Town of Spring Lake

BOARD OF COMMISSIONERS
Fredricka Sutherland, Mayor Pro Tem
Tony Burgess, Commissioner
Soña L. Cooper, Commissioner
Jackie Jackson, Commissioner
Adrian Thompson, Commissioner

CHARTERED IN 1951

OFFICE OF THE MAYOR
Kia Anthony, Mayor

ADMINISTRATION
Dennis English Jr., Town Manager
Carly Autry, Town Clerk
Michael R. Porter, Town Attorney

Board of Commissioners Regular Meeting Agenda
Monday, September 14, 2026
6:00 PM
Grady Howard Conference Room

The public may view the live Board of Commissioners Meeting on the Town's YouTube Channel: www.townofspringlake.com

1. **CALL TO ORDER**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE** – Pastor Williams
3. **ADDITIONS AND DELETIONS**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF CONSENT ITEMS**
   a. Draft Minutes of August 18, 2026, Special Meeting
   b. Draft Minutes of August 24, 2026, Work Session
   c. Draft Minutes of September 1, 2026, Special Meeting
6. **PUBLIC COMMENTS (Limit 3 minutes per speaker)**
7. **PRESENTATIONS**
   a. Coin Presentation – Commissioner Adrian Thompson
   b. Spring Lake Rooted & Ready – Summer 2027 Community Partnership Proposal – Dr. S.L. Raines, Pastor & Founder, Seed Harvest Christian Center
   c. Piedmont Natural Gas – Antonio Richardson, Sales Representative, Piedmont Natural Gas
8. **OLD BUSINESS**
   a. Update on Finance Officer Position – Town Manager Dennis English Jr.
   b. Draft Policy 6. Public Comment Period & Public Hearings at Board Meetings – Mayor Pro Tem Fredricka Sutherland
   c. Draft Policy 43. Public Records Request – Commissioner Jackie Jackson

9. NEW BUSINESS

a. Resolution 2026-17; A Resolution Requesting Funding from Cumberland County for the Spring Lake Natural Gas Extension Project – Mayor Kia Anthony
b. Christmas Parade on Main – Commissioner Jackie Jackson
c. Ordinance No. 2026-06; An Ordinance Declaring a Road Closure for Christmas Parade on Main – Commissioner Jackie Jackson
d. Budget Amendment (BA-6) FY2027 – Town Manager Dennis English Jr.
e. Budget Amendment (BA-7) FY2027 – Town Manager Dennis English Jr.
f. Budget Amendment (BA-8) FY2027 – Town Manager Dennis English Jr.
g. Budget Amendment (BA-9) FY2027 – Town Manager Dennis English Jr.
h. Mayor's Report – Mayor Kia Anthony
i. Board of Commissioners Report – Town of Spring Lake Board of Commissioners
j. Manager's Report – Town Manager Dennis English Jr.
k. Town Attorney Report – Town Attorney Michael Porter

10. CLOSED SESSION

a. Pursuant to NCGS §143-318.11(a)(1) – Confidentiality – Closed Session Minutes
b. Pursuant to NCGS §143-318.11(a)(3) – Attorney-Client Privilege
c. Pursuant to NCGS §143-318.11(a)(4) – Economic Development
d. Pursuant to NCGS §143-318.11(a)(6) – Personnel

11. ADJOURNMENT

Town of Spring Lake
Special Meeting of the Board of Commissioners
Municipal Building
300 Ruth Street
Spring Lake, NC 28390

August 18, 2026 **MINUTES** 6:00 pm

The Spring Lake Board of Commissioners held a Special Meeting in the Grady Howard Conference Room of the Spring Lake Municipal Building with Mayor Kia Anthony presiding.

Board Members Present: Mayor Pro Tem Fredricka Sutherland
Commissioner Tony Burgess
Commissioner Soña L. Cooper
Commissioner Jackie Jackson
Commissioner Adrian Thompson

Others Present:
Carly Autry, Town Clerk
Interim Town Manager Dennis English Jr.
Police Chief Errol Jarman, Spring Lake Police Department
Shialiaa Jones, Customer Service Representative
James Overton, Finance Director
Michael Porter, Town Attorney

1. CALL TO ORDER
Mayor Anthony declared a quorum and called the meeting to order.

2. OLD BUSINESS

a. Ordinance 2026-05; An Ordinance Amending the Town of Spring Lake FY2026-2027 Rate and Fee Schedule to Revise Special Event Vendor and Food Truck Fees – This agenda item was discussed at the Board meeting on Monday, August 10, 2026. Per the minutes from the meeting on August 10, 2026, Clerk Autry advised the Board that in order to formally change the Rate and Fee Schedule, an Ordinance is required, since the Rate and Fee Schedule are approved as part of the Budget Ordinance. She recommended that the Board table the formal vote on the Ordinance to allow her to prepare a revised Ordinance with the new fee amounts, which could be brought back for Board approval at the Monday, August 24, 2026, meeting. Since a Special Meeting was called prior to August 24, 2026, this item was placed on this agenda.

Action: Motion to approve Ordinance 2026-05; An Ordinance Amending the Town of Spring Lake FY2026-2027 Rate and Fee Schedule to Revise Special Event Vendor and Food Truck Fees.
Motion by: Mayor Pro Tem Sutherland
Second by: Commissioner Jackson
Vote: Unanimous

3. TOWN MANAGER CANDIDATE PUBLIC FORUM

Mayor Anthony provided an opening statement to the public, explaining that the Town of Spring Lake was in the process of hiring a permanent Town Manager and that the two (2) finalists were Mr. Dennis English, the current Interim Town Manager, and Mr. Michael Douglas. She noted that there would be no comments from the audience during the forum, and that all questions had been submitted to the Town Attorney, vetted, and then passed on to the moderator for the evening – the Town Clerk.

Clerk Autry took the floor and noted that there were ongoing issues getting the meeting livestreamed on YouTube, explaining that the system had been tested and worked beforehand but was now having technical difficulties. She noted that she was recording the meeting on her phone as a disclaimer. There were also brief technical difficulties with the microphone setup at the start of the forum, which were addressed before the questioning began.

Question 1: If you are selected as our next Town Manager, what are the three (3) most important problems you believe the Town must address? What specific actions would you take during the first twelve (12) months to address them, and how would residents measure whether you have succeeded?

Mr. English responded first. He stated that he had been working on identifying his 3 priorities since he began serving as Interim Town Manager. He identified those 3 priorities as water infrastructure, blight and abandoned properties, and economic development.

On the topic of water infrastructure, Mr. English stated that the Town's water system was aging, having been in place since the 1960s, and that addressing it would require creating more revenue streams, pursuing grants, and lobbying at both the state and federal levels. He emphasized that it would take an all-hands-on-deck approach to ensure the Town received the significant funding it needed.

On the topic of blight and abandoned properties, Mr. English acknowledged that blight had been a longstanding and growing issue in Spring Lake. He noted that the Town had recently come out of a focus group meeting with stakeholders aimed at creating opportunities to eliminate blight. He stated that the Town had a strong Ordinance in place and that consistency in enforcement was key. He was candid with the audience that addressing blight and nuisance homes would require more than one (1) year and that he would need approximately four (4) years as Town Manager to make meaningful progress. He invited community members to participate in the focus groups.

On the topic of economic development, Mr. English stated that it was imperative to bring jobs into the community, specifically unique job opportunities that would embrace the community without creating issues such as eminent domain. He stressed the importance of leveraging the nearby military base and bringing new employment opportunities to Spring Lake.

Mr. Michael Douglas responded next and began by thanking the Board for selecting him as a finalist. He stated that he agreed infrastructure was the Town's biggest problem, noting that Spring Lake had a $75 million-plus infrastructure deficit. He drew on his experience from a previous municipality where a similar $30 million water and sewer deficit existed. In that case, he said he had secured $23.3 million from the state legislature and an additional $1.25 million from a federal congressional representative to address the infrastructure problem. He stated that the capabilities to find funding existed and that the CDBG (Community Development Block Grant) fund had an excess of $240 million available, with organizations looking for eligible recipients. He emphasized that the key was knowing where to look for the money.

Mr. Douglas's second priority was transparency. He stated that based on everything he had read about Spring Lake, there was a transparency problem between the Board and residents, with many people lacking trust in the Board or the Town Manager. To address this, he described a "Meet the Manager" initiative he had previously implemented, which consisted of a monthly meeting held 2 days after each Council meeting where residents could come speak to him one-on-one about any topic. He also discussed the development of a resident newsletter as an additional tool for increasing transparency and getting information out to the community.

Mr. Douglas's third priority was blight. He stated that in his experience, residents and property owners would not begin fixing their properties until the Town started tearing them down. He described a process he had implemented in a prior municipality in which the Town budgeted $40,000 per year specifically for demolitions. He outlined the process as going through code enforcement, issuing notices, allowing property owners the opportunity to abate issues, holding hearings, and making findings of fact, after which Council would sign off and demolition would proceed. He stated plainly that the goal was to start tearing down properties.

On the matter of measurement, Mr. Douglas addressed each of his 3 priorities. For infrastructure, he noted that success would be measured by whether funding was secured within the next 12 months, and he specifically flagged that the CDBG-I (infrastructure) Grant portal was open and would close on September 6, 2026, urging whoever became Town Manager to apply immediately. For blight, he stated that if the Town started with, for example, 100 blighted properties and demolished ten (10) in a year, that was measurable improvement and a demonstration that the Town was putting its words into action. He stated that such visible progress would help rebuild resident trust in the Council and the Town Manager.

Question 2: Residents in neighborhoods like Deerfield have concerns about security and property upkeep. What is your approach to balancing fair, consistent code enforcement and neighborhood safety with homeowner rights and resources?

Mr. Douglas responded first to this question. He stated that security was a community problem and that one approach was to engage young people through schools before they reached high school. He described a program in a prior municipality where staff went into middle schools once a quarter to talk to kids about safety, crime, and drugs. He acknowledged that this approach might or might not work in Spring Lake but characterized it as a valuable opportunity to reach youth early.

Mr. Douglas also stated that hiring more Police Officers alone would not solve the problem, noting that even with a Police Officer at every stop sign, violations would still occur. He emphasized that community engagement and resident reporting were critical, encouraging residents to report suspicious activity in their neighborhoods. He stated that other community-based initiatives could also be put into effect but did not enumerate them in detail, choosing to keep his response focused on the broader philosophy of community involvement.

Mr. English responded next. He referenced the Town's ongoing focus group work on blight and code enforcement, noting that the Town had contracted with an individual specifically focused on code enforcement. He acknowledged that this person was one individual but explained that their job was to identify and address homes with upkeep issues and that community members were welcome to join the focus groups.

Mr. English then shared a specific, real-time example from the Deerfield neighborhood involving an elderly woman in hospice care whose property had severely overgrown grass with snakes, and a garage overflowing due to hoarding. He stated that he had to make a decision as Town Manager to begin addressing that yard, and that doing so required significant sensitivity. He described speaking with the woman's son, who held Power of Attorney (POA), and navigating the situation with care. He reflected that not all code enforcement situations were about crime – some were about an aging population whose residents needed assistance rather than citation.

Mr. English spoke about the importance of building personal relationships within the community. He described visiting homes, shaking hands, and engaging with residents – including retired military personnel living in Spring Lake – to understand their situations on a human level. He acknowledged and thanked Police Chief Jarman, who was present in the room, noting that the Chief was on speed dial for when situations required a law enforcement response.

Mr. English further acknowledged the cost of code enforcement and abandoned home demolitions. He referenced a recent conversation in a pre-meeting about the high cost involved, estimating upwards of $70,000 to knock down some of the abandoned homes. He stated that the Town was currently targeting five (5) properties. He also raised the idea of potentially reinstating a neighborhood captain program, which had previously been suggested by a resident, noting that identifying and building relationships with neighborhood captains could help maintain consistency and partnerships across Spring Lake's neighborhoods. He concluded by emphasizing that the momentum already underway should not be stopped.

Question 3: Please discuss how you'll be Board and community inclusive in your decision making where policy and time constraints are not at issue, yet remain impartial in arriving at your final course of action to assure the very best outcome for the Town of Spring Lake and its residents.

Mr. English responded first. He began by noting his background in state government, having been appointed by the Governor as an Assistant Secretary in the North Carolina Department of Administration. He referenced the Order of the Long Leaf Pine as part of his credentials. He stated that his background gave him the opportunity to not only engage the community but also bring in all necessary resources to arrive at the right decision.

Mr. English specifically mentioned the UNC School of Government as a key resource, describing it as the largest organization supporting Towns across North Carolina. He noted that the School of Government had been brought in that very day at the focus group meeting. He also referenced the challenge of funding infrastructure improvements, estimating approximately $80 million would be needed, and reaffirming his commitment to not raising water rates until every other possible dollar had been found. He stated that when he first arrived as Interim Town Manager, he sat down with Finance Director James Overton and that they fought together to avoid raising resident water rates – a commitment he stated he would uphold going forward. He stated that when major policy decisions arose, he would bring in third-party, non-biased expertise such as the School of Government so that the guidance did not simply come from him alone.

Mr. English also mentioned the Department of Environmental Quality (DEQ) as an organization he was actively in contact with regarding drinking water quality, and emphasized that he had those relationships in place and could act quickly. He stated that he would ensure decisions were made with professional, externally validated information rather than relying solely on his own judgment.

Mr. Douglas responded next. He described his "Meet the Manager" initiative as the cornerstone of his approach to community inclusiveness, explaining that it gave individual residents the opportunity to come speak directly with him on any issue. He gave a specific example from the Town of East Spencer involving a resident named Ms. Cooper, who came to him about a pothole and later engaged in an hour-long conversation with him about a proposed data center coming to the community.

Mr. Douglas described how he managed the data center issue through a structured community engagement process, organizing 5 public meetings in which residents could speak directly to elected officials, the Town Manager, and data center representatives to ask questions and voice concerns – particularly about environmental impact. He stated that this kind of structured community engagement was central to his philosophy of transparency and inclusiveness.

On the topic of resources, Mr. Douglas confirmed that he had also worked with the School of Government for approximately 10 years, utilizing their support in areas such as writing Ordinances and developing city plans. He noted the value of bringing in engineering firms and others to provide expert advice on infrastructure costs and project feasibility, emphasizing that he was not an engineer and believed in relying on qualified experts.

Mr. Douglas described his approach to federal engagement, including attending North Carolina's Annual Advocacy Day in Washington, D.C. – called "North Carolina Works" – where he had attended for the past 2 years and found that in-person meetings with congressional representatives were far more impactful than phone calls. He stated this approach had resulted in tangible funding for the communities he had served.

When specifically addressing the concept of impartiality, Mr. Douglas stated candidly that he believed everybody has an agenda, driven by their individual circumstances and financial situations. He stated that his approach was to treat everyone equally regardless of their income or status. He reflected on a compliment given to him by a member of his former community in East Spencer, who said that the one thing they loved about him was that he treated everybody the same. Mr. Douglas stated he took that as a badge of honor.

Question 4: Please describe your management style relative to employees and department heads.

Mr. Douglas responded first. He described his management style as collaborative and said that every Monday he held a staff meeting to discuss priorities for the week and the month. He stated that if staff were not there to increase the quality of life for residents, they needed to go, and that he communicated this expectation clearly and consistently. He noted that talking to staff every day and listening to them was the key to building a collaborative environment. He acknowledged his 20-year military background and admitted that he could sometimes be forceful, but stated that his general approach was to listen, engage in dialogue, make decisions collaboratively, and then present a unified front publicly – summarizing this philosophy as "one band, one sound."

Mr. English responded next. He described his management style as that of a listener first, a strategic thinker, and a collaborator. He stated that a leader must first know how to follow and that listening to department heads – who were the most experienced in their respective areas – was essential. He gave the example of Police Chief Jarman, whom he said he listened to carefully on matters of public safety without talking over him.

Mr. English highlighted a recent example of successful inter-departmental collaboration: the National Night Out event, at which the Spring Lake Police Department and Fire Department worked together effectively. He expressed pride in this outcome, noting that not all Towns across the state could say the same about their Police and Fire Departments. He noted that the event proceeded despite rainy weather when other towns had canceled their events.

Mr. English also discussed the practical demands of collaboration within a small staff, stating that Grant applications and responses to the Office of State Budget Management (OSBM) often required multiple employees working together. He reaffirmed that while he encouraged teamwork and listened to his team, he was ultimately a leader, citing 15 years of leadership experience in his career. He specifically noted that in the last seven (7) months as Interim Town Manager, he had led the budget process alongside the Finance Director, successfully delivering a budget with no water rate increases and no property tax increases.

Question 5: Describe your experience working with the Finance Department generating the Town budget.

Mr. English responded first. He described beginning the budget process in February upon his arrival as Interim Town Manager, noting that department heads had already submitted their budget priorities at that point. He stated that his approach was to sit down individually with each department head to understand the rationale behind their numbers and the importance of their priorities – including why new vehicles were needed for the Fire and Police Departments.

Mr. English described holding meetings with every department head in the Commissioner Chambers and organizing a Saturday Budget Retreat with the Board, which gave them the opportunity to ask questions directly to department heads. Mr. English spoke of working closely and tirelessly with Mr. Overton throughout the process, acknowledging that they did not always agree but that they successfully delivered a completed budget. He described the process as a crash course in the Town's priorities and fiscal landscape.

Mr. English highlighted specific outcomes from the budget process, including setting aside one million dollars in reserve funds for water infrastructure emergencies so that when outages occurred, leaks could be repaired without scrambling for funds. He also noted that he had budgeted for specialized consultancy services for public works – noting that when he arrived, the Fire Chief had been serving as the de facto Public Works Director, a situation he described as unacceptable. He said he had worked to bring in a specialized team – referred to as the "A Team" – to address water leak issues in a structured and cost-effective manner, rather than repeatedly spending large sums on emergency contractors. He concluded by expressing that the budget reflected real, practical solutions to problems he had identified immediately upon arriving at the Town.

Mr. Douglas responded next, drawing on his stated 10 years of experience working with municipal budgets. He described beginning his budget process in January each year, before the Council's February retreat, so that he already had a preliminary staff budget in hand when entering those retreat discussions. He stated that staff priorities and council priorities never matched in his 10 years of experience and that the real work began in March, when department heads would be brought into a room for extended working sessions – sometimes lasting as long as eight (8) hours – to reconcile those differences.

Mr. Douglas gave a specific example from the Town of East Spencer involving the Police Department, which wanted a new vehicle, and the Parks and Recreation department, which wanted $35,000 to fund community programs. Rather than simply denying one department's request, he described brokering a compromise in which the Police Chief agreed to forgo the vehicle that year in exchange for a commitment that the Town would fund it the following year, with the Parks and Recreation funds redirected to community programming in the interim. He used this to illustrate that the budget was fundamentally a process of compromise, not dictation.

Mr. Douglas stated that he viewed the Fund Balance as a resource only for one-time, extraordinary purchases, and that he made it a priority never to rely on Fund Balance for recurring operational expenses. He stated that with proper budgeting and compromise, a Town could meet its needs within the revenue it received.

Mr. Douglas confirmed that all 3 municipalities he had managed – East Spencer, McKinley, and Green Level – had maintained balanced budgets throughout his tenure and had never been subject to state investigation. He described the budget as a living document that continued to require active management throughout the entire fiscal year, not just at adoption. He described a tool he had developed called a "budget justification sheet," which laid out every single budget line item in detail – including wages, tax withholdings, and social security deductions – enabling him to closely monitor spending throughout the year. He gave the example of monitoring the Police Department's fuel budget and identifying early if spending was on track to exceed the annual allocation, at which point a budget amendment could be made without touching the Fund Balance. He concluded by reaffirming that the Finance Department was the "purse" of any municipality and that working with them throughout the entire fiscal year – not just during budget season – was essential.

The Town Clerk noted that the 5 questions concluded the Public Forum.

Mayor Anthony thanked both participants for their involvement and transparency.

4. CLOSED SESSION

Action: Motion to approve to go into Closed Session Pursuant to NCGS §143-318.11(a)(6) – Personnel.
Motion by: Commissioner Cooper
Second by: Commissioner Jackson
Vote: Unanimous

Action: Motion to approve to come back into Open Session. No action taken.
Motion by: Commissioner Cooper
Second by: Commissioner Thompson
Vote: Unanimous

Action: Motion that we select Dennis English as Town Manager.
Motion by: Commissioner Burgess
Second by: Commissioner Jackson
Vote: 3-2; **Noes:** Commissioner Cooper and Commissioner Thompson

5. ADJOURNMENT

Action: There being no further business to come before the Board, Mayor Anthony adjourned the meeting at 7:12 pm.

ATTEST:

Carly Autry, CMC, NCCMC Town Clerk	Kia Anthony Mayor

Town of Spring Lake
Work Session Meeting of the Board of Commissioners
Municipal Building
300 Ruth Street
Spring Lake, NC 28390

August 24, 2026 **MINUTES** 6:01 pm

The Spring Lake Board of Commissioners held a Work Session meeting in the Grady Howard Conference Room of the Spring Lake Municipal Building with Mayor Kia Anthony presiding.

Board Members Present: Mayor Pro Tem Fredricka Sutherland
Commissioner Tony Burgess
Commissioner Soña L. Cooper
Commissioner Jackie Jackson
Commissioner Adrian Thompson

Others Present:
Carly Autry, Town Clerk
Dennis English Jr., Town Manager
Patricia Hickmon, Planning & Zoning Manager
Police Chief Errol Jarman, Spring Lake Police Department
James Overton, Finance Director

1. CALL TO ORDER
Mayor Anthony declared a quorum and called the meeting to order.

2. INOVOCATION AND PLEDGE OF ALLEGIANCE
Bishop Marshall gave the invocation and led the Pledge of Allegiance.

3. ADDITIONS AND DELETIONS
Mayor Anthony requested to add Cherry Bekaert FY2022 Audit under Presentations and Mayor Pro Tem Sutherland requested to Water Operations Update under Presentations. Mayor Anthony noted that the Water Operations Update would be listed first as agenda item 7a., as it was expected to be shorter, and the Cherry Bekaert FY2022 Audit would follow as 7b.

4. APPROVAL OF AGENDA
Action: Motion to approve the August 24, 2026, Work Session agenda with the additions.
Motion by: Commissioner Thompson
Second by: Commissioner Cooper
Vote: Unanimous

5. APPROVAL OF CONSENT ITEMS
Action: Motion to approve the draft minutes of August 10, 2026, Special Meeting and draft minutes of August 10, 2026, Regular Meeting.

Motion by: Mayor Pro Tem Sutherland
Second by: Commissioner Burgess
Vote: Unanimous

6. PUBLIC COMMENTS

Nubian Mitchell, Spring Lake resident, addressed comments that had been made at a previous meeting by Mayor Pro Tem Sutherland. She stated that Mayor Pro Tem Sutherland had claimed to be the Homeowner's Association President of Woodland West subdivision. After researching with many original residents of the community, she contended that this was not a true statement, asserting that Woodland West had never had an HOA and still did not. She further addressed Mayor Pro Tem Sutherland's prior remarks about thanking police for responding to a situation, stating that the incident specifically involving herself was one in which Mayor Pro Tem Sutherland had driven in and blocked her, and that it was she who had been subjected to an attempted act of intimidation. Ms. Mitchell also remarked that she found it unfortunate that Mayor Pro Tem Sutherland needed public recognition for community beautification efforts, adding that in her view, Mayor Pro Tem Sutherland was not conducting herself as a woman of God. Mayor Anthony intervened, reminding Ms. Mitchell to refrain from personal attacks and keep comments on the business of the Town. Ms. Mitchell responded that she was there precisely because she had been personally victimized and that the matter had been brought to the Town's attention by Mayor Pro Tem Sutherland.

Mary Jackson, Spring Lake resident, addressed the Board expressing concern regarding the performance and effectiveness of the Board. She stated that as elected officials, Commissioners have a responsibility to understand the duties of the office they were elected to serve, which includes reviewing the Town Charter, local Ordinances, Board policies, procedures, ethics requirements, and the legal limitations of the Town's form of government. Ms. Jackson indicated that many discussions and actions she had observed during Board meetings suggested that some Commissioners may not have a clear understanding of their roles and responsibilities. She noted that questions were often raised regarding matters already addressed in existing public documents and records. Ms. Jackson drew a comparison to private employment, noting that an employee who fails to learn the requirements of their position would likely receive additional training, coaching, and if necessary, corrective action. She acknowledged that elected officials are accountable to voters rather than supervisors, but argued the principle remains the same – that those entrusted with public responsibilities should make every effort to understand the job. Ms. Jackson respectfully encouraged each Commissioner to commit to a comprehensive review of the Town Charter, Board policies, ethics guidelines, and Rules of Procedure, and also encouraged participation in training opportunities offered by organizations such as the North Carolina League of Municipalities (NCLM) and the UNC School of Government.

7. PRESENTATIONS

a. <u>Water Operations Update – John Cannon, Superior Utilities</u> – Mr. Cannon noted that he recently met with Mr. English and Commissioner Jackson for meetings to discuss ongoing utility matters, including tracking water loss and repair progress. He read from a list of repairs completed since Superior Utilities came on board, which included three (3) 6-inch main water main breaks, two (2) hydrant resets, four (4) valve replacements, one (1) 3-inch leak, 4 2-inch main leaks, 3 new service taps, 2 sewer main blockages that were jetted out, seven (7) sewer service repairs, 1 yard replaced, 1 manhole repair, a sinkhole on Regina Drive addressed in preparation for paving, and 28 service line repairs. He stated this represented a total of 56 repairs in the first 60 days. He acknowledged that while there were still 2 more leaks to be addressed that week, they had at one point caught up with the known leak list. He emphasized that the meetings with Commissioner Jackson and Mr. English were ongoing and detailed.

Mayor Anthony responded by commending the work being done and explaining to the public why water service was frequently disrupted. She stated the Town was chasing leaks daily, trying to put band aids on a system that needed amputation, and that the Town was pursuing funding to address major repairs. She urged residents to bear with the team and acknowledged that they were working daily.

Mr. Cannon further noted that one of the next priorities was addressing approximately ten (10) identified non-functioning valves in the system. He also mentioned that Fire Chief Jason Williams had provided a list of items for him to work on.

Commissioner Cooper asked whether the meetings could be televised or recorded so that citizens could see the work being done and reduce the volume of questions and concerns. Mr. English responded that while the meetings were informal working meetings, he was open to exploring video options for transparency and had no problem with being transparent about the work being done.

Mr. English then asked Mr. Cannon to speak about the meter replacement initiative. Mr. Cannon explained that the Town was experiencing approximately 50% water loss, meaning for every 100 gallons purchased, only 50 were billed. He explained that some of that loss was attributable to the leaks being repaired, but a significant portion was due to metering issues. He noted they were in the process of setting up a meeting with the meter manufacturer to explore options for completing the meter installation project more quickly. He noted that of approximately 4,500 total connections to the Town, roughly 1,500 new meters had been installed, leaving approximately 3,000 remaining. He stated that original projections called for an 8-year turnaround for full meter replacement, but with some of the replacement work being done in-house using existing staff, the timeline could potentially be reduced to 3 or 4 years.

Mayor Pro Tem Sutherland thanked Mr. Cannon and his team for their hard work and asked whether Mr. Cannon could provide the total dollar savings the Town had realized from in-house repairs versus contractor repairs. Mr. Cannon indicated the previous estimate showed approximately 42% savings from in-house repairs. Mayor Pro Tem Sutherland also acknowledged that the meter replacement initiative was important because the water loss was contributing to elevated water bills for citizens.

Commissioner Cooper asked for clarification on the meter numbers. Mr. Cannon confirmed approximately 1,500 meters installed out of 4,500 connections. Commissioner Cooper asked whether the remaining 3,000 had been budgeted for. Mr. English indicated that approximately 600 meters per year had been budgeted. Mr. Cannon also revealed that he had learned that day that the radio-frequency transceivers needed to make the meters part of the drive-by system were compatible with the existing Census-based system the Town used, which opened new opportunities for expanding the ride-by billing functionality.

Mayor Anthony noted she believed one neighborhood had already been completed for drive-by meter reading. Mr. Cannon clarified that Deerfield was supposed to be complete but was in fact not fully done, and that a team would be riding through that subdivision the following week to assess what remained to finish the project, including installation of transceivers. He noted that a representative from Ferguson Supply, which supplies the meters, would be coming in the following week to provide training on transceiver installation.

Mr. Cannon also took a moment to recognize Town utilities employee Travis Hawkins, noting that despite dealing with an arm injury, Mr. Hawkins had worked exceptionally hard on every repair and had shown dramatic improvement since Superior Utilities' arrival.

b. Cherry Bekaert FY2022 Audit – Finance Director James Overton & Scott Anderson, Cherry Bekaert – Mr. Overton provided background, noting that the Town's last completed audit had been for the fiscal year ending June 30, 2020, completed in March of 2021 – over five (5) years prior. He explained that the Town's financial records were in such poor condition in 2021 that the Local Government Commission (LGC) determined they could not be audited and waived that year's audit requirement. He stated that Cherry Bekaert had finished the 2022 audit on August 20, 2026. He also noted that a contract had been awarded to Carr, Riggs & Ingram out of Goldsboro for the FY2023, 2024, and 2025 audits, and those auditors were ready to begin as soon as the 2022 audit was approved and accepted by the LGC.

Mr. Overton explained that one reason the FY2022 audit had been so delayed was the volume of prior period adjustments required from the FY2020 audit. He pointed to pages 99 and 100 of the previously distributed audit documents, noting that adjustments had been made across virtually every fund, some of them significant, reflecting the numerous errors found in the prior audit.

Mr. Overton then walked through the financial statements. He noted that for FY2022, the Town's governmental activities showed a total net position of negative $2.3 million, of which $2 million represented the value of fixed assets such as land, buildings, and equipment that cannot be spent. Restricted Fund Balance was nearly $3 million, restricted by state statute for Debt Service and Grants. The unrestricted Fund Balance in governmental activities was a negative $7 million, resulting in the total net position of negative $2.3 million.

In the statement of activities, general revenues including property taxes and sales taxes were approximately $7 million. Expenses were $6.9 million and net income before the loss on the impaired asset was $926,000. However, the Town was required to recognize a loss of approximately $1.5 million on the buildings purchased as part of the Spring Lake Property Acquisitions (SLPA), as Cumberland County had condemned them. The original purchase price had been $1.7 million; the buildings had depreciated to $1.5 million and were now essentially worthless. This loss essentially wiped out the net income gain.

Mr. Overton noted that in FY2021, the Town had recognized a loss of approximately $334,000 due to embezzlement by a prior Finance Director.

For business activities – including the Water and Sewer Fund, Sanitation Fund, and Stormwater Fund – Mr. Overton stated the Water and Sewer Fund was in much better shape, with a total net position of approximately $9.57 million representing the value of infrastructure, equipment, and vehicles. Unrestricted Fund Balance in business activities was approximately $3.1 million. He acknowledged that one of the reasons the Water Fund appeared profitable in FY2022 was that many needed repairs had not yet been made.

In the General Fund specifically, Mr. Overton noted that non-spendable Fund Balance included $1 million in accounts receivable that had not yet been collected, $800,000 set aside for street repairs and the Powell Bill Fund, and $377,000 in Debt Service reserves for USDA loan payments and the fire station debt. The unassigned General Fund Balance was a negative $642,000, which he noted was significantly better than the negative $1.5 million in FY2021. Total Fund Balance was $2.2 million.

General Fund revenues totaled $7.6 million, expenses were $5.7 million, and a transfer out of $366,000 to other funds resulted in net income of $1.6 million in the General Fund for FY2022. He noted, however, that when the $1.5 million impairment loss was applied, it essentially wiped out the entire gain.

On property taxes, he noted that Cumberland County's assessed value was $464 million with a tax rate of 70 cents, for a total levy of $3.2 million. The County collected 98.8% of taxes, leaving only $39,000 uncollected for the current year.

The Water and Sewer Fund reported operating revenues of $3.7 million against expenses of $3.1 million, for operating income of $594,000. After miscellaneous revenues, interest expense, and transfers out, the net income in the Water Fund was $543,000. The Sanitation Fund reported revenues of $700,000 against expenses of $564,000 for a net income of $127,000. The Stormwater Fund received $289,000 in revenue and spent very little, having built up a balance of $1.4 million designated for stormwater repairs.

Mr. Overton touched on the American Rescue Plan (ARPA) Grant, noting the Town received $1.9 million each year in FY2022 and FY2023 for a total of $3.8 million, all of which was spent in FY2023 for salaries and benefits, freeing up other funds for repairs.

Mr. Overton discussed significant pension and retirement liabilities: the NC Local Government Employees Retirement System share was $976,000 (though the Town's only actual obligation is the monthly contribution); the Law Enforcement Officer Separation Allowance projected liability was $470,000; and the OPEB (other post-employment benefits/retiree health insurance) actuarial liability was $5.4 million. He noted that neither the retiree health insurance nor the law enforcement separation allowance had money set aside and were paid on a pay-as-you-go basis. Total outstanding debt as of FY2022 was $10,267,000.

Mr. Overton then provided an update on SLPA. He summarized the history of the purchase of 160 acres of land in 2019 and 2020, the subsequent default on the loan, and the resolution reached with Truist Bank in which the Town paid off a $3.5 million loan for only $450,000, with Truist forgiving approximately $2.9 million because the bank did not want the land. He noted that SLPA currently owes the Town $784,000, which includes the original land costs, the $450,000 payoff to Truist, back property taxes and solid waste fees of $49,000, less the sale of one tract of land for $75,000, plus $13,000 in legal fees, and a newly received property tax bill of $8,500. He explained that the Town paid $236,000 in interest on the loan before defaulting, and combining all costs, approximately $1,025,000 had been spent in total on the property. He noted the assessed value of all remaining tracts had increased nearly 60% during the Countywide revaluation, totaling approximately $3.3 million in assessed value. He noted that a foreclosure sale was scheduled for the following month through Hutchens Law Firm. If no one outbid the Town, the Town would be the highest bidder and would subsequently acquire the land, declare it surplus, and hopefully sell it to the highest bidder. He stated that the opening bid amount would need to be determined during the evening's Closed Session.

Scott Anderson of Cherry Bekaert then presented the auditor's formal communication to the Board. He introduced himself as an Engagement partner serving as the secondary reviewer on the audit, with Leanne Waters as Engagement Director and Linda Suggs as Senior Manager having performed the primary audit work. He explained that the purpose of this presentation was required by the LGC and by auditing standards, and that he would be covering the highlights of the approximately 27-slide deck provided to the Board.

Mr. Anderson stated that Cherry Bekaert issued its audit report dated August 20, 2026. He explained that the purpose of an audit is to express an opinion as to whether financial statements are fairly stated in accordance with generally accepted accounting principles. He stated that the firm expressed an unmodified opinion on governmental activities, the General Fund, the SLPA Fund, the ARPA Fund, the Sanitation Fund, the Stormwater Fund, and the aggregate remaining fund information.

However, Mr. Anderson stated that the firm did not express an opinion on the Water and Sewer Fund, instead issuing a disclaimer of opinion. He explained that during the audit of that fund, there were certain items with no documentary support. He clarified that this did not mean the transactions did not happen or did not exist, but rather that there was no audit evidence to observe and rely upon. Because the Water and Sewer Fund rolls up into the business-type activities report, the disclaimer of opinion was also applied to business-type activities as a whole.

Mr. Anderson noted that the single audit was triggered because of federal spending, with one applicable program – FEMA – that was audited. He stated findings related to that program were communicated as part of the report.

Mr. Anderson explained that while auditors are not required to and do not express an opinion on internal controls, they are required to communicate any deficiencies identified in the course of their audit. He stated that Cherry Bekaert was reporting 7 control deficiencies for FY2022.

The first related to inadequate segregation of duties and a year-end close process that was not being performed in a timely manner, with several reconciliations that had not been completed on time. The second was that the audit report itself was issued in 2026, well beyond the LGC's October 31st deadline requirement. The third was that the Town did not have adequate controls to monitor the budget and ensure expenditures did not exceed budgeted amounts, and one special revenue fund legally required to have an adopted budget did not have one. The fourth was that the Town did not have adequate controls to report appropriate budget amendments to resolve budget shortfalls, with several funds in deficit that were required by state statute not to be. The fifth finding related to federal spending and procurement, noting the Town did not have procedures to ensure documentation was maintained for procurement subject to bidding requirements related to a federal Grant, did not have a formal policy ensuring documentation was retained to evidence revenue and submission of required reports, and did not follow the expenditure approvals policy, resulting in a lack of consistent documentation of controls over the federal Grant. Additionally, he noted a recommendation – which he acknowledged management was already aware of and actively addressing – related to the irregularity in the volume of water being billed versus output.

Mr. Anderson noted that during the audit, management had identified audit adjustments in the course of bringing the records in line with generally accepted accounting principles. He stated these adjustments were summarized in the provided presentation slides.

Mr. Anderson noted that the Town implemented GASB Statement 87 on leases during FY2022, which was a significant change requiring a new way of accounting for lease transactions. He identified the SLPA impairment loss and the prior-period embezzlement loss as significant and unusual transactions. The most significant accounting estimates were the pension and OPEB liabilities, which Mr. Overton had already addressed. He stated that management's financial note disclosures were very thorough, forthcoming, easy to follow, and conservative in their approach to disclosure, which he said was appreciated.

Mr. Anderson confirmed that Cherry Bekaert maintained its independence throughout the engagement and had not provided any non-attest services that would compromise that independence. He noted that the audit was a difficult one – not in a technical sense, but in terms of the amount of effort required to track down documentation, the need to involve higher-level auditors due to the condition of the records, and the fact that with staff turnover, no one who was present during the audit period remained at the Town to answer questions. Despite these challenges, he confirmed that there were no disagreements with management, no contentious matters requiring outside consultation, no knowledge of management consulting other firms for a different opinion, and no fraud, illegal acts, or violations identified beyond what had been previously identified in earlier periods. He also stated there were no events or conditions noted that would raise substantial doubt about the Town's ability to continue as a going concern.

Mr. Anderson closed by noting upcoming accounting standard changes – particularly GASB 96 and GASB 101 – which would require time and effort from the Finance team to implement in coming years.

Mayor Anthony expressed gratitude and acknowledged the significance of the milestone, recognizing staff, the LGC, and Greg Isley for their diligent work in rebuilding the Town's financial footing. She extended particular recognition to Mr. Overton.

Mayor Pro Tem Sutherland thanked the auditor and asked for clarification on Finding 2022-04, which referenced the fire station. Mr. Anderson explained that the requirement is to have a legally adopted budget in order to spend public funds, and that if spending is expected to exceed the budget, a budget amendment must be adopted. The finding reflected that these budget limits had not been properly followed.

Mayor Pro Tem Sutherland also expressed her satisfaction at seeing the audit completed, noting that she had been working with Mr. English and Mr. Overton to help gather necessary documents. She stated the Board would continue working diligently to complete remaining audits, as they are required before the Town can pursue any loans.

Commissioner Thompson asked Mr. Anderson to confirm that slide 18 reflected the correct fiscal year of June 30, 2022. Mr. Anderson confirmed the correction had been made during the presentation, acknowledging that the original slide incorrectly referenced 2021. He expressed optimism about future audits, while noting he had not done any audit work for FY2023 and could not make promises about that year.

Commissioner Cooper personally thanked Mr. Anderson and Mr. Overton, calling this a long time coming and recognizing it as a herculean task given the volume of missing and incomplete information that had to be pieced together to complete the audit.

8. PUBLIC HEARINGS

a. **ZON-26-0038**: Initial zoning request from County R-10 Residential District to Town C-3 Heavy Commercial District or to a more restrictive zoning district for a parcel comprising approximately 1.00 acre; located at 945 Lillington Hwy; submitted by Land Alternatives, PLLC (Agent/Applicant) on behalf of Atlantis Homebuyers, LLC (Owner) – Richard Fagan, Planner II, Cumberland County Planning & Inspections Dept. – Mr. Fagan described the existing surrounding uses as a mix of single-family residential, multi-family, offices, commercial, and institutional, including a church, tattoo shop, and office space. The surrounding zoning districts included C-3, M-1, P-D, C-P, R-5A, R-6A, and R-6. He noted an existing single-family residential dwelling on the property. He stated that the property did not contain hydric soils and that water and sewer lines were available at the frontage along Lillington Highway. He noted the land was relatively flat.

Mr. Fagan stated that the site falls within the Spring Lake Area Land Use Plan and carries a commercial land use designation. He noted that the plan envisions a thriving main street, high-quality housing, economic opportunity, and a sense of community, and that goals include fostering local entrepreneurship and small businesses. He stated that the associated zoning districts for commercial use include C-1, C-3, and HSP. He concluded that the request was consistent with the Spring Lake Area Land Use Plan. He noted that staff recommended approval and that the Joint Planning Board (JPB) had recommended approval with a unanimous vote.

Commissioner Cooper asked whether most of the commercial activity was across the street, which Mr. Fagan confirmed. Commissioner Cooper then asked what heavy commercial included. Mr. Fagan described C-3 as the highest use for commercial, with a broad permitted use table. He began listing permitted uses, including amphitheater assemblies, bakery production, banking, barber and beauty college, bars and nightclubs, bicycle sales and repair, billboards (requiring a Special Use Permit), and many others.

Commissioner Cooper asked whether there was another option other than heavy commercial. Mr. Fagan deferred to the applicant's agent, Craig Duerr of Land Alternatives, to explain.

Mr. Duerr explained that the applicant's intent was to develop a 6,000 square-foot multi-tenant retail building. He stated they had worked extensively with staff to determine what zoning classification would allow for that type of development and concluded that C-3 was the only designation that could accommodate the proposed building size on a 1-acre parcel. He acknowledged that it sounded unusual but emphasized that the Town's Unified Development Ordinance (UDO) left them with limited options. He also noted that many of the more intensive C-3 uses – such as large manufacturing facilities – were physically impossible to fit on the parcel, and that the proposed use was modest in scale.

Commissioner Cooper asked whether a conditional zoning designation could be used. Mr. Fagan confirmed that this was an option available to the Board. Mayor Anthony indicated the Board should get through the hearing before discussing conditions.

Mayor Anthony asked whether, looking at the Lillington Highway corridor, how many other parcels facing that highway were still residentially zoned, aside from the area near the subject property. Mr. Fagan confirmed there were at least a handful of residentially zoned or residentially used parcels on that corridor and pointed to the zoning map, which showed C-P and C-3 to the south and northeast, with M-1 and other designations nearby.

Mayor Anthony declared the Public Hearing open for **ZON-26-0038**.

Mayor Anthony three (3) times called for any persons in favor regarding **ZON-26-0038**, which there was one (1).

Asad Jamal (AJ), representing Atlantis Home Buyers, stated that when the company originally purchased the parcel, they had considered residential development. However, given the parcel's location on a main highway, they determined residential use was not the best fit. After working with Mr. Duerr and Mr. Fagan, they concluded that commercial zoning was most appropriate to accomplish their goal of building a retail store. He confirmed the proposed use was strictly commercial – a 6,000 square-foot retail building – with no mixed residential use.

Bettye Sanford, Spring Lake resident, approached the podium but indicated she was not speaking in favor, asking instead about what was in the plan for the children of the area. Mayor Anthony clarified this portion was for speakers in favor, and directed the public accordingly.

Mayor Anthony three (3) times called for any persons in opposition regarding **ZON-26-0038**, which there was one (1) spokesperson for numerous residents.

Sheila D. Spence approached the podium, stating she was representing her family's legacy land, the heirs of adjacent landowners, and neighboring legacy landowners. She indicated that a formal numbered fact sheet and supporting exhibits had been submitted for the official record.

Several individuals came forward to identify themselves for the record in opposition: Calvin King, son of Robert E. King and grandson of James and Eula Mae King, who had traveled from Seattle, Washington; Regina Hicks, daughter of Theresa Hicks, who deferred her comments to Ms. Spence; Jimmy Hicks, 609 Samuel Drive, who identified himself as the oldest son; Lakeisha McDowell identifying herself as the granddaughter of James King, residing in Atlanta, GA; Sheila Spence, Durham, NC, granddaughter of Sheila D. Spence; another granddaughter of Sheila D. Spence at 623 Samuel Drive; and Anne Marie Carrington of 500 Samuel Drive.

Ms. Spence then presented 7 points of opposition. First, she asserted standing as legacy landowners united in opposition, including an elderly adjacent landowner who was unable to attend. She noted that the heirs of James C. and Eula Mae King had traveled from several states for the hearing, and that other family members stationed or living abroad had submitted opposition letters included as exhibits.

Second, Ms. Spence raised statutory violations, citing NCGS §160D-605 and arguing that merely matching a future land use map designation is legally insufficient for approval. She stated the Commissioners are required to affirm that a rezoning is reasonable and protects community welfare, and argued that a colored map does not show where neighbors' bedrooms are, pointing out that the commercial zone would face directly into her uncle's former residence.

Third, Ms. Spence argued land use incompatibility, asserting that the request violated the 2022 Spring Lake Area Land Use Plan, which she stated restricts that traditional flex area to light commercial uses that shed neighborhoods, and that intense 24-hour C-3 zoning destroys that protection. She referenced land maps in exhibits E and C of the packet showing that the narrow strip physically lacks space to protect single-family yards.

Fourth, Ms. Spence raised physical impossibility and engineering failures. She cited section 100-2 of the Cumberland County Zoning Ordinance, which she stated requires a permanent 6-foot solid buffer screen between commercial uses adjacent to residential districts, dramatically reducing the buildable area. She further argued that heavy C-3 operations require a 50-foot truck turning radius, needing a 100-foot-wide turnaround space, which she said was physically impossible to accommodate while also maintaining the required buffer. She asserted that trucks would either back blindly into highway traffic or directly onto their private property lines.

Fifth, Ms. Spence cited a public safety and pedestrian crisis, noting that on March 13, 2026, a fatal pedestrian accident occurred in the 900 block of Lillington Highway, steps away from the subject parcels, and that the neighborhood lost a beloved community member as a result. She argued that forcing high-impact C-3 commercial into that stretch would compound existing pedestrian safety dangers.

Sixth, Ms. Spence argued the timeline prioritized financial benefit over community integration, noting that the applicant had closed on the property on June 17, 2026, and submitted to the JPB just 34 days later. She added that at the JPB meeting, the applicant admitted on record that he did not know he owned the property directly behind the subject site.

Seventh, Ms. Spence raised chronic vacancies and lack of market demand. She argued that squeezing heavy commercial zoning into a stable residential neighborhood served no public purpose and cited existing vacant commercial storefronts along the corridor at addresses including 636, 844, 908, and 1040 Lillington Highway, including at least one already zoned C-3, as evidence that the corridor is oversaturated with commercial space.

In closing, Ms. Spence asked the Board to deny the request, stating the applicant had failed to meet the burden of proof, that the lots were too narrow, that the highway already had an active pedestrian safety crisis, that the accelerated process bypassed neighborhood due diligence, and that the corridor already had ample vacant commercial space.

Mr. Duerr returned to respond. He clarified that the opposition had raised concerns about site design, truck turning radii, and buffers, but noted these were not the subject of the current proceeding, which was solely about land use and zoning. He stated that a site plan had not been submitted and that the development review process – which would come later – would address all of those concerns and require compliance with all applicable codes. He stated the request was consistent with the future Land Use Plan, as found by both planning staff and the JPB, and that the proposed use could comply with all setback, buffer, stormwater, traffic, and access requirements. He reiterated that the property had already been annexed into the Town and the owner was already paying taxes.

Mayor Anthony asked Mr. Duerr specifically what was proposed for the site. He confirmed it was a 6,000 square-foot multi-tenant retail building.

Mr. Fagan clarified the nature of the proceeding at Mayor Anthony's request, noting this was a legislative hearing rather than a quasi-judicial hearing, and that the Board's role was to review the comprehensive plan, staff recommendations, and planning board recommendations, and then make an approval, denial, or alternative zoning determination. He read from the JPB's minutes, which noted that the Board had found the property to be located on a commercial corridor less than half a mile from 3 major shopping centers, making it difficult to vote against both the staff recommendation and the Spring Lake Area Land Use Plan designation.

Commissioner Jackson asked about whether the zoning would control specific uses. Mr. Fagan confirmed that the current request was only for the zoning designation, and that dimensional provisions, setbacks, parking, landscaping, and all other site-specific requirements would be addressed at the development review stage.

Mayor Anthony asked whether the house on the property had been vacant for long. Mr. Duerr indicated it had been vacant for at least 2 years to his knowledge.

Mayor Pro Tem Sutherland raised concern that residents were worried because C-3 is broad and the applicant had not specified a particular use beyond a retail store. She also expressed concern about the lack of traffic signals in the area and the history of pedestrian-related incidents, noting the Board had been trying to obtain traffic signals in that area for more than 20 years.

Mayor Anthony explained to the Board that all they were deciding in this hearing was whether to allow the property to remain residential or permit commercial development, and that the specific type of business – and all related engineering and safety requirements – would come later if the zoning was approved. She asked Mr. Fagan to confirm whether a smoke shop would be a permitted use in C-3 and noted that the corridor was designated commercial in the Land Use Plan.

Commissioner Cooper expressed her primary concern about C-3 heavy commercial, stating that once the zoning designation is granted, it cannot be taken back and the property owner could do anything within the permitted uses. She noted this was her biggest concern with the request.

Mayor Anthony declared the Public Hearing closed for **ZON-26-0038**.

b. **BOA-2026-0009**: Consideration of a Special Use Permit to allow a monopole two (2) sided digital billboard in a C-3 Heavy Commercial zoning district on a portion of a 0.74 +/- parcel; located north of Murchison Rd and south along Monroe St; submitted by Robert Moore (Agent/Applicant) on behalf of AMCB Holdings Company, LLC (Owner,). – Richard Fagan, Planner II, Cumberland County Planning & Inspections Dept. – Mr. Fagan stated the billboard would be 35 feet high, two-sided with a V configuration, and that it would not be facing any residentially zoned property or residentially used properties within the area.

Mr. Fagan identified the applicant and owner as AMCB Holdings Company, LLC and the agent as Robert Moore. He stated the request was for a Special Use Permit for a two-sided digital billboard on a parcel of approximately 0.74 acres.

Mr. Fagan cited the applicable code provisions. He stated that pursuant to Section 42-63.3 of the Town of Spring Lake Zoning Ordinance – the use matrix – a billboard within the C-3 Zoning District requires a Special Use Permit. He further cited Section 42-294.1(d), which states that all billboards are considered a principal use of property and shall be allowed in the C-3 Heavy Commercial District upon approval of a Special Use Permit. He also cited Section 42-90, which requires the Board of Commissioners to grant approval of the Special Use Permit and directs the Board to consider the application, site plan, and any other evidence presented in accordance with the relevant article, with authority to grant or deny the request.

Mr. Fagan outlined the 5 findings the Board of Commissioners must make prior to granting the Special Use Permit:

1. The location, site design, and operating characteristics of the proposed development or use will be compatible with and will not adversely affect the livability or appropriate development of abutting properties and the surrounding neighborhood.
2. The proposed development or land use is in harmony with the scale, coverage, function, and density consistent with the Ordinance.
3. The development or land use has adequate public facilities and utilities.
4. The development or land use will mitigate the generation of traffic created and the increased capacity of ceramic streets.

5. The development or land use meets the purpose and intent of the adopted comprehensive plan for the fiscal development of the zoning district in which it is located, and the protection of the environment is provided.

Mr. Fagan stated that the burden of proof was placed on the applicant to demonstrate compliance with each of the 5 criteria.

Mr. Fagan described the surrounding zoning districts as including R-6, R-10, and to the northwest some undeveloped land as well as CD, which is the Main Street Overlay area. He noted the subject property is in proximity to Fort Bragg Military Reservation. He also drew attention to W.T. Brown Elementary School located directly to the southeast and commercial uses to the northwest.

Mr. Fagan presented the site plan and stated that the proposed location met and conformed to all dimensional provisions for a billboard in a C-3 Zoning District. He confirmed that the 500-foot spacing requirement was also met, with the closest existing billboard approximately 1,400 feet away. He further noted that the orientation of the billboard faces Murchison Road and does not face any residentially zoned or residentially used property.

Mr. Fagan then outlined the key Special Use Permit conditions, including:

- The billboard shall not face or be oriented toward any adjoining or abutting residentially zoned or residentially used property and shall not be located within 200 feet of a residential zone district boundary.
- Billboards are exempt from the landscaping and buffering provisions of the chapter.
- Dimensional criteria: billboards shall have a maximum sign area of 500 square feet; shall be located at least 50 feet from the street right-of-way line; 5 feet from any property line not a right-of-way line; 50 feet from any other freestanding sign, building, or structure on the same lot; and a minimum of 500 feet from other billboards.
- The sign shall not exceed a height of 35 feet.
- The Special Use Permit shall only be for a two-sided digital billboard for outdoor advertising purposes.
- Any changes to the billboard design deemed a major modification, or any proposed relocation outside the location shown in the Special Use Permit site plan, will require resubmittal to the Board of Commissioners.
- A condition was also included requiring the applicant to coordinate in advance with Fort Bragg prior to any access on the Fort Bragg property for construction or any other activities, given the proximity of the parcel to the military installation.

Mr. Fagan provided photographs of the subject property from multiple vantage points – across from Monroe Street looking at the site, a northwest view, a northeast view, and a south-southeast view. He concluded his presentation and noted that because this was a quasi-judicial hearing, the applicant and any other witnesses would need to be sworn in.

Before the swearing-in, Mr. Fagan confirmed that he had coordinated with Fort Bragg and Rural Act in preparing the conditions.

Clerk Autry administered the oath to all parties planning to speak, swearing them in simultaneously. *"Do you solemnly swear that the testimony you are about to give in this matter shall be the truth, the whole truth, and nothing but the truth, so help you God?"*

Mayor Anthony declared the Public Hearing open for **BOA-2026-0009**.

Richard Fagan: And then this is Mr. Robert Moore. He is the agent.

Robert Moore: I've got a letter I wanted to hand each from the property owner for this.

Mayor Anthony: Thank you. And feel free to read that out loud. That way we can have it on record.

Robert Moore: Okay. Mayor, Commissioners, thank you for allowing us to come before you tonight. I'm going to read this letter first. It's from Andrew McConnon. He's the property owner for the site the billboard is located. *"Dear Mayor and Members of the Board of Commissioner: On behalf of AMCB Holdings, we respectfully request your support and approval of Special Use Permit **BOA-2026-0009** for the proposed billboard on our property.*

Our property is located within a C-3 Heavy Commercial District. The proposed billboard site and design are intended to comply with the Town of Spring Lake's applicable billboard regulations and requirements, subject to the conditions established through the Special Use Permit process. The Town's proposed order specifically requires that the billboard remain consistent with the applicable billboard provisions of the Spring Lake Zoning Ordinance.

We believe this is a reasonable and appropriate use of commercially zoned private property. Approval of the Special Use Permit would allow an otherwise productive commercial use of the property while providing an additional advertising resource for local businesses, organizations, and community interests seeking to reach Spring Lake residents, military families, commuters, and visitors.

The project also represents additional private investment in the Town of Spring Lake and provides an opportunity to put commercially zoned property to productive use. As the property owner, AMCB Holdings Company, LLC is committed to complying with all conditions established by the Town and to maintaining the property and billboard in a safe, clean, and professional manner.

We respectfully ask the Mayor and Board of Commissioners to support Special Use Permit BOA-2026-0009 and approve the proposed billboard subject to the conditions established through the Town's review and approval process.

Thank you for your consideration and continued service to the Town of Spring Lake and its residents."

Robert Moore: I'll answer any questions you guys have. But the main thing I wanted to share with you is that Richard and I have worked together over the last several months to come up with the site plan and make sure we were in compliance with all the regulations that the Town has when it comes to billboards. And that's the no larger than 500 square feet, no closer than 200. You got to be at least 200 feet in residential zone and 35-foot height and 500 feet in the billboard. We're well beyond all those. And we think this complies with all the Town's regulations and we I think we agreed to agreement that would make sure that we comply with all those regulations. So, I ask you guys support this. Thank you.

Warren: I'm with Mr. Robert Moore here and I just wanted to say that we operate a lot of digital billboards in and around North Carolina and that we always try to be really good neighbors to the communities that we're in because we feel like we're a partner in that community and we try to just promote small business in the communities in which we operate which is what we like to do.

Mayor Anthony: Thank you. Is there anyone else to speak, of course not because you were not sworn in. Any questions or comments from the Board? Hearing and seeing none.

Mayor Anthony declared the Public Hearing closed for **BOA-2026-0009**.

(A copy of Ms. McConnon's letter to the Board is hereby incorporated by reference and made a part of these minutes – see Attachment One.)

9. NEW BUSINESS

a. Oath of Office Town Manager Dennis English Jr. – Commissioner Jackie Jackson – Commissioner Jackson administered the Oath of Office to Dennis English as the permanent Town Manager of Spring Lake. Mr. English repeated the Oath, swearing to support and maintain the Constitution and laws of the United States and the Constitution and laws of North Carolina, and to faithfully discharge the duties of his office.

Following the Oath, Mayor Anthony invited Mr. English to introduce his family. Mr. English thanked the Board for the opportunity to serve as Town Manager, expressing that he was honored and humbled. He introduced his wife and children.

Mayor Anthony acknowledged that the role of Town Manager was not for the faint of heart. She noted that Mr. English would need a very strong support system and thanked his family in advance. Mrs. English expressed her happiness to be there and thanked the Board for the work they were doing. Mayor Anthony also recognized Mr. English's church family and service family members who were in attendance and had stayed through the lengthy meeting.

Mayor Pro Tem Sutherland asked for the church family to stand and be recognized as well.

b. **ZON-26-0038**: Initial zoning request from County R-10 Residential District to Town C-3 Heavy Commercial District or to a more restrictive zoning district for a parcel comprising approximately 1.00 acre; located at 945 Lillington Hwy; submitted by Land Alternatives, PLLC (Agent/Applicant) on behalf of

Atlantis Homebuyers, LLC (Owner) – Mayor Kia Anthony – Mayor Anthony opened the item for discussion. Hearing no further discussion from the Board, she invited a motion.

Action: Motion to deny **ZON-26-0038**.
Motion by: Commissioner Cooper
Second by: Mayor Pro Tem Sutherland
Vote: Unanimous

c. **BOA-2026-0009**: Consideration of a Special Use Permit to allow a monopole two (2) sided digital billboard in a C-3 Heavy Commercial zoning district on a portion of a 0.74 +/- parcel; located north of Murchison Rd and south along Monroe St; submitted by Robert Moore (Agent/Applicant) on behalf of AMCB Holdings Company, LLC (Owner).

Action: Motion to approve **BOA-2026-0009**.
Motion by: Mayor Pro Tem Sutherland
Second by: Commissioner Burgess
Vote: Unanimous

d. Amended Cherry Bekaert LLP Contract – Finance Director James Overton – Mr. Overton presented the amended Cherry Bekaert LLP contract for Board approval, noting it was on the LGC contract form. He explained that there were 2 changes to the original contract: the fee increased from $45,000 to $85,000, and the due date was changed from December 2023 to August 31, 2026.

Mr. Overton explained the reasons for both changes. Regarding the increased fee, he explained that while it was originally believed no single audit would be needed for FY2022, it turned out that the Town had spent $794,000 across fiscal years 2018, 2019, and 2020 and had not been reimbursed. He credited Chief Jason Williams, who served as Interim Town Manager, with filing a reimbursement request for those 3 unclaimed years. The Town received a reimbursement check in November of 2021, which fell in FY2022, thereby triggering a single audit of money spent in 2018, 2019, and 2020. He also noted that because records were not ready when Cherry Bekaert originally came in during 2023, the firm had to put the Town's audit aside while completing audits for other clients who had their records ready, and then return to finalize the Town's audit. This significantly increased the level of effort required and contributed to the higher fee.

Action: Motion to approve the amended Cherry Bekaert LLP Contract.
Motion by: Commissioner Cooper
Second by: Commissioner Thompson
Vote: Unanimous

e. Budget Amendment (BA-3) FY2027 – Town Manager Dennis English – Mr. English provided an update on the status of the Grant associated with this project. He confirmed that the Town had received a Grant extension through November of the current year, and that once construction began, an additional extension could be requested. He also noted that he had spoken with GoldenLeaf during the past week and that GoldenLeaf would be bringing the matter to their Board meeting to request reimbursement for the funds the project was now over the original budget. He explained that the overage was attributable to increased construction costs since 2024 when the Grant was originally awarded. He noted that the Town had the necessary funds in the Stormwater Fund to cover the cost, as Mr. Overton had referenced earlier. He asked the Board for the opportunity to move forward, especially given that GoldenLeaf would be reimbursing the difference.

Mayor Anthony described the motion for BA-3 as an authorization to award the Wapiti Drive storm system improvement contract to Fred Smith Company in the amount of $1,106,000 and to authorize the Town Manager to execute the contract documents upon satisfaction of all conditions of the award.

Action: Motion to approve Budget Amendment (BA-3) FY2027.
Motion by: Mayor Pro Tem Sutherland
Second by: Commissioner Cooper
Vote: Unanimous

f. <u>Budget Amendment (BA-4) FY2027 – Town Manager Dennis English & Finance Director James Overton</u> – Mr. English explained that the Town had received pricing from all contractors needed to move the kiosk to the Parks and Recreation Center. He noted that this move would provide citizens with the ability to pay their water bills 24 hours a day, 7 days a week. He further explained that citizens would still have the opportunity to use the drive-through window as well as come into Town Hall, meaning the move would give residents 3 total opportunities to pay their water bill.

Mayor Anthony asked what the practical difference was in moving the kiosk from Town Hall to directly across the street, and what the actual impact of this move would be. Mr. Overton responded $11,409.10 for the difference and Mr. English stated, for the impact, is that he believed the Town would receive more payments from individuals who work jobs from 8 to 5, since those residents could now go to the kiosk at any time after Town Hall closed, including on weekends.

Mayor Anthony then asked where the $11,000 cost of the move would come from. Mr. Overton clarified that the funds would come from the meters line item in the budget, reducing the meter budget from approximately 640 meters to about 610 meters. He emphasized that no additional money was being requested and that the Town would still have funding budgeted for approximately 600 meters, with the possibility of purchasing more if Mr. Cannon could secure meters at a cheaper price.

Mayor Anthony pressed further, noting that the Town was essentially spending approximately $20,000 to move a kiosk from one side of the street to the other. She also asked whether the Town had funds to repair the drive-through window. Mr. Overton confirmed that the window repair estimate was just over $8,000, and that the budget already had $10,000 set aside in that line to cover the repair and any other associated costs. The additional $11,600 being requested was specifically to cover the kiosk relocation.

Mayor Anthony wanted to confirm that the purpose of this budget amendment was not just about the kiosk move, but also about reopening the drive-through window so that seniors and other residents would have access to in-person payment options. Commissioner Jackson confirmed this interpretation, stating that this was about satisfying the payment system needs of residents, including those who rely on the window.

Commissioner Cooper expressed her concern about the process by which the kiosks had originally been removed. She noted that when the kiosks were initially installed, the decision had been made through a properly voted-upon budget amendment. However, when they were removed, no Board vote was taken, meaning the choice was effectively taken away from the Board without their input. Commissioner Cooper also raised concern about the financial impact, noting that the original kiosk installation had cost approximately $70,000, and now the Town was being asked to spend an additional $20,000 more. She emphasized that taxpayer dollars could only be spent once and expressed concern about the financial burden on citizens, noting that Spring Lake already has one of the highest tax rates in the state.

Commissioner Burgess asked whether Mr. Overton had data on how many people had used the kiosk at its Manchester location. Mr. Overton indicated there had not been a significant volume of use there, though there had been a little more activity in the last month.

Mayor Pro Tem Sutherland referenced a prior meeting in which Mr. Overton had stated that the total expenditure was approximately $70,000 for the kiosk machines and she wanted to clarify the total cost of the original installation. Mayor Anthony and Mr. Overton confirmed that the $70,000 was the cost of the machines themselves plus installation performed by Town employees.

Action: Motion to approve Budget Amendment (BA-4) FY2027.
Motion by: Commissioner Jackson
Second by: Commissioner Burgess
Vote: Unanimous

g. Budget Amendment (BA-5) FY2027 – Finance Director James Overton & Town Manager Dennis English Jr. – Mr. Overton explained that the Town had applied for a Grant and received preliminary approval from the State of North Carolina. He stated that the total state Grant was $1,500,000 and that the Town's required match was $380,000. He explained that this amendment was an addition to the already existing Mutzberg Park project, for which the Town had received $400,000 a couple of years prior for the park and the pipeline. The new Grant of $1,500,000 would be used to actually build the park in four phases.

Mr. Overton broke down the phases for the Board. He explained that Phases 1 and 2 totaled $365,000 and required a 20% match of $73,000, noting that the Town already had $75,000 set aside in the current year's budget for this match. He described Phases 1 and 2 as covering the design of the park and right-of-way acquisition, since the Town currently had no road running to the park. He noted that Phases 3 and 4 would cover actual construction and would come in the following year, with the second phase of construction totaling $1,500,000 and requiring a $300,000 match, which would be part of next year's budget. He clarified that while the Board was being asked to approve the budget amendment for the entire life of the project, the Town only needed the $75,000 match in the current fiscal year.

Mr. Overton also noted that $253,000 remaining from the original Grant from the Office of State Budget Management (OSBM) would be used for the design of the park, including architect and engineering costs, while the $380,000 match would cover actual construction costs.

Commissioner Jackson expressed that she was not very familiar with the park and asked whether the Town had to cross someone else's property to access it. Mr. Overton confirmed that the park was located behind Balsawood on Chapel Hill Road, and that the owner of Balsawood had been allowing the Town to use a path at the back of the properties. However, he noted that the Town did not own any right-of-way over that area. He explained that the Town would need to acquire some land in order to build a driveway and parking lot access to the park, and confirmed that theoretically the property owner could stop allowing access at any time.

Mayor Anthony added that the Town had been in discussions with landowners at the front of the property, near the "coming soon" sign, about potentially acquiring land there. She noted that the Town simply needed to set aside money so that when the time came, they could purchase the access needed.

Commissioner Jackson followed up by asking whether the Town would be able to get to the park at all, noting there were several different homeowners the Town could potentially work with. Mr. Overton confirmed that there were numerous property owners along Chapel Hill Road who had expressed interest in selling, providing the Town with multiple options for acquiring access.

Mr. Overton clarified to the Board that approving this amendment did not mean the Town was committed to spending the full project amount at any given time – it simply gave the Town the authority to proceed. He also issued a warning that if the Town turned down Parks and Recreation Grants from the State of North Carolina, future Grant applications would likely be denied.

Mr. English added that he had held a Teams call with Parks and Recreation the previous week and that the Grant was ready to move forward. He reiterated that the current approval covered only Phases 1 and 2, and that there was still a long way to go before Phases 3 and 4. He noted that the match for Phases 3 and 4 totaled approximately $307,000. He recommended that Board members who had not yet seen the property take a visit to see it firsthand, describing it as a visual investment that could bring tourism and economic vitality to the community of Spring Lake. He confirmed that the funding for Phases 1 and 2 was already set aside in the budget since the Town had anticipated funding park projects. He noted, however, that Parks and Recreation needed an answer by the following day in order to move forward with administering the Grant.

Mayor Anthony offered context about the park, cautioning Board members that visiting the site would be more of a hiking trip than a casual stroll, recommending bug repellent and appropriate clothing. She described the park as absolutely beautiful and compared it to Raven Rock, noting the Town would have its own scenic walking trails alongside the state park. She emphasized that $1,500,000 coming from the state was a significant win for the Town and that the Town had been responsibly budgeting for it in phases.

Commissioner Cooper reminded the Board that the Town had actually begun cutting trees at Mutzberg as far back as 2019, just before COVID happened, and noted that this had been a long-standing community desire. She affirmed that this was not a new project.

Commissioner Burgess asked about the involvement of the Fayetteville Parks and Recreation department and whether they were part of the funding. Mayor Anthony clarified that the $1,500,000 was coming from a state Grant that had been applied for by Fayetteville Parks and Recreation.

Commissioner Jackson also asked about the role of Cumberland County Parks and Recreation in the project. Mayor Anthony explained that all of the Town's parks were now within the Cumberland County Parks and Recreation tax system, though the Town still owns the land and all equipment. She used the analogy of a property owner hiring a property management company – the Town owns the asset but Cumberland County manages it. She noted that Mutzberg Park was not yet part of the Cumberland County Parks and Recreation system because it had not yet achieved official park status, but that once it did, Cumberland County would be responsible for its maintenance and upkeep. Commissioner Jackson asked about the safety of the park, noting it was a wooded area. Mayor Anthony confirmed it was not safe in its current undeveloped state, and explained that the engineering design phase would address safety concerns, including plans for overlooks, walking trails, and other features.

Action: Motion to approve Budget Amendment (BA-5) FY2027.
Motion by: Commissioner Cooper
Second by: Commissioner Thompson
Vote: Unanimous

h. Resolution 2026-16; A Resolution of the Town of Spring Lake Board of Commissioners, Pursuant to NCGS §153A-122, Making the Animal Services Ordinance, Chapter 3, Animals, of the *Cumberland County Code*, Applicable Within the Town of Spring Lake – Town Clerk Carly Autry – Clerk Autry explained that she had received an email from a paralegal working with Cumberland County asking about whether the Town of Spring Lake had adopted changes to Cumberland County's Chapter 3, Animals Ordinance. After researching the matter, she determined that this action had never been taken by the Town. She noted that back in June of 2021, Cumberland County had made changes to their Chapter 3 Animals Ordinance and had sent a letter to the Mayor and Clerk of the Town requesting that the Town change its Ordinances to match. She confirmed that after reaching back out to Cumberland County, Assistant County Attorney Rob Hasty indicated that moving forward with adopting the Resolution would be the correct course of action. She further explained that once the Board adopted the Resolution, the accompanying Ordinance would follow and would be submitted to the Town's Code of Ordinances.

Mayor Pro Tem Sutherland raised a concern about the practical impact of the Ordinance, noting that Cumberland County Animal Control often took a long time to respond to calls in Spring Lake and sometimes could not come out the same day. She asked how this adoption would help the Town's citizens get better animal services. Clerk Autry explained that the Town had an Interlocal Agreement with Cumberland County for animal control services, and that this adoption was simply about keeping the Town's Ordinances aligned with Cumberland County's in order to maintain that agreement. Mayor

Anthony acknowledged the frustration with response times and suggested that the Board, through the Town Manager, apply pressure to Cumberland County to address those concerns.

Clerk Autry offered a practical suggestion, noting that there was a new Cumberland County Animal Services Director, Diane Pfeiffer, who had taken over earlier in the year. She offered to request that Ms. Pfeiffer come and make a presentation to the Board, similar to what a previous Animal Services Director had done. Mayor Anthony supported this idea but also requested that Ms. Pfeiffer sit down directly with Mr. English so that the Town's concerns could be addressed in a direct and candid conversation. Mayor Pro Tem Sutherland reiterated her concern, noting that even though Cumberland County provided the service, the slow response times were a persistent problem for Spring Lake residents.

Action: Motion to approve Resolution 2026-16; A Resolution of the Town of Spring Lake Board of Commissioners, Pursuant to NCGS §153A-122, Making the Animal Services Ordinance, Chapter 3, Animals, of the *Cumberland County Code*, Applicable Within the Town of Spring Lake.
Motion by: Commissioner Thompson
Second by: Commissioner Cooper
Vote: Unanimous

i. Ordinance 2026-05; An Ordinance of the Town of Spring Lake, North Carolina, Pursuant to NCGS §153A-122, Making Chapter 3, Animals, of the Cumberland County Code Applicable Within the Corporate Limits of the Town of Spring Lake – Town Clerk Carly Autry – Clerk Autry briefly explained that Ordinance 2026-05 was the companion action to Resolution 2026-16 that had just been approved. She clarified that whenever the Town changes its Code of Ordinances, it must be done by Ordinance. The Resolution was the Town's formal acceptance of the changes from Cumberland County, while the Ordinance was the mechanism for actually updating the Town's Code of Ordinances to reflect those changes and to submit them to the Town's code publisher.

Commissioner Jackson asked for clarification, confirming that this was essentially the same action as the Resolution but in a different legal form. Clerk Autry confirmed this, explaining that the 2 items were related but that state law requires Ordinance changes to be made by Ordinance.

Mayor Pro Tem Sutherland also sought clarification, noting some confusion about whether the Town was changing its own Ordinances. She had asked a question earlier implying the Ordinance had nothing to do with their own code, but Clerk Autry clarified that the Town was in fact making a change to its code to bring it into alignment with Cumberland County's 2021 update. Clerk Autry stressed that if this action was not taken, Cumberland County could potentially request the Town withdraw from the Interlocal Agreement, which would mean the Town would have to fund all animal control services on its own.

Action: Motion to approve Ordinance 2026-05; An Ordinance of the Town of Spring Lake, North Carolina, Pursuant to NCGS §153A-122, Making Chapter 3, Animals, of the Cumberland County Code Applicable Within the Corporate Limits of the Town of Spring Lake.
Motion by: Commissioner Thompson
Second by: Commissioner Cooper
Vote: Unanimous

Mayor Anthony took a Point of Privilege to recognize former Mayor Pro Tem and Board of Commissioner Robyn Chadwick. Mayor Anthony invited The Honorable Chadwick to the podium to say a few words.

The Honorable Robyn Chadwick, former Mayor Pro Tem, Commissioner, and educator, announced her candidacy for an at-large seat on the Board of Education. Ms. Chadwick expressed her enthusiasm for continuing to serve and support the community and emphasized the importance of advocating for communities that may be underserved or underrepresented.

Ms. Chadwick reflected on the efforts of herself, Commissioner Jackson, Mayor Pro Tem Sutherland, and the Board to advocate for keeping Manchester Elementary School open. Although the school ultimately closed, she noted that Spring Lake Middle School may also face potential closure and stressed the importance of ensuring that the Spring Lake community has a voice in decisions affecting its schools.

Ms. Chadwick stated that she is prepared to continue advocating for local schools, students, families, and the community through service on the Board of Education. She concluded by asking residents for their support and encouraging them to vote for Robyn Chadwick for Board of Education At-Large.

Commissioner Jackson added that, while research is still ongoing, it is believed that if elected, Ms. Chadwick would be the first Spring Lake resident to serve on the Board of Education.

j. Public Records Request – Commissioner Jackie Jackson – Commissioner Jackson expressed a desire for the Board to put a formal plan in place to govern how public records requests were handled, including who was responsible for responding to them and what constituted a timely response. She noted that while state statute required records to be provided in a "timely manner," that term was vague, and she wanted the Board to establish clear, more specific language around the process. She asked whether the Board would have input into the language of the policy or whether staff would lead that drafting process.

Mayor Anthony responded that the best course of action would be to have staff draft specific policy language. She suggested that Board members who had particular items they wanted included in the policy should communicate those directly to either Mr. English or Clerk Autry. She indicated the draft could then be brought back to the Board for review and editing, so the Board could act as editors before formally adopting the policy. Clerk Autry noted that a draft policy had been provided to the Board previously but that nothing had moved forward from it.

Commissioner Cooper requested that when the policy was drafted, it includes the relevant general statute governing public records so that the Town could be certain it was following state law and meeting the requirements of the state as the foundation of the policy.

Mayor Pro Tem Sutherland raised the practical question of what a "timely" response looked like when a request involved going back 3 years. She also asked who would be doing the work – specifically whether Town Clerk Autry would be handling all requests on her own or whether she would have help, given the potential volume and complexity of such requests.

Clerk Autry explained that she had been working with Human Resources (HR) on dividing responsibilities. She noted that anything HR-related, including emails, cellphones, personnel records, and data, she would forward directly to HR, who would handle those requests. HR would keep the Clerk informed once responses were completed, though she did not need to send the Clerk copies of the actual records. Clerk Autry also noted she had already consulted with the UNC School of Government, which confirmed this division of labor was acceptable as long as the Clerk was kept in the loop.

Commissioner Jackson asked further about what happens when public officials answer public records request themselves, particularly when HR had already denied a request. She expressed concern about what law might be broken if an elected official responded to a request that had already been denied by HR, particularly if the records involved were personnel-related. Mayor Anthony acknowledged that this was an important distinction to clarify in the policy language.

Clerk Autry noted that she would not recommend an elected official directly respond to a citizen's public records request. She suggested that the appropriate process would be for the official to send the information to her and then she would relay it to the requester. She also mentioned a previous experience where a citizen had refused to fill out the public records request form, arguing that while it was Town policy, it was not required by law. Clerk Autry stated she had consulted the School of Government on this and confirmed that the citizen was correct – citizens are not legally required to complete a form to make a public records request. She asked the Board to keep this in mind as they developed the policy.

Commissioner Cooper raised a specific point, addressing what appeared to be an implication that she had improperly shared information. She stated that a letter had been sent to all Board members' official Town email addresses and that anything sent to her Town email was public information. Commissioner Cooper maintained that she had the right to share anything received in her official Town email with anyone she chose. Mayor Anthony acknowledged her point while Commissioner Jackson clarified that her concern was about who had the authority to respond to a public records request versus who simply received documents.

Mayor Anthony indicated that the policy drafting would be placed on an upcoming agenda so that if the Board needed further discussion, they could have it, and if they were ready to vote, they could do that as well. She agreed that getting the policy finalized was important and should not be delayed further.

k. Mayor's Report – Mayor Kia Anthony – First, Mayor Anthony reminded residents and board members that it was the first day of school for students and urged everyone to observe speed limits in school zones and to drive carefully. Second, Mayor Anthony expressed a desire to have the Board visit W.T. Brown school together as a group to show the community that the Town of Spring Lake supports its students, and she asked Clerk Autry to send a quick email to the Board to coordinate that visit. Third, Mayor Anthony noted that NCDOT had posted signs for milling and resurfacing work along Bragg Blvd. and Main Street, and she warned residents to expect serious delays. She encouraged drivers to slow down, stay alert, and seek alternative routes where possible. Fourth, Mayor Anthony enthusiastically promoted the upcoming First Friday event on September 4, 2026, praising Commissioner Jackson for organizing it and noting that the event would feature open mic performances, a panel, and vendors. She encouraged the community to come out and enjoy the event. Fifth, Mayor Anthony congratulated the Town and thanked staff for completing the FY2022 audit, calling it a long time coming. Sixth, Mayor Anthony noted that Town offices would be closed Monday, September 7, 2026, for Labor Day and asked residents to plan accordingly. Last, Mayor Anthony highlighted the Coffee with the Chiefs event featuring the Town's Police Chief and Fire Chief. She described it as an opportunity for residents to have candid conversations with both Chiefs. The event was scheduled for Wednesday, September 16, 2026, from 8:30 am to 10:30 am in the Spring Lake Boardroom.

l. Board of Commissioners Report – Town of Spring Lake Board of Commissioners – First, Mayor Pro Tem Sutherland congratulated the Board on the completion of the audit and expressed her confidence that the Board would continue working together to move the Town forward. Last, Mayor Pro Tem Sutherland briefly addressed comments made during public comment, stating that she would not go into details but wanted to say that her character spoke for itself and that God fights her battles. She noted she had been serving the community for 16 years prior to her current term and that God had brought her back for 4 more years. Mayor Pro Tem Sutherland firmly stated she would never intimidate anyone and would not continue to engage with what she described as harassment. She said he lived in an area where she tried to plant flowers and beautify the neighborhood, and she thanked law enforcement, specifically noting Officer Lyles for coming out and handling a situation in a professional manner. Mayor Pro Tem Sutherland closed by saying she would continue to go high when others go low. First, Commissioner Thompson shared that she recently had the opportunity to participate in a National Senior Citizens Day celebration, along with Bethel AME Zion Church and Mayor Anthony. She noted that the senior citizens appreciated the recognition and emphasized that they are the backbone of the community and deserve to be shown respect and appreciation for their contributions. Second, Commissioner Thompson mentioned she had passed out school supply bags at a church for back-to-school residents. Third, Commissioner Thompson wished students a successful and safe school year. Last, Commissioner Thompson announced that the Town cleanup scheduled for September 5, 2026, would be canceled due to the holiday weekend and would resume on Saturday, October 3, 2026. Commissioner Burgess briefly expressed appreciation for the Town's leadership team, specifically thanking the Police Chief, Mr. Overton, and John Cannon with the "A-Team" for their hard work. First, Commissioner Jackson mentioned that the Manager should reach out to Board members, but Board members should also be able to reach out to him. Last, Commissioner Jackson reported on a successful baby shower event at Burgess Boxing that served over 230 women who were pregnant or had children, providing many needed items. Cumberland County Chairman Kirk deViere attended to show his support. She noted that the Spring Lake Family Resource Center was hosted a similar event and mentioned that anyone needing diapers or items for newborns to 24 months could attend these resource events. Commissioner Cooper referenced the Spring Lake D9 call to action and civic engagement event on Sunday, September 2, 2026, at 6:30 pm at Bethel AME Zion Church, located at 255 Vass Road. She noted the event would involve the Greater Fayetteville Area National Pan-Hellenic Council and invited the Board to attend. Commissioner Jackson shared that First Friday was shaping up to be an exciting event. She highlighted the event planning team, which included the Chief of Police, Chief of Fire, Holly working with vendors, the Planning team including Lynn and Casey, and Pastor Ken and his assistant handling music and sound. She mentioned that the vendors had been secured and encouraged everyone to attend.

m. Manager's Report – Town Manager Dennis English Jr. – Mr. English highlighted progress on the Main Street revitalization efforts, noting that he and Mayor Anthony had held a meeting with representatives from the North Carolina League of Municipalities (NCLM). He explained that the League would be helping the Town through funding tied to the Rural Transformation Grant for Main Street and Downtown investment revitalization efforts. Mr. English expressed excitement about this development and noted that he and Mayor Anthony would be meeting weekly on the initiative, similar to the approach taken with the Department of Defense Grant. He noted there were already existing documents, funding information, and estimates from prior efforts, so the work was not starting from scratch.

Mr. English also addressed Veterans Park, noting that he was disappointed to have arrived at work the previous week and noticed trash in the park. He also observed that the park lacked a trash can and committed to purchasing 2 trash cans the following day. Mr. English also mentioned that he owed Commissioner Thompson a phone call regarding remaining funds from the Grant of $14,000 for Veterans Park, and indicated that he wanted to discuss additional improvements that could be made with those funds.

n. Town Attorney Report – Town Attorney Michael Porter – Attorney Porter was not present in Open Session.

10. CLOSED SESSION

Action: Motion to approve to go into Closed Session pursuant to NCGS §143-318.11(a)(3) – Attorney-Client Privilege, NCGS §143-318.11(a)(4) – Economic Development, and Pursuant to NCGS §143-318.11(a)(6) – Personnel.
Motion by: Commissioner Thompson
Second by: Commissioner Cooper
Vote: Unanimous

Action: Motion to approve to come back into Open Session. Action was taken.
Motion by: Commissioner Cooper
Second by: Commissioner Jackson
Vote: Unanimous

Action: Motion that the Board sets a bid price at the full amount of the note, estimated to be at $3.2 million, plus fees and cost, for the Spring Lake Property Acquisitions note.
Motion by: Commissioner Thompson
Second by: Commissioner Burgess
Vote: Unanimous

11. ADJOURNMENT

Action: There being no further business to come before the Board, Mayor Anthony adjourned the meeting at 9:58 pm.

ATTEST:

Carly Autry, CMC, NCCMC
Town Clerk

Kia Anthony
Mayor

ATTACHMENT ONE

August 19th, 2026

The Honorable Mayor and Members of the Board of Commissioners
Town of Spring Lake
Spring Lake, North Carolina

Re: Special Use Permit BOA-2026-0009

Dear Mayor and Members of the Board of Commissioners:

On behalf of AMCB Holdings Company, LLC, we respectfully request your support and approval of Special Use Permit **BOA-2026-0009** for the proposed billboard on our property.

Our property is located within a C-3 Heavy Commercial District. The proposed billboard site and design are intended to comply with the Town of Spring Lake's applicable billboard regulations and requirements, subject to the conditions established through the Special Use Permit process. The Town's proposed order specifically requires that the billboard remain consistent with the applicable billboard provisions of the Spring Lake Zoning Ordinance.

We believe this is a reasonable and appropriate use of commercially zoned private property. Approval of the Special Use Permit would allow an otherwise productive commercial use of the property while providing an additional advertising resource for local businesses, organizations, and community interests seeking to reach Spring Lake residents, military families, commuters, and visitors.

The project also represents additional private investment in the Town of Spring Lake and provides an opportunity to put commercially zoned property to productive use. As the property owner, AMCB Holdings Company, LLC is committed to complying with all conditions established by the Town and to maintaining the property and billboard in a safe, clean, and professional manner.

We respectfully ask the Mayor and Board of Commissioners to support Special Use Permit BOA-2026-0009 and approve the proposed billboard subject to the conditions established through the Town's review and approval process.

Thank you for your consideration and for your continued service to the Town of Spring Lake and its residents.

Respectfully,

AMCB Holdings Company, LLC
Property Owner

Andrew McConnon

Town of Spring Lake
Special Meeting of the Board of Commissioners
Municipal Building
300 Ruth Street
Spring Lake, NC 28390

September 1, 2026 **MINUTES** 6:00 pm

The Spring Lake Board of Commissioners held a Special Meeting in the Grady Howard Conference Room of the Spring Lake Municipal Building with Mayor Kia Anthony presiding.

Board Members Present: Mayor Pro Tem Fredricka Sutherland
Commissioner Tony Burgess
Commissioner Soña L. Cooper via phone
Commissioner Jackie Jackson
Commissioner Adrian Thompson

Others Present:
Carly Autry, Town Clerk
Dennis English Jr., Town Manager
James Overton, Finance Director
Michael Porter, Town Attorney

1. CALL TO ORDER

Mayor Anthony declared a quorum and called the meeting to order.

2. ADDITIONS AND DELETIONS

Mayor Anthony requested to add Appointment of Interim Finance Officer – Town Manager Dennis English Jr., Piedmont Natural Gas Update, and Draft Policy 6. Public Comment Period & Public Hearings at Board Meetings, and First Friday on Main Update under New Business. Mayor Pro Tem Sutherland requested to add Draft Policy 6. Public Comment Period & Public Hearings at Board Meetings under New Business.

3. APPROVAL OF THE AGENDA

Action: Motion to approve the September 1, 2026, Special Meeting agenda with the additions.
Motion by: Commissioner Thompson
Second by: Commissioner Jackson
Vote: Unanimous

4. NEW BUSINESS

a. Appointment of Interim Finance Officer – Town Manager Dennis English Jr. – Mr. English stated he had sent the Board an email the previous day and had been working closely with representatives regarding the upcoming vacancy for the Finance Officer position. Mr. English cited NCGS §159-24, which requires the Town to have a designated Finance Officer. He explained that the position involves both a sworn Oath and a bonding requirement. Mr. English stressed that he wanted to address this matter sooner rather than later, warning that if no one was sworn in or voted upon by Friday, the Town's finances would be in jeopardy. Mayor Anthony added that it was not just a matter of finances being in jeopardy – it would mean the Local Government Commission (LGC) would be coming back in.

Mr. English confirmed that he was speaking with Tiffany Anderson of the LGC on a daily basis and that the Board was doing exactly what needed to be done to avoid that outcome. He reported that 20 applicants had already applied through Human Resources for the Finance Officer position. He acknowledged that the hiring process would need to be conducted properly and in an orderly fashion, noting that candidates could be located anywhere in the country. Given those circumstances, Mr. English stated that he would like the Board to appoint him as Interim Finance Officer so that the Town could stay in compliance with the general statute. He explained that he had been sitting down with the outgoing Finance Officer, Mr. Overton, on a daily basis, reviewing a transition list of all items being handed off to the Finance Department. Mr. English committed to working with the Finance Department every single day and said he intended to be in the finance office more than in his own.

Commissioner Thompson raised the question of whether Mr. English serving in both roles constituted a conflict of interest given his position as Town Manager. Mr. English addressed this directly, explaining that he had been advised by representatives that in Towns with a population of 5,000 or below, a Board member could be appointed to the Finance Officer role. However, because Spring Lake's population exceeds 5,000 – at approximately 11,000 – the appointment must be someone internal to the organization. He further noted that those representatives had informed him that there were three (3) other Towns in the region also currently without Finance Officers or Finance Directors, meaning the competition for qualified candidates would be significant given that salaries in this field are competitive. He noted that some of those smaller Towns had appointed commission members to the role, but that was not an option for Spring Lake.

Attorney Porter then offered a suggestion, noting that while he understood what Mr. English was proposing, Mr. Overton was present in the room and was leaving to take another full-time position. He asked whether Mr. Overton might be willing to continue to assist the Town on a remote, consulting basis – even for a limited period of two (2) weeks or thirty (30) days – to help support the transition. He directed his question to Mr. Overton.

Mr. Overton, stated that he was willing to help on a part-time contract basis. However, he immediately flagged a pressing concern: the Town's auditors were arriving the following day and would be present through Thursday. He was candid in stating that the Town was not ready for the audit. He explained that the prior audit had just recently been completed and that there was still significant work remaining, with auditors attempting to cover three (3) fiscal years at once and not all three (3) years being fully caught up. Despite this, Mr. Overton confirmed his willingness to work with the Town and do what he could to get as much completed as possible. He was direct, however, in noting that no one currently on staff could do what he does or even come close to it. He affirmed that the interim appointment was necessary and agreed with Mr. English that a permanent, qualified Finance Director needed to be hired as soon as possible. He mentioned that the two (2) current finance staff members, Darrick and Nicole, were smart and capable of handling day-to-day operations but had never gone through an audit preparation process and did not have his level of experience. He also expressed his willingness to spend time with the incoming permanent hire to bring them up to speed.

Attorney Porter followed up with a clarifying legal question, asking whether Mr. Overton could himself be moved into the Interim Finance Officer role. Mr. Overton explained that under General Statute, the Finance Director must be an employee of the Town. Since he would be a contractor rather than a W-2 employee, he could not hold the official title. He noted that someone holding the title must be a Town employee, and that he could not participate in state retirement with two (2) different Towns simultaneously.

Attorney Porter then asked Mr. Overton what his hourly consulting rate would be. Mr. Overton indicated he would think about it and provide an answer the following day. Attorney Porter asked that the Town ensure a formal agreement was put in place. He also expressed appreciation and commended Mr. Overton for his service, sentiments that were echoed by others present.

Commissioner Thompson asked whether the workload of simultaneously serving as Town Manager and Interim Finance Officer would be too much for Mr. English. Mr. English responded that with the right staff parameters and Standard Operating Procedures (SOP) in place, he was confident in managing the dual responsibilities. He also noted that he had recently conducted interviews and was about to make an offer to fill the Accounts Payable position, meaning the Finance Department would soon have a full staff – something it had not previously had. He said Mr. Overton had sat down with the staff and himself and provided a comprehensive list of transition items.

Mayor Anthony raised a broader concern about the optics of the transition, noting that Spring Lake and its finances were in a sensitive position and that the public had previously turned public comments sessions into difficult situations. She expressed worry about what could happen if the situation were sensationalized, particularly given the history of misinformation circulating in the community. She stressed that every "i" must be dotted and every "t" crossed, with clear deadlines and timelines in place. She emphasized that the Town needed to be very public and transparent about its work with the LGC.

Mr. English responded that he had already begun a public communications strategy and noted that Tiffany Anderson with the LGC would be present the following day. He confirmed that they were already setting up a timeline and schedule. He mentioned having received emails from five (5) retired Finance Directors expressing potential interest in interim service, all of whom were following up with their availability.

Commissioner Jackson noted that while the situation was unplanned, the community would likely understand that it was not something the Town had chosen. She commended Mr. English for being proactive rather than reactive and expressed confidence that the Board working together would ensure the community was kept informed.

Commissioner Cooper shared that she had personally lived through the difficult aftermath of the Gay Tucker situation, which involved a lack of proper separation and segregation of duties. She referenced that experience as context for why getting this right was so important.

Mr. English weighed in on the audit situation, clarifying that the Town could not move forward with the FY2023 audit until the LGC approved it, meaning that even though auditors were arriving the next day, there was no green light yet from the LGC to proceed. He indicated that the auditors should instead focus on working directly with him and the staff to get everything in order.

Mayor Anthony reiterated her point that the most critical thing was to control the narrative going out to the public rather than allowing others – particularly social media – to shape the story. She emphasized that nothing on the Board is done by one (1) individual and that every action requires a vote of at least three (3) members.

Attorney Porter proposed that the Board set a specific review point for the interim appointment, suggesting that the Board readdress the matter at the next Regular Meeting scheduled for Monday, September 14, 2026. This was agreed upon by the Board, with the note that a Special Meeting could also be called if circumstances changed before then.

Mr. Overton also addressed the Board directly about his reasons for leaving, clarifying for the record that he was not leaving because of anything related to the Board or the Town Manager. He explained that his new position as Finance Director of his hometown represented the capstone of his career. Attorney Porter confirmed this for the record, noting that Mr. Overton was going home to serve as the Finance Director of his hometown. Board members expressed their appreciation and understanding.

Mr. English stated a consensus was preferred, however, Attorney Porter noted that a vote would be the safer course of action.

Mayor Anthony asked for clarification regarding the anticipated timeline for the interim period. Mr. English responded that the matter would be addressed as soon as possible. Attorney Porter recommended that, at a minimum, the Board revisit the matter at its next meeting on September 14, 2026. The Board reached consensus to readdress the matter at that meeting.

Action: Motion to appoint Town Manager Dennis English Jr. as the Interim Finance Officer, tentatively through the next Board meeting on September 14, 2026.
Motion by: Commissioner Burgess
Second by: Commissioner Jackson
Vote: 4-1; **Noes**: Commissioner Cooper

Following the vote, the Board gave consensus for Mr. English to go ahead and put together a consulting contract for Mr. Overton to formalize his arrangement. Mr. Overton stated he still had some work to do this week to prepare for the auditor and would also be willing to train the new Finance Director once appointed. Attorney Porter clarified for the record that Mr. Overton would be engaged on a 1099 basis – meaning as a contractor, not a W-2 employee – at reasonable market rates.

Last, Mayor Anthony administered the Oath of Office to Dennis English Jr. for the appointment for Interim Finance Officer.

b. Draft Policy 6. Public Comment Period & Public Hearings at Board Meetings – Mayor Pro Tem Fredricka Sutherland – Mayor Pro Tem Sutherland opened this item by connecting it to an incident at a prior Board meeting during which she felt her character had been personally attacked. She reported that she had consulted with Attorney Porter after the incident and that the exchange had been recorded and was available on YouTube. She noted that her grandchildren had seen it. She explained that when she asked during that meeting whether a particular comment directed at her ministry and ordination was a threat, the individual responded by stating it was "no, it's a promise." Mayor Pro Tem Sutherland was clear that she does not typically identify herself by her clergy title, but that her character and faith are central to who she is.

Mayor Pro Tem Sutherland referenced discussions regarding the Spring Lake Property Acquisitions (SLPA) and noted that certain information, including the amount being considered or requested, had been discussed in Closed Session. She expressed concern regarding confidential information becoming public and stated that information can sometimes be misinterpreted or presented inaccurately once it is shared outside of the Closed Session discussion.

Mayor Pro Tem Sutherland raised her concern that the existing Public Comment Policy had not been sufficient to prevent what happened, and she referenced items of the Town's rules, which she said stated that speakers should be civil, courteous, and refrain from personal attacks or threats directed toward Board members, the Mayor, staff, or others. She noted that the Clerk had informed her that the prior policy was no longer in effect. She asked that the provision against personal attacks be reinstated and made enforceable, and she acknowledged that the Police Chief was present at the last meeting and had been prepared to escort the individual out. Mayor Pro Tem Sutherland stated that she was speaking as a citizen regarding the matter involving flowers and expressed her opinion that the issue should not have been brought before the Board because it did not pertain to local government business.

Mayor Anthony acknowledged the seriousness of the situation and validated Mayor Pro Tem Sutherland's concern. She clarified the legal standard for what the Board can and cannot restrict during public comment, explaining that residents are permitted to criticize the Board's decisions and performance – stating things like "you're a bad Mayor" or "your policies are terrible" – because these relate directly to the business of the Town. However, she stated clearly that personal attacks unrelated to Town business – such as attacking a Board member's personal life, clergy title, physical appearance, or personal relationships – cross a line and would be stopped immediately. She noted that in the incident in question, she had intervened as soon as she heard the speaker step into Mayor Pro Tem Sutherland's personal life.

Mayor Anthony stated that going forward, she would immediately stop comments that were not directly associated with the Town of Spring Lake.

Mayor Pro Tem Sutherland responded that she had previously asked the Mayor to stop comments that she believed were unrelated to Town business and directed toward her personally. She referenced a prior Public Comment period and stated that the speaker had used most of the allotted time discussing matters that, in her opinion, did not pertain to the Town and constituted a personal attack against her.

Mayor Pro Tem Sutherland further expressed concern about feeling threatened and emphasized that she has the right to live, shop, and conduct her personal affairs within the community without being subjected to personal attacks or threats. She stated that all individuals should be able to conduct themselves in the community without feeling threatened and also referenced concerns regarding threatening comments made through social media.

Attorney Porter affirmed that Mayor Pro Tem Sutherland's fears were valid, noting that he had spoken with her after the incident and was aware this was not just an isolated event – there had been prior personal interactions with the same individual. He drew a serious parallel to a recent incident in Wake County in which attorneys were shot outside a courthouse by a seemingly disturbed individual who had made verbal threats that no one had taken seriously. He stated plainly that he would prefer not to get shot, and that the Board needed to take threats seriously regardless of how unlikely follow-through might seem.

Attorney Porter asked the Clerk what the current policy is. Clerk Autry then explained the current state of the policy documentation. She noted that the original Public Comment Policy dated from November 19, 2015. A second version had been created when the LGC was involved and required updated policies, which he had independently drafted her own version in 2023, and an updated version with changes in applicable laws and legal requirements recently drafted the week prior. She described the current operative policy of the Rules of Procedure, and noted that the version she had drafted for consideration included red-marked additions she was recommending. She also referenced a bullet-point summary on the agenda cover sheet outlining the changes from her 2023 draft to her most recent draft.

Mayor Pro Tem Sutherland stated she does not plan to get attacked at every meeting. Attorney Porter clarified that law enforcement officers are present at Board meetings to provide security and protection, similar to the role of a bailiff in a courtroom. He noted that decisions made by the Board may significantly affect individuals, including their personal lives or property, and that it is important to remain mindful of the potential reactions to those decisions.

Attorney Porter acknowledged Mayor Pro Tem Sutherland's concerns and stated that the Town would continue to be attentive to safety and security during meetings. He further noted that, following his conversation with Mayor Pro Tem Sutherland, he spoke with Mayor Anthony, who indicated that she would be especially diligent in monitoring such matters moving forward. He also noted that in the past, public comment disruptions had been rare for the Town, and that this situation was unusual.

Mayor Pro Tem Sutherland stated with 16 years of experience on the Board, she had seen situations escalate before, including an incident where a colleague had their house shot up. She stated that when someone declares "it's not a threat, it's a promise," that should be taken seriously. Mayor Pro Tem Sutherland expressed genuine concern particularly because the individual apparently knew where she lived as she had observed the individual sitting at the top of her street on occasions when she had never seen them there before. She indicated she had let Chief Jarman know about the ongoing concern.

Commissioner Burgess asked whether the individual being discussed was a resident of the Town of Spring Lake. Mayor Pro Tem Sutherland responded that the individual was not a Town resident and stated that she resides in Anderson Creek.

Commissioner Thompson asked whether the matter could be addressed privately by having the individuals involved meet and discuss their concerns, possibly in the Police Chief's office. Mayor Pro Tem Sutherland responded that an attempt had been made to facilitate communication through Chief Jarman; however, the other individual declined to meet or discuss the matter with her. Mayor Pro Tem Sutherland stated that she could not compel the individual to participate in such a discussion.

Commissioner Thompson clarified that the purchase price associated with SLPA had been publicly disclosed by the Board after returning from Closed Session. She noted that she had made the motion at that time, which included the amount. Mayor Pro Tem Sutherland asked whether the specific amount had been stated publicly, and Commissioner Thompson confirmed that it had. Mayor Pro Tem Sutherland acknowledged the clarification.

Commissioner Cooper agreed that no individual should be subjected to personal attacks and acknowledged that members of the Board may face criticism from individuals who disagree with their decisions. She stated that, in her opinion, the matter initially began as a personal matter; however, once the Town Manager and Police Chief were called to the location and became involved, it became a Town matter. Commissioner Cooper expressed concern regarding how the situation escalated from a personal matter to one involving Town officials and reiterated her belief that it should have been resolved between the individuals involved without Town involvement.

Mayor Anthony proposed that the full draft policy be placed on the agenda for the September 14, 2026, meeting, giving all Board members sufficient time to read the document, make any revisions, ask questions, and be prepared to vote and put the policy into action. The Board agreed to this timeline. Mayor Anthony noted that in the interim, the existing code of conduct posted in the meeting room – which also references personal conduct – would continue to apply, and that personal attacks would not be tolerated. She committed to being more diligent in cutting off speakers the moment they crossed into personal territory.

The Board reached consensus to place the draft Public Comment Policy on the agenda for the Monday, September 14, 2026, Board meeting for formal discussion and vote.

c. Piedmont Natural Gas Update – Mayor Kia Anthony – Mayor Anthony opened this item by stating that no decisions would be made that evening and that the purpose was simply to keep the Board informed on the status of the project and potential next steps.

Mayor Anthony explained that the Town did not receive the anticipated state funding from its legislative delegation for reasons she described as beyond her understanding. However, she noted that the project remained on the table and that there could be other paths forward. She reported having ongoing conversations with Chairman Kirk DeViere and County Commissioners who had expressed strong interest in the project and a willingness to assist.

Mayor Anthony outlined the Town's current financial position with respect to the project. She stated that the total project cost was $1,340,854. The Town currently had $500,000 encumbered – comprised of a $200,000 OSMB Grant received in 2023 and $300,000 already allocated in the current year's budget – leaving approximately $870,000 still needed to complete the project, which she was going to ask from the County.

Mayor Anthony noted that she had reviewed the Fund Balances – with Mr. Overton having been asked to send those figures – and determined that the Town was essentially at capacity with its existing projects. She expressed hope that the County might be willing to contribute more significantly. She also reported having spoken with Piedmont Natural Gas directly, and that they were willing to work with the Town even though the contract language originally called for full payment rather than partial payments. She also noted that a state senator had indicated Spring Lake was at the top of the list for upcoming funding potentially available in April 2027. She warned, however, that if the Town did not move on the contract soon, it risked losing the locked-in price of $1.3 million – a figure that had been negotiated down from an original estimate of $20 million. She added that all easements from Fort Bragg had already been secured, meaning the Town was at the stage of simply needing to sign the contract and issue payment.

Mayor Anthony indicated she would like the Clerk to draft a Resolution on behalf of the Board requesting the additional funds from the County, laying out the project details and the ask.

Commissioner Jackson asked what the Town would be offering in return, questioning whether the County contribution would simply be a gift or whether there would be conditions attached. Mayor Anthony explained that the County would be framing its contribution under economic development, because the natural gas line would benefit not just Spring Lake but the broader northeastern counties in the region. She said the project had the potential to increase natural gas capacity countywide, making it beneficial for the County's own economic growth and tax base. Commissioner Jackson followed up with a thoughtful question, asking why the County didn't simply lead the project themselves rather than contributing funds to the Town to do it. Mayor Anthony acknowledged this was a good question and suggested it might be worth exploring whether the County could potentially take the lead on the project, with Spring Lake still contributing.

Mayor Pro Tem Sutherland raised the same basic question, asking what the County would get out of the arrangement beyond tax revenue, and confirming that the Town's portion would be the $500,000 already encumbered.

Attorney Porter offered additional context, explaining that in his understanding from casual conversations with various County Commissioners, the County wants natural gas extended through Spring Lake because it would allow them to expand access into areas outside of Spring Lake's Town limits. He noted that this would increase the County's tax base by attracting more industry. Attorney Porter also explained that from Piedmont Natural Gas's perspective, energy providers are often willing to absorb losses early on because they expect to profit from the service over decades. He summarized that what the Town loses in upfront investment it could recoup on the back end through increased property taxes and economic activity.

Commissioner Cooper stated that her own research supported the importance of the project. She noted that many industries – including the medical sector – will not locate in an area without natural gas because using propane as an alternative is prohibitively expensive. She specifically highlighted that Spring Lake is a medical desert and that access to natural gas could help attract healthcare providers and medical facilities to the area. She also noted that getting local schools on natural gas would save them money, which could then be reinvested into education. She expressed strong enthusiasm for the project and said the current Board had the opportunity to push this initiative across the finish line. She also emphasized that the purpose was for the Town to win.

Mr. English asked for clarification on the contract numbers, which Mayor Anthony confirmed were contained in an attachment to a prior email from Mr. Overton along with a detailed spreadsheet of balances.

Mayor Anthony proposed that Antonio – identified as a project representative from Piedmont Gas – be invited to attend the upcoming meeting on September 14th so that the entire Board could see the full project presentation, ask questions of the subject matter experts, and review the contract in detail. Mr. English agreed to reach out to Antonio. Attorney Porter was also noted to have a copy of the contract and to be available to flag any items needing revision.

The Board gave consensus direction for the Clerk to draft a Resolution requesting County funding, and for Antonio to be invited to present the full project details at the upcoming Board meeting on Monday, September 14, 2026. The Resolution will be on the agenda.

d. <u>First Friday on Main Update – Commissioner Jackie Jackson</u> – Commissioner Jackson presented this update on behalf of the Special Event Planning Committee. She explained that due to the presence of construction rolls on Main Street, holding the First Friday event at its usual location would create a liability risk to the Town in the event that a pedestrian, a wheelchair user, or anyone else tripped, fell, or was injured on the uneven surface. As a result, the committee had made a decision – with the Board's permission – to relocate the event to Ruth Street.

Commissioner Jackson reported that the committee had visited the alternative location and confirmed that it could accommodate the event fully. There would be designated spaces for food vendors, non-food vendors, and a stage. The gazebo area would also be utilized. She confirmed that staff would be on duty, the fire department would be present, and Jason would be manning the main station.

Commissioner Jackson asked the Board for formal approval to move the event from Main Street to Ruth Street for the upcoming Friday.

Mayor Anthony thanked Commissioner Jackson for being proactive about accessibility and safety concerns, particularly for those with mobility challenges. Commissioner Jackson attributed the initiative to Chief Williams as well.

Commissioner Thompson asked whether the Town needed to coordinate with the DOT to close Ruth Street. Mayor Anthony clarified that Ruth Street is a Town-owned street, meaning the Town could close it on its own authority without needing outside approval.

Commissioner Cooper commented that based on positive feedback she had already received from the community about the event generally, the new location might turn out to be a more permanent home for First Friday. She expressed appreciation for Commissioner Jackson's work on the event, noting the volume of positive community feedback it had generated.

Action: Motion to approve the change of the First Friday event location from Main Street to Ruth Street for the upcoming Friday.
Motion by: Commissioner Thompson
Second by: Commissioner Burgess
Vote: Unanimous

5. CLOSED SESSION

Action: Motion to approve to go into Closed Session Pursuant to NCGS §143-318.11(a)(6) – Personnel.
Motion by: Commissioner Thompson
Second by: Commissioner Jackson
Vote: Unanimous

Action: Motion to approve to come back into Open Session. No action taken.
Motion by: Commissioner Burgess
Second by: Commissioner Thompson
Vote: Unanimous

6. ADJOURNMENT

Action: There being no further business to come before the Board, Mayor Anthony adjourned the meeting at 7:33 pm.

ATTEST:

______________________	______________________
Carly Autry, CMC, NCCMC	Kia Anthony
Town Clerk	Mayor

Board of Commissioners Agenda Cover Sheet

Meeting Date
September 14, 2026

Agenda Location
Introductions & Special Presentations

Item Title
Coin Presentation

Presenter
Commissioner Adrian Thompson

Summary/Description
Commissioner Thompson will recognize a member of the Town by presenting them with a Military and Veteran Affairs Advisory Committee (MVAAC) coin.

Requested Action
Informational Only

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
N/A

Board of Commissioners Agenda Cover Sheet

Meeting Date
September 14, 2026

Agenda Location
Introductions & Special Presentations

Item Title
Spring Lake Rooted & Ready – Summer 2027 Community Partnership Proposal

Presenter
Dr. S.L. Raines, Pastor & Founder, Seed Harvest Christian Center

Summary/Description
Seed Harvest Christian Center, through The Soul Center at Seed Harvest, is proposing a six-week Summer 2027 partnership with the Town of Spring Lake to provide a youth leadership and life-skills camp and family support services for Spring Lake residents. The program is proposed for June 14 through July 23, 2027, Monday through Friday, with youth programming from 8:00 am to 5:00 pm.

The youth program would serve ages 8–14 (rising 3rd–8th grades) and focus on leadership, communication and public speaking, conflict resolution, social-emotional learning, goal setting, character development, mentoring, and service. Spring Lake residents would receive priority registration, with resident tuition not to exceed $50.00 per week and scholarships and sponsorships pursued to further reduce participation costs. The proposal also includes free family workshops and resource-navigation services addressing parenting, communication, healthy relationships, grief and transition, emotional wellness, and family resilience.

The proposal does not request a cash appropriation from the Town. Instead, Seed Harvest is requesting no-cost or nominal-cost use of the Spring Lake Recreation Center gymnasium and one program/classroom. Seed Harvest would be responsible for program operations, staffing, background checks, insurance, registration, curriculum, supplies, meals and snacks, participant management, and fundraising. Because the Recreation Center is currently operated by Fayetteville|Cumberland Parks & Recreation, facility access would require coordination with the facility operator.

Requested Action
Informational Only

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
Presentation

COMMUNITY PARTNERSHIP PROPOSAL

Spring Lake Rooted & Ready Summer Youth Leadership, Life Skills & Family Support Initiative

A six-week Summer 2027 public-private community partnership

REQUESTED PARTNERSHIP

No-cost or nominal-cost use of the Spring Lake Recreation Center gymnasium and one program/classroom in exchange for a substantially subsidized youth camp and no-cost family workshops for Spring Lake residents.

Submitted to

The Honorable Kia Anthony, Mayor
and the Spring Lake Board of Commissioners

Submitted by

Seed Harvest Christian Center
The Soul Center at Seed Harvest
Dr. Sheral L. Raines

August 10, 2026

Executive Summary

Seed Harvest Christian Center, through The Soul Center at Seed Harvest, proposes a Summer 2027 pilot partnership with the Town of Spring Lake to deliver a structured youth leadership and life-skills camp together with family education, support, and referral services. **The requested municipal contribution is facility access—not a cash appropriation.** Seed Harvest will assume responsibility for program operations, staffing, participant management, supplies, meals and snacks, insurance, background screening, programming, and day-to-day coordination.

The proposed youth component serves ages 8–14 (rising 3rd–8th grades) and centers on leadership, communication/public speaking, conflict resolution, social-emotional learning, goal setting, service, and character development. Enrollment will be capacity-based, with the number of participants determined by available facility space, appropriate staffing levels, safety considerations, and applicable facility or regulatory requirements. Family services will include no-cost workshops and resource-navigation opportunities focused on parenting, communication, healthy relationships, grief and transition, emotional wellness, and family resilience.

TOWN / FACILITY PARTNER CONTRIBUTION	SEED HARVEST CONTRIBUTION
Priority access to the gymnasium and one program/classroom during the agreed pilot period; utilities and normal building operations; a designated facility liaison; and coordination with Fayetteville-Cumberland Parks & Recreation as required.	Program director and staff; background checks; liability insurance and required riders; registration and parent communication; curriculum; supplies; recreation materials; meals/snacks; guest facilitators; incident management; cleaning of program-generated mess; program evaluation; and fundraising.

Important facility coordination note: the Spring Lake Recreation and Senior Center at 245 Ruth Street is currently listed as operated by Fayetteville-Cumberland Parks & Recreation. The Town's support may therefore need to be paired with a facility-use authorization or agreement through the operating agency.

Requested Board Action

- Approve the Summer 2027 partnership concept as a six-week pilot focused on Spring Lake youth and families.
- Authorize the Town Manager and appropriate staff to coordinate with Fayetteville-Cumberland Parks & Recreation and other necessary parties to secure no-cost or nominal-cost use of the Spring Lake Recreation Center gymnasium and one program/classroom.
- Authorize negotiation of a written Memorandum of Understanding (MOU) or facility-use agreement, subject to legal, risk-management, and facility-operator review.
- Permit Seed Harvest to market the initiative as a community partnership after final agreement, with all logos, public statements, and branding subject to applicable approval procedures.
- Require a post-program outcomes report so the Board can evaluate whether to renew, expand, or modify the partnership for future summers.

1. Program Purpose and Community Value

The partnership is designed to address two practical community needs at the same time: safe and purposeful summer programming for youth, and accessible family-strengthening services for parents and caregivers. The Soul Center's existing program model emphasizes structured supervision, leadership development, communication, conflict resolution, emotional wellness, goal setting, mentoring, service, and practical life skills. Its family-services framework adds parenting education, relationship support, grief and transition support, psychoeducation, crisis stabilization within pastoral scope, and referrals/care coordination when needs exceed the program's scope.

2. Proposed Pilot Period, Hours, and Enrollment

Pilot dates	Monday, June 14 through Friday, July 23, 2027 (6 weeks; Monday–Friday)
Participant hours	8:00 a.m.–5:00 p.m.
Requested staff access	Approximately 7:30 a.m.–5:30 p.m. for opening, delivery receipt, setup, pickup, and closeout, subject to facility approval
Enrollment approach	Capacity-based; final enrollment determined by facility capacity, staffing, safety, and applicable requirements
Ages/grades	Ages 8–14; rising 3rd–5th grade Junior Track and rising 6th–8th grade Leadership Track
Resident priority	Spring Lake residents receive a priority registration window; any remaining seats may be opened to nearby families after the resident-priority deadline
Family programming	At least one family workshop or support/education offering per week, with selected evening sessions when facility scheduling allows

Planning assumption: the source camp packet contains six weekly themes and a six-week budget model. This proposal standardizes the 2027 pilot to six weeks for internal consistency and easier budgeting.

3. Youth Development Framework

Core Area	Development Goal	Character / Values Link	Sample Activities
Leadership	Initiative, responsibility, teamwork, decision-making	Servant leadership, stewardship, integrity	Team captains, leadership labs, service projects, peer mentoring
Communication & Public Speaking	Voice, articulation, confidence, presentation skills	Truth-telling, encouragement, wise speech	Speaking prompts, reading aloud, short speeches, showcase presentations

Core Area	Development Goal	Character / Values Link	Sample Activities
Conflict Resolution	De-escalation, listening, empathy, repair	Peacemaking, forgiveness, self-control, reconciliation	Role-play, restorative circles, mediation practice
Social-Emotional Learning	Self-awareness, emotional regulation, empathy, resilience	Identity, compassion, patience, self-control	Check-ins, journals, reflection circles, feelings vocabulary
Goal Setting	Direction, discipline, accountability, measurable next steps	Purpose, vision, diligence, accountability	SMART goals, vision boards, weekly reviews, progress checkpoints

4. Six Weekly Themes

- Week 1 – Identity, Belonging, and Team Building
- Week 2 – Finding Your Voice
- Week 3 – Leading with Character
- Week 4 – Peacemaking and Healthy Relationships
- Week 5 – Vision, Goals, and Discipline
- Week 6 – Community Impact and Youth Showcase

5. Illustrative Daily Schedule

Time	Program Block
8:00–8:30	Breakfast / morning circle / check-in
8:30–9:30	Leadership development session
9:30–10:30	Communication / public speaking lab
10:35–11:20	Conflict resolution or team-building workshop
11:20–12:00	Structured games / physical activity
12:00–12:30	Lunch
12:30–1:30	SEL session / journaling / small groups
1:30–2:15	Goal setting / project work / career and vision exploration
2:15–3:15	Arts / enrichment / service project / guest speaker
3:15–4:00	Reflection / share-outs / dismissal preparation
4:00–5:00	Recreation and staggered dismissal

6. Family Services Component

The second arm of the partnership extends the benefit beyond the enrolled camper. Family services will be educational, supportive, preventive, and referral-oriented, with a goal of strengthening family functioning before concerns escalate. Services will be delivered within The Soul Center's pastoral counseling and psychoeducational scope, with referrals to licensed mental-health, medical, legal, social-service, or emergency providers when a family's needs exceed that scope.

Service	Purpose
Parenting & Caregiver Workshops	Communication, boundaries, routines, discipline, emotional coaching, parent-child conflict, and support for caregivers facing child behavioral or academic concerns.
Family Communication & Relationship Skills	Listening, conflict resolution, repair, co-parenting, blended-family dynamics, forgiveness, and healthy relationship practices.
Military Family Support	Education and support around deployment, reintegration, frequent transitions, stress, and family role changes common in the Spring Lake/Fort Liberty area.
Grief, Loss & Transition Support	Psychoeducation and support for families navigating death, divorce, major transition, miscarriage, separation, or other losses.
Emotional Wellness & Resilience	Stress management, emotional regulation, identity/self-worth, coping skills, trauma-informed awareness, and when to seek professional care.
Resource Navigation & Referrals	Connections to community resources, schools, nonprofits, clinical providers, food or social supports, and other services as appropriate.
Optional Pastoral Counseling	Low-cost pastoral counseling may be offered by appointment where privacy, informed consent, and appropriate scope can be maintained; counseling records will not be shared with the Town except as legally required.

7. Faith-Informed Character and Public Access

The originating Soul Center curriculum is faith-informed and includes spiritual reflection, prayer, character themes, service, and biblical connections. For a municipal-facility partnership, Seed Harvest proposes an access model that protects both the program's identity and the public nature of the partnership:

- Enrollment will be open to eligible youth and families without regard to church membership or religious affiliation.

- Participation in worship or explicitly devotional exercises will not be a condition for receiving the Town-supported service.
- Any explicitly devotional component will be identified in advance and structured as voluntary, with an equivalent quiet-reflection or character-development option available.
- Program rules, scholarships, discipline, access to meals, and family services will be administered using neutral eligibility and safety criteria.

8. Financial Model and Resident Benefit

The source camp model includes an illustrative six-week operating budget of approximately $24,800 based on a 25-participant planning scenario, including staffing, facilitators, supplies, meals/snacks, shirts/materials, transportation/field trips, marketing, and contingency. The 25-participant figure is used only as a budgeting reference and is not an enrollment cap for this proposal. Actual operating costs and staffing will scale with enrollment, facility capacity, safety considerations, and applicable requirements. The estimate does not include any newly required insurance endorsements, permit costs, or extraordinary facility charges. Seed Harvest will be responsible for raising and managing the program operating funds; no Town cash appropriation is requested under this proposal.

Participant / Service	Proposed Rate	Public Benefit Commitment
Spring Lake resident youth	Not to exceed $50/week	Priority registration; full and partial scholarships pursued; registration fee may be waived for hardship/scholarship participants.
Non-resident youth, if seats remain	Up to standard community rate	Non-resident fees may be used to help underwrite resident scholarships and operating costs.
Family workshops / parent education	$0	No-cost access for Spring Lake residents; space permitting for non-residents.
Resource navigation / referrals	$0	No-cost connection to appropriate community resources.
Pastoral counseling, if requested	Low-cost / scholarship-supported	Separate informed consent and privacy procedures; not a condition of camp participation.

Illustrative In-Kind Facility Value

For context only, current Fayetteville-Cumberland Parks & Recreation published nonprofit rental rates list a gym at $230 for the first 1–4 hours plus $50 per additional hour, and a large/multipurpose program room at $150 for the first 1–4 hours plus $25 per additional hour. Using an illustrative eight-hour day for 30 weekdays, the published base rental charges for those two spaces alone would be approximately $20,400 before custodial charges, deposits, or other fees. This comparison is not presented as a demand for a specific waiver amount; it demonstrates the meaningful in-kind value of facility access and the reciprocal value of the subsidized community service.

9. Staffing, Screening, and Youth Protection

Seed Harvest will be solely responsible for recruiting, supervising, scheduling, and compensating or otherwise engaging program personnel. The working model anticipates a program director, up to four camp counselors/group leaders, a floating assistant/intern, and approved guest speakers or workshop facilitators. Final staffing will be adjusted to enrollment, activity risk, and any applicable legal or facility requirements.

- Criminal background screening for employees, regular volunteers, and other adults with direct access to youth, with disqualifying criteria established in written policy.
- Reference checks and role-specific orientation before service begins.
- Written child-protection, professional-boundary, supervision, restroom, pickup/release, and one-on-one interaction rules.
- Mandatory staff orientation covering emergency procedures, incident reporting, abuse/neglect reporting obligations, behavior support, and de-escalation.
- Daily attendance and authorized pickup records; emergency contacts and health/allergy information maintained for each participant.
- Appropriate adult coverage for each program zone and activity; staffing adjusted for field trips or higher-risk recreation.
- Written code of conduct and progressive behavior/parent-notification process, including circumstances that may require suspension or dismissal for safety.

10. Insurance, Liability, and Risk Allocation

Seed Harvest Christian Center will carry the legal and programmatic liability for the camp to the extent set forth in the final agreement and applicable law. Before participant access begins, Seed Harvest will provide certificates of insurance and any required endorsements or riders. Coverage limits and additional-insured requirements will be established with the facility owner/operator and risk-management officials rather than assumed in this proposal.

- Commercial/general liability coverage appropriate to youth programming and facility use.
- Any required abuse/molestation, participant accident, hired/non-owned auto, workers' compensation, or other relevant coverage based on final program activities and staffing structure.
- Naming of the appropriate governmental/facility entities as additional insureds when required by the final agreement and insurer.
- Seed Harvest responsibility for claims or damage arising from its personnel, participants, operations, or negligence, subject to the final agreement and applicable law.
- Immediate reporting of serious incidents to emergency services and the designated facility contact, followed by written documentation consistent with the MOU.

11. Emergency, Medical, and Incident Procedures

- A site-specific emergency action plan will be completed with the facility liaison before opening day and will address fire, severe weather, shelter-in-place, evacuation, missing child, medical emergency, violence/security concern, and reunification.
- Staff will have rapid access to emergency contacts, participant health/allergy information, and authorized pickup lists while protecting confidentiality.

- At least designated supervisory staff will maintain current first-aid/CPR credentials or other emergency-response training as appropriate to the final risk plan.
- Medication handling, if permitted, will require written parent authorization and a controlled procedure consistent with applicable law and facility policy.
- Suspected abuse, neglect, exploitation, or other reportable concerns will be handled in accordance with applicable North Carolina law and written safeguarding procedures.
- Serious injuries or safety incidents will be communicated promptly to parents/guardians and to the facility contact, with follow-up documentation.

12. Meals, Snacks, and Food Safety

The facility is understood not to include a meal-preparation space for this program. Accordingly, Seed Harvest will not rely on on-site cooking. Breakfast, lunch, snacks, and beverages will be brought to the facility at appropriate times from approved or otherwise legally permissible sources, and the program will use safe holding, serving, allergen, sanitation, and disposal procedures.

- No cooking, frying, open-flame preparation, or unauthorized food production in the classroom or gym.
- Meals/snacks delivered in a manner that preserves required hot/cold holding temperatures when applicable.
- Parent-provided allergy and dietary information reviewed before service; reasonable alternatives coordinated when feasible.
- Food service areas cleaned after use and trash removed or placed in designated receptacles according to facility rules.
- Seed Harvest will coordinate with Cumberland County Environmental Health before launch to determine and satisfy any summer-camp, food-service, sanitation, permitting, or inspection requirements that apply to the final operating model.

13. Facility Use, Access, and Care

Operational Area	Proposed Standard
Space requested	Gymnasium plus one program/classroom suitable for instruction, workshops, small groups, parent meetings, and project work.
Access	Only approved program staff; keys/access credentials controlled under facility policy; no duplication or transfer.
Shared/public use	Program schedules will be coordinated in advance so existing public programs, senior activities, and facility operations can be protected.
Set-up / breakdown	Portable program materials only unless separately approved; room returned to agreed configuration after use.
Cleaning	Seed Harvest cleans program-generated messes and follows the facility's custodial/closing procedures; extraordinary custodial needs attributable to the program may be charged as agreed.

Damage	Pre-use walkthrough recommended; Seed Harvest reports damage immediately and is responsible for program-caused damage under final agreement.
Equipment	Facility equipment used only with permission and according to rules; Seed Harvest supplies its own consumables and most recreation/program materials.
Storage	No long-term storage assumed. Any limited secured storage must be specifically approved.
Accessibility	Program will make reasonable programmatic accommodations and use accessible areas of the facility consistent with law and facility capabilities.
Closure / emergency cancellation	Town/facility emergency closures supersede program schedule. Seed Harvest is responsible for notifying families and implementing its continuity plan.

14. Regulatory and Compliance Readiness

Seed Harvest will complete a pre-opening compliance review rather than assuming that use of a church-sponsored curriculum or a municipal recreation facility eliminates regulatory obligations. North Carolina identifies recreational summer day camps operating for fewer than four consecutive months as generally exempt from child-care licensure; separate provisions and health/safety requirements can apply depending on the exact program model, sponsorship, ages served, subsidy status, and activities. Seed Harvest will obtain written or otherwise documented guidance from the appropriate state/local agencies before opening and will comply with the final determination.

- North Carolina Division of Child Development and Early Education (DCDEE): confirmation of the applicable summer-day-camp or religious-sponsored program requirements and any notice/compliance obligations.
- Cumberland County Environmental Health: confirmation of any summer camp, sanitation, food-service, inspection, or permitting requirements.
- Facility owner/operator: occupancy, access, security, rental/use agreement, emergency procedures, and any insurance requirements.
- Applicable fire/life-safety, accessibility, public-health, and youth-protection requirements.
- Any transportation or field-trip requirements if off-site activities are included.

15. Registration, Parent Commitments, and Records

- Completed registration packet and proof of age/grade and Spring Lake residency when resident-priority status is claimed.
- Emergency contacts, health/allergy information, authorized pickup persons, and consent forms.
- Signed program expectations, behavior policy, emergency treatment authorization, photo/media preference, and activity waivers as applicable.

- Attendance and punctuality expectations, including parent communication for absences and late pickup.
- Participant records maintained by Seed Harvest; the Town receives only aggregate program information unless disclosure is required by law or expressly authorized.
- Counseling or pastoral-care records, if any, maintained separately from camp participation records and not treated as Town records merely because a service occurs in a Town-supported partnership.

16. Evaluation, Accountability, and Reporting

Within 30 days after the pilot ends, Seed Harvest will submit a concise outcomes report to the Town. The report can be used to determine whether the partnership should be renewed, expanded, or revised.

Measure	Proposed Reporting
Access	Total enrollment; number/percentage of Spring Lake residents; scholarships awarded; waitlist if any.
Participation	Average daily attendance; completion rate; workshop attendance; parent/caregiver participation.
Youth outcomes	Pre/post or beginning/end self-assessments related to leadership, communication, conflict resolution, emotional regulation, and goal setting.
Family outcomes	Workshop satisfaction; self-reported usefulness; number of resource referrals or care-coordination connections.
Safety	Number and type of significant incidents; injuries requiring outside treatment; policy or facility concerns.
Community contribution	Service-learning projects, youth showcase participation, guest partners/sponsors, and volunteer engagement.
Financial stewardship	High-level summary of program resources raised and resident subsidy/scholarship impact; no disclosure of confidential donor information unless authorized.

17. Implementation Timeline

Timing	Milestone
August–September 2026	Concept approval; identify Town/facility liaisons; initiate facility-operator discussion; confirm requested space and availability.
October–December 2026	Draft MOU; risk-management and insurance review; establish sponsor campaign; refine curriculum and family workshops.
January–February	Confirm regulatory path with DCDEE and Environmental Health;

2027	finalize safeguarding, emergency, and registration documents.
March 2027	Publish resident-priority registration; launch sponsor-a-child campaign; begin staff recruitment and screening.
April–May 2027	Finalize staffing, training, vendors/meal plan, workshops, guest facilitators, and participant roster; conduct facility walkthrough.
Early June 2027	Final insurance certificates/endorsements, emergency drill/orientation, parent orientation, supply delivery plan, and facility readiness check.
June 14–July 23, 2027	Operate six-week pilot.
By August 23, 2027	Submit outcomes report and conduct partnership debrief.

18. Responsibility Matrix

Area	Seed Harvest / Soul Center	Town / Facility Partner
Facility access	Use spaces only as authorized; protect keys/equipment; daily closeout	Approve/coordinate access; identify liaison; communicate closures and facility rules
Staffing	Recruit, screen, train, schedule, supervise, compensate/engage	No program staffing obligation
Insurance / liability	Obtain required coverage and certificates; manage program risk	State required insurance/contract terms; preserve governmental rights/defenses as applicable
Curriculum / activities	Design and deliver program	No instructional responsibility unless separately agreed
Food	Procure/deliver meals and snacks; food safety and cleanup	No meal-prep obligation; identify permitted eating/serving areas
Registration / records	Enroll participants; maintain records and parent communication	No participant enrollment or confidential recordkeeping obligation
Supplies / materials	Provide program and recreation supplies	Normal facility fixtures/equipment only as approved
Emergency response	Program emergency plan; parent notification; staff response	Site emergency procedures; facility contact; emergency access coordination
Maintenance / damage	Report damage; clean program-generated mess; pay for program-caused damage as agreed	Normal building maintenance and utilities unless otherwise agreed
Evaluation	Collect and submit aggregate outcomes report	Review outcomes and partnership continuation

19. Anticipated Board Questions – Answered

Is the Town being asked for money?

No. The proposal asks for facility access and coordination. Seed Harvest is responsible for program operating costs and fundraising.

Who carries liability for the camp?

Seed Harvest will carry program liability as defined in the final agreement and will provide required insurance certificates/riders. The exact coverage and additional-insured language will be approved through risk-management review.

Who hires and supervises staff?

Seed Harvest. The Town will not be the employer, supervisor, or payroll entity for program staff.

Will staff be background checked?

Yes. Staff and regular volunteers with direct youth access will be screened under a written safeguarding policy before service.

Who provides food?

Seed Harvest. Food will be brought in; no on-site cooking is assumed. Applicable Environmental Health requirements will be confirmed before opening.

How much will Spring Lake families pay?

Resident camp tuition will be capped at $50 per week under this pilot, with sponsorships and scholarships pursued to move families toward no-cost participation. Family workshops and resource navigation will be no cost.

Who gets priority?

Spring Lake residents during a defined priority-registration window. Remaining seats may be offered to non-residents only after that period.

Is this only for church members?

No. The community service is open to eligible families regardless of church membership or religious affiliation. Explicit devotional participation will not be required to receive Town-supported services.

What happens if a child is injured or there is an emergency?

Seed Harvest will maintain emergency plans, participant health/emergency information, trained supervisory staff, incident documentation, and immediate parent/facility notification procedures.

What if the facility has existing programs?

The final schedule will be coordinated with the facility operator. The partnership does not assume displacement of existing programs without explicit approval.

Who cleans and pays for damage?

Seed Harvest will clean program-generated messes, follow facility closeout rules, and be responsible for program-caused damage under the final agreement.

How will the Board know whether the program worked?

Seed Harvest will provide a post-program outcomes report with enrollment, resident participation, attendance, youth/family outcomes, safety data, and program impact.

20. Recommended MOU / Facility-Use Terms

- Parties and legal names; identification of facility owner/operator and Town role.
- Pilot dates, daily access window, specific rooms, capacity, storage (if any), keys/access, and blackout dates.
- No-cost or nominal-cost facility consideration and statement that no Town cash appropriation is required unless separately approved.
- Independent status of Seed Harvest and its personnel; no employment, agency, or benefits relationship with the Town/facility operator.
- Insurance types, limits, certificate deadlines, additional-insured language, and cancellation notice requirements.
- Responsibility for program operations, staffing, screening, safeguarding, parent forms, food, supplies, and participant conduct.
- Facility care, custodial expectations, damage, prohibited activities, equipment use, signage, and restoration of rooms after use.
- Emergency procedures, incident reporting, closure/cancellation, severe-weather procedures, and emergency contacts.
- Compliance with applicable laws, public-health requirements, facility policies, and any required permits/approvals.
- Nondiscrimination/access provisions and voluntary treatment of explicitly devotional activities within the municipal partnership.
- Confidentiality and records: Town receives aggregate reporting, not counseling records or protected participant information except as legally authorized/required.
- Media/publicity and use of Town/facility names or logos.
- Termination rights, breach/cure provisions, and procedure for immediate suspension when safety is at issue.
- Post-program report and renewal process.

Conclusion

This proposal offers Spring Lake a practical way to leverage an existing public asset for measurable community benefit while limiting the Town's direct financial and operational burden. Seed Harvest Christian Center is prepared to assume the work of designing, staffing, insuring, supplying, feeding, coordinating, and evaluating the program. In exchange, the Town's support in securing facility access can materially reduce the cost of participation for local families and create a visible, structured summer investment in youth development and family stability.

The requested action is therefore a partnership approval—not a transfer of program responsibility to the Town. The goal is a clearly documented, well-insured, resident-centered pilot that protects the facility, protects children, supports families, and gives the Board concrete outcome data before considering any future expansion.

Appendix A – Source-Based Program Foundations

This proposal was developed from two Seed Harvest / Soul Center planning documents:

- The Soul Center at Seed Harvest, Summer Youth Leadership & Life Skills Program ("Getting Kids Rooted & Ready for Life!"): program purpose, ages/grades, leadership/public-speaking/conflict-resolution/SEL/goal-setting framework, six weekly themes, daily schedule, sample $24,800 six-week budget based on a 25-participant planning scenario, family pricing, scholarships/sponsorships, registration commitments, and end-of-program showcase.
- "Reaching Families Through Biblically-Integrated Counseling and Evidence-Based Practice," by Dr. Sheral L. Raines: pastoral counseling scope, CBT-informed and faith-integrated family support, target populations, low-cost services, workshops/support groups, family education, school/church partnerships, grief/transition support, communication/conflict issues, emotional wellness, and care coordination/referrals.

Appendix B – Public / Regulatory Planning Sources

- Town of Spring Lake official government pages: current Mayor and Board of Commissioners; Town meeting/government information.
- Fayetteville-Cumberland Parks & Recreation: Spring Lake Recreation and Senior Center facility listing, location, operator, hours, gymnasium feature, reservation/rental information, and current nonprofit rental fee schedule.
- North Carolina Division of Child Development and Early Education: summer day camp licensing/exemption information and related compliance guidance.
- Cumberland County Environmental Health: summer camp and food/lodging permitting and inspection responsibilities.

All final legal, insurance, facility, public-health, and regulatory terms should be confirmed through the Town/facility operator, insurer, and applicable agencies before the program is advertised as fully approved.

Board of Commissioners Agenda Cover Sheet

Meeting Date
September 14, 2026

Agenda Location
Introductions & Special Presentations

Item Title
Piedmont Natural Gas

Presenter
Antonio Richardson, Sales Representative, Piedmont Natural Gas

Summary/Description
Mr. Richardson will review the proposed routes for extending natural gas infrastructure into the Town and discuss the anticipated benefits of bringing natural gas service to Spring Lake, including the potential to support future growth and economic development.

The presentation will provide the Board with additional information regarding the proposed project prior to consideration of the Town's funding request to Cumberland County.

Requested Action
Informational Only

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
PowerPoint Pending

Board of Commissioners Agenda Cover Sheet

Meeting Date
September 14, 2026

Agenda Location
Old Business

Item Title
Update on Finance Officer Position

Presenter
Town Manager Dennis English Jr.

Summary/Description
At the September 1, 2026 Special Meeting, Town Manager Dennis English Jr. was appointed to serve as Interim Finance Officer while the Town conducts its search for a permanent Finance Officer.

Mr. English would like to provide the Board with an update regarding the Finance Officer position and the Town's efforts to fill the position on a permanent basis.

Requested Action
Informational Only

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
N/A

Board of Commissioners Agenda Cover Sheet

Meeting Date
September 14, 2026

Agenda Location
Old Business

Item Title
Draft Policy 6. Public Comment Period & Public Hearings at Board Meetings

Presenter
Mayor Pro Tem Fredricka Sutherland

Summary/Description
On November 9, 2015, the Board of Aldermen adopted a policy governing Public Comment Periods & Public Hearings at Board meetings. In 2024, the Board dissolved the policy after determining that had been incorporated into the Board's Rules of Procedure.

The Rules of Procedure were originally adopted on January 8, 2024, and were last amended on November 24, 2025. Other than the provisions contained within the Rules of Procedure, the Town currently does not have a separate, comprehensive policy governing the procedures for Public Comment Periods & Public Hearings at Board meetings.

In 2023, the Town Clerk drafted a proposed policy addressing Public Comment Periods & Public Hearings; however, the proposed policy was never formally presented to the Board for consideration or adoption.

In light of changes in applicable laws and legal requirements, the Town Clerk has reviewed and updated the previously drafted policy to ensure that the proposed procedures reflect current requirements and provide clear and consistent guidance for the conduct of Public Comment Periods & Public Hearings at Board Meetings.

The proposed policy includes several significant revisions and clarifications, as outlined below:

- **Aligned the policy with NCGS §160A-81.1.** The statute requires at least one (1) public-comment period per month at a regular meeting, unless no regular meeting occurs that month, and expressly permits reasonable rules concerning time limits, spokespersons, capacity, and decorum.
- **Added viewpoint-neutrality protections.** Speakers may support, oppose, praise, or criticize the Town, Board, elected officials, or staff concerning matters within the Town's real or apparent jurisdiction.
- **Reworked the existing prohibition on discussing candidates.** The current policy broadly prohibits comments concerning "the candidacy of any person," which is a blanket restriction. The revised version says Public Comment is not a campaign/election forum but does not prohibit otherwise relevant comments merely because they mention a candidate or elected official.
- **Reworked the Personnel/Closed-Session restriction.** The existing policy prohibits discussion of personnel issues, litigation, property acquisition, contract negotiations, etc. This was changed so speakers may not unlawfully disclose information that is actually confidential by law. The fact that the Board *could* discuss something in Closed Session does not necessarily mean a citizen is prohibited from speaking publicly about the underlying subject.

- **Removed the mandatory street-address requirement.** The current policy requires a name and address and records both in the minutes. The revision requires a speaker's name and topic but not a street address as a condition of speaking.
- **Made sign-up less rigid.** Rather than automatically barring anyone who did not sign up 10–15 minutes beforehand, the revised policy allows the Mayor of the Presiding Officer to recognize an unscheduled speaker if time remains.
- **Revised the personal-attack/profanity language.** The existing policy categorically says vulgar or profane language "will not be tolerated." This change of the rule focuses primarily on actual disruption. The Fourth Circuit recognizes the government's authority to preserve order and decorum in a limited public forum but emphasizes that restrictions cannot discriminate based on viewpoint.
- **Specifically protects relevant criticism of officials and employees.** The policy now distinguishes an irrelevant personal insult from criticism of someone's qualifications, performance, conduct, decisions, or actions when those matters are within the Board's jurisdiction. That distinction is consistent with the Fourth Circuit's discussion in *Steinburg v. Chesterfield County Planning Commission*.
- **Added a warning-before-removal procedure when practicable.** Actual or material disruption can result in loss of speaking time or removal. The statutory language concerning refusing to leave after disrupting a meeting remains; NCGS §143-318.17 makes that conduct a Class 2 misdemeanor.
- **Separated Public Comment from Public Hearings more clearly.** Public Hearing comments may properly be restricted to the subject advertised for the hearing, and NCGS §160A-81 expressly permits reasonable hearing rules.

Requested Action
Other – Discussion and possible action

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
Policy 6. Public Comment Period & Public Hearings at Board Meetings – approved November 9, 2015 – dissolved 2024 due to being in the Rules of Procedure
Draft Policy 6. Public Comment Period & Public Hearings at Board Meetings – revised 2023 – was not formally presented to the Board
Draft Policy 6. Public Comment Period & Public Hearings at Board Meetings – revised August 2026
Recommended Revisions for the Rules of Procedure to incorporate Draft Policy 6. Public Comment Period & Public Hearings at Board Meetings

Town of Spring Lake North Carolina	ADMINISTRATIVE POLICY GOVERNING BOARD		SUBJECT: PUBLIC COMMENT AT BOARD MEETINGS	
	Number 6	Revisions 1	Board Approval Date November 9, 2015	
	Supersedes July 28, 2008	Effective Date November 10, 2015		Page 1 of 5

6.0 FORWARD

This policy is intended to provide guidance with regard to individuals who wish to address the Board of Aldermen at a regular meeting. The Board meetings normally are held on the 2nd and 4th Monday of each month except as otherwise properly moved, rescheduled or cancelled.

6.1 LAW

All public comments shall be in accordance with the State of North Carolina General Statute 160A-81.1 and policies and administrative procedures established by the Town Board and Town Manager, respectively.

6.2 COVERAGE

This policy, upon adoption by the Board of Aldermen, shall remain in effect until such time that it is altered, modified, or rescinded by the Spring Lake Board of Aldermen.

6.3 POLICY

1. Anyone desiring to address the Board must sign up with the Town Clerk at least ten minutes prior to the start of the Board meeting by giving their name, address and a short description of the topic on the sign up sheet located in the Grady Howard Conference Room, or by calling the office of the Town Clerk and requesting to speak at the Public Forum. The sign up sheet is incorporated into this policy as Exhibit A.

2. There will be a Public Comment portion placed on the agenda of each regular Board meeting.

3. Each speaker must be recognized by the Mayor or Board Chair as having the exclusive right to be heard.

4. Comments are limited to three (3) minutes per speaker.

5. If there are several people who wish to speak on the same subject, the group is encouraged to choose a spokesperson to present their concerns to the Board. In such instances the Mayor or Board Chair may allow a participant extra time.

6. The Board of Aldermen may ask the speaker questions for purposes of clarification.

7. The Board of Aldermen will not take action on an item that is presented during Public Comment unless the matter is otherwise properly before the Board for consideration.

8. The public can address the Board on any issue other than public hearing items and those that would be covered in closed session, which would include but are not limited to attorney/client privilege, personnel, land acquisition and contract negotiations.

9. Anyone desiring to address the Board of Aldermen on a specific concern requiring more effective and informed action by the Board should contact the Town Clerk no later than 12:00 noon at least three (3) weeks prior to the intended meeting in which the item is to be heard. Whenever possible, staff will address the concern directly, but if staff cannot address the issue, then it will be placed on the agenda as early as is practicable. The person making the request should provide sufficient information pertaining to their concerns to allow the Board to review the citizen concerns and/or request. The request form is incorporated into this policy as Exhibit B.

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Approved

Mayor ______________________
Town of Spring Lake
Board of Aldermen

Date: 11-10-2015

Attest: Rhonda W. Webb
Town Clerk

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6.0 PURPOSE

This policy is intended to guide individuals who wish to address the Board of Aldermen at a regular meeting to encourage and allow citizens to offer comments or suggestions to the Board. The Board meetings normally are held on the 2nd and 4th Monday of each month at 6:00 pm except as otherwise properly moved, rescheduled, or canceled.

6.1 LAW

The following North Carolina General Statutes are referenced below: NCGS §160A-81.1 – *Public Comment Period During Regular Meetings*; NCGS §143-318.17 – *Disruptions of Official Meetings*; and NCGS §160A-81 – *Conduct of Public Hearings.*

6.2 COVERAGE

This policy, upon adoption by the Board of Aldermen, shall remain in effect until such time that it is altered, modified, or rescinded by the Board. These Rules of Decorum have been established to maintain order and decorum during the Public Comment Period. These rules are not intended to limit the content of any speaker's message, but to ensure that the meeting is conducted in a civil, productive, effective, and orderly manner.

6.3 POLICY

Public Comment Period

Speakers will be allowed to speak on any relevant matter, which is defined as a matter that is within the authority of the Town Council to decide, and not privileged by law (such as personal matters). Comments made during the Public Comment Period should not be related to the subject of any Public Hearing conducted during the same meeting.

1. There will be a Public Comment portion placed on the agenda of each regular Board meeting.

2. Anyone desiring to address the Board must sign up with the Town Clerk at least ten (10) to fifteen (15) minutes before the start of the Board meeting by giving their name, address, and a short description of the topic on the sign-up sheet located in the Grady Howard Conference Room, or by calling the office of the Town Clerk and requesting to speak at the Public Forum. The sign-up sheet is incorporated into this policy as Exhibit A. (the name and address of the citizen will be recorded in the minutes.)

3. Speakers will be called up in the order in which the names appear on the sign-up sheet. No one will be allowed to speak during the Public Comment Period unless that person has signed up to speak.

4. Each speaker must be recognized by the Mayor or Presiding Officer as having the exclusive right to be heard, and will only be heard one (1) time.

5. Comments are limited to three (3) minutes per speaker. The Town Clerk will be designated as a timekeeper for enforcement of this policy.

6. The total Public Comment Period will not exceed fifteen (15) minutes at any regularly scheduled Board meeting unless otherwise authorized by the Mayor or Presiding Officer.

7. Speakers with handouts to share should bring ten (10) copies, and give the copies to the Clerk as they approach the podium. **Do not** approach the Board with handouts; the Clerk will distribute the copies.

8. Any videos, presentations, or other electronic media must be provided to the Clerk no later than seven (7) days before the meeting. If failure to do so, no additional time will be allotted for setting up such videos or exhibits.

9. If more than three (3) persons have signed up to speak on any particular topic or issue, the Mayor may request that a single spokesperson be selected to speak on that topic on behalf of those either supporting or opposing the same position. In such cases, additional time may (at the discretion of the Board) be allotted to such a representative speaker, but not more than ten (10) minutes in total. Where there are opposing or competing points of view on a particular topic, the Mayor will allot time to a spokesperson for the opposing view.

10. Public Comment is not intended to require the Board and/or staff to answer any impromptu questions. The Board may ask the speaker questions for purposes of clarification. Speakers will address all comments to the entire Board as a whole and not one individual member. Discussions between speakers and members of the audience will not be permitted. The Mayor or Presiding Officer may, however, request the Town Manager to follow up with the speaker after the meeting to provide additional information to the Board later.

11. The Board will not act on an item that is presented during Public Comment unless the matter is already before the Board for consideration.

12. The public can address the Board on any issue other than Public Hearing items, the candidacy of any person, including the speaker, seeking elective office, matters that are made confidential by law, or those that would be covered in Closed Session, including but not limited to threatened or pending litigation, matters with the Attorney/Client privilege, personnel issues, property acquisition issues, or contract negotiations. The Mayor or Presiding Officer may stop any speaker who addresses or attempts to discuss any such matter.

13. Speakers shall always be civil and courteous in their language and presentations. Speakers are asked to refrain from personal attacks and/or threats directed toward any Board member, the Mayor, Town staff, and/or members of the public; vulgar or profane language or gestures will not be tolerated.

14. The Mayor, or Presiding Officer, has the authority to enforce the Rules of Decorum; failure to obey these rules may result in a forfeiture of any remaining speaking time.

15. Speakers are asked to address the Mayor and Board and to refrain from addressing the audience.

16. Individuals who engage in egregious or repeated violations may be asked to leave the meeting.

17. The Mayor, or Presiding Officer, may remove any person from a meeting if the person is interrupting or disturbing the meeting. A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the Presiding Officer, willfully refuses to leave the meeting is guilty of a Class 2 Misdemeanor (NCGS §143-318.17.)

18. Anyone desiring to address the Board on a specific concern requiring more effective and informed action by the Board should contact the Town Clerk no later than seven (7) days before the intended meeting in which the item is to be heard. Whenever possible, staff will address the concern directly, but if staff cannot address the issue, then it will be placed on the agenda as early as is practicable. The person making the request should provide sufficient information about their concerns to allow the Board to review the citizen's concerns and/or request. The request form is incorporated into this policy as Exhibit B.

Public Hearings

Speakers may only speak on the matter defined in the Public Hearing notice. All other comments must be made during the regular Public Comment Period.

1. Each speaker shall state their name and address clearly for the record (the name and address of the citizen will be recorded in the minutes.)

2. Due to time constraints, it is requested that each speaker limit their comments to ten (10) minutes regarding the subject of the Public Hearing, unless otherwise authorized by the Mayor or Presiding Officer. **

3. Speakers with handouts to share should bring ten (10) copies, and give the copies to the Clerk as they approach the podium. **Do not** approach the Board with handouts; the Clerk will distribute the copies.

4. Any videos, presentations, or other electronic media must be provided to the Clerk no later than seven (7) days before the meeting.

5. Speakers shall always be civil and courteous in their language and presentations. Speakers are asked to refrain from personal attacks and/or threats directed toward any Board member, the Mayor, Town staff, and/or members of the public; vulgar or profane language or gestures will not be tolerated.

6. Speakers are asked to address the Mayor and the Board and to refrain from addressing the audience.

7. The Mayor, or Presiding Officer, has the authority to enforce the Rules of Decorum; failure to obey these rules may result in a forfeiture of any remaining speaking time.

8. Individuals who engage in egregious or repeated violations may be asked to leave the meeting.

9. The Mayor, or Presiding Officer, may remove any person from a meeting if the person is interrupting or disturbing the meeting. A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the Presiding Officer, willfully refuses to leave the meeting is guilty of a Class 2 Misdemeanor (NCGS §143-318.17.)

**Time limits do not apply to Planning/Zoning Public Hearings.

Approved:

____________________ ____________

Mayor Date

ATTEST

____________________ ____________

Town Clerk Date

Town of Spring Lake North Carolina	ADMINISTRATIVE POLICY GOVERNING BOARD		SUBJECT: PUBLIC COMMENT PERIOD & PUBLIC HEARINGS AT BOARD MEETINGS	
	Number 6	Revisions 2	Board Approval Date	
	Supersedes November 10, 2015	Effective Date		Page 1 of 4

6.0 PURPOSE

The purpose of this policy is to establish fair, orderly, and viewpoint-neutral procedures for members of the public to address the Town of Spring Lake Board of Commissioners during designated Public Comment periods and Public Hearings. The policy encourages public participation while allowing the Board to conduct Town business efficiently, safely, and in an orderly manner.

6.1 LEGAL AUTHORITY

This policy shall be administered in accordance with applicable federal and North Carolina law, including the First Amendment to the United States Constitution; NCGS §160A-81, Conduct of Public Hearings; NCGS §160A-81.1, Public Comment Period During Regular Meetings; NCGS §143-318.9 et seq., the North Carolina Open Meetings Law; and NCGS §143-318.17, Disruptions of Official Meetings. The Board may adopt reasonable rules governing public comment and Public Hearings, including speaker time limits, designation of spokespersons, procedures for capacity limitations, and rules for maintaining order and decorum. Any restriction on speech shall be applied in a viewpoint-neutral manner.

6.2 COVERAGE

This policy, upon adoption by the Board of Commissioners, shall remain in effect until altered, amended, or rescinded by the Board. These rules apply to Public Comment periods and, where applicable, Public Hearings conducted by the Board. They regulate the time, place, and manner of participation and the orderly conduct of meetings and are not intended to suppress a speaker's viewpoint or lawful criticism of the Town, the Board, elected officials, or Town staff.

6.3 PUBLIC COMMENT PERIOD

1. Frequency of Public Comment Periods. In accordance with NCGS §160A-81.1, the Board shall provide at least one (1) opportunity for Public Comment each month at a Regular Meeting. The Board is not required to provide a Public Comment period during a month in which no Regular Meeting is held. The Board may provide Public Comment at additional Regular Meetings at its discretion.

2. Subject Matter and Viewpoint Neutrality. Speakers may address matters within the real or apparent jurisdiction of the Town or Board. The Town shall not prohibit or restrict a speaker because the speaker supports, opposes, praises, criticizes, or otherwise expresses a particular viewpoint concerning a matter within that jurisdiction. Public Comment is not a campaign or election forum; however, a speaker shall not be prohibited from discussing a matter within the Board's jurisdiction merely because the comments mention an elected official, candidate, Town employee, or other individual. Speakers shall not disclose information that is confidential by law. The Mayor or the Presiding Officer may interrupt a speaker when reasonably necessary to prevent the unlawful disclosure of confidential information.

3. Public Hearing Matters. Comments concerning a matter for which a Public Hearing is being conducted at the same meeting should be presented during that Public Hearing so the comments are received as part of the hearing on that matter. This provision is an organizational rule and shall not be used to discriminate against a speaker's viewpoint.

4. Sign-Up Procedure. A person wishing to speak during Public Comment should sign up with the Town Clerk before the Public Comment period begins. The speaker shall provide their name and a brief description of the topic. A street address is not required as a condition of speaking. Speakers who do not sign up in advance may be recognized by the Mayor or the Presiding Officer if time remains. Speakers will ordinarily be called in the order in which they signed up.

5. Recognition and Speaking Time. Each speaker must be recognized by the Mayor or other Presiding Officer before speaking. Each speaker is limited to three (3) minutes and may speak once during the Public Comment period unless additional time is authorized by the Mayor, the Presiding Officer or the Board. The Town Clerk shall serve as timekeeper.

6. Overall Time. Ordinarily, Public Comment will not exceed fifteen (15) minutes unless extended by the Mayor, the Presiding Officer or the Board. If all speakers cannot reasonably be accommodated within the allotted period, the Mayor or the Presiding Officer may reduce each speaker's time on an equal basis, request the use of spokespersons, or use another viewpoint-neutral method that provides a reasonable opportunity for public participation.

7. Spokespersons and Large Groups. When multiple speakers wish to address substantially the same position on the same topic, the Mayor or the Presiding Officer may request that the group designate a spokesperson. Any spokesperson procedure or allocation of additional time shall be administered in a viewpoint-neutral manner. When attendance exceeds room capacity, the Town may use reasonable delegate or overflow-access procedures consistent with NCGS §160A-81.1 and applicable law.

8. Handouts and Electronic Materials. Speakers wishing to provide handouts should give copies to the Town Clerk for distribution rather than approaching individual Board members during the meeting. Electronic presentations, videos, or other media requiring Town equipment should be provided to the Town Clerk at least five (5) days before the meeting when practicable. Failure to submit electronic material in advance does not prohibit the person from speaking, but the Town is not required to delay the meeting or provide additional speaking time for setup or testing.

9. Board Response. Public Comment is an opportunity for the public to address the Board and does not require the Board or Town staff to answer questions or engage in debate. Board members may ask brief questions for clarification. The Mayor or the Presiding Officer may request that the Town Manager or appropriate staff follow up after the meeting.

10. Board Action. The Board will not ordinarily take substantive action on a matter raised for the first time during Public Comment unless the matter is otherwise properly before the Board and action is permitted by applicable law and the Board's Rules of Procedure.

11. Decorum and Order. Speakers shall direct remarks to the Board as a body and shall not engage in conduct that actually disrupts or materially interferes with the orderly conduct of the meeting. Prohibited conduct includes speaking beyond the allotted time after being directed to conclude, refusing to yield the floor, repeatedly interrupting other speakers or Board proceedings, threatening physical violence, fighting or other physically disruptive conduct, or otherwise preventing the Board from continuing its business. Rules of Decorum shall be enforced without regard to viewpoint. Criticism, disagreement, or the expression of an unpopular or offensive viewpoint, standing alone, is not a basis for ending a speaker's comments.
12. Personal Attacks, Profanity, and Criticism. Speakers are expected to conduct themselves consistently with an orderly public meeting. Personal insults or attacks that are unrelated to a matter within the Board's jurisdiction and that threaten to disrupt the orderly conduct of the meeting may be ruled out of order. This provision shall not prohibit relevant criticism of the qualifications, performance, conduct, decisions, or actions of elected officials, Town employees, or other persons when the subject is otherwise within the Board's jurisdiction. Profanity or offensive language shall not, by itself, result in removal or termination of speaking time unless the manner of expression materially disrupts the meeting or falls within a category of speech not protected by law.
13. Enforcement of Decorum. The Mayor or other Presiding Officer shall enforce these rules. When practicable, a speaker who violates a rule shall first be warned and given an opportunity to comply. Continued or egregious violations may result in forfeiture of remaining speaking time. A person may be directed to leave when the person's conduct materially disrupts the meeting or otherwise warrants removal under applicable law. Under NCGS §143-318.17, a person who willfully interrupts, disturbs, or disrupts an official meeting and, after being directed to leave by the Mayor or the Presiding Officer, willfully refuses to leave is guilty of a Class 2 misdemeanor.
14. Requests for Board Consideration. A person seeking formal Board consideration of a specific matter, rather than merely commenting during Public Comment, should contact the Town Clerk sufficiently in advance to allow the matter to be reviewed under the Board's agenda procedures. Submission of a request does not guarantee placement on an agenda.

6.4 PUBLIC HEARINGS

Public Hearings are distinct from the general Public Comment period. Speakers at a Public Hearing shall address the subject identified in the published hearing notice. Pursuant to NCGS §160A-81, the Board may adopt reasonable rules governing the conduct of Public Hearings, including reasonable speaker time limits, spokesperson procedures, capacity procedures, and rules for maintaining order and decorum.

1. Speaker Identification. A speaker shall state their name for the record. A street address is not required as a condition of speaking unless a specific type of hearing requires residency, standing, or other information by law. The Town Clerk may request contact information separately when needed for follow-up.
2. Time Limits*. Unless a different procedure is required by law or established for a particular hearing, each speaker will ordinarily be limited to five (5) minutes. The Mayor, Presiding Officer or Board may adjust the time limit in a reasonable and viewpoint-neutral manner based on the number of speakers and the nature of the hearing. Any special procedures applicable to legislative, evidentiary, quasi-judicial, planning, zoning, or other statutorily required hearings shall control when inconsistent with this policy.

3. Materials. Handouts should be provided to the Town Clerk for distribution. Electronic materials requiring Town equipment should be submitted in advance when practicable. The Town is not required to delay a hearing to accommodate untested electronic media.

4. Decorum. The decorum and enforcement provisions applicable to Public Comment also apply to Public Hearings, except that a speaker may be limited to the subject identified in the hearing notice. Restrictions shall be applied in a viewpoint-neutral manner.

5. Continuation of Public Hearings. A Public Hearing may be continued in accordance with NCGS §160A-81 and other applicable law. If a hearing is subject to additional statutory procedures, those procedures shall govern.

* Time limits do not apply to Planning/Zoning Public Hearings

6.5 ADMINISTRATION

The Town Clerk shall administer speaker sign-up procedures, maintain any forms used under this policy, and serve as or designate the timekeeper. The Mayor or the other Presiding Officer is responsible for recognition of speakers and enforcement of meeting order. The Town Attorney may advise the Mayor, Presiding Officer, and Board regarding constitutional, statutory, confidentiality, or procedural issues that arise during Public Comment or a Public Hearing.

Approved:

_______________________________ Date: __________________

Mayor

ATTEST:

_______________________________ Date: __________________

Town Clerk

- fix the maximum time allotted to each speaker;
- provide for the designation of spokespersons for groups of persons supporting or opposing the same positions;
- provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the hall to listen to the hearing);
- provide for the maintenance of order and decorum in the conduct of the hearing; and
- Comments concerning a matter for which a Public Hearing is being conducted at the same meeting should be presented during the Public Hearing so that the comments are received as part of the hearing on that matter. Public Hearings shall be conducted in accordance with Policy 6., NCGS §160A-81, and other applicable law.

d. **Notice of Public Hearings.** Any Public Hearing at which a majority of the Board is present shall be considered part of a Regular or Special meeting. Consequently, the relevant notice and related requirements of the Open meetings law, as set out in Rules 1 and 2, apply to such hearings. Some statutes mandate additional notice for types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.

e. **Continuing Public Hearings.** The Board may continue any Public Hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in Open Session. Except for hearings conducted pursuant to Paragraph (g), if a quorum of the Board is not present for a properly scheduled Public Hearing, the hearing must be continued until the Board's next Regular meeting without further advertisement.

f. **Conduct of Public Hearings.** At the time appointed for the hearing, the Mayor shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the Board for the hearing. Unless the Board extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the Mayor shall declare the hearing closed, and the Board shall resume the regular order of business.

g. **Public Hearings by Less Than a Majority of the Board.** Nothing in this rule prevents the Board from appointing a member or members to hold a Public Hearing on the Board's behalf, except when state law requires that the Board itself conduct the hearing.

Rule 27. Public Comment Periods.

a. **Frequency of Public Comment Periods.** The Board must provide at least one (1) opportunity for Public Comment each month at a Regular Meeting, except that the Board need not offer a Public Comment period during any month in which it does not hold a Regular Meeting. The Board may provide additional Public Comment periods at Regular Meetings at its discretion.

b. **Rules for Public Comment Periods.** ~~The Board may adopt reasonable rules for Public Comment periods that, among other things,~~ Public Comment periods shall be conducted in accordance with Town of Spring Lake Policy 6. Public Comment Period & Public Hearings at Board Meetings, as adopted and amended from time to time, and applicable law, including NCGS §160A-81.1. Consistent with Policy 6., the Board may adopt and enforce reasonable, viewpoint-neutral rules governing the time, place, and manner of Public Comment that, among other things:

- fix the maximum time allotted to each speaker and establish a reasonable overall time for the Public Comment period;
- provide ~~for the designation of spokespersons for groups supporting or opposing the same positions~~ procedures for speaker sign-up and recognition by the Mayor or Presiding Officer;
- provide for the ~~selection of delegates from groups supporting or opposing the same positions when the number of persons wishing to attend the Public Comment period exceeds the capacity of the hall (so long as arrangements are made for those excluded from the hall to listen to the hearing), and~~ designation of spokespersons for groups addressing substantially the same position on the same topic;
- provide ~~for the maintenance of order and decorum in the conduct of the hearing.~~ reasonable procedures for delegates or overflow access when the number of persons wishing to attend exceeds the capacity of the meeting room;
- establish procedures for the submission and distribution of handouts, presentations, videos, and other materials;
- provide for the maintenance of order and decorum;
- authorize the Mayor or Presiding Officer to enforce the Board's rules when conduct actually disrupts or materially interferes with the orderly conduct of the meeting; and
- Rules governing Public Comment shall be applied in a viewpoint-neutral manner.

c. **Subject Matter and Viewpoint-Based Restrictions.** ~~**Content-Based Restrictions Generally Prohibited.** The Board may not restrict speakers based on subject matter if their comments pertain to subjects within the Board's real or apparent jurisdiction.~~ Speakers may address matters within the real or apparent jurisdiction of the Town or Board. The Board shall not prohibit or restrict a speaker because the speaker supports, opposes, praises, criticizes, or otherwise expresses a particular viewpoint concerning a matter within that jurisdiction. Public Comment is not a campaign or election forum; however, a speaker shall not be prohibited from discussing a matter within the Board's jurisdiction merely because the comments mention an elected official, candidate, Town employee, or other individual. Speakers shall not disclose information that is confidential by law. The Mayor or Presiding Officer may interrupt a speaker when reasonably necessary to prevent the unlawful disclosure of confidential information.

d. **Decorum and Disruption.** The Board may regulate conduct necessary to maintain an orderly meeting. Criticism, disagreement, or the expression of an unpopular or offensive viewpoint, standing alone, shall not constitute disruption and shall not be a basis for terminating a speaker's comments. The Mayor or Presiding Officer may warn a speaker who violates an applicable rule and, when practicable, provide the speaker an opportunity to comply. Continued or egregious violations that materially disrupt or interfere with the orderly conduct of the meeting may result in forfeiture of the speaker's remaining time or removal from the meeting in accordance with Policy 6., NCGS §143-318.17, and other applicable law.

e. **Incorporation of Policy 6.** Town of Spring Lake Policy 6. Public Comment Period & Public Hearings at Board Meetings, is hereby incorporated by reference into these Rules of Procedure. In the event of a conflict between this Rule and Policy 6. concerning the administration of Public Comment or Public Hearings, the Board shall follow applicable State or federal law and interpret the provisions, to the extent reasonably possible, so that they operate consistently.

Rule 28. Meeting Minutes.

a. **Minutes Required for All Meetings.** The Board must keep full and accurate minutes of all its meetings, including Closed Sessions. To be "full and accurate," minutes must record all actions taken by the Board. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of the Board, though the Board in its discretion may decide to incorporate such details into the minutes.

b. **Record of "Ayes" and "Noes."** At the request of any member of the Board, the minutes shall list each member by name and record how each member voted on a particular matter.

c. **General Accounts of Closed Sessions.** In addition to minutes, the Board must keep a general account of each Closed Session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The Board may combine the minutes and general account of a Closed Session into one (1) document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.

d. **Sealing Closed Session Records.** Minutes of Closed Session shall be sealed until unsealed by order of the Board or, if the Board delegates the authority to unseal to one (1) or more staff members, in accordance with guidelines adopted by the Board. All Closed Session minutes, sealed or unsealed, shall be made available to the active Board at their request, under observance of the Town Clerk. The sealed minutes of any Closed Session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the Closed Session.

Rule 29. Appointments.

a. **Appointments in Open Session.** The Board must consider and make any appointments to another body or, in the event of a vacancy on the Board, to its membership in Open Session.
b. **Nomination and Voting Procedure.** The Board shall use the following procedure to fill a vacancy in the Board itself or in any other body over which it has the power of appointment. The nominating committee shall be called upon to make its report and recommendation(s), if any. The Mayor shall then open the floor for nominations, whereupon Board members may put forward and debate nominees. When the debate ends, the Mayor shall call the roll of the members, and each member shall cast a vote for his or her preferred nominee. The voting shall continue until a nominee receives a majority of votes cast during a single balloting.
c. **Mayor.** The Mayor may make nominations and may vote on appointments only in case of a tie under this rule.
d. **Multiple Appointments.** If the Board is filling more than one vacancy, each member shall

Board of Commissioners Agenda Cover Sheet

Meeting Date
September 14, 2026

Agenda Location
Old Business

Item Title
Draft Policy 43. Public Records Request

Presenter
Commissioner Jackie Jackson

Summary/Description
This draft policy was previously discussed on June 8, 2026, and further discussed regarding public records request on August 24, 2026.

Policy 43. establishes procedures for the receipt, processing, review, and fulfillment of public records requests submitted to the Town of Spring Lake in accordance with the North Carolina Public Records Law, NCGS Chapter 132. The policy identifies the Town Clerk as the primary official responsible for receiving, coordinating, tracking, and issuing responses to public records requests and establishes responsibilities for departments and employees assisting with responsive records.

The policy also addresses Town business conducted on personal devices and personal accounts. Communications concerning Town business may constitute public records even when created, sent, received, or stored on a personal cellphone, personal email account, social media account, messaging application, or other privately owned device or account. When a request reasonably includes such records, the Town Clerk and/or Human Resources may require an elected official, appointed official, or employee to conduct a reasonably diligent search and provide responsive Town-business records for review and processing. The policy makes clear that the Town's review is limited to records related to Town business and that purely personal communications are not Town public records simply because they are stored on the same device.

Additional provisions address email and social media records, personnel records, records retention, redaction of confidential information, special service charges for qualifying extensive requests, appeals, and information requests made by members of the Board of Commissioners.

Requested Action
Other – Discussion and possible action

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
Draft Policy 43. Public Records Request

Town of Spring Lake	ADMINISTRATIVE POLICY GOVERNING BOARD		SUBJECT: PUBLIC RECORDS REQUEST POLICY	
	Number 43	Revisions	Board Approval Date	
North Carolina	Supersedes	Effective Date		Page 1 of 7

43.0 PURPOSE

The purpose of this policy is to aid in determining what is a public record, the general protocol for determining which departments need to respond, and the protocol for how the Town Clerk is to be used in responding to Public Records Requests, among other items listed below. It is the policy of the Town of Spring Lake to comply with all requests for public records in accordance with the law. Public records are the property of the people.

1. Legal Authority

This policy is adopted and shall be administered in accordance with the North Carolina Public Records Law, NCGS Chapter 132, including NCGS §132-1 (definition of public records), 132-2 (designation of custodians), 132-3 (destruction of records), 132-6 (inspection, examination, and copies), 132-6.1 (electronic records and databases), 132-6.2 (copies and fees), 132-7 (safekeeping and certified copies), and 132-9 (access and enforcement). This policy also recognizes NCGS §160A-171, which provides that the Town Clerk is the custodian of all Town records; NCGS §160A-168, governing the confidentiality and disclosure of municipal personnel records; and NCGS §143-318.10(e), governing the public inspection of Closed-Session minutes and general accounts when their inspection would frustrate the purpose of a Closed Session. Other State and federal statutes may make particular records confidential or otherwise exempt from disclosure.

43.1 PUBLIC RECORDS

2. Public Records Defined

North Carolina General Statute (NCGS) §132-1(a) defines public records as "all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority, or other unit of government of the State or of any county, unit, special district or other political subdivision of government."

According to NCGS §132-6.2(e), "Nothing in this section shall be construed to require a public agency to respond to a request for a copy of a public record by creating or compiling a record that does not exist. If a public agency, as a service to the requester, voluntarily elects to create or compile a record, it may negotiate a reasonable charge for the service with the requester. Nothing in this section shall be construed to require a public agency to put into electronic medium a record that is not kept in electronic medium." Requestors should be aware that the Public Records Policy does not require the Town to do research or analyze data.

3. Protected Records

All records maintained by the Town of Spring Lake are public unless they are exempt from disclosure under North Carolina Public Records Law (Chapter 132). Exempted records include, but are not limited to:

- Confidential communications from the Attorney to the Client within the scope of the Attorney-Client relationship as defined in NCGS §132-1.1(a).
- Criminal investigation records and records of criminal intelligence information, as provided in NCGS §132-1.4 (active and closed investigations).
- Sensitive public security information, including specific details of public security plans and arrangements, detailed plans and drawings of public buildings and infrastructure facilities, and certain plans to prevent and respond to terrorist activity, as provided in NCGS §132-1.7, and technology security information, as provided in NCGS §132-6.1.
- Records of minors per NCGS §132-1.4, 132-1.12, and 7B-2901.
- All information contained in Town employees' personnel files maintained by the Town is confidential in accordance with NCGS §160A-168, except information deemed by NCGS §160A-168 to be a matter of public record. These rules apply to personnel information for applicants, current employees, and former employees.
- Tax information pertaining to a taxpayer's income or gross receipts may not be disclosed, as provided in NCGS §132-1.1(b).
- Social security numbers and other personal identifying information are confidential and unlawful to disclose to the public. In addition to social security numbers, "personal identifying information" includes: employer taxpayer identification numbers; driver's license numbers, state identification card numbers, and passport numbers; checking, savings, credit, and debit account numbers; personal identification code (PIN) numbers used to access financial resources; digital signatures; any other numbers of information that can be used to access a person's financial resources; biometric data; fingerprints; and passwords, all as provided in NCGS §132-1.10, NCGS §75-61, and NCGS §14-113.20.
- Trade secrets and electronic payment account numbers are protected as outlined in NCGS §132-1.2 (Note that to protect a "trade secret" detailed requirements must be met).
- The seal of an architect, engineer, or land surveyor when that seal has been submitted for project approval under Part 4 of Article 18, Chapter 153A (Building Inspections) as outlined in NCGS §132-1.2.
- Certain "trial preparation materials" are protected as provided in NCGS §132-1.9. If records are created for or at the request of the Town Attorney when the Town is engaged in litigation or litigation is anticipated, these records are likely protected "trial preparation materials." The Town Attorney should be consulted if there is a request for such records.

- Names and addresses of complaining witnesses to crimes must be temporarily withheld if the release of the information is reasonably likely to pose certain threats to the witnesses or materially compromise in investigation, as provided in NCGS §132-1.4.
- Certain economic development incentives are temporarily protected, but the Town must make certain prior disclosures to applicants, as provided in NCGS §132-1.11 and NCGS §132-6(d).
- Closed Session meeting minutes that are deemed protected under NCGS §143-318.10(e).
- Public enterprise billing information, as provided in NCGS §132-1.1(c).
- Records protected by copyright. The Town must permit inspection of records protected by copyright, but cannot make copies of copyrighted records, pursuant to 17 U.S.C. §106(1).

43.2 RECORDS REQUEST

1. Responding to a Public Records Request

According to NCGS §132-6(a), "Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law." A Public Records Request shall be placed with the Town Clerk describing the information sought, including as much detail as possible. The Town will work on a timely, thorough, and transparent response to all records requests. The requestor will receive an email response acknowledging the request within two (2) business days after receipt of the request by the Town Clerk. If the Town requires additional information before beginning to process the request, the Town will contact the requestor. Within 30 business days of receipt of the records request, the Town will respond by 1) providing copies of the records in physical format, or providing access to the records; 2) if there are no responsive records were located; 3) if the responsive records are exempt from the Public Records law, either denying access to the entire records or providing the records with the exempt information redacted; or 4) informing the requestor that more time is needed and providing an estimated deadline for the response. If a response takes longer than 30 business days, the Town will contact the requestor to provide an update on the request.

2. Authorized Persons to Respond to Public Records Requests

The Town Clerk is the primary official authorized to receive, coordinate, and issue responses to public records requests on behalf of the Town, consistent with the Town Clerk's statutory responsibility as custodian of Town records under NCGS §160A-171. The Town Manager, Town Attorney, Human Resources, Department Heads, and other employees may assist in locating, reviewing, and producing responsive records; however, they shall not independently issue a final response or release records to a requester unless authorized by the Town Clerk, this policy, or other applicable law. The Town Attorney may communicate directly with a requester when providing legal guidance or when authorized to respond on behalf of the Town. All departments shall promptly forward public records requests received directly by them to the Town Clerk so the request can be logged, coordinated, and tracked to completion.

3. Personal Devices and Personal Accounts

Public records are determined by their content and connection to the transaction of public business, not by the ownership of the device, telephone number, account, or platform on which the record is created, sent, received, or stored. Pursuant to NCGS §132-1, communications and other documentary material concerning Town business may constitute public records even when created, sent, received, or stored on a personal cellular telephone, personal email account, personal social media account, messaging application, or other privately owned device or account. This includes, but is not limited to, work-related text messages, instant messages, emails, photographs, videos, voicemails, and other electronic communications involving elected officials, appointed officials, Town employees, or other persons conducting Town business.

When the Town receives a public records request that reasonably encompasses Town-related records maintained on a personal device or personal account, the Town Clerk and/or Human Resources, may require an elected official, appointed official, or employee to conduct a reasonably diligent search for responsive Town-business records maintained on a personal device or personal account and to provide any responsive records to the Town Attorney, Town Clerk, and/or Town Manager for review and processing. When necessary and legally appropriate, the Town may use available lawful means to retrieve, preserve, or obtain responsive Town-business records from a personal device or account. The Town's request and review shall be limited to records reasonably related to Town business and responsive to the public records request; purely personal communications and data that do not concern Town business are not Town public records merely because they are stored on the same device or account.

Town officials and employees shall not delete, destroy, conceal, or otherwise dispose of Town public records maintained on personal devices or accounts except in accordance with applicable records retention and disposition requirements. To promote proper retention and retrieval, Town business should be conducted through Town-issued devices, Town email accounts, or other Town-approved communication systems whenever practicable. Any Town-related record created or received through a personal device or account should be preserved or transferred to an appropriate Town system in accordance with the applicable records retention schedule.

a. Responding to Request for Emails and Other Digital Communications

Upon receipt of a request for emails, the Town will determine the appropriate search keywords and date range for a search of the Town's email archive. The Town will contact the requestor and discuss the request and search strategy. The requestor may modify the search keywords and date range. The Town Attorney will review the identified emails. As with other records that are exempt from disclosure under state or federal laws, the Town Attorney may deny access to the protected emails. The Town will provide the number of such emails along with the legal justification for the denial of access.

b. Responding to Requests for Town Social Media Records

Consistent with NCGS §132-1, the Town's official social media pages, including posts, comments, messages, and other documentary material made or received in connection with the transaction of

Town business, may constitute public records regardless of physical form or characteristics. Requests for Town social media records shall be reviewed and processed in the same manner as other public records requests, subject to applicable exemptions, confidentiality requirements, and required redactions.

c. Personal Social Media Pages of Board Members

A Board member's personal Facebook page, or other personal social media account, is not automatically considered a Town public record solely because the page or account belongs to a Board member. However, posts, comments, messages, or other content on a personal Facebook page may be considered public records if the content:

- Discusses Town business.
- Is used to communicate official actions, decisions, or positions.
- Is used in conducting Town affairs.
- Constitutes communications between Board members about matters before the Board.

Any request involving a Board member's personal social media account shall be reviewed on a case-by-case basis to determine whether responsive content was made or received in connection with the transaction of Town business and whether any legal exemptions or redactions apply.

d. Public Records Requested by a Member of the Board of Commissioners

Any Public Records request placed by a Board member will be treated like any other request.

43.3 RETENTION AND DISPOSITION OF PUBLIC RECORDS

North Carolina's Public Records Law, including NCGS §132-3, 132-7, and 132-8.1, requires public records in all formats to be managed in a manner that protects their integrity, preserves required records, and allows lawful public inspection and copying. Except for public records that are retained in office permanently, such as minutes of the Board, the Town may destroy public records only after the applicable retention period has been satisfied and in accordance with records retention and disposition schedules and other requirements of the North Carolina Department of Natural and Cultural Resources.

43.4 RESPONSIBILITY FOR RECORDS

The Town Clerk shall coordinate public records requests and assign requests, as necessary, to the Department Head or other Town employee who maintains or has custody of the responsive records. Each assigned department shall conduct a reasonably diligent search and provide responsive records to the Town Clerk. The Town Attorney shall be involved when the Attorney is the custodian of the records or when legal review is needed to determine whether a record or portion of a record is confidential, exempt from disclosure, or subject to redaction. Except as specifically provided for personnel records below, the Town Clerk shall issue or authorize the Town's final response to the requester.

1. Personnel Files and Human Resources Records

Any public records request involving personnel files, employment records, or personnel information for applicants, current employees, or former employees shall be facilitated by Human Resources in accordance with NCGS §160A-168. Human Resources shall locate and review the responsive personnel records and, when necessary, coordinate with the Town Attorney to determine what information is public, what information is confidential, and what information must be redacted before release. The Town Clerk shall remain informed throughout the processing of the request and shall be copied on or otherwise provided the completed response, records released, and any written explanation of records withheld or redacted so that the Town Clerk can maintain the Town's public records request log and confirm completion. Human Resources may communicate directly with the requester regarding a personnel records request when necessary to facilitate or complete the request, but shall keep the Town Clerk informed through final completion.

2. Redacting Protected Information

If the content of a record is partially public, responsive to the request, and partially exempt, the exempt portion of the content will be redacted. Redaction is the process of "concealing sensitive information from disclosed records."

3. Special Service Charge for Producing Records

In most cases, public records are easily retrievable and may be provided electronically at no cost to the requester. Fees for copies shall not exceed the actual cost of reproduction as permitted by NCGS §132-6.2(b) and any fee schedule adopted by the Town. The Town shall not charge a requester merely for inspecting public records. In addition, under NCGS §132-6(c), when confidential and nonconfidential information are commingled, the Town shall bear the cost of separating confidential information from information that is subject to disclosure.

If a request requires extensive use of information technology resources, extensive clerical or supervisory assistance, or greater use of information technology resources because of the medium requested, the Town may assess a reasonable special service charge pursuant to NCGS §132-6.2(b). Any special service charge shall be based only on the actual cost incurred for the qualifying extensive use of information technology resources, the labor costs of personnel providing qualifying extensive clerical or supervisory assistance, or the greater use of information technology resources attributable to the request. A special service charge shall not be imposed automatically on every request or solely because Town staff must review records, determine responsiveness, or redact or separate confidential information from public information.

When a special service charge is authorized, the charge shall be calculated using the actual labor cost of the employee or employees providing the qualifying extensive clerical or supervisory assistance, or the actual qualifying information technology cost attributable to the request. The Town Clerk, in consultation with the Finance Director, Town Manager, and/or Town Attorney as appropriate, shall determine whether a request qualifies for a special service charge and the reasonable amount of the charge before work subject to the charge proceeds.

Before incurring a special service charge, the Town shall provide the requester with a written estimate describing the basis for the charge and shall offer the requester an opportunity to narrow or modify the request to reduce or avoid the charge. When appropriate, the Town may require payment of the estimated special service charge in advance of producing the records. If the actual qualifying cost is less than the amount paid, the unused portion shall be refunded. If the actual qualifying cost exceeds the estimate, the Town shall notify the requester before incurring material additional charges.

If the requestor wishes to dispute the special service charge, he or she may file a complaint to the Town Clerk to the Board of Commissioners within ten (10) business days of receiving the response to his or her request. The appeals process is found below.

4. Disputing a Records Request and Appeals Process.

If a requestor has a concern or complaint regarding the initial response sent, the Town asks that the requestor first contact the Town Clerk to the Board of Commissioners to file a complaint within ten (10) business days of receiving the response to the public information request. The first appeal will be submitted to the Town Manager and/or the Attorney, who will review the records request, the information provided, and the dispute, and decide based on the appeal request. If further actions are requested beyond the first step, the appeal can be presented to the Town Manager or his or her designee for review and determination.

5. Request by a Member of the Board of Commissioners for Information Not Covered by Public Records Request.

If a member of the Board requests information from a department, it shall go to the Town Manager, Town Attorney, and/or Town Clerk. If it is determined that the request will take more than two (2) hours to complete, the Town Manager must approve.

Approved:

Mayor　　　　　　　　　　Date

ATTEST

Town Clerk　　　　　　　　　　Date

Board of Commissioners Agenda Cover Sheet

Meeting Date
September 14, 2026

Agenda Location
New Business

Item Title
Resolution 2026-17; A Resolution Requesting Funding from Cumberland County for the Spring Lake Natural Gas Extension Project

Presenter
Mayor Kia Anthony

Summary/Description
Resolution 2026-17 formally requests $840,854 in funding from the Cumberland County Board of Commissioners to close the remaining funding gap for the proposed Spring Lake Natural Gas Extension Project with Piedmont Natural Gas.

Piedmont Natural Gas has proposed extending approximately 56,733 feet of natural gas main into the Spring Lake area. The required construction contribution for the project is $1,340,854, of which the Town has identified $500,000, leaving a remaining funding need of $840,854.

The Spring Lake Area Land Use Plan identifies the lack of natural gas service as a constraint on industrial development and recommends coordination with Piedmont Natural Gas to extend service into the area. The project is anticipated to support economic development, business and industry recruitment, private investment, job creation opportunities, and expansion of the Town and County tax base.

Mayor Anthony has also submitted a letter to Cumberland County requesting the funding and asking that the request and accompanying Town Resolution be presented to the County Board of Commissioners at the earliest available meeting following Town Board approval.

Requested Action
Approval

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
Resolution 2026-17; A Resolution Requesting Funding from Cumberland County for the Spring Lake Natural Gas Extension Project
Letter submitted to Cumberland County dated September 9, 2026

RESOLUTION NO. 2026-17

A RESOLUTION OF THE TOWN OF SPRING LAKE BOARD OF COMMISSIONERS; REQUESTING FUNDING FROM CUMBERLAND COUNTY FOR THE SPRING LAKE NATURAL GAS EXTENSION PROJECT

WHEREAS, the Town of Spring Lake Board of Commissioners recognizes the importance of reliable utility infrastructure to the economic growth, development, and long-term prosperity of the Town of Spring Lake and northwestern Cumberland County; and

WHEREAS, the availability of natural gas is an important component of infrastructure necessary to attract and support commercial, industrial, manufacturing, and defense-related development within the Spring Lake area and surrounding portions of Cumberland County; and

WHEREAS, the Cumberland County Spring Lake Area Land Use Plan identifies the lack of natural gas service as a constraint on industrial development and recommends coordination with Piedmont Natural Gas to facilitate the extension of natural gas service into the Spring Lake area; and

WHEREAS, Piedmont Natural Gas has proposed a natural gas extension project that would provide approximately 56,733 feet of natural gas main within the Spring Lake area; and

WHEREAS, the proposed construction contribution required for the natural gas extension project is $1,340,854; and

WHEREAS, the Town of Spring Lake has identified $500,000 in funding toward the required construction contribution, demonstrating the Town's commitment to advancing this important infrastructure project; and

WHEREAS, a remaining funding gap of $840,854 must be addressed in order to fully fund the proposed construction contribution; and

WHEREAS, extending natural gas service into Spring Lake would provide benefits extending beyond the Town's corporate limits by strengthening northwestern Cumberland County's competitiveness for businesses requiring natural gas infrastructure, supporting business recruitment efforts, encouraging private investment, and providing opportunities to expand the tax base; and

WHEREAS, the Town of Spring Lake Board of Commissioners believes that a partnership between the Town and Cumberland County would advance a longstanding infrastructure priority and further the shared economic development interests of Spring Lake and Cumberland County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF SPRING LAKE, NORTH CAROLINA THAT:

Section 1. The Town of Spring Lake Board of Commissioners hereby formally requests that the Cumberland County Board of Commissioners provide funding in the amount of $840,854 to close the remaining funding gap for the Spring Lake Natural Gas Extension Project with Piedmont Natural Gas.

Section 2. The Board affirms the Town of Spring Lake's identified contribution of $500,000 toward the proposed $1,340,854 construction contribution required for the project.

Section 3. The Board finds that the extension of natural gas infrastructure into Spring Lake will serve a public purpose by supporting economic development, business and industry recruitment, private investment, job creation opportunities, and expansion of the local and County tax base.

Section 4. The Town Manager, Town Attorney, and other appropriate Town officials are hereby authorized to work with Cumberland County and Piedmont Natural Gas to develop any agreements, funding documents, or other instruments necessary to facilitate the project, subject to any further approval required by the Board of Commissioners.

Section 5. The Mayor and Town Clerk are authorized to execute and transmit this Resolution to the Cumberland County Board of Commissioners in support of the Town's formal funding request.

Section 6. This Resolution shall become effective immediately upon its adoption.

ADOPTED this the 14th day of September, 2026, by the Board of Commissioners of the Town of Spring Lake, North Carolina.

ATTEST:

Carly Autry, CMC, NCCMC Town Clerk	Kia Anthony Mayor

Town of Spring Lake

BOARD OF COMMISSIONERS
Fredricka Sutherland, Mayor Pro Tem
Tony Burgess, Commissioner
Soña L. Cooper, Commissioner
Jackie Jackson, Commissioner
Adrian Thompson, Commissioner

CHARTERED IN 1951

OFFICE OF THE MAYOR
Kia Anthony, Mayor

ADMINISTRATION
Dennis English Jr., Town Manager
Carly Autry, Town Clerk
Michael R. Porter, Town Attorney

September 9, 2026

Chairman Kirk deViere
Cumberland County Board of Commissioners

Re: Request for $840,854 for Spring Lake Natural Gas Extension

Dear Chairman deViere:

On behalf of the Town of Spring Lake, I respectfully request $840,854 from Cumberland County to close the remaining funding gap for our natural gas extension with Piedmont Natural Gas. Piedmont's proposed construction contribution is $1,340,854. The Town has identified $500,000 toward that amount.

The project would extend approximately 56,733 feet of natural gas main into Spring Lake. The County's adopted Spring Lake Area Land Use Plan identifies the lack of natural gas as a constraint on industrial development and specifically recommends coordinating service extension with Piedmont. This investment would put that recommendation into action.

The economic opportunity extends beyond Spring Lake. Natural gas access would strengthen northwestern Cumberland County's competitiveness for businesses that require this infrastructure, including manufacturers and defense-related firms serving the Fort Bragg region. It would support the County's business recruitment efforts and create opportunities for private investment and a broader tax base.

Spring Lake has identified a substantial local contribution. County participation would close the identified funding gap and help move a longstanding infrastructure priority toward construction.

I request that this funding request and the accompanying Town Resolution that will be forwarded to the County after the approval and adoption by the Town of Spring Lake Board of Commissioners on Monday, September 14, 2026, be placed before the Board of Commissioners at the earliest available meeting. We are prepared to present the project and work with County staff on an agreement governing the use of these funds.

Sincerely,

Mayor Kia Anthony

Board of Commissioners Agenda Cover Sheet

Meeting Date
September 14, 2026

Agenda Location
New Business

Item Title
Christmas Parade on Main

Presenter
Commissioner Jackie Jackson

Summary/Description
Commissioner Jackson, who serves as the Board Liaison for the Special Events Planning Committee, would like to discuss hosting a Christmas Parade on Main on Saturday, December 12, 2026, from 10:00 am to 11:00 am.

Commissioner Jackson has been holding weekly meetings with the Special Events Planning Committee to discuss and plan special events for the Town. As part of these discussions, the Committee is proposing a Christmas parade to provide a holiday event for Spring Lake residents and the community.

Because the proposed parade would take place on Main Street, which is maintained by NCDOT, a temporary road closure will be necessary. If the Board is in favor of moving forward with the Christmas Parade on Main, the Board will need to approve an Ordinance authorizing the temporary closure of Main Street for submission to NCDOT.

Ordinance No. 2026-06, authorizing the temporary road closure for the Christmas Parade on Main, will immediately follow this agenda item for the Board's consideration.

Requested Action
Council Consensus

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
N/A

Board of Commissioners Agenda Cover Sheet

Meeting Date
September 14, 2026

Agenda Location
New Business

Item Title

Ordinance No. 2026-06; An Ordinance Declaring a Road Closure for Christmas Parade on Main

Presenter
Commissioner Jackie Jackson

Summary/Description
Ordinance No. 2026-06 authorizes a temporary road closure for the Town of Spring Lake Christmas Parade on Main, which is being held for the enjoyment of the community and to provide a public benefit to citizens.

The Christmas Parade is scheduled for Saturday, December 12, 2026, from 10:00 am until 11:00 am. To allow time for setup, the event, and cleanup, the Ordinance provides for the temporary closure of Main Street (NC-1449), from Poe Avenue (Roundabout) to Ruth Street, from 9:00 am until 12:00 pm.

The road closure is being authorized pursuant to NCGS §20-169 and requires approval by the Board of Commissioners.

Requested Action
Approval

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
Ordinance No. 2026-06; An Ordinance Declaring a Road Closure for Christmas Parade on Main
Christmas Parade on Main notification to NCDOT

TOWN OF SPRING LAKE
NORTH CAROLINA

ORDINANCE NO. 2026-06

AN ORDINANCE DECLARING A ROAD CLOSURE FOR CHRISTMAS PARADE ON MAIN

WHEREAS, the Board of Commissioners of the Town of Spring Lake wishes to provide a Christmas Parade on Main for the pleasure of its citizens; and

WHEREAS, the Board of Commissioners of the Town of Spring Lake acknowledges its citizens realize a public benefit from holding a street event;

WHEREAS, the Board of Commissioners of the Town of Spring Lake acknowledges the Christmas Parade on Main is an event scheduled from 10:00 am until 11:00 am requiring approximately one (1) hour for set up prior to the beginning of the event, and approximately one (1) hour for clean up after the event.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Spring Lake pursuant to the authority granted by NCGS §20-169 that they do hereby declare a temporary road closure during the days and times set forth below on the following described portion of a State Highway System route:

Date(s):	Saturday, December 12, 2026
Times:	9:00 am until 12:00 pm
Route Description:	Main Street (NC-1449) from Poe Avenue (Roundabout) to Ruth Street

Adopted this 14th day of September 2026 by the Town of Spring Lake Board of Commissioners.

ATTEST:

By: ______________________
Kia Anthony
Mayor

By: ______________________
Carly Autry, CMC, NCCMC
Town Clerk

Town of Spring Lake

September 15, 2026

James Flowers
Division Traffic Engineer
450 Transportation Drive
Fayetteville, NC 28302

Dear Mr. Flowers,

This is a notification of our planned "Christmas Parade on Main" events scheduled for Saturday, December 12, 2026, from 10:00 am to 11:00 am on Main Street (NC-1449) from Poe Avenue (Roundabout) to Ruth Street. We would appreciate any feedback as to whether you are aware of any other special events scheduled for that location, have any maintenance or other activities planned for that area, or have any other concerns during our event.

Attached is Ordinance No. 2026-06; An Ordinance Declaring a Road Closure for Christmas Parade on Main that was adopted by the Town of Spring Lake Board of Commissioners at the Board meeting on Monday, September 14, 2026.

If you have any questions or concerns, do not hesitate to contact me at 910-985-1834 or clerk@townofspringlake.com.

Sincerely,

Carly Autry, CMC, NCCMC
Town Clerk
Town of Spring Lake

300 Ruth Street
(910) 605-1634
Spring Lake, North Carolina
www.townofspringlake.com

Board of Commissioners Agenda Cover Sheet

Meeting Date
September 14, 2026

Agenda Location
New Business

Item Title
Budget Amendment (BA-6) FY2027

Presenter
Town Manager Dennis English Jr.

Summary/Description
The justifications for this amendment are as follows:

- To appropriate additional revenues for First Friday Event and Building Repairs.
- To appropriate Fund Balance from Powell Bill for street resurfacing and to award contract to lowest bid to Highland Paving in the amount of $534,026.

Requested Action
Approval

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
Budget Amendment (BA-6) FY2027

MEYERS
ENGINEERING, PLLC

August 28, 2026

Mr. Dennis English
Town Manager
Town of Spring Lake
300 Ruth Street
Spring Lake, NC 28390

RE: Letter of Recommendation
Spring Lake 26-27 Resurfacing Project

Dear Mr. English,

The Town of Spring Lake received 4 bids from licensed general contractors for the subject project on August 27, 2026, at Spring Lake Town Hall. The bids were promptly opened and read aloud, with bids ranging from $534,026 to $599,735. The certified bid tabulation is attached.

The responsive responsible low bidder is Highland Paving Company, LLC from Fayetteville, North Carolina with a base bid of $534,026. After detailed review of the Highland Paving Company, LLC's bid, the bid was determined to be in order and in accordance with the Project Manual Instruction to Bidders.

Meyers Engineering recommends awarding the subject project to Highland Paving Company, LLC in the amount of $534,026.

Please feel to contact me with any questions or comments regarding this recommendation.

Sincerely,

Jay Meyers

Jay T. Meyers, PE
President

cc: James Overton, Finance Director

Attachment: Certified Bid Tabulation

Town of Spring Lake
26-27 Resurfacing Project
Bid Tab
Bid opening August 27, 2026 at 2pm
Town Hall, 300 Ruth Street
Spring Lake NC

ITEM NO.	ITEM DESCRIPTION	Unit	Estimated Units	Highland Paving Co. Unit Price	Highland Paving Co. Extended Price	Turner Asphalt Unit Price	Turner Asphalt Extended Price	Barnhill Unit Price	Barnhill Extended Price	ST Wooten Unit Price	ST Wooten Extended Price
Resurfacing											
1	MOBILIZATION	LS	1	$26,800	$26,800.00	$5,800	$5,800.00	$29,000	$29,000.00	$25,000	$25,000.00
2	Traffic control	LS	1	$53,800	$53,800.00	$19,500	$19,500.00	$28,000	$28,000.00	$56,000	$56,000.00
3	1.5" pavement milling	SY	750	$11.00	$8,250.00	$10.45	$7,837.50	$15.00	$11,250.00	$8.75	$6,562.50
4	Full Depth pavement patch with 5" depth of I19.0C	SY	2660	$62.00	$164,920.00	$60.60	$161,196.00	$77.00	$204,820.00	$62.00	$164,920.00
5	1.5" SF9.5B replacement asphalt in milled and patched areas	SY	3410	$13.60	$46,376.00	$17.54	$59,811.40	$21.00	$71,610.00	$14.25	$48,592.50
6	1.25" SF9.5B Full Width Overlay, including tack coat	SY	15,390	$11.00	$169,290.00	$12.72	$195,760.80	$12.00	$184,680.00	$14.00	$215,460.00
7	Chip Seal	SY	6,100	$3.50	$21,350.00	$7.85	$47,885.00	$3.50	$21,350.00	$8.00	$48,800.00
8	Remove & replace water valve box to grade	EA	24	$940.00	$22,560.00	$800.00	$19,200.00	$980.00	$23,520.00	$700.00	$16,800.00
9	Remove & replace manhole frame and lid to grade	EA	22	$940.00	$20,680.00	$1,200.00	$26,400.00	$980.00	$21,560.00	$800.00	$17,600.00
	Base Bid				$534,026.00		$543,390.70		$595,790.00		$599,735.00

CERTIFICATION
The bids tabulated above were opened and read aloud at 2:00 pm on August 27, 2026 at the Spring Lake Town Hall. The tabulation reflects the units prices and alternate bid items presented in each bid.
Barnhill's bid contained a minor error, but does not change the outcome of the bid.

8/27/2026

Town of Spring Lake
Budget Amendment **BA -6 FY 2027**
Fiscal Year Ending **30-Jun-27**

BE IT ORDAINED by The Governing Board of the Town of Spring Lake, North Carolina, that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2027

Section 1: To amend the revenues and expenditures as follows:

Account Number	Department	Current Budget	Amendment	Amended Budget
10-00-3839-850-00	Insurance Settlements	$ -	$ 3,135	$ 3,135
10-00-3839-890-05	Special Events Donations	-	1,800	1,800
10-00-3991-992-00	Fund Balance Appropriation PB	-	135,000	135,000
Total General Fund Revenues		$ -	$ 139,935	$ 139,935
10-00-4110-490-05	Special Events Expense	8,675	1,800	10,475
10-00-4260-240-00	Repairs & maintenance Bldg.	51,800	3,135	54,935
10-20-4511-240-07	Repairs & maintenance Streets	400,000	135,000	535,000
Total General Fund Expenditures		$ 460,475	$ 139,935	$ 600,410
	Revenues Over (under) Expenditures		$ -	

Justification: To appropriate additional revenues for First Friday Event and Building Repairs
To appropriate Fund Balance from Powell Bill for street resurfacing and
to award contract to lowest bid to Highland Paving in the amount of $534,026.00

Bids for Street Resurfacing

Low Bid	Highland Paving	$534,026.00
	Turner Asphalt	$543,390.70
	Barnhill	$595,790.00
	ST Wooten	$599,735.00

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget officer and Finance director for their Direction.

Requested By	James C Overton Finance Director	Date	14-Sep-26
Reviewed By	James C Overton Finance Director	Date	14-Sep-26
Approved By:	Dennis English Jr. Town Manager	Date	14-Sep-26

ADOPTED this 14th day of Septemb 2026 by the Spring Lake Board of Commissioners

Town of Spring Lake Mayor

Town of Spring Lake Clerk

Board of Commissioners Agenda Cover Sheet

Meeting Date
September 14, 2026

Agenda Location
New Business

Item Title
Budget Amendment (BA-7) FY2027

Presenter
Town Manager Dennis English Jr.

Summary/Description
The justifications for this amendment are as follows:

- To reallocate expenses in various departments.

Requested Action
Approval

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
Budget Amendment (BA-7) FY2027

Town of Spring Lake
Budget Amendment **BA -7 FY 2027**
Fiscal Year Ending **30-Jun-27**

BE IT ORDAINED by The Governing Board of the Town of Spring Lake, North Carolina, that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2027

Section 1: To amend the revenues and expenditures as follows:

Account Number	Department	Current Budget	Amendment	Amended Budget
		$ -	$ -	$ -
				-
Total Revenues		$ -	$ -	$ -
10-00-4180-440-09	Software maintenance	100,000	1,000	101,000
10-00-4180-800-00	Non Capitalized assets	4,980	(1,000)	3,980
10-00-4260-120-02	Salaries regular	97,000	(17,500)	79,500
10-00-4260-120-06	Salaries parttime	-	17,500	17,500
10-10-4310-180-03	Group Insurance	225,000	(11,000)	214,000
10-10-4310-180-06	Workers Comp	38,000	2,000	40,000
10-10-4310-240-06	Maintenance & Repairs Firing	-	4,000	4,000
10-10-4310-540-32	GPS tracking	-	5,000	5,000
10-10-4340-180-03	Group Insurance	198,000	(2,000)	196,000
10-10-4340-180-06	Workers Comp	37,000	(1,650)	35,350
10-10-4340-820-00	Small Equipment	3,300	3,650	6,950
10-20-4510-180-03	Group Insurance	34,000	(200)	33,800
10-20-4510-180-06	Workers Comp	5,000	200	5,200
60-91-7130-180-03	Group Insurance	43,000	(11,000)	32,000
60-91-7130-450-00	Insurance	-	11,000	11,000
62-92-7510-450-00	Insurance	2,500	500	3,000
62-92-7510-500-00	Capital outlay	-	500	500
62-92-7510-180-03	Group Insurance	17,000	(1,000)	16,000
66-30-4710-120-01	Salaries	81,000	(5,800)	75,200
66-30-4710-180-06	Workers Comp	2,300	300	2,600
66-30-4710-450-00	Insurance	7,054	5,500	12,554
Total Expenditures		$ 895,134	$ -	$ 895,134
	Revenues Over (under) Expenditures		$ -	

Justification: To reallocate expenses in various departments

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget officer and Finance director for their Direction.

Requested By	James C Overton Finance Director	Date	14-Sep-26
Reviewed By	James C Overton Finance Director	Date	14-Sep-26
Approved By:	Dennis English Town Manager	Date	14-Sep-26

ADOPTED this 14th day of Sept 2026 by the Spring Lake Board of Commissioners

Town of Spring Lake Mayor

Town of Spring Lake Clerk

Board of Commissioners Agenda Cover Sheet

Meeting Date
September 14, 2026

Agenda Location
New Business

Item Title
Budget Amendment (BA-8) FY2027

Presenter
Town Manager Dennis English Jr.

Summary/Description
The justifications for this amendment are as follows:

- To appropriate additional revenues for expenses in Water & Sewer Fund.
- To appropriate Fund Balance from Powell Bill for purchase of Boom Lift.
- To transfer salaries and benefits from Inspections to Planning & Zoning.

Requested Action
Approval

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
Budget Amendment (BA-8) FY2027

Town of Spring Lake
Budget Amendment **BA -8 FY 2027**
Fiscal Year Ending **30-Jun-27**

BE IT ORDAINED by The Governing Board of the Town of Spring Lake, North Carolina, that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2027

Section 1: To amend the revenues and expenditures as follows:

Account Number	Department	Current Budget	Amendment	Amended Budget
10-00-3991-992-00	Fund Balance Appropriation PB	$ 135,000	$ 41,000	$ 176,000
60-91-3711-530-00	Other Utility Services	-	6,100	6,100
Total Revenues		$ 135,000	$ 47,100	$ 182,100
10-20-4511-500-00	Capital outlay	-	41,000	41,000
10-10-4350-120-02	Salaries regular	68,000	(68,000)	-
10-10-4350-120-12	Vacant payout	-	3,500	3,500
10-10-4350-170-00	Expense Allowance	600	(575)	25
10-10-4350-180-01	FICA	5,300	(4,800)	500
10-10-4350-180-02	State Retirement	10,500	(9,500)	1,000
10-10-4350-180-03	Group Insurance	9,000	(9,000)	-
10-40-4910-120-01	Salaries regular	-	64,500	64,500
10-40-4910-120-01	FICA	3,500	4,800	8,300
10-40-4910-170-00	Expense Allowance	600	575	1,175
10-40-4910-180-02	State Retirement	7,000	9,500	16,500
10-40-4910-180-02	Group Insurance	9,000	9,000	18,000
60-91-7110-120-06	Salaries parttime	-	5,000	5,000
60-91-7120-180-06	Workers Comp	2,100	300	2,400
60-91-7120-450-00	Insurance	2,100	300	2,400
60-91-7120-540-32	GPS tracking	-	500	500
Total Expenditures		$ 117,700	$ 47,100	$ 164,800
	Revenues Over (under) Expenditures		$ -	

Justification: To appropriate additional revenues for expenses in Water & Sewer Fund
To appropriate Fund Balance from Powell Bill for purchase of Boom Lift
To transfer salaries and benefits from Inspections to Planning & Zoning

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget officer and Finance director for their Direction.

Requested By	James C Overton Finance Director	Date	14-Sep-26
Reviewed By	James C Overton Finance Director	Date	14-Sep-26
Approved By:	Dennis English Town Manager	Date	14-Sep-26

ADOPTED this 14th day of Sept 2026 by the Spring Lake Board of Commissioners

Town of Spring Lake Mayor

Town of Spring Lake Clerk

Board of Commissioners Agenda Cover Sheet

Meeting Date
September 14, 2026

Agenda Location
New Business

Item Title
Budget Amendment (BA-9) FY2027

Presenter
Town Manager Dennis English Jr.

Summary/Description
The justifications for this amendment are as follows:

- To appropriate proceeds from sale of ambulance ($10,000) for equipment in Fire Dept.
- To appropriate additional revenues from a Grant from the State of North Carolina for salaries and benefits for law enforcement officers employed on June 1, 2026. One-time bonus of $1,750 each. 21 Police Officers @ $1,750 each = $36,750 plus benefits.

Requested Action
Approval

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
Budget Amendment (BA-9) FY2027

Town of Spring Lake
Budget Amendment **BA-9 FY 2027**
Fiscal Year Ending **30-Jun-27**

BE IT ORDAINED by The Governing Board of the Town of Spring Lake, North Carolina, that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2027

Section 1: To amend the revenues and expenditures as follows:

Account Number	Department	Current Budget	Amendment	Amended Budget
10-10-3434-360-00	Grant State of NC for LEO Salaries	$ -	$ 48,250	$ 48,250
10-00-3835-820-00	Sale of capital assets	9,000	10,000	19,000
Total Revenues		$ 9,000	$ 58,250	$ 67,250
10-10-4310-120-01	Salaries regular	1,500,200	36,750	1,536,950
10-10-4310-180-01	FICA	122,400	2,900	125,300
10-10-4350-170-00	Supplemental Retirement 401K 5%	79,000	1,900	80,900
10-10-4350-180-01	401k Match 1&	16,100	400	16,500
10-10-4310-180-02	State Retirement	268,800	6,300	275,100
10-10-4340-820-00	Small Equipment	6,960	10,000	16,960
Total Expenditures		$ 1,993,460	$ 58,250	$ 2,051,710
	Revenues Over (under) Expenditures		$ -	

Justification: To appropriate proceeds from sale of ambulance for equipment in Fire Dept
To appropriate additional revenues from the State of North Carolina
for salaries and benefits for law enforcement officers employed on June 1, 2026

Law Enforcement Officers Salaries	$ 1,750.00	21	$ 36,750.00
FICA	$ 36,750.00	7.65%	$ 2,811.38
State Retirement	$ 36,750.00	17.08%	$ 6,276.90
401K 5%	$ 36,750.00	5.00%	$ 1,837.50
401K Match 1%	$ 36,750.00	1.00%	$ 367.50
Total salary and benefits			$ 48,043.28

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget officer and Finance director for their Direction.

Requested By	James C Overton Finance Director	Date	14-Sep-26
Reviewed By	James C Overton Finance Director	Date	14-Sep-26
Approved By:	Dennis English Town Manager	Date	14-Sep-26

ADOPTED this 14th day of Sept 2026 by the Spring Lake Board of Commissioners

Town of Spring Lake Mayor

Town of Spring Lake Clerk