



ROWAN COUNTY COMMISSION AGENDA
March 19, 2018 - 6:00 PM
J. Newton Cohen, Sr. Room
J. Newton Cohen, Sr. Rowan County Administration Building
130 West Innes Street, Salisbury, NC 28144

Call to Order

Invocation

Pledge of Allegiance

Consider Additions to the Agenda

Consider Deletions From the Agenda

Consider Approval of the Agenda

Board members are asked to voluntarily inform the Board if any matter on the agenda might present a conflict of interest or might require the member to be excused from voting.

- Consider Approval of the Minutes: March 5, 2018

1 Consider Approval of Consent Agenda

- A. Resolution for Detective Carl Dangerfield-Retirement Weapon
- B. Resolution for Master Deputy Timothy Drew-Retirement Weapon
- C. Refunds For Approval
- D. Proclamation for Motorcycle Safety & Awareness Month
- E. NC OSHR: Substantial Equivalent Program Monitoring 2018
- F. Community Health Center Dental Grant
- G. DSS Contract - Pinnacle Family Services
- H. HR Agreement - Novant Health
- I. Resolution for Involuntary Commitment Transport Services
- J. Proclamation for Relay for Life "Paint the County Purple" Week
- K. South Salisbury Fire Department Request for Completion of County Documentation
- L. Request for Qualifications for Professional Engineering Services for

Roadway Design and Construction

M. Contract for Law Enforcement Memorial

N. Authorize County Manager To Go Out For Bids For Casings

- 2 Public Comment Period
- 3 Public Hearing for HLC 01-18
- 4 Public Hearing: 2018-19 HOME Action Plan
- 5 Quasi-judicial Hearing for CUP 01-18
- 6 Quasi-judicial Hearing for CUP 03-18
- 7 Broadband Task Force Update
- 8 Consideration Of An Inter-local Agreement For An Economic Development Partnership With The Rowan Tourism Authority On A Tourism Capital Project
- 9 Financial Report
- 10 Budget Amendments
- 11 Closed Session
 - Regarding Legal Counsel For Potential Opioid Litigation
- 12 Adjournment

Citizens with disabilities requiring special needs to access the services or public meetings of Rowan County Government should contact the County Manager's Office three days prior to the meeting by calling (704) 216-8180.

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Carolyn Barger, Clerk to the Board
DATE: March 12, 2018
SUBJECT: Consider Approval of the Minutes: March 5, 2018

ATTACHMENTS:

Description

March 5, 2018 Minutes

Upload Date

3/12/2018

Type

Cover Memo

Greg Edds, Chairman
Jim Greene, Vice-Chairman
Mike Caskey
Judy Klusman
Craig Pierce



Aaron Church, County Manager
Carolyn Barger, Clerk to the Board
John W. Dees, II, County Attorney

DRAFT

Rowan County Board of Commissioners

130 West Innes Street • Salisbury, NC 28144
Telephone 704-216-8180 • FAX 704-216-8195

**MINUTES OF THE MEETING OF THE
ROWAN COUNTY BOARD OF COMMISSIONERS**

March 5, 2018 – 3:00 PM

J. NEWTON COHEN, SR. ROOM

J. NEWTON COHEN, SR. ROWAN COUNTY ADMINISTRATION BUILDING
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Present: Greg Edds, Chairman
Jim Greene, Vice-Chairman
Mike Caskey, Member
Judy Klusman, Member
Craig Pierce, Member

County Manager Aaron Church, Clerk to the Board/Assistant to the County Manager Carolyn Barger, County Attorney Jay Dees and Assistant County Manager/Finance Director Leslie Heidrick were present.

Chairman Edds convened the meeting at 3:00 p.m.

Chaplain Michael Taylor provided the Invocation.

Chairman Edds led the Pledge of Allegiance.

CONSIDER ADDITIONS TO THE AGENDA

Chairman Edds moved to amend Closed Session to add a discussion regarding the acquisition of easements for the water line project. Commissioner Klusman seconded and the motion passed unanimously.

CONSIDER DELETIONS FROM THE AGENDA

There were no deletions from the agenda.

CONSIDER APPROVAL OF THE AGENDA

Commissioner Greene moved, Commissioner seconded and the vote to approve the agenda passed unanimously.

CONSIDER APPROVAL OF THE MINUTES

Commissioner Klusman moved, Commissioner Greene seconded and the vote to approve the minutes of the February 19, 2018 Commission Meeting passed unanimously.

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1. CONSIDER APPROVAL OF CONSENT AGENDA

Commissioner Klusman moved approval of the Consent Agenda. The motion was seconded by Commissioner Greene and passed unanimously.

The Consent Agenda consisted of the following:

- A. Grant Easement For Bridge Replacement At Sloan Park Property
- B. Gildan Warehouse Sale
- C. Schedule Quasi-judicial Hearing for CUP 01-18 for March 19, 2018
- D. Schedule Quasi-judicial Hearing for CUP 03-18 for March 19, 2018
- E. Schedule Public Hearing for HLC 01-18 for March 19, 2018
- F. Proposed Adverse Weather Policy
- G. Bath and Body Works Eleventh Amendment To Lease
- H. Use of West End Plaza Parking Lot for FACT Truck Parade
- I. Schedule Public Hearing for March 19, 2018 for FY 18-19 HOME Program Application

2. PUBLIC COMMENT PERIOD

Chairman Edds opened the Public Comment Period to entertain comments from any citizens wishing to address the Board. The following individuals came forward:

- Darcy Ward spoke in support of a new western Rowan County library branch.
- Phillip Barton spoke in support of a new western Rowan County library branch.
- Nancy Brown spoke in support of a new western Rowan County library branch.
- Dorcas Osborne spoke in support of a new western Rowan County library branch.
- Gary Freeze Chairman of the Library Board, spoke in support of a new western Rowan County library branch.
- Mike Julian spoke in support of a new western Rowan County library branch.

With no one else wishing to address the Board, Chairman Edds closed the Public Comment Period.

3. PUBLIC HEARING TO CONSIDER AMENDMENT TO DAIMLER AGREEMENT

Scott Shelton, Vice President of Operations for the Economic Development Commission (EDC), presented the request for an amendment to Daimler's Incentive Agreement (Agreement) with Rowan County. Mr. Shelton also stated Daimler representatives Henning Bruns, Head of Operations, DTNA Cleveland Assembly Plant and David Trebing, General Manager, State and Local Relations, Daimler North America Corporation, were present.

Mr. Shelton provided a power point as he explained the County and Daimler had entered into an incentive agreement in 2009 for Project FMT in which the Company proposed investing \$15.9 million in improvements to their Cleveland facility in order to accommodate production of a new military truck line. In the Agreement, Daimler also agreed to maintain 695 jobs at the site, which was employment level at that time. Under the terms of the Agreement, Daimler would receive a 75% tax incentive grant for five (5) separate tax years. Due to revaluation, Daimler's new tax assessment was lower than their original base year value and no incentive was ever paid.

Continuing with the history behind the request, Mr. Shelton reported in 2015 the Commissioners approved an amendment to the original Agreement to accommodate Daimler's Project D2. The Project, as originally proposed, would result in Daimler investing approximately \$38 million in improvements including a new vehicle logistics center. No increase in employment at the facility was expected at that time but the Company agreed to increase its minimum job retention requirement to 1,500.

Like the original Agreement, Daimler would receive a 75% tax incentive grant for five (5) separate tax years. The project was scheduled to be completed by December 31, 2016 and the grant would begin with property assessed as of January 1, 2017.

Mr. Shelton said the project was delayed due to a variety of circumstances.

With regards to the current project status and proposed amendment modification, Mr. Shelton reported construction began on the logistics center in late 2017 and the capital investment estimate was changed to \$26 million. Fifty (50) employees were also called back as part of a revised Project D2. Daimler projects to have the facility and its other improvements completed by December 31, 2018.

Due to the delay in starting the project, Daimler has requested the 2015 amendment be modified. The main change under the modification was the grant would begin with the property assessed as of January 1, 2018 instead of January 1, 2017. The amendment would allow the Company to capture more of its investment in the grant calculations.

If the amendment modification is approved and the project is completed by December 31, 2018, Daimler was estimated to receive a total incentive grant of \$556,500 over five (5) years.

The modification would delay the agreement start date, capture the value of the construction year (\$8 million) for the first year incentive, and give Daimler four years of incentives based on the full \$26 million dollar value.

Under the current amendment Daimler would receive an estimated total incentive of \$427,313. The grant amount would increase to \$556,500 if the amendment was modified. The difference would be \$129,187.

Mr. Shelton discussed the fiscal impact to Rowan County. Each grant scenario had a different start and end date, making a true year to year comparison difficult. As a result, the focus was on the five (5) incentivized years for each scenario. Under the current amendment, the County would retain \$142,439 in tax revenue over the five (5) incentivized years. The number was lower than it should have been because Year one (1) of the five (5) incentivized years would see no capital investment due to the construction delay. If the agreement were modified to capture more the proposed capital investment, the County would retain \$185,502 over the five (5) incentivized years.

Mr. Bruns praised the County's investment in its citizens and in Daimler. Mr. Bruns said the logistics center was an example of the reviving economy. Mr. Bruns thanked the Board for the County's cooperation over the years.

Mr. Trebing echoed the comments of Mr. Bruns. Mr. Trebing described the Daimler facility in Cleveland as the "shining star" of their 33 facilities in the United States. Mr. Trebing thanked the County for its working relationship and the efforts to help the operation thrive.

Chairman Edds opened the public hearing to receive citizen input regarding the proposed modifications to the Daimler Agreement Amendment.

With no one wishing to address the Board, Chairman Edds closed the public hearing.

Commissioner Pierce moved to amend the current Daimler agreement to the one as suggested by the EDC. Commissioner Klusman seconded and the motion carried unanimously.

4. QUASI-JUDICIAL HEARING: CUP-02-18

Chairman Edds read the Chairman's Speech (Exhibit A) and declared the public hearing for CUP 02-18 to be in session. Chairman Edds said the hearing would focus on an application submitted by James and Karen Bullard to construct a residential storage facility on Tax Parcel 821 005 located at the 800 block of Thompson Road.

The Clerk swore in those wishing to provide testimony in the case.

Assistant Planning Director Shane Stewart presented the Staff Report (Exhibit B), as well as a power point (Exhibit C) as he reviewed the request for a 1,512 square foot storage building.

Using the power point (Exhibit C), Mr. Stewart showed the site in question and also the surrounding area.

Procedurally, Mr. Stewart said the Board must adopt Findings of Fact based on the evaluation criteria as outlined in the Staff Report (Exhibit B). Mr. Stewart provided the Board with Example Findings of Fact (Exhibit D).

The applicant, Mr. Bullard, thanked the Board for considering the request.

Chairman Edds opened the public hearing to receive citizen input regarding CUP 02-18. With no one wishing to address the Board, Chairman Edds closed the public hearing.

Commissioner Greene moved the development of the property in accordance with the proposed conditions will not materially endanger the public health or safety.

FACT: This request complies with all eight (8) specific requirements identified in Section 21-60 (10) for residential storage facilities.

FACT: The proposed structure is subject to compliance with applicable building code standards.

The motion was seconded by Commissioner Pierce and passed unanimously.

Commissioner Greene moved that the development of the property in accordance with the proposed conditions will not substantially injure the value of adjoining or abutting property, or that the development is a public necessity, and;

FACT: No material evidence was presented suggesting this request would injure property values.

Commissioner Pierce seconded and the motion passed unanimously.

Commissioner Greene moved that the location and character of the development in accordance with the proposed conditions will be in general harmony with the area in which it is located and in general conformity with any adopted county plans.

FACT: The proposed building square footage is less than the allowable 10% of the total lot size for accessory structures on residentially developed lots.

The motion was seconded by Commissioner Pierce and passed unanimously.

Commissioner Klusman moved, Commissioner Pierce seconded and the vote to approve CUP 02-18 carried unanimously.

5. PUBLIC HEARING: CHAPTER 20 AMENDMENTS FOR NERWS

Planning Director Ed Muire said the County's Water System Management Plan (Plan) approved by the NC Public Water Supply Section contained operational procedures and policies for management of the Northeast Rowan Water System (System). To facilitate the Plan, the County adopted a fee schedule for connection to the System, has initiated construction and now, must adopt an ordinance specifying the standards and requirements for connection to the system.

Using a power point, Mr. Muire reviewed the draft proposal of the ordinance, which would be included as a new article (Article III) within the existing Chapter 20 of the Rowan County Code of Ordinance. The text was presented as follows:

CHAPTER 20 UTILITIES

ARTICLE III. – ROWAN WATER SYSTEM

Sec. 20-60 – Purpose and Intent

The County has developed a potable water distribution system to service an unincorporated area of northeastern Rowan County (hereinafter, the "Northeast Rowan Water System") as generally depicted in Exhibit 1. The County will retain ownership of the Northeast Rowan Water System, but through mutually adopted agreements, contracts and resolutions has designated Salisbury Rowan Utilities (SRU) to have and exercise sole independent authority and responsibility for System Operation as defined herein and to the extent outlined in said agreements, contracts and resolutions. To that end, SRU shall have the sole independent authority to appoint or otherwise employ and to supervise and direct the work of the personnel to accomplish System Operation.

Sec. 20-61 – Authority and Enforcement

This ordinance is authorized by and undertaken pursuant to applicable law, including by way of example, but not limited to, N.C. Gen. Stat. §§ 153A-275, 160A-11, 160A-12, 160A-312 and 1987 Session Laws Ch. 205 § 1 at Charter § 8.10. As such, the County contends the City of Salisbury Code of Ordinances and policies that apply to the SRU System constitute adequate and reasonable rules for SRU's operation of the Northeast Rowan Water System as authorized by N.C. Gen. Stat. § 160A-312(b).

Sec. 20-62 – Northeast Rowan Water System

SRU, as authorized by the City of Salisbury and Rowan County Agreement for Operation of the Northeast Rowan Water System adopted May 2, 2017 and May 15, 2017 respectively, shall have authority to enforce Chapter 25 of the City of Salisbury Code of Ordinances and its policies, standards, and practices, except as provided in Sections 20-63 and 20-64.

Sec. 20-63 – Rates and Charges for Connections

Rates and charges for connection to the Northeast Rowan Water System shall be established from time to time by the Rowan County Board of Commissioners. The rates and charges under this article shall be the rates and charges in effect at the time of payment. Estimates of charges to connect to the Northeast Rowan Water System are subject to change.

Sec. 20-64 – Water Extensions

(a) Any existing property owner with a residential dwelling and any existing nonresidential property owner with a business establishment will not be required to connect to the Northeast Rowan Water System, provided: (i) the residential dwelling or business establishment is connected to a properly functioning public or semipublic potable well infrastructure; or (ii) the residential dwelling or business establishment is connected to a private well water supply. Those not meeting these conditions will be required to connect to the Northeast Rowan Water System, where available, within 30 days after notice from the county environmental health department. Availability will be defined as abutting the property and/or right-of-way and provided the structure being served is not more than 500 feet from the location of the water connection. However, structures more than 500 feet may connect.

(b) Where a residential or nonresidential structure is being replaced or renovated and an existing well is located on the property, the replacement or renovated structure shall be allowed to connect to the existing well provided the well location is approved for use by the county environmental health department.

(c) All new residential development, will connect to the Northeast Rowan Water System where available. All major subdivisions will connect prior to final plat approval. All connections will be made at no expense to the County. Availability for potential connection will be determined based on Section 22-102 of the Rowan County Subdivision Ordinance (as amended).

(d) All persons or projects desiring to install water lines connecting to, and becoming part of the Northeast Rowan Water System shall be in accordance with the latest standards accepted by the County, including those established pursuant to Section 20-62. No lines shall be connected or installed for later connection to the Northeast Rowan Water System without written approval by the County and required federal, State, and local approvals.

(e) All requests and applications for new individual service installation associated with the Northeast Rowan Water System shall be submitted directly to SRU and shall be evaluated by SRU, subject to County Subdivision and Zoning compliance, in the same manner and basis as applications for new individual service installations within the SRU service area.

Sec. 20-65 – Exclusive Operation

The County shall not allow, authorize, or permit any person or entity other than SRU to operate, maintain or exercise control over a potable water distribution system within the Service Boundary without the prior written notice to SRU. Likewise, the County:

- a) Shall not take or allow any action that would interfere with or restrict SRU's enforcement authority as provided herein, by law or mutually adopted contracts, agreements or resolutions; and,
- b) Shall not take any action that directly or indirectly hinders, interferes with, or is otherwise inconsistent with, exclusive System Operation by SRU.

Sec. 20-66 – Definitions

Land Rights shall mean all present and future property rights, title, and interests that are necessary or appropriate: for encroachment, location, occupation, installation, operation, maintenance, replacement, or repair of System Components in, upon, over, under, or through

land and other property wherever System Components are or will be located; or to satisfy SRU standards and specifications for size, width, and ownership of property where System Components are located, including without limitation a requirement of a minimum width of thirty (30) feet where applicable.

Northeast Rowan Water System shall mean the portion of the Rowan Water System located within the service boundary established by the City of Salisbury and Rowan County Agreement for Operation of the Northeast Rowan Water System, and any mutually adopted amendments thereto, adopted May 2, 2017 and May 15, 2017 respectively.

Rowan Water System shall mean the potable water distribution system owned by Rowan County.

Salisbury-Rowan Utilities (SRU) shall mean the agency that provides water and wastewater services to the incorporated and unincorporated areas of Rowan County and is synonymous with the City of Salisbury, its ordinances and policies, when used in the context for administration of this ordinance.

Service Boundary shall mean the geographic boundary as generally depicted and described in Exhibit 1 of this ordinance.

System shall mean the System Components and Land Rights located within the Service Boundary.

System Components shall mean all potable water supply pipes, piping, encasements, fittings, tanks, valves, hydrants, meters, pump stations, attached equipment, and all other potable water supply distribution system components and appurtenances owned by the County, with the following exception: the master meter for the Northeast Rowan Water System shall be jointly owned by Rowan County and SRU.

System Development shall mean the acquisition, planning, design, construction, and all other activities required or appropriate for establishment of the System in compliance and consistent with SRU, local, State, and federal ordinances, rules, statutes, standards, requirements, and policies, including without limitation the following: obtaining from SRU and other applicable local, State, and federal authorities review and approval of design and construction; design and construction; preparation and delivery to SRU of the plans required by 15A NCAC 18C .0307; and obtaining from the State of North Carolina a new Public Water Supply Identification Number.

- a. For the purpose of System Development, SRU standards and requirements specifically include, without limitation, mandatory use of specific types of "smart" customer meters.

System Modification shall mean the acquisition, planning, design, construction, and all other activities required or appropriate for enlargement, expansion, or other modification of the System in compliance and consistent with SRU, local, State, and federal ordinances, rules, statutes, standards, requirements, and policies, including without limitation the following: obtaining from SRU and other applicable local, State, and federal authorities review and approval of design and construction; design and construction; preparation and delivery to SRU of revised versions of plans as may be required by 15A NCAC 18C .0307 or similar regulation or statute; and, if required, obtaining from the State of North Carolina a new Public Water Supply Identification Number.

System Operation shall mean the management, planning, operation, maintenance, testing, repair, and regulation of the System, the submission of operation-related reports as required

by State and federal regulatory authorities, the collection and distribution of charges, fees, and other revenues, and the enforcement of the City of Salisbury Code of Ordinances and SRU policies at and upon the following: the System; the users of and connections to the System; water systems connected to the System; interconnections of non-water-supply-systems to the System; and property where the System is located; but, however, specifically excludes the delivery of water to the System.

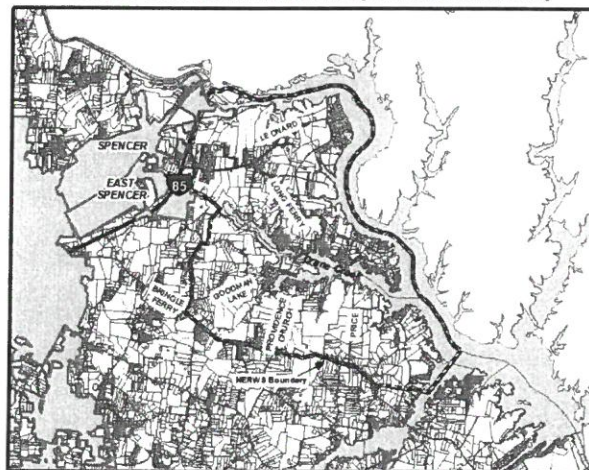
Sec. 20-67 – Severability

If any provision, paragraph, word or section of this article is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words and sections shall not be affected and shall continue in full force and effect. Furthermore, the termination of any agreements or contracts for System Operation with SRU shall not invalidate the standards or policies, and amendments thereto, adopted by the County for operation of the Rowan Water System.

Sec. 20-68 – Conflicting provisions

The terms of this article shall take precedence over any other provision of this Code or other ordinance.

EXHIBIT 1: Northeast Rowan Water System Service Boundary



ATTENTION. Parcels contained within the Northeast Rowan Water System (NERWS) Service Boundary are subject to the standards and requirements for connection to the system as outlined in Chapter 20 Article III (as amended)

Commissioner Caskey said he had received several calls and he wished to reiterate the County was not forcing anyone onto the water system. Commissioner Caskey pointed out that because a property was on the map being presented did not mean the County planned to run water to the property.

Chairman Edds opened the public hearing to receive citizen input regarding the proposed text.

- Mike Julian questioned what constituted a failing well and he used the example of a well pump going out. County Attorney Jay Dees responded that repair of an existing well was one thing; however, replacement meant when the well actually failed for potable water.

With no one else wishing to address the Board, Chairman Edds closed the public hearing.

Commissioner Pierce moved to accept the amendments to Chapter 20 of the for the NERWS. The motion was seconded by Commissioner Klusman and passed unanimously.

6. CONSIDER SNIA 01-18 REQUEST

Assistant Planning Director Shane Stewart presented the request for a Special Non-Residential Intensity Allocation (SNIA) from Teramore Construction in anticipation of constructing a retail store at the corner of E. NC 152 Highway and Kress Venture Drive. Mr. Stewart said approving the request would remove the 1.576 acre portion of Tax Parcel 125-097 from the built-upon area limitations of the Coldwater Creek Watershed and allow up to 70% built-upon area for the commercial project.

According to Mr. Stewart, while the property was not within the I-85 South Corridor Land Use study area, nearly all of the study area was within the Coldwater Creek Watershed. Page 17 of the Plan indicated once the 497.5 acres eligible for SNIA allocation have been exhausted, the County would need to amend its development ordinances to incorporate a process and program for engineered stormwater controls for projects that exceed the impervious coverage limitations.

The applicant, Daniel Almazan, with Teramore Development, came forward. Mr. Almazan said the tenant, Dollar General, had standards they must maintain not just for consistency but because they have tractor trailers that service the sites. Mr. Almazan explained a problem in the past was that the pervious concrete solutions were not easy to maintain long-term. Therefore, it became a cost the Company did not like to include in their operations since they could not guarantee consistency.

Commissioner Caskey moved, Commissioner Greene seconded and the vote to approve SNIA 01-18 passed unanimously.

7. WEST BRANCH LIBRARY PROJECT

Library Director, Jeff Hall, sought the Commissioners approval to move ahead with the West Branch Library Project (Project). Mr. Hall provided a power point as he discussed how Rowan Public Library (RPL) used to provide a bookmobile

service to the western portion of the County until mechanical problems forced the vehicle out of service.

In an effort to continue to serve the western area, RPL Board of Trustees (Trustees) and the Library Director began to pursue creating a branch library in the area. The Town of Cleveland promised \$50,000 in start-up funds; however, political and financial concerns put a stop to the project.

In 2017, Rowan Salisbury School System (RSSS) began construction of a new elementary school in the Town of Cleveland near the current elementary school. When the current school is vacated, the former elementary school media center and auditorium would become a possibility as a branch library.

Mr. Hall reported examinations of the facility made the Project deemed feasible, as the condition of the existing media center was good to very good.

According to Mr. Hall, the Friends of RPL would like to present the Commissioners with a check for \$15,000 to help fund a potential West Branch Library. Mr. Hall asked the Board to consider the following actions:

- Vote to approve said Project
- Instruct the County Attorney to begin formal negotiations with RSSS to secure the property for use by Rowan County Government
- Grant permission for Mr. Hall, Rowan Public Library Foundation and the Friends of RPL to begin private fund raising for a West Branch Library.

Architect Bill Burgin showed a rendering of the facility and discussed the proposed site plan.

Commissioner Pierce asked if there had been discussion about who would maintain the playground. Mr. Hall said the Library would pick up the mowing and Facilities Management/Parks would maintain the equipment.

Commissioner Pierce asked if there had been any support from the Town of Cleveland (Town). Mr. Hall said the Town had provided assurances it would participate.

Commissioner Greene asked if there would be adequate bathroom facilities to accommodate 300 people. Mr. Burgin said yes and that the facility would be in accordance with building codes.

In response to an inquiry from Commissioner Caskey, Mr. Burgin described how the walkway between the two (2) buildings under consideration would be enclosed with windows.

Chairman Edds moved to endorse the Project; instruct the County Attorney to begin formal negotiations with RSSS to secure the property for use by Rowan County Government; and, to grant permission for Mr. Hall, Rowan Public Library Foundation and the Friends of RPL to begin private fund raising for a West Branch Library. The motion was seconded by Commissioner Klusman.

The Commissioners shared their thoughts on the positive addition the Library would be for the Cleveland community.

Upon being put to a vote, the motion on the floor passed unanimously.

8. FRIENDS OF RPL DONATION TO WEST BRANCH LIBRARY PROJECT

Sammie Hinshaw, President of Friends of Rowan Public Library (RPL) thanked the Board for endorsing a West Branch Library. Ms. Hinshaw then presented the Board with a check in the amount of \$15,000 to kickoff fundraising efforts for the project. Ms. Hinshaw expressed hope the project would be completed within a few years.

The presentation was followed by a round of applause.

Chairman Edds thanked Ms. Hinshaw for the generosity of the Friends of RPL. Chairman Edds said the project would be a great investment for not only the Cleveland community but for Rowan County.

9. ROWAN COUNTY MARKETING UPDATE

Rod Crider, Executive Director of the Economic Development Commission (EDC), talked about the Growing Rowan Marketing Initiative (Initiative) that was presented to the Board on February 19, 2018. Mr. Crider said a proposed \$80,000 expenditure was requested from the Commissioners to enable Rowan County to better tell its story. Mr. Crider said the Commissioners had asked for more details regarding the budget, as well as an Advisory Committee that would be formed to oversee the Initiative.

Mr. Crider said advice had been sought from the County Manager and County Attorney. Mr. Crider said the advice received was it might be more expeditious and provide the most oversight if the Board was to structure the \$80,000 as a budget amendment to the EDC as opposed to giving the funds to a nonprofit that had no organizational standing. Mr. Crider said the idea had been presented to the EDC Board which had previously agreed to be the fiscal agent for the funds. The funds would still be restricted and overseen by an Advisory Committee. Mr. Crider said the representatives of the Advisory in conjunction with the Commissioners. Mr. Crider said the oversight would be provided through three (3) different mechanisms. The first is that the meetings of the Committee would be open to the public under the Open Meetings Law. Secondly, the Commissioners would have adequate representation on the Committee as the Commissioners already appoint seven (7) of the EDC board members. Thirdly,

Mr. Crider said Chairman Edds was the Board's liaison as he attended all the EDC meetings.

Mike Miller, President of Miller Davis Agency, said he was representing the Growing Rowan Marketing Group. Mr. Miller recapped the presentation provided at the February 19, 2018 Commission Meeting as follows:

Plan Outline (draft)

- Brand Strategy & Development
- Segment (Silos) Ambassadors - 8
- Blog Research/Writing/Publish
- Photos Collection/Development
- Videos Collection/Development
- Website Development
- SEO – Organic/PPC
- Social Media – Organic/Sponsored
- Create/Silicate - Consumer Pubs for Editorial Story Submissions

Budget Outline (draft)

Brand Strategy & Development	\$ 5,000.00
Digital Assets Development	\$18,000.00
- Website and Social Media Channels	
- Videos & Content Development (Photography) Ongoing	
Digital Media Placement	\$12,000.00
- PPC and Sponsored Social	
Silo Ambassadors (8)	\$24,000.00
- Coordination, Research & Content Development	
Public Relations	\$ 8,000.00
Administration & Account Service	\$12,000.00
Total Budget	\$79,000.00

Silos Multiplier Effect

Total 896,810 X 100* (conservative shared social audience potential)

89,681,000 Shared Audience Potential

**AMA states average shared audiences per social user at 338*

Target Audiences

40% Rowan County

60% External

Commissioner Pierce referred to the EDC's Fund Balance, which he stated used to be \$150,000. Commissioner Pierce questioned why the EDC would need additional funds if the \$150,000 had not been spent. Mr. Crider responded the request was not from the EDC but rather from Growing Rowan.

Commissioner Pierce asked why the EDC was not funding the request if the efforts were going to be part of the EDC's organization. Mr. Miller explained that the target audience was not to recruit business but to recruit people and families. Mr. Miller said when someone searched Rowan County online all that was found was negative information. Mr. Miller said the effort before the Board was about recruiting people to move to Rowan County. Mr. Miller said the County needed workers for the businesses that wanted to locate in Rowan County. Mr. Miller said there was no duplication for what the EDC does.

Commissioner Pierce confirmed the explanation clarified the difference and efforts for Growing Rowan.

Commissioner Caskey asked if the Commissioners would appoint the Advisory Committee and Mr. Crider said no. Mr. Crider said the Commissioners appoint seven (7) members to the EDC and the EDC would control the Committee.

Chairman Edds referred to silos in Mr. Miller's presentation and said the question was whether the County and its municipalities wanted to promote the good things in their communities. Chairman Edds said others were being allowed to define Rowan County. Chairman Edds continued by saying the funding efforts were not being co-mingled with the EDC. Chairman Edds said the EDC was accountable to the Commissioners and the funds would be restricted for marketing the county.

Commissioner Caskey asked if the request was for one-time funding or if the request would be a budget item. Chairman Edds responded the effort would cost money up front and become ongoing. Chairman Edds felt the request would be the largest as a lot had to be done on the front end. Chairman Edds said Growing Rowan would ask for a much smaller amount in next year's budget to keep the efforts ongoing.

With regards to the silos and questions from Commissioner Caskey, Mr. Miller briefly discussed the costs and how the positive information would get pushed out over and over.

After further discussion, Chairman Edds moved to provide restricted funding in the amount of 80,000 to the EDC. The EDC would appoint a marketing task force based on the groups/individuals that were presented and the budget presented today would be the restricted budget to be used for the project. The motion was seconded by Commissioner Klusman and passed unanimously.

10. FARMLAND PRESERVATION VAD/EVAD APPLICATIONS

Amy-Lynn Albertson, County Extension Director, presented the following applications for the Voluntary and Enhanced Voluntary Agricultural District Programs.

According to the information in the agenda packet, the Agricultural Advisory Board (AAB) met on February 28, 2018 and determined the below applications met the requirement of the Voluntary Agricultural District Program. The AAB recommended approval of the applications.

Commissioner Greene said his name was one of the four on the list. Commissioner Greene said even though there was no monetary gain from having land put into the project, he would refrain from voting unless told to do so by the County Attorney. Commissioner Greene said he would vote for the other applications but not his own.

Commissioner Klusman asked if the Board should vote on the applications individually. County Attorney Jay Dees said the Board could take separate motions or the Board could vote on the group of three (3) without Commissioner Greene's application. Mr. Dees said he had discussed the matter with Commissioner Greene. Mr. Dees continued by saying he did not feel there was a real conflict; however, if the Board wished to avoid the appearance of any improper action, Mr. Greene could refrain from the vote on his own property.

Commissioner Klusman moved to approve the applications for the Martins, Edwin Hammill and Michael Shepherd. The motion was seconded by Commissioner Greene and carried unanimously.

Commissioner Klusman moved to approve the application for James and Karen Greene. The motion was seconded by Commissioner Pierce and passed unanimously (4-0 with Commissioner Greene abstaining).

Commissioner Klusman moved, Commissioner Greene seconded and the vote to approve the Shuping and Lucas applications carried unanimously.

The applications submitted were as follows:

- Hughcell James & Judith Hynds Martin 110 Hidden Creek Circle, Salisbury NC
11.79 acres parcel # 627 033, 5.57 acres parcel # 627 028
5.83 acres parcel # 627 054, 86.42 acres parcel # 627 015
16.5 acres parcel # 627 027, 2.19 acres parcel #627 044
(128.3 acres at 1020 Poole Road, Salisbury NC)
- Edwin H. Hammill, 19245 Old Beatty Ford Road, Gold Hill:
19.03 acres parcel # 544 026, 20.03 acres parcel # 544 027,
20.57 acres parcel # 544 028, 25.25 acres parcel # 544 029,
19.95 acres parcel # 544 030
(104.83 acres on Fraley Acres Lane)
- Richard O. Lewis & Deborah M. Lucas, 108 Waverly Circle Salisbury:

42.19 acres parcel # 309 014
(42.19 acres at Hickory Hill Road)

- Michael D. and Amanda Jo Shepherd 1645 Wyatt Grove Church Road, Richfield NC
44.23 acres parcel # 518 018
(44.23 acres at 1645 Wyatt Grove Church Road, Richfield NC)
- Charles H. Shuping / Georgia H. Shuping, 1440 E. Ridge Road Salisbury:
51.44 acres parcel # 308 076, .7 acres parcel # 308 185, 1.8 acres parcel # 308 090
(53.94 acres at 1630 East Ridge Road)
- James C and Karen P. Greene 305 Bridal Path Farm Road, Cleveland NC
28 acres parcel #813 061
(28 acres at 0 Woodleaf Road, Woodleaf NC)
** Enhanced Voluntary Agriculture District**

11. SCHEDULE PUBLIC HEARING FOR APRIL 2, 2018 FOR FIRE PROTECTION DISTRICT TRANSFER

Fire Marshal Deborah Horne presented a request for the Board to schedule a public hearing for April 2, 2018 to consider a fire protection district transfer (Transfer).

Ms. Horne said in a petition dated September 27, 2017, a greater than 2/3 majority of the property owners in the area of Montgomery Road and South River Church Road requested consideration by Rowan County to a transfer of fire protection districts from Scotch-Irish Fire District to Rowan-Iredell Fire District. The submitted petition signatures were verified as the recognized property owners utilizing Rowan County tax records and were subsequently confirmed to be valid for consideration.

According to Ms. Horne, the requirements for North Carolina General Statute § 69-25.11(4) had been met. Ms. Horne continued by stating there were 9 parcels affected with 8 signatures obtained. The missing signature is for a parcel in an estate and no one for the estate could be located. Ms. Horne said signatures had been obtained from the boards and fire commissioners for both fire departments in agreeance to the Transfer.

Ms. Horne requested the Board schedule a public hearing for April 2, 2018 and allow staff to advertise the public hearing for two (2) consecutive weeks in the newspaper.

Commissioner Klusman moved, Commissioner Caskey seconded and the vote to approve setting the public hearing for April 2, 2018 for fire protection district transfer passed unanimously.

12. CONSIDER APPROVAL OF BOARD APPOINTMENTS
LOCAL EMERGENCY PLANNING COMMITTEE

Chris Soliz has applied to fill the Emergency Services Director's position, which resulted from Frank Thomason's retirement.

There are no term limits for this committee.

Commissioner Klusman moved, Commissioner Greene seconded and the vote to appoint Chris Soliz passed unanimously.

NURSING HOME ADVISORY COMMITTEE

Charles French has applied for reappointment. His term ending date was July 31, 2017.

Patricia Cowan, Ombudsman, confirmed Mr. French has continued his service and remained active. For consistency with term dates, the Board is asked to approve the reappointment with a three-year term date, effective August 1, 2017 through July 31, 2020.

Commissioner Klusman moved, Commissioner Greene seconded and the vote to reappoint Charles French as requested passed unanimously.

PARKS AND RECREATION COMMISSION

Edmond Watts has applied to fill the vacancy on the Parks and Recreation Commission. The Board is asked to approve the appointment with a 3-year term date beginning March 5, 2018 and expiring on December 31, 2020.

Commissioner Klusman moved, Commissioner Caskey seconded and the vote to appoint Edmond Watts carried unanimously.

ROWAN COUNTY RESCUE SQUAD

Chris Soliz has applied to fill the vacant Rescue Squad Board of Director's position, which resulted from Frank Thomason's retirement.

The term will expire December 21, 2018 at which time Mr. Soliz will be eligible for reappointment.

Commissioner Klusman moved, Commissioner Caskey seconded and the vote to appoint Chris Soliz carried unanimously.

13. CLOSED SESSION

Chairman Edds moved at 4:58 p.m. for the Board to enter Closed Session pursuant to North Carolina General Statute § 143-318.11(a)(3) for attorney-client privileged communication:

- 1) Regarding legal counsel for potential opioid litigation; and
- 2) For acquisition of easements for the waterline project.

The motion was seconded by Commissioner Greene and passed unanimously.

The Board returned to Open Session at 7:06 p.m. No action was taken.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Klusman moved to adjourn at 7:06 p.m. The motion was seconded by Commissioner Greene and passed unanimously.

Respectfully Submitted,

Carolyn Barger, MMC, NCMCC
Clerk to the Board/
Assistant to the County Manager

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Sheriff Kevin Auten
DATE: 03-02-2018
SUBJECT: Resolution for Detective Carl Dangerfield-Retirement Weapon

Resolution to award handgun to retiring Detective Carl Dangerfield

ATTACHMENTS:

Description

Resolution

Upload Date

3/2/2018

Type

Cover Memo

RESOLUTION
ALLOWING RETIRING OFFICER
TO PURCHASE SERVICE SIDEARM

WHEREAS, North Carolina General Statute § 20-187.2 provides that the governing body of a local law enforcement agency may, in its discretion, award to a retiring member the service handgun of the retiring member; *and*

WHEREAS, Detective Carl Dangerfield has served as a member of the Rowan County Sheriff's Office since September 25, 2004, and has been a law enforcement officer in the State of NC since January of 1988 ; *and*

WHEREAS, Detective Carl Dangerfield is retiring from the Rowan County Sheriff's Office effective April 1, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Rowan County Board of Commissioners to allow Detective Carl Dangerfield to purchase his service sidearm in accordance with the provisions of North Carolina General Statute § 20-187.2 for the purchase price of \$1.

This the 19th day of March 2018.

Gregory C. Edds, Chairman
Rowan County
Board of Commissioners

ATTEST:

Carolyn Barger, MMC, NCMCC
Clerk to the Board/
Assistant to the County Manager

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Sheriff Kevin Auten
DATE: 03-02-18
SUBJECT: Resolution for Master Deputy Timothy Drew-Retirement Weapon

Request to award handgun to retiring Master Deputy Timothy Drew

ATTACHMENTS:

Description

Resolution

Upload Date

3/2/2018

Type

Cover Memo

RESOLUTION

ALLOWING RETIRING OFFICER TO PURCHASE SERVICE SIDEARM

WHEREAS, North Carolina General Statute § 20-187.2 provides that the governing body of a local law enforcement agency may, in its discretion, award to a retiring member the service handgun of the retiring member; *and*

WHEREAS, Master Deputy Timothy Drew has served as a member of the Rowan County Sheriff's Office since August of 1989; *and*

WHEREAS, Master Deputy Timothy Drew is retiring from the Rowan County Sheriff's Office effective March 29, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Rowan County Board of Commissioners to allow Master Deputy Timothy Drew to purchase his service sidearm in accordance with the provisions of North Carolina General Statute § 20-187.2 for the purchase price of \$1.

This the 19th day of March 2018.

Gregory C. Edds, Chairman
Rowan County
Board of Commissioners

ATTEST:

Carolyn Barger, MMC, NCMCC
Clerk to the Board/
Assistant to the County Manager

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Tonya Parnell, Deputy Tax Collector
DATE: March 5, 2018
SUBJECT: Refunds For Approval

ATTACHMENTS:

Description	Upload Date	Type
Janaury 2018 VTS	3/5/2018	Cover Memo
February 2018 REG Refunds	3/5/2018	Cover Memo

ENTERED
3/01/18

3/23/18

JANUARY 2018 VTS REFUNDS

TAXPAYER	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	TRANS #	REFUND REASON	REFUND
AITKEN, THERESA ANN	837 SILVER OAK AVE		THE VILLAGES	FL	32159	79946306	Reg. Out of state	\$26.88
AKERS, MICHELLE DENISE	130 WINGED ELM LN		MOORESVILLE	NC	28115	80760218	Vehicle Sold	\$122.13
ALLISON, MICHAEL JEROME	411 CHINABERRY DR		CHINA GROVE	NC	28023	80760198	Vehicle Sold	\$38.39
ARISTY, VANESSA	1248 W C ST		KANNAPOLIS	NC	28081	120457053	Vehicle Totalled	\$7.88
BALLOUGH, VIRGINIA ANNE	270 CLAYMONT DR APT 202		SALISBURY	NC	28147	120575253	Tag Surrender	\$37.79
BAUCOM, MICHAEL ERNEST	570 TIMBERLANE TRL		SALISBURY	NC	28147	80383834	Vehicle Totalled	\$20.22
BOUTMAHANIMITH, PHETMANY	521 W 8TH ST		KANNAPOLIS	NC	28081	120574920	Vehicle Totalled	\$302.84
BROOKS, ROSA LEA	1015 MOUNTAIN RD		CLEVELAND	NC	27013	80760506	Vehicle Totalled	\$7.42
BROWN, SEAN FRANCIS	204 W CAVE		SALISBURY	NC	28144	121140252	Vehicle Sold	\$183.39
BURGESS, JEFFERY SCOTT	1009 CEDAR CREEK RD		KANNAPOLIS	NC	28083	79895496	Over Assessment	\$53.62
COLLINS, SHAWN ERNEST	113 LANCELOT RD		SALISBURY	NC	28147	120575319	Vehicle Sold	\$222.14
CORRIHER, CLARK ANDERSON	3725 DAUGHERTY RD		CHINA GROVE	NC	28023	80454970	Tag Surrender	\$18.86
COZART LUMBER & SUPPLY COINC	PO BOX 130		ROCKWELL	NC	28138	79947010	Vehicle Sold	\$41.34
COZART LUMBER & SUPPLY COINC	PO BOX 130		ROCKWELL	NC	28138	79947008	Tag Surrender	\$58.86
DENKER, DEBRA ELAINE CHANDLEE	1450 MAJOLICA RD		SALISBURY	NC	28147	119841444	Insurance Lapse	\$102.00
DOUBLE O DISTRIBUTION INC	2315 WOODLAWN ST		KANNAPOLIS	NC	28083	119918943	Vehicle Sold	\$403.10
DOUBLE O DISTRIBUTION INC	2315 WOODLAWN ST		KANNAPOLIS	NC	28083	119918946	Vehicle Sold	\$403.10
EDWARDS, MISTY LEIGH	2204 GRANDEUR DR		SALISBURY	NC	28146	79830012	Insurance Lapse	\$18.50
EIDSON, BRANDON NICHOLAS	1055 RUDDER CIR		SALISBURY	NC	28146	80383934	Vehicle Sold	\$69.23
ELTON, ELLNA SIMPSON	116 YORKSHIRE DR		SALISBURY	NC	28144	120873546	Tag Surrender	\$224.46
FOX, TONY RAY	230 STRAWBERRY LN		SALISBURY	NC	28147	80518860	Vehicle Sold	\$19.58
FOX, TONY RAY	230 STRAWBERRY LN		SALISBURY	NC	28147	80518866	Vehicle Sold	\$42.50
GARRISON, BEVERLY PETREA	2125 AMITY HILL RD		SALISBURY	NC	28147	79830016	Vehicle Sold	\$41.69
GOODMAN, JENNIFER GRIGGS	110 DEER CHASE LN		CLEVELAND	NC	27013	80383624	Vehicle Sold	\$15.91
GORMAN, DELMAR LOIS	1617 SHUPING MILL RD		ROCKWELL	NC	28138	79895404	Vehicle Sold	\$3.26
GRAHAM, CHARLES PATTISON JR	3105 WINGED FOOT DR		SALISBURY	NC	28144	120681708	Vehicle Sold	\$256.74
GRAVELY, CAROL ANN	260 RED FOX RUN		SALISBURY	NC	28147	79666434	Vehicle Sold	\$123.33
GULLEDGE, JAMES ARLIN	407 CHAPEL ST		SALISBURY	NC	28023	80760190	Vehicle Sold	\$66.52
GULLETT, RENEE CRANFIELD	215 J BROWN RD		SALISBURY	NC	28146	79830136	Tag Surrender	\$5.98
HABITAT FOR HUMANITY OF ROWAN COUNTY	PO BOX 3356		SALISBURY	NC	28145	119745378	Exempt Property	\$50.34
HAILEY, VIRGINIA LAVERNE	217 HARREL ST		SALISBURY	NC	28144	120682464	Insurance Lapse	\$116.82
HARRISON, TIMOTHY RAY	340 TREXLER RD		SALISBURY	NC	28146	80582156	Tag Surrender	\$120.02
HINSON, RODNEY BERRY	3295 OLD BEATTY FORD RD		CHINA GROVE	NC	28023	79829992	Vehicle Sold	\$39.82
J C CORVETTE	3725 DAUGHERTY RD		CHINA GROVE	NC	28023	80454900	Vehicle Sold	\$15.39
JACOBSEN, MICHAEL JAMES	2208 E INNES ST		SALISBURY	NC	28146	119843094	Vehicle Sold	\$9.65
JARMAN, KENNETH DUANE	2255 BARGER RD		SALISBURY	NC	28146	79945950	Vehicle Sold	\$1.78

Sonja Pannel
Tax Collections Manager

608

Batch 6018

JARRETT, DANA ROBERT	211 W 21ST ST		KANNAPOLIS	NC	28081	121138113	Tag Surrender	\$79.27
JIN, CHENG	6008 HUDSON AVE	APT 309	WEST NEW YORK	NJ	7093	80582174	Vehicle Sold	\$74.53
KIZZIAH, OLIVER ROBERT	319 KIZZIAH DR		ROCKWELL	NC	28138	79946256	Vehicle Sold	\$10.30
LEFEVERS, MARJORIE CHRISTOPHER	11135 STATESVILLE BLVD		CLEVELAND	NC	27013	39899525	Overpayment	\$169.10
LIPE, DAVID WAYNE	350 WAGON WHEEL WAY		SALISBURY	NC	28147	79946442	Vehicle Totalled	\$69.48
LOPRIORE, GIUSEPPE	837 SILVER OAK AVE		THE VILLAGES	FL	32159	79946310	Reg. Out of state	\$4.03
LUNA LOPEZ, FRANCISCA	1385 TALL OAKS CIRCLE		SALISBURY	NC	28147	79945390	Vehicle Sold	\$3.26
MARKHAM, BRENDA JONES	402 PATTERSON ST		CHINA GROVE	NC	28023	80261022	Vehicle Sold	\$121.77
MARSHALL, STEVEN KELLY	1195 CHURCHFIELD LN		ROCKWELL	NC	28138	80383126	Vehicle Sold	\$126.38
MARTIN, LOWELL ANDERSON JR	125 OAK CREEK DR		ROCKWELL	NC	28138	79829918	Vehicle Sold	\$98.89
MONTE, JOAN ANNE	120 FRANKLIN AVE		JONESBOROUGH	TN	36759	80383552	Reg. Out of state	\$83.81
MOODY, JEFFREY ALLEN	270 MAJESTIC DR		SALISBURY	NC	28146	79830024	Vehicle Sold	\$19.91
NEAL, LARRY KENT JR	508 4TH ST		SPENCER	NC	28159	80760272	Vehicle Totalled	\$20.48
OVERCASH, BRYAN MICHAEL	4 PINE TREE RD		SALISBURY	NC	28144	120681363	Vehicle Sold	\$298.22
PAINTER, KAREN ELAINE	1034 ASHWOOD PL		SALISBURY	NC	28146	120681699	Vehicle Totalled	\$68.65
PARKER, DANNY JOE	222 ALLEGHANY DR		SALISBURY	NC	28147	79894816	Over Assessment	\$49.99
PENDZINSKI, JOHN MICHAEL	121 DEER CHASE LN		ROCKWELL	NC	28138	80261026	Vehicle Sold	\$125.21
PRUITT, MARVIN EDWARD	511 CEDAR ST		SALISBURY	NC	28144	119499711	Other Errors	\$99.39
RHODES, WENDELL EUGENE	200 CIRCLE DR		SALISBURY	NC	28144	119744946	Vehicle Totalled	\$88.83
RICHARDS, JEFFREY JON	237 RICHMOND RD		SALISBURY	NC	28144	119744967	Vehicle Sold	\$568.56
ROBINSON, TODD FRANKLIN	1630 OLD UNION CHURCH RD		SALISBURY	NC	28146	80191578	Vehicle Sold	\$9.54
RP MONT INC	417 E GLENVIEW DR		SALISBURY	NC	28147	119745012	Vehicle Sold	\$178.63
SHELL, JASON MICHAEL	176 ANSON DR		CHINA GROVE	NC	28023	80760208	Vehicle Sold	\$31.94
SIDES, BROWN JULIAN	PO BOX 218		ROCKWELL	NC	28138	79945318	Vehicle Sold	\$15.04
SMITH, HENRY FRANKLIN JR	140 MAINSAIL RD		SALISBURY	NC	28146	79945868	Vehicle Sold	\$142.56
SMITH, RONALD LEE	113 CANTEBERRY DR		SALISBURY	NC	28144	119745474	Vehicle Sold	\$68.59
SOTO LOPEZ, FERNANDO LUIS	720 E COUNCIL ST		SALISBURY	NC	28144	119499618	Vehicle Sold	\$17.15
STONE, ROBERT NEAL	4710 MOORESVILLE RD		SALISBURY	NC	28147	80760268	Vehicle Sold	\$4.70
VAUSE, JAMES ISAAC III	PO BOX 189		CLEVELAND	NC	27013	121140264	Vehicle Totalled	\$110.68
WARD, ROY LEONARD JR	1450 POWELL RD		WOODLEAF	NC	27054	79829924	Vehicle Sold	\$177.64
WHICKER, JULIE DICKSON	PO BOX 966		ROCKWELL	NC	28138	79947004	Tag Surrender	\$71.75
WILEY, JAMES WILLIAM JR	375 VINEYARD DR		SALISBURY	NC	28146	80518456	Vehicle Sold	\$8.11
							TOTAL:	\$6,307.87

Jonny Parnell

Tax Collections Manager

ENTERED
3/10/18

3/23/18

FEBRUARY 2018 TAX REFUNDS

TAXPAYER 1	TAXPAYER 2	ADDRESS 1	CITY	STATE	ZIP	DESCRIPTION	TRANS#	REFUND
A DRIVE LP	NA	11 LAWTON LN	SALISBURY	NC	28144-2970	SECT SCH C10 CLASS EQ ASM# 00	790433	\$ 277.62
A FRIEND INDEED CHECK CASHING	NA	802 N LONG ST	SALISBURY	NC	28144-3802	SECT SCH US CLASS CE ASM# 00	789209	\$ 48.99
ADKINS EUGENE M III &	ADKINS MARK ROBERT	1130 THIRD CREEK CHURCH RD	CLEVELAND	NC	27013-0105	2016 LEON PERMITAG AE94232	789392	\$ 8.98
AGNER TONDA MARIE	NA	8162 SMITH RD	KANNAPOLIS	NC	28081-8531	8162 SMITH RD	788960	\$ 60.00
ALEXANDER KIMBERLY DAWN	NA	1212 N WALNUT ST	KANNAPOLIS	NC	28081-2241	2004 DODG 45 NEON SXT	792871	\$ 33.86
ALLMAN LINDA D	NA	570 ALLMAN RD	MOORESVILLE	NC	28115-9584	580 ALLMAN RD	788586	\$ 4.03
ANTHONY P PRIVETTE, PLLC	NA	307 DAVIE AVE	STATESVILLE	NC	28677	4540 SHERILLIS FORD RD	791584	\$ 176.38
BAHAR MASOOD MIKE	NA	7438 ASHFIELD CT	CHARLOTTE	NC	28226-7176	900 N RIDGE AV	787428	\$ 2.18
BATTERY R US	NA	6133 HWY 152 E	ROCKWELL	NC	28138	SECT SCH J10 CLASS FF ASM# 00	792884	\$ 6.28
BLACKWELDER JODY W & WF	BLACKWELDER DALANA B	PO BOX 217	CHINA GROVE	NC	28023-0000	418 CORRELL LOOP RD	789380	\$ 84.75
BROWN KENNETH AUGUSTUS	NA	1280 WEATHERBY DR	SALISBURY	NC	28146-5220	2008 TAND PERMITAG AD79650	792882	\$ 7.89
BROWNE JOHN RICHARD & WF	BROWNE KELLIE J	325 SKYSAIL RD	SALISBURY	NC	28146	1998 MERCURY O/B	789766	\$ 2.50
BYRUM THOMAS LLOYD	NA	911 SILVER CHARM LN	YORK	SC	29745	1995 CHEVY 3100	790280	\$ 10.73
CASEY SUZANNE W	NA	641 BROWNRIFF RD	SALISBURY	NC	28144	2015 PREMIER MARINE	793189	\$ 213.36
CASEY SUZANNE W	NA	641 BROWNRIFF RD	SALISBURY	NC	28144	2015 YAMAHA O/B	793193	\$ 192.39
CENLAR	NA	3001 HACKBERRY RD.	IRVING	TX	75063	120 BRIARHILL DR	787642	\$ 8.06
COCHRAN LISA R	NA	110 COCHRAN FARM LN	CLEVELAND	NC	27013-8758	1997 OAKWOOD 00014 00070	791796	\$ 5.96
COMBS RODNEY WALTER JR	NA	101 SIR OLIVER PL	ROCKWELL	NC	28138-7433	2014 DIAG PERMITAG AC59809	793173	\$ 14.96
CORNELIUS MICHAEL L &	BOWDEN SARAH C	3577 MEADOW RIDGE DR SW	ATLANTA	GA	30331-5411	7011 MOORESVILLE RD	791989	\$ 21.81
DAVID JOEL JAMES	NA	318 E HORAH ST	SALISBURY	NC	28144-5538	420 MESSNER ST	787792	\$ 24.17
DISTON MAMIE M	NA	2680 QUAKER CT	YORK	PA	17408-4756	ZION CHURCH RD	790171	\$ 1.72
DOLL AND TOY MUSEUM INC	SPENCER DOLL AND TOY MUSEUM	108 4TH ST	SPENCER	NC	28159-2214	SECT C 5CH D10 CLASS EQ ASM# 00	790360	\$ 65.22
ELLER MARK WAYNE	AQUATIC IRRIGATION & BACKFLOW	1790 RIBELIN RD	SALISBURY	NC	28146	SECT SCH A10 CLASS EQ ASM# 00	789645	\$ 118.18
EUART DAVID R	NA	PO BOX 771	ROCKWELL	NC	28138-0771	9630 OLD BEATTY FORD RD	788499	\$ 4.80
FACEMIRE CYNTHIA ROBERTS	NA	5345 CREEKWOOD DR	SALISBURY	NC	28147-9664	2011 CAON AA97595	791028	\$ 1.16
FEEZE RONALD WAYNE	NA	125 PHILLIPS HOLLOW DR	MOORESVILLE	NC	28115-6757	2730 BRADSHAW RD	792333	\$ 23.32
FUNDERBURKE CORRY CRAIG	NA	5115 OLD BEATTY FORD RD	ROCKWELL	NC	28138-0000	5115 OLD BEATTY FORD RD	792416	\$ 20.00
FURR JAMES K	NA	2100 PENNINGER RD	CONCORD	NC	28025-9528	225 RAINTREE DR	790742	\$ 144.48
GIFFORD GEORGE H JR	NA	12 OAK RIDGE RD	STONY BROOK	NY	11790-2011	145 STILLWATER RD	787508	\$ 147.41
GOODMAN DAVID R & WF	GOODMAN CAROL H	4250 BARBER ST	KANNAPOLIS	NC	28081-8811	MT HOPE CHURCH RD	789139	\$ 5.64
GRANT AMANDA SHORES	NA	4015 NEEDMORE RD	WOODLEAF	NC	27054-9634	1995 FORD G TK PICKUP F150 1/2 TON	792578	\$ 124.25
GRIM FRANCES ELLER	NA	2301 WELCH RD	SALISBURY	NC	28144-2179	WELCH RD	792564	\$ 1.46
HAEFT MEGAN LEWIS	NA	2550 HEIDELBERG DR	CONCORD	NC	28025-8038	1990 FORD G TK PICKUP F150 1/2 TON	791271	\$ 43.15
HALL JIMMY L & WF	HALL ANDREA L	407 OAK CIR	KANNAPOLIS	NC	28081-1105	407 OAK CIR	788442	\$ 207.51
HANDY MAN OF ROWAN LLC	ATTN JEFF YOST	355 EFIRD RD	GOLD HILL	NC	28071	SECT SCH A8 CLASS EQ ASM# 00	790386	\$ 10.95
HAWKS LEON	HAWKS GLORIA	95 BRIDLEWOOD PLACE	CONCORD	NC	28025	1978 TAYLOR 00014 00070	788240	\$ 41.64
HEDRICK SHANNON MENSCHER	NA	3680 S RIVER CHURCH RD	WOODLEAF	NC	27054-9569	3680 SOUTH RIVER CHURCH RD	793239	\$ 202.13
HELMS ROBERT MATTHEW	NA	163 HAWKS PREY DR	MOORESVILLE	NC	28115-0000	2004 FORD TK PICKUP F350 4X4 4 DR	788557	\$ 18.68
HIGHTOWER BRENDA JONES	NA	615 HUNTER OAK DR	KANNAPOLIS	NC	28083-0000	WALTER CORRIHER RD	787456	\$ 1.98
HOPKINS VIVIAN	NA	PO BOX 123	GOLD HILL	NC	28071-0123	275 WILES RD	791416	\$ 40.00
HOPKINS VIVIAN	NA	PO BOX 123	GOLD HILL	NC	28071-0123	275 WILES RD	788607	\$ 54.00
HORTON JIMMY RAY SR & WF	HORTON BETTY L	1450 MT TABOR CHURCH RD	CLEVELAND	NC	27013-9694	MT TABOR CHURCH RD	791868	\$ 33.26
HORTON JIMMY RAY SR & WF	HORTON BETTY L	1450 MT TABOR CHURCH RD	CLEVELAND	NC	27013-9694	MT TABOR CHURCH RD	792497	\$ 1.15
HUFFMAN AMY B	NA	1042 MILLER RD	CHINA GROVE	NC	28023-0000	SHUE RD	789759	\$ 2,407.79
INTEGRITY AUTO REPAIR LLC	INTEGRITY AUTO REPAIR	1035 MOORESVILLE RD	SALISBURY	NC	28144	CLASS SP ASM# 000	792340	\$ 20.00
JOHNSON RONNIE R &	ROBINETTE TIMISHA J	1205 BERKSHIRE DR	KANNAPOLIS	NC	28081-5501	623 N MAIN ST	789643	\$ 253.87
JONES CHILDERS DONALDSON	NA	PO BOX 3010	MOORESVILLE	NC	28117	GRAHAM RD	789854	\$ 75.83
JONES PARNELL W	NA	1305 DOMINICA DR	AUGUSTA	GA	30909-2635	RAMSUER DR	789501	\$ 66.13
JORDAN TERRY EUGENE	NA	107 TANGLEWOOD DR	KANNAPOLIS	NC	28081-7948	1970 UNKNOWN 00012 00060	789151	\$ 26.03

Tax Collections Manager
Tax Collections Manager

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Batch 6019

KANNAPOLIS SPRINKLER CO INC	%MR RONALD E WILHELM	PO BOX 8105	NA	LANDIS	NC	28088-8105	2014 GATR MLT YR TAG AC59672	789643	\$ 1,281.48
KEPLEY BAILEY B	NA	311 BIRDIE DR	NA	SALISBURY	NC	28147-0000	BIRDIE DR	787867	\$ 135.54
KEPLEY BAILEY B	NA	311 BIRDIE DR	NA	SALISBURY	NC	28147-0000	BIRDIE DR	787837	\$ 139.35
KLUTTZ CALEB MATTHEW	NA	720 STONE RD	NA	SALISBURY	NC	28146	1230 MILL WHEEL DR	792900	\$ 204.43
LEAZER CHARLES HENRY	NA	417 PEACH ORCHARD RD	NA	SALISBURY	NC	28147-8325	LONG FERRY RD	791570	\$ 0.90
LOPEZ KAREN WALESKA GARCIA	NA	2925 LOWER STONE CHURCH RD	NA	ROCKWELL	NC	28138-0000	2925 LOWER STONE CHURCH RD	789525	\$ 152.37
LUDWICK MARK LEE	NA	815 LENTZ RD	NA	CHINA GROVE	NC	28023-8437	815 LENTZ RD	789213	\$ 63.34
LUNSFORD ROBERT STEVEN	NA	1320 STONEWYCK DR	NA	SALISBURY	NC	28146-6952	2014 LEON PERMITAG AE67946	791099	\$ 3.35
MARTIN ANDREW IVES	MARTIN PAMELA SUE	6250 MEADOW LN	NA	SALISBURY	NC	28147	6250 MEADOW LN	792900	\$ 6.21
MATTINGLY CASS R	NA	2345 CRESCENT RD	NA	SALISBURY	NC	28146	1017 N SALISBURY AV	791098	\$ 1,464.62
MENDEZ CARLOS	NA	1300 LARCHMONT PL APT 101	NA	SALISBURY	NC	28144	1300 LARCHMONT PL, 101	788449	\$ 1.02
MITCHEM NANCY	NA	211 KIMBALL ST	NA	KANNAPOLIS	NC	28081-2214	211 KIMBALL ST	791367	\$ 42.63
MOORE BEN HARVEY	NA	PO BOX 578	NA	WOODLEAF	NC	27054-0578	1984 FORD F150	790337	\$ 5.78
MYERS CODY WAYNE	NA	190 CATFISH RD	NA	RICHFIELD	NC	28137-6751	1994 KEYWEST	789284	\$ 98.75
NANCE ROBERT W	NA	160 SCOTTSDALE DR	NA	SALISBURY	NC	28146-0000	1031 PINEHAVEN DR	790527	\$ 13.97
NICOLE MERRITT	NA	2955 WALTER DRIVE NW	NA	CONCORD	NC	28025	COOPER RD	791618	\$ 5.48
NORRIS TERESA MOORE	NA	311 LOCUST ST	NA	KANNAPOLIS	NC	28081-2263	2012 CHEV SNS 4S SONIC 2LS 1.8 HB	790016	\$ 37.27
PAYNE ANGELIA CAMILYA	NA	1410 CENTRAL DR # B	NA	KANNAPOLIS	NC	28083-3743	1997 FORD 4S TAURUS GL	788713	\$ 1.19
PAYNE KIMBERLY ANNE	NA	275 FORSAKEN DR	NA	CHINA GROVE	NC	28023-5622	KIRK ST	790380	\$ 57.22
PC LAW ASSOCIATES	NA	200 FLEET STREET, SUITE 1100	NA	PITTSBURGH	PA	15220	6250 FAITH RD	790960	\$ 6.86
PEELER DALE STIREWALT	NA	PO BOX 876	NA	FAITH	NC	28041-0876	2012 YAMAHA O/B	791439	\$ 347.14
PETREA DARON LARAY	NA	801 WINONA AVE	NA	KANNAPOLIS	NC	28081-8885	801 WINONA AV	789643	\$ 1.13
PHILLIPS EBONY LATOYA	NA	2612 N CLARMONT AVE	NA	WINSTON SALEM	NC	27105-4518	2002 CHRY 45 300M	789053	\$ 18.11
PIEDMONT BOTTLING & VENDING	INC	PO BOX 1629	NA	CONOVER	NC	28613-3003	SECT SCH N5 CLASS EQ ASM# 00	789212	\$ 35.33
PRESSON MARSHALL T	NA	723 PINE HILL DR	NA	SALISBURY	NC	28146-6859	NEWPORT DR	788765	\$ 0.99
R W SPORTSWEAR INC	NA	225 WAGNER ACRES TRL	NA	KANNAPOLIS	NC	28083-8203	2015 HOMS MLT YR TAG AE35511	789172	\$ 30.21
RANKIN FERMON T	C/O RITA M HEAGGANS	445 BERVARD ST	NA	STATESVILLE	NC	28677-4057	3860 AMITY HILL RD	791809	\$ 2.27
REYNOLDS JANET F	NA	1222 ARBOR DR	NA	SALISBURY	NC	28144-2104	1222 ARBOR DR	789084	\$ 8.48
RHAMES THADDIUS CEDEWA	NA	938 FAIRMONT AVE	NA	SALISBURY	NC	28144-6132	2007 TRACKER MARINE	791441	\$ 24.62
RIGGS LARRY OSCAR & WF	RIGGS ANNETTE BROADWAY	267 WAYCROSS DR	NA	ROCKWELL	NC	28138-9545	1150 TURLINGTON LN	788453	\$ 21.39
RIGGS LARRY OSCAR & WF	RIGGS ANNETTE BROADWAY	267 WAYCROSS DR	NA	ROCKWELL	NC	28138-9545	267 WAYCROSS DR	788453	\$ 29.20
RIGGS LARRY OSCAR & WF	RIGGS ANNETTE BROADWAY	267 WAYCROSS DR	NA	ROCKWELL	NC	28138-9545	320 SAPONA DR	788453	\$ 31.58
ROSS CATHERINE C TRUSTEE	NA	7401 WALKER MILL RD	NA	CAPITOL HEIGHTS	MD	20743-0000	312 MESSNER ST	790878	\$ 19.85
RUCKART JAMES DAVID	NA	7401 WALKER MILL RD	NA	CAPITOL HEIGHTS	MD	20743-0000	415 INSTITUTE ST	790879	\$ 25.15
RUMPLE STEVEN LYNN	NA	604 W BLUME ST	NA	LANDIS	NC	28088-1008	1W BLUME ST	792155	\$ 4.06
RUMPLE STEVEN LYNN	QUICK PIG MART	404 GOLDSTON ST	NA	KANNAPOLIS	NC	28081-2039	706 S MAIN ST	790885	\$ 169.46
RUMPLE STEVEN LYNN	RYAN THOMAS G &	8593 BAILEY DR	NA	KANNAPOLIS	NC	28081-2039	CLASS SP ASM# 000	788256	\$ 6.96
SHAWER DAVID LEE	NA	PO BOX 1321	NA	TERRELL	NC	28682-9703	1085 CEDAR HILL DR	790749	\$ 2.71
SHUE C JEFFREY	NA	134 MELODY DR	NA	ROCKWELL	NC	28138-1321	204 MARKET ST	792562	\$ 37.00
SIDES DEWEY LEE	NA	214 MORLAN PARK RD	NA	GASTONIA	NC	28056-9676	SHUE RD	790968	\$ 16.66
SMITH BRYAN TODD	NA	233 RANDOM DR	NA	SALISBURY	NC	28146-6041	214 MORLAN PARK RD	790243	\$ 100.00
SMITH THOMAS LLOYD JR & WF	SMITH GINA C	515 CLARAMONT DR	NA	SALISBURY	NC	28147-5626	2001 YAMAHA ATV BIG BEAR	790171	\$ 5.07
SNIDER RICHARD NOLAN	NA	725 DREAM LN	NA	CONCORD	NC	28027-0000	920 OLD US 80 HWY	788468	\$ 1.00
SNIDER RICHARD NOLAN	NA	725 DREAM LN	NA	SALISBURY	NC	28146-1443	2003 WAR EAGLE	792900	\$ 38.68
SPRY BILLIE DAWN	NA	526 EASTWAY AVE	NA	SALISBURY	NC	28146-1443	2008 HUDS PERM TAG AAS3110	792526	\$ 248.27
STARNS JEFFREY RAY	NA	821 ELM ST	NA	KANNAPOLIS	NC	28083-9023	1109 LAURA AV	791819	\$ 5.34
STATE EMPLOYEES CREDIT UNION	ATTN: CHRISTY ROBERTS	PO DRAWER 25279	NA	KANNAPOLIS	NC	28081-2066	823 ELM ST	791338	\$ 23.29
STIREWALT VICTOR C	NA	202 W 17TH ST	NA	RALEIGH	NC	27611	414 BERRYBETH CIR	789251	\$ 1,859.79
THE MOTORSPORTS GROUP LLC	NA	937 CORPORATE LANE	NA	KANNAPOLIS	NC	28081-2308	1979 RENKEN	790169	\$ 4.19
THOMASON JOHN MARK	THOMASON MICHELLE LOWRY	4910 OLD CONCORD RD	NA	CHESAPEAKE	VA	23320	2006 VOLV TR	789064	\$ 6.84
THOMPSON ALAN C &	THOMPSON JOEL W	175 BRIARFIELD DR	NA	SALISBURY	NC	28146-0000	OLD CONCORD RD	787851	\$ 170.18
			NA	MOORESVILLE	NC	28115-9598	MT MORIAH CHURCH RD	791156	\$ 201.48

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Derrick Hall, Legislative Coordinator, Concerned Bikers Association
DATE:
SUBJECT: Proclamation for Motorcycle Safety & Awareness Month

ATTACHMENTS:

Description

Proclamation

Upload Date

3/8/2018

Type

Cover Memo

Greg Edds, Chairman
Jim Greene, Vice-Chairman
Mike Caskey
Judy Klusman
Craig Pierce



Aaron Church, County Manager
Carolyn Barger, Clerk to the Board
John W. Dees, II, County Attorney

Rowan County Board of Commissioners

130 West Innes Street • Salisbury, NC 28144
Telephone 704-216-8180 • FAX 704-216-8195

PROCLAMATION MOTORCYCLE SAFETY & AWARENESS MONTH MAY 2018

WHEREAS, motorcycle riding is a popular form of recreation and transportation for thousands of citizens across North Carolina and Rowan County; *and*

WHEREAS, North Carolina has over 193,000 registered motorcycles and over 400,000 licensed riders [per the NC DMV] who have either a motorcycle endorsement or a motorcycle learner's permit; *and*

WHEREAS, it is important that the citizens of North Carolina be aware of motorcycles on our roadways and recognize the importance of motorcycle safety through motorcycle awareness programs like those promoted by CBA or programs offered during driver's education classes in area high schools; *and*

WHEREAS, Motorcycle Safety & Awareness Month is designed to increase public awareness about motorcycles and to encourage their safe and proper use among motorcycle riders and to encourage other motor vehicle operators to be cautious and observe motorcycles, especially during their seasonal return to our streets and highways; *and*

WHEREAS, the safe operation of a motorcycle is enhanced through a combination of rider training and experience, good judgment, and motorist awareness of motorcycles sharing the roads of Rowan County and North Carolina, the Charlotte CBA, Rowan-Cabarrus CBA, and the Concerned Bikers Association of North Carolina urge motorists in the County of Rowan to

"Look Twice and Save a Life"
MAY = Motorcycle Awareness & YOU

Equal Opportunity Employer



recycled paper

NOW, THEREFORE BE IT PROCLAIMED that the Rowan County Board of Commissioners does hereby recognize the month of May, 2018 as Motorcycle Safety & Awareness Month in Rowan County, North Carolina, and urges all citizens to be cautious and to help create an awareness of motorcyclists who share the road.

This the 19th day of March, 2018.

Gregory C. Edds, Chairman
Rowan County Board of Commissioners

ATTEST:

Carolyn Barger, MMC, NCMCC
Clerk to the Board/
Assistant to the County Manager

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Aaron Church, County Manager
DATE:
SUBJECT: NC OSHR: Substantial Equivalent Program Monitoring 2018

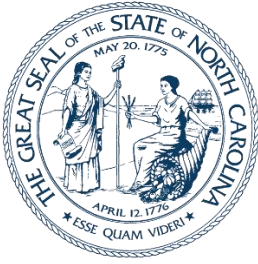
Approve attached documents for the NC Office of State Human Resources regarding the County's designation as being a substantially equivalent entity.

ATTACHMENTS:

Description	Upload Date	Type
Substantially Equivalent Definition	3/13/2018	Cover Memo
SE Monitoring Letter Feb 2018	3/9/2018	Cover Memo
SE Monitoring Checklist 2018 Recruitment Selection Advancement and Cla..	3/9/2018	Cover Memo
SE Monitoring Checklist for Employee Relations	3/9/2018	Cover Memo
Personnel Ordinance	3/9/2018	Cover Memo
Section II-Employment Practices	3/9/2018	Cover Memo
Section V- Equal Employment Opportunity	3/9/2018	Cover Memo
Section VI- Wage and Salary Administration	3/9/2018	Cover Memo
SOP- Performance Appraisals	3/9/2018	Cover Memo
SOP- Retention of Records-General Files	3/9/2018	Cover Memo
SOP Market Adjustments	3/9/2018	Cover Memo
SOP- Probationary Periods	3/9/2018	Cover Memo
SOP- Recruitment & Selection Process	3/9/2018	Cover Memo

Substantially Equivalent

Rowan County was designed as substantially equivalent on June 21, 1988. Substantially equivalent refers to a County's ability to establish and maintain a personnel system for all employees subject to its jurisdiction. The most important factor that the Office of State Personnel considers when making a recommendation on a petition for Substantial Equivalency, is whether or not the proposed personnel system is similar enough (i.e., substantially equivalent) to the standards established by the State Personnel Commission. Petitioning for Substantial Equivalency does not guarantee a County will be granted the designation. The process has several steps (meetings between all Local entities who will be affected and OSP, a review of all the proposed policies and procedures of the system portions being requested, visit(s) by OSP to speak with a sample of the affected population, etc.) If a County petitions (and is granted) Substantial Equivalency, then all of the Human Services entities falling under this County's jurisdiction will be subject to these policies and procedures. There are currently six areas a County can petition for Substantial Equivalency. The most popular is the Classification/Compensation portion which allows a County to establish new positions and reallocate existing positions without having to submit this information to OSP for review and approval. Others are recruitment, selection, advancement, compensation and employee relations.



Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

MEMORANDUM

To: County Managers & County HR Directors

From: Dominick D'Erasmus, M.A. HR Manager

Date: February 5, 2018

Re: Compliance with State Human Resources Act for Substantially Equivalent Entities

The State Human Resources Act [NCGS 126-11] provides for the establishment and maintenance of local human resources (HR) systems which may be deemed ***substantially equivalent*** to the standards established under the Act. For single-county jurisdictions, the Board of County Commissioners may petition the State Human Resources Commission for review of local HR systems to determine if they are compliant with state and federal requirements for a substantially equivalent system. Multi-county public health districts and mental health LME/MCO programs may similarly request the State Human Resources Commission's review to determine if they comply with standards for a substantially equivalent system of personnel administration.

Upon approval of any local jurisdiction's HR system as substantially equivalent, the State Human Resources Commission through the Office of State Human Resources shall monitor such systems to ensure compliance. In accordance with the provisions of NCGS 126-11 (c), I am requesting that you forward all pertinent policies and procedures that define and support your local human resources system which the State Human Resources Commission has found substantially equivalent to applicable state and federal standards. I have attached a listing that shows the pertinent system portion[s] for your local entity. Please fill out the attached monitoring form and forward the appropriate documents to the e-mail address listed below no later than **March 30, 2018**. The monitoring form must reference policy citations that support the requirement and be certified by the appropriate signatures as indicated. Failure to provide the requested information may result in modifications to your status as substantially equivalent.

I sincerely appreciate your cooperation in providing the requested information so that this office can complete the legal requirement to monitor substantially equivalent HR systems. If you have questions concerning this request, please direct them to Dominick D'Erasmus, HR Manager for Local Government Services, at 919-807-4822 or via e-mail: dominick.derasmo@nc.gov

**NC Office of State Human Resources
Substantial Equivalency Monitoring Form**

For Compliance with 25 NCAC 01I .2401, .2402
SYSTEM PORTION I and II

General Requirement. Recruiting, selecting and advancing employees will be based on their relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment.

RECRUITMENT

Requirements:

- (a) There must be a planned and organized recruiting program, carried out in a manner that assures open competition.

- | | | | |
|------------------------------------------------------------------------------------------------------------------|--------------|----------|-----------------------------|
| (1) Recruitment policy approved by the BOCC/Local Service Board | yes <u>X</u> | no _____ | Page # <u>6</u> (V) _____ |
| (2) Recruitment policy reflects merit-based hiring concepts | yes <u>X</u> | no _____ | Page # <u>4</u> (I) _____ |
| (3) Dedicated HR Staff to manage the recruitment policies/processes | yes <u>X</u> | no _____ | Page # <u>6</u> (I) _____ |
| (4) Vacancy announcements required to be posted | yes <u>X</u> | no _____ | Page # <u>9</u> (II) _____ |
| (5) Policy in place to guide on internal vs. external postings | yes <u>X</u> | no _____ | Page # <u>9</u> (II) _____ |
| (6) Postings include minimum educational/experience requirements | yes <u>X</u> | no _____ | Page # <u>10</u> (II) _____ |
| (7) External postings sent to ESC | yes <u>X</u> | no _____ | Page # <u>9</u> (II) _____ |
| (8) Prior to posting job vacancy announcements, the classification level is reviewed for proper allocation level | yes <u>X</u> | no _____ | Page # <u>8</u> (V) _____ |

- (b) Special emphasis will be placed on efforts to attract minorities, women, the disabled, or other groups that are substantially underrepresented in the jurisdiction work force to help assure they will be among candidates for whom appointments are made.

- | | | | |
|-----------------------------------------------------------------------------------------------------------------------------|--------------|-------------|---------------------------|
| (1) Recruitment policy include references to EEO requirements | yes <u>X</u> | no _____ | Page # <u>6</u> (V) _____ |
| (2) Recruitment plans include efforts to attract minorities and disabled | yes <u>X</u> | no _____ | Page # <u>6</u> (V) _____ |
| (3) Annual EEO plan includes provisions to "target" certain occupational groups that are underrepresented in the work force | yes _____ | no <u>X</u> | Page # _____ |
| (4) "Fair Treatment" principles of the federal standards for a merit system of personnel administration are evident | yes <u>X</u> | no _____ | Page # <u>7</u> (V) _____ |

SELECTION

Requirements:

- (a) The selection of applicants for vacant positions will be through open competition.

- | | | | |
|--------------------------------------------------------------------------------------------------------------------------|--------------|----------|-------------------------------|
| (1) Selection policies and processes are consistently applied and documented | yes <u>X</u> | no _____ | Page# <u>11,12</u> (II) _____ |
| (2) Qualifications review process is consistent in application and equivalencies are based on sound logic and documented | yes <u>X</u> | no _____ | Page # <u>11</u> (II) _____ |
| (3) Policy states that vacancies are filled through open competition | yes <u>X</u> | no _____ | Page# <u>11,12</u> (II) _____ |

(b) Selection procedures will be job related.

- | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------|------------------------|
| (1) Selection of applicants is based on knowledge, skills and abilities directly related to the job along with meeting the minimum education and experience requirements | yes <u>X</u> | no _____ | Page# <u>11,12(II)</u> |
| (2) Interview questions are based on defined job requirements, valid and standardized for each job vacancy | yes <u>X</u> | no _____ | Page# <u>11,12(II)</u> |
| (3) Selection processes are monitored for adverse impact | yes <u>X</u> | no _____ | Page # <u>13 (V)</u> |
| (4) Employee selection documentation is maintained for each job vacancy in compliance with state and federal rules and law | yes <u>X</u> | no _____ | Page# <u>11,12(II)</u> |

(c) Job related minimum requirements for entrance to a class will be established wherever practical, and will be met by all candidates examined, appointed or promoted.

- | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------|----------|-----------------------|
| (1) Essential job functions are identified | yes <u>X</u> | no _____ | Page # <u>7,8(VI)</u> |
| (2) Selection procedures include provisions for trainee appointments | yes <u>X</u> | no _____ | Page # <u>14 (VI)</u> |
| (3) Dedicated HR staff is trained to properly evaluate a candidate's qualifications related to established minimum job requirements | yes <u>X</u> | no _____ | Page # <u>10 (II)</u> |

(d) Prior to receiving a permanent appointment, each employee will satisfactorily complete a reasonable, time limited probationary appointment.

- | | | | |
|---------------------------------------------------------------------------------------------------|--------------|----------|------------------------|
| (1) Provisions for probationary appointments are provided for in approved policies and procedures | yes <u>X</u> | no _____ | Page # <u>16 (II)</u> |
| (2) Duration is for more than 3 months but less the 1 year | yes <u>X</u> | no _____ | Page # <u>16 (II)</u> |
| (3) Employees are informed at time of employment of probationary period requirements | yes <u>X</u> | no _____ | Page # <u>8,9 (II)</u> |
| (4) Performance evaluation system is utilized in making determination for permanent appointment | yes <u>X</u> | no _____ | Page # <u>SOP</u> |

ADVANCEMENT

Requirement

Policies and program affecting and effecting promotions will consider all eligible employees within the jurisdiction and adequately assure that all persons promoted are qualified.

- | | | | |
|---------------------------------------------------------------------------------------------------------------------------|--------------|----------|-----------------------|
| (1) Selection policies address career advancement for permanent employees | yes <u>X</u> | no _____ | Page # <u>13 (VI)</u> |
| (2) The option is available for internal posting only to allow qualified employees the opportunity for career advancement | yes <u>X</u> | no _____ | Page # <u>9 (II)</u> |
| (3) Procedure assures that only qualified employees can be promoted | yes <u>X</u> | no _____ | Page # <u>3 (V)</u> |

County Comments:

All page # responses reference the Rowan County Personnel Policies and Procedures.

Selection D (4) references attached SOP – Performance Appraisals

Advancement (1) also reference Section V. page 3, 1.0 (5)

Advancement (3) also reference Section II. page 10, 3.07 and page 11, 3.11

General Requirement: A current, equitable, and adequate position classification and compensation plan will be provided.

POSITION CLASSIFICATION

Requirement:

Job Evaluation (syn. Classification) plans will be based upon a soundly applied, professionally accepted job evaluation methodology which establishes the relative strength of related positions through consideration of the difficulty, responsibility, and other requirements of the work. System components and all relationships determined along with accompanying rationale will be fully documented.

- | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------|------------------------|
| (1) Established job evaluation methodology is defined in policy | yes <u>X</u> | no _____ | Page # <u>6</u> (VI) |
| (2) Job evaluation factors are stated, defined and utilized | yes <u>X</u> | no _____ | Page # <u>6</u> (VI) |
| (3) Class relationships are documented based job evaluation factors and sound reasoning | yes <u>X</u> | no _____ | Page # <u>6</u> (VI) |
| (4) Position history files are maintained and include: job analysis information, position descriptions, organizational charts, and related information | yes _____ | no _____ | Page # _____ |
| (5) Classification review process is defined by policy and procedure | yes <u>X</u> | no _____ | Page # <u>10</u> (VI) |
| (6) Procedure for completing/revising position descriptions is defined in policy | yes <u>X</u> | no _____ | Page # <u>7</u> (VI) |
| (7) Benchmark positions are identified and utilized in the job evaluation process | yes <u>X</u> | no _____ | Page # <u>8</u> (VI) |
| (8) Procedure for updating O-charts on a regular basis | yes <u>X</u> | no _____ | Page # <u>6</u> (I) |
| (9) Established classification plan that include related class concepts | yes <u>X</u> | no _____ | Page # <u>6</u> (VI) |
| (10) Dedicated and trained HR professional staff to manage the classification plan | yes <u>X</u> | no _____ | Page# <u>6-11</u> (VI) |
| (11) Procedure for conducting organizational or occupational studies | yes <u>X</u> | no _____ | Page # <u>10</u> (VI) |
| (12) Extraordinary classification issues or problems are documented along with conclusions or resolutions | yes <u>X</u> | no _____ | Page # <u>10</u> (VI) |
| (13) Established database management system to track position classification actions and utilization | yes <u>X</u> | no _____ | Page # <u>SOP</u> |
| (14) "Fair Treatment" principles of the federal standards for a merit system of personnel administration are evident | yes <u>X</u> | no _____ | Page # <u>8</u> (V) |

COMPENSATION

Requirements:

- (a) The compensation plan will, within labor market constraints, have as its principal basis the class relationships (syn. skill level relationships, job relationships, work level relationships etc.) discerned by the classification process.**

- | | | | |
|------------------------------------------------------------------------------------------------|--------------|----------|-----------------------|
| (1) Compensation (pay plans) are based on class relationships | yes <u>X</u> | no _____ | Page # <u>11</u> (VI) |
| (2) Consistency in salary percentage differentials is evident in the salary structure and plan | yes <u>X</u> | no _____ | Page # <u>12</u> (VI) |
| (3) Compensation philosophy is defined in policy | yes <u>X</u> | no _____ | Page # <u>ORD</u> |
| (4) Salary schedule is defined | yes <u>X</u> | no _____ | Page # <u>12</u> (VI) |

(b) Within limits of local financial ability and fiscal policy, the level of compensation assigned to class of the plan will, in conjunction with Subparagraph (2)(a) of this Rule, adequately consider the competitive labor market within the geographical area of recruitment.

- | | | | |
|----------------------------------------------------------------------------------------------------------------------------|--------------|----------|-----------------------|
| (1) Occupational groups are defined in the compensation plan and placed in the salary schedule based on salary survey data | yes <u>X</u> | no _____ | Page # <u>12 (VI)</u> |
| (2) Salary survey methodology is defined and appropriate labor markets are defined, regionally, statewide or nationally | yes <u>X</u> | no _____ | Page # <u>SOP</u> |
| (3) Salary surveys are conducted | yes <u>X</u> | no _____ | Page # <u>SOP</u> |

(c) Logical and equitable practices will be established which guide salary administration in positions and employee actions within the jurisdictions

- (1) Salary administration rules and procedures are defined in policy yes X no _____ Page # 4-27(VI)
- (2) Salary administration defines salary range revisions, reclassifications, appointments, promotions, demotions, transfers, suspensions, and other related personnel actions that affect an employee's status and pay yes X no _____ Page # 4-27(VI)
- (3) "Fair Treatment" principles of the federal standards for a merit system of personnel administration are evident yes X no _____ Page # 8 (V)
- (4) Salary administration rules and procedures are known and reflect widely accepted practices in the field of Human Resources yes X no _____ Page # EH

County Comments:

All page # responses reference the Rowan County Personnel Policies and Procedures.
Compensation (a) (3) Rowan County Personnel Ordinance - Division 4 – Pay Plan Sec. 2-77 - Maintenance
Position Classification (13) SOP – Retention of Records
Compensation (b) (1) page 12 (VI) 4.01 Salary Ranges - Rowan County Personnel Policies and Procedures
Compensation (b) (1),(2) and (3) SOP – Market Adjustment
Compensation (c) (1) and (2) Section VI Wage and Salary Administration Rowan County Personnel Policies and Procedures
Compensation (c) (4) pages 6-7, Rowan County Government Employee Handbook

Signatures below indicate that County management has reviewed and certified that local policies and procedures remain in compliance with the administrative code requirements for substantially equivalent systems, 25 NCAC 01I .2401 - .2410. In addition, the Board of County Commissioners is aware and supports the County petition to remain substantially equivalent.

County

Manager: _____

Signature Date

County

HR Director: _____

Signature _____ Date _____

County Commissioner

Board Chair: _____

Signature _____ Date _____

**NC Office of State Human Resources
Substantial Equivalency Monitoring Form**

For Compliance with 25 NCAC 01I .2404
SYSTEM PORTION IV: EMPLOYEE RELATIONS

General Requirements for Employee Relations (ER) Policies:

- (1) Employees shall not be disciplined or dismissed, except for just cause. yes X no Page# 32-43(III)
- (2) A provision that allows for action, including dismissal, based on unsatisfactory job performance or unacceptable personal conduct. yes X no Page# 32-43(III)
- (3) A provision that the policy shall be available to all covered employees yes X no Page# 32-43(III)
- (4) A provision that the county shall train all supervisors and managers in the appropriate use of the ER policy. yes X no Page# 14 (V)

General Requirements for Employee Relations (ER) grievance/appeal procedures:

- (1) A provision that extends coverage to all employees subject to NCGS Chapter 126, the State Human Resources Act. yes X no Page# ORD
- (2) A provision that all employees who have achieved career status shall have access to the grievance procedure on least these issues:
- (a) Just cause to impose disciplinary demotion in pay or position, disciplinary suspension without pay or dismissal.
- (b) Allegations of discrimination based on race, sex (including allegations of sexual harassment), religion, age, national origin, handicapping condition, genetic information, or color in hiring, promotion, any disciplinary action, compensation, transfer or training. yes X no Page# 43,45 (III)
- (3) A provision for a hearing before an impartial hearing officer or a hearing panel appointed by the County Manager and the Human Resources Director. yes X no Page# 48 (III)
- (4) A provision for a public hearing with the ability of each party to be represented by an attorney. The hearing shall be recorded so that a record may be prepared and forwarded to Superior Court. yes X no Page# 50-51(III)
- (5) A provision that the hearing officer or panel shall make a recommendation to the local appointing authority. The local appointing authority shall make a final, binding decision in the grievance. yes X no Page# 48 (III)

(6) A provision that the final decision shall state in writing that if the employee/grievant disagrees with the decision of the local appointing authority, appeal from that decision may be made to the Superior Court of the County.
yes X no _____ Page# 50 (III)

(7) Specific time limits on management responses and decisions and a provision that if management fails to comply with the time limits of the procedure, that the employee may unilaterally choose to advance to the next step in the procedure.
yes X no _____ Page# 45-47(III)

County Comments:

Page #'s reference Rowan County Policies and Procedures

General Requirements for Employee Relations (ER) grievance/appeal procedures: (1) Page 5 Sec. 2-28-State personnel commission Rowan County Personnel Ordinance

Signatures below indicate that County management has reviewed and certified that local policies and procedures remain in compliance with the administrative code requirements for substantially equivalent systems, 25 NCAC 01I .2401 - .2410. In addition, the Board of County Commissioners is aware and supports the County petition to remain substantially equivalent.

County

Manager:

Signature

Date

County

HR Director:

Signature

Date

County Commissioner

Board Chair:

Signature

Date

ROWAN COUNTY

PERSONNEL ORDINANCE

Revisions approved by the Board of County Commissioners on February 1, 2010

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Footnotes:

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State Law reference— State personnel system, G.S. 126-1 et seq.; county personnel, G.S. 153A-92 et seq.; personnel rules, G.S. 153A-94; administration of counties generally, G.S. 153A-76 et seq.; equal opportunity for employment and compensation, G.S. 126-16; Equal Employment Practices Act, G.S. 143-422.1 et seq.; personnel system for county employees authorized, G.S. 126-11.

DIVISION 1. - GENERALLY

Sec. 2-26. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Adverse action means a demotion, suspension, dismissal, reduction in pay, transfer or lay-off.

Appointing authority means any position with the legislated or delegated authority to make hiring decisions, the county manager, sheriff, register of deeds.

Completed month means any month in which an employee works at least one-half the workdays.

Completed year means a period of twelve (12) calendar months in which the employee is in active pay status or is receiving worker's compensation payments while on leave without pay.

Full-time means a person employed on a continuous year-round basis for a period of time which exceeds more than six (6) months and who is regularly scheduled to work (including vacation and holidays) an average of at least forty (40) hours per week. An employee in this classification is entitled to employee benefits.

Grievance means a claim or complaint based upon an event or condition which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application or lack of established policy pertaining to employment conditions.

Part-time means an appointment of less than full-time to a part time budgeted position on a continuing basis. A part-time employee who works one thousand (1,000) hours or more over twenty-six (26) pay periods will be eligible for employee benefits available to full time employees. Vacation and sick benefits reflect the ratio of the number of hours worked to the standard forty-hour work week. During the budget process, the department director will identify the percent of time that a part time employee is to be employed.

Probationary employee means a person appointed to a position who has not yet completed the probationary period.

Temporary means an employee employed for a specific period of time which will not exceed six (6) months or twelve (12) pay periods for a fiscal year. Employees in this capacity are normally identified as "seasonal" personnel. Benefits for employees who are temporary will only include social security, workers' compensation, and unemployment compensation. For an employee's work time to exceed more than six (6) months or twelve (12) pay periods over a twelve-month period of time in a temporary capacity without accruing full benefits would constitute a discriminatory practice. Therefore, positions for temporary employees will be limited to six (6) months for the fiscal year, and the department director is responsible

for the status of these employees. It should be recognized that the twelve (12) pay periods do not have to be consecutive.

(Ord. of 8-3-87, § 1.1.5; Amend. of 2-1-10)

Sec. 2-27. - Purpose.

It is in the best interest of the county to establish a centralized personnel system under the county manager by which matters relating to personnel shall be administered. It is the intent of the board of commissioners to establish an equitable and uniform system of personnel administration, to place employment on a merit basis to the end that the best qualified persons available shall constitute the county service.

(Ord. of 8-3-87, § 1.1.1)

Sec. 2-28. - State personnel commission.

It should be recognized that no county policy or procedure shall supersede the rules and regulations adopted by the state personnel commission or other body established by the laws of the state, when such laws involve such body in formulating rules and regulations for any portion of county employees and in event of a conflict between same, the rules and regulations adopted by such body shall control over county policy.

(Ord. of 8-3-87, § 1.1.2)

Sec. 2-29. - Coverage of employees.

- (a) The provisions of this article shall apply to county employees not herein exempt.
- (b) The provisions of this article shall not apply to the county manager and elected officials.
- (c) Except as to division 5, section 2-99, and division 8, the provisions of this article shall not apply to the tax administrator, who supervises tax collection and assessments of the value of property in Rowan County, employees of the sheriff's office, election's director and employees of the register of deeds.
- (d) Employees of the state agriculture extension services are exempt from all provisions of this article except division 6, section 2-116, and division 7, section 2-131.

(Ord. of 8-3-87, § 1.1.4; Amend. of 2-1-10)

Sec. 2-30. - Employment of minors; work permits.

No one under the age of sixteen (16) will be employed by the county in any capacity. Applicants at least sixteen (16), but less than eighteen (18) years of age, may be employed within the limits of state and federal laws, as to the hours and areas. Persons employed under federal grants are excluded from the age restriction of sixteen (16) and may be employed as young as fourteen (14) years of age.

(Ord. of 8-3-87, § 1.1.6; Amend. of 2-1-10)

Sec. 2-31. - Minimum standards necessary for job performance.

The county manager, with the advice and recommendations of the human resources director, shall establish reasonable minimum standards to character, ability to meet the public (where applicable), knowledge, skills, abilities, physical requirements, and background history for satisfactory job performance.

(Ord. of 8-3-87, § 1.1.7; Amend. of 2-1-10)

Sec. 2-32. - Examination of applicants for positions.

Applicants for positions with the county may be required to pass appropriate nondiscriminatory competitive written, oral, physical and drug tests to determine whether they meet established minimum standards. These examinations shall be prepared and given under the direction of the human resources director.

(Ord. of 8-3-87, § 1.1.8; Amend. of 2-1-10)

Sec. 2-33. - Jury duty.

The county recognizes that every employee has an obligation to perform the functions of citizenship, such as voting, military service, jury service, etc. The county manager will not, therefore, seek to have employees excused from jury duty unless their job duties cannot be temporarily delegated to someone else and their absences would adversely affect the services rendered. The decision to ask that the employee be excused from jury duty for working related reasons will be based on a written request from the department director and will be approved by the county manager. Requests for excuses will then be forwarded to the appropriate court for its approval.

(Ord. of 8-3-87, § 1.1.9; Amend. of 2-1-10)

Sec. 2-34. - Release of information on employee files.

It is the policy of the county not to release any personal and/or confidential information without prior written consent from the employee unless otherwise directed by law.

(Ord. of 8-3-87, § 1.1.10)

Sec. 2-35. - Employees prohibited from service on boards, committees, etc.

- (a) County employees are hereby prohibited from serving on any board, committee, council or commission where appointments are made by the board of commissioners or where funding is provided by the county, including special study committees appointed for the purpose of recommending funding or policy. Employees currently serving on boards, committees or commissions shall be allowed to complete their appointed term, however, they shall not be reappointed.
- (b) This policy does not prohibit county employees from serving either in an ex-officio capacity on any of the above boards, committees, councils or commissions, or when such service is deemed by the board of commissioners to be in the best interests of the county.

(Ord. of 8-3-87, § 1.1.11)

Sec. 2-36. - Employment eligibility verification.

The human resources director will be responsible for insuring that the county employs only United States citizens and aliens authorized to work in the United States in conjunction with the Immigration Reform and Control Act of 1986.

(Ord. of 8-3-87, § 1.1.12; Amend. of 2-1-10)

Secs. 2-37—2-45. - Reserved.

DIVISION 2. - PERSONNEL COMMISSION

Sec. 2-46. - Appointment.

The board of commissioners will appoint a personnel commission to consist of four (4) members. The appointments will be for a period of four (4) years. The membership may not include incumbent county commissioners, the county attorney, the county manager, or their family members or relatives. A quorum of three (3) must be present to conduct a meeting.

(Ord. of 8-3-87, § 1.9.1; Ord. of 5-17-93(1))

Sec. 2-47. - Organization.

The personnel commission, at the first meeting of each year, may elect one (1) of its members as chairman, who shall preside at meetings. Meetings shall be held as necessary. The human resources director shall provide clerical support to the commission to perform such duties as the commission may direct.

(Ord. of 8-3-87, § 1.9.1; Ord. of 5-17-93(1); Amend. of 2-1-10)

Sec. 2-48. - Powers, duties.

The personnel commission shall:

- (1) Advise the county manager on county personnel appeals, grievances and adverse actions.
- (2) Conduct public hearings upon the request of the human resources director or of discharged, suspended or demoted county employees. The commission shall have powers necessary to complete investigation of the action taken, including the power to subpoena principals or other parties. The commission shall inform the county manager and the human resources director in writing of its findings and recommendations.
- (3) Keep an adequate written record of its proceedings, findings and recommendations.
- (4) The personnel commission's decisions in discrimination cases will be binding. All other decisions reached by the commission will be submitted to the county manager for his approval or disapproval.
- (5) The county manager will notify the personnel commission of his final decision within fifteen (15) working days from the date he receives their findings. The personnel commission will advise all parties involved of the final decision in writing. If the county manager does not adopt the decision of the commission, the employee may appeal the decision to the superior court.
- (6) Witnesses not employed by the county may receive a fee of fifteen dollars (\$15.00).

(Ord. of 8-3-87, § 1.9.1; Ord. of 5-17-93(1); Amend. of 2-1-10)

Sec. 2-49. - Grievance and adverse action appeal procedure.

The personnel commission shall have the power and authority:

- (1) To provide employees a procedure by when their complaints can be considered rapidly, fairly and without reprisal.
- (2) To allow employees an opportunity to appeal adverse actions to higher authorities to insure that such actions are made responsibly.

(Ord. of 8-3-87, § 1.9.2; Ord. of 5-17-93(1))

Secs. 2-50—2-60. - Reserved.

DIVISION 3. - POSITION CLASSIFICATION PLAN

Sec. 2-61. - Required.

The county will maintain a current position classification plan.

(Ord. of 8-3-87, § 1.2.1)

State Law reference— Authority of county to adopt position classification plans, G.S. 153A-92(a).

Sec. 2-62. - Coverage; allocation of positions.

New regular benefited positions shall be approved by the board of commissioners. Funding for a department may be approved by the board of commissioners to be utilized for the creation of part time or temporary non-benefited positions on an as-needed basis in order to provide county services. Non-benefited employees shall be limited to one thousand (1,000) hours per calendar year and an average of less than thirty (30) hours a week.

The classification plan to be adopted and covered by this division shall include full-time, part-time and temporary employee classes of positions in the county's service. The human resources director shall recommend for the county manager's approval, allocation of each position covered by the classification plan to its appropriate class.

(Ord. of 8-3-87, § 1.2.2; Amend. of 2-1-10; Amend. of 6-6-16(1))

Sec. 2-63. - Administration, maintenance; reallocation of positions.

The human resources director, with the approval of the county manager, shall be responsible for the administration and maintenance of the position classification plan adopted by this division. The department director shall be responsible for bringing to the attention of the human resources director any material change in the nature of duties, responsibilities, working conditions and other factors affecting the classification of any position. Reclassifications of positions require the approval of the personnel board.

(Ord. of 8-3-87, § 1.2.3; Amend. of 2-1-10)

Sec. 2-64. - Classification of new positions.

The human resources director, with the approval of the county manager, shall be responsible for studying and making recommendations for the allocation of new positions to the existing classes or to new classes of positions in the county's service. The county manager shall make recommendations concerning the allocation of new positions to the board of commissioners for its approval.

(Ord. of 8-3-87, § 1.2.4; Amend. of 2-1-10)

Sec. 2-65. - Departmental reorganization.

The county manager may authorize the reorganization of any department even if such reorganization results in the elimination of occupied or unoccupied positions and even if such reorganization results in a change in the job category or skill level for one (1) or more employees. The county manager must inform the board of commissioners thirty (30) days prior to any reorganization which may affect a reduction in force. No department director may reorganize his department without prior written approval from the county manager. The administrative procedure for reduction in force shall apply to any reorganization that results in the elimination of any occupied position and the concomitant termination of any employee; but such procedures shall not apply to any employee who is offered employment by another employer with whom the county has contracted to provide the same or similar services performed by the employee whose position is eliminated. Any reorganization that changes the duties of any employee so as to affect that employee's current job category or current skill level shall have the following result with respect to salary:

- (1) For those whose employment may be downgraded as a result of reclassification, the incumbent's current salary will be maintained, but the individual will lose the salary potential of the previously assigned job category, or skill level.
- (2) For those whose employment may be upgraded as a result of reclassification, the incumbent will receive a salary increase in accordance with the then existing administrative procedures.

(Ord. of 8-3-87, § 1.2.5)

Secs. 2-66—2-75. - Reserved.

DIVISION 4. - PAY PLAN

Sec. 2-76. - Required.

The board of commissioners has the responsibility and authority to establish and maintain approved pay plans.

(Ord. of 8-3-87, § 1.3.1)

Sec. 2-77. - Maintenance.

The county manager shall be responsible for the administration and maintenance of the pay plan. The pay plan is intended to provide equitable compensation for positions when considered in relation to each other, to general rates of pay for similar employment in the private sector and in other public

jurisdictions in the area, to changes in the cost of living, to financial conditions of the county and other factors. To this end, the county manager shall from time to time make comparative studies of factors affecting the level of salary ranges and shall recommend to the board such changes in salary ranges as appear to be warranted.

(Ord. of 8-3-87, § 1.3.2)

Sec. 2-78. - Use of salary ranges.

Salary ranges are intended to furnish administrative flexibility in recognizing individual performance among employees holding positions in the same class by rewarding employees for meritorious service. The following general provisions will govern the granting of within-the-range pay increments:

- (1) The minimum rate established for the class is the normal hiring rate, except in those cases where unusual circumstances appear to warrant appointment at a higher rate. Appointment above the minimum may be made on the recommendation of the department director with the approval of the human resources director and county manager. When deemed necessary in the best interest of the county, the human resources director and the county manager may approve a recommendation up to the midpoint of the range. Above-the-minimum appointments will be based on such factors as the qualifications of the applicant being higher than the desirable education and training for the class, a shortage of qualified applicants available at the minimum, and the refusal of qualified applicants to accept employment at the minimum. With the recommendation of the human resources director, the county manager in conjunction with the personnel board may review and approve an appointment to a position above the midpoint of the range. In all cases, the department director must justify their request in writing before approval and commitments to employment can be made.
- (2) Salary ranges are used to reward employees for meritorious service. Each year, the county manager may require department directors to consider the eligibility of employees to receive increments and to recommend such advancement or retention at the same rate. Advancements and retentions must be approved by the county manager.

(Ord. of 8-3-87, § 1.3.3; Ord. of 6-2-03; Amend. of 2-1-10; Amend. of 05-16-2016(1))

Sec. 2-79. - Payment at a listed rate.

Employees covered by the salary plan shall be paid at a listed rate within the salary ranges established for their respective job classes except for employees in a trainee status, or employees whose present salaries are above the established maximum rate following transition to a new pay plan.

(Ord. of 8-3-87, § 1.3.4)

Sec. 2-80. - Salary of trainee.

An applicant hired or an employee promoted to a position in a higher class, who does not meet all of the established requirements of the position, may be appointed at a rate in the pay plan below the minimum established for the position. An employee will remain on the trainee grade until the department director certifies that the trainee is qualified to assume the full responsibilities of the position and the human resources director approves the certification. The department director shall review the progress of each employee in a trainee status every six (6) months or more frequently as necessary to determine when the trainee is qualified to assume the full responsibilities of the position.

(Ord. of 8-3-87, § 1.3.5; Amend. of 2-1-10; Amend. of 05-16-2016(1))

Sec. 2-81. - Pay rates in promotion, demotion, transfer and reclassification.

When an employee is promoted, demoted, transferred or reclassified, the rate of pay for the new position will be established in accordance with the following criteria:

- (1) An employee who is promoted shall receive a minimum of a five (5) percent pay increase and placed in the new pay range not to exceed the maximum. The increase will be dependent upon the pay range, length of service, qualifications of the person being promoted and market conditions.
- (2) An employee who is demoted to a position for which he is qualified shall receive a minimum of a five (5) percent decrease in pay. Determination of the amount of the decrease in pay will be dependent upon the differences in responsibilities and the lower grade level.
- (3) An employee transferring from a position in one (1) class to a position in another class assigned the same pay range shall continue to be paid at the same pay rate.
- (4) An employee whose position is reclassified to a class having a higher salary range shall receive a minimum pay increase of five (5) percent and placed in the new pay range. Determination of the amount of the increase will be dependent upon the differences in responsibilities and the higher grade level. If the employee's position is reclassified to a lower pay range and the result is that the employee will receive a rate of pay above the maximum established for the new class, the employee will be ineligible for merit pay adjustments until such time that the employee either receives a promotion or benefits from a general class-wide pay increase thereby bringing the employee's rate of pay to or below the maximum rate established for the class.

(Ord. of 8-3-87, § 1.3.6; Amend. of 2-1-10; Amend. of 05-16-2016(1))

Sec. 2-82. - Pay rates in salary range revisions.

- (a) When the board of commissioners approve a change in salary range for a class of positions, employees whose positions are allocated to that class may have their salaries raised or left unchanged.
- (b) When a class of positions is assigned to a lower pay range, the salaries of employees in that class will remain unchanged. If this assignment to a lower pay range results in an employee being paid at a rate above the maximum established for the new class, that employee will be ineligible for merit pay adjustments until such time that the employee either receives a promotion or benefits from a general class-wide pay increase thereby bringing the employee's rate of pay to or below the maximum rate established for the class.

(Ord. of 8-3-87, § 1.3.7; Amend. of 2-1-10; Amend. of 05-16-2016(1))

Sec. 2-83. - Pay for part time work.

The pay plan established by this policy is for full time service. An employee appointed for less than full time service will be paid a prorated amount determined by converting the established salary to an hourly rate.

(Ord. of 8-3-87, § 1.3.8)

Sec. 2-84. - Overtime.

- (a) Overtime work shall be that work performed by an employee which either exceeds the number of hours constituting the established workweek for the employee's position or which is accomplished on

an unscheduled workday. Overtime opportunities will be distributed as equally as practicable among employees in the same job class, department and shift.

- (b) Nonexempt employees required to work overtime shall be compensated by being paid one and one-half (1½) times the regular rate of pay established for the job classification or time off.
- (c) Department directors shall request prior approval from the county manager before overtime is performed.

(Ord. of 8-3-87, § 1.3.9; Amend. of 2-1-10)

Sec. 2-85. - Reserved.

Editor's note— Section 2-85 has been deleted at the direction of the county. The former § 2-85 pertained to employees' longevity pay and derived from § 1.3.10 of an ordinance adopted Aug. 3, 1987.

Secs. 2-86—2-95. - Reserved.

DIVISION 5. - RECRUITMENT AND EMPLOYMENT

Sec. 2-96. - Equal employment opportunity policy.

It is the policy of the county to foster, maintain and promote equal employment opportunity. The county shall select employees on the basis of applicants' qualifications and without regard to age, sex, race, color, creed, religion, political affiliation, disability or national origin except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary for job performance. It will be the responsibility of the human resources director to enforce and monitor this policy.

(Ord. of 8-3-87, § 1.4.1; Amend. of 2-1-10)

State Law reference— North Carolina Persons with Disabilities Protection Act, G.S. 168A-1 et seq.

Sec. 2-97. - Recruitment sources.

The human resources director will be responsible for publicizing opportunities for employment with the county including salary ranges and employment qualifications for positions to be filled. Individuals shall be recruited from a geographic area as wide as is necessary to insure that well qualified applicants are obtained for county service.

(Ord. of 8-3-87, § 1.4.2; Amend. of 2-1-10)

Sec. 2-98. - Job advertisements.

Employment advertisements shall contain assurances of equal employment opportunity and shall comply with federal and state statutes regarding discrimination in employment matters.

(Ord. of 8-3-87, § 1.4.3)

Sec. 2-99. - Appointments generally.

The county manager shall appoint subordinate officers, agents, and employees for the general administration of county affairs, the positions having been established by the board of commissioners, except such officers as are required to be elected by popular vote or whose appointment is otherwise provided for by the law or actions taken by the board of commissioners.

(Ord. of 8-3-87, § 1.4.4)

State Law reference— Similar provisions, G.S. 153A-82(1).

Sec. 2-100. - Report of appointments.

The county manager shall report appointments to positions with the county government monthly at a meeting of the board of commissioners.

(Ord. of 8-3-87, § 1.4.5)

State Law reference— Authority of board of commissioners to require report of appointments, G.S. 153A-82(1).

Sec. 2-101. - Probationary period of employment.

- (a) An employee appointed to a position shall serve a probationary period of six (6) months. An employee may be dismissed during the probationary period at any time the department director feels the employee is not satisfactorily performing the assigned duties. A probationary employee dismissed may not appeal such action. An employee serving a probationary period shall receive all benefits provided in accordance with this policy.
- (b) At the end of the period of probation, the department director will recommend to the human resources director whether the employee will be retained or dismissed. If retained, the employee shall be considered a regular status employee. Any employee who has successfully completed a probationary period and is classified as a regular employee shall not serve another probationary period.
- (c) No employee shall remain on probation for more than nine (9) months.

(Ord. of 8-3-87, § 1.4.6; Amend. of 2-1-10; Amend. of 05-16-2016(1))

Sec. 2-102. - Promotion.

- (a) Recognizing the need of employees to fulfill their potential and what this means in terms of maximum efficiency, the county utilizes a "promote from within" policy whenever possible. When job vacancies occur, an effort will be made to promote from within the county if qualified employees are available. Employees may inquire about job vacancies through human resources at any time, or they may review vacancies that are posted on the bulletin boards. The responsibility for applying for a vacancy which may constitute a promotion lies with the employee, and the department director is obligated to consider all qualified candidates who are referred by human resources.
- (b) An employee applying for a promotion to another job will be given equal consideration with other applicants, and if that person has superior or equal qualifications, he will be granted the promotion, contingent upon acceptable work performance. A promotion may be defined in the job classification

system as moving from one (1) position in a particular job class to a position in another job class having a higher rate of pay.

- (c) There will be no lateral transfers from department to department unless they are in the best interest of the county. Lateral transfers can be defined within the job classification system as those positions that are in the same job category and skill level (same minimum and maximum salary).

(Ord. of 8-3-87, § 1.4.7; Amend. of 2-1-10)

Sec. 2-103. - Demotion.

Those job changes that constitute a demotion (moving from one (1) position in a particular job classification to a position in another job classification having a lower rate of pay) will not be permitted unless there is documentation which indicates that a person could perform better in one (1) job as opposed to another except in the instances of reduction in force (layoffs). In those instances of reduction in force, salary and classification reductions will be determined through administrative procedures that are recommended by the human resources director and approved by the county manager. Before a demotion will be permitted, the human resources director must approve the action to insure the intent of this policy.

(Ord. of 8-3-87, § 1.4.8; Amend. of 2-1-10)

Sec. 2-104. - Transfer.

Any employee who has successfully completed a probationary period may be transferred to the same or similar class in a different department without serving another probationary period. An employee desiring to be transferred should make the request to the human resources director.

(Ord. of 8-3-87, § 1.4.9; Amend. of 2-1-10)

Secs. 2-105—2-115. - Reserved.

DIVISION 6. - CONDITIONS OF EMPLOYMENT

Sec. 2-116. - Work schedule.

- (a) The standard workweek for county government is forty (40) hours. The normal daily work schedule is eight (8) consecutive hours, plus a lunch period. Law enforcement and emergency services require a work schedule to accommodate a twenty-four-hour, seven-day work-week. Employees in administrative, professional or managerial positions shall work the number of hours necessary to assure the satisfactory performance of their duties.
- (b) When the activities of a particular department require some other schedule to meet work needs, the county manager may authorize a deviation from the normal schedule.

(Ord. of 8-3-87, § 1.5.1)

Sec. 2-117. - Gifts and favors.

Receiving or giving of gifts or favors is not in the best interest of the county. Therefore, no officials or employees of the county shall:

- (1) Accept any gift, favor, or thing of value that may tend to influence them in the discharge of their duties; or
- (2) Grant, in the discharge of their duty, any improper favor, service or thing of value.

(Ord. of 8-3-87, § 1.5.2)

Sec. 2-118. - Political activity.

- (a) Every employee of the county has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, and may advocate and support the principles or policies of a civic or political organization in accordance with the Constitution and laws of the State of North Carolina and in accordance with the Constitution and laws of the United States of America. However, no employees shall:
 - (1) Engage in any political or partisan activity while on duty or within any period of time during which they are expected to render services for which they receive compensation from the county;
 - (2) Use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;
 - (3) Be required, as a duty of their office or employment, or as a condition for employment, promotion or tenure of office, to contribute funds for political or partisan purposes;
 - (4) Solicit, or act as custodian of, funds for political or partisan purposes while on duty as an employee of the county;
 - (5) Coerce or compel contributions while on duty as an employee of the county from another employee for political or partisan purposes;
 - (6) Use any supplies or equipment of the county for political purposes; and
 - (7) Permit political advertising at any county facility or on any county property including political advertisements attached to county vehicles.
- (b) Constitutional and elected officers are exempt from this entire section, but no such constitutional or elected officers are to use any public funds, goods, supplies or materials for partisan political purposes.
- (c) No employee shall run for elected office in violation of state or federal laws and regulations or any other local ordinances contained herein. No formal or informal campaign efforts may be performed during the operating hours as established by the county.
- (d) The employee may be allowed to take up to two (2) weeks leave without pay before the primary and before the general election. If the employee has accumulated vacation leave, he may use vacation leave in lieu of leave without pay. Any violation of this section shall be deemed improper conduct and subject the employee to disciplinary action up to and including dismissal.

(Ord. of 8-3-87, § 1.5.3; Amend. of 2-1-10)

Sec. 2-119. - Outside employment.

Employment with county government will take precedence over other occupational interests of employees. Outside employment for salaries, wages or commission and self-employment must be approved by the employee's supervisor and the human resources director. The human resources director will review such employment for possible conflict of interest. The county manager will review and approve

requests from department directors for secondary employment. Conflicting outside employment will be grounds for disciplinary action up to and including dismissal.

(Ord. of 8-3-87, § 1.5.4; Amend. of 2-1-10)

Sec. 2-120. - Employment of relatives.

Two (2) members of an immediate family shall not be employed full time or part time within the same department. The term "immediate family" shall be understood to refer to that degree of closeness or relationship which would suggest that problems might be created within the department or where there is the possibility of a conflict of interest. Immediate family shall be defined as wife, husband, mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson, granddaughter, aunt, uncle, niece, and nephew as well as the various combinations of half, step, in-law, great, and adopted relationships.

(Ord. of 8-3-87, § 1.5.5; Amend. of 2-1-10; Amend. of 6-6-16)

Secs. 2-121—2-130. - Reserved.

DIVISION 7. - HOLIDAY, VACATION, SICK, MEDICAL, EDUCATIONAL AND MILITARY LEAVE

Sec. 2-131. - Holidays.

- (a) The commissioners will provide the following holidays: New Year's Day, Martin Luther King, Jr.'s Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving (two (2) days), and Christmas (three (3) days).
- (b) When a holiday falls on a Sunday, Monday shall be observed as a holiday. When a holiday falls on a Saturday, Friday shall be observed as a holiday.
- (c) For staff who work on a seven (7) day, twenty-four (24) hour operation, a separate holiday schedule will be adopted and observed when the legal holiday falls on a Saturday or Sunday.
- (d) Part time benefitted employees accrue holiday leave based on the average number of hours an individual works.
- (e) Temporary employees are not eligible for paid holidays.
- (f) The policy that governs the use of holiday time is as follows:
 - (1) There is no waiting period for holidays.
 - (2) When staffing permits, holidays may be taken on the day of the holiday. Employees who are required to work on the county holiday to insure delivery of services will receive another day off in the place of that day and additional pay equal to one-half of their regular hourly rate. The employee will not lose the holiday.
 - (3) Holidays must be taken on or within a period of time agreeable to the department director and employee.
 - (4) A holiday occurring during the vacation of an employee will be paid and recorded as a holiday.
 - (5) In computing wages, holiday pay will be computed at regular pay and will be excluded from calculating overtime.
 - (6) Unauthorized absence on a holiday will not be paid.

- (7) If employees have excused absences for illness during a period in when the holiday falls, they will receive the holiday pay.

(Ord. of 8-3-87, § 1.6.1; Ord. of 6-2-03; Ord. of 11-2-15)

State Law reference— Dates of public holidays, G.S. 103-4.

Sec. 2-132. - Vacation leave.

- (a) Vacation with pay is granted to full-time and part-time benefited employees. Temporary employees are not eligible for vacation benefits.

- (1) Full-time employees accrue vacation on a bi-weekly basis determined by the length of service.

Length of Service	Day Per Annum	Hours Per Hour Worked
Less than 2 years	10	0.0385
2 but less than 5 years	12	0.0462
5 but less than 10 years	15	0.0577
10 but less than 15 years	18	0.0692
15 or more years	21	0.0808

- (2) Emergency Medical Technicians and Paramedics who work a fluctuating workweek accrue vacation on a bi-weekly basis determined by the length of service as follows:

Length of Service	Day Per Annum	Hours Per Pay Period
Less than 2 years	14	4.42
2 but less than 5 years	17	5.31
5 but less than 10 years	21	6.64
10 but less than 15 years	26	7.97
15 or more years	30	9.29

Notation: Days calculated in above chart are rounded.

(b) The following policies shall govern vacation leave:

- (1) Pay in lieu of vacation will not be allowed.
- (2) Total accrued vacation time shall not exceed thirty (30) days of accrued benefit for the purpose of carrying from December thirty-first to the next calendar year.
- (3) Vacation days for full time employees may not be taken in units of less than fifteen (15) minutes.
- (4) Upon written request, an employee may elect to use earned vacation days for illness.
- (5) If an employee is on vacation and becomes hurt or ill, that person may exercise the option to use sick time; the department director may request medical verification.
- (6) An employee going on an approved leave of absence may request to use accrued vacation days.
- (7) Employees who leave the county's employment will be paid for accumulated vacation days or the county will transfer any unused vacation leave in lieu of paying it out at the request of the terminating employee.
- (8) When a paid holiday falls during a scheduled paid vacation, the employee is not charged vacation time for that holiday.
- (9) Employees transferring between departments do not have their accrual rates or accrued vacation time affected.
- (10) One (1) day (eight (8) hours) of vacation shall be credited to the accumulated benefits of the full-time employee who does not use sick leave and who is not absent without leave for a period of twenty-six (26) consecutive work weeks. Part-time benefited employees accrue these bonus hours on a pro-rata basis determined by the number of hours normally worked in the workweek. For the purpose of determining eligibility for this benefit, a work week may be counted in only one (1) twenty-six (26) work week period.
- (11) In computing wages, vacation time will be computed at regular pay and will be excluded from calculating overtime.

(Ord. of 8-3-87, § 1.6.2; Ord. of 6-2-03; Amend. of 2-1-10)

Sec. 2-133. - Sick leave.

(a) Sick leave with pay is not a right which an employee may demand but a privilege granted by the board of commissioners for the benefit of the employee when sick.

(b) The following policies shall govern sick leave:

- (1) Full time and part time employees with benefits accrue .0462 hours for regular hours worked on a bi-weekly basis. Employees will accrue twelve (12) days per year based upon two thousand eighty (2,080) hours.
- (2) There is not a maximum accrual for the sick leave benefit.
- (3) Department directors, with the approval of the human resources director, may advance sick leave to vested employees having five years of service, not to exceed the amount an employee can accumulate during the current calendar year.
- (4) To be paid for sick leave, employees must notify their supervisors of illness no later than one (1) hour after they are scheduled to begin work. If employees cannot call, they should have

someone else call for them so that arrangements can be made to cover their jobs. However, the responsibility of calling lies with the employee.

- (5) If employees are sick for several days, they are responsible for keeping their supervisor informed on a daily basis unless other arrangements have been made with the supervisors. They should also inform their supervisors of the approximate date they expect to return to work.
- (6) Regularly scheduled days off cannot be used as paid sick leave.
- (7) Attendance records are reviewed periodically to determine the extent of absences due to illness. An employee with excessive absences will be interviewed by the individual's department director, who may request a doctor's statement verifying the employee's state of health. A person whose health prevents that individual from fulfilling the requirements of one's job may be placed on leave of absence until the individual's health improves, or may be transferred to a job that person is able to perform.
- (8) Employees should report to their department directors if they become ill on the job. If it is necessary for employees to go home, they must advise their department directors before leaving. Failure to do so may result in leave without pay instead of deductions from accrued sick time.
- (9) Sick leave may also be used for:
 - a. Medical appointments.
 - b. Illness of a member of the immediate family. The family is defined as spouse, parents, children, mother-in-law, and father-in-law, including step relations. Utilization of this type of leave may require verification from a doctor that the employee's presence is needed to care for the family member.
 - c. Death in the immediate family, maximum of five (5) days. For this purpose immediate family is defined as spouse, parents, children, brother, sister, grandparents and grandchildren. Also included are the step, half and in-law relationships.
- (10) In computing wages, sick leave time will be computed at regular pay and will be excluded from calculating overtime.
- (11) At the time of an employee's separation, any sick leave owed to the county shall be deducted from the employee's final compensation.
- (12) One (1) month of retirement credit is allowed for each twenty (20) days accrued in an employee's sick leave account at the time of retirement to employees who are members of the North Carolina Local Governmental Employee's Retirement System or Law Enforcement Benefits and Retirement Fund.
- (13) The county will accept a transfer of unused sick leave from another local or state government employer as long as the unused balance is not more than three (3) years old. We will accept all unused sick leave which was not paid to the employee. A letter must be received from the previous employer stating the amount of sick leave to be transferred.
- (14) The county will transfer any unused sick leave to another employer who will accept the transfer, as requested by the employee terminating employment, within three (3) years of separation from employment.

(Ord. of 8-3-87, § 1.6.3; Ord. of 6-2-03; Amend. of 2-1-10)

Sec. 2-134. - Leave of absence.

As a regular procedure, leave may be granted for medical, family, and military reasons. In unusual circumstances, unpaid leave may be granted for compelling personal reasons or for educational purposes. Procedural matters concerning leave of absence are at the discretion of the county manager.

With the exception of military leave employees desiring to use leave without pay must exhaust their vacation and sick leave balance prior to being placed on a leave of absence status for an illness. Employees desiring to use leave of absence pay status for other than illnesses must exhaust their vacation leave balance, floating holidays and comp time balance prior to being placed on a leave of absence status. Exceptions to this policy must receive approval from the county manager.

(Ord. of 8-3-87, § 1.6.4; Ord. of 6-2-03; Amend. of 2-1-10)

Sec. 2-135. - Continuing education.

- (a) The board of commissioners encourage county personnel to avail themselves of training or education that would further their careers or prepare them better for their current or future jobs with the county or elsewhere.
- (b) Mandatory attendance of county personnel at required work-related educational or training programs outside normal working hours shall be constituted as involuntary enrollment on the part of the employee, and said employees shall receive compensation and shall thereby be required to affirm such in writing to the department director before time of enrollment.

(Ord. of 8-3-87, § 1.6.5; Ord. of 6-2-03; Amend. of 2-1-10)

Sec. 2-136. - Replacement during leave.

When practical, as recommended by the department director and approved by the human resources director, employees on extended leave will be replaced by temporary persons or positions will be temporarily filled during the leave period. A position may be filled with a regular full-time employee where found necessary by the human resources director and approved by the county manager. Before positions are filled, the department director will notify the affected employees and give them two (2) weeks in which to return to their jobs.

(Ord. of 8-3-87, § 1.6.6; Ord. of 6-2-03; Amend. of 2-1-10)

Sec. 2-137. - Parental leave.

During periods of pregnancy and child birth a person usually desires to be on leave before and after the period of actual disability. Leave without pay shall be granted for the actual period of disability not covered by sick or vacation leave. Additionally, leave without pay may be granted before and after the period of disability, normally, not to exceed a total of six (6) months. Such leave without pay must be requested in writing, recommended by the department director, and approved by the human resources director. Leave without pay for the parents of an adopted child would normally begin the first business day following the placement of the child.

(Ord. of 8-3-87, § 1.6.7; Ord. of 6-2-03; Amend. of 2-1-10)

Sec. 2-137.5. - Family and medical leave.

An employee who has worked twelve (12) months for Rowan County and one thousand two hundred fifty (1,250) hours in the past year will be entitled to this leave benefit for the following reasons:

- (1) Birth or adoption of a child into the employee's home.
- (2) Serious health condition of the employee.

- (3) Serious health condition of the employee's spouse, child, or parent for which the employee is needed for their care.

The employee is entitled to twelve (12) weeks of job-protected leave while utilizing leave under the Family and Medical Leave Act. The employee's health benefits during the leave period (twelve (12) weeks) will be at the same level and conditions as if the employee was continuing to work. If the employee chooses not to return to work for reasons other than a continued serious health condition, the county may recover from the employee the premium paid for the employee's health coverage.

Employees who are out of work under the provisions of the Family Medical Leave Act (FMLA), worker's compensation, or leave without pay for sick leave purposes are prohibited from engaging in any outside employment during the period of leave.

(Ord. of 6-2-03; Amend. of 2-1-10)

Sec. 2-137.6. - Service member family leave.

Eligible employees are entitled to up to twelve (12) weeks of leave because of "any qualifying exigency" arising out of the spouse, son, daughter, or parent of the employee who is on active duty, or has been notified of an impending call to active duty in support of a contingency operation. In addition, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or veteran who is recovering from a serious illness or injury sustained in the line of duty or aggravated while on active duty in the Armed Forces is entitled to up to twenty-six (26) weeks of leave in a single twelve-month period to care for the service member or veteran.

(Amend. of 2-1-10)

Sec. 2-138. - Military leave.

Rowan County complies with the provisions of the Uniformed Services Employment and Re-employment Rights Act (USERRA) of 1994, which protects employees in the U.S. military including National Guard and Armed Forces Reserves. Full-time employees who are members of the National Guard or Armed Forces Reserves will be allowed eighty (80) hours (ten (10) days) military training leave per calendar year. If such military duty is required beyond this eighty (80) hours (ten (10) days) period, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status. While taking military leave without pay, the employee's leave credits and other benefits, shall continue to accrue as if the employee physically remained with the county during this period. Employees may continue health insurance for their family by paying the current employee premium for such coverage. When employees are activated in the event of a national emergency, they may request the utilization of their accrued vacation and sick leave credits. The intent of this policy is to ensure that the employee's family is compensated as close as possible, to their standard of living. Each case will be reviewed by the human resources director.

(Ord. of 8-3-87, § 1.6.8; Ord. of 6-2-03; Amend. of 2-1-10)

Secs. 2-139—2-150. - Reserved.

DIVISION 8. - DISMISSAL, SUSPENSION AND DEMOTION

Sec. 2-151. - Generally.

- (a) At the request of the department director an employee may be suspended, demoted or dismissed because of failure in performance of duties or failure in personal conduct. The employee has the right of appeal to the human resources director. The appeal process will not exceed fifteen (15) calendar days before any of these actions become final. The suspended or dismissed person does not earn pay during the appeal process. The demoted employee earns pay at the rate that the demoted position entitles.
- (b) The county manager may remove such officers, agents, and employees as the manager may appoint.

(Ord. of 8-3-87, § 1.7.1; Ord. of 6-2-03; Amend. of 2-1-10)

State Law reference— Authority of county manager to suspend and remove officers and employees, G.S. 153A-82(1).

Sec. 2-152. - Report of dismissals.

Upon the dismissal or removal of any officer, employee or agent, the county manager shall report the same monthly at a meeting of the board of commissioners.

(Ord. of 8-3-87, § 1.7.2)

State Law reference— Authority of board of commissioners to require report of suspensions or removals, G.S. 153A-82(1).

Sec. 2-153. - Procedure in case of unsatisfactory work.

Regular employees whose work is not satisfactory over a period of time shall be notified in what way their work is deficient and what they must do if their work is to be satisfactory. If the employee continues to be negligent or fails to do work up to the standard of the classification held, the department director shall recommend to the human resources director that the employee be disciplined, demoted or dismissed.

(Ord. of 8-3-87, § 1.7.3; Ord. of 6-2-03; Amend. of 2-1-10)

Sec. 2-154. - Nondisciplinary suspension.

Investigation status is used to temporarily remove an employee from work status. Placement on investigation with pay does not constitute a disciplinary action. An investigatory placement with pay may last no longer than thirty (30) calendar days without written notice of extensions by the human resources director. It is not permissible to use placement on investigation status for the purpose of delaying an administrative decision on an employee's work status pending the resolution of a civil or criminal court matter involving the employee. It is permissible to place an employee on an investigation status with pay under the following circumstances:

- (1) To investigate allegations of performance or conduct deficiency would constitute just cause for disciplinary action.
- (2) To provide time within which to schedule and conduct a pre-disciplinary conference.
- (3) To avoid disruption of the work place and/or to protect the safety of persons and property.

(Ord. of 8-3-87, § 1.7.4; Ord. of 6-2-03)

Sec. 2-155. - Reduction in force and recall.

- (a) Separation of employees through reduction in force should not occur until management has exhausted every feasible alternative available to avoid it. Therefore, a reduction-in-force decision should be reached only after measures such as a hiring freeze on vacant positions, limits on purchasing and travel, retirement options, and job sharing and work schedule alternatives have proven insufficient.
- (b) A reduction in force necessarily compels a thorough evaluation of the accomplishments of specific programs, the need for particular positions, and the relative value of specific employees so that a department can provide the highest level of service possible with a reduced work force. The determination as to the retention or separation of a particular employee should include an evaluation of the relative skills, knowledge and productivity of the employee in the comparison to the services necessary to give the above factors more weight than other considerations, such as length of service.
- (c) The recall rights established by this policy shall not extend for more than six (6) months from date of reduction in force.

(Ord. of 8-3-87, § 1.7.5; Ord. of 6-2-03; Amend. of 2-1-10)

Sec. 2-156. - Right of appeal.

Any regular employee suspended, demoted or dismissed may appeal within an established appeal process after notifying their department director of their desire to appeal their suspension, demotion or discharge. Every regular employee shall have the right to present the appeal free from interference, coercion, restraint, discrimination or reprisal. Therefore, the county has a right to expect loyalty in carrying out their job-related responsibilities.

(Ord. of 8-3-87, § 1.7.6; Ord. of 6-2-03; Amend. of 2-1-10)

Secs. 2-157—2-165. - Reserved.

DIVISION 9. - REGULATION OF CONDUCT

Sec. 2-166. - Employee performance standards.

- (a) Employees must perform their duties in a satisfactory manner which would reflect credit upon themselves and the county.
- (b) The private and personal affairs of an employee are the concern of the county only when they reflect discredit on the county or impair the employee's job performance. Employees must not use work time or facilities to conduct personal business or affairs.
- (c) Each employee is responsible for seeking ways to improve the kind and quality of services rendered by the county. Each worker should not only carry out one's duties properly, but continually be alert for and seek new methods and means to perform these duties better.
- (d) Supervisory employees must constantly evaluate the performance of each employee under their direction and keep employees advised of the status of that evaluation. Employees have a right to know how well they are performing and they must be told. Both good and poor performance require constant evaluation and appropriate comments or counsel from the supervisor. Employees must perform their jobs in accordance with the county organizational structure and established policies

and procedures. The standard includes obedience to supervisors and the following of organizational lines. Organizational structure is not designed to stifle individual initiative or freedom of expression, but rather, to assign responsibility, aid in communication, and increase efficiency.

- (e) Employees are responsible for assuring that they do nothing to conceal deliberately any inadequacy in the performance of any other employee.
- (f) Each employee must use supplies, equipment and materials in a safe and efficient manner. Waste must be avoided.
- (g) Each employee is responsible for helping to maintain a safe and healthy working environment. The county is required by law to provide such an environment. Therefore, it is the individual responsibility of each employee to use safe work methods for the protection of oneself and others. Employees should report any health or safety hazard to their supervisor immediately.
- (h) Employees must consider themselves "on call" for the county during times of community disaster or other emergency situations. When each employee is hired, that person, in effect, agrees to be "on call" as requested by the department director to assist the community if the need should arise.
- (i) Supervisory personnel represent the county on a twenty-four-hour basis regardless of whether they are on duty or off duty. Therefore, the county has a right to expect loyalty in carrying out their job-related responsibilities.
- (j) The very nature of the county work brings most employees into daily contact with many different people. Employees are expected to display the utmost courtesy and tact in their dealing with visitors and fellow employees.
- (k) County employees must conduct themselves in an orderly manner while on duty.
- (l) Employees must maintain their personal appearance in a clean and neat manner.
- (m) Any inquiries for material that is considered by state and federal laws to be privileged or confidential information should be referred to the department director for disposition.

(Ord. of 8-3-87, § 1.8.1; Ord. of 6-2-03; Amend. of 2-1-10)

Sec. 2-167. - Sexual harassment.

- (a) The county is committed to maintaining a work environment that is free of discrimination and harassment. Personnel decisions shall not be made on the basis of a granting or denial of sexual favors.
- (b) Sexual harassment shall henceforth be deemed a form of sex discrimination prohibited by G.S. 126-16.

(Ord. of 8-3-87, § 1.8.2; Ord. of 6-2-03)

Secs. 2-168—2-180. - Reserved.

DIVISION 10. - EMPLOYEE BENEFITS

Sec. 2-181. - Insurance benefits.

- (a) The county has provided group life and group health insurance coverage for employee participation.

- (b) The county may provide other group insurance benefits for its employees upon authorization of the board of commissioners.

(Ord. of 8-3-87, § 1.10.1; Amend. of 2-1-10)

Sec. 2-182. - State retirement system.

The county will participate in the North Carolina Local Governmental Employees' Retirement System.

(Ord. of 8-3-87, § 1.10.2)

State Law reference— North Carolina Local Governmental Employees' Retirement System, G.S. 128-21 et seq.

Sec. 2-183. - Reserved.

Editor's note— An ordinance adopted June 2, 2003 repealed § 2-183 which pertained to deferred compensation and derived from § 1.10.3 of an ordinance adopted Aug. 3, 1987.

Sec. 2-184. - Supplemental retirement income plan.

Employees who contribute to the North Carolina Local Governmental Employees' Retirement System and who have successfully completed six (6) months of employment with the county are eligible to participate in the county's supplemental retirement income plan (401K). In addition, the county will contribute an equivalent of three (3) percent of the employee's salary to this plan. This plan will be contingent upon approval of the annual budget.

(Ord. of 8-3-87, § 1.10.4)

Sec. 2-185. - Workers' compensation.

- (a) As required by law, the county participates in a workers' compensation program. There is no cost to the employee.
- (b) In cases of certified, on-the-job injuries, the program pays hospital and doctor bills and a weekly cash benefit if the employee is disabled. To be certain that employees qualify for workers' compensation, they must report any on-the-job accident immediately to their supervisors or department directors.

(Ord. of 8-3-87, § 1.10.5; Ord. of 6-2-03)

Sec. 2-186. - Social security.

In accordance with the Social Security Act, the county deducts the appropriate percentage on every dollar earned up to a maximum income designated by law. For every social security tax dollar that the government requires the county to take out of employees' pay, the county must also pay an equal amount.

(Ord. of 8-3-87, § 1.10.6)

Sec. 2-187. - Personal liability coverage.

- (a) The county expects its employees and officers to perform their duties in an ordinary, reasonable and prudent manner, and within the scope and course of their employment.
- (b) The board of commissioners realizes allegations will be made at times that certain employees or officers have failed to perform their duties in such a manner. The county manager shall keep the board informed of such contentions.
- (c) After determining that an employee or officer has acted in accordance with county policy, the board shall take one (1) of the following actions:
 - (1) Provide the employee or officer with legal counsel.
 - (2) Compromise and pay any such claims.
- (d) Adoption of this policy shall not be deemed an assumption of liability for payment of claims or judgments in excess of any funds established and budgeted by the board of commissioners for payment of claims or judgments.
- (e) Adoption of this policy shall not be construed to waive the defense of governmental immunity or any other defense available to the county or any officer or employee.

(Ord. of 8-3-87, § 1.10.7; Ord. of 6-2-03)

Secs. 2-188—2-195. - Reserved.

DIVISION 11. - PERSONNEL BOARD

Sec. 2-196. - Creation; conception.

- (a) The board of county commissioners hereby establish a personnel board to be composed of two (2) commissioners as voting members and the county manager as a nonvoting member. The personnel board shall elect one (1) member to serve as chairperson each year.
- (b) Meetings of the board shall be held monthly or on an as-needed basis. Special meetings of the board may be called by any of the members or the human resources director. The human resources director (or his designee) shall be responsible for preparing and disseminating meeting notices and proposed agendas.
- (c) In the event the two (2) voting members cannot agree, that issue will be presented to the full board of commissioners for review.

(Amend. of 1-4-07; Amend. of 2-1-10)

Sec. 2-197. - Internal organization.

The board shall adopt procedures for the conduct of its meetings. Meetings may be informal, subject to approval of the board.

Sec. 2-198. - Meetings; minutes.

The time and place of each meeting, names of those present, official acts of the board, shall be recorded in the minutes. The county manager (or his designee) shall have the minutes transcribed and presented for approval or amendment at the next regular meeting.

(Amend. of 2-1-10)

Sec. 2-199. - Duties and functions.

It shall be the duty of the personnel board to approve or disapprove the following personnel related activities:

- (1) Recommended reclassification of positions presented by the human resources director.
- (2) Exceptional salary adjustments for employees.
- (3) The hiring of new employees whose salary is above the midpoint of the pay range.
- (4) Review and consider personnel policies, regulations, and procedures.
- (5) Other issues which are presented to the board by the human resources director.

(Amend. of 2-1-10; Amend. of 05-16-2016(1))

Sec. 2-200. - Reserved.

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1.0 GENERAL

1.01 EMPLOYEE RELATIONS

Management realizes that a high standard of services rendered to our citizens can be maintained only through the combined, cooperative efforts of County employees. Recognizing that our employees are our most important assets, administration is always concerned with their welfare - including their compensation, employee benefits, and working conditions. The County Manager and Department Directors are always willing to consider suggestions from employees as well as to hear their grievances. Management believes in fair and equal treatment for all employees. For these reasons, it is not necessary for the employee to resort to a third party to bring suggestions or complaints to our managers and supervisors.

1.02 EQUAL EMPLOYMENT OPPORTUNITY

Section 126-16 of the General Statutes of North Carolina provides, "All state departments and agencies and all local political sub-divisions of North Carolina shall give equal opportunity for employment without regard to race, religion, color, national origin, sex, age, disability, or genetic information to all persons otherwise qualified." Discrimination against any person in recruitment, examinations, appointments, training, promotion, retention, discipline, salary increases, or any other aspect of personnel administration because of race, color, national origin, sex, age, disability, genetic information, or because of political or religious opinion or affiliation is hereby prohibited, except where specific age, sex, or physical requirements constitute bona fide occupational qualification necessary for job performance.

Any applicants or employees who believe that employment, promotion, training, or salary increases were denied them or that demotion, transfer, layoff, or termination was forced on them because of their race, color, age, sex, national origin, disability, genetic information, or political or religious opinion or affiliation, may appeal to the Human Resources Director and be heard by a review board which will be described within this manual. In addition, employees are entitled under federal statutes to register their complaints with the Office of the Equal Employment Opportunity Commission.

1.03 POLITICAL ACTIVITIES

a) Every employee of the County has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, and may advocate and support the principles or policies of a civic or political organization in accordance with the Constitution and laws of the State of North Carolina and in accordance with the Constitution and laws of the United States of America. However no employees shall:

- 1) Engage in partisan or political activity while on duty or within any period of time during which they are expected to render services for which they receive compensation from the County;

- 2) Use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;
 - 3) Be required, as a duty of their office or employment, or as a condition for employment, promotion or tenure of office, to contribute funds for political or partisan purposes;
 - 4) Solicit, or act as custodian of, funds for political or partisan purposes while on duty as an employee of the County;
 - 5) Coerce or compel contributions while on duty as an employee of the County from another employee for political or partisan purposes;
 - 6) Use supplies or equipment of the County for political purposes; and
 - 7) Permit political advertising at any County facilities or on any County property including political advertisements attached to County vehicles.
- b) Elected officers are exempt from this entire section; however, elected officers are not to use public funds, goods, supplies, or material for partisan political purposes. Elected officials must return all County equipment that was used in their duties of their office at the completion of their term.

1.04 EMPLOYMENT OF RELATIVES

Two (2) members of an immediate family shall not be employed full time or part time within the same department. The term “immediate family” shall be understood to refer to that degree of closeness or relationship which would suggest that problems might be created within the department or where there is the possibility of a conflict of interest. Immediate family shall be defined as wife, husband, mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson, granddaughter, aunt, uncle, niece, and nephew as well as the various combinations of half, step, in-law, great, and adopted relationships.

(Revised 06/06/2016)

1.05 SECONDARY EMPLOYMENT

The employment responsibilities to the County are primary for an employee working full-time or part-time with benefits; other employment in which that employee chooses to engage is secondary. Outside employment for salaries, wages, commission, or self-employment must be approved by the employee's supervisor and the Human Resources Director. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on primary employment with the County and does not create a conflict of interest. The County Manager will review and approve requests for department directors for secondary employment.

Secondary employment shall not be permitted when it would:

- 1) Create either directly or indirectly a conflict of interest.
- 2) Impair in any way the employee's ability to perform expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position.

The employee shall submit the form for "Approval for Secondary Employment" through the proper channels for approval. Approval must be given before beginning secondary employment. If approved, there shall be a periodic review during the time of secondary employment for any adverse effects. Approval of secondary employment may be withdrawn at any time.

Employee requests for approval of secondary employment, accompanied by required supporting information, shall be treated confidentially for all purposes other than review and action by appropriate officials; secondary employment is a private matter of the individual employee in all other respects.

Employees who are out of work under the provisions of the Family Medical Leave Act (FMLA), Worker's Compensation or Leave Without Pay for sick leave purposes are prohibited from engaging in any outside employment during the period of leave. Working on another job when the employee is out on leave will be grounds for disciplinary action up to and including dismissal.

2.0 EMPLOYEE CLASSIFICATION

County personnel are classified into one of the following categories: regular full-time, regular part-time benefited, part-time, temporary, and substitute.

2.01 REGULAR FULL-TIME

A regular full-time employee is a person employed on a continuous year-round basis and who is regularly scheduled to work (including vacation and holidays) a minimum of forty (40) hours per week. A full-time employee is required to successfully complete a six month probationary period to be classified as regular full-time status. An employee in this classification is entitled to all employee benefits.

2.02 REGULAR PART-TIME BENEFITED

Part-time positions that are approved through the budget process that require twenty (20) hours or more a week on a continuous year-round basis are classified as regular part-time benefited. A part-time benefited employee is required to successfully complete a six month probationary period to be classified as a regular status employee. An employee in this classification is eligible for employee benefits on a pro-rata basis.

2.03 PART-TIME

A part-time employee is a person employed on a continuous year-round basis for less than 999 hours in the fiscal year. Part-time employees may work a regular-weekly schedule of less than twenty (20) hours while other part-time employees may be temporary, seasonal, or substitutes who work variable schedules during different times of the year based upon workloads and staff needs. No minimum amount of hours is guaranteed on a weekly or yearly basis. Positions may be eliminated or employees separated due to lack of work, budget constraints, yearly hours limit, or any other related business reason.

2.04 TEMPORARY

A temporary employee is one employed for a specific duration of time, which will not exceed six (6) months for a fiscal year. Temporary employees may work a part-time schedule of less than 30 hours a week, not to exceed 999 hours in a fiscal year. Benefits for employees who are temporary will only include Social Security, Workers Compensation, and Unemployment Compensation. Department Directors are responsible for ensuring temporary status is limited to six (6) months. Should the status of a temporary employee be changed to full time, employee benefits and employment will begin at the exact time of the change in status.

2.05 SUBSTITUTE

A substitute employee is a person employed on an as-needed basis to fill in during regular employee absences and during times when a department is short-staffed. These employees have no set schedule and may work part-time or full-time hours. No minimum amount of hours is guaranteed on a weekly or yearly basis. However, the employee is not allowed to work more than 999 hours in a fiscal year.

3.0 HIRING PROCEDURES

The employment function is centrally administered by the Human Resources Director who has the responsibility for recruiting, screening, and referring job applicants to fill budgeted job vacancies including part-time and summer employment throughout the County. The authority to recommend employment lies with the Department Director, as long as it complies with established policies and procedures; otherwise, the Human Resources Director may directly affect any decision, which is considered outside the scope or intent of policy. Human Resources will strive constantly to seek qualified people to fill position vacancies.

It is the responsibility of the Human Resources Director to control employment in conformity with the budget; i.e., the number of persons employed in a department may not exceed the number budgeted. Exceptions to this rule must be specifically approved by the Board of County Commissioners; however, the County Manager may approve temporary positions provided funds are available within the existing authorized budget.

Department Directors desiring to fill positions should indicate their need to Human Resources. To avoid delay in obtaining a replacement, the Department Director must notify Human Resources of any upcoming position vacancies. The Human Resources Director may approve the employment of a replacement worker who will overlap the work of a terminating employee by more than one pay period.

3.01 PROCESSING THE NEW EMPLOYEE

Rowan County will not employ an individual who has not been properly processed through the Human Resources Office. This procedure will include the completion of the application, Form I-9, W-4, checking historical work record of the applicant, successful drug or alcohol test, and in some cases a physical exam. The Department Director will notify the Human Resources Director of selection after completing interviews of selected applicants. Final authorization for employment will be administered by the Human Resources Office.

This policy does not supersede the rights of the Department Director in the selection of personnel for their areas of responsibility. It is intended to define the sequence of events in employing persons for existing vacancies.

By having the employees make their initial contact with the Human Resources Office, the County may meet its obligation under existing laws, which include verifying the social security number and having the proper tax forms completed prior to actual work time. In addition, the County is required, as described by the Equal Employment Opportunity Commission, to select an individual from all the applications that are submitted for any particular position and to choose an individual who is best suited to the job. This may be accomplished only if the Human Resources Office remains the focal point in employment practices.

The final step in an employment arrangement is to place the individual on the payroll and to provide an opportunity for the new employee to understand the conditions of employment.

These events must occur before the individual is allowed to work in his/her areas of assignment. These obligations will be met through an effective New Employee Orientation Program.

3.02 RECRUITING

The Human Resources Office may use many sources to recruit qualified personnel to fill the various position vacancies. Included among these sources are the Employment Security Commission, advertisement in newspapers and professional magazines, schools, colleges, business and trade schools, referrals from special interest groups, and walk-in applicants.

County employees are particularly urged to refer persons qualified to fill County positions to the Human Resources Office. Department Directors are also encouraged to use their special knowledge of the fields to aid in recruiting.

3.03 PRIVATE EMPLOYMENT AGENCIES

The County ordinarily will not use fee-charging employment agencies. The County may use a fee-charging employment agency as an aid in recruiting applicants for hard-to-fill administrative, executive, or professional positions. Any use of a fee-charging agency must be submitted to the Human Resources Director and approved by the County Manager.

3.04 CORRESPONDENCE WITH APPLICANTS

Inquiries for employment shall be forwarded to the Human Resources Office so that the application can be obtained, appointments can be arranged, and referrals can be made. Positions requiring a confirmation of employment by mail shall be referred to Human Resources so that employment dates can be designated, and confirmed, and arrangements can be made for orientation.

3.05 JOB VACANCY POSTING

Job vacancies will be posted as needed. In order to encourage promotion from within, vacancies determined by the Human Resources Director to be an opportunity for promotion from within will be posted separately in County departments. If a suitable candidate cannot be chosen from within, the vacancy will then be placed in the Job Vacancy Announcement and made available to the public. No positions will be filled that have not been properly posted.

3.06 APPLICATION FOR EMPLOYMENT

Applicants for positions with Rowan County must complete an application. Application forms for employment are to be completed and kept on file in the Human Resources Office. Completed applications for employment are personnel records and the disclosure of these records is prohibited. All information maintained on the application for employment is confidential and not even their names are subject to disclosure.

Application forms must be filled out in ink and will remain active for a period of six (6) months. After six (6) months, a new application must be completed to be considered for any vacancies.

3.07 MINIMUM QUALIFICATIONS FOR JOBS

Minimum Qualifications for jobs will be stated on posted vacancies. Preferences may be stated on qualifications but will not be required. Final decisions on minimum qualifications are determined by Human Resources in keeping with policy obligations under the County's Affirmative Action Plan.

3.08 DISQUALIFICATION OF APPLICANTS

Human Resources is responsible for determining that each individual employed is qualified for that position and may disqualify a person seeking to apply for a position under any of the following conditions:

- a) They lack any of the requirements established for the job classification;
- b) They are disabled to the extent that they cannot perform the duties of their jobs with reasonable accommodation;
- c) They have been convicted of crimes of a nature which would raise serious public doubt as to their suitability to assume the responsibilities of the job;
- d) They have intentionally falsified their application, or, omission of material fact;
- e) They have previously been dismissed for cause, which has been validated;
- f) They have used or attempted to use political pressure or bribery to secure an advantage in appointments;
- g) They failed to meet the applicable licenser requirements;
- h) They are aliens who under federal statutes do not qualify for employment;
- i) They have failed to submit the employment application correctly or within the prescribed time limits;
- j) They submitted an incomplete or inappropriately completed application;
- k) They are minors under the age of 16.
- l) They fail a pre-employment drug test or physical exam.

3.09 PRELIMINARY INTERVIEWS

Upon submission of a completed application, each applicant, contingent upon staff availability, may be given a preliminary interview by a staff member in the Human Resources Office. The purpose of their interview is to (1) check that the application is completed fully and properly; (2) to inform the applicant of the County's application procedure and new hire salary policy; and (3) to obtain clarification on any aspect of the application necessary to allow a proper evaluation of the application.

3.10 VETERAN'S PREFERENCE

Employment preference shall be given to United States citizens, or their surviving spouses, who have honorably served in the Armed Service of the United States, including Army, Navy, Air Force, Marine Corps, Coast Guard, and Nurses Corps in time of war, including the Korean Conflict, and any time between January 31, 1955, and the end of hostilities in Vietnam, May 7, 1975. Veterans or their surviving spouses may be required to provide a valid copy of the Veteran's DD214 at the time of application.

3.11 LIST OF ELIGIBLES

A list of eligibles may be established for each job vacancy. The list of eligibles will include a listing of active applicants who have applied for and meet the minimum qualifications for that job class. THE LIST OF ELIGIBLES WILL NOT BE MADE PUBLIC.

Applicants will be withdrawn from the list of eligibles after six (6) months from the date of their application if they have not notified the Human Resources Office to renew the active status of their application.

Applicants will be referred by the Human Resources Office to the hiring department after - (1) the position vacancy has been closed, and (2) applications have been evaluated and determined to meet the minimum qualifications.

A list of eligibles for the job class will be referred to the hiring department. Hiring authorities in the department are encouraged to select an applicant from this list. However, if after consideration a selection cannot be made, the hiring authority may request that the job be re-opened for recruitment and other qualified applicants referred.

3.12 DEPARTMENTAL SELECTION PROCESS

The Department Director is responsible for initiating the recruitment process by informing the Human Resources Office of each vacancy. The Department Director is responsible for establishing a Personnel Selection Committee to interview applicants. The composition of this committee will be determined by the Department Director and may vary in number and composition, depending upon numbers of applicants, job classification, and availability of staff participants. Department Directors are encouraged, when possible, to include women and

minorities on the Selection Committee, and to limit the number to a maximum of four (4); however, the Selection Committee may consist of one individual, depending on the availability of supervisory staff and the staffing pattern for the department.

A list of eligibles and corresponding applications will be referred by the Human Resources Office for each job vacancy. Upon receipt and screening of applications by the hiring department, interviews will be scheduled. The number of applicants to be interviewed will be determined by the Department Director. Prior to the interview, a copy of the interview schedule and a copy of the applicant's credentials will be sent to each committee participant, if applicable.

At the beginning of each interview, the committee chairperson introduces the applicant to other committee members, describes the program in which the vacancy exists and the responsibilities of the vacant position. Following this introduction, each committee member will be provided an opportunity to ask pre-determined, job-related questions. These questions will be developed by the Department Director and must be directly related to the job to be performed. The approved benchmark will serve as a guide for general questions and/or "case study" questions. The Human Resources Director may be of assistance in the preparation of questions to assure compliance with established recruitment and selection practices. After the interview has been completed, all applicant information is reviewed and an interview record form completed by each committee member.

After selected applicants have been interviewed, the committee will select the best suited candidate(s) based on the committee participants' evaluation of each applicant interviewed. The selection of applicants for appointments will be based upon a relative consideration of their qualifications for the position to be filled. Advantage will be given to applicants determined to be best qualified and the Department Director will reasonably document hiring decisions to verify this advantage was granted and explain their basis for selection. Applicants interviewed will be placed on the Master Ranking Sheet. Specific reasons for "NO HIRE" must be documented and must be job related. Upon conclusion of the ranking process and a hiring decision reached, applications, the Master Ranking Sheet, and other supporting documentation will be returned to the Human Resources Office for final disposition.

All information on applicants is considered CONFIDENTIAL and subject to the provisions of the State Personnel Privacy Act.

3.13 REFERENCE CHECKS

Reference checks are used to verify information provided by the applicant on the application form or during the employment interview. The hiring department is required to perform a reference check on the applicant it considers its top candidate. Prior to checking references, the applicant should sign a Release Form. This form releases the County and the person giving the reference from the liability of legal action should a negative hiring decision result. No reference check should be performed until the release form is signed. Any reference checks or background investigation, whether by telephone or letter, should be recorded and should become a permanent part of the employee's record. Reference and background information along with a release form should be forwarded to Human Resources.

3.14 CRIMINAL BACKGROUND INVESTIGATIONS

Criminal background investigations will be conducted for the final candidate for employment. Departments must obtain written authorization from the candidate using the Authorization for Driving History and Criminal Record form. Human Resources will perform the criminal background investigation upon receipt of the Authorization form. The existence of a criminal history will not automatically exclude a candidate from consideration for employment. Excluding applicants from employment based upon certain criminal conduct may disproportionately impact some individuals of a protected class under Title VII of the Civil Rights Act if the exclusion due to the conviction is not job-related and consistent with business necessity. Any inquiries shall be limited to convictions (not arrests) for which an exclusion would be job-related for the position sought and consistent with business necessity.

Should a criminal record exist for a candidate, the County shall determine what offenses may signal unfitness for a particular job. When making an employment decision based on criminal history, the following three (3) factors must be considered:

- 1) The nature or gravity of the offense or crime (e.g. misdemeanor or felony, the harm caused by the crime, etc.);
- 2) The time elapsed since the offense, conviction, and/or completion of the sentence; and
- 3) The nature of the job sought (e.g. circumstances under which the job is performed, the environment in which the job is performed, etc.).

3.15 CONSUMER CREDIT REPORTS

Consumer credit reports can be obtained as part of the selection process for some positions that require processing monies or financial accounts of the County. Disclosure must be given to the applicant that a consumer credit report will be obtained and used in making the employment decision. Written permission from the applicant should be obtained by the Consumer Credit Report Authorization form.

If an adverse hiring decision is made based upon the credit report, the applicant must be provided with the name, number, and address of the consumer reporting agency that supplied the report. The applicant must be given notice of their right to dispute information contained in the report as well as the right to obtain a free copy of the report from the reporting agency within sixty days. The County will wait at least five business days after giving notification to the applicant of the adverse employment decision before proceeding to another applicant. These guidelines are consistent with the Fair Credit Reporting Act.

3.16 COMMITMENT TO EMPLOYMENT

Formal commitment to employment will be made in writing through the Human Resources Office upon proper notification from the Department Director.

It is the responsibility of Human Resources to notify unsuccessful applicants that were interviewed but not chosen. Once a decision has been made, the Department Director shall forward all application forms back to the Human Resources Office, indicating the appropriate course of action that should be taken. To keep this process working in a timely manner, cooperation is required; otherwise a breakdown in proper communications will occur.

3.17 LICENSING AND REGISTRATION

There are job classifications that require licenses, registration and/or certification to be employed by the County of Rowan. A schedule of these classifications will be maintained by the Human Resources Office. Inquiries as to what classifications require licenses, registrations, and/or certifications should be made to the Human Resources Office.

Rowan County employs graduates who have become eligible for license or after they have successfully passed their boards or examinations. Employees will begin their work at a rate of pay that is equal to the licensed or registered job classification.

3.18 WORK AGAINST APPOINTMENT

When qualified applicants are unavailable, and there is no trainee provision for the classification of the vacancy, an appointment may be made below the level of the regular classification in a work against situation. A work against appointment is for the purpose of allowing the employee to gain the qualifications needed for the full class through on the job experience. The appointment must meet the minimum education standard of the class to which initially appointed. A work against appointment should not be made when applicants are available who meet the education and experience requirements for the full class. The salary of an employee in a work against position should be no more than 15% below the grade and no less than 5% below the grade. Employees in a work against position are not eligible for merit consideration.

3.19 EMPLOYMENT OF MINORS AND WORK PERMITS

No one under the age of sixteen (16) will be employed by the County in any capacity. Applicants at least sixteen, but less than eighteen, years of age may be employed within the limits of State and Federal laws as to the hours and areas worked.

The North Carolina Department of Labor and the Federal child labor rules established by the Fair Labor Standards Act (FLSA) exempt federal government employees and employees of the State of North Carolina and any city, town, county, or municipality thereof from the youth employment provisions including the requirement to obtain a North Carolina work permit for youths under 18.

As an added precaution, the Department Director should be reminded that, by definition of law, a minor is not allowed to be subject to hazardous duty. Hazardous duty is defined as dealing with dangerous power-driven machinery, including motor vehicles. In addition, a minor cannot be hired to operate manual elevators or other power-driven hoisting machinery.

3.20 EMPLOYMENT OF ALIENS

Applicants who are aliens and here in the United States under a visitor's visa must have a current work visa from the Immigration and Naturalization Service prior to appointment. It is the responsibility of the Human Resources Office to verify this visa during preliminary interviews and during the New Employee Orientation. A copy of the work visa will be maintained in the employee's file as a part of the permanent record. The Immigration Reform and Control Act of 1986 requires that the Human Resources Office complete the following on each employee:

- 1) Complete Form I-9 (Employment Eligibility Verification);
- 2) Check documents establishing employee's identity and eligibility to work;
- 3) Retain the Form for at least three years (if the person is employed for more than three years the form must be retained until one year after the person leaves employment)
- 4) Present the Form for inspection to an INS or Department of Labor Officer upon request.

To employ an alien without a proper work visa is a violation of federal law and is subject to legal penalties.

3.21 REINSTATEMENT RIGHTS

Persons who have left County employment in good standing, for (3) years or less, or were separated under a reduction in force shall be eligible for reinstatement. Although the employee is eligible for reinstatement to regular status, the Department Director may request reemployment with a probationary appointment. The employee will meet the requirements of the probationary period the same as for original appointments.

Before being reinstated, an individual must be certified by the Human Resources Office as meeting the current minimum qualifications for the job to which he or she is being appointed.

When reinstated within three years from separation, the vacation-earning rate shall be the same as when the employee left employment, and unused sick leave shall be reinstated. Health insurance coverage and 401K enrollment will be effective with the new hire date. Employees reinstated on or after January 22, 2012 will pay a proportion of the health insurance cost for individual coverage as set by the Board of Commissioners.

The Department Director may request the same salary that was paid at the time of separation or a lower salary within the salary range for the class recommended.

A break in service occurs when an employee is in a non-pay status for more than thirty-one calendar days because of resignation, dismissal, retirement, or reduction in force. Periods of leave without pay do not constitute a break in service.

3.22 PROBATIONARY PERIODS

Individuals receiving original appointments to full-time or part-time benefited positions must serve a probationary period. This period is an essential extension of the selection process and provides the time for effective adjustment of new employees or termination of those whose performance will not meet acceptable standards. Individuals who are Fully Reinstated as determined by the Department Director and Human Resources Director are not required to serve a probationary period. Part-time employees without benefits and temporary/seasonal/substitute employees do not serve a probationary period.

3.22.01 TIME LIMIT OF PROBATIONARY PERIOD

The length of the probationary period is usually six (6) months. However, the Department Director may request to extend the probationary period if the employee has potential to fulfill the job requirements. No employee shall remain on probation for more than nine (9) months. When the employee's performance meets the required standard of work after serving the probationary period, that person shall be given regular status. An employee with a trainee appointment is not expected to reach a satisfactory performance standard for a regular job class until the employee has completed the training period. Conditions of employment for trainees are defined prior to employment and dismissal can occur during this training time for any trainee who performs work in an unsatisfactory manner. A written notice of at least fourteen (14) days is required prior to dismissal of a probationary employee or a trainee. Two weeks of severance pay may be given in lieu of notice.

Non-benefited employees who are hired or transferred into a full-time or part-time benefited position will be required to serve a probationary period of six (6) months.

Once employees successfully complete their probationary periods, they cannot be required to serve another probationary period.

3.22.02 DISMISSAL DURING PROBATION

At any time during a probationary period an employee may be separated from service for causes related to performance of duties or for personal conduct that is normally considered detrimental to the County. Service in a probationary period is "at will" and the employee can be dismissed with no right of appeal. The usual disciplinary procedures do not apply. The employee must be given notice of dismissal, including reasons thereof. Two weeks of severance pay may be given in lieu of notice. The reasons for dismissal shall be documented and filed with the Human Resources Office.

3.22.03 PERSONNEL CHANGES NOT SUBJECT TO A PROBATIONARY PERIOD

A probationary period cannot be required for any of the following changes:

1. Transfer of a regular employee
2. Demotion of a regular employee
3. Reinstatement after leave of absence

3.23 EMPLOYEE PERFORMANCE STANDARDS

The following is a summary of employee performance standards:

- a) Employees must perform their duties in a satisfactory manner which would reflect credit upon himself and the County.
- b) Personal Affairs: The private and personal affairs of an employee are the concern of the County only when they reflect discredit on the County or impair the employee's job performance. Employees must not use work time or facilities to conduct personal business or affairs.
- c) Use of Telephone: The telephone should not be used to conduct routine personal business or affairs. This does not mean, of course, that an employee cannot accept a personal call on a work-area phone.
- d) Personal Mail: Employees should not receive personal mail by the County.
- e) Personal Callers: Work must not be interrupted to receive personal callers.
- f) Each employee is responsible for seeking ways to improve the kind and quality of services rendered by the County. Workers should not only carry out their duties properly, but also continually be alert for and seek new methods and means to perform these duties better.
- g) Supervisors must constantly evaluate the performance of each employee under their direct supervision and keep employees advised of the status of that evaluation. Employees have a right to know how well they are performing, and they must be told. Both good and poor performance require constant evaluation and appropriate comments or counsel from the supervisor. Employees must perform their jobs in accordance with the County organizational structure and established policies and procedures. The standard includes obedience to supervisors and the following of organizational lines. Organizational structure is not designed to stifle individual initiative or freedom of expression, but rather to assign responsibility, aid in communication, and increase efficiency.

h) Employees are responsible for assuring that they do nothing to deliberately conceal any inadequacy in the performance of any other employee.

i) Each employee must use supplies, equipment, and materials in a safe and efficient manner.

j) Each employee is responsible for helping to maintain a safe and healthy working environment. The County is required by law to provide such an environment. Therefore, it is the responsibility of each employee to use safe work methods. Employees should report health or safety hazards to their supervisors immediately.

k) Employees must consider themselves "on call" for the County during times of community disaster or other emergency situations. When employees are hired, they, in effect, agree to be "on call" as required by the Department Directors to assist the community if the need should arise.

l) Supervisory personnel represent the County on a twenty-four (24) hour basis regardless of whether they are on duty or off duty. Therefore, the County has a right to expect loyalty in carrying out their job-related responsibilities.

m) Courtesy: The very nature of County work brings most employees into daily contact with many different people. All employees are expected to display the utmost courtesy and tact in their dealings with visitors and fellow employees.

n) Disturbances and Unacceptable Behavior: County employees must conduct themselves in an orderly manner while on duty. While this list is not all-inclusive, employees should refrain from the following behaviors and activities: loud talking, boisterous laughing, complaining, arguing, horseplay, or any other activity that would be disturbing or would be out of place in County government. The use of profane, abusive, or threatening language toward fellow employees or visitors, as well as fighting or threatening bodily injury and similar acts of misconduct, will be cause for disciplinary action up to and including dismissal.

o) Personal Appearance: Employees shall maintain their personal appearance in a clean and neat manner. Everyone who is required to wear a uniform must be in complete uniform while on duty. Uniforms should always be fresh, clean and neatly pressed. Extreme forms of dress or grooming should not be used. Toiletries, which might be offensive, should not be used. Hair should be kept clean and neat, simply styled and not excessively long. Beards, sideburns, and mustaches may be worn but should be neatly trimmed and not excessively long. Provided, however that with written consent of the County Manager, a Department Director may adopt a department regulation that prohibits uniformed Personnel within that department from wearing beards or goatees, unless granted a waiver by the Department Director for medical reasons. The County realizes that the style of dress and grooming are regarded as personal matters, and under ordinary circumstances, matters of individual choice. It is not the intent of the County to set standards of dress or grooming to prevent individual choice of freedom of expression. Conversely, the County sincerely encourages employees to express their individuality by referring ideas and suggestions to their Department Director. The County does, however, have the responsibility and the right to provide a safe and healthy environment for its employees.

Therefore, if in the opinion of the supervisor, the employee's appearance is considered extreme, the County has the right to request the employee to alter that person's appearance to a more appropriate manner.

p) Law Violation: If an employee has been charged with a law violation, the County recognizes that the person is innocent until proven guilty. If the employee is incarcerated and cannot fulfill obligations and/or responsibilities on the job, that person may be asked to resign or face a possibility of discharge. The necessity of this action is due to the type of service that we render. Re-employment is contingent upon availability of the individual and the position.

q) Unauthorized Release of Confidential Information: Inquiries for material that is considered by state or federal laws to be privileged or confidential information should be referred to the Department Director for disposition. Nearly all County records are open for public inspection.

Department Directors are requested to deal with subjects relevant to their responsibilities. Questions concerning confidential information which are not relevant to a particular department should be referred to the appropriate person.

4.0 ORIENTATION

4.01 GENERAL ORIENTATION

New employees will report to the Human Resources Office on or before the first day of employment.

The purpose of the general orientation is to ensure that new employees have the opportunity to gain a better understanding of their job responsibilities and privileges. The Human Resources Office will be responsible for initially acquainting the new employee with the basic information needed to accomplish this objective. This information will be conveyed by means of orientation classes, which employees will attend.

By improving this transition to a new environment, it is hoped that employees will gain appreciation of their job and better job satisfaction.

At the end of the General Orientation Period, each employee will:

- a) Be properly enrolled into the payroll system.
- b) Have completed the necessary tax forms.
- c) Have been informed regarding benefits privileges and responsibilities.
- d) Have gained a basic understanding of professional ethics and job expectations.
- e) Be able to demonstrate an understanding for the services that one is rendering for County government.

4.02 DEPARTMENTAL ORIENTATIONS

Department Directors and supervisors are responsible for continuing the orientation of new employees, particularly with reference to departmental procedures and specific job assignments.

SECTION V

**EQUAL EMPLOYMENT
OPPORTUNITY**

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1.0 EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of Rowan County to foster, maintain, and promote equal employment opportunity. The County shall select employees on the basis of the applicants' qualifications without regard to age, sex, race, color, religion, political affiliation, disability, veteran status, genetic information, family medical history, or national origin except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary for job performance. Rowan County will make decisions regarding the terms and conditions of employment including the training, promoting and terminating of employees without discriminating on the aforementioned basis as defined by applicable state and federal equal employment and nondiscrimination laws. Fair treatment of applicants and employees will be ensured without regard to age, sex, race, color, religion, political affiliation, disability, veteran status, genetic information, family medical history, or nation origin and with proper regard for their privacy and constitutional rights as citizens.

Rowan County will continue to adhere to the following criteria in its effort to provide equal employment opportunities:

1. Recruitment procedures to attract a diverse pool of applicants to all occupational categories;
2. Disciplinary process designed to provide equal treatment for all employees in accordance with the County's disciplinary policy;
3. Selection procedures designed to ensure that all of the steps are non-discriminatory and job related;
4. Hiring process designed to include consistent information for new hires regarding employment conditions, type of employment, salary, etc.;
5. Promotional procedures designed to enhance upward mobility and fully utilize the skills of the existing workforce;
6. Training procedures designed to enhance employee development and advancement opportunities;
7. Compensation and benefits procedures designed to review benefits, monitor salaries, and analyze practices to ensure all employees receive compensation and benefits without discrimination;
8. Performance appraisal system to hold managers and supervisors accountable and to establish, maintain, and apply employee performance standards free from bias;
9. Grievance procedures to ensure fair and equitable review of complaints in accordance with County policies.
10. Ensure that all employees work in an environment free from discrimination, harassment, and sexual harassment;
11. Ensure that no retaliatory action is taken or administered against any employee for opposing employment practices which are prohibited by federal and North Carolina laws or by the County's own policies and procedures;
12. Compliance with expressed or implied obligations contained in Federal and North Carolina law relating to equal employment opportunity.

13. Will not discriminate on the basis of disability in the admission or access to, treatment or employment in, its programs or activities.

1.01 RESPONSIBILITY FOR ADMINISTRATION

The County Manager, with the assistance from the Human Resources Office, is responsible for the administration of the County's Equal Employment Opportunity Policy as adopted by the Board of Commissioners.

Department Directors and supervisors responsibilities shall include but are not limited to:

1. Assisting in the development and implementation of the EEO plan and program;
2. Assisting in the establishment of program objectives;
3. Maintaining a diverse workforce for the department, division, work unit, or section;
4. Assisting the EEO Office in periodic evaluations to determine the effectiveness of the EEO program;
5. Providing a work environment and management practices which support equal opportunity in all terms and conditions of employment;
6. Identifying and eliminating artificial barriers to equal employment and increasing a greater utilization of all persons; and
7. Conscientiously recognizing the dignity and value of individual employees and promoting a means of communication, participation, and understanding among all employees.

2.0 EQUAL EMPLOYMENT OPPORTUNITY RECRUITMENT

Human Resources will be responsible for publicizing opportunities for employment with the County including salary ranges and employment qualifications for positions to be filled. Individuals shall be recruited from a geographical area as wide as is necessary to insure that well-qualified applicants are obtained for County services. Employment advertisements shall contain assurances of equal employment opportunity and shall comply with federal and state statutes regarding discrimination in employment matters.

Rowan County will conduct a program of open recruitment in positions to avoid the possible discriminatory effects of informal job networks and similar practices. Posting job vacancies within a department for internal promotion consideration will constitute open recruitment.

Rowan County's equal employment opportunity recruitment program may include, but is not limited to, the following specific actions:

- a) Open posting of vacancy announcements - vacancies for positions will be openly posted at places which are prominently visible to employees in departments, divisions, satellite agencies, etc. The posting period will be of sufficient duration to allow time for interested personnel to apply;
- b) Broad public announcement of vacancies - recruitment efforts may include classified advertisements in area newspapers, professional journals, use of the County's website, and the Employment Security Commission (ESC). In addition, copies of vacancy announcements will be provided to local colleges and agencies specializing in recruitment of minority and women applicants, as feasible;
- c) Within the limits of allocated funds, recruitment at minority and women's colleges and universities – colleges and universities whose enrollments are predominately minorities or women - will be included in the recruitment process.
- d) A statement that the County is an "Equal Opportunity Employer" will be included in advertisements for employment.

3.0 MONITORING APPLICATION OF EQUAL EMPLOYMENT POLICIES

a) Establishment of valid job qualifications - the Human Resources Department will continually review job descriptions and minimum experience and training requirements in order to detect those selection devices which may tend to adversely affect employment opportunities of any group on the basis of sex or minority status. As part of this review, the nature, frequency, physical demands and relative difficulty of each task actually performed by positions in each job classification will be analyzed in terms of those specific employee abilities, skill levels and knowledge necessary to perform that task. Job descriptions shall ensure that physical and mental requirements be job-related and accurately reflect job function as specified by applicable state and federal law pertaining to employment of the disabled. The Human Resources Director will take all necessary steps to suspend further use of those job descriptions or stated qualifications which are not directly related to actual job performance and which tend to discriminate against any population group. Selection devices related to job performance, which also have an adverse impact on the employment opportunities of any population group, will be eliminated and replaced by other selection devices which do not have an adverse effect, insofar as can be accomplished without unreasonable expense or burden to the operations of the County.

b) The Human Resources Department will monitor any recruitment efforts for compliance and make changes as deemed appropriate.

4.0 CLASSIFICATION REVIEW

Rowan County is committed to the principle consistent with law and governmental policy that individual employees should be compensated without discrimination on the basis of age, race, color, sex, religion, national origin, disability, or any other discriminatory criteria. In order to assure that similarly qualified individuals who are performing substantially the same work under comparable conditions are paid on an equal basis, Human Resources will take the following actions:

- a) Conduct periodic job analysis in order to identify positions that are improperly classified.
- b) Seek written justification from department directors for any unjustified disparity in classification that appears to exist.
- c) Recommend reclassification of any position determined to be classified at a lower or higher level than is consistent with the objectively determined value of the work being performed, giving particular attention to disparities which are patterned statistically on the basis of sex or minority status.

5.0 CAREER DEVELOPMENT AND TRAINING

To assure that members of all population groups are given equal opportunities to hold all positions for which they are qualified, the following policies and practices shall apply:

a) Initial referrals of applicants for vacant positions will be made consistent with the Equal Employment Opportunity Policy Statement under established recruitment procedures. Persons directly involved in the interviewing process and in decisions regarding assignments should be given specific orientation concerning these administrative guidelines.

b) Employees will be permitted to apply through transfer, promotion, or otherwise for employment in other positions classified at a higher level or viewed as offering greater advancement opportunity. Employees who are interviewed will be informed, in writing, of the status of their application when the selection process is completed.

c) Human Resources may provide counseling to employees on promotional opportunities and encourage minority and women employees to participate in career progression and development activities.

d) In-house training and similar programs will be reviewed periodically for possible modification or expansion to better achieve the purposes of this policy. Special efforts will be made to encourage participation in training programs by members to all population groups. Departments should post notices of training opportunities.

6.0 EQUAL BENEFITS

Human Resources will periodically review benefit programs provided for employees of Rowan County to assure that benefits are available to employees without discrimination on any prohibited grounds. These reviews will include medical, accident, life insurance, retirement, 401K, and other benefits provided by the County.

7.0 LEAVE POLICIES

Leave policies will be formulated and administered without discrimination on the basis of sex or other prohibited grounds. Pregnancy, miscarriage, childbirth and recovery there from will be considered by the County as temporary physical disabilities under the County's leave program. Leave granted for temporary physical disability would be granted without discrimination because of sex or other prohibited grounds. Further, the County will not maintain or act upon any written or unwritten policy, which excludes applicants or employees from employment with the County because of pregnancy. Moreover, employees who are pregnant will not be required to discontinue work except at such time as is specified by their personal physicians. Extended leaves of absence without pay, including long-term military leave, and childbearing leave will be granted without discrimination because of sex or other prohibited grounds.

8.0 DISABILITY ACCOMMODATION

Rowan County is committed to providing equal employment opportunities to individuals with disabilities or those regarded as having disabilities. Accordingly, the County does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, benefits, training, or other terms, conditions and privileges of employment. Rowan County complies with all federal and state law concerning the employment of persons with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

Rowan County will engage in the interactive process to find reasonable accommodation for qualified individuals with a disability to enable them to perform the essential functions of a job, unless doing so causes an undue hardship to the County, or a direct threat to the individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other employee or applicant.

9.0 GENERAL POLICIES

The Human Resources Director will review all general Human Resources policies for compliance with the intent of this plan. Revisions will be proposed accordingly and may be reviewed by the Personnel Board for adoption.

10.0 DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

This Equal Employment Opportunity Policy is a public document. Copies will be kept on file in the Human Resources Office and will be made available for review to any interested persons upon request. The Human Resources Director is responsible for disseminating the EEO Policy.

Human Resources Office employees having direct responsibilities in the selection process should be fully trained regarding the provisions of equal employment opportunity law, this policy, and implementation guidelines.

The Department Directors and principal supervisory personnel will be provided with copies of this Policy and guidelines, and periodic training to fully acquaint them with equal employment opportunity law and applicable local policies, state, and federal regulations. Training will be used in sensitizing managers and supervisors to the kinds of employment barriers and attitudinal stereotypes, which often hinder equal employment opportunity. These individuals, in turn, will be held responsible for communicating the EEO Policy and implementation guidelines to employees in their respective departments.

Employees may be informed of County policy through such means as:

- * County EEO policy statement and federal EEO posters placed on bulletin boards and in employment offices;
- * Policy inclusion in employee handbooks;
- * Presentation and discussion of the policy as part of employee orientation and training programs;
- * Copies of the policy statement and summary of key program elements provided to employees.

11.0 EEO AND ADA GRIEVANCE PROCEDURE

Rowan County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act and discrimination as defined by Title VII of the Civil Rights Act of 1964. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Grievances alleging discrimination may be filed directly with the Human Resources Director or the County's Personnel Commission at 130 W. Innes Street, Salisbury, NC 28144. An allegation of discrimination must be presented to the Human Resources Director within 15 calendar days or the County's Personnel Commission within 30 calendar days of the alleged discriminatory action. If submitted directly to the Personnel Commission, a copy of the grievance must also be provided to the Human Resources Director.

For grievances alleging unlawful workplace harassment (including sexual harassment), the individual must have submitted a written complaint to the Human Resources Director and waited 60 calendar days for the Human Resources Director to take appropriate action. Unlawful workplace harassment is defined as unwelcome or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color, disabling condition, or veteran/military status or obligations that create a hostile work environment. A hostile work environment is one which a reasonable person would find hostile or abusive, one which an employee perceives workplace actions or behavior to be hostile or abusive, and/or which unreasonably interferes with an employee's work performance. To request a hearing with the Personnel Commission, the grievance must be filed no later than 30 calendar days after the 60 calendar day waiting period has ended.

1. A complaint should be filed in writing and contain the following:
 - a. Name, address, and telephone number of the person on whose behalf the complaint is being made,
 - b. The position held or applied for by the employee or applicant,
 - c. The number of years the employee has been continuously employed by the County,
 - d. The name of the department against whom the complaint is being brought,
 - e. The nature of the complaint (e.g. racial discrimination in promotion, transfer, hire, etc.)
 - f. A detailed statement of the facts or reasons to elicit understanding of the situation upon which the complaint is being based, and
 - g. A statement of the relief desired.

A County employee who feels that he or she has been discriminated against may request a hearing by the Commission or may pursue the matter through the grievance procedure. If an employee elects to utilize the grievance procedure, he or she shall follow the procedure of the County and, if dissatisfied with the Human Resources Director's decision, may appeal to the Commission within 30 calendar days after the receipt of notice of the Human Resources Director's decision. The request should be filed in writing through the County Manager's Office, 130 West Innes Street, Salisbury, NC 28144.

2. An investigation, as may be appropriate, shall follow a filing of complaint. The Human Resources Director or such person(s) appointed by the Personnel Commission shall conduct the investigation. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

3. The County's Personnel Commission will hear the case and conduct a hearing of the facts and issues. If following the investigation and hearing, a settlement is agreed to by both parties, the designated agent shall certify the settlement to the Commission. If following the investigation and hearing, there are issues and facts on which an agreement cannot be reached, the designated agent shall report the findings to the Commission with a recommendation.

4. The County's Personnel Commission is authorized to order the employment, promotion, transfer, or salary adjustment of any individual to whom it has been wrongfully denied or to direct other suitable action to correct the abuse. The decision reached by the County's Personnel Commission on discrimination cases will be binding.

5. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an EEO or ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

6. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that Rowan County complies with Title VII of the Civil Rights Act and ADA.

12.0 IMPLEMENTATION

The Human Resources Director will keep the County Manager informed of any area(s), which may deserve attention in the County's commitment to achieve the principles described in this EEO Policy.

Reports of progress of efforts to comply with policies such as EEO, FLSA, FMLA, and ADA provisions may be made to the County Manager.

SECTION VI

WAGE AND SALARY ADMINISTRATION

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1.0 POSITION MANAGEMENT

It is the policy of Rowan County to deliver its programs of service and achieve its objectives through sound management practices. A basic part of this practice is effective and economical position management.

Position management involves the design and control of individual positions to achieve a proper balance of values among the following management considerations:

- number of positions;
- total cost of services;
- maximum use of scarce or costly manpower skills;
- maximum attrition, retention, and motivation of personnel;
- provision for maximum development opportunities;
- effective use of work processes, equipment, and techniques; and
- clear delineation of duties and responsibilities.

Good position management reflects the composite resolution of these often conflicting values.

The administration has high regard for every job in the County. Every job is important, regardless of the level of skills required. The administration also encourages employees to realize the true value of their job, and to perform it to the best of their ability.

1.01 POSITION CONTROL

The Department of Human Resources has the responsibility of organizing and maintaining an effective system for position control. It is the responsibility of Department Directors to review departmental structure and provide justification for manpower needs of the department in providing quality services to Rowan County citizens. New regular benefitted positions must be approved by the Board of Commissioners. Human Resources shall be responsible for monitoring the number of approved benefitted positions through position control procedures. As an alternative to benefitted positions, funding may be approved for a department by the Board of Commissioners to be utilized for the creation of part time non-benefitted positions on an as needed basis in order to provide County services.

At times, there may be a need for temporary positions based upon staff members being on leave, staff shortages, and workloads. The County Manager may approve requests from Department Directors for the creation of temporary positions. Consideration shall be based upon the current needs of the department and available funding in the department's budget. Human Resources shall monitor the allocation of the positions to ensure the temporary status of these positions.

1.02 POSITION DESIGN

Position design is the structuring of work assignments to achieve organizational goals with the best use of manpower most readily available and by avoiding unnecessary competition for

personnel in short supply. Position design has as its goal the improved management of positions within the limitations of available resources.

Position design is accomplished by systematically following several guides, which are keys to developing facts necessary to achieve position design and management:

- a) Analyzing the mission and objective of the department.
- b) Determining the tasks to be performed in accomplishing objectives.
- c) Determining the most efficient methods, work processes, equipment, and techniques for performing identified tasks.
- d) Designing positions by grouping tasks together on the basis of the most effective use of available manpower skills.
- e) Continuously reviewing assignments and restructuring work of positions, including vacancies, to maintain efficiency and economy on a current basis.

1.03 POSITION ANALYSIS

Position analysis will be used to determine and evaluate the different kinds and levels of work found in County Government and grouping positions with similar kinds of work on the basis of major factors such as qualification requirements, responsibilities, difficulty, and working conditions. Position analysis involves the application of accepted techniques of position or job evaluation to produce a systematic classification plan that forms the basis for an equitable and logical pay plan, meaningful standards of recruitment and selection, identification of training needs, a framework for performance evaluation, and information to support management and planning, budgeting, and maintaining the organization.

The Board of County Commissioners adopted a Factor Ranking/Benchmark method of evaluating and classifying jobs within the County. The Factor Ranking/Benchmark method is a comprehensive system of job evaluation that provides accurate and consistent identification of skill levels and produces objective job evaluations that work toward internal equity among positions. The system has been specifically developed to address the needs of the County and is sufficiently flexible to accommodate new occupations and major modifications in existing jobs. Fundamental to the successful implementation of an effective job evaluation system is the accurate documentation of present job duties and the accountability of each position in the County.

2.0 CLASSIFICATION PLAN

The Human Resources Office, subject to the approval of the County Manager, establishes policies and rules governing a position classification plan which shall provide the classification and reclassification of positions. The Human Resources Director is authorized to allocate and reallocate individual positions consistent with the established classification and pay plan.

The classification plan for Rowan County consists of all classes established by Human Resources. In grouping positions into classes, positions that have certain common characteristics are first grouped into occupational job categories. Treatment of groups of jobs in this manner provides a more concise and accurate method of comparing the individual jobs. Second, the duties and responsibilities are evaluated or weighed to determine their relative level. This evaluation process involves the examination of the relative presence and degree of common factors such as difficulty of work, job requirements, responsibility, supervision, personal contact, and working conditions.

The following job categories are applicable for the County:

- a) Officials and Administrators – Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or divisions of the agency's operations, or provide specialized consultation. Includes department directors, division chiefs, deputy directors, sheriff, and kindred workers.
- b) Professionals – Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes human resources analysts, social workers, doctors, psychologists, registered nurses, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, and kindred workers.
- c) Technicians – Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post secondary school education or through equivalent on-the-job training. Includes computer programmers, drafters, surveyors, licensed practical nurses, photographers, highway technicians, human resources technicians, technicians (medial, dental, electronic, physical sciences), police and fire sergeants, and kindred workers.
- d) Protective Service Workers – Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, officers, and kindred workers.
- e) Paraprofessionals – Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion. Includes research assistants, medical aides, child support workers, caseworkers, recreation assistants, home health aids, library assistants, paramedics, and kindred workers.

- f) Administrative Support (including clerical) – Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and information and other paperwork required in an office. Includes bookkeepers, clerk-typists, secretaries, dispatchers, payroll clerks, computer operators, telephone operators, legal assistants, cashiers, and kindred workers.
- g) Skilled Craft Workers – Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, and kindred workers.
- h) Service Maintenance – Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of the buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, park maintenance, and kindred workers.

2.01 CLASSIFICATION STANDARD

For each class established by the County Human Resources Office, a class standard is prepared. The standards will be written in the form of class specifications and benchmarks.

2.02 CLASS SPECIFICATIONS

To distinguish the classes a generalized description of the duties and responsibilities will be maintained. Each class specification includes: (1) Class Title, (2) Description of Work, (3) Examples of duties performed, (4) Recruitment standards, including (a) Knowledge, Skills and Abilities; (b) Minimum education and experience; and (c) Special requirements. It is not intended to describe all the duties of each position in the class, but rather to give a composite view of the class.

Class Title - The class title is the official title, which will be used for payroll, position control, and other personnel and budget records.

Description of Work - This section describes by general statement and then by more detailed statements the type of work and responsibilities, which characterize the class. A consideration of such factors as variety and difficulty of work, work hazards, relative independence of action, supervision received and exercised, and other distinguishing features.

Examples of duties performed - This section will describe the purpose of the position; and describe the duties assigned to positions in the class in terms of typical examples rather than an all-inclusive list of assignments.

Recruitment standards –

- a) **Knowledge, skills, and abilities** set forth the requirements of employees for successful work performance in positions allocated to the class. These standards will be helpful in the recruitment, examination, and placement of applicants.
- b) **Minimum education and experience** - This section will reveal the knowledge, skills, and abilities section into qualifiable training and experience standards. It is a statement of minimum qualification requirements which an applicant for a vacant position in the class should possess at the time of appointment.
- c) **Special requirements** - This section will list specific licenses or certifications which are required to perform a given job. This section may also be used to specify conditions of physical endurance or emotional stability highlighted by demands of positions in a class, where such conditions are primarily selection factors.

2.03 BENCHMARKS

A benchmark is a description of a real position having duties and responsibilities typical of a group of jobs in an occupational category, described in terms of factors, which determine the level of the position. Benchmarks include the following sections:

(1) Class title, (2) Major duties, and (3) Factor descriptions.

Class title - The class title is the official title to be used for payroll, position control, and other personnel and budget records.

Major duties - This section describes the major level determining duties of the position.

Factor descriptions - This section describes the relative degree of major evaluation factors present in the position. The factors described are those used to evaluate all positions in an occupational category and are measured to determine internal worth. Factors which are generally common to all positions include:

- 1) Job Requirements-Minimum level of knowledge, skills, and abilities required; nature and extent of knowledge.
- 2) Difficulty of Work-Scope and variety of tasks; types and frequency of problems.
- 3) Accountability/Responsibility-Supervisory participation and control; impact or scope of work.
- 4) Interpersonal Relationships-Purpose and nature; scope of work and contact; level of contact.
- 5) Environment-Working conditions, physical demands, and hazards of the job.

2.04 MINIMUM EDUCATION AND EXPERIENCE

It shall be the policy of the County to establish job-related minimum qualification standards wherever they are practical for each class of work in the position classification plan. The standards will be based on the required skills, knowledge, and abilities common to each classification. The qualification standards and job-related skills, knowledge, and abilities shall serve as guides for the selection and placement of individuals.

The education and experience statements serve as indicators of the possession of identified skills, knowledge, and abilities and as guides to primary sources of recruitment; reasonable substitution of formal education and job-related experience, one for the other, will be made. Qualifications necessary to perform successfully may be attained in a variety of combinations.

Rowan County has been granted Substantial Equivalency with the North Carolina Office of Human Resources in Classification and Compensation. Rowan County complies with the minimum education and experience requirements established by the N.C. Office of Human Resources for State-designated positions within the County's classification system.

The Human Resources Director is authorized to modify education and experience requirements for established classes consistent with this policy.

3.0 MAINTAINING THE CLASSIFICATION PLAN

The Human Resources Office is responsible for establishing, revising and maintaining the Classification Plan. When the process involves newly budgeted positions, it is called classification. When it involves existing classified positions which have substantially changed since initial classification, the process is termed reclassification.

Each year one third (1/3) of the classes are studied, providing for a complete study over the period of three (3) years. Classes will be studied in the following sequence:

- 1) Officials, Administrators, and Professionals
- 2) Technicians, Paraprofessionals, and Administrative Support
- 3) Protective Service Workers, Skilled Craft Workers, and Service Maintenance

For positions to be considered for reclassification, the incumbent(s) or the immediate supervisor if the position is vacant, will complete a position description questionnaire (PDQ). Questionnaires must be reviewed and approved by the supervisor and Department Director. The PDQ will be reviewed by Human Resources in order to evaluate the position and determine the appropriate classification. Once a position has been evaluated, Human Resources will submit recommendations for approval by the County Manager and the Personnel Board.

Department Directors may report the need for classification action; or Human Resources may initiate studies of single positions, occupational groups, or organizational groups of positions to determine that classifications are current. While Human Resources retains central control of the Classification Plan, the maintenance of the plan is the responsibility of everyone concerned with employment. This includes individual employees, immediate supervisors, and Department Directors.

When an employee thinks his/her position is not in the right class, the employee should request that the supervisor conduct a review of the duties of the position. The request should include a statement of reasons for believing the job classification is wrong. The supervisor and Department Director should review it and if the request seems justified, the Department Director should submit it, along with comments, to the Human Resources Office. The position will then be studied to determine if the classification should be changed.

A major responsibility for the classification plan rests with Department Directors and supervisors. They are responsible for determining the duties and responsibilities of positions, and informing them of their assigned duties, and for reporting changes in duty assignments, organization, and the need for classification action to the Human Resources Office. These are integral parts of their general responsibility for efficient and economical management.

3.01 ESTABLISHMENT AND REVISION OF CLASSES

Classification studies may reveal from time to time the need to establish new classes or revise existing classes. These actions must be recommended by the Human Resources Director and the County Manager to be approved by the County Personnel Board.

3.02 ALLOCATION AND REALLOCATION OF POSITIONS

Each position is allocated to an appropriate class in the Classification Plan. The allocation of a position is its assignment to a class containing all positions, which are sufficiently similar in duty assignments to justify common treatment in selection, compensation, and other employment processes. A class may consist of a single unique position or of many like positions.

The Human Resources Director, with the approval of the County Manager, shall be responsible for studying and making recommendations for the allocation of new positions to existing classes or to new classes of positions. The County Manager shall make recommendations concerning the allocation of new positions to the Board of Commissioners for approval.

3.03 TECHNICAL ADJUSTMENTS TO THE PAY PLAN

Technical adjustments to the pay plan are refinements to the pay system that are implemented by Human Resources that include, but are not limited to such actions as:

- Renumbering salary ranges and grades
- Changing the length of salary ranges
- Updating or changing pay rates to reflect the appropriate percentage between grades
- Adding or deleting salary ranges and grades

This type of change is not directly related to current labor market fluctuations and; therefore, is not defined as a salary range revision. Technical adjustments to the pay plan do not create entitlement or authorization to change individual employee salaries.

4.0 PAY PRACTICES

Individuals employed by the County will not be hired below the minimum rate of pay established for their job classification unless they are hired as trainees or in a work against appointment. Applicants, upon employment, may be placed at market of the authorized pay range for the job according to the stipulations of this policy.

4.01 SALARY RANGES

Salary Ranges or pay grades for various skill levels are established under the Rowan County Classification System in the following manner:

- a) Minimum and maximum salaries are identified for all job classes within the County.
- b) Grades are set apart by approximately five (5) percent increments.

4.02 WAGES AND SALARIES FOR NEW EMPLOYEES

New Employees -The minimum pay rate established for the class is the normal hiring rate, except in those cases where unusual circumstances appear to warrant appointment at a higher rate. Appointments above the minimum may be made on the recommendation of the Department Director with the approval of the Human Resources Director and County Manager. When deemed necessary in the best interest of the County, the Human Resources Director and the County Manager may approve a recommendation up to the midpoint of the range. Above-the-minimum appointments will be based on such factors as the qualifications of the applicant being higher than the desirable education and training for the class, a shortage of qualified applicants available at the minimum, and the refusal of qualified applicants to accept employment at the minimum. With the recommendation of the Human Resources Director, the County Manager in conjunction with the Personnel Board may review and approve an appointment to a position above the midpoint of the range. In all cases the Department Director must justify their request, in writing, before approval and/or commitments to employment can be made.

Reinstatement - Re-employment - Employees previously separated from the County may be rehired, provided performance was satisfactory prior to their separation. The conditions of reinstatement are determined and approved by the Human Resources Director. Former employees returning from military service who have had no other employer other than the County and who are returning to the same job classification shall be paid at the same rate within the position pay grade in which they occupied at the time of separation from County employment. Individuals employed by Rowan County and who are active members of the State's retirement system, including the Law Enforcement Retirement Fund shall be eligible to transfer earned vacation and sick time credited. Proper documentation showing residual accumulated benefit is required. A regular employee who was separated under a reduction in force shall be eligible for consideration for reinstatement.

4.03 PROMOTIONS, TRANSFERS, DEMOTIONS, REASSIGNMENTS, AND DEPARTMENTAL REORGANIZATIONS

In accordance with established policy, a vacant position within the County is available for consideration by an employee. Individuals must meet the minimum qualifications for the job, and the selection of candidates is at the discretion of the Department Director. Vacancies will be posted, and employees will make their intentions known by making application at the Human Resources Office for any openings. As stipulated, promotions are encouraged for qualified employees; and lateral transfers are discouraged unless it serves the best interest of the County.

Employees who are transferred from one position to another within the County will be placed in the appropriate pay grade established for the job. If lateral transfers are approved, no change in pay will occur.

Promotion is defined as an employee's change from a position in one classification to a position in another classification having a higher minimum and maximum salary grade. With a promotion, the employee will be placed in the higher pay range, which reflects at least a five percent (5%) increase not to exceed the maximum. The pay increase will be dependent upon the pay range, length of service, qualifications of the person being promoted, and market conditions.

Demotion or reassignment is a change in status resulting from assignment of a position to a lower classification or position. It may result from the choice of the employee, reallocation of a position, unsatisfactory job performance, unacceptable personal conduct, reduction-in-force, or better utilization of resources. If the change results from unsatisfactory job performance, personal conduct, or as a disciplinary action, the action is considered a demotion. If the change results from a mutually agreed upon arrangement, the action is considered a reassignment.

Should a demotion occur which is based on the failure of the employee to perform satisfactorily, the employee's salary will be reduced to the appropriate skill level. A decrease of at least five percent (5%) in salary must occur; however, employees will not be demoted below the minimum of the new pay range. An employee who wishes to accept a position with less complex duties and reduced responsibilities may request a reassignment for reasons other than unsatisfactory performance or failure in personal conduct. In accepting a voluntary reassignment, the employee will be placed in the lower salary grade with a minimum five (5) percent decrease in pay. Determination of the amount of the decrease in pay will be dependent upon the differences in responsibilities and the lower grade level.

The County Manager may authorize the reorganization of a department even if such reorganization results in the elimination of occupied or unoccupied position(s) and even if such reorganization results in a change in the job category or skill level for one or more employees. The County Manager must inform the Board of County Commissioners thirty (30) days prior to any reorganization, which may affect a reduction in force. Department Directors may not reorganize their department without prior written approval from the County Manager.

4.04 SALARY OF A TRAINEE

An applicant hired or an employee promoted to a position in a higher class, who does not meet all of the established requirements of the position, may be appointed at a rate in the pay plan below the minimum established for the position. Any employee will remain on the trainee grade until the Department Director certifies that the trainee is qualified to assume the full responsibilities of the position and the Human Resources Director approves the certification.

4.05 TEMPORARY EMPLOYEES

The County Manager may authorize the creation of temporary positions requested by Department Directors. Authorization will be based upon the current needs of the department and available funding in the department's budget. It is the responsibility of Human Resources to monitor the allocation of positions through position control procedures to ensure the temporary status of these positions.

Temporary employees are employed for specific tasks, which will not exceed six (6) months or twelve (12) pay periods for a fiscal year. Employees in this classification are not be eligible for merit increases.

4.06 EMERGENCY MEDICAL TECHNICIANS AND PARAMEDICS

The Board of County Commissioners revised the pay plan for EMT's effective March 27, 2016. An EMT who receives the intermediate certificate will receive a 5% increase; an EMT-I who receives the Paramedic certification will receive a 10% increase or advance to the Paramedic Grade. An EMT who receives the Paramedic certification will receive a 15% increase (5% for EMT-I and 10% for Paramedic). This policy supersedes all other ordinances and policies established by the Human Resources Office.

4.07 INTERIM SUPERVISORS

There are times when an employee is leaving employment with Rowan County that it may be necessary for a current employee to assume some of the duties while a new employee is being recruited for a key supervisory or management position. During this time, the Department Director, with the approval of the County Manager, may choose a current employee to be responsible for managing or supervising a unit or division of the department. With additional responsibility, the employee may receive a 5% increase in pay until a replacement is found for the position. At that time, the employee will resume his/her duties of their original position and the employee will return to their original rate of pay.

5.0 GUIDELINES FOR PAY ADJUSTMENTS

- 1) Error correction - Pay adjustments may be required due to administrative, clerical, or mechanical error. Failure to allow adequate processing time, supervisory or department delays, or oversights at the point of origination are not included in this category. Department directors requesting pay adjustments are held responsible for timely submission of the Human Resources Action Form.
- 2) If an overpayment is made, proper documentation and prior notification to the employee will be provided before the County recovers the overpayment amount.
- 3) Requests are subject to final approval by the Human Resources Director. An employee should be advised of changes only after written approval is returned to the originator of the request.
- 4) Wage and salary increases are made effective on the first day of the pay period immediately following the final written approval, as noted on the original copy of change of status.
- 5) The Human Resources Director will review and approve:
 - (a) Accessions (new employees)
 - (b) Promotions
 - (c) Transfers
 - (d) Demotions

5.01 PERFORMANCE APPRAISALS

With the development of a benchmark (job description) for each job class, the Department Director shall determine the job standards for each position and communicate an understanding of these standards to each employee.

Full-time and part-time benefited employees are eligible for participation in the County's performance appraisal system. Temporary employees are not eligible.

The employee's immediate supervisor is responsible for conducting the performance appraisal. This supervisor is required to discuss with every employee, in private, his or her performance appraisal whether the employee receives merit increase or not. At this interview, the supervisor will offer suggestions that will aid the employee in improving work performance.

Employees are requested to sign the performance appraisal form and a copy may be provided for their personal records upon their request. The original must be filed in the Human Resources Office. Should the employee refuse to sign the form, it should be noted and signed by the supervisor.

The Department Director and a supervisor shall emphasize and maintain the confidentiality of each performance review and all administrative records under their jurisdiction or custody. It

should be recognized that any monetary reward resulting from a performance appraisal is contingent upon the availability of funds as approved by the Board of County Commissioners.

5.02 PAY FOR PERFORMANCE

Rowan County's pay for performance plan rewards employees for performing their job at an outstanding level. Full-time and part-time employees with benefits who have been employed for a year as of June 30th are eligible for merit consideration. Merit pay is issued annually to employees in the first payroll period that includes August 1st.

Individuals who have been employed for a year as of June 30th are eligible for a merit increase to be determined by the allocation of funds approved by the Board of Commissioners.

The Rowan County Performance Appraisals will be conducted in June and requires a minimum numerical rating to be eligible for merit pay. The percentage amount of pay increase will be determined by the allocation of funds approved by the Board of Commissioners. Employees at the top of their grade will be eligible for a merit increase as a one-time payment, which will not be added to their annual base pay. Employees who have received one or more “unsatisfactory” or “needs improvement” ratings are not eligible for merit consideration regardless of their total score.

The Pay For Performance Plan is dependent upon availability of funds budgeted by the County Commissioners on an annual basis.

5.03 COST OF LIVING ADJUSTMENT

The County Commissioners consider a cost of living increase for employees on an annual basis. The recommendation for an increase is based upon the prior year consumer price index. If approved and appropriated in the operating budget, the increase is normally distributed to employees in their first paycheck of the new fiscal year (July). When employees receive a cost of living increase, their pay grade remains the same.

5.04 MARKET ADJUSTMENT PLAN

The Board of County Commissioners may approve a market adjustment plan in which the Human Resources Office is responsible for conducting a market analysis of positions. This analysis involves the comparison of the County's salary range of each position to other similar agencies. The comparison to other agencies produces a percentage of market for each position's hiring range.

Monies are allocated for the market adjustment plan annually and distributed to the employees with the lowest percentage of market. The salary increases are effective at the beginning of the fiscal year. The actual percentage of salary increases is determined in a manner, which affects the most employees and provides an appropriate amount for the corresponding percentage of

market. Employees who receive a salary increase due to a reclassification are not eligible to receive an additional market adjustment increase.

This plan is subject to annual approval by the Board of Commissioners.

6.0 FAIR LABOR STANDARDS ACT

Effective April 15, 1986 local and state governments must comply with the Fair Labor Standards Act (FLSA). As an integral part of job duties and responsibilities, Department Directors and supervisors are required to ensure compliance with the applicable standards regulations and guidelines of this law.

1. Exempt (Salaried) - Defined by the U.S. Department of Labor, Wage & Hour Division, Salary and Duties Tests

- a. Personnel who are classified as Administrative, Professional or Executive as defined by the FLSA and are paid on a salary basis are exempt. Also exempt are certain computer employees. Exempt employees are required to work the number of hours necessary to fulfill their job responsibilities. The Board of County Commissioners establishes a minimum of forty (40) hours for a workweek. Although exempt from overtime, exempt employees may accumulate a maximum of forty (40) hours of Straight time Compensatory time. The employee will not receive monetary compensation for comp time.
- b. Authorized leave will not be granted to salaried employees who do not have accrued time (vacation or sick) to cover time off. Department Directors, with the approval of the Human Resources Director, may advance vacation or sick leave to vested employees only. Each case will be reviewed on its own merits.
- c. Exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Subject to exceptions listed below, exempt employees must receive their full salary for any week in which they perform any work, regardless of the number of days or hours worked. Exempt employees need not be paid for any workweek in which they performed NO work for the County.
- d. Deductions from pay cannot be made as a result of absences due to the following circumstances:
 1. Jury Duty
 2. Attendance as a witness for the County
 3. Absences caused by the employer
 4. Absences caused by the operating requirements of the County
- e. As public employees, there are exceptions to the requirement to pay exempt employees on a salary basis. In these cases, deductions may be permissible as long as they are consistent with other County policies and procedures.
 1. Absences of one or more full days for personal reasons other than sickness or disability. An exempt employee of a public agency may have his or her pay reduced or may be placed on leave without pay for absences due to personal reasons of less than one full day when the employee's accrued leave has been exhausted.
 2. Absences of one or more full days occasioned by sickness or disability (including work-

related accidents) if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for loss of salary occasioned by such sickness or disability.

3. Penalties imposed for infractions of safety rules of major significance.
 4. Unpaid disciplinary suspensions of one or more full days imposed for infractions of workplace conduct rules in accordance with the County's disciplinary policy.
 5. Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.
 6. Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act.
 7. Due to public accountability, exempt employees will not lose their exempt status when they are paid according to a pay system established by statute, ordinance, or regulation under which they accrue paid leave and requires their pay be reduced or be placed on leave without pay for absences of less than one work day when their accrued leave has been exhausted.
 8. Deductions from the pay of an employee of a public agency for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the work week in which the furlough occurs and for which the employee's pay is accordingly reduced.
- f. Exempt employees who believe their pay has been improperly reduced should contact the Human Resources Director immediately to request an investigation.

1. The employee will be asked to specify in writing, using the guidance above, the circumstances of the pay deduction and whether it has occurred on other occasions.
2. Rowan County will review pay records and interview the supervisor or Department Director, as well as the payroll representatives handling the employee's pay, to determine if the allegation is correct.
3. If the deduction was in fact improper, the County will reimburse the employees as promptly as possible, but in no case longer than two pay periods from the identification of the problem.
4. The individual(s) responsible for the error will be investigated further to determine if this was an isolated incident or a pattern of conduct that requires further action on the part of the County. If warranted, the responsible person(s) will be held accountable for the error(s) made consistent with the County disciplinary policy.
5. The resolution of the situation will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee's pay record.
6. Following the identification of such a problem, the County will establish a practice to regularly audit employee records to ensure no further issues arise.

2. **Non-Exempt** - As defined by the U.S. Department of Labor, Wage & Hour Division

- a. Non-exempt job classifications will be eligible for time and one-half compensatory time for all hours actually worked in excess of forty (40) within a given workweek. "Hours worked" is defined as actual working hours. Benefit hours are excluded in the calculation of eligible overtime/comp time hours. Benefit hours are paid at straight time. Any hours worked over forty (40) per week must be pre-approved by the

department director. Any unauthorized hours worked over forty (40) may subject the employee to disciplinary action up to and including dismissal. Overtime hours worked will be paid as accrued comp time. It is the responsibility of the department director to manage the accrual of comp time. Compensatory time must be utilized prior to the use of vacation time.

- b. Using the 7(k) exemption under FLSA, the Sheriff's Office will recognize and compensate overtime (as compensatory time) for all non-exempt employees as required on the scale described below. Comp time must be utilized before vacation leave.

DEPARTMENT	WORK PERIOD	MAXIMUM HOURS STANDARD
Sheriff	28 days	171
Detention	28 days	171

- c. A workweek is a regular recurring period of one hundred sixty-eight (168) hours in the form of seven consecutive twenty-four (24) hour periods. The County's defined work week begins at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday. Schedule adopted pursuant to Section 207(k) of the FLSA and 29 CFR Part 553.
- d. Overtime pay in lieu of comp time accrual must be approved by the County Manager prior to employees working overtime. Employees who work unauthorized overtime will be entitled to compensation (compensatory time accrual); however, employees who work overtime without prior authorization will be subject to disciplinary action.
- e. If possible an employee should be given the equivalent time off within the same workweek in lieu of overtime; otherwise, overtime hours will be paid as accrued comp time. When it is essential to maintain departmental operations or during emergencies, disasters, etc., Department Directors can require employees to work overtime.
- f. Non-exempt employees must report in and out to the appropriate person for recordkeeping requirements.
- g. Unless authorized by the Department Director employees may not elect to work outside their established schedule in order to make up for lost time.
- h. When non-exempt employees work, they are paid the hourly rate established for their position; however, when employees do not work they are not paid unless accrued leave is available to make up for lost work time.
- i. The following deductions may be made from an employee's income:
 - 1) Federal Income Taxes
 - 2) State Income Taxes
 - 3) FICA (Social Security and Medicare)
 - 4) Authorized County Group Insurance
 - 5) Authorized United Way Fund
 - 6) Authorized voluntary benefits
 - 7) Garnishments (as stipulated by federal and state statutes)
 - 8) Authorized Deductions to correct errors in pay or overpayments
 - 9) Authorized deferred compensation
 - 10) Retirement
 - 11) Any absence, sickness and/or accident when an individual does not have

enough accrued paid leave to cover the absence.

12) Authorized Medical and Dependent care reimbursement accounts

13) Authorized 401(k) Loans, and Voluntary Contributions associated with 401(k)

14) Other deductions as authorized

15) Any advanced vacation and sick leave from the final wages of an employee.

- j. Employees must maintain a record of total hours worked each day and must sign their timesheet to verify that the hours reported worked are complete and accurate.

6.01 VOLUNTARY WORK

Non-exempt (hourly) employees who voluntarily continue to work before or after the beginning or close of normal working hours are engaged in working time. The reason for the work is immaterial; as long as supervisors "suffer or permit" employees to work on the County's behalf, compensation in the form of compensatory time accrual must be paid. Department Directors are required to make certain that overtime work is approved. The publishing of a rule prohibiting unauthorized overtime is not sufficient to avoid compensation for additional hours worked. However, unauthorized overtime work may subject the employee to disciplinary action.

Bona fide "volunteers" who work outside the County may do so without any obligation of the County to provide wages. As with the administration guidelines affecting outside employment, non-exempt employees are requested to indicate in writing outside "volunteer" service. Department Directors should contact Human Resources to determine if such services are eligible for compensation.

Documentation on volunteer services is suggested in order to remove any concerns that may exist. Outside volunteer work becomes compensable when employees are required or requested by their supervisor to perform services in a capacity for which they were employed by the County.

6.02 WAITING TIME

Whether waiting time for non-exempt (hourly) employees is compensable depends on the particular factual circumstances. Required waiting time is compensable; however, non-exempt employees who wait before starting their duties because they arrive at work earlier than the required time are not entitled to be paid. The same circumstances are true for those non-exempt employees who may wait at the end of the required shift. All time spent by non-exempt employees in waiting while on duty must be counted as hours worked. If employees begin, while waiting to start their shift, to perform duties for which they were employed, such time becomes compensable.

Under FLSA regulations, waiting time by non-exempt employees who have been relieved of duty need not be counted as hours worked if:

- a. Employees are completely relieved from duty, allowed to leave the job, and free to do as they please; or
- b. Employees are relieved until a definite specified time. It is the responsibility of the

Department Director to evaluate the facts and circumstances in each case to determine eligible work time.

6.03 ON CALL

- a. The nature of operating the County is such that employees may be subject to being called back to their work area in unusual situations after having completed their normal tour of duty. In some cases, call-back requirements are of sufficient volume and frequency to justify scheduling and designating employees in advance to accept this responsibility for a given period of time. In such cases, a bona fide on call status may exist. It is the purpose of these guidelines to establish a fair and equitable method of compensation for County employees who may be on-call. To be eligible for on-call status, Department Directors must have written approval from the Human Resources Director before commitments can be made for on-call and before compensation will be received.
- b. Restricted on-call exists when non-exempt (hourly) employees are restricted to the work unit or a specific location without freedom to pursue normal activities or personal pursuits. This arrangement will be construed to mean that employees are "engaged to wait" and will be counted as regular hours worked. All hours worked will be included to determine the eligibility of overtime for non-exempt employees.
- c. Non-restrictive on-call will be construed to mean the employees are only "waiting to be engaged" and will not be counted as hours worked.
- d. Non-restrictive on-call exists when the following conditions are met:
 - 1) Employees are to remain within two (2) hours of the vicinity of Rowan County.
 - 2) Employees during non-work on-call hours are free to engage in their own personal pursuits.
 - 3) Employees are given pagers or cell phones as a means to communicate with their department or must leave a telephone number at which they can be contacted.
- e. Eligibility for On-Call: Employees required by the Department Director to be available for possible return to work outside their normal working hours may be eligible for on-call compensation. The Administrative Guidelines to obtain approval for on-call are as follows:
 - 1) On-call situations must reflect services which have to be provided on-the-spot within a limited number of hours, and must be a service that cannot wait.
 - 2) On-call will be the exception rather than the routine situation. Departments will be required to find alternative scheduling options and other techniques within management's discretion for covering the more routine types of situations that occur. On-call status will not become a mechanism that encourages over-dependence on off duty supervisors.
 - 3) Decisions regarding on-call will be reviewed in the context of service level options. In other words, available resources will determine the service.

- 4) On-call will be viewed as the mechanism used because it is less expensive than adding additional staff, even when paying for actual time worked by on-call employees.
 - 5) Department Directors are required to contact the Human Resources Director for verification of and approval for on-call status.
- f. On-Call Premium: In some instances, employees are not required to stay on site, but are obligated to be available should their services be required. As a general rule, the employees are free to use their “on-call” time as they wish with some minor limitations. On-call employees may be provided comp time of four (4) hours for each week (7 days) spent on call. If a call lasts more than four (4) hours, the employee will receive comp time for the total number of hours that the call actually takes. Travel time to and from the site must be counted as time on the call. Some employees who are required to be “on call” for only a 24 hour period may be given one (1) hour of comp time, up to a maximum of four (4) hours per week.
- g. Compensation for Actually Working an On-Call Arrangement: Non-exempt employees on call will be compensated for hours worked outside their normal schedule in an actual callback situation. A non-exempt employee who is “on call” after regular work hours will be compensated at time and one-half compensatory time for all hours actually worked over forty (40) in a workweek. The minimum of four (4) hours of comp time per week is guaranteed for employees who are called or actual hours worked whichever is greater.
- h. Maintenance of Records: The Human Resources Office will maintain a list of positions that are authorized for on-call compensation arrangements.

6.04 FLUCTUATING WORK WEEK

An employee whose hours of work fluctuate from week to week may be paid a fixed salary with the understanding that the fixed amount received as straight time pay is compensation for all hours worked, whatever the number. The employee’s regular rate is determined each week by dividing the fixed salary by the number of hours worked in that week. The regular rate cannot be less than the minimum wage. Because the employee has been paid straight time compensation for all hours worked, he/she will receive additional over-time compensation for all overtime hours worked over forty (40) at a rate of at least one half the regular rate.

In order to be paid on an overtime basis of one half the regular rate, the following must be present:

- 1) An expressed or implied agreement exists; and
- 2) Adequate sleeping facilities for sleep are provided.

6.05 PERMANENT RESIDENCE ON COUNTY PROPERTY

Employees who reside on County property on a permanent basis or for an extended period of time (five days or more) are not considered working all the time they are on the premises. Ordinarily, employees may engage in normal private pursuits and thus time for eating, sleeping, entertaining, and other periods of complete freedom from all duties are not compensable. It is, of course, difficult to determine the exact hours worked under these circumstances and reasonable agreements between the Department Director and employees may be accepted as working time.

6.06 CONTINUING EDUCATION (TRAINING)

It is the policy of the Rowan County Board of Commissioners to encourage County personnel to avail themselves of training or education that would further their careers or prepare them better for their current or future jobs with the County.

Mandatory attendance of County personnel at required work-related educational or training programs whether during or outside normal working hours shall be constituted as involuntary enrollment on the part of the employee and the training hours will be counted as work time. The employee shall be required to affirm such in writing to the Department Director for approval before time of enrollment.

6.06.01 INVOLUNTARY TRAINING

- 1) Each Department Director is required to process an expense report directly to the Finance Department for authorization of any payments for employee training or education.
- 2) Reimbursements to employees will only be made if the request is accompanied by original receipts for tuition, fees, or books. Funds must be budgeted and approved before commitments are made to employees for involuntary training.
- 3) All hours spent in training are compensable and must be entered on the employee's timesheet.
- 4) Department Directors have discretion on selection or appointments to training programs.

6.06.02 VOLUNTARY TRAINING

The following guidelines must be met for the training activity not to be counted as working time:

- 1) Attendance must occur outside regular working hours; and
- 2) Attendance must be in fact voluntary.
- 3) Employees are responsible for tuition, books, materials, supplies or fees.
Special Note: It is not voluntary if employees are led to believe that non-attendance will prejudice their working conditions or employment standings. Documentation on voluntary training is necessary to remove any questions; and
- 4) Employees must not engage in compensable work while attending.

Voluntary training directly related to the employee's job is permissible. FLSA regulations permit job related voluntary training without compensation providing that the training is offered by independent bona fide institutions of learning. Employees may utilize, with approval from the Department Director, accrued comp time, floating holiday, and vacation time for voluntary training. All applicable leave balances must be utilized before a leave without pay status is approved. Leave without pay status should not exceed a two (2) week pay period.

6.07 TRAVEL TIME

Whether travel time is compensable depends on the kind of travel involved. Normally, the County will not be responsible for the time spent by non-exempt (hourly) employees in walking, riding, or otherwise traveling to their principal job related activity. The following general guidelines apply in determining whether non-exempt employees' travel time is compensable.

6.07.01 HOME-TO-WORK

Home-to-work travel or vice versa is not compensable, even if employees must travel from a town to an outlying site to get to the job or even if the County is providing transportation. Employees are not at work until they reach the work site and their normal work period begins. If employees are required to report at a special time, to a meeting place, where they are to pick up materials, other employees, or to receive instructions, compensable time starts at the time of the meeting or their arrival. Deputies who are assigned vehicles and are "off duty" will not have any travel time recognized as compensable time.

6.07.02 TRAVEL DURING THE WORK DAY

Travel by employees from one job site to another during the workday is compensable work time. Also, traveling from an outlying job at the end of the scheduled workday back to a central point is compensable.

6.07.03 CALL-BACK

The County's position on compensation on call-back for all non-exempt (hourly) employees is:

- 1) Unless given a specific time to report to duty, work time begins when employees are notified to return to the job, including reasonable allowances for travel time back to the job. The Department Director has discretion on what is considered "reasonable travel time."
- 2) In addition to compensation for call-back, employees may also request auto allowances at the established mileage rate for all mileage from home to the work site and back home; provided employees are using their own car or have not been offered County transportation.
- 3) These stated guidelines on call-back are also applicable for required in-house

meetings/training whereby employees are scheduled off and must return to the County premises for a required meeting.

6.07.04 OUT-OF-TOWN TRAVEL

- 1) Non-exempt (hourly) employees who are required by the Department Director to be out-of-town for one day or less do not need to be compensated for the time spent traveling from home to the airport or pick-up point but they must be paid for all other travel time with the exception of meal time. Non-exempt employees are considered working all the time they are traveling even if employees are permitted to drive their own cars.
- 2) Where non-exempt employees travel on County business for more than one day, they must be paid for time spent in traveling (except meal time) during their normal working hours including non-working days, such as Saturday, Sunday, and holidays.
- 3) Any actual work non-exempt employees perform while traveling is considered compensable.

6.08 COMPENSATORY TIME (COMP TIME)

As a governmental employer, federal regulations and Rowan County policy permit comp time to be accrued in lieu of overtime pay. The County has elected to give non-exempt employees equivalent time off during the same workweek in lieu of pay in order to avoid overtime.

6.09 OUTSIDE EMPLOYMENT WITH ANOTHER EMPLOYER

Off duty personnel such as law enforcement and EMS employees who have outside employment will not be paid by the County during these outside activities. To be eligible for compensation, employees who are engaged in outside employment must be required to perform services with the County for which they are employed. Law enforcement and EMS personnel are required to report to their supervisor any outside work which may be considered compensable time. It will be the responsibility of the supervisor to determine all hours, which may fit the circumstances described in this section.

7.0 RECORD KEEPING

7.01 TIMESHEETS

In compliance with the Fair Labor Standards Act, Rowan County requires that records be kept in a centralized location on wages, hours, occupation, and other terms and practices of employment. Departments should use the standardized timesheet including:

- a. Employee Name (last name, first name);
- b. Department;
- c. Employee Number;
- d. Hours worked each day and accrued benefit time used;
- e. Total hours each workweek;
- f. Signature of employee;
- g. Signature of supervisor.

Hours worked by an employee must be treated as compensable time. Employees should record actual time worked and benefit time used on the proper line. It should be emphasized that it is the responsibility of the employee to ensure accurate information as to time worked and the duty of the supervisor to ensure the accuracy of the employee's timesheet.

7.02 SERVICE REPORTS

The following information must be recorded for non-exempt employees:

- a. Benefit hours used;
- b. Total hours of overtime at time and one-half;
- c. Total hours of leave without pay;
- d. Total hours to be added to the holiday accrual;
- e. Total hours to be subtracted from the holiday accrual;
- f. Adjustments to gross (plus or minus dollars).

7.03 PAY DAY

Paydays occur every two (2) weeks. There are normally twenty-six (26) paydays each calendar year.

ROWAN COUNTY HUMAN RESOURCES
STANDARD OPERATING PROCEDURES

PERFORMANCE APPRAISALS

Performance Appraisals are tools by which Rowan County can review the employees' performance on the job and determine their eligibility for becoming a regular employee and for receiving increases in pay due to merit.

Performance Appraisals are first conducted after the employee has completed 3 months of service. This review is preparatory for the 6 months performance appraisal. The 6 months performance appraisal determines whether the employee becomes a regular status employee and whether they are eligible for an increase in pay resulting from a satisfactory performance appraisal. An employee must receive a minimum rating of 21 (with no "Unsatisfactory" ratings and no more than one "Needs Improvement" rating) on the performance appraisal in order to come off probation. Employees not meeting this requirement on the performance appraisal will result in an extended probationary period of 3 months or a determination by the Department Director whether to continue the employment relationship.

Yearly performance appraisals are completed in conjunction with the Merit System, as long as it is continually funded by the County Commissioners from fiscal year to fiscal year.

06/16/99

ROWAN COUNTY HUMAN RESOURCES
STANDARD OPERATING PROCEDURES

RETENTION OF RECORDS

GENERAL FILES

Human Resources records and information should be retained as indicated below.
Records may be discarded upon the expiration of the timeframes listed:

APPLICANT TRACKING FILES:

1. Applications---2 years total
 - a. Original applications---6 months in active files then shredded
 - b. Copies of original applications are kept for 2 years in applicant tracking files by position title if no discrimination charges have been filed. If a charge has been filed, destroy 1 year after resolution of charge.
 - c. Unsolicited original applications/resumes are kept for 2 years after receipt and then shredded.
2. Employment Ads, Job Opportunities, and Announcements –Keep for 2 years
3. Employment Selection Records (Interview Documentation, Test Scores, Questions List, Justification Statements, Background Checks, Physical Exams, etc.)—2 years

GENERAL FILES:

1. Fringe Benefit Files (Benefit Bills and Deduction Registers)---2 years
2. Cash transmittals for insurance payments---1 year
3. Routine Administrative Correspondences, Memos, & E-mails---3 years
4. County Manager & Department Director Correspondences & Email---Permanently
5. EEO-4 Reports—Destroy after 3 years
6. EEOC Files—3 years
7. Exit Interview Questionnaires—3 years
8. Flexible Spending Account Claims and Receipts Records—3 years
9. FMLA Records---Keep for 3 years after leave ends
10. I-9 Forms---Keep for 3 years after individual was hired or 1 year from date of separation, whichever is longer
11. Insurance Reports, Claims Summaries, and Membership Lists –2 years
12. Merit List and Files---Destroy after 3 years
13. MMO Reports---2 years (should have 1 yearly report)
14. Part-time hours printout---Keep last 3 months only
15. Payroll Audit Report---Discard when no longer useful
16. Personnel Board Minutes---Permanently.
17. Position Classification/Position History Files---Permanently
18. Vacation Bonus Report---1 year
19. Volunteer Records—3 years from date of last entry

ROWAN COUNTY HUMAN RESOURCES
STANDARD OPERATING PROCEDURES

RETENTION OF RECORDS

GENERAL FILES

GENERAL FILES (continued):

20. Child Support Orders--Destroy when obsolete
21. Bankruptcy Notices—Destroy when obsolete
22. Garnishments—Destroy when obsolete
23. Complaints (Discrimination involving ADEA, ADA, & Civil Rights Act of 1964)—
Destroy 2 years after final disposition of the charge.
24. Equal Pay Records—2 years
25. Position Descriptions—2 years from date superseded.
26. Public Records Request & Disclosure Files—2 years after resolution.
27. Employee Security Records concerning issuance of keys, ID cards, etc.
Destroy when administrative value ends.
28. Requests for Shared Leave and Donated Leave—Destroy 5 years after leave has ended.
29. **Conference & Workshop Files (includes conferences & workshops conducted & attended by County employees:**
 - a. **General workshop materials:** 5 years
 - b. **Employee-specific training & testing records required for position held or could affect career advancement:** Destroy at termination of employment.
30. **Mail & E-mail Undelivered/Returned:** Destroy immediately.

MEDICAL AND WORKERS COMPENSATION FILES

1. Drug Tests and Physicals related to hire, promotion, or transfer---Destroy after 1 year.
2. Workers Compensation Records—Permanently
3. Employee Health Certificates(Health or Physical Exam reports or certificates created in accordance with Title VII and the ADA)—30 years after separation.

HUMAN RESOURCE ANALYST SPECIFIC RETENTION SCHEDULE

1. Old Organizational Charts—Only the ones removed in the last year.
2. Surveys Answered for Others—2 years (except for U.S. Dept. of Labor, OSP, ICMA, Census, IOG, etc. which should be kept for 7 years).
3. Budget Worksheets—Keep only the last 3 years.
4. COLA Files—5 years (for now)
5. Salary Surveys completed by others for my classification studies—4 years

Per Darlene 04/2007:

When deciding whether to discard something, keep a maximum of 7 years back unless regulations state longer.

ROWAN COUNTY HUMAN RESOURCES
STANDARD OPERATING PROCEDURES

MARKET ADJUSTMENT

The Human Resources Office is responsible for conducting a market analysis of positions on an annual basis. This analysis involves the comparison of the County's salary range of each position to other similar agencies. A market rate is obtained by averaging the hiring rate of other agencies and comparing the average with the County's hiring rate. A determination is made regarding the actual percentage of increase received by employees at the lowest percentage of market. The percentage of salary increases is determined in a manner which affects the most employees and provides an appropriate amount for the corresponding percentage of market.

Market adjustment salary increases are effective at the beginning of the fiscal year. Employees who receive a salary increase due to a reclassification are not eligible to receive an additional market adjustment increase.

ROWAN COUNTY HUMAN RESOURCES
STANDARD OPERATING PROCEDURES

PROBATIONARY PERIODS

New employees hired into full-time or benefited part-time positions will serve a minimum 6 months probationary period, except those individuals who are excluded due to Full Reinstatement as determined by the Department Director and Human Resources Director. Part-time employees without benefits and temporary/seasonal employees do not serve a probationary period.

Current non-benefited employees who are hired into a full-time or benefited part-time position will be required to serve a probationary period of 6 months.

Employees who receive a minimum rating of 21 (with no “Unsatisfactory” ratings and no more than one “Needs Improvement” rating) on their 6 months performance review will be considered a regular employee. Employees who do not meet this requirement on their 6 months performance review will either have their probationary period extended an additional 3 months or be dismissed at the discretion of the Department Director. No employee shall remain on probation for more than nine (9) months.

An employee who has successfully completed a probationary period and is classified as a regular employee will not be required to serve another probationary period.

10/19/17

ROWAN COUNTY HUMAN RESOURCES
STANDARD OPERATING PROCEDURES

RECRUITMENT & SELECTION PROCESS

Rowan County has adopted the following process to assist Department Directors with recruitment and selection of qualified individuals to fill vacant County positions.

1. The Department Director or Supervisor contacts Human Resources and requests a position be posted following the termination or resignation of an incumbent. This request can either be in writing or verbal. Human Resources must receive a copy of the resignation or letter of dismissal prior to posting the vacancy. The Department Director states whether the position should be posted internally only or externally. If the Department Director has current staff he/she wishes to promote from within, the position is posted on an internal only basis for one week (5 business days) to allow for current staff to apply. If the Department Director knows of no staff from within the County who would be interested in applying, the position is posted externally for usually one week and two days (7 business days) unless an extension is requested by the Department Director or a holiday exists within that timeframe. If this is the case, the closing date can be extended. The Department Director can request that the position be posted "Open Until Filled" if the job is normally difficult to fill. Requests for posting a position "Open Until Filled" must be approved by the Human Resources Director. For positions that are difficult to fill, the Department Director may ask to have the vacancy advertised in the newspaper. A quote should be obtained from the newspaper and submitted to the Department Director for approval before placing the ad. Because of budgetary restraints, the ad would be paid for by the requesting department. For positions in which we normally receive adequate quantities of qualified candidates, advertising in the newspaper is not necessary. For some positions, the HR Analyst II will ask the Department Director if the position requires the incumbent to drive on County business at least once per week. If so, the job posting must list "a valid driver's license is required."
2. The Human Resources Analyst II notifies the Human Resources Secretary IV to e-mail the job posting (if one already exists) from the Job Opportunities Folder in Word to the HR Analyst II. The HR Analyst II reviews and updates the posting ensuring job duties, includes a paragraph listing the required knowledge, skills, and abilities, minimum education and experience requirements, appropriate salary range, and closing date are correct and included. If the position is a grant-funded position, the job opportunity must state this under the Job Title heading (for the Health Dept. only, we should not include the "Grant Funded" wording but instead state "The position is funded

by sources other than County funds.”) If the position is part-time or temporary, we must include wording that states the 999 hour per fiscal year limit. Once the posting is correct, “internal only” postings are sent to Rowan County departments for display on bulletin boards for departmental staff. External postings are sent to County departments, posted on the County website and telephone job line, posted on the public bulletin board in the HR Office lobby, and mailed to selected entities on our mailing list including the Employment Security Commission and area colleges. Department Directors can request that positions that are difficult to fill be posted on various websites, publications, and listservs specific for that trade or specialty (i.e. Nurse Practitioners, Attorneys, Dentists, etc.). If there is a cost to placing the ad to specialty locations, expenses are usually incurred by the department unless approval has been obtained from the Human Resources Director for the expense to be paid from the Human Resources’ budget.

We ordinarily do not advertise our vacancies in the local newspaper, but on certain occasions (ie a hard to fill position), a brief ad can be placed in that publication’s Sunday edition listing the job title, a brief description of duties, salary range, and closing date.

3. Human Resources accepts applications and resumes until 5:00 p.m. on the application closing date. Applicants for positions are held in the strictest confidence by Human Resources.
4. The applicants are entered into the Applicant Tracking System by the HR Secretary IV as received for the purpose of sending letters once a new hire is selected and accepted the position. Letters will be sent to individuals who were interviewed.
5. The HR Analyst II screens each applicant for minimum qualifications of education and experience. (Note: Effective 11/06/13, external applicants who apply for an Internal Only job posting will be screened for minimum qualifications and sent over to the department with the qualified internal applicants for consideration per the Human Resources Director). Individuals meeting the minimum requirements are forwarded to the Department Director by the HR Secretary IV with a New Hire Packet containing: a memo from the Human Resources Director regarding the Hiring/Application Process and the number of applicants enclosed, Interview Sheet, list of County Benefits, Rowan County Government Reference Form, Driving History and Criminal Record Authorization, and a Human Resources Action Memorandum to list the selected new hire on. If the position requires a credit check, the Authorization for Credit Check and A Summary of Your Rights Under the Fair Credit Reporting Act are enclosed as well. Positions in Finance and Tax Collections Office may have a credit background check performed dependent upon the nature and job responsibilities of the position.
(06/06/11)

6. The Department Director or Supervisor selects the applicants from those sent to interview. The Department Director or Supervisor contacts and schedules interviews with the applicants. If requested by the Department Director, a representative from Human Resources will participate in the interview process. Any testing or assessment tools used by the department must be job-related and approved by Human Resources before being administered. The interviewer should have interviewees sign the Reference Form, authorization for driving history and criminal background check form, and credit check authorization form (if applicable) during the interview.

If the Department Director states that he/she would like to re-advertise a position for which we received qualified applicants, he/she must at least interview and consider the qualified applicants and complete a memo stating why none of the qualified applicants sent them would meet their needs. HR will review the qualified applicants once returned and recommend the top 4 or 5 applicants that should be interviewed (if not already done so) and send those applications back to the Department Director. We can go ahead and post the position OUF for more applications to be received while the 4 or 5 applicants are being reconsidered. If HR receives several more good qualified applicants in a week's time following the re-posting, HR will take the job opportunity down without waiting until a candidate is chosen. (10/10/08)

7. The interviewer will conduct reference checks prior to selecting the final candidate for hire and completing the Human Resources Action Memorandum. References can be checked by mail or by telephone. The interviewer completes the Interview Sheet for all applicants interviewed with an explanation as to why the candidates were not chosen for employment. Once a selection is made the Department Director completes the New Hire Packet with the recommended salary and start date and submits the packet and all applications back to Human Resources.
8. When a Human Resources Action Memorandum is received from a department, the HR Secretary IV will date stamp it, verify the individual applied for the vacancy and was qualified by the HR Analyst II, and inquire into the computer system to determine if the person was previously employed with Rowan County. If so, their personnel file is pulled and the hire memo is given to the Human Resources Director for approval. The HR Action Memorandum must be signed by the Human Resources Director and County Manager prior to contacting the individual for the job offer.

NOTE: The County Manager has the authority to approve requested hiring rates/salaries up to Step 30. If the Department Director requests a pay rate/salary of Step 31 or higher, the request must be presented to the Personnel Board for their approval. (Approved by Personnel Board 05/20/08).

9. The HR Secretary IV will provide the HR Specialist I a copy of the HR Action Memorandum and Authorization to perform Driving History and Criminal Background check so that the following can be conducted while approval is being obtained prior to the job offer being made:
 - A. A Motor Vehicle Report (MVR) check on the individual if the individual drives a county vehicle or their own vehicle on county business at least once a week. MVR checks are performed on any employee whether full-time or part-time/substitute who will be driving on County business. The HR Specialist I e-mails an attachment memo in Word titled "M-MVR Report needed.doc" (Attachment A) to the Secretary IV in the Staff Development/Training Division of the Sheriff's Department (Landis Office) with the individual's name, date of birth, driver's license number, and social security number and she performs the MVR check for 7 years back to current date. Once the MVR printouts are returned to HR, the Human Resources Director or Risk Manager must review and approve if there was anything to appear on the Report. If the individual lives outside of North Carolina, the Sheriff's Office may be able to access the other State's motor vehicle records. If not, we fax a letter to Charles Frick of Southeastern Investigative Services at (704) 639-1329 to provide the Criminal Background Check which will show any motor vehicle violations. For promotions/transfers, if the employee is already driving in their present position and they have the required vehicle liability insurance, it is not necessary to do an MVR. If the employee is going from a non-driving position to a driving position, we should do the MVR.
 - B. Criminal history checks are obtained by Human Resources if residing in North Carolina or by Charles Frick of Southeastern Investigative Services (704-202-4374) if residing outside of NC. Scan the letter and CBC authorization form to e-mail and e-mail to Mr. Frick at cfrick@charliepi.com with needed information about applicant for him to do the criminal background check. Rowan County pays the fee charged for the criminal background check. All full-time, part-time benefited, and safety sensitive part-time and substitute positions must have the Criminal Background Check performed including PT & Sub Telecommunicators and PT & Sub EMTs and Paramedics. Also, the HR Specialist I will conduct a North Carolina Criminal Background Check on part-time non-benefited positions. For promotions/transfers, it is not necessary to do this check unless there are special circumstances such as the employee is going to work in a position with children or other sensitive populations or

with money, etc. If there is a question as to whether a Criminal history check should be completed for a transfer or promotion, the HR Director should be asked for guidance.

- C. Sex Offender Check should be done on all new hires, promotions, and transfers (unless one has been done previously).

The steps are:

- Go to <http://sexoffender.ncdoj.gov>
- Click on the Search the Registry
- Click on “Agree”
- Enter Last Name
- Enter County
- Click on Search the Registry
- Print the page in landscape view

Procedures in completing a Criminal Background Check:

The Human Resources Specialist I and Human Resources Secretary IV have been given access by the Administrative Office of the Courts (AOC) to conduct criminal background checks for counties in North Carolina from their personal computers in their offices.

You must go into 2 separate locations in the computer to do a background check: Defendant Record Check and Infractions Record Check.

See Attachments 1 through 7 for instructions on conducting North Carolina Criminal Background Checks.

This is done before the job is offered and if anything shows up on the reports, the Human Resources Director or Risk Manager must review it and approve.

If the individual is from out of state, we contact Charles Frick of Southeastern Investigative Services at (704) 202-4374 and request by e-mailed letter and signed authorization/release form that he conduct a criminal background check for the State(s) the individual lived in for the last 7 years. Rowan County pays the fee charged for this service.

NOTE: The existence of a criminal record or conviction will not automatically eliminate or disqualify an applicant for consideration for a position with Rowan County. To avoid disparate impact or disparate treatment, the following 3 criteria concerning the criminal record or conviction must be considered:

- 1) The nature and gravity of the offense or crime,
- 2) The time elapsed since the offense, conviction, or completion of the sentence, and
- 3) The nature of the job sought.

- D. Human Resources will make every effort to ensure that the departments have completed reference checks. Parks don't have to do reference checks on Park Attendants or other part-time employees.
- E. Nursing licenses and EMS personnel certifications will be verified by the Human Resources Office before the job offer is made by contacting:
- The N.C. Board of Nursing at their website www.ncbon.com.
 - The EMS Certifications Board at www.emspic.org.
 1. Click on CIS Login at top of page
 2. Click on "Click here for the Public Access Site"
 3. Click on "Enter Public CIS"
 4. Click on "Personnel"
 5. Click on "Personnel Search"
 6. Enter Last Name & First Name
 7. Click on "View"
 8. Print Screen
- F. Employees hired into the following positions and/or departments may have credit checks performed by the HR Specialist I dependent upon the nature and actual job responsibilities of the position: Accountants, Accounting Technicians, personnel in the Finance Department, and Tax Collector's Office. (Note: The U.S. Bankruptcy Code prohibits public employers from rejecting applicants on the basis that they filed for personal bankruptcy. However, if credit history is taken into account, an otherwise viable candidate for the position should be given the opportunity to explain their individual circumstances to remain competitive for the position and to provide a defense to a disparate impact claim.) (06/06/11)

Procedures in performing a Credit Check:

Credit checks are performed through the Equifax Automated Verbal Report Delivery System.

STEPS:

- a. To order a credit report using the Automated Verbal System dial 1-888-212-0211 or 1-800-944-1122.
- b. You will be prompted to enter the following information on your telephone key pad:

- #2 (Business Customer)
 - Customer Access Code: 704-638-3090
 - PIN: 25543
 - #1 (Automated Credit Report)
 - #2 (Fax delivery)
 - Social Security Number of the applicant
 - 4 digit year of birth (ie: 1960), if available (# key if not available)
 - Gender of the applicant (male = 2, female =1)
 - Current address of the applicant (street number up to 10 numerical digits)
 - Former address of the applicant (street number up to 10 numerical digits)
key if not applicable
- c. A summary of the credit report will then be read to you over the phone, a confirmation number will be provided and a faxed copy of the report will be delivered to the fax number you have indicated on the setup sheet.
- d. If necessary, a file can be re-delivered by following these steps
- Choose option 4 on the menu of the Automated System.
 - Enter the Confirmation Number provided during the original request
 - The file will be faxed or mailed at no charge.
- G. For males between the ages of 18-25, we must verify that they have registered for Military Selective Service. If they have not, they are ineligible to be hired into a governmental job.
- The steps in this process are:
- Go to the following website: www.sss.gov.
 - Select the option to “Check A Registration”
 - Enter the individual’s Last Name, SSN, and Date of Birth
 - Select “Submit”
 - If registered, a Selective Service Registration Number and Date Registered will be listed.
 - Either print the screen or indicate by marking “Ok” on the application beside the Military Selective Service question to indicate the individual has registered and is in compliance with the law. (04/23/13)

All of the previous 7 verifications (A-G) should be completed before conducting the drug test and physical. If not, a Contingent Letter of Job Offer entitled “L-Contingent Letter of Job Offer.doc” in Word (Attachment B) is created which states that the job offer is contingent upon completion of specific items listed (ie. A drug test taken within 24 hours with a negative result, completion of a physical exam with results that show fitness for duty, verification of minimum vehicle liability insurance coverage, etc.). (The MVR, Criminal Background Check, Sex Offender check, and Selective Service Registration are done prior to contact with the applicant). This letter is signed by the individual being offered employment at the time they come by our office to pick up the Drug Test Authorization Form and sign the Initial Notice to Employee/Applicants pre-employment drug test form. If the individual cannot come by our office prior to the drug test being

taken, the Contingent Letter and Initial Notice form can be signed when they come in the morning of orientation when they complete the payroll paperwork.

- H. The job offer is made by calling the individual and offering the position contingent upon passing the drug test and physical if applicable, explaining the salary and benefits, and the requested start date. We cannot start new hires for the next pay period who we cannot get the drug test results back by the Thursday morning prior to the Monday's orientation. These individuals will not start until the pay period following that. This allows time for paperwork preparation for orientation. The applicant should be told that health insurance will be effective the 1st day of the month following their 30th day of employment, they will pay a proportion of the cost of the individual health insurance coverage, and that they will have a 12 month pre-existing condition waiting period **unless** they have a Certificate of Coverage Form from another insurance carrier indicating they have not had a lapse in coverage of more than 63 days. If they present a Certificate of Coverage Form, the 12 month pre-existing condition waiting period will be offset by the previous coverage held. Individuals being hired as Part-time Benefits should be informed of the cost they will pay for health insurance coverage for themselves.

A contingent hire date is established and will be confirmed after receipt of the drug test results and all other verifications have been completed (with the exception of vehicle liability insurance coverage levels).

10. **VEHICLE LIABILITY INSURANCE**

The individual must provide verification of vehicle liability insurance coverage in the amounts of: \$100,000 Bodily Injury per person, \$300,000 Bodily Injury per incident, and \$50,000 Property Damage if they will be driving their own private vehicle on county business at least once per week (within two weeks of hire date). (The employee cannot come off probation until insurance is increased to the appropriate levels). Current employees transferring or being promoted must also provide verification of this liability insurance coverage if they will be driving their own vehicle on county business at least once per week.

11. **DRUG TEST AND PHYSICAL**

The job offer is made contingent upon passing a pre-employment drug test or, depending on the position, a drug test and physical with back exam.

- A. EMS personnel have a drug test, physical with back exam, spirogram, and physical agility/strength test. The physical agility/strength test is performed by

EMS staff as part of the interview process. The drug test and physical must be done at Pro-Med.

- B. Telecommunicators, both full-time and substitute, must have a drug test and hearing test.

If possible, the individual must come within 24 hours of the job offer to the Human Resources Office to pick up the Drug Test Authorization for Pro-Med and sign the Initial Notice to Employees/Applicants pre-employment drug test form and the Contingent Letter of Job Offer. If this is not possible, the individual may go directly to Pro-Med without the authorization form by 6:00 p.m. (if includes a physical exam) or no later than 7:30 p.m. (drug test only). We must contact Pro-Med at (704) 633-4174 from the Human Resources Office to authorize the visit and fax the authorization to Pro-Med (Fax # 704-637-9980). **The employee must be drug tested within 24 hours of the job offer.** If the employee is living out of town and cannot come by our office or get to Pro-Med, they may go to a Minor Emergency Care Center or private physician in their city for the urine drug test that includes a chain of custody procedure. Rowan County will pay between \$50 - \$100 for the test. (NOTE: If the individual has received a drug test and/or physical in the last 60 days prior to the job offer, we may accept these tests).

Per Misty Sells at Pro-Med (November 2005)

The pre-employment drug test is a 10-panel test; therefore, the specimens are sent to the lab for testing. If the individual gets to Pro-Med between 8:00 a.m. and 3:30 p.m., the drug test will be sent out to the lab that afternoon. If the individual arrives after 3:30 p.m. for the drug test, the test won't get to the lab until the next afternoon. We can get verbal results on negative drug tests in 2 to 3 days. For positive drug test results, 5 or more days will be required.

12. REQUESTS FOR HIGHER SALARIES

If the individual requests a higher salary than offered, approval must be obtained from the Human Resources Director. Contact with the department will be made after the Human Resources Director makes a decision regarding a salary change in order to keep them informed of the progress in the job offer.

13. CONFIRMATION

When the drug test results are received and they are negative and all preliminary checks are done (except vehicle liability insurance coverage), the individual is contacted to confirm the start date which should be the beginning of the pay period unless special circumstances exist and are approved and their orientation time is set for their 1st day. The individual is told of the necessary information needed for orientation including:

- Driver's license
- Social Security Card
- Diplomas and/or transcripts
- Voided check for direct deposit

- Information on their dependents to be covered by our health insurance
- Their beneficiaries for their benefits.

Verification of their mailing address must be done at this time. The department is contacted to inform them of the start date and orientation time. The Human Resources Director, HR Analyst I (Benefits) (if orientation is involved), and the HR Analyst II are notified of confirmation as well. Also, e-mail the HR Secretary IV so that the job posting can be closed. Fax, e-mail, or mail the “New Employee Checklist” (Attachment E), I-9 Acceptable Document List, and Parking Map to the new hire so they will have in writing the necessary information to bring for orientation.

If employee is starting in the middle of a pay period, they must come by the HR Office on their 1st day of work to complete the following forms:

- 1. NC4/W4 (State and Federal Tax Withholdings)**
 - 2. I-9 so that the HR Specialist I or HR Secretary IV can complete the employment eligibility verification in E-Verify within 3 days of hire.**
 - 3. Direct Deposit (must bring a voided check to attach to form)**
 - 4. Emergency Contact Form**
 - 5. Technology Use Agreement**
14. The HR Secretary IV closes out the job requisition by sending a letter to each applicant interviewed thanking them for interviewing for the position and informing them the position has been filled.
 15. The requisition and all applications for the position are maintained in the applicant tracking filing cabinets in the HR work room for a total of 2 years.
 16. The employee attends new employee orientation with HR usually on their 1st work day to enroll in their benefits. A Rowan County ID card is also issued by the Administrative Secretary V in the County Manager’s Office.

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Nina Oliver, Public Health Director
DATE: 3-9-3017
SUBJECT: Community Health Center Dental Grant

The Rowan County Smile Center plans to tackle our goal of educating our community's children on the benefits of healthy oral health habits and providing quality oral health prevention to children in the Rowan Salisbury School System. The funding from the Community Health Grant would cover the cost of a portable sealant unit, clinic medical and office supplies, clinic repairs and maintenance, patient education materials, staff development and travel, and a marketing campaign to promote awareness of the Smile Center. We are requesting \$85,264 for cover the cost of a portable sealant unit, clinic medical and office supplies, clinic repairs and maintenance, patient education materials, staff development and travel, and a marketing campaign to promote awareness of the Smile Center.

The Health Department respectfully requests that the Rowan County Board of Commissioners support and approve this opportunity for the Rowan County Health Department to apply for The Community Health Centers Grant.

ATTACHMENTS:

Description	Upload Date	Type
Community Health Center Dental Grant	3/9/2018	Cover Memo

To: Rowan County Board of Commissioners

From: Nina Oliver, Public Health Director
Elizabeth Davis, Quality Improvement Specialist

Date: March 9, 2018

Re: Community Health Grant

Situation

The Rowan County Smile Center plans to tackle our goal of educating our community's children on the benefits of healthy oral health habits and providing quality oral healthcare to children regardless of financial ability. With the Rowan-Salisbury school system, we have implemented county-wide dental screenings of elementary students. So far we have completed 2 sealant projects and screened 8 elementary schools since 2016. With grant funding we hope to support the dental hygienist screen students and conduct sealant projects in schools. Children identified through screenings as needing follow-up care can go to the Smile Center. Many families are not able to pay for dental care because they lack insurance. This is a barrier the Smile Center addresses through the sliding fee scale. The funding from the Community Health Grant would cover the cost of a portable sealant unit, clinic medical and office supplies, clinic repairs and maintenance, patient education materials, staff development and travel, and a marketing campaign to promote awareness of the Smile Center.

Background

Rowan County Health Department's Smile Center is one of two pediatric dental clinics in Rowan County. We provide compassionate and quality dental care to children 17 and under. We also help families take steps to prevent their children from suffering future dental problems. The Smile Clinic is the main safety-net provider for the county. We continually provide valuable care for populations that are on Medicaid, low-income, uninsured, and vulnerable.

Assessment

RCHD is applying for the *Community Health Grant* from the NC DHHS Office of Rural Health. We are requesting \$85,264 to cover the cost of a portable sealant unit, clinic medical and office supplies, clinic repairs and maintenance, patient education materials, staff development and travel, and a marketing campaign to promote awareness of the Smile Center.

Recommendation

The Health Department respectfully requests that the Rowan County Board of Commissioners support and approve this opportunity for the Rowan County Health Department to apply for The Community Health Centers Grant.

2018 Community Health Grant Budget

Description	Price Each	Total
Repair & Maintenance	\$2,000.00	\$2,000.00
Medical Supplies	\$45,000.00	\$45,000.00
Office Supplies	\$3,000.00	\$3,000.00
Patient Education Materials	\$1,000.00	\$1,000.00
Staff Development	\$3,000.00	\$3,000.00
Marketing-Community Awareness	\$11,000.00	\$11,000.00
Travel	\$1,000.00	\$1,000.00
Capital Equipment: Mobil Dental Cart w/ Options	\$14,702.00	\$14,702.00
Capital Equipment: AseptiChair Portable Dental Chair	\$1,690.00	\$1,690.00
Capital Equipment: Portable Dental LED Light	\$1,195.00	\$1,195.00
Capital Equipment: Portable Dental Sterilizer / Autoclave	\$1,230.00	\$1,230.00
Capital Equipment: Optisonic One Gallon Ultrasonic Cleaner and Basket	\$447.00	\$447.00
Total	\$85,264.00	\$85,264.00

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Finance Department
DATE: March 9, 2018
SUBJECT: DSS Contract - Pinnacle Family Services

Please see the attached agreement.

Please approve the attached FY 2018 agreement between the Rowan County Department of Social Services and Pinnacle Family Services for Foster Care.

ATTACHMENTS:

Description	Upload Date	Type
DSS Agreement - Pinnacle Family Services	3/9/2018	Cover Memo

ROWAN COUNTY CONTRACT CONTROL FORM

Date: 2/21/18

SECTION I - DEPARTMENT COMPLETES

Department: <u>Social Services</u>	Account #: <u>1155420-593005</u>	Amount: <u>-</u>
	Account #: <u>1155425-593008</u>	Amount: <u>-</u>
	Total: <u>\$105,000.00</u>	
Vendor name: <u>Pinnacle Family Services</u>		Term Dates: <u>7/1/2017 - 6/30/2018</u>
Contract description: <u>Therapeutic Foster Care</u>		
POC name: <u>Sharon Artis, Director of Corporate Services</u>		Phone: <u>919-790-8580</u>
POC email: <u>sharon.artis@pinnaclefamilyservices.org</u>		
Vendor mail address: <u>3125 Poplarwood Court, Suite 300 Raleigh, NC 27604</u>		Vendor #: <u>N/A New</u>
<input checked="" type="checkbox"/> New contract	<input type="checkbox"/> Contract renewal	Munis contract #: <u>N/A</u>
<input type="checkbox"/> Amendment to contract	<input checked="" type="checkbox"/> Vendor signatures	Munis BA #, if applicable: <u>N/A</u>

Notes: _____

Department Head Initials: [Signature] Date: 2-22-18

SECTION II - CONTRACT ADMINISTRATOR REVIEW

<input checked="" type="checkbox"/> Section I properly completed	<input checked="" type="checkbox"/> Requires Board approval (Y/N)	<u>3/19/18</u>
<input checked="" type="checkbox"/> Budgeted funds are available		
Contract Administrator Initials: <u>[Signature]</u>		Date: <u>3/15/18</u>

SECTION III - INFORMATION TECHNOLOGY REVIEW, IF APPLICABLE

This document has been reviewed and approved by the IT Director as to technical content.

IT Director Initials: N/A Date: _____

SECTION IV - INSURANCE REVIEW

<input type="checkbox"/> Hold contract pending receipt of Certificate of Insurance	<input type="checkbox"/> Certificate attached and approved	<input type="checkbox"/> No insurance required
Risk Manager Initials: _____		Date: _____

SECTION V - LEGAL REVIEW

<input type="checkbox"/> Non-appropriation clause	<input type="checkbox"/> Indemnity clause	<input type="checkbox"/> Termination clause	<input type="checkbox"/> E-verify clause
<input type="checkbox"/> Approved as to form and sufficiency		<input type="checkbox"/> If Board approval required, sent to Department for agenda item	
Attorney Initials: _____		Date: _____	

SECTION VI - FINANCE DIRECTOR REVIEW AND PRE-AUDIT

<input type="checkbox"/> Budgeted funds are available	<input type="checkbox"/> Contract has been pre-audited
Finance Director Initials: _____	Date: _____

SECTION VII - COUNTY MANAGER REVIEW

<input type="checkbox"/> Contract has been properly signed by all parties
County Manager Initials: _____
Date: _____

SECTION VIII - CONTRACT ADMINISTRATOR COMPLETES

This document has been reviewed and approved by the Board of Commissioners and/or County Manager. ☐ Yes ☐ No Date: _____

☐ Document fully executed, scanned and posted on the County website Date: _____

Contract Administrator Initials: _____ Date: _____

Contract #**Fiscal Year Begins 7/1/2017 Ends 6/30/2018**

This contract is hereby entered into by and between the Rowan County Department of Social Services (the "County") and Pinnacle Family Services of North Carolina (the "Contractor") (referred to collectively as the "Parties"). The Contractor's federal tax identification number or Social Security Number is 47-4897802 and DUNS Number (required if funding from a federal funding source). 080103686

1. Contract Documents: This Contract consists of the following documents:

- (1) This contract
- (2) The General Terms and Conditions (Attachment A)
- (3) The Scope of Work, description of services, and rate (Attachment B)
- (4) Federal Certification Regarding Drug-Free Workplace & Certification Regarding Nondiscrimination (Attachment C)
- (5) Conflict of Interest (Attachment D)
- (6) No Overdue Taxes (Attachment E)
- (7) Federal Certification Regarding Environmental Tobacco Smoke (Attachment F)
- (8) Federal Certification Regarding Lobbying (Attachment G)
- (9) Federal Certification Regarding Debarment (Attachment H)
- (10) *If applicable*, HIPAA Business Associate Addendum (checklist and forms)
- (11) Certification of Transportation (Attachment J)
- (12) *If applicable*, IRS federal tax exempt letter or 501 (c)(3) (Attachment K) <http://www.irs.gov/pub/irs-fill/k1023.pdf>
- (13) Certain Reporting and Auditing Requirements (Attachment L)
- (14) State Certification (Attachment M)
- (15) Contract Determination Questionnaire (required)

These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements.

2. Precedence among Contract Documents: In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.**3. Effective Period:** This contract shall be effective on 10/11/2017 and shall terminate on 6/30/2018, This contract must be twelve months or less.**4. Contractor's Duties:** The Contractor shall provide the services and in accordance with the approved rate as described in Attachment B, Scope of Work.**5. County's Duties:** The County shall pay the Contractor in the manner and in the amounts specified in the Contract Documents. The total amount paid by the County to the Contractor under this contract shall not exceed \$ 105,000.00. This amount consists of \$ in Federal funds (CFDA #), \$ in State Funds, \$ in County funds

☒ a. There are no matching requirements from the Contractor.

☐ b. The Contractor's matching requirement is \$, which shall consist of:

<input type="checkbox"/> In-kind	<input type="checkbox"/> Cash
<input type="checkbox"/> Cash and In-kind	<input type="checkbox"/> Cash and/or In-kind

The contributions from the Contractor shall be sourced from non-federal funds.
The total contract amount including any Contractor match shall not exceed \$105,000.00.

6. Reversion of Funds:

Any unexpended grant funds shall revert to the County Department of Social Services/Human Services upon termination of this contract.

7. Reporting Requirements:

Contractor shall comply with audit requirements as described in N.C.G.S. § 143C-6-22 & 23 and OMB Circular- CFR Title 2 Grants and Agreements, Part 200, and shall disclose all information required by 42 USC 455.104, or 42 USC 455.105, or 42 USC 455.106.

8. Payment Provisions:

Payment shall be made in accordance with the Contract Documents as described in the Scope of Work, Attachment B.

- 9. Contract Administrators:** All notices permitted or required to be given by one Party to the other and all questions about the contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving timely written notice to the other Party.

For the County:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Name & Title Donna F. Fayko, Director County Rowan Mailing Address 1813 East Innes Street City, State, Zip Salisbury NC 28146 Telephone 704.216.8422 Fax 704.638.3041 Email donna.fayko@rowancountync.gov	Name & Title Donna F. Fayko, Director County Rowan Street Address 1813 East Innes Street City, State, Zip Salisbury NC 28146

For the Contractor:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Name & Title Sharon Artis, Director of Corporate Services Company Name Pinnacle Family Services LLC Mailing Address 3125 Poplarwood Court, Suite 300 City State Zip Raleigh NC 27604 Telephone (919) 790-8580 Fax (919) 866-3255 Email sharon.artis@pinnaclefamilyservices.org	Name & Title Sharon Artis, Director of Corporate Services Company Name Pinnacle Family Services LLC Street Address 3125 Poplarwood Court, Suite 300 City State Zip Raleigh NC 27604

10. Supplementation of Expenditure of Public Funds:

The Contractor assures that funds received pursuant to this contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds that the Contractor otherwise expends for contract services and related programs. Funds received under this contract shall be used to provide additional public funding for such services; the funds shall not be used to reduce the Contractor's total expenditure of other public funds for such services.

11. Disbursements:

As a condition of this contract, the Contractor acknowledges and agrees to make disbursements in accordance with the following requirements:

- (a) Implement adequate internal controls over disbursements;
- (b) Pre-audit all vouchers presented for payment to determine:
 - Validity and accuracy of payment
 - Payment due date
 - Adequacy of documentation supporting payment
 - Legality of disbursement
- (c) Assure adequate control of signature stamps/plates;
- (d) Assure adequate control of negotiable instruments; and
- (e) Implement procedures to insure that account balance is solvent and reconcile the account monthly.

12. Outsourcing to Other Countries:

The Contractor certifies that it has identified to the County all jobs related to the contract that have been outsourced to other countries, if any. The Contractor further agrees that it will not outsource any such jobs during the term of this contract without providing notice to the County.

13. Federal Certifications:

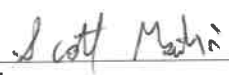
Individuals and Organizations receiving federal funds must ensure compliance with certain certifications required by federal laws and regulations. The contractor is hereby complying with Certifications regarding Nondiscrimination, Drug-Free Workplace Requirements, Environmental Tobacco Smoke, Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, and Lobbying. These assurances and certifications are to be signed by the contractor's authorized representative.

14. Specific Language Not Previously Addressed:

(can be deleted if not needed)

15. Signature Warranty: The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement.

The Contractor and the County have executed this contract in duplicate originals, with one original being retained by each party.

 Signature	1-22-18 Date
Scott Martin Printed Name	CEO Title

COUNTY

 Signature <i>(must be legally authorized to sign contracts for County DSS)</i>	2-23-18 Date
Donna F Fayko Printed Name	Director Title

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Signature of County Finance Officer	Date
-------------------------------------	------

**Attachment A
General Terms and Conditions**

Relationships of the Parties

Independent Contractor: The Contractor is and shall be deemed to be an independent contractor in the performance of this contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with the County.

Subcontracting: The Contractor shall not subcontract any of the work contemplated under this contract without prior written approval from the County. Any approved subcontract shall be subject to all conditions of this contract. Only the subcontractors specified in the contract documents are to be considered approved upon award of the contract. The County shall not be obligated to pay for any work performed by any unapproved subcontractor. The Contractor shall be responsible for the performance of all of its subcontractors.

Assignment: No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the County may:

- (a) Forward the Contractor's payment check(s) directly to any person or entity designated by the Contractor, or
- (b) Include any person or entity designated by Contractor as a joint payee on the Contractor's payment check(s).

In no event shall such approval and action obligate the County to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.

Beneficiaries: Except as herein specifically provided otherwise, this contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this contract, and all rights of action relating to such enforcement, shall be strictly reserved to the County and the named Contractor. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the County and Contractor that any such person or entity, other than the County or the Contractor, receiving services or benefits under this contract shall be deemed an incidental beneficiary only.

Indemnity and Insurance

Indemnification: The Contractor agrees to indemnify and hold harmless the County and any of their officers, agents and employees, from any claims of third parties arising out of or any act or omission of the Contractor in connection with the performance of this contract.

Insurance: During the term of the contract, the Contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the Contractor shall provide and maintain the following coverage and limits:

- (a) **Worker's Compensation** - The contractor shall provide and maintain Worker's Compensation Insurance as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000.00, covering all of Contractor's employees who are engaged in any work under the contract. If any work is sublet, the Contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract.
- (b) **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability.)
- (c) **Automobile Liability Insurance:** The Contractor shall provide automobile liability insurance with a combined single limit of \$500,000.00 for bodily injury and property damage; a limit of \$500,000.00 for uninsured/under insured motorist coverage; and a limit of \$2,000.00 for medical payment coverage. The Contractor shall provide this insurance for all automobiles that are:
 - (a) owned by the Contractor and used in the performance of this contract;
 - (b) hired by the Contractor and used in the performance of this contract; and
 - (c) Owned by Contractor's employees and used in performance of this contract ("non-owned vehicle insurance"). Non-owned vehicle insurance protects employers when employees use their personal vehicles for work purposes. Non-owned vehicle insurance supplements, but does not replace, the car-owner's liability insurance.

The Contractor is not required to provide and maintain automobile liability insurance on any vehicle – owned, hired, or non-owned -- unless the vehicle is used in the performance of this contract.

- (d) The insurance coverage minimums specified in subparagraph (a) are exclusive of defense costs.
- (e) The Contractor understands and agrees that the insurance coverage minimums specified in subparagraph (a) are not limits, or caps, on the Contractor's liability or obligations under this contract.
- (f) The Contractor may obtain a waiver of any one or more of the requirements in subparagraph (a) by demonstrating that it has insurance that provides protection that is equal to or greater than the coverage and limits specified in subparagraph (a). The County shall be the sole judge of whether such a waiver should be granted.
- (g) The Contractor may obtain a waiver of any one or more of the requirements in paragraph (a) by demonstrating that it is self-insured and that its self-insurance provides protection that is equal to or greater than the coverage and limits specified in subparagraph (a). The County shall be the sole judge of whether such a waiver should be granted.
- (h) Providing and maintaining the types and amounts of insurance or self-insurance specified in this paragraph is a material obligation of the Contractor and is of the essence of this contract.
- (i) The Contractor shall only obtain insurance from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in the State of North Carolina. All such insurance shall meet all laws of the State of North Carolina.
- (j) The Contractor shall comply at all times with all lawful terms and conditions of its insurance policies and all lawful requirements of its insurer.
- (k) The Contractor shall require its subcontractors to comply with the requirements of this paragraph.
- (l) The Contractor shall demonstrate its compliance with the requirements of this paragraph by submitting certificates of insurance to the County before the Contractor begins work under this contract.

Transportation of Clients by Contractor:

The contractor will maintain Insurance requirements if required as noted under Article 7 Rule R2-36 of the North Carolina Utilities Commission.

Default and Termination

Termination Without Cause: The County may terminate this contract without cause by giving 30 days written notice to the Contractor.

Termination for Cause: If, through any cause, the Contractor shall fail to fulfill its obligations under this contract in a timely and proper manner, the County shall have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the County, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation

previously made. Notwithstanding the foregoing provision, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of the Contractor's breach of this agreement, and the County may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from such breach can be determined. In case of default by the Contractor, without limiting any other remedies for breach available to it, the County may procure the contract services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by the Contractor shall be an act of default under this contract.

Waiver of Default: Waiver by the County of any default or breach in compliance with the terms of this contract by the Provider shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this contract unless stated to be such in writing, signed by an authorized representative of the County and the Contractor and attached to the contract.

Availability of Funds: The parties to this contract agree and understand that the payment of the sums specified in this contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the County.

Force Majeure: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Survival of Promises: All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

Intellectual Property Rights

Copyrights and Ownership of Deliverables: All deliverable items produced pursuant to this contract are the exclusive property of the County. The Contractor shall not assert a claim of copyright or other property interest in such deliverables.

Federal Intellectual Property Bankruptcy Protection Act: The Parties agree that the County shall be entitled to all rights and benefits of the Federal Intellectual Property Bankruptcy Protection Act, Public Law 100-506, codified at 11 U.S.C. 365 (n) and any amendments thereto.

Compliance with Applicable Laws

Compliance with Laws: The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

Title VI, Civil Rights Compliance: In accordance with Federal law and U.S. Department of Agriculture (USDA) and U.S. Department of Health and Human Services (HHS) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. Under the Food Stamp Act and USDA policy, discrimination is prohibited also on the basis of religion or political beliefs.

Equal Employment Opportunity: The Contractor shall comply with all federal and State laws relating to equal employment opportunity.

Health Insurance Portability and Accountability Act (HIPAA): The Contractor agrees that, if the County determines that some or all of the activities within the scope of this contract are subject to the Health Insurance Portability and Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the County may require to ensure compliance.

- (a) **Data Security:** The Contractor shall adopt and apply data security standards and procedures that comply with all applicable federal, state, and local laws, regulations, and rules.
- (b) **Duty to Report:** The Contractor shall report a suspected or confirmed security breach to the local Department of Social Services/Human Services Contract Administrator within twenty-four (24) hours after the breach is first discovered, provided that the Contractor shall report a breach involving Social Security Administration data or Internal Revenue Service data within one (1) hour after the breach is first discovered.
- (c) **Cost Borne by Contractor:** If any applicable federal, state, or local law, regulation, or rule requires the Contractor to give written notice of a security breach to affected persons, the Contractor shall bear the cost of the notice.

Trafficking Victims Protection Act of 2000 : The Contractor will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104)

Executive Order # 24: It is unlawful for any vendor, contractor, subcontractor or supplier of the state to make gifts or to give favors to any state employee. For additional information regarding the specific requirements

and exemptions, contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

Confidentiality

Confidentiality: Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the County. The Contractor acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this contract.

Oversight

Access to Persons and Records: The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7. Additionally, as the State funding authority, the Department of Health and Human Services shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

Record Retention: Records shall not be destroyed, purged or disposed of without the express written consent of the Division. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later. The record retention period for Temporary Assistance for Needy Families (TANF) and MEDICAID and Medical Assistance grants and programs must be retained for a minimum of ten years.

Warranties and Certifications

Date and Time Warranty: The Contractor warrants that the product(s) and service(s) furnished pursuant to this contract ("product" includes, without limitation, any piece of equipment, hardware, firmware, middleware, custom or commercial software, or internal components, subroutines, and interfaces therein) that perform any date and/or time data recognition function, calculation, or sequencing will support a four digit year format and will provide accurate date/time data and leap year

calculations. This warranty shall survive the termination or expiration of this contract.

Certification Regarding Collection of Taxes: G.S. 143-59.1 bars the Secretary of Administration from entering into contracts with vendors that meet one of the conditions of G.S. 105-164.8(b) and yet refuse to collect use taxes on sales of tangible personal property to purchasers in North Carolina. The conditions include: (a) maintenance of a retail establishment or office; (b) presence of representatives in the State that solicit sales or transact business on behalf of the vendor; and (c) systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. The Contractor certifies that it and all of its affiliates (if any) collect all required taxes.

E-Verify

Pursuant to G.S. 143-48.5 and G.S. 147-33.95(g), the undersigned hereby certifies that the Contractor named below, and the Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system." E-Verify System Link: www.uscis.gov

Miscellaneous

Choice of Law: The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties to this contract, are governed by the laws of North Carolina. The Contractor, by signing this contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be the county in which the contract originated. The place of this contract and all transactions and agreements relating to it, and their situs and forum, shall be the county where the contract originated, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Amendment: This contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the County and the Contractor.

Severability: In the event that a court of competent jurisdiction holds that a provision or requirement of this contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this contract shall remain in full force and effect.

Headings: The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

Time of the Essence: Time is of the essence in the performance of this contract.

Key Personnel: The Contractor shall not replace any of the key personnel assigned to the performance of this contract without the prior written approval of the County. The term "key personnel" includes any and all persons identified as such in the contract documents and any other persons subsequently identified as key personnel by the written agreement of the parties.

Care of Property: The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this contract and will reimburse the County for loss of, or damage to, such property. At the termination of this contract, the Contractor shall contact the County for instructions as to the disposition of such property and shall comply with these instructions.

Travel Expenses: Reimbursement to the Contractor for travel mileage, meals, lodging and other travel expenses incurred in the performance of this contract shall not exceed the rates established in County policy.

Sales/Use Tax Refunds: If eligible, the Contractor and all subcontractors shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this contract, pursuant to G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

Advertising: The Contractor shall not use the award of this contract as a part of any news release or commercial advertising.

ATTACHMENT B – Scope of Work Federal Tax Id. or SSN 47-4897802

A. CONTRACTOR INFORMATION

1. Contractor Agency Name: Pinnacle Family Services of North Carolina LLC
2. *If different* from Contract Administrator Information in General Contract:
 Address Telephone Number: Fax Number: Email:
3. Name of Program (s):
4. Status: ☐ Public ☐ Private, Not for Profit ☒ Private, For Profit
5. Contractor's Financial Reporting Year January through December

B. Explanation of Services to be provided and to whom (include SIS Service Code):
 Therapeutic Foster Care, Child Placing Agency

C. Rate per unit of Service (define the unit): See Child Placing Agency below
 1. If Standard Fixed Rate, Maximum Allowable, (See Rates for Services Chart)

Standard Board Rates	Monthly Rates		
	Age 0-5	Age 6-12	Age 13+
Foster Care			
Therapeutic Foster Care	\$475	\$581	\$634
Residential Treatment (Level 2)			
Child Placing Agency	\$1,433	\$1,564	\$1,638
Residential Child Caring Institution	\$4,279	\$4,437	\$4,516
Standard Board and Treatment Rates	Daily Rates		
	Board	Treatment*	
Residential Treatment Level 3, 0-4 beds	\$43	\$232.88	
Residential Treatment Level 3, 5+ beds	\$33	\$189.75	
Residential Treatment Level 4, 0-4 beds	\$43	\$315.71	
Residential Treatment Level 4, 5+ beds	\$40	\$315.71	
*Treatment Rates set by DMA and are subject to change.			

2. Negotiated County Rate.
 Additional county funds per individual client agreements to include \$60.00/day for Foster Care-Low, \$80.00/day for Foster Care-Medium, and \$110/day for Foster Care-High

D. Number of units to be provided: The number of applications submitted by the Rowan County DSS and accepted by the Contractor during each fiscal year shall equal the number of units provided.

E. Details of Billing process and Time Frames: Invoices are due to Rowan County DSS no later than the 3rd working day of the month and payment is issued no later than the 25th day of each month.

F. Area to be served/Delivery site(s): Rowan County clients at Contractor facilities


(Signature of County Authorized Person)

2-23-18
(Date Submitted)


(Signature of Contractor)

1-22-18
(Date Submitted)

Contractor: Pinnacle Family Services of North Carolina LLC

ATTACHMENT C

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
AND CERTIFICATION REGARDING NONDISCRIMINATION**

Rowan County Department of Social Services

- I. By execution of this Agreement the Contractor certifies that it will provide a drug-free workplace by:
- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - B. Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Contractor's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - C. Making it a requirement that each employee be engaged in the performance of the agreement be given a copy of the statement required by paragraph (A);
 - D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the agreement, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - E. Notifying the County within ten days after receiving notice under subparagraph (D)(2) from an employee or otherwise receiving actual notice of such conviction;
 - F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

II. The site(s) for the performance of work done in connection with the specific agreement are listed below:

1. 3125 Poplarwood Ct Suite 300 (Street address)
Raleigh, Wake, NC 27604 (City, county, state, zip code)
2. 831 Baxter St Suite 205 (Street address)
Charlotte, Mecklenburg, Charlotte 28202 (City, county, state, zip code)

Contractor will inform the County of any additional sites for performance of work under this agreement.

False certification or violation of the certification shall be grounds for suspension of payment, suspension or termination of grants, or government-wide Federal suspension or debarment
45 C.F.R. Section 82.510. Section 4 CFR Part 85, Section 85.615 and 86.620.

Certification Regarding Nondiscrimination

The Vendor certifies that it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) the Food Stamp Act and USDA policy, which prohibit discrimination on the basis of religion and political beliefs; and (i) the requirements of any other nondiscrimination statutes which may apply to this Agreement.

Scott Martin
Signature

CEO
Title

Pinnacle Family Services of North Carolina LLC 1-22-18
Agency/Organization Date

(Certification signature should be same as Contract signature.)

Conflict of Interest

You must avoid any actions that may involve, or may appear to involve, a conflict of interest with your obligation to the Company. You should disclose to your Company contact any situation where a conflict of interest may arise involving you or your immediate family.

Potential conflicts can usually be resolved correctly, and promptly, by using good judgment. You are encouraged to seek clarification of, and discuss questions about, potential conflicts with a supervisor or designated representative, in order to assist you in understanding where conflicts may arise, here are some guidelines.

A conflict of interest may arise when you:

- Have a personal financial interest that might affect business judgment.
- Allow private interests, whether personal, financial or of any other sort, to contradict or appear to contradict with your professional responsibilities;
- Gain personal enrichment through access to confidential information;
- Disclose proprietary information to anyone outside the Company or to insiders who do not have a need to know.
- Accept outside employment, except in the case of independent contractors or vendors;
- Accept gifts or benefits offered with the expressed or implied expectation of influencing a Company decision;
- Serve as a Director, Officer, Partner or in a managerial or consultant capacity, or have ownership (direct or by association) in an outside enterprise that does or is seeking to do business with Company.
- Act as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the Company or its interest; or

Pinnacle Family Services of North Carolina LLC

- Are a party to any other arrangement or circumstances, including family or other personal relationships, which might influence you against acting in the best interest of the Company.

Finally, The Company prefers that no family member have direct or indirect supervision over the progress, performance, pay or welfare of another family member. Together they may not be solely responsible with respect to matters of financial controls and inventories of Company property.

Approved by:

Pinnacle Family Services of North Carolina LLC
Name of Organization

Scott Martin
Signature of Organization Official

1-22-18
Date

NOTARIZED CONFLICT OF INTEREST POLICY

State of North Carolina

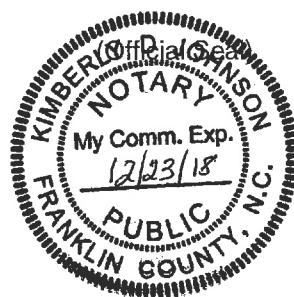
County of Wake

I, Kimberly D. Johnson, Notary Public for Franklin County and State, certify that Scott Martin personally appeared before me this day and acknowledged that he/she is CEO of Pinnacle Family Services LLC and by that authority duly given and as the act of the Organization, affirmed that the foregoing Conflict of Interest Policy was adopted by the Board of Directors/Trustees or other governing body.

Sworn to and subscribed before me this 22nd day of January, 18.

Kimberly D. Johnson
Notary Public

My Commission expires 12/23, 20 18



Pinnacle Family Services of North Carolina LLC

Date of Certification: 1/22/18

To: Rowan County Department of Social Services

Re: No Overdue Tax Debts Certification

Certification:

We certify that Pinnacle Family Services of NC, LLC does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23c is guilty of a criminal offense punishable as provided by N.C.G.S. 143C-10-1b.

Sworn Statement:

Scott Martin and Sharon Artis being duly sworn, say that we are CEO and Director of Corporate Services, respectively, of Pinnacle Family Services of NC, LLC of Raleigh in the State of North Carolina; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

Scott Martin
CEO

Sharon Artis
Director of Corporate Services

Sworn to and subscribed before me on the day of the date of said certification.

Kimberly D. Johnson
Notary Signature and Seal



My Commission Expires: 12/23/18

¹ G.S. 105-243.1 defines: Overdue tax debt. – "Any part of a tax debt that remains unpaid 90 days or more after the final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement."

ATTACHMENT F

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Rowan County Department of Social Services

Certification for Contracts, Grants, Loans and Cooperative Agreements

Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application, the Contractor certifies that it will comply with the requirements of the Act. The Contractor further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all subgrantees shall certify accordingly.

Scott Martin
Signature

CEO
Title

Pinnacle Family Services of North Carolina LLC
Agency/Organization

1-22-18
Date

(Certification signature should be same as Contract signature.)

Contractor: Pinnacle Family Services of North Carolina LLC

Attachment G

Rowan County Department of Social Services

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal, state or local government agency, a Member of Congress, a Member of the General Assembly, an officer or employee of Congress, an officer or employee of the General Assembly, an employee of a Member of Congress, or an employee of a Member of the General Assembly in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal, state or local government agency, a Member of Congress, a Member of the General Assembly, an officer or employee of Congress, an officer or employee of the General Assembly, an employee of a Member of Congress, or an employee of a Member of the General Assembly in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Notwithstanding other provisions of federal OMB Circulars-CFR Title 2, Grants and Agreements, Part 200, costs associated with the following activities are unallowable:

Paragraph A.

- (1) Attempts to influence the outcomes of any Federal, State, or local election, referendum, initiative, or similar procedure, through in kind or cash contributions, endorsements, publicity, or similar activity;
- (2) Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections;
- (3) Any attempt to influence: (i) The introduction of Federal or State legislation; or (ii) the enactment or modification of any pending Federal or State legislation through communication with any member or employee of the Congress or State legislature (including efforts to influence State or local officials to engage in similar lobbying activity),

- or with any Government official or employee in connection with a decision to sign or veto enrolled legislation;
- (4) Any attempt to influence: (i) The introduction of Federal or State legislation; or (ii) the enactment or modification of any pending Federal or State legislation by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign; or
 - (5) Legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable lobbying.

The following activities as enumerated in Paragraph B are excepted from the coverage of Paragraph A:

Paragraph B.

- (1) Providing a technical and factual presentation of information on a topic directly related to the performance of a grant, contract or other agreement through hearing testimony, statements or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof, in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof; provided such information is readily obtainable and can be readily put in deliverable form; and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearing.
- (2) Any lobbying made unallowable by subparagraph A (3) to influence State legislation in order to directly reduce the cost, or to avoid material impairment of the organization's authority to perform the grant, contract, or other agreement.
- (3) Any activity specifically authorized by statute to be undertaken with funds from the grant, contract, or other agreement.

Paragraph C.

- (1) When an organization seeks reimbursement for indirect costs, total lobbying costs shall be separately identified in the indirect cost rate proposal, and thereafter treated as other unallowable activity costs in accordance with the procedures of subparagraph B.(3).
- (2) Organizations shall submit, as part of the annual indirect cost rate proposal, a certification that the requirements and standards of this paragraph have been complied with.
- (3) Organizations shall maintain adequate records to demonstrate that the determination of costs as being allowable or unallowable pursuant to this section complies with the requirements of this Circular.
- (4) Time logs, calendars, or similar records shall not be required to be created for purposes of complying with this paragraph during any particular calendar month when: (1) the employee engages in lobbying (as defined in subparagraphs (a) and (b)) 25 percent or less of the employee's compensated hours of employment during that calendar month, and (2) within the preceding five-year period, the organization has not materially misstated allowable or unallowable costs of any nature, including legislative lobbying costs. When conditions (1) and (2) are met, organizations are not required to establish records to support the allowability of claimed costs in addition to records already required or maintained. Also, when conditions (1) and (2) are met, the absence of time logs, calendars, or similar records will not serve as a basis for disallowing costs by contesting estimates of lobbying time spent by employees during a calendar month.
- (5) Agencies shall establish procedures for resolving in advance, in consultation with OMB, any significant questions or disagreements concerning the interpretation or application of this section. Any such advance resolution shall be binding in any subsequent

settlements, audits or investigations with respect to that grant or contract for purposes of interpretation of this Circular; provided, however, that this shall not be construed to prevent a contractor or grantee from contesting the lawfulness of such a determination.

Paragraph D.

Executive lobbying costs. Costs incurred in attempting to improperly influence either directly or indirectly, an employee or officer of the Executive Branch of the Federal Government to give consideration or to act regarding a sponsored agreement or a regulatory matter are unallowable. Improper influence means any influence that induces or tends to induce a Federal employee or officer to give consideration or to act regarding a federally sponsored agreement or regulatory matter on any basis other than the merits of the matter.

Scott Martin CEO
Signature Title

Pinnacle Family Services of North Carolina LLC 1-22-18
Agency/Organization Date

(Certification signature should be same as Contract signature.)

ATTACHMENT H

Rowan County Department of Social Services

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS**

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of the fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant will provide immediate written notice to the person to which the proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, determined ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended,

ineligible, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency of which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized in paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension, and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -
Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Scott M. H. H.
Signature

CEO
Title

Pinnacle Family Services of North Carolina LLC
Agency/Organization

1-22-18
Date

(Certification signature should be same as Contract signature.)

Contractor: Pinnacle Family Services of North Carolina LLC

ATTACHMENT J

CERTIFICATION REGARDING TRANSPORTATION

Rowan County Department of Social Services

By execution of this Agreement the Contractor certifies that it will provide safe client transportation by:

1. Insuring that all drivers (including employees, contractors, contractor's employees, and volunteers) shall be at least 18 years of age;
2. Insuring that all drivers (including employees, contractors, contractor's employees, and volunteers) shall be licensed to operate the specific vehicle used in transporting clients in accordance with Chapter 20-7 of the General Statutes of North Carolina and the Division of Motor Vehicle requirements;
3. Insuring that all vehicles transporting clients shall have at least the minimum level of liability insurance appropriate for the type of vehicle as defined by Article 7, Rule R2-36 of the North Carolina Utilities Commission;
4. Insuring that the contractor shall have written policies and procedures regarding how drivers handle and report client emergencies and/or vehicle crashes involving clients to contractor and how contractor notifies the Rowan County Department of Social Services;
5. Insuring that no more than one quarter of one percent of all trips be missed by the contractor during the course of the contract period; (*Medicaid only*)
6. Insuring that that no more than five percent (5%) of trips should be late for recipient drop off to their appointment per month; (*Medicaid only*)
7. Contractor will maintain records documenting the following (*County may require contractor to provide*):
 - a. Valid current copies of Drivers License for all drivers;
 - b. Current valid Vehicle Registration, for all vehicles transporting clients;
 - c. Driving records for all drivers for the past three years and with annual updates;
 - d. Criminal Background checks through North Carolina Law Enforcement or NCIC prior to employment and every three years thereafter;
 - e. Alcohol and Drug Testing policy to meet the Federal Transit Authority guidelines.
8. Disclosing, at the outset of the contract, upon renewal and upon request, any criminal convictions or other reasons for disqualifications from participation in Medicare, Medicaid or Title XX programs (*signature on this form confirms this statement*).

Scott Martin
Signature

CEO
Title

Pinnacle Family Services of North Carolina LLC
Agency/Organization

1-22-18
Date

(Certification signature should be same as Contract signature.)

ATTACHMENT K

What is a Private Non Profit Agency?

Answer: A private non profit is an organization that is incorporated under State law and whose purpose is not to make a profit, but rather to further a charitable, civic, religious, scientific, or other lawful purpose. The Secretary of State's office grants corporate status to organizations in North Carolina.

What is a 501(c)(3) designation?

Answer: When the agency becomes a state private non profit corporation, it can then apply for 501(c)(3) designation through the IRS. Once the IRS grants 501(c)(3) status, the organization is exempt from certain taxes and any donations to the charitable organization are tax deductible. Many individuals and organizations prefer to make donations to 501(c)(3) private non profits.

Who can obtain a 501(c)(3) designation?

Answer: Any organization or group can apply for 501(c)(3) status, provided their charter or mission focuses on the non profit's objective.

Another option is to apply for a 509(a)(1) status which falls under the 501(c)(3) umbrella. Being a 509(a)(1) designates an organization as a tax-free public charity that receives most of its support from a governmental unit or from the general public. Becoming a 509(a)(1) provides public recognition of tax-exempt status, advance assurance to donors of deductibility of contributions, exemption from certain State and federal taxes, and non profit mailing privileges. Organizations that typically qualify are churches, educational institutions, hospitals, and governmental units.

How does a Private Non Profit obtain Tax Exempt Status?

EO Web Site [www.irs.gov/eo]

IRS TE/GE Customer Service

You may direct technical and procedural questions concerning charities and other nonprofit organizations, including questions about your tax-exempt status and tax liability, to the IRS Tax Exempt and Government Entities Customer Account Services at (877) 829-5500 (toll-free number).

If you prefer to write, you may write at:

Internal Revenue Service
Exempt Organizations Determinations
P.O. Box 2508
Cincinnati, OH 45201

You may also contact the Taxpayer Advocate Service, an independent organization within the IRS that helps taxpayers resolve problems with the IRS and recommends changes that will prevent problems.

A private non profit must apply to the IRS for tax exempt status. To qualify, applicants must complete and submit to the IRS Form 1023. Once federal tax exempt status is granted, the private non profit applies for State tax exempt status by completing Form CD-435 and submitting it to the N. C. Department of Revenue.

What must a County Department of Social Services/Human Services do?

Answer: Verify the Tax Exempt Letter. Check date for expiration and check if current address of agency is reflected.

Attachment M State Certifications Contractor Certifications Required by North Carolina Law

Instructions: The person who signs this document should read the text of the statutes and Executive Order listed below and consult with counsel and other knowledgeable persons before signing. The text of each North Carolina General Statutes and of the Executive Order can be found online at:

- Article 2 of Chapter 64: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_64/Article_2.pdf
- G.S. 133-32: <http://www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=133-32>
- Executive Order No. 24 (Perdue, Gov., Oct. 1, 2009): <http://www.ethicscommission.nc.gov/library/pdfs/Laws/EO24.pdf>
- G.S. 105-164.8(b): http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_105/GS_105-164.8.pdf
- G.S. 143-48.5: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-48.5.html
- G.S. 143-59.1: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.1.pdf
- G.S. 143-59.2: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.2.pdf
- G.S. 143-133.3: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-133.3.html
- G.S. 143B-139.6C: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143B/GS_143B-139.6C.pdf

Certifications

- (1) **Pursuant to G.S. 133-32 and Executive Order No. 24 (Perdue, Gov., Oct. 1, 2009)**, the undersigned hereby certifies that the Contractor named below is in compliance with, and has not violated, the provisions of either said statute or Executive Order.
- (2) **Pursuant to G.S. 143-48.5 and G.S. 143-133.3**, the undersigned hereby certifies that the Contractor named below, and the Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system." E-Verify System Link: www.uscis.gov
Local government is specifically exempt from Article 2 of Chapter 64 of the North Carolina General Statutes. However, local government is subject to and must comply with North Carolina General Statute 153A-99.1, which states in part as follows: Counties Must Use E-Verify - Each county shall register and participate in E-Verify to verify the work authorization of new employees hired to work in the United States.
- (3) **Pursuant to G.S. 143-59.1(b)**, the undersigned hereby certifies that the Contractor named below is not an "ineligible Contractor" as set forth in G.S. 143-59.1(a) because:
- (a) Neither the Contractor nor any of its affiliates has refused to collect the use tax levied under Article 5 of Chapter 105 of the General Statutes on its sales delivered to North Carolina when the sales met one or more of the conditions of G.S. 105-164.8(b); **and**
 - (b) [check **one** of the following boxes]
☐ Neither the Contractor nor any of its affiliates has incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001; **or**
☐ The Contractor or one of its affiliates **has** incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001 **but** the United States is not the principal market for the public trading of the stock of the corporation incorporated in the tax haven country.
- (4) **Pursuant to G.S. 143-59.2(b)**, the undersigned hereby certifies that none of the Contractor's officers, directors, or owners (if the Contractor is an unincorporated business entity) has been convicted of any violation of Chapter 78A of the General Statutes or the Securities Act of 1933 or the Securities Exchange Act of 1934 within 10 years immediately prior to the date of the bid solicitation.
- (5) **Pursuant to G.S. 143B-139.6C**, the undersigned hereby certifies that the Contractor will not use a former employee, as defined by G.S. 143B-139.6C(d)(2), of the North Carolina Department of Health and Human Services in the administration of a contract with the Department in violation of G.S. 143B-139.6C and that a violation of that statute shall void the Agreement.
- (6) The undersigned hereby certifies further that:

- (a) He or she is a duly authorized representative of the Contractor named below;
- (b) He or she is authorized to make, and does hereby make, the foregoing certifications on behalf of the Contractor; and

- (c) He or she understands that any person who knowingly submits a false certification in response to the requirements of G.S. 143-59.1 and -59.2 shall be guilty of a Class I felony.

Contractor's Name Pinnacle Family Services of North Carolina LLC

Contractor's
Authorized Agent:

Signature Scott Martin

Date: 1-22-18

Printed Name Scott Martin

Title CEO

Witness:

Signature Sharon D. Artis

Date: 1/22/18

Printed Name Sharon D. Artis

Title Director of Corporate Services

The witness should be present when the Contractor's Authorized Agent signs this certification and should sign and date this document immediately thereafter.

Contractor: Pinnacle Family Services of North Carolina LLC

**Attachment N
CERTIFICATION OF ELIGIBILITY
Under the Iran Divestment Act**

Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.** requires that each vendor, prior to contracting with the State certify, and the undersigned on behalf of the Vendor does hereby certify, to the following:

1. that the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
2. that the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
3. that the undersigned is authorized by the Vendor to make this Certification.

Vendor: _

By: Scott Martin 1-22-18
Signature Date
Scott Martin CEO
Printed Name Title

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address:
<https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>
and will be updated every 180 days. For questions about the Department of State Treasurer's Iran Divestment Policy, please contact Meryl Murtagh at Meryl.Murtagh@nctreasurer.com or (919) 814-3852.

* Note: Enacted by Session Law 2015-118 as G.S. 143C-55 *et seq.*, but has been renumbered for codification at the direction of the Revisor of Statutes.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/1/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 9850 N.W. 41st Street Suite 100 Miami FL 33178		CONTACT NAME: PHONE (A/C, No, Ext): 305-591-0090 FAX (A/C, No): 212-948-5665 E-MAIL ADDRESS:		
INSURED PINNAFAMIL Pinnacle Family Services of North Carolina, LLC 1395 Brickell Avenue, Ste 101 Miami FL 33131		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Landmark American Insurance Company		33138
		INSURER B : Underwriters at Lloyd's London (IL)		15792
		INSURER C : Wesco Insurance Company		25011
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES**CERTIFICATE NUMBER:** 1962387967**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Ded: \$5,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			LHC766846	11/30/2017	11/30/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			LHC766846	11/30/2017	11/30/2018	COMBINED SINGLE LIMIT (Ea accident) \$15,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			W1A22A160301	11/30/2017	11/30/2018	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		WWC3316087	11/30/2017	11/30/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Professional Liability Claims Made Retro: 11/30/2015			LHC766846	11/30/2017	11/30/2018	Aggregate 3,000,000 Each Claim 1,000,000 Deductible \$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance Only

CERTIFICATE HOLDERPinnacle Family Services of North Carolina, LLC
1395 Brickell Ave, Ste 100
Miami FL 33131**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Finance Department
DATE: March 9, 2018
SUBJECT: HR Agreement - Novant Health

Please see the attached agreement.

Please approve the attached agreement between Rowan County and Novant Health for Employee Health Risk Assessments and Biometric Screenings.

ATTACHMENTS:

Description	Upload Date	Type
HR Agreement - Novant Health Biometric Screenings	3/9/2018	Cover Memo

ROWAN COUNTY CONTRACT CONTROL FORM

 Date: 3/2/2018
SECTION I - DEPARTMENT COMPLETES

Department: <u>Human Resources</u>	Account #: <u>12 202305</u>	Amount: \$ <u>40,604</u> -
	Account #: _____	Amount: \$ _____
		Total: \$ <u>40,604</u> -
Vendor name: <u>Norant Health, Inc.</u>	Term Dates: <u>3/30/18 - 3/31/2019</u>	
Contract description: <u>Employee Health Risk Assessments & Biometric Screenings</u>		
POC name: <u>Shawn Edman</u>	Phone: <u>704-968-6938</u>	
POC email: <u>sppeters@noranthealth.org</u>		
Vendor mail address: <u>130 Mocksville Avenue, Salisbury, NC 28144</u>		Vendor #: <u>14696</u>
<input checked="" type="checkbox"/> New contract	<input type="checkbox"/> Contract renewal	Munis contract #: _____
<input type="checkbox"/> Amendment to contract	<input type="checkbox"/> Vendor signatures	Munis BA #, if applicable: _____
Notes: <u>From A. Speight</u>		
Department Head Initials: _____		Date: _____

SECTION II - CONTRACT ADMINISTRATOR REVIEW

<input checked="" type="checkbox"/> Section I properly completed	<input checked="" type="checkbox"/> Requires Board approval (Y/N)
<input checked="" type="checkbox"/> Budgeted funds are available	
Contract Administrator Initials: <u>[Signature]</u>	
Date: <u>3/7/18</u>	

SECTION III - INFORMATION TECHNOLOGY REVIEW, IF APPLICABLE

This document has been reviewed and approved by the IT Director as to technical content.

IT Director Initials: _____ Date: _____

SECTION IV - INSURANCE REVIEW

<input type="checkbox"/> Hold contract pending receipt of Certificate of Insurance	<input type="checkbox"/> Certificate attached and approved	<input type="checkbox"/> No insurance required
Risk Manager Initials: _____		Date: _____

SECTION V - LEGAL REVIEW

<input type="checkbox"/> Non-appropriation clause	<input type="checkbox"/> Indemnity clause	<input type="checkbox"/> Termination clause	<input type="checkbox"/> E-verify clause
<input type="checkbox"/> Approved as to form and sufficiency		<input type="checkbox"/> If Board approval required, sent to Department for agenda item	
Attorney Initials: _____		Date: _____	

SECTION VI - FINANCE DIRECTOR REVIEW AND PRE-AUDIT

<input type="checkbox"/> Budgeted funds are available	<input type="checkbox"/> Contract has been pre-audited
Finance Director Initials: _____	
Date: _____	

SECTION VII - COUNTY MANAGER REVIEW

<input type="checkbox"/> Contract has been properly signed by all parties
County Manager Initials: _____
Date: _____

SECTION VIII - CONTRACT ADMINISTRATOR COMPLETES

This document has been reviewed and approved by the Board of Commissioners and/or County Manager. ☐ Yes ☐ No Date: _____

☐ Document fully executed, scanned and posted on the County website Date: _____

Contract Administrator Initials: _____ Date: _____

CORPORATE WELLNESS

SERVICES AGREEMENT

THIS CORPORATE WELLNESS SERVICES AGREEMENT (this "Agreement") is made and entered into as of the 30th day of March, 2018, by and between Novant Health, Inc., Department of Corporate Health ("Novant"), and Rowan County Government, a North Carolina corporation ("Company").

A. **WHEREAS**, Company sponsors a health and welfare benefit plan (the "Plan") to provide various health care benefits to Company's covered employees.

B. **WHEREAS**, in keeping with its charitable mission of improving the health of communities one person at a time, Novant provides corporate wellness services to employers and their sponsored plans.

C. **WHEREAS**, Company wishes to receive and Novant is willing to provide certain corporate wellness services and programs to Company on the terms stated herein.

NOW, THEREFORE, for and in consideration of the promises, covenants and agreements contained herein, and for other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, hereby agree as follows:

- 1) **Term.** The term of this Agreement shall commence on the date first written above and end no later than midnight on March 31, 2019, at which time all services under this agreement will be complete.
- 2) **Services and Programs.** Novant will provide the services and programs described in Exhibit A attached hereto and incorporated herein by reference (the "Services"). The Services will be provided to Company for the benefit of Company employees and retirees who are eligible to receive health and welfare benefits under the Plan ("eligible employees"). It is understood and agreed that Novant may use subcontractors for the provision of selected Services. Furthermore, upon the written request of Company or its Plan, Novant will provide other available services.
- 3) **Company Obligations.** Company, on behalf of itself and its Plan, agrees to the following undertakings:
 - a) **Program Coordination.** Company will facilitate the provision of the Services by:
 - i) Providing to Novant the information necessary to enable eligible employees to pre-register;

- ii) Maintaining a culture that promotes and encourages participation in and utilization of the Services; and
 - iii) Coordinating covered employee participation in biometric screenings.
 - b) **Payment for Services.** Company will pay Novant for the Services Novant provides at the rates set out in **Exhibit A** and incorporated herein by reference. Payment will be due Novant within thirty (30) days of Company receiving the invoice.
 - c) **Biometric Screenings.** Company will purchase from Novant biometric screenings in accordance with Exhibit A for each eligible employee willing to participate.
 - d) **Space.** Company will provide suitable office space at the locations mutually agreed upon by Novant and the Company (the "Locations"). The Locations shall be available to Novant for during operational hours of 7 a.m. to 5 p.m. Company shall provide the Locations at its sole expense.
- 4) **No Provision of Medical Treatment.** It is understood and agreed by the parties hereto that the Services provided hereunder shall not include or constitute medical care or treatment, and no provider-patient relationship will be established in connection with the Services. As a condition of participating in the Services, eligible employees may be required to sign a consent and acknowledgement form acceptable to Novant indicating their understanding that Novant is not providing medical treatment or establishing a provider-patient relationship in connection with the Services. In addition, Company shall use its best efforts to clarify to eligible employees that Novant is not providing direct provider services in connection with this Agreement.
- 5) **Payment by Members.** Novant shall in no event have a right to seek any type of payment from, bill, charge or have recourse against any eligible employee or insurer for the Services.
- 6) **Records Ownership/Access.** It is understood and agreed that Novant shall not create medical records in connection with the Services. To the extent that Novant creates any documentation in connection with its provision of the Services to Company, such records shall be and remain solely the property of Novant.
- 7) **Independent Contractor.** The sole relationship between the parties hereto is that of independent contractors. This Agreement is not intended, nor shall it be construed, to create any partnership, employment, or agency relationship between Company and Novant.
- 8) **Insurance.** Each party agrees to maintain adequate liability insurance covering their obligations hereunder or to self-insure for the same.

9) **Limitation of Liability and Indemnity.** The parties agree that neither party shall be liable to the other party for any indirect, incidental, special, consequential or punitive damages arising out of or related to this Agreement or the Services. In addition, Novant shall not be liable to Company, any eligible employee, or any other person or entity for damages or losses of any kind whatsoever, whether to person or property, arising out of this Agreement or the Services except to the extent caused by its gross negligence or willful misconduct. Company agrees to indemnify, defend and hold Novant harmless from all such liabilities and losses not excepted. In no event shall Novant's liability arising out of this Agreement exceed the amounts paid by Company hereunder for the Services preceding the event, act, or omission giving rise to such liability.

10) **Confidentiality.** All parties hereto shall maintain the contents of this Agreement, and any exhibits, and other agreements executed pursuant to this Agreement, and the negotiations leading thereto as confidential matters to be shared only between the parties, their Boards of Directors, their attorneys, their accountants, and those staff members and other agents whose knowledge hereof is essential to the implementation of this Agreement or the management of the parties' business affairs. Nothing contained in this Agreement shall prohibit the parties from disclosing the substance or the terms and conditions of this Agreement should such disclosure be required to enforce the terms of this Agreement or to respond to inquiries from taxing or other governmental authorities, hearings, investigations or other official proceedings. Should either party receive notification of an audit or investigation by any governmental entity regarding services provided pursuant to this Agreement, said party shall immediately inform the other party and, to the extent not prohibited by law or other legal obligation, share fully with the other party the nature of the audit or investigation and any response thereto. Each party acknowledges that during the Term of this Agreement, they may acquire, be exposed to and have access to, the other party's material, data and information that is confidential, proprietary and/or a trade secret (the "Confidential Information"). Confidential Information shall include, but not be limited to, any confidential or proprietary information disclosed by or on behalf of either party in written or oral form and any such information discovered by either party pursuant to its provision of services under this Agreement. The parties hereby agree that they will not disclose the Confidential Information, except as required in the course of performing their obligations under this Agreement, to any person, firm or corporation, or use the Confidential Information for any purpose except to perform their respective obligations pursuant to this Agreement.

11) **General Provisions.**

a. This Agreement contains the entire agreement and understanding of the parties relating to the matters referred to herein. Neither party may waive, modify, alter or amend anything in this Agreement, except by another written instrument signed by the parties.

b. This Agreement shall not be assigned by either party without the prior written consent of the other party.

c. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

d. It is the desire of Novant and Company that this Agreement comply in all respects with applicable federal and state laws and regulations, particularly those relating to Medicare and Medicaid reimbursement and to Novant's tax-exempt status. Therefore, Novant and Company agree to negotiate in good faith to modify/reform this Agreement in any manner necessary to: (i) ensure such compliance with applicable laws, rules and regulations, including those relating to Medicare and Medicaid reimbursement; (ii) revise any provision which jeopardizes or causes loss of the tax-exempt status of Novant, or any party related to, or affiliated with it, so that after the revision, Novant (or the affiliated corporation) will qualify or continue to qualify for tax-exempt status; and (iii) eliminate the imposition of intermediate sanctions under Section 4958 of the Internal Revenue Code. The terms of this Section will survive the termination or expiration of this Agreement. If this Agreement is reformed as herein set forth, the parties shall, to the extent possible consistent with law and the parties' tax-exempt status, strive to preserve the financial benefits accruing to each party under this Agreement. If, following good faith negotiations, the parties are unable to agree upon a needed modification or are otherwise unable to accomplish the ends enumerated in clauses (i), (ii), and (iii) above, either party may terminate this Agreement by giving notice of termination to the other party.

e. The parties hereby acknowledge and agree that no benefits to Company hereunder require, nor are in any way contingent upon or intended to induce, the admission, recommendation, referral or any other arrangement for the provision, ordering or leasing of any item or service offered by Novant or any of its affiliates.

f. This Agreement may be amended at any time by written instruments executed by the authorized officials of Novant and Company.

g. If any provision of this Agreement, or any portion hereof, is found to be invalid, illegal or unenforceable, under any applicable statute or rule of law, then such provision or portion thereof shall be deemed omitted, and the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

h. This Agreement shall be construed under the laws of the State of North Carolina.

i. This Agreement and the Exhibits thereto contain the entire understanding of Novant and Company with respect to the subject matter hereof, and

supersede all negotiations, prior or contemporaneous discussions, agreements or understandings, whether written or oral.

j. Any notice required or permitted to be given under this Agreement shall be sufficient if in writing and delivered in person or sent registered or certified United States mail, return receipt requested, postage prepaid, or by recognized courier service addressed as follows:

If to Novant: Novant Health Corporate Wellness
c/o Nicole Kloss
Director Corporate Health
108 Providence Road
Charlotte, NC 28207

If to Company:

or such other address as either party may designate in writing.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers effective the day and year first above written.

ROWAN COUNTY GOVERNMENT

By: _____

NOVANT HEALTH, INC.

By: _____

EXHIBIT A

Biometric screening and Health Risk Assessment (HRA):

The Health Risk Assessment (HRA) is a comprehensive review of health behaviors, lifestyles, and medically-related cardiovascular risk factors. When integrated with results from the onsite screenings, the assessment yields a more complete picture of an individual's health risk. Each employee receives a Know Your Numbers report that indicates their risk level in a variety of specific risk areas (i.e. blood pressure, cholesterol, fitness, diet, stress, etc.). Also derived from the Health Risk Assessment (HRA) is an Executive Summary Report (ESR) that summarizes health risks among participating employees. Group health needs and risks are presented along with recommendations for initiating risk reduction and health enhancement programs.

Every employee who participates in the biometric screenings will be given an initial coaching session to explain screening results in details.

Non-invasive (finger stick) cholesterol/glucose screenings are conducted and analyzed. Output includes total cholesterol, HDL, LDL, cholesterol ratio, triglycerides, Alc, and glucose. Blood pressure is checked and is documented together with heart rate. Body Mass Index (BMI) is calculated using medically approved scales & stadiometers and waist circumference is measured.

Company Health Fees

Health Risk Assessment & Biometric Screening	\$53 per participant*
----------------------------------------------	-----------------------

BioSignia Aggregate & Cohort Reports	\$265/report
--------------------------------------	--------------

Standard mileage rates apply

**minimum 30 participants per screening location or flat fee of \$1,440*

Optional Fees:

Interpreter Fees	\$83/interpreter/hour
------------------	-----------------------

Alternate biometric screening form	\$48 per participant
------------------------------------	----------------------

Data analytics	\$75/hour
----------------	-----------

Outcomes based program management	\$5 PMPY
-----------------------------------	----------

Outcomes based wellness program management	\$75/hour
--------------------------------------------	-----------

Paper health risk assessment questionnaire	\$11 per person
--------------------------------------------	-----------------

Paper health risk assessment results	\$11 per person
--------------------------------------	-----------------

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Sheriff Kevin Auten
DATE: 03-09-18
SUBJECT: Resolution for Involuntary Commitment Transport Services

Agreement regarding Involuntary Commitment Transportation Services that will be of a tremendous assistance to the Rowan County Sheriff's Office and Rowan County Citizens.

To approve and sign the Resolution.

ATTACHMENTS:

Description	Upload Date	Type
Cover Letter	3/12/2018	Cover Memo
NCGS 122C-251	3/12/2018	Cover Memo
Resolution	3/12/2018	Cover Memo



ROWAN COUNTY SHERIFF'S OFFICE

KEVIN L. AUTEN, SHERIFF

232 NORTH MAIN STREET, SALISBURY, NORTH CAROLINA 28144
TELEPHONE: 704-216-8700 FAX: 704-216-8674

March 09, 2018

Rowan County Board of Commissioners
Reference to Involuntary Commitment Transports

I have attached a copy of NC General Statute #122C-251 which provides the guidelines for the handling of Involuntary Commitments. The law is clear that the County is required to provide this service but does not require the Sheriff's Office to carry out this task. I clearly understand why the sheriff's Office has historically handled these trips. Over the years the number of commitments and the transporting of individuals have increased. The past three years the Rowan County Sheriff's Office has made over 1,000 of these trips and driven over 162,000 miles. In recent times these trips have started requiring trips that travel longer distances. Most trips used to be to the likes of Winston Salem or Morganton. Trips now go to Jacksonville and Goldsboro with some regularity.

I have been approached by representatives from Novant Health Rowan Medical Center about this situation. At times our staff is not available to make these trips and patients spend time in the emergency waiting for transportation. The hospital would like for the County of Rowan to pass the attached resolution which would allow Novant Health Rowan Medical Center to contract for and pay a provider to handle the transportation of involuntary commitments. The service provider would not cover all of these trips but a very high percentage of them. The Sheriff's Office would remain available for the trips that could not be handled by the transportation provider.

There are other counties that have entered into agreements of this nature. The attached resolution has been reviewed by our county attorney as well as our risk manager. In closing I would ask you to adopt the attached resolution so Novant Health Rowan Medical Center can enter into such an agreement. The Sheriff's Office would see a reduction in the costs of manpower, fuel and the wear and tear on the vehicles. The hospital would benefit from these commitments being transported more expeditiously which would free up rooms for patients to be seen more quickly in the emergency room.

Respectfully,

A handwritten signature in black ink, appearing to read "Kevin L. Auten", written over a horizontal line.

Kevin L. Auten

www.rowansheriff.org

Part 6. Involuntary Commitment – General Provisions.

§ 122C-251. Transportation.

(a) Except as provided in subsections (f) and (g), transportation of a respondent within a county under the involuntary commitment proceedings of this Article, including admission and discharge, shall be provided by the city or county. The city has the duty to provide transportation of a respondent who is a resident of the city or who is taken into custody in the city limits. The county has the duty to provide transportation for a respondent who resides in the county outside city limits or who is taken into custody outside of city limits. However, cities and counties may contract with each other to provide transportation.

(b) Except as provided in subsections (f) and (g) or in G.S. 122C-408(b), transportation between counties under the involuntary commitment proceedings of this Article for admission to a 24-hour facility shall be provided by the county where the respondent is taken into custody. Transportation between counties under the involuntary commitment proceedings of this Article for respondents held in 24-hour facilities who have requested a change of venue for the district court hearing shall be provided by the county where the petition for involuntary commitment was initiated. Transportation between counties under the involuntary commitment proceedings of this Article for discharge of a respondent from a 24-hour facility shall be provided by the county of residence of the respondent. However, a respondent being discharged from a facility may use his own transportation at his own expense.

(c) Transportation of a respondent may be by city- or county-owned vehicles or by private vehicle by contract with the city or county. To the extent feasible, law enforcement officers transporting respondents shall dress in plain clothes and shall travel in unmarked vehicles. Further, law enforcement officers, to the extent possible, shall advise respondents when taking them into custody that they are not under arrest and have not committed a crime, but are being transported to receive treatment and for their own safety and that of others.

(d) To the extent feasible, in providing transportation of a respondent, a city or county shall provide a driver or attendant who is the same sex as the respondent, unless the law-enforcement officer allows a family member of the respondent to accompany the respondent in lieu of an attendant of the same sex as the respondent.

(e) In providing transportation required by this section, the law-enforcement officer may use reasonable force to restrain the respondent if it appears necessary to protect himself, the respondent, or others. No law-enforcement officer may be held criminally or civilly liable for assault, false imprisonment, or other torts or crimes on account of reasonable measures taken under the authority of this Article.

(f) Notwithstanding the provisions of subsections (a), (b), and (c) of this section, a clerk, a magistrate, or a district court judge, where applicable, may authorize the family or immediate friends of the respondent, if they so request, to transport the respondent in accordance with the procedures of this Article. This authorization shall only be granted in cases where the danger to the public, the family or friends of the respondent, or the respondent himself is not substantial. The family or immediate friends of the respondent shall bear the costs of providing this transportation.

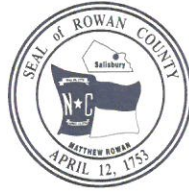
(g) The governing body of a city or county may adopt a plan for transportation of respondents in involuntary commitment proceedings in this Article. Law-enforcement personnel, volunteers, or other public or private agency personnel may be designated to provide all or parts of the transportation required by involuntary commitment proceedings. Persons so designated shall be trained and the plan shall assure adequate safety and protections for both the public and the respondent. Law enforcement, other affected agencies, and the area authority shall participate in the planning. If any person other than a law-enforcement agency is designated by a city or county, the person so designated shall provide the transportation and

follow the procedures in this Article. References in this Article to a law-enforcement officer apply to this person.

(h) The cost and expenses of transporting a respondent to or from a 24-hour facility is the responsibility of the county of residence of the respondent. The State (when providing transportation under G.S. 122C-408(b)), a city, or a county is entitled to recover the reasonable cost of transportation from the county of residence of the respondent. The county of residence of the respondent shall reimburse the State, another county, or a city the reasonable transportation costs incurred as authorized by this subsection. The county of residence of the respondent is entitled to recover the reasonable cost of transportation it has paid to the State, a city, or a county. Provided that the county of residence provides the respondent or other individual liable for the respondent's support a reasonable notice and opportunity to object to the reimbursement, the county of residence of the respondent may recover that cost from:

- (1) The respondent, if the respondent is not indigent;
- (2) Any person or entity that is legally liable for the resident's support and maintenance provided there is sufficient property to pay the cost;
- (3) Any person or entity that is contractually responsible for the cost; or
- (4) Any person or entity that otherwise is liable under federal, State, or local law for the cost. (1899, c. 1, s. 32; Rev., s. 4555; 1919, c. 326, s. 4; C.S., ss. 6201, 6202; 1945, c. 952, ss. 29, 30; 1953, c. 256, s. 6; 1961, c. 186; 1963, c. 1184, s. 1; 1969, c. 982; 1973, c. 1408, s. 1; 1979, c. 915, ss. 21, 22; 1983, c. 138, ss. 1, 2; 1985, c. 589, s. 2; 1987, c. 268; 1995 (Reg. Sess., 1996), c. 739, s. 4; 1999-201, s. 1; 1999-456, s. 36; 2015-176, s. 2.5(a).)

Greg Edds, Chairman
Jim Greene, Vice-Chairman
Mike Caskey
Judy Klusman
Craig Pierce



Aaron Church, County Manager
Carolyn Barger, Clerk to the Board
John W. Dees, II, County Attorney

Rowan County Board of Commissioners

130 West Innes Street • Salisbury, NC 28144
Telephone 704-216-8180 • FAX 704-216-8195

RESOLUTION

SUPPORTING INVOLUNTARY COMMITMENT TRANSPORT SERVICES WITH NOVANT HEALTH ROWAN MEDICAL CENTER

WHEREAS, pursuant to NCGS §122C-251(a), the County has the duty to provide, through its law enforcement officers, transportation under the involuntary commitment proceedings of Article 5 of Chapter 122C of the North Carolina General Statutes for (i) citizens of Rowan County, and (ii) any person taken into custody within Rowan County limits ("Transportation Services"); *and*

WHEREAS, Novant Health Rowan Medical Center operates a hospital and health services including emergency departments within Rowan County; *and*

WHEREAS, Novant Health Rowan Medical Center and its emergency department receive mental health patients who are respondents in commitment proceedings pursuant to Article 5 of Chapter 122C of the North Carolina General Statutes and who require Transportation Services from time to time; *and*

WHEREAS, NCGS §122C-251(g) permits the Board of Commissioners to designate private agency personnel to provide all or parts of the Transportation Services required by involuntary commitment proceedings; provided such designated persons are trained and provided the County's plan assures adequate safety and protection of both the public and the person transported; and it further appearing all requirements of section 251(g) are satisfied; *and*

WHEREAS, Novant Health Rowan Medical Center was approved to contract with G4S Secure Solutions (USA) Inc., an approved private provider of transportation services in 2011; *and*

WHEREAS, Novant Health Rowan Medical Center desires to enter into agreements with additional or alternative trained and certified private providers for provision of transportation services to and from Novant Health Rowan Medical Center; *and*

WHEREAS, the agreements between Novant Health Rowan Medical Center and private providers contracted to provide transportation of involuntary commitment respondents will be consistent with the terms of the Policy and Plan for Transportation of Rowan County Involuntary Mental Commitment Respondents as approved by the Rowan County Board of Commissioners; that provider personnel will receive Crisis Intervention Training; that providers will supply vehicles for the transportation of respondents; that providers will provide liability insurance (general liability coverage in the amount of \$2 million per occurrence/\$5 million in the aggregate per annum and excess/umbrella coverage in the amount of \$2 million per occurrence/\$5 million in the aggregate); that providers will comply with applicable law in the custody and transportation of residents; and that providers agree to indemnify and hold harmless the County of Rowan and the Rowan County Sheriff and his employees or agents; *and*

Equal Opportunity Employer



recycled paper

WHEREAS, the provision of such Transportation Services from Novant Health Rowan Medical Center by providers will be at no cost to Rowan County; *and*

WHEREAS, as provided in §122C-251(g) Rowan County may adopt a plan for transportation of involuntary mental commitment respondents and Novant Health Rowan Medical Center desires to contract with private providers consistent with that plan.

NOW, THEREFORE IT IS RESOLVED, that, as permitted by G.S. §122C-251(g), the plan for transportation of respondents in involuntary commitment proceedings from Novant Health Rowan Medical Center is hereby adopted. Novant Health Rowan Medical Center may engage the services of private providers for transportation of respondents in involuntary commitment proceedings from Novant Health Rowan Medical Center consistent with Rowan County's Policy and Plan for Transportation of Rowan County Involuntary Mental Commitment Respondents and comply with the requirements and follow the procedures of Article 5 of Chapter 122C. Neither the adoption of this plan nor the designation of a private provider is, or shall be construed as, creating any agency or other relationship between the County, the Sheriff's Office, and a provider. This designation is intended to serve only as the designation required by G.S. §122C-251(g).

Adopted by the Rowan County Board of Commissioners this the 19th day of March, 2018.

Gregory C. Edds, Chairman
Rowan County Board of Commissioners

ATTEST:

Carolyn Barger, MMC, NCMCC
Clerk to the Board /
Assistant to the County Manager

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Mary Knapp, Relay For Life of Rowan County Marketing/ Lead 2018
DATE: 03/19/2018
SUBJECT: Proclamation for Relay for Life "Paint the County Purple" Week

ATTACHMENTS:

Description

Proclamation

Upload Date

3/12/2018

Type

Cover Memo

Greg Edds, Chairman
Jim Greene, Vice-Chairman
Mike Caskey
Judy Klusman
Craig Pierce



Aaron Church, County Manager
Carolyn Barger, Clerk to the Board
John W. Dees, II, County Attorney

Rowan County Board of Commissioners

130 West Innes Street • Salisbury, NC 28144
Telephone 704-216-8180 • FAX 704-216-8195



Proclamation for Relay for Life “Paint the County Purple” Week

WHEREAS, the American Cancer Society Relay For Life movement is the world's largest fundraising event to fight every cancer in every community and unites communities across the globe to celebrate people who have battled cancer, remember loved ones lost, and take action to finish the fight one and for all; *and*

WHEREAS, funds raised during Relay For Life of Rowan County enable the Society to help people facing the disease today, educate people about how to reduce their risk for cancer of detect it early, and fund cancer research that will help protect future generations; *and*

WHEREAS Relay For Life events helped fund more than \$390 million in cancer research in the US, and \$15 million in North Carolina, last year.

WHEREAS, Relay For Life is a fun-filled event designed to celebrate survivorship and money raised during the Relay for Life of Rowan County helps to save lives, helps individuals get well, stay well and find cures to fight back.

NOW, THEREFORE the Rowan County Board of Commissioners does hereby proclaim April 22–28, 2018 as “**PAINT THE COUNTY PURPLE” WEEK**” and encourages citizens to participate in the **Relay For Life** event at the Rowan County Fairgrounds on April 27, 2018.

This the 19th day of March, 2018.

Gregory C. Edds, Chairman
Rowan County Board of Commissioners

ATTEST:

Carolyn Barger, MMC, NCMCC
Clerk to the Board /
Assistant to the County Manager

Equal Opportunity Employer



recycled paper

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Jason Burnett, Deputy Fire Chief/Secretary, Board of Directors
DATE: March 12, 2018
SUBJECT: South Salisbury Fire Department Request for Completion of County Documentation

ATTACHMENTS:

Description	Upload Date	Type
Request	3/12/2018	Cover Memo
Letter to Be Signed By Chairman	3/12/2018	Cover Memo
Funding Schedule	3/12/2018	Cover Memo

Barger, Carolyn M

From: Jason Burnett <burnett.jason@outlook.com>
Sent: Thursday, March 01, 2018 4:44 PM
To: Barger, Carolyn M
Subject: South Salisbury FD Request for Completion of County Documentation
Attachments: Rowan County Funding Schedule Documentation Request Form.pdf; Rowan County Lease Purchase Agreement Authorization Form.pdf

Carolyn,

Thank you for speaking with me on Wednesday. This email is rather lengthy but I wanted to make sure I provided the background information for this request to further assist in the event of additional questions related to this project.

Attached are the (2) documents mentioned that relate to our recent lease purchase agreement for a new fire engine. These documents were submitted by our financial institution (HomeTrust Bank) and are required to be completed by the appropriate county official(s) indicated on each attachment. These documents also require that the provided information be placed on county letterhead prior to submission back to our department.

The first attachment is a funding schedule requesting information regarding our fire tax revenue, property valuation and fire district tax rate. Mr. Byrd completed the previous request we had made from a lease purchase agreement for our new fire station facility in 2015.

The second attachment is a formal letter to be signed by the Chairman of the Board of Commissioners regarding our lease purchase agreement with HomeTrust Bank. Chairman Edds completed the previous request we had made from a lease purchase agreement for our new fire station facility in 2015.

Our public hearing as required for this lease purchase agreement was held on Monday, February 26th, 2018 at the fire department facility.

Project Background

The Board of Directors of South Salisbury Fire Department, Inc. met on Sunday, January 7th, 2018 and reached a formal decision to move forward with an apparatus vendor to provide our organization with a new fire engine.

A contract with Atlantic Emergency Solutions, Inc. (Pierce Manufacturing, Inc.) was signed by the fire department on January 22nd, 2018. The contracted amount for the apparatus purchase was approved at \$572,916.00. The department opted for a 100% prepayment option offered by the apparatus vendor. This resulted in a discount/credit of \$19,024.00 which will be applied by the apparatus vendor to the fire department account and utilized for additional expenses with the purchase of the new fire engine or future expenses/service work with the apparatus vendor.

Detailed Breakdown of Project Expenses

- \$572,916.00 – Full Contract Price for New Fire Engine
- \$95,834.75 – New Equipment Allocation for Fire Engine Purchase
- \$31,249.25 – Contingency to Cover Additional Unforeseen Expenses

- \$700,000.00 – Total Approved Project Funding Allocated by Board of Directors

Approved Financing Package

HomeTrust Bank was selected as the financial lending institution for this project. The financing will consist of a (15) year vehicle loan with structured annual payments. The payments are currently estimated at \$62,168.93 annually and will be comprised of principal and interest at a fixed interest rate of 3.82%. The structured annual payments may be reduced based on the total amount to be financed; however, this information will not be available until the project is formally completed.

Once the final disbursement for the loan is made; a loan commencement date will be entered into by the fire department. The first year of the loan will only require an interest payment. The first actual payment on the new debt service of \$62,168.93 will be due (1) year from the commencement date of the loan which will be during the FY 2019-2020 budget year.

The annual payments will be paid from the operational budget of the fire department. No fire district tax increase will be required to fund this project or make the annual payments associated with the debt service/loan entered into by the fire department.

Please forward to the appropriate county official(s) for review/approval. If you should have any further questions, please let me know. I also cc'd Chief Soliz and Chief Horne on this email so they are aware of our communication with the County Manager's Office and Board of County Commissioners.

Thanks in advance for your assistance with this request,

Jason Burnett
Deputy Fire Chief / Secretary, Board of Directors
South Salisbury Fire Department
(704) 637-3873
burnett.jason@outlook.com

(To Be Reproduced on County Letterhead)

DATE (please date after the department has held their public meeting on _____)

**HomeTrust Bank
PO Box 10
Asheville, NC 28802-0010**

Re: Lease Purchase Agreement between HomeTrust Bank and South Salisbury Fire Department, Inc.

Dear Sirs,

I am Chairman of the County Commissioners of Rowan County. This letter is to advise you that: South Salisbury Fire Department, Inc. is a qualified Volunteer Fire Department, assigned to protect a specific Fire District within this County.

In addition, a special ad valorem (fire tax) is assessed on the real property owners of this district. Said tax is to be used exclusively to provide equipment, facilities, and training as is necessary to provide fire protection for said district. Said funds may also be used to upgrade equipment as the need arises. This tax is collected by the County and disbursed by the Finance Office to the Fire Department on a regular basis by the County Finance Officer. The Fire Department is operated and managed by the Board of Directors of the Fire Department and the Officers of said Department. The Department is currently meeting the requirements of their fire service contract.

The Fire Department has made us aware of their intention to acquire new capital assets through a Lease Purchase transaction with your firm. Please be advised that the County has no objection to this transaction.

Sincerely,

**Chairman
Rowan County Commission**

TO BE PLACED ON COUNTY/TOWN LETTERHEAD

Date:

HomeTrust Bank
PO Box 10
Asheville, NC 28802-0010

Gentlemen:

The funding for South Salisbury Fire Department, Inc. has been progressive as per the following schedule:

<u>FISCAL YEAR</u>	<u>ACTUAL OR ANTICIPATED TAX REVENUE</u>	<u>ASSESSED VALUATION</u>	<u>RATE PER \$100 VALUE</u>
2018	\$	\$	\$
2017	\$	\$	\$
2016	\$	\$	\$

SIGNATURE BLOCK OF APPROPRIATE COUNTY OFFICER: _____

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Finance Department
DATE: March 9, 2018
SUBJECT: Request for Qualifications for Professional Engineering Services for Roadway Design and Construction

Please see attached memo.

Please approve negotiating a contract with McGill Associates for engineering services related to the design and construction of a new roadway off of Julian Road.

ATTACHMENTS:

Description	Upload Date	Type
Memorandum	3/13/2018	Backup Material

Leslie E. Heidrick, CPA
Assistant County Manager/
Finance Director



James M. Howden, CPA
Assistant Finance Director

Rowan County Finance Department

130 West Innes Street • Salisbury, NC 28144-4326

Telephone 704-216-8170 • FAX 704-216-8110

Memorandum

To: Rowan County Board of Commissioners
Aaron Church, County Manager

From: Leslie E. Heidrick, Assistant County Manager/Finance Director *f2u*
David Sifford, Purchasing Agent *DS*

Re: Request for Qualifications for Professional Engineering
Services for Roadway Design and Construction

Date: March 9, 2018

After due advertisement, requests for statements of qualifications from qualified civil engineering firms for services related to the design and construction of a new roadway off of Julian Road were received on March 7, 2018 by David Sifford, Purchasing Agent. The roadway will be turned over to the State of North Carolina after completion.

Qualifications packages were received from two firms: McGill Associates and Mattern & Craig. Finance Department staff reviewed the qualifications of each firm. After review of qualifications and references, McGill Associates is recommended as the best fit for Rowan County. The statements of qualifications are on file in the Purchasing Office.

Staff's Recommendation: The Finance Department recommends negotiating a contract with McGill Associates for engineering services related to the design and construction of a new roadway off of Julian Road.



ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Finance Department
DATE: March 9, 2018
SUBJECT: Contract for Law Enforcement Memorial

Please see attached information.

Please approve a contract with Salisbury Marble and Granite Company for the Law Enforcement Memorial.

ATTACHMENTS:

Description	Upload Date	Type
Memorandum	3/13/2018	Backup Material

Leslie E. Heidrick, CPA
Assistant County Manager/
Finance Director



James M. Howden, CPA
Assistant Finance Director

Rowan County Finance Department

130 West Innes Street • Salisbury, NC 28144-4326

Telephone 704-216-8170 • FAX 704-216-8110

MEMORANDUM

TO: Rowan County Board of Commissioners
Aaron Church, County Manager

FROM: Leslie E. Heidrick, Assistant County Manager/Finance Director *LEH*
David Sifford, Purchasing Agent *DS*

RE: Approval of Contract for Law Enforcement Memorial

DATE: March 9, 2018

After due advertisement, bids for a Law Enforcement Memorial to be placed in front of the Rowan County Courthouse were received and opened by David Sifford, Purchasing Agent.

The Finance Department received proposals from two companies: Salisbury Marble and Granite Company and Columbus Memorials. Salisbury Marble and Granite Company submitted the lowest bid of \$13,244.50. Columbus Memorials submitted a bid of \$14,900. Both of the bids are attached.

Staff's Recommendation: It is the recommendation of the Finance Department that a contract be awarded to Salisbury Marble and Granite Company for a Law Enforcement Memorial to be placed in front of the Rowan County Courthouse at a cost not to exceed \$13,244.50.



Law Enforcement Memorial Bid

Rowan County Finance Dept

Attn: David Sifford, Purchasing Agent

130 West Innes St. Suite 110-120

Salisbury, NC 28144

Salisbury Marble and Granite Company, providing service to the people of Rowan and surrounding counties here in the piedmont of NC, and throughout, submits the following bid on the Rowan County Law Enforcement Memorial.

Cost:

In accordance with all of the specs given, we submit a bid of \$13,244.50. This would include all of the granite and bronze materials as well as installation. It also includes all engraving on the front of the monument. There would be an additional cost for engraving on other sides of the monument and for adding any names or dates at a later time.

A note about the bronze-This bronze statuette is produced by the Strassacker Art Foundry in Germany, handcrafted and containing at least 85% copper. It is a first quality product.

Work Schedule:

We are estimating that the granite will take approximately five (5) months to arrive. This will be the most time-consuming part of completing the monument. Once the granite arrives from overseas, engraving will be completed directly and the monument will be brought from our home office in Rock Hill to Salisbury, where it will be installed in approximately four to six hours. This time may vary depending upon the accessibility to the site with our crane truck.

References:

This monument was completed by our company for the Union County Law Enforcement Officers with these exact dimensions in 2011. There is a current monument standing just like it minus the two steeled bases in Rowan Memorial Park and one in our showroom at 1305 S Main St, constructed of the same black granite, in the dimensions specified. We just set a monument this year for the at Sacred Heart Catholic with these dimensions. The contact person would be , Salisbury. Telephone is

Some other recent monuments that we have set include veterans monuments at The Arbor and Mt Hope Church. The Veterans memorial at The Arbor was ordered by on behalf of The Arbor, located at 5545 Woodleaf Rd, Salisbury. (704-) It incorporates columns and a bronze. (See illustration). Also, the memorial that stands at Locke Fire Dept was completed by our company in 2016. It incorporates black granite monuments and a bronze as well. (The bronze was supplied.) The contact person at Locke Fire Dept was . The memorial stands at 5405 Mooresville Rd, Salisbury. (Illustration provided) I have also included a photo of the memorial at Mt Hope Church which was done for an Eagle Scout Project.

Salisbury Marble and Granite is a division of Gauden Monuments, Inc. of Rock Hill SC and has been providing quality monuments and service to its customers for nearly 100 years. It would be our privilege and pleasure to provide this monument to honor those who serve on the front lines to serve and protect our community.

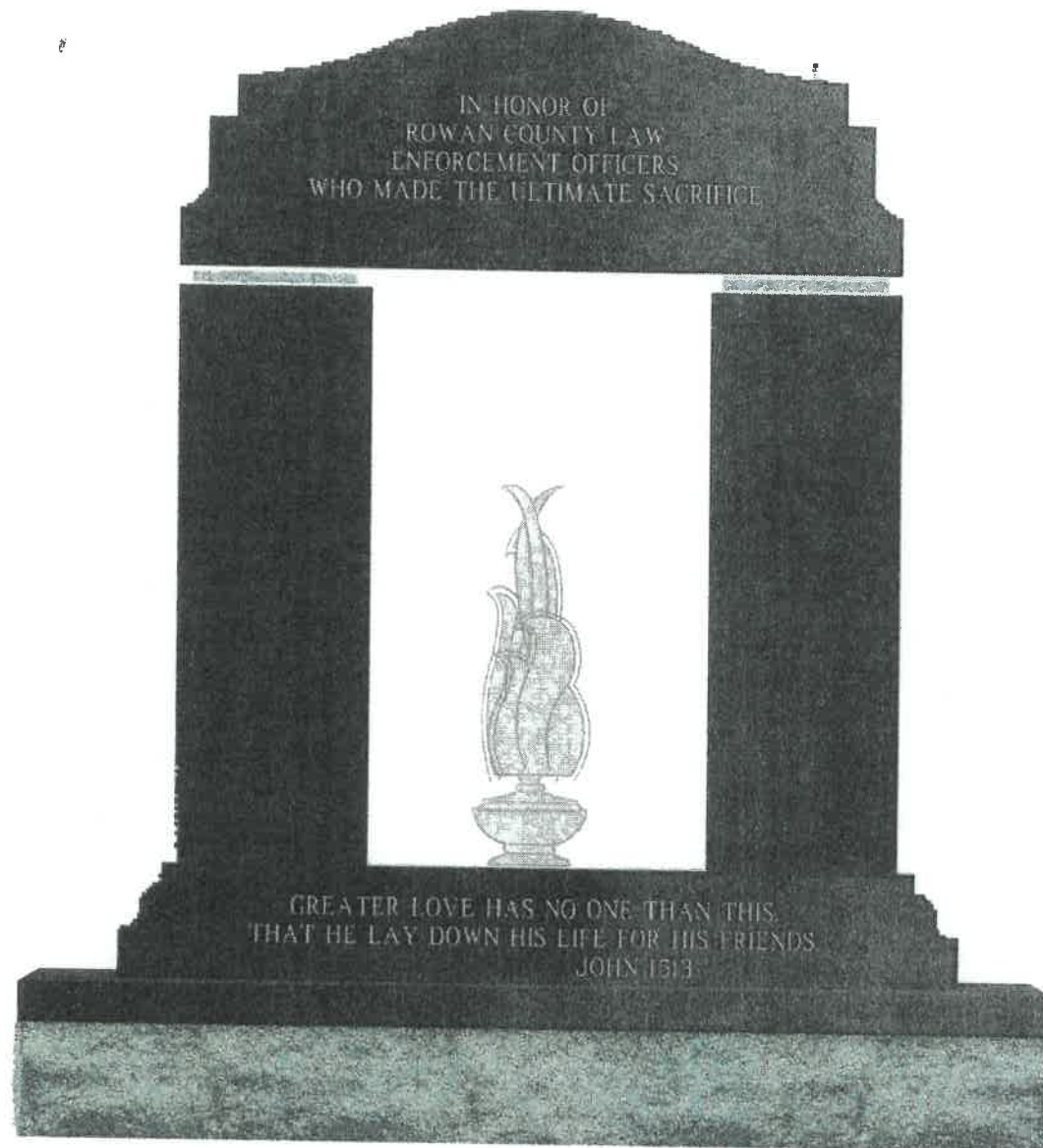
Thank you,

A handwritten signature in black ink, appearing to read 'Mark Loman', with a stylized, flowing script.

Mark Loman, manager-Salisbury Marble and Granite

);
D#
aterial:
essage:

✓ Eternal Flame 003
✓ Eternal Flame 008v



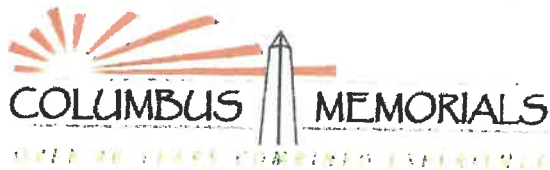
GAULDEN
MONUMENTS



Note to Manufacturer: Please make any minor adjustments necessary in this conceptual design to insure best quality production. Thank you.

Signed _____ Date _____

Copyright Notice: This design, layout, look, appearance and graphics are property of MonumentPro, Inc, and the memorial company listed above and is protected by applicable copyright laws.



Rowan County Finance Department
Attn: Mr. David Sifford, Purchasing Manager
130 West Innes Street
Suite 110-120
Salisbury, North Carolina 28144

Page 1 of 4

RE: Law Enforcement Memorial for the Rowan County Sheriff's Office

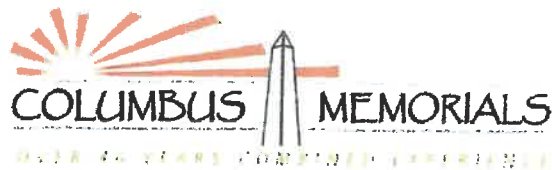
For consideration, please find our Proposal below:

Scope: To delivery and install a Granite Memorial to the Rowan County Sheriff's Office per the attached drawings. Please note that our bid **does not** include the concrete foundation or installation of the concrete foundation. We have learned over the years that it is best to seek out a local contractor or work with the local County maintenance teams to assist with drawings and specifications to install a proper foundation thereby utilizing local contractors or municipalities to maintain lower costs for this portion of the required work.

Our proposal **does include** all granite, stainless steel dowel rods, epoxies, sealants, sandblasted inscriptions with white lithochrome in the lettering, delivery and installation of the memorial inclusive of the bronze "Eternal Flame" sculpture per the attached artist's rendering.

Granite Description:

- (1) Bottom Base in Medium Gray granite with an all sanded finish 84" long x 26" wide x 10" high having (2) 1" diameter dowel holes drilled completely through for pinning to the foundation
- (1) Sub-Base in Medium Gray granite with an all sanded finish 66" long x 20" wide x 8" high having (2) 1" diameter dowel holes drilled completely through for pinning to bottom base and foundation
- (1) Sub-Base in Jet Black granite with a polished flat top and a 2" polished margin at the top and a natural, rock pitched finish on the balance and a sawn bottom 54" long x 14" wide x 8" high having (2) 1" diameter dowel holes drilled completely through for pinning to bottom base and foundation
- (1) Sub-Base column support in Jet Black granite with a polished flat top with polished ogee ends, flat polished back with a polished flat face to accommodate sandblasted lettering with white lithochrome and a sawn bottom 44" wide x 10" wide x 8" tall having (2) 1" diameter dowel holes drilled completely through for pinning to bottom base and foundation
- (2) Columns in Jet Black granite with a sawn top and bottom, rectangular shape with polished 0.75 deep x 1.00" tall check around the top periphery with a polished flat face and back to accommodate sandblasted lettering with white lithochrome on the face 32" tall x 10" wide front/back face x 8" deep having (2) 1" diameter dowel holes drilled 6" deep in top and bottom faces for pinning to column base and foundation and to the top cap.



2856 Banwick Rd.
Columbus, Ohio 43232
Ph. 1-866-451-7052 Fax. 1-866-531-5572
info@columbusmemorials.com
columbusmemorials.com

Rowan County Finance Department
Attn: Mr. David Sifford, Purchasing Manager
130 West Innes Street
Suite 110-120
Salisbury, North Carolina 28144

Page 2 of 4

RE: Law Enforcement Memorial for the Rowan County Sheriff's Office

- (1) Top Cap in Jet Black granite with a polished serpentine top and custom profile polished ogee ends (2" x 2" polished check and 4" polished nosing at bottom having a flat area transitioning into a gradual radius) with a polished flat face and back to accommodate sandblasted lettering with white lithochrome and a sawn bottom mating surface ends and special shaped polished arch in area between column mating surfaces 40" long x 8" wide x 14" high having (2) 1" diameter dowel holes drilled 6" deep in the bottom for pinning to the columns

Cast Bronze Eternal Flame

- (1) Bronze casting, custom produced for the Rowan's County Sheriff's Office and commissioned for only this project, an Eternal Flame approximately 20" high x 9" wide x 5" deep. Specific coloration of bronze can be specified at time of award to accommodate the preferences of the Rowan's County Sheriff's Office – dark bronze, soft patina, green verde, etc...

Sandblasting/Lettering

- (1) Sandblasted lettering per the requirements of the Rowan County Sheriff's Office on any flat faced areas of granite. Rowan County Sheriff's Office to formally submit and approve all lettering prior to sandblasting. All lettering to be painted with White Lithochrome

Delivery/Installation

- (1) Delivery and installation to be completed using high quality epoxies, sealants and 316 Stainless Steel dowel rods. installation costs are inclusive of any freight. Items will be transported on Columbus Memorials trucks and installed by Columbus Memorials proprietors.

Rowan County Finance Department
Attn: Mr. David Sifford, Purchasing Manager
130 West Innes Street
Suite 110-120
Salisbury, North Carolina 28144

Page 3 of 4

RE: Law Enforcement Memorial for the Rowan County Sheriff's Office

Estimated Delivery Schedule

- (1) Drawing Submittal – within 5 days of award March 19, 2018
- (2) Drawing revisions (as required) to satisfy the Rowan County Sheriff's Office – 5 days
- (3) Final Drawings – 5 days
- (4) Rowan County Sheriff's Office signed approval and Notice to Proceed with granite and bronze manufacture – 5 days
- (5) Manufacture and delivery to Columbus Memorials warehouse – Approximately 100 days
- (6) Sandblasting – 5 days (Note: Lettering proofs and details to be completed during the manufacturing process and final approvals received by Columbus Memorials prior to granite arrival)
- (7) Installation – 1 day to complete the work on site. Delivery can be arranged within days of sandblast completion to accommodate any special schedules of the Rowan County Sheriff's Office
- (8) Total completion time – 120 – 150 days (July 19 – Aug. 19). This project can be "Fast Tracked" if required to shorten the total schedule (if required) to meet any special dates or dedications.

Rowan County Finance Department
Attn: Mr. David Sifford, Purchasing Manager
130 West Innes Street
Suite 110-120
Salisbury, North Carolina 28144

Page 4 of 4

RE: Law Enforcement Memorial for the Rowan County Sheriff's Office

Options/Additional Information

Memorialization is a very personal and adaptive, creative process. Since each item is hand crafted, the nuances of design are nearly limitless. With this in mind, Columbus Memorials will work with the Rowan County Sheriff's Office to accommodate their requests for design changes and subtle alterations to create a special Memorial for the County to which they can proudly display for generations to come. On the granite details, we will work with our dedicated team of craftsmen to create the details that are required to produce a very specialized Memorial that exhibits the vision of the Sheriff's Office. The same holds true for the bronze Eternal Flame – it is a one of a kind artistic impression that will be made by a renowned artist. It can be changed and modified through initial drawings to reflect the remembrance of those honored by the Memorial. If we are awarded this opportunity, we would endeavor to work with the Sheriff's Office to create a Memorial to honor those that have served.

Costing

- (1) All above referenced Items inclusive of delivery and installation **not including concrete foundation**
- \$14,900.00

Respectively submitted,



Eddie Curtis, Owner



Lindsay Stevenson, Owner

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: County Manager Aaron Church
DATE: March 13, 2018
SUBJECT: Authorize County Manager To Go Out For Bids For Casings

The Board approved partnering with the North Carolina Department of Transportation to construct casings for water and sewer on January 16, 2018. The price has been revised from \$891,000 to \$1,045,000. This agenda item authorizes the County Manager to go out for bids for the construction of casings for water and sewer.

ATTACHMENTS:

Description	Upload Date	Type
No Attachments Available		

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Karen Lilly-Bowyer, HLC Chair
DATE: March 9, 2017
SUBJECT: Public Hearing for HLC 01-18

On September 9, 2017, the Rowan County Historic Landmarks Commission (HLC) received an application from Charles and Luther Sowers to establish the *Griffith-Sowers House* as a Rowan County historic landmark. The *Griffith-Sowers House* is located at 5050 Statesville BLVD, further referenced as Rowan County Tax Parcel 315-003. The applicants wish to designate the interior and exterior of the house, along with the surrounding 120 acres of land.

While the HLC did vote to recommend the designation of the exterior of the home and 30 acres, it became apparent after subsequent discussion with Planning Staff designating this amount of acreage would be problematic and therefore landmark status should focus entirely on the house exterior.

Conduct Public Hearing, consider landmark designation ordinance, and approve / deny / table HLC 01-18.

ATTACHMENTS:

Description	Upload Date	Type
Staff Report	3/9/2018	Exhibit
Draft Designation Ordinance	3/9/2018	Exhibit
SHPO Review Letter	3/9/2018	Exhibit
National Register Documentation	3/9/2018	Exhibit
Pictures	3/9/2018	Exhibit
GIS Map	3/9/2018	Exhibit
Application	3/9/2018	Exhibit



**402 North Main Street Suite 204
Salisbury, NC 28144**

Phone: 704-216-8588 | Fax: 704-216-7986

Aaron.Poplin@rowancountync.gov

MEMORANDUM

TO: Chairman Edds and the Rowan County Board of Commissioners
FROM: Karen Lilly-Bowyer, HLC Chair
DATE: March 8, 2018
RE: **HLC 01-18**

SUGGESTED BOARD OF COMMISSIONERS ACTION

☐ Receive report from HLC chair ☐ Conduct public hearing ☐ Close hearing & discuss ☐ Motion to approve / deny / table **HLC 01-18** and the designating ordinance

REQUEST

On September 9, 2017, the Rowan County Historic Landmarks Commission (HLC) received an application from Charles and Luther Sowers to establish the *Griffith-Sowers House* as a Rowan County historic landmark. The *Griffith-Sowers House* is located at 5050 Statesville BLVD, further referenced as Rowan County Tax Parcel 315-003. The applicants wish to designate the interior and exterior of the house, along with the surrounding 120 acres of land.

BACKGROUND

The Rowan County HLC's mission is to identify and inventory properties within the county having historical, pre-historical, architectural, and cultural significance, and make recommendations to the County Commissioners regarding sites, areas, structures, and objects to be designated as "Historical Landmarks". Since the HLC was established in 2003, the Commission has recommended five (5) other structures for designation:

- *Kerr Mill* – Approved February 20, 2006
- *The Richard Wainwright Barber Farm* – Approved July 7, 2008
- *Organ Zion Lutheran Church* – Approved September 6, 2010
- *Peter Kern House* – Approved August 3, 2015
- *The Historic Neely School* – Approved October 16, 2017

The HLC wishes to recognize the Griffith-Sowers for historic designation because it is an important example of twentieth-century inter-war period building in Rowan County, reflecting both the Colonial and Classical Revival styles popular in the period and country house architecture of which it is one of two significant surviving examples in the county, the other example being Eastover located on US 29 North of China Grove. The house was designed for James Francis Griffith and his wife in 1930 by the English-born Salisbury engineer Percy Bloxam.

The house began construction in late 1930. By 1932 Alfred Ross Lazenby had completed the flush-sheathed exterior of the house, covered it with a slate roof, and brought the partitioned, sub-floored interior to the point it was ready for plaster when the Griffiths suffered financial reverses and defaulted on a mortgage. At that time, it was the largest house in rural Rowan County and one whose size and ambition was equaled or exceeded only by the Hambley-Wallace House and the Walter Franklin McCanless House, both in Salisbury. On April 8, 1933, the property was put up for auction and on April 19, 1933, the property was conveyed to Jesse Lewis Sowers, the Superintendent of Mails at the United States Post Office in Salisbury.

The exterior of the house was finished in 1933 with no significant changes thereafter. The interior of the house was completed in stages from 1934 through 1940, with additional interior changes made in 1962.

On September 9, 2009, the Griffith-Sowers house and adjacent thirty acres were entered into the National Registry of Historic Places.

**STATE HISTORIC
PRESERVATION OFFICE
COMMENTS**

On December 22, 2017 Planning Staff received comments from Amber Kidd, SHPO staff member, regarding local designation application for the Griffith-Sowers house. Ms. Kidd stated the house has local significance in the area of architecture

being an important example of Colonial Revival-style architecture from the inter-war period and also is an important local representation of the country house movement. Ms. Kidd also recommended a map of the designated area and updated photographs of the site would be helpful to the Board of Commissioners in making their determination. The HLC believe to have sufficiently addressed the completeness of the Griffith-Sowers house report with their addition of updated photographs and a map of the area to be designated.

HLC COMMENTS

Based on these comments and the revised report, the HLC recommends approval of the *Griffith-Sowers House* as a Rowan County historic landmark. After reviewing the application, an on-site investigation of the property, and extensive research, the HLC deems the *Griffith-Sowers House* to be of special significance in terms of its historical

and cultural importance, and to possess integrity of design, setting, workmanship, materials, and character.

On February 13, 2018, the HLC conducted a courtesy hearing to receive comments regarding the Griffith-Sowers designation. The only non-board member present for the meeting was the applicant, Luther Sowers. On a vote of 5-0, the HLC recommended landmark designation for the exterior of the *Griffith-Sowers House* along with the adjacent 30 acres.

PLANNING STAFF COMMENTS

The adjacent 30 acres to the Griffith Sowers House were included in the National Registry designation and described as "... historically associated with the house, that enframe it and its outbuildings, and comprise critical immediate parts of its viewshed." However, Planning Staff could neither discern the boundaries of this acreage total nor determine how elements within the acreage are "integral to its historic significance" as required in section 9.5-31 of the Historic Landmarks Ordinance for designation of landmarks. Designating 30 acres of viewshed begins to blur the line between a historic district and a locally designated historic landmark. Historic districts are more common in municipalities where neighborhoods or blocks are collectively grouped into a district rather than the individual designation of each landmark structure. While this certainly would not establish a "district", it would require a Certificate of Appropriateness before the HLC prior to any proposed change within this 30 acre area.

Planning Staff shared these concerns with Chair Lilly-Bowyer, who after the courtesy hearing agreed would be problematic for the HLC to conceivably be responsible for 30 acres. While there could be instances where a significant number of acreage warrant consideration in a designation, it became apparent this applicant should not follow the National Register inclusion of 30 acres.

Staff does support the designation of the Griffith-Sowers House exterior as a local Historic Landmark.

**AN ORDINANCE DESIGNATING THE GRIFFITH-SOWERS HOUSE
IN THE JURISDICTION OF ROWAN COUNTY, NORTH CAROLINA
AS A LOCAL HISTORIC LANDMARK**

WHEREAS, the Rowan County Historic Landmarks Commission has made an investigation and recommends the following property be designated a historic landmark; and

WHEREAS, the North Carolina Department of Cultural Resources has made a determination that the following property is eligible to be designated a historic landmark; and

WHEREAS, on the 19th day of March, 2018 a public hearing was held in the J. Newton Cohen, Sr. Room, in the J. Newton Cohen, Sr. Building, Salisbury, NC, by the Rowan County Board of Commissioners to determine whether the *Griffith-Sowers House* should be designated as a local historic landmark; and

WHEREAS, all the prerequisites to the adoption of this ordinance as prescribed in Part 3C, Article 19, Chapter 160A of the North Carolina General Statutes have been met; and

WHEREAS, the *Griffith-Sowers House* is believed to be one of the two significant surviving examples of 1930s country houses in Rowan County; and

WHEREAS, the *Griffith-Sowers House* is a unique example of both Colonial Revival and Classical Revival style architecture; and

WHEREAS, construction of the *Griffith-Sowers House* began circa 1930; and

WHEREAS, on the 9th day of September, 2009, the *Griffith-Sowers House* was entered into the National Registry of Historic Places; and

WHEREAS, the *Griffith-Sowers House* is an important historic resource worthy of preservation,

NOW, THEREFORE, BE IT ORDAINED BY THE ROWAN COUNTY BOARD OF COMMISSIONERS THAT:

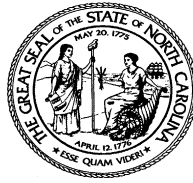
1. The *Griffith-Sowers House* at 5050 Statesville Blvd. in the County of Rowan is hereby designated as a Local Historic Landmark pursuant to Part 3C, Article 19, Chapter 160A of the North Carolina General Statutes. This property is presently owned by John Luther Sowers and Charles Lewis Sowers and is further identified as part of Rowan County tax parcel 315-003.
2. The significant features of the building's exterior located on said property may not be moved, demolished, materially altered, restored or removed without a Certificate of Appropriateness being issued by the Historic Landmark Commission of Rowan County. Any application for the demolition of this building shall require the waiting period set forth in the Historic Landmarks Ordinance.
3. Nothing in this ordinance shall be construed to prevent the ordinary maintenance or repair of any architectural feature in or on the said building and property that does not involve a change in design, material or outer appearance thereof, nor to prevent the construction, reconstruction, alteration, restoration, demolition or removal of any such feature when a Rowan County building inspector or similar official certifies to the Historic Landmarks Commission that such action is required for the public safety because of an unsafe or dangerous condition. Nothing herein shall be construed to prevent the property owner from making any use of this property not prohibited by other statutes, ordinances or regulations.
4. A suitable sign or plaque shall be posted indicating the property has been designated as a local historic landmark and containing any other appropriate information. If the owner consents, the sign or plaque shall be placed upon the building or property. If the owner objects, the sign or plaque shall be placed on nearby public right-of-way.
5. The owner and occupants of the building known as the *Griffith-Sowers House* shall be given notice of this ordinance as required by applicable law and copies of this ordinance shall be filed and indexed in the offices of the Rowan County Register of Deeds, the County's Chief Building Inspector and the Rowan County Tax Supervisor as required by applicable law.
6. Rowan County Ad Valorem Tax Implications: Taxpayer shall be eligible for tax treatment and assessment according to NCGS 105-278 for only that portion of the total property subject of this ordinance and designation as a Historic Landmark.

Read, approved, and adopted this ____ day of _____, 2018

_____ Greg Edds, Chairman

ATTEST: _____

Carolyn Barger, MMC, NCCCC, Clerk to the Board / Assistant to the County Manager



**North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Governor Roy Cooper
Secretary Susi H. Hamilton

Office of Archives and History
Deputy Secretary Kevin Cherry

December 22, 2017

Aaron Poplin
Rowan County Planning & Development
402 North Main Street, Suite 204
Salisbury, NC 28144

**RE: Landmark Designation Report for the Griffith-Sowers House, 5050 Statesville Boulevard,
Salisbury, Rowan County**

Dear Mr. Poplin:

Thank you for the report for the Griffith-Sowers House, located at 5050 Statesville Boulevard in Salisbury. We have reviewed the information in the report and offer the following comments in accordance with North Carolina General Statute 160A-400.4.

The Griffith-Sowers House possesses local significance in the area of architecture. Designed by English-born Salisbury engineer Percy Bloxam and constructed by Alfred Ross Lazenby, the house is an important example of Colonial Revival-style architecture from the inter-war period, as well as, an important local representation of the country house movement. Construction of the house began c.1930, and concluded when the interior was brought to completion in c. 1962 following Bloxam's original plans.

The designation report should clearly identify if the interior of the house, the grounds, or secondary buildings are being proposed for landmark designation. Current photographs and detailed descriptions of elements proposed for landmark designation should also be included in the report. A map outlining the proposed boundary for landmark designation is missing from the report and should be added prior to designation. Once these missing elements have been included, we believe the report will provide sufficient information for the commission and local governing board to determine whether the Griffith-Sowers House (and additional acreage) possess the requisite special significance and integrity for local historic landmark designation.

While the property may contain significant archaeological resources, it is more likely they would be associated with the occupation of the property prior to the construction of the c. 1930s Griffith-Sowers House. North Carolina archaeology site 31RW171, lies adjacent to the Griffith-Sowers House and was recorded by North Carolina Department of Transportation (DOT) archaeologists in 1997, prior to the planned widening of US 70. The site was described as a low density lithic scatter and was determined not eligible for listing in the National Register of Historic Places. However, care should be taken to avoid inadvertent damage or destruction to any potential resources during ground disturbing activities in areas near extant and former locations of historic structures on the property.

Landmark designation means the community recognizes a property as an important historic resource worthy of preservation. Any substantial exterior design changes to a designated landmark are subject to the design review procedures of the Rowan County Historic Landmarks Commission. The owner may apply for an annual deferral of fifty percent of the property taxes for as long as the property is designated and retains significance and integrity.

If the local governing board wishes to extend the Commission's design review authority to significant features of the interior, the owner must give written consent. The designation ordinance must specify the features and describe the nature of the Commission's design review authority over them.

Thank you for giving us the opportunity to comment on the report. Our comments are advisory only and are not binding. Once the governing board has received a recommendation from the Rowan County Historic Landmarks Commission and has proceeded in the same manner as would otherwise be required for an amendment to the zoning ordinance, the governing board may proceed with the designation decision. Once the designation decision has been made, please return the completed designation confirmation form, enclosed.

This letter serves as our comments for the proposed landmark designation of the Griffith-Sowers House. Please contact me at 919-807-6575 should you have any questions about our comments.

Sincerely,



Amber E. Kidd
Local Preservation Commissions / CLG Coordinator

CC: Commission Chair

Enclosure



North Carolina Department of Cultural Resources
State Historic Preservation Office

Peter B. Sandbeck, Administrator

Beverly Eaves Perdue, Governor
Linda A. Carlisle, Secretary
Jeffrey J. Crow, Deputy Secretary

Office of Archives and History
Division of Historical Resources
David Brook, Director

September 29, 2009

Mr. Charles Lewis Sowers
414 Bethel Drive
Salisbury NC 28144

Re: Certificate of Entry in the National Register of Historic Places
Griffith-Sowers House, Salisbury vicinity, Rowan County
Listed: September 9, 2009

Dear Mr. Sowers:

I am pleased to inform you that the above-referenced property has been entered in the National Register of Historic Places. An official certificate of listing is enclosed. Also enclosed for your information is a copy of the nomination. You are most fortunate to own and preserve a property that justly deserves this honor.

The National Register has been called "a roll call of the tangible reminders of the history of the United States." It is, therefore, a pleasure for the Office of Archives and History to participate in this program and thereby make our nation aware of North Carolina's rich cultural heritage.

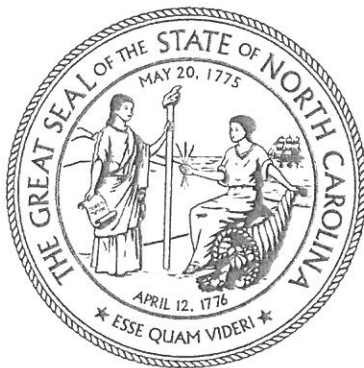
In order that we may keep our records up to date, it would be very helpful if you would notify us of any changes in ownership or of any major alteration of the property, including moving, destruction, remodeling, or restoration. We appreciate your cooperation in preserving the best of our past for posterity.

Sincerely,

Jeffrey J. Crow
State Historic Preservation Officer

JJC/jct: enclosures

cc: The Honorable Kay Hagan
The Honorable Richard Burr
The Honorable Howard Coble
The Honorable Carl Ford, Chair, Board of County Commissioners
Davyd Foard Hood, nomination preparer



State of North Carolina
Department of Cultural Resources
Office of Archives and History

This is to certify that

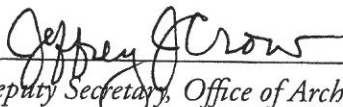
GRIFFITH-SOWERS HOUSE
Statesville vicinity
Rowan County

has been entered in

THE NATIONAL REGISTER OF HISTORIC PLACES
by the

United States Department of the Interior
upon nomination by the State Historic Preservation Officer under
provisions of the National Historic Preservation Act of 1966 (P.L. 89-665).

The National Register is a list of properties "significant in American history, architecture, archaeology, and culture – a comprehensive index of the significant physical evidences of our national patrimony." Properties listed therein deserve to be preserved by their owners as a part of the cultural heritage of our nation.



Deputy Secretary, Office of Archives and History
and
State Historic Preservation Officer

September 9, 2009

Date Entered

United States Department of the Interior
National Park Service

National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in *How to Complete the National Register of Historic Places Registration Form* (National Register Bulletin 16A). Complete each item by marking "x" in the appropriate box or by entering the information requested. If an item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions. Place additional entries and narrative items on continuation sheets (NPS Form 10-900a). Use a typewriter, word processor, or computer, to complete all items.

1. Name of Property

historic name Griffith-Sowers House

other names/site number _____

2. Location

street & number 5050 Statesville Boulevard

☐ not for publication N/A

city or town Salisbury

☒ vicinity

state North Carolina

code NC

county Rowan

code 159

zip code 28147

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this ☒ nomination ☐ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set for in 36 CFR Part 60. In my opinion, the property ☒ meets ☐ does not meet the National Register criteria. I recommend that this property be considered significant ☐ nationally ☐ statewide ☒ locally. (See continuation sheet for additional comments.)

Jeffrey Brown SHPD 7/22/09
Signature of certifying official/Title

Date

North Carolina Department of Cultural Resources

State or Federal agency and bureau

In my opinion, the property ☐ meets ☐ does not meet the National Register criteria. (☐ See Continuation sheet for additional comments.)

Signature of certifying official/Title

Date

State or Federal agency and bureau

4. National Park Service Certification

I hereby certify that the property is:

Signature of the Keeper

Date of Action

☐ entered in the National Register.
☐ See continuation sheet

☐ determined eligible for the
National Register.
☐ See continuation sheet

☐ determined not eligible for the
National Register.

☐ removed from the National
Register.

☐ other,
(explain:)

NORTH CAROLINA STATE HISTORIC PRESERVATION OFFICE
Office of Archives and History
Department of Cultural Resources

NATIONAL REGISTER OF HISTORIC PLACES

Griffith-Sowers House

Salisbury vicinity, Rowan County, RW0971, Listed 9/9/2009

Nomination by Davyd Foard Hood

Photographs by Davyd Foard Hood, May 2009



Garden façade view



Entrance façade view

Griffith-Sowers House
Name of Property

Rowan County, NC
County and State

5. Classification

Ownership of Property

(Check as many boxes as apply)

- ☒ private
☐ public-local
☐ public-State
☐ public-Federal

Category of Property

(Check only one box)

- ☒ building(s)
☐ district
☐ site
☐ structure
☐ object

Number of Resources within Property

(Do not include previously listed resources in count.)

Contributing

Noncontributing

4	1	buildings
1	0	sites
0	0	structures
0	0	objects
5	1	Total

Name of related multiple property listing

(Enter "N/A" if property is not part of a multiple property listing.)

N/A

Number of Contributing resources previously listed in the National Register

N/A

6. Function or Use

Historic Functions

(Enter categories and subcategories from instructions)

DOMESTIC/single dwelling

DOMESTIC/secondary structure

AGRICULTURAL/ agricultural outbuilding

Current Functions

(Enter categories and subcategories from instructions)

DOMESTIC/single dwelling

OTHER/storage

VACANT/NOT IN USE

7. Description

Architectural Classification

(Enter categories from instructions)

Colonial Revival

Materials

(Enter categories from instructions)

foundation brick

walls wood

roof slate

other brick

wood

Narrative Description

(Describe the historic and current condition of the property on one or more continuation sheets.)

Griffith-Sowers House
Name of Property

Rowan County, NC
County and State

8. Statement of Significance

Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- ☐ A Property is associated with events that have made a significant contribution to the broad patterns of our history.
- ☐ B Property is associated with the lives of persons significant in our past.
- ☒ C Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- ☐ D Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations

(Mark "x" in all the boxes that apply.)

Property is:

- ☐ A owned by a religious institution or used for religious purposes.
- ☐ B removed from its original location.
- ☐ C moved from its original location.
- ☐ D a cemetery.
- ☐ E a reconstructed building, object, or structure.
- ☐ F a commemorative property
- ☐ G less than 50 years of age or achieved significance within the past 50 years.

Areas of Significance

(Enter categories from instructions)

Architecture

Period of Significance

Ca. 1930-1962

Significant Dates

Ca. 1930

1940

1960-1962

Significant Person

(Complete if Criterion B is marked)

N/A

Cultural Affiliation

N/A

Architect/Builder

Bloxam, Percy---architect

Lazenby, Alfred Ross---builder

Narrative Statement of Significance

(Explain the significance of the property on one or more continuation sheets.)

9. Major Bibliographical References

Bibliography

(Cite the books, articles, and other sources used in preparing this form on one or more continuation sheets.)

Previous documentation on file (NPS):

- ☐ preliminary determination of individual listing (36 CFR 67) has been requested
- ☐ previously listed in the National Register
- ☐ previously determined eligible by the National Register
- ☐ designated a National Historic Landmark
- ☐ recorded by Historic American Buildings Survey # _____
- ☐ recorded by Historic American Engineering Record # _____

Primary location of additional data:

- ☒ State Historic Preservation Office
- ☐ Other State Agency
- ☐ Federal Agency
- ☐ Local Government
- ☐ University
- ☐ Other

Name of repository:

Division of Archives and History, Raleigh, NC

Griffith-Sowers House
Name of Property

Rowan County, NC
County and State

10. Geographical Data

Acreage of Property Approx. 30 acres

UTM References

(Place additional UTM references on a continuation sheet.)

1	<u>17</u> Zone	<u>538480</u> Easting	<u>3952690</u> Northing
2	<u>17</u>	<u>539060</u>	<u>3952640</u>

3	<u>17</u> Zone	<u>539050</u> Easting	<u>3952130</u> Northing
4	<u>17</u>	<u>538520</u>	<u>3952170</u>

☐ See continuation sheet

Verbal Boundary Description

(Describe the boundaries of the property on a continuation sheet.)

Boundary Justification

(Explain why the boundaries were selected on a continuation sheet.)

11. Form Prepared By

name/title Davyd Foard Hood
organization _____ date 25 August 2008
street & number Isinglass, 6907 Old Shelby Road telephone 704/462-1847
city or town Vale state NC zip code 28168

Additional Documentation

Submit the following items with the completed form:

Continuation Sheets

Maps

A **USGS map** (7.5 or 15 minute series) indicating the property's location

A **Sketch map** for historic districts and properties having large acreage or numerous resources.

Photographs

Representative **black and white photographs** of the property.

Additional items

(Check with the SHPO or FPO for any additional items.)

Property Owner

(Complete this item at the request of SHPO or FPO.)

name John Luther Sowers/Charles Lewis Sowers
street & number 5050 Statesville Blvd./414 Bethel Drive telephone 704/633-4170
704/636-2434
city or town Salisbury state NC zip code 28147/28144

Paperwork Reduction Act Statement: This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listing. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C. 470 *et seq.*)

Estimated Burden Statement: Public reporting burden for this form is estimated to average 18.1 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Chief, Administrative Services Division, National Park Service, P. O. Box 37127, Washington, DC 20013-7127; and the Office of Management and Budget, Paperwork Reduction Projects (1024-0018), Washington, DC 20303.

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 7 Page 1

Griffith-Sowers House
Rowan County, North Carolina

7. NARRATIVE DESCRIPTION

Overview

The Griffith-Sowers House, a large, flush-sheathed, two-story-with-attic frame Colonial Revival-style country house, stands in the generally rural landscape of central Rowan County, about seven miles west/northwest of Salisbury, the county seat. When built in ca. 1930-1932, the house (#2) was located on a slight rise in the gently rolling Piedmont landscape and on a tract of 137.85 acres that had comprised a Kepley family farm acquired in 1930 by James Francis Griffith and his wife. The Kepley property and the residual house grounds lie on the north side of Statesville Boulevard (US 70) and in the northwest corner of its junction with Kepley Road (SR 1953). The house is positioned to advantage, slightly to the east of center on the holding. The acreage then, as now, was about evenly divided between cleared, open fields and meadows and natural woodlands of mostly deciduous trees. A one-story frame farm house, earlier occupied by members of the Kepley family, stood on the extreme east edge of the acreage and faced east to Kepley Road. This expansive pastoral landscape provided an appropriate setting for the Griffith house and gave it a degree of separateness, isolation even, from the traditional, less architecturally sophisticated farmsteads in this part of Rowan County. Today, it protects the house from the suburban residential construction that has spread west from Salisbury along the path of US 70.

After Mr. and Mrs. Griffith defaulted on a mortgage, the property was put up at auction on 8 April 1933 and bid in by Jesse Lewis Sowers. By that time Alfred Ross Lazenby, the Salisbury builder, had completed the exterior of the house, placed it under a slate roof, and finished the interior with partitions, sub-flooring, and lath, and had it ready for plastering. The finishing of the interior was accomplished in stages from 1934, when Mr. Sowers, a bachelor, and his parents occupied the west wing, through 1940 when Mr. Sowers, his wife and two sons came to live in the rooms of the west half of the main block, as a separate second household, until 1962, when the rooms of the east wing were finished and occupied. With the death of Mr. Sowers's mother, Susan Miller Sowers, in January 1963, the house became the intended single-family residence.

Also located on the grounds of the Griffith-Sowers House are three outbuildings and a studio, which are all of wood construction and erected between ca. 1934 and ca. 1972. A poultry house (#4) of ca. 1934-1940, barn (#5) of ca. 1934-ca. 1960, and a small storage building (#6) of ca. 1940-1950 are located in a cluster about two-hundred feet west of the Griffith-Sowers House. John Luther Sowers' studio (#3), a one story building of ca. 1972 with later additions, is located about midway between the house and the agricultural outbuildings.

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The acreage included in this nomination, about thirty acres, represents the east-central portion of the original 137.85 acre tract on which the house was built. The diminishment to the present, residual estate acreage of about 119.50 acres held by the owners, sons of Jesse Lewis Sowers, of which the nomination acreage is a one-quarter part, reflects two circumstances. In 1943 a twelve-acre tract, on the west side of Walnut Branch, somewhat isolated from the main acreage, was sold to a neighboring landowner. Beginning in 1949 Mr. and Mrs. Sowers executed a series of right-of-way agreements, easements, and sales of three very small parcels for the construction of underground natural gas pipelines and metering stations that continued through Mr. Sowers death in 1988 to 2002, two years before Mrs. Sowers death. The underground lines generally represent no visual intrusion in the landscape and lay below mowed grass cover. However, the two metering station complexes located on both conveyed acreage and easements and partially astride rights of way, on the east edge of the grounds and adjoining Kepley Road, are incompatible with the pastoral character of the estate grounds. The acreage on which they are located and the right-of-way that carries between them to its crossing under Kepley Road is excluded from this nomination.

Inventory List

1. The Grounds of the Griffith-Sowers House
ca. 1934 to the present
Contributing site

The estate grounds of the Griffith-Sowers House included in this nomination comprise a generally rectangular-shaped tract of about thirty acres on the north side of Statesville Boulevard (US 70) and in the northwest corner of its junction with Kepley Road, which carries off the north side of the boulevard in an elongated arc to the northeast to Goodson Road. The grounds, comprising the nominated acreage, are bound on the south by a line that carries generally east to west from Kepley Road, diagonally along an underground pipeline easement to a point where it turns and carries west in a straight line to the drive, there it incorporates the asphalt drive and its flanking hedgerow leading north off Statesville Boulevard, and then continues in a gentle curve to the west/northwest on the south edge of a woodland to a point north of an historic corner. The west boundary then carries north from this point to join a dry creek bed, and it follows in this creek bed to the northwest corner of the nominated acreage. The east border of the estate, also a generally straight line, carries along the west edge of Kepley Road. The north border carries along a farm lane from the west edge of Kepley Road into a woodland, where it joins a spring-fed creek that flows in a generally westerly fashion through a woodland to its junction with the above-noted dry creek.

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The Griffith-Sowers House stands in the near center of the nominated acreage in the gently-rolling Piedmont terrain and on a slight rise in the topography. The asphalt paved entrance drive is nearly centered on the Statesville Boulevard frontage and carries north in a generally straight line, bordered on its east side by cedars growing along an old fence line. The drive then passes through a woodland, and after crossing a shallow spring-fed/usually dry stream, it continues slightly off its north/south axis and upgrade to the northwest to the west side of the house. Here it forms a loop beside the west service wing where a two-vehicle garage is located on the ground floor.

The grounds immediately around the house comprise both open and tree-shaded lawn that is informally planted with trees, shrubs, and other ornamentals favored during the period of significance. These include magnolias, crepe myrtles, oaks, pines, dogwoods, maples, and towering deodora cedars. Flowering and evergreen shrubs enhance the front lawn where a border of low evergreens carries along its south front in a line generally parallel with the façade. This border both defines the lawn and sets it apart from the family vegetable garden in a chosen, fertile plot south of the lawn and on the east side of the drive where it is partially framed by an ornamental split-rail fence. The house's rear lawn is defined by the path of a farm lane, separating it from the deciduous native woodland to the north; it carries on a generally east west axis, parallel with the two-story portico, and echoes the evergreen shrub border on the front. To the east of the house, at the edge of a small grove, are several pecan trees and an aged pear tree that is the lone survivor of the small family orchard. The Griffith-Sowers House, the studio, and the three agricultural outbuildings are flanked on the east, south, and west by meadows and former pastures that also are now cut for hay. They are flanked by woodlands on the north.

The remaining acreage of the Griffith-Sowers House comprises meadows and woodlands that, like those noted here, reflect patterns of cultivation and use in the twentieth century. After cotton ceased to be grown on the farm in the early 1950s, virtually all of the cleared fields were used either as pastures for grazing or as meadows for grass or clover hay. Today, this historic patchwork of meadows and woodlands remains as the expansive setting of the Griffith-Sowers House and insulates it from the modern changes that are altering the Rowan County landscape beyond its borders. The site of the old Kepley farmhouse, used as a tenant house from 1933 to 1992, when it was demolished, retains little sign of its existence and now has a grass cover.

2. The Griffith-Sowers House
ca.1930-32, 1934, 1940-42, 1948-49, 1958, 1960-62, 1963
Contributing building

The Griffith-Sowers House, designed by Percy Bloxam, an architectural engineer, in 1930 and completed on the exterior and brought to a readiness for plastering on the interior by Salisbury builder

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Alfred Ross Lazenby in 1932, is a large frame Colonial Revival-style house whose elevations are sheathed with flush siding. The plasterwork and interior finish were executed in stages to the original plans and specifications with but minor exception between 1934 and 1962. The two-story-with-attic house, which faces south, stands on a common bond brick foundation, enclosing a partial basement, and it is covered with a slate roof. The house has a five-part plan composed of a dominant five-bay wide center block, covered by a side-gable roof, that is linked by shallow one-bay wide hyphens to its flanking, recessed, perpendicular gable-front two-story wings, which are two bays in width. The design of the house, its finish, and its fenestration are defined by an insistent symmetry, except that the east wing has a lesser depth and projection on the rear (north) elevation than the west service wing.

Exterior

The south-facing façade of the Griffith-Sowers House is eleven bays wide and designed with a hierarchy of parts that creates a handsome, unified composition. This elevation, like the others, rises from a molded sill board and it is enframed by fitted cornerboards. The main block, just under fifty feet in width, has a five-bay arrangement on its first and second stories with the entrance, sheltered by a classical one-bay, one-story hip-roof porch. Tuscan columns support its full, molded entablature. (A balustrade on the porch roof, appearing on the plans, was never built.) The porch has a terra cotta tile floor and tile-covered steps that descend to a small brick landing across the front of the porch. Here a flagstone walk carries west from the terrace to the drive. The molded entrance surround enframes a six-panel door flanked by beveled, diamond-shaped paned sidelights, above molded panels, and a beveled glass fanlight. The window openings here, and throughout the house, have plain board surrounds with molded projecting drip caps, and hold six-over-six sash. The window openings on the main block and the wings are fitted with two-panel blinds. At the attic level a trio of dormers are sheathed with slate shingles and finished with molded cornice returns that compliment the arch-headed openings with keystones holding eight-pane windows. The house's molded eaves have shallow returns on their gable ends, and they are fitted with copper gutters and downspouts.

The east and west gable ends of the main block are dominated by bold brick chimneys, laid up in a one-to-seven bond. Their straight shafts are flanked by windows on the first and second stories and by quarter-round windows at the attic level. On the west gable end, there are smaller complementing openings at the basement level fitted in brick wells with metal windows. The front walls of the single-bay hyphens are recessed behind the northernmost tiers of windows on the respective gable ends, and they contain small six-over-six sash windows on both stories that (mostly) illuminate bathrooms. The two-story gable-front wings project forward of the hyphens by almost two and one-half feet. They have paired windows on the first and second levels and demi-lune louvers at the attic level.

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The east and west elevations of the wings vary in appearance because of their different depths and respective uses. The east elevation of the east wing, which contains a large reception room on its first story and a bedroom and bathroom above, has a symmetrical three-bay arrangement on each level. The west service wing has a more complicated elevation, with different arrangements in the respective south and north halves. In the north half, two large paired garage openings fitted with over-head doors, are positioned at ground level to provide vehicular access to the two-stall garage, while a conventional door is positioned beside them on the south for pedestrian entrance to the garage. This arrangement, which projects from the wall, reflects a 1963-64 remodeling of the earlier three-stall garage, whose openings were too narrow for larger, modern automobiles. Two windows are positioned on the second story above the garage doors. The south half of this elevation is symmetrical with single windows flanking a brick flue stack on each level. However, on the first story a door opening into the kitchen is located beside and above the garage door. It is accessed by brick steps rising to a brick stoop. At the basement level pendant window openings are positioned on both the south and west elevations of the service wing. These three openings are recessed in brick wells and they hold metal windows.

The rear (north) elevation is dominated by the engaged two-story hexastyle portico, which carries across the seven-bay elevation of the main block and is flanked by the gable fronts of the projecting wings. This three-part composition is achieved through the architectural incorporation of the hyphens into the main block. The portico, which is essentially a grand loggia, has a brick-paved floor, tall wood Tuscan columns, and centered brick steps that descend to the lawn. The columns at the east and west ends have complementing pilasters on the protected wall of the main block. Here, in the center bay on the first story, a door flanked by sidelights opens into the house's center hall. Above, on the second story a complementing, but arch-headed, opening contains a three-part window and a fanlight, incorporating a demi-lune window, which illuminates the stair landing in the hall. Its form also echoes that of the center entrance on the façade. (On the 1930 plans Mr. Bloxam proposed to link these first- and second-story features by a columned frontispiece, framing the first-story entrance, which would support a balustrade, whose upper railing would be level with the sill of the second-story window. The columns for this doorway treatment, manufactured by the Somerset Door and Column Company of Somerset, Pennsylvania, and delivered here in 1932, remain in their shipping crates in the attic. Complementing windows on both stories in the flanking three bays to each side illuminate the respective first- and second-story T-plan halls. A conventional door at the east end of the portico opens into the proposed music room in the east wing.

The north gable ends of the wings have a general but varying symmetry. On the east wing large single openings are centered in each level. On the first story the opening and its treatment repeats that described above on the second story of the main block. Above, the rectangular opening has a centered six-over-six sash window flanked by two-over-two sash sidelights. A demi-lune louver in the attic

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echoes the inscribed feature in the fanlight. On the west wing paired small windows on the first story provide daylight for the garage while pendant conventional windows on the second story illuminate the proposed maid's room that is now Mr. Luther Sowers' sewing room.

Interior

The interior of the Griffith-Sowers House has a generally symmetrical plan, reflecting its exterior design, that is fixed on an expansive T-shaped hall; the stem of the tee contains the stair linking the two principal levels of the main block, while the top of the tee is an elegant gallery-like space on both levels, which is illuminated by the windows under the rear portico. Except for the kitchen and bathrooms, the flooring throughout the house is oak or maple (in the east wing) and the walls and ceilings are plastered, except for the two paneled reception rooms and the bedroom in the east wing. The architectural woodwork, trim, and six-panel doors replicate that of the 1930 plans and are essentially consistent although of different dates of installation. The plan and finish reflects that shown and described on the 1930 plans and specifications except for the use of estate-cut poplar and other woods for paneling in the proposed living room, music room, and east wing bedroom, the combination of the proposed pantry and breakfast room in the west wing into a single, larger dining room, the elimination of the butler's pantry and its finish as a service hall, like that of the hall, the decision not to install built-in features in the study and sewing room whose use by the Sowers differed from that proposed for the Griffiths, and the rich plaster cornice molding proposed for the first-story hall and reception rooms.

The plan of the Griffith-Sowers House clearly indicates, through an arrangement and size of its three first-story reception rooms, its design for a comfortable life and a generous hospitality including musicales; Mr. and Mrs. Griffith were both trained musicians, and he worked professionally in music for most of his adult life. The front door opens directly into the foot of the house's generous T-plan hall, where the staircase rises north along its west wall, in the stem of the tee. The stair has an unusually gentle rise to a wide landing, positioned below the second-story level. It has a round newel and shaped handrail, stained dark, which is carried on round white uprights. The handrail is echoed by a chair rail and a second handrail that carry with the rise up the west wall. The hall is also finished with a molded-top baseboard and a chair rail. This front part of the hall is flanked on the east and west by reception rooms of equal size, seventeen-feet wide and thirty-feet deep. Mr. Bloxam designated the east room as the Griffith's living room and the west room, nearest to the service wing, as the proposed dining room. Molded openings, intended to hold paired French doors, open into each room at the foot of the staircase. The Sowers used these rooms as a den and living room respectively. The white oak flooring and molded poplar paneling, milled from trees cut on the estate, was installed in the den in 1948-49. The vertically applied paneling rises from a molded baseboard to a molded cornice. The door

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and window surrounds, here and throughout the house, have a molded three-part composition. Poplar was also used to craft wood cornices for the room's four windows and the classically-detailed mantel on the room's east wall.

When Mr. Lazenby halted work on the house in about 1932, the finish of the proposed dining room was well advanced. The trio of glazed, built-in china cabinets in its southeast, southwest, and northeast corners were installed as was the Federal-style mantel. The cabinets have paired blind doors below a tall single, arch-headed sixteen-pane glazed door that opens onto display and storage shelves. These doors are flanked by molded pilasters that support urn finials which, in turn, flank a curved broken pediment. The mantel has fluted, molded pilasters that support a molded paneled frieze below a molded, projecting shelf. The fireplace is finished with glazed black tiles on the hearth and framing the firebox. A door at the west edge of the north wall opens into the service hall that connects to the kitchen. The deep molded cornice encircling the room was apparently installed by 1932, but it is not the rich cornice that appears on Mr. Bloxam's plans. The chair rail was added in 2006.

The top of the T-plan hall, positioned parallel with the loggia whose windows illuminate it, has the feeling of a "long gallery," one of a series of rooms in English country houses with which Mr. Bloxam would have been familiar. Doors from both of the front reception rooms open into it, and a door centered in its north wall, directly opposite the house's front door, opens onto the loggia. A door at its west end opens into the service hall connecting with the service wing, while paired glazed doors at its east end open into the house's third reception room. Occupying the entire first story of the east wing, it is labeled "Music Room" on the 1930 plan. In 1960-62 this room was finished with paneling milled from trees cut in the estate's woodlands. The flooring is maple, salvaged during a remodeling at the United States Post Office in Salisbury, and the paneling, comprised of single molded boards carrying vertically between a low baseboard and a molded cornice, is mostly poplar. The five conventional windows in this room are also fitted with wood cornices. The ceiling is covered with celotex. The Sowers family used this room located on the cooler east side of the house as a summer living room. Today it is used as uniform/costume storage by Luther Sowers. Immediately beside the doors linking this room with the hall is a door which opens into a powder room, located in the hyphen. Like the other bathrooms in the house, it has a ceramic tile floor and tall wainscot and fittings all of which date to 1958.

The west, service wing of the Griffith-Sowers House communicates with the main block through a service hall, opening off the west end of the T-plan hall. Its finish is essentially the same as that of the hall. It was originally designed to function as a butler's pantry. The alcove on its south side, contained in the hyphen linking the main block with the service wing, was to be fitted with a large sink unit, however, this area was partitioned as a utility room with a wall-hung sink. Doors in the west wall of

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the service hall open directly into the Sowers' dining room in the south part of the wing and the kitchen, positioned in the near center of the wing, between the dining room and the garage. The rectangular dining room has oak flooring, a tall baseboard, and plaster walls and ceiling. The molded chair rail was added in 2006 as were the paired pewter-finish chandeliers. The finish, cabinetry, and fittings of the kitchen are conventional and largely date to the 1963 remodeling, following on the death of Mr. Sowers' mother. In its northeast corner a service stair rises steeply to the north to the second story. A door opens under it, leading to a landing, from which access is available to the north to the garage or to the south to a staircase leading to the basement. The garage is a single large space with a concrete floor and unpainted wood sheathed walls.

The basement comprises three large rooms that are located below the kitchen and Sowers' dining room, the Sowers' living room, and the stem of the T-plan hall. The three rooms have exposed, unpainted brick walls and poured concrete floors. The basement is also accessible from a door opening under the house's main staircase onto a flight of painted wood steps, which descend into the easternmost room of the basement. This room, under the stair hall, is essentially a store room and has open wood shelves along its east wall. A door at the foot of the steps opens into the center space, under the living room, which is partitioned as a furnace room and a fuel (coal) room. A door in the west wall of the furnace room opens onto a passage under the west hyphen which connects with the laundry room under the south half of the west wing. The laundry room was used for both laundry and other domestic purposes, including canning and preserving. In 1963, when the kitchen was remodeled, cabinetry and appliances were relocated here for use.

The house's second-story plan closely replicates that of the first story except in the service wing. For a house of this size, the fact that the second story contains only three bedrooms *en suite* with bathrooms in the main block and east wing, and two smaller rooms, that were used as bedrooms for varying periods, and a bathroom in the west wing, is something of a surprise. The Griffiths were childless when the house was designed and there were no provisions made in the plan for children. Two bedrooms are positioned above the two reception rooms in the main block, and they repeat their generous size. In character they recall the spacious bedrooms of large Greek Revival-style plantation houses that functioned as bed-sitting rooms in the nineteenth century. The "Master Chamber" was devised above the proposed living room, and it and the "Bed Chamber" in the pendant position in the west part of the main block were both to have been fitted with fireplaces, explaining in part the size of the gable end chimneys. At some point, either during construction in the 1930s or afterward, the decision was made to forego fireplaces in these bedrooms. They are finished with oak floors, plaster walls and ceilings, consistent molded door and window surrounds, and six-panel doors with molded glass knobs. Both bedrooms have paired doors opening into cedar-lined closets. Both are *en suite* with well-detailed bathrooms with ceramic tile floors, tall wainscots, and tiled alcoves in which bathtubs are located. A

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small sewing room is positioned between the bedrooms at the south end of the T-plan hall, illuminated by the center-bay window on the façade. A ceiling-mounted pull-down stair is positioned near the door to the sewing room and it provides access to the attic, which is mostly floored with pine boards. The bedroom in the east wing, designated as a "Guest Chamber" on the 1930 plan, is smaller in size. The south third of the wing is occupied by its companion bathroom, a closet, and the bathroom for the "Master Chamber," which incorporates the area of the hyphen. This bedroom is sheathed in wood paneling, a mix of gum, hickory, and poplar, milled from trees felled on the estate. Its maple flooring, like that in the room below, is reused flooring, salvaged by Mr. Sowers during a remodeling of the United States Post Office on West Innes Street.

On the 1930 plan the two rooms of unequal size in the west wing are labeled "Study" and "Maids Room"; they are located in the south and north ends of the wing, respectively. The proposed study, an upstairs' sitting room, is positioned at the west end of the T-plan hall. A second door in the room's north wall opens into the landing at the top of the service stair, which links the two rooms. There was no provision for a maid's bathroom. In 1934 these two rooms were the first in the house to be finished and they were occupied by Mr. Sowers, a bachelor, and his parents. The bedrooms have oak flooring, plaster walls and ceilings, molded baseboards, three-part door and window surrounds, and six-panel doors with molded glass knobs. A bathroom was installed in the south ell of the reverse L-plan of the north bedroom, with its door opening onto the landing. It has vinyl flooring, a ceramic tile wainscot, its original corner tub, and other replacement fixtures.

All of the house's second-story rooms, except the "Maids Room," are linked by the T-plan hall whose design and illumination by the windows under the loggia render it the most architecturally interesting space on the second floor. The main staircase rises not to its level, but to a large rectangular landing positioned about two feet below. Three short flights of five steps rise from the east, south, and west sides of the landing to the second story. The stair railing ramps as it approaches the landing, carries east in front of it, and then continues with the south flight of steps under a molded arched opening. This arrangement, like the expansive gallery-like character of the first-story hall, reflects a luxurious use of space and gives pleasure to movement in the house.

3. John Luther Sowers Studio
ca.1972, with additions in 1974, 1978, and 1984
Noncontributing building

This sprawling one-story building has an appealing rustic, post-Modern character that derives from the combination of its additive construction, varied materials and finish, multiple metal roofs, six-over-six sash, and the use of earlier building materials, principally windows, to craft a space in which Luther

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Sowers works as an artist and craftsman. The essentially rectangular core of the studio, erected in about 1972 and covered with a side-gable roof that is partially raised on the south as a skylight, comprises the near center of the present building. In 1974 Mr. Sowers added a free-standing mostly concrete block rectangular building to the north that is sheathed with unpainted board-and-batten above the block walls and covered by both gable-front and shed roofs. This addition houses a forge that was utilized in the creation of the four panels for the doors of St. John's Church, Salisbury. In 1978 two additions were made including a rectangular shed-roof room on the south front and a large rectangular block, nearly the size of the original studio, added onto its west gable end. In 1984 Mr. Sowers linked the forge with the main studio by way of a shallow glazed passage, sheathed with board and batten and also enhanced with reused beveled-glass windows. The interior has a generally open plan with a sequence of work areas that reflect Mr. Sowers' employment of different mediums for sculpture, metal work, and other applications, including sword-making for his military costuming company, Anvil Arms.

4. Poultry House
ca. 1934-1940
Contributing building

The poultry house is a rectangular frame building comprised of two blocks of unequal size and height covered with sheet metal shed roofs. Their south-facing front elevations are fitted with board and rail doors and wide openings for sunlight and ventilation that are covered with mesh wire. The buildings are of simple, solid construction. They stand on rock piers and are sheathed with horizontal board siding. The interiors of both have wood floors, and the east block has had interior sheathing added when it came into later use as a feed room for the beef cattle operation. The poultry house has a two bay shed-roof addition on its east end that has been used for both sheltered work and storage. A smaller, more rudimentary shed has been added to the west side of the poultry house. The condition of the building has deteriorated through disuse, however, it is sound.

5. Barn
ca. 1934 to ca. 1960
Contributing building

The fabric and appearance of this large, generally rectangular frame building, covered by an expansive front gable roof with several shed extensions, reflects both its original construction in ca. 1934, when the Sowers family occupied the unfinished house, and a series of mostly undated additions made in the decades up to ca. 1960. While Jesse Lewis Sowers carefully recorded the expenditures for work on the Griffith-Sowers House, the Kepley tenant house, and the log cottage and the rental house outside the

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nomination boundary, as well as much of the furniture for both 209 South Ellis Street and his country house, he made but one entry in his ledger that appears to concern this building. It is "Built Cow Shed Addition (1960)." The cost was \$371.68. This mention relates to the construction of a two-part shed addition on the north side of the barn for the stabling, feeding, and penning of his Angus cattle and their calves. The broad south-facing front of the barn comprises seven principal bays, of which the three easternmost are believed to be the earliest. They are constructed of mostly salvaged materials brought here from an earlier barn on a Salisbury property. When necessary in this instance, as in the additions that followed, he also purchased lumber for certain needs, and cut pine trees on the property for rafters. This block and the additions are covered with sheet metal. The early barn was built as shelter for animals, then the family milch cows, as storage for feed, hay, straw, and other animal feed, for equipment storage, and as a sheltered work area. The reuse of multiple windows on the east end of the barn suggests its easternmost bay was first used as a work area, however, it was adapted later and came to include a ramp for loading cattle. The interior arrangement of the other bays, some of which have partition walls, and those that followed were likewise retained or changed through time to meet evolving agricultural needs. Four of the south-facing bays are open while three are enclosed with either vertical or horizontal sheathing. Sheet metal is also used for protective siding on the west and north elevations. The doors visible on the exterior and those inside are mostly board and rail. Today the parts of the building that are in use are used for equipment and vehicular storage.

6. Storage Building
ca. 1940-1950
Contributing building

This small somewhat deteriorated rectangular building, standing on stones, sheathed with German siding, and covered with a sheet metal shed roof appears to have been built for storage, however, its original use is unconfirmed. Possibly it was used for feed in connection with the nearby poultry house. The building has a board and rail door on its north front and a four-pane window on its west side.

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8. STATEMENT OF SIGNIFICANCE

Summary

The Griffith-Sowers House, a large two-story-with-attic frame country house with architectural features of both the Colonial Revival and Classical Revival styles standing on immediate grounds of about forty-four acres, seven miles from Salisbury, occupies an important and unique place in the architectural history of Rowan County, North Carolina. It was designed in 1930 by Percy Bloxam, an English-born, Salisbury-based engineer, for James Francis Griffith (1887-1960), a Salisbury musician, and his wife. Alfred Ross Lazenby began construction on the house either later that year or early in 1931; he had completed the exterior of the house and brought the interior to a readiness for plastering, when the Griffiths suffered financial reverses in 1932. In April 1933 the unfinished house and its grounds of 137.85 acres were put up for sale at the Rowan County Courthouse and bid in by Jesse Lewis Sowers (1904-1988), the Superintendent of Mails at the United States Post Office in Salisbury. He initially occupied the house in 1934, with his parents, which remained their residence, and in 1940 he returned to the house with his wife and two sons, the younger of whom remains in residence to the present. Between 1934 and 1962 Mr. Sowers completed the interior finish of the house in stages. With the death in 1963 of his mother, who maintained her own separate residence in the house's west wing, the house designed for Mr. and Mrs. Griffith became a single-family dwelling.

The Griffith-Sowers House meets National Register Criterion C and holds local significance in the area of architecture as an important example of interwar period Colonial Revival-style architecture and as one of two houses in the county associated with the country house movement of ca. 1890 to ca. 1940. Its period of significance begins ca. 1930, with the start of its construction and extends to 1962, when the interior was brought to completion, essentially to the original plans and specifications prepared by Mr. Bloxam, which remain in the house. The Griffith-Sowers House is the single known residence designed by Mr. Bloxam (1888-1943), an engineer who immigrated to the United States in 1920, established himself in Salisbury by 1923, and worked in partnership with Charlotte architect Willard G. Rogers from 1924 to 1926, when they designed at least three buildings for Catawba College. Mr. Bloxam worked alone professionally from 1926 into the mid to later 1930s when he relocated to Roxboro, North Carolina, where he died. Alfred Ross Lazenby (1867-1943), whose completion of the house was cut short by Mr. Griffith's financial reverses, was a prominent and widely-respected Salisbury contractor who established his reputation with the building of Egbert B. C. Hambley's Chateausque-style mansion in 1900-1903 and went on to build many Salisbury landmarks.

Although North Carolina boasts the largest and most elaborate country house built in the United States in Biltmore, the country house movement was limited in its scope in the state, and examples of country

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house architecture are few in number. The Reynolda and Graylyn estates in Winston-Salem are well-known examples of a limited development that also included Morrocroft in Mecklenburg County, the grand estate of North Carolina governor Cameron Morrison anchored by the 1927 mansion designed by Harrie T. Lindeberg, and Boxwood Lodge (NR, 1995), designed by Delano & Aldrich and completed in 1934, in Davie County. The Griffith-Sowers House is one of only two related houses built in Rowan County, both in the 1930s. Mr. Griffith's plans for a country estate, seen in the location of his new house on a desirable site in the near center of his acreage, at the end of a long drive and well out of public view, and the design of a grand two-story portico/loggia on the rear, where he and Mrs. Griffith and their guests would have enjoyed views over gardens and the countryside, did not come to fruition. Financial reverses halted construction on the house in 1932 and forced its sale in 1933. Although the rural estate envisioned by Mr. Griffith did not come to pass, the house planned as its seat was completed and survives as an important example of the Colonial Revival style and country house architecture in Rowan County.

Historical Background

James Francis Griffith (1887-1960), for whom Percy Bloxam (1888-1943) prepared the plans of this house and for whom the renowned Salisbury contractor Alfred Ross Lazenby (1867-1943) undertook its construction, was a native of Salisbury and resided near the center of the city, at a block's remove from the crossing of Innes and Main streets, from his birth until 1928. He was the only surviving child of Dr. James Francis Griffith (1851-1908) and his wife, Mary Elizabeth Kluttz (1853-1928). Dr. Griffith, a native of North Carolina, came to Salisbury in about 1872 and engaged in the practice of dentistry with Dr. William F. Bason (1814-1889) who had established himself and his own dental practice here in the antebellum period. In 1878 Dr. Griffith married Mary Elizabeth Kluttz, a daughter of Caleb Kluttz (1812-1857), who served as sheriff of Rowan County from 1849 until his death, and the younger sister of Theodore Franklin Kluttz (1848-1918), a wealthy Salisbury merchant, industrialist, and member of the United States Congress (1899-1905).¹ In 1881 Dr. Griffith purchased the former residence and office quarters of Dr. Bason, located in the east corner of West Innes and North Church streets (Rowan Deeds, 59/338-40). Soon thereafter he erected a stylish late-Italianate house that is believed to have also housed his dental practice. The lot on which the Griffith House stood, opposite that of Reuben J. Holmes in the south corner of Innes and Church streets, was a desirable one in the Rowan County seat. On 16 May 1907 Dr. and Mrs. Griffith sold the front, greater portion of their property to the United States of America (Rowan Deeds, 111/410-412). The rectangular lot, measuring fifty-two feet on Innes Street and 140 feet on North Church Street, became the site of the handsome, Classical Revival-style United States Post Office and Court House.

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Apparently prior to the sale of the property to the United States, Dr. Griffith had his house moved to the back part of the lot, facing northwest onto Church Street. Dr. James Francis Griffith and his family occupied the house, then standing at 117 North Church Street, until his death on 16 July 1908. He left his widow and their son who remained her near constant companion until her death on 1 May 1928. Early in this period, from 1909 until its completion in 1911, the scene of the elegant marble-clad post office, being constructed on the site of his childhood home, was a daily experience for the young Francis Griffith. Twenty years later the two-story Corinthian columns supporting the building's loggia overlooking West Innes Street would have a rural echo in the two-story Tuscan portico on the rear elevation of the Griffith-Sowers House.

James Francis Griffith was educated in the Salisbury public schools and at Horner Military Academy in Oxford, North Carolina.² He was enrolled for a year, that of 1906-1907, at the University of North Carolina. In the 1910 *Salisbury City Directory* he and his mother are listed at 117 North Church Street; he was then a clerk at the Salisbury office of the Wachovia Loan and Trust Company. He retained his association with the bank through the 1910s and in the 1919-1920 edition of the city directory he was listed as a bookkeeper. Apparently, it was also in the 1910s (and possibly early 1920s) that he was in New York for periods, where he is said to have studied music and voice at Columbia University, today's Julliard School, and with "Dr. Mario Marafioti, voice specialist of the Metropolitan Opera and personal physician and advisor to the famed tenor Enrico Caruso (1873-1921)" (*Asheville Citizen*, 28 May 1960). While he served as a private music teacher for most of his adult life, his single academic position in higher education was that of director of the vocal department at the University of Alabama School of Music for the year of 1920-1921. Mr. Griffith returned to Salisbury and in the 1922-1923 edition of the city directory he is listed as a "vocal teacher." In the next edition of the directory, for 1924-1925, he was again cited as a voice teacher, tenor soloist, and supervisor of music in the city schools. In the subsequent editions of the city directory, published for 1926 and 1928-1929, he was simply identified as a "music teacher." His music studio was listed at 117-1/2 North Church Street.

Mr. Griffith's marriage on 9 June 1925 to Grace C. Watson (1900-1969), the daughter of Albert W. and Mary (Poole) Watson, in Greenville, South Carolina, was the first of three events in the 1920s that led to the construction of this house. She does not appear in the Griffith household in the 1926 Salisbury directory, however in the 1928-1929 directory Mr. and Mrs. Griffith appear alone. Mary Elizabeth Kluttz Griffith had died on 29 April 1928 and was buried beside her husband in Salisbury's Chestnut Hill Cemetery. Grace Griffith was mistress of her new home for a short period. On 25 September 1928 Frances and Grace Griffith sold the Griffith residence to the United States of America for \$18,000 (Rowan Deeds, 204/8). The house, which appeared in published postal views of the

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Salisbury Post Office and Court House, was pulled down and its grounds became the site of an ell extension to the federal facility.

At this distance the matter of where the Griffiths resided after the sale of the Griffith family house in 1928 remains unconfirmed as do the circumstances that prompted the couple to undertake the construction of a large country house in rural Rowan County, some seven miles west of central Salisbury. They died childless, and any public association with this house apparently ended when they lost the property in foreclosure. On 5 March 1930 the couple acquired a tract of 137.85 acres lying on the north side of "the new Statesville Road" (then North Carolina Highway 10 and today's U.S. 70), in the northwest corner of the junction of Kepley Road (SR 1953) and the highway (Rowan Deeds, 211/126). As of 5 March, the sellers, Theodore Baker Brown (1863-1941), Harold Allen (1883-1942) and Mary Edna (McCubbins) Rouzer (1882-1952), and Harold Allen Rouzer, trustee, had owned the property for only two weeks. They had received title to it by deeds from Frank Reid Brown and his wife, and from John L. Rendleman, receiver of Frank Reid Brown, dated 21 February and 1 March 1930, respectively (Rowan Deeds, 211/109-110). The purchase price was effectively the assumption of the mortgage on the property, executed by Frank Reid Brown and his wife to the Greensboro Joint Stock Land Bank, of \$3,822 plus interest since 1 January 1930. The acreage included the late-nineteenth century farmstead of Lawson Monroe Kepley (1857-1921), whose nineteenth-century one-story frame house and its outbuildings stood at the eastern edge of the tract, on the west side of Kepley Road.³

Apparently, the Griffiths immediately engaged Percy Bloxam to prepare plans for the large two-story Colonial Revival-style house. Mr. Bloxam (1888-1943), an English-born engineer who enjoyed a brief partnership with Charlotte architect Willard G. Rogers, beginning in 1924, had a practice in architectural and civil engineering in Salisbury from about 1924 until the mid-1930s. The surviving plans for the house, comprising eight sheets, bear the name of the client, J. Francis Griffith of Salisbury, and that of the designer, Percy Bloxam and Company, architectural and consulting engineers. Only one of the eight sheets bears a date. A sheet of detail drawings, for the finish of important built-in features and decorative finishes including the trio of glazed "Corner Closets" in the proposed dining room (now the living room), probably the last of the group to be finished, is dated 15 April 1930.⁴ The typed specifications for the house, comprising eleven pages, identify Mr. Griffith as being of "Ridgecrest & Salisbury, North Carolina." Whether the Griffiths had also established a (summer) residence in Ridgecrest, a small town in Buncombe County where the Southern Baptist assembly grounds are located, or he and Mrs. Griffith had established a professional association in a region, where they would work and reside during the final decades of their lives, is uncertain. In any event, the couple's musical interests were well-expressed in their proposed suburban Salisbury residence. A "Music Room," measuring seventeen by thirty feet, occupied the first story of the

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mansion's east wing and was one of its three equal-sized reception rooms. Construction started either later in 1930 or in 1931.

On 31 December 1931 the Griffiths placed the property under a second mortgage as collateral for a part of an indebtedness of \$3,983.21 to Wachovia Bank and Trust Company (Rowan Mortgage Deeds, 118/156). Eight-hundred shares of North American Trust Company were also named in the deed as security for the loan. By the winter of 1932-1933 the Griffiths had defaulted on the loan by Wachovia Bank, and some \$1,700 plus interest was owed to the Greensboro Joint Stock Land Bank.⁵ On 3 March 1933 the *Carolina Watchman* published a legal notice for the "Sale of Valuable Real Estate," comprising the 137.85 acres, to take place at the Rowan County Courthouse on Saturday, 11 March 1933, at twelve noon. The description of the property was essentially the same as that of the 1930 deed to the Griffiths. The advertisement carried no mention of either existing buildings on the tract or improvements the Griffiths had made. As of the date of foreclosure, the exterior of the grand flush-sheathed house had been completed, its slate roof laid down, and copper guttering installed. The interior partitions were in place, subflooring and some finish flooring installed, and, as Mr. Sowers recorded, the "Main Dwelling (was) Completed to Readiness to Be Plastered." Metal lath was in place. At the sale postponed from 11 March to 8 April 1933 Jesse Lewis Sowers, the Superintendent of Mails at the United States Post Office in Salisbury, bid the property in at \$2,905.00. The deed conveying the property to him is dated 19 April 1933 (Rowan Deeds, 219/493-94).⁶

Jesse Lewis Sowers (1904-1988) was one of five children born to Charlie George (1868-1955) and Susan Miller (1872-1963) Sowers and a grandson of Jesse and Mary (Swicegood) Sowers. He was a native of Rowan County, however, his parents and grandparents were natives of Davidson County and members of families prominent in the lower part of the county lying between Lexington and Salisbury. He was educated in the Salisbury public schools and the short-lived Salisbury Business College. Having been both a clerk and assistant Superintendent of Mails in the Salisbury post office, he became Superintendent of Mails in Salisbury in 1928, and he held the position until retiring in 1965. In 1933, when he purchased the unfinished Griffith house, he resided in a house at 208 West Lafayette Street which he shared with his parents.⁷

In 1934 he had the second-story rooms and a bathroom in the west wing of the Griffith-Sowers House plastered, the bathroom fitted with fixtures, and garage doors installed on the two-stall garage on ground level. The kitchen and an adjoining room, now the family dining room, on the west wing's first story were apparently already plastered and habitable. Mr. Sowers, his parents, and his younger sister Mary relocated here from the West Lafayette Street house which was then rented. This family arrangement was temporary.

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On 24 June 1936 Jesse Lewis Sowers was married to Ruth Elizabeth Stirewalt (1911-2004), a daughter of the Reverend Dr. Martin Luther Stirewalt (1882-1960), who was then serving as pastor of St. John's Lutheran Church, Salisbury. The young couple purchased a turn-of-the-century frame cottage at 209 South Ellis Street, Salisbury (Rowan Deeds, 231/294), repaired, redecorated, and furnished its rooms, and occupied the house in September 1936. They remained here until 1940 when further improvements were undertaken at the Griffith-Sowers House and the Ellis Street house was sold (Rowan Deeds, 250/291). The couple had become the parents of two sons: Charles Lewis Sowers (b. 1937) and John Luther Sowers (b. 1940).

Jesse Lewis Sowers, and, later, Mrs. Sowers recorded the expenses associated with the purchase of the one-story house at 209 South Ellis Street, its refurbishment, and those reflecting the completion and upkeep of the Griffith-Sowers House, the Kepley farm house, and other buildings on the country property from 1933 into 2000 in a small cloth-bound ledger.⁸ The finishing out of the Griffith-Sowers House occupied a shorter period, from 1933 until 1960-1962, when the east wing, including the music room on the first story and a "Guest Chamber" and adjoining bathroom on the second story were completed. This second-story suite was occupied then by John Luther Sowers and it remains his bedroom to the present. Among Mr. Sowers' earliest entries in his ledger are "Misc. Improvements" of \$816 in 1933 together with a new barn at \$180 and work on the Kepley farmhouse costing \$160. The unidentified improvements were probably to secure the house while those for the Kepley farmhouse were made for its occupation by a tenant laborer. The barn is believed to be the one now standing on Kepley Road outside the nomination boundary.

During most of this period from 1940 through January 1963, the Griffith-Sowers House was occupied by two essentially separate households. After Mr. Sowers' marriage in 1936 the west wing of the house remained the residence of his parents to the death of his father, Charlie George Sowers, on 17 April 1955, and the home of his mother until her death on 22 January 1963. The two principal rooms on the wing's second story, labeled "Study" and "Maids Room" on the 1930 floor plan, never served their intended purpose; they were bedrooms from 1934 to 1963.

With his relocation to the house in spring 1940, Mr. Sowers mounted a sustained finishing effort which continued to October 1942. During this period, the first- and second-story stair halls and the rooms on the west side of the halls in the main block were plastered and finished out. The architectural millwork and doors were supplied by the Rowan Lumber and Supply Company, and Goodman Lumber Company was the source of the flooring and other materials. When Mr. Sowers purchased the house, the three cupboards and mantel in the proposed Griffith dining room had been installed. Mr. and Mrs. Sowers used it instead as their living room and that use continues to the present. The couple occupied the bedroom above their living room as their bed chamber while their sons shared a bedroom in the

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"Study" in the west wing. As the house came into use without the intended servants, the butler's pantry, located at the west end of the house's T-plan first-story hall and linking the kitchen with the proposed Griffith dining room, was not finished according to Mr. Bloxam's plan. Instead, it became a service hall while the area designated for a servant's sink here was partitioned as a lavatory/utility room. With his mother in control of the designated kitchen in the west wing, Mr. Sowers installed a simple, yet serviceable kitchen for his wife and their family in the east end of the first-story hall, in the space north of the proposed Griffith living room. Whether the remaining part of the back hall, with windows looking out on the brick terrace of the portico was used temporarily for dining or sitting is unclear. In time, in about the mid-1940s, the walls of the Griffith living room were temporarily covered with celotex and wallpaper; the north end of the room, adjoining the simple kitchen was used for dining while Jesse Lewis Sowers and his family used the south end of the large room as a sitting area.

Between September 1948 and February 1949, Mr. Sowers saw to the complete finishing of the two major rooms on the west side of the hall. The Salisbury Lumber and Supply Company milled poplar logs cut on the farm into paneling for the large first-story room and provided white oak flooring, millwork, and other necessary finishing materials for both rooms and the adjoining master bathroom on the second story. The Salisbury firm of L. S. Bradshaw and Sons executed the plasterwork. The now-paneled first-story room continued in use as a dining and sitting room while the designated "Master Chamber" above became the bedroom of Charles Sowers. It was not until March through June 1958 that the master bathroom was fully fitted with fixtures and fittings as was the powder room below on the first story.

The finishing and decorating of the house's east wing occurred in an extended effort between March 1960 and October 1962. The aforementioned Salisbury firms, L. S. Bradshaw and Sons, Salisbury Lumber and Supply Company, and Goodman Lumber Company, provided materials, labor, and services, including milling farm-cut logs into paneling that was installed in Mr. Griffith's proposed "Music Room" and the bedroom above it. On completion the bedroom and adjoining bathroom on the second story were occupied by the Sowers's younger son, Luther, who uses them to the present.

The death of Susan Miller Sowers on 22 January 1963 ended the two-household occupation of the Griffith-Sowers House. From that point until the present the house has served as the single family residence of Jesse Lewis Sowers, his wife, and their youngest son through Mr. Sowers's death in 1988 and that of Ruth Stirewalt Sowers in 2004. Doing so exceeded the intention of James Francis Griffith, who in 1930 saw the large country house as home for himself and Mrs. Griffith. There were bedrooms designated on the plans for a maid and guests but none for children. In February 1963 Mr. Sowers launched his last major project at the house. Over the course of six months, the hall kitchen was

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dismantled and fixtures from it and the aged Mrs. Sowers' kitchen were relocated to the basement. Oak flooring was laid in the east end of the hall and its appearance was made consistent with that of the remainder of the first-story hall. The house's planned kitchen was remodeled and furnished with new appliances, fittings, and cabinets. These remain in place. The room on the south side of the kitchen, designated on the 1930 plan as two rooms, a breakfast room and pantry, that had been Mrs. Susan Sowers' sitting room, was redecorated and came into use as the family dining room. The remainder of the house continued in its then current use.

Beginning in 1933, with his purchase of the property, Lewis Sowers carried on farming operations here in the fields and meadows with the help of a tenant who worked as a farm laborer and lived in the Kepley family house. Mr. Sowers recorded little of these operations in his ledger except for expenditures on the tenant house, income from crops in 1937 and 1938, and incidental information. The first agricultural entries occur in 1933 when improvements were made to the tenant house costing \$160 and a new barn was built at a cost of \$180. In 1935 Mr. Sowers paid \$200 for terracing work, principally in the fields south and west of the house, which remain open meadows today. The first tenant family was that of Robert and Josie Tabor. From the onset of farming operations, cotton was the principal cash crop and it remained so into the early 1950s when cotton lost its profitability because of the boll weevil and the Tabors moved to Salisbury. In both 1937 and 1938, the only years for which specific agricultural income is known, cotton accounted for nearly one-half of the modest farm income, \$549.08 in 1937 and \$445.26 in 1938, followed by pork, butter and honey. Cotton was grown in the large field overlooking the Statesville road, in the field west of the barn, and another on Kepley Road. The tenant raised vegetables in a garden about midway between his house and the new/present barn, and an orchard, mainly of apple trees, was planted in an open meadow between the Griffith-Sowers House and the Kepley house. An aged pear tree survives to the present.

For the longest period of his ownership, from ca. 1950 to about 1986, Jesse Lewis Sowers raised registered Aberdeen Angus cattle on the farm. He sold heifers and bull calves to others for stock raising; he did not sell his animals into the beef market. The large field west of the barn and a smaller one adjoining it on the south were planted in grass and put in use as pasture. Another large field, due north of the house, which had been fallow, was graded, planted in grass and also used for pasture. The large open field to the west of the driveway, leading north from the highway, was cultivated as a grass meadow for hay, while the smaller field on the east side of the drive was used as a supplementary pasture. The other fields on the property were put in use as either pasture or for hay. The original portion of the expansive frame barn (#5), standing west of the house and the studio (#3), providing stabling for the family milk cows, was expanded to the west and north, time and time again through the years, and lastly in association with the Angus cattle operations. Today all of the open areas, including the former pastures and hay meadows retain their grass cover.

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The grounds of the Griffith-Sowers House have remained the acreage purchased by Mr. Sowers in April 1933 except for a sale in 1943 and three much smaller sales in 1951, 1952, and 1965 associated with a series of easements on the property. In March 1943 the Sowers sold the somewhat isolated acreage lying on the west side of Walnut Branch, comprising about twelve acres, to Ira Henry Barringer and his wife (Rowan Deeds, 270/211). Beginning in 1949 Mr. and Mrs. Sowers granted a series of easements for the transmission of natural gas in underground pipelines. The first of the easements was conveyed in 1949 to the Transcontinental Gas Pipe Line Corporation; it was in the form of a nearly straight path, seventy-five feet wide, carrying diagonally across the southeast corner of the holding (Rowan Deeds, 322/84). Two years later, in July 1951, the Sowers and Dr. Martin Luther Stirewalt, who held a mortgage on the property, conveyed a square tract, measuring 100 feet on its four sides, partially atop the above easement and located on the extreme east edge of the farm, beside Kepley Road, to the Transcontinental Corporation for the purpose of erecting a metering station on its line (Rowan Deeds, 349/128-130). In September 1952, the company purchased a very small adjoining triangular-shaped parcel on the south side of the 1951 purchase, described in the deed as ".005 acres of land," to expand its metering operations (Rowan Deeds, 363/53-55). On 29 June 1965 Jesse Lewis and Ruth Sowers executed two deeds with the Piedmont Natural Gas Company associated with the construction of a gas pipeline feeding off the Transcontinental line to a large textile plant built some two and one-half miles to the west. One deed conveyed a small quadrangular-shaped parcel of unspecified acreage on the south side of the Transcontinental metering station to the Piedmont Natural Gas Company (Rowan Deeds, 499/335). This tract was the connection point between the two lines, and the Piedmont Company erected a small metering station on it. The second deed recorded a right-of-way agreement, fifty feet in width, for the installation of the gas pipeline following a generally east/west path through the meadow on the south front of the Griffith-Sowers House grounds (Rowan Deeds, 500/82-83).⁹

Preceding the death of Mr. Sowers's mother in January 1963, the family circle lessened with the departure of the couple's two sons for college. Charles Sowers attended the University of North Carolina at Chapel Hill, whence he graduated in 1959 from the business school. He relocated to Charlotte to work, before returning to Salisbury where he was married and established his own accounting firm. In 1958 Luther Sowers traveled to Philadelphia where he attended Tyler School of Art at Temple University. He received a bachelor of fine arts degree in 1962 and continued with a year of graduate study at Temple University. In 1963 he transferred to the University of North Carolina at Chapel Hill, where he continued his graduate studies as an arts educator in a program that included a teaching position in the public schools. His posting was to Wilson, and in 1964 he took a full-time position at R. L. Fike High School, Wilson, which he held through the spring term of 1974. In 1972, Luther Sowers erected a one-story frame studio to the west of the house, between it and the barn, that forms the core of the expanded studio building (#3). In 1974 he returned home, lived with his parents,

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and gave private art lessons for about a year, before undertaking his costuming work for films, principally military uniforms and equipment, museum work, and other work in the arts that remains his profession to the present. In 1976 he was commissioned to execute bronze doors for the façade of St. John's Lutheran Church, Salisbury, overlooking West Innes Street. The doors, cast in the foundry added to the studio here and comprising paired panels for the double-leaf center entrance and single-panel doors in the flanking doorways, were dedicated on 25 September 1977 (Agner, 401-02).

Jessie Lewis Sowers, who had retired from the United States Postal Service as Superintendent of Mails in Salisbury, died on 10 September 1988 and was buried from St. John's Church in Chestnut Hill Cemetery, Salisbury. His widow, Ruth Sowers, who had a thirty-year career in the Rowan County public school system, inherited the Griffith-Sowers House and its grounds. She lived here with her younger son until her death on 24 January 2004. She was buried beside her husband in Chestnut Hill Cemetery. Mrs. Sowers devised her estate equally to her two sons, who are the owners of this property. John Luther Sowers, a bachelor, lives alone in the Griffith-Sowers House to the present. He continues to work in costuming for films, television, and museums. The maid's room on the 1930 plan is his principal work room. The second-story bedrooms, excepting his own, are used for uniform and costume storage, as is the proposed music room in the east wing, and a portion of the basement area of the house.

Architectural Significance

The Griffith-Sowers House occupies an important and unique place in the architectural history of Rowan County, North Carolina, holds local significance in the area of architecture, and meets National Register Criterion C. The Griffith-Sowers House is an important example of twentieth-century interwar period building in Rowan County, reflecting both the Colonial and Classical Revival styles popular in the period and country house architecture of which it is one of two significant surviving examples in the county. The house, located about seven miles west of Salisbury, was designed for James Francis Griffith and his wife in 1930 by the English-born Salisbury engineer Percy Bloxam. Alfred Ross Lazenby, the prominent Salisbury contractor of the early-twentieth century, began its construction in either late 1930 or early 1931. By 1932 he had completed the flush-sheathed exterior of the house, covered it with a slate roof, and brought the partitioned, sub-floored interior to the point it was ready for plaster when the Griffiths suffered financial reverses and defaulted on a mortgage. At that time it was the largest house in rural Rowan County and one whose size and ambition was equaled or exceeded only by the Hambley-Wallace House (NR, 1997) and the Walter Franklin McCanless House, both in Salisbury. On Saturday, 8 April 1933, the house and grounds of 137.85 acres was

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offered at auction at the county courthouse door and bid in by Jesse Lewis Sowers, a bachelor employee of the United State Postal Service in Salisbury.

In 1934 rooms in the west service wing were plastered and occupied by Mr. Sowers and his parents, Charlie and Susan Sowers, who resided in the wing until their deaths in 1955 and 1963, respectively. With his marriage in 1936 Mr. Sowers and his wife acquired a house in Salisbury at 208 South Ellis Street (see Salisbury Historic District, NR, 1975). In late spring 1940, Mr. Sowers, his wife, and their eldest son occupied the west half of the house's main block. By October 1942 the first- and second-story halls and the west half of the main block were plastered and their architectural finish completed. Next, in a series of projects between 1948 and 1962, the east half of the main block and the east wing of the house were finished out and occupied by the family. Following the death of Mrs. Susan Sowers in January 1963, the house designed as the residence of Mr. Griffith, his wife, and a live-in maid/housekeeper, was occupied for the first time as a single-family residence.

The Colonial and Classical Revival styles, seen in the design and finish of the Griffith-Sowers House gained their identity and national popularity contemporaneously in the closing decades of the nineteenth century. The Colonial Revival style saw its earliest and most sustained expression in residential architecture, where designers and builders freely adopted and adapted the generally classical architectural vocabulary of the American Colonial period and the Federal styling of the early national period, as well as features of the American Greek Revival style. Doing so, they produced buildings of appealing character, a balanced if not insistently precise symmetry in their plans and elevations, and classical detailing that included both literal representations and imaginative, free adaptations of admired features of eighteenth- and early nineteenth-century buildings. The features of the Colonial Revival style appeared first in the finish of Queen Anne- and Shingle-style buildings in the 1870s, however, the style quickly gained its own distinct identity, and enjoyed wide popularity in its several modes, including the Georgian Revival style, up to World War II (and beyond).

The Classical Revival style was likewise defined by an adherence to symmetry and balance, and the classical orders of ancient Greek and Roman architecture, the architecture of Renaissance Italy, and the works of Andrea Palladio. Coinciding in its American popularity with Beaux Arts classicism, the Classical Revival style gained unparalleled status as the favored style at the World's Columbian Exposition of 1893. Thereafter, the Classical Revival style was widely adopted for the design of public and institutional buildings, churches and synagogues, and educational buildings whose elevations were enhanced with its signature hallmark, a two-story or giant-order portico. The Rowan County Courthouse and the former United States Post Office and Courthouse, both in Salisbury, are important expressions of the style. The relative costliness of Classical Revival-style architecture generally limited its adoption for domestic architecture, and saw expression most often in domestic

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architecture in combination with the Colonial Revival style, when handsome porticos, porches, and colonnades enriched the facades and elevations of brick, frame, or stone houses from the 1890s through the 1930s.

The Griffith-Sowers House reflects this important combination of the Colonial and Classical Revival styles in a domestic building and it is the only surviving house in rural Rowan County that features a two-story portico/loggia in its design. While it shares a certain kinship with the now-lost White-Hamilton House at Mount Ulla, where a two-story portico and one-story wraparound porch were added in the 1910s to an 1860s brick house, the design of the Griffith-Sowers House reflects a more accomplished stylishness. In its massing, composition, symmetry, and finish the house, and particularly its eleven-bay south facade, reflect the signal features of the Colonial Revival style, including the hierarchy of component parts that distinguish the best examples of the style. The realization of a five-part composition incorporates gable-front wings, which are recessed behind the center block and project on the north elevation, where they frame the two-story Classical Revival-style loggia. This combination of geometry, symmetry, and spare classical finish continues on the interior of this remarkably intact, well-preserved house, whose siting, scale, and fabric, including its flush-sheathed elevations also set it apart as an important example of country house architecture of the interwar period. The circumstances of its history prevented the development of ancillary features, including gardens, complementing outbuildings, and other enhancements that were common features of the country house movement, however, Jesse Lewis Sowers saw to completion this important Rowan County example of country house architecture.

The Colonial and Classical Revival styles appeared in Rowan County almost simultaneously around the turn of the twentieth century in the architectural composition and/or decorative finish of late Queen Anne-style houses. The Louis H. Clement House at 302 South Ellis Street, Salisbury, built in about 1899, is an early, lavish example of the melding of these styles. Another important early reflection of this stylistic amalgam is the two-story-with attic frame house built at 208 South Fulton Street, Salisbury, for Milton Brown. Its Queen Anne-style form, with a three-stage octagonal corner tower capped by a bell-cast roof and an expansive one-story porch, reflects a degree of Colonial Revival-style symmetry in its fenestration and a gambrel-front wall dormer while its variant "Palladian" window was a common feature of both styles. Other houses of the period, whether large in scale or cottage-like, reflected a similar synthesis of elements.

As the eclecticism of the Queen Anne style gave way in the pre-World War I period, house builders in Salisbury and Rowan counties erected appealing examples of both Classical Revival- and Colonial Revival-style houses. Two-story giant-order porticoes, a distinguishing feature of the Classical Revival style, appeared soon in Salisbury on the handsome house designed by J. M. McMichael and built by

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Alfred Ross Lazenby at 202 South Fulton Street for Mr. Brown's sister, Mrs. David Franklin (Ella Williams Brown) Cannon in 1906 and on the brick residence of Judge R. Lee Wright, erected at 302 South Fulton Street in about 1912 to plans drawn by Charlotte architect Louis H. Asbury (1877-1975). James Francis Griffith, then resident a few blocks away, would have seen both houses being built as well as the United States Post Office and Courthouse of 1909-1911 and the Rowan County Courthouse of 1914 on Main Street, designed by A. Ten Eyek Brown of Atlanta.

Houses in the Colonial Revival style, mostly frame and of one or two stories, with symmetrical elevations, classically-detailed doorways, porches, and architectural finish, and often covered with hip roofs, proved to be more popular in Salisbury, Rowan County, and its smaller towns. The now-lost, two-story frame house with a balustraded widow's walk and lavish architectural finish completed in 1900 in the 200 block of West Horah Street, Salisbury, for the Reverend Dr. Francis Johnstone Murdoch (1846-1909) is an early, elegant example of the Colonial Revival-style house. Another important example is the two-and-a-half-story brick manse, with a five-bay facade, pedimented gable ends, and handsome Doric porches on both West Innes and South Jackson streets, completed for the minister of First Presbyterian Church in 1913. However, the style was expressed more often in simpler versions such as the ca. 1915 Reamus-Hambley House at 602 Fulton Avenue (see Fulton Heights HD, NR, 1999) and in the 1913 remodeling of two houses at 310 and 314 South Ellis Street by Louis H. Clement in a spare Colonial Revival-style fashion complementing his own elegant house at 302 South Ellis Street. The Paul Tallmadge Goodman House, erected about 1916 near Gold Hill, is one of the finest examples in the Rowan countryside, which is punctuated with occasional, substantial Colonial Revival-style houses.

The combination of the Colonial and Classical Revival styles in Rowan County's domestic architecture continued through the 1920s and into the 1930s, culminating, it can be argued, in the Griffith-Sowers House. One such example, erected in Salisbury in 1923-25 in the west corner of Innes and Fulton streets, two blocks from Mr. Griffith's Church Street residence, was well-known to the future house-builder. In about 1923 English-born architect Sir Alfred Charles Bossom (1881-1965) drew the plans for an elegant new residence for Walter Henderson Woodson (1875-1964) and his wife Pauline Bernhardt (1879-1942).¹⁰ The design of the Woodson House is based on that of the Morris-Jumel Mansion, a grand Georgian country house built by Colonel Roger Morris in 1765 and remodeled ca. 1810 by Stephen and Eliza Jumel, that stands today on residual grounds above West 160th Street in New York City. Its elegant classical portico, its flush-sheathed elevations, and its general proportions were recast in the house occupied by the Woodsons and their four sons in 1925.

In early 1930, when Francis Griffith was planning this house, Salisbury had no known resident architect. For the design of his new house, Mr. Griffith turned to Percy Bloxam, who was trained in

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England as an engineer and had undertaken architectural design work since his arrival in Salisbury in about 1924. The Griffith-Sowers House is possibly the only known surviving building designed by Mr. Bloxam alone. Percy Bloxam (1888-1943) was born in Chesham, Buckinghamshire, England, the son of John and Sarah (Richardson) Bloxam. He immigrated to the United States in 1920.¹¹ By 1923 Mr. Bloxam and his family had relocated to Salisbury, which would be his penultimate place of residence in North Carolina. On 28 February 1924 the *Salisbury Evening Post* reported that Mr. Bloxam had formed a partnership with Willard G. Rogers (ca. 1863-1947), the Charlotte-based architect who had earlier worked in partnership with Charles Christian Hook (1870-1938). Mr. Bloxam was to have charge of the Salisbury office while Mr. Hook would remain in Charlotte. On 18 September 1924, Mr. Bloxam and his wife Olive Wide Bloxam separately purchased lots of the P. C. Wood subdivision in west Salisbury where they lived (Rowan Deeds, 182/226-27). On 14 December 1924 the *Salisbury Evening Post* carried a story on the firm's work that included a ten-story limestone-clad building, the new Elizabeth School, and an addition to the Dilworth School, all in Charlotte. The character and extent of the partnership's work remains to be confirmed, however, one important client was Catawba College, which had recently relocated its campus from Newton to Salisbury. Drawings for the college gymnasium survive, bearing the name of both Mr. Roger and Mr. Bloxam and dated to 1925; the gymnasium, now lost but standing as late as 1984, was built in 1926, after Mr. Rogers withdrew his association with Mr. Bloxam on the Catawba College work in March of that year. Zartman Hall, a dormitory erected in 1926, was also designed by the partnership. A house for the college president, the third campus building known to have been designed by the partnership, was succeeded by the present president's residence built in 1930. The partnership between Mr. Rogers and Mr. Bloxam appears to have ended in 1926, and in 1927 Mr. Bloxam and Catawba College ended their association. Except for Mr. Bloxam's identification as president of the Percy Bloxam Company on a deed in 1934, there is little known record of his professional work in the 1930s. By 1941, when he and Mrs. Bloxam sold property they had acquired in 1924 (Rowan Deeds, 259/223), they were living in Roxboro, Person County, North Carolina, where Mr. Bloxam ended his professional career as city manager. Percy Bloxam died in Roxboro at the age of fifty-five on 29 May 1943, and his body was buried in the city's Burchwood Cemetery.¹²

The career of Alfred Ross Lazenby (1867-1943), the resident Salisbury builder of the Griffith-Sowers House, is better known yet also incomplete. Mr. Lazenby, the son of Humphrey B. and Elizabeth (Tomlinson) Lazenby was born in Iredell County and grew up in Statesville where he is said to have begun work as a contractor in the late 1880s. After his marriage in 1899 he relocated to Salisbury where he carried on a prominent and successful contracting business until his death, erecting an important series of buildings that remain as landmarks in town and country. He gained important status early in this period in the Rowan County seat with the construction of a Chateausque-style mansion for Egbert Barry Cornwall Hambley at 508 South Fulton Street (NR, 1997), completed in 1903 in

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partnership with his brother. The Classical Revival-style house built at 202 South Fulton Street for Mrs. David Franklin Cannon in 1906 was another of his early domestic projects of which the vast majority remains to be documented. His construction of institutional and commercial buildings is better recorded and these include the Washington Building and the Empire Hotel on Salisbury's Main Street and the Central Methodist Church in Spencer. Other important early twentieth-century buildings, including churches for Salisbury's First Baptist and First Methodist congregations, the Whitehead-Stokes Hospital, and the Ellis Street High School, are lost. His work here for Francis Griffith is the last known important building of his career. Given the financial reverses suffered by Mr. Griffith in 1932, which forced the sale of this unfinished house, Mr. Lazenby probably also came to disadvantage in this relationship. In 1941 he was named city building inspector, and he was serving in that position when he died on 14 November 1943.¹³

Mr. Griffith's decision to build a house in the countryside west of Salisbury links it to the American country house movement that flourished from the late nineteenth-century through the 1930s. The Griffith House dates to the last decade of the movement when the economic conditions that developed into the Great Depression either curtailed construction by those who suffered its woes, or enabled others, who were wealthy and had escaped difficulty, to utilize a depressed building industry to their advantage and build better, larger houses and estates than they might have in the competitive environment of the 1920s. In this instance, Mr. Griffith's financial reverses resulted in default and the forced sale of his unfinished house at auction, and its completion between 1933 and 1962 by Mr. Sowers. In other compromised projects of this period the finish of houses was sometimes lessened in quality, or wings of houses were left unbuilt. After accepting the fact that North Carolina became the location of Biltmore, the largest country house built in the United States, at the outset of this period, the movement spawned the construction of relatively few country houses in North Carolina outside the suburban residential parks, such as Reynolda Park, in Winston-Salem, that were often anchored by golf or country clubs. Richard Joshua Reynolds' Reynolda estate at Winston-Salem and Cameron Morrison's Morrocroft near Charlotte are important reflections of a sophisticated adoption of rural life in this state, as is Boxwood Lodge (NR, 1995) nearby in Davie County, which replaced a simpler hunting box on the property. In other instances wealthy estate-makers acquired older rural houses and remade, rebuilt, and enlarged them and often added gardens to their expansive grounds. Two examples reflect the range of this country house place-making. In Brunswick County the Sprunt family overbuilt and embellished Orton Plantation, with the help of architect Kenneth M. Murchison, and created an elegant historic retreat from life in Wilmington. In western North Carolina, in Henderson County, the Mallett family refitted Bryn Avon (NR, 1999) in the English Manorial Style and added a terraced boxwood garden.

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The architectural styling of country houses in North Carolina generally followed patterns seen elsewhere in the nation, and it was repeated here in Rowan County. Most country houses and their attendant outbuildings were designed in one of two principal overarching styles: The Manorial mode, reflecting both English and French traditions, as well as the Tudor and Norman revivals, was adopted for the design of Graylyn in Winston-Salem of 1929-1932, smaller estates in Reynolda Park, for Morrocroft in Charlotte, Bryn Avon in Henderson County, and with half-timbering at Eastover of ca. 1934-1935 near China Grove in Rowan County. The Colonial Revival-style, incorporating features of the Classical Revival style, was adopted for the design of Boxwood Lodge in adjoining Davie County, and Orton Plantation near Wilmington, while a very appealing combination of the Colonial Revival and Craftsman styles appears in the design of the Reynolda Estate. The design of the Griffith-Sowers House reflects the handsome synthesis of the Colonial Revival and Classical Revival styles.

In its local context, Rowan County, the Griffith-Sowers House is one of two important country houses erected in the 1930s that are distinct from other substantial rural or village houses of the period, such as the John Carlyle Sherrill House of 1938 at Mt. Ulla, that were erected for country merchants and leading farmers. The circumstances that prompted Francis Griffith to undertake the construction of this house remain unclear, however, the fact that he had three large reception rooms on the first story, including a music room for recitals and home performances, suggests that he and Mrs. Griffith were expecting to entertain and dispense hospitality on a generous scale. But they were never to occupy the house. Eastover, Rowan County's second country house, was erected to plans drawn in 1934 by Louis H. Asbury for Hearne Swink (see Hood, 220-21). The Manorial-style brick house, with a half-timber gable and other decorative flourishes, was built on generous wooded grounds on the west side of US 29 and north of China Grove. Mr. Swink (1900-1975) was an executive with Cannon Mills.

Endnotes

1. An account of Dr. Griffith's professional career in Salisbury was published in a catalogue of the town's business concerns and offices in a special edition of the *Carolina Watchman* in January 1885. James Shoher Brawley reprinted the accounts in his bicentennial history of Rowan County, *The Rowan Story, 1753-1953: A Narrative History of Rowan County, North Carolina*, "Dr. J. F. Griffith" appears on pages 255-57. In the account Dr. Griffith is described as a native of Forsyth County, however, in his wife's obituary he is identified as a native of Troy, Montgomery County. The latter is probably correct as the information was supplied to the *Salisbury Sunday Post* by his son. Elizabeth (Moose) Kluttz died on 10 October 1855, when her daughter Mary Elizabeth was under two years of age. In 1856 Caleb Kluttz married Mary A. L. Shuman, and after his death in 1857, Mary Elizabeth Kluttz was raised by her stepmother.

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2. The single most comprehensive source on the life of James Francis Griffith is his obituary published in the *Asheville Citizen* on 28 May 1960. Except for the year of his retirement, 1956, it contains no dates associated with his education or the posts he held as a musician at a series of churches culminating with a nineteen-year career as minister of music at Central Methodist Church, Asheville, whence he retired.
3. When Frank Reid Brown purchased the property on 14 December 1922 from John W. and Elizabeth W. Kepley it comprised two tracts (Rowan Deeds, 173/22). Both had been acquired by Elizabeth W. Kepley in October 1922. The first-named tract, 91.50 acres, was sold at auction at the Rowan County Courthouse in the settlement of Lawson Monroe Kepley's estate and conveyed by John W. Kepley, commissioner, to Elizabeth W. Kepley, the high bidder, for \$4,200 (Rowan Deeds, 168/193-94). This tract comprises the approximate center and western thirds of the acreage purchased by Mr. Griffith, and the site of the Griffith-Sowers House. It had been acquired in 1891 by Mr. Kepley from A. S. Earnhardt (Rowan Deeds, 74/244-45), who had purchased it at an auction at the Rowan County Courthouse on 19 February 1872 in the settlement of the estate of Moses Powlas (Rowan Deeds, 75/170-71). The second tract of fifty acres had a longer history in the Kepley family. Described as "Lot No. 7 in the division of the lands of J. N. Kepley deceased," it was conveyed by C. T. Kepley (1859-1932) to Martha Jane (Burrow) Kepley (1861-1939), the wife of Lawson M. Kepley, for \$500 (Rowan Deeds, 70/306-07). On 28 October 1922 she sold the property, including the house owned and once occupied by herself and her late husband, to Elizabeth W. Kepley for \$2,000 (Rowan Deeds, 172/213). The house and acreage had probably been rented since about 1900 when Lawson M. Kepley and his wife had moved into Salisbury. The two tracts remained discrete in the conveyances from December 1922 through those of 21 February and 1 March 1930. During the two-week period that Mr. Theodore Brown and the Rouzers held the property the two tracts were surveyed and combined into one parcel of 137.85 acres cited in the deed to Mr. and Mrs. Griffith. In the event the property that had been sold at the antebellum courthouse door in 1872 and that of its successor in 1922 would be sold for a third time at auction at the Rowan County Court House in 1933.
4. The drawings and specifications for the Griffith-Sowers House remain at the house.
5. Whether the Griffiths were then living in Salisbury or Ridgecrest is unconfirmed. His obituary mentions employment as a musician at churches in Wilmington, North Carolina, Fort Lauderdale, Florida, and Montclair, New Jersey. He probably held these positions between ca. 1932 and about 1937 when he and his wife relocated to Asheville, where he served as minister of music at Central Methodist Church in downtown Asheville until 1956. Mr. Griffith died

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childless on 26 May 1960 and was buried in Lewis Memorial Park, Asheville. Grace Griffith died on 6 February 1969 and was buried beside her husband.

6. Mr. Sowers also assumed the first mortgage of \$1,894 to the Greensboro Joint Stock Land Bank. The total price paid for the property was \$4,799 plus the 1932 Rowan County property taxes of \$32, which were paid by Mr. Sowers.
7. According to family tradition Jesse Lewis Sowers had the house erected on property which his parents purchased in 1924 from Archibald Henderson et al (Rowan Deeds, 183/140). On 14 November 1925, his parents conveyed "One six room dwelling house and three lots" to Mr. Sowers (Rowan Deeds, 218/222). On 17 August 1938 Jesse Lewis Sowers and his wife sold the house and its grounds to E. M. Cauble and his wife (Rowan Deeds, 242/343). It stands today.
8. This ledger was made available to the author during the preparation of this nomination.
9. Amendments to the right-of-way conveyance of 1940 with Transcontinental occurred in 1962 and 1969. Between 1997 and 2002, Mrs. Sowers conveyed five additional easements associated with the piping of natural gas in underground lines through her property. Three were conveyed to the Transcontinental corporation, one to Piedmont Natural Gas, and the fifth in 1998 to Frontier Energy, LLC, for the construction of a metering station that was erected south of those operated by the Transcontinental and Piedmont Natural Gas companies.
10. Mr. Bossom was also the architect for the contemporary First National Bank Building, 117 South Main Street, Salisbury, where a two-story arch-headed recess welcomes depositors. Mr. Woodson's brother, Ernest Woodson, was cashier at the bank at that time.
11. Apparently anticipating emigration to the United States, Mr. Bloxam came to this county in July 1920, sailing from Liverpool and arriving in New York City. On the passenger manifest for the S. S. Caronia his profession is listed as "Mech'l Engineer." The territorial extent of his search for relocation is not now known. Having returned to England and his home in Great Harwood, Lancashire, he set sail in December 1920 with his wife and the couple's three children on the S. S. Caronia; they arrived in New York on 31 December 1920. He had listed his profession as "Consulting Engineer" on the manifest and Rock Hill, South Carolina, as his final destination.
12. Percy Bloxam is listed as a consulting engineer in the 1924-1925 edition of the Salisbury city directory, resident at 324 Wiley Avenue, however, he does not appear in the 1926 city

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directory. His name reappears in the (next) 1929 directory, when he is residing on Statesville Road on property he had bought in 1924. Following a gap of six years, the next edition of the Salisbury directory was published in 1935, when Mr. Bloxam is listed as an engineer and residing in Milford Hills, a 1920s subdivision on the south side of Statesville Road, which appears to encompass or adjoin his 1924 purchase. By 1938, when the next edition of the directory was published, Mr. Bloxam had left Salisbury. Whether he and Mrs. Bloxam went directly from Salisbury to Roxboro is unclear. The term of Mr. Bloxam's service as city manager in Roxboro has not been confirmed. There are no known surviving issues of the local newspaper for the period of his death. Mrs. Bloxam apparently left Roxboro, and her whereabouts afterward are unknown. For the Catawba College work see letter of Judith G. Newman to Davyd Foard Hood, 27 June 1984, with related photocopies in the Catawba College Survey File, State Historic Preservation Office, Raleigh, North Carolina.

13. For a contracting business that spanned just over four decades in Salisbury, remarkably few of the buildings erected by Alfred Ross Lazenby have been documented through research. His obituary, published in the *Salisbury Post* on 15 November 1943 mentions only some of the buildings cited in this text together with the Rouzer building, the administration building at Catawba College, and "the original buildings of Misenheimer (now Pfeiffer) Junior College." The survival of this just-named group of buildings has not been confirmed. Mr. Lazenby's residence at 318 West Council Street is lost. He was buried in Chestnut Hill Cemetery.

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- "Charlotte Gets \$400,000 BLD.," 14 December 1924.
- "Beloved Woman Died Sunday P.M.," 30 April 1928.
- "A. R. Lazenby Buried Today," 15 November 1943.
- "Former Salisbury Musician Dies," 2 June 1960.
- "Charlie Sowers Dies At Home," 18 April 1955.
- "J. Lewis Sowers dead at 83," 11 September 1988.
- "Rowan loses a dedicated servant," 12 September 1988.
- "Ruth Stirewalt Sowers," 28 January 2004.

Sowers, John Luther, letter to author, 4 January, 26 February, 16 July 2008.

-----telephone conversation with author, 18 July, 20 July, 5 August 2008.

10. GEOGRAPHICAL DATA

Verbal Boundary Description

The boundary of the acreage included in this nomination of the Griffith-Sowers House is defined by the heavy line on the accompanying tax map at a scale of one inch equals 200 feet.

Boundary Justification

The boundary is drawn to include the site and setting of the Griffith-Sowers House and its outbuildings, including the fields, pastures, and woodlands that are historically associated with the house, that enframe it and its outbuildings, and comprise critical immediate parts of its view shed. While the current parcel for this house includes approximately 121 acres, the boundary has been drawn to reflect the general limits on acreage included with a property nominated solely for Criterion C accepted by the National Park Service, and to exclude modern intrusions. The east boundary follows an historic property line south along Kepley Road from a farm lane to the edge of a pipeline easement. The boundary is drawn to exclude the southeast quadrant of the parcel, which includes the fenced structures, exposed pipes, and other features associated with a series of metering stations serving underground pipelines. The south boundary follows a generally east-west path along the south edge of the woodland that protects the house and its grounds from view from Statesville Boulevard. About midway, the boundary extends south to Statesville Boulevard to incorporate the estate drive and the hedgerow on its east side. The open fields in the southwest quadrant of the parcel has been excluded due to the large, intrusive dirt berm recently constructed, running roughly parallel to the south boundary line, to block the view to the house from a new housing development to the west. The west

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property line follows the bed of a dry creek on a woodland edge, to its junction with a creek in the northwest corner of the nominated acreage. The north boundary carries east from the dry creek bed along a spring-fed stream that flows through the woodland to the north side of the house and then along the path of a farm lane to join Kepley Road, thus providing a woodland edge to the vista from the loggia at the rear of the house.

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PHOTOGRAPHS

The following information applies to all of the photographs included in this nomination.

1. Names of property: Griffith-Sowers House
2. Location: 5050 Statesville Blvd., Salisbury vicinity, Rowan County, North Carolina
3. Name of photographer: Davyd Foard Hood
4. Dates of photographs: 26-27 January 2008
5. Location of original negatives: Division of Archives and History
109 East Jones Street
Raleigh, North Carolina 27601

6.-7.: Views

- A. Overall view, looking north through front lawn onto south facade of the house (#2).
- B. View of the south facade and east elevation of the main block and east wing, looking northwest.
- C. View of the west wing and west gable end of main block, looking east/northeast.
- D. View of the north elevation, looking west/southwest.
- E. View of front, south entrance, looking southeast from living room.
- F. View in the living room (dining room on plan) with mantel on west wall and built-in china cabinets in southeast and southwest corners, looking south.
- G. View in sitting room (living room on plan), looking north.
- H. View of stair rising to second story, looking north.
- I. View of second-story landing at head of the stair, looking east/southeast.

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- J. View of service stair in basement, which links it to the kitchen with the secondary flight to the left and to the garage through the horizontal panel door at the head of the staircase.
- K. John Luther Sowers Studio (#3), looking northwest.
- L. Landscape view with barn (#5) in center and studio (#3) on right, looking northwest.
- M. Poultry house (#4), looking north.












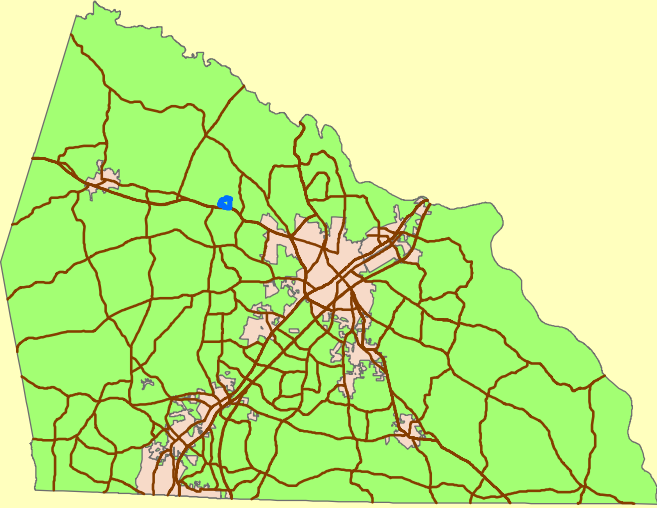



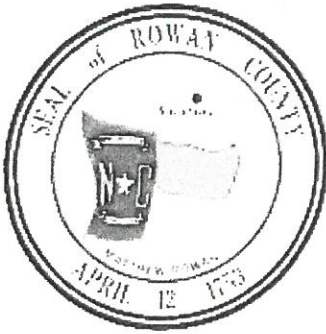


HLC-01-18
Griffith-Sowers House

Legend

-  GriffithSowersParcel
-  Parcels
-  Roads





Rowan County Department of
Planning & Development
402 N. Main Street Ste 204
Salisbury, NC 28144
Phone (704) 216-8588
Fax (704) 638-3130
www.rowancountync.gov

Case # HLC 01-18
Date Filed 9/12/17
Received By SAS
Amount Paid _____
Office Use Only

HISTORIC LANDMARK DESIGNATION

OWNERSHIP INFORMATION:

Name: JOHN LUTHER SOWERS / CHARLES LEWIS SOWERS

Signature: _____

Phone: 704-633-4170 Email: CSowers@carolinanr.com

Address: 5050 STATESVILLE BLVD 414 BETHEL DR,
SALISBURY, NC 28147 SALISBURY, NC 28144

APPLICANT / AGENT INFORMATION: SAME AS ABOVE

Name: _____

Signature: _____

Phone: _____ Email: _____

Address: _____

PROPERTY DETAILS:

Name of Property: GRIFFITH-SOWERS HOUSE Tax Parcel: 315003

Property Location: 5050 STATESVILLE BLVD, SALISBURY, NC 28147

DESIGNATION INFORMATION:

What is proposed for designation?

THE MAIN HOUSE AND SURROUNDING ACREAGE

How much land is proposed for designation? 120 ACRES

Interior to be designated? YES ☒ NO ☐

PLEASE REFER TO THE NATIONAL REGISTER
DOCUMENT ENCLOSED. THE SECTION AND PAGE
NUMBERS ARE LISTED BY THE QUESTIONS BELOW.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON SEPARATE SHEETS:

- When was the structure erected? For Whom? (If you don't know the exact date, please give a general time frame.) Have there been additions or modifications? If so, describe and give dates. SECTION 7, PAGE 1 & PAGES 3 & 4
 - Do you know the names of any of the craftsmen who worked on the structure (i.e., architects, carpenters, contractors, landscape designers, etc.)? Do any architect's plans or building accounts exist? Where? SECTION 7, PAGE 1 PAGES 3 & 4
 ↳ YES SECTION 9, PAGE 31
 - Do you have any old photographs of the structure? If so, do you know the dates of the photographs?
 - How has the building been passed down through the years, from whom to whom (i.e. a quick chain of title)? SECTION 8, PAGE 21
 - What was the structure's original use, if different from today? Has the building ever been moved? List the sources of your information. NO
 SEE DOCUMENT
 - What is the significance of this property? (Please be specific and to the point) Include a list of sources for your information. SECTION 8, PAGE 12
 - Describe the architecture and present condition of the structure, also including any outbuildings or other appurtenant features to be included in the designation. If the property has been restored, what were the dates of restoration? Was the restoration done under the supervision of any historic preservation organization? If the property has not been restored, is any restoration planned for the property?
 SEE DOCUMENT
 - Is the property listed in any existing architectural or historical survey (i.e. the National Register of Historic Places)? If so, please give the title and date of the listing.
 SEE DOCUMENT
-

IN ADDITION TO THE WRITTEN APPLICATION, THE FOLLOWING MATERIALS MUST BE SUBMITTED SIMULTANEOUSLY:

- Digital color images showing all sides of the main structure and any outbuildings (may include architectural details, interior and exterior, which add to the property's significance).
- A tax map showing the location of the property, including any buildings and appurtenant features.

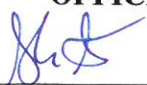
(Note: Please label all above materials.)

The information contained herein this application is true and to the best of my knowledge.

Sept. 9, 2017
09/06/2017
Date

John Luther Sowers
Charles Lewis Sowers
Signature of Property Owner

OFFICIAL USE ONLY

1. Signature of Coordinator:  2. Board of Commissioners
Public Hearing: 3/19/18 3. Notifications Mailed: 3/6/18 4. Property Posted:
3/8/18 5. Dates Advertised: 1st N/A 2nd N/A 6. BOC Action: Approved
____ Denied ____ 7. Date Applicant Notified: / /

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Ed Muire, Planning Director
DATE: March 8, 2018
SUBJECT: Public Hearing: 2018-19 HOME Action Plan

HOME Application

As a member of the Cabarrus / Iredell / Rowan HOME Consortium, Rowan County anticipates receiving approximately \$147,366 in project funds for FY 2018-2019. The scope of the FY 18-19 program will provide housing rehabilitation to at least four (4) owner occupied homes in the County. The County's application for submittal to the City of Concord accompanies this memorandum.

Staff anticipates the required match for participation [25% of project funds] will need to be a cash contribution of approximately \$36,842 from Rowan County.

RECOMMENDATION

- Conduct Public Hearing
- Approve 2018-19 HOME Application for submittal to City of Concord, NC
- Authorize County Manager to sign the 2018-19 HOME Application
- Budget necessary match for HOME activities in the FY 18-19 Rowan County Budget

ATTACHMENTS:

Description	Upload Date	Type
Staff Memorandum	3/8/2018	Cover Memo
2018-19 HOME Application	3/8/2018	Exhibit
HOME Activities Boundary Map	3/8/2018	Backup Material



Rowan County Planning and Development Department

402 North Main Street ■ Room 204 ■ Salisbury, N.C. 28144-4341

Phone: 704-216-8588 ■ Fax: 704-216-7986

MEMORANDUM

TO: Chairman Edds and Board of Commissioners
FROM: Ed Muire, Planning Director
DATE: March 8, 2018
RE: Public Hearing for HOME Application / Consortium Participation

HOME Application

As a member of the Cabarrus / Iredell / Rowan HOME Consortium, Rowan County anticipates receiving approximately \$147,366 in project funds for FY 2018-2019. Unlike previous program years, Staff anticipates the required match for participation [25% of project funds] will need to be a cash contribution of approximately \$36,842 from Rowan County.

The scope of the FY 18-19 program will provide housing rehabilitation to at least four (4) owner occupied homes in the County. The County's application for submittal to the City of Concord accompanies this memorandum.

STAFF RECOMMENDATIONS

- Authorize County Manager to sign the 2018-19 HOME Application

CABARRUS-IREDELL-ROWAN HOME CONSORTIUM

2018-2019 APPLICATION FOR HOME FUNDING



APPLICATIONS DUE MARCH 30, 2018

Submit application to:

City of Concord
Attn: Pepper Bego
Planning & Neighborhood Development Department
P.O. Box 308
Concord, NC 28026
704-920-5133
begop@concordnc.gov

SECTION I
APPLICATION INFORMATION

Full Legal Name of Applicant: **Rowan County**

Applying as: ☒ Consortium HOME Subrecipient
☐ CHDO

Address: **402 N. Main St. Room 204**

City/State/Zip: **Salisbury, NC 28144**

Telephone Number: **704-216-8599**

Contact Person: **Ed Muire**

Title: Planning Director

Telephone Number: 704-216-8599 E-Mail: ed.muire@rowancountync.gov

Name of Project: **Rowan County HOME Program**

Total funds requested: **\$147,366.00**

(DO NOT include Admin funds in total)

To the best of my knowledge and belief all data in this application are true and current. The document has been duly authorized by the governing board of the applicant.

Signature: _____
Certifying Official

Date

SECTION II

PROJECT DESCRIPTION

Project/Program Title: Rowan County HOME Program

Project/Program Location: Scattered Sites

II (a) Type of Activity (check one)

- ☐ New construction for Homeownership ☐ New construction for rental
☒ Owner-Occupied Rehabilitation ☐ Rental Rehabilitation
☐ Acquisition/Rehab/Resale ☐ Down Payment Assistance
☐ Other (specify): _____

II (b) Goals and Objectives *(Provide a written description of your goals and objectives. Also provide a copy of your Needs Assessment hearing minutes and notice.)*

The goal and objective for Rowan County's HOME Program is to provide housing rehabilitation assistance to qualified homeowners within the County limits.

PLEASE PLACE A CHECK MARK BESIDE YOUR OBJECTIVE AND A CHECK MARK BY THE INTENDED OUTCOME.

Objective and Outcome			
Objective (check one)		Outcome (check one)	
(1) Create suitable living environment	X	(1) Availability/accessibility	
(2) Provide decent affordable housing		(2) Affordability	X
		(3) Sustainability	

II (c) Short Description. One or two sentences stating the number and type of housing or other units expected to result from this project and the targeted client group. State both total number of units in project and number to be assisted with HOME. Also explain how this project will benefit low and very low income individuals and how this will be documented.

The Rowan County HOME Program will provide rehabilitation assistance for four (4) homes of individuals who receive 80% or less of the area median family income.

II (d) Project Description. Please provide a **detailed narrative description** of the project below (or on an attached page), addressing all of the following questions. Please check each box below to show that you have addressed the question, and insert information directly in blank space below question. Where the question is not applicable or no information is available, insert N/A.

Rowan County will use the 2018-19 HOME funding allocation to provide housing rehabilitation to four (4) households within the County limits for individuals/families who are 80% or less of the median area income. Projects will be located in the non-entitlement areas of Rowan County. The entitlement areas are defined as the city limits of both the City of Salisbury and the City of Kannapolis. Rowan County has contracted with Salisbury Community Development Corporation (Salisbury CDC) in Salisbury, North Carolina, to administer the 2018-19 HOME Program.

Rehabilitation Project

Through rehabilitation assistance, the County will create suitable living environments for low to moderate income county homeowners and provide increased affordability for these households. To accomplish this goal, we will provide energy efficient improvements and limit some long term maintenance of their homes through the comprehensive improvements provided. All Rowan County homeowners, who live in the non-entitlement areas of the County will be encouraged to apply for assistance without regard to their race, color, religion, sex, national origin or handicap. Applicants must meet program and HUD income guidelines to be eligible.

Qualified owner-occupied family units will be inspected; a work write up and cost estimate will be prepared, which will include energy and water efficient products where applicable and contractors will be invited to bid on the designated work. Rehabilitation contracts will be awarded to lowest qualified contractor. Section 8 contractors and women/minority owned contractors will be encouraged to bid on rehabilitation projects. Homes built prior to 1978 will have lead-based testing done with only certified lead abatement contractors providing lead removal or abatement.

The funding is provided by the County as a grant at zero percent interest (0%) which will be forgiven at a rate of 20% per year beginning the 61st month after work is completed. The homeowner may not sell, refinance, rent or change the ownership status of the home until the grant is forgiven unless repayment of the remaining balance is made.

A general base map is included as an Attachment to this application.

Property Acquisition

- ☐ Has agency acquired real property in order to carry out the project, or is property acquisition planned? N/A
- ☐ Has property owner been informed of your intention to use federal funds for this project? If so, attach letter. N/A

☐ Is the property currently occupied? If so, state the number of tenants and describe in detail how you will determine relocation needs and help occupants to relocate in accordance with Uniform Relocation Act. Include the cost of this in your budget. If you have issued a General Information Notice to tenants informing them of their rights to relocation assistance, attach a copy. N/A

☐ Is the property historically designated or in an historic district? N/A

Construction Information

☒ How many units will be

Newly constructed	_____	Rehabilitated	<u>4</u>	Provided DPA	_____
Acquired	_____	Demolished/Cleared	_____		

☐ Will the project participate in an externally monitored energy efficiency program (e.g. Energy Star, Advanced Energy)?

Yes: _____ (provide details). No: X

☒ Will any of the units have full ADA accessibility? If so, how many?

ADA accessibility will be provided as needed based on the needs of the family being assisted.

Lead-Based Paint (REHAB PROJECTS ONLY)

Describe in detail how you plan to address lead-based testing and abatement or hazard control on any property built before 1978.

Rowan County has contracted with Salisbury Community Development Corporation (Salisbury CDC) located in Salisbury, North Carolina, to administer the HOME Program. Salisbury CDC will order lead-based paint testing on all units built prior to 1978. If it is determined that lead-based paint is in the unit, abatement will be part of the rehabilitation and will be let out for bids by a certified / qualified abatement or hazard control contractor.

II (e) Affordability, Marketing, & Supportive Services

☐ What are the proposed rents or sales prices for completed housing units? For rental units, also estimate utility costs. N/A

- ☐ What is your process for marketing to ensure an adequate pool of income-eligible renters or buyers? N/A
- ☐ What steps are planned to ensure long-term affordability of housing units, including subsidy recapture, equity sharing, buy-back options, long-term lease, etc.? N/A
- ☐ Do you require beneficiaries to attend homebuyer education classes? N/A

II (f) Fair Housing Activities

Please describe the Fair Housing activities you plan to undertake in the upcoming program year.

ACTIVITIES	DATES
The County will publish notice in the <i>Salisbury Post</i> regarding its Fair Housing Complaint procedures	January – March 2018
The County will partner with Salisbury CDC to host a Fair Housing Forum in April 2018 with a member of the NC Human Relations Commission presenting. This forum will be open to the public and local municipalities.	April – June 2018
The County will update its list of local realtors who are available to assist in locating housing for anyone needing assistance.	July – September 2018
The County will distribute Fair Housing pamphlets to lending institutions.	October – December 2018
The County will verify and update information on its website related to Title VIII compliance.	January – March 2019
The County will specifically target Rowan County Health and Social Service Departments regarding the type and availability of assistance offered for citizens and methods of referral related to housing discrimination.	April – June 2019

II (g) Project Team

Identify the project team by name, job title, and employment status (employee, independent contractor, or volunteer), and their specific responsibilities in this project. If the team is not yet assembled, then describe how you will select them. (*Attach additional pages if necessary.*)

The Salisbury CDC project team consists of the following members: Chanaka Yatawara, Executive Director, serves as the leader of the organization; Mary L. Powell-Carr, Project Administrator, is responsible for overseeing the completion of projects and file documentation; and Ed Muire Planning Director for Rowan County, who is responsible for

annual planning and reporting to ensure projects are completed in accordance with the Consolidated Plan.

For Rehab Projects Only: List all project staff who have completed training in Lead Safe Work Practices (with date) or have any more extensive training in Lead Based Paint hazard control.

N/A

II (h) Timetable.

Please complete a detailed and realistic timetable showing when each work task will be completed (e.g. planning, obtaining financing commitments, design, environmental review, bidding, loan closing, construction, final inspection, occupancy, etc.). The larger the project, the more detail we expect to see. You may add work tasks; where existing task does not apply, insert **N/A**.

Work Tasks	Date to be Completed
Planning	12/21/2018
Acquisition	N/A
Obtaining Financial Commitments	N/A
Design	N/A
Environmental Review	As needed per home
Construction	N/A
Rehabilitation	12/21/2019
Loan Closing	N/A
Occupancy	N/A

II (i) Client/Area Demographics. Please complete the following tables to the best of your ability. Show actual or estimated numbers of beneficiaries, **not percentages**, in each category. In general you should count **households** as the beneficiaries for housing programs and **persons** for non-housing programs.

Income Group	Number
<30% of area median income (AMI)	1
31-50% of AMI	1
51-80% of AMI	2
>80% of AMI*	0
TOTAL	4

Special Needs Beneficiaries (if applicable)

Category	Number
Elderly (over 60)	N/A
Disabled (not elderly)	N/A
Homeless	N/A
People with HIV/AIDS	N/A

SECTION III**PROJECT BUDGET AND FUNDING****III (a) Budget**

Show all funding sources for the project or projects you plan to undertake. Be sure to include program income.

Project Revenue

	Source	Amount
HOME funds being requested		\$147,366.00
HOME funds from prior year(s)		
HOME Program Income		
Other Federal Funds		
State/Local Funds (list)	Rowan County (cash contribution)	36,842.00
Bank Loans		
Other Cash Contributions		
Private Grants		
Total Funds Available*		184,208.00

* This total should be the same as your "Total Development Costs" total in the **Estimated Costs** table on page 7.

Provide the details of all loans and/or grants, other than HOME, listed above for the project.

III (b) HOME Match (HOME funded projects only)

List the project revenues that will count as matching funds (non-federal funds that are permanently contributed to the project). Include any in-kind contributions of materials and labor, including sweat equity, at \$10 p.h. If in doubt whether funds will count as match, please call Pepper Bego at (704) 920-5133.

Revenue Source	Amount
Rowan County (cash contribution)	36,842.00

III (c) Estimated Costs

Be as detailed as possible. Add or amend categories as needed. The second column should cover total project costs (including those met from HOME). The third column shows how much of each line item is to be met from HOME. Totals must be consistent with the revenues shown in section IIIA.

Category (add/amend as needed)	Total Costs	This grant only
Down Payment Assistance	\$	\$
Acquisition	\$	\$
Relocation	\$	\$
Demolition/Clearance	\$	\$
Site improvements	\$	\$
Rehabilitation	\$147,366.00	\$147,366.00
New construction	\$	\$
Professional Fees (appraisal, architect, etc.)	\$	\$
Agency project delivery costs (10% maximum of total project cost)	\$	\$
Other	\$36,842.00	\$36,842.00
	\$	\$
*Total Development Costs	\$184,208.00	\$184,208.00

* The total in the "Total Cost" column should be the same as your "Total Funds Available" total in the **Project Revenue** table on page 6.

SECTION IV

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Are any of the Board Members or employees of the agency which will be carrying out this project, or members of their immediate families, or their business associates:

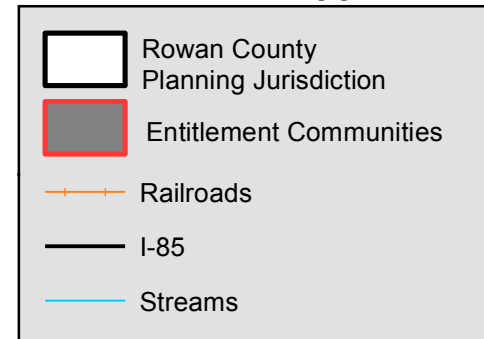
- a) Employees of or closely related to employees of your agency
or the member government through which this application is made: YES ____ NO X
- b) Members of or closely related to members of City Council
or Commission of the member government through which this
application is made: YES ____ NO X
- c) Current beneficiaries of the program for which funds are requested: YES ____ NO X
- d) Paid providers of goods or services to the program or having other
financial interest in the program: YES ____ NO X

If you have answered **YES** to any question, **please attach a full explanation**. The existence of a potential conflict of interest does not necessarily make the project ineligible for funding, but the existence of an **undisclosed** conflict may result in the termination of any grant awarded.

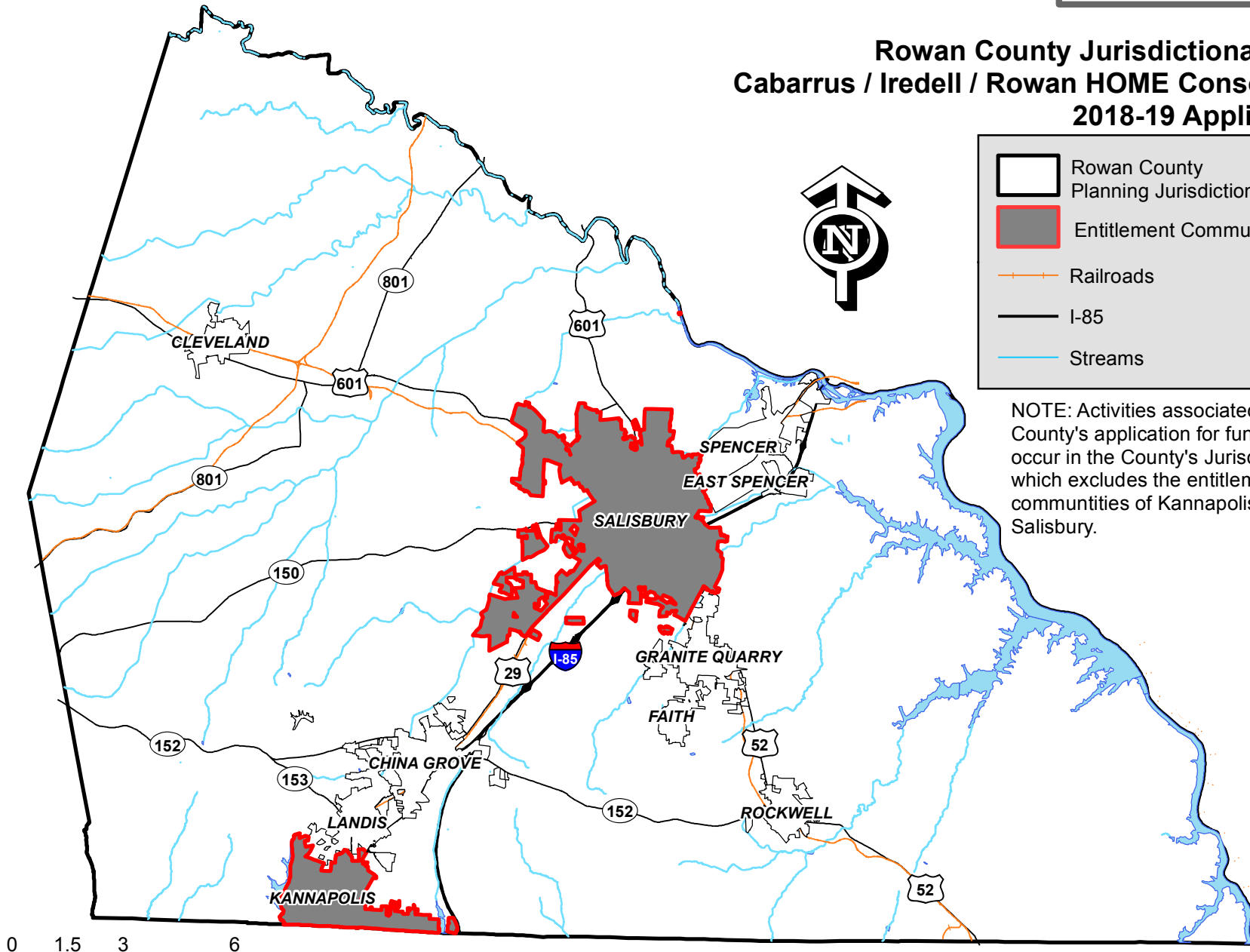
Signature of Certifying Official

Date

Rowan County Jurisdictional Map Cabarrus / Iredell / Rowan HOME Consortium 2018-19 Application



NOTE: Activities associated with the County's application for funding will occur in the County's Jurisdiction which excludes the entitlement communities of Kannapolis and Salisbury.



Map Source: Rowan County Planning Department 2018

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Shane Stewart, Assistant Planning Director
DATE: March 9, 2018
SUBJECT: Quasi-judicial Hearing for CUP 01-18

On behalf of Cellco Partnership d/b/a Verizon Wireless, attorney Laura Goode is requesting a conditional use permit to accommodate a 165 foot wireless support structure (a.k.a cell tower) at 280 Rimer Road referenced as Tax Parcel 422-179. Verizon Wireless has an identified need to improve coverage and capacity within the Mt. Hope Church Road area southwest of the Town of Faith they determined could be accomplished by the construction of a new tower at the requested location.

Conduct quasi-judicial hearing, 3 separate motions to adopt findings of fact, and motion to approve / deny / table CUP 01-18.

ATTACHMENTS:

Description	Upload Date	Type
Chairman's Speech	3/9/2018	Exhibit
Staff Report	3/9/2018	Exhibit
Cellco Information Binder	3/9/2018	Exhibit
GIS Map	3/9/2018	Exhibit
City Scape Application Review	3/9/2018	Exhibit
Procedural Checklist	3/9/2018	Exhibit
Application	3/9/2018	Exhibit

CUP 01-18 CHAIRMAN'S SPEECH

The hearing for consideration of CUP 01-18 is now in session and will focus on an application submitted by Laura Goode on behalf of Cellco Partnership to construct a 165 foot wireless support structure on Tax Parcel 422-179 located at 280 Rimer Road.

If you feel that any member of the Board may have a conflict of interest in hearing the case, please address the Board now prior to any testimony or information being presented.

When the Board enters into deliberations to decide the case, no further testimony may be presented. The Board will render one of the following three decisions:

1. Approve the permit as requested or with additional conditions;
2. Continue the request; or
3. Deny the request.

All parties who plan to testify in this case may come forward and be sworn in. Those who testify must state their name and address at the podium for the benefit of the Board's Clerk. All material presented must be given to the Clerk and will become part of the record. This Board can only accept **sworn** testimony. **No** hearsay evidence is admissible.

Shane Stewart will present the case for the County.



Rowan County Planning and Development Department

402 North Main Street, Suite 204 • Salisbury, NC 28144-4341

Office: 704-216-8588 Fax: 704-216.7986

MEMORANDUM

TO: Chairman Edds and Rowan County Board of Commissioners
FROM: Shane Stewart, Assistant Planning Director
DATE: March 7, 2018
RE: **CUP 01-18**

SUGGESTED BOARD OF COMMISSIONERS ACTION

☐ Sworn oath for those testifying ☐ Receive staff report ☐ Petitioner
comments ☐ Testimony from others ☐ Close hearing and discuss
☐ Three separate motions to adopt findings of fact ☐ Motion to Approve /
Deny / Table **CUP 01-18**

REQUEST

On behalf of Cellco Partnership d/b/a Verizon Wireless, attorney Laura Goode is requesting a conditional use permit to accommodate a 165 foot wireless support structure (a.k.a cell tower) at 280 Rimer Road referenced as Tax Parcel 422-179. Verizon Wireless has an identified need to improve coverage and capacity within the Mt. Hope Church Road area southwest of the Town of Faith they determined could be accomplished by the construction of a new tower at the requested location.

TELECOMMUNICATION REGULATIONS

Federal and state laws recognize the development of wireless service infrastructure as necessary in maintaining the public health and safety through communication services for the general public, government agencies, and first responders. As a result, clear regulatory boundaries are established for local governments to regulate wireless service providers, which ensure a better understanding of expectations and timeline for obtaining approvals for the wireless service industry. North Carolina General Statute (NCGS) section 153A 349.52 (c) indicates local regulations may consider public safety, land use, aesthetics, land use based location priorities, design, dimensional standards, and consideration of existing facilities within the applicant's search ring. Alternately, local governments are prohibited from

requiring information concerning the applicant's service area, customer demand, quality of service, or other information deemed proprietary.

**CONDITIONAL USE
REQUIREMENTS**

Section 21-60 (3) of the Zoning Ordinance indicates new wireless support structures are subject to the following standards identified in **bold text** followed by staff comments:

1. **New Wireless Support Structures. Applicants are encouraged to first investigate co-location opportunities on existing wireless support structures followed by consideration of preferred sites that minimize the impact on the North Carolina Scenic Byway corridor within the search ring.** Site acquisition consultant Jack Allen Jr. with Juvo Telecom certified that no towers or alternative buildings / structures were identified within the search area [see PDF pages 51 & 52 of the attached binder]. Using GIS, staff verified his assessment in addition to finding no "preferred sites" within the search ring.
2. **Completed Application to Include the Following:**
 - a. **Site plan containing information from section 21-52 and 21-60 (3) A 3 i – v.** All required information from these sections is noted on the site plan [see PDF pages 26-42 of the attached binder].
 - b. **Photo simulations of tower.** Michael Gould, owner of Gould Digital Imaging, performed a "balloon test" to simulate the limits of the proposed 165 foot tower and captured photographs from six (6) locations in the vicinity. Verizon Wireless mirrored the balloon test images with photo simulations from the same locations to also project the appearance of the proposed tower. Based on current tree coverage within the general vicinity, the tower would be well visible along portions of Rimer / Parks Rd. and, to a lesser degree, Mt. Hope Church Rd. south of the intersection of Pop Stirewalt Rd. and south of the intersection of Parks Rd. [see PDF pages 106-117 of the attached binder].
 - c. **Tower capable of accommodating five (5) users and co-location policy.** The applicant acknowledges the proposed monopole tower must be designed to accommodate a total of five (5) potential carriers. Since design is not complete, this could be a condition of approval [see PDF pages 42 and 53 of the attached binder].
3. **Tower heights and types.** The proposed 165 foot monopole tower with a four (4) foot lightning rod is well under the Rural Agricultural (**RA**) district allowable height limit of 199 feet [see PDF page 42 of the attached binder].
4. **Provisions for tower safety.** The applicant acknowledges the proposed tower will comply with the ordinance requirement option of being certified by a North Carolina Professional Engineer that in the event of tower failure, the structure would be designed to fall within fifty (50) feet of the tower base or otherwise within the lease area [see PDF page 33 of the attached binder].

5. **Retention of consultant.** Through an applicant reimbursement process, Rowan County utilizes the services of City Scape Consultants to review telecommunication tower requests. City Space indicated neither of the two (2) nearest towers located outside the applicant's search would, in their opinion, meet Verizon's needs. Their findings concur with the applicant's justification for the tower location and height [see attachment "Consultant Review"].
6. **Obstruction lighting and marking.** The proposed monopole design will contain a galvanized finish as required by the Zoning Ordinance and will not require lighting or special marking by the Federal Aviation Administration (FAA). The proposed tower is not located within the Airport Zone Overlay (AZO) for the Mid Carolina Regional Airport.
7. **FCC license.** Verizon Wireless is licensed by the Federal Communications Commission (FCC) to provide wireless communication services.

EVALUATION CRITERIA

As provided in Section 21-59, the applicant provided their responses to the evaluation criteria with staff comments indicated below [see PDF pages 16-19 of

the attached binder].

1. **Adequate transportation access to the site exists.** This parcel has 30 feet of frontage on Rimer / Parks Road (SR#s 2600 and 2558 respectively) and an existing driveway that serves a storage building. After construction, the facility would only receive routine maintenance trips, which would add a nominal number of trips to Rimer Road.
2. **The use will not significantly detract from the character of the surrounding area.** According to GIS data, 65 towers are located within Rowan County many of which blend reasonably well within their surroundings. Much like electrical transmission lines and water towers, these towers play an important role in maintaining public health and safety but contain visual impacts that are difficult if not impossible to address but nonetheless have become fixtures in the built environment. Monopole towers less than 199 feet in height are permitted in 98% of the county's zoning jurisdiction subject to a conditional use permit, a process that assumes the use is generally compatible with surrounding properties.
3. **Hazardous safety conditions will not result.** In the unlikely event of tower failure, the structure would be certified by a North Carolina Professional Engineer to fall within the lease area. This would be a condition of approval.
4. **The use will not generate significant noise, odor, glare, or dust.** Wireless towers do not create significant levels of noise, odor, glare (non-lighted tower), or dust (gravel driveway).

5. **Excessive traffic or parking problems will not result.** Telecommunication towers are unmanned land uses that do not generate much traffic outside of periodic maintenance estimated at one (1) trip per month according to the applicant.
6. **The use will not create significant visual impacts for adjoining properties or passersby.** Wireless support structures are similar to solar energy systems in that visibility is the main impact associated with the use. This monopole tower will not have lighting or special markings, be located approximately 1,450 feet off Rimer Rd., 760 feet from the nearest residence, and surrounded by a large wooded area on all sides. As evidenced from the balloon test and photo simulations, the proposed tower would be visible along portions of Rimer / Parks Roads and two (2) small sections of Mt. Hope Church Rd.

PROCEDURES

The BoC must adopt facts supporting the below findings of fact based on the above six (6) criteria:

1. The development of the property in accordance with the proposed conditions will not materially endanger the public health or safety;
2. That the development of the property in accordance with the proposed conditions will not substantially injure the value of adjoining or abutting property, or that the development is a public necessity; and
3. That the location and character of the development in accordance with the proposed conditions will be in general harmony with the area in which it is located and in general conformity with any adopted county plans.

See enclosed checklist to guide decision. Planning Staff will provide example findings for consideration at the hearing.

STAFF COMMENTS

Based on the information received and consultant review, this request, subject to the below conditions of approval, meets the standards for approval. If approved, staff offers the following conditions for consideration:

1. Subject to compliance with all plans and supporting document packages received from Baker, Donelson et.al. dated January 9, 2018 and revised site plans dated February 19, 2018;
2. Subject to compliance with applicable FAA, FCC, State Historic Preservation Office (SHPO), and NCDOT standards;
3. Prior to permitting, applicant shall provide certification by a North Carolina Professional Engineer the proposed tower would fall within the lease area, comply

- with ANSI / TIA-222G, and be designed to accommodate a total of five (5) carriers;
4. All current and future feed cables lines shall be installed within the support structure all access ports sealed to prevent wildlife intrusion; and
 5. If an emergency power backup generator is to be used, the noise level shall not exceed 65 decibels at the nearest property edge. Testing shall be limited to the hours between 9:00 AM and 4:00 PM (Monday through Friday).

CELLCO BINDER DETAILS

<u>Topic</u>	<u>Pages</u>
• Statement of Compliance with Ordinance Details	5-16
• Evaluation Criteria	16-19
• Network Objective	23 & 24
• Search Area	25
• Site Plan	26-42
• Statement Regarding Search Area	51-52
• Compliance with Future Co-locations	53
• Aerospace Study	54-56
• FCC License	57-66
• Real Estate Impact Study	67-105
• Balloon Test / Photo Simulations	106-117
• NEPA Review	118-126

LAURA DENDY GOODE, ATTORNEY
Direct Dial: 803.251.8817
Direct Fax: 803.587.8659
E-Mail Address: lgoode@bakerdonelson.com

January 9, 2018

VIA FEDERAL EXPRESS AND EMAIL

Rowan County Planning & Development
ATTN: Ed Muire, Planning & Development Director
402 N. Main Street, Room 204
Salisbury, NC 28144

Re: APPLICATION FOR ZONING APPROVAL BY CELLCO PARTNERSHIP D/B/A VERIZON
WIRELESS FOR THE CONSTRUCTION OF A WIRELESS COMMUNICATIONS TOWER
AND RELATED APPURTENANCES

(MOUNT HOPE SITE / 3000001. 139440)
(SITE ADDRESS: 280 RIMER ROAD, SALISBURY, NORTH CAROLINA 28146)

Dear Mr. Muire:

I hope this letter finds you well. Please find enclosed Verizon Wireless' Conditional Use Permit application (the "Application") for the proposed wireless communications facility in Rowan County, North Carolina at the above-referenced location. Also enclosed are an additional copy of the zoning application and two additional copies of the site plans. An electronic version of the Application, site plan, and supporting documents will be sent to you as well. Please advise at your first convenience whether any additional information is needed for the Application to be deemed complete. We will assume it is sufficiently complete unless we hear from you otherwise.

Please also find enclosed a check for \$4,200.00 made payable to Rowan County representing the Tower and Conditional Use Permit fees for this application.

Thank you for your time and attention to this matter. If you have any questions or comments, or need any additional information, please do not hesitate to contact me. I look forward to hearing from you soon.

Best regards,

BAKER, DONELSON, BEARMAN,
CALDWELL & BERKOWITZ, PC



Laura Dendy Goode, Attorney

FedEx

FedEx

FedEx

FedEx

FedEx

FedEx

ORIGIN: DUSCA (803) 251-8800
 KIM WENZEL
 BAKER DONELSON BEARMAN CALDWELL
 1501 MAIN STREET
 SUITE 600
 COLUMBIA, SC 29201
 UNITED STATES US

SHIP DATE: 09 JAN 18
 ACTWGT: 1.00 LB
 CAD: 104595092/NET3920

BILL SENDER

TO ED MUIRE, PLANNING & DEVELOPMENT DI

ROWAN COUNTY PLANNING & DEVELOPMENT

402 N. MAIN STREET

ROOM 204

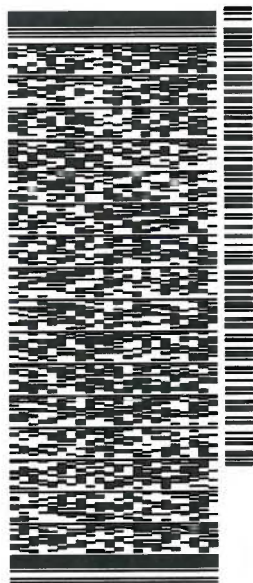
SALISBURY NC 28144

(803) 251-8800

REF: 3000001-139440

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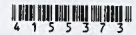
28144
 NC-US CLT

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INV NO	INV DATE	AMOUNT	ATTY NO	CLIENT NO	G/L NO	OFFICE
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010418

1/4/2018

4,200.00



013871

3000001.139440

Application fee for new Telecommunication Tower and Condition Use Permit

Total

\$4,200.00

99-00018

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BACKGROUND AND AN ARTIFICIAL WATERMARK PATTERN ON THE BACK - HOLD AT ANGLE TO VIEW

LAW OFFICES
BAKER, DONELSON, BEARMAN, CALDWELL & BERKOWITZ
A PROFESSIONAL CORPORATION
2000 FIRST TENNESSEE BLDG
MEMPHIS, TENNESSEE 38103
901-526-2000
GENERAL DISBURSEMENT ACCOUNT

FIRST TENNESSEE BANK
GREENVILLE TN

723251

87-434
642

Date
01/05/2018

Check Amount
\$4,200.00

PAY FOUR THOUSAND TWO HUNDRED AND 00/100 DOLLARS

TO THE
ORDER OF Rowan County Court

AMOUNT IN EXCESS OF \$2500.00 REQUIRES TWO SIGNATURES

723251

064204347047063094

**APPLICATION FOR ZONING APPROVAL BY CELLCO PARTNERSHIP D/B/A
VERIZON WIRELESS FOR THE CONSTRUCTION OF A WIRELESS
COMMUNICATIONS TOWER AND RELATED APPURTENANCES**

MOUNT HOPE SITE

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3. AUTHORIZATION TO ACT AS AGENT SIGNED BY DEBBIE L. CRADDOCK AND PATRICIA L. MOORE
4. NETWORK OBJECTIVE STATEMENT SIGNED BY ASHUTOSH PANDEY, RADIO FREQUENCY ENGINEER FOR VERIZON WIRELESS
5. SEARCH AREA MAP
6. SITE SURVEY AND ZONING DRAWINGS PREPARED BY KIMLEY-HORN & ASSOCIATES, INC.
7. SITE IMAGES
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9. FUTURE COLLOCATION CERTIFICATION SIGNED BY MICHAEL HAVEN, REAL ESTATE MANAGER FOR VERIZON WIRELESS
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11. FCC LICENSES FOR ROWAN COUNTY, NORTH CAROLINA
12. NIER STATEMENT SIGNED BY ASHUTOSH PANDEY, RADIO FREQUENCY ENGINEER FOR VERIZON WIRELESS
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STATEMENT OF COMPLIANCE WITH THE ROWAN COUNTY ZONING ORDINANCE

Verizon Wireless is required to obtain a Conditional Use Permit from the Rowan County Board of Commissioners for a new 165' monopole wireless communications tower with a four foot lightning rod and associated equipment structures pursuant to Sections 21-60(3), 21-52, 21-58(a-e), and 21-59 of the Rowan County Zoning Ordinance. The proposed tower is located on property owned by Debbie L. Craddock and Patricia L. Moore. The proposed tower will be located at 280 Rimer Road on a property that is zoned RA. Verizon Wireless fully complies with the Conditional Use Permit standards set forth in the Ordinance and respectfully requests that the proposed tower be approved.

I. Section 21-60(3) - Transportation, communications, electric, gas and sanitary services group: Communications and Wireless support structures. Verizon Wireless fully complies with the applicable standards set forth in the Ordinance as follows:

a. *New wireless support structures.* For all new wireless support structures, the county encourages the applicant to investigate preferred sites and those locations that minimize the impact to the North Carolina Scenic Byway corridor. In the event the new wireless support structure cannot be located at a preferred site, evidence that the applicant has investigated the possibilities for co-location on an existing wireless support structure shall be presented with its application. At a minimum the evidence should contain:

1. Copies and responses of certified letters sent to owners/operators of all existing towers and structures with telecommunications facilities within the search ring of the proposed site, requesting the following information:

- i. Height above ground and sea level.
- ii. Existing tenants, including any telecommunication service providers and planned tower use.
- iii. Whether the existing site could accommodate the addition of their wireless facilities.
- iv. If the addition of their wireless facilities cannot be accommodated, an assessment of whether the existing site could be upgraded and a general description of the means and projected costs of shared use of the tower.

- Acknowledged and agreed. There are no preferred sites, existing towers or alternative buildings or structures upon which to collocate within the search area in which Verizon Wireless' equipment must be located to function as intended. Therefore, co-location is not possible and construction of the new Mount Hope tower is necessary. Please refer to the Inability to Collocate Statement and

Facility Siting Certification signed by Jack P. Allen, Jr., Site Acquisition Consultant for Juvo Telecom, attached hereto as Exhibit 8. Please also refer to the Search Area Map, attached hereto as Exhibit 5. Lastly, please refer to the Network Objective Statement signed by Ashutosh Pandey, Radio Frequency Engineer for Verizon Wireless, attached hereto as Exhibit 4.

2. Inventory of all preferred sites, and alternative tower structures considered within the search ring, including specific analysis of each preferred site and alternative tower structure outlining positive and negative aspects for utilizing.
 - Acknowledged and agreed. There are no preferred sites or alternative tower structures within Verizon Wireless' search area. Therefore, co-location is not possible and construction of the new Mount Hope tower is necessary. Please refer to the Inability to Collocate Statement and Facility Siting Certification signed by Jack P. Allen, Jr., Site Acquisition Consultant for Juvo Telecom, attached hereto as Exhibit 8. Please also refer to the Search Area Map, attached hereto as Exhibit 5. Lastly, please refer to the Network Objective Statement signed by Ashutosh Pandey, Radio Frequency Engineer for Verizon Wireless, attached hereto as Exhibit 4.
3. A completed application for a new wireless support structure shall include:
 - i. Two copies of a site plan registered professional engineer or a professional land surveyor as provided in section 21-52.
 - Acknowledged and agreed. Please refer to the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.
 - ii. Topography information for the equipment compound and fall zone including base elevation of wireless support structure or alternative tower structure.
 - Acknowledged and agreed. Please refer to Sheet 3 of the Site Survey and Pages C4 through C8 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.
 - iii. Tower height and height of antenna location (if different).
 - Acknowledged and agreed. The proposed tower height is 165 feet and the proposed height of the antennas is 160 feet. Please refer to Page C11 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.

- iv. Setbacks including ingress and egress easements, fall zone, fencing and screening requirements found in section 21-215(1)b.1.-3.
 - Please refer to Pages C1, C2, and C3 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6, demonstrating the setbacks, fall zone, and fencing for the facility. Section 21-219 of the Ordinance states that the landscaping requirements of Section 21-215 shall not apply if an existing adjacent principal or accessory structures and the proposed structure are separated by a distance of 200 feet or more. Because the proposed tower will be separated from existing structures by a distance greater than 200 feet, landscaping is not required. Additionally, the facility will be surrounded by existing dense vegetation that will be retained to the maximum extent possible that will provide a screen meeting the requirements in Section 21-215(1)b.1-3. Please also refer to the Site Images, attached hereto as Exhibit 7.
- v. Adjacent land uses and the separation distance from antenna facility to the nearest occupied residential dwelling.
 - Acknowledged and agreed. Please refer to Page C1 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.
4. Using the latitude and longitude of the proposed wireless support structure location as a fixed point, obtain actual photographs of the site that present a 0 degree (north); 90 degree (east); 180 degree (south); 270 degree (west) perspective toward the fixed point from the nearest North Carolina DOT maintained roads in relation to the site.
 - Acknowledged and agreed. Please refer to the Balloon Test Report prepared by Michael Gould, Owner and Operator of Gould Digital Imaging, attached hereto as Exhibit 14.
5. Utilizing each of the photographs from item 4 above, create a simulated photographic image of the proposed wireless support structure or antenna addition to an alternative tower structure from each of the perspectives referenced above depicting the tower at a scale relative to its surroundings with specific regard to height and width.
 - Acknowledged and agreed. Please refer to the Photo Simulations, prepared by Michael Gould, Owner and Operator of Gould Digital Imaging, attached hereto as Exhibit 15.
6. Engineering report certifying the tower is compatible for co-location with a

minimum of five (5) compatible users including the primary user and copy of co-location policy.

- As shown on Page C11 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6, the proposed tower will be designed to accommodate five users. Please also refer to the Future Collocation Certification, signed by Michael Haven, Real Estate Manager for Verizon Wireless, attached hereto as Exhibit 9. An engineering report certifying the tower is compatible for co-location cannot be provided until the tower is ordered from the manufacturer, which is typically done after zoning approval. Verizon Wireless respectfully requests that this documentation be made a condition of zoning approval to be submitted before the issuance of a building permit.
- b. *Tower heights and types.* To maintain the character of the rural areas of the county and allow for placement in the commercial and industrial areas of the county, new wireless support structures will be regulated in the following manner:
1. Rural Agricultural (RA), Rural Residential and Neighborhood Business (NB) districts. Monopole not to exceed one hundred ninety-nine (199) feet based on five (5) co-located antenna arrays.
 - Acknowledged and agreed. The subject property is zoned RA. As shown on Page C11 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6, the proposed tower will be a 165-foot monopole tower and will be designed to accommodate five (5) users. Please also refer to the Future Collocation Certification, signed by Michael Haven, Real Estate Manager for Verizon Wireless, attached hereto as Exhibit 9.
 2. Commercial, business, industrial (CBI), Industrial (IND), 85-ED-1, 85-ED-2, 85-ED-3, and 85-ED-4. Monopole or lattice tower not to exceed two hundred fifty (250) feet based on six (6) co-located antenna arrays.
 - Because the proposed tower is zoned RA, this subsection does not apply.
 3. Requirements 1. and 2. of this subsection may be modified by the board of commissioners based upon:
 - i. Evidence presented by the applicant that demonstrates a height increase is in the interest of public safety or is necessary to provide the applicant's designed service.
 - ii. An alternative design would better blend into the surrounding environment regardless of zoning district.

- Because the proposed tower meets the requirements of subsection 1 regulating towers in the RA district, these subsections do not apply.
- c. *Provisions for tower safety.* New towers must either be so designed as to land upon its own property or lease area in the event of a fall as certified by a North Carolina registered professional engineer or have a minimum lot size or lease area no less than ten thousand (10,000) square feet and have an accompanying fall zone easement equal to the tower height plus ten (10) feet. New composite tower shall, at a minimum, fully loaded, comply with TIA/EIA-222F.
- Verizon Wireless' proposed lease area is 10,000 square feet. The tower will have a 50-foot engineered fall zone radius such that, in the unlikely event of tower failure, the tower will fall within Verizon Wireless' lease area. Please refer to Page C1 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6. A North Carolina Engineer's fall zone certification cannot be provided until the tower is ordered from the manufacturer, which is typically done after zoning approval. Verizon Wireless respectfully requests that this documentation be made a condition of zoning approval to be submitted before the issuance of a building permit.
- d. *Retention of consultant.* The county may elect to retain a consultant or professional services to review the application and make determinations and recommendations on relevant issues including, but not limited to, verification of the applicant's due diligence, analysis of alternatives and compliance with state and federal rules and regulations. The applicant shall pay any expense for consulting or professional services in excess of the application fee. The county shall require any consultants to disclose any potential conflicts of interest and to hold confidential any proprietary information supplied by the applicant. At the request of the applicant, the zoning administrator shall arrange an informal consultation with the applicant to review the consultant's report prior to any public hearing on the application. All determination costs not excluded by NCGS 153A- 349.52(f) are reimbursable by applicant.
- Acknowledged and agreed.
- e. *Obstruction lighting and marking.* Wireless support structures located within the county's airport zone overlay may exhibit obstruction lighting and marking in accordance with the Federal Aviation Administration standards. All other towers shall be of galvanized finish, or painted with a rust protective paint of an appropriate color to harmonize with the surroundings as approved by the board of commissioners. Requirements of this subsection may be modified by the board of commissioners based upon an increase in tower height or location in another jurisdiction's regulated air space or in the interest of public safety.
- Acknowledged and agreed. The proposed tower will not be located within the county's airport zone overlay. As shown on Page C11 of the Site Survey and

Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6, the proposed tower will be constructed of galvanized steel, gray in color, in order to blend with the changing color of the sky. As demonstrated by the Airspace Study, prepared by Federal Airways & Airspace, attached hereto as Exhibit 10, notice to the FAA is not required and the tower will not be lighted.

- f. *FCC license required.* The applicant for a new wireless telecommunication facility must be currently licensed by the FCC to provide fixed or mobile wireless communication services, or if the applicant is not such an FCC licensee, must demonstrate that it has binding commitments from one (1) or more FCC licensees to utilize the wireless telecommunication site once constructed.

- Acknowledged and agreed. Please refer to the FCC Licenses for Rowan County, NC, attached hereto as Exhibit 11.

II. Section 21-52 - Site Plan Required. Verizon Wireless fully complies with the applicable standards set forth in the Ordinance as follows:

Site plans are necessary to demonstrate the proposed use of land and / or structures will comply with the specifications set forth in this chapter prior to the issuance of a zoning permit. All non-residential uses shall submit a site plan containing the following information in addition to other standards required by this chapter:

- (1) Zone lot with dimensions and development setbacks;

- Acknowledged and agreed. Please refer to Sheets 1 through 3 of the Site Survey and Page C1 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.

- (2) Tax parcel number;

- Acknowledged and agreed. The tax parcel number of the subject property is 422 179. Please refer to Page T1 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.

- (3) Property address;

- Acknowledged and agreed. The property address is 280 Rimer Road, Salisbury, North Carolina 28146. Please refer to Page T1 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.

- (4) Adjoining deeded properties and their uses;

- Acknowledged and agreed. Please refer to Page C1 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.
- (5) Existing structures;
- Acknowledged and agreed. Please refer to Page C1 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.
- (6) Proposed structure with size;
- Acknowledged and agreed. The proposed structure is a 165-foot monopole wireless communication tower with a four-foot lightning rod. Please refer to Page C11 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.
- (7) Proposed use;
- Acknowledged and agreed. The proposed use is a wireless communication tower. Please refer to Pages T1 and C11 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.
- (8) Number of employees, if applicable;
- The proposed facility will be unmanned with only periodic maintenance on average one time per month by one employee. Please refer to Page T1 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.
- (9) Hours of operation, if applicable;
- The proposed facility will be unmanned with only periodic maintenance on average one time per month by one employee. The facility will operate 24 hours a day, seven days a week. Please refer to Page T1 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.
- (10) Off-street parking, loading and unloading, access to existing streets;
- Acknowledged and agreed. The proposed facility will have an access road and a 20' x 60' parking area and vehicle turnaround area at the entrance to the facility. Access to the site will be from the Rimer Road public right-of-way via a 12-foot wide road to be installed by Verizon Wireless to the entrance of the facility. Please refer to Pages C1 and C2 of the Site Survey

and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.

(11) Easements and rights-of-way;

- Acknowledged and agreed. Access to the site will be from the Rimer Road public right-of-way. Verizon Wireless will have a 30-foot wide access and utilities easement from Rimer Road to the facility. Please refer to Page C1 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.

(12) All pertinent development requirements of this chapter;

- Acknowledged and agreed. Please refer to the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.

(13) Any additional information required by the zoning administrator to assess the merits of the application, including but not limited to traffic impact analysis, environmental impact statements;

- To-date, the zoning administrator has not requested any additional information.

(14) Floodplains;

- The proposed facility is not located within a 100-year floodplain. Please refer to the NEPA Summary, attached hereto as Exhibit 16.

(15) Name, location and dimension of any proposed streets, drainage facilities, parking areas, recreation areas, required yards, required turnarounds as applicable;

- The proposed facility will have a 20' x 60' parking area and vehicle turnaround area at the entrance to the facility. Please refer to Page C2 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.

(16) Screening & Buffering, if applicable;

- Section 21-219 of the Ordinance states that the landscaping requirements of Section 21-215 shall not apply if an existing adjacent principal or accessory structures and the proposed structure are separated by a distance of 200 feet or more. Because the proposed tower will be separated from existing structures by a distance greater than 200 feet, landscaping is not required. Additionally, the facility will be surrounded by existing dense vegetation

that will be retained to the maximum extent possible that will provide a screen meeting the requirements in Section 21-215(1)b.1-3. Please refer to Pages C1 and C2 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6. Please also refer to the Site Images, attached hereto as Exhibit 7.

(17) Zoning District;

- Acknowledged and agreed. The zoning district of the proposed subject property is RA. Please refer to Page T1 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.

(18) Proposed phasing, if applicable;

- Not applicable.

(19) This required site plan shall be in sufficient detail to allow the zoning administrator to reasonably understand the proposed development. The scale shall be one (1) inch equals one hundred (100) feet or greater for zone lots three (3) acres or less in size, or one (1) inch equals two hundred (200) feet for zone lots more than three (3) acres in size.

- Acknowledged and agreed. Please refer to Sheets 1 through 3 of the Site Survey and Page C1 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.

III. Section 21-58 - Review Procedures. Verizon Wireless fully complies with the applicable standards set forth in the Ordinance as follows:

(a) *Submission.* Applications for conditional use permits shall be submitted to the county planning department accompanied by a nonrefundable fee set by the county board of commissioners. Once received, the Planning Director shall review the request and, if deemed complete, submit a recommendation to the Board of Commissioners to schedule a public hearing regarding the request. Incomplete applications will be returned to the applicant with the deficiencies noted.

- Acknowledged and agreed. A check in the amount of \$4,200.00 made payable to Rowan County is enclosed with this application.

(b) *Conditional use review.* Planning staff shall prepare and present a report on the application to the board(s) reviewing the application. The board shall evaluate the application with reference to applicable conditions contained in this section as well as general criteria contained in this chapter. When deciding conditional use permits, the board of commissioners shall follow quasi-judicial procedures. The board of

commissioners may impose reasonable and appropriate conditions upon the conditional use permit that support the findings found in this article.

- Because these standards refer to the responsibilities of the County, this subsection is not applicable.
- (c) *Site plan required.* Application for conditional use permit review shall require a site plan as provided in section 21-52 of this article. The planning director may also require additional information reasonably required to review the development proposal.
- Acknowledged and agreed. Please refer to the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.
- (d) *Oath.* All evidence presented at the public hearing with regard to applications for conditional use permits shall be under oath.
- Acknowledged and agreed.
- (e) *Required findings.* All decisions regarding a conditional use permit application shall not be approved or denied unless each of the following findings has been made:
- (1) The development of the property in accordance with the proposed conditions will not materially endanger the public health or safety;
 - Acknowledged and agreed. The proposed tower, if located, developed, and operated according to the plans submitted herewith, will not materially endanger the public health or safety. The proposed facility will be constructed and operated in accordance with all applicable Federal, state, and local laws and ordinances including, but not limited to the Federal Communications Commission (FCC) and Federal Aviation Administration (FAA) rules and guidelines. The facility will be secured by an 8-foot tall locked fence, topped with three strands of barbed wire. The tower will have a 50-foot engineered fall zone radius such that in the unlikely event of tower failure, the tower will fall within Verizon Wireless' lease area. Please refer to the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6. Please also refer to the Airspace Study prepared by Federal Airways & Airspace, attached hereto as Exhibit 10. Please also refer to the NIER Statement signed by Ashutosh Pandey, Radio Frequency Engineer for Verizon Wireless, attached hereto as Exhibit 12. Please refer to the NEPA Summary prepared by S&ME, attached hereto as Exhibit 16.
 - (2) That the development of the property in accordance with the proposed conditions will not substantially injure the value of adjoining or abutting property, or that the development is a public necessity; and

- Acknowledged and agreed. The proposed tower will not substantially injure the value of adjoining or abutting property. Michael Berkowitz, Certified Real Estate Appraiser, performed a real estate impact study for the proposed tower and concluded that, in his expert opinion, the proposed tower would not substantially injure the value of adjoining or abutting property. Please refer to the Real Estate Impact Study prepared by Michael Berkowitz, attached hereto as Exhibit 13.

Additionally, the proposed tower is a public necessity. The proposed tower will provide necessary wireless telecommunication capacity and coverage in the area. Improved wireless capacity and coverage will promote public welfare as it will aid the citizens of Rowan County in contacting 911 from mobile devices in emergencies. Furthermore, a growing number of Americans live in wireless-only households. According to the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Health Statistics, as of late 2016, the majority of American homes only have wireless telephones.¹ Additionally, more than 70% of all adults between the ages of 25-34 and of adults renting homes live in wireless-only households.² Thus, wireless service has become a necessity to the majority of Americans in order to communicate in emergencies and on a day-to-day basis. Please refer to the Network Objective Statement signed by Ashutosh Pandey, Radio Frequency Engineer for Verizon Wireless, attached hereto as Exhibit 4.

- (3) That the location and character of the development in accordance with the proposed conditions will be in general harmony with the area in which it is located and in general conformity with any adopted county plans.

- Acknowledged and agreed. The property is zoned RA, as are all adjacent properties and the majority of properties in the general vicinity. Communication towers are permitted as a conditional use in the RA zoning district, which is *prima facie* evidence that the use will be in harmony with the area. In addition, the proposed tower will be located at the rear of an approximately 23.98-acre property that has dense vegetation to screen the facility from adjacent properties. The proposed tower will be setback approximately one quarter of a mile from the nearest Rimer Road public right-of-way to the south. The closest existing residences are over 900 feet from the proposed tower location. The existing surrounding land uses are forest, agricultural and rural residential in nature such that the proposed facility will be in conformity with the character of the area. The proposed tower will be a monopole-type design without lattice or guy

¹ Stephen J. Blumberg, Ph.D., U.S. Department of Health and Hum. Services, Center for Disease Control and Prevention, Nat'l Center for Health Stat., Wireless Substitution: Early Release of Estimates from the National Health Interview Survey, July-December 2016 (2017), <http://www.cdc.gov/nchs/data/nhis/earlyrelease/wireless201705.pdf>.

² *Id.*

wires in order to be the least visually and physically intrusive facility. The tower will not be lighted. The tower will be galvanized steel to blend with the changing color of the sky. Other than the visibility of the top of the tower, the facility will have a negligible, if any, impact on neighboring properties. The facility will be an innocuous use that will not produce any vibration, fumes, odors, or loud noises. The facility will be unmanned with only periodic maintenance approximately one time per month such that there would be no increase in traffic to the area after construction. The facility will have a very small footprint on the overall subject property as the facility will be located on a 100' x 100' lease area with a 60' x 60' compound. Please refer to the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6. Please also refer to the Site Images, attached hereto as Exhibit 7. Please also refer to the Balloon Test Report and Photo Simulations prepared by Michael Gould, Owner and Operator of Gould Digital Imaging, attached hereto as Exhibits 14 and 15, respectively.

Additionally, the proposed tower will be in general conformity with the Rowan County Land Use Plan: Areas East of I-85. The subject property is within Planning Area Two of this plan, which generally consists of lands adjacent to municipalities and areas surrounding High Rock Lake. This area is the most developed of the three identified planning areas and has low-density residential uses with pockets of medium density residential uses as well as highway corridor commercial and industrial uses with some agricultural uses. The NC 152 commercial/industrial corridor is within one mile of the proposed site. The future land use recommendations for the area include a mix of uses and service oriented development, which may include commercial components with residential development to serve proposed and surrounding neighborhoods. The plan also contemplates medium density residential development and the expansion of existing businesses. The plan recognizes the highway businesses along NC 152 east as well as rural businesses along Old Concord Road. The proposed tower will be in general conformity with the contemplated developments and future land use recommendations as it will provide increased wireless capacity and coverage to serve the residences, commercial, and industrial uses in the area. The facility will specifically provide improved service along NC 152 between Old Concord Road and Faith Road and along Old Concord Road to support the commercial businesses along these roadways. Wireless service is now a highly demanded service for both residents and businesses for day-to-day communication and for communication with 911 during emergencies, thus, the proposed facility will support the contemplated development in Planning Area Two and be in general conformity with the Plan.

IV. Section 21-59 - Evaluation Criteria. Verizon Wireless fully complies with the applicable standards set forth in the Ordinance as follows:

In addition to meeting special standards for a particular use, the applicant must illustrate that he/she can comply with the following criteria when any conditional use is proposed.

(1) Adequate transportation access to the site exists;

- Acknowledged and agreed. The proposed facility will have an access road and a 20' x 60' parking area and vehicle turnaround area at the entrance to the facility. Access to the site will be from the Rimer Road public right-of-way via a 12-foot wide road to be installed by Verizon Wireless to the entrance of the facility. Please refer to Pages C1 and C2 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.

(2) The use will not significantly detract from the character of the surrounding area;

- Acknowledged and agreed. The proposed tower will not significantly detract from the character of the surrounding area. The property is zoned RA, as are all adjacent properties and the majority of properties in the general vicinity. Communication towers are permitted as a conditional use in the RA zoning district, which is *prima facie* evidence that the use will be in harmony with the area. In addition, the proposed tower will be located at the rear of an approximately 23.98-acre property that has dense vegetation to screen the facility from adjacent properties. The proposed tower will be setback approximately one quarter of a mile from the nearest Rimer Road public right-of-way to the south. The closest existing residences are over 900 feet from the proposed tower location. The existing surrounding land uses are forest, agricultural and rural residential in nature such that the proposed facility will be in conformity with the character of the area. The proposed tower will be a monopole-type design without lattice or guy wires in order to be the least visually and physically intrusive facility. The tower will not be lighted. The tower will be galvanized steel to blend with the changing color of the sky. Other than the visibility of the top of the tower, the facility will have a negligible, if any, impact on neighboring properties. The facility will be an innocuous use that will not produce any vibration, fumes, odors, or loud noises. The facility will be unmanned with only periodic maintenance approximately one time per month such that there would be no increase in traffic to the area after construction. The facility will have a very small footprint on the overall subject property as the facility will be located on a 100' x 100' lease area with a 60' x 60' compound. Please refer to the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6. Please also refer to the Site Images, attached hereto as Exhibit 7. Please also refer to the Balloon Test Report and Photo Simulations prepared by Michael Gould, Owner and Operator of Gould Digital Imaging, attached hereto as Exhibits 14 and 15, respectively.

Additionally, Michael Berkowitz, Certified Real Estate Appraiser, performed a real estate impact study for the proposed tower and concluded that, in his expert opinion, the proposed tower would not substantially injure the value of adjoining or abutting property. Please refer to the Real Estate Impact Study prepared by Michael Berkowitz, attached hereto as Exhibit 13.

(3) Hazardous safety conditions will not result;

- Acknowledged and agreed. The proposed tower, if located, developed, and operated according to the plans submitted herewith, will not materially endanger the public health or safety. The proposed facility will be constructed and operated in accordance with all applicable Federal, state, and local laws and ordinances including, but not limited to the Federal Communications Commission (FCC) and Federal Aviation Administration (FAA) rules and guidelines. The facility will be secured by an 8-foot tall locked fence, topped with three strands of barbed wire. The tower will have a 50-foot engineered fall zone radius such that in the unlikely event of tower failure, the tower will fall within Verizon Wireless' lease area. Please refer to the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6. Please also refer to the Airspace Study prepared by Federal Airways & Airspace, attached hereto as Exhibit 10. Please also refer to the NIER Statement signed by Ashutosh Pandey, Radio Frequency Engineer for Verizon Wireless, attached hereto as Exhibit 12. Please refer to the NEPA Summary prepared by S&ME, attached hereto as Exhibit 16.

(4) The use will not generate significant noise, odor, glare, or dust;

- Acknowledged and agreed. The tower will not be lighted. The tower will be galvanized steel to blend with the changing color of the sky. The facility will be an innocuous use that will not produce any vibration, fumes, odors, or loud noises. Please refer to Page C11 of the Site Survey and Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6. Please also refer to the Airspace Study prepared by Federal Airways & Airspace, attached hereto as Exhibit 10.

(5) Excessive traffic or parking problems will not result; and

- Acknowledged and agreed. The facility will be unmanned with only periodic maintenance approximately one time per month such that there would be no increase in traffic to the area after construction. Additionally, the facility will have a 20' x 60' parking and turnaround area at the entrance to the facility that will provide the necessary parking space for periodic maintenance. Please refer to Page C2 of the Site Survey and

Zoning Drawings prepared by Kimley-Horn and Associates, Inc., attached hereto as Exhibit 6.

- (6) Use will not create significant visual impacts for adjoining properties or passersby.
- Acknowledged and agreed. The proposed tower will not create significant visual impacts for adjoining properties or passersby and will not substantially injure the value of adjoining or abutting property. The proposed tower will be located at the rear of an approximately 23.98-acre property that has dense vegetation to screen the majority of the facility from adjacent properties. The proposed tower will be setback approximately one quarter of a mile from the nearest Rimer Road public right-of-way to the south. The closest existing residences are over 900 feet from the proposed tower location. The proposed tower will be a monopole-type design without lattice or guy wires in order to be the least visually and physically intrusive facility. The tower will not be lighted. The tower will be galvanized steel to blend with the changing color of the sky. Please also refer to the Balloon Test Report and Photo Simulations prepared by Michael Gould, Owner and Operator of Gould Digital Imaging, attached hereto as Exhibits 14 and 15, respectively.

Respectfully submitted on January 9, 2018.

Laura D. Goode

Laura D. Goode, Esq.
Baker, Donelson, Bearman, Caldwell & Berkowitz, PC
1501 Main Street, Suite 600
Columbia, South Carolina 29201
Phone: (803) 251-8817
Fax: (803) 753-0011
Email: lgoode@bakerdonelson.com
Attorney for Verizon Wireless



Rowan County Department of
Planning & Development
402 N. Main Street Ste 204
Salisbury, NC 28144
Phone (704) 216-8588
Fax (704) 638-3130
www.rowancountync.gov

Case # CUP
Date Filed _____
Received By _____
Amount Paid _____
Office Use Only

CONDITIONAL USE PERMIT APPLICATION

OWNERSHIP INFORMATION:

Name: Debbie L. Craddock and Patricia L. Moore

Signature: Debbie L. Craddock Patricia L. Moore

Phone: 704-798-2266 Email: N/A

Address: 725 Parks Road, Salisbury, North Carolina, 28146

APPLICANT / AGENT INFORMATION:

Name: Baker, Donelson, Bearman, Caldwell & Berkowitz, PC (Laura Goode) on behalf of Cellco Partnership d/b/a Verizon Wireless

Signature: Laura Goode

Phone: 803-251-8817 Email: LGoode@bakerdonelson.com

Address: 1501 Main Street, Suite 600, Columbia, South Carolina 29201

PROPERTY DETAILS:

Tax Parcel: 422 179 Zoning District: RA

Date Acquired: 2015 Deed Reference: Book 1261 Page 471

Property Location: 280 Rimer Road, Salisbury, North Carolina 28146

Size (sq. ft. or acres): 23.98 Street Frontage: 30'

Current Land Use: Forested and Garage

Surrounding Land Use: North Vacant/Wooded
South Residential and Agricultural
East Residential, Vacant/Wooded and Agricultural
West Residential, Forested and Agricultural

PURPOSE & SECTION:

State purpose of conditional use permit:

Construction of a new 165' wireless telecommunication tower (with 4'
lightning rod).

Cite section(s) of Zoning Ordinance which permit is being requested:

21-60(3) - Transportation, communications, electric, gas and sanitary
services group: Communications and Wireless support structures

ATTACHED DOCUMENTS:

Applicant must attach a response to the evaluation criteria from Section 21-59 and an accompanying site plan based on information required in Section 21-52 and 21-60.

Attached: Yes ☒ No ☐

Applicant shall, at the time the application is made, present all the necessary evidence (maps, drawings, statements, certifications, etc.) showing how the requirements of the applicable sections of the Zoning Ordinance will be met.

OFFICIAL USE ONLY

1. Signature of Coordinator: _____ 2. Board of Commissioners
Public Hearing: ____/____/____ 3. Notifications Mailed: ____/____/____ 4. Property Posted:
____/____/____ 5. BOC Action: Approved _____ Denied _____ 6. Date Applicant Notified:
____/____/____

NAME OF LANDOWNER: Debbie L. Craddock and Patricia L. Moore
ADDRESS: 725 Parks Road
CITY, STATE, & ZIP: Salisbury, North Carolina, 28146
DATE: November 6, 2017

Rowan County Planning & Development
ATTN: Ed Muire, Planning & Development Director
402 N. Main Street
Salisbury, NC 28144

RE: **CONSTRUCTION OF A NEW WIRELESS SUPPORT STRUCTURE LOCATED
IN ROWAN COUNTY, NORTH CAROLINA**

FOR PROPERTY LOCATED AT: 280 Rimer Road
Salisbury, North Carolina 28146

PARCEL ID: 422 179

To Whom It May Concern:

Please be advised that Debbie L. Craddock and Patricia L. Moore are the owners of record of the property described above, and hereby authorize Baker, Donelson, Bearman, Caldwell & Berkowitz, PC as attorney for Cellco Partnership d/b/a Verizon Wireless to act on their behalves in requesting any and all necessary approvals for the above-noted property to allow for construction of a communication tower and all related ancillary structures.

Sincerely,

Debbie L. Craddock

Debbie L. Craddock

Date: 11-5-2017

Patricia L. Moore

Patricia L. Moore

Date: 11-5-2017



November 1, 2017

Rowan County Planning & Development
ATTN: Ed Muire, Planning & Development Director
402 N. Main Street
Salisbury, NC 28144

Re: Verizon Wireless Network Objective Statement - MOUNT HOPE

Dear Mr. Muire:

The purpose of this letter is to address Cellco Partnership D/B/A Verizon Wireless' (Verizon Wireless) application for a new telecommunication tower at 280 Rimer Road, Salisbury, North Carolina 28146. The anchor tenant on the proposed new telecommunication tower will be Verizon Wireless. Verizon Wireless' objective in connection with the proposed site is to improve capacity and coverage to the area southwest of Faith, North Carolina, mainly west of Faith Road, north of HWY 152 East, and east of Old Concord Road. The Mount Hope Area is currently served by the existing Verizon Wireless Granite site. However, greater network density – additional network capacity - is needed to meet the growing needs of Verizon Wireless customers in the Mount Hope Area.

The proposed Mount Hope new telecommunication tower will provide the needed capacity offload solution for a sector of the existing Verizon Wireless Granite site, thereby serving the growing demands of its customers and preventing the negative service implications of capacity exhaustion.

Wireless carriers have had a consistent need since the beginning of Cellular Telephony to increase the density of the network as customer demand for wireless services increased, and additional network capacity became more of a necessity. However, since the introduction of 3G data services, and subsequent evolution to 4G LTE technology, the requirement to rapidly advance the process of cell densification has become essential in order to meet the user demand for data services and increased mobility.

In the past, wireless networks primary services were voice and short message service, which were handled by circuit-switched channels over the radio frequency spectrum. In order to increase capacity, the carrier could increase the number of channels up to the point where the carrier's owned spectrum became exhausted. In meeting the demand for high speed data services over the 4G network, and subsequently voice and SMS services over 4G as well, wireless carriers must use all available spectrum from the beginning. As a result, the size of a cell site is no longer defined as coverage, but rather by how many users can be supported and what data rates can be sustained. When a cell site reaches its capacity limit it is realized by the customer in the form of websites taking too long to load or timing out, and emails that are

unable to download or send, as well as issues with voice calls when carried over the 4G network. When the capacity of an existing site is exhausted, a capacity offload solution is required in order to provide the same level of service within a given area.

The proposed Mount Hope new communications tower will provide the needed capacity offload solution for the existing Verizon Wireless Granite site, thereby serving the growing demands of its customers and preventing the negative service implications of capacity exhaustion. The proposed Mount Hope new communications tower will also provide increased coverage to connect with existing nearby Verizon Wireless sites.

Sincerely,



Ashutosh Pandey

RF Engineer – Verizon Wireless

Mount Hope Search Area Map



NOTE:
SITE IS LOCATED WITHIN FEMA FLOOD MAP
AREA 371056500J DATED 06/16/2009
WITHIN FLOOD ZONE X.



8921 RESEARCH DRIVE
CHARLOTTE, NC 28262

MOUNT HOPE

SITE ADDRESS

280 RIMER ROAD
SALISBURY, NC 28146
ROWAN COUNTY

LATITUDE: 35° 33' 55.5" N
LONGITUDE: 80° 29' 05.8" W
TAX/PIN #: 422 179
ZONING: RA

MUNICIPALITY:

ROWAN COUNTY

STATE:

NORTH CAROLINA

TOWER TYPE:

MONOPOLE TOWER

TOWER HEIGHT:

165' (169' TO HIGHEST APPURTENANCE)

NUMBER OF CARRIERS:

0 EXISTING, 1 PROPOSED

USE:

PROPOSED TELECOMMUNICATIONS TOWER
AND UNMANNED EQUIPMENT

CONSULTANT

KIMLEY-HORN AND ASSOCIATES, INC.
2 SUN COURT, SUITE 450
PEACHTREE CORNERS, GEORGIA 30092
PHONE: (678) 533-3928
ATTN.: KEITH MARKLAND

PROJECT SUMMARY

DEVELOPER

VERIZON WIRELESS
8921 RESEARCH DRIVE
CHARLOTTE, NC 28262
PHONE: (704) 577-8785
ATTN.: MICHAEL HAVEN

POWER COMPANY

DUKE ENERGY
PHONE: (800) 777-9898
ATTN.: CUSTOMER SERVICE

TELEPHONE COMPANY

TBD
PHONE: TBD
ATTN.: CUSTOMER SERVICE

PROPERTY OWNER

DEBBIE L. GRADDOCK & PATRICIA L. MOORE
725 PARKS RD.
SALISBURY, NC 28146
PHONE: (704) 798-2266
ATTN.: PATRICA MOORE

CONTACTS



VICINITY MAP

FROM CHARLOTTE OFFICE: HEAD SOUTHWEST ON RESEARCH DR 0.4 MI: TURN LEFT ONTO W WY HARRIS BLVD 0.4 MI: TURN LEFT ONTO I-85 N RAMP 0.3 MI: MERGE ONTO I-85N 8.5 MI: TAKE EXIT 54 FOR GEORGE W LILES PARKWAY TOWARD KANNAPOLIS PARKWAY 0.4 MI: USE THE LEFT 2 LANES TO TURN LEFT ONTO GEORGE W LILES PKWY 0.4 MI: TURN LEFT ONTO US-29 N 0.4 MI: TURN LEFT ONTO US-29 N RAMP 0.4 MI: TURN LEFT ONTO DALL E LARNHARDT BLVD 0.2 MI: CONTINUE ONTO LOOP RD N 0.9 MI: TURN LEFT ONTO N MAIN ST 1.1 MI: TURN RIGHT ONTO E 18TH ST 0.1 MI: TURN LEFT AT THE 2ND CROSS STREET ONTO US-29 N RAMP 0.4 MI: TURN LEFT ONTO NC-152 E 2.9 MI: TURN LEFT ONTO OLD CONCORD RD 0.9 MI: TURN RIGHT ONTO MT HOPE CHURCH RD 0.8 MI: TURN RIGHT ONTO PARK RD 0.1 MI: TURN LEFT ONTO RIMER RD 121 FT AID ACCESS ROAD WILL BE ON THE LEFT

DRIVING DIRECTIONS

SHEET	DESCRIPTION	REV.
T1	COVER SHEET	3
T2	APPENDIX B: BUILDING CODE SUMMARY	0
--	SITE SURVEY (SHEET 1 OF 3)	0
--	SITE SURVEY (SHEET 2 OF 3)	0
--	SITE SURVEY (SHEET 3 OF 3)	0
N1	GENERAL NOTES	1
C1	OVERALL SITE PLAN	3
C2	SITE PLAN	2
C3	FENCE, GATE, AND COMPOUND DETAILS	0
C4	GRADING AND EROSION CONTROL PLAN 1 OF 5	0
C5	GRADING AND EROSION CONTROL PLAN 2 OF 5	0
C6	GRADING AND EROSION CONTROL PLAN 3 OF 5	0
C7	GRADING AND EROSION CONTROL PLAN 4 OF 5	0
C8	GRADING AND EROSION CONTROL PLAN 5 OF 5	0
C9	ACCESS ROAD DETAILS	1
C10	SITE SIGNAGE DETAILS	1
C11	ANTENNA AND TOWER ELEVATION DETAILS	2

SHEET INDEX

ROWAN COUNTY PLANNING & DEVELOPMENT DEPT.
402 N MAIN ST, SUITE 204
SALISBURY, NC 28144
PHONE: (704) 216-8888
ATTN.: ZONING DEPARTMENT

PERMIT INFORMATION



PROJECT INFORMATION:

VERIZON NAME: MOUNT HOPE
VERIZON SITE No.: 304662
PROJECT #: 20141096998
280 RIMER ROAD
SALISBURY, NC 28146
ROWAN COUNTY

CURRENT ISSUE DATE:

02/16/18

ISSUED FOR:

ZONING

REV. DATE: ISSUED FOR:

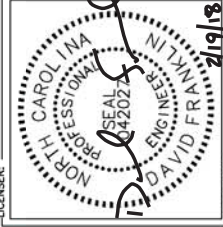
REV.	DATE	ISSUED FOR
0	11/01/17	ZONING DMF
1	11/02/17	ZONING DMF
2	01/09/18	ZONING DMF
3	02/16/18	ZONING DMF

CONSULTANT:

Kimley»Horn
2 SUN COURT, SUITE 450
PEACHTREE CORNERS, GA 30092
PHONE: (770) 825-0744
WWW.KIMLEY-HORN.COM
NC License # 1702

CONSULTANT:

DRAWN BY: CHK.: APV.:
KAB KRM DMF
LICENSER:



SHEET TITLE:

COVER SHEET

SHEET NUMBER:

T1
3
016865210

REVISION:

Copyright Kimley-Horn and Associates, Inc. 2017

NOTES

- THIS SITE SURVEY HAS BEEN PREPARED PARTIALLY FROM AN ACTUAL FIELD SURVEY AND PARTIALLY FROM MAPS AND DEEDS OF RECORD.
- PROPERTY SUBJECT TO ANY VALID & ENFORCEABLE EASEMENTS, RESTRICTIONS & RIGHT OF WAY OF RECORD.
- ALL PROPERTY OWNERS ARE NOW OR FORMERLY. ADJACENT OWNER INFORMATION TAKEN FROM COUNTY TAX RECORDS.
- AREA BY COMPUTER (COORDINATE METHOD).
- ALL DISTANCES SHOWN ARE GROUND DISTANCES UNLESS OTHERWISE NOTED.
- THIS MAP IS OF LEASED PROPERTY AND DOES NOT CREATE A SUBDIVISION OF LAND.
- SUBJECT PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD ZONE (ZONE X) PER FEMA FLOOD INSURANCE RATE MAP NUMBER 3710565600J, EFFECTIVE DATE OF 6/16/2009.

NOTES ON REVIEW OF TITLE REPORT:

FIDELITY NATIONAL TITLE INSURANCE COMPANY
FIDELITY ORDER NO. 23647844
ISSUE DATE 11/02/2016

FROM A SURVEY STATION POINT, THE ITEMS LISTED IN THE TITLE REPORT DO NOT AFFECT THE LESSEE'S PREMISES.

I HEREBY CERTIFY THAT THIS MAP WAS DRAWN FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION AND ACCURATELY DEPICTS THE LOCATIONS OF THIS SITE AS SURVEYED IN THE FIELD AND IS NOT INTENDED TO BE A BOUNDARY SURVEY OF THE PROPERTY SHOWN. I FURTHER CERTIFY THAT THIS MAP WAS DRAWN BY ME FROM AN ACTUAL GPS SURVEY MADE BY ME AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY

- CLASS OF SURVEY: A
- POSITIONAL ACCURACY: <0.10'
- TYPE OF GPS SURVEY PROCEDURE: JAVAD DPOS RAPID STATIC USING A JAVAD TRIUMPH 2 RECEIVER
- DATES OF SURVEY: OCTOBER 5, 2016
- DATUM/EPOCH: NAD 83(NSRS2011)
- PUBLISHED/FIXED-CONTROL:
DK4045 NCTR TROY CORP ARP
A4198 HPT HIGH POINT CORP ARP
DF6318 NC 771 WELCOMER CNTR CORP ARP
GEOID MODEL: GEOID12A
COMBINED GRID FACTOR: 0.99985037
UNITS: U.S. SURVEY FEET

Daniel D. Evans
DANIEL D. EVANS L-5184 DATE: 2/22/18
DODLAND SURVEYING & CONSULTING, PA
1000 WILSON ROAD, MONROE, NC 28110
FIRM # C-4181

Kimley»Horn

11720 ABERNATHY PARK, SUITE 600, ALPHARETTA, GA 30009
PHONE: 770-825-0711 FAX: 770-825-0714
WWW.KIMLEY-HORN.COM

DATE: 2/22/18

MOUNT HOPE
280 RIVER ROAD
SALISBURY, NC 28146
ROWAN COUNTY



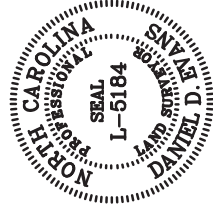
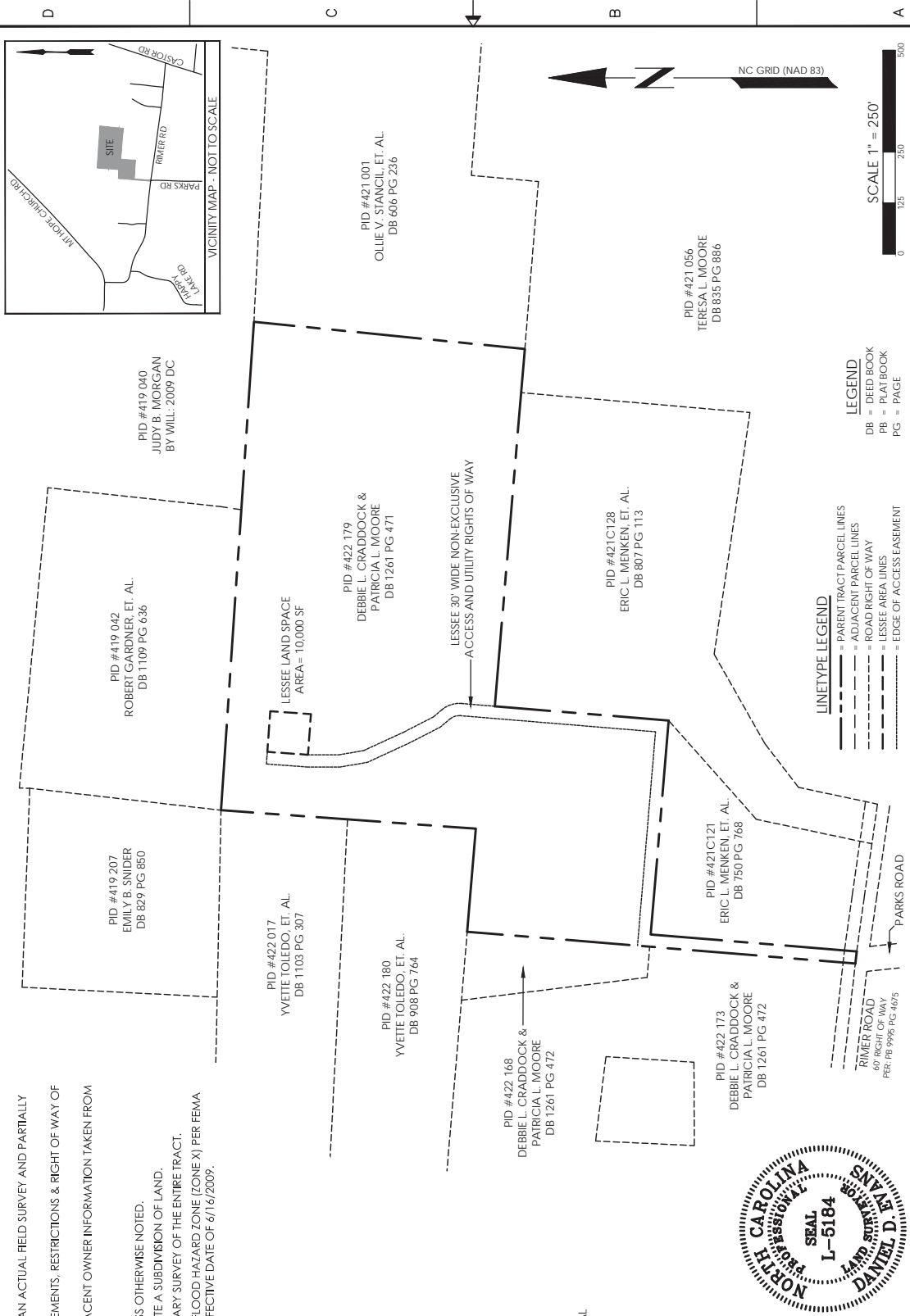
REVISIONS

No.	DATE	DESCRIPTION	BY	CHK	DATE
1	2/22/18	REVISED ADJACENT PARCEL LINES	DE	ET	DE
0	2/17/17	FINAL	DE	ET	DE
A2	12/21/17	ISSUED FOR REVIEW ADDITIONAL TOPO	DE	ET	DE
A1	10/17/17	ISSUED FOR REVIEW ADJACENT ACCESS AND LEASE AREA	DE	ET	DE
A	10/13/16	ISSUED FOR REVIEW	DE	ET	DE

SITE SURVEY

PROPOSED MONOPOLE

DRAWING No. SHEET 1 OF 3



LINE TABLE		
LINE	BEARING	LENGTH
L1	S63°32'12"E	271.53'
L2	S85°50'50"E	100.00'
L3	S04°09'10"W	100.00'
L4	N85°50'50"W	100.00'
L5	N04°09'10"E	100.00'
L6	S31°30'03"W	33.26'
L7	N04°41'46"E	521.71'
L8	S85°11'35"E	527.16'
L9	N04°43'23"E	495.80'
L10	N40°05'55"W	29.52'
L11	N27°12'12"W	83.18'
L12	N24°45'23"W	111.07'
L13	N09°42'45"W	64.48'
L14	N00°01'24"W	78.22'
L15	N04°09'10"E	100.55'
L16	N85°50'50"W	15.00'

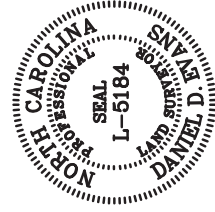
CURVE TABLE			
CURVE	BEARING	CHORD	LENGTH
C1	N17°41'16"W	38.12'	39.11'

LINETYPE LEGEND

- PARENT TRACT PARCEL LINES
- - - ADJACENT PARCEL LINES
- - - ROAD RIGHT OF WAY
- - - LESSEE AREA LINES
- - - EDGE OF ACCESS EASEMENT
- - - CENTER OF ACCESS EASEMENT

LEGEND

- = COMPUTED POINT
- DB = DEED BOOK
- IPF = IRON PIPE FOUND
- NCSP = NC STATE PLANE
- PB = PLAT BOOK
- PG = PAGE
- POB = POINT OF BEGINNING
- POC = POINT OF COMMENCEMENT
- RBF = REBAR FOUND
- RBS = REBAR SET



Daniel D. Evans
 DANIEL D. EVANS L-5184
 DUE LAND SURVEYING & CONSULTING, PA
 1103 HATCHER MEADOWS RD., MORRIS, NC 28110
 PHONE: 770-825-0711
 FAX: 770-825-0711
 EMAIL: DANIEL@DUE-LS.COM

DATE: 2/22/18

Kimley»Horn

11720 ABERNATHY PARK DRIVE SUITE 600, ALPHARETTA, GA 30009
 PHONE: 770-825-0711
 FAX: 770-825-0711
 EMAIL: KIMLEY@KIMLEY-HORN.COM

DATE: 2/22/18

MOUNT HOPE
 280 RIVER ROAD
 SALISBURY, NC 28146
 ROWAN COUNTY



REVISIONS

No.	DATE	DESCRIPTION	BY	CHK	DATE
1	2/22/18	REVISED ADJACENT PARCEL LINES	DE	ET	DE
0	2/17/17	FINAL	DE	ET	DE
A2	1/23/17	ISSUED FOR REVIEW ADDITIONAL TOPCO	DE	ET	DE
A1	1/9/17	ISSUED FOR REVIEW REBAR ACCESS AND LEASE AREA	DE	ET	DE
A	10/13/16	ISSUED FOR REVIEW	DE	ET	DE

SITE SURVEY

PROPOSED MONOPOLE

DRAWING No.

SHEET 2 OF 3

1

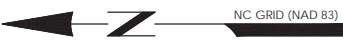
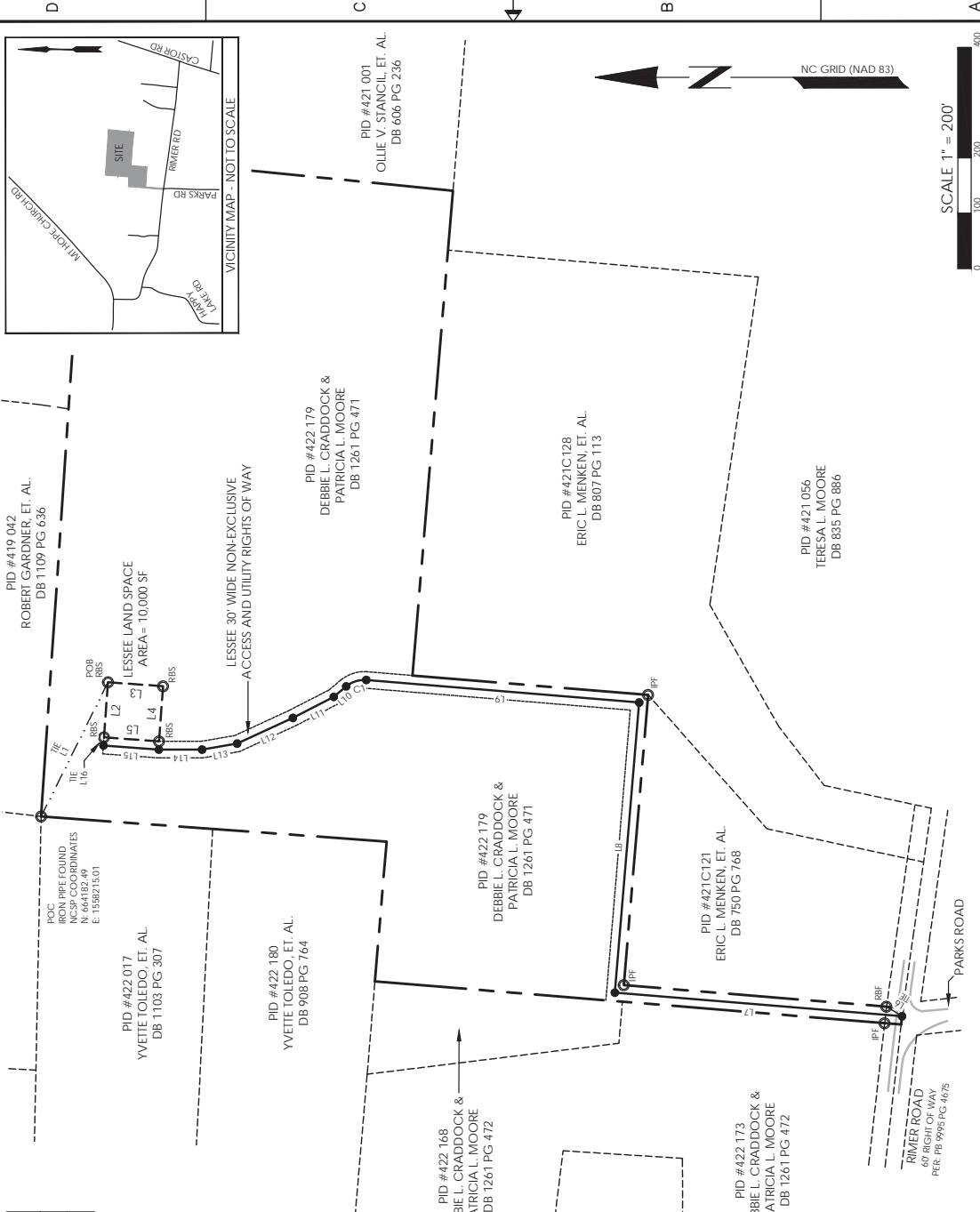
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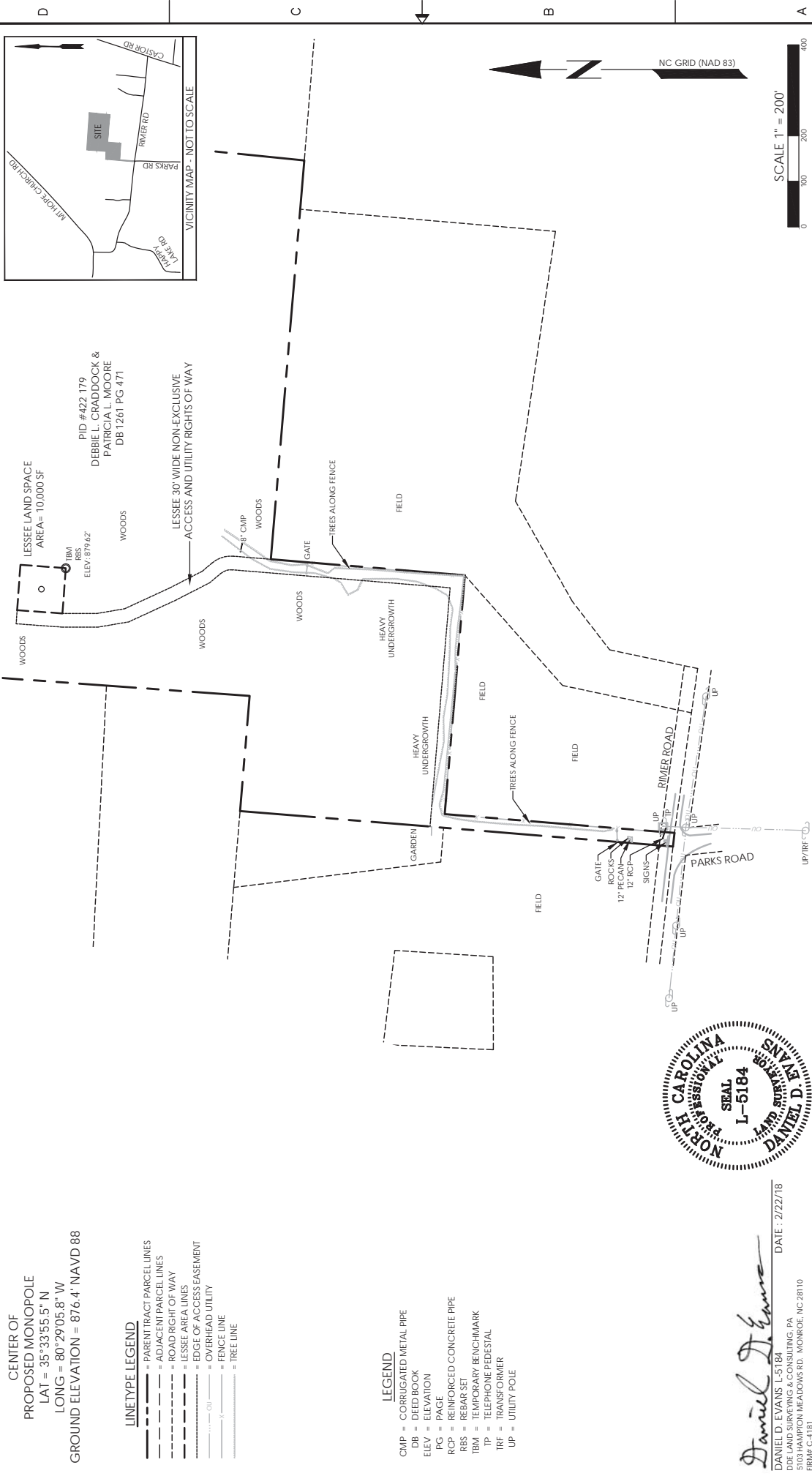
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SCALE 1" = 200'

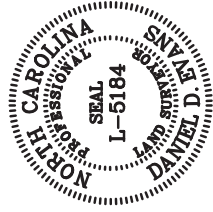




CENTER OF
PROPOSED MONOPOLE
LAT = 35°33'55.5" N
LONG = 80°29'05.8" W
GROUND ELEVATION = 876.4' NAVD 88

- LINETYPE LEGEND**
- = PARENT TRACT PARCEL LINES
 - - - = ADJACENT PARCEL LINES
 - - - = ROAD RIGHT OF WAY
 - - - = LESSEE AREA LINES
 - - - = EDGE OF ACCESS EASEMENT
 - - - = OVERHEAD UTILITY
 - - - = FENCE LINE
 - - - = TREE LINE

- LEGEND**
- CMP = CORRUGATED METAL PIPE
 - DB = DEED BOOK
 - ELEV = ELEVATION
 - PG = PAGE
 - RCP = REINFORCED CONCRETE PIPE
 - RBS = REBAR SET
 - TBM = TEMPORARY BENCHMARK
 - TP = TELEPHONE PEDESTAL
 - TRF = TRANSFORMER
 - UP = UTILITY POLE



Daniel D. Evans
DANIEL D. EVANS L-5184
DATE: 2/22/18
DUE LAND SURVEYING & CONSULTING, PA
100 HAZARD MEADOWS RD. MONROE, NC 28110
PHONE: 770-64181

Kimley»Horn
11720 ABERNATHY PARK, SUITE 600, ALPHARETTA, GA 30009
PHONE: 770-825-0711
WWW.KIMLEY-HORN.COM

MOUNT HOPE
280 RIVER ROAD
SALISBURY, NC 28146
ROWAN COUNTY



REVISIONS				SITE SURVEY			
No.	DATE	DESCRIPTION	BY	CHK	DATE		
1	2/22/18	REVISED ADJACENT PARCEL LINES	DE	EV	DE		
0	2/17/17	FINAL	DE	EV	DE		
A2	1/22/17	ISSUED FOR REVIEW (ADDITIONAL TOPO)	DE	EV	DE		
A1	9/9/17	ISSUED FOR REVIEW (ACCESS AND LEASE AREA)	DE	EV	DE		
A	9/13/16	ISSUED FOR REVIEW	DE	EV	DE		

1.00 GENERAL NOTES

- 1.01 ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE DRAWINGS AND SPECIFICATIONS. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITION OF THE STATE, LOCAL AND NATIONAL CODES, ORDINANCES AND OR REGULATIONS APPLICABLE TO THIS PROJECT.
- 1.02 THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE WORK OF ALL TRADES AND SHALL CHECK ALL DIMENSIONS. ALL DISCREPANCIES SHALL BE CALLED TO THE ATTENTION OF THE PROJECT MANAGER AND/OR ENGINEER AND BE RESOLVED BEFORE PROCEEDING WITH WORK. WHERE THERE IS A CONFLICT BETWEEN DRAWING AND VERIZON SPECIFICATIONS, THE VERIZON PROJECT ENGINEER SHOULD BE CONTACTED FOR CLARIFICATION.
- 1.03 ALL INFORMATION SHOWN ON THE DRAWINGS RELATIVE TO EXISTING CONDITIONS IS GIVEN AS PRESENT KNOWLEDGE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL INFORMATION. ANY DISCREPANCIES OR CONFLICT WITH THE DRAWINGS, THEY SHALL BE REPORTED TO THE PROJECT MANAGER AND/OR ENGINEER SO THAT PROPER REVISIONS MAY BE MADE. MODIFICATION OF DETAILS OF CONSTRUCTION SHALL NOT BE MADE WITHOUT WRITTEN APPROVAL OF THE PROJECT MANAGER AND/OR ENGINEER.
- 1.04 CONTRACTOR SHALL REVIEW AND BE FAMILIAR WITH SITE CONDITIONS AS SHOWN ON THE ATTACHED SITE PLAN AND/OR SURVEY DRAWINGS.
- 1.05 WAVEGUIDE BRIDGE AND EQUIPMENT CABINETS ARE SHOWN FOR REFERENCE ONLY. REFER TO SEPARATE DRAWINGS FOR SPECIFIC INFORMATION.
- 1.06 ALL FINISHED GRADES SHALL SLOPE MINIMUM 1/4" IN./FT. AWAY FROM EQUIPMENT IN ALL DIRECTIONS. CONTRACTOR SHALL SLOPE SWALES AS REQUIRED ALONG EXISTING TERRAIN TO DRAIN AWAY FROM COMPOUND AND ACCESS DRIVE.
- 1.07 THE PROPOSED TOWER AND TOWER FOUNDATIONS WERE DESIGNED BY OTHERS. TOWER INFORMATION PROVIDED ON THESE PLANS ARE PROVIDED FOR REFERENCE PURPOSES ONLY. NOTIFY ENGINEER OR PROJECT MANAGER OF ANY CONFLICTS OR DISCREPANCIES. CONTRACTOR TO OBTAIN COPY OF TOWER DESIGN DRAWINGS. IF ANY DISCREPANCIES, PROJECT MANAGER SHALL BE NOTIFIED BY ROUTING AND ANTENNA MOUNT INFORMATION.
- 1.08 THE CONTRACTOR SHALL PROVIDE ADEQUATE EXCAVATION SLOPING, SHORING, BRACING, AND GUYS IN ACCORDANCE WITH ALL NATIONAL, STATE, AND LOCAL SAFETY ORDINANCES.
- 1.09 UPON COMPLETION OF CONSTRUCTION, CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY DAMAGE CAUSED BY CONSTRUCTION ACTIVITIES TO THE EXISTING ACCESS ROAD AND COMPOUND GRAVEL AREAS. ANY NEW FILL MATERIALS SHALL BE COMPACTED.
- 1.10 THE CONTRACTOR IS HEREBY NOTIFIED THAT PRIOR TO COMMENCING CONSTRUCTION, HE IS RESPONSIBLE FOR CONTACTING THE UTILITY COMPANIES INVOLVED AND SHALL REQUEST A VERIFICATION AT THE CONSTRUCTION SITE OF THE LOCATIONS OF THEIR UNDERGROUND UTILITIES AND WHERE THEY MAY POSSIBLY CONFLICT WITH THE PLACEMENT OF IMPROVEMENTS AS SHOWN ON THESE PLANS. THE CONTRACTOR OR ANY SUBCONTRACTOR FOR THIS CONTRACT WILL BE REQUIRED TO NOTIFY "NORTH CAROLINA 811" 48 HOURS IN ADVANCE OF PERFORMING ANY WORK BY CALLING THE TOLL FREE NUMBER (800) 632-4949 (OR 811). ANY UTILITIES DAMAGED BY CONSTRUCTION ACTIVITIES SHALL BE REPAIRED BY THE CONTRACTOR, AT NO EXPENSE TO THE OWNER.
- 1.11 CONTRACTOR TO PROVIDE DUMPSTER AND PORTABLE TOILET FACILITY DURING CONSTRUCTION.
- 1.12 CONTRACTOR TO PROVIDE STYME LOCK OR EQUIVALENT AS APPROVED BY VERIZON PROJECT MANAGER.
- 1.13 CONTRACTOR TO PROVIDE ANY NECESSARY SIGNAGE PER VERIZON PROJECT MANAGER'S INSTRUCTIONS. SEE DETAIL ON SHEET C10.

2.00 EQUIPMENT FOUNDATION NOTES

- 2.01 FOUNDATIONS ARE DESIGNED FOR A PRESUMPTIVE ALLOWABLE SOIL BEARING CAPACITY OF 2,000 PSF. CONTRACTOR SHALL VERIFY SOIL CONDITIONS AND BEARING CAPACITY PRIOR TO CONSTRUCTION.
- 2.02 EXCAVATE A MINIMUM 18" BELOW PROPOSED EQUIPMENT FOUNDATIONS OF EXPANSIVE, ORGANIC, UNCONSOLIDATED OR OTHERWISE UNACCEPTABLE MATERIAL AND REPLACE WITH WELL-COMPACTED MATERIAL ACCEPTABLE TO VERIZON.
- 2.03 CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING, PROTECTING, AND RELOCATING AS REQUIRED ALL SERVICE AND UTILITY LINES IN VICINITY OF THE WORK SITE. ALL EXCAVATIONS NEAR THESE LINES TO BE CARRIED OUT WITH EXTREME CAUTION. COORDINATE ALL RELOCATIONS WITH THE PROPERTY OWNER.
- 2.04 CONTRACTOR TO CUT/FILL EXISTING COMPOUND SUBSOIL TO PROVIDE AN AREA AS LEVEL AS POSSIBLE FOR THE EQUIPMENT FOUNDATIONS. ALL FILL AREAS ARE TO BE FILLED WITH SUITABLE MATERIALS. FILL MATERIALS ARE TO BE PLACED, COMPACTED, AND TESTED IN MAXIMUM LAYERS OF 8". COMPACTION OF ALL FILL MATERIAL SHALL ACHIEVE 95 PERCENT OF MAXIMUM DRY DENSITY AT OPTIMUM MOISTURE CONTENT IN ACCORDANCE WITH ASTM D 698. ALL TESTS MUST MEET THE MINIMUM SPECIFIED SOIL BEARING CAPACITY. COMPACTION TESTING IS BY THE GEOTECHNICAL TESTING COMPANY DESIGNATED FOR THE PROJECT. SCHEDULING AND COORDINATION IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR. ALL TEST REPORTS OF ALL TESTING ARE TO BE PROMPTLY DELIVERED OR FAXED TO THE VERIZON WIRELESS PROJECT MANAGER.
- 2.05 CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 4,000 PSI AT 28 DAYS AND SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST REVISION TO ACI-318 BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE.
- 2.06 CONCRETE SHALL HAVE A SLUMP BETWEEN 3" AND 6".
- 2.07 REINFORCING BARS SHALL CONFORM TO THE LATEST REVISION OF ASTM A631 GRADE 60 SPECIFICATIONS AND BE DETAIL IN ACCORDANCE WITH THE LATEST REVISION TO ACI-318.
- 2.08 AT THE REQUEST OF THE VERIZON WIRELESS PROJECT MANAGER, TEST CYLINDERS SHALL BE MOLDED AND LABORATORY CURED IN ACCORDANCE WITH ASTM C31. THREE CYLINDERS SHALL BE TAKEN FOR EACH DAY'S CONCRETE PLACEMENT. CYLINDERS SHALL BE TESTED IN ACCORDANCE WITH THE LATEST REVISION TO ASTM C39.
- 2.09 CHAMFER ALL EXPOSED EXTERNAL CORNERS OF CONCRETE WITH $\frac{3}{4}$ " x 45° CHAMFER, UNLESS OTHERWISE NOTED.
- 2.10 CONCRETE FORMWORK IS TO BE STRIPPED WITHIN 48 HOURS. REPAIR OR PATCH ALL DEFECTS. FORMWORK MUST BE MAINTAINED AT A MINIMUM MECHANICAL VIBRATION OF ALL CONCRETE IS REQUIRED UNLESS OTHERWISE DIRECTED BY VERIZON WIRELESS' PROJECT MANAGER. ABOVE GRADE CONCRETE IS TO BE RUBBED AND PATCHED TO ASSURE SMOOTH FINISH AT TIME OF FORMS REMOVAL. CONTRACTOR SHALL PROVIDE A BROOM FINISH ON THE TOP SURFACE OF THE EQUIPMENT FOUNDATION UNLESS OTHERWISE DIRECTED BY VERIZON WIRELESS' PROJECT MANAGER.
- 2.11 TOPS OF CONCRETE FOUNDATION MUST BE WITHIN 0.02' OF ELEVATION REQUIRED.
- 2.12 TOP OF FOUNDATION FINISH TO BE LEVEL $\pm \frac{3}{16}$ " IN 10'.
- 2.13 TOP OF FOUNDATION TO HAVE MEDIUM BROOM FINISH.
- 2.14 CONTRACTOR SHALL REFER TO DRAWINGS OF OTHER TRADES AND UNDERSTANDING OF THE PROJECT FOR THE LOCATION OF ALL UTILITIES SHOWN ON THE STRUCTURAL DRAWINGS. CONTRACTOR SHALL VERIFY PLACEMENT OF EQUIPMENT AND LOCATION OF CONDUIT FOR MANUFACTURER'S AND VENDORS SPECIFICATIONS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE ALL OPENINGS AND SLEEVES FOR PROPER DISTRIBUTION OF ALL UTILITIES.

verizon 8941 RESEARCH DRIVE CHARLOTTE, NORTH CAROLINA 28262	
PROJECT INFORMATION: VERIZON NAME: MOUNT HOPE VERIZON SITE No.: 304662 PROJECT #: 20141096998 280 RIVER ROAD SALISBURY, NC 28146 ROMAN COUNTY	
CURRENT ISSUE DATE: 01/09/18	
ISSUED FOR: ZONING	
REV./DATE	ISSUED FOR
0 11/01/17	ZONING DMF
1 07/09/18	ZONING DMF
CONSULTANT: Kimley-Horn	
2 SIN COURT, SUITE 400 PUEBLO GRANDE, CO 80802 PH: 303-755-0044 WWW.KIMLEY-HORN.COM NC License # 2102	
CONSULTANT:	
DRAWN BY: CHK. REV.:	
KAB	KRM
LICENSER:	
SHEET TITLE: GENERAL NOTES	
SHEET NUMBER: N1	
REVISION: 1	
018685210	

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2013 RELEASED UNDER
TRANSPARENCY ACT

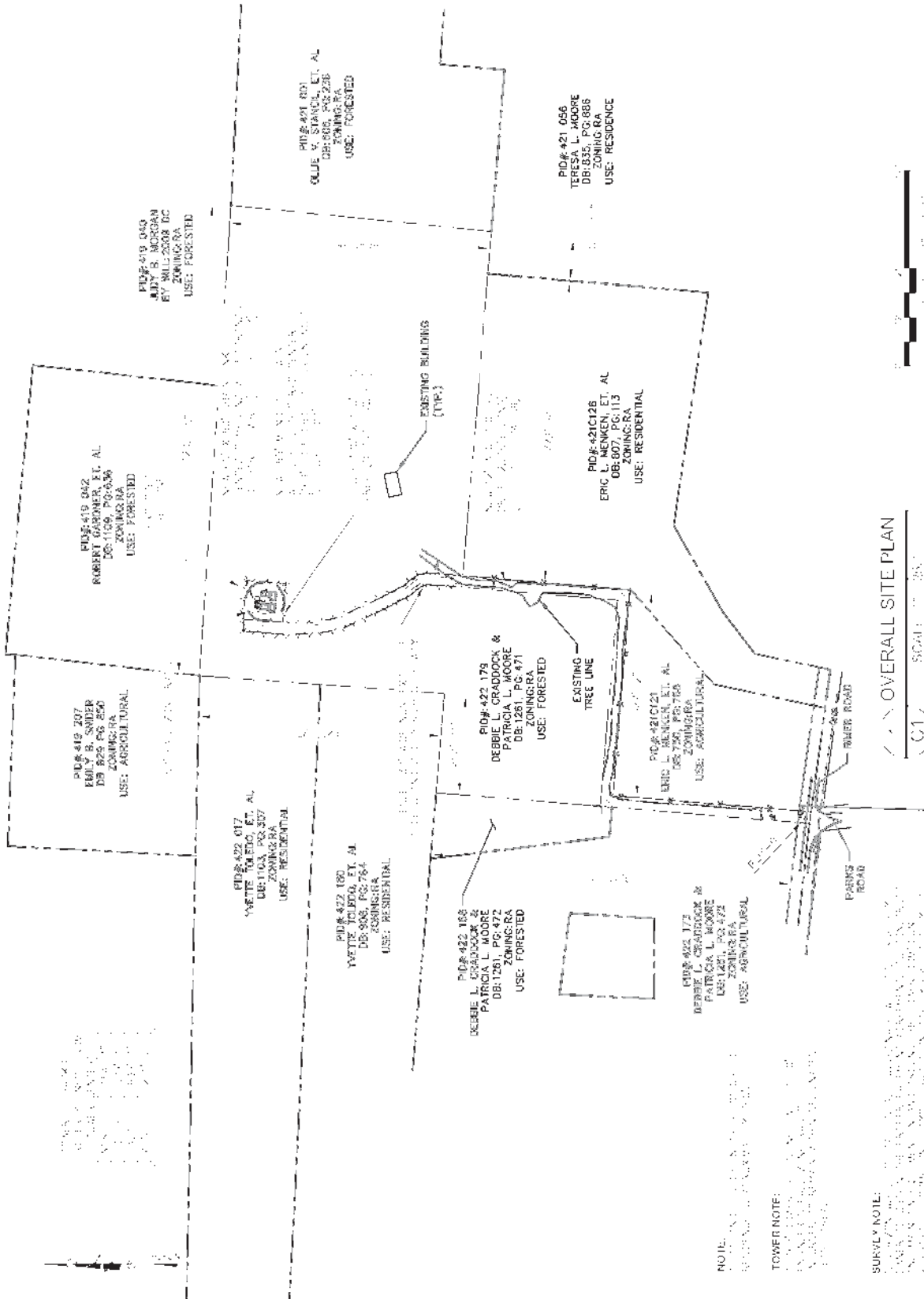
VERIZON NAME: POINT ROFF
VL-RIZON SUTL No. 30-662
PROJECT 4 2014 000098

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OVERALL SITE
PLAN

C1 3



SITE NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE FOLLOWING STANDARDS:

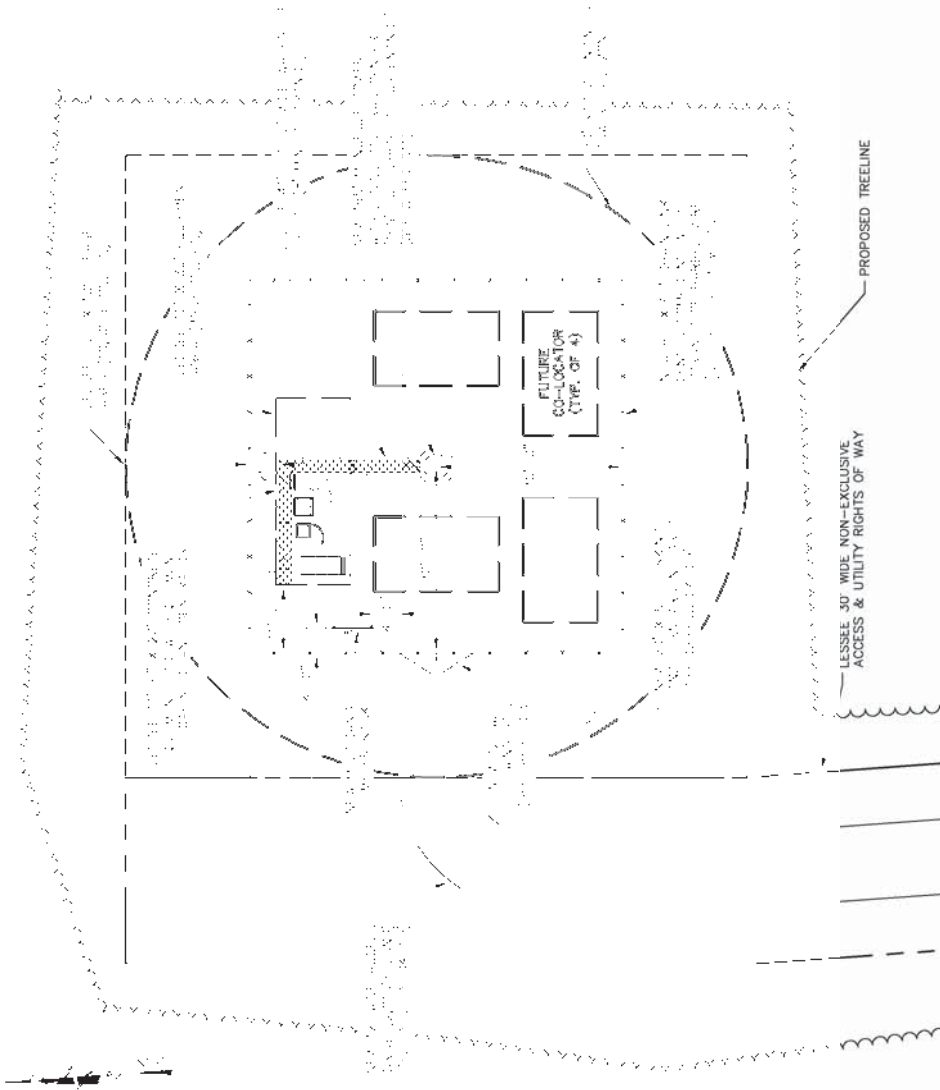
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- B. A.S.D. STANDARDS
- C. A.S.D. STANDARDS
- D. A.S.D. STANDARDS
- E. A.S.D. STANDARDS
- F. A.S.D. STANDARDS
- G. A.S.D. STANDARDS
- H. A.S.D. STANDARDS
- I. A.S.D. STANDARDS
- J. A.S.D. STANDARDS
- K. A.S.D. STANDARDS
- L. A.S.D. STANDARDS
- M. A.S.D. STANDARDS
- N. A.S.D. STANDARDS
- O. A.S.D. STANDARDS
- P. A.S.D. STANDARDS
- Q. A.S.D. STANDARDS
- R. A.S.D. STANDARDS
- S. A.S.D. STANDARDS
- T. A.S.D. STANDARDS
- U. A.S.D. STANDARDS
- V. A.S.D. STANDARDS
- W. A.S.D. STANDARDS
- X. A.S.D. STANDARDS
- Y. A.S.D. STANDARDS
- Z. A.S.D. STANDARDS

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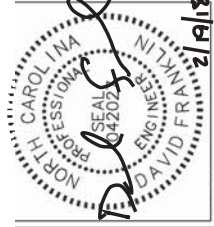
VERIZON WIRELESS
STATION NAME: MOUNT HOPE
PROJECT # 2014-000098

VERIZON NAME: MOUNT HOPE
VERIZON SITE NO. 30-662
PROJECT # 2014-000098

Kimley»Horn



1 SITE PLAN
C2 SCALE: 1" = 20'



SHEET TITLE: SITE PLAN	
SHEET NUMBER: C2	REVISION: 2
018885210	

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FENCE NOTES:

1. USE 3,000-PSI CONCRETE, FULLY CONSOLIDATED AROUND THE POST.
2. WHERE THE POST IS SET IN ROCK OR CONCRETE, CORE A HOLE 12" DEEP AND 1" LARGER IN DIAMETER THAN THE POST. SET THE POST AND GROUT IN PLACE USING NON-SHRINK GROUT.
3. ALL POSTS MUST BE PLUMB AND ALIGNED WITH ONE ANOTHER IN BOTH HORIZONTAL

3/8" STEEL TRUSS ROD AND TRUSS ROD TIGHTENER AT ALL CORNERS (TYP.)

3 STRANDS OF 12 GA. GALV. BARBED WIRE WITH 4-POINT BARBS

CONTRACTOR TO PROVIDE STYMAE LOCK OR APPROVED EQUIVALENT

9 GA. 2"x2" FENCE FABRIC

1 1/2" O.D. STANDARD GALV. PIPE

2 1/2" O.D. STANDARD GALV. LINE POST

8'-0" O.C. (MAX.)

2 1/2" O.D. STANDARD GALV. CORNER AND

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8921 RESEARCH DRIVE
CHARLOTTE, NORTH CAROLINA 28262

PROJECT INFORMATION:

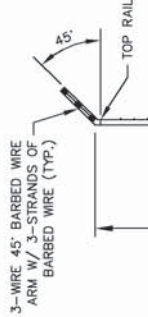
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PROJECT SITE No.: 304662
PROJECT #: 20141096998
280 RIVER ROAD

Kimley»Horn

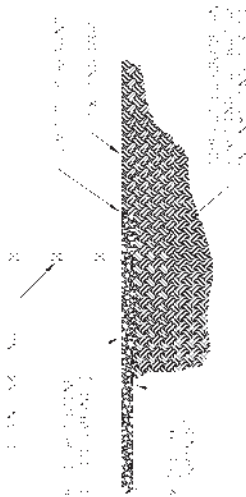
1 CHAIN LINK FENCE AND GATE ELEVATION

NOT TO SCALE

C6

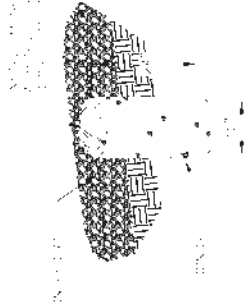


1'-0" (TYP.)



3 SITE COMPOUND SURFACE DETAIL

C6



2 MASONRY ROOM STOP

C6

4 SECTION @ FENCE

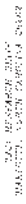
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FENCE, GATE, AND COMPOUND DETAILS

C3 0



DRAWN BY: CHK.	APV.
KAB	KRM
LICENSER	DMF



VERIZON NAME: MOUNT HOPE
VERIZON BILL NO. 30562
PROJCT 4 2014 096908

Kimley»Horn



GRADING &
EROSION CONTROL
PLAN 1 OF 5

C40



1. GRADING & EROSION CONTROL PLAN

一、五、六

LEGEND

1. *Introduction*
 2. *Methodology*
 3. *Results*
 4. *Discussion*
 5. *Conclusion*
 6. *References*
 7. *Appendix*
 8. *Index*
 9. *Table of Contents*
 10. *Table of Figures*
 11. *Table of Tables*
 12. *Table of Equations*
 13. *Table of Symbols*
 14. *Table of Abbreviations*
 15. *Table of Acronyms*
 16. *Table of Units*
 17. *Table of Constants*
 18. *Table of Variables*
 19. *Table of Parameters*
 20. *Table of Functions*
 21. *Table of Operators*
 22. *Table of Relations*
 23. *Table of Definitions*
 24. *Table of Examples*
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$\frac{1}{\sqrt{2}}$

MATCHLINE SHEET C5

verizon

VERIZON WIRELESS
TRANSMISSIONS
PROJECT: 10000000000000000000

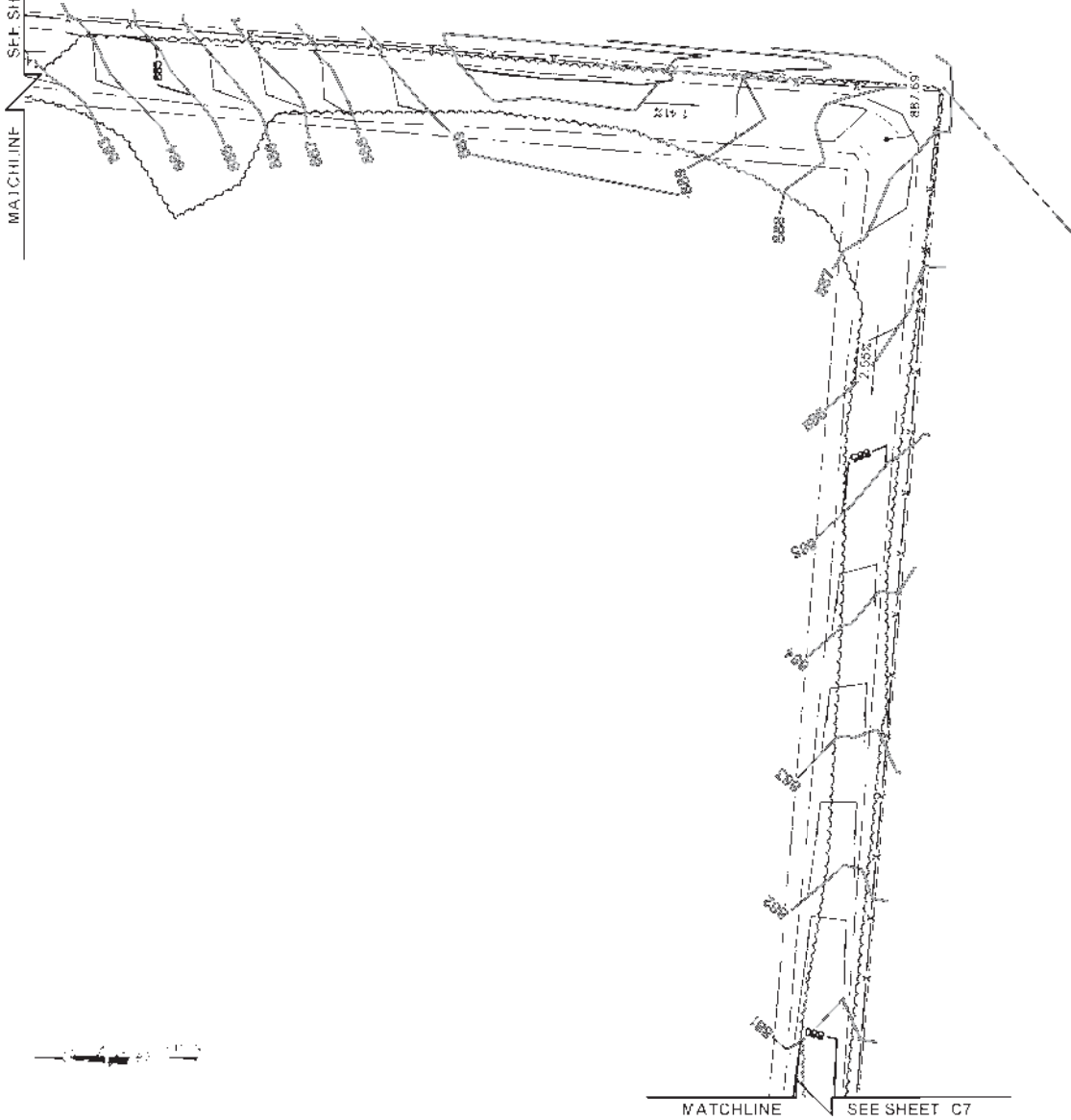
VERIZON NAME: POINT HORN
VL-RIZON SITE No. 30-562
PROJECT 4 2014 00000000

Kimley»Horn



GRADING &
EROSION CONTROL
PLAN 3 OF 5

C6 0

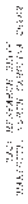


(1) GRADING & EROSION CONTROL PLAN
(C6) SCALE: 1" = 40'



LEGEND

- EXISTING EROSION CONTROL
- NEW EROSION CONTROL
- EXISTING GRADING
- NEW GRADING
- EXISTING EROSION CONTROL
- NEW EROSION CONTROL
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- NEW GRADING



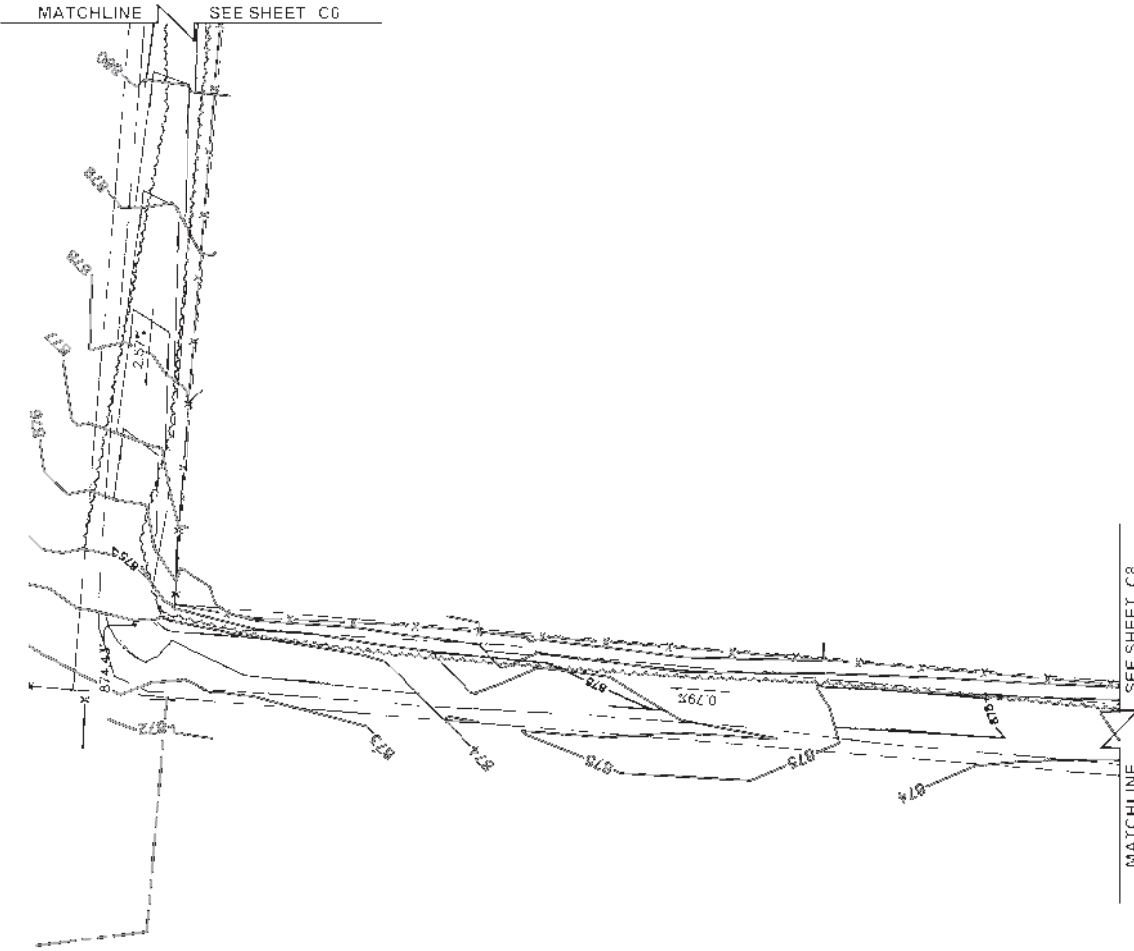
VERIZON NAME: MOUNT HOPE
VERIZON BILL NO. 30562
PROJECT 4 2014-096992

Kimley»»Horn



GRADING &
EROSION CONTROL
PLAN 4 OF 5

07



C7-1 \ GRADING & EROSION CONTROL PLAN SCALE: 1" = 40'



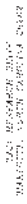
LEGEND

[illegible]
$$\frac{N_{\text{max}}}{N} = 1$$

100

Age Group	1994 (%)	1996 (%)	1998 (%)
18-29	~55	~50	~45
30-49	~65	~60	~55
50-69	~75	~70	~65
70+	~85	~80	~75

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VERIZON NAME: MOUNT HOPE
VERIZON BILL NO. 30562
PROJECT 4 2014-096908

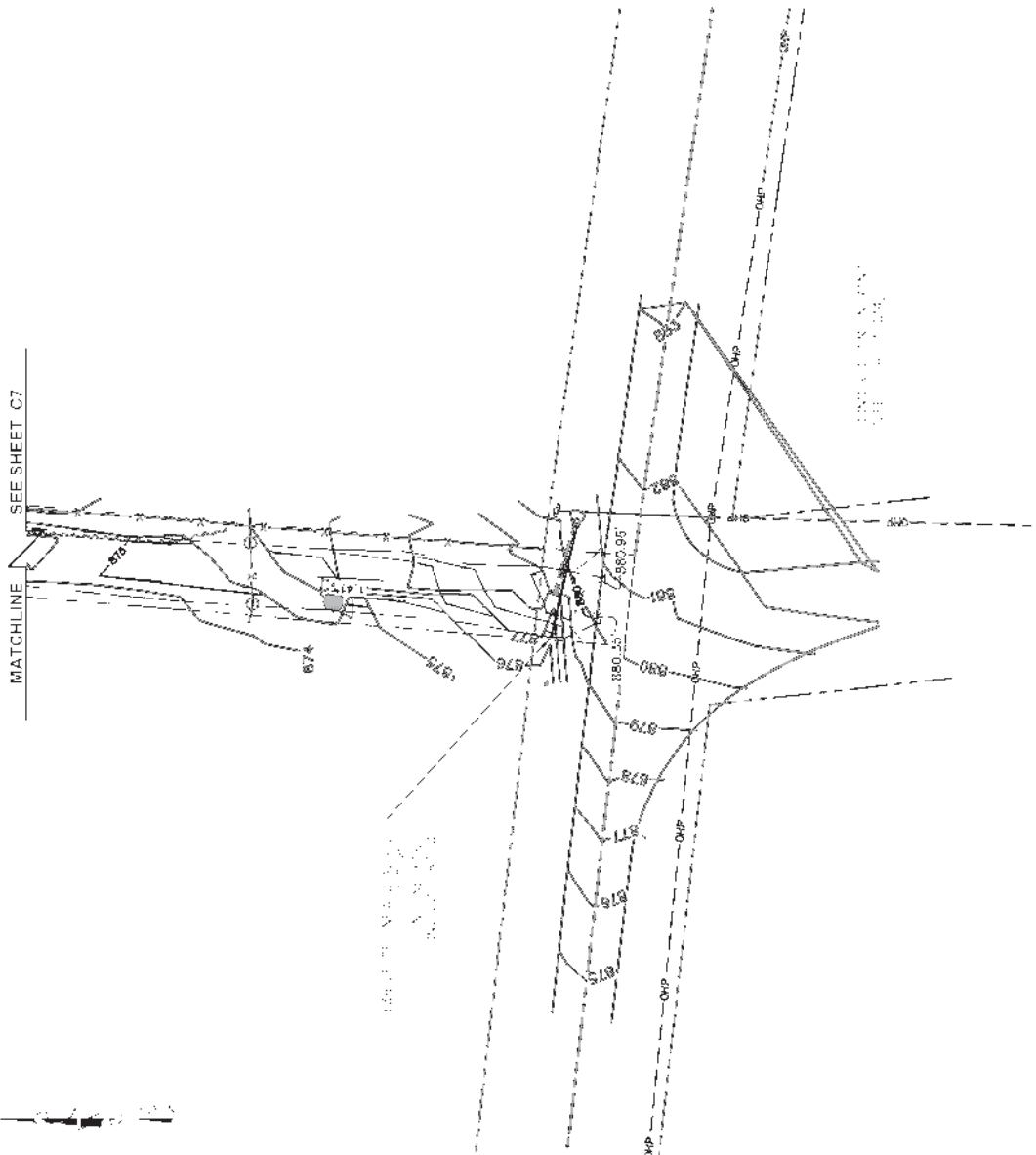
Kimley»»Horn



8/6/11

GRADING &
EROSION CONTROL
PLAN 5 OF 5

08



10-100 GRADING & EROSION CONTROL PLAN



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$$\frac{N_{\text{eff}}}{N} = 1$$
$$y_1, \dots, y_{n-1}, y_n, x_1, \dots, x_n$$

100



PROJECT INFORMATION:

VERIZON NAME: MOUNT HOPE
VERIZON SITE No.: 304662
PROJECT #: 20141096998
280 RIVER ROAD

Kimley»Horn



SHEET TITLE:
ACCESS ROAD
DETAILS

SHEET NUMBER:	REVISION:
C9	1
016865210	

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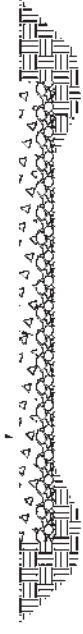
50' MIN., BUT SUFFICIENT
TO KEEP SEDIMENT ON SITE

CONSTRUCTION ENTRANCE



1 CONSTRUCTION ENTRANCE
C9 NOT TO SCALE

STANDARD ACCESS ROAD DETAIL

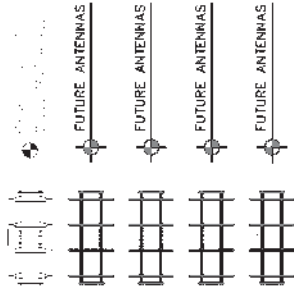


NOT TO SCALE



2 STANDARD ACCESS ROAD DETAIL
C9 NOT TO SCALE

This document, together with the complete and design presented herein, is an instrument of service, and its use is limited to the specific project and client for which it was prepared. Reuse of any portion of this document without written authorization and signature of Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



(1) ANTENNA ORIENTATION PLAN

(NOT TO SCALE, FOR ILLUSTRATIVE PURPOSES ONLY, SEE STRUCTURAL ANALYSIS BY OTHERS TO CONFIRM ANTENNA MOUNT TYPE)

ANTENNA SECTOR	AZIMUTH IN DEGREES	MECHANICAL DOWN TILT	LICENSED FREQUENCY	ANTENNA* (QTY) MAKE/MODEL	REMOTE RADIO UNIT	COMPOSITION CABLES		
						LENGTH	QTY	TOTAL HYBRID
SECTOR A	0°	0°	850	—	—	220±	2	1-5/8"
	0°	0°	1900	(1) ANDREW/HBXX-6516DS-A2M	RRUS32	220±	—	—
	0°	0°	2100	(1) ANDREW/HBXX-6516DS-A2M	RRUS32	220±	—	—
SECTOR B	0°	0°	700	(2) ANDREW/LNX-6515DS-A1M	—	220±	2	1-5/8"
	125°	0°	850	—	—	220±	2	1-5/8"
	125°	0°	1900	(1) ANDREW/HBXX-6516DS-A2M	RRUS32	220±	—	—
SECTOR G	125°	0°	2100	(1) ANDREW/HBXX-6516DS-A2M	RRUS32	220±	—	—
	125°	0°	700	(2) ANDREW/LNX-6515DS-A1M	—	220±	2	1-5/8"
	240°	0°	850	—	—	220±	2	1-5/8"
SECTOR G	240°	0°	1900	(1) ANDREW/HBXX-6516DS-A2M	RRUS32	220±	—	—
	240°	0°	2100	(1) ANDREW/HBXX-6516DS-A2M	RRUS32	220±	—	—
	240°	0°	700	(2) ANDREW/LNX-6515DS-A1M	—	220±	2	1-5/8"

* CONTRACTOR TO INSTALL ANY RAYCAP BOXES AS NECESSARY. VERIFY WITH VERIZON WIRELESS PROJECT MANAGER PRIOR TO CONSTRUCTION.

NOTES:
1. ALL INFORMATION ON THIS PAGE IS PROVIDED BY VERIZON WIRELESS AND/OR OTHERS AND IS SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. CONTRACTOR SHALL CONTACT THE VERIZON WIRELESS PROJECT MANAGER PRIOR TO CONSTRUCTION FOR ALL DETAILED ANTENNA, AND COAX CABLE INFORMATION.
2. REFER TO STRUCTURAL ANALYSIS BY TOWER OWNER FOR ANALYSIS OF PROPOSED TOWER.
3. IT IS UNDERSTOOD THAT KIMLEY-HORN MAKES NO WARRANTY, EITHER EXPRESSED OR IMPLIED, FINDINGS, DESIGNS, RECOMMENDATIONS, SPECIFICATIONS, OPINION, OR PROFESSIONAL ADVICE RELATING TO THE STRUCTURAL ADEQUACY OF THE PROPOSED TOWER OR ATTACHMENT OF ANTENNAS OR OTHER APPURTENANCES.

NOTE: COAX AND HYBRID LINES MUST BE INSTALLED WITHIN THE MONOPOLE

LESSEE 11'-6" X 20' CONCRETE EQUIPMENT PAD W/ EQUIPMENT CABINETS AND GENERATOR

NEW CHAIN LINK SECURITY FENCE

EXISTING GRADE (±0' ± AG)

2 MONOPOLE TOWER ELEVATION - SOUTHWEST VIEW
(FACING NORTHEAST)
NOT TO SCALE

- NOTES:
1. ALL PROPOSED ATTACHMENTS TO TOWER BASED ON TOWER DESIGN DRAWINGS BY OTHERS (SEE GENERAL NOTE 1.07, SHEET N1).
 2. THE TOWER ELEVATION SHOWN IS FOR REFERENCE ONLY.
 3. COAX/FIBER CABLE LENGTHS ARE APPROXIMATE. CONTRACTOR TO VERIFY CORRECT LENGTH IN FIELD AT TIME OF CONSTRUCTION.
 4. PROPOSED TOWER WILL BE GALVANIZED STEEL-GRAY IN COLOR.

CONSULTANT:
Kimley-Horn
2 SIN COURT, SUITE 400
PEASLEE, OHIO 44133-5092
PHONE: 216-282-0744
WWW.KIMLEY-HORN.COM
NO LICENSE F-2102

CONSULTANT:

DRAWN BY: CHK.: APV.:
KAB KRM DMF
LICENSER:



SHEET TITLE:

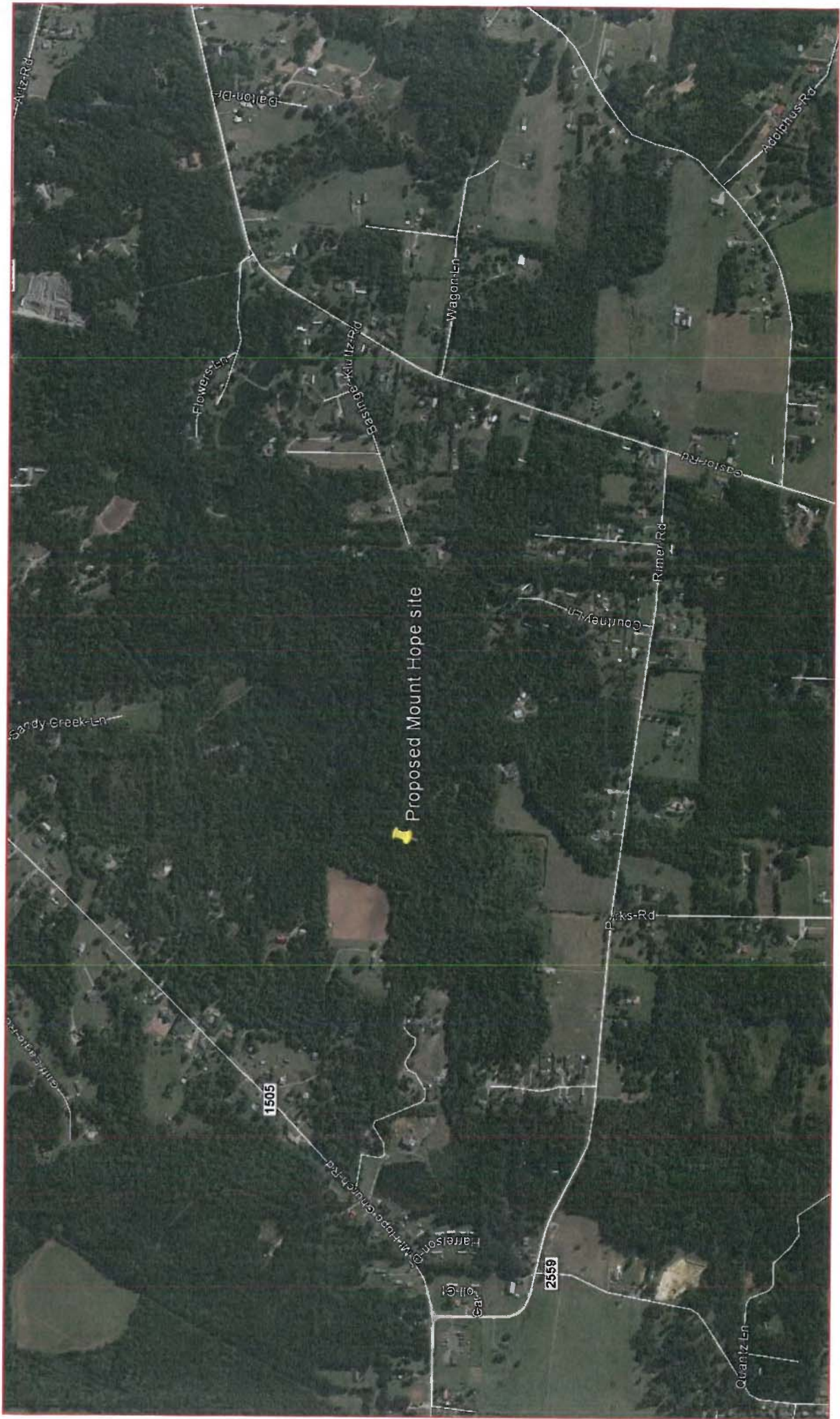
ANTENNA AND TOWER ELEVATION DETAILS

SHEET NUMBER:

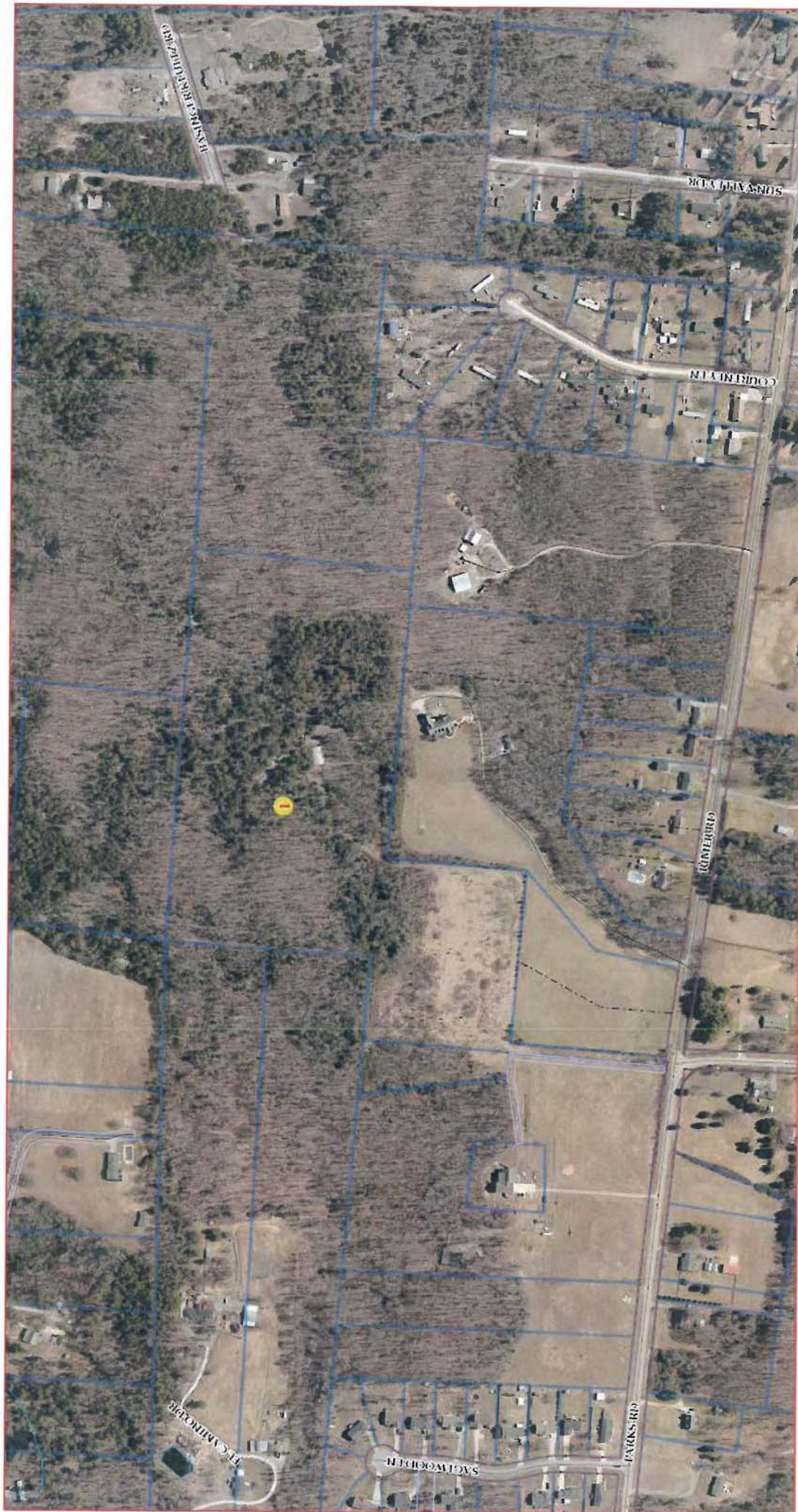
C11 2

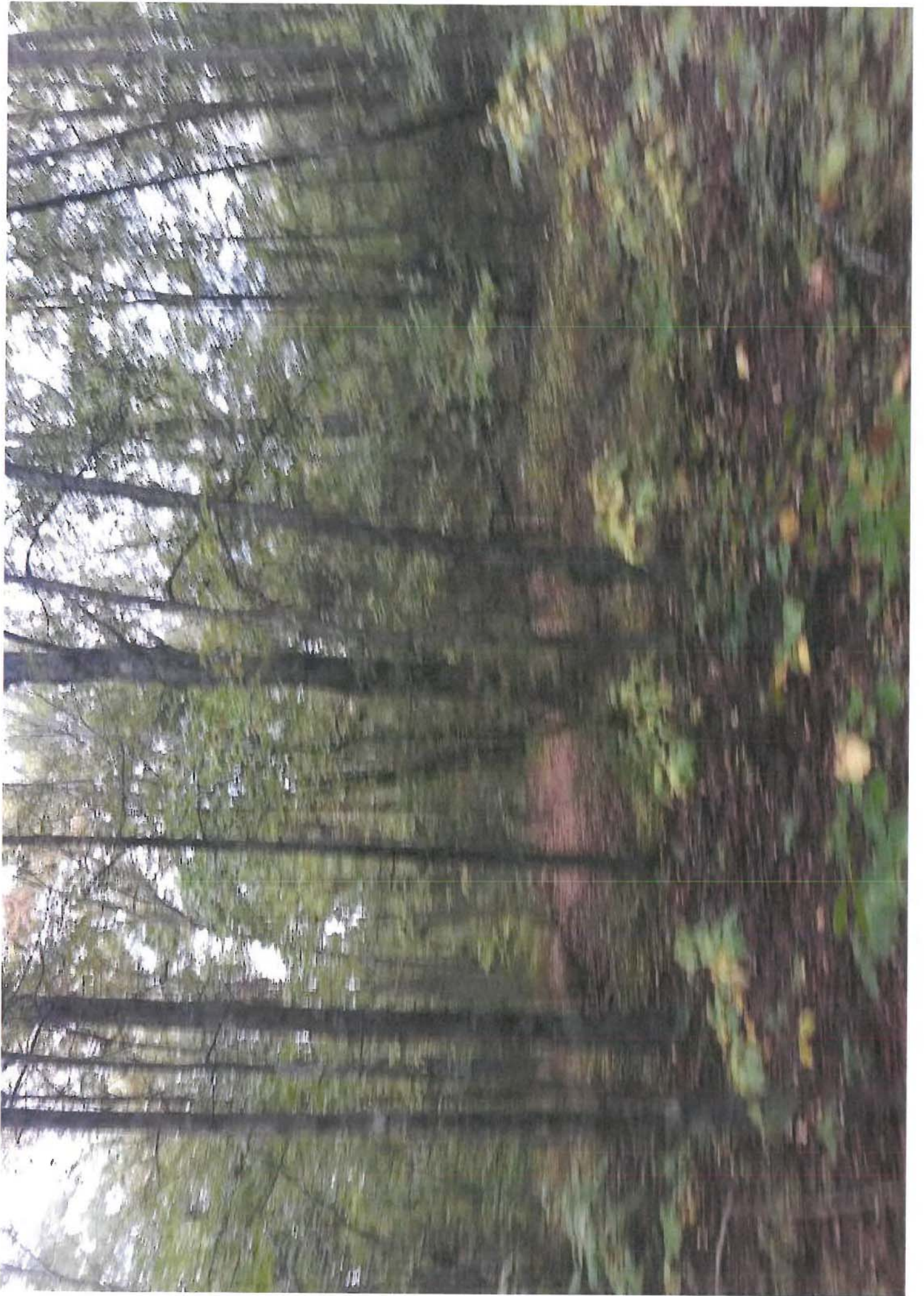
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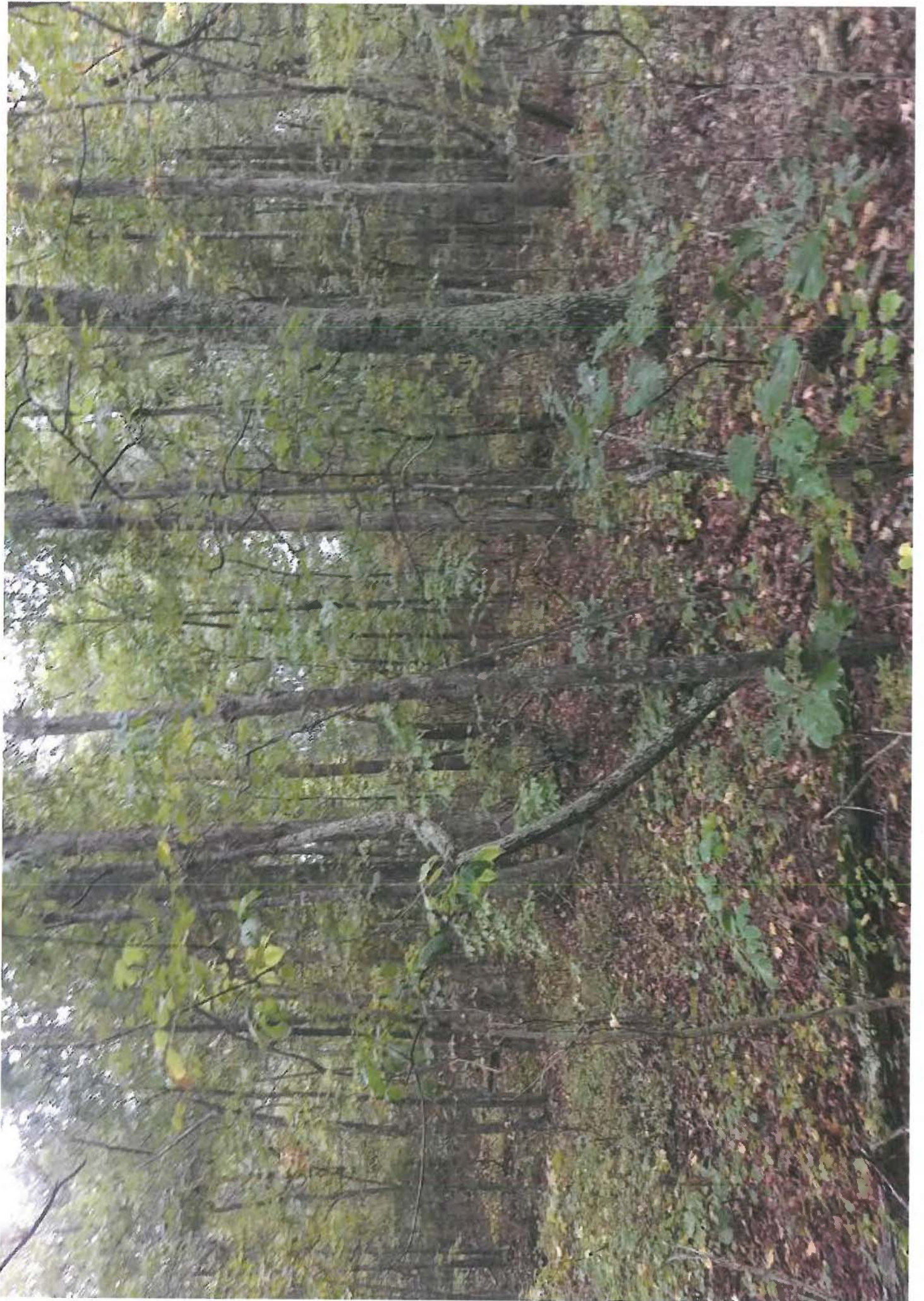
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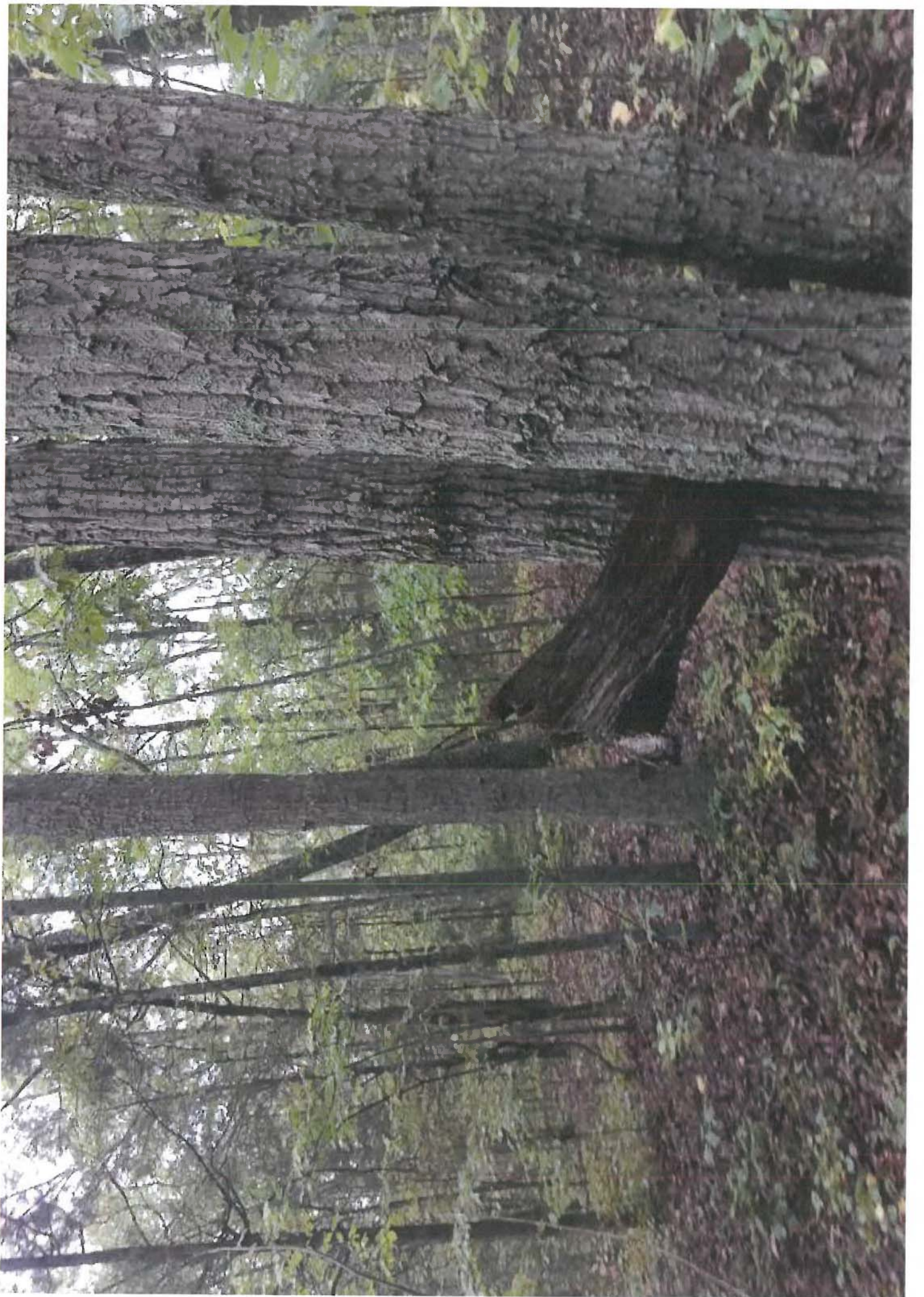
















January 8, 2018

Mrs. Laura Goode
Baker, Donelson, Bearman, Caldwell & Berkowitz, PC
1501 Main Street, Suite 600
Columbia, South Carolina 29201

RE: Mount Hope Inability to Collocate and Facility Siting Certification

Dear Mrs. Goode,

Per the Rowan County Zoning Ordinance **Sections 21-60(3)(a.1-2)**:

- a. *New wireless support structures.* For all new wireless support structures, the county encourages the applicant to investigate preferred sites and those locations that minimize the impact to the North Carolina Scenic Byway corridor. In the event the new wireless support structure cannot be located at a preferred site, evidence that the applicant has investigated the possibilities for co-location on an existing wireless support structure shall be presented with its application. At a minimum the evidence should contain:
 1. Copies and responses of certified letters sent to owners/operators of all existing towers and structures with telecommunications facilities within the search ring of the proposed site, requesting the following information:
 - i. Height above ground and sea level.
 - ii. Existing tenants, including any telecommunication service providers and planned tower use.
 - iii. Whether the existing site could accommodate the addition of their wireless facilities.
 - iv. If the addition of their wireless facilities cannot be accommodated, an assessment of whether the existing site could be upgraded and a general description of the means and projected costs of shared use of the tower.
 2. Inventory of all preferred sites, and alternative tower structures considered within the search ring, including specific analysis of each preferred site and alternative tower structure outlining positive and negative aspects for utilizing.

Please let this letter serve as certification that there are no preferred sites, existing towers, or alternative buildings or structures upon which to collocate within the search area in which Verizon Wireless' proposed equipment must be located in order to meet the network objective. Therefore,

always moving forward



collocation is not possible and construction of the new "Mount Hope" communication tower is necessary.

Sincerely,

Jack P. Allen, Jr.

Jack P. Allen, Jr.

Site Acquisition Consultant

always moving forward



**APPLICATION FOR ZONING APPROVAL BY CELLCO PARTNERSHIP D/B/A
VERIZON WIRELESS FOR THE CONSTRUCTION OF A WIRELESS
TELECOMMUNICATION TOWER AND RELATED APPURTENANCES**

MOUNT HOPE SITE

FUTURE COLLOCATION CERTIFICATION

Cellco Partnership d/b/a Verizon Wireless ("Verizon Wireless") agrees to comply with Section 21-60(3)(a)(6) of the Rowan County Zoning Ordinance (the "Ordinance"), and certifies that the proposed "Mount Hope" telecommunication tower located at 280 Rimer Road, Rowan County, North Carolina will be designed and constructed to accommodate at least five total users.

**CELLCO PARTNERSHIP D/B/A
VERIZON WIRELESS**

By: Michael Haven

Printed Name: Michael Haven

Title: Manager - RE/Regulatory


```

*****
*                               *
*                               * Federal Airways & Airspace
*
*                               *
*                               * Summary Report: New Construction
*
*                               *
*                               * Antenna Structure
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*****

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Airspace User: Your Name

File: MOUNTHOPE

Location:  Faith, NC

Latitude:  35°-33'-55.5"      Longitude:
80°-29'-05.8"

SITE ELEVATION AMSL.....877 ft.
STRUCTURE HEIGHT.....169 ft.
OVERALL HEIGHT AMSL.....1046 ft.

```

NOTICE CRITERIA

```

FAR 77.9(a): NNR (DNE 200 ft AGL)
FAR 77.9(b): NNR (DNE Notice Slope)
FAR 77.9(c): NNR (Not a Traverse Way)
FAR 77.9:    NNR FAR 77.9 IFR Straight-In Notice Criteria
for RUQ
FAR 77.9:    NNR (No Expected TERPS® impact JQF)
FAR 77.9(d): NNR (Off Airport Construction)

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NR  = Notice Required
NNR = Notice Not Required
PNR = Possible Notice Required (depends upon actual IFR
procedure)

```

For new construction review Air Navigation
Facilities at bottom
of this report.

Notice to the FAA is not required at the analyzed location
and height for
slope, height or Straight-In procedures. Please review the
'Air Navigation'
section for notice requirements for offset IFR procedures
and EMI.

OBSTRUCTION STANDARDS

```

FAR 77.17(a)(1): DNE 499 ft AGL
FAR 77.17(a)(2): DNE - Airport Surface

```

FAR 77.19(a): DNE - Horizontal Surface
 FAR 77.19(b): DNE - Conical Surface
 FAR 77.19(c): DNE - Primary Surface
 FAR 77.19(d): DNE - Approach Surface
 FAR 77.19(e): DNE - Transitional Surface

VFR TRAFFIC PATTERN AIRSPACE FOR: RUQ: ROWAN COUNTY

Type: A RD: 28931.11 RE: 769.5

FAR 77.17(a) (1): DNE

FAR 77.17(a) (2): DNE - Height No Greater Than 200 feet AGL.

VFR Horizontal Surface: DNE

VFR Conical Surface: DNE

VFR Approach Slope: DNE

VFR Transitional Slope: DNE

VFR TRAFFIC PATTERN AIRSPACE FOR: JQF: CONCORD RGNL

Type: A RD: 89950.65 RE: 704.7

FAR 77.17(a) (1): DNE

FAR 77.17(a) (2): DNE - Greater Than 5.99 NM.

VFR Horizontal Surface: DNE

VFR Conical Surface: DNE

VFR Approach Slope: DNE

VFR Transitional Slope: DNE

TERPS DEPARTURE PROCEDURE (FAA Order 8260.3, Volume 4)

FAR 77.17(a) (3) Departure Surface Criteria (40:1)

DNE Departure Surface

MINIMUM OBSTACLE CLEARANCE ALTITUDE (MOCA)

FAR 77.17(a) (4) MOCA Altitude Enroute Criteria

The Maximum Height Permitted is 1700 ft AMSL

PRIVATE LANDING FACILITIES

FACIL	BEARING	RANGE
DELTA ARP FAA		
IDENT TYP NAME	To FACIL	IN NM
ELEVATION IFR		
41NC AIR SLOOP	214.64	3.19
+252		
Possible Impact to Private Landing Facility Exceeds 219 ft VFR Transitional Surface (N/A Private Airport).		
6NC2 AIR WILHELM	227.72	4.84
+296		
No Impact to VFR Transitional Surface. Below surface height of 384 ft above ARP.		
02NC HEL RACE CITY	255.2	5.71

+237

No Impact to Private Landing Facility
Structure is beyond notice limit by 29695 feet.

AIR NAVIGATION ELECTRONIC FACILITIES									
GRND	FAC		ST			DIST	DELTA		
ANGLE	APCH	IDNT	TYPE	AT	FREQ	VECTOR	(ft)	ELEVA	ST LOCATION
	BEAR								
-----	-----	-----	---	-----	-----	-----	-----	-----	-----
	RUQ	LOCALIZER	I	109.9	336.68	28673	+281	NC	RWY 20
ROWAN	COUN	.56	202						
	RUQ	LOM	I		358.72	61057	+346	NC	RWY 20
ROWAN	COUN	.32							
	RU	NDB	I	27	358.7	61067	+347	NC	
ROVDY			.33						
	CLT	RADAR	ON		227.04	188049	+245	NC	
CHARLOTTE/DOUGLAS			.07						
	CLT	VOR/DME	I	115.0	225.41	194966	+314	NC	
CHARLOTTE			.09						
	QRM	RADAR ARSR	Y	1277.4	274.45	224605	+77	NC	
Maiden			.02						

CFR Title 47, §1.30000-§1.30004

AM STUDY NOT REQUIRED: Structure is not near a FCC
licensed AM station.

Movement Method Proof as specified in §73.151(c) is not
required.

Please review 'AM Station Report' for details.

Nearest AM Station: WRNA @ 9456 meters.

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02-23-2017

15:12:15

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**Federal Communications Commission
Wireless Telecommunications Bureau**

RADIO STATION AUTHORIZATION

LICENSEE: ALLTEL COMMUNICATIONS, LLC

ATTN: REGULATORY
ALLTEL COMMUNICATIONS, LLC
5055 NORTH POINT PKWY, NP2NE NETWORK ENGINEERING
ALPHARETTA, GA 30022

Call Sign KNKN868	File Number
Radio Service CL - Cellular	
Market Numer CMA579	Channel Block B
Sub-Market Designator 0	

FCC Registration Number (FRN): 0018437624

Market Name North Carolina 15 - Cabarrus				
Grant Date 08-31-2010	Effective Date 11-04-2016	Expiration Date 10-01-2020	Five Yr Build-Out Date	Print Date

Site Information:

Location	Latitude	Longitude	Ground Elevation (meters)	Structure Hgt to Tip (meters)	Antenna Structure Registration No.
3	35-19-15.5 N	080-10-00.2 W	203.6	61.0	1003842

Address: Albemarle Cell Site - 40170 Stony Gap Road

City: ALBERMARLE County: STANLY State: NC Construction Deadline:

Antenna: 1 Azimuth (from true north)	0	45	90	135	180	225	270	315
Antenna Height AAT (meters)	74.200	106.200	107.000	171.000	130.400	134.600	119.600	86.100
Transmitting ERP (watts)	77.000	46.400	6.100	0.200	0.200	0.200	4.000	38.600
Antenna: 2 Azimuth (from true north)	0	45	90	135	180	225	270	315
Antenna Height AAT (meters)	74.200	106.200	107.000	171.000	130.400	134.600	119.600	86.100
Transmitting ERP (watts)	0.600	13.500	72.400	91.200	34.700	2.800	0.200	0.200
Antenna: 3 Azimuth (from true north)	0	45	90	135	180	225	270	315
Antenna Height AAT (meters)	74.200	106.200	107.000	171.000	130.400	134.600	119.600	86.100
Transmitting ERP (watts)	0.600	0.200	0.200	1.600	21.200	70.200	58.400	13.700

Conditions:

Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

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**Federal Communications Commission
Wireless Telecommunications Bureau**

RADIO STATION AUTHORIZATION

LICENSEE: ALLTEL COMMUNICATIONS, LLC

ATTN: REGULATORY
ALLTEL COMMUNICATIONS, LLC
5055 NORTH POINT PKWY, NP2NE NETWORK ENGINEERING
ALPHARETTA, GA 30022

Call Sign KNKN952	File Number
Radio Service CL - Cellular	
Market Numer CMA579	Channel Block B
Sub-Market Designator 0	

FCC Registration Number (FRN): 0018437624

Market Name North Carolina 15 - Cabarrus

Grant Date 08-31-2010	Effective Date 11-04-2016	Expiration Date 10-01-2020	Five Yr Build-Out Date	Print Date
---------------------------------	-------------------------------------	--------------------------------------	-------------------------------	-------------------

Site Information:

Location	Latitude	Longitude	Ground Elevation (meters)	Structure Hgt to Tip (meters)	Antenna Structure Registration No.
1	35-52-27.0 N	080-33-34.0 W	238.0	126.5	1005129

Address: MOCKSVILLE CELL SITE- 1009 SALSBUARY

City: MOCKSVILLE **County:** DAVIE **State:** NC **Construction Deadline:**

Antenna: 1 Azimuth (from true north)	0	45	90	135	180	225	270	315
Antenna Height AAT (meters)	143.200	144.600	141.000	147.900	145.500	142.400	127.200	119.300
Transmitting ERP (watts)	95.280	95.280	95.280	96.380	97.500	99.770	96.380	95.280

Conditions:

Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

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**Federal Communications Commission
Wireless Telecommunications Bureau**

RADIO STATION AUTHORIZATION

LICENSEE: CELLCO PARTNERSHIP

ATTN: REGULATORY
CELLCO PARTNERSHIP
5055 NORTH POINT PKWY, NP2NE NETWORK ENGINEERING
ALPHARETTA, GA 30022

Call Sign KNKQ443	File Number 0007883655
Radio Service CL - Cellular	
Market Numer CMA579	Channel Block A
Sub-Market Designator 0	

FCC Registration Number (FRN): 0003290673

Market Name North Carolina 15 - Cabarrus

Grant Date 10-03-2017	Effective Date 10-03-2017	Expiration Date 11-06-2027	Five Yr Build-Out Date [REDACTED]	Print Date 10-03-2017
---------------------------------	-------------------------------------	--------------------------------------	---------------------------------------------	---------------------------------

Site Information:

Location	Latitude	Longitude	Ground Elevation (meters)	Structure Hgt to Tip (meters)	Antenna Structure Registration No.
4	35-21-17.0 N	080-42-09.0 W	216.1	58.5	1000340

Address: 5315 STOWE LANE
City: HARRISBURG **County:** CABARRUS **State:** NC **Construction Deadline:**

Antenna: 4 Azimuth (from true north)	0	45	90	135	180	225	270	315
Antenna Height AAT (meters)	59.800	65.200	79.300	82.200	54.000	50.800	36.300	49.800
Transmitting ERP (watts)	35.480	95.500	79.430	19.500	1.950	0.200	0.200	5.620
Antenna: 5 Azimuth (from true north)	0	45	90	135	180	225	270	315
Antenna Height AAT (meters)	59.800	65.200	79.300	82.200	54.000	50.800	36.300	49.800
Transmitting ERP (watts)	0.200	0.760	9.770	57.540	100.000	57.540	9.770	0.810
Antenna: 6 Azimuth (from true north)	0	45	90	135	180	225	270	315
Antenna Height AAT (meters)	59.800	65.200	79.300	82.200	54.000	50.800	36.300	49.800
Transmitting ERP (watts)	29.210	4.390	0.200	0.200	1.780	17.670	41.090	41.180

Conditions:

Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

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Federal Communications Commission
Wireless Telecommunications Bureau

RADIO STATION AUTHORIZATION

LICENSEE: CELLCO PARTNERSHIP

ATTN: REGULATORY
 CELLCO PARTNERSHIP
 5055 NORTH POINT PKWY, NP2NE NETWORK ENGINEERING
 ALPHARETTA, GA 30022

Call Sign WQCS421	File Number
Radio Service CW - PCS Broadband	

FCC Registration Number (FRN): 0003290673

Grant Date 04-23-2015	Effective Date 11-01-2016	Expiration Date 05-13-2025	Print Date
Market Number BTA074	Channel Block C	Sub-Market Designator 6	
Market Name Charlotte-Gastonia, NC			
1st Build-out Date [REDACTED]	2nd Build-out Date	3rd Build-out Date	4th Build-out Date

Waivers/Conditions:

License renewal granted on a conditional basis, subject to the outcome of FCC proceeding WT Docket No. 10-112 (see FCC 10-86, paras. 113 and 126).

Conditions:

Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

This license may not authorize operation throughout the entire geographic area or spectrum identified on the hardcopy version. To view the specific geographic area and spectrum authorized by this license, refer to the Spectrum and Market Area information under the Market Tab of the license record in the Universal Licensing System (ULS). To view the license record, go to the ULS homepage at <http://wireless.fcc.gov/uls/index.htm?job=home> and select "License Search". Follow the instructions on how to search for license information.

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**Federal Communications Commission
Wireless Telecommunications Bureau**

RADIO STATION AUTHORIZATION

LICENSEE: CELLCO PARTNERSHIP

ATTN: REGULATORY
CELLCO PARTNERSHIP
5055 NORTH POINT PKWY, NP2NE NETWORK ENGINEERING
ALPHARETTA, GA 30022

Call Sign WQEM932	File Number
Radio Service CW - PCS Broadband	

FCC Registration Number (FRN): 0003290673

Grant Date 03-14-2016	Effective Date 11-01-2016	Expiration Date 03-08-2026	Print Date
Market Number BTA074	Channel Block C	Sub-Market Designator 5	
Market Name Charlotte-Gastonia, NC			
1st Build-out Date [REDACTED]	2nd Build-out Date	3rd Build-out Date	4th Build-out Date

Waivers/Conditions:

Grant of the request to update licensee name is conditioned on it not reflecting an assignment or transfer of control (see Rule 1.948); if an assignment or transfer occurred without proper notification or FCC approval, the grant is void and the station is licensed under the prior name.

License renewal granted on a conditional basis, subject to the outcome of FCC proceeding WT Docket No. 10-112 (see FCC 10-86, paras. 113 and 126).

Conditions:

Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

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Federal Communications Commission
Wireless Telecommunications Bureau

RADIO STATION AUTHORIZATION

LICENSEE: CELLCO PARTNERSHIP

ATTN: REGULATORY
 CELLCO PARTNERSHIP
 5055 NORTH POINT PKWY, NP2NE NETWORK ENGINEERING
 ALPHARETTA, GA 30022

Call Sign WQGA716	File Number
Radio Service AW - AWS (1710-1755 MHz and 2110-2155 MHz)	

FCC Registration Number (FRN): 0003290673

Grant Date 11-29-2006	Effective Date 11-01-2016	Expiration Date 11-29-2021	Print Date
Market Number REA002	Channel Block F	Sub-Market Designator 19	
Market Name Southeast			
1st Build-out Date	2nd Build-out Date	3rd Build-out Date	4th Build-out Date

Waivers/Conditions:

This authorization is conditioned upon the licensee, prior to initiating operations from any base or fixed station, making reasonable efforts to coordinate frequency usage with known co-channel and adjacent channel incumbent federal users operating in the 1710-1755 MHz band whose facilities could be affected by the proposed operations. See, e.g., FCC and NTIA Coordination Procedures in the 1710-1755 MHz Band, Public Notice, FCC 06-50, WTB Docket No. 02-353, rel. April 20, 2006.

Conditions:

Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

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Federal Communications Commission
Wireless Telecommunications Bureau

RADIO STATION AUTHORIZATION

LICENSEE: CELLCO PARTNERSHIP

ATTN: REGULATORY
 CELLCO PARTNERSHIP
 5055 NORTH POINT PKWY, NP2NE NETWORK ENGINEERING
 ALPHARETTA, GA 30022

Call Sign WQGA918	File Number
Radio Service AW - AWS (1710-1755 MHz and 2110-2155 MHz)	

FCC Registration Number (FRN): 0003290673

Grant Date 11-29-2006	Effective Date 11-01-2016	Expiration Date 11-29-2021	Print Date
Market Number BEA023	Channel Block B	Sub-Market Designator 0	
Market Name Charlotte-Gastonia-Rock Hill,			
1st Build-out Date	2nd Build-out Date	3rd Build-out Date	4th Build-out Date

Waivers/Conditions:

This authorization is conditioned upon the licensee, prior to initiating operations from any base or fixed station, making reasonable efforts to coordinate frequency usage with known co-channel and adjacent channel incumbent federal users operating in the 1710-1755 MHz band whose facilities could be affected by the proposed operations. See, e.g., FCC and NTIA Coordination Procedures in the 1710-1755 MHz Band, Public Notice, FCC 06-50, WTB Docket No. 02-353, rel. April 20, 2006.

Conditions:

Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

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Federal Communications Commission
Wireless Telecommunications Bureau

RADIO STATION AUTHORIZATION

LICENSEE: CELLCO PARTNERSHIP

ATTN: REGULATORY
 CELLCO PARTNERSHIP
 5055 NORTH POINT PKWY, NP2NE NETWORK ENGINEERING
 ALPHARETTA, GA 30022

Call Sign WQJQ690	File Number
Radio Service WU - 700 MHz Upper Band (Block C)	

FCC Registration Number (FRN): 0003290673

Grant Date 11-26-2008	Effective Date 09-08-2017	Expiration Date 06-13-2019	Print Date
Market Number REA002	Channel Block C	Sub-Market Designator 0	
Market Name Southeast			
1st Build-out Date [REDACTED]	2nd Build-out Date [REDACTED]	3rd Build-out Date	4th Build-out Date

Waivers/Conditions:

If the facilities authorized herein are used to provide broadcast operations, whether exclusively or in combination with other services, the licensee must seek renewal of the license either within eight years from the commencement of the broadcast service or within the term of the license had the broadcast service not been provided, whichever period is shorter in length. See 47 CFR §27.13(b).

This authorization is conditioned upon compliance with section 27.16 of the Commission's rules

Conditions:

Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

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November 1, 2017

Rowan County Planning & Development
ATTN: Ed Muire, Planning & Development Director
402 N. Main Street
Salisbury, NC 28144

RE: Verizon Wireless Non-Interference Statement for Mount Hope

Dear Mr. Muire:

Verizon Wireless operates a Wireless Network authorized by the Federal Communications Commission (FCC) to provide wireless communication throughout the nation, including Rowan County, North Carolina. Verizon Wireless' operation and network are licensed and regulated by the FCC. The FCC rules governing the operation of wireless telecommunications facilities are designed to protect co-channel and adjacent licenses against harmful interference. The FCC has exclusive jurisdiction over these requirements.

The proposed "Mount Hope" Verizon Wireless facility is in compliance with all applicable FCC requirements. Verizon Wireless' engages in the following practices pertinent to complying with FCC requirements:

1. Verizon Wireless locates its transmitting antenna(s) in order to maximize vertical and horizontal separation from other operator's systems to minimize interference potential;
2. All operating hardware at the site is type-accepted by the FCC as far as emission levels within Verizon Wireless' licensed frequency band in addition to spurious emissions outside of Verizon Wireless frequency band;
3. The power levels generated by the base station hardware and corresponding effective radiated power (ERP) from the transmit antenna(s) are within the limitations specified by Part 22 of the Commission's Rules; and
4. Intermodulation studies are prepared and analyzed considering all carriers on the tower to ensure no mixing of frequencies will create harmful interference to/from Verizon Wireless' wireless system.

Verizon Wireless is committed to providing state of the art wireless services that benefits your community. If you have any questions please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ashutosh Pandey', written in a cursive style.

Ashutosh Pandey

RF Engineer – Verizon Wireless

IMPACT STUDY

*Impact Study - Cell Tower
280 Rimer Road
Salisbury, Rowan County, North
Carolina 28146*

Type Report: Impact Study

*Effective Date
November 14, 2017*

Client's Project ID n/a



November 27, 2017

Ms. Laura D. Goode
Attorney
Baker, Donelson, Bearman, Caldwell & Berkowitz, PC
1501 Main St., Suite 600
Columbia, SC 29201

RE: Impact Study for Proposed Telecommunications Facility located at 280 Rimer Road, Salisbury, Rowan County, North Carolina.

Dear Ms. Goode:

I have completed a study of the proposed tower. The scope of the assignment is to provide an analysis and conclusions addressing whether the proposed development will substantially injure the values of adjacent or abutting properties.

The impact study is intended to conform to the Uniform Standards of Professional Appraisal Practice (USPAP), the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute. The impact study is not an appraisal as it does not report a value of any property; however, the study employs appraisal methodology to reach our conclusions of the impact of the proposed development.

The proposed development is a dedicated communication tower to be located on a property owned by Debbie Craddock and Patricia Moore. They are the owners of other parcels adjacent to the site of the proposed tower. The siting of the proposed tower is in the northwest corner of the site. The siting of the proposed tower minimizes the visual impact in concert with the existing tree canopy. The surrounding land uses include low density residential and vacant land. The surrounding land uses are a contributing factor in the development of a conclusion regarding the potential impact of the tower.

The conclusions of this study are supported by the data and reasoning set forth in the attached narrative. Your attention is invited to the Assumptions and Limiting Conditions section of this report. The analysts certify that we have no present or contemplated future interest in the proposed development, and that our fee for this assignment is in no way contingent upon the conclusions of this study.

EXTRAORDINARY ASSUMPTIONS AND HYPOTHETICAL CONDITIONS:

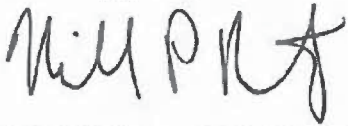
It is an extraordinary assumption of this report that the proposed development will be constructed as detailed in the report. Further, it is an assumption of the study that the existing access will be used to access the proposed wireless facility.

The content and conclusions of this report are intended for our client and for the specified intended uses only. They are also subject to the assumptions and limiting conditions as well as the specific extraordinary assumption set forth in this report.

It is our opinion that the proposed development will not substantially injure the values of adjacent or abutting properties and that it is located in an area where it does not substantially detract from the aesthetics and neighborhood character.

Thank you for the opportunity to be of service. If you have any questions or comments, please contact our office.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Michael P. Berkowitz", written in a cursive style.

MICHAEL P. BERKOWITZ
MPB REAL ESTATE, LLC

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SCOPE OF THE ASSIGNMENT

In accordance with our agreement with the client, this impact study is specific to the needs of our client as part of an application for a conditional use permit to be considered by Rowan County Officials. Our study and the reporting of our study is in agreement with our client as follows:

The proposed development requires a Conditional Use Permit. The report is intended to address Article III Section 21-58 (e)(2) which states:

“That the development of the property in accordance with the proposed conditions will not substantially injure the value of adjoining or abutting property.”

The scope of the assignment includes research of existing towers in the neighborhood. The neighborhoods and their surrounding developments are researched to determine whether the proposed development, referred to as the “Mount Hope Site”, is consistent with the location of other towers in this section of Rowan County and their impact, if any, on neighborhood development patterns and property values.

The impact study provides an analysis of the surrounding properties. The analysis includes existing improvements, zoning designations and likely development patterns. The existing uses as of the effective date of this report in concert with the market data provided are contributing factors to the conclusions of this study.

PREMISES OF THE STUDY

Identification of Subject

Mount Hope Site

280 Rimer Road
Salisbury, Rowan County, NC 28146
Tax Parcel ID: 422-179

Client, Purpose, and Intended Use and Intended Users

Ms. Laura D. Goode
Attorney
Baker, Donelson, Bearman, Caldwell & Berkowitz, PC
1501 Main St., Suite 600

Columbia, SC 29201

The client and intended user is Ms. Laura Goode. The intended use is as an aid to assist Rowan County officials in rendering a decision regarding the issuance of a conditional use permit for the proposed development. The study is not intended for any other use or users.

Analyst

Michael P. Berkowitz

MPB Real Estate, LLC
1100 Sundance Drive
Concord, NC 28027

Property Inspection

Michael Berkowitz inspected the property and neighborhood surrounding the proposed development. Details of surrounding land uses and observations are provided throughout the report. I also performed off site visual inspections of several towers located in Rowan County. I consider my observations in the context of the market data. They are a contributing factor to my conclusions. Photographs of the property were taken during Mr. Berkowitz's inspection.

**Extraordinary
Assumptions of Report**

It is an extraordinary assumption of this report that the improvements as described within this report are compliant with the appropriate ordinance regarding items including but not necessarily limited to setbacks, landscaping, access and other items outside our field of expertise for this assignment. These items will be addressed as part of the application by others with expertise within the respective fields.

Should the extraordinary assumptions not exist, we reserve the right to amend this study.

Effective Date of Study

November 14, 2017

Date of Report

November 27, 2017

Type Report

Impact Study Report

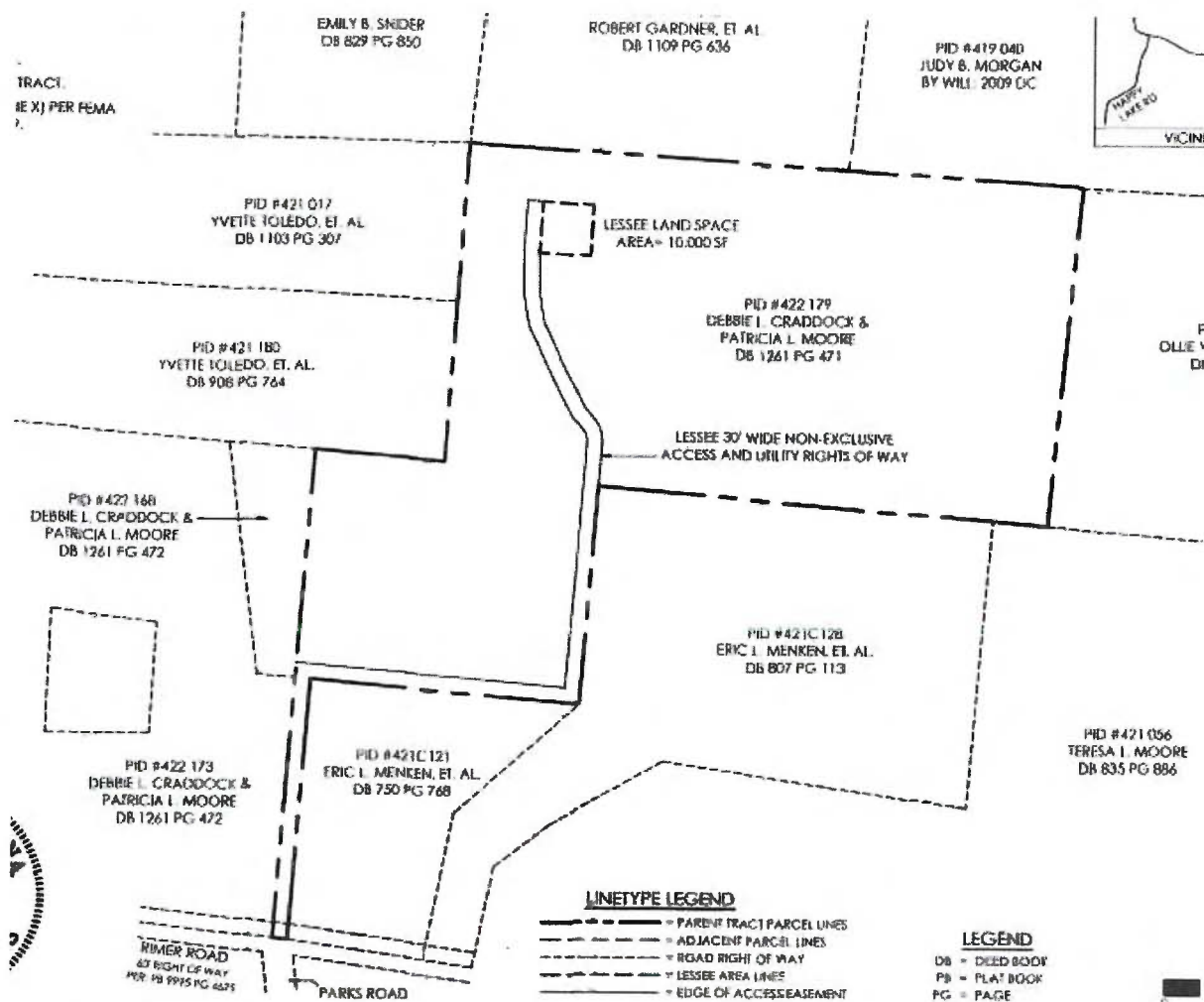
Study Development and Reporting Process

In preparing this study, the analyst:

- Analyzes physical affects, if any, of the proposed construction on properties in the immediate area as well as the neighborhood;
- Reviews plans for the proposed development to determine whether it is in compliance with the Rowan County Commercial Communications Tower Ordinance with respect to items within my field of expertise;
- Reviews site plan provided by our client with respect to the physical characteristics of the proposed development;
- Reviews Section 21.60.3 of the Rowan County Zoning Ordinance regarding the development of Communication and Wireless support structures;
- Researches market data around existing cell towers in Rowan County to determine whether the proposed development is in accordance with the other similar developments in the area.

PROPOSED FACILITY**Tower**

Based on information provided to the analyst, the proposed tower will consist of a 165-foot “monopole” communications tower. The following site plan shows the proposed site.



SITE PLAN

Site Improvements

The site improvements include an eight-foot chain link fence with three strands of barbed wire. As we will detail throughout this report, the existing vegetation provides a strong buffer that will obscure a significant portion of the proposed development. The base of the proposed tower will be totally obscured from neighboring properties.

Access

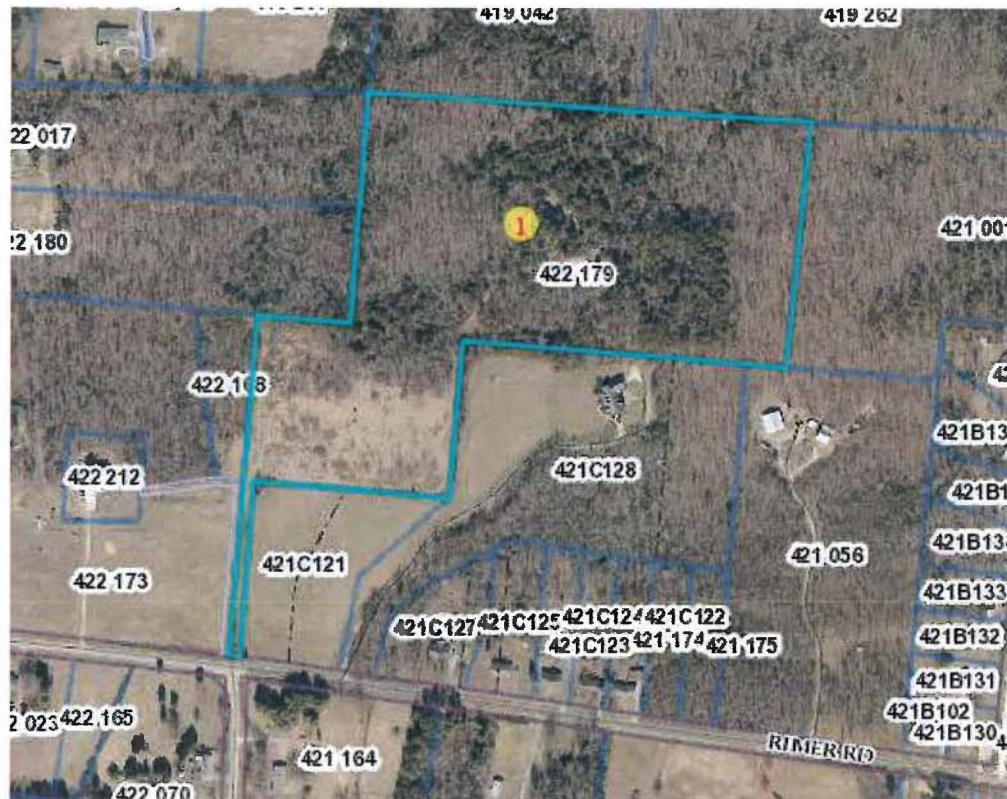
The shape of the site and limited frontage of the property instigated the improvement and/or new installation of an access road to the northwestern corner of the site. The road will parallel the eastern boundary of the site. This appears consistent with the existing access to the property. The scope

of the work for the access driveway is included in the plans that are part of the application. We assume that the access for the proposed development is in accordance with all local and state regulations. Given the use of the current access, we consider the assumption reasonable.

Location

The proposed tower is located in a heavily wooded area off the Rimer Road corridor. As we will detail later in the report, the majority of property in the area is used for low density residential and agricultural purposes.

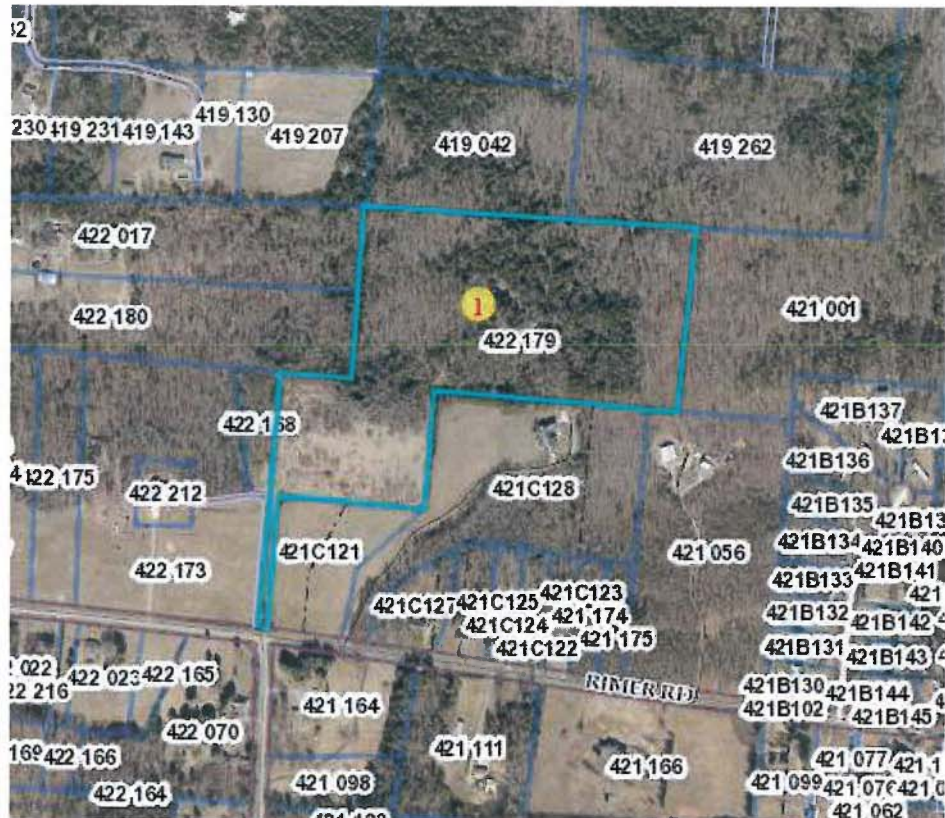
The subject has a zoning designation of RA, Residential/Agricultural District. The developments along the Rimer Road corridor are consistent with this designation.



SURROUNDING LAND USES

The proposed development is located on a 23.98-acre tract of land off of Rimer Road. Many of the parcels in the immediate area are vacant or used for agricultural purposes. The remaining parcels are improved with low density residential improvements. The following chart provides a list of the adjacent properties Followed by an aerial of the properties.

Adjacent Properties Summary					
Tax Parcel	Address/Location	Owner	Acres	Improvements	Use
422 173	725 Parks Road	D. Craddock & P. Moore	12.57	None	Vacant Land
422 168	Parks Road	D. Craddock & P. Moore	1.26	None	Vacant Land
422 180	310 El Camino Dr.	Yvette Toledo et al	11.61	Mobile Home	SFD
422 017	425 El Camino Dr.	Yvette Toledo et al	13.71	SFD	SFD
419 207	Mt. Hope Church Rd.	Emily Snider	5.12	Shed	Agricultural
419 042	Mt. Hope Church Rd.	Robert Gardner et al	8.29	None	Vacant Land
419 262	Sandy Creek Ln.	Judy Morgan	15	None	Agricultural
421 001	Basinger Klutz Rd.	Virginia Stancil	24.5	None	Vacant Land
421 056	390 Rimer Rd.	Teresa Moore	12.13	SFD	SFD
421C128	170 Rimer Rd.	Eric & Madelyn Menken	11.19	SFD	SFD
421C121	Rimer Rd	Eric & Madelyn Menken	4.08	None	Vacant Land



For the purposes of the analysis, we do not include the two properties under the same ownership as the proposed site. We have segregated the remaining adjacent properties into two categories. The segmentation of the properties is based on the location and potential visual impact of the proposed tower. The categories are the properties closer to the tower that are accessed from other streets and the properties along Rimer Road.

Properties Off Rimer Road – This group of properties have access from streets other than Rimer Road. There are two properties to the west that are improved with single family dwellings. Both of these properties have a long thin shape and consist of over 10 acres. The area abutting the proposed tower is heavily wooded. The potential visual impact on these properties is nominal if visible at all.

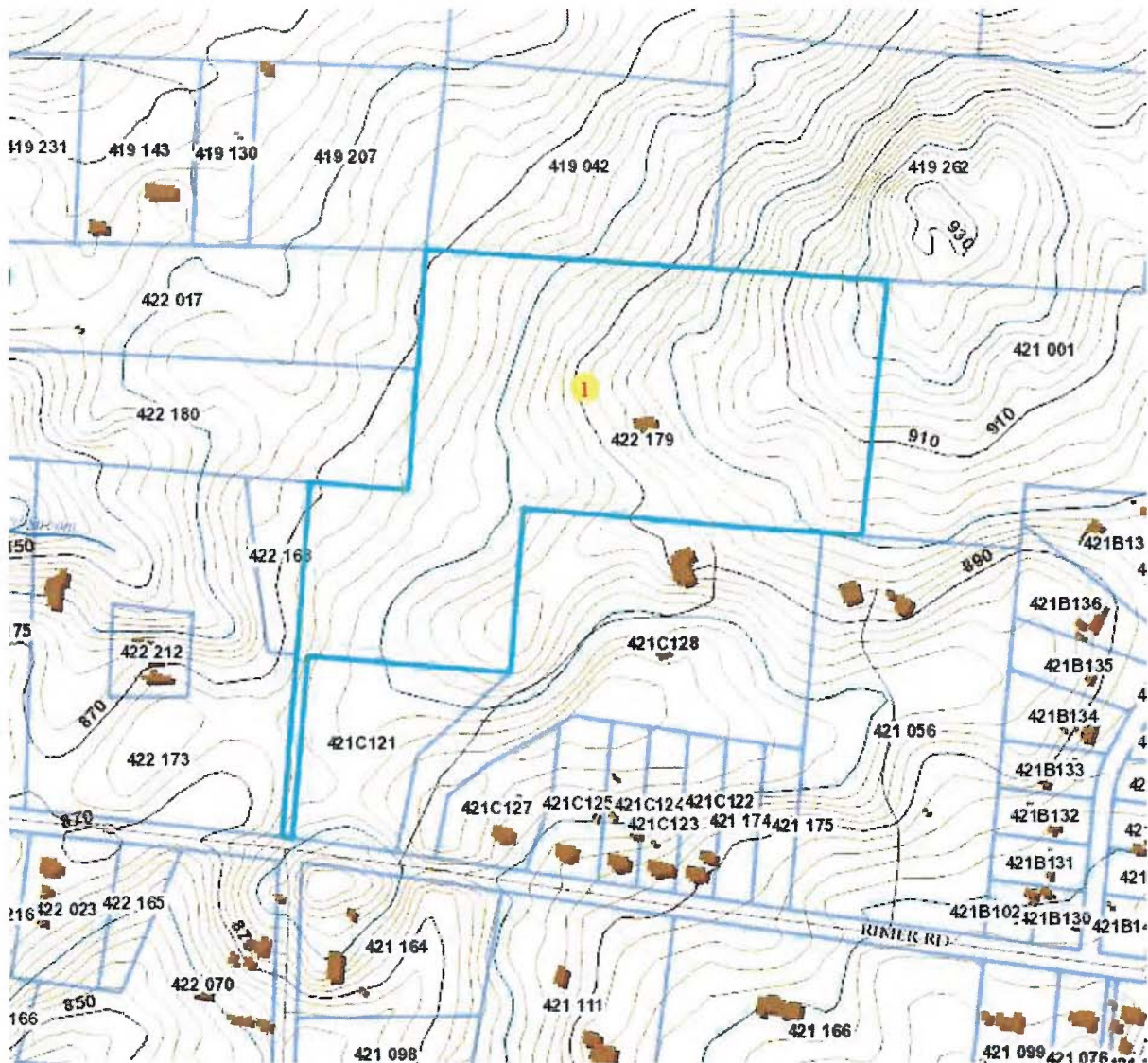
The three properties along the northern boundary of the proposed development are vacant tracts of land. Again, all of these parcels include significant trees that in conjunction with

the trees around the proposed development will minimize the visual impact of the proposed tower.

The last parcel in this category is the heavily wooded tract immediately to the east of the proposed tower. As with the other parcels in this category, the trees on the subject property and the adjacent property will minimize the visual impact of the proposed tower.

Properties Along Rimer Road – There are three parcels located south of the proposed tower that are adjacent to the subject parcel. Two of the parcels are improved with single family dwellings. The third parcel is under the same ownership as the adjacent parcel. The siting of the proposed tower minimizes the visual impact because of its location within a heavily wooded area on the subject property. Further, development patterns in the immediate area include the preservation of trees to provide screening and buffers with adjacent properties.

The following exhibits provide topographical maps of the proposed development as well as surrounding properties. The proposed tower will be located in the northwestern corner of the site. The elevations are considered in the analysis of potential visual impact of the tower on surrounding properties.



As we will discuss in the following section, the scope of the assignment is to determine whether the proposed development is in accordance with the Rowan County zoning ordinance regarding the issuance of a conditional use permit and the development of wireless communications support structures. The items within our field of expertise are detailed in the following section.

ROWAN COUNTY ZONING ORDINANCE

As part of the assignment, I reviewed Article III Section 21-58 (e)(2) of the Rowan County Zoning Ordinance. This section details the review procedures for development of a

wireless support structure and the conditional use permit requirements. The following was extracted from the ordinance.

- (e) *Required findings.* All decisions regarding a conditional use permit application shall not be approved or denied unless each of the following findings has been made:
- (1) The development of the property in accordance with the proposed conditions will not materially endanger the public health or safety;
 - (2) That the development of the property in accordance with the proposed conditions will not substantially injure the value of adjoining or abutting property, or that the development is a public necessity; and
 - (3) That the location and character of the development in accordance with the proposed conditions will be in general harmony with the area in which it is located and in general conformity with any adopted county plans.

The items within this section are mentioned in the study, but surveys and other physical features will be addressed in the application for the conditional use permit.

Based on our review of the ordinance, the remainder of the study focuses on the relation to surrounding property and potentially injurious effect of the conditional use on adjoining properties and the character of the neighborhood. Please note, we have segregated the properties as detailed earlier in the report. The potential impact on these properties is the visual impact of the proposed tower.

Properties Off Rimer Road – This group of properties are heavily wooded. The elevations are lower than the proposed development. Based on the existing tree cover on the subject as well as these properties, we consider it unlikely that the proposed tower will be visible.

Properties Along Rimer Road – There are three parcels located south of the proposed tower that are adjacent to the subject parcel. The proposed tower is on the opposite side of a slope that puts the base of the proposed tower below the elevations of one of the single family dwellings. Again, the improvements for these properties are surrounded by trees. Further, the orientation of the single family dwelling closest

to the proposed tower would place the tower on the side of the dwelling.

Again, we will discuss property values later in the report. We acknowledge that the proposed 165-foot tower will have a height in excess of any structure in the immediate area. The infrastructure in the area includes above ground utilities along Rimer Road. The power lines observed represent a larger visual footprint than the proposed tower. All of the residential properties along the corridor have trees that provide screening, which is the most significant factor in the analysis.

Summary

The items within our field of expertise focus on the aesthetic impact of the proposed development and whether the proposed facility will substantially injure values of adjacent or abutting properties. This is based on the existing developments as detailed earlier in the study.

MARKET RESEARCH

A potential issue associated with the impact of the proposed development is on property values in the immediate vicinity and the neighborhood. We researched towers in Rowan County and identify the development patterns around these towers. After analyzing the market data, we compare this information to the proposed site and the physical characteristics and development patterns surrounding the proposed development.

Rowan County Towers

During our research, we observed several towers in Rowan County. The cell towers selected for direct comparison were chosen for a variety of reasons including but not necessarily limited to:

- *Location* – The proposed location is in a rural area of Rowan County and includes low density residential developments.

- *Surrounding Developments* – The surrounding developments along Rimer Road include agricultural, vacant land and low density residential uses.
- *Construction Type/Height* – The proposed tower is a monopole that poses a smaller visual footprint than lattice and guyed towers.

For the research of towers, we rely on information from antennasearch.com, which we consider a reliable source of information. We considered nine towers in the area for comparison. Some towers were not visible from the public right-of-way and were excluded. Some of the towers were located in areas that are inconsistent with the neighborhood of the proposed tower. The following chart provides a summary of the towers considered with the most comparable towers highlighted in yellow.

Tower Summary			
Construction	Year Built	Address	Tower Height (FT)
Lattice	1999	8670 Red Road	305
Monopole	2003	205 St Paul Church Rd	164
Guyed	1984	ENE Shuping Mill & Rock Grove Church Rds	300
Monopole	1999	4645 Cook Road	225
Unknown	2016	415 Balfour Quarry Road	155
Guyed	1988	310 Hill Street	481
Lattice	2013	1090 Corporate Center Drive	100
Lattice	2015	Faith Mtn Tr, 3rd St & Stoney Heights Dr.	300
Monopole	2003	700 E Ritchie Rd	125

Consistent with the ordinance for Rowan County, most of the towers in the area are either located on or adjacent to commercial and industrial areas. Influence from major transportation corridors was also considered in the selection of towers. In many cases there are several factors that contributed to the development patterns and values around the towers. The towers selected are intended to provide evidence in support for my conclusions.

Each tower has some visual influence from residential development. While the market rarely provides an exact

match for a proposed development, the analysis of the market data around the following towers coupled with their similar locations provides information regarding residential sales around telecommunication towers.



8670 Red Road

This tower was researched because of its similar location. The lattice construction and tower height propose a significantly higher visual impact on adjacent properties. The market data for adjacent and abutting properties is limited. However, the house shown on the previous photograph that is directly in front of the tower was sold in May 2010 for \$114,000. Other sales of single family dwellings ranged from \$112,500 to \$115,000. Despite the location adjacent to the tower, the sales price appears consistent with other older homes in the area.



205 St. Paul Church Road

We considered this tower a comparable example to the proposed development. However, upon inspection of this area, the tower is embedded in a large tree area and is not visible from the residential developments along Mill Wheel Drive.

4645 Cook Road

This tower has similar surrounding development patterns to the proposed tower. We found the sale of two of the adjacent properties that were purchased as an assemblage for \$80,000. One of the parcels included a single family dwelling constructed in 1941. Another sale down the street included a smaller lot and was heavily wooded. This property sold for \$85,000. The dwelling on this site was constructed in 1967

and is superior to the previous sale. The larger lot size of the property adjacent to the tower offsets the superior condition of the improvements on the property with no visibility. Regardless, the variance of \$5,000 between the two sales is not considered substantial. The following exhibits show an aerial and street scene of the tower.



Summary

Based on the analysis of the data and development patterns around the towers, we conclude that the presence of a wireless support structure does not impede the orderly development of the area. Further, the market does not recognize a substantial injury to property values for adjacent/abutting properties of such a development.

Other Considerations

Other potential impacts to the surrounding area include noise, traffic and lighting. The operation of a cell tower is essentially silent and would not influence the surrounding developments. The additional traffic caused by the proposed development is nominal and would likely occur for routine maintenance. Any increases in traffic are considered nominal and does not impact the adjacent or abutting properties.

Given the scarcity of market data in the neighborhood, we provide the results from a study for a proposed tower in Robeson County. The scope of the impact study addressed the potential impact of value on properties in the neighborhood. The following provides market data for the towers found in

Robeson County that are a similar market to the proposed development.

The following data is segregated into two categories: single family homes and vacant land. For all of the data sets, the properties highlighted in yellow are those properties along the same corridor as the tower. These properties are compared to properties highlighted in green, which are along similar streets without a tower. We include additional market data as background for the paired sales analyses.



474 Long Road

This tower is the most comparable to the proposed tower at 180 feet. As with the surrounding developments for the other towers selected for comparison in this study, the land uses in the area are primarily agricultural. The low density residential developments include homes constructed over a wide time span including some estate style homes. The market data for single family dwellings are summarized in the following chart.

SFD SALES						
Address	Sale Date	Sales Price	Year Built	SF	Acres	\$/SF
46 SURRY	5/25/2005	\$68,000	1986	1,152	2.34	\$ 59.03
121 SURRY	10/29/2007	\$93,000	1978	1,443	1	\$ 64.45
285 JUNE	5/15/2009	\$41,000	2000	1,632	1	\$ 25.12
992 LONG RD	8/20/2007	\$57,500	1978	972	1	\$ 59.16
867 LONG RD	11/5/2009	\$27,000	1962	800	1.52	\$ 33.75
719 LONG RD	6/8/2015	\$87,000	1989	1,437	4.37	\$ 60.54
1148 LONG RD	8/14/2015	\$227,500	2005	2,029	1.8	\$ 112.12

The analysis of these sales as well as other sales presented later in this section includes several factors including but not necessarily limited to size, age and lot size. The most compelling market data is the consistency in the prices paid per square foot for the highlighted properties. The comparison of the data shows some offsetting characteristics, but does provide evidence that the cell tower located along Long Road does not injure property values in the area.

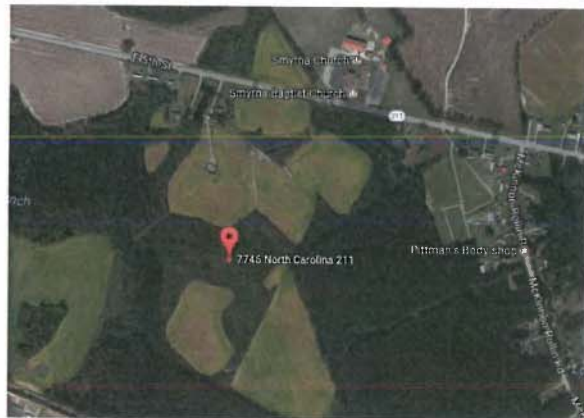
The second data set is for land sales found in the area. The highlighted properties are for residential lots consistent with the low density development patterns in the neighborhood.

LAND SALES				
Address	Sale Date	Sales Price	Acres	\$/Acre
181 TROY DR	6/11/2010	\$150,000	19.63	\$ 7,641
WILKES RD	5/1/2013	\$20,000	7.39	\$ 2,706
859 LONG RD	8/22/2012	\$15,000	1.24	\$ 12,097
OFF LONG RD	3/24/2015	\$22,000	3.43	\$ 6,414

Contrary to the market data for single family dwellings, the most compelling information from this data set is the price point for the residential lots. The size of the lots is the most influential factor on price point. Again, the market data indicates that the tower has not impeded demand for land along the Long Road corridor nor has it injured land values in the area.



7746 E Hwy 211



This tower as well as all of the remaining tower have heights of 300-feet or higher. I have applied the same methodology with the previous analyses and segregated the data into single

family dwellings and vacant land. The sales for single family dwellings are summarized in the following chart.

SFD SALES						
Address	Sale Date	Sales Price	Year Built	SF	Acres	\$/SF
913 HARRIS RD	1/31/2017	\$65,000	2005	1,443	1	\$ 45.05
4642 OLD ALLENTON	12/7/2015	\$64,000	1950	912	1	\$ 70.18
146 BEAR BAY	11/13/2014	\$48,000	1980	1,456	2.69	\$ 32.97
877 OLD ALLENTON	6/25/2013	\$46,500	1969	1,506	1.5	\$ 30.88
9697 NC 211	6/26/2012	\$61,000	1955	1,170	1.24	\$ 52.14
8355 E NC HWY 211	6/3/2015	\$75,000	1988	1,152	4.22	\$ 65.10

The physical variance in this data set would require a higher level of adjustment. Notwithstanding this fact, the sales along the 211 corridor provide a similar price point and price paid per square foot. The offsetting nature of the variances is reflected in the similar price point for the majority of sales with the property closest to the tower having the highest price point. The analysis of this data set provides further evidence to our conclusion.

The following chart provides a summary of land sales for the area. Again applying the same methodology as the previous analyses.

LAND SALES				
Address	Sale Date	Sales Price	Acres	\$/Acre
NC HWY 211	12/17/2014	\$17,500	0.59	\$ 29,661
699 BAY BEAR	6/18/2015	\$17,000	8.13	\$ 2,091
HARRIS RD	5/14/2015	\$8,500	1	\$ 8,500
HARRIS RD	8/17/2015	\$9,000	1.27	\$ 7,087
3 PITTMAN	4/4/2014	\$250,000	93.22	\$ 2,682
WILKES	5/1/2013	\$20,000	7.39	\$ 2,706
481 HARRIS RD	2/8/2013	\$25,500	0.92	\$ 27,717
538 DERWOOD	9/17/2012	\$45,000	17.74	\$ 2,537
DERWOOD	7/19/2012	\$80,000	24.84	\$ 3,221
PITTMAN	5/21/2012	\$15,000	14.08	\$ 1,065

The best matched pair in this data set is from the sales of two mobile home lots. While the price point was higher for the sale on Harris Road, the price per acre was higher for the lot on Highway 211. This indicates that size was a significant factor in the price paid. The size variance would be the most significant factor. The only other sale found lies on the lower end of the range of the data set, which is considered

reasonable given its physical characteristics including some areas that appear to be undevelopable.



Kinlaw Road

The land sales in the area provide the most compelling evidence in the neighborhood for this tower. The following chart provides a summary of land sales in the area.

LAND SALES				
Address	Sale Date	Sales Price	Acres	\$/Acre
HOWELL RD	5/25/2012	\$98,000	47	\$ 2,085
TARHEEL RD	12/12/2012	\$13,000	3.37	\$ 3,858
346 BARNHILL	9/3/2013	\$28,500	8	\$ 3,563
5168 TARHEEL	1/3/2014	\$30,000	9.15	\$ 3,279
KINLAW RD	9/4/2014	\$27,000	6.87	\$ 3,930

The sale closest to the tower sold for the highest price per acre. Again, the market data for land around this cell tower indicates that the tower does not injure the prices paid for land in the neighborhood.

The following is a summary of single family dwelling sales found in the neighborhood.

SFD SALES						
Address	Sale Date	Sales Price	Year Built	SF	Acres	\$/SF
88 BARNHILL	4/30/2012	\$76,000	1995	1,458	2.01	\$ 52.13
6876 HOWELL	5/22/2012	\$55,000	1988	1,344	1.98	\$ 40.92
7889 HOWELL	12/17/2012	\$37,500	1950	1,454	1.86	\$ 19.23
5168 TARHEEL	5/9/2013	\$125,000	1958	1,980	5	\$ 63.84
6225 HOWELL	8/10/2016	\$200,000	1999	2,837	1.01	\$ 100.05
6257 HOWELL	2/10/2017	\$225,000	2007	3,303	1	\$ 112.11
306 TARHEEL	10/17/2013	\$177,500	1953	3,087	5.03	\$ 90.89
3647 TARHEEL	9/5/2014	\$46,000	1992	1,296	0.92	\$ 23.09
5478 TARHEEL	10/3/2014	\$125,000	2002	1,920	8.4	\$ 62.44
8191 HOWELL	11/10/2014	\$71,000	1980	1,032	1.02	\$ 35.86
470 KINLAW RD	12/31/2014	\$42,500	1982	1,338	1.5	\$ 21.44
KINLAW RD	6/15/2015	\$73,500	1962	1,485	0.89	\$ 37.46

The review of sales of single family dwellings reveals that age and condition of the improvements is the most significant factor in the prices paid. Development in the area is sparse and supply side pressures in the market and low number of transactions indicates that the neighborhood is in the stable phase of its economic development. This is similar to the subject's neighborhood. The sales price paid for the properties along the corridor of the tower and other corridors is consistent.



Gaston Drive



This tower is located in Bladen County. The surrounding developments are comparable to the subject and is included in this analysis. The tower is located off Gaston Drive. The single family dwelling sales in the neighborhood were insufficient quantity (two sales found), to provide a credible analysis. However, the sales of land as shown on the following chart provide a reflection of the market. The following chart

is a summary of the sales. Note the two first sales in the chart are for mobile home lots.

LAND SALES				
Address	Sale Date	Sales Price	Acres	\$/Acre
2392 GUYTON	7/19/2012	\$10,000	1	\$ 10,000
300 GASTON DR	2/23/2015	\$19,000	1.7	\$ 11,176
MASSEY RD	10/16/2012	\$25,000	15.35	\$ 1,629
GUYTON ROAD	5/31/2013	\$9,000	0.98	\$ 9,184
GUYTON RD	10/18/2013	\$20,000	5.57	\$ 3,591
MASSEY RD	12/3/2013	\$6,000	0.9	\$ 6,667
MASSEY RD	4/23/2014	\$31,500	12.37	\$ 2,546
1023 STORMS RD	3/20/2015	\$9,000	2	\$ 4,500
303 GASTON DR	8/29/2015	\$11,000	0.89	\$ 12,360

The land sales for lots near the tower are consistent with other lot sales found with no visual influence from the tower. The two lots highlighted in yellow reflect the upper end of the range for vacant land. The market data indicates that development near the tower has not influenced the normal course of development for the immediate area. Further, the market data indicates that buyers are paying similar prices for lots within the visual sphere of influence of a cell tower.

The recent studies I have performed provide no empirical evidence that the proposed tower will injure property values for adjacent or abutting properties. The studies provided are for larger areas of potential influence than adjacent or abutting properties.

Conclusions

The sparse market activity in Rowan County indicates that the market is stable. The rural land uses for agriculture and low density residential are likely to continue for the foreseeable future. These uses are not impeded by the development of a cell tower. The results of studies including those included in this report show consistency between prices paid for land and single family dwellings in rural areas where cell towers are present. Therefore, I conclude that the proposed development of a cell tower will not substantially injure the value of adjacent or abutting properties.

Subject Neighborhood

In addition to the market activity for existing towers, we also consider the surrounding developments for the subject. The question posed for this study is “would the development of the telecommunications support structure warrant a downward adjustment to adjacent properties?”

When considering an adjustment in an appraisal, the appraiser must consider all factors that could contribute to an adjustment. The aesthetics and location of the proposed development as well as the existing developments are a factor in developing our opinion. The factors considered in developing our opinion include but are not necessarily limited to:

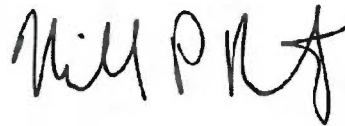
- The market has not shown a detrimental impact on development patterns in areas with visual influence from a tower.
- The existing infrastructure along Rimer Road includes above ground electrical transmission lines that pose a higher level of visual impact than the proposed tower despite its proposed height.
- The proposed development is located in a heavily wooded area that will screen a significant portion of the tower in all directions.

All of these factors would contribute to the aesthetic appeal and a hypothetical valuation of properties in the neighborhood. The multitude of factors would indicate that multicollinearity for aesthetics exists along the Rimer Road corridor. Multicollinearity arises when multiple items correlate with each other. The multiple factors can cause a distortion of the impact of any of the factors individually without consideration for all of the factors that contribute to the common issue.

In the case of the proposed development, all of the properties along the Rimer Road corridor have visual impact from other

existing infrastructure. These factors contribute to our conclusion that the proposed developed is in harmony with development patterns along Rimer Road. To attribute any adjustment to the proposed development would be misleading and not result in a credible adjustment. In other words, any adjustment for the development of a tower in a wooded area along the Rimer Road corridor without consideration of the numerous other aesthetic influences would not be credible.

Therefore, it is our opinion that the proposed development in accordance with the proposed conditions will not substantially injure the value of adjoining or abutting property. We recognize that the aesthetics of the area certainly contribute to the overall appeal, the proposed development has siting and existing buffers to minimize to the extent possible the visual impact of the proposed tower. It is my opinion that the proposed development will not substantially detract from the aesthetics or character of the neighborhood because of its location and existing above ground infrastructure.



Michael P. Berkowitz

ADDENDA

Certifications

CERTIFICATION OF THE ANALYST

I, Michael P. Berkowitz, certify that, to the best of my knowledge and belief,

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this study.
8. The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.
9. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
10. I have made a personal inspection of the property that is the subject of this report.
11. No one provided significant real property appraisal assistance to the person(s) signing this certification other than those individuals having signed the attached report.



A handwritten signature in black ink, appearing to read "Michael P. Berkowitz", written over a horizontal line.

Michael P. Berkowitz
(NC State Certified General Real Estate Appraiser #A6169)
(SC State Certified General Real Estate Appraiser #CG6277)

November 27, 2017

Date

(Rev: 06/18/12)

ASSUMPTIONS AND LIMITING CONDITIONS

ASSUMPTIONS AND LIMITING CONDITIONS

Limit of Liability

The liability of MPB REAL ESTATE, LLC and employees is limited to the client only and to the fee actually received by our firm. Further, there is no accountability, obligation, or liability to any third party. If this report is placed in the hands of anyone other than client, the client shall make such party aware of all limiting conditions and assumptions of the assignment and related discussions. Further, client will forever indemnify and hold MPB REAL ESTATE, LLC, its officers, and employees harmless from any claims by third parties related in any way to the appraisal or study which is the subject of the report. Third parties shall include limited partners of client if client is a partnership and stockholders of client if client is a corporation, and all lenders, tenants, past owners, successors, assigns, transferees, and spouses of client. MPB REAL ESTATE, LLC will not be responsible for any costs incurred to discover or correct any deficiencies of any type present in the property, physically, financially, and/or legally.

Copies, Distribution, Use of Report

Possession of this report or any copy of this report does not carry with it the right of publication, nor may it be used for other than its intended use; the physical report remains the property of MPB REAL ESTATE, LLC for the use of the client, the fee being for the analytical services only.

The bylaws and regulations of the Appraisal Institute require each member and candidate to control the use and distribution of each report signed by such member or candidate; except, however, the client may distribute copies of this report in its entirety to such third parties as he may select; however, selected portions of this report shall not be given to third parties without the prior written consent of the signatories of this report. Neither all nor any part of this report shall be disseminated to the general public by the use of advertising media, public relations, news, sales or other media for public communication without the prior written consent of MPB REAL ESTATE, LLC.

Confidentiality

This report is to be used only in its entirety and no part is to be used without the whole report. All conclusions and opinions concerning the analysis as set forth in the report were prepared by MPB REAL ESTATE, LLC whose signatures appear on the report. No change of any item in the report shall be made by anyone other than MPB REAL ESTATE, LLC. MPB REAL ESTATE, LLC shall have no responsibility if any such unauthorized change is made.

MPB REAL ESTATE, LLC may not divulge the material contents of the report, analytical findings or conclusions, or give a copy of the report to anyone other than the client or his designee as specified in writing except as may be required by the Appraisal Institute as they may request in confidence for ethics enforcement, or by a court of law or body with the power of subpoena.

Trade Secrets

This report was obtained from MPB REAL ESTATE, LLC and consists of "trade secrets and commercial or financial information" which is privileged and confidential and exempted from disclosure under 5 U.S.C. 552 (b) (4) of the Uniform Commercial Code. MPB REAL ESTATE, LLC shall be notified of any request to reproduce this report in whole or in part.

Information Used

No responsibility is assumed for accuracy of information furnished by or work of others, the client, his designee, or public records. We are not liable for such information or the work of subcontractors. The comparable data relied upon in this report has been confirmed with one or more parties familiar with the transaction or from affidavit or other sources thought reasonable; all are considered appropriate for inclusion to the best of our factual judgment and knowledge. An impractical and uneconomic expenditure of time would be required in attempting to furnish unimpeachable verification in all instances, particularly as to engineering and market-related information. It is suggested that the client consider independent verification as a prerequisite to any transaction involving sale, lease, or other significant commitment of funds for the subject property.

Financial Information

Our value opinion(s) have been based on unaudited financials, and other data provided to us by management and/or owners. If these reports are found to be inaccurate, we reserve the right to revise our value opinion(s). It is noted we are depending on these accounting statements as being accurate and our interpretation of these statements as being accurate as well. If these assumptions later prove to be false, we reserve the right to amend our opinions of value.

Testimony, Consultation, Completion of Contract for Report Services

The contract for report, consultation, or analytical service is fulfilled and the total fee payable upon completion of the report, unless otherwise specified. MPB REAL ESTATE, LLC or those assisting in preparation of the report will not be asked or required to give testimony in court or hearing because of having made the report, in full or in part, nor engage in post report consultation with client or third parties except under separate and special arrangement and at an additional fee. If testimony or deposition is required because of any subpoena, the client shall be responsible for any additional time, fees, and charges, regardless of issuing party.

Exhibits

The illustrations and maps in this report are included to assist the reader in visualizing the property and are not necessarily to scale. Various photographs, if any, are included for the same purpose as of the date of the photographs. Site plans are not surveys unless so designated.

Legal, Engineering, Financial, Structural or Mechanical Nature, Hidden Components, Soil

No responsibility is assumed for matters legal in character or nature, nor matters of survey, nor of any architectural, structural, mechanical, or engineering nature. No opinion is rendered as to the title, which is presumed to be good and marketable. The property is appraised as if free and clear, unless otherwise stated in particular parts of the report. The legal description is assumed to be correct as used in this report as furnished by the client, his designee, or as derived by MPB REAL ESTATE, LLC.

MPB REAL ESTATE, LLC has inspected as far as possible, by observation, the land and the improvements; however, it was not possible to personally observe conditions beneath the soil, or hidden structural, mechanical or other components, and MPB REAL ESTATE, LLC shall not be responsible for defects in the property which may be related.

The report is based on there being no hidden, unapparent, or apparent conditions of the property site, subsoil or structures or toxic materials which would render it more or less valuable. No

responsibility is assumed for any such conditions or for any expertise or engineering to discover them. All mechanical components are assumed to be in operable condition and status standard for properties of the subject type. Conditions of heating, cooling, ventilation, electrical, and plumbing equipment are considered to be commensurate with the condition of the balance of the improvements unless otherwise stated. We are not experts in this area, and it is recommended, if appropriate, the client obtain an inspection of this equipment by a qualified professional.

If MPB REAL ESTATE, LLC has not been supplied with a termite inspection, survey or occupancy permit, no responsibility or representation is assumed or made for any costs associated with obtaining same or for any deficiencies discovered before or after they are obtained. No representation or warranties are made concerning obtaining the above mentioned items.

MPB REAL ESTATE, LLC assumes no responsibility for any costs or consequences arising due to the need, or the lack of need, for flood hazard insurance. An agent for The Federal Flood Insurance Program should be contacted to determine the actual need for Flood Hazard Insurance.

Legality of Use

The report is based on the premise that there is full compliance with all applicable federal, state and local environmental regulations and laws unless otherwise stated in the report; further, that all applicable zoning, building and use regulations, and restrictions of all types have been complied with unless otherwise stated in the report. Further, it is assumed that all required licenses, consents, permits, or other legislative or administrative authority, local, state, federal and/or private entity or organization have been or may be obtained or renewed for any use considered in the value estimate.

Component Values

The distribution of the total valuation in this report between land and improvements applies only under the existing program of utilization. The separate valuations for land and building must not be used in conjunction with any other report and are invalid if so used.

Auxiliary and Related Studies

No environmental or impact studies, special market study or analysis, highest and best use analysis, study or feasibility study has been required or made unless otherwise specified in an agreement for services or in the report.

Dollar Values, Purchasing Power

The market value estimated and the costs used are as of the date of the estimate of value, unless otherwise indicated. All dollar amounts are based on the purchasing power and price of the dollar as of the date of the value estimate.

Inclusions

Furnishings and equipment or personal property or business operations, except as specifically indicated and typically considered as a part of real estate, have been disregarded with only the real estate being considered in the value estimate, unless otherwise stated. In some property types, business and real estate interests and values are combined.

Proposed Improvements, Conditional Value

Improvements proposed, if any, onsite or offsite, as well as any repairs required, are considered for purposes of this report to be completed in a timely, good and workmanlike manner, according to information submitted and/or considered by MPB REAL ESTATE, LLC. In cases of proposed construction, the report is subject to change upon inspection of property after construction is completed.

Value Change, Dynamic Market, Influences, Alteration of Estimate

The estimated value, which is defined in the report, is subject to change with market changes over time. Value is highly related to exposure, time, promotional effort, terms, motivation, and conditions surrounding the offering. The value estimate considers the productivity and relative attractiveness of the property physically and economically in the marketplace.

In cases of reports involving the capitalization of income benefits, the estimate of market value or investment value or value in use is a reflection of such benefits and MPB REAL ESTATE, LLC' interpretation of income and yields and other factors derived from general and specific client and market information. Such estimates are as of the date of the estimate of value; thus, they are subject to change as the market and value is naturally dynamic.

The "estimate of market value" in the report is not based in whole or in part upon the race, color, or national origin of the present owners or occupants of the properties in the vicinity of the property appraised.

Report and Value Estimate

Report and value estimate are subject to change if physical or legal entity or financing differ from that envisioned in this report.

Management of the Property

It is assumed that the property which is the subject of this report will be under prudent and competent ownership and management.

Hazardous Materials

Unless otherwise stated in this report, the existence of hazardous substances, including without limitation, asbestos, polychlorinated biphenyls, petroleum leakage, or agricultural chemicals, which may or may not be present on the property, or other environmental conditions, were not called to the attention of nor did MPB REAL ESTATE, LLC become aware of such during their inspection. MPB REAL ESTATE, LLC had no knowledge of the existence of such materials on or in the property unless otherwise stated. MPB REAL ESTATE, LLC, however, is not qualified to test such substances or conditions. If the presence of such substances such as asbestos, urea formaldehyde foam insulation, or other hazardous substances or environmental conditions, may affect the value of the property, the value estimate is predicated on the assumption that there is no such condition on or in the property or in the proximity that it would cause a loss in value. No responsibility is assumed for any such conditions, nor for any expertise or engineering knowledge required to discover them.

Soil and Subsoil Conditions

Unless otherwise stated in this report, MPB REAL ESTATE, LLC does not warrant the soil or subsoil conditions for toxic or hazardous waste materials. Where any suspected materials might

be present, we have indicated in the report; however, MPB REAL ESTATE, LLC are not experts in this field and recommend appropriate engineering studies to monitor the presence or absence of these materials.

Americans with Disabilities Act (ADA)

“MPB REAL ESTATE, LLC has not made a specific compliance survey and analysis of this property to determine whether or not it is in conformity with the various detailed requirements of the Americans with Disabilities Act (ADA), which became effective January 26, 1992. It is possible that a compliance survey of the property together with a detailed analysis of the requirements of the ADA could reveal that the property is not in compliance with one or more of the requirements of the Act. If so, this fact could have a negative effect upon the value of the property. Since MPB REAL ESTATE, LLC has no direct evidence relating to this issue, we did not consider possible non-compliance with the requirements of ADA in estimating the value of the property.”

Qualifications of the Analyst

QUALIFICATIONS OF THE ANALYST

Michael P. Berkowitz
MPB Real Estate, LLC, Inc.
1430 South Mint Street, Suite 102
Charlotte, North Carolina 28203
(704) 334-4686
FAX (704) 334-2759

EDUCATION AND CREDENTIALS

- **Duke University**
Major: Economics 1985-1989
- **Central Piedmont Community College**
 - R-1 - Introduction to Real Estate Appraisal, 2002
 - R-2 - Valuation Principles and Procedures, 2002
 - R-3 - Applied Residential Property Valuation, 2002
 - G-1 - Introduction to Income Property Appraisal, 2003
- **Bob Ipock and Associates**
 - G-2 - Advanced Income Capitalization Procedures, 2003
 - G-3 - Applied Property Income Valuation 2004
- **Appraisal Institute**
 - 520 Highest and Best Use and Market Analysis, 2004
 - Seminar Rates, Multipliers and Ratios 2005
 - 530 Advanced Sales Comparison and Cost Approaches 2006
 - Seminar Apartment Appraisal, Concepts & Applications 2009
 - Seminar Appraising Distresses Commercial Real Estate 2009
 - Seminar Appraising Convenience Stores 2011
 - Seminar Analyzing Operating Expenses 2011

AFFILIATIONS AND ACTIVITIES

- **Association Memberships**
North Carolina State Certified General Real Estate Appraiser, October 2006, Certificate No. A6169

RELATED EXPERIENCE

- Provided real estate consulting services for a variety of clients including real estate brokers, property owners and financial planners
- Performed financial feasibility studies for multiple property types including golf communities, and renovation projects.
- Developed plan for self-contained communities.
- Race Track expertise

APPRAISAL EXPERIENCE

A partial list of types of properties appraised include:
Retail Properties, Single and Multi-Tenant, Proposed and Existing
Office Single and Multi-Tenant Proposed and Existing
Mixed-Use Properties, Proposed and Existing
Industrial Properties, Warehouse, Flex and Manufacturing
Vacant Land
Condemnation
C-Stores
Race Tracks

CLIENTELE

Bank of America
Transylvania County
Cabarrus County
Mecklenburg County
City of Statesville
NC Department of Transportation
Henry County, GA
Town of Loudon, NH
First Citizens Bank
RBC Centura Bank
City of Charlotte
City of Concord
Union County
BB & T
Aegon USA Realty Advisors
Sun Trust Bank
First Charter Bank
Regions Bank
Charlotte Housing Authority
Alliance Bank and Trust
Broadway Bank
Duke Energy Corporation
Jim R. Funderburk, PLLC
Hamilton, Fay, Moon, Stephens, Steele & Martin
Senator Marshall A. Rauch
Perry, Bundy, Plyler & Long, LLP
Robinson, Bradshaw & Hinson
CSX Real Property
Baucom, Clayton, Burton, Morgan & Wood, PA
City of Mount Holly
Our Towns Habitat for Humanity
Parker, Poe, Adams & Bernstein, LLP
Central Carolina Bank

Southern Community Bank and Trust



November 16, 2017

Mr. Keith Markland
Kimley-Horn and Associates, Inc.
2 Sun Court, Suite 450
Peachtree Corners GA 30092

Re: Mount Hope Site
Gould Digital Imaging 165' Balloon Test Report

My name is Michael Gould, and I am owner and operator of Gould Digital Imaging. Kimley-Horn and Associates hired Gould Digital Imaging to perform various aspects of photographic imaging work in connection with the development of Verizon Wireless' telecommunications services network in the Rowan County, NC area.

I have over eighteen years' experience working specifically with telecommunications companies including T-Mobile, Inc., AT&T Wireless, Verizon Wireless, Nextel, Alltel, Cricket, Sprint PCS, COMPASS Technology Services, Inc., Crown Castle International, Vertical Bridge, and American Tower Corporation in preparing photographic simulations of telecommunications towers. I have a Bachelors Degree in Art from St. Mary's College of Maryland; over twenty years of professional experience in the field of digital photographic enhancement and I have produced approximately 6,000 photographic simulations for Verizon Wireless, AT&T, T-Mobile, Inc., American Tower Corp., and other telecommunications services companies.

Kimley-Horn and Associates hired Gould Digital Imaging to perform a "165 foot Balloon Test" at Verizon Wireless' Mount Hope site on Rimer Road, in Salisbury, North Carolina. A balloon test is a visual reference of how tall a proposed structure would appear if constructed.

A ten foot long red blimp shaped helium balloon is filled and raised above the proposed site on a measured line to the height of the proposed structure and anchored to the ground at the proposed site.

At approximately 2:00pm on Wednesday, November 15th, 2017, the balloon was raised to a height of 165 feet to the bottom of the blimp and anchored in the leased area approximately 25 feet from the center due to the tree canopy.

The wind was calm and the balloon was flying directly above anchor throughout the entire test. The balloon was left aloft until 2:45pm.

I drove around the surrounding "area of affect" and took photographs from several adjoining properties and other points of potential visual impact. I deployed the use of a hand held GPS unit that indicated the bearing and distance I was from the balloon as I canvassed the area for any possible views of the balloon.

This report includes a site photography map denoting the location of the proposed tower and the locations of all photographs that were taken of the site as well as copies of the photographs.

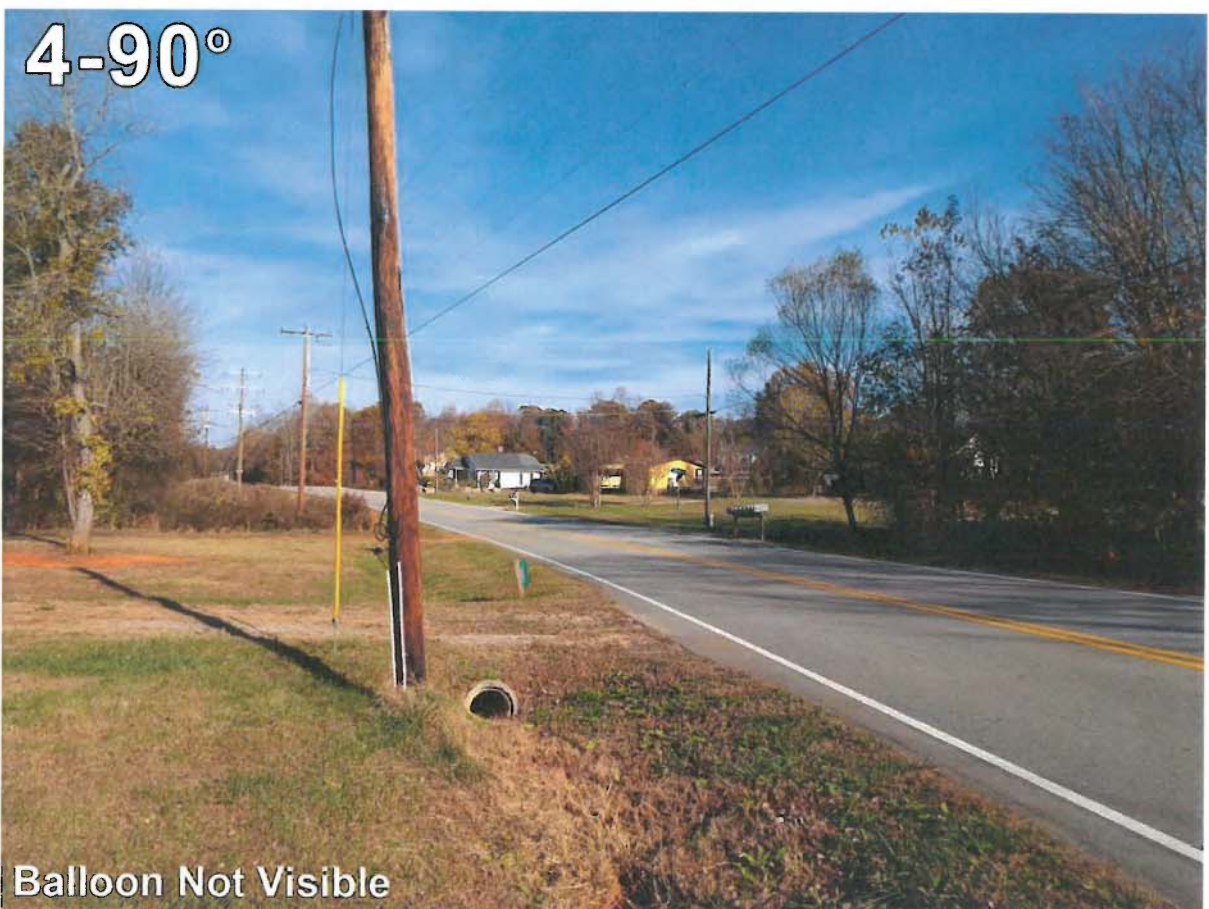
In my professional opinion, these photographs reflect to a reasonable certainty the anticipated projection of the height of the tower if constructed at the Mount Hope site. If you need any additional information, please do not hesitate to call me at (770) 617-2958 or e-mail at michael@goulddigitalimaging.com.

Sincerely,



Gould Digital Imaging
Michael D. Gould/Owner





Balloon Not Visible

5



6





165ft. Balloon Test

0° (north)



verizon

MOUNT HOPE

280 Rimer Road, Salisbury, NC 28146

**165ft. MONOPOLE
SIMULATION**

View from Rimer Road
approximately 1,475ft. south of site



270° (west)

verizon

MOUNT HOPE

280 Rimer Road, Salisbury, NC 28146

165ft. MONOPOLE

Not Visible

View from Castor Road
approximately 3,390ft. east of site



180° (south)

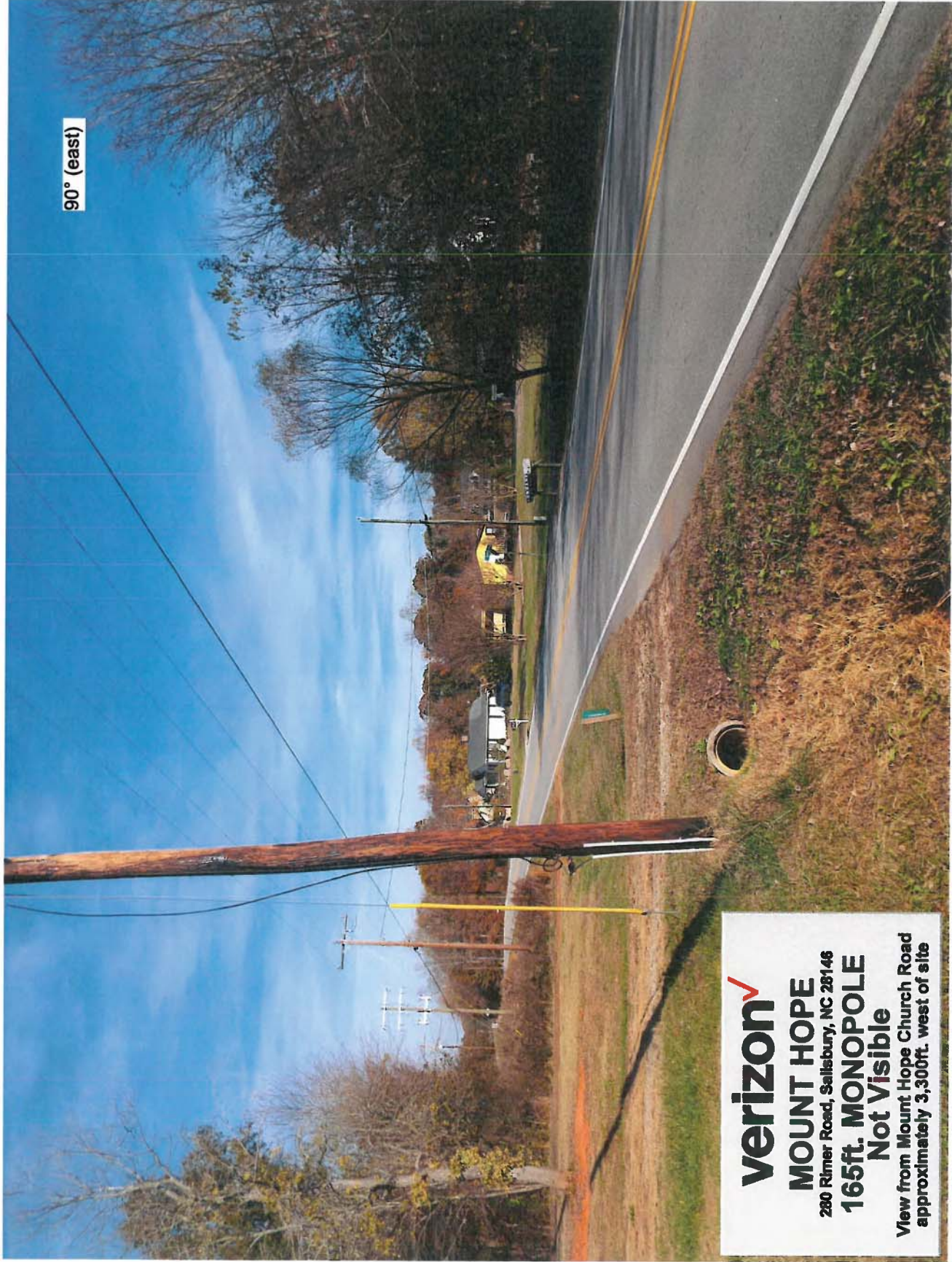
verizon

MOUNT HOPE

280 Rimer Road, Salisbury, NC 28146

**165ft. MONOPOLE
SIMULATION**

View from Mount Hope Church Road
approximately 2,840ft. north of site



90° (east)

verizon

MOUNT HOPE

280 Rimer Road, Salisbury, NC 28146

165ft. MONOPOLE

Not Visible

View from Mount Hope Church Road
approximately 3,300ft. west of site



verizon
MOUNT HOPE
280 Rimer Road, Salisbury, NC 28146
165ft. MONOPOLE
SIMULATION
View from Rimer Road
approx. 3,470ft. west-southwest of site



verizon

MOUNT HOPE

280 Rimer Road, Sallsbury, NC 28146

**165ft. MONOPOLE
SIMULATION**

View from Rimer Road
approx. 1,500ft. south-southwest of site

Cellco Partnership and its controlled affiliates doing business as Verizon Wireless
Federal Communications Commission
NEPA Review
 May 18, 2017
S&ME, Inc. (S&ME)

Site Name:	Mount Hope (Site 3417357)
Site Type:	Raw Land-New Build, 169-foot Monopole Communications Tower Site
Site Address:	280 Rimer Road, Salisbury, Rowan County, NC 28146
Latitude / Longitude (NAD83):	N 35° 33' 55.5" / W 80° 29' 5.8"
TCNS Number:	153551
E106 Filing Number:	0007706473
<i>FCC Topics</i>	<i>Findings</i>
Will the facility be located in an officially designated wilderness area?	No
Will the facility be located in an officially designated wildlife preserve?	No
Will the facility affect listed or proposed threatened or endangered species or designated critical habitats?	No
Will the facility affect districts, sites, buildings, structures or objects significant in American history, architecture, archeology, engineering or culture, that are listed, or eligible for listing, in the National Register of Historic Places?	No
Will the facility affect an Indian religious site?	No
Will the facility be located in a 100-year floodplain?	No
Will construction of the facility involve significant change in surface features (e.g. wetland fill, water diversion or deforestation)?	No
Will the preparation and filing of an Environmental Assessment (EA) be required?	No

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	U.S. Fish and Wildlife Service
	Correspondence
	Other Related Natural Resource Agency Documentation
	Complete NPA Form 620 Submittal
	Related Follow-up Consulting Party Correspondence
	State Historic Preservation Office
	SHPO Reply Letter
	E106 Filing Confirmation
	Other Related Documentation
	Tribal Coordination
	Tribal Summary Table
	Tribal Replies
	Tribal Coordination Certification Letter
	Federal Emergency Management Agency
	Flood Insurance Rate Map
	Other Related Documentation
	U.S. Army Corps of Engineers
	National Wetland Inventory Map
	Other Related Documentation
D	Qualifications of Personnel

1.0 NEPA SCOPE SERVICES

1.1 INTRODUCTION

The National Environmental Policy Act (NEPA) of 1969 established provisions to ensure that all federal agencies evaluate the potential impacts to the environment of projects under their jurisdiction. The Council on Environmental Quality (CEQ) oversees the implementation of NEPA through the authorities of Title 40 CFR, Parts 1500-1508 which requires all federal agencies to develop rules for implementing NEPA and defines “major federal actions”. Major federal actions are defined in Title 40 CFR, Part 1508.18 as actions that include new or continuing activities, including projects and programs entirely or partly financed, assisted, conducted, regulated, or approved by federal agencies.

The Federal Communications Commission (FCC) rules for implementing NEPA are found in Title 47 CFR, Part 1, Subpart I, rule sections 1.1301 to 1.1319. In addition, Section 106 of the National Historic Preservation Act of 1966, 36 CFR Part 800, regulates assessment of cultural resources for all federal undertakings. The Nationwide Programmatic Agreement for the Collocation of Wireless Antennas (47 CFR Part 1, Appendix B) and the Nationwide Programmatic Agreement Regarding the Section 106 National Historic Preservation Act Review Process (47 CFR Part 1, Appendix C) further stipulate the review process for cultural resources and amend 47 CFR, Part 1, Subpart I, rule section 1.1307(a)(4) for projects under FCC jurisdiction.

1.2 BACKGROUND AND PURPOSE

This NEPA Review was conducted pursuant to 47 CFR 1.1301-1.1319, as amended. The report includes the evaluation of project impacts to prehistoric and historic resources (archaeological sites, historic structures, and Indian religious sites), threatened or endangered species (protected listed, candidate, and critical habitat), migratory birds, wilderness areas, wildlife preserves, floodplains, and surface features (wetlands, water bodies and forested land).

The FCC rules and regulations also address project impacts to humans from tower lighting and radiofrequency radiation which are evaluated by Verizon Wireless, the FCC applicant, and are not part of this scope of work.

1.3 SCOPE OF WORK

This NEPA Review has been completed based upon Verizon Wireless-provided site information, the review of readily available information obtained from commercial services, government agencies, and/or other sources as described herein. Throughout this report, the term “the Site” will be used to refer to the proposed site location and associated facilities, access, and easements.

This NEPA Review identifies whether a proposed project will require the preparation and filing of an Environmental Assessment (EA) in accordance with FCC rules and

regulations. If any of the questions in Section 2.0 of this Review are found to be in the affirmative, an EA must be filed with the FCC to further evaluate the identified potential environmental impacts. In the event that this Review results in the preparation and filing of an EA, the FCC must issue a finding of no significant impact (FONSI) prior to proceeding with the proposed project.

1.4 LIMITATIONS

1.4.1 *Scope of Activity*

This NEPA Review is based upon the application of scientific principles and professional judgment to certain facts with resultant subjective interpretations. Professional judgments expressed herein are based on the facts currently available within the limits of the existing data, scope of work, budget and schedule. To the extent that more definitive conclusions are desired by Verizon Wireless than are warranted by the currently available facts, it is specifically S&ME (further referenced in this report as "the Consultant") intent that the conclusions and recommendations stated herein will be intended as guidance and not necessarily a firm course of action except where explicitly stated as such. The Consultant makes no warranties, expressed or implied, including, without limitation, warranties as to merchantability or fitness for a particular purpose. In addition, the information provided to Verizon Wireless in this report is not to be construed as legal advice.

1.4.2 *Use of This Report*

The Consultant is not engaged in environmental assessing and reporting for the purpose of advertising, sales promotion, or endorsement of any Verizon Wireless interests, including raising investment capital, recommending investment decisions, or other publicity purposes. Verizon Wireless acknowledges this report has been prepared for the exclusive use of Verizon Wireless and agrees that the Consultant's reports or correspondence will not be used or reproduced in full or in part for such purposes, and may not be used or relied upon in any prospectus or offering circular. Verizon Wireless also agrees that none of its advertising, sales promotion, or other publicity matter containing information obtained from this report will mention or imply the name of the Consultant.

Nothing contained in this report shall be construed as a warranty or affirmation by the Consultant that the Site and property described in the report are suitable collateral for any loan or that acquisition of such property by any lender through foreclosure proceedings or otherwise will not expose the lender to potential environmental liability.

2.0 NEPA REVIEW

2.1 SITE LOCATION AND PROJECT DESCRIPTION

The specific Site location information and project description are provided within the report cover page and in the Executive Summary. The Site is currently undeveloped land comprised of woodlands and surrounding residential properties. The areas surrounding the Site are currently residential and undeveloped land comprised of woodlands and agricultural lands. A Site Topographic Map and Site Plans are presented in Appendix A. The Consultant conducted a Site visit, and Site photographs are provided in Appendix B.

2.2 NEPA TOPICS

2.2.1 Wilderness Areas

Will the facility be located in an officially designated wilderness area?

No

Source: Site observations, U.S. Geological Survey (USGS) 7.5-Minute Series Topographic Quadrangle, review of U.S. Department of Interior (DOI) National Map (www.nationalmap.gov) and www.wilderness.net (results of National Atlas Map and wilderness lands website reviews included in Appendix C).

Finding(s): The proposed Site is not located in an officially designated wilderness area.

2.2.2 Wildlife Preserves

Will the facility be located in an officially designated wildlife preserve?

No

Source: Site observations, USGS 7.5-Minute Series Topographic Quadrangle, review of U.S. DOI National Map (www.nationalmap.gov) and the U.S. Fish and Wildlife Service (USFWS) (results of National Atlas map review and USFWS correspondence included in Appendix C).

Finding(s): The proposed Site is not located in an officially designated wildlife preserve.

2.2.3 Protected Species

Will the facility affect listed or proposed threatened or endangered species or designated critical habitats?

No

Source: Site observations and consultation with or project clearance from the USFWS and applicable state agency(s) (Appendix C).

Source: Site observations and consultation with or project clearance from the USFWS and applicable state agency(s) (Appendix C).

Finding(s): There are no federal or state listed threatened or endangered species or critical habitat present at the Site that would be adversely affected by the proposed project. See agency consultation or clearance documentation for additional details.

Verizon Wireless has included all feasible mitigating factors recommended by the USFWS in the Revised Guidelines for Communication Tower Design, Siting, Construction, Operation, Retrofitting, and Decommissioning (2013). Additionally, Verizon Wireless adheres to all current regulations regarding tower lighting as required by the Federal Aviation Administration (FAA).

2.2.4 Archaeological and Historical Resources

Will the facility affect districts, sites, buildings, structures or objects significant in American history, architecture, archaeology, engineering or culture that are listed, or are eligible for listing, in the National Register of Historic Places?

No

Source: Review of State Historic Preservation Office (SHPO) files, archaeological testing, public involvement, and Local Government and SHPO consultation (Appendix C).

Finding(s): Based on the information provided, there are no sites, structures or objects listed on, or determined eligible for listing on the National Register of Historic Places that will be adversely affected. See SHPO documentation for additional details.

In the event that archaeological materials are encountered prior to or during construction of the facilities, SHPO, tribes and other consulting parties must be contacted. Archaeological materials consist of any items, fifty years or older, which were made or used by man. These items include stone projectile points (arrowheads), ceramic sherds, bricks, worked wood, bone and stone, metal and glass objects, and human skeletal remains. These materials may be present on the ground surface and/or under the ground.

2.2.5 Indian Religious Sites

Will the facility affect Indian religious sites?

No

Source: Map location review, Indian Reservations in the Continental United States, Bureau of Indian Affairs Map, and consultation with federally recognized tribes (Appendix C).

Finding(s): Due to the nature of this undertaking little potential exists for effects to Indian Religious sites. Current land use in the surrounding area was considered. It was determined through this review and tribal consultation, as outlined in the NPA, that the above referenced project is unlikely to affect Indian religious sites.

In the event that archaeological materials are encountered prior to or during construction of the facilities, SHPO, tribes and other consulting parties must be contacted. Archaeological materials consist of any items, fifty years or older, which were made or used by man. These items include stone projectile points (arrowheads), ceramic sherds, bricks, worked wood, bone and stone, metal and glass objects, and human skeletal remains. These materials may be present on the ground surface and/or under the ground.

2.2.6 Floodplains

Will the facility be located in a 100-year floodplain?

No

Source: Site observations and Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM), Panel 3710565600J, June 16, 2009 (Appendix C).

Finding(s): No 100-year flood hazards are identified on the FIRM map for the proposed Site.

2.2.7 Surface Features

Will construction of the facility involve a significant change in surface features (e.g. wetland fill, water diversion, or deforestation)?

No

Source: Site observations, USGS 7.5-Minute Series Topographic Quadrangle, and USFWS National Wetland Inventory (NWI) map (Appendix C).

Finding(s): Due to the scope of the proposed project activities, the current Site conditions and review of applicable source data, significant changes in surface features such as wetland fill, water diversion or deforestation will not be required at the Site.

3.0 CONCLUSIONS

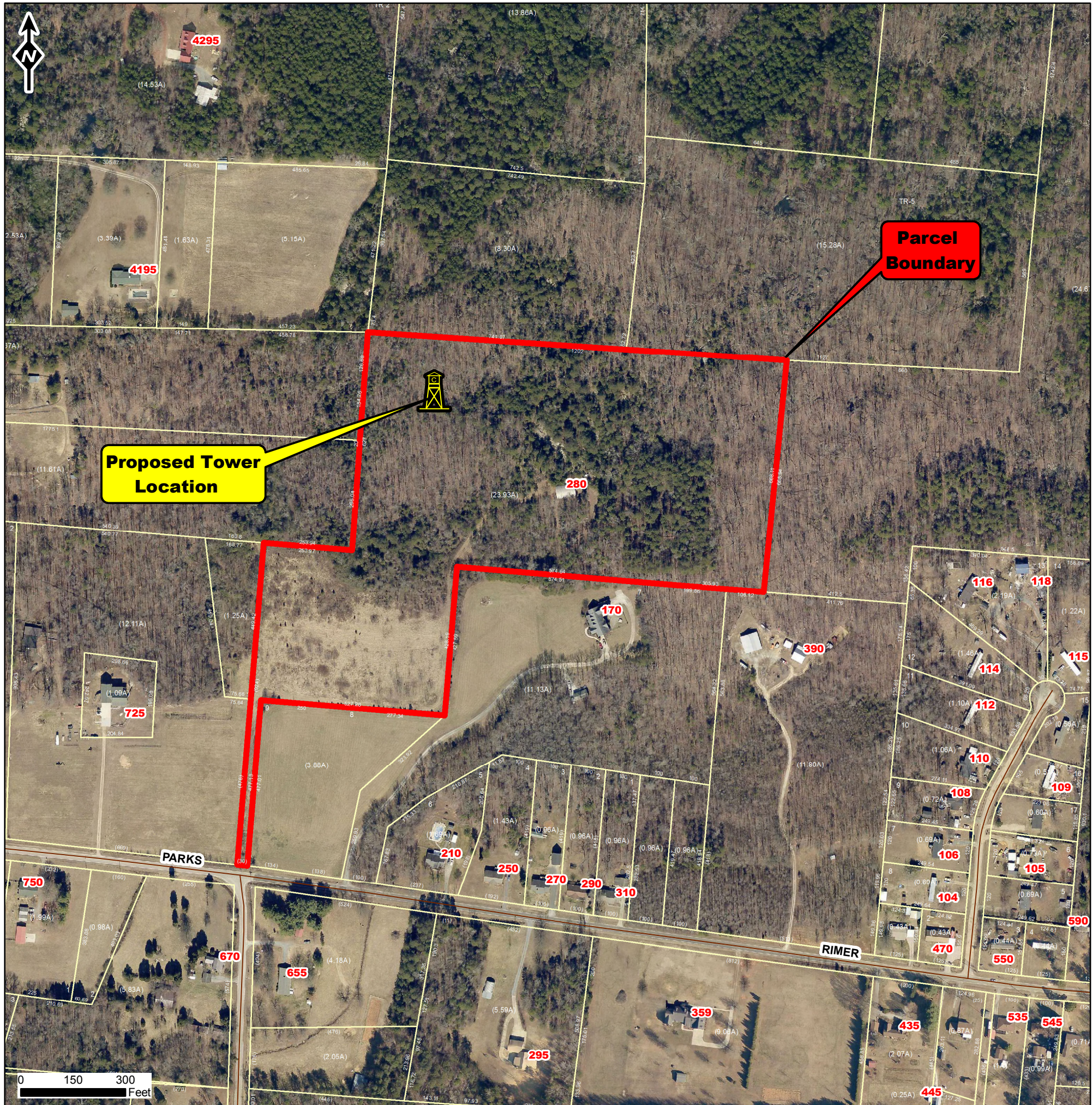
A NEPA Review of the proposed Mount Hope communications tower was performed by S&ME in conformance with the FCC rules and regulations for implementing NEPA; 47 CFR 1.1301-1.1319.

Based on the data obtained during the Site visit, the review of readily available information from commercial services, government agencies and/or other sources, the preparation and filing of an EA will not be required.

4.0 QUALIFICATIONS OF PERSONNEL

The professional qualifications of S&ME personnel listed below are presented in Appendix D.

Name	Discipline
Joseph Deangelis	Site Assessor
Darrin Peine	Natural Resources Specialist
Kimberly Nagle - Principal Investigator	Cultural Resources Specialist
Joseph Deangelis - Field Director	
Kimberly Nagle	Quality Assurance
Kristy Smedley	



CUP 01-18: Cellco Partnership

LEGEND



Proposed Tower



Faith ETJ



Property Boundary



Faith Town Limits



Parcels



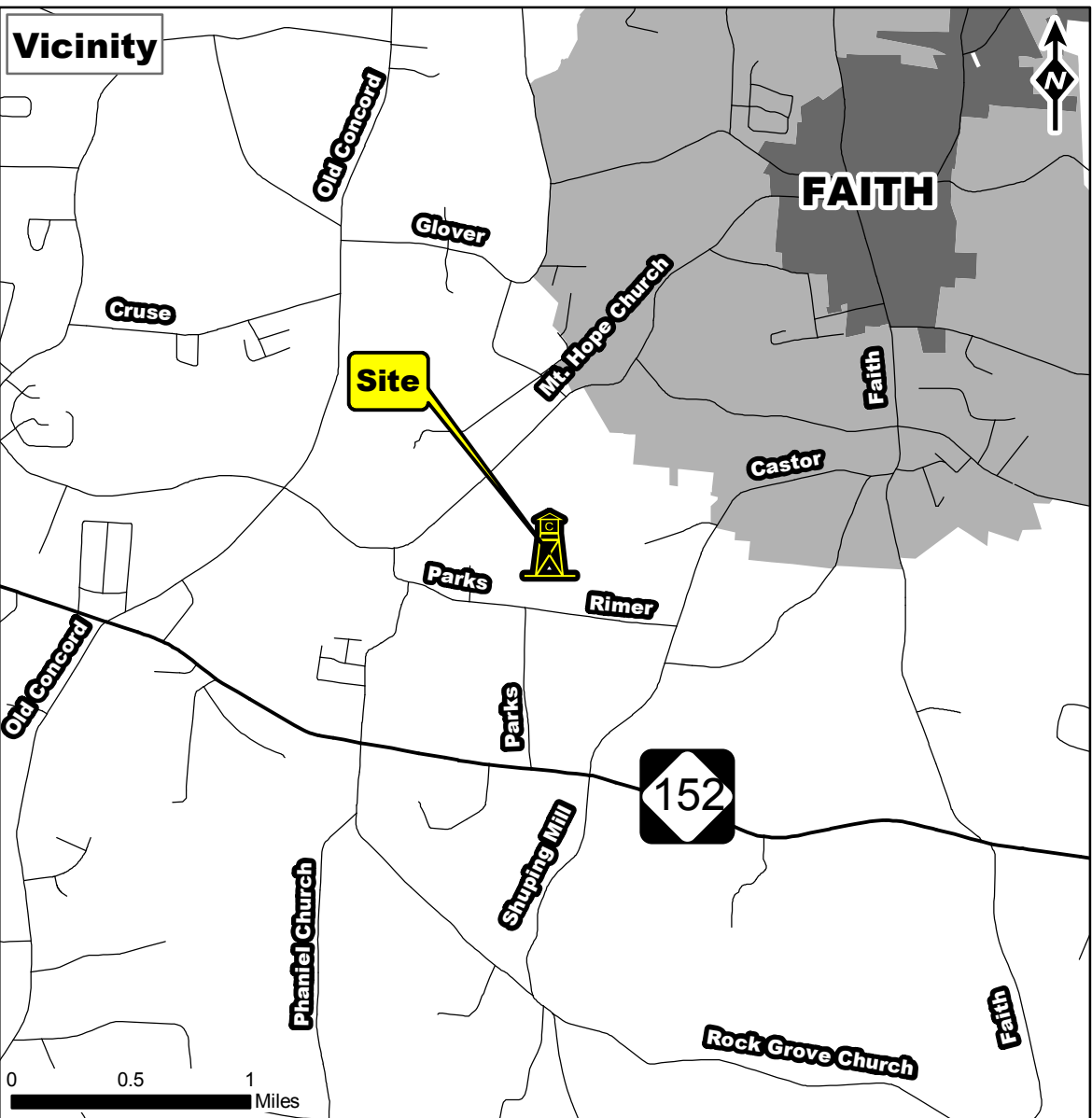
5210 Addresses



Roads

March 2014 Aerial Photo

Prepared by Rowan County Planning & Development: February 21, 2018



Rowan County
Telecommunications Site Review
New Support Structure

CityScape
CONSULTANTS, INC.
7050 W. Palmetto Park Road #15-652
Boca Raton, FL 33433-3483
Tel: 877.438.2851 Fax: 877.220.4593

February 7, 2018

Mr. Shane Stewart
Senior Planner
15 East Fourth Street
Wendell, NC 27591
130 West Innes Street
Salisbury, NC 28144

RE: Rowan County
Verizon Wireless / Mount Hope

Dear Mr. Stewart,

At your request, on behalf of Rowan County, North Carolina ("County"), CityScape Consultants, Inc. ("CityScape") in its capacity as telecommunications consultant for the County, has considered the merits of the above referenced application submitted by Verizon Wireless ("Applicant") to construct a new wireless telecommunications support structure and associated ground compound at 280 Rimer Road, Salisbury, North Carolina, *see Figure 1*. The proposed structure will not require FAA lighting.

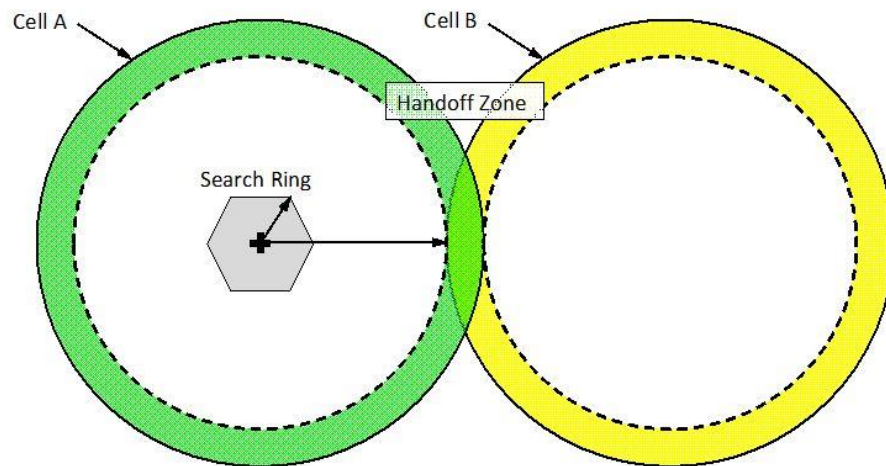
Wireless Informational Tutorial

Cellular, PCS and EMSR wireless communications systems depend on the concept of resource re-use to achieve their network goals and objectives. With some technologies, the individual channel frequencies are reused every few cells, but not too closely, since interference would result. Wireless service is achieved through ground equipment and antennas mounted on towers, buildings or other elevated structures. The height and location of the elevated antenna platform is critical to provide sufficient wireless network coverage. Generally, the higher the antenna is mounted on the support structure, the farther the wireless signal penetrates a geographic area.

In the wireless system evolution, a provider would initially provide service with facilities spaced further apart with relatively tall antenna elevations to maximize the "footprint" at minimal cost. As the subscriber density increases, network capacity for these facilities increases, resulting in frequent busy signals or "no service" messages for end users. To remedy this situation, the antennas are mounted at lower heights to reduce the coverage area, thus reducing subscriber count per facility. When coverage areas are reduced, a new facility is needed to fill in the previously served area.

The Search Ring is a vital part of the submittal for any new personal wireless facility. The Ring identifies the optimum location for the facility and will control the operating parameters needed to meet the facility objectives. Of primary interest to a community are the location and the height of a structure all which is dictated by the Ring. Cellular search areas are usually circles of

approximately one-quarter the radius of the proposed cell. In practice, it is simple to determine whether the search area radius is reasonable. The distance from the closest existing site is determined, halved, and a handoff "overlap" of about 20 percent is added. One fourth of this distance is the search area radius. *Sample 1* illustrates this graphically.



Sample 1 - The hexagonal search ring radius is $\frac{1}{4}$ of the radius of the cell's coverage less a 20% handoff overlap

A reasonable search ring location is a key element in assuring that a site is justified. Generally, new wireless communication facilities are equally spaced with respect to existing sites. However, terrain, network capacity and other issues may necessitate a facility that it is *not* equally spaced with respect to existing sites. Typically, the wireless provider is asked to provide coverage prediction maps to indicate that a site is properly located.

An important part of any wireless communication facility application is the verification of the provider's proposed height requirements with generally accepted engineering. Verizon 700 and 800 MHz for voice communications and Advanced Wireless Service (AWS 1700/2100 MHz) for data within Rowan County.

In addition to the minimum height and power needed for effective signal coverage, as more wireless devices are deployed, user capacity issues become the limiting factor. Technology is improving which allows towers to handle more devices, but it is not keeping up with the speed that such devices are connecting. As the industry heads for 5G in the next 2-3 years, more *localized* cellular sites will be needed. This will involve shorter towers that are closer together to limit their "reach". This practice has already begun in urbanized areas for the past few years and will continue in rural and urban residential areas. The future will also involve what are known as "small cells" which are antennas placed on street lamps, shorter buildings, etc. For these reasons, as well as the fact that the proposed site is surrounded by neighborhoods, the County can limit the height of the proposed structure and require it to be concealed *or stealth*. This is not a recommended candidate for a stealth facility.

This application is proposed to improve coverage and capacity to the area southwest of Faith, mainly west of Faith Road, north of Highway 152 East and east of Old Concord Road.

The proposal has been evaluated from the following perspectives:

- Whether the proposed facility, as specified, is justified due to technological reasons and is essential for the Applicant to provide its telecommunications service; and,
- Whether the proposed facility will follow the guidelines of the Telecommunications Act of 1996, the Rowan County Ordinance and all other pertinent rules and regulations.

Rowan County Ordinance Requirements

(Sections below may be abbreviated for this review. See actual Ordinance for full text)

Article III

§ 21-52 Site Plan Required

- (1) Zone lot with dimensions - provided
- (2) Tax parcel number - provided
- (3) Property address - provided
- (4) Adjoining deeded properties and uses - provided
- (5) Existing structures - provided
- (6) Proposed structure with size - provided
- (7) Proposed use - provided
- (8) Number of employees – N/A
- (9) Hours of operation – N/A
- (10) Off-street parking - provided
- (11) Easements & ROW - provided
- (12) All pertinent development requirements - provided
- (13) Any additional required information – N/A
- (14) Floodplains - None
- (15) Name, location, dimension of proposed streets – provided
- (16) Screening & Buffering – Not required
- (17) Zoning District - RA
- (18) Proposed phasing – N/A
- (19) Site plan details - provided

§ 21-58 Review Procedures

- (a) Submission - provided
 - (b) Conditional use review – County
 - (c) Site plan required - provided
 - (d) Oath - agreed
-

(e) Required findings

- (1) Public Health/safety – Complies
- (2) Will not injury value of adjacent property – explanation provided
- (3) General harmony – explanation provided

(f) Amendments – N/A

§ 21-60 Conditional Use Requirements for Specific Uses

(3) Communications and Wireless Support Structures

a. New wireless support structures

1. Responses of letters sent to tower owners within search ring requesting – N/A
 - i. Height
 - ii. Existing tenants
 - iii. Collocation possibility
 - iv. Can site be upgraded to permit collocation
2. Inventory of all preferred sites within search ring (including analysis) – N/A
3. Completed application
 - i. Site Plan – provided
 - ii. Topography information – provided
 - iii. Tower Height and antenna location – provided
 - iv. Setbacks – complies (50’ fall radius)
 - v. Adjacent land uses – provided
4. Site Photos - provided
5. Photo simulations - provided
6. Engineering collocation report - provided

b. Tower heights and types

1. Rural Agricultural, less than 199 feet - complies
2. N/A
3.
 - i. N/A
 - ii. N/A

c. Provisions for tower safety – 50-foot engineered fall radius

d. Retention of consultant – CityScape review

e. Obstruction lighting and marking – N/A

f. FCC license required – licensed provided

Site Justification and Coverage

For a new wireless communications facility to be justified, its need, location and height must be addressed. The application proposes to construct a new, one hundred sixty-nine (169) foot *monopole* tower, *see Appendix, Exhibit A*. The parcel is zoned “RA”, which permits a maximum tower height of 199 feet.

The site is located within the search ring and there are no other towers or sufficient height buildings within the search ring for collocation. There are two potential collocation opportunities in a 225-foot tower located 1.4 miles to the south-southwest (ASRN #1201282) and a 307-foot tower 1.9 mile south-southeast of the proposed site (ASRN #10066282). *Figure 2* is a map depicting the proposed site, the two nearby sites mentioned above and an approximate overlay of the provided Verizon search ring. However, it is not believed either of these could meet Verizon's needs.

Verizon stated the purpose of this site is to improve coverage and capacity in the areas southwest of Faith and north of Highway 152. More specifically, this site is needed to alleviate capacity issues from the current Verizon site that serves this area, located northeast of Faith near the Granite Quarry. It is also noted that the three Verizon sites that will "handoff" to this site are evenly spaced at 3.7 miles (east), 3.7 miles (northeast) and 3.8 miles northwest of the proposed site. The proposed site is located near the southern edge of the search ring. Locating further south, such as either of these collocations would reduce its ability to relieve capacity in and around Faith. This is because capacity relief is not about more height and further coverage but being near of the areas needing relief.

Capacity is also the reason the Applicant is only proposing a height of 165 feet (169 feet to top of lightning rod). Additional height would cause the signal to propagate further, reducing its capacity relief effectiveness and potentially interfering with surrounding facilities.

The Ordinance requires the towers under 200 feet support up to 5 collocations. Typically, this is a valid number, but it is somewhat aggressive here given the proposed height and proximity to other nearby towers. However, these spaces will only be used if needed and CityScape finds no reason to reduce the requirement.

Buffering

The proposed tower is more than 200 feet from the nearest existing structure. Section 21-219 states buffering does not apply in for this reason. The site is also surrounded by a thick tree canopy and more than 125 feet from any property line.

FCC Compliance

The Applicant provided the necessary FCC compliance statements regarding interference to other radio services and safeguards to human exposure of radio frequency energy in a letter dated, November 1, 2017, *see Appendix, Exhibit C*.

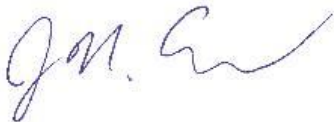
Conclusion

It is the opinion of the undersigned that the application complies with the Rowan County Ordinance. CityScape Consultants, as the wireless expert for the County, supports the application and recommends approval with the following conditions:

1. All feed cables shall be hidden within the monopole and all access ports shall be sealed to prevent wildlife intrusion; and,
2. Prior to permitting, Applicant shall provide a structural analysis by a registered NC engineer or a letter from the tower manufacturer that the tower will comply with ANSI/TIA-222G standards, will accommodate the required number of arrays and certify the 50-foot fall radius; and,
3. If an emergency power backup generator is to be used, its noise level shall not exceed 65dBA at the nearest property edge. Testing shall be limited to the hours between 9:00 A.M. and 4:00 P.M., (Monday through Friday); and,
4. No advertising shall be installed on the fencing near the ground compound

I certify that to the best of my knowledge all the information included herein is accurate at the time of this report. CityScape only works for public entities and has unbiased opinions. All recommendations are based on technical merits without prejudice per prevailing laws and codes.

Respectfully submitted,



Jonathan N. Edwards, P.E.
CityScape Consultants, Inc.

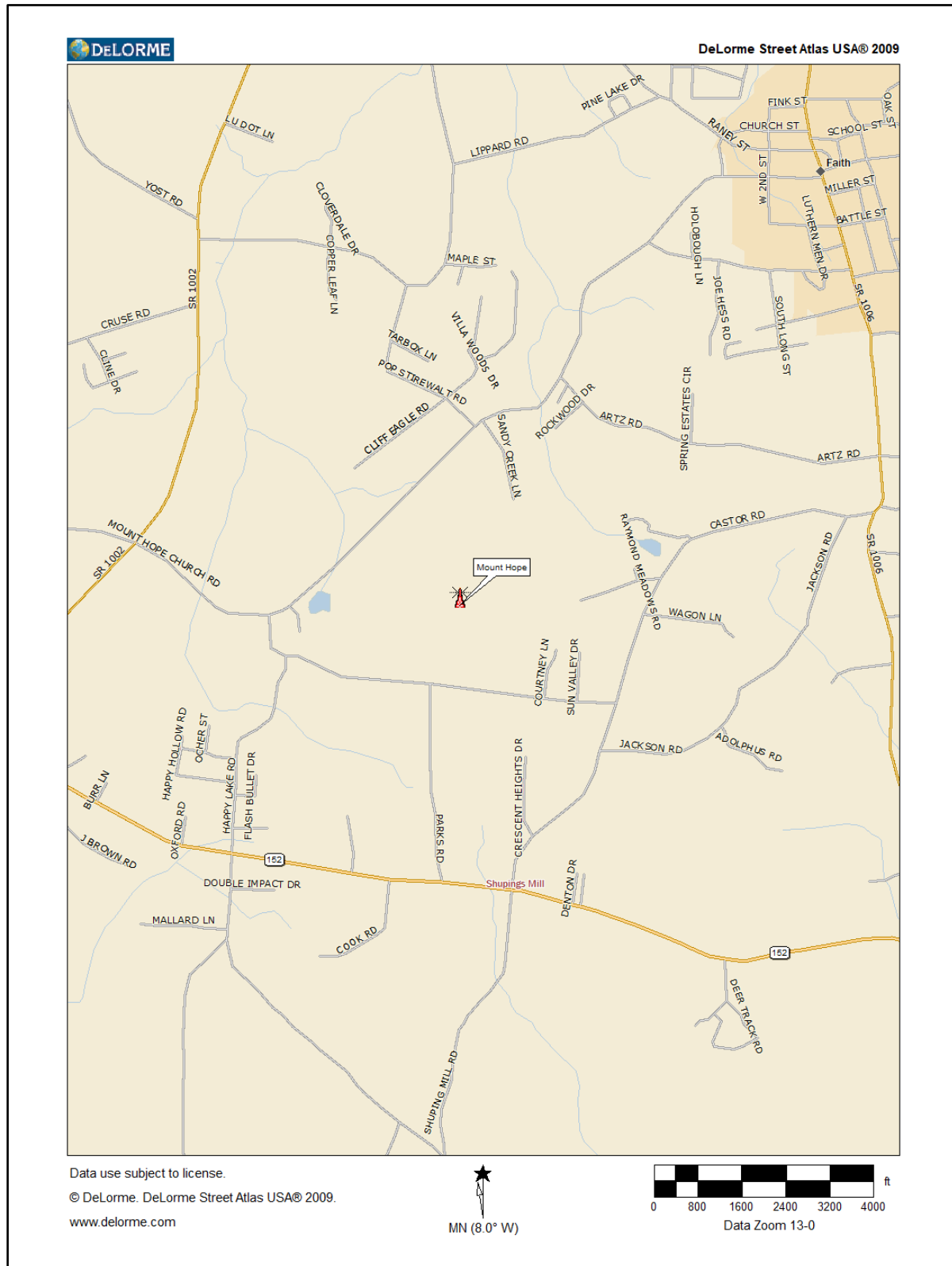


Figure 1 – Site Location

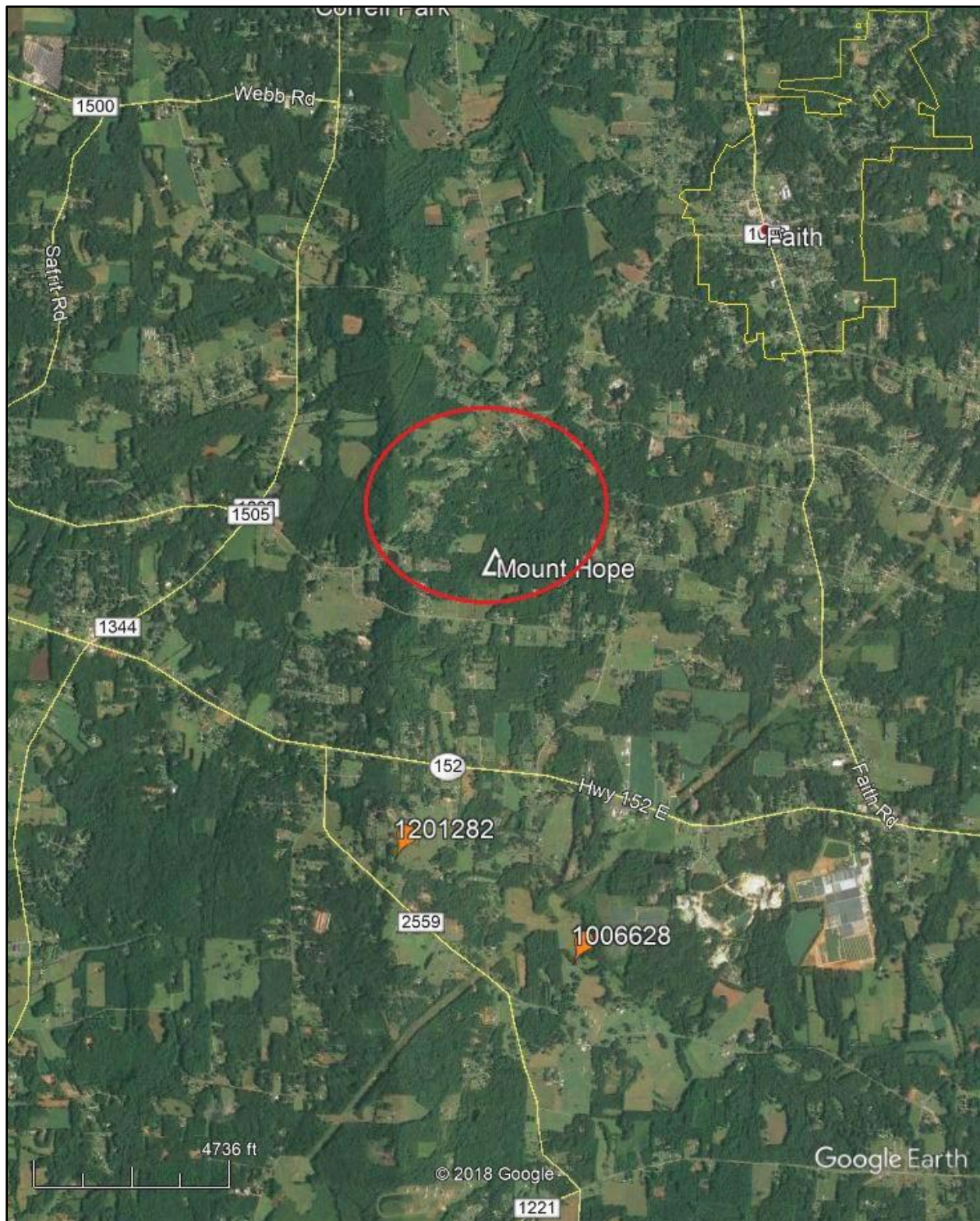


Figure 2 – Aerial View of Proposed and Surrounding Sites

Appendix



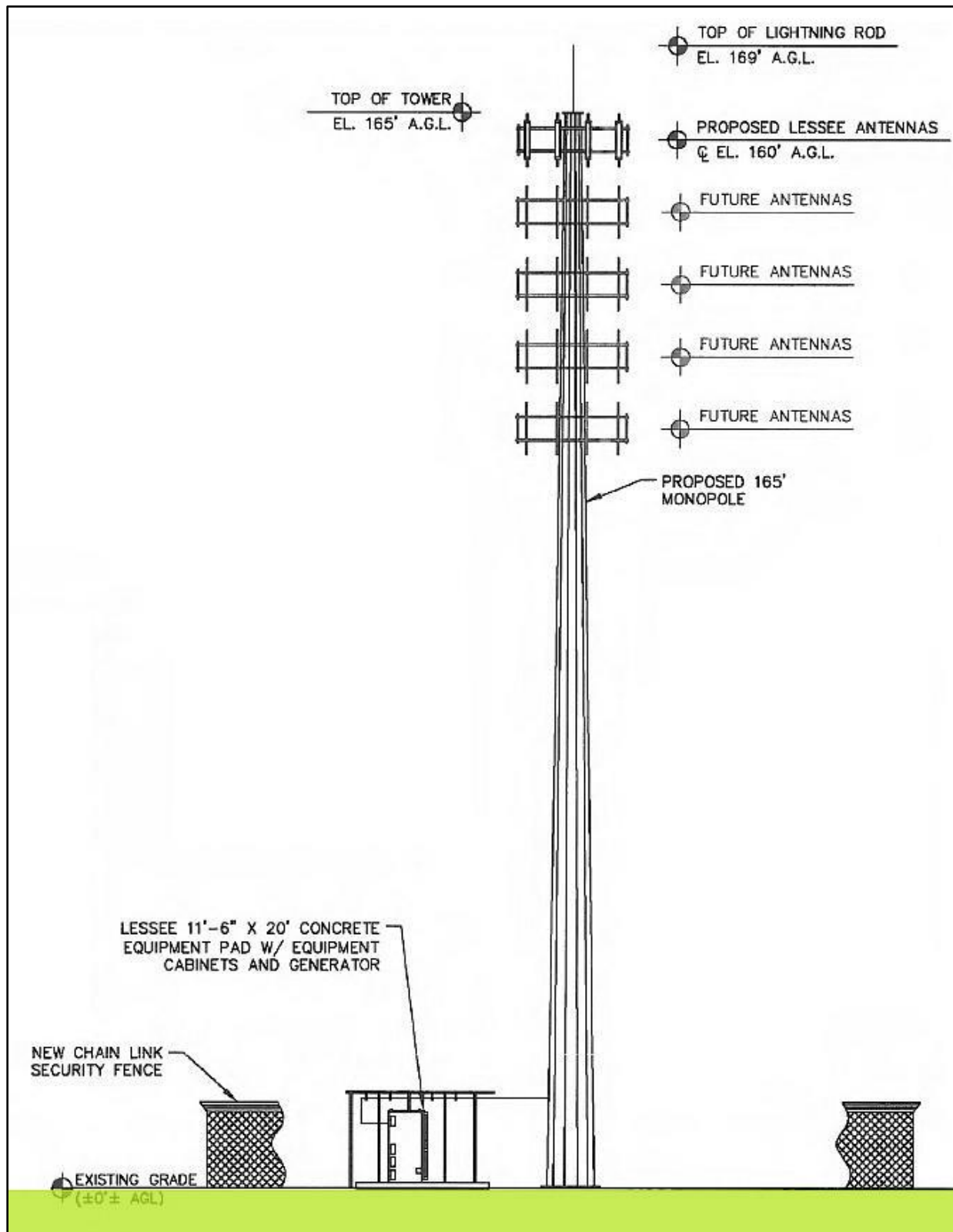


Exhibit A - Proposed Support Structure

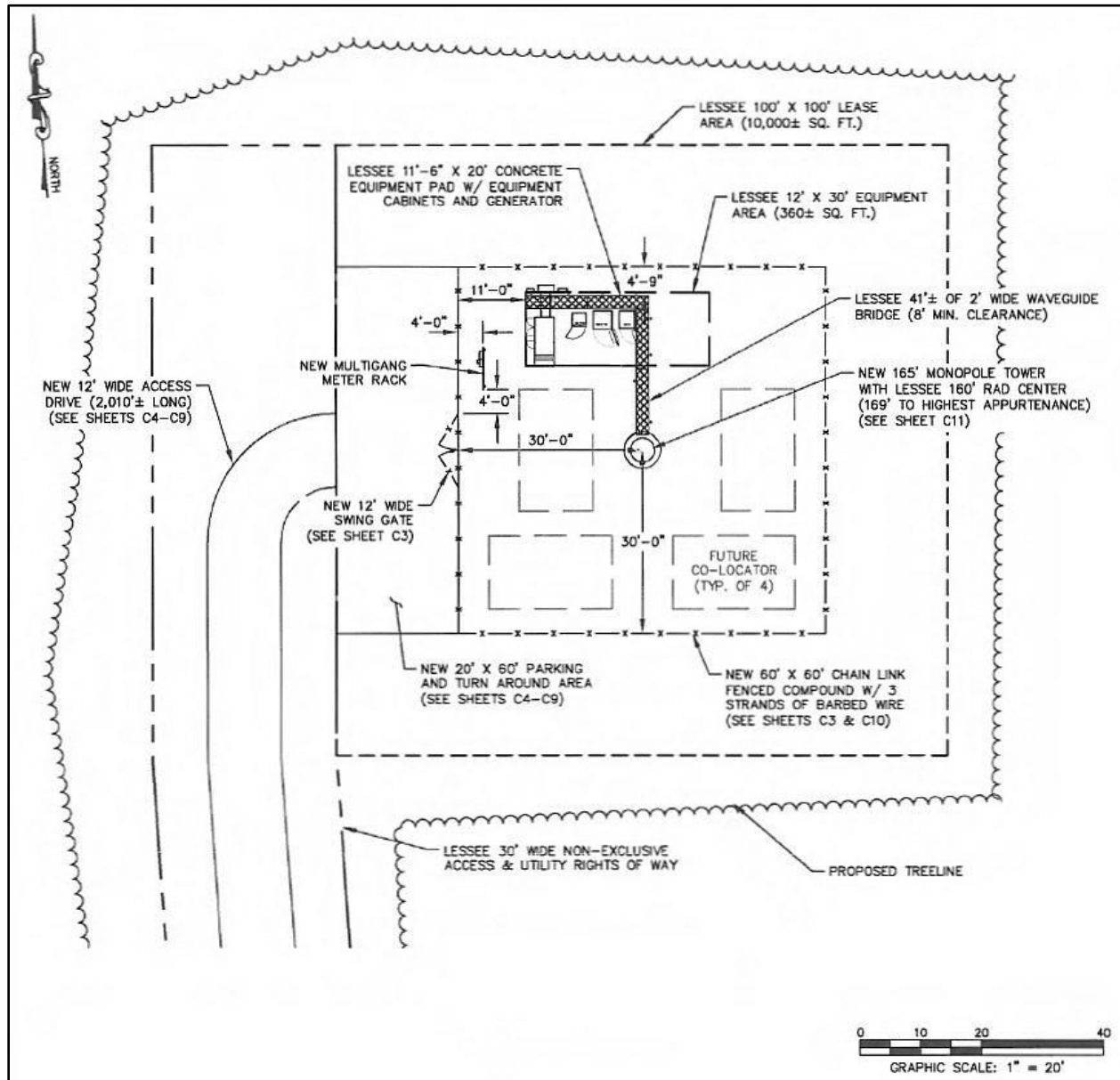


Exhibit B – Proposed Ground Compound



November 1, 2017

Rowan County Planning & Development
ATTN: Ed Muire, Planning & Development Director
402 N. Main Street
Salisbury, NC 28144

RE: Verizon Wireless Non-Interference Statement for Mount Hope

Dear Mr. Muire:

Verizon Wireless operates a Wireless Network authorized by the Federal Communications Commission (FCC) to provide wireless communication throughout the nation, including Rowan County, North Carolina. Verizon Wireless' operation and network are licensed and regulated by the FCC. The FCC rules governing the operation of wireless telecommunications facilities are designed to protect co-channel and adjacent licenses against harmful interference. The FCC has exclusive jurisdiction over these requirements.

The proposed "Mount Hope" Verizon Wireless facility is in compliance with all applicable FCC requirements. Verizon Wireless' engages in the following practices pertinent to complying with FCC requirements:

1. Verizon Wireless locates its transmitting antenna(s) in order to maximize vertical and horizontal separation from other operator's systems to minimize interference potential;
2. All operating hardware at the site is type-accepted by the FCC as far as emission levels within Verizon Wireless' licensed frequency band in addition to spurious emissions outside of Verizon Wireless frequency band;
3. The power levels generated by the base station hardware and corresponding effective radiated power (ERP) from the transmit antenna(s) are within the limitations specified by Part 22 of the Commission's Rules; and
4. Intermodulation studies are prepared and analyzed considering all carriers on the tower to ensure no mixing of frequencies will create harmful interference to/from Verizon Wireless' wireless system.

Verizon Wireless is committed to providing state of the art wireless services that benefits your community. If you have any questions please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Ash Pandey", written over a horizontal line.

Ashutosh Pandey

RF Engineer – Verizon Wireless

Exhibit C – FCC Compliance

Checklist for Review of Conditional Use Permits

Overview. Conditional uses are assumed to be generally compatible with other land uses permitted in the zoning district in which the conditional use is proposed, but due to their unique characteristics or potential impacts on the surrounding areas or the county as a whole, individual consideration of their location, design, configuration and/or operation at the proposed location is required. Specific conditions may be attached to a conditional use permit application in order to ensure conformance with the zoning district, other county ordinances or to address the project's impacts to the surrounding area.

Applicant: Laura Goode on behalf of Cellco Partnership
Property Owner: Debbie Craddock and Patricia Moore
Tax Parcel: 422-179 **Location:** 280 Rimer Road
Request: 165 foot wireless support structure

Conditional Use Requirements. Has the applicant provided the following specific items necessary for consideration? For any item indicated as "NO", compliance with the condition(s) should be required prior to

	YES	NO
<i>Investigation of Co-location opportunities & preferred sites:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Site plan info, photo simulations, capability of 5 users, & co-location policy:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tower Heights & Types:</i> Limited to 199'.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Provision for tower safety:</i> PE certification within lease area or tower height plus 10'	<input type="checkbox"/>	<input type="checkbox"/>
<i>Retention of consultant:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Obstruction & Lighting:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>FCC license:</i>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation Criteria. Has the applicant demonstrated that their proposal can comply with the following general conditional use evaluation criteria? For any item indicated as "NO", condition(s) may be added to bring the proposal into compliance.

	YES	NO
Adequate transportation access to the site exists.	<input type="checkbox"/>	<input type="checkbox"/>
The use will not significantly detract from the character of the surrounding area.	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous safety conditions will not result.	<input type="checkbox"/>	<input type="checkbox"/>
The use will not generate significant noise, odor, glare, or dust.	<input type="checkbox"/>	<input type="checkbox"/>
Excessive traffic of parking problems will not result.	<input type="checkbox"/>	<input type="checkbox"/>
The use will not create significant visual impacts for adjoining properties or passersby.	<input type="checkbox"/>	<input type="checkbox"/>

Required Findings. All decisions regarding a conditional use permit application shall not be approved or denied unless each of the following findings has been made. A motion and vote on each finding is necessary.

	YES	NO
Motion 1: The development of the property in accordance with the proposed conditions will not materially endanger the public health or safety.	<input type="checkbox"/>	<input type="checkbox"/>

Supporting Fact(s): _____

Motion 2: That the development of the property in accordance with the proposed conditions will not substantially injure the value of adjoining or abutting property, or that the development is a public necessity.	<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	--------------------------

Supporting Fact(s): _____

Motion 3: That the location and character of the development in accordance with conditions will be in general harmony with the area in which it is located and in general conformity with any adopted county plans.	<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	--------------------------

Supporting Fact(s): _____

Additional Conditions. Specific conditions attached to the application that ensure conformance with the zoning district, other county ordinances or that address the project's impacts to the surrounding area.

Condition 1: _____

Condition 2: _____

Additional Conditions: _____

Permit Decision. A simple majority vote is only needed. Note that vacant seats and disqualified members are not counted in computing majority.

MOTION TO: GRANT ☐ DENY ☐ CONTINUE ☐



Rowan County Department of
Planning & Development
402 N. Main Street Ste 204
Salisbury, NC 28144
Phone (704) 216-8588
Fax (704) 638-3130
www.rowancountync.gov

Case # CUP 01-18
Date Filed 1/10/18
Received By SAs
Amount Paid \$200.00
Office Use Only

CONDITIONAL USE PERMIT APPLICATION

OWNERSHIP INFORMATION:

Name: Debbie L. Craddock and Patricia L. Moore

Signature: Debbie L. Craddock Patricia L. Moore

Phone: 704-798-2266 Email: N/A

Address: 725 Parks Road, Salisbury, North Carolina, 28146

APPLICANT / AGENT INFORMATION:

Name: Baker, Donelson, Bearman, Caldwell & Berkowitz, PC (Laura Goode) on behalf of Cellico Partnership d/b/a Verizon Wireless

Signature: Laura Goode

Phone: 803-251-8817 Email: LGoode@bakerdonelson.com

Address: 1501 Main Street, Suite 600, Columbia, South Carolina 29201

PROPERTY DETAILS:

Tax Parcel: 422 179 Zoning District: RA

Date Acquired: 2015 Deed Reference: Book 1261 Page 471

Property Location: 280 Rimer Road, Salisbury, North Carolina 28146

Size (sq. ft. or acres): 23.98 Street Frontage: 30'

Current Land Use: Forested and Garage

Surrounding Land Use: North Vacant/Wooded

South Residential and Agricultural

East Residential, Vacant/Wooded and Agricultural

West Residential, Forested and Agricultural

PURPOSE & SECTION:

State purpose of conditional use permit:

Construction of a new 165' wireless telecommunication tower (with 4'
lightning rod).

Cite section(s) of Zoning Ordinance which permit is being requested:

21-60(3) - Transportation, communications, electric, gas and sanitary
services group: Communications and Wireless support structures

ATTACHED DOCUMENTS:

Applicant must attach a response to the evaluation criteria from Section 21-59 and an accompanying site plan based on information required in Section 21-52 and 21-60.

Attached: Yes ☒ No ☐

Applicant shall, at the time the application is made, present all the necessary evidence (maps, drawings, statements, certifications, etc.) showing how the requirements of the applicable sections of the Zoning Ordinance will be met.

OFFICIAL USE ONLY

1. Signature of Coordinator: [Signature] 2. Board of Commissioners
Public Hearing: 3/19/18 3. Notifications Mailed: 3/6/18 4. Property Posted:
3/7/18 5. BOC Action: Approved _____ Denied _____ 6. Date Applicant Notified:
____/____/____

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Shane Stewart, Assistant Planning Director
DATE: March 9, 2018
SUBJECT: Quasi-judicial Hearing for CUP 03-18

Charles Lewandoski purchased Lot 7 in Mooresville Motorsports Center, located at 208 Performance Road (Tax Parcel 239-031), on January 24, 2018 in anticipation of constructing a new race shop and parts sales. The Industrial (**IND**) zoning district permits race shops and the wholesale trade of new motor vehicle parts by right while the sale of used motor vehicle parts require a conditional use permit due to the use being categorized with “salvage yards” uses in Standard Industrial Classification (SIC) code (*SIC 5015*) noted in section 21-113 of the Zoning Ordinance.

Mr. Lewandoski is also requesting approval for a Special Non-Residential Intensity Allocation (**SNIA 02-18**) to exceed the administrative allowance of 12% built-upon area.

Conduct quasi-judicial hearing, 3 separate motions to adopt findings of fact, and motion to approve / deny / table CUP 03-18 and SNIA 02-18

ATTACHMENTS:

Description	Upload Date	Type
Chairman's Speech	3/9/2018	Exhibit
Staff Report	3/9/2018	Exhibit
Site Plan	3/9/2018	Exhibit
Business Description and Evaluation Criteria	3/9/2018	Exhibit
GIS Map	3/9/2018	Exhibit
Procedural Checklist	3/9/2018	Exhibit
Applications	3/9/2018	Exhibit

CUP 03-18 CHAIRMAN'S SPEECH

The hearing for consideration of CUP 03-18 is now in session and will focus on an application submitted by Charles Lewandoski to accommodate the wholesale trade of used motor vehicle parts on Tax Parcel 239-031 located at 208 Performance Road.

If you feel that any member of the Board may have a conflict of interest in hearing the case, please address the Board now prior to any testimony or information being presented.

When the Board enters into deliberations to decide the case, no further testimony may be presented. The Board will render one of the following three decisions:

1. Approve the permit as requested or with additional conditions;
2. Continue the request; or
3. Deny the request.

All parties who plan to testify in this case may come forward and be sworn in. Those who testify must state their name and address at the podium for the benefit of the Board's Clerk. All material presented must be given to the Clerk and will become part of the record. This Board can only accept **sworn** testimony. **No** hearsay evidence is admissible.

Shane Stewart will present the case for the County.



Rowan County Planning and Development Department

402 North Main Street, Suite 204 • Salisbury, NC 28144-4341

Office: 704-216-8588 Fax: 704-216.7986

MEMORANDUM

TO: Chairman Edds and Rowan County Board of Commissioners
FROM: Shane Stewart, Assistant Planning Director
DATE: March 8, 2018
RE: **CUP 03-18 & SNIA 02-18**

SUGGESTED BOARD OF COMMISSIONERS ACTION

☐ Sworn oath for those testifying ☐ Receive staff report ☐ Petitioner comments ☐ Testimony from others ☐ Close hearing and discuss ☐ Three separate motions to adopt findings of fact ☐ Motion to Approve / Deny / Table **CUP 03-18 & SNIA 02-18**

REQUEST

Charles Lewandoski purchased Lot 7 in Mooresville Motorsports Center, located at 208 Performance Road (Tax Parcel 239-031), on January 24, 2018 in anticipation of constructing a new race shop and parts sales. The Industrial (**IND**) zoning district permits race shops and the wholesale trade of new motor vehicle parts by right while the sale of used motor vehicle parts require a conditional use permit due to the use being categorized with “salvage yards” uses in Standard Industrial Classification (SIC) code (*SIC 5015*) noted in section 21-113 of the Zoning Ordinance.

Mr. Lewandoski is also requesting approval for a Special Non-Residential Intensity Allocation (**SNIA 02-18**) to exceed the administrative allowance of 12% built-upon area.

BUSINESS DESCRIPTION

According to Mr. Lewandoski, his business would primarily focus on new race car parts but, to a lesser degree, would include used parts typically small in size (e.g. springs, spindles, gagues, pedals) that come prepackaged for resale. Operations do not include tear downs of any kind and do not include any parts for street legal cars. This site would also serve as the base for his race team.

**CONDITIONAL
USE
REQUIREMENTS**

Section 21-60 (5) of the Zoning Ordinance indicates the wholesale trade of used motor vehicle parts in the **IND** district is subject to the following standards identified in **bold text** followed by staff comments:

1. **Setbacks. No material shall be stored closer than 100 feet to a public right-of-way.** N/A. All parts would be inside the proposed building.
2. **Security Fencing. Fencing, a minimum of six (6) feet in height, shall be provided to preclude unauthorized access.** N/A. All parts would be kept inside the proposed building.

EVALUATION CRITERIA

As provided in Section 21-59, the applicant provided their responses to the evaluation criteria (attached) with staff comments indicated below.

1. **Adequate transportation access to the site exists.** Mooresville Motorsports Center was established between 1988 - 1991 creating 66 industrial lots served by a 50 foot private right-of-way with a 24 foot paved road. Thirty years later, the roads remain in good condition.
2. **The use will not significantly detract from the character of the surrounding area.** The proposed building and use will fit within the mix of existing industrial uses in the park. While the wholesale trade of used parts is closely tied to salvage yard operations according to the SIC code, it is evident from speaking with the property owner the facility would operate nothing like a salvage yard. To ensure as such, staff recommends two (2) conditions noted in the comments section.
3. **Hazardous safety conditions will not result.** Operations will be wholesale in nature with light manufacturing similar to other lots in the park.
4. **The use will not generate significant noise, odor, glare, or dust.** Staff anticipates these levels would be no different from other lots in the park.
5. **Excessive traffic or parking problems will not result.** Proposed plans indicate the Zoning Ordinance required two (2) parking spaces for the use and sufficient space for complete turning movements on site.
6. **The use will not create significant visual impacts for adjoining properties or passersby.** Mooresville Motorsports Center is comprised of 105 acres of **IND** zoned property adjacent to another 232 acres of Commercial, Business, Industrial (**CBI**) zoned acres, which include the Mooresville Dragstrip.

SNIA 02-18 REQUEST

- Total lot area (less r/w): **1.14 AC**
- Building size: **6,000 sq.ft.**
- Other improvements: **10,710 sq.ft.**
- Total coverage: **16,710 sq.ft. (33.6%)**
- Allowable coverage by right: **5,958 sq.ft. (12%)**
- Impervious coverage allowed with SNIA approval: **34,760 sq.ft.**
- Coddle Creek Watershed Acres: **11,885 AC**
- Acres approved for SNIA: **137 AC**
- Percentage removed: **1%**

PROCEDURES

The BoC must adopt facts supporting the below findings of fact based on the above six (6) criteria:

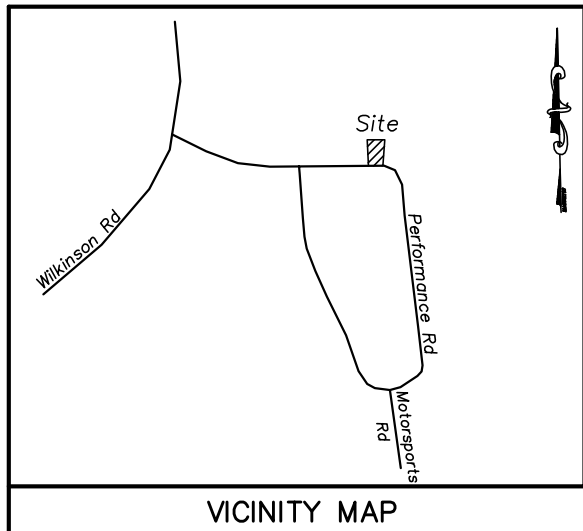
1. The development of the property in accordance with the proposed conditions will not materially endanger the public health or safety;
2. That the development of the property in accordance with the proposed conditions will not substantially injure the value of adjoining or abutting property, or that the development is a public necessity; and
3. That the location and character of the development in accordance with the proposed conditions will be in general harmony with the area in which it is located and in general conformity with any adopted county plans.

See enclosed checklist to guide decision. Planning Staff will provide example findings for consideration at the hearing.

STAFF COMMENTS

This request meets all standards for approval. If approved, staff encourages the board to add the following conditions of approval:

1. All motor vehicle parts must be kept within the building; and
2. No junked motor vehicles may be kept outside the proposed building.

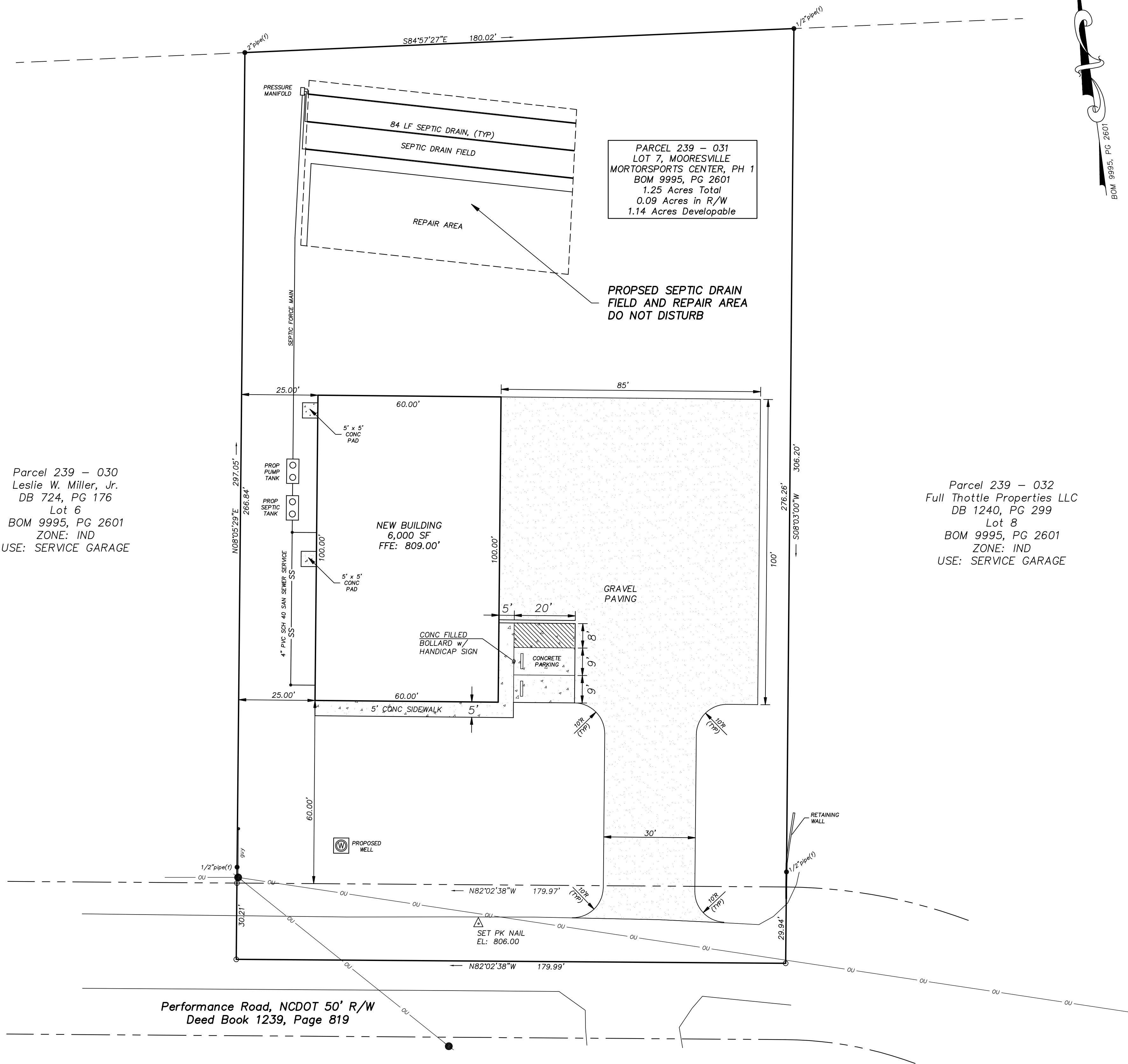


VICINITY MAP

Parcel 231 - 007
G. W. Lezar
ZONE: CBI
USE: AGRICULTURAL

Parcel 239 - 030
Leslie W. Miller, Jr.
DB 724, PG 176
Lot 6
BOM 9995, PG 2601
ZONE: IND
USE: SERVICE GARAGE

Parcel 239 - 032
Full Thottle Properties LLC
DB 1240, PG 299
Lot 8
BOM 9995, PG 2601
ZONE: IND
USE: SERVICE GARAGE



SHEET INDEX

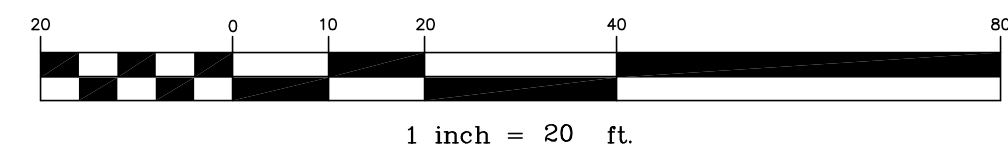
- C1: SITE DEVELOPMENT PLAN
C2: GRADING & DRAINAGE PLAN
C3: EROSION CONTROL & CONSTRUCTION DETAILS

GENERAL NOTES

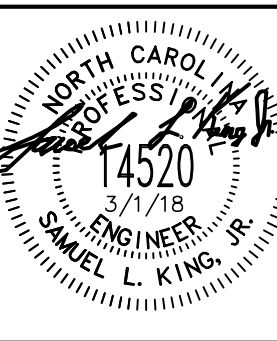
- DEVELOPER:
CHARLES LEWANDOWSKI
175 SCOTLAND DRIVE
MOORESVILLE, NC 28115
PHONE: (860) 930 - 5642
- CIVIL SITE WORK CONTACT
SAM KING, JR., PE PLS
401 POTEAT DRIVE
MORGANTON, NC 28655
PHONE: (828) 403 - 5586
email: samkingjr@gmail.com
- PROPERTY ADDRESS: PERFORMANCE RD
- SUBJECT PROPERTY PARCEL ID NUMBER: 239 - 031, ROWAN COUNTY
- SUBJECT PROPERTY LIES WITHIN ZONE "X". 0.2% ANNUAL FLOOD HAZARD AREA PER FEMA PANEL NUMBER 3710468600 K, JUNE 16, 2009.
- DEVELOPMENT IMPERVIOUS SUMMARY
TOTAL AREA = 49,756 SF, (1.14 AC)
BUILDING: 6,000 SF
GRAVEL PAVING: 9,685 SF
CONCRETE PAVING: 1,025 SF
TOTAL IMPERVIOUS: 16,710 SF
% IMPERVIOUS = 16,710/49,756 x 100 = 33.6%
- SUBJECT PROPERTY ZONED ROWAN COUNTY "IND".
- THE CONTRACTOR SHALL CONTACT THE APPROPRIATE AGENCY FOR THE EXACT FIELD LOCATIONS OF ALL WATER, SEWER, ELECTRIC, TELEPHONE, TELEVISION AND ANY OTHER UNDERGROUND AND OVERHEAD UTILITY BEFORE STARTING CONSTRUCTION. THE OMISSION FROM OR THE INCLUSION OF UTILITY LOCATIONS ON THE CONTRACT DRAWINGS IS NOT TO BE CONSIDERED AS THE NONEXISTENCE OF OR A DEFINITE LOCATION OF EXISTING UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES ALONG THE ROUTE
- PROPERTY IS SUBJECT TO ALL EASEMENTS, RIGHTS OF WAY, COVENANTS, RESTRICTIONS, CONDITIONS AND RESERVATIONS OF RECORD AFFECTING SUBJECT PROPERTY.
- WELL AND SEPTIC AREAS BY OTHERS. LOCATION OF WELL AND SEPTIC OBTAINED FROM INFORMATION PREDICATED FROM ROWAN COUNTY ENVIRONMENTAL HEALTH CONSTRUCTION AUTHORIZATION CDP FILE # 244596-1.
- PARKING SUMMARY
2 EMPLOYEES, ONE SHIFT, 8-5, M-F
STANDARD PARKING SPACES 1 EA
HANDI CAP SPACES 1 EA
TOTAL SPACES 2 EA

- LEGEND
- #4rebar(s) DENOTES SET IRON AS DESCRIBED
 - 3/4"iron(s) DENOTES EXISTING MONUMENTATION
 - DENOTES COMPUTED POINT
 - RIGHT OF WAY
 - PROPERTY LINE
 - EXISTING FORCE MAIN
 - EXISTING UNDERGROUND FIBER OPTIC
 - EXISTING UTILITY POLE

SITE DEVELOPMENT PLAN



KING ENGINEERING of CONCORD, INC.
401 POTEAT DRIVE
MORGANTON, NORTH CAROLINA 28655
PHONE (828) 403 - 5586
c-0953 samkingjr@gmail.com



New Building for:
Charles Lewandowski
Performance Road
 Mooresville, North Carolina

DRAWN BY: SLK
DESIGN BY: SLK
PROJ. MGR: SLK

NO.	DATE	DESCRIPTION OF REVISIONS
1	3/1/18	REVISED PER ROWAN COUNTY PLANNING DEPT REVIEW COMMENTS

DATE: FEB. 13, 2018
DWG NO. 18002.01
SHEET NUMBER

C1 3 OF

Chalew Performance, LLC is a race car specific parts supplier who offers delivery service and shipping to its customers.

We are building a new warehouse/race shop on Performance Road to expand inventory and offer more efficient processing for our customers. While our main focus is new direct from manufacturer race car parts, we do also have used race car components that we offer. These components would never require outside of the building storage. While the code description may show this as a "salvage yard", this would not be anything like one. These parts are high end pieces that are for racing use only and we do not offer ANY street car new or used auto parts.

(1) The warehouse location is in an industrial park and has paved road access to building.

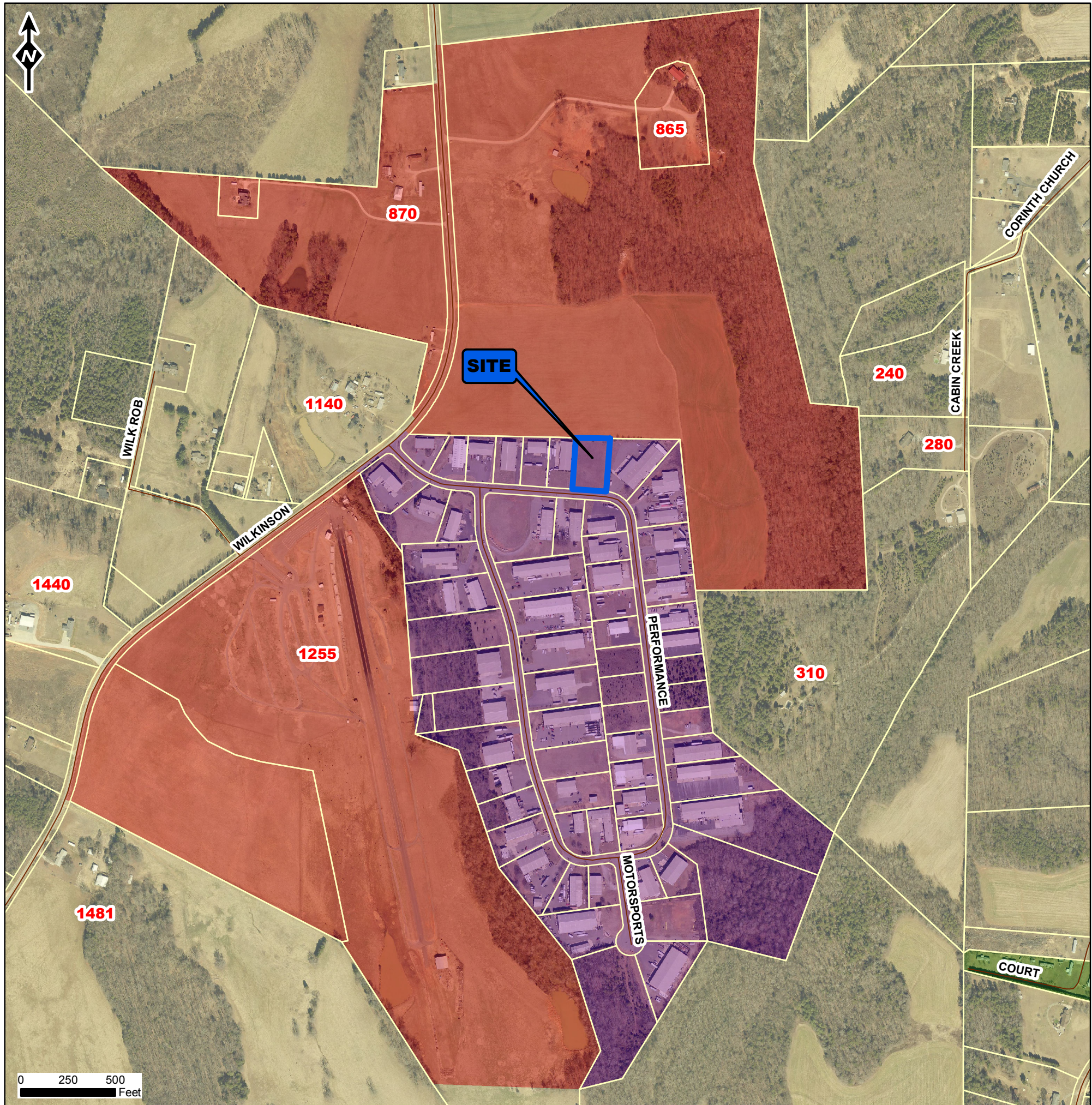
(2) The warehouse inventory would not in any way change character of surrounding area. The location for this fits in perfectly with surrounding businesses, because of majority being in the same industry and having similar race car parts within their buildings.

(3) No hazardous activities would be needed to be done to inventory. These parts are simply purchased, put on shelf and resold.

(4) No type of maintenance or actions would be done that would generate any type of disturbance to neighboring areas.

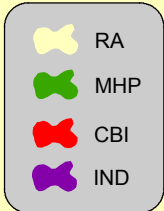
(5) No visual effects would change due to this. All inventory would be inside of warehouse and nothing would ever be stored on exterior of building.

(6) The warehouse will be neatly kept and the inventory in question would not be noticed from outside of location.



CUP 03-18: Lewandoski

LEGEND



Site
Parcels
Roads
Addresses

March 2014 Aerial Photo
Prepared by Rowan County
Planning & Development:
February 22, 2018



Checklist for Review of Conditional Use Permits

Overview. Conditional uses are assumed to be generally compatible with other land uses permitted in the zoning district in which the conditional use is proposed, but due to their unique characteristics or potential impacts on the surrounding areas or the county as a whole, individual consideration of their location, design, configuration and/or operation at the proposed location is required. Specific conditions may be attached to a conditional use permit application in order to ensure conformance with the zoning district, other county ordinances or to address the project's impacts to the surrounding area.

Applicant: Charles Lewandoski
Property Owner: Charles Lewandoski
Tax Parcel: 239-031 **Location:** 208 Performance Road
Request: Wholesale trade of used motor vehicle parts

Conditional Use Requirements. Has the applicant provided the following specific items necessary for consideration? For any item indicated as "NO", compliance with the condition(s) should be required prior to

	YES	NO
<i>Setbacks. No material stored closer than 100 feet to a public right-of-way.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Security Fencing. Minimum of six (6) feet in height to prevent unauthorized access.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation Criteria. Has the applicant demonstrated that their proposal can comply with the following general conditional use evaluation criteria? For any item indicated as "NO", condition(s) may be added to bring the proposal into compliance.

	YES	NO
Adequate transportation access to the site exists.	<input type="checkbox"/>	<input type="checkbox"/>
The use will not significantly detract from the character of the surrounding area.	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous safety conditions will not result.	<input type="checkbox"/>	<input type="checkbox"/>
The use will not generate significant noise, odor, glare, or dust.	<input type="checkbox"/>	<input type="checkbox"/>
Excessive traffic of parking problems will not result.	<input type="checkbox"/>	<input type="checkbox"/>
The use will not create significant visual impacts for adjoining properties or passersby.	<input type="checkbox"/>	<input type="checkbox"/>

Required Findings. All decisions regarding a conditional use permit application shall not be approved or denied unless each of the following findings has been made. A motion and vote on each finding is necessary.

	YES	NO
Motion 1: The development of the property in accordance with the proposed conditions will not materially endanger the public health or safety.	<input type="checkbox"/>	<input type="checkbox"/>

Supporting Fact(s): _____

Motion 2: That the development of the property in accordance with the proposed conditions will not substantially injure the value of adjoining or abutting property, or that the development is a public necessity.	<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	--------------------------

Supporting Fact(s): _____

Motion 3: That the location and character of the development in accordance with conditions will be in general harmony with the area in which it is located and in general conformity with any adopted county plans.	<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	--------------------------

Supporting Fact(s): _____

Additional Conditions. Specific conditions attached to the application that ensure conformance with the zoning district, other county ordinances or that address the project's impacts to the surrounding area.

Condition 1: _____

Condition 2: _____

Additional Conditions: _____

Permit Decision. A simple majority vote is only needed. Note that vacant seats and disqualified members are not counted in computing majority.

MOTION TO: GRANT ☐ DENY ☐ CONTINUE ☐



Rowan County Department of
Planning & Development
402 N. Main Street Ste 204
Salisbury, NC 28144
Phone (704) 216-8588
Fax (704) 638-3130
www.rowancountync.gov

Case # CUP 03-18
Date Filed 02/22/18
Received By SAS
Amount Paid \$ 200.00

Office Use Only

CONDITIONAL USE PERMIT APPLICATION

OWNERSHIP INFORMATION:

Name: Lewandoski Properties

Signature: [Signature]

Phone: (860) 930-5642 Email: ChaLew00@aol.com

Address: 175 Scotland Drive
Mooreville, NC 28115

APPLICANT / AGENT INFORMATION:

Name: Charles Lewandoski

Signature: [Signature]

Phone: (860) 930-5642 Email: ChaLew00@aol.com

Address: 175 Scotland Drive
Mooreville, NC 28115

PROPERTY DETAILS:

Tax Parcel: 239 031 Zoning District: IND

Date Acquired: 1/23/18 Deed Reference: Book 0659 1303 Page 0914 175

Property Location: Performance Road

Size (sq. ft. or acres): 1.25 Street Frontage: 180'

Current Land Use: Land

Surrounding Land Use: North CBI

South IND

East IND

West IND

PURPOSE & SECTION:

State purpose of conditional use permit:

See attached

Cite section(s) of Zoning Ordinance which permit is being requested:

21-60-[5A]

ATTACHED DOCUMENTS:

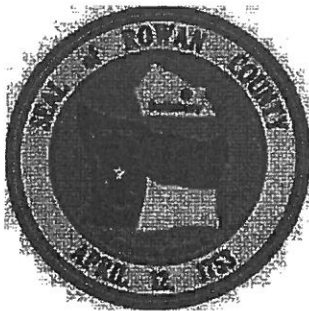
Applicant must attach a response to the evaluation criteria from Section 21-59 and an accompanying site plan based on information required in Section 21-52 and 21-60.

Attached: Yes ☒ No ☐

Applicant shall, at the time the application is made, present all the necessary evidence (maps, drawings, statements, certifications, etc.) showing how the requirements of the applicable sections of the Zoning Ordinance will be met.

OFFICIAL USE ONLY

1. Signature of Coordinator: [Signature] 2. Board of Commissioners
Public Hearing: 3/19/18 3. Notifications Mailed: 3/6/18 4. Property Posted:
3/7/18 5. BOC Action: Approved _____ Denied _____ 6. Date Applicant Notified:
____/____/____



Rowan County Department of
Planning & Development
402 N. Main Street Ste 204
Salisbury, NC 28144
Phone (704) 216-8588
Fax (704) 638-3130
www.rowancountync.gov

Case # SNIA 02-18
Date Filed 2/22/18
Received By SAS
Amount Paid \$100.00

Office Use Only

SPECIAL NON-RESIDENTIAL INTENSITY ALLOCATION

OWNERSHIP INFORMATION:

Name: CHARLES LEWANDOSKI
Signature: _____
Phone: 860-930-5642 Email: CHALEWOOD@AOL.COM
Address: 175 SCOTLAND DRIVE
MOORESVILLE, NC 28115

APPLICANT / AGENT INFORMATION:

Name: LAFAYETTE CONST. CO., INC
Signature: CC Rider
Phone: 704-857-1171 Email: CCRIDER@LAFAYETTECONST.COM
Address: PO DRAWER 8146
LANDIS, NC 28088

PROPERTY DETAILS:

Tax Parcel: 239-032-7031 Zoning District: _____
Location: MOORESVILLE MOTORSPORTS PARK
Size (sq. ft. or acres): 1.25 Watershed: _____
Current Land Use: _____

List the current or proposed use of the property and a general description of what will be constructed under this application:

6,000 SF WAREHOUSE/RETAIL SPACE/RALE SHOP

Will there be **land disturbing activity** (grading of natural vegetation) of one acre or more of land area because of the construction on the property? Yes ☐ No ☒

Structures: Existing _____ sq.ft. Proposed 6000 sq.ft.

Other Impervious Coverage: Existing _____ sq.ft. Proposed 13,638 sq.ft.

Remaining Undeveloped Area: 34,617 sq.ft. 63.8 % of Property

Storage of toxic and/or hazardous material: Yes ☐ No ☒

If Yes, a spill containment plan must submitted with application.

SITE PLAN:

Applicant must attach a site plan depicting information listed in Section 21-33 (2) and 21-52.

Attached: Yes ☒ No ☐

I certify that the information provided in this application is correct and true to the information of the proposed development, and I am the owner, partner, officer of a corporation, or agent duly authorized to make this application and fully understand and agree to comply with all applicable laws of the Rowan County Zoning Ordinance.


Signature

2/22/18
Date of Application

OFFICIAL USE ONLY

1. Signature of Coordinator:  2. Board of Commissioners Meeting: 3/19/18 3. Board of Commissioners Action: Approved _____ Denied _____ 4. Date Applicant Notified: / /

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Randy Cress, Chief Information Officer
DATE: March 13, 2018
SUBJECT: Broadband Task Force Update

ATTACHMENTS:

Description	Upload Date	Type
Broadband Task Force Update	3/13/2018	Cover Memo

Barger, Carolyn M

From: Cress, Randy J.
Sent: Tuesday, March 13, 2018 8:39 AM
To: Church, Aaron; Barger, Carolyn M
Subject: Broadband Task Force Update

Good morning, I wanted to provide an update on the Broadband Task Force initiative as we have been working to secure our team. I've contacted each of the members below to confirm interest and provide an overview of our goals.

While we still need to know if one of the commissioners would like to be in the group, we do have a full compliment of our other resources ready.

County Commissioner Leadership - TBD

County IT Technical Advisory – **Randy Cress**, Rowan County Information Technology, IT Director

County Public Safety Official – **Chris Soliz**, Rowan County Emergency Services, ES Director

Rowan-Salisbury School System - IT Technical Advisory – **Candace Salmon-Hosey**, Rowan-Salisbury School System, Chief Technology Officer

Rural Leadership (Coop-Ext, 4H, Rural Fire) – **Amy-Lynn Albertson**, Rowan County Cooperative Extension, Director

Citizen Involvement from unserved areas – **W. Lee Simmons**, Citizen in Southeastern Rowan; **Bevin Fink**, Citizen in Western Rowan

Once we have BoC approval on these members, I'll work with the State Broadband Office and coordinate a meeting time for kickoff in April and proceed from there.

We also have a website page that we will be posting all information as it becomes available and includes goals, initial presentation and other resources:

www.rowancountync.gov/broadband

Broadband Task Force

In February 2018, the Rowan County Board of Commissioners determined it necessary to form a Broadband Task Force that would include key stakeholders to promote community involvement. Goals of the task force will include:

- Promote broadband services countywide
- Address the needs of unserved and underserved residents
- Foster public-private innovation
- Enhance existing capabilities
- Support good governance

If you'd like to place the on the consent agenda, as there will not be any other updates until we have the group formalized and we set an email list to start communications.

Thanks,



Randy J. Cress | Chief Information Officer
Rowan County Information Technology
130 West Innes Street, Salisbury, NC 28144
[p] 704-216-8116 [c] 704-245-8640

Be an original. www.rowancountync.gov

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130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: James Meacham, Chief Executive Officer, Rowan County TDA
DATE: March 12, 2018
SUBJECT: Consideration Of An Inter-local Agreement For An Economic Development Partnership
With The Rowan Tourism Authority On A Tourism Capital Project

The Rowan County Tourism Authority seeks to enter into an inter-local agreement with Rowan County for the completion of a tourism capital project in the Central Business District of Salisbury. The project's purpose is to support economic development through new tourism and visitor infrastructure. The Tourism Authority purchased the 1920 era Fisher Thompson Hardware Storage Structure on Kerr Street in early 2017 for the purpose of creating a dynamic outdoor venue and improve access to existing and future tourism businesses in the Railwalk Area of Salisbury's Central Business District. (*Structure is located between Lee Street and Depot Street, next to the Emporium, current businesses in the area include Morgan Ridge Railwalk Brewery, Lee Street Theater, Emporium and Railwalk Artist Galleries, the Railwalk area refers to the area between Lee Street and Depot Street*)

The repurposed structure will provide improved vehicular and pedestrian access in the Railwalk increasing access to current and future businesses in an effort to drive greater sales and expenditures. Additionally it will provide for a new dynamic outdoor venue for concerts, markets, performances and events to drive additional visitor spending.

The proposed changes to the structure have been approved by the Historic Preservation Commission, plans have been submitted to the inspection department for approval and the project has been submitted for bid. As a North Carolina Public Authority the Tourism Authority utilizes the same bid process as local government for capital projects.

Before Rowan County occupancy tax law was changed in June 2017 by the NC General Assembly the Rowan Tourism Authority was limited to tourism capital projects in the City limits of Salisbury. (**changes eliminated the Salisbury Tourism Authority, consolidated to a single tax for the entire County and allowed the Rowan Tourism Authority to invest in tourism capital projects county-wide**) The Tourism Authority began the Railwalk project before the tax change was implemented. Upon implementation of the new law, the former Salisbury TDA Board and the City of Salisbury requested that the Rowan TDA consider completing the project it started.

In addition to repurposing the Fisher Thompson Building the Tourism Authority will partner with the City of Salisbury to improve the Railwalk streetscape which runs from Morgan Ridge Railwalk Brewery in the 400 block of Lee Street, past Lee Street Theater, through the 300 block to Depot Street and connecting with the Historic Train Depot and Amtrak Station. This partnership will connect the rail station and the Railwalk, improve access to businesses and will include improved lighting and aesthetics to enhance safety and

atmosphere. The Railwalk area in the last 5 years has seen over \$3,000,000 in investment in tourism related organizations, most notably Lee Street Theater and Morgan Ridge Railwalk and Brewery.

The Rowan Tourism Authority is dedicated to honoring its previous commitments in an expedited manner so it can direct its future focus towards tourism related capital projects across all of Rowan County. The anticipated cost to complete the Fisher Thompson Structure in the Railwalk is \$300,000. The Tourism Authority requests the Board of Commissioners consider entering into an inter-local agreement with the Tourism Authority regarding the completion of the project.

The Authority requests the Board of Commissioners consider utilizing economic development funds to remit the full cost of the project to the Tourism Authority in Fiscal Year 2018-2019 and the Tourism Authority agree to reimburse the County over a five year period beginning in Fiscal Year 2019-2020 and concluding in Fiscal Year 2023-2024.

ATTACHMENTS:

Description	Upload Date	Type
Railwalk Fisher Thompson Structure	3/12/2018	Cover Memo
Railwalk Overview Image Fisher Thompson.pdf	3/12/2018	Cover Memo
Railwalk Fisher Thompson Structure 2	3/12/2018	Cover Memo
Railwalk Fisher Thompson Structure 3	3/12/2018	Cover Memo









ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Finance Department
DATE: March 13, 2018
SUBJECT: Financial Report

Please see attached graphs.

ATTACHMENTS:

Description

Graphs

Upload Date

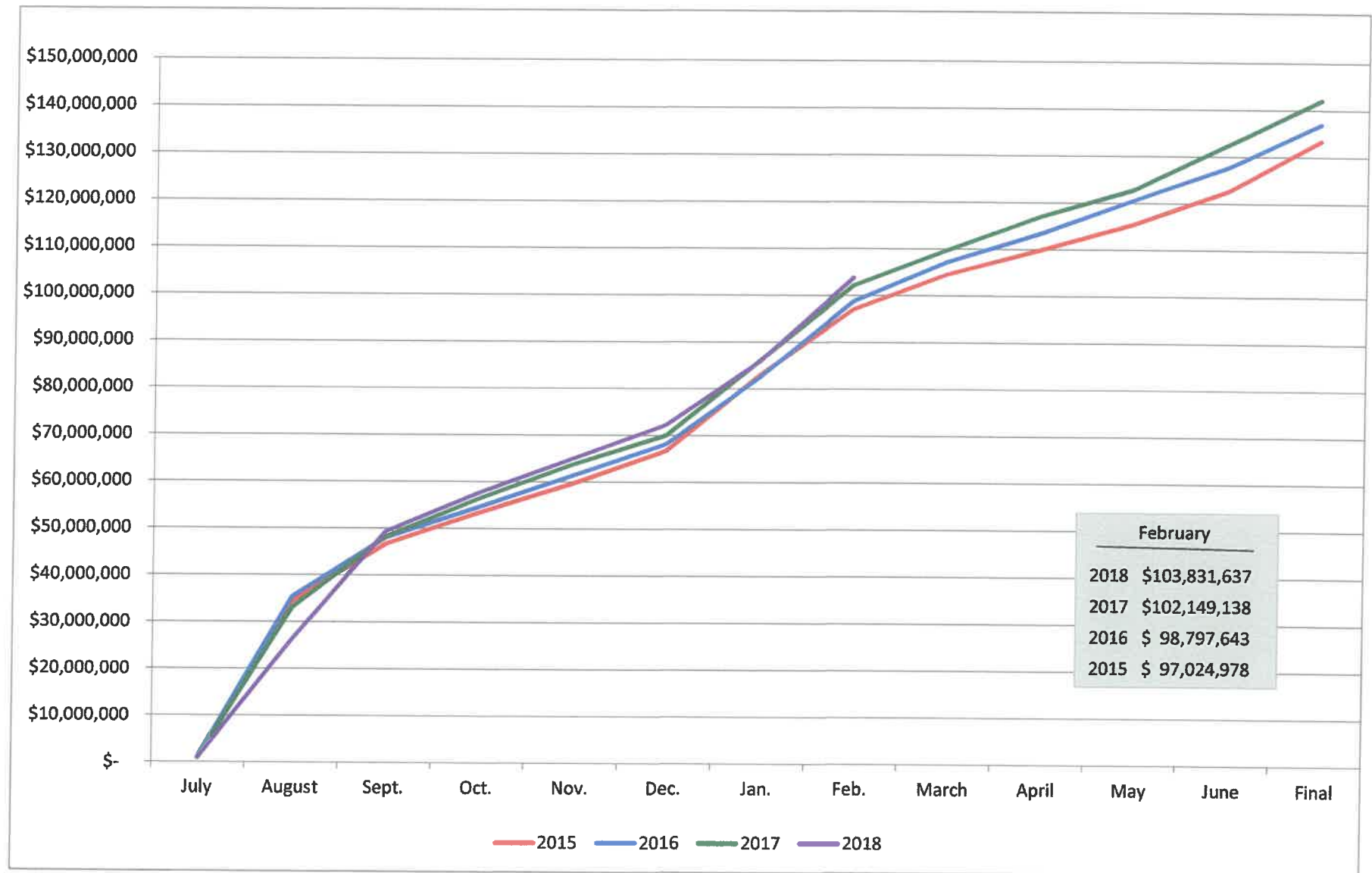
3/13/2018

Type

Backup Material

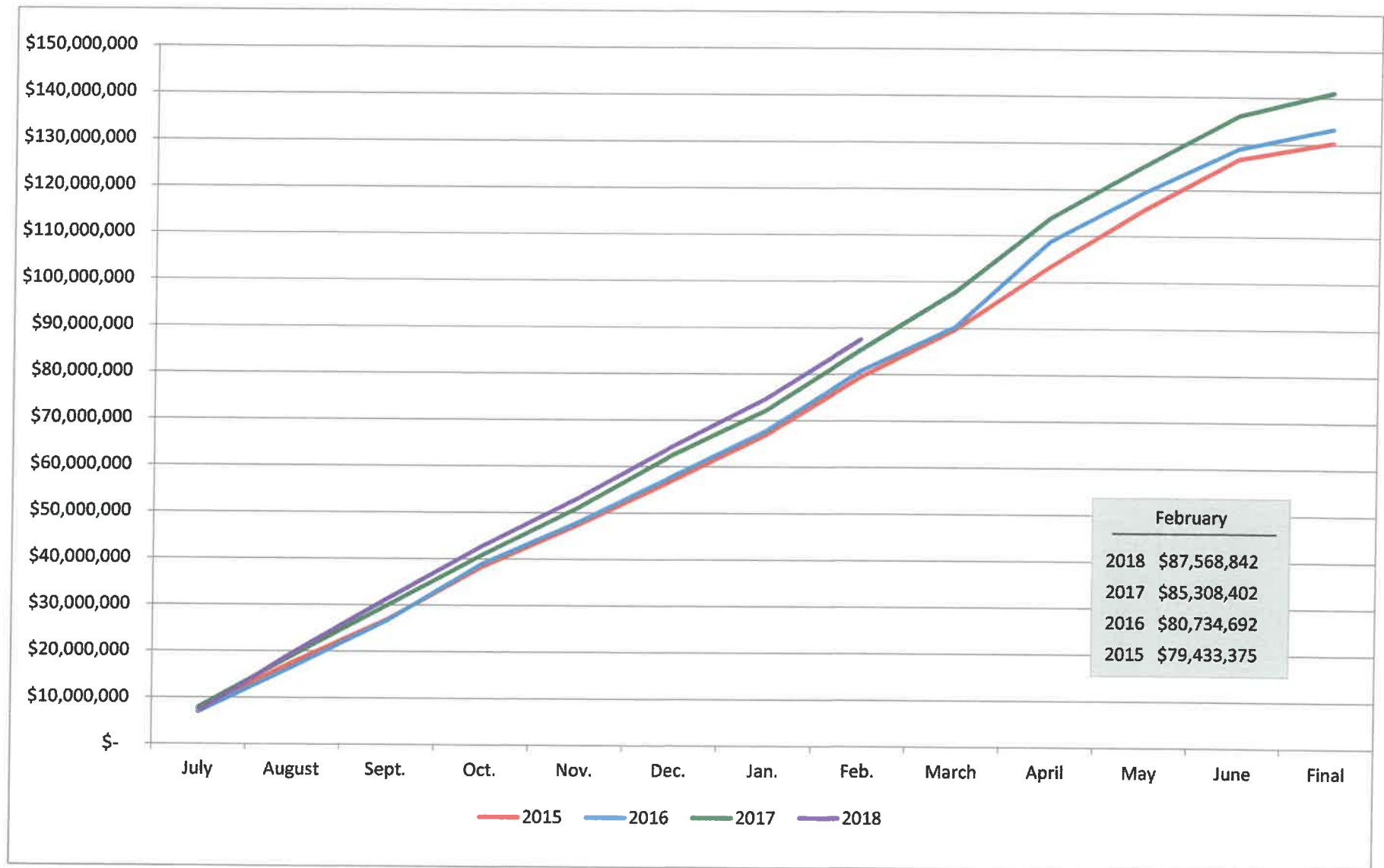
**ROWAN COUNTY
GENERAL FUND
FISCAL YEARS 2015 - 2018**

ANNUAL CUMULATIVE REVENUE COMPARISONS



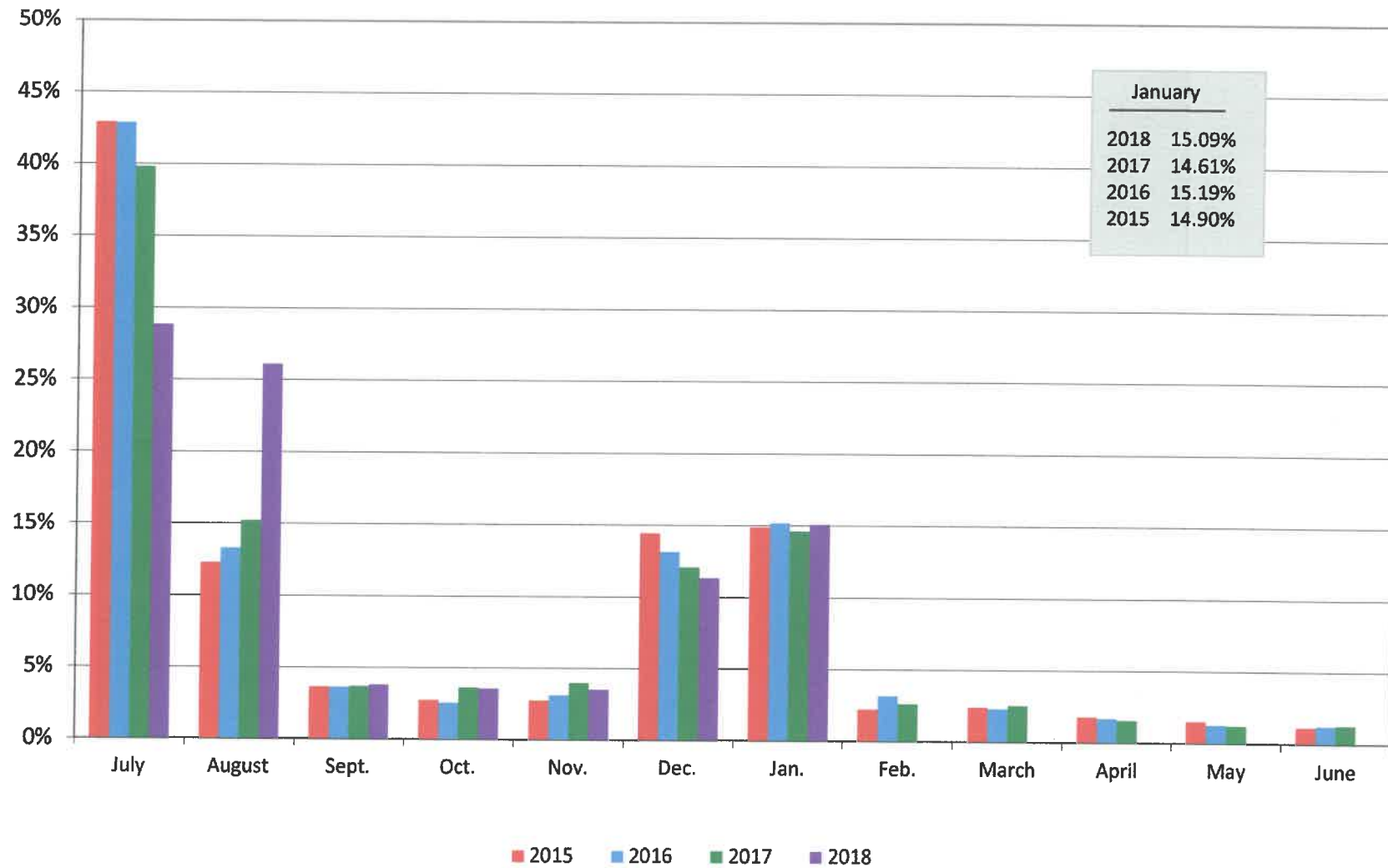
**ROWAN COUNTY
GENERAL FUND
FISCAL YEARS 2015 - 2018**

ANNUAL CUMULATIVE EXPENDITURE COMPARISONS



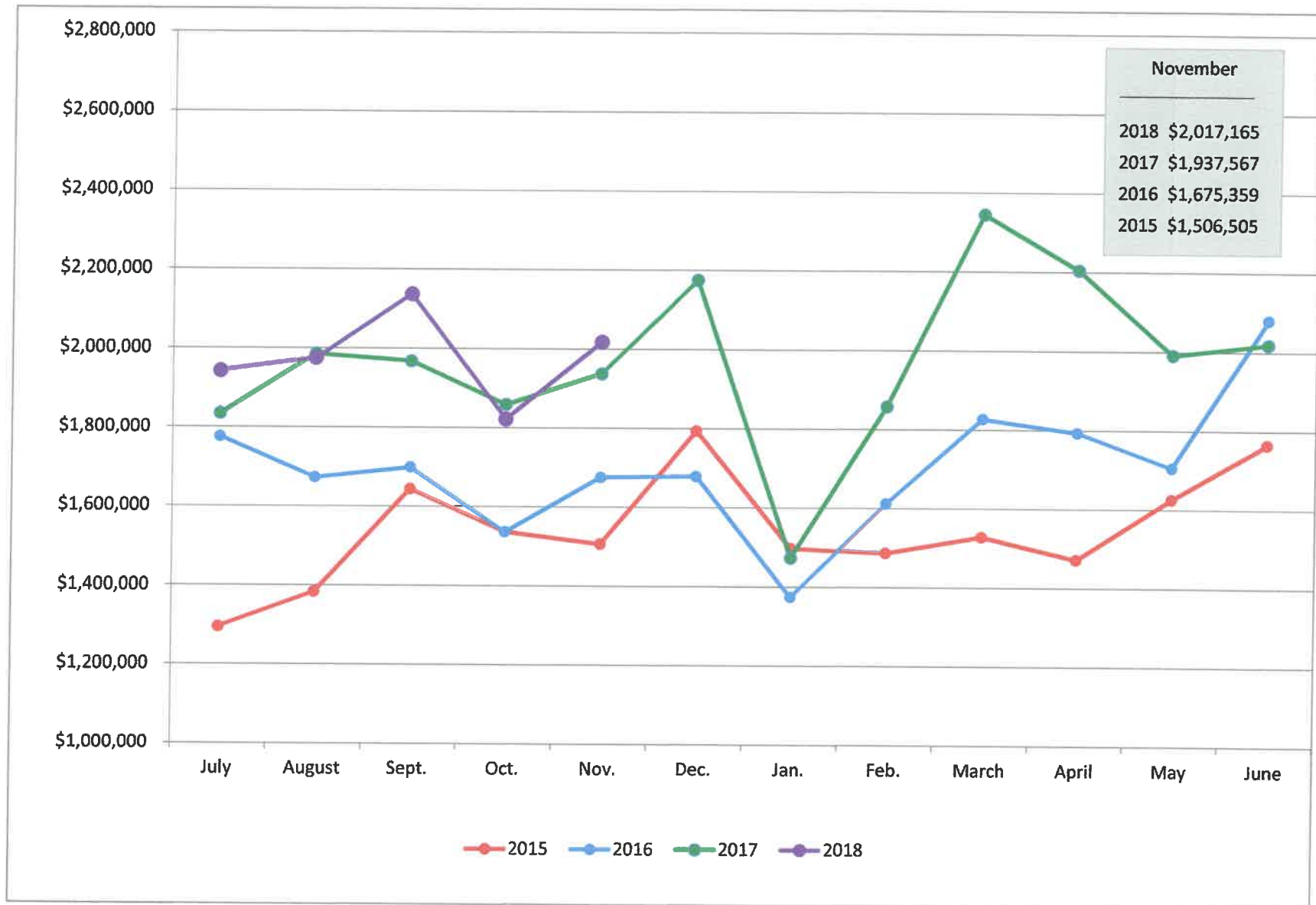
**ROWAN COUNTY
GENERAL FUND
Fiscal Years 2015 - 2018**

MONTHLY CURRENT YEAR PROPERTY TAX COLLECTIONS AS A PERCENTAGE OF BUDGET



ROWAN COUNTY
GENERAL FUND
FISCAL YEARS 2015 - 2018

MONTHLY SALES TAX COMPARISONS



ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Finance Department
DATE: March 13, 2018
SUBJECT: Budget Amendments

Please see attached budget amendments.

Please approve attached budget amendments.

ATTACHMENTS:

Description

Budget Amendments

Upload Date

3/13/2018

Type

Budget Amendment

[illegible]

DEPARTMENTAL REQUEST FOR BUDGET ACTION

ACCOUNT TITLE	R/E	ACCOUNT #	INCREASE	DECREASE
SHARE THE WARMTH	R	33018-5317-434067-000	1,668	
OFFICE SUPPLIES	E	33018-310-561005-100	1,668	
		Totals:		
		Debits	1,668	
		Credits	(1,668)	
DEPARTMENT HEAD		COUNTY MANAGER	ACCOUNTING USE ONLY	
Approved: ✓		Approved:	Period - Journal #	08-290
Disapproved:		Disapproved:	Keyed By:	
Amended:		Amended:	Date Keyed:	
Date: 3/01/18		Date:	Posted By:	
Signature: R. Heidrich		Signature:	Date Posted:	

ROWAN COUNTY

DEPARTMENTAL REQUEST FOR BUDGET ACTION

TO: BOARD OF COUNTY COMMISSIONERS

FROM: Social Services

EXPLANATION IN DETAIL:

The following expenditures and/or revenues are revised based on Funding Authorizations received from the State. Funding Authorizations reflect the actual amount we receive and may increase or decrease the original budget estimate.

Prepared by: Kelly Johnson
Date: 3/2/2018

BUDGET INFORMATION:

[illegible]

$\frac{1}{2}H$

4

ROWAN COUNTY

DEPARTMENTAL REQUEST FOR BUDGET ACTION

TO: BOARD OF COUNTY COMMISSIONERS

FROM: Social Services

EXPLANATION IN DETAIL:

The following expenditures and/or revenues are revised based on Funding Authorizations received from the State. Funding Authorizations reflect the actual amount we receive and may increase or decrease the original budget estimate.

Prepared by: Kelly Johnson
Date: 3/2/2018

BUDGET INFORMATION:

ACCOUNT TITLE	R/E	ACCOUNT #	INCREASE	DECREASE
Adult Home Specialist State	R	33018-5311-434051-000		\$1,405
Child Care Development (Admin)	R	33018-5316-431051-000		\$2,134
TANF to SSBG	R	33018-5311-431065-000	\$37,376	
Tanf/CPS/FC Adopt	R	33018-5312-431062-000	\$9,887	
FC Caseworker Visits	R	33018-5312-434055-000	\$7,861	
SSBG Salaries	E	33018-001-510005-320		\$2,611
SSBG Health Insurance	E	33018-001-520005-320		\$443
SSBG Medicare Tax	E	33018-001-520010-320		\$37
SSBG Retirement	E	33018-001-520015-320		\$197
SSBG Social Security	E	33018-001-520020-320		\$161
Workers Compensation	E	33018-310-520026-100		\$12
SSBG 401K	E	33018-001-520030-320		\$78
Children's Services Salaries	E	33018-001-510005-349	\$40,678	
Children's Services Health Insurance	E	33018-001-520005-349	\$6,915	
Children's Services Medicare Tax	E	33018-001-520010-349	\$589	
Children's Services Retirement	E	33018-001-520015-349	\$3,079	
Children's Services Social Security	E	33018-001-520020-349	\$2,522	
Workers Compensation	E	33018-310-520026-100	\$121	
Children's Services 401K	E	33018-001-520030-349	\$1,220	
LIEAP Payments	R	33018-5317-431070-000		\$9,091
LIEAP Payments	E	33018-352-593011-000		\$9,091
Crisis Intervention Payments	R	33018-5317-431069-000		\$9,091
Crisis Intervention Payments	E	33018-000-593010-000		\$9,091

DEPARTMENT HEAD	COUNTY MANAGER	ACCOUNTING USE ONLY
Approved: <u>X</u>	Approved: <u> </u>	Budget Revision # <u>09-098</u>
Disapproved: <u> </u>	Disapproved: <u> </u>	Date Posted: <u> </u>
Amended: <u> </u>	Amended: <u> </u>	Group Number: <u> </u>
Date: <u>March 2, 2018 6:03 PM EST</u>	Date: <u> </u>	Posted by: <u> </u>
Signature: <u>[Signature]</u>	Signature: <u> </u>	Approved by: <u> </u>

DEPARTMENTAL REQUEST FOR BUDGET ACTION

Prepared by: Lisa Bevis
Date: 03/06/18
Reviewed:

ACCOUNT TITLE		ACCOUNT #	INCREASE	DECREASE
EM State Grant	R	1144330-434073	3,017	
Grant Expenditures	E	1154330-585000	3,017	
DEPARTMENT HEAD		COUNTY MANAGER	ACCOUNTING USE ONLY	
Approved: ✓ _____		Approved: _____	Budget Revision # _____	
Disapproved: _____		Disapproved: _____	Date Posted: _____	
Amended: _____		Amended: _____	Group Number: _____	
Date: 3/09/18 _____		Date: _____	Posted by: _____	
Signature: R. Herdick		Signature: _____	Approved by: _____	

ROWAN COUNTY

DEPARTMENTAL REQUEST FOR BUDGET ACTION

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FINANCE

EXPLANATION IN DETAIL: To budget an increase in the amount of the NC Science Museums Grant award.

Prepared by: Lisa Bevis

Date: 03.02/07/18

BUDGET INFORMATION:

Reviewed: _____

[illegible]

DEPARTMENTAL REQUEST FOR BUDGET ACTION

EXPLANATION IN DETAIL: To increase FY 2018 HCCBG allocations.

[illegible]

DEPARTMENTAL REQUEST FOR BUDGET ACTION

[illegible]

ROWAN COUNTY

DEPARTMENTAL REQUEST FOR BUDGET ACTION

TO: ROWAN COUNTY BOARD OF COMMISSIONERS

FROM: FINANCE

EXPLANATION IN DETAIL: To budget insurance proceeds and additional property claims expense

Prepared by: _____

Date: _____

BUDGET INFORMATION:

Reviewed: _____

[illegible]

Account Inquiry - Munis [Rowan County]

HOME

Accept Cancel Search Browse Add Update Delete Global Print PDF Excel Word Email Attach Notify Audit Detail Project Strings Months User Defined Fields Totals Menu

Confirm Search Actions Output Office Tools

Account

Fund 5010 RISK MGMT Acct 5010-60-6000-6000-6010-0000-000-4-489030-
 Org 5146010 P&PL REV Acct name INSURANCE SETTLEMENTS Account Notes
 Object 489030 INS SETMNT Type Revenue Status Active
 Project Rollup MultiYr Fund

4 Year Comparison History

Yr/Per 2018/09	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2019
Original Budget	.00	.00	.00	.00
Transfers In	.00	-80,000.00	-13,308.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	.00	-80,000.00	-13,308.00	.00
Actual (Memo)	-144,372.80	-112,050.04	-14,931.41	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	144,372.80	32,050.04	1,623.41	.00
Percent used	.00	140.06	112.20	.00

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: County Attorney Jay Dees
DATE: March 13, 2018
SUBJECT: Regarding Legal Counsel For Potential Opioid Litigation

The Board is asked to enter into Closed Session pursuant to North Carolina General Statute 143-318.11(a) (3) for attorney-client privileged communication regarding legal counsel for potential opioid litigation.

ATTACHMENTS:

Description

Upload Date

Type

No Attachments Available