



BOARD OF ALDERMEN

Monday, May 08, 2023 at 6:00 PM

Landis Board Room

AGENDA

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

- 1.1 Call Meeting to Order
- 1.2 Welcome
- 1.3 Moment of Silence and Pledge of Allegiance
- 1.4 Adoption of Agenda

2. CONSENT AGENDA:

All items below are considered to be routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless an Aldermen member so requests, in which event, the item will be removed from the Consent Agenda and placed in the appropriate corresponding Agenda Section to then be considered.

- [2.1](#) Consider Approval of Regular Town Board Meeting Minutes from April 17, 2023.

3. PRESENTATIONS:

- 3.1 Swearing In of Interim Town Manager - Michael Ambrose
- 3.2 Swearing In of Human Resources Officer/Town Clerk - Madison Stegall

4. OLD BUSINESS:

- [4.1](#) Consider Wholesale Sewer Sales Agreement Between City of Kannapolis and Town of Landis.
- [4.2](#) Consider Approval of Relocation of the Town Hall Generator/Budget Amendment #23 – ARPA Project 11.

5. CLOSED SESSION:

5.1 Consider Motion to Go Into Closed Session to Discuss Personnel Matters, Legal Matters, and to Consult with Town Attorney Pursuant to N.C G.S. 143-318.11(a)(3)(6).

6. CITIZEN COMMENTS:

All citizen comments are limited to 3 minutes.

6.1 Citizens' Comments

7. CONSIDERATIONS:

7.1 Consider Moving ARPA Funds to the General Fund

7.2 Consider Approval for Hosting OneBlood Blood Drive June 15th for Employees and Citizens and Consider Employee Incentive of 4-Vacation Hours to Donate Blood.

7.3 Consider Planning Board Nominations

7.4 Consider Adding D.C. Frances Linn Park to Wayfinding Signs and Consider Changing the Location of the Farmers Market to North Central Avenue.

7.5 Consider Approval of Accepting the Parkdale Mills Parking Lot Adjacent to Town Hall as a Donation.

7.6 Consider Approval of Reclassifying Town Clerk Position to Utility Billing Attendant/Deputy Town Clerk

7.7 Consider Approval of Purchasing Spare Sewer Pumps to Ensure Compliance with State Regulations.

8. REPORTS:

8.1 Departmental Reports (Included in the Board packet)

8.2 Financial Report (Included in the Board packet)

8.3 Town Manager Report (Included in the Board packet)

8.4 Strategic Plan Final Report (Included in the Board packet)

9. UPCOMING EVENTS:

9.1 Consider Upcoming Events

10. CLOSING:

10.1 Board Comments

10.2 Motion to Adjourn



Item Cover Page

MEETING TYPE: Board of Aldermen
DATE: May 8, 2023
SUBMITTED BY: Madison Stegall, HR Officer/Town Clerk
ITEM TYPE: Action Item
AGENDA SECTION: Consent Agenda
SUBJECT: Consider Approval of Regular Town Board Meeting Minutes from April 17, 2023.

SUGGESTED ACTION: MOTION TO APPROVE CONSENT AGENDA AS PRESENTED.

ATTACHMENTS: APRIL 17, 2023 MEETING



**TOWN OF LANDIS, BOARD OF ALDERMEN
MONDAY, APRIL 17, 2023 – 6:00 PM
LANDIS BOARD ROOM
MEETING MINUTES**

Present: Mayor Meredith Bare Smith, Alderman Darrell Overcash, Alderman Tony Corriher, Alderwoman Katie Sells

Absent: Mayor Pro Tem Ashley Stewart

Staff Present: Interim Town Manager Phil Conrad, Human Resources Director/Deputy Town Clerk Amber Levi, Town Attorney Rick Locklear, Finance Officer Michael Ambrose, Town Clerk Madison Brown

1. Introduction:

1.1. Call Meeting to Order

Mayor Smith called the meeting to order at 6:00PM.

1.2. Welcome

Mayor Smith welcomed those in attendance.

1.3. Moment of Silence and Pledge of Allegiance

Mayor Smith led those present in a moment of silence and the Pledge of Allegiance.

1.4. Adoption of Agenda

ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED.

Moved by: Tony Corriher, seconded by Darrell Overcash

Motion Passed: 3-0

Voting For: Tony Corriher, Darrell Overcash, Katie Sells

2. Consent Agenda:

ACTION: A MOTION WAS MADE TO APPROVE THE CONSENT AGENDA AS PRESENTED.

Moved by Darrell Overcash, seconded by Katie Sells

Motion Passed: 3-0

Voting For: Tony Corriher, Darrell Overcash, Katie Sells

2.1. Consider Approval of Work Session Meeting Minutes from March 7, 2023, Regular Town Board Meeting Minutes from March 20, 2023, and Annual Board of Aldermen Planning Retreat Minutes from March 31, 2023

2.2. Consider Approval of Town of Landis Police Pay Grade Classification

On March 31, 2023, the Landis Board of Aldermen approved a 10 percent increase to Police Salaries for the positions of Police Officer I through Sergeant. This Pay Grade Classification includes a separate classification for the Police Department. The regular Town of Landis scale remained the same, but the Police classification scale increased by 10 percent.

2.3. Consider Approval of Application for the Stormwater Planning Grant in the amount of \$400,000 for Spring of 2023

The Town of Landis proposes to develop programs and tools to create infrastructure for controlling stormwater quantity and quality by undertaking the following tasks: GIS map the town's existing stormwater assets, perform a stormwater asset condition assessment and evaluation, develop a formal Stormwater Management Plan, develop a stormwater infrastructure operations & maintenance (O&M) plan, develop a 5-year stormwater capital improvement plan. Performing these tasks will provide the tools and guidance that the Town needs to ensure the proper management and long-term sustainability of the stormwater system assets. The deadline for application submittal is May 1, 2023, to the Division of Water Infrastructure of the NC Department of Environmental Quality.

2.4. Consider Approval of Agreement between Town of Landis and Municipal Engineering, Inc. for Professional Engineering Services for Elevated Water Tank Project

The Town Board selected Municipal Engineering, Inc to provide professional engineering services for the 100,000-gallon elevated water tank at the February 13, 2023, meeting. The Town Attorney has reviewed the Municipal Engineering Inc. proposed contract and it is presented for consideration for approval by the Town Board.

2.5. Consider receipt of the Letter of Intent from the NC Division of Water Infrastructure to Fund the Sanitary Sewer Asset Assessment and Evaluation Project through the Asset Inventory and Assessment Grant; and Consider Authorizing Staff to Sign the Federal ID and UEI Forms for this Grant Opportunity

The Town of Landis received notification from the Division of Water Infrastructure of an approval for a Sanitary Sewer Asset Assessment and Evaluation project. The total grant award is \$400,000 from the American Rescue Plan Act (ARPA) and the State Reserve Program (SRP) without a local match.

2.6. Consider a Recommendation of the FY 24 East Landis Fire District Proposed Budget to the Rowan County Board of Commissioners

Each year, the Town is expected to send a recommended tax rate to the Rowan County Board of Commissioners. The requested tax rate is .0425 cents per \$100 valuation. The County ultimately sets the tax rate for the East Landis Fire District.

3. Closed Session:

3.1. Consider Motion to Go into Closed Session to Discuss Personnel Matters, Legal Matters, and to Consult with Town Attorney Pursuant to N.C G.S. 143-318.11(a)(3)(5)(6)

ACTION: A MOTION WAS MADE TO ENTER CLOSED SESSION TO DISCUSS PERSONNEL MATTERS, LEGAL MATTERS, AND TO CONSULT WITH TOWN ATTORNEY PURSUANT TO N.C. G.S. 143-318.11(A)(3)(5)(6).

Moved by Darrell Overcash, seconded by Tony Corriher

Motion Passed: 3-0

Voting For: Tony Corriher, Darrell Overcash, Katie Sells

ACTION: A MOTION WAS MADE TO EXIT CLOSED SESSION.

Moved by Darrell Overcash, seconded by Tony Corriher

Motion Passed: 3-0

Voting For: Tony Corriher, Darrell Overcash, Katie Sells

4. Citizen Comments:

4.1. Citizen Comments

Nadine Cherry: 410 West Garden Street

“I know this Board is tired of hearing what I have to say. You can see it in your facial expressions when I speak. During the annual retreat last month, I was forced to go outside while the Board was on dinner break, why? The motion was made to go into recess for lunch and then immediately into executive session. I was going to stay on the inside until the Boards dinner break was over, but I was told that if I did not go outside the Police would be called. If you raise your hand to let them know you didn’t hear what was spoken, an Alderman makes a statement “you can’t hear what’s being spoken from 6ft away?” The same Alderperson sends you a text letting you know they want to speak to you at the conclusion of the meeting but never came up to me after the meeting as I was standing at the back of my car. Remember the power outage some of the people just went through 2 weeks ago this coming Friday. Last, but not least, as many of you know I posted about my back windshield being busted out last Monday night or early Tuesday morning. If you see something say something. Remember this is just one of the uses of our tax money that we pay.”

5. Old Business:

5.1. Consider Approval for Surplusing the 1980 Bame Trailer and 1989 John Deere Backhoe
Staff recommends setting the reserve for the 1980 Bame Trailer at a minimum of \$5,000
and setting the reserve for the 1989 John Deere 310C Backhoe Loader at a minimum of
\$7,000

ACTION: A MOTION WAS MADE TO SURPLUS THE 1980 BAME TRAILER FOR A MINIMUM OF \$5,000 AND THE 1989 JOHN DEERE BACKHOE FOR A MINIMUM OF \$7,000.

Moved by Katie Sells, seconded by Tony Corriher

Motion Passed: 3-0

Voting For: Tony Corriher, Darrell Overcash, Katie Sells

6. Considerations:

6.1. Consider Approval of Kannapolis YMCA Proposal for Use of Landis Swimming Pool 2 Times Per Week Beginning the Week of June 12th for 8 Consecutive Weeks

The Parks and Recreation Director, Jessica St. Martin, met with the Kannapolis YMCA Camp Programs and Aquatics Directors recently. The Y has some major damages and repairs to their building where the swimming pool is located which has caused them to temporarily close the facility. They are unsure of a definite date of completion. They are looking into pool options for their summer camps in the event the facility cannot open. They would like to propose or request the use of the Town facility. In addition, the Aquatics Director, Kendra Sanders, does all of the Town's lifeguard certification courses each season. She has also created additional classes in order to accommodate the Town's lifeguard schedules and certification needs. She may also be able to assist in putting the Town in contact with some of their lifeguards during their pool closure. The Town's pool hours last year were 11:00 am to 6:00 pm. The Kannapolis Y is requesting usage during the morning hours primarily before the Town opens to the public. This usage would not interfere with the Town's capacity ratios or accommodating large groups with members and daily guests. It would also not require any additional staffing from us. Their request is contingent on the work progress and repair completion.

Mr. Belfield from the YMCA addressed the Board to explain the proposal and ensured there would be no interference between the Y's pool usage and the Town's normal pool hours.

ACTION: A MOTION WAS MADE TO ACCEPT THE PROPOSAL FOR THE ROWAN-CABARRUS YMCA, KANNAPOLIS BRANCH LANDIS OUTDOOR POOL USE AGREEMENT.

Moved by Darrell Overcash, seconded by Katie Sells

Motion Passed: 3-0

Voting For: Tony Corriher, Darrell Overcash, Katie Sells

6.2. Consider Approval of Budget Amendment #23 for Relocating the Proposed Town Hall Generator Away from the Building (ARPA Project# 11)

TABLED

The Town Hall Generator Bid was approved by the Board at the January 9, 2023, meeting. A budget amendment was presented at the February 13, 2023, meeting and was subsequently approved (Budget Amendment# 16 / ARP Project #11). During the kickoff meeting, it was determined that the location of the Generator would conflict with the drop box for payments to the Town. It has been requested that the contractor look at a location in the back of the parking lot, which would result in some additional costs. A budget amendment would be needed to cover these costs in the amount of \$17,811 using American Rescue Plan (ARP) Grant funds.

Mr. Norman, the project architect, addressed the Board and explained that when the generator was originally placed the previous staff involved in the project attempted to complete it in the cheapest and least impacting way possible. Mayor Smith added that the Public Works Director was not consulted in the placement of the generator, and it is currently set to be placed over a sewer line.

Alderman Corriher expressed his opposition for the generator purchase to begin with, and further expressed his disagreement with spending more money to move the generator.

Alderman Overcash also expressed his opposition for the generator and his disagreement with spending more money to move the generator as well.

Alderman Corriher posed the question if the gas piping and meter connection were large enough to hook the generator up to. Mr. Norman explained that the piping was included in the price, but he was unsure if the Dominion Energy meter was big enough for the generator.

Alderman Sells asked Mr. Conrad if Staff could contact Dominion Energy and get some answers for the generator connection.

Mr. Norman expressed that this project is on a sensitive timeline since the generator has been ordered and is in production.

Alderman Sells asked if it would be possible to table this item to contact Dominion Energy and get an exact price for the project.

Mr. Conrad conveyed that it is possible to table this item, but he is unsure what that could do to the timeline for the project.

ACTION: A MOTION WAS MADE TO TABLE ITEM 6.2 UNTIL THE MAY MEETING.

Moved by Katie Sells, seconded by Tony Corriher

Motion Passed: 3-0

Voting For: Tony Corriher, Darrell Overcash, Katie Sells

7. Reports:

ACTION: A MOTION WAS MADE TO ACCEPT ITEMS 7.1, 7.2, and 7.3 AS PRESENTED.

Moved by Darrell Overcash, seconded by Katie Sells

Motion Passed: 3-0

Voting For: Tony Corriher, Darrell Overcash, Katie Sells

7.1. Departmental Reports (Included in Board Packet)

7.2. Finance Report (Included in Board Packet)

7.3. Town Manager Report (Included in Board Packet)

8. Upcoming Events:

8.1.

- Monday -Saturday, May 1- 6 : Love Landis Week : Town Beautification Projects and Helping Citizens in Needs with the Brook Church and the Love Landis Photo Tag Contest
- Thursday, May 4: Board of Aldermen Work Session: 5:30 PM: Landis Board Room
- Friday, May 5: Classic Car Cruise-In: 5-9 PM: Down Town Landis: Check Town Website for Additional Details
- Saturday, May 6 : Shred It Event : 10AM-1PM : Public Works : Ensure that your sensitive information stays confidential and bring your paper items that need to be shredded.
- Monday, May 8: Board of Aldermen Regular Scheduled Meeting: 6:00 PM: Landis Board Room
- Tuesday, May 9: Planning Board Meeting: 6:00 PM: Landis Board Room
- Monday, May 29: Town Hall Closed in Observance of Memorial Day

9. Closing:

9.1. Board Comments

Alderman Sells: “Thank you to all Town Employees who worked during the power outage and thank you citizens for being understanding during that time.”

Alderman Overcash: “I would like to tell Mrs. Amber Levi that we are going to miss you. And it’s not only from this room or in this office that I’ve heard but out on the streets that people love you and are going to miss you.”

Mayor Smith: “Thank you for everybody coming. We will miss you Amber, you know where we are so come see us. Come to the cruise-in and enjoy some good food.”

9.2. Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN.

Moved by Darrell Overcash, seconded by Katie Sells

Motion Passed: 3-0

Voting For: Tony Corriher, Darrell Overcash, Katie Sells

Respectfully submitted,

Madison Stegall, Town Clerk



Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Administration

ITEM TYPE: Action Item

AGENDA SECTION: Old Business (Tabled item from the 3/31/23 Board of Aldermen Annual Retreat)

SUBJECT: Consider Wholesale Sewer Sales Agreement Between City of Kannapolis and Town of Landis.

BACKGROUND: Wilmer Melton, Assistant City Manager of Kannapolis, will be at the 5/4/23 Work Session Meeting to discuss the sanitary sewer situation at the Club at Irish Creek, the Interlocal Agreement, a map of the area, and the current WSACC system development fees.

SUGGESTED ACTION: MOTION TO ADOPT INTERLOCAL WHOLESALE SEWER SALES AGREEMENT WITH THE CITY OF KANNAPOLIS.

ATTACHMENTS: 1. THE CLUB AT IRISH CREEK SUBDIVISION SANITARY SEWER LETTER TO LANDIS TOWN MANAGER. 2. WHOLESALE SEWER SALES AGREEMENT 3. IRISH CREEK HOUSES MAP 4. WSACC SYSTEM DEVELOPMENT FEES 5. LANDIS SALISBURY SEWER AGREEMENT 6. SUPPORTING MINUTES



KANNAPOLIS

March 24, 2023

Re: The Club at Irish Creek Subdivision Sewer Flow from Landis to Kannapolis

Dear Mr. Conrad,

The Club at Irish Creek Subdivision located off W Fifth Street in Landis, NC was developed from 2005-2008 as a higher-end residential development for Southern Rowan County adjacent to Kannapolis Country Club. During initial development, the City of Kannapolis (Kannapolis) worked with the Town of Landis (Landis) and developer to provide sanitary sewer service to the subdivision. Although the subdivision lies within the Town of Landis, the topography of the site naturally allows the subdivision sanitary sewer to flow into the City of Kannapolis' system.

In 2007, the economic environment began to change, and the country started to experience a period of economic stagnation and recession. The economic downturn stalled the completion of the Irish Creek Subdivision. As progress slowed on the subdivision, the lack of substantial sewer flows limited the need for metering. Kannapolis mutually agreed with Landis to delay the need for a sewer meter until the economic climate improved. As a result, Kannapolis has not accepted any fees or revenues for the Irish Creek Subdivision related to sewer collection, transmission, pumping, and treatment. Now, with an improved economy, nearly half the lots in the Irish Creek Subdivision are either built or under construction. The level of development in the subdivision justifiably necessitates the need to start metering sewer.

Kannapolis is providing the proposed Interlocal Agreement (Agreement) that includes a sufficient time to design, procure and install a sewer meter. The meter will allow for accurately measuring the discharge volumes from the Landis to Kannapolis. The Agreement will only accept sewer from the existing Irish Creek Subdivision and shall be sufficiently allocated for the full buildout of the existing 70 lots. Kannapolis staff is not recommending to City Council that it seek compensation for past sewer flows but there is expectation for payments to begin related to current and future flow upon execution of the attached agreement.

Effective today, and until a formal agreement is established, additional sewer connections and flow cannot be accepted from Landis. In addition to payments to Kannapolis for monthly wastewater transmission, treatment and pumping cost, Landis will be responsible for payment of the WSACC system development fees in accordance with the attached schedule of fees. These fees are based on meter size. Landis will be responsible for providing proof of meter size for each connection. These fees are subject to change at the discretion of the WSACC Board of Directors. Under this arrangement, Kannapolis would provide an allocation permit for each remaining lot to be developed prior to issuance of a zoning clearance permit from Landis or building permit from Rowan County.

In closing, we look forward to working with Landis to correct this outstanding matter and establish a wholesale sanitary sewer sales agreement that is mutually beneficial to both parties.

Sincerely,

Wilmer Melton, III

Wilmer Melton, III
Assistant City Manager
City of Kannapolis

**Wholesale Sewer Sales Agreement
Between Landis and Kannapolis**

This Agreement (the "Agreement") is made and entered into this ___ day of _____, 2022, by and between the Town of Landis (hereinafter referred to as "Landis"), and the City of Kannapolis (hereinafter referred to as "Kannapolis") sometimes hereinafter collectively referred to as the "Parties" pursuant to the provisions of North Carolina General Statute Sections 160A-318 and 160A-461.

WITNESSETH

WHEREAS, Kannapolis operates and maintains a municipal sewer collections system which includes but is not limited to sewer pump stations and collection lines, and

WHEREAS, Landis operates and maintains a municipal sewer collections system which includes but is not limited to a sewer pump stations and collection lines; and

WHEREAS, Landis desires to purchase and Kannapolis desires to sell wastewater treatment capacity for municipal purposes in accordance with the terms, conditions and provisions of this Agreement; and

WHEREAS, Kannapolis has sufficient capacity to transport and treat wastewater to serve the needs of Landis as specifically provided in this Agreement only; and

WHEREAS, existing sanitary sewer connections are currently in place and planned connections to be in place as part of the Irish Creek Kannapolis Lake Development and between the Parties.

NOW, THEREFORE, in consideration of the premises, covenants and agreements contained in this Agreement, the Parties agree as follows:

1. Purpose. The purpose of this Agreement is to provide terms for the sale of wastewater treatment capacity by Kannapolis to Landis.
2. Duration of Agreement. The term of this Agreement is ten (10) years from and after execution by both parties unless terminated as herein provided. The Agreement commences on the date _____. The Anniversary Date is twelve months thereafter.

- 3. Wastewater Treatment Charge. The rate for the sale of each 1,000 gallons of wastewater from Landis to Kannapolis shall be as follows which includes all operations, maintenance, transmission, and treatment costs (the "Costs") to supply water to Landis:

Year 1 - \$4.42	Year 6 - \$5.12
Year 2 - \$4.55	Year 7 - \$5.27
Year 3 - \$4.69	Year 8 - \$5.43
Year 4 - \$4.83	Year 9 - \$5.59
Year 5 - \$4.97	Year 10 - \$5.75

- 4. Quantity of Wastewater. Kannapolis will supply daily wastewater treatment up to Twenty Thousand (20,000 gallons per day) as may be required by Landis. Landis will be charged only for wastewater conveyed as measured by meter(s).
- 5. Operation and Maintenance. Landis shall be responsible for the maintenance of the system interconnections with Kannapolis including but not limited to quarterly meter recalibration and replacements as deemed necessary by Kannapolis, pump maintenance, repair, replacement, valve maintenance, line cleaning, and all other related general maintenance to the Landis wastewater collection system, metering flume locations and interconnections. Landis will notify Kannapolis in advance and receive written authorization from the City Manager or his designee prior to altering the present configuration of the system interconnections.

Landis shall seek approval from Kannapolis and NCDEQ and construct a metering system for the existing Irish Creek Development that discharges wastewater to the existing Kannapolis Golf Course Sewer Lift Station within 18 months. This metering system shall then adhere to all operations and maintenance requirements.

- 6. Development Fees. All applicable Water and Sewer Authority of Cabarrus County (WSACC) development fees shall be paid to Kannapolis for any and all connections made to the Landis Sewer System in which the wastewater is discharged to the Rocky River Basin for treatment. Payments shall be submitted to Kannapolis prior to building permits being issued by Rowan County. Landis shall pay Kannapolis the development fees charged by WSACC, and Kannapolis shall submit payments to WSACC.
- 7. Termination. This Agreement may be terminated by either party upon 90 days advance written notice to the other party.
- 8. Amendments. This Agreement may be amended only by consent of both Parties in writing.

IN WITNESS WHEREOF, Kannapolis and Landis have executed this Agreement the day and year first above written.

Adopted this ____ day of _____, 2023.

CITY OF KANNAPOLIS

BY:

Milton D. Hinnant, Mayor

ATTEST:

Bridgette Bell, MMC, NCCMC
City Clerk

TOWN OF LANDIS

BY:

Meredith Smith, Mayor

ATTEST:

Madison Stegall, Town Clerk

Irish Creek Sewer Connections

Total Parcels-70

Construction-4

House-32

No House-33

Office-1



**Water & Sewer Authority of Cabarrus County
System Development Fees (Wholesale)
Effective July 1, 2022-June 30, 2023**

<u>Meter Size in Inches</u>	<u>System Development Fees</u>
5/8 & 3/4"	\$ 2,040
1"	\$ 5,100
1.5"	\$ 10,200
2"	\$ 16,320
3"	\$ 30,601
4"	\$ 51,001
6"	\$ 102,002
8"	\$ 163,203
10"	\$ 244,804
12"	\$ 540,610

Per SDF Ordinance Section II.1.
Single Family, Apartments, Condominiums and Duplexes will be
calculated on a per unit basis, and assumed to be a 5/8" connection.

NORTH CAROLINA
ROWAN COUNTY

AGREEMENT

THIS AGREEMENT, made and entered into this 26th day of July, 1983, by and between the City of Salisbury, a municipal corporation of Rowan County, North Carolina, hereinafter referred to as the CITY, party of the first part, and the Town of Landis, a municipal corporation of Rowan County, North Carolina, hereinafter referred to as TOWN, party of the second part.

WITNESSETH:

THAT WHEREAS, the City and the Town are both located on the Grants Creek drainage basin of Rowan County; and

WHEREAS, the Town is possessed of a waterworks system, and through such system supplies water for the use of the Town's inhabitants and industries; and

WHEREAS, the Town is possessed of a sanitary sewer system for the use of the Town's inhabitants and industries; however, the Town presently deems it necessary to either construct improvements to its own sewage treatment plant located on Grants Creek, or to connect its sewer system directly with the City's sewage system in order for its sewage to flow into the City's Grants Creek wastewater treatment plant for treatment before being discharged into the surface waters of Grant Creek; and

WHEREAS, in order to eliminate the cost and necessity of constructing improvements to its sewage treatment plant, the Town has requested and by this agreement does request permission to connect its sanitary sewer system with the City's system; and

WHEREAS, Section 26-87, Article V, Chapter 26, of the Code of the City, as amended, provides the rules and regulations for any municipality desiring to discharge sewage into the City's sewage system.

NOW, THEREFORE, for and in consideration of the premises and mutual covenants herein contained the parties agree as follows:

- 1. The Town agrees to adopt and implement a Sewer Use Ordinance which conforms to the minimum requirements of all applicable rules, regulations and laws of the United States, the State of North Carolina and the City of Salisbury, a copy of which is attached hereto as Exhibit "A". Town further agrees to consult with City from time to time

on matters of mutual interest which may require amending of the Sewer Use Ordinance.

2. The City agrees to permit the Town to connect its sewage system to the City's sewage system and to discharge its sewage in an amount up to and including a maximum average daily flow of 2.0 million gallons per day into said system for treatment at the City's Grants Creek wastewater treatment plant.

3. The Town agrees to connect its sewage system to the City's sewage system at the point or points designated on the blueprint of the proposed Town interceptor sewer prepared by Peirson & Whitman, Inc., Consulting Engineers, a copy of which is attached hereto as Exhibit "B".

4. The Town agrees to pay the City on a monthly basis for sewer service pursuant to Sections 26-78 and 26-87, Article V, Chapter 26, of the Code of the City, as amended.

5. The City agrees that the rates charged to the Town will be the same as those charged to inside City sewer users; provided, the Town agrees to pay any increase of inside City sewer rates authorized by the City Council while this agreement is in effect.

6. The Town agrees that the sewer service charge shall be determined on a monthly basis by utilizing the sewer rate defined in Articles 4 and 5, above, multiplied by the total volume of raw water pumped to the Town's Water Treatment Plant. In addition, the Town agrees that the sewer service charge herein provided shall apply to all users of the Town's sewer system, regardless of their water source. In order to determine the sewer service charge for those users not obtaining water from the Town's water distribution system, the Town agrees to either:

- a. Require those users to install meters to measure the quantity of water used, or
- b. Estimate the quantity of water used in a manner acceptable to the City.

In those cases in which meters are installed to measure the quantity of water used, the Town agrees to provide meter readings to the City on a monthly basis. However, in the event the Town sells water to user(s) located inside or outside the Town's designated Service Area and those water users are not connected to Town's sewer system, such total

volume of water as these users purchase from Town shall be deducted from the monthly raw water meter readings. In addition, in the event the Town sells water to user(s) located inside or outside the Town's designated Service Area and those water users are connected to Town's sewer system but that portion of Town's sewer system into which the user discharges is not connected to, nor such discharge is made into, City's sewer system, such total volume of water as these users purchase from Town shall be deducted from the monthly raw water meter readings. The City agrees to read those meters for the Town's raw water supply on a monthly basis according to the City's meter reading schedule.

7. It is agreed that this agreement may be terminated and the City may disconnect service, upon the Town's breach of or failure to perform any of the terms of this agreement. If not terminated sooner, this agreement shall extend for a period of forty (40) years commencing on the date the Town awards the contract for the construction of its proposed interceptor sewer line. The City agrees to give the Town twelve (12) months' notice in writing of termination for any cause, including the following causes:

a. Any growth in the Town's population or any other reason which would cause the Town's average daily sewage flow to exceed 2.0 million gallons per day or otherwise overload the City's presently designed Grants Creek wastewater treatment plant, except as provided in Paragraph 12 herein.

b. The Town's failure to pay the monthly service charge provided for and due under this agreement.

c. The Town's violation of any of the terms of this agreement.

8. The Town agrees that its waste, as delivered to the City's interceptor for treatment, shall not contain excessive amounts of storm water or surface drainage, as determined by the City. The Town further agrees to adopt and implement a program to exclude such storm waters and surface drainage from its sanitary sewers, and such program shall be subject to the City's approval on an annual basis.

9. It is expressly understood and agreed that the City, by this agreement, undertakes and obligates itself to treat only that sewage originating within the Town's designated Service Area, as shown on

Exhibit "B" attached hereto. The Town agrees that it will not, without the prior consent of the City, deliver to the City's sewer system any sewage or waste originating outside of the Town's designated Service Area.

10. It is expressly understood and agreed by both parties that the designated Service Areas for City and Town will be contiguous at the Interceptor Sewer and that each will own, operate, maintain, and otherwise keep the Interceptor Sewer in a serviceable condition within each parties designated Service Area. The expense of such operation incurred by each party in its designated Service Area shall be borne solely by that party.

11. It is expressly understood and agreed by both parties that if the Town of China Grove makes application to the City for sewer service that said City will require China Grove to pay a one-time tap fee of One Hundred Thousand Dollars (\$100,000.00) prior to connection to its system. City shall, immediately upon receipt of this tap-fee, refund 75% to Town of Landis. The acceptance of this tap-fee refund by Town of Landis shall release City to negotiate a sewer use contract with China Grove exclusive of the interests of Town of Landis.

12. It is agreed that none of the provisions of this agreement shall be construed to mean that the Town shall have any control over the operation of the City's Grants Creek wastewater treatment plant or any proprietary interest therein.

13. The Town agrees to indemnify and hold harmless the City from and against any and all claims, actions, causes of action, demands, damages, losses, costs, expenses and compensation of whatsoever kind or nature, which may hereafter accrue on account of or in any way growing out of any and all known or unknown, foreseen and unforeseen bodily and personal injuries and property damage and the consequences thereof which might result from any occurrence in connection with those services set out in this agreement by the City to the Town.

14. It is agreed that this agreement may be amended by mutual consent.

* * * * *

IN WITNESS WHEREOF, the Town of Landis has caused this instrument to be signed in its name by its Mayor and attested to by its Town Clerk and has caused its official seal to be hereunto affixed this the date first above written, all by authority of a resolution adopted by its Board of Aldermen on the 16th day of July, 1983, and the City of Salisbury has caused this instrument to be signed in its name by its Mayor and attested to by its City Clerk and has caused its official seal to be hereunto affixed this the date first above written, all by authority of a resolution adopted by its City Council on the 19th day of July, 1983.

CITY OF SALISBURY

BY: Wiley Lash
Wiley Lash, Mayor

ATTEST:

Frances C. Beaver
Frances C. Beaver, City Clerk

TOWN OF LANDIS

BY: Rudy M. Wise
Rudy M. Wise, Mayor

ATTEST:

Phyllis C. Cobb
Phyllis C. Cobb, Town Clerk

Mayor Rudy M. Wise called to order a special meeting of the Town of Landis Board of Aldermen on Wednesday, December 18, 1985 at 5:30 PM in the Landis Municipal Building. Present with Mayor Wise was Alderman H. A. McCreary, Alderman A. K. Patten and Alderman Ray P. Flowers, Jr. Alderman C. Kenneth Barnes was absent. Also present was Director of Public Works, Gary E. Miller and Town Attorney, Larry G. Ford.

The purpose of this special meeting was to review and consider bids received on December 11, 1985 for the construction of the Grants Creek Inteceptor Sewer. Bids received are as follow:

Myrick Const. Inc. P.O. Box 728 Biscoe, NC 27209	\$1,527,641.00
Yates Const.Co.,Inc. Rt.2, Box 254 Stokesdale NC 27357	\$1,546,751.00
Sanders Brothers, Inc. 6801 Belhaven Blvd. Charlotte NC 28216	\$1,600,036.83
Ramey, Inc. P.O. Box 2818 Winston-Salem,NC 27102	\$1,854,806.50
Dellinger, Inc. P.O. Box 929 Monroe, NC 28111	\$1,861,064.00
Bryant Elec.Co.,Inc. P.O.Box 1430 High Point NC 27261	\$1,932,588.00
Roanoke Const.Co.,Inc. P.O. Box 820 Roanoke Rapids NC 27870	\$2,052,300.00
State Utility Contractors, Inc. P.O. Box 5019 Monroe NC 28110	\$2,188,155.00

After discussion, motion was made by Alderman Patten to adopt the following Resolution making a tentative award for the construction of the Grants Creek Inteceptor Sewer.

WHEREAS, the Board of Aldermen of the Town of Landis advertised for bids for the construction of the Grants Creek Inteceptor Sewer, known as Division A-1, General Construction, pursuant to to the General Statues of North Carolina, and

WHEREAS, said bids were opened on December 11, 1985, and

WHEREAS, there were eight bids received for the construction of the Grants Creek Inteceptor Sewer, known as Division A-1, General Construction.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen for the Town of Landis, hereby makes a tentative award of the construction contract to the low bidder, Myrick Construction Inc., P.O. Box 728, Biscoe, North Carolina 27209, in the amount

of \$1,527,641.00, for Division A-1, General Construction, Parts 1, 11, and III, Items 1 through 20, subject to the approval by the N. C. Division of Environmental Management, and the U.S. Environmental Protection Agency.

Adopted this the 18th day of December, 1985.

s/ Rudy M. Wise, Mayor
Town of Landis

ATTEST:
s/ Phyllis C. Cobb
Town Clerk

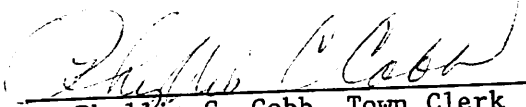
Motion seconded by Alderman Flowers. All voted aye.

Attorney Ford explained to the Board that the 1985 General Assembly passed a law in Chapter 785, Senate Bill 168, which goes into effect on January 1, 1986 and is entitled "Underground Damage Preventive Act". This new law places certain duties on owners of underground utilities to provide information as to the location of all underground utilities. Each utility owner must record a notarized document with the Register of Deeds in every county in which the owner has underground utilities giving the name, address, telephone number of a representative designated to receive notice from excavators of intent to dig in an area, and to file this same information with the county or municipal inspection department having jurisdiction over the area where the utilities are located.

Motion was made by Alderman Flowers authorizing Mayor Wise to execute a document to be recorded with the Rowan County Register of Deeds and stating that Gary Miller, Director of Public Works be the official representative for the Town of Landis. Motion seconded by Alderman Patten. All voted aye.

Having no further business, motion was made by Alderman Flowers to adjourn. Motion seconded by Alderman Patten. All voted aye.

Meeting adjourned.


Phyllis C. Cobb, Town Clerk

Mayor Rudy M. Wise called to order a special meeting of the Town of Landis Board of Aldermen on Thursday, March 20, 1986 at 7:00 PM in the Landis Municipal Building. Present with Mayor Wise was Alderman C. Kenneth Barnes, Alderman Ray P. Flowers, Jr. and Alderman H. A. McCreary. Alderman A. K. Patten was absent.

Guests present were Gary Miller, Director of Public Works and Town Attorney, Larry G. Ford.

Motion was made by Alderman Flowers to approve a RESOLUTION AUTHORIZING EXPENDITURE OF STATE FUNDS FOR WASTEWATER COLLECTION/TREATMENT FACILITIES

WHEREAS, the 1985 General Assembly appropriated under Chapter 480 of the 1985 Session Laws (Senate Bill 2) \$60 million in each year of the 1985-87 biennium to support up to fifty percent of the non-federal cost for water construction projects of City and County Governments, and

WHEREAS, the Town of Landis has been notified that it is eligible to receive \$13,378. for each year of the 1985-87 biennium period for wastewater construction project, and

WHEREAS, the Town of Landis is in the process of constructing an intercepter sewer line. At an estimate total construction cost of \$1,641,015 with EPA funding estimated at \$1,230,764 and State of NC Clean Water Grant estimated at \$202,425.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Landis does hereby designate its funding of \$13,378. for the 1985-86 year to be used for the construction of an intercepter sewer line with the balance of the project cost, minus EPA Funds and State of NC Clean Water Grant from Environmental Management Commission to be paid out of the Sewer Fund.

Adopted this the 20th day of May, 1986.

TOWN OF LANDIS

s/ Rudy M. Wise, Mayor

ATTEST:

s/ Phyllis C. Cobb, Town Clerk

Motion seconded by Alderman Barnes. All voted aye.

Motion was made by Alderman Flowers to approve a RESOLUTION AUTHORIZING EXPENDITURE OF STATE FUNDS FOR WASTEWATER COLLECTION/TREATMENT FACILITIES

WHEREAS, the 1985 General Assembly appropriated under Chapter 480 of the 1985 Session Laws (Senate Bill 2) \$60 million in each year of the 1985-87 biennium to support up to fifty percent of the non-federal cost for water construction projects of City and County Governments, and

WHEREAS, the Town of Landis has been notified that it is eligible to receive \$13,378. for each year of the 1985-87 biennium period for wastewater construction project, and

WHEREAS, the Town of Landis is in the process of constructing an intercepter sewer line. At an estimated total construction cost of \$1,641,015 with EPA funding estimated at \$1,230,764 and State of NC Clean Water Grant estimated at \$202,425.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Landis does hereby designate its funding of \$13,378. for the 1986-87 year to be used for the construction of an intercepter sewer line with the balance of the project cost minus EPA Funds and State of NC Clean Water Grant funds from

Environmental Management Commission, to be paid out of the Sewer Fund.

Adopted this the 20th day of March, 1986.

TOWN OF LANDIS

s/ Rudy M. Wise, Mayor

Attest:

s/ Phyllis C. Cobb, Town Clerk

Motion seconded by Alderman Barnes. All voted aye.

Motion was made by Alderman McCreary to adopt a RESOLUTION AUTHORIZING EXPENDITURE OF STATE FUNDS FOR WATER FACILITIES

WHEREAS, the 1985 General Assembly appropriated under Chapter 480 of the 1985 Sessions Laws (Senate Bill 2) \$60 million in each year of the 1985-87 biennium to support up to fifty percent of the non-federal cost for water construction projects of City and County governments, and

WHEREAS, the Town of Landis has been notified that it is eligible to receive \$7,203 for each year of the 1985-87 biennium period for water construction projects, and

WHEREAS, the Town of Landis is in the process of installing a 6 inch water mains to two areas recently annexed, Area 1, South Landis and Area 2, Mt. Moriah Church Road at an estimated construction cost of \$26,475.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Landis does hereby designate its funding of \$7,203. for the year 1985-86 year to be used for the construction of 6 inch water mains to two areas recently annexed, Area 1, South Landis and Area 2, Mt. Moriah Church Road, the project cost to be paid out of the Water Fund.

Adopted this the 20th day of March, 1986.

TOWN OF LANDIS

s/ Rudy M. Wise, Mayor

Attest:

s/ Phyllis C. Cobb, Town Clerk

Motion seconded by Alderman Flowers. All voted aye.

Motion was made by Alderman Flowers to approve an Amendment to Sewer Services Agreement between the Town of Landis and the City of Salisbury as follows:

1.Paragraph 10 of said agreement is rewritten in its entirety to read as follows:

10. It is expressly understood and agreed by both parties that the Town will own, operate, maintain and otherwise keep the interceptor sewer in a serviceable condition within its designated service area. It is further understood and agreed that all of the remaining portion of the interceptor sewer shall be owned, maintained and otherwise kept in a serviceable condition by the City. The expense of such operation incurred by each party shall be born solely by that party.

2.Paragraph 11 of said agreement is rewritten in its entirety to read as follows:

11. It is expressly understood and agreed by both parties that since the Town of China Grove has made application to the City for sewer service, the Town of Landis has released the City to negotiate a sewer use agreement with China Grove exclusive of the interests of the Town of Landis



Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Administration

ITEM TYPE: Action Item

AGENDA SECTION: Old Business (Tabled item from the 4/17/23 Board of Aldermen Meeting)

SUBJECT: Consider Relocation of the Town Hall Generator/Budget Amendment #23 – ARPA Project 11.

BACKGROUND: The Town Hall Generator Bid was approved by the Board at the January 9, 2023, meeting. A budget amendment was presented at the February 13, 2023, meeting and was subsequently approved (Budget Amendment# 16 / ARPA Project #11). During the kickoff meeting, it was determined that the location of the Generator would conflict with the drop box for payments to the Town. It has been requested that the contractor look at a location in the back of the parking lot, which would result in some additional costs. A budget amendment would be needed to cover these costs in the amount of \$17,811 using American Rescue Plan (ARP) Grant funds.

SUGGESTED ACTION: MOTION TO APPROVE RELOCATION OF THE TOWN HALL GENERATOR AND CORRESPONDING BUDGET AMENDMENT #23/ARPA PROJECT 11.

ATTACHMENTS: 1. INVOICE 2. BUDGET AMENDMENT #23



To: Dan Norman / Ramsay Burgin Smith Architects
RE: COR #1 Town of Landis Generator Project
March 31st, 2023

R&L Glover Enterprises proposed to relocate the generator and pad from its location on the construction drawings to a new location proposed by the Town of Landis. This location was documented by the Architect on March 22nd, 2023. Relocating the generator will require the following scope changes:

- Cutting and removing approximately 80 additional feet of asphalt and concrete
- Excavating approximately 80 additional feet of soil to a depth of 3 feet
- Installing 80 additional feet of conduit, wire and gas piping
- Replacing approximately 100 square feet of stamped concrete
- Backfill and compaction of soil at the parking lot trench
- Asphalt paving will be done by others

Estimated Cost: \$17,811.00

If approved this scope change will result in an additional 9 calendar days/ 7 M-F working days to the project schedule.

Please review the following page for a detailed cost breakdown.

Thank you,

Bryce Evans
President
R&L Glover Enterprises

Labor to saw cut and remove additional concrete and asphalt	\$760.00
Electrical excavation, wiring, conduit	\$10,358.35
Plumbing for additional gas piping	\$3,750.00
Rental and installation of 2 steel roadway plates for parking lot trench	\$930.90
Replace approximately 100 square feet of stamped concrete	\$500.00
Compacting at backfilled trench (1 Day Labor and Tamp Rental)	\$664.00
R&L Glover Overhead and Profit	\$842.75
Total	\$17,811.00

ICAT Electrical Services LLC
 470 Eudy Rd
 China Grove, NC 28023
 980-234-0713
 mtt28632@yahoo.com



Estimate

ADDRESS

R&L Glover Enterprises
 129 Brandon Dr
 Salisbury, NC 28144

ESTIMATE # 1285
DATE 11/15/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Labor	Labor to complete electrical installation for Landis Town Hall and Fire Department.	1	14,000.00	14,000.00
	Material	130KW Generac generator with transfer switches and all aiding components.	1	73,000.00	73,000.00T
	Material	Electrical material to complete generator installation.	1	19,983.54	19,983.54T
	Labor & Material	Parkers Crane Service Town to set generator with line truck	0	1,100.00	0.00 <i>1,100</i>
	Labor	Additional labor to move generator across parking lot.	1	3,000.00	3,000.00
	Material	Additional electrical materials to move generator across parking lot	1	5,876.96	5,876.96T
	Material	Estimated equipment rental Mini excavator Motorized tamp	1	1,000.00	1,000.00T

Financing is available upon request with any project costing \$1000 or more with rates starting at 4.99% APR.
 Seller shall not be responsible for any failure to perform, or delay in performance of, its obligations resulting from the COVID-19 pandemic or any future epidemic!

SUBTOTAL 116,860.50
 TAX 6,990.24
TOTAL \$123,850.74

124,950.74

ICAT Electrical Services LLC
470 Eudy Rd
China Grove, NC 28023
980-234-0713
mtt28632@yahoo.com



Estimate

ADDRESS

R&L Glover Enterprises
129 Brandon Dr
Salisbury, NC 28144

ESTIMATE # 1285
DATE 11/15/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Labor	Labor to complete electrical installation for Landis Town Hall and Fire Department.	1	14,000.00	14,000.00
	Material	130KW Generac generator with transfer switches and all aiding components.	1	73,000.00	73,000.00T
	Material	Electrical material to complete generator installation.	1	19,983.54	19,983.54T
	Labor & Material	Parkers Crane Service	1	1,100.00	1,100.00

Financing is available upon request with any project costing \$1000 or more with rates starting at 4.99% APR.
Seller shall not be responsible for any failure to perform, or delay in performance of, its obligations resulting from the COVID-19 pandemic or any future epidemic!

SUBTOTAL	108,083.54
TAX	6,508.85
TOTAL	\$114,592.39

Accepted By

Accepted Date

Yadkin River Plumbing, LLC

430 WIND CHIME CT. LEXINGTON NC 27295

Yadkinriverplumbingllc@gmail.com

336-225-2346

Job Name: Landis Fire Dept.
Location: Landis NC
Attn: Bryce Evens
Contractor: RL Glover
Date: March 31, 2023

Plumbing Proposal

- Price is based on the cut sheets provided by the GC.
- Supply the gas line and regulators, ball valves etc. needed to complete the connection of the generator supplied by others.
- YRP assumes no liability if the current gas meter does not operate the extra load from the generator.
- All concrete cutting and repair by others.

Price is: \$8,500.00 Eight Thousand Five Hundred Dollars.

- 180 Int Pipe

- 100 foot in Base Bid
(4,750)

Added Cost = 3,750.00

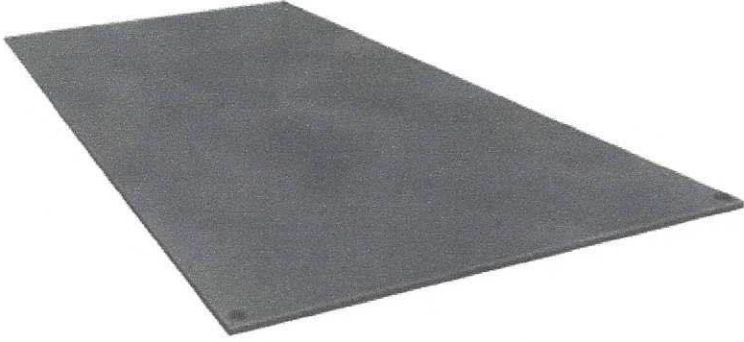
CAT CLASS: 2550200

Road Plate 12' x 8' - 1"

\$83
1 DAY

\$235
1 WEEK

\$625
4 WEEK



Rates for 1600 Wiltshire Rd,
Salisbury, NC 28144, USA

Subject to availability. The displayed rates may vary by location and do not include the taxes or optional charges that may be selected later in the checkout process.

[Request quote](#)

2 Plates 1 week = 470

Delivery Each way

200 = 400
200

Sales tax = 60.40

Total = 930.40

CAT CLASS: 0640100

Jumping Jack Air Tamper



\$81
1 DAY

\$215
1 WEEK

\$595
4 WEEK

Rates for 1600 Wiltshire Rd,
Salisbury, NC 28144, USA

Subject to availability. The displayed rates may vary by location and do not include the taxes or optional charges that may be selected later in the checkout process.

[Request quote](#)

Town of Landis, NC
Budget Amendment
Monday, May 8, 2023
Amendment #23 for 2022-2023 / ARPA Project #11

Account Number		Current Amount	Increase	Decrease	Adjusted Budget
61-0000-4171	ARP Funds	151,050.00	17,811.00		168,861.00
61-1000-5556	Transfer to General Fund	371,595.00	17,811.00		389,406.00
10-0000-4105	Transfer from ARP fund	371,595.00	17,811.00		389,406.00
10-5000-5990	Capital Outlay	97,300.00	17,811.00		115,111.00
			71,244.00	-	-

To appropriate funds for the relocation of the installation of a generator at Town Hall.

Prepared by: _____

Reviewed by: _____



Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Administration

ITEM TYPE: Action Item

AGENDA SECTION: Closed Session

SUBJECT: Consider Motion to Go Into Closed Session to Discuss Personnel Matters, Legal Matters, and to Consult with Town Attorney Pursuant to N.C G.S. 143-318.11(a)(3)(6).

BACKGROUND:

SUGGESTED ACTION: MOTION TO ENTER CLOSED SESSION TO DISCUSS PERSONNEL MATTERS, LEGAL MATTERS, AND TO CONSULT WITH TOWN ATTORNEY PURSUANT TO N.C G.S. 143-318.11(A)(3)(6).

SUGGESTED ACTION: MOTION TO EXIT CLOSED SESSION



Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Administration

ITEM TYPE: Action Item

AGENDA SECTION: Considerations

SUBJECT: Consider Moving ARPA Funds to the General Fund

BACKGROUND: The Town of Landis currently has \$549,374.74 remaining in the American Rescue Plan Act Fund. We have been encouraged by the North Carolina League of Municipalities to move all funds to the General Fund under “Administration Salaries” line item, and then move the same amount of funds from the “Administration Salaries” line item to a General Fund “ARPA” line item. This will ease the federal reporting for the Town Staff and relieve the Mayor and Board of Alderman of the strict federal deadlines of December 31, 2024, for allocation of funds, and December 31, 2026, for expending of all funds. The ordinance being proposed to the Mayor and Board of Alderman, will still require Town Staff to have the approval from the Board of Alderman to expend ANY funds from the “General ARP Fund” line item.

SUGGESTED ACTION: MOTION TO APPROVE MOVING ARPA FUNDS INTO THE GENERAL FUND AND ADOPTION OF ORDINANCE # 2023-05-08 AND BUDGET AMENDMENT #25.

ATTACHMENTS: 1. BUDGET AMENDMENT #25 2. ORDINANCE #2023-05-08

Town of Landis, NC
 Budget Amendment
 Monday, May 8, 2023
 Amendment #25 for 2022/2023 Moving ARPA Funds to General Fund

Account Number		Current Amount	Increase	Decrease	Adjusted Budget
10-5000-5010	Salaries	371,931.00	549,374.74		921,305.74
61-1000-5556	Transfer to General Fund	371,595.00		549,374.74	(177,779.74)
10-5000-6100	Capital Projects-ARPA Restricted	-	549,374.74		549,374.74
10-5000-5010	Salaries	921,305.74		549,374.74	371,931.00
					-
			1,098,749.48	1,098,749.48	

To reallocate ARPA funds to the General Fund under Salaries, and to transfer the Salary Line Item money to a Restricted General Fund ARPA Line item.

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by the Board of Aldermen: _____ Date: _____



AN ORDINANCE TO AMEND THE FY 2022-2023 TOWN OF LANDIS OPERATING BUDGET

WHEREAS, the Town has adopted the FY 2022-2023 Budget to run from July 1, 2022, through June 30, 2023; and

WHEREAS, the American Rescue Plan Act (“ARPA”) was signed into law March 11, 2021; and

WHEREAS, the Town has \$549,374.74 in ARPA Revenues remaining to be allocated; and

WHEREAS, the Interim Town Manager recommends to the Mayor and Board of Aldermen to move these funds into the General Fund specifically the Administration Salaries Line Item; and

WHEREAS, recommending transferring the \$549,374.74 from Salaries and allocated in a new restricted General Fund line item called Capital Projects (ARPA); and

WHEREAS, the funds will be restricted, and not used unless authorized by the Mayor and Board of Aldermen; and

WHEREAS, Budget Amendment #25 for the FY 2022-2023 Budget is attached to this Ordinance;

THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF LANDIS, NORTH CAROLINA, to amend the FY 2022-2023 Budget as outlined in the attached Amendment #25, effective upon First Reading by the Mayor and Board, to apply the remaining ARPA funds to the FY 2022-2023 Budget General Fund Administration Salaries Line item, and transferring the same amount to a new line item called, “Capital Projects (ARPA)”

Mayor, Meredith B. Smith

Attest: _____
Town Clerk Madison Stegall



Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Administration

ITEM TYPE: Action Item

AGENDA SECTION: Considerations

SUBJECT: Consider Hosting OneBlood Blood Drive June 15th for Employees and Citizens and Consider Employee Incentive of 4-Vacation Hours to Donate Blood.

BACKGROUND: OneBlood of the Carolinas has reached out in hopes to participate in another blood drive with the Town of Landis since the previous one on June 14th, 2022, was so successful. Oneblood will bring their mobile blood donation bus so that donors can donate on-site, in the bus, while they are here. The plan is to have the bus park next to Town Hall in the large adjacent parking lot. Any Town employee, working or not, is invited and encouraged to donate. Respective scheduling can be arranged to ensure coverage within departments to allow all employees to take advantage of this potentially lifesaving donation. This event will also be open to the public and will be advertised locally on social media to encourage participation. Oneblood will give each donor a \$20 e-gift card and a water bottle after donation. Additionally, staff would like to offer an incentive of 4-vacation hours to those that donate as previously done for the 2022 blood drive.

SUGGESTED ACTION: MOTION TO APPROVE HOSTING ONEBLOOD BLOOD DRIVE ON JUNE 15TH, 2023 FOR EMPLOYEES AND CITIZENS AND APPROVE EMPLOYEE INCENTIVE OF 4-VACATION HOURS TO DONATE BLOOD.

ATTACHMENTS:



Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Administration

ITEM TYPE: Action Item

AGENDA SECTION: Considerations

SUBJECT: Consider Planning Board Nominations

BACKGROUND: Due to a recent resignation from Planning Board member Dale Eudy, a seat on the Town of Landis Planning Board is open. Planning Board Chairman Ryan Nelms recommends nominating Roxanne Barnes or ___ to fill this open position.

SUGGESTED ACTION: MOTION TO APPOINT _____ AS PLANNING BOARD MEMBER.

ATTACHMENTS:



Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Administration/Parks and Recreation

ITEM TYPE: Action Item

AGENDA SECTION: Considerations

SUBJECT: Consider Adding D.C. Frances Linn Park to Wayfinding Signs and Consider Changing the Location of the Farmers Market to North Central Avenue.

BACKGROUND: Parks and Recreation Director, Jessica St. Martin, has prepared a memo for the consideration of moving the Farmers Market to North Central Ave. Please see attached. Additionally, the wayfinding signs package is included for review. Staff recommends adding D.C. Frances Linn Park to the signage. The Rowan County Tourism Department is requesting feedback on the package and would like to have a final product ready to submit by June 1, 2023.

SUGGESTED ACTION: MOTION TO APPROVE ADDING D.C. FRANCES LINN PARK TO WAYFINDING SIGNS AND APPROVE THE NEW LOCATION OF FARMERS MARKET TO NORTH CENTRAL AVE.

ATTACHMENTS: 1. MEMO 2. WAYFINDING SIGNS PACKAGE



Town of Landis Farmer's Market

May Agenda

To: Town of Landis Board of Alderman

From: Jessica St. Martin/Parks & Rec Dept

Regarding: Farmer's Market Location

The past 4 years, the Landis Farmer's Market has been held beside the pool. This location had already been determined and a sign was purchased and installed prior to my position as P/R director. I have tried to continue this location in hopes that consistency and the traffic from the pool would help the market grow and be successful for our vendors. Unfortunately, we haven't been able to grow the market with many vendors. I have advertised and posted the need for vendors, reached out personally to several crafters and small businesses. The market just doesn't draw enough support to make it worth their while. This year, Miller's Produce is unable to attend. He did recommend another produce vendor that I have been in contact with. I am proposing that we move the location of the market to N. Central Ave into the future DC Linn Park. The location will gain more traffic and exposure and help peak new interests. The market usually goes from the end of May through the end of Aug. (depending on the vendors). The current sign can be relocated. I have been in contact with Broome Signs for information on removing the address listed on the sign. We hold the market each Tuesday afternoon from 4-7.

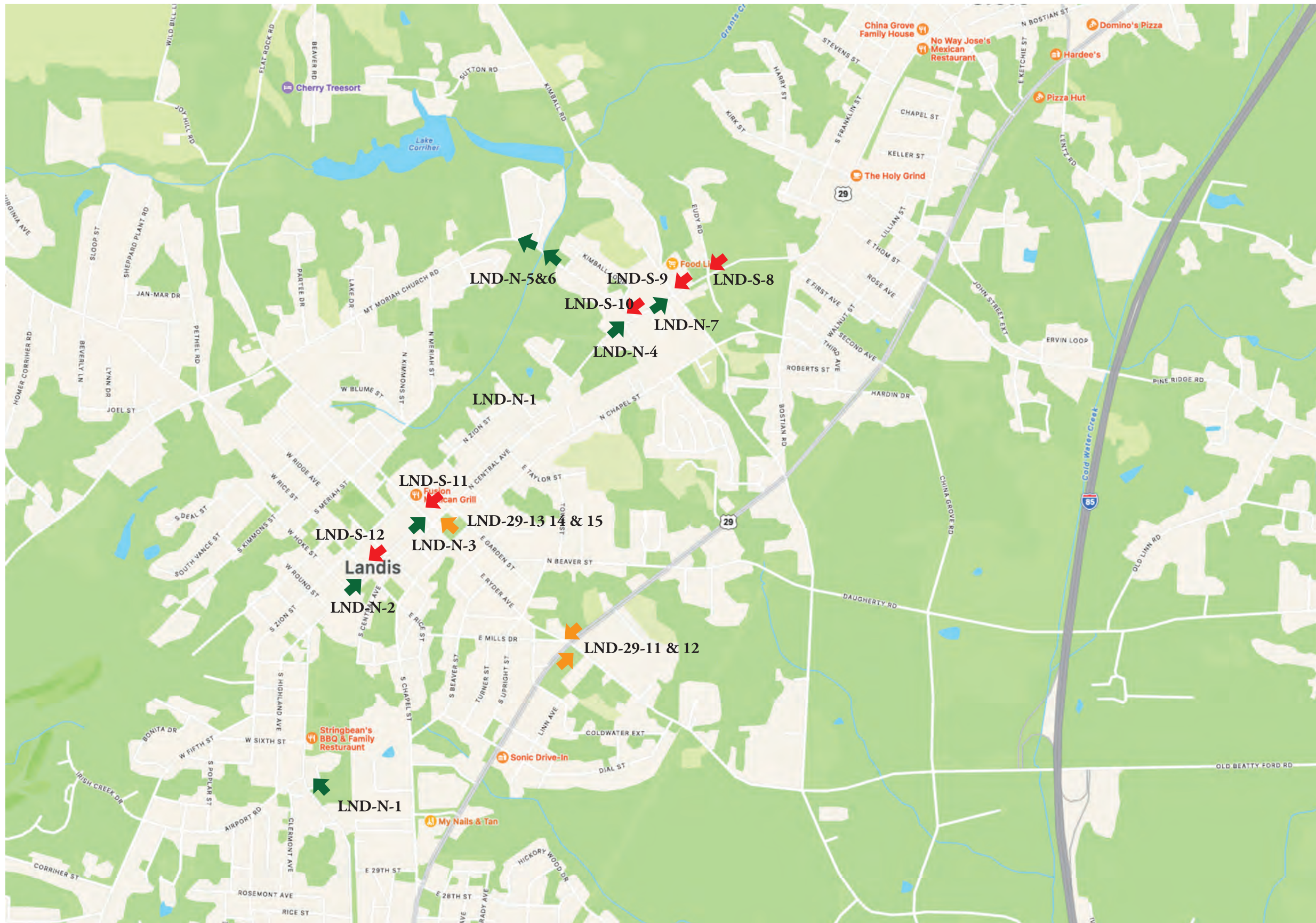
TOWN OF LANDIS

Be a Landis Original

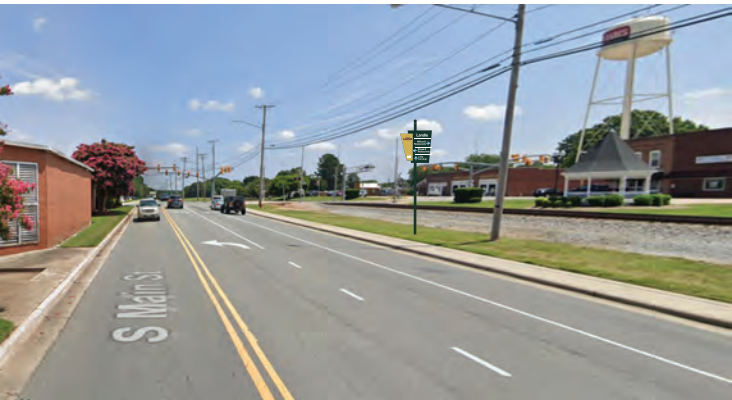
Landis Destinations

- Town Hall
- Lake Corriher Wilderness Area
- Central Avenue Business District
- Landis Pavilion

Landis Wayfinding Sign Locations.



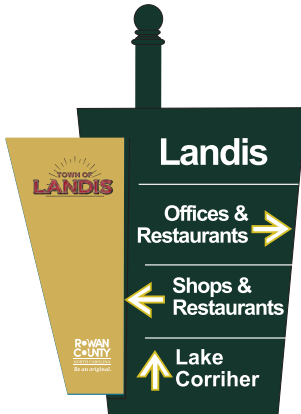
Landis Driving North



Landis Location LND-1
Driving North Sign
positioned on S. Main
South of Airport Rd.

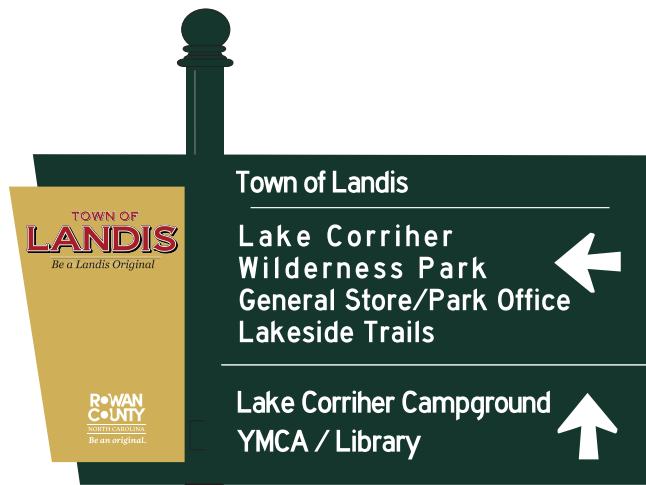


Landis Location LND-2
Driving North Sign
positioned on S. Main
South of Rice Road



Landis Location LND-3
Driving North Sign
positioned on S. Main
South of Ryder Road





Landis Location LND-4
 Driving North
 Sign positioned on S. Main
 South of Moriah Church Rd.

HEIGHT OF POLE IS
 MEASURED FROM
 BASE PLATE
 15' - 6"



Landis Location LND-5
 Driving West on Moriah
 Church Rd. Sign is
 Positioned on Private Road
 East Entrance



Landis Location LND-6
 Driving West on Moriah
 Church Rd. Sign is
 Positioned on Private Road
 2nd Entrance



Landis Location LND-7
 Driving North
 Sign positioned on S. Main
 South of Kimball Rd.





Landis Location LND-8
Driving South
Sign positioned on S. Main
North of Kimball Rd.



Landis Location LND-9
Driving South
Sign positioned on S. Main
North of Kimball Rd.



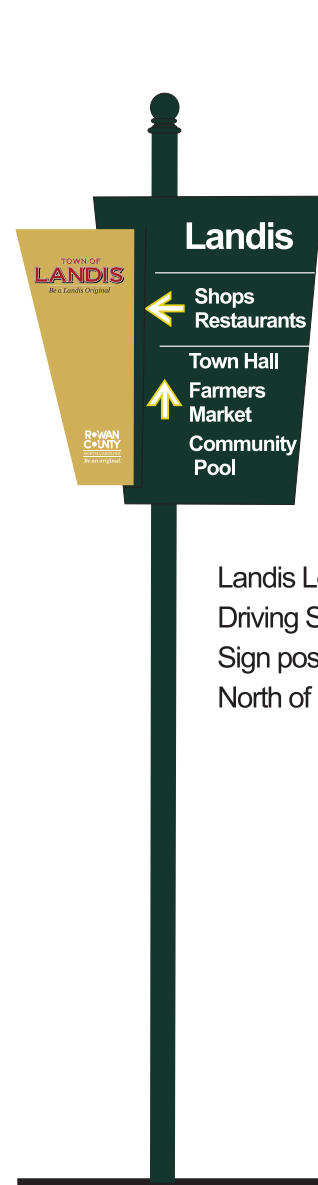
Landis Location LND-10
Driving South
Sign positioned on S. Main
North of Mt Moriah Church
Rd.



Landis Driving South from China Grove



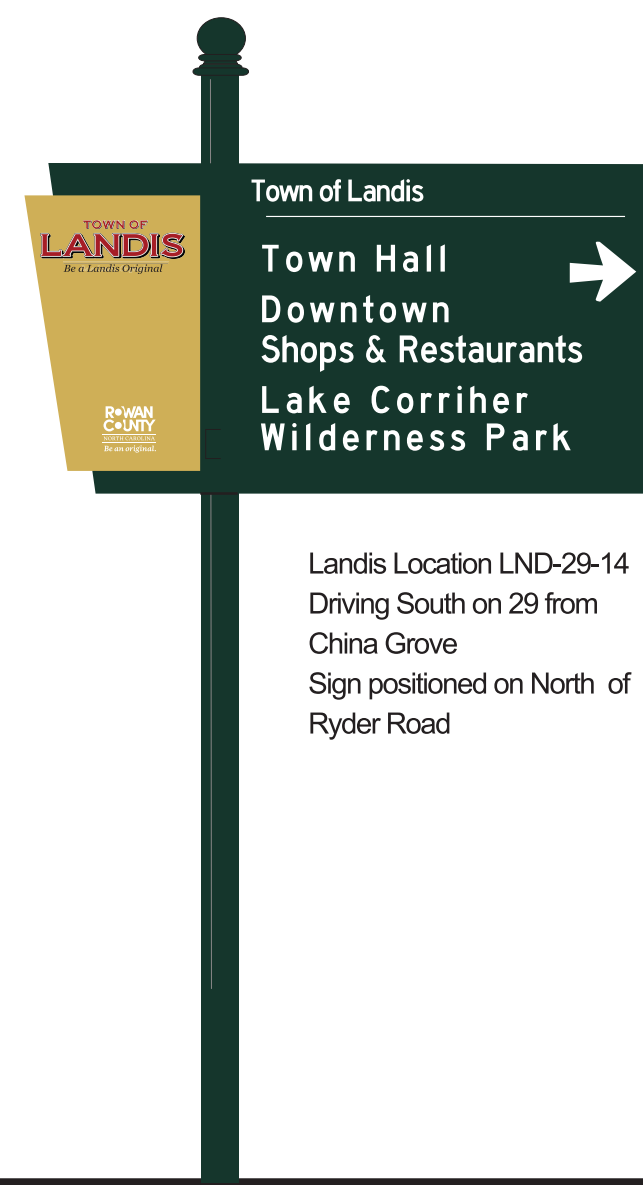
Landis Driving West from HWY 29 (Kannapolis)



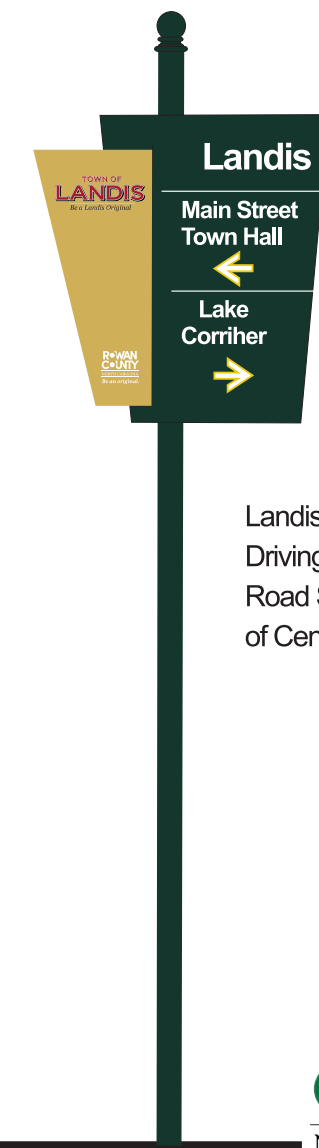
Landis Location LND-11
Driving South
Sign positioned on S. Main
North of Ryder Road



Landis Location LND-29-13
Driving North on 29 from
Kannapolis
Sign positioned on South of
Ryder Road



Landis Location LND-29-14
Driving South on 29 from
China Grove
Sign positioned on North of
Ryder Road



Landis Location LND-29-15
Driving West on Ryder
Road Sign positioned East
of Central Ave





Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Interim Town Manager Michael D. Ambrose

ITEM TYPE: Action Item

AGENDA SECTION: Considerations

SUBJECT: Consider Approval of Accepting the Parkdale Mills Parking Lot Adjacent to Town Hall as a Donation.

BACKGROUND: Mayor and Interim Town Manager contacted Parkdale Mills about the future for the parking lot adjacent to Town Hall. Parkdale Mills parking lot sits on two parcels adjacent to Town Hall (Tax Map#106 186 and 106 087). Parkdale Mills Corporate Team graciously advised us they would donate the parking lot to the Town with a \$300,000 dollar valuation. The Town will be responsible for the surveying of the land, and any appraisals needed. The Town Attorney advised staff the valuation of the property could be lifted to \$300,000 dollars, if approved by the Mayor and Board of Alderman.

SUGGESTED ACTION: MOTION TO AUTHORIZE THE INTERIM TOWN MANAGER TO ACCEPT THE PARKDALE MILLS PARKING LOTS AS A DONATION AND AUTHORIZE THE VALUATION OF THE PROPERTY TO BE \$300,000.

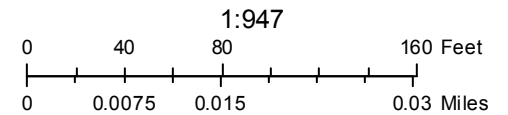
ATTACHMENTS: 1. MAP

Rowan County



May 4, 2023

 Voluntary Agricultural Districts



Rowan County GIS

DONATION AGREEMENT

This Donation Agreement (the “Donation Agreement”) for certain real property defined herein is dated and effective as of this __ day of May, 2023, by and between Parkdale Mills, Incorporated, a North Carolina corporation (“Donor”) and the Town of Landis, a North Carolina municipality (“Donee”).

RECITALS

This Donation Agreement is made and entered into on the basis of the following facts and understandings of the parties hereto:

Donor is the owner of that certain real property located near Main Street and Rice Street in the Town of Landis, North Carolina, and identified as Parcel Number 106 087, PIN 5625-09-07-1202, Rowan County GIS (the “Property”).

Donor did not construct any of the improvements on the Property and Donor has not occupied the Property for its own use.

Due to Donor's lack of familiarity with the Property, Donor is unwilling to make any representations or warranties whatsoever regarding the Property and Donor is only willing to grant Donee the Property on an “as is, where is” and “with all faults” basis.

Donee has been given a full and complete opportunity to conduct its own investigation as to any matter, fact or issue that might influence Donee's decision to accept the Property from Donor. Accordingly, Donee is willing to accept the Property from Donor without any representations or warranties whatsoever regarding the Property and on an “as is, where is” and “with all faults” basis.

AGREEMENT

1. DONATION.

1.1 Transfer. Donor agrees to donate the Property to Donee and Donee agrees to accept the Property from Donor on the terms and subject to the conditions set forth herein. In consideration of Donor's transfer of the Property to Donee, Donee shall perform all of Donee's obligations hereunder including but not limited to the release and indemnity set forth in Section 2.2 of this Donation Agreement.

1.2 Title. Title shall be transferred on the Closing Date via a nonwarranty deed or its equivalent.

1.3 Further Assurances. Donee and Donor agree to execute all instruments and documents and to take all actions reasonably necessary and appropriate to consummate the transfer and donation of the Property and shall use their best efforts to close in a timely manner.

2. **ACKNOWLEDGEMENTS; RELEASE AND INDEMNITY.**

2.1 **DONEE'S ACKNOWLEDGMENTS.** DONEE ACKNOWLEDGES THAT DONEE IS ACCEPTING THE PROPERTY SOLELY IN RELIANCE ON DONEE'S OWN INVESTIGATION, AND THE PROPERTY IS IN "AS IS, WHERE IS" CONDITION WITH ALL FAULTS AND DEFECTS, LATENT OR OTHERWISE. DONEE EXPRESSLY ACKNOWLEDGES THAT, IN CONSIDERATION OF THE AGREEMENT OF DONOR HEREIN, AND EXCEPT AS OTHERWISE SPECIFIED HEREIN, DONOR MAKES AND HAS MADE NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, OR ARISING BY OPERATION OF LAW, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY AS TO CONDITION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR USE OR PURPOSE, WITH RESPECT TO ANY PROPERTY OR ANY MATTER RELATED THERETO, OR (WITHOUT LIMITATION) TO ANY OF THE FOLLOWING MATTERS:

- (a) Soils. Etc. Soils, seismic, hydrological, geological and topographical conditions and configurations.
- (b) Hazardous Materials. Hazardous Materials and other environmental conditions, including without limitation, lead-based paint, asbestos and mold.
- (c) Physical Defects. Physical and mechanical defects in or on any Property, including without limitation, the plumbing, heating, air conditioning and electrical systems and the roof, floor, ceilings, walls and other internal structural components of any buildings or improvements.
- (d) Land and Floor Area. The area of the land and the square footage contained in any buildings or improvements.
- (e) Utilities, Schools. Etc. Availability of adequate utilities, water, schools, public access, and fire and police protection.
- (f) Assessment Districts. The status and nature of any assessment districts and the amount of any assessment liability.

(g) Planning and Zoning. Present, past or future conformity of any Property with planning, building, zoning, subdivision and development statutes, ordinances, regulations and permits, the general plan and the specific plan.

(h) Development Fees. The character and amount of any fee, charge or other consideration which must be paid by Donee to develop any Property.

(i) Title. The condition of title to any Property, including but not limited to the existence of any easement, license or encroachment whether or not a matter of public record, and whether or not visible upon inspection of such Property.

(j) Taxes. The status of any general or special real property taxes or assessments or personal property taxes or any other taxes and assessments applicable to the Property.

(k) Other Matters. Any other matter relating to any Property or to the development or operation of any Property, including, but not limited to, value, feasibility, cost, governmental permissions or entitlements, marketability and investment return.

2.2 RELEASE AND INDEMNITY.

(a) **RELEASE. DONEE FULLY RELEASES AND DISCHARGES DONOR FROM AND RELINQUISHES ALL RIGHTS, CLAIMS AND ACTIONS THAT DONEE MAY HAVE OR ACQUIRE AGAINST DONOR WHICH ARISE OUT OF OR ARE IN ANY WAY CONNECTED WITH THE CONDITION OF THE PROPERTY, INCLUDING WITHOUT LIMITATION (A) ANY MATTER SET FORTH IN SECTION 2.1 ABOVE, (B) THE PRESENCE OF HAZARDOUS MATERIALS ON, UNDER OR ABOUT ANY PROPERTY (INCLUDING BUT NOT LIMITED TO ANY UNDISCOVERED HAZARDOUS MATERIALS LOCATED BENEATH THE SURFACE OF THE PROPERTY) AND (C) VIOLATIONS OF ANY HAZARDOUS MATERIALS LAWS PERTAINING TO THE PROPERTY OR THE ACTIVITIES THEREON. THIS RELEASE APPLIES TO ALL DESCRIBED RIGHTS, CLAIMS AND ACTIONS, WHETHER KNOWN OR UNKNOWN, FORESEEN OR UNFORESEEN, PRESENT OR FUTURE.**

(b) **MEANING. FOR PURPOSES OF TIDS SECTION 2.2, ALL REFERENCES TO “DONOR” SHALL INCLUDE: (A) DONOR'S PARENT, SUBSIDIARY AND AFFILIATE CORPORATIONS, (B) DONOR'S DIRECTORS, OFFICERS, SHAREHOLDERS, EMPLOYEES AND AGENTS, AND (C) THE HEIRS, SUCCESSORS, PERSONAL REPRESENTATIVES AND ASSIGNS OF DONOR'S DIRECTORS, OFFICERS, SHAREHOLDERS, EMPLOYEES AND AGENTS.**

(c) **EFFECTIVENESS. THE PROVISIONS OF THIS SECTION 2.2 SHALL BE EFFECTIVE AS OF THE CLOSING DATE AND SHALL SURVIVE THE CLOSING DATE OR TERMINATION OF TIDS DONATION AGREEMENT.**

3. CLOSING.

3.1 Donor Deliveries. At Closing, the Donor shall deliver or cause to be delivered to the Donee the following:

(a) A Non-Warranty Deed (the “Deed”) in the form attached hereto as Exhibit A, conveying all of Donor’s right, title, and interest in and to the Property to the Donee, subject to all easements, restrictions, reservations, and matters of record or as would be disclosed by an accurate survey;

(b) Such affidavits or certificates as may be required by any title company proposing to issue a title policy to Donee (the “Title Company”);

(c) Evidence reasonably satisfactory to the Title Company and Donee of the authority of the persons executing this Agreement, the Deed and any other documentation executed and delivered by the Donor hereunder; and

(d) Such other documents or instruments as may be required to consummate the transaction as contemplated by the terms and conditions of this Agreement.

3.2 Donee Deliveries. At Closing, the Donee shall deliver or cause to be delivered to Donor the following:

(a) A gift acknowledgement, in form and substance reasonably acceptable to Donor, acknowledging receipt of the Property and setting forth its value as determined by a qualified appraisal (within the meaning of 26 CFR § 1.170A-17); and

(b) Evidence reasonably satisfactory to the Title Company and Donee of the authority of the persons executing this Agreement and the other documentation to be executed and delivered by Donee hereunder; and

(c) Such other documents or instruments as may be required to consummate the transaction as contemplated by the terms and conditions of this Agreement.

3.3 Prorations and Adjustments. All revenues and expenses of the Property, including, without limitation, operating expenses, real property taxes, special taxes, assessments and utility fees and deposits will be prorated and apportioned between the Donor and Donee as of 12:01 a.m. on the Closing Date (as defined below) such that Donor bears all expenses of the Property prior to and including the date immediately preceding the Closing Date and the Donee bears all expenses thereafter. To the extent that such prorations or adjustments are not ascertainable as of the Closing Date, the parties agree that prorations will be based upon the parties’ reasonable estimates and shall be recomputed when actual tax statements for the year of Closing are received, and either party owing the other party a sum of money based upon such subsequent proration adjustment will promptly pay said sum to the other party and, if payment is not promptly made after deliver of an invoice therefor, will pay interest thereon at the annual rate equal to the lesser of 10% per annum or the highest rate permitted by applicable law.

3.4 IF THE CLOSING DATE DOES NOT TIMELY OCCUR DUE TO THE DEFAULT OF DONEE, (A) DONEE SHALL HAVE NO FURTHER RIGHT TO RECEIVE THE PROPERTY AND (B) DONOR SHALL BE FREE TO DISPOSE OF THE PROPERTY IN ANY WAY IT SEES FIT.

3.5 Closing Costs. Notwithstanding anything to the contrary set forth herein, closing costs will be paid as follows:

- (a) By Donor:
 - 1. All excise tax, revenue stamps, transfer tax, or documentary stamps applicable to the transfer of the Property to the Donee.
 - 2. Recording fees for the Deed.
 - 3. One half of the escrow fee, if any.
 - 4. Donor’s legal expenses.

- (b) By Donee:
 - 1. The cost of the premium for any title policy, plus any title examination or related fees.
 - 2. One half of the escrow fee, if any.
 - 3. Donee’s legal expenses.

4. GENERAL PROVISIONS

4.1 Successors and Assigns. This Donation Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties. Notwithstanding the foregoing, Donee may not transfer, assign or encumber Donee's rights under this Donation Agreement without Donor's prior written approval.

4.2 Entire Agreement. This Donation Agreement contains the entire agreement between the parties concerning the Donation and sale of the property, and supersedes all prior written or oral agreements between the parties to this Donation Agreement. No addition to or modification of any term or provision shall be effective unless in writing, signed by both Donor and Donee.

4.3 Time of Essence. Donor and Donee hereby acknowledge and agree that time is strictly of the essence with respect to each term and condition of this Donation Agreement and that the failure to timely perform any of the terms and conditions by either party shall constitute a breach and default under this Donation Agreement by the party failing to so perform.

4.4 Partial Invalidity. If any portion of this Donation Agreement shall be declared by any court of competent jurisdiction to be invalid, illegal or unenforceable, that portion shall be deemed severed from this Donation Agreement and the remaining parts shall remain in full force as fully as though the invalid, illegal or unenforceable portion had never been part of this Donation Agreement.

4.5 Governing Law. The parties intend and agree that this Donation Agreement shall

be governed by and construed in accordance with the laws of the state in which the Property is located.

4.6 No Third Parties Benefits. No person other than Donor and Donee, and their permitted successors and assigns, shall have any right of action under this Donation Agreement.

4.7 Waivers. No waiver by either party of any provision shall be deemed a waiver of any other provision or of any subsequent breach by either party of the same or any other provision.

4.8 Captions. The captions and Section numbers of this Donation Agreement are for convenience and in no way define or limit the scope or intent of the Sections of this Donation Agreement.

4.9 Counterparts. To facilitate execution, this Donation Agreement may be executed in as many counterparts as may be convenient or required. It shall not be necessary that the signature of, or on behalf of, each party, or that the signature of all persons required to bind any party, appear on each counterpart. All counterparts shall collectively constitute a single instrument. It shall not be necessary in making proof of this instrument to produce or account for more than a single counterpart containing the respective signatures of, or on behalf of, each of the parties hereto. Any signature page to any counterpart may be detached from such counterpart without impairing the legal effect of the signatures thereon and thereafter attached to another counterpart identical thereto except having attached to it additional signature pages.

4.10 No Presumption. All the parties hereto and their attorneys have had full opportunity to review and participate in the drafting of the final form of this Donation Agreement and all documents attached as exhibits. Accordingly, such documents shall be construed without regard to any presumption or other rule of construction whereby any ambiguities within this Donation Agreement would be construed or interpreted against the party causing the document to be drafted.

4.11 Notices. Any notices or other communication required or permitted under this Donation Agreement shall be in writing, and shall be (a) personally delivered, or (b) sent by certified or registered United States mail, postage prepaid, return receipt requested, or (c) by overnight delivery by a reputable courier to the address of the party set forth in this Section or (d) sent via electronic mail to the email address the party set forth in this Section. Such notice or communication shall be deemed given (i) if sent by personal delivery or by overnight courier, when delivered in person, (ii) if sent by email, when evidence of successful transmission has been received by sender or, (iii) in the case of mailed notice, forty-eight (48) hours following deposit in the United States mail. Notice of change of address shall be given by written notice in the manner detailed in this Section.

If to the Donor:

Parkdale Mills, Incorporated
531 Cotton Blossom Circle
Gastonia, NC 28054

Attention: Anderson D. Warlick

With a copy to:
Parkdale Mills, Incorporated
531 Cotton Blossom Circle
Gastonia, NC 28054
Attention: General Counsel

If to the Donee:

Town of Landis
Michael D. Ambrose
Interim Town Manager
Town of Landis
312 S. Main St.
Landis, NC 28088

4.12 Joint and Several. If more than one person or entity has executed this Donation Agreement as Donee, the obligations of all such persons or entities hereunder shall be joint and several.

[Signatures on the next page]

IN WITNESS WHEREOF, the parties have executed this Donation Agreement as of the date first written above.

DONOR:

PARKDALE MILLS, INCORPORATED

By: _____
Name:
Title:

DONEE:

TOWN OF LANDIS, NC

By: _____
Name:
Title:

ATTEST:
By: _____
Name:
Title:

EXHIBIT A
FORM OF NONWARRANTY DEED

**NORTH CAROLINA
NON-WARRANTY DEED**

Excise Tax: \$

Recording Time, Book and Page

Tax Map No.

Parcel Identifier No.

Mail after recording to:

This instrument was prepared by:

THIS DEED made this _____ day of _____, _____ by and between

GRANTOR

Mailing Address:

GRANTEE

Mailing Address:

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of _____, _____ Township, _____ County, North Carolina, and more particularly described as follows:

The property hereinabove described was acquired by Grantor by instrument recorded in Book _____, Page _____.

A map showing the above described property is recorded in Plat Book _____, Page _____.

(Remove if Not Applicable) *The above described property does include the primary residence of the Grantor.*

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

Grantor makes no warranty, express or implied, as to the title to the property hereinabove described.

IN WITNESS WHEREOF, the Grantors have hereunto set their hands and seals, or, if corporate, has caused this Deed to be executed by its duly authorized officers and its seal to be hereunto affixed, the day and year first above written.

_____(SEAL)

_____(SEAL)

_____ COUNTY

I, certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: _____, Grantor(s). Witness my hand and official stamp or seal, this the _____ day of _____, _____.

My Commission Expires: _____

Notary Public

Print Notary Name:

NORTH CAROLINA _____ COUNTY

I, certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: _____, Grantor(s). Witness my hand and official stamp or seal, this the _____ day of _____, _____.

My Commission Expires: _____

-

Notary Public

Print Notary Name:



Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Administration

ITEM TYPE: Action Item

AGENDA SECTION: Considerations

SUBJECT: Consider Approval of Reclassifying Town Clerk Position to Utility Billing Attendant/Deputy Town Clerk

BACKGROUND: The Town is in need of a Utility Billing Attendant to help with the daily responsibilities in Utility Services. Staff is recommending to reclassify the Town Clerk position to fill these needs. This position will be responsible for utility billing services and be responsible for the Planning Board/Board of Adjustments meetings, records, and minutes. Staff recommend changing this position to pay class 14 (minimum: \$37,505 - maximum: \$56,258) with a starting wage of the minimum. The full job description is attached.

SUGGESTED ACTION: MOTION TO APPROVE RECLASSIFICATION OF TOWN CLERK POSITION TO UTILITY BILLING ATTENDANT/DEPUTY TOWN CLERK.

ATTACHMENTS: 1. JOB DESCRIPTION

Job Description

Utility Services Attendant/Deputy Town Clerk

Summary of Position:

The Utility Services Attendant ensures the timely, accurate, and thorough processing of all payments from the public including utility bills, civil citations, zoning permits, and recreational rentals for the Town of Landis. The position is the principal receptionist providing telephone contact and directing calls to various departments. Work as the Deputy Town Clerk requires an understanding of public records, public meetings and records retention laws, and regulations as well as ability to meet the administrative needs of the Town Planning Board. This position will report directly to the Utility Services Director and Town Clerk.

Key Responsibilities:

- Data Entry for utility and other payments.
- Cash handling and verification for utility and other payments.
- Answering customer utility billing questions.
- Power connection and disconnection assistance.
- Referring service requests to appropriate departments including preparing work orders and tracking forms.
- Performs an initial edit of meter readings and develops a re-read list for other staff.
- Assist Finance staff with their duties when necessary, including assisting the Finance Manager with daily bank deposits, assisting with dropbox and mail payments.
- The Deputy Clerk acts in the Clerk to the Boards' absence, assuming responsibilities required to continue office operations. This responsibility includes gathering information for meeting agenda packets, preparing Board meeting agendas, attending Board of Aldermen meetings, completing meeting minutes, and notifying Aldermen, County staff, news media, and other interested parties of dates and times of scheduled Board meetings.
- Attends Planning Board/Board of Adjustment meetings scheduled during and after regular business hours; records the meeting, takes photographs as needed, and completes meeting minutes.
- Assists the Clerk to the Board in maintaining up-to-date information on all Town Board and Committee appointments and advertisements; and preparing and tracking all letters of appointment, reappointment, and appreciation.
- Supports the Planning Board/Board of Adjustment with coordinating schedules, responds to invitations, maintains event calendar, and organizes various meetings and events hosted by the Board.
- Performs receptionist duties; greets visitors to Town Hall and answers incoming calls to the office; assists the public by providing information regarding Board actions and records, and general Town business.
- Maintains records, minutes, and files of the Planning Board/Board of Adjustments in an organized manner.

- Performs related tasks as required along with any other duties assigned by the Town Manager.

Qualifications:

- Good communication skills.
- Cash handling experience.
- Able to accurately read and communicate orders.
- Well organized, shows a sense of urgency; able to track multiple orders and multi-task.
- Works productively with others.
- Proficient in Word and Excel.
- Understand the importance of accurate posting and timely billing.
- Considerable knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of Town Clerks.
- Considerable knowledge of the organization and functions of Town government.
- Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official Town records and documents.
- Considerable knowledge of standard modern office administrative practices and procedures.
- Considerable knowledge of the principles of grammar, spelling, and composition.
- Considerable knowledge of office technology and related information technology.
- Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.
- Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with elected and appointed officials, department heads, employees, and the general public.
- Ability to handle confidential information.

Physical Demands:

- Must be able to physically perform the basic life operational support functions of reaching, walking, fingering, talking, hearing, and repetitive motions.
- Must be able to stand and sit for shift duration
- Must be able to perform light work exerting up to 20 pounds of force occasionally and/or a 10 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects
- Must possess the visual acuity to prepare and analyze data and figures, to operate a computer and to determine accuracy, neatness and thoroughness of the work assigned.

Special Requirement:

- Must possess a Valid NC Drivers Licenses

Desirable Education and Experience:

- Associates Degree in Business Administration, Office Management, or Finance is preferred; however, a combination of education and experience will be accepted.

Will require attendance at Planning Board/Board of Adjustments meetings. These meetings are normally held once a month after hours in the Board Room located at Town Hall.

Pay Grade: 14



Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Interim Town Manager Michael D. Ambrose

ITEM TYPE: Action Item

AGENDA SECTION: Considerations

SUBJECT: Consider Approval of Purchasing Spare Sewer Pumps to Ensure Compliance with State Regulations.

BACKGROUND: The Town is seeking to purchase a Tencarva 15HP Sewer Pump, and a Tencarva 5HP Sewer Pump to have as spare pumps. The Town currently has all our 15HP and 5HP pumps in operation, and we are required to have spare pumps on hand, per state regulations. This action will not require a budget amendment as funds are already in the budget to cover the expenditures.

SUGGESTED ACTION: MOTION TO AUTHORIZE THE INTERIM TOWN MANAGER TO PURCHASE 2 TENCARVA PUMPS IN THE AMOUNT OF \$15,785.71.

ATTACHMENTS: 1. INVOICE



TENCARVA MACHINERY COMPANY
 MUNICIPAL SALES DEPARTMENT
 1115 PLEASANT RIDGE ROAD
 GREENSBORO, NC 27409
 PHONE # 336-665-0250

QUOTE TO	Town of Landis	QUOTE DATE	2/23/2023
CONTACT	Tristin Walter	QUOTE NO.	Landis-022323-FLSE
PROJECT LOCATION	Multiple Locations	REFERENCE	
ENGINEER		QUOTE FIRM FOR	30 Days
SALESMAN	Frank Lucius		

ITEM	QTY	DESCRIPTION	PRICE
		Budget Pricing For the Following Pump Stations:	
		Poplar St. Spare Pump	
		- Tsurumi Model 80C23.7, 5HP, 3/60/230V	\$3,988.00
		PS #29 Spare Pump	
		- Tsurumi Model 80C211, 15HP, 3/60/230V	\$10,608.00
		Price St. Spare Pump	
		- Tsurumi Model 100C43.7, 5HP, 3/60/230V	\$4,145.00
		5th St. Spare Parts	
		- Gorman Rupp T4 Rotating Assembly	\$4,343.50
		- Gorman Rupp T4 Wear Plate Assembly	\$244.35
		Partee Dr. Spare Pump and Rehab	
		- Tsurumi Model 80C23.7, 5HP, 3/60/230V	\$3,988.00
		Fourth St. Spare Pump	
		- Waiting on Pump Information, 15HP, 3/60/230V	
		North Chapel Spare Pump	
		- Waiting on Pump Information, 10HP, 3/60/230V	
		Day Brook #8 Spare Pump	
		- Myers Model WG-20-21-35, 1/60/230V – In Customer Stock	
		Pricing F.O.B. Factory, freight prepaid and allowed, excluding taxes:	
		Tencarva Machinery Company does not provide construction or unloading service.	

Delivery Terms:	Will Advise
Credit Terms:	Net 30 days from date of invoices, no retainage allowed, 1-1/2% monthly on unpaid balance.
Quote Accepted By:	Quote Submitted By: Frank Lucius
Date Quote Accepted:	Date Quote Submitted: February 23, 2023



Locke Well & Pump Company

Sales and Service Since 1952

[1 item](#)

Products Search

The Shopping Cart

[Need Help?](#)

Your Shopping Cart Contents

Total Items: 1 Weight: 654lbs Amount: \$11,980.00

Qty.		Item Name	Unit	Total
1		4NS12N3EC - Goulds Pumps B4NS Non-Clog Sewage Pump	\$11,980.00	\$11,980.00

Sub-Total: \$11,980.00

Estimate Shipping Costs

Country:

State/Province:

Post/Zip Code:





Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Parks and Recreation, Public Works, Utility Services, Police and Fire Departments, Planning and Zoning, Code Enforcement

ITEM TYPE: Report

AGENDA SECTION: Reports

SUBJECT: Departmental Reports (Included in the Board packet)

BACKGROUND:

SUGGESTED ACTION: NO ACTION NEEDED

ATTACHMENTS: 1. CODE REPORT 2. PLANNING AND ZONING REPORT 3. PUBLIC WORKS REPORT 4. POICE AND FIRE REPORTS 5. PARKS AND RECREATIONS REPORT 6. UTILITY SERVICES REPORT

Case Number	Violation Address	Owner or Occupant	Status or Conditions
MINIMUM HOUSING			
HC-20-02	property near intersection of East Ryder Avenue and Coldwater Street	David Richard Wood	abandoned dilapidated mobile office or classroom structures. Hearing held on 03-29-2021. Finding of Facts and Order issued to Repair or Demolish by 10-06-2021. Owner has submitted development plans for review. Pending results of that review and other possible actions concerning the deadline. On hold.
HC-21-04	314 Town Street	Ruth C Deadmon	occupied dwelling without water, sewer or electric services. Notices issued and have met with occupants on multiple visits. Hand delivered a copy of the Notice to vacate by 02-15-2023 and mailed it also. Due to non-compliance, Civil Penalties have been initiated. Occupants have called concerning the penalties and excuses. No change and persons still living in the house. Will schedule full inspection and proceed with additional enforcement actions.

TOWN OF LANDIS

Case Number	Violation Address	Owner or Occupant	Status or Conditions
HC-21-05	615 South Main Street	Jose Ivan Perez Perez (11-02-22)	Substandard housing conditions. Property has now been sold three times within the five months. Renovations continue. Will continue to monitor for completion.
HC-21-08	317 East Corriher Street	Gail D Jackson	unsafe and unsanitary conditions inside and outside the house. Conducted inspection with warrant. Hearing scehduled for 01-11-2023 @ 10:00. Owner did not show but called later. Hearing held on front porch with decision she will continue with clean up and I will conduct periodic inspections until compliance is met. Will conduct follow up inspection in next couple of weeks.
HC-21-10	1110 South Highland Avenue	Kameron B Branon, Harrion A Beave III, and Hunter M Beaver (01-18-22)	Abandoned house and property. The ownership has changed through the actions of the estate. Nuisance issues have been abated and house is under renovation, near complete. CLOSED 05-03-23
NUISANCES			

TOWN OF LANDIS

Case Number	Violation Address	Owner or Occupant	Status or Conditions
PN-20-01	510 East Ryder Avenue	Solutions Home Buyers LLC (04-27-23)	various forms of trash, debris and other similar materials. Home is in disrepair also. Solution Home Buyers has taken possession of the property as of 04-27-2023 and is in full clean out mode now. Will continue to monitor.
PN-21-01	616 East Mills Drive & adj lot on Turner Street	Billy Roy & Dollie M Poston	various forms of trash, debris and other similar materials, junked/nuisance vehicles. Vehicles have been removed, with only a few items remaining on the front porch. Will continue to follow up.
PN-22-12	201 Everhart Avenue	Mary Gray Hilton	large piles of trash, debris in the front yard. Reports of rats and snakes. Property has been cleaned up by owners. CLOSED 05-03-23.
PN-23-02	107 North Meriah Street	James A Hall Jr	various forms of trash, junk, and debris along with multiple junked/nuisance vehicles. Notice issued with deadline of 02-21-23. Owner has taken no action. Spoke to him by phone, with no change in conditions as of today. Will follow up and take enforcement action as needed.

TOWN OF LANDIS

Case Number	Violation Address	Owner or Occupant	Status or Conditions
PN-23-03	418 Town Street	Kimberly Megan Cooper	various forms of trash and debris. CLOSED 05-03-23.
PN-23-04	210-214 Rankin Road	Mary Theresa Martin	Various forms of trash, debris and similar materials. Met on site with the owner and he will begin abatement actions. Will monitor.
PN-23-05	965 Colonial Drive	Karen Garrett	overgrowth, pallets, debris, and possible abandoned house. Notice issued on nuisance issues. Will monitor the housing conditions for further actions.
PN-23-06	709 South Main Street	Thomas McConnell Family LLC	overgrowth and a dilapidate shed. Notice issued.
PN-23-07	707 South Main Street	Carolyn & Jeff Miller	overgrowth. Notice issued
ABANDONED-JUNKED-NUISANCE VEHICLES			
ZONING			

TOWN OF LANDIS

Case Number	Violation Address	Owner or Occupant	Status or Conditions
Z-23-01	406 South Correll	Isabell Sandoval & Silva A Cortez	construction of a large elevated storage building without permits and in violation of setbacks etc. Met on site with staff and the owners to determine options for compliance. They will work with planning and move the building to a compliant location. Structure has been moved to the approved location. CLOSED 05-03-23.

LANDIS DEVELOPMENT PLANS UNDER REVIEW

Section 8, Item 8.1

Application #	Name (surveyor & owner) FEES PD	Job Address	Type/# of lots	Status
<p>SITE-07-21 PLANNER OFFICE (GRAY FILE DRAWER) WAS <u>JOHNSON/WOOD- NEW NAME:</u> <u>VILLAS AT LANDIS</u> RYDER PLACE (11-8-22)</p>	<p>Yarbrough-Williams & Hoyle (Nest Communities, LLC/Johnson Wood Townhomes) FEES PD:</p>	<p>Corner of E. Ryder Ave & Upright Streets Map 109 149 & 133 165</p>	<p>Major Subdivision Duplex, Townhomes, SF</p>	<p>10-11-21 Application/sketch rec'd 10/11/21 \$100 SKETCH REVIEW 10-12-21 sketch plan reviewed by RF 11-16-21 \$100 rec'd for review 11-29-21 \$2,092.11 rec'd for technical review of plans. 12-8-21 TECH REV TEAM MTG 3-29-22 Zoning verification letter 4-12-22 Received updated infrastructure information- Capacity Analysis 6-2-22 PLANS REC'D 6-21-22 TRC REVIEW of PLANS 8-10-22 PL. BD REV. *SITE DEV PLAN APPROVED AS NOTED- NEXT STEP: CONSTRUCTION PLANS 8-23-22 email with St. light update to plan 9/20/22 \$22,026.16 CONSTRUCTION PLANS REC'D WITH CALCULATIONS (BESIDE MAP CAGE) 11-15-22 ENGINEER memorandum rec'd. 11-28-22 emailed-waiting on water/sewer plans 12-6-22 Water/sewer plans emailed, waiting on hard copies- REC'D 12-7-22 12-8-22 NCDOT driveway permit completed and rec'd. 12-15-22 final initial comments on w/s notified applicant to p/up their set of plans w/comments 12-19-22 PICKED UP 1-3-23 ACTIVE FILE 1-5-23 REC'D NCDOT DRIVEWAY PERMIT W/CONDITIONS 2-2-23 REC'D REQ. FOR HIGH DENSITY DEV. AGR. 3-20-23 PUB. HEARING FOR DEV. AGREEMENT 3-20-23 Board Approved Dev. Agreement 4-12-23 revised plans rec'd 4-26-23 RF reviewed plans, waiting on stormwater review. (Tristin is aware) NEXT STEP CONSTRUCTION CONFERENCE</p>

LANDIS DEVELOPMENT PLANS UNDER REVIEW

Application #	Name (surveyor & owner) FEES PD	Job Address	Type/# of lots	Status
<p>SITE 11-21 GRAY FILE DRAWER NEW NAME: LANDIS APARTMENTS</p>	<p>Steve Ross – Dynamic Developers of the Carolinas, LLC Mark Siemieniec-Architect</p>	<p>716 W. Ryder Ave & Mt. Moriah Ch. Rd Map 130b 096</p>	<p>PROPOSED TWNHOMES APARTMENTS</p>	<p>12-22-21 PAYMENT: \$100 SKETCH PLAN REV. 12-28-21 RF to Engineer, email with comments re sketch plan layout. 2-8-22 R. Flowe mtg w/Developer Engineer 5-16-22DEV. MTG WITH R FLOWE SKTECH PLAT REV. 7-5-22 PAYMENT \$100 FOR 5-16-22 REVIEW 7-15-22 REC'D 2 COPIES OF PRELIMINARY SITE PLAN-Location: floor beside map cage Payment: site plan rev. \$388.25 8-10-22 PL. BD REVWD. PLAN REJECTED. DEV WILL SUBMIT ANOTHER SITE PLAN 10-19-22 rec'd revised plan 11-8-22 OVERVIEW W/PL. BD. 11-16-22 MTG W/FLOWE &MNGR- WILL RE-SUBMIT PLANS NO TRC ON CURRENT PLANS. 12-6-22 REC'D REVISED PLANS. R FLOWE COMMENTED. EMAILED ARCHITECT W/COMMENTS 12-21-22 re-sent email of 12-6-22 to architect/confirmed recpt. 1-3-23 ACTIVE FILE 2-8-23 revised plan sent by email- next step is site dev. Plan rev. 2-28-23 PLAN HARD COPIES REC'D 2-28-23 PAYMENT: \$388.25 site plan rev. 3-2-23 REC'D REVISED SITE PLAN 3-15-23 Revised Site Plan approved- next step-construction plans&review</p>

LANDIS DEVELOPMENT PLANS UNDER REVIEW

🏆 YEAR 2022				
Application #	Name (surveyor & owner) FEES PD	Job Address	Type/# of lots	Status
SITE 04-22 RICE ROAD TOWNHOMES ZONING PERMIT ISSUED	JOURNEY CAPITAL, LLC ANDREW WALTZ 704-453-2700	221 E RICE STREET	<u>TOWNHOMES</u>	12-28-22 issued zoning permit # ZN-22-81 4-18-23 Rec'd 1 new page to plans. 4-26-23 RF review, waiting on stormwater review, still need correct buildings sheet. 5-2-23 STORMWATER REVIEWED 5-3-23 Emailed screenshot of comments Waiting on corrected buildings sheet
SITE DEV 09-22 <u>IRISH CREEK PREL. PLAT</u> <u>LANDIS PORTION PHASE 2&4</u>	LENNAR CAROLINAS – LAND DESIGN ENGINEER	CANNON FARM RD	430 LOTS- MU-1 & SFR-2 CZ	9-6-22 REC'D PLAT W/\$3,000 9-13-22 REC'D MASTER PLAN PRELIMINARY PLAT W/\$5,140 AND \$4,580 TOTAL \$12,720 9-13-22 PLAT OVERVIEW W/PL BD. ✓ 12-6-22 ACTIVE FILE 3-7-23 NO ACTIVITY
SITE DEV 10-22 <u>OLD BEATTY FORD RD</u> <u>INDUSTRIAL SITE</u>	RBEADLE/JACKSON-SHAW- LIPE, MILLS, DEAL PROPERTIES	OLD BEATTY FORD RD INDUSTRIAL SITE	<u>ANNEX & ZMA</u> <u>LOTS:</u> MAP 140, PARCELS: 003,167, 138, 169 & 170 11-14-22- BD APPROVED ANNEXATION ZONING: IND 2-13-23 BD TO CONSIDER ANNEXATION WITH PUB. HEARING ON MARCH 20, 2023 - BD APPROVED	9-13-22 REC'VD PAYMENT \$600 ZMA REQ. ANNEX W/ ZMA NOV.8 & 14 2022 MTGS 11-14-22 BD APPROVED ANNEX & IND ZONING 12-6-22 ACTIVE SITE- PLANS DEVELOPING 12-8-22 NCDOT TRAFFIC IMPACT STUDY CHECKLIST REC'D 12-20-22 2 CHECKS OF \$875 REC'D = \$1,750 FOR: 1) ZMA W/ANNEX APPL. (APPL. REC'D 12-15-22) 2) & ZTA (TEXT AMEND.) 1-3-2023 ACTIVE FILE 1-09-23 ANNEXATION REQ. TABLED UNTIL FEB 2-13-23 ZTA APPROVED ANNEX AND MAP AMEND SET FOR MARCH PUB HEARING. 3-1-23 SITE PLAN REV. W/ DEV & PUB. WORKS 3-20-23 Annex req. approved by Board with approval of ZMA district IND. 3-20-23 Pub. Hearing Annexation additional properties, req. IND zoning. BOARD APPROVED 3-20-23 BD approved annex- Indust. Zoning 4-11-23 Plan revisions received. 4-26-23 Plan review completed with comments. 4-27-23 R Beadle picked up Dev. Copy with comments.

LANDIS DEVELOPMENT PLANS UNDER REVIEW

2023	2023	2023	2023	2023
Application #	Name (surveyor & owner) FEES PD	Job Address	Type/# of lots	Status
SITE 01-23 BYRNE PROP KIMBALL RD	SHANNON SPARKS SURVEYOR BYRNE PROP. INC	KIMBALL ROAD MAP 123B 115	<u>TOWNHOMES</u> <u>9 PROPOSED</u>	2-2-23 SKETCH PLAT REVIEW & CONSULT 2-2-23 PD \$245 SKETCH PLAT REV. & CONSULT 4-13-23 PD \$1085 FOR SITE PLAN REVIEW 4-26-23 Plans Reviewed by RF TRC & PL BD. (JUNE '23) NEXT
SITE 02-23 CONCRETE PLANT NEW OWNERSHIP/ NEW PLANS	William N. West Owner Crete Solutions FEES PD: 4-11-23: SITE PLN REV: \$432.83 PRKING/LDING: \$540 STRM DRNG: \$216 STRM WTR: \$5,000 TOTAL: \$6,188.83	220 OLD BEATTY FORD RD	<u>CONCRETE PLANT</u>	04-11-2023 PD \$6,188.83 NEW SITE PLANS, STORMWATER, CALCS. 4-26-23 RF review & staff rev. complete comments on plans 4-27-26 Owner/Dev. Bill West p/up set w/comments.
COMPLETE/PARTIAL/ INACTIVE				
Application #	Name (surveyor & owner)	Job Address	Type/# of lots	Status
Sub-08-21 FILE DRAWER INACTIVE- FILED AS INACTIVE 8- 16-22 <u>IN CURRENT YR DRAWER</u>	John McHenry Surveyor for JLC GROUP, LLC	208 S. Beaver St	Major Subdivision request	Nov 9, 21 \$100 fee pd. - Nov 5, 21 Email from R. Flowe to surveyor-draft reviewed. 1-11-22 per Surveyor, still waiting on property owner as to whether or not to proceed.
RECOMB PLAT 10-21	COMPLETED IN 2021			
SKETCH 01-22 INACTIVE	CAREY CUSTOM PROPERTIES	S. MAIN ST MAP 130A 08003	SITE REV. POTENTIAL TOWNHOMES	3-1-22 R. Flowe mtg w/Developer 3-1-22 \$100 review/consultation 4-1-22 per GIS Carey purchased property 12-6-22 No activity

LANDIS DEVELOPMENT PLANS UNDER REVIEW

Section 8, Item 8.1

				2-7-23 INACTIVE FILE
SKETCH PLAT 02-22 8-3-22 WITHDRAWN-NEW OWNER. FILED IN CURRENT YR DRAWER	Suther Engineering	215 W. Rice Street	Preliminary review for Multi-Family Dwellings	3-15-22 application rec'd- pd \$100 3-24-22 pdf of proposal emailed to P/Z Admin 3-28-22 P/Z Admin Flowe emailed comments to Engineer Suther. 6-1-22 plan rec'd by email 6-2-22 fee schedule emailed to Suther. 6-21-22 MTG WITH R FLOWE &/ TRC REVIEW
RECOMB.03-22 COMPLETED 4- 6-22 (CURRENT YR FILE)	Parks, Jennifer	530 Branchview Court	Recombination Plat	4-6-22 signed by P/Z Assist. 4-8-22 recorded in Rowan County
SITE DEV 04-22 RICE RD TOWNHOMES PERMIT ISSUED 12-28-22	RICE RD TOWNHOMES CONSTRUCTION NOT BEGUN- ACTIVE FOR REVIEWS	E RICE STREET	TOWN HOMES	1-12-22 MTG R FLOWE PAYMENTS: 5-11-22: \$325, 5-17-22: \$1,812 6-21-22 TRC MTG TO REVIEW PLAN- Location: IN map cage 8-10-22 PL. BD REV. -DEV/ENGINEER NEED TO MEET TO DISCUSS WITH R FLOWE 9-1-22 MTG W/FLOWE ✓ NEXT STEP: SUBMITTAL OF REVISED SITE 11-3-22 REVISED PLANS REC'D 11-8-22 PL BD OVERVIEW 11-22-22 TRC COMMENTS COMPLETE 11-30-22 PLANS W/COMMENTS READY FOR P/UP 12-5-22 plans p/up by developer for review/revisions 12-13-22 REC'D REVISED PLANS 12-15-22 PLANS REVIEWD BY RFLOWE APPROVED AS NOTED READY FOR PICK UP (EMAILED) 12-19-22 PICKED UP by developer 12-19-22 rec'd zoning permit appl by email. 12-28-22 rec'd address from county 12-28-22 issued zoning permit # ZN-22-81
PLAT 05-22- - COMPLETE	SAM KING ENG. VANQUISH FENCING	1555 PINNACLE WAY	PARKING LOT EXPANSION	4-26-22 PLANS REC'D ELECTRONIC REVIEWS BY RFLOWE, 6-1-22 REVIEW MTG BY RFLOWE 6-2-22 PERMITTED ZN-22-36

LANDIS DEVELOPMENT PLANS UNDER REVIEW

<p>INACTIVE-EXEMPTION 07-22</p>	<p>JORDAN GRANT ENGIN. HUIZAR-OWNER</p>	<p>707 W RIDGE AVE</p>	<p>1 LOT TO SPLIT TO 2</p>	<p>6-15-22 REC'D MAP BY EMAIL FOR REVIEW 6-23-22 REV'WD W/FLOWE: REMOVE SETBACKS ON PLAT, SUSAN TO SIGN WHEN ITS READY 10-6-22 SC REC'VD EMAIL FROM SURVEYOR- PLANS TO GO FORWARD. 12-6-22 No action 1-24-23 NEW OWNER -RECONSIDERING</p>
<p>EXEMPTION 08-22 (CURRENT YR FILE DRAWER)COMPLETE</p>	<p>RILEY GOBBLE SURVEYOR HOELL- OWNER</p>	<p>415 W RYDER ST</p>	<p>1 LOT INTO 2</p>	<p>EXEMPTION PLAT SIGNED ON 7-26-22</p>
<p>EXEMPTION-RECOMB. PLAT 11-22-22 COMPLETE</p>	<p>SPARKS SURVEYING BROWN-OWNER</p>	<p>506 PINE STREET</p>	<p>COMBINED EXISTING DRIVE ON ADJ LOT TO 506 PINE ST</p>	<p>PLAT SIGNED ON 11-22-22 BY SCLOSNER</p>
<p>SITE DEV. 11-22 COMPLETE</p>	<p>DEM PROPERTIES- LANDIS BUS. PARK</p>	<p>1520 PINNACLE WAY DR ADDRESS BY GIS ON 12-20-22</p>	<p>NEW 74' X 135' BLDG</p>	<p>MET W/RFLOWE 10-25-22 SUBMITTAL SITE PLAN- *RFLOWE APPROVED SITE DEV. PLAN 10-26-22REC'D \$325 SITE PLAN REVIEW FEE 11-16-22 ZONING PERMIT APP SENT TO APPLICANT 12-6-22 PERMIT APPLICATION TO COME 12-14-22 PERMIT APPLICATION COMPLETE #ZN-22-78</p>
<p>Site- 09-21 COMPLETE GRAY FILE DRAWER CONCRETE PLANT PERMITTED ON 1-31-2023. # ZN-23-06</p>	<p>Macleod Construction Inc. (Mansour-Edlin Consultant) PLANS BESIDE MAP CAGE DOCUMENTS IN GRAY FILE FEES PD: 11-24-2021 SKETCH PL REV FEE: \$100 11-18-2022 FEES PD FOR: ZONING PERMIT: \$50 SITE PLN REV: \$432.50 PLAN REVIEW: PARKING/LOADING: \$1,000 STORM DRAINAGE: \$502.20 STRM WTR : \$5,000</p>	<p>220 Old Beatty Ford Rd</p>	<p>Site plan for concrete plant</p>	<p>Nov. 16, 2021, preliminary site plan Nov. 24,2021 \$100 fee rec'd Emailed R. Flowe Reviewed 11-24-21 Plan with notes sent to Macleod/Edlin 12-4-21 <i>In file drawer.</i> 6-14-22 Contractor called inquiring height reg. for silos. Project moving forward asbestos removal and demolition planned. 6-22-22 Email to everyone- need set up pre-site plan application conference with RF to see intent with bldg. elevations, grades, etc. to answer any conditions, hgts., etc. 7-11-22 MTG WITH R FLOWE 7-20-22 Septic site evaluation form to Michael Houser for county to evaluate site. 9-15-22 EMAIL UPDATE-test holes for septic dug-revision plans being drawn for review. 11-2-22 MTG W/RFLOWE 11-22-22 REC'D PLANS AND PERMIT APPS</p>

LANDIS DEVELOPMENT PLANS UNDER REVIEW

Section 8, Item 8.1

	<p>TOTAL: \$6,984.10</p> <p>ACTIVE FOR CONST. REVIEWS</p>			<p>11-29-22 Rec'd Review fees Payment: \$6,984.70</p> <p>12-6-22 Stormwater overview by R. Flowe & staff, TRC MTG SET FOR 1-5-23. ACTIVE SITE</p> <p>12-20-22 CALCULATIONS FOR DRAINAGE MAP FOR DRIVEWAY PIPES BY EMAIL REC'D.</p> <p>1-3-23 NCDOT driveway permit approval with requirement documentations rec'd.</p> <p>SCHEDULED: TRC MTG 1-5-23</p> <p>1-3-23 ACTIVE FILE</p> <p>1-5-23 TRC MTG. project reps attended. Rejected Calculations report given to reps for corrections.</p> <p>1-10-2023 PL. BD OVERVIEW MINOR CHANGES TO PLAN- REVISIONS MARKED PLAN SET GIVEN TO DEVELOPER.</p> <p>1-19-23 PLANS W/REVISIONS & REVISED WATER QUALITY CALCULATIONS REC'D.</p> <p>1-23 Request for permit to begin building.</p> <p>1-26-23 WATER QUALITY CALCS ACCEPTED</p> <p>1-31-2023 PROJECT PERMITTED # ZN-23-06</p>
<p>EXEMP/RECOMB PLAT</p>	<p>MEL THOMPSON SURVEYOR (RUBY GOODMAN)</p>	<p>MIKE WALLACE RACING INC</p>	<p><u>RECOMBINATION</u></p>	<p>2-22-23 EMAILED PLAT FOR REVIEW, FEE: \$10 PD.</p> <p>R.FLOWE APPROVED, HE WILL SIGN WHEN COMPLETE. Signed 2-23-23.</p> <p>RECORDED 2-27-23.</p>
<p>SUB-06-22 COMPLETED</p> <p>EXEMP PLAT 06-22 IN P/Z CURRENT FILE SPARKS SURVEYOR</p>	<p>SLOOP & BUILD 4 VALUE LLC SLOOP PARCEL ON BEAVER STREET/TOWN ST. SEPARATED TO 2 PARCELS PERMITTED 4-18-23</p>	<p>TOWN STREET/N BEAVER ST</p>	<p>FUTURE SUBDIVISION OF LOT ON TOWN STREET</p> <p>LOT SEPARATED FROM 1 TO 2 LOTS</p>	<p>PD \$100- 6-1-22 REVIEW MTG WITH FLOWE.</p> <p>7-13-22-PROPERTY FRONTING ON N. BEAVER DIVIDED OFF AS EXEMPTION PLAT</p> <p>REMAINING PROPERTY ON TOWN ST TO BE SUBDIVIDED -POTENTIAL TOWNHOMES.</p> <p>12-6-22 ACTIVE FILE</p> <p>2-6-2023 PLANNING & PUB WORKS MET W/OWNERS * OWNERS TO SUBMIT NEW PLANS</p> <p>3-7-23 ONGOING COMMUNICATION OF PLANS</p> <p>4-13-23 Owner working on easement recording.</p> <p>4-18-23 PERMITTED LOT #2 ON TOWN ST WITH RECORDED UTILITY EASEMENT PERMIT #ZN-23-24</p>

LANDIS DEVELOPMENT PLANS UNDER REVIEW

Section 8, Item 8.1

EXEMPTION PLAT	RILEY GOBBLE SURVEYOR	WEST RYDER AVE	DIVISION OF 1 LOT INTO 2	<i>COMPLETED 04-27-23</i>

Town of Landis
Division of Land Use
Zoning Permits Issued – Year 2023

Permit #	Date	Name	Job Address	Permit Use
ZN-23-01	01-12-23	TAYLOR WHITE	408 N CHAPEL ST	HOME OCCUP/ACCESS STRUCTURE
ZN-23-02	01-18-23	LEANNA HOLLAR	115 W ROUND ST	ACCESS. STRUCTURE
ZN-23-03	01-18-23	CHRIS HOLMES	250 TRANQUIL LAKE DR	FENCE
ZN-23-04	01-24-23	LINKER	205 W. 1 ST STREET	NEW CONST. SFR
ZN-23-05	01-31-23	BARNES	507 W BEAVER ST	ACCESS. -DECK REPLACEMENT
ZN-23-06	01-31-23	MACLEOD CONCRETE	220 OLD BEATTY FORD ROAD	NEW CONCRET PLANT
ZN-23-07	01-31-23	READLING UPDATED PERMIT	409 S CORRELL ST ZN-22-28	REMODELW/ADDITION SFR
ZN-23-08	2-1-2023	LANDIS BAPT. CHURCH	512 W. RYDER AVE	2 ACCESS. BLDGS
SP-ZN-23-09	2-1-2023	JOY LONG(LITTLE SHOPPE)	2881 N CANNON BLVD #B	WALL SIGN FOR BUSINESS
ZN-23-10	2-2-23	JAMES HAUSS	510 TRANQUIL LAKE DR	ACCESS. BLD -30X60 GARAGE
SP-ZN-23-11	2-1-2023	JOY LONG(LITTLE SHOPPE)	2881 N CANNON BLVD #B	TEMP SIGN FOR BUSINESS
ZN-23-12	2-23-23	TERESA RANKIN GRANDISON	180 OVERCUP COURT	PORCH & DECK ADDITION
ZN-23-13	3-2-2023	DARELL EFIRD	2515 HWY 29 S	ACCESS STRUCTURE
ZN-23-14	3-15-23	SANDOVAL	406 S CORRELL ST	ACCESS STRUCTURE
ZN-23-15	3-16-23	WATTS, CODY (NIKKI)	127 S CENTRAL AVE NEW BUS.	RESTAURANT "LANDIS CREAMERY"
ZN-23-16	3-28-23	NIBLOCK HOMES	900 IRISH CREEK DRIVE	NEW CONST SFR
ZN-23-17	4-5-23	ELIJAH HARRISON CONST	306 N KIMMONS ST	INT. ROOM ADDITION
ZN-23-18	4-5-23	WALSH	504 SAWTOOTH OAK DR	FENCE
ZN-23-19	4-11-23	ABCD MOORE PROP.	1555 PINNACLE WAY DR	INT. ROOM ADDITION
ZN-23-20	4-11-23	DAVID MILLER REALTY	805 E MILLS DR	NEW SFR
ZN-23-21	4-11-23	DAVID MILLER REALTY	807 E MILLS DR	NEW SFR
ZN-23-22	4-11-23	DAVID MILLER REALTY	811 E MILLS DR	NEW SFR
ZN-23-23	4-13-23	CAROLINA BUILDERS OF CAB	416 PINE ST.	NEW SFR
ZN-23-24	4-18-23	BUILD 4 VALUE LLC	310 TOWN ST. PREV. ZN-22-71	NEW SFR (W/UTILITY EASEMENT)
ZN-23-25	5-3-23	NICHOLE ROMANOWSKI	302 GALLANT CIR	FENCE

Public Works Monthly Reporting

Completed By Tristin Walter Date 4-1-2023

1. Water - Sewer

- Taps 3
- Irrigation Taps 4
- Water Main breaks 0
- Meter Box Replacement 1
- Hydrant (Water Quality Flushing) Routes 10
- Meter/MXU Change Out 3
- Water Pump Station (quantity 1) Quality 28
- Sewer lift station (quantity 10) y Monitoring and Repairs needed y
- Customer calls/ resident needs 30
- New / Current Resident work orders start& stop service 30

2. Stormwater

- Requested Repair Quotes requested for attached maps
- Storm drain repair and maintenance (All Public works employees help)

3. Electricity

- Current / New Resident Work orders 10
- New (Temp) Service 2
- Disconnects 95
- Streetlights 12
- Security Lights 4
- Pole Repair/Replace 7
- Outages: Cause, Environmental 3 Load Demanded _____ Vehicle Wreck 0 Other _____

4. Streets

- Weekly Schedule: Monday thru Wed Bulk Pick up, Thursday thru Friday Chipping/ Leaves
- Rowan County Dump Runs 2
- Customer calls 10 Work Orders 12 Go Gov 4

Comments: _____



LANDIS FIRE

DEPARTMENT OF PUBLIC SAFETY, Interim Director Kevin Young
312 SOUTH MAIN STREET, LANDIS, NC 28088
P: 704-855-1269

May 1, 2023

Attention: Landis Board of Alderman
Re: April 2023 Fire Department Report

Monthly Total – 93 Calls

- Medical – 41
- Fire - 45
- Motor Vehicle Accidents – 7
- Mutual/Automatic Aid Given – 39
- Mutual/Automatic Aid Received – 10

F.D. Vehicle Mileage

- E-443 – 91,226
- E-442 – 36,558 (Actual Mileage Unknow/Odometer Does Not Work)
- Car 44 – 134,644
- Unit 448 (truck) – 168,469
- Ladder 58 – 19,473
- E-581 – 28,453



LANDIS FIRE

DEPARTMENT OF PUBLIC SAFETY, Interim Director Kevin Young
312 SOUTH MAIN STREET, LANDIS, NC 28088
P: 704-855-1269

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin L. Young".

Kevin L. Young

Interim Fire Chief



LANDIS POLICE

Kevin Young, Interim Chief of Police

136 NORTH CENTRAL AVENUE PO BOX 165, LANDIS, NC 28088
P: 704-857-2129 F: 704-857-3512

March 10, 2023

Attention: Landis Board of Alderman

Re: April 2023 Police Statistical Report

Police Stats:

Total Calls for Service (including self-initiated calls) – **348**

Self-initiated calls Only – **207**

Calls for Service Only – **138**

Traffic Crashes – **6**

Traffic Stops – **51**

Vehicle Mileage:

LPD-081: 130,100

LPD-101: 102,785

LPD-102: 97,207

LPD-131: 91,191

LPD-151: 61,779

LPD-161: 64,177

LPD-171: 51,356

LPD-172: 79,185

LPD-173: 69,655

LPD-174: 48,078



LANDIS POLICE

Kevin Young, Interim Chief of Police

136 NORTH CENTRAL AVENUE PO BOX 165, LANDIS, NC 28088
P: 704-857-2129 F: 704-857-3512

LPD-175: 60,076

LPD-176: 52,307

LPD-177: 68,372

LPD-211: 13,274

LPD-212: 12,852

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin L. Young'.

Kevin L. Young

Interim Chief of Police

ROWAN COUNTY COMMUNICATIONS

Events by Nature Code

Agency: LPD, Event date/Time range: 04/01/2023 00:00:00 - 04/30/2023 23:59:59

Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
103B5 PERSONAL ESCORT	0	0	1	1	0%	0:07:08	0:01:43	0:12:15	0:21:06	0:21:06
104C2 COMMERCIAL BURG (INTRUSI	0	0	12	12	3%	0:03:39	0:06:01	0:07:03	2:29:39	0:12:28
104C3 RESIDENTAL BURG (INTRUSI	0	0	5	5	1%	0:02:18	0:05:23	0:04:30	1:00:58	0:12:11
104D2 COMMERCIAL HOLD UP ALARM	0	0	1	1	0%	0:01:27	0:00:00	0:00:00	0:12:37	0:12:37
106B3 PAST SEXUAL ASLT-CHILD	1	0	0	1	0%	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
106B5 PAST ASSAULT	1	0	0	1	0%	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
106D3 SEXUAL ASSAULT-CHILD	0	0	1	1	0%	0:02:26	0:04:07	0:16:44	0:23:17	0:23:17
107B1 ASST OTHER AGENCY-ROUTIN	0	0	1	1	0%	0:01:25	0:09:42	0:21:33	0:32:40	0:32:40
110B2 PAST RESIDENTIAL B&E	0	0	1	1	0%	0:02:49	0:04:36	0:08:04	0:15:29	0:15:29
110C1 POSSIBLE B&E RESIDENTIAL	0	1	0	1	0%	0:00:00	0:00:00	0:29:28	0:29:28	0:29:28
110C2 POSSIBLE B&E COMMERCIAL	0	0	1	1	0%	0:18:40	0:03:04	0:37:50	0:59:34	0:59:34
110D2 RESIDENTIAL B&E	0	0	1	1	0%	0:01:11	0:01:43	0:21:18	0:24:12	0:24:12
111B1 PAST DAMAGE TO PROPERTY	0	0	6	6	2%	0:03:21	0:09:38	0:41:34	5:09:23	0:51:33
113B2 OTHER NOISE COMPLAINT	0	0	3	3	1%	0:13:21	0:04:00	0:03:58	1:03:13	0:21:04
113D1 DISTURBANCE / PHYSICAL	0	0	1	1	0%	0:03:23	0:06:24	0:03:48	0:13:35	0:13:35
113D2 DISTURBANCE / VERBAL	0	0	4	4	1%	0:04:30	0:04:36	0:13:12	1:29:19	0:22:19
114D1 PHYSICAL DOMESTIC	0	0	1	1	0%	0:01:58	0:01:41	0:12:36	0:16:15	0:16:15
114D2 VERBAL DOMESTIC	0	0	2	2	1%	0:03:44	0:04:43	0:33:20	1:23:37	0:41:48
115D1 DRIVING UNDER INFLUENCE	0	0	1	1	0%	0:03:06	0:01:49	0:09:54	0:14:49	0:14:49
116D1 DRUGS (USE-POSSESSION)	1	1	2	4	1%	0:09:27	0:04:27	0:37:52	2:21:26	0:47:08
118B2 FRAUD-PAST FORGERY	0	0	2	2	1%	0:04:03	0:00:00	0:00:00	0:19:47	0:09:53
119C2 THREAT - JUST OCCURED	0	0	1	1	0%	0:03:19	0:00:00	0:00:00	0:09:52	0:09:52
119D3 HARASSMENT	0	0	1	1	0%	0:04:30	0:00:29	0:07:18	0:12:17	0:12:17
123B1 MISSING PERSON	0	0	1	1	0%	0:03:55	0:00:00	0:46:45	0:50:40	0:50:40

Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
5B1 CHECK WELFARE - ROUTINE	0	1	4	5	1%	0:05:03	0:06:03	0:10:46	1:38:21	0:19:40
5B2 LOCKOUT - ROUTINE	0	0	3	3	1%	0:05:26	0:05:13	0:09:07	0:54:09	0:18:03
125D1 CHECK WELFARE-URGENT	0	0	6	6	2%	0:03:28	0:04:16	0:20:15	2:35:18	0:25:53
125D2 LOCKOUT - URGENT	0	0	1	1	0%	0:04:22	0:01:36	1:11:10	1:17:08	1:17:08
129B1 SUSPICIOUS PERSON (PAST)	0	0	1	1	0%	0:03:39	0:00:00	0:00:00	0:38:03	0:38:03
129B3 SUSPICIOUS CIRCUM (PAST)	0	0	1	1	0%	0:08:02	0:00:00	0:04:00	0:12:02	0:12:02
129C1 SUSPICIOUS PERSON	0	1	9	10	3%	0:03:52	0:04:49	0:08:55	2:47:33	0:16:45
129C3 SUSPICIOUS VEHICLE	0	3	3	6	2%	0:05:00	0:07:54	0:06:51	1:27:49	0:14:38
129G5 SUSPICIOUS CIRCUMSTANCE	0	1	3	4	1%	0:02:20	0:28:11	2:16:49	6:02:34	1:30:38
130B1 LARCENY (ALREADY OCC)	0	0	3	3	1%	0:03:08	0:20:15	0:10:50	1:42:43	0:34:14
130D1 LARCENY	0	0	1	1	0%	0:16:34	0:00:00	0:00:00	0:31:58	0:31:58
131B1 TRAFFIC ACCIDENT - PD	0	0	1	1	0%	0:05:11	0:02:57	0:40:33	0:48:41	0:48:41
132C2 HAZARDOUS ROAD CONDITION	0	0	1	1	0%	0:13:16	0:04:12	0:02:49	0:20:17	0:20:17
132O1 TRAFFIC COMP - REFERRAL	0	1	0	1	0%	0:00:00	0:00:00	0:07:05	0:07:05	0:07:05
133D1 TRESPASSING	0	0	3	3	1%	0:02:28	0:08:15	0:15:22	1:18:16	0:26:05
135C1 SHOTS FIRED (HEARD)	0	0	2	2	1%	0:05:06	0:00:58	0:13:27	0:38:19	0:19:09
23B1 OVERDOSE/POISON	0	0	1	1	0%	0:02:20	0:04:12	0:05:56	0:12:28	0:12:28
23G0V OVERDOSE (OVERRIDE)	0	0	1	1	0%	0:01:08	0:03:20	0:08:55	0:13:23	0:13:23
77C2 TRAFFIC ACC - INJURY	0	0	1	1	0%	0:02:51	0:00:32	0:44:08	0:47:31	0:47:31
77D1 TRAFFIC ACC - INJURY	0	0	1	1	0%	0:00:12	0:02:06	0:50:45	0:53:03	0:53:03
77D4 TRAF ACC - VEH VS PED/BIK	0	0	1	1	0%	0:01:28	0:09:19	0:26:22	0:37:09	0:37:09
ASSIST EMS	0	0	1	1	0%	0:00:22	0:09:45	1:18:18	1:28:25	1:28:25
ASSIST FIRE DEPT	0	0	2	2	1%	0:00:06	0:02:24	0:16:42	0:36:01	0:18:00
ASSIST MOTORIST	0	1	0	1	0%	0:00:00	0:00:00	0:02:05	0:02:05	0:02:05
ATTEMPT TO LOCATE	0	0	1	1	0%	0:03:32	0:05:21	0:08:41	0:17:34	0:17:34
BURGLARY ALARM	0	0	2	2	1%	0:04:32	0:05:29	0:14:50	0:34:25	0:17:12
BUSINESS OR HOUSE CHECK	0	117	0	117	33%	0:00:01	0:00:00	0:08:33	16:41:39	0:08:33
DELIVER MESSAGE	0	0	19	19	5%	0:12:36	0:24:29	0:15:23	11:50:31	0:37:23

Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
DOMESTIC PROPERTY PICKUP	0	0	1	1	0%	0:06:30	0:00:00	0:00:00	0:08:12	0:08:12
SCORT FUNERAL OR OTHER	0	0	4	4	1%	4:49:47	0:17:23	0:25:49	22:12:03	5:33:00
FOLLOWUP	0	1	4	5	1%	0:03:00	0:00:00	0:22:48	1:12:07	0:14:25
GENERAL INFORMATION	0	0	1	1	0%	0:04:47	4:00:55	0:01:32	4:07:14	4:07:14
ILLEGAL BURNING	0	0	1	1	0%	0:02:34	0:01:31	0:06:40	0:10:45	0:10:45
MISDIAL	0	0	1	1	0%	0:00:48	0:00:00	0:00:00	0:00:49	0:00:49
OPEN DOOR	0	0	2	2	1%	0:03:31	0:03:11	0:20:32	0:54:31	0:27:15
SCHOOL SECURITY CHECK	0	11	0	11	3%	0:00:01	0:00:00	0:18:43	3:26:03	0:18:43
SEARCH WARRANT	0	1	0	1	0%	0:00:00	0:00:00	2:35:56	2:35:56	2:35:56
SUBPOENA SERVICE	0	0	1	1	0%	0:06:08	0:00:00	0:00:00	0:17:59	0:17:59
TRAFFIC CHECK	0	7	0	7	2%	0:00:01	0:00:00	1:46:58	12:28:49	1:46:58
TRAFFIC CONTROL	0	8	0	8	2%	0:00:00	0:00:00	1:59:27	15:55:38	1:59:27
TRAFFIC STOP	0	51	0	51	14%	0:00:01	0:00:00	0:13:33	11:31:33	0:13:33
TRANSPORT PRISONER OR OTHER	0	1	0	1	0%	0:00:00	0:00:00	0:24:21	0:24:21	0:24:21
VEHICLE ACCIDENT PROP DAMAGE	0	0	2	2	1%	0:03:02	0:03:20	0:21:39	0:56:03	0:28:01
Subtotals for No Summary Code	3	207	138	348	99%	0:09:05	0:11:25	0:27:07	154:29:46	0:38:59
25A1 PSYCHIATRIC (PD-ROUTINE)	0	0	1	1	0%	0:04:42	0:06:43	0:47:32	0:58:57	0:58:57
Subtotals for 25A1	0	0	1	1	0%	0:04:42	0:06:43	0:47:32	0:58:57	0:58:57
25A2 PSYCHIATRIC (SUICIDAL)	0	0	1	1	0%	0:05:38	0:07:19	0:49:00	1:01:57	1:01:57
Subtotals for 25A2	0	0	1	1	0%	0:05:38	0:07:19	0:49:00	1:01:57	1:01:57
25B6 PSYCHIATRIC	0	0	1	1	0%	0:00:42	0:03:56	0:14:20	0:18:58	0:18:58
Subtotals for 25B6	0	0	1	1	0%	0:00:42	0:03:56	0:14:20	0:18:58	0:18:58

Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
1 HANG UP	0	0	2	2	1%	0:03:37	0:07:42	0:04:57	0:32:35	0:16:17
Subtotals for 911	0	0	2	2	1%	0:03:37	0:07:42	0:04:57	0:32:35	0:16:17
Grand Totals	3	207	143	353	100%	0:08:44	0:11:00	0:27:14	157:22:13	0:38:59



Events Summary:

The Annual Easter Egg Hunt was Sat April 1st. With the morning storms, we ended up moving the start time to Noon. Despite the bad weather, we had an amazing turnout! We had 220 kids participate in the egg hunt. The Brook Church provided the music and sound, along with the 3 gift cards for the special egg in each division. Kids met with the Easter Bunny and all the animals from the Mini Petting Zoo by Future Hope Farm. Information Booths from Camp Gladiator Kids and The Girl Scouts were also in attendance. It was a very successful event!

The First Cruise In Friday April 7th was rained out. The next Cruise In will be Friday May 5th. Food Trucks& Concessions along with a Karaoke/DJ from 5:00-9:00pm.

Coming up in May, Love Landis Week May 1-6th. Photo Tag Contest all week and Community Shred It on May 6th @ Public Works 10:00am-1:00pm.

Park & Pool:

Our CPO, RC’s Pool Service, will no longer be cleaning/maintaining pools. A Certified Pool Operator is required for a facility to obtain a permit and operate for the season. I am reaching out to another local CPO in the area to see if they are able to help us during the opening operations. Meanwhile we will be working on The Town obtaining a CPO certification for myself or another Park staff employee. We are still accepting lifeguard applications. We are still lacking staff to be fully operable for the 2023 pool season. We need to fill at least another 3-4 positions. I met with the Kannapolis Y to discuss our need for lifeguards. Hopefully, our partnership with the Kannapolis Y can be of assistance. We are trying to open Memorial Day Weekend or worst-case June 3rd. Please see the attached pool update for rates and hours.

Rentals: During the month of April, campsites or cabins were booked a total of 26 days. We had 4 shelter rentals.

Daily Park Fishing Passes Sold: 642 **Annual Park Fishing Pass:** 2
State Licenses: 41 **Boat Registrations** 9

2020 Ford Explorer Mileage as of 4/30/2023: 37162.00

2001 Ford F-150 Truck Mileage (Dash lights not working) Last known: 5/2022 – 105646

2023 Annual Event Dates: Cruise-In Dates- 4/7 5/5 6/2 7/7 8/4 9/1 5:00-9:00pm
Easter Egg Hunt- 4/1 10:00am
Fall Festival/Trunk or Treat 10/28 2:00-6:00pm
Parade & Tree Lighting 11/21 3:00pm parade/ 6:00pm Tree Lighting
Campfire Christmas 12/9 4:00-7:00pm



Monthly Reporting

☒ **Utility Services Department**

- New Residents to Landis 42
- Cash Payments 330
- Credit card Payments 1093
- Check Payments 1302
- Bank Draft Payments 386
- Disconnection total 81
- AMI Electrical Meters 3200
- Remaining Manual Meters
- Water Meters 2112
- Sewer Customers 16
- Customer usage portal 337

Reported By: Rebecca Powell Date: 05/01/2023





Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Interim Town Manager Michael D. Ambrose

ITEM TYPE: Report

AGENDA SECTION: Reports

SUBJECT: Financial Report (Included in the Board packet)

BACKGROUND:

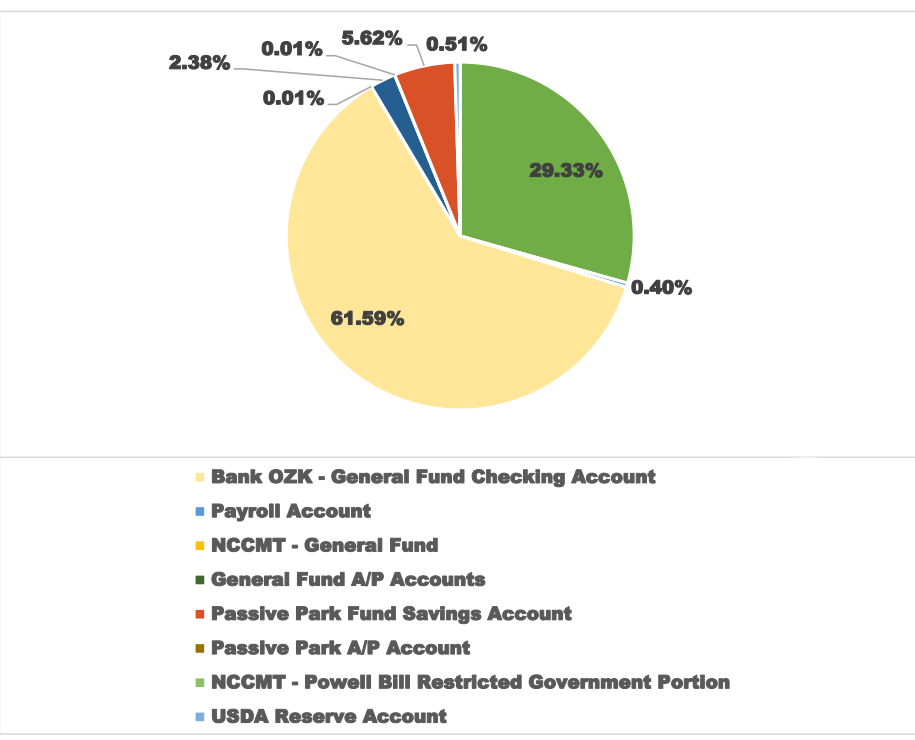
SUGGESTED ACTION: NO ACTION NEEDED

ATTACHMENTS: 1. FINANCIAL DASHBOARD

Town of Landis
FY 23 Monthly Summary
Apr-23



Operating Budget Revenues	Budgeted FY22-23	Apr-23	FY 22-23 YTD	%
Property Tax - Current (Monthly)	\$1,533,576.00	\$175,200.07	\$1,477,584.75	96%
Tax Collection - Prior Years (Monthly)	\$35,000.00	\$1,956.22	\$27,874.56	80%
Vehicle Interest	\$1,000.00	\$218.05	\$1,097.66	110%
Interest and Penalties	\$9,500.00	\$856.58	\$7,377.67	78%
Property Tax Auto - Current (Monthly)	\$213,049.00	\$18,685.80	\$126,537.82	59%
Vehicle Tag Fee	\$66,000.00	\$6,040.00	\$47,110.00	71%
Building Rental Fees	\$7,200.00	\$0.00	\$3,450.00	48%
Interest on Investments	\$25,300.00	\$7.15	\$42,570.07	168%
Police Fees	\$600.00	\$200.00	\$756.50	126%
First Responder	\$1,320.00	\$110.00	\$1,100.00	83%
Transfer from ARPA Fund	\$371,595.00	\$0.00	\$53,750.00	14%
Trans from Passive Park Fund	\$53,750.00	\$0.00	\$53,750.00	100%
Excise Tax on Piped Gas	\$10,000.00	\$0.00	\$4,197.18	42%
Franchise Tax on Electric PO	\$272,700.00	\$0.00	\$147,720.60	54%
Sales Tax on Telecommunications	\$10,000.00	\$0.00	\$4,307.76	43%
Sales Tax on Video Programming	\$9,060.00	\$0.00	\$5,291.49	58%
Local Government Sales and Use Tax	\$990,000.00	\$107,204.85	\$535,473.78	54%
Powell Bill Revenues	\$115,000.00	\$0.00	\$117,205.94	102%
ABC Board Revenue	\$11,000.00	\$0.00	\$11,869.15	108%
Court Cost Revenue	\$400.00	\$72.00	\$162.32	41%
Planning/Zoning Fees	\$20,000.00	\$12,610.58	\$61,462.94	307%
Garbage Collection Fees	\$300,000.00	\$51,766.93	\$257,849.06	86%
Resource Officer Reimburse	\$125,000.00	\$0.00	\$147,154.86	118%
EMS Utility Reimbursement	\$7,200.00	\$1,200.00	\$6,575.00	91%
ABC Profits	\$12,500.00	\$0.00	\$0.00	0%
Solid Waste Disposal Tax	\$1,800.00	\$0.00	\$1,353.90	75%
Police Grant	\$25,000.00	\$0.00	\$20,427.41	82%
Fire Grant	\$5,000.00	\$0.00	\$5,000.00	100%
East Landis - Property Tax	\$24,000.00	\$2,664.21	\$22,653.62	94%
East Landis - Tax Prior Years	\$300.00	\$0.00	\$0.00	0%
East Landis Penalties and Interest	\$800.00	\$77.93	\$1,575.29	197%
East Landis - Motor Vehicles	\$3,500.00	\$395.87	\$2,716.89	78%
Sales Tax Refund	\$1,000.00	\$0.00	\$0.00	0%
Sale of Fixed & Surplus Assets	\$51,500.00	\$635.00	\$105,635.00	205%
Fund Balance Appropriated- unassigned	\$443,646.86	\$0.00	\$0.00	0%
Water Service	\$1,050,000.00	\$164,231.24	\$905,191.15	86%
Interest on Investments - Water Service	\$1,400.00	\$0.00	\$30,405.50	2172%
Miscellaneous Income	\$51,000.00	\$0.00	\$50,900.00	100%
Water Tap Fees	\$100,000.00	\$17,550.00	\$57,550.00	58%
Gain/Loss on Processing - Water	\$501.00	\$0.00	\$257.68	51%
Storm Water Fees	\$115,000.00	\$19,365.00	\$96,390.00	84%
Interest on Investments - Storm Water	\$316.00	\$0.00	\$1,129.14	357%
Gain/Loss on Processing - Storm Water	\$0.00	\$0.00	\$13.24	--
Construction Services	\$4,000.00	\$0.00	\$0.00	0%
Electricity Fees	\$5,800,000.00	\$816,017.99	\$4,873,937.75	84%
Penalties - Electric	\$70,000.00	\$12,994.22	\$61,537.59	88%
Reconnect Fees	\$60,000.00	\$13,575.00	\$58,125.00	97%
Meter Tampering Fees	\$0.00	\$300.00	\$1,200.00	--
Pole Attachments	\$7,000.00	\$0.00	\$9,460.48	135%
Recovery of Bad Debts	\$0.00	\$0.00	\$80.81	--
Interest on Investments - Electric	\$2,500.00	\$0.00	\$31,475.78	1259%
Miscellaneous Income	\$3,000.00	\$1,663.01	\$1,663.01	55%
Payment Return Fees	\$1,500.00	\$270.00	\$2,280.00	152%
Debt Set-Off	\$11,000.00	\$0.00	\$1,884.87	17%
Sales Tax Refund	\$50,000.00	\$0.00	\$0.00	0%
Sewer Service Fees	\$975,000.00	\$160,879.50	\$832,305.83	85%
Tap Fees - Sewer	\$70,000.00	\$17,500.00	\$40,000.00	57%
Parks and Rec Revenue	\$107,150.00	\$17,030.66	\$94,233.58	88%
Administrative Service Charges	\$637,900.00	\$0.00	\$283,991.82	45%
Total Revenues	\$13,874,563.86	\$1,621,277.86	\$10,735,604.45	77%



Bank Balances		
Bank OZK - General Fund Checking Account	\$2,777,853.62	29.33%
Payroll Account	\$37,800.26	0.40%
NCCMT - General Fund	\$5,833,279.48	61.59%
General Fund A/P Accounts	\$1,000.00	0.01%
Passive Park Fund Savings Account	\$227,879.39	2.38%
Passive Park A/P Account	\$1,000.00	0.01%
NCCMT - Powell Bill Restricted Government Portion	\$543,675.61	5.62%
USDA Reserve Account	\$49,020.07	0.51%
TOTAL	\$9,471,508.43	100%

Operating Budget Expenditures	Budgeted FY22-23	April	FY 22-23 YTD	%
Administration	\$1,165,940.00	\$116,161.43	\$782,644.51	67%
Police Department	\$1,221,269.00	\$109,298.75	\$766,988.87	63%
Fire Department	\$1,051,465.00	\$114,024.65	\$810,256.20	77%
Streets Department	\$1,196,455.00	\$69,287.64	\$706,991.77	59%
Sanitation Department	\$215,471.00	\$756.36	\$160,774.59	75%
Parks and Recreation	\$570,575.00	\$37,962.95	\$410,317.93	72%
Electric Department	\$6,030,146.86	\$453,353.28	\$4,353,208.73	72%
Water Department	\$809,861.00	\$46,865.82	\$485,973.80	60%
Sewer Department	\$1,139,040.00	\$88,535.25	\$795,822.78	70%
Storm Water Department	\$115,316.00	\$4,833.17	\$71,632.06	62%
Debt Service - Municipal Loan/Copiers	\$60,025.00	\$798.28	\$57,692.16	96%
Debt Service - USDA Bonds/Sewer Equip / Srf	\$299,000.00	\$0.00	\$58,609.15	20%
Total Expenditures	\$13,874,563.86	\$1,041,079.30	\$9,460,912.55	68%

Capital Improvement Plan Budgets	Budgeted	April	FY 22-23 YTD	%
Year-To-Date Capital Expenditures				
Expenditures	\$0.00	\$0.00	\$0.00	100%
Total Expenditures	\$0.00	\$0.00	\$0.00	100%

American Rescue Plan Fund 221	Budgeted	April	FY 22-23 YTD	%
Year-To-Date American Rescue Plan				
Total Revenues	\$945,145.00	\$0.00	\$396,050.00	42%
Remaining Balance \$549,095.00				
Strategic Plan - Centralina COG	\$20,000.00	\$0.00	\$10,000.00	50%
Leaf Truck	\$225,000.00	\$0.00	\$0.00	0%
Transfer for Passive Park Buyout	\$53,750.00	\$0.00	\$53,750.00	100%
Town Hall Generator	\$97,300.00	\$0.00	\$0.00	0%
Total Expenditures	\$396,050.00	\$0.00	\$63,750.00	16%

Passive Park Fund	Budgeted	April	FY 22-23 YTD	%
Year-To-Date Passive Park Fund				
Total Revenues	\$286,742.03	-\$38.24	\$57,742.16	20%
Remaining Balance \$228,999.87				
Passive Park Buyout / Trans to Gen Fund	\$53,750.00	\$0.00	\$53,750.00	100%
Facility Improvements	\$2,950.00	\$0.00	\$2,950.00	100%
Professional Fees	\$1,042.16	\$0.00	\$1,042.16	100%
Total Expenditures	\$57,742.16	\$0.00	\$57,742.16	100%





Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Interim Town Manager Michael D. Ambrose

ITEM TYPE: Report

AGENDA SECTION: Reports

SUBJECT: Town Manager Report

BACKGROUND:

SUGGESTED ACTION: NO ACTION NEEDED

ATTACHMENTS: 1. MANAGER REPORT



INTERIM TOWN MANAGER REPORT MONTH OF APRIL 2023

We have completed the fourth month of the calendar year. I want to give an overview as a part of my first report to the board and citizens.

- 1) We continue to have staff meetings at 9 am on Mondays with the leadership team and others.
- 2) We are repairing the Town Hall and Police Department Roofs as approved by the Board of Alderman at the Budget Retreat in March 2023. The repairs will begin on Monday, May 8, 2023, and are expected to be completed Friday, May 12, 2023.
- 3) Budget Preparation is in progress and expected to be presented to the Mayor and Board of Aldermen at the June 2023 meeting.
- 4) Parkdale Mills has graciously agreed to donate the parking lot adjacent to Town Hall, which will be valued at \$300,000 dollars.
- 5) Love Landis Week is going on this week, and we want to encourage everyone to participate in that event this week. The car show will be on Friday, May 5, 2023, from 5 pm – 9 pm, featuring karaoke and food vendors.
- 6) Madison Stegall has been promoted to HR Officer/Town Clerk. Madison has been a valuable asset to our Landis Team as Town Clerk, since July 2022, and has HR experience.
- 7) Gas Boy Fueling System is online, and operational, as of May 1, 2023. The Mayor and Board of Alderman will receive the first fueling report at the June 2023 meeting.
- 8) Implementation of New Clerks Software CivicPlus has been completed, and this is the first meeting utilizing this software.

Please stop by my office or contact me directly if you have any issues or concerns.

Thank you,

Michael D. Ambrose



Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Centralina Regional Council

ITEM TYPE: Report

AGENDA SECTION: Reports

SUBJECT: Strategic Plan Final Report (Included in the Board packet)

BACKGROUND:

SUGGESTED ACTION: MOTION TO ADOPT STRATEGIC PLAN.

ATTACHMENTS: 1. STRATEGIC PLAN FINAL



Strategic Plan FY2023 - FY2026

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CENTRALINA
REGIONAL COUNCIL

INTRODUCTION

The Town of Landis, located in southern Rowan County, serves a community of approximately 3,700 citizens. Combined, older adults and children comprise nearly half the Town's population, with 19% over the age of 65 and 28.6% under the age of 18. Homeownership in Landis is high with nearly 75% of citizens owning homes. The Town's median household income is \$72,155.¹

With the region's population projected to double by 2050, communities like Landis are preparing for this growth by thinking strategically about the future. To support growth and promote sustainable development, it is important for communities to have a plan in place that provides a roadmap for achieving a collective vision through thoughtful and effective investment of public resources.

THE PLANNING PROCESS

From 2022 to 2023, Centralina Regional Council supported the Board of Aldermen and Leadership Team (Town Manager and department directors) of the Town of Landis in developing a three-year strategic plan. Through this engagement, the Town accomplished the following:

- Conducted a citizen survey to receive feedback from stakeholders on Town priorities and community needs (2022).
- Established a framework for the strategic plan: a Town vision, mission and set of core values (2023).
- Set three-year goals and corresponding strategies to realize the vision (2023).

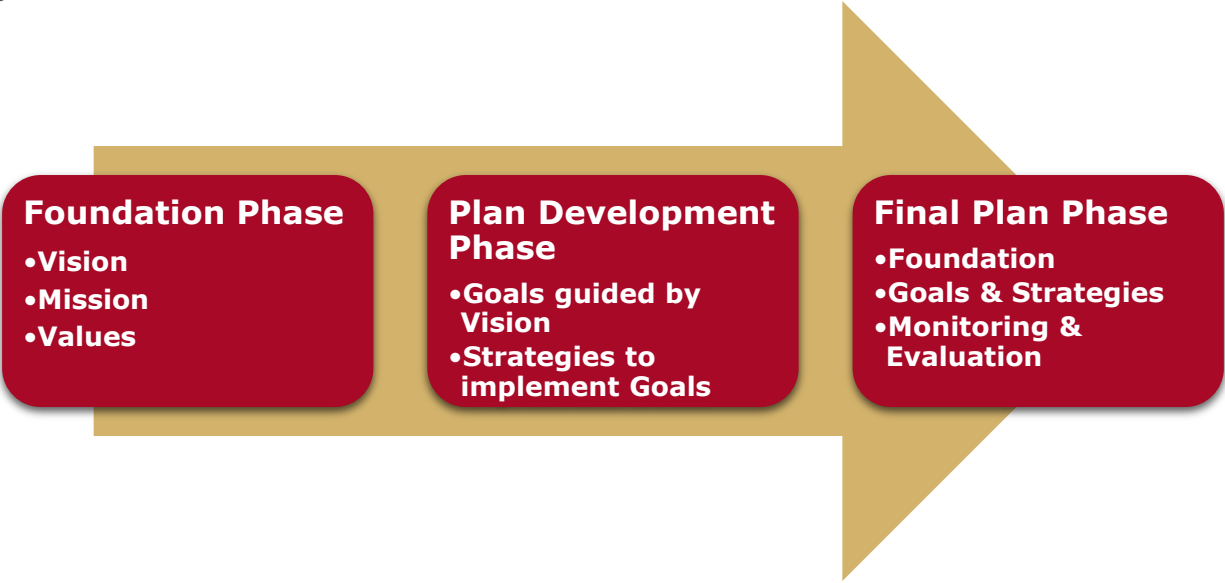
The Board and Leadership Team thoughtfully progressed through the strategic planning process at a pace that felt comfortable, productive, and ensured participation from all stakeholders. A full list of meetings is outlined in Appendix A.

The graphic below illustrates the sequential flow of steps used to develop the strategic plan. During the Foundation Phase, the Board and Leadership Team brainstormed concepts to include in Vision and Mission statements. Centralina compiled those inputs and led the Board in a discussion of statement options. Also in this phase, both the Board and the Leadership Team identified core values essential to their roles in the Town.

¹ Demographic data from the 2020 U.S. Census and the 2021 American Community Survey 5-Year Estimates.

In the Plan Development Phase, the Board brainstormed ways the Town could achieve the Vision through investments, services, and programs. Centralina shared these inputs with the Leadership Team to develop ideas for strategies in support of the goals. Centralina compiled the Board and Leadership Team input into draft goals and strategies for the Board to review, refine, and ultimately endorse.

In the Final Plan Phase, Centralina drafted the strategic plan document, which includes the outputs from the Foundation and Plan Development phases as well as suggested approaches for the Town to consider for monitoring and evaluating goal and strategy progress.



Community Survey

The Town gathered public input for the strategic planning process through a community survey, available in both online and paper formats. The survey was conducted from August through October 2022 and received 336 responses, representing 9% of the Landis population. Survey questions were organized into four categories: Town Governance & Services, Future of Landis, Quality of Life, and Demographics.

The Board reviewed common themes from the survey responses and reflected on these inputs when identifying key concepts to include in Vision and Mission Statements for the Town. The Board used this input similarly when developing goals and strategies to achieve the established Vision. Key insights from the survey that described a desired future state for Landis and informed the goals and strategies included:

- Small town feel
- Thriving downtown
- Business and residential growth
- Quiet, safe, clean, and family-friendly community
- Variety of community events, recreational activities, and entertainment options

In addition to supplying input for the strategic plan, the survey also collected feedback on current Town services and set a baseline for comparison in future years.

A summary of the survey responses is provided in Appendix B.

STRATEGIC PLAN COMPONENTS

The Town of Landis Strategic Plan has the following components:

- Foundation:
 - Vision: What we aspire to be in the future. Communicates the long-term vision for the Town that the Board and administration are working towards.
 - Mission: Why we exist. Communicates what the Board and administration do in support of the vision and why it matters.
 - Core Values: How we will behave and act in executing the mission and in pursuit of the vision. Defines organizational culture. Must be lived, practiced, and assessed.
- Goals and Strategies Framework:
 - Goals: Specific goals to achieve the vision, which are typically broad and relevant for a three to four-year period. Goals are multi-departmental and can be achieved in many different ways.
 - Strategies: Strategies describe the specific mechanisms or components that help to achieve a goal. They may be multi-year and relate to specific actions by a department or group of departments.
- Evaluation & Monitoring Approach:
 - Performance Measures or Key Performance Indicators: Quantitative measures that help monitor implementation progress in terms of tactics, strategies, and goals achieved or in progress.
 - Impact Measures: Qualitative or quantitative measures that are tracked and measured to demonstrate the overall impact of the Town's strategic plan.

- Monitoring and evaluation plan to track progress towards implementation and overall impact of the strategic plan towards achieving the vision and goals. An approach to evaluating the plan will help to create a framework for assessing when changes are needed.

STRATEGIC PLAN FOUNDATION



Vision

Landis will work together toward a brighter future by preserving our small-town charm and embracing thoughtful growth and sustainable development.

Mission

The Town of Landis is committed to strong leadership, transparent decision-making, thoughtful stewardship, and responsive service delivery that will protect and enhance our community’s quality of life.

Core Values

- Ethical
- Honest
- Open-Minded & Compassionate
- Accountable
- Team-Oriented

THREE YEAR GOALS & STRATEGIES

Goal 1: Embrace Sustainable Growth & Support Thoughtful Development

Strategies

- 1.1. Preserve existing neighborhoods through quality housing development and design guidelines, code enforcement, and other mechanisms.
- 1.2. Create a regulatory environment that supports private investment in businesses and commercial development.
- 1.3. Expand local infrastructure to support downtown development and expand the residential tax base.

Goal 2: Encourage an Active & Engaged Community

Strategies

- 2.1. Expand parks and recreation programming to serve multiple generations.
- 2.2. Improve existing parks and recreation facilities and consider expansion where feasible.
- 2.3. Grow scope and frequency of community-oriented events and programming.
- 2.4. Enhance opportunities for citizen engagement to build stronger community relationships.

Goal 3: Invest in & Prioritize High Quality Public Services

Strategies

- 3.1. Maintain the quality and responsiveness of town emergency services.
- 3.2. Improve legacy infrastructure systems.
- 3.3. Maintain highly qualified workforce and invest in employee professional development.

MONITORING & EVALUATION

Recommended Monitoring Approach

To provide oversight on Strategic Plan implementation, it is recommended that the Town use the following approach to monitoring over the three-year period. Monitoring is a tool for management and can be used by Town Administration to continually assess department progress towards the plan strategies and ultimately goal completion. The main question assessed in monitoring is: Did we do what we said we would do?

Monitoring Responsibilities: Ongoing throughout the year

- Leadership Team: track and report progress on strategies; share successes with management.
- Town Manager: manage performance of goal and strategy implementation; share updates with Board and Public.
- Board: provide policy guidance to Town Manager; share implementation progress with Public.

Monitoring Steps

- 1. Departments track and collect data on the following:
 - a. Implementation Progress of FY Strategies: #Completed; #In Progress; #Not Started.

b. Impact Measures: Collect data on established impact measures assigned to them.

2. Department reports to Town Manager on a quarterly basis. The following can be included in Departmental reports:

- a. Number of FY Strategies Completed; In Progress; Not Started.
- b. “Success story” or “challenge”- short narrative to describe tactic progress.

3. Town Manager and Leadership Team use quarterly progress reports for staff engagement and performance management.

4. Town Manager provides quarterly or semi-annual report to Board, including:

- a. Number of FY Strategies Completed; In Progress; Not Started by reporting quarter.
- b. “Success story”- short narrative to describe strategy progress or completion
Recommend one per goal.
- c. As needed, narrative on any guidance sought, decision points or challenges related to FY strategy implementation.

Recommended Evaluation Plan

A strategic plan evaluation can be conducted on an annual basis to assess the cumulative impact of the plan on the Town and identify what, if any, changes need to be made to respond to changing conditions. The evaluation is a tool for the Board and is an important component to establishing transparency and trust with the public. An evaluation can also identify success stories and challenges to overcome during implementation. The main questions to be assessed in plan evaluation are: What was the impact of the plan? What has changed in the Town because of it?

Evaluation Responsibilities: Annually

- Leadership Team: Assess progress, impacts; identify challenges
- Town Manager: Prepare & submit annual strategic plan evaluation for Board; recommend changes as needed
- Board: Evaluate plan progress; recommend & approve changes

It is recommended that in the first implementation year of the Strategic Plan, the Town collect data on a set of initial impact measures (suggestions shown below) to be used for the evaluation. As noted above, the Leadership Team can regularly collect data on these

indicators and submit it to the Town Manager on a monthly basis as part of the monitoring approach (pending frequency of data availability).

Organizational Capacity	<ul style="list-style-type: none"> • Turnover rate • Number of training hours
Safety & Security	<ul style="list-style-type: none"> • Accidents in the workplace • Amount invested in safety and security infrastructure and practices.
Infrastructure	<ul style="list-style-type: none"> • Amount of time Town infrastructure is offline
Community & Economic Growth	<ul style="list-style-type: none"> • Building permit trends • Amount of investment from businesses
Inclusive Community Engagement	<ul style="list-style-type: none"> • Followers on social media channels • Number of in-person community engagement touch points/events

After the initial round of data collection in year one, the Town may augment these impact measures with additional qualitative and/or quantitative data points.

An evaluation process could include the following steps:

1. Mid-Year Assessment

- a. Leadership Team meets prior to the budget development process (typically December – January) to review monitoring reports and assess conditions that may trigger a change to the plan. Determines if any changes to the Strategic Plan Goals or Strategies should be recommended to the Town Manager. Recommends guidance to the Town Manager on forthcoming fiscal year implementation plan development (tactics).
- b. Town Manager reviews Leadership Team recommendations and submits report to the Board with recommendations on any changes to the Strategic Plan goals or strategies, as well as a recommended approach for FY implementation plan development (tactics).
- c. Board reviews the Town Manager’s recommendations and makes a determination prior to the start of the budget process.

2. End of Fiscal Year Assessment

- a. Leadership Team meets at the end of the fiscal year to produce an evaluation of FY Implementation Plan success and accomplishments for Board and external communication.
- b. Town Manager reviews Leadership Team findings and submits an Evaluation Report to the Board.
- c. Board reviews the Evaluation Report and determines if any changes to the Strategic Plan should be made since the mid-year progress report.
- d. Town shares the Evaluation Report with the public.

APPENDIX A: PROCESS TIMELINE

The table below outlines the meetings that Town leaders participated in over the last several months to develop the strategic plan.

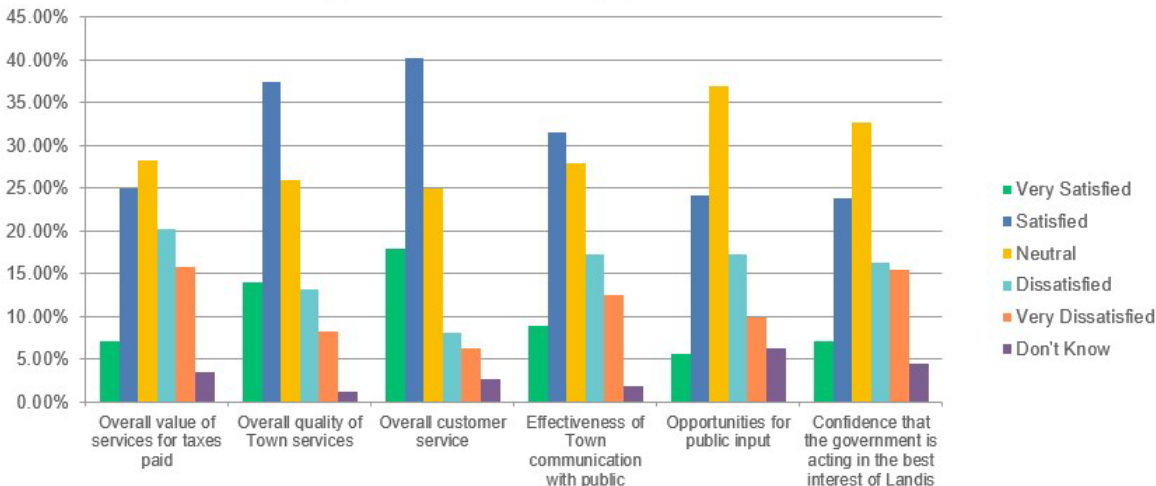
August 1, 2022	Interviews with Board
August 15, 2022	Strategic Planning Introduction Meeting with Board
August – October 2022	Community Survey
September 27, 2022	Meeting with Leadership Team – Vision, Mission
October 10, 2022	Work Session with Board – Vision, Mission, Values
October 25, 2022	Meeting with Leadership Team – Vision, Mission, Values
February 13, 2023	Work Session with Board – Vision, Mission, Values, Goals
March 3, 2023	Meeting with Leadership Team – Goals and Strategies
March 7, 2023	Work Session with Board – Goals and Strategies

APPENDIX B: COMMUNITY SURVEY SUMMARY

The Community Survey results are summarized on the following pages.

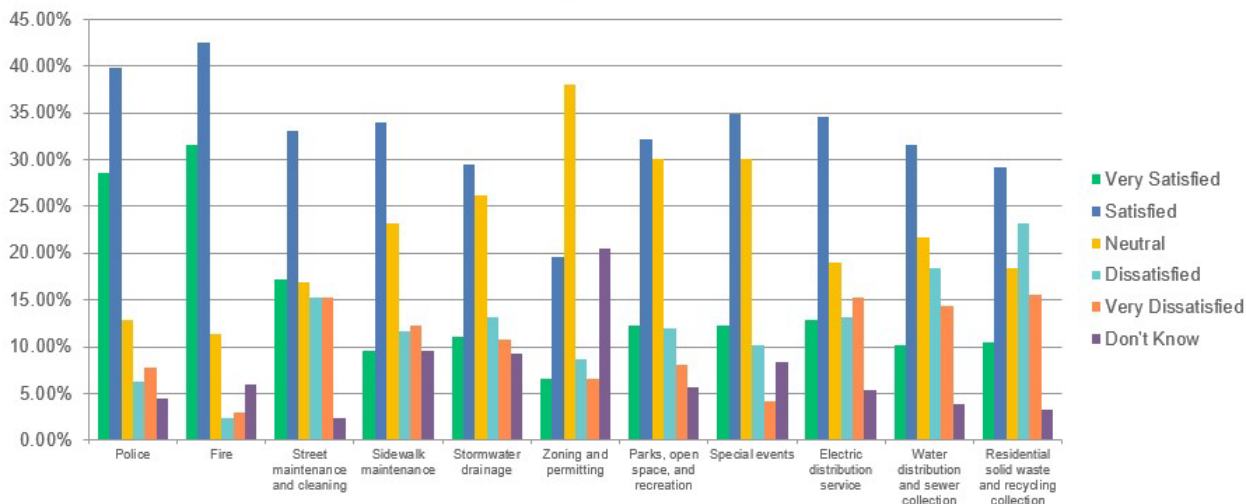
Town Governance & Services

Question 1: How would you rate your satisfaction on the following governance and engagement factors?



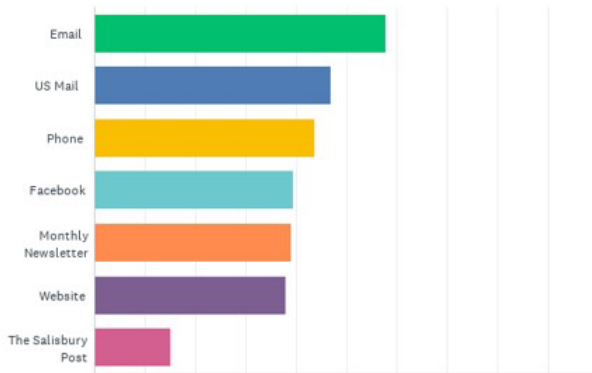
Town Governance & Services

Question 2: How would you rate your satisfaction with the following services or amenities provided by the Town of Landis or a contracted service provider?



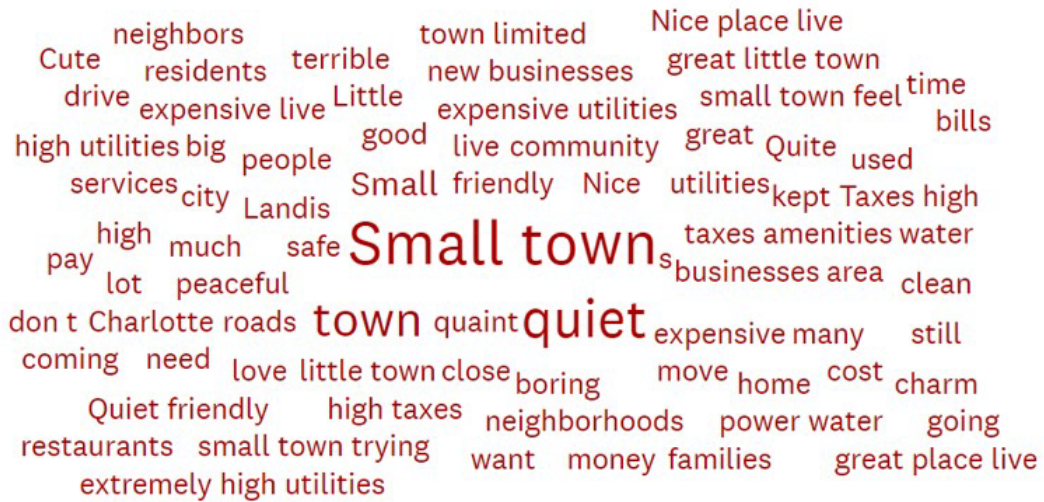
Town Governance & Services

Q3 Please rank the top 3 ways you prefer to receive communications from the Town, with 1 being most preferred.



Future of Landis

Question 4: If you had to describe Landis to a friend today, what words or phrases would you use?



Future of Landis

Question 5: Fast forward 10 years. In 5-7 words, how would you like to be able to describe Landis?

downtown area community events affordable power water
 hometownlightsdowntown localreasonable Progressive
 thriving small town feel residents offer Hopefully Peaceful area
 stores home good quaint places Clean great Landisgood schools
 growthneed fun businesses still Smallaffordable s lower Utilities
 lookedtaxes shops nice town safecommunity safe friendly
 used family Growing quiet Small town place live walk
 quite Beautiful live utilities lots new little town activities
 see lower taxes family friendly little peopleKeep Kannapolis
 reason Great place live parks things low neighborhoods
 power water bills small town atmosphere place raise family

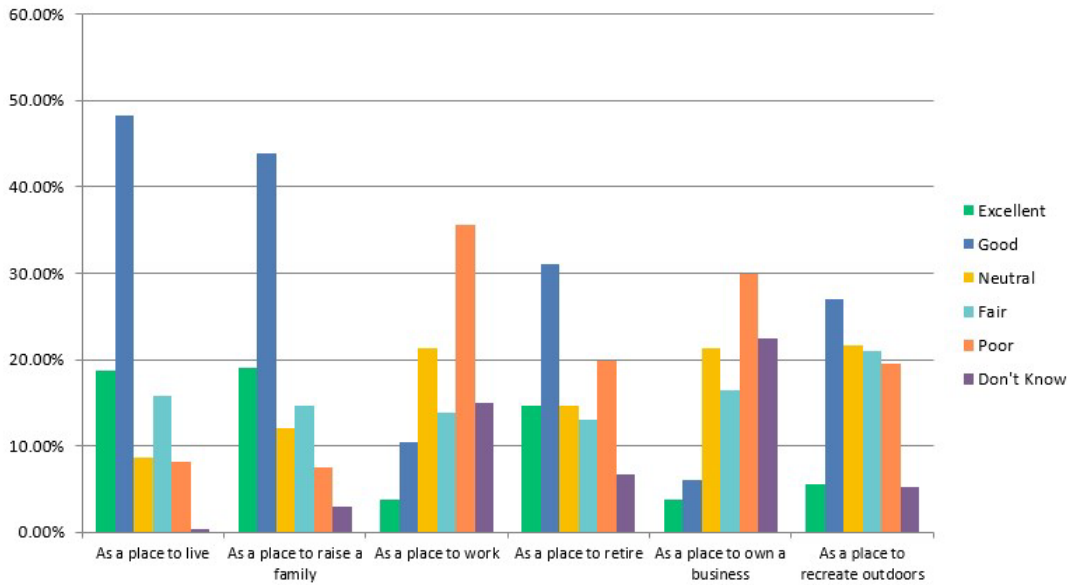
Future of Landis

Q6 Over the next 5 years, what areas will require additional investment or improvement to bring the Town closer to the vision you described in Question 5? Please rank your answers with 1 being what you feel most strongly about.

Answer Choices	Rank
Commercial and business development	1
Improvements to Central Avenue and Main Street areas	2
Parks and open spaces	3
Street and sidewalk maintenance and cleaning	4
Electric distribution service	5
Water and sewer infrastructure	6
Recreation facilities	7
Residential development	8
Special events and programs	8
Public safety (Police and Fire)	9
Environmental services (e.g., stormwater, residential solid waste, and recycling collection)	10

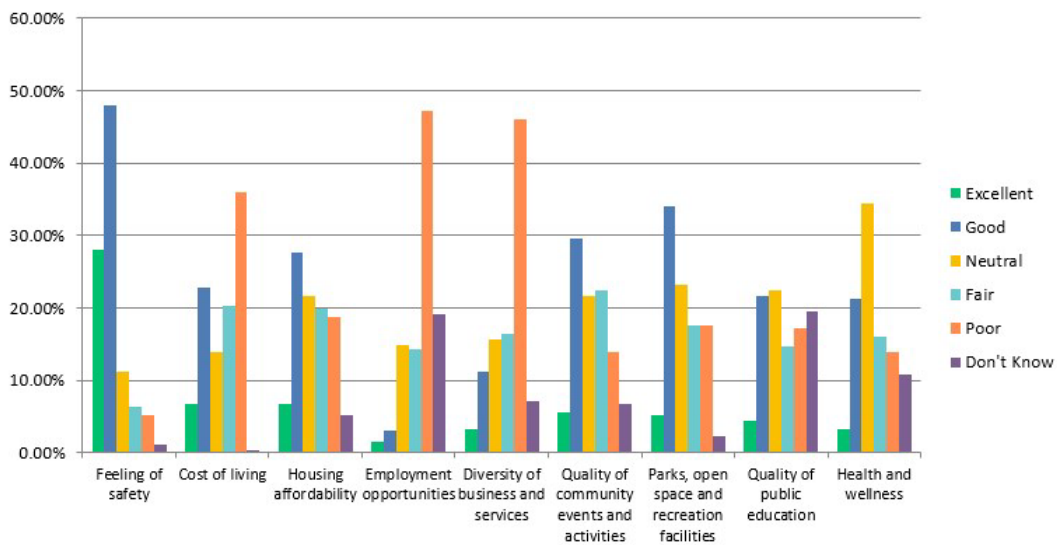
Future of Landis

Question 7: How would you rate Landis on the following?



Overall Quality of Life

Question 8: How would you rate Landis on the following quality of life characteristics?



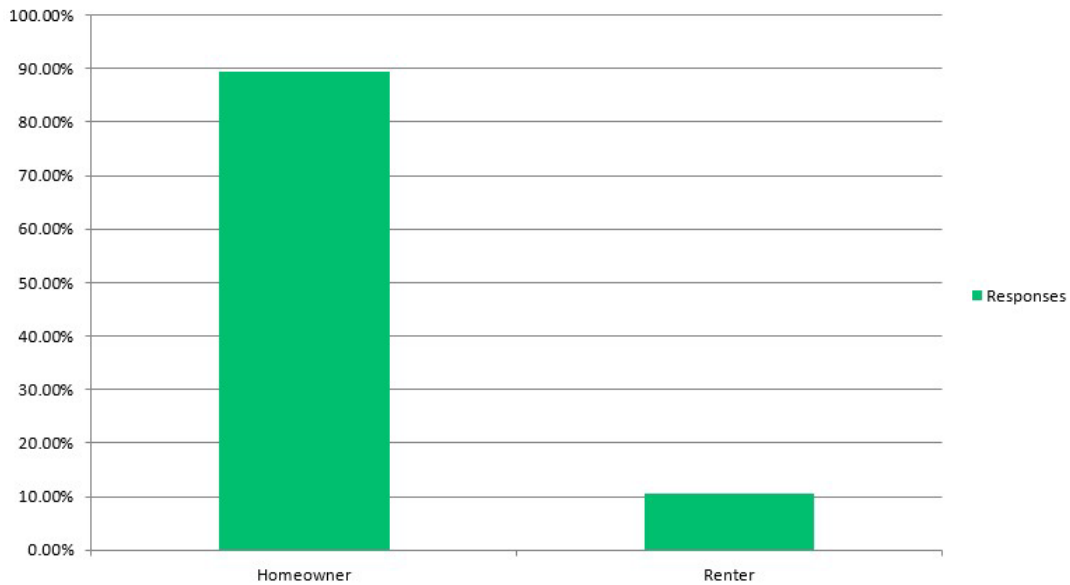
Overall Quality of Life

Question 9: Please share feedback on anything related to Town services, the future of Landis, and quality of life that we did not ask in this survey.



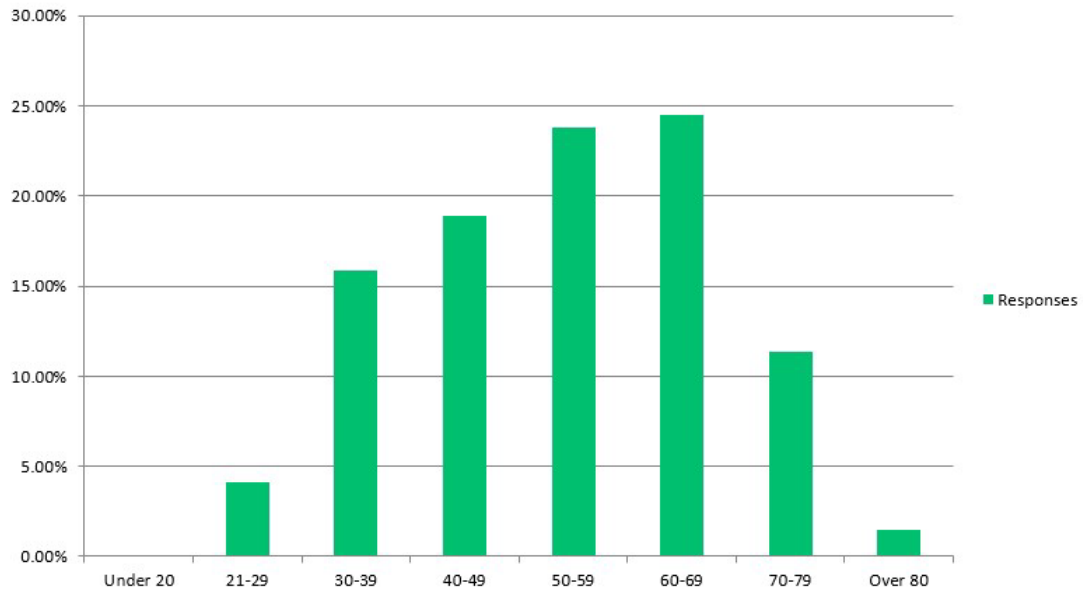
Demographic Questions

Question 10: Are you a homeowner or a renter?



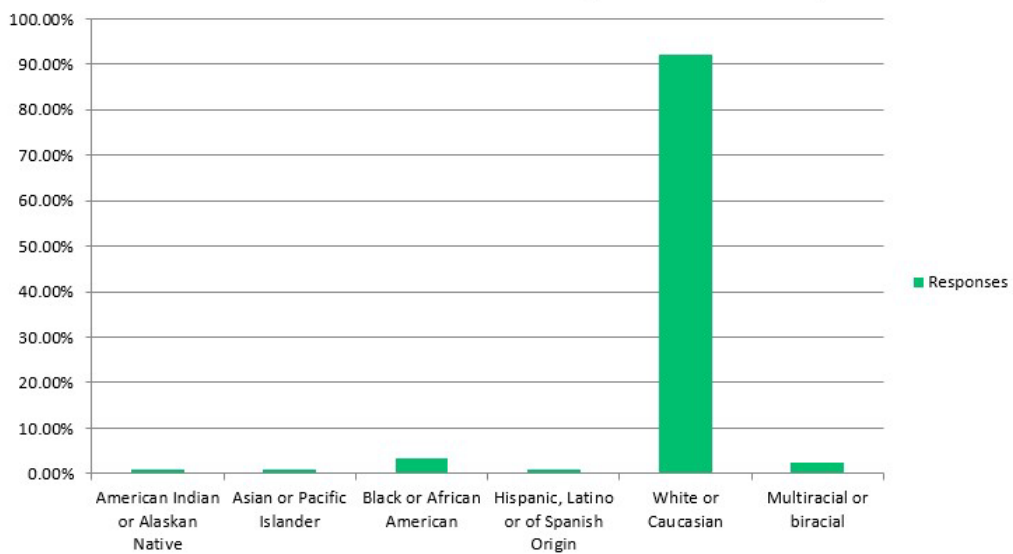
Demographic Questions

Question 11: Which age group best describes you?



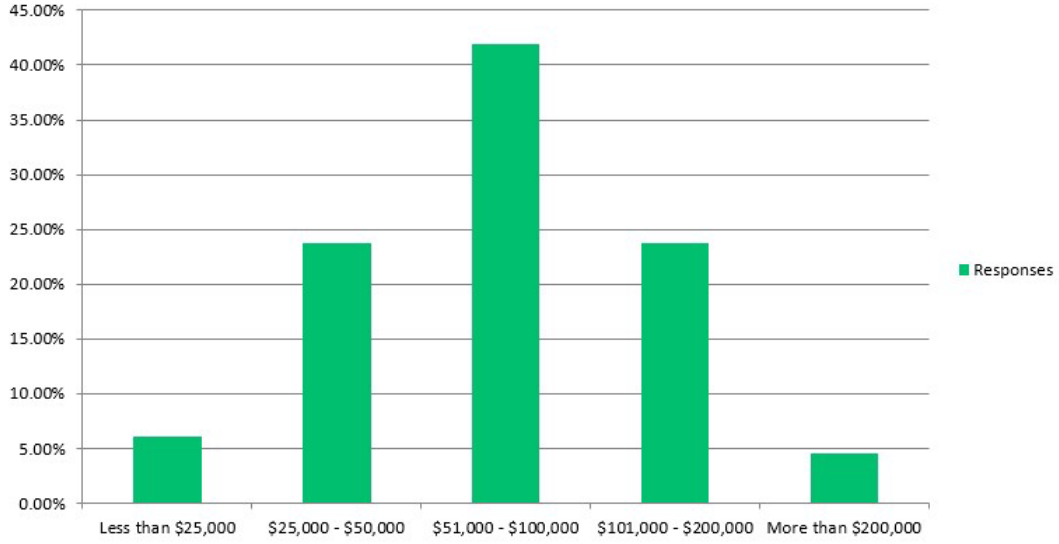
Demographic Questions

Question 12: Which of the following best describes you?



Demographic Questions

Question 13: Which of the following best describes your household income last year?



2023 JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Classic Car Cruise-In 5-9PM Down Town Landis	3
4	5	6	7	8 Board of Aldermen Work Session Meeting: 5:30PM	9	10
11	12 Board of Aldermen Regular Scheduled Meeting: 6:00PM	13	14	15	16	17
18 Father's Day	19	20	21 Planning Board Meeting: 6:00PM	22	23 Employee Picnic 6PM	24
25	26	27	28	29	30	1

NOTE
