

LAKE LURE TOWN COUNCIL MEETING PACKET

Wednesday, February 25, 2026
8:30 a.m.



Mayor Carol C. Pritchett
Mayor Pro Tem David DiOrio
Commissioner Patrick Bryant
Commissioner Scott Doster
Commissioner Jim Proctor

I Call to Order

II

Agenda Adoption

**TOWN OF LAKE LURE
TOWN COUNCIL WORK SESSION AND ACTION MEETING**

Wednesday, February 25, 2026 at 8:30 a.m.

Town Hall at The Landings



Agenda

- I. Call to Order**
- II. Agenda Adoption**
- III. Discuss Possible Uses for Remaining ARPA Funds**
- IV. Review Aqua Park Proposal by Ridgeline**
- V. Review Proposed Organizational Changes**
- VI. Review Proposed Personnel Policy Amendments**
- VII. Resolution No. 26-02-25 Accepting the Water System Asset Inventory and Assessment**
- VIII. Consider Labella Task 21 Amendment 1**
- IX. Consider Labella Task 27 Amendment 1**
- X. Hager Strategic Solutions Updates**
- XI. Storm Recovery Updates**
- XII. Town Manager/Project Updates**
- XIII. Public Comment**
- XIV. Closed Session in Accordance with G.S. 143-318.11 (a)(3) for Attorney Client Privilege and G.S. 143-318.11 for the Purpose of Discussing Personnel Matters**
- XV. Adjournment**

III.
Discuss Possible Uses for
Remaining ARPA Funds

**LAKE LURE TOWN COUNCIL
REQUEST FOR BOARD ACTION
Meeting Date: February 25, 2026**

SUBJECT: FEMA High Hazard Potential Dam (HHPD) Grant Funding – Schnabel Work Order #10 – Professional Dam Engineering Services for the Preliminary (30%) Design of the Lake Lure Replacement Dam, Lake Lure, North Carolina

AGENDA INFORMATION:

Item Number: III
Department: Public Services
Contact: Olivia Stewman, Town Manager
Presenter: Olivia Stewman, Town Manager

BRIEF SUMMARY:

Town staff are requesting Council authorization to allow LaBella to proceed with use of the remaining American Rescue Plan Act (ARPA) funds, which are scheduled to expire at the end of the current calendar year. Approximately \$2 million in ARPA funding remains available. Staff are requesting Council input and direction on the proposed use of the remaining funds. The intent is to allocate these funds toward eligible project components that support the BFM Phase 1 infrastructure work and can be completed within the required timeframe.

Potential scopes of work under this authorization include:

- Installation of a sewer line assembly to the downward portion of the dam located just below the bridge.
- Installation of land-based electrical sites in support of pump stations for BFM Phase 1.
- Pre-fabrication of platforms and valve boxes to be installed at the pump stations.
- Receipt of approval from DEQ for the purchase of a telehandler to support construction and operational needs associated with the BFM project.

Council input will guide final decisions on the allocation of the remaining ARPA funds and allow the Town to proceed efficiently prior to the funding expiration.

IV.
Review Aqua Park
Proposal by Ridgeline

**LAKE LURE TOWN COUNCIL
REQUEST FOR BOARD ACTION
Meeting Date: February 25, 2026**

SUBJECT: Review Aqua Park Proposal by Ridgeline

AGENDA INFORMATION:

Item Number: IV
Department: Public Services
Contact: Keaton Nickelsen, Ridgeline
Presenter: Keaton Nickelsen, Ridgeline

BRIEF SUMMARY:

Ridgeline has expressed interest in pursuing installation of a Wibit Aqua Park at Lake Lure Beach. The group is considering purchasing the inflatable water park, which has an estimated lifespan of approximately five years. The proposed amenity would be installed in the lake during the operating season only and removed during the off-season. Ridgeline has indicated that they are able to work with the manufacturer regarding appearance considerations, including colors and overall visual impact, to ensure compatibility with the surrounding environment. Staff are bringing this forward for Council awareness and initial discussion.

ATTACHMENTS:

Aqua Park Proposal



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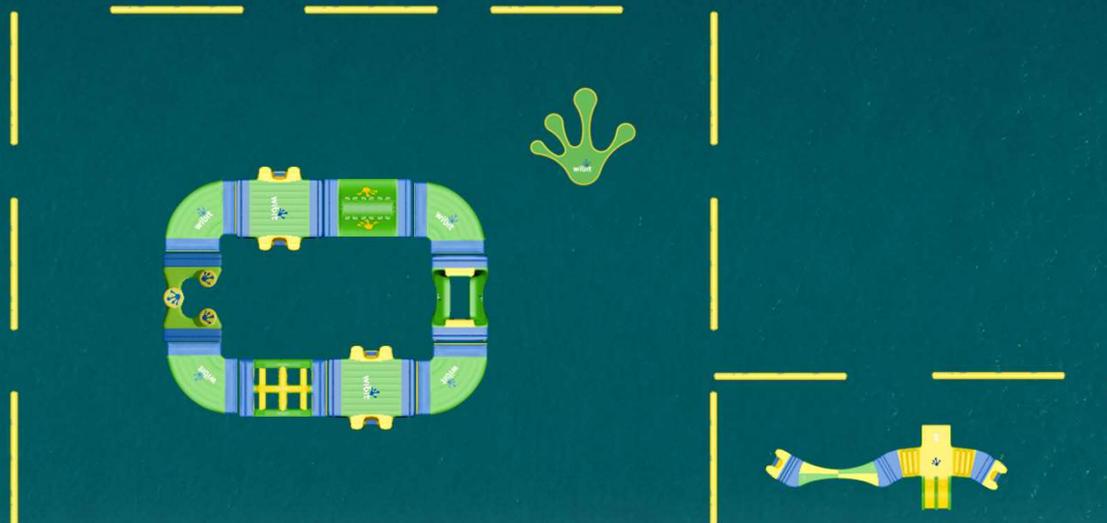
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CRS4Rec.com



Lake Lure Inn & Spa
Lake Lure, NC

Wibit Aqua Park

Capacity
Wibit: 35-40
Kids: 7
Total: 42-47

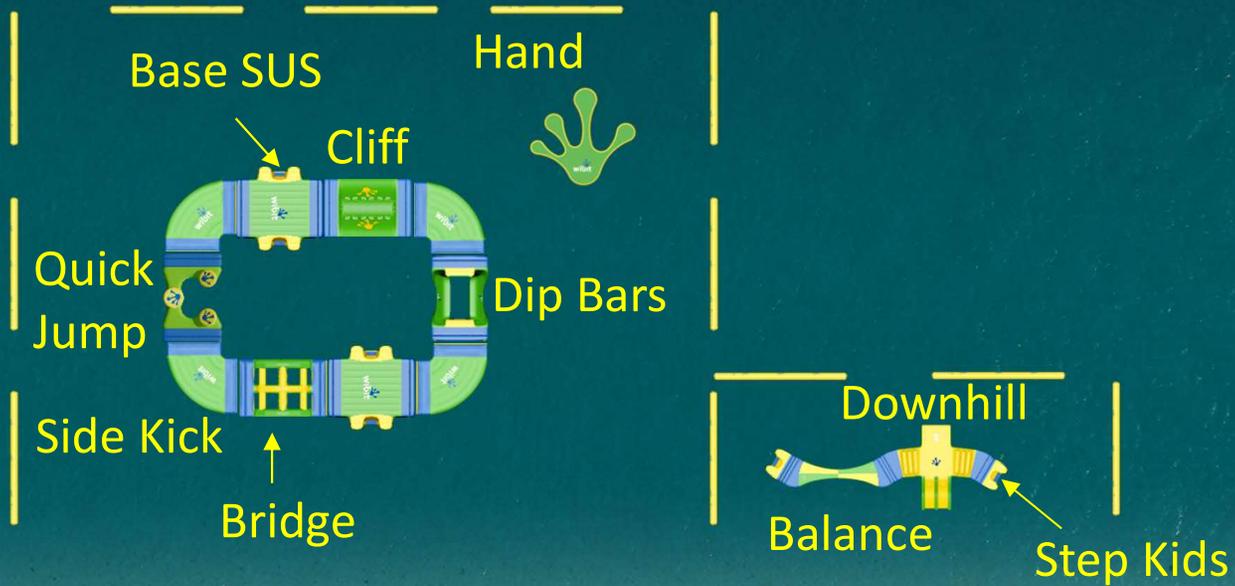


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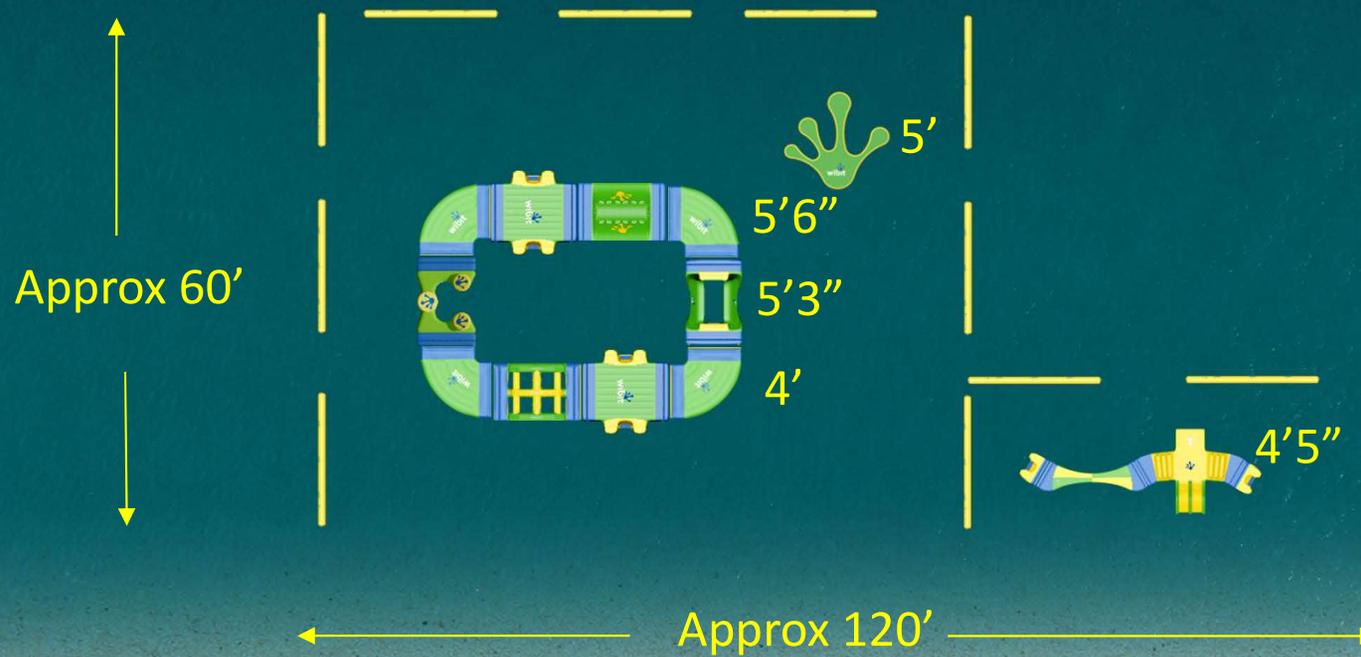
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Features

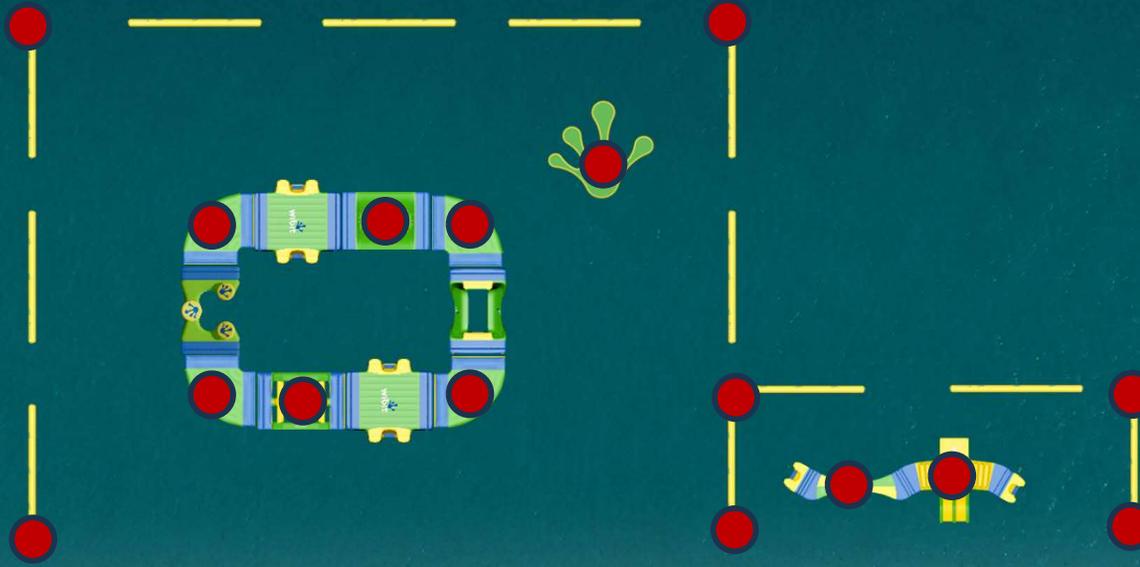
Border Buoys



Dimensions and Minimum Water Depths

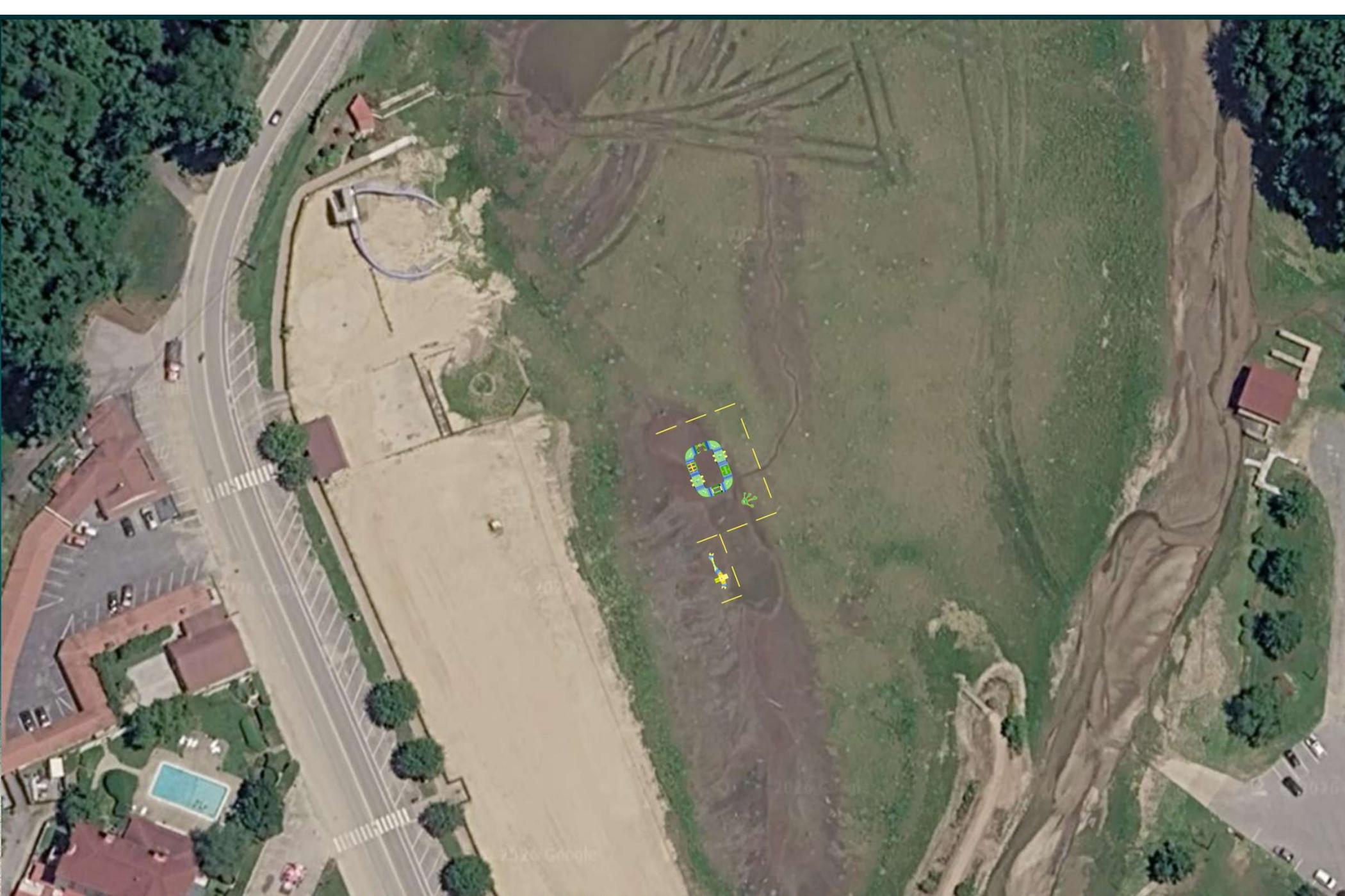


Anchor Diagram



Anchor Count: 16





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V.
Review Proposed
Organizational Changes

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: February 25, 2026**

SUBJECT: Review Proposed Organizational Changes

AGENDA INFORMATION:

Item Number: V
Department: Administration
Contact: Olivia Stewman, Town Manager
Presenter: Olivia Stewman, Town Manager

BRIEF SUMMARY:

Town Management is recommending organizational changes intended to streamline operations, improve accountability, address long standing operational weaknesses, and reduce costs while preserving essential Town services.

The first recommendation is the establishment of a unified Emergency Services Department under a single Emergency Services Director with two distinct divisions, Fire/Emergency Management and Police. This structure is intended to provide consistent executive leadership, improve coordination across public safety functions, and support long term planning, policy development, and asset management. Operational responsibilities, professional standards, and certifications within the Fire and Police divisions would remain distinct and unchanged. Shared administrative and logistical resources would be consolidated where practical to improve efficiency and reduce duplication.

The second recommendation is the dissolution of the Parks, Recreation, and Lake Department, with its responsibilities reassigned to departments better aligned with the nature of the work. All existing services would continue, including boat permits, parks and trails maintenance, lake enforcement, advisory board support, grant coordination, and dredging management. Boat permitting and related administrative functions would be transferred to the Finance Department to improve internal controls, data accuracy, and workflow efficiency. Parks and trails maintenance would be reassigned to Public Works. Lake enforcement would be overseen by the Police Division of the Emergency Services Department to ensure clear authority and consistent application of ordinances, while maintaining continuity through existing staff roles and advisory board support.

The final recommendation involves a targeted realignment within the Public Services Department to better balance day-to-day operational oversight with capital project delivery. The current Public Services Director will transition into a dedicated Project Manager role focused on major capital projects, infrastructure planning, disaster recovery, and grant funded work. To ensure continued operational leadership, the Town would promote an existing employee from within the department to serve as Public Services Director, providing direct oversight of daily operations, staffing, scheduling, and service delivery. This approach leverages institutional knowledge, strengthens continuity, and clearly separates operational management from project execution.

Collectively, these recommendations are intended to modernize the Town's organizational structure, clarify roles, enhance coordination, and support effective service delivery in a sustainable and fiscally responsible manner.

If acceptable to Council, staff would like to include these proposed changes on the agenda for the March regular meeting for Council approval. If approved at that meeting, the organizational changes would take effect on Monday, March 16th. It is also important to note that, under the proposed structure, boat permitting services would be located at The Landings.

ATTACHMENT(S):

Proposed Organizational Chart;

New Job Descriptions (existing position descriptions that received minor amendments or title changes do not require Council approval and are not included):

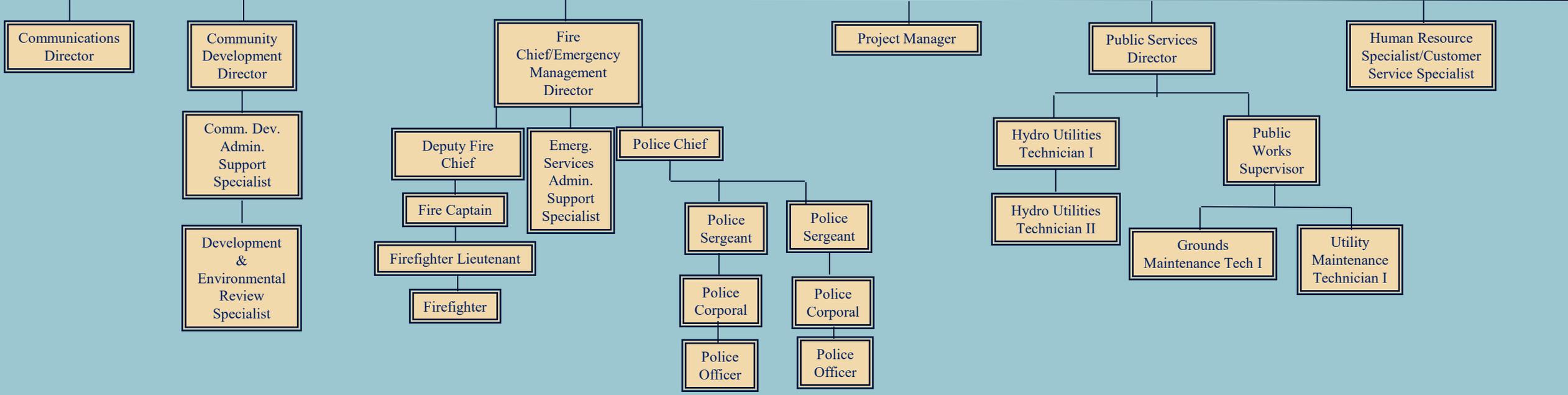
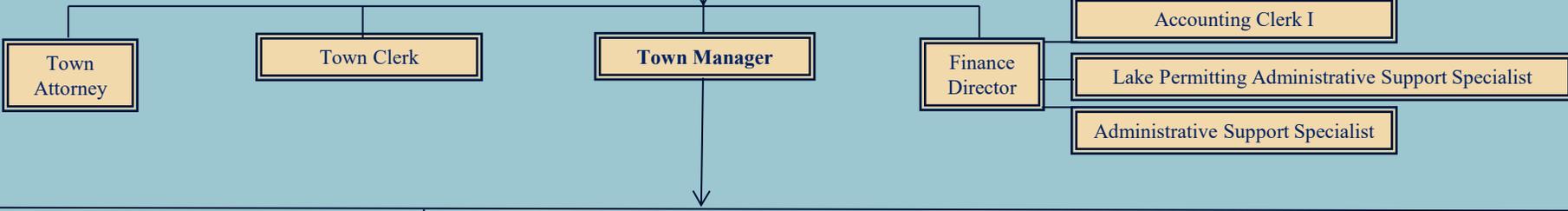
- Emergency Services Director Position Description
- Updated Police Chief Position Description
- Deputy Fire Chief and Emergency Management Director Position Description
- Lake Enforcement and Safety Officer Position Description
- Project Manager Position Description

Town of Lake Lure Organizational Chart



Citizens

Town Council



Emergency Services Director

Primary Reason Why Classification Exists

To perform executive-level managerial and administrative work in planning, organizing, overseeing, and directing all public safety and emergency services for the Town of Lake Lure, including Fire, Rescue, EMS, Emergency Management, and Police operations.

Distinguishing Features of the Class

An employee in this class serves as the Town of Lake Lure's chief public safety executive, responsible for unified leadership and strategic oversight of Fire/Emergency Management and Police services. Work involves long-range planning, preparedness, budgeting, personnel administration, and regulatory compliance. The Director advises the Town Manager and Town Council on public safety priorities and emergency preparedness.

Illustrative Examples of Work

- Plans, organizes, and directs the activities of all public safety divisions, including Fire/Emergency Management and Police; establishes organizational structure, assigns responsibilities, and ensures coordination among divisions and other Town departments.
- Provides executive leadership for emergency management activities, including preparedness, mitigation, response, and recovery; oversees Emergency Operations Center (EOC) activation and ensures compliance with NIMS and ICS standards.
- Leads planning and coordination for hazards affecting Lake Lure, including flooding, landslides, severe storms, winter weather, wildfire, and other emergencies.
- Assists Town Manager and Finance Department with FEMA Public Assistance reimbursement, hazard mitigation grant programs, disaster recovery projects, and continuity of operations planning.
- Reports to and advises the Town Manager on public safety operations, emergency conditions, departmental needs, and long-range planning; keeps management informed of activities and recommends policy and project priorities.
- Develops and recommends departmental goals, policies, procedures, and operational standards; ensures compliance with federal, state, and local regulations and professional best practices.
- Oversees day-to-day administrative and personnel functions; ensures departments operate efficiently, projects are completed, public complaints are addressed, and qualified personnel are hired, trained, retained, and evaluated.
- Performs or oversees selection, promotion, training, coaching, evaluation, and discipline of public safety personnel in accordance with Town policies; ensures required safety and professional training is completed.
- Ensures implementation of an active safety and risk management program to reduce accidents, injuries, and liability.

- Provides executive oversight of fire, rescue, and emergency management operations; ensures compliance with NFPA standards, state fire codes, EMS protocols, and medical direction requirements.
- Provides executive oversight of the Police Department; ensures compliance with North Carolina Justice Standards, applicable statutes, and best practices in law enforcement.
- Confers with other municipal, county, state, and federal agencies regarding emergency planning, mutual aid, disaster response, and public safety coordination.
- Engages in frequent contact with the Communications Director and citizens regarding public safety concerns, service requests, and emergency communications; investigates issues and determines or recommends appropriate actions.
- Represents the department at Town Council meetings, public meetings, civic organizations, and interagency forums.
- Prepares and administers departmental operating and capital budgets; monitors and approves expenditures; prepares reports and maintains required records.
- Assists the Town Manager with grant identification, application, administration, and compliance related to public safety and emergency management.
- Responds to major emergencies and disasters and may assume incident command when appropriate.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

- Thorough knowledge of principles and practices of emergency management, fire/EM administration, and law enforcement oversight.
- Thorough knowledge of federal, state, and local laws, regulations, and standards governing public safety operations.
- Considerable knowledge of FEMA disaster assistance programs, hazard mitigation, and emergency recovery processes.
- Considerable knowledge of governmental budgeting, personnel administration, procurement, and grant management.
- Considerable knowledge of modern supervisory, management, and leadership principles and practices.
- Demonstrated ability to lead multi-disciplinary public safety organizations through subordinate command staff.
- Demonstrated skill in strategic planning, problem-solving, decision-making, and emergency leadership.
- Ability to prepare complex reports, budgets, and policy documents.
- Ability to communicate effectively in oral and written form and to present information clearly to officials, staff, and the public.
- Ability to establish and maintain effective working relationships with elected officials, employees, partner agencies, and the public.
- Ability to exercise sound judgment during emergency and high-stress situations.

Physical Requirements

Work includes response to emergency scenes. Employee must be capable of performing duties during emergency conditions, including extended hours, adverse weather, and physically demanding environments. Physical activities may include walking, standing, climbing, bending, lifting, reaching, talking, hearing, and observing emergency operations. Visual acuity and hearing sufficient for emergency response and supervision are required.

Working Conditions

Work is performed in office settings and in the field under a variety of environmental conditions, including extreme heat, cold, rain, snow, and hazardous emergency environments. Employee may be exposed to noise, fumes, smoke, traffic hazards, and other risks associated with emergency response activities.

Education

Graduation from an accredited college or university with a bachelor's degree in public administration, emergency management, fire science, criminal justice, or a related field. Master's degree in public administration, emergency management, homeland security, fire science, or criminal justice preferred.

Experience

Six to eight years of progressively responsible experience in public safety, emergency management, fire/EMS, law enforcement leadership, or a related field, including significant supervisory and administrative experience.

Special Requirements

- Valid North Carolina driver's license.
- Ability to supervise sworn law enforcement personnel.
- North Carolina Law Enforcement Officer certification preferred but not required; if not certified, the Director must appoint or retain a certified command officer to supervise sworn police operations.
- Firefighter, Rescue Technician, EMT, or Emergency Management certifications preferred but not required.
- NIMS 100, 200, 300, 400, 700, and 800 required within the first year of employment.

FLSA Status: Exempt

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Lake Lure reserves the right to assign or otherwise modify the duties assigned to this classification.

Police Chief

Primary Reason Why Classification Exists

To perform advanced supervisory, administrative, and operational work in planning, organizing, overseeing, and directing the day-to-day law enforcement operations of the Town of Lake Lure Police Department under the direction of the Emergency Services Director.

Distinguishing Features of the Class

An employee in this class serves as the senior operational law enforcement leader for the Town of Lake Lure. The Deputy Police Chief is responsible for managing daily police operations, staffing, training, supervision, and compliance with applicable laws, standards, and professional practices.

The position ensures effective, ethical, and community-oriented policing services while supporting the Emergency Services Director in strategic planning, budgeting, emergency management, and interagency coordination. Work includes supervision of sworn personnel, development and enforcement of policies and procedures, operational planning, and leadership during emergency incidents.

The employee exercises considerable independent judgment within established policies and works under the general direction of the Emergency Services Director. Work is reviewed through reports, conferences, operational outcomes, and compliance with applicable laws and standards.

Illustrative Examples of Work

- Plans, organizes, and directs the day-to-day operations of the Police Department, including patrol, investigations, traffic enforcement, and special operations.
- Supervises, assigns, trains, evaluates, and disciplines sworn and civilian police personnel in accordance with Town policies and procedures.
- Responds to major incidents, emergencies, and critical events; serves in a command or supervisory role consistent with NIMS and ICS.
- Ensures compliance with North Carolina General Statutes, NC Justice Standards Commission requirements, and departmental policies.
- Develops, implements, and maintains training programs to ensure officers meet certification, in-service, and professional development requirements.
- Oversees scheduling, staffing, and deployment to ensure adequate coverage and effective use of personnel.
- Ensures professional conduct, accountability, and ethical standards throughout the Police Department.
- Promotes community-oriented policing practices and maintains positive relationships with residents, visitors, and businesses.
- Assists in the development and administration of the Police Department budget; monitors expenditures and identifies equipment and staffing needs.
- Assists the Emergency Services Director with emergency management planning, EOC operations, disaster response, and recovery activities.

- Coordinates mutual aid agreements and interagency operations with county, state, and federal law enforcement agencies.
- Reviews and oversees internal investigations, complaints, and use-of-force reviews; recommends corrective or disciplinary actions as appropriate.
- Ensures accurate and timely completion of reports, records, and documentation required by local, state, and federal agencies.
- Represents the Police Department at meetings, training events, public outreach activities, and interagency forums as assigned.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

- Thorough knowledge of modern principles and practices of law enforcement administration and operations.
- Thorough knowledge of North Carolina criminal law, motor vehicle law, and law enforcement procedures.
- Knowledge of NC Justice Standards Commission rules and requirements.
- Considerable knowledge of supervisory, management, and leadership principles and practices.
- Ability to lead and supervise sworn law enforcement personnel effectively.
- Ability to make sound decisions under stressful and high-risk conditions.
- Ability to prepare clear and concise reports, policies, and operational plans.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with Town officials, employees, partner agencies, and the public.

Physical Requirements

Work in this class requires the ability to perform law enforcement duties, including walking, standing, running, bending, lifting, restraining individuals, and operating vehicles. The employee must have the physical stamina, visual acuity, and hearing necessary to perform police duties and respond to emergency situations.

Working Conditions

Work is performed in office settings, patrol vehicles, and field environments under a variety of conditions, including day and night shifts, inclement weather, traffic hazards, and emergency situations. Employee is subject to shift work, on-call status, emergency call-back, and extended hours during major incidents.

Education

Graduation from an accredited college or university with a bachelor's degree in criminal justice, public administration, or a related field preferred.

Experience

Five or more years of progressively responsible experience in law enforcement, including supervisory experience.

Special Requirements

- Valid North Carolina driver's license.
- Must possess and maintain North Carolina Law Enforcement Officer certification in good standing.
- Ability to meet and maintain all physical, training, and certification requirements of the NC Justice Standards Commission.
- NIMS 100, 200, 300, and 400 required; NIMS 700 and 800 preferred.

FLSA Status: Exempt

Disclaimer

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Deputy Fire & EM Chief

Primary Reason Why Classification Exists

To perform advanced supervisory, administrative, and operational work in planning, organizing, overseeing, and directing the day-to-day fire suppression, rescue, emergency medical services, fire prevention, and training programs for the Town of Lake Lure under the direction of the Emergency Services Director.

Distinguishing Features of the Class

An employee in this class serves as the senior operational leader for Fire, Rescue, and Emergency Medical Services. The Deputy Fire & EM Chief is responsible for managing daily operations, staffing, training, readiness, and compliance with applicable fire, rescue, and EMS standards.

The position ensures safe, effective, and professional emergency response services and supports the Emergency Services Director in long-range planning, budgeting, emergency management, and interagency coordination. Work includes supervision of personnel, development and enforcement of operational policies, emergency response leadership, and administrative reporting.

The employee exercises considerable independent judgment within established policies and procedures and works under the general direction of the Emergency Services Director. Work is reviewed through reports, conferences, operational outcomes, and compliance with applicable laws and standards.

Illustrative Examples of Work

- Plans, organizes, and directs the day-to-day operations of Fire, Rescue, and EMS services, including staffing, scheduling, and operational readiness.
- Responds to fires, medical emergencies, rescues, hazardous conditions, and disasters; serves in command or supervisory roles consistent with NIMS and ICS.
- Supervises, assigns, trains, evaluates, and disciplines Fire and EM personnel in accordance with Town policies and procedures.
- Develops, implements, and oversees training programs to ensure personnel maintain required certifications, licensure, and continuing education.
- Ensures compliance with NFPA standards, North Carolina Fire Code requirements, EMS regulations, medical direction protocols, and departmental policies.
- Oversees fire prevention activities, inspections, community risk reduction, and public education programs.
- Assists in the development and administration of the Fire & EMS budget; monitors expenditures and identifies equipment and staffing needs.
- Assists the Emergency Services Director with emergency management planning, EOC operations, disaster response, recovery activities, and after-action reviews.
- Coordinates mutual aid agreements, interagency training, and operational partnerships with neighboring jurisdictions and response agencies.
- Investigates accidents, injuries, equipment damage, and operational issues; prepares reports and recommends corrective or preventive actions.

- Maintains accurate records, reports, and documentation required by local, state, and federal agencies.
- Represents the Fire & EMS Division at meetings, training events, public outreach activities, and interagency forums as assigned.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

- Thorough knowledge of modern principles and practices of fire suppression, rescue operations, and emergency medical services.
- Thorough knowledge of incident command systems, emergency operations, firefighter safety, and risk management.
- Knowledge of NFPA standards, North Carolina Fire Code requirements, EMS regulations, and medical protocols.
- Considerable knowledge of training program development, personnel supervision, and emergency operations planning.
- Ability to lead and supervise personnel in emergency and non-emergency situations.
- Ability to make sound decisions under stressful and hazardous conditions.
- Ability to prepare clear and concise reports, schedules, and operational plans.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with Town officials, employees, partner agencies, and the public.

Physical Requirements

Work in this class is defined as heavy work requiring physical exertion during emergency response activities. The employee must be able to perform firefighting, rescue, and EMS tasks, including lifting, climbing, crawling, bending, carrying equipment, and working in hazardous environments. Visual acuity, hearing, and physical stamina sufficient for emergency operations are required.

Working Conditions

Work is performed in fire stations, office settings, and emergency scenes under a variety of environmental conditions, including extreme heat, cold, smoke, hazardous materials, traffic, and inclement weather. Employee is subject to emergency call-back, rotating schedules, and extended work hours during emergencies.

Education

Graduation from an accredited college or university with a bachelor's degree in fire science, emergency management, public administration, or a related field preferred.

Experience

Five or more years of progressively responsible experience in fire and/or EMS operations, including supervisory experience.

Special Requirements

- Valid North Carolina driver's license.
- North Carolina Firefighter certification required.

- North Carolina Advanced EMT or Paramedic certification preferred.
- Ability to obtain and maintain all required state and local certifications.
- NIMS 100, 200, 300, and 400 required; NIMS 700 and 800 preferred.

FLSA Status: Exempt

Disclaimer

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DRAFT

Lake Enforcement and Safety Officer

Primary Reason Why Classification Exists

To perform sworn law enforcement work under the Police Branch of the Emergency Services Department, focused primarily on enforcing the Town of Lake Lure Lake Use Regulations and applicable state and local laws through patrol, compliance monitoring, education, and enforcement activities on and around Lake Lure, and to serve as staff liaison to the Lake Advisory Board and Marine Commission.

Distinguishing Features of the Class

An employee in this class serves as a sworn law enforcement officer assigned to the Police Branch with primary responsibility for lake enforcement operations. The Lake Enforcement Officer patrols Lake Lure and adjacent shoreline areas to ensure compliance with Town of Lake Lure Lake Use Regulations, North Carolina boating laws, and other applicable ordinances and statutes.

The position emphasizes proactive patrol, public education, regulatory enforcement, and public safety on the lake while supporting broader law enforcement and emergency response operations as needed. The employee also serves as the Town's designated staff liaison to the Lake Advisory Board and Marine Commission, providing enforcement updates, technical guidance, and regulatory interpretation related to lake use.

Work includes operating patrol vessels, conducting investigations, issuing warnings and citations, responding to water-based emergencies, attending advisory and commission meetings, and coordinating with Fire/EMS, Emergency Management, and other law enforcement agencies.

The employee exercises independent judgment in enforcing laws and regulations and works under the supervision of the Deputy Police Chief, with overall direction from the Emergency Services Director. Work is reviewed through reports, supervisory observation, and compliance with established laws, policies, and procedures.

Illustrative Examples of Work

- Patrols Lake Lure and surrounding shoreline areas by boat and on foot to enforce Town of Lake Lure Lake Use Regulations, boating safety laws, and applicable state and local laws.
- Educates residents, visitors, and lake users on lake regulations, safe boating practices, and environmental protections.
- Investigates violations of lake regulations and boating laws; issues warnings, citations, or takes enforcement action as appropriate.
- Responds to boating accidents, emergencies, distress calls, and hazardous conditions on the lake; coordinates with Fire/EMS, rescue personnel, and emergency management.
- Assists with search and rescue, water rescues, and recovery operations.
- Conducts vessel safety inspections, registration verification, and compliance checks as authorized.

- Enforces speed limits, no-wake zones, restricted areas, noise regulations, and other lake-specific rules.
- Serves as staff liaison to the Lake Advisory Board and Marine Commission; attends meetings as required, provides enforcement and safety updates, answers regulatory questions, and assists with implementation of lake-related policies and recommendations.
- Prepares reports, summaries, and enforcement data for presentation to advisory boards, commissions, Police command staff, and Town leadership.
- Provides crowd control and enforcement support during lake-related events, peak-use periods, and special activities.
- Maintains assigned patrol vessels, equipment, and safety gear; ensures readiness and reports maintenance needs.
- Completes detailed reports, citations, and documentation related to enforcement actions, incidents, and investigations.
- Assists other police officers with patrol, investigations, and emergency response as needed.
- Maintains positive working relationships with residents, visitors, marina operators, advisory boards, and partner agencies.
- Participates in required training, drills, and professional development activities.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

- Thorough knowledge of Town of Lake Lure Lake Use Regulations and applicable North Carolina boating, criminal, and motor vehicle laws.
- Knowledge of law enforcement principles, practices, and procedures.
- Knowledge of safe operation of patrol boats and marine safety equipment.
- Ability to interpret, explain, and apply regulations to the public and advisory boards.
- Ability to enforce laws and regulations fairly, firmly, and courteously.
- Ability to operate watercraft safely in varying weather, water, and traffic conditions.
- Ability to respond effectively to emergency and high-risk situations on the water.
- Ability to prepare accurate reports and present information clearly at meetings.
- Ability to establish and maintain effective working relationships with Town officials, Police command staff, advisory boards, partner agencies, and the public.

Physical Requirements

Work in this class requires physical exertion and the ability to perform sworn law enforcement and marine enforcement duties. Employee must be able to stand, walk, run, climb, lift, swim, operate patrol vessels, and perform rescues. Visual acuity, hearing, physical stamina, and the ability to work in and around water are required.

Working Conditions

Work is performed primarily on Lake Lure and in outdoor environments, including exposure to heat, cold, sun, wind, rain, and water hazards. Employee may be exposed to noise, fuel fumes, and moving watercraft. Work includes weekends, holidays, after-hours

meetings, on-call status, and extended hours during peak lake use periods and emergencies.

Education

Graduation from an accredited college or university with a bachelor's degree in criminal justice, law enforcement, public administration, environmental studies, or a related field required.

Experience

Prior sworn law enforcement experience required. Experience in marine, lake, or water-based enforcement strongly preferred.

Special Requirements

- Must possess and maintain North Carolina Law Enforcement Officer certification in good standing.
- Valid North Carolina driver's license.
- Ability to obtain and maintain required boating, marine enforcement, or water rescue certifications as determined by the Town.
- Ability to meet and maintain all physical, training, and certification requirements of the NC Justice Standards Commission.

FLSA Status: Non-Exempt

Disclaimer

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Project Manager

Primary Reason Why Classification Exists

To perform skilled technical and professional work in the planning, design, construction, contract administration, and management of municipal capital and infrastructure projects.

Distinguishing Features of the Class

An employee in this class performs skilled technical work in planning, design, construction, contract administration, and project management, as well as providing support for the Town's strategic planning, comprehensive planning, and capital improvement initiatives. Projects assigned to the Project Manager are diverse in type, size, and complexity and typically include significant emphasis on sewer infrastructure, hydroelectric power production, dredging, and dam construction, rehabilitation, and repair.

Work is performed under the general supervision of the Town Manager and requires the application of independent judgment, technical expertise, and project management principles. Performance is reviewed through reports, conferences, community acceptance, and compliance with applicable local, state, and federal laws and regulations.

Illustrative Examples of Work

- Plans and manages all aspects of assigned projects, including design, development, and implementation; conducts technical research and analysis; performs funding and cost analysis; develops schedules; coordinates public involvement; manages internal and external stakeholders; and monitors project performance and outcomes.
- Oversees the planning, design, and construction of capital improvement projects in coordination with Town departments, consultants, and contractors. Reviews project documents such as surveys, geotechnical reports, design drawings, specifications, and engineering calculations for compliance with Town standards, ordinances, and state and federal regulations.
- Analyzes and assists with the development of short- and long-range capital improvement plans; ensures projects are monitored and implemented in accordance with adopted plans and approved budgets.
- Provides fiscal management and budget oversight for assigned capital projects throughout the project lifecycle, including negotiation of contracts, amendments, and change orders; reviews pay applications and invoices; and works closely with the Finance Department to ensure fiscal compliance and accountability.
- Coordinates with engineering consultants and other professionals on the preparation of on-call service advertisements and contract awards.
- Prepares and submits materials for Town Council consideration related to projects, plans, permits, and agreements.
- Negotiates, plans, schedules, and directs the work of consultant teams; reviews and evaluates design drawings and specifications.
- Prepares and delivers presentations, reports, and recommendations to Town Council, advisory boards, and the public; attends Town Council and advisory board meetings as requested by the Town Manager.
- Assists other Town departments with planning, design, construction, and infrastructure-related issues on a Town-wide basis.
- Serves as a liaison between the Town, citizens, committees, boards, and other governmental

agencies; prepares and delivers presentations as a representative of the Town.

- Develops bid documents and advertisements; obtains permits as required; prepares contract forms and supporting documentation; and manages the competitive bidding and procurement process.
- Prepares and administers RFPs, RFQs, and RFIs for professional and technical services; manages consultant selection processes in compliance with North Carolina statutes and applicable federal regulations.
- Develops detailed reports, memoranda, correspondence, and documentation related to project status, costs, schedules, and performance metrics for internal and external distribution.
- Coordinates with design professionals and contractors to resolve routine and complex project issues throughout all phases of project delivery.
- Identifies and implements corrective actions when projects experience schedule delays, cost overruns, or scope changes.
- Solicits bids and price quotes for projects, goods, and services; works with the Finance Department to obtain purchase orders and approvals; and coordinates directly with vendors on delivery and execution.
- Monitors and enforces contractual terms, conditions, and performance requirements; makes recommendations to the Town Manager regarding contractual matters and disputes.
- Develops and prepares intergovernmental agreements, memoranda of understanding (MOUs), development agreements, and right-of-way acquisition documentation.
- Reviews and approves payments to project contractors and consultants in accordance with contract terms and Town policies.
- Ensures project activities are conducted safely and in compliance with OSHA regulations and Town safety requirements.
- Provides project updates for the Town's website and social media platforms; responds to public inquiries regarding Town projects, policies, and procedures; and addresses citizen questions and concerns.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of public administration, municipal planning, and project management.
- Thorough knowledge of capital construction project management theories, practices, and techniques.
- Thorough knowledge of capital project funding, budgeting, objective development, and work planning and scheduling.
- Thorough knowledge of modern methods and practices related to facility planning, design, construction, maintenance, and architectural or engineering concepts.
- Thorough knowledge of applicable federal and state laws and local ordinances related to capital construction, land development, and permitting.
- Considerable knowledge of budget policies, procedures, preparation, and administration.
- Considerable knowledge of state and local contracting requirements, bidding laws, and construction procedures.
- Considerable knowledge of grant writing, administration, and compliance requirements.
- Demonstrated excellence in written and oral communication and presentation.
- Strong organizational, analytical, and interpersonal skills.

- Ability to provide leadership and effective project control for all phases of assigned projects.
- Ability to analyze complex situations, identify problems, and develop practical solutions in collaboration with internal and external stakeholders.
- Ability to establish and maintain effective working relationships with Town officials, employees, consultants, contractors, and the general public.
- Ability to work independently with limited supervision and collaboratively as part of a multidisciplinary team.
- Ability to deal tactfully and courteously with the public and government officials.

Physical Requirements

Work requires occasional exertion of up to 25 pounds of force. The position regularly requires speaking and hearing; frequently requires standing, walking, use of hands and fingers, climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms; and occasionally requires sitting, pushing, pulling, lifting, tasting, or smelling.

The employee must meet standard vision requirements and be able to visually inspect written and electronic data, small defects or parts, measurement devices, machinery, vehicles, and surrounding activity. Vocal communication and hearing are required at normal conversational levels.

Working Conditions

Work frequently involves exposure to outdoor weather conditions and occasionally includes work near moving mechanical parts, exposure to fumes or airborne particles, vibration, and high noise levels associated with construction sites and heavy traffic areas.

Education

Bachelor's degree or equivalent coursework in engineering, architecture, construction management, facilities management, project management, business administration, or a related field, or an equivalent combination of education and experience sufficient to perform the duties of the position.

Experience

A minimum of four years of relevant professional experience in project management, engineering, construction, or a related field.

Special Requirements

- Possession of a valid driver's license issued by the State of North Carolina.

Examples of Ongoing, Upcoming, or Anticipated Future Projects

- Sewer Replacement
- Wastewater Treatment Plant (WWTP) Replacement
- WWTP Belt Press Installation
- Deep Water Boat Ramp
- Dredging Projects
- Dam Replacement or Rehabilitation
- Marina Installation
- Public Works Facility Construction
- Town Hall Replacement
- Marina Building Replacement
- Public Safety Facility
- Boys Camp Bridge Replacement
- Other projects as assigned by the Town Manager

DRAFT

**VI.
Review Proposed
Personnel Policy
Amendments**

**LAKE LURE TOWN COUNCIL
REQUEST FOR BOARD ACTION
Meeting Date: February 25, 2026**

SUBJECT: Review Proposed Personnel Policy Amendments

AGENDA INFORMATION:

Item Number: VI
Department: Administration
Contact: Olivia Stewman, Town Manager
Presenter: Olivia Stewman, Town Manager

BRIEF SUMMARY:

Town staff is requesting Council consideration of two proposed amendments to the Town's Personnel Policy designed to promote consistency, equity, and improved working conditions for staff while maintaining high levels of public service:

- **Administrative Office Hours**

Amending the administrative office hours to 8:30 a.m. to 4:30 p.m. This schedule reflects the time period when most residents, contractors, and visitors access Town Hall services and allows staffing levels to be most effective during peak public-facing hours. From a personnel standpoint, the current office-hour structure has created ongoing challenges. Because a defined lunch period is not required, employees often opt to forgo lunch in order to leave early or arrive late. While well intentioned, this practice leads to inconsistent coverage, difficulty with scheduling, and inequities across departments and positions. In practice, full lunch breaks rarely occur due to workload and coverage demands, which can contribute to fatigue and uneven expectations among staff. Establishing a clear and standardized workday provides consistency and fairness for all employees, ensures predictable staffing coverage throughout the day, and supports healthier work habits. This approach treats all administrative staff equitably, reduces confusion for supervisors, and creates a more balanced and manageable schedule. The Personnel Policy will continue to allow up to two 15-minute breaks per day, providing staff flexibility to step away briefly as needed while maintaining appropriate coverage and operational consistency. Additionally, the proposed hours offer a predictable workday that benefits employees who commute while continuing to meet public service needs.

- **Travel Reimbursement Policy**

Staff is also recommending that the Town update its travel reimbursement policy to follow State of North Carolina reimbursement rates. The Town's current reimbursement amounts are outdated and no longer adequately reflect the cost of travel. Aligning with state rates ensures fair reimbursement, provides a recognized and periodically updated standard, and eliminates the need for frequent policy adjustments.

If acceptable to Council, the Town would like to include a resolution adopting these proposed changes on the agenda for the March regular meeting for Council approval.

VII.
Resolution No. 26-02-25
Accepting the Water System
Asset Inventory and
Assessment

**LAKE LURE TOWN COUNCIL
REQUEST FOR BOARD ACTION
Meeting Date: February 25, 2026**

SUBJECT: Resolution No. 26-02-25 Accepting the Water System Asset Inventory and Assessment

AGENDA INFORMATION:

Item Number: VII
Department: Public Services
Contact: Olivia Stewman, Town Manager
Presenter: Olivia Stewman, Town Manager

BRIEF SUMMARY:

The Water System Asset Inventory and Assessment (AIA) project was funded through the American Rescue Plan's State Fiscal Recovery Fund, with the Town receiving \$150,000 from the NC Department of Environmental Quality to complete the work. LaBella Associates, the Town's on-call engineers, carried out the project and have submitted the final AIA report. The accompanying resolution verifies that the Town has reviewed and accepted the completed AIA and confirms to NCDEQ that all grant requirements have been fulfilled.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

To adopt Resolution No. 26-02-25 Accepting the Water System Asset Inventory and Assessment.

ATTACHMENTS:

Resolution No. 26-02-25 Accepting the Water System Asset Inventory and Assessment; Full Water AIA Report can be found at: https://1drv.ms/b/c/11a2cb0c5ebbe317/IOBupoFTixY-Q5Dw_b_nvz-bAePRdBs5Mj37VGVObNUJmFs?e=GazlKO

STAFF'S COMMENTS AND RECOMMENDATIONS:

Staff recommends adoption.



RESOLUTION NO. 26-02-25

RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF LAKE LURE ACCEPTING THE WATER SYSTEM ASSET INVENTORY AND ASSESSMENT

WHEREAS, the American Rescue Plan (ARP), funded through the State Fiscal Recovery Fund, was established in S.L. 2021-180 to assist eligible units of government with meeting their water and wastewater infrastructure needs; and

WHEREAS, the North Carolina Department of Environmental Quality, Division of Water Infrastructure, awarded the Town of Lake Lure funding in the amount of \$150,000 to perform an Asset Inventory and Assessment (AIA) of the Town's water system; and

WHEREAS, the Town of Lake Lure approved a Task Order through its on-call engineers, LaBella Associates, to perform the project in accordance with the agreed-upon scope of work; and

WHEREAS, LaBella Associates has provided the final Water System AIA Report to the Town of Lake Lure Town Council for their consideration.

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

1. The Town of Lake Lure has reviewed and accepted the completed Water System AIA document prepared by LaBella Associates.
2. The Town of Lake Lure hereby gives assurance to the North Carolina Department of Environmental Quality that the scope of work for the Water System AIA has been completed as stipulated in the Grant Award.

Adopted, this the _____ day of _____, 2026.

ATTEST:

Kimberly Martin, Town Clerk

Mayor Carol C. Pritchett

VIII.
Consider Labella Task 21
Amendment 1

**LAKE LURE TOWN COUNCIL
REQUEST FOR BOARD ACTION
Meeting Date: February 25, 2026**

SUBJECT: Consider Labella Task 21 Amendment 1

AGENDA INFORMATION:

Item Number: VIII
Department: Public Services
Contact: Olivia Stewman, Town Manager
Presenter: Olivia Stewman, Town Manager

BRIEF SUMMARY:

LaBella Associates has submitted Amendment 1 to Task 21 under the Town's existing on call professional services agreement to complete dredging permitting for Lake Lure under post Hurricane Helene conditions. Task 21 was originally authorized in July 2024 to provide initial dredging permitting assistance and began prior to Hurricane Helene. Work was approximately eighty percent complete when the storm occurred, and remaining funds were later used to restart limited permitting efforts. Since that time, site conditions, regulatory considerations, and available data have changed, requiring additional scope to complete the permitting process. The proposed amendment includes work for updating engineering drawings and permit materials using post storm bathymetric data, expanding permitting limits lake wide, completing required environmental and historic resource coordination, and preparing associated stormwater and floodplain documentation. An optional phase includes stream and wetland delineation at the proposed off site sediment processing location. The intent of this permitting effort is to allow the Town to identify priority dredging areas annually, support continued use of state dredging grant funds, and obtain a permit with the longest feasible duration and extension potential. The total amended lump sum fee is \$69,500, which includes the original Task 21 authorization and \$37,500 in additional services.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

To approve LaBella Task 21 Amendment 1.

ATTACHMENTS:

Proposed LaBella Task 21 Amendment 1

STAFF'S COMMENTS AND RECOMMENDATIONS:

Staff recommends approval

February 6, 2026

Oliva Stewman, Town Manager
Town of Lake Lure
2948 Memorial Highway
Lake Lure, NC 28746
Via Email: ostewman@townoflakelure.com

**RE: Lake Lure On-Call Professional Services
Task 21 Amendment 1 Dredging Permitting Assistance Additional Services**

Dear Ms. Stewman:

LaBella Associates, D.P.C., is pleased to provide the following additional services proposal to the Town of Lake Lure (Town or Client) and LaBella appreciates the Town's continued confidence in us and our continued working relationship with you. We have previously provided an engineering services agreement (Contract), and this work would be performed under that agreement.

Task 21 was proposed and authorized on July 2024 for Dredging Permitting Assistance (Phase 1 only – Phases 2.1 and 2.2 were NOT authorized). Hurricane Helene halted work under Task 21 at approximately 80% completion, and recent efforts used the remaining 20% of Task 21 funds for an interim permitting re-start. This proposal letter provides additional scope of work and fee to provide Task 21 deliverables to complete an Individual Permitting process for dredging of the entire Lake, under post-Helene conditions.

Scope of Work

The Town desires the ability to perform hydraulic and mechanical dredging within Lake Lure during annual Lake drawdown periods. The anticipated removal and disposal by mechanical means is expected to exceed the federal (Section 404 permit) nationwide permit thresholds of 0.5 acres and state (Section 401 permit) General Water Quality Certification thresholds. This was confirmed during a Pre-Application meeting with the Chief of the U.S. Army Corps of Engineers (USACE), Asheville Field Office. In addition, associated permits, modification of current permits, and/or notification of a potential change to a current permit with North Carolina Department of Environmental Quality (NCDEQ) Division of Water Resources (DWR), NCDEQ Division of Energy, Mineral, and Land Resources (DELMR), and the Town of Lake Lure will also be required.

Currently, the Town is the recipient of an annual \$750,000 grant for dredging that requires a \$250,000 match. The Town has a separate contract with a contractor for dredging, off-site disposal, and reuse of sediment. The annual sediment removal for the current permitted area ranges between 40,000 to 45,000 cubic yards. One goal of permitting is to receive approval for the Town to identify



specific, critical areas, up to 20 acres maximum, on an annual basis for hydraulic and mechanical dredging. Another goal is to maximize the duration of the approved permit with extension potential. The ability to perform the dredging would depend on annual available funding and severity of sediment accumulation in specific locations.

Phase 2.1: Post-Helene Permitting Assistance and Preparation

The deliverables consist of the following, which we view as the minimum needed to initiate complete permit applications.

1. Completed permitting application documents submitted to the USACE for an Individual 404 Permit and the NCDEQ-DWR for an Individual 401 & Buffer Permit. Supporting documents will include, but not limited to, narratives for project purpose and need, minimization and avoidance of impacts, new permit application figures, and updates to previously prepared engineering drawings.

Previously prepared engineering drawings and permit application figures will be utilized as much as possible. Anticipated revisions include the following.

- Expansion of the proposed permitting limits to the entire Lake as discussed during the Pre-Application meeting with the USACE and the Town.
 - Evaluation of the recently completed FEMA as-built bathymetric survey “Pre-Storm” conditions with the purpose of identifying water depths for entire Lake.
 - Identification of critical navigational channels/areas with less than 5’ of water depth and prioritize those areas for future dredging activities. Target water depth ranges will be discussed and approved by the Town.
 - Development of typical erosion control measures and details to be utilized during dredging activities.
 - Identification of potential access routes for dredging area activities
 - Expand the current property ownership information to include all properties with Lake access for permitting purposes.
2. Environmental data collection efforts will be required for the current permitted area as part of the Individual Permit applications. LaBella will provide the following.
 - a. Protected Species Screening: LaBella will submit Protected Species screenings to the pertinent State and Federal Agencies. Correspondence with the U.S. Fish and Wildlife Service (USFWS) will be completed through the Information, Planning, and Conservation (IPAC) System to identify any federally listed species associated with or in the vicinity of the Project Site. The North Carolina Natural Heritage Data Explorer (NHDE) and North Carolina Wildlife Resources Commission databases will be consulted to determine any state-listed species occurrences within the vicinity of the Site.
 - b. LaBella will prepare a Environmental Protected Resources Assessment (EPRA) that includes the results of the Protected Species screening, including likelihood of potential species, and agency consultation for the project area. The EPRA will be completed and submitted with the Individual Permits.
 - c. Initial State Historic Preservation Office (SHPO) Coordination: LaBella will take steps to achieve compliance with Section 106 of the National Historic Preservation Act and North



Carolina Conservation and Historic Preservation Act. LaBella will submit the Project to SHPO for review and coordinate with SHPO to address any concerns they may have. Please note, the Corps may also initiate consultation with SHPO during their review process.

3. Notification to NCDEQ-DWR regarding a modification to the current NPDES General Permit NCG520000 Discharge In-Stream Sand Mining Wastewater.
4. Preparation of the 2025 dredging NCDEQ-DEMLR - NPDES Construction Stormwater General Permit NCG010000 Erosion and Sedimentation Control application based on approved location(s) by the Town. This application will be prepared utilizing a fillable template such that revision needed for the next year's dredging area can be made with minimal effort by the Town moving forward.
5. Preparation/modification of the Floodplain Development Permit, if needed.

Project administrative tasks and coordination with the Town are anticipated in support of the permit applications. We also anticipate comments from the review agencies and have included an appropriate level of effort to respond as part of this task. We will notify the Town as soon as possible if the level of effort anticipated will be exceeded based on agency review comments and will recommend a Time & Materials task with a not-to-exceed supplementary phase, if needed.

Phase 2.2: Stream and Wetland Delineation (Potential Spoils Sites – 2100 Owl Hollow Road, Mill Spring, NC):

Task 2 assumes the agencies will approve the proposed spoil and processing sites for the dredging. We also assume the Contractor's off-site disposal location in Mill Spring will not require significant data collection for the permit applications. Our plan is to provide only a narrative related to the existing site use and demonstrate low potential for environmental impacts. The optional phase tasks below can be performed as preemptive measure before the initial permit application submittals, or in response to agency questions during the review process.

LaBella will perform an aquatic resources background review before visiting the site. LaBella will review all information pertinent to stream and wetland presence at the site, including United States Department of Agriculture (USDA) Natural Resources conservation Service (NRCS) mapped soils data, United States Fish and Wildlife Service (USFWS) National Wetland Inventory mapping, United States Geological Survey (USGS) 7.5-minute topographic quadrangles, aerial photography, North Carolina Spatial Data (LiDAR), and any publicly available Polk County mapping. The LaBella wetland delineation crew will then visit the site to perform the wetland delineation to outline all potentially federal jurisdictional Waters of the United States and any state-jurisdictional regulated water bodies located within the site.

The wetland delineation will follow the methods presented in the *1987 Corps of Engineers (USACE) Wetland Delineation Manual*, as supplemented by the *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region, Version 2.0 (USACE, 2010)*., current *Environmental Protection Agency (EPA) Clean Water Act* regulations and current *NCDEQ* standards and regulations. All delineated stream and wetland boundaries will be defined in the field with sequentially numbered pink surveyor's flagging or pink pin flags. Any delineated stream and wetland boundaries will be located using a GPS with real-time correction. If streams are identified on-site, a Perennial Stream flow determination worksheet will be completed



using the *North Carolina Methodology for Identification of Intermittent and Perennial Streams and Their Origins*, volume 4.11. LaBella will take all photographs, written documentation to include wetland and upland data forms and Stream Identification forms, and observations required to write a comprehensive Stream and Wetland Delineation Report.

LaBella will perform a field assessment of onsite streams and wetlands to determine their current quality (i.e., high, medium, or low) based on the *North Carolina Wetland Assessment Method and the North Carolina Stream Assessment Method*. These methodologies were developed to help meet the goals outlined in 33 CFR Part 332 – Compensatory Mitigation for Losses of Aquatic Resources, which establishes a preference for utilization of a functional or condition assessment to help determine the level of mitigation required for impacts to aquatic resources affected USACE permits. These rapid assessments of functions would help to inform a site-specific Compensatory Mitigation Plan, if needed, as part of a USACE future permit application.

LaBella will prepare a Delineation Map for the Site. The map will include any stream and wetland boundaries and their applicable data points taken in the field.

A Stream and Wetland Delineation Report will be prepared if aquatic resources are determined to exist onsite. The report will include all required documentation, including photographs, USACE Wetland and Upland Determination Data forms, North Carolina Stream Identification forms, and required mapping to support a USACE Jurisdictional Determination (JD), if needed or requested. It should be noted that a Wetland Delineation Report would be incorporated into a future USACE permit application along with any other pertinent environmental documentation.

Exclusions

The Scope excludes the following:

- Permit application fees and/or mitigation costs, if applicable
- Absence/presence surveys for potential Rare, Threatened and Endangered Species.
- Cultural Resources Phase 1A/B studies, shovel pit testing, or any onsite studies Phase I Environmental Site Assessment
- Phase II ESA for the collection of soil, groundwater, and/or vapors.
- Any external agency consultation or correspondence will not take place without obtaining the client's express approval, and we will not identify the client by name or reveal the location of the project site.
- Geotechnical, Structural, Landscape Architecture, Architecture, Transportation Engineering (including traffic studies and electrical signal studies/design) and Electrical engineering services are not included.
- Water/Sewer/Gas/Electrical service design is not included.
- Our understanding is that a Trout Buffer Variance does not apply to a land-disturbing activity in connection with the construction of facilities to be located on, over, or under a lake or nature water course. At this time, we do not anticipate the need for an updated variance based on the type of work. However, the agencies may require coordination with an updated Trout Buffer Variance for mechanical dredge access locations. If a variance is required, it will need to be submitted and approved before submittal of the updated Erosion and Sedimentation Plan.
- A USACE Jurisdictional Determination (JD) has not been completed as part of the original scope of work. A USACE JD does not need to be submitted as part of an Individual Permit, only the IP application requires the inclusion of a Delineation Report. LaBella assumes a site walk



will not be required, but if USACE and/or NCDEQ require a site walk, LaBella will bill at Time and Materials.

Assumptions

The following assumptions are made:

- LaBella reserves the right to postpone fieldwork given significant precipitation the prior 48 hours to allow the Site to drain.
- This scope includes a site visit to perform field studies based on project scope and study area provided by the Client. If project scope or study area should change post-delineation, requiring additional fieldwork, it will be considered an extra service and additional cost will be provided.
- The Client will coordinate access requirements and permissions prior to LaBella's site visit.
- LaBella is not responsible for any regulatory actions taken as a result of the findings of the Wetland Delineation.
- LaBella is not responsible for any regulatory actions taken as a result of initial consultation with federal and/or state agencies.
- LaBella will partake in three (3) project meetings requested by the Client via conference call and these meeting will be billed at Time and Materials.
- LaBella assumes access to the site is available, free and clear upon NTP.
- Fees associated with USACE/NCDEQ permit applications are the responsibility of the Client and are not included in this scope of work.
- USACE/NCDEQC permitting applications and services are restricted to the proposed projects. Should additional permits be needed for future phases of the project, Labella can complete these services under a separate contract.
- The Cultural Scope includes preliminary remote analysis utilizing available data to evaluate the sensitivity of the Projects and potential recommendations for further archaeological investigations. The Scope does not take the place of fieldwork or a formal Site visit.
- The results of any SHPO review will be included in the IP package.
- This Scope includes Initial SHPO Submissions and Consultations, based on project scope/study areas identified. If the need for an archeological survey (or a historic structure survey) arises, LaBella can coordinate with a sub-consultant to perform the work as an additional service.

Schedule and Fee

Task 21 was originally authorized for \$32,000 (Phase 1 only). LaBella proposes a Lump Sum Amendment amount of **\$37,500** to complete the above Scope of Work, as listed below.

<u>Lump Sum Phase Description</u>	<u>Fee</u>
Phase 1 (original): Permitting Assistance & Preparation	\$32,000
Phase 2.1: (original) OPTIONAL Potential Spoils Site A	\$8,500
Phase 2.2: (original) OPTIONAL Potential Spoils Site B	\$5,500
Phase 2.1: Post-Helene Permitting Services	\$32,000
Phase 2.2: Stream & Wetland Delineation and Report	\$5,500
TOTAL AMENDED Lump Sum Fee:	\$69,500



Phase 2.1 is expected to be completed within 4 to 6 weeks from Authorization (not including federal / state review periods). Phase 2.2 is expected to be completed within 2 to 4 weeks after Authorization. *(Please note: typical USACE review timeframe for an IP is 120-180 days but can be up to 1 year depending on if additional consultation with State and/or Federal agencies are required.)*

We anticipate beginning work immediately upon the Town’s issuance of an NTP.

Conclusion

Brian Houston, P.E., will continue to serve as LaBella’s Program Manager for this contract. Sandra Hayes will serve as the Project Manager for this task and provide direction and oversight to other LaBella staff, having the appropriate experience, assigned to this specific task.

If this proposal is acceptable to the Town, please sign below to authorize the scope defined in this proposal and return one copy to us. We appreciate the opportunity to continue our relationship with the Town of Lake Lure. If you have any questions or need additional information, please call me directly at (704) 491-0892.

We appreciate the opportunity to submit this proposal and look forward to working with you.

Respectfully submitted,

LABELLA ASSOCIATES, D.P.C.

Prepared By:

Bryan Roden-Reynolds, PWS
Environmental Manager – Permitting & Compliance

Reviewed By:

Sandra P. Hayes, PE
Civil Group Leader

cc: Dean Lindsey, Public Services Director
Dana Bradley, Parks, Recreation, and Lake Director
Brian Houston, LaBella Program Manager

Town of Lake Lure, North Carolina

By: _____
Authorized Signature

Title _____

Date _____

IX.
Consider Labella Task 27
Amendment 1

**LAKE LURE TOWN COUNCIL
REQUEST FOR BOARD ACTION
Meeting Date: February 25, 2026**

SUBJECT: Consider Labella Task 27 Amendment 1

AGENDA INFORMATION:

Item Number: IX
Department: Public Services
Contact: Olivia Stewman, Town Manager
Presenter: Olivia Stewman, Town Manager

BRIEF SUMMARY:

The Town is pursuing design of a deep water access boat ramp capable of supporting equipment access to the Lake at water surface elevations as low as 970. Under this task, the Town previously authorized LaBella to design a ramp at Rumbling Bald; however, following field survey work, that location was determined to be unsuitable. As a result, the Town identified Mallard Cove, accessed via property owned by Camp Lurecrest Ministries, Inc., as an alternative location. With LaBella's assistance, the site was visually evaluated and confirmed to be suitable for the intended use. Design efforts under this amendment address the ramp at the newly selected Mallard Cove location. The Town is currently negotiating with the property owner to secure an easement. LaBella will prepare a complete design for the boat ramp and associated access road, including survey processing, geotechnical investigation, roadway alignment and drainage, and structural design of the concrete ramp. The ramp will be designed to extend to approximately the 970 contour, subject to confirmation through survey and coordination with the Town. LaBella will also identify and prepare required federal and state permit applications, including anticipated U.S. Army Corps of Engineers Section 404 and North Carolina Section 401 approvals, and will respond to agency comments as needed. Limited construction support will be provided as requested by the Town. The total lump sum fee for design related services is \$76,300, which includes work previously completed at the Rumbling Bald location as well as new survey, geotechnical, and design work for Mallard Cove. Additional services including permitting, agency coordination, and construction support are proposed on a time and materials basis with a combined budget of \$15,000.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

To approve Labella Task 27 Amendment 1.

ATTACHMENTS:

Proposed LaBella Task 27 Amendment 1

STAFF'S COMMENTS AND RECOMMENDATIONS:

Staff recommends approval.

February 6, 2026

Dean Lindsey, Public Works Director
Olivia Stewman, Town Manager
Town of Lake Lure
2948 Memorial Highway
Lake Lure, NC 28746

**SUBJECT: Lake Lure On-Call Professional Services
Task 27 Amendment 1- Boat Ramp at ~~Rumblings Bald~~ Mallard Cove**

Dear Dean & Olivia:

LaBella Associates appreciates the Town's confidence in us, and our continued working relationship with you. We have previously provided an engineering services agreement (Contract), and this work would be performed under that agreement. This proposal letter provides an Amendment to the scope of work and fee to provide the Task 27 deliverables as described below.

Overview

The Town seeks a deep-water access boat ramp which will allow equipment to be put into the Lake at water surface elevations as low as 970. Previously under this Task, the Town has authorized LaBella to proceed with efforts to design such a ramp at Rumblings Bald. Following field survey work, it became apparent that the location was not suitable for the purpose, and another location was sought.

The Town subsequently identified Mallard Cove, accessed via property owned by Camp Lurecrest Ministries, Inc., as a possible location for the ramp, and with LaBella's assistance visually confirmed the site's suitability. Design efforts under this Amendment address the ramp at this newly selected location. The Town is currently negotiating with the property owner for land rights. The approximate route from Lurecrest Drive to Mallard Cove is shown at right.



Scope

LaBella will prepare a design for the desired boat ramp, including:

- We will coordinate for processing of already-collected aerial survey from Lurecrest Drive along the access road path to the normal pool elevation of the Lake and further to the elevation that was exposed when the aerial imagery was collected (~963.0). This survey mapping will serve as the design basis for the access road alignment, vehicle turnaround adjacent to the Cove, and the ramp design.
- We will obtain geotechnical borings to determine ramp structural design / stability requirements. Up to four (4) borings each twenty (20) feet deep will be obtained.
- We will prepare alignment and section drawings for the access road. The road is expected to be constructed of crushed stone for cost-effectiveness, and ease of maintenance in anticipation of severe duty use by heavy construction equipment. Road-legal vehicular traffic is expected to be minimal and instead, large delivery vehicles (e.g., semi-trailer, multi-axle flatbeds) are expected to unload adjacent to Lurecrest Drive. The access road and turnaround will be designed for suitability for up to small (single rear axle) flatbed trucks. Adjacent to the turnaround area, drainage design will be required as well to prevent road / turnaround / ramp washouts during normal storm events.
- We will prepare plan layout and structural detail drawings for the concrete boat ramp. We will review the design with the Town before final design completion. The ramp is anticipated to extend as far as the 970 contour or shallower, and this will be coordinated with the Town during design once survey is obtained. The ramp is not



anticipated to have any special features (e.g., no 'bench' or 'laydown area' as was considered for the previously-contemplated Rock Crest Cove ramp).

- We will identify any permitting requirements, and prepare and submit required permit applications, and respond to comments from permitting agencies in order to obtain approval. We expect that a USACE 404 Permit and a NC 401 Water Quality Certification will be required. The Town will pay all permitting fees, or LaBella may pay them directly and invoice them to the Town as a pass-thru charge.
- We will assist the Town as-needed during construction by responding to requests for information (RFIs) or submittals (e.g., concrete mix design). Complete construction administration or construction observation **is not** anticipated.

Fees & Schedule

LaBella proposes to perform the services described herein on a combination Lump Sum / Time and Materials (T&M) basis as outlined below, with post-design services billed on an hourly basis at then-current contract rates, based on the Rate Schedule, the 2026 version of which is attached. Invoices will be payable within 30 days of receipt by the Town.

Task	Fee
Survey (previously expended at Rumbling Bald)	\$7,700
Geotechnical Investigation (original R.B. location)	\$12,400
Design (original R.B. location)	\$7,500
Topo Survey (Lurecrest Drive to Mallard Cove)	\$10,800
Geotechnical Investigation	\$18,400
Design	\$35,000
Property Survey & Plat (Easement or Fee-Simple)	\$4,400
TOTAL (Lump Sum)	\$76,300
Permitting & Agency Coordination	\$10,000
Construction Support	\$5,000
Additional Services (T&M budget)	\$15,000

An approximate schedule is given below.

Milestone	Duration
Survey (Aerial Processing + Ground Work)	4 weeks after NTP
Geotechnical Investigation & Report	8 weeks after NTP
Preliminary & Final Design	12 weeks after NTP
Permitting	TBD - 60 days estimated
Construction Support	As-needed per Town

Brian Houston, P.E. will continue to serve as LaBella's Program Manager for this contract, providing direction and oversight for other staff and subconsultants assigned to specific tasks under this contract. Other staff assigned to this contract shall have appropriate experience for the assigned task.

If this proposal is acceptable to the Town, please sign below to authorize the scope defined in this proposal and return one copy to us. We appreciate the opportunity to continue our relationship with the Town of Lake Lure. If you have any questions or need additional information, please call me directly at (704) 249-8069.

Sincerely,
LaBella Associates, P.C.

Brian Houston, P.E.
Water/Wastewater Market Leader
Town of Lake Lure, North Carolina

By: _____
Authorized Signature
 Title _____
 Date _____

EXHIBIT A

**LABELLA ASSOCIATES
Lake Lure ON-CALL ENGINEERING SERVICES**

**RATE SCHEDULE FOR HOURLY + EXPENSES TASKS
JANUARY 1, 2026 – DECEMBER 31, 2026***

<u>CLASSIFICATION</u>	<u>BILLING RATE</u>
Principal	\$297.00/hour
Project Manager	\$270.00/hour
Senior Engineer	\$258.00/hour
Senior Project Engineer	\$213.00/hour
Project Engineer	\$172.00/hour
GIS Analyst	\$167.00/hour
Design Engineer	\$161.00/hour
Senior Engineering/GIS Technician	\$148.00/hour
Engineering Technician	\$143.00/hour
Construction Inspector	\$137.00/hour
Engineering Co-op	\$111.00/hour
Clerical	\$113.00/hour
Mileage	at current IRS rate
Expenses	at cost
Sub-consultants	at cost plus 10 percent

*Note: Rates subject to increase annually thereafter on each January 1.

X.
Hager Strategic Solutions
Updates

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: February 25, 2026**

SUBJECT: Hager Strategic Solutions Updates

AGENDA INFORMATION:

Item Number: X
Department: Administration
Contact: Bre Wilhelm, Lobbyist
Presenter: Bre Wilhelm, Lobbyist

BRIEF SUMMARY:

The Town works with Bre Wilhelm of Hager Strategic Solutions for lobbyist services. Ms. Wilhelm will provide a legislative update.

XI.
Storm Recovery Updates

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: February 25, 2026**

SUBJECT: Storm Recovery Updates

AGENDA INFORMATION:

Item Number: XI
Department: Administration
Contact: Olivia Stewman, Town Manager
Presenter: Olivia Stewman, Town Manager

BRIEF SUMMARY:

Town staff will provide updates related to storm recovery. Frequent updates can be accessed on the Town's website at <https://www.townoflakelure.com>.

XII.
**Town Manager/
Project Updates**

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: February 25, 2026**

SUBJECT: Town Manager/Project Updates

AGENDA INFORMATION:

Item Number: XII
Department: Administration
Contact: Olivia Stewman, Town Manager
Presenter: Olivia Stewman, Town Manager

BRIEF SUMMARY:

Town Manager Olivia Stewman will provide Council with project and any other updates that are not included on the meeting agenda. Council will also have the opportunity to ask any questions.

ATTACHMENT(S):

Town Manager/Project Updates to be provided at the time of the meeting.

XIII.
Public Comment

XIV.

**Closed Session in Accordance
with G.S. 143-318.11 (a)(3) for
Attorney Client Privilege and
G.S. 143-318.11 for the Purpose
of Discussing Personnel Matters**

XV.
Adjournment