

**TOWN OF LONG VIEW
BOARD OF ALDERMEN MEETING
JUNE 10, 2019**

The Town of Long View Board of Aldermen met on Monday, June 10, 2019 at 7:30 p.m. in the Town Council Chambers of the Government Center in Long View, North Carolina.

BOARD MEMBERS PRESENT: The following members of the Board were present: Mayor Marla G. Thompson, Mayor Pro Tem/ Alderman Randall Mays, Alderman David Elder, Alderman Gary Lingerfelt, Alderman Dallas Tester, and Alderman Thurman VanHorn.

STAFF PRESENT: The following members of staff were present: Town Administrator David Draughn, Town Clerk Stephanie Watson, Town Attorney Jimmy Summerlin, Jr., Finance Director James Cozart, Town Planner Charles Mullis, Public Works Director Chris Eckard, Fire Chief James Brinkley, Police Chief Michael Winters, Deputy Fire Chief Garrett Huffman, and Police Major Justin Roberts.

OTHERS PRESENT: The following people were present: Billy Rice and Steve Ward were present.

MEETING CALLED TO ORDER: Mayor Marla Thompson called the meeting to order and Alderman David Elder gave the invocation.

APPROVAL OF MINUTES: Mayor Marla Thompson asked for approval of the minutes.

Motion was made by Alderman Randall Mays, seconded by Alderman Thurman VanHorn to approve the May 10, 2019 Special Meeting Minutes and the May 13, 2019 Regular Meeting Minutes. The vote to approve was unanimous.

AYES:	Mayor Pro Tem / Alderman Randall Mays Alderman David Elder Alderman Gary Lingerfelt Alderman Dallas Tester Alderman Thurman VanHorn
NOES:	None

PUBLIC HEARING TO DISCUSS THE 2019-2020 BUDGET

Mr. Draughn read the 2019-2020 Budget Message:



TOWN OF LONG VIEW

2404 FIRST AVENUE SOUTHWEST
LONG VIEW, NC 28602
PHONE: (828) 322-3921 • FAX: (828) 322-1567

BUDGET MESSAGE

Date: May 10, 2019
To: Long View Mayor and Town Alderman
From: David R. Draughn, Town Administrator
Re: FY 2019-2020 Annual Budget

I am pleased to submit for your review and adoption, the Town of Long View Fiscal Year 2019-2020 Budget. The budget has been prepared consistent with the Board of Alderman's direction following the March 2019 budget retreat. The budget is balanced and prepared in accordance with the North Carolina Local Budget and Fiscal Control Act, presenting all identified revenues and expenditure estimates.

General Fund Revenues

The Town of Long View continuously strives to provide a high level of municipal service to our citizens. In order to provide a high level of service, the Town must annually generate sufficient revenue to cover the full cost of each service area. In recent years however, revenue streams have been impacted by recession and political decisions in Raleigh. Despite these negative factors we have continued to improve our fund balance, improve personnel salary positions that has paid huge dividends with regards to very low turnover, and keep our operating expenses where they need to be. We continue to budget with an eye towards Raleigh as they continue the debate over sales tax distribution and how any changes could impact our annual revenue. Other general fund revenues have stayed consistent with little or no growth.

Revaluation will add \$90,000.00 to our General Fund revenues this fiscal year with no increase recommended to the tax rate. The tax rate will remain at \$.57 per \$100 valuation. We have proposed an increase in the sanitation fee to pass on the 5% increase from our service provider to keep the service on a Board committed break-even basis.

Remaining General Fund revenues such as sales tax, utility franchise tax and other revenues are based on current year actuals and North Carolina League estimates.

General Fund Expenditures

General Fund expenditures consist primarily of salaries, contracted services, insurance premiums for group health/general liability, operating expenses by department and a small amount of capital requests. A 2% COLA is included for all employees along with a Christmas bonus in the amount of \$744.00 per employee which will net \$500.00 per employee as was allotted in the current budget. In addition, we have budgeted two new police vehicles and Council Meeting tablets in order to have paperless agendas. Included is the payment to finance a new Brush Truck for Public Works as well as rehabilitation to the Town fuel pumps, which will be paid for with proceeds from the sale of the old Brush Truck. As approved at the retreat we have added a new position to the

Fire Department and associated costs for sleeping quarters, overtime, etc., to complete the goal of 24 hour shifts for the Fire Department that will always allow two Firefighters to be on duty. Insurance premiums, including group health, have risen 11%. Worker compensation and general liability have increased as well with those increases included. As discussed at the retreat we have included the increase in employer contribution for retirement, which will be the first-year increase of a three-year General Assembly mandate. We have also included the \$40,000.00 former festival funds in a Town Improvement account in which the actual expenses will be determined by the Board later. The following are the expenditure requests by department for the General Fund. These expenses include a contingency amount of \$86,132.00 in the Administration Department.

<u>General Fund Revenues</u>	<u>Expenditures</u>	
\$3,873,032.00	Governing Body	\$27,763.00
	Administration	\$649,531.00
	Town Hall	\$95,000.00
	Planning and Zoning	\$110,645.00
	Police	\$1,103,049.00
	Fire	\$594,976.00
	Street	\$917,379.00
	Recreation	\$78,340.00
	Risk Management	\$10,000.00
	Medical Center	\$18,000.00
	Garage	\$180,000.00
	Debt	\$88,349.00

Utility Fund Revenues

Water and sewer rates comprise 85% of Utility Fund revenues. Per our agreement during the retreat this budget recommends a 3.7% CPI water and sewer rate increase passed on from the City of Hickory to address millions of dollars they must expend for utility relocates associated with NCDOT projects, primarily Highway 321 widening and changes. We have added \$50,000.00 to our sewer payment line item due to our Inflow and Infiltration issues experienced in the current fiscal year. We continue to reap the positive revenue influence from our aggressive meter replacement program. We will continue to monitor our meter ages and replace as needed.

Utility Fund Expenses

Utility fund expenditures remain relatively stable. We have repaid the Department of Commerce and will utilize a portion of these funds to create a debt payment for the water line extension across I-40 on Sweet Bay Lane to provide water to sites for economic development and provide water to residents that currently do not have access to Town water. We have increased the loan repayment to the General Fund to \$60,000.00 this year and have budgeted \$102,500.00 for contingency in the Utility Department.

Utility Fund

<u>Revenues</u>	<u>Expenditures</u>	
\$1,995,000.00	Utility	\$853,584.00
	Sewer	\$485,500.00
	Water Dist	\$437,180.00
	Garage	\$64,000.00
	Debt	\$154,736.00

State and Federal Shared Proceeds

The FY 2019-2020 operating budget will also include the fund as required by our auditors for the drug fund, which will be named State and Federal Proceeds. This fund will monitor and track all revenues obtained by seizures as well as the expenditures made from these revenues. This is the first time these funds have been part of the operating budget. The budgeted amount of \$30,000.00 is based on current year actuals. This will be driven totally by drug seizures and will be amended as necessary.

<u>Revenues</u>	<u>Expenditures</u>
\$ 30,000.00	\$30,000.00

Powell Bill

As previously discussed, Powell Bill will operate out of a separate fund. The Powell Bill revenues have decreased this fiscal year which has been a three-year trend. We will continue to repave two or three dirt streets this fiscal year and resurface additional streets as the pricing allows. We will also begin a sidewalk repair program as discussed at the retreat based on a master plan that has been prepared by our engineers to assist in making the annual repairs.

<u>Revenues</u>	<u>Expenditures</u>
\$139,964.00	\$139,964.00

Summary

Revenue projections continue to be very challenging even as the economy shows signs of improvement. Due to our constrained borders, the Town of Long View will not likely grow its way into significant increased revenues. It is more apparent that we must continue make smart and high value choices that focus on our citizens services and our infrastructure. The General Assembly continues to make new laws that negatively impacts local government authority and revenues. We must continue to watch this trend and assist our NCLM any way that we can.

The enclosed budget reflects Board directives from the retreat as well as staff estimates of revenues and expenditures based on current year estimates.

Respectfully Submitted,



David Draughn
Town Administrator

Motion was made by Alderman Thurman VanHorn, seconded by Alderman David Elder to open the public hearing to discuss the 2019-2020 budget. The vote to approve was unanimous.

- AYES:** Mayor Pro Tem / Alderman Randall Mays
Alderman David Elder
Alderman Gary Lingerfelt
Alderman Dallas Tester
Alderman Thurman VanHorn
- NOES:** None

There being no comments, motion was made by Alderman Thurman VanHorn, seconded by Alderman Gary Lingerfelt to close the public hearing. The vote to approve was unanimous.

- AYES:** Mayor Pro Tem / Alderman Randall Mays
Alderman David Elder
Alderman Gary Lingerfelt
Alderman Dallas Tester
Alderman Thurman VanHorn
- NOES:** None

CALL FOR A SECOND PUBLIC HEARING ON MONDAY, JUNE 24, 2019 TO DISCUSS THE 2019-2020 BUDGET

Motion was made by Alderman Randall Mays, seconded by Alderman David Elder to call for a public hearing on Monday, June 24, 2019 at 7:30 p.m. to discuss the 2019-2020 Budget the vote to approve was unanimous.

- AYES:** Mayor Pro Tem / Alderman Randall Mays
Alderman David Elder
Alderman Gary Lingerfelt
Alderman Dallas Tester
Alderman Thurman VanHorn
- NOES:** None

DISCUSSION OF PROPOSED AMENDMENT TO THE PERSONNEL POLICY (OPTIONAL INSURANCE FOR MEMBERS OF THE BOARD OF ALDERMEN)

Town Administrator David Draughn informed the Board that the Town of Long View has had a long-standing program that allows for Board members to get on the Town's insurance at their own expense but there have never been any official guidelines for it. Town Clerk Stephanie Watson reached out to other Towns to put together a set of official guidelines for the personnel policy. The policy talks about how an Aldermen will be covered should they take the insurance, what the payment schedule is, how and when to enroll, and when the insurance ends.

Mayor Thompson asked if the Board would be able to sign up for health, dental, and vision at the rate that the Town pays for the insurance.

Mr. Draughn stated that Mayor Thompson was correct.

Motion was made by Alderman Randall Mays, seconded by Alderman Thurman VanHorn to amend the Town of Long View Personnel Policy to include the amendment to Article VI: Employee Benefits. The vote to approve was unanimous.

AYES:	Mayor Pro Tem / Alderman Randall Mays Alderman David Elder Alderman Gary Lingerfelt Alderman Dallas Tester Alderman Thurman VanHorn
NOES:	None

**A RESOLUTION TO OFFER OPTIONAL INSURANCE COVERAGE FOR
THE TOWN OF LONG VIEW MAYOR/BOARD OF ALDERMEN**

WHEREAS, the Town of Long View currently offers health, dental, and vision insurance coverage only to full-time Long View employees; and

WHEREAS, members of the Board of Aldermen have expressed interest obtaining insurance coverage through the Town at their own expense.

NOW, THEREFORE BE IT RESOLVED by the Town of Long View Board of Aldermen that **ARTICLE VI: EMPLOYEE BENEFITS** will be amended to include:

ARTICLE VI. EMPLOYEE BENEFITS

Section 11. Optional Insurance Coverage for Mayor/Board of Aldermen

The Town of Long View will offer optional health, dental, and vision insurance coverage to Mayor/Board of Aldermen members ("members") at their own expense.

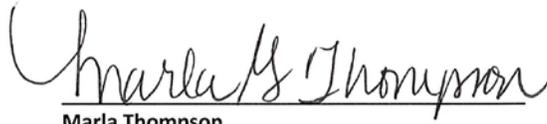
Guidelines for coverage:

- **Coverage** - Coverage only offered for Mayor/Board of Aldermen members. Family of Mayor/Board of Aldermen members will not be covered.
- **Cost of Coverage** - Members pay full coverage cost that the Town would normally pay if covering one hundred percent of Full-Time Employee Only Coverage. Rates are based on current fiscal year costs and are subject to change at the beginning of each fiscal year (fiscal year currently begins on July 1st).
- **Open Enrollment Period** - Members can sign up for the optional coverage during the month of December after being sworn in for their elected office. If appointed to office during a time that is not an election period, members can sign up for the optional coverage after being sworn in for their shortened term. Members must sign up for optional coverage within **30 days** of being sworn in to their elected office.
- **Waiting Period** - Coverage start date/waiting period for members will be based on the current Long View Employee's waiting period for insurance.
- **Coverage End Date** - If a member chooses not to run for office or loses their bid for re-election, coverage will end on the last day of the month at the end of their term (December 31st of the current election year).
 - **Exceptions:**
 - If the member leaves/resigns their position as Mayor/Alderman for any reason during any part of their term, their insurance coverage will end on the last day of the month during the month that they leave/resign.
 - Board Members are no longer eligible to remain covered by the Town's group insurance coverage if the following occurs:

1. Upon reaching 65 years of age, or
 2. Upon becoming fully covered by Medicare, or
 3. Upon the discontinuance of the benefit by the Town and/or the insurance carrier
- **Billing** - Invoices for insurance coverage will go out on the first of the month and will be due by the 25th of that month. Failure to pay will result in a cancellation of coverage. Once insurance has been cancelled, coverage cannot be re-established during the member's current term in office.
 - **Cancellation of Coverage** - Insurance coverage can be cancelled at any time by the member during their term in office. Once insurance has been cancelled, coverage cannot be re-established during their current term in office.
 - **COBRA** - After cancellation of regular coverage, COBRA coverage will be available to the member at the member's expense.

Resolved, this the 10th day of June, 2019.

Effective, this the 10th day of June, 2019.


Marla Thompson
Mayor

ATTEST:


Stephanie C. Watson
Town Clerk, CMC, NCCMC

DISCUSSION OF PROPOSED AMENDMENTS TO THE RECREATION CENTER POLICY AND TO THE RECREATION CENTER RENTAL RATES

Town Administrator David Draughn stated that the Board and staff previously talked about amendments to the Recreation Center rental policies during the budget work shop. Alderman Gary Lingerfelt requested that the Town do a comparison of recreation rental expenses for the year versus what was made in rental fees.

Mr. Draughn briefly went over the cost versus expenses for the Recreation Center building. If you remove the outdoor lighting, it is a loss of \$24,000 for the year.

Rec Center Expenses Fiscal Year 2017-2018	
Rental Income	\$4,870.00
Income from fines	\$3,035.00
Total Income	\$7,905.00
Republic Services	\$2,162.27
Duke Energy (Building only)	\$6,121.25
Duke Energy Outdoor Lights	\$6,504.88
Andy's Exterminating	\$242.00
CenturyLink	\$1,769.07
Charter Communications	\$2,083.21
Wallace Roofing	\$10,384.35
Maintenance & Supplies	\$2,224.28
Budgeted Capital Purchases	\$7,766.96
Total Expenses for fiscal year	\$39,258.27
Net losses or gains	-\$31,353.27

The expense figures do not include Rec Center Salaries

Mr. Draughn explained that the Town set the rental fee at \$100 for inside customers. The Town has contacted other facilities and their costs are higher and some facilities rent by the hour. Burke County charges \$650-\$675 for their large meeting rooms. Hildebran charges \$25.00 per hour. The cost to maintain the facility continues to rise while the rental rates have remained the same. The Recreation Center is rented around 35 to 40 times a year. Some renters take care of the facility and some do not.

Those that do not, get penalized with part of their deposit or with their whole deposit based on a schedule.

The Town has looked at a possible increase to \$300 for inside customers. This is a suggestion for the Board to consider.

The Town has also placed some suggested changes in the rental policy dealing with bouncy houses and IDs. The Town would like the Board to at least approve these policies whether or not the rental fees are changed or not.

Aldermen Dallas Tester stated that he would like to get some thoughts from the Board about hourly rates for classes that his citizens have asked about. This includes dance classes and karate classes. He asked if the Town could research what other Towns are doing.

Mayor Thompson asked if there is a policy in place to protect the Town if someone is injured on the property.

Mr. Draughn stated that the Town has general liability insurance on the property. Mr. Draughn stated that the Town had not yet researched Mr. Tester's suggestion, but it could be looked at.

Alderman Tester stated he had two or three people approach him about this so there must be an interest for that.

Alderman Mays stated that the rental policy does not allow for renters to charge anything to others.

Mr. Draughn stated that Alderman Mays was correct.

Alderman Tester asked if that was something the rest of the Board was willing to think about amending or is that something that was set.

Mr. Draughn stated that the theory was that the Town would not rent out the Recreation Center "for profit" situations. This was done when the policy was originally adopted.

Alderman Mays asked why the Century Link bill and the Charter bill were so high.

Mr. Draughn stated that the Century Link bill will soon be going away. The Town is in the process of canceling all Century Link accounts. The Charter bill is simply for internet and the WIFI connection. The Charter account is a commercial account and the fees for residential are different than commercial.

Alderman Mays stated that by cancelling Century Link, approximately \$1,700 would come off of the expenses.

When Alderman Mays asked if the Wallace Roofing fee was a one-time charge or a continual annual fee, Mr. Draughn explained that it was a higher expense this year due to repairing the flashing in order to stop water running down the back wall. The Town does pay an annual maintenance fee in order to keep the warranty good. He estimated that it costs approximately \$2,000 for annual maintenance fees.

Alderman Mays estimated the actual expense to be considerably lower taking off all the extra expenses.

Mr. Draughn stated that the estimated expense for the building was probably \$14,000.

Alderman Mays stated that the Town will have to pay an electric bill to Duke Power no matter what. What the Town is getting in revenue is somewhat offsetting what the Town would have to pay anyway whether the building is rented or not.

Alderman VanHorn asked if the Town could look at putting a customer's credit card on hold for when they rent the Recreation Center. If they run up \$6,000 worth of damage, the Town could hit their credit card for all of it.

When Mayor Thompson stated that the customer may not have that much credit on their card, Alderman VanHorn stated that the Town could put a hold on the card. The Town would have to see what the bank allows the Town to do under its credit card system.

When Mr. Draughn asked what the benefit would be, Mr. Cozart explained that putting the card on hold would be beneficial if the damage was more than the rental deposit. Mr. Cozart explained that he was not part of the process of deciding how much of the deposit gets returned. He only gets a form saying how much deposit will be returned.

Alderman Lingerfelt stated that usually deposits are not fully returned due to there being a mess left. It is usually not because of damage.

Mayor Thompson asked if there was a way to tell how much available credit there is on a card.

Alderman VanHorn stated that you could see how much available funds there are when the Town puts a charge against the card.

Mr. Cozart stated that he would have to check into how to do that with the credit card system that the Town has.

Alderman VanHorn stated that the only reason that he asked, from looking at the mock check sheet, if there are charges and fees, it sometimes totals way over the deposit.

Mr. Draughn stated that it is a collection fee schedule and it is not that the Town is trying to collect that much for each item. When the Town hits the deposit amount, that is it. The purpose of the form is if there is something minor, the whole amount of the deposit is not held. In some cases, if they do something big, the whole deposit is held. The form is a guideline.

Alderman Tester stated that if the damage was bad, the Town could file a lawsuit against the renter.

Mr. Draughn stated that if the damage is that bad, the Town will not let them rent the Recreation Center again.

When Alderman Mays asked if there was an interest in the increase of the security deposit or in the rental fees, Alderman Lingerfelt stated that he was interested in the rental fees being raised.

Alderman Tester expressed concern that if the rates went up, the Town would lose renters.

When asked by Alderman VanHorn what the ratio of out of town renters compared to in town, the answer was in town residents rented it more.

Alderman VanHorn stated that he felt it is something has to be done but he hates to penalize the customers.

Alderman Tester stated that it might be something that could be tried for a year.

Alderman Lingerfelt explained that his biggest issue was that there were no other places renting it for that cheap.

Alderman Elder stated that as the building was rented from 8 a.m. until 11 p.m., he thought raising the rental to \$300 would be fair.

Alderman Lingerfelt stated it probably wouldn't faze people as they often pitch in to pay for the fee.

Alderman Mays stated that he was with Alderman Tester in that the fee didn't need to go up too much and alienate some of the rentals.

Mayor Thompson stated that the Town could try it for a year and see how it goes. If there are no problems, the Town could leave it like it is.

Alderman Lingerfelt stated that the Town was paying most of the costs whether people were renting or not so why does it matter.

Alderman Elder asked if there would be a rate change for outside customer rentals.

Mayor Thompson and Alderman Lingerfelt suggested keeping the outside rental fees the same. When asked by Mayor Thompson what the outside renter deposit was, Mr. Cozart stated that it was \$500.

Alderman Mays stated that he would like to bump the rental fee to \$150 and see where it goes. They could always adjust it again next year.

Mayor Thompson suggested to bump it up to \$200 and have the same deposit.

Alderman Elder stated that it would be good. Have it \$200 for deposit and \$200 for rental fee.

Alderman VanHorn stated that the Town could run it through a fiscal year. He would like to entertain requiring to have a credit card on file too. People are more likely to care about the building if a credit card is on file.

Alderman Mays asked how many come in and pay with a credit card and how many with cash.

Mr. Cozart stated that the way the policy is set up now, all deposits are taken in cash. The Town will take card for the rental fee but the deposit is taken in cash because renters pick up the key the day before.

Alderman VanHorn stated that the Town could continue to do as the policy says but also keep a card on hand for a deterrent to do damage.

When Alderman Mays asked Alderman VanHorn if he wanted to have the card on file for every rental, Alderman VanHorn stated that the Town should as it has to be on file every time that a hotel is rented.

Alderman Tester stated that he did not think that was a bad idea.

Alderman Lingerfelt stated that his suggestion was not due to there being any damage. It was to recoup a little bit of a loss.

Mayor Thompson suggested to raise it to \$250-\$300 and see how it goes for a year.

Alderman Tester stated that he would agree with that.

Mayor Thompson stated that the Town could start with \$250 and then see how it goes. The Town could even revisit it within six months. She suggested giving it a year. She asked if there was an agreement at \$250.

Alderman Mays stated that he was not good with that. If the Town were to price it too high, it will not recoup as much as it has been.

Alderman VanHorn stated that he was on the fence with that amount.

Alderman Elder suggested that the Town go to \$200 for the rental fee and increase the deposit to \$300.

Alderman Tester stated that the Town could always revisit it.

Mayor Thompson asked if the Board was in agreement.

Motion was made by Alderman David Elder, seconded by Alderman Gary Lingerfelt to increase the Recreation Center rental rates for inside customers to a \$200 Rental Fee and a \$300 Deposit Fee, with the promise to revisit the fees within a year if needed. The vote to approve was unanimous.

AYES: Mayor Pro Tem / Alderman Randall Mays
Alderman David Elder
Alderman Gary Lingerfelt
Alderman Dallas Tester
Alderman Thurman VanHorn

NOES: None

Alderman Mays asked if the deposit and rental fee adjustment pertained to all \$100 rental fees for the building, including the inside customer rental, not for profit, and employee fees.

Alderman Lingerfelt stated that he wanted to keep it the same for employees.

Alderman Mays asked that the motion be clarified.

Motion was made by Alderman David Elder, seconded by Alderman Gary Lingerfelt to increase the Recreation Center rental fee for inside customers and for not for profit entities to:

- Inside Town Limits
 - Rental fee \$200
 - Deposit Fee \$300
- Not for Profit Entity
 - Rental fee \$200
 - Deposit Fee \$300

AYES: Mayor Pro Tem / Alderman Randall Mays
Alderman David Elder
Alderman Gary Lingerfelt
Alderman Dallas Tester
Alderman Thurman VanHorn

NOES: None

The fees and deposits for Government Organizations, Outside Town Limits, and Full-time Employees will remain the same.

Mr. Draughn stated that he also needed Board approval to the amendments to the policies. These amendments discuss when bouncy houses can be used, and set rules for IDs. The amended rule for the bouncy houses states that they are not allowed in the building or under the gazebo, but they are allowed on the rest of the property.

Motion was made by Alderman Randall Mays, seconded by Alderman David Elder to amend the Town of Long View Recreation Center Policy for the grounds and the Recreation Center as far as stating what is written in red on the policy amendments. The vote to approve was unanimous.

AYES: Mayor Pro Tem / Alderman Randall Mays
Alderman David Elder
Alderman Gary Lingerfelt
Alderman Dallas Tester
Alderman Thurman VanHorn

NOES: None

**AMENDMENT FOR THE
RULES AND REGULATIONS FOR RENTING THE
RECREATION CENTER BUILDING**

**PLEASE BE ADVISED THAT THE REC CENTER BUILDING AND
GROUNDS ARE UNDER 24 HOUR LIVE/RECORDED VIDEO SURVEILLANCE**

1. The cost of rental is as follows:
- | | | |
|---------------------------------|---------------------|----------|
| A. Not for Profit Entity | \$100.00 | \$200.00 |
| B. Government Organization | \$ | 0.00 |
| C. Inside Town Limits | \$100.00 | \$200.00 |
| D. Outside Town Limits | \$ | 500.00 |
| E. Full-time Town Employees* | \$ | 100.00 |

Security Deposit (Required before key will be issued):

- | | | |
|---------------------------------|---------------------|----------|
| A. Not for Profit Entity | \$200.00 | \$300.00 |
| B. Government Organization | \$ | 0.00 |
| C. Inside Town Limits | \$200.00 | \$300.00 |
| D. Outside Town Limits | \$ | 500.00 |
| E. Full-time Town Employee* | \$ | 0.00 |

*Active Full-time Town employees may rent the building for themselves without paying a Security Deposit, however all rules must be observed at all times. No one, including employees, may rent the building for another person.

It is not required that any Not for Profit Entity or Government Organization be located within the Town limits in order to rent the Recreation Center.

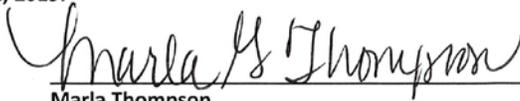
The Town of Long View reserves the right to verify the legitimacy of the group or person renting the Recreation Center.

2. Maximum capacity for the Recreation Center Building is 150 persons.
3. Renters may pick up the key at the Administrative Offices as early as the day before the reserved date. Renters will not be allowed to enter the Recreation Center until the reserved date.
4. The Recreation Center Building may be occupied between 8:00 a.m. – 11:00 p.m. only. You must clean up and be gone by 11:00 p.m.
5. The key deposit will be mailed back to you in 7-10 business days after the Recreation staff has checked the building after you leave.
6. The Recreation Hall is rented on a first come, first serve basis. The first person or group to pay the cost of rental will be guaranteed rental of the facility.
7. The person who signs for the key will be responsible for any property loss and/or damage to the facilities.
8. The Renter MUST be on site at all times while the building is occupied. The key must remain in the possession of the person who rented the building at all times and may not be loaned or given to anyone else for any reason.
9. The keys must be returned the next business day after the reserved date. There will be a \$25.00 late fee for each additional day that the keys are not returned.
10. Alcoholic beverages of any kind WILL NOT be permitted in the Recreation building or anywhere on the premises. Any coolers brought into the building or onto the grounds may be inspected by

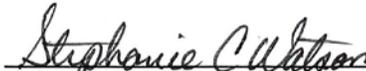
a Long View Police Officer or other staff member for alcoholic beverages. Anyone violating this rule will be denied the privilege of using the facilities and asked to leave immediately. The Renter will be denied further use of the facilities as well.

11. No equipment may be removed from the building at any time nor shall the Renter bring any equipment into the building without prior approval.
12. Decorations MAY NOT be attached to the building in any way.
13. Application must be made in the name of a responsible adult. A minimum of three adult chaperones are required at ALL teenage gatherings.
14. The tables and chairs should be wiped free of any spills and returned to their appropriate storage carts after each use. Please carry tables and chairs instead of dragging them across the floor to avoid scratching the floor and/or damaging the tables.
15. Anyone using the building should leave it as clean as possible. The Renter will be expected to clean up ALL spills that occur during your use of the building.
16. Flush ALL toilets before leaving.
17. Remove all your items from the refrigerator before leaving.
18. Empty ALL garbage cans and place a new liner in every can.
19. Do NOT attempt to open the windows.
20. Before leaving check ALL exits to ensure all doors are closed and locked.
21. By signing the application, you are accepting responsibility for the facility and granting permission for a representative of the Town of Long View to check the premises to make sure that the rules are being followed.
22. At the discretion of a Long View Police Officer or Recreation Staff member you may be asked to leave the premises for a violation of these rules. A copy of these rules and regulations is furnished to you as required by the Town of Long View Recreation Commission.
23. The building may not be used to sell merchandise for profit nor can you charge admission to the building for profit.
24. If you encounter any problems during your rental, call 828-327-2343 and a Town of Long View employee will respond.
25. A Town of Long View Staff member will inspect the Recreation Center building after its use and will determine whether the deposit will be returned.
26. Bounce houses, tents, etc. are prohibited within the Recreation Center Building.
27. Identification - Only valid State of NC Issued Driver's Licenses or ID Cards are accepted.
28. Address on the Driver's License or ID Card must match the address filled in on the rental application.

Amended this the 10th day of June, 2019.


Marla Thompson
Mayor

ATTEST:


Stephanie C. Watson
Town Clerk, CMC, NCCMC

**AMENDMENT TO THE
RULES AND REGULATIONS FOR RESERVING THE
RECREATION CENTER GROUNDS**

**PLEASE BE ADVISED THAT THE REC CENTER BUILDING AND
GROUNDS ARE UNDER 24 HOUR LIVE/RECORDED VIDEO
SURVEILLANCE.**

1. The Cost of Rental:

- a. Half Day Grounds (Upper Field) \$10.00
- b. Full Day Grounds (Upper Field) \$20.00
- c. Half Day Grounds (Lower Field) \$10.00
- d. Full Day Grounds (Lower Field) \$20.00

Reserve Times for Grounds:

- a. 8 a.m. - 12 noon
- b. 1 p.m. -5 p.m.
- c. All Day (8 a.m. - 5 p.m.)

- 2. The person that reserves the field will be responsible for any cleanup, damage and/or property loss to the facilities.
- 3. The person that reserves the field must be present at all times otherwise the Town of Long View Recreation Staff or Police Department reserve the right to ask all in attendance to leave the premises.
- 4. Long View Recreation Staff will inspect the grounds after each use. Any violations can result in not being able to reserve the space again.
- 5. The recreation grounds shall be reserved on a first come, first serve basis. The first person or group to reserve the space will be guaranteed to the grounds. During non-reserved times the grounds will be closed to the public.
- 6. You may not enter the reserved space until the time allotted on the application.
- 7. Alcoholic beverages of any kind WILL NOT be permitted in the Long View recreation building or anywhere on the premises. Any coolers brought onto the property may be inspected by a Long View police officer for alcoholic beverages. Anyone violating this rule will be denied the privilege of using the facilities, grounds and gazebo, and asked to leave. The sponsoring party will be denied further use of the facilities, grounds, and gazebo also.
- 8. No equipment is to be removed from the grounds at any time nor shall any equipment be brought onto the grounds without prior approval.
- 9. DO NOT attach decorations to the grounds.
- 10. Application must be made in the name of a responsible adult. A minimum of three adult chaperons are required at ALL teenage gatherings.

11. Anyone using the grounds should leave it as clean as possible. You will be expected to clean up ALL trash.
12. It is deemed that upon signing the application, permission is granted for a representative of the Town of Long View to check the grounds to make sure that the rules are being followed.
13. At the discretion of Long View Recreation Staff or any Long View police officer you may be asked to leave the premises for a violation of these rules. A copy of these rules and regulations is furnished to you as required by the Town of Long View Recreation Commission.
14. Permit must be readily available for review by Recreation Staff.
15. The grounds MAY NOT be used to sell merchandise for profit nor can you charge admission to the grounds for profit.
16. If you encounter any problems during the time of rental, call Long View Recreation Staff at 828-327-2343 for assistance.
17. Bounce houses, tents, etc. are permitted on the grounds of the Recreation Center property. Bounce houses, tents, etc. are NOT permitted in the Recreation Center building or under any shelter on the property.
18. Identification - Only valid State of NC Issued Driver's Licenses or ID Cards are accepted.
19. Address on the Driver's License or ID Card must match the address filled in on the rental application

Amended this the 10th day of June, 2019.



Marla Thompson
Mayor

ATTEST:



Stephanie C. Watson
Town Clerk, CMC, NCCMC

**AMENDMENT FOR THE
RULES AND REGULATIONS FOR RESERVING THE
RECREATION CENTER GAZEBO**

**PLEASE BE ADVISED THAT THE REC CENTER BUILDING AND
GROUNDS ARE UNDER 24 HOUR LIVE/RECORDED VIDEO
SURVEILLANCE.**

1. Reserve Times for Gazebo:
 - a. 8 a.m. - 12 noon
 - b. 1 p.m. - 5 p.m.
 - c. All Day (8 a.m. - 5 p.m.)

2. The person that reserves the gazebo will be responsible for any cleanup, damage and/or property loss to the facilities.

3. The person that reserves the gazebo must be present at all times otherwise the Town of Long View Recreation Staff or Police Department reserve the right to ask all in attendance to leave the premises.

4. Long View Recreation Staff will inspect the gazebo after each use. Any violations can result in not being able to reserve the space again.

5. The recreation gazebo shall be reserved on a first come, first serve basis. The first person or group to reserve the space will be guaranteed to the gazebo for the time period requested on the application. During non-reserved times the gazebo will be open for public use.

6. Alcoholic beverages of any kind WILL NOT be permitted in the Long View recreation building or anywhere on the premises. Any coolers brought onto the property may be inspected by a Long View police officer for alcoholic beverages. Anyone violating this rule will be denied the privilege of using the facilities, grounds and gazebo, and asked to leave. The sponsoring party will be denied further use of the facilities, grounds, and gazebo also.

7. No equipment is to be removed from the gazebo at any time nor shall any equipment be brought onto the gazebo without prior approval.

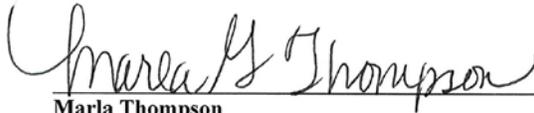
8. DO NOT attach decorations to the gazebo.

9. Application must be made in the name of a responsible adult. A minimum of three adult chaperons are required at ALL teenage gatherings.

10. Anyone using the gazebo should leave it as clean as possible. You will be expected to clean up ALL trash.

11. It is deemed that upon signing the application, permission is granted for a representative of the Town of Long View to check the gazebo to make sure that the rules are being followed.
12. At the discretion of Long View Recreation Staff or any Long View police officer you may be asked to leave the premises for a violation of these rules. A copy of these rules and regulations is furnished to you as required by the Town of Long View Recreation Commission.
13. Permit must be readily available for review by Recreation Staff.
14. The gazebo MAY NOT be used to sell merchandise for profit nor can you charge admission to the gazebo for profit.
15. **Bounce houses, tents, etc. are prohibited under the Gazebo or under any other shelters of the Recreation Center property.**
16. **Identification - Only valid State of NC Issued Driver's Licenses or ID Cards are accepted.**
17. **Address on the Driver's License or ID Card must match the address filled in on the rental application.**
18. If you encounter any problems during the time of rental, call Long View Recreation Staff at 828-327-2343 for assistance.

Amended this the 10th day of June, 2019.



Marla Thompson
Mayor

ATTEST:



Stephanie C. Watson
Town Clerk, CMC, NCCMC

ADMINISTRATOR'S REPORT – TOWN ADMINISTRATOR DAVID DRAUGHN

Digital Sign in Front of Town Hall – Town Administrator David Draughn said that the estimated sign installation date was 6 to 8 weeks from May 17th. Power has been run to the location.

Window Installation at the Recreation Center – Town Administrator David Draughn stated that windows for the Recreation Center building should hopefully be delivered and installed within the next week or so.

Declaration of State of Emergency – Town Administrator David Draughn briefly went over the facts and findings from this past weekend's storm.

This morning, the Mayor declared a state of emergency for the Town of Long View. It has been submitted by Fire Chief James Brinkley to Burke and Catawba County Emergency Management. Should there be disaster declaration for funds given, Long View will be included. That hasn't yet happened.

Saturday night, police and fire responded to many calls for service due to the storm. Several homes were flooded and this resulted in evacuations. A vehicle had to be evacuated. The Police Department had to respond to a lot of flooded road ways and welfare checks. The Public Works Department was present most of the night monitoring Frye Creek Pump station, putting up barricades and cutting up brush in the road. Everyone did a great job. He was proud of them.

Some of the damages found so far include:

- One private storm drain issue on 6th Ave SW
- Town storm drain issue on 2nd Ave SW on the 2700 block (pipe and catch basin involved)
- Town Hall drive thru window flooded pretty bad and is currently closed for repair
 - Roof repaired today
 - Have to wait until the area is dry
 - Insurance adjuster here tomorrow to review
- 19th Street Sewer Station – A tree falling destroyed a good portion of the security fence
 - Insurance adjuster here tomorrow to review
- 1946 15th Ave SW – Pipe failure – Worst one so far. Had to close a portion of the street because of a cave off there.
- 2800 block of 1st Ave PI NW had a catch basin failure
- 2205 4th Ave NW has pipe and catch basin failure

Catawba County has put a Damage Assessment Form out for folks affected by the storm to fill out. The Town has added the link to the website along with the Town's emergency declaration. The link is also posted on Facebook. People within Catawba County can fill out the form and someone from Catawba County will come look at it the affected area within 48 hours. The Fire Department and Public Works have also hand delivered this information to the locations where known damage is.

Mr. Draughn stated that he appreciated Police, Fire and Public Works for all the work they did this weekend.



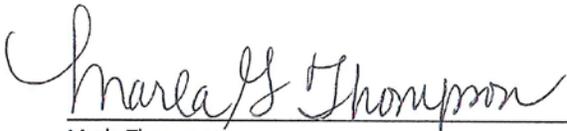
TOWN OF LONG VIEW

2404 FIRST AVENUE SOUTHWEST
LONG VIEW, NC 28602
PHONE: (828) 322-3921 • FAX: (828) 322-1567

PROCLAMATION DECLARING A STATE OF EMERGENCY

1. Pursuant to the authority vested in me as Mayor of the Town of Long View pursuant to Article 19.22 of Chapter 166A of the North Carolina General Statutes, I have determined that a State of Emergency as defined in the county Emergency Management Ordinance exists because of a severe weather event (Event: Severe rain and flooding) beginning on June 7, 2019 including heavy rains and high winds that caused widespread damage.
2. I, therefore, declare the existence of a State of Emergency within the Town of Long View. The emergency area covered by this declaration shall be all incorporated areas within the Town of Long View.
3. The restrictions and prohibitions ordered below are necessary to maintain order and protect public health, safety, and welfare, and to secure property.
4. The following restrictions and prohibitions are imposed: none.
5. Execution of Emergency Plan. I hereby order all town law enforcement officers, employees and all other emergency management personnel subject to my control to cooperate in the enforcement and implementation of the Catawba County and Burke County Emergency Operations Plans and the restrictions and provisions of this declaration.
6. This proclamation shall become effective immediately.

Proclaimed this the 10th day of June, 2019 at 8:00 a.m.

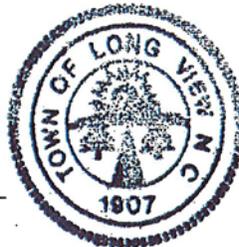


Marla Thompson
Mayor

ATTEST:



Stephanie C. Watson
Town Clerk



Heico Property Purchase from the Town of Long View – Town Attorney Jimmy Summerlin, Jr. stated that the due diligence period for the property purchase ended on Friday, June 7, 2019. They did not revoke the contract so everything is looking good on that. They now have 15 days to close.

He received an email this evening from their realtor asking about an underground oil tank on the property. Would the Town be willing to remove it? It is not the Town's obligation to remove it at this time as the due diligence period has expired. This is being brought before the Board for consideration. He did not have an idea as to the cost to remove it. At this point, Heico is bound by the contract and will lose their deposit if they don't close on the property.

Mr. Draughn stated that he thought it might be an old fuel tank for one of the houses. He suggested that the Town not do anything with it because of having to deal with the soil.

Attorney Summerlin, Jr. stated that that was what the due diligence is for. They can bring it to the Town before the due diligence period ends and ask the Town to do that, and if the Town wants to do that, fine and if the Town doesn't, Heico has to make a choice as to whether to purchase the property or not. The due diligence period has expired. It is their obligation to purchase the property.

Alderman Mays stated that he was in agreement with not doing anything.

Alderman Elder was concerned with being a good neighbor. What would be the expense to take it out?

Alderman Lingerfelt stated that the cost would be according to how big the tank is.

Alderman Mays was concerned that if the Town is responsible for taking it out, they would have to deal with any issues due to accidental contaminations. Who would be responsible?

Alderman Tester stated that he would not be opposed to helping but not at 100%.

Alderman Mays stated that Heico knew there was a due diligence period. They had plenty of time to find any issues.

Mr. Draughn stated that the only question Heico had early on was about zoning.

Attorney Summerlin, Jr. stated that he was not arguing one way or the other but, in his opinion, the more appropriate way to handle this would be to give them a credit and let them take care of it. Once the Town starts digging, it doesn't know what it will find. The other option is to do nothing and let them take care of removing it.

Alderman VanHorn stated that in the event something was to happen, hazmat may have to be involved. He agreed with Alderman Mays. They had their 45 days and that has expired.

Alderman Lingerfelt's concern was that they may back out of buying the property.

Alderman Tester stated that he liked the "credit" idea.

Mayor Thompson suggested maybe not giving the full "credit" but some.

Attorney Summerlin, Jr. stated that in essence, to give the credit, the Town would discount the cost by X amount of dollars and say that it is for cleaning out the issue. The X amount would be deducted from the closing price.

There was some discussion about where the fuel tank was located.

Attorney Summerlin, Jr. stated that his only concern with the credit option is if the Town would be allowed to do that. The Town bid out the property at a certain price.

Mr. Draughn stated that he would prefer to tell Heico that the due diligence period is over and it is closing time. See what they say.

Alderman Mays agreed. A contract is a contract and business is business. The realtor knew what to look for and in what time frame. They had plenty of time.

Mr. Draughn asked that Attorney Summerlin, Jr. let them know that the sale of municipal property changes things.

It was the consensus of the Board to not help in removing the oil tank as the due diligence period had expired.

OTHER BUSINESS

Town resident Mr. Billy Rice wished to thank Mr. Mullis for helping to get the trash cleaned up off of 33rd Street.

ADJOURNMENT

Comments by Alderman Thurman VanHorn

Alderman VanHorn wished to thank the Police, Fire and Public Works Department with all they did this weekend. We appreciate their hard work.

He thanked Finance Director James Cozart on his work on the budget. This has been one of the easiest budgets.

Comments by Alderman David Elder

Alderman Elder stated that the agreed that the Police, Fire and Public Works departments went above and beyond to take care of what was going on. It shows their dedication.

Comments by Alderman Randall Mays

Alderman Mays wished to thank everyone who made things run smoother than what they have in the past. All the staff and the workers.

Comments by Alderman Dallas Tester

Alderman Tester thanked the Police, Public Works and the Fire Department. The guys are appreciated and it is good to have someone you can count on. He never doubted one time that they had things under control.

He also thanked members of the audience for their attendance.

He thanked his lord and savior for the ability to be present and the ability to represent his town.

Comments by Alderman Gary Lingerfelt

Alderman Lingerfelt thanked everyone for their work this weekend. We have a good town and should try to take care of it.

Comments by Mayor Marla Thompson

Mayor Thompson stated that she felt the same. Thanks to everyone this weekend. She appreciates every one of them.

There being no further business, motion was made by Alderman Thurman VanHorn, seconded by Alderman David Elder to adjourn the meeting at 8:20 p.m. The vote to approve was unanimous.

AYES: Mayor Pro Tem / Alderman Randall Mays
Alderman David Elder
Alderman Gary Lingerfelt
Alderman Dallas Tester
Alderman Thurman VanHorn

NOES: None

Stephanie C. Watson
Town Clerk, CMC, NCCMC

Marla G. Thompson
Mayor

