



**Regular Board Meeting
Monday, December 11, 2023
6:00 PM- Town Hall Commissioners Room**

Call to Order- Mayor Pro Tem-Lori Furr
Presentation of Gideon Bible to Mayor Elect Tony Lapish by Gideon Mike Steiner
Oaths of Office for Tony Lapish, Steven Dixon, and Justin Simpson
Invocation- Pastor Earl Bradshaw of Mount Pleasant Methodist Church
Pledge of Allegiance- Mayor Tony Lapish

1. Public Forum

(Please limit comments to 3 minutes or less)

2. Conflict of Interest

The Mayor and Commissioners are asked at this time to reveal if they have a Conflict of Interest with any item on the Agenda in order to be recused for that item.

(No member shall be excused from voting except upon matters involving the consideration of the member's own financial interest or official conduct or on matters on which the member is prohibited from voting under G.S. 14-234 or 160D-109(a). NC State Statute 160A-75 and no public official shall knowingly participate in making or administering a contract, including the award of money in the form of a grant, loan, or other appropriation, with any nonprofit with which that public official is associated. NC State Statute 14-234.3)

3. Approve Agenda (Pages 1-2)

4. Consent Agenda (Pages 3-38)

- A. Minutes November 13, 2023 (pages 3- 7)
- B. Budget Amendment #14 FD Radio Upgrades (page 8)
- C. Budget Amendment #15 FD Enclosed Trailer (page 9)
- D. Internal Control Policy (page 10-21)
- E. Community of Operations Plan (COOP) (pages 22-32)
- F. Resolution to Adopt the Continuity of Operations Plan (COOP) (page 33-34)
- G. Emergency Operations Plan (EOP) (separate attachment)
- H. Resolution to Adopt and Implement the Emergency Operations Plan (pages 35-36)
- I. Resolution to Adopt National Incident Management System (NIMS) (pages 37-38)

5. Staff Reports (Pages 39-58)

- A. Town Manager-Randy Holloway (page 39)
- B. Town Asst. Manager-Crystal Smith (page 40)
- C. Town Clerk/Finance Officer - Amy Schueneman (pages 41-43)
- D. Planning & Economic Development Director - Erin Burris (pages 44-47)
- E. Code Enforcement/Grant Writer- Jim Sells (pages 48-50)
- F. Public Works- Daniel Crowell (page 51)
- G. Cabarrus County Sheriff's Department (pages 52-58)

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6. Presentation

Town Christmas Decorating Contest Winners announced by Crystal Smith

7. Old Business

A. LKC Engineering to discuss Downtown Stormwater Study (This item does not have any information attached.)

8. New Business (Pages 59-77)

A. Consider selecting a Board member to act as Mayor Pro Tem (MPT) for a 2-year term and administer the Oath of Office. (pages 59-63)

B. Consider appointing a replacement for the WSACC Board to represent the Town of Mount Pleasant. (pages 64-65)

C. Consider appointing a TAC and TCC representative and alternate for 2024. (page 66-67)

D. FIP 2023-01 Mount Pleasant Animal Hospital Façade Improvement Program Request (pages 68-77)

9. Adjournment

*All agenda items and attachments are considered public records.
If you would like to obtain or view copies of the attachments or minutes from the Board's meetings,
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Hard copies are \$.10 per page.
Closed Session minutes are unavailable until released by the
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**Board of Commissioners
Town Board Meeting Minutes
Monday, November 13, 2023 at 6:00 P.M.**

Attendance: Mayor Del Eudy
Mayor Pro-Tem/Commissioner Lori Furr
Commissioner Chris Carter
Commissioner Steven Dixon
Commissioner William Meadows
Commissioner Justin Simpson
Town Administrator Randy Holloway
Town Attorney John Scarbrough
Town Clerk Amy Schueneman

Also Present: Erin Burris, Crystal Smith, Deputy CA Camille, Matt Sharrock, Rita Gilmore, Kevin & Cheryl Crutchfield, Leigh Ann Sells, Kimberly Baker, Tony Lapish, Leslie Cauble, Imagene Miller, and Deputy Tyler Canaday.

CALL TO ORDER

Mayor Eudy called the meeting to order.

INVOCATION

Associate Pastor Matt Sharrock from Community Church led the Board in prayer.

PLEDGE OF ALLEGIANCE

Mayor Eudy led the Pledge of Allegiance.

1. Public Forum

No one spoke.

2. Conflict of Interest

The Mayor and Commissioners are asked at this time to reveal if they have a Conflict of Interest with any item on the Agenda in order to be recused for that item.

(No member shall be excused from voting except upon matters involving the consideration of the member's own financial interest or official conduct or on matters on which the member is prohibited from voting under G.S. 14-234 or 160D-109(a). NC State Statute 160A-75 and no public official shall knowingly participate in making or administering a contract, including the award of money in the form of a grant, loan, or other appropriation, with any nonprofit with which that public official is associated. NC State Statute 14-234.3)

No one had a conflict.

3. Approve Agenda

A motion to approve the Agenda as presented was made by Commissioner Furr with a second by Commissioner Simpson. All were in favor. (5-0)

4. Consent Agenda

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- A. Minutes October 9, 2023
- B. USDA Exhibit B: Self Evaluation Guide
- C. 2024 Town Board of Commissioners Meeting Schedule
- D. 2024 Holiday Schedule
- E. NCDPS Resolution Form for BRIC Grant
- F. Budget Amendment #10 FD Staffing Grant correction

Commissioner Meadows stated there was an incorrect date on the 2024 Town Board of Commissioners Meeting Schedule. December 11th should be December 9th.

Commissioner Meadows made a motion to approve the Consent Agenda as amended with a second by Commissioner Carter. All Board Members were in favor. (5-0)

5. Staff Reports

- A. Town Manager-Randy Holloway
- B. Town Asst. Manager-Crystal Smith
- C. Town Clerk/Finance Officer - Amy Schueneman
- D. Planning & Economic Development Director - Erin Burris
- E. Code Enforcement/Grant Writer- Jim Sells
- F. Public Works- Daniel Crowell
- G. Fire Department-Dustin Sneed
- H. Cabarrus Co. Sheriff's Dept. Report

6. Presentation

Representative Kevin Crutchfield will present a check to the Town from State budget allocations.

Representative Crutchfield presented a check for \$2.8million to the Town to reinvest in the community from the State Budget. \$2.7million is for sidewalks/pedestrian plan and \$100,000 is for any project or piece of equipment. (Representative Crutchfield forgot to mention that the Town also received \$1million to put new water lines on S. Skyland, Seneca, and Allman Ext.) \$69million was also allotted to WSACC which will help improve the sewer system in Mount Pleasant.

Mayor Eudy thanked Representative Crutchfield along with Senator Newton for always being willing to meet with the Town and helping put our needs in front of the State for grants.

7. Public Hearings

**A. Introduction to Amendments to Town of Mount Pleasant Code of Ordinances
Part 3: Public Safety**

Erin Burris presented the packet to the Board with the changes mentioned on pages 1-2

Mayor Eudy opened the Public Hearing. No one spoke.

Mayor Pro Tem Furr asked for an annual report from the Fire Department in section 3.3.3 to include the Town Board as well as Town Manager, and it would also be nice to have one every department.

Commissioner Simpson stated that a version of that is done at the Budget Workshop.

Commissioner Carter asked for it to be at the first of the year to include December.

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Commissioner Simpson brought up the appointment of the Fire Chief which is now recommended by the Town Manager to the Town Board for final approval. The Board asked if that could continue.

The question was asked if that was consistent with the Manager/Board format of government. Town Attorney John Scarborough stated that he was unsure and would check on it.

Town Manager Randy Holloway said it would typically be the Town Managers recommendation to the Board.

Commissioner Carter about the termination of the Fire Chief since he is experiencing that at his current job.

Mr. Holloway stated that it is in the Town Employment Policy that if someone is let go it can come to the Board as a grievance since the Town does not have an HR Director.

Per the Board's request Part 3.3.3 was amended to state all hiring recommendations will come to the Board for final approval.

Commissioner Simpson asked who the Emergency Manager is for the Town.

The response was the Manager or his designee will be responsible for Emergency situations.

A motion to adopt Part 3 of the Ordinances as amended (Part 3.3.3 was amended to state all hiring recommendations will come to the Board for final approval) was made by Commissioner Furr with a second by Commissioner Simpson. All Board Members were in favor. (5-0)

8. Old Business

A. Consider receiving an update from the Town Staff on the current condition of the Town's water system.

Mr. Holloway asked the Board to recall in July a water sample was taken from the Marathon station on Hwy 73 and at the High School on Walker Road. They came back above the allowable threshold for byproduct of water treatment. The State said we had to notify both customers and we did let them both know. The school system was being extremely protective of the students and sent out a letter to the parents about the notice they received and in turn the Town sent out a letter to the water customers explaining what happened. The Town aggressively began flushing the system. It is very common in the summer with the water temperature and ground temperature up for the chlorine in the water to react with the organics that are typically in the water treatment process and the lines. The numbers have started to come down. The October 5th reading has to be .060 parts per million. Unfortunately, the reading was .064 parts per million. Therefore, the average is .061 parts per million. The Town received another letter from the State that we are still in violation and this time because the operator was sending samples in as a system report and not quarterly report, the Town is required to notify all the water customers with an official notification. By November 30th the Town is required to submit to the State a plan to correct the problem. Mr. Holloway reached out to Garver to contract with them to put the letter together and to make a plan to correct the problem. They are widely known and have a great reputation. They will do a deep dive into the water intake site, lagoon, plant, tanks, and water distribution system over the next 2 weeks to determine what is causing the issue. The plant was built in 1986 and has not had any significant upgrades since then.

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The water is perfectly safe to use and drink.

A motion to approve Budget Amendment #12 not to exceed \$20,000 was made by Commissioner Simpson with a second by Commissioner Furr. All Board Members were in favor. (5-0)

9. New Business

A. Consider a request from the Fire Chief to increase the hourly rate by \$1/hour

Mr. Holloway stated that the Fire Chief requested an increase in the hourly rate of the firefighters to be competitive with other departments. Chief Sneed did go to the Cabarrus County Fire Marshall to request the Staffing Grant and was able to secure it for \$27,240 a year. As a comparison, Allen is paying \$16, Rimer \$16.50, Mt. Mitchell \$17, and Odell \$20. The Town is currently \$15 an hour. Next year the tax revenue should be enough to cover the increase. With the reevaluation coming it will also help cover the cost next year if the Town does not get the grant again.

A motion to approve the firefighter hourly rate to be increased by \$1an hour by November 27, 2023 was made by Commissioner Furr with a second by Commissioner Simpson. All Board Members were in favor. (5-0)

B. Consider contracting with Benchmark Planning to perform the Comprehensive Plan Update.

Erin Burris stated the Comprehensive Plan is used to help the Town make land use decisions, budgetary decisions, and plans for Capital Improvements. The Town's last Comprehensive Plan was in 2017 and it is due for an update. State Statutes requires a maintained and updated Comprehensive Plan, but does not specify time frame. The last one was done by Benchmark Planning. A proposal for the new one is included in the packet and since Benchmark Planning will be the most economical since they already have a lot of the background information and the base maps. The budget included \$30,000 for the study. The contract would be for \$68,500 and would require a Budget Amendment using General Fund Balance. The Town will ask Cabarrus County EDC for \$20,000 for the Economic Development component of the study since they already had \$5,000 set aside for the Town.

Mr. Holloway informed the Board that because the Town had a Comprehensive Plan

Motions:

A motion to approve the contract with Benchmark Planning in the amount of \$68,500 and allow Town Manager to execute all documents required was made by Commissioner Simpson with a second by Commissioner Furr. All Board Members were in favor. (5-0)

A motion to approve Budget Amendment #11 Comprehensive Plan was made by Commissioner Simpson with a second by Commissioner Carter. All Board Members were in favor. (5-0)

A motion to go into Closed Session 143-318.11.(a)(#6) made by Commissioner Meadows with a second by Commissioner Carter. All Board Members were in favor. (5-0)

10. Closed Session 143-318.11.(a)(#6) Discuss Personnel Issues

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the

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qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge, or removal shall be taken in an open meeting.

A motion to come out of Closed Session was made by Commissioner Furr with a second by Commissioner Meadows. All Board Members were in favor. (5-0)

A motion to approve Budget Amendment #13 was made by Commissioner Simpson with a second by Commissioner Furr. All Board Members were in favor. (5-0)

11. Adjournment

With nothing else to come before the Board, Commissioner Furr made a motion to adjourn. Commissioner Meadows seconded the motion. All Board Members were in favor. (5-0)

By our signatures, the following minutes were approved as submitted on Monday, December 11, 2023 in the Regular Meeting.

Town Clerk Amy Schueneman

Mayor Tony Lapis

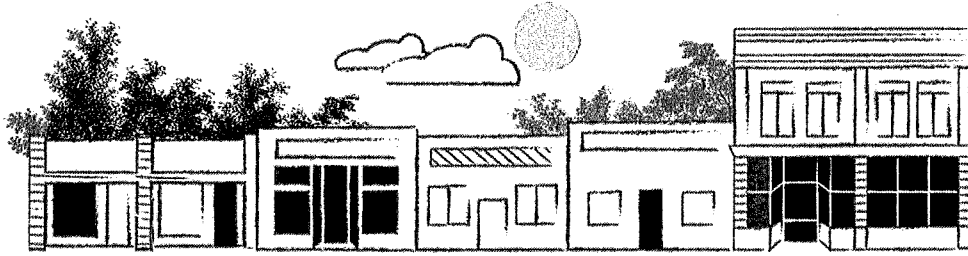
SEAL

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#14 FD Radio Upgrades Revenue Adjustments					
Account Number	Account Description	Current Budget	Decrease - Debit	Increase - Credit	Revised Amount
11-3091-921	Transfer In-Capital Reserve	\$ -	\$ -	\$ 10,792.43	10,792.43
12-3091-900	Appropriation of Fund Balance	\$ -	\$ -	\$ 10,792.43	10,792.43
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
Expenditure Adjustments					
Account Number	Account Description	Current Budget	Increase - Debit	Decrease - Credit	Revised Amount
11-4022-730	FD Cap Outlay-Radio Replacement	\$ 11,000.00	\$ 10,792.43	\$ -	21,792.43
12-4091-890	Transfer Out-General Fund	\$ -	\$ 10,792.43	\$ -	10,792.43
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
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Totals		\$11,000.00	\$21,584.86	\$21,584.86	\$54,169.72
#14 FD Radio Upgrades Prepared by: Amy Schueneman Date: 12/11/2023 Approved by: _____ Posted by: Amy Schueneman Date: _____					

TOWN OF MOUNT PLEASANT

#15 FD Enclosed Trailer					
Revenue Adjustments					
Account Number	Account Description	Current Budget	Decrease - Debit	Increase - Credit	Revised Amount
11-3091-921	Transfer In-Capital Reserve	\$ -	\$ -	\$ 6,850.20	6,850.20
12-3091-900	Appropriation of Fund Balance	\$ -	\$ -	\$ 6,850.20	6,850.20
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
Expenditure Adjustments					
Account Number	Account Description	Current Budget	Increase - Debit	Decrease - Credit	Revised Amount
11-4022-740	FD Cap Outlay-Vehicle & Equip	\$ 19,863.00	\$ 6,850.20	\$ -	26,713.20
12-4091-890	Transfer Out-General Fund	\$ 10,792.43	\$ 6,850.20	\$ -	17,642.63
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Totals		\$30,655.43	\$13,700.40	\$13,700.40	\$58,056.23
#15 FD Enclosed Trailer					
Prepared by: Amy Schueneman Date: 12/11/2023 Approved by: _____					
Posted by: Amy Schueneman Date: _____					



MOUNT PLEASANT

EST. 1859

NORTH CAROLINA

INTERNAL CONTROL POLICY

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I. PURPOSE

- A. The core of any business is its people, their individual attributes including integrity, ethical values and competence and the environment in which they operate. They are the engine that drives the entity and the foundation on which everything else rests.
- B. The Town's internal control policy is to establish proper procedures and safeguard the Town's assets. This policy applies to all assets whether they are monetary or physical.
- C. The Elected Officials, Town Manager, Finance Officer, Department Heads, and all Town employees must use resources efficiently and are responsible for managing internal controls. By optimal use of those resources placed under our control and effective management of the resources, the Town can achieve its goals, ensure compliance with all applicable laws and regulations, and ensure reliability in financial reporting. Each group, business unit, or department head is specifically responsible for ensuring that internal controls are established, properly documented, and maintained in each organization. Ultimately, the Town must report to the stakeholders who provide the resources.
- D. As the Town designs and implements internal control, an important fact to remember is that the cost of internal controls should never exceed the financial and non-financial benefits. When it is not feasible or possible to separate incompatible duties, a rotation of duties should occur, or compensating controls should be instituted and carried out.
- E. This guide is designed to satisfy the basic objectives of most business systems as they relate to carrying out the work of the Town. It addresses five interrelated components of a business system:
 - 1. The organization's operating environment;
 - 2. Goals and objectives and related risk assessment;
 - 3. Controls and related policies and procedures;
 - 4. Information systems and communication methods; and
 - 5. Activities to monitor performance.

II. SCOPE

- A. The Town's internal control policy applies to all Town departments and operations. The examples of control activities contained in this guide are not presented as all-inclusive or exhaustive of all the specific controls appropriate in each department or unit. Over time, controls may be expected to change to reflect changes in our operating environment.
- B. An effective control system provides reasonable, but not absolute assurance for the safeguarding of assets, the reliability of financial information, and compliance with laws and regulations. Reasonable assurance is a concept that acknowledges that control systems should be developed and implemented to provide management with the appropriate balance between the risk of certain business practices and the level of control required to ensure business objectives are met. The cost of a control should not exceed

the benefit to be derived from it.

- C. The degree of control employed is a matter of good business judgment. When business controls are found to contain weaknesses, we must choose among the following alternatives:
 - 1. Increase supervision and monitoring;
 - 2. Institute additional or compensating controls; and/or
 - 3. Accept the risk inherent in the control weakness (assuming management approval).
- D. The guidance presented in this document should not be considered to "stand alone." This guide should be used in conjunction with existing policies and procedures, as well as all applicable State Statutes.

III. BALANCING RISK AND CONTROL

- A. Risk is the probability that an event or action will adversely affect the organization. The primary categories of risk are errors, omissions, delays, and fraud. In order to achieve goals and objectives, management needs to effectively balance risks and controls. Therefore, control procedures need to be developed so they decreased risk to a level where management can accept the exposure to that risk. By performing this balancing act "reasonable assurance" can be attained. As it relates to financial and compliance goals, being out of balance can cause the following problems:

Excessive Risks

Loss of Assets, Donor, or Grants
Poor Business Decisions
Noncompliance
Increased Regulations
Public Scandals

Excessive Controls

Increased Bureaucracy
Reduced Productivity
Increased Complexity
Increased Cycle Time
Increase of No-Value Activities

- B. In order to achieve a balance between risk and controls, internal controls should be proactive, value-added, cost-effective and address exposure to risk.

INTERNAL CONTROLS

IV. GENERAL INTERNAL CONTROLS THAT AFFECT THE CONTROL ENVIRONMENT

The following is a discussion of basic internal controls that are an essential part of the operation of a unit of government as a whole.

- A. Each unit should have an organizational chart that clearly defines the lines of authority and responsibility.

- B. Up-to-date job descriptions should be on file for each position within the unit of government.
- C. Management and the elected officials collectively set the organization's objectives, define strategies to achieve those objectives, and establish governance structures and processes to best manage the risks in accomplishing those objectives.
- D. Monthly financial reports should be prepared on a timely basis and should be reviewed and understood by management and the governing body.
- E. All employees should take annual, uninterrupted vacations. Other adequately trained employees should perform the tasks of those employees on vacation.
- F. All personnel performing fiscal functions must be adequately trained. Any staff member in this area who is not adequately trained should be currently enrolled in the proper course(s) to ensure that any deficiencies are eliminated.
- G. Management and the governing body should take steps, in a timely manner, to implement suggestions for improvement made by the auditor.

V. INTERNAL CONTROL IN THE ACCOUNTING SYSTEM

The following is a discussion of the basic internal controls that are applicable to every unit's accounting system.

- A. All journals, ledgers, and other accounting records should be kept up to date at all times and should be balanced.
- B. All subsidiary records should be periodically reconciled to the control accounts. This reconciliation should be documented and maintained on file.
- C. All journal entries should be approved, explained, and properly supported with the correct documentation.
- D. The Town should maintain the minimum number of funds possible to meet legal and operating requirements.
- E. Duties should be segregated as much as possible between custody of the assets and recording of the transactions.
- F. The Town should maintain and follow records filing, retention, and disposal policies in compliance with the Public Records Laws, G.S. Chapter 132, and the guidelines established by the Record Services Branch, Division of Archives and History, Department of Cultural Resources. Detailed information can be found on their website, www.ah.dcr.state.nc.us/sections/archives/rec.
- G. All accounting fees should be maintained in a secure place. Computerized accounting systems should be controlled with the use of passwords and other safeguarding procedures.
- H. All expenditures made in excess of appropriations and other deviations from the adopted budget should be investigated and resolved.
- I. Reserves should be established for the following:
 - 1. Encumbrances.

2. Interfund receivables for which cash is not available in the debtor fund or which are not expected to be repaid promptly.
3. Inventories and other assets, including non-current receivables.
4. Restricted revenues.
5. Fund balance reserved by State Statute (G.S. 159-8).
6. Any other reserves required by the governing body.

PREVENTIVE AND DETECTIVE CONTROLS

VI. CASH MANAGEMENT AND INVESTMENTS

A. PROCEDURES

1. All bank accounts should be authorized by the governing body.
2. Bank accounts must be properly collateralized in accordance with G.S. 159-31(b).
3. Bank accounts should be reconciled promptly after the end of each month by someone who does not participate in other cash procedures including handling currency, receipts or signing of checks.
4. Unopened bank statements should be delivered directly to the individual making the reconciliation.
5. The bank should be instructed to contact an authorized official who is independent of the recordkeeping and cash receipting functions for unusual items such as insufficient funds notice.
6. All wire transfers should be authorized by a responsible official.
7. The Town must make sure investments are in compliance with G.S. 159-30.
8. All investments are to be made in accordance with Section 5 of the Fiscal Policy Guidelines adopted August 17, 2015, and as amended.

B. DUTIES

1. Town Manager should be notified by the bank for unusual items, such as insufficient funds.
2. Finance Officer makes all wire transfers. Bank software requires all wire transfers to be approved by someone other than the individual who initiates them.
3. Review bank accounts for proper collateralization.
4. Receive unopened bank statements.
5. Perform bank reconciliation every month and check for the following:
 - a. Deposits.
 - (1) Compare dates and amounts of daily deposits as shown on the bank statement with the cash receipts journal.
 - (2) Investigate bank transfers to determine that both sides of the transaction have been recorded on the books.
 - b. Disbursements.
 - (1) Account for the sequence for check numbers including all voided checks.
 - (2) Prepare a Positive Pay report and monitor for rejections.

C. SEPARATION OF DUTIES

<u>Utility Clerk</u>	<u>Finance Officer</u>	<u>Town Manager</u>
(1)	(2)(3)(4)(5)	(3)

VII. INTERNAL CONTROL IN CASH DRAWERS

1. When cash drawer funds are used, they are to be maintained on an impress basis at the minimum effective amount. One individual should be responsible for the fund and should maintain sole control over it. Back-up, dual control access to the fund should be instituted in the event of an emergency.
2. All cash drawer funds are subject to surprise cash audits from time to time.
3. The Finance Officer will review cash on hand and disbursement registers on a quarterly basis to ensure accuracy and to update the accounting records.

VIII. CASH RECEIPTS

A. PROCEDURES

1. Deposit should be made when the monies on hand amount to \$250 or more.
2. Receipt of payment should be separated from recording transactions. The person who receives payment should enter the transaction into the cash receipts system but should not be posting to the accounts receivable ledger.
3. Cash receipts posted to the general ledger should be balanced with the monthly summary report at least monthly, preferably weekly.

B. DUTIES

1. Receive payments, enter into cash receipts software recording amount received, and endorse all checks by the stamp "for deposit only". All checks must be endorsed.
2. Prepare daily collection reports and reconcile total checks and cash received.
3. Review prepared deposit slips and reconcile using the payment edit list, distribution report, and/or G/L work file report for accuracy. After verifying the deposit, place in a locked bag for transport to a depository.
4. Transport to a depository.
5. Update recording receipt of cash to the general ledger after duplicate deposit slip is returned.

C. SEPARATION OF DUTIES

Utility Clerk

Finance Officer

(1)(2)(3)(4)

(5)

VI. INTERNAL CONTROLS -TAX REVENUES

1. The unit should take the necessary steps to verify that all the property has been included in the levy.
2. All taxes must be levied within statutory limitations and for

purposes permitted by the statutes (counties G.S. 153A-149; municipalities G.S. 160A-209).

3. The tax scrolls must be adequately maintained and balanced periodically with the control accounts.
4. All releases, refunds, and write-offs of taxes must be authorized by the governing board in its minutes as permitted by law (G.S. 105-325(b)).
5. All discoveries should be properly recorded as part of the current year's levy.
6. All uncollected delinquent taxes more than ten years old should be written off the books unless collection proceedings are underway.

X. CASH DISBURSEMENTS-NONPAYROLL

A. PROCEDURES

1. Pre-numbered checks should be used for all disbursements.
2. The supply of unused checks should be adequately controlled and safeguarded.
3. Voided checks should never be destroyed or thrown away. The signature space should be cut off the voided check. All copies of the check should be filed in numerical order with check copies.
4. All paid invoices and vouchers are effectively stamped "paid" to prevent re-use.
5. The practice of signing blank checks in advance is prohibited.
6. Checks written to the order of "cash" should only be used when necessary and detailed records should be kept regarding the reason and distribution of cash.
7. The proper authority should approve all expense reports.
8. The Town needs to maintain effective control over the mailing or distribution of checks after they are signed. The creation and proper review of a positive pay report by the Finance Officer are used to ensure the checks that are signed are the checks that are issued.
9. The Town requires a second signature of an official or employee who does not have access to the accounting records on all disbursements.

B. DUTIES

1. Initiate purchase. (New Vendors need a W-9)
2. Type purchase order and attach to quote.
3. Review and approve purchase orders by signing pre-audit certification [G.S. 159-28(a)].
4. Sign off on a copy of the purchase order for receipt of goods after comparing the purchase order to goods received.
5. Match invoice to copy of purchase order and compare goods received a report to invoice (mathematical check of footings).
6. Prepare and review checks.
7. Review documentation and sign check.

8. Present purchase order, receipt report, invoice, check, and addressed envelope for the second signature.
9. Review supporting documentation and sign a check. Bring any concerns to the attention of the Finance Officer.
10. Mail check to vendor and file return supporting documentation.

C. SEPARATION OF DUTIES

<u>Department Head</u>	<u>Finance Officer</u>
(1)	(2) (3)(4)(5)(6)(7)(8)(9)(10)

XI. CASH DISBURSEMENTS - PAYROLL

A. PROCEDURES

1. Every employee should have a personnel file that includes an authorization for hiring, salary history, hours authorized to work, federal and state withholding forms, and support for any payroll deductions.
2. All paychecks should be supported by time sheets which are reviewed and approved by the signature of the appropriate supervisor.

B. DUTIES

1. Hire personnel and set salary and working hours.
2. Prepare the Personnel Action Form.
3. Review and approve (by signature) time sheets and leave records.
4. Prepare payroll reports from authorized salary and time sheets and review work.
5. Review payroll reports (gross and net pay) for reasonableness and authorization.
6. Submit payroll to a bank for transmission of direct deposit
7. Review and approve direct deposit transmission
8. Distribute direct deposit statements to employees.
9. Prepare payroll journal entries and post to the general ledger.
10. Complete quarterly payroll reconciliation to 941s.

C. SEPARATION OF DUTIES

Town Manager	Assistant Town Manager
(1) (2)	(3)(4)(5)(6)(7)(8)(9)(10)

XII. INTERNAL CONTROL PROCEDURES SPECIFIC TO TRAVEL EXPENDITURES

- a. There should be a definite, written policy for reporting travel expenses and requesting reimbursement.
- b. All reimbursed travel expenses should be made in accordance with the travel policy.

XIII. INTERNAL CONTROL IN ACCOUNTS PAYABLE, EXPENDITURES, ENCUMBRANCES, PURCHASING, AND CONTRACTING

- A. G.S. 159-28(a) states that "no obligation may be incurred in a program, function, or activity accounted for in a fund included in the budget ordinance

unless the budget ordinance includes an appropriation authorizing the obligation and unencumbered balance remains in the appropriation sufficient to pay in the current fiscal year the sums obligated by the transaction for the current fiscal year." Internal controls in the expenditures, encumbrances, purchasing and contracting areas should ensure that all expenditures are properly documented and made in accordance with the authorized budget. Within the expenditure function, purchasing and contracting require special procedures.

- B. Internal control procedures for accounts payable, expenditures, and encumbrances.
 - 1. Expenditures should be controlled using the budget ordinance. For any annually budgeted fund, all expenditures must be budgeted, and there must be sufficient budgeted revenues or available fund balance to cover each expenditure.
 - 2. All budget appropriations in the current year should be recorded in the appropriate expenditure account.
 - 3. All expenditures must be charged against an appropriation account. The exact timing of the accounting entry will vary depending on the type of transaction.
 - 4. An effective year-end cut-off policy should be in place for all liabilities, including accounts payable; therefore, purchasing and contracting deadline will be May 15th each year.
 - 5. All accounts payable subsidiary records should be reconciled to the general ledger on a monthly basis by the Finance Officer.
 - 6. Any adjustments to recorded accounts payable should be fully documented and approved by the Finance Officer.
 - 7. Any debit balances in accounts payable should be investigated thoroughly.
- C. Internal control procedures for purchasing and contracting.
 - 1. The approval of invoices for payment should be independent of the purchasing function. The preaudit certificate (G.S. 159-28) must be signed by the Finance Officer for the Town. The Finance Officer may assign a designee to perform this function in his or her absence.
 - 2. All purchase orders and contracts or checks and invoices should have properly signed pre-audit certificates (G.S. 159-28).
 - 3. All items that are outstanding for a year must be escheated to the state treasurer in accordance with G.S. 116B.
 - 4. A detailed listing of controls over purchasing and contracting can be found in the Purchasing Policy & Procedures and Chapter 34: Finance and Taxation.

XIV. INTERNAL CONTROL OVER INTERFUND TRANSFERS OR LOANS

- A. While inter-fund transfers are permissible with the approval of the governing body, there are certain statutory restrictions to which the Town must adhere. There also are several standard procedures that should be followed. Some restrictions and procedures also apply to inter-fund loans.
- B. Internal control procedures for inter-fund transfers and loan propriety.

1. There should be no transfers or loans whatsoever from the following funds, as the revenues in these funds are restricted for use as defined by the fund itself:
 - A. Funds to account for taxes specifically voted by the people.
 - B. Funds to account for taxes or other revenues collected for others.
 - C. Public assistance funds.
 - D. School funds.
 - E. Reappraisal fund (G.S. 159-13(b) (17)).
2. All transfers and loans from the following funds should be checked for legality and propriety:
 - A. Capital reserve fund (G.S. 159-22).
 - B. Capital project fund for bond issue proceeds (G.S. 159-13(b) (19)).
 - C. Debt service funds.
 - D. Enterprise funds (G.S. 159-13(b) (14)).
 - E. Funds that account for taxes other than those voted by the people or those collected for others, on which there is no restriction as to the amount of levy.
 - F. Service district funds (G.S. 159-13(b)(18)).
3. Each interfund transaction should be authorized in the minutes of the meetings of the governing body. Interfund loans that will remain outstanding for more than one fiscal year must be approved by the board and should be included in the budget. Authorization for interfund loans should include provisions for the method and time of payment.

XV. INTERNAL CONTROL OVER CURRENT LIABILITIES, BONDS PAYABLE, AND OTHER LONG-TERM DEBT

- A. Internal control procedures for liabilities and debt outstanding are primarily statutory requirements that must be met.
- B. Internal control procedures for current liabilities:
 1. Detailed records of all outstanding contracts should be maintained.
 2. All amounts withheld from contract payments upon completion of a project should be reflected on the books (retainage).
 3. All bids and other deposits held by the Town should be adequately controlled. The subsidiary ledger should be reconciled to the control accounts on a periodic basis.
- C. Internal control procedures for bonds payable:
 1. Each bond issue must be approved in the minutes of the meetings of the governing body. These minutes must also authorize the bond election (G.S. 159-60). Publication of the notice of referendum should be made and should agree with the purposes and restrictions contained in the board meeting minutes (G.S. 159-61).
 2. All proceeds from a bond issue must be used in accordance with the stated purpose of the issue.
 3. Separate accounting records must be maintained for each bond order as required by G.S. 159- 26(6)(6).
 4. All debt service and other fiscal requirements of revenue bond

resolutions should be complied with.

5. All bond order and secondary market disclosure requirements should be complied with and appropriate IRS forms filed.
6. All proceeds from bond issues subject to arbitrage rebate requirements should be accounted for separately from the Town's other funds to facilitate tracking of the investment earnings.

D. Internal control procedures for other long-term debt:

1. All lease-purchase agreements, installment contracts to purchase land or other fixed assets, and contracts involving the purchase of realty and assumption of existing debt should be properly reflected on the financial records as long-term debt and fixed assets.
2. All contracts must be approved by the Local Government Commission if the Commission's approval is required (G.S. 160A-20, G.S. 159-148).
3. The Town should be meeting the arbitrage rebate requirements for all tax-exempt financing.

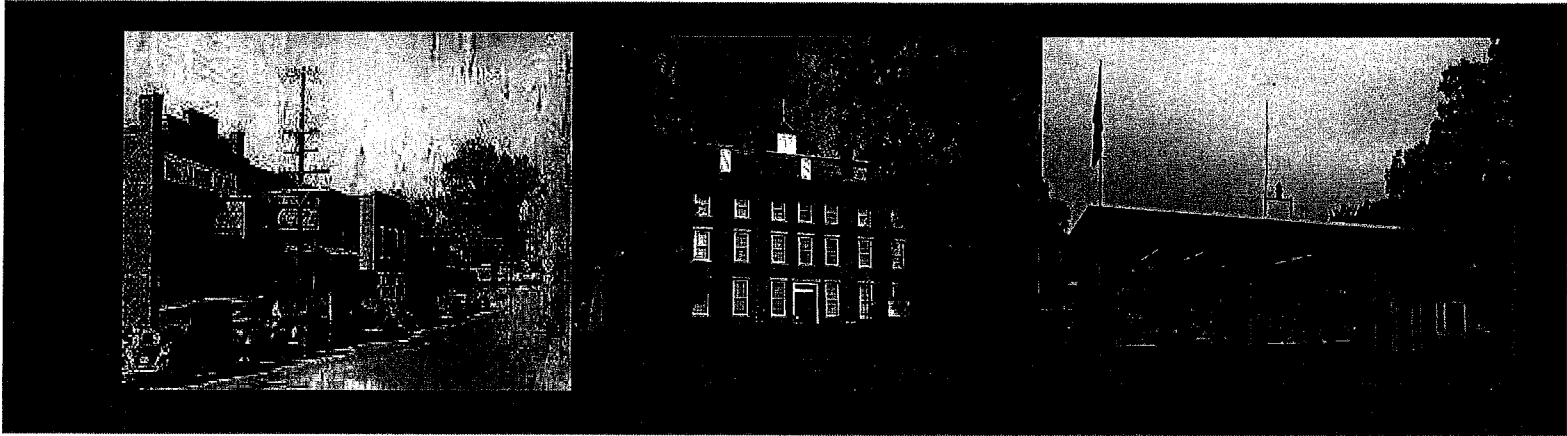
This policy was approved by the Town of Mount Pleasant Board of Commissioners on the 11th day of December, 2023.

Tony Lapish, Mayor

SEAL

Amy Schueneman, Town Clerk

Town of Mount Pleasant Continuity of Operations Plan (COOP)



Prepared By:
Town of Mount Pleasant

Publication Date:
December 11, 2023

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EXECUTIVE SUMMARY

A Continuity of Operations Plan, or COOP, is an important part of emergency planning and provides a way for organizations to ensure that they can continue providing essential functions in the event of a variety of different emergencies that could interrupt the normal operating environment.

It is expected and necessary for the Town of Mount Pleasant to respond quickly in the event of an emergency or threat resulting from a variety of causes such as those that are human, natural, or technological in nature in concert with other agencies. It is for these reasons that the Town of Mount Pleasant has created and adopted this COOP. This plan not only identifies essential functions but also outlines what would need to be done in the three phases of operation—Activation and Relocation, Alternate Facilities Operations, and Reconstitution. This plan also incorporates the following elements that are associated with continuity planning:

- Delegations of authorities that would be needed in an emergency situation.
- Essential Functions and Non-Essential Functions.
- Vital equipment, systems, files, and records that would be needed in an emergency.
- Any alternate facilities that could be used for operations.

The Primary and Secondary COOP Program Managers are listed in the table below with specific contact information included. The Program Managers will coordinate continuity of operations and are responsible for managing all activities to continue essential functions during a situation that disrupts the normal operating environment.

COOP Program Manager Information		
	Name and Position	Contact Information
Primary COOP PM	Randy Holloway/Town Manager	704-796-3266
Secondary COOP PM	Crystal Whitley, Asst Town Manager.	704-435-7875
Tertiary COOP PM	Jim Sells, Emergency Planner	980-248-3341

INTRODUCTION

- A. **Purpose:** A COOP has several general purposes. These include avoiding or minimizing disruptions to essential services, protecting essential records and equipment, and defining the resources and planning that are needed to achieve the minimum COOP capabilities. This plan was created to help establish guidelines that enable the organization to continue to carry out its essential functions in all circumstances that may arise. While the nature and severity of a disrupting event cannot be predicted, this plan will help ensure that the impact on operations, personnel, and facilities are minimized.
- B. **Applicability and Scope:** This plan can address all types of hazards and be effective regardless of the severity of the emergency. It was also created to allow for the continuation of essential functions despite the interruptions that may affect the normal operating environment and to also enable the plan to be implemented with little to no warning. Finally, this plan can be used to help identify

what resources are required for COOP to be more effectively and quickly implemented when needed.

- C. **Delegations of Authority:** Delegations of authority outline, by position, the people who have the power to act on behalf of the Town during times of emergency. For the purposes of this plan, the Town Manager is the main authority for the Town. In his/her absence, the persons listed in the table below are authorized to act in his/her place. Governance of the town is covered under elected officials. (Mount Pleasant Town Ordinance Section 3-3.12 Exercise of powers in absence or disability of the mayor).

Town Staff

Position	Name	Contact Information
Town Manager	Randy Holloway	704-796-3266
Assistant Town Manager	Crystal Smith	704-435-7875
Finance Officer	Amy Schueneman	704-699-7003
Planning & Economic Development Director	Erin Burris	704-436-0382
Emergency Planner	Jim Sells	980-248-3341
Fire Chief	Dustin Sneed	704-791-9365
Public Works	Darrell Layton	704-701-1528
Water Treatment Plant	Trent Christenbury	704-793-7260

Elected Officials

Position	Name	Contact Information
Mayor	Tony Lapish	704-791-7432
Mayor Pro-Temp	Lori Furr	704 436-8325
Council Member	Justin Simpson	704-425-1676
Council Member	Chris Carter	704-791-7523
Council Member	William Meadows	704 877-5975
Council Member	Steven Dixon	704 960-3266

Situation and Assumptions

The Town is vulnerable to several different types of hazards. Any could cause a disruption in the normal operating environment which could trigger COOP activation. Essentially, there are two situations that can result from any hazard that would cause a COOP activation. The first includes a loss of critical infrastructure and/or the primary work location; the second includes the loss of staff necessary to carry out the organization's essential functions.

The plan was created with the assumption that situations may occasionally occur that interrupt the normal operating environment which would necessitate the need for this COOP. These situations could include but are not limited to hazards discussed in the county's Hazard Identification and Risk Assessment. As a result, this plan has been created using the all-hazards approach.

AUTHORITIES AND REFERENCES

- A. **Daily Operations:** This section outlines or lists the different documents and policies that grant the Town the power to do what is expected on a day-to-day basis.

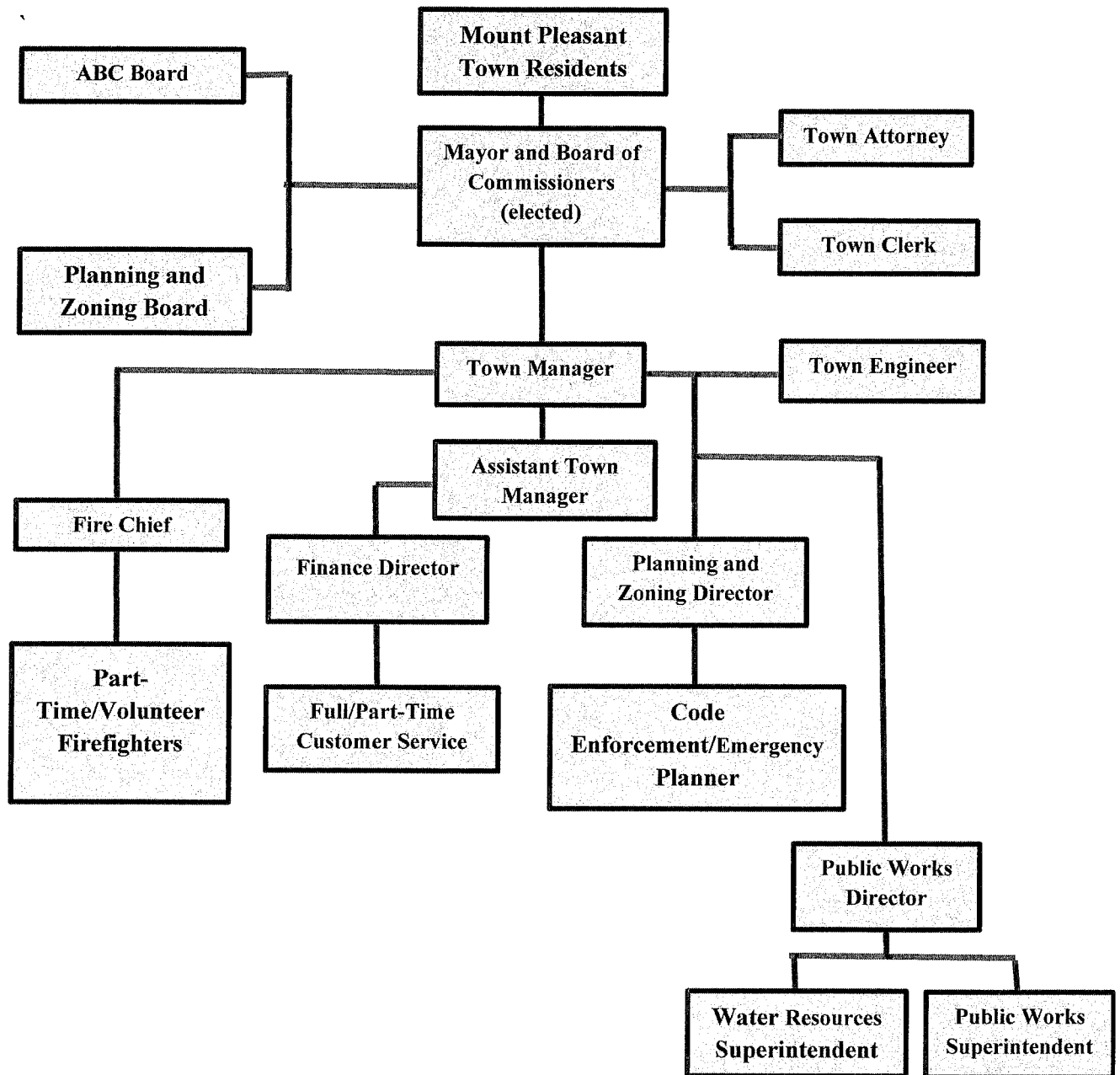
Documents
NC General Statutes; Town Charter; Policies; Procedures; Ordinances; Resolutions; Minutes; Contracts
Locations
All documents are in multiple locations and several formats: Town Hall: paper documents. NC State Archives: minutes through 2022 on microfilm; Digital back up at Town Hall and Fire Department.

- B. **Emergency Operations:** This outlines and lists, at minimum, the documents and/or policies that grant the power to do what it is expected and necessary/required to do during emergencies.

Emergency Operations Documents and Policies
The Town of Mount Pleasant falls under the Town of Mount Pleasant Emergency Operations Plan, Town of Mount Pleasant Continuation of Operations Plan and Cabarrus County’s Emergency Operations Plan. In addition, the Town has an agreement with the North Carolina Department of Crime Control and Public Safety—the North Carolina Statewide Emergency Management Mutual Aid and Assistance Agreement—which provides for the “furnishing and exchanging of supplies, equipment, facilities, personnel and services” and “reciprocal emergency management aid and assistance” between all agreeable entities.

ORGANIZATION

- A. **Town Functions:** The Town of Mount Pleasant is a limited-services local government, operating under the Council-Manager form of government. The organizational chart below illustrates the structure in terms of hiring or appointments.



Major positions and roles are outlined below:

Service	Position and Role
Governance	<p>Mayor and Town Board of Commissioners: Elected by the citizens, they are responsible for the legislative functions and are tasked with providing leadership and setting policy. In concert with the Town Manager and staff, legislative duties include the implementation of policies, procedures, ordinances, and resolutions that direct the business of government. In the event the Mayor is temporarily incapacitated or unavailable, the Mayor Pro Tempore is tasked with assuming the duties of the Mayor, which include signatory authority for Town documents.</p>
Management	<p>Town Manager: Under supervision of the Town of Mount Pleasant Board of Commissioners, carries full responsibility as the administrative head of the Town government. The Manager performs a complex variety of professional administrative work including implementing directives of the Board of Commissioners, appointing, and directing any and all officers and employees of the Town, including management and supervisory staff, but excluding the Town Attorney.</p>
Administration	<p>Town Clerk: Under supervision of the Manager, performs a complex variety of professional administrative work assisting the Town Manager, Board, and Mayor in handling multiple duties; maintains the official municipal records of the Town; performs all duties as required by law; performs related work as required.</p>
Finance	<p>Finance Officer: Under supervision of the Manager, is responsible for financial, accounting, administrative, and personnel services to meet legislative requirements included in the NC General Statutes, Local Government Budget and Fiscal Control Act, Town Charter, and Town Policies and Procedures, and supports municipal operations. Responsibilities include preparing financial statements, maintaining cash controls, preparing payroll and personnel administration, maintaining accounts payable and receivable, and assisting with budget preparation.</p>
Planning	<p>Planning & Economic Development Director: Under supervision of the Manager, performs professional planning and technical work in the coordination of projects from the public and private sectors for the Planning Department. Work involves reviewing residential and non-residential applications, permits, subdivision plats, development plans, and zoning interpretations; Geographical Information System (GIS) mapping; and providing technical assistance to the public, relative to interpreting and explaining planning and zoning matters.</p> <p>Emergency Planner: Under supervision of the Town Manager and Planning and Economic Director, performs professional planning and technical work in the coordination of projects relating to emergency preparedness and response.</p>

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Service	Position and Role
Public Works	Public Works Director: Under supervision of the Manager, performs work related to the day-to-day maintenance of the town’s infrastructure services such as sewer maintenance and facility operations, sanitation, street maintenance, city storm and sanitary sewer operations and emergency response for snow and ice, severe weather mitigation.
Water Resources	Water Resources: Under supervision of the Manager, performs work related to the day-to-day maintenance and operation of the water treatment plant and water/wastewater infrastructure.

B. **Essential Functions:** This section includes a list of essential functions, which are all the activities that need to be continued, regardless of the situation. As the Town of Mount Pleasant operates as a limited services government, many services are provided by other organizations. Below is a list of essential functions and service providers.

Function	Notes
Emergency Management	<ul style="list-style-type: none"> • Cabarrus County Department of Emergency Management, acts as the designated coordinating agency to prepare for, respond to, recover from, and mitigate potential emergencies and disasters in Cabarrus County, under the general supervision of the County Manager. • The Emergency Planner for the Town coordinates the Towns emergency preparedness, planning and response for the town.
Emergency Shelter	<p>The American Red Cross, Cabarrus County Emergency Management, and Cabarrus County Board of Commissioners Chair have authorization to declare states of emergency and open shelters.</p> <p>Southern Piedmont American Red Cross Address: 125 Pedro St. Suite E; Monroe, NC 28110 (704)283-7402</p>
Emergency Communications	Activated by Cabarrus County Emergency Management, the Cabarrus County Amateur Radio Society supports emergency communications within the county when other forms of communication fail.
Law Enforcement	Cabarrus County Sheriff’s Department 30 Corban Avenue, SE Concord, NC 28025 (704)920-3000
Fire Services	Town of Mount Pleasant Fire Department 1415 North Main Street Mount Pleasant, NC 28124 (704)436-6314

Function	Notes
Utilities	<p>Duke Energy 2818 S. Main Street Concord, NC 28025</p> <p>Water and Sewer Authority of Cabarrus County 232 Davidson Highway Concord, NC 28025 (704)786-1783</p> <p>Waste Pro 185 Manor Avenue, SW Concord, NC 28025 (704)792-0800</p> <p>Time-Warner Cable 2217 Roxie Street, NE Kannapolis, NC 28083 (888)406)-7063</p> <p>Union Power 474 South Main Street Oakboro, NC 28129 (704)485-3335</p> <p>Windstream 68 Cabarrus Avenue, E Concord, NC 28205 (704)722-4455</p>
Governing/Administration	Mount Pleasant Board of Commissioners, Town Staff
Animal Control	Cabarrus County Sheriff's Department
Tax Collection	Cabarrus County Tax Department

CONCEPT OF OPERATIONS

A. Phase 1: Activation, Mobilization, and Relocation:

- i. Decision Process: In an event which renders Town Hall inoperable or inaccessible, this COOP would be activated by the Mayor or subsequent person listed in *Table II. b. Delegations of Authority*.
- ii. Alert, Notification, and Implementation Process: Following the COOP activation, the Mayor or his/her delegate would notify persons listed in *Section II. b. Delegations of*

Authority, any other Town staff and Town Council members, and service providers listed in Section IV. c. Essential Functions.

B. Phase 2: Alternate Facility Operations:

- i. Vital Equipment and Systems: If the server and computers in Town Hall are inoperable, access can be gained by contacting the town’s IT contractor, Tim Wooten of Woowiz Workz.

Vital Equipment and Systems Computer server and computers (desktops and Manager’s laptop)
Server access/data backups
Telephone system, various printers/copiers/scanners

- ii. Vital Files, Records, and Databases: The vital files and records of the Town of Mount Pleasant and their locations are listed in section III. a. Daily Operations, and in the table below. Databases used for Town business include ARC/GIS (Planning Department), QuickBooks (Finance Department), and Outlook (email) are included on the data backup at the Town Clerk’s home. In addition to the data backup, QuickBooks.

Documents
Town Charter; Policies; Procedures; Ordinances; Resolutions; Minutes; Contracts
Location(s)
All documents are in multiple locations and several formats: <ul style="list-style-type: none"> • Town Hall: paper documents and electronic data. • NC State Archives: minutes through 2022 on microfilm. • Digital back up at townhall and fire department.

- C. **Phase 3: Reconstitution:** When the primary facility is deemed available for regular operations, the Primary COOP Program Manager will notify all staff that support both essential and nonessential functions that the COOP will be deactivated, and normal operations will resume.

Logistics

- A. **Alternate Locations:** If Town Hall is unavailable or not suitable as a work location, an alternate facility would be needed to conduct the business of the Town. Laptop computers and/or Surface Pros could be used to access Town records and databases listed in the section above. Tim Wooten of Woowiz Workz is the current IT contractor for the Town and would assist with IT needs and set-up at an alternate location.

Facility	Location/Address	Phone Number
Current Facility-Town Hall	8590 Park Drive	704-436-9803
Primary Alternate Facility-Cabarrus County Active Living and Parks Senior Center-Mount Pleasant Location	8615 Park Drive	704-920-3484

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Secondary Alternate Facility-Lion's Club	8595 Park Drive	N/A
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The Senior Center, the primary alternate facility, is wired for telephone and internet service. While not designed for administrative/office uses, the facility has office space, meeting areas, with a desk, and folding tables and chairs that could be used for makeshift workspaces and a kitchen.

PLAN MAINTENANCE

The plan will be reviewed, and revisions made on an as-needed basis.

Action	Started	Completed	Notes
Initial Plan Developed	06/29/23	07/07/23	Sent TM, PZ
Sent for Review	07/07/23	07/07/23	
Updated	10/19/23	11/13/23	
Final Plan Approved			



MOUNT PLEASANT

EST. 1859

NORTH CAROLINA

RESOLUTION TO ADOPT

The Continuity of Operations Plan (COOP) for the Town of Mount Pleasant, North Carolina

DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE TOWN OF MOUNT PLEASANT.

WHEREAS, The Town of Mount Pleasant has an obligation to ensure that during significant events that may impact parts or all of the Town's operations, public health, safety, or welfare that essential functions will continue to operate, and services will continue to be provided to the public to the best extent possible; and;

WHEREAS, in order to execute that obligation to the public through the Town government, it may be necessary to suspend or modify certain rules and regulations regarding the Personnel Policy; and

WHEREAS, the Town Manager, Assistant Town Manager, Town Attorney, Economic Development Director, Town Clerk and all Town Department heads recommend that a Continuity of Operations Plan be established by resolution.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Board of Commissioners for Mount Pleasant, North Carolina, that the Town of Mount Pleasant Continuity Plan is hereby established.

BE IT FURTHER RESOLVED that:

- A. Town may activate the continuity of Operations Plan (COOP) in response to a significant event impacting parts or all the Town's operations, public health, safety, or welfare.
- B. Each Department shall be responsible for developing a COOP that is responsive to all hazards and ensures that regardless of the event, essential functions will continue to operate and services will continue to be provided to the public to the best extent possible. Plans will anticipate the full range of potential emergencies, from those that cause the temporary interruption of a single function, to the shutdown of the entire department require the suspension of all non-essential functions and/or the relocation of essential functions and or personnel to an alternative site for an extended period of time.

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- C. That the Town Manager, Emergency Planner, or his/her designee, is tasked and authorized to maintain and revise, as necessary, this document.

Adopted by the Town of Mount Pleasant Board of Commissioners on this the 11th day of December, 2023.

Tony Lapish, Mayor

Attest:

Amy Schueneman, Town Clerk



**RESOLUTION TO ADOPT AND IMPLEMENT
THE TOWN OF MOUNT PLEASANT EMERGENCY OPERATIONS PLAN**

WHEREAS, the Town of Mount Pleasant has identified natural and man-made hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or casualties; and,

WHEREAS, the North Carolina Emergency Management Act of 1977 as amended (NCGS 166A et. Seq) confers upon local governing boards comprehensive powers to be exercised in providing for the protection of the lives and property of their citizens against both man-made and natural disasters/emergencies; and

WHEREAS, assistance from other jurisdictions, the state and/or federal government may be available under certain circumstances when emergency or disaster response and recovery operations exceed local government capabilities; and

WHEREAS, the North Carolina Emergency Management Act allows municipalities to establish and maintain emergency management agencies subject to coordination by the county; and

WHEREAS, the effective preparation for emergency situations requires extensive initial planning, continuing revision of plans, and assignment of management functions prior to the occurrence of an emergency and the training of personnel in order to ensure a seamless, effective application of government functions to emergency operations;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Board of Commissioners of Mount Pleasant, North Carolina, that the Mount Pleasant Emergency Operations Plan is hereby adopted and approved for use.

BE IT FURTHER RESOLVED that:

1. The Town Manager will designate a staff level position which shall act as the designated coordinating position to prepare for, respond to, recover from, and mitigate potential emergencies and disasters in the Town of Mount Pleasant under the general supervision of the Town Manager.
2. That this position is authorized to update and maintain the Emergency Operations Plan and other Town emergency operation plans, procedures, and documents in

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coordination with state and federal guidance in coordination with the stakeholders of the plan.

3. That this position will assist in coordinating disaster related training for all departments and entities that have responsibilities under the Emergency Operations Plan.
4. Annexes and Appendices to the Basic Plan may be adopted and modified by Town personnel and agencies responsible for their development. The Basic Plan, however, may be amended only by the action of the Town Board. Annexes and Appendices that contain information, the disclosure of which would pose a substantial likelihood of revealing security measures such as intelligence information, tactical plans, resource development and vulnerability assessments, shall generally not be made available to the general public pursuant to North Carolina Open Records Act.

That all departments identified in the Emergency Operations Plan ensure compliance with the National Incident Management System through training and policy implementation.

Adopted by the Town of Mount Pleasant Board of Commissioners on this the 11th day of December, 2023.

Tony Lapish, Mayor

Attest:

Amy Schueneman, Town Clerk



MOUNT PLEASANT

EST. 1859

NORTH CAROLINA

RESOLUTION TO ADOPT NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE TOWN OF MOUNT PLEASANT.

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local and tribal government to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all Federal, State, local, and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the Town's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the country, including current emergency management training programs; and

TOWN OF MOUNT PLEASANT

An equal opportunity provider, employer, and lender.

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WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; and

WHEREAS, a specific individual needs to be designated as Local Point of Contact (LPOC) to coordinate NIMS activities and to ensure compliance;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Board of Commissioners for Mount Pleasant, North Carolina, that the National Incident Management System (NIMS) is hereby established as the standard for incident management in Mount Pleasant, North Carolina.

BE IT FURTHER RESOLVED that the Town Manager, is hereby designated as the Local Point of Contact (LPOC) and to assume that:

- a) NIMS incorporated into the Emergency Operations Plan.
- b) Promotion of mutual aid systems.
- c) Incorporating NIMS into existing training programs and exercises.
- d) Formal recognition of NIMS through adoption of NIMS principles and policies.
- e) Establish a baseline as to the current level of NIMS requirements met by the Town.

Adopted by the Town of Mount Pleasant Board of Commissioners on this the 11th day of December, 2023.

Tony Lapish, Mayor

Attest:

Amy Schueneman, Town Clerk

MEMORANDUM

To: Mayor and Town Board
From: Randy Holloway, Town Manager
Date: December 11, 2023
RE: Manager's report for November 2023

Please find listed below an update / overview for the month of November 2023

- Continued working with Staff on the pay study. We had hoped to give the Board a report at the December Board meeting, however, the Staff has not had sufficient time to work with the consultant to prepare a presentation for the Board. We will have a presentation ready after the first of 2024.
- Continued to participate in numerous on-site meetings at the Fire Station to work out problems / last minute details to keep the project on schedule. The firefighters have moved into the Station and are very excited to be back home.
- Continued working with Staff to deal with the water issues and we continued to flush the system and take samples at various sites. A letter was mailed to all our water customers and I'm happy to report that we had zero calls about the water situation. We are continuing to work with the Engineering Firm to ensure that the situation does not happen in the future.
- Worked with Staff to help complete the annual Town audit.
- Continued working with the Town Engineer and a consulting firm to explore the possibility of the Town having its own wastewater treatment facility. More information will be made available on this idea in the near future.
- Worked with the Town Staff to help prepare for the Christmas parade and tree lighting event.
- Participated in a meeting with LKC, USDA, BRS, and Town Staff to work out any last-minute details before the notice to proceed is issued to begin the USDA sewer projects. The issue to proceed notice will be given in early January.
- Participated in a meeting with the Town Engineer and Cabarrus County related to several infrastructure issues with the new park on North Washington Drive. Everything was worked out and the project is on schedule for substantial completion by late fall of 2024.

ASSISTANT TOWN MANAGER'S REPORT

December 2023

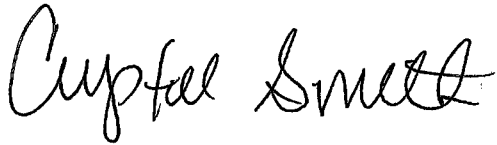
To: Mayor & Commissioners

From: Crystal Smith, Assistant Town Administrator

Subject: Monthly Activities for November 2023

- Attended monthly Town Board Meeting
- Monthly BCBS webinar
- Events Committee Meeting
- Worked on Christmas Parade and Tree Lighting
- Met with new Pastor at Lutheran Church on Town Events, etc
- Represented the Town at Cabarrus Chamber Summit on what's going on in the Town

Respectfully submitted,



Crystal Whitley Smith
Assistant Town Manager

Financial Report as of November 30, 2023

	<u>Bank Acct Name</u>	<u>Balance</u>
<u>General Fund Accts</u>	General Checking	\$86,447.45
	General Fund MM at First Bank	\$850,015.70
	General Fund MM (NCCMT)	\$25,868.17
	General Fund 42% MM at First Bank	\$13,352.15
	General Fund 42% MM (NCCMT)	\$1,002,913.73
	Façade Grant	\$11,121.02
	Park Development (Uwharrie)	\$877.83
	Payroll Checking	\$89,264.94
	Powell Bill	\$5,359.11
	Retiree Insurance	\$27,571.05
Sidewalk Escrow Hwy 49	\$6,306.27	
USDA- Payment Reserve	\$237,843.02	
Water/Sewer accts	WS Checking	\$135,400.06
	WS Money Market	\$920,936.71
	WS Money Market (NCCMT)	\$25,868.17
	Debt Setoff (NCCMT)	\$1,026.01
	Dredging Fund (Uwharrie)	\$31,043.04
Capital Reserve Accts	Infrastructure & Streets	\$14,959.74
	Police Vehicles	\$56,674.30
Capital Projects	CMAQ Capital Project	\$127,546.98
	Municipal Complex & Park Imp	\$15,623.48
	SCIF funds	\$23,659.19
	USDA Capital Project	\$121,511.53
	State Funded-Sewer Project	\$117,856.29
	State Funded Water Projects	\$25.24
USDA (Uwharrie-Loan funds)	\$6,041,790.97	
Fire Dept.	Fire & Rescue Releif Fund	\$40,748.93
	FD-Rado Reserves	\$21,761.67
	FD Capital Project	\$503,735.98
	FD Capital Reserve -Vehicles	\$61,958.14
TOTAL		\$10,619,066.87

FY2023-2024		General Fund			
	APPROVED	MONTH	YEAR	REMAINING	PERCENT
	2023-2024	TO DATE	TO DATE		
		(Encumbered)			
Revenues	\$2,749,935.00		\$906,412.66	\$1,843,522.34	33%
Expenditures	\$2,749,935.00	\$102,989.41	\$1,101,103.59	\$1,545,842.00	44%
FY2023-2024		Water Sewer Fund			
	APPROVED	MONTH	YEAR	REMAINING	PERCENT
	2023-2024	TO DATE	TO DATE		
		(Encumbered)			
Revenues	\$1,527,530.00		\$624,822.31	\$902,707.69	41%
Expenditures	\$1,527,530.00	\$62,906.72	\$628,816.82	\$835,806.46	45%

**TOWN OF MOUNT PLEASANT
COMPARISON BUDGET VS ACTUAL -November 2023**

	<u>CURRENT BUDGET</u>	<u>YTD ACTUAL</u>	<u>DIFFERENCE</u>
GENERAL GOVERNMENT			
Town Hall	93,000.00	53,311.36	39,688.64
Governing Body	40,650.00	13,809.33	26,840.67
Admin	355,828.00	99,266.04	256,561.96
Planning & Zoning	216,390.00	52,898.27	163,491.73
	705,868.00	219,285.00	486,583.00
PUBLIC SAFETY			
Law Enforcement	162,993.00	39,048.25	123,944.75
Fire Department	813,559.00	299,044.67	514,514.33
	976,552.00	338,092.92	638,459.08
PUBLIC WORKS			
Operations Center	30,134.00	17,573.27	12,560.73
Streets	329,250.00	226,332.62	102,917.38
Sanitation	156,900.00	43,915.20	112,984.80
Buildings & Grounds	83,750.00	34,281.65	49,468.35
	600,034.00	322,102.74	277,931.26
CULTURE/REC	73,400.00	22,429.86	50,970.14
DEBT SERVICE			
Debt Service Principal	225,725.00	109,161.00	116,564.00
Debt Service Interest	124,898.00	65,035.07	59,862.93
	350,623.00	174,196.07	176,426.93
TOTAL	2,706,477.00	1,076,106.59	1,630,370.41
WATER/SEWER			
Admin	360,700.00	105,562.30	255,137.70
Operations Center	50,444.00	19,446.35	30,997.65
Water	179,500.00	110,388.28	69,111.72
Sewer	400,036.00	151,071.14	248,964.86
Water Treatment Plant	347,056.00	208,171.87	138,884.13
	1,337,736.00	594,639.94	743,096.06
DEBT SERVICE			
Debt Service Principal	167,284.00	29,048.26	138,235.74
Debt Service Interest	22,510.00	5,128.65	17,381.35
	189,794.00	34,176.91	155,617.09
TOTAL	1,527,530.00	662,993.76	864,536.24
COMBINED	4,234,007.00	1,739,100.35	2,494,906.65

Fire Dept. Capital Project

<u>Date</u>	<u>To/From</u>	<u>check #</u>	<u>Amount</u>	<u>Reason</u>	<u>Balance</u>
10/31/2022	Start with Funds in acct		\$175,088.81	start of project balance	\$175,088.81
10/31/2022	Loan Proceeds	Loan	\$2,500,000.00		\$2,675,088.81
10/31/2022	Interest		\$10.92		\$2,675,099.73
11/30/2022	Interest		\$109.94		\$2,675,209.67
12/19/2022	GW Liles Const. Co, Inc.	1022	-\$198,947.53	first draw	\$2,476,262.14
12/31/2022	Interest		\$110.88		\$2,476,373.02
1/31/2023	Interest		\$105.16		\$2,476,478.18
2/16/2023	GW Liles Const. Co, Inc.	1023	-\$216,187.65	second draw	\$2,260,290.53
2/28/2023	Interest		\$92.92		\$2,260,383.45
3/31/2023	Interest		\$95.99		\$2,260,479.44
4/26/2023	GW Liles Const. Co, Inc.	1024	-\$306,148.72	third draw	\$1,954,330.72
4/30/2023	Interest		\$92.90		\$1,954,423.62
5/31/2023	Interest		\$83.42		\$1,954,507.04
6/27/2023	GW Liles Const. Co, Inc.	1025	-\$176,768.34	fourth draw	\$1,777,738.70
6/28/2023	Bill Milligan Architecture	1026	-\$11,600.00		\$1,766,138.70
6/30/2023	Interest		\$80.32		\$1,766,219.02
7/13/2023	GW Liles Const. Co, Inc.	1027	-\$400,419.78	fifth draw	\$1,365,799.24
7/31/2023	Interest		\$68.36		\$1,365,867.60
8/7/2023	First Bank	1028	-\$2,311.00	ceiling fans for bay area	\$1,363,556.60
8/7/2023	GW Liles Const. Co, Inc.	1029	-\$575,012.29	sixth draw	\$788,544.31
8/7/2023	Bill Milligan Architecture	1030	-\$11,600.00	Final check	\$776,944.31
8/26/2023	Freedom Fitness Equipment	1031	-\$8,103.81	gym equipment	\$768,840.50
8/31/2023	Interest		\$40.23		\$768,880.73
9/12/2023	GW Liles Const. Co, Inc.	1032	-\$228,808.56	seventh draw	\$540,072.17
9/30/2023	Interest		\$27.95		\$540,100.12
10/12/2023	CPSL		-\$16,167.70		\$523,932.42
10/31/2023	Interest		\$22.65		\$523,955.07
11/2/2023	Rite Lite Signs	1033	-3284.37		\$520,670.70
11/7/2023	Working Fire Furniture & Me	1034	-16955.77		\$503,714.93

Obligated

Liles Construction	\$524,309.26	Contract for Renovation	
	\$524,309.26	Amount Remaining	-\$376.84



**Planning and Economic Development
December 11, 2023**

Planning & Zoning Cases

SUP 2023-01 Milam Vacation/Short Term Rental

Description: Request for special use permit to operate a vacation rental/short-term rental home

Location: 8130 Fisher Road

Cabarrus County Parcel Number(s): 5671-00-6495

Current Zoning: RL Residential Low Density

Area: 0.48 acre

Estimated Sewer Capacity Usage: N/A

Current Status: Board of Adjustment approved at November 27 meeting

REZ 2023-05 Community Church of Mount Pleasant

Description: Request to rezone rear of property for religious institution of greater than 350 seats and related uses.

Location: 402 N. Main Street (corner of N. Main Street and North Drive)

Cabarrus County Parcel Number(s): 5670-17-7936 (portion)

Current Zoning: O-I & RH

Proposed Zoning: CZ OI

Area: 9.77 acre portion of 22.18 acre site

Estimated Sewer Capacity Usage: Existing sewer tap and land use

Current Status: Planning & Zoning Board approved at October 23 meeting.

SITE 2022-04 Highway 49 Mini-Storage

Description: Site Plan for 10 acres of mini storage (site area 11.27 acres), including 20 storage buildings totaling 98,100 square feet

Location: 8830 NC Highway 49 N

Cabarrus County Parcel Number(s): 5670-47-4622

Current Zoning: I-1

Area: 11.27 acres

Estimated Sewer Capacity Usage: Ogpd

Current Status: Awaiting revisions.

SITE 2022-07 Virginia Foil Park/Library/Senior Center

Description: Site plan for athletic complex/library/senior center

Location: 1111 N. Washington St.

Cabarrus County Parcel Number(s): 5670-44-0187

Zoning: OI Office & Institutional

Area: approx. 29.11 acres

Estimated Sewer Capacity Usage: 19,400 gpd (allocated)

Current Status: Under construction

SITE 2023-02 Parking Lot (corner of E. Franklin St. and Eastover Dr.)

Description: Site plan for commercial parking lot

Location: 8860 E. Franklin Street

Cabarrus County Parcel Number(s): 5670-42-6218

Zoning: C-1 Light Commercial

Area: approx. 0.5 acres

Estimated Sewer Capacity Usage: 0gpd

Current Status: Under construction

SITE 2023-01 Propel Church

Description: Site plan for religious institution and Alternative Design Proposal for building design

Location: 7801 NC Highway 73 E

Cabarrus County Parcel Number(s): 5660-96-0201

Zoning: OI Office & Institutional

Area: approx. 6.8 acres

Estimated Sewer Capacity Usage: 1,520gpd (5gal per seat) (pending allocation request)

Current Status: Site plan reviewed, awaiting revisions. Grading only permit issued.

SUB 2017-01 Green Acres

Description: 37-lot single-family subdivision. Plans for development of this property were originally initiated in 2008.

Location: NC Highway 73 at Sloop Arthur Drive and Green Acres Circle

Cabarrus County Parcel Number(s): 5651-70-6355

Zoning: RM CZ Conditional Residential Medium Density

Area: approx. 14.92 acres

Density: 2.28 dwelling units per acre

Estimated Sewer Capacity Usage: 8,880gpd (allocated in development agreement 7/12/2022)

Current Status: Grading underway.

SUB 2020-03 Brighton Park

Description: 178-lot single-family subdivision with community clubhouse and pool. Plans for development of this property were originally initiated in 2008.

Applicant: Niblock Homes

Location: Southwest corner of NC Highway 73 and NC Highway 49

Cabarrus County Parcel Number: 5660-56-4096, 6785, 8647, & 9681

Zoning: RM Residential Medium Density

Area: approx. 86.77 acres

Density: 2.05 dwelling units per acre

Estimated Sewer Capacity Usage: 28,560gpd for first three phases and 14,160gpd for last two phases (42,720gpd total) (allocated in development agreement 6/17/2022)

Current Status: Improvement installation underway.

Code of Ordinances

In 2024, staff will work on updates to Part 2 Government & Administration, Part 4 Public Works, & Part 6 Licensing and Regulation to complete the updates and codification of the Town's Code of Ordinances that has been underway the past several years.

Utilities

- A memo received from WSACC dated November 20, 2023 shows that Mount Pleasant has a total of 100,361 gpd of allocation with 77,801gpd remaining to be allocated through the 30MGD expansion. Staff is reviewing this memo for accuracy.
- The Town was selected to move forward in the FEMA Building Resilient Infrastructure and Communities (BRIC) grant process. The application includes Downtown utility duct bank installation and conversion and stormwater mitigation as recommended in the downtown stormwater study currently underway. The grant request is for approximately \$4.5 million. The grant match is 12%. Staff has provided a list of deliverables for Phase 1 as requested by FEMA.
- Work will begin soon on Empire Drive Sewer Pump Station utilizing a USDA loan and water line projects are scheduled to go to bid soon.

Comprehensive Plan Implementation

- HMW Preservation has completed of the National Register District architectural survey draft to submit to the State Historic Preservation Office. LKC and subcontractor McAdams have completed a report with recommendations and cost estimates for the Downtown Stormwater Study. The Town Board will be requested to adopt the plan and the CIP portion of the report at its December meeting to assist with grant applications.
- Town staff is working on plans for additional/improved parking in the southwest quadrant of downtown.
- Fire Department and Town Park construction projects are complete with CO issuance anticipated by the end of the year.
- The Town of Mount Pleasant received the following allocations in the recently adopted state budget:
 - \$1 million for water line replacement for S. Skyland Drive, Seneca, and Allman Rd. Ext. service area
 - \$100,00 for capital improvements or equipment
 - \$2.7 million for sidewalk construction (in accordance with Bicycle & Pedestrian Project Acceleration Plan)
- The Town Board voted at its November meeting to begin an update to the Comprehensive Plan, including an enhanced economic development component. The Town will request funding from the EDC for this component of the Plan.

Transportation

- Staff received seven letters of interest for engineering on the N. Washington Street CMAQ project. Town Staff reviewed and scored the firms based on qualifications and received concurrence from NCDOT on the highest scoring firm, Volkert. Staff is evaluating moving forward with the project using CMAQ funds or State Budget funds in order to prepare a scope of services with the selected firm.
- Using the paving condition rating (PCR) system, the Town has paved Jackson Street (north of Hwy. 49), Westerholt Court, Bilverlor Court, Lorlei Street, Rhineland Court, Alish Trail, and Lee Street (S. Main St. to Barringer St.) in 2023. Once funds have accrued, the next lowest rated streets will be paved.
- At the direction of the Town Board, three additional pedestrian projects, and one additional highway project were submitted for State Transportation Improvement Program for P7.0. This is in addition to two pedestrian projects and one highway project that were submitted for P6.0 three years ago (delayed due to COVID and budget shortfalls). All projects are shown in the Comprehensive Plan and/or Bicycle & Pedestrian Project Acceleration Plan.

Permits

November permits attached.

November 2023 Zoning Permits

Permit #	Date	Cab. Co. #	Add. #	Street Name	Type	Permit Description	Applicant	Notes
Z-2023-65	11/2/2023	5670-23-9509	1415	N. Main Street	Sign	Municipal Complex Monument Sign	Town of Mount Pleasant	
Z-2023-66	11/3/2023	5670-17-7936	420	N. Main Street	Temp. Use	Simply Smoked Food Truck	Bethany Peck	
Z-2023-67		5660-96-6948	7894	NC Hwy. 49 N	CoC	Well Doctor-2nd Location	Jeff Schilkowski	Pending
Z-2023-68	11/21/2023	5670-13-8687	8327	W. Franklin St.	Upfit	JC Auto	Josh Fabricius	

4 Zoning Permits

CODE ENFORCEMENT

Monthly report
The following case load was managed by Code Enforcement for the month of:
November 2023

Case Status

New Cases	15
Cases Cleared	7

New Cases

Case #	Location	Reference	Status
023-085-C	8600 Lee Street	Obstructed hydrant	C
023-085-C	8550 Lee Street	Obstructed hydrant	C
023-087-C	1542-1546 Barringer St	Public nuisance	C
023-088-C	South Main Street	Stakes in right of way	O
023-089-C	Various locations	Accessory buildings	O
023-090-C	8840 Oldenburg Drive	Site investigation	C
023-091-C	8501 Hwy 49, North	Public nuisance	C
023-092-C	8425 Hwy 49, North	Signs	C
023-093-C	8338 W. Franklin Street	Public nuisance – tires	O
023-094-C	8330 West Franklin Street	Public nuisance – tires	C
023-095-C	8900 Wade Street	Abandoned vehicle	O
023-096-C	8330 W. Franklin Street	Sign	C
023-097-C	1251 North College Street	Accessory building	O
023-098-C	8595 Park Drive	Accessory building	O

Route Card Summary

Action	Number
Code Enforcement	24
Emergency Management	12
Golf Cart Inspection	0
Grants	1
Investigation	0
Meeting	5
Other	8
Recheck	12
Sign Sweep	1 – 45 signs
Training	0
Hazardous Condition	0
TOTAL	63

Route Card

Date	Code	Notes
06	M	Monthly Report - initial
06	E	Worked on Christmas Parade EAP
06	C	Notified Town Manager of collision protection needed for horizontal LPG cylinder behind MPFD.
06	G	Checked on status of Golden Leaf Grant – Under review
06	O	Updated case files
06	E	Reviewed parade route and closures with Assistant Town Manager
06	E	Recommended holding motor freight carriers on major roads (NC 73) instead of detours through narrow town streets during parade
06	C	Mailed information request to Cabarrus County Tax Collector reference abandoned mobile home on Mount Pleasant Road, North
07	R	Updated case file for 8530 Lee Street (023-066-C) the camper has been moved. Owner called and reported.
07	R	1190 Summer Street, site has partially been cleaned up. Grass mowed.
07	R	625 Jackson Street. Trailers have been moved to behind fire department to be cleaned out.
07	R	225 North Main Street, tree limb over road. Limb had already fallen and was lying beside of the road.
07	R	8900 Wade Street. The area behind the house was cleared. Camper still remains also.
07	R	1425 C Street. The site has been cleared.
07	R	Walnut Street storm drain-rocks/debris still partially blocking pipe.
08	C	8595 Park Drive accessory building.
08	C	1251 North College Street accessory building.
08	O	Updated forms.
08	C	8550 Cook Street, accessory building.
08	C	Continued research on history of identified accessory building in the town.
08	O	Finalized monthly report.
13	O	Assisted Assistant Town Manager
13	M	Video meeting with Citizen Serve regarding P&Z software
13	C	Contacted NCDOT regarding stakes in the right-of-way on South Main Street
13	O	Drafted letter and mailed to NCDOT reference stakes in ROW.
13	C	Checked report of additional trailers at NC 49 and North Main.
13	E	Worked on Water Resources Plan – DEQ
13	M	Council meeting
14	C	Research constructed wet lands
14	C	8834 Oldenburg drive site investigation
14	R	1542 – 1546 Barringer Drive
14	E	Met with water resources about the water emergency plan and provided them a copy of the current 2004 plan.
14	R	Checked Jackson Street reference a reported abandoned refrigerator with doors
16	E	NIMS Resolution
16	E	Emergency planning memo
16	O	Violation/Citation Ticket
16	E	COOP Plan continuation
20	S	Sign Sweep – 45 signs

20	R	8510 Lee Street – camper has been removed
20	R	8900 Wade Street, the majority of the trash has been removed, bags of trash still remain as does the camper shell. An abandoned RV (no current tag) was found at the rear
20	C	8425 Hwy 49, N – Sign violation
20	E	Resolutions for the emergency plan.
21	O	Requested radios for the Christmas events.
21	O	Requested message board from NCDOT
21	C	Researched tire storage.
21	C	LOI for 8501 NC Hwy 49-N
21	C	Called complainant regarding 8900 Wade Street. He was concerned about the bags that remained. Concerned they would degrade and blow trash throughout the neighborhood.
21	C	Mailed LOI for 8501 NC Hwy 49-N
21	E	Checked a blocked storm drain at MPCJ and North College, and found a globe type table light stuck in the drainpipe. Removed the pipe and opened drain.
21	C	LOI for 8425 Hwy 49, N reference signs
21	C	Notice of Violation was completed and mailed to 8900 Wade Street for remaining bags of trash and camper shell.
21	C	LOI to 8900 Wade Street for abandoned RV parked behind property (no current tag and condition)
21	E	Met with Water Resources Director regarding required plans, status and system.
27	C	LOI to 8330 West Franklin reference signs.
27	C	LOI to 8338 West Franklin reference public nuisance/tires
27	C	Updated case status
27	C	Began research into the situation at 8338 West Franklin. Found similar situation in 2017 without documentation of outcome
27	E	Continued Black Creek Reservoir Dam plan.
27	M	Meeting with the Mayor
28	R	8501 Hwy 49, North, debris has been removed.
28	C	Mailed LOI for 8338 West Franklin Street.
28	C	1111 Washington Street, North – Noise from night operations
28	M	NCDOT reference no response to sign request.

MEMORANDUM

To: Mayor and Town Board

From: Daniel Crowell, Public Works

Date: December 11, 2023

RE: Please find listed below an update / overview for the month of November 2023

New:

- Completed monthly meter reads
- Water Cut-Offs
- Responded to 1 pump station alarm calls
- Responded to 0 after hour customer calls
- Picked up 7 dump truck loads of brush which equals 84 cubic yards of brush
- Picked up 19 loads of leaves which equals 19 cubic yards of leaves
- Completed 24 work orders for various issues
- Repaired water leak at 1205 Allman Rd. Ext
- Installed water tap at 4400 Laurelwood Ct.

Ongoing:

- Public works mows and maintains approximately 18 acres each week to biweekly depending on conditions as well as ground maintenance at all 8 of our sewer pump stations
- 8 pump stations are checked once a week which included a visit to each station checking dialer status and recording run times. Alarm floats are pulled and checked and stations cleaned monthly in accordance to NC DWQ standards
- Weekly Chlorine monitoring is done on Mondays or Fridays depending on schedule of work and consists of pulling samples from 5 different sites which change every other week
- Due to the volume of brush/yard debris collection typically takes 1 to 1.5 days of the week especially during leaf season

Cabarrus County Sheriff's Office

Law Calls for Service

253 / Mt Pleasant

09/01/2023 - 11/30/2023

OFFICER-INITIATED

	Sep-23	Oct-23	Nov-23
Total	923	851	814
50 B OR C	2	0	0
ALL ANIMAL CONTROL CALLS	1	1	0
ANIMAL CONTROL FOLLOW UP	0	2	0
ASSIST CID	0	0	1
CHASE	0	1	0
CIVIL PROCESS	6	5	7
COMMUNITY CONTACT	12	6	1
CRIMINAL SUMMONS	1	0	0
DIRECT TRAFFIC	0	1	0
EVICITION	0	0	1
FOLLOW UP	2	0	1
FRAUD / FORGERY	1	0	0
INVESTIGATION	3	3	0
LARCENY	0	1	0
OPEN DOOR	0	0	1
ROAD HAZARD	0	1	1
SCHOOL INVEST	0	0	1
SECURITY CHECK	604	624	508
SERVICE CALL LAW	1	2	2
SPECIAL EVENT	0	0	2
SRO ASSIST ADMIN	72	62	69
SRO DRUG INVESTIGATION	1	1	1
SRO INVESTIGATION	2	1	2
SRO MENTOR/COUNSEL	83	30	47
SRO PARENT MEETING	2	0	1
SRO SAFETY CHECK	110	82	143
STRANDED MOTORIST	3	1	0

	Sep-23	Oct-23	Nov-23
SUSPICIOUS SUBJECT	0	1	1
SUSPICIOUS VEHICLE	3	10	9
TRAFFIC STOP	11	16	14
WARRANT	3	0	1

DISPATCHED

	Sep-23	Oct-23	Nov-23
Total	60	63	66
911 HANGUP	0	0	1
ALL ANIMAL CONTROL CALLS	3	4	0
ASSAULT	0	0	1
ASSIST COUNTY FIRE DEPARTMENT	1	0	1
ASSIST DSS	1	0	0
ASSIST EMS	2	1	1
ATTEMPT TO LOCATE	0	0	1
BANK ALARM	1	0	0
BREAKING AND ENTERING IN PROG	1	0	1
BREAKING AND ENTERING OF RESD	0	0	3
BURGLAR ALARM	4	9	6
CAC WELFARE CHECK	0	1	0
CARELESS RECKLESS DRIVING	2	4	2
COMMITMENT PAPERS	0	0	1
COMMUNICATING THREATS	0	1	4
DEATH	0	1	0
DIRECT TRAFFIC	1	1	0
DISCHARGE FIREARMS	1	1	0
DISPUTE (ANYONE)	4	3	2
DOMESTIC ASSIST	1	0	0
DOMESTIC DISTURBANCE	1	1	1
DRUG INVESTIGATION	1	2	0
ESCORT	2	2	2
FOLLOW UP	1	0	0

	Sep-23	Oct-23	Nov-23
FRAUD / FORGERY	0	1	0
IDENTITY THEFT	0	1	0
IMPROPERLY PARKED VEH	1	0	1
INFORMATION	0	1	1
LARCENY	2	0	0
LIVESTOCK	1	0	1
OPEN DOOR	0	0	1
OVERDOSE / POISONING	1	0	0
PROPERTY DAMAGE	0	1	0
PROWLER	0	1	2
REPOSESSION	0	0	2
ROAD HAZARD	3	1	1
SECURITY CHECK	0	2	0
SERVICE CALL LAW	8	7	9
SRO ASSIST ADMIN	1	0	0
STRUCTURE FIRE	0	1	2
SUSPICIOUS SUBJECT	5	2	6
SUSPICIOUS VEHICLE	1	2	3
THREATENING SUICIDE	0	2	2
TRAFFIC ACC PROPERTY DAMAGE	3	5	4
TRAFFIC ACCIDENT PI	2	0	2
TRESPASSING	1	1	1
VEHICLE FIRE	0	1	0
WARRANT	1	1	0
WELFARE CHECK (PERSON)	3	2	1

Total Disp. CFS: 66

Details for Dispatched Calls for Service

11/01/2023 - 11/30/2023

Event #	Date / Time	Street	Case #	Call Source
911 HANGUP				
23-218281	11/02 14:11	PARK DR		PHONE
ASSAULT				
23-224040	11/11 21:26	SHORT ST	23-1111-0014	PHONE
ASSIST COUNTY FIRE DEPARTMENT				
23-217270	11/01 07:57	W FRANKLIN ST		PHONE
ASSIST EMS				
23-232760	11/27 01:32	W FRANKLIN ST		PHONE
ATTEMPT TO LOCATE				
23-219624	11/04 17:26	ALISH TR		PHONE
BREAKING AND ENTERING IN PROG				
23-220826	11/06 19:02	E FRANKLIN ST		PHONE
BREAKING AND ENTERING OF RESC				
23-225036	11/13 17:17	E FRANKLIN ST		PHONE
23-225084	11/13 20:13	E FRANKLIN ST	23-1113-0013	PHONE
23-229466	11/20 15:20	E FRANKLIN ST		PHONE
BURGLAR ALARM				
23-218231	11/02 13:03	W FRANKLIN ST		PHONE
23-222519	11/09 08:51	NC HWY 49 N		PHONE
23-227344	11/17 01:56	W FRANKLIN ST		PHONE
23-231329	11/23 17:27	W FRANKLIN ST		PHONE
23-233139	11/27 13:03	NC HWY 49 N		PHONE
23-234176	11/28 17:57	S MAIN ST		PHONE
CARELESS RECKLESS DRIVING				
23-223613	11/10 22:39	S MAIN ST/OLDENBURG DR		PHONE
23-235233	11/30 07:07	NC HWY 49 N		PHONE
COMMITMENT PAPERS				
23-231002	11/22 19:32	PAGE ST		PHONE
COMMUNICATING THREATS				
23-224354	11/12 16:35	E FRANKLIN ST		PHONE
23-226226	11/15 14:01	HILLSIDE DR		PHONE
23-226309	11/15 15:24	HILLSIDE DR		PHONE
23-234830	11/29 14:52	E FRANKLIN ST		PHONE
DISPUTE (ANYONE)				
23-222516	11/09 08:47	NC HWY 49 N		PHONE
23-227234	11/16 19:49	NC HWY 49 N		PHONE
DOMESTIC DISTURBANCE				
23-231373	11/23 21:29	E FRANKLIN ST		PHONE
ESCORT				
23-218785	11/03 08:26	NC HWY 49 N		PHONE
23-221219	11/07 11:27	COOK ST		PHONE

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IMPROPERLY PARKED VEH			1	
23-235081	11/29 21:24	ROSS CIR		PHONE
INFORMATION			1	
23-221298	11/07 14:06	W FRANKLIN ST		PHONE
LIVESTOCK			1	
23-224524	11/13 03:22	NC HWY 49 N		PHONE
OPEN DOOR			1	
23-220845	11/06 20:25	E FRANKLIN ST		PHONE
PROWLER			2	
23-229837	11/21 06:35	E FRANKLIN ST		PHONE
23-235810	11/30 18:53	E FRANKLIN ST		PHONE
REPOSESSION			2	
23-232356	11/26 00:30	WOOD ST		PHONE
23-235181	11/30 04:19	ROSS CIR		PHONE
ROAD HAZARD			1	
23-219921	11/05 10:32	WALNUT ST		PHONE
SERVICE CALL LAW			9	
23-224265	11/12 12:38	E FRANKLIN ST		PHONE
23-225192	11/14 04:23	E FRANKLIN ST		PHONE
23-226484	11/15 20:41	N MAIN ST		PHONE
23-227843	11/17 16:20	NC HWY 49 N		PHONE
23-229027	11/20 07:31	E FRANKLIN ST		PHONE
23-230902	11/22 15:09	E FRANKLIN ST		PHONE
23-231064	11/22 21:25	SHORT ST		PHONE
23-232516	11/26 13:33	NC HWY 49 N		PHONE
23-234474	11/29 08:23	E FRANKLIN ST		PHONE
STRUCTURE FIRE			2	
23-228442	11/18 19:45	NC HWY 49 N		PHONE
23-234424	11/29 07:19	B ST		PHONE
SUSPICIOUS SUBJECT			6	
23-217696	11/01 16:20	W FRANKLIN ST		PHONE
23-224362	11/12 17:05	E FRANKLIN ST		PHONE
23-225450	11/14 11:47	N MAIN ST		PHONE
23-229327	11/20 13:21	PARK DR		PHONE
23-229555	11/20 16:52	E FRANKLIN ST		PHONE
23-231360	11/23 19:56	NC HWY 49 N		PHONE
SUSPICIOUS VEHICLE			3	
23-219215	11/03 19:03	E FRANKLIN ST		PHONE
23-227680	11/17 12:30	N MAIN ST		PHONE
23-227949	11/17 19:44	ROSS CIR		PHONE
THREATENING SUICIDE			2	
23-224503	11/13 00:35	PINE ST		PHONE
23-224557	11/13 07:06	PINE ST		PHONE
TRAFFIC ACC PROPERTY DAMAGE			4	
23-228176	11/18 10:07	S HALIFAX ST/MT PLEASANT RD W	23-1118-0003	PHONE
23-230992	11/22 19:12	E FRANKLIN ST	23-1122-0015	PHONE

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TRAFFIC ACC PROPERTY DAMAGE			4	(continued)
23-234865	11/29 15:23	W FRANKLIN ST		PHONE
23-234957	11/29 16:38	NC HWY 73 E		23-1129-0017 PHONE
TRAFFIC ACCIDENT PI			2	
23-225025	11/13 16:41	PAGE ST/W FRANKLIN ST		23-1113-0009 PHONE
23-234071	11/28 15:16	NC HWY 49 N/JACKSON ST		23-1128-0011 PHONE
TRESPASSING			1	
23-228552	11/19 01:10	E FRANKLIN ST		PHONE
WELFARE CHECK (PERSON)			1	
23-223462	11/10 16:43	W FRANKLIN ST		PHONE

State of North Carolina
 Alcoholic Beverage Control Commission
 ABC Law Enforcement Monthly Report
 GS 18B-501(f1)



Board:

--

Reporting Month / Year:

Nov-23

Regulatory Activity and Training	
Violations Reports Submitted to ABC Commission	N/A
Total Number of Offenses Contained in Reports	N/A
Sell to Underage Campaign Checks	N/A
Permittee Inspections	N/A
Compliance Checks	N/A
Seller / Server Training	N/A
Alcohol Education	N/A

ABC Law Violations	At Permitted Establishment	Away From Permitted Establishment
Sell / Give to Underage	0	0
Attempt to Purchase / Purchase by Underage	0	0
Underage Possession	0	0
Unauthorized Possession	0	0
Sell / Give to Intoxicated	0	0
All Other Alcohol Related Charges	0	0
Total:	0	0

Controlled Substance Violations	At Permitted Establishment	Away From Permitted Establishment
Felony Drug Related Charges	0	0
Misdemeanor Drug Related Charges	0	0
Total:	0	0

Other Offenses	At Permitted Establishment	Away From Permitted Establishment
Driving While Impaired	0	0
All Other Criminal Charges	0	0
Total:	0	0

TOTAL CRIMINAL CHARGES:	0
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Agencies Assisted	
Assistance Provided to Other Agencies	N/A

Remarks

Reporting Officer / Title:

A. Wisecarver / Crime Analyst

Report Date:

1-Dec-23



Agenda Item:

Consider selecting a Board member to act as Mayor Pro Tem (MPT) for a 2-year term.

Narrative:

North Carolina law, GS 160A-70 requires town governing boards to elect from among its members a Mayor Pro Tem. The MPT "exercises all of the functions of the mayor, including discretionary, ministerial, executive and administrative, legislative and judicial or quasi-judicial powers," when acting in place of the mayor.

Recommendation:

Motion to approve _____ as Mayor Pro Tem until December 2025.

*UNC School of Government explanation of Mayor Pro Tem
responsibilities and duties is included.*

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Coates' Canons Blog: Answers to Questions About the Mayor Pro Tem.

By Frayda Bluestein

Article: <https://canons.sog.unc.edu/answers-to-questions-about-the-mayor-pro-tem/>

This entry was posted on August 27, 2018 and is filed under General Local Government (Miscellaneous)

North Carolina law, GS 160A-70 requires city governing boards to elect from among its members a mayor pro tem. What powers does the mayor pro tem have? Does the mayor pro tem vote on all matters even in cities where the mayor votes only to break a tie? Does the mayor pro tem automatically become mayor if the mayor resigns? What does "pro tem" mean, anyway? Read on to learn the answers to these and other questions about mayors pro tem.

"Pro tem." sounds like some fancy Latin term. What does it mean? Pro tem. is an abbreviation of the Latin phrase *pro tempore*, which means "for the time being" or "temporary." So that's the first thing to know about the mayor pro tem. The mayor pro tem serves temporarily in place of the mayor when the mayor is absent. For efficiency, I'll substitute MPT for mayor pro tem. and I'll call GS 160A-70, the MPT statute.

How is the MPT chosen?

The MPT statute requires the council to elect the MPT from among its members. There is no statutory guidance about how to structure the election. There are two choices – motion and vote, and nominations and ballot. You can learn more about these methods in a blog post [here](#).

Does the MPT serve in that role for the duration of his or her term of office on the council?

Not necessarily. The MPT statute says that the MPT must be elected at the organization meeting, and that the MPT serves at the pleasure of the council. This means that the council has to choose a MPT at each organizational meeting, and that the council has the choice of reelecting the current MPT, or electing a new one. It also means that the council can, with or without cause, vote to remove the MPT at any time, and appoint a new one.

What powers does the MPT have?

The general rule nationally is that, unless state law provides otherwise, the MPT "exercises all of the functions of the mayor, including discretionary, ministerial, executive and administrative, legislative and judicial or quasi-judicial powers," when acting in place of the mayor. *3 McQuillin Mun. Corp. § 12:72 (3d ed.)*. See *State v. Thomas, 141 N.C. 791 (1906)* (*upholding a warrant issued by the mayor pro tem. Issuing warrants was one of the powers of mayors at that time.*)

The North Carolina MPT statute departs from the national rule and allows the council to confer upon the MPT "any of the powers and duties of the mayor." In the School of Government's Suggested Rules of Procedure for a City Council, 4thEd., recommended Rule 18 delegates to the MPT the power to preside in the Mayor's absence, including all of the powers of the presiding officer as specified in Rule 17(d). As noted in my blog post [here](#), North Carolina mayors have few statutory powers. When electing a MPT, the council should consider whether to delegate powers beyond simply presiding at meetings. It's common, for example, for mayors to have delegated authority to sign contracts, participate in agenda preparation, sign ordinances, and conduct various ceremonial functions. Should the council delegate all of those powers to the MPT? The extent of a delegation to the MPT will likely depend upon the anticipated duration of the mayor's absence. More on that below.

Are there any statutory powers that a MPT can exercise any time, even when the mayor is not absent?

Yes, at least one. GS 160A-71(b)(1) gives the MPT authority to call a special meeting. Other powers might exist in individual city charters.



Does a council member serving as mayor pro tem vote on all matters, even if the mayor only votes in a tie?

Yes. The MPT statute says, "A councilman serving as mayor pro tempore shall be entitled to vote on all matters and shall be considered a councilman for all purposes, including the determination of whether a quorum is present." This is true even when even when the MPT is presiding in the mayor's absence.

What happens if both the mayor and the MPT are both absent?

The MPT statute says that if they're both absent, the council can elect from the members present, a temporary chair to preside.

What if the mayor is absent for an extended period of time? Is there a time limit after which the board can declare the mayor's seat vacant?

There are multiple scenarios that can occur so let's look at them separately.

What if the mayor becomes physically or mentally incapable of the performing the duties of the office?

The MPT statute allows the council, by unanimous vote, to declare that the mayor is incapacitated and confer any of the mayor's powers and duties on the MPT. If the mayor subsequently declares that he or she is no longer incapacitated, and a majority of the council concurs, the mayor resumes his or her powers and duties. The statute doesn't set any limit on how long this situation can persist if the mayor continues to be incapacitated.

What if the mayor continues to be incapacitated and it appears that he or she will not be able to return to the office?

One option is for the mayor to resign. Sometimes, however, the mayor is unable or unwilling to make that decision. There are no statutory provisions that allow a board to remove member of the board. Amotion is a common law mechanism for removing a member of an elected board when the member is unable or unwilling to properly carry out the duties of the office. The standard for removal of an elected board member by amotion are very high, and the process requires a hearing and presentation of evidence in support of the action. For more on amotion, see my blog post here.

What if the mayor wants to take a leave of absence?

Although it's rarely used, state law allows any elected or appointed official of a city or county to obtain a leave of absence for protracted illness or "other reason satisfactory to the governing body" of the city or county. See **GS 128-40 (counties)** and **GS 128-41 (cities)**. The process must be initiated by the official seeking the leave of absence and must be approved by the governing body. While on leave the official does not receive a salary but retains any sick leave to which he or she is entitled. The leave does not extend the term of office.

If the mayor takes a leave of absence, it seems likely that the council would delegate to the MPT some or all of the mayor's duties during the leave period. The statute, however, provides an alternative option:

If, by reason of the length of the period of absence or the nature of the duties of the official, the governing body deems it necessary, it may appoint any qualified citizen of the municipality as a temporary replacement for the period of the official's leave of absence. This appointee shall have all the authority, duties, perquisites, and emoluments of the official temporarily replaced. The appointee shall possess all the qualifications required by law for holding the office for which the temporary replacement official is appointed. *GS 128-41.*

What if the Mayor moves out of the city, or does something else that renders her ineligible for the office? Can the governing board remove the mayor?

Not exactly, but they may be able to declare the office vacant. If there is documented evidence that the mayor ceases to be qualified for the office, state law provides that the office is "ipso facto" (Latin for "by the fact itself"), vacant. As described in a blog post here, in this circumstance, the board can declare the office vacant and fill the vacancy.



If there is a vacancy in the mayor's seat, does the MPT automatically become the mayor?

No. As indicated earlier, the council has authority to delegate the mayor's duties to the MPT. But when it comes to filling a vacancy in the mayor's seat, the council fills the seat as provided in GS 160A-63. Under that statute the council can appoint the MPT, or any other council member, or any other person who is eligible to serve. If they appoint the MPT or any other council member, that creates a new vacancy and the council fills it.

What if the council wishes to leave the mayor's seat vacant and have the MPT carry out the mayor's duties until the next election?

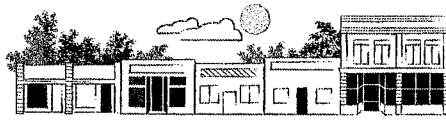
It's not entirely clear whether the council has the discretion to do this. The statute doesn't provide any time frame within in which a vacancy on the council must be filled, but on the other hand the, the law says that the council "shall" fill the vacancy. For more on this issue see my blog post here.

Do you have questions about the mayor pro tem?

Send them to me in a comment and I'll try to answer them.

Links

- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_160A/GS_160A-70.html
- www.sog.unc.edu/publications/books/suggested-rules-procedure-city-council-fourth-edition-2017
- www4.ncleg.net/enactedlegislation/statutes/html/bysection/chapter_160a/ga_160a-71.html
- www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=128-40
- www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=128-41
- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_160A/GS_160A-63.html



MOUNT PLEASANT

EST. 1859

NORTH CAROLINA

**OATH OF OFFICE
MAYOR PRO TEM OF THE TOWN OF MOUNT PLEASANT
NORTH CAROLINA**

I, _____, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina, not inconsistent therewith, and that I will faithfully discharge the duties of my office as Mayor Pro Tem of the Town of Mount Pleasant, North Carolina, so help me God.

Mayor Pro Tem Signature

Term Expires November, 2025

Subscribe to and sworn to before me

this 11th Day of December, 2023.

Amy Schueneman, Town Clerk

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Agenda Item:

Consider appointing someone to replace Jim Sells on the WSACC Board.

Narrative:

Jim Sells turned in his letter of resignation to the Town on November 28, 2023 for his position on the Water and Sewer Authority of Cabarrus County, since he has accepted a position with a private firm and will need his evenings free. He would like to step down December 31, 2023.

Mr. Sells will continue to serve as the Code Enforcement Officer.

The representative can be a staff or Board member.

Recommendations:

Motion to appoint _____ as the Town representative for the WSACC Board

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MEMO

To: Randy Holloway
Town Manager

CC: Crystal Smith
Assistant Town Manager

Erin Burris
Planning Zoning Director

FROM: Jim Sells
WSACC Board Representative

DATE: 11/28/2023

SUBJECT: Resignation as Town of Mount Pleasant Water and Sewer Authority of Cabarrus County Board Representative

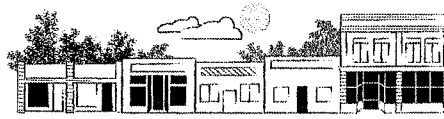
I am writing this memo to let you know that I will be resigning from my position as the Water and Sewer Authority representative for the Town of Mount Pleasant, effective January 2024. I have recently accepted a position with a private firm providing training in the evenings and can no longer devote the time needed to maintain my responsibilities as a representative of the Town. Please consider this my formal resignation letter.

I hope this does not cause the Town a great deal of inconvenience. The situation with sewer allocations has a significant effect on the town, and I will be happy to assist the new representative to get acquainted with the committee responsibilities and the sewer allocation situation.

It has been a pleasure representing the Town on the WASCC Board and working with the Town as their liaison. The new position should not affect my current position with the Town. I look forward to working with the new representative and thank you for this opportunity to further serve the Town.

Sincerely

A handwritten signature in cursive script that reads "Jim Sells".



MOUNT PLEASANT

EST. 1859

NORTH CAROLINA

Agenda Item:

Consider the 2024 appointments to the Transportation Advisory Committee (TAC) and the Technical Coordinating Committee (TCC) of the Cabarrus-Rowan Urban Area Metropolitan Planning Organization.

Narrative:

Phil Conrad of Cabarrus Rowan MPO is requesting the names for the TAC and TCC appointments by January 1, 2024. The MPO would like to know who will serve in 2024 as our designated appointees to the TAC (elected officials only), as well as the TCC (staff) appointee and alternate.

Erin Burris is currently the TCC representative with Crystal Smith as alternate. Staff is recommending reappointing Erin Burris as TCC representative and Crystal Smith as alternate.

Currently, Commissioner Simpson is serving as TAC representative for the Town with Mayor Pro Tem Lori Furr listed as alternate.

Recommendations:

1. Motion to reappoint Erin Burris as TCC representative with Crystal Smith as alternate
2. Motion to appoint _____ as TAC representative with Commissioner _____ as the TAC alternate.

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November 28, 2023

Mr. Randy Holloway, Town Manager
Town of Mount Pleasant
P. O. Box 787
Mount Pleasant, North Carolina 28124

SUBJECT: 2024 Appointments to the Transportation Advisory Committee (TAC) and the Technical Coordinating Committee (TCC) of the Cabarrus-Rowan Urban Area Metropolitan Planning Organization (CRMPO)

Dear Mr. Holloway,

As you are aware, each year the North Carolina Department of Transportation (NCDOT) requires the MPO to supply a list of current TAC and TCC representatives along with their alternates. At present, Mrs. Lori Furr serves as the appointed member and Mr. Justin Simpson is the alternate serving the Town of Mount Pleasant on the TAC. Mrs. Erin Burris is currently the TCC representative and Mrs. Crystal Smith is the alternate. Please notify the MPO as to who will serve in 2024 as your designated appointees to the TAC (elected officials only), as well as the TCC (staff) appointee and alternate. The TAC and TCC appointees must be available to attend regular monthly meetings and participate on regional transportation planning committees. Attendance at the meetings is critical to the success of our planning efforts and to bring information back to their respective communities. A schedule of the meetings will be sent to your designated representative as soon as their information is made available to us.

As all of the current TAC members are aware, there is a requirement to serve as a member or alternate of the TAC. TAC members are subject to provisions of the NC State Government Ethics Act, Chapter 138A of the NC General Statutes. There are two specific requirements: 1) State of Economic Interest (SEI) application, and 2) Real Estate Disclosure Form. Current MPO TAC members and their alternate must electronically file their SEI and Real Estate Disclosure Form annually by April 15th. This information can be found at <https://ethics.nc.gov/seis/electronic-filing>. Go to Statement of Economic Interest and click on MPO/RPO filers. Any new representative or alternate to the TAC is required to file this paperwork the first week in January 2024. Please alert your TAC representatives of this requirement when making your selections

Please provide current contact information for your selected individuals to include mailing address, telephone number, fax number and e-mail address to Connie Cunningham at the CRMPO office by January 5 2024. Please email your information to ccunningham@mblsolution.com.

Thank you for your attention to this matter.

Sincerely,

Phil Conrad

Phil Conrad
Cabarrus Rowan MPO Executive Director



Town Board of Commissioners Meeting

Town Hall - 8590 Park Drive Mount Pleasant, NC

To: Mayor and Town Board of Commissioners
From: Erin S. Burris, AICP – Planning & Economic Development Director
Date: December 11, 2023
Subject: FIP 2023-01 Mount Pleasant Animal Hospital Façade Improvement Program Request

A. BACKGROUND

Applicant/Property Owner: Mount Pleasant Animal Hospital (Paula Orr)
HMO Investments LLC
5075 Gold Hill Road
Concord, NC 28025
Property Location: 8315 W. Franklin Street
Property Parcel Number(s): 5670-13-8704
Property Size: 0.553 acres
Zoning District: CC Center City

Based on the criteria set forth in the Façade Improvement Program, the applicant is proposing a Tier 2 façade project for 50% reimbursement up to \$5,000 for façade improvements to include the following:

- Awning replacement
- Sign replacement
- New stone wainscotting (as shown on rendering)

B. APPROVAL CRITERIA

The Façade Improvement Program is an incentive-based measure. It is intended to encourage and provide an economic incentive for the renovation of building facades in Mount Pleasant, implementation of commonly accepted design standards for the rehabilitation of historic buildings; and enhancement of the character of Mount Pleasant. The application meets the criteria of the program as outlined below:

- The property is eligible for the program and is currently up to date on all property taxes.
- The proposed improvements meet the requirements of the Mount Pleasant Development Ordinance.
- The proposed improvements meet the requirements of the Secretary of Interior Standards for Rehabilitation to the greatest extent possible given previous industrial/automotive use of the building, the current use of the building as an animal hospital, and lack of historic photographic evidence of what the building previously looked like.
- An estimate for the proposed work has been provided.

Total estimated project cost is \$14,538.89 (attached). The Town would provide a 50% match up to \$5,000 total in exchange for the property owner maintaining and leaving the improvements in place for a minimum of three (3) years. A rendering of the proposed improvements has been provided by Planning Staff. The applicant has already completed the painting of the building and is not requesting reimbursement for that portion of the work.

G. STAFF COMMENTS

Staff recommends approval of the requested Tier 2 Façade Improvement Project for a 50% match up to \$5,000 to include the following work:

- Awning replacement
- Sign replacement
- New stone wainscotting (as shown on rendering)

In accordance with program requirements, prior to reimbursement, all receipts shall to be provided upon completion of the project and all work shall be completed as approved, unless any minor deviations are approved in writing by the Planning & Economic Development Director. Additionally, the property owner has signed the application which includes a façade maintenance agreement providing the Town assurance that the improvements shall be maintained and remain in place for a minimum of three (3) years. If the agreement is not adhered to, then the applicant shall return the project funds to the Town or be assessed for such.

The current balance of the Façade/Mural fund is \$21,121.02. Following reimbursement for this request, the balance is estimated at \$16,121.02.

D. PROCEDURES & ACTIONS

The Town Board of Commissioners is requested to either approve or deny the Façade Improvement request in accordance with the parameters of the Façade Improvement Program.

E. ATTACHMENTS

1. Application
2. Existing building
3. Rendering
4. Cost estimates

Town of Mount Pleasant Façade Improvement Program Application

8590 Park Drive, Mount Pleasant, NC 28124
704-436-9803

Information

Date of Application: 11-22-23

Applicant Name Mount Pleasant Animal Hospital - Paula Orr
Property Owner Name Hmo Investments LLC
Business Owner Name (if different) _____
Business Name Mount Pleasant Animal Hospital
Phone # 704-436-9715
Street Address 8315 W. Franklin St.
Business Mailing Address 5075 Goh Hill Rd
Concord, NC 28025

Use of Building

Current use of building: Veterinary Services
Proposed use of building: Same

Description of Proposed Project (Attach colored drawing, sketch, or conceptual image of proposed renovations, specifically identifying changes and paint color for each detail of the building, along with a photo of the building as it currently exists.):

Awning Replacement with Black Marquee Awning System
Sign Replacement
New Stone Wainscoting across bottom of entire facade; New landscaping

Program Tier Requested (#1=\$10,000, #2=\$5,000, #3=\$2,500) #2
Total Estimated Cost of Façade Renovation (attach contractor, architect, and or engineer estimates, as applicable): \$14,538.89

Checklist for Complete Application

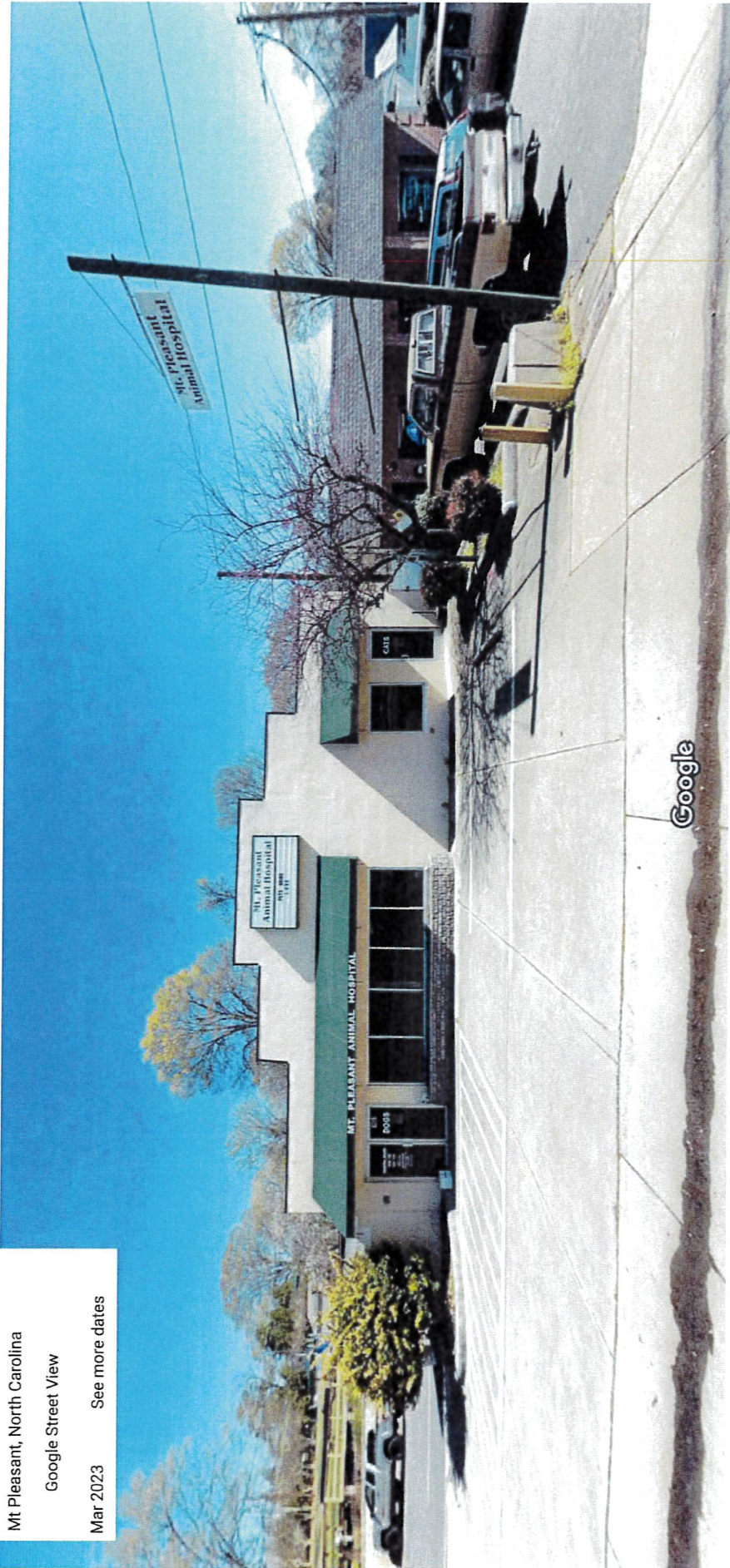
- 1) I have read the Town of Mount Pleasant Façade Improvement Program Outline and fully understand that upon application approval, I agree for the property owner to sign a maintenance agreement for the specified time period for the Program Tier: Tier 1-five (5) years, Tier 2-three (3) years, Tier 3-two (2) years.
- 2) The owner's written permission is attached, if applicable.
- 3) Cost estimates, photos, drawings, and renderings, including color scheme and sign design for project are attached.
- 4) I understand the Façade Improvement Program must be used in the manner described in this application, and the application must be reviewed and approved by the Town Board of Commissioners prior to commencement of any project. I understand that failure to comply with the approved application may result in a forfeiture of all program funds. Funds will be paid up to 30 days after work-related receipts have been submitted to Town Hall.

Applicant's Name Printed: Paula Orr

Applicant Signature: Paula Orr Date: 11-22-23

Google Maps 8316 NC-73

Mt Pleasant, North Carolina
 Google Street View
 Mar 2023 See more dates



Google

Map navigation controls including a compass, a yellow pegman icon, and a street view pegman icon. Labels for 'Mount Pleasant, NC' and 'Lutheran Church' are visible.

Image capture: Mar 2023 © 2023 Google



ESTIMATE

Send deposit (check) for 50% once approved by Town of MP
emailed to Erin 11-15-23

Patriot Awning Company
Home Office
1136 Skyview Rd
Charlotte, NC 28208

sales@patriotawning.com
+1 (704) 951-7448
<http://www.patriotawning.com>



Paula Orr

Bill to
Paula Orr
8315 West Franklin
Mt. Pleasant, NC

Estimate details

Estimate no.: 2243
Estimate date: 12/14/2023

#	Date	Product or service	SKU	Amount
1.		EconoDeck Awning System (deleted) EconoDeck Marquee Awning System 1 @ 26'-2" Wide x 4'-0" Projection 1 @ 10'-0" Wide x 4'-0" Projection Roll-Formed Gutter Fascia - Black Flat Soffit Decking - Black Scuppers for Drainage 1.5" Square Hanger Rods w/ Mill Finish Brackets Cutouts For 4 Lights Covers for 4 Lights LIGHTS MUST BE SHALLOW MOUNT CANS LED (BUY THESE ON AMAZON) EXCLUDES PERMITS & STAMPED DRAWINGS		\$6,350.00
				Subtotal \$6,350.00
				Sales tax \$460.38
				Total \$6,810.38



Estimate #: 27310

1000 Biscayne Dr
 Concord, NC 28027-8402
 Ph: (704) 788-7097 FAX: (704) 788-7091
 Web: <https://www.ritelitesigns.com>

Estimate Date: 11/20/2023

Prepared For: Mt. Pleasant Animal Hospital	Site: Mt. Pleasant Animal Hospital
Billing Address: 8315 W Franklin St Mount Pleasant, NC 28124	Site Address: 8315 W Franklin St Mount Pleasant, NC 28124
Primary Contact: Paula Orr	Site Contact Name: Orr, Paula
Office Phone: (704) 436-9715	Site Contact Number: (704) 436-9715
Email: orrpj.mpah@aol.com	Salesperson: Russell Latta
	Email: rlatta@ritelitesigns.com

Description: Wall Sign Budget Price

		Quantity	Unit Price	Subtotal
1	Product: Cabinet Sign Description: Manufacture Internally Illuminated Cabinet Sign with Digital Graphic Face(s) per Customer Supplied Drawing Overall Size of Cabinet Sign 30" (h) x 12' (w) x 8" (deep)	1	\$3,352.00	\$3,352.00
2	Product: Electric Sign Installation Description: Sign Installation * Assumes Good Primary Electrical Access * Primary Electrical by Others * Assumes Good Access with RLS Equipment * Lift Additional (if Required)	1	\$1,220.00	\$1,220.00
3	Product: Site Survey Description: Site Survey * Survey to Determine Size and Pricing * Survey to Determine Best Installation Method * Survey to Determine if Lift is Required	1	\$200.00	\$200.00
4	Product: Permits Description: Permits and Staff Time * Permits Sold at Cost, Billed at Time of Final Invoice * Staff Time a Minimum of 3 hrs. at \$85.00 an hr. Billed at Time of Final Invoice	1	\$0.00	\$0.00

Notes

Pricing is good for 30 days. Prices will have the following increases if not signed within the first 30 days of this estimate.
 3% Increase 31 to 60 Days
 6% Increase 61 to 90 Days
 All pricing is null and void and will need to be requoted after 90 days.

SIGN PERMIT FEES AND STAFF TIME ARE NOT INCLUDED AND WILL BE BILLED ADDITIONALLY. AN ADDITIONAL CHARGE OF \$125.00 WILL BE INCURRED FOR INITIAL ON-SITE ELECTRICAL INSPECTION, IF REQUIRED. ADDITIONAL TRIPS TO BE BILLED AT \$75.00 PER HOUR.
 DUE DATE CONTINGENT ON PERMIT APPROVAL DATE

- Final electrical connection by others.
- Wall sign - RLS will connect electric if junction box is within 6 feet of the sign location and accessible at time of installation, clearly marked "Sign", and is on a dedicated sign circuit.
- Detached sign - RLS to provide junction box attached to base of sign with primary electrical feed for sign, ready for connection by others.
- Electronic message centers will require dedicated electrical circuits to be provided by others prior to installation.
- Sealed engineer drawings are not included and will be billed additionally if required.
- Price based on standard auger footing; spread footing will be an additional charge if required.
- Approved Rite Lite shop drawings required prior to production. The Shop Drawings provided to you are included in the Estimate. If electronic art files are requested, the fee is \$275.00
- Lift rental additional if required.
- To receive standard manufacturer's warranty, all signage requiring transformers will require dedicated electrical circuits. There can be no common ground wiring or common neutral wiring.
- Rite Lite Signs will provide temporary sealing of roof / roof membrane, but professional roofer may be required for permanent patching / sealing.
- To receive multiple set discounts, both sets must be ordered, manufactured and installed at the same time.
- Removal of any existing signage is not included.
- All material is guaranteed to be as specified, and is to be completed in a workmanlike manner.
- In the event of any unforeseen obstruction such as, but not limited to, rock, tile, concrete, or sign area in-accessibility is encountered, extra time and material will be charged.
- Rite Lite Signs, Inc. will not be responsible for damage to unmarked utilities or underground sprinkler lines.
- Any alteration or deviation from specifications involving extra cost will be executed only upon written order and will become an extra charge over and above proposal estimate.
- Engineered drawings, sign permits, and final electrical hookup are extra unless otherwise specified.
- Signs are a removable fixture and will remain the property of Rite Lite Signs, Inc. until fully paid. If signs are not paid for after meeting terms, Rite Lite Signs, Inc. reserves the right to enter premises and repossess sign and/or hardware associated with sign without any legal process, and all payments made up to this time of default shall be applied as hire for said property and depreciation in value. Any deposit made is considered payment for work performed.
- All agreements contingent upon strikes, accidents or delays beyond our control.
- Customer to carry necessary insurance. Rite Lite Signs, Inc. to carry workman's compensation and general liability insurance.
- This CONTRACT, when executed by Customer, does not allow any cancellations or changes unless approved in writing by both parties. No other agreements, oral or written, shall exist or bind any of the parties other than as is contained in this CONTRACT.

Estimate Total:	\$4,772.00
Subtotal:	\$4,772.00
Taxes:	\$334.04
Total:	\$5,106.04

- Payment Terms:**
- A 50% Deposit is due upon contract signing
 - Payment of invoice is due upon receipt
 - A 1.5% per month finance charge of the balance due will be assessed to your account that is past term. This equals an annual interest rate of 18%.
 - Returned checks will incur a fee of \$35.00. All collection fees, court costs and finance charges will be petitioned for recovery from delinquent accounts.
 - A 2.5% processing fee will be added to all accounts paid by credit card.

Client Reply Request

Estimate Accepted "As is". Please proceed with Order.

QUALIFIER: _____

Date: / /

Changes required, please contact me.

SIGN: _____

Date: / /

Print Date: 11/20/2023 4:58:17PM

ORDER SUMMARY

GET HELP



ORDER SUMMARY

Kenai Panel x 30	\$1,649.70
Kenai Paint Kit x 1	\$12.99
GenStone Caulking Kit x 6	\$119.94
Kenai Outside Corner x 4	\$239.96
Kenai Ledger x 12	\$599.88
Subtotal	\$2,622.47
Tax	\$0.00
Shipping (UPS)	Free!
Total	\$2,622.47

Have a coupon? [Click here.](#)

BILLING INFO

Phone *

Email address *

GenStone

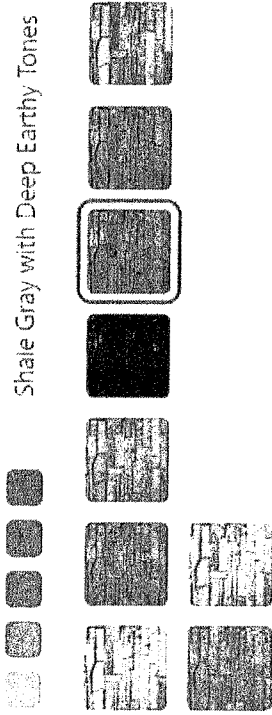
SPECIAL OFFERS



PRODUCTS ▾ INSPIRATION ▾ PROJECT CENTER ▾

Kenai

Shale Gray with Deep Earthy Tones



KENAI PANEL

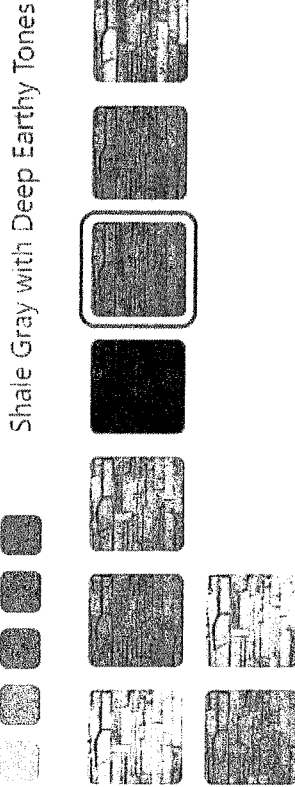
41" x 11.25" or 3.2 SQFT

★★★★☆ 540 Reviews

COLOR

Kenai

SPECIAL OFFERS



Shale Gray with Deep Earthy Tones

KENAI LEDGER

42" x 3.5" or 3.5 LF

★★★★☆ 540 Reviews

