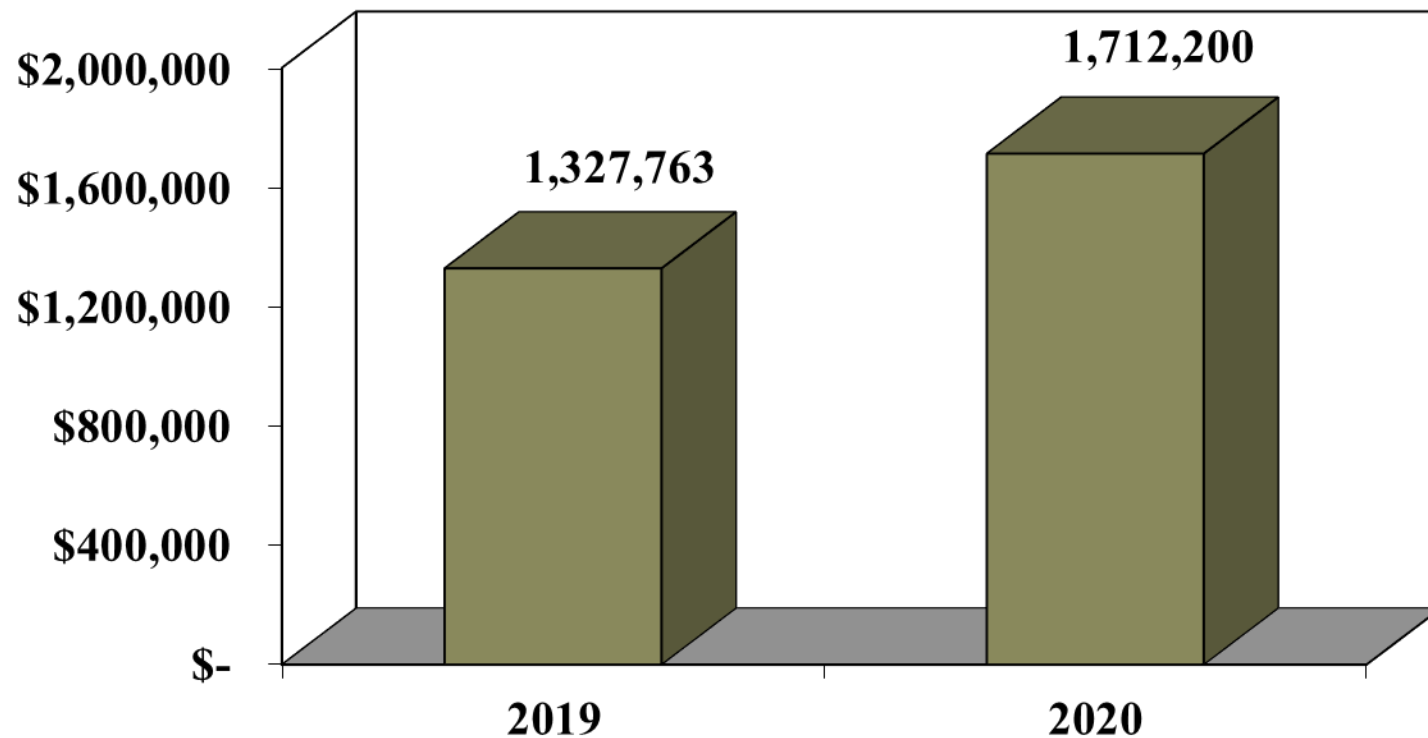
# Ad Valorem Taxes

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# Unrestricted Intergovernmental Revenues

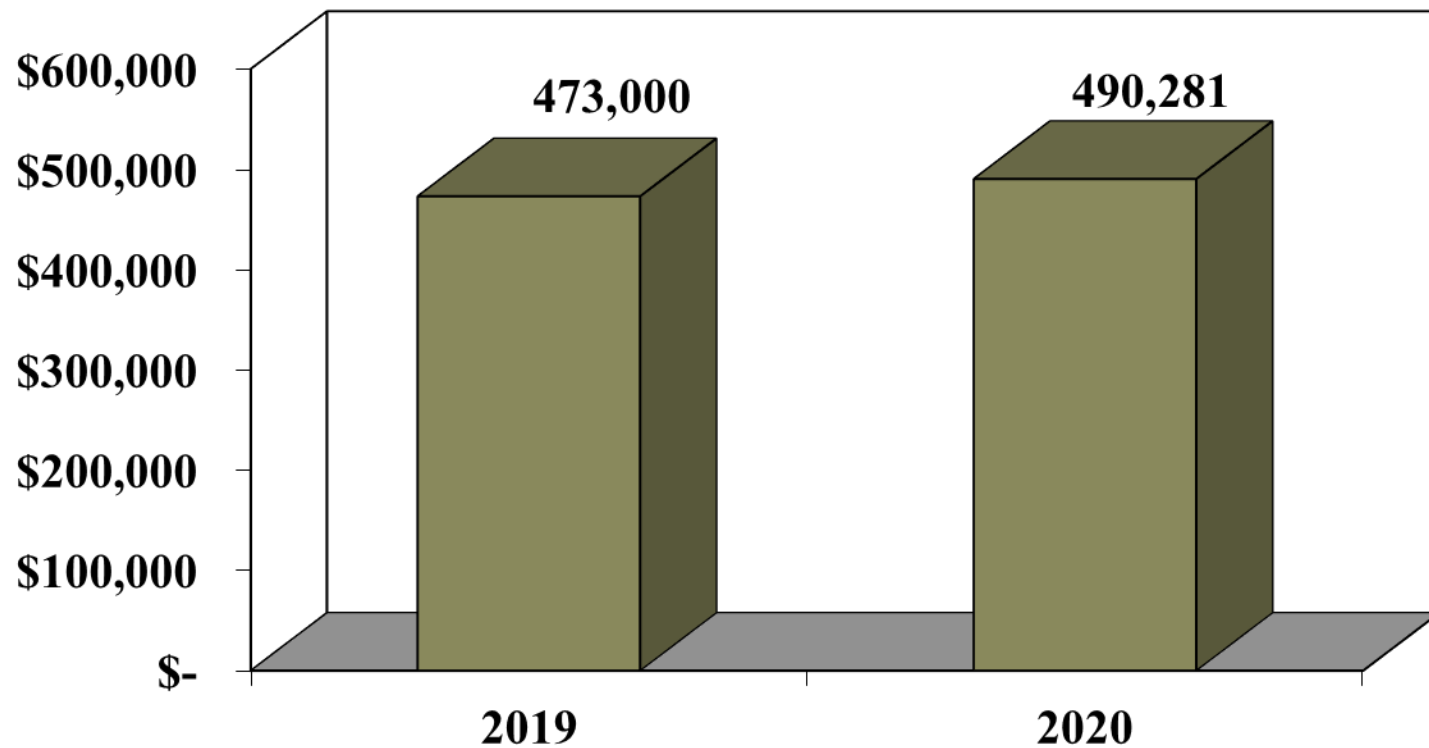
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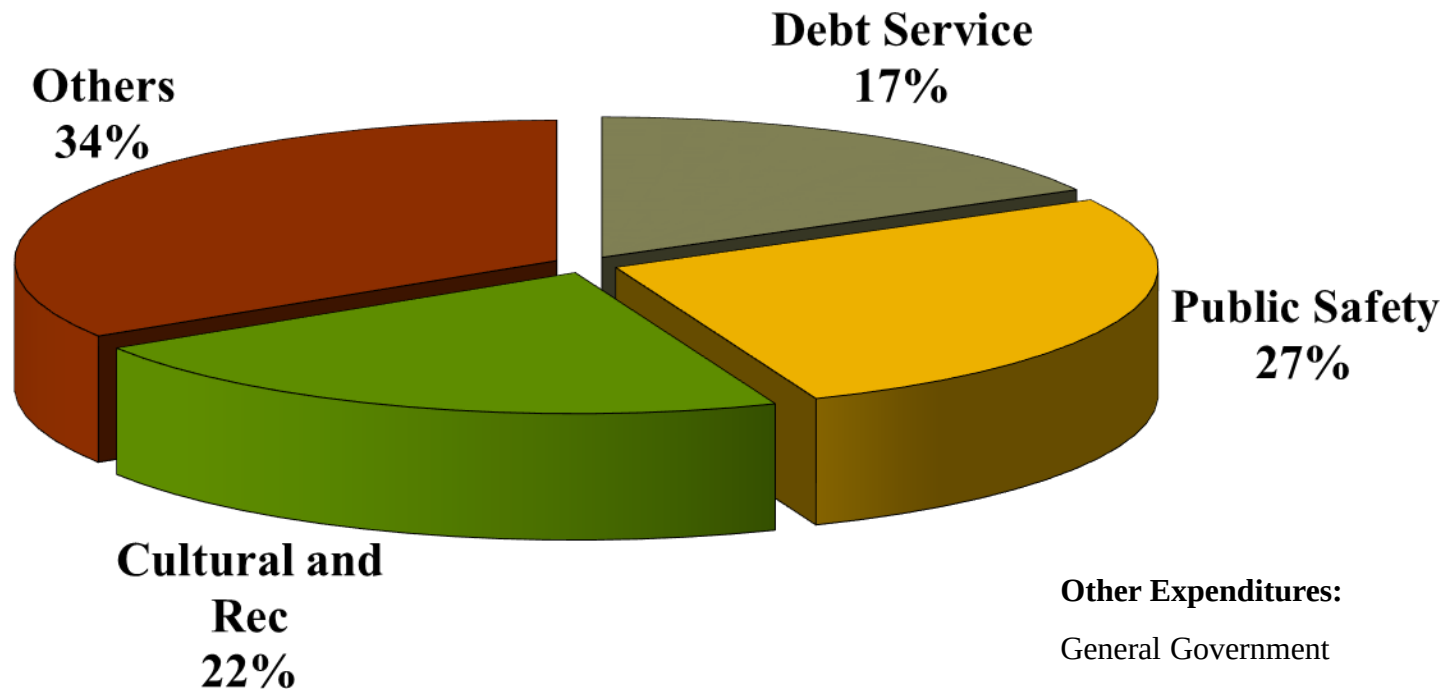
# Permits & Fees

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# Top 3 Expenditures: General Fund

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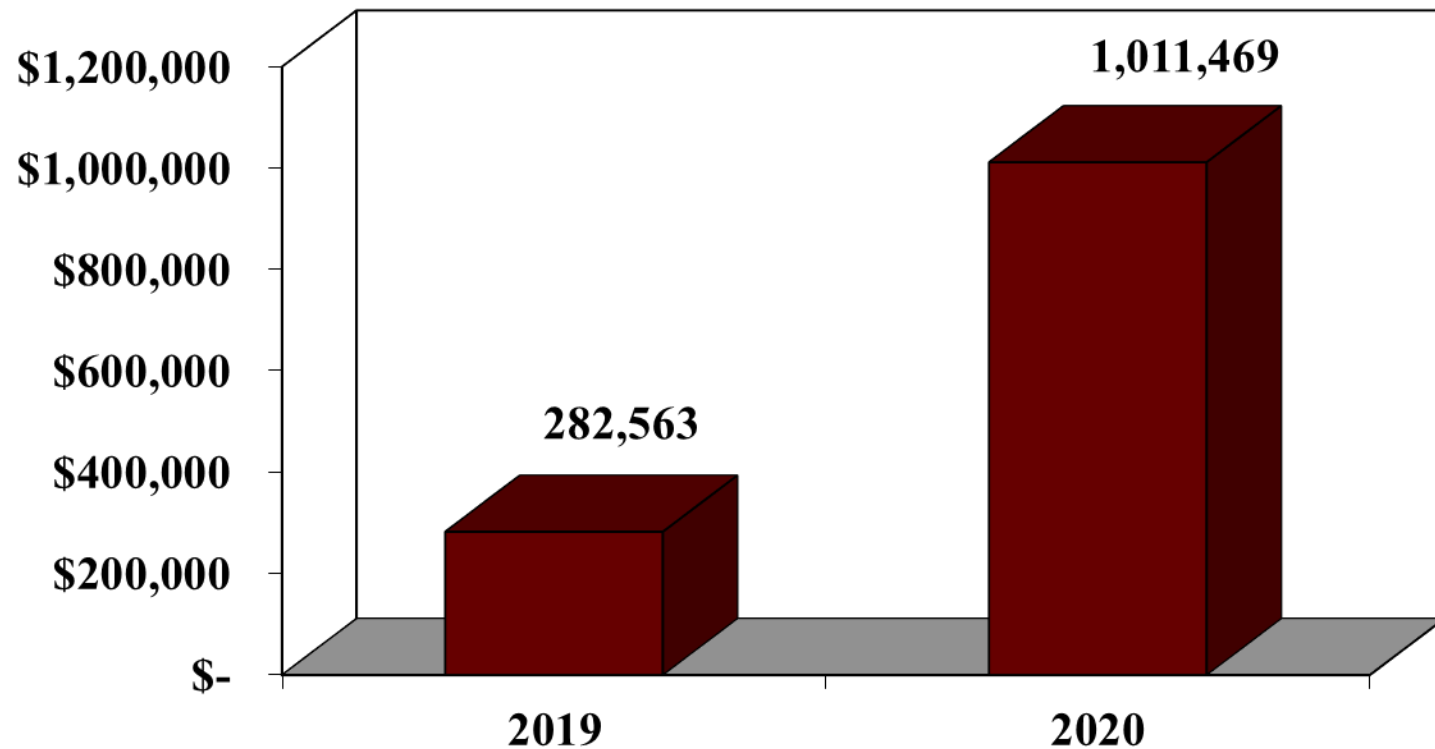
**Top 3 comprise \$ 3,824,897 (66%) of expenditures**

#### **Other Expenditures:**

- General Government
- Transportation
- Environmental Protection
- Unemployment and insurance
- Special projects

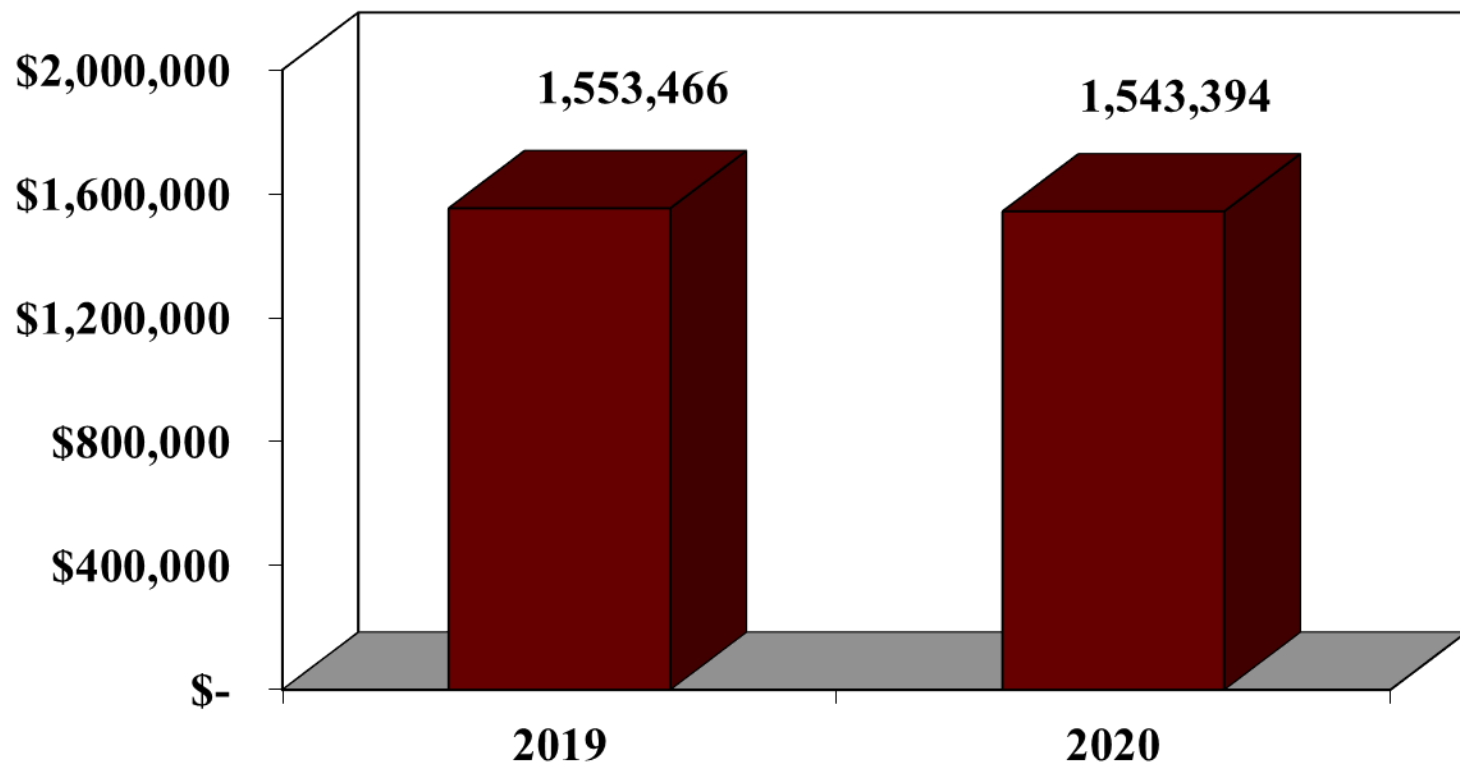
# Debt Service Expenditures

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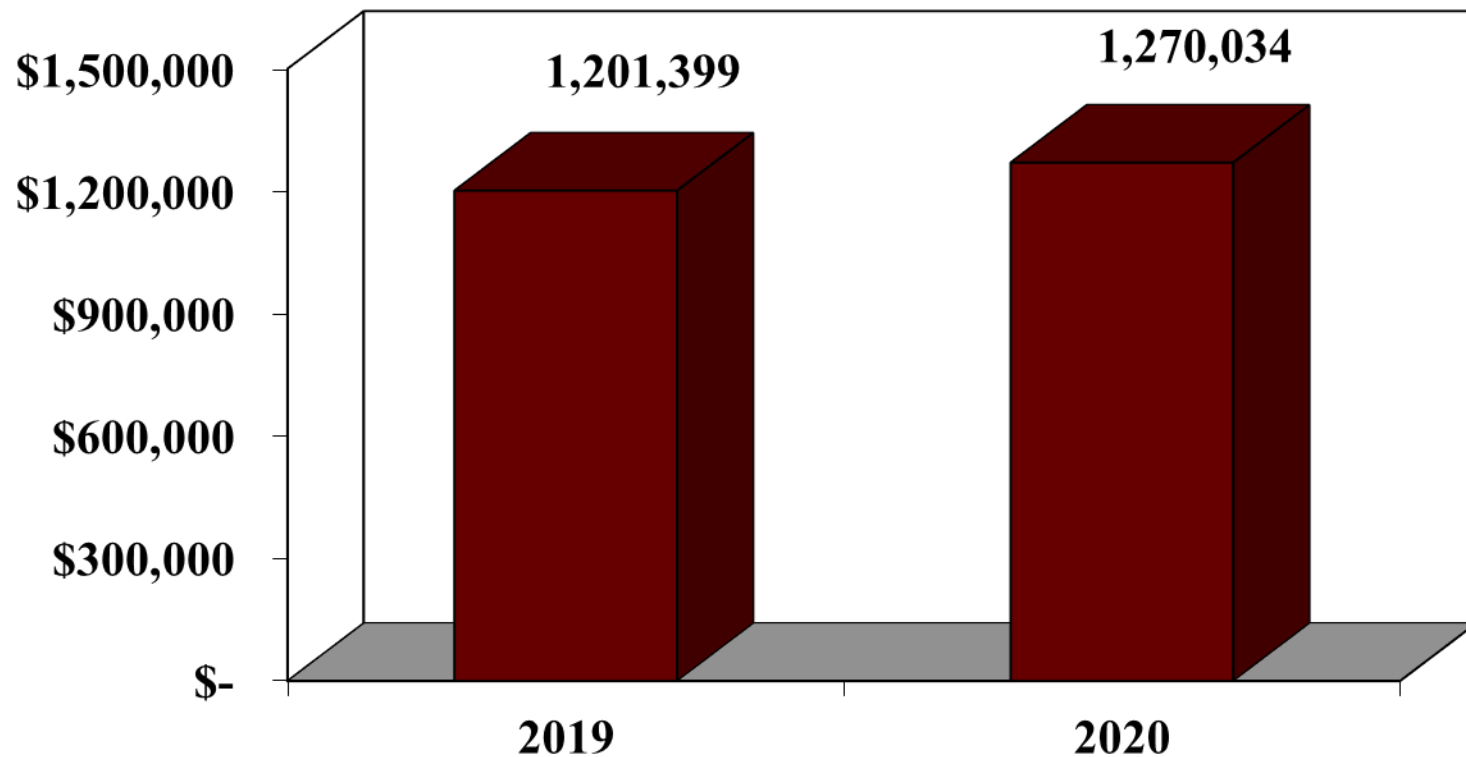
# Public Safety Expenditures

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# Cultural & Rec Expenditures

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# Electric Fund

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## Required Debt Service

\$ -

## Charges For Services

\$ 344,690

## Unrestricted Net Position

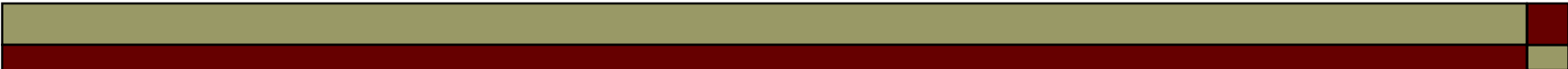
\$ (472,526)

## Comparison to June 30, 2019

\$ -

\$ 1,092,371

\$ 337,088



# Water & Sewer Fund

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**Required  
Debt Service**

\$ 128,972

**Charges  
For Services**

\$ 1,194,474

**Unrestricted  
Net Position**

\$ 223,997

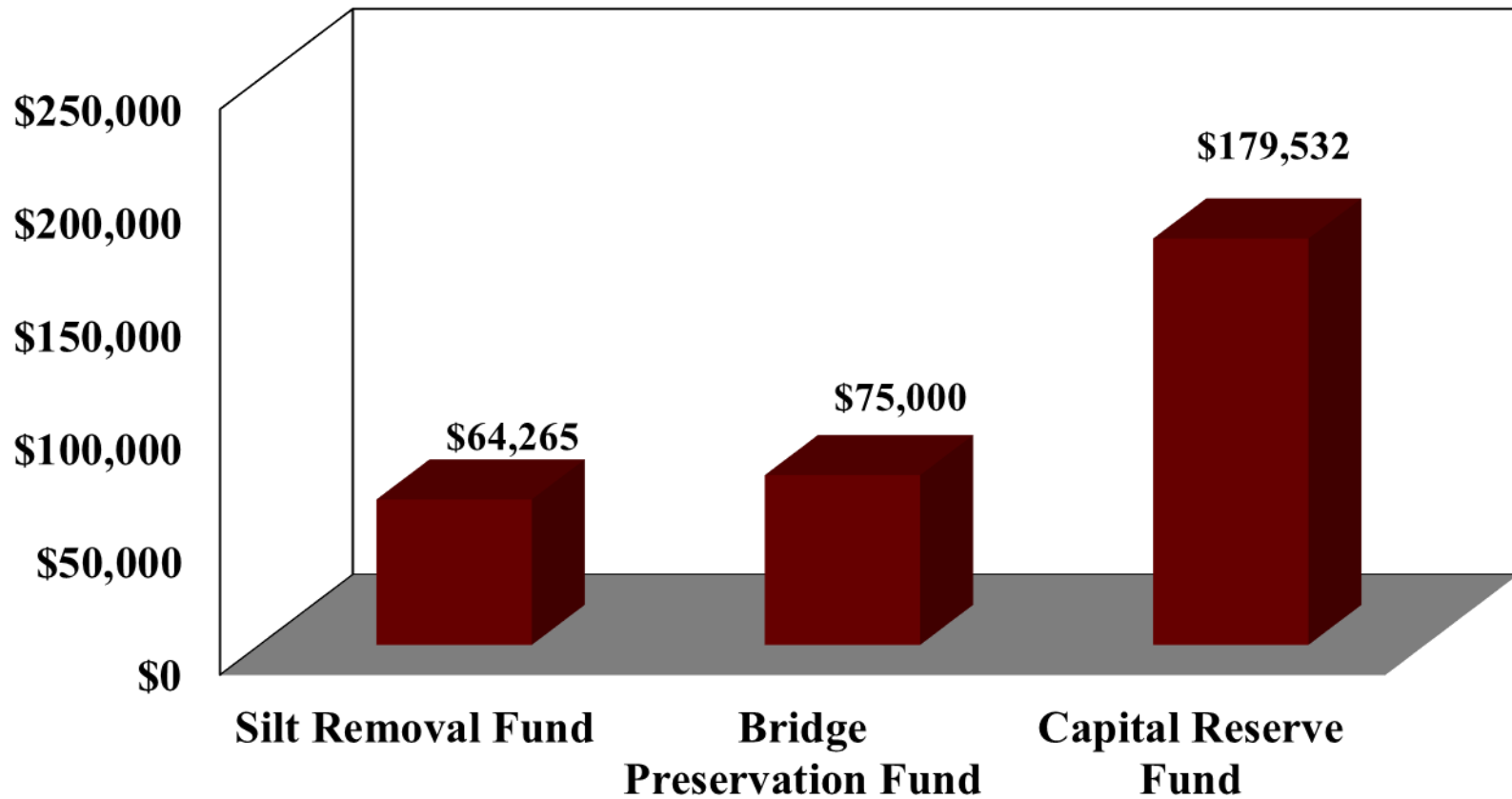
**Comparison to June 30, 2019**

\$ 130,257

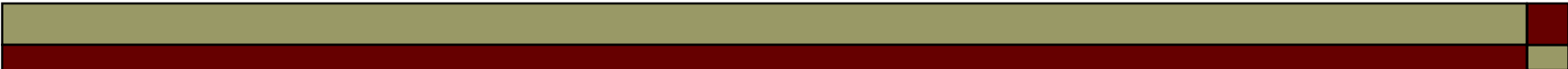
\$ 1,229,765

\$ 71,234

# Reserve Funds



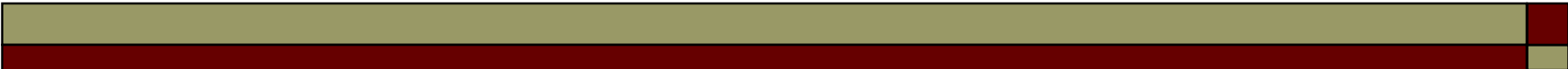




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# Discussion & Questions

MARTIN • STARNES  
—  
& ASSOCIATES, CPAs, P.A.



# Town of Lake Lure

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MARTIN • STARNES  

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& ASSOCIATES, CPAs, P.A.

# VIII

## CONSENT AGENDA

- Adoption of the December 8, 2020 Regular Meeting Minutes and the December 16, 2020 Special Town Council Budget Planning Session Workshop Minutes
  - Review and Approval of the Organization Chart
- Approval of Budget Amendment #295 – COVID-19 Grant
- Approval of Budget Amendment #296 – Police Vehicle
  - Amend the 2021 Meeting Schedule



**MINUTES OF THE REGULAR MEETING OF THE LAKE LURE TOWN COUNCIL  
HELD TUESDAY, DECEMBER 8, 2020, 5:00 P.M. HELD ELECTRONICALLY VIA  
ZOOM**

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

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

**ABSENT:** N/A

**I. CALL TO ORDER**

Mayor Carol C. Pritchett called the meeting to order at 5:00 p.m.

**II. APPROVE THE AGENDA**

Commissioner John Kilby made a motion to approve the Agenda, as presented. Commissioner Patrick Bryant seconded and the motion carried 4-0.

**III. MAYOR'S COMMUNICATIONS**

There were no communications to present.

**IV. TOWN MANAGER COMMUNICATIONS**

Town Manager Shannon Baldwin provided a quick update on the following: the booster pump is now in place, street paving which was scheduled for 2020 has been completed, the Special Order by Consent (SOC) has been submitted to the State and refined but work is still ongoing with the Engineering Report/Environmental Information Document (ER/EID), the Community Development Department is down one full-time employee; however, interviews are underway. The Police Department, in conjunction with the Lake Lure Classical Academy, held a toy drive which brought in a lot of positive feedback. Finance Director Sam Karr reviewed the contract with Chimney Rock Village and found that the utility rates have been the same for a

## **Page 2- Minutes of the December 8, 2020 Regular Council Meeting**

number of years and he is therefore recommending revisiting those fees closer to the date the Contract expires. Communications Specialist Laura Krejci is awaiting the award letter or signed contract from FEMA for the design of the reservoir drain, and is also working on a grant for the construction portion of the sewer system project. He reported that Parks, Recreation, and Trails Coordinator Dana Bradley is pursuing her Basic Law Enforcement Training (BLET) certification and is at the top of her class physically and academically. She's making progress and continuing to grow and learn and will eventually take over Dean Givens' position as the Parks, Recreation, and Lake Director when he retires. Lastly, Mr. Baldwin reported that a budget workshop will be held on December 16<sup>th</sup> to get a jumpstart on the upcoming budget process.

### **V. COUNCIL LIAISON REPORTS & COMMENTS**

Commissioner DiOrio reported the activities of the Utilities Advisory Board (UAB).

Commissioner John Kilby reported the activities of the ABC Board and the Lake Advisory Board (LAB).

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

Commissioner Patrick Bryant reported the activities of the Parks and Recreation Board (PRB), the Board of Adjustment and the Lake Structure Appeals Board.

### **VI. PUBLIC FORUM**

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

### **VII. 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 presented. Commissioner Patrick Bryant seconded. Therefore, the Consent Agenda incorporating the following items was unanimously approved and adopted:

- A. Adopt the November 10, 2020 Regular Meeting Minutes
- B. Approval of BA# 292 – Balance for Insurance Risk Assessment
- C. Approval of BA# 293 – Insurance Premiums Increase

**Page 3- Minutes of the December 8, 2020 Regular Council Meeting**

D. Approval of BA# 294 – Dodge Rescue Truck

**VIII. UNFINISHED BUSINESS:**

There was no unfinished business items to discuss.

**IX. NEW BUSINESS:**

**A. JULY 4<sup>TH</sup> FIREWORKS REQUEST FROM RUBLING BALD RESORT**

Town Manager Shannon Baldwin reported on a request from Rumbling Bald Resort to host their annual July 4<sup>th</sup> fireworks on July 4, 2021. The Town plans to have their July 4<sup>th</sup> fireworks event on July 4<sup>th</sup> and Rumbling Bald Resort is requesting that Council approve their event on this date as well. He noted that the Fire and Police Departments would be covering both sides of town and they have both requested to wait on a recommendation until closer to the date of the event.

**IX. NEW BUSINESS:**

**B. PUBLIC WORKS FACILITY FENCE REPLACEMENT**

Town Manager Shannon Baldwin relayed that Public Works Director David Arrowood has performed an inspection of the Public Works facility fence and has expressed the need for the fence to be replaced or repaired. Two proposals for replacement of the fence were received and three types of fencing are being considered: a like-wood fence, a chain link galvanized fence with black mesh connected to the outside, and a black polymer chain link fence with extra mesh slats to serve as screens. Mr. Arrowood noted that the fence serves as security as well as provides aesthetics to the Public Works yard. He stated the estimate for the wood fence is around \$80,000, the chain link fence is around \$40,000 and he has not received a cost estimate for the third option. He noted that money for the fence was not budgeted this fiscal year and a budget amendment would be needed.

Commissioner Kilby asked when the Public Works facility would be changing locations. Mr. Baldwin stated that no timeline has been established at this point. He pointed out that a chain link fence is half the cost of a wooden fence and has the capability of being moved. A wooden fence could not be reused. Commissioner Bryant asked if the fence screens could come in colors other than black mentioning that a green screen would fit in more with the landscaping during the spring and summer months. Mr. Baldwin stated that green is probably also an option and that it would be looked into. He noted that the area where the Public Works Facility is located needs to be surveyed to make sure not to cross property lines and Council agreed. He stated that he would come back at a later time with a budget amendment for the fence.

**IX. NEW BUSINESS:**

**C. 2021 CALENDAR OF EVENTS**

Town Manager Shannon Baldwin presented the 2021 Calendar of Events explaining that the Calendar will be used as a guide. He pointed out that Ms. Krejci would only be involved in four events: the Ring in Spring Event with the Flowering Bridge and Lake Lure Classical Academy, the Memorial Day Service, the Veterans Day Program in partnership with Rumbling Bald Resort, and the Lighting Up Lake Lure Event. He asked that Council adopt these four events as well as the Calendar of Events.

Commissioner Patrick Bryant made a motion to adopt the 2021 Calendar of Events and the four events presented. Commissioner John Moore seconded and the motion carried 4-0.

**IX. NEW BUSINESS:**

**D. BOARD MEMBER APPOINTMENTS**

The following members were appointed to various town boards:

- Commissioner Kilby made a motion to reappoint Peter O’Leary as a regular member on the ABC Board. Commissioner Moore seconded and the motion carried 4-0. Peter O’Leary was reappointed to the ABC Board with a term expiring December 31, 2023.
- Commissioner Bryant expressed his appreciation to Martyn Watts and Dale Minick who both recently resigned their positions on the PRB. Commissioner Bryant made a motion to reappoint Ed Dittmer and Larry Czajkoski to serve on the Parks and Recreation Board with terms expiring December 31, 2023, to appoint Dan Bragdon as a regular member to fill an unexpired term expiring on December 31, 2021, Robin Worcester as a regular member to fill an unexpired term expiring on December 31, 2021, and Mark Hoek as an Alternate member to fill an unexpired term expiring on December 31, 2021. Commissioner DiOrio seconded and the motion carried 4-0.
- Commissioner Kilby made a motion to reappoint Sonya Ledford and David Lusk to serve on the LAB with terms expiring December 31, 2023 and Bill Bay as a regular member to fill an unexpired term expiring on December 31, 2022. Commissioner Moore seconded and the motion carried 4-0.
- Commissioner Bryant made a motion to reappoint Neil Gurney, Al Joyner and Melvin Owensby as regular members of the Board of Adjustment/Lake Structure Appeals Board with terms expiring on December 31, 2023, to move Greg Gardner

**Page 5- Minutes of the December 8, 2020 Regular Council Meeting**

from an Alternate Member and be appointed as a Regular Member to fill Bill Bay's an unexpired term expiring on December 31, 2021, and to appoint Julia "Betty" Ross as an Alternate Member to fill Greg Gardner's unexpired term expiring on December 31, 2022. Commissioner DiOrio seconded and the motion carried 4-0.

- Commissioner DiOrio made a motion to reappoint John Chapman to the UAB with a term expiring on December 31, 2023, and to appoint Richard Sayles with a term expiring on December 31, 2023. Commissioner Moore seconded and the motion carried 4-0.

|                          |
|--------------------------|
| <b>X. CLOSED SESSION</b> |
|--------------------------|

Commissioner David DiOrio made a motion to enter into Closed Session in accordance with G.S. 143-318.11(a)(6) for the purpose of discussing personnel matters. Commissioner Patrick Bryant seconded and the motion carried 4-0. Council invited Mitchell Anderson to host Zoom.

While in Closed Session, Council discussed the Town Manager's performance evaluation.

Commissioner David DiOrio made a motion to leave Closed Session and return to open session. Commissioner John Kilby seconded and the motion carried 4-0.

|                            |
|----------------------------|
| <b>ADJOURN THE MEETING</b> |
|----------------------------|

With no further business, Commissioner Patrick Bryant made a motion to adjourn the meeting at 6:20 p.m. Commissioner John Moore seconded and the motion carried 4-0.

ATTEST:

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Michelle Jolley,  
Town Clerk

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Mayor Carol C. Pritchett



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

**Meeting Date:** January 12, 2021

**SUBJECT:** Organizational Chart

**AGENDA INFORMATION:**

**Agenda Location:** Consent  
**Item Number:** B  
**Department:** Administration  
**Contact:** Town Manager Shannon Baldwin  
**Presenter:** Town Manager Shannon Baldwin

**BRIEF SUMMARY:** Each year we try adopt an organizational chart to clarify how staff reports day to day. This chart depicts two significant changes and a few minor changes. The significant changes are: 1. Human Resource Specialist will report to the Town Manager, only; and 2. The addition of an Assistant Finance Director position. Minor changes include a few title edits, etc.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To adopt the Organizational Chart as presented.

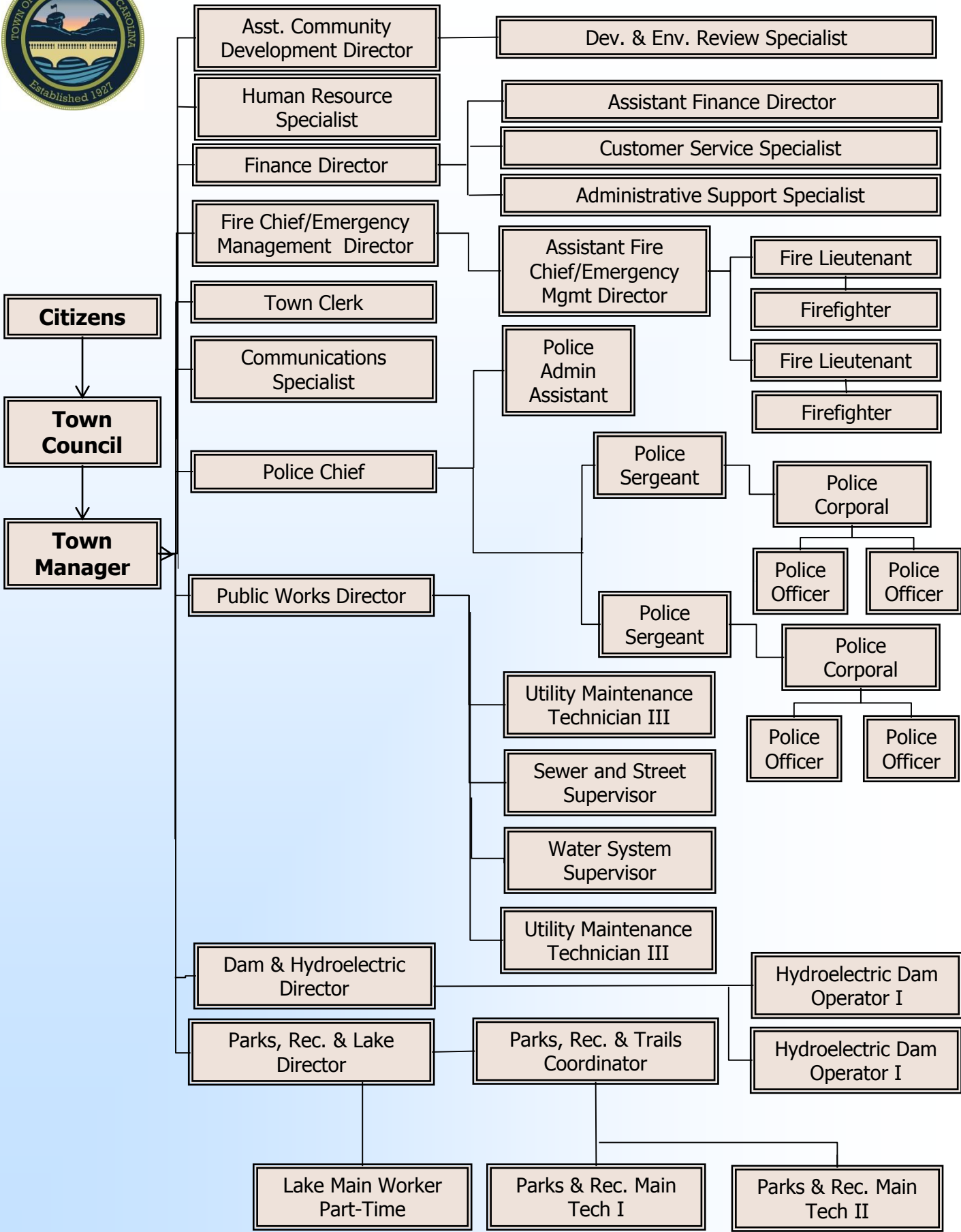
**FUNDING SOURCE:** n/a

**ATTACHMENTS:** Organizational Chart

**STAFF'S COMMENTS AND RECOMMENDATIONS:** The Town Manager requests Town Council adopt the Organizational Chart as presented.



# Town of Lake Lure Organizational Chart



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

**Meeting Date:** January 12, 2021

**SUBJECT:** BA# 295 - COVID19-Grant

**AGENDA INFORMATION:**

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

**BRIEF SUMMARY:** To recognize NC Coronavirus Relief Fund via Rutherford Co. cost associated with Town's COVID-19 expense. Excess revenues to be transferred to Fund Balance.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:**

Approve budget amendment #295.

**FUNDING SOURCE:** COVID-19 Grant

**ATTACHMENTS:** Budget Amendment Form

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Approve Budget Amendment #295.

**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, 2021:

**Department:** Revenues-COVID Grant

**Purpose:** Recognize COVID Grant

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

| Line Item | Account Number | Amount Decrease | Amount Increase | Amended Budget |
|-----------|----------------|-----------------|-----------------|----------------|
| 966       | 10-980000      |                 | \$45,245        | \$45,245       |

To provide the additional expenditures for the above, the following revenues will be recognized:

Account Name: **Rutherford Co. COVID-19 Grant**

Account Number: **10-383322**

Amount: **\$45,245**

**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 \_\_\_\_\_, 2021.

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

**Meeting Date:** January 12, 2021

**SUBJECT:** BA# 296 - Increase Police Vehicle Line item to cover balance-Loan Proceeds

**AGENDA INFORMATION:**

**Agenda Location:** Consent  
**Item Number:** D  
**Department:** Capital-Police Vehicle  
**Contact:** Sam Karr, Finance Director  
**Presenter:** Sam Karr, Finance Director

**BRIEF SUMMARY:** The Police Department requested \$50k to be added to WR Martin's Capital Improvement Questionnaire. However, when WR Martin's final Capital Improvement document was accepted, they only included \$33,379 for the said vehicle. They didn't include ancillary expenses such as radio, lights, lettering, 3% HWY Use Tax, other vehicle equipment, etc. To cover the balance, we need to increase this amount by \$16,621. This amount will be covered by loan proceeds so we increase the loan amount on the revenue side to match the expense.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Approve Budget Amendment #296.

**FUNDING SOURCE:** Loan Proceeds

**ATTACHMENTS:** Budget Amendment #296

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Approve Budget Amendment #296. Note on future Police Vehicle requests from WR Martin. WR does not include ancillary expenses to the vehicle, i.e. radios, lights, 3% HWY Use Tax, etc. We do include these in our capital budget as we budget the entire project within those capital line items.

**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, 2021:

**Department:** Capital-Police Vehicle

**Purpose:** Increase loan proceeds to cover part of Police vehicle expense that was not included in budget.

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

| <b>Line Item</b> | <b>Account Number</b> | <b>Amount Decrease</b> | <b>Amount Increase</b> | <b>Amended Budget</b> |
|------------------|-----------------------|------------------------|------------------------|-----------------------|
| 541              | 10-800000             |                        | \$16,621               | \$50,000              |

To provide the additional expenditures for the above, the following revenues will be recognized:

Account Name: **Installment Agreement Proceeds**

Account Number: **10-398502**

Amount: **\$16,621**

**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 \_\_\_\_\_, 2021.

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

**Meeting Date:** January 12, 2021

**SUBJECT:** Revision to the 2021 Town Council Meeting Schedule's Location

**AGENDA INFORMATION:**

**Agenda Location:** Consent  
**Item Number:** E  
**Department:** Administration  
**Contact:** Town Clerk Michelle Jolley  
**Presenter:** Town Clerk Michelle Jolley

**BRIEF SUMMARY:** The adopted meeting schedule lists the location for each meeting as being at the Lake Lure Municipal Center. After conferring with the Town Attorney, and to comply with the Open Meetings Law as well as NC General Statute 143-318(b), it is recommended that Council amend the 2021 Meeting Schedule to revise the location to Lake Lure Municipal Center/Virtual.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To amend the 2021 Town Council Meeting Schedule as presented.

**FUNDING SOURCE:** n/a

**ATTACHMENTS:** 2021 Revised Town Council Meeting Schedule

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Staff recommends adoption of the revised 2021 Town Council Meeting Schedule as presented.

## TOWN COUNCIL MEETING SCHEDULE FOR 2021

| DATE               | LOCATION                           | TIME      | TYPE         |
|--------------------|------------------------------------|-----------|--------------|
| January 12, 2021   | Lake Lure Municipal Center/Virtual | 5:00 p.m. | Regular      |
| January 27, 2021   | Lake Lure Conference Room/Virtual  | 8:30 a.m. | Work Session |
| February 9, 2021   | Lake Lure Municipal Center/Virtual | 5:00 p.m. | Regular      |
| February 24, 2021  | Lake Lure Conference Room/Virtual  | 8:30 a.m. | Work Session |
| March 9, 2021      | Lake Lure Municipal Center/Virtual | 5:00 p.m. | Regular      |
| March 31, 2021     | Lake Lure Conference Room/Virtual  | 8:30 a.m. | Work Session |
| April 13, 2021     | Lake Lure Municipal Center/Virtual | 5:00 p.m. | Regular      |
| April 28, 2021     | Lake Lure Conference Room/Virtual  | 8:30 a.m. | Work Session |
| May 11, 2021       | Lake Lure Municipal Center/Virtual | 5:00 p.m. | Regular      |
| May 26, 2021       | Lake Lure Conference Room/Virtual  | 8:30 a.m. | Work Session |
| June 8, 2021       | Lake Lure Municipal Center/Virtual | 5:00 p.m. | Regular      |
| June 30, 2021      | Lake Lure Conference Room/Virtual  | 8:30 a.m. | Work Session |
| July 13, 2021      | Lake Lure Municipal Center/Virtual | 5:00 p.m. | Regular      |
| July 28, 2021      | Lake Lure Conference Room/Virtual  | 8:30 a.m. | Work Session |
| August 10, 2021    | Lake Lure Municipal Center/Virtual | 5:00 p.m. | Regular      |
| August 25, 2021    | Lake Lure Conference Room/Virtual  | 8:30 a.m. | Work Session |
| September 14, 2021 | Lake Lure Municipal Center/Virtual | 5:00 p.m. | Regular      |
| September 29, 2021 | Lake Lure Conference Room/Virtual  | 8:30 a.m. | Work Session |
| October 12, 2021   | Lake Lure Municipal Center/Virtual | 5:00 p.m. | Regular      |
| October 27, 2021   | Lake Lure Conference Room/Virtual  | 8:30 a.m. | Work Session |
| November 9, 2021   | Lake Lure Municipal Center/Virtual | 5:00 p.m. | Regular      |
| November 24, 2021  | Lake Lure Conference Room/Virtual  | 8:30 a.m. | Work Session |
| December 14, 2021  | Lake Lure Municipal Center/Virtual | 5:00 p.m. | Regular      |
| December 29, 2021  | Lake Lure Conference Room/Virtual  | 8:30 a.m. | Work Session |

\* Regular Town Council meetings are held on the 2<sup>nd</sup> Tuesday of each month.

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



# X NEW BUSINESS

- WR Report Review and Discussion
- Audit Letter Review and Discussion
- Legislative Goals/The Policy Group Discussion

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

**Meeting Date:** January 12, 2021

**SUBJECT:** Report from WR Martin

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** A  
**Department:** Administration  
**Contact:** Town Manager Shannon Baldwin  
**Presenter:** Town Manager Shannon Baldwin

**BRIEF SUMMARY:** WR was commissioned by the Town to study the Finance Department, a division of Town Administration, and make recommendations to the Town relative to improving process. Except for answering questions the Town may have regarding the report, WR completed their charge.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** To accept the WR Report as presented.

**FUNDING SOURCE:** n/a

**ATTACHMENTS:** WR Report previously distributed via email.

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Staff recommends Council accept the report from WR as presented.

Town of Lake Lure Salary Schedule Fiscal Year 2020/2021

No COLA

| Salary Grade | Classification                           | FLSA | Minimum  | Mid-Point | Maximum   |
|--------------|------------------------------------------|------|----------|-----------|-----------|
| 10           |                                          | N    | \$22,603 | \$28,254  | \$33,906  |
| 11           |                                          | N    | \$23,734 | \$29,667  | \$35,601  |
| 12           |                                          | N    | \$24,921 | \$31,150  | \$37,381  |
| 13           |                                          | N    | \$26,167 | \$32,708  | \$39,250  |
| 14           |                                          | N    | \$27,474 | \$34,343  | \$41,212  |
| 15           | Utility Maintenance Technician I         | N    | \$28,849 | \$36,061  | \$43,273  |
| 16           |                                          | N    | \$30,292 | \$37,864  | \$45,436  |
| 17           |                                          | N    | \$31,806 | \$39,757  | \$47,709  |
| 18           | Firefighter                              | N    | \$33,396 | \$41,745  | \$50,094  |
| 18           | Administrative Support Specialist        | N    | \$33,396 | \$41,745  | \$50,094  |
| 18           | Police Administrative Assistant          | N    | \$33,396 | \$41,745  | \$50,094  |
| 19           | Firefighter Engineer                     | N    | \$35,066 | \$43,832  | \$52,599  |
| 19           | Police Officer                           | N    | \$35,066 | \$43,832  | \$52,599  |
| 19           | Utility Maintenance Technician II        | N    | \$35,066 | \$43,832  | \$52,599  |
| 20           | Customer Service Specialist              | N    | \$36,820 | \$45,973  | \$55,229  |
| 20           | Hydroelectric Dam Operator I             | N    | \$36,820 | \$45,973  | \$55,229  |
| 20           | Fire Lieutenant                          | N    | \$36,820 | \$45,973  | \$55,229  |
| 20           | Utility Maintenance Technician III       | N    | \$36,820 | \$45,973  | \$55,229  |
| 21           | Police Corporal                          | N    | \$38,661 | \$48,325  | \$57,990  |
| 22           | Fire Captain                             | N    | \$40,593 | \$50,741  | \$60,889  |
| 22           | Parks Recreation and Trails Coord        | N    | \$40,593 | \$50,741  | \$60,889  |
| 23           | Accountant                               | N    | \$42,623 | \$53,278  | \$63,934  |
| 23           | Dev. & Env. Review Specialist            | N    | \$42,623 | \$53,278  | \$63,934  |
| 23           | Police Sergeant                          | N    | \$42,623 | \$53,278  | \$63,934  |
| 23           | Sewer & Street Supervisor                | N    | \$42,623 | \$53,278  | \$63,934  |
| 23           | Water System Supervisor                  | N    | \$42,623 | \$53,278  | \$63,934  |
| 24           | Asst Fire Chief/Asst Emerg Mgmt Dir      | N    | \$44,753 | \$55,942  | \$67,131  |
| 24           | Town Clerk                               | N    | \$44,753 | \$55,942  | \$67,131  |
| 25           | Police Lieutenant                        | N    | \$46,991 | \$60,830  | \$70,488  |
| 26           | Human Resources Specialist               | N    | \$49,341 | \$61,676  | \$74,011  |
| 27           | Assistant Community Dev. Director        | N    | \$51,809 | \$64,761  | \$77,712  |
| 27           | Communications Specialist                | N    | \$51,809 | \$64,761  | \$77,712  |
| 28           |                                          | E    | \$54,398 | \$64,761  | \$81,597  |
| 29           | Community Development Director           | E    | \$57,118 | \$71,328  | \$85,679  |
| 29           | Assistant Finance Director               | N    | \$57,118 | \$71,328  | \$85,679  |
| 29           | Fire Chief/Emergency Management Director | E    | \$57,118 | \$71,398  | \$85,679  |
| 29           | Dam and Hydroelectric Director           | E    | \$57,118 | \$71,398  | \$85,679  |
| 29           | Parks Recreation and Lake Director       | E    | \$57,118 | \$71,398  | \$85,679  |
| 29           | Public Works Director                    | E    | \$57,118 | \$71,398  | \$85,679  |
| 30           | Police Chief                             | E    | \$59,975 | \$74,967  | \$89,961  |
| 31           | Finance Director                         | E    | \$62,973 | \$78,717  | \$94,460  |
| 32           |                                          | E    | \$66,122 | \$82,653  | \$99,183  |
| 33           |                                          | E    | \$69,428 | \$86,785  | \$104,143 |
| 34           |                                          | E    | \$72,899 | \$91,124  | \$109,349 |
| 35           |                                          | E    | \$76,544 | \$95,681  | \$114,817 |

Revised 01/12/2021

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

**Meeting Date:** January 12, 2021

**SUBJECT:** Audit Letter Discussion

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** B  
**Department:** Administration  
**Contact:** Town Manager Shannon Baldwin  
**Presenter:** Town Manager Shannon Baldwin

**BRIEF SUMMARY:** Considering the recommendations in the WR Report and new Organizational Chart are adopted, most of these issues relative to segregation of duties may get resolved after the Assistant Finance Director is hired and delegated sufficient authority and responsibility.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Board's pleasure.

**FUNDING SOURCE:** n/a

**ATTACHMENTS:** Audit letter; Email from Town Manager; Email from Finance Director

**From:** Sam Karr

**Sent:** Monday, January 4, 2021 8:50 AM

**To:** Shannon Baldwin ; Carol Pritchett

**Cc:** John Kilby ; John Moore ; Patrick Bryant ; David Diorio ; 'Martin-Lane, Jessica' ; Cardinali, Melissa

**Subject:** RE: LGC Notice

As you know, we are going to get these being a small town and only having one person that handles the finances.

- Internal Control Deficiencies
- Segregation of duties

Segregation of duties is an internal control deficiency.

- Prior Period Adjustment

When we decided backed out Dam repairs out of Hydro Fund and assigned them to the General Fund it caused a onetime prior period adjustment=this will go away next year.

- Significant Audit Adjustments

The specific audit adjustment was the planning grant for the Dam that Schnabel did. We didn't receive the grant until way after the audit was completed, I should have done an adjustment as a "due from other governments".

If you look at the back of the audit, it shows a schedule of findings and corrective actions.

I would be happy to write up a response draft for the Mayor to use.

Understand, all small governments will get a write up on segregation of duties, unless they hire a considerable amount of financial experts on staff, like as a big city.

Sam

**From:** Shannon Baldwin

**Sent:** Wednesday, December 30, 2020 3:13 PM

**To:** Sam Karr <[findir@townoflakelure.com](mailto:findir@townoflakelure.com)>; Carol Pritchett <[carolcoulterpritchett@gmail.com](mailto:carolcoulterpritchett@gmail.com)>

**Cc:** John Kilby <[johnkilby164@gmail.com](mailto:johnkilby164@gmail.com)>; John Moore <[jwmoore329@bellsouth.net](mailto:jwmoore329@bellsouth.net)>; Patrick Bryant <[pbryant@lakelure.com](mailto:pbryant@lakelure.com)>; David Diorio <[diorio.capt@gmail.com](mailto:diorio.capt@gmail.com)>; 'Martin-Lane, Jessica' <[jmartinlane@withersravenel.com](mailto:jmartinlane@withersravenel.com)>; Cardinali, Melissa <[mcardinali@withersravenel.com](mailto:mcardinali@withersravenel.com)>

**Subject:** LGC Notice

Sam,

- Have we received this letter in the past regarding these same (or similar) issues?
  - Internal Control Deficiencies
  - Segregation of duties
  - Prior Period Adjustment
  - Significant Audit Adjustments

- What is your recommendation regarding implementation of a corrective action plan?

Thanks,

Shannon



**NORTH CAROLINA**  
DEPARTMENT OF STATE TREASURER

STATE TREASURER OF NORTH CAROLINA  
DALE R. FOLWELL, CPA

*Dale R. Folwell, CPA*

STATE AND LOCAL GOVERNMENT FINANCE DIVISION  
AND THE LOCAL GOVERNMENT COMMISSION

SHARON EDMUNDSON  
DEPUTY TREASURER

December 23, 2020

Honorable Mayor, Carol Pritchett  
Lake Lure  
P. O. Box 255  
Lake Lure, North Carolina 28746

Dear Mayor:

The State and Local Government Finance Division in its role as staff to the Local Government Commission has analyzed the audited financial statements of Lake Lure for the fiscal year ended June 30, 2020. The results of the analysis revealed some areas of concern regarding Lake Lure's financial operations. The purpose of this letter is to convey those concerns to you and the Board. We request that you respond to this letter, addressing each concern we have raised.

Each concern is addressed in the following attachment. Please respond in writing within the next 45 days to those concerns. Responses should be on the unit's letterhead, signed by all board members, and emailed to [unitletter@NCTreasurer.com](mailto:unitletter@NCTreasurer.com); if, however, email is not a feasible option for you, you may mail your response. **If you are planning to issue debt that requires the approval of the Local Government Commission, we must have a complete and thorough response to this letter on file prior to the Commission's consideration of your debt application.**

We are available to assist you in addressing these matters. If you have any questions, please contact me at 919 814-4216 or at [Katherine.Howell@nctreasurer.com](mailto:Katherine.Howell@nctreasurer.com)

Sincerely,

*Katherine Howell*

Katherine Howell  
Accounting and Financial Management Advisor  
Fiscal Management Section

cc: Finance Officer  
Town City Manager  
Martin Starnes  
North Carolina League of Municipalities

## Lake Lure Unit Fiscal Summary:

| Issue # | Concerns                                                                                                                                                                                                                                                                                                                                                   |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>Your auditor noted internal control deficiencies, including segregation of duties, prior period adjustment, and significant audit adjustments that were reported as material weaknesses in the 2020 audit report.</p> <p>In your response, please advise us of your progress with implementing your corrective action plan to address these issues.</p> |

**\*If you are planning to issue debt that requires the approval of the Local Government Commission, we must have a complete and thorough response to this letter on file prior to the Commission's consideration of your debt application. Responses should be on the unit's letterhead, signed, and email to [unitletter@NCTreasurer.com](mailto:unitletter@NCTreasurer.com).**

**Shannon Baldwin**

*Town Manager*

**Office:** 828-625-9983, ext.101

**Email:** [Townmgr@townoflakelure.com](mailto:Townmgr@townoflakelure.com)

**Website:** [www.townoflakelure.com](http://www.townoflakelure.com)

**Facebook:** [www.facebook.com/townoflakelure](https://www.facebook.com/townoflakelure)





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

**Meeting Date:** January 12, 2021

**SUBJECT:** Legislative Goals and The Policy Group Discussion

**AGENDA INFORMATION:**

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

**BRIEF SUMMARY:** In our effort to clearly and effectively communicate with members of the North Carolina General Assembly, it is desired by the Town of Lake Lure to establish written goals that can be articulated by the agents working on our behalf. Draft goals include: 1. Clarification of Use for Town Streets Rights of Way Use; 2. Flexibility in the Use of Ad Valorem Taxes to fund Water & Sewer Improvements; 3. Payment in Lieu of Taxes (CRSP); and 4. Loan from the NC General Assembly.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Board's pleasure.

**FUNDING SOURCE:** n/a

**ATTACHMENTS:** n/a

# **Town of Lake Lure Legislative Update**

## **The Policy Group**

January 12, 2021

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### **I. Introduction**

### **II. Election Result Summary**

- a. Makeup of 2021 General Assembly
- b. Leadership and Committee Chair Appointments
- c. Potential Impact on Lake Lure legislative agenda

### **III. Legislative Contacts to Date**

- a. Rep. Rogers
- b. Senator Hise
- c. Senate Majority Leader, Kathy Harrington
- d. House Senior Appropriations Chair, Jason Saine
- e. House Conference Leader, John Szoka

### **IV. Actions Taken to Date:**

- a. Talked to local officials about Lake Lure
- b. Supported Community Forum, July 2020
- c. Talked with Legislative Leadership about Lake Lure
- d. Talked with Town Manager and various Lake Lure Commissioners
- e. Assisted in Issue Messaging

### **V. Local/Regional Support**

*\*To be discussed*

### **VI. Legislative Goals & Strategy**

- a. Bill language
- b. Messaging
- c. Legislative Champions
- d. Timeline

# XI

## CLOSED SESSION

- In Accordance with G.S. 143-318.11(a)(3) for the Attorney Client Privilege or Legal Claims and with G.S. 143-318.11(a)(6) for the purpose of discussing personnel matters