

Mayor
Christy Clark

Mayor Pro Tem
Jennifer Hunt

Commissioners
Alisia Bergsman
Amanda Dumas
Edwin Quarles
LaToya Rivers
Nick Walsh



Town Manager
Anthony Roberts

Deputy Town Manager
Jackie Huffman

Assistant Town Manager
Bobby Williams

Town Attorney
Emily Sloop

Town Clerk
Janet Pierson

AGENDA

Regular Town Board Meeting

February 5, 2024 - 6:00 PM

TOWN HALL (101 Huntersville-Concord Road)

**Live Stream available via YouTube
@townofhuntersvillenc28078**

- 1. Pre-meeting - None**
- 2. Call to Order**
- 3. Invocation/Moment of Silence**
- 4. Pledge of Allegiance**
- 5. Announcements**
- 6. Public Comments, Requests, or Presentations**
- 7. Agenda Changes/Adoption of Agenda**
- 8. Consent Agenda**
 - 8.A. Approve the minutes of the January 16, 2024 Regular Town Board Meeting. *(Janet Pierson)*
 - 8.B. Adopt Ordinance to temporarily close certain Town maintained roads for the annual Hello Huntersville event. *(Michael Jaycocks)*
 - 8.C. Adopt Ordinance to temporarily close certain Town maintained roads for the spring Car and Truck Show at Veterans Park. *(Michael Jaycocks)*
 - 8.D. Approve changes to the Recreation Activity Scholarship Policy. *(Michael Jaycocks)*
 - 8.E. Approve budget amendment appropriating insurance proceeds of \$11,520.93 from Parks & Recreation revenue to Contract Services expense account to be used for

repairs to the water line and tile wall within the restroom at the Dellwood Center.
(*Pattie McGinnis*)

- 8.F. Approve seven property tax refunds from Mecklenburg County totaling \$5,796.31, which includes \$152.33 in interest. (*Pattie McGinnis*)
- 8.G. Call a public hearing for Monday, March 4, 2024, at 6:00 p.m. at Huntersville Town Hall, 101 Huntersville-Concord Road, Huntersville, NC 28078, on Petition #TA24-01, a request by the Huntersville Planning Department to amend Zoning Ordinance Articles 3.3.2, 3.3.3, and 8.17 to comply with House Bill 600. (*Patrick Patterson*)
- 8.H. Call a public hearing for Monday, March 4, 2024, at 6:00 p.m. at Huntersville Town Hall, 101 Huntersville-Concord Road, Huntersville, NC 28078, on Petition #TA24-02, a request by the Huntersville Planning Department to amend Zoning Ordinance Article 10, Section 10.10.9, 10.12, and 10.14.3 to clarify the Town's role in permitting, the placement, and removal of campaign signs. (*Brian Richards*)
- 8.I. Call a public hearing for Monday, February 19, 2024, at 6:00 p.m. at Huntersville Town Hall, 101 Huntersville-Concord Road, Huntersville, NC 28078 on Street Name Change Petition, University City Church Dr: a request by Workmanship LLC to rename all of University City Church Drive to Ambassador Christian Way, a length of 0.14 miles, beginning at Sam Furr Road and dead ending. (*Patrick Patterson*)

9. Public Hearings

- 9.A. Conduct public hearing on Petition #R23-06, Beatties Ford Entertainment, a request by Jonathan Eury and Katie Carpenter to rezone +/- 2.513 acres at 9349, 9339, and 9331 Beatties Ford Rd from the Rural District to Highway Commercial Conditional District to allow Outdoor Recreation and Office use. (*Nathan Farber*)
- 9.B. Conduct public hearing on Petition #TA23-08, a request by the Huntersville Planning Department to amend Zoning Ordinance Article 8.13 to remove "Regulation of Nuisances" language. (*Nathan Farber*)
- 9.C. Conduct public hearing to discuss the Town's plan to enter into an installment financing contract in connection with the issuance of limited obligation bonds to pay the capital costs of construction, equipping and furnishing of a new Town Hall and renovation, and improvements to the existing Town Hall building, and to pay the cost related to entering into financing. The amount of the financing is not to exceed \$32 million. The \$32 million is estimated to account for the \$30 million building and related issuance costs including potential bond discount. (*Pattie McGinnis*)

10. Other Business

- 10.A. Consider adopting Guaranteed Maximum Price Proposal for new Town Hall project. (*Bobby Williams*)

- 10.B. Consider adopting Preliminary Findings Resolution for new Town Hall financing.
(*Pattie McGinnis*)
- 10.C. Consider adopting updates to the Town of Huntersville Personnel Policy. (*Lara Cagle*)
- 10.D. Consider adopting Resolution to create the Environmental Sustainability Committee. (*Emily Sloop*)
- 10.E. Consider adopting Rules of Procedure for the Environmental Sustainability Committee.
(*Emily Sloop*)
- 10.F. Discussion of public comment protocol. (*Commissioner Bergsman/Commissioner Quarles*)

11. Closing Comments

12. Adjourn

GENERAL MEETING INFORMATION

Town Board:

The Town of Huntersville Mayor and Board of Commissioners are elected for two-year terms. Huntersville operates under the council-manager form of government, which establishes the Town's policies that are carried out by the Town Manager and staff. For more information visit www.huntersville.org.

Meeting Time, Place and Agenda:

All meetings of the Board are open to the public and the public is invited and encouraged to attend. The Board meets in the Town Hall at 6:00 p.m. on the first and third Monday of each month (unless otherwise posted). Agendas are published Thursdays before the meeting on our website. The Board reserves the right to deviate from the agenda.

Public Comment and Public Hearing Policy:

Persons desiring to address the Board during the public comment period or a public hearing shall sign up via the speaker sign-up sheet prior to the beginning of the meeting. Once the meeting has begun, a person may not sign up to speak. Persons who have signed up to speak shall be allowed to speak for up to three (3) minutes. The Mayor shall have the discretion to shorten the allotted speaking time depending on the number persons registered to speak and in consideration of the length of the agenda. (Public Comment and Public Hearing Policy - Adopted April 19th 2021)

Special Accommodations:

Anyone needing special accommodations when attending this meeting and/or if this information is needed in an alternative format please contact the Town Clerk. The Clerk can be reached by phone or fax: 704-875-6541, email: clerk@huntersville.org or at 101 Huntersville-Concord Rd, Huntersville, NC 28078. We request at least 72-hours' notice prior to the meeting to make the appropriate arrangements.

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Janet Pierson, Town Clerk

Date: February 5, 2024

Subject: Approval of Minutes

EXPLAIN REQUEST:

Consider approving the minutes of the January 16, 2024 Regular Town Board Meeting.

ACTION RECOMMENDED:

Approve Minutes

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

1. Draft Minutes

**TOWN OF HUNTERSVILLE
TOWN BOARD MEETING
MINUTES**

**January 16, 2024
6:00 p.m. – Huntersville Town Hall
101 Huntersville-Concord Road**

PRE-MEETING

The Huntersville Board of Commissioners held a Pre-meeting at Huntersville Town Hall, 101 Huntersville-Concord Road, at 5:15 p.m. on January 16, 2024.

GOVERNING BODY MEMBERS PRESENT: Mayor Christy Clark; Commissioners Alisia Bergsman, Amanda Dumas, Jennifer Hunt, Edwin Quarles, LaToya Rivers and Nick Walsh.

Mayor Clark called the Pre-meeting to order.

Review FY25 Draft Goals. Anthony Roberts, Town Manager and Jackie Huffman, Deputy Town Manager, reviewed the FY25 Draft Goals. *Draft Goals attached hereto as Exhibit No. 1.*

Staff will have the FY25 goals on a future agenda for consideration of adoption.

**REGULAR MEETING
TOWN OF HUNTERSVILLE
BOARD OF COMMISSIONERS**

The Regular Meeting of the Huntersville Board of Commissioners was held at the Huntersville Town Hall, 101 Huntersville-Concord Road, at 6:00 p.m. on January 16, 2024.

GOVERNING BODY MEMBERS PRESENT: Mayor Christy Clark; Commissioners Alisia Bergsman, Amanda Dumas, Jennifer Hunt, Edwin Quarles, LaToya Rivers and Nick Walsh.

Mayor Clark called the meeting to order.

Mayor Clark called for a moment of silence.

Mayor Clark led the Pledge of Allegiance.

ANNOUNCEMENTS

Main Street Project is nearing completion.

Website redesign launching January 31, 2024.

The 2024 Parks & Recreation survey is live.

Ways to connect with us – website, social media pages, Town of Huntersville app.

PUBLIC COMMENTS

Joe Sailors, 9332 Westminster Drive (Frank Gammon deferred his time to Mr. Sailors), said I'm actually here speaking about property at 12830 Ramah Church Road. It belongs to Marilyn Ainslie and I did send each one of you pictures of her property. I had requested that those be sent to you last week, but I was told that staff couldn't do that, that I had to do it, so I did it this morning.

We started talking with staff, and when I say staff, originally we talked to Jack and to Melinda, to Brian, to David, to Stephen, to two other people with Engineering staff and two other people with Planning staff. We've been doing this since October of 2022. I am here because Marilyn didn't want to raise her blood pressure.

I have emails and texts that have been sent from December 2022, January, February, April, July, August, September, October, November and December of 2023. And these are emails and texts that have been sent to multiple people on staff and the developer multiple times, as well as in January already of this year.

I have met with staff so many times that they probably hate seeing me come. I've even met four times with Walden staff on property and three times with the state highway people on the property. Part of the problem that Marilyn is having is unfortunately the Walden subdivision is affecting all four sides – her back, her front, her left, her right. All of the property that she has has been affected by this Walden development. We keep being told by staff and by Walden staff, we are going to fix it in the next 30 days. I have been told personally five times since November of last year, within 30 days we'll have everything resolved. Well, guess what, I was told today by staff within 30 days we'll have it resolved. That makes six times that Marilyn has been told we're going to get it fixed, don't worry.

The ditches on both sides of her driveway hold up to or did hold up to 14" of water because when they put in the culvert for the new turn-lane they put it in 14" higher than her property, so she ended up with a pond on both sides of her property. Two of the pictures that you have that I sent to you out of the 20 or 22 show that the pond is still created there on each side of her property and they haven't corrected the problem, although they've said they are going to do it multiple times.

There's supposed to be a 30' buffer. When we stood here at the original rezoning of the property and the approval by Town staff and by the board, we were told that there would be a 30' buffer with a 4' berm on top of it. If you look at those pictures that I sent you, the cut has been made within 1-1/2' of her fence line, down 18' on the lefthand side of her property and down 26' on the back side of her property. There is no 30' buffer there. They told me today that they were going to put the 4' berm in probably about 8' wide and then the cut would fall down the 25' that I talked about earlier, or the 18' on the other side. They stubbed a stub into her supposedly 30' buffer over 14'. I was told four months ago that would be cut back to the culvert and it would be filled in. It ain't happened yet. You'll see that in the pictures that we sent you.

Her side property where they put in the curb and gutter that goes down that side street, and I don't know the name of it, I apologize, but the side street that goes down beside her, the curb and gutter people took out her corner. She had to have it resurveyed because when he put it back in, he put it

back in 3-1/2' into her property, which wasn't right and she knew it wasn't right, because when they put the stake up they said it was inside the telephone pole that's there on that corner, but it ain't. It's actually the width of a cell phone from the back side of the curb to her property corner. They tried to take almost 3' of her property when they had the survey done by the Walden people. The Walden people paid because I told her to send Walden the bill to have it resurveyed and everything put in. Walden did pay for that survey.

Mayor Clark said that's your time, Mr. Sailors. Thank you for the thorough information.....

Mr. Sailors said unfortunately, that's the problem with this. I've been told time and time again we're going to fix it tomorrow and it ain't been fixed yet.

Mayor Clark said thank you for your time. We appreciate your input.

Christine Wolak, 14114 Whitney Hodges Drive – Passed.

Bill Fountain, 20524 Deep Cove Court, Cornelius, said Alexander Hamilton said people get the government they deserve. I guess by our vote or lack of votes we get the school system that we deserve, run by many progressives. About 100 years ago a guy named John Dewey who is considered the father of progressive education, he praised Stalin's communistic education system and set out to transform our schools into socially indoctrination centers. This Godless socialist succeeded in creating social activists that are now bottle fed by DEI which is Diversity Equity and Inclusion and using SEL which is Social Emotional Learning. Dewey rejected the idea of teachers imparting knowledge. He wanted to force socialization. Now we have to look no further than our CMS student performance in reading and math to see some of these results. Portions of our instruction time are now dedicated to social emotional indoctrination which asks teachers to be therapists, and this actually borders on some questionable psychology. My hope is that CMS superintendent Crystal Hill stands firm on her high expectations of the administrators, the teachers, the principals and of course the students. The CMS goals have been set. The state standards are clear and all she needs to do is to clear the pass of this indoctrination and that's talking about such as DEI and SEL and to make our schools really learning centers where we can educate our students for post high school success. Thank you for your attention.

Tom May, 6122 Latta Springs Circle, said I've been hearing an awful lot of back and forth about the amount of building that's going on in Huntersville. When we first moved here five years ago, we loved it because it was a rural environment. There was a lot of open space. Going back to the young man that was up here talking about the website, I went to the website today. I'm sorry that I didn't send you guys anything, but I tried navigating it to find out and be able to download the number of projects that are going on and the numbers seem to be staggering to me for a town of this many people....how many houses are going in. I focused strictly on the Beatties Ford area where I happen to live. I counted 57 projects that have been approved, something to that effect. I'm not quite sure what the number is because I wasn't able to download the actual file. This is kind of what I'm talking about – the green areas are all the approved projects. I think there's somewhere north of 700 and some odd new homes going in in this corridor right here. This is the road improvement project plan, this being Beatties Ford Road. It's two roundabouts and that's it. I know right now that if I try to get up to 73 at 2:00 in the afternoon, I'm sitting in traffic that's almost 1-1/2 miles long, both directions. I'm thinking that a lot of projects are being approved, but I've not seen any environmental impact plans. I've not seen any plans for fire, police, ambulance, hospital. Who's going to service all of these folks that are going to be coming in and buying these homes? I can't tell you. I would think that would be part of the process for all of this, and I would hope to see it and if the new website comes up and it gives you all of that capability to

be able to do that, it would probably answer a lot of the questions that I have. Thank you very much for your time.

Jon Eury, 9339 Beatties Ford Road, said I'm here today to talk about the word rural. National Geographic defines the word "rural" as an open swath of land with few homes, other buildings, and not very many people. If you do a Google image search, you're going to find what looks like Little House on the Prairie.

People that are against the Long Creek Family Entertainment proposal are trying to project this version and they say that we don't belong in a rural neighborhood. If we can't let emotions get in the way, so let's take emotions away for a minute and let's look at some facts about Long Creek.

In 2022 D. R. Horton clear-cut 30 acres so they could build a new neighborhood, ironically called Oak Grove. There's going to be 140 new homes that will virtually double the amount of homes within a half mile radius. In 2023 Huntersville approved 130 apartments to go on a 9-acre tract just past Lancaster's right next to the storage facility. That's 270 new addresses within a half mile, adding between 500 and 600 new residents to Long Creek.

Again, National Geographic says it's an open swath of land with few buildings, few homes, and not very many people. Here's a list of places that are in relation to my property. Directly across the street we've got 140 homes coming in, that's the D. R. Horton. We've got 200' from the martial arts studio and gun training that's been in operation for over 40 years. It's 350' from Long Creek Elementary School, celebrating 100 years. It's 350' from Lancaster's, which is a full-service bar and restaurant that the building has been a commercial building since 1948. There's 600' from a 6-acre storage facility that's been in operation since 1950. We're 1,000' from Grateful Pets which is a pet grooming and a dog boarding facility. I'm 1,200' from the 130 apartments that were approved. I'm roughly 2,500' from a major shopping center that has Food Lion, Family Dollar, CVS, a drive-through coffee house. I'm roughly two blocks from where 485 hits and who knows if Charlotte is ever going to put an exit there at 485 and Beatties Ford. We are under 2 miles from Northlake Mall; 4-1/2 miles from downtown Huntersville; we're 9 miles from downtown Charlotte, the 15th biggest city in the country; we're 15 minutes from the 10th busiest airport in the country.

The NCDOT website has a tool where you can go take a look at the average daily traffic counts – 10,500 cars pass in front of my house every day. That's more than what Gilead has right here across from Huntersville Elementary. That's more than Ramah Church and 115 where there's a stoplight, a 7-Eleven and Advanced Auto Parts, and it's roughly the same amount of traffic that you see at Northcross Drive where there's Outback, Carrabba's and Bob Evans. I know that's my time, so 10,500 cars 75' from my house. Tell me how I'm rural.

Barbara Rojas, 6116 Latta Springs Circle, said I'm actually in opposition to Mr. Eury's plan. You never met me. I'm actually in opposition to your plan. One of the things that you have stated in your very open statistics about what Long Creek has become, you mentioned one very important thing. You said your house.....

Mayor Clark said if you could just address your comments to the Board versus the applicant.

Ms. Rojas said he said his house. What he's asking is the rezoning of a residential property in an area of established residential homes, neighbors on either side. His plan is the wrong plan for that area. The plan itself might be a lovely plan for a different piece of property, but this plan adversely impacts not

only his surrounding neighbors, but could ultimately affect the traffic problems that Mr. May has noted and that Mr. Eury himself has noted. It's also in violation of the 2040 Plan. I'm a relatively new resident to Huntersville. I was quite impressed with how robust and well thought out the 2040 Plan is. This property and this proposition is actually a violation of the 2040 Plan. And my final point is I live just north of this property. I live in the Mountain Island Lake Watershed District CA4, so I know the restrictions that are on my property as a result of that watershed district. These properties are also zoned as a critical area of a watershed district and by that nature are limited in what type of development can happen to those properties. I think it's important that we maintain the residential character of the properties consistent with the 2040 Plan and I think if they wanted to look for another property elsewhere in Huntersville to float their family entertainment center, I could certainly be supportive of it.

Katie Carpenter, 9339 Beatties Ford Road, said I'm here to speak in regards to my rezoning application for Long Creek Family Entertainment. A little background about me. I was a 4 year old little girl who said I want to be a veterinarian and own my own business. Well, I kind of went that route in my life. I hold an Associate's Degree in Veterinary Technology and I'm a registered veterinary technician within the state of North Carolina. I have a Bachelor's in Veterinary Services Management and hold a Master's Degree in Business Administration. For the last 14 years I've been in regional leadership roles within veterinary medicine. I am currently a Regional Operations Director and support leadership teams at 26 veterinary clinics with an annual total revenue of over \$100 million. As you can tell, I've always loved helping animals and people. Last year I founded a non-profit called Unsheltered Tortoise and Turtle. This weekend I'm actually headed to NC State for a wildlife continuing education conference specific to the care and rehab of injured box turtles.

Over the years I've journaled many times about creating a space for everyone for people to connect. I envision a place where you can come to be around others but not have to engage with others if you don't want to. Bring your laptop, your phone, your book, a crafty project and just be near others. Hopefully you'll take the step to break the ice and get to know those around you. I envision a place where we can all take a deep breath, slow down, relax under large old trees or sit inside in a home full of character built in 1947. Living a healthy fulfilling life means surrounding yourself with kind, good people and connecting. Together we can build a community of five-star humans getting to know each other face-to-face, not living behind screens. Huntersville needs more unique places that also retain the character of what was. The Huntersville 2040 Plan states that it's a strategy that is looking forward and thinking back. With our project we are preserving the local history while providing a space for our growing community. If our rezoning is approved, I can't wait for you to come share our home and backyard with us. Thank you.

Vance Carpenter, 9401 Broadway Street, said I recently moved to the area and live right behind the property in the rezoning request Long Creek Family Entertainment. In the interest of full disclosure, Katie Carpenter is one of the applicants and also my daughter. A daughter whose love for her community and the animals of this planet have no bounds. I would like to highlight that I hold a degree in Business Administration and Engineering Management and have 28 years of military service. In those years I participated in many projects developing new organizations and restructuring existing ones. I mention this to provide a context review I conducted of the Long Creek Family Entertainment business proposal and rezoning request. From the business perspective this business will fill a significant need in the community to have a better work/life balance providing a structured recreation area, meeting space, educational opportunities and temporary workspace. The plan calls for no amplified music to ensure neighbors are not impacted. The hours will be the same as a business nearby. To maintain a family-friendly environment there will be no hard liquor served. My professional opinion is this plan is

well thought out and enhances the community and the Town of Huntersville. From an engineering perspective, it allows an existing residential structure to stay a productive member of the community and on the town tax rolls. To clarify this, the property is at the intersection of Beatties Ford Road and McCoy Road. This intersection is being enhanced with sidewalks, turn-lanes and a traffic signal. To build these new turn-lanes and add sidewalks requires a fair amount of the front and side yard of the existing property to be conveyed to the town for the project's use. With the traffic signal about 100' from the existing residences one can visualize how the existing residences may cease to exist. Using the property as a small community-focused business better serves the community ensuring a developed property stays on the tax rolls. I request if approved we'll have conditions on this use of the property precluding any significant changes in use of the property in the future. The conditions placed on this request, if approved, prevent the property from being used for anything else without a new zoning request.

Leo Enwright, 20909 Brinkley Street, Cornelius, said I'm here today speaking in favor of the Long Creek Family Entertainment Center project. I am a single father of two teenagers and close to being an empty nester. I realize how meaningful it is to have a reliable social network and having that around town is a good thing to have. When I was younger my parents and grandparents and other family members had a bunch of clubs and social networks that they were involved in like Lions Club, Shriners, Junior League and those were all household names back in the day. Those things exist, but they're not really as prevalent today, so having a social place that people can go and hang out I think is very important. Even the Flintstones had a social club in that cartoon, which is kind of funny if you think about it today. Times have changed. People have changed. Priorities have changed. We still need people and community centers and the city provides a number of this. We have parks, we have other things like that, we have bars, but it would be good to have like a family center that can serve the community. My kids weren't really involved in sports so we didn't use a lot of those other facilities, but they did do things like church groups and clubs and stuff like that and I think this type of facility will provide a place for us to do that that kind of feels like a home because I believe they are planning on keeping the house as the structure, so I think that would be a nice thing to have. I've always encouraged my kids to be involved in these kind of things but honestly without going.....you know we recently have some rec centers that have been built around here, but this would be another avenue for that. My kids are about to move out. I could see myself going to a place like this to have social gatherings, to have board games and other social clubs or activities that you can't really do at a bar or a place like that. This kind of community center would be a great place to have that. Before my time runs out, I did want to speak to some of the stuff that I've heard recently at the Town Hall meetings speaking against this project that I kind of think is a little bit appalling bringing up pedophilia and that this is going to bring that kind of stuff to the neighborhood is ridiculous. There's a bar across the street already. There's a school less than a block and a half away. If that kind of activity was going to occur in our neighborhood, this place isn't what's going to bring it and that's just appalling to bring that stuff up.

Rachel Noreika, 10906 Rio Oro Drive, Cornelius, said I live with my husband and two children at 20906 Rio Oro Drive. I'm here today to speak in favor of the Long Creek Family Entertainment project. I've played volleyball for over 20 years. I played in college and I played professionally overseas. I still play beach volleyball as often as I can. It's been an incredibly healthy outlet for me both physically and mentally over the years. I met my husband playing volleyball, my best friends playing volleyball. I've traveled the world playing volleyball, so it's only fitting that I would also be a coach. My first coaching job was at Liberty. I've also coached at Sanford and Winthrop. I was also the varsity volleyball coach at Southlake Christian Academy in Huntersville for 7 years before starting my own beach volleyball club almost 10 years ago. I started Charlotte Beach Academy in 2015 with the mission to train and teach young volleyball players the sport of beach volleyball in a positive growth centered environment. We offer college development training for more advanced athletes as well as volley tots afterschool

program for elementary age children. Our college development program trains in pods of four to six athletes per practice and our afterschool programs cap at 10 children per court. We practice three to four times a week typically between the hours of 4 p.m. to 7 p.m. during the school year and mornings in the summer. We would use the Long Creek Family courts as our home location. This family and community center space would be the ideal location for our club where parents could watch comfortably and younger children could play safely. Most of the local sand courts are either poorly maintained with little to no bathroom access, limited seating and shelter, or else in a bar setting that's not family friendly or safe for small children. As I drive between Huntersville and Cornelius on a daily basis, I see older homes and buildings being torn down and vital natural habitats destroyed for huge tract home communities and mixed-use developments. A community center project that intends to preserve the current land and buildings and offer access to garden space, live music, farmers markets and co-working space on an already commercial stretch of road is quite frankly a breath of fresh air. I see the Long Creek Family project as more than a place for volleyball. I see it as a space where people of all ages can enjoy the outdoors, engage, connect and belong. My family and I and my club fully support and look forward to using the Long Creek Family Entertainment project. I hope you guys will vote yes.

AGENDA CHANGES

Commissioner Bergsman made a motion to adopt the agenda.

Commissioner Hunt seconded the motion.

Motion carried unanimously.

CONSENT AGENDA

Approval of Minutes – December 18, 2023. Commissioner Dumas made a motion to approve the minutes of the December 18, 2023 Regular Town Board Meeting. Commissioner Quarles seconded the motion. Motion carried unanimously.

Approval of Minutes – January 2, 2024. Commissioner Dumas made a motion to approve the minutes of the January 2, 2024 Regular Town Board Meeting. Commissioner Quarles seconded the motion. Motion carried unanimously.

Property Tax Refund Report. Commissioner Dumas made a motion to approve property tax refund report from Mecklenburg County. Commissioner Quarles seconded the motion. Motion carried unanimously.

Property Tax Refund Report attached hereto as Exhibit No. 2.

Call for Public Hearing – Petition #R23-06. Commissioner Dumas made a motion to call a public hearing for Monday, February 5, 2024 at 6:00 p.m. at Huntersville Town Hall, 101 Huntersville-Concord Road, Huntersville, NC 28078 on Petition #R23-06, Beatties Ford Family Entertainment, a request by Jonathan Eury and Katie Carpenter to rezone +/- 2.513 acres located at 9349, 9339, and 9331 Beatties Ford Road from the Rural District to Highway Commercial Conditional District to allow Outdoor Recreation and Office use. Commissioner Quarles seconded the motion. Motion carried unanimously.

Call for Public Hearing – Petition #R23-10. Commissioner Dumas made a motion to call a public hearing for Monday, February 5, 2024 at 6:00 p.m. at Huntersville Town Hall, 101 Huntersville-Concord Road,

Huntersville, NC 28078 to discuss the Town's plan to enter into an installment financing contract in connection with the issuance of limited obligation bonds to pay the capital costs of construction, equipping and furnishing of a new Town Hall and renovation, and improvements to the existing Town Hall building, and to pay the cost related to entering into financing. The amount of the financing is not to exceed \$32 million. The \$32 million is estimated to account for the \$30 million building and related issuance costs including potential bond discount. Commissioner Quarles seconded the motion. Motion carried unanimously.

PUBLIC HEARINGS

Mayor Clark called to order public hearing on Petition #R23-10, Commercial Communication Tower, a request by Berkley Group III, LLC to rezone +/-6.00 acres located at 15105 Holbrooks Road from Transitional Residential and Neighborhood Residential District to Special Purpose - Conditional District.

Nathan Farber, Planner II, entered the Staff Report into the record. *Staff Report and Staff PowerPoint attached hereto as Exhibit No. 3.*

The applicants, Berkley Group and property owners, Greenway Recycling, are proposing to rezone 6 acres of NR and TR to Special Purpose with conditions for a commercial communication tower. If approved, the 6-acre lot will be subdivided from the existing three parcels. The applicants held a community meeting on October 30.

Here you can see the rezoning site. To the north is the Vermillion subdivision. To the east you have the Greenway Waste Landfill. To the south as well you have the landfill and to the west we have vacant and residential properties.

The conditions of the approval will limit the uses allowed on the site to only a commercial communication tower and any related accessory uses. The applicants will access the site via 15' easements through the Greenway Waste Landfill site. All conditions of Article 9.9 will be met including that the tower will be more than 200' from the nearest residential property line and all tree save requirements will be met. The tower will be 195' tall with an additional 4' lightning tower on top. A light will not be located on the tower and the facility will be surrounded by an 8' chain link fence and opaque vegetated screen.

This was a map provided by the applicants showing the current and the proposed coverage. The more green on the site shows the better coverage. The 2040 Community Plan Policies PS-1 and LU-1 both support the commercial communication tower as it considers it a utility that serves as an essential service to the community for use by both the general population and Emergency Services.

The proposed communication tower location fits in with the Holbrooks study area as it would directly border the landfill while also complying with the required 200' separation from the adjacent residential property. This would create a natural buffer between the existing landfill and the neighboring residential properties as suggested by this plan.

Staff recommends approval as this is considered a public utility that helps the communication coverage for both the general population and emergency services.

Commissioner Hunt said in the community meeting the residents asked if the road would be paved and it was said that only if the Town required it to be paved, so can you share if the road will be paved or not.

Mr. Farber said there will not be a paved road. They will be using an easement to access through the existing landfill site, but there will not be a new road or driveway created on this property.

Commissioner Hunt said there's a lot of emergency calls that go through that tower, correct.

Mr. Farber said I believe so, yes.

Commissioner Hunt said if this wasn't rezoned then this could potentially be a safety issue.

Commissioner Walsh said it looks like Verizon is on that tower. Are there other cellular carriers?

Mr. Farber said I will let the applicants answer that. I believe yes. Article 9.9 does require they would be required to co-locate any other future users on the tower as well.

Commissioner Walsh said other than cellular, is there any other communication purposes being used for the tower?

Mr. Farber said I do not know. I'll let the applicant answer that.

Commissioner Dumas said I noticed that there's a note that this will be painted gray to blend in and I'm just curious if it's in a wooded area, why would we paint it gray?

Mr. Farber said gray is a neutral color that blends in with the sky and any vegetation and I believe that's just a color that the applicants use that blends in.

Commissioner Bergsman said I have one or two questions, but I'll wait until after the applicants give their presentation because it's mostly I believe for them.

Bonnie Newell, Berkley Group, said thank you for hearing our proposal and we hope that you'll be able to support it. I am the tower developer. I've been in this industry for nearly 30 years, so hopefully I'll be able to answer any questions you have. We have John Brown who is the property owner. We also have Tim Sutton from AT&T. Verizon actually might show up, but late. We have Robert Irvin who is also our counsel on this project and this of course is Nathan. We have a presentation that I believe is driven by this. *PowerPoint attached hereto as Exhibit No. 4.*

I'm going to try to be brief. I could talk about this for way too long, be relevant but not terribly boring. We do not come to you lightly. We come because the highway if you will, the road that carries traffic through the sky to make your cellphones work, is broken. It is congested. It does not suffice for the population and the density that now exists. As you know you are getting busier. We've worked with John Brown several years, maybe up to three years, I can't recall exactly when we started, to see how we might use a piece of property that fits the science. It is all about science and yet protects the value of what your town is and therefore the site is very carefully selected to meet all your requirements and to meet the very science that this requires.

Two issues in towers when we locate them.....there's either one or two issues. It's either a coverage issue or a capacity issue. In this case it is both, which is somewhat of a double whammy and you will see those in the map. The science based selection again depends on where the other signal is coming from. What is happening is when you get a young community in an area, they just use more of that space on the highway if you will. The topography is very important, the trees and all of those other items are very important in selecting the site.

Cellphones have become a societal essential service – 97 percent of adults, I don't know if that means you're 18 or not, but I think it does, have wireless phones. Even my lovely neighbor at 88 years old has his cellphone in his overalls every day. Less than 27 percent of landlines are used in today's families. Eighty percent of 911 calls come in from mobile devices. The large land area, the sufficient topography, the sensitive siting, along with making sure it's a contiguous coverage, meaning that the science works, is why we are requesting your support in our particular case.

Let's go to AT&T because while this is a 195' tower, AT&T will be located at 190', Verizon will be at 180' and T-Mobile will be at 170'. Could this serve other communication needs? Absolutely, it's meant to do that. It's a very strong tower and it's meant to support communication needs as the need exists. The three major carriers all plan on going on this tower.

Verizon as I said, kind of the same sort of situation, light blue indicates there's no coverage or non-contiguous coverage which is a problem. Then where you see the tower proposed is filling up that void. Those little dark spots around are the macro towers, the towers you already see existing along 77, Black Farm Road, etc., are the surrounding towers that currently provide or try to provide service in this area.

Some of the frequently asked questions are how far from Holbrooks Road is the tower. You know, approximately 1,000'.

Will there be a gate at the entrance? Nothing will change there. Up at the tower site we will have a fenced area. We will also landscape that. I think it's approximately 43 new trees that we'll locate around that fenced in area.

Does it require a lot of activity? It's a very minimal amount. Once we do construction we'll improve the road with crush and run gravel probably is what's specked out, but I always use the term crush and run and then it's really a van that goes up and down just to service.....in the event of a storm they check it out to make sure everything's working. Most of this technology is done remotely via computer.

Is the tower safe? Towers are engineered to meet and exceed all local, state and federal guidelines. I'd tell you that it's safer than the Bank of America tower down on Tryon. We have exceptional soil reports, footings, etc. and it's excessive. It's very strong. It's meant to stay there during any storm that might come by.

Sometimes people ask, which is why we put it here, are there any electrical impacts on this. There's something called an ANSI standard and if you look at this the cell site on the far left, it's just basically anything electric does emit electromagnetic waves. A cell site is exceptionally small, you start getting into wi-fi routers, baby monitors, televisions, microwaves, irons, hair dryers, cordless phones, FM radio transmitters. This is actually below that. It's low power technology.

Again, this is the location. We are far away, however providing service to the very area that is not getting coverage today. At this point we have all the experts in the room. Certainly feel free to ask me any questions, but you might have an AT&T question or a land question.

Commissioner Rivers said in regards to the project completion time if this was approved, how long is the completion time for this project?

Ms. Newell said once approved we have to get a building permit. We think that's going to take approximately 6 months, but you all probably know better than I. We still have that process to go through, but we anticipate 6 months. Once we get that done, we actually only take about 5 to 6 weeks to construct everything. The tower goes up in one day. It's done like that. And then AT&T and Verizon, we put all of their equipment on, they then turn on approximately a month to three months and Tim could address that after it's put up. There's actually a lot to it and they have to go through a big process.

Commissioner Walsh said in the interest of full disclosure, I'm a Verizon customer who lives in Vermillion and I would say reception there, I'll be charitable, is challenging. Again, kind of piggybacking off of the last question, taking permitting aside, you get your permits, how long until signals are flowing through the tower and are all three going to be at the same time.

Ms. Newell said they never do anything at the same time.

Commissioner Walsh said as long as Verizon is first, I don't care.

Ms. Newell said AT&T is here, so I think they are going to be first. AT&T, would you like to comment on what your anticipated on air time is.

Commissioner Walsh said it's more to give the community some kind of.....because they are going to hear a tower is going up and they are going to go yay and we want to be realistic and say hey you are a year out, six months, whatever it might be.

Tim Sutton, AT&T, said I'm local here in Charlotte. Our timeframe once the structure is complete, we usually like to have four to six months to get all the equipment, install it and then bring it online and work through all the alarms and everything, so I'm going to go along with that 6-month timeframe, so we are looking into the early part of next year.

Ms. Newell said we'll have the tower done we anticipate in third quarter, and so then they will go to work.

Commissioner Bergsman said first I wanted to commend you on the minutes from the community meeting. They were very detailed and I personally appreciate that. That helped like with one of the questions that we had earlier about the paved roads. The only real question that I have that you haven't answered already is in regards to the trees on the design that are designated in the light gray and that section of specimen trees, that effort will be made to preserve as much as possible. I was wondering if it does happen that some of those specimen trees would need to be removed, and I believe a lot of them are in a wooded area, if you are willing to plant native tree species in accordance with our Town's ordinances in their place for any that would be removed.

Ms. Newell said I'll tell you from a tower perspective we have literally been onsite, we try to almost hand clear. If we feel like we can save a tree and bring in the fence instead of 60'x60', bring it into 55' or

whatever, we do it. We do it all the time. I don't think that's where you're talking about, but I really also anticipate that you'll be very pleased with how the overall.....we're sensitive to what you're sensitive to, but I don't know from a project wide if you want to comment on that John.

Mr. Farber said just to be clear I don't know if this is answering your question. Any of the trees on the site plan that were labeled as I believe it was green, will be saved and will not be cut down.

Commissioner Bergsman said could we pull up the slide that has the red, the green and the gray.

Mr. Farber said we do have some outstanding comments to clear up, some of the tree save, but from what we have seen the intent of the ordinance has been met.

Commissioner Bergsman said there's another one that has further away from where the tower will be, I think that's the area that I was.....

Mr. Farber said I am not sure if I have that on the PowerPoint.

Commissioner Bergsman said but it was a section, there was a tower, and I know it's an oddly shaped lot so it's kind of hard to you know say specifically, but there was where the tower is and in that area I believe to the north or south that's a chunk of wooded area and there were a lot of specimen trees in that area that were shaded gray. As you know the green is not necessarily able to be preserved, but preserved, I believe the wording in the design was as possible, so it was mainly because that's a wooded area and because you know we always want to maintain our tree canopy and enhance it if we can, that if any construction would cause for some of those that are not identified as green, but gray to be removed, if you are willing to place a tree at the end of construction in its place or not necessarily in the same place, but within the property.

John Brown said the topo just immediately to the north of the site is not really conducive for any type of development. It drops fairly quickly off so on the north side there won't be much done. There's really not a lot of tree removal to the south of the site and so there are no plans at this point for any future development there right around in that area, so it will look much like it is with the exception of the actual site footprint.

Ms. Newell said we will remember your comment. One other thing I wanted to clarify, and I think it's because the way engineers put it, the tower is galvanized gray. It comes across as gray. It isn't actually physically painted. You wouldn't want us to paint it. It's a disaster. I strangely did not....I didn't.....I was looking at other details so while it is gray, it's very gray. It comes that way and gray is the color that is the most neutral utility, people kind of tend to look through gray. When we paint it, it tends to draw the eye versus just leaving it as the utility galvanized steel that doesn't rust or do any of that. I needed to get with Nathan on that, that is my fault.

Frank Gammon, Vice Chair, Planning Board, said after listening to the applicant I do have a question for the Planning Department. When will the tree mitigation be done for this property. Prior to the Planning Board meeting.....if there's any tree mitigation for the removal of the trees.

Mr. Farber said there will not be any mitigation required because they will be meeting the requirements of the tree save.

Mr. Gammon said off of Commissioner Hunt's question, I was trying to get an idea of the road. Is that road gated out there. Is it possible to go out there and take a look at the property.....so you can just drive in. I guess the question I've got is trying to make sure I understand what the road is. The road is a dirt track currently.

Mr. Brown said the road leading to the facility is locked at all times except operating, but certainly you're welcome to schedule an appointment and see it if you want to go see it.

Mr. Gammon said the other part of that question was is that road a dirt track....currently it's not paved.

Mr. Brown said it's paved for some number of feet that I don't have. I can get you the distance if you need it. It transitions to an all-weather surface probably 400 to 500 yards as you approach the actual site, so it'll be an all weather gravel surface for the last 50 percent of accessing the site.

Mr. Gammon said I asked those questions. I didn't get an answer tonight, but those questions will be asked again at the Planning Board meeting so if you could have the information then and I'll go through the Planning Director to ask for access to the property.

Mayor Clark called for public comments.

Christine Wolak, 14114 Whitney Hodges Drive – Passed.

Sylvia Smith, 13718 Berkley Avenue – Passed.

There being no further comments or questions, Mayor Clark closed the public hearing.

OTHER BUSINESS

Board of Adjustment Appointments. The Board of Adjustment is made up of seven regular members and three alternate members. This board only hears quasi-judicial hearings for Zoning Variance and Appeal requests. The following two seats have been vacated due to relocation:

- Jason Loucks, Town Seat 4 - Vacant (expiring 6/30/2024)
- Shannan Younger, Town Seat 6 - Vacant (expiring 6/30/2026)

Please note that it is the recommendation of the Planning Department that Alternate Members who have had the benefit of attending meetings and experiencing quasi-judicial hearings be appointed to regular seats, with any new appointments being made to fill the vacated Alternate Seats. Additionally, please note that terms are applied to the 'seat' and not the person so that there is always a majority of tenured members to the board through the appointment process. This said, it is the recommendation of the Planning Department that:

- Christopher Price (Alternate 2) be considered to complete the term for Jason Loucks, Town Seat 4 (expiring 6/30/2024)
- John Carbonell (Alternate 3) be considered to complete the term for Shannan Younger, Town Seat 6 (expiring 6/30/2026)
- New appointment be considered to complete the term for Christopher Price, Alternate 2 (expiring 6/30/2025)

- New appointment be considered to complete the term for John Carbonell, Alternate 3 (expiring 6/30/2025)

Mayor Clark called for nominations for the Alternates to move to Seat 4 and Seat 6.

Commissioner Dumas nominated Christopher Price for Town Seat 4 and John Carbonell for Town Seat 6.
Commissioner Rivers nominated Christopher Price for Town Seat 4 and John Carbonell for Town Seat 6.
Commissioner Walsh nominated Christopher Price for Town Seat 4 and John Carbonell for Town Seat 6.
Commissioner Hunt nominated Christopher Price for Town Seat 4 and John Carbonell for Town Seat 6.
Commissioner Quarles nominated Christopher Price for Town Seat 4 and John Carbonell for Town Seat 6.
Commissioner Bergsman nominated Christopher Price for Town Seat 4 and John Carbonell for Town Seat 6.

Commissioner Walsh made a motion to appoint Christopher Price to Seat 4 and appoint John Carbonell to Seat 6 of the Board of Adjustment.

Commissioner Dumas seconded the motion.

Motion carried unanimously.

Mayor Clark called for nominations for Alternate Seat 2 of the Board of Adjustment.

Commissioner Bergsman nominated Scott Sittler.
Commissioner Quarles nominated Scott Sittler.
Commissioner Hunt nominated Scott Sittler.
Commissioner Dumas nominated Scott Sittler.
Commissioner Walsh nominated Scott Sittler.
Commissioner Rivers nominated Scott Sittler.

Commissioner Walsh made a motion to appoint Scott Sittler to Alternate 2 of the Board of Adjustment.

Commissioner Bergsman seconded the motion.

Motion carried unanimously.

Mayor Clark called for nominations for Alternate Seat 3 of the Board of Adjustment.

Commissioner Bergsman nominated Donna Osborne.
Commissioner Quarles nominated Donna Osborne.
Commissioner Hunt nominated Donna Osborne.
Commissioner Dumas nominated Jamie Wideman.
Commissioner Walsh nominated Donna Osborne.
Commissioner Rivers nominated Donna Osborne.

Commissioner Walsh made a motion to appoint Donna Osborne to Alternate 3 of the Board of Adjustment.

Commissioner Hunt seconded motion.

Motion carried unanimously.

CLOSING COMMENTS

Commissioner Rivers announced Mecklenburg County will provide an update on Torrence Lytle High School on January 20 at David B. Waymer gym.

Commissioner Bergsman shared a quote from Bernice King as a way to say that we are listening and we are studying and we will continue to listen and study in the hope that the work that we do will help move the needle towards a society where injustice ceases and where we can destroy injustice without destroying each other.

There being no further business, Commissioner Walsh made a motion to adjourn. Commissioner Bergsman seconded the motion. Motion carried unanimously.

Approved this the ____ day of _____, 2024.

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Michael Jaycocks, Director of Parks and Recreation

Date: February 5, 2024

Subject: Ordinance - Road Closures for Hello Huntersville

EXPLAIN REQUEST:

Consider approving road closures for annual Hello Huntersville event.

ACTION RECOMMENDED:

Approve road closures.

FINANCIAL IMPLICATIONS:

None

ATTACHMENTS:

1. Hello Huntersville Road Closure Request 2024



**AN ORDINANCE TO TEMPORARILY CLOSE CERTAIN TOWN-MAINTAINED
ROADS FOR A SPECIAL EVENT ORGANIZED BY
THE TOWN OF HUNTERSVILLE, NC**

WHEREAS, North Carolina General Statute 20-169 authorizes local authorities to regulate by ordinance the use of a highway within their jurisdiction by processions, assemblages or anything that may be construed as a procession or assemblage, and

WHEREAS, the Town of Huntersville will consult with the local NCDOT Division office to verify that a proposed event will not 1) interfere with other planned special events and 2) impact or be impacted by planned maintenance or other activities, and

WHEREAS, the Town of Huntersville will sponsor and hold its annual Hello Huntersville Event on May 5, 2024, 1pm-6pm

WHEREAS, this event will require the temporary closing of 1) Maxwell Ave between Huntersville-Concord Rd and Old Statesville Rd (NC 115). (2) Main St between Huntersville-Concord Rd and Bigham St. (see Map Exhibit A) between the hours of 11am and 7:30pm.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board of Commissioners approves and authorizes to temporarily close the above-mentioned town-maintained roads for a special event per the attached map.
2. The Board hereby authorizes the Town Manager, acting on advice of counsel, to take any actions necessary to affect the provisions of this Resolution;
3. This Resolution shall be effective as of the date its adoption.

Adopted this XX day of MONTH, 2024.

ATTEST:

TOWN OF HUNTERSVILLE

Town Clerk

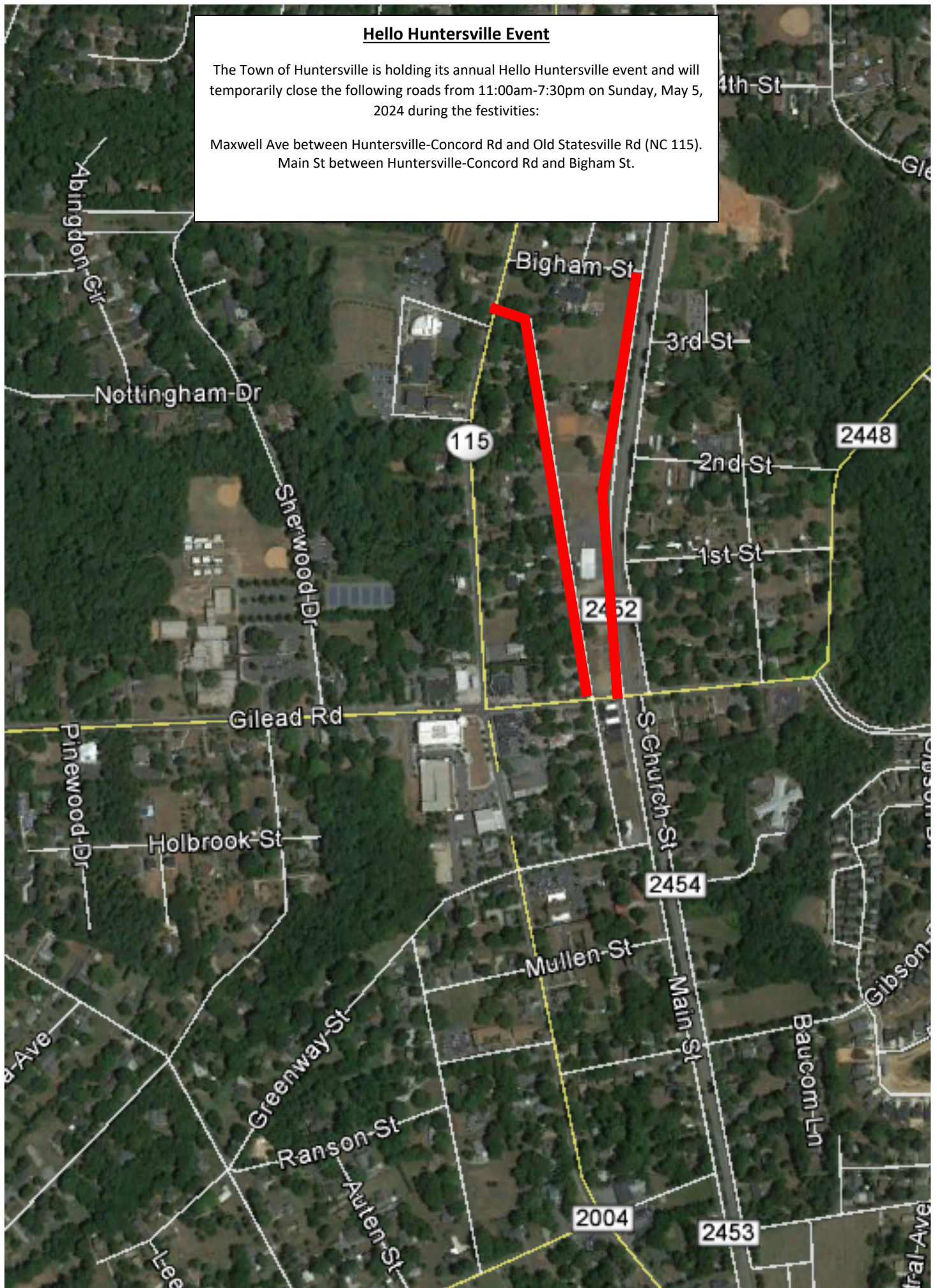
Town Mayor

Town Attorney

Hello Huntersville Event

The Town of Huntersville is holding its annual Hello Huntersville event and will temporarily close the following roads from 11:00am-7:30pm on Sunday, May 5, 2024 during the festivities:

Maxwell Ave between Huntersville-Concord Rd and Old Statesville Rd (NC 115).
Main St between Huntersville-Concord Rd and Bigham St.



**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Michael Jaycocks, Director of Parks and Recreation

Date: February 5, 2024

Subject: Ordinance - Road Closures for Spring Car and Truck Show

EXPLAIN REQUEST:

Consider approving road closures for the spring Car and Truck Show at Veterans Park.

ACTION RECOMMENDED:

Approve road closures.

FINANCIAL IMPLICATIONS:

None

ATTACHMENTS:

1. Spring Car Show Road Closure Request



**AN ORDINANCE TO TEMPORARILY CLOSE CERTAIN TOWN-MAINTAINED
ROADS FOR A SPECIAL EVENT ORGANIZED BY
THE TOWN OF HUNTERSVILLE, NC**

WHEREAS, North Carolina General Statute 20-169 authorizes local authorities to regulate by ordinance the use of a highway within their jurisdiction by processions, assemblages or anything that may be construed as a procession or assemblage, and

WHEREAS, the Town of Huntersville will consult with the local NCDOT Division office to verify that a proposed event will not 1) interfere with other planned special events and 2) impact or be impacted by planned maintenance or other activities, and

WHEREAS, the Town of Huntersville sponsor and hold it's annual Spring Car & Truck Show on Saturday, April 13, 2024 9am-12pm.

WHEREAS, this event will require the temporary closing of 1) Main St between Huntersville-Concord Rd and Bigham St. on Saturday, April 13, 2024 from 7am-1pm
See map attached as reference.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board of Commissioners approves and authorizes to temporarily close the above-mentioned town-maintained roads for a special event per the attached map.
2. The Board hereby authorizes the Town Manager, acting on advice of counsel, to take any actions necessary to effect the provisions of this Resolution;
3. This Resolution shall be effective as of the date its adoption.

Adopted this XX day of MONTH, 2024.

ATTEST:

TOWN OF HUNTERSVILLE

Town Clerk

Town Mayor

Town Attorney

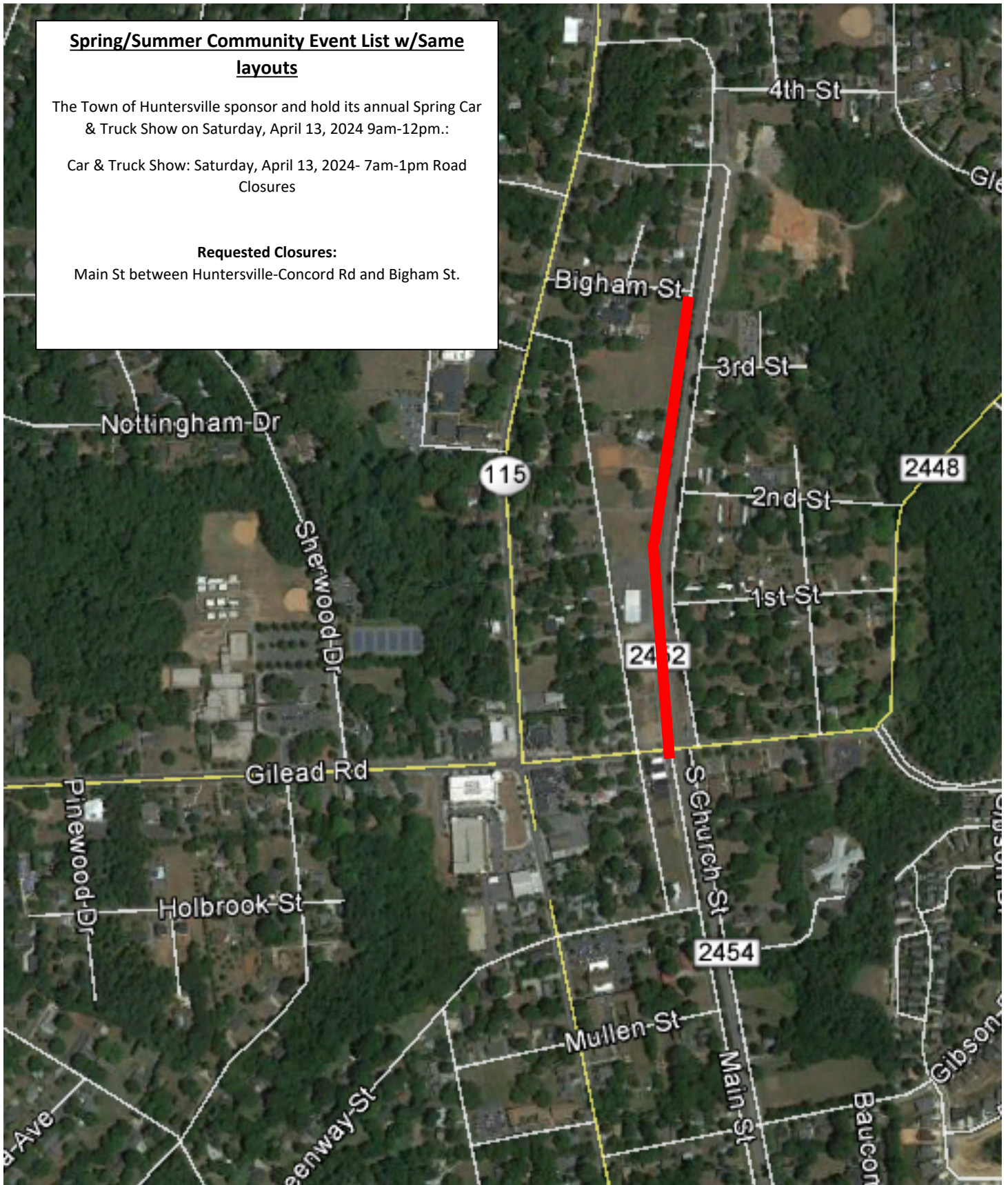
**Spring/Summer Community Event List w/Same
layouts**

The Town of Huntersville sponsor and hold its annual Spring Car
& Truck Show on Saturday, April 13, 2024 9am-12pm.:

Car & Truck Show: Saturday, April 13, 2024- 7am-1pm Road
Closures

Requested Closures:

Main St between Huntersville-Concord Rd and Bigham St.



**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Michael Jaycocks, Director of Parks and Recreation

Date: February 5, 2024

Subject: Recreation Activity Scholarship Policy Changes

EXPLAIN REQUEST:

The existing Recreation Activity Scholarship Policy does not provide criteria for adults to qualify for scholarships for Town Recreation Programs. The criteria below was added for adults and was approved by the Parks and Recreation Commission at their January 17 meeting by a 7-0 vote. They also recommended removing the restriction of only allowing one scholarship at a time for a participant. See below:

To be eligible for an adult scholarship, the participant must receive assistance from Medicaid, Social Security Low Income Subsidy, Medicare Savings Plan, North Carolina Property Tax Assistance, Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI), or Housing assistance.

- If an adult qualifies with one or more of the above listed requirements, they will be eligible for a 50% program discount.

~~Not be currently served by an existing scholarship or fee waiver program.~~

ACTION RECOMMENDED:

Consider approving changes to the Recreation Activity Scholarship Policy.

FINANCIAL IMPLICATIONS:

Funds from the Signage and Sponsorship Fund could be used if needed. There is currently over \$180,000 in that fund.

ATTACHMENTS:

1. Scholarship Policy changes recommended by PRC 1.17.24



Parks and Recreation

Activity Scholarship Policy & Application

In Memory of Nikko Pickney and Joseph Fry

Revised with PRC Recommendations: January 17th, 2024

Policy:

It is the policy of the Town of Huntersville Parks and Recreation Department to provide recreational opportunities to all the residents of Huntersville. Some programs require the payment of a fee to cover the expenses incurred by offering the program. Realizing the need to include all residents in these opportunities, the Town of Huntersville will offer financial assistance to the youth and adults of Huntersville that meet the guidelines listed in this document. The number of scholarships will be offered to twenty percent (20%) of the spaces available in each program. Scholarship discounts are decided based on household income. One scholarship per household, per program, unless there are unused scholarships for that program at the end of registration, which then will be given out by first-come first-served basis. Applicants will be required to provide proof of income with the most current W-2 form or official documentation.

To be eligible for an adult scholarship, the participant must receive assistance from Medicaid, Social Security Low Income Subsidy, Medicare Savings Plan, North Carolina Property Tax Assistance, Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI), or Housing assistance.

To be eligible for a youth program scholarship, the family will be required to provide proof of income with the most current W-2 form or official documentation from CMS of meeting eligibility standards for financial assistance. If the child does not attend a CMS school, the total income stated on W-2 forms will be compared to the CMS qualifying standards. Failure to provide this information will void this application.

Available Assistance:

- If an adult qualifies with one or more of the above listed requirements, they will be eligible for a 50% program discount.
- If a resident qualifies for reduced price meals through the CMS eligibility standards, they will be eligible for a discount of twenty-five percent (25%) of the published fee.
- If a resident qualifies for free meals through CMS eligibility standards, they will be eligible for a discount of fifty percent (50%) of the published fee.

Scholarship recipients' requirements:

- Commit to attend a minimum of 80% of scheduled program. Failure to attend regularly will eliminate your opportunity for other scholarship support.

~~Not be currently served by an existing scholarship or fee waiver program.~~

The Town Sponsorship and Signage Revenue can also be applied to scholarships and can supplement the difference between the discount rate and the remaining program cost. The goal of the town is not to turn away participants due to financial reasons.

Program registering for: _____ Participant's Name: _____

Physical Address/Mailing Address: _____

Home phone: _____ Work Phone: _____

Signature of participant/parent/guardian: _____

FOR OFFICE USE ONLY

Approved for : _____ 50% _____ 25%	Not Approved: _____
Amount paid: _____ Date: _____	Reason: _____

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Pattie McGinnis, Finance Director

Date: February 5, 2024

Subject: Appropriate insurance proceeds.

EXPLAIN REQUEST:

Appropriate Insurance proceeds of \$11,520.93 from Parks & Recreation revenue (103810.9999) to Contract Services expense account (106200.0314). These funds will be used to repair the water line and tile wall within the restroom at the Dellwood Center.

ACTION RECOMMENDED:

Approve Budget Amendment

FINANCIAL IMPLICATIONS:

No net impact to fund balance; offsetting revenue and expense.

ATTACHMENTS:

None

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Pattie McGinnis, Finance Director

Date: February 5, 2024

Subject: Property tax refunds

EXPLAIN REQUEST:

Consider approving seven property tax refunds from Mecklenburg County totaling \$5,796.31 which includes \$152.33 in interest. The refunds are the result of the Property Tax Commission.

ACTION RECOMMENDED:

Approve property tax refunds.

FINANCIAL IMPLICATIONS:

Decrease in revenue.

ATTACHMENTS:

1. 2-5 Huntersville PTC Refunds 24 01 25
2. 2-5 Huntersville Refund with Interest 24 01 16

HUNTERSVILLE Refunds

Tax Year	Bill Number	Parcel #	Adj. Reason	Date of Adj.	Recipient Name	Address	City	State	Zip Code	Payment Date for Interest Calculation	Refund Amount (\$)	Total Interest to Pay if mailed on or before 2/7/2024 (\$)
2023	0008109961-2023-2023-0000-00	00906126	PTC Decision	1/19/2024	FAIL, PETER M AND FAIL, ANN MARIE	1334 OLD STORE RD	HUNTERSVILLE	NC	28078	1/6/2024	135.00	0.83
TOTAL											135.00	0.83

HUNTERSVILLE Refunds

Tax Year	Bill Number	Parcel #	Adj. Reason	Recipient Name	Address	City	State	Zip Code	Refund Amount (\$)	Total Interest to Pay if mailed on or before 2/21/2024 (\$)
2023	0001403126-2023-2023-0000-00	00101404	BER Decision	BAKER, LINDA G	14000 ISLAND DR	HUNTERSVILLE	NC	28078	135.17	3.72
2023	0001436299-2023-2023-0000-00	00504233	BER Decision	BANK UNITED	14817 OAK LANE	MIAMI	FL	33016	1,853.81	50.98
2023	0001436301-2023-2023-0000-00	00504234	BER Decision	BANK UNITED	14817 OAK LANE	MIAMI LAKE	FL	33016	422.40	11.62
2023	0001436279-2023-2023-0000-00	00504221	BER Decision	BOYWIC FARMS LTD	2972 NORTHWEST 60TH STREET	FORT LAUDERDALE	FL	33309	1,028.90	28.29
2023	0001436280-2023-2023-0000-00	00504222	BER Decision	BOYWIC FARMS LTD	2972 NORTHWEST 60TH STREET	FORT LAUDERDALE	FL	33309	1,118.30	30.75
2023	0001436265-2023-2023-0000-00	00504213	BER Decision	ROBERT LEE YOUNT FAMILY LP C/O BEACON PARTNERS	500 MOREHEAD ST UNIT 200	CHARLOTTE	NC	28202	950.40	26.14
									5,508.98	151.50

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Patrick Patterson, Planner I

Date: February 5, 2024

Subject: Call Public Hearing for Petition #TA 24-01

EXPLAIN REQUEST:

Call a public hearing for Monday, March 4, 2024, at 6:00 p.m. at Huntersville Town Hall, 101 Huntersville-Concord Road, Huntersville, NC 28078, on Petition #TA24-01, a request by the Huntersville Planning Department to amend Zoning Ordinance Articles 3.3.2, 3.3.3, and 8.17 to comply with House Bill 600.

ACTION RECOMMENDED:

Call Public Hearing

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

None

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Brian Richards, Planning Director

Date: February 5, 2024

Subject: Call Public Hearing for Petition #TA 24-02

EXPLAIN REQUEST:

Call a public hearing for Monday, March 4, 2024, at 6:00 p.m. at Huntersville Town Hall, 101 Huntersville-Concord Road, Huntersville, NC 28078, on Petition #TA24-02, a request by the Huntersville Planning Department to amend Zoning Ordinance Article 10, Section 10.10.9, 10.12, and 10.14.3 to clarify the Town's role in permitting, the placement, and removal of campaign signs.

ACTION RECOMMENDED:

Call a public hearing.

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

None

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Patrick Patterson, Planner I

Date: February 5, 2024

Subject: Call Public Hearing for Street Name Change Petition

EXPLAIN REQUEST:

Call a public hearing for Monday, February 19, 2024 at 6:00 p.m. at Huntersville Town Hall, 101 Huntersville-Concord Road, Huntersville, NC 28078 on Street Name Change Petition, University City Church Dr: a request by Workmanship LLC to rename all of University City Church Drive to Ambassador Christian Way, a length of 0.14 miles, beginning at Sam Furr Road and dead ending.

ACTION RECOMMENDED:

Call a public hearing

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

None

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Nathan Farber, Planner II

Date: February 5, 2024

Subject: Public Hearing - Petition #R23-06, Beatties Ford Entertainment

EXPLAIN REQUEST:

Conduct public hearing on Petition #R23-06, Beatties Ford Entertainment, a request by Jonathan Eury and Katie Carpenter to rezone +/- 2.513 acres at 9349, 9339, and 9331 Beatties Ford Rd from the Rural District to Highway Commercial Conditional District to allow Outdoor Recreation and Office use.

ACTION RECOMMENDED:

Conduct Public Hearing

FINANCIAL IMPLICATIONS:

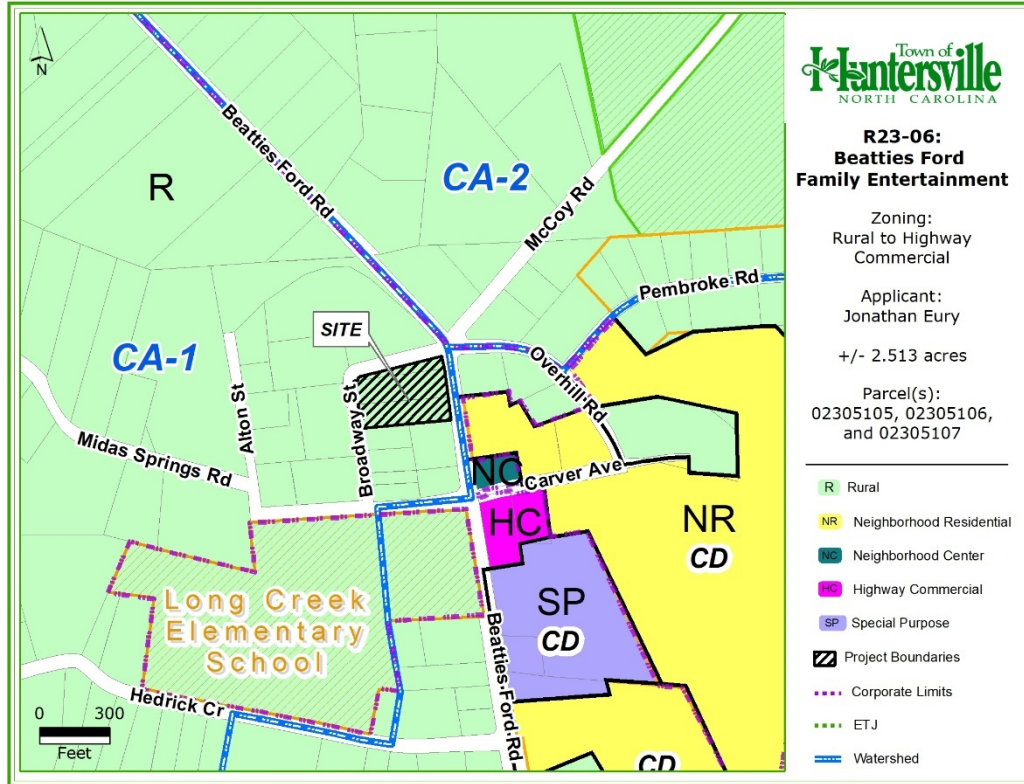
N/A

ATTACHMENTS:

1. R23-06 PH Staff Report 2-5-2024
2. A - Rezoning Application
3. B - R23-06 Rezoning Plan
4. C - Neighborhood Meeting Report (June 24, 2023)
5. D - APO Notification

Petition R23-06 Beatties Ford Family Entertainment

PART 1: PROJECT SUMMARY



Applicant: Jonathan Eury,
Katie Carpenter

Property Owner: Jonathan
Eury, Katie Carpenter

Property Address: 9349, 9339,
9331 Beatties Ford Rd

Project Size: (+/-) 2.513 acres

Parcel Numbers: 02305105,
02305106, 02305107

Current Zoning: Rural (R)

Current Land Use: Single
Family.

Proposed Zoning: Highway
Commercial Conditional
District (HC-CD)

Proposed Land Use:
Commercial & Outdoor
Recreation

1. Purpose: Rezone +/- 2.513 acres west of Beatties Ford Rd. from Rural to Highway Commercial Conditional District (HC-CD) for indoor and outdoor recreation and commercial uses.
2. Adjoining Zoning and Land Uses.
 - North: Rural – Currently Vacant and Single Family (Vacant).
 - South: Rural - Single Family.
 - East: Rural and Neighborhood Residential Conditional District – Single Family (Oak Grove Hill Subdivision Under Construction).
 - West: Rural – Long Creek Elementary & Single Family.
3. A neighborhood meeting was held on June 24, 2023, and the questions asked by residents and the responses from the applicants are summarized in the Neighborhood Meeting Report (see Attachment C).
4. Notice for this rezoning petition was sent via a postcard to adjoining property owners; a legal ad placed in the Charlotte Observer; and posting of rezoning signs on the property along Beatties Ford Rd.
5. On September 18, 2023, the rezoning proposal was not approved by the Town Board by a vote of 2-3. However, since the motion was to approve instead of to deny the proposal, two Town Board members may choose to bring it back by adding it onto the agenda.
6. On December 18th the Town Board directed staff to call for and readvertise a public hearing for this rezoning.

PART 2: REZONING/SITE PLAN

The proposed Beatties Ford Family Entertainment Conditional District Rezoning Plan is summarized as follows:

- Transforming the existing single-family home into a rentable meeting/ office space.
- Open lawn area for Outdoor Recreation area which could include Cornhole, Kubb, and Volleyball.
- A 30' Buffer along the south of the property will use existing and new vegetation to create a barrier between neighboring residential properties. A modification request has been made regarding this buffer (See below).
- Approximately 270' LF of side path will be installed along Beatties Ford Rd.
- A 5' wide sidewalk will be installed along Broadway Street.
- Minimum Tree Preservation (Specimen Trees) for the Highway Commercial District is 30% Specimen Trees. The applicant is proposing to save 16 of the 18 (85%) of existing specimen Trees.
- There are no identified Heritage Trees on site.
- Minimum Parking requirements for Commercial/Industrial/Office uses require 1 space per 500 S.F. The applicant is proposing to provide 22 spaces. The 3,663 S.F. existing structure would require the site to provide 8 spaces. A modification request is being made for parking surface materials (See Below).
- No changes to the elevations of existing structures have been indicated. A future open-air covered area is proposed to the south of the home.
- The applicant has stated that the three parcels will be recombined.
- The applicant has noted as a condition of approval that 7000 S.F. of impervious will be transferred from parcel #02305213. The Impervious Transfer is completed administratively. The rezoning area is located within the Mountain Island Lake Critical Area-1 Watershed (6%).
- Planning and Transportation staff have minor outstanding site plan comments that need to be addressed before final plan approval.
- The applicant intends to voluntarily annex their lot into the Town of Huntersville.
- Two (2) Ordinance Modifications are proposed:
 1. Article 6.1 (G): All commercial driveway and parking areas shall be paved with asphalt, concrete, or brick pavers except for areas used for overflow, special events, peak parking, and Riding Academies and Commercial Stables. Any non-paved surface used for overflow, special events, and peak parking that cannot be maintained with healthy, living turf grass or similar ground cover shall be paved with asphalt, concrete, pervious pavement, or brick pavers.

APPLICANT PROPOSAL – The applicant is requesting to pave the driveway through the parking area but use mulch for the individual parking stalls.

STAFF COMMENT - The use of a material not listed for use with a commercial parking area for required parking is not consistent with the intent of the Zoning Ordinance, staff DOES NOT SUPPORT this modification request.
 2. Article 7.5.3: Buffer Yards; Function - A buffer yard shall function as an opaque or semi-opaque barrier between the viewer and the use or structure to be buffered.

APPLICANT PROPOSAL – The applicant is requesting to allow an existing storage shed to encroach into the required 30 ft buffer on the south side of the property.

STAFF COMMENT –The existing vegetation and additional vegetation required by the buffer would mitigate the visual impact of the existing structure from the neighboring property. This is in keeping with the Spirit of the Ordinance, staff DOES SUPPORT this modification request.

PART 3: TRANSPORTATION ISSUES

Traffic Impact Analysis (TIA)

A Town TIA for the proposed project was not required.

Intersection Improvement Project

The purpose of the Beatties Ford at McCoy Intersection project is to improve safety and traffic movements by removing one of the five legs of the intersection (Overhill Rd) and installing a traffic signal. Utility coordination with Charlotte Water and Duke Energy is currently underway, and Right-of-Way plans are being finalized.

PART 4: REZONING CRITERIA

Article 11.4.7(d) of the Zoning Ordinance states that “in considering any petition to reclassify property, the Planning Board in its recommendation and the Town Board in its decision shall take into consideration any identified relevant adopted land-use plans for the area including, but not limited to, comprehensive plans, strategic plans, district plans, area plans, neighborhood plans, corridor plans, and other land-use policy documents”.

2040 Huntersville Community Plan



STAFF COMMENT – The 2040 Huntersville Community Plan DOES NOT SUPPORT this project through the following sections:

- **Policy LU 6.1:** A mix of land uses is encouraged in Mixed-Use Centers, Activity Centers, Employment Centers identified on the Future Land Use Map.
STAFF COMMENT: LU 6.1 does not support the request as this rezoning is not located within a Mixed-Use, Activity, or Employment Center. The site is currently surrounded by residential properties.
- **Policy LU 6.2:** Commercial uses are encouraged in the Town Core and as specified in adopted Small Area Plans.
Staff Comment: LU 6.2 does not support the request as the rezoning request is located within the Rural Conservation and Critical Watershed Future Land Use areas.
- **Policy LU 6.3:** Small scale, neighborhood-serving commercial and office uses may be allowed in Town Core and Moderate Density areas specified on the Future Land Use map at key locations if designed in a context sensitive manner.
STAFF COMMENT: LU 6.3 does not support the rezoning as small scale commercial and office uses are specified on the Future Land Use map to be allowed within the Town Core and Moderate Density areas, not in the current Rural Conservation area that the rezoning is located in.

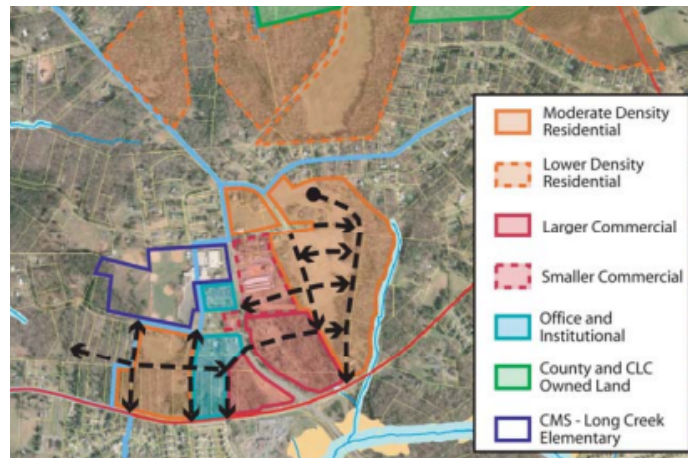
Beatties Ford Rd Corridor Small Area Plan (2007)



Preserve the existing rural character: The study area will continue to develop as a low density, predominantly residential district, as established by the Town's overall planning framework. Future commercial development within the study area should be focused at NC 73 and at Mount Holly - Huntersville Road, with an additional center at the intersection of Hambright Road with BFR. In conjunction

The Beatties Ford Rd Corridor Small Area Plan created a vision for future land use for which the area should remain and develop as a low-density residential district. The plan calls out the Beatties Ford Rd and Hambright Intersection as the appropriate area for future commercial development. The rezoning site falls within the study area that should remain low-density and primarily residential.

Beatties Ford Rd./Mt. Holly-Huntersville Rd Small Area Plan (2005)



The Beatties Ford Rd./Mt. Holly-Huntersville Rd Small Area Plan created a vision for the future commercial and residential growth for the intersection at Beatties Ford Rd and Mt. Holly Huntersville Rd. The plan calls for higher intensity commercial development to be focused closer to Hambright Rd and then decrease intensity the farther your travel north on Beatties Ford Rd. The rezoning site does not fall into the plans commercial or residential zones for development.

Article 11 Section 11.4.7(e) of the Zoning Ordinance states that: "in considering any petition to reclassify property the Planning Board in its recommendation and the Town Board in its decision should consider:

- 1. Whether the proposed reclassification is consistent with the overall character of existing development in the immediate vicinity of the subject property.**

STAFF COMMENT:

The property is surrounded by residential properties such that the higher intensity proposed uses would not be consistent with existing development in the immediate vicinity of the subject property. The proposed rezoning for the Beatties Ford Family Entertainment is not consistent with envisioned uses and development patterns set forth in the 2040 Community Plan and Beatties Ford Rd Corridor Small Area Plan.

2. **The adequacy of public facilities and services intended to serve the subject property, including but not limited to roadways, transit service, parks and recreational facilities, police and fire protection, hospitals and medical services, schools, stormwater drainage systems, water supplies, and wastewater and refuse disposal.**

STAFF COMMENT:

- A Transportation Impact Analysis was not required – see Part 3 of this report.
- The property is currently served by a septic system.
- The property is currently being served by Charlotte Water.

3. **Whether the proposed reclassification will adversely affect a known archeological, environmental, historical or cultural resource.”**

STAFF COMMENT:

Planning staff has no indication that the request will adversely affect known archeological, environmental, or cultural resources. Currently, the site is not encumbered by any historic easements or deed restrictions. The rezoning site is located within the Mountain Island Lake Critical Area-1 Watershed. The applicant has noted as a condition of approval that 7000 S.F. of impervious will be transferred from parcel #02305213. The Impervious Transfer is completed administratively.

PART 5: STAFF RECOMMENDATION

In considering the proposed rezoning petition R23-06, Beatties Ford Family Entertainment, Staff does not recommend approval for the following reasons:

- The Rezoning is not consistent with the Huntersville 2040 Community Plan, specifically, Policies LU 6.1, LU 6.2, LU 6.3, and EOS 10.2.
- The Rezoning is not consistent with the Beatties Ford Rd Corridor Small Area Plan and the Beatties Ford Rd / Mt. Holly-Huntersville Rd Small Area Plan.
- The Rezoning is not consistent with the existing development patterns in the vicinity.
- The proposed use is an increase in intensity in an area set aside for low-intensity residential development and would set a precedent to develop Rural Zoned land within a Critical Area Watershed as Commercial.
- Requested modifications of #1 (Parking Surface Material) are not in keeping with the spirit of the Ordinance and therefore not supported.

PART 6: PUBLIC HEARING COMMENTS

A Public Hearing is scheduled for February 5, 2024.

PART 7: PLANNING BOARD RECOMMENDATION

The Planning Board is scheduled to meet on February 27, 2024.

PART 8: TOWN BOARD CONSIDERATION

Town Board consideration is scheduled for March 18, 2024.

PART 9: ATTACHMENTS/ENCLOSURES

[Attachments](#)

- A – Rezoning Application
- B – R23-06 Rezoning Plan
- C – Neighborhood Meeting Report (June 24, 2023)
- D – APO Notification

PART 10: CONSISTENCY STATEMENT – R23-06 Beatties Ford Family Entertainment

Planning Department	Planning Board	Board of Commissioners
APPROVAL: NA	APPROVAL: In considering the proposed rezoning application R23-06, Beatties Ford Family Entertainment, the Planning Board recommends approval based on the Plan being consistent with <u>(insert applicable plan reference)</u>. <u>It is reasonable and in the public interest to approve the Rezoning Plan because... (Explain)</u>	APPROVAL: In considering the proposed rezoning application R23-06, Beatties Ford Family Entertainment, the Town Board recommends approval based on the Plan being consistent with <u>(insert applicable plan reference)</u>. <u>It is reasonable and in the public interest to approve the Rezoning Plan because... (Explain)</u>
DENIAL: In considering the proposed rezoning application R23-06, Beatties Ford Family Entertainment, the Planning Department recommends denial based on the Plan being inconsistent with the Huntersville 2040 Community Plan policies LU 6.1, LU 6.2, LU 6.3, EOS 10.2 and with the Beatties Ford Rd. Corridor Small Area Plan and Beatties Ford Rd / Mt. Holly-Huntersville Rd Small Area Plan. It is reasonable and in the public interest to not approve the Rezoning Plan because it is not consistent with the envisioned uses and development pattern set forth in the 2040 Community Plan, Beatties Ford Rd Corridor Small Area Plan, and Beatties Ford / Mt. Holly-Huntersville Rd Small Area Plan. Modification #1 is not in keeping with the spirit of the Ordinance and therefore cannot be supported.	DENIAL: In considering the proposed rezoning application R23-06, Beatties Ford Family Entertainment, the Planning Board recommends denial based on the Plan being <u>(consistent OR inconsistent) with (insert applicable plan reference)</u>. <u>It is not reasonable and in the public interest to approve the Rezoning Plan because... (Explain)</u>	DENIAL: In considering the proposed rezoning application R23-06, Beatties Ford Family Entertainment, the Town Board recommends denial based on the Plan being <u>(consistent OR inconsistent) with (insert applicable plan reference)</u>. <u>It is not reasonable and in the public interest to approve the Rezoning Plan because... (Explain)</u>



General Application

INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED. PLEASE CHECK ALL ITEMS CAREFULLY.

1. Application Type

Please indicate the type of application you are submitting. In addition to the application, the submission process for each application type can be found at <https://www.huntersville.org/528/Permits-Process>

- ☐ Change of Use
- ☐ Commercial Site Plan
- ☒ Conditional Rezoning
General Rezoning
- ☐ Master Signage Program
- ☐ Special Use Permit
- ☐ Revision to
Original Project # _____
- ☐ Other _____

- SUBDIVISION CATEGORIES: Per the Huntersville Subdivision Ordinance
- ☐ Sketch Plan
 - ☐ Preliminary Plan
 - ☐ Final Plat (Includes Minor Subdivision)
 - ☐ Exempt Subdivision
 - ☐ Final Plat Revision
 - ☐ Farmhouse Cluster

2. Project Data

Date of Application 4/28/2023

Name of Project Long Creek Family Entertainment

Phase # (if subdivision) _____

Project Address 9339 Beatties Ford Rd Huntersville, NC 28078

Parcel Identification Number(s) (PIN) 02305105, 02305106, 02305107

Current Zoning District R Proposed District (for rezoning only) Highway Commercial

Property Size (acres) .891, 1.004, .618 = 2.513 acres Street Frontage (feet) 860 Feet

Current Land Use Residential

Proposed Land Use(s) Highway Commercial

Is the project within Huntersville's corporate limits?

Yes _____ No X If no, does the applicant intend to voluntarily annex? yes

3. Description of Request

Explain the nature of this request. If a separate sheet is necessary, please attach to this application.

Rezone to allow for a local, small business, owner operated family focused coffee/soda shop with outdoor seating and recreation (cornhole, kubb, lawn games).

We will use the existing home to keep and maintain the aesthetics of the neighborhood and keep the rural feel.

4. Site Plan Submittals

Consult the particular type of *Review Process* for the application type selected above. These can be found at <https://www.huntersville.org/528/Permits-Process>.

5. Outside Agency Information

Other agencies may have applications and fees associated with the land development process. The Review Process list includes plan documents needed for most town and county reviewing agencies. For major subdivisions, commercial site plans, and rezoning petitions please enclose a copy of the Charlotte-Mecklenburg Utility Willingness to Serve letter for the subject property.

6. Applicant

Printed Name Jonathan Eury

Phone 704-674-4223

☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: _____

☐ By signature below, I hereby acknowledge, as/on behalf of (circle one) the applicant my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable for Special Use Permits and Subdivisions)

Signature [Signature] Printed Name: Jonathan Eury

Title Property owner Email euryjon@gmail.com

Address of Applicant 9339 Beatties Ford Rd Huntersville NC 28078

7. Property Owner (if different than applicant)

*Printed Name _____

Phone _____

☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: _____

☐ By signature below, I hereby acknowledge, as/on behalf of (circle one) the owner my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable for Special Use Permits and Subdivisions)

Signature _____ Printed Name _____

Title _____ Email _____

Address of Property Owner _____

* Property owner hereby grants permission to the Town of Huntersville personnel to enter the subject property for any purpose required in processing this application.

Every owner of each parcel included in this application, or the owner (s) duly authorized agent, must sign this application. If signed by an agent on behalf of the Owner, this application MUST be accompanied by a notarized Limited Power of Attorney signed by the property owner (s), specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION. If additional space is needed for signatures, attach the Town of Huntersville Signature Addendum Form.

8. Development/Design Firm Contact Information

The Isaacs Group	Brian Upton	704-527-3440	bupton@issacsgrp.com
Development Firm	Name of Contact	Phone	Email

Design Firm	Name of Contact	Phone	Email
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Contact Information

Town of Huntersville
Planning Department
PO Box 664
Huntersville, NC 28070

Phone: 704-875-7000
Fax: 704-992-5528
Physical Address: 105 Gilead Road, Third Floor
Website: <https://www.huntersville.org/228/Planning-Department>



General Application
Owner/Applicant Signature Addendum

Application Information

Date of Application 4/28/2023 Application Number SPM# 448546
Name of Project Long Creek Family Entertainment Phase # (if subdivision) _____

Additional Owners/Applicants: (Signature indicates intent that this page be affixed to Application.)

* ^ Printed Name Katherine Carpenter Phone Number 585 749 5712
☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☒ Other: _____

☒ By signature below, I hereby acknowledge, as/on behalf of (circle one) the applicant/owner (circle one) my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable for Special Use Permits and Subdivisions)

Signature [Signature] Parcel ID(s): 02305105, 02305106, 02305107

Title owner Email KCarpenter00@gmail.com

Address of Property Owner/Applicant 9335 Beathes Ford Rd

* ^ Printed Name _____ Phone Number _____
☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: _____

☐ By signature below, I hereby acknowledge, as/on behalf of (circle one) the applicant/owner (circle one) my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable for Special Use Permits and Subdivisions)

Signature _____ Parcel ID(s): _____

Title _____ Email _____

Address of Property Owner/Applicant _____

* ^ Printed Name _____ Phone Number _____
☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: _____

☐ By signature below, I hereby acknowledge, as/on behalf of (circle one) the applicant/owner (circle one) my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable for Special Use Permits and Subdivisions)

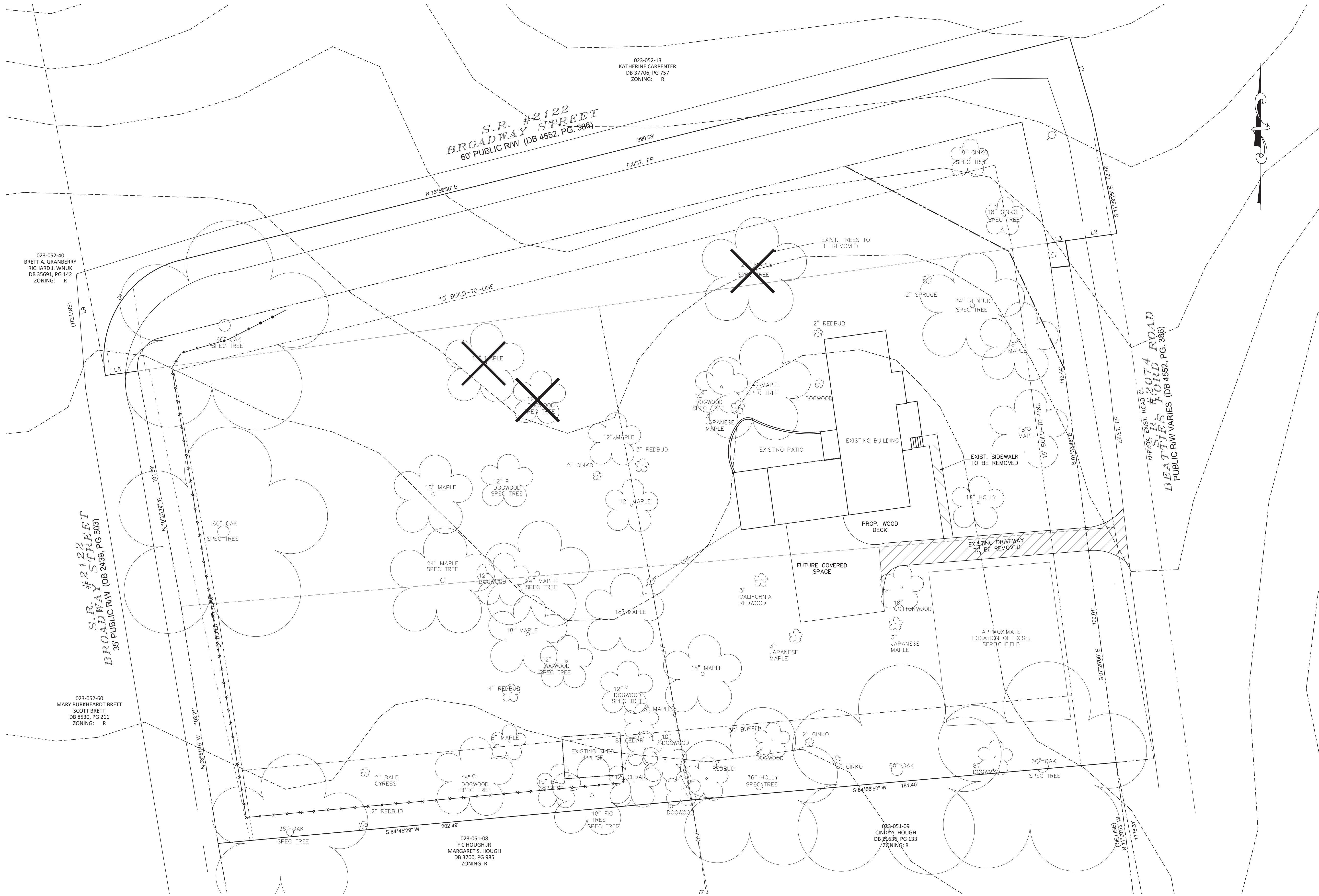
Signature _____ Parcel ID(s): _____

Title _____ Email _____

Address of Property Owner/Applicant _____

* Property owner hereby grants permission to the Town of Huntersville personnel to enter the subject property for any purpose required in processing this application.

^ If signed by an agent on behalf of the Owner, this petition MUST be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION.

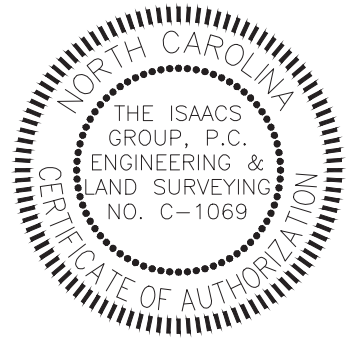


- Oak - O =3
- Dogwood - DW =12
- Maple - M =17
- Japanese Maple - JM =3
- Ginkgo - G =5
- Holly - H =2
- Cedar - C =2
- California Redwood - CR =1
- Bald Cypress - BC =1
- Cottonwood - CW =1
- Spruce - S =1
- Redbud - R =5
- Black Locust - BL =1
- River Birch - RB =1
- Fig tree - F =1
- TOTAL EXISTING TREES =59

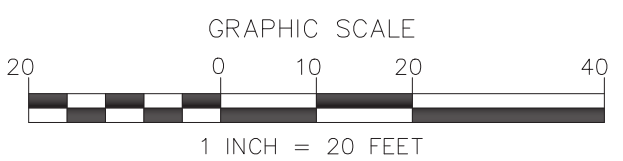
SPECIMEN TREE SAVE REQUIREMENT:
FOR HC ZONING, TREE SAVE = 30% OF SPECIMEN TREES
(CANOPY TREES > 24" OR UNDERSTORY TREES > 18")

THERE ARE 18 SPECIMEN TREES ON THIS SITE.
30% OF 18 SPECIMEN TREES = 0.30 x 18 = 5.4 TREES (TO BE SAVED)

2 SPECIMAN TREES TO BE REMOVED
16 SPECIMAN TREES TO REMAIN



Digitally signed by
Brian T. Upton, P.E.
Date: 2024.01.05
13:14:46-05'00'



NO.	BY	DATE	REVISED PER TOWN COMMENTS
1	CBH	3/16/23	REVISED PER TOWN COMMENTS
2	CBH	4/6/23	REVISED PER TOWN COMMENTS
3	BTU	4/24/23	REVISED PER TOWN COMMENTS
4	CBH	6/9/23	REVISED PER TOWN COMMENTS
5	CBH	8/1/23	REVISED PER TOWN COMMENTS
6	BTU	11/8/23	REVISED PER TOWN COMMENTS
7	BTU	1/5/24	PER TOWN COMMENTS

Project: **LONG CREEK FAMILY ENTERTAINMENT**
9339 BEATTIES FORD RD., HUNTERVILLE, NC

Title: **EXISTING CONDITIONS**

File #20033-9K.DWG Date: 02/28/23 Project Egr: BTU

Design By: BTU
Drawn By: CBH
Scale: 1"=20'

8720 RED OAK BOULEVARD, SUITE 420
CHARLOTTE, N.C. 28217
PHONE (704) 527-3440 FAX (704) 527-8335

RZ0.1

DEVELOPMENT DATA

PROJECT NAME: LONG CREEK FAMILY ENTERTAINMENT
ADDRESS: 9339 BEATTIES FORD RD.
PLANS PREPARED BY: THE ISAACS GROUP, PC PHONE #: 704-227-9406
ZONING: R TAX PARCEL #: 00925409, 00925410, 02305213
PROPOSED ZONING: HC-CD

JURISDICTION: TOWN OF HUNTERSVILLE
PROPOSED USE: RENTABLE MEETING/OFFICE SPACES FOR COMMUNITY/CLUBS
SUBJECT PROPERTY AREA: 94,830/2.177 SQ. FEET/ACRES
PROPERTY AREA FOR IMPERVIOUS TRANSFER=180,438/4.143 (PIN 02305213) SQ. FEET/ACRES
TOTAL PROPERTY AREA=275,268/6.32 (SUBJECT PROPERTY + TRANSFER PROPERTY) SQ. FEET/ACRES
GROSS FLOOR AREA: 4,104 SF (BUILDING + PATIO AREAS)
EXISTING BUILT UPON AREA (PRE-1993): 7,341 SQ. FT
EXISTING BUILT UPON AREA TO BE REMOVED: 1,307 SQ. FT
PROPOSED BUILT UPON AREA TO BE ADDED: 8,440 SQ. FT
TOTAL POST CONSTRUCTION BUA: 7,341(EX)-1,307(EX REMOVE)+8,440(PROP) = 14,474 SQ. FT
TOTAL POST CONSTRUCTION BUILT UPON AREA % $\approx [(14,474 - 7,341) / (275,268 - 7,341)] \times 100 = 2.7\%$
MAX POST CONSTRUCTION BUILT UPON AREA % 6%
WATERSHED: MOUNTAIN ISLAND LAKE WATERSHED CA-1

BUILDING SETBACK REQUIREMENTS:
BEATTIES FORD RD: 25' SETBACK BROADWAY STREET: (REAR) 25' SETBACK
BROADWAY STREET: (SIDE) 12.5' SETBACK SIDE: 10' SETBACK
SIDE BUFFER REQUIREMENTS 30' UNDISTURBED

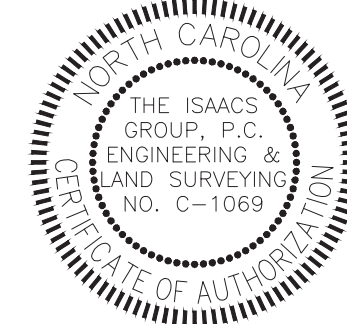
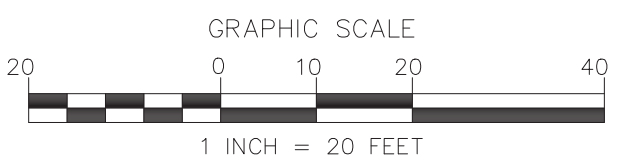
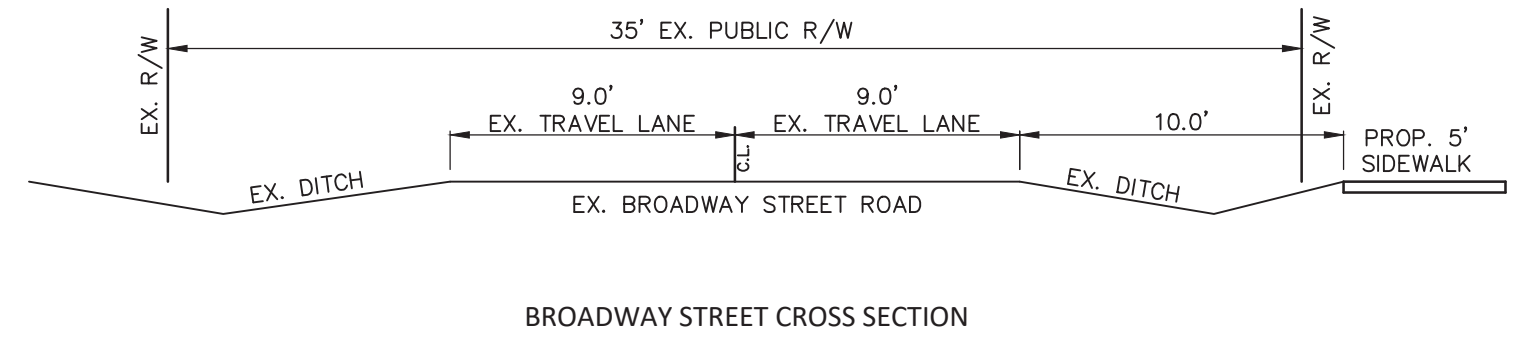
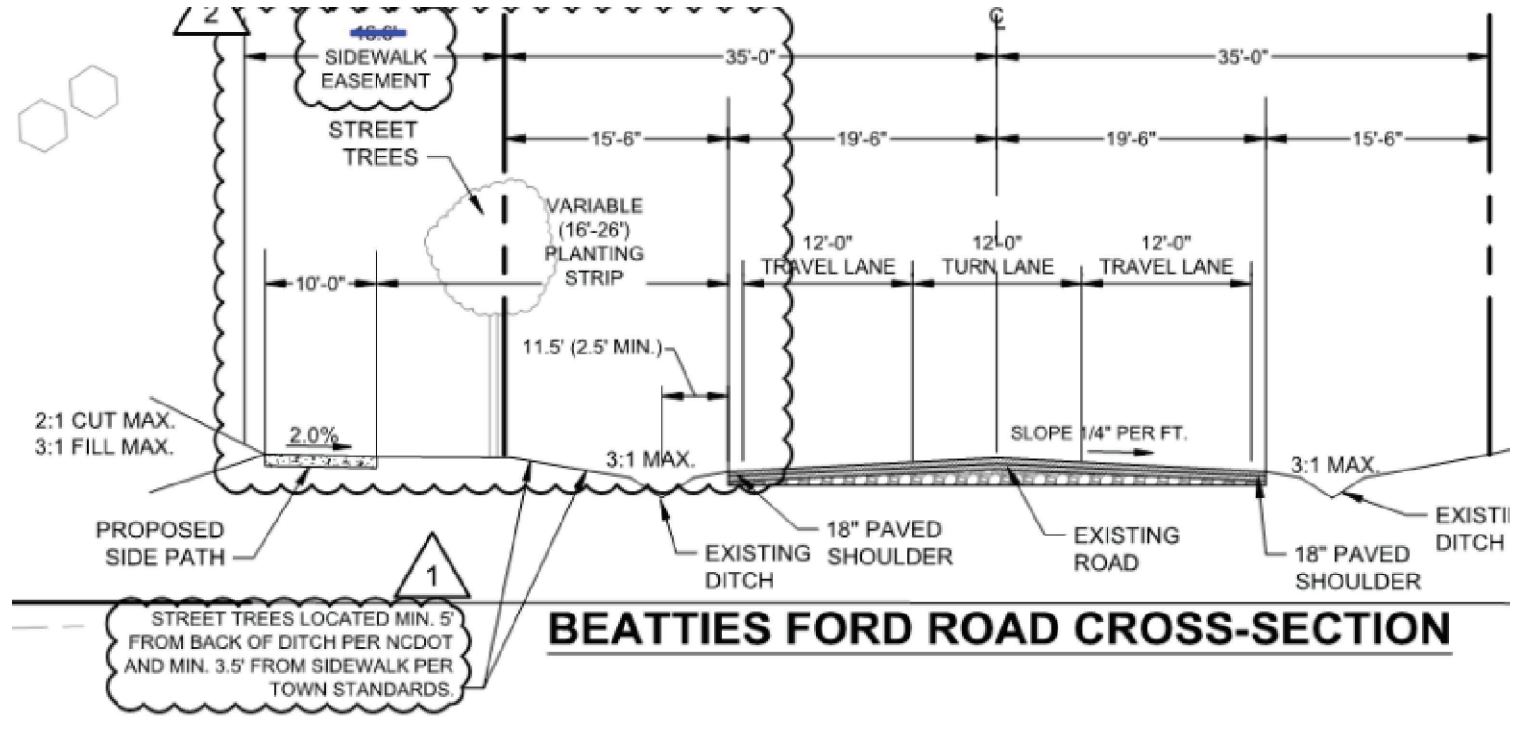
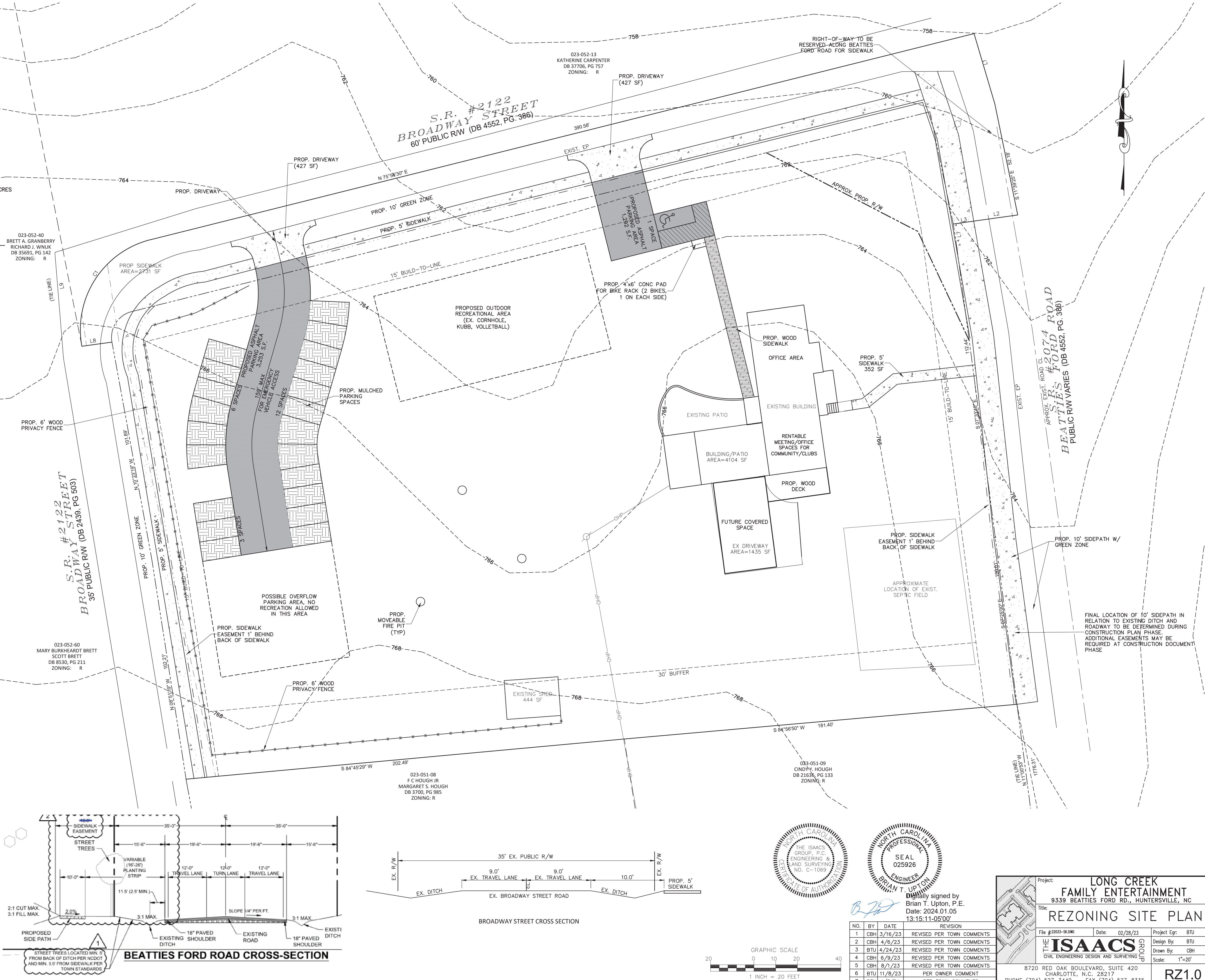
REQUIRED PARKING:

REQUIRED PARKING (COMMERCIAL/INDUSTRIAL/OFFICE) = 1 SPACE PER 500 S.F.
EXISTING BUILDING= 4,104 S.F.

PARKING REQUIRED: 4,104/500=8.2 SPACES
PARKING PROVIDED= 22 SPACES (INCLUDES 1 H.C. SPACE)
BICYCLE PARKING REQUIRED= 2 SPACES
BICYCLE PARKING PROVIDED= 2 SPACES

REZONING NOTES:

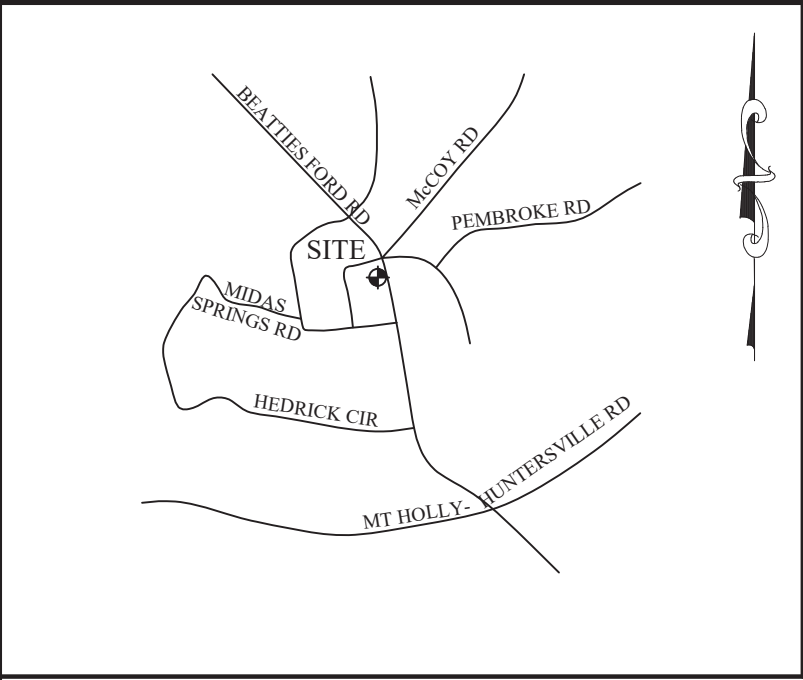
- REZONING PETITION. THESE REZONING NOTES COMPRISE THE DEVELOPMENT STANDARDS ('DEVELOPMENT STANDARDS') ASSOCIATED WITH THE REZONING PETITION (THE 'REZONING PETITION') FILED BY JON EURY ('PETITIONER') APPROXIMATELY 2.5 ACRE TRACT OF LAND IDENTIFIED ON THIS SITE PLAN AS LONG CREEK FAMILY OUTDOOR HANGOUT (THE 'PROJECT'), IN CONNECTION WITH TAX PARCEL NUMBER: 02305105, 02305106, 02305107 (THE 'PROPERTY'). THE PURPOSE OF THE REZONING PETITION IS TO CONVERT THE ZONING CLASSIFICATION OF THE PROPERTY FROM RESIDENTIAL (R) TO HIGHWAY COMMERCIAL HC (CD) PURSUANT TO THE PROVISIONS OF THE TOWN OF HUNTERSVILLE ZONING ORDINANCE (THE 'ORDINANCE').
- DEVELOPMENT STANDARDS. DEVELOPMENT OF THE PROPERTY WILL BE GOVERNED BY THESE DEVELOPMENT STANDARDS, WHICH ARE PART OF THE REZONING PETITION, AND THE APPLICABLE PROVISIONS OF THE ORDINANCE IN PLACE ON THE DATE OF SUBMITTAL OF THE REZONING PETITION. UNLESS THE REZONING PLAN ESTABLISHES A MORE STRINGENT STANDARD(S), OR UNLESS OTHERWISE NOTED ON THE REZONING PLAN OR IN THESE DEVELOPMENT STANDARDS, THE REGULATIONS ESTABLISHED UNDER THE ORDINANCE IN PLACE ON THE DATE OF SUBMITTAL OF THE REZONING PETITION FOR THE HIGHWAY COMMERCIAL (HC) ZONING GOVERN DEVELOPMENT OF THE PROPERTY AS SHOWN ON THE REZONING PLAN.
- SCHEMATIC NATURE OF REZONING PLAN. THE PROPOSED IMPROVEMENTS SHOWN ON THE REZONING PLAN ARE SCHEMATIC IN NATURE. MINOR MODIFICATIONS TO THE PLAN MAY OCCUR DURING DESIGN, ENGINEERING AND CONSTRUCTION PHASES OF THE DEVELOPMENT. REMOVAL OF TREES AND VEGETATION, AS GENERALLY SHOWN ON THE REZONING PLAN, IS NECESSARY TO INSTALL THE IMPROVEMENTS.
- VESTED RIGHTS. THIS REZONING PLAN IS A SITE-SPECIFIC DEVELOPMENT PLAN AND APPROVAL THEREOF CONSTITUTES VESTED RIGHTS IN THE REZONING PLAN PURSUANT TO THE PROVISIONS OF THE ORDINANCE. NOTWITHSTANDING ANY OTHER PROVISIONS OF THESE DEVELOPMENT STANDARDS, IF, AT SOME POINT, MODIFICATIONS ARE MADE TO THE ORDINANCE BY THE TOWN BOARD, PETITIONER MAY VOLUNTARILY AGREE TO APPLY SUCH MODIFICATIONS TO THE REZONING PLAN IN A MANNER CONSISTENT WITH THE ORDINANCE AS IT CHANGES FROM TIME TO TIME, AND WITHOUT PURSUING A REZONING. SUCH MODIFICATIONS TO THE ORDINANCE SHALL IN NO WAY IMPACT THE PETITIONER'S VESTED RIGHTS.
- PERMITTED USES. THE PROPERTY MAY BE DEVELOPED FOR THE FOLLOWING USES (INCLUDING ACCESSORY USES): RENTABLE MEETING/OFFICE SPACES FOR COMMUNITY/CLUBS, AND AS SHOWN ON THE REZONING PLAN, SUBJECT TO THE DEVELOPMENT STANDARDS ASSOCIATED WITH SUCH USES. ANY LABELING ON THE REZONING PLAN MAY BE AN INDICATION OF THE CURRENT INTENTION ON THE PART OF PETITIONER BUT SHALL NOT RESTRICT THE PROPERTY IN A MANNER THAT CONFLICTS WITH THE PROVISIONS OF THESE DEVELOPMENT NOTES.
- ACCESS. THE NUMBER OF SITE ACCESS POINTS, DRIVEWAYS AND CONNECTIONS TO ROADS ARE SCHEMATIC IN NATURE. TO THE EXTENT PERMITTED BY APPLICABLE DRIVEWAY PERMIT REQUIREMENTS, FUTURE DRIVEWAYS, ACCESS POINTS AND ROAD CONNECTIONS MAY CROSS THE SETBACK AND SHALL NOT REQUIRE A PERMIT OF THE PROPERTY, BUT SHALL OTHERWISE COMPLY WITH APPLICABLE DRIVEWAY PERMIT REQUIREMENTS.
- SUBDIVISION. THE PROPERTY IS ONE DEVELOPMENT AND MAY BE SUBDIVIDED WITHOUT A REZONING TO ALLOW SEPARATE OWNERS OF INDIVIDUAL PARCELS SO LONG AS SUCH SUBDIVISION IS IN COMPLIANCE WITH APPLICABLE LAW INCLUDING SUBDIVISION REGULATIONS. HOWEVER, RECOMBINATION, CONDOMINIUMIZATION, OR REDUCTION IN THE NUMBER OF PARCELS MAY OCCUR IN ACCORDANCE WITH THE REGULATIONS OF THE ORDINANCE. REQUIREMENTS THAT ARE MET BY THE PROJECT AS A WHOLE, SUCH AS OPEN SPACE, TREE SAVE AND IMPERVIOUS REQUIREMENTS, NEED NOT BE MET BY INDIVIDUAL PARCELS.
- AMENDMENT. IN THE EVENT ANY PORTION OF THE PROPERTY IS CONVEYED TO A THIRD PARTY, PETITIONER MAY REQUEST AN AMENDMENT TO THE REZONING PLAN WITHOUT THE WRITTEN CONSENT OF ANY OTHER OWNER OF ALL OR ANY PORTION OF THE PROPERTY UNLESS SUCH AMENDMENT CONSTITUTES A CHANGE IN THE BUILDING OR USE OF THE PORTION OF THE PROPERTY OWNED BY SUCH OWNER. PROVIDED PETITIONER PROVIDES FOR SUCH AMENDMENT RIGHT PRIVATE RESTRICTIVE COVENANTS THAT GOVERN THE PROJECT, ALL REQUIREMENTS IN CONNECTION WITH THE AMENDMENT WILL BE CALCULATED ON THE PROPERTY AS A WHOLE IN THE SAME MANNER SUCH REQUIREMENTS WERE CALCULATED AT THE TIME OF THE INITIAL APPROVAL. THIS NOTE SHALL BE SHOWN ON THE FINAL PLAT WHEN RECORDED.
- STORM WATER ELEMENTS. BUILT-UPON AREAS SHALL BE IN ACCORDANCE WITH THE ORDINANCE AS REQUIRED FOR THE HIGHWAY COMMERCIAL ZONING DISTRICT. A 7,000 S.F. IMPERVIOUS AREA TRANSFER IS REQUIRED FOR THIS LOT. TRANSFER LOT (PARCEL ID: 02305213) HAS BEEN SECURED AND ITS APPROVAL IS DEPENDENT ON THE OUTCOME OF THIS REZONING
- PROPOSED MODIFICATION REQUESTED TO ALLOW EXISTING SHED TO BE LOCATED IN THE BUFFER ALONG THE SOUTHERN PROPERTY LINE.
- PROPOSED MODIFICATION REQUESTED TO ALLOW FRUIT BEARING TREES AND SHRUBS TO BE USED TO MEET LANDSCAPING PLANTING REQUIREMENTS. LOCATIONS OF FRUIT BEARING TREES TO BE DETERMINED DURING CONSTRUCTION PLAN PHASE.
- IF LIGHTS ARE INSTALLED FOR THE PROPOSED RECREATIONAL AREA THEY MUST BE IN COMPLIANCE W/CHAPTER 9.21.5 A-C OF THE TOWN OF HUNTERSVILLE UDO.



Digitally signed by Brian T. Upton, P.E. Date: 2024.01.05 13:15:11-05'00'

NO.	BY	DATE	REVISION
1	CBH	3/16/23	REVISED PER TOWN COMMENTS
2	CBH	4/6/23	REVISED PER TOWN COMMENTS
3	BTU	4/24/23	REVISED PER TOWN COMMENTS
4	CBH	6/9/23	REVISED PER TOWN COMMENTS
5	CBH	8/1/23	REVISED PER TOWN COMMENTS
6	BTU	11/8/23	PER OWNER COMMENT
7	BTU	1/5/24	PER TOWN COMMENTS

Project: LONG CREEK FAMILY ENTERTAINMENT
9339 BEATTIES FORD RD., HUNTERSVILLE, NC
Title: REZONING SITE PLAN
File #22033-9K.DWG Date: 02/28/23 Project Egr: BTU
Design By: BTU
Drawn By: CBH
Scale: 1"=20'
8720 RED OAK BOULEVARD, SUITE 420
CHARLOTTE, N.C. 28217
PHONE (704) 527-3440 FAX (704) 527-8335
RZ1.0



VICINITY MAP: NOT TO SCALE

GENERAL PLANTING NOTES:

- THIS PLAN FOR PLANTING LOCATIONS ONLY. IF FOUND CONDITIONS VARY FROM THIS, CONTRACTOR TO CONTACT OWNER'S REPRESENTATIVE FOR RESOLUTION. FAILURE TO DO SO WILL RESULT IN CONTRACTOR'S LIABILITY TO REPLACE PLANT MATERIALS.
- CONTRACTOR TO COORDINATE WITH OWNER'S REPRESENTATIVE FOR EXISTING PLANT MATERIAL TO BE REMOVED AND/OR RELOCATED.
- CONTRACTOR WILL BE RESPONSIBLE FOR LOCATING AND PROTECTING ALL UNDERGROUND AND ABOVE GROUND UTILITIES. CONTRACTOR SHALL BE LIABLE FOR DAMAGE TO ANY AND ALL PUBLIC OR PRIVATE UTILITIES. CONTRACTOR WILL BE HELD RESPONSIBLE FOR THE COST OF REPAIR TO ALL DAMAGED UTILITIES.
- CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ALL PLANT MAINTENANCE, INCLUDING SHRUBS AND GROUNDCOVER, AND SHALL MAINTAIN AREA IN A WEED AND DEBRIS FREE CONDITION, THROUGHOUT GUARANTEE PERIOD.
- WHERE TREES ARE PLANTED IN ROWS, THEY SHALL BE UNIFORM IN SIZE AND SHAPE.
- SIZES SPECIFIED IN THE PLANT LIST ARE MINIMUM SIZES TO WHICH THE PLANTS ARE TO BE JUDGED. FAILURE TO MEET MINIMUM SIZE ON ANY PLANT WILL RESULT IN REJECTION OF THAT PLANT.
- PLANTING SIZE DETERMINATION:
SHADE TREES: HEIGHT SHALL BE MEASURED FROM THE CROWN OF THE ROOT BALL TO THE TOP OF MATURE GROWTH. SPREAD SHALL BE MEASURED TO THE END OF BRANCHING EQUALLY AROUND THE CROWN FROM THE CENTER OF THE TRUNK. MEASUREMENTS ARE NOT TO INCLUDE ANY TERMINAL GROWTH. SINGLE TRUNK TREES SHALL BE FREE OF "V" CROTCHES THAT COULD BE POINTS OF WEAK LIMB STRUCTURE OR DISEASE INFESTATION.
SHRUBS: HEIGHT SHALL BE MEASURED FROM THE CROWN OF THE ROOT BALL TO THE AVERAGE HEIGHT OF THE TOP OF THE PLANT. SPREAD SHALL BE MEASURED TO THE END OF BRANCHING EQUALLY AROUND THE SHRUB MASS. MEASUREMENTS ARE NOT TO INCLUDE ANY TERMINAL GROWTH.
- ALL PLANTS SHALL BE FRESHLY DUG, SOUND, HEALTHY, VIGOROUS, WELL BRANCHED, FREE OF DISEASE, INSECT EGGS, AND LARVAE, AND SHALL HAVE ADEQUATE ROOT SYSTEMS.
- ALL CONTAINER GROWN MATERIAL SHALL BE HEALTHY, VIGOROUS, WELL-ROOTED PLANTS AND ESTABLISHED IN THE CONTAINER IN WHICH THEY ARE SOLD. THE PLANTS SHALL HAVE TOPS WHICH ARE GOOD QUALITY AND ARE IN A HEALTHY GROWING CONDITION. ALL ROOT BOUND PLANTS SHALL BE REJECTED.
- GROUPS OF SHRUBS SHALL BE PLACED IN A CONTINUOUS MULCH BED WITH SMOOTH CONTINUOUS LINES. ALL MULCHED BED EDGES SHALL BE CURVILINEAR IN SHAPE FOLLOWING THE CONTOUR OF THE PLANT MASS. TREES LOCATED WITHIN FOUR FEET OF SHRUB BEDS SHALL SHARE SAME MULCH BED.
- CONTRACTOR TO SLIGHTLY ADJUST PLANT LOCATIONS IN THE FIELD AS NECESSARY TO BE CLEAR OF DRAINAGE SWALES AND UTILITIES. FINISHED PLANTING BEDS SHALL BE GRADED SO AS TO NOT IMPIDE DRAINAGE AWAY FROM BUILDINGS. IF SIGNIFICANT RELOCATIONS ARE REQUIRED, CONTRACTOR SHALL CONTACT OWNER'S REPRESENTATIVE FOR RESOLUTION. FAILURE TO MAKE SUCH RELOCATIONS KNOWN TO THE OWNER'S REPRESENTATIVE WILL RESULT IN CONTRACTOR'S LIABILITY OF PLANT MATERIALS.
- ALL PLANT MATERIAL SHALL BE SPACED AND LOCATED PER PLAN. IF CONFLICTS ARISE BETWEEN ACTUAL SIZE OF AREA AND PLANS, CONTRACTOR SHALL CONTACT OWNER'S REPRESENTATIVE FOR RESOLUTION. FAILURE TO MAKE SUCH CONFLICTS KNOWN TO THE OWNER'S REPRESENTATIVE WILL RESULT IN CONTRACTOR'S LIABILITY TO RELOCATE MATERIALS.
- ALL SUBSTITUTIONS OF PLANT MATERIAL ARE TO BE REQUESTED IN WRITING TO THE OWNER'S REPRESENTATIVE AND APPROVED IN WRITING BY THE OWNER PRIOR TO INSTALLATION. FAILURE TO OBTAIN SUBSTITUTION APPROVAL IN WRITING MAY RESULT IN LIABILITY TO THE CONTRACTOR.
- ALL CONTRACTORS SHALL BE REQUIRED TO COMPLETELY REMOVE ALL TRASH, DEBRIS AND EXCESS MATERIALS FROM THE WORK AREA AND THE PROPERTY (ESPECIALLY AT ALL CURB, GUTTERS AND SIDEWALKS) DAILY DURING INSTALLATION.
- CONTRACTOR SHALL GUARANTEE ALL LANDSCAPE IMPROVEMENTS, INCLUDING SEEDING. CONTRACTOR MUST CONTACT THE OWNER AT LEAST 10 WORKING DAYS IN ADVANCE TO SCHEDULE ACCEPTANCE INSPECTION(S). CONTRACTOR MUST REPLACE ALL DEAD OR UNACCEPTABLE PLANTS DURING THE FOLLOWING RECOMMENDED PLANTING SEASON.
- ADJUST TREE PLANTING LOCATIONS TO AVOID UNDERGROUND UTILITIES WHERE POSSIBLE. CONTRACT OWNER'S REPRESENTATIVE FOR A COORDINATED SOLUTION FOR ANY UTILITY CONFLICTS. CONTRACTOR SHALL BE LIABLE FOR DAMAGE TO ANY AND ALL PUBLIC OR PRIVATE UTILITIES.
- REFER TO PLANTING DETAILS FOR ADDITIONAL PLANTING INFORMATION.
- ALL PLANTINGS SHALL COMPLY WITH CURRENT LOCAL ORDINANCES AND GUIDELINES.
- APPLICANT TO ADJUST PLANTING LOCATIONS IF THEY POSE A RISK TO EXISTING VEGETATION. CONTACT PLANNING STAFF PRIOR TO APPROVAL.

LANDSCAPE LEGEND

SYMBOL	SPECIES	QUANTITY
	WILLOW OAK QUERCUS PHellos (MIN. 2" CALIPER AND 8' AT THE TIME OF PLANTING) LARGE MATURING EVERGREEN	6
	TULIP-POPLAR LIRIODENDRON TULIPIFERA (MIN. 2" CALIPER AND 8' AT THE TIME OF PLANTING) LARGE MATURING DECIDUOUS	12
	MENTOR BARBERRY BERBERIS MENTORENSIS (MIN. 3' AT TIME OF PLANTING, MIN. 6' AT MATURITY)	88
	EXISTING TREE TO REMAIN	54
	FOSTER HOLLY (BUFFER TREE) ILEX ATTENUATA "FOSTER" (MIN. 2" CALIPER AND 8' AT TIME OF PLANTING) SMALL MATURING EVERGREEN	13
	ARBORTVITAE THUJA ORIENTALIS (MIN. 2" CALIPER AND 8' AT TIME OF PLANTING) SMALL MATURING EVERGREEN	11

* THE SPECIES SPECIFIED ON THE PLANS MAY BE SUBSTITUTED WITH SOMETHING ELSE AS LONG AS THEY MEET THE TOWN'S CRITERIA

GENERAL PLANTING NOTES:

- TURF AREAS WILL BE SEEDED OR SODDED WITH REBEL II FESCUE WITH EXCEPTION OF SOD WITHIN THE FLOOR OF STORMWATER MANAGEMENT AND WATER QUALITY BASINS AND FILTERS. SOD WILL BE REQUIRED NEXT TO BUILDING STRUCTURES, DRIVEWAYS ENTRANCES AND AREAS DISTURBED IN THE FRONT SETBACK AS NOTED ON PLAN. LANDSCAPE CONTRACTOR TO SEED ALL OTHER DISTURBED AREAS.
- PINE NEEDLE MULCH IS THE GENERALLY ACCEPTED MULCH. FOR THE INITIAL PLANTING, IT IS ALSO ACCEPTABLE TO UTILIZE DOUBLE HAMMERED BARK MULCH FOR GOOD SOIL AND BED, THOUGH, WILL REQUIRE THE PROPERTY TO BE CONVERTED TO PINE NEEDLES.

PLANTING NOTES:

- ALL PERIMETER SCREENING SHRUBS MUST BE NO LESS THAN 36" IN HEIGHT AT PLANTING
- ALL PARKING LOT SHRUBS MUST BE NO LESS THAN 24" IN HEIGHT AT PLANTING

BUFFER PLANTING - REQUIRED 30' BUFFER
- 4 TREES / 1000 SF BUFFER
- 50% LARGE MATURING TREE, 50% SMALL MATURING TREE, 25% EVERGREEN
- 7 SHRUBS / 1000 SF, 100% EVERGREEN
- 42 EXISTING & PROPOSED TREES PROVIDED

STREET TREE-BEATTIES FORD RD.
REQUIRED: 1 TREE PER 40 LF (276/40=7 TREES REQUIRED)
STREET TREES PROVIDED: 3 EXIST.+ 4 PROP. TREES

STREET TREE-BROADWAY ST.
REQUIRED: 1 TREE PER 40 LF (391/40=10 TREES REQUIRED)
STREET TREES PROVIDED: 2 EXIST.+ 8 PROP. TREES

STREET TREE-BROADWAY ST.
REQUIRED: 1 TREE PER 40 LF (217/40=6 TREES REQUIRED)
STREET TREES PROVIDED: 6 PROP. TREES

023-052-13
KATHERINE CARPENTER
DB 37706, PG 757
ZONING: R

PROP. DRIVEWAY
(427 SF)

RIGHT-OF-WAY TO BE
RESERVED ALONG BEATTIES
FORD ROAD FOR SIDEWALK

S.R. #2122
BROADWAY STREET
60' PUBLIC R/W (DB 4552, PG. 386)

023-052-40
BRETT A GRANBERY
RICHARD J. WNUK
DB 35691, PG 142
ZONING: R

PROP. 6' WOOD
PRIVACY FENCE

S.R. #2122
BROADWAY STREET
35' PUBLIC R/W (DB 2439, PG 503)

023-052-60
MARY BURKHEARD BRETT
SCOTT BRETT
DB 8530, PG 211
ZONING: R

023-051-08
F.C. HOUGH JR.
MARGARET'S HOUSE
DB 3700, PG 985
ZONING: R

023-051-09
CINDY Y. HOUGH
DB 21636, PG 133
ZONING: R

PROPOSED BUFFER TO MEET MINIMUM
OF 4 TREES PER 1000 SQ.FT. OF
BUFFER AREA; 50% LARGE MATURING;
25% SMALL MATURING; 50%
EVERGREEN. EXISTING TREES CAN BE
SUBSTITUTED IN PLACE OF PROPOSED
TREES IF THEY MEET REQUIREMENTS.

1.1 PLANTING SOIL MIX:

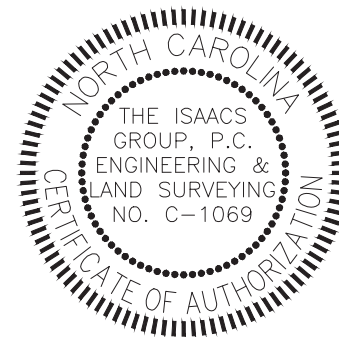
- A FINAL CERTIFICATE OF OCCUPANCY MAY BE ISSUED PRIOR TO THE INSTALLATION OF TREES AND SHRUBS, EXCLUDING YARD TREES, DURING THE NON-PLANTING SEASON IF A CASH BOND, SURETY BOND OR LETTER OF CREDIT IS ISSUED FOR 120% OF THE COST OF MATERIALS AND INSTALLATION. PLANTING SHALL BE COMPLETED DURING THE NEXT PLANTING SEASON.
- THE PLANTING SEASON SHALL RUN FROM OCTOBER 15 TO MARCH 15, EXCEPT FOR EXTREME WEATHER CONDITIONS AS DETERMINED BY STAFF. A FINAL CERTIFICATE OF OCCUPANCY SHALL NOT BE GIVEN DURING THE PLANTING SEASON UNLESS ALL OF THE LANDSCAPING IS COMPLETELY INSTALLED ACCORDING TO THIS ARTICLE.

MAINTENANCE SURETY REQUIRED

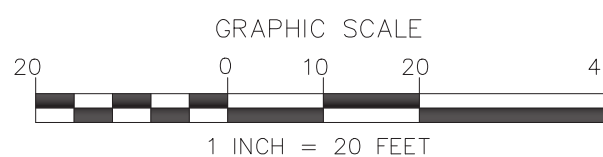
- DEVELOPERS SHALL ENTER INTO A MAINTENANCE SURETY AGREEMENT WITH MECKLENBURG COUNTY GUARANTEEING THE MORTALITY OF STREET TREES AND TREES AND SHRUBS PLANTED IN BUFFER YARDS FOR A PERIOD OF 1 YEAR FOLLOWING PLANTING. THE AMOUNT OF THE SURETY SHALL BE EQUAL TO 50% OF THE VALUE OF THE NEW TREES OR LANDSCAPE MATERIAL, AND THEIR INSTALLATION. THE MAINTENANCE SURETY SHALL

1.1 PLANTING SOIL MIX:

- MIX TOPSOIL WITH THE FOLLOWING SOIL AMENDMENTS IN THE FOLLOWING QUANTITIES:
1. WEIGHT OF LIME PER 1000 SQ. FT.
2. RATIO OF LOOSE COMPOST TO TOPSOIL BY VOLUME: 1:4
3. RATIO OF LOOSE WOOD DERIVATIVES TO TOPSOIL BY VOLUME:
4. WEIGHT OF BOMENAL PER 1000 SQ. FT.
5. WEIGHT OF COMMERCIAL FERTILIZER PER 1000 SQ. FT.
6. WEIGHT OF SLOW-RELEASE FERTILIZER PER 1000 SQ. FT.
SOIL TEST PROVIDED BY CONTRACTOR REQUIRED FOR TOPSOIL MIX.



Digitally signed by
Brian T. Upton, P.E.
Date: 2024.01.05
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NO.	BY	DATE	REVISION
1	CBH	3/16/23	REVISED PER TOWN COMMENTS
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5	BTU	11/9/23	PER OWNER COMMENT
6	BTU	1/5/24	PER TOWN COMMENTS

TREE PLANTING NOTES:

- ALL STRAPPING AND TOP 2/3 OF WIRE BASKET MUST BE CUT AWAY AND REMOVED FROM THE ROOT BALL PRIOR TO BACKFILLING PLANTING PIT.
- LARGE MATURING TREES MAY NOT BE PLANTED WHERE OVERHEAD DISTRIBUTION OR TRANSMISSION LINES EXIST. IF TREES CONFLICT WITH POWER LINES OR SIGNS, CALL THE URBAN FORESTER TO RESOLVE BEFORE PLANTING.
- ADJUST TREE PLANTING LOCATIONS TO AVOID UNDERGROUND UTILITIES.
- NEW TREES SHALL BE A MINIMUM 2" CALIPER FOR STREET TREE REQUIREMENTS.
- SEE TREE PRESERVATION NOTES ON GRADING AND EROSION CONTROL SHEETS.
- ALL TREES ARE TO BE NURSERY GROWN, BALL AND BURLAP (BAB) PREFERRED. MINIMUM TREE SIZE IS 2" CALIPER MEASURED 6" ABOVE ROOT BALL, 8" MINIMUM HEIGHT.
- STAKING IS OPTIONAL. RUBBER HOSE AND ROPE OR WIRE FOR STAKING IS NOT RECOMMENDED. NO WIRE OR ROPE IS TO BE IN DIRECT CONTACT WITH TRUNK. REMOVE ALL TRUNK WRAP, TREE STRAPS, AND STAKING WIRE OR ROPE AFTER ONE GROWING SEASON.
- OUT WIRES ARE NOT PERMITTED IN THE STREET RIGHT-OF-WAY.
- ALL TREES AND SHRUBS SHALL MEET THE NORMAL REQUIREMENTS FOR THE AMERICAN ASSOCIATION OF NURSERYMEN (AAN).
- NEW AND EXISTING TREES ARE PERMITTED WITHIN SITE TRIANGLE, BUT MUST BE LINED UP TO 8' HEIGHT CLEARANCE PER ADA REQUIREMENTS.
- SIMILAR CRITERIA FOR TREE PLACEMENT AND PRUNING UP SHOULD BE CONSIDERED AT DRIVEWAY/STREET INTERSECTIONS.
- CONTRACTOR TO MAINTAIN CLEAR VIEW BETWEEN 30" AND 72" ABOVE STREET. AREA MUST BE TREE OF LIMBS AND FOLIAGE FOR SAFE CROSS VISIBILITY.

TREE PROTECTION NOTES:

PROTECTIVE BARRICADES SHALL BE PLACED AROUND ALL PROTECTED TREES DESIGNATED TO BE SAVED IN DEVELOPMENT AREA, PRIOR TO THE START OF DEVELOPMENT ACTIVITIES OR GRADING. PROTECTIVE BARRICADES SHALL REMAIN IN PLACE UNTIL DEVELOPMENT ACTIVITIES ARE COMPLETE OR CONSTRUCTION IN ACCORDANCE WITH STANDARDS SET FORTH IN THIS SECTION COMMENCES. THE AREA WITHIN THE PROTECTIVE BARRICADE SHALL REMAIN FREE OF ALL BUILDING MATERIALS, DIRT OR OTHER CONSTRUCTION DEBRIS. CONSTRUCTION TRAFFIC, STORAGE OF VEHICLES AND MATERIALS, AND GRADING SHALL NOT TAKE PLACE WITHIN THE DRAINAGE OF THE EXISTING TREES TO BE PROTECTED. BARRICADES SHALL BE ERECTED AT A MINIMUM DISTANCE FROM THE BASE OF PROTECTED TREES ACCORDING TO THE FOLLOWING STANDARDS:

- FOR TREES 10' OR LESS DBH: PROTECTIVE BARRICADES SHALL BE PLACED A MINIMUM DISTANCE OF 5' FROM THE BASE OF EACH PROTECTED TREE, OR OUTSIDE THE DRAINAGE, WHICHEVER IS GREATER.
- FOR TREES GREATER THAN 10' DBH: PROTECTIVE BARRICADES SHALL BE PLACED AT A MINIMUM DISTANCE EQUAL TO 10' FROM THE BASE OF THE PROTECTED TREE PLUS AN ADDITIONAL 1' FOR EACH ADDITIONAL 1" DBH GREATER THAN 10" DBH, OR OUTSIDE THE DRAINAGE, WHICHEVER IS GREATER.
- CONSTRUCTION ACCESS TO A SITE SHOULD OCCUR WHERE AN EXISTING OR PROPOSED ENTRANCE EXIST IS LOCATED.
- EXCEPT FOR DRIVEWAY ACCESS POINTS, SIDEWALKS, CURB AND GUTTER, NO PAVING WITH CONCRETE OR OTHER IMPERVIOUS MATERIALS WITHIN A TREE DRAINAGE SHALL BE ALLOWED.
- WHERE GRADING WITHIN A TREE DRAINAGE CANNOT BE AVOIDED, LIMIT CUT AND FILL TO 1/4 TO 1/2 THE AREA WITHIN THE DRAINAGE.
- AVOID WHERE GRADING LEAVES ROOTS EXPOSED, CUT ROOTS CLEAN.
- WHERE GRADING LEAVES ROOTS EXPOSED, CUT ROOTS CLEAN.
- AVOID FILLING WITHIN THE DRAINAGE OF A TREE WITHOUT SOME MECHANISM TO ALLOW AIR AND WATER TO REACH THE ROOTS.

FINAL LOCATION OF 10' SIDEWALK IN
RELATION TO EXISTING DITCH AND
ROADWAY TO BE DETERMINED DURING
CONSTRUCTION PLAN PHASE.
ADDITIONAL EASEMENTS MAY BE
REQUIRED AT CONSTRUCTION DOCUMENT
PHASE

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

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APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

8720 RED OAK BOULEVARD, SUITE 420
CHARLOTTE, N.C. 28217
PHONE (704) 527-3440 FAX (704) 527-8355

RZ2.0

Long Creek Family Entertainment
Neighbor Meeting held on June 24th, 2023
Location: 9339 Beatties Ford Rd

Attendees:

Concerns:

- Is noise going to be an issue and what parameters are being set in place?
 - We discussed that Mecklenburg County and Huntersville do not have set quiet hours. However, we will be respectful of noise levels and they will be monitored by us as owners. If ever we are too loud, we encourage the neighbors to come over, call or report.
- Will this business increase traffic levels?
 - There will be an increase in some traffic coming to the business and those coming to the business will typically stay for 1 or more hours keeping the number of vehicle “turns” low. The intersection improvement that is already in place by the NCDOT for Beatties Ford Rd/McCoy will help with traffic patterns.
- Will crime rates increase?
 - We do not believe that this business will attract additional crime to the area.
- Will patrons conduct themselves inappropriately?
 - As business owners, we have a moral and professional obligation to ensure the safety, wellbeing and appearance of our patrons and facility. We will address any issues should they arise.
- Will this rezoning decrease the property values of the neighbors directly around this property?

- We have not found any studies showing that rezoning devalues other neighbor properties and the neighbor could not provide us with any of their own research. For some locations, their properties will increase in value.

Positive Feedback:

- One neighbor expressed that this type of atmosphere (full family friendly) is needed more in the area and he is looking forward to being able to play volleyball and bring his family.
- Having a gathering space like this for families and clubs will be a great addition to the area especially with the new developments having little to no yard spaces.
- One neighbor stated that as a couple with kids, this will be a great place to spend time and let the kids enjoy the outside and meet new people.
- One neighbor suggested we reach out to the school in the future to partner with different classrooms/teachers for field trips to see the garden club and learn about growing plants.

Changes Suggested:

- Could a fence be installed along the back of the property to increase a neighbor buffer?
 - Yes, we will look into options to see if this is feasible and the plans show/call for screening trees along the property borders.
- Will there be natural materials used for seating outside?
 - We will look into options and think it's a great idea and fits the feel we're going for.
- The plan shows 16 parking spaces - will that be enough?
 - We believe it'll be enough for daily use and we do have allocated space for overflow parking on the property. With this suggestion, we will be contacting neighboring commercial facilities to inquire about using their parking lots on occasion.

35

Name _____

Van Dine

Will Eury

Jake WALK

Nancy Eury

Zachary Jones

Zambia 1 Owen Jacobs

Shelley Bononi

Hamersville

Many in debt & poor

Brian Richards

Town of Huntersville

Amber Kovacs

Town of Huntersville

Best Loves

207 Greenway

Stephen Arnold

Amersbach

Visc H₂O

Address

Cindy Housh

Jim Hustler

Mark Nelson

Cheryl Nelson

Alisia Bergsman

Don Collins

ADAMS Above

Curt $\frac{1}{2}$ Pam Phillips

Paul Cox

Henry Wells

Scott David

Alysa Shepard

Josh Shepard

Cory Neil

1. The first part of the document is a list of names and dates, which appears to be a record of some kind. The names are written in a cursive script, and the dates are written in a more formal, printed style. The list includes names such as "John Doe", "Jane Smith", and "Robert Johnson", along with dates like "1890", "1891", and "1892".



PO Box 664
Huntersville NC 28070

PUBLIC HEARING

Date: February 5, 2023
Time: 6:00 pm
Location: **In Person:** Huntersville Town Hall 101 Huntersville-Concord Rd.
Livestream Listen Only: <https://www.youtube.com/@townofhuntersvillenc28078/>
Applicant: Jonathan Eury, Katie Carpenter
Case #: R23-06

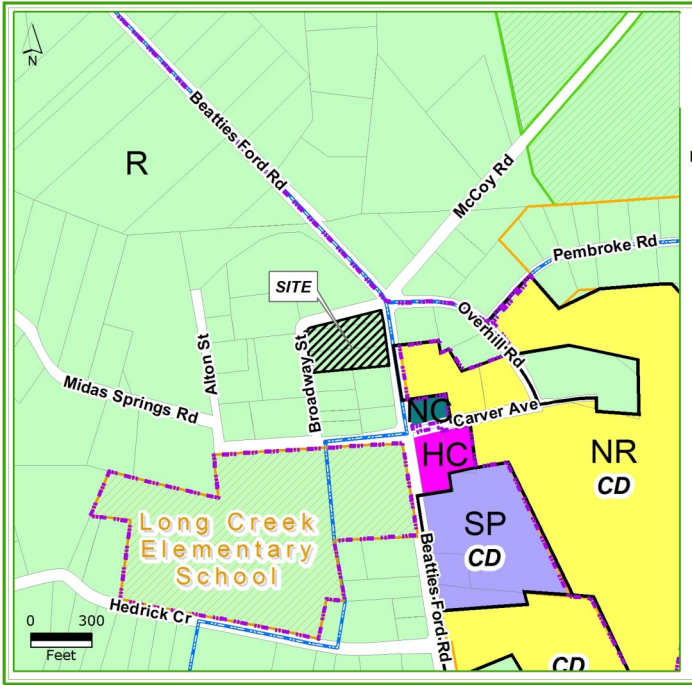
Public Meeting Dates

Meeting Type	Purpose	Date & Time
Community Meeting	Informational	June 24, 2023
Public Hearing	Public Meeting	February 5, 2024 @ 6 pm
Planning Board *	Recommendation	February 27, 2024 @ 6:30 pm
Town Board *	Approval/Denial	March 4, 2024 @ 6 pm

* Tentative—check www.huntersville.org for latest dates

PUBLIC HEARING NOTICE DATE: February 5, 2023 | **R23-06** Beatties Ford Family Entertainment

NOTICE OF PUBLIC HEARING FOR REZONING REQUEST



A Rezoning Petition has been submitted to rezone 2.513 acres from Rural (R) to Highway Commercial (HC) with Conditions (CD) to allow outdoor recreation and office. The “Site” (see inset map) is located south of Hambright Road, east of Everette Keith Road (Parcels # : 02305105, 02305106, 02305107).

A public hearing will be held in person at Town Hall located at 101 Huntersville-Concord Drive, Huntersville, NC 28078, and livestreamed to listen only at <https://www.youtube.com/@townofhuntersvillenc28078/streams>. The public is invited to attend in person if you wish to comment during the public hearing for this request. Please check the meeting agenda for all final meeting arrangements which may be adjusted to address public safety concerns as necessary at the time of the meeting.

YouTube Livestream:



Zoning Legend:
R = Rural
HC = Highway Commercial
NR = Neighborhood Residential

Site = Parcels requesting rezoning
NC—Neighborhood Center
SP = Special Purpose
[CD = Conditional District]

Project Page:



FOR ADDITIONAL INFORMATION:

CONTACT Nathan Farber AICP, Planner II
Phone: 704-766-2237
Email: nfarber@huntersville.org
Online: www.huntersville.org - search: **R23-06**

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Nathan Farber, Planner II

Date: February 5, 2024

Subject: Public Hearing - Petition #TA23-08 "Regulation of Nuisances"

EXPLAIN REQUEST:

Conduct public hearing on Petition #TA23-08, a request by the Huntersville Planning Department to amend Zoning Ordinance Article 8.13 to remove "Regulation of Nuisances" language.

ACTION RECOMMENDED:

Conduct Hearing

FINANCIAL IMPLICATIONS:

NA

ATTACHMENTS:

1. TA23-08 PH Staff Report
2. 1. Text Amendment Application
3. 2. Proposed Ordinance
4. 3. HOAB Minutes

TA23-08 – Article 8.13 Removal

PART 1: DESCRIPTION

TA23-08 is a text amendment request by the Town of Huntersville Planning Department to remove all language from Article 8.13 Regulation of Nuisances of the Zoning Ordinance. Article 8.13 will be reserved for any future text amendments to the General Provisions section.

PART 2: BACKGROUND

Today, both the Zoning Ordinance and the Code of Ordinance have language relating to nuisances. The Code of Ordinance has procedures that state that the Huntersville Police Department is responsible for the enforcement of nuisances. Having a nuisance ordinance within the Zoning Ordinance, which is enforced by the Planning Department, creates redundant language that is hard to enforce. The Planning Department's code enforcement officers are not able to enforce nuisance related complaints outside of normal working hours, unlike the Police Department.

The Planning Department is proposing removing nuisance language from the Zoning Ordinance to better clarify who is solely responsible for enforcement and to remove redundancies. The Code of Ordinances nuisance covers the same nuisances as the zoning ordinance while also going into further detail. The Huntersville Police Department has an interlocal agreement with Mecklenburg County to police and enforce the Huntersville Code of Ordinances in the Towns ETJ. This change would not add any additional duties to the Police Department as the Code of Ordinance is not being amended in any way. Currently, the Planning Department forwards any nuisance complaints to the Police Department. The day-to-day enforcement of nuisance complaints will not change.

PART 3: RELEVANT SECTIONS OF THE HUNTERSVILLE 2040 COMMUNITY PLAN

- TA23-08 is a clean-up item that removes redundancy between the Zoning Ordinance and the Code of Ordinance.

PART 4: STAFF RECOMMENDATION

Staff recommends approval of the proposed text amendment TA23-08 in order to clarify enforcement and remove redundancies within the Zoning Ordinance and the Code of Ordinances relating to nuisance items.

PART 5: HUNTERSVILLE ORDINANCE ADVISORY BOARD-

On December 7, 2023, The Huntersville Ordinances Advisory Board (HOAB) unanimously recommended approval (8-0).

PART 6: PUBLIC HEARING

The Public Hearing is scheduled to take place on February 5, 2024.

PART 7: PLANNING BOARD RECOMMENDATION

The Planning Board is scheduled for February 27, 2024.

PART 8: ATTACHMENTS

1. Text Amendment Application
2. Proposed Ordinance
3. HOAB Minutes

PART 9: STATEMENT OF CONSISTENCY – TA23-06

Planning Department	Planning Board	Board of Commissioners
APPROVAL: In considering the proposed amendment TA23-08, Planning Staff recommends approval based on consistency with all policies of the Huntersville 2040 Community Plan and compliance with State Statutes It is reasonable and in the public interest to amend the Zoning Ordinance because it complies with the Huntersville 2040 Community Plan and State Statutes.	APPROVAL: In considering the proposed amendment TA23-08, the Planning Board recommends approval based on the amendment being consistent with <u>(insert applicable plan reference)</u> It is reasonable and in the public interest to amend the Zoning Ordinance because...<i>(Explain)</i>	APPROVAL: In considering the proposed amendment TA23-08, the Town Board recommends approval based on the amendment being consistent with <u>(insert applicable plan reference)</u> It is reasonable and in the public interest to amend the Zoning Ordinance because...<i>(Explain)</i>
DENIAL: N/A	DENIAL: In considering the proposed amendment TA23-08, the Planning Board recommends denial based on the amendment being (consistent OR inconsistent) with <u>(insert applicable plan reference)</u>. It is not reasonable and in the public interest to amend the Zoning Ordinance because.... <i>(Explain)</i>	DENIAL: In considering the proposed amendment TA23-08, the Town Board recommends denial based on the amendment being (consistent OR inconsistent) with <u>(insert applicable plan reference)</u>. It is not reasonable and in the public interest to amend the Zoning Ordinance because.... <i>(Explain)</i>



Text Amendment Application

Date of Application 11/20/2023

Fee

See Current Town of Huntersville Fee Schedule for Text Amendment to the Zoning/Subdivision Ordinance

Type of Change

☐ New Addition to text of Zoning Ordinance / Subdivision Ordinance / Other

☒ Revision/Modification to text of Zoning Ordinance / Subdivision Ordinance / Other

Description of Change

Proposed text amendment will affect the following:

Ordinance(s): Zoning Article(s): Article 8 Section(s): Article 8.13

See Attached

Current Ordinance

See Attached

Proposed Text

See Attached

Reason for Proposed
Change

Attach additional pages if needed.

NOTE: If the proposed text amendment effects property located along Hwy 73; is 2000 feet from an adjoining municipality, and/or the Mountain Island and Lake Norman Watersheds, additional peer review is required.

Applicant

Printed Name Town of Huntersville Planning Department

☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: _____

Signature Brian Richards Date _____

Title Planning Director Email brichards@huntersville.org

Address of Applicant 105 Gilead Rd - 3rd Floor Huntersville, NC

Property Owner (if different than applicant)

* Printed Name _____

☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: _____

Signature _____ Date _____

Title _____ Email _____

Address of Property Owner _____

* Property owner hereby grants permission to the Town of Huntersville personnel to enter the subject property for any purpose required in processing this application.

Every owner of each parcel included in this application, or the owner (s) duly authorized agent, must sign this application. If signed by an agent on behalf of the Owner, this petition MUST be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION. **If additional space is needed for signatures, attach the Town of Huntersville Signature Addendum Form.**

Contact Information

**Town of Huntersville
Planning Department**
PO Box 664
Huntersville, NC 28070

Phone: 704-875-7000
Fax: 704-875-6546
Physical Address: 105 Gilead Road, Third Floor, Huntersville, NC 28078
Website: <https://www.huntersville.org/228/Planning-Department>

Date Received By Planning Department: _____

Staff Initials: _____

TA23-08: Article 8.13 Removal:

Noise and noxious fumes are covered by the Town Code of Ordinances as applicable in the municipal limits. The Town also has an interlocal agreement with Mecklenburg County to police and enforce ordinance requirements in the Town's ETJ. Therefore, Article 8.13 of the Zoning Ordinance is redundant. It also conflicts with the enforcement procedures set forth for such violations in the Town's Code of Ordinances. Finally, General police power authority is typically used to regulate such nuisances instead of development regulations. Code Enforcement officers are not available to investigate alleged code violations of this nature after normal business hours, but HPD officers are.

**AN ORDINANCE TO AMEND THE TOWN OF HUNTERSVILLE ZONING ORDINANCE TO
REVISE THE REGULATION OF NUISANCES**

Section 1. BE IT ORDAINED by the Board of Commissioners of the Town of Huntersville, North Carolina, that Article 8.13 of the Zoning Ordinance, Regulation of Nuisances, is hereby amended as follows:

8.13 Regulation Of Nuisances Reserved

- ~~1. Noise. No use shall be operated so as to generate recurring noises that are unreasonably loud, cause injury, or create a nuisance to any person of ordinary sensitivities. No nonresidential use shall be operated so as to generate any noise in an adjacent residential, research, or office-institutional district, as detected in that district without instruments, that is louder than the noise which could be generally expected from uses permitted in that district.~~
- ~~2. Fumes and Odors. No use shall emit fumes, gasses, or odors in concentrations or amounts that cause injury or create a nuisance to any person of ordinary sensitivities on another property.~~
- ~~3. Vibration. No use shall be operated so as to generate inherent or recurring ground vibrations detectable at the property line without instruments.~~

Section 2. This ordinance shall become effective upon adoption.

HUNTERSVILLE ORDINANCE ADVISORY BOARD:

PLANNING BOARD:

TOWN BOARD:

**AN ORDINANCE TO AMEND THE TOWN OF HUNTERSVILLE ZONING ORDINANCE TO
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- ~~3. Vibration. No use shall be operated so as to generate inherent or recurring ground vibrations detectable at the property line without instruments.~~

Section 2. This ordinance shall become effective upon adoption.

**HUNTERSVILLE ORDINANCE ADVISORY BOARD:
PLANNING BOARD:
TOWN BOARD:**

Minutes of the Town of Huntersville Ordinance Advisory Board

The Town of Huntersville Ordinance Advisory Board met in person at 3:30 p.m. on Thursday, December 7, 2023.

Call to Order/Roll Call

Vice-Chairwoman Jones called the meeting to order at 3:30 pm.

Voting Members Present: K. Jones, M. Jones, S. Harrington, M. Pollard, F. Gammon, J. Palillo, J. Kluttz, and H. Whittaker

Voting Members Absent: A. Hallman

Non-Voting Members Present: Commissioner Bergman, B. Richards, T. Barron, and E. Sloop.

Non-Voting Members Absent: None

Approval of Minutes

Item 2A. Consider approval of the October 5, 2023, Regular Meeting Minutes

M. Jones made a request to amend the October 5, 2023, to make his comments verbatim.

Motion: S. Harrington made a Motion to Approve the October 5, 2023, regular meeting minutes as amended. M. Pollard seconded the motion.

Vote: The motion passed unanimously (8-0).

Public Comments

None

Action Agenda

4A. Consider a recommendation on petition #TA23-08, a request by the Huntersville Planning Department for a text amendment to remove Article 8.13 Regulation of Nuisances as noise and noxious fumes are covered by the Town Code of Ordinances.

N. Farber, Planner II reviewed the proposed text amendment.

H. Whittaker asked if this being located in the Zoning Ordinance is a tool that would have some benefits for enforcement. Staff confirmed they have reviewed this and found that it is not a necessary tool.

F. Gammon asked if this has been enforced. Staff confirmed that it has not been enforced by the Zoning Ordinance, the police have enforced this through Code of Ordinances within the Town and ETJ.

M. Jones commented that there is a current email circulating from the UNC School of Government related to police power in the ETJ so that leads him to ask, if that agreement and if our Code of Ordinances complies with our authority, case law, constitutional limits, etc. E. Sloop responded that the email from today is relative to abatement and does not apply to the discussion today. The Town Code of Ordinances does comply with our police power agreement.

Motion: J. Kluttz made a Motion to recommend Approval of TA23-08, a request by Huntersville Planning Department for a text amendment to remove Article 8.13, Regulation of Nuisances as noise and noxious fumes are covered by the Town Code of Ordinances. H. Whittaker seconded the motion.

The motion passed unanimously (8-0).

Other Business

K. Jones thanked and acknowledged F. Gammon's serving as Planning Board representative to the Ordinance Advisory Board and then welcomed S. Hensley as the new Planning Board representative to the Ordinance Advisory Board.

M. Jones presented F. Gammon with a plaque on behalf of the Ordinance Advisory Board.

F. Gammon thanked the Board and commented that he hopes that the Town keeps the Board. He commented that he has learned a lot attending the Ordinance Advisory Board meetings even prior to serving on it and items are well reviewed prior to coming to the Planning Board.

K. Jones then introduced Commissioner Bergman as the new representative to the Ordinance Advisory Board with Commissioner Quarles as her backup.

M. Pollard commented that there are two items that he would like the Board to take a close look at that perhaps have been reviewed in the past, one of those is street stubs which are counter to complete streets. They do not include sidewalks for disabled, mothers with young children and strollers, and the elderly to have the ability to safely walk. He would like to see if the Board would consider discussion of the item to have complete streets versus stubs to potential developments waiting on economic development.

M. Pollard continued that he would like to consider ways to address blight, properties within the Town core or areas where it could have economic impact on adjacent neighbors, houses that have been abandoned and depleted with no intent of ever changing or burned down houses have not been addressed in a timely manner. E. Sloop responded that there is a Minimum Housing Code enforced by Mecklenburg County that addresses blight, unsightly, or uninhabitable homes. If there is an uptick in that then we may need to address that with the County.

K. Jones commented that her understanding of the process involved the County and then the Town regarding taking action. E. Sloop commented that there is a process which involves a

hearing and a determination which is then up to the owner to repair or demolish based on the determination. If the owner does not take those steps, then it falls to the County and sometimes the Town to take action which can be in the form of abatement or another process. M. Pollard followed up that he would like to see the Town put some stronger teeth behind the process so that things are followed up on in a more timely manner. Staff encouraged members of the Board to inform them of houses they felt this applied to so that they could review and identify if action should be taken or is being taken by the appropriate parties.

Adjourn

Motion: S. Harrington made a Motion to Adjourn. J. Palillo seconded the motion.

Vote: The motion passed unanimously (8-0).

Approved this ____ day of _____ 2023.

Chair or Vice Chair

Board Secretary

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Pattie McGinnis, Finance Director

Date: February 5, 2024

Subject: Public Hearing - Installment Financing Contract

EXPLAIN REQUEST:

Conduct public hearing to discuss the Town's plan to enter into an installment financing contract in connection with the issuance of limited obligation bonds to pay the capital costs of construction, equipping and furnishing of a new Town Hall and renovation, and improvements to the existing Town Hall building, and to pay the cost related to entering into financing. The amount of the financing is not to exceed \$32 million. The \$32 million is estimated to account for the \$30 million building and related issuance costs including potential bond discount.

ACTION RECOMMENDED:

Conduct Public Hearing

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

None

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Bobby Williams, Assistant Town Manager

Date: February 5, 2024

Subject: Guaranteed Maximum Price Proposal for New Town Hall Project

EXPLAIN REQUEST:

Edifice, LLC has prepared a Guaranteed Maximum Price ("GMP") proposal for the new Town Hall Project.

ACTION RECOMMENDED:

Adopt Guaranteed Maximum Price Proposal.

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

1. Exhibit A - Huntersville New Town Hall GMP Proposal
2. Exhibit B - Schedule of Work
3. Exhibit E - Schedule of Values
4. Exhibit H- Construction Documents

New Town Hall

The Town of Huntersville
101 Huntersville Concord Road
Huntersville, NC 28078

GMP Proposal Exhibit A

Construction Services

January 29th , 2024



4111 South Boulevard
Charlotte, NC 28209
www.edificeinc.com

Huntersville Town Hall

Exhibit A – GMP Proposal – Table of Contents

- Attachment 1 – GMP Cost Worksheet
- Attachment 2 – GMP Proposal Clarifications
- Attachment 3 – Project VE Tracker



Huntersville Town Hall Construction GMP Worksheet

Town of Huntersville, NC

	Description	New Construction GMP Contract
	Final Cleaning	\$ 54,834
	Survey	\$ -
	Cast-In-Place Concrete	\$ 861,896
	Masonry	\$ 1,705,000
	Steel	\$ 1,984,203
	Millwork	\$ 448,690
	Waterproofing and Caulking	\$ 237,860
	Roofing	\$ 350,000
	Spray Fireproofing	\$ 47,365
	Metal Panel Fascia & Prefab Canopies	\$ 117,204
	Doors and Hardware	\$ 343,405
	Glass	\$ 812,500
	Drywall	\$ 2,020,000
	Acoustical Ceilings & Wall Panels	\$ 360,794
	Hard Tile	\$ 223,733
	Flooring	\$ 197,448
	Paint	\$ 123,660
	Specialties	\$ 93,398
	Signage (TCO) Allowance	\$ 4,500
	Window Treatments	\$ 46,660
	Elevator	\$ 324,998
	Fire Suppression	\$ 271,750
	Plumbing	\$ 881,900
	HVAC	\$ 1,830,920
	Electrical	\$ 2,270,338
	BDA Allowance	\$ 45,000
	Sitework + Courtyard	\$ 3,684,332
	Sitework Unsuitable Soils Allowances	\$ 278,979
	Landscape and Irrigation Allowance	\$ 116,000
	Accepted Alternates, Reconciliation, Cost Savings	\$ (714,092)
	Existing Town Hall Renovation Allowance	\$ 1,500,000
	Subtotal Direct Cost:	\$ 20,523,275
	General Conditions	\$ 1,881,651
	Design Administration during Construction	\$ 414,000
	Design-Builder Contingency LS	\$ 707,000
	General Liability Insurance	\$ 223,200
	Builders Risk Insurance	\$ 86,800
	Tech Fee	\$ 62,000
	Pollution & PL Insurance	\$ 12,400
	SDI 1.25% (Not on Reno Allowance)	\$ 249,609
	Building Permit Allowance	\$ 44,698
	Tap Fee (Impact fee by owner)	included with Site Bid
	Payment & Performance Bond	\$ 326,875
	Cost of Construction:	\$ 24,531,508
	DesignBuild Fee 5%	\$ 1,218,521
	Owner's Contingency	\$ 400,000
	EDIFICE Construction Contract Value:	\$ 26,150,029
	Owner Soft Costs :	\$ 1,669,612
	Design Fees & Preconstruction Fees:	\$ 2,177,414
	Town of Huntersville Total Project Cost:	\$ 29,997,055

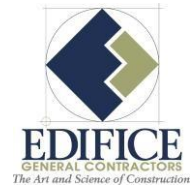
Attachment 2 – GMP Proposal Clarifications

General

1. This GMP package agreement coincides with the DBIA 530 and DBIA 535 contract to include the full cost of construction as outlined in GMP Worksheet Summary.
2. The previous agreements between EDIFICE and the Town of Huntersville for Design Builder design services are complete. The Town of Huntersville has verified that the current documents for construction are included in this GMP Package (reference Exhibit H, Construction Documents) and meet all program criteria requirements.
3. The GMP package is based off plans and specifications referenced in Exhibit H.
4. Pricing includes all applicable sales taxes.
5. Pricing includes all insurances necessary to perform the contract scope of work.
6. Contractor's Insurance is to be considered cost of work at the following rates:
 - General Liability 0.90%
 - Builder's Risk 0.35%
 - Professional Liability and Pollution 0.05%
7. Pricing includes all Edifice oversight and management.
8. Costs for all building permits are being carried as allowance totaling the sum of \$44,637.00. All building permit fees associated with this project will be paid for from the allowance fund. Any permit costs overages are the responsibility of the owner. Any savings from the permit allowance is returned in full to the owner.
9. All system development fees associated with impacts, development, utilities relocations, utility set up costs and meters have not been included in this GMP package. These costs are being carried separately by the Town of Huntersville (owner).
10. Utility taps are included in this GMP. Impact fees will be paid for by the Town of Huntersville.
11. Cost of bringing any utilities into the site, which includes but is not limited to gas, electric, phone, cable, fiber, and internet have not been included. All services should be brought into the site by the responsible utility entity to a meter or transformer. Phone, cable, internet, and fiber should be brought into the appropriate IT closet. Raceways or conduits for the services above are included as shown in the documents.
12. Any costs to provide and install a new primary building transformer, power feeds to the transformer from main supply lines near the site, and other associated work to bring power into the site is the responsibility of the utility company. We have included concrete pads for the transformers and raceways/conduit/sleeves for the Energy company as shown on the civil drawings. All work associated with the primary underground electrical feed to the transformers (by others) is the responsibility of the utility company.
13. All work is priced during typical business hours (7am – 5pm). Work hours will be coordinated between Edifice, The Town of Huntersville and the authorities having jurisdiction.
14. We have excluded any abatement or removal of hazardous or contaminated waste/materials

- if encountered on site or within the administration.
15. The Town of Huntersville is carrying all their own soft cost funding. The following construction related items are not included in this GMP proposal:
 - a. Project Testing and special inspections
 - b. Geotechnical Reports or Surveys
 - c. Mold, lead, asbestos, survey, testing, and abatement
 - d. Sound Systems
 - e. Televisions
 - f. Projection Screens
 - g. Access Control, Security Systems, and Cameras
 - h. Furniture
 - i. Interior and Exterior Signage and way finding signs.
 - j. Data/Telecom/Structural Cabling with testing. J hooks and cable trays as needed for data cabling will be by telecom subcontract held by the owner.
 - k. Moving or relocation of Town furnishings
 - l. Vinyl wall coverings
 - m. Art and history pieces
 - n. Exterior Site Furnishings such as benches, tables, trash cans, chairs.
 - o. Electric vehicle charging stations.
 - p. Building commissioning
 - q. Residential appliances
 16. Any NCDOT and required encroachment permits are not included (if required).
 17. Asphalt prices are subject to escalation based on the current NCDOT pricing index price for AC binder at the time of this executed GMP package.
 18. Any work associated with a fire suppression water storage tank and pump have not been included.
 19. Third party building code minimum commissioning is not included. The Town is required to purchase these services.
 20. Test and Balance will be by mechanical contractor. Edifice and the mechanical subcontractor will coordinate with the building commissioning agent throughout the project.
 21. Pricing is based on an occupancy classification as noted on the plans. Only components related to life safety equipment will have seismic restraint if required. Design and Inspection of any required seismic restraints per the drawings will be by the designers and/or third-party inspector.
 22. Third party Underwriters Laboratories (UL) labeling of any specified item or owner supplied item that does not come labeled is not included.
 23. A construction contingency has been included. Construction Contingency will be used for various uses during the construction phase of the project which includes but not limited to scope gaps in the bidding of the project, correct deficient work, defaulting subcontractors, design errors, unforeseen items, acceleration, items that have been shown but are not shown in full detail, and any other items that the design builder deems appropriate for the project. Construction contingency requests will be submitted accordingly for acknowledgement and record keeping for the Town.

Attachment 2 – GMP Proposal Clarifications



24. Edifice has carried an Owner's Contingency, separate from the Construction Contingency, in the amount of \$400,000 in this GMP package. Any scope additions or changes would be funded by this Owner's Contingency. Fees, bonds, insurance, general conditions, Subcontractor Default Insurance (SDI) and cost of work items will be added as part of and from within the Owner's Contingency.
25. Project submittals will be transmitted digitally from our project management platforms.
26. No security personnel or surveillance systems have been included.
27. Additional cost of work items and their rates that correspond with paragraph 6 of the DBIA #530 contract are as follows:
 - a. Cost of materials and equipment suitably stored off the site at a mutually acceptable location, subject to Owner's approval.
 - b. Costs of communication services including: cell phones, site phone and internet serviced, document reproductions and delivery charges.
 - c. Expenses of the Design Builder's supervisory or administrative personnel incurred while traveling in discharged of duties connected with the work, including but not limited to: Superintendents' vehicle and fuel, Project Manager's vehicle and fuel and the meals.
 - d. Costs incurred in taking action to prevent threatened damage, injury, or loss, in case of an emergency affecting the safety of persons and property.
28. Subcontractor Default Insurance at a rate of 1.25% of the subcontract value has been included. The rate of 1.25% is not added into the 1.5 million future upfit of existing Town Hall or design fees.
29. We have included a payment and performance bond at a rate of 1.25% of the total contract value.
30. Costs for electronics equipment, and software, directly related to the Work and Located at the site and design builders' office. Costs associated with electronics and software are to be considered cost at the reimbursable rate of 0.25% of the cost of work.
31. We have included costs associated with the mockup if a mockup is shown in the project construction documents. The mockup shall be for constructability and workmanship review, not for review and release of materials. Project material selections should be complete prior to this mockup. Non long lead time material selections within the mockup can be amended accordingly by the project team.
32. LEED requirements and or project registration fees are not included. This is not a LEED certified, Green Globes, or a sustainable certified project of any sort.
33. We have not included any third-party photographic documentation for preconstruction, periodic construction, or final completion. Edifice will take progress photos and videos throughout the project and share as requested.
34. Closeout procedures, demonstration and training format and turnover will be mutually agreed between Edifice and the Town of Huntersville.
35. We have not included any underpinning or shoring systems. None shown on drawings.
36. We have not included any dewatering systems. None shown on drawings.
37. No deep foundations or ground improvement systems have been included; it is assumed that the existing areas have adequate bearing pressure for new structures per the drawings and

Attachment 2 – GMP Proposal Clarifications

- site specific Geotech report.
38. We have not included any remedial work to be done to the subgrade to achieve the proper bearing capacity. This includes mechanically drying, lime or cement stabilization. Existing soil capacity is assumed to meet design requirements for both drives and building pads. It should be noted that this GMP package includes \$278,979 dollars for unsuitable soil as they become present during construction.
 39. No provisions have been included for concrete admixtures if required for schedule acceleration.
 40. No provisions have been included for climate control to install concrete in inclement weather or during lower temperatures.
 41. Wet curing of concrete has been excluded.
 42. We have excluded sandblasting or a fine texture rub/patch finish of any concrete. None has been shown or called for on the plans.
 43. Drywall costs are based on a level 4 finish for walls and ceilings exposed to view. Level 5 finish will be provided if clearly defined locations are shown on the contract documents.
 44. We have included interior non-load bearing studs sized in accordance with manufacturer's standard engineering tables to achieve the greatest cost savings to the non-load bearing scope of work package.
 45. We have excluded any vapor or moisture mitigation products if required to be installed over concrete surfaces to achieve adhesion with floor finish material.
 46. We have included interior signage required to achieve a certificate of occupancy. Additional signage packages and directories including building and address signage and site way finding signage is by others. An allowance has been carried to cover this work and will be coordinated later in the project timeframe. All room signage will be covered by the signage allowance. The signage package should be coordinated by the project team in advance to be installed prior to substantial completion.
 47. A sprinkler system per plans has been included which is based on an adequate water supply and pressure being available to the site. No provisions for a fire pump, storage tank or enclosure have been included. No additional off-site utility work to get to an adequate source has been included. Pre-Action and Clean agent deployment has been included in server room 371. Currently the GMP does not include a pre-action system in the data rooms. Reference bid alternate # 6 that has been rejected.
 48. We have excluded heat tracing of below grade piping unless specifically indicated on the plans.
 49. We have not included temporary or permanent equipment to condition air for drywall installation or any other products or systems prior to the running of permanent HVAC equipment. Job site conditions will be evaluated as needed during construction. If additional equipment or measures are needed for certain work to take place the owner, architect and Edifice will review all options on how this can be achieved. Drywall will be installed prior to having conditioned air in the building. Edifice will make sure areas are dry and protected from weather elements and will remove and replace any damaged or wet drywall affected by weather.

Attachment 2 – GMP Proposal Clarifications

50. GMP is based on the following items provided and installed by the owner: Security, voice and data, cameras, Audio-video systems, projectors mounts, speakers, CATV, Structured cabling (Data cabling), TV's, furniture, and fixtures. Conduit for low voltage is included per the plans. Conduit raceways will be provided at all inwall locations, hard ceiling and open ceiling areas to the closest accessible ceiling location. Pathways and J hooks above accessible ceilings are by the data subcontract which is outside this scope of work.
51. Site lighting (Parking lot, Driveway and Street) is excluded. All parking lot site lighting will be furnished and installed by the utility provider and leased back to building end users. Edifice will provide underground conduit for these lights as shown on the civil drawings.
52. Edifice includes rough-in of all boxes, raceway conduit (provided with pull stings), etc. as shown in the contract documents for audio visual, security, telecom/data, and telephone only. Edifice has excluded all low voltage wiring, front-end equipment and finish devices including but not limited to; CAT6, fiber, network/security and AV cabling, cameras, projector screens, speakers, network/data/av/phone/coaxial cable outlets, racks, TV's, patch panels, card readers, wireless access points, etc.
53. We have included a fire alarm system. This includes all wiring, and devices that were indicated on the bid documents. We have excluded allowances for additional devices if required by fire marshal or other authority having jurisdiction. Fire Alarm wiring will be furnished and installed as red MC cabling.
54. If an Allowance is used up, Edifice reserves the right, with approval from the Town, to utilize unused funds from other allowances. If all Allowances are exceeded, Edifice reserves the right to negotiate in good faith with the Town on additional funds to satisfy the work associated with those allowances.
55. Pricing is based on a minimum of three acceptable manufacturers for each product or component unless an owner preferred alternate has been accepted. The basis of design specifications is to include three acceptable specific products with accompanying model or part number. The three products should all perform in a way acceptable to the Owner and Designers. This clarification is included to help the trade contractors pricing and promote competition amongst the specified items.
56. Subcontractor pricing is good for 120 calendar days from bid opening.
57. All exterior aluminum colors and finishes should be per the manufacturer's standard finishes.
58. Interior manual roller shades by are included at the locations shown on the drawings. Interior electrified shades in the chamber has been included.
59. Structural Steel will not be primed.
60. The metal canopies will be provided with a Kynar finish. The building canopies on the courtyard elevation and parking lot elevation will be prefabricated aluminum metal canopies.
61. We have included interior non-load bearing studs sized in accordance with the manufacturer's standard engineering tables.
62. Street Tree wells will be installed per detail "Tree Pit with grate in sidewalk" on C8.04. Silva Cells have not been included.
63. Requirements for the Future Bi-Directional Amplifier (BDA) system is not able to be determined until the building is enclosed. Therefore, this GMP has an allowance for a future

Attachment 2 – GMP Proposal Clarifications

BDA system if required of \$45,000. The GMP package does include testing to determine if a system will be required.

64. Road improvement work on Highway 115 has been removed from the scope of work and not included in this GMP package. This work is not required by DOT.
65. This GMP does not include replacement or repair of existing roads, curbs, sidewalks, plantings of existing areas of work not shown in the contract documents.
66. Solid wall HDPE in lieu of schedule 40 pipe has been included for secondary site drainage. The grates in the courtyard will be 12”.
67. The proposed retaining headwall/end wall at the BMP will be a precast manufactured flared end section not concrete retaining wall see on C4.03.
68. Watering of plants and grasses has been included until substantial completion is achieved.
69. Reference Exhibit 3 – VE Tracker for items that were accepted and incorporated in the GMP.
70. The following bid day alternates have been accepted by the Town of Huntersville and been incorporated in this GMP package. Any alternates not listed below are not currently in the GMP Package or cost of the project:
 - a. Alternate 1 – Add Median at Drive exit from Parking to Huntersville Concord Road
 - b. Alternate 2 – Upfit Flex Spaces with ceilings and Floor finishes.

71. Wages or salaries of the Construction Manager’s supervisory and administrative personnel as noted below will be considered actual cost at the following rates funded from the general conditions:

The following agreed upon stated rates for personnel shall be include in the cost of work as follows:

- | | |
|-----------------------------|----------------------|
| • Project Executive | \$ 5,320/week @ 20% |
| • Project Manager | \$ 4,440/week @ 100% |
| • Assistant Project Manager | \$ 2,865/week @ 100% |
| • Superintendents | \$ 4,120/week @ 100% |
| • Project Assistant | \$ 1,986/week @ 33% |
| • Construction Manager | \$ 4,585/week @ 20% |

Cost shall commence approximately 2 (two) weeks prior to the start of construction and conclude upon Final Completion. The above stated rates include are to be considered actual Cost of Work at the reimbursable rate

Attachemnt 3 – Project VE Tracker



Huntersville Town Hall Town of Huntersville Huntersville, NC

ACCEPTED VE TRACKER FOR GMP Package 1/20/24

Item	Description	Item Description	Total	Status (P,E,A,R)	Accepted	Rejected	Included in GMP
	<u>BID ALTERNATES</u>						
1	Alternate 1 - Add Median at Drive exit from Parking to Huntersville-Concord Road	Included in Site Scope of work	\$47,000	I	\$ -	\$ -	\$ 47,000
2	Alternate 2 - Upfit Flex Spaces with Ceiling & Floor Finishes	Accepted by owner	\$45,388	A	\$ 45,388	\$ -	\$ -
3	Alternate 3 - Add Ballistic Treatment to Transaction Window & drywall surround	Rejected - Not included in GMP Package	\$40,000	R	\$ -	\$ 40,000	\$ -
4	Alternate 4 - Add Pre-fabricated Sound Panels at Elevator Surrounds	Rejected - Not included in GMP Package	\$80,040	R	\$ -	\$ 80,040	\$ -
5	Alternate 5 - Utilize Acoustibuilt seamless acoustical ceiling for ACT-3 in lieu of Calla at Main Lobby	Rejected - Not included in GMP Package	\$70,765	R	\$ -	\$ 70,765	\$ -
6	Alternate 6 - Add Pre-Action system in lieu of standard wet pipe system in IT closets	Rejected - Not included in GMP Package	\$24,000	R	\$ -	\$ 24,000	\$ -
7	Alternate 7 - Alternate planting plan at BMP	Pending - Not included in GMP Package	\$16,000	R	\$ -	\$ 16,000	\$ -
	<u>EARLY BID PACKAGES:</u>						
1	Briegan Concrete - Drawing Reconciliation to Current Set		(\$5,715)	A	\$ (5,715)	\$ -	\$ -
2	North State Steel - Drawing Reconciliation to Current Set		(\$55,259)	A	\$ (55,259)	\$ -	\$ -
3	North State Steel - Picket Rail per design in lieu of Decorative Glass Per Owner Design		(\$12,945)	A	\$ (12,945)	\$ -	\$ -
4	North State Steel - Remove prime painting of all structural steel		(\$14,310)	A	\$ (14,310)	\$ -	\$ -
5	Piedmont Roofing - Drawing Reconciliation to Current Set		(\$39,130)	A	\$ (39,130)	\$ -	\$ -
6	Piedmont Roofing - Remove Coverboard from Roof (not required)		(\$13,000)	A	\$ (13,000)	\$ -	\$ -
7	TRCE - Drawing Reconciliation (Permit required comments)		\$11,634	A	\$ 11,634	\$ -	\$ -
8	TRCE - Fire Alarm from full conduit to MC Cable system		(\$9,600)	A	\$ (9,600)	\$ -	\$ -
9	TRCE - Run branch home run in conduit but the rest in MC Cable		(\$11,500)	A	\$ (11,500)	\$ -	\$ -

Attachement 3 – Project VE Tracker

10	Pedulla - Deduct Light Pole Bases - by Electrician		(\$17,000)	A	\$ (17,000)	\$ -	\$ -
11	Pedulla - Delete conduit by other trades		(\$17,000)	A	\$ (17,000)	\$ -	\$ -
12	Pedulla - Delete Waterproofing carried in bid		(\$4,000)	A	\$ (4,000)	\$ -	\$ -
13	Pedulla - Delete Tree Grates & Frames if by Landscaping		(\$31,000)	A	\$ (31,000)	\$ -	\$ -
14	Pedulla - Use Meck County typical detail in lieu of Silva Cells		(\$44,000)	A	\$ (44,000)	\$ -	\$ -
15	Pedulla - HWY 115 work (no longer required)		(\$242,000)	A	\$ (242,000)	\$ -	\$ -
16	Pedulla - Solid wall hdpe in lieu of sch 40 for secondary drainage & use 12" grates in lieu of 18" grates		(\$23,000)	A	\$ (23,000)	\$ -	\$ -
17	Pedulla - Drawing Reconciliation		(\$69,568)	A	\$ (69,568)	\$ -	\$ -
18	Pedulla - Delete installation and removal of added stone laydown area (per site logistic plan)		(\$24,000)	A	\$ (24,000)	\$ -	\$ -
19	Pedulla - Remove Endwall/Headwall to Flared End Section at BMP		(\$25,500)	A	\$ (25,500)	\$ -	\$ -
20	Pedulla/Edifice - Reduce Rock/Soil Allowances - Reduce Undercut recommendation from 3' to 2'		(\$114,489)	I	\$ -	\$ -	\$ (114,489)
21	Delete Composite Cleanup Crew from Subs, Edifice to manage cleaning budget		(\$44,874)	A	\$ (44,874)	\$ -	\$ -
22	Modular Designs - Delete 50 #50 bags of Leveling (scope level)		(\$4,700)	A	\$ (4,700)	\$ -	\$ -
23	Lomax Tile - Change the floor grout from epoxy to cementitious grout		(\$8,078)	A	\$ (8,078)	\$ -	\$ -
24	MCI - Eliminate Spec Section 233113-3.9. Use Industry Standard		(\$54,935)	A	\$ (54,935)	\$ -	\$ -
	Cost Savings Total				\$ (714,092)		

Huntersville Town Hall Exhibit B - Schedule of Work

HTH-000 - Huntersville Town Hall Baseline Draft						All Activities 11x17																									
Activity ID	Area	Activity Name	Original Duration	Remaining Duration	Start	Finish	2024												2025												2026
							Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		
Milestones			739	739	13-Nov-23	20-Nov-25																									
No Building			739	739	13-Nov-23	20-Nov-25																									
No Area			739	739	13-Nov-23	20-Nov-25																									
M1000		Notice to Proceed - Early Trade Packages	0	0	13-Nov-23		Trade Packages																								
M1010		Notice to Proceed	0	0	20-Mar-24		◆ Notice to Proceed																								
M1020		Substantial Completion	0	0		20-Oct-25																									
M1030		Final Completion	0	0		20-Nov-25																									
General Conditions			178	178	13-Mar-25	20-Nov-25																									
No Building			178	178	13-Mar-25	20-Nov-25																									
No Area			178	178	13-Mar-25	20-Nov-25																									
GC1020		Dry In	0	0	13-Mar-25																										
GC1100		Gas Meters by Local Utility	2	2	13-May-25	14-May-25																									
GC1110		Stormwater As-Built Survey	2	2	17-Jun-25	18-Jun-25																									
GC1120		Submit Stormwater As-Built Survey to County	5	5	19-Jun-25	25-Jun-25																									
GC1030		Permanent Power Inspection	2	2	24-Jun-25	25-Jun-25																									
GC1040		Permanent Power	2	2	26-Jun-25	27-Jun-25																									
GC1130		Review & Approve Stormwater As-Built Survey	20	20	26-Jun-25	24-Jul-25																									
GC1050		Startup Mechanical Equipment for Conditioned Air	8	8	30-Jun-25	10-Jul-25																									
GC1060		Conditioned Air	2	2	11-Jul-25	14-Jul-25																									
GC1070		Concrete Moisture Content Control for Floor Coverings	7	7	15-Jul-25	21-Jul-25																									
GC1140		Record Plat	3	3	25-Jul-25	29-Jul-25																									
GC1080		CM Punch List	10	10	07-Oct-25	20-Oct-25																									
SE1910		Architect/Engineer Final Inspection & Punch List	5	5	21-Oct-25	27-Oct-25																									
SE1920		O&M Manuals, Warranties & Closeout Documents	23	23	21-Oct-25	20-Nov-25																									
SE1930		Punch List	14	14	28-Oct-25	14-Nov-25																									
SE1940		Final Cleaning	4	4	17-Nov-25	20-Nov-25																									
Inspections			50	50	28-Jul-25	06-Oct-25																									
No Building			50	50	28-Jul-25	06-Oct-25																									
No Area			50	50	28-Jul-25	06-Oct-25																									
I1000		Final Mechanical Inspection	1	1	28-Jul-25	28-Jul-25																									
I1040		Final Electrical Inspection	1	1	26-Aug-25	26-Aug-25																									
I1030		Final Plumbing Inspection	1	1	10-Sep-25	10-Sep-25																									
I1010		Preliminary Life Safety & Hydrostatic Test & Inspection	2	2	30-Sep-25	01-Oct-25																									
I1020		Final Life Safety Inspection	1	1	02-Oct-25	02-Oct-25																									
I1050		Final Building Inspection	2	2	03-Oct-25	06-Oct-25																									
Testing, Adjusting & Balancing			20	20	26-Aug-25	23-Sep-25																									
No Building			20	20	26-Aug-25	23-Sep-25																									
No Area			20	20	26-Aug-25	23-Sep-25																									
TAB1000		Testing, Adjusting & Balancing	15	15	26-Aug-25	16-Sep-25																									
TAB1010		Engineer TAB Report Review	5	5	17-Sep-25	23-Sep-25																									
Construction			389	389	20-Mar-24	29-Sep-25																									
Site Work			311	311	20-Mar-24	09-Jun-25																									
Site Work			311	311	20-Mar-24	09-Jun-25																									
Actual Work Remaining Work Critical Remaining Work			Page 1 of 12			Notice to Proceed: March 20, 2024 Final Completion: November 20, 2025 Contract Time: 611 Calendar Days			EDIFICE GENERAL CONTRACTORS The First and Second of Construction			Date 26-Jan-24		Revision Baseline Draft		Checked		Approved													

Huntersville Town Hall Exhibit B - Schedule of Work

HTH-000 - Huntersville Town Hall Baseline Draft																		All Activities 11x17													
Activity ID	Area	Activity Name	Original Duration	Remaining Duration	Start	Finish	2024												2025												2026
							Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		
S1000	Site	Construction Fence	2	2	20-Mar-24	21-Mar-24	Construction Fence																								
S1010	Site	Erosion Control Phase I - Silt & Tree Protectoin Fence	3	3	22-Mar-24	26-Mar-24	Erosion Control Phase I - Silt & Tree Protectoin Fence																								
S1020	Site	Erosion Control Phase I - Temporary Construction Entrance	3	3	22-Mar-24	26-Mar-24	Erosion Control Phase I - Temporary Construction Entrance																								
S1030	Site	Site Demolition	8	8	27-Mar-24	05-Apr-24	Site Demolition																								
S1040	Site	Erosion Control Phase I - Temporary Skimmer Sediment Basin	10	10	08-Apr-24	19-Apr-24	Erosion Control Phase I - Temporary Skimmer Sediment Basin																								
S1070	Site	Clearing & Grubbing	5	5	22-Apr-24	26-Apr-24	Clearing & Grubbing																								
S1080	Site	Erosion Control Phase II - Mass Grading	15	15	29-Apr-24	17-May-24	Erosion Control Phase II - Mass Grading																								
S2000	Site	24" RCP Storm Drainage Jack & Bore	8	8	29-Apr-24	08-May-24	24" RCP Storm Drainage Jack & Bore																								
S1150	Site	6" DIP Facility Sanitary Sewer Jack & Bore	8	8	09-May-24	20-May-24	6" DIP Facility Sanitary Sewer Jack & Bore																								
S1180	Site	Fire Water Backflow to Fire Riser 132	5	5	20-May-24	24-May-24	Fire Water Backflow to Fire Riser 132																								
S1090	Site	Erosion Control Phase II - Storm Drainage	12	12	21-May-24	06-Jun-24	Erosion Control Phase II - Storm Drainage																								
S1500	Site	Topsoil & Prep. for Grassing	10	10	28-Apr-25	09-May-25																									
S1940	Site	Site Furnishings	5	5	28-Apr-25	02-May-25																									
S1510	Site	Exterior Plants	10	10	12-May-25	23-May-25																									
S1560	Site	Lawn & Grasses	10	10	27-May-25	09-Jun-25																									
Parking Lot			37	37	07-Mar-25	28-Apr-25																									
S1530	Park	Fine Grade Parking Lot	5	5	07-Mar-25	13-Mar-25																									
S1380	Park	FRP Curb & Gutter Parking Lot	5	5	21-Mar-25	27-Mar-25																									
S1400	Park	Stone & Prep. Asphalt Paving Parking Lot	5	5	28-Mar-25	03-Apr-25																									
S1440	Park	FRP Sidewalks Parking Lot	3	3	28-Mar-25	01-Apr-25																									
S1450	Park	Asphalt Paving Intermediate Course Parking Lot	3	3	04-Apr-25	08-Apr-25																									
S1580	Park	Asphalt Paving Tack Coat	5	5	09-Apr-25	15-Apr-25																									
S1590	Park	Cure Asphalt Paving to Parking Lot Striping	7	7	16-Apr-25	22-Apr-25																									
S1480	Park	Parking Lot Striping	2	2	23-Apr-25	24-Apr-25																									
S1520	Park	Parking Lot & Site Code Mandated Room Signage	2	2	25-Apr-25	28-Apr-25																									
Building			346	346	20-May-24	29-Sep-25																									
Structure & Exterior			224	224	20-May-24	07-Apr-25																									
SE1060	Struct/Ext.	FRP Footings	20	20	20-May-24	17-Jun-24	FRP Footings																								
SE1000	Struct/Ext.	FRP Elevator Pit Slab	3	3	20-May-24	22-May-24	FRP Elevator Pit Slab																								
SE1020	Struct/Ext.	FRP Elevator Pit Walls	3	3	23-May-24	28-May-24	FRP Elevator Pit Walls																								
SE1030	Struct/Ext.	Waterproof Elevator Pit Walls	2	2	29-May-24	30-May-24	Waterproof Elevator Pit Walls																								
SE1050	Struct/Ext.	Backfill Elevator Pit Walls	1	1	31-May-24	31-May-24	Backfill Elevator Pit Walls																								
SE1080	Struct/Ext.	CMU Below Grade Foundation Walls	5	5	18-Jun-24	24-Jun-24	CMU Below Grade Foundation Walls																								
SE1090	Struct/Ext.	Facility Sanitary Sewer Piping Underground	8	8	25-Jun-24	05-Jul-24	Facility Sanitary Sewer Piping Underground																								
SE1100	Struct/Ext.	Electrical Feeder Underground	5	5	08-Jul-24	12-Jul-24	Electrical Feeder Underground																								
SE2130	Struct/Ext.	Electrical Branch Underground	3	3	15-Jul-24	17-Jul-24	Electrical Branch Underground																								
SE1110	Struct/Ext.	Stone & Prep. Slab on Grade	3	3	18-Jul-24	22-Jul-24	Stone & Prep. Slab on Grade																								
SE1070	Struct/Ext.	Slab on Grade Vapor Mitigation	2	2	23-Jul-24	24-Jul-24	Slab on Grade Vapor Mitigation																								
SE1120	Struct/Ext.	FRP Slab on Grade	3	3	25-Jul-24	29-Jul-24	FRP Slab on Grade																								
SE1130	Struct/Ext.	Structural Steel Framing Second Floor	6	6	30-Jul-24	06-Aug-24	Structural Steel Framing Second Floor																								
SE2340	Struct/Ext.	Structural Steel Framing Third Floor	6	6	07-Aug-24	14-Aug-24	Structural Steel Framing Third Floor																								
SE1150	Struct/Ext.	Steel Deck & Detail Second Floor	5	5	15-Aug-24	21-Aug-24	Steel Deck & Detail Second Floor																								
SE2350	Struct/Ext.	Structural Steel Framing Fourth Floor	6	6	15-Aug-24	22-Aug-24	Structural Steel Framing Fourth Floor																								
SE2380	Struct/Ext.	Steel Deck & Detail Third Floor	5	5	22-Aug-24	28-Aug-24	Steel Deck & Detail Third Floor																								
SE2360	Struct/Ext.	Structural Steel Framing Roof	3	3	23-Aug-24	27-Aug-24	Structural Steel Framing Roof																								
Actual Work Remaining Work Critical Remaining Work Milestone			Page 2 of 12		Notice to Proceed: March 20, 2024 Final Completion: November 20, 2025 Contract Time: 611 Calendar Days		EDIFICE GENERAL CONTRACTORS Building & Construction		Date		Revision				Checked		Approved														
									26-Jan-24		Baseline Draft																				

Huntersville Town Hall Exhibit B - Schedule of Work

HTH-000 - Huntersville Town Hall Baseline Draft														All Activities 11x17																	
Activity ID	Area	Activity Name	Original Duration	Remaining Duration	Start	Finish	2024												2025												2026
							Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		
SE2370	Struct/Ext.	Steel Joist Framing Roof	3	3	28-Aug-24	30-Aug-24																									
SE1170	Struct/Ext.	Prep. & Pour Slab on Deck Second Floor	5	5	29-Aug-24	05-Sep-24																									
SE2410	Struct/Ext.	Steel Deck & Detail Fourth Floor	5	5	29-Aug-24	05-Sep-24																									
SE1160	Struct/Ext.	Steel Deck & Detail Roof	5	5	06-Sep-24	12-Sep-24																									
SE2390	Struct/Ext.	Prep. & Pour Slab on Deck Third Floor	5	5	06-Sep-24	12-Sep-24																									
SE2400	Struct/Ext.	Prep. & Pour Slab on Deck Fourth Floor	5	5	13-Sep-24	19-Sep-24																									
SE1190	Struct/Ext.	Cold-Formed Metal Framing West Elevation	10	10	20-Sep-24	03-Oct-24																									
SE1210	Struct/Ext.	Cold-Formed Metal Framing North Elevation	10	10	04-Oct-24	17-Oct-24																									
SE1220	Struct/Ext.	Sheathing West Elevation	4	4	04-Oct-24	09-Oct-24																									
SE1270	Struct/Ext.	Fluid-Applied Membrane Air Barriers West Elevation	5	5	10-Oct-24	16-Oct-24																									
SE1280	Struct/Ext.	Cold-Formed Metal Framing East Elevation	10	10	18-Oct-24	31-Oct-24																									
SE2320	Struct/Ext.	Pre-fabricated Metal Canopies Embeds North Elevation	2	2	18-Oct-24	21-Oct-24																									
SE1290	Struct/Ext.	Sheathing North Elevation	4	4	22-Oct-24	25-Oct-24																									
SE1310	Struct/Ext.	Brick Veneer West Elev.	20	20	25-Oct-24	21-Nov-24																									
SE1320	Struct/Ext.	Fluid-Applied Membrane Air Barriers North Elevation	5	5	28-Oct-24	01-Nov-24																									
SE1330	Struct/Ext.	Sheathing East Elevation	4	4	01-Nov-24	06-Nov-24																									
SE1340	Struct/Ext.	Cold-Formed Metal Framing South Elevation	10	10	01-Nov-24	14-Nov-24																									
SE1370	Struct/Ext.	Fluid-Applied Membrane Air Barriers East Elevation	5	5	07-Nov-24	13-Nov-24																									
SE2330	Struct/Ext.	Pre-fabricated Metal Canopies Embeds South Elevation	2	2	13-Nov-24	14-Nov-24																									
SE1360	Struct/Ext.	Sheathing South Elevation	4	4	15-Nov-24	20-Nov-24																									
SE1380	Struct/Ext.	Fluid-Applied Membrane Air Barriers South Elevation	5	5	21-Nov-24	27-Nov-24																									
SE1410	Struct/Ext.	Brick Veneer North Elev.	20	20	22-Nov-24	23-Dec-24																									
SE1420	Struct/Ext.	Aluminum-Framed Entrances & Storefronts West Elevation	2	2	22-Nov-24	25-Nov-24																									
SE1500	Struct/Ext.	Brick Veneer East Elev.	20	20	24-Dec-24	22-Jan-25																									
SE1600	Struct/Ext.	Brick Veneer South Elev.	20	20	23-Jan-25	19-Feb-25																									
SE1810	Struct/Ext.	Caulking Brick Veneer	5	5	20-Feb-25	26-Feb-25																									
SE1140	Struct/Ext.	Pre-fabricated Metal Canopies North Elevation	3	3	27-Feb-25	03-Mar-25																									
SE1510	Struct/Ext.	Aluminum-Framed Entrances & Storefronts North Elevation	3	3	04-Mar-25	06-Mar-25																									
SE2310	Struct/Ext.	Pre-fabricated Metal Canopies South Elevation	3	3	04-Mar-25	06-Mar-25																									
SE1610	Struct/Ext.	Aluminum-Framed Entrances & Storefronts East Elevation	2	2	07-Mar-25	10-Mar-25																									
SE1800	Struct/Ext.	Exterior Luminaires	5	5	07-Mar-25	13-Mar-25																									
SE1680	Struct/Ext.	Aluminum-Framed Entrances & Storefronts South Elevation	2	2	11-Mar-25	12-Mar-25																									
SE1750	Struct/Ext.	Gypsum Board Shaft Wall Assemblies Elevator Shaft	6	6	13-Mar-25	20-Mar-25																									
SE1880	Struct/Ext.	Aluminum-Framed Entrances & Storefronts West Elevation	2	2	02-Apr-25	03-Apr-25																									
SE2300	Struct/Ext.	Aluminum-Framed Entrances & Storefronts South Elevation	2	2	04-Apr-25	07-Apr-25																									
Roof			171	171	25-Oct-24	27-Jun-25																									
R-1210	R	Thermoplastic-Polyolefin (TPO) Roofing	6	6	25-Oct-24	01-Nov-24																									
R-1250	R	HVAC Power Ventilators EF-1, EF-2, EF-3 & EF-4	2	2	06-Nov-24	07-Nov-24																									
R-1310	R	Facility Storm Drainage Piping Roof Drains	2	2	21-Nov-24	22-Nov-24																									
R-1320	R	Sheet Metal Flashing & Trim	4	4	20-Feb-25	25-Feb-25																									
R-1330	R	Package DX, Outdoor, Central-Station Air-Handling Units RTU-1 &	2	2	09-May-25	12-May-25																									
R-1340	R	Electrical Rough	10	10	13-May-25	27-May-25																									
R-1350	R	Pull Branch Wire	5	5	06-Jun-25	12-Jun-25																									
R-1360	R	Refrigerant Piping	2	2	26-Jun-25	27-Jun-25																									
STAIR 1			208	208	20-Sep-24	16-Jul-25																									
S1-1010	STAIR 1	Metal Pan Stairs STAIR 1	3	3	20-Sep-24	24-Sep-24																									
Actual Work Remaining Work Critical Remaining Work ◆ Milestone			Page 3 of 12		Notice to Proceed: March 20, 2024 Final Completion: November 20, 2025 Contract Time: 611 Calendar Days					EDIFICE GENERAL CONTRACTORS The Art and Science of Construction					Date 26-Jan-24		Revision Baseline Draft					Checked		Approved							

Huntersville Town Hall Exhibit B - Schedule of Work

[illegible]

Huntersville Town Hall Exhibit B - Schedule of Work

HTH-000 - Huntersville Town Hall Baseline Draft																	All Activities 11x17																
Activity ID	Area	Activity Name	Original Duration	Remaining Duration	Start	Finish	2024										2025													2026			
							Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan				
1-1280	First	Non-Structural Metal Framing Ceilings & Soffits	10	10	27-Mar-25	09-Apr-25															Non-Structural Metal Framing Ceilings & Soffits												
1-1290	First	Finish Drywall Walls	10	10	27-Mar-25	09-Apr-25															Finish Drywall Walls												
1-1300	First	Identification for HVAC Piping & Equipment	3	3	27-Mar-25	31-Mar-25															Identification for HVAC Piping & Equipment												
1-1340	First	Wet-Pipe Sprinkler Systems Drops Drywall Ceilings & Soffits	3	3	10-Apr-25	14-Apr-25															Wet-Pipe Sprinkler Systems Drops Drywall Ceilings & Soffits												
1-1350	First	Electrical Rough Drywall Ceilings & Soffits	5	5	10-Apr-25	16-Apr-25															Electrical Rough Drywall Ceilings & Soffits												
1-1330	First	Penetration Firestopping	5	5	10-Apr-25	16-Apr-25															Penetration Firestopping												
1-1370	First	Above Ceiling Inspection Drywall Ceilings & Soffits	5	5	17-Apr-25	23-Apr-25															Above Ceiling Inspection Drywall Ceilings & Soffits												
1-1380	First	Drywall Ceilings & Soffits	8	8	24-Apr-25	05-May-25															Drywall Ceilings & Soffits												
1-1390	First	Finish Drywall Ceilings & Soffits	8	8	06-May-25	15-May-25															Finish Drywall Ceilings & Soffits												
1-1400	First	Paint Prime Coat	5	5	16-May-25	22-May-25															Paint Prime Coat												
1-1410	First	Hollow Metal Doors	2	2	23-May-25	27-May-25															Hollow Metal Doors												
1-1570	First	Ceramic Tiling Wonen 110	8	8	23-May-25	04-Jun-25															Ceramic Tiling Wonen 110												
1-1420	First	Paint First Coat	5	5	23-May-25	30-May-25															Paint First Coat												
1-1430	First	Ceramic Tiling Men 106	8	8	23-May-25	04-Jun-25															Ceramic Tiling Men 106												
1-1440	First	Domestic Water Heaters WH1	2	2	02-Jun-25	03-Jun-25															Domestic Water Heaters WH1												
1-1450	First	Mirrors	3	3	02-Jun-25	04-Jun-25															Mirrors												
1-1460	First	Acoustical Tile Ceilings Grid	5	5	02-Jun-25	06-Jun-25															Acoustical Tile Ceilings Grid												
1-1470	First	Fire Protection Cabinets	2	2	02-Jun-25	03-Jun-25															Fire Protection Cabinets												
1-1480	First	Wet-Pipe Sprinkler Systems Fixtures & Trim Drywall Ceilings & Soff	2	2	02-Jun-25	03-Jun-25															Wet-Pipe Sprinkler Systems Fixtures & Trim Drywall Ceiling												
1-1490	First	Digital, Addressable Fire-Alarm System Devices	5	5	02-Jun-25	06-Jun-25															Digital, Addressable Fire-Alarm System Devices												
1-1500	First	Concrete Floor Sealing	5	5	02-Jun-25	06-Jun-25															Concrete Floor Sealing												
1-1510	First	Instrumentation & Controls for HVAC Devices	5	5	02-Jun-25	06-Jun-25															Instrumentation & Controls for HVAC Devices												
1-1520	First	Low Voltage Systems Devices	5	5	02-Jun-25	06-Jun-25															Low Voltage Systems Devices												
1-1540	First	Pre-Action Sprinkler Systems Anunciator Panel	2	2	02-Jun-25	03-Jun-25															Pre-Action Sprinkler Systems Anunciator Panel												
1-1560	First	Decorative Metal Railings Lobby 104	3	3	02-Jun-25	04-Jun-25															Decorative Metal Railings Lobby 104												
1-1580	First	Fire Extinguishers	1	1	04-Jun-25	04-Jun-25															Fire Extinguishers												
1-1590	First	Expansion Tank ET1	2	2	04-Jun-25	05-Jun-25															Expansion Tank ET1												
1-1630	First	Ceramic Tiling Rest 143	3	3	05-Jun-25	09-Jun-25															Ceramic Tiling Rest 143												
1-1600	First	Wet-Pipe Sprinkler Systems Drops APC Grid	5	5	09-Jun-25	13-Jun-25															Wet-Pipe Sprinkler Systems Drops APC Grid												
1-1610	First	Diffusers, Registers & Grilles	5	5	09-Jun-25	13-Jun-25															Diffusers, Registers & Grilles												
1-1620	First	Interior Recess Lighting Acoustical Tile Ceilings	5	5	09-Jun-25	13-Jun-25															Interior Recess Lighting Acoustical Tile Ceilings												
1-1660	First	Plastic Toilet Compartments	4	4	10-Jun-25	13-Jun-25															Plastic Toilet Compartments												
1-1830	First	Ceramic Tiling Lobby 113	6	6	10-Jun-25	17-Jun-25															Ceramic Tiling Lobby 113												
1-1640	First	Above Ceiling Inspection Acoustical Tile Ceilings	5	5	16-Jun-25	20-Jun-25															Above Ceiling Inspection Acoustical Tile Ceilings												
1-1820	First	Ceramic Tiling Lobby 104	10	10	18-Jun-25	01-Jul-25															Ceramic Tiling Lobby 104												
1-1670	First	Plastic-Laminate-Clad Architectural Cabinets	5	5	15-Jul-25	21-Jul-25															Plastic-Laminate-Clad Architectural Cabinets												
1-1680	First	Acoustical Tile Ceilings Tile	5	5	15-Jul-25	21-Jul-25															Acoustical Tile Ceilings Tile												
1-1690	First	Sound-Absorbing Wall Units	4	4	15-Jul-25	18-Jul-25															Sound-Absorbing Wall Units												
1-1710	First	Plastic-Laminate-Clad Countertops	2	2	22-Jul-25	23-Jul-25															Plastic-Laminate-Clad Countertops												
1-1720	First	Wet-Pipe Sprinkler Systems Fixtures & Trim APC Tile	5	5	22-Jul-25	28-Jul-25															Wet-Pipe Sprinkler Systems Fixtures & Trim												
1-1730	First	Interior Surface Mounted Lighting	5	5	22-Jul-25	28-Jul-25																											

Huntersville Town Hall Exhibit B - Schedule of Work

HTH-000 - Huntersville Town Hall Baseline Draft														All Activities 11x17																	
Activity ID	Area	Activity Name	Original Duration	Remaining Duration	Start	Finish	2024										2025												2026		
							Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		
1-1750	First	Tile Carpeting	5	5	25-Jul-25	31-Jul-25																									Tile Carpeting
1-1790	First	Door Hardware	3	3	29-Jul-25	31-Jul-25																									Door Hardware
1-1800	First	Electrical & Lighting Control Devices	5	5	29-Jul-25	04-Aug-25																									Electrical & Lighting Control Devices
1-1850	First	Interior Finish Carpentry	10	10	29-Jul-25	11-Aug-25																									Interior Finish Carpentry
1-1810	First	Resilient Base	3	3	01-Aug-25	05-Aug-25																									Resilient Base
1-1860	First	Paint Final Coat	5	5	12-Aug-25	18-Aug-25																									Paint Final Coat
1-1870	First	Code Mandated Room Signage	2	2	19-Aug-25	20-Aug-25																									Code Mandated Room Signage
1-1890	First	Entrance Floor Mats & Frames	3	3	19-Aug-25	21-Aug-25																									Entrance Floor Mats & Frames
1-1880	First	Roller Window Shades	2	2	19-Aug-25	20-Aug-25																									Roller Window Shades
FIRE RISER 132			123	123	24-Dec-24	17-Jun-25																									
1R-1000	F108	Domestic Water Entrance & Pressure Regulating Valve	2	2	24-Dec-24	26-Dec-24																									Domestic Water Entrance & Pressure Regulating Valve
1R-1010	F108	Wet-Pipe Sprinkler Systems Riser	8	8	24-Apr-25	05-May-25																									Wet-Pipe Sprinkler Systems Riser
1R-1020	F108	Fire Protection Identification & Painting	2	2	06-May-25	07-May-25																									Fire Protection Identification & Painting
1R-1030	F108	Electric Wall Heaters EWH-FR1	2	2	16-Jun-25	17-Jun-25																									Electric Wall Heaters EWH-FR1
ELEC 108			157	157	06-Sep-24	18-Apr-25																									
1E-1000	108	FRP Equipment Pads ELEC 108	3	3	06-Sep-24	10-Sep-24																									FRP Equipment Pads ELEC 108
1E-1010	108	Drywall One Side ELEC 108	5	5	04-Nov-24	08-Nov-24																									Drywall One Side ELEC 108
1E-1020	108	Panelboard Tubs & Risers ELEC 108	10	10	11-Nov-24	22-Nov-24																									Panelboard Tubs & Risers ELEC 108
1E-1030	108	Pull Sub Feeders ELEC 108	5	5	25-Nov-24	03-Dec-24																									Pull Sub Feeders ELEC 108
1E-1040	108	Dry Type Transformers ELEC 108	2	2	25-Nov-24	26-Nov-24																									Dry Type Transformers ELEC 108
1E-1050	108	Switchboard SB1 ELEC 108	2	2	07-Jan-25	08-Jan-25																									Switchboard SB1 ELEC 108
1E-1060	108	Surge Protection for Low-Voltage Electrical Power Circuits ELEC 108	2	2	07-Jan-25	08-Jan-25																									Surge Protection for Low-Voltage Electrical Power Circuits ELEC 108
1E-1070	108	Transfer Switches ATS-OS ELEC 108	2	2	09-Jan-25	10-Jan-25																									Transfer Switches ATS-OS ELEC 108
1E-1080	108	Digital, Addressable Fire-Alarm System Control Panel ELEC 108	2	2	27-Mar-25	28-Mar-25																									Digital, Addressable Fire-Alarm System Control Panel ELEC 108
1E-1090	108	Panelboards & Terminations ELEC 108	10	10	03-Apr-25	16-Apr-25																									Panelboards & Terminations ELEC 108
1E-1100	108	Identification for Electrical Systems ELEC 108	2	2	17-Apr-25	18-Apr-25																									Identification for Electrical Systems ELEC 108
DATA 109			2	2	02-Jun-25	03-Jun-25																									
1D-1000	109	Split-Systems Air-Conditioner A/C-2.1 DATA 109	2	2	02-Jun-25	03-Jun-25																									Split-Systems Air-Conditioner A/C-2.1 DATA 109
Second Floor			242	242	20-Sep-24	03-Sep-25																									

Huntersville Town Hall Exhibit B - Schedule of Work

HTH-000 - Huntersville Town Hall Baseline Draft																			All Activities 11x17												
Activity ID	Area	Activity Name	Original Duration	Remaining Duration	Start	Finish	2024												2025												2026
							Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		
2-1160	Second	Plumbing Insulation	5	5	24-Dec-24	31-Dec-24																									
2-1170	Second	In-Wall Inspection	3	3	02-Jan-25	06-Jan-25																									
2-1180	Second	Identification for Plumbing Piping & Equipment	2	2	02-Jan-25	03-Jan-25																									
2-1190	Second	Fire Protection Identification & Painting	2	2	17-Mar-25	18-Mar-25																									
2-1200	Second	Digital, Addressable Fire-Alarm System Pull Wire	5	5	20-Mar-25	26-Mar-25																									
2-1210	Second	Low Voltage Systems Pull Wire	5	5	20-Mar-25	26-Mar-25																									
2-1220	Second	Drywall Walls	10	10	27-Mar-25	09-Apr-25																									
2-1230	Second	HVAC Insulation	10	10	27-Mar-25	09-Apr-25																									
2-1240	Second	Thermal Insulation	5	5	27-Mar-25	02-Apr-25																									
2-1320	Second	Pull Branch Wire	15	15	03-Apr-25	23-Apr-25																									
2-1280	Second	Non-Structural Metal Framing Ceilings & Soffits	10	10	10-Apr-25	23-Apr-25																									
2-1260	Second	Finish Drywall Walls	10	10	10-Apr-25	23-Apr-25																									
2-1270	Second	Identification for HVAC Piping & Equipment	3	3	10-Apr-25	14-Apr-25																									
2-1290	Second	Wet-Pipe Sprinkler Systems Drops Drywall Ceilings & Soffits	3	3	24-Apr-25	28-Apr-25																									
2-1300	Second	Electrical Rough Drywall Ceilings & Soffits	3	3	24-Apr-25	28-Apr-25																									
2-1330	Second	Penetration Firestopping	5	5	24-Apr-25	30-Apr-25																									
2-1350	Second	Above Ceiling Inspection Drywall Ceilings	5	5	01-May-25	07-May-25																									
2-1360	Second	Drywall Ceilings & Soffits	5	5	08-May-25	14-May-25																									
2-1370	Second	Finish Drywall Ceilings & Soffits	5	5	16-May-25	22-May-25																									
2-1380	Second	Security Windows	2	2	23-May-25	27-May-25																									
2-1390	Second	Paint Prime Coat	5	5	02-Jun-25	06-Jun-25																									
2-1400	Second	Hollow Metal Doors	2	2	09-Jun-25	10-Jun-25																									
2-1410	Second	Paint First Coat	5	5	09-Jun-25	13-Jun-25																									
2-1430	Second	Acoustical Tile Ceilings Grid	4	4	16-Jun-25	19-Jun-25																									
2-1440	Second	Fire Protection Cabinets	2	2	16-Jun-25	17-Jun-25																									
2-1450	Second	Wet-Pipe Sprinkler Systems Fixtures & Trim Drywall Ceilings & Soff	2	2	16-Jun-25	17-Jun-25																									
2-1460	Second	Concrete Floor Sealing	3	3	16-Jun-25	18-Jun-25																									
2-1470	Second	Digital, Addressable Fire-Alarm System Devices	5	5	16-Jun-25	20-Jun-25																									
2-1480	Second	Mirrors	3	3	16-Jun-25	18-Jun-25																									
2-1490	Second	Low Voltage Systems Devices	5	5	16-Jun-25	20-Jun-25																									
2-1530	Second	Fire Extinguishers	2	2	18-Jun-25	19-Jun-25																									
2-1540	Second	Instrumentation & Controls for HVAC Devices	5	5	18-Jun-25	24-Jun-25																									
2-1550	Second	Wet-Pipe Sprinkler Systems Drops APC Grid	5	5	20-Jun-25	26-Jun-25																									
2-1560	Second	Diffusers, Registers & Grilles	5	5	20-Jun-25	26-Jun-25																									
2-1570	Second	Interior Recess Lighting Acoustical Tile Ceilings	5	5	20-Jun-25	26-Jun-25																									
2-1590	Second	Above Ceiling Inspection Acoustical Tile Ceilings	5	5	27-Jun-25	03-Jul-25																									
2-1600	Second	Ceramic Tiling Women 210	8	8	02-Jul-25	14-Jul-25																									
2-1580	Second	Ceramic Tiling Men 206	8	8	02-Jul-25	14-Jul-25																									
2-1610	Second	Ceramic Tiling Corridor 204, 212, 213 & 214	10	10	15-Jul-25	28-Jul-25																									
2-1630	Second	Acoustical Tile Ceilings Tile	3	3	22-Jul-25	24-Jul-25																									
2-1640	Second	Plastic-Laminate-Clad Architectural Cabinets	5	5	24-Jul-25	30-Jul-25																									
2-1660	Second	Wet-Pipe Sprinkler Systems Fixtures & Trim APC Tile	5	5	29-Jul-25	04-Aug-25																									
2-1670	Second	Interior Surface Mounted Lighting	5	5	29-Jul-25	04-Aug-25																									
2-1650	Second	Plastic Toilet Compartments	4	4	29-Jul-25	01-Aug-25																									
2-1680	Second	Plastic-Laminate-Clad Countertops	2	2	31-Jul-25	01-Aug-25																									
2-1690	Second	Flush Wood Doors	2	2	04-Aug-25	05-Aug-25																									
Actual Work Remaining Work Critical Remaining Work			◆ ◆ Milestone		Page 7 of 12		Notice to Proceed: March 20, 2024 Final Completion: November 20, 2025 Contract Time: 611 Calendar Days				EDIFICE The Art and Science of Construction				Date		Revision				Checked		Approved								
															26-Jan-24		Baseline Draft														

Huntersville Town Hall Exhibit B - Schedule of Work

HTH-000 - Huntersville Town Hall Baseline Draft																			All Activities 11x17												
Activity ID	Area	Activity Name	Original Duration	Remaining Duration	Start	Finish	2024												2025												2026
							Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		
	2-1700	Second	Plumbing Fixtures & Trim	5	5	04-Aug-25	08-Aug-25																								■ Plumbing Fixtures & Trim
	2-1720	Second	Electrical & Lighting Control Devices	5	5	05-Aug-25	11-Aug-25																								■ Electrical & Lighting Control Devices
	2-1710	Second	Resilient Tile Flooring	3	3	06-Aug-25	08-Aug-25																								■ Resilient Tile Flooring
	2-1730	Second	Tile Carpeting	5	5	11-Aug-25	15-Aug-25																								■ Tile Carpeting
	2-1770	Second	Flush Wood Paneling	3	3	12-Aug-25	14-Aug-25																								■ Flush Wood Paneling
	2-1780	Second	Interior Finish Carpentry	5	5	15-Aug-25	21-Aug-25																								■ Interior Finish Carpentry
	2-1750	Second	Resilient Base	3	3	18-Aug-25	20-Aug-25																								■ Resilient Base
	2-1790	Second	Paint Final Coat	5	5	22-Aug-25	28-Aug-25																								■ Paint Final Coat
	2-1800	Second	Door Hardware	3	3	29-Aug-25	03-Sep-25																								■ Door Hardware
	2-1810	Second	Code Mandated Room Signage	2	2	29-Aug-25	02-Sep-25																								■ Code Mandated Room Signage
	2-1830	Second	Roller Window Shades	2	2	29-Aug-25	02-Sep-25																								■ Roller Window Shades
ELEC 208			162	162	13-Sep-24	02-May-25																									
	2E-1000	208	FRP Equipment Pads ELEC 208	3	3	13-Sep-24	17-Sep-24																								■ FRP Equipment Pads ELEC 208
	2E-1010	208	Drywall One Side ELEC 208	5	5	22-Nov-24	02-Dec-24																								■ Drywall One Side ELEC 208
	2E-1020	208	Panelboard Tubs & Risers ELEC 208	5	5	03-Dec-24	09-Dec-24																								■ Panelboard Tubs & Risers ELEC 208
	2E-1030	208	Dry Type Transformers ELEC 208	2	2	10-Dec-24	11-Dec-24																								■ Dry Type Transformers ELEC 208
	2E-1040	208	Pull Sub Feeders ELEC 208	3	3	12-Dec-24	16-Dec-24																								■ Pull Sub Feeders ELEC 208
	2E-1050	208	Panelboards & Terminations ELEC 208	5	5	24-Apr-25	30-Apr-25																								■ Panelboards & Terminations ELEC 208
	2E-1060	208	Identification for Electrical Systems ELEC 208	2	2	01-May-25	02-May-25																								■ Identification for Electrical Systems ELEC 208
DATA 209			3	3	23-May-25	28-May-25																									
	2D-1000	209	Split-Systems Air-Conditioner A/C-2.1 DATA 209	3	3	23-May-25	28-May-25																								■ Split-Systems Air-Conditioner A/C-2.1 DATA 209
Third Floor			246	246	27-Sep-24	16-Sep-25																									
	3-1000	Third	Facility Storm Drainage Piping Rough	10	10	27-Sep-24	10-Oct-24																								■ Facility Storm Drainage Piping Rough
	3-1170	Third	Applied Fireproofing	5	5	21-Nov-24	27-Nov-24																								■ Applied Fireproofing
	3-1010	Third	Ductwork Medium Pressure	10	10	10-Dec-24	23-Dec-24																								■ Ductwork Medium Pressure
	3-1020	Third	Non-Structural Metal Framing	10	10	24-Dec-24	08-Jan-25																								■ Non-Structural Metal Framing
	3-1030	Third	Hollow Metal Frames Non-Structural Metal Framing	5	5	24-Dec-24	31-Dec-24																								■ Hollow Metal Frames Non-Structural Metal Framing
	3-1040	Third	Wet-Pipe Sprinkler Systems Main Piping	3	3	24-Dec-24	27-Dec-24																								■ Wet-Pipe Sprinkler Systems Main Piping
	3-1050	Third	Air Terminal Units	5	5	24-Dec-24	31-Dec-24																								■ Air Terminal Units
	3-1070	Third	Natural Gas Piping & Equipment	5	5	24-Dec-24	31-Dec-24																								■ Natural Gas Piping & Equipment
	3-1080	Third	Wet-Pipe Sprinkler Systems Branch Piping	3	3	30-Dec-24	02-Jan-25																								■ Wet-Pipe Sprinkler Systems Branch Piping
	3-1090	Third	Ductwork Low Pressure	10	10	02-Jan-25	15-Jan-25																								■ Ductwork Low Pressure
	3-1360	Third	Instrumentation & Controls for HVAC Pull Wire	5	5	02-Jan-25	08-Jan-25																								■ Instrumentation & Controls for HVAC Pull Wire
	3-1060	Third	Electrical Overhead Rough	20	20	02-Jan-25	29-Jan-25																								■ Electrical Overhead Rough
	3-1100	Third	Facility Sanitary Sewer Piping Rough	10	10	09-Jan-25	22-Jan-25																								■ Facility Sanitary Sewer Piping Rough
	3-1120	Third	Exhaust Ductwork	5	5	16-Jan-25	22-Jan-25																								■ Exhaust Ductwork
	3-1130	Third	Domestic Water Piping Rough	10	10	23-Jan-25	05-Feb-25																								■ Domestic Water Piping Rough
	3-1140	Third	Electrical In-Wall Rough	15	15	30-Jan-25	19-Feb-25																								■ Electrical In-Wall Rough
	3-1150	Third	Digital, Addressable Fire-Alarm System Rough	10	10	30-Jan-25	12-Feb-25																								■ Digital, Addressable Fire-Alarm System Rough
	3-1180	Third	Plumbing Insulation	5	5	06-Feb-25	12-Feb-25																								■ Plumbing Insulation
	3-1190	Third	Pre-Action Sprinkler Systems	5	5	11-Feb-25	17-Feb-25																								■ Pre-Action Sprinkler Systems
	3-1210	Third	Identification for Plumbing Piping & Equipment	2	2	13-Feb-25	14-Feb-25																								■ Identification for Plumbing Piping & Equipment
	3-1200	Third	In-Wall Inspection	3	3	20-Feb-25	24-Feb-25																								■ In-Wall Inspection
	3-1280	Third	Fire Protection Identification & Painting	2	2	19-Mar-25	20-Mar-25																								■ Fire Protection Identification & Painting
	3-1260	Third	Digital, Addressable Fire-Alarm System Pull Wire	5	5	20-Mar-25	26-Mar-25																								■ Digital, Addressable Fire-Alarm System Pull Wire
	3-1270	Third	Low Voltage Systems Pull Wire	5	5	27-Mar-25	02-Apr-25																								■ Low Voltage Systems Pull Wire
■ Actual Work ■ Remaining Work ■ Critical Remaining Work			◆ Milestone		Page 8 of 12		Notice to Proceed: March 20, 2024 Final Completion: November 20, 2025 Contract Time: 611 Calendar Days					EDIFICE GENERAL CONTRACTORS The Art and Science of Construction					Date	Revision				Checked		Approved							
																	26-Jan-24	Baseline Draft													

Huntersville Town Hall Exhibit B - Schedule of Work

HTH-000 - Huntersville Town Hall Baseline Draft																	All Activities 11x17													
Activity ID	Area	Activity Name	Original Duration	Remaining Duration	Start	Finish	2024										2025												2026	
							Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
3-1220	Third	Thermal Insulation	5	5	03-Apr-25	09-Apr-25																								
3-1230	Third	Drywall Walls	10	10	10-Apr-25	23-Apr-25																								
3-1240	Third	HVAC Insulation	10	10	10-Apr-25	23-Apr-25																								
3-1290	Third	Non-Structural Metal Framing Ceilings & Soffits	10	10	24-Apr-25	07-May-25																								
3-1250	Third	Pull Branch Wire	15	15	24-Apr-25	14-May-25																								
3-1300	Third	Finish Drywall Walls	10	10	24-Apr-25	07-May-25																								
3-1310	Third	Identification for HVAC Piping & Equipment	3	3	24-Apr-25	28-Apr-25																								
3-1340	Third	Wet-Pipe Sprinkler Systems Drops Drywall Ceilings & Soffits	3	3	08-May-25	12-May-25																								
3-1350	Third	Electrical Rough Drywall Ceilings & Soffits	5	5	08-May-25	14-May-25																								
3-1330	Third	Penetration Firestopping	5	5	08-May-25	14-May-25																								
3-1370	Third	Above Ceiling Inspection Drywall Ceilings & Soffits	5	5	15-May-25	21-May-25																								
3-1380	Third	Drywall Ceilings & Soffits	8	8	22-May-25	03-Jun-25																								
3-1390	Third	Finish Drywall Ceilings & Soffits	8	8	04-Jun-25	13-Jun-25																								
3-1400	Third	Paint Prime Coat	5	5	16-Jun-25	20-Jun-25																								
3-1410	Third	Hollow Metal Doors	2	2	23-Jun-25	24-Jun-25																								
3-1420	Third	Paint First Coat	5	5	23-Jun-25	27-Jun-25																								
3-1440	Third	Domestic Water Heaters WH2	2	2	30-Jun-25	01-Jul-25																								
3-1450	Third	Mirrors	3	3	30-Jun-25	02-Jul-25																								
3-1460	Third	Acoustical Tile Ceilings Grid	5	5	30-Jun-25	07-Jul-25																								
3-1470	Third	Fire Protection Cabinets	2	2	30-Jun-25	01-Jul-25																								
3-1480	Third	Wet-Pipe Sprinkler Systems Fixtures & Trim Drywall Ceilings & Soff	2	2	30-Jun-25	01-Jul-25																								
3-1490	Third	Digital, Addressable Fire-Alarm System Devices	5	5	30-Jun-25	07-Jul-25																								
3-1500	Third	Concrete Floor Sealing	5	5	30-Jun-25	07-Jul-25																								
3-1510	Third	Instrumentation & Controls for HVAC Devices	5	5	30-Jun-25	07-Jul-25																								
3-1520	Third	Low Voltage Systems Devices	5	5	30-Jun-25	07-Jul-25																								
3-1540	Third	Pre-Action Sprinkler Systems Anunciator Panel	2	2	30-Jun-25	01-Jul-25																								
3-1580	Third	Fire Extinguishers	1	1	02-Jul-25	02-Jul-25																								
3-1590	Third	Expansion Tank ET2	2	2	02-Jul-25	03-Jul-25																								
3-1600	Third	Wet-Pipe Sprinkler Systems Drops APC Grid	5	5	08-Jul-25	14-Jul-25																								
3-1610	Third	Diffusers, Registers & Grilles	5	5	08-Jul-25	14-Jul-25																								
3-1620	Third	Interior Recess Lighting Acoustical Tile Ceilings	5	5	08-Jul-25	14-Jul-25																								
3-1640	Third	Above Ceiling Inspection Acoustical Tile Ceilings	5	5	15-Jul-25	21-Jul-25																								
3-1670	Third	Acoustical Tile Ceilings Tile	5	5	25-Jul-25	31-Jul-25																								
3-1570	Third	Ceramic Tiling Wonen 310	8	8	29-Jul-25	07-Aug-25																								
3-1430	Third	Ceramic Tiling Men 306	8	8	29-Jul-25	07-Aug-25																								
3-1660	Third	Plastic-Laminate-Clad Architectural Cabinets	5	5	04-Aug-25	08-Aug-25																								
3-1710	Third	Wet-Pipe Sprinkler Systems Fixtures & Trim APC Tile	5	5	05-Aug-25	11-Aug-25																								
3-1720	Third	Interior Surface Mounted Lighting	5	5	05-Aug-25	11-Aug-25																								
3-1630	Third	Ceramic Tiling Staff Shower 303	3	3	08-Aug-25	12-Aug-25																								
3-1700	Third	Plastic-Laminate-Clad Countertops	2	2	11-Aug-25	12-Aug-25																								
3-1780	Third	Electrical & Lighting Control Devices	5	5	12-Aug-25	18-Aug-25																								
3-1730	Third	Flush Wood Doors	3	3	13-Aug-25	15-Aug-25																								
3-1650	Third	Plastic Toilet Compartments	4	4	13-Aug-25	18-Aug-25																								
3-1750	Third	Plumbing Fixtures & Trim	5	5	13-Aug-25	19-Aug-25																								
3-1800	Third	Ceramic Tiling Lobby 313	3	3	13-Aug-25	15-Aug-25																								

Huntersville Town Hall Exhibit B - Schedule of Work

[illegible]

Huntersville Town Hall Exhibit B - Schedule of Work

HTH-000 - Huntersville Town Hall Baseline Draft																			All Activities 11x17												
Activity ID	Area	Activity Name	Original Duration	Remaining Duration	Start	Finish	2024												2025												2026
							Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		
4-1240	Fourth	Thermal Insulation	5	5	24-Apr-25	30-Apr-25																									
4-1280	Fourth	Non-Structural Metal Framing Ceilings & Soffits	10	10	08-May-25	21-May-25																									
4-1260	Fourth	Finish Drywall Walls	10	10	08-May-25	21-May-25																									
4-1270	Fourth	Identification for HVAC Piping & Equipment	3	3	08-May-25	12-May-25																									
4-1250	Fourth	Pull Branch Wire	15	15	15-May-25	05-Jun-25																									
4-1290	Fourth	Wet-Pipe Sprinkler Systems Drops Drywall Ceilings & Soffits	3	3	22-May-25	27-May-25																									
4-1300	Fourth	Electrical Rough Drywall Ceilings & Soffits	3	3	22-May-25	27-May-25																									
4-1320	Fourth	Penetration Firestopping	5	5	22-May-25	29-May-25																									
4-1330	Fourth	Above Ceiling Inspection Drywall Ceilings	5	5	30-May-25	05-Jun-25																									
4-1340	Fourth	Drywall Ceilings & Soffits	5	5	06-Jun-25	12-Jun-25																									
4-1350	Fourth	Finish Drywall Ceilings & Soffits	5	5	16-Jun-25	20-Jun-25																									
4-1360	Fourth	Security Windows	2	2	23-Jun-25	24-Jun-25																									
4-1370	Fourth	Paint Prime Coat	5	5	30-Jun-25	07-Jul-25																									
4-1380	Fourth	Hollow Metal Doors	2	2	08-Jul-25	09-Jul-25																									
4-1390	Fourth	Paint First Coat	5	5	08-Jul-25	14-Jul-25																									
4-1400	Fourth	Acoustical Tile Ceilings Grid	4	4	15-Jul-25	18-Jul-25																									
4-1410	Fourth	Fire Protection Cabinets	2	2	15-Jul-25	16-Jul-25																									
4-1420	Fourth	Wet-Pipe Sprinkler Systems Fixtures & Trim Drywall Ceilings & Soff	2	2	15-Jul-25	16-Jul-25																									
4-1430	Fourth	Concrete Floor Sealing	3	3	15-Jul-25	17-Jul-25																									
4-1440	Fourth	Digital, Addressable Fire-Alarm System Devices	5	5	15-Jul-25	21-Jul-25																									
4-1450	Fourth	Mirrors	3	3	15-Jul-25	17-Jul-25																									
4-1490	Fourth	Instrumentation & Controls for HVAC Devices	5	5	15-Jul-25	21-Jul-25																									
4-1460	Fourth	Low Voltage Systems Devices	5	5	15-Jul-25	21-Jul-25																									
4-1480	Fourth	Fire Extinguishers	2	2	17-Jul-25	18-Jul-25																									
4-1500	Fourth	Wet-Pipe Sprinkler Systems Drops APC Grid	5	5	21-Jul-25	25-Jul-25																									
4-1510	Fourth	Diffusers, Registers & Grilles	5	5	21-Jul-25	25-Jul-25																									
4-1520	Fourth	Interior Recess Lighting Acoustical Tile Ceilings	5	5	21-Jul-25	25-Jul-25																									
4-1540	Fourth	Above Ceiling Inspection Acoustical Tile Ceilings	5	5	28-Jul-25	01-Aug-25																									
4-1570	Fourth	Acoustical Tile Ceilings Tile	3	3	04-Aug-25	06-Aug-25																									
4-1600	Fourth	Wet-Pipe Sprinkler Systems Fixtures & Trim APC Tile	5	5	12-Aug-25	18-Aug-25																									
4-1610	Fourth	Interior Surface Mounted Lighting	5	5	12-Aug-25	18-Aug-25																									
4-1580	Fourth	Plastic-Laminate-Clad Architectural Cabinets	5	5	13-Aug-25	19-Aug-25																									
4-1550	Fourth	Ceramic Tiling Women 410	8	8	18-Aug-25	27-Aug-25																									
4-1530	Fourth	Ceramic Tiling Men 406	8	8	18-Aug-25	27-Aug-25																									
4-1660	Fourth	Electrical & Lighting Control Devices	5	5	19-Aug-25	25-Aug-25																									
4-1620	Fourth	Plastic-Laminate-Clad Countertops	2	2	20-Aug-25	21-Aug-25																									
4-1630	Fourth	Flush Wood Doors	2	2	22-Aug-25	25-Aug-25																									
4-1560	Fourth	Ceramic Tiling Staff Shower 418	3	3	28-Aug-25	02-Sep-25																									
4-1750	Fourth	Ceramic Tiling Lobby 413	3	3	28-Aug-25	02-Sep-25																									
4-1650	Fourth	Resilient Tile Flooring	3	3	03-Sep-25	05-Sep-25																									
4-1640	Fourth	Plumbing Fixtures & Trim	5	5	03-Sep-25	09-Sep-25																									
4-1590	Fourth	Plastic Toilet Compartments	4	4	03-Sep-25	08-Sep-25																									
4-1670	Fourth	Tile Carpeting	5	5	08-Sep-25	12-Sep-25																									
4-1690	Fourth	Flush Wood Paneling	3	3	08-Sep-25	10-Sep-25																									
4-1700	Fourth	Interior Finish Carpentry	5	5	11-Sep-25	17-Sep-25															</										

Huntersville Town Hall Exhibit B - Schedule of Work

[illegible]

Schedule of Values Continuation Sheet - Exhibit E

Contractor's signed certification is attached

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

** If should be noted that this is the draft SOV for Exhibit E. Each line item has the ability to be broken down further after subcontracts are award and prior to billing.

APPLICATION NO: SOV DRAFT

APPLICATION DATE:

PERIOD TO:

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored (Not in D or E)	Total Completed and Stored to Date (D+E+F)	% (G ÷ C)	Balance to Finish (C - G)	Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period					
1	General Conditions	\$1,881,651				\$0.00	0.00%	\$1,881,651	\$0.00
2	Design Administration during Construction	\$414,000				\$0.00	0.00%	\$414,000	\$0.00
3	Design-Builder Contingency LS	\$707,000				\$0.00	0.00%	\$707,000	\$0.00
4	General Liability Insurance	\$223,200				\$0.00	0.00%	\$223,200	\$0.00
5	Builders Risk Insurance	\$86,800				\$0.00	0.00%	\$86,800	\$0.00
6	Tech Fee	\$62,000				\$0.00	0.00%	\$62,000	\$0.00
7	Pollution & PL Insurance	\$12,400				\$0.00	0.00%	\$12,400	\$0.00
8	SDI 1.25% (Not on Reno Allowance)	\$249,609				\$0.00	0.00%	\$249,609	\$0.00
9	Building Permit Allowance	\$44,698				\$0.00	0.00%	\$44,698	\$0.00
10	Payment & Performance Bond	\$326,875				\$0.00	0.00%	\$326,875	\$0.00
11	Final Cleaning	\$54,834				\$0.00	0.00%	\$54,834	\$0.00
12	Cast-In-Place Concrete	\$861,896				\$0.00	0.00%	\$861,896	\$0.00
13	Masonry	\$1,705,000				\$0.00	0.00%	\$1,705,000	\$0.00
14	Steel	\$1,984,203				\$0.00	0.00%	\$1,984,203	\$0.00
15	Millwork	\$448,690				\$0.00	0.00%	\$448,690	\$0.00
16	Waterproofing and Caulking	\$237,860				\$0.00	0.00%	\$237,860	\$0.00
17	Roofing	\$350,000				\$0.00	0.00%	\$350,000	\$0.00
18	Spray Fireproofing	\$47,365				\$0.00	0.00%	\$47,365	\$0.00
19	Metal Panel Fascia & Prefab Canopies	\$117,204				\$0.00	0.00%	\$117,204	\$0.00
20	Doors and Hardware	\$343,405				\$0.00	0.00%	\$343,405	\$0.00
21	Glass	\$812,500				\$0.00	0.00%	\$812,500	\$0.00
22	Drywall	\$2,020,000				\$0.00	0.00%	\$2,020,000	\$0.00
23	Acoustical Ceilings & Wall Panels	\$360,794				\$0.00	0.00%	\$360,794	\$0.00
24	Hard Tile	\$223,733				\$0.00	0.00%	\$223,733	\$0.00
25	Flooring	\$197,448				\$0.00	0.00%	\$197,448	\$0.00
26	Paint	\$123,660				\$0.00	0.00%	\$123,660	\$0.00
27	Specialties	\$93,398				\$0.00	0.00%	\$93,398	\$0.00
28	Signage (TCO) Allowance	\$4,500				\$0.00	0.00%	\$4,500	\$0.00
29	Window Treatments	\$46,660				\$0.00	0.00%	\$46,660	\$0.00
30	Elevator	\$324,998				\$0.00	0.00%	\$324,998	\$0.00
31	Fire Suppression	\$271,750				\$0.00	0.00%	\$271,750	\$0.00

Schedule of Values Continuation Sheet - Exhibit E

Contractor's signed certification is attached

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

** If should be noted that this is the draft SOV for Exhibit E. Each line item has the ability to be broken down further after subcontracts are award and prior to billing.

APPLICATION NO: SOV DRAFT

APPLICATION DATE:

PERIOD TO:

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored (Not in D or E)	Total Completed and Stored to Date (D+E+F)	% (G ÷ C)	Balance to Finish (C - G)	Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period					
32	Plumbing	\$881,900				\$0.00	0.00%	\$881,900	\$0.00
33	HVAC	\$1,830,920				\$0.00	0.00%	\$1,830,920	\$0.00
34	Electrical	\$2,270,338				\$0.00	0.00%	\$2,270,338	\$0.00
35	BDA Allowance	\$45,000				\$0.00	0.00%	\$45,000	\$0.00
36	Sitework + Courtyard	\$3,684,332				\$0.00	0.00%	\$3,684,332	\$0.00
37	Sitework Unsuitable Soils Allowances	\$278,979				\$0.00	0.00%	\$278,979	\$0.00
38	Landscape and Irrigation Allowance	\$116,000				\$0.00	0.00%	\$116,000	\$0.00
39	Accepted Alternates, Reconciliation, Cost Savings	(\$714,092)				\$0.00	0.00%	(\$714,092)	\$0.00
40	Existing Town Hall Renovation Allowance	\$1,500,000				\$0.00	0.00%	\$1,500,000	\$0.00
41	DesignBuild Fee	\$1,218,521				\$0.00	0.00%	\$1,218,521	\$0.00
42	Owner's Contingency	\$400,000				\$0.00	0.00%	\$400,000	\$0.00
	Totals	\$26,150,029	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$26,150,029	\$0.00

The construction documents can be accessed using the following link: [Construction Drawing Link](#). The construction documents and specifications are incorporated herein in their entirety by reference.

Discipline	Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set Name
General	CS	COVER SHEET	0	9/29/2023	9/29/2023	Final Bid Documents
General	G0.01	SHEET INDEX	0	9/29/2023	9/29/2023	Final Bid Documents
General	G0.02	ARCHITECTURAL LEGENDS AND ABBREVIATIONS	1	12/5/2023	12/5/2023	Addendum 4
General	G1.01	CODE SUMMARY	0	9/29/2023	9/29/2023	Final Bid Documents
General	G1.02	UL SYSTEMS	0	9/29/2023	9/29/2023	Final Bid Documents
General	G1.03	UL SYSTEMS	0	9/29/2023	9/29/2023	Final Bid Documents
General	G1.04	UL SYSTEMS	0	9/29/2023	9/29/2023	Final Bid Documents
General	G2.01	FIRST FLOOR OCCUPANCY PLAN	0	9/29/2023	9/29/2023	Final Bid Documents
General	G2.02	SECOND FLOOR OCCUPANCY PLAN	0	9/29/2023	9/29/2023	Final Bid Documents
General	G2.03	THIRD FLOOR OCCUPANCY PLAN	0	9/29/2023	9/29/2023	Final Bid Documents
General	G2.04	FOURTH FLOOR OCCUPANCY PLAN	0	9/29/2023	9/29/2023	Final Bid Documents
General	G2.11	FIRST FLOOR LIFE SAFETY PLAN	0	9/29/2023	9/29/2023	Final Bid Documents
General	G2.12	SECOND FLOOR LIFE SAFETY PLAN	0	9/29/2023	9/29/2023	Final Bid Documents
General	G2.13	THIRD FLOOR LIFE SAFETY PLAN	0	9/29/2023	9/29/2023	Final Bid Documents
General	G2.14	FOURTH FLOOR LIFE SAFETY PLAN	0	9/29/2023	9/29/2023	Final Bid Documents
General	G4.01	PARTITION TYPES AND SHELL ASSEMBLIES	0	9/29/2023	9/29/2023	Final Bid Documents
General	G4.02	MOUNTING HEIGHTS	0	9/29/2023	9/29/2023	Final Bid Documents
General	T0.01	COVER SHEET	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C0.01	GENERAL NOTES (SHEET 1 OF 2)	0	9/12/2023	9/12/2023	Final Bid Documents
Civil	C0.02	GENERAL NOTES (SHEET 2 OF 2)	0	9/12/2023	9/12/2023	Final Bid Documents
Civil	C0.03	NC G01 NOTES 1	0	9/12/2023	9/12/2023	Final Bid Documents
Civil	C0.04	NC G01 NOTES 2	0	9/12/2023	9/12/2023	Final Bid Documents
Civil	C1.01	Demolition Plan 1 of 2	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C1.02	Demolition Plan 2 of 2	0	9/12/2023	9/12/2023	Final Bid Documents
Civil	C1.51	PHASE 1 ESC PLAN (SHEET 1 OF 2)	0	9/12/2023	9/12/2023	Final Bid Documents
Civil	C1.52	PHASE 1 ESC PLAN (SHEET 2 OF 2)	0	9/12/2023	9/12/2023	Final Bid Documents
Civil	C2.01	PHASE 2 ESC	0	9/12/2023	9/12/2023	Final Bid Documents
Civil	C2.02	PHASE 2 ESC	0	9/12/2023	9/12/2023	Final Bid Documents
Civil	C2.51	PHASE 3 ESC	0	9/12/2023	9/12/2023	Final Bid Documents
Civil	C2.52	PHASE 3 ESC PLAN (SHEET 2 OF 2)	0	9/12/2023	9/12/2023	Final Bid Documents
Civil	C3.01	SITE PLAN - OVERALL	0	9/12/2023	9/12/2023	Final Bid Documents
Civil	C3.02	SITE PLAN - PLAZA	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C3.03	SITE PLAN - STORMWATER BMP TRAIL IMPROVEMENTS	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C4.01	GRADING AND STORMWATER PLAN - OVERALL	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C4.02	GRADING AND STORMWATER	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C4.03	GRADING AND STORMWATER	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C5.01	STORM PROFILES (SHEET 1 OF 3)	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C5.02	STORM PROFILES (SHEET 2 OF 3)	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C5.03	STORM PROFILES (SHEET 3 OF 3)	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C5.04	NC HWY 115 ENCROACHMENT	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C5.05	UTILITY PROFILES	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C6.01	BMP DETAILS (SHEET 1 OF 2)	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C6.02	BMP DETAILS (SHEET 2 OF 2)	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C7.01	UTILITY PLAN - OVERALL	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C8.01	EROSIAN AND SEDIMENT CONTROL	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C8.02	EROSIAN AND SEDIMENT CONTROL	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C8.03	DETAILS (SHEET 1 OF 4)	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C8.04	DETAILS (SHEET 2 OF 4)	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C8.05	DETAILS (SHEET 3 OF 4)	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C8.06	DETAILS (SHEET 4 OF 4)	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C8.07	UTILITY DETAILS	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C8.08	TRAFFIC CONTROL PLAN DETAILS (SHEET 1 OF 2)	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C8.09	TRAFFIC CONTROL PLAN DETAILS (SHEET 2 OF 2)	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C9.01	NC HWY 115	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C9.02	HUNTERSVILLE- CONCORD RD. SITE DISTANCE PLAN ANC	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C9.03	N. MAXWELL AVE	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C10.01	TRAFFIC CONTROL PLAN (SHEET 1 OF 2)	0	9/29/2023	9/29/2023	Final Bid Documents
Civil	C10.02	TRAFFIC CONTROL PLAN (SHEET 2 OF 2)	0	9/29/2023	9/29/2023	Final Bid Documents
Structural	S0.01	GENERAL NOTES	0	9/29/2023	9/29/2023	Final Bid Documents
Structural	S0.02	ABBREVIATIONS AND SYMBOL LEGEND	0	9/29/2023	9/29/2023	Final Bid Documents
Structural	S0.03	STATEMENT OF SPECIAL INSPECTIONS	0	9/29/2023	9/29/2023	Final Bid Documents
Structural	S0.04	STATEMENT OF SPECIAL INSPECTIONS	0	9/29/2023	9/29/2023	Final Bid Documents
Structural	S1.11	FOUNDATION PLAN	3	11/29/2023	11/29/2023	Addendum 3
Structural	S1.12	SECOND FLOOR FRAMING PLAN	3	11/29/2023	11/29/2023	Addendum 3
Structural	S1.13	THIRD FLOOR FRAMING PLAN	0	9/29/2023	9/29/2023	Final Bid Documents
Structural	S1.14	FOURTH FLOOR FRAMING PLAN	0	9/29/2023	9/29/2023	Final Bid Documents
Structural	S1.21	ROOF PLAN	2	11/29/2023	11/29/2023	Addendum 3
Structural	S2.01	STRUCTURAL WALL SECTIONS	0	9/29/2023	9/29/2023	Final Bid Documents
Structural	S2.02	STRUCTURAL WALL SECTIONS	2	11/29/2023	11/29/2023	Addendum 3

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Structural	S2.03	STRUCTURAL WALL SECTIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S2.51	VERTICAL FRAME ELEVATIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S2.52	VERTICAL FRAME ELEVATIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S2.53	VERTICAL FRAME ELEVATIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S2.54	VERTICAL FRAME DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S3.01	SLAB ON GRADE DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S3.02	FOUNDATION DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S3.03	FOUNDATION DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S3.04	FOUNDATION DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S5.01	STEEL COLUMN DETAILS AND SCHEDULES	2	11/29/2023	11/29/2023 Addendum 3
Structural	S5.02	STEEL COLUMN DETAILS AND SCHEDULES	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S5.03	STEEL TYPICAL DETAILS & SCHEDULES	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S5.04	STEEL TYPICAL DETAILS & SCHEDULES	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S5.05	STEEL TYPICAL DETAILS & SCHEDULES	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S5.06	STEEL TYPICAL ROOF DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S5.11	STEEL FLOOR SECTIONS	2	11/29/2023	11/29/2023 Addendum 3
Structural	S5.12	STEEL FLOOR SECTIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Structural	S5.21	STEEL ROOF SECTIONS	2	11/16/2023	11/16/2023 Addendum 3
Architectural	A1.11	FIRST FLOOR PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A1.11A	FIRST FLOOR DIMENSIONED PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A1.12	SECOND FLOOR PLAN	3	12/5/2023	12/5/2023 Addendum 4
Architectural	A1.12A	SECOND FLOOR DIMENSIONED PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A1.13	THIRD FLOOR PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A1.13A	THIRD FLOOR DIMENSIONED PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A1.14	FOURTH FLOOR PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A1.14A	FOURTH FLOOR DIMENSIONED PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A1.21	ROOF PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A2.01	EXTERIOR ELEVATIONS	1	12/5/2023	12/5/2023 Addendum 4
Architectural	A2.02	EXTERIOR ELEVATIONS	2	11/29/2023	11/29/2023 Addendum 3
Architectural	A2.10	ENLARGED EXTERIOR ELEVATIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A2.11	ENLARGED EXTERIOR ELEVATIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A2.12	ENLARGED EXTERIOR ELEVATIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A2.13	ENLARGED EXTERIOR ELEVATIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A2.14	ENLARGED EXTERIOR ELEVATIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A3.01	ENLARGED PLANS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A3.02	ENLARGED PLANS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A3.03	ENLARGED PLANS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A3.22	ENLARGED RESTROOM PLANS	1	11/29/2023	11/29/2023 Addendum 3
Architectural	A4.01	FIRST FLOOR REFLECTED CEILING PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A4.02	SECOND FLOOR REFLECTED CEILING PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A4.03	THIRD FLOOR REFLECTED CEILING PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A4.04	FOURTH FLOOR REFLECTED CEILING PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A4.11	ENLARGED REFLECTED CEILING PLANS	2	11/29/2023	11/29/2023 Addendum 3
Architectural	A4.21	TYPICAL CEILING DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A4.31	REFLECTED CEILING DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A4.32	REFLECTED CEILING DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A5.01	BUILDING SECTIONS	2	11/29/2023	11/29/2023 Addendum 3
Architectural	A6.01	WALL SECTIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A6.02	WALL SECTIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A6.03	WALL SECTIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A7.01	PLAN DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A7.02	PLAN DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A7.11	SECTION DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A7.12	SECTION DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A7.13	SECTION DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A7.14	SECTION DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A7.15	SECTION DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A7.21	STANDARD SECTION DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A7.22	STANDARD SECTION DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A7.31	STANDARD ROOF DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A7.41	STANDARD FLASHING DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A8.01	VERTICAL CIRCULATION	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A8.02	VERTICAL CIRCULATION	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A8.03	VERTICAL CIRCULATION	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A8.11	ELEVATOR PLANS AND SECTION	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A8.21	VERTICAL CIRCULATION	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A8.22	VERTICAL CIRCULATION	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A9.01	DOOR SCHEDULE	1	12/5/2023	12/5/2023 Addendum 4
Architectural	A9.02	DOOR JAMBS AND DETAILS	1	12/5/2023	12/5/2023 Addendum 4
Architectural	A9.03	DOOR FRAMES AND ELEVATIONS	1	12/5/2023	12/5/2023 Addendum 4
Architectural	A9.11	WINDOW ELEVATIONS	1	12/5/2023	12/5/2023 Addendum 4
Architectural	A9.12	WINDOW ELEVATIONS	1	12/5/2023	12/5/2023 Addendum 4
Architectural	A9.21	MATERIALS LEGEND	2	12/5/2023	12/5/2023 Addendum 4

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Architectural	A9.22	FIRST & SECOND FINISH SCHEDULE	2	12/5/2023	12/5/2023 Addendum 4
Architectural	A9.23	THIRD & FOURTH FINISH SCHEDULE	2	12/5/2023	12/5/2023 Addendum 4
Architectural	A10.01	FIRST FLOOR POSSIBLE FURNITURE LAYOUT	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A10.02	SECOND FLOOR POSSIBLE FURNITURE LAYOUT	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A10.03	THIRD FLOOR POSSIBLE FURNITURE LAYOUT	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A10.04	FOURTH FLOOR POSSIBLE FURNITURE LAYOUT	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A10.21	FIRST FLOOR FINISH PLAN	1	11/29/2023	11/29/2023 Addendum 3
Architectural	A10.22	SECOND FLOOR FINISH PLAN	1	11/29/2023	11/29/2023 Addendum 3
Architectural	A10.23	THIRD FLOOR FINISH PLAN	1	11/29/2023	11/29/2023 Addendum 3
Architectural	A10.24	FOURTH FLOOR FINISH PLAN	1	11/29/2023	11/29/2023 Addendum 3
Architectural	A11.11	FIRST FLOOR INTERIOR ELEVATIONS	1	12/5/2023	12/5/2023 Addendum 4
Architectural	A11.12	FIRST FLOOR INTERIOR ELEVATIONS	1	12/5/2023	12/5/2023 Addendum 4
Architectural	A11.13	FIRST FLOOR INTERIOR ELEVATIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A11.14	SECOND FLOOR INTERIOR ELEVATIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A11.31	THIRD & FOURTH INTERIOR ELEVATIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A11.51	INTERIOR DETAILS	1	11/29/2023	11/29/2023 Addendum 3
Architectural	A11.61	TOILET ELEVATIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A12.01	MILLWORK DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	A12.11	CASEWORK DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Architectural	AS1.01	ARCHITECTURAL SITE PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Fire Protection	FP0.01	FIRE PROTECTION LEGEND AND NOTES	0	9/29/2023	9/29/2023 Final Bid Documents
Fire Protection	FP1.01	FIRST FLOOR FIRE PROTECTION PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Fire Protection	FP1.02	SECOND FLOOR FIRE PROTECTION	0	9/29/2023	9/29/2023 Final Bid Documents
Fire Protection	FP1.03	THIRD FLOOR FIRE PROTECTION PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Fire Protection	FP1.04	FOURTH FLOOR FIRE PROTECTION	0	9/29/2023	9/29/2023 Final Bid Documents
Fire Protection	FP1.05	ROOF FIRE PROTECTION PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Fire Protection	FP5.01	FIRE PROTECTION DETAILS AND SCHEMATICS	0	9/29/2023	9/29/2023 Final Bid Documents
Fire Protection	FP5.02	FIRE PROTECTION RISER DIAGRAM	0	9/29/2023	9/29/2023 Final Bid Documents
Plumbing	P0.01	PLUMBING LEGEND, INDEX, AND NOTES	0	9/29/2023	9/29/2023 Final Bid Documents
Plumbing	P0.02	PLUMBING SCHEDULES	0	9/29/2023	9/29/2023 Final Bid Documents
Plumbing	P0.10	PLUMBING SITE PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Plumbing	P1.01	FIRST FLOOR DRAINAGE PIPING	0	9/29/2023	9/29/2023 Final Bid Documents
Plumbing	P1.02	SECOND FLOOR DRAINAGE PIPING	0	9/29/2023	9/29/2023 Final Bid Documents
Plumbing	P1.03	THIRD FLOOR DRAINAGE PIPING	0	9/29/2023	9/29/2023 Final Bid Documents
Plumbing	P1.04	FOURTH FLOOR DRAINAGE PIPING	0	9/29/2023	9/29/2023 Final Bid Documents
Plumbing	P1.05	ROOF DRAINAGE PIPING PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Plumbing	P2.01	FIRST FLOOR SUPPLY PIPING	0	9/29/2023	9/29/2023 Final Bid Documents
Plumbing	P2.02	SECOND FLOOR SUPPLY PIPING	0	9/29/2023	9/29/2023 Final Bid Documents
Plumbing	P2.03	THIRD FLOOR SUPPLY PIPING	0	9/29/2023	9/29/2023 Final Bid Documents
Plumbing	P2.04	FOURTH FLOOR SUPPLY PIPING	0	9/29/2023	9/29/2023 Final Bid Documents
Plumbing	P5.01	PLUMBING DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Plumbing	P5.02	PLUMBING DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Mechanical	M0.01	MECHANICAL LEGEND AND NOTES	0	9/29/2023	9/29/2023 Final Bid Documents
Mechanical	M0.02	M ECHANICAL SCHEDULES	0	9/29/2023	9/29/2023 Final Bid Documents
Mechanical	M0.03	HVAC CONTROLS	0	9/29/2023	9/29/2023 Final Bid Documents
Mechanical	M1.01	FIRST FLOOR MECHANICAL PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Mechanical	M1.02	SECOND FLOOR MECHANICAL PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Mechanical	M1.03	THIRD FLOOR MECHANICAL PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Mechanical	M1.04	FOURTH FLOOR MECHANICAL PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Mechanical	M1.05	ROOF MECHANICAL PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Mechanical	M3.01	MECHANICAL SECTIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Mechanical	M5.01	MECHANICAL DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Mechanical	M5.02	MECHANICAL DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E0.01	ELECTRICAL LEGEND AND	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E0.02	ELECTRICAL SPECIFICATIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E0.10	ELECTRICAL SITE PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E1.01	FIRST FLOOR LIGHTING PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E1.02	SECOND FLOOR LIGHTING PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E1.03	THIRD FLOOR LIGHTING PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E1.04	FOURTH FLOOR LIGHTING PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E2.01	FIRST FLOOR POWER PLAN	1	11/22/2023	11/22/2023 Addendum 3
Electrical	E2.02	SECOND FLOOR POWER PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E2.03	THIRD FLOOR POWER PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E2.04	FOURTH FLOOR POWER PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E2.05	FIRST FLOOR EQUIPMENT CONNECTIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E2.06	SECOND FLOOR EQUIPMENT CONNECTIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E2.07	THIRD FLOOR EQUIPMENT CONNECTIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E2.08	FOURTH FLOOR EQUIPMENT CONNECTIONS	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E2.09	POWER ROOF PLAN	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E6.01	ELECTRICAL DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E6.02	ELECTRICAL DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E6.03	ELECTRICAL DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents
Electrical	E6.04	ELEVATOR DETAILS	0	9/29/2023	9/29/2023 Final Bid Documents

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Electrical	E6.05	ELECTRICAL DETAILS	0	9/29/2023	9/29/2023	Final Bid Documents
Electrical	E7.01	ELECTRICAL DIAGRAMS & SCHEDULES	0	9/29/2023	9/29/2023	Final Bid Documents
Electrical	E8.01	PANEL SCHEDULES	1	11/16/2023	11/16/2023	Addendum 3
Electrical	E8.02	PANEL SCHEDULES	0	9/29/2023	9/29/2023	Final Bid Documents
Electrical	E8.03	PANEL SCHEDULES	0	9/29/2023	9/29/2023	Final Bid Documents
Landscape	L1.01	LANDSCAPE PLAN - OVERALL	0	9/29/2023	9/29/2023	Final Bid Documents
Landscape	L1.02	LANDSCAPE PLAN	0	9/29/2023	9/29/2023	Final Bid Documents
Landscape	L1.03	LANDSCAPE PLAN - BMP	0	9/29/2023	9/29/2023	Final Bid Documents
		Bid Package Manual		11/15/2023	11/15/2023	Bid Package Manual
Early Package		Addendum 1		9/6/2023	9/6/2023	Addendum 1- Early
Early Package		Addendum 2		11/7/2023	11/7/2023	Addendum 2- Early
Early package		Addendum 3		11/13/2023	11/13/2023	Addendum 3- Early
Final Bid		Addendum 1		11/16/2023	11/16/2023	Addendum 1
Final Bid		Addendum 2		11/22/2023	11/22/2023	Addendum 2
Final Bid		Addendum 3		12/1/2023	12/1/2023	Addendum 3
Final Bid		Addendum 4		12/5/2023	12/5/2023	Addendum 4
Final Bid		Addendum 5		12/7/2023	12/7/2023	Addendum 5

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Pattie McGinnis, Finance Director

Date: February 5, 2024

Subject: New Town Hall Preliminary Findings Financing Resolution

EXPLAIN REQUEST:

Approve Preliminary Findings Resolution of the Board of Commissioners authorizing the negotiation of an installment financing contract and providing for certain other related matters for the new Town Hall.

ACTION RECOMMENDED:

Approve Resolution.

FINANCIAL IMPLICATIONS:

None

ATTACHMENTS:

1. R-2024-02 Final Resolution - Huntersville 2024 LOBs

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF HUNTERSVILLE,
NORTH CAROLINA, AUTHORIZING THE NEGOTIATION OF AN INSTALLMENT
FINANCING CONTRACT AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS
THERETO**

WHEREAS, the Town of Huntersville, North Carolina (the “*Town*”) is a validly existing municipal corporation of the State of North Carolina (the “*State*”), existing as such under and by virtue of the Constitution, statutes and laws of the State;

WHEREAS, the Town has the power, pursuant to the General Statutes of North Carolina to (1) enter into installment contracts in order to purchase, or finance or refinance the purchase of, real or personal property and to finance or refinance the construction or repair of fixtures or improvements on real property and (2) create a security interest in some or all of the property financed or refinanced to secure repayment of the purchase price;

WHEREAS, the Board of Commissioners of the Town (the “*Board of Commissioners*”) hereby determines that it is in the best interest of the Town to (1) finance (i) the construction, equipping and furnishing of a new Town Hall and (ii) the renovations and improvements to the Town’s existing Town Hall building (collectively, the “*2024 Projects*”) and (2) pay the costs related to the execution and delivery of the Contract (as defined herein);

WHEREAS, the Huntersville Public Facilities Corporation (the “*Corporation*”) will assist the Town by the issuance of its Limited Obligation Bonds (the “*Bonds*”) to finance the 2024 Projects;

WHEREAS, as part of its plan to finance the 2024 Projects, the Board of Commissioners hereby determines that it is in the best interest of the Town to finance the 2024 Projects by (1) entering into an Installment Financing Contract (the “*Contract*”) with the Corporation in order to finance the capital costs of the 2024 Projects and pay the costs related to the execution and delivery of the Contract, and (2) entering into a deed of trust, security agreement and fixture filing (the “*Deed of Trust*”) related to the Town’s fee simple interest in certain real property on which all or a portion of the 2024 Projects are and will be located, together with the improvements thereon (collectively, the “*Mortgaged Property*”), that will provide security for the Town’s obligations under the Contract;

WHEREAS, the Town hereby determines that the 2024 Projects are essential to the Town’s proper, efficient and economic operation and to the general health and welfare of its inhabitants; that the 2024 Projects will provide an essential use and will permit the Town to carry out public functions that it is authorized by law to perform; and that entering into the Contract and Deed of Trust is necessary and expedient for the Town by virtue of the findings presented herein;

WHEREAS, the Town hereby determines that the Contract allows the Town to finance the 2024 Projects and take title thereto at a favorable interest rate currently available in the financial marketplace and on terms advantageous to the Town;

WHEREAS, the Town hereby determines that the estimated cost of financing the 2024 Projects is an amount not to exceed \$32,000,000, and that such cost of the 2024 Projects exceeds the amount that can be prudently raised from currently available appropriations, unappropriated fund balances and non-voted bonds that could be issued by the Town in the current fiscal year pursuant to Article V, Section 4 of the Constitution of the State;

WHEREAS, although the cost of financing the 2024 Projects pursuant to the Contract is expected to exceed the cost of financing the 2024 Projects pursuant to a bond financing for the same undertaking, the Town hereby determines that the cost of financing the 2024 Projects pursuant to the Contract and the Deed of Trust and the obligations of the Town thereunder are preferable to a general obligation bond financing or revenue bond financing for several reasons, including but not limited to the following: (1) the cost of a special election necessary to approve a general obligation bond financing, as required by the laws of the State, would result in the expenditure of significant funds; (2) the time required for a general obligation bond election would cause an unnecessary delay which would thereby decrease the benefits of the 2024 Projects; and (3) no revenues are produced by the 2024 Projects so as to permit a revenue bond financing;

WHEREAS, the Town has determined and hereby determines that the estimated cost of financing the 2024 Projects pursuant to the Contract reasonably compares with an estimate of similar costs under a bond financing for the same undertaking as a result of the findings delineated in the above preambles;

WHEREAS, the Town anticipates that any property tax increase, if necessary, to pay installment payments falling due under the Contract will not be excessive;

WHEREAS, the sums to fall due under the Contract will be adequate but not excessive for its proposed purpose;

WHEREAS, no deficiency judgment may be rendered against the Town in any action for its breach of the Contract, and the taxing power of the Town is not and may not be pledged in any way directly or indirectly or contingently to secure any money due under the Contract;

WHEREAS, the Town is not in default under any of its debt service obligations;

WHEREAS, the Town's budget process and Annual Budget Ordinance are in compliance with the Local Government Budget and Fiscal Control Act, and external auditors have determined that the Town has conformed with generally accepted accounting principles as applied to governmental units;

WHEREAS, past audit reports of the Town indicate that its debt management and contract obligation payment policies have been carried out in strict compliance with the law, and the Town has not been censured by the North Carolina Local Government Commission (the "LGC"), external auditors or any other regulatory agencies in connection with such debt management and contract obligation payment policies;

WHEREAS, a public hearing on the Contract, the Deed of Trust and the 2024 Projects to be financed thereby after publication of a notice with respect to such public hearing must be held and the Board of Commissioners conducted such public hearing at this meeting;

WHEREAS, approval of the LGC with respect to entering the Contract must be received; and

WHEREAS, the Town hereby determines that all findings, conclusions and determinations of the Town in this Resolution are subject to modification or affirmation prior to the execution and delivery of the Contract and the Deed of Trust.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF TOWN OF HUNTERSVILLE, NORTH CAROLINA, AS FOLLOWS:

Section 1. ***Authorization to Negotiate the Contract.*** The Town Manager, the Deputy Town Manager, the Assistant Town Manager and the Finance Director (collectively, the “*Authorized Officers*”), individually or collectively, with advice from the Town Attorney, are hereby authorized and directed to proceed and negotiate on behalf of the Town for the financing of the 2024 Projects and the costs related to the execution and delivery of the Contract for a principal amount not to exceed \$32,000,000 under the Contract to be entered into in accordance with the provisions of Section 160A-20 of the General Statutes of North Carolina, as amended, and to provide in connection with the Contract, as security for the Town’s obligations thereunder, a Deed of Trust conveying a lien and interest in the Mortgaged Property, including the improvements thereon. All actions of the Authorized Officers, or their designees, in furtherance of the financing of the 2024 Projects, whether previously or hereinafter taken, are hereby ratified and authorized.

Section 2. ***Application to LGC.*** The Finance Director, or her designee, is hereby directed to file with the LGC an application for its approval of the Contract and all relevant transactions contemplated thereby on a form prescribed by the LGC and to state in such application such facts and to attach thereto such exhibits regarding the Town and its financial condition as may be required by the LGC.

Section 3. ***Direction to Retain Professionals.*** The Finance Director is hereby authorized and directed to retain the assistance of Parker Poe Adams & Bernstein LLP, as bond counsel; Davenport & Company LLC, as financial advisor; U.S. Bank Trust Company, National Association, as trustee, and Robert W. Baird & Co. Incorporated, as underwriter. The Finance Director is hereby authorized to retain such other professionals as she deems necessary in her judgment to carry out the transaction contemplated in this Resolution.

Section 4. ***Repealer.*** All motions, orders, resolutions and parts thereof in conflict herewith are hereby repealed.

Section 5. ***Effective Date.*** This Resolution is effective on the date of its adoption.

STATE OF NORTH CAROLINA)
) SS:
TOWN OF HUNTERSVILLE)

I, *Janet Pierson*, Town Clerk of the Town of Huntersville, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of a resolution entitled “**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF HUNTERSVILLE, NORTH CAROLINA, AUTHORIZING THE NEGOTIATION OF AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS THERETO**” duly adopted by the Board of Commissioners of the Town of Huntersville, North Carolina at a meeting held on the 5th day of February, 2024.

WITNESS my hand and the corporate seal of Town of Huntersville, North Carolina, this the 5 day of February, 2024.

(SEAL)

Janet Pierson, Town Clerk
Town of Huntersville, North Carolina

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Lara Cagle, Human Resources Director

Date: February 5, 2024

Subject: Town of Huntersville Personnel Policy Updates

EXPLAIN REQUEST:

Consider updates to the Personnel Policy to incorporate the addition of Fire Department employees and to clarify and expand on existing policies. A summary of proposed changes and the proposed policy is attached.

ACTION RECOMMENDED:

Consider approving updates to the Personnel Policy.

FINANCIAL IMPLICATIONS:

Potential future budget impact varies based on participation and use of leave.

ATTACHMENTS:

1. Summary of Policy Changes 02052024
2. TOH Personnel Policy 02.05.2024 Draft

Summary of Changes to the TOH Personnel Policy for February 5, 2024 BOC Meeting

The following updates to the Personnel Policy are recommended to incorporate the addition of Fire Department employees, and to clarify and expand on existing policies.

Article II. General Employment Practices

- Update Drug Free Workplace to clarify when drug and/or alcohol testing is required (pre-employment, reasonable suspicion/for cause, and random)
- Define circumstances for testing in for cause situations (fatality, medical treatment, vehicle damage requiring towing, or property damage)

Article III. Compensation and Classification Plans

- Update work period to reflect 14 days for all public safety (from 28 days)
- Update overtime hour threshold for law enforcement (86), add threshold for fire (106), and note exception for either to revert to 40 hour schedule (ie, administrative duty)

Article IV. Recruitment and Employment Policies

- Clarify driving record review to include factors to be considered (timeframe, severity of infractions, and quantity of infractions)
- Add requirement to notify supervisor of revocation of driver's license

Article V. Work Expectations

- Update tobacco policy to prohibit smoking in Town buildings or vehicles, including vaping devices
- Delete repetitive language in inclement weather section

Article VI. Safety & Security

- Update driving safety section to clarify motor vehicle record check and monitoring for driving positions
- Clarify that proof of insurance may be required when driving personal vehicle for business purposes

Article VIII. Leave Policies

- Add holiday accrual and bank language for fire personnel (13 hours per month and pay out parameters)
- Add vacation and sick leave accrual tables to define monthly accruals based on scheduled hours
- Add maximum vacation accrual amount for fire personnel (312 annually)
- Add exception for leave of absence due to extended worker's compensation treatment and benefit continuation
- Add sick leave as option for shared leave donations



Town of Huntersville

Personnel Policy



ABOUT THIS POLICY

The purpose of this Policy is to establish a uniform personnel system for the Town of Huntersville that will promote fair, effective and efficient human resource practices, processes and procedures to meet the current and future needs of the Town to recruit, select, develop, motivate and retain a well-qualified workforce to serve the community. This Policy is adopted and established under the authority of NCGS Chapter 160A Article 7.

This Policy is provided as a guide and is not nor should it be considered to be an agreement, bargain or contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. All employment with the Town is “at will.” Employees are free to leave the Town at any time, with or without a reason and with or without notice. The Town also has the right to end an employee’s employment at any time, with or without a reason and with or without notice. Although the Town may choose to end an employee’s employment for a cause, cause is not required.

Further, the Town, under the authority of the Town Manager, has the right to manage its work force and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, lay off, terminate, or change any term or condition of employment at any time, with or without a reason and with or without notice unless otherwise required by law.

The Town may, at any time, in its sole discretion, modify or vary anything stated in this Policy—except as required by law, and except for the rights of the parties to terminate employment at will, which may only be modified, on an individual by an express written agreement authorized by the Town Board and signed by the duly authorized representatives designated by the Town Board.

This Policy supersedes all prior employee handbooks or personnel policies issued by the Town. Any violation of the policies and/or procedures set forth herein may result in disciplinary action, up to and including termination.

This Policy shall cover all employees of the Town except as specifically exempted. This Policy shall not apply to elected officials, members of advisory boards and councils, the Town Manager or the Town Attorney except for the general employment principles located in Article II.

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ARTICLE I. GENERAL PROVISIONS

SECTION 1. AUTHORITY OF TOWN BOARD

The Town Board will adopt and approve personnel policies that promote the hiring and retention of capable, diligent, and honest employees under the authority of NCGS Chapter 160A-164, including the classification and pay plan.

SECTION 2. AUTHORITY OF TOWN MANAGER

The Town Manager is responsible for administering the personnel policies adopted by the Town Board and directing the activities of all employees. The Town Manager shall have all authority granted to him/her under NCGS 160A-148 and such additional authority as is granted to him/her by the Town Board from time to time, including the authority to delegate any or all of these duties and responsibilities to the appropriate staff member.

SECTION 3. DEPARTMENTAL RULES AND REGULATIONS

Due to particular personnel and operational requirements, certain departments of the Town may establish supplemental rules and regulations applicable only to operating policies and procedures for those departments. All such rules and regulations shall be subject to the approval of the Town Manager and shall not, in any way, conflict with this Policy, but shall be considered to be supplemental to this Policy. To the extent any Departmental Rules and Regulations are in conflict with this Policy, this Policy will control.

SECTION 4. CONTROLLING LAW

To the extent any of this Policy or any Departmental Rules and Regulations are in conflict with Federal, State or local laws, the Town will abide by the applicable Federal, State or local law and such policy, rule or regulation will be deemed amended or modified to be in compliance with the applicable law or regulations. All references in this Policy to “State” shall be deemed to refer to the State of North Carolina.

SECTION 5. AUTHORITY TO MODIFY

The Town may, at any time, in its sole discretion, modify anything stated in this Policy—except as required by law, and except for the rights of the parties to terminate employment at will, which may only be modified on an individual basis by an express written agreement authorized by the Town Board and signed by the duly authorized representatives designated by the Town Board. Modifications which are not generally applicable to all Town employees are attached as Schedules to this Policy.

SECTION 6. CONSEQUENCES FOR VIOLATIONS

Any violation of the policies and/or procedures included in this Policy may result in disciplinary action, up to and including termination.

ARTICLE II. GENERAL EMPLOYMENT PRINCIPLES

SECTION 1. MERIT PRINCIPAL AND EQUAL EMPLOYMENT OPPORTUNITY

The Town is an equal opportunity employer. The Town believes all employees of the Town should be treated fairly and consistently. The Town will make employment decisions without regard to race, color, age (40 or older), sex (including pregnancy, gender identity and sexual orientation), gender, national origin, religion, disability, military service or veteran status, genetic information, or any other classification protected by applicable Federal, State, and local laws and ordinances (collectively hereinafter referred as a "Protected Class.")

The Town is dedicated to ensuring the fulfillment of this Policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay, and other forms of compensation, training, and general treatment during employment. All such decisions shall be made solely based on merit. Employees shall receive equitable and adequate pay and benefits, and eligible employees shall receive merit pay increases based upon their performance, subject to the availability of funds.

Any violation of this Policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination. If an employee believes someone has violated this Policy or otherwise has questions regarding this Policy, the employee may bring the matter to the attention of their supervisor, following the chain of command up to their Department Director or may contact Human Resources. The Town will promptly investigate the facts and circumstances of any claim that this Policy has been violated and take appropriate corrective measures.

No employee will be subject to, and the Town prohibits, any form of discipline or retaliation for reporting perceived violations of this Policy, pursuing any such claim, or cooperating in any way in the investigation of such claims

SECTION 2. HARASSMENT/DISCRIMINATION PREVENTION

The Town will not tolerate any form of harassment or discrimination. The Town prohibits harassment, discrimination, and/or intimidation of others based on their membership in a Protected Class.

Harassment Defined Harassment as defined in this Policy is unwelcome verbal, visual or physical conduct, based on an individual's protected characteristic, which creates an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment includes, but is not limited to remarks, jokes, written materials, symbols, paraphernalia, clothing or other verbal or physical conduct which may intimidate, ridicule, demean or belittle a person because of their membership in a Protected Class. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, social media, texts, emails, etc.) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic.

Sexual Harassment Defined Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for

sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature. Sexual harassment also includes unwelcome behavior, remarks, jokes, or innuendos that intimidate, ridicule, demean, or belittle a person on the basis of their gender (regardless of whether the remarks are sexually provocative or suggestive of sexual acts).

Harassment occurs when:

- Submission to and/or tolerance of the unwelcome conduct is explicitly or implicitly made a term or condition of a person's employment;
- Submission to, tolerance of, and /or rejection of the unwelcome conduct is a basis for employment decisions;
- The unwelcome conduct substantially interferes with a person's work performance and creates an intimidating, hostile, or offensive work environment.

Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner. Even if conduct is not offensive to those participating in the conduct, it may be offensive to others. Such conduct may be in violation of this Policy, even if it is not unlawful. Harassment is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, vendor, service provider or other third party.

Employees are responsible for bringing any form of harassment or discrimination to the Town's attention so that harassment and discrimination in the workplace may be prevented. The Town cannot remedy alleged harassment or retaliation unless an employee brings these claims to the attention of management. Failure to report claims of harassment and/or retaliation prevents the Town from taking steps to remedy the problem and may be grounds for disciplinary action, up to, and including termination. If an employee experiences any problem of this sort, becomes aware of any other employee experiencing a problem of this sort, or has knowledge of any form of harassment or discrimination, sexual or otherwise, they must immediately report it to their supervisor. If an employee believes that it would be inappropriate to discuss the matter with their supervisor, or they are uncomfortable discussing the matter with their supervisor, they may elect to bypass the supervisor and report the matter directly to Human Resources.

The Town will investigate thoroughly and promptly, all claims of harassment or discrimination. Employees are required to cooperate with any investigation involving harassment and/or discrimination.

SECTION 3. REASONABLE ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES

The Town will comply with the requirements contained in the Federal Americans with Disabilities Act. The Town prohibits discrimination against a "qualified individual with a disability", to include job applications, hiring, advancement, discharge, compensation, training, and any other employment term, condition, or privilege. Qualified individuals with a disability must be able to perform the essential job functions, with or without reasonable accommodations.

The Town will endeavor to make reasonable accommodations to known physical or mental limitations of an otherwise qualified individual unless to do so would result in undue hardship to the Town or pose a direct threat of substantial harm to the employee or to others. The nature of compliance is complex and involves both employment related issues as well as physical barriers. The Town Manager, or designee, is responsible for compliance with these Federal employment requirements and shall work with Human Resources and Department Directors on a case-by-case basis to affect compliance.

An applicant or employee who believes he or she needs a reasonable accommodation of a disability should discuss the need for possible accommodation with Human Resources.

SECTION 4. REASONABLE ACCOMMODATION OF RELIGIOUS BELIEFS AND PRACTICES

The Town recognizes and affirms its obligation to endeavor to reasonably accommodate job applicants and employees with sincere religious beliefs or practices who are able to perform the essential functions of the position, with or without reasonable accommodation. The Town will endeavor to provide reasonable accommodation to otherwise qualified job applicants and employees, unless doing so would impose an undue hardship on the Town.

An applicant or employee who believes he or she needs a reasonable accommodation of a sincere religious belief or practice should discuss the need for a possible accommodation with Human Resources.

SECTION 5. DRUG FREE WORKPLACE

The Town desires to provide a safe and healthy work environment for employees and to provide the best service possible to the public, and therefore, is committed to maintaining a Drug Free Workplace. To achieve these goals, the Town has adopted the following rules about the use, possession, and sale of drugs and alcohol by its employees.

The unauthorized use of alcohol or illegal/unauthorized drugs during working hours or reporting to work under the influence of alcohol or illegal/unauthorized drugs is strictly prohibited. The illegal or unauthorized use of, being under the influence of, sale, distribution, or possession of narcotics, drugs, alcohol or controlled substances while on the job (on or off Town property) will result in immediate disciplinary action, up to and including termination.

The use of controlled substances prescribed to an employee by a licensed physician or which are available over the counter is not prohibited by this Policy. However, if any such medication could impair their ability to safely operate vehicles, equipment, or related activities, they should notify their supervisor or Human Resources prior to returning to work to discuss what accommodations are necessary.

The Town will administer drug and/or alcohol testing in the following circumstances. All testing pursuant to this Policy will follow the procedures set forth in the North Carolina Controlled Substance Examination Act and implementing regulations, and will otherwise be conducted in compliance with Federal and State laws as well as such administrative procedures as may be established by the Town.

1) Pre-Employment Drug Testing: As a condition of employment, all candidates who have received a conditional offer of employment will be required to test. Candidates being considered for positions requiring a Commercial Driver's License will also be required to register with the Federal Motor Carrier Safety Administration Clearinghouse to complete a full query. Employees being considered for a safety sensitive position and who have a verified positive test will no longer be considered for employment. Safety sensitive positions include all Police and Fire positions, all positions requiring a Commercial Driver's License, all other positions requiring driving or maintaining Town vehicles or equipment, and all positions working with vulnerable populations such as children, youth, and seniors. Additional safety sensitive positions may be added as determined by the Town Manager.

2) Reasonable Suspicion Testing: Any employee may be required to submit to a drug and/or alcohol test if there is a reasonable suspicion verified by a supervisor that an employee is in violation of this Policy. Reasonable suspicion may be based on factors including, but not limited to:

- Direct observation of drug or alcohol use or possession.
- Direct observation of the physical symptoms of being under the influence of a drug or alcohol, such as impairment of motor functions or speech.
- A pattern of abnormal conduct or erratic behavior.
- Arrest or conviction for a drug or alcohol-related offences, or the identification of an employee as the focus of a criminal investigation into illegal drug possessions, use, or distribution.
- Other information that is provided by reliable and credible sources or that can be independently corroborated.
- A fatality occurs.
- An employee is found to be at fault and the employee or other individuals involved require immediate medical treatment beyond the scene of the accident/incident.
- An employee is found to be at fault and the extent of damage to the Town vehicle or other vehicles involved requires that the vehicle be towed from the scene.
- An employee is found to be at fault and damage to other real or personal property exceeds \$2,500.

Employees who have been subject to reasonable suspicion testing will be placed on paid administrative leave or modified duty pending the test results.

3) Random Testing: Employees holding a Commercial Driver's License as part of their job requirements are subject to FMCSA regulations regarding random testing. This testing occurs quarterly for all covered employees, who are randomly selected for testing through a third-party testing program. Due to the random selection, employees may be selected more than once per year; however, all employees in the random testing pool will have an equal chance of being selected each quarter.

Refusal to submit to testing in accordance with this Policy or a positive test may be grounds for withdrawal of the conditional offer of employment and/or termination of employment. Violation of this Policy will result in disciplinary action, up to and including termination. The

Town maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a violation of this Policy.

SECTION 6. WORKPLACE VIOLENCE PREVENTION

The Town is strongly committed to providing a safe workplace for all its employees. The purpose of this Policy is to minimize the risk of personal injury to employees and damage to Town property. Threats, threatening language, or any other acts of aggression or violence made toward or by any Town employee will not be tolerated. For purposes of this Policy, a threat may include any verbal or physical harassment or abuse, attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious and/or destructive actions undertaken for the purpose of domination or intimidation.

The Town specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. Employees are expected and encouraged to exercise reasonable judgment in identifying potentially dangerous situations and informing management accordingly.

All potentially dangerous situations including threats by co-workers, volunteers, vendors, contractors, or other persons should be reported immediately to a Supervisor, Department Director, Human Resources or to any other member of management with whom you feel comfortable. Reports of threats may be made anonymously. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat under this Policy.

If an investigation confirms that threat of a violent act or violence itself has occurred, the Town will take appropriate corrective action. Anyone, regardless of position or title, whom the Town determines has engaged in conduct that violates this Policy, including retaliation, will be subject to discipline, up to and including termination.

The Town reserves the right to seek a civil “no-contact” order in accordance with the provisions of the North Carolina General Statutes on behalf of any employee who has been the victim or target of workplace violence or other unlawful conduct in the workplace in violation of this Policy.

SECTION 7. ABUSE PREVENTION

The Town will not tolerate any form of sexual abuse, physical abuse, or other abuse of any kind of persons in Town programs. This applies to all Town programs, but is especially important in the case of Town programs serving potentially more vulnerable populations such as children, youth, and seniors. In order to avoid the potential for actual or perceived instances of sexual or other abuse in Town programs, an employee who works with or around children, youth or other persons participating in Town programs:

- Should not put him/herself in a one-on-one situation involving a child/youth who is not their own;

- Should not put him/herself in a one-on-one situation with an adult participant who is not an immediate family member;
- Should not provide unwarranted gifts, trips, attention, and affection to individual children/youth/adult participants who are not members of their immediate family.

EMPLOYEES HAVE THE RESPONSIBILITY TO BRING ANY FORM OF ABUSE TO THE TOWN'S ATTENTION. If an employee witnesses or becomes aware of any such situation, they must immediately report it to their supervisor. If an employee believes that it would be inappropriate to discuss the matter with their supervisor, or they are uncomfortable discussing the matter with their supervisor, they may elect to bypass the supervisor and report the matter directly to Human Resources. The Town will investigate thoroughly and promptly, all claims of violation of this Policy. Employees are required to cooperate with any investigation under this Policy. The Town will endeavor to keep complaints, investigations, and resolutions confidential to the extent possible; however, the Town cannot compromise its obligation to investigate complaints or any obligation to report instances of sexual or other abuse to the appropriate enforcement authorities.

SECTION 8. RETALIATION PREVENTION

No employee will be subject to, and the Town prohibits, any form of retaliation against an employee. Retaliation shall include, but not be limited to, any discrimination, harassment, or adverse action taken against an employee by the Town or by another person because:

- (1) the employee has, in good faith, opposed any unlawful employment practice or any unlawful or inappropriate behavior by the Town or another person, or
- (2) the employee has, in good faith, made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing regarding an unlawful employment practice or an unlawful or inappropriate behavior by the Town or another person.

As used herein, the terms “unlawful employment practice” and “unlawful or inappropriate behavior” shall include, but not be limited to, practices or behaviors which violate the terms of this Policy.

If an employee believes someone has violated this Retaliation Prevention Policy, the employee should bring the matter to the immediate attention of Human Resources. Anyone, regardless of position or title, whom the Town determines has engaged in conduct that violates this Policy against retaliation will be subject to discipline, up to and including termination.

SECTION 9. OPEN DOOR POLICY

Employees should bring questions, suggestions, and concerns to the Town's attention so it can understand and work to address these issues. If an employee has a question, suggestion or concern, it should be discussed first with their supervisor. Most concerns can be addressed and resolved at that level. However, if an employee feels uncomfortable speaking with their supervisor or has not received a satisfactory response they may proceed to the next step in the chain of command or to Human Resources.

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ARTICLE III. COMPENSATION AND CLASSIFICATION PLANS

POSITION CLASSIFICATION PLAN

SECTION 1. ADOPTED

The Position Classification Plan, as amended from time to time is adopted as the Position Classification Plan for the Town.

SECTION 2. ALLOCATION, ADMINISTRATION AND AMENDMENT

The Town Manager shall be responsible for:

- The administration and maintenance of the Position Classification Plan so that it will accurately reflect the duties performed by employees in the classes to which their positions are allocated.
- The assignment of each position covered by the Position Classification Plan to its appropriate class/pay grade in the Plan.
- The addition and deletion of positions from the Position Classification Plan.

SECTION 3. EMPLOYEE CLASSIFICATIONS

A number of different types of employees are employed by the Town.

- Probationary: All newly hired employees will serve a probationary period of twelve (12) months in their position. Police officers shall serve a probationary period of twelve (12) months or such other time as is required by the North Carolina Criminal Justice Training and Standards Commission. The probationary period for any employee may be extended for a maximum of an additional six (6) months with approval of the Town Manager.
- Regular Full-Time Employees: Employees who are regularly scheduled to work the number of hours which is designated as full-time for their position. Regular full-time employees are eligible for all Town benefits, subject to the terms and conditions of the applicable plans and the law.
- Regular Part-Time Employees: Employees who are regularly scheduled to work fewer than the number of hours which is designated as full-time for their position. Eligibility for Town benefits is subject to the terms and conditions of the applicable plans and the law. Part-Time employees do not accrue vacation, sick leave or holiday pay except as specifically designated by the Town Manager.
- Temporary Employees: Employees who are hired for a specific task or project, usually involving fewer than 180 days. While they do receive all statutory benefits, temporary employees are not eligible for Town benefits unless otherwise approved by the Town Manager. Examples of temporary employees include interim positions, seasonal positions, project employees, and grant funded positions.

- Trainees: Trainees include employees who do not meet minimum qualifications for a position but who are hired with the intention that such employees will be provided training by the Town in order for them to acquire the knowledge, skills and ability necessary to meet the minimum qualifications for the position.

In addition to the above classifications, employees are categorized as either “**exempt**” or “**non-exempt**” according to the provisions of the Fair Labor Standards Act (FLSA).

- Non-Exempt Employees: Employees who are eligible for overtime under the FLSA and/or applicable State wage/hour laws. Non-exempt employees are entitled to an overtime premium for overtime work in accordance with State and Federal law.
- Exempt Employees: Salaried employees whose work duties exempt them from the overtime provisions of the FLSA and any applicable State wage/hour laws. Employees classified as exempt receive a salary, which is intended to cover all hours worked.

Employees will be informed of their initial employment classification and status as exempt or non-exempt at the beginning of their employment. An employee may change classifications only upon written notification by the Town. There are no automatic conversions from one classification to another. Employees should speak to Human Resources regarding any concerns or questions about their classification.

COMPENSATION PLAN

SECTION 1. ADOPTED

The Compensation Plan for all employees, including the schedule of salary ranges and class titles assigned to salary ranges as amended from time to time is adopted as the Compensation Plan for the Town.

SECTION 2. ADMINISTRATION AND MAINTENANCE

The Town Manager shall be responsible for:

- The administration and maintenance of the Compensation Plan in order to provide equitable compensation for all positions in consideration of the following:
 - differences in duties and responsibilities,
 - the rates of pay for comparable positions in private and public employment in the area,
 - changes in the cost of living,
 - the financial conditions of the Town and such other factors as may be deemed necessary by the Town Manager.

- Making recommendations to the Board for such changes in salary grades and ranges including market adjustments, or other reasons as may be warranted to maintain an appropriate and competitive Compensation Plan.

SECTION 3. SALARY ADMINISTRATION

Pay grades and salary ranges are intended to furnish administrative flexibility in recognizing individual performance among employees holding positions in the same grade by rewarding employees for meritorious service, exceptional qualifications, including education and experience, and required knowledge, skills and abilities and specialized certifications. All employees should be paid at a rate within the salary range for the applicable pay grade except for employees who are in a trainee status or employees whose current salaries are above the established maximum rate following transition to a new pay plan.

While the minimum rate established for the pay grade is the normal hiring rate, applicants with qualifications exceeding the stated minimum qualifications for the position, may be hired at any salary up to the midpoint of the salary range, upon the recommendation of the Department Director and Human Resources and with the approval of the Town Manager. Hiring above the midpoint of the salary range will require special written justification by the Department Director including positions that are hard to fill, applicants with exceptional credentials including a salary history of being paid above the market and other special circumstances and be approved by the Town Manager. When recommending salaries above the minimum hiring rate, Department Directors should also consider internal equity with existing employees in the same job classification with similar credentials as the applicant.

Employees who reach the maximum level of salary in their pay grade are not eligible for further pay increases except upon recommendation of the Department Director, Human Resources and with the express approval of the Town Manager.

SECTION 4. PROMOTION, DEMOTION, RECLASSIFICATION AND COMPLETION OF PROBATION.

When an employee is promoted, demoted or reclassified, the rate of pay for the new position will be established in accordance with the following guidelines, subject to the approval of the Town Manager. The Town Manager has the authority to make exceptions to these guidelines in order to meet the Town's business and organizational needs. There will not be a new probationary period associated with any position promotion, demotion, or reclassification.

Promotion A promotion is the permanent movement of an employee to a vacant position of increased responsibility or complexity of duties and usually in a higher salary grade. An employee who is promoted to a position with a higher salary grade shall receive a 6% pay increase in base salary or an increase to the minimum of the new pay grade, whichever is higher, to recognize the increased duties and responsibilities of the new position consistent with the differential between the salary grades. The Department Director may request an exception with appropriate written justification to award a higher promotional increase with the approval of the Town Manager in consultation with the Human Resources Director. When awarding a higher promotional increase,

internal equity with existing employees in the same job classification and with similar qualifications should be considered.

Demotion A demotion is the permanent movement of an employee to a vacant position of decreased responsibility or complexity of duties and usually in a lower salary range. The amount of reduction in salary of an employee who is demoted and such employee's eligibility for future pay increases shall be determined at the discretion of the Town Manager in consultation with the Department Director and Human Resources Director. For disciplinary demotions, the employee's salary will ordinarily be reduced commensurate with the reduction in job classification resulting from the demotion.

Reclassification A reclassification is the change in the level of responsibility or complexity of duties of an employee's current position. An employee may be reclassified to a higher or lower pay grade depending on whether the level of responsibility or complexity of duties is increasing or decreasing. An employee's job title may change as a result of a reclassification. In the case of a reclassification, an employee whose position is reclassified to a higher pay grade shall receive a 6% pay increase in base salary or an increase to the minimum of the new pay grade, whichever is higher, to recognize the increased duties and responsibilities of the employee's new assignment. The Department Director may request an exception with appropriate justification to award a higher reclassification increase with the approval of the Town Manager in consultation with the Human Resources Director. When awarding a higher reclassification increase, internal equity with existing employees in the same job classification and with similar qualifications should be considered. If the position is reclassified to a lower pay grade, no pay adjustment will be made.

Completion of Probation Upon the successful completion of their probationary period (including any extensions) an employee shall receive a five percent (5%) increase in salary.

SECTION 5. MERIT PAY/MERIT BONUS

When the quality of an employee's performance meets applicable criteria, the employee may be eligible for a merit increase upon recommendation of the Department Director. Merit increases are not automatic, but should be based on performance. Merit increases may also be denied based on lack of productivity, inappropriate behavior, attendance or poor work quality. The amount of and availability of merit increases are subject to approval of and funding by the Town Board and approval of the Town Manager.

Upon the recommendation of the Department Director and Human Resources and with approval of the Town Manager, employees who have reached the maximum salary for their position may be granted a discretionary lump sum merit bonus. Merit bonus payments should be based on performance as reflected in the employee's performance evaluation.

SECTION 6. PERFORMANCE EVALUATIONS

The Town endeavors to conduct regular performance evaluations to give employees an opportunity to discuss work performance and to establish performance goals with their supervisor. In addition, supervisors may frequently provide regular feedback regarding employee performance. In order to align Town organizational goals with employee performance goals and to facilitate

awarding annual merit increases, the Town follows a fiscal year performance review cycle with all employees having a common review date. Employees will ordinarily be reviewed in July at the end of the annual review cycle of July 1-June 30. Merit salary increases, if approved, will be awarded the first pay date in August. New employees may be evaluated more often during their first year of employment and have a shorter or longer initial performance cycle depending upon when they are hired in relationship to the established annual review schedule. Only employees who have been employed as a regular, full time employee (i.e. off probation and not on a protected leave without pay status) prior to June 30 of a review cycle will be eligible for consideration of the merit salary increase.

Formal performance reviews should consider the following issues, among others, as applicable: attendance, initiative and effort, quality and quantity of work performed, and results achieved. The performance evaluation is designed to identify and enhance employee strengths, and identify areas where improvement may be required. Performance evaluations should also provide an opportunity to confirm work expectations and set performance goals and targets for the upcoming performance year.

SECTION 7. WORK PERIOD

For payroll purposes, the work period is defined as seven consecutive days running from Monday at 12:00 AM to Sunday at 11:59 PM. Public Safety employees have a work period of 14 days. Specific work schedules may vary depending on position and department requirements. From time-to-time, it may be necessary to change employee work schedules to meet the needs of the Town. Employee cooperation with any such changes is both expected and appreciated. The Town will give employees as much advance notice as possible of any changes in work schedule.

Alternate work schedules may be considered with the approval of the Department Director where impact to business operations will be maintained or improved. The alternate work schedule options include a regular flextime schedule and routine telecommuting. Flextime schedules allow employees to work outside the core business hours of the department, while maintaining expected internal and external customer service needs. Telecommuting allows certain qualified employees to work offsite while maintaining access to necessary work equipment. Telecommuting may be authorized for qualified employees on a routine basis up to two days a week to meet the needs of the Town. Non-routine and sporadic telecommuting for more than two days will only be authorized by the Town Manager. This may include time during inclement weather events. Flextime and telecommuting is not guaranteed and approval may be withdrawn as work conditions and expectations change.

SECTION 8. OVERTIME

The nature of Town business sometimes requires employees to work beyond regularly scheduled working hours. Supervisors will notify employees when they are required to work overtime. The Town will try to provide advance notice of any overtime that will be required; however, overtime is not always predictable. Overtime should be unusual. Employees may not work overtime without the advance, express approval of their Supervisor and/or Department Director.

Whenever possible, departments will schedule time off on an hour for hour basis within the applicable work period for non-exempt employees, so that they are not required to work more than the hours allowed by Federal overtime requirements. When time off within the work period cannot be granted, non-exempt employees will be paid overtime at one and one-half times (1½) their regular rate of pay or accrue compensatory time at one and one-half times (1½) the overtime hours worked. Currently all hours worked over 40 hours per week are considered overtime with the exception of law enforcement and fire protection employees under the Fair Labor Standards Act 207(k) exemption, which is 86 hours per work period for law enforcement and 106 hours for fire protection. Some law enforcement and fire protection employees may be assigned a different work schedule when their shift and/or primary responsibilities move away from the need for a 207(k) exemption. Those employees will be notified in writing if that occurs. Sick leave, vacation leave, holiday leave or other **non-work** time does not count as hours worked for purposes of overtime calculations.

Exempt employees are not entitled to be paid overtime; however, the Town allows exempt employees to track compensatory time at a straight time rate for the purposes of taking time off in the discretion of the Department Director. Exempt employees are not entitled to be paid out for accrued compensatory time under any circumstances.

SECTION 9. STANDBY/ON-CALL AND CALL BACK PAY

The nature of several jobs performed by Town employees requires that those employees be on standby duty or on-call – i.e. be available and ready to work in the case of an emergency. Standby/on-call duty is an integral part of the routine duties and responsibilities of some jobs. As such, compensation for standby duty is included in the base salary. In the event that non-exempt employees are called back to perform assigned duties outside of normal working hours, they will be guaranteed a minimum payment of two hours of wages for being called back to work or be paid for their actual hours worked, whichever is greater. Hours actually worked while on-call are calculated beginning when the employee reports to the work site and are added to the regular total of hours worked for the work period. Those employees who are on standby/on-call duty and cannot be located to perform their duties in the event of being called back will be subject to disciplinary action. Only hours actually worked when called back count toward hours worked for overtime purposes. Additional incentive pay/leave may be granted at the discretion of the Department Director.

SECTION 10. EDUCATION AND CAREER DEVELOPMENT INCENTIVES

The Town encourages employees to seek opportunities to continue their education and growth. When employees undertake additional training and/or certification that is job-specific and approved by their department director, the Town Manager may authorize additional pay in the form of one-time bonuses or base pay increases to the employee's compensation. Eligible training and/or certifications are those required beyond the minimum requirements of the position and, if obtained prior to employment, should be considered at the time of employment. Full-time employees who have completed their initial probationary period may be eligible for Education and Career Development Incentives. In order for courses/certifications to qualify they need to be pre-approved by the department director prior to beginning the course. Procedures for the educational incentive pay plan shall be established and approved by the Town Manager. Examples of

educational incentives may include one time and renewing certifications or licenses; college degrees; or other training programs as authorized.

SECTION 11. TIMEKEEPING AND SAFE HARBOR POLICY

It is the Town's policy and practice to accurately compensate employees and to do so in compliance with all applicable State and Federal laws. To ensure employees are paid properly and no improper deductions are made, they must review their earnings statements promptly to identify and to report all errors. If they believe a mistake has occurred or if there are any questions, please use the reporting procedure outlined below.

Deductions The Town is required by law to make certain deductions from employee earnings. Earnings statements itemize the deductions made from gross earnings. Federal and State laws require that the Town make deductions for social security, Federal income tax, State income tax and any other legally-mandated taxes or deductions. In addition, employees may authorize deductions for additional items, such as contributions for medical insurance, retirement savings plans, etc.

Non-exempt Employees If an employee is classified as a non-exempt employee, they must record their daily starting, meal and ending times as well as any time away from their workstation for non-business reasons other than normal break times. Non-Exempt employees must show an accurate record of the hours worked because their pay will be based on this attendance record. Non-exempt employees should accurately record when they begin work, but under no circumstances should any employee begin work more than five (5) minutes prior to the employee's scheduled starting time or continue to work five (5) minutes or more after the employee's scheduled quitting time unless specifically authorized by their supervisor. Non-exempt employees may never work off the clock. In the event any employee fails to record starting or quitting time or there is an error on a timesheet, the supervisor should be notified. All attendance records must be approved by the supervisor. Employees may only record their own time. Recording time for other employees is not allowed and may lead to discipline, up to and including termination.

Exempt Employees If an employee is classified as an exempt salaried employee, they will receive a salary which is intended to compensate for all hours worked for the Town. This salary will be established at the time of hire or when the employee becomes classified as an exempt employee. While legally authorized deductions such as those specified above will be made, an exempt employee's salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed except for certain reasons expressly permitted by law. Exempt employees will receive their full salary for any workweek in which work is performed. Please note that exempt employees will be required to use accrued vacation, sick, or other forms of paid time off for partial day absences for personal reasons, sickness, or disability.

Whether an employee is an exempt or non-exempt employee, any questions about earnings or the deductions made should be addressed to Human Resources. If an employee believes they have been subject to any improper deductions in pay, it should immediately be reported to their supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person, they should immediately contact Human Resources.

Every report will be fully investigated and corrective action will be taken where appropriate. In the event of unauthorized or inappropriate deductions, the employee will be reimbursed immediately.

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ARTICLE IV. RECRUITMENT AND EMPLOYMENT POLICIES

SECTION 1. STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Town to foster, maintain, and promote equal employment opportunity. The Town shall select employees based on the applicant's qualifications and without regard to membership in a Protected Class, except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary for job performance. Applicants with disabilities shall be reasonably accommodated in compliance with the Federal Americans with Disabilities Act so long as they are able to complete the essential functions of the job with or without reasonable accommodations.

SECTION 2. IMPLEMENTATION OF EEO POLICY

All personnel responsible for recruitment and employment shall implement this policy through procedures that will assure equal employment opportunity based on reasonable performance-related job requirements. Notices with regard to equal employment matters shall be posted in conspicuous places on Town government premises in places where notices are customarily posted and on the Town's website.

SECTION 3. ADVERTISEMENTS AND RECRUITMENT

Employment advertisements and postings shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes regarding nondiscrimination in employment matters based on membership in a Protected Class. The Town will post full-time jobs for a minimum of two weeks except for special circumstances as may be approved by the Town Manager. If the Town has qualified employees for promotional opportunities, the posting period may be waived or limited to a shorter posting period for internal candidates only.

Department Directors in cooperation with Human Resources shall advertise job openings, specifying qualifying requirements and the pay range of the positions to be filled, except those positions where promotions from within are made. Information on job openings and hiring practices may also be provided to recruitment sources and other job opening organizations and news media. In addition to notice of job openings within the relevant department(s), individuals shall be recruited from a geographic area as wide as necessary to ensure that well-qualified applicants are obtained for Town service. Job openings may be advertised in local newspapers, professional publications, the Town's website and other social media and relevant publications as needed in order to establish a diverse and qualified applicant pool.

SECTION 4. APPLICATION FOR EMPLOYMENT

All applicants for employment must submit a completed Town application and furnish all information required by the job advertisement in order to be considered for employment. Applicants, may, at their option, also submit a resume and other materials or information for consideration by the Town. Applications will be maintained for a two-year period following the

date an offer to hire is made to comply with the requirements of the Equal Employment Opportunity Commission (EEOC).

SECTION 5. QUALIFICATIONS FOR APPOINTMENT

Classification Standards - All applicants must meet the specifications of the position as defined in the classification plan. These specifications contain minimum knowledge, skills and abilities, and experience and educational requirements. Human Resources may also establish other reasonable, job-related minimum standards upon the recommendation of Department Directors and with the approval of the Town Manager as appropriate. If suitable and qualified applicants are not available to fill a certain position, the Department Director may request a Trainee appointment for a candidate who does not otherwise meet the minimum qualification for the position. Human Resources will work with the Department Director on any Trainee appointments, which must be approved by the Town Manager. Trainees will be paid below the established minimum salary for the position until they complete their probationary period and meet all the minimum qualifications for the position, at which they will receive a salary increase to the minimum of the salary range.

Physical & Mental Standards - All applicants for employment must meet the physical and mental standards established for the position for which they apply as a condition for employment in order to perform the essential duties of the position.

Other Standards for Employment - Where other standards or requirements for a particular position are established, all applicants shall be required to meet those standards as a condition for employment. Any standards developed shall be job-related, approved by Human Resources and the Town Manager and entered on the applicable position or class specification. Any substitution for or deviation from established standards shall be recommended by Human Resources and approved by the Town Manager. The Town Manager may establish and must approve any tests or examinations, which are developed and warranted to determine whether or not an applicant or employee meets established standards. Department Directors in consultation with Human Resources are authorized to establish supplementary job-related qualifications for positions within that individual department except that prior approval of these additional qualifications from the Town Manager is required.

Operators of Town-Owned Motor Vehicles - Any applicant or employee who will operate Town owned motor vehicles must possess a driver's license valid in the State of North Carolina and comply with State statutes regarding seat belt use. In addition, operators of Town owned vehicles are required to pass certain drug tests prior to employment as well as be subject to pre-employment background review, including a motor vehicle record check. Candidate driving records will be reviewed for severity of any motor vehicle infractions, quantity of infractions, and timeframe of any infractions. The Town will monitor the driving record of all employees who drive Town vehicles, and reserves the right to limit the use of Town vehicles and equipment based upon the information acquired through such monitoring. Employees who are required to drive as a condition of employment and lose their driver's license must notify their supervisor upon revocation of their license and may face disciplinary action up to and including termination.

SECTION 6. APPOINTMENT

It is the policy of the Town to employ according to merit and fitness. The Town will conduct investigations and examinations as appropriate to assess fairly the aptitude, education and experience, knowledge and skills, character, physical fitness and other qualities required of applicants for positions in the service of the Town. It is the Town's policy to create career opportunities for its employees when possible. Therefore, when a current employee applying for a vacant position possesses the best qualifications of all applicants, that current employee may be appointed to that position. The Town Manager shall have the authority to make exceptions in order to meet the Town's business and organizational needs.

Department Directors in cooperation with Human Resources are responsible for screening qualified candidates from the applicant pool, conducting interviews, facilitating job-related assessments and tests, completing reference checks and other appropriate background investigations in order to select the best-qualified applicant for the position. Before any job offer is made to an applicant, either internal or external, the Department Directors shall make recommendations in writing to Human Resources and the Town Manager with a recommendation of the position to be filled, the salary to be paid, and the reasons for selecting the recommended candidate over other candidates. Salary offers to new employees should be consistent with provisions in Article III, Compensation Plan. Any job offer will be contingent upon the applicant passing a pre-employment drug test and any additional background investigations. The Town Manager shall approve appointments and the starting salary for all applicants. Department Directors will work closely with Human Resources to be sure that all pre-employment and initial employment tasks are completed in a timely manner.

As required by the Federal Department of Homeland Security, all new employees must complete an INS I-9 form and have their social security numbers verified through the Federal government's E-verify process to ensure that they have the proper credentials and are authorized to work in this Country. Human Resources is responsible for administering this process and will notify the employee immediately if there are any discrepancies that arise during the validation process and the process for resolution.

New employees will serve an initial probationary period as defined in Article III, Section 3 above in order to ensure that the new employee is fully qualified and can successfully fulfill the job expectations of the position for which they are hired. Supervisors will provide coaching during the probationary period to establish work expectations and give feedback. At the end of the probationary period, the Department Director will recommend to the Town Manager that the successful employee moves to regular employee status. If the employee does not successfully complete the probationary period, the Department Director may request an extension from the Town Manager to allow further time for evaluating if the employee is a good fit for the position and the Town, or the employee will be terminated. There is no right under this Policy to appeal termination of employment by a probationary employee except as specifically allowed by Article IX, Section 2.

SECTION 7. LOSS OF ELIGIBILITY FOR EMPLOYMENT

The Town Manager may revoke the eligibility of a candidate for employment who does not satisfy reasonable job related requirements or who has attempted deception or fraud in connection with any examinations or application for employment. Eligibility may also be lost if an individual has worked for the Town previously and the separation was involuntary. The Town Manager shall make final determinations regarding eligibility.

SECTION 8. EMPLOYMENT OF RELATIVES

Employment of relatives in the same administrative department at the same time is prohibited unless specifically approved by the Town Manager. Notwithstanding the authority of the Town Manager to make exceptions, no personnel action (including appointments, promotions, reclassifications or demotions) shall be taken by the Town if such personnel action would create a supervisory relationship between a current employee and a relative or otherwise pose an actual or potential conflict of interest between employees. For purposes of this section, “relative” means spouse, mother, father, guardian, children, sisters, brothers, grandparents, grandchildren, plus the various combination of half, step, in-law and adopted relationships that can be derived from those names, or anyone living as a part of the same household.

Current employees within the same department who become related, for example, by virtue of marriage, will be permitted to continue employment; however, the Town reserves the right to transfer or reassign one or both of the employees if a supervisory relationship exists between the employees or to avoid an actual or potential conflict of interest.

The Town may reassign employees within a department to avoid a violation of this section. By accepting employment with the Town, related employees who are permitted by the Town Manager to be employed within the same department acknowledge that their promotional opportunities with the department may be limited due to this relationship.

ARTICLE V. WORK EXPECTATIONS

SECTION 1. REST BREAKS AND MEAL PERIODS

Employees will be provided with rest breaks and/or meal periods to the extent required and in accordance with applicable law and departmental practice. Meal periods are intended to allow employees to be completely relieved of work. Meal periods of 30 minutes or more are not considered work time.

SECTION 2. LACTATION ACCOMMODATION

The Town will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, to the extent required and in accordance with applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the employee may use sick or vacation leave at the employee's discretion otherwise the break time will be unpaid. Scheduling outside of normal lunch and break periods is subject to the approval of the supervisor, to the extent permitted by applicable law. The Town will endeavor to, but may not be able to provide additional break time if doing so would seriously disrupt operations.

The Town will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall for the employee to express milk in private. This location may be the employee's private office, if applicable. Employees should contact Human Resources if there are questions regarding this Policy.

SECTION 3. ATTENDANCE

Attendance and punctuality are extremely important. Employees should be at their work place and ready to work at the designated starting time. The Town recognizes there may be times when absences or tardiness cannot be avoided. In that event, employees must notify their supervisor as early as possible but at least 2 hours before their scheduled shift. An employee must speak with their supervisor or another management employee personally and **may not** simply leave a voicemail message, a text or an e-mail. Unless other arrangements have been made with their supervisor, employees must call their supervisor each day of absence.

Failure to give their supervisor notice of an employee's absence may result in disciplinary action. If an employee is absent due to a personal illness or the illness of a family member for more than three (3) consecutive work days or have a pattern of absence, the Town may require the employee to produce a certification from their healthcare provider. If an employee fails to notify their supervisor of their absence for three (3) consecutive work days, the employee may be considered to have voluntarily resigned from their employment.

A pattern of excessive or unexcused absences or tardiness may result in disciplinary action, up to and including termination.

SECTION 4. PERSONAL APPEARANCE

Because of the Town's relations with the public, neatness and cleanliness are absolutely necessary at all times. Employees should dress conservatively, in good taste, and according to the requirements of their position. Some employees may have specific safety and/or uniform requirements specific to their position. If an employee fails to dress appropriately, the employee may be asked to leave for the day or to return home, change into suitable clothing, and report back to work. If an employee has any questions about the proper attire for their work area, the employee should ask their supervisor.

SECTION 5. TOBACCO AND OTHER PRODUCTS

The Town prohibits smoking in any Town buildings or vehicles. Smoking and second-hand smoke have been found to be hazardous to human health. The use of cigarettes, electronic cigarettes, or any other vaping devices is prohibited in all indoor locations on Town property, including private offices as well as Town owned vehicles. The Town also follows the Mecklenburg County Ordinances and State Law, which regulate smoking and tobacco use in certain public places.

SECTION 6. PERSONAL VISITS, TELEPHONE CALLS, AND MAIL

Personal visits and personal telephone calls during work hours are discouraged. Personal mail and e-mail should be directed to the employee's home and not to their Town address.

SECTION 7. ELECTRONIC COMMUNICATIONS POLICY

The Town's electronic communications systems are intended to be used primarily for communications related to the business of the Town. Therefore, personal use of the Town's electronic communications systems by Town employees for communication purposes is only allowed with the following restrictions:

1. Employees should be aware that personal use of a Town owned technology resource is subject to inspection and monitoring.
2. There must be no cost to the Town.
3. Personal use must be conducted on an employee's own time. However, personal telephone calls on the Town's landline phones or Town issued cellular phones, and personal use of an employee's Town email on an occasional basis, may be permitted providing that they do not interfere with a Town employee's obligation to carry out Town duties in a timely and effective manner.
4. Use must not interfere with other employees performing their jobs or undermine the use of Town resources for official purposes.
5. Use of the Town's electronic communication systems for operating a personal business or for soliciting of any kind is prohibited.
6. Use of the Town's electronic communications systems which are billed from the first minute of use (such as long distance) is not allowed for personal use except in an emergency. In the event of emergency use, the employee is expected to reimburse any charges to the Town.

7. Individuals who are not employees of the Town of Huntersville (including an employee's family or friend) are not allowed to use the Town's electronic communications systems.
8. Personal use of the Town's electronic communication systems by an employee neither expresses nor implies sponsorship or endorsement by the Town of Huntersville.

As used herein, the Town's electronic communications systems shall include all Town-owned equipment used for the purposes of electronic communications, including but not limited to computers, internet systems, telephone, texting systems, voice mail, radios, facsimile systems, and email systems.

Employees have no legitimate expectation of privacy regarding the personal use of the Town's electronic communications systems. The Town may access its electronic communications systems and obtain the communications within the systems, without notice to users of the system, in the ordinary course of business when the Town deems it appropriate to do so. The Town also has the right to and may inspect or monitor without advance notice any devices employees use to access the Town's electronic communications systems, including but not limited to computers, laptops, notebooks, tablet computers or mobile devices.

The reasons for which the Town may obtain such access include, but are not limited to: maintaining the system, preventing or investigating allegations of system abuse or misuse, assuring compliance with software copyright laws, complying with legal and regulatory requests for information, protecting proprietary information, and ensuring that the Town's operations continue appropriately during an employee's absence. The Town may also store electronic communications on magnetic media for a period of time after the communication is created and may delete such communications in accordance with record retention requirements.

The Town's policy prohibiting all types of harassment applies to the use of the Town's electronic communications systems, including Internet access. No one may use electronic communications in a manner that may be construed by others as harassment based on membership in a Protected Class. No jokes, pictures or other materials that could be considered harassing or discriminatory should be transmitted over the Town's electronic communications systems.

Employees shall not use the Town's electronic communications systems in an illegal, malicious, inappropriate or obscene manner.

All employees, upon request, must inform management of any private access codes or passwords.

Employees may not access, or attempt to obtain access, to another individual's electronic communications without appropriate authorization.

Violators of this Electronics Communications Policy may be subject to discipline, up to and including termination.

SECTION 8. SOCIAL NETWORKING POLICY

The Town recognizes that many Town employees use Social Networking sites. The Town

respects the right of employees to maintain a blog or post a comment on social networking sites; however, to protect the Town's interests and ensure employees focus on their job duties, employees must adhere to the following rules:

- Employees may not post on a blog or social networking site during their working time, except in the conduct of Town business and in accordance with departmental policies.
- If an employee mentions the Town on any social networking site and also expresses either a political opinion or an opinion regarding the Town's actions, the communication should include a disclaimer that the views expressed are those of the author and do not necessarily reflect the views of the Town.
- All rules regarding confidential information (including confidential personnel information) apply in full to blogs and social networking sites.
- Any conduct which is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a social networking site. For example, posted material, which violates the Town's policies prohibiting discrimination, retaliation, and/or harassment based on any **protected category** as well as the Town's Workplace Violence and Abuse Prevention policies apply equally to employee comments on social networking sites.
- Any employee who violates this policy may be subject to disciplinary action, up to and including termination. The Town reserves the right to monitor all public blogs and social networking forums for the purpose of protecting its interests and maintaining compliance with this Policy.

Nothing in this Policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or an employee's Constitutional Rights to free speech.

SECTION 9. USE OF TOWN OWNED EQUIPMENT AND VEHICLES

Use of Town owned electronic communications systems for communications purposes shall be governed by Article V, Section 7 above. The personal use of Town owned electronic communications systems for purposes other than communication, and the personal use of all other Town owned equipment, materials, tools and supplies is not permitted unless authorized by the Town Manager, or otherwise permitted by the terms of this Policy. Town owned equipment, materials, tools and supplies shall not be removed from Town property except in the conduct of official Town business or upon authorization of the Town Manager. Any authorization granted will be limited to the use specified in the authorization.

Vehicles owned by the Town shall be cared for by an employee in a responsible manner. Town owned vehicles are to be used exclusively for official Town business. Town owned vehicles may only be taken home in compliance with the Town's take home policy or as specifically approved by the Town Manager. Employees shall not permit non-employees to operate or ride in Town vehicles except for the conduct of official Town business or upon specific authorization of the Town Manager.

SECTION 10. SEARCHES OF TOWN AND EMPLOYEE PROPERTY

To protect employees and the Town from theft, and to aid in the enforcement of the Town's policies including substance abuse and workplace violence, the Town reserves the right to conduct searches of Town facilities and property, including Town property in the possession of the employee (e.g., Town owned vehicles, desks, file cabinets, employee lockers, etc.). The Town may also search employees and their personal property (e.g., vehicles, clothing, packages, purses, briefcases, lunch boxes, or other containers brought onto Town premises) when there is reason to believe Town policy is being violated. Employees are expected to cooperate in the conduct of such searches.

SECTION 11. CONFIDENTIAL INFORMATION

No employee shall disclose confidential information concerning the property, government, or affairs of the Town, including but not limited to personnel information or other information, which is made confidential by applicable law.

SECTION 12. CONFLICTS OF INTEREST, GIFTS, FAVORS AND ETHICS

Employees of the Town are expected to discharge their duties conscientiously and to conduct themselves in a manner, both on and off the job, which will reflect favorably upon Town government. To that end, employees should:

- Refrain from any use of their official position, or confidential information to advance the financial or other private interest of themselves or others.
- Conduct themselves in such a manner that there is no suggestion of extracting of private advantage from their Town employment.
- Refrain from any action, which might result in or give the appearance of preferential treatment to any person or entity.
- Exercise care in their personal financial activities to avoid any legal liabilities, which would reflect unfavorably upon the Town.
- Refrain from other activities, which are prohibited by law in the conduct of Town service.
- Refrain from accepting any gift, whether in the form of service, loan, thing of value or promise from any person who to the employee's knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the Town.
- Refrain from accepting any gift, favor or thing of value that may tend to influence the employee in the discharge of their duties.
- Refrain from granting in the discharge of their duties any improper favor, service, or thing of value.

SECTION 13. INCLEMENT WEATHER/CATASTROPHE

The Town will provide service to customers on a regular and continuous basis. During periods of severe weather or other catastrophic circumstances, it is even more important that members of the Town staff are available to provide services to the community. The Town is also

concerned about the safety of its employees during such weather events and will balance the business needs of the Town and the concern for employee safety.

Absent the direction of the Town Manager, the Town of Huntersville does not close. The Town Manager has the authority to close Town Operations for non-emergency personnel for the entire workday or portion of the workday. Regardless of whether Town offices are open or closed, in the case of inclement weather, each employee must make a personal decision regarding safety traveling to and from the workplace.

Employees unable to report to work for the day, unable to arrive at the normal scheduled start time, or needing to leave work early due to inclement weather when there is no Town closing or delayed opening must notify their supervisor and use normal department call-in and advance approval procedures. Employees may use vacation leave or accrued compensatory time for time not worked if they are not able and authorized to telecommute.

When Town offices are closed or hours shortened due to severe inclement weather, all employees with the exception of emergency personnel (to be determined by the department, by event) will be excused from work and will be paid their regular rate, unless they are able and authorized to telecommute. Emergency personnel will be expected to report according to their normal schedule as part of the essential function of their jobs.

The Town Manager shall have the authority to adjust the provisions of this Policy, as the Manager deems appropriate in light of the conditions then existing.

SECTION 14. OUTSIDE EMPLOYMENT

The work of the Town will take precedence over other occupational interests of employees. All outside employment, whether for salaries, wages, other compensation or uncompensated work including all self-employment must be reported to and approved, in writing, by the employee's Department Director and Town Manager. Outside employment, whether for pay or not, causing or perceived as a conflict of interest will be disapproved. The Town Manager shall be responsible for final interpretation of this policy. Conflicting outside employment or other violation of this policy will be grounds for disciplinary action, up to and including termination.

SECTION 15. VOLUNTEER SERVICE

The Town encourages and shall permit employees to participate as members of a volunteer emergency service or other volunteer opportunities with the Town, to the extent that such volunteer activities do not interfere with the employee's responsibilities as an employee of the Town. However, no employee will be required or allowed to volunteer their time to the Town to perform the same or similar work performed as a regular employee.

SECTION 16. POLITICAL ACTIVITY

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic

organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the United States of America. However, no employee shall:

- Engage in political activity while on duty, through phone calls, e-mails, letters, meetings, or otherwise;
- Use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;
- Be required to contribute funds or support for political or partisan purposes as a condition of employment, pay raise, promotion or tenure of office;
- Coerce, solicit or compel contributions for political or partisan purposes by another employee of the Town;
- Use Town owned supplies, equipment or facilities to display political slogans, posters or stickers or for any other political purpose;
- Be a candidate for the Town Board or partisan election. However; if the employee is a candidate for non-partisan election (except the Town Board), the employee must take a leave of absence, without pay, 30 days prior to the primary election. If successful in any primary election, the leave without pay must be extended until the day after the general election. If successful, the NC General Statutes concerning dual office holding shall apply.

SECTION 17. TRAVEL AND EXPENSE REIMBURSEMENT

Employees will from time to time be involved in out-of-town travel to attend schools, business meetings, conferences, etc. All expenses submitted to the Town for reimbursement and/or charged to a Town credit card should be limited to reasonable and necessary expenses. Employees attending meetings, conferences, etc., where lodging is offered and available at the institution, shall be required to use such accommodations if possible. Meal expenses charged to the Town should be guided by reasonableness and should ordinarily be charged only when incurred on out-of-town travel or when the meal itself is the occasion of a business meeting. To the extent not charged to a Town credit card, all reasonable expenses (e.g. meals, lodging, etc.) shall be reimbursed at actual costs. Travel in a personal vehicle will be reimbursed at a mileage rate consistent with prevailing IRS limits for non-taxable reimbursement.

All charges to Town Credit cards and/or requests for reimbursement must be submitted on time and supported by detailed documentation in the form prescribed by the Town Manager. The Town Manager may deny reimbursement or approval of any questionable, unsupported, or excessive expense claims submitted by employees. Any violation of the provisions in this section may subject the employee to disciplinary action.

SECTION 18. LAW ENFORCEMENT SPECIAL SEPARATION ALLOWANCE

The Town provides a special separation allowance for law enforcement officers who meet all of the eligibility requirements of N.C.G.S. 143-166.42 upon approval of the Town Manager.

The payments will be made on the Town's regular payroll schedule and will begin with the first payroll falling in the month of retirement and will end with the last payroll falling within the month in which eligibility ceases under NCGS 143-166.42 (c). Retirees may be requested to recertify their eligibility periodically upon request of the Town. Any Separation Allowance Payments accepted after eligibility ceases are unauthorized and subject to repayment.

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ARTICLE VI. SAFETY & SECURITY

SECTION 1. SAFETY

The Town has established a Safety Committee to oversee compliance with Federal, State and local safety and health regulations and laws. The Safety Committee is led by the Town Manager, or designee, and has representation by each department. The Committee is responsible for developing, coordinating, and disseminating safety policies and procedures to all employees. The safety policies and procedures are maintained in individual safety plan binders that are available at each Town operated facility.

Employee safety is one of the Town's greatest concerns. With an alert, safety-conscious attitude, employees can help eliminate painful and costly accidents. Employees are responsible for:

- Developing and maintaining safe work habits;
- Keeping work areas clean and clear;
- Reporting hazards or unsafe conditions to their supervisor;
- Assisting in investigation of accidents;
- Taking proper care of safety equipment;
- Wearing proper clothing and avoiding loose sleeves, cuffs, rings, bracelets and long hair around moving machinery;
- Knowing the location and use of fire extinguishers, the location of fire exits and the best method for reporting a fire;
- Reporting all injuries, however minor, to their supervisor immediately;
- Walking and not running in all buildings;
- Keeping aisles clear;
- Never performing a job that an employee feels is unsafe. Employees should report such situations to their supervisor immediately.

Supervisors will inform employees of any additional safety rules that apply to their particular job or work location. Supervisors are responsible for:

- Implementing safety policies and programs applicable to particular jobs or work locations;
- Training employees in safe work habits;
- Enforcing safe work procedures and environments;
- Detecting and correcting unsafe practice and conditions;
- Investigating accidents and preparing accident reports;
- Encouraging employees to report unsafe conditions and to submit safety suggestions.

SECTION 2. ACCIDENTS ON TOWN PROPERTY

Any accident that occurs on Town property should be reported immediately to their supervisor. For employee safety and the safety of others, please do not attempt to give medical aid unless trained to do so. Employees should seek the assistance of a supervisor and call 911 if warranted.

If an employee is injured on the job, they may be entitled to worker's compensation benefits. If an employee is injured while working, they must report it immediately to their supervisor, no matter how minor the injury may be. Failure to timely report work place injuries or illnesses may result in a denial of worker's compensation benefits.

SECTION 3. PERSONAL BELONGINGS

The Town cannot be responsible or liable for any personal property of an individual that is lost, stolen, or damaged. The responsibility for safeguarding, replacing, or repairing personal property lost, stolen, or damaged while on Town premises or in a Town-owned vehicle is that of the employee. Consequently, the Town encourages employees not to bring personal property to work.

SECTION 4. VISITORS

For reasons such as the safety and security of Town facilities and Town employees, visitors are not permitted to enter certain areas of Town facilities without authorization. If an employee sees a person who may not have proper authorization to enter the restricted areas of Town buildings, please notify a supervisor. Should friends or family members want to visit for some essential reason, they should wait in the public area until the employee's supervisor has been notified and authorization obtained.

SECTION 5. DRIVING SAFETY

The Town is committed to ensuring employees who have driving responsibilities do not place the Town, other employees, or members of the general public at risk. In keeping with this policy, the Town requires employees with driving responsibilities to maintain a valid and current driver's license as well as a safe driving record as a condition of employment and continued employment. Employees who fail to maintain any required license or safe driving records may become unsuitable for their positions. In such cases, the Town reserves the right to discipline or terminate employees with driving responsibilities whose driving records become unsatisfactory. If an employee's job has driving responsibilities they must immediately notify their supervisor if their license is suspended or revoked.

To verify an individual's driving status, the Town conducts a motor vehicle record check prior to hiring and monitors driving records of employees with driving responsibilities. Employees with driving responsibilities may also be required to provide proof of insurance and/or a Certificate of Liability if driving their personal vehicles on Town business. Subject to any limitations imposed by State and Federal law, individuals must cooperate fully with any request for records or request for an authorization to seek such records from an appropriate agency or entity.

In the case of employees who are not required to operate Town-owned vehicles, but are asked to drive on Town business, the Town requires that they have a valid and current driver's license and carry legally-mandated automobile insurance for their own safety and the safety of others. Prior to beginning any business-related travel, an employee must notify their supervisor if they do not have a valid and current driver's license or automobile insurance so that their supervisor can make other travel arrangements. This policy does not apply to the regular commute to work.

The Town is committed to promoting roadway safety and to minimizing risk to the well-being of Town employees and the general public by encouraging the safe use of cellular telephones by Town employees while they are on Town business. While there often is a business need to use cellular phones, safety must be a priority.

Use of cellular phones and hand-held radios while operating a town-owned vehicle are prohibited unless the device is a "hands-free" device.

Even when using "hands free" technology, an employee who needs to make or receive a cell phone call while driving, should if practicable, find a proper parking space or designated "pull off" area first. Stopping on the shoulder of the road is not acceptable except in the case of a genuine unexpected emergency. If stopping and pulling off the road is not practicable, the employee must exercise caution and care when using the cell phone. The employee is prohibited from any other activity, such as reading and/or writing, while participating in a cell phone conversation and while driving a vehicle. Texting or email while driving is prohibited at all times. Public Safety exemptions may apply based on departmental policy.

Employees who violate applicable laws and this Policy may be subject to disciplinary action.

SECTION 6. WEAPONS PROHIBITED ON TOWN PROPERTY

Except as provided below, employees are prohibited from possessing weapons as defined in General Statutes Section 14-269 in Town owned buildings or property. This prohibition shall not apply to the following persons while on duty:

- Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms and weapons;
- Civil officers of the United States while in the discharge of their official duties;
- Officers and soldiers of the militia and the National Guard when called into active service;
- Sworn law enforcement officers;
- Pursuant to a validly issued concealed carry permit.

ARTICLE VII. EMPLOYEE BENEFITS

The Town offers a number of benefits to its eligible employees. Most benefits will be described in a benefits orientation meeting at the beginning of employment as part of new employee orientation and/or during annual open enrollment. This Policy briefly describes some of those benefits.

Eligible employees of the Town may participate in a variety of insurance and retirement programs including the NC Local Governmental Employees' Retirement System (NCLGERS), 401K and other programs. These programs are explained fully in information that is provided by Human Resources. The specific benefit plans that apply to each employee may vary. Therefore, please refer to the benefits information provided at the time of enrollment in any benefit plans for further information. Human Resources also is available to answer any questions regarding eligibility and coverage.

The provisions of the insurance plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs"), which may be revised from time to time. Additionally, the official plan documents are available for review upon request from Human Resources. In the determination of benefits or other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs.

Further, the Town (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit eligibility and entitlement.

Other benefits, which are available to eligible employees are required by law such as Worker's Compensation and Unemployment Compensation.

The Town also currently offers an Employee Assistance Program, Retiree Health Insurance benefits and Longevity Pay as follows:

Retiree Health Coverage: The Town provides employees of the Town who retire with 25 years of creditable service with the Town with retiree health coverage, until the earlier of the time the retiree is eligible for Medicare or other similar group or health coverage. Provided that retiree coverage is available under the Town's group health policy, the Town will pay for the costs of the retiree only coverage up to the same amount the Town pays for health coverage for a then current employee of the Town. Retirees electing such coverage will be responsible for any difference.

Longevity Pay: Subject to the approval of funds by the Town Board in the annual budgeting process, the Town may provide longevity pay on such terms and conditions and in such amounts as are funded by the Board.

Employee Assistance Program: The town will provide confidential and voluntary assistance through its Employee Assistance Program (EAP) to all full-time employees who may be faced with challenges of financial concerns, legal issues, alcohol or drug problems, marital

problems, illness of a family member, emotional worries, childcare problems, etc. For the welfare of employees as well as effective business operations, the town encourages employees to take advantage of this valuable benefit of employment.

Self-Referrals Employees can refer themselves to the EAP. The program may be reached 24 hours a day on weekdays and weekends. EAP counselors are available to meet with employees to assess a problem and develop a plan for resolution. The counselors may suggest a referral to an outside resource, such as a therapist, agency, physician, treatment facility or other professional that would be appropriate to assist in resolving the problem or situation. Where an employee may be in need of information, a referral or suggestion may be made over the telephone. There is no charge for employees to use the referral services of the EAP.

Management Referrals When an employee's job performance or attendance is unsatisfactory or there appears to be signs of other problems during the workday, the supervisor should counsel the employee in consultation with Human Resources or designee to help the employee resolve the situation. If the employee appears to be unable or unwilling to correct the situation, the employee may be referred to the EAP to assist in the resolution of the problem. Depending on the situation, the employee may accept or refuse participation in the EAP. However, there may be situations where continued employment with the Town may be contingent upon the employee calling the EAP for assistance.

Participation Participation in the EAP program does not jeopardize job security or promotional opportunities. However, it does not excuse the employee from following Town policies and procedures or meeting required standards for satisfactory job performance except where specific accommodations are required by law.

Employees who voluntarily visit the EAP during regular work hours must use sick, vacation or other available leave. If illness is involved, sick, vacation or other available leave may be used for treatment or rehabilitation on the same basis that it is granted for other health problems. At the supervisor's discretion, employees may be allowed to make up any work hours missed instead of using leave. Management referrals will be counted as time worked; however, any follow-up treatment or rehabilitation will require the use of employee leave on the same basis that it is granted for other health problems. The first six visits per year are at no cost to the employee.

All contact between an employee and the EAP is confidential. In cases where there is a Management Referral and an employee's continued employment is contingent upon calling the EAP, the EAP counselor will only verify whether or not the employee has contacted the EAP and whether ongoing treatment is necessary.

Tuition Assistance Program: Full-time employees who have completed their initial probationary period may apply for tuition reimbursement for courses taken on their own time, which will improve their skills for their current job or prepare them for other opportunities within the Town. Tuition, registration fees, laboratory fees, and books are eligible expenses. Employees may be reimbursed for up to \$2,000 per fiscal year of eligible expenses, subject to availability of

funds. Proof of satisfactory completion of the courses will be required for reimbursement, based on criteria outlined on the tuition assistance form.

Tuition assistance requests must be submitted prior to course registration and approved by the Department Director. Coursework must be completed at an accredited education institution recognized by the US Department of Education or the Council for Higher Education Accreditation. Reimbursement must include receipt noting reimbursable items and requested within 60 days of completion of the course(s).

The town expects continued employment of the employee for a minimum period of two years from the date of course(s) completion. In the event the employee leaves employment prior to the end of the two year period, the employee will owe back 100% of the amount received if they leave within 1 year or 50% if they leave within 2 years of reimbursement.

Upon completion of the course(s), employees shall submit a request for reimbursement, including proof of satisfactory completion of the course(s), to the Department Head who shall in turn forward to Human Resources for inclusion in the employee's personnel file along with the original request for tuition assistance.

While the Town intends to maintain these employee benefits and retiree health benefits, all benefits except those expressly required by law are contingent on available funds, and subject to approval/change/termination by the Town Board at the discretion of the Town at any time, with or without notice. No current or former employee has any contractual or vested rights to any benefits except as expressly required by applicable law, and the Town reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

ARTICLE VIII. LEAVE POLICIES

SECTION 1. HOLIDAYS

The Town currently recognizes the following paid holidays for full-time regular employees:

New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
Juneteenth National Independence Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving
Day After Thanksgiving
Christmas (3 workdays)

The Town will follow the holiday schedule of the Office of State Human Resources with regard to the date on which each holiday, which falls on a Saturday or Sunday, will be observed. In the event a Town holiday is not observed by the Office of State of Human Resources, the Town will determine when the holiday will be observed. When holidays fall or are recognized on a regular workday, all regular, full-time employees will receive compensation at their regular rate of pay for each of these holidays. Employees working a 40-hour work week will receive compensation for 8 hours, law enforcement personnel will receive 12 hours or pay in proportion to their normal shift worked. Fire protection personnel will maintain a holiday bank with 13 hours of accrual each month. Any used holiday leave will be paid out on the last pay of the calendar year.

Employees on unpaid leaves of absence are not eligible for holiday pay unless they are on qualified FMLA leave. Regular holidays, which occur during a vacation, sick or other leave period shall not be considered as vacation, sick or other leave.

Non-exempt employees who are required to work on one of the holidays specified above will receive an additional day's pay at their regular rate or be granted another day off as a substitute for the holiday worked, as determined by their department director. Holiday pay is not considered worked time and is not eligible toward overtime.

SECTION 2. VACATIONS

Vacation Eligibility Paid vacation leave is available to full-time regular employees. New hires will earn vacation and sick leave for the month if their hire date is from the 1st to the 15th. If their hire date is on the 16th through the end of the month, their accrual will begin the following month.

Vacation Accrual Full-time employees accrue paid vacation time based on the number of hours they are scheduled to work in a year as noted below:

Scheduled Hours Annually	Monthly Accrual Rate
2,080 hours (40 hours per week)	8 hours
2,184 hours (84 hours biweekly)	8.4 hours
2,920 hours (96-120 hours biweekly)	11.2 hours

In addition, each employee shall receive a credit of 5 hours of vacation per year worked on their anniversary date each year. Vacation leave may be taken as accrued with the approval of the supervisor. Vacation leave may not be advanced; however, employees may take up to 40 hours per year of unpaid leave. Employees on unpaid leaves of absence are not eligible to accrue vacation unless they are on qualified FMLA leave. The Town Manager is authorized to grant vacation time to new employees if such grant is made in conjunction with an offer of employment.

Employees may accrue vacation time pro-rata as they work up to 240 hours. Fire protection employees' maximum is 312. In the event any employee has a vacation accrual in excess of 240/312 hours as of December 31 of a calendar year, the employee shall only be allowed to carry forward 240/312 hours to the next calendar year and any excess vacation accrual shall be transferred to sick leave.

Vacation Scheduling Employees may take vacation as it is accrued with the approval of the supervisor. The Town will not advance vacation leave. As long as vacation absences do not interfere with the efficient operation of the Town, employees may schedule vacation for any time by mutual agreement with their supervisor. Employees are cautioned not to retain excess accumulation of vacation until late in the calendar year. If an employee has excess leave accumulation during the latter part of the year and is unable to take leave because of staffing demands, the employee shall receive no special consideration either in having vacation scheduled or in receiving any exception to the maximum accumulation rules.

Vacation Payout Vacation is paid at the employee's regular rate of pay at the time of absence for the number of hours the employee otherwise would have worked on that day. Accrued vacation leave may not be used to extend an employee's last day of employment. Employees who separate from service shall be paid accrued vacation, up to 240 hours or 312 for fire protection employees. The designated beneficiary of an employee who dies while employed by the Town shall be entitled to payment for all of the accumulated vacation leave credited to the employee's account, not to exceed a maximum of 240 hours or 312 for fire protection employees.

Vacation and Holidays If a Town-recognized holiday falls during a scheduled vacation, the holiday time off will not be charged against the employee's accrued vacation time.

Checking Voicemail and E-Mail The Town strongly believes employees should devote their vacation time to rest and relaxation. Doing so allows employees the time to recharge and generally makes for a more productive workforce. Accordingly, employees who are on vacation are not expected to check their voice mail or e-mail when away from the workplace.

SECTION 3. PAID SICK DAYS

All full-time regular employees will be eligible for paid sick days. Full-time employees accrue paid sick time based on the number of hours they are scheduled to work in a year as noted below:.

Scheduled Hours Annually	Monthly Accrual Rate
2,080 hours (40 hours per week)	8 hours
2,184 hours (84 hours biweekly)	8.4 hours
2,920+ hours (106 hours biweekly)	11.2 hours

Sick leave may be taken as accrued with the approval of the supervisor. Sick leave may not be advanced. Employees on unpaid leaves of absence are not eligible to accrue sick leave unless they are on qualified FMLA leave. Sick leave is a privilege granted for the benefit of an employee. Sick leave may be used for the employee's own illness, medical or dental examinations or treatment, to attend to the illness of or medical or dental appointments of their spouse, child, parent, or for any other reason allowed by this policy or required by applicable law. Sick leave may also be used to meet contagious disease exposure and/or quarantine advisories issued by the local, state or national health agencies. Sick leave may also be used during the period of temporary disability in the case of an illness or injury covered by Worker's Compensation or any other Disability Leave.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave, when possible, but no later than 2 hours prior to the beginning of their scheduled workday. Eligible employees will receive payment for sick time at their normal base rate of pay.

An employee may be required to present a certificate from their medical practitioner stating the time off was necessitated by illness, injury, appointment etc. and (if applicable) releasing the employee to return to work, and setting forth any restrictions or limitations on their ability to perform their job, to the extent permitted by applicable law. If employees use sick days to attend to the illness or appointments of their spouse, child, or parent, they may be required to present a certificate from that person's medical practitioner stating leave was necessitated by their child, parent, or spouse's illness/appointment, to the extent permitted by applicable law.

There is no maximum accrual of sick leave. Sick leave may be used as credit for service under the NCLGERS to the extent allowed by NCLGERS; however, no sick leave will be paid out upon separation of employment.

Transferred sick leave The Town will allow an employee who has previously been employed by a State or Local Government entity within the State of North Carolina to transfer accrued sick leave to the Town.

Returning Employees Employees whose employment with the Town was separated, and who return to employment with the Town within one (1) year from their date of separation, may

reinstate their accumulated, unused sick leave balance at the time of their original separation from the Town, provided that such sick leave balance was not transferred to another employer.

SECTION 4. DISABILITY LEAVE

An employee who is out on leave as a result of a non-occupational health condition or injury and receiving short term disability or long term disability payments may use paid leave to supplement disability pay and cover employee deductions. An employee who is out on leave as a result of a work related injury or illness and receiving Workers Compensation wages may use paid leave to supplement disability pay.

The amount of leave combined with the disability payment cannot exceed 100% of the employee's regular gross pay. Disability leaves run concurrently with Family Medical Leave (FMLA). Prior to returning from disability leave, an employee must submit a return to work note from their healthcare provider noting whether they can return with or without restrictions.

SECTION 5. LEAVE OF ABSENCE

A leave of absence may be granted to employees for a leave that is not otherwise covered by the Town. Leaves of absence may be requested for reasons of personal sickness or disability; sickness or disability of immediate family members; continuation of education; special work that will permit the Town to benefit by the experience gained or the work performed; or for other reasons approved by the Town Manager.

A written request for a personal leave of absence must be presented to the Town Manager at least 3 weeks before the leave is to begin, stating the reason and the length of time for the leave of absence request. Requests will be considered based on the compelling nature of the reason given, the length of time requested, the Town's business requirements, the employee's length of service and performance record.

Extensions may be considered on a case-by-case basis if a written request is submitted and approved in writing by the Town Manager.

Leaves granted for disability or sickness must include a certification from the employee's healthcare provider stating the date on which the condition began, the probable duration of the leave, a statement the employee is unable to work at all or are unable to perform one or more of the essential functions of their position with or without reasonable accommodation, and the expected date of return to work. The employee may also be required to submit a medical certification from their healthcare provider establishing their continuing need for leave to Human Resources every 30 days during their leave. If an employee's disability is a result of a workplace injury and the employee's worker's compensation treatment extends beyond FMLA eligibility or the employee is not eligible for FMLA, their leave will automatically fall under the leave of absence policy. Human Resources will submit a leave request on behalf of the employee.

An employee must use any accrued paid time off, including vacation, compensatory, and sick time, during a leave under this policy unless otherwise approved by the Town Manager. The substitution of paid leave for unpaid leave will not extend the maximum duration of leave.

Employees must notify Human Resources two (2) weeks prior to their return and may be required to provide medical certification prior to their return. Upon returning to work after being on a leave of absence, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority and pay to the extent such position is available. Employees should notify the Town immediately if they will not return to work. Failure to report to work at the expiration of a leave of absence shall be considered a resignation.

Insurance and Benefits Employees cease to earn or accrue vacation and sick leave credits on the date a leave of absence begins. NCLGERS credible service stops accruing when on unpaid leave. Employees will be eligible to continue employer and employee paid benefits under the Town's benefits programs, unless plan provisions state otherwise. The employee will bear the cost of such benefits (employer and employee portions) when leave extends beyond 30 days. Arrangements to continue benefits must be made with Human Resources in advance. The Town's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the Town will notify the employee that coverage will be dropped on a specified date unless the payment is received before that date.

Holidays If a holiday falls within the period an employee is on a leave of absence, the employee will not receive holiday pay.

Employees on a leave of absence related to ongoing workers compensation treatment will continue to accrue vacation and sick leave, holiday and the Town's portion of coverage for employee benefits.

Other Work If an employee has been granted a leave of absence, they may not accept other work during such leave without prior written approval of the Town Manager.

SECTION 6. FAMILY AND MEDICAL LEAVE

The Town's Family and Medical Leave Policy is attached as Addendum A. Please note that FMLA eligible leave runs concurrently with all other applicable leave under this Policy except as specifically prohibited by law. This includes paid leaves such as worker's compensation leave, sick leave, and short and long-term disability.

SECTION 7. BEREAVEMENT LEAVE

An employee may have up to three (3) days leave at full pay in proportion to their normal workweek granted when attending the funeral of an immediate family member. For purposes of this policy, immediate family member is defined as an employee's spouse, child, parent, sister, brother, grandparents, mother-in-law, father-in-law, stepparents, stepchild, aunt, and uncle. Additional time to settle affairs or to attend funerals of other than immediate family may be taken with approval of the Department Director and should be charged to vacation or sick leave. The Town may require verification of death and relationship to the deceased.

SECTION 8. CIVIC DUTY LEAVE

All employees will be allowed time off with pay for jury duty or as a court witness for the Federal or State governments or subdivision thereof. Employees are expected to provide the Town

with proper notice of the request to perform jury duty/serve as a witness and with verification of service. Employees are expected to keep management informed of the expected length of service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, an employee may be asked to try to postpone their jury duty. Any court fees paid to the employee are allowed to be retained by the employee. While on civic leave, benefits and leave shall accrue as though on regular duty.

SECTION 9. EDUCATION LEAVE

A leave of absence with pay during regular working hours will be granted to an employee to take courses required by the Town as a condition of employment. The Town shall reimburse the employee for tuition, fees and books for the course, provided the employee submits a receipt for such expenses and proof of successful completion. An employee on educational leave with pay shall continue to earn leave credits and any other benefits to which Town employees are entitled.

SECTION 10. MILITARY LEAVE

In accordance the Uniformed Services Employment and Reemployment Rights Act, employees who are members of a United States Armed Forces Reserve or National Guard organization are eligible for military leave for absences to perform military duty, whether voluntary or involuntary. Absences to perform any military duty (including active duty, active duty training, and inactive duty training as prescribed by law) are covered by this Policy, unless the employee reaches the five-year maximum of military leave.

Employees should present their supervisor with a copy of their service papers as soon as possible in advance of duty. The Town supports supplemental/differential pay for employees making less in their military pay than Town pay. Employees must provide documentation of their military pay each time they receive a change in pay or annually, whichever comes first. If an employee receives more than their normal Town pay while on military leave, any excess contributions by the Town must be repaid.

During a military leave of absence, an employee's length of service accumulates, and benefits will continue as required by applicable law. Provided an employee's absence does not exceed applicable statutory limitations, employees on military leave will retain reemployment rights and accrue seniority and benefits in accordance with applicable Federal and State laws.

SECTION 11. PARENTAL INVOLVEMENT LEAVE

Employees are granted four (4) hours per year of unpaid leave, in accordance with applicable State law, to any employee who is a parent or guardian of a school-aged child so that the employee may attend or otherwise be involved in that child's school. Employees are required to schedule this time off in advance, and provide a written request to take the leave at least 48 hours before the time of the leave. Employees may use vacation leave for such absences at the employee's discretion.

SECTION 12. DOMESTIC VIOLENCE VICTIM'S LEAVE

Employees are permitted a reasonable time off from work to obtain or attempt to obtain assistance as a victim of domestic violence. An employee must follow the Town's usual procedures and policies regarding time off except in cases of an emergency. The Town may request documentation regarding such an emergency. Employees may use vacation or sick leave for such absences at the employee's discretion.

SECTION 13. DISASTER RESPONSE LEAVE

Employees who are members of volunteer fire departments, rescue squads, the North Carolina National Guard, or emergency medical services agencies called into service after the Governor or the General Assembly has proclaimed a state of disaster may take leave without pay to provide emergency services. Employees may, but are not required to, use vacation or other accrued leave. An employee should provide the Town with a letter requesting the services of the employee from the director of the Division of Emergency Management or by the head of a local emergency management agency. If the Town needs the services of the employee to address the Town's on-going emergency or disaster relief activities, the employee may be exempted from the leave.

SECTION 14. SHARED LEAVE

On occasions when employees have exhausted all available paid leave and have an event that requires an employee to be placed on leave without pay, the shared leave policy allows one employee to assist another. An event includes an injury or illness of the employee or immediate family member (parent, child, spouse) that requires an employee's absence to care for themselves or their family member for a consecutive leave of absence. To qualify to receive shared leave, an employee must have been employed with the Town for at least six months. Shared leave will run concurrently with an approved leave of absence.

A request to receive shared leave must be made to Human Resources. The Town utilizes a "Blind" Shared Leave Policy. After review by Human Resources and approval by the Town Manager, Human Resources will notify other employees that there has been a request for shared leave. Employees desiring to contribute to shared leave may transfer sick or vacation leave in two (2) hour increments. Shared leave will be applied weekly to the affected employees' payroll as needed and available. Employees receiving shared leave will not be able to bank unused, donated leave. Employees receiving disability benefits (such as workers compensation or short or long-term disability) will not be eligible for donated leave that causes them to exceed 100% of their gross pay.

ARTICLE IX. EMPLOYEE RELATIONS

SECTION 1. GENERAL RULES OF CONDUCT, DISCIPLINE AND SEPARATION FROM EMPLOYMENT

Nothing in this Article IX Section 1 is intended to create an express or implied agreement that alters the employment at-will relationship.

Certain specific rules of conduct are observed by the Town and violations of these rules may lead to disciplinary action, up to and including termination. Examples of intolerable misconduct include, but are not limited to:

- Theft or embezzlement;
- Falsification of documents, including but not limited to timesheets
- Insubordination;
- Engaging in or provoking any act of violence or damaging Town property or the property of another;
- Violation of the Town's Substance Abuse policy;
- Possession of weapons of any kind at work, in Town vehicles, or on Town premises unless allowed by this policy or such prohibition is restricted by applicable law; or pursuant to a validly issued concealed carry permit;
- Misuse of Town resources;
- Serious violations of Town Policy;
- Conduct violating the Town's Harassment/Discrimination Prevention, Workplace Violence, Abuse Prevention, Retaliation Prevention or Equal Employment Opportunity policies.

Unacceptable job performance may lead to disciplinary action, up to and including termination. Examples of unacceptable job performance include, but are not limited to:

- Failure to report to work on time;
- Failure to perform job duties as assigned;
- Poor or incomplete work product;
- Failure to follow departmental rules and procedures;

The Town will address violations of these rules of conduct and any other violations of Town Policy on an individual basis. Disciplinary action may include, but is not limited to, verbal

warnings, written warnings, suspension, demotion, or involuntary termination. The Town may impose discipline of an increasingly progressive nature for each successive instance of unacceptable job performance; however, the Town has the right to and may elect to treat each occurrence of unacceptable job performance separately without following a progressive discipline process. Each occurrence of employee misconduct will ordinarily be treated separately without following a progressive discipline process, and disciplinary action up to and including dismissal may be taken for each occurrence of misconduct. The failure of the Town to give warnings or take disciplinary action of a particular occurrence of misconduct or unacceptable job performance will not be considered a waiver of the right to take disciplinary action for successive occurrences of misconduct and/or unacceptable job performance by an employee.

SECTION 2. DISCIPLINARY PROCEDURE

Nothing in this Article IX Section 2 is intended to create an express or implied agreement that alters the employment at-will relationship.

A. Investigatory Suspension With Pay

Where deemed appropriate by the Town Manager, an employee may be placed on an investigatory suspension with pay status while allegations of employee misconduct made by the employee or against the employee are investigated. This type of suspension is non-disciplinary, and the employee on investigatory suspension status will retain all employee benefits during the period of suspension. The Town believes that investigatory suspensions with pay are sometimes necessary to protect an employee who has made allegations of misconduct against another employee, or to remove employee(s) from the workplace alleged to have engaged in misconduct, and/or to preserve harmony in the work place while allegations of misconduct are being investigated.

B. Verbal Warnings, Written Warnings, Suspension or Demotion

Department Directors shall have the authority to administer verbal and written warnings to an employee in consultation with HR. Suspensions and demotions require the concurrence of the Town Manager. If an employee is suspended and/or demoted for disciplinary reasons, the Department Director (or Town Manager in the case of Department Directors) will provide the employee with written notice of the reasons for the action taken and the effective date of the action. In suspending or demoting an employee, the Town may elect to follow the procedure for dismissal of an employee contained in Steps 1 through 4 of Section 2, Paragraph C below.

C. Involuntary Separation from Employment

As employees at will, employees of the Town of Huntersville do not have a property interest in their job and are therefore not guaranteed due process prior to their dismissal from employment. Only the Town Manager may terminate an employee's employment with the Town, and such a termination may occur for any reason, disciplinary or non-disciplinary, or for no reason, except that an employee may not be dismissed due to their membership in a Protected Class, or in violation of the Town's Abuse Prevention, Harassment/Discrimination Prevention, Retaliation Prevention, EEO or Reasonable Accommodations Policy(ies). An employee may be dismissed

without warning and without following any particular process. The Town may elect, however, in specific instances of employee misconduct or unacceptable job performance to follow Steps 1 through 4 of the procedure outlined below prior to terminating an employee's employment with the Town for disciplinary reasons. If the Town elects not to follow Steps 1 through 4, then the employee will have no right of appeal concerning their termination of employment.

Step 1. Department Director Recommendation to the Town Manager. A Department Director may recommend, in writing, dismissal of an employee for disciplinary reasons to the Town Manager. Prior to making this recommendation, the Department Director should undertake such investigation which the Director, in consultation with HR, believes is appropriate to make the recommendation, but at a minimum the Director should interview the employee as part of the investigation. The recommendation to the Town Manager must state the reasons for the recommendation and provide sufficient information so that the Town Manager understands the basis for the recommendation. The recommendation must summarize any investigation undertaken by the Director, and include any written documentation relied upon by the Director in making the recommendation. A copy of the written recommendation shall be personally delivered to the employee, sent by certified mail, or sent by a commercial carrier such as FedEx or UPS.

Step 2. Pre-Dismissal Conference. The employee will have two (2) business days from receipt of the recommendation to request, in writing, a pre-dismissal conference with the Town Manager. Upon receipt of an employee's request for a pre-dismissal conference the Town Manager will send a copy of the documentation relied upon by the Director in making the recommendation for dismissal, but will redact any information which, by law, should not be released to the requesting employee.

The pre-dismissal conference should be held by the Town Manager without undue delay, and in any event not later than two (2) business days from the date that the Manager receives the Employee's written request for a pre-dismissal conference or from the date the Manager provides the employee with documentation relied upon by the Director if requested by the employee, whichever is later. The pre-disciplinary conference is the employee's opportunity to provide information to the Town Manager as to why the employee believes their employment should not be terminated. No attorneys may be present at the pre-dismissal conference. Following the Pre-dismissal conference, the Town Manager will confer with Human Resources and the Department Director recommending termination, may request further information from the Director, and may also conduct further investigations before making a decision regarding the termination of employment.

Step 3. Decision By The Town Manager. The Town Manager will notify the employee and the Department Director in writing of the Town Manager's decision. If the decision is to terminate the employee's employment, the writing shall also state the reason(s) for the termination.

Step 4. Appeal by the Employee. An employee who wishes to file an appeal of the termination, must submit a written appeal request to the Town Manager within five (5) business days of receiving the termination letter. Upon receipt of the written appeal request, the Town Manager will provide to the employee any additional documentation relied upon by the Manager which has not previously been provided to the Employee (redacting information which should not be released to the Employee). The Manager will notify the employee of their deadline (as

determined by the Manager) to submit in writing why the employee believes he/she should not have been terminated and to submit any further supporting documentation not previously submitted by the employee. The Town Manager will review the appeal request and render a decision in writing within fifteen (15) business days from the receipt of the employee's written statement. The Town Manager has the right to extend his/her response deadline if further investigation is required by the Town Manager in order to reach a decision on the employee's appeal.

D. Probationary Employees/Temporary Employees

A probationary employee or a temporary employee may be dismissed by the Town Manager, for disciplinary or non-disciplinary reasons, during or at the expiration of the probationary period or temporary employment period without prior warning and without an ability to appeal the dismissal under this Policy. If, however, a probationary or temporary employee believes that they are being dismissed based upon their membership in a Protected Class, or that they are being dismissed in violation of the Town's Harassment Discrimination Prevention, EEO, Workplace Violence, Abuse Prevention, Reasonable Accommodations, or Retaliation Prevention Policy(ies), then the employee may send to the Town Manager a written request to review the dismissal, and shall state the reasons supporting the employee's belief. The Town Manager shall conduct such investigation as he/she deems necessary to review the dismissal. At the conclusion of the investigation, the Town Manager shall take such actions as he deems appropriate regarding the results of the investigation. The Town Manager shall respond to the employee, in writing, within fifteen (15) business days of the receipt of the request for review from the employee. The Town Manager has the right to extend his/her fifteen (15) day response deadline if required to complete the investigation.

SECTION 3. GRIEVANCE PROCEDURE

It is the policy of the Town to provide a process for all employees to freely discuss problems with supervisors and to provide a procedure to facilitate discussion, mediation and resolution of issues that arise between employees and their supervisors outside of the context of the disciplinary process outline in Article IX, Section 2 of this Policy. Appeals of disciplinary dismissals from employment shall be conducted in accordance with Article IX, Section 2. If, during the grievance process, issues arise that warrant disciplinary action, Article IX, Section 2 of this Policy should be used to address such issues. ***Nothing in this grievance procedure is intended to create an express or implied agreement that alters the employment at-will relationship.***

Listed below are three (3) successive levels at which employees may voice concerns.

Employees and applicants who use this Grievance Procedure shall be free from discrimination, coercion, restraint, reprisal or retaliation. The number of days indicated at each step of the grievance procedure should be considered as the maximum number of working days allowed for presentation of and response to the grievance at that level; however, when necessary, the time limits given below may be extended by those concerned.

The followings steps are provided to all employees for the settlement of a grievance:

Step 1: Informal Discussion with written follow-up to Immediate Supervisor – The employee should discuss the grievance or concern with their immediate supervisor. If there is no resolution to the grievance informally, the employee should present the grievance to his or her immediate supervisor in writing within five (5) working days of the employee's recognition of the qualifying incident or from the date of the informal discussion with their supervisor if there has been no resolution of the issue. The supervisor should respond in writing within five (5) working days after receipt of the employee's written grievance. The employee should repeat Step 1 of the grievance process with each supervisor up the chain of command until the grievance reaches the Department Director, at which point the employee should proceed to Step 2.

Step 2: Written grievance to Department Director – If the employee receives no response or is otherwise not satisfied with the response(s) from their immediate supervisor (or if applicable from their supervisor(s) in the chain of command), the employee should present the grievance or concern, in writing, to the Department Director. This should ordinarily occur within five (5) working days after receipt of the supervisor's response in Step One. The Department Director should complete his/her investigation and make a written determination within five (5) working days after receipt of the grievance.

Step 3: Written grievance to the Town Manager – If the employee receives no response or is otherwise not satisfied with the response from their Department Director, the employee may file a formal written grievance with the Town Manager within five (5) working days after receipt of the Department Director's response in Step Two. The grievance should include a detailed statement of the nature of his/her grievance with any supporting documentation, and should specify the relief requested by the employee. The grievance should also include the correspondence between the employee and their supervisor/Department Director in Steps 1 and 2.

The Town Manager or his/her designee shall review the information submitted in Step 3. The Town Manager shall conduct such investigation as he/she deems necessary to review the grievance. At the conclusion of the investigation, the Town Manager shall take such actions as he deems appropriate regarding the results of the investigation. The Town Manager shall respond to the employee, in writing, within fifteen (15) business days of receipt of the written grievance from the employee. The decision of the Town Manager shall be final and not subject to further appeal.

Special Grievance Processes. If the subject of the grievance is a claim involving alleged violations of the Town's Harassment/ Discrimination Prevention, Workplace Violence, Abuse Prevention, Retaliation Prevention, Reasonable Accommodation or Equal Employment Opportunity policies, then the grievance shall be reported immediately to Human Resources and to the Town Manager as a Step 3 grievance.

ARTICLE X. SEPARATION OF EMPLOYMENT POLICIES

All separations of employees from positions in the service of the Town shall be designated as one of the following types and shall be accomplished in the manner indicated: resignation, reduction in force, disability or disability retirement, retirement, dismissal, or death. Human Resources in cooperation with each Department Director is responsible for ensuring that all procedures associated with an employee leaving Town employment are followed.

SECTION 1. INFORMATION PROVIDED AT SEPARATION

Employees who leave the Town voluntarily will be given an opportunity to complete an Exit Interview Survey. If requested by the Employee, Human Resources will conduct an in-person Exit Interview with the employee to allow the employee an opportunity to discuss their reasons for leaving Town employment and provide other information they wish to share with Town management. The Exit Interview Survey or the in person Exit Interview should be completed before the employee's last day of work. Information shared from the Exit Interview Survey or in-person Interview will be provided by Human Resources to the Town Manager for information and appropriate follow-up.

Human Resources is responsible for providing any legally required notifications such as continuing health coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

SECTION 2. TYPES OF SEPARATION

A. Resignation: A minimum of two (2) weeks written notice is expected of all employees resigning from Town employment. Such notice should be given to the Department Director or in the case of Department Directors, to the Town Manager. Accrued vacation leave may not be used to extend an employee's last day of employment.

Unauthorized absence from work for three (3) consecutive days is considered a voluntary resignation by the Town.

B. Reduction In Force: In the event that a reduction in force becomes necessary, consideration shall be given to the quality of each employee's past performance, the need for the employee's service, and seniority in determining those employees to be retained. Employees who are laid off because of reduction in force shall be given at least two (2) week notice of the anticipated lay-off. No regular employee shall be separated while there are probationary or temporary employees serving in the same classification, unless the regular employee is not willing to transfer to the position held by the probationary or temporary employee.

C. Disability Retirement: An employee may be separated for disability retirement when the employee cannot perform the essential functions of their job because of physical or mental impairment, and there are no reasonable accommodations that can be made. Action is initiated by the employee and supported by medical evidence as certified by a competent physician, which is submitted to the NC Local Government Retirement System (LGERS). If in the opinion of the Town, an employee is medically unable to perform the work and the employee refuses to be

examined by their personal physician for retirement disability purposes, then the Town may require the employee to undergo a medical examination at the Town's expense. If the employee refuses or if the employee is found to be medically disabled and the employee refuses to submit a disability retirement request, then the employee may be separated. In this case, before an employee is separated for disability, a reasonable effort shall be made to locate an alternative position within the Town's service for which the employee may be suited. In all cases where the separation is involuntary because of a disability, the Town will make every effort to reasonably accommodate the disability as required by ADA. Such separations due to disability or disability retirement requests shall be supported by medical evidence certified by a competent physician.

D. Regular Retirement: An employee who is eligible for regular retirement under the rules of the Local Government Employees Retirement System (LGERS) should notify the Department Director as soon as possible of his/her plans to retire. Human Resources will assist the employee in submitting the necessary retirement paperwork to the retirement system in a timely manner to facilitate the employee's retirement plans and will coordinate the appropriate payout or continuation of other benefits due to the employee.

E. Death: All compensation due will be paid to the estate or designated beneficiary of a deceased employee. The date of death shall be recorded as the separation date for computing compensation due.

F. Dismissal: An employee may be dismissed in accordance with Article IX, Section 2 above.

ARTICLE XI. PERSONNEL RECORDS

The Town follows the provisions of North Carolina General Statute 160A-168 and other applicable statutes, with regard to employee and public access to employee personnel records.

SECTION 1. REMEDIES OF EMPLOYEES OBJECTING TO MATERIAL IN FILE

An employee who objects to material in his or her file may place in the file a statement relating to the material the employee considers to be inaccurate or misleading. The employee may seek the removal of such material in accordance with the grievance procedure in Article IX, Section 3.

SECTION 2. PERMITTING ACCESS TO PERSONNEL INFORMATION BY UNAUTHORIZED PERSON

Any employee who knowingly and willfully releases personnel information which is protected from public disclosure by N.C.G.S. § 160A-168 to a person not specifically authorized to have access to such information may be subject to disciplinary action up to and including dismissal.

SECTION 3. PENALTY FOR EXAMINING AND/OR COPYING CONFIDENTIAL MATERIAL WITHOUT AUTHORIZATION

Any employee not specifically authorized to have access to a personnel file who shall knowingly and willfully examine, remove, or copy any portion of a confidential personnel file may be subject to disciplinary action, up to and including dismissal.

EMPLOYEE ACKNOWLEDGEMENT

I understand that my employment with the Town of Huntersville is for an unspecified term and may be terminated at the will of either the Town or myself, with or without reason or cause, and with or without notice. No words or actions of the Town will be deemed to create an express or implied contract of employment or require the Town to have good cause for terminating my employment.

I acknowledge I have received a copy of the Town of Huntersville Personnel Policy. I understand I am responsible for reading and understanding the contents of the Personnel Policy and that I have read the Personnel Policy in its entirety in accordance with this responsibility.

I understand that any rules, policies, and benefits described in the Personnel Policy may be modified or varied from by the Town at any time—except as required by law and except for the rights of the parties to terminate employment at will.

Date

Employee Name

Employee Signature

ACKNOWLEDGMENT OF RECEIPT OF THE TOWN OF HUNTERSVILLE EEO POLICY, HARASSMENT/DISCRIMINATION PREVENTION POLICY, REASONABLE ACCOMODATION POLICY, WORKPLACE VIOLENCE POLICY, ABUSE PREVENTION POLICY AND RETALIATION PREVENTION POLICY

I specifically acknowledge I have received a copy of The Town of Huntersville's EEO Policy, Harassment & Discrimination Prevention Policy, Reasonable Accommodation Policy, Workplace Violence Policy, Abuse Prevention Policy and Retaliation Prevention Policy. I have read these policies, understand them and agree to follow them. I understand any employee who engages in conduct prohibited by these policies will be subject to disciplinary action, up to and including termination.

I understand it is my obligation to refrain from engaging in conduct in violation of these Policies and also to report conduct which I believe violates the Policies to enable the Town to take action as appropriate.

Date

Employee Name

Employee Signature

ADDENDUM A

FAMILY AND MEDICAL LEAVE (“FMLA”) POLICY

This policy provides basic information concerning FMLA entitlements and obligations for Town employees.

I. Employees Eligible for FMLA Leave

FMLA leave is available to “eligible employees.” To be eligible, an employee must: (1) have been employed by the Town for at least 12 months (which need not be consecutive); (2) have worked for the Town for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and (3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

II. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined on rolling 12-month basis measured backward from the initial date the employee uses FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son, daughter or parent (but not in-law) who has a serious health condition;
- For the employee’s own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee’s job; and/or
- Because of any qualifying exigency arising out of the fact that an employee’s spouse, son, daughter or parent is a military member on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty) in the National Guard or Reserves, or the Armed Forces for deployment to a foreign country in support of a contingency operation.

Entitlement to FMLA leave for the birth of an employee’s child expires at the end of the 12-month period beginning on the date of the birth.

When spouses are both employed by the Town and eligible for FMLA leave, they will be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for the birth of the employee’s child or to care for the child after birth, for the placement of a child with the employee for adoption or foster care or to care for the child after placement, or to care for the employee’s parent with a serious health condition.

A “**serious health condition**” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in

school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

A. Military Caregiver Leave

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member is available only during a single-12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

B. Intermittent Leave and Reduced Leave Schedules

FMLA leave is usually taken for a period of consecutive days, weeks, or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered service member. Qualifying exigency leave also may be taken on an intermittent basis.

C. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to maintain group health plan coverage on the same terms and conditions as if they had continued to work. Employees who have exhausted available paid leave will be responsible for payment of their employee portion of any benefits.

D. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions, including situations where job reinstatement of “key employees” will cause the Town substantial and grievous economic injury, employees have a right to return to the same or equivalent position with equivalent pay, benefits, and other employment terms. The Town will notify employees if they qualify as “key employees” and advise them of their rights if it intends to deny reinstatement.

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee’s FMLA leave.

E. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Town telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the Town's designation of leave as FMLA-qualifying or non-qualifying and, if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Town may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Town's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Town and employee can mutually agree that leave be retroactively designated as FMLA leave.

III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees must timely notify the Town of their need for FMLA leave, as described below.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform the Town by notifying Human Resources of the need for leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave to allow the Town to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, is not sufficient notice under this policy. Employees must respond to the Town's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave or to provide necessary paperwork in a timely fashion, the leave may be denied. When employees seek leave due to FMLA-qualifying

reasons for which the Town has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Town notice of the need for leave as soon as practicable under the circumstances. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. There are three general types of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

It is the employee's responsibility to provide the Town with timely, complete and sufficient medical certifications. Employees must provide medical certifications within 15 calendar days after the Town requests certification, unless it is not practicable to do so despite an employee's diligent, good-faith efforts. The Town will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Town may deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Town (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to authorize the Town to clarify or authenticate certifications with health care providers, the Town may deny FMLA leave if certifications are unclear.

Whenever the Town deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered family member's, serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of the covered family member or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Town has reason to doubt an initial medical certification, it may require the employee to obtain a second opinion at the Town's expense. If the opinions of the initial and second health care providers differ, the Town may, at its expense, require the employee to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Town and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the Town may require employees to provide recertification of medical conditions giving rise to the need for leave. The Town will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified otherwise, employees returning to work from FMLA leave taken because their own serious health conditions made them unable to perform their jobs must provide the Town medical certification confirming they are able to return to work and to perform the essential functions of their positions, with or without reasonable accommodation. The Town may delay and/or deny job reinstatement until employees provide return to work/fitness for duty certifications.

C. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Town may require employees to provide: (1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to active duty status and the dates of the military member's covered active duty service; and (2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. The Town may also require employees to provide copies of new active duty orders or other documentation issued by the military for leaves due to qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered service member with a serious injury or illness, the Town may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, the Town may request that employees submit certifications setting forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

D. Use of Paid Leave, Concurrent Running of Paid and other Leave with FMLA Leave

Employees must use any accrued paid leave time (sick, compensatory and vacation time) for their regularly scheduled work time while taking FMLA leave. Sick Leave, Vacation and Holidays will continue to accrue during the entire FMLA qualified period. The substitution of paid time for unpaid FMLA leave time *does not* extend the length of FMLA leave, and the paid

time will run concurrently with an employee's FMLA entitlement. Once all accrued paid leave is exhausted, the remainder of the FMLA leave time will be unpaid.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Town will allow employees to use accrued paid time to supplement any paid disability benefits.

E. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continue group health plan coverage under the same conditions as if they had continued to work. The Town will continue to make contributions for the employee's group health plan coverage including any dependent coverage, provided that the employee continues to pay his or her portion of the premiums. Unless the Town notifies employees of other arrangements, whenever employees are receiving pay from the Town during FMLA leave, the Town will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium by remitting their portion of the premium to the Town.

The Town's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the Town will notify the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control) they will be required to reimburse the Town for the cost of the premiums the Town paid for maintaining coverage during their unpaid FMLA leave.

SCHEDULE 1

HUNTERSVILLE POLICE DEPARTMENT RECRUITMENT INCENTIVES

Purpose

This policy provides for recruiting incentives for candidates for full-time sworn positions in the Huntersville Police Department, and for Town employees who recruit them.

Definitions

Eligible Candidate – A person who is currently certified by the State of North Carolina as a law enforcement officer or who is certified in another state as a law enforcement officer and is eligible for certification in North Carolina

Eligible Recruiter – A current employee of the Town of Huntersville who is listed on an eligible candidate's application as the person responsible for the applicant applying for a position as a sworn officer and who took active steps in getting that candidate to apply with the Town of Huntersville

Ineligible Recruiters – The spirit of this incentive program is for you to encourage persons our normal recruiting process does not reach. Therefore, any designated recruiter for the department, the immediate supervisor of any designated recruiter, or any person above the rank of Lieutenant are not eligible. No employee of any rank may receive a recruiting bonus for candidates recruited during recruiting fairs, class presentations, or any agency sponsored recruiting events

Eligible Training Hours – Training hours not required for obtaining or maintaining law enforcement certification

Field Training – Refers to the successful completion of field training

Probation – Refers to the successful completion of probation

Experience – Refers to full complete years of experience as a sworn law enforcement officer. For example, 2.8 years of experience would count as 2 years

Incentives – Funds paid to external candidates who are offered employment.

Bonus – Funds paid to current Town employees when a candidate they recommended for employment successfully completes field training

Policy

1. Employee Bonuses

Candidates will be asked to indicate on their application who they were recruited by. When a candidate successfully completes the field training an eligible employee listed as the recruiter at the time the application was submitted will be paid \$1,000. Only one person may be designated by the applicant.

2. Recruiting Incentives

Incentives for new candidates will be calculated based on the experience and training the candidate has at the time of application. Instead of requiring an employment contract where the new employee must work a minimum number of years or pay back incentives, a payout schedule will be utilized. The incentives will be implemented as follows:

Experience (years)	Training	Incentive	Payout Schedule
Less than 2	No Requirement	\$2,000	\$1,000 after Field Training \$1,000 after Probation
2+	120 hours	\$3,000	\$2,000 after Field Training \$1,000 after Probation
3+	160 hours	\$4,000	\$2,000 after Field Training \$2,000 after Probation
4+	200 hours	\$5,000	\$2,000 after Field Training \$2,000 after Probation \$1,000 after 2 nd full year
5+	240 hours	\$6,000	\$2,000 after Field Training \$2,000 after Probation \$2,000 after 2 nd full year

3. Suspension of Incentives

The Chief of Police or Town Manager may suspend this incentive program at any time and for any reason. This program will be suspended during any period of time that the departmental budget does not provide sufficient funds available. This program will expire on June 30th of each year and must be reauthorized by the Town Manager prior to reimplementation.

During any period of suspension, or if this program is not renewed, candidates will not lose eligibility for the incentives in place at the time the candidate was placed on the Town payroll.

4. Implementation

When this incentive program is approved or reauthorized after being suspended, or reauthorized following an expiration, any candidate not currently on the payroll as of the date of approval or reauthorization is eligible for these incentives.

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Emily Sloop, Town Attorney

Date: February 5, 2024

Subject: Resolution to Create the Environmental Sustainability Committee

EXPLAIN REQUEST:

The Town Board directed staff to take actions to create an Environmental Sustainability Committee.

ACTION RECOMMENDED:

Adopt Resolution.

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

1. R-2024-01 Environmental Sustainability Committee 1-16-24



RESOLUTION TO CREATE THE 2024 ENVIRONMENTAL SUSTAINABILITY COMMITTEE

WHEREAS, the Town of Huntersville Board of Commissioners (“Town Board”) desires to create a 2024 Environmental Sustainability Committee to serve as an advisory committee to the Town Board; and

WHEREAS, upon appointment to the 2024 Environmental Sustainability Committee, members will be asked to work with Town staff and professionals to develop an environmental sustainability plan (the “Plan”) highlighting actions that the Town of Huntersville (“Town”) may take to promote environmental sustainability, including efforts to encourage the public to engage in environmentally sustainable actions; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

1. There is hereby created the 2024 Environmental Sustainability Committee.
2. The purpose of the 2024 Environmental Sustainability Committee is to serve as an advisory committee to the Town of Huntersville Board of Commissioners on matters related to environmental sustainability and actions that the Town of Huntersville may take to support environmental sustainability.
3. The 2024 Environmental Sustainability Committee shall consist of nine (9) voting members appointed by the Town Board who reside in or own and operate a business within the Town of Huntersville. The appointees will be selected from a pool of applicants who apply to serve on the committee. Members with career and/or educational experience in the fields of education, climate and environmental sciences, environmental law, forestry and urban forestry, energy conservation and alternative energy sources, and sustainable development and business practices are preferred.
4. The 2024 Environmental Sustainability Committee shall also consist of two (2) non-voting, ex-officio members to provide input as development of the Plan progresses. The non-voting, ex-officio members shall include one representative from the Town Board and one representative from the Town of Huntersville Parks and Recreation Commission.
5. The Environmental Sustainability Committee will elect a chairperson and vice-chairperson from its voting membership. The chairperson will lead the meetings, manage discussion in a civil and orderly fashion, and coordinate the making of decisions, whether by consensus or by a motion made, seconded, and approved by majority vote.
6. The Environmental Sustainability Committee is anticipated to meet monthly on the second Thursday of each month during the course of the Plan’s development, with an anticipated start date in March 2024, subject to change. After the Plan’s development and acceptance by the Town Board, the Environmental Sustainability Committee will meet on an as needed basis.
7. Meetings will be advertised and conducted in accordance with the North Carolina Open Meetings Law. Minutes shall be kept for each meeting by the Committee’s secretary.

8. The Town Attorney shall draft Rules of Procedure for the Environmental Sustainability Committee for consideration and approval by the Town Board. The Environmental Sustainability Committee shall operate according to Robert's Rules of Order to the extent not contrary to any applicable Rules of Procedure adopted by the Town Board for the Committee.
9. Upon adoption of the Plan, the 2024 Environmental Studies Commission may be dissolved by the Town Board.

Adopted this 5th day of February, 2024.

ATTEST:

Janet Pierson, Town Clerk

Christy Clark, Mayor

APPROVED AS TO FORM:

Emily Sloop, Town Attorney

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Emily Sloop, Town Attorney

Date: February 5, 2024

Subject: Rules of Procedure for the Environmental Sustainability Committee

EXPLAIN REQUEST:

The Town Board directed staff to take actions necessary to create an Environmental Sustainability Committee.

ACTION RECOMMENDED:

N/A

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

1. Draft ESC ROP 1-12-24

ENVIRONMENTAL SUSTAINABILITY COMMITTEE RULES OF PROCEDURE

The Environmental Sustainability Committee (“ESC”) shall provide input and guidance to the Town of Huntersville Board of Commissioners (“Town Board”) regarding its strategic objective to promote environmental sustainability within the Town of Huntersville (“Town”) subject to such limitations as may be imposed by law.

ARTICLE I. PURPOSE AND DUTIES

The purpose of the ESC is to serve in a non-binding, advisory role to the Town Board in matters pertaining to policies and practices regarding environmental sustainability within the Town and it shall be organized for the following purposes:

1. Draft an Environmental Sustainability Plan (“Plan”) for the Town Board’s consideration to promote continued environmental sustainability within the Town. The Plan shall prioritize:
 - a. Community education and engagement;
 - b. Green building and infrastructure;
 - c. Reducing greenhouse gas emissions; and
 - d. Enhancing natural beauty and livability.
2. Advise the Town Board on the implementation of the Plan, once adopted.
3. Advise the Town Board on ways to encourage environmental stewardship on existing or proposed initiatives and on potential opportunities for conservation, waste reduction, recycling, and energy efficiencies and alternatives.
4. Identify potential resources, grants, and programs that can reinforce sustainability goals within the Town.
5. Act as liaison to educate citizens on environmental sustainability issues affecting the Town as directed by the Town Board. Activities may include the following:
 - a. Recommend procedures for waste reduction and other sustainable practices at festivals and/or special events.
 - b. Assist staff in researching effectiveness and costs of sustainable practices and make reports to the Town Board of any recommendations.
 - c. Participate in community outreach to educate citizens on environmental issues and related Town programs.
 - d. Collect feedback from citizens on new or proposed efforts to determine effectiveness.
6. Other projects as specifically directed by the Town Board.

ARTICLE II. MEMBERSHIP

Section 1. Membership and Appointment.

A. Voting Membership.

The ESC shall consist of nine voting (9) members appointed by the Town Board. The voting members shall reside in or own and operate a business within the Town of Huntersville. Career and/or educational experience in the fields of education, climate and environmental sciences, environmental law, forestry and urban forestry, energy conservation and alternative energy sources, and sustainable development and business practices are preferred for voting members.

B. Non-Voting Membership.

The ESC shall also consist of two (2) non-voting, ex-officio members appointed by the Town Board to provide input as development of the Plan progresses. The non-voting, ex-officio members shall include one representative from the Town Board and one representative from the Town of Huntersville Parks and Recreation Commission. If the non-voting, ex-officio member is unable to attend a meeting, they may send a designee from their respective Board or Commission to attend the meeting.

C. Town Staff Liaisons.

The Town Manager shall appoint one or more Town staff liaisons to the ESC who shall assist the ESC with carrying out its duties and responsibilities. A staff liaison shall act as the Secretary of the ESC. The Secretary shall be responsible for correspondence, taking attendance at meetings, preparing minutes and meeting notices, ensuring that the North Carolina Open Meeting Law is complied with, and other duties as noted herein. The Town staff liaison(s) shall not be considered members of the ESC.

Section 2. Terms of Service.

ESC members shall be appointed to serve two-year staggered terms by the Town Board annually in June. Upon the initial appointment of members to the ESC, the Town Board shall implement staggered terms for members, meaning that five (5) voting members of the ESC membership shall be appointed for an initial term to run from March 1, 2024 to June 30, 2026, and four (4) voting members shall be appointed for an initial term to run from March 1, 2024 to June 30, 2025.¹ Thereafter, appointments shall be for two-year terms from July 1st to June 30th. If a vacancy should occur on the ESC for any reason, an appointment to that vacancy shall be made for the duration of the unexpired term.

Section 3. Attendance.

In order for the ESC to carry out its responsibilities, it is necessary for members to attend the meetings. Members should notify the Secretary if they cannot attend a meeting at least three business days prior to the scheduled meeting. The Secretary may recommend to the Town Board that any member who misses three (3) or more meetings within a six-month period be removed and replaced with a replacement member.

Section 4. Vacancies and Reasons for Dismissal.

All members serve at the pleasure of the Town Board. Members may be dismissed for any reason, with or without cause.

Any member who feels they can no longer serve due to failure to meet the ESC's membership requirements or otherwise fulfil the duties of a member may resign from the ESC. Such resignation must be in writing and delivered to the Secretary. The Secretary shall promptly send a copy of the written resignation to the Town Clerk.

Vacancies shall be filled at the earliest convenience of the Town Board. Should a vacancy of the Chairperson or Vice-Chairperson occur, a majority of the voting ESC members shall elect a new Chairperson or Vice-Chairperson at the next regularly scheduled meeting. The new Chairperson or Vice-Chairperson shall fill the office until the next scheduled election pursuant to Article III.

¹ The beginning of the initial terms may be adjusted if the ESC's first meeting is scheduled after March 2024.

The Secretary shall be responsible for maintaining a current list of ESC members, including the effective date of their appointment and the expiration of their term. The Secretary shall keep the Town Clerk informed as to when any term is to expire and provide notice of said expiration at least 60 days prior to the expiration date.

ARTICLE III. OFFICERS

Section 1. Election of Officers

The voting members of the ESC shall elect a Chairperson and Vice-Chairperson from the ESC's voting membership on an annual basis. The elections shall be the first item of business at the ESC's July meeting or at its first scheduled meeting thereafter. Notwithstanding the foregoing, the inaugural elections shall take place as the first item of business at the ESC's initial meeting in 2024. The next scheduled election shall occur in July 2025 or the first meeting scheduled thereafter unless a vacancy of office occurs prior to that time requiring an election pursuant to Article II, Subsection 4 above.

Section 2. Presiding Officer.

The presiding officer of each meeting of the ESC shall be the Chairperson. In situations where the Chairperson is unavailable or unable to participate in the meeting or any particular matter before the ESC, the Vice-Chairperson shall preside. In the event that neither the Chairperson nor the Vice-Chairperson is available, the voting members of the ESC, by affirmative vote of the majority, may appoint an acting presiding officer who shall have all powers of the Chairperson while acting as presiding officer.

Section 3. Powers and Duties of the Chairperson (or Presiding Officer).

The Chairperson (or presiding officer) shall have the following powers and duties:

- 1) The duty to engage in discussion and vote on any matter before the ESC unless otherwise excused. Notwithstanding the foregoing, the Chairperson may not break a tie on a motion on which he or she already voted.
- 2) The power rule on procedural matters during a meeting, call a brief recess of a meeting at any time, and adjourn a meeting in an emergency. At any other time, adjournment shall be by motion, duly approved.
- 3) The power to recognize members. A member must be recognized by the Chairperson in order to address the ESC.
- 4) The power to enforce these rules and maintain order and decorum during ESC meetings.

ARTICLE IV. MEETINGS

Section 1. Meetings to Be Open to the Public.

All meetings of the ESC shall be open to the public and any person may attend its meetings. For purposes of these rules, a meeting of the ESC occurs whenever a majority of the ESC members gather, either in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the ESC's jurisdiction. The term "majority" as used

herein means, unless otherwise specified, a simple majority, that is, more than half.

Section 2. Regularly Scheduled Meetings.

During the course of the Plan's development, the ESC shall hold regular monthly meetings on the second Thursday of each month, subject to change. The ESC shall adopt a regular meeting schedule showing the dates, times, and places of its regular meetings for the year. The first schedule of meetings shall be adopted at the ESC's initial meeting in 2024 as the second item of business. Subsequently, the annual schedule of meetings shall be adopted as the second order of business at the ESC's July meeting or at its first scheduled meeting thereafter.

After the Plan has been adopted by the Town Board, the ESC will meet on an as needed basis.

A. Notice of Regular Meeting Schedule.

The Secretary shall ensure that a copy of the ESC's current regular meeting schedule, complete with the date, time, and place of each regular meeting, is filed with the Town Clerk and posted on the Town's website.

B. Change to Regular Meeting Schedule.

The ESC may revise its regular meeting schedule to change the date, time, or place of a particular regular meeting or all regular meetings within a specified period. The Secretary shall ensure that the revised regular meeting schedule is filed with the Town Clerk at least seven (7) consecutive calendar days before the first meeting held pursuant to the revised schedule. The Secretary shall also ensure that the revised schedule is posted on the Town's website.

Section 3. Special Meetings.

Special meetings may be called as necessary for Town-sanctioned training or work sessions, heavy workload, or to conduct official ESC business within the ESC's jurisdiction. Only the business that is specified in the notice of the meeting may be transacted during a special meeting.

A majority of the voting ESC members may at any time call a special meeting of the ESC by signing a notice stating the date, time, and place of the special meeting and the subjects to be considered. Alternatively, a special meeting may be called by a majority vote of the ESC in open session during a regular meeting or another duly called special meeting.

A. Notice to the public.

At least 48 hours before a special meeting, the Board shall cause written notice of the meetings date, time, place, and purpose(s) to be:

- i Posted on the Town's principal bulletin board or, if the Town has no such bulletin board, at the door of the ESC's usual meeting room.
- ii Mailed or delivered to each newspaper, wire service, radio station and television station and person who has filed a written request for notice with the Secretary.
- iii Posted on the Town's website.

B. Notice to Board Members.

For all special meetings, notice of the meeting date, time, place, and purpose(s) shall be mailed, emailed, or delivered to all members of the ESC at least 48 hours before the meeting.

Section 4. Electronic Board Meetings and Member Participation.

Members who are not physically present may not participate in a meeting of the ESC by electronic means except in accordance with this rule.

A. Electronic Meetings During a State of Emergency.

During any state of emergency declared in accordance with N.C.G.S. § 166A- 19.20 that is applicable within the Town limits, meetings of the ESC may be held remotely as electronic meetings using technology such as Zoom or another teleconferencing platform. Under such conditions, an electronic meeting shall be treated as though it were a meeting at which all the ESC members who are simultaneously communicating are physically present.

Any electronic meeting held under this rule must comply with the requirements of N.C.G.S § 166A-19.24, including all notice and access requirements. The public notice for any regular, special, emergency, or recessed, meeting that is subject to this paragraph shall specify how the public can access the electronic meeting in real time.

A member of the ESC participating by simultaneous communication under this section shall be counted as present for quorum purposes only during the period while simultaneous communication is maintained for that member.

Votes of each member made during a remote meeting under this section shall be counted as if the member were “physically present” only during the period while simultaneous communication is maintained for that member. All votes must be taken by roll call.

Each member who attends by electronic means shall identify himself or herself in each of the following situations:

- i when roll is taken for a vote or at the beginning of the meeting for purposes of identifying members who are attending;
- ii before taking part in deliberations, including making any motions, proposing any amendments, or raising any points of order; and
- iii before voting.

The minutes of the remote meeting shall indicate that the meeting was conducted by electronic means, which members took part electronically, and when such members joined or left the electronic meeting.

B. Electronic Meetings State of Emergency is Not in Effect.

If a State of Emergency is not in effect in accordance with N.C.G.S. § 166A-19.20, meetings of the ESC may be held remotely as electronic meetings using technology such as Zoom or another teleconferencing platform upon a consensus from the Town Board allowing the remote meetings.

The same requirements and provisions for holding remote meetings under a declared state of emergency as set forth by Subsection A. of this section shall apply to remote meetings held pursuant to this Subsection B.

Section 5. Cancellation of Meetings.

The Secretary shall be responsible for cancelling any meetings for which: 1) there is no ESC business; 2) when inclement weather or states of emergency prevent meeting; or 3) for which a quorum of ESC members is unable to attend by giving reasonable notice to all members before the time set for the meeting. Notice of the cancellation shall also be posted on the Town's website.

Section 6. Agenda.

Meeting agendas shall be set by the Town staff liaison(s). The Secretary shall prepare a proposed agenda to be distributed, along with any attachments, to ESC members prior to each meeting.

The Secretary shall place items on the meeting agendas according to the following order of business:

- A. Call to Order.
- B. Approval of the Previous Meeting Minutes.
- C. Public Comment Period.²
- D. Business Items.
- E. Adjournment.

Section 7. Duty to Vote.

It is the duty of each member, including the Chairperson, to vote unless otherwise excused. The ESC may excuse members from voting on any matter involving their own financial interest, official conduct, when a member has indicated an inability to be impartial in any matter before the ESC or is otherwise prohibited from voting by law.

Should a member fail to vote on any matter before the ESC, without having been excused from such vote, such abstention will count as an affirmative vote.

ARTICLE V. ACTION BY THE BOARD.

Section 1. Quorum.

A majority of the members shall constitute a quorum. No action of the ESC may be taken at any meeting where less than the required quorum is present, except to adjourn the meeting. The non-voting, ex-officio members and Town staff liaisons shall not be considered for purposes of determining a quorum.

² Public comment periods shall be governed by the Town's public comment policy.

Section 2. Motions and Voting.

Action of the ESC may be taken upon a motion made by any member, including the Chairperson, when duly seconded. A motion shall be adopted if approved by the affirmative vote of a majority of the members present and not excused after full discussion and debate of the motion by the members.

Section 3. Withdrawal of Motion

The member who introduces a motion may withdraw their motion unless the motion has been amended or put to a vote.

ARTICLE VI. AMENDMENTS.

These Rules of Procedure shall at all times be consistent with all applicable laws. Should any provisions of these Rules of Procedure be inconsistent with such laws of the State of North Carolina, said laws shall control.

The Town Board, by a majority vote, shall adopt these Rules of Procedure. These Rules may be amended at any time by an affirmative vote the majority of the Town Board.

Originally adopted by the Town Board on this _____ day of
_____ 2024.

Mayor, Town of Huntersville

ATTEST:

Town Clerk

**Town of Huntersville
Town Board
February 5, 2024**

To: Town Board

From: Alisia Bergsman, Commissioner
Edwin Quarles, Commissioner

Date: February 5, 2024

Subject: Public Comment Protocol Discussion

EXPLAIN REQUEST:

Discussion of public comment protocol.

ACTION RECOMMENDED:

Discussion

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

None