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 Work Session Meeting Agenda
Monday, October 26, 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 Long
3. **ADDITIONS AND DELETIONS**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF CONSENT ITEMS**
   a. Draft Minutes of October 12, 2026, Regular Meeting
   b. Draft Minutes of October 16, 2026, Special Meeting
6. **PUBLIC COMMENTS (Limit 3 minutes per speaker)**
7. **PRESENTATIONS**
   a. Wapiti Drive Storm System Improvements Project – Michael Hanson, McGill Associates, PA
   b. Decommissioning of Ft. Bragg Dams – Kristafer Howard, Ft. Bragg Planning
   c. Community Appearance and Sustainability Committee Update – Cynthia Wilt, Appearance Committee
8. **OLD BUSINESS**
   a. Draft Policy 43. Public Records Request – Commissioner Jackie Jackson
9. **NEW BUSINESS**
   a. Joint Planning Interlocal Agreement – Town Manager Dennis English Jr.
   b. Finance Update – Finance Director Monica Simmons
   c. Budget Amendment (BA-10) FY2027 – Finance Director Monica Simmons

d. Mayor's Report – Mayor Kia Anthony

e. Board of Commissioners Report – Spring Lake Board of Commissioners

f. Manager's Report – Town Manager Dennis English Jr.

g. Town Attorney Report – Town Attorney Michael Porter

10. CLOSED SESSION

a. Pursuant to NCGS §143-318.11(a)(3) – Attorney-Client Privilege

b. Pursuant to NCGS §143-318.11(a)(4) – Economic Development

c. Pursuant to NCGS §143-318.11(a)(6) – Personnel

11. ADJOURNMENT

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

October 12, 2026 **MINUTES** 6:00 pm

The Town of Spring Lake Board of Commissioners held a Regular Meeting in the Grady Howard Conference Room of the Spring Lake Municipal Building with Mayor Pro Tem Fredricka Sutherland presiding.

BOARD MEMBERS PRESENT: Commissioner Tony Burgess
Commissioner Soña L. Cooper
Commissioner Jackie Jackson
Commissioner Adrian Thompson

BOARD MEMBERS ABSENT: Mayor Kia Anthony

OTHERS PRESENT:
Carly Autry, Town Clerk
Dennis English Jr., Town Manager
Patricia Hickmon, Planning & Zoning Manager
Police Chief Errol Jarman, Spring Lake Police Department
Michael Porter, Town Attorney
Monica Simmons, Finance Director

1. CALL TO ORDER
Mayor Pro Tem Sutherland declared a quorum and called the meeting to order.

2. INVOCATION AND PLEDGE OF ALLEGIANCE
Evangelist Bettye Sanford gave the Invocation and led the Pledge of Allegiance.

3. ADDITIONS OR DELETIONS
Commissioner Thompson requested to delete Budget Amendment (BA-8) FY2027 and Budget Amendment (BA-9) FY2027 under New Business.

4. APPROVAL OF AGENDA
Action: Motion to approve the October 12, 2026, Regular Meeting agenda with the additions.
Motion by: Commissioner Thompson
Second by: Commissioner Burgess
Vote: Unanimous

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5. APPROVAL OF CONSENT ITEMS

Action: Motion to approve draft minutes of September 28, 2026, Work Session.
Motion by: Commissioner Cooper
Second by: Commissioner Thomspon
Vote: Unanimous

6. PUBLIC COMMENTS

Joe Hallatschek approached the podium and introduced himself as a candidate for Cumberland County Soil and Water Conservation Supervisor. He discussed the potential benefits of the Stream Flow Rehabilitation Assistance Program for the Town of Spring Lake, explaining that the program focuses on reducing flooding, restoring streams, and protecting life and property. He noted that Spring Lake's stormwater system drains into one (1) river and three (3) creeks and that the Town could benefit from the program, particularly with approximately $20 million in state funding anticipated to be available statewide the following year. Mr. Hallatschek highlighted his six (6) years of service on the Fayetteville Stormwater Advisory Committee, where he assisted with funding, infrastructure projects, and Ordinances addressing stormwater concerns. He also shared his professional background as a retired Army Corps engineer, licensed civil engineer, and former Director of Public Works. He stated that he had attended Cumberland County Soil and Water Conservation meetings for the past six (6) months to familiarize himself with the district's operations and programs. Mr. Hallatschek concluded by requesting support for his candidacy and distributing informational brochures.

Sean and his son, Alexander Brigner, Spring Lake residents, addressed the Board regarding a popcorn fundraiser for Cub Scout Pack 757. They explained that proceeds from popcorn sales help support Scouting activities, including camping, outdoor adventures, and opportunities to develop new skills. They requested the Board's and community's support through popcorn purchases or donations to the Heroes and Helpers Program, which provides popcorn to local heroes and community helpers. They concluded by thanking the Board and community for their support of him and his fellow Cub Scouts

Bettye Sanford, Spring Lake resident, addressed the Board regarding several community concerns, including dilapidated properties, overgrown yards, and accumulated trash. She urged the Town to strengthen code enforcement efforts and impose fines on property owners who fail to maintain their properties. Ms. Sanford also expressed concerns about school bus safety, particularly in the Deerfield area, and requested additional signage to alert motorists to the presence of children and encourage reduced speeds. She further advocated for the restoration of public transportation services in Spring Lake to assist residents without reliable transportation. Additionally, she emphasized the importance of strengthening relationships between law enforcement and the community through increased communication and engagement. She noted that she had previously discussed some of these concerns with the Police Chief and officers.

7. CLOSED SESSION

Action: Motion to approve to go into Closed Session Pursuant to NCGS §143-318.11(a)(3) – Attorney-Client Privilege, Pursuant to NCGS §143-318.11(a)(4) – Economic Development.

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Motion by: Commissioner Thompson
Second by: Commissioner Cooper
Vote: Unanimous

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

8. PRESENTATIONS

a. Breast Cancer Awareness Proclamation – Commissioner Adrian Thompson – Commissioner Thompson emphasized the importance of raising awareness, promoting education and early detection, and ensuring access to appropriate care. The Proclamation acknowledged the impact of breast cancer on individuals, families, caregivers, and communities while honoring survivors, remembering those who have lost their lives, and recognizing the efforts of healthcare professionals and advocates. The Town of Spring Lake Board of Commissioners encouraged residents to increase their awareness, support those affected, and recognize ongoing efforts toward improved prevention, detection, treatment, and a cure.

b. Firefighter and EMS Memorial Day Proclamation – Commissioner Soña L. Cooper – Commissioner Cooper stated the Proclamation honored firefighters and emergency medical services personnel for their courage, dedication, and commitment to protecting the health, safety, and well-being of the community. It acknowledged the sacrifices made by first responders who place themselves in harm's way while responding to emergencies and recognized their continued service and professionalism. Commissioner Cooper expressed her appreciation to all public safety personnel serving Spring Lake and Cumberland County, recognizing the challenges and importance of their work.

c. Spring Lake Rooted & Ready – Summer 2027 Community Partnership Proposal – Dr. S.L. Raines, Pastor & Founder, Seed Harvest Christian Center – Mayor Pro Tem Sutherland noted that Dr. Raines was not present for his scheduled presentation and moved on to the next item.

d. Water Operations Update – John Cannon, Superior Utilities – Mr. Cannon was joined by colleagues Ricky Bird and Joe Gardner. He began by noting that his team had been working with the Town for approximately six (6) months and expressed gratitude for the opportunity. He stated that he had prepared a visual presentation consisting primarily of photographs and brief explanations of the work his team had performed, characterizing some items as basic and others as highly relevant to the Board's understanding of the system's condition.

Mr. Cannon walked the Board through a series of photographs beginning with a repair at Mendoza Park. He explained that a black cable running through the area was a communication cable that had been installed by a contractor who also inadvertently damaged the water main during boring. He noted that the damage appeared to have occurred some time ago, as there were no obvious signs of a recent disturbance. He showed photos of the excavation, the cut-out of the damaged section, and the completed repair.

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Mr. Cannon then showed photos of a repair on Wapiti Drive, noting it involved an AC line, explaining that AC stands for asbestos concrete. He told the Board that asbestos concrete is a material that is undesirable in the water system and noted that much of the Town's older piping is made of this material, which would need to be replaced as Grant funding becomes available. He described how approximately a two-foot section of the pipe had blown out entirely, showed the coupling that had held the surrounding pipe together, and walked through the repair process.

Moving to the next set of images, Mr. Cannon referenced a repair that he noted Commissioner Cooper would recall because it resulted in residents losing water at approximately 2:00 in the morning. He identified the location as Verlie Drive. He explained that a contractor had previously dead-ended a pipe and failed to properly secure the cap, which had ultimately blown off. He described the line as a six-inch water main that ran full bore for several hours before his team was able to respond, shut everything down, and make the repair. He stated that his team installed a restraint flange, explaining that this type of fitting uses holes that clamp behind the pipe to prevent future blowouts. He showed a second photo illustrating how large the excavation hole had been, noting it was over seven (7) to eight (8) feet deep.

Mr. Cannon then showed photographs of a repair he described as particularly significant, located in a wooded area at the end of Ruth Street near a former trailer park. He explained that the call originally came in from an auto sales dealership, which had no water. He credited his colleagues Mr. Gardner and Mr. Bird for tracking the source of the problem through the woods, ultimately discovering a broken line running through the forested area. He stated he was unsure how long the line had been running and acknowledged the Town would never have identified the issue without physically walking through the woods. He showed photos from both directions along the pipe route and noted that all the lines in that area should have been killed, meaning cut off and decommissioned, when the development was removed. He further stated that this was not the only location in Town with that problem, citing areas off as additional examples of live lines running to areas where no structures remain.

Mr. Cannon then showed a photograph of a repair made under pressure, explaining that his crew could not locate any valves in the area to shut off the water, requiring them to perform the repair while the line remained active. He credited Mr. Bird specifically, noting that Mr. Bird has 37 years of experience and is one of the best he has ever worked with.

The next series of photos showed excavations and repairs on Main Street, which Mr. Cannon noted had recently been repaved by the State of North Carolina. He acknowledged that his team had been required to dig into the newly repaved road due to continuing failures in the older utilities beneath it. He explained that when heavy equipment is used for paving operations, it can damage old galvanized lines beneath the surface, leading to subsequent failures. He also pointed to a similar situation on Regina Drive, which had been repaved and similarly required subsequent excavation. He showed an image of Mr. Bird working in the excavation, chipping away rust and corrosion to access the damaged area.

Mr. Cannon then highlighted what he described as something uniquely unusual he had observed on Main Street – a two-inch line that had been fed by two (2) separate one-inch taps, one entering from the back of a valve and one from the side. He stated he could not explain why this was done and attributed it to the age of the system.

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Mr. Cannon showed additional photos from a repair on Regina Drive following its repaving, where his crew discovered that the backfill material covering a service line included a large stump – which he estimated was at least 0.5 to 3 feet in size – along with pieces of asphalt, which he said was a frequently encountered material in excavations throughout the Town. He expressed frustration that few if any excavations had contained simply clean dirt as backfill, stating that the Town deserved better than this.

Mr. Cannon then described a water main break on Wilson Street caused by a contractor who was boring and struck a six-inch water main. He stated that his team was preparing to put together a file to pursue reimbursement from the responsible contractor.

Mr. Cannon then moved to what he described as a critical issue – a twelve-inch waterline running through an easement that connects to Odell Drive. He explained that this line has been offline for what his team estimates to be between five (5) and ten (10) years, and that it had washed out, separated, and was now above ground, likely due to damage sustained during Hurricane Matthew and subsequent storms. He emphasized that this is a twelve-inch line, not a smaller diameter, and that getting it back into service is hydraulically critical to restoring adequate water volume and pressure to the Odell area and out toward Highway 87 – an area that has experienced consistent pressure and volume deficiencies during the six (6) months his team has been on-site. He stated that the line being offline means that for years, water has been seeping out of the disconnected pipes, even if not at full pressure. He noted that Mr. English had walked the line and personally observed it in the creek bed.

Mayor Pro Tem Sutherland asked Mr. Cannon to elaborate on the implications of the offline twelve-inch line. Mr. Cannon confirmed that getting it back into service would greatly improve water pressure and volume for that side of town, and would specifically benefit fire suppression capacity. He added that he and Mr. English had discussed the possibility that there may be FEMA funding available to repair the line, as the initial damage is believed to be storm-related.

Commissioner Cooper asked whether this twelve-inch line had been identified in the AIA (Asset Inventory Assessment) study, or whether it had been unknown prior to Mr. Cannon's team discovering it. Mr. Cannon acknowledged that it should have been part of the study.

Mr. Cannon then shifted to the sewer system, noting that while his team had been heavily focused on the water system, they had barely begun to address the sewer system. He described a significant sewer backup that occurred off Chapel Hill Road near Balsawood Circle, where eight (8) manholes had backed up simultaneously. He stated that his team had to call in RLT because they did not have the equipment needed to address the situation on their own, and that the total effort on-site lasted approximately nine (9) hours to clear the blockages and scour the manholes to prevent further backups.

Mr. Cannon showed photographs of manholes filled with sewage, grease, and solids. He described an outfall line running through the woods that should be kept clear for a width of twenty (20) feet but was found to be heavily overgrown, noting that Mr. Bird and Mr. Gardner had since used a bush hog to clear the vegetation. Mr. Gardner also noted that a large triple-trunk tree had grown directly on top of the sewer line, which he said appeared to have been growing there for some time. Mr. Cannon questioned

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how this could have occurred in what he was told was a relatively new neighborhood, completed around 2018.

Commissioner Cooper asked who was responsible for maintaining the outfall. Mr. Cannon confirmed that the Town is responsible for maintaining it.

Mr. Cannon showed further photos of the interior of manholes, illustrating steps inside that were completely caked with grease and sewage, as well as inverts – the channels at the bottom of the manhole – that were heavily built up with grease. He displayed photographs of rags pulled out of the lines, and described a sheet of grease approximately four (4) feet long that had broken apart during cleaning. He described one manhole in particular as resembling a turtle shell in appearance, with grease buildup that was over eighteen (18) inches thick spanning the full four-foot diameter of the manhole. He noted that the blockage was so severe that the crew would break through in one area only to have the material re-block the flow shortly downstream, requiring the process to be repeated multiple times throughout the night.

Mr. Cannon also played a short video clip showing the sewage flowing under a thick layer of grease in the bottom of a manhole, illustrating in real time the conditions his crew encountered.

Commissioner Cooper asked if the video regarding the grease was also on Balsawood Circle. Mr. Cannon confirmed that was Balsawood Circle. Commissioner Cooper noted that given the development was started in 2013 and completed in 2018, the amount of grease buildup was significant for such a relatively short period of time.

Mr. Cannon stated that he had spoken with Mr. English about using the Town's upcoming First Friday events as an opportunity to distribute FOG (Fats, Oils, and Grease) awareness bags and educational materials to residents, explaining that the grease buildup comes from residents putting improper materials down their drains. He clarified that the grease issue is not a contractor problem but a resident behavior problem.

Mr. Cannon showed a set of photos depicting a service line that had been repaired three (3) separate times within approximately one foot of each other, and noted that there was also evidence of a fourth repair visible as a street cut. He stated that rather than continuing to patch such a service, his team had replaced the entire line, noting that the cost of new copper line is approximately $75, far less than the repeated labor and materials costs of multiple patch repairs. He displayed the piece of asphalt that had been excavated from around the service as a physical example of the improper backfill practices his team had continued to encounter.

Mayor Pro Tem Sutherland asked about the two (2) one-inch tap configuration on the two-inch line shown in an earlier photo, inquiring what the original installer was attempting to accomplish. Mr. Cannon acknowledged that whoever performed the work was apparently trying to create a functional feed to the two-inch line using the available materials rather than installing a proper two-inch tap, and noted that this type of patchwork approach leads to repeated failures and continued expenditure of taxpayer dollars.

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Commissioner Cooper asked about the financial status of the Superior Utilities contract, specifically asking what percentage of the contracted amount had been billed and whether the Town was current on payments. Mr. Cannon confirmed that the Town was current on all payments but stated he did not have the specific budget figures and directed the Board to Mr. English for those details. Mr. Cannon did state that between replacing valves and hydrants, clearing easements, sewer services, and water and service line repairs, the team had completed over 100 repairs for the Town in six (6) months.

Commissioner Cooper suggested the possibility of obtaining the FOG disposal containers from PWC (Public Works Commission), noting that PWC gives them away and that a partnership arrangement might allow Spring Lake to distribute them with a Spring Lake logo at events like First Fridays. Mr. Cannon expressed support for the idea and suggested using social media and the Town website as additional channels to spread the message.

Mayor Pro Tem Sutherland also recalled a past public forum event where the water department had different educational stations set up to engage residents, and suggested scheduling a new public forum with a similar format to educate the community on water and sewer maintenance best practices.

Mr. English then addressed the Board regarding the Superior Utilities partnership. He explained that when he brought Superior Utilities in, the focus was specifically on building a partnership rather than simply a contractor relationship, noting that the Town had previously been doing a similar volume of repairs without that relationship. He stated that the goal is sustainability, meaning that Superior Utilities would not only perform repairs but also actively train Town staff. He noted that Mr. Cannon and his team come in to work with staff, and that Mr. Cannon had committed to doing so at no cost as a goodwill gesture. He acknowledged that the cost of the contract is significant and stated that as the new contract terms are evaluated – noting that the current contract will end this month – the focus will be on reducing costs while maintaining the partnership. He explained that the Town's new crew leader for water operations, Mitchell Thomas, would be working with Mr. Cannon and the Superior Utilities team to determine when they need to be physically on-site versus when the Town crew can handle repairs independently. He expressed appreciation to Mr. Cannon and his team for their investment in the Town.

Mayor Pro Tem Sutherland thanked Mr. Cannon and his team, acknowledging that they had identified issues the prior contractor had not found, and that without this level of transparency the Board would not have known about many of the underlying infrastructure problems. She noted that while the service is not inexpensive, the investment in a quality water and sewer infrastructure is necessary for the Town and its taxpayers.

9. NEW BUSINESS

a. Carr, Riggs & Ingram, P. L.L.C. – Michael Jordan, Partner, Carr, Riggs & Ingram, P.L.L.C. – Mr. English introduced this agenda item by informing the Board that the Town had completed its fiscal year 2022 audit and had received a green light from the Local Government Commission (LGC) to move forward. He noted that the firm Carr, Riggs & Ingram (CRI) is not a stranger to Spring Lake, having previously reached an agreement with the Board prior to the election of some of the newer Board members. He explained that at that earlier time, the contract could not move forward until the LGC approved it, and that with the

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subsequent change in Board membership, the process had to be restarted to ensure proper Board approval in conjunction with LGC requirements and appropriate contract terms consistent with what the State of North Carolina requires. He introduced Mr. Michael Jordan, Partner at Carr, Riggs & Ingram, and invited him to address the Board.

Mr. Michael Jordan thanked the Board and introduced himself. He noted that he is a North Carolina native. He explained the current status of the audit process, confirming that the fiscal year 2022 audit had been completed and accepted by the State. He outlined the next steps as completing the fiscal years ending June 30, 2023, June 30, 2024, and June 30, 2025, in succession to bring the Town current on all required audits.

Mr. Jordan explained that under professional auditing standards, his firm is required to communicate with the predecessor auditor before commencing work, and that this and other preparatory steps cannot be taken until the Town formally approves the contract. He described the approval process as a three-legged stool: the contract must be approved by the Board, approved by the state, and signed by the firm. He stated that three-legged stools cannot stand on two (2) legs, emphasizing that all three (3) approvals are necessary before work can begin.

Mr. Jordan noted that the Town Clerk had copies of the revised agreement available for the Board, and that he had also emailed the agreement to Mr. English. He stated that the contract before the Board is a standard state contract – not one written by his firm – and that all his firm does is fill in their name, address, date, and signature. He noted that he could not change anything in the state-issued contract. He encouraged the Board to have their Town Attorney review it, though he noted the attorney had likely seen this type of contract before.

Commissioner Jackson asked whether the contract was simply the same agreement with updated names and terms, and also inquired about the contract length. Mr. Jordan clarified that the contract is a one-year contract as required, and that the earlier version had been for a multi-year term, which required updating after the Board transition and the state's directive to first complete the FY2022 audit. He confirmed that all the revisions were made to bring the contract into compliance with what the state requires.

Commissioner Jackson asked for clarification on whether the one-year contract covers only the fiscal year 2023 audit, or whether it covers all work that can be accomplished within one (1) year. Mr. Jordan explained that the firm had originally submitted a three-year proposal to the Town, which the Board had previously approved based on several factors including pricing. He described the process as completing one (1) audit contract at a time, completing the FY2023 audit as quickly as possible, then turning right around to begin FY2024 and so on. He expressed confidence that the FY2023 audit could be completed within three (3) months of contract approval.

Mayor Pro Tem Sutherland raised the concern that since the item was on the agenda for action, the contract should first be reviewed by Attorney Porter before the Board takes any formal vote. Mr. English agreed, confirming that the contract had not yet been reviewed by Attorney Porter. Mayor Pro Tem Sutherland concurred that it was appropriate to defer action until the attorney had reviewed the contract.

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Mr. Jordan acknowledged the Board's process and expressed his understanding and appreciation, reiterating his view of the relationship as a partnership and stating his commitment to helping move the Town forward, including through the audit process.

Board consensus to table the Auditor contract to the next meeting.

b. Code Enforcement Analysis – Town Manager Dennis English Jr. – Mr. English introduced this agenda item by reminding the Board that at the prior meeting, Mr. Rawls Howard from Cumberland County had presented information about the County's restructured code enforcement and planning agreements with municipalities in the area. He explained that following that presentation, the staff was directed to conduct an analysis comparing what the Town is currently spending and receiving through the Council of Government (COG) arrangement against what the County is now offering under its new agreement. He stated that this agenda item was the result of that analysis and was an opportunity for the Board to see the comparison.

Mr. English walked the Board through the code enforcement analysis. He noted that Cumberland County's service offering under its new agreement includes zoning, minimum housing, and junk vehicle enforcement – the last of which he identified as one of his priorities for the Town. However, he pointed out several significant concerns with the County's offering.

First, he stated that while the County would use the Town's zoning Ordinance to enforce Town zoning laws, the County's arrangement would eliminate the Town's minimum housing Ordinance and nuisance Ordinance enforcement, replacing them with the County's own minimum housing and junk vehicle Ordinance. He noted this would mean the end of tall grass enforcement, which he identified as one of the key priorities for the Town and community. He stated that he did not understand how the Town could accept an arrangement that would eliminate that enforcement capability.

Second, Mr. English noted that under the County's model, services would be on a call-for-service basis only, meaning no proactive patrols or scheduled inspections looking for violations. He contrasted this with the current COG arrangement, where a Code Enforcement Officer comes in regularly on a scheduled basis to proactively identify issues. He stated this did not make sense for the Town's needs.

Mr. English noted that the County's cost for these reduced services would be $17,171.47.

Mr. English then described the current COG arrangement in detail, presenting it as the better option. He explained that under the COG agreement, the Town's own zoning Ordinance is used to enforce zoning violations, working in conjunction with the Town's Planning Manager, Patricia Hickmon. He noted that the COG also enforces the Town's nuisance Ordinance, including prohibitions under the Ordinance, and that the Town retains control over the penalty structure, allowing the Town to recoup fines from violators. He emphasized this as a key financial benefit compared to what the County was offering.

Mr. English also noted that the COG's Code Enforcement Officer works directly with Town staff and is reachable by email and phone throughout the work week. He further reported that following recent discussions, the Town had obtained verbal approval to increase the COG officer's presence from one (1)

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day per week to two (2) days per week, with the funding already existing in the budget. He stated that the written agreement update was being worked on. He identified the transition from the grass-growing season as a good opportunity to now shift focus to code enforcement hearings, noting that the Town has over 100 code enforcement listings from the prior meeting. He acknowledged that the process is tedious but emphasized that consistency is the key to producing visible changes in the community, and expressed confidence that once violators see the Town is serious and consistently conducting hearings, behavior will begin to change.

Commissioner Cooper responded strongly, stating that she was not willing to give up the Town's enforcement powers. She expressed frustration that two (2) days per week is still not enough to address the volume of complaints she personally receives from constituents at church, at Walmart, and in other public settings. She stated that residents repeatedly report that violations are not being addressed despite their reports, and said that the Town is "sliding back" in some areas. She acknowledged the budget constraints but made clear she believes more enforcement presence is needed.

Mr. English acknowledged Commissioner Cooper's concerns and agreed that more enforcement capacity would be beneficial, but noted the current budget limitations.

Mayor Pro Tem Sutherland observed that the Town needed to keep enforcing the Town's Ordinance continuously.

Commissioner Cooper suggested looking at the possibility of in-house code enforcement as a future option.

Mr. English, in response to a question about hours, confirmed that under the new two-day arrangement, the Code Enforcement Officer would be present eight (8) hours each day, beginning November 1, 2026. He also shared that COG Executive Director Samantha Wullenwaber, who has a prior relationship with Spring Lake, had specifically advocated for adding the second day and had made it happen, acknowledging that the demand for code enforcement in the region is high and that the COG's staff is limited.

Mayor Pro Tem Sutherland noted that the fees collected from violators could help demonstrate to residents how serious the Town is about enforcement.

c. Budget Amendment (BA-8) FY2027 – Finance Director Monica Simmons – Ms. Simmons stated the purpose of the budget amendment was to transfer approximately $45,000 in salaries and benefits from the Inspections Department to the Planning/Zoning Department for the remainder of FY2027. The Inspections Department had available funds resulting from lapsed salaries and benefits. The amendment would adjust the salary allocations within the Planning/Zoning Department from two (2) positions to one (1) position. During discussion, Commissioner Cooper requested clarification regarding the proposed transfer. Ms. Simmons explained that the Planning/Zoning Department was already established but did not have sufficient salary funds allocated to it. The proposed amendment would reallocate existing funds between departments to cover the necessary salary and benefit expenses for the remainder of the fiscal year.

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Action: Motion to approve Motion to approve Budget Amendment (BA-8) FY2027.
Motion by: Commissioner Jackson
Second by: Commissioner Burgess
Vote: Unanimous

d. Budget Amendment (BA-9) FY2027 – Finance Director Monica Simmons – Ms. Simmons explained that the purpose of the budget amendment was to appropriate Powell Bill Fund Balance to Capital Outlay to cover the purchase of a boom lift. She stated that the funds had been allocated in the previous fiscal year; however, because the boom lift had not been completed, the funds were not expended and were returned to Fund Balance. Commissioner Burgess questioned whether the boom lift had already been purchased. Mr. English clarified that the funding had been included in the prior fiscal year's budget. Ms. Simmons further explained that the amendment would reappropriate the previously budgeted funds to Capital Outlay to allow payment for the boom lift.

Action: Motion to approve Budget Amendment (BA-9) FY2027.
Motion by: Commissioner Cooper
Second by: Commissioner Jackson
Vote: Unanimous

e. Mayor's Report – Mayor Kia Anthony – Mayor Anthony was not present at the meeting.

f. Board of Commissioners Report – Spring Lake Board of Commissioners – First, Mayor Pro Tem Sutherland acknowledged and thanked those who participated in the Breast Cancer Awareness Walk that had taken place that weekend, specifically thanking Pink D.Y.M.O.N.S. for choosing Spring Lake as the location for the event and noting that they had been doing so for approximately four (4) years. She acknowledged that despite rain, participants remained present. She thanked the citizens who attended, as well as law enforcement and the fire department for their participation and support. Last, Mayor Pro Tem Sutherland noted some final remarks regarding the Spring Lake Middle School area and a parking situation related to the AU athletic organization that had been holding events and causing issues with parking on nearby streets, trash left behind, and vehicles blocking driveways. She stated that she had personally spoken with the principal about the situation and had even been prepared to pick up trash herself. She noted that the principal had informed her that the AU rents the facility and is not directly managed by the school or the Recreation Center. She also noted that Mr. English had recently visited the site, and that after his departure, the area had been cleaned up. The principal had specifically requested that Spring Lake Police Officers patrol the area during AU events, as events were running until 7:00 or 8:00 pm. Commissioner Thompson thanked Mr. Charles for spearheading the Town cleanup for October and stated that another cleanup event was being planned for the following month. She invited participation and noted that all supplies would be provided for participants. Commissioner Jackson expressed general thanks to everyone present. First, Commissioner Burgess expressed general thanks to everyone present. Last, Commissioner Burgess addressed the topic of code enforcement directly to the public, acknowledging that there had been over 100 code enforcement listings at the last meeting and reminding residents that the process for addressing violations must follow a legally required procedure. He stated that the Town cannot simply go onto someone's property and demand action – it must go through a proper process – and asked for the public's patience and understanding, expressing confidence that the

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Town is moving forward consistently on this issue. First, Commissioner Cooper reminded everyone that early voting is scheduled to begin on October 15, 2026. Second, Commissioner Cooper announced that the Fall Festival would be held on October 24, 2026, at the Recreation Center. Last, Commissioner Cooper announced a Trunk-or-Treat event on October 31, 2026, at Southwinds Plaza, to which she invited everyone to come out, decorate their cars, and give candy to community members. She noted that the event would begin at 4:00 pm for car decorating, and that she had received permission from Grant Murray to use the parking lot for the event.

g. Manager's Report – Interim Town Manager Dennis English Jr. – First, Mr. English shared the Police Department statistics provided to him by Police Chief Jarman, describing them as critical KPIs from the first quarter of FY2027 compared to the fourth quarter of the prior fiscal year. He reported the following: traffic stops had increased by 15%, from 781 in Q4 to 898 in Q1; written citations had increased by 26%; written warnings had increased by 30%; arrests had increased by 18.18%; aggravated assaults had decreased by 75%; burglaries had decreased by 50%; robberies had decreased by 50%; and stolen vehicles had increased by 125%. Mr. English noted the increase in stolen vehicles as a concern requiring attention and stated that he would email the full quarterly report to all Board members so they could have it as a reference going forward. He thanked Chief Jarman for the work being done by the Police Department. Second, Mr. English reported that he had attended the Joint 911 Center meeting between the City of Fayetteville and Cumberland County. He described what he observed as a collaborative and professional process, noting that both the County and the City were jointly reviewing the Request for Qualification (RFQ) for the consultant contract related to the 911 center, going through it line by line together. He also noted that they were simultaneously working through their interlocal agreement governing how the County and City will work together on the 911 center going forward. He stated that he was pleased to observe the County Chairman Kirk deViere and Mayor Anthony sitting side by side along with the City Manager and County Manager, and described the atmosphere as collaborative and professional. He acknowledged Commissioner Cooper for making him aware of the meeting and noted that he had briefed Mayor Pro Tem Sutherland directly afterward. He thanked Commissioner Cooper for the referral and expressed the importance of the Town being in the room for these discussions. Third, Mr. English then noted that Mr. Overton's agreement had not been addressed that evening. He explained that he, Ms. Simmons, and Mr. Overton are still working through minor tweaks to the agreement to bring Mr. Overton on in an on-call capacity, and committed to having the agreement ready for the Board at the next meeting. He described Mr. Overton's institutional knowledge of the Town's finances as critical, noting that having him on call would be important to understanding the financial history and records he has developed over several prior years. Last, regarding the AU events being held at Spring Lake Middle School, Mr. English confirmed that the situation was in progress, noting that the strip of concrete adjacent to the school is owned by the Town of Spring Lake, which was verified, and that as the property owner the Town has an obligation to maintain it. He noted the principal's concern was specifically about the faded parking lot striping, which he estimated had not been repainted in approximately two (2) decades, and that the Town was looking into using available funds to address the striping.

h. Town Attorney Report – Town Attorney Michael Porter – Attorney Porter had been excused from the remainder of the meeting following Closed Session at 6:49 pm. No report was delivered prior to his departure.

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10. ADJOURNMENT

Action: There being no further business to come before the Board, Mayor Pro Tem Sutherland adjourned the meeting at 8:05 pm.

ATTEST:

Carly Autry, CMC, NCCMC
Town Clerk

Kia Anthony
Mayor

DRAFT

Town of Spring Lake
Special Meeting of the Board of Commissioners
Virtual – Zoom

October 16, 2026 **MINUTES** 3:30 pm

The Spring Lake Board of Commissioners held a Special Meeting Virtual via Zoom 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
Monica Simmons, Finance Director

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

2. OPEN SESSION – Approve Auditor Contract FY Ending 6/30/2023

The sole purpose of the Special Meeting was to address the approval of the contract with Carr, Riggs & Ingram.

Mayor Anthony then called on Mr. English to provide a brief rundown of the matter.

Mr. English proceeded to explain the background of the contract. He noted that the contract was very familiar to the Board, having been previously presented. He explained that in the prior year, when Carr, Riggs & Ingram had approached the Board for a contract, the timing had been premature. As a result, the Local Government Commission (LGC) reviewed the situation and determined that the contract already in place with the existing auditor was not valid, as an audit was actively happening at the time the new contract was being sought. The LGC therefore instructed the Board that the contract could not move forward and that the 2022 audit needed to be completed before proceeding with Carr, Riggs & Ingram.

Mr. English further explained that the firm agreed with that determination and understood they had to wait. He stated that now that the 2022 audit had been completed, the Board was in a position to move forward with Carr, Riggs & Ingram for the 2023 audit. He described the contract as a standard state contract used for all audits across the state of North Carolina, noting that it must be signed by both the Board and the firm before being submitted to the LGC. He indicated that once the firm receives the Board's signature, they would upload the contract to the LGC, who would then provide their own approval. Mr. English stated that, as far as he was aware, once the LGC approves the contract, the Town could then

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move forward with the 2023 audit. He concluded by emphasizing that the matter ultimately came down to the Board voting on the agreement.

Mayor Anthony asked what the differences were between the current contract and the previous contract. Mr. English responded by noting several changes: the name had been updated to Monica Simmons as the current Finance Officer, there was a term issue that required correction, and the contract had been revised to reflect a one-year term limit, as the rules only allow one (1) year at a time. He confirmed that beyond the Finance Officer name change, the term limit adjustment, and the timing of the contract, no other changes had been made.

Mayor Anthony sought clarification on what Mr. English meant by "timing." Mr. English clarified that this referred to the fact that the Board had previously voted on the contract before the prior audit had been completed, which had been the root of the issue.

Mayor Anthony then sought to confirm that the only actual changes to the document were the signature block and the contract terms. Mr. English confirmed that was correct. Mayor Anthony then asked if anyone else had questions or comments. She also asked Mr. English to confirm that this was the standard contract used by all auditors, to which he affirmed that it was pulled directly from the state of North Carolina and that auditors are not permitted to create their own contract.

Mayor Pro Tem Sutherland then addressed the Board, noting that the Town's Attorney had reviewed the contract.

Commissioner Thompson asked to confirm whether the contract could only be issued one (1) year at a time. Mr. English confirmed that was the case per the contract terms. Commissioner Thompson acknowledged this and indicated she understood.

Mayor Anthony stated that she still intended to review the contract before signing it but indicated that if there were no further questions or concerns from the Board, she was prepared to entertain a motion to approve the contract to get Carr, Riggs & Ingram started on the 2023 audit.

Commissioner Thompson made a motion to approve the contract. The motion was seconded by Commissioner Cooper.

Before any discussion or vote could proceed, Clerk Autry interjected, stating there was an amendment to the contract and suggesting the motion should also include approval of the amendment.

Mayor Anthony asked what the amendment was, noting it had not been part of what she understood to be the original contract. Clerk Autry clarified that the amendment had been added in separately and suggested that Mr. English explain it further.

Mayor Anthony then asked Commissioner Thompson to rescind her motion so the Board could revisit the matter with the amendment included. Commissioner Thompson agreed and rescinded her motion.

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Clerk Autry proceeded to explain that there was the main contract and then a separate amendment to the contract. Mayor Anthony asked if the amendment could be emailed out to the Board immediately.

Clerk Autry indicated she had just sent the email with the amendment out to the Board. She also noted that Mr. English had actually sent the amendment out on Wednesday morning and that there appeared to be two (2) documents – the amendment and the contract – both of which required signatures.

Ms. Simmons explained that the only difference between the contract and the amendment was an adjustment to the name and that there were no substantive differences between the two (2) documents. She confirmed that the amendment addressed only the time frame and covered the same subject matter as the original contract.

Commissioner Cooper referenced the version she had been reviewing from Monday and asked if it was the same document. Ms. Simmons confirmed it was.

Mayor Anthony thanked Ms. Simmons for the clarification and asked whether there were any other questions, concerns, or additional items that the Board needed to be made aware of before proceeding.

Mayor Pro Tem Sutherland indicated there was nothing further from her side. Commissioner Thompson then stated she was ready to make a new motion.

Action: Motion to approve the Carr, Riggs & Ingram Contract as well as the amendment.
Motion by: Commissioner Thompson
Second by: Commissioner Cooper
Vote: Unanimous

A roll call was conducted, which all members of the Board vote aye.

3. ADJOURNMENT

Action: There being no further business to come before the Board, Mayor Anthony adjourned the meeting at 3:38 pm.

ATTEST:

_____
Carly Autry, CMC, NCCMC
Town Clerk

_____
Kia Anthony
Mayor

DRAFT

Board of Commissioners Agenda Cover Sheet

Meeting Date
October 26, 2026

Agenda Location
Introductions & Special Presentations

Item Title
Wapiti Drive Storm System Improvements Project

Presenter
Michael Hanson, McGill Associates, PA

Summary/Description
The Board will receive an informational presentation from McGill regarding the Wapiti Drive Storm System Improvements Project, which is intended to address recurring flooding and improve stormwater drainage infrastructure along approximately one-quarter mile of Wapiti Drive, near its intersection with Wilderness Drive.

In November 2022, the Town contracted with McGill to develop a Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) Grant application for three (3) flood-impacted areas within Spring Lake. In November 2023, McGill completed the *Town of Spring Lake Stormwater Mitigation Assessment*, which documented structural, roadway, and yard flooding near 408 and 415 Wapiti Drive. Although the FEMA BRIC grant application was unsuccessful, the Town subsequently secured funding through the GoldenLEAF Foundation to support the Wapiti Drive improvements.

The project includes replacing approximately 1,600 linear feet of existing 18-inch reinforced concrete stormwater pipe with larger 30-inch reinforced concrete pipe to increase drainage capacity and improve stormwater conveyance. Additional improvements include utility adjustments, pavement repairs, and installation of an outfall headwall and riprap apron to stabilize the drainage discharge area and reduce erosion

During the engineering and design process, several existing underground utilities were identified as constraints affecting the proposed improvements. These include an existing sewer main crossing a stormwater lateral near the upper end of the project, sewer service lines crossing the proposed stormwater pipe along the west side of the roadway, and a water main crossing the stormwater pipe near Wilderness Drive. McGill will discuss these design considerations and their potential impacts on construction

The project is funded in part through the GoldenLEAF Foundation's Flash Flood Mitigation Grant. Pursuant to Ordinance No. 25-01, the Town established a project budget consisting of $750,000 in GoldenLEAF Grant funding and a $75,000 transfer from the Stormwater Fund, totaling $825,000. Fred Smith Company was identified as the lowest bidder on July 7, 2026, with a bid totaling $1,106,000. A copy of Ordinance No. 25-01 is attached for the Board's reference and informational purposes.

The presentation will also address the anticipated project schedule and next steps. Construction is expected to be completed within approximately six (6) months following issuance of the Notice to Proceed. A preconstruction meeting is anticipated for early November 2026, at which time the issuance of the Notice to Proceed may be considered.

Requested Action
Informational Only

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

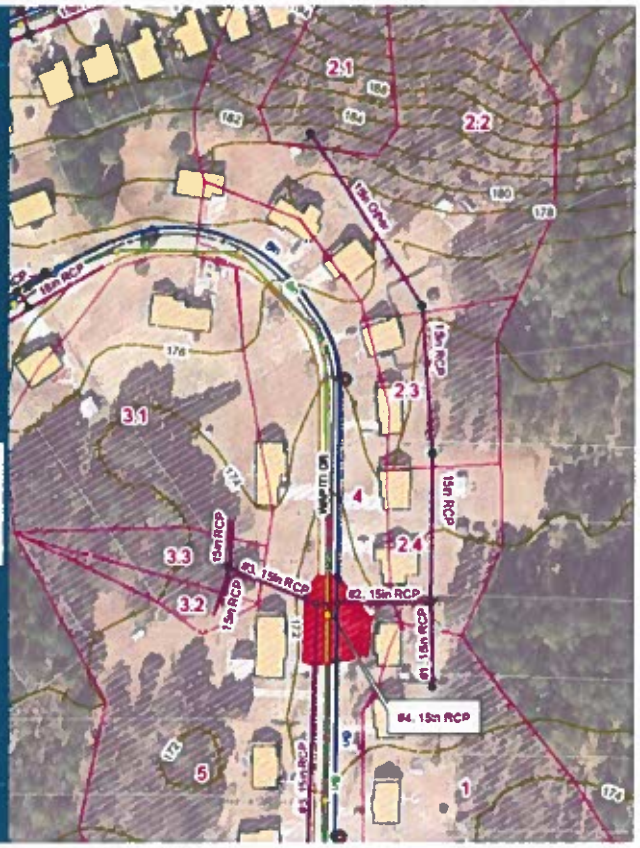
Additional Documents to be Included in Agenda Packet
McGill Presentation
Ordinance No. 25-01 approved August 12, 2024

WAPITI DRIVE STORM SYSTEM IMPROVEMENTS BOARD UPDATE

Town of Spring Lake, NC

October 27, 2026

mcgill



Where

¼ mile of Wapiti Dr.



mcgill

Why

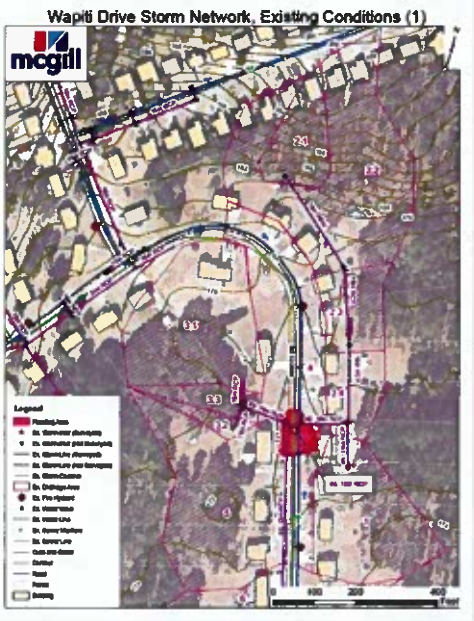
McGill hired 11/2022 to develop a FEMA BRIC grant application for 3 flood impacted areas in Spring Lake.

McGill issued "Town of Spring Lake Stormwater Mitigation Assessment" in 11/2023

Documenting structural, road, and yard flooding near 408 & 415 Wapiti Drive.

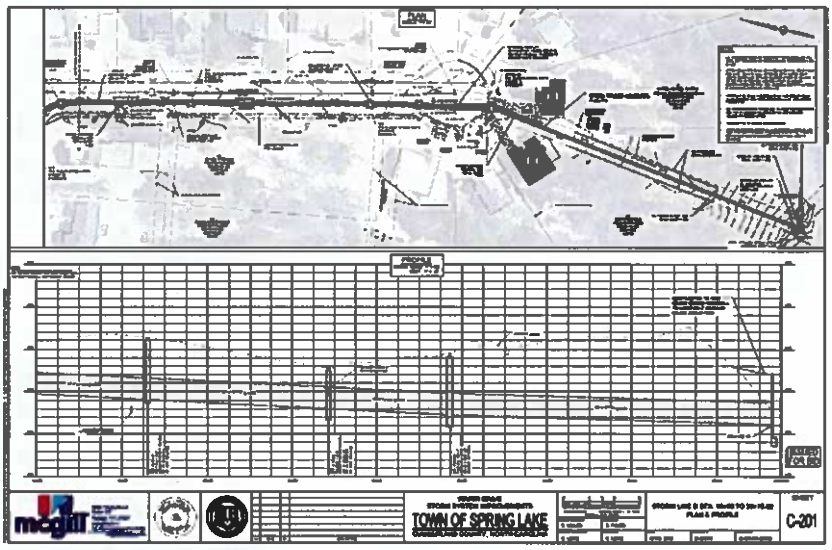
The BRIC grant was not successful.

Town secured funding for the Wapiti Dr project through the Golden Leaf Foundation.



Proposed Improvements

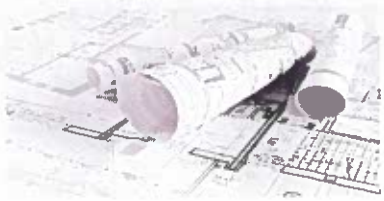
- 1600 LF of 30" RCP replaces existing 18" RCP
- Utility adjustments
- Pavement patch
- Outfall headwall and riprap apron

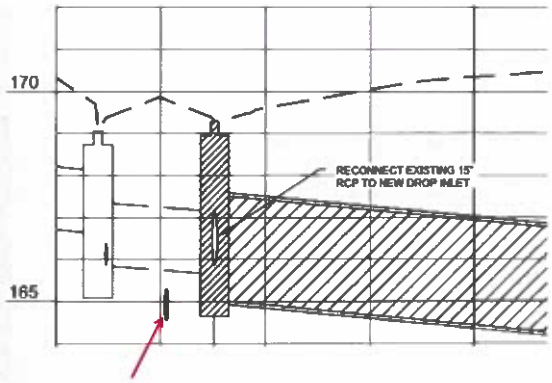


Trade-offs

Existing utilities restricted improvements:

1. Sewer main crossing storm lateral near upper end
2. Sewer Services crossing storm pipe along the west side of the road
3. Water main crossing the storm pipe at Wilderness Dr.





Cost

ORDINANCE NO.25-01
TOWN OF SPRING LAKE, NORTH CAROLINA
Ordinance Adopting the Golden Leaf Foundation Grant - Grant ID G-202403-09255/Spring Lake Flash Flood Mitigation Grant Project Ordinance (Fund 40)

Golden LEAF Grant - Flash Flood Mitigation G-202403-09255	$750,000
Transfer in - Stormwater Fund	$ 75,000
Total Revenues	$825,000
Fred Smith low Bidder on July 7, 22026	$1,106,000

Next Steps

1. Complete construction w/in 6 months
2. Set Pre-construction Meeting date in early November
3. Issue NTP at Pre-Con?



Thank You

ORDINANCE NO.25-01
TOWN OF SPRING LAKE, NORTH CAROLINA
Ordinance Adopting the Golden Leaf Foundation Grant - Grant ID
G-202403-09255/Spring Lake Flash Flood Mitigation Grant Project Ordinance (Fund 40)

THE NORTH CAROLINA LOCAL GOVERNMENT COMMISSION ON BEHALF OF THE TOWN OF SPRING LAKE, NORTH CAROLINA DOES ORDAIN that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section I: This Ordinance is to establish a budget for a project funded by The Golden LEAF Foundation, G-202403-09255/ Spring Lake Flash Flood Mitigation. These funds will be used for engineering and construction expenses to replace the existing infrastructure with larger capacity pipes

Section II: The following amounts are appropriated for the project and authorized for revenue and expenditure as of June 6, 2024.

	Project Budget
ESTIMATED REVENUES	
Golden LEAF Grant - Flash Flood Mitigation G-202403-09255	750,000
Transfer in - Stormwater Fund	75,000
Total Revenues	825,000
APPROPRIATIONS	
Mobilization / Traffic Control - Total of items below $58,000	
Mobilization (Wapiti)	30,000
Traffic Control Measures	28,000
Capital Improvements	
Demolition	116,000
Construction Total of items below $411,000	
57 stone 85 tons	7,000
24" RCP 1200'	56,000
30" RCP 530'	91,000
catch basins * 4	32,000
outfall	8,000
rip rap * 8 tons	1,000
replace asphalt	91,000
replace driveways and curbs	124,000
geotextile *21 rolls	1,000
Engineering, Permitting, Surveying - Total of items below $128,000	
Permitting/ Engineering	80,000
Erosion Control	16,000
Utilities	15,000
Surveying for construction	17,000
Contingency/Price Escalation	112,000
Total Appropriations	825,000

Section III: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section IV: The Town Manager is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section V: Copies of the grant project ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Town Council.

Section VI: This grant project ordinance expires when all grant funds have been obligated and expended by the Town or June 6, 2025 whichever comes first.

WITNESS my hand at Spring Lake, this 12th day of August 2024

Kia Anthony, Mayor Town of Spring Lake

Carly Autry, Town Clerk

TOWN OF SPRING LAKE SEAL NORTH CAROLINA

Board of Commissioners Agenda Cover Sheet

Meeting Date
October 26, 2026

Agenda Location
Introductions & Special Presentations

Item Title
Decommissioning of Ft. Bragg Dams

Presenter
Kristafer Howard, Ft. Bragg Planning

Summary/Description
Mr. Howard will provide a presentation regarding the proposed decommissioning of Hutaff Lake, Young Lake, and Laketree Lake Dams, located in the Spring Lake area.

Ft. Bragg currently owns and maintains the three (3) dams. Recent inspections identified deteriorating conditions and potential safety concerns, with all three (3) dams classified as High Hazard, indicating that failure or improper operation could potentially result in loss of life. The proposed decommissioning project is intended to reduce safety risks, eliminate long-term maintenance and repair costs, and support the safety of surrounding communities.

The presentation will outline the proposed alternatives, including partial removal and full removal of the dams. Partial removal has been identified as the preliminary preferred alternative and would involve modifying the structures to allow water to flow naturally through designated channels. Both alternatives would result in lower water levels in the existing lakes and changes to surrounding areas.

Mr. Howard will also discuss the project's hydrology and flooding impacts, environmental considerations, water quality, wetlands, geotechnical conditions, property impacts, and economic considerations. The U.S. Army Corps of Engineers will conduct an Environmental Assessment in accordance with the National Environmental Policy Act (NEPA) to evaluate the proposed alternatives and their potential impacts.

The project is currently in the early planning and environmental review stages, and community engagement is an important part of the process. Residents and other interested parties are encouraged to provide feedback, questions, and concerns regarding the proposed project. Public comments are being accepted through December 9, 2026, and may be submitted by email to CESAS-Planning@usace.army.mil.

Requested Action
Informational Only

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
Fort Bragg Dam Decommissioning Project Presentation



PURPOSE OF TODAY'S MEETING

2

- *To present the plan for the decommissioning of Young Lake, Hutaff, and Laketree Lake Dams to the citizens of Spring Lake.*

Agenda

- Project Overview
- Hydrology and Hydraulic Considerations
- Geotechnical Considerations
- Environmental Considerations
- Real Estate Considerations
- Economic considerations
- Public Comment Process

3

PROJECT OVERVIEW

- Ft. Bragg is proposing to decommission Hutaff, Young, and Laketree Dams due to the dams' deteriorating condition and the financial cost of upkeep.
- Decommissioning requires that the dams be physically modified so that they no longer meet the regulatory definition of a dam
- This project will be led by the Ft. Bragg Office of Public Works and supported by the U.S. Army Corps of Engineers.
- The Army Corps of Engineers will support Ft. Bragg through conducting the environmental assessment (EA) in accordance with the National Environmental Policy Act (NEPA).
- The EA will evaluate different alternatives for addressing the dams' current conditions.
  - Partial Removal
  - Full Removal

4

PURPOSE AND NEED

Purpose and need for the proposed action are to eliminate the potential safety and operational risks associated with Hutaff, Young, and Laketree dams, supporting Ft. Bragg's mission readiness and community safety

- All dams were built to create a recreational lake which is not mission essential
- Elimination of risk on Fort Bragg's readiness
- Eliminate the repair and long-term maintenance cost associated with the dam

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BACKGROUND

- Ft. Bragg currently owns and maintains Hutaff, Young, and Lake Tree dams
- Safety inspections conducted in 2024 indicate that the condition of the dams puts them at risk for failure

Hutaff Lake Dam

Dam Type: Earthen Embankment
Height: 13 ft
Length: 264 ft
Drainage Area: 4.1 sq miles
Year Completed: 1971
River: Stewarts Creek
Inspection Date: 25 Sep 2024
Hazard Potential Classification: High





Young Lake Dam
(Upstream of Lake Tree)

Purpose: Recreation
Dam Type: Earthen Embankment
Height: 26 ft
Length: 900 ft
Drainage Area: 1.2 sq miles
Year Completed: 1993
River: Tributary to Tank Creek
Inspection Date: 25 September 2024
Hazard Potential Classification: High

Lake Tree Dam
(Downstream of Youngs Lake)

Purpose: Recreation
Dam Type: Earthen Embankment
Height: 15 ft
Length: 400 ft – 1500 ft
Drainage Area: 1.6 sq miles
Year Completed: unknown – 1990s?
River: Tributary to Tank Creek
Inspection Date: 21 August 2025
Hazard Potential Classification: High

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CURRENT DAM HAZARD CLASSIFICATIONS

- Hazard classification indicates the potential effects of dam failure and does not imply assessment of the dam's structural integrity nor consider risk or probability of occurrence
- All three dams (Hutaff, Young, and Laketree) have a **High** hazard classification (2024 Periodic Inspection Report).

High	Failure or mis-operation will probably cause loss of human life
Significant	Failure or mis-operation results in no probable loss of human life but can cause economic loss, environment damage, disruption of lifeline facilities, or impact other concerns
Low	Failure of mis-operation results in no probable loss of human life and low economic and/or environmental losses

* Dam Hazard Classifications referenced from DA Pam 420–1–3

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CURRENT DAM CONDITION

Overall Condition – Is based upon ratings for the physical condition of the dams and is conducted by a licensed professional engineer.

Critical	Hutaff
Serious	Laketree
Poor	Young
Fair	
Satisfactory	

Overall Condition Ratings

Dam Condition Rating	Description	Equivalence NID	Equivalence INR
1 Critical	Failure of the dam is imminent and requires immediate or emergency remedial action for problem resolution. Major structural, operational, and maintenance deficiencies exist under normal operating conditions. Major repair or rehabilitation is necessary to restore dam, spillway, or appurtenant works to original design or current design standards. Access should be restricted until repair rehabilitation is performed. Repairs may need to be carried out on a very high priority basis with utmost urgency.	Unsatisfactory	Red
2 Serious	A dam safety deficiency is recognized and immediate remedial action is recommended for problem resolution. Dams with such deficiencies cannot assure the safety of the dam. Among the deficiencies which could result in this rating are developing seepage problems, structural stability inadequacies, or seriously inadequate spillway capacity. Access may be restricted until problem resolution. Repairs may need to be carried out on a high priority basis with urgency.		
3 Poor	a- Defects- A dam safety deficiency is recognized for possible loading conditions. Repairs or investigations may need to be carried out with moderate urgency.	Poor	Amber
	b- Uncertainty - Used if uncertainties exist as to critical analysis parameters which recognize a potential dam safety deficiency. Further investigations and studies are necessary.		
4 Fair	Dams with physical or operational deficiencies which do not require further significant engineering analysis. No existing dam safety deficiencies are recognized for normal loading conditions. Unusual or extreme hydrologic and or seismic events can result in a dam safety deficiency. Increased maintenance or monitoring may be necessary. Repairs are recommended, but the priority is low.	Fair	
5 Satisfactory	Dam safety inspection did not reveal deficiencies. Acceptable performance is expected under all loading conditions (static, hydrologic, seismic) in accordance with the applicable regulatory criteria or tolerable risk guidelines. Safe performance is expected under all anticipated loading conditions, including such events as infrequent hydrologic and or seismic events. Dam is well maintained and supervised. No need for increased maintenance or monitoring activities. No repairs are required.	Satisfactory	Green

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FT. BRAGG PROJECT EVALUATION FACTORS

- Risk Reduction
- Environmental Impacts
- Real Estate
- Cultural Resources
- Socioeconomic
- Aesthetics
- Cost



Slide 8

W(1 suggest deleting '(AA)' on this slide
Williams, Laura E (Beth) CIV US, 2024-04-24T15:15:11.910

9

ENVIRONMENTAL ASSESSMENT (EA)

The EAs evaluate the following environmental factors:

- Hydrology/Flooding Impacts
- Geotechnical/Hazardous, toxic, and radioactive waste (HTRW)
- Environmental
  - Water quality
  - Wetlands
  - Protected Species
- Cultural Resources
- Economics
- Real Estate



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Hutaff Action Alternatives

AA 1 – Dam Decommissioning-Partial Removal (Preferred alternative)	**A notched opening will be created in the dam which will include a pilot channel. The lakebed area would be left to re-vegetate naturally over time**
AA 2 – Dam Decommissioning-Full Removal	Structure will be fully deconstructed to lakebed area would be left to re-vegetate naturally over time

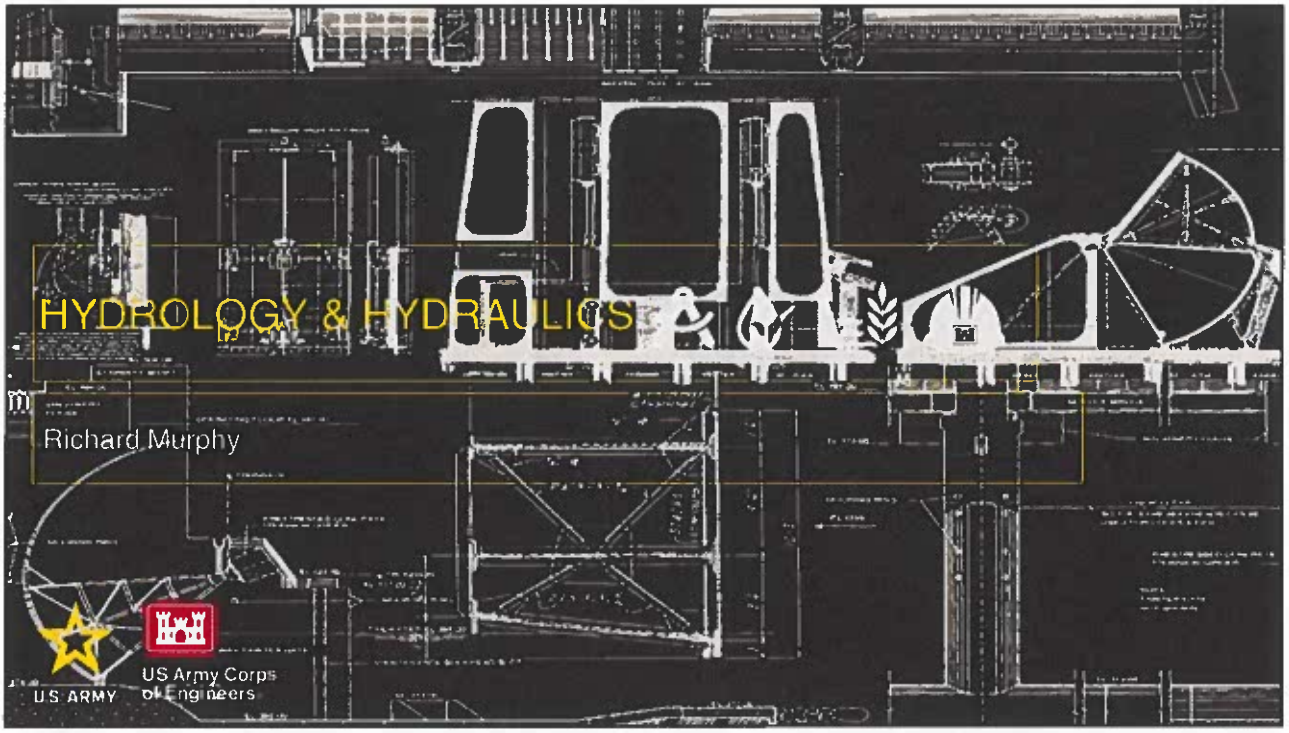


Hutaff Lake

Young and Laketree Action Alternatives (AA)

AA 1 – Dam Decommissioning- Partial Removal **(Preferred alternative)**	**Removal of material to an elevation to not classify Young's dam as a dam. A notched opening be created in Laketree dam which includes a pilot channel. The lakebed area would be left to re-vegetate naturally over time**
AA 2 – Dam Decommissioning- Full Removal	Both structures will be fully deconstructed to the lakebed. Area would be left to re-vegetate naturally over time





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HUTAFF

No Action Alternative
AA1 – Partial Removal
AA2 – Full Removal





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YOUNG AND LAKE TREE

No Action Alternative
AA1 – Partial Removal
AA2 – Full Removal

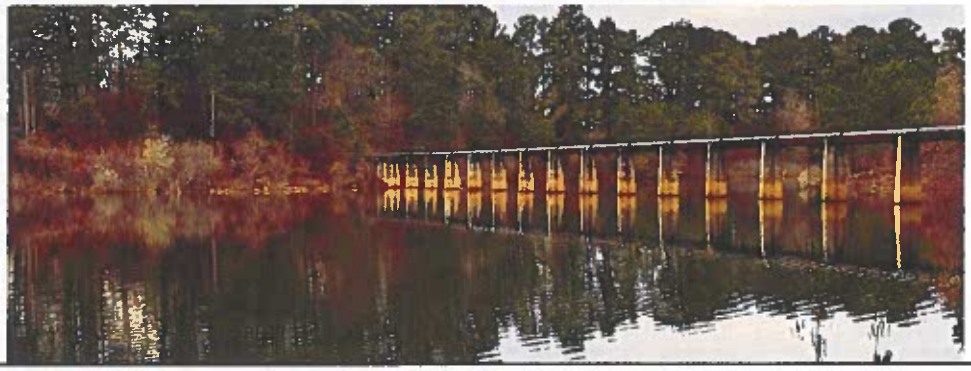


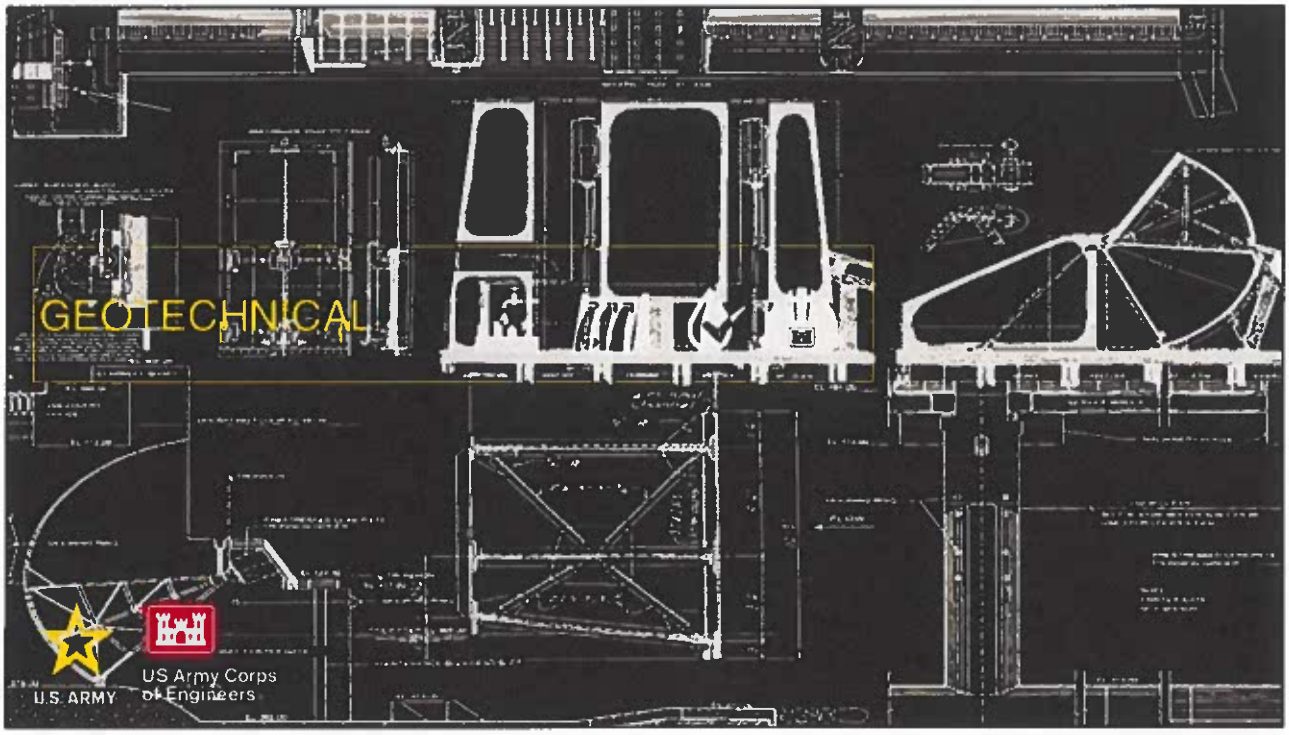


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KEY TAKEAWAYS

- Both Partial and Full Removal of dams will drop the water levels at the existing lakes and result in less inundation in immediate area.
- Since the dams will no longer be holding as much water certain areas downstream of the dams will see a minor increase in inundation.
- Removing dams removes the risk of dam failure.





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YOUNG LAKE

- Young Lake is adjacent to a Fort Bragg known environmental site (FTBR-012)
- The site adjacent to Young Lake was used as a construction and demolition landfill from 1975 to 1985
- This would primarily include items such as concrete, wood from construction, metals, bricks, glass, plastics, trees, stumps, soil, or rock
- Has had remediation actions taken and is currently in a monitoring status

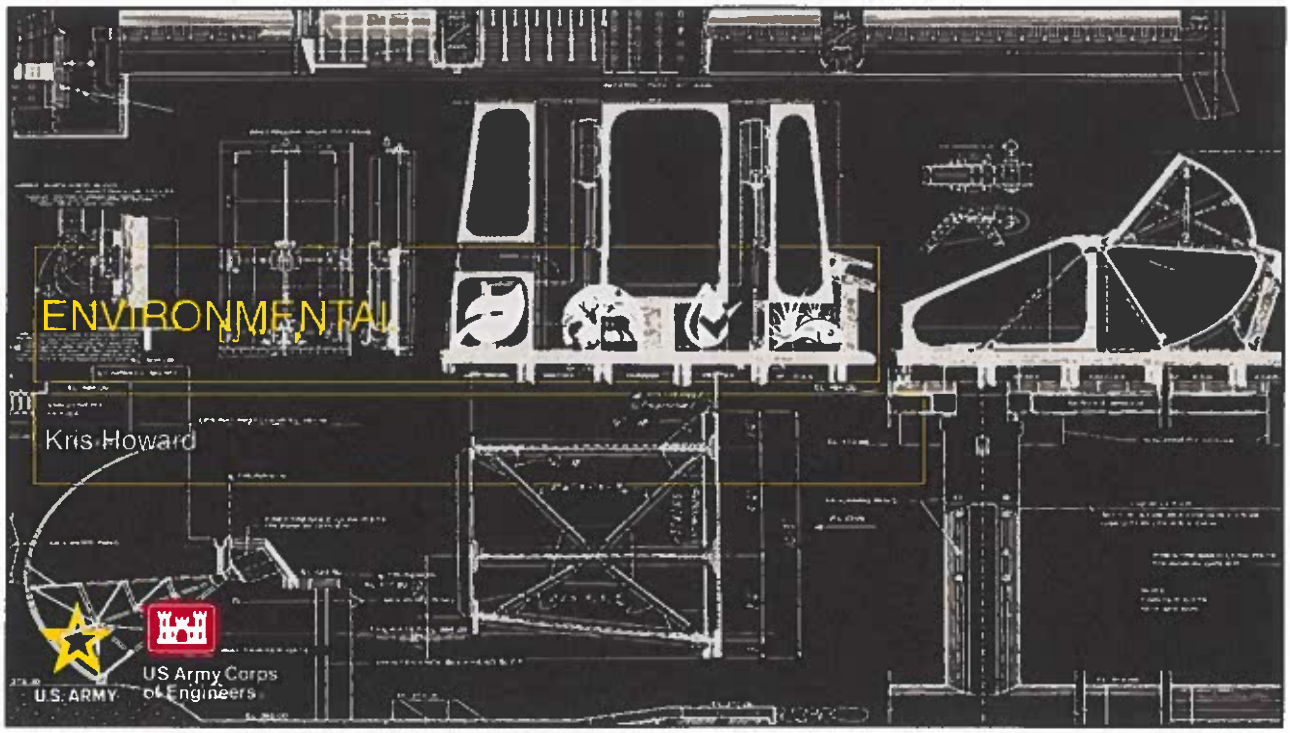


18

HUTAFF LAKE

- No known environmental sites of concern directly adjacent to Hutaff Lake
- Nearest environmental site is over 2 miles from Hutaff Lake and is due to petroleum contamination.
- Contamination at that site is limited to groundwater in an approximately 70-foot downgradient from the source area
- For all options considered for Hutaff Lake, no sampling of sediments or surface water is expected





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ENVIRONMENTAL





Resources
Water Quality
Wetlands
T&E species
HTRW
Cultural Resources

Environmental Key Takeaways: identify resource impacts to ensure compliance with applicable environmental laws and to ensure preliminary action alternatives meet statutory and mission requirements.

21

STATE OF NC WATER QUALITY CLASSIFICATION

Laketree and Young's

Stream Index:	18-23-27-1
Stream Name:	Youngs Lake
Description:	Entire lake and connecting stream to Tank Creek
Classification:	C
River Basin:	Cape Fear

Hutaff

Stream Index:	18-31-24-5-4
Stream Name:	Stewarts Creek
Description:	From source to Beaver Creek Pond, Bever Creek
Classification:	C
River Basin:	Cape Fear

C: Aquatic Life, Secondary Contact Recreation, Fresh Water

Laketree, Young's, and Hutaff are not list 303(d) meeting their designated use

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WETLANDS

- *Wetlands are areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.*
- *Due to restoring natural hydrology compensatory mitigation is not required (RGL-18-01)*





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WETLANDS



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PREVIOUS DRAWDOWN OF YOUNG'S LAKE



25

THREATENED AND ENDANGERED SPECIES

- **Reptiles**
  - Southern Hognose Snake (PT)
- **Birds**
  - Red-cockaded Woodpecker (T)
- **Mammals**
  - Tricolored Bat (PE)
- **Insects**
  - Saint Francis' Satyr Butterfly (E)
  - Monarch Butterfly (PT)
- **Flowering Plants**
  - American Chaffseed (E)
  - Michaux's Sumac (E)
  - Pondberry (E)
  - Rough-leaved Loosestrife (E)

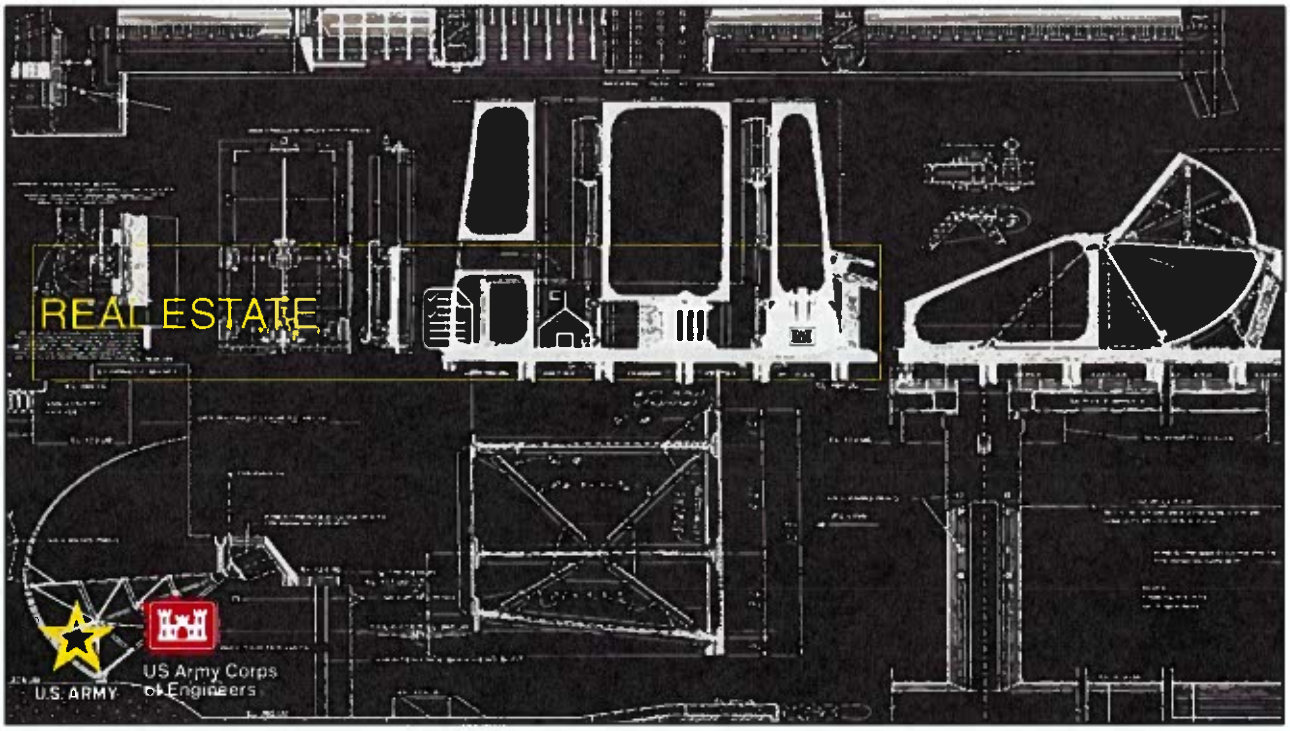






No Critical Habitat in area

PT: Proposed Threatened
T: Threatened
E: Endangered
PE: Proposed Endangered

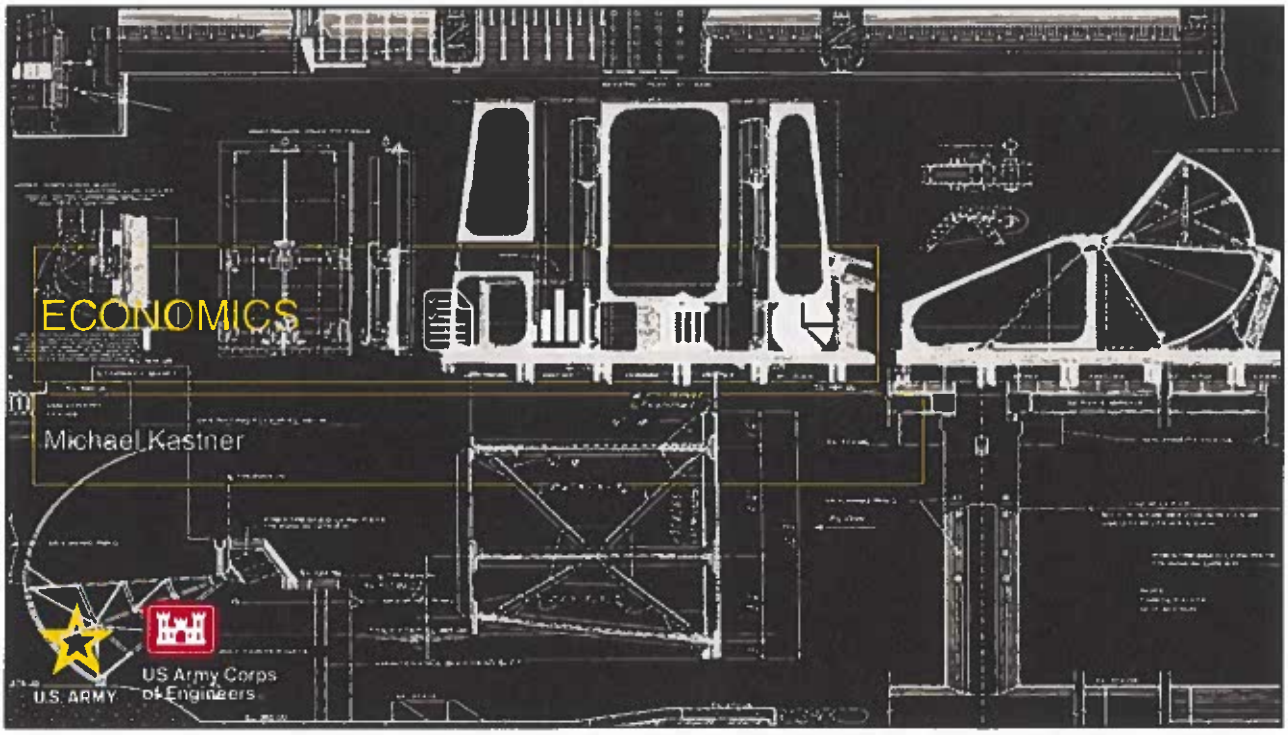


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REAL ESTATE CONSIDERATIONS

- EAs will disclose any real estate requirements necessary for dam decommissioning, such as any potential access to surrounding properties for survey
- Surveys will be completed to identify property lines





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LAKETREE

Alternative	Time Of Day	Structures Inundated	PAR Under 65	PAR Over 65	PAR Warned	PAR Mobilized	Structure Damage	Content Damage	Life Loss Max
100 Year Existing Condition	Night(200)	5	52	10	62	35	$167,399	$124,177	0
	Day(1400)	5	27	10	37	24	$167,399	$124,177	0
100 Year Full Removal Both	Night(200)	2	3	0	3	0	$24,339	$12,725	0
	Day(1400)	2	2	0	2	0	$24,339	$12,725	0
100 Year Partial Removal Both	Night(200)	2	4	0	4	0	$22,996	$11,924	0
	Day(1400)	2	2	0	2	0	$22,996	$11,924	0

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STEWART CREEK

Alternative	Time Of Day	Structures Inundated	PAR Under 65	PAR Over 65	PAR Warned	PAR Mobilized	Structure Damage	Content Damage	Life Loss Max
10 Year Existing Condition	Night(200)	3	6	0	4	4	$15,690	$15,306	0
	Day(1400)	3	3	0	2	2	$15,690	$15,306	0
10 Year Hutaff Full Removal	Night(200)	2	4	0	2	2	$4,282	$3,159	0
	Day(1400)	2	2	0	1	1	$4,282	$3,159	0
10 Year Hutaff Partial Removal	Night(200)	2	4	0	2	2	$4,854	$3,459	0
	Day(1400)	2	2	0	1	1	$4,854	$3,459	0
100 Year Existing Condition	Night(200)	6	11	0	1	0	$180,250	$116,350	0
	Day(1400)	6	5	0	0	0	$180,250	$116,350	0
100 Year Hutaff Full Removal	Night(200)	5	10	0	2	2	$166,281	$107,163	0
	Day(1400)	5	5	0	1	1	$166,281	$107,163	0
100 Year Hutaff Partial Removal	Night(200)	6	11	0	1	0	$185,164	$118,832	0
	Day(1400)	6	5	0	0	0	$185,164	$118,832	0

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HOW TO PROVIDE A COMMENT?

- **Comments for consideration are due December 9th, 2026 to USACE planning**

Comments can be provided

Via email: CESAS-Planning@usace.army.mil

Or by mail:
DEPARTMENT OF THE ARMY
1137 Rock Merritt Ave, Bldg. 3
Fort Bragg, NC 28310

Board of Commissioners Agenda Cover Sheet

Meeting Date
October 26, 2026

Agenda Location
Introductions & Special Presentations

Item Title
Community Appearance and Sustainability Committee Update

Presenter
Cynthia Wilt, Appearance Committee

Summary/Description
Provide a brief update to the Board regarding the Committee's ongoing activities and community improvement initiatives.

The presentation will include updates on the mural project, fall cleanup efforts, and the Committee's coloring contest. These initiatives are part of the Committee's continued efforts to enhance the appearance of the Town, encourage community involvement, and promote civic pride.

Additionally, the Committee voted to cancel its regularly scheduled meetings for November and December 2026. The Committee's next meeting is scheduled for Wednesday, January 13, 2027.

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
October 26, 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 on August 24, 2026 and September 28, 2026.

Revised Draft Policy 43. is being presented to the Board for further discussion and consideration. The policy establishes procedures for the receipt, processing, review, and fulfillment of public records requests in accordance with North Carolina Public Records Law. The Town Clerk serves as the primary official responsible for coordinating and tracking requests, with assistance from the Town Manager, Town Attorney, Human Resources, and other departments as necessary.

For ease of review, all revisions and additional language incorporated into the draft policy are identified in red.

The revised policy addresses Town-related communications maintained on personal devices and accounts, including cellphones, personal email, social media, and messaging applications. It clarifies that responsive Town-business records may be retrieved or produced without requiring the physical device itself to be surrendered solely for purposes of fulfilling a public records request.

Additional language clarifies the authority of individual Board members regarding the direction of Town staff, establishing that requests for staff assistance, research, records, or other administrative work should be coordinated through the Town Manager, Town Attorney, and/or Town Clerk, as appropriate.

Requested Action
Approval

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
Updated Public Records Request Form

Town of Spring Lake North Carolina	ADMINISTRATIVE POLICY GOVERNING BOARD		SUBJECT: PUBLIC RECORDS REQUEST POLICY
	Number 43	Revisions	Board Approval Date
	Supersedes	Effective Date	Page 1 of 8

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."

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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.

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- 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 Manager, Town Attorney, and/or Town Clerk, this policy, or other applicable law. If needed, the Town Attorney may communicate directly with a requester 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.

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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 and provide any responsive records to the Town Attorney, Town Manager, and/or Town Clerk 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 search, retrieval, 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.

Production of Records from Cellular Telephones and Other Devices. When responsive Town-business records are maintained on a Town-issued or personally owned cellular telephone or other electronic device, the physical device itself is not required to be surrendered or provided to the requester solely for purposes of responding to the public records request. Instead, the official, employee, Town staff, information technology provider, or other authorized person may retrieve, export, copy, download, capture, or otherwise produce the responsive Town-business records or data maintained on the device. Records produced from the device shall be reviewed and processed in accordance with this policy, including applicable confidentiality, exemption, and redaction requirements. Nothing in this provision authorizes the withholding, deletion, alteration, concealment, or destruction of responsive public records.

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.

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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

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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. Direction of Town Staff by Members of the Board of Commissioners

Consistent with the Town's form of government and NCGS §160A-148, the Town Manager is the Chief Administrator of the Town and is responsible for directing and supervising the administration of Town departments, offices, agencies, officers, and employees, except as otherwise provided by law. The Board of Commissioners exercises its authority collectively as the governing body and provides general direction and control through official Board action.

Individual members of the Board of Commissioners are not authorized, solely by virtue of their elected office, to independently direct, supervise, assign work to, or issue administrative instructions to Town employees. Requests by an individual Board member for staff assistance, records, research, or other administrative work shall be directed through the Town Manager, Town Attorney, and/or Town Clerk, as appropriate, in accordance with this policy and other applicable Town policies. Nothing in this subsection limits the authority of the Board of Commissioners acting collectively or any authority specifically granted to an individual official by law.

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3. 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."

4. 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.

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5. 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.

6. 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.

7. Confidential Personnel Files and Unauthorized Access

Personnel records designated as confidential under NCGS §160A-168 shall not be inspected, examined, removed, copied, or disclosed except as specifically authorized by law. Pursuant to NCGS §160A-168(f), any person who is not specifically authorized by that statute to have access to a personnel file designated as confidential and who knowingly and willfully examines the file in its official filing place, removes it, or copies any portion of the confidential personnel file is guilty of a Class 3 misdemeanor and, upon conviction, may be fined in the discretion of the court in an amount not exceeding five hundred dollars ($500.00).

Approved:

_____ _____

Mayor Date

ATTEST

_____ _____

Town Clerk Date

DRAFT

TOWN OF SPRING LAKE

PUBLIC RECORDS REQUEST FORM

Pursuant to N.C.G.S. Chapter 132, the Town of Spring Lake makes available to the public all records in its custody and control that are defined as "public records" under N.C.G.S. §132-1. Any person may request public records by completing the Public Records Request Form and submitting it to the Town Clerk. The Town Clerk will assist in gathering, providing for inspection, or copying the information requested. Please provide the Town with sufficient information to describe those public records being requested.

Records will be available for inspection or pick-up as promptly as reasonably possible. ~~but in any event within fifteen (15) business days if ten (10) or less different records are requested. If over ten (10) documents are requested or records are archived, such records will be available in the Town Hall no later than thirty (30) business days.~~

The Town requires payment in accordance with the adopted Fee Schedule for copying and the signature of the requester prior to releasing any documents. Requests requiring legal review may exceed stated time frames.

Name of Person Making Request: _____

Address/Phone Number to Contact Person Making Request: _____

_____ Date of Request: _____

Public Records Being Requested: _____

_____

_____

_____

_____

_____

☐ Inspection ☐ Electronic Copy ☐ Copying

Total Copies Provided: _____ Amount Due: $ _____

Payment Received (method): Check_____ Cash_____ Money Order _____

Signature of Requesting Party _____ Date: _____

Town Staff Filling Request: _____ Date Request Fulfilled: _____

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Board of Commissioners Agenda Cover Sheet

Meeting Date
October 26, 2026

Agenda Location
New Business

Item Title
Joint Planning Interlocal Agreement

Presenter
Town Manager Dennis English Jr.

Summary/Description
The Board previously received a presentation from Rawls Howard, Director of Cumberland County Planning & Inspections, regarding the County's proposed restructuring of its Joint Planning Interlocal Agreement and optional code enforcement services on September 28, 2026. Following the presentation, Town staff was directed to conduct a comparative analysis of the services and costs associated with Cumberland County's proposal and the Town's existing agreement with the Mid-Carolina Council of Governments (MCCOG).

The updated Joint Planning Interlocal Agreement continues the Cumberland County Joint Planning Board (JPB), through which Spring Lake receives planning services, including rezoning reviews, subdivision reviews, special use and variance case preparation, development review, and comprehensive planning. Under the proposed agreement, the Town's annual planning fee would decrease from $31,507.89 to $28,618.78. Spring Lake would continue to appoint one (1) representative to the JPB.

At the October 12, 2026 Board meeting, Mr. English presented the results of the code enforcement analysis. He explained that Cumberland County's optional enforcement services would include zoning, minimum housing, and junk vehicle enforcement. However, participation would require the Town to relinquish enforcement authority over certain existing Town Ordinances and utilize the County's minimum housing and junk vehicle ordinances. This would eliminate enforcement of certain nuisance violations, including tall grass, under the Town's current ordinance. Additionally, the County's services would be provided on a call-for-service basis rather than through proactive, regularly scheduled inspections. The County's proposed cost for these services was identified as $17,171.47.

By comparison, the Town's existing agreement with MCCOG allows Spring Lake to retain enforcement of its own Zoning Ordinance and Article II Nuisances Ordinance, including tall grass and other prohibited conditions. The Town also maintains control over its penalty structure and the recovery of enforcement-related costs. MCCOG's Code Enforcement Officer works directly with Town staff and remains accessible by telephone and email throughout the workweek.

During the discussion, Board members expressed concerns regarding the volume of outstanding code enforcement violations and the importance of maintaining the Town's enforcement authority. The need for additional enforcement presence was emphasized and suggested exploring in-house code enforcement as a possible future option. The importance of consistent enforcement of the Town's Ordinances was also stressed.

Following the review and discussion, the decision was made to continue utilizing MCCOG for the Town's code enforcement services rather than transitioning those services to Cumberland County. Mr. English reported that MCCOG had verbally agreed to increase the Code Enforcement Officer's scheduled presence from one (1) day per week to two (2) days per week, eight (8) hours per day, beginning November 1, 2026. The additional day can be accommodated within the Town's existing budget, and an updated written agreement is being prepared.

The increased enforcement presence is intended to help address outstanding violations, improve consistency in enforcement activities, and allow the Town to place additional emphasis on code enforcement hearings and compliance efforts.

Requested Action
Approval

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
Draft Joint Planning Interlocal Agreement

JOINT PLANNING INTERLOCAL AGREEMENT

STATE OF NORTH CAROLINA NOVEMBER ___, 20XX

COUNTY OF CUMBERLAND

THIS JOINT UNDERTAKING AND INTERLOCAL AGREEMENT, made and entered into by the County of Cumberland, and the municipalities of Eastover, Falcon, Godwin, Hope Mills, Linden, Spring Lake, Stedman and Wade.

WITNESSETH:

In order to provide the benefits of a continuous comprehensive planning program for Cumberland Count and municipalities in the County, the parties desire to provide for a Joint Planning Board pursuant to the authority of Article 20, Part 1 of Chapter 160A of the North Carolina General Statutes.

The parties recognize that there has heretofore been created and established a Joint Planning Board under a contract dated January 13, 1968 and thereafter pursuant to an Agreement approved by the Board of Commissioners of Cumberland County on May 8, 1973 and by the municipalities within Cumberland County on varying dates in 1973. The participating jurisdictions now enter into this Interlocal Agreement for the purpose of continuing in effect, as to such participating jurisdictions, the Joint Planning Board thus established.

NOW THEREFORE, by the execution of this agreement the parties hereto contract and agree as follows:

The parties hereto establish in Cumberland County one Joint Planning Board as authorized by the General Statutes of North Carolina and the same shall hereafter be continued under the terms of this agreement. The membership of the Joint Planning Board shall consist of equitable representation from each municipality and from the unincorporated areas of the County as follows:

Governmental Unit	Number of Members to be Appointed
Cumberland County Board of Commissioners	4
Eastover Town Council	1
Hope Mills Board of Town Commissioners	1
Aldermen of the Town of Linden	1
Spring Lake Board of Town Commissioners	1
Stedman Board of Town Commissioners	1
Board of Commissioners of the Towns of Godwin, Falcon & Wade	1
TOTAL	10

1. Appointments to the Joint Planning Board shall be made by the governing boards of the participating jurisdiction. The appointment shall be a citizen who resides within the respective jurisdictional boundary of the municipality or it's Municipal Influence Area (MIA), if applicable. Absent the ability of a municipality to meet this residency criteria, the governing board of the municipality shall make a recommendation of an appointment to the Board of County Commissioners who shall consider the recommendation and make the final ruling on the appointment.

2. In the event any municipality withdraws its participation on the Joint Planning Board whereby a vacancy is created, that vacancy and seat shall become an appointment made and filled by the Cumberland County Board of Commissioners.

3. The term of membership of the Joint Planning Board shall be for four years. No member shall serve more than two full terms, except that, upon recommendation of two-thirds of the Joint Planning Board it may recommend a third full term to the governing board making the appointment.

4. The by-laws of the Joint Planning Board, and any amendment thereof, shall be approved by a majority of the Joint Planning Board membership.

5. The Joint Planning Board shall be the designated planning agency for the participating jurisdictions. It shall be responsible for developing a continuing comprehensive planning program for the entire county and each participating municipality in the county by working from the existing plans of each city and town in the county to improve and develop the same and incorporate such planning into a comprehensive plan extending throughout the county. In developing the continuing comprehensive planning program, the Joint Planning Board shall give due regard to the study priorities and requests for special study effort provided by participating jurisdictions. Any participating jurisdiction may delegate all or part of its subdivision control and zoning programs to the Joint Planning Board. All recommendations as to zoning and subdivision control, as delegated by each participating municipality, shall be made to the governing boards of the jurisdiction in which the property to be affected is situated, and to the County Board of Commissioners as to areas outside of incorporated municipal limits.

6. The Joint Planning Board will make, or cause to be made under its supervision, the basic studies necessary to maintain a continuing long-range comprehensive program. It shall be the duty of the Joint Planning Board to report to each participating governmental unit in the country through its administrator, or to the governing board when requested to do so, furnishing information and recommendations regarding the needs, conditions,

resources, and plans to, meet the needs for the development and orderly growth of the county and participating jurisdictions. The Joint Planning Board shall have, and the governing boards of the participating jurisdictions hereby delegate to the Joint Planning Board, all or part of the powers, authority and functions provided in the General Statutes of North Carolina for and to municipal and county planning boards.

7. The Joint Planning Board shall be provided with a Director and technical staff sufficient to perform its functions and to carry out such subdivision control and zoning programs as are delegated to it by any participating jurisdiction. The County will provide suitable office space and equipment for the Joint Planning Board and the staff.

8. In the event of vacancy in the position of the Planning Director, the County Manager will appoint an Interim Director until the successor Director is selected and takes office. The selection of the Director shall be carried out by the County Manager in consultation with the Planning Board's Chairman and Vice Chairman. The appointment of the Planning Director shall be in accordance with N.C.G.S. § 153A-82. The Director will be a County employee subject to the County's Personal Policies and other employee regulations and shall be under the direct supervision of the County Manager or any Assistant County Manager designated by the County Manager.

9. The staff of the Planning Department herein provided for shall be selected and supervised by the Planning Director and employed as County employees in compliance with the personnel policies of the County. All such employees will serve under the direction and supervision of the Director of the Planning Department. The Director and his or her professional staff shall comprise the Planning Department of the County. As to all administrative matters, the Planning Department will be a department of the County, and subject to the County's personnel and fiscal policies regulations and procedures. In its planning functions, the staff will be directed and supervised by the Planning Director.

10. Each year by the time specified by the County Manager, the Planning Director shall submit a budget proposed in the format prescribed by the County Manager, with such documentation as may be required to identify and support the cost of the studies and

programs recommended by the Joint Planning Board and identifying the proposed contribution of each participating jurisdiction. In order to fund the approved budget each municipality and the County will appropriate to the total budget less federal funds and other revenues accruing to the Joint Planning Board on a population basis using a base fee amount established by Cumberland County, adjusted as for the cost of any extraordinary study or program requested by any individual participating jurisdiction to be conducted by the Planning Department. Once established, the base fee amount shall be adjusted annually based upon the Federal Consumer Price Index (CPI) on June 30th of the applicable fiscal year to take effect July 1st of the next corresponding fiscal year. Notwithstanding any adjustments made using the CPI, the County Board of Commissioners may amend the base amount at its discretion and upon 30 days written notice to participating jurisdictions. Participating jurisdictions shall make their contributions to the Joint Planning Board budget on a fiscal quarter basis.

11. This agreement shall be effective upon approval and execution on behalf of the Board of Commissioners of Cumberland County and any one participating municipality in Cumberland County, and shall thereafter be effective as to any subsequent participating municipality upon approval and execution on behalf of any such subsequent participating municipality.

IN WITNESS WHEREOF, the participating jurisdictions have caused this agreement to be duly executed in each of their official names, by their respective duly authorized officials, this the _____ day of _____, 20XX.

CUMBERLAND COUNTY

By:_____
Chairman, Board of County Commissioners

ATTEST:

_____
Clerk to the Board

JOINT PLANNING BOARD INTERLOCAL AGREEMENT

November _____, 20XX

By:

_____	_____
Spring Lake Town Clerk	Mayor, Town of Spring Lake

PLANNING AND INSPECTIONS DEPARTMENT TECHNICAL SERVICES ADDENDUM

In order to provide additional support for operational services above what the Joint Interlocal Agreement specifies, this Attachment sets forth the following services by the County to those municipalities participating in the Joint Planning Board Interlocal Agreement. Participation is optional and consists of the following:

Base service to be provided by Cumberland County. The County agrees to provide a base enforcement service level for zoning and minimum housing ordinances. Enforcement services shall be provided based upon the applicable zoning or minimum housing ordinances for that specific jurisdiction. In the absence of a municipal ordinance, the County ordinance shall prevail. By entering into an agreement with the County as specified in this Addendum, the municipality agrees to release its jurisdictional authority to the County for that specific ordinance. Any Relinquishment of municipal jurisdiction shall be done in accordance with N.C.G.S. § 160D-202.

Enhanced service to be provided by Cumberland County. The County agrees to provide an enhanced enforcement service level for junk vehicle ordinance enforcement. Enforcement services shall be provided based upon the applicable ordinances for that specific jurisdiction. In the absence of a municipal ordinance, the County ordinance shall prevail. By entering into an agreement with the County as specified in this Addendum, the municipality agrees to release its jurisdictional authority to the County for that specific ordinance. Any Relinquishment of municipal jurisdiction shall be done in accordance with N.C.G.S. § 160D-202.

Board of Commissioners Agenda Cover Sheet

Meeting Date
October 26, 2026

Agenda Location
New Business

Item Title
Finance Update

Presenter
Finance Director Monica Simmons

Summary/Description
A financial update to the Board regarding the Town's current financial position.

The presentation will include a budget-to-actual comparison for all Town funds, providing an overview of budgeted revenues and expenditures compared to actual financial activity. This information will assist the Board in evaluating the Town's financial performance, monitoring expenditures, and identifying any significant variances from the adopted budget.

Additionally, Ms. Simmons will provide an update on the Town's investments, including an overview of the Town's investment holdings and related financial activity.

The presentation is intended to provide the Board with an understanding of the Town's overall financial condition and support continued financial oversight and informed decision-making.

Requested Action
Informational Only

Funding Source (If Applicable):
N/A

Cost: N/A **Yes** ☐ **No** ☒

Additional Documents to be Included in Agenda Packet
Pending

Board of Commissioners Agenda Cover Sheet

Meeting Date
October 26, 2026

Agenda Location
New Business

Item Title
Budget Amendment (BA-10) FY2027

Presenter
Finance Director Monica Simmons

Summary/Description
The justification for this amendment is as follows:

- To appropriate proceeds from sale of ambulance for equipment in the Fire Department.

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-10) FY2027

Town of Spring Lake
Budget Amendment **BA -10 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
10-00-3835-820-00	Sale of capital assets	9,000	10,000	19,000
Total Revenues		$ 9,000	$ 10,000	$ 19,000
10-10-4340-820-00	Small Equipment	6,960	10,000	16,960
Total Expenditures		$ 6,960	$ 10,000	$ 16,960
	Revenues Over (under) Expenditures		$ -	

Justification: To appropriate proceeds from sale of ambulance for equipment in Fire Dept

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	Monica Simmons Finance Director	Date	21-Oct-26
Reviewed By	Monica Simmons Finance Director	Date	21-Oct-26
Approved By:	Dennis English Town Manager	Date	21-Oct-26

ADOPTED this 26th day of Oct 2026 by the Spring Lake Board of Commissioners

Town of Spring Lake Mayor

Town of Spring Lake Clerk