

**TOWN OF WEDDINGTON
SPECIAL TOWN COUNCIL MEETING
MONDAY, AUGUST 3, 2009 - 6:00 P.M.
WEDDINGTON TOWN HALL
1924 WEDDINGTON ROAD
WEDDINGTON, NC 28104
AGENDA**

1. Open the Meeting

2. Appeal of Zoning Administrator's Decision – Wesley Chapel Weddington Athletic Association (WCWAA) for Placement of Fill Within the Optimist Park Without a Floodplain Development Permit

3. Adjournment



TOWN OF WEDDINGTON MEMORANDUM

DATE: 8/03/2009
TO: NANCY ANDERSON, MAYOR
TOWN COUNCIL
CC: AMY MCCOLLUM, TOWN CLERK
FROM: JORDAN COOK, ZONING ADMINISTRATOR/PLANNER
RE: WCWAA APPEAL 01-09

Appeal Information:

- The Town of Weddington issued the WCWAA a citation on April 30, 2009.
- This citation was issued to the WCWAA for the placement of additional gravel within a parking lot in the Floodplain. Repairs included filling potholes and disbursing gravel throughout the parking lot. The WCWAA was ordered to cease and desist placing additional gravel in the parking lot.
- This citation was issued because the WCWAA did not apply for nor receive a Floodplain Development Permit as required per *Section 58-453 of the Town of Weddington Code of Ordinances*.
- The WCWAA received the citation on May 19, 2009 and appealed the citation on May 29, 2009.
- *Section 58-484 of the Town of Weddington Code of Ordinances* outlines the corrective procedures and states that owner (WCWAA) may “appeal the order to the local elected governing body”.
- While a Floodplain Development Permit has not been submitted, the WCWAA has provided information that shows a 0.24” increase in height to the existing parking lot as a result of the gravel installation.
- The following Exhibits are included in you packet:
 - Exhibit 1- Map of the WCWAA Property
 - Exhibit 2- Citation mailed to WCWAA dated April 30, 2009
 - Exhibit 3- Citation dated April 21, 2009
 - Exhibit 4- Appeal 01-09 dated May 29, 2009
 - Exhibit 5- *Section 58-453 Establishment of floodplain development permit*

- Exhibit 6- *Section 58-484 Corrective procedures*
- Exhibit 7- Parking Area Info and Map provided by WCWAA

GOMAPS - Union County NC Public Access



- LEGEND**
- * Address_point
 - Highways
 - Streets
 - Structures
 - Parcels
 - FEMA Zones 2008 Adopted Oct 2008
 - 0.2% Annual Chance
 - AE
 - AE-FW
 - Aerials_2007
 - County



Thursday,
 July 30
 2009

This map is prepared for the inventory of real property found within Union County, NC and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained on this map. Union County and the mapping companies assume no legal responsibilities for the information contained on this map.

Grid based on the North Carolina State Plane Coordinate System
 All dimensions in feet

CITATION

DATE: 4.21.09 TIME: 11:45PM LOCATION: WEDDINGTON OPTIMIST PARK

NAME: Tracey Clinton, President-WCWAA

ADDRESS: 5211 Weddington Road

CITY: Weddington STATE: NC ZIP: 28104

ZONING: R-CD

YOU ARE CHARGED WITH A CITATION FROM THE TOWN OF WEDDINGTON AS SET FORTH AND DESCRIBED BELOW:

Description of Offense: The WCWAA has added gravel to the parking lots within the lower portion of the Optimist Park. The Park was and is not permitted to perform any land disturbing activities in this portion of the park until all FEMA violations are corrected.

PLANNER: JORDAN C. COOK

UNDER THE PROVISIONS OF THE ORDINANCES OF THE TOWN OF WEDDINGTON, A PENALTY OF \$50.00 IS HEREBY ASSESSED. THIS PENALTY IS PAYABLE AT THE TOWN OF WEDDINGTON TOWN HALL FROM 9:00 AM – 1:00 PM MONDAY, WEDNESDAY OF FRIDAY.

FAILURE TO PAY THIS CITATION AND CORRECT THIS VIOLATION WITHIN 15 DAYS



TOWN OF
WEDDINGTON

1924 Weddington Road • Weddington, North Carolina 28104

April 30, 2009

Tracey Clinton
President
WCWAA
5211 Weddington Road
Weddington, NC 28104

Re: CITATION: WCWAA Citation for the Placement of Fill within Optimist Park without a Floodplain Development Permit.

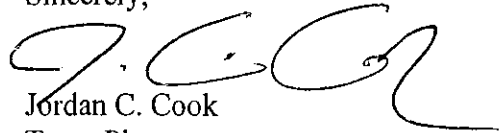
Dear Ms. Clinton:

In response to complaints from neighboring residents, the Town of Weddington (the "Town") has inspected and determined that earlier this year WCWAA placed additional gravel in the parking lot located in the lower portion of the Optimist Park. The addition of such fill is in violation of the Federal Emergency Management Act ("FEMA") regulations and the Town's Code of Ordinances, Section 58-453. In accordance with the Town's Code, a "floodplain development permit" shall be required prior to commencing "any development activities within special flood hazard areas." According to our records, WCWAA did not apply for, or receive, a floodplain development permit from the Town prior to the recent gravel addition at Optimist Park. For this reason, placement of the additional gravel was in violation of Section 58-453, and you are hereby cited for that violation.

Under the provisions of the Town's Code of Ordinances, WCWAA must cease and desist placing additional gravel in the Optimist Park area, must remove all recent fill from the lower portion of Optimist Park, and must correct any violations existing on the property as a result of the recent gravel addition earlier this year within fifteen (15) days from the date of this citation. Furthermore, under the Town's Code of Ordinances, a penalty of not more than \$500.00 shall be assessed if you do not correct the violation within fifteen (15) days from the date of this citation. Each day that this violation exists after the fifteen (15) day period shall constitute a separate offense and shall subject you to a civil penalty to be recovered by the Town in a civil action in the nature of a debt. Moreover, your failure to remit payment or remove the recent additional fill in a timely manner may subject you to additional remedies allowable under N.C.G.S. § 160A-175, including but not limited to injunctive relief.

Should you disagree with this determination you may appeal this citation to the Town Board of Adjustment. Any appeal must be filed within ten (10) days from the date of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read 'J.C. Cook', with a long, sweeping horizontal line extending to the right.

Jordan C. Cook
Town Planner

cc: Nancy D. Anderson, Mayor
Amy McCollum, Town Clerk
Anthony Fox, Town Attorney

4

**TOWN OF WEDDINGTON
APPEAL APPLICATION**

APPLICATION NUMBER Appeal 01-09 DATE 5/29/09
APPLICANT'S NAME WCWAA (Tracey Linton, president)
APPLICANT'S MAILING ADDRESS PO Box 79252
Charlotte, NC 28271

APPLICANTS PHONE NUMBER 704-821-1439 / 704-562-5995

Applicants seeking an appeal of a decision made by the Zoning Administrator shall complete the following information. Use additional space on a separate piece of paper, if necessary.

DATE OF ZONING ADMINISTRATOR'S DECISION April 30, 2009

(Note: Received by WCW on May 19, 2009)

SUMMARY OF ZONING ADMINISTRATOR'S DECISION

WCWAA Citation for Placement of Fill within
Optimist Park without Floodplain Development
Permit

(1)

REASON FOR APPEAL OF DECISION: WCWAA President communicated
twice to town staff regarding plans to repair +
Maintain driveways, parking lots + fields. No indication
was ever given that development permit was required.

(2) work done is repair work only on existing facilities in place
prior to annexation by Weddington.

An application for an appeal must be submitted within ten (10) days of the written decision made by the Zoning Administrator. A fee (in cash or check made payable to the Town of Weddington) of Two Hundred Dollars (\$200.00) shall accompany all applications in order for the application to be considered complete. The Weddington Board of Adjustments shall hear a complete application within forty (40) days from the date of submission.

NOTE: Once a public hearing has been held, if you are dissatisfied with the decision of the Board of Adjustment, and appeal may be taken to the Superior Court of Union County. See Article VIII, Section 58-236(e) of the Weddington Code of Ordinances.

CERTIFICATIONS

A. I HEREBY CERTIFY THAT ALL OF THE INFORMATION PROVIDED FOR
IN THIS APPLICATION IS, TO THE BEST OF MY KNOWLEDGE,
ACCURATE AND COMPLETE.

Tracey Olson
APPLICANT

5/29/09
DATE

B. TO THE BEST OF MY KNOWLEDGE, THIS APPLICATION IS ACCEPTED
AND DEEMED COMPLETE.

[Signature]
ZONING ADMINISTRATOR

4/1/09
DATE

(This Information Is To Be Filled Out By The Zoning Administrator)

1. PUBLIC HEARING DATE: August 3, 2009
2. NOTICE TO APPLICANT MAILED ON: July 24, 2009
(Certification Attached) Town Council
3. ACTION TAKEN BY ~~BOARD OF ADJUSTMENTS~~: _____

4. DATE DECISION OF BOARD OF ADJUSTMENTS FILED: _____

Sec. 58-453. Establishment of floodplain development permit.

A floodplain development permit shall be required in conformance with the provisions of this article prior to the commencement of any development activities within special flood hazard areas determined in accordance with the provisions of section 58-452 of this article.

(Ord. No. O-2008-10, 10-13-2008)

Sec. 58-484. Corrective procedures.

(a) *Violations to be corrected:* When the floodplain administrator finds violations of applicable state and local laws, it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.

(b) *Actions in event of failure to take corrective action:* If the owner of a building or property shall fail to take prompt corrective action, the floodplain administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:


- (1) That the building or property is in violation of the floodplain management regulations;
- (2) That a hearing will be held before the floodplain administrator at a designated place and time, not later than ten days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and
- (3) That following the hearing, the floodplain administrator may issue an order to alter, vacate, or demolish the building; or to remove fill as applicable.

(c) *Order to take corrective action:* If, upon a hearing held pursuant to the notice prescribed above, the floodplain administrator shall find that the building or development is in violation of the flood damage prevention ordinance, he or she shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not less than 60 calendar days, nor more than 180 calendar days. Where the floodplain administrator finds that there is imminent danger to life or other property, he or she may order that corrective action be taken in such lesser period as may be feasible.

(d) *Appeal:* Any owner who has received an order to take corrective action may appeal the order to the local elected governing body by giving notice of appeal in writing to the floodplain administrator and the clerk within ten days following issuance of the final order. In the absence of an appeal, the order of the floodplain administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.

(e) *Failure to comply with order:* If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or fails to comply with an order of the governing body following an appeal, the owner shall be guilty of a misdemeanor and shall be punished at the discretion of the court.

(Ord. No. O-2008-10, 10-13-2008)

M.L. Winchester  Grading, Inc.
5820 Weddington Rd.
Monroe, NC 28110
704-283-1001 Fax - 704-282-1142

July 29, 2009

TO: WCWAA
Tracy Clinton, President
Dave Arone
George Scilla

FROM: Lynn Winchester

RE: Parking Area - Optimist Park

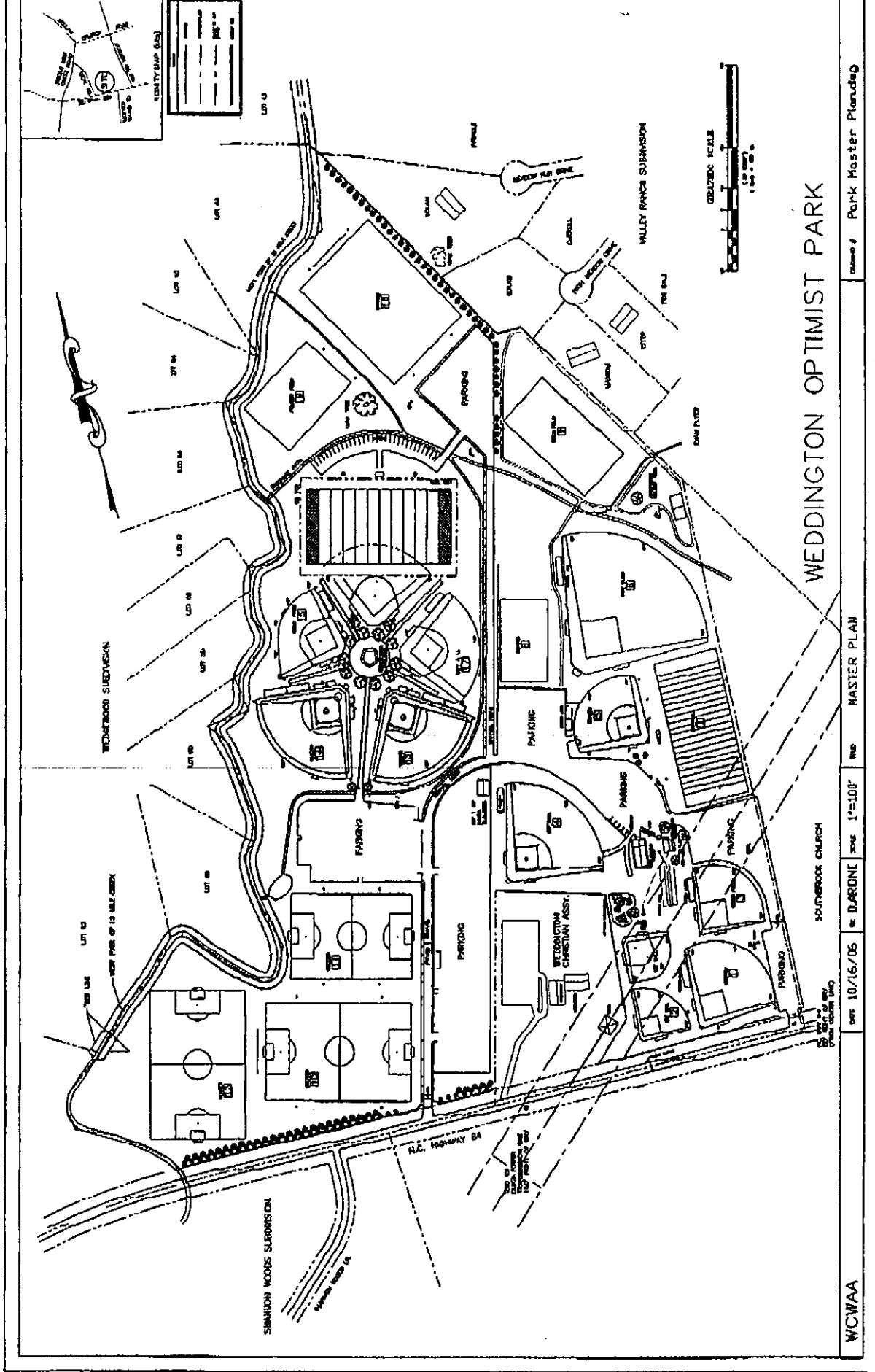
In April 2009, we filled potholes and distributed evenly in the lower back parking lot with 4 Tandem loads of ABC gravel. Each load averaged 15 Tons of gravel which converts to 8.33 cubic yards of material per load. The 4 loads of gravel would equal approximately 33.3 cubic yards total.

If you have any questions, please call me.

1976 -2009
33 YEARS OF SERVICE

PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT

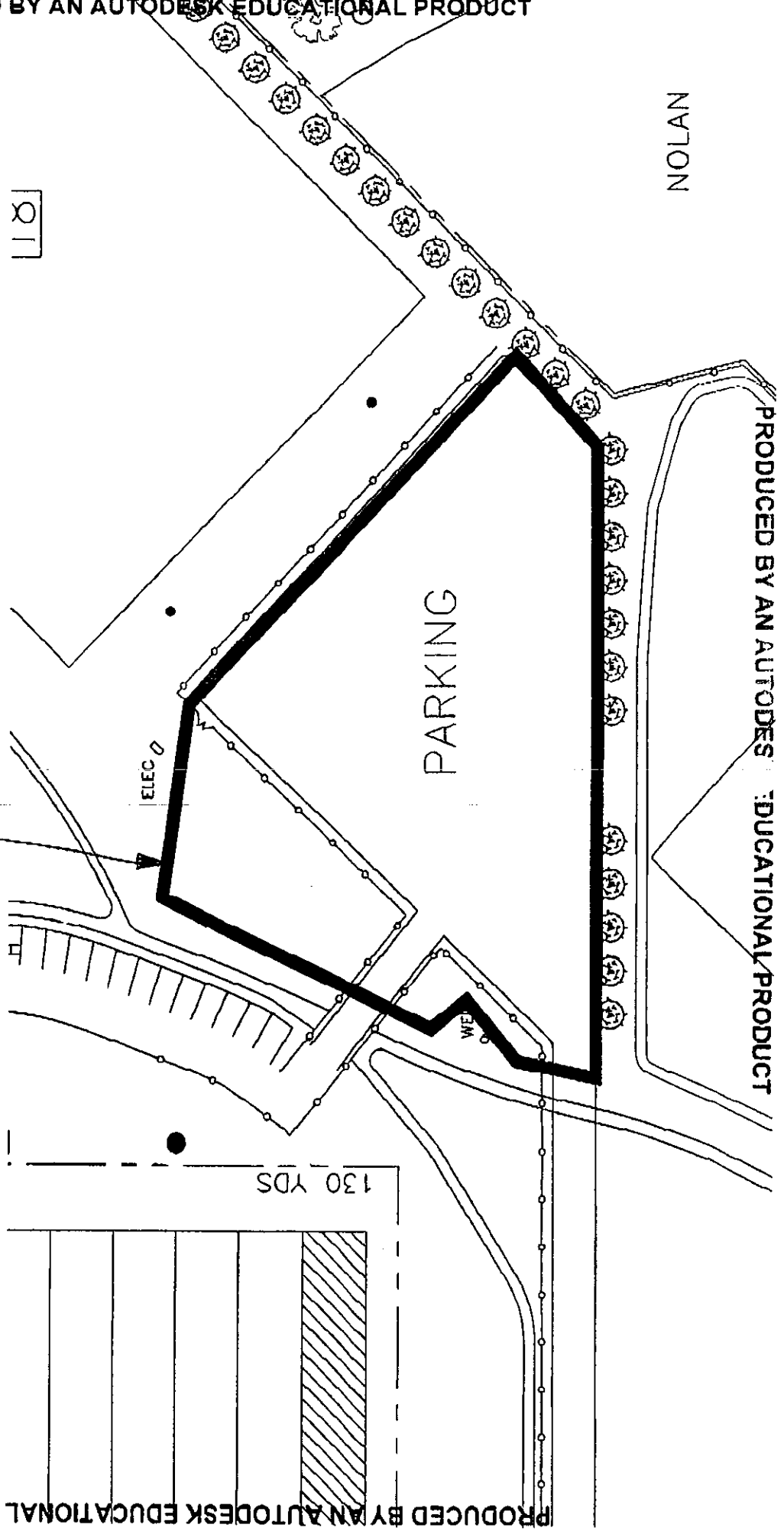
PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT



PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT

1. $33.3 \text{ YD}^3 = 899.1 \text{ FT}^3$ (VOLUME OF GRAVEL)
2. $899.1 \text{ FT}^3 \div 44,620 \text{ FT}^2 = 0.0202 \text{ FT}$
3. $0.0202 \text{ FT} \times 12 \text{ IN/FT} = 0.24 \text{ IN}$ INCREASE IN HEIGHT DUE TO ADDITION OF GRAVEL IN PARKING LOT

LOWER BACK PARKING LOT
(AS BUILT)
APPROX 44,620 FT²



**TOWN OF WEDDINGTON
REGULAR TOWN COUNCIL MEETING
MONDAY, AUGUST 3, 2009 - 7:00 P.M.
WEDDINGTON TOWN HALL
1924 WEDDINGTON ROAD
WEDDINGTON, NC 28104
AGENDA**

1. Open the Meeting
2. Determination of Quorum/Additions or Deletions to the Agenda
3. Aero Plantation Fire Report – Wesley Chapel VFD Chief Terry Byrum
4. Public Comment - *Speakers are limited to two (2) minutes or less and Large Groups are Encouraged to Designate a Spokesperson*
5. Approval of Minutes
 - A. May 11, 2009 Regular Town Council Meeting
 - B. June 22, 2009 Special Town Council Meeting
 - C. July 13, 2009 Special Town Council Meeting
6. Consent Agenda
 - A. Consideration of Approval of New Municipal Records Retention and Disposition Schedule
 - B. Consideration of Code Enforcement Technical Assistance Services Contract – Centralina Council of Governments
 - C. Consideration of Approval of Proclamation Designating September 17 – 23 as Constitution Week
 - D. Consideration of Resolution to Enter into Agreement with the North Carolina Local Governmental Employees' Retirement System to Provide Employee Death Benefits
 - E. Call for Public Hearing on the Local Area Regional Transportation Plan (Public Hearing to be held September 14, 2009 at 7:00 p.m. at the Weddington Town Hall)
7. Old Business
 - A. Appointment to Carolina Thread Trail Steering Committee
 - B. Consideration of Approval of Contract with HadenStanziale for the Development of a Downtown Development Master Plan
8. New Business
9. Update from Town Planner
10. Update from Town Administrator/Clerk
11. Public Safety Report
12. Transportation Report
13. Update from Finance Officer and Tax Collector
14. Council Comments
15. Adjournment

**TOWN OF WEDDINGTON
REGULAR TOWN COUNCIL MEETING
MONDAY, MAY 11, 2009 - 7:00 P.M.
MINUTES**

The Town Council of the Town of Weddington, North Carolina, met in a Regular Session at the Weddington Town Hall, 1924 Weddington Road, Weddington, NC 28104 on May 11, 2009, at 7:00 p.m. with Mayor Nancy D. Anderson presiding.

Present: Mayor Nancy D. Anderson, Mayor Pro Tem Robert Gilmartin, Councilmembers L.A. Smith, Tommy Price (left at 9:18 p.m.) and Jerry McKee, Town Attorney Anthony Fox, Finance Officer Leslie Gaylord, Town Planner Jordan Cook and Town Administrator/Clerk Amy S. McCollum.

Absent: None

Visitors: Brian Carlton, Craig Horn, Walter Staton, Bill Price, Barbara and Pat Harrison, Genny Reid, Werner Thomisser, Barry Moose, Richard W. Hancock

Item No. 1. Open the Meeting – Invocation and Pledge of Allegiance. Mayor Nancy D. Anderson called the May 11, 2009 Regular Town Council Meeting to order at 7:05 p.m. Mayor Anderson offered the Invocation and led in the Pledge of Allegiance.

Item No. 2. Special Recognitions. Mayor Anderson recognized the following Union County Teachers with a Certificate of Appreciation:

- Union County Teacher of the Year from Marvin Ridge High School – David Dahari
- North Carolina Teacher of the Year from Porter Ridge High School – Jessica Garner
- Union County Teacher Assistant of the Year from Marvin Ridge Elementary School – Sally Norris

Mr. Craig Horn shared recognitions for local service members. He stated, “We would like to recognize our local citizens that have family in the military and in many cases are deployed around the world and often in harm’s way. We will be hanging here in the Town Hall a Blue Star Flag for each of these service men. If you know of someone that is deployed or serving our country, we would appreciate being aware of them so that we can recognize them appropriately. Memorial Day is one of the most important days of the year to recognize those that have made the ultimate sacrifice for their country. I have had the great honor of serving our country abroad and know what it is like to be away.”

Item No. 3. Determination of Quorum/Additions and Deletions to the Agenda. There was a quorum. Councilmember L.A. Smith moved to approve the May 11, 2009 Regular Town Council agenda as presented. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Price, McKee and Mayor Pro Tem Gilmartin
and Mayor Anderson
NAYS: None

Item No. 4. Presentation by Mr. Barry Moose, NCDOT. Mayor Anderson asked that Mr. Barry Moose walk through the process of how the funding would work for the proposed connector road from Providence Road to Weddington-Matthews Road and the roundabout at the intersection of Highway 84

and Weddington-Matthews Road. Mayor Anderson also asked that Mr. Moose give an update on the Providence Road Widening and the relocation of Weddington Church Road.

Mr. Moose – Conversations are still occurring with Weddington UMC. I did have a group from the church to come visit me a couple of weeks ago. They have a desire and are willing to accommodate the road. They want us to push it as far off the property line as we can which would mean taking a little more lake than I had originally planned. That has created some design complications where it would tie back into Weddington Church Road from a geometric point of view. I am still moving that ball forward. In regard to the proposal that you see on the screen, all of you remember the development that was going to happen and the monies that we earmarked to finish the road that the developer was going to build. We had earmarked and reserved 2 million dollars that we were going to use to build the remaining 1,500 feet of roadway for the Rea Road Extension. We held 2 million out to make that connection. That would have carried Rea Road across Highway 16 through the development and back on to Highway 84. I do not foresee that happening any time soon. It is not funded now. It may be 5, 10 or 20 years from now. I do think it will happen but in a bigger way than we were proposing. We have that 2 million dollars sitting there. I have been hearing you for years about access concerns in and around Highway 84. One day I was doodling and said why can we not take this money and re-scope it and build this northern connector road and put a roundabout at Highway 84. The purple line was centrally put there to show what potentially could happen if that area ever developed. I am not proposing to build that with public funds. What you start seeing is some circulation around the Town so people that want to get to the shopping center do not have to depend on Highway 84 and Highway 16 solely. It gives them some choices. The money for the part of Rea Road that we were going to build is sitting in year 2013. We do not want to wait until 2013 to build these two improvements. I suggested to the Mayor one day when we were talking that if the Town had the financial means to advance the money to the State of North Carolina we would consider entering into a contractual arrangement where you would loan us the money, go ahead and have these improvements built sooner, and we would promise to pay back in the year 2013 when we were originally planning to spend that money. How that process works is we basically enter into a Municipal Agreement; it is a legal binding document both the Town and the State of North Carolina would execute and that document would have the specific provisions in it that says the Town would agree to advance “x” amount of dollars and in return the State of North Carolina would promise to pay it back in 2013 with a nominal interest rate, typically 3 to 4% a year. You would get these projects at least three years earlier. I have estimated both to cost between \$1.2 million to \$1.5 million and that would include design. That is without walking the property. I feel very comfortable with \$600,000 for the roundabout. I do not know if there are any major drainage issues. If there are, that could increase the cost by 10% to 20%.

Councilmember Jerry McKee - If we have a contract agreement, what happens if there are changes to the construction and the price goes up?

Mr. Moose - If it is a small amount of money, we probably would not come back to the Town. If it is a significant amount of money, I would not make that decision by myself. I would come back to you. We could potentially come back and say that we need more money. This is not the Highway 16 project – a multi-million dollar project. These are much smaller. You usually have a very good design and can contain those costs very tight. Not as many surprises. I would not anticipate that being the case unless there is an unknown landfill that we are going through and have to clean up.

Councilmember McKee – The funds designated for the Rea Road Extension, could they get lost or go away?

Mr. Moose – There are several steps that we need to go through before I would even advise you to consider this type of arrangement. We are right now in the throws of updating our Transportation

Improvement Plan. The proposal is to go from a 7-year plan to a 5-year plan, which would carry it out to 2013 – 2014. I have to ensure that the money stays in that plan. I am working on that right now to make sure that happens. The second step is we have to go through the MPO process to get them to endorse a change in scope for the project and changing the funds to these projects in lieu of the Rea Road Extension project. Once those two steps occur, then we enter into an agreement where we have a signed document that freezes those dollars. If I have a binding document and it meant me paying Weddington back or building 485, I will pay my commitments first. It will not be a slam dunk with MUMPO.

Mayor Anderson - I was at that meeting when the money was put in there and Marion Cowell, Board of Transportation Member, was very clear that money would only be used to finish Rea Road and there was no way that the State would start it. My feeling is that we will lose the money if we do not use it someplace else.

Mr. Moose – That is correct, we will lose the money in 2013 if we do not use it someplace else.

Councilmember Tommy Price - I am surprised that the numbers for the traffic circle work with it being so close to the intersection.

Mr. Moose – Before we went too far with this, we had our traffic and congestion management people look at it and they said it would work.

Councilmember Price - Does it work purely based on the purple line?

Mr. Moose – No.

— Councilmember Price - Traffic backs all the way down to the yellow line on Highway 84 now. I do not see the purpose of the traffic circle without four roads. If the traffic circle goes in, does it change the profile from the circle to Highway 16?

Mr. Moose – Highway 16 working towards the circle will be just like we have it planned. There will be a spot where I will try to stop construction knowing that we are going to build the roundabout because I do not want to build something that we are going to tear out. Right now that is a balancing act because we do not have the design for the circle. We do not even have a plan in place. I am juggling the contractor and slowing him down as much as I can on Highway 84 while we work through these issues. The roundabout feature does not necessarily have to be a roundabout. The roundabout I suggested because of the aesthetic aspect of it. It is getting back to what the Town has asked for wanting more of a main street feel - less asphalt and more green space. The roundabout functions well at 30,000 cars a day. After that it starts to degrade a little. For many years into the future, the roundabout should be adequate. I was forward thinking that Rea Road Extension will happen. It is too important of a connector not to happen. I just cannot tell you when because it is not a funded project. Once that happens, a lot of traffic will die off in this area because they will be taking that route.

Councilmember Price - The traffic studies that were done, did they show more cars turning left off of Highway 84 to Providence or turning right on Providence?

Mr. Moose - I do not remember. I think we are building a dual left and a dual right.

Councilmember Price – No, you have a designated left, a straight and left and a designated right. That is something that I was curious about.

Mr. Moose – We may need to go back and revisit that. To make the roundabout work, we are going to need to reduce the queue lengths. If the queue length backs up to the circle, then we do not need to build the circle because the circle will shut down. The value of the roundabout is making traffic flow. We will make sure the traffic works before we build anything. Right now we are in the baby stage of this. I do not want to do a lot of work unless I know you are on board with it. During the preliminary review, our traffic people actually liked it. They felt it was a good idea and that it split the traffic to go in different directions.

Councilmember McKee - You said that the roundabout would cut down on some of the construction on Highway 84.

Mr. Moose – There is no need to build that if I know a year later that I am going to come back and build a roundabout. What I will try to do is to pick that spot on Highway 84 where we will build the roundabout up to and stop the construction on Highway 84 so that I do not have to waste money to tear all of that out.

Mayor Anderson – You said earlier if Weddington funded some of the design, we could have this up and running in March 2010.

Mr. Moose - The two steps to make the financial package work I shared with you, those being that we need to make sure that it stays on our TIP and make sure that MUMPO endorses. Those are the two steps to make the financial arrangement work. We cannot advance this project too fast. Right now this region is in a non-attainment air quality status. That means that we cannot modify any TIPs for the next year. We have already been through a grace period where we could do things and now we are in the non-attainment period. The only thing that we can do in the next year is to continue to build projects that we have already identified in the TIP. Changing scopes of projects, adding projects and taking projects out, we cannot do until we get this region back into an attainment status. That is the MPO primary function. The MPO is the one that drives that process. The earliest that we can modify the scope and the TIP is March 1, 2010. The earliest that we can even consider starting construction would be March 2010 on both projects. That is assuming that we get attainment status. What I suggested is if we keep the money in the TIP and MUMPO endorses this, I think it would be a low risk for you to advance the design funding between now and March 1 and have the design in place and have the contracts ready so when we find ourselves in attainment we can make those modifications then we can turn right around and let the contract.

Mayor Pro Tem Gilmartin - How do we get attainment and does the 1.2 to 1.7 million dollars include the costs for right-of way?

Mr. Moose – The costs that I gave you were construction costs. It does not mean that these monies cannot be used for right-of-way but the number would go up. This is new ground for everyone. We have never in this region ever found ourselves in a non-attainment status. I think this is a learning process for everyone. What happens is if we do not find ourselves in attainment of March of next year, federal funds get cut off. That means that all construction shuts down. Between now and then there is a model, it goes out and it measures road projects, development, industry and some-how they put that in this model and some magic numbers come out the other end and as long as those numbers are within the budgetary amounts for things like carbon deposits and things of that nature then we are okay. I think it is going to be a challenge but I think it is doable. There are going to have to be some creative things done to show the EPA that we can maintain and be within the budgeted amounts for these air pollutants. I never try to estimate right-of-way cost. I usually give an estimate of construction knowing that there is going to be an element on top of that for utility work and right-of-way acquisition. The economic downturn has been working in our favor. The first three stimulus projects that we let were a large variety of projects which included the widening of NC 51 in Pineville, the bridge replacement project and a new road alignment in

Stanly County. Those three projects averaged 21% below our construction estimate. With the stimulus money, we received a total for the State of \$735 million. I do not know how long we will sustain that much of a savings.

Councilmember McKee - On the roundabout, we were talking about advancing design monies. Is there any way to figure how much more right-of-way would be needed?

Mr. Moose - That would be a derivative of the design itself.

Councilmember McKee - If we advance the money for it and it ends up to where somebody does not want to donate right-of-way, we are going to have a problem. We would be spending money before we even know. Can we not have a preliminary drawing saying it is going to cost this much for the circle without having to do design money?

Mr. Moose - You have to design to a certain level to have a confidence level for your right-of-way. You do not have a 100% set of design plans. We develop what we call a set of right-of-way plans. It is in the 30% range. We have enough of the geometric design on paper so that we have a fair level of confidence that this will be the necessary right-of-way and this will be the necessary utility costs. I feel that we could have everything done before March of next year. A consultant would be more expensive. The other thing to keep in mind is you do not have to build both of these projects. I believe the northern connector is too good of a project to not consider. The roundabout depending on how you want your Town to look, I think that is a personal preference. My statutory limit locally for a contract is 1.2 million dollars so collectively if these projects are more than \$1.2 million I can let them separately to keep it below that threshold so I can stay in control of the project instead of sending it to Raleigh. If it is over \$1.2 million I have to go through a more formal bidding process. To see a good design of a roundabout go to Goldmine Road and Wesley-Chapel-Stouts-Road. That is about the size of what we are talking about. A roundabout is not a stop condition. It is a yield condition. It is a traffic calming device. It does not stop traffic. I do not see us having to accommodate a lot of commercial traffic using Highway 84.

Councilmember McKee - At what point in the design would we know this? I am concerned about how much money the Town would spend.

Mr. Moose - I would recommend carrying the plans to a 25 to 30% level and have the right-of-way identified. Then we can go get right-of-way cost estimates on how much we would think the right-of-way would cost. We would work with the Town to get as many donations of right-of-way that we could. If you advance the money, we are going to be joined at the hip. I will be keeping you informed of this process. If I feel that it is getting out of hand I will be standing here telling you what I know and that decision will be made jointly. There is a point of no return. Once I let a contract there is a point of no return.

Councilmember McKee - What costs at this point would the Town have already invested?

Mr. Moose - Your design costs – for us to do it I would say \$50,000 to \$75,000. I am going to ask our Board member if he is willing to participate with State funds to help with the design costs.

Mayor Anderson - These are small projects. There are really no surprises. We hardly miss the mark on these types of projects.

Item No. 5. Public Comment.

Walter Staton – We the good citizens of Weddington elected you to govern and solve our problems. I am here tonight to ask you to vote to lower the property tax by ½ of one cent for Fiscal Year 2009-2010.

Why now? We are in the worst economic decline since the Great Depression. Many Weddington residents have lost their jobs and homes. Lowering taxes now is simply the right thing to do. By voting to lower property taxes now will help Weddington fathers, mothers, girls and boys, all of the people of Weddington, and not just a few or a special group. By lowering property taxes you are doing a great service to all Weddington citizens. We voted for you and deserve your votes up or down for the official record here in Weddington. In closing, the Weddington voters are carrying the load during this Weddington recession. The checks you receive each month is money that we work very hard to get. You have the opportunity to vote to let us keep ½ of one cent for this financial fiscal year. We need your help. Can we depend on you?

Craig Horn - I read in this weekend's newspaper that the Town of Weddington intends to divert up to \$145,000 of our money to "Weddington High School weight room, as well as classroom supplies." Mr. Gilmartin, you are quoted as saying, "I don't believe it to be the library money anymore." You are right, it is not the library's money anymore, nor is it yours. It is our money, the taxpayers and residents of Weddington, North Carolina. Some of this \$145,000 was collected from residents in support of the library project and the rest from taxes collected from Weddington property-owners. It is not money for the indiscriminate use of members of the Town Council in support of pet projects that benefit only a few. I have great empathy for the challenges of your job as members of the Town Council. It is difficult and often thankless. It is time-consuming and much more complex than meets the eye of most citizens. I commend you for your sacrifice on our behalf. But, with the job comes the expectation that you will be good shepherds of our money. We, the public, assent to be governed in our corporate best interests. We expect our "governors" to preserve, protect and defend our property and the way of life that we have attained. We don't always do our part by paying attention, but we do our part by paying the levies thrust upon us. And, we expect you to do your part. You have raised our taxes again and again. Last year you chose to raise our taxes by holding the tax rate at previous levels in the face of a dramatic increase in assessed valuation. How much did our valuation increase in 2008 over 2009 and how much was the additional income to the Town? I know that across Union County, the assessed valuation increased by an average of 23%. Given the nature of Weddington, I dare say that this 23% is significantly less than we experienced in Weddington. For my neighbors and me, it has been a double whammy. We were annexed to the Town of Weddington, without our permission I might add, giving each of us an additional tax bill that we did not even have previously. Based on actual and estimated "Total Assessed Valuation" as published by Union County, property values have increased by 70% since 2005, an increase of over \$9 BILLION. By not lowering the tax rate, the Town of Weddington and Union County takes money out of our pockets at an already alarming rate. Not fair! DO NOT take money we have given for a library and shift it to a pet project at Weddington High School. Citizens of Weddington are not the only ones attending Weddington High School. What about the Town of Wesley Chapel, and Indian Trail and Marvin and Waxhaw that attend Weddington High School? Have they been contacted to support a weight room at Weddington High School? Will these towns be using tax money and library money? Probably not. I support Weddington High School. I invest my own time as a volunteer and I invest my own money, not just my tax money, in support of Weddington High School in particular and Union County Public Schools in general. Weddington High School is a terrific place! I will work hard to get them a new weight room, if that is what is needed and makes good sense, but not with the tax money and the library-donations of the property-owners in the Town of Weddington. Folks, I don't need to tell you that these are challenging times. At least two of my neighbors have lost their jobs in the past few months and another has lost the income-producing power of their key wage-earner while he serves our country in Iraq. Many others are retired, including myself. How many of our tax-payers are widows, living in a house that they and their spouse worked all their lives to own? They now struggle to pay the taxes just so that they can stay in that house. We all know the challenges of this economy. We are all tightening our belts, reducing our overhead and allocating our resources to what we HAVE to do and not always what we want to do. What will the Town of Weddington be doing?

Werner Thomisser – It is fiscally irresponsible to take \$145,000 of Weddington tax payer money and give it to Weddington High School for a weight room. Sixty-three percent of our property taxes already go to Union County Public Schools. It is Union County Public Schools' responsibility to fund the schools and not the Town of Weddington. Your responsibility is to fund the Providence VFD who has a greater need than the \$127,000 that you have already appropriated this year. What about EMS? They are going to get cut because every department in Union County is going to get cut. What about police? If you want another idea - what about the traffic light at Weddington-Matthews Road and Hemby Road? People have been killed there. That is how you spend money so everyone benefits. Only 100 athletes will benefit from this weight room - less than 1% of the total population of Weddington. Mr. Moose is a well-intentioned honorable man. Sometimes what NCDOT wants, does not happen. I-485 has taken for ages as well as the Monroe Bypass and Providence Road Widening. What about the stimulus money that the Governor took away that was supposed to be distributed for Charlotte and Union County? I do not understand a roundabout. I thought the idea was to take traffic off of Providence Road and to move rapidly down Highway 84. A roundabout will slow it down. If you are going to take the Rea Road Extension and run it into the roundabout, you are dumping all of that traffic off at the Town Hall. It does not make any sense. Who is going to benefit from the northern connector? The citizens of Weddington have told you that they do not want anymore commercial. We already have a connector. It is Hemby Road. It is risky business lending NCDOT a million dollars. Not that they are not going to pay it back but things do not happen the way that NCDOT wants it to happen. Focus on Weddington and things that are important to the people.

Item No. 6. Approval of Minutes.

A. March 9, 2009 Regular Town Council Meeting. Councilmember Price moved to approve the March 9, 2009 Regular Town Council Meeting minutes. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Price, McKee and Mayor Pro Tem Gilmartin
NAYS: None

B. March 16, 2009 Special Town Council Meeting. Councilmember Price moved to approve the March 16, 2009 Special Town Council Meeting minutes. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Price, McKee and Mayor Pro Tem Gilmartin
NAYS: None

C. April 9, 2009 Special Town Council Meeting. Councilmember Price moved to approve the April 9, 2009 Special Town Council Meeting minutes. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Price, McKee and Mayor Pro Tem Gilmartin
NAYS: None

Item No. 7. Old Business.

A. Consideration of Resolution to Adopt/Endorse/Support the CONNECT Regional Vision and Action Agenda. Town Planner Cook stated, "I believe that this is a win-win for the Town. There is no cost associated with participating. It allows us to have a voice in the region. Typically, we have not had a huge voice and this would allow us to be with a bigger group of people and have a voice and knowledge of surrounding communities. I would act as the liaison."

Councilmember Smith moved to approve Resolution R-2009-05:

**TOWN OF WEDDINGTON
RESOLUTION
TO ADOPT/ENDORSE/SUPPORT
THE CONNECT REGIONAL VISION AND ACTION AGENDA
R-2009-05**

WHEREAS, the Greater Charlotte Bi-State Region includes 17 counties, 12 in North Carolina and 5 in South Carolina, with a population of 2.4 million which is expected to double by 2030; and

WHEREAS, such major growth benefits economic development and job creation, the management of which is best conducted collaboratively in order to position the region for global competitiveness; and

WHEREAS, such major growth also challenges air quality, water resources, transportation, utility infrastructure and land consumption, all of which are matters of regional concern; and

WHEREAS, the Region has articulated an explicit desire to collaborate on issues of area wide impact; and

WHEREAS, to proactively address growth and quality of life, Centralina and Catawba Regional Councils of Government and the Charlotte Regional Partnership have successfully initiated the CONNECT regional vision process for the Greater Charlotte Bi-State Region; and

WHEREAS, the CONNECT Regional Vision and its prioritized Action Agenda represent the first consensus broad-based policy direction for this Bi-State area, enabling future collaboration, widespread policy coordination and a stronger voice for consensus on regional interests; and

WHEREAS, the Town of Weddington agrees that it is both within its desire and in its best interest to support collaborative approaches to sustainable growth, healthy environment, strong economy, high-quality education, and enhanced social engagement;

NOW THEREFORE, BE IT RESOLVED, that the Town of Weddington hereby adopts (endorses/supports) the CONNECT Values, Vision, and Action Agenda as a guide for the future growth of the region, and agrees to consider the Values/Vision and associated policy options as a guide in their own decision-making about community growth;

AND BE IT FURTHER RESOLVED that the Town of Weddington pledges to undertake the following actions in support of CONNECT:

1. Participation:

- a. Appoint a CONNECT Liaison to be the primary point of contact between the jurisdiction and the CONNECT team;
- b. Participate actively in appropriate cabinets, work groups, and other decision-making bodies as requested, and in the update of CONNECT action plans;
- c. Participate actively in CONNECT workshops and educational offerings about growth and best practices, to enhance the level of public discussion;

2. Communication/Collaboration:

- a. Share copies of plans, policies, initiatives, and successes with the Regional Clearinghouse (to be created);
- b. Notify its neighbors of upcoming plan changes, border matters, major developments, or other issues which may impact them, in a timely manner, through www.cogsconnect.org;

3. Engagement

- a. Consider the CONNECT Vision and Values in its current policies, programs, and decisions to provide a regional perspective;
- b. Consider adoption and implementation of those aspects of the CONNECT Action Agenda that are locally appropriate;
- c. Provide letters of support for grant applications and other fund-raising efforts by the Councils of Government to implement CONNECT;
- d. Support development of stable funding sources, including both public and private commitments, to provide for CONNECT Action Agenda implementation and leveraging of grant funds;
- e. Engage local media and citizens in discussions of how multiple community goals can be best achieved through regional collaboration.

Adopted this 11th day of May, 2009.

The votes were recorded as follows:

AYES: Councilmembers Smith, McKee and Mayor Pro Tem Gilmartin
 NAYS: Councilmember Price

Item No. 8. New Business.

A. Call for Public Hearing to Consider Rezoning of Weddington Elementary, Middle and High Schools from R-40 and R-CD to E-D (Educational District) – Public Hearing to be Held June 8, 2009 at 7:00 p.m. at the Weddington Town Hall. The Town Council received a copy of the Zoning Map Change Application and a map of the area. Councilmember Price moved to call for a public hearing to consider rezoning of Weddington Elementary, Middle and High Schools from R-40 and R-CD to E-D. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Price, McKee and Mayor Pro Tem Gilmartin
 NAYS: None

B. Consideration of Donation to Weddington High School for Fitness Center. Mayor Pro Tem Gilmartin stated, “I would like to move to give a donation in the amount of \$145,000 to the Weddington High School for a fitness center. There have been interesting comments from the citizens. I tend to take a different tact on what I am hearing. I think one of the greatest reasons we in Weddington have the value that we have out here in our homes is strictly because of our schools. Our schools separate and stand alone as it relates to other areas. You can ask any realtor on the planet what is the first thing potential people that move into your area ask is how nice is the school is and what does it offer? This is a viable chance for us as a collective group, the school and the Town, to advance the ball forward. This is not for 10% of the students. This will benefit each and every member of Weddington High School. It is a fitness class that every student has to take. I believe that the library is extremely important and I believe that someday we will have a library in Weddington. I do not know when that will take place. We as a Council voted to set money aside – taxpayers’ money, on two occasions and gave Union County the money. The library has been put on hold. I think this is a proper way to divert funds to another need that I believe helps our Town immensely. I sit back as a Councilmember and take a look at some of the things

that we have done in the past and I am proud. We bought an ambulance. We have funded every request that the fire station has requested and will continue to. That will not change. We will do whatever Sheriff Cathey suggests we do as it relates to increased police officers. This to me seems like the right thing to do. It is a small portion of what they need. They have raised \$127,000 to date. Other schools in our county have fitness centers. I believe for a young man and young woman to be completely well rounded this too should be part of what we focus on to give back to our community and that is why I am asking for the \$145,000 as a donation for the fitness center for Weddington High School.”

Mayor Anderson - This is the \$145,000 that was returned to us. We gave the \$145,000 to the library and it has been sitting there for four or five years. This is not private donations. This is Town donations for the specific building of the library. When they changed from a regional library to a superregional concept, Council voted to ask for our money back since the plans were so up in the air.

Councilmember Price – I feel like Weddington High School has been a little shorted to start with. When Weddington’s High School was being built, the gym was designed with air conditioning. It got installed. So much screaming from the County occurred that they pulled it out. In the last four years, Forest Hills, Parkwood, Monroe, Sun Valley and Piedmont all got brand new multi-million dollar state of the art gymnasiums all fully air conditioned. I feel the same way as Mr. Gilmartin does. I disagree with some of the things I heard about that this is being built for 100 students. This is not a thing for the football team. It is a classroom building. This was a request not from the athletic department but from the Site Based Management Team. I have not tried to overanalyze the gift. It was money we gave away for a purpose and that purpose fell apart. We asked for it back. We got it back and we are giving to another worthy cause.

Councilmember McKee – As far as library funds, those funds should be kept so as the Town develops that money can be used to purchase land for the library even though the library may not be built for 5 years. We pay a lot of taxes to schools. If they cannot run the schools properly, then they should adjust their budgets accordingly. I do not think it benefits as many people. They already have exercise programs that students can participate in.

Councilmember Price – Does the County not build libraries?

Councilmember McKee – Yes, in conjunction with the Towns. If we have a piece of land ready for a library, I think we would have a better chance than someone else in getting it who does not have the land set aside.

Councilmember Price – Not only did we give them the land but we gave them \$145,000 to boot.

Councilmember McKee – We still want to get a library here. If you took a vote now you would probably get 90% participation for a library to be built in Weddington. Let’s work for it before someone else gets it.

Councilmember Smith – I understand the Schools need and desire for a weight room. It comes down to who is going to benefit and who is going to use it and from my point of view it is a select group that is going to benefit using tax payer money for a county function. The library would serve a much greater population than the weight room.

Mayor Anderson – What if this fitness center had public access? I have had conversations with the YMCA and also with CMC-Union and they are all in favor of a partnership with UCPS and the Town of Weddington to have public access.

Councilmember Smith – I think that would be a great option and that discussion should take place between the UCPS and the YMCA.

Councilmember Price – Why are we acting like we are choosing between the library and the fitness center?

Councilmember Smith – I am not. The library money is in the fund balance and it is not earmarked for the library.

Mayor Anderson – We are facing across the board cuts for UCPS. It is going to be ugly. Weddington has a long history of supporting our schools. I am also a nurse. I am very concerned with the health and wellness of our community. I want to see the senior citizens using the track at the high school for their walking trail. I want to see aerobic stationary bicycles at this fitness center and I want to see everyone using it. I want to see every single freshman that walks in that school to be on a four-year program so that by the time that they graduate they have obtained the ideal weight to keep them healthy.

Councilmember Smith – By giving this money we are not giving public access. That is not ours to give.

Mayor Anderson – The YMCA has a model for this already.

Councilmember Smith – I think the County and the YMCA should have that discussion. I think that it is a good idea.

Mayor Anderson – The other thing is that it would be a grant to the school. The fact that it happens to be a fitness center is because the Site Based Management Team of this school decided that this is their number 1 priority for the last three years. I do not feel comfortable second guessing their priorities.

Councilmember Smith – Have you asked the other communities that send kids to that school to donate?

Mayor Anderson – If we are going to lead by example, we should do the right thing.

Councilmember Price – The school system is getting really backed up. Councilmember McKee has already said how much of his tax money goes to the school system. There is only one way to catch up and that is to raise your taxes even more. Since I cannot get my other councilmembers to lower the tax rate for the Town of Weddington, why not use some of the tax money you have already put in to relieve a little bit of the schools?

Mayor Anderson – The other problem I have with this is not all Weddington High School students go to this high school. There are Weddington citizens who are in the Marvin Ridge cluster. To say that all of our young adults in our community will have access is wrong. We have an elementary and middle school here also. If we are going to supplement our public schools to make up for the budget cuts, I would like to amend or add on so that we give something to everyone and not all to one because once again they can decide how they want to spend this. I am for helping all the schools.

Mayor Pro Tem Gilmartin – The principal came to me to ask on behalf of the Site Based Committee if it would be appropriate to ask for some funds. It was discussed first at the retreat.

Mayor Anderson – I want to make it part of the entire budget process. Would you consider that? If we want to give money to the other schools we need to talk with our Finance Officer to see if that is possible because if it is not possible I would be more comfortable in cutting this in different pieces so everyone gets a bite of the pie. There are needs in all of the schools.

Finance Officer Gaylord -- From the last meeting, we had put in the 2010 budget \$100,000 for the schools.

Mayor Anderson -- I am not totally for decimating the entire library fund and I would like to see the Council fund a certain amount of dollars each year to bring that designation back up at least to \$145,000. I am not willing to give up on the library. I am asking my councilmember if we can amend his motion or roll this discussion into the whole budget process.

Attorney Fox -- I would also like to reserve the ability to look at the appropriate way to structure the decision made by this Council to make sure it is allowed by Statute. When you contemplate giving monies to schools you specifically look for a specific authorization to do that. There are certain provisions in the General Statutes authorizing cities to fund certain outside agencies.

Mayor Pro Tem Gilmartin withdrew his motion and agreed to include in budget discussions.

C. Call for Public Hearing to Consider the Proposed Budget for Fiscal Year 2009-2010 -- Public Hearing to be Held June 8, 2009 at 7:00 p.m. at the Weddington Town Hall. The Town Council received a copy of the proposed budget for Fiscal Year 2009-2010. Finance Officer Gaylord advised that the proposed budget is for a 3 cents tax rate. She stated, "The budget includes an appropriation for the schools for a weight room facility but that budget can be amended. There is money for the downtown streetscape project and consulting work."

Mayor Anderson - We just spent 45 minutes talking with Barry Moose about transportation projects that we need.

Finance Officer Gaylord - The downtown streetscaping project is in the budget for \$32,500. That could serve as your design money.

Councilmember Price moved to call for a public hearing to be held June 8, 2009 at 7:00 p.m. at the Weddington Town Hall regarding the proposed budget for Fiscal Year 2009-2010.

All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Price, McKee and Mayor Pro Tem Gilmartin
NAYS: None

D. Consideration of Approval of the Pay and Classification Plan Prepared by The MAPS Group.

The Town Council received portions of the Pay and Classification Plan prepared by The MAPS Group and presented by Pat Thomas on April 27, 2009. Councilmember Smith moved to approve Option 2 with the Pay and Classification Plan and to discuss the benefits recommendations at the next Town Council Meeting. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Price, McKee and Mayor Pro Tem Gilmartin
NAYS: None

Item No. 9. Update from Town Planner. The Town Council received the following memo from Town Planner Jordan Cook:

- There was an LARTP Steering Committee meeting on Thursday, May 7th. Martin/Alexiou/Bryson provided the final draft list and map of roadway and intersection

improvements throughout the Western Union County area. The Steering Committee also discussed possible text amendments and land use revisions presented by Clarion Associates. Clarion provided the towns a list of 20 possible text changes to choose from. Each town has the option of selecting any text amendments they want. The Steering Committee also discussed possible bike and greenway locations as well as implementation and funding methods.

The Steering Committee is currently discussing one more meeting to discuss the final draft plan. Following this meeting, Martin/Alexiou/Bryson will be ready to present a complete draft of recommendations to the public in late May. After public comment, the consultants plan to present the LARTP to each town's Town Council in June.

Don't forget to go to look at the project's website for all the latest information and let us know if you have any questions or would like to provide input on the study. The website is www.lartp.org.

- Several of the Text Amendments discussed at the Town Retreat have been drafted and presented to the Planning Board. Several of these text amendments were given a favorable recommendation and two are being revised by the Town Attorney. The Text Amendments will be ready for the June 8th Town Council agenda.
- The Woods Phase I Final Plat is scheduled for the May 18th Planning Board Meeting.

Item No. 10. Update from Town Administrator/Clerk. The Town Council received the following memo from Town Administrator/Clerk Amy S. McCollum:

- Town Newsletter should be sent out the end of May. Main theme of newsletter will be "Support/Shop Weddington".
- Litter Sweep Clean up Event was a success with approximately 16 people in attendance.
- Board of Adjustment Hearing for Rick Hunt Minimum Housing Issue (Beulah Church Road) on May 18, 2009.
- WCWAA – Meeting has been set up with Ken Ashe with the Office of Geospatial and Technology Management on May 27, 2009. Bonnie Fisher and Steve Sands will represent the Town at this meeting. It was originally scheduled for this week on May 14.

Item No. 11. Public Safety Report.

Weddington Deputies – 439 Calls

Wesley Chapel VFD – 109 Calls

Providence VFD

Monthly Call Responses –

Mecklenburg County	Fire: 11	EMS: 8	Total: 19
Union County	Fire: 16	EMS: 9	Total: 25
Monthly Total	44		

Chief Eric Wheeler - Providence VFD responded to several fires during the month of April. On Thursday, April 2nd, Providence VFD responded to a working house fire at 138 Weddington Church Road. Mutual

aid was received from Wesley Chapel VFD and from the Charlotte Fire Department. The fire began on the rear of the garage and first in crews did an outstanding job of quickly controlling the fire and preventing spread to the living portions of the home. On Saturday, April 25th, Providence VFD responded mutual aid to Wesley Chapel VFD for a working house fire at 1308 South Providence Road. Providence E-321 was the first unit to arrive on scene within five minutes of being dispatched and began fire attack. Waxhaw VFD also provided mutual aid assistance to this fire. On Monday, April 27th, Providence VFD responded again with Wesley Chapel to a working barn fire at 5211 Weddington Road. No civilian or firefighter injuries were reported in any of these incidents.

The Town Council also received a copy of the Financial Statements for Providence VFD.

Item No. 12. Transportation Report. Mayor Anderson advised the Council that there is a Public Involvement Meeting for elected officials on May 18 regarding the Monroe Bypass.

Item No. 13. Update from Finance Officer and Tax Collector.

A. Finance Officer's Report. The Town Council received the Revenue and Expenditure Statement and the Balance Sheet for April 1, 2009 to April 30, 2009. Finance Officer Gaylord advised that she will have a Budget Amendment for the Town Council's approval at the next Town Council Meeting.

B. Tax Collector's Report. Monthly Report – April 2009

Adjust Under \$2.00	\$(3.96)
Balance Adjustment	\$(2.87)
Overpayment	\$(105.56)
Releases	\$(27.76)
Pay Interest and Penalties	\$(400.68)
Refunds	\$914.39
Taxes Collected:	
2006	\$(440.48)
2007	\$(505.40)
2008	\$(8,469.47)
As of May 1, 2009; the following taxes remain Outstanding:	
2001	\$9.18
2002	\$89.53
2003	\$210.27
2004	\$290.19
2005	\$428.35
2006	\$376.64
2007	\$1,915.05
2008	\$23,561.25
Total Outstanding:	\$26,880.46

Notices of Right to Advertise Mailed 04/17/09

The Town Council also received a copy of the Unpaid Balance Report by Receipt Number.

Item No. 14. Council Comments.

Mayor Anderson advised that she attended Town Hall Day and talked with legislators about a variety of issues including transportation, annexation and the redistricting bill. Mayor Anderson reminded the Council that drumSTRONG will be held this coming weekend.

Councilmember McKee asked that Finance Officer Gaylord develop a policy requiring that any organization that the Town donates money (over "x" amount of dollars) should have their books audited.

Item No. 15. Adjournment. Councilmember Smith moved to adjourn the May 11, 2009 Regular Town Council meeting. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, McKee and Mayor Pro Tem Gilmartin
NAYS: None

The meeting adjourned at 9:27 p.m.

Nancy D. Anderson, Mayor

Amy S. McCollum, Town Clerk

**TOWN OF WEDDINGTON
SPECIAL TOWN COUNCIL MEETING
MONDAY, JUNE 22, 2009 – 6:30 P.M.
MINUTES**

The Town Council of the Town of Weddington, North Carolina, met in a Special Session at the Weddington Town Hall, 1924 Weddington Road, Weddington, NC 28104 on June 22, 2009, at 6:30 p.m. with Mayor Nancy D. Anderson presiding.

Present: Mayor Nancy D. Anderson, Mayor Pro Tem Robert Gilmartin, Councilmembers L.A. Smith, Tommy Price and Jerry McKee, Town Attorney Anthony Fox and Town Planner Jordan Cook.

Absent: None

Visitors: Mike Sealy, Troy L., Bob Davis and Jay Brown.

Item No. 1. Open the Meeting. Mayor Nancy D. Anderson called the June 22, 2009 Special Town Council Meeting to order at 6:30 p.m. There was a quorum.

Item No. 2. Review and Consideration of the Final Plat for The Woods Subdivision, Phase IA. The Town Council received the following memo from Town Planner Jordan Cook, a copy of the Final Record Plat, and a copy of the June 18, 2007 Preliminary Plat:

Project Information:

The Woods Subdivision is a proposed 275.39 acre 204 lot subdivision. The subdivision is located on Weddington Road (NC 84) and is being developed by IB Development LLC as an R-CD conventional subdivision.

Phase 1 is comprised of 125 lots (tax parcels 06-150-071, 06-126-002, 06-126-011, 06-126-010A, 06-126-010B and 06-126-010) and was given Final Plat approval by the Planning Board on May 19, 2008.

The applicant is proposing a Final Plat for Phase 1A, comprised of only 29 lots all within Phase 1. The Phase 1A Final Plat also shows septic fields on each individual lot.

The Planning Board gave this Final Plat a favorable recommendation at its May 11, 2009 Planning Board meeting.

- Phase 1A is 29 lots and 45.89 acres.
- Phase 1A has 20% open space or 9.54 acres.
- Development standards are as follows:
 - Minimum lot size- 40,000 sq. feet
 - Minimum lot width- 120 feet
 - Minimum front yard setback- 50 feet
 - Minimum rear yard setback – 40 feet
 - Minimum side yard setback – 15 feet
 - Minimum corner side yard setback – 35 feet
- The smallest lot size is 40,016 square feet, lot #25.
- Phase 1 is a total of 125 lots and 162.45 acres.

- In accordance with Section 46-76(l) of the Subdivision Ordinance, water connection to public line must be provided.
- Public Involvement Meetings were held on January 18 and 19, 2007.
- Soil report has been completed and has been provided to planning staff.
- Subdivision modification of the cul-de-sac length has already been approved by Town Council at their May 14, 2007 meeting.
- Preliminary Plat was reviewed by the Planning Board on June 18, 2007 and given a conditional approval.
- The Final Plat for Phase 1 was reviewed by the Planning Board on May 19, 2008 and given a conditional approval.
- A copy of the *revised* draft of the Declared Covenants, Conditions and Restrictions for The Woods has been received by Planning Staff and is currently being reviewed by the Town Attorney.
- The Conditional Use Permit for a Planned Residential Development (PRD) was reviewed and given favorable approval by the Planning Board at the July 23, 2007 meeting and at the Town Council's September 10, 2007 meeting.
- US Infrastructure has reviewed the plans and approved the Phase 1A Final Plat as submitted.

The Phase I Final Plat was presented to the Planning Board with individual septic system services and conditionally approved by the Planning Board at their August 27, 2007 meeting with the following conditions (*italicized text represents current status*):

- NCDOT Approval for the Subdivision Entrance-*Approval granted May 5, 2008 by NCDOT.*
- Bridge Approval-*USI granted approval June 8, 2009.*
- Water and Sewer/Septic Approval by Union County Public Works-*Water approved by Union County February 12, 2008. Septic permits issued April 9, 2009 for all 29 Phase 1A lots.*
- Necessary Paperwork regarding Wetlands-*Paperwork received May 14, 2009 from US Army Corps of Engineers.*
- Bond Approval by US Infrastructure and Town Attorney-*Bonds approved by USI.*
- Town Attorney review of Homeowner Association Documents-*Town Attorney approved on June 5, 2009.*

The following permits and approvals have been issued:

- NCDENR Public Water Supply has approved extension for Phase I of Union County water lines to the subdivision under permit DEH 07-01892, PWS ID #01-90-413 Union County Water.
- NCDENR Erosion and Sedimentation control plan has been approved with modifications. Project ID Union-2007-067 approved May 14, 2007.
- NCDOT has approved the subdivision entrance located along Weddington Road (NC 84). A copy of the letter dated June 18, 2007 is on file.
- North Carolina Division of Environmental Health has approved public water hookup/water main extensions. A copy of the letter dated February 12, 2008 is on file.
- NCDOT has approved the culvert and guardrail replacement to allow for grading and pavement sufficient to widen Weddington Road (NC 84). A copy of letter dated May 5, 2008 is on file.
- Union County Health Department approved the Wastewater Septic Permits for all 29 lots within Phase 1A on April 9, 2009.
- Subdivision roads will be built to NCDOT standards.

- Union County Public Works recommends retaining \$217,032.60 letter of credit for water systems per a letter submitted June 3, 2009.

The Woods Subdivision Phase IA Final Plat has been found to be in general conformance with the Town of Weddington Zoning and Subdivision Ordinances with the following exceptions:

- Performance Bonds for roads and the two bridges to be reviewed and approved by the Town Attorney before any map recordation.

Town Planner Cook – The Woods is taking 29 lots out of the 125 lots from Phase I and making it Phase IA. There were no differences in lot sizes.

Mayor Anderson - I see that there is a 20 foot future utility easement shown. Is that enough?

It was noted that a 10 foot temporary easement was also shown for construction purposes.

Attorney Anthony Fox – The preliminary plat that was approved says it is for a sanitary sewer easement and did not qualify it by saying future.

Councilmember Tommy Price - Utilities are power, water, sewer, etc.

Planning Board Chairman Dorine Sharp advised that it was changed at the recommendation of the Planning Board. She stated, “It was our way of guaranteeing that the land is there but we did not specify sewer. We do not know what Union County plans are. They do not have their master plan developed at this time.”

Mayor Anderson questioned whether 20 feet is standard.

Mr. Bob Davis answered yes. He stated, “There is no requirement in the ordinance to provide sewer. We are trying to provide flexibility.”

Chairman Sharp pointed out that the note on the plat includes water and sewer.

Mayor Pro Tem Robert Gilmartin moved to approve the Final Plat for The Woods Subdivision, Phase IA. All were in favor, with votes recorded as follows:

AYES:	Councilmembers Smith, Price, McKee and Mayor Pro Tem Gilmartin
NAYS:	None

Town Planner Cook informed the Town Council of the following proposed bond amounts:

- Bridges 1 and 2 = \$1,405,800
- Water Plans = \$217,032.60
- Roadway Drainage Bridge Earthwork = \$1,570,274.18

Councilmember Price moved to approve the bond amounts as a component of the approval for the Final Plat for The Woods Subdivision, Phase IA contingent upon review of the bond documents by the Town Attorney. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Price, McKee and Mayor Pro Tem Gilmartin
NAYS: None

Item No. 3. Adjournment. Mayor Pro Tem Gilmartin moved to adjourn the June 22, 2009 Special Town Council Meeting. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Price, McKee and Mayor Pro Tem Gilmartin
NAYS: None

The meeting adjourned at 6:55 p.m.

Nancy D. Anderson, Mayor

Amy S. McCollum, Town Clerk

**TOWN OF WEDDINGTON
SPECIAL TOWN COUNCIL AND PLANNING BOARD MEETING
MONDAY, JULY 13, 2009 - 6:00 P.M.
MINUTES**

The Town Council and Planning Board of the Town of Weddington, North Carolina, met in a Special Session at the Weddington Town Hall, 1924 Weddington Road, Weddington, NC 28104 on July 13, 2009, at 6:00 p.m. with Mayor Nancy D. Anderson presiding.

Present: Mayor Nancy D. Anderson, Mayor Pro Tem Robert Gilmartin, Councilmembers L.A. Smith, Tommy Price (Arrived at 6:50 p.m.), Jerry McKee, Planning Board Chairman Dorine Sharp, Planning Board Vice-Chairman Rob Dow, Planning Board Members Jack Steele, Scott Buzzard, Beth Masurat and Jeff Perryman (Arrived at 6:53 p.m.), Town Planner Jordan Cook and Town Administrator/Clerk Amy S. McCollum.

Absent: None

Visitors: Brian Carlton and Than Austin

Item No. 1. Open the Meeting. Mayor Nancy D. Anderson and Chairman Dorine Sharp called the July 13, 2009 Special Town Council and Planning Board Meeting to order at 6:04 p.m. There was a quorum.

Item No. 2. Presentation of Local Area Regional Transportation Plan (LARTP) Executive Summary -Martin/Alexiou/Bryson, PLLC. The Town Council received the Executive Summary and the Highway Map as information.

Than Austin – I work for Martin/Alexiou/Bryson. We are a Transportation Planning Engineering Firm in Raleigh. We have been working with the four communities in this area for the last year putting together the Local Area Regional Transportation Plan for Western Union County. It has been a cooperative effort between the Village of Marvin, Town of Waxhaw, Town of Weddington and the Village of Wesley Chapel. We are confident that the plan we have put together is a good one and will be useful for your community and will give you the education and the knowledge that you need to empower yourselves as you go through the transportation land use process. There were a number of different objectives in putting together this plan. This area has been witness to a tremendous amount of growth pressure in the last few years and is projected to continue to experience a tremendous amount of growth pressure. Smaller communities are often not equipped to deal with that specifically as it relates to transportation infrastructure with roads, sidewalks, greenways, etc. One of the objectives was to promote regional coordination.

MUMPO is the organization through which federal and state transportation dollars are funneled and eventually trickle down to you. That organization includes Charlotte and Mecklenburg County as well as a number of jurisdictions in the area. There are 16 all together. One of the problems that you share with other small communities in a very large MPO is that often your voice is much smaller than Charlotte and Mecklenburg County. The projects that you have on the long range transportation planning documents often times fall to the end of the list simply because in comparison to Charlotte's transportation issues they don't rate as high. One issue that we are trying to resolve here is putting together this information to provide you with the knowledge and education you need to raise your voice and work together in MUMPO. This was a regional project but we did make a good effort to listen to your local needs and try to help you determine for Weddington what it is that you need. We recognized before the project began that public outreach was going to be an important part of this project. Over the last year one of the most meaningful pieces has been the involvement of the Steering Committee for this project which consisted of

about 20 members of elected and public officials from four jurisdictions as well as other interested parties represented by the development community and other local interests. We met monthly, sometimes twice a month to work to put together this plan before you. There was also a Technical Committee. I would like to thank Jordan at the staff level. There is a lot of work behind the scenes that the staff did on this project. We have held a number of public workshops. Last fall we began the public involvement stage in October and November. We held a couple of public meetings. We wanted to reach out in the community in ways that might involve people that normally don't come to public meetings. We also maintained the project website. We are presenting the plan to each of the four jurisdictions to receive public input. The plan is much more than just a roadway plan. It was intended from the beginning to recognize the need to build up your alternative modes of transportation. Not only to provide viable alternative ways of getting around town but also to provide health and recreational benefits to the community such as walking and bicycling opportunities. One of the important things we heard early on was the desire on the part of the community to maintain the rural image and that is an important component of the quality of life here. We have tried to balance the transportation needs with the values that are important to you as a community. Another important part of this plan is we did a fairly comprehensive look at your land use policies and ordinances and we came up with a series of recommendations on how you can look at your land use policies and ordinances in a way to go back and standardize them but also make you more proactive and more educated as you deal with the development community. The roadway and intersection projects were prioritized. We made an effort working with the Steering and Technical Committee to prioritize each of the projects in the plan. Implementation and funding is the key. We know this is where the rubber hits the road and if projects are going to get built there has to be a mechanism to do that and the resources to do that.

Mayor Anderson - Multimodal is a requirement for DOT now. This has to be adopted at the DOT level and eventually it will go all the way to the State. If we did not incorporate all of those things, we would get turned down.

Mr. Austin - Any project that involves federal funding needs to look at not only cars but bicycles and pedestrians as well. The 16 widening here is a good example of that. Sidewalks and bike facilities are part of that project. It is a multimodal plan. One type of project is improving your existing roadways. The roadways that you actually have out here, which you know are rural two lane roads, which not only have capacity problems in terms of handling enough vehicles to make things work but there are also safety concerns. On the thoroughfare plan, we have identified a number of roadways that need to be improved over time to enhance capacity and improve your safety. There are also a limited number of new roadways. Those are shown as dashed lines on the thoroughfare plan. Those roadways we believe serve as important connectors between other major and minor arterials. One of the main problems that you have is that 16 is so congested because there aren't any other alternatives going north and south. This plan is a regional plan and not just focused on one community. We have identified the need to improve Waxhaw-Indian Trail as an alternative to 16 and also some of these connectors that you see in here in the northern Waxhaw area are ways to provide folks options to get around and specifically to make local trips. The nature of the communities down here is that there is not a lot of employment opportunities in this area so those folks are heading towards Monroe or going up to Charlotte and Mecklenburg County. Finding ways to alleviate those pressures especially during peak hours is the key.

One of the things we heard and we have known from working in other communities is there is not a lot of money out there for transportation improvements. Aside from the recent stimulus money, the money from the federal government is getting less and less. There are a number of factors that contribute to that. We want to work with you on identifying projects that would make a difference in the short term but wouldn't be overly expensive projects. We came up with an intersection plan that was part of the thoroughfare plan where we identified close to 30 different intersections in the study area that needed improvement. We did a number of data collection efforts and analysis for those intersections and other

intersections in the study area and the plan recommends improving these intersections because you can gain a lot of capacity in the roadway system if your intersections are working well. For your intersections right now you have two main roads coming into the intersections without turn pockets, without signalization or other things and can really limit your capacity. You have done a lot of intersection improvements in this area and you can see how that has helped you from a capacity point of view and also from the safety point of view. The different kind of improvements that we looked at: turn lane signalization, pedestrian improvements and site distance improvements. This was a tough one because the beauty of your area is in the rolling hills and winding roads and we made a concerted effort not to destroy that. That does create a number of site distance problems which provide safety concerns. We did a crash and accident data analysis to figure out what kinds of problem occur at these intersections and the solutions were derived from that data. We did also look at roundabouts. I know you have a couple in this area and in select situations it is an appropriate treatment to handle the traffic and offer the aesthetic factor to the community as well. Each of the four towns collaborated and understood that this was a system plan and that the benefits derived from projects in Weddington would be felt by the folks in Wesley Chapel and Marvin. There are a number of projects that have been identified in the statewide transportation improvement program for funding. Those are your big ticket items and NC 16 and NC 84 have been in one form or another on that list for some time. We also looked at the Rea Road Extension again and the impacts and benefits that would have on the regional roadway system. You don't have the same connectivity issues we felt that Waxhaw has. Your roads are not quite as disjointed; they are further south in the study area. These dots that you see along here are all proposed intersection improvements. This is very common in rural areas where these roads were not designed to handle a lot of traffic. Your area has grown so rapidly that it would really behoove you to focus on the intersections first and there often is a small pot of money at the region/state level to make spot safety improvements for intersections. There are probably other locations where a roundabout would be appropriate. Roundabouts need to be looked at in terms of the whole system. You can't just drop a roundabout in isolation. They do work very well in some locations but there are a number of factors that need to be considered as you contemplate that.

When we talked about priorities, we came up with a system to prioritize all of the roadway projects into high, medium and low priority projects. The red projects are high priority. Those are Highway 16, 84 and the Waxhaw Bypass Parkway. The medium priority projects are orange lines and the lower priority projects are the yellow lines. We did an extensive analysis of different factors including projected traffic volumes and intersection capacities. Typically your high priority projects are going to be the ones that you will continue to push through the regional transportation process at MUMPO to get the big federal dollars. Those are expensive projects that will not have the funds at the local level. Those are the projects that deserve the federal and state funding and should qualify. The yellow projects on the other end of the spectrum are most likely going to be projects built through developer contributions. Most of those are in areas where you are projecting future growth and development and those would be roadways as new developments come in that the development community could help build. The orange projects help to connect the neighborhood roads with the major projects. The implementation plan that we came up with discusses the projects. One exercise that we thought was important to look at was street design. We did not want to give you a thoroughfare plan with lines on a map. We wanted to help you envision what those lines would be. There is a phrase used in transportation planning a lot now called context sensitive design. It is important especially in rural areas like this that the roadways are built and improvements are done so in a sensitive way to the environment not only to the natural environment but to preserve historical qualities and other factors that are important to your quality of life.

One of the problems that you have is that DOT historically in rural parts of the state have built very narrow shoulders. They do that for a reason. It is very expensive to add pavement. It causes a number of problems. It doesn't allow bicyclists any place to ride if they want to. It doesn't allow people to fix a flat tire or that sort of thing. There are a number of different techniques for adding shoulder to the roadway.

It is not as expensive obviously as redoing a complete roadway but it would have some key benefits. It was clear that either New Town Road or 84 needed to be 4 lanes in the future. The traffic volumes projected for the future will be too high to be handled on a two lane road. We decided that it was not necessary for both roadways to be four lanes. The decision by the Steering Committee was to preserve right-of-way, to recommend that NC 84 be four lanes but to preserve right-of-way along that New Town Road corridor so that improvements could be made to the two lane section and ultimately if it was needed that section could be four-lanes, but in the meanwhile you would preserve the right-of-way. We did think it was important to think about bicyclists and pedestrians and how they work within the system. There are a number of blue lines on this map. Highways 84 and 16 principally are the roads that have been identified as boulevards in the thoroughfare plan that would have bike facilities included. We went through an exercise to identify opportunities for recreational and bicycling improvements. Then we looked at some of your opportunity areas such as your creeks and that sort of thing where greenways may be appropriate in the future again as creating a nice sub-regional bicycle network. An important piece of this was looking at land use. We are kidding ourselves if we put together a transportation plan without thinking of the land use implications. You have to look at the two together, otherwise the plan you come up with won't be worth very much. We did a comprehensive review of your policies and also of your development ordinances to find out the things that you have in common with the other communities in your study area and also identified a number of different policies and ordinances that we would recommend implementing in this area to help you out. Those were based on the ideas of standardizing requirements across the four towns in the study area and maximizing the benefits from developments. Again, empowering you as communities as you work with the development community to help get what you need in terms of your transportation infrastructure. What we came up with was a series of different recommendations and the appendix of your document details the ordinance changes that we recommend. This is a menu of options. It was recognized that while we wanted to standardize regulations across the study area we also felt it was really important to recognize each individual community and there are some things that we don't need to do altogether at the same time. We gave model ordinance language that you can move toward incorporating into your ordinances and into your land use documents. We provided that information and it will allow you as you move forward to select which things are most important to you as a community and to implement those. Some of them will be important to all the communities like right-of-way dedication. Another important thing is access management and how strategically implemented access management improvements can help preserve your roadway capacity and how it can enhance safety and different kinds of bicycle facilities and parking facilities. Looking out toward the future and thinking about the kinds of development we also recognize that the four municipalities may not have the same kind of development. It may be some mixed use development in one community while other communities may focus on lower density residential development. Thinking about this as a system and how those interact together and how they work together. Implementation is the key. It is important to recognize the different processes that are in play here.

One of the key components is MUMPO which we talked about the regional transportation planning organization that you are a member of is working on two different documents. One is the long range transportation plan which is commonly called the LRTP. The comprehensive transportation plan is a relatively new DOT process which is replacing what they used to call the regional thoroughfare plan and the idea with a comprehensive transportation plan is it is supposed to be more multimodal in nature and it is supposed to be more comprehensive. The comprehensive transportation plan is essentially a wish list of future projects. Any future need is identified. The long range transportation plan takes the plans from the comprehensive transportation plan or thoroughfare plan and it is fiscally constrained so in MUMPO's case there are 3 different 10 years horizon periods and projects are identified with each of those 10 year horizon periods. We talked about this at the beginning of the steering committee. All of the projects in the LARTP currently in Western Union County are very low on the LRTP except for the Highway 16 widening.

The critical thing to understand with this project is the thoroughfare plan and the intersection plan that we came up with was developed specifically to feed into the comprehensive transportation plan at the regional level. That process was supposed to begin concurrently with our process. For DOT reasons it was delayed and has not begun yet so it actually benefits you to be able to adopt your plan and then the 4 communities go to MUMPO and the regional planning process and say here it is. It gives you a huge head start over other communities because you can go to DOT with your projects already identified and prioritized. This project and the format of the map was developed specifically using the DOT format for the comprehensive transportation plan. We are going to give the electronic mapping files for this project to your staff and to the MPO and they will be able to transplant those onto a CD. The DOT will come back to you as a community in the next year to begin that CTP process. Hopefully you will be able to say you have an adopted transportation plan.

The implementation plan identifies potential funding sources for improvements. Not all of the projects on the thoroughfare plan that we have come up with are going to be candidates for federal and state transportation dollars. There is a mixture of federal and state transportation dollars, local improvements, other sources such as spot safety and intersection improvement monies. Some of the projects were developed as candidates for a developer contribution as those projects come on line. All of that together was put in the implementation plan and there is a separate plan for the roadway projects.

Next steps -- We are meeting with each of the four member jurisdictions over the next few weeks. We are going to receive comments and input from elected and appointed officials and then it will need to be adopted by each of the four municipalities. There needs to be community involvement and you need to deliberate. I will leave the actual implementation of the adoption stage to your Town.

Councilmember Jerry McKee -- Assuming we had this transportation plan in place prior to the Providence Road Widening Project, what impact would the transportation plan have had on that? If we had this adopted would Providence Road look like it does today? What influence would this plan have on DOT?

Mr. Austin - The DOT is required to consult with local communities when they are doing major road improvements like that. I don't know what those discussions were back when NC 16 plan was developed. I know it probably evolved over time like many of these plans do. The section out there now with bike facilities and sidewalks and planted median and access management improvements would not have been designed 10 years ago. This boulevard concept is a relatively new concept. If you are asking how this plan would have affected that if that project were not underway right now. We did a lot of work with the regional travel demand model which is a sophisticated traffic model that projects different traffic volumes. The traffic volumes that we are looking on NC 16 over the next 20-30 years are simply high enough we believe that a 4 lane section would be required. It is hard to say how it would have been different. I am not totally opposed to the general design of the boulevard with the bike lanes and the sidewalks and the planted median. Where it is difficult in this situation is retroactively going in and trying to make that fit into an existing developed area and that is a huge challenge. You are automatically restricting movements and making people travel in ways that they are not used to traveling. The short answer is that we believe that NC 16 down to Waxhaw will eventually need to be 4 lanes.

Councilmember McKee - The biggest problem that has arisen from the Providence Road widening is access to commercial businesses in Weddington. It is almost completely eliminated.

Mr. Austin - One of the main issues with 16 specifically is that a lot of that traffic is thru traffic and not local traffic. The DOT is trying to balance the needs of the thru traffic, commuter traffic with the local traffic and it is a tough balance to achieve.

Councilmember McKee - I appreciate all the work that was done. I think this is a very good study and a very good plan. My only question is how much influence will this plan have in the future with NCDOT?

Mr. Austin - We had a sit down with a DOT district engineer and showed him what we came up with and he was very positive and thought it was great that the community had put forth this much effort. In his estimation as long as the plan meets the overall traffic and safety needs they are willing to go for it. There is data and analysis here that support that. In their estimation things have changed over the last few years starting at the federal and going down to the state level in terms of how the DOT is required to interact with local communities.

Mayor Anderson - This is our local area transportation plan. It goes to MUMPO who then adopts it and then the MUMPO plan goes to the State. Most of this study was funded by MUMPO money. They have a vested interest in it succeeding.

Mr. Austin - They have been with us all along the way. We have worked with their staff planners and we presented it to them a week ago and they were strongly in favor of it and were encouraging other communities to use this as a model for how they do this type of planning.

Item No. 3. Adjournment. Councilmember Smith moved to adjourn the Special Town Council Meeting. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Price, McKee and Mayor Pro Tem Gilmartin
NAYS: None

Vice-Chairman Rob Dow moved to adjourn the Special Planning Board Meeting. Mr. Steele seconded the motion, with votes recorded as follows:

AYES: Perryman, Masurat, Steele, Buzzard and Vice-Chairman Dow
NAYS: None

The meeting adjourned at 6:54 p.m.

Nancy D. Anderson, Mayor

Amy S. McCollum, Town Clerk

**TOWN OF
WEDDINGTON**

MEMORANDUM

TO: Mayor and Town Council

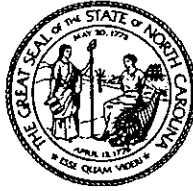
FROM: Amy S. McCollum, Town Administrator/Clerk

DATE: July 31, 2009

SUBJECT: Municipal Records Retention and Disposition Schedule

Attached you will find a small portion (the document is approximately 180 pages) of the new Municipal Records Retention and Disposition Schedule. This document is a tool for Town employees to use when managing public records in the Town Hall. It lists records commonly found in municipal offices and gives an assessment of their value by indicating when and if those records should be destroyed. This schedule is also an agreement between the Town and the Department of Cultural Resources. This schedule must be approved by the governing board for use in the Town. Once the Town Council grants approval, the Mayor will sign a form stating that it has been approved and then the schedule will be kept on file at the Town Hall to be used in helping determine how long a document should be kept.

Please let me know if you have any questions.



North Carolina Department of Cultural Resources

Beverly Eaves Perdue, Governor
Linda A. Carlisle, Secretary

Office of Archives & History
Jeffrey J. Crow, Deputy Secretary

5/29/2009

To: Municipal Clerks
City and Town Managers

From: Local Records Unit, Government Records Branch

Re: New Municipal Records Retention and Disposition Schedule

The Local Records Unit of the Government Records Branch is happy to announce the publication of the updated Municipal Records Retention and Disposition Schedule.

Please have the governing body of your municipality adopt this schedule in an open meeting. Return a copy of the completed signature page to Rebecca Paden or Tom Vincent via mail, e-mail or fax. Contact information is on the last page of this memo. Please keep the original signature sheet for your files. This schedule supersedes all previous Municipal Records Retention and Disposition Schedules and amendments.

We had hoped to do a walk through explaining all the differences between this schedule and the 1997 edition. Once the Local Records staff began looking at that, we realized the walk through would be almost as long as the schedule itself.

Almost everything in the updated schedule is significantly different. The schedule is in an updated format with standard headings at the top of each page, making it easier to navigate the document. Many of the changes have been incorporated from the updates we have been doing for various County schedules over the last 12 years. We have tried to make many of the descriptions more detailed to make it easier to find your offices' specific records.

We have added the following standards:

- Airport Authority Records
- Animal Control and Shelter Records
- Business and Economic Development Records
- Emergency Services and Fire Department Records (previously Fire Department Records)
- Environmental Affairs Records
- Erosion and Sediment Control Records
- Information Technology Records (previously Machine Readable and Electronic Records)
- Law Enforcement Records (previously Police Department Records)
- Public Housing and Redevelopment Commission Records
- Public Transportation Systems
- Risk Management Records

ARCHIVES AND RECORDS SECTION — GOVERNMENT RECORDS BRANCH

MAILING ADDRESS:
4615 Mail Service Center
Raleigh, N.C. 27699-4615

<http://www.records.ncdcr.gov>
Telephone (919) 807-7350
Facsimile (919) 715-3627
State Courier 51-81-20

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823

Sanitation, Water, Sewer, Electric and Gas Records (formerly Water, Sewage, Electrical and Gas Records; also Sanitation Records)
Street Maintenance, Public Works, and Engineering (formerly Engineering Records; Public Works Department Records; Right-of-Way Records; Street Maintenance Records; and Traffic Engineering Records)
Workforce Development Records

If your municipality does not have the same organizational structure as this schedule, you may use the items in this schedule regardless of which department your records are housed in. For example: if you keep your Contracts and Agreements in the Clerk's Office (Administrative and Management Records) and not your Legal Counsel's Office (Legal Records), please go ahead and follow the disposition for the item listed in the Legal Records Standard. Or if your Public Works Department also does your vehicle maintenance, they are free to use whatever they need from the Fleet Maintenance Records Standard.

This schedule represents a lot of hard work on the part of North Carolina's Municipal Clerks, Elected Officials, and other municipal staff. Without your assistance developing the Municipal Records Retention and Disposition Schedule and your questioning of the previous schedule, this document would not have been produced.

If you have any questions about this schedule, or records management in general, please do not hesitate to contact the analyst assigned to your county. If your county's analyst is not available, any other Local Records Analyst will be happy to help you. Contact information for the analysts and county assignments are on the last page of this memorandum.

Thank you for your work making the records of the citizens of North Carolina accessible and safe, please let us know how we can assist you in that important task.

Sincerely,

Local Records Unit

Government Records Branch, Local Records Unit

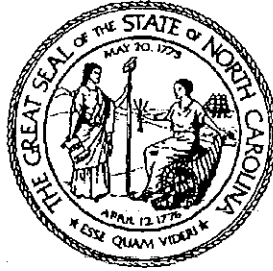
- Records management analysts
 - Write records retention and disposition schedules for county and municipal offices
 - Answer questions about records schedules and general records management
 - Conduct workshops for local agencies, including management of public records, scanning, micrographics, management of electronic records, as well as custom workshops
 - Provide assistance on disaster planning and recovery issues

Local Records Management Analysts

BECKY MCGEE-LANKFORD	TOM VINCENT	REBECCA PADEN	JEFF FUTCH
Brunswick Carteret Craven Duplin Jones Lenoir New Hanover Onslow Pamlico Pender Sampson	Beaufort Bertie Camden Chowan Currituck Dare Edgecombe Franklin Gates Granville Greene Halifax Hyde Johnston Martin Nash Northampton Pasquotank Perquimans Pitt Tyrrell Vance Wake Warren Washington Wayne Wilson	Alamance Anson Bladen Cabarrus Caswell Chatham Columbus Cumberland Davidson Davie Durham Forsyth Guilford Harnett Hertford Hoke Lee Montgomery Moore Orange Person Randolph Richmond Robeson Rockingham Rowan Scotland Stanly Stokes Surry Union Yadkin	Alexander Alleghany Ashe Avery Buncombe Burke Caldwell Catawba Cherokee Clay Cleveland Gaston Graham Haywood Henderson Iredell Jackson Lincoln Macon Madison McDowell Mecklenburg Mitchell Polk Rutherford Swain Transylvania Watauga Wilkes Yancey
919-807-7365 becky.mcgee- lankford@ncdcr.gov	919-807-7364 tom.vincent@ncdcr.gov	919-807-7357 rebecca.paden@ncdcr.gov	828-274-6789 jeff.futch@ncdcr.gov
4615 Mail Service Center Raleigh, NC 27699-4615 Courier: 51-81-20 Fax: (919) 715-3627			Western Archives 1 Village Lane, Suite 3 Asheville, NC 28803- 2677 Fax: (828) 274-6995

RECORDS RETENTION AND DISPOSITION SCHEDULE

MUNICIPAL



Issued By:

North Carolina Department of Cultural Resources
Division of Historical Resources
Archives and Records Section
Government Records Branch

May 19, 2009

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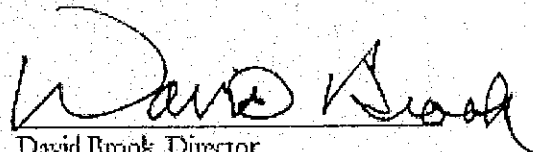
MUNICIPAL
Records Retention and Disposition Schedule

The records retention and disposition schedule and retention governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

City/Town Clerk

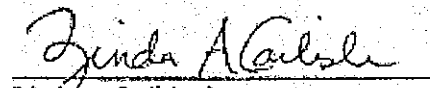
Chief Administrative Officer/
City Manager



David Brook, Director
Division of Historical Resources

APPROVED

Mayor



Linda A. Carlisle, Secretary
Department of Cultural Resources

May 19, 2009

Municipality: _____

EXECUTIVE SUMMARY

According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources. This schedule is the primary way DCR gives its consent. Without approving this schedule, your municipality is obligated to obtain the Department's permission to destroy *any* record, no matter how insignificant.

Each records series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever.

The Department of Cultural Resources provides microfilming of the minutes of major decision-making boards and commissions in a municipality. Once those records are filmed, we will store the silver negative (the original) in our security vault.

There is a nominal fee for filming and duplicate film. Contact the analyst assigned to your municipality for the most current information.

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. *What is this "records retention and disposition schedule"?*

- A.** This document is a tool for the employees of municipal governments across the state to use when managing the records in their offices. It lists records commonly found in municipal offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between your municipality and the Department of Cultural Resources.

This schedule serves as the inventory and schedule that the Department of Cultural Resources is directed by G.S. §121-5 (c) and G.S. §132-8 to provide. It supersedes all previous editions, including all amendments.

Q. *How do I get it approved?*

- A.** This schedule must be approved by the governing board of your town or city for use in your municipality. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.
-

Q. *Do I have to have all of the records listed on this schedule?*

- A.** No. This is not a list of records you must have in your office.
-

Q. *Do the standards correspond to the organizational structure of my municipality?*

- A.** Standards are grouped together to make it easier for users to find records. You may find that the records are grouped according to the organizational structure of your municipality, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule is to provide an easy reference guide for the records created in your municipality.
-

Q. *I can't find some of my records on this schedule.*

- A.** Call the Records Management Analyst assigned to your municipality. We will work with you to amend this records schedule so that you may destroy records appropriately.
-

Q. *What are public records?*

- A.** The *General Statutes of North Carolina*, Chapter §132, provides this definition of public records:

"Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. *Can anyone see my records?*

- A.** Yes, except as restricted by specific provisions in state or federal law. G.S. §132-6 instructs:

"Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. . . . No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request."

Q. *What about my confidential records?*

- A.** Not all government records are open to public inspection. Exceptions to the access requirements in G.S. §132-6 and the definition of public records in G.S. §132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. *Do I have to make copies of drafts available to the public that haven't been approved?*

A. Yes, even if a report, permit, or other record has not been finalized. Any record that is not confidential by law must be copied when a request is received, whether it is "finished" or not.

Q. *What do I do with permanent records?*

A. Permanent records should be maintained in the office that created the records, forever. They must also have a preservation duplicate, which is either a paper or microfilm copy. The State Archives will store the silver halide (original) copy of your microfilm, as long as it has been properly processed.

Q. *What is historical value?*

A. Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call the analyst assigned to your municipality for further assistance.

Q. *I don't have any records.*

A. Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and email, are public records. Even if your records aren't the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. *May I store our unused records in the basement (attic, outdoor shed)?*

A. Public records are public property. While we encourage offices to find places to store records that do not take up too much valuable office space, the selected space should be dry, secured, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems, while remaining readily available to your staff and the public.

Q. *Our old records are stored in the attic, basement or off-site building, etc. Do we have to let anyone who asks see them?*

A. Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. *Aren't all of our old records at the State Archives?*

A. Probably not. The State Archives collects only very specific types of records from municipal offices. You are certainly welcome to contact the analyst assigned to your municipality for more information about appraisal and accessioning.

Q. *I have found some really old records. What should I do with them?*

A. Call the analyst assigned to your municipality. We will help you examine the records and assess their historical value.

Q. *Can I give my old records to the historical society or public library?*

A. Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your municipality. Permanent records must be kept either in your offices or at the State Archives.

Q. *Whom can I call with questions?*

A. If you are located west of about Statesville, call our Western Office in Asheville at (828) 274-6789. East of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS

No record involved in a pending audit, legal or other official action may be destroyed before that audit or action is resolved.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated or may be subject to other official actions; however, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See **AUDITS: PERFORMANCE** Item 6, page 2 and **AUDITS: FINANCIAL** Item 6, page 17.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the municipality should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

- A. Each records series listed on this schedule has specific disposition instructions that indicate how long that series must be kept in your offices. In some cases, the disposition instructions are "Retain in office permanently," which means that those records must be kept in your offices forever. (See also the question below, "*How should I deal with my permanent records?*")
-

Q. How do I destroy records?

- A. After your municipality has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:
- burned, unless prohibited by local ordinance;
 - shredded, or torn up so as to destroy the record content of the documents or material concerned;
 - placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
 - buried under such conditions that the record nature of the documents or materials will be terminated;
 - sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.

— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Confidential records should be destroyed in a secure manner so that the information contained in them cannot be used.

Q. How can I destroy records if they are not listed on this schedule?

- A. Contact the Records Management Analyst assigned to your municipality. Your analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives to be preserved permanently.

If the records do not have historical value, we will ask you to complete a Request and Approval of Unscheduled Records Disposal (located at the end of this schedule) if the records are not currently created. If the records are an active records series, your analyst will help you develop an amendment to this schedule so that you can continue to destroy the records appropriately.

Q. I have some old records that aren't on this schedule, but that we don't use any more. How can I get them destroyed?

- A. At the end of this schedule is a form called the Request and Approval of Unscheduled Records Disposal. Complete that form and submit it to us. We will get in touch with you, and make a determination about that destruction.
-

Q. Do I have to tell anyone about the destruction?

- A. We recommend that you report on your records retention activities to your Board of Commissioners on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board.
-

Q. Computer storage is cheap. I'll just keep my computer records.

- A. The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.
-

Q. Can I give my old records to the historical society or public library?

- A. Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your municipality. Permanent records must be kept either in your offices or at the State Archives.

ELECTRONIC RECORDS AND DIGITAL IMAGING

Q. *When can I delete my email?*

- A. Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. It is the content of each message that is important. If a particular message would have been filed as a paper memo, it should still be filed (either in your email program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. It is inappropriate to destroy email simply because storage limits have been reached.

Three of our publications will be particularly helpful (available online at <http://www.records.ncdcr.gov/>):

- *E-Mail as a Public Record in North Carolina: Guidelines for its Retention and Disposition*
 - *E-Mail User Guidelines Checklist*
 - *North Carolina Public Records with Short-Term Value: Guidelines for their Retention and Disposition*
-

Q. *We have an imaging system. Do we have to keep the paper?*

- A. You may scan any record, including permanent records. Your office should follow the instructions in the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems* to conduct the Self Warranty process, develop an Electronic Records Policy, and complete a copy of the **Request to Destroy Records Duplicated by Electronic Means**, (located at the end of this schedule). Then submit all three to us.

Permanent records must have a preservation copy as defined by G.S. §132-8.2:

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will have to take precautions with records that you must keep more than about 10 years. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access. Your office will still be required to conduct the Self-Warranty process, establish an Electronic Records Policy, and submit the **Request to Destroy Records Duplicated by Electronic Means** form for our approval.

Q. *Do I have to print my email to file it?*

- A. As long as the email is not a permanent record, as defined by the schedule, you may elect to keep it in electronic format.
-

Q. *Computer storage is cheap. I'll just keep my computer records.*

- A. The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.
-

Q. *I use my personal email account for work. No one can see my personal email.*

- A. The best practice is to avoid using personal resources, including private email accounts, for public business. G.S. §132-1 states that records "made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions" are public records (emphasis added). The fact that public records reside in a personal email account is irrelevant.

MICROFILM

Q. *Why do you still use microfilm?*

A. Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45 and §153A-436. Our office provides a publication, *Micrographics: Technical and Legal Procedures*, on our website. It explains the four groups of national standards for the production of archival quality microfilm:

- manufacture of raw film
- filming methods
- processing (developing) film
- storage methods

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

Microfilm can be read with nothing more sophisticated than a magnifying glass. There is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection.

Q. *What film services do you provide?*

A. The Department of Cultural Resources provides microfilming of minutes of major decision-making boards and commissions in a municipality. Once those records are filmed, we will store the silver original in our security vault.

There is a nominal fee for filming and duplicate film. Contact the analyst assigned to your municipality for the most current information.

Q. *How do I get my minutes filmed?*

A. We have two processes to film minutes. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the "Certification of the Preparation of Minutes for Microfilming" form (available online at <http://www.records.ncdcr.gov/imaging.htm#minutes>) with each shipment. For more detailed instructions, contact the analyst assigned to your municipality.

Alternatively, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Call the analyst assigned to your municipality to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Q. *What if I need my books while they're being filmed?*

A. Just call the Raleigh Office at (919) 807-7350, and ask for the analyst in charge of minutes.

Q. *Can I email you my minutes?*

A. Not at this time. We require photocopies of the approved minutes, complete with signatures.

Q. *I have some old minutes that aren't signed. Can they still be filmed?*

A. If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

Q. *What if my books are destroyed after they have been filmed?*

A. Call the analyst assigned to your municipality, who will help you make arrangements to purchase copies of the microfilm from our office. You can then send those reels to a vendor, who can either make new printed books, or scan the film to create a digital copy.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

- A.* Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7365 for the Head of the Local Records Program or (919) 807-7339 for the State Preservation Officer. If you're in the western part of the state, call our Asheville Office at (828) 274-6789. Nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, and professional vendors can handle your larger disasters.

Q. What help do you give in case of an emergency?

- A.* We will do everything we can to make a visit to you at the earliest opportunity to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.
-

Q. What can I do to prepare for an emergency?

- A.* We provide training to interested governments on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the analyst assigned to your municipality.
-

STAFF TRAINING

Q. What types of workshops or training do you offer?

- A.* While we have a group of prepared workshops that we can offer at any time, we are also happy to work with you directly to develop training suited to your specific needs. Our basic workshops are:
- **Managing Public Records: Law and Practice in North Carolina** – our basic introduction to the Public Records law and records management;
 - **Evaluating Filing Systems** – how to evaluate and improve paper or electronic filing systems;
 - **Scanning Public Records: Laying the Groundwork** – considerations and procedures to establish an imaging system;
 - **Disaster Preparedness and Recovery** – how to be prepared for disasters, and what will have to be done after a disaster happens;
 - **Microfilming as a Preservation Tool: Digital Imaging and Microfilm** – why microfilm is still used, and how it can work with digital technologies.
-

Q. Will you design a workshop especially for our office?

- A.* Yes, we will. Let the analyst assigned to your municipality know what type of training you need.
-

Q. Do we have to come to Raleigh for workshops?

- A.* No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.
-

Q. Is there a fee for workshops?

- A.* Not at this time.

PUBLIC RECORDS WITH SHORT-TERM VALUE

GUIDELINES FOR THEIR RETENTION AND DISPOSITION

According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. The Department of Cultural Resources recognizes that many records exist that may have very short-term value to the creating agency. These guidelines, along with any approved program records retention and disposition schedule, are intended to authorize the expeditious disposal of records possessing only brief administrative, fiscal, legal, research, or reference value, in order to enhance the efficient management of public records. Examples of those records include:

- facsimile cover sheets containing only transmittal (“to” and “from”) information, or information that does not add significance to the transmitted material;
- routing slips or other records that transmit attachments;
- reservations and confirmations;
- personal messages (including electronic mail) not related to official business;
- preliminary or rough drafts containing no significant information that is not also contained in the final drafts of the records;
- documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business;
- records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives.

The records described above may be destroyed or otherwise disposed of when their reference value ends.

These guidelines are not intended to serve as authorization to destroy or otherwise dispose of unscheduled records. They are intended to complement the use of an approved records retention and disposition schedule for the creating government or agency, not replace or supersede it. Should a creating government or governmental agency lack an approved records retention and disposition schedule, it may not destroy or otherwise dispose of any records in its custody, whether in electronic, paper, or other format (including electronic mail) until it receives approval of its **Request and Approval of Unscheduled Records Disposal** (located at the end of this schedule). Such offices should contact the Government Records Branch of the Division of Historical Resources for assistance in creating a schedule.

While records of short-term value may be discarded as described above, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the Public Records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS

Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine administration of municipal offices.

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES	a) Retain official copy permanently. b) Destroy in office remaining copies 3 years after superseded.	
2.	AGENDA AND MEETING PACKETS FILE Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies. See also MINUTES OF PUBLIC BODIES item 38, page 7.	a) Retain records with historical value permanently. b) Destroy in office other records when administrative value ends.	
3.	APPLICATIONS FOR APPOINTMENT Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils and committees.	a) Destroy in office records concerning appointed individuals 1 year after expiration of term. b) Destroy in office remaining records after 2 years.	
4.	APPOINTMENTS REPORTING RECORDS Includes public boards, commissions, councils and committees annual appointment reports filed with the NC Department of the Secretary of State and related records.	Destroy in office after 2 years.	G.S. § 143-157.1
5.	ASSOCIATIONS AND ORGANIZATIONS FILE Records concerning associations, organizations, groups, etc., that have some form of association or relationship with the agency.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	

* See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

STANDARD ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	AUDITS: PERFORMANCE Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, and related records. See also AUDITS: FINANCIAL item 6, page 17.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.	
7.	AUDIO AND VIDEO RECORDING OF MEETINGS	Destroy in office after approval of official written minutes.	
8.	BEER AND WINE LICENSES Issuance and payment records.	Destroy in office 3 years after expiration.*	G.S. § 105-113.70
9.	BLUEPRINTS AND SPECIFICATIONS Blueprints and specifications of municipally owned buildings and facilities. May include as-built plans and related records concerning approved changes.	Retain in office for life of structure.	Comply with applicable provisions of G.S. § 132-1.6 regarding the confidentiality of security records.
10.	BULLETINS	Destroy in office when administrative value ends.	
11.	CALENDARS OF EVENTS AND APPOINTMENTS	Destroy in office when superseded or obsolete.	
12.	CENSUS PROJECT FILE Records created to assist the U.S. Census Bureau and county agencies with the decennial census.	Destroy in office when administrative value ends.	
13.	CHARTER RECORDS Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

STANDARD 1- ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.	CITIZEN COMPLAINTS AND SERVICE REQUESTS Records concerning objections, dissatisfaction or disagreements with actions or positions taken or not taken by a municipal agency. May include routine requests for service or information and petition with no legal affect.	Destroy in office 1 year after resolution.*	
15.	COMPREHENSIVE PLAN Long-range plan outlining policies, guidelines and plans for future development of the municipality. Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.	a) Retain official copy in office permanently. b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan.	
16.	CONFERENCES AND WORKSHOPS FILE Records concerning conferences and workshops conducted or attended by municipal employees. See also EMPLOYEE TRAINING AND EDUCATIONAL RECORDS item 29, page 101.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
17.	CORRESPONDENCE AND MEMORANDA See also Public Records with Short Term Value page x. For information on handling electronic mail, See Electronic Records and Digital Imaging section page vii.	a) Retain records with historical value permanently. b) Destroy in office routine administrative correspondence and memoranda when administrative value ends. c) Destroy in office remaining records after 3 years.	
18.	CUSTOMER CALL CENTER RECORDINGS Recordings made of calls to customer service centers for quality assurance and training purposes.	Destroy in office when administrative value ends.	
19.	DONATIONS AND SOLICITATIONS	Destroy in office after 1 year.	

* See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

STANDARD I - ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.	<p>EQUIPMENT AND FACILITY USAGE RECORDS Records concerning the assignment, request and usage of agency assets. May include mileage and check out logs, fuel consumption reports, facility reservation requests, authorizations and similar records relating to the assignment and use of agency owned property.</p> <p>See also VEHICLE USAGE RECORDS item 9, page 45.</p>	<p>a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.*</p> <p>b) Destroy in office remaining records after 1 year.</p>	
21.	<p>EQUIPMENT AND PROPERTY INVENTORIES Inventories describing the type of property or equipment, its location and related information.</p>	Destroy in office when superseded or obsolete.	
22.	<p>EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS Records concerning the maintenance, repair and inspection of municipally owned equipment.</p> <p>See also GRANTS item 32, page 6.</p>	<p>a) Destroy in office records documenting routine inspections, janitorial cleaning and maintenance of equipment after 1 year.</p> <p>b) Retain for life of equipment records documenting all other equipment maintenance and repairs.</p>	
23.	<p>EQUIPMENT REFERENCE FILE Includes operation, specification and technical manuals, brochures, bulletins and related records.</p>	Destroy in office when superseded, obsolete or asset is no longer owned.	
24.	<p>FACILITY ACCESSIBILITY FILE Records concerning compliance with the Americans with Disabilities Act (ADA). May include survey of municipal buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.</p>	Destroy in office after 5 years.*	29 CFR 1602 (1992)

* See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

STANDARD I ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
25.	FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS Records concerning the maintenance, repair and inspection of municipal owned facilities. See also GRANTS item 32, page 6.	<ul style="list-style-type: none"> a) Destroy in office records documenting routine inspections, janitorial cleaning and maintenance of facilities after 1 year. b) Destroy in office records concerning all other facility maintenance, repair and inspection (including plumbing, electrical, fire and other systems) in office after 3 years. 	
26.	FUND DRIVE AND EVENT RECORDS Records concerning the promotion and organization of fund drives and other special events in which the agency participated.	<ul style="list-style-type: none"> a) Retain records with historical value permanently. b) Destroy in office remaining records after 1 year. 	
27.	GOALS AND OBJECTIVES	<ul style="list-style-type: none"> a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete. 	G.S. §66-77
28.	GOING-OUT-OF-BUSINESS LICENSES Licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year after expiration.	
29.	GRANT CONTRACT APPEALS CASES	Destroy in office 10 years after final action or decision.*	
30.	GRANT PROPOSALS	<ul style="list-style-type: none"> a) Transfer records concerning approved grants to GRANTS item 32, page 6 if approved. b) Destroy in office rejected or withdrawn grant proposals when reference value ends. 	

* See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

STANDARD I ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
31.	<p>GRANTS Records concerning approved federal, state, and private grants. May include applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records.</p> <p>See also GRANTS: FINANCIAL item 35, page 21.</p>	<p>a) Destroy in office records relating to specific non-continuing grants 5 years after termination or when released from audit.*</p> <p>b) Destroy in office yearly records relating to specific continuing grants 5 years after annual financial report is filed.</p> <p>c) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.</p>	
32.	<p>HISTORIES FILE (AGENCY AND EMPLOYEES) Records concerning the history of the organization and its employees. May include published and unpublished histories, photographs, newspaper clippings, and other related records.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
33.	INDEX FILE	Destroy in office when reference value ends.	
34.	<p>LEGISLATION AND REGULATORY RECORDS Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.</p>	Destroy in office when reference value ends.	
35.	<p>LITIGATION CASE FILE Legal cases in which the agency is a party.</p>	<p>a) Transfer to LITIGATION CASE RECORDS item 13, page 87 when reference value ends.</p> <p>b) Destroy in office copies when administrative value ends.</p>	<p>Comply with applicable provisions of G.S. §132-1.1 regarding confidentiality of legal records.</p> <p>G.S. § 142-318.12 (b) 2</p>
36.	<p>MAILING AND DISTRIBUTION RECORDS Includes mailing and meeting notification lists, Sunshine Lists and related documentation of transactions with the U.S. Postal Service or private carriers.</p>	<p>a) Destroy in office Sunshine Lists when superseded or obsolete.</p> <p>b) Destroy in office all other records when administrative value ends.</p>	

* See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

STANDARD 1 ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
37.	MANAGEMENT STUDIES	<ul style="list-style-type: none"> a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete. 	
38.	<p>MINUTES OF PUBLIC BODIES As defined by G.S. § 143-318.10 (b), includes official and reference copies of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards.</p> <p>See the Microfilm section on page viii for instructions on microfilming.</p>	<ul style="list-style-type: none"> a) The official minutes of the governing board and its subsidiary boards are considered to be permanent records. b) The official minutes of advisory boards may only be destroyed upon approval by the NC State Archives. The NC State Archives reserves the right to designate the minutes of any advisory board as permanent. c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the NC State Archives reserves the right to designate the minutes as permanent. d) Reference copies of minutes of any public body may be destroyed when administrative value ends. No NC State Archives approval to purge is required. 	G.S. § 143-318.10
39.	<p>MINUTES (STAFF MEETINGS) Minutes of meetings including all referenced and attached documentation.</p>	<ul style="list-style-type: none"> a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends. 	G.S. § 143-318.10(c)

**TOWN OF
W E D D I N G T O N**

MEMORANDUM

TO: Mayor and Town Council

FROM: Amy S. McCollum, Town Administrator/Clerk

DATE: July 31, 2009

SUBJECT: Code Enforcement Proposal

Attached please find the Code Enforcement Proposal with Centralina Council of Governments. Please consider approving this contract for Fiscal Year 2009-2010. This contract allows Sam Leggett with COG to assist the Town with minimum housing issues within the Town.

Please let me know if you have any questions. Thank you.



Centralina

Council of Governments

July 1, 2009

Mrs. Shannon Martel
Town of Weddington
1924 Weddington Rd.
Weddington, NC 28104

Re: Code Enforcement Proposal

Dear Mrs. Martel:

Centralina Council of Governments submits this proposal to the Town of Weddington to provide Code Enforcement technical assistance services. It is very difficult to estimate the amount of time it will take to bring a property into compliance, therefore we will address as many properties as possible within the allotted hours specified in this proposal. The Town will only be billed for actual time spent on enforcement.

Services:

Our services will include the following:

1. **Ordinance Enforcement**
 - A. Inspection of residential/commercial structures;
 - B. Issuance of notices to the owners of substandard properties;

2. **Compliance Follow-Up**
 - A. Facilitation of condemnation hearings;
 - B. Completion of follow-up compliance inspections;

Our Services in this proposal do not include owner information, research, legal work or other process related matters. The Town Attorney (or other legal service firm secured by the town) must handle all title search and other legal process matters.

Staff Assignment:

Victoria Rittenhouse and Sam Leggett will be responsible for completing the above services. Sam Leggett will be responsible for inspections and compliance follow-up. Prior to employment with Centralina, Sam held the position of Housing Code Administrator for six years with Mecklenburg County and was promoted to Manager of Technical Services for Mecklenburg County Building Services Department. Sam is a certified Level III Building Inspector, as well as a certified Level I Electrical, Mechanical and Plumbing Inspector.

Victoria Rittenhouse will provide administrative assistance with file preparation, Activity Case Logs and issuance of notices to the property owner's.

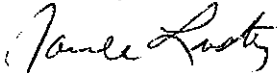
I will provide supervisory assistance as needed for the successful completion of the above services. I have been actively involved in the administration of Code Enforcement programs at Centralina for twenty (20) years. During this time, I have provided Code Enforcement services to local governments in Union, Gaston, Rowan, Stanly and Iredell Counties.

Costs:

Centralina will provide these services at a cost of **\$5,861.50 plus the use of three (3) blocks of member hours from the Town's FY '09-10 allocation.**

We feel confident that we will provide you with Code Enforcement technical assistance that will meet the specific needs of the Town. If you are in agreement with this proposal, please sign the attached Service Agreements and return copies to me. If you have questions concerning this proposal please contact me at (704) 348-2706 (office) / (704) 458-3106 (cell) or jluster@centralina.org.

Sincerely,


James W. Luster
Planner III

Enclosure

— Weddington Code Proposal FY 09-10

SERVICE AGREEMENT MEMORANDUM

Upon the request of the undersigned local government [**Town of Weddington**], the Centralina Council of Governments (Centralina) agrees to perform the services described in the attached "Scope of Service." The estimated cost of these services to be paid by the local government is **\$5,861.50** plus **22.5** member hours from FY **09-10** allocation for the project: **Weddington Code Enforcement Program**.

It is agreed that notwithstanding any estimates given, the local government will be expected to pay the actual costs incurred by Centralina in providing the services. As required by Centralina's Charter, the local government will be billed approximately bi-weekly for actual costs during the preceding work period. If, during the course of this work, it appears that the services needed to complete this project are likely to exceed the estimated costs, Centralina will notify the local government's project manager prior to performing services in excess of the budgeted amount. The local government may then choose to approve the additional cost or reduce the scope of work.

If the actual costs are less than those estimated, Centralina will bill the local government only for actual costs incurred. Actual costs of the project shall be determined using: (a) the hourly rates for the employees working on the project, (b) Centralina's standard indirect cost rate, and (c) any specialized project costs required and previously agreed upon by Centralina and the local government.

It is estimated that from the notification to proceed, it will take **12 month(s)** to perform these services. Services will be completed by **July 1 2010**.

This proposal to perform the "Scope of Services" is valid for a period of **sixty (60) days** from this **1st** day of **July, 2009**.

If you wish Centralina to proceed with this work, please have an authorized official acknowledge acceptance of this proposal and forward the same to us. Upon receipt by Centralina of this Agreement properly executed, it shall become the contract between the parties and the "Notice to Proceed" with the work.

CENTRALINA COUNCIL OF GOVERNMENTS:

Proposal # TEM 100601P

By: *Martha White*
A. R. Sharp, Jr. Executive Director

PROPOSAL PREPARED BY: James Luster (Centralina Staff)

Accepted, this _____ day of _____ 20 ____.

LOCAL GOVERNMENTAL UNIT: Weddington

By: _____
Signature of Authorized Official of Local Government



TOWN OF
WEDDINGTON

1924 Weddington Road • Weddington, North Carolina 28104

**TOWN OF WEDDINGTON
PROCLAMATION PROCLAIMING SEPTEMBER 17 THROUGH SEPTEMBER 23
AS CONSTITUTION WEEK
P-2009-04**

WHEREAS, The Constitution of the United States of America, the guardian of our liberties, embodies the principals of limited government in a Republic dedicated to rule by law; and

WHEREAS, September 17, 2009 marks the two hundred twenty-second anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week

NOW, THEREFORE I, Nancy D. Anderson, by virtue of the authority vested in me as Mayor of the Town of Weddington in the State of North Carolina do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through the guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town to be affixed this 3rd day of August of the year of our Lord two thousand and nine.

Nancy D. Anderson, Mayor

Attest:

Amy S. McCollum, Town Clerk



Elizabeth R. Gibson

Past Vice President General

National Society Daughters of the American Revolution

1300 West Franklin Street, Monroe, NC 28112-4506

(704) 283-4791 elizabeth_gibson@msn.com

July 21, 2009

Town of Weddington
Mayor Nancy Anderson
1924 Weddington Road
Weddington, NC 28104

Dear Mayor Anderson,

The John Foster Chapter Daughters of the American Revolution, Monroe, North Carolina works to promote patriotism in our community. The week of September 17-23 is designated as Constitution Week by Public Law 915 which was signed by President Dwight D. Eisenhower on August 2, 1956. Therefore every year we want to bring to the attention of our citizens this anniversary of the signing of the Constitution of the United States of America. I have sent to you a Proclamation that I hope you will complete, sign, and impress with the Seal of the Town of Weddington. After the Proclamation has been signed, we encourage you to display it for the public to see.

I have included with this Proclamation a short history of the origin of Constitution Week for you to read. I hope you enjoy it.

Thank you for working with us.

Sincerely,

Elizabeth R. Gibson
John Foster Chapter
Monroe, NC
NCSDAR

HISTORY OF CONSTITUTION WEEK

Miss Gertrude S. Carraway, while President General of the National Society Daughters of the American Revolution, was responsible for the annual designation of September 17-23 as Constitution Week. The DAR made its own resolution for Constitution Week which was adopted April 21, 1955.

Members of the United States Congress received the DAR resolution and on June 7, 1955, the resolution was discussed in the Senate. The first resolution to observe Constitution Week was made June 14, 1955, by Senator William F. Knowland of California. Following the passage of the resolution by both Houses of Congress, President Eisenhower issued his proclamation on August 19, 1955.

The first observance of Constitution Week was so successful that on January 5, 1956, Senator Knowland introduced a Senate Joint Resolution to have the President designate September 17-23 annually as Constitution Week. The resolution was adopted on July 23 and signed into Public law 915 on August 2, 1956.

For his patriotic aid and interest, Senator Knowland received an Award of Commendation from the Continental Congress, NSDAR, in April of 1956.

North Carolina has a special interest in the story of how Constitution Week came to be signed into law because Miss Gertrude S. Carraway is the only North Carolinian ever to be elected to the position of President General of the National Society Daughters of the American Revolution. She served from 1953-1956. She was a lifelong resident of New Bern, North Carolina.

**TOWN OF
W E D D I N G T O N**

MEMORANDUM

TO: Mayor and Town Council

FROM: Amy S. McCollum, Town Administrator/Clerk

DATE: July 31, 2009

SUBJECT: Resolution to Enter into Agreement with the NC Local Governmental Employees' Retirement System to Provide Employee Death Benefits

At the July Town Council Meeting, you approved the addition of the death benefit for employees through the NC Local Governmental Employees' Retirement System. Please consider approval of the Resolution and Agreement attached relative to this matter.

Please let me know if you have any questions. Thank you.



TOWN OF
WEDDINGTON

1924 Weddington Road • Weddington, North Carolina 28104

**TOWN OF WEDDINGTON
RESOLUTION TO ENTER INTO AGREEMENT WITH THE NORTH CAROLINA LOCAL
GOVERNMENTAL EMPLOYEES' RETIREMENT SYSTEM TO PROVIDE EMPLOYEE
DEATH BENEFITS
R-2009-13**

WHEREAS, the 1969 General Assembly amended the North Carolina Local Governmental Employees' Retirement System laws so as to permit agreements for providing death benefits for employee members pursuant to G.S. 128-27(1); and

WHEREAS, the governing body of this Unit realizes the desirability of providing its employees with the security and protection provided by a plan for death benefits; and

WHEREAS, Article 3 of Chapter 128 of the General Statutes of North Carolina provides that any employer governmental unit desiring to provide death benefits for its employee members must execute an agreement therefore with the Director of the North Carolina Local Governmental Employees' Retirement System:

NOW, THEREFORE, BE IT RESOLVED BY THE Weddington Town Council in regular session,

1. That the Town of Weddington hereby elects to secure death benefits for its employees in the North Carolina Local Governmental Employees' Retirement System.
2. That the Town of Weddington hereby agrees to comply with all provisions of the North Carolina Local Governmental Employees' Retirement System as defined in Article 3, Chapter 128 of the General Statutes of North Carolina, as amended and to make such increased employer's contributions as the Local Governmental Employees' Retirement System may determine to be necessary in order to provide employee death benefits.
3. That the Mayor is hereby ordered and directed to execute an agreement with the Director of the North Carolina Local Governmental Employees' Retirement System to implement the employee death benefits of G.S. 128-27(1).

Upon motion of _____, the above resolution was introduced for passage. The following number voted in the affirmative;

_____. The following number voted in the negative:
_____.

Adopted this 3rd day of August, 2009.

Nancy D. Anderson, Mayor

Attest:

Amy S. McCollum, Town Clerk



TOWN OF
WEDDINGTON

1924 Weddington Road • Weddington, North Carolina 28104

**TOWN OF WEDDINGTON
NORTH CAROLINA LOCAL GOVERNMENTAL EMPLOYEES' RETIREMENT SYSTEM
AGREEMENT – DEATH BENEFIT**

In accordance with the provisions of subsection (1) of G.S. 128-27 setting forth the conditions under which the rights to the death benefit might be made available to members of the North Carolina Local Governmental Employees' Retirement System, the AGREEMENT is hereby entered into between the Town of Weddington and the Director of said Retirement System.

In consideration of an increase of .05% in the employer's contribution rate effective as of August 3, 2009, the North Carolina Local Governmental Employees' Retirement System hereby agrees to extend the privileges and rights of the death benefit described in subsection (1) of G.S. 128-27 to the employees of the Town of Weddington who are members of said System on and after the above effective date. This Agreement shall continue in effect from year to year with the understanding that the rate payable for this death benefit may be modified as the System's Actuary may periodically determine.

Approval of the above increase in rate was authorized by the Weddington Town Council at its meeting on August 3, 2009 and is recorded in the minutes of said Board.

CERTIFICATION:

Nancy D. Anderson, Mayor

(date)

ATTEST:

Amy S. McCollum, Town Administrator/Clerk

(date)

APPROVAL:

(Director, Retirement System)

(date)

From: Travis Morehead [travis@carolinathreadtrail.org]

Sent: Wednesday, June 10, 2009 3:15 PM

To: 'Amy Helms'; 'Amy McCullom'; 'Bjorn Hansen'; 'Cheri Clark'; 'Cheryl Bennet'; 'Dana Stoogenke'; 'David Grant'; 'Dorine (Weddington)'; 'Dryw Blanchard'; 'Greg Mahar'; 'Hillary Price'; 'Lynne Hair'; 'Martel'; 'Mary Jo Gollnitz'; 'Sonya Gaddy'; 'Stiwinter'; 'Town of Wesley Chapel'; Tracy Helms; 'Vicky Brooks'; 'Wayne Herron'; 'Shelley Maness'; 'Bjorn Hansen'

Subject: Carolina Thread Trail

Good Afternoon,

The Union County Board of County Commissioners approved a Resolution of Support for the Carolina Thread Trail on June 1st. For the municipalities that choose to participate in the process, could you begin to think of and contact a citizen or community leader to serve on the Carolina Thread Trail Steering Committee as a representative from your community. I'd like to try and schedule an organizational meeting in August in order to introduce everyone to The Thread and the planning process. It would be great to have your governing board endorse this person as a duly appointed representative...but it's not required. Let me know your thoughts and suggestions. Thanks.

Travis K. Morehead, AICP, Carolina Thread Trail Community Coordinator

Catawba Lands Conservancy

Leading the Carolina Thread Trail

105 W. Morehead Street

Charlotte, NC 28202

T| 704.376.2556 ext. 216

F| 704.342.3340

<http://www.carolinathreadtrail.org>

<http://www.catawbalands.org>

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement"), entered into this _____ day of July 2009, in Weddington, North Carolina by and between:

HADENSTANZIALE, PA.
421 Penman Street, Suite 300
Charlotte, North Carolina 28203

a corporation duly formed under the Laws of the State of North Carolina and hereinafter referred to as "HSPA," and

Town of Weddington
1924 Weddington Road
Weddington, North Carolina 28104

a municipal corporation organized under the laws of North Carolina, hereinafter called "Client," and in consideration of a sum not to exceed **\$57,500.00** it is agreed as follows:

A. PROJECT

The Client does hereby employ HSPA to render professional planning services to the Client and to develop a Downtown Master Plan for Weddington in accordance with the work scope as outlined in the Scope of Services attached hereto as Attachment A. The Master Plan will include, but not be limited to, physical planning, a snapshot of the existing market, assessment of the existing regulatory framework and implementation strategies as specifically outlined in the attached Scope of Services. The following sub-consultants will participate in developing the Master Plan:

Arnett Muldrow and Associates, Snapshot of the Existing Market
Glen Harbeck Associates, Regulatory Review and Public Involvement
Parsons Brinckerhoff, Traffic Analysis

Any other sub-consultants shall require the express written approval of the Client.

B. SCOPE OF SERVICES

The scope of the Master Plan is described in Attachment A to this Agreement.

The Role of the Town of Weddington

In conjunction with the attached Scope of Services to be performed by HSPA and the other sub-consultants, certain information and participation from the Client may be necessary in order to facilitate planning and implementation of the Master Plan. To that end, the Client agrees to perform the following:

- Designate an individual as the single point of communication for HSPA and the HSPA consultant team
- Compile plans, reports and marketing materials as requested by HSPA and as are available to the Client
- Provide mapping, planimetrics and aerial photography in digital format to HSPA to the extent available to the Client
- Designate stakeholders for HSPA to interview

- Arrange/coordinate meeting sites for individual interviews, group interviews, the charrette, and public meetings
- Notify participants and/or the public of interviews, group interviews, the charrette, and public meetings
- Coordinate with the Downtown Development Committee regarding meetings and feedback
- Insert updates concerning the Master Plan on the Client's website

C. DELIVERABLES

HSPA shall produce a Master Plan to the Client in accordance with the attached Scope of Services and the terms of this agreement by no later than November 30, 2009.

The deliverables to be produced by HSPA are listed in Attachment A Scope of Services.

D. PAYMENT

Compensation for HSPA's services as outlined in the Rate Schedule attached hereto as Attachment C combined with reimbursable expenses shall not exceed **\$57,500.00**.

Compensation owed to HSPA and sub-contractors will be based on the percentage of the Scope of Services accomplished within a thirty day period and for amounts not to exceed the allocations designated for each of the below tasks. The tasks and fee allocations are as follows:

Task I: Inventory and Analysis of Existing Conditions	\$14,000.00
Task II: Master Plan Development	\$35,000.00
Task III: Implementation Strategy	\$8,500.00

E. SCHEDULE

The following schedule outlines the duration of the project and the meetings referenced in the Scope of Services and this Agreement. Changes to the schedule shall require the approval of the Client and HSPA.

Task	August	September	October	November
Task I. Inventory and Analysis of Existing Conditions				
Kick-Off Meeting	★			
Data Assembly and Analysis				
Initial Public Input Session				
Task II. Master Plan				
Charrette Preparation and Charrette				
Charrette Presentation			★	
Debriefing				
Task III. Implementation Strategy				
Developing a Strategy Board Final Master Plan				
Final Public Meeting				

★ Denotes Downtown Committee Meetings ★ Denotes Public Meeting

Note- This very aggressive schedule is highly dependent on the Downtown Committee's ability to meet on the indicated weeks

Term

This Agreement shall become effective upon the execution of the parties hereto. All work on the Project shall be completed by no later than the 30th day of November, 2009 (the "Completion Date"). HSPA recognizes that time is of the essence.

Either party shall have the right to terminate this Agreement prior to the Completion Date in due course upon written notice. In the event that the HSPA terminates this Agreement prior to completion of the Scope of Services, HSPA shall promptly return all monies paid by the Client and shall submit to the Client all information and documents, gathered or prepared, in connection with this Agreement. Additionally, HSPA shall be liable for all costs and damages incurred.

Governance

This Agreement shall be governed and construed in accordance with the laws of the State of North Carolina.

Entire Agreement

The parties agree that this Agreement is the entire Agreement between the parties with respect to its subject matter and there are no other representations, understandings, or contracts between the parties relative to such subject matter.

Assignment

This Agreement is non-assignable.

No Third Party Beneficiary

This Agreement is made solely for the benefit of the Client and HSPA, and no other person shall acquire or have any right hereunder or by virtue hereof.

Waiver and Amendment

Any representation, warranty, covenant, term or condition of this Agreement which may legally be waived, may be waived, or the time of performance thereof extended, at any time by the parties hereto. Any such waiver, extension or amendment shall be evidenced by an instrument in writing executed on behalf of both parties. No waiver by any party hereto, whether express or implied, of its rights under any provision of this Agreement shall constitute a waiver of such party's rights under such provisions at any other time or a waiver of such party's rights under any other provision of this Agreement. No failure by any party hereto to take any action against any breach of this Agreement or default by another party shall constitute a waiver of the former party's right to enforce any provision of this Agreement or to take action against such breach or default or any subsequent breach or default by such other party.

Severability

In the event that any one or more of the provisions contained in this Agreement shall be declared invalid, void or unenforceable, the remainder of the provisions of this Agreement shall remain in

full force and effect, and such invalid, void or unenforceable provision shall be interpreted as closely as possible to the manner in which it was written.

Counterparts

The Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

HadenStanziale, P.A.

APPROVED: Town of Weddington

James Haden
Print Name

Print Name

Principal
Title

Title

Signature

Signature

Date

Date

Attachment A- Scope of Services

Attachment B- General Terms and Conditions

Attachment C- Rate Schedule

Attachment A- Scope of Services

In accordance with the Professional Services Agreement entered into between HadenStanziale, PA. ("HSPA") and the Town of Weddington ("Client"), HSPA agrees to perform the following tasks, all of which shall not be deemed complete until approved by the Client:

Task I: Inventory and Analysis of Existing Conditions

A. Kick-Off Meeting

At the kick-off meeting with the Downtown Development Committee and other Town of Weddington staff, HSPA will establish a schedule for the development and implementation of the Master Plan. Said schedule shall be subject to the approval of the Client and shall include dates for all necessary meetings, the Charrette, and the Charrette Presentation, as well as an outline of the goals and objectives for the Master Plan. At this kick-off meeting, the Client will supply the following base data:

- existing ordinances, polices and regulations
- existing plans
- GIS/AutoCAD base mapping

B. Data Assembly and Analysis

The Master Plan shall be developed and implemented in accordance with the Client's downtown and surrounding landscape as they currently exist. Therefore, HSPA must conduct a thorough inventory and analysis of the existing conditions in the Town of Weddington. By August 28, 2009, HSPA will complete this thorough inventory and analysis of the existing conditions which shall include, but not be limited to:

1. Preparation of the physical framework
 - Development patterns
 - Historic structures and landmarks
 - Road network and parking
 - Land-uses
 - Gateways
 - Natural resources- view sheds typography and hydrology
 - Connectivity
2. The planning framework
 - Review existing plans and regulations including applicable Union County regulations
3. The market and economic framework
 - Examine existing retail, office, and housing
 - Create a snapshot of the existing population, employment and income and its future projections

C. Initial Public Input Session

This public meeting will be used to educate residents about their community, expand the knowledge base of HSPA and to refine the Master Plan's goals and objectives.

This meeting will have two parts. In the first part of the meeting, HSPA will review the attributes of Weddington today as a way to create a baseline understanding of existing conditions. A power point presentation will be used to describe and explain the analysis of the physical, market and regulatory conditions currently existing in the Town of Weddington. In the second part of the meeting, the attendees will be divided into small groups where the project goals and objectives will be discussed and refined and a brainstorm exercise will elicit resident's responses to attributes of the community they treasure and opportunities and program elements they would like to see in a Weddington downtown.

Deliverables to Client:

- *Photo Inventory of existing physical conditions*
- *Base mapping that includes neighborhoods, parks, and other destinations in Weddington that would benefit from connectivity to downtown*
- *Opportunities and constraints map that documents the physical challenges and opportunities to creating a downtown*
- *Analysis of potential downtown sites*
- *Report on the analysis of the existing economic framework in which the downtown will be competing, including demographic analysis, proximity and size of commerce centers that presently serve the Weddington population*
- *Report on the existing regulatory framework that governs Weddington including a description of how that regulatory framework affects the type of development in the town and a potential downtown*
- *PowerPoint presentation summarizing all the items listed above that will be used in the initial public input session presentation*
- *Documentation of the responses of participants in the initial public input when participants are asked open ended questions regarding the aspects of Weddington that they think should be preserved and what characteristics and elements that the participants would like to see in a downtown*
- *Goals and objectives for the master planning process*

Task II: Master Plan Development

A. Charrette Preparation and Charrette

A day long community Charrette will be held to develop the physical design for downtown in the Master Plan. A charrette is an interactive session that includes generating and refining design concepts with the community in real time. Through the Charrette, the role that the downtown created from the Master Plan should play in the community will be defined and refined.

B. Charrette Presentation

On the next business day following the Charrette, HSPA will conduct a Charrette Presentation where the following will be presented and discussed:

- A physical plan including innovative design concepts for a mix of uses, community space and parking plan

- Outline principles and examples of regulatory changes required to implement the vision including an outline of issues to be addressed in any new regulatory framework such as design guidelines and proposed boundaries for a downtown district
- Proposing a mix of uses that informs the physical plan based on the market forces
- How to create a multi-modal downtown through connectivity

C. Debriefing

Within one week of the Charrette Presentation, unless otherwise stated in the Agreement or consensually agreed upon by the parties, HSPA will meet with the Downtown Development Committee to review the process to date and to discuss the review and resolve the details of the Master Plan.

Deliverables to Client:

- *Proposed program elements for the downtown*
- *Proposed land uses including building massing*
- *Proposed road layout*
- *Proposed parking layout*
- *The design concept illustrated in plan view, including alternative designs for at least two areas*
- *Three-dimensional drawings illustrating the proposed character of the downtown*
- *A document outlining proposed regulatory changes/additions including sketches that illustrate the planning concepts*
- *Phasing plan that graphically depicts how the downtown could be phased*
- *PowerPoint presentation of the deliverables listed above to be used in the Charrette Presentation*
- *Documentation of the public response to the Charrette Presentation*

Task III: Implementation Strategy

A. Developing a Strategy Board and Final Master Plan

HSPA will use the input from the Charrette and the Charrette Presentation to refine the concepts, proposed regulatory framework and the phasing plan. A strategy board will be developed that describes the steps required to implement the Master Plan. The strategy board will include timeframe, responsibility, and potential funding sources for brick and mortar projects and regulatory changes and additions. HadenStanziale will submit to the Town a draft of the master plan report. The Town will compile comments from the Downtown Committee into one document. HadenStanziale will develop the Final Master Plan that incorporates the comments.

B. Final Public Meeting

The strategy outline and final design concepts will be presented to the public and Town of Weddington officials in a final public meeting that will conclude the process for the Master Plan.

Deliverables to Client:

- *The Master Plan Report will include all deliverables generated during the process for the Master Plan*
- *A Strategy Board*
- *Draft Master Plan Report (3 copies and a digital copy)*

- *Final Master Plan Report which incorporates all edits and changes supplied by the Downtown Development Committee (3 copies and a digital copy)*
- *PowerPoint presentation which is a synopsis of the master planning process and illustrates the final plans to be used for future presentations by the Client*
- *Large format boards of the plan graphics, illustrations and the strategy board*

Attachment B- GENERAL TERMS AND CONDITIONS

The General Terms and Conditions outlined below are part of the attached letter agreement and are hereby incorporated by reference:

1. The Client shall provide HSPA with program information regarding the requirements and objectives for the Project. Additionally, HSPA shall be entitled to rely upon the accuracy of any services, information, and survey reports supplied by the Client or by others.
2. The Client shall pay all reimbursable expenses which are defined as actual expenditures made by HSPA, their employees, or professional consultants in the interest of the project and include expense of transportation and living when traveling in connection with the project; long distance calls and telegrams; and expense of reproductions, postage and handling of drawings and specifications, excluding those for office use and presentation to the Client. Reimbursable expenses will be calculated as actual cost plus a ten percent (10%) administrative fee. Reimbursable expense and all professional fees paid in accordance with the Agreement shall not to exceed \$57,500.
3. The signature of this Agreement will signify HSPA and the Client's acceptance of all the Terms and Conditions stated herein, and the Client warrants that the necessary funds are available to pay HSPA for the services and expenses outlined in this Agreement.

Attachment C- RATE SCHEDULE
Effective October 1, 2008

Sr. Principals	\$160.00 per hour
Expert Witness/Zoning Representation	\$180.00 per hour
Principals	\$135-150.00 per hour
Senior Associates	\$120.00 per hour
Associates	\$75-120.00 per hour
Landscape Designers/Architects/Interns	\$60.00-65.00 per hour
Project Engineer	\$130.00 per hour
Engineering Interns	\$60-75.00 per hour
Clerical/Marketing	\$45.00-55.00 per hour

Notwithstanding the above, the total compensation made payable by the Town under this Agreement shall not exceed \$57,500.



TOWN OF WEDDINGTON

MEMORANDUM

DATE: 8/03/2009
TO: NANCY ANDERSON, MAYOR
TOWN COUNCIL
CC: AMY MCCOLLUM, TOWN CLERK
FROM: JORDAN COOK, ZONING ADMINISTRATOR/PLANNER
RE: UPDATE FROM PLANNING/ZONING OFFICE

- Martin/Alexiou/Bryson held a Joint Meeting on July 13th with the Planning Board and Town Council to present the final draft of the LARTP. At the request of the Town Council, the Town held a Public Involvement Meeting on Thursday, July 30th from 6:00-8:00pm. There were about 18-22 residents in attendance at the PIM. Overall feedback and comments were positive. Many residents were excited about the new plan and happy that the Town has taken a pro-active approach to transportation planning.

Don't forget to go to look at the project's website for all the latest information and let us know if you have any questions or would like to provide input on the study. The website is www.lartp.org.

- The Helms Property Conditional Zoning/Rezoning proposal is currently unable to proceed with their CZ Rezoning to an MX district. The Town of Weddington Code of Ordinances only allows a rezoning to MX if the Land Use Plan is designated for future retail/office development. The current Land Use Plan designates this property as Traditional Residential. Therefore a Land Use Plan change must occur before the applicant can proceed with the rezoning. The applicant may also be able to pursue B-1 or B-2 zoning or a text amendment to the MX zoning district language. This project was submitted prior to the adoption of the moratorium and is exempt from its provisions. The applicant is currently weighing their options.
- Town Staff has issued a temporary sign permit to Weddington Corners Shopping Center. The Planning Board gave permission to Town Staff to issue this permit administratively at their July 27th meeting. This sign will be located along Providence Road, no larger than 20 square feet and will display all of the tenants of the Shopping Center. The sign was issued due to the NC16 road widening project and a permanent sign will be installed at the completion of the road construction.



TOWN OF WEDDINGTON MEMORANDUM

DATE: 7/31/09
TO: MAYOR AND TOWN COUNCIL
FROM: AMY S. MCCOLLUM, TOWN ADMINISTRATOR/CLERK
RE: UPDATE

We are still waiting for an update regarding the WCWAA violations. Bonnie Fisher (US Infrastructure) and Amy Helms (Union County) are preparing comments and we should receive later today.

Reminder - Special Town Council Meeting for Monday, August 3, 2009 at 6:00 p.m. regarding the WCWAA Appeal.

Reminder - The Regular Town Council Meeting was moved from August 10 to August 3 after the Special Meeting.

~~Results from Riek Hunt Minimum Housing Issue on Beulah Church Road:~~ The Board of Adjustment continued the hearing until September 28. There is a couple that is attempting to buy the Hunt property. They are to close on the property by September 15. If the property has not closed by that time, then the original appeal by Mr. Hunt is denied and the December 2008 order is affirmed. If the property is closed on, then the Board will meet on September 28 to review architectural drawings, the contract with the general contractor, building permit, and to set out a future construction timeline.

Please see attached letter from United Way requesting funding from the Town of Weddington. They have asked that the Council and staff consider donating at least \$2.00 per pay period to go to United Way. They have informed the Town that the number of foreclosures in western Union County has increased significantly and that these people are now asking United Way for their help.

Mark your calendars for the following events:

- Sunday Sundae - Ice Cream Social on the Town Hall lawn - September 6, 2009, from 1 - 4 pm
- Next Litter Sweep Event - September 19 through October 3, 2009.
- Tree Lighting Event to be held Sunday, December 6, 2009 from 5:00 p.m. to 6:00 p.m.

July 27, 2009



Amy McCollum
Town of Weddington
1924 Weddington Rd.
Weddington, NC 28104

Dear Ms. McCollum:

Area Union County organizations are being hit hard these days. With decreases in revenue coupled with a downtrodden economy contributing to high unemployment rates, we are seeing a dramatic increase in demand for services. Times are extremely challenging for all residents, as all in one way or another have felt the impact. As the need here in our community continues to grow, United Way and its member agencies need your support here in Union County this year more than ever!

Consider that:

- Funding allocations are down nearly 25%, which represents a decrease of roughly \$461,000 and the need for services from these non-profit agencies will only continue to increase as economic conditions worsen.
- In the wake of rising unemployment, **Crisis Assistance Ministry** has experienced a 50% increase in requests for emergency assistance during the first four months of 2009 alone. Of those requests, 125 individuals were turned away due to lack of funds.
- The **Community Shelter** has had to turn away an average of 17 individuals seeking shelter per week and is feeding more families with children, projecting that they will serve 45,000 meals this year!

Imagine how many others will not receive assistance if citizens like you and I choose not to give this year.

Weddington Has the Power to Make a Difference – Right Here...

United Way makes sure your dollars stay at work right here in our community, making Union County a better place for everyone to live and work. By making a monetary donation, you can join similar business leaders this year to help individuals and families with increasing needs, right here at home. If you prefer to have a campaign, United Way has been refining the concept of employee campaigns for many years. Together we can plan a campaign strategy that will prove to be easy, quick, fun, low-pressure and ultimately successful! If you have a small number of staff members and have concerns about the impact you can offer, there are other ways to augment your campaign. For example, there are ways to engage employees and citizens in community fundraising events such as carwashes, bake sales, yard sales, etc. You can also extend your efforts to include civic organizations, which have historically been a great way to mobilize community efforts in order to meet the needs of those in your own community.

I would like to sit down with you sometime in the coming weeks to discuss the United Way Campaign, any questions or concerns that you have regarding the United Way regional controversy and how we might work together to meet the ever-increasing needs of our growing unemployed and resource strapped Union County residents. Shortly after receiving this letter, you will receive a telephone call from my Executive Assistant, Amy McCoy to set up a meeting between us. You can also contact me at 704.296.4301.

I look forward to meeting with you and discussing ways that the town of Weddington can get involved in current efforts to meet the needs of our residents. I hope that the community can count on you to join us in making a difference in the lives of so many right here in Union County.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Latson".

D. Dontae Latson,
Director, Union County Department of Social Services
2009 Union County Campaign, Public Employees Division Chair

THE PUBLIC SAFETY REPORTS ARE

NOT AVAILABLE FOR THE PACKET

DUE TO MOVING THE MEETING UP

ONE WEEK. THEY WILL BE

AVAILABLE MONDAY NIGHT.

TOWN OF WEDDINGTON
REVENUE & EXPENDITURE STATEMENT

FY 2009-2010

07/01/2009 TO 07/31/2009

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET</u>
REVENUE:				
10-3101-110 AD VALOREM TAX - CURRENT	1,611.62	1,611.62	523,000.00	0
10-3102-110 AD VALOREM TAX - 1ST PRIOR Y.	61.11	61.11	2,000.00	3
10-3103-110 AD VALOREM TAX - NEXT 8 YRS	118.98	118.98	0.00	0
10-3110-121 AD VALOREM TAX - MOTOR VEH	0.00	0.00	26,000.00	0
10-3110-122 AD VALOREM TAX -MOTOR VEHI	2,024.11	2,024.11	0.00	0
10-3115-180 TAX INTEREST	134.03	134.03	1,000.00	13
10-3231-220 LOCAL OPTION SALES TAX REV -	8,420.74	8,420.74	95,000.00	9
10-3322-220 BEER & WINE TAX	0.00	0.00	38,000.00	0
10-3324-220 UTILITY FRANCHISE TAX	0.00	0.00	350,000.00	0
10-3340-400 ZONING & PERMIT FEES	575.00	575.00	12,500.00	5
10-3350-400 SUBDIVISION FEES	0.00	0.00	4,000.00	0
10-3830-891 MISCELLANEOUS REVENUES	10.00	10.00	147,500.00	0
10-3831-491 INVESTMENT INCOME	0.00	0.00	27,500.00	0
TOTAL REVENUE	12,955.59	12,955.59	1,226,500.00	1
AFTER TRANSFERS	12,955.59	12,955.59	1,226,500.00	
4110 GENERAL GOVERNMENT				
EXPENDITURE:				
10-4110-126 FIRE DEPT SUBSIDIES	0.00	0.00	24,675.00	0
10-4110-127 FIRE DEPARTMENT GRANT	45,418.75	45,418.75	127,000.00	36
10-4110-128 POLICE PROTECTION	50,697.75	50,697.75	210,000.00	24
10-4110-181 FICA EXPENSE	-0.02	-0.02	0.00	0
10-4110-192 ATTORNEY FEES	0.00	0.00	175,000.00	0
10-4110-195 ELECTION EXPENSE	0.00	0.00	6,000.00	0
10-4110-340 EVENTS & PUBLICATIONS	0.00	0.00	21,000.00	0
10-4110-495 OUTSIDE AGENCY FUNDING	0.00	0.00	11,000.00	0
TOTAL EXPENDITURE	96,116.48	96,116.48	574,675.00	17
BEFORE TRANSFERS	-96,116.48	-96,116.48	-574,675.00	
AFTER TRANSFERS	-96,116.48	-96,116.48	-574,675.00	
4120 ADMINISTRATIVE				
EXPENDITURE:				
10-4120-121 SALARIES - CLERK	5,133.80	5,133.80	50,000.00	10
10-4120-123 SALARIES - TAX COLLECTOR	2,615.78	2,615.78	36,325.00	7
10-4120-124 SALARIES - FINANCE OFFICER	716.63	716.63	10,000.00	7
10-4120-125 SALARIES - MAYOR & TOWN COU	1,750.00	1,750.00	21,000.00	8
10-4120-181 FICA EXPENSE	772.10	772.10	9,000.00	9
10-4120-182 EMPLOYEE RETIREMENT	992.72	992.72	6,300.00	16
10-4120-183 EMPLOYEE INSURANCE	1,121.95	1,121.95	14,400.00	8
10-4120-184 EMPLOYEE LIFE INSURANCE	15.76	15.76	230.00	7
10-4120-185 EMPLOYEE S-T DISABILITY	22.79	22.79	300.00	8
10-4120-186 EMPLOYEE 401K	0.00	0.00	4,050.00	0

TOWN OF WEDDINGTON
REVENUE & EXPENDITURE STATEMENT

FY 2009-2010

07/01/2009 TO 07/31/2009

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET</u>
10-4120-191 AUDIT FEES	0.00	0.00	7,300.00	0
10-4120-193 CONTRACT LABOR	0.00	0.00	10,000.00	0
10-4120-200 OFFICE SUPPLIES - ADMIN	476.92	476.92	8,500.00	6
10-4120-210 PLANNING CONFERENCE	0.00	0.00	5,000.00	0
10-4120-321 TELEPHONE - ADMIN	0.00	0.00	1,500.00	0
10-4120-325 POSTAGE - ADMIN	-4.00	-4.00	4,500.00	0
10-4120-331 UTILITIES - ADMIN	62.42	62.42	5,000.00	1
10-4120-351 REPAIRS & MAINTENANCE - BUII	0.00	0.00	7,500.00	0
10-4120-352 REPAIRS & MAINTENANCE - EQU.	1,436.60	1,436.60	20,000.00	7
10-4120-354 REPAIRS & MAINTENANCE - GRO	0.00	0.00	22,500.00	0
10-4120-355 REPAIRS & MAINTENANCE - PEST	457.00	457.00	1,500.00	30
10-4120-356 REPAIRS & MAINTENANCE - CUS	69.00	69.00	5,750.00	1
10-4120-370 ADVERTISING - ADMIN	0.00	0.00	1,500.00	0
10-4120-397 TAX LISTING & TAX COLLECTION	-27.55	-27.55	1,500.00	-2
10-4120-400 ADMINISTRATIVE TRAINING	419.00	419.00	6,600.00	6
10-4120-410 ADMINISTRATIVE TRAVEL	246.29	246.29	6,500.00	4
10-4120-450 INSURANCE	21,385.22	21,385.22	22,000.00	97
10-4120-491 DUES & SUBSCRIPTIONS	11,418.00	11,418.00	20,000.00	57
10-4120-498 GIFTS & AWARDS	24.52	24.52	2,500.00	1
10-4120-499 MISCELLANEOUS	70.41	70.41	6,000.00	1
10-4120-500 CAPITAL EXPENDITURES	0.00	0.00	15,000.00	0
TOTAL EXPENDITURE	49,175.36	49,175.36	332,255.00	15
BEFORE TRANSFERS	-49,175.36	-49,175.36	-332,255.00	
AFTER TRANSFERS	-49,175.36	-49,175.36	-332,255.00	

4130 PLANNING & ZONING

EXPENDITURE:

10-4130-121 SALARIES - ZONING ADMINISTRA	4,441.67	4,441.67	65,575.00	7
10-4130-122 SALARIES - ASST ZONING ADMIN	359.83	359.83	9,000.00	4
10-4130-123 SALARIES - RECEPTIONIST	1,499.16	1,499.16	16,475.00	9
10-4130-124 SALARIES - PLANNING BOARD	1,250.00	1,250.00	17,500.00	7
10-4130-125 SALARIES - SIGN REMOVAL	342.07	342.07	5,145.00	7
10-4130-181 FICA EXPENSE - P&Z	603.78	603.78	8,125.00	7
10-4130-182 EMPLOYEE RETIREMENT - P&Z	790.13	790.13	6,325.00	12
10-4130-183 EMPLOYEE INSURANCE	1,240.05	1,240.05	13,000.00	10
10-4130-184 EMPLOYEE LIFE INSURANCE	19.52	19.52	200.00	10
10-4130-185 EMPLOYEE S-T DISABILITY	13.20	13.20	175.00	8
10-4130-186 EMPLOYEE 401K	0.00	0.00	4,050.00	0
10-4130-193 CONSULTING	0.00	0.00	50,000.00	0
10-4130-194 CONSULTING - COG	0.00	0.00	12,500.00	0
10-4130-200 OFFICE SUPPLIES - PLANNING & Z	454.74	454.74	5,000.00	9
10-4130-201 ZONING SPECIFIC OFFICE SUPPLI	0.00	0.00	3,000.00	0
10-4130-215 HISTORIC PRESERVATION	0.00	0.00	1,500.00	0
10-4130-220 PARKS & RECREATION	0.00	0.00	75,000.00	0
10-4130-321 TELEPHONE - PLANNING & ZONING	0.00	0.00	1,500.00	0

TOWN OF WEDDINGTON
REVENUE & EXPENDITURE STATEMENT

FY 2009-2010

07/01/2009 TO 07/31/2009

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET</u>
10-4130-325 POSTAGE - PLANNING & ZONING	-4.00	-4.00	3,500.00	0
10-4130-331 UTILITIES - PLANNING & ZONING	62.43	62.43	5,000.00	1
10-4130-370 ADVERTISING - PLANNING & ZONING	0.00	0.00	2,000.00	0
10-4130-500 CAPITAL EXPENDITURES - P&Z	0.00	0.00	15,000.00	0
TOTAL EXPENDITURE	<u>11,072.58</u>	<u>11,072.58</u>	<u>319,570.00</u>	<u>3</u>
BEFORE TRANSFERS	<u>-11,072.58</u>	<u>-11,072.58</u>	<u>-319,570.00</u>	
AFTER TRANSFERS	<u>-11,072.58</u>	<u>-11,072.58</u>	<u>-319,570.00</u>	
GRAND TOTAL	<u><u>-143,408.83</u></u>	<u><u>-143,408.83</u></u>	<u><u>0.00</u></u>	

TOWN OF WEDDINGTON
BALANCE SHEET

FY 2009-2010

PERIOD ENDING: 07/31/2009

10 GENERAL FUND

ASSETS

ASSETS

10-1120-000 TRINITY CHECKING ACCOUNT	223,672.10
10-1170-000 NC CASH MGMT TRUST	2,025,297.60
10-1211-001 A/R PROPERTY TAX	15,603.03
10-1212-001 A/R PROPERTY TAX - 1ST YEAR PRIOR	1,805.65
10-1212-002 A/R PROPERTY TAX - NEXT 8 PRIOR YRS	1,257.13
10-1232-000 SALES TAX RECEIVABLE	1,996.61
10-1610-001 FIXED ASSETS - LAND & BUILDINGS	623,333.98
10-1610-002 FIXED ASSETS - FURNITURE & FIXTURES	14,022.92
10-1610-003 FIXED ASSETS - EQUIPMENT	144,698.39
TOTAL ASSETS	3,051,687.41

LIABILITIES & EQUITY

LIABILITIES

10-2115-000 ACCOUNTS PAYABLE ACCRUAL	-26,718.32
10-2120-000 BOND DEPOSIT PAYABLE	28,699.69
10-2155-000 HEALTH INSURANCE PAYABLE	-2,820.50
10-2156-000 LIFE INSURANCE PAYABLE	-35.28
10-2620-000 DEFERRED REVENUE - DELQ TAXES	1,805.65
10-2625-000 DEFERRED REVENUE - CURR YR TAX	15,603.03
10-2630-000 DEFERRED REVENUE-NEXT 8	1,257.13
TOTAL LIABILITIES	17,791.40

EQUITY

10-2620-001 FUND BALANCE - UNDESIGNATED	1,179,053.49
10-2620-002 FUND BALANCE - RESERVE WATER/SEWER	15,204.00
10-2620-003 FUND BALANCE-DESIG FOR CAP PROJECTS	569,629.30
10-2620-004 FUND BALANCE-INVEST IN FIXED ASSETS	782,055.29
10-2620-005 CURRENT YEAR EQUITY YTD	631,362.76
CURRENT FUND BALANCE - YTD NET REV	-143,408.83
TOTAL EQUITY	3,033,896.01

TOTAL LIABILITIES & FUND EQUITY 3,051,687.41

**TOWN OF
W E D D I N G T O N**

MEMORANDUM

TO: Mayor and Town Council

FROM: Kim Woods, Tax Collector

DATE: July 31, 2009

SUBJECT: Monthly Report – July 2009

Adjust Under 2.00	\$(7.31)
Interest Charges	\$148.66
Pay Interest & Penalties	\$(163.12)
Refunds	\$2.85
Advertising Fees	\$297.50
Balance Adjustment	\$(30.00)
Taxes Collected:	
2008	\$(1612.93)
2007	\$(59.49)
2006	\$(59.49)
2005	\$(59.49)
As of July 31, 2009; the following taxes remain Outstanding:	
2001	\$9.18
2002	\$89.53
2003	\$210.27
2004	\$290.19
2005	\$355.20
2006	\$302.76
2007	\$1805.65
2008	\$15603.03
Total Outstanding:	\$18665.81

TOWN OF WOODBRIDGE

UNPAID BALANCE REPORT BY RECEIPT NUMBER

UNPAID AS OF 07/30/2009

FY 2009-2010

TAX YEARS 0 TO 9999

NAME	REC NO	MAP NUMBER/ID	REAL	PERSONAL	MERCHANT	TOTAL
TAX YEAR: 2001						
REPERT LEASING	10065	50069464		2.42		2.42
ROBINSON NORMAN KENT	10073	50082115		6.76		6.76
TAX YEAR: 2002						
ACK TOWING & TRANSPORT	10005	50084492		13.75		13.75
ALEXANDER KENT H & DEN	10010	50087640		7.46		7.46
BARKSDALE SHEILA PATTEI	10012	50083959		3.94		3.94
A B BAUGHMAN	10020	50083962		4.90		4.90
FREIGHT LAWN CARE PLUS	10032	50064203		13.75		13.75
PROVIDENCE BUILDING INC	10058	50082845		13.75		13.75
REPERT LEASING	10064	50069464		6.96		6.96
ROBINSON NORMAN KENT	10072	50082115		14.73		14.73
JANICE SMITH	10078	50087258		10.29		10.29
TAX YEAR: 2003						
MONTEITH JOHN SAMUEL	6204	50101467		9.12		9.12
22 TANGO	10001	50087932		11.00		11.00
ACK TOWING & TRANSPORT	10004	50084492		12.65		12.65
ALEXANDER KENT H & DEN	10009	50087640		3.72		3.72
AUTRY PEGGY M	10011	50091247		4.81		4.81
CAROBILT HOMES INC	10014	50072449		11.90		11.90
CAROLINA SWEET SHOPPE	10021	50074004		10.76		10.76
				89.53		89.53

UNPAID BALANCE REPORT BY RECEIPT NUMBER

UNPAID AS OF 07/30/2009

FY 2009-2010

TAX YEARS 0 TO 9999

<u>NAME</u>	<u>REC NO</u>	<u>MAP NUMBER</u>	<u>ID</u>	<u>REAL</u>	<u>PERSONAL</u>	<u>MERCHANT</u>	<u>TOTAL</u>
CHAMPION JERRY W	10023	50090165			35.95		35.95
DELANEY HERBERT STANHI	10031	50069102			31.11		31.11
GIBSON ELMER REECE	10032	06096140A		10.44			10.44
JENKINS JOHN E & JUANA	10040	50089190			3.64		3.64
HOMEPROS INC	10041	50089673			11.00		11.00
JUPENA WILLIAM C	10044	50090107			3.01		3.01
MAHARAJH PATTY HOYLE	10047	50083918			4.37		4.37
MAZZUCCA CRAIG	10048	50089773			2.53		2.53
MITCHUM JOE	10049	50089812			3.38		3.38
PROVIDENCE BUILDING INC	10057	50082845			12.65		12.65
REPERT LEASING	10063	50069464			6.40		6.40
ROBINSON NORMAN KENT	10071	50082115			11.97		11.97
SANTECH INDUSTRIES INC	10076	50073326			3.66		3.66
T & S REMODELING	10081	50084322			2.04		2.04
JOHN MARK WELLS	10101	50080271			4.16		4.16
				10.44	199.83		210.27

TAX YEAR: 2003

TAX YEAR: 2004

OVERSTREAM LANDSCAPIN	5031	50081434			38.46		38.46
MONTEITH JOHN SAMUEL	6205	50101467			8.14		8.14
22 TANGO	10000	50087932			2.20		2.20
ACK TOWING & TRANSPORT	10003	50084492			14.54		14.54
ALANA HOWIE HOMES INC	10008	50083343			2.22		2.22
CAROBILT HOMES INC	10013	50072449			10.36		10.36
CENTRAL CAROLINA BANK	10022	50084467			63.96		63.96

07/30/2009 2:07:44PM

UNPAID BALANCE REPORT BY RECEIPT NUMBER

UNPAID AS OF 07/30/2009

FY 2009-2010

TAX YEARS 0 TO 9999

NAME	REC NO	MAP NUMBER/ID	REAL	PERSONAL	MERCHANT	TOTAL
DELANEY HERBERT STANH	10030	50069102		36.69		36.69
GUJON WADE E & BRENDA C	10034	50071983		28.18		28.18
JUPENA WILLIAM C	10043	50090107		2.88		2.88
LEE CECIL K	10045	50090138		6.69		6.69
MAHARAJH PATTY HOYLE	10046	50083918		3.75		3.75
PROVIDENCE BUILDING INC	10056	50082845		22.00		22.00
REPERT LEASING	10062	50069464		7.37		7.37
ROBINSON NORMAN KENT	10070	50082115		11.59		11.59
VIRQUEST INC	10091	50087486		14.54		14.54
WILTSEE WILLIAM	10097	50070655		7.28		7.28
WRIGHT STEVEN H	10099	50090185		7.00		7.00
T & S REMODELING	11112	50084322		2.34		2.34
				<u>290.19</u>		<u>290.19</u>

TAX YEAR: 2004

TAX YEAR: 2005

BENZING MARTHA S	1406	06093035	8.39			8.39
CAROBILT HOMES INC	1553	50072449		10.99		10.99
DELANEY HERBERT STANH	1787	50069102		38.91		38.91
E I T INC	1880	50090534		11.66		11.66
JUPENA WILLIAM C	2465	50090107		2.61		2.61
LEE CECIL K	2585	50090138		5.54		5.54
OVERSTREAM LANDSCAPIN	2926	50081434		33.36		33.36
PROVIDENCE BUILDING INC	3145	50082845		23.34		23.34
ROBINSON NORMAN KENT	3242	50082115		10.64		10.64
UNION COUNTY YOUNG REI	3578	50092881		10.14		10.14

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WINN-DIXIE RALEIGH INC	3739	50066745		187.74		187.74
WRIGHT STEVEN H	3764	50090185		6.45		6.45
MONTEITH JOHN SAMUEL	6206	50101467		5.43		5.43
			8.39	346.81		355.20
TAX YEAR: 2005						
TAX YEAR: 2006						
ACK TOWING & TRANSPORT	114	50084492		16.58		16.58
DELANEY HERBERT STANHOPE	913	50069102		11.92		11.92
E I T INC	1037	50090534		12.54		12.54
HERTZ EQUIPMENT RENTAL	1639	50095441		13.80		13.80
JEBCO BUILDERS INC	1863	50092325		10.91		10.91
JUPENA WILLIAM C	1958	50090107		5.58		5.58
LITOSHIK VLADIMIR & ELENA	2167	06120012C	21.35			21.35
HERITAGE VENTURES INC	2370	06117252	74.33			74.33
MOORE ELIZABETH CRAWFORD	2531	07150012	29.56			29.56
PALMER CUSTOM BUILDERS	2758	50091212		2.45		2.45
REDDING SPRINGS AGENCY	3130	06132032	13.67			13.67
SIMPSON JASON N	3407	06120002B	47.51			47.51
SOUTHEASTERN PROTECTIVE	3479	50092512		10.91		10.91
COREA FANNY	3540	06180009				
UNION COUNTY YOUNG REID	3745	50092881	7.67			7.67
UPPER ECHELON LLC	3747	50084879		10.91		10.91
WOOD GARY M	4012	50094141		3.48		3.48
MONTEITH JOHN SAMUEL	6207	50101467		2.68		2.68
HERNDON ANTOINE	12289	06174367	2.11	4.80		6.91

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TAX YEARS 0 TO 9999

<u>NAME</u>	<u>REC NO</u>	<u>MAP NUMBER</u>	<u>TD</u>	<u>REAL</u>	<u>PERSONAL</u>	<u>MERCHANT</u>	<u>TOTAL</u>
TAX YEAR: 2006							
	196.20			106.56			302.76
TAX YEAR: 2007							
A PLACE TO LIVE LLC	2	50096923			8.80		8.80
A-ACCURATE LOCK & KEY I	6	50090629			3.20		3.20
ACK TOWING & TRANSPORT	19	50084492			17.70		17.70
AMINI SEPIDEH	98	06153189		360.80			360.80
SOUTHERN COMMUNITY BA	518	06096288		38.00			38.00
BURT GARY & ELAINE	553	06093003B		33.30			33.30
CLOER MARKUS ANDREW	735	50062217			3.70		3.70
COVENANT COFFEE	827	50093347			6.25		6.25
DEAL CHARLES ALLEN	966	50071875			5.89		5.89
DELANEY HERBERT STANH	988	50069102			12.87		12.87
FIREHOUSE LAWN SERVICE	1284	50088129			5.74		5.74
GARNER CHARLES H III	1393	50095641			6.36		6.36
GARRETT JOHN	1397	06129071		9.89			9.89
HAUGHWOUT PAUL C & TR	1697	06117054		105.68			105.68
R I MANAGEMENT LLC	1991	06174299		175.89			175.89
CLARKE BENJAMIN C	2040	06153135		51.12			51.12
JEBCO BUILDERS INC	2053	50092325					
LA BONNE VIE BEBE	2351	50096177			11.64		11.64
LA BONNE VIE STUDIO	2352	50096178			8.80		8.80
LF & SS FITNESS	2423	50095963			8.80		8.80
LF FITNESS INC	2424	50095962			20.26		20.26
LITOSHIK VLADIMIR & ELE	2445	06120012C			20.26		20.26
				19.76			19.76

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MERRCAL BUILDERS LLC	2740	50095973		20.26		20.26
MILLER RONALD & CYNTHI	2775	06147101	194.12			194.12
PHILLS KENDALL W	3321	06153201	5.38			5.38
PHILLS KENDALL W	3322	06153202	5.38			5.38
PLUMB LINE MINISTRIES IN	3349	50094663		10.11		10.11
ROYALTY INTERNATIONAL	3682	50091527		11.64		11.64
SAMINI KEYVAN	3714	06153217	60.35			60.35
SOUTHEASTERN PROTECTI	3930	50092512		11.64		11.64
SOUTHERN RAIN	3933	50091895		3.00		3.00
TRAYNOR TIMOTHY G	4198	06096053	5.20			5.20
EDMINSTON ROBERT E & RC	4301	06123122	127.43			127.43
BROWN WILLIAM T & IYESE	4400	06174118	13.58			13.58
MONTEITH JOHN SAMUEL	6208	50101467		4.25		4.25
CIOCAN MIRCEA A & WIFE C	10717	06129074	224.81			224.81
CLARK CHARLES B & WIFE I	10726	06042038	80.48			80.48
MUNAO ROY T & TERESA A	12884	07138042A	93.31			93.31
			<u>1,604.48</u>	<u>201.17</u>		<u>1,805.65</u>

TAX YEAR: 2007

<u>TAX YEAR: 2008</u>	<u>TOTAL</u>
A-ABSOLUTE LOCKSMITH S	5 50087988
ADVANTAGE INVESTOR EN	28 06174011
ADVANTAGE INVESTOR EN	29 06174012
AMINI SEPIDEH	91 06153189
AYER CHRISTOPHER C & WF	201 06066066
BEACON HOMES OF CHARL	285 06096275
	8.73
	313.79
	273.28
	462.39
	92.52
	50.14

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BEACON HOMES OF CHARLC	286	06117267	48.56			48.56
BLOCK TERRI T & JOHN C	383	06096149	58.23			58.23
BONNER OAKS DEVELOPME	414	06117001A	108.16			108.16
BONNER OAKS DEVELOPME	415	06117031	223.48			223.48
BOWERS LUCILLE STONER	434	06096150	57.35			57.35
BROWN WILLIAM T JR	507	06174118	452.63			452.63
BUILDERS CAPITAL LLC	522	06096260	175.95			175.95
BUILDERS CAPITAL LLC	523	06096271	276.98			276.98
AVERY COMMUNITY ASSOC	609	06147020E	5.60			5.60
CAROLINA HERITAGE BUILI	616	06120275	2.79			2.79
CHARLOTTE SHOTCRETE	701	50090355		15.27		15.27
CHERRY HOMES INC	713	06066248	5.36			5.36
CIOCAN MIRCEA A & WIFE C	726	06129074	2.50			2.50
COLLECTIVE ASSET PARTNI	769	06150042	203.33			203.33
COLLECTIVE ASSET PARTNI	770	06150041	163.94			163.94
WITTIG MARK J & SHANNON	912	06099340	34.95			34.95
D K PRESSLEY DEVELOPME)	918	06120277	5.07			5.07
DAVIS WILLIAM RUSSELL &	971	06180067	31.09			31.09
DAVIS WILLIAM RUSSELL &	972	06180068	111.74			111.74
DELANEY HERBERT STANH	1005	50069102		14.71		14.71
DELTA OVERTON & ASSOCL	1015	50075256		3.72		3.72
E I T INC	1134	50090534		15.27		15.27
EDMISTON ROBERT E & ROY	1144	06123122	153.23			153.23
ENVIRO CONTRACTING & C	1189	50097325		10.03		10.03

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FIREHOUSE LAWN SERVICE	1281	50088129		6.56		6.56
GARNER CHARLES H III	1393	50095641		5.95		5.95
GRADE STREET INCORPORA	1513	50098709		151.54		151.54
GRASSEL DWIGHT A & WF K	1523	06177072	84.21			84.21
GUTT ERIC K & ELIZABETH	1590	06174404	7.86			7.86
H & N CLEARING AND GRAL	1594	50099356		10.14		10.14
HAZLETT HOMES INC	1722	50073620		27.22		27.22
HELMS RICKY D	1765	07153030	152.98			152.98
HEMPHILL-NOLAN LOUISE C	1778	06099020B	2.60			2.60
HEMPHILL-NOLAN LOUISE C	1780	06123101	42.50			42.50
HEMPHILL-NOLAN LOUISE C	1781	06123108	41.30			41.30
HEMPHILL-NOLAN LOUISE C	1784	06123017	181.78			181.78
HEMPHILL-NOLAN LOUISE C	1785	06123107	41.30			41.30
HEMPHILL-NOLAN REALTY	1786	50079601		208.85		208.85
HOLBROOKS CARL E JR	1871	06117286	140.35			140.35
HONIGMAN EDWARD J & WI	1906	06120165	142.54			142.54
HOSSEINI MOHAMMAD & W	1926	06099176	252.57			252.57
CLARKE BENJAMIN C	2057	06153135	66.48			66.48
US BANK NA	2090	06066205	234.35			234.35
KILGO JAMES W & WF MYR	2305	07153002B	58.59			58.59
LAKE PROVIDENCE PROPER	2399	06066006E	6.85			6.85
LF & SS FITNESS	2468	50095963		23.11		23.11
LF FITNESS INC	2469	50095962		23.11		23.11
LITOSHIK VLADIMIR & ELE	2490	06120012C	24.05			24.05

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LOFTIS JEREMY D & WIFE B I	2515	06153145	352.53			352.53
MANDELL RENEE LEE	2616	06096203	280.74			280.74
MANNING COMPANIES LLC	2621	50070597		101.65		101.65
MANJION LANCE WILLIAM	2626	06066179	207.45			207.45
MATRIX DEVELOPMENT GR	2671	06117276	193.13			193.13
MATRIX DEVELOPMENT GR	2672	06117275	212.86			212.86
MCGINTY JAMES A	2727	06096031E	78.54			78.54
MCKINNEY JAMIE E & DEBR	2745	06174401	75.56			75.56
MERRCAL BUILDERS LLC	2783	50095973		23.11		23.11
MILLER RONALD & CYNTHL	2816	06147101	205.84			205.84
MOORE ELIZABETH CRAWF	2854	07150012	86.95			86.95
NOLAN LAND & CONSTRU	3019	50083481		98.27		98.27
NOLAN LOUISE C HEMPHIL	3020	06117005	106.39			106.39
NOLAN LOUISE C HEMPHIL	3021	06117005A	86.65			86.65
NOLAN WILLIAM J & LOUISI	3022	06099004P	7.42			7.42
OSBORNE ALLEN W	3092	06129073	5.71			5.71
P & L INTERNATIONAL INC	3115	50098839		34.94		34.94
PARK WEST DEVELOPMENT	3146	06153014A	91.32			91.32
PARK WEST DEVELOPMENT	3147	06153014F	68.21			68.21
PARK WEST INVESTMENTS I	3148	06153015	513.94			513.94
CA-SE CONSTRUCTION LLC	3398	06069109	35.35			35.35
PM BUILDERS INC	3438	06096267	235.87			235.87
REDDING SPRINGS AME ZIO	3614	06132032	60.28			60.28
SNYDER JOHN C III & JENNII	3702	06069057	60.09			60.09

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ROBINSON ADAMATENE	3716	06117244	7.79			7.79
ROBINSON NORMAN KENT	3729	50082115		3.81		3.81
ROSSI GIOVANNI	3773	06066275	149.32			149.32
ROYALTY INTERNATIONAL	3787	50091527		13.30		13.30
SAMINI KEYVAN	3822	06153217	137.53			137.53
SEAGRAVES JAMES A & VIO	3885	06093031	107.75			107.75
SHEFFIELD WARD T TRUSTE	3922	06093079	116.81			116.81
RIVER BIRCH LAND TRUST	3923	06093063	34.64			34.64
SIMPSON HAROLD CARLTON	3957	06096022A	39.44			39.44
SIMS CURL W JR	3965	06132001C	8.51			8.51
SINCHI JOSE & VICTORIA	3967	07153002A	79.04			79.04
SOUTHEASTERN PROTECTIV	4047	50092512		13.30		13.30
OKOCHA CHIEDU	4051	06153166	71.43			71.43
SPOUSE VICTORIA L & MAJ	4074	06150079	306.89			306.89
STEVE DELLINGER HOMES I	4120	06180379	66.03			66.03
STEVE DELLINGER HOMES I	4121	06180361	66.03			66.03
STEVE DELLINGER HOMES I	4122	06180355	66.03			66.03
DELLINGER HENRY S & LINI	4123	06180376	300.05			300.05
SUNBRIDGE CAPITAL	4188	50100494		80.75		80.75
TERENZI ROBERT M & WIFE	4229	06096129	91.55			91.55
VINSON NANCY MILLER	4425	06123004A	62.65			62.65
VINSON THOMAS J & WF PA	4426	06123004	503.08			503.08
WALLS RICKEY L & WIFE C	4467	06066056	118.92			118.92
WEDDINGTON HILLS REALT	4530	50068841		24.36		24.36

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WESTWOOD DEVELOPMENT I	4576	06117280	128.03			128.03
WESTWOOD DEVELOPMENT I	4577	06117253	223.75			223.75
WILLIAM NOLAN J III & WF I	4612	06066189	67.99			67.99
WILLIAM NOLAN J III & WF I	4613	06066190	67.32			67.32
ZERBO CHRISTOPHER D & W	4770	06123041	109.38			109.38
MARTINEZ FANNY PATRICIA	5500	50101842		3.57		3.57
KERSNOWSKI BRIAN J	6200	50101318		15.33		15.33
LEONARD JAMES EDWARD	6201	50101328		12.17		12.17
ONLEY ANTHONY WAYNE	6202	50101357		3.16		3.16
PHILMAN MITCHELL LEE	6203	50101411		9.25		9.25
MONTEITH JOHN SAMUEL	6209	50101467		3.83		3.83
CARPENTER JEFFREY J & WJ	6636	06096033C	185.98			185.98
CASALI DANIEL & JENNIFER	6656	06069135	133.14			133.14
CRAGG THOMAS C & WIFE N	6858	06069152	4.74			4.74
DODGE N P JR TRUSTEE	7059	06099175	255.01			255.01
DUNCAN EDWIN BROWN JR	7121	06177054	6.88			6.88
ELLIOTT VICTORIA L	7171	06066175A	207.70			207.70
FODNESS LORA L	7314	06096210	201.14			201.14
HARPER MICHAEL E & WF C	7657	06099147	227.30			227.30
HARTIS CHERYL M & SPOUS	7691	06096020C	5.39			5.39
HUYNH PHUNG & HIEP PHAI	7986	06096197	210.43			210.43
KANOS DENO J & WIFE GEOI	8246	06096200	215.33			215.33
KENNEDY JEFFREY D	8282	06096218	5.49			5.49
KINZIE ERIK L & AMY SENN	8319	06072033	4.81			4.81

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LAMB MARC A & WIFE JENN	8403	06096023	71.41			71.41
LINDELL R ROBINSON & WF	8479	06099154A	273.86			273.86
LINTON JAMES R TRUSTEE	8489	06069210	190.22			190.22
LYNCH SANDRA D (TWITTY)	8569	06069157	148.50			148.50
MARTIN CHRISTOPHER C &	8644	06066221	222.88			222.88
MULLIS MICHAEL L & CYNTHIA	8921	06099026	181.40			181.40
MUNAO ROY T & TERESA A	8924	07138042A	112.99			112.99
NUNZIATA LAURA	9037	06099074	88.23			88.23
PRIMM KEITH E	9509	06099076	78.53			78.53
SCAGLIARINI COLEY JAMES	9851	06153157	375.65			375.65
SPIVAK SCOTT A & WIFE DE	10069	06069217	5.15			5.15
AMERICAN HOME MORTGAGE	10117	06174373	347.15			347.15
TAYLOR TIARA TRUSTEE	10222	06072039	134.03			134.03
WRIGHT CHARLES J & JEANNE	10712	06099084	56.52			56.52
			<u>14,638.02</u>	<u>965.01</u>		<u>15,603.03</u>
TAX YEAR: 2008						
GRAND TOTAL			<u>16,457.53</u>	<u>2,208.28</u>		<u>18,665.81</u>