REGULAR MEETING – FEBRUARY 1, 2024

The Lincolnton City Council met in Regular Session on Thursday, February 1, 2024 at 7:00 p.m. in the Council Chambers of City Hall located at 114 West Sycamore Street, Lincolnton, NC.

Mayor Hatley called the meeting to order asking everyone to stand for a moment of silence before leading the Pledge of Allegiance. The following Council members were in attendance:

DEMENY POINSETTE TIPTON JETTON

Prior to taking action on approving the agenda's, City Clerk Daphne Ingram informed members of two additions to the agenda. A Resolution Ordering the Lincoln County Tax Administrator to advertise Tax Liens for 2023, needed to be added to the Consent Agenda and Item #4d, Interlocal Agreement between Lincoln County and the City of Lincolnton for School Resource Officers, was added to the Regular Agenda.

Councilmember Christine Poinsette made a motion to approve the Regular Agenda as amended. Members voted 4-0 in favor of the motion.

Councilmember Roby Jetton made a motion to approve the *CONSENT AGENDA* as amended. The following items were included:

- Approved the Minutes from the January 4, 2024 Regular Meeting
- Lincoln County Tax Department – Requests for Refunds and Releases period ending 01-15-2024
- R-04-24 - Resolution to Authorize and direct City Attorney to petition for court order directing compliance with order from Code Enforcement Officer regarding Nuisance Ordinance for 602 Lithia Inn Road, Lincolnton, NC 28092
- R-05-24 - Resolution Ordering the Lincoln County Tax Administrator to Advertise Tax Liens for 2023
- Interlocal Agreement Between Lincoln County and the City of Lincolnton for School Resource Officers

Members voted 4-0 in favor of the motion.

PUBLIC COMMENT

Mayor Ed Hatley invited those wishing to speak during the public comment portion of the meeting to do so. Each individual was allowed three minutes. Mr. Brian Kenyon expressed his desire to see the creation of a social district in downtown Lincolnton. Mr. Alan Hoyle brought awareness to the seriousness

of the Trinity Farms issue, asking council members for their support. Mr. Trent Mason spoke to a variety of topics. He commented on the success of the recent Young Adults committee meeting and the positive trend for the downtown area.

PUBLIC HEARINGS

ZTA-1-2024
Application from David Black requesting a text amendment to Section 153.117 (GMC District) of the Lincolnton Unified Development Ordinance to allow for resort/vacation lot rentals for campers and RV's and accessory structures for a community pool, clubhouse, etc.

Mayor Ed Hatley opened the Public Hearing. Planning Director Jean Derby reviewed this application, providing detailed information to members about the request. Ms. Derby explained what would be required if the request were to be approved. She also outlined what the change would and would not allow, as well as the process that would need to be followed as a permitted use in a conditional district. Ms. Derby referenced the draft of the proposed changes, along with definitions, that was provided in the agenda packet. She informed members of the Planning Boards 4 to 2 vote in favor or recommending approval. She concluded announcing staff's recommendation to approve the text amendment, approve the statement of consistency for approval of the amendment request and allowing a one-time extension of the 90 day stay requirement per camper.

Ms. Derby answered several questions from council members as some discussion was generated. She clarified information presented regarding the purpose of this type use and the benefits it provides.

Councilmember Tipton made a motion to close the Public Hearing. Members voted 4-0 in favor of the motion.

Councilmember Demeny made a motion to approve the recommendation of the Planning Board. Members voted 1-3 opposing the motion with Councilmember Demeny voting for and Councilmember Poinsette, Councilmember Tipton and Councilmember Jetton voting against.

In light of the failed motion to approve, Councilmember Jetton made a motion to deny the request. Members voted 4-0 in favor of the motion. (Pursuant to

G.S. 160A-75, Councilman is recorded as having voted in the affirmative because he did not vote on the motion).

Councilmember Tipton made a motion to approve the Statement of Consistency for Denial. Members voted 4-0 in favor of the motion. (Pursuant to G.S. 160A-75, Councilman is recorded as having voted in the affirmative because he did not vote on the motion).

REGULAR AGENDA:

Consideration/Approval of Proposal for Engineering Services for the new Public Service Center

Mayor Ed Hatley recognized Business Services Director David Ramsey to speak to the item. Mr. Ramsey reminded Councilmembers of action taken several months ago to select Becker Morgan Group as the architectural engineering firm for the new public service center. Mr. Ramsey spoke to the many meetings he and other city staff have had with the group to put together a proposal for consideration and approval. Mr. Doug Burns and Mr. Chris Coleman, representatives of Becker Morgan Group, were in attendance and presented detailed information regarding the project and what they felt should happen moving forward. *(Presentations are attached to and made a part of these minutes)*

Councilmember Poinsette made a motion to approve contract with Becker Mogan Group. Members voted 4-0 in favor of the motion.

Consideration/Discussion Regarding the Creation of a Social District in the Downtown Area

City Manager Ritchie Haynes began by recognizing Mr. John Brinsfield, co-owner of Brick Tree Brewing Co., who was in attendance to give a presentation on the topic. Mr. Haynes informed that, as directed, he has resumed meeting with the social district committee and researched the topic thoroughly. He reminded that this was just a presentation bur that a Public Hearing will be held at the March 7th meeting, after which Council can decide if they would like to take action.

Prior to the presentation, Mayor Hatley noted all those in attendance concerning the social district..

Mr. John Brinsfield presented a proposal for establishing a social district in the City of Lincolnton. The presentation contained a number of the committee's findings and showcased what a social district is, what it's rules are and its benefits. He spoke to the sounding towns that have a social district and the lack of known or reported issues as a result of having a social district. He reported that Mr. Tommy Huskey, Chair of the Lincolnton ABC Board, is in the process of preparing any required paperwork to be submitted to the North Carolina ABC Commission upon council's approval to move forward. Mr. Brinsfield also shared the proposed logo for the district and the type of cups and necessary signage and window clings. He reported that when asked about a year ago, only one of the downtown merchants was opposed to beverages being brought into her establishment. Proposed days and times were mentioned, as well as the proposed boundaries of the district.

There was much discussion generated surrounding the topic among councilmember and staff once the floor was opened up for questions. Questions regarding the availability of police to monitor and how not having a social district could negatively affect the city.

Consideration/Approval of Rail Trail Banner Design

Public Services Director Nathan Eurey addressed council to seek approval for a logo design to brand the Rail Trail . Mr. Eurey explained the steps taken to get to this point, which began with a student art contest. He informed that a selection was made and Brand V Design Group created the design being presented which captures the concept of the student art. (*Design attached to and made a part of these minutes).* Mr. Eurey also confirmed that design has been approved by the Rail Trail Committee and the Steering Committee. He also spoke to the various types of signs/banners and the locations that the signs/banners will be installed.

Councilmember Jetton made a motion to approve the Rail Trail Banner Design as presented. Members voted 4-0 in favor of the motion.

C-03-24
Interlocal Agreement Between Lincoln County and the City of Lincolnton for School Resource Officers

City Manager Ritchie began by asking if there were any questions from city council. Mayor Ed Hatley took the opportunity to thank Lincoln County for providing the funding for the city school resource officers. City Manager Ritchie Haynes commented that this will allow children to develop a positive experience with an officer, which will hopefully translate into positive opinions in society.

Councilmember Jill Tipton made a motion to approve the inter-agency agreement between the county and the city concerning school resources officer. Members voted 4-0 in favor of the motion.

OTHER BUSINESS

Executive Summary Report

Finance Director Pamela McBryde presented an executive summary report as follows:

Lincolnton NC

Executive Summary
December 2023 Year-to-Date (Unaudited)

Department	2023-2024 Budget	2023-2024 YTD Activity	Budget Remaining	Variance %	2022-2023 Budget	2022-2023 YTD Activity	Variance Favorable / (Unfavorable)
Fund: 10 - General Fund							
Revenue	$15,146,598.44	$9,177,789.80	$5,968,808.64	61%	$16,109,058.62	$8,021,101.08	$1,156,688.72
Total Revenue:	$15,146,598.44	$9,177,789.80	$5,968,808.64	61%	$16,109,058.62	$8,021,101.08	$1,156,688.72
Expense							
4110-City Manager/Clerk	$244,176.59	$50,850.61	$193,325.98		$172,430.00	$17,866.98	($32,983.63)
4120-Human Resources	$324,671.41	$124,124.35	$200,547.06		$322,000.00	$122,851.16	($1,273.19)
4130-Finance	$122,555.98	($267,283.22)	$389,839.20		$28,430.00	($237,460.09)	$29,823.13
4280-General Expense	$2,331,988.41	$1,134,843.52	$1,197,144.89		$4,064,934.40	$1,035,577.41	($99,266.11)
4285-General Debt Service	$202,950.00	$31,224.45	$171,725.55		$212,065.50	$16,966.96	($14,257.49)
4310-Police	$4,537,716.00	$1,936,922.70	$2,600,793.30		$3,872,289.53	$1,959,376.39	$22,453.69
4340-Fire	$2,688,815.00	$1,442,998.70	$1,245,816.30		$2,748,563.86	$1,368,078.71	($74,919.99)
4510-Public Works Administration	$35,155.02	($92,506.66)	$127,661.68		$44,590.00	($71,995.39)	$20,511.27
4520-Street and Maintenance	$1,328,021.00	$306,040.69	$1,021,980.31		$893,750.00	$257,410.83	($48,629.86)
4530-Equipment Services	$279,879.23	$120,046.41	$159,832.82		$284,039.38	$76,056.77	($43,989.64)
4710-Solid Waste	$640,972.77	$296,073.08	$344,899.69		$909,436.98	$619,203.80	$323,130.72
4740-IT Services	$212,755.00	$196,400.61	$16,354.39		$890,869.86	$373,841.51	$177,440.90
4910-Planning and Zoning	$459,568.00	$151,443.35	$308,124.65		$331,405.00	$106,423.09	($45,020.26)
4930-Business & Community Dev.	$222,031.80	$82,583.51	$139,448.29		$207,632.15	$88,957.84	$6,374.33
6100-Recreation	$1,515,342.23	$654,950.92	$860,391.31		$1,126,621.96	$509,567.43	($145,383.49)
Total Expense:	$15,146,598.44	$6,168,713.02	$8,977,885.42	41%	$16,109,058.62	$6,242,723.40	$74,010.38
Fund 10 Surplus (Deficit):		$3,009,076.78				$1,778,377.68	$1,230,699.10
Fund: 20 - Boger City Fire District							
Revenue	$1,493,258.15	$621,986.61	$871,271.54	42%	$1,455,912.79	$435,238.46	$186,748.15
Total Revenue:	$1,493,258.15	$621,986.61	$871,271.54	42%	$1,455,912.79	$435,238.46	$186,748.15
Expense							
4340-Fire	$1,493,258.15	$639,947.13	$853,311.02		$1,455,912.79	$526,794.04	($113,153.09)
Total Expense:	$1,493,258.15	$639,947.13	$853,311.02	43%	$1,455,912.79	$526,794.04	($113,153.09)
Fund 20 Surplus (Deficit):		($17,960.52)				($91,555.58)	$73,595.06

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Executive Summary
December 2023 Year-to-Date (Unaudited)

	2023-2024 Budget	2023-2024 YTD Activity	Budget Remaining	Variance %	2022-2023 Budget	2022-2023 YTD Activity	Variance Favorable / (Unfavorable)
Fund: 61 - Water and Sewer Fund							
Revenue	$8,514,473.54	$4,690,938.96	$3,823,534.58	55%	$9,797,384.96	$4,438,298.79	$252,640.17
Total Revenue:	$8,514,473.54	$4,690,938.96	$3,823,534.58	55%	$9,797,384.96	$4,438,298.79	$252,640.17
Expense							
7100-Water Treatment	$2,190,000.00	$774,168.83	$1,415,831.17		$2,124,669.18	$807,772.52	$33,603.69
7110-Distribution & Collection	$2,412,514.68	$1,051,011.65	$1,361,503.03		$3,206,713.43	$996,779.63	($54,232.02)
7120-Wastewater Treatment	$2,057,606.24	$788,786.13	$1,268,820.11		$1,946,921.20	$682,904.88	($105,881.25)
7130-Water/Sewer Intangibles	$1,854,352.62	$2,127,465.63	($273,113.01)		$2,519,081.15	$2,050,139.51	($77,326.12)
Total Expense:	$8,514,473.54	$4,741,432.24	$3,773,041.30	56%	$9,797,384.96	$4,537,596.54	($203,835.70)
Fund 61 Surplus (Deficit):		($50,493.28)				($99,297.75)	$48,804.47
Fund: 63 - Electric Fund							
Revenue	$7,976,876.12	$3,975,274.94	$4,001,601.18	50%	$8,444,139.19	$3,819,266.45	$156,008.49
Total Revenue:	$7,976,876.12	$3,975,274.94	$4,001,601.18	50%	$8,444,139.19	$3,819,266.45	$156,008.49
Expense							
7200-Electric	$7,976,876.12	$3,780,768.85	$4,196,107.27		$8,444,139.19	$3,939,746.74	$158,977.89
Total Expense:	$7,976,876.12	$3,780,768.85	$4,196,107.27	47%	$8,444,139.19	$3,939,746.74	$158,977.89
Fund 63 Surplus (Deficit):		$194,506.09				($120,480.29)	$314,986.38
Total Surplus (Deficit):		$3,135,129.07				$1,467,044.06	$1,668,085.01

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Overtime Report
December 2023 compared to December 2022 Year-to Date

		FY2324		FY2223		Variance Favorable / (Unfavorable)	
Fund:	**Description:**	**OT Hours:**	**Pay Amount:**	**OT Hours:**	**Pay Amount:**	**OT Hours:**	**Pay Amount:**
Fund 10 - General	4110-City Manager/Clerk	42.87	$2,344.04	20.81	$933.43	(22.06)	($1,410.61)
	4120-Human Resources	16.84	$617.56	0.00	$0.00	(16.84)	($617.56)
	4130-Finance	7.12	$225.96	5.36	$154.68	(1.76)	($71.28)
	4310-Police	1,964.24	$68,769.54	1,391.30	$45,310.45	(572.94)	($23,459.09)
	4340-Fire	5,741.50	$137,844.51	6,001.20	$133,814.63	259.70	($4,029.88)
	4510-Public Works Administration	0.41	$11.26	5.67	$172.06	5.26	$160.80
	4520-Street and Maintenance	596.29	$17,109.41	340.98	$8,667.90	(255.31)	($8,441.51)
	4530-Equipment Services	14.85	$498.45	29.71	$1,093.02	14.86	$594.57
	4710-Solid Waste	188.05	$5,197.64	280.55	$7,345.95	92.50	$2,148.31
	4910-Planning and Zoning	2.73	$94.24	0.00	$0.00	(2.73)	($94.24)
	4930-Business & Community Dev.	0.00	$0.00	0.00	$0.00	0.00	$0.00
	6100-Recreation	287.30	$9,488.70	438.12	$13,178.15	150.82	$3,689.45
	10 - General Fund Total:	8,862.20	$242,201.31	8,513.70	$210,670.27	(348.50)	($31,531.04)
Fund 20 - Boger City Fire District							
	4340-Fire	2,720.25	$65,098.46	2,920.71	$61,650.37	200.46	($3,448.09)
	20 - Boger City Fire District Total:	2,720.25	$65,098.46	2,920.71	$61,650.37	200.46	($3,448.09)
Fund 61 - Water and Sewer							
	7100-Water Treatment	1,032.58	$29,066.12	914.50	$24,210.30	(118.08)	($4,855.82)
	7110-Distribution & Collection	867.43	$30,595.11	778.18	$25,028.42	(89.25)	($5,566.69)
	7120-Wastewater Treatment	1,327.42	$42,004.70	1,030.02	$29,363.58	(297.40)	($12,641.12)
	61 - Water and Sewer Fund Total:	3,227.43	$101,665.93	2,722.70	$78,602.30	(504.73)	($23,063.63)
Fund 63 - Electric							
	7200-Electric	557.33	$22,204.72	402.52	$14,231.70	(154.81)	($7,973.02)
	63 - Electric Fund Total:	557.33	$22,204.72	402.52	$14,231.70	(154.81)	($7,973.02)
	Total Overtime:	15,367.21	431,170.42	14,559.63	365,154.64	(807.58)	(66,015.78)

	FY2324		FY2223			
Special Events Hours and Costs:						
4310-Police	509.06	$13,128.40	454.92	$11,243.31	(54.14)	($1,885.09)
4520-Street and Maintenance	45.48	$956.10	25.05	$434.14	(20.43)	($521.96)
4710-Solid Waste	7.03	$100.15	24.72	$463.31	17.69	$363.16
Total Event:	561.57	14,184.65	504.69	12,140.76	(56.88)	(2,043.89)

*** Special Event hours are not included in OT hours reported above.

Ms. McBryde spoke to how well the city did in the first half of fiscal year 2023-2024. She directed members to the summary provided and offered to answer any questions. She did mention a couple of positives. She spoke to the increase in sales tax, as well as the increase in interest received.

Manager's Report/ Update

City Manager Ritchie Haynes distributed a manager's activity report to the members of council. He began by mentioning several dates to remember. He also provided some monthly highlights and a positive " thank you" email received from a resident thanking Public Works employees. He gave a brief update on meeting with the Essential Housing group and their progress with addressing the concerns that were voiced. Mr. Haynes provided a copy of the monthly homeless report from Chief Green. He also reminded members of the upcoming Budget Retreat on March 15th stating that agenda items they wish to discuss should submitted by March 1, 2024. He spoke to the ADA sidewalk survey being conducted, street paving that will be taking place this fiscal year.

NEWS MEDIA:

In response to a question from Mr. Mike Powell with Lincoln Times News, a Public Hearing regarding the creation of a Social District will held at the March 7, 2024 City Council Meeting was confirmed.

ADJOURNMENT:

With no further business, Councilmember Christine Poinsette made a motion to adjourn the meeting. Members voted 4-0 in favor of the motion.

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1/18/2024

David Ramsey
Business Services Director - City of Lincolnton
114 W Sycamore Street
Lincolnton NC 28092

Re: **Professional Services**
New City of Lincolnton Public Services Center
Lincolnton NC

Dear David:

Becker Morgan Group, Inc. is pleased you have requested a professional services proposal for the operations building project in Lincolnton NC. It has been a pleasure collaborating with you & your team thus far on this project. We appreciate your confidence in our firm.

Enclosed please find one original agreement documenting our initial services and estimated compensation. If acceptable, please sign and return the original agreement to our office. We will then proceed with our services.

Thank you for the opportunity to be of service. Please do not hesitate to call with any questions or concerns.

Sincerely,

BECKER MORGAN GROUP, INC.

Douglas C. Burns, AIA
Principal | CLT Office Director

/xxx

Enclosure: Proposal (1/18/2024)

Commercial-ppl.docx

BECKER MORGAN GROUP, INC.

615 SOUTH COLLEGE STREET, SUITE 8-158
CHARLOTTE, NORTH CAROLINA 28202
980.270.9100

3333 JAECKLE DRIVE, SUITE 120
WILMINGTON, NORTH CAROLINA 28403
910.341.7600

PORT EXCHANGE
312 WEST MAIN STREET, SUITE 300
SALISBURY, MARYLAND 21801
410.546.9100

309 SOUTH GOVERNORS AVENUE
DOVER, DELAWARE 19904
302.734.7950

THE TOWER AT STAR CAMPUS
100 DISCOVERY BOULEVARD, SUITE 102
NEWARK, DELAWARE 19713
302.369.3700

www.beckermorgan.com

BECKER MORGAN GROUP

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1/18/2024

Proposal / Agreement

Professional Services

New City of Lincolnton Public Services Center
Lincolnton, North Carolina

Project Scope

It is our understanding that the overall project is based on renovation of the existing 35,000 sf +/- facility & overall site located at 500 Sigmond Road. Also within the scope is the design potential for a new 6,000 – 7,000 sf office building to be located on the existing site in front of the existing facility.

The existing facility along with the new proposed building will include but not limited to the following departments: public works, water resources, electrical services & solid waste departments. The intent is to provide each department with their own working & break areas, with shared spaces for group toilets and overall storage & staging within the main part of the existing warehouse. In either building location, our team is to plan & design a training space to accommodate 100 to 120 people. Finally, our team will work with the departments mentioned above to plan & design for misc. storage buildings and equipment storage locations on your site.

Overall site design includes numerous pole buildings for vehicle & material storage, wash pits, & miscellaneous support building needs.

Services Scope

For this project, we are recommending a two phased project approach: **Part A** & **Part B** as outlined below.

Part A: Advanced Planning

The scope of Part A utilizes the exercise of advanced planning to determine overall order of magnitude, design needs & wants, and project scope. The BMG team will assist the City of Lincolnton staff/team with the following but not limited objectives:

a. **Benchmarking:** Site visits to "new" facilities regionally as well as coastal or other locations – up to 4 site visits
    i. Determine "Lessons Learned."
    ii. Understand Pros and Cons, Issues and Opportunities.
    iii. Costs.
    iv. Schedule.
b. **Pre- Space Needs Programing:** Departmental Visits, tours, meetings.
    i. The result is the development of a clear understanding of the Departmental Operations, Needs, and "Preliminary Space Needs program."
c. **Planning/Programing workshops utilizing the participatory process:**

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i. 3-4 meetings with the department leaders and city stakeholders to define & confirm space needs. Also discuss any current department issues, concerns, opportunities related to the new facility.
ii. Gaming workshops - stakeholders plan and design the facilities (existing warehouse & new office building) & overall existing site to identify where confirmed programmed space shall go based on needs & operational flow.
iii. BMG team to take gaming workshop ideas & formulate concise concept plans for stakeholder review.
iv. Civil site impact studies

d. **Deliverables:**
   i. Overall site & building master plan – short term & long-term goals. Identify work to be included in Part B scope of work.
   ii. Final comprehensive space program
   iii. Concept alternatives (Site and Buildings)
   iv. Schematic concept floor plan layouts
   v. Design narratives from engineering consultants
   vi. Interior and exterior concept rendering images.
   vii. Cost estimates: overall master plan and/or phased work to determine work scope for Part B
   viii. Presentations (if applicable): to City/Department stakeholders, City Council & local public presentations if needed.

e. **Determine final construction delivery methods: Summary**
   i. **Design-Bid-Build vs CM at Risk** as two methods of Construction Delivery.
      1. Pros and Cons-Benefits
      2. Cost Differences

For the scope outlined above the following disciplines are included as part of Part A: Advanced Planning

Architecture
Engineering (Civil, Structural, Mechanical, Electrical & Plumbing)
Cost Estimating

Compensation for Part A: Advanced planning shall be: $150,000

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Part B: Full Design Services

Pending final confirmation from Part A – for both scope and anticipated construction budget, the BMG team will submit a separate contract for full design services rendered in phases - Design (Schematic and Design Development), Construction Documents, Bidding, and Construction Phase services. Overall fee range indicated below will reflect credit for Part A advanced planning services.

The scope of design services varies with commercial/municipal type projects. Comprehensive architectural services for this type of project will normally range between 8%-12% of the total project cost, and include the following design disciplines & based on the following tasks:

Architecture
Engineering (Civil, Structural, Mechanical, Electrical)
Landscape Architecture (as part of civil design)
Interior Design (Finishes only)

Task 001 – Schematic Design / Design Development	$ tbd
Task 002 – Construction Documents	$ tbd
Task 003 – Bidding	$ tbd
Task 004 – Construction Administration	$ tbd
Estimated Total	$ tbd

***Estimated total for Part B Full design services shall be based on confirmed anticipated scope & construction budget from Part A: advanced planning, fee range as indicated above.**

Exclusions *(the following services and expenses are excluded from this agreement)*
*If authorized, Becker Morgan Group has experienced staff to provide these services.

Services

- Design*: Landscape: provided by civil to meet local ordinance only.; Interior Design and Furnishings: Furniture, Fixtures, and Equipment (FF&E)
- Engineering: Geotechnical (soil borings and recommendations); Fire Protection; Life Safety; Technology and Telecommunications
- Surveying: subdivision plats; recordation; ALTA/ACSM surveys; construction stake-out; recordation drawings; as-built surveys
- Studies: traffic; community impact statements; feasibility*
- Regulatory matters: variances; special exceptions; amendments; hearings; review meetings
- Environmental: Phase 1 and Phase 2 studies; tree conservation compliance; wetlands delineation and permitting; CAMA compliance
- Off-site improvements: design of any off-site improvements or utility extensions to the site
- Consultants: Acoustical; Cost Estimation; Food Service; Building Envelope; Roofing; Scheduling
- Graphics*: presentation/marketing materials (2D / 3D); models; project signage; computer animation.
- Coordination*: Owner/Tenant provided materials or services.

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Expenses

- Fees: filing; review; permits; agency approvals; bonds
- Reproduction: printing of drawings and specifications
- Travel: mileage, tolls, parking

Agreement Terms

Reimbursable items such as printing, mileage, shipping, etc. are not included in our fee, and will be billed separately. The attached *Terms and Conditions of Agreement* documents contract terms and is hereby incorporated into this agreement. An initial payment of $___ will be necessary to bind this agreement. If this proposal is acceptable, please sign and return the original to our office.

Thank you for the opportunity to be of service.

BECKER MORGAN GROUP, INC.

Ernest W. Olds, AIA
Principal | Vice President

Chris M. Coleman
Associate | Project Manager

XXX/xxx

City of Lincolnton
David Ramsey - Business Services Director

Accepted: _____

Title: _____

Date: _____

Attachment: *Terms and Conditions of Agreement* (01.01.xx) NC

DRAFT

MARCIA H. CLONINGER
RAIL TRAIL WAYFINDING
LINCOLNTON | NC





BRANDV
DESIGN. SIGNS. WRAPS. APPAREL.
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DESIGN CENTER at The Refinery Charlotte
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