



**CITY OF LOWELL
COUNCIL MEETING AGENDA
TUESDAY, MARCH 8, 2022, 6:00 P.M.**

- 1. CALL TO ORDER** – Mayor Sandy Railey
- 2. INVOCATION / PLEDGE OF ALLEGIANCE**
- 3. ADOPTION OF AGENDA FOR THIS MEETING**
- 4. PUBLIC COMMENTS**
- 5. APPROVAL OF MINUTES**
 - A. Minutes from Council Meeting Held February 8, 2022 **(p. 1-7)**
- 6. SPECIAL PRESENTATION**
 - A. Presentation and Adoption of the 2021-2022 Lowell Parks and Recreation Master Plan
- 7. UNFINISHED BUSINESS**
 - A. Public Hearing for Consideration of Zoning Text Amendment for Article 12, Section 12.10. **(p. 8-9)**
- 8. NEW BUSINESS**
 - A. Appointment of Council Delegate to GCLMPO Board **(p. 10)**
 - B. Consideration of Appointment to the Lowell Community Committee **(p. 11-15)**
 - C. Set Public Hearing for Rezoning Case # RZ22-01 Regarding Parcel ID #'s 202167, 202166, 135144, 210660, 136564, and 202774 from the Zoning Districts of SFR-2 and SFR-3 to the CZ/SFR-4 Zoning District **(p. 16-21)**
 - D. Update and Discussion of Aberdeen Extension and S. Main Street connection as it relates to the Gateway 85 Project **(p. 22-23)**
 - E. Budget Amendment #2 **(p. 24-25)**
 - F. Discussion of April 6 City Council Work Session **(p. 26)**
 - G. Approval of Accounting Technician Position
 - H. Consideration of Grant Project Ordinance for ARPA Funds
 - I. Budget Amendment #3
- 9. STAFF REPORTS**
 - A. Public Works Report **(p. 27)**

- B. Finance Department Report (p. 28)
- C. Police Department Report (p. 29-31)
- D. Fire Department Report (p. 32)

10. CITY ATTORNEY REPORT

11. CITY MANAGER REPORT

12. MAYOR AND CITY COUNCIL GENERAL DISCUSSION

13. ADJOURN

MINUTES

Lowell City Council

Regular Meeting

Tuesday, February 8, 2022, 6:00 P.M.

I. CALL TO ORDER – Mayor Sandy Railey

Mayor Railey called the meeting to order at 6:01p.m. Those attending in-person were Mayor Pro-Temp Travis Smith, Councilmember Phil Bonham, Councilmember Candy Funderburk, Councilmember Thomas Gillespie, City Manager Scott Attaway, City Attorney John Russell Jr, Planning Director Alex Blackburn, Acting Police Chief Carl Moore, Sergeant Jeff Harrison, Finance Director, Lisa Nolen, Public Works Director, Thomas Shrewsbury, Parks and Recreation Director Cristy Cummings, and City Clerk Cheryl Ramsey. A quorum was determined at the beginning of the meeting. The meeting was teleconferenced to the public and the agenda and meeting materials were made available on the city's website. Members of the public were also present.

II. INVOCATION / PLEDGE OF ALLEGIANCE

Councilmember Gillespie gave the invocation and led everyone in the pledge of allegiance.

III. ADOPTION OF AGENDA FOR THIS MEETING

Councilmember Candy Funderburk made a motion to accept the agenda, seconded by Travis Smith. The vote was unanimously in favor.

IV. PUBLIC COMMENTS

- A. Larry Simmonds of 1603 Power Dr, Lowell, NC – wanted to discuss personal issues with a member of City staff. Mayor Railey stated this was inappropriate. City Attorney John Russell Jr., informed Mr. Simmonds that he can't talk about matters of personnel because City Staff did not have an opportunity to speak and Council does not have the authority to discuss matters of department heads. He is only permitted to talk about City Council appointees. He was directed to speak to the City Manager when an issue in referring to City staff. Mr. Simmonds then addressed an issue of conflict of interest with a member of City staff. He then questioned why there is not an audit that has been presented to the public, the lack of budget amendments and lack of transparency. He left the council meeting immediately after speaking.
- B. Bill Guyther of 1005 Rogosin, Lowell, NC – would like to be considered for the City Council vacancy. He expressed his interests and summarized his qualifications.

V. APPROVAL OF MINUTES

- A. Minutes from Council Meeting held January 11, 2022 (p. 1-10)

Mayor Pro Temp Smith made a motion to approve the minutes from the January 11, 2022 Council meeting, seconded by Councilmember Gillespie. The vote was unanimously in favor.

VI. SPECIAL PRESENTATION

- A. FY2020-2021 Audit Presentation by Butler and Stowe (p. 11-12)—presented by Sheila Thornton and Robert Adams. The audit has met audit requirements and has been accepted by the Local Government Commission. It can be viewed on the City's website. Mr. Adams stressed review of the balance sheet, general fund and assets and liabilities, and the breakdown of the water/sewer fund. Financial Highlights included the City assets exceeding the liabilities by over \$5 million, a 14% increase from the prior year; the fund balance totaled a little over \$1.7 million representing 72% of general expenditures for last year; Enterprise (Water/sewer) fund had an operating loss of \$210k due to revenue stability and operating expenses up by 12%. Total combined assets of the city totaled over \$8.5 million an increase of over \$1.5 from the previous year.

Two communications letters will be issued to council and the Local Government Commission (LGC). One of the letters is the general audit letter or SAS99 which states the responsibility of the city and the auditors during the audit process and address any issues noted. There were none noted for the City of Lowell. The second letter that accompanies the report is an internal control letter listing any deficiencies found during the audit. Segregation of duties, due to limited personnel as noted in the previous year, was also an issue for this year. Mr. Adams stated council needed to be aware of this situation to ensure they are taking an active role in reviewing financial statements.

Councilmember Funderburk stated when she started here six years ago the fund balance was at 8%. She is very proud of the previous and current City Managers for their hard work. The goal a couple years ago was 50% and she was very pleased we are now at 72%.

Mr. Attaway added a comment about the segregation of duties. He stated the plans to add personal in Finance and currently working on a job description. He also plans to add a position in utilities in the hopes this issue will not arise again in the next audit.

Mayor Railey thanked the auditors for their work and timeliness in reporting the results.

- B. Report of the Intergovernmental and Interagency Task Force on Homelessness in Gaston County by David Williams, Community Affairs and Development Administrator for Gaston County (p. 13-14). Mr. Williams gave a summary update of the 60-page report. The task force began in February 2021 by the Board of County Commissioners to: 1) address and assess the homelessness in Gaston County 2) and use a compilation of efforts of others that will enhance the goals here 3) look at best practices nationwide 4) recommendations to be based on action steps to reinforce what we have to do to better address homeless issues here. Items taken into consideration [include, but not limited to]: immediate needs of citizens, i.e., short term emergency housing; how do we maintain housing affordability; personal needs of individuals (transportation, hygiene, food, etc.), education, training, employment, healthcare.

On Jan 11, 2022 the County Commission approved to accept the task force's written report and tasked the County Manager to establish a countywide homeless prevention committee. The County Manager is working on that and will have an update in a few days to name who will be on

the committee and how that will unfold. Affordable Housing will be one of the first things this committee will tackle. Recently, \$250,000 has been appropriated to help with the commission for short term housing issues. The committee will start meeting again soon to look at the comprehensive list of issues that will be worked on.

Councilmember Gillespie thanked Mr. Williams for presenting, their efforts to help people in need and allowing him to be a part of the task force.

Councilmember Gillespie asked about a preacher housing about 40 people but didn't meet necessary fire code and ordinances to house people causing the people to have to move out. He asked Mr. Williams what he thought about people doing good intention things on their own but not following the rules. Mr. Williams said although the intentions were good, regulations have to be followed for the safety and health of all persons involved and laws have to be applied equitably for everyone.

Mayor Railey thanked Mr. Williams coming to speak and the work he is doing. Mr. Williams also thanked council for allowing him to speak.

VII. NEW BUSINESS

- A. Resignation of Councilmember Ken Ervin (p. 15-17). Mr. Attaway introduced the letter provided by Mr. Ervin. Mayor Railey, Councilmembers Gillespie and Funderburk gave remarks about working with Mr. Ervin. Motion to accept the resignation was made by Councilmember Gillespie, seconded by Councilmember Funderburk. The vote was unanimously in favor.
- B. Consideration of Nominations and Appointment to the Lowell City Council and Administration of Oath of Office (p. 18). Mr. Attaway gave a brief background that council needs to be aware of when appointing a new councilmember which included the City Charter, NC Statutes, and the City of Lowell Rules of Procedures. This appointment will only go until the end of next term, November 2023. Rule 31 of the procedures is a guide on the rules of voting. In it, it is noted the Mayor is not allowed to vote, not even in a tie break. Members can offer names up for the appointment and the council will vote one time. In case of a tie break, there would be a run-off vote. Attorney Russell added that all names must be on the floor and stay open until all nominations are available. There can then be a discussion and then a vote.

Mayor Railey opened the floor up for nominations. Councilmember Gillespie asked if there was a list of nominees. Mr. Attaway said there were not.

Councilmember Funderburk then nominated Joanna Fulbright along with her qualifications. Mayor Pro Temp Smith also nominated Ms. Fulbright. Councilmember Gillespie nominated Michelle Sebastian and gave her qualifications. A brief discussion about the candidates was held. Councilmember Bonham was appreciative of all the interest in serving and hope those not chosen will consider running in 2023.

Councilmember Gillespie asked the Mayor if Ms. Fulbright would be able to speak. Attorney Russel had no opposition. Ms. Fulbright presented her case to be nominated. Mr. Bill Guyther was allowed to speak again about his desire to be considered for the empty seat.

Councilmember Gillespie asked and was allowed to add that he wanted to emphasize accountability and discussion of political topics of members especially when members of council (Councilmember Funderburk and one of the female nominees, Ms. Fulbright) will be potentially working together. They are members in the same women's club.

With no further questions, Mayor Railey went around the room for each councilmember's vote. The vote was unanimously in favor of Ms. Fulbright.

Councilmember Bonham thanked nominees again and asked them to consider other areas to serve including the Planning Board and Lowell Community Committee (LCC). Mr. Attaway also mentioned the Citizens Academy will open back up in August 2023. Mayor Railey mentioned that John Cantrell and Steve Wilson showed interest in the open seat. She thanked all persons for their interest and hope they continue trying to serve. Councilmember Funderburk said about 10 people showed interest.

City Clerk Cheryl Ramsey then administered the oath of office to Ms. Fulbright.

- C. Set Public Hearing for consideration of Zoning Text Amendment for Article 12, Section 12.10 (p.19-20). Alex Blackburn gave a presentation of the background regarding the Planning Board's issue with the old ordinance allowing RVs to park (as long as they are not on the roadway) no more than 90 days, twice a year. The Planning Board voted unanimously to limit parking to behind the house no more than 30 days, twice a year. Councilmember Funderburk made a motion to set the public hearing for consideration of Zoning text Amendment for Article 12, Section 12.10 to March 8, 2022, seconded by Mayor Pro Temp Smith. The vote was unanimously in favor.
- D. Consideration of Appointment to the Lowell Community Committee (p.21-25). Mr. Attaway asked the Parks and Recreation Director, Cristy Cummings the term limits. She stated it is every 3 years from January 1, 2023. Mayor Pro Temp Smith made a motion for Jim Kiser to be a member of the Lowell Community Committee, seconded by Councilmember Gillespie. The vote was unanimously in favor.
- E. Proposed Text Amendment to the Lowell Code of Ordinances Chapter 51 regarding the addition of a Cross Connection and Backflow Ordinance (p.26-35). Thomas Shrewsbury, Public Works Director, discussed the background and requested to have the ordinance in place to be in compliance with State guidelines. With no other questions, Councilmember Funderburk made a motion to accept the text amendment to the Lowell Code of Ordinances Chapter 51 regarding the addition of a Cross Connection and Backflow Ordinance, seconded by Councilmember Bonham. The vote was unanimously in favor.
- F. Consideration to Waive Reapplication Period of Zoning Map Amendment for Parcel ID#'s 210660, 202166, 202167, and 35144 (p.36-37). Mr. Attaway stated the former LDO spells out a four month wait period after zoning is assigned or the applicant can reapply again for a different zoning designation. The LDO lays out an avenue for the applicant to get a waiver for the four months. Page 37 notes the applicants and their reasoning for this consideration. Councilmember Funderburk wanted clarification on if the applicants can come back in April? Mr. Attaway said yes. Councilmember Gillespie made a motion to waive the Reapplication Period of Zoning Map Amendment for Parcel ID#'s 210660, 202166, 202167, and 35144, seconded by Mayor Pro Temp Smith. The vote was unanimously in favor.

VIII. STAFF REPORTS

- A. Public Works Department Report (p.38) – Mr. Shrewsbury reported:
1. Summarized that there were a number of snow events that kept staff busy.
 2. All the Christmas decorations down.
 3. Worked with the City Manager on getting Chemical Plant secured and patrolling it without tearing up city vehicles.
 4. Will soon be doing Spring maintenance (landscaping, cleaning gutters, curbs etc.).
- Mr. Attaway mentioned there were also two new hires, one in Water/Sewer and one in Streets to be back on track to be fully staffed.
- B. Planning Department Report (p.39-40) – Mr. Blackburn discussed the South Fork River Health Committee and Sub Committees of North Carolina focusing on the health of the river running through Lowell. Recently the group developed four separate sub committees that he, Scott Attaway, and Cristy Cummings are a part of to put Lowell in a better position with the health of the South Fork River as it relates to water quality. Sub committees include: Policy and Advocacy; Water Quality; Recreational Access; and Marketing and Events.
- C. Police Department Report (p. 41-42)– Carl Moore reported
1. Calls were down in January but there were a few officers out due to COVID and the snow decreased the numbers as well.
 2. Officer Mulkern attended the Governor's Highway Safety Speed Enforcement in Dallas and was able to ride along with an officer and issue a couple citations as well as gained points for the Governor's Highway Safety Program.
 3. Crime Commission Grant 2021 was opened and equipment was ordered. City of Lowell to receive \$21,000 reimbursement. The grant for 2022 was submitted in January to purchase an ATV for monitoring the trails and help during Police events. Mr. Attaway said as we get the parks up and working properly, police will need safe measures to get to areas in the parks quickly. Phil Bonham asked if one ATV will cover it? Jeff Harrison stated that it should be enough. It will be housed near the trails.
- D. Parks and Recreation Department Report (p. 43-44) - Cristy Cummings reported:
1. Spring Events include Senior Valentine's Day giveaway- registration began on 2/4 to pick up on 2/14/22 by noon.
 2. Basketball season is underway. We have about 3 weeks left and missed a lot due to COVID and glad things are picking back up.
 3. Registration for Spring Sports has opened and will be doing T-ball and baseball again this year. They recently received a Dick's Sporting Goods sponsorship check for \$500 to help with the season.
- E. Finance Department Report (p. 45) – Lisa Nolen reported:
1. Butler & Stowe audit update for FY22 performed and accepted.
 2. SCIF Grant – all requirements have been submitted for the \$2 million for the Public Works facility. Waiting on the next steps.
 3. New Police vehicles approved in the 2021 budget have arrived. Waiting on one more upfit and then all the vehicles will be in service.
 4. Working with MeterSys for utility readings to improve operations. MeterSys has been working with Sue Lowe as she has more experience in this area.
 5. Training for new City Clerk, Cheryl Ramsey

6. Working on the SCIF. Not all complete but working on as much as possible through December 31, 2021. All revenues, with exception to small interest amounts, are in, which is good. Currently for the General Fund, we have 33% remaining of incoming revenues but there is still 50% of the year left. Mrs. Nolen believes that may be due in part to the sales tax as we have been getting more than what was allocated for the budget, which is also a good thing. The Water/Sewer fund remains at 47% and is in line. Stormwater only has 59% remaining and is close to estimates and the revenue numbers are looking good. All the expenses, including Visa credit card expenses, are not yet in so the following are based on estimates: Administration has about 45% remaining for this FY of money budgeted; Public Safety and Public Works are at 54%; Sanitation is at 44%; Parks and Recreation is at 65%; the Powell bill is at 37% remaining and it has been added as a budget amendment. Water/Sewer has 50% remaining; Wastewater Treatment Plant (WWTP) has 65% remaining; and Stormwater has 78% remaining,

Mr. Attaway noted that last year's FY2021 audit reflected a higher usage of WWTP because of the stay-at-home order (due to COVID) and higher usages as well as cost increases,

F. Fire Department Report-- see **Departmental report on page 46.**

IX. CITY ATTORNEY REPORT – City Attorney Russell stated that the Lowell Board of Adjustments worked through a complicated variance regarding Lowry Lane. The variance was approved for the applicant, and it may come to City Council for dedication and acceptance.

X. CITY MANAGER REPORT

- A. Lowell Branch Library sidewalk update – supposed to start February 2022. A crosswalk is supposed to go across McAdenville Road to get people to get to the library safer. DOT said no crosswalk can be built until there is something to cross to (such as a sidewalk). Gaston County got involved to help and engaged Robinson-Sawyer, Inc. through a bidding process for a sidewalk allowing the project to move along with the cross walk.
- B. Intro to new City Clerk, Cheryl Ramsey
- C. Budget retreat reminder on Friday, February 11, 2022
- D. Asset Inventory Water grant-final decision comes out on February 9, 2022. The draft recommendations were updated. This \$150,000 grant will help Lowell map it's water distribution system.
- E. Carolina Thread Trail update – River Falls HOA ballots for access to the thread trail along the South Fork River have been finalized and the report is about to go out soon.
- F. NCCCMA Winter Conference update attended by Mr. Attaway – items discussed included: Diversity, Equity, Hiring and retention; Communication tools and use of podcasts, videos, etc. Also included in the conference were topics on ARPA funds, legislative topics, resources for capital planning, enterprise funds, ICMA updates, etc. Lowell has been invited to the Gaston County's podcast, The Savvy Citizen, regarding the chemical plant project.
- G. North Carolina League of Municipalities (NCLM) has a City Vision Conference at the end of April 2022. Councils and managers attended a similar Gaston County Elected Officials and Mayors event in the past to hear what our neighbors are doing to help their own cities. He asked council to let him know if they are interested in the NCLM conference.
- H. CDBG update. Amanda Whitaker with WithersRavenel came in earlier today to discuss the two grants with Mr. Attaway, Ms. Ramsey, and Mrs. Nolen about the process. CDBG-I (sewer

infrastructure) should be completed towards the end of the summer. CDBG-NR (Neighborhood Revitalization) grant has selected the first five homes of the proposed 10 for improvements. Contractors have been chosen as well. On the Community Center side of this money, the scope had to be revised and it will probably cover a little of the inside after all the work on the exterior is done. Councilmember Funderburk asked if the kitchen will be done? Mr. Attaway said we are planning to stretch funds inside the building as far as we can and then reapply for another grant.

I. IT updates – new mobile devices, new IT provider to look at cyber security.

XI. MAYOR AND CITY COUNCIL GENERAL DISCUSSION – Mayor asked council if they had any further comments.

Councilmember Gillespie asked about the upcoming retreat and COVID precautions. Mr. Attaway said none were in place but people may be asked to wear masks. The meeting will still be offered remotely and the link has been sent out.

Councilmember Gillespie also mentioned that Dot Guthrie, member of the Gaston County School Board and the Curator of the Loray Mill Afro American museum, has sent a newsletter that included Lowell. He asked if Cristy Cummings about an old picture of S. Main St when it was a dirt street. She said she believes she has it. Councilmember Gillespie added that Ms. Guthrie has information on The Flat Plaque, which is located at S. Main and Kenworthy, in the newsletter. It is very nice and recommended councilmembers and everyone in attendance to view it. Mr. Attaway stated that Ms. Cummings and the Clerk updated the website and that Cristy will be using the article to teach Cheryl how to upload articles it. During the month of February, the article about The Flat Plaque will be spotlighted on the website.

Councilmember Funderburk said she was proud of the city in the report that Butler & Stowe gave us. She said she wasn't expecting for us to be at 72% of the fund balance when our goal was 50%. She thanked the City Manager as well as the previous City Manager for their great job. With all the new houses coming in, she wants to make sure that the roads and schools are in good condition. She thanked everyone for putting their name in for the council seat and congratulated Joanna Fulbright.

Councilmember Fulbright thanked council for the opportunity to come and serve with them. She pledged to do her best to work with council and serve. Mayor Railey thanked Councilmember Fulbright as well and welcomed her.

Mayor Railey thanked everyone for coming and asked for a motion to adjourn. It was moved by Councilmember Funderburk, seconded by Councilmember Gillespie. The vote was unanimously in favor. Adjourned at 7:39 p.m.

ATTEST:

Sandy Railey, Mayor

Cheryl Ramsey, City Clerk

AGENDA ITEM INFORMATION

AGENDA ITEM #: 7-A

DESCRIPTION: PUBLIC HEARING FOR CONSIDERATION OF ZONING TEXT
AMENDMENT FOR ARTICLE 12, SECTION 12.10.

Please see the attached memo.



To: Lowell Mayor and City Council
From: Scott Attaway, City Manager
Date: March 4, 2022
RE: Public Hearing on Zoning Text Amendment for Article 12, Section 12.10.

During the February 1, 2022 regular meeting, the City of Lowell Planning Board considered the text amendment concerning a proposed change to the Lowell Development Ordinance. This change would further limit the number of days that an oversized vehicle may be allowed to be in use within a residential zoning district and proper placement on the residential lot.

After reviewing the proposal, the Planning Board voted unanimously to recommend the amendment for approval by the City Council.

Current Wording:

12.10 Parking of Over Size Vehicles in Residential Districts

In order to maintain both safety and the visual appeal of residential areas, over size vehicles such as recreational vehicles (RV's), water craft and accessories, towing trailers, and commercial vehicles, as per Section 12.3-9, shall not be parked or stored on the street in residential districts. RV's shall be licensed motor vehicles in order to be occupied and remain on a lot for up to ninety (90) days, but not more than twice per year.

Proposed Wording:

12.10 Parking of Over Size Vehicles in Residential Districts

In order to maintain both safety and the visual appeal of residential areas, over size vehicles such as recreational vehicles (RV's), water craft and accessories, towing trailers, and commercial vehicles except per Section 12.3-9, shall neither be parked/stored on the street nor forward of any point twenty-five (25) feet behind the front building line of the conditioned space of any dwelling in residential districts. RV's shall be licensed motor vehicles in order to be occupied and remain on a lot for up to thirty (30) days, but not more than twice per year.

AGENDA ITEM INFORMATION

AGENDA ITEM #: 8-A

DESCRIPTION: APPOINTMENT OF COUNCIL DELEGATE TO GCLMPO
BOARD

Due to the recent resignation of former Councilman Ken Ervin, the Gaston Cleveland Lincoln MPO (GCLMPO) requires a representative from Lowell and an alternate member. Currently the alternate member is Councilwoman Funderburk. This delegate will attend meetings every other month beginning in January. Meetings are currently being held remotely and the MPO Board meets the 4th Thursday of the month at 6:30 p.m., except for November, in which case they meet the 1st Wednesday of December. If these meeting go back to in person, the location would be at the Gastonia Police Department.

AGENDA ITEM INFORMATION

AGENDA ITEM #: 8-B

DESCRIPTION: CONSIDERATION OF APPOINTMENT TO THE LOWELL
COMMUNITY COMMITTEE (LCC)

Please see the attached memo from the Parks and Recreation Director.



To: Scott Attaway, City Manager

From: Cristy Cummings, Parks and Recreation Director

Date: March 2, 2022

Re: City Council Consideration of Appointment to the Lowell Community Committee (LCC)

Staff has received a renewal application for the Lowell Community Committee (attached). Please bring to City Council the attached application for Heather Seay to be reappointed to the LLC.

Board Committee Appointment Application

Application for Appointment/Re-Appointment to a Board/Committee for the City of Lowell, North Carolina

The City of Lowell appreciates your interest in serving on a Board/Committee and requests that you complete the following application. The application requests general information based on your interest in applying for a Board/Committee for the City of Lowell.

Applicant Name	Heather Seay
Date of Application	2/28/2022
Home Address	1110 Catawba Run
City	Lowell
State	NC
Zip Code	28098
Mailing Address (if different from above)	1110 Catawba Run
City	Lowell
State	NC
Zip Code	28098
Cell Phone (For City Hall Use Only)	17042141593
Home Phone	<i>Field not completed.</i>
Business Phone	<i>Field not completed.</i>
Email Address	hseay551@gmail.com

In order to consider this application and provide balance and diversity to the various Boards, the City of Lowell requests that the following information be voluntarily provided:

Age	36
Gender	Female

Occupation	Controller
Do you reside within the City Limits of Lowell?	Yes
Do you reside the within the Lowell Extraterritorial Jurisdiction?	<i>Field not completed.</i>
How many years/months have you resided in Lowell?	7 years
What is your top Board/Committee preference?	Community Committee
What is your second Board/Committee preference?	No secondary interest
Why do you want to serve/continue to serve on this Board/Committee?	I've served on this Committee for almost a year and have really enjoyed helping plan events, working with the others on the committee, and volunteering my time to continue to make Lowell a great place to live.
Why do you think you would be an asset to this Board/Committee?	I collaborate well with the others on the committee and feel I bring good ideas and an open mind.
What do you feel are your qualifications for serving on the Board/Committee requested?	Throughout my 10 year career in accounting I've worked on many projects involving planning and budgeting.
Prior Public Service History	
Board/Committee/Civic	Lowell Community Committee
From	6/1/2021
Board/Committee/Civic	<i>Field not completed.</i>
From	<i>Field not completed.</i>
Additional Comments	<i>Field not completed.</i>
Ethics Guidelines for City Committees/Boards	

If appointed or re-appointed, I pledge to comply with the following ethics guidelines for boards as adopted by the City of Lowell.

Members of boards shall not discuss, advocate, or vote on any matters in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board.

If the board believes he/she has a conflict of interest, then the member should ask the board to be excused from voting. The board should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the board establishes a conflict of interest, then the board member shall remove themselves from the voting area.

By typing your full name Heather Seay
below, you have agreed to
the above Ethics Guidelines.

Date 2/28/2022

A criminal background check will be conducted on new committee members and reappointed committee members.

AGENDA ITEM INFORMATION

AGENDA ITEM #: 8-C

DESCRIPTION: SET PUBLIC HEARING FOR REZONING CASE # RZ22-01
REGARDING PARCEL ID #'S 202167, 202166, 135144, 210660,
136564, AND 202774 FROM THE ZONING DISTRICTS OF SFR-
2 AND SFR-3 TO THE CZ/SFR-4 ZONING DISTRICT

Staff has received a rezoning application from Pulte Development for parcel ID #'s 202167, 202166, 135144, 210660, 136564, and 202774. This request is for a zoning map amendment, for the parcels listed above, from the Zoning Districts of SFR-2 and SFR-3 to the CZ/SFR-4 Zoning District.

Attached is the application for rezoning. Planning Board is scheduled to hear this matter on April 5, 2022. Also attached at the back of the agenda packet is Attachment#1 showing the proposed conceptual site plan.

Action needed: please schedule a public hearing for the April 12, 2022 City Council meeting.

APPLICATION FOR REZONING

TO: THE CITY OF LOWELL

APPLICATION #: _____

DATE FILED: February 15, 2022

FEE PAID: _____

The undersigned does (do) hereby respectfully make application and request to the City of Lowell to amend the Zoning Ordinance and/or change the Zoning Map of the City of Lowell as hereinafter requested and in support of this application the following facts are shown:

- 1) It is requested that the real property hereinafter described be rezoned from:

SFR-3 to SFR-4(CZ)

The real property sought to be rezoned is owned in fee simple by: Belmont Land Investment Co. as evidenced in Deed Book, Page: SEE SCHEDULE 1 of the Gaston County Register of Deeds Office. There are no restrictions or covenants of record appearing in the chain of title which would prohibit the property from being put to the use specified in Paragraph 1 of this application.

- 2) The address of the real property sought to be rezoned is: SEE SCHEDULE 1 and / or a further legal description by metes and bounds of said realty is attached to this application.
- 3) The real property sought to be rezoned is located on the Right side of Lowell Spencer Mountain Road between Flowers Road and South Fork Catawba River and further identified in Gaston County Tax Book _____, Map _____ Parcels 135144, 136564, 202166, 202167, 210660 and 202774; Said Lots have 289.99 acres.
- 4) The following are all the adjoining property owners who own land adjacent to all sides, front and rear, which shall include properties across the street from the property sought to be rezoned. The names and addresses listed below shall be determined

by the most recent tax listing as recorded in the Gaston County Tax Office. (Use additional pages if necessary.)

NAME

ADDRESS

SEE SCHEDULE 2

- 6) The applicant understands that a letter stating the date, time and place for the Public Hearing for the rezoning of said property shall be mailed to each of the parties listed in Paragraph 5 at least ten (10) days prior to the said Public Hearing.
- 7) If the applicant is not the legal owner of the property sought to be rezoned, the legal owners names and addresses shall be listed below. Owners shall be determined by the most recent tax listing as recorded in the Gaston County Tax Office. (Use additional pages if necessary.)

SEE SCHEDULE 1

- 8) A map or drawing identifying the real property requested to be rezoned and all attached properties with their designated zoning districts shown shall be attached to this application.

Applicant(s) Name: The PulteGroup

Address: 11121 Carmel Commons Blvd, Suite 450 Charlotte, NC 28226

Telephone: 704-972-7389

Applicant's Signature:

DocuSigned by:

Erin Martelli

79A6378CFC49478...

City of Lowell
101 West First Street
Lowell, NC 28098

Telephone: 704 -- 824 - 3518

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SCHEDULE 1

Parcel	Owner	Parcel Address	Owner Address	Deed Book	Deed page
135144	BELMONT LAND & INVESTMENT CO	N/A	PO BOX 1939, MC ADENVILLE, NC 28101-1939	3397	0134
136664	BELMONT LAND & INVESTMENT CO	N/A	PO BOX 1939, MC ADENVILLE, NC 28101-1939	001E	0182
202165	BELMONT LAND & INVESTMENT CO	N/A	PO BOX 1939, MC ADENVILLE, NC 28101-1939	3397	0130
202167	BELMONT LAND & INVESTMENT CO	N/A	PO BOX 1939, MC ADENVILLE, NC 28101-1939	3397	0130
210660	BELMONT LAND & INVESTMENT CO	N/A	PO BOX 1939, MC ADENVILLE, NC 28101-1939	4214	2394
202774	BELMONT LAND & INVESTMENT CO	N/A	PO BOX 1939, MC ADENVILLE, NC 28101-1939	466	144

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SCHEDULE 2

Parcel	Deed	Owner	Mailing Address	Zoning
136566	2133-708	Doris B Tallent	2306 RYAN CONLEY CT, GASTONIA, NC 28056	RS-20
136565	2411-777	Doris B Tallent	2306 RYAN CONLEY CT, GASTONIA, NC 28056	RS-20
136557	1891-116	Tallent Drum Company	P O BOX 675, LOWELL, NC 28098	RS-20
136558	1454-363	Doris B Tallent	2306 RYAN CONLEY CT, GASTONIA, NC 28056	RS-20
135132	4963-030	Eunice H Carpenter & Cathy J Snyder	129 SUTTON CARPENTER RD, GASTONIA, NC 28056- 7852	R-1
135137	4514-2463	Gail Reddick Barker	2940 ALARKA RD, BRYSON CITY, NC 28713	R-1
135141	4684-697	Daniel A Davis	1405 LOWELL SPENCER MTN RD, GASTONIA, NC 28056-7841	R-1
135134	4975-2031	Jeffrey A Little	1413 LOWELL SPENCER MTN RD, GASTONIA, NC 28056-7841	R-1
135133	4693-2468	Tammy S Schronce	2408 MALLOTTE LN, GASTONIA, NC 28054-6407	C-1
135138	2286-634	Rachel Mann Moore	1429 LOWELL SPENCER MTN RD, GASTONIA, NC 28056-7841	R-1
135129	2371-490	Franklin Charles & Marsha B Morrow	104 FLOWERS RD, GASTONIA, NC 28056	R-1
135128	0010-551	Edith C May Heirs	C/O JEFFERY SCOTT BEASLEY 114 FLOWERS RD, GASTONIA, NC 28056- 6647	R-1
135127	1432-802	Dorothy May Brown	126 FLOWERS RD, GASTONIA, NC 28056	R-1
135108	4467-1512	Thomas gerald & Teri Lyn Flowers	138 HALL RD, GASTONIA, NC 28056-7825	R-1

Public Hearing Consent Form

To: City of Lowell Board of Adjustment / Planning Board / City Council

From: BELMONT LAND & INVESTMENT COMPANY LLC

Subject:

☐ consent for variance / ☐ conditional use / ☐ appeal / ☐ subdivision variance / ☐ watershed variance / ☒ rezoning

Date: 2.16.22

I, William P. Carstarphen, being the property owner of parcel(s) SEE SCHEDULE 1, give consent to THE PULTE GROUP to act on my behalf in applying for the PUBLIC HEARING REQUEST under consideration.

William P. Carstarphen 2.16.22
Signature (owner) Date



City of Lowell-Development Services Department

101 W. First Street Lowell, NC 28098

Phone: 704-824-3518 Web: lowellnc.com

North Carolina
Gaston County

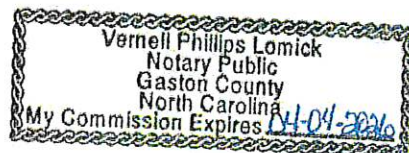
Vernell Phillips Lomick

I, Vernell Phillips Lomick, a Notary Public for the said County and State, do hereby certify that

William P. Carstarphen,

acknowledged the due execution of the foregoing instrument.

personally appeared before me this day and



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AGENDA ITEM INFORMATION

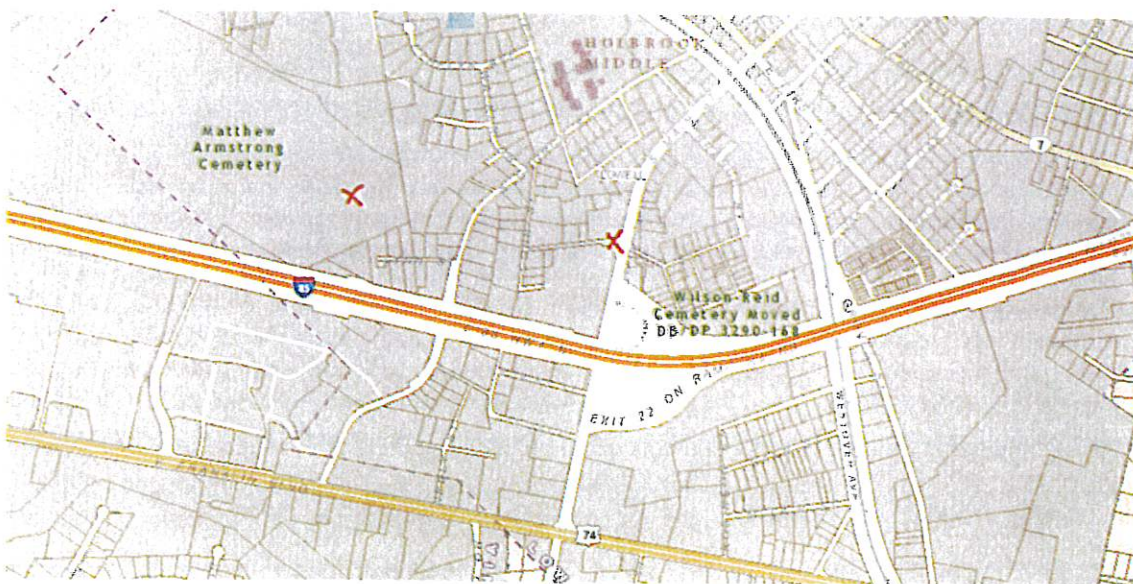
AGENDA ITEM #: 8-D

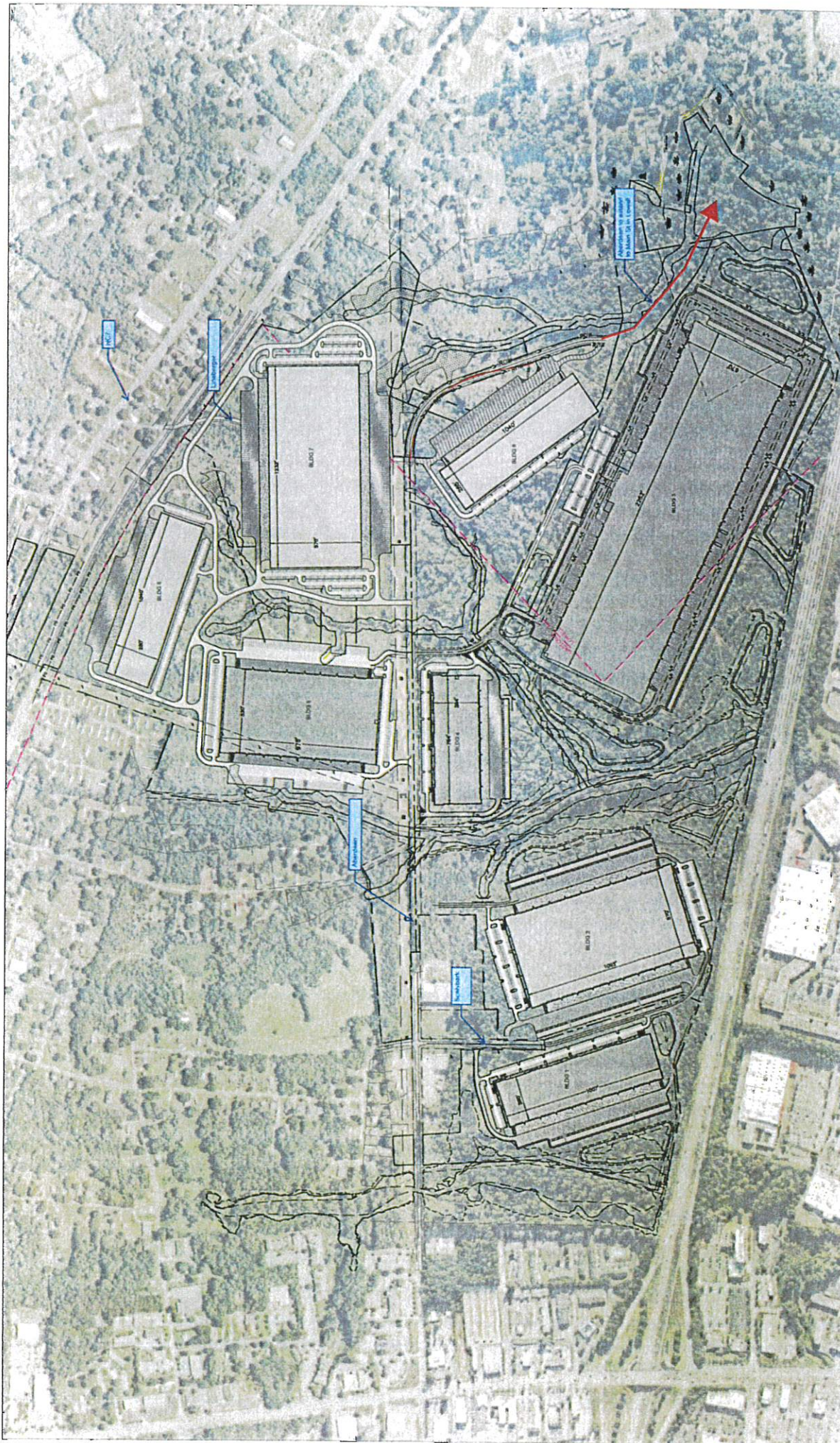
DESCRIPTION: UPDATE AND DISCUSSION OF ABERDEEN EXTENSION AND S. MAIN STREET CONNECTION AS IT RELATES TO THE GATEWAY 85 PROJECT

Questions have been raised by councilmembers regarding the proposed road connection from the Gateway 85 Project and S. Main Street. Staff will give a summary of meetings held on this topic and NorthPoint Development will be in attendance to answer any questions.

I have attached the most recent version of the master site layout for the Gateway 85 Project and the red arrow indicating the general pathway of the proposed road through Northpoint-owned property.

Below are the general connection points:





AGENDA ITEM INFORMATION

AGENDA ITEM #: 8-E

DESCRIPTION: BUDGET AMENDMENT #2

This amendment is for grant money received from The North Carolina Governors Crime Commission for communications equipment needed for new roster positions added to the Police Department in the amount of \$21,651.52. The equipment to be purchased is one mobile (vehicle mounted) 2-way communication radio, two portable (handheld) 2-way communication radios, and two rugged laptop computers and the consoles for the patrol vehicles that securely mount the communications equipment. Approval of this amendment is requested by the Finance Director.

City Of Lowell
Budget Amendment #2
Budget Ordinance FY 21-22

BE IT ORDAINED by the City Council of the City of Lowell, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1: To amend the General Fund, the estimated revenues are to be changed as follows:

General Fund:

Revenues:

	<u>Decrease</u>	<u>Increase</u>
10-3350-0000 Miscellaneous Revenues		\$21,651.52

This will result in an increase of \$21,651.52 in General Fund estimated revenues, bringing the revenues budgeted for FY 21-22 from \$2,773,007.00 to 2,794,658.52.

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

General Fund:

Police:

	<u>Decrease</u>	<u>Increase</u>
10-5100-3300 Departmental Supplies		\$21,651.52

This amendment will result in an increase of \$21,651.52 in the Police Departmental Supplies appropriations, bringing the appropriations for Police Department Supplies in FY 21-22 from \$23,000.00 to \$44,651.52.

This amendment is for grant money received from The North Carolina Governors Crime Commission for communications equipment needed for new roster positions added to the Police Department in the amount of \$21,651.52. The equipment to be purchased is one mobile (vehicle mounted) 2-way communication radio, two portable (handheld) 2-way communication radios, and two rugged laptop computers and the consoles for the patrol vehicles that securely mount the communications equipment.

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the City Council, and to the Budget Officer and the Finance Officer for their direction.

Adopted this _____ day of March, 2022.

Attest:

Mayor

City Clerk

AGENDA ITEM INFORMATION

AGENDA ITEM #: 8-F

DESCRIPTION: DISCUSSION OF APRIL 6TH CITY COUNCIL WORK SESSION

The adopted FY 23 budget calendar allows for a City Council work session on April 6th. I would like to discuss the date and time with the Council and possible amend the budget calendar for a mutually agreed upon date and time.



To: Scott Attaway, City Manager

From: Thomas Shrewsbury, Public Works

Date: March 1, 2022

Re: Monthly report

February 2022 updates are as follows:

- Sewer Department crews worked on outfall maintenance. They cleaned thousands of feet of sewer line and made repairs discovered during maintenance.
- Water Department employees completed visual inspection of all transducers and repeaters associated with our automated meter reading system.
- 2 inch water line break on Oakland Drive
- 2 inch water line break on Lowell Ave.
- 2 inch water line break on Lowell Bethesda Rd.
- 2 inch water line break on High Street.
- ¾ inch line break at 3015 Lowell Rd.
- 1.5 inch line break on Henderson Street.
- Street Dept staff began the process of clearing sidewalks and curbs.
- All staff worked on initial cleaning of municipal grounds and the cemetery in Preparation for grass cutting season.
- Street department crews helped clear fallen trees from sewer outfall lines. Trees being removed had fallen due to storms, erosion or trees dying off.
- Staff worked with developers and contractors on new development taking place in Lowell.
- City crews helped with security and cleaning the roadway at the chemical plant



To: Scott Attaway, City Manager

From: Lisa Nolen, Finance Director

Date: March 2, 2022

Re: Finance Update

Utility Billing:

Continuing to work closely with MeterSys staff to improve operations in MiNet by analyzing the MiNet database for any meter issues, any meter reporting or non-reporting issues, and reviewing the overall importing and exporting of readings for the billing process. Coordinating with MeterSys to streamline and calibrate flows to ensure more accurate meter and system alerts.

Compiling reports and data regarding sewer flow reduction requests to NCDEQ, and working on a 2021 water supply report for Public Works Director.

Compiling written instructions for all areas of operations in the Utility Billing dept., including all daily, weekly, and monthly responsibilities.

Finance:

Cleaning up account transactions that were coded incorrectly.

Still working on back log of tasks to be completed.

Entering year end adjusting journal entries received from Butler & Stowe for FY 2020-2021 and confirming year end balances are correct.



To: Scott Attaway, City Manager

From: Carl Moore, Interim Police Chief

Date: March 1, 2022

Re: Police Department Update

The police department recovered from being slowed down by Covid in January and February numbers were back to normal. Officers responded to 562 calls for service last month which is on track showing an increase from 2020 (455) and about the same as 2021 (584). Citations were up to 83 for February resulting from 106 traffic stops.

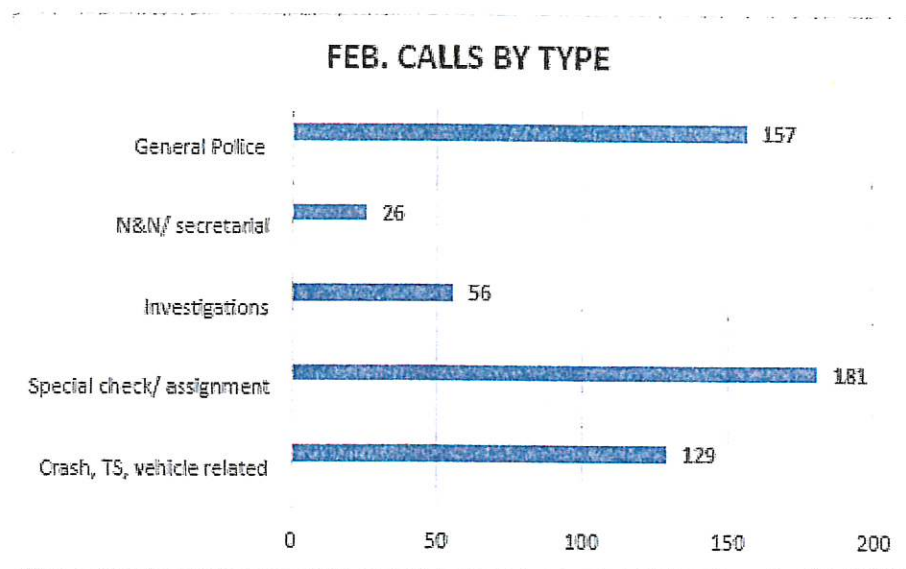
Officers logged 173 special checks, a lot of those were at 1602 N. Main St. A cellular game camera was placed on the property in an attempt to curb some of the trespassing taking place on the property. The camera is notifying police and taking pictures of the trespassers while they are on site. More than 24 people have been caught and charged with trespassing as a result of the camera notifying police.

Community watch started on the 3rd with zone 2 meeting at Woodlawn Baptist Church. Zone 3 meets later this week on the 10th at Harold Rankin Park. All meetings are at 7pm. City Council is invited to attend any meeting on the schedule.

Ofc. Anderson made a significant drug arrest last month. He was returning to his patrol car after clearing a call for service when he flagged down a passing motorist who didn't have their headlamps on after dark. He simply intended to notify the motorist of the mistake and safety concern. When the driver stopped and rolled the window down, Ofc. Anderson was overcome by the odor of marijuana. The subsequent search resulted in a seizure of 17.5 ounces of marijuana with a street value of \$3,500, \$1,463 dollars in cash, vacuum bags and a scale used for distribution, and a handgun. This is a significant amount of drugs and more importantly a gun off the street and out of the hands of a drug dealer. Ofc. Anderson has done a good job for the police department in his short time with us and this is just one example.



Ofc Anderson's drug seizure.



MONTHLY CALLS FEBRUARY

2020- 455

2021- 584

2022- 562

City of Lowell Community Watch Program

First meeting February/ March 2022

Welcome

- Introduction of host representative and what they do for the PD

What the program is going to accomplish

- Better communication between the citizens and the PD

- Introduce officers to make communication better

- Provide an avenue for citizens to communicate with police without an emergency

- Address citizen concerns and lessen fear of crime

What citizens can expect from by-monthly meetings

- PD will provide crime stats to citizens however exact neighborhood stats will take time to build

- Updates on PD projects that affect the neighborhood

What the PD needs from its citizens

- What justifies a call to police

- How to call police non-emergency

- What would be considered suspicious activity that needs to be reported

- Attendance to meeting and be active in communication

PD update and statistics

- How many officers we have, how many work on a shift

- Call volumes and call volumes per officer

- Plans to expand and provide more ways to respond to calls

Neighbors app

- Where to get it and what is it

- What the PD will use it for (notifications, requests for camera footage, meeting announcements)

Name the community watch neighborhood

Questions

Lowell Volunteer Fire Department

Lowell, NC

This report was generated on 3/3/2022 10:08:11 AM



Incident Type Count per Station for Date Range

Start Date: 02/01/2022 | End Date: 02/28/2022

INCIDENT TYPE	# INCIDENTS
Station: 17 - STATION 17	
111 - Building fire	1
311 - Medical assist, assist EMS crew	2
321 - EMS call, excluding vehicle accident with injury	4
322 - Motor vehicle accident with injuries	8
324 - Motor vehicle accident with no injuries.	2
412 - Gas leak (natural gas or LPG)	1
444 - Power line down	1
551 - Assist police or other governmental agency	1
611 - Dispatched & cancelled en route	8
651 - Smoke scare, odor of smoke	1
700 - False alarm or false call, other	1
711 - Municipal alarm system, malicious false alarm	2
715 - Local alarm system, malicious false alarm	1
736 - CO detector activation due to malfunction	1

Incidents for 17 - Station 17:

34

Only REVIEWED incidents included.



emergencyreporting.com
Doc Id: 857
Page # 1 of 1

AGENDA ITEM INFORMATION

AGENDA ITEM #: 8-G

DESCRIPTION: APPROVAL OF ACCOUNTING TECHNICIAN POSITION

In accordance with the Lowell Personnel Policy update of 2021, please consider the addition of an Accounting Technician position to be added to the City of Lowell staff.

Accounting Technician 2022

General Statement of Duties

Performs advanced, responsible administrative and clerical work performing the customer service and utilities billing and collections functions for the City.

Distinguishing Features of the Class

An employee in this class assists the Customer Service/Billing Specialist with all of the day-to-day operations of utility billing, collections and customer service and serves as the secondary contact for the public calling or entering City Hall. Work involves distributing mail and answering phones for all departments and routing calls; maintaining an up-to-date customer account data base and meter data base; setting up and closing out customer accounts and services; posting routes in the system; generating and processing billing and collecting on accounts; preparing and reconciling a variety of reports; handling customer inquiries; providing general fiscal support and reporting; and ensuring that the billing and collection rules and procedures as set by City Council and City Management are followed. The employee monitors the billing cycle and ensures that all records are submitted within established deadlines; processes work orders with Public Works staff for turn-ons, turn-offs, leak checks, etc.; and processes rental requests and payments for truck rentals, parks and recreation rentals and registrations, zoning and yard sale permits. Work also involves payroll duties, accounts payable duties, journal entries, and general accounting responsibilities. Work is characterized by the multiple detailed procedural steps involved in the work and the required independent knowledge of the utility customer data base management and computer applications. Work involves public contact functions and coordination with other departments within the City's organizational structure, especially the Public Works staff. Considerable tact and courtesy are required in the public contact functions. Work is performed under regular supervision and is evaluated through performance reviews, by accuracy and timeliness of customer service records and bills, and thoroughness of assigned responsibilities.

Duties and Responsibilities

Essential Duties and Tasks

Serves as backup receptionist for City Hall; assists the public with a wide variety of information and City services; answers complaints from citizens, research problems and answers to their questions.

Monitors alerts and digital meter readings daily for those meters that are automated; creates a meter reading batch file, transmits to the Meter Technicians for reading, and imports readings to be used for billing if meters are not automated; proofs meter readings to determine if readings fall within patterns and expectations and if not, requests re-reads; assists customers with questions on bills; makes leak adjustments within established guidelines.

Monitors the billing cycle and assures that all records are submitted on a timely basis in order that established deadlines will be met.

Examines the utility billing reports and makes a determination if ready for printing and mailing or if re-reads are needed; closes out accounts and prorates bills; and prepares and mails monthly and final bills.

Accepts applications for new taps; establishes new utility accounts and ensures proper initial meter readings are entered; enters bank draft information; deletes accounts for multiple temporary development needs.

Collects and enters a variety of payments received by mail, in-person and through the drop box including utility bills, zoning permits, yard sale permits, truck rentals, parks and recreation rentals and fees, etc.; calculates and administers bill adjustments.

Balances cash drawer daily; prepares deposits for the bank; prepares insufficient funds letters for Finance; prepares and posts daily credit card payment reports; transfers funds from the credit card

payment vendor to the City for credit card payments made online.

Creates and updates work orders for turn-ons, turn-offs, re-reads, leak checks, etc.; works with citizens with complaints and questions about bills and payment options; manages the list of cut-offs and provides to field personnel to execute;

Prepares a variety of fiscal reports involving compiling, typing, data entry, reconciling and other fiscal support activities.

Performs special research, coordination, and other activities for special projects and assignments.

Additional Job Duties

Performs related duties as required, including providing back up to other staff members.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of City policies, rules, and procedures related to billing, collections and customer service regarding the water system.

Considerable knowledge of the utility billing and customer data base software application and ability to operate hardware.

Considerable knowledge of the application of office technology to the work, such as, but not limited to Microsoft Excel.

Working knowledge of paraprofessional accounting principles and practices.

Working knowledge of water meter operations.

Skill in collaborative conflict resolution and customer contact.

Ability to interact with the public in a tactful and effective manner.

Ability to create and maintain accurate records, reports, and files in support of a cash receipt and customer-oriented operation.

Ability to operate calculator, computer terminal, typewriter, cash register, and related office equipment at the desired level of speed and accuracy.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with supervisors, coworkers, public officials, and customers.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, reaching, standing, walking, lifting, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and use figures and statistics, operate a computer terminal, read maps and written material extensively.

Desirable Education and Experience

Graduation from high school supplemented by courses in business or accounting, and experience in a customer service operation involving multiple step tasks and use of customer data base software; or an equivalent combination of education and experience.

Special Requirement

May require possession of Notary Public or ability to obtain within the time frame specified by the City.

AGENDA ITEM INFORMATION

AGENDA ITEM #: 8-H

DESCRIPTION: CONSIDERATION OF GRANT PROJECT ORDINANCE FOR
ARPA FUNDS

In compliance with the ARPA guidelines, please find the attached grant project ordinance for your review and approval.

**Grant Project Ordinance for the City of Lowell American Rescue Plan Act of 2021:
Coronavirus State and Local Fiscal Recovery Funds**

BE IT ORDAINED by the City Council of the City of Lowell, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The City of Lowell (City) has received the first tranche in the amount of \$592,139.85 of CSLFRF funds. The total allocation is \$1,184,279.70 with the remainder to be distributed to the Town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Section 2: The City has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

Section 3: The following amounts are appropriate for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLFRF Funds
001	Public safety services for period of July 1, 2021 through December 31, 2024	6.1	Salaries	\$50,000
002	Parks and recreation services for period of July 1, 2021 through December 31, 2024	6.1	Salaries	\$30,000
003	General administration services for period of July 1, 2021 through December 31, 2024	6.1	Salaries	\$225,000
			Benefits	\$30,000

004	Water/Sewer services for period of July 1, 2021 through December 31, 2024	6.1	Salaries	\$200,000
			Benefits	\$25,000
005	Public works-streets services for period of July 1, 2021 through December 31, 2024	6.1	Salaries	\$25,000
			Benefits	\$7,000
	ARP/CSLFRF Unassigned			\$592,279.70
	TOTAL			\$1,184,279.70

Section 4: The following revenues are anticipated to be available to complete the project:

ARP/CSLFRF Funds: \$1,184,279.70

General Fund Transfer: \$0

Total: **\$1,184,279.70**

Section 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the City's Uniform Guidance Allowable Costs and Cost Principles Policy.

Section 6: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 7: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to City Council.

Section 8: This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

Adopted this 8th day of March, 2022.

Sandy Railey, Mayor

Attest:

Attest As To Form:

Cheryl Ramsey, City Clerk

John Russell., City Attorney

AGENDA ITEM INFORMATION

AGENDA ITEM #: 8-I

DESCRIPTION: BUDGET AMENDMENT #3

This budget amendment is for ARPA grant money to be added to the 10-4100-0200 (Admin Salaries). This would then allow supplantation to needed projects within the administration budget.

City Of Lowell
Budget Amendment #2
Budget Ordinance FY 21-22

BE IT ORDAINED by the City Council of the City of Lowell, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1: To amend the ARPA Fund and General Fund, the estimated revenues are to be changed as follows:

ARPA Fund:

Revenues:

	<u>Decrease</u>	<u>Increase</u>
ARPA Revenues	\$85,000.00	

General Fund:

Revenues:

	<u>Decrease</u>	<u>Increase</u>
ARPA Appropriated		\$85,000.00

This will result in a decrease of \$85,000.00 in ARPA Revenues and an increase of \$85,000.00 in General Fund estimated revenues, bringing the revenues budgeted for FY 21-22 from \$2,794,658.52 to 2,879,658.52.

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

General Fund:

Revenues:

	<u>Decrease</u>	<u>Increase</u>
ARPA Appropriated	\$85,000.00	

General Fund

Administration:

Administrative Salaries		\$85,000.00
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This amendment will result in a decrease of \$85,000.00 in the ARPA Appropriated Revenues and an increase in Administrative Salaries appropriations, bringing the appropriations for Administrative Salaries in FY 21-22 from \$200,116.00 to \$285,116.00.

This amendment is for grant money received from ARPA for Administrative Salaries.

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the City Council, and to the Budget Officer and the Finance Officer for their direction.

Adopted this _____ day of March, 2022.

Attest:

Mayor

City Clerk