



Town of Marshville Town Council Meeting

Monday, November 7, 2016, 7:00 PM
Marshville Town Hall

Regular Meeting Minutes

Present: Mayor Deese, Mayor Pro-Tem Morgan, Council Members Bivens, Carpenter, Rowell and Staton

Staff Present: Town Manager, Robyn Stuber; Clerk/Finance Officer, Tonya Johnson; Police Chief, Matt Tarlton; Park & Recreation Director, Eddie Mitchell; Town Attorney, Bobby Griffin

Call to Order/Invocation/Pledge of Allegiance

The regular meeting of the Marshville Town Council was called to order at 7:05 pm by Mayor Frank Deese. Mayor Deese welcomed everyone in attendance. The invocation was given by Council Member Staton. The Pledge of Allegiance was given by everyone.

Adoption of Agenda for the Meeting

A motion to adopt the agenda as presented was made by Council Member Rowell. The motion was seconded by Mayor Pro-Tem Morgan. The motion carried with a unanimous vote.

Public Comment

Mr. Johnny Pigg of 618 Old Pageland Marshville Road, Marshville, NC, provided council members with an update on the Marshville Museum and Cultural Center. Mr. Pigg expressed appreciation to the council for the funds given to the museum to replace the floor and windows and to make other minor repairs. Mr. Pigg commented that the flooring turned out so well that the Museum Committee spent an additional \$3,800 to replace the entire floor. Mr. Pigg welcomed contributions to the museum. Mr. Pigg provided information about the Friends of the Museum fundraiser. Once again, Mr. Pigg thanked the town for its support.

Mr. J.C. Rorie of 930 S. Austin Road, Marshville, addressed the council regarding a tractor trailer truck parking on S. Austin Street. Mr. Rorie prefaced his remarks by stating that he has resided in Marshville for seventy-seven years and that he isn't a complainer. However, Mr. Rorie reported that a resident parks a tractor trailer truck on the street after being told not to park there.

Town Manager Stuber reported that the town's code enforcement officer previously sent a notice of violation and that the truck was removed on June 6, 2016. She added that the town will begin the enforcement process again. Mayor Deese commented that Police Chief Tarlton will look into the situation as well. The mayor and manager assured Mr. Rorie that the situation will be looked into.

Consent Agenda

A motion to adopt the consent agenda and the items thereon was made by Council Member Rowell. The motion was seconded by Council Member Staton and passed by unanimous vote.

Discussion and action regarding acceptance of land from Edwards Wood Products, Inc. for a new pump station site

Attorney Griffin stated that Edwards Wood Products is donating a small portion of land to the Town of Marshville for a new pump station site. Attorney Griffin expressed appreciation to Mr. Jeff Edwards for his generosity to the town. Town Manager Stuber stated that a new pump station is much needed. She added that some site modifications are going to be made to make this beneficial to both parties. Attorney Griffin reviewed the resolution and the conditions requested by Edwards Wood Products, Inc. A motion was made by Council Member Rowell to adopt the resolution as written, to authorize Mayor Deese to sign said resolution, to authorize staff to move forward with the transaction, and to officially express appreciation to the Edwards family for this generous donation to the town. The motion was seconded by Mayor Pro-Tem Morgan and passed by unanimous vote.

Mr. Jeff Edwards commented that his father, Carroll Edwards, loved Marshville and he is glad to do this for the town.

Municipal Records Retention Schedule Amendment

Town Clerk/Finance Officer Tonya Johnson reported that the town adheres to the State of NC Municipal Records and Retention Schedule and that periodically they send revisions/amendments. Approval of this amendment ensures the town's adherence with the state's record keeping requirements. A motion to approve the records retention schedule amendment was made by Mayor Pro-Tem Morgan. The motion was seconded by Council Member Staton and passed by unanimous vote.

Discussion and possible action concerning Personnel Policy Changes

Town Manager Stuber reported that she is reviewing the Personnel Policy and will be proposing amendments on an ongoing basis until the policy is reviewed in its entirety. The first proposed change presented by Manager Stuber is to amend the law enforcement work period from monthly (28 days) to biweekly (14 days). This aligns the police personnel work period to that of the other town employees.

A motion was made by Council Member Carpenter to amend Article VI. Work Conditions and Expectations, Section 1. Work Period and Article IV. The Pay Plan, Section 9. Compensatory Time, as these sections relate to police personnel, amending the work period from 28 consecutive days to 14 consecutive days and allowing for overtime or the accrual of compensatory time after 86 hours of work instead of 171 hours. The motion was seconded by Council Member Rowell and passed by unanimous vote.

Discussion and possible action concerning Planning and Code Enforcement services

Town Manager Stuber reported that the town has three options moving forward with the Planning and Code Enforcement services for the town. Option 1 is a proposal from Centralina Council of Governments, Option 2 is from Benchmark CMR, Inc., and Option 3 is to hire a planning position within the Town of Marshville. Town Manager Stuber stated that she has assurances from CCOG and Benchmark that their proposals can be adjusted according to the services levels needed. Mayor Deese asked if this would be for the remainder of the fiscal year. Town Manager Stuber replied that the contract would be for the remainder of the current fiscal year.

Town Manager Stuber recommended contracting with Benchmark. This proposal provides for a planner and a code enforcement officer weekly. Some discussion ensued regarding various levels of service based upon the town's needs. A motion was made by Council Member Rowell to accept Benchmark's proposal, Option 1, for a planner and a code enforcement officer weekly at \$35,000 and to authorize the manager to execute the agreement. The motion was seconded by Council Member Staton and passed by unanimous vote.

Town Manager's Report

The manager reported that a new Public Works Director, Ricky Bourne, has been hired. Mr. Bourne's start date is December 5, 2016. Also, a Public Works Laborer, Tommy Powell, was hired. Mr. Powell reported to work today.

Town Manager Stuber reported that Park & Recreation Director, Eddie Mitchell, tendered his resignation effective November 30, 2016. Manager Stuber informed the council that an intern has been hired to assume some of the duties. Ashley Proctor begins November 16, 2016 and comes with Park Ranger experience.

Town Manager Stuber reported that some funding was found in the budget to sponsor the M.A.R.S. Basketball program.

Town Manager Stuber reported that she was invited to speak to the Marshville Elementary After-School program participants. During her visit she tasked the students with an assignment to draw what they would like to see at the Marshville Park.

Town Manager Stuber stated that she will get to work immediately on the planning contract as directed.

Town Manager Stuber reported that Mr. Colin Tarrant, representative for ESA Solar, desires to hold a workshop with the council about solar farms. Council Member Staton remarked that she would welcome the opportunity to learn more about solar farms. Council Member Rowell suggested a workshop be scheduled after the first of the year. It was the consensus of the mayor and members of the council to direct the manager to coordinate a workshop in January 2017.

Town Manager Stuber commented that Halloween on Main was a huge success.

Town Manager Stuber reported that the Cowboy Church recently held an event to assist with Hurricane Matthew relief efforts. The town made a donation of toiletry items. Council Member Rowell commented that a thank-you letter should be sent to Isaiah, with the U.S. Chaplain Service, acknowledging his donations.

Town Manager Stuber reported that she will be attending a budgeting class in Chapel Hill, NC from November 8, 2016 to November 11, 2016, along with the finance officer.

Mayor and Town Council Member Comments

Mayor Pro-Tem Morgan commented on the generosity of the Edwards family to the Town of Marshville. She shared the story of the library donation. Mayor Pro-Tem Morgan stated that Mr. Carroll Edwards was very generous to the town.

Council Member Staton thanked Park & Recreation Director, Eddie Mitchell, for serving the Town of Marshville.

Council Member Rowell commented that Halloween on Main was successful. He informed every one of the Veteran's Day event scheduled for Friday, November 11, 2016 at 11 am at the Marshville Cemetery. The event will end at the Veteran's Memorial on Main Street. Council Member Rowell stated that folks will be encouraged to visit the museum and to support the American Legion BBQ. Council Member Rowell reported that the Christmas Parade will be Saturday, November 19, 2016 at 2:00 pm. The Marshville Chamber of Commerce Christmas luncheon will be on Thursday, December 1, 2016 from 11:30 am to 1:00 pm at the Marshville Community Center.

Council Member Carpenter thanked Mr. Mitchell for his service to the Town of Marshville.

Council Member Bivens echoed appreciation to Mr. Mitchell. Council Member Bivens commented that the museum looks good. She ended her remarks by informing staff of several pot holes on Elizabeth Avenue that need to be fixed.

Mayor Deese commented that the Union County Board of Commissioners met this evening. The board's agenda included a study of the Highway 74 corridor from Food Lion to Chambers Street. Mayor Deese also thanked Mr. Eddie Mitchell for his service to the Town of Marshville.

Action resulting from Closed Session

There was no action as a result of the closed session.

Adjourn

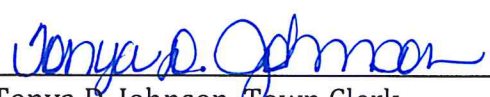
Council Member Rowell made a motion to adjourn the meeting at 8:25 pm. The motion was seconded by Council Member Staton and passed by unanimous vote.

These minutes approved this 7th day of December, 2016.

By: 

Franklin D. Deese, Mayor

ATTEST:



Tonya D. Johnson, Town Clerk

Town of Marshville

Public Comments Sign-Up Sheet

Regular Meeting

Date: 11/27/2016Please **print** your name, topic of discussion, and contact information for the record.

	PRINT NAME	ADDRESS	TOPIC OF DISCUSSION	PHONE #	EMAIL ADDRESS
1	Johnny Tig	118 Old Portland Marshville	Museum		
2	St. Orie				
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Proclamation Veterans Day 2016

WHEREAS, for decades America has paused on the 11th of November, the anniversary of the armistice that concluded World War I, to remember and to pay tribute to our veterans of military service in proud and grateful recognition of the hardships and sacrifices by the millions of men and women who have defended our land in war and in peace; and

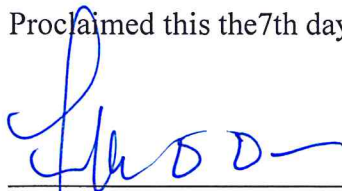
WHEREAS, the freedoms we enjoy have been purchased and maintained at a high price, as Americans have been willing, throughout our history, to fight and die to preserve their individual rights as guaranteed in the United States Constitution and the Bill of Rights; and

WHEREAS, Americans owe a great debt to all those who have served in defense of the nation throughout the generations; for their sacrifices, often resulting in permanent injury or death, which have preserved our unique form of government dedicated to human right and respect for the individual, and preserved our freedoms and promise of liberty as an example for oppressed persons of the world; and

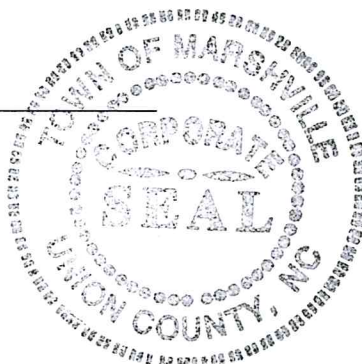
WHEREAS, in honor of these dedicated men and women we pay a special tribute to our nation's veterans, remembering their sacrifices, honoring those living and remembering those deceased.

NOW, THEREFORE, I, FRANK DEESE, Mayor of the Town of Marshville, North Carolina, by the virtue of the authority vested in me as Mayor, do hereby urge all citizens to honor our Veterans this Friday, November 11, 2016 with expressions of gratitude for the sacrifices of all those who fought so valiantly to preserve our heritage of freedom and to promote enduring peace.

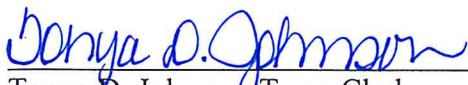
Proclaimed this the 7th day of November, 2016



Frank Deese, Mayor
Town of Marshville



ATTEST:



Tonya D. Johnson, Town Clerk

Town of Marshville

AMENDMENT

#2017 - 06

2016 - 2017 Budget Ordinance

BE IT ORDAINED by the Marshville Town Council that the 2016 - 2017 Budget Ordinance be amended as follows:

Section 1: General Fund

Increase	10-3990-0000	Encumbered Fund Balance	\$27,859.97
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Total Increase			<u>\$27,859.97</u>
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Increase	10-4500-7300	Capital Outlay - Other	\$27,859.97
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Total Increase			<u>\$27,859.97</u>
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Adopted this 7th day of November, 2016

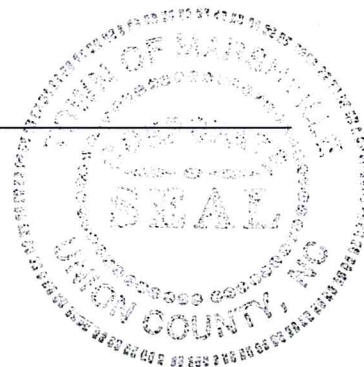


Franklin D. Deese, Mayor

ATTEST:



Tonya Johnson, Town Clerk



This Budget Amendment provides for: Appropriation to complete Phase I of the Small Town Main Street Downtown Revitalization Plan. The project was not completed as of June 30, 2016. The remainder of the original appropriation (\$60,000), not spent in FY2015-16 has to be re-allocated into the FY2016-17 budget to cover the final expenses associated with the completion of Phase I.

2016-2017

FUND 10 REVENUES

Revenues	Budget	YTD as of 07/31/16	Percent
10-3010-0000 Ad Valorem Taxes	707,850.00	2,890.43	%
10-3010-0100 Motor Vehicles	75,877.00	8,409.64	11%
10-3010-0500 Prior Year Tax Collect	12,000.00	1,211.35	10%
10-3170-0000 Tax Penalties & Interest	4,500.00	331.10	7%
10-3250-0000 Privilege Licenses	0.00	10.00	
10-3260-0000 Vehicle Rental Tax	0.00	0.00	
10-3290-0000 Interest on Investments	100.00	47.14	47%
10-3317-0000 Controlled Substance Tax	0.00	0.00	
10-3318-0000 Police Grant	0.00	0.00	
10-3318-0050 Pedestrian Planning Gr	0.00	0.00	
10-3318-0200 CMAQ Revenue	0.00	0.00	
10-3319-0000 Police Calendar Sales	280.00	0.00	%
10-3319-0100 Police Event Services	900.00	0.00	
10-3319-0200 National Night Out Proceeds	0.00	0.00	
10-3350-0000 Miscellaneous	1700.00	246.00	14%
10-3350-0100 Sale of Fixed Asset	4,000.00	0.00	
10-3350-0200 Cash Short	0.00	0.00	
10-3360-0000 Insurance Proceeds	0.00	0.00	
10-3360-0100 Reimbursement Proceeds	0.00	0.00	
10-3370-0000 Franchise Tax - Utilities	195,000.00	0.00	%
10-3370-0100 Franchise Tax - Cable TV	0.00	0.00	
10-3370-0200 Solid Waste Disposal Tax	1,550.00	0.00	%
10-3430-0000 Powell Bill Allocation	68,600.00	0.00	%
10-3450-0000 Local Option SalesTax	0.00	0.00	
10-3450-0010 Sales Tax Art. 39	90,000.00	7,411.87	8%
10-3450-0020 Sales Tax Art. 40	55,000.00	4,935.46	9%
10-3450-0030 Sales Tax Art. 42	45,000.00	3,912.79	9%
10-3450-0040 Sales Art. 44	0.00	0.52	
10-3450-0050 Sales Tax Hold Harmless	52,000.00	4,880.71	9%
10-3450-0200 Beer & Wine Tax Distr	11,000.00	0.00	%
10-3491-0000 Planning/Zoning Fees	3,000.00	170.00	6%
10-3510-0000 Court Cost Fees & Charges	1,200.00	166.50	14%
10-3590-0000 Refuse Collection Fees	198,000.00	16,550.05	8%
10-3610-0000 Cemetery - Sale of Lot	29,250.00	0.00	%
10-3610-0100 Cemetery - Donations	0.00	0.00	
10-3610-0200 Cemetery - Grave Opening	0.00	0.00	
10-3650-0000 Recreation Activity Fees	16,600.00	20.00	%
10-3650-0100 Grant for Park	0.00	0.00	
10-3650-0120 Community Development	0.00	0.00	
10-3650-0130 Skatepark Donations	0.00	0.00	
10-3650-0200 Park Concessions	0.00	0.00	
10-3650-0300 Facilities Rental Fee	0.00	0.00	
10-3710-0400 Late Fee	3,000.00	458.32	15%
10-3834-0000 Property Leases	0.00	0.00	
10-3984-0000 Transfer From 40 Fund	49,000.00	4,043.56	8%
10-3990-0000 Encumbered Fund Balance	0.00	0.00	
10-3990-0100 Encumbered Powell Bill	64,441.00	0.00	
10-3990-0200 Encumbered Cont. Substance	83,700.00	0.00	
10-3990-0300 Encumbered Solid Waste	0.00	0.00	
Total Revenues for Fund 10	1,775,140.00	55,695.44	3%

2015-2016

Budget	YTD as of 07/31/15	Percent
670,384.00	3,130.80	%
69,550.00	6,975.95	10%
11,000.00	917.97	8%
4,500.00	300.24	7%
0.00	15.00	#DIV/0!
0.00	0.00	
3,800.00	32.88	1%
0.00	0.00	
13,549.00	0.00	
0.00	0.00	
0.00	0.00	
300.00	0.00	%
900.00	0.00	
0.00	0.00	
1650.00	1,635.88	99%
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
185,000.00	0.00	%
0.00	0.00	#DIV/0!
1,600.00	0.00	%
69,500.00	0.00	%
0.00	0.00	
80,000.00	6,937.71	9%
55,000.00	4,755.70	9%
42,000.00	3,669.06	9%
0.00	0.40	
52,000.00	4,738.82	9%
10,500.00	0.00	%
2,000.00	915.00	46%
1,100.00	99.00	9%
183,500.00	16,794.50	9%
3,750.00	0.00	%
0.00	0.00	
0.00	0.00	
500.00	90.00	18%
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
2,500.00	275.00	11%
0.00	0.00	
65,000.00	5,656.85	9%
0.00	0.00	
142,734.00	0.00	
62,800.00	0.00	
0.00	0.00	
313.00	0.00	
1,735,430.00	56,940.76	3%

FUND 10 EXPENDITURES

Expenses	
10-4100	Governing Body
10-4200	General Government
10-4500	Community Development
10-5000	Public Buildings
10-5100	Police
10-5600	Streets & Highways
10-5700	Powell
10-5800	Sanitation
10-6200	Parks & Recreation
10-6600	Contingency
10-9800	Transfer to Enterprise Fund
10-9840	Transfer to 40 Fund
Total Expenses for Fund 10	

2016-2017

Budget	YTD		Percent
		as of 07/31/16	
	88,775.00	9,520.67	11%
	271,600.00	18,652.51	7%
	143,375.00	9,888.92	7%
	15,050.00	927.12	6%
	721,150.00	108,914.29	15%
	130,105.00	10,259.91	8%
	83,700.00	4,253.85	5%
	212,585.00	4,929.65	2%
	98,800.00	8,988.75	9%
	10,000.00	0.00	
	0.00	0.00	
	0.00	0.00	
1,775,140.00	176,335.67		10%

2015-2016

Budget	YTD		Percent
		as of 07/31/15	
	73,100.00	6,584.08	9%
	258,500.00	14,697.53	6%
	151,725.00	14,766.16	10%
	24,150.00	-1,968.27	- 8%
	688,075.00	59,682.84	9%
	127,350.00	6,325.69	5%
	62,800.00	1,465.51	2%
	252,680.00	58,654.06	23%
	87,050.00	4,136.92	5%
	10,000.00	0.00	
	0.00	0.00	
	0.00	0.00	
1,735,430.00	164,344.52		9%

2016-2017

FUND 30 REVENUES	
Revenues	
30-1350-0000 Utility Refunds	
30-2290-0100 Contrib. - Spec. Rev.	
30-3290-0000 Interest on Investments	
30-3350-0000 Miscellaneous Income	
30-3350-0100 Sales of Fixed Assets	
30-3350-0300 Donated Assets	
30-3350-0400 Grant Proceeds	
30-3360-0000 Insurance Proceeds	
30-3360-0100 Reimbursements Proceeds	
30-3710-0000 Charges Utilities Water	
30-3710-0100 Charges Utilities Sewer	
30-3710-0200 Charges-County Sewer Inc	
30-3710-0300 Delinquent Fees	
30-3710-0400 Late Fees	
30-3710-0500 Returned Check Fee	
30-3710-0600 Service Initiation Fee	
30-3710-0700 Service Call Fee	
30-3710-0800 After Hours Reconnect	
30-3710-0900 Tampering Fee	
30-3730-0000 Tap Fees - Water	
30-3730-0100 Tap Fees - Sewer	
30-3740-0000 Bad Debts	
30-3750-0100 Capacity Fees - Water	
30-3750-0200 Capacity Fees - Sewer	
30-3800-0000 Capital Contributions	
30-3940-0000 Transfer From Gen Fund	
30-3990-0000 Encumbered Fund Balance	
Total Revenues for Fund 30	

Budget	YTD	Percent
	as of 07/31/16	
0.00	0.00	
0.00	0.00	
100.00	52.43	52%
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
689,000.00	62,071.56	9%
768,000.00	68,499.50	9%
106,000.00	0.00	
18,000.00	2,000.00	11%
28,000.00	2,750.00	10%
0.00	50.00	
3,625.00	275.00	8%
0.00	0.00	
0.00	20.00	
0.00	0.00	
6,000.00	0.00	
42,000.00	0.00	
0.00	0.00	
7,200.00	0.00	
39,500.00	0.00	
0.00	0.00	
0.00	0.00	
16,700.00	0.00	
1,724,125.00	135,718.49	8%

FUND 30 EXPENDITURES	
Expenses	
30-5310 Safety	
30-6601 Contingency	
30-7000 Transfer	
30-8280 Water Operations	
30-8290 Sewer Operations	
Total Revenues for Fund 30	

Budget	*YTD	Percent
	as of 07/31/16	
0.00	0.00	
5,000.00	0.00	
0.00	0.00	
648,199.00	31,981.97	5%
1,070,926.00	56,183.20	5%
1,724,125.00	88,165.17	5%

2015-2016

Budget	YTD	Percent
	as of 07/31/15	
0.00	0.00	
0.00	0.00	
1,500.00	27.95	2%
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
655,400.00	64,528.58	10%
759,000.00	73,164.84	10%
0.00	0.00	
18,000.00	1,850.00	10%
25,000.00	2,610.00	10%
0.00	50.00	
3,500.00	325.00	9%
0.00	0.00	
0.00	20.00	
0.00	286.00	
10,800.00	0.00	
31,500.00	0.00	
0.00	0.00	
12,900.00	0.00	
29,600.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
1,547,200.00	142,862.37	9%

Budget	YTD	Percent
	as of 07/31/15	
0.00	0.00	
5,000.00	0.00	
0.00	0.00	
700,600.00	33,902.52	5%
841,600.00	23,237.73	3%
1,547,200.00	57,140.25	4%

2016-2017

FUND 10 REVENUES

Revenues	Budget	YTD as of 08/31/16	Percent
10-3010-0000 Ad Valorem Taxes	707,850.00	3,176.03	%
10-3010-0100 Motor Vehicles	75,877.00	16,820.11	22%
10-3010-0500 Prior Year Tax Collect	12,000.00	2,776.06	23%
10-3170-0000 Tax Penalties & Interest	4,500.00	515.80	11%
10-3250-0000 Privilege Licenses	0.00	10.00	
10-3260-0000 Vehicle Rental Tax	0.00	0.00	
10-3290-0000 Interest on Investments	100.00	90.56	91%
10-3317-0000 Controlled Substance Tax	0.00	0.00	
10-3318-0000 Police Grant	0.00	13,549.87	
10-3318-0050 Pedestrian Planning Gr	0.00	0.00	
10-3318-0200 CMAQ Revenue	0.00	0.00	
10-3319-0000 Police Calendar Sales	280.00	0.00	%
10-3319-0100 Police Event Services	900.00	0.00	
10-3319-0200 National Night Out Proceeds	0.00	0.00	
10-3350-0000 Miscellaneous	1700.00	694.00	41%
10-3350-0100 Sale of Fixed Assest	4,000.00	2,000.00	
10-3350-0200 Cash Short	0.00	0.00	
10-3360-0000 Insurance Proceeds	0.00	0.00	
10-3360-0100 Reimbursement Proceeds	0.00	0.00	
10-3370-0000 Franchise Tax - Utilities	195,000.00	0.00	%
10-3370-0100 Franchise Tax - Cable TV	0.00	0.00	
10-3370-0200 Solid Waste Disposal Tax	1,550.00	396.38	26%
10-3430-0000 Powell Bill Allocation	68,600.00	0.00	%
10-3450-0000 Local Option SalesTax	0.00	0.00	
10-3450-0010 Sales Tax Art. 39	90,000.00	14,813.38	16%
10-3450-0020 Sales Tax Art. 40	55,000.00	9,704.52	18%
10-3450-0030 Sales Tax Art. 42	45,000.00	7,806.53	17%
10-3450-0040 Sales Tax Art. 44	0.00	1.02	
10-3450-0050 Sales Tax Hold Harmless	52,000.00	9,530.92	18%
10-3450-0200 Beer & Wine Tax Distr	11,000.00	0.00	%
10-3491-0000 Planning/Zoning Fees	3,000.00	320.00	11%
10-3510-0000 Court Cost Fees & Charges	1,200.00	316.84	26%
10-3590-0000 Refuse Collection Fees	198,000.00	33,097.35	17%
10-3610-0000 Cemetery - Sale of Lot	29,250.00	0.00	%
10-3610-0100 Cemetery - Donations	0.00	0.00	
10-3610-0200 Cemetery - Grave Opening	0.00	0.00	
10-3650-0000 Recreation Activity Fees	16,600.00	317.00	2%
10-3650-0100 Grant for Park	0.00	0.00	
10-3650-0120 Community Development	0.00	0.00	
10-3650-0130 Skatepark Donations	0.00	0.00	
10-3650-0200 Park Concessions	0.00	0.00	
10-3650-0300 Facilities Rental Fee	3,000.00	758.32	25%
10-3710-0400 Late Fee	0.00	0.00	
10-3834-0000 Property Leases	49,000.00	8,144.71	17%
10-3984-0000 Transfer From 40 Fund	0.00	0.00	
10-3990-0000 Encumbered Fund Balance	64,441.00	0.00	
10-3990-0100 Encumbered Powell Bill	83,700.00	0.00	
10-3990-0200 Encumbered Cort. Substance	0.00	0.00	
10-3990-0300 Encumbered Solid Waste	1,592.00	0.00	
Total Revenues for Fund	1,775,140.00	124,839.40	7%

2015-2016

Budget	YTD as of 08/31/15	Percent
670,384.00	3,455.28	1%
69,550.00	14,292.36	21%
11,000.00	2,660.71	24%
4,500.00	832.19	18%
0.00	15.00	#DIV/0!
0.00	0.00	
3,800.00	66.44	2%
0.00	0.00	
13,549.00	0.00	
0.00	0.00	
0.00	0.00	
300.00	0.00	%
900.00	0.00	
0.00	0.00	
1650.00	1,672.50	101%
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
185,000.00	0.00	%
0.00	0.00	#DIV/0!
1,600.00	365.31	23%
69,500.00	0.00	%
0.00	0.00	
80,000.00	13,726.75	17%
55,000.00	9,372.29	17%
42,000.00	7,283.33	17%
0.00	0.90	
52,000.00	9,263.85	18%
10,500.00	0.00	%
2,000.00	1,130.00	57%
1,100.00	213.12	19%
183,500.00	33,486.03	18%
3,750.00	0.00	%
0.00	0.00	
0.00	0.00	
500.00	100.00	20%
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
2,500.00	675.00	27%
0.00	0.00	
65,000.00	11,263.70	17%
0.00	0.00	
142,734.00	0.00	
62,800.00	0.00	
0.00	0.00	
313.00	0.00	
1,735,430.00	109,874.76	6%

2016-2017

FUND 10 EXPENDITURES	2015-2016		
	Budget	YTD	Percent
Expenses		as of 08/31/16	
10-4100 Governing Body	88,775.00	11,158.98	13%
10-4200 General Government	271,600.00	44,736.37	16%
10-4500 Community Development	143,375.00	18,124.30	13%
10-5000 Public Buildings	15,050.00	976.34	6%
10-5100 Police	721,150.00	179,552.34	25%
10-5600 Streets & Highways	130,105.00	22,927.92	18%
10-5700 Powell	83,700.00	32,798.85	39%
10-5800 Sanitation	212,585.00	20,180.03	9%
10-6200 Parks & Recreation	98,800.00	16,321.68	17%
10-6600 Contingency	10,000.00	0.00	
10-9800 Transfer to Enterprise Fund	0.00	0.00	
10-9840 Transfer to 40 Fund	0.00	0.00	
Total Expenses for Fund 10	1,775,140.00	346,776.81	20%

2015-2016

FUND 10 EXPENDITURES	2015-2016		
	Budget	YTD	Percent
Expenses		as of 08/31/15	
10-4100 Governing Body	73,100.00	7,567.67	10%
10-4200 General Government	258,500.00	33,215.29	13%
10-4500 Community Development	151,725.00	27,608.73	18%
10-5000 Public Buildings	24,150.00	3,852.57	16%
10-5100 Police	688,075.00	111,404.48	16%
10-5600 Streets & Highways	127,350.00	15,665.98	12%
10-5700 Powell	62,800.00	1,734.36	3%
10-5800 Sanitation	252,680.00	61,975.17	25%
10-6200 Parks & Recreation	87,050.00	12,662.39	15%
10-6600 Contingency	10,000.00	0.00	
10-9800 Transfer to Enterprise Fund	0.00	0.00	
10-9840 Transfer to 40 Fund	0.00	0.00	
Total Expenses for Fund 10	1,735,430.00	275,686.64	16%

2016-2017

FUND 30 REVENUES			
	Budget	YTD	Percent
Revenues		as of 08/31/16	
30-1350-0000 Utility Refunds	0.00	0.00	
30-2290-0100 Contrib. - Spec. Rev.	0.00	0.00	
30-3290-0000 Interest on Investments	100.00	100.09	100%
30-3350-0000 Miscellaneous Income	0.00	0.00	
30-3350-0100 Sales of Fixed Assets	0.00	0.00	
30-3350-0300 Donated Assets	0.00	0.00	
30-3350-0400 Grant Proceeds	0.00	0.00	
30-3360-0000 Insurance Proceeds	0.00	0.00	
30-3360-0100 Reimbursements Proceeds	0.00	0.00	
30-3710-0000 Charges Utilities Water	689,000.00	117,247.24	17%
30-3710-0100 Charges Utilities Sewer	768,000.00	131,879.62	17%
30-3710-0200 Charges-County Sewer Inc	106,000.00	8,849.70	
30-3710-0300 Delinquent Fees	18,000.00	3,250.00	18%
30-3710-0400 Late Fees	28,000.00	5,930.00	21%
30-3710-0500 Returned Check Fee	0.00	100.00	
30-3710-0600 Service Initiation Fee	3,625.00	575.00	16%
30-3710-0700 Service Call Fee	0.00	0.00	
30-3710-0800 After Hours Reconnect	0.00	20.00	
30-3710-0900 Tampering Fee	0.00	0.00	
30-3730-0000 Tap Fees - Water	6,000.00	0.00	
30-3730-0100 Tap Fees - Sewer	42,000.00	0.00	
30-3740-0000 Bad Debts	0.00	0.00	
30-3750-0100 Capacity Fees - Water	7,200.00	0.00	
30-3750-0200 Capacity Fees - Sewer	39,500.00	0.00	
30-3800-0000 Capital Contributions	0.00	0.00	
30-3940-0000 Transfer From Gen Fund	0.00	0.00	
30-3990-0000 Encumbered Fund Balance	56,700.00	0.00	
Total Revenues for Fund 30	1,764,125.00	267,951.65	15%

2015-2016

	Budget	YTD	Percent
		as of 08/31/15	
	0.00	0.00	
	0.00	0.00	
	1,500.00	57.57	4%
	0.00	353.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	655,400.00	119,285.71	18%
	759,000.00	136,703.67	18%
	0.00	0.00	
	18,000.00	4,850.00	27%
	25,000.00	5,750.00	23%
	0.00	75.00	
	3,500.00	725.00	21%
	0.00	0.00	
	0.00	40.00	
	0.00	557.00	
	10,800.00	0.00	
	31,500.00	0.00	
	0.00	0.00	
	12,900.00	0.00	
	29,600.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	1,547,200.00	268,396.95	17%

FUND 30 EXPENDITURES			
	Budget	YTD	Percent
Expenses		as of 08/31/16	
30-5310 Safety	0.00	0.00	
30-6601 Contingency	5,000.00	0.00	
30-7000 Transfer	0.00	0.00	
30-8280 Water Operations	648,199.00	72,032.55	11%
30-8290 Sewer Operations	1,110,926.00	123,064.80	11%
Total Revenues for Fund 30	1,764,125.00	195,097.35	11%

	Budget	YTD	Percent
		as of 08/31/15	
	0.00	0.00	
	5,000.00	0.00	
	0.00	0.00	
	700,600.00	88,453.46	13%
	841,600.00	56,469.20	7%
	1,547,200.00	144,922.66	9%

2016-2017

FUND 10 REVENUES			
Revenues	Budget	YTD as of 09/30/16	Percent
10-3010-0000 Ad Valorem Taxes	707,850.00	23,192.74	3%
10-3010-0100 Motor Vehicles	75,877.00	23,562.12	31%
10-3010-0500 Prior Year Tax Collect	12,000.00	6,109.13	51%
10-3170-0000 Tax Penalties & Interest	4,500.00	768.61	17%
10-3250-0000 Privilege Licenses	0.00	10.00	
10-3260-0000 Vehicle Rental Tax	0.00	0.00	
10-3290-0000 Interest on Investments	100.00	132.42	132%
10-3317-0000 Controlled Substance Tax	0.00	0.00	
10-3318-0000 Police Grant	0.00	13,549.87	
10-3318-0050 Pedestrian Planning Gr	0.00	0.00	
10-3318-0200 CMAQ Revenue	0.00	0.00	
10-3319-0000 Police Calendar Sales	280.00	0.00	%
10-3319-0100 Police Event Services	900.00	0.00	
10-3319-0200 National Night Out Proceeds	0.00	0.00	
10-3350-0000 Miscellaneous	1700.00	702.00	41%
10-3350-0100 Sale of Fixed Asset	4,000.00	2,000.00	
10-3350-0200 Cash Short	0.00	0.00	
10-3360-0000 Insurance Proceeds	0.00	0.00	
10-3360-0100 Reimbursement Proceeds	0.00	0.00	
10-3370-0000 Franchise Tax - Utilities	195,000.00	45,505.04	23%
10-3370-0100 Franchise Tax - Cable TV	0.00	0.00	
10-3370-0200 Solid Waste Disposal Tax	1,550.00	396.38	26%
10-3430-0000 Powell Bill Allocation	68,600.00	34,369.48	50%
10-3450-0000 Local Option SalesTax	0.00	0.00	
10-3450-0010 Sales Tax Art. 39	90,000.00	21,411.55	24%
10-3450-0020 Sales Tax Art. 40	55,000.00	14,880.25	27%
10-3450-0030 Sales Tax Art. 42	45,000.00	11,308.38	25%
10-3450-0040 Sales Art. 44	0.00	1,139.65	
10-3450-0050 Sales Tax Hold Harmless	52,000.00	15,176.32	29%
10-3450-0200 Beer & Wine Tax Distr	11,000.00	0.00	%
10-3491-0000 Planning/Zoning Fees	3,000.00	370.00	12%
10-3510-0000 Court Cost Fees & Charges	1,200.00	591.37	49%
10-3590-0000 Refuse Collection Fees	198,000.00	49,612.74	25%
10-3610-0000 Cemetery - Sale of Lot	29,250.00	0.00	%
10-3610-0100 Cemetery - Donations	0.00	0.00	
10-3610-0200 Cemetery - Grave Opening	0.00	0.00	
10-3650-0000 Recreation Activity Fees	16,600.00	357.00	2%
10-3650-0100 Grant for Park	0.00	0.00	
10-3650-0120 Community Development	0.00	0.00	
10-3650-0130 Skatepark Donations	0.00	0.00	
10-3650-0200 Park Concessions	0.00	0.00	
10-3650-0300 Facilities Rental Fee	3,000.00	1,124.99	37%
10-3710-0400 Late Fee	0.00	0.00	
10-3834-0000 Property Leases	49,000.00	12,245.86	25%
10-3984-0000 Transfer From 40 Fund	0.00	0.00	
10-3990-0000 Encumbered Fund Balance	79,441.00	0.00	
10-3990-0100 Encumbered Powell Bill	112,990.00	0.00	
10-3990-0200 Encumbered Cont. Substance	0.00	0.00	
10-3990-0300 Encumbered Solid Waste	1,592.00	0.00	
Total Revenues for Fund 10	1,819,430.00	278,515.90	15%

2015-2016

Budget	YTD as of 09/30/15	Percent
670,384.00	19,396.93	3%
69,550.00	20,943.37	30%
11,000.00	5,589.55	51%
4,500.00	2,009.83	45%
0.00	15.00	#DIV/0!
0.00	0.00	
3,800.00	98.60	3%
0.00	0.00	
13,549.00	0.00	
0.00	0.00	
0.00	0.00	
300.00	0.00	%
900.00	0.00	
0.00	0.00	
1650.00	1,680.50	102%
0.00	533.38	
0.00	0.00	
0.00	0.00	
0.00	0.00	
185,000.00	47,892.23	26%
0.00	0.00	#DIV/0!
1,600.00	365.31	23%
69,500.00	34,830.46	50%
0.00	0.00	
80,000.00	20,530.34	26%
55,000.00	14,326.70	26%
42,000.00	10,885.51	26%
0.00	1.82	
52,000.00	14,344.88	28%
10,500.00	0.00	%
2,000.00	1,180.00	59%
1,100.00	394.03	36%
183,500.00	50,118.85	27%
3,750.00	0.00	%
0.00	0.00	
0.00	0.00	
500.00	235.32	47%
0.00	0.00	
0.00	0.00	
0.00	0.00	
2,500.00	958.32	38%
0.00	0.00	
65,000.00	16,870.55	26%
0.00	0.00	
142,734.00	0.00	
62,800.00	0.00	
0.00	0.00	
313.00	0.00	
1,735,430.00	263,201.48	15%

2016-2017

FUND 10 EXPENDITURES	
Expenses	
10-4100 Governing Body	
10-4200 General Government	
10-4500 Community Development	
10-5000 Public Buildings	
10-5100 Police	
10-5600 Streets & Highways	
10-5700 Powell	
10-5800 Sanitation	
10-6200 Parks & Recreation	
10-6600 Contingency	
10-9800 Transfer to Enterprise Fund	
10-9840 Transfer to 40 Fund	
Total Expenses for Fund 10	

Budget	2016-2017	
	YTD	Percent
	as of 09/30/16	
88,775.00	24,372.28	27%
271,600.00	69,194.35	25%
143,375.00	32,222.31	22%
30,050.00	14,289.25	48%
721,150.00	232,687.41	32%
130,105.00	30,739.96	24%
112,990.00	37,829.05	33%
212,585.00	33,444.74	16%
98,800.00	24,263.61	25%
10,000.00	0.00	
0.00	0.00	
0.00	0.00	
1,819,430.00	499,042.96	27%

2015-2016

Budget	2015-2016	
	YTD	Percent
	as of 09/30/15	
73,100.00	22,501.71	31%
258,500.00	56,066.88	22%
151,725.00	39,268.00	26%
24,150.00	4,028.27	17%
688,075.00	174,976.25	25%
127,350.00	21,247.05	17%
62,800.00	10,402.39	17%
252,680.00	87,704.31	35%
87,050.00	19,615.77	23%
10,000.00	0.00	
0.00	0.00	
0.00	0.00	
1,735,430.00	435,810.63	25%

2016-2017

FUND 30 REVENUES			
Revenues	Budget	YTD as of 09/30/16	Percent
30-1350-0000 Utility Refunds	0.00	0.00	
30-2290-0100 Contrib. - Spec. Rev.	0.00	0.00	
30-3290-0000 Interest on Investments	100.00	145.55	146%
30-3350-0000 Miscellaneous Income	0.00	0.00	
30-3350-0100 Sales of Fixed Assets	0.00	0.00	
30-3350-0300 Donated Assets	0.00	0.00	
30-3350-0400 Grant Proceeds	0.00	0.00	
30-3360-0000 Insurance Proceeds	0.00	0.00	
30-3360-0100 Reimbursements Proceeds	0.00	0.00	
30-3710-0000 Charges Utilities Water	689,000.00	178,223.04	26%
30-3710-0100 Charges Utilities Sewer	768,000.00	200,845.05	26%
30-3710-0200 Charges-County Sewer Inc	106,000.00	17,697.35	26%
30-3710-0300 Delinquent Fees	18,000.00	4,700.00	26%
30-3710-0400 Late Fees	28,000.00	8,620.00	31%
30-3710-0500 Returned Check Fee	0.00	175.00	
30-3710-0600 Service Initiation Fee	3,625.00	875.00	24%
30-3710-0700 Service Call Fee	0.00	0.00	
30-3710-0800 After Hours Reconnect	0.00	20.00	
30-3710-0900 Tampering Fee	0.00	0.00	
30-3730-0000 Tap Fees - Water	6,000.00	0.00	
30-3730-0100 Tap Fees - Sewer	42,000.00	0.00	
30-3740-0000 Bad Debts	0.00	0.00	
30-3750-0100 Capacity Fees - Water	7,200.00	0.00	
30-3750-0200 Capacity Fees - Sewer	39,500.00	0.00	
30-3800-0000 Capital Contributions	0.00	0.00	
30-3940-0000 Transfer From Gen Fund	0.00	0.00	
30-3990-0000 Encumbered Fund Balance	96,700.00	0.00	
Total Revenues for Fund 30	1,804,125.00	411,300.99	23%

2015-2016

Budget	YTD as of 09/30/15	Percent
0.00	0.00	
0.00	0.00	
1,500.00	85.80	6%
0.00	353.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
655,400.00	175,465.52	27%
759,000.00	200,578.44	26%
0.00	0.00	
18,000.00	6,050.00	34%
25,000.00	8,670.00	35%
0.00	200.00	
3,500.00	1,000.00	29%
0.00	0.00	
0.00	40.00	
0.00	567.00	
10,800.00	0.00	
31,500.00	3,500.00	
0.00	0.00	
12,900.00	0.00	
29,600.00	3,297.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
1,547,200.00	399,796.76	26%

FUND 30 EXPENDITURES

Expenses	Budget	YTD as of 09/30/16	Percent
30-5310 Safety	0.00	0.00	
30-6601 Contingency	5,000.00	0.00	
30-7000 Transfer	0.00	0.00	
30-8280 Water Operations	648,199.00	106,682.07	16%
30-8290 Sewer Operations	1,150,926.00	159,146.50	14%
Total Revenues for Fund 30	1,804,125.00	265,828.57	15%

Budget

Budget	YTD as of 09/30/15	Percent
0.00	0.00	
5,000.00	0.00	
0.00	0.00	
700,600.00	132,915.87	19%
841,600.00	92,227.47	11%
1,547,200.00	225,143.34	15%

North Carolina

Union County

**TOWN OF MARSHVILLE
RESOLUTION OF APPROVAL OF CONDITIONS
FOR ACCEPTANCE OF LAND FOR NEW PUMP STATION SITE**

WHEREAS, Edwards Wood Products, Inc. is the owner of real estate in Marshville Township, Union County, as shown on the copy of attached plat of survey, Dated April, 2016; and

WHEREAS, the plat shows a portion of land that Edwards Wood Products, Inc. is willing to convey to Town of Marshville, upon certain terms and conditions hereafter described; and

WHEREAS, Town of Marshville is in need of a parcel of land for a new pump station location; and

WHEREAS, Town of Marshville has determined that land as shown on the copy of attached plat is beneficial to and in the best interest of the Town; and

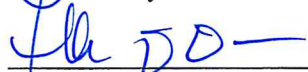
WHEREAS, Town Council of Marshville has determined that the following terms and conditions are in the best interest of the Town, and willingly commits to the terms and conditions; and

WHEREAS, Town Council of Marshville is grateful to Edwards Wood Products, Inc. for making this property available to the Town of Marshville.

BE IT THEREFORE RESOLVED THAT upon a deed from Edwards Wood Products to the Town of Marshville for the 0.11 acre parcel as shown on the plat of survey attached to this Resolution, the Town of Marshville will:

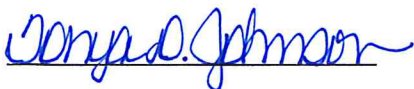
1. Pay for the survey, plat, deed, and recording costs.
2. Move, or cause to be moved, at Town's expense, the water line that presently crosses Edwards Wood Products, Inc.'s property to a point close to the edge of its present property line.
3. Install a hydrant at Edwards Wood Products, Inc.'s present assembly pallet building just above where the pump station will be located, at Town's expense.
4. Name the Pump Station, with appropriate signage, in consultation with Edwards Wood Products, Inc.'s principal officer, at Town's expense.

This 7th day of November, 2016.

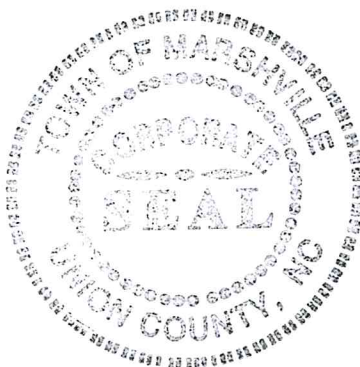


Frank Deese, Mayor

Attest:



Tonya D. Johnson, Town Clerk



Municipal Records Retention Schedule Amendment

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

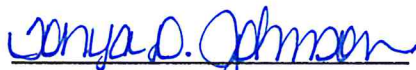
STANDARD 6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS

Amending Item 3, 911 Recordings as shown on substitute page 41 and Item 18 Emergency Notifications as shown on substitute page 43.

STANDARD 9. LAW ENFORCEMENT RECORDS

Amending Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.

APPROVAL RECOMMENDED



City/Town Clerk




Chief Administrative Officer/
City Manager

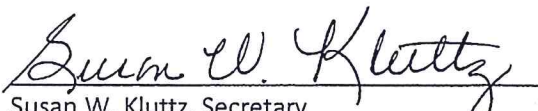


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Mayor



Susan W. Kluttz, Secretary
Department of Natural and Cultural Resources

Municipality: Marshville

October 1, 2016

ITEM #	STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	CONSOLIDATED MONTHLY REPORTS	Destroy in office after 5 years.	
14.	DAILY LOG Log, journal, blotter or similar record showing activities of a fire department or emergency services.	Destroy in office after 1 year.	
15.	DISASTER AND EMERGENCY MANAGEMENT PLANS Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans. See also <u>COMPREHENSIVE PLAN</u> item 19, page 4.	<p>a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.[†] Agency Policy: Destroy in office after _____</p> <p>b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete.</p> <p>c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.</p>	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
16.	DISPATCH FILE Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	
17.	DISPATCH RECORDINGS Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4(i), and GS§132-1.5.
18.	EMERGENCY NOTIFICATIONS Records of emergency notifications. Includes automatic identification information, such as the name, address, and telephone numbers of telephone subscribers, or the e-mail addresses of subscribers to an electronic emergency notification or reverse 911 system.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of GS §132-1.4 (i), and GS §132-1.5.

*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-9: LAW ENFORCEMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
134.	WORK RELEASE EARNINGS REPORTS Inmates' work release earnings reports submitted either to the N.C. Department of Corrections or the Clerk of Superior Court.	Destroy in office after 3 years.*	G.S. §148-32.1
135.	WRECKER SERVICE RECORDS Records concerning wrecker requests or calls. May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, and other related records.	a) Destroy in office after 1 year if not made part of a case file. b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 17, page 64; or CASE HISTORY FILE: MISDEMEANORS item 18, page 64.	
136.	LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS Tapes and digital recordings generated by mobile and fixed audio and video recording devices. Does not include ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE) item 44, page 71. See also MOBILE UNIT VIDEO TAPES item 81, page 80.	a) Destroy in office after 30 days if not made part of a case file.* b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 17, page 64; or CASE HISTORY FILE: MISDEMEANORS item 18, page 64.	Comply with applicable provisions of G.S. § 132-1.4A

*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

TOWN OF MARSHVILLE

est. 1877

MEMORANDUM

TO: MAYOR AND ELECTED OFFICIALS
FROM: MANAGER STUBER
SUBJECT: PERSONNEL POLICY UPDATES
DATE: NOVEMBER 3, 2016

Upon review of the Town's Personnel Policy, adopted September 7, 2010, the following provision applies - Article II. General Provisions, Section 6. Responsibility of the Town Manager:

- (i). Investigate periodically the operation and effect of the personnel provisions of this policy and, at least annually, report findings and recommendations to the Town Council; and ...

It is my understanding at the time of this memorandum that a comprehensive review of the Personnel Policy has not been completed since the adoption date. To remedy this, I will be going through the Personnel Policy, a bit at a time, and suggesting updates to the Town Council for consideration and adoption. While I am bringing this to the Council's attention in November, there is only one suggested change this month. I will bring forth changes on an on-going basis, monthly, until the entire Personnel Policy has been reviewed and updated.

This month, the suggested change for the Personnel Policy relates to the work period designations for the Town Police force and associated overtime/compensatory time. Currently, the Town Police force works on a monthly basis, accruing all overtime/compensatory time monthly, instead of bi-weekly like all other regular Town employees. The suggested edits would remedy this, and is in line with state regulations. Benefits of this change include less time to prepare payroll and vacation/sick/overtime/compensatory time recordings, as well as a benefit to our police officers who work extra hours for community events. For instance, our police officers that took any time off during September did not accrue overtime/compensatory time for the Boll Weevil Festival. This small change will make a positive impact for our officers and human resources personnel alike.

ARTICLE VI. WORK CONDITIONS AND EXPECTATIONS

Section 1. Work Period

The work period is defined as seven consecutive days. Full-time, non-exempt, employees (other than public safety shift employees) normally work five (5), eight (8) hour days per work period and are subject to the overtime provisions set forth in Article IV, Section 9 of these policies. Public safety employee's work schedule(s) will be established and maintained in accordance with FLSA and work periods will be set as ~~28~~ 14 consecutive days. Non-exempt police officers, regardless of rank, are subject to overtime after ~~171~~ 86 hours of work over ~~28~~ 14 consecutive days.

Exempt employees in administrative, professional or managerial positions shall work the number of hours necessary to assure the satisfactory performance of their duties.

When the activities of a particular department require some other schedule to meet work needs, the Town Manager may authorize a deviation from the normal schedule.

- (a) Many of the services performed by the Town employees are essential and some must be provided day and night, every day of the year. Therefore, Town employees may be required to work changing shifts and the number of hours per day may differ.
- (b) Weekly hours of work are generally as follows:

General Government Employees	40 Hours per Work Period (8:00 AM – 5:00 PM)
Police Personnel	171 86 Hours per Work Period (Average of 42 Hours per Week)

ARTICLE IV. THE PAY PLAN

Section 9. Compensatory Time

(d) The following work periods shall be established for the purpose of calculation of compensatory time and overtime earned:

1. Law enforcement personnel shall be assigned to a ~~28~~ 14 day work period with a fluctuating work schedule and a maximum of ~~171~~ 86 work hours before accruing overtime or comp time.
2. All other non-exempt Town employees shall be assigned to a 7-day work period with a maximum of 40 work hours before accruing overtime pay or comp time.

10735 David Taylor Drive, Suite 180
Charlotte, NC 28262
(800) 650-3925
(704) 933-5990
(704) 933-6160 fax
www.benchmarkplanning.com

BENCHMARK

October 27, 2016

Dr. Robyn Stuber
Town Manager
Town of Marshville
201 W. Main Street
Marshville, NC 28103

Dear Dr. Stuber,

On behalf of Benchmark, I would like to thank you for the opportunity to submit our proposal for your consideration as the Town of Marshville proceeds with selecting a firm to provide professional planning services. Our firm is an award winning urban planning firm that has served local governments for 34 years.

Benchmark has worked with well over 300 cities, towns and counties throughout North Carolina and across the country. Our firm has a tremendous amount of experience working with small to mid-size jurisdictions during periods of substantial growth and transformation, as Marshville is now facing. Benchmark provides services in the areas of land use planning, development ordinance preparation, urban design, downtown revitalization, planning and zoning administration, grant writing and administration, and code enforcement. Specifically related to this scope of services, Benchmark has provided professional planning and zoning administration services to a wide range of communities in the Carolinas, serving as the professional planning staff for numerous municipal planning and zoning departments.

In moving forward in these challenging economic times, Benchmark recognizes the need for local governments to maximize the return on their investment in planning for future growth in a strategic manner. In response, partnering with Benchmark will ensure the Town of Marshville receives experienced and devoted planning and development professionals that will exceed your expectations in a responsive, effective, and cost conscious manner.

We are able to provide experienced professionals at a competitive rate to local governments with little to no interruption in service. With a staff of 13, our office is able to provide on-site professional administrative services at a level that fulfills your needs. If the assigned planner is sick or on vacation, we have back up personnel to serve while that person is away. The depth of our professional staff in turn increases the depth of your staffing.

Based on our evaluation, we can meet the Town's stated needs by providing a senior planner and a code enforcement officer from our staff to be available within a few scenarios for the

remainder of Fiscal Year 2017. These services as proposed and discussed can be provided specifically for the period of November 14, 2016 to June 30, 2017.

Benchmark carefully considered the anticipated planning services and has highlighted the specific areas that make our team particularly qualified to assist the Town with these services:

- We have proven experience assisting with on-going planning services extending over 30 years.
- We provide our client communities with a staff dedicated to meeting our clients' needs and exceeding our clients' expectations.
- Our services would cover planning, zoning and code enforcement administration services with the commitment of a dedicated planner and a dedicated code enforcement officer and the depth of additional back up staff.
- The planner and code enforcement officer provided would both possess a tremendous amount of experience with the various planning and zoning issues faced by the Town.
- We can offer special project work as needed, but nothing would be completed prior to an additionally mutually agreed upon arrangement so that there are no unexpected invoices outside of our base contract.
- We provide monthly reports of planning activity for enhanced communication.

Our business model is becoming more popular as local governments face various economic challenges and cannot always take on the responsibility of full-time employees and the associated costs, or simply in order to fill a role during periods of increased development activity. We provide depth through our large staff to assist you and to ensure a seamless level of service throughout the contract period.

Benchmark CMR, Inc. has been a leader and innovator in local government contracting and outsourcing services since it was founded in 1982. Our team is dedicated to helping communities build stronger futures and we look forward to bringing both our passion and expertise to the Town of Marshville.

We would appreciate the opportunity to meet with you and the members of the Marshville Town Council to discuss our backgrounds/experience, our company's credentials and our approach to fulfilling the needs you have expressed for professional planning services.

Please contact me at 704.213.0219 to discuss this opportunity further. We are certain this arrangement will meet the needs of the Town. We appreciate your consideration.

Sincerely,

A handwritten signature in cursive script, reading "Richard B. Smith".

Richard B. Smith, Partner
Benchmark CMR, Inc.

- Basic GIS mapping services would be provided under this option at no additional cost

Option 3- Fixed Fee Three (3) days per week with office hours

- Similar to the previous options, Benchmark can provide a Community Planner or Code Enforcement Officer to the Town on a weekly basis for an amount agreed upon up front with a not to exceed limitation. We can provide a planner or code enforcement officer to the Town on a weekly basis for up to twenty-four (24) hours in the Town offices.
- This method would allow one of our employees to pull office hours from the Town Hall on a weekly basis for three days per week (up to twenty-four hours) for the remainder of the fiscal year. The days of the week would also need to be more concrete in this case (i.e., every Monday, Wednesday and Thursday), but could be flexible as per the Town's needs and as coordinated with our office on an as needed basis.
- This option can be provided at a fixed rate not to exceed \$52,000 for the remainder of the fiscal year.
- The office hours would be adjusted to accommodate Planning Board and other Board meetings as they occur.
- Remote assistance would be provided on an as needed basis, with 2 hours of remote assistance included in the weekly contract price.
- Basic GIS mapping services would be provided under this option at no additional cost

SCOPE OF SERVICES

Town of Marshville PLANNING AND CODE ENFORCEMENT SERVICES Proposed Options

Benchmark CMR, Inc. can provide continuing planning services for the Town of Marshville in a variety of approaches. We are prepared to accommodate the Town in one of the following arrangements for the remainder of Fiscal Year 2017:

Option 1- Fixed Fee Two (2) days per week with office hours [One (1) day for a Planner and One (1) day for a Code Enforcement Officer]

- Benchmark can provide a Community Planner and a Code Enforcement Officer to the Town on a weekly basis for an amount agreed upon up front with a not to exceed limitation. We can provide a planner and a code enforcement officer to the Town on a weekly basis for up to eight (8) hours each, for sixteen (16) hours total in the Town offices.
- This method would allow each of these Benchmark employees to pull office hours from the Town Hall on a weekly basis for one full day per week each for the remainder of the fiscal year. The day of week can be a set day of week or can be flexible as per the Town's needs and as coordinated with our office.
- This option can be provided at a fixed rate not to exceed \$35,000 for the remainder of the fiscal year.
- The office hours would be adjusted to accommodate Planning Board and other Board meetings as they occur.
- Basic GIS mapping services can be provided under this option at a rate of \$85 an hour

Option 2- Fixed Fee Four (4) days per week with office hours [Two (2) days for a Planner and Two (2) days for a Code Enforcement Officer]

- Similar to Option 1, Benchmark can provide a Community Planner and Code Enforcement Officer to the Town on a weekly basis for an amount agreed upon up front with a not to exceed limitation. We can provide a planner and a code enforcement officer to the Town on a weekly basis for up to sixteen (16) hours each, for thirty-two (32) hours total in the Town offices.
- This method would allow each of these employees to pull office hours from the Town Hall on a weekly basis for two days per week each (up to sixteen hours each) for the remainder of the fiscal year. The days of the week would need to be more concrete in this case (i.e., every Monday and Thursday), but could be flexible as per the Town's needs and as coordinated with our office on an as needed basis.
- This option can be provided at a fixed rate not to exceed \$68,000 for the remainder of the fiscal year.
- The office hours would be adjusted to accommodate Planning Board and other Board meetings as they occur.
- Remote assistance would be provided on an as needed basis, with 2 hours of remote assistance included in the weekly contract price.

TOWN OF MARSHVILLE

est. 1877

MEMORANDUM

TO: MAYOR AND ELECTED OFFICIALS
FROM: MANAGER STUBER
SUBJECT: NOVEMBER MANAGER'S REPORT
DATE: NOVEMBER 3, 2016

October has been an interesting month to jump into Town Management here in Marshville, but I believe it has gone positively overall. While the focus has been the lawsuit with Union County, quite a few other things have happened in Town Hall.

The first two changes are with our Public Works Department. We have hired a Public Works Director, Mr. Ricky Bourne, who will start work in Marshville on December 1. We are very excited to have Mr. Bourne join our family here in Marshville as he comes from Christiansburg, Virginia, and has a great deal of hands-on and office experience with Public Works. Additionally, we have hired Tommy Powell to be a new laborer in the Public Works Department as well, filling an opening that was created in September. Mr. Powell has experience in all areas of Public Works, and is experienced with the different equipment operation as well. With these two new employees, we look forward to a growing and successful department.

I do regret to inform you that Mr. Eddie Mitchell, Parks and Recreation Director, put in his notice of resignation, with his last day being the end of November. Eddie has done a good job of bringing the Town together for numerous events and hopes to continue in this vein outside of the public sector. Please join me in wishing Eddie well in his future endeavors. Additionally, Mr. Freddie Rollins will be retiring at the end of the year. I will be putting out an advertisement to start recruiting for a replacement this month to ensure that the new employee will have ample time for training with Mr. Rollins.

To help smooth the transition with Parks and Recreation, I will be hiring an intern to help with Parks and Recreation activities twice a week. While details of this internship have not been settled by the writing of this memo, I am hopeful to have this person in Town Hall in November. My hope is that the intern will also be able to help with general office duties as well.

Colin Tarrant, representing ESA Solar, has asked to have a workshop with Town Council in November. Since ESA Solar does not have an active permit application, they would like to opportunity to discuss the benefits of having a solar farm in Town and to address any misconceptions about solar farms. They can be available during the day or in the evening, at the Council's discretion with at least a one week notice. I would like direction on when Council would like to schedule this workshop.

We have had two events in October that were quite successful. The first event is an on-going effort to bring much needed items to the east for Hurricane Matthew relief. David Woollen and others from Sandhills Cowboy Church in Pageland, SC, set up on Highway 74. The Town donated use of a generator and the stage for event entertainment. The Town also donated toiletries and other necessary supplies for victims. Additionally, the Marshville Police Department has had a collection going for eastern North Carolina as well, filling up at least one truck to date. Marshville has stepped up quite a bit to help our neighbors in the east and the response has been touching.

We also held the 5th annual Halloween on Main, Monday, October 31st. The event was a great success with roughly 400 hot dogs and 6400 pieces of candy dispersed, numerous hay riders, pumpkin painting, and a costume contest won by the Dobbins children who dressed up as monsters.

Lastly, Town Clerk Tonya Johnson and I will be at the UNC School of Government for a class Nov. 8-11, dutifully working through the Veterans' holiday to make sure our budget skills are sharp for our next budget. While we are away, we will both have intermittent access to email and my having the Town cell phone. I have left Chief Tarlton in charge of keeping everyone in line while we are away, but please do not hesitate to call if there are any immediate issues.

Next month, I plan to have additional Personnel Policy updates to be reviewed.

Thank you.