

**TOWN OF WEDDINGTON**  
**REGULAR TOWN COUNCIL MEETING**  
**TUESDAY, NOVEMBER 13, 2018 – 7:00 P.M.**  
**WEDDINGTON TOWN HALL**  
**1924 WEDDINGTON ROAD WEDDINGTON, NC 28104**  
**AGENDA *\*\*amended at meeting***

Prayer – Father Todd R. Dill, Rector, Saint Margaret’s Episcopal Church

1. OPEN THE MEETING
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. ADDITIONS, DELETIONS AND/OR ADOPTION OF THE AGENDA
5. PRESENTATION ON MATTHEWS PROPERTY SITE PLANNING
6. PUBLIC COMMENTS
7. CONSENT AGENDA
  - A. Resolution in Support of the NCDOT Bicycle and Pedestrian Planning Grant
  - B. Resolution for roads in Hadley Park Subdivision to be added for state maintenance
  - C. Authorize Administrator to enter into contract with Cambridge Contracting to paint the interior of town hall for an amount not to exceed \$5,760.00
  - \*\* D. Approval of Fireworks Display for Independence on the Farm to be held Saturday, November 17, 2018 at Hunter Farm**
8. APPROVAL TOWN COUNCIL MINUTES
  - A. October 8, 2018 Town Council Regular Meeting Minutes
9. OLD BUSINESS
  - A. Discussion and Consideration of Purchasing a Radar Trailer
  - B. Conservation Subdivision Update
  - C. Land Use Plan Revision Update
10. NEW BUSINESS
  - A. Discussion and Consideration of the Canisteo Subdivision Final Plat
  - B. Discussion and Consideration of Adopting a Procurement Policy
  - C. Discussion and Consideration of NCDOT Sale of Residual Property
  - D. Discussion of Critical Intersection Feasibility Study
11. UPDATE FROM TOWN PLANNER
12. CODE ENFORCEMENT REPORT
13. UPDATE FROM FINANCE OFFICER AND TAX COLLECTOR
14. TRANSPORTATION REPORT
15. COUNCIL COMMENTS
16. ADJOURNMENT

**TOWN OF WEDDINGTON  
REGULAR TOWN COUNCIL MEETING  
TUESDAY, NOVEMBER 13, 2018 – 7:00 P.M.  
WEDDINGTON TOWN HALL  
Minutes  
Page 1 of 8**

Prayer – Father Todd R. Dill, Rector, Saint Margaret’s Episcopal Church

**1. OPEN THE MEETING**

Mayor Callis called the meeting to order at 7:01 p.m.

**2. PLEDGE OF ALLEGIANCE**

Mayor Callis led the Pledge of Allegiance.

**3. DETERMINATION OF QUORUM**

Quorum was determined with Mayor Elizabeth Callis, Mayor Pro Tem Janice Propst, Councilmembers Scott Buzzard and Jeff Perryman in attendance. Councilmember Mike Smith was absent.

Staff present: Town Administrator/Planner Lisa Thompson, Finance Officer Leslie Gaylord, Town Clerk Karen Dewey, Town Attorney Kevin Bringewatt

Visitors: Drew Podrebarac, Walt Hogan, Kelly Pierson, Andrew Hill, Marleni Santana, Brian O’Connell, Cameron Helms, Greg Rollins, Jeremy Harvey, Dana Tudier, Judy Edwards, Reg Ridenhour, Kacey Doyle, Ed Faulkner, Bill Deter

**4. ADDITIONS, DELETIONS AND/OR ADOPTION OF THE AGENDA**

Councilmember Buzzard requested to add approval of fireworks for the Independence on the Farm event on Saturday, November 17, 2018 at Hunter Farm to the Consent Agenda

**Motion:** Councilmember Perryman made a motion to adopt the agenda as amended.  
**Vote:** The motion passed with a unanimous vote.

**5. PRESENTATION ON MATTHEWS PROPERTY SITE PLANNING**

Andrew Hill from Cardno presented two site plan concepts for the Matthews property site.

Mayor Callis asked what the timeline for phase 1 might be. Mr. Hill responded that if January 1 was the start date, plan on 4 months for completion of plans and break ground in May, plan on operating space by October 1.

Mayor Pro Tem Propst asked when the cost of the first phase would be known. Mr. Hill answered that part of the scope of work is a budgeting exercise. Once they get feedback from the Council, Cardno will be ready to start assembling ballpark costs and can have something by December 1.

Mayor Callis asked the Council to consider a workshop date. The Council agreed. The Council directed Ms. Thompson to solicit public feedback on the site plan options, to add the plans to the Planning Board November agenda and to coordinate a workshop date with the Planning Board for discussion of the site plans.

**6. PUBLIC COMMENTS**

Drew Podrebarac- Mr. Podrebarac stated that he has submitted an application for a seat on the Planning Board and he would like to talk to any Councilmembers and share his views. He expressed concern about the last

survey results. He believes the survey gave statistics without real answers. He stated that it was a diagnostic/non-adaptive test. He is requesting a second survey. Mr. Podrebarac stated that Council should be a part of what questions are asked and how the survey is conducted to get real answers and not convoluted results. He stated his concern about developers finding loopholes because of the results of that survey. He expressed his willingness to help pay for new survey or help find funding to do it.

**7. CONSENT AGENDA**

- A. Resolution in Support of the NCDOT Bicycle and Pedestrian Planning Grant**
- B. Resolution for roads in Hadley Park Subdivision to be added for state maintenance**
- C. Authorize Administrator to enter into contract with Cambridge Contracting to paint the interior of town hall for an amount not to exceed \$5,760.00**
- \*\*\* D. Approval of Fireworks Display for Independence on the Farm to be held Saturday, November 17, 2018 at Hunter Farm**

*Motion:* Councilmember Perryman made a motion to approve the Consent Agenda as amended.

*Vote:* The motion passed with a unanimous vote

**8. APPROVAL TOWN COUNCIL MINUTES**

**A. October 8, 2018 Town Council Regular Meeting Minutes**

Councilmember Perryman made changes to comments made on page 8. Mayor Pro Tem Propst changed a word on page 8.

*Motion:* Mayor Pro Tem Propst made a motion to approve the October 8, 2018 Town Council Regular Meeting Minutes as amended.

*Vote:* The motion passed with a unanimous vote.

**9. OLD BUSINESS**

**A. Discussion and Consideration of Purchasing a Radar Trailer**

Ms. Thompson presented the staff report: The Town Council requested staff to obtain quotes for a new radar trailer. Staff collected two quotes one from Kustom Signals and the other from Traffic Logic.

Kustom Signals quoted for an 18-inch display with a red/blue slowdown signal and data system for \$9,795.00. It was recommended to upgrade the solar panel, purchase a wheel lock, and upgrade the battery for an additional \$1,247.00 plus \$751 shipping and handling. The total for the Kustom Signals trailer is \$11,793.00.

Traffic Logix quoted \$5,6000 plus trailer galvanizing and shipping for an additional \$1,614 for a total of \$7,214 for a 15-inch sign display, which was recommended. The additional upgrades recommended from the Kustom Signals sales representative are included in the Traffic Logix quote. An add on option for this trailer is a cloud data system. The Town can connect to the sign from anywhere, get real-time data, and control the customized message on the sign. It comes with alerts for battery life, highest and lowest speeds, and the Town can download data without traveling to the sign. The add-on data is \$400 per year or \$1800 for a lifetime cloud fee.

Ms. Thompson stated that she checked with the Deputies. They expressed no opinion and were agreeable to the staff recommendation.

Councilmember Buzzard asked if the lifetime cloud fee would transfer if something happened to the trailer and it needed to be replaced. Ms. Thompson stated that she would ask before moving forward.

Mayor Callis asked Ms. Gaylord how much was budgeted for the radar trailer. Ms. Gaylord answered that there was \$10,000 in the budget.

Mayor Pro Tem Propst asked if there were warranties. Ms. Thompson responded that there is a 2-year warranty on parts and a 1-year warranty on the battery.

The Council agreed to include the lifetime cloud fee.

**Motion:** Councilmember Perryman made a motion to direct staff to purchase a radar trailer from Traffic Logix in an amount not to exceed \$9,014.00.

**Vote:** The motion passed with a unanimous vote.

## **B. Conservation Subdivision Update**

Ms. Thompson presented the update to the Conservation Subdivision Ordinance. She listed bullet points of completed revisions and stated that Staff is available for work sessions or 1 on 1 meetings to go through the updates in detail.

Ms. Thompson stated that she wants to review the current requirements for public involvement meetings. Currently, the requirements include 4 hours of public involvement meetings for any subdivision 10 acres or larger. This is 2 hours on site and 2 hours at Town Hall and residents within 1300 feet of the property are notified. Attendance is usually low, and the meetings are not conducted how they should be. She stated that the suggestion is that there should be a site walk led by the applicant and engineer with an existing resource and site analysis plan, and a follow up meeting at Town Hall similar to a charrette including staff, Planning Board, and Council to go over what was concluded during the site walk and start designing around useable open space. The Applicant would then hold a community meeting and adjacent property owners would get notice and get to see the plan once it is drafted.

Councilmember Perryman asked if there would be a way to post the results of the charrette on line and getting public input in addition to the community meeting.

Mayor Pro Tem Propst suggested a site walk with a rain date in order to see the property and its attributes as each parcel has individual qualities.

Ms. Thompson asked what the best plan is for adding these changes to the Land Use Plan. She stated that there is enough money left in the contract for Randall Arendt for him to come back and explain and give more detail.

Mayor Callis stated that it would be nice to have a workshop. She supports bringing Randall Arendt back and having a workshop.

Councilmember Perryman stated his support for a workshop with the Planning Board and having Randall Arendt return.

Councilmember Buzzard stated that this is something that Planning Board and Council should be on the same page. He stated that he would have to think about having Mr. Arendt return because he believes there are things that don't fit in Weddington and if that's the only joint meeting, Mr. Arendt driving that meeting

would not be beneficial. Councilmember Buzzard stated that he would like to think on it and talk to people.

Councilmember Perryman stated that if it is shown that Mr. Arendt's presence is beneficial, it is something for the Council and Planning Board to work on together.

Mayor Callis stated that the benefit of having Mr. Arendt here is that he can explain his strategies and ideas. And it's already budgeted.

Councilmember Buzzard stated that he doesn't want to take everything that Mr. Arendt suggested because it doesn't all apply to Weddington. During his last visit, the on-site portion was good, but Councilmember Buzzard found the office portion of the meeting was monotonous and repetitive. He stated that he wouldn't want 2-3 hours of that and not get any work done and still need to have an additional joint work session.

Ms. Thompson will check with Councilmember Buzzard about asking Mr. Arendt to return and will come up with dates for a joint meeting with the Planning Board. She will ask Mr. Arendt to home in on key concepts. Town Council will drive the meeting and Mr. Arendt will answer the questions they ask.

### **C. Land Use Plan Revision Update**

Ms. Thompson stated: The Town is required to readopt the Land Use Plan every 5 years. The Planning Board has been reviewing and working on revisions and has asked the Council how they want to review the changes.

Council member Buzzard stated that reviewing the Land Use Plan in small bits is better. He would like an open dialog and see more than just the recommendations. He would like to understand why the Planning Board suggests the changes.

Mayor Callis stated that it is a lot to review all at once. She suggested taking the reviews section by section, getting it to the Council and they will review individually, and it will be on the next month's consent agenda. If any Councilmember has a question or minor changes they can go to Ms. Thompson and it can be taken off the consent agenda if further discussion is needed. Once the entire Plan is reviewed by Council, the Public Hearing can be held, and the Plan will be adopted by the Council.

Ms. Thompson stated that the majority of the changes have been grammatical. If there are some significant goal and policy changes, a joint meeting, or public meeting, can be held to work through them.

The Council agreed.

## **10. NEW BUSINESS**

### **A. Discussion and Consideration of the Canisteo Subdivision Final Plat**

Ms. Thompson presented the staff report: The Canisteo subdivision consists of 15 lots on 19.96 acres. The preliminary plat/construction plans were approved in October 2017. The subdivision is located on the northeast corner of Deal and Weddington Roads and is being developed by Deal Road Ventures, LLC, as an RCD conservation subdivision. The Planning Board reviewed the plat on October 22, 2018. They recommended approval with the conditions below and that the common open space be labeled as conservation land per the preliminary plat. *(Note: this has been updated since Planning Board review)* The final plat is in conformity with the approved preliminary plat and construction plans therefore staff recommends approval of the final plat with the following conditions:

1. Bond estimates to be approved by the Town's engineering consultant.
2. Bond instruments to be reviewed and approved by the Town Attorney and the final bond instruments must be submitted to the Town prior to recording of the final plat.
3. Declaration of Conservation Easement and Restrictions shall be reviewed by the Town Attorney and executed prior to recording of the final plat.
4. Maintenance Plan and Maintenance Agreement shall be reviewed by the Town Attorney and executed prior to recording of the final plat.
5. Covenants, Conditions and Restrictions (CCRs) shall be reviewed by the Town Attorney and executed prior to recording of the final plat.
6. Coordinate with USPS and DOT to approve the cluster mailbox locations within subdivision.

**Motion:** Mayor Pro Tem Propst made a motion to approve the Canisteo Subdivision Final Plat with conditions outlined by staff.

**Vote:** The motion passed with a unanimous vote.

Councilmember Buzzard stated to the applicant that the developer sign on Highway 84 is in the line of site from Deal Road and should be taken care of as it poses a safety issue.

#### **B. Discussion and Consideration of Adopting a Procurement Policy**

Ms. Thompson presented the draft procurement policy. (Hereby attached for the record).

Councilmember Perryman stated that emergency services seem to be covered in section 5.

Mr. Bringewatt stated that the amount listed in section 5 should be \$10,000 to match the other amounts listed in the policy, if the Council wants to authorize that. Councilmember Perryman asked staff to edit references to "village" to read "town".

**Motion:** Mayor Pro Tem Propst made a motion to adopt the procurement policy as amended.

**Vote:** The motion passed with a unanimous vote.

#### **C. Discussion and Consideration of NCDOT Sale of Residual Property**

Ms. Thompson presented the staff report. An action item from 2017 and 2018 was to obtain the purchase cost of residual property from the NC16 road widening from NCDOT. The idea is to use the property as a landscaped area with a "Welcome to Downtown Weddington" sign or monument to beautify the area. NCDOT is willing to donate the land, but the Town would have to pay for a survey to close on the property.

Councilmember Buzzard stated that one of the issues was the utility easements. He asked if there would be a problem with them. Ms. Thompson responded that approved plants and monuments can be put there. She stated that future maintenance costs are not known.

Councilmember Buzzard asked if the Town doesn't take the property, will NCDOT just hold it. Ms. Thompson stated that they could sell it.

Councilmember Perryman stated that he has concern with what responsibilities the Town would be taking on. He mentioned that there are issues with the current landscaper.

Mayor Pro Tem Propst suggested going to look at the property. It isn't maintained, so any work the Town does would make it more attractive

Councilmember Perryman stated that if the Town only mows the property every quarter, it will be more attractive.

**Motion:** Councilmember Perryman made a motion to task staff with ordering a survey of the property and move forward with acquiring the property.  
**Vote:** The motion passed with a unanimous vote.

#### **D. Discussion of Critical Intersection Feasibility Study**

Ms. Thompson stated: When asked to prioritize the 6 critical intersections in Weddington, the Council all had different priorities. Mayor Callis and Ms. Thompson met with NCDOT officials and presented a list of intersections and learned about funding. Intersections can be submitted for CRTPO funding however all projects require: cost estimates, crash history, level of service, existing and future capacity, and traffic counts. She suggested getting feasibility studies to gather that info and get a sketch of what intersection would look like to submit for funding.

Advantages: The Town is being proactive versus waiting on NCDOT, some intersections do not have traffic counts, the CRTPO is updating the way they rank projects for funding. If the intersection is analyzed versus estimated, it will receive a higher score. The Town can plan and budget for the local match over a number of years for various projects. The Town is informed which intersections are operating a failing level of service. The Town can prioritize funding.

Staff is seeking direction to move forward with getting quotes from traffic design firms to analyze and provide a feasibility study for each identified intersection.

Mayor Callis added: at the CRTPO meeting, NCDOT informed them that there is an excess of \$77 million that has to be spent before fiscal year 2020, or it will be lost. There may be an opportunity to get one of the Weddington critical intersections on the updated critical intersection list. Bjorn Hansen the Union County transportation planner will present at the December Town Council meeting. She explained that Weddington has a lot of outdated data and the intersections don't score high enough on the list. She gave the example of the Kensington Road widening in Waxhaw. It was a project not initially funded, but the City of Monroe had to decline funding on one of their projects and the Kensington Road project was next on the list. She stated that she believes the key is to have the feasibility studies done. The projects will score higher priority with engineers' studies and cost estimates.

Councilmember Perryman stated that he thinks this is a great idea as it will document issues. He believes the funds are more likely to go to those issues with feasibility studies. The Town needs to have the traffic data.

Councilmember Buzzard stated that he would like to see what the costs for the studies will be. He believes the Town needs to work with the county and/or NCDOT. He stated that he doesn't believe that spending \$50,000 on feasibility studies for intersections that NCDOT has no interest in undertaking is something that the Town should be doing. He stated that if the studies aren't being done in conjunction with NCDOT, the Town risks losing NCDOT funding.

Mayor Callis explained that the goal isn't to go in to the big projects, but smaller ones with lesser funding amounts. Town of Weddington traffic issues don't meet the criteria for the high funded projects.

Councilmember Buzzard stated before deciding which intersections to do get the quotes for the studies, find out which intersections have NCDOT interest.

Councilmember Perryman stated that for the people living here, all the projects are high priority. The bottom line is to get a cost for studies on all 6 intersections.

Ms. Thompson stated Bjorn Hansen will make a presentation at the December meeting. Union County is updating the critical intersection book and they are asking towns for \$5,000 to help pay for the new study. She asked why pay for that when the Town doesn't know if their projects will be selected when the Town can pay the \$5,000 and have its own study done.

Councilmember Buzzard stated that the Town needs to have somebody handle the process of federal funds. It would probably be Ms. Thompson as she would administer the projects. He explained: when talking about the CRTPO, you're talking about federal funds, and you have to have somebody that can handle the federal process. That's just another piece of the puzzle as we move forward.

The six critical intersections to be quoted for feasibility studies are:

Antioch/Forest Lawn near Brookhaven  
12 Mile Creek/New Town  
Forest Lawn at Potter  
Longleaf/Antioch  
Beulah/12 Mile Creek  
Antioch/Beulah

#### **11. UPDATE FROM TOWN PLANNER**

Ms. Thompson congratulated Ms. Dewey for finishing the UNC School of Government Clerk Certification Institute.

#### **12. CODE ENFORCEMENT REPORT**

Ms. Thompson stated that the issue on Gatewood lane with the RV and boat parked on the road is almost taken care of. The text amendment passed last month about parking a vehicle of a certain size on the street has solved this problem. The boat has been towed. Councilmember Buzzard asked if the Town had it removed or if the owner did. Ms. Thompson stated that the owner removed it. The RV may need to go through a towing procedure.

#### **13. UPDATE FROM FINANCE OFFICER AND TAX COLLECTOR**

Ms. Gaylord stated that the financial statements are in the packet. Taxes are coming in and everything is looking good.

#### **14. TRANSPORTATION REPORT**

Mayor Callis stated that the officials' and public involvement meetings for the NC 16 widening were held. Providence Acres residents had some concerns. The Town can assist in helping them work with DOT to address



their issues.

## 15. COUNCIL COMMENTS

Councilmember Jeff Perryman: I hate the Scouts left, I was going to thank them for being here. It's always nice to see the folks out here and to everybody else that came, thank you for coming out. It's good to see everybody here listening to everything that we have going on. I want to say congratulations again to Karen, that professional education is awesome, and I think we as a Council, if the folks we've got working here if there's stuff that they need for certifications that they are trying to get, we need to try and do that. Thanks again to staff, Lisa we had a lot of stuff on the agenda tonight and it was very org. as usual and we got through a lot in a pretty good amt of time. Last thing I'll say is: Next week is Thanksgiving and I hope everybody has a great one. Don't worry about the diets on Thursday.

Councilmember Scott Buzzard: I will echo Jeff's sentiments. It was very nice to see all the Scouts out here and even though they're gone, I want to thank them for attending. Hopefully they're learning about their community and residents and everything. It's always nice to see learning community. Thank everyone else out there in attendance for showing up and being part of the process. And I hope everyone enjoys their Thanksgiving

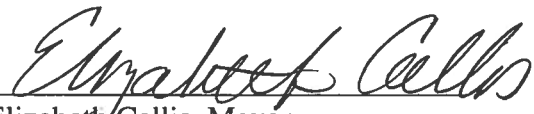
Mayor Pro Tem Janice Propst: Thank you everybody still here. Thanks to the Scouts. We appreciate them being a part of the community and coming out and learning about how their governments works. I just want to thank everybody that works for the Town, we appreciate your service. Again, thank you everybody that's here in the cold and the rain. Have a wonderful, safe holiday weekend

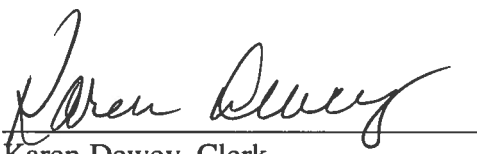
Mayor Elizabeth Callis: Thank you everybody, especially the Council for your hard work and helping us preserve Weddington and thank you all for coming out on this cold, rainy night. Happy Thanksgiving.

## 16. ADJOURNMENT

**Motion:** Councilmember Perryman made a motion to adjourn the November 13, 2018  
Regular Town Council Meeting at 8:33 p.m.  
**Vote:** The motion passed with a unanimous vote.

Adopted: Dec 10, 2018

  
Elizabeth Callis, Mayor

  
Karen Dewey, Clerk

## PROCUREMENT POLICY

### I. COMPLIANCE WITH APPLICABLE PROCUREMENT LAWS

Procurement of all supplies, materials and equipment ("Goods"), procurement of services for the erection, construction, alteration or repair of any buildings ("Construction and Repair"), and the procurement of other services ("Other Services") shall be in accordance with all applicable laws ("Legal Requirements").

As of the date of this policy, Legal Requirements include:

#### 1. Goods

- a. Formal Bidding Procedures: Formal bidding procedures prescribed in N.C. Gen. Stat. §143-129 must be followed for the purchase of Goods that require an estimated expenditure of \$90,000 or more (unless one of the exceptions stated in N.C. Gen. Stat. §143-129 is applicable).
- b. Informal Bidding Procedures: Informal bidding procedures are prescribed in N.C. Gen. Stat. §143-131 for the purchase of goods that involve an estimated expenditure of \$30,000 or more but less than \$90,000. At a minimum, there should be good faith efforts to obtain at least three written quotes.

#### 2. Construction and Repair

- a. Formal Bidding Procedures: Formal bidding procedures prescribed in N.C. Gen. Stat. §143-129 must be followed for construction or repair work that requires an estimated expenditure of \$500,000 or more (unless one of the exceptions stated in N.C. Gen. Stat. §143-129 is applicable).
- b. Informal bidding procedures: Informal bidding procedures are prescribed in N.C. Gen. Stat. §143-131 for construction and repair contracts involving an estimated expenditure of \$30,000 or more but less than \$500,000. At a minimum, there should be good faith efforts to obtain at least three written quotes.

#### 3. Other Services

Procurement of Other Services should generally be obtained through some form of competitive process satisfactory to the Town Administrator or Designee, such as obtaining written quotes or negotiation. Notwithstanding the above, procurement of certain professional architectural, engineering and surveying services must be in accordance with N.C. Gen. Stat. §§143-64.31-64.34. Generally, these provisions require that firms shall be selected based on demonstrated competence and qualification without regard to a fee other than unit-price information and thereafter that a contract be negotiated. Likewise, when procuring accounting, appraisal, financial, legal, technology support or other professional services for the Town, firms should be selected on the basis of demonstrated competence and qualification and then a contract negotiated with the selected firm or firms.

#### 4. Other Requirements:

- a. The Town shall comply with all Minority Business and Historically Underutilized Business participation procedures and reporting requirements in compliance with applicable law, including but not limited to Article 3 and Article 8 of Chapter 143 of the North Carolina General Statutes.
- b. All contracts shall be pre-audited as required by state law.
- c. Contracts shall not be divided in order to keep them less than the various dollar thresholds referenced below, thereby avoiding the applicable procurement or approval procedure.
- d. For clarity, a purchase order is considered a contract.

In the event of changes in applicable Legal Requirements (e.g. future statutory changes in bidding thresholds), then such current Legal Requirements shall be satisfied. Town staff shall consult with the Town Attorney and the North Carolina School of Government as reasonably needed to remain current on applicable Legal Requirements.

## II. APPROVAL AND SIGNATURE AUTHORITY

1. The Town Administrator is hereby authorized to purchase any equipment, materials or work if the items have been specifically approved during the annual budget process. As such, once the Town Council adopts the annual budget, everything contained therein has been approved by Council.

For example, if the Council has approved a budgetary line item for code enforcement services, then the Town Administrator may enter into an annual contract for provision of such services provided the contract contains a not-to-exceed ("NTE") amount equal to the amount authorized by the Council in the approved annual budget.

### 2. **Exceptions: Contracts Requiring Council Review and Approval Prior to Execution**

Notwithstanding the foregoing, the Town Administrator shall not have authority to approve and sign the following contracts until such contracts have been reviewed and approved by the Town Council:

1. Contracts for acquisition of real estate and leases of real estate;
2. Disposition of real property, including easements;
3. All contracts or amendments to those contracts in amounts greater than \$10,000;
4. Any contracts/purchase orders that require the approval of the Town Council pursuant to applicable Legal Requirements;
5. Interlocal Agreements;
6. Contracts for any Capital Projects; and

7. Contracts awarded after a publicly posted procurement process (e.g., RFP, RFQ, invitations for formal bid)

In addition, the Town Administrator has the discretion within his/her judgment to bring other contracts with unique business or political considerations to the Town for Council review and approval.

### III. PREFERRED CONTRACT FORM

Wherever feasible, the Town Administrator shall use the Town of Weddington Standard Contract for Services which is the preferred contract form over any vendor's standard contract form. It is acknowledged that some services due to their nature will require use of a vendor's form (for example, the copier service contract).

### IV. CONTRACT REVIEW PROCESS

The Town Administrator shall include in an email, a list of contracts under review and indicate a one line description of the subject matter of the contract (if not obvious) and the anticipated timeframe for review and deadline for execution. In addition, the Town Administrator shall send all contracts, including standard form contracts (of either the Town or a vendor), to legal counsel for review, comment and/or approval.

### V. EMERGENCY PURCHASES MORE THAN \$10,000

An exception to the above requirement is an emergency, defined as "when due to an unanticipated equipment breakdown or failure or other emergency condition whereby the timely provision of Town services would be grossly interrupted and/or employees, or the public would be placed in serious peril or danger either in the delivery of certain services or the lack of receipt of same." In such an emergency, the Town Administrator is authorized and empowered to proceed with the purchase keeping in mind that confirmation of the details involving the situation up to and including the emergency purchase will be required to be completed after the emergency condition has been remedied.

**ADOPTED BY TOWN COUNCIL BY UNANIMOUS VOTE 11/13/2018**



## **WEDDINGTON CODE ENFORCEMENT REPORT**

October, 2018

1. 4005 Ambassador Ct., Inez B. McRae Trust
  - 12/31/17—Deterioration continues, building still vacant and closed.
  - 1/30/18---Deterioration continues, building still vacant and closed.
  - 2/28/18—Deterioration continues, building still vacant and closed.
  - 3/31/18---Deterioration continues, building vacant and closed.
  - 4/30/18---Deterioration continues, building vacant and closed.
  - 5/31/18—Deterioration continues, building vacant and closed.
  - 6/30/18---Deterioration continues, building vacant and closed.
  - 7/31/18---Deterioration continues, building vacant and closed.
  - 8/31/18---Deterioration continues, building vacant and closed.
  - 9/30/18—Deterioration continues, building vacant and closed.
  - 10/31/18---Deterioration continues, building vacant and closed.
2. 3824 Beulah Church Rd.
  - Trash and debris in back yard around trash containers and utility building. Courtesy letter has been sent to owner.
  - 7/31/18---Monitoring.
  - 8/31/18---Going back out on this one.
  - 9/30/18---Citation & Notice of Violation issued 9/10/18 with fines starting 9/25/18 if violation not corrected.
  - 10/31/18—Violation not corrected.
3. 501 Devonport Dr.
  - Inspection—vehicles parked on driveway at garage. Did not see any violation issues.
  - 6/30/18----Monitoring.
  - 7/31/18---Monitoring.
  - 9/30/18---Monitoring.
  - 10/31/18—No response to courtesy letter sent in June.
4. 8319 Lake Providence Dr.
  - Courtesy letter to owner to discontinue pool and spa business from this address.
  - 8/31/18---Monitoring.
  - 09/30/18---Monitoring.

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**5. 150 Amanda Dr.**

- **Notice of Violation issued ordering discontinuance of grading business from this location**
- **8/31/18---Monitoring.**
- **9/30/18---Monitoring.**
- **10/31/19--Monitoring**

**6. 2317 Huntington Dr.**

- **9/28/18----Courtesy letter issued to owner requesting property be mowed.**
- **10/31/18—No response to courtesy letter requesting owner to mow. Notice of Violation and Citation issued 11/13/18**

TOWN OF WEDDINGTON  
BALANCE SHEET

Agenda Item 13

FY 2018-2019

PERIOD ENDING: 10/31/2018

10 GENERAL FUND

ASSETS

ASSETS

10-1120-000 TRINITY CHECKING ACCOUNT	923,584.12
10-1120-001 TRINITY MONEY MARKET	1,119,827.49
10-1170-000 NC CASH MGMT TRUST	539,957.23
10-1211-001 A/R PROPERTY TAX	930,329.75
10-1212-001 A/R PROPERTY TAX - 1ST YEAR PRIOR	8,406.67
10-1212-002 A/R PROPERTY TAX - NEXT 8 PRIOR YRS	13,295.39
10-1232-000 SALES TAX RECEIVABLE	2,671.51
10-1610-001 FIXED ASSETS - LAND & BUILDINGS	2,346,268.11
10-1610-002 FIXED ASSETS - FURNITURE & FIXTURES	20,583.08
10-1610-003 FIXED ASSETS - EQUIPMENT	114,681.60
10-1610-004 FIXED ASSETS - INFRASTRUCTURE	26,851.01
TOTAL ASSETS	<u>6,046,455.96</u>

LIABILITIES & EQUITY

LIABILITIES

10-2120-000 BOND DEPOSIT PAYABLE	75,002.25
10-2155-000 HEALTH INSURANCE PAYABLE	-2,714.50
10-2156-000 LIFE INSURANCE PAYABLE	-32.20
10-2620-000 DEFERRED REVENUE - DELQ TAXES	8,406.67
10-2625-000 DEFERRED REVENUE - CURR YR TAX	930,329.75
10-2630-000 DEFERRED REVENUE-NEXT 8	13,295.39
TOTAL LIABILITIES	<u>1,024,287.36</u>

EQUITY

10-2620-001 FUND BALANCE - UNASSIGNED	2,199,653.14
10-2620-003 FUND BALANCE-ASSIGNED	249,500.00
10-2620-004 FUND BALANCE-INVEST IN FIXED ASSETS	2,508,386.00
10-2620-005 CURRENT YEAR EQUITY YTD	295,833.69
CURRENT FUND BALANCE - YTD NET REV	-231,204.23
TOTAL EQUITY	<u>5,022,168.60</u>

TOTAL LIABILITIES & FUND EQUITY 6,046,455.96





## TOWN OF WEDDINGTON

Agenda Item 13

## REVENUE &amp; EXPENDITURE STATEMENT BY DEPARTMENT

FY 2018-2019

10/01/2018 TO 10/31/2018

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
REVENUE:				
10-3101-110 AD VALOREM TAX - CURREN	76,654.95	176,573.78	1,065,000.00	83
10-3102-110 AD VALOREM TAX - 1ST PRIO	119.39	919.17	3,000.00	69
10-3103-110 AD VALOREM TAX - NEXT 8 Y	566.77	622.65	1,000.00	38
10-3110-121 AD VALOREM TAX - MOTOR V	0.00	19,798.94	92,500.00	79
10-3115-180 TAX INTEREST	226.75	331.99	2,250.00	85
10-3231-220 LOCAL OPTION SALES TAX RI	28,453.13	60,941.80	335,000.00	82
10-3322-220 BEER & WINE TAX	0.00	0.00	45,000.00	100
10-3324-220 UTILITY FRANCHISE TAX	0.00	103,580.37	460,000.00	77
10-3340-400 ZONING & PERMIT FEES	4,090.00	17,737.50	35,000.00	49
10-3350-400 SUBDIVISION FEES	1,700.00	4,450.00	20,000.00	78
10-3830-891 MISCELLANEOUS REVENUES	50.00	500.00	1,000.00	50
10-3831-491 INVESTMENT INCOME	0.00	0.00	7,500.00	100
TOTAL REVENUE	111,860.99	385,456.20	2,067,250.00	81
AFTER TRANSFERS	111,860.99	385,456.20	2,067,250.00	
<b>4110 GENERAL GOVERNMENT</b>				
EXPENDITURE:				
10-4110-126 FIRE DEPT SUBSIDIES	61,946.34	247,785.36	747,860.00	67
10-4110-127 FIRE DEPARTMENT BLDG/MA	15,481.00	15,481.00	25,000.00	38
10-4110-128 POLICE PROTECTION	72,149.40	144,298.80	288,600.00	50
10-4110-192 ATTORNEY FEES - GENERAL	5,000.00	15,000.00	60,000.00	75
10-4110-193 ATTORNEY FEES - LITIGATIO	1,656.50	-2,999.30	25,000.00	112
10-4110-195 ELECTION EXPENSE	0.00	0.00	3,500.00	100
10-4110-340 PUBLICATIONS	150.00	150.00	12,000.00	99
10-4110-342 HOLIDAY/TREE LIGHTING	0.00	0.00	7,500.00	100
10-4110-343 SPRING EVENT	0.00	0.00	4,500.00	100
10-4110-344 OTHER COMMUNITY EVENTS	487.75	827.75	600.00	-38
10-4110-495 COMMITTEE & OUTSIDE AGE	0.00	0.00	10,500.00	100
TOTAL EXPENDITURE	156,870.99	420,543.61	1,185,060.00	65
BEFORE TRANSFERS	-156,870.99	-420,543.61	-1,185,060.00	
AFTER TRANSFERS	-156,870.99	-420,543.61	-1,185,060.00	
<b>4120 ADMINISTRATIVE</b>				
EXPENDITURE:				
10-4120-121 SALARIES - CLERK	2,249.52	7,673.25	23,000.00	67
10-4120-123 SALARIES - TAX COLLECTOR	3,881.38	14,504.48	50,000.00	71
10-4120-124 SALARIES - FINANCE OFFICE	222.64	2,398.44	13,310.00	82
10-4120-125 SALARIES - MAYOR & TOWN	2,100.00	8,400.00	25,200.00	67
10-4120-181 FICA EXPENSE	646.61	2,522.31	8,750.00	71
10-4120-182 EMPLOYEE RETIREMENT	861.11	3,138.18	8,500.00	63
10-4120-183 EMPLOYEE INSURANCE	1,069.50	4,278.00	12,750.00	66

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**TOWN OF WEDDINGTON**  
**REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT**

FY 2018-2019

10/01/2018 TO 10/31/2018

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
10-4120-184 EMPLOYEE LIFE INSURANCE	12.60	50.40	175.00	71
10-4120-185 EMPLOYEE S-T DISABILITY	12.00	48.00	175.00	73
10-4120-191 AUDIT FEES	0.00	0.00	8,750.00	100
10-4120-193 CONTRACT LABOR	0.00	0.00	7,000.00	100
10-4120-200 OFFICE SUPPLIES - ADMIN	355.00	1,100.18	10,000.00	89
10-4120-210 PLANNING CONFERENCE	0.00	0.00	500.00	100
10-4120-321 TELEPHONE - ADMIN	242.63	579.99	3,000.00	81
10-4120-325 POSTAGE - ADMIN	323.80	875.30	2,000.00	56
10-4120-331 UTILITIES - ADMIN	863.19	1,736.75	6,000.00	71
10-4120-351 REPAIRS & MAINTENANCE - B	0.00	1,049.50	67,500.00	98
10-4120-352 REPAIRS & MAINTENANCE - E	3,326.42	29,580.08	75,000.00	61
10-4120-354 REPAIRS & MAINTENANCE - C	5,924.00	12,823.50	58,000.00	78
10-4120-355 REPAIRS & MAINTENANCE - P	0.00	0.00	1,500.00	100
10-4120-356 REPAIRS & MAINTENANCE - C	40.00	1,020.00	6,000.00	83
10-4120-370 ADVERTISING - ADMIN	47.60	109.02	1,000.00	89
10-4120-397 TAX LISTING & TAX COLLECT	34.11	51.81	250.00	79
10-4120-400 ADMINISTRATIVE:TRAINING	0.00	1,475.00	4,000.00	63
10-4120-410 ADMINISTRATIVE:TRAVEL	453.17	1,359.07	5,000.00	73
10-4120-450 INSURANCE	18.10	13,154.92	15,000.00	12
10-4120-491 DUES & SUBSCRIPTIONS	0.00	14,710.16	19,500.00	25
10-4120-498 GIFTS & AWARDS	100.00	165.83	3,000.00	94
10-4120-499 MISCELLANEOUS	108.54	491.34	8,000.00	94
TOTAL EXPENDITURE	22,891.92	123,295.51	442,860.00	72
BEFORE TRANSFERS	-22,891.92	-123,295.51	-442,860.00	
AFTER TRANSFERS	-22,891.92	-123,295.51	-442,860.00	

**4130 PLANNING & ZONING**

**EXPENDITURE:**

10-4130-121 SALARIES - ZONING ADMINIS'	6,008.34	24,033.36	72,150.00	67
10-4130-122 SALARIES - ASST ZONING ADI	0.00	0.00	2,500.00	100
10-4130-123 SALARIES - ADMINISTRATIVE	1,627.75	5,996.75	17,650.00	66
10-4130-124 SALARIES - PLANNING BOARI	375.00	1,600.00	5,200.00	69
10-4130-125 SALARIES - SIGN REMOVAL	318.20	1,296.67	4,000.00	68
10-4130-181 FICA EXPENSE - P&Z	615.24	2,431.09	7,725.00	69
10-4130-182 EMPLOYEE RETIREMENT - P&	1,131.22	4,468.93	14,855.00	70
10-4130-183 EMPLOYEE INSURANCE	1,327.50	5,310.00	15,750.00	66
10-4130-184 EMPLOYEE LIFE INSURANCE	19.60	78.40	250.00	69
10-4130-185 EMPLOYEE S-T DISABILITY	12.00	48.00	175.00	73
10-4130-193 CONSULTING	3,100.30	11,299.10	61,075.00	81
10-4130-194 CONSULTING - COG	2,011.25	4,023.00	11,500.00	65
10-4130-200 OFFICE SUPPLIES - PLANNING	90.94	633.02	5,000.00	87
10-4130-201 ZONING SPECIFIC OFFICE SUP	0.00	204.98	2,500.00	92
10-4130-215 HISTORIC PRESERVATION	0.00	0.00	1,000.00	100
10-4130-220 INFRASTRUCTURE	0.00	8,000.00	206,000.00	96
10-4130-321 TELEPHONE - PLANNING & ZC	242.65	580.04	3,000.00	81

TOWN OF WEDDINGTON  
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2018-2019

10/01/2018 TO 10/31/2018

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
10-4130-325 POSTAGE - PLANNING & ZONING	323.81	875.31	2,000.00	56
10-4130-331 UTILITIES - PLANNING & ZONING	863.22	1,833.63	6,000.00	69
10-4130-370 ADVERTISING - PLANNING & ZONING	47.60	109.03	1,000.00	89
TOTAL EXPENDITURE	<u>18,114.62</u>	<u>72,821.31</u>	<u>439,330.00</u>	<u>83</u>
BEFORE TRANSFERS	<u>-18,114.62</u>	<u>-72,821.31</u>	<u>-439,330.00</u>	
AFTER TRANSFERS	<u>-18,114.62</u>	<u>-72,821.31</u>	<u>-439,330.00</u>	
GRAND TOTAL	<u>-86,016.54</u>	<u>-231,204.23</u>	<u>0.00</u>	

