



BOARD OF ALDERMAN

Monday, February 12, 2024 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.

REQUESTED ACTION: Motion to Approve Consent Agenda as presented

- [2.1](#) Consider Approval of the January 8th, 2024 Meeting Minutes
- [2.2](#) Consider Approval of Purchasing Additional Meter Transceiver Units (MXU's)

3. PUBLIC HEARINGS:

- [3.1](#) Consider Concurrent Legislative Hearing for Voluntary Annexation and Initial Zoning Designation of Property on S Chapel Street

4. PRESENTATIONS:

- [4.1](#) Employee Recognition- Town Clerk, Madison Stegall, becoming Certified Municipal Clerk through the International Institute of Municipal Clerks

[4.2](#) Swearing in of Landis Police Officer (Damian Campbell)

5. CITIZEN COMMENTS:

All citizen comments are limited to 3 minutes.

5.1 Citizens' Comments

6. CONSIDERATIONS:

[6.1](#) Consider Approval of Digital Records Policy

[6.2](#) Consider Approval of New Lake Corriher Park Signs

[6.3](#) Consider Update on South Upright Street Lift Station

7. REPORTS:

[7.1](#) Departmental Reports (Included in the Board packet)

[7.2](#) Financial Report (Included in the Board packet)

[7.3](#) Town Manager Report (Included in the Board packet)|

8. UPCOMING EVENTS:

[8.1](#) Upcoming Events (Included in the Board packet)

9. CLOSING:

9.1 Board Comments

9.2 Motion to Adjourn



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: February 12, 2024

SUBMITTED BY: Madison Stegall, Town Clerk

ITEM TYPE: Meeting Minutes

AGENDA SECTION: Minutes

SUBJECT: Consider Approval of Regular Scheduled Meeting Minutes from January 8, 2024

DETAILS:



BOARD OF ALDERMAN

Monday, January 08, 2024 at 6:00 PM
Landis Board Room

MINUTES

PLEASE SILENCE ALL CELL PHONES

Present: Mayor Meredith Smith, Mayor Pro-Tem Ashley Stewart, Alderman Tony Corriher, Alderman Darrell Overcash, Alderman Ryan Nelms

Staff Present: Town Manager Michael Ambrose, Human Resources Director/Town Clerk Madison Stegall, Finance Director Jeneen McMillen, Deputy Town Clerk Angie Sands, Town Attorney Rick Locklear, PZ&S Administrator Rick Flowe, Fire Chief Jason Smith, Police Chief Matthew Geelen, Police Officer Buddy Porter Jr.

1. INTRODUCTION:

1.1 Call Meeting to Order

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

1.2 Welcome

Mayor Smith welcomed those in attendance.

1.3 Moment of Silence and Pledge of Allegiance

Mayor Smith led those in attendance in a Moment of Silence and the Pledge of Allegiance.

1.4 Adoption of Agenda

ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA WITH THE REMOVAL OF 6.6.

Moved by Ashley Stewart, seconded by Darrell Overcash

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Tony Corriher, Ryan Nelms

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.

ACTION: A MOTION WAS MADE TO ADOPT THE CONSENT AGENDA AS PRESENTED SELECTING THE LOWEST BIDDER G&S HEATING AND AIR FOR THE HEATERS FOR THE FIRE DEPARTMENT BAY.

Moved by Ashley Stewart, seconded by Tony Corriher

Motion Passed: 4-0

Voting For: Ashley Stewart, Tony Corriher, Ryan Nelms, Darrell Overcash

- 2.1 **Consider Approval of Regular Scheduled Meeting Minutes from December 11, 2023**
- 2.2 **Consider Approval of Continuation of Pool Chemical Contract for 2024 with Caribbean Pool**
- 2.3 **Consider Approval of 120 Water to Conduct Lead Service Line Inventory**
- 2.4 **Consider Approval of New Heaters and Installation for the Fire Department Bay**

3. PRESENTATIONS:

3.1 **Martin Luther King, Jr. Day Proclamation**

Mayor Smith Presented the 2024 MLK Jr. Proclamation and deemed January 15, 2024, Martin Luther King Jr. Day in the Town of Landis

3.2 **Employee Recognition- Life Saving Award- (Buddy Porter Jr.)**

Chief Geelen presented Officer Buddy Porter Jr. with a lifesaving award.

4. CITIZEN COMMENTS:

All citizen comments are limited to 3 minutes.

4.1 **Citizens' Comments**

- **Nadine Cherry- 410 W. Garden Street**

“With all the new construction going on at Town Hall and The Board of Alderman Room, I would think we may have been required to have a permit for this work. So, therefore, I hope someone did enquire about this issue. Federal monies I believe were used when some of this work was done way back in early 2000. I do hope the USDA was made aware of what’s being done. The covid monies the Town received to put in new plexiglass windows, at the places where we pay our bills. I would like to say this in finishing my comments this evening, I do hope that everyone had a chance to get their Town of Landis and Rowan County tax bills paid on time, so no one had to pay very high interest on these bills. Thanks, have a good evening.”

5. ORDINANCES/RESOLUTIONS:

5.1 Consider Approval of Voluntary Annexation of Property on S. Chapel St.

ACTION: A MOTION WAS MADE TO APPROVE RESOLUTION #2024-01-08-1 DIRECTING CLERK TO INVESTIGATE AN ANNEXATION PETITION.

Moved by Ashley Stewart, seconded by Darrell Overcash

Motion Passed: 4-0

Voting For: Ashley Stewart, Tony Corriher, Ryan Nelms, Darrell Overcash

ACTION: A MOTION WAS MADE TO APPROVE RESOLUTION #2024-01-08-2 TO CALL A PUBLIC HEARING ON THE PETITION FOR ANNEXATION SET FOR FEBRUARY 12, 2024, AT 6:00 PM

Moved by Ashley Stewart, seconded by Darrell Overcash

Motion Passed: 4-0

Voting For: Ashley Stewart, Tony Corriher, Ryan Nelms, Darrell Overcash

6. CONSIDERATIONS:

6.1 Consider Approval of New Lake Corriher Park Signs

Discussion was had amongst Board members regarding how the Lake Corriher Park signs should look and where to place them. The Board asked to get 3 revised quotes.

ACTION: A MOTION WAS MADE TO TABLE ITEM 6.1 UNTIL FEBRUARY 6, 2024.

Moved by Ashley Stewart, seconded by Ryan Nelms

Motion Passed: 4-0

Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

6.2 Consider Approval of Reducing the Speed Limit in the Oaks of Landis

Chief Geelen explained to the Board that we had numerous complaints about speeding in the Oaks of Landis. It is his belief that reducing the speed limit to 15 MPH and more enforcement will greatly improve the safety of the community and address the concerns of the citizens.

The HOA President of the Oaks of Landis, Shelly Morgan, expressed her concerns about the speeding in the Oaks of Landis as well. She agreed with Chief Geelen that the speed limit should be changed from 25 MPH to 15 MPH.

ACTION: A MOTION WAS MADE TO REDUCE THE SPEED LIMIT IN THE OAKS OF LANDIS FROM 25 MPH TO 15 MPH

Moved by Darrell Overcash, seconded by Ashley Stewart

Motion Passed: 4-0

Voting For: Darrell Overcash, Ashley Stewart, Tony Corriher, Ryan Nelms

6.3 Consider Update Regarding Speed-Related Concerns on South Kimmons Street
Chief Geelen updated the Board regarding speed concerns on South Kimmons Street. The Landis PD conducted a six-day speed study. The average speed was 28.17 MPH one way and 25 MPH the other way. With continued traffic enforcement measures in that area, he believes we will have our problem resolved.

6.4 Consider Approval of Surplusing the ODB Leaf Machine with a Reserve of \$10,000

ACTION: A MOTION WAS MADE TO APPROVE SURPLUSING THE OBD LEAF MACHINE WITH A RESERVE OF \$10,000.

Moved by Ashley Stewart, seconded by Ryan Nelms

Motion Passed: 4-0

Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

6.5 Consider Discussion of Downtown Revitalization

Town Manager Michael Ambrose and Mayor Smith met with Representative Krutchfield and Senator Ford regarding issues around town. The town was given \$100,000 through legislature to revitalize the downtown areas. The Board discussed what they would like to see the money used for.

Mayor Smith expressed that both North and South Central Ave needs new banners and Town Hall does as well. Mayor Smith also talked about some of the brickwork around the shrubs downtown that needs some work but was cautious if the Railroad owned that property. Attorney Locklear stated that the Town does own the property where the shrubs are planted so there would be no issue with revamping them. Mayor Pro Tem Stewart stated that he would like to see nice landscaping done on N and S Central Ave.

6.6 REMOVED - Consider Approval of Remodel for Board Room Foyer and Town Hall Lobby Floor Removed.

7. REPORTS:

7.1 Departmental Reports (Included in the Board packet)

7.2 Financial Report (Included in the Board packet)

7.3 Town Manager Report (Included in the Board packet)

8. UPCOMING EVENTS:

8.1 Upcoming Events (Included in the Board packet)

Mayor Smith reminded everyone that Town Hall would be closed on Monday, January 15, 2024, for Martin Luther King Jr. Day.

9. CLOSING:

9.1 Board Comments
No comments



9.2 Motion to Adjourn

ACTION: A MOTION WAS MADE AT 6:47 PM TO ADJOURN.

Moved by Ashley Stewart, seconded by Tony Corriher

Motion Passed: 4-0

Voting For: Ashley Stewart, Tony Corriher, Ryan Nelms, Darrell Overcash



Respectfully Submitted,

Madison T. Stegall, Town Clerk



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: February 12, 2024

SUBMITTED BY: Michael D. Ambrose, Town Manager

ITEM TYPE: Consideration

AGENDA SECTION: Consent Agenda

SUBJECT: **Consider Approval of Purchasing Additional Meter Transceiver Unit (MXU)**

DETAILS:

The Town is requesting the purchase of additional Meter Transceiver Units (MXU), which allow staff to remotely control and read the meters. This order is needed for new taps that are being installed, and to replace MXU's which are reaching the end of their lifespan. I recommend Ferguson Waterworks due to them being the Sole Source Provider of this product in North Carolina. A budget amendment is not needed as these items were accounted for in the original budget.



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: February 12, 2024

SUBMITTED BY: Rick Flowe, Planning, Zoning, & Subdivision Administrator

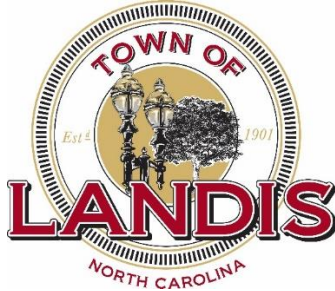
ITEM TYPE: Legislative Hearing

AGENDA SECTION: Public Hearings

SUBJECT: **Consider Concurrent Legislative Hearing for Voluntary Annexation and Initial Zoning Designation of Property on S Chapel Street**

DETAILS:

- A. Overview from Staff
- B. Open Hearing**
- C. Comments by Public
- D. Close Hearing**
- E. Consider Ordinance #ANNEX 2024-02-12 annexing the subject properties.
- F. Consider Ordinance #ZMA 2024-02-12 establishing initial Town zoning.



MEMORANDUM TOWN OF LANDIS, N.C.

To: Mayor and Board of Aldermen

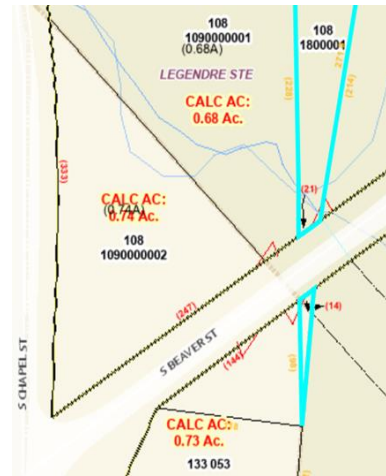
Date: January 12, 2024

From: F. Richard “Rick” Flowe, AICP, Planning, Zoning & Subdivision Administrator

Re: Voluntary Annexation Petition for contiguous property of Steven R. & Katelin M. Legendre of 627 S Chapel St., Landis, NC 28088-1825

BACKGROUND

On October 31, 2023, the owner of property located at 0 S Chapel St., Landis, NC 28088 (Rowan County Parcel ID 108 1090000002 and that portion of 108 1800001 lying outside the Town Limits of the Town and south of S Beaver Street) submitted a petition for voluntary contiguous annexation into the town limits of the Town of Landis. The property consists of approximately 0.75 acres. Location Maps from Rowan County GIS:



FINDINGS AND CONCLUSIONS

The standards for annexation require that the property must be contiguous to the “primary corporate limits”. The fact that the property lies within an area surrounded on three sides by the corporate limits demonstrates the contiguity requirements are satisfactorily met by this petition to the Town of Landis. The property will need to have a Town of Landis zoning designation upon annexation.

FISCAL IMPACT

The property will be subject to applicable taxes and fees in accordance with rates in effect throughout the Town. The Town will deliver standard municipal services for this property upon development. The Town will receive additional revenues from Ad Valorem tax assessments and applicable state shared revenues.

RECOMMENDATION FOR ACTION ON ANNEXATION & ZONING

There are several steps required to annex and apply Town zoning to this property. The following outline illustrates how this process may be completed in two regular meetings of the Town Mayor and Board of Aldermen.

THE ACTIONS TAKEN AT THE January 8, 2024 MEETING INCLUDED:

- a. **Petition for voluntary contiguous annexation.**
- b. **Direct (by Resolution #2024-01-08-1) for the Town Clerk to investigate the sufficiency of the petition.**
- c. **Clerk presents “Certification of Sufficiency” to the Board**
- d. **Upon receipt of petition certification by Town Clerk, call (by Resolution #2024-01-08-2) for public hearing at next regular meeting.**

ADDITIONAL STEPS BEFORE AND BETWEEN TOWN BOARD MEETINGS

While the Mayor and Board of Aldermen undertake the process of annexation, the Planning Board may initiate the process of amending the Official Zoning Map per 160D-204 to run concurrent with the annexation process. The property lies adjacent to an area designated in the Town of Landis Comprehensive Land Use Plan (the Plan) Future Land Use Map adopted May 10, 2021 for neighborhood residential use and is consistent with the principles of the Plan so we may anticipate a recommendation for the “RMST” zoning designation from the Planning Board. Here is how these steps align:

1. Scheduled for the **December 12, 2023 Planning Board agenda** to request their recommendation on the designation of the appropriate zoning district during which it received a unanimous recommendation for approval as RMST;
2. Advertise for a **Public Legislative Hearing scheduled for February 12, 2024 before the Mayor and Board of Aldermen** on the subjects of 1) annexing the property and 2) amending the Town of Landis’s Official Zoning Map, of the Landis Development Ordinance (LDO); and

NEXT STEPS BY MAYOR AND BOARD OF ALDERMEN - THE ACTIONS THAT MAY BE TAKEN AT THE February 12, 2024 REGULAR MEETING INCLUDE:

1. Conducting the required Annexation Public Hearing for the purpose of receiving input from citizens and/or persons owning an interest in the subject property concurrently with the required Zoning Map Amendment Public Legislative Hearing for the purpose of receiving comment from citizens and/or persons owning an interest in the subject property and the designation of an initial zoning district.
2. Consideration (adoption or rejection) of an Ordinance #ANNEX-2024-02-12 Extending the Corporate Limits (annexation) to include the subject property.
3. Consideration (adoption or rejection) of an Ordinance #ZMA-2024-02-12 Amending the Official Zoning Map (initial zoning) for the newly annexed property.

FINAL STEPS FOLLOWING ANNEXATION AND ZONING

Following the annexation of the property, staff will be preparing additional materials to

1. Update Official Zoning Map in Clerk’s record, Administrator’s record and online.
2. Update shape-files with Rowan County GIS to reflect new zoning and jurisdictional designations online.
3. Record the annexation with both the NC Secretary of State and Rowan County Register of Deeds;
4. Notify all public utilities (telecom, etc.) of the change in the corporate limits of the Town for their proper reporting of utility franchise taxes paid to the State of North Carolina so local shared revenues can be properly distributed;
5. Accept application from owner for the approval (by staff) of site plan(s) for any future project;
6. Process zoning permit application and issue permit(s) upon compliance with the Landis Development Ordinance (LDO).

**AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE TOWN OF LANDIS and
INCORPORATE BY ANNEXATION A CONTIGUOUS AREA INTO THE
TOWN OF LANDIS, NORTH CAROLINA**

Ordinance #ANNEX 2024-02-12

WHEREAS, a Petition signed by Steven R. & Katelin M. Legendre of 627 S Chapel St., Landis, NC 28088-1825, being the owners of the certain land areas located at 0 S Chapel St., Landis, NC 28088, further described as Rowan County Parcel ID 108 1090000002 and that portion of 108 1800001 lying outside the Town Limits of the Town and south of S Beaver Street, as shown on the map and description appearing in Attachment A attached hereto, was received by the Town of Landis on October 31, 2023; and,

WHEREAS, the owner Petitioned that said area be annexed into the corporate limits of the Town of Landis, North Carolina, as authorized by Part 1, Article 4A, Chapter 160A of the General Statutes of North Carolina; and,

WHEREAS, the Petition was presented to the Mayor and Board of Aldermen during the regular meeting of January 8, 2024; and,

WHEREAS, on January 8, 2024 the Mayor and Board of Aldermen directed, by Resolution duly adopted, the Town Clerk of the Town of Landis, North Carolina, to investigate the sufficiency of said Petition and to certify the results to the Mayor and Board of Aldermen; and,

WHEREAS, at the regular meeting of the Mayor and Board of Aldermen held on January 8, 2024, a Certificate of Sufficiency from the Town Clerk of the Town of Landis was presented to the Mayor and Board of Aldermen wherein the Town Clerk certified that upon due investigation found the above individuals who signed the aforementioned Petition constitute the owners of the land within the boundaries described in said Petition and, as hereinafter described, that said boundaries are contiguous to the present Town limit primary boundaries, and are eligible to be annexed pursuant to G.S. 160A-31, et seq. of the General Statutes of North Carolina; and,

WHEREAS, following the receipt by the Mayor and Board of Aldermen of the Town of Landis, North Carolina, of a Certificate of Sufficiency from the Town Clerk of the Town of Landis, said information and due consideration thereof by the Board, passed a motion to adopt a Resolution whereby a public hearing upon the question of such annexation was called to be had before the Mayor and Board of Aldermen of the Town of Landis at 6:00 p.m. on the 12th day of February 2024; and,

WHEREAS, the Town Clerk was duly authorized and did so cause notice of such public hearing to be published in the Salisbury Post, a newspaper having general circulation in the Town of Landis, North Carolina, at least ten (10) days prior to the date of such public hearing, such notice contained Rowan County property identification numbers of the areas proposed to be annexed as set forth in the Petition; and,

WHEREAS, it appears to the Mayor and Board of Aldermen from the publisher's Affidavit with clipping attached thereto, duly filed with the Town Clerk, that a notice of such public hearing as directed by the Mayor and Board of Aldermen was duly published in the Salisbury Post in its issue of the 30th of January and the 6th day of February, 2024, which date of publication was at least ten (10) days prior to the date set for such public hearing; and,

WHEREAS, a public hearing was held by the Mayor and Board of Aldermen of the Town of Landis on the 12th day of February 2024 at the stated time and place where the petitioners and any other residents of the Town of Landis were given an opportunity to appear and be heard on the question of the sufficiency of the Petition and the desirability of the annexation; and,

WHEREAS, the Mayor and Board of Aldermen, after due deliberation and consideration during the regular Mayor and Board of Aldermen meeting held on February 12, 2024, now finds that the Petition meets the requirements of G.S. 160A-31, et seq. of the General Statutes of North Carolina, that the Petition contained the signatures of the owners of the real property within the area proposed for annexation, that the Petitions are otherwise valid and that the public health, safety and welfare of the inhabitants of the Town and of the area proposed for annexation will be best served by the annexation through the expansion, now or in the future, of essential public services provided by the Town.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the Mayor and Board of Aldermen of the Town of Landis, North Carolina, in regular meeting assembled the 12th day of February 2024, hereby adopts this ordinance as follows:

SECTION 1: That the area described in the Petition for contiguous annexation be and the same is hereby annexed to and is made a part of the corporate limits of the Town of Landis, North Carolina, the areas being described in Attachment "A" hereto.

SECTION 2: From and after the effective date of this Ordinance, the territory so annexed and the property therein located shall be subject to all debts, laws, ordinances and regulations in force in the Town of Landis, North Carolina, and shall be entitled to the privileges and benefits available to other parts of the municipality. The newly annexed territory shall be subject to municipal taxes levied as provided in Section 160A-58.10 of the General Statutes of North Carolina.

SECTION 3: It shall be the duty of the Mayor of the Town of Landis to cause an accurate map of such annexed territory, together with a copy of this Ordinance duly certified, to be recorded in the office of the Register of Deeds of Rowan County, North Carolina, and in the office of the Secretary of State of North Carolina.

SECTION 4: This Annexation shall become effective upon adoption.

Adopted this 12th day of February 2024.

s/ _____
Meredith Bare Smith, Mayor

s/ _____
Madison Stegall, Town Clerk

ATTACHMENT "A"

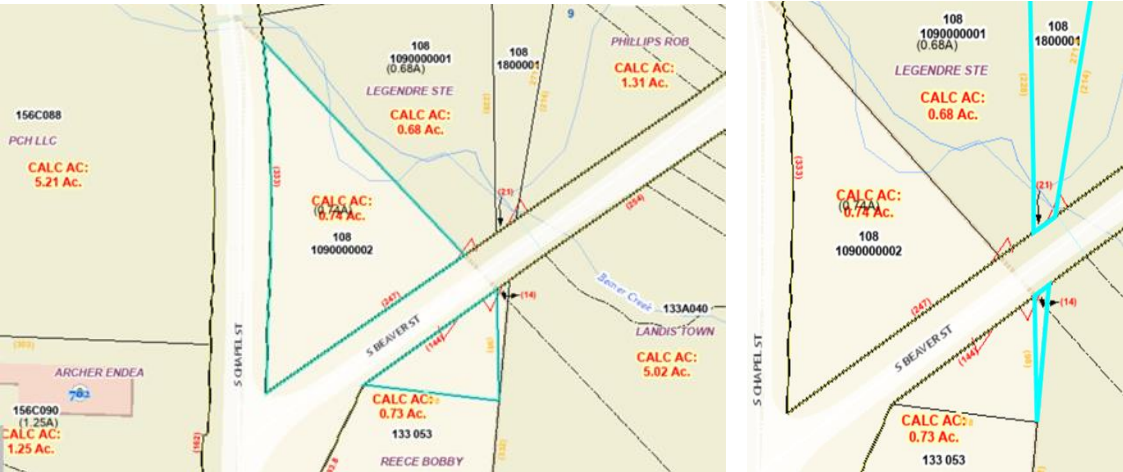
TRACTS 1 & 2:
Parcel #s: 108 1090000001 & 108 1090000002

(1.53 Acres, more or less, Intersection of Beaver (now Sloop Street) and Chapel Street, Town of Landis, China Grove Township, Rowan County) Map 108, Parcel 109) Lying in the Town of Landis, China Grove Township, Rowan County, North Carolina, on the east side of Chapel Street and the south side of Sloop Street, and more particularly described as follows: BEGINNING at a stake at the intersection of Beaver (now known as Sloop Street) and Chapel Streets; thence with Chapel Street, South 9-45 East, South 6-45 East, and South 7-30 West 946 feet to a stake, E. G. Mills' corner; thence with E. G. Mills' line, South 88-45 East 226 feet to a stake, E. G. Mills' line; thence North 1-45 East 996 feet to a stake on Beaver (now Sloop Street) Street; thence with Beaver (now Sloop Street) Street, South 80-15 West 315 feet to the BEGINNING, containing 5.3 acres, more or less.

LESS AND EXCEPT the following 1.25-acre tract (Map 108, Parcel 181001) deeded to Robert J. Phillips and wife, Gail M. Phillips, by Coy A. Little, single, on November 7, 1990, by deed in Deed Book 665, at Page 589. This property is lying in the Town of Landis, China Grove Township, on the east side of Chapel Street, and being more particularly described as follows: BEGINNING at a spike in the right-of-way line of Chapel Street, said spike being located S. 7-23 E. 384.5 feet from a spike in the right-of-way of Chapel Street at its intersection with Sloop Street; thence N. 82-37 E. 255.30 feet to a new iron pin; thence S. 1-27 W., passing an iron rod at 80.50 feet, a total distance of 232.76 feet to an iron pipe; thence S. 82-37 W., passing an iron rod at 164.55 feet, a total distance of 219.65 feet to a bolt in the face of a bridge curb in the right-of-way of Chapel Street; thence within the right-of-way of Chapel Street N. 7-23 W. 230.0 feet to the point and place of BEGINNING, containing 1.25 acres, and being that property shown upon a survey by Charles D. Brown, Registered Surveyor, entitled "Property of Robert J. Phillips" bearing the date of November 29, 1977, to which reference is hereby made.

LESS AND EXCEPT the following 2.52-acre tract (Map 108, Parcels 164, 165, 166 & 167) deeded to Scottish Real Estate, Inc. by Robert J. Phillips and wife, Gail M. Phillips; and Mary B. Phillips, widow; and Coy A. Little, single, on May 18, 1978 by deed in Deed Book 582, at Page 211. This property is lying in the Town of Landis, China Grove Township, Rowan County, N. C. on the east side of Chapel Street and the south side of Sloop Street, and being part of the old E. D. Mills property and more particularly described as follows: BEGINNING at a spike near the center line of Chapel Street at the old northwestern corner of E. D. Mills and runs thence N. 82-36-40 E. 315 feet with the southern edge of Sloop Street (unopened) to an iron stake, the old northeastern corner of E. D. Mills; thence S. 1-27 W. 389.05 feet (passing an iron stake on line at 269.57 feet) to an iron stake, a new corner; thence a new line S. 82-37 W. 255.30 feet to a spike, a new corner in Chapel Street in the old E. D. Mills' line; thence N. 7-23 W. 384.5 feet with the old line to the point of BEGINNING, containing 2.52 acres, more or less, as surveyed by Charles D. Brown on May 18, 1978. This conveyance is being made subject to the right-of-way of Chapel Street.

Location Maps from Rowan County GIS:



**AN ORDINANCE AMENDING THE LANDIS DEVELOPMENT ORDINANCE
OF THE TOWN OF LANDIS, NORTH CAROLINA**

Ordinance #ZMA-2024-02-12

BE IT ORDAINED by the Mayor and Board of Aldermen of the Town of Landis, North Carolina that the Official Zoning Map (OZM) of the Landis Development Ordinance (LDO) be amended in accordance with Article 6 of G.S. 160D. The subject property of located at 0 S Chapel St., Landis, NC 28088 (Rowan County Parcel ID 108 1090000002 and that portion of 108 1800001 lying outside the Town Limits of the Town and south of S Beaver Street) and described with illustration in Attachment “A” attached hereto be designated upon the OZM as follows:

Part 1. Consistency with Adopted Comprehensive Plan.

The Board of Aldermen finds that a zoning map amendment applicable to the subject property, establishing a zoning designation in accordance with G.S. 160D-604(a) of “Residential Main street Transitional District” (RMST) is consistent with the Town’s 2040 Comprehensive Land Use Plan (the Plan) and the “Neighborhood” designation upon the subject property appearing on its “Future Land Use Map” therein as amended, as required by G.S. 160D-605(a).

Part 2. Statement of Reasonableness.

This amendment is reasonable because the subject property allows for the growth and expansion of neighborhoods supporting the local economic base of the Town while improving access to quality open spaces and environmental amenities to improve the quality of life for Landis residents by enabling additional housing opportunities developed in accordance with the LDO.

Part 3. Designation of Zoning Designation.

That Rowan County Parcel located at 0 S Chapel St., Landis, NC 28088 (Rowan County Parcel ID 108 1090000002 and that portion of 108 1800001 lying outside the Town Limits of the Town and south of S Beaver Street), as shown in Attachment “A” attached hereto shall be designated “Residential Main street Transitional District” (RMST) on the Official Zoning Map.

Part 4. Effective Date.

This Ordinance shall be effective immediately upon its adoption.

Adopted this 12th day of February 2024.

s/ _____
Meredith Bare Smith, Mayor

s/ _____
Madison Stegall, Town Clerk

Attachment "A"

TRACTS 1 & 2:
Parcel #s: 108 1090000001 & 108 1090000002

(1.53 Acres, more or less, Intersection of Beaver (now Sloop Street) and Chapel Street, Town of Landis, China Grove Township, Rowan County) Map 108, Parcel 109) Lying in the Town of Landis, China Grove Township, Rowan County, North Carolina, on the east side of Chapel Street and the south side of Sloop Street, and more particularly described as follows: BEGINNING at a stake at the intersection of Beaver (now known as Sloop Street) and Chapel Streets; thence with Chapel Street, South 9-45 East, South 6-45 East, and South 7-30 West 946 feet to a stake, E. G. Mills' corner; thence with E. G. Mills' line, South 88-45 East 226 feet to a stake, E. G. Mills' line; thence North 1-45 East 996 feet to a stake on Beaver (now Sloop Street) Street; thence with Beaver (now Sloop Street) Street, South 80-15 West 315 feet to the BEGINNING, containing 5.3 acres, more or less.

LESS AND EXCEPT the following 1.25-acre tract (Map 108, Parcel 181001) deeded to Robert J. Phillips and wife, Gail M. Phillips, by Coy A. Little, single, on November 7, 1990, by deed in Deed Book 665, at Page 589. This property is lying in the Town of Landis, China Grove Township, on the east side of Chapel Street, and being more particularly described as follows: BEGINNING at a spike in the right-of-way line of Chapel Street, said spike being located S. 7-23 E. 384.5 feet from a spike in the right-of-way of Chapel Street at its intersection with Sloop Street; thence N. 82-37 E. 255.30 feet to a new iron pin; thence S. 1-27 W., passing an iron rod at 80.50 feet, a total distance of 232.76 feet to an iron pipe; thence S. 82-37 W., passing an iron rod at 164.55 feet, a total distance of 219.65 feet to a bolt in the face of a bridge curb in the right-of-way of Chapel Street; thence within the right-of-way of Chapel Street N. 7-23 W. 230.0 feet to the point and place of BEGINNING, containing 1.25 acres, and being that property shown upon a survey by Charles D. Brown, Registered Surveyor, entitled "Property of Robert J. Phillips" bearing the date of November 29, 1977, to which reference is hereby made.

LESS AND EXCEPT the following 2.52-acre tract (Map 108, Parcels 164, 165, 166 & 167) deeded to Scottish Real Estate, Inc. by Robert J. Phillips and wife, Gail M. Phillips; and Mary B. Phillips, widow; and Coy A. Little, single, on May 18, 1978 by deed in Deed Book 582, at Page 211. This property is lying in the Town of Landis, China Grove Township, Rowan County, N. C. on the east side of Chapel Street and the south side of Sloop Street, and being part of the old E. D. Mills property and more particularly described as follows: BEGINNING at a spike near the center line of Chapel Street at the old northwestern corner of E. D. Mills and runs thence N. 82-36-40 E. 315 feet with the southern edge of Sloop Street (unopened) to an iron stake, the old northeastern corner of E. D. Mills; thence S. 1-27 W. 389.05 feet (passing an iron stake on line at 269.57 feet) to an iron stake, a new corner; thence a new line S. 82-37 W. 255.30 feet to a spike, a new corner in Chapel Street in the old E. D. Mills' line; thence N. 7-23 W. 384.5 feet with the old line to the point of BEGINNING, containing 2.52 acres, more or less, as surveyed by Charles D. Brown on May 18, 1978. This conveyance is being made subject to the right-of-way of Chapel Street.

Location Maps from Rowan County GIS:





Item Cover Page

MEETING TYPE: Board of Alderman

DATE: February 12, 2024

SUBMITTED BY: Michael D. Ambrose, Town Manager

ITEM TYPE: Employee Recognition

AGENDA SECTION: Presentations

SUBJECT: **Employee Recognition – Town Clerk, Madison Stegall, becoming Certified Municipal Clerk through the International Institute of Municipals Clerks**

DETAILS: .



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: February 12, 2024

SUBMITTED BY: Matthew Geelen, Police Chief

ITEM TYPE: Oath of Office

AGENDA SECTION: Presentations

SUBJECT: **Swearing in of Landis Police Officer – Damian Campbell**

DETAILS:

Damian Campbell has completed the rigorous training program required to become a member of our esteemed police force here in Landis. He will be joining the dedicated men and women who work tirelessly to ensure the safety and security of our community.

Mr. Campbell is a native of Landis and a graduate of South Rowan High School. He enjoys working with his hands and doing anything outdoors in his free time. He looks forward to investing in the community in which he grew up. Mr. Campbell will be an asset to our department.

We extend our congratulations to Officer Campbell and wish him a successful and fulfilling career in law enforcement.



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: February 12, 2024

SUBMITTED BY: Madison Stegall, HR Director/Town Clerk

ITEM TYPE: Consideration

AGENDA SECTION: Considerations

SUBJECT: **Consider Approval of Digital Records Policy**

DETAILS:

This electronic records policy reflects guidelines established in the North Carolina Department of Natural and Cultural Resources publication *Guidelines for Managing Trustworthy Digital Public Records* Version 2.1. Complying with this policy will increase the reliability and accuracy of records stored in information technology systems and will ensure that they remain accessible over time. Exhibiting compliance with this policy will enhance records’ admissibility and acceptance by the judicial system as being trustworthy.

All public records as defined by North Carolina G.S. § 132-1 are covered by this policy. This includes permanent and non-permanent records, including both confidential and non-confidential records. These classifications may warrant different treatments when processing the records. This policy serves as basic documentation of the procedures followed by the department in imaging, indexing, auditing, backing up, and purging electronic records in accordance with the disposition schedule, and in handling the original paper records, if applicable.

This policy also serves to protect those records digitized by the Town’s in house imaging system, which reduces required storage space for original documents as the Town transitions to a “more paperless” digital system and provides instant and simultaneous access to documents as needed. This policy will supersede any electronic records system policy previously adopted.



ELECTRONIC RECORDS & IMAGING POLICY AND PROCEDURES

February 12, 2024

TABLE OF CONTENTS

1. Purpose..... 2

2. Responsible Parties..... 2

3. Availability of System and Records for Outside Inspection..... 3

4. Maintenance of Trustworthy Electronic Records..... 4

5. Components of Information Technology System..... 5

6. Documentation of Information Technology System..... 6

7. Digital Imaging Program Documentation and Procedures..... 6

8. Other Electronic Records Management Practices..... 8

9. Compliance and Electronic Records Self-Warranty..... 9

10. Request for Disposal of Original Records Duplicated by Electronic Means..... 10

11. Signatures..... 11

Subject: Electronic Records Policy Number: _____
 Effective date: _____ Modified date: _____

Type of Government Office: County Municipal State Agency Other*

Municipality: Town of Landis

Office Address: 312 S. Main Street, Landis, NC 28088

Phone: 704-857-2411 Fax: 704-855-3350

1. PURPOSE

The records covered by this policy are in the custody of the Town of Landis and are maintained for the benefit of the Town's use in delivering services and in documenting the Town's operations. This electronic records policy reflects guidelines established in the North Carolina Department of Natural and Cultural Resources publication *Guidelines for Managing Trustworthy Digital Public Records* Version 2.1. Complying with this policy will increase the reliability and accuracy of records stored in information technology systems and will ensure that they remain accessible over time. Exhibiting compliance with this policy will enhance records' admissibility and acceptance by the judicial system as being trustworthy.

All public records as defined by North Carolina G.S. § 132-1 are covered by this policy. This includes permanent and non-permanent records, including both confidential and non-confidential records. These classifications may warrant different treatments when processing the records. This policy serves as basic documentation of the procedures followed by the department in imaging, indexing, auditing, backing up, and purging electronic records in accordance with the disposition schedule, and in handling the original paper records, if applicable.

This policy also serves to protect those records digitized by the Town's in house imaging system, which reduces required storage space for original documents as the Town transitions to a "more paperless" digital system and provides instant and simultaneous access to documents as needed.

The form provided in Section 10 of this document, *Request for Disposal of Original Records Duplicated by Electronic Means*, is completed and submitted to the Department of Natural and Cultural Resources whenever the Town wishes to dispose of a series of paper records that have been digitized.

This policy will supersede any electronic records system policy previously adopted. This policy will be reevaluated at a minimum of every five years, or upon the implementation of a new information technology system and will be updated as required. A copy of this policy will remain on file at the Department of Natural and Cultural Resources.

2. RESPONSIBLE PARTIES

- a) Department Director
- b) IT Department
- c) Records Creators

a) Department Director – Responsibilities Include:

1. Determining access rights to the system.
2. Ensuring training of records creators.
3. Approving system as configured by IT.
4. Periodically auditing imaged records for accuracy, readability, and reproduction capabilities before the original documents are destroyed.
5. Establishing and providing training on equipment and software, documenting such training, and providing remedial training as needed. Such training includes, but is not limited to, training on the imaging system.
6. Creating and updating detailed procedural manuals describing the imaging process and equipment.

b) IT Department – Responsibilities Include:

1. Installing and maintaining equipment and software.

2. Configuring the system according to the Town’s needs, including creating and testing appropriate indexes.
3. Controlling access rights to the system.
4. Maintaining documentation of system hardware and software.
5. Establishing audit trails that document actions taken on records stored by the information technology system.
6. Providing backups for system records and recovering deleted imaged records when necessary.
7. Completing a disaster recovery backup at least once every two years.

c) Records Creators – Responsibilities Include:

1. Attending and signing off on training conducted by Town staff or by the Department of Natural and Cultural Resources.
2. Creating passwords for computers that are long, complex, and frequently changed.
3. Creating and managing electronic records in their purview in accordance with the policies and other guidance issued by the Department of Natural and Cultural Resources and complying with all IT security policies.
4. Reviewing system records annually and purging records in accordance with the retention schedule.
5. Guaranteeing that records, regardless of format, be retained for the period of time required by local records retention schedules.
6. Carrying out day-to-day processes associated with the agency’s imaging program, including:
 7. Designating records to be entered into the imaging system.
 8. Noting confidential information or otherwise protected records and fields.
 9. Removing transitory records from the scanning queue.
 10. Completing indexing guide form for each record being scanned.
 11. Reviewing images and indexing for quality assurance.
 12. Naming and storing the scanned images in designated folders.
 13. Once approved, destroying or otherwise disposing of original records in accordance with guidance issued by the Department of Natural and Cultural Resources
14. Conducting any necessary batch conversions or batch renaming of imaged records.
15. Town employees who have been approved to telecommute or use mobile computing devices must:
 - Comply with all information technology security policies, including the Town and statewide acceptable use policies, as well as all statutes and policies governing public records.
 - Back up information stored on the mobile device daily to ensure proper recovery and restoration of data files.
 - Keep the backup medium separate from the mobile computer when a mobile computer is outside a secure area.

3. AVAILABILITY OF SYSTEM AND RECORDS FOR OUTSIDE INSPECTION

The Town of Landis recognizes that the judicial system may request pretrial discovery of the information technology system used to produce records and related materials. Town personnel will honor requests for outside inspection of the system and testing of data by opposing parties, the court, and government representatives. Records must be available for inspection and audit by a government representative for the full period required by law and approved records retention schedules, regardless of the life expectancy of the media on which the records are stored. Records must continue to exist when litigation, government investigation, or

audit is pending or imminent, or if a court order may prohibit specified records from being otherwise rendered unavailable.

In order to lay a proper foundation for the purposes of admitting the Town's electronic records into evidence, the Town will be able to provide up-to-date, detailed documentation that describes the procedural controls employed in producing records; procedures for input control including tests used to assure accuracy and reliability; and evidence of the records' chain of custody. In addition to this policy, such documentation includes:

- Procedural manuals
- System documentation
- Training documentation
- Audit documentation
- Audit trails

The Town will also honor inspection and copy requests pursuant to N.C. G.S. § 132. The Town should produce the records created and used in the course of business, maintaining an established folder structure as applicable. The Town should produce records in any format it is capable of producing if asked by the requesting party; however, the Town is not required to create or compile a record that does not already exist. If it is necessary to separate confidential from non-confidential information in order to permit the inspection or copying of the public records, the Town will bear the cost of such separation.

4. MAINTENANCE OF TRUSTWORTHY ELECTRONIC RECORDS

- a) Produced by Methods that Ensure Accuracy
- b) Maintained in a Secure Environment
- c) Associated and Linked with Appropriate Metadata
- d) Stored on Media that are Regularly Assessed and Refreshed

a) Produced by Methods that Ensure Accuracy

All platforms used by the Town to create and manage electronic records, including e-mail clients, social media platforms, and cloud computing platforms, conform with all Department of Natural and Cultural Resources policies and all applicable IT security policies.

Electronic files are named in accordance with the *Best Practices for File Naming* published by the Department of Natural and Cultural Resources.

Electronic files are saved in formats that comply with DNCR's File Format Guidelines for Management and Long-Term Retention of Electronic Records. File formats used by the Town are identified as standard by DNCR and are well-supported, backwards compatible, and have robust metadata support.

b) Maintained in a Secure Environment

Security of the system and the records it holds is maintained in the following ways:

- Access rights are managed by the IT department and are assigned by a supervising authority to prevent unauthorized viewing of documents.
- The information technology system is able to separate confidential from non-confidential information, or data creators organize and name file systems in such a way to identify confidentiality of the documents.

- Folders with confidential information are restricted, and access rights to confidential data are managed. Confidential material is redacted before it is shared or otherwise made available.
- Physical access to computers, disks, and external hard drives is restricted.
- All system password and operating procedure manuals are kept in secure off-site storage.

c) Associated and Linked with Appropriate Metadata

Metadata is maintained alongside the record. At a minimum, metadata retained includes file creator, date created, title (stored as the file name), and when appropriate, cell formulae and e-mail header information. Employees are not instructed to create metadata other than metadata that is essential for a file’s current use and/or retention.

d) Stored on Media that are Regularly Assessed and Refreshed

Data is converted to new usable file types as old ones become obsolete or otherwise deteriorate. The following steps are taken to ensure the continued accessibility of records kept in electronic formats:

- Data is audited and assessed annually. If there is evidence of file corruption, data should be migrated to new media.
- Records are periodically verified through hash algorithms. This is required before and after transfer to new media to ensure the records were not altered.
- Media is refreshed every three to five years. The Town documents when and how records are transferred from one storage medium to another. Once the new media has been sampled to assure the quality of the transfer, the original media may be destroyed according to the guidelines of 07 NCAC 04M .0510.
- Records are periodically migrated to new file types, particularly when a new information technology system requires that they be brought forward in order to render the file properly.
- Metadata is maintained during transfers and migrations.
- Storage media are maintained in a manner and in an environment that promotes bit-level preservation. Humidity does not exceed 50% and should not fall below 30%. Room temperature is set between 65° F to 75° F. The Town adheres to the media manufacturer’s recommendations for specific environmental conditions in which the media should be stored.
- Whatever media is used to store data is clearly labeled with enough information that its contents can be determined (e.g., optical media should have a physical label; data stored on a server should be indexed).

5. COMPONENTS OF INFORMATION TECHNOLOGY SYSTEM

- a) Training Programs
- b) Audit Trails
- c) Audits

a) Training Programs

The Department Director will conduct training for system use and electronic records management, using material published by the Department of Natural and Cultural Resources when appropriate. All employees will be made aware of system procedures and policies and trained on them; employees will acknowledge by initialization or signature that they are aware of the policies and have received training on them. When appropriate, employees will also attend trainings offered by the Department of Natural and Cultural Resources on the maintenance of electronic records. Documentation will be maintained for the distribution of written procedures, attendance of individuals at training sessions and refresher training programs, and other relevant information.

b) Audit Trails

The IT department will maintain documentation on who has read and/or write permission to files maintained by the Town. A log of activities on the system may be maintained, which shows who accessed the system, how and by whom records were created and modified, and whether standard procedures were followed.

c) Audits

Audits are designed to evaluate the process or system's accuracy, timeliness, adequacy of procedures, training provided, and the existence of audit trails. Internal audits are conducted regularly by the Town's IT staff, at least annually.

6. DOCUMENTATION OF INFORMATION TECHNOLOGY SYSTEM

- a) System Design
- b) Retention of System Documentation

a) System Design

The Town of Landis maintains documentation that describes system procedures, practices, and workflows. This documentation also identifies system software and hardware and captures the system environment in terms of the organizational structure, functions and responsibilities, and system processes. It explains how the system operates from a functional user and data processing point of view. Documentation is reviewed and updated by IT staff annually or upon implementation of a new information technology system. Such documentation maintained by the Town includes:

- Procedural manuals
- System documentation
- Security backup and disaster recovery procedures as a part of the Continuity of Operations Plan
- Service level agreements for contracted information technology services

b) Retention of System Documentation

One set of all system documentation will be maintained during the period for which the records produced by the process or system could likely be subject to court review and until all data created by every system instance has been destroyed or transferred to a new operating environment. All such documentation is listed in the Town of Landis's records retention schedule.

7. DIGITAL IMAGING PROGRAM DOCUMENTATION AND PROCEDURES

- a) System and Procedural Documentation
- b) Training
- c) Indexing and Metadata
- d) Auditing and Audit Trails
- e) Retention of Original and Duplicate Records

a) System and Procedural Documentation

The Department Directors are responsible for preparing and updating detailed procedures that describe the process followed to create and manage imaged electronic records. This documentation will include a description of the system hardware and software. A current procedural manual will be maintained to ensure the most

current steps are followed and to ensure reliable system documentation will be available for judicial proceedings.

Each workstation designated as a scanning station will have, at a minimum, the following hardware and software, unless the scanner is collocated by means of a network interface:

- Document/image scanner authorized by IT: FUJITSU ScanSnap iX1600
- Driver software for scanner: ScanSnap Specific Driver
- Imaging software: ImageDirector through Harris Local Government
- Instructions manual, maintained by a Department Director, describing in detail the steps required in the scanning process. This manual will also define:
 - The resolution of scanned images, as well as any compression standard used.
 - The file formats of scanned images.
 - The file naming conventions used for scanned images.
 - Whether batch conversion or batch file re-naming will be necessary, and what tool is used for such conversions.
 - How the scanned images will be stored in the file system.
 - Whether any image enhancement techniques should be conducted after imaging.

b) Training

Only designated staff that have been formally trained by a Department Director and have signed off on training documentation on the use of the imaging software and equipment will be allowed to scan records. Components of the training will include basic techniques for image capture, indexing, quality control, security configuration, auditing, use of equipment, and general system maintenance. Permissions to image and index records will not be assigned until the user has been trained. If a user improperly indexes or scans a document, an auditor will address this occurrence with the user, and remedial training will be required.

c) Indexing and Metadata

All imaged records must be indexed in order to facilitate efficient retrieval, ease of use, and up-to-date information about the images stored. This index should capture the content, structure, and context of the imaged records and will be developed by IT staff prior to the implementation of any imaging system. Metadata will be maintained in accordance with the guidelines provided in Section 4, *Maintenance of Trustworthy Electronic Records*.

d) Auditing and Audit Trails

Staff trained to conduct imaging will conduct a quality control audit following the imaging of a record to ensure that the following features of the imaged record are legible:

- Individual letters, numbers, and symbols.
- Combinations of letters, numbers, and symbols forming words or sentences.
- Graphics such as signatures, logos, and pictures.
- Other features of records such as color, shape, texture, etc., that relate to the content of the information.

Managerial staff for the various units of the Town will also periodically audit imaged records for accuracy, readability, and reproduction capabilities. Written quality control documentation will be prepared indicating the sampling of records and what remedial procedures were followed if the expected level of accuracy was not achieved.

Audit trails should be built into the imaging system that will automatically document who created, modifies, or otherwise accesses records and what procedures were taken. Audit trails include the success or failure, date, time, and user of the following events:

- Add/Edit electronic document
- Assign index template
- Copy document
- Copy pages
- Create document/folder
- Delete entry
- Delete pages
- Delete volume
- Edit image
- E-mail document
- Export document
- Index creation/deletion/modification
- Insert page
- Log in/out
- Move document
- Move pages
- Print document

Managerial staff will document by position title employees that have the authority to complete each of the tasks listed.

e) Retention of Original and Duplicate Records

To obtain permission to destroy original records following imaging, the Town will complete Section 10 of this document, *Request for Disposal of Original Records Duplicated by Electronic Means*. For each records series identified for scanning, the Department of Natural and Cultural Resources must approve the destruction of the original records. Permanent records may be imaged for ease of access, but the original documents may not be destroyed unless an analog copy exists prior to the records' destruction.

Destruction of original records is allowed only after quality assurance has been conducted on the imaged records, necessary corrections have been made, the electronic records system is audited for accuracy, and the destruction of records has been approved.

If digital images replace the original records and assume all legal authorities, these scanned records will be considered the record copy and must be maintained for the specified retention period defined in the appropriate records retention and disposition schedule. The retention period is considered to have begun when the original document was created, not when the electronic version was produced. Any hard copy generated from the imaged records will be considered the Town's duplicate "working" record or reference copy.

8. OTHER ELECTRONIC RECORDS MANAGEMENT PRACTICES

- a) System Planning
- b) Shared Drive Management
- c) Security and Disaster Backup and Restoration
- d) Cloud Computing

a) System Planning

Based on what format best serves the records retention requirements, The Town of Landis uses paper media, electronic media, and microfilm. For example: paper media is used for permanent records while electronic media is for short term retention.

b) Shared Drive Management

Employees use shared storage for collaboration and access. Procedures for the use of this shared storage comply with DNCR's guidance document *Global Shared Storage Guidelines*.

c) Security and Disaster Backup and Restoration

The Town has a disaster recovery plan for its electronic data in place, which includes contact information for data recovery vendors and information about backups of all data. Security backups to protect against data loss are generated for all but the most transitory of files. Routine backups are conducted three times a day and are kept on an infinite retention schedule. The Town's SharePoint Environment is backed up by the Datto Software as a Service Backup Solution. Imaged documents will be synchronized to SharePoint immediately upon document changes or upon document scanning.

e) Cloud Computing

SharePoint is used as a primary document storage location - the SharePoint environment acts effectively as a server in the O365 cloud which stores all file data within the tenant. No local storage is required, though the OneDrive desktop can be used to sync files to individual workstations to work with them offline or from the file system. Ultimately, the data is stored in SharePoint, in the Microsoft cloud. SharePoint also offers collaboration features - Office documents (think Word, Excel, PowerPoint, etc.) can be opened in 'Co-Authoring' mode (multiple users working on the same document at one time) as long as the file is saved to a location in SharePoint, Teams, or OneDrive. There are some exceptions for certain files, such as password-protected files or macro-enabled files. The Datto SaaS backup solution is used to back up the SharePoint and O365 environments for the Town. If VC3 fails or the Town discontinues service with VC3, the Town will retain full access and control of their O365 tenant and can transfer admin services to another vendor as the Town sees fit.

9. COMPLIANCE AND ELECTRONIC RECORDS SELF-WARRANTY

The completion of this form by all signing employees signals that all employees of the Town will adhere to the rules set forth in this policy. Furthermore, this section is to be used as a self-evaluation tool to ensure that electronic records produced by the Town are created, reproduced, and otherwise managed in accordance with guidelines for electronic public records published by the North Carolina Department of Natural and Cultural Resources. The self-warranting of records in itself does *not* authorize the destruction of records, originals or copies, *nor* does it change current records retention and disposition scheduling procedures. Destructions of records are authorized when the Town approves the current retention and disposition schedule(s). If scanned records are intended to take the place of original paper records, the Town must submit the *Request for Disposal of Original Records Duplicated by Electronic Means* form.

10. REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records which have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records which have been microfilmed or photocopied, or to records with permanent retention.

This form can be obtained from the Town Clerk Office or by visiting the State Archives of North Carolina website: archives.ncdcr.gov.

11. SIGNATURES

Each signatory should initial each element for certification, print his/her name on the Approved by line, fill in the job title, and sign and date the form.

- a) Records Custodian
- b) IT Professional or Other Project Supervisor
- c) Town Manager
- d) Department of Natural and Cultural Resources

a) Records Custodian

The records custodian is the person responsible for creating records or managing the staff who create records. The records custodian certifies that:

_____ The records created or duplicated by electronic mean in this office are prepared in accordance with these guidelines as indicated by the following statements:

- Quality – Records are legible, accurate, and complete.
- The records are produced or reproduced as part of a regularly conducted activity.
- The records conform to DNCR guidance regarding file formats, file naming, and if applicable, digital preservation guidance produced by DNCR.
- Detailed, documented procedures are in place and followed when the records are created, copied, modified, or duplicated.
- The person who creates, copies, modifies, or duplicates records receives formal training on detailed system procedures prior to records preparation.
- Details of the training received are adequately documented through written policies and procedures.
- Employees sign training records after receiving training.

_____ The Town of Landis will comply with the best practices and standards established by the Department of Natural and Cultural Resources as published on its website.

_____ The Town of Landis will submit to the Department of Natural and Cultural Resources Section 10 of this policy, *Request for Disposal of Original Records Duplicated by Electronic Means*, to seek approval for the destruction of original records that have been converted from paper to electronic record.

_____ Affected records creators will be trained on the proper creation and maintenance of electronic records.

_____ Imaged records will be periodically audited for accuracy, readability, and reproduction capabilities before the original documents are destroyed.

Approved by: _____ Date: _____

Title: _____

Signature: _____

b) IT Professional or Other Project Supervisor

The IT Professional is the person responsible for providing technical support to the records custodians and who may be involved in infrastructure and system maintenance. In the absence of an IT department, the supervisor of the records custodian should verify the following items. The IT Professional certifies that:

_____ Audit trails document the identity of the individual who creates, duplicates, modifies, or otherwise prepares the records, what actions are taken by the individual during the course of the process, when these actions are taken, and what the results of these actions are.

_____ Audits:

- are performed periodically to confirm that the process or system produces accurate results.
- confirm that procedures followed are in accordance with the agency’s documentation.
- are performed routinely on files to ensure no information has been lost.
- are performed by an independent source (i.e., persons other than those who create the records or persons without an interest in the content of the records. Acceptable sources may include different department or authorized auditing authority).
- are adequately documented.

_____ The process or system hardware and software are adequately documented.

_____ Permanent records conform to all file format, file naming, and digital preservation guidance produced by the Department of Natural and Cultural Resources.

_____ Backup procedures are in place and comply with best practices as established by the Department of Natural and Cultural Resources.

_____ Successful disaster recovery backup is completed at least once every two years.

Approved by: _____ Date: _____

Title: _____

Signature: _____

c) Town Manager

The Town Manager, with the authorization from the Board of Alderman, is the person responsible for approving internal policies and procedures related to the creation and maintenance of electronic records. The Town Manager certifies that:

_____ Determinations are made regarding employees' permission rights to the electronic records system.

_____ IT's configurations for the electronic records system are reviewed and approved before the electronic records system becomes operational.

Approved by: _____ Date: _____

Title: _____

Signature: _____

d) Department of Natural and Cultural Resources

Approved by: _____ Date: _____

Title: _____

Signature: _____



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: February 12, 2024

SUBMITTED BY: Jessica St. Martin, Parks and Recreation Director

ITEM TYPE: Consideration

AGENDA SECTION: Considerations

SUBJECT: **Consider Approval of New Lake Corriher Park Signs**

DETAILS:

Tabled from January 8, 2024 Meeting

Please consider the approval of seven new Lake Corriher Wilderness Park Signs. We currently don't have an entrance sign on Kimball Rd, due to the old sign being damaged. The two directional signs on Mt. Moriah are faded with the original park logo, and they do not display the park hours of operation.

We have received three quotes to add signs at Tranquil Lake Drive, Kimball Road, and two near the gate entrance. The new signs will match the color scheme of the new wayfinding signs, which are scheduled to be installed by the end of March 2024. Additionally, these signs will have an interchangeable piece for peak season and off-season park hours. Broome Signs, Willie B. Moore Sign Co., and Harwood Signs responded to our request for new quotes.

Broome Signs has quoted \$2,479.19, Willie B. Moore Sign Co. has quoted \$5,061.00, and Harwood Signs has quoted \$6,783.80. All quotes include installation.

Broome Sign Company

348 Spring St NW, Concord, NC 28025, 704-782-0422
Lennie Turner broomesign@ctc.net

Quote

date: 1/12/2023

PO# _____

to: Jessica St. Martin

phone# _____

Landis Parks & Rec

email: _____

install location: Lake Corriher Wilderness Park

Quantity	Description	Price ea	Amount
2	36" x 27" polymetal signs with arrows, double sided with post	\$235/ea	\$470
2	36" x 27" polymetal signs w/ interchangeable hours plate, single sided w/ post	\$228/ea	\$456
1	48" x 32" polymetal signs w/ arrow, single sided w/ post		\$192
2	48" x 72" polymetal signs w/ interchangeable hours plate, single sided w/ post	\$492/ea	\$984
1	Installation Fee for all items above		\$215
			\$2317
		7% tax	\$162.19
			\$2479.19

Please note:

- . Sales tax will be added to all orders for non exempt customers,
- . Sign permits are customers responsibility,
- . Orders may require a deposit,
- . Payment is due upon receipt of order.

348

Willie B. Moore Sign Co.
2305 South Main St.
Kannapolis, NC 28081
704-938-8406

Statement

DATE

TERMS

1-22-2024

TO

PARKS & Recreation

IN ACCOUNT WITH

HANNAH, N.C.

- (2) 36" X 27" 2 SIDED
- (2) 36" X 27" HOOPS
- (1) 48" X 32" WITH HANDLES
- (2) 72" X 48"

LONG HOOPS
INSTALLED

4,730.00

SEND ART WORK FOR

731.10

TOTAL \$ 5061.10

CURRENT

OVER 30 DAYS

OVER 60 DAYS

TOTAL AMOUNT

Harwood Signs Inc
PO Box 118
Granite Quarry, NC 28072
(704)2797333
harwoodsigns@hotmail.com

Estimate

ADDRESS

Town Of Landis

ESTIMATE # 1498

DATE 01/16/2024

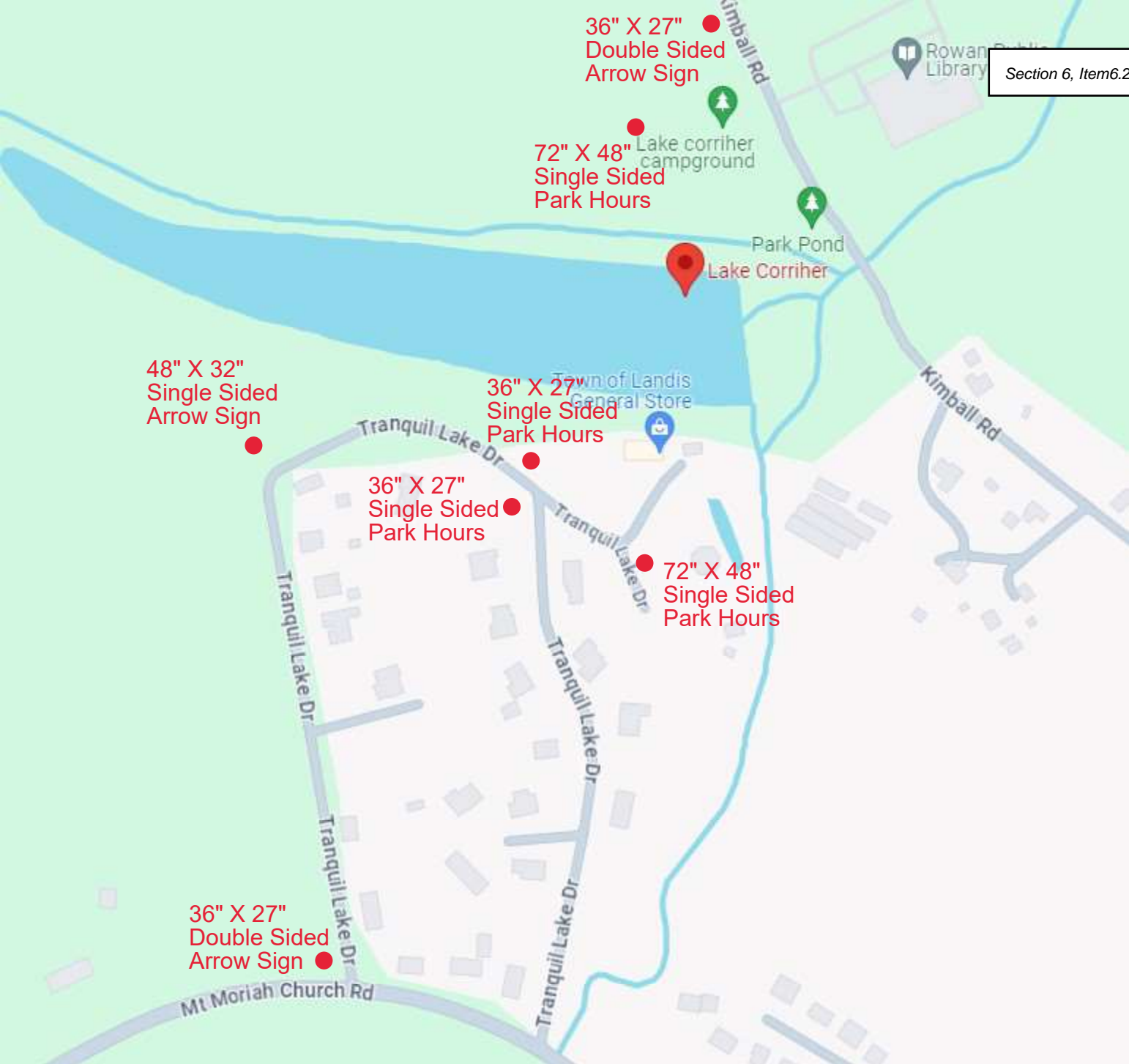
ACTIVITY	QTY	RATE	AMOUNT
Aluminum Sign 36"x27" Double sided sign on 6mm aluminum composite material. Single 3" aluminum post. Powder coated black. Full surface printed faces. Directional.	2	720.00	1,440.00T
Aluminum Sign 36"x27" Single sided sign on 6mm aluminum composite material. Single 3" aluminum post. Powder coated black. Full surface printed faces. Changeable hours sign. Ref: Lake Corriher Wilderness Park Hours (8-8 & 8-5)	2	550.00	1,100.00T
Aluminum Sign 48"x32" Single sided sign on 6mm aluminum composite material. Double 3" aluminum posts. Powder coated black. Arched Top. Full surface printed faces. Ref: Directional.	1	600.00	600.00T
Aluminum Sign 72"x48" Single sided sign on 6mm aluminum composite material. Double 3" aluminum posts. Powder coated black. Full surface printed faces. Changeable hours sign. (8-8 & 8-5)	2	900.00	1,800.00T
Installation Signs installed at customer location. All signs installed with concrete. Price per sign	7	200.00	1,400.00T

SUBTOTAL	6,340.00
TAX	443.80
TOTAL	\$6,783.80

Accepted By

Accepted Date







Item Cover Page

MEETING TYPE: Board of Alderman

DATE: February 12, 2024

SUBMITTED BY: Michael D. Ambrose, Town Manager

ITEM TYPE: Consideration

AGENDA SECTION: Considerations

SUBJECT: **Consider Update on South Upright Street Lift Station**

DETAILS:

There has been two inflow and infiltration issues with the South Upright Street Lift Station within the past month. This was caused by excess rainwater getting into the lift station and causing it to overflow into the creek. The Town currently has an outstanding grant project which is expected to begin this summer. Part of this project is designed to replace the old clay pipes which are currently feeding the Upright Lift Station. This replacement should reduce the amount of rainwater that is entering the station. The Engineer on the project has assured staff this issue will diminish once the project is complete.



Item Cover Page

MEETING TYPE Board of Alderman

DATE: February 12, 2024

SUBMITTED BY: Staff

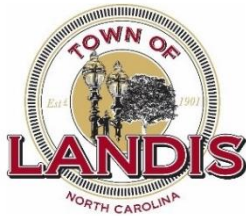
ITEM TYPE: Report

AGENDA SECTION: Reports

SUBJECT: **Departmental Reports**

DETAILS: Reports in Order:

- Parks and Recreation Report
- Utility Billing Report
- Public Works Report
- Police Report
- Fire Report
- Planning and Zoning Report
- Code Enforcement Report



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: February 12, 2024

SUBMITTED BY: Jessica St. Martin, Parks and Recreation Director

ITEM TYPE: Report

AGENDA SECTION: Departmental Reports

SUBJECT: **Report for January 1-25**

DETAILS:

Events:

Planning is underway for upcoming Spring Events. The first event will be the Easter Egg-stravaganza at Lake Corriher Park on Sat. March 23 from 10:00am-1:00pm. Cruise-ins begin Fri. April 5th from 5:00-9:00pm.

Additional 2024 Event Dates: Love Landis Week- 4/29-5/4

Cruise-Ins- 5/3, 6/7, 7/5, 8/3, 9/6

National Night Out- 8/6

Touch-A-Truck- 9/20

Fall Festival/Trunk or Treat- 10/26

Christmas Parade/ Tree Lighting- 11/26

Campfire Christmas by the Lake- 12/14

Park Operations: Maintenance on trails, Rain and storm debris clean up, office and storage areas getting cleaned and organized.

The Disc Golf Course has seen growth in traffic flow this past year. The course is now rated a 4 out of 5 on the disc golf review and U disc sites. These apps track players, course conditions, and maps. The total usage tracked for 2023 through U disc was approximately 2,800.

Pool Operations: The Town of Landis hosted a (CPO) Certified Pool Operators course at Town Hall on January 24th & 25th. Participants from North and South Carolina were in attendance. The Town now has (2) Parks & Rec staff members certified and available to oversee pool operations, ensure that all proper rules and regulations are being followed, and help maintain chemicals and mechanical functions at the pool. A CPO is required in order to obtain operating permits and remain open throughout the season. In past years, the Town has had to contract out CPO services.

Parks Dept. is also in the process of collecting quotes and prioritizing needs for the upcoming season.

**Campsite Rentals: 2 Shelter Rentals: 0 Daily Fishing Passes Sold: 58 State License: 5 Boat Reg.: 2
2020 Ford Explorer Mileage: 47754**



Item Cover Page

MEETING TYPE: Board of Alderman
DATE: February 12, 2024
SUBMITTED BY: Angie Sands, Deputy Town Clerk
ITEM TYPE: Clerk Report
AGENDA SECTION: Department Reports
SUBJECT: Report for January 1-25

DETAILS:

Utility Services Monthly Report

CASH PAYMENTS	356
CREDIT CARD PAYMENTS	1038
CHECK PAYMENTS	1174
BANK DRAFT PAYMENTS	406
DISCONNECTIONS	5
AMI ELECTRICAL METERS	3247
REMAINING MANUAL METERS	22
WATER METERS	2156
CUSTOMER USAGE PORTAL	456

Public Works Monthly Reporting

Completed By Tristin Walter Date 1-29-24

1. Water - Sewer

- Taps 2
- Irrigation Taps 2
- Water Main breaks 2
- Meter Box Replacement 0
- Hydrant (Water Quality Flushing) Routes 10
- Meter/MXU Change Out 0
- Water Pump Station (quantity 1) Quality 1
- Sewer lift station (quantity 10) y Monitoring and Repairs needed y
- Customer calls/ resident needs 18
- New / Current Resident work orders start& stop service 15

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 4
- New (Temp) Service 4
- Disconnects NA
- Streetlights 13
- Security Lights 12
- Pole Repair/Replace 5
- Outages: Cause, Environmental 5 Load Demanded 1 Vehicle Wreck 0 Other 0

4. Streets

- Weekly Schedule: Monday thru Wed Bulk Pick up, Thursday thru Friday Chipping/ Leaves
- Rowan County Dump Runs 8
- Customer calls YES Work Orders YES Go Gov YES

Comments: _____



Department Report

MEETING TYPE: Board of Alderman

DATE: February 12, 2024

SUBMITTED BY: Matthew Geelen, Police Chief

ITEM TYPE: Report

AGENDA SECTION: Departmental Report

SUBJECT: **January Report**

DETAILS:

Total Calls for Service (Including Self-initiated calls) - 392

Self-Initiated Calls – 307

Calls for Service – 87

Traffic Stops - 98

Traffic Accidents – 5

Vehicle Mileage:

LPD-081: 137,855	LPD-173: 75,795	LPD-232: 1,164
LPD-101: 103,860	LPD-174: 58,564	
LPD-131: 101,675	LPD-175: 63,166	
LPD-151: 66,776	LPD-176: 56,919	
LPD-161: 70,220	LPD-177: 78,023	
LPD-171: 62,709	LPD-212: 18,737	



Traffic Stats

Dear Mayor and Esteemed Members of the Board of Alderman,

I am writing to present the findings of recent traffic studies conducted throughout town. The study conducted aimed to gather data on the average speed of vehicles traveling along major thoroughfares.

South Main Street: The average speed on South Main Street was 37mph. The posted speed limit is 35mph.

Kimball Road: The average speed on Kimball Road was 38mph. The posted speed limit is 35mph.

Airport Road: The average speed on Airport Road was 28mph. The posted speed limit is 35mph.



Item Cover Page

MEETING TYPE: Board of Alderman
DATE: February 12, 2024
SUBMITTED BY: Jason Smith, Fire Chief
ITEM TYPE: Report
AGENDA SECTION: Departmental Reports
SUBJECT: Report for January 1-25

DETAILS:

MONTHLY STATS

MEDICAL: 43
FIRE: 38
TRAFFIC ACCIDENT: 7
MUTUAL AID GIVEN: 31
MUTUAL AID RECEIVED: 9
TOTAL CALLS: 87

VEHICLE MILAGE

ENGINE 443: 97675
ENGINE 442: 36721
ENGINE 581: 28695
LADDER 58: 21307
CAR 44: 136002
CHIEF 440: 17009

LANDIS DEVELOPMENT PLANS UNDER REVIEW

Section 7, Item 7.1


Application #	Name (surveyor & owner)	Job Address	Type/# of lots	Status FEES PD
<p>SITE-07-21 PLANNER OFFICE (GRAY FILE DRAWER) WAS JOHNSON/WOOD- NEW NAME: VILLAS AT LANDIS 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) 5-16-23 Stormwater review completed. NEXT STEP CONSTRUCTION CONFERENCE date: 05-24-23 @ 2pm 5-17-23 DEV. PLANS & DEV. AGR P/UP 5-23-23 1st submittal POST DEV. PLAN, NCDEQ FORM, DEEDS, USGS MAP, WETLAND DELINEATION</p>

LANDIS DEVELOPMENT PLANS UNDER REVIEW

<p>(CONT.) #07-21 RYDER PLACE</p>				<p>5-24-23 Pre-Construction meeting - **Construction authorized upon completion of fees and several other requirements. 5-30-23 Operation and Maintenance Agreement rec'd 6-6-23 Sent Zoning Permit Application 6-16-23 Stormwater Report From Alley William Carmen & King 7-5-23 Rec'd water system specs. 8-9-23 Stormwater specs reviewed ready for pickup. 8-10-23 stormwater reviews p/up by courier. 12-7-23 Dev. Petition to NCDEQ for w/s regulation exception 1-23-24 request for Willingness to Serve for w/s & elec.</p>
<p>SITE 11-21 GRAY FILE DRAWER NEW NAME: <u>LANDIS APARTMENTS</u></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

Section 7, Item 7.1

<p>#11-21 LANDIS APTS</p>				<p>5-17-23 SC spoke w/Arch. M. SIEMIENIEC- Construction plans to be del today. 5-18-23 per M.Siemieniec. plan del delay 5-24-23 CONSTRUCTION PLANS REC'D 5-31-23 FEES PAID FOR REVIEW. \$10,266.55 **Fees include zoning permit application when ready **=PLAN REVIEW(RD,PARK/LOAD/DRAINAGE,W/S LINES, STORMWATER, PERMIT APPLICATION) 6-23 & 28th TRC REVIEW OF PLANS- NOTES ADDED- DEV. P/UP THEIR SET OF PLANS W/NOTES 7-25-23 REC'D 2 SETS OF REVISED CONST PLANS 7-27-23 R FLOWE REVIEWED PLANS- ISSUED EMAIL TO TECH. REV. COMM. TO REVIEW PLANS IN T.HALL 8-3-23 Fire Marshal reviewed plans 8-9-23 Plans ready for p/up, emailed Engineer. ✓ 11-08-23 Rec'd Erosion & Soil Sedim. From County 11-8-23 Pre-const. mtg set for 12-13-23 @ 9a.m. ✓ 12-13-23 Stormwater calcs needed.</p>
<p> YEAR 2022</p>				
<p>Application #</p>	<p>Name (surveyor &/OR owner)</p>	<p>Job Address</p>	<p>Type/# of lots</p>	<p>Status FEES PD</p>
<p>SITE DEV 09-22 <u>IRISH CREEK PREL. PLAT</u> <u>LANDIS PORTION PHASE</u> <u>2&4</u></p>	<p>LENNAR CAROLINAS – LAND DESIGN ENGINEER NOTICE OF INTENT FOR NEW DEVELOPER- SHE HOMES</p>	<p>CANNON FARM RD</p>	<p>430 LOTS- MU-1 & SFR-2 CZ</p>	<p>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 7-25-23 NOTICE OF NEW DEVELOPER INTENT FROM ATLANTIC AMERICAN PROP. 9-5-2023 MTG W/PL. DIR. W/NEW DEV. 9-25-23 MTG W/PL DIR. FLOWE 9-28-23 REC'D MEETING NOTES 12-12-23 Rec'd form w/ZMA request no funds rec'd 12-19-23 Rec'd partial fee for ZMA request 1-3-24 Rec'd full funds for ZMA request- April BOA mtg</p>

LANDIS DEVELOPMENT PLANS UNDER REVIEW

Section 7, Item 7.1

<p>SITE DEV 10-22 <u>OLD BEATTY FORD RD</u> <u>INDUSTRIAL SITE</u></p> <p><u>DEV #10-22</u> <u>OLD BEATTY FRD RD</u> <u>IND. SITE</u></p>	<p>RYAN BEADLE/JACKSON-SHAW- LIPE, MILLS, DEAL PROPERTIES</p>	<p>OLD BEATTY FORD RD INDUSTRIAL SITE</p>	<p><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</p>	<p>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 3-14-23 FUNDS REC'D FOR: SITE PLAN REVIEW & PREL PLAT REVIEW: \$4,801.75</p> <p>3-20-23 Pub. Hearing Annexation additional properties, req. IND zoning. BOARD APPROVED 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. 5-25-23 Zoom mtg w/R Flowe 6-13-23 NCDOT scoping documents received 8-2-23 rec'd updated site dev. Plans from Developer 8-2-23 rec'd NCDOT updated TIA scoping docs link 9-19-23 REC'D REVISED SITE PLAN PGS 3,4 & 5 ON REVIEW TABLE FOR TRC- REVIEWED 10-18-23 REC'D W/S WILLINGNESS TO SERVE REQUEST 10-23-23 PLANNING BOARD MTG UPDATE ✓ 11-14-23 Mtg req. by Developer- ZOOM W/RFLOWE 11-21-23 FUNDS REC'D FOR SITE PLAN REVIEW 11-30-23 WAITING ON CONSTRUCTION PLANS 12-21-23 Rec'd revised Const. plans & all documents 12-21-23 FUNDS REC'D \$36,136 FEES. 1-24-24 TRC mtg held – examined plans</p>

LANDIS DEVELOPMENT PLANS UNDER REVIEW

Section 7, Item 7.1

2023 ALL 2023 PROJECTS. NOW IN CONSTRUCTION PHASE				
<u>2024</u>	<u>2024</u>	<u>2024</u>	<u>2024</u>	<u>2024</u>
Application/ Site #	Name (surveyor & owner)	Job Address	Type/# of lots	Status, FEES PD
PLANS IN CONSTRUCTION/ REVIEW				
SITE 02-23 CONCRETE PLANT- NEW OWNERSHIP/ NEW PLANS- ZONING PERMIT ISSUED 5-17-23	William N. West Owner Crete Solutions	220 OLD BEATTY FORD RD	<u>CONCRETE PLANT</u>	<p>04-11-2023 PD \$6,188.83 NEW SITE PLANS, STORMWATER, CALCS.</p> <p>4-26-23 RF review & staff rev. complete comments on plans</p> <p>4-27-26 Owner/Dev. Bill West p/up set w/comments.</p> <p>5-9-23 Rec'd partial set of plans- advised need complete sets.</p> <p>5-10-23 rec'd 2 complete sets of plans w/revisions</p> <p>5-17-23 R. Flowe to Developer West, plan set – scale is off. West to deliver a new complete plan set to NFocus Office this day. Flowe to review and sign zoning permit application if plans are approved. 5-17-23 Plans rec'd. R. Flowe approved plans for site construction. Zoning Permit #ZN-23-27 issued.</p> <p>Site work active.</p>

LANDIS DEVELOPMENT PLANS UNDER REVIEW

Section 7, Item 7.1

<p>SITE 03-23 PINNACLE PARKING LOT SITE PLAN</p>	<p>CESI ENGINEERING JASON MARTINEZ(SITE)</p>	<p>1600 PINNACLE WAY DR.</p>	<p><u>NEW DRIVEWAY- PARKING LOT EXPANSION</u></p>	<p>7-12-23 PLANS RECEIVED W/FEE PD \$875 8-1-23 PLAN REVIEW R FLOWE- MEETING RESULTS: NEW PLANS WILL BE SUBMITTED ASAP. 9-6-23 PLANS SUBMITTED 9-12-23 PLAN REV. RFLOWE AND T. WALTERS- REVIEW CONTINUES 9-19-23 RFLOWE & TWALTERS SIGNED OFF ON PLANS. EMAILED ALL- DEV. SET READY AT FRONT DESK. 9-25-23 PLANS P/UP 9-27-23 NCDOT APPROVAL, SIGNED DRIVEWAY PERMIT</p>
<p>SITE 01-23 BYRNE PROP KIMBALL RD PERMIT ISSUED 11-30-23</p>	<p>SHANNON SPARKS SURVEYOR BYRNE PROP. INC</p>	<p>KIMBALL ROAD MAP 123B 115</p>	<p><u>TOWNHOMES 9 PROPOSED</u></p> <p>9-11-23 BD ALD APPROVED DEV. AGREEMENT</p>	<p>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- approved. TRC & PL BD. (JUNE 21,2023) 6-27-23 owner paid for all tap fees \$45,000 6-29-23 rec'd updated plans 8-1-23 rec'd revised plan 8-8-23 Pl. Bd to review Dev. Agreement for Kimball Landing 9-11-23 BD ALD. Pub. Hearing for Dev. Agreement- APPROVED 9-27-23 DEV. AGREEMENT SIGNATURE BY DEV. 10-18-23 CONSTR. PLANS REC'D. 10-18-23 PAYMENT OF \$325 PARTIAL CONSTR PLAN REVW 10-18-23 PAYMENT OF \$680 (8 TWNHMS- zoning permit) 10-19-23 RFLOWE REVIEWED. NEED UPDATED BUILDING ELEVATIONS TO CURRENT PLAN. 10-24-23 DEVELOPER AWARE OF PLANS NEEDED. 10-26-23 UPDATE CONST. PLANS REC'D 10-26-23 PAYMENT OF \$627- REMAINDER OF CONST REVW FEES PD. 11-29-23 PRE-CONST MTG 11-29-23 PLANS APPROVED FOR CONSTRUCTION 11-30-23 PERMIT ISSUED FOR SITE WORK</p>

LANDIS DEVELOPMENT PLANS UNDER REVIEW

Section 7, Item 7.1

<p>SITE DEV 04-22 RICE RD TOWNHOMES PERMIT ISSUED 12-28-22 FOR SITE DEV.</p>	<p>JOURNEY CAPITAL, LLC ANDREW WALTZ 704-453-2700 RICE RD TOWNHOMES ACTIVE FOR REVIEWS</p>	<p>221 E RICE STREET</p>	<p>TOWNHOMES</p>	<p>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 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. 5-16-23 REC'D 2 COMPLETE SET OF PLANS 5-16-23 PLANS APPROVED -DEV. To p/up NEXT STEP: PRE-CONST. CONF. SET 05-24-23 @ 3:30 PM 5-19-23 PLANS P/UP 5-24-23 Pre-Construction meeting - **Construction authorized upon completion of fees and several other requirements 6-6-23 Const. Admin Fees Pd: \$1,180.50 6-30-23 UPDATED PLANS REVIEWED-APPROVED 7-6-23 REC'D MATERIALS LIST SITE DEV # 04-22 RICE STREET TOWNHOMES CONT. REVIEW OF W/S, BLDG ELEVATION FEES PD: PREL PLAT \$450, SKETCH PLAN \$100, UNITS \$100 SITE WORK ACTIVE 10-11-23 REC'D UTILITY AS BUILTS</p>
---	--	--------------------------	------------------	--

LANDIS DEVELOPMENT PLANS UNDER REVIEW

Section 7, Item 7.1

<p>#04-22 RICE ST. TWNHMS CONT.</p>				<p>10-16-23 PLANS ACCEPTED BY RFLOWE 10-17-23 EMAILED DEV. READY FOR PICK UP 10-18-23 FINAL PLAT- MYLAR REC'D 10-19-23 R FLOWE SIGNED PLAT 10-25-23 ENGINEER W.WEBB REVIEWING FOR SIGNATURE 10-31-23 MORE INFO NEEDED- EMAILED DEVELOPER– as-built drawings, construction certifications from the design engineer, and cad files for the water, sewer, and storm drainage locations 11-8-23 Rec'd mylar – waiting on State permits 11-16-23 mtg w/state rep re approvals 11-20-23 application submitted with NCDEQ 11-21-23 REC'D \$350 FINAL PLAT FEE</p>
---	--	--	--	--

**Town of Landis
Division of Land Use
Zoning Permits Issued – Year 2024**

Permit #	Date	Name	Job Address	Permit Use
ZN-24-01	01-03-24	NIBLOCK	2411 CALLAGHAN CT	NEW SFR
ZN-24-02	01-09-24	JAMES/PAR 3	112 N CENTRAL AVE #ZN-23-40 REVISED.W/TOWN AGREEMENT – ADDITION	
ZN-24-03	01-10-24	TARLTON	109 E CORRELL ST	ACCESS. BLDG
ZN-24-04	01-10-24	ADKINS	400 N BEAVER ST	NEW DECK
ZN-24-05	01-11-24	LESARGE	510 N CENTRAL AVE	FENCE
ZN-24-06	01-11-24	ROBLES	212 W LIMITS ST	NEW SFR
ZN-24-07	01-17-24	TRINITY LUTHERAN	108 W RICE ST	NEW SIGN
ZN-24-08	01-23-24	SOTELO	1020 LINN ST	REMODEL & ADDITION

TOWN OF LANDIS

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	Villas at Landis Development LLC (new owners)	abandoned dilapidated mobile office or classroom structures. Property has transferred now. Development has been approved. No response from owners. Pending other enforcement actions.
HC-21-04	314 Town Street	Ruth C Deadmon (Heirs)	occupied substandard dwelling without water, sewer or electric services. Full inspection conducted. Hearing held and Findings of Fact and Order issued to Repair or Close by a date not later than 05-05-2024.
HC-21-08	317 East Corriher Street	Gail D Jackson	unsafe and unsanitary conditions inside and outside the house. Conducted inspection with warrant. Hearing held with decision she will continue with clean up and I will conduct periodic inspections until compliance is met. Follow up inspection delayed due to her health conditions.
HC-24-01	109 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-02	111 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.

TOWN OF LANDIS

Case Number	Violation Address	Owner or Occupant	Status or Conditions
HC-24-03	201 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-04	202 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-05	203 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-06	205 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-07	206 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-08	207 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-09	209 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-10	210 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-11	211 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.

TOWN OF LANDIS

Case Number	Violation Address	Owner or Occupant	Status or Conditions
HC-24-12	212 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-13	214 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-14	215 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-15	216 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-16	217 Everhart Avenue	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-17	807 North Zion Street	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
HC-24-18	809 North Zion Street	Mary Gray Hilton Heirs	Abandoned substandard housing and nuisance conditions. Pending further research and inspection.
NUISANCES			

TOWN OF LANDIS

Case Number	Violation Address	Owner or Occupant	Status or Conditions
PN-23-02	107 North Meriah Street	James A Hall Jr	various forms of trash, junk, and debris along with multiple junked/nuisance vehicles. Abatement conducted by Town crews. Remaining junked/nuisance vehicles to be brought into compliance or removed by 01-30-24. Site visits scheduled for 01-31-24 to confirm compliance or tow vehicles.
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 has begun abatement actions. Appears all actions have halted. Notice issued with deadline of 01-14-2024. Will follow up soon.
PN-23-16	410 Town Street	Mary Susan Pruitt	boxes, trash and debris. Notice issued and abated by owner. CLOSED 01-24-24
PN-23-18a	316 North Beaver Street, accessed from North Upright	Villas at Landis Ddevelopment LLC	demolition and building material debris, trash, and large pieces of tree trunks and other forms of debris. Notice issued with no response from owners. Dumping continues to grow. <u>Pending abatement by the Town.</u>

TOWN OF LANDIS

Case Number	Violation Address	Owner or Occupant	Status or Conditions
PN-23-20	504 East Corriher Street	Edwin Raay Jones	report of dumping of concrete and similar materials in the gully behind the house. Conducted inspection of area on 10-28-23. Found one large chunk of tree trunk and no other debris. Pending removal by Town crew and weather. On 01-10-24 during a site visit and due to the reduction in the foliage, it was observed that the dumping is coming from the subject property. Pending notice.
PN-23-21	2270 West A Street	Luis Santos Jimenez	overgrowth. Notice issued with no results by owners. <u>Pending abatement by town.</u>
PN-23-22	209 West Hoke Street	Margaret Morris Lisk	various forms of trash and debris. Possibility of persons residing in a camper. Notice issued , met on site with owner and friend who are beginning clean up. Will monitor and continue to communicate with them.
PN-24-01	property near intersection of East Ryder Avenue and Coldwater Street	Villas at Landis Development LLC (new owners)	abandoned dilapidated mobile office or classroom structures. No response from owners. Notice issued with deadline of 02-18-24. Pending enforcement actions.

Case Number	Violation Address	Owner or Occupant	Status or Conditions
ABANDONED-JUNKED-NUISANCE VEHICLES			
MVO-24-01	110 Upright Street	T D Enterpris Inc	multiple junked/nuisance vehicles including cars, tractor-trailers, trailers and other vehicles. Notice issued with deadline of 03-04-24.
ZONING			
Z-23-02	303 Buford Drive	Fon Ernest	Fence violation. Notice issued. Have spoken with the owner and advised to cease all work for now. Multiple additional zoning violations were found including failure to obtain permits, setback violations, pool violations, driveway cuts and expansion of a dwelling without permits. Working with Planning Department on follow up notice to include all newly found violations. Pending.



Item Cover Page

MEETING TYPE Board of Alderman

DATE: January 8, 2024

SUBMITTED BY: Jeneen McMillen, Finance Director

ITEM TYPE: Report

AGENDA SECTION: Reports

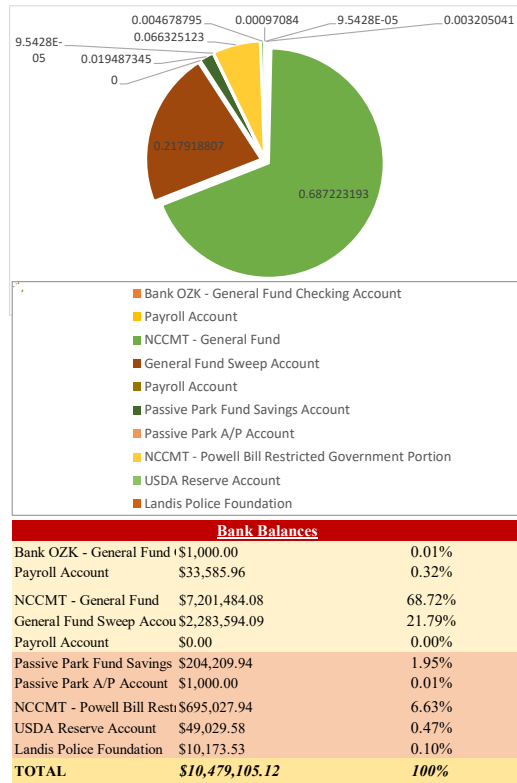
SUBJECT: **Financial Dashboard**

DETAILS:

Town of Landis
FY 23 Monthly Summary
January 2024

Section 7, Item 7.2

Operating Budget Revenues	Budgeted FY23-24	January	FY 23-24 YTD	%
Property Tax - Current (Monthly)	\$2,127,862.00	\$0.00	\$0.00	0%
Tax Collection - Prior Years (Monthly)	\$35,000.00	\$0.00	\$0.00	0%
Vehicle Interest	\$1,400.00	\$0.00	\$0.00	0%
Interest and Penalties	\$10,000.00	\$0.00	\$0.00	0%
Property Tax Auto - Current (Monthly)	\$212,977.00	\$0.00	\$0.00	0%
Vehicle Tag Fee	\$63,000.00	\$0.00	\$0.00	0%
Building Rental Fees	\$7,200.00	\$0.00	\$0.00	0%
Sponsorships	\$1,500.00	\$0.00	\$0.00	0%
Interest on Investments	\$57,000.00	\$0.00	\$0.00	0%
Interest on Investments - Powell Bill	\$0.00	\$0.00	\$7,210.00	0%
Miscellaneous Income	\$0.00	\$0.00	\$0.00	0%
Police Fees	\$780.00	\$0.00	\$0.00	0%
First Responder	\$1,320.00	\$0.00	\$0.00	0%
Excise Tax on Piped Gas	\$10,500.00	\$0.00	\$0.00	0%
Franchise Tax on Electric PO	\$273,000.00	\$0.00	\$0.00	0%
Sales Tax on Telecommunications	\$10,500.00	\$0.00	\$0.00	0%
Sales Tax on Video Programming	\$9,100.00	\$0.00	\$0.00	0%
Local Government Sales and Use Tax	\$990,000.00	\$0.00	\$0.00	0%
Powell Bill Revenues	\$117,500.00	\$0.00	\$0.00	0%
ABC Revenue - County	\$14,000.00	\$0.00	\$0.00	0%
Court Cost	\$400.00	\$0.00	\$0.00	0%
EMT Monies from Rowan County	\$0.00	\$575.00	\$575.00	0%
Planning/Zoning Fees	\$50,000.00	\$0.00	\$0.00	0%
Garbage Collection Fees	\$305,000.00	\$0.00	\$0.00	0%
Resource Officer Reimburse	\$175,000.00	\$0.00	\$0.00	0%
EMS Utility Reimbursement	\$7,500.00	\$0.00	\$0.00	0%
ABC Profits - State	\$14,000.00	\$0.00	\$0.00	0%
Solid Waste Disposal Tax	\$1,800.00	\$0.00	\$0.00	0%
East Landis Property Tax	\$25,000.00	\$0.00	\$0.00	0%
East Landis Tax - Prior Years	\$200.00	\$0.00	\$0.00	0%
East Landis Penalties and Interest	\$2,000.00	\$0.00	\$0.00	0%
East Landis - Motor Vehicles	\$3,500.00	\$0.00	\$0.00	0%
Sale of Fixed & Surplus Assets	\$11,500.00	\$0.00	\$0.00	0%
Fund Balance Appropriated	\$637,486.00	\$0.00	\$0.00	0%
Administrative Service Charges	\$725,331.00	\$60,444.25	\$60,444.25	8%
Park Revenues	\$128,100.00	\$0.00	\$0.00	0%
Water Service	\$1,100,000.00	\$0.00	\$0.00	0%
Construction Services - Water	\$0.00	\$0.00	\$0.00	0%
Interest on Investments	\$6,888.00	\$0.00	\$0.00	0%
Miscellaneous Income	\$0.00	\$0.00	\$0.00	0%
Tap Fees - Water	\$48,000.00	\$0.00	\$0.00	0%
Insurance Proceeds	\$0.00	\$0.00	\$0.00	0%
East Landis Water	\$0.00	\$0.00	-\$336.00	0%
Sewer Service Fees	\$993,000.00	\$0.00	\$0.00	0%
Sewer Impact Fees	\$0.00	\$0.00	\$0.00	0%
Tap Fees	\$30,000.00	\$0.00	\$0.00	0%
Stormwater Fees	\$115,000.00	\$0.00	\$0.00	0%
Interest on Investments - Stormwater	\$1,200.00	\$0.00	\$0.00	0%
Construction Services - Electric	\$3,000.00	\$0.00	\$0.00	0%
Electricity Fees	\$5,900,000.00	\$0.00	\$0.00	0%
Penalties - Electric	\$70,000.00	\$0.00	\$0.00	0%
Reconnect Fees	\$65,000.00	\$0.00	\$0.00	0%
Meter Tampering Fees	\$0.00	\$0.00	\$0.00	0%
Pole Attachments	\$8,000.00	\$0.00	\$0.00	0%
Interest on Investments - Electric	\$20,000.00	\$0.00	\$0.00	0%
Miscellaneous Income	\$1,500.00	\$0.00	\$0.00	0%
Underground Service	\$0.00	\$0.00	\$0.00	0%
Payment Return Fees	\$2,000.00	\$0.00	\$0.00	0%
Sale of Scrap Metal	\$0.00	\$0.00	\$0.00	0%
Debt Setoff	\$1,500.00	\$91.52	\$91.52	6%
Sales Tax Refund	\$50,000.00	\$65,975.38	\$65,975.38	132%
Sale of Surplus Assets - Electric	\$0.00	\$0.00	\$0.00	0%
Retained Earnings Appropriated - Electric	\$136,181.00	\$0.00	\$0.00	0%
Total	\$14,580,725.00	\$127,086.15	\$133,960.15	1%



Operating Budget Expenditures	Budgeted FY23-24	January	FY 23-24 YTD	%
Administration	\$1,677,329.00	\$86,495.19	\$86,495.19	5%
Police Department	\$1,417,717.00	\$51,065.08	\$51,065.08	4%
Fire Department	\$920,560.00	\$36,306.25	\$36,306.25	4%
Streets Department	\$995,140.00	\$74,288.07	\$74,288.07	7%
Sanitation Department	\$428,500.00	\$39,380.77	\$39,380.77	9%
Parks and Recreation	\$479,073.00	\$11,373.02	\$11,373.02	2%
Electric Department	\$6,287,181.00	\$69,790.05	\$69,790.05	1%
Water Department	\$882,000.00	\$62,394.36	\$62,394.36	7%
Sewer Department	\$1,018,000.00	\$74,040.86	\$74,040.86	7%
Storm Water Department	\$116,200.00	\$1,567.46	\$1,567.46	1%
Debt Service - Municipal Loan/Copiers	\$60,025.00	\$1,596.58	\$1,596.58	3%
Debt Service - USDA Bonds/Sewer Equip / Srf Loan	\$299,000.00	\$0.00	\$0.00	0%
Total Expenditures	\$14,580,725.00	\$508,297.69	\$508,297.69	3%

Capital Improvement Plan Budgets	Budgeted	January	FY 23-24	%
<i>Year-To-Date Capital Expenditures</i>				
Total Revenues	\$0.00	\$0.00	\$0.00	100%
Total Expenditures	\$0.00	\$0.00	\$0.00	100%

Landis Police Foundation	Budgeted	January	FY23-24	%
Total Revenues	\$0.00	\$0.00	\$5,580.00	
Total Expenditures	\$0.00	\$236.26	\$236.26	

Passive Park Fund	Budgeted	January	FY 23-24	%
<i>Year-To-Date Passive Park Fund</i>				
Total Revenues	\$286,742.03	\$0.00	\$53,750.00	19%
Remaining Balance			\$232,992.03	

Passive Park Buyout / Trans to Gen Fund	\$0.00	\$0.00		100%
Supplies	\$0.00	\$23.50	\$23.50	100%
Facility Improvements	\$0.00	\$0.00	\$0.00	100%
Purchased Services	\$0.00	\$0.00	\$297.50	100%
Professional Fees	\$0.00	\$25,341.03	\$32,841.03	100%
Total Expenditures	\$0.00	\$25,364.53	\$33,162.03	100%





Item Cover Page

MEETING TYPE Board of Alderman

DATE: February 12, 2024

SUBMITTED BY: Michael D. Ambrose, Town Manager

ITEM TYPE: Report

AGENDA SECTION: Reports

SUBJECT: **Managers Report**

DETAILS:



**Town Manager Report
Month of January 2024**

We have completed the first month of the calendar year. I want to continue giving an overview as part of my manager report.

1. Lake Landis, Corriher, and Warrior Dams have some issues as identified with NCDEQ. The Town has explored some grant opportunities for correcting these issues, however the grant application requires an Action Plan that must be provided by an Engineer. Staff have begun working with Schnabel Engineering, and this firm has assured us they can get the action plan delivered to us prior to the spring grant application deadline.
2. The Town Hall remodel has been complete. This remodel has improved the function of Town Hall by adding a central window for our citizens to conduct transactions, improving and an additional conference room, and providing more office space for staff. I appreciate everyone's patience throughout this project.
3. The Mount Moriah/W Ryder water line, and the elevated water tank grant projects are pending North Carolina Department of Environmental Quality review. As soon as these are approved the projects will move forward as soon as possible.
4. The sewer line project on South Main Street is moving forward as it has just been approved by the North Carolina Department of Environmental Quality. This project should be off the ground by summer and will include rehabbing the Upright Lift Station which is expected to cure the inflow and infiltration issue we are currently experiencing.
5. I have been continually involved in meetings about stormwater, stormwater funding sources, and ways to improve our stormwater infrastructure needs. The Town has applied for an additional \$400,000 in grant funding for this issue.
6. The Town is currently working with SEPI to develop an estimate for paving some of our City Roadways. A paving quote will be provided to the Board in the March 2024 meeting. This will include roadways that have been recommended for repair, through the last SEPI review.
7. Utility Billing Staff are continually auditing all Utility Billing Records to ensure we have the correct information for all customers that is needed on file. I appreciate everyone's patience with staff during this process.

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

Thank you,
Michael D. Ambrose



2024

MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1	2
3	4	5	6	7 Board of Aldermen Work Session Meeting: 5:30PM	8	9
10 Daylight Saving Time Starts	11 Board of Aldermen Regular Scheduled Meeting: 6:00PM	12 Planning Board Meeting: 6:00PM	13	14 Rowan Municipal Meeting 6:00PM	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Town Hall Closed Good Friday	30
31 Easter	1	2	3	4	5	6

APRIL

NOTE

COMMUNITY EVENTS

2023-2024



312 S. Main St.
704-857-2411
www.townoflandisnc.gov

- 11/21/2023 : Christmas Parade
- 11/21/2023 : Downtown Tree Lighting Event
- 12/9/2023 : Campfire Christmas with Santa
- 3/23/2024 : Easter EGG-stravaganza
- 4/5/2024 : Downtown Car Cruise-In (also held on 5/3/2024, 6/7/2024, 7/5/2024, 8/2/2024, and 9/6/2024)
- 8/6/2024 : National Night Out
- 9/20/2024 : Touch-A-Truck Event
- 10/26/2024 : Fall Festival/Trunk or Treat
- 11/26/2024 : Christmas Parade
- 11/26/2024 : Downtown Tree Lighting Event
- 12/14/2024 : Campfire Christmas by the Lake