City of Lowell
Council Meeting Agenda

Tuesday, September 8, 2026, 6:00 PM
City Hall
101 W. First Street
Lowell, North Carolina 28098

1. General

1.A. Call To Order

1.B. Invocation / Pledge of Allegiance

1.C. Public Comments

1.D. Adoption of Agenda for this Meeting

2. Approval of Minutes

2.A. Approval of Minutes 08-11-2026

3. Special Presentation

3.A. Proclamation 06-2026 Recognizing Stormwater Awareness Week 2026

3.B. Resolution Recognizing September 2026 as National Preparedness Month
A resolution recognizing September 2026 as National Preparedness Month in the City of Lowell, encouraging residents, businesses, and community organizations to take practical steps to prepare for emergencies and expressing appreciation to the public servants, volunteers, and partner agencies who help keep the community safe and resilient.

3.C. Resolution Recognizing September 11, 2026, as Patriot Day and National Day of Service and Remembrance
A resolution recognizing September 11, 2026 — the twenty-fifth anniversary of the September 11, 2001 terrorist attacks — as Patriot Day and National Day of Service and Remembrance in the City of Lowell, honoring the victims, survivors, and first responders, and calling on residents to observe a moment of silence at 8:46 a.m. and to honor the day through service.

3.D. Resolution Recognizing September 14-20, 2026, as Finance and Accounting Appreciation Week
A resolution recognizing September 14-20, 2026, as Finance and Accounting Appreciation Week in the City of Lowell, honoring Finance Director Lisa Nolen and all City employees who support budgeting, accounting, payroll, purchasing, and utility billing functions.

3.E. Resolution Recognizing September 26, 2026, as Human Resource Professional Day
A resolution recognizing September 26, 2026, as Human Resource Professional Day in the City of Lowell, honoring Human Resources Director Cheryl Ramsey and all City employees who support personnel administration, employee benefits, training, and workplace development.

4. Consent Agenda

4.A. City Clerk/HR Director Report

4.B. Finance Report

4.C. Stormwater/Planning Report

4.D. Police Report

4.E. Parks and Recreation Report

4.F. Public Works Report

5. Unfinished Business

5.A. Approval of Classification and Pay Grade - Parks and Recreation

Approval of a Recreation Center Coordinator classification at Salary Grade 17 (hiring range $52,392-$66,800) and an updated Parks & Recreation Director position description, clarifying the division of responsibilities between the two roles within the Parks & Recreation Department.

6. New Business

6.A. Acceptance of Mayor's Resignation

Acceptance of the resignation of Mayor Larry Simonds, effective September 2, 2026.

6.B. Discussion of Process for Filling Vacancy in the Office of Mayor

Discussion led by the City Attorney explaining the legal process for filling the vacancy in the Office of Mayor created by the resignation of Mayor Larry Simonds, effective September 2, 2026, pursuant to N.C.G.S. Section 160A-63, including the Council's options and procedure for making an appointment for the remainder of the unexpired term. This item is for discussion only; no action is requested at this time.

6.C. Interlocal Agreement for Emergency Water Service with the Town of McAdenville

Interlocal Agreement between the City of Lowell and the Town of McAdenville establishing terms under which Lowell will provide emergency water service to McAdenville when McAdenville's own water system is inoperable, including billing rate, term, and maintenance responsibilities.

6.D. Resolution of Tentative Award - Rhyne Street Lift Station and Railroad Crossing

The City received sealed bids on August 27, 2026, for construction of the Rhyne Street Lift Station and Railroad Crossing portion of the Wastewater System Improvements Project, Project No. SRP-W-134-0287. The City's consulting engineer, Joel E. Wood & Associates, P.L.L.C., reviewed the bids and certified the bid tabulation, recommending tentative award to Two Brothers Utilities, L.L.C., the lowest responsive bidder, in the amount of $1,068,727.00. Because the project is being administered through the North Carolina Department of Environmental Quality, Division of Water Infrastructure, the City must receive State approval and Authority to Award before the construction contract may be executed.

6.E. Resolution Approving Interlocal Agreement for Telecommunications Dispatch and Public Safety Computer Support – Town of Ranlo

Consideration of a Resolution approving the Interlocal Agreement Providing for Telecommunications Dispatch and Public Safety Computer Support, adding the Town of Ranlo Police Department as a participating jurisdiction in the consolidated public safety telecommunications and computer support system operated with Gaston County and the City of Gastonia. Under the agreement, Ranlo will become a full user of the New World public safety system (radio maintenance not included) and will participate in the existing cost-sharing formula based primarily on supported users and devices, with costs reviewed annually and jurisdictions billed quarterly. Ranlo's allocation for FY 2026-27 is approximately $34,191.45. The agreement runs through June 30, 2027, with provisions for continuation consistent with the existing Master Agreement, and requires ratification by resolution of the governing board pursuant to N.C.G.S. Section 160A-461.

6.F. Consideration of Acceptance of Public Infrastructure – Lowell Woods Subdivision

True Homes has requested that the City of Lowell accept the public infrastructure associated with the Lowell Woods subdivision. This item has been placed on the agenda as a placeholder while staff completes the necessary engineering and legal closeout review. If the required developer request, closeout documentation, engineering inspection, and legal review are completed prior to the meeting, staff will present a Resolution Accepting the Public Infrastructure and Dedications for Lowell Woods for Council's consideration. If the requirements for acceptance have not been satisfied, staff will recommend that Council take no action and the matter will be brought back at a subsequent meeting. Under North Carolina law, City Council acceptance of subdivision infrastructure dedications requires action by resolution; approval of the original subdivision plat did not itself constitute City acceptance.

7. Reports / Discussions

7.A. City Manager Report

August 2026 report from the City Manager covering infrastructure projects, development and planning matters, regulatory and financial compliance, personnel transitions, and organizational improvements — including the McAdenville water/wastewater agreement, Rhyne Street lift station bids, Police Chief recruitment, and Harold Rankin Park planning.

7.B. City Attorney Report

7.C. Mayor and City Council General Discussion

8. Closed Session

9. Adjournment

9.A. Meeting Adjournment

Date Posted: September 4, 2026

City of Lowell

Regular City Council Meeting

A. Approval of Minutes 08-11-2026

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	Approval of Minutes Item: 2A.
Reference File	**Presented By**

To: Brad Guth, City Manager

From: Cheryl Ramsey, City Clerk/HR Director

Date:

Re:

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placeholder for info here...

Attachments

Regular City Council Meeting-08-11-2026-minutesDraft.pdf

**** The following document is a draft of the minutes and the not the official approved minutes ****

Minutes for the Regular City Council Meeting

101 W. First Street, Lowell, North Carolina 28098

August 11, 2026, 5:59 PM - August 11, 2026, 8:37 PM

Roll Call: *(The following members were in attendance)*

-
- **John Russell, Jr,** City Attorney
- **Travis Smith,** Councilmember
- **Thomas Gillespie,** Councilmember
- **Scott Bates,** Mayor Pro Temp
- **Larry Simonds,** Mayor
- **DeWayne Chitwood,** Councilmember

1. General

1.A. Call To Order

Mayor Simonds called the meeting to order at 6:00pm. Councilmember Robinson was absent and Councilmember Chitwood coming in at 6:20pm. City staff present were City Manager Brad Guth; City Attorney John Russell; Asst Police Chief Jeff Harrison, Police Captain Ross Hoffman, City of Lowell Police Officers and Sergeants, Finance Director Lisa Nolen, and City Clerk Cheryl Ramsey. A quorum was determined at the beginning of the meeting. The meeting was teleconferenced on YouTube for the public. The agenda and meeting materials were made public on the city's website and the agenda was made available for the meeting in person. Members of the public were also in attendance.

1.B. Invocation / Pledge of Allegiance

The Invocation was led by Councilmember Gillespie. He started with a rendition of Proverbs 14:38, then proceeded with the Invocation. The Pledge of Allegiance was led by Mayor Simonds.

1.C. Public Comments

No Public Comments.

1.D. Adoption of Agenda for this Meeting

The item was motioned To Adopt by Travis Smith and seconded by Thomas Gillespie with a passing result 3-0-1-0-2 Abstained by Larry Simonds Absent was DeWayne Chitwood, Shane Robinson

2. Approval of Minutes

The item was motioned To Approve by Scott Bates and seconded by Travis Smith with a passing result 3-0-1-0-2 Abstained by Larry Simonds Absent was DeWayne Chitwood, Shane Robinson

2.A. Approval of Minutes 07-14-2026

2.B. City Manager's June 24-July 9 Report

3. Special Presentation

3.A. Resolution 02-2026 Acknowledging and Celebrating the Threads of Freedom Mural

The Resolution was read by City Manager, Brad Guth. Rob Massey was also in the audience.

The item was motioned To Approve by Thomas Gillespie and seconded by Scott Bates with a passing result 3-0-1-0-2 Abstained by Larry Simonds Absent was DeWayne Chitwood, Shane Robinson

3.B. Resolution 03-2026 Acknowledging Service of Retired Chief of Police Carl Moore

Other municipality Police Officers were in attendance. Resolution was read by City Manager, Brad Guth. Mayor Simonds then gave Chief Moore $250. Chief Moore thanked his family, coworkers and City of Lowell during this time with the city. Mr. Guth read a message he prepared to Chief Carl Moore. Pictures were taken with the Chief and all the officers in attendance. Councilmembers Gillespie and Smith also spoke giving Chief Moore their appreciation.

The item was motioned To Approve by Scott Bates and seconded by Travis Smith with a passing result 3-0-1-0-2 Abstained by Larry Simonds Absent was DeWayne Chitwood, Shane Robinson

4. Consent Agenda

The item was motioned To Approve by Travis Smith and seconded by Thomas Gillespie with a passing result 3-0-1-0-2 Abstained by Larry Simonds Absent was DeWayne Chitwood, Shane Robinson

4.A. City Clerk/HR Director Report

4.B. Finance Report

4.C. Public Works Report

4.D. Planning/Stormwater

4.E. Parks and Recreation Report

4.F. Police Report

5. Unfinished Business

6. New Business

6.A. Presentation from Gaston County Tax Office Regarding New Tax Reappraisals in 2027

Presented by Chelsea Tarbush, Gaston County Tax Director. They provided general information about the tax reappraisals. Natalie Paysour, Reappraisal Administrator, gave the presentation (see attachment).

Councilmember Chitwood came in at 6:20pm

Mayor Simonds asked total value for county taxes. Ms. Tarbush didn't have that information with her. Mayor Simonds said there is a problem with the reevaluation with all the changes in the world. He complained about the County Commissioners being the dumbest people in the world for raising their tax rates. He complained about rising costs because of people moving down here from up north.

There were multiple people from the audience asking questions. Mayor Simonds did not ask them to go to the microphone or introduce themselves and therefore no names were given.

Mayor Simonds tried to tell the guests how to do the taxes properly and set a tax rate to operate this county and not do reappraisals. He began to break down Lowell taxes, how the small towns get railroaded when the county commissioners do the reappraisals, and the school systems. There was additional conversations with audience members. Ms. Tarbush suggested people go to Gastongov.com to get more information about their property. There will be a chance to ask more questions regarding tax reappraisals at the Lowell Community Center, 501 W 1st St, Lowell, NC on October 20, 2026 at 5pm.

6.B. Consideration of Budget Amendment #1 FY 2026-2027

Presented by Lisa Nolen. See Agenda packet.

The item was motioned To Approve by Travis Smith and seconded by DeWayne Chitwood with a passing result 4-0-0-0-0

6.C. Consideration of Budget Amendment #2 FY 2026-2027

Presented by Lisa Nolen. See agenda packet.

The item was motioned To Approve by DeWayne Chitwood and seconded by Travis Smith with a failed result 0-0-0-0-0

6.D. Draft Emergency Water Interlocal Agreement with McAdenville – Council Negotiating Direction

Presented by Brad Guth. He stated that he went back to McAdenville at council's request, because McAdenville wanted us to sell water to them at our wholesale rate and Lowell council felt it should be more than that. Mayor Simonds interrupted and said they should pay what everyone else pays, especially since they are on the outside. Councilmember Chitwood asked the mayor to let Mr. Guth continue. Mr. Guth said he discussed with them to pay a 25% distribution factor to recoup the city's cost which sold the water to them $5.28 per 1,000 gallons. The wholesale rate is about $4.22, so about 25% more. He said a couple more things council was concerned about in this process was defining the emergency, to know when they would be able to get water from the city, and McAdenville's assignment of the contract. This is not a typical process but McAdenvilled asked due to their interest on if they ever go with Two Rivers for their water service.

Mayor Simonds said that's what they do is keep going and going until they go to Two Rivers. He asked what does the city charge everyone else on the outside? He said the answer is twice as much. He asked where the meter is going to be and what they are going to use. Councilmember Smith said he looked into this and agrees with the 25% increase but that Lowell's side of the meter will be locked and only the City of Lowell will have a key to that lock. He said this is only for emergency use. He said Public Works would be the ones to unlock that meter and McAdenville would only be paying for water that runs through the city's meter. Mayor Simonds said the city charges people on Oakland more than that. Councilmember Smith said this was for emergencies only. Mayor Simonds said that didn't' matter.

Councilmember Smith asked Mr. Guth if he found out what Gastonia's percentage was going to be for emergency use for Lowell. Mr. Guth said no. Mayor Simonds said again they should pay what everyone else pays or twice as much. He asked Mrs. Nolen if the outside people pay twice as much. She didn't think it was that much but didn't have the rate sheet in front of her to confirm.

Mayor Simonds recommends that McAdenville pays what other people on the outside pay. There was some back in forth with Mayor Simonds and Councilmember Smith about the betterments of the bridge in Lowe that McAdenville will be paying. Mayor Simonds then asked Mr. Guth how he came up with 25%? Mr. Guth said it started off with McAdenville just wanted Lowell to be a pass through then the city looked at what the costs would be. Mayor Simonds said he is concerned about the rate. Councilmember Smith said there is a very high chance that this meter will never be used and is simply for emergencies. They two continued to discuss the rates. With the raising of voices, Councilmember Chitwood asked the mayor to calm down again before he is ejected. He asked Mr. Russell to look into a resolution for that.

Councilmember Smith said this is not something that has to be voted on tonight. Mr. Guth said there are still conversations between Lowell and McAdenville. Councilmember Smith said he would like a follow up when Mr. Russell gets the final agreement to discuss further. Mr. Guth said he would look into what other cities are charging in these types of interlocal agreements. Councilmember Smith said yes. Councilmember Chitwood said he would like to start at charging 33%. Mayor Simonds again said to have them pay what the city is charging everyone else.

Councilmember Smith asked to have it specified that there will be a lock on the meter, where only Lowell has access to and to know the odds of McAdenville actually having to use it. Mayor Simonds continued to complain about this and the Lowell Elementary school usage.

6.E. Internal Control Policy for Federal and State Grants – Adoption

Presented by Brad Guth. He said this a policy DEQ asked the city to pass to have the proper verbiage regarding ethics and other internal controls. Mayor Simonds began talking about a brownfield behind Councilmember Chitwood's home and asked if it is taxed as a brownfield or commercial property. He asked Mr. Guth to find out and report back to the next council meeting. Councilmember Chitwood stated that this was irrelevant to the topic at hand. The meeting continued.

The item was motioned To Adopt by Travis Smith and seconded by DeWayne Chitwood with a passing result 4-0-0-0-0

6.F. Renewal of On-Call Engineering Services Contracts

Presented by Brad Guth. He stated this renewal will extend the professional engineering support for all the capital projects, utility improvements, development review, and general municipal engineering needs. He said there are eight or nine in the packet for review. He would like council to authorize Mr. Russell and himself to renew agreements.

Under discussion, Mayor Simonds asked who was engineering what is going on on Spencer Mountain Rd. Mr. Guth said Withers Ravenel. They discussed this further. Ultimately Mr. Russell said the Withers contract expired in July and they need the contract renewed because additional work needs to be done. Mayor Simonds asked how much have we spent down there. Mr. Guth said he didn't know but is currently working on that report to provide to him and council. Mayor Simonds began to complain about not having the information, letting newspapers know when streets are stopped and

detours, and keeping people informed. Councilmember Chitwood asked Mayor Simonds to stay on topic. Mayor Simonds said he is.

The item was motioned To Adopt by Thomas Gillespie and seconded by Scott Bates with a passing result 4-0-0-0-0

6.G. Approval of Classification and Pay Grade – Recreation Center Manager

Presented by Brad Guth. Please see agenda packet for details. Mayor Simonds said he hopes this is a joke. He said we need three policemen not anyone else in Recreation. That they didn't need anymore help and to turn it over to the YMCA. He said the city should get out of the recreation business. He then began to complain about the cost of the recreation center and leaks in bathrooms. Councilmember Smith said he'd like to thank Parks and Rec for all they do and asked what the current salary for the Parks and Recreation Director is. Mr. Guth said this was not for the Director but for the Rec Center Manager that has already been budgeted for.

Mayor Simonds asked how many total employees will be in that department. Mr. Guth said two full time and two part time. Mayor Simonds said "we've got to come to our senses. This is getting so far out of hand, it's unbelievable. We can not keep throwing away money." He said we don't need to furnish money for people who don't live in Lowell. Councilmember Smith said this was discussed for three to four months during the budget meetings and the decision that council came down to.

Councilmember Smith started to make a motion and Councilmember Chitwood said he wanted to make a statement but told Councilmember Smith to continue his motion. There was no second and the mayor quickly attempted to move on. Mr. Russell stated that Councilmember Chitwood wanted to make a statement. Mayor Simonds began to holler at Mr. Russell that there was no second, so he doesn't get to go into discussion. Mayor Pro Tem Bates and Councilmember Chitwood asked him to stop hollering and calm down. They continued to argue. Councilmember Smith asked Councilmember Chitwood to make his statement. Councilmember Chitwood said this job doesn't need to be a management position but that it needs to be to under the Director. He said the way he reads the description sounded like what the Director is currently doing. He said it should be a Director, a full-time person under the Director and the two part timers. Mr. Guth asked if he would like to make another motion. Councilmember Chitwood said he understands this position will not only be opening and closing the doors but disagreed with the title of Manager. Councilmember Smith asked if this issue was the title or the pay because the pay is what was discussed and agreed on in the budget meetings. Councilmember Chitwood said he thought the pay was around $50k but again not the title of manager just a full time person.

Mr. Guth suggested to come back because the purpose of the agenda item was to be a grade 17. City Clerk, Cheryl Ramsey, said she thought the issue was just the title and not the grade and wanted confirmation. Councilmember Chitwood said if the salary grade is 17 and that is the amount of pay then that's fine, but no title and work under the Director. The Clerk said the position would need "a" title, it just doesn't have to be a manager. Mr. Guth suggested to come back at the September meeting once he addresses their concerns.

7. Reports / Discussions

7.A. City Manager Report

1. WWTP discussions with operator and engineering firm to discuss different design aspect of the facility along with Joel Woods. One thing he said he noticed that is different than before is that the twin plant is not quite a twin but one is smaller than the other according to the engineers with the current plant at 600k and the new one to be around 300k. He said they will work with the engineers and WWTP operators as well as look at the funding opportunities

with the State. Mayor Simonds asked how much has been spent so far. Mr. Guth did not know. Mayor Simonds asked him to find out.

2. Rhyne-Oaks Lift Station Project-had initial bid meeting with six contractors come and the bid opening is next week.
3. Harold-Rankin Park - still working with the engineering firm. It was discussed to move the splash pad up towards the street by to not have as much underground infrastructure costs for it and save some money moving the ball field fences
4. Development Projects - still working with Spencer Ridge
5. Police Department - the mayor had asked to have the awning pressure washed and that has been completed. He said the replacement of the sidewalk is in process. The Police Chief and the Public Works Director is in talks about painting inside. Mayor Simonds said he also wants a phone in lobby for people to come in and get some help where Gaston County can notify Lowell officers if needed. He said he also wanted the trees looked at on all the streets and issues around the city.

7.B. City Attorney Report

Nothing to report.

7.C. Mayor and City Council General Discussion

1. Councilmember Chitwood thanked everyone for coming out and apologized for being late
2. Councilmember Smith thanked the citizens for coming out and the County for coming to explain the reappraisal process to the citizens. He also thanked all of staff
3. Councilmember Gillespie thanked the citizens for coming out. He mentioned that some citizens had asked him about a blood drive. He said that Andrea Nixon, Parks and Rec Director said the city doesn't have a blood drive scheduled at the moment, but the last one was held on April 9, 2026. He said she stated that she usually schedules a couple throughout the year with the Blood Connection. She has been contacted by the Masonic Lodge to partner on an upcoming event in November. Lastly, he thanked the LCC members for being participants in the 250 year celebration parade in Dallas, NC.
4. Mayor Simonds said Mr. Guth has only been here a month but has employees out here doing two jobs and trying to increase a budget for another position. He said the person doing "zoning and water run-offs" is only making $65k a year and should be making at least $80-85k. He said council needs to keep people working here and wants to see that on the next agenda. He said the city is lucky to have the person in line to be the new Chief and should promote from within and need police on the street. He asked why can't the Asst be the Chief now. Mayor Pro Tem Bates said the Chief is not retiring until Sept 1st. Mayor Simonds said his opinion is for Asst. Police Chief Harrison to be the Chief. He thanked everyone for coming and for Mr. Guth to get this place straightened out.

8. Closed Session

8.A. Closed Session – Personnel Matter and Real Property Negotiation

Mayor Simonds left the meeting at 6:58pm.

The item was motioned Convene into Closed Session by DeWayne Chitwood and seconded by Thomas Gillespie with a passing result 4-0-1-0-1 Abstained by Larry Simonds Absent was Shane Robinson

To go into Closed Session to discuss Personnel Matter and Real Property Negotiation pursuant to G.S. 143-318.11(a)(5) and (a)(6).
The item was motioned ReConvene into Regular Session by Scott Bates and seconded by Travis Smith with a passing result 4-0-0-0-2 Absent was Shane Robinson, Larry Simonds

8.B. Approval of February 10, 2026 Closed Session Minutes

Motion and vote made in Closed Session.

The item was motioned To Approve by DeWayne Chitwood and seconded by Travis Smith with a passing result 4-0-0-0-2 Absent was Shane Robinson, Larry Simonds

8.C. Approval of May 18, 2026 Closed Session Minutes

Motion and vote made in Closed Session.

The item was motioned To Approve by Travis Smith and seconded by Scott Bates with a passing result 4-0-0-0-2 Absent was Shane Robinson, Larry Simonds

8.D. Approval of May 28, 2026 Closed Session Minutes

To be approved at next Closed Session with corrections on motions.

8.E. Approval of June 4, 2026 Closed Session Minutes

To be approved at next Closed Session with corrections on motions.

9. Adjournment

9.A. Meeting Adjournment

There were no actions made during Open Session.

The item was motioned To Adjourn by DeWayne Chitwood and seconded by Travis Smith with a passing result 4-0-0-0-2 Absent was Shane Robinson, Larry Simonds

City of Lowell

Regular City Council Meeting

A. Proclamation 06-2026 Recognizing Stormwater Awareness Week 2026

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	Special Presentation Item: 3A.
Reference File	**Presented By**

To: Brad Guth, City Manager

From: Cheryl Ramsey, City Clerk/HR Director

Date:

Re:

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Attachments

PR 06-2026 - Recognizing Stormwater Awareness Week.pdf

PROCLAMATION

Stormwater Awareness Week
Proclamation 06-2026

WHEREAS, the City of Lowell, NC is proud of its rich history and is committed to a sustainable future for all its citizens; and

WHEREAS, polluted stormwater runoff discharged into rivers, lakes, streams, and other waterways can result in the death of wildlife, destruction of vital ecosystems, contamination of drinking water resources, and disruption of recreational activity, threatening public health; and

WHEREAS, the Clean Water Act of 1972 prohibits the discharge of any pollutant to navigable waters of the United States, unless authorized by the Environmental Protection Agency; and

WHEREAS, increased runoff from development is the primary source of pollution in the South Fork River; and

WHEREAS, the South Fork River is an invaluable natural resource, which provides the citizens of Lowell recreational opportunities and economic growth; and

WHEREAS, the City of Lowell, NC is committed to protecting water quality, and managing growth in an environmentally conscious way;

NOW, THEREFORE, I, Larry Simonds, Mayor of the City of Lowell, on behalf of the City of Lowell City Council, hereby proclaim the week of SEPTEMBER 21-25, 2026, as Stormwater Awareness Week and call this week to the attention of all citizens.

This, the 15th day of September 2026.

_____
Larry Simonds, Mayor

ATTEST:

_____
Cheryl Ramsey, City Clerk PR#06-2026

City of Lowell

Regular City Council Meeting

B. Resolution Recognizing September 2026 as National Preparedness Month

A resolution recognizing September 2026 as National Preparedness Month in the City of Lowell, encouraging residents, businesses, and community organizations to take practical steps to prepare for emergencies and expressing appreciation to the public servants, volunteers, and partner agencies who help keep the community safe and resilient.

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	Special Presentation Item: 3B.
Reference File	**Presented By**
	Brad J. Guth, City Manager

To: Mayor and City Council

From: Brad Guth, City Manager

Date: September 8, 2026

Re: Resolution Recognizing September 2026 as National Preparedness Month

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RESOLUTION NO. ___

A RESOLUTION RECOGNIZING SEPTEMBER 2026 AS NATIONAL PREPAREDNESS MONTH IN THE CITY OF LOWELL, NORTH CAROLINA

WHEREAS, emergencies and disasters, including severe weather, flooding, tropical systems, power outages, fire, hazardous-material incidents, and other hazards, may occur with little warning and can affect the safety, health, property, and well-being of Lowell residents, businesses, visitors, and municipal employees; and

WHEREAS, effective preparedness by individuals, families, businesses, community organizations, and governments helps protect lives, reduce property damage, preserve continuity of essential services, and strengthen the community's capacity to respond to and recover from emergencies; and

WHEREAS, the City of Lowell works in coordination with Gaston County Emergency Management, public-safety agencies, public works and utility personnel, neighboring jurisdictions, community partners, and residents to prepare for, respond to, and recover from emergencies; and

WHEREAS, the City recognizes the essential service of its police, fire, public works, water and wastewater, stormwater, administrative, and other personnel who contribute to the safety, continuity, and resilience of the Lowell community; and

WHEREAS, National Preparedness Month provides an opportunity to encourage all persons who live, work, conduct business, or visit within the City of Lowell to take practical steps to prepare for emergencies, including developing a household emergency plan, assembling emergency supplies, monitoring reliable official information, understanding local risks, and checking on neighbors who may need additional assistance; and

WHEREAS, preparedness is a shared responsibility, and a prepared community is better positioned to withstand emergencies and resume normal activities following an incident.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell, North Carolina, that:

The City Council hereby recognizes September 2026 as National Preparedness Month in the City of Lowell.

The City Council encourages all Lowell residents, businesses, institutions, and community organizations to take reasonable preparedness measures appropriate to their households, facilities, operations, and individual needs.

The City Council encourages residents to remain informed through reliable official sources; maintain an emergency plan and basic emergency supplies; prepare for possible severe weather, flooding, and power outages; and support neighbors, particularly older adults, persons with disabilities, families with young children, and others who may require assistance during an emergency.

The City Council encourages residents to follow directions from authorized emergency officials during an emergency, including evacuation, sheltering, road-closure, and other public-safety instructions.

The City Council requests that City staff, as resources allow, use City communications channels during September 2026 to share preparedness information, emergency-contact resources, severe-weather safety guidance, and updates from Gaston County Emergency Management and other official emergency partners.

The City Council expresses its appreciation to the public servants, volunteers, partner agencies, nonprofit organizations, and residents whose planning, service, cooperation, and care for others help make the City of Lowell safer and more resilient.

ADOPTED this the ___ day of September, 2026, by the City Council of the City of Lowell, North Carolina.

CITY OF LOWELL, NORTH CAROLINA

Mayor

ATTEST:

City Clerk

C. Resolution Recognizing September 11, 2026, as Patriot Day and National Day of Service and Remembrance

A resolution recognizing September 11, 2026 — the twenty-fifth anniversary of the September 11, 2001 terrorist attacks — as Patriot Day and National Day of Service and Remembrance in the City of Lowell, honoring the victims, survivors, and first responders, and calling on residents to observe a moment of silence at 8:46 a.m. and to honor the day through service.

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	Special Presentation Item: 3C.
Reference File	**Presented By**
	Brad J. Guth, City Manager

To: Mayor and City Council

From: Brad Guth, City Manager

Date: September 8, 2026

Re: Resolution Recognizing September 11, 2026, as Patriot Day and National Day of Service and Remembrance

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RESOLUTION NO. ___

A RESOLUTION RECOGNIZING SEPTEMBER 11, 2026, AS PATRIOT DAY AND NATIONAL DAY OF SERVICE AND REMEMBRANCE IN THE CITY OF LOWELL, NORTH CAROLINA

WHEREAS, on September 11, 2001, the United States of America suffered terrorist attacks that claimed the lives of thousands of innocent people in New York, Pennsylvania, and Virginia, and forever affected survivors, families, first responders, service members, and communities throughout the nation; and

WHEREAS, the Congress of the United States designated September 11 of each year as Patriot Day to honor and remember those who lost their lives as a result of the terrorist attacks of September 11, 2001; and

WHEREAS, the Congress of the United States also designated September 11 as the National Day of Service and Remembrance, encouraging Americans to honor those affected by the attacks through service to their neighbors and communities; and

WHEREAS, September 11, 2026, marks the twenty-fifth anniversary of the attacks of September 11, 2001, and provides a solemn opportunity for reflection, unity, remembrance, gratitude, and service; and

WHEREAS, the City of Lowell honors the victims of the attacks; the survivors and families who carry their memory; the police officers, firefighters, emergency medical personnel, dispatchers, military personnel, volunteers, and other public servants who responded with courage and compassion; and all who have continued to serve their communities and nation in the years since; and

WHEREAS, the City of Lowell recognizes and appreciates its own first responders, dispatchers, public works personnel, utility personnel, municipal employees, volunteers, mutual-aid partners, veterans, and service members whose daily work and service help protect the safety, welfare, and resilience of the community; and

WHEREAS, remembrance is strengthened when joined with service, compassion, and care for one another.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell, North Carolina, that:

The City Council hereby recognizes September 11, 2026, as Patriot Day and National Day of Service and Remembrance in the City of Lowell.

The City Council calls upon residents, businesses, civic organizations, faith communities, and community partners to join in remembering the victims, survivors, families, and responders affected by the terrorist attacks of September 11, 2001.

The City Council encourages all members of the Lowell community to observe a moment of silence at 8:46 a.m. Eastern Daylight Time on September 11, 2026, in memory of those who lost their lives and in recognition of the courage and sacrifice shown that day and thereafter.

The City Council encourages residents to honor this day through acts of service, volunteerism, neighborly assistance, and support for first responders, veterans, military families, and organizations serving persons in need.

The City Council expresses its enduring gratitude to first responders, dispatchers, service members, veterans, volunteers, public servants, and all individuals who work to protect life, preserve peace, and strengthen the City of Lowell and the nation.

The City Clerk is directed to retain this resolution in the official records of the City of Lowell.

ADOPTED this the ___ day of September, 2026, by the City Council of the City of Lowell, North Carolina.

CITY OF LOWELL, NORTH CAROLINA

Mayor

ATTEST:

City Clerk

D. Resolution Recognizing September 14-20, 2026, as Finance and Accounting Appreciation Week

A resolution recognizing September 14-20, 2026, as Finance and Accounting Appreciation Week in the City of Lowell, honoring Finance Director Lisa Nolen and all City employees who support budgeting, accounting, payroll, purchasing, and utility billing functions.

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	Special Presentation Item: 3D.
Reference File	**Presented By**
	Lisa Nolen, Finance Director

To: Mayor and City Council

From: Brad Guth, City Manager

Date: September 8, 2026

Re: Resolution Recognizing September 14-20, 2026, as Finance and Accounting Appreciation Week

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RESOLUTION NO. ___

A RESOLUTION RECOGNIZING SEPTEMBER 14-20, 2026, AS FINANCE AND ACCOUNTING APPRECIATION WEEK IN THE CITY OF LOWELL, NORTH CAROLINA

WHEREAS, sound financial stewardship is essential to maintaining public trust, preserving the City's fiscal stability, supporting quality municipal services, and advancing the long-term well-being of the City of Lowell; and

WHEREAS, the City's finance and accounting functions include budget development and administration; accounting and financial reporting; cash and debt management; purchasing and accounts payable; utility billing and collections; payroll; grant and project financial administration; audit coordination; compliance reporting; internal controls; and other responsibilities necessary to the effective and transparent operation of municipal government; and

WHEREAS, finance and accounting professionals provide careful, accurate, timely, and ethical work that enables the City Council, City Manager, department directors, employees, residents, businesses, auditors, state and federal agencies, and other stakeholders to make informed decisions and maintain confidence in the City's stewardship of public resources; and

WHEREAS, the work of finance, payroll, purchasing, billing, accounts payable, and budget personnel is frequently performed behind the scenes, yet directly supports every City department and service, including public safety, streets, parks and recreation, water and wastewater, stormwater, planning and development, administration, and public works; and

WHEREAS, Finance and Accounting Appreciation Week provides an opportunity to acknowledge the knowledge, professionalism, integrity, diligence, and service of those employees and professionals who help ensure that public funds are received, safeguarded, accounted for, and expended in accordance with applicable laws, policies, and the priorities established by the City Council; and

WHEREAS, the City Council recognizes that responsible fiscal management is a shared commitment and that the contributions of finance and accounting professionals are fundamental to the City's ability to serve its residents effectively.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell, North Carolina, that:

The City Council hereby recognizes September 14-20, 2026, as Finance and Accounting Appreciation Week in the City of Lowell, North Carolina.

The City Council expresses its sincere appreciation to Lisa Nolen, Finance Director, for her professionalism, accuracy, integrity, dedication, and service in supporting responsible stewardship of the City of Lowell's public funds, and to all City employees who assist with finance, accounting, payroll, purchasing, utility billing, accounts payable, budget, and related administrative functions.

The City Council recognizes the important contributions of finance and accounting personnel in supporting budget development, fiscal accountability, internal controls, regulatory compliance, timely reporting, audit readiness, efficient purchasing, accurate employee compensation, utility billing, and the delivery of essential City services.

The City Council encourages all City departments and employees to recognize the role that finance and accounting personnel play in supporting effective municipal operations and to continue working collaboratively to maintain sound financial practices, clear communication, and public accountability.

The City Council directs that this resolution be entered into the official records of the City of Lowell and that appropriate recognition of Finance and Accounting Appreciation Week be shared through City communication channels, as resources allow.

ADOPTED this the ___ day of September, 2026, by the City Council of the City of Lowell, North Carolina.

CITY OF LOWELL, NORTH CAROLINA

Mayor

ATTEST:

City Clerk

City of Lowell

Regular City Council Meeting

E. Resolution Recognizing September 26, 2026, as Human Resource Professional Day

A resolution recognizing September 26, 2026, as Human Resource Professional Day in the City of Lowell, honoring Human Resources Director Cheryl Ramsey and all City employees who support personnel administration, employee benefits, training, and workplace development.

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	Special Presentation Item: 3E.
Reference File	**Presented By**
	Cheryl Ramsey, Human Resources Director

To: Mayor and City Council

From: Brad Guth, City Manager

Date: September 8, 2026

Re: Resolution Recognizing September 26, 2026, as Human Resource Professional Day

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RESOLUTION NO. ___

A RESOLUTION RECOGNIZING SEPTEMBER 26, 2026, AS HUMAN RESOURCE PROFESSIONAL DAY IN THE CITY OF LOWELL, NORTH CAROLINA

WHEREAS, the employees of the City of Lowell are among the City's most important assets and are essential to the delivery of responsive, effective, ethical, and high-quality public services to the community; and

WHEREAS, human resource professionals support the City's workforce by assisting with recruitment and selection, onboarding, classification and compensation, benefits administration, employee records, training and professional development, performance management, workplace safety, employee relations, policy administration, regulatory compliance, and other services that promote a capable, stable, and engaged municipal workforce; and

WHEREAS, human resource professionals help advance a workplace culture grounded in fairness, dignity, respect, accountability, professionalism, inclusion, and care for the well-being and development of City employees; and

WHEREAS, the work of human resource professionals requires sound judgment, confidentiality, empathy, knowledge of applicable employment laws and policies, careful attention to detail, and a continuing commitment to balancing the needs of employees, supervisors, departments, and the public organization they serve; and

WHEREAS, the City Council recognizes that strong human-resource practices support employee retention, operational continuity, leadership development, risk management, organizational effectiveness, and the City's ability to recruit and retain talented public servants; and

WHEREAS, Human Resource Professional Day provides a meaningful opportunity to acknowledge the valuable work of those who help the City attract, support, develop, and retain employees dedicated to serving the Lowell community.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell, North Carolina, that:

The City Council hereby recognizes September 26, 2026, as Human Resource Professional Day in the City of Lowell, North Carolina.

The City Council expresses its sincere appreciation to Cheryl Ramsey, Human Resources Director, for her professionalism, discretion, empathy, diligence, and commitment to supporting the City of Lowell's employees and maintaining sound personnel practices, and to all City employees who assist with personnel administration, employee benefits, payroll coordination, training, workplace safety, and organizational development.

The City Council recognizes the important role human resource professionals play in recruiting and retaining qualified employees; administering fair and consistent personnel practices; supporting employee growth and well-being; maintaining compliance with employment laws and policies; and fostering a positive, professional, and service-oriented workplace culture.

The City Council encourages City employees and departments to recognize the contributions of human resource professionals and to continue working collaboratively to maintain a respectful, supportive, accountable, and high-performing workplace.

The City Council directs that this resolution be entered into the official records of the City of Lowell and that appropriate recognition of Human Resource Professional Day be shared through City communication channels, as resources allow.

ADOPTED this the ___ day of September, 2026, by the City Council of the City of Lowell, North Carolina.

CITY OF LOWELL, NORTH CAROLINA

Mayor

ATTEST:

City Clerk

City of Lowell

Regular City Council Meeting

A. City Clerk/HR Director Report

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	Consent Agenda Item: 4A.
Reference File	**Presented By**

To: Brad Guth, City Manager

From: Cheryl Ramsey, City Clerk/HR Director

Date: 9-1-25

Re: City Clerk/HR Director report

City Clerk:

- *Complete previous month minutes*
- *Add/take off items (events, holidays) on website*
- *Post August council meeting on YouTube to website*
- *Post Addendum to WWTP bid for Aug 27 (original was Aug 18)*
- *Attend WWTP bid opening on Aug 27*
- *Answer multiple FOIA requests, working with the attorney for one and Design Tech for another. Answered others or gave to other employees to complete*

HR Director:

- *Payroll for both bi-weekly and monthly*
- *Pay Federal and State taxes*
- *Pay Empower*
- *Pay Orbit*
- *Pay Mutual of Omaha bill*
- *Post Police Chief position to website/NCLM/GBA/NC Justice Academy*
- *Post Streets (Public Works) position*
- *Post PT Athletic Coordinator position*
- *Send rejection emails to applicants for Water/Sewer position*
- *Send acknowledgment emails to applicants*
- *Prepare and send offer letter to applicant for Water/Sewer position*
- *Prepare exit process for Streets employee*
- *Run background check on new Water/Sewer employee and prepare for the start date*
- *Work on Workers Comp claim to NCLM*
- *Meet with NCLM team regarding Risk Management*
- *Attend Bid Opening and provide copies of bid tabulations*
- *Set up meeting for Empower to meet with employees about retirement (attended as well)*

- *Attend monthly Safety meeting*
- *Attend monthly safety check in building*
- *Attend monthly Department Head meeting*
- *Research on payroll grade scales*
- *Work on changes to insurance policy*
- *Continue to work on Workers Comp Survey*
- *Help Utility Billing as necessary*

City of Lowell

Regular City Council Meeting

B. Finance Report

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	Consent Agenda Item: 4B.
Reference File	**Presented By**

To: Brad Guth, City Manager

From: Lisa Nolen, Finance Director

Date: September 1, 2026

Re: Finance Report

Utility Billing Support

- Verified the accuracy of Utility Billing deposits using supporting documentation provided by Utility Billing staff and delivered deposits to the bank.
- Participated in implementation meetings, training calls, and email correspondence related to the Utility Billing conversion and BMS Pay.

Finance Responsibilities

- Posted revenue vouchers, claims, and journal vouchers and issued purchase orders.
- Completed allocation spreadsheets for claims, coded invoices to the appropriate expenditure accounts, processed vendor payments, printed checks, obtained required approvals and signatures, transmitted the Positive Pay file to the bank, and prepared and mailed vendor payments.
- Participated in ongoing training and support related to Black Mountain Software.
- Provided a copy of the Lowell Elementary utility bill to John Elms at Gaston County.
- Reviewed employee timecards and payroll for accuracy and communicated identified discrepancies for review and correction.
- Researched discrepancies in payroll liabilities for FY 2025–2026.
- With assistance from a temporary employee, substantially completed FY 2025–2026 transactions and reconciliations. A few remaining items are being finalized, after which the information will be ready to provide to the auditor for the annual audit.
- Compiled and provided information in response to a public records request.
- Completed the reconciliation of invoices and payments for the SRP-W-134-0287 Grant.
- Reviewed credit card transactions and posted the applicable transactions to the general ledger.
- Completed purchase requisitions for purchases at the Wastewater Treatment Plant.
- Provided staff with the information required under the Fiscal Policy to complete purchase requisitions needed for invoice processing and payment.

Meetings, Training, and Other Activities

- Participated in the Leadership Team Meeting.

- Attended a required working lunch meeting called by the City Manager.

Attachments

07.31.2026 DASHBOARD.pdf

City of Lowell, North Carolina
FY 2027 Revenue Dashboard
7/31/2026

Type	Budget	YTD thru 07/31/2026	Budget Remaining	Percent Remaining	Percent of FY27 Remaining
		Funds			
General Fund	4,583,370.00	215,966.48	4,367,403.52	95%	92%
Powell Bill Fund	145,000.00	1,366.15	143,633.85	99%	92%
Water/Sewer Fund	2,065,750.00	181,611.67	1,884,138.33	91%	92%
Stormwater Fund	308,000.00	26,134.02	281,865.98	92%	92%
Total	**7,102,120.00**	**425,078.32**	**6,677,041.68**	**94%**	**92%**

Notes:

City of Lowell, North Carolina
FY 2027 Expenditure Dashboard
7/31/2026

Department	Budget	YTD thru 07/31/2026	Budget Remaining	Percent Remaining	Percent of FY27 Remaining
		General Fund			
Administration	1,796,465.00	123,017.91	1,673,447.09	93%	92%
Public Safety	1,536,650.00	170,146.48	1,366,503.52	89%	92%
Public Works-Streets	415,450.00	40,432.83	375,017.17	90%	92%
Sanitation	399,250.00	49,185.81	350,064.19	88%	92%
Parks & Rec	423,055.00	55,358.40	367,696.60	87%	92%
Community Center	12,500.00	1,012.31	11,487.69	92%	92%
Total	**4,583,370.00**	**439,153.74**	**4,144,216.26**	**90%**	**92%**
		Powell Bill Fund			
Powell Bill	145,000.00	1,250.00	143,750.00	99%	92%
Total	**145,000.00**	**1,250.00**	**143,750.00**	**99%**	**92%**
		Water/Sewer Fund			
Water/Sewer	1,644,750.00	155,962.09	1,488,787.91	91%	92%
Wastewater Treatment	421,000.00	30,260.62	390,739.38	93%	92%
Total	**2,065,750.00**	**186,222.71**	**1,879,527.29**	**91%**	**92%**
		Stormwater Fund			
Stormwater	308,000.00	27,935.72	280,064.28	91%	92%
Total	**308,000.00**	**27,935.72**	**280,064.28**	**91%**	**92%**

Notes:

City of Lowell

Regular City Council Meeting

C. Stormwater/Planning Report

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	Consent Agenda Item: 4C.
Reference File	**Presented By**

To: Brad Guth, City Manager

From: Jennifer Dumont, Stormwater Administrator

Date: 9/1/2026

Re: Stormwater/Planning Report

Stormwater/ Planning Update

9/1/2026

Stormwater

- Worked on permit book.
- Getting the draft for the permit together for NCDEQ
- Followed up on O&M agreements
- Meeting with Regional Stormwater
- Quarterly Regional Stormwater meeting
- Worked with Catawba Riverkeepers to plan the Lowell site for the annual River sweep. (Oct 3)
- Met with Dan at Wastewater treatment plant and walked the site to look at erosion issues
- Met with county at Lowery oaks on several erosion control issues.

Planning/Zoning/ Code Enforcement

- Code enforcement issues that residents reported
- Safety Meeting
- Reviewing Planning and Zoning documents
- Planning zoom meeting with members across the area
- Spencer Ridge update with the county- 3 meetings
- Emails regarding planning and zoning
- Notarized documents
- Answer phone calls and emails regarding zoning questions
- Several meetings regarding the new developments
- Issued 10 permits
- Meeting with Labella about Lowery Oaks
- Leadership Team meeting
- Meeting at Lowery Oaks

- Black Mountain training
- Meeting with the county at Lowery Oaks
- Final walk at Lowell Woods
- Site meeting at Spencer Ridge with builders, county, and state
- Council meeting
- TCC meeting
- One on one meeting with Brad

Attachments

Consent agenda 9-26.pdf

Stormwater/ Planning Update

9/1/2026

Stormwater

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- Getting the draft for the permit together for NCDEQ
- Followed up on O&M agreements
- Meeting with Regional Stormwater
- Quarterly Regional Stormwater meeting
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- Leadership Team meeting
- Meeting at Lowery Oaks
- Black Mountain training
- Meeting with the county at Lowery Oaks
- Final walk at Lowell Woods
- Site meeting at Spencer Ridge with builders, county, and state
- Council meeting
- TCC meeting
- One on one meeting with Brad

City of Lowell

Regular City Council Meeting

D. Police Report

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	Consent Agenda Item: 4D.
Reference File	**Presented By**

To: Brad Guth, City Manager

From: Jeff Harrison, Asst. Police Chief

Date: September 1st, 2026

Re: August Police Report

The Lowell Police Department unofficially responded to 667 calls in August 2026, official count from Gaston County Dispatch was not available at the time of this report. Alarms and check subject related calls led the count. There were 42 vehicle crashes reported and investigated in August. Officers conducted 141 traffic stops and issued 200 citations from those stops.

Officers Murphy and Lowery gathered the last few pieces of evidence to complete their crash investigation on the Fatal North Main Street collision that occurred on the second. All official reports and documentation have been submitted as necessary.

The found child call from the 23rd of August remains an open and active investigation. Officers are working with the Gaston County Department of Social Services on the investigation. The child was safely reunited with their mother after approximately 2 hours of attempting to locate a parent. The press release is included in the attachments portion of this report.

Captain Hoffman and Sergeant Bowen attended a death investigations class hosted by the city of Gastonia Police Department. The class will better prepare them for completing the necessary steps when investigating deaths.

The work replacing the cracked and broken sidewalk in front of the Police Department has been completed. The new sidewalk looks much better and will provide a safer and much more stable walking surface for police officers and anyone visiting the building.

Officer Elswick investigated a school bus collision on the 28th of August. No children were hurt and damage to the bus was minimal. The collision occurred on North Pine Street. Some students were dismissed from the bus by the Lowell Elementary School principal and others continued on the bus to their designated stop. The collision report was completed and submitted to the State of North Carolina Department of Motor Vehicles.

Attachments

Press release 08-25-2026.pdf

CITY OF LOWELL
POLICE DEPARTMENT

Carl Moore, Chief

FOR IMMEDIATE RELEASE

August 25, 2026

Dear Community Members and Media Partners,

Below are the factual details regarding an active investigation into an incident involving an unattended child reported on Sunday, August 23, 2026.

At approximately 2:24 a.m. on Sunday, Lowell Police officers responded to Catawba Run Road following a report of a toddler standing unattended on a front porch. Officers secured the child and immediately initiated a neighborhood canvass to identify the child's parent or guardian. After multiple neighboring residents confirmed the child did not belong to them, officers requested the response of the Department of Social Services.

At approximately 4:30 a.m., a rideshare service dropped an adult female off at a residence located 447 feet from where the child was found. Upon entering the home, the woman quickly realized the child was missing, rushed outside to look for the child, and told others in the home to call the police. Officers immediately engaged with the woman, confirmed she was the parent of the found juvenile, and safely reunited her with the child.

Preliminary questioning by officers revealed that the three-year-old toddler had been left in the care of a 16-year-old juvenile while an adult male was also present inside the residence.

A formal report has been filed with the Department of Social Services, and our investigation remains open and active. As this is an ongoing matter, no further details are available for release.

Sincerely,

Jeff Harrison

102 East First Street, Lowell, NC 28098 | Phone 704-824-8540 | Fax 704-824-4781 | moore@lowellpd.org

Assistant Chief of Police

Lowell Police Department

harrison@lowellpd.org

City of Lowell

Regular City Council Meeting

E. Parks and Recreation Report

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	Consent Agenda Item: 4E.
Reference File	**Presented By**

To: Brad Guth, City Manager

From: Andrea Nixon, Parks and Recreation Director

Date: September 1, 2026

Re: Parks and Recreation Report

DAILY OPERATIONS

-Promoted Parks & Recreation programs August 1-31 (planned and implemented various programs for all ages)
-Worked on special annual events for 2026: dates, locations, bands, entertainment, food/specialty vendors, registrations, fees
-Worked on upcoming programs and events (July-December)-flyers, advertisement, registration/fees, partners, sponsors, volunteers, participants, decor, prizes/games and raffles, meals, food/beer vendors, programs/agenda
-Planned and created Youth & Adults program calendar for September 2026
-Upcoming Events -flyers, event pages, purchase requisitions, vendors, partners and sponsors, donation request, volunteers, supplies, advertisement, signs/banners, registrations, program, event layout, invitations)
-LIVE Music in the Park (reserved restrooms, train slow order, TFE Apps, band contracts and stage reservation, food vendors, sponsors, deposits/fees, W9's, booking agent, DJ, stage, signs/banners, follow ups)
-Fall Festival 2026 (entertainment, partners, sponsors, registration, vendors)
-Trucks in the Park (entertainment, recruits, Ads,)
-National Night Out with Lowell PD
-Professional Development: NCRPA-Membership Renewal
-Community Center-updates
-Recreation Center-estimates
-Sponsorships/Donations for 2026 Events/Programs/Athletics
-Set up, prepare materials, and break down weekly programs
-Scanned and submitted receipts and invoices
-Created holiday closure signage
-Banner updates: Music in the Park series
-Answered phone calls and returned voicemails
-Purchased office, cleaning, and program supplies
-Submitted weekly reports/timesheets
-Monthly Facility Safety Inspections
-Monthly Program Calendars
-Bulletin Boards updated
-Rental deposit refunds
-Huntress Training completed
-Staff Monthly Team Notes
-General cleaning

ACTIVE ADULTS 50 & UP

-Planned and created a monthly program calendar for September 2026
-Communications with partners and sponsors for older adult programs
-Annual Summer Luau (registrations, food, prizes, partners/sponsors, set up)

RENTALS

-Lowell Community Center: cleaning of facility in prep for rentals, accepted rental applications, payments and refunds, cancellations, communications with patrons, tours of facility
-Harold Rankin Park: accepted rental applications, payments, open/close restrooms/concessions, set up/prep fields
-Updated 2026 rental books (HR Park Ballfield, Lowell Community Center)

COMMUNICATIONS

-Communication with P&R Staff/Maintenance-programs, special events, cleaning, facilities and grounds, building schedules, general supplies, coverages for recreation center and events, cancellations/updates and other issues or concerns

-Communication with Public Works-needs for upcoming events, facilities and grounds, report any issues or concerns

-Communication with Human Resources-policies, general questions, payroll and timesheets, incidents/accidents, personnel

-Communication with Customer Service-Programs, facility, community center, field and shelter rentals

-Communication with Finance-invoices, receipts, payments, purchase requisitions, W-9s, COI's, contracts, BMS, and other fiscal-related questions

-Communication with Stormwater/Planning-n/a

-Communication with Police-rentals/events, special events, event apps, request for coverages, alarms/security, NNO event

-Communication with General Public-reservations for Community Center, Harold Rankin picnic shelter and ball field, recreational programs, senior events and general inquiries

Communication with Lowell Community Committee-meetings, purchases and follow ups, Façade Grant, Staff Appreciation Luncheon, programs/events

-Communication with Entertainment/Bands-available dates, contracts and deposits, specific needs

-Communication with group exercise class instructors- class dates/times, paperwork, fees and set up

-Other external communications: The Center, Cramerton Parks & Recreation, Dick's Sporting Goods, CaroMont Health, HealthSpring, Gastonia Parks and Recreation, Splawn Amplification, CraftyKate, Lowell Women's Club, Keeisha Law, Gaston Co Senior Games, Timmy J Softball, A Perfect Birthday, Terminix, Safe Kids Gaston County, DJ Tim Johnson, Catawba Riverkeeper, Longoria's Beastro, Paws Dogs Hot Dogs & More, Lemonade Gals, A Jil of All Tradez, Permalinx with Cindy, Love You Bunches Candle Co., Girl Scouts, Cooke Rentals, Speed Street, Sam's, UGLY Start, Piedmont Security, Lytten's Locksmith, GEMS, Presbyterian Church of Lowell, Ms D's, Franklin Signs, CaroMont Health, Gaston Co Police, Gaston County Schools, Shred-it, GoGaston, Masonic Lodge, First Baptist Church, Woodlawn Baptist Church

SOCIAL MEDIA/WEBSITE

-Social media post for parks and recreation page and city page (community center rentals, water leaks, water shut off, closures/delays, city council meeting/special meetings, job postings, LPD Community Watch, NNO, Façade Grant, upcoming programs and events)

-City Website-updates, added events and programs, program registration, holiday closures, trash service, updates and notices

-CodeRed messages-NNO, Water shut off, Summer Luau

MEETINGS/TRAININGS

8/3 NNO Meeting with Lowell PD
8/12 NCLM Property Liability Meeting
8/13 Safe Kids (unable to attend)
8/13 Safety Committee Meeting
8/14 GBA Quarterly Downtown Meeting
8/24 Meeting with City Manager
8/24 Lowell Community Committee Mtg
8/25 Leadership Team Meeting

COMMUNITY PROGRAMS

Sat 8/1 Pickleball 9 am (10)

Sun 8/2 Open Gym Adults cancelled

Mon 8/3 Pickleball 9:30 am (15)

Mon 8/3 Free Play cancelled

Tue 8/4 Pickleball 9:30 am ??

Wed 8/5 Pickleball 9:30 am (17)

Wed 8/5 Free Play 1 pm (6)

Thu 8/6 BINGO 10:30 am (18)

Thu 8/6 Pickleball 6 pm (21)

Fri 8/7 Pickleball 9:30 am (15)

Fri 8/7 Open Gym 6 pm (12)

Fri 8/7-8/10 DICKS Shop Weekend

Sat 8/8 Pickleball 8/8 (17)

Sun 8/9 Open Gym Adults 6 pm (8)

Mon 8/10 Pickleball 9:30 am (14)

Tue 8/11 Pickleball 9:30 am (14)

Wed 8/12 Pickleball 9:30 am (19)

Thu 8/13 Pickleball 6 pm (14)

Fri 8/14 Pickleball 9:30 am (20)

Fri 8/14 Open Gym Kids 6 pm

Sat 8/15 Pickleball 9 am (22)

Sat 8/15 Tee Ball/Soccer First Practice

Sun 8/16 Open Gym 6 pm (15)

Mon 8/17 Pickleball 9:30 am (18)

Tue 8/18 Pickleball 9:30 am (17)

Wed 8/19 Pickleball 9:30 am (18)

Thur 8/20 Pickleball 6 pm (12)

Fri 8/21 Pickleball 9:30 am (21)

Fri 8/21 Open Gym Kids 6 pm

Sat 8/22 Pickleball 9 am (20)

Sun 8/23 Open Gym Adults 6 pm (30)

Mon 8/24 Pickleball 9:30 am (19)

Tue 8/25 Pickleball 9:30 am (11)

Wed 8/26 Pickleball 9:30 am (11)

Wed 8/26 Paint & Slurp 4 pm (1)

Thu 8/27 Pickleball 6 pm (10)

Fri 8/28 Pickleball 9:30 am (14)

Fri 8/28 Open Gym Kids 6 pm-Cancelled

Sat 8/29 Pickleball 9 am (16)

Sun 8/30 Open Gym Adults 6 pm (22)

Mon 8/31 Pickleball 9:30 am (17)

SPECIAL EVENTS

LIVE Music in the Park
Sunday, August 2
6:30 pm-9:30 pm
Harold Rankin Park (Lowell Rec Center)
(200)

National Night Out
Tuesday, August 4
5 pm-8 pm
Harold Rankin Park (Lowell Rec Center)
(200+)

Annual Summer Luau
Thursday, August 20
12 pm
Presbyterian Church of Lowell
(55)

Community Yard Sale
Saturday, August 22uly 11
7 am-11 am
Harold Rankin Park
(Cancelled)

ATHLETICS
-Fall Youth Tee Ball/Soccer Registration-August 1 (registrations and fees, flyers, social media post, signage created/posted)
-Opening Practices for Tee Ball/Soccer -Sat Aug 15
-Communication with Cramerton Parks & Recreation, coaches and parents (schedules, practices, uniforms, pictures, updates and concerns)

City of Lowell

Regular City Council Meeting

F. Public Works Report

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	Consent Agenda Item: 4F.
Reference File	**Presented By**

To: Brad Guth, City Manager

From: Justin Pearson, Public Works Director

Date: September 2, 2026

Re: August 2026, monthly report

- Leaks at the following:

  504 Gann St

  813 N Main St

  109 Railroad St

  Lowery Ln

  305 E Second St

  302 W Second St

  Belt Dr

  S Main St

- Water Tap at the following:

  408 Gann St

- Cleaned up tall grass at the WWTP using the mini brush attachment.
- Assisted with PD National Night Out.
- Located water meter at Railroad St.
- Cut limbs and use the mini brush attachment to clean up roads and sidewalks around town.
- Cleaned lift stations.
- Installed new meters
- Removed yard signs.
- Cleaning up sidewalks.
- Leaf route
- Trash route

City of Lowell

Regular City Council Meeting

A. Approval of Classification and Pay Grade - Parks and Recreation

Approval of a Recreation Center Coordinator classification at Salary Grade 17 (hiring range $52,392-$66,800) and an updated Parks & Recreation Director position description, clarifying the division of responsibilities between the two roles within the Parks & Recreation Department.

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	Unfinished Business Item: 5A.
Reference File	**Presented By**
	Brad J. Guth, City Manager

To: Mayor and City Council

From: Brad J. Guth, City Manager

Date: September 8, 2026

Re: Recreation Center Coordinator Classification and Parks & Recreation Position Structure

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Purpose

This item returns the recreation center position to Council with a revised title and a clearer division of responsibilities between the Parks & Recreation Director and the new Recreation Center Coordinator. The intent is to preserve the operational support funded in the FY 2026-2027 budget while making clear that the new position is not a second department-head role.

Background

At the August 11 meeting, staff presented a Recreation Center Manager classification at Salary Grade 17 with a hiring range of $52,392 to $66,800. After further review of the proposed duties and organizational relationship, staff recommends changing the title to Recreation Center Coordinator. The title better reflects the position's role: coordinating the day-to-day operation of the Recreation Center and assigned programs under the direction of the Parks & Recreation Director.

For comparison, staff has also prepared an updated Parks & Recreation Director position description. The Director remains an existing department-head classification at Salary Grade 23 in the City classification and pay plan, with a pay range of $70,211 to $108,827. The Director description is included to show the intended separation of authority and responsibility; this item does not change the Director's classification or compensation.

Why the Title Change Helps

- Clarifies that the Parks & Recreation Director remains responsible for department leadership, budget, personnel, policy, capital planning, and overall accountability.
- Places responsibility for day-to-day Recreation Center operations, assigned programs, rentals, athletics, and event implementation with the Coordinator.
- Reduces overlap between the two descriptions and establishes a clear reporting relationship.

- Preserves enough operational authority for the Coordinator to schedule and direct assigned staff while reserving department-level personnel decisions for the Director.
- Creates additional operating capacity so the Director can spend more time on department planning, facility stewardship, partnerships, budgeting, and long-range priorities.

Role Comparison

Area	Parks & Recreation Director	Recreation Center Coordinator
Leadership	Leads and is accountable for the Parks & Recreation Department	Coordinates Recreation Center operations and assigned programs under the Director
Budget & personnel	Owns department budget, staffing, evaluation, discipline, and work assignment	Tracks assigned revenues/expenditures; schedules and directs assigned staff; elevates significant personnel matters
Programs & facilities	Sets department priorities and service levels; oversees parks, facilities, athletics, rentals, and events	Plans and delivers assigned programs, athletics, rentals, events, and day-to-day Center operations
Policy & planning	Develops/recommends policies; leads long-range, capital, and facility planning	Implements policies and procedures; provides operational input and recommendations
External role	Represents department with City Manager, Council, agencies, partners, sponsors, and major vendors	Maintains program-level relationships with participants, instructors, vendors, volunteers, schools, and community groups
Classification	Grade 23 | $70,211-$108,827 pay range	Grade 17 | $52,392-$66,800 hiring range

Classification and Fiscal Impact

Staff recommends retaining Salary Grade 17 and the previously presented hiring range of $52,392 to $66,800 for the Recreation Center Coordinator. The change from Manager to Coordinator is intended to clarify role and authority, not to add another position or expand the personnel budget. Funding for the position is already included in the adopted FY 2026-2027 budget.

The existing Parks & Recreation Director remains Salary Grade 23. No change to the Director classification or compensation is requested as part of this item.

Recommendation

Approve the Recreation Center Coordinator classification and revised position description and incorporate the classification into the City's classification and pay plan. Receive the attached Parks & Recreation Director description for comparison and clarification of the department structure.

Recommended Motion

Motion to approve the classification of Recreation Center Coordinator at Salary Grade 17, with a hiring range of $52,392 to $66,800, approve the attached position description, and incorporate the classification into the City's classification and pay plan.

Attachments

- Attachment A - Recreation Center Coordinator Position Description
- Attachment B - Parks & Recreation Director Position Description (comparison/reference)

Attachments

Lowell_Recreation_Classification_Packet_Sept_2026.pdf

CITY OF LOWELL, NORTH CAROLINA

CITY MANAGER MEMORANDUM

To: Mayor and City Council

From: Brad J. Guth, City Manager

Date: September 8, 2026

Re: Recreation Center Coordinator Classification and Parks & Recreation Position Structure

Purpose

This item returns the recreation center position to Council with a revised title and a clearer division of responsibilities between the Parks & Recreation Director and the new Recreation Center Coordinator. The intent is to preserve the operational support funded in the FY 2026-2027 budget while making clear that the new position is not a second department-head role.

Background

At the August 11 meeting, staff presented a Recreation Center Manager classification at Salary Grade 17 with a hiring range of $52,392 to $66,800. After further review of the proposed duties and organizational relationship, staff recommends changing the title to Recreation Center Coordinator. The title better reflects the position's role: coordinating the day-to-day operation of the Recreation Center and assigned programs under the direction of the Parks & Recreation Director.

For comparison, staff has also prepared an updated Parks & Recreation Director position description. The Director remains an existing department-head classification at Salary Grade 23 in the City classification and pay plan, with a pay range of $70,211 to $108,827. The Director description is included to show the intended separation of authority and responsibility; this item does not change the Director's classification or compensation.

Why the Title Change Helps

- Clarifies that the Parks & Recreation Director remains responsible for department leadership, budget, personnel, policy, capital planning, and overall accountability.
- Places responsibility for day-to-day Recreation Center operations, assigned programs, rentals, athletics, and event implementation with the Coordinator.
- Reduces overlap between the two descriptions and establishes a clear reporting relationship.
- Preserves enough operational authority for the Coordinator to schedule and direct assigned staff while reserving department-level personnel decisions for the Director.
- Creates additional operating capacity so the Director can spend more time on department planning, facility stewardship, partnerships, budgeting, and long-range priorities.

Role Comparison

Area	Parks & Recreation Director	Recreation Center Coordinator
Leadership	Leads and is accountable for the Parks & Recreation Department	Coordinates Recreation Center operations and assigned programs under the Director
Budget & personnel	Owns department budget, staffing, evaluation, discipline, and work assignment	Tracks assigned revenues/expenditures; schedules and directs assigned staff; elevates significant personnel matters
Programs & facilities	Sets department priorities and service levels; oversees parks, facilities, athletics, rentals, and events	Plans and delivers assigned programs, athletics, rentals, events, and day-to-day Center operations
Policy & planning	Develops/recommends policies; leads long-range, capital, and facility planning	Implements policies and procedures; provides operational input and recommendations
External role	Represents department with City Manager, Council, agencies, partners, sponsors, and major vendors	Maintains program-level relationships with participants, instructors, vendors, volunteers, schools, and community groups
Classification	Grade 23 | $70,211-$108,827 pay range	Grade 17 | $52,392-$66,800 hiring range

Classification and Fiscal Impact

Staff recommends retaining Salary Grade 17 and the previously presented hiring range of $52,392 to $66,800 for the Recreation Center Coordinator. The change from Manager to Coordinator is intended to clarify role and authority, not to add another position or expand the personnel budget. Funding for the position is already included in the adopted FY 2026-2027 budget.

The existing Parks & Recreation Director remains Salary Grade 23. No change to the Director classification or compensation is requested as part of this item.

Recommendation

Approve the Recreation Center Coordinator classification and revised position description and incorporate the classification into the City's classification and pay plan. Receive the attached Parks & Recreation Director description for comparison and clarification of the department structure.

Recommended Motion

Motion to approve the classification of Recreation Center Coordinator at Salary Grade 17, with a hiring range of $52,392 to $66,800, approve the attached position description, and incorporate the classification into the City's classification and pay plan.

Attachments

- Attachment A - Recreation Center Coordinator Position Description
- Attachment B - Parks & Recreation Director Position Description (comparison/reference)

ATTACHMENT A

CITY OF LOWELL, NORTH CAROLINA

PARKS & RECREATION

RECREATION CENTER COORDINATOR

Department: Parks & Recreation

Reports to: Parks & Recreation Director

Salary Grade: 17

Compensation: $52,392-$66,800 hiring range

General Statement of Duties

Performs professional and administrative work coordinating the daily operations of the City recreation center and assigned recreation programs. The position coordinates programs, athletics, facility rentals, special events, participant services, and routine facility operations; provides day-to-day direction to assigned personnel; supports revenue accountability and budget tracking; and helps maintain a safe, welcoming, and well-maintained environment. Work is performed under the general supervision of the Parks & Recreation Director.

Essential Job Functions

- Coordinate the daily operations of the recreation center, including opening and closing procedures, building schedules, access, room setup, equipment, and participant service.
- Develop, coordinate, implement, and evaluate assigned recreation programs for youth, adults, seniors, and special populations in accordance with department goals and policies.
- Coordinate assigned athletic leagues, tournaments, camps, clinics, and related activities, including schedules, registrations, officials, equipment, and participant communication.
- Provide day-to-day direction and scheduling to assigned full-time, part-time, seasonal, volunteer, and intern personnel as directed by the Parks & Recreation Director.
- Assist with recruitment, onboarding, training, and performance feedback for assigned personnel; refer significant performance, disciplinary, or personnel matters to the Parks & Recreation Director.
- Maintain program schedules, league schedules, room reservations, facility calendars, and related operational records.
- Coordinate recreation center rentals and reservations, including customer communication, access, setup, equipment needs, payments, and required documentation.
- Coordinate assigned special events and community activities, including vendors, volunteers, supplies, schedules, participant communication, setup, and breakdown.
- Conduct routine facility inspections and promptly report or coordinate correction of safety, maintenance, cleanliness, or security concerns.
- Coordinate routine maintenance needs with Public Works, the Parks & Recreation Director, or approved vendors.
- Monitor assigned program revenues and expenditures; maintain accurate supporting records; and assist the Director with budget preparation and expenditure tracking.
- Ensure assigned program fees, rental payments, and other revenues are collected, documented, reconciled, and transmitted in accordance with City financial policies.
- Maintain attendance, participation, revenue, expenditure, incident, and program-performance records and prepare reports requested by the Director.
- Implement department policies, risk-management procedures, safety requirements, and City administrative procedures in assigned areas.
- Respond appropriately to routine incidents and emergencies, complete required documentation, and promptly notify the Parks & Recreation Director when escalation is needed.
- Promote assigned programs and events through approved social media, flyers, newsletters, website content, and community outreach.
- Respond to participant, rental customer, and citizen questions or concerns and refer significant or policy-related matters to the Parks & Recreation Director.

- Maintain program-level relationships with schools, instructors, civic organizations, vendors, volunteers, sponsors, and community groups.
- Provide operational input and recommendations regarding recreation programming, facility use, equipment, and future service needs.
- Work evenings, weekends, and holidays as programs, rentals, and events require.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of recreation programming, athletics, special events, facility operations, customer service, risk management, and recreation-facility safety practices.
- Knowledge of basic budgeting, revenue collection, cash-handling controls, purchasing documentation, and financial recordkeeping.
- Ability to organize multiple programs, events, schedules, rentals, and facility needs at the same time.
- Ability to provide day-to-day direction, scheduling, training, and constructive feedback to assigned employees and volunteers.
- Ability to communicate clearly and professionally and establish effective working relationships with participants, employees, community partners, vendors, City officials, and the general public.
- Ability to resolve routine conflicts, respond calmly to emergencies, exercise sound judgment, and recognize when an issue should be elevated.
- Ability to maintain accurate records, prepare clear reports and correspondence, and use Microsoft Office and recreation-management technology.

Minimum Qualifications

- Bachelor's degree in Parks and Recreation, Recreation Administration, Sports Management, Public Administration, or a related field.
- At least three years of progressively responsible experience in recreation programming, athletics, special events, or facility operations, including supervisory or lead-worker experience.
- An equivalent combination of education and experience may be considered.

Preferred Qualifications

- Certified Park and Recreation Professional (CPRP).
- Experience in municipal recreation programs and recreation-facility operations.

Physical Requirements

Work requires regular movement throughout recreation facilities and program areas, including standing, walking, bending, and occasional lifting or moving of equipment, tables, chairs, and supplies up to 50 pounds. Work may be performed indoors and outdoors and may require prompt response to incidents or emergencies. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Special Requirements

- Valid North Carolina driver's license.
- First Aid, CPR, and AED certification, or the ability to obtain certification within 90 days of employment and maintain it throughout employment.
- Ability to work evenings, weekends, and holidays as required.
- Successful completion of a background check.

CITY OF LOWELL, NORTH CAROLINA

PARKS & RECREATION

PARKS & RECREATION DIRECTOR

Department: Parks & Recreation

Reports to: City Manager

Salary Grade: 23

Compensation: $70,211-$108,827 pay range

General Statement of Duties

Performs difficult professional, administrative, and managerial work planning, directing, and evaluating the City's parks and recreation services. The position is responsible for department leadership; parks and facility operations; recreation programming, athletics, rentals, and special events; personnel; budget development and administration; policy implementation; contracts and purchasing; partnerships and sponsorships; risk management; and long-range facility and capital planning. Work is performed under the general supervision of the City Manager.

Essential Job Functions

- Plan, organize, direct, and evaluate the City's parks and recreation programs, services, facilities, athletics, rentals, and special events; establish department goals, work plans, service priorities, performance measures, policies, and operating standards.
- Prepare, recommend, and administer the Parks & Recreation operating and capital budgets; monitor revenues, expenditures, purchasing, contracts, and financial controls.
- Supervise department employees; assign work; establish expectations; participate in recruitment and selection; train, coach, evaluate, and discipline employees in accordance with City policy.
- Provide direct supervision to the Recreation Center Coordinator and other assigned recreation personnel and ensure effective coordination across programs, athletics, facilities, rentals, and events.
- Evaluate community recreation needs and establish an appropriate mix of programs and services for youth, adults, seniors, families, and special populations.
- Provide overall direction for athletic leagues, tournaments, camps, classes, rentals, and special events and ensure programs are safe, inclusive, well-managed, and consistent with department goals.
- Oversee the operation, scheduling, maintenance, safety, security, cleanliness, and public use of City recreation facilities, parks, fields, shelters, and related assets; coordinate needs with Public Works and approved contractors or vendors.
- Lead departmental participation in park, recreation-center, and facility improvement projects; identify long-range needs and provide input on design, capital planning, maintenance, and replacement schedules.
- Develop and administer fee schedules, sponsorships, donations, and cost-recovery practices consistent with City policy and ensure revenue collection and documentation are properly controlled.
- Develop and maintain partnerships with schools, civic and nonprofit organizations, health providers, businesses, sponsors, instructors, volunteers, and regional recreation agencies.
- Prepare and administer contracts, purchase requisitions, vendor documentation, certificates of insurance, and other department procurement requirements in coordination with Finance and the City Manager.
- Ensure department compliance with City policies, risk-management requirements, safety practices, background-check requirements, incident reporting, and applicable laws; maintain appropriate emergency procedures.
- Represent the department before the City Manager, City Council, boards or committees, community organizations, partner agencies, and the general public; prepare reports, budget information, recommendations, and presentations for decision-making.
- Oversee department communications, public information, program promotion, website and social-media content, and customer-service standards in coordination with City communication practices.

- Monitor participation, facility utilization, program performance, revenues, expenditures, customer feedback, and other measures to support continuous improvement; maintain current knowledge of professional practices and grant opportunities.
- Work evenings, weekends, and holidays as necessary and perform other duties as assigned by the City Manager.

Knowledge, Skills, and Abilities

- Thorough knowledge of municipal parks and recreation administration, programming, athletics, special events, facility operations, and community-service delivery.
- Considerable knowledge of public-sector budgeting, purchasing, contracts, revenue controls, records management, risk management, and administrative accountability.
- Considerable knowledge of personnel supervision, employee development, performance management, scheduling, and workplace policies.
- Knowledge of parks and recreation planning, facility stewardship, capital improvement planning, safety practices, and long-range service development.
- Ability to plan strategically, ensure effective day-to-day operations, analyze community needs and performance data, and make sound recommendations.
- Ability to communicate effectively with elected officials, employees, citizens, partners, vendors, and governmental agencies and to build productive partnerships and sponsorships.
- Ability to prepare clear budgets, reports, recommendations, policies, correspondence, presentations, and other management information.

Minimum Qualifications

- Bachelor's degree in Parks and Recreation, Recreation Administration, Public Administration, Sports Management, or a related field.
- Five years of progressively responsible experience in parks and recreation, including substantial supervisory, administrative, and budget responsibility.
- An equivalent combination of education and experience may be considered.

Preferred Qualifications

- Certified Park and Recreation Professional (CPRP).
- Municipal or local-government parks and recreation management experience, including capital projects, grants, sponsorships, recreation facilities, and community partnerships.

Physical Requirements

Work is performed in office and field settings and requires the ability to inspect facilities and grounds, move throughout parks and buildings, attend meetings and events, and occasionally lift or move materials or equipment up to 25 pounds. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Special Requirements

- Valid North Carolina driver's license.
- First Aid, CPR, and AED certification, or the ability to obtain certification within a reasonable period after appointment.
- Ability to work evenings, weekends, and holidays as required.
- Successful completion of a background check.

City of Lowell

Regular City Council Meeting

A. Acceptance of Mayor's Resignation

Acceptance of the resignation of Mayor Larry Simonds, effective September 2, 2026.

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	New Business Item: 6A.
Reference File	**Presented By**
	Brad J. Guth, City Manager

To: Brad Guth, City Manager

From: Brad Guth, City Manager

Date:

Re:

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placeholder for info here...

City of Lowell

Regular City Council Meeting

B. Discussion of Process for Filling Vacancy in the Office of Mayor

Discussion led by the City Attorney explaining the legal process for filling the vacancy in the Office of Mayor created by the resignation of Mayor Larry Simonds, effective September 2, 2026, pursuant to N.C.G.S. Section 160A-63, including the Council's options and procedure for making an appointment for the remainder of the unexpired term. This item is for discussion only; no action is requested at this time.

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	New Business Item: 6B.
Reference File	**Presented By**
	City Attorney

To: Brad Guth, City Manager

From: Brad Guth, City Manager

Date:

Re:

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placeholder for info here...

Attachments

Resolution of Tentative Award – Rhyne Street Lift Station and Railroad Crossing – SRP-W-134-0287.pdf

CITY OF LOWELL, NORTH CAROLINA
RESOLUTION NO. 2026-___

RESOLUTION OF TENTATIVE AWARD
WASTEWATER SYSTEM IMPROVEMENTS

RHYNE STREET LIFT STATION AND RAILROAD CROSSING
PROJECT NO. SRP-W-134-0287

WHEREAS, the City of Lowell received sealed bids on August 27, 2026, for construction of the Rhyne Street Lift Station and Railroad Crossing portion of the City's Wastewater System Improvements Project, Project No. SRP-W-134-0287; and

WHEREAS, the City's consulting engineer, Joel E. Wood & Associates, P.L.L.C., has reviewed the bids received and certified the bid tabulation; and

WHEREAS, Two Brothers Utilities, L.L.C. submitted the lowest responsive bid in the amount of $1,068,727.00; and

WHEREAS, Joel E. Wood & Associates, P.L.L.C. has recommended that the City award the construction contract to Two Brothers Utilities, L.L.C. in the amount of $1,068,727.00, contingent upon the availability of project funds and approval by the State of North Carolina; and

WHEREAS, the project is being administered through the North Carolina Department of Environmental Quality, Division of Water Infrastructure, and State approval is required prior to final award and execution of the construction contract.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell, North Carolina, that:

Section 1. The City Council hereby tentatively awards the construction contract for the Rhyne Street Lift Station and Railroad Crossing portion of the Wastewater System Improvements Project to **Two Brothers Utilities, L.L.C., in the amount of $1,068,727.00.**

Section 2. This tentative award is contingent upon the availability of project funds and approval by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

Section 3. The City Manager is authorized to submit this Resolution and such other documents as may be required to obtain State approval and Authority to Award for the project.

Section 4. The construction contract shall not be executed until the City has received the required State approval and all applicable requirements for final award have been satisfied.

Adopted this the 8th day of September, 2026.

Mayor
City of Lowell

ATTEST:

City Clerk
(SEAL)

DRAFT 1 - August 31, 2026

C. Interlocal Agreement for Emergency Water Service with the Town of McAdenville

Interlocal Agreement between the City of Lowell and the Town of McAdenville establishing terms under which Lowell will provide emergency water service to McAdenville when McAdenville's own water system is inoperable, including billing rate, term, and maintenance responsibilities.

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	New Business Item: 6C.
Reference File	**Presented By**
	Brad J. Guth, City Manager

To: Mayor and City Council

From: Brad J. Guth, City Manager

Date: September 8, 2026

Re: Interlocal Agreement for the Provision of Emergency Water Service with the Town of McAdenville

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Recommendation

Staff recommends that the City Council adopt a resolution approving the attached Interlocal Agreement for the Provision of Emergency Water Service between the City of Lowell and the Town of McAdenville, subject to final legal review, and authorizing the City Manager to execute the Agreement on behalf of the City.

Background

The City of Lowell and the Town of McAdenville have been working to reestablish an agreement governing the existing emergency water connection between the two communities. The connection is an existing vault and meter on Saxony Drive, located within the municipal limits of the Town of McAdenville, that has historically served as an emergency water connection for the Town. The vault and meter are owned by McAdenville. The City of Lowell's Utilities Department has available water system capacity to support McAdenville's critical water needs during emergency periods.

The proposed Agreement is intended to replace all prior agreements and amendments between Lowell and McAdenville involving the sale and distribution of water and/or emergency water services. The Agreement has been reviewed by both communities and their attorneys, and is entered into under the authority of Article 20 of Chapter 160A of the North Carolina General Statutes, which authorizes interlocal cooperation agreements between units of local government.

This item was previously referenced in the August 2026 City Manager's Report as an item staff was finalizing with McAdenville's legal counsel, and is now ready for Council consideration.

Key Terms

- **Scope:** Lowell will supply water to McAdenville strictly for emergency purposes — periods when McAdenville's water service is inoperable due to contamination, natural disaster, or other unexpected event.

Scheduled maintenance is not considered an emergency, though McAdenville may still request service during maintenance windows with advance written notice and Lowell's written approval.

- **Term:** An initial term of five (5) years, automatically renewing for successive five-year terms unless either party provides at least 180 days' written notice of termination.
- **Billing and Rate:** Lowell will bill McAdenville only for actual metered usage during emergency periods, at a rate equal to Lowell's wholesale water purchase cost plus a 33% distribution cost-recovery factor. Based on Lowell's current wholesale rate of $4.22 per 1,000 gallons, the current emergency rate would be approximately $5.61 per 1,000 gallons; the rate will adjust as Lowell's underlying wholesale water cost changes. No minimum usage fees or other charges apply.
- **Maintenance Responsibilities:** McAdenville is responsible for maintaining the vault and meter at the connection point; Lowell is responsible for its own system up to that connection point. Lowell may install a cut-off valve and lock at its own expense.
- **Capacity Protection:** Lowell may suspend the Agreement with 90 days' written notice if its water system capacity reaches or exceeds state regulatory limits, protecting Lowell's ability to prioritize service to its own customers and future system needs.
- **Force Majeure:** Lowell's obligation to provide emergency water service is suspended for the duration of any natural disaster, adverse weather, act of God, or other event beyond Lowell's control, though Lowell will use commercially reasonable efforts to restore service as soon as practicable.
- **Indemnification:** Each municipality indemnifies the other for claims arising from the quality of water originating within its own separate water system.
- **No Joint Agency:** The Agreement does not create a joint agency; each municipality continues to manage its own personnel and operations.

Fiscal Impact

There is no fixed cost to the City of Lowell under this Agreement, other than the minimal cost of maintaining and locating the connection point, which is already part of routine utility operations. If emergency water is actually supplied to McAdenville, Lowell will recover its wholesale water purchase cost plus the 33% distribution cost-recovery factor; the rate will adjust as Lowell's underlying wholesale cost changes.

Suggested Motion

Motion to adopt Resolution No. 2026-___, a Resolution of the City Council of the City of Lowell, North Carolina, approving the Interlocal Agreement for the Provision of Emergency Water Service between the City of Lowell and the Town of McAdenville, subject to final legal review, and authorizing the City Manager to execute the Agreement on behalf of the City.

Attachments

Emergency.Water.Servcies.Lowell.McAdenville_rev 9.3.2026.pdf

STATE OF NORTH CAROLINA
COUNTY OF GASTON

INTERLOCAL AGREEMENT FOR THE PROVISION OF EMERGENCY WATER SERVICE

THIS AGREEMENT shall be effective this _____ day of _____, 2026 and is hereby made by and between the City of Lowell, a North Carolina municipal corporation, hereinafter referred to as "Lowell" or the "City" and the Town of McAdenville, also a North Carolina municipal corporation, hereinafter referred to as "McAdenville" or the "Town." The Agreement provides as follows:

WITNESSETH:

WHEREAS, There exists a vault and meter on Saxony Drive located more specifically at State Plane N: 559623.94 / E: 1377001.60, with also reference to Latitude: N035 Degrees 16/' 10.82", Longitude: W081 degrees 05' 14.67" (hereinafter the "Connection"), which Connection is situated within the municipal limits of the Town of McAdenville; and

WHEREAS, the Connection has in the past served as an emergency water service for the Town of McAdenville;

WHEREAS, the parties mutually desire to enter into this Agreement for the purpose of memorializing the Town of McAdenville's use of the Connection for emergency water service such that the Town of McAdenville will be able to provide water service to its residents during emergency periods.

WHEREAS, the vault and meter on Saxony Drive are owned by the Town of McAdenville; and

WHEREAS, the City of Lowell through its Utilities Department has available water system capacity to support the Town of McAdenville's critical water need during emergency periods; and

WHEREAS, the provision of water or other governmental services by a municipality to a Connection or customer within the jurisdictional limits of another municipality requires the consent or agreement of the municipality where the Connection or customer is situated; and

WHEREAS, under Article 20 of Chapter 160A of the North Carolina General Statutes, as amended, cities and towns are authorized to enter into interlocal cooperation undertakings with each other for the contractual exercise by one unit of local government for the other unit of local government of any power, function, public enterprise, right, privilege, or immunity of such local governments.

DRAFT

NOW, THEREFORE in consideration of the foregoing recitals, which are incorporated herein, the mutual covenants and conditions hereinafter set forth, the parties hereto agree for themselves, their successors and assigns, as follows:

1. **Prior Agreements**: This Agreement is intended to replace all prior Agreements, and all Amendments to such Agreements, whether oral, written, or other by and between Lowell and McAdenville involving the sale and distribution of water and/or emergency water services.

2. **Purpose:** The purpose of this Agreement is to set forth the terms and conditions under which Lowell will supply water to the Town of McAdenville for emergency purposes, which shall be limited to only those periods of time in which the Town of McAdenville's water service is inoperable, in a state of distress, or undergoing maintenance or repair activities requiring that the Town of McAdenville obtain alternative water service from the City of Lowell.. The Town of McAdenville shall provide reasonable advance notice to the Town of Lowell, in the event of planned service or maintenance resulting in water services being utilized by the Town of McAdenville hereunder.

3. **Definitions**. For purposes of this agreement the following definitions shall apply:

   Emergency Water Services. As used in this Agreement, Emergency Water Services shall include only those periods of time in which the Town of McAdenville's water service is inoperable due to contamination, natural disaster or other unexpected event or circumstances. Emergency Water Services shall not include time periods in which the Town of McAdenville's water service is operable due to system side maintenance and repair, provided however that this Agreement shall not preclude the Town from obtaining water service from the City during such periods of maintenance and repair with advance written notice approved in writing by the City, which shall not be unreasonably withheld.

4. **Term:** The Term of this Agreement shall begin on the date it is entered into and continue for an initial period of five (5) years (the "Initial Term"). At the expiration of the Initial Term, this Agreement will automatically renew for successive periods of five (5) years unless either party provides no less than one-hundred and eighty (180) days advance written notice of termination prior to the expiration of the current Term.

5. **Agreement with respect to water services:** The parties agree that emergency water services to the Town of McAdenville shall be provided by the City of Lowell. The City of Lowell shall have the right and the obligation to bill for the provision of such water services when such services are actually provided, and any and all payments for such water services shall be made to the City of Lowell within thirty (30) days after receipt of such bill. Such payments shall be retained by the City of Lowell. Provided, however, the cost of emergency water services shall be limited to the amount of water usage actually metered and used by the Town of McAdenville during emergency periods and shall be billed at a rate equal to the wholesale rate that the City of Lowell

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pays for its water purchase, which is measured in 1,000 gallons, plus a 33% distribution cost-recovery factor. For illustrative purposes only, the current cost that the City of Lowell pays is $4.22 / 1,000 gallons, and as such, the rate charged to the Town of McAdenville would be $5.61/ 1,000 gallons. The amount charged hereunder shall be based on the charge for actual use as reported on the connection meter. No other fees, charges, expenses, or minimum usage shall occur. The water provided by Lowell to the Town of McAdenville shall at all times meet the standards for safe drinking water as promulgated at 40 CFR, sections 140 through 143, pursuant to the terms of the Safe Drinking Water Act of 42 USCA, all as amended from time to time, which standards have been adopted by the State of North Carolina Department of Environmental Quality.

6. **Operation and Maintenance:** McAdenville shall be solely responsible to repair and maintain the vault and meter at the Connection that is within McAdenville's water system. Lowell shall be solely responsible for operation and maintenance of its water system up to the Connection point at the vault. Additionally, Lowell may install at its sole cost and expense a cut-off valve and lock up to the Connection point at the vault provided such valve is located within Lowell's system. If Lowell elects such installation, Lowell will timely open the valve upon written request by McAdenville to minimize loss of water services and according to the provisions of this Agreement so that McAdenville will be able to obtain emergency water services.

7. **Water System Capacity**. The City shall have the right to suspend this Agreement prior to the end of any term then in effect with ninety (90) days written notice in the event its water system capacity meets or exceeds the regulatory limits set by the State of North Carolina or any governmental authority or agency having jurisdiction over such capacity limits.

8. **Fees and costs:** The City of Lowell shall not be charged or assessed any fees or charges for the emergency provision of water services to McAdenville, other than for maintaining and/or locating the Connection to McAdenville's meter, which shall be at the City of Lowell's sole cost and expense.

9. **Indemnification**. To the fullest extent allowed by law, and so long as this Agreement remains in effect. McAdenville shall indemnify and hold Lowell harmless of and from any claims relating to or arising from the quality of the water originating within McAdenville's separate water system. To the fullest extent allowed by law, and so long as this Agreement remains in effect, Lowell shall indemnify and hold McAdenville harmless of and from any claims relating to or arising from the quality of the water originating within Lowell's separate water system.

10. **Other governmental services:** Except for and other than the provision of water services as provided for by this Agreement, the City of Lowell shall retain jurisdiction and governmental authority over its separate water system to the point that system becomes a part of the Connection.

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11. **Force Majeure**. In the event the provision of Emergency Water Services by the City is delayed or limited by natural disaster, adverse weather, acts of God, terrorist activity, war, labor dispute, pandemic, epidemic, governmental delay or other matter beyond the control of such party, without such party's fault or negligence, then the obligation to provide Emergency Water Services shall be suspended for the duration of such condition or event. The City agrees, however, to use commercially reasonable efforts in light of the circumstances to restore Emergency Water Service to the Town at the earliest practicable opportunity.

12. **No Joint Agency Established:** No joint agency is to be established as a result of the execution of this Interlocal Agreement, and each party shall manage its own personnel, respectively, as necessary for the execution of this undertaking.

13. **Duplicate Originals:** This Agreement shall be executed by the parties hereto in duplicate originals, each of which when executed shall constitute one and the same Agreement.

14. **Invalid Terms**: Should any one or more of the provisions contained in this Agreement be held invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained in this Agreement shall not in any way be affected or impaired thereby, and this Agreement shall otherwise remain in full force and effect. If any such provision is held to be invalid or unenforceable, then upon the request of either party, Lowell and McAdenville shall attempt in good faith to negotiate and agree upon a replacement provision.

15. **Counterparts:** This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original.

16. **Notices:** Any notices required or permitted in this Agreement, including address changes, shall be made in writing and shall be made either by mailing registered or certified mail, return receipt requested, and postage prepaid, to the other party at the address shown herein for that party or at such different address for that party, notice of which has been properly given hereunder, or by personally delivering such notice to an officer or other party. The notice, if mailed as provided for herein, shall be deemed given on the day of receipt or refusal to accept receipt, and if personally delivered, on the date of delivery. The addresses are as follows:

TO THE CITY OF LOWELL:	TO THE TOWN OF McADENVILLE	
NAME:	NAME:	Town Administrator
ADDRESS:	ADDRESS:	163 Main Street McAdenville, NC 28101

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17. **Entire Agreement; Amendment:** This instrument contains the entire Agreement between the parties, and no statement, oral or written, made by either party or agent of either party that is not contained in this Agreement shall be valid or binding. This Agreement may not be amended, enlarged, modified, or altered, except in writing signed by the parties and endorsed hereon.

18. **Amendment or Termination:** This Agreement may be amended or terminated only by an instrument in writing executed by all parties hereto.

19. **Remedies in the Event of Default:** In the event of Default by a party to this Agreement, the other party may exercise all legal and equitable remedies to which it is entitled.

20. **Waiver:** No delay or omission by either party to exercise any right or power it has under this Agreement shall impair or be construed as a waiver of such right or power. A waiver by either party of any covenant or breach of this Agreement shall not constitute or operate as a waiver of any succeeding breach of that covenant or of any other covenant. No waiver of any provision of this Agreement shall be effective unless in writing and signed by the party waiving the rights.

21. **Binding Nature and Assignment:** This Agreement shall bind the parties and their successors and permitted assigns. In the limited circumstance that the Town of McAdenville no longer continues to own or operate its water service, the Town of McAdenville may assign this Agreement with the written approval of the City of Lowell, provided however that if the City fails to approve the assignment, this Agreement shall then terminate.

22. **Governing Law and Jurisdiction:** North Carolina law shall govern the interpretation and enforcement of this Agreement, and any other matters relating to this Agreement (all without regard to North Carolina conflicts of law principles). All legal actions or other proceeding relating to this Agreement shall be brought in a court sitting in Gaston County, North Carolina. By execution of this Agreement, the parties submit to the jurisdiction of said courts and hereby irrevocably waive any and all objections that they may have with respect to venue in any court sitting in Gaston County, North Carolina.

23. **Dispute Resolution:** In addition to and prior to litigation, the parties shall endeavor to settle disputes first by negotiation between the parties, and, if negotiation is unsuccessful, then by non-binding mediation. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of repose or limitations.

24. **Titles of Sections:** The section headings inserted herein are for convenience only and are not intended to be used as an aid to interpretation and are not binding on the parties.

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25. **No Doctrine of Construction Against the Drafter:** All parties acknowledge and stipulate that this Agreement is the product of mutual negotiation and bargaining and that it has been drafted and reviewed by Counsel for all parties. As such, the doctrine of construction against the drafter shall have no application to this Agreement.

IN WITNESS WHEREOF, this Agreement has been duly executed as of the date set forth in the Preamble hereto.

THE CITY OF LOWELL:

By: _____
City Manager

Date: _____

ATTEST:

_____
City Clerk

THE TOWN OF MCADENVILLE:

By: _____
Mayor

Date: _____

ATTEST:

_____
Town Clerk

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City of Lowell

Regular City Council Meeting

D. Resolution of Tentative Award - Rhyne Street Lift Station and Railroad Crossing

The City received sealed bids on August 27, 2026, for construction of the Rhyne Street Lift Station and Railroad Crossing portion of the Wastewater System Improvements Project, Project No. SRP-W-134-0287. The City's consulting engineer, Joel E. Wood & Associates, P.L.L.C., reviewed the bids and certified the bid tabulation, recommending tentative award to Two Brothers Utilities, L.L.C., the lowest responsive bidder, in the amount of $1,068,727.00. Because the project is being administered through the North Carolina Department of Environmental Quality, Division of Water Infrastructure, the City must receive State approval and Authority to Award before the construction contract may be executed.

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	New Business Item: 6D.
Reference File	**Presented By**
	Brad J. Guth, City Manager

To: Brad Guth, City Manager

From: Brad Guth, City Manager

Date: September 8, 2026

Re: Resolution of Tentative Award – Rhyne Street Lift Station and Railroad Crossing

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On August 27, 2026, the City of Lowell received sealed bids for construction of the Rhyne Street Lift Station and Railroad Crossing portion of the Wastewater System Improvements Project, Project No. SRP-W-134-0287.

The City's consulting engineer, Joel E. Wood & Associates, P.L.L.C., reviewed the bids, certified the bid tabulation, and recommended tentative award of the construction contract to Two Brothers Utilities, L.L.C., the lowest responsive bidder, in the amount of $1,068,727.00.

Because this project is being administered through the North Carolina Department of Environmental Quality, Division of Water Infrastructure, the tentative award is contingent upon the availability of project funds and upon the City receiving State approval and Authority to Award before the construction contract may be executed.

Suggested Motion: Motion to adopt Resolution No. 2026-___, Resolution of Tentative Award for the Wastewater System Improvements – Rhyne Street Lift Station and Railroad Crossing, Project No. SRP-W-134-0287, tentatively awarding the construction contract to Two Brothers Utilities, L.L.C. in the amount of $1,068,727.00, subject to the conditions stated in the resolution.

City of Lowell

Regular City Council Meeting

E. Resolution Approving Interlocal Agreement for Telecommunications Dispatch and Public Safety Computer Support – Town of Ranlo

Consideration of a Resolution approving the Interlocal Agreement Providing for Telecommunications Dispatch and Public Safety Computer Support, adding the Town of Ranlo Police Department as a participating jurisdiction in the consolidated public safety telecommunications and computer support system operated with Gaston County and the City of Gastonia. Under the agreement, Ranlo will become a full user of the New World public safety system (radio maintenance not included) and will participate in the existing cost-sharing formula based primarily on supported users and devices, with costs reviewed annually and jurisdictions billed quarterly. Ranlo's allocation for FY 2026-27 is approximately $34,191.45. The agreement runs through June 30, 2027, with provisions for continuation consistent with the existing Master Agreement, and requires ratification by resolution of the governing board pursuant to N.C.G.S. Section 160A-461.

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	New Business Item: 6E.
Reference File	**Presented By**
	Brad J. Guth, City Manager

To: Mayor and City Council

From: Brad Guth, City Manager

Date: September 8, 2026

Re: Ranlo Public Safety Interlocal Agreement

Background

The City of Lowell currently participates in the consolidated public safety telecommunications and computer support system operated through the City of Gastonia and Gaston County. Lowell Police Department became a participating jurisdiction in 2023.

The Town of Ranlo has requested that the Ranlo Police Department be added as a participating jurisdiction. Because Lowell is an existing party to the interlocal agreement, the participating jurisdictions are being asked to approve the agreement adding Ranlo.

Agreement

Under the proposed agreement: Ranlo Police Department will become a full user of the New World public safety system and receive the public safety information technology services provided to participating jurisdictions. Radio maintenance is not included for Ranlo under this agreement. Ranlo will participate in the existing cost-sharing formula based primarily on the number of supported users and devices. Costs will continue to be reviewed and adjusted annually, and participating jurisdictions are billed quarterly. The agreement runs through June 30, 2027, with provisions for continuation consistent with the existing Master Agreement.

Financial Impact

The FY 2026-27 cost-sharing exhibit identifies Lowell's allocation as: City of Gastonia services, $23,641.54; Gaston County services, $3,691.67; total Lowell allocation, $27,333.21. Ranlo's allocation under the agreement is approximately $34,191.45 for FY 2026-27. The addition of Ranlo expands participation in the regional system while maintaining the existing cost-sharing structure among the participating jurisdictions.

Council Action

N.C.G.S. Section 160A-461 provides for interlocal agreements to be ratified by resolution of the governing boards of the participating units of local government. Accordingly, a resolution approving the agreement is included for Council's consideration. Upon adoption of the resolution, the Mayor will be authorized to execute the agreement on behalf of the City, with the City Clerk attesting the agreement, subject to approval as to form by the City Attorney and completion of the required finance pre-audit certification.

Recommendation

Staff recommends that City Council adopt the Resolution Approving the Interlocal Agreement Providing for Telecommunications Dispatch and Public Safety Computer Support for the addition of the Town of Ranlo Police Department as a participating jurisdiction.

Suggested Motion

Motion to adopt the Resolution Approving the Interlocal Agreement Providing for Telecommunications Dispatch and Public Safety Computer Support for the addition of the Town of Ranlo Police Department as a participating jurisdiction.

Attachments

2026-09-08 Resolution Approving Ranlo Public Safety Interlocal Agreement (1).pdf

CITY OF LOWELL, NORTH CAROLINA

RESOLUTION APPROVING INTERLOCAL AGREEMENT PROVIDING FOR TELECOMMUNICATIONS DISPATCH AND PUBLIC SAFETY COMPUTER SUPPORT – TOWN OF RANLO

WHEREAS, the City of Lowell participates with Gaston County, the City of Gastonia, and other municipalities in a consolidated public safety telecommunications and computer support system; and

WHEREAS, the Town of Ranlo has requested that the Ranlo Police Department be added as a participating jurisdiction in the system; and

WHEREAS, the participating jurisdictions have prepared an Interlocal Agreement establishing the terms and conditions under which the Ranlo Police Department will participate in the system; and

WHEREAS, N.C.G.S. § 160A-461 authorizes units of local government to enter into interlocal agreements and requires such agreements to be ratified by resolution of the governing board;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell, North Carolina, that:

1. The **Interlocal Agreement Providing for Telecommunications Dispatch and Public Safety Computer Support** providing for the addition of the Town of Ranlo Police Department as a participating jurisdiction is hereby approved.
2. The **Mayor is authorized to execute the Interlocal Agreement on behalf of the City of Lowell**, and the City Clerk is authorized to attest the agreement and affix the corporate seal.
3. Execution of the Agreement shall be subject to **approval as to form by the City Attorney** and completion of the **pre-audit certification required by the Local Government Budget and Fiscal Control Act**.
4. The City Clerk is directed to maintain this Resolution and the executed Interlocal Agreement as part of the official records of the City.
5. This Resolution shall become effective upon its adoption.

Adopted this 8th day of September, 2026.

CITY OF LOWELL

By: _____
Mayor

ATTEST:

_____

City Clerk

APPROVED AS TO FORM:

_____

City Attorney

This document has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

_____

City Finance Director

STATE OF NORTH CAROLINA
COUNTY OF GASTON

I, _____, a Notary Public of the aforesaid County and State, do hereby certify that _____ personally appeared before me this day and acknowledged that he or she is the City Clerk of the City of Lowell and that by authority duly given and as the act of the municipal corporation, the foregoing instrument was signed in its name by its Mayor, sealed with its corporate seal, and attested by him or her as City Clerk.

WITNESS my hand and Notarial Seal, this _____ day of _____, 2026.

_____

Notary Public

My Commission expires_____

City of Lowell

Regular City Council Meeting

F. Consideration of Acceptance of Public Infrastructure – Lowell Woods Subdivision

True Homes has requested that the City of Lowell accept the public infrastructure associated with the Lowell Woods subdivision. This item has been placed on the agenda as a placeholder while staff completes the necessary engineering and legal closeout review. If the required developer request, closeout documentation, engineering inspection, and legal review are completed prior to the meeting, staff will present a Resolution Accepting the Public Infrastructure and Dedications for Lowell Woods for Council's consideration. If the requirements for acceptance have not been satisfied, staff will recommend that Council take no action and the matter will be brought back at a subsequent meeting. Under North Carolina law, City Council acceptance of subdivision infrastructure dedications requires action by resolution; approval of the original subdivision plat did not itself constitute City acceptance.

Meeting	Agenda Group
Tuesday, September 8, 2026, 6:00 PM	New Business Item: 6F.
Reference File	**Presented By**
	Brad J. Guth, City Manager

To: Mayor and City Council

From: Brad Guth, City Manager

Date: September 8, 2026

Re: Lowell Woods Subdivision – Proposed Acceptance of Public Infrastructure

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True Homes has requested that the City of Lowell accept the public infrastructure associated with the Lowell Woods subdivision. This item has been placed on the agenda as a placeholder while staff completes the necessary review.

Before recommending acceptance to City Council, the following steps will be completed:

Developer Request and Closeout Documents

True Homes will provide a formal request for acceptance and all required project closeout documentation, including applicable record drawings/as-builts, testing and certifications, plats, easements, and other documents necessary to establish what infrastructure is being conveyed to the City.

Engineering Review and Final Inspection

The City's engineer will review the documentation and inspect the public improvements to determine whether they have been completed in accordance with the approved plans and applicable City requirements.

Punch-List Completion

Any deficiencies identified during the final inspection must be corrected by the developer before acceptance, unless specifically addressed through an approved warranty or other security acceptable to the City.

Identification of Infrastructure to Be Accepted

Staff will identify specifically what the City is being asked to accept, which may include streets, water and sewer facilities, storm drainage facilities, sidewalks, easements, rights-of-way, and other public improvements.

Legal and Administrative Review

Any deeds, easements, bills of sale, warranties, guarantees, or other instruments necessary to transfer the improvements to the City will be reviewed before acceptance.

Engineer Recommendation

The City's engineer will provide written confirmation that the infrastructure is suitable for acceptance and identify any remaining conditions or warranty obligations.

City Council Acceptance

Once the above requirements have been satisfied, City Council will consider a Resolution Accepting the Public Infrastructure and Dedications for Lowell Woods. The resolution will specifically identify the facilities being accepted and the effective date of City ownership and/or maintenance responsibility.

September 8 Agenda

This item is being included as a placeholder in the event the necessary reviews and documentation are completed before the meeting. If the requirements for acceptance have not been satisfied, staff will recommend that Council take no action and the matter will be brought back at a subsequent meeting.

CITY OF LOWELL

CITY MANAGER'S REPORT

To: Mayor and City Council
From: Brad J. Guth, City Manager
Date: September 8, 2026
Subject: August 2026 City Manager's Report

Overview

August was a busy month with continued progress on several major infrastructure projects, development matters, regulatory and financial compliance, personnel transitions, and internal organizational improvements.

Much of our work continues to be focused on making sure the City has the infrastructure and administrative systems necessary to support both current operations and future growth. The following highlights some of the major items addressed during the month.

Administration and Organizational Development

- **Council Communication and Follow-Up.** I completed individual meetings with Council members during the month to discuss ongoing projects, organizational priorities, citizen concerns, and upcoming issues. I am also working to establish a more consistent process for tracking Council questions.
- **Organizational Improvement.** The Leadership Team continued discussions about communication, accountability, customer service, technology, and opportunities to streamline City processes. We have also begun identifying processes that are overly dependent on a single employee or department so that we can improve continuity and efficiency.
- **Technology and Artificial Intelligence.** Staff continued evaluating responsible ways to use technology and artificial intelligence to improve internal processes and customer service. The focus is on practical applications that can save staff time, improve access to information, and reduce repetitive work.
- **Lowell Community Update.** In August, we began developing a new **Lowell Community Update** to be included with monthly utility bills. The goal is to provide residents with a simple, consistent source for City news, upcoming events, project updates, important dates, and other information they may need to know.

Public Safety

- **Police Chief Recruitment.** Recruitment for Lowell's next Police Chief opened in August. Applications and supporting materials are being reviewed as we move toward the next phase of the selection process.
- **Police Department Transition.** Staff also prepared for the leadership transition associated with Chief Carl Moore's retirement. Following his retirement at the end of August, Assistant Chief Jeff Harrison was designated Interim Chief to provide continuity while the recruitment process continues.

Planning and Development

- **Planning and Zoning Continuity.** staff continued managing zoning, subdivision review, code enforcement, and development inquiries. We are also working through the appropriate administrative responsibilities and certification requirements so development services can continue without unnecessary delays.

Utilities and Infrastructure

- **Wastewater Treatment Plant Improvements.** Staff, plant operators, and our consulting engineers continued reviewing the proposed wastewater treatment plant improvements. Discussion has included treatment configuration, equipment sizing, pumping and blower systems, SCADA, sludge handling, basin capacity, and overall project cost. Before advancing further into design, I want to make sure the proposed improvements are the right long-term solution for Lowell.
- **Rhyne Street and Railroad Crossing Lift Stations.** Bids were received August 27 for the lift station improvement project. The low bid was within the available project budget. Staff is coordinating with NCDEQ on the required award and funding documentation so the project can continue toward construction.
- **Emergency Water and Wastewater Agreement with McAdenville.** Staff and legal counsel continued working with McAdenville to finalize the proposed Emergency Water and Wastewater Interlocal Agreement, including operational responsibilities and cost-recovery provisions. The agreement is scheduled for Council consideration at the September meeting.
- **Water Meter Reading and Estimated Billing.** The City continued experiencing problems with the Sentryx meter-reading system during August that prevented reliable meter readings from being transferred into the City's billing system. Rather than delay the monthly billing cycle, the City used estimated consumption for affected accounts based on available usage information. Before proceeding, staff reviewed the applicable requirements and the City's authority to administer its water and sewer utility billing. As actual meter data becomes available, accounts can be reviewed and corrected where necessary. Staff is continuing to work on the underlying meter-reading issue so that regular actual readings can resume.
- **Infrastructure Asset Appraisal.** Staff began coordinating with the North Carolina League of Municipalities on the appraisal of City-owned buildings, utility facilities, lift stations, and other infrastructure for insurance valuation purposes.

Stormwater and Regulatory Compliance

- **MS4 Stormwater Program.** Staff continued working to address outstanding requirements associated with the City's MS4 stormwater program, including permit documentation, previous audit findings, and coordination with NCDEQ. This is an area where I want to make sure the City has clear responsibilities, appropriate documentation, and a sustainable system for ongoing compliance rather than simply responding when deadlines arise.
- **Regulatory Compliance Tracking.** More broadly, we have begun looking at ways to better track recurring state and federal reporting, permit, certification, and regulatory deadlines across City departments. The goal is to create a centralized system that identifies the requirement, responsible employee, due date, and status.

Finance, Grants, and Internal Controls

- **Grant Administration and Internal Controls.** Staff continued working with NCDEQ and our consultants on grant reporting, reimbursement documentation, internal controls, and financial oversight associated with major water and wastewater projects.
- **Purchasing and Documentation.** Finance staff continued efforts to strengthen purchasing procedures, vendor documentation, and departmental compliance with City purchasing requirements.

These administrative items may not always be visible, but they are important. Lowell is managing a significant amount of grant funding and capital investment, and one of my priorities is to make sure the systems behind those projects are as strong as the projects themselves.

Professional Services

- **On-Call Engineering Agreements.** Staff continued working through the renewal and amendment of the City's on-call engineering agreements. This includes clarifying contract terms and task authorization procedures so the City has appropriate agreements in place before assigning future work.

Having clear contracts, scopes, and responsibilities is especially important as the number and complexity of the City's infrastructure and development projects continue to grow.

Parks and Recreation

- **Harold Rankin Park.** Staff continued reviewing proposed improvements at Harold Rankin Park, including the splash pad, courts, trails, seating, shade, lighting, restrooms, and related amenities. We are looking closely at the project from both a cost and long-term maintenance standpoint to make sure the City gets the greatest community benefit from the available funding.
- **Recreation Staffing.** August included continued work on the new Recreation Center position funded in the FY 2026–2027 budget. Following additional review of the responsibilities and organizational structure, the position is being refined as a **Recreation Center Coordinator**, reporting to the Parks and Recreation Director and focused on day-to-day facility operations, programming, rentals, events, and assigned staff. Late in the month, Athletic Coordinator Kevin Caulder also resigned. These changes provide an opportunity to better define responsibilities within the department and make sure our staffing structure supports both daily recreation operations and the Director's broader departmental responsibilities.

Regional and Intergovernmental Activities

- **Regional Managers Group.** I participated in the August Centralina Regional Managers Group meeting with managers from across the region. Topics included legislative changes, transportation, utility infrastructure, federal funding, development pressures, and emerging issues affecting local governments.

These meetings provide a useful opportunity to compare what Lowell is experiencing with other communities and to identify issues that may be headed our way before they become immediate concerns.

Looking Ahead

Major items moving into September include:

- Council consideration of the Emergency Water and Wastewater Agreement with McAdenville.
- Completing the Spencer Ridge Phase 1 performance guarantee and final plat review.
- Advancing the Rhyne Street and Railroad Crossing Lift Station project.
- Continuing review and refinement of the Wastewater Treatment Plant improvements.
- Moving forward with the Police Chief recruitment process.
- Resolving the Sentryx meter-reading issue and returning affected utility accounts to regular actual readings.
- Addressing MS4 stormwater permit and compliance requirements.
- Continuing work on long-term water capacity and infrastructure needs.
- Finalizing on-call engineering agreements and procedures.
- Moving forward with the Recreation Center Coordinator position and Recreation Department staffing needs.
- Continuing improvements to grant administration, financial controls, regulatory tracking, and Council follow-up.

There is a great deal moving at one time, but I am pleased with the progress staff continues to make. I appreciate their willingness to work through both the daily responsibilities of serving our residents and several significant issues that will shape Lowell for years to come.