March 23, 2015
Council Work Session Meeting

Mayor Bryan Hough
Mayor Pro-Tem Perry Toomey
Councilman Jerry Bishop
Councilwoman Carolyn Breyare
Councilman J. Jason Gowen
Councilman Jim Hope
Councilman David Moore
Kemp Michael, City Attorney
Danny Jackson, City Manager

CITY OF MOUNT HOLLY
MOUNT HOLLY CITY COUNCIL WORK SESSION
Location: Council Chambers

March 23, 2015
6:30 P.M.

CALL TO ORDER BY THE MAYOR

INVOCATION
Perry Toomey
SET THE AGENDA
Moore + Gover

1. Approval of the ABC Commission Travel Policy — *Councilman Moore*
   1 CB 2PT-
2. Presentation on the Retention of Private Emails for Public Business — *Marie Anders*
3. Discussion of the System Development Fee Waiver — *Marie Anders*
4. Approval of Grant Application Process for a Thread Trail Grant — *Greg Beal*
5. Discussion of Property Acquisition for the Nims Property — *Danny Jackson*
6. Adjourn

City of Mount Holly
Action Agenda Item

To: Mayor and City Council	**Date:** March 20, 2015
From: Councilman Moore	**Meeting Date:** March 23, 2015

Agenda Item to be considered: Approval of ABC Commission Travel Policy

Will this require a public hearing? ☐ YES ☒ NO

Background/Purpose of Request : It is a requirement from the State that the ABC Commissions travel policy be approved by the local governing board. The ABC Commission has adopted that same personnel policy as the City.

Fiscal Impact:

Will Item affect current budget	☐ YES	☐ NO	☐ N/A
Reviewed by Finance Director	☐ YES	☐ NO	☐ N/A
Preaudit Certification required	☐ YES	☐ NO	☐ N/A
Capital Project Ordinance required	☐ YES	☐ NO	☐ N/A
Budget Transfer required	☐ YES	☐ NO	☐ N/A
Total City Dollars:	*$*		
Budget Code			
Reviewed by City Attorney	☐ YES	☐ NO	☐ N/A

Manager/Staff Recommendation: *Motion to approve*

Result of City Council Decision:

Attachments: City of Mount Holly Personnel Policy

City of Mount Holly
Financial Procedure
Subject: Employee Development, Training, and Travel Expenditures

Purpose and Intent

The City of Mount Holly recognizes that travel and related business expenses are an integral and necessary component of the operation of local government. The City of Mount Holly also recognizes the constructive value of professional conferences, seminars, meetings and training in providing ongoing education and vital information relevant to effective policy setting and administration of City government. In recognition of these needs and benefits, the City of Mount Holly provides funding for such activities through the annual budget adoption process. Budgets for travel and related business expenses are intended to reimburse all necessary and reasonable expenses incurred in connection with such activities, subject to compliance with rules and regulations governed by the IRS.

This policy is intended to establish such rules and regulations for the purpose of:

1. Providing equitable, consistent and fair standards for reimbursement,
2. Maintaining effective control over these expenses,
3. Providing uniform administrative procedures for handling of travel requests,
4. Establishing proper accounting procedures for travel expenditures, and
5. Assuring compliance with IRS regulations governing accountable employer expense plans.

GENERAL POLICIES

1. Definitions

a) **City** means the City of Mount Holly.
b) **Traveler** means any authorized person.
c) **Authorized Person** means any employee, elected official, job candidate or other individual authorized to incur travel or related business expenses on behalf of the City of Mount Holly.
d) **Authorized Travel** means travel by an Authorized Person for the direct benefit of the City of Mount Holly.
e) **Final Travel Expense Report** means the standard form that must be completed by the Traveler, approved and submitted to the Finance Department along with all required receipts and documentation within 5 business days after returning from the trip. This form shows the actual costs of the trip, a reconciliation of estimated cost to actual cost, and final settlement due to or owed from the Traveler based on actual expenses.

2. Approval Required to Travel

Travel by all Authorized Persons must be approved by the Department Head or designated person(s).

All travel requests and final travel expense reports are subject to audit by the Finance Director or his/her designee before final processing by Accounts Payable. The Finance Director may, for any violation of these Travel Policies and Procedures, regardless of prior approvals obtained, reject a travel request or Final Travel Expense Report. If rejected, no prepayments or reimbursements will be made until the Final Travel Expense Report is corrected to comply with these policies and procedures.

Failure to obtain the required approvals described above prior to traveling will render all expenses incurred ineligible for reimbursement.

3. Responsibilities

Everyone who travels on City business or supervises someone who travels is responsible for knowing and following the policies and procedures contained in this document.

i. Traveler

It is the responsibility of the Traveler to keep all travel and related costs to a minimum by using the most economic forms of transportation, lodging and food service available considering time and cash outlay required. The Traveler is also responsible for obtaining all required receipts and other documentation while traveling, and submitting them with a final travel expense report within 10 working days of return from a trip.

ii. Department Heads or Other Approving Individuals

All individuals authorized or designated to approve travel requests are responsible for determining that the cost is reasonable and justified by the trip's purpose. Prior to signing approval, they should be certain that:

- The purpose of the trip is to conduct City business or will benefit the City directly.
- The seminar, meeting or conference is unavailable locally if overnight accommodations are required.
- The Traveler understands the City's travel policies and procedures.
- The itinerary ensures accomplishment of the purpose at the lowest reasonable cost.
- There is enough money in the appropriate travel budget to cover all expected costs.
- All expenses are reasonable, necessary and consistent with these guidelines.
- Any required receipts or other documentation are attached to the final expense report.
- The final settlement calculation (upon return from travel) is correct.
- Any amounts due the City are reimbursed.
- A final accounting of all trip expenses is submitted to Finance.

iii. Accounts Payable

The Accounts Payable Division is responsible for assuring that expenditures are properly accounted for, conform to prudent use of City funds and are in compliance with this policy. Accounts Payable is also responsible for assuring travel payments are issued promptly (but not more often than weekly) upon receipt of properly approved, compliant travel forms, and for preparing revisions to this document when deemed necessary.

4. Eligible Expenditures

Eligible travel expenditures include only those costs described below that are incurred in connection with and during the period of travel.

Under no circumstances shall the City pay any travel expenses when an Authorized Person travels on behalf of another business entity, agency or professional association.

When any eligible City travel expenses are paid for or reimbursed directly to the Traveler by another entity or agency, the Traveler is prohibited from seeking reimbursement for those same expenses from the City.

The City will not pay any travel expenses deemed personal in nature as a result of combining City travel with vacation.

1) Tuition/Registration Fees

Tuition for a class, registration fees for a seminar or conference and other fees that relate to attending the event for the stated purpose are considered registration fees. Registration fees must be substantiated by a complete brochure or agenda for the conference, seminar, class or convention being attended. Such fees will not be paid without the required documentation. Optional tours, banquets or other activities offered through a conference but as an additional cost to registration are solely at the discretion of the Traveler and will be considered a personal expense ineligible for reimbursement or payment by the City.

2) Transportation

The Traveler should generally take the most direct and commonly traveled routes. Other routes may be approved when official business requires their use.

i. City Vehicles

If a City-owned vehicle is used, the Traveler will be reimbursed only for actual expenses incurred for fuel or repairs as supported by paid bills or receipts. Any problems with a City-owned vehicle during travel must be reported to the City garage immediately to avoid the possibility of incurring costly repairs. Prior to signing out a City vehicle, the Traveler should obtain regular and after-hours telephone numbers for Fleet Maintenance to report any such problems if they occur.

ii. Private Vehicles

Private vehicle mileage will be reimbursed at the IRS Standard Mileage Rate and approved by the City Manager.

Mileage reimbursement requests should be based on using mileage obtained from Mapquest.com or actual odometer readings. Mileage using a personal vehicle shall always be calculated from the workplace. If the Traveler leaves directly from or drives directly back to home, normal commuting miles to the Traveler's workplace must be subtracted from the total trip mileage in calculating the reimbursement due.

iii. Rental Cars

Use rental cars only when they are the most economical or practical form of transportation. Minimal incidental personal use is permitted.

Decline insurance on rental cars. Car rentals, when pre-authorized and necessary, must be arranged by the individual traveler. Car rental charge receipts must be turned in with the employee expense statement to receive reimbursement. Car rental charges, not pre-approved, will require clear justification and approval by the Department Head/Chief Officer.

iv. Public Transportation

Public Transportation (i.e., bus, taxi, subway) will be reimbursed for necessary business travel.

v. Air Travel

Air travel arrangements should be made for the lowest available fares as dictated by the travel circumstances and time constraints.

Discount airfares should be sought when travel plans are definite and discount fares are available. When a discount fare requires a stay over Saturday night and is not necessary to fulfill the business requirements of the trip the overall economic benefit of the price difference and additional costs must be analyzed. When economically justified, a Saturday stay-over fare is encouraged.

Air travel must be coach or business class (not first class unless traveler pays the difference in price).

Travelers should exercise due caution when purchasing a non-refundable ticket. Note: In case of trip cancellation; only the original passenger is able to apply the fare toward another ticket in the future (within 12 months).

Travelers are personally responsible for any additional costs incurred due to missed flights unless approved by the Chief Officer/Department Head. Permissible grounds for missed flights include but are not limited to family emergencies, illness of the traveler, and business related reasons.

The City of Mount Holly generally pays invoices for airline tickets directly to the travel agency arranging the ticket. The cost of direct paid airfares is to be shown on employee expense statements. This will include cancellation penalties or nonrefundable tickets not used.

vi. Parking

Charges for hotel parking or public parking; where the hotel does not provide free parking will be reimbursed in addition to meals and lodging costs. Valet parking will not be reimbursed by the City of Mount Holly, unless it is the only parking available.

Airport parking; when necessary, will be reimbursed on actual cost basis only when receipt is turned in with expense report.

3) Meals and Lodging

a) Per Diem

If the traveler chooses, the reimbursement for meals and lodging may be based on IRS approved per diems for the destination city. The choice is made in advance and for the entire duration of the trip. One may not use per diem for a day or days and actual cost reimbursement for other day(s) of the same trip. It should be noted that under both methods of reimbursement, hotel receipts are required.

When the per diem method is chosen, the Meals & Incidentals rate listed in the Domestic Per Diem rate tables set by the U.S. General Services Administration should be used. These rates are part of the Federal Travel Regulations.

When calculating the per diem amount for a trip, the following Federal Travel Regulations should be followed:

- 75% of per diem rate for day of departure
- 75% of per diem rate for day of return
- 100% of per diem rate for days in between

Also, when meals or light refreshments are furnished at nominal or no cost by the Government or are included in the registration fee, the applicable Meals & Incidentals will be calculated as follows:

If meals are furnished, the appropriate deduction from the Meals & Incidentals rate must be made. If light refreshments are furnished, no deduction of the Meals & Incidentals allowance is required. Deduction for continental breakfast is not required.

Lodging reservations are to be made by the individual traveler. When making reservations cost must be of considerable importance. Cost of lodging should be weighed versus distance from business location.

When making hotel arrangements, ask for lowest rates available. The City of Mount Holly qualifies for the governmental rate and the corporate rate.

b) Actual Expenses
Actual reasonable expenses for meals including tip (limited to 15%) will be reimbursed to the individual traveler.

Reimbursement will not be made for any meal served where the cost is included in the cost of the event.

Lodging reservations are to be made by the individual traveler. When making reservations cost must be of considerable importance. Cost of lodging should be weighed versus distance from business location.

When making hotel arrangements, ask for lowest rates available. The City of Mount Holly qualifies for the governmental rate and the corporate rate.

Lodging and meal expenses will be reimbursed only for the traveler. Non-traveler expenses will not be paid nor reimbursed by the City of Mount Holly.

No-show fees are the responsibility of the individual traveler unless the cause is sickness, an emergency, business or other reason approved by the Chief Officer/Department. All non-approved no-show related costs will be borne by the traveler.

c) Phone Calls and Communication Costs
Charges for telephone and facsimile transmission are eligible for reimbursement if City business requires such communication and if such calls are properly identified on the Final Travel Expense Report. To obtain reimbursement, the Traveler must show the location and/or person called and the purpose of the call on the Final Travel Expense Report (or an attachment thereto). One phone call home, per day, up to a maximum length of 10 minutes, is also eligible for reimbursement, subject to proper identification on the Final Travel Expense Report.

d) Ineligible Expenses
Non-reimbursable personal expenses include but are not limited to the following:
1. In-room movies, theater tickets, golf fees, and alcoholic beverages.
2. Costs of spouse and or other family members or personal guests.
3. Parking tickets, fines and other penalties.

4. Local Mileage Reimbursement
The City of Mount Holly authorizes reimbursement to employees for the use of their privately owned automobile in the conduct of necessary and official business. Authorization for local mileage reimbursement is required by the Department Head or authorized designee.

After authorization by the Department Head or authorized designee, an employee shall maintain the Local Mileage Report on a daily basis.

On a monthly basis the employee shall submit the Local Mileage Expense Report to his/her Department Head or authorized designee for review and approval.

Once the Department Head or authorized designee signs the Local Mileage Report, he/she shall submit it to the Accounts Payable Division of the Finance Department.

Once funds have been verified, payment will be prepared for the employee in the next regularly scheduled vendor check run.

Local mileage will be reimbursed at the IRS Standard Mileage Rate and approved by the City Manager.

5) Other Travel Guidelines

a. Documentation and Accountability
Employee's Expense Statements should be filled out and submitted within a reasonable time, generally not to exceed two weeks. This is especially important when travel advances have been made to the traveler. If circumstances prevent completing the expense statement within a reasonable time the traveler may be required to return the advance in full and later request reimbursement by submitting the expense statement. Advances not returned to employer within a reasonable time after returning are subject to payroll deduction.

6) Exceptions
These general policies are not expected to address every issue, exception or contingency that may arise in the course of City travel. Accordingly, the basic standard that should always prevail in dealing with exceptions is the exercise of good judgment in the use and stewardship of the City's resources. Unless otherwise specified herein, exceptions will require the approval of the City Manager and or the Chief Financial Officer or his/her designee.

MEMORANDUM

TO: Mayor and City Council, City of Mount Holly

FROM: Marie M. Anders, Assistant City Attorney

RE: Retention of private emails for public business

DATE: March 19, 2015

The law in North Carolina requires the Mayor and Council members, as well as City employees and members of various public boards, to retain emails and other correspondence in whatever form pertaining to governmental business. I will be presenting to Council an update as to the legal requirements upon Council members as well as City employees for maintaining public business related correspondence. I will present handouts and further information at the March 23 work session.

MEMORANDUM

TO: Mayor and City Council, City of Mount Holly

FROM: Marie M. Anders, Assistant City Attorney

RE: System Development Fee policy ("Grandfathering" and "Incentive Program")

DATE: March 19, 2015

At the Council retreat, the Mayor and Council discussed a proposed addition to the System Development Fee policy. If these proposed additions are adopted, there would need to be a resolution from Council covering each. Proposed language for these resolutions have been developed by staff and are attached.

The first proposed resolution deals with "grandfathering" as it pertains to the payment of System Development Fees when the owner of a previously developed parcel requests the re-establishment of water and/or sewer service. Currently, there is no policy for allowing a credit toward System Development Fees in these cases. The proposed policy would provide, under limited circumstances, for the owner to receive a credit towards re-establishing such services.

The second proposed resolution deals with an economic development incentive program to help attract new businesses and encourage the expansion and improvement of existing businesses by reducing or eliminating System Development Fees for business enterprises which meet certain criteria. These criteria center around the prospect of the creation of new jobs and the increase in our tax base. This proposal would empower a committee, appointed by Council, to review applications to determine the economic benefit to the City in reducing or eliminating the applicant's System Development Fees. The City Council would establish during the budget process each year the total maximum grants in the reduction of System Development Fees.

Resolution No. 03232015___

System Development Fee Policy

System Development Fees ("Fees") are set by the City Council from time to time and are due at the time of application for a meter. Credits may be allowed toward these Fees as follows:

REGARDING FEES FOR WATER SERVICE:

A. A Parcel of land which was previously served by municipal water may receive a credit when the owner or developer applies to re-establish water service. This credit is only available if the Parcel was served by water (i.e. receiving a water bill) within the 5 years immediately preceding the request for re-establishing service. The credit is equal to the Fee in effect at the time of such application corresponding to the size of water meter which previously served the Parcel. By way of example, if a standard 3/4" residential meter previously served the Parcel, then the credit would be equal to the current Fee for a 3/4" residential meter. (However, the meter setting fee still applies.)

B. There is no Fee for fire service lines.

C. There is no Fee charged to a property owner who taps into an existing line belonging to such owner and utilizes only water flowing through the existing water meter serving the Parcel.

REGARDING FEES FOR SEWER SERVICE: A Parcel of land which was previously served by municipal sewer may receive a credit when the owner or developer applies to re-establish sewer service. This credit is only available if the Parcel was served by sewer within the 5 years immediately preceding the request for re-establishing service. The credit will be equal to the Fee in effect at the time of such application which corresponds to the sewer service which previously served the property.

City of Mount Holly
Action Agenda Item

To:	City Council	**Date:**	March 19, 2015
From:	Greg Beal, Planning Director	Meeting Date:	March 23, 2015

Agenda Item to be considered: **Discussion and approval regarding Application for Carolina Thread Trail grant for the Dutchman's Creek Greenway**

Will this require a public hearing? ☐ **YES** ☒ **NO**

Background/Purpose of Request: **Recently, we learned that the Carolina Thread Trail has received donations, totaling $66,000, dedicated to grants for Gaston County communities, which have adopted the Carolina Thread Trail Master Plan. The City of Mount Holly adopted this Master Plan in 2008, which was based on our Greenway Master Plan of 2007. In 2009, I completed a Construction Grant application for the Linear Park. After favorable review, the City was awarded $100,000 from the Carolina Thread Trail. These grant monies funded the entire construction of the concrete trail in the Linear Park from the intersection of NC 27 and Highland Street to the intersection of South Alexander Street and East Catawba Avenue. In 2014, the City, through Bob Cooke of USI, completed a feasibility study to extend our greenway system, which would connect the Linear Park to River Street Park. This was part of the investment pledged by CaroMont Health toward greenway construction. I presented updates for the Dutchman's Creek Greenway at this year's Council Retreat, after receiving the go-ahead from Council to conduct a feasibility study for this project in 2014.**

The feasibility study suggests placing the Dutchman's Creek Greenway on the existing sewer line easement, and it is important to note, that no permitting will be required (i.e. Duke Energy), outside the standard erosion control permit through NCDENR. The next step in the process will be to conduct surveys of the route and acquire the needed easements from the property owners.

After speaking with Thread Trail staff, the City proposes to request $20,000 in Construction Grant funding from the Carolina Thread Trail Board of Directors, which will cover the field surveys and associated work from USI on this trail segment. Please see the attached estimates for a more detailed breakdown of the costs. We fully expect that the additional construction costs will be covered by the pledge from CaroMont Health. Please note that the pledge was $500,000 over 5 years to the City from CaroMont Health through the Mount Holly Community Development Foundation; the City has received $300,000 thus far, and there is a possibility that we could receive the remaining pledge monies after July 1. However, this would have to be approved by CaroMont Health officials.

Below is the info from the Thread Trail on Construction Grants:

Objective: Complete construction drawings and build segments of the Carolina Thread Trail.

Grant Amount: Up to $150,000.

Elements of Process: Includes the construction of trail segments. To the extent not previously covered in a design process, site due diligence, permitting, construction budgeting and drawings, as well as actual construction costs, may be included.

Eligible Recipients: Local government agencies or non-profit entities.

Prerequisites: The trail segment being constructed must have been identified as the Carolina Thread Trail in an adopted master plan. Trail alignment and surface type must be identified, and all parcels must have been secured through acquisition, donation or easement.

Local Match Required: Local match requirements will be evaluated on a case by case basis. Applications are enhanced by the degree of additional funding from other public or private sources.

Fiscal Impact:

Will Item affect current budget	☐ YES	☐ NO	☒ N/A
Reviewed by Finance Director	☐ YES	☐ NO	☒ N/A
Preaudit Certification required	☐ YES	☐ NO	☒ N/A
Capital Project Ordinance required	☐ YES	☐ NO	☒ N/A
Budget Transfer required	☐ YES	☐ NO	☒ N/A
Total City Dollars:	*$*		
Budget Code			
Reviewed by City Attorney	☐ YES	☐ NO	☒ N/A

The first step in the process is to gain approval from City Council. Mark Jusko and I will also be working through the approved grant application procedures with the Finance Department, if Council chooses to move forward with this grant application process.

Manager/Staff Recommendation: Staff asks permission to apply for a $20,000 Construction Grant through the Carolina Thread Trail for the Dutchman's Creek Greenway. This will cover all of Task 1 costs and part of Task 2 costs in the attached estimate, and if this grant funding is awarded, it will further the monies for construction and design for the project, which CaroMont Health has pledged. We know that Cramerton and McAdenville will be applying for grant funding during this cycle, and therefore this will be a competing grant application. Grant applications are due on April 17th and funding awards will be announced on May 11th.

Result of City Council Decision:

Attachments: *Construction & Engineering Estimates from USI*
Map of Dutchman's Creek Greenway

CITY OF MOUNT HOLLY
CAROMONT GREENWAY
ENGINEERING FEE ESTIMATE (6/30/14)
Prepared by: USInfrastructure

Hourly Basis Fees	Sr. Project Manager	Senior Engineer	Design Engineer	ACAD Technician	Clerical	Subconsultant Fee	USI Total	Task Total
TASK #1 - Field Surveys								
- Survey Notification Letters & owners list		1	1		4		$482	$482
- Locate and mark ex. Utilites in field		1					$140	$140
- Surveys, mapping, research	1	1	2	2		$10,600	$1,690	$12,290
TASK #1 Totals	1	3	3	2	4	$10,600	$2,312	$12,912
Task #2 - Design								
- Preliminary Meeting, Estimates, Survey Scope, and Cc	2	6					$1,140	$1,140
- Field Verify Survey, Drainage, and Prelim. Layouts	2	8	16	16			$4,140	$4,140
- Plan/Profile Sheets (4 plan, profiles)	16	32	48	64			$16,320	$16,320
- Cover Sheet	1	1	2	4			$790	$790
- Details, Typical Sections, Notes	2	8	12	24			$4,420	$4,420
- Cross Sections (7 sheets)	4	14	28	56			$9,560	$9,560
- Erosion Control Calcs, Plans, Details, & Submittals	4	16	24	24			$6,920	$6,920
- NCDOT Encroachment	1	4		2	1		$933	$933
- 70% submittal and review meeting	4		6	8			$1,780	$1,780
- Incorporate Review Comments (City, NCDENR, etc.)	1	4		8			$1,350	$1,350
- Estimates & Quantities	2	8					$1,420	$1,420
TASK #2 Totals	39	101	136	206	1		$48,773	$48,773
Task #3 - Property Mapping								
- Property survey and recovery (18 parcels)						$2,800	$280	$3,080
- Plats (assume 9 @$650 ea.)	1	4		4		$5,850	$1,615	$7,465
TASK #3 Totals	1	4		4		$8,650	$1,895	$10,545
Task #4 - Bid Package								
- Prepare contract documents, special provisions, etc.	8	16			4		$3,692	$3,696
- Advertisement bid set, distribute to bidders	1	2		4	2		$876	$878
- Consultation during bid process, respond to contractors		4					$560	$560
- Attend Bid Opening & Review Bids	1	4			2		$836	$838
- Recommend Award	1	2			1		$493	$494
TASK #4 Totals	11	28		4	9		$6,457	$6,466
EXPENSES							$1,000	$1,000
ADDITIONAL SERVICES							$5,000	$5,000
Additional Services & Expense Totals							$6,000	$6,000
Totals	52	136	139	216	14	$19,250	$65,437	$84,696
Billing Rate	$150	$140	$90	$80	$63			

Notes:

Mileage	IRS Rate
Expenses	At Cost
Subconsultants	Cost + 10%

ATTACHMENT #3

Dutchmans Creek Greenway

Elm Street to River Street Park Property (3,000 LF +/-)

Opinion of Probable Construction Costs

Completed by USInfrastructure of Carolina, Inc. February 2014

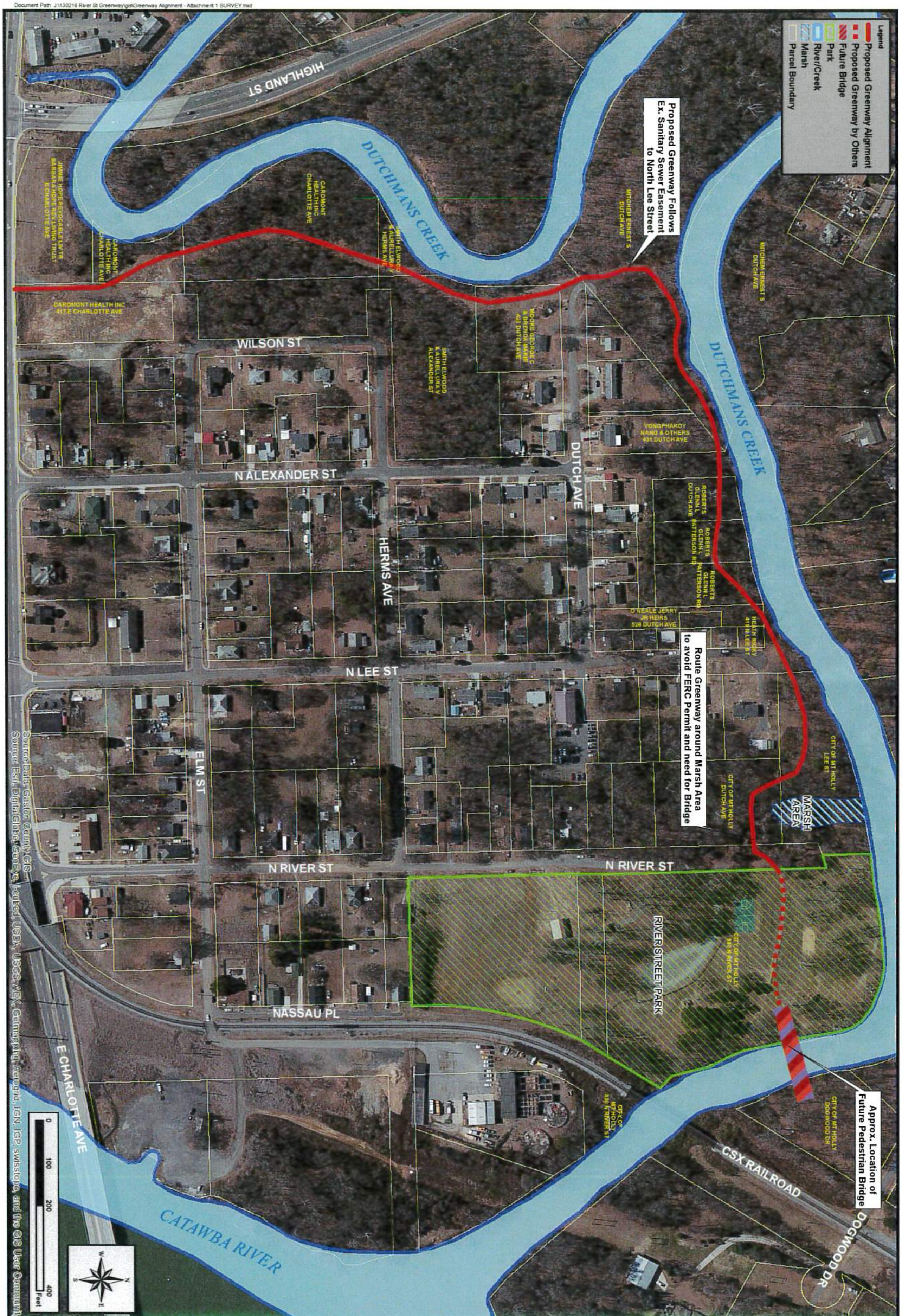
Section Code Numbers refer to the appropriate section of the 2012 Revised Standard Specifications of the North Carolina Department of Transportation. SP indicates a required special provision

Item No.	Sect. No.	Item Description	Quantity and Unit		Unit Price Bid Dollars	Amount Bid Dollars
		ROADWAY ITEMS				
1	800	Mobilization	1	LS	$8,000.00	$ 8,000.00
2	200	Clearing and Grubbing	1	LS	$15,000.00	$ 15,000.00
3	SP	Comprehensive Grading	1	LS	$45,000.00	$ 45,000.00
4	SP	Construction Staking	1	LS	$2,500.00	$ 2,500.00
5	226	Undercut Excavation	200	CY	$30.00	$ 6,000.00
6	300	Foundation Conditioning Material	20	TN	$30.00	$ 600.00
7	310	15" R.C. Pipe Culverts, Class III	90	LF	$35.00	$ 3,150.00
8	310	36" R.C. Pipe Culverts, Class III	40	LF	$90.00	$ 3,600.00
9	520	Aggregate Base Course	1,500	TN	$30.00	$ 45,000.00
10	610	Asphalt Concrete Surface Course, Type S9.5B	400	TN	$110.00	$ 44,000.00
11	838	Endwalls	7	CY	$750.00	$ 5,250.00
12	840	Masonry Drainage Structures	3	EA	$1,500.00	$ 4,500.00
13	840	Frame w/ Two Grates, Std. 840.16	3	EA	$500.00	$ 1,500.00
14	858	Adjustment of Manhole	3	EA	$500.00	$ 1,500.00
15	876	Filter Fabric	50	SY	$2.00	$ 100.00
16	876	Rip Rap, Class B	50	TN	$60.00	$ 3,000.00
17	1605	Temporary Silt Fence	3,000	LF	$3.00	$ 9,000.00
18	1631	Matting for Erosion Control	500	SY	$5.00	$ 2,500.00
19	SP	Fencing	500	LF	$20.00	$ 10,000.00
20	SP	Modular Retaining Wall	400	SF	$30.00	$ 12,000.00

Subtotal	$	222,200.00
Contingency 15%	$	33,330.00
Total Construction	$	255,530.00
Engineering Design & Survey 20%	$	51,106.00
Easement Acquistion 1,600 LF @ $10/FT	$	16,000.00
Legal at $1,000 per parcel	$	11,000.00
TOTAL PROJECT COST	$	333,636.00

Attachment 2

Document Path: J:\130216 River St Greenway\gis\Greenway Alignment - Attachment 1 SURVEY.mxd



Prepared For:

PRELIMINARY DUTCHMANS CREEK GREENWAY ALIGNMENT
Downtown Area to River Street Park - Attachment 1

Date: 6/11/2014

Prepared By:

City of Mount Holly
Action Agenda Item

To:	City Council	**Date:**	March 19, 2015
From:	Danny Jackson, City Manager	**Meeting Date:**	March 23, 2015

Agenda Item to be considered: ***Agenda Item #5 – Discussion of property acquisition***

Will this require a public hearing? ☐ **YES** ☒ **NO**

Background/Purpose of Request : ***If you all will recall, at this year's City Council Retreat I brought to your attention a request for property acquisition. The property is a vacant piece of land located along Dutchman's Creek and is a part of the Runnymeade Subdivision. The property is owned by Morehead Properties, Inc. The property owner has offered to donate the site to the City of Mount Holly. When we last discussed the site you all asked me to inquire as to if the property owner was aware of any environmental issues with the site. I did in fact make such inquiry and was informed that to their knowledge there were not any such issues. Obviously, we take their word as is but we would always have the option of an environmental assessment of our own. The owner would like for us to give them an answer regarding our interest. In my opinion we should highly consider acquiring the property, mainly because we already have a thirty (30) foot sewer easement on it and it would be in line with the future Dutchman's Creek Greenway Project. For further information you all can look at the enclosed map of the site.***

Fiscal Impact:			
Will Item affect current budget	☐ YES	☒ NO	☐ N/A
Reviewed by Finance Director	☐ YES	☒ NO	☐ N/A
Preaudit Certification required	☐ YES	☒ NO	☐ N/A
Capital Project Ordinance required	☐ YES	☒ NO	☐ N/A
Budget Transfer required	☐ YES	☒ NO	☐ N/A
Total City Dollars:	***$***		
Budget Code			
Reviewed by City Attorney	☐ YES	☐ NO	☒ N/A

Manager/Staff Recommendation: Motion to accept the offer to donate the mentioned site.

Result of City Council Decision:

Attachments: Aerial map of the subject site.


Moorehead Properties INC.
123007
Acreage: 5.24 acres
Total Value: $12,576
MADISONDR
Legend
Meck_I485
Roads
Roads
Primary Road / Interstate
NC 16
NC 27
NC 273
I 85
StreetCenterlines
Railroad
ParcelCAMA
Catawba_River
MtHolly_ETJ_Area
0.07
Miles