

LAKE LURE TOWN COUNCIL WORK SESSION MEETING PACKET

Wednesday, June 28, 2023
8:30 a.m.



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

TOWN OF LAKE LURE
Town Council Work Session Meeting
Wednesday, June 28, 2023 - 8:30 AM
Lake Lure Municipal Center



Agenda

- I. Call to Order**
- II. Agenda Adoption**
- III. Valve Installation and GMP Update - Page 1**
- IV. Review Proposed LaBella Task 18 – Geodesic Dome Tank Cover - Page 2**
- V. Project Manager Updates - Page 5**
- VI. Discuss Emergency Shelter / Lake Lure Classical Academy Cafeteria - Page 6**
- VII. Budget Review - Page 7**
- VIII. Review End of Fiscal Year Budget Amendments - Page 8**
- IX. Discuss Former ABC Store Property Needs - Page 12**
- X. Discuss Former ABC Store Property Marketing Plan - Page 13**
- XI. Discuss New ABC Store Location Signs - Page 14**
- XII. Discuss Lake Lure Tours Concession Agreement - Page 19**
- XIII. Discuss Fiscal Year 23-24 Salary Grade Schedule - Page 20**
- XIV. Discuss Dance Festival - Page 22**
- XV. Town Manager Updates - Page 23**
- XVI. Closed Session**

In accordance with G.S. 143-318.11(a) (6) for the purpose of discussing personnel matters and G.S. 143-318.11(a) (3) for attorney client privilege.
- XVII. Adjournment**

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: June 28, 2023**

SUBJECT: Valve Installation and GMP Update

AGENDA INFORMATION:

Item Number: III
Department: Project Management
Contact: Mike Dydula, Project Manager
Presenter: Mike Dydula, Project Manager

BRIEF SUMMARY:

Project Manager Mike Dydula will provide an update in regard to the reservoir drain valve installation and GMP.

LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: June 28, 2023

SUBJECT: Review Proposed LaBella Task 18 – Geodesic Dome Tank Cover

AGENDA INFORMATION:

Item Number: IV
Department: Public Services
Contact: Michael Dydula, Project Manager
Presenter: Michael Dydula, Project Manager

BRIEF SUMMARY:

The Town possesses a partially buried concrete water tank, located near the end of Washburn Road, currently utilizes a wood structure supported roof with shingles as its cover. This roof structure has not effectively kept vectors from accessing the finished drinking water supply. This tank serves 8 properties connected to the Town's Public Water Supply System. LaBella Associates performed an on-sight inspection of the tank on May 17th and deemed it to be in good condition. It is LaBella's opinion that replacement of the existing roof structure with a water and vector-tight, aluminum geodesic dome will resolve the Town's existing concerns and issues, reduce O&M costs, and extend the useful life of his asset for serval decades. Proposed Task 18 consists of data collection, design, permitting, and construction assistance for replacing the existing roof with a geodesic dome tank cover. The lump sum associated with the task is \$12,200.

ATTACHMENTS:

Proposed LaBella Task 18

May 19, 2023

Michael Dydula, PE, Project Manager
Dean Lindsey, Public Works Director
Town of Lake Lure
2948 Memorial Highway
Lake Lure, NC 28746

**SUBJECT: Lake Lure On-Call Professional Services
Task 18 – Geodesic Dome Tank Cover**

Dear Mike and Dean:

LaBella Associates appreciates the opportunity to continue to work with the Town of Lake Lure (Town). We hope to continue the ongoing relationship as we work with you through your various engineering needs. We have previously provided an engineering services agreement (Contract), and this work would be performed under that agreement. This proposal letter provides a scope of work and budget to provide the Task 18 deliverables as described below.

Overview

The Town's partially buried concrete water tank, located near the end of Washburn Road, currently utilizes a wood structure supported roof with shingles as its cover. This roof structure has not effectively kept vectors from accessing the finished drinking water supply. This tank only serves 8 properties connected to the Town's Public Water Supply System.

The existing tank dimensions were field approximated to be as follows, but must be officially confirmed for final design:

Volume: 20,000-gal
Diameter: 20-ft
Depth: 10-ft
Wall Thickness: 8-in
Height: 18-in to 60-in above grade

The concrete tank appeared to be in very good condition during LaBella's on-site inspection on 5/17/2023. As such, it is LaBella's opinion that replacement of the existing roof structure with a water and vector-tight, aluminum geodesic dome will resolve the Town's existing concerns and issues, reduce O&M costs, and extend the useful life of this asset for several decades.

Scope

Specifically, the proposed Work will consist of the following:

- Data Collection
 - LaBella will review documentation provided by the Town and vendors.
 - LaBella will perform a cursory cost analysis to determine if upgrading the existing pumping system that currently feeds the Tank could be a viable long-term solution to eliminate the need for the tank and for a new cover to be installed.
 - No survey is included. Town Staff will provide all required field measurements of the tank dimensions and of the open space available for construction staging. Open space is typically needed adjacent to the tank for full dome assembly prior to installation, as well as a stabilize area for crane setup for lifting and setting the full assembled dome on top of the tank. It must be determined if any trees or branches may need to be removed by the Town prior to installation to minimize costs.
- Design
 - LaBella will prepare technical specifications and construction drawings illustrating the installation of the cover. Publicly available aerial and/or County provided GIS mapping will be used basic site drawings.

- Permitting
 - LaBella will prepare the application and submit the construction documents to NCDEQ (Division of Water Resources – DWR / Public Water Supply Section) for approval of the public water system modification. LaBella will respond to comments in order to obtain approval.
 - Following completion of construction, LaBella will provide certifications necessary for NCDEQ approval to operate the modifications.
- Construction Assistance
 - The Town will use their own staff or local contractor(s) to perform this minor work.
 - LaBella will provide support during construction to review any submittals and/or respond to questions / interpret the construction documents.
 - LaBella will inspect the completed work in order to provide the NCDEQ completion certification.

This proposal is submitted as a Lump Sum Task with a budget of **\$12,200**, Invoices will be based on percent completion of the overall Scope, and are payable within 30 days of receipt by the Town. Permitting and other regulatory fees may be paid directly the Town, or by LaBella upon the respective submissions (if applicable) and reimbursed at cost but are not included in the above Fee.

Conclusion

Brian Houston, P.E. will continue to serve as LaBella’s Program Manager for this contract, providing direction and oversight for other staff 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 this proposal on the signature line 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) 941-2110.

Sincerely,
LaBella Associates, P.C.



Brian Houston, P.E.
Water/Wastewater Market Leader

Town of Lake Lure, North Carolina

By: _____
Authorized Signature

Title _____

Date _____

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: June 28, 2023**

SUBJECT: Project Manager Updates

AGENDA INFORMATION:

Item Number: V
Department: Project Management
Contact: Mike Dydula, Project Manager
Presenter: Mike Dydula, Project Manager

BRIEF SUMMARY:

Project Manager Mike Dydula will provide Council with an update in regard to ongoing major projects.

ATTACHMENTS:

Project Manager Progress Report should be available at the time of the meeting

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: June 28, 2023**

SUBJECT: Discuss Emergency Shelter / Lake Lure Classical Academy Cafeteria

AGENDA INFORMATION:

Item Number: VI
Department: Fire/Emergency Management
Contact: Dustin Waycaster, Fire Chief
Presenter: Dustin Waycaster, Fire Chief

BRIEF SUMMARY:

Lake Lure Classical Academy (LLCA) is in the process of building a cafeteria. A cafeteria, along with other factors that the LLCA already possess, assist in meeting requirements to become designated as an emergency shelter. Fire Chief Dustin Waycaster and Communications Director Laura Krejci have been in contact with representatives for the LLCA in regard to establishing the location as an emergency shelter in the future and the needs of each entity.

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: June 28, 2023**

SUBJECT: Budget Review

AGENDA INFORMATION:

Item Number: VII
Department: Finance
Contact: Stephen Ford, Finance Director
Presenter: Stephen Ford, Finance Director

BRIEF SUMMARY:

Finance Director Stephen Ford will lead the review of Fiscal Year 2023-2024 Budget, which has been updated based on past discussions with Town Council. The budget hearing is scheduled for June 28th at 5:00 p.m. Director Ford will also be reviewing the end of year FY 22-23 budget.

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: June 28, 2023**

SUBJECT: Review End of Fiscal Year Budget Amendments

AGENDA INFORMATION:

Item Number: VIII
Department: Finance
Contact: Stephen Ford, Finance Director
Presenter: Stephen Ford, Finance Director

BRIEF SUMMARY:

The following budget amendments are being proposed to close out the fiscal year 2022-2023:

- Budget Amendment #348 for prior year capital rollover funding/expenditures for Public Works vehicle
- Budget Amendment #349 for insurance proceeds recognition
- Budget Amendment #350 for prior year capital expenditures rollover funding for general

The budget amendments will be addressed during the June 28th special meeting at 5:00 p.m.

ATTACHMENTS:

Budget Amendment #348; Budget Amendment #349; Budget Amendment #350

**TOWN OF LAKE LURE
BUDGET AMENDMENT**

Be it ordained by the Board of Commissioners of the Town of Lake Lure that the following amendment be made to the budget ordinance for the fiscal year ending June 30, 2023:

Department: Capital

Purpose: To follow budgetary procedure related to funding prior year expenditures that were a carryover from previous fiscal year. Specifically regarding the payment of invoices for two Public Works vehicles that were approved in prior year and procured in this current fiscal year.

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

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
504	800000		\$52,000	\$52,000

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

Account Name: General Fund Balance
 Account Number: **10-398602**
 Amount: **\$ 52,000**

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

 Finance Officer

 Date

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

Adopted this _____ day of _____, 2023.

**TOWN OF LAKE LURE
BUDGET AMENDMENT**

Be it ordained by the Board of Commissioners of the Town of Lake Lure that the following amendment be made to the budget ordinance for the fiscal year ending June 30, 2023:

Department: Police and Fire----Operating

Purpose: To fund expenditures for vehicle repairs related to vehicle accidents and losses. Expenditures and requested increases offset by insurance received and expected as increased revenues.

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

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
354	4310000		\$10,000	\$43,000
354	4340000		\$40,000	\$60,000

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

Account Name: General Fund Balance
Account Number: **10-398602**
Amount: **\$ 50,000**

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

Finance Officer

Date

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

Adopted this _____ day of _____, 2023.

**TOWN OF LAKE LURE
BUDGET AMENDMENT**

Be it ordained by the Board of Commissioners of the Town of Lake Lure that the following amendment be made to the budget ordinance for the fiscal year ending June 30, 2023:

Department: Fund 58-Sewer Project

Purpose: To ensure approved funding of all sewer related project expenditures from initial phase and prior design/planning.

Section 1. To amend Fund 58-Sewer Project, the expenditures are to be changed as follows:

Line Items	Account Number	Amount Decrease	Amount Increase	Amended Budget
190-691	714000		\$850,000	\$850,000

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

Account Name: General Fund Balance
 Account Number: **10-398602**
 Amount: **\$ 850,000**

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

_____ Date

Finance Officer

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

Adopted this _____ day of _____, 2023.

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: June 28, 2023**

SUBJECT: Discuss Former ABC Store Property Needs

AGENDA INFORMATION:

Item Number: IX
Department: Various
Contact: Hank Perkins, Town Manager
Presenter: Hank Perkins, Town Manager

BRIEF SUMMARY:

Town staff members have been in the process of making necessary improvements to the former ABC Store property. There are additional improvements planned in the near future.

In addition to improvements, Fire Chief Dustin Waycaster visited the old ABC site to evaluate the square footage for different usages. Based on the square footage of useable space, without modifications to the walls and building layout, Chief Waycaster determined the following limits:

<u>Type</u>	<u>Load Limits</u>
Assembly With Chairs only	242
Assembly With tables and chairs	113
Mercantile	28
Business areas	17
Stages and Platforms	Would Need 15sqft per person in the area.

Depending on the building use, Chief Waycaster advises that there may be a need for the installation of additional exits and other improvements to meet code requirements. The building has three restrooms with one toilet each, which County building inspections will review. The Town's Community Development Department will need to provide guidance in regard to parking needs.

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: June 28, 2023**

SUBJECT: Discuss Former ABC Store Property Marketing Plan

AGENDA INFORMATION:

Item Number: X
Department: Administration
Contact: Hank Perkins, Town Manager
Presenter: Hank Perkins, Town Manager

BRIEF SUMMARY:

The Town had a market rent study report completed for the former ABC Store property. Using a calculated formula, the appraiser who completed the study concluded that it is appropriate for the Town to rent the property for \$1,995 per month. Town Council members indicated the desire to advertise a Request for Proposal (RFP) for renting the proposed, as soon as possible. Town Manager Hank Perkins determined that the next steps should be to plan to market the former ABC Store, review the plan with Council, advertise, entertain proposals, and receive and review proposals. It was also recommended that a small ad hoc committee evaluate proposals and make a recommendation to Town Council. Town Manager Perkins will present a plan to market the former ABC Store and hold discussion with Council.

ATTACHMENTS:

Town Manager Perkins will provide documents at the time of the meeting.

LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: June 28, 2023

SUBJECT: Discuss New ABC Store Location Signs

AGENDA INFORMATION:

Item Number: XI
Department: Community Development
Contact: Michael Williams, Community Development Director
Presenter: Michael Williams, Community Development Director

BRIEF SUMMARY:

Following the recent move, the ABC Store erected two projecting attached signs supporting by the building walls. Town of Lake Lure Code of Ordinances Sec. 36-336 (b) (1) states that one sign shall be permitted. Thus, the Store is currently out of compliance since two signs are present. Sec. 36-333 (“*Signs exempt from regulations*”) states the following:

- (2) *Signs of a governmental body, including traffic warning or regulatory signs and devices. These signs shall also include other governmental signs including building identification, directional information, and welcome signs. Signs of a governmental body, other than the town, require town council approval, regardless of the type of sign, unless otherwise exempted by federal or state law. Although exempt from sign regulations, specific governmental signs like building identification, directional information, and welcome signs must be reviewed by the planning board and approved by town council. However, traffic control signs, traffic warning signs, public notices, or signs of a similar nature need only town manager approval.*

Since the ABC Store is under the direction of the State of North Carolina ABC Commission, there has been speculation that the ABC Store signs could fall under signs of governmental bodies, which is exempt from regulations upon Zoning and Planning Board review and Town Council approval. The Zoning and Planning Board reviewed the signs at the May 20, 2023 Board meeting.

ATTACHMENTS:

Pictures of the ABC Store Signs; Section 36-336 (b) (1); Section 36-333 (2)

ABC Store Sign (Government sign? Recommendation for limitations: logo letters only for supplemental sign(s))



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- a. One non-illuminated sign not to exceed 12 square feet per sign face and a height not to exceed six feet from ground level shall be permitted for family care homes.
 - b. Subdivision developments and planned units developments (except in R-1D) shall be permitted one sign per entrance identifying the development. Said sign may be illuminated. Said sign shall not exceed 50 square feet per sign face. Any additional identification or directional signs abutting public thoroughfares in the development shall not exceed 30 square feet per sign face. Each entrance identification sign shall require a separate permit fee and is classified as a business designation sign. Additional signs along public thoroughfares shall be classified as additional signs and the permit fees will be in accordance with section 36-340.
 - c. Up to two decorative non-advertising flags of not more than three feet by five feet in size shall be permitted as accessory to any residential structure. Said flags shall be exempt from the permit requirements of this chapter.
- (2) R-1, R-2, R-3, R-1A, R-1B and R-1C districts: shall permit one attached non-illuminated sign not exceeding three square feet per sign face on plots containing permitted public utility buildings or home occupations or uses, other than accessory.
- (3) R-1, R-2, R-3, and R-4 districts:
- a. One flat sign not to exceed 12 square feet, identifying the premises of or on which permitted nonresidential uses are located [shall be permitted]. Such signs shall not be illuminated by either an internal or external source. This subsection shall not apply to home occupations, signs in which are regulated by the terms of section 36-232(j).
 - b. One freestanding sign identifying the nonresidential premises may be permitted in lieu of a flat sign; provided, however, it does not exceed 24 square feet per sign face, does not exceed seven feet in height, and is not closer than ten feet to the public right-of-way. Such sign shall not be illuminated by either an internal or external source.
 - c. Churches are permitted to erect on the premises a freestanding sign, either non-illuminated or illuminated, no closer than ten feet to the right-of-way, not to exceed 24 square feet per sign face area and not exceeding seven feet in height, provided that such sign is so shielded that the source of light is not visible from any abutting residence.
 - d. Mobile home parks in R-2 districts shall be governed by the same sign provisions as provided for subdivisions and planned unit developments, except that no sign shall exceed 24 square feet per sign face.
- (4) All businesses operating under a special use permit as authorized in section 36-101 in any residential district shall be governed by subsection (b) of this section, unless otherwise specified by the board of adjustment.

(b) *Business, commercial and industrial districts.*

- (1) *Sign permitting and maintenance.* As this subsection is applied to commercial centers, the commercial center owner shall be responsible for securing permits and maintaining the following signs:**
- a. ***Commercial center signage.* Each commercial center, as defined herein, shall be allowed one freestanding, double-faced, detached sign, or up to three suspended or flush attached signs, identifying the center. A freestanding detached sign may also contain the names of individual businesses located in the commercial center and may be illuminated. The aggregated total sign face area of said signs shall not exceed 100 square feet. Signs listed in sections 36-333, 36-334 and 36-337 shall not be included in the allowable area calculated.**

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- b. *Individual business entry signage.* In addition, each individual business in the commercial center having a separate individual outside entrance serving the general public shall be permitted one projecting or flush attached sign, as defined herein, to identify the public entrance to that business. Said business entrance signs shall be positioned adjacent to the entrance of said business. The total aggregate area of the business entrance signs shall not exceed three percent of the gross area of the frontage wall, nor shall any single sign exceed 240 square feet. The signs may be illuminated. Signs listed in sections 36-333, 36-334 and 36-337 shall not be included in the allowable area calculated.
- c. *Incidental flat signs.* Incidental flat signs affixed to the exterior side of the building wall on which the main entrance of the business is located, indicating an incidental use such as a pharmacy, garden center, deli or similar accessory use in a commercial center, shall be permitted. In no case shall the total aggregate area of incidental flat signs exceed two percent of the gross area of the frontage wall face, as defined herein, nor shall any single sign exceed 160 square feet.
- (2) *Allowable sign area.* Any business establishment not operating in a commercial center shall be allowed a maximum of 50 square feet of sign area as defined in section 36-327. Said sign area may be divided between a maximum of two signs. Signs may be illuminated. Signs listed in sections 36-333, 36-334 and 36-337 shall not be included in these calculations.
- (3) *Commercial subdivision development requirements.* Commercial subdivision developments shall be permitted one double-faced sign or two single-faced signs per entrance identifying the development, and shall be subject to the following:
- Said sign may be illuminated.
 - Said sign shall not exceed 50 square feet per sign face. Signs listed in sections 36-333, 36-334 and 36-337 shall not be included in the allowable area calculated.
 - Any additional directional signs abutting public thoroughfares in the development shall not exceed 30 square feet per sign face.
 - Each entrance identification sign shall require a separate permit fee and is classified as a business designation sign. Additional signs along public thoroughfares shall be classified as additional signs and the permit fees will be in accordance with section 36-340.
- (4) *Commercial sponsor name or motif.* Any signs permitted in business, commercial or industrial districts may contain a commercial sponsor name or motif provided that the total commercial name or motif shall not exceed 25 percent of the total allowable sign face area and shall be included in the total of sign face area.
- (5) *Changeable copy.* No sign in this subsection (b) shall have more than 50 percent of its sign face area devoted to changeable copy.
- (6) *Maximum height.* The maximum height of any freestanding detached sign shall be 16 feet; all other signs shall not project above the base of the roof of the building to which they are attached.
- (7) *Sign location restriction.* Signs in this subsection (b) may be located within required front yards so long as no portion of any sign encroaches into any right-of-way and further provided that signs within 50 feet of any property zoned residential shall be no closer than ten feet to the right-of-way.
- (8) *Decorative flags.* Up to two decorative flags of not more than three feet by five feet in size shall be permitted for each 50 feet of street frontage as accessory to any business. Said flags may include artwork depicting the products and services available from the business and shall be exempt from the permit requirements of this chapter.

Sec. 36-331. Administration.

The zoning administrator shall be responsible for the administration and enforcement of this article.

(Code 1989, § 92.152)

Sec. 36-332. Permits required.

All existing signs and all signs hereafter erected, placed, posted, attached, painted or otherwise made visible from an adjacent property or right-of-way require a sign permit in accordance with the provisions of this article except as otherwise prohibited, exempted or not requiring a permit by this article. Any sign which requires a permit which is displayed without the requisite permit shall be in violation of this chapter and shall be considered an illegal sign.

(Code 1989, § 92.153)

Sec. 36-333. Signs exempt from regulations.

The following signs are exempt from the regulations of this article:

- (1) Signs not visible from beyond the boundaries of the property on which they are located.
- (2) Signs of a governmental body, including traffic warning or regulatory signs and devices. These signs shall also include other governmental signs including building identification, directional information, and welcome signs. Signs of a governmental body, other than the town, require town council approval, regardless of the type of sign, unless otherwise exempted by federal or state law. Although exempt from sign regulations, specific governmental signs like building identification, directional information, and welcome signs must be reviewed by the planning board and approved by town council. However, traffic control signs, traffic warning signs, public notices, or signs of a similar nature need only town manager approval.
- (3) Trade names, graphics, and prices which are located on gas pumps, newspaper, soft drink and similar vending devices.
- (4) Flags, or insignia of any governmental, nonprofit, or business organization when not displayed as an advertising device.
- (5) Seasonal/holiday signs and decorations associated with a national or religious holiday.
- (6) Warning of danger signs posted by utility or construction companies.
- (7) Signs on vehicles indicating the name of a business, unless the immediate use of the vehicle is for the display of signs.
- (8) Signs required by law, statute or ordinance.

(Code 1989, § 92.154; Ord. of 5-13-2014; Ord. of 9-13-2016)

Sec. 36-334. Signs exempt from permit requirements.

The following signs shall not require a permit and shall not be counted as part of the allowable sign area. However, such signs shall conform to the requirements set forth below as well as other applicable requirements of this article.

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: June 28, 2023**

SUBJECT: Discuss Lake Lure Tours Concession Agreement

AGENDA INFORMATION:

Item Number: XII
Department: Administration
Contact: Hank Perkins, Town Manager
Presenter: Hank Perkins, Town Manager

BRIEF SUMMARY:

There has been recent discussion with Lake Lure Tours (LLT) in regard to the terms of the Concession Agreement between the Town and LLT. One suggestion has been to enter a new agreement with an additional 5 years added to the term, which would span from 2023 to 2033. In conjunction, LLT would agree to assume responsibility for all maintenance. Town Attorney William Morgan, Town Manager Hank Perkins, and LLT are in the process of drafting a proposed agreement which entails the desires of each entity.

ATTACHMENTS:

Draft Concession Agreement will be available at the time of the meeting.

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: June 28, 2023**

SUBJECT: Discuss Fiscal Year 23-24 Salary Grade Schedule

AGENDA INFORMATION:

Item Number: XIII
Department: Administration
Contact: Hank Perkins, Town Manager
Presenter: Hank Perkins, Town Manager

BRIEF SUMMARY:

Town staff has recommended a 6.25% cost of living adjustment (COLA) to be approved within the upcoming fiscal budget. Staff has drafted a proposed FY 23-24 Salary Grade Schedule to reflect the COLA, if approved. Staff requests that Town Council review and discuss the proposed Salary Grade Schedule.

ATTACHMENTS:

Proposed FY 23-24 Salary Grade Schedule

Town of Lake Lure Salary Schedule Fiscal Year 2023/2024

COLA
6.25%

Salary Grade	Classification	FLSA	Minimum		Mid-Point		Maximum	
10		N	\$25,847	\$24,326	\$32,309	\$30,408	\$38,772	#####
11		N	\$27,140	\$25,543	\$33,925	\$31,929	\$40,368	#####
12		N	\$28,498	\$26,821	\$35,621	\$33,525	\$42,746	#####
13		N	\$29,922	\$28,162	\$37,402	\$35,202	\$44,883	#####
14		N	\$31,417	\$29,569	\$39,272	\$36,962	\$47,126	#####
15	Utility Maintenance Technician I	N	\$32,989	\$31,049	\$41,237	\$38,811	\$49,670	#####
16		N	\$34,639	\$32,601	\$43,299	\$40,752	\$51,957	#####
17		N	\$36,370	\$34,231	\$45,463	\$42,789	\$54,556	#####
18	Firefighter	N	\$38,189	\$35,943	\$47,736	\$44,928	\$57,283	#####
18	Pubic Services Admin Support	N	\$38,189	\$35,943	\$47,736	\$44,928	\$57,283	#####
18	Administrative Support Specialist	N	\$38,189	\$35,943	\$47,736	\$44,928	\$57,283	#####
18	CDD Administrative Support	N	\$38,189	\$35,943	\$47,736	\$44,928	\$57,283	#####
18	Accounting Clerk I	N	\$38,189	\$35,943	\$47,736	\$44,928	\$57,283	#####
18	Police Administrative Assistant	N	\$38,189	\$35,943	\$44,928	\$44,928	\$57,283	#####
19	Firefighter Engineer	N	\$40,099	\$37,740	\$50,123	\$47,174	\$60,148	#####
19	Police Officer	N	\$40,099	\$37,740	\$50,123	\$47,174	\$60,148	#####
19	Utility Maintenance Technician II	N	\$40,099	\$37,740	\$50,122	\$47,174	\$60,148	#####
20	Customer Service Specialist	N	\$42,105	\$39,628	\$52,570	\$49,478	\$63,156	#####
20	Hydroelectric Dam Operator I	N	\$42,105	\$39,628	\$49,478	\$49,478	\$63,156	#####
20	Fire Lieutenant	N	\$42,105	\$39,628	\$52,570	\$49,478	\$63,156	#####
20	Utility Maintenance Technician III	N	\$42,105	\$39,628	\$52,570	\$49,478	\$63,156	#####
21	Police Corporal	N	\$44,210	\$41,609	\$55,260	\$52,010	\$66,313	#####
22	Fire Captain	N	\$46,419	\$43,688	\$58,024	\$54,611	\$69,627	#####
22	Parks Recreation and Trails Coord	N	\$46,419	\$43,688	\$58,024	\$54,611	\$69,627	#####
23	Accountant	N	\$48,741	\$45,873	\$60,924	\$57,341	\$73,109	#####
23	Dev. & Env. Review Specialist	N	\$48,741	\$45,873	\$60,924	\$57,341	\$73,109	#####
23	Police Sergeant	N	\$48,741	\$45,873	\$60,924	\$57,341	\$73,109	#####
23	Sewer & Street Supervisor	N	\$48,741	\$45,873	\$60,924	\$57,341	\$73,109	#####
23	Water System Supervisor	N	\$48,741	\$45,873	\$60,924	\$57,341	\$73,109	#####
24	Asst Fire Chief/Asst Emerg Mgmt Dir	N	\$51,176	\$48,166	\$63,971	\$60,208	\$76,765	#####
24	Town Clerk	N	\$51,176	\$48,166	\$63,971	\$60,208	\$76,765	#####
25	Police Lieutenant	N	\$53,735	\$50,574	\$65,469	\$65,469	\$80,604	#####
26	Human Resources Specialist	N	\$56,423	\$53,104	\$70,528	\$66,379	\$84,632	#####
27	Assistant Community Dev. Director	N	\$59,244	\$55,759	\$74,055	\$69,699	\$88,865	#####
27	Communications Director	N	\$59,244	\$55,759	\$74,055	\$69,699	\$88,865	#####
28		E	\$62,205	\$58,546	\$74,055	\$69,699	\$93,308	#####
29	Community Development Director	E	\$65,315	\$61,473	\$81,645	\$76,842	\$97,975	#####
29	Assistant Finance Director	N	\$65,315	\$61,473	\$81,645	\$76,842	\$85,679	#####
29	Fire Chief/Emergency Management Director	E	\$65,315	\$61,473	\$81,645	\$76,842	\$97,975	#####
29	Dam and Hydroelectric Director	E	\$65,315	\$61,473	\$81,645	\$76,842	\$97,975	#####
29	Parks Recreation and Lake Director	E	\$65,315	\$61,473	\$81,645	\$76,842	\$97,975	#####
29	Public Works Director	E	\$65,315	\$61,473	\$81,645	\$76,842	\$97,975	#####
30	Police Chief	E	\$68,582	\$64,548	\$85,726	\$80,683	\$102,872	#####
31	Finance Director	E	\$72,010	\$67,774	\$90,014	\$84,719	\$108,017	#####
32		E	\$75,611	\$71,164	\$94,515	\$88,955	\$113,418	#####
33		E	\$79,392	\$74,722	\$99,240	\$93,403	\$119,090	#####
34		E	\$83,361	\$78,457	\$104,202	\$98,072	\$125,043	#####
35	Project Manager	E	\$87,530	\$82,381	\$109,413	\$102,977	\$131,295	#####

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: June 28, 2023**

SUBJECT: Discuss Dance Festival

AGENDA INFORMATION:

Item Number: XIV
Department: Communications
Contact: Laura Krejci, Communications Director
Presenter: Laura Krejci, Communications Director

BRIEF SUMMARY:

Communications Director Laura Krejci will detail the Dance Festival scheduled for the weekend of September 16th. Director Krejci will also detail any requests that have been made by the event organizer.

**LAKE LURE TOWN COUNCIL
AGENDA ITEM REQUEST FORM
Meeting Date: June 28, 2023**

SUBJECT: Town Manager Updates

AGENDA INFORMATION:

Item Number: XV
Department: Administration
Contact: Hank Perkins, Town Manager
Presenter: Hank Perkins, Town Manager

BRIEF SUMMARY:

Town Manager Hank Perkins will provide Council with any updates that are not included on the meeting agenda. Council will also have the opportunity to ask any questions.

XVI

CLOSED SESSION

In accordance with G.S. 143-318.11(a) (6) for the purpose of discussing personnel matters and G.S. 143-318.11 (a) (3) for attorney client privilege.

XVII
ADJOURNMENT