



**COUNCIL MEETING  
FEBRUARY 17, 2025  
6:30 P.M.**

**ORDER OF BUSINESS**

- 1. PLEDGE TO FLAG**
- 2. INVOCATION**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
  - a. Regular Town Council Meeting - December 16, 2024
  - b. Work Session Meeting Minutes - January 27, 2025
  - c. Special Town Council Meeting - January 29, 2025
- 5. PUBLIC HEARING**
  - a. Special Use Permit - 330 Twin Creek Drive
- 6. 1st OPEN FORUM**
- 7. REGULAR BUSINESS:**
  - a. MAYOR FLETA BYRD
  - b. TOWN ADMINISTRATOR'S REPORT - Leighanna Worley
    - i. **RESOLUTION** to Adopt and Allocate Funds for and Outdoor Fitness Court
    - ii. Award Bid for Fence for the Dog Park
    - iii. **RESOLUTION** Prohibiting Viewing of Pornography on Town Networks and Devices
    - iv. Municipal Personnel POLICY Amendment - Article v. Section 21. Computer and Internet Policy
  - c. POLICE DEPARTMENT - Chief Williams
    - i. Policy Amendment - General Order #200-12 - Uniforms and Equipment
  - d. COUNCILMEMBER COMMENTS
- 8. 2nd OPEN FORUM**
- 9. CLOSED SESSION**
  - a. N.C.G.S. 143-318.11(a)(6)  
*"Consult with Attorney"*
- 10. ADJOURNMENT**

TOWN OF WILSON'S MILLS  
TOWN COUNCIL MEETING  
December 16, 2024

**PRESENT:** Mayor Fleta Byrd, Mayor Pro-tem JC Triplett, Councilmembers David McGowan, Carolyn Dobbin, Tim Brown, and Randy Jernigan.

**OTHERS PRESENT:** Town Administrator Leighanna Worley, Town Clerk Emily Matthews, and Town Attorney Gabriel Du Sablon.

**CONVOCATION:** Mayor Byrd declared a quorum present and called the meeting to order at 6:30pm.

**PLEDGE** Mayor Byrd led the pledge of allegiance to the flag.

**INVOCATION:** Mayor Byrd gave the invocation.

**APPROVAL OF AGENDA:** Mayor Byrd added agenda item 6h "Councilmember Comments."

A motion was made by Councilmember David McGowan and seconded by Councilmember Carolyn Dobbin to approve the agenda as amended. Motion carried unanimously.

**Public Hearing:** Mayor Byrd said this public hearing was postponed from October per the applicant's request. She said since the postponement the applicant has decided to withdraw their application and the public hearing has been cancelled.

**CANCELLED –  
Ordinance to  
Amend Zoning –  
Catawba Road –  
Parcel 1708051V**

**1<sup>st</sup> OPEN FORUM** Mayor Byrd opened the 1<sup>st</sup> Public Forum at 6:32pm.

With no one wishing to speak, Mayor Byrd closed the 1<sup>st</sup> Open Forum at 6:33pm.

**REGULAR BUSINESS**

**MAYOR FLETA BYRD:**

Mayor Byrd said she went to the Economic Development Gala with Town Administrator Worley and Planning Director Oldham. She said she also attended the mayors meeting in Selma and the Johnston County Mayors discussed the regionalization of sewer at their meeting. She also attended Tinsel Tree Lane and the Kenly Christmas Breakfast. Mayor Byrd also said she is working with Mrs. Oldham and Attorney Du Sablon to create an ordinance in regard to a burn ban in town. She is also working with Mrs. Oldham to create an ordinance to establish a moratorium on residential growth. She said this will be an ordinance so it will have to go to the Planning Board before coming to Council for approval. The Planning Department is working and doing research on this, and Mayor Byrd and Mrs. Oldham are working together to create an ordinance to send to the Planning Board. She and Mrs. Oldham are working to get the wording correctly on the ordinance in order for it to be beneficial to all.

**TOWN  
ADMINISTRATOR'S  
REPORT – Leighanna  
Worley:**

Ms. Worley said there will be a meeting at the Community Park on January 3<sup>rd</sup> to look at the location of the future dog park. Ms. Worley told Council on January 8<sup>th</sup> the bids for the Council Chambers will be opened, bids have been set out and the pre-bid meeting was held earlier this month. She said the panel for the Police Department design has been finished and they are reviewing submissions from engineers. She said a meeting with the top candidate will be held on January 9<sup>th</sup> and information should be able to come to Council at their January 21<sup>st</sup> meeting. The

Request for Qualifications for the salary study have been sent out and they should be ready to present to Council at their January work session. The launch for the new branding and logo will be on February 16th at the Community Park from 2-4pm.

**FINANCE OFFICER'S  
REPORT – Sherry  
Hudson:**

Town Administrator Worley presented the Finance report on behalf of Finance Officer Sherry Hudson.

**Review of Financial  
Statements –  
November 2024:**

Mayor Byrd said she has spoken with Ms. Hudson about the Finance report and the ad valorem revenue is not where we would like it to be but it should increase by the end of the month.

**PLANNING AND  
ZONING REPORT –  
Wendy Oldham**

Councilmember McGowan expressed concerns about the punch list for the Cottages subdivision and asked when the items are scheduled to be completed. Mrs. Oldham said the developers had to schedule for the stormwater system to be flushed and she has expressed the urgency of the situation to the developer.

Mayor Byrd asked why Mill Creek subdivision still has a punch list because she thought the subdivision was complete. Mrs. Oldham said the landscaping in the subdivision must be up to town standards before we will take over the subdivision and that is on the punch list.

**Call Public Hearing:  
Special Use Permit –  
330 Twin Creek  
Drive:**

Planning Director Oldham said that an application was submitted for a Special Use Permit and a public hearing will need to be called for next month.

A motion was made by Mayor Pro-tem JC Triplett and second by Councilmember David McGowan to call a public hearing for Tuesday, January 21, 2025 at 6:00 pm in the Wilson's Mills Elementary School cafeteria in regards to Special Use Permit for 330 Twin Creek Drive. Motion carried unanimously.

**EVENTS REPORT –  
Emily Matthews**

Events Coordinator Emily Matthews gave updates on Tinsel Tree Lane earlier this month and said there was a total of 6 vendors and 3 food trucks due to some of the participants having to drop out prior to the event. She said the activities on December 6<sup>th</sup> were moved inside due to the cold weather. Mayor Byrd said the event was a success.

**Appointment to  
Events Committee –  
Willie Robertson**

Ms. Matthews referenced the Events Committee Appointment Application for Willie Robertson and said he stated he is excited to work with the Committee.

A motion was made by Councilmember Randy Jernigan and seconded by Mayor Pro-tem JC Triplett to appoint Willie Robertson to the Wilson's Mills Events Committee. Motion carried unanimously.

**POLICE DEPARTMENT  
REPORT – Chief  
Williams**

Councilmember McGowan asked if a vehicle is towed if it is stopped by an officer and it doesn't have insurance. Chief said it is up to the discretion of the officer.

Councilmember Brown asked if the Police Department is fully staffed and Chief Williams said there are no current openings but they do need more officers to have shifts covered effectively. Councilmember McGowan asked if all police vehicles are on the road and Chief Williams said 2 vehicles are waiting on equipment.

Mayor Byrd said she is proud of the Police Department and their professionalism.

Councilmember McGowan asked to review the pursuit policy. Chief Williams said the length of a pursuit is up to the discretion of the officer and the main concern is that they stay safe while in pursuit. He also said the length of a pursuit can be

determined by the time of day as well as the severity of the violation.

**Top Cop – Annual Officer  
of the Year Award**

Chief Williams presented the 2025 Top Cop Award to Officer Tevon Davis. Officer Davis said he appreciates the opportunity to protect and serve Wilson's Mills.

**PUBLIC WORKS  
REPORT – Patrick Moore**

Councilmember David McGowan said he and Public Works Director Patrick Moore will be purchasing food on Wednesday for the Wilson's Mills Elementary food pantry.

**2<sup>nd</sup> OPEN FORUM**

Mayor Byrd opened the 2nd Public Forum at 7:00pm.

With no one wishing to speak, Mayor Byrd closed the 2nd Open Forum at 7:01pm.

**COUNCILMEMBER  
COMMENTS:**

Mayor Byrd thanked all the officers that showed up to support Officer Davis.

Councilmember McGowan expressed his concerns about burning in town as well as the lack of quorum at Planning Board meetings. He suggested that any members missing more than 3 meetings in a calendar year be removed from the Planning Board. He also said he is concerned that the Unified Development Ordinance will not be addressed by Council until April or May. Mayor Byrd said the Planning Board is working on the UDO so that they can have all corrections to Council by their May meeting. Mayor Pro-tem JC Triplett said the Planning Board members are taking the steps needed to do their job.

Mayor Pro-tem JC Triplett asked when residents will be required to change their address to Wilson's Mills. Ms. Worley said she is not sure when it will be required but residents can make the change now if they would like.

Mayor Pro-tem JC Triplett asked what services other towns provide in replacement of burning and asked how much it would cost to provide this service. Councilmember McGowan said he doesn't want to ban burning, he said he would speak further with Attorney Du Sablon and hopefully they can discuss this further at next month's meeting.

**ADJOURN:**

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember Randy Jernigan to adjourn. Motion carried unanimously.

The meeting adjourned at 7:33pm.

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FLETA A. BYRD, Mayor

ATTEST:

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EMILY MATTHEWS, CMC  
Town Clerk

TOWN OF WILSON'S MILLS  
WORK SESSION MEETING  
January 27, 2025

**PRESENT:** Mayor Fleta Byrd, Councilmembers David McGowan, Tim Brown, and Carolyn Dobbins.

**OTHERS PRESENT:** Town Administrator Leighanna Worley, Town Clerk Emily Matthews, Finance Officer Sherry Hudson, Public Works Director Patrick Moore, Planning Director Wendy Oldham, and Police Chief AZ Williams.

**ABSENT:** Mayor Pro-tem JC Triplett and Councilmember Randy Jernigan

**CONVOCATION:** Mayor Byrd declared a quorum present and called the meeting to order at 5:04pm.

**Departmental Reports**

Finance Officer Sherry Hudson asked if there were any questions about her report and Councilmember David McGowan asked what revenue replacement is. Ms. Hudson said those funds are ARPA funds and we changed the name of those funds to revenue replacement. She said we have not had to use any of those funds this year. Councilmember McGowan also asked about the 126 percent expenditure for Maintenance Building and Grounds. Ms. Hudson said the overage is due to several tree extractions at Town Hall and that line item will be cleaned up via the budget amendment that is coming to Council at their meeting on Wednesday night. Councilmember Brown mentioned the 123 percent in planning fee revenue and Ms. Hudson said that will also be addressed in the budget amendment on Wednesday night.

Planning Director Wendy Oldham said we should be able to take over the streets in the Cottages subdivision soon. Councilmember McGowan asked if the fence was up around the retention pond and Mrs. Oldham said yes but a sign had to be placed listing restrictions due to children attempting to swim in the pond. Councilmember McGowan asked if Mrs. Oldham can talk to the HOA in the subdivision and have them talk to the children about not swimming in the pond. Mrs. Oldham said she met with the president of the HOA on Thursday and she is addressing the issue. Councilmember Brown asked where we are on the progress of Midtown and Mrs. Oldham said we are hoping for a late spring groundbreaking.

Events Coordinator Emily Matthews told Council about the Food Truck Rodeo planned for April 26<sup>th</sup>.

Councilmember McGowan asked about the replacement of a full-time officer who was recently deployed for a year. He asked how the department is filling that vacancy and Chief Williams said part-time officers are currently filling in. Councilmember Carolyn Dobbins asked about saturation patrol in the Police Department and Chief Williams explained during saturation patrol we have more officers in a concentrated area in town.

**Town Administrator Project Updates:**

Ethan Gartin and Marla Ashworth from TRC presented the draft utility study. Mr. Gartin said they looked at the future needs of the town and noticed that there were issues in areas such as Renee Drive and Uzzle Pond Road. Ms. Ashworth spoke about the town building a water and sewer facility and investigated the county selling the system to the town which would cost about \$15 million. She said to purchase the water assets it would be approximately \$6.9 million. The town would need to use private funding over the course of 20 years and due to the small amount of sewer customers in town, the monthly charge for 6000 gallons of usage would be approximately \$373.93 per month per customer. In addition to purchasing the system as well as the water assets, additional crews and equipment would need to be acquired to run the utility department. She said there are approximately 765 sewer tap customers in town and Councilmember McGowan expressed concerns about that

small number. Administrator Worley said it was not mandatory for residents to hook to the sewer when the lines were put in several years ago and that is the reason for the small number of sewer taps in town. Councilmember Brown asked why we can't keep doing as we are doing now which is allowing the management of water and sewer to be handled through the County. Ms. Worley said our current arrangement is costing us money but we are not making any money in the process. Ms. Ashworth said if there were more customers to tie into the sewer the monthly charges would be more affordable. She said she can run the numbers again with the additional customers we hope to gain in the future and she and Mr. Gartin can come back to Council's work session in February.

**ADJOURN:**

A motion was made by Councilmember Tim Brown and seconded by Councilmember David McGowan to adjourn. Motion carried unanimously.

The meeting adjourned at 6:05pm.

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FLETA A. BYRD, Mayor

**ATTEST:**

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EMILY MATTHEWS, CMC  
Town Clerk

TOWN OF WILSON'S MILLS  
TOWN COUNCIL MEETING  
January 29, 2025

**PRESENT:** Mayor Fleta Byrd, Mayor Pro-tem JC Triplett, Councilmembers David McGowan, Carolyn Dobbin, Tim Brown, and Randy Jernigan.

**OTHERS PRESENT:** Town Administrator Leighanna Worley, Town Clerk Emily Matthews, and Town Attorney Gabriel Du Sablon.

**CONVOCATION:** Mayor Byrd declared a quorum present and called the meeting to order at 6:30pm.

**PLEDGE** Mayor Byrd led the pledge of allegiance to the flag.

**INVOCATION:** Mayor Byrd gave the invocation.

**APPROVAL OF AGENDA:** Mayor Byrd asked for approval of the agenda.

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember Carolyn Dobbin to approve the agenda as presented. Motion carried unanimously.

**APPROVAL OF MINUTES:** Mayor Byrd asked for any comments or corrections to the minutes for the Regular Town Council Meeting for November 18, 2024.

**Regular Town Council Meeting- November 18, 2024:** A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember David McGowan to approve the Regular Town Council Meeting Minutes for November 18, 2024, as presented. Motion carried unanimously.

**Work Session Minutes - November 25, 2024:** Mayor Byrd asked for any comments or corrections to the minutes for the Work Session for November 25, 2024.

A motion was made by Councilmember Carolyn Dobbin and seconded by Councilmember Tim Brown to approve the Work Session Minutes for November 25, 2024, as presented. Motion carried unanimously.

**Regular Town Council Meeting - December 16, 2024:** Mayor Byrd asked for any comments or corrections to the minutes for the Regular Town Council Meeting for December 16, 2024.

A motion was made by Councilmember David McGowan and seconded by Councilmember Carolyn Dobbin to approve the Regular Town Council Meeting Minutes for December 16, 2024.

Upon discussion Councilmember McGowan withdrew his motion and said he feels there needs to be more detail in the Mayor's report regarding the discussion of a moratorium.

A motion was made by Councilmember David McGowan and seconded by Councilmember Tim Brown to table the approval of the Regular Town Council meeting Minutes until Council's regularly scheduled meeting on Monday, February 17, 2025. Motion carried unanimously.

**Public Hearing:** Mayor Byrd said the public hearing will need to be continued until next month in order for it to be readvertised. The public hearing was scheduled to be held at the

**Special Use Permit –  
330 Twin Creek  
Drive:**

January 21<sup>st</sup> Council meeting, but the meeting was rescheduled due to inclement weather.

A motion was made by Councilmember David McGowan and seconded by Councilmember Carolyn Dobbin to continue the public hearing for the Special Use Permit for 330 Twin Creek Drive until Monday, February 17, 2025 at 6:30pm. Motion carried unanimously.

**1<sup>st</sup> OPEN FORUM**

Mayor Byrd opened the 1<sup>st</sup> Public Forum at 6:37pm.

With no one wishing to speak, Mayor Byrd closed the 1<sup>st</sup> Open Forum at 6:38pm.

**Presentation of 2023-2024  
Audit – Jay Sharpe:**

Jay Sharpe of Sharpe-Patel presented a presentation to Council regarding the 2023-2024 audit. Mr. Sharpe said the audit was submitted on time to the Local Government Commission and there were no changes needed. He said an unmodified opinion was received which is the best result of an audit. He said there were no findings in the fiscal year. Councilmember David McGowan asked if the 2023 and 2024 expenditures exceeding revenue concerned Mr. Sharpe. Mr. Sharpe said it is not a concern because our fund balance has grown over the years as well and the purchase of the new town hall property in 2023 affected those numbers.

**REGULAR BUSINESS**

**MAYOR FLETA BYRD:**

Mayor Byrd said she attended the Triangle East Chamber of Commerce meeting this week and she also hosted the Mayors association meeting this month at Town Hall. She said Representative Larry Strickland and Senator Benton Sawry were able to attend the meeting as well. There are still a lot of funds the legislature is looking at for Western NC but they are also looking at giving to other parts of the state as well, including us.

**Proclamation  
Declaring February  
2025 as all In Red  
Month In the Town  
of Wilson's Mills:**

Mayor Byrd read the following proclamation:

**PROCLAMATION  
DECLARING FEBRUARY 2025 AS  
“ALL IN RED MONTH” IN  
THE TOWN OF WILSON’S MILLS**

**WHEREAS**, the well-being of our community is of paramount importance, and maintaining excellent health among our citizens remains a top priority; and

**WHEREAS**, February marks the month-long, county-wide heart health awareness campaign entitled “*ALL IN RED*”, organized by UNC Health Johnston and the Johnston Health Foundation; and

**WHEREAS**, in the United States, North Carolina, and Johnston County, heart disease is a leading cause of death among both men and women; and

**WHEREAS**, according to the Centers for Disease Control and Prevention (CDC), up to 80% of premature deaths from heart disease and stroke could be prevented through increased physical activity, improved diet, education, and proper management of medical conditions such as high blood pressure, high cholesterol, and diabetes; and

**WHEREAS**, *ALL IN RED* provides an opportunity to raise awareness about heart health while addressing the growing needs of local cardiology patients; and



**WHEREAS**, the *ALL IN RED* campaign encourages all Johnston County residents, business owners, and visitors to participate by wearing red on **February 7, 2025, National Wear Red Day**, and/or hosting a red-themed promotion or fundraiser throughout February; and

**WHEREAS**, recognizing the financial challenges faced by heart patients, all funds raised during this campaign will benefit local heart patients through the Johnston Health Foundation's Heart Fund; and

**WHEREAS**, we honor heart disease and stroke survivors, those currently battling these conditions, and their families who provide unwavering love and encouragement, while also applauding the dedication of our medical professionals who deliver quality care;

**NOW, THEREFORE**, the Honorable Fleta Byrd and the Town Council do hereby proclaim **February 2025** as "*ALL IN RED MONTH*" and encourage businesses, industries, and citizens in our community to support and participate in this impactful initiative.

**TOWN  
ADMINISTRATOR'S  
REPORT – Leighanna  
Worley:**

**Council Chamber  
Upfit Bid Award:**

Paul Fox from Studio 310 (previously 310ai) said we received 7 bids for the Council Chamber upfit on the bid receipt date. Out of 7 bids the bottom 4 from a cost perspective were chosen and placed in a spreadsheet which Mr. Fox presented to Council. He said the lowest overall bid from Carolina Commercial is on the spreadsheet, but they were not qualified for the job. Mr. Fox said it is his recommendation to award the bid to Calvin Davenport. Attorney Du Sablon stated the North Carolina State Statutes prohibit a bidder from correcting their bid after the opening of the bid and that is why Carolina Commercial is unable to correct their bid and therefore unable to be considered to have the bid awarded to them. Councilmember Brown asked where these companies are located and Mr. Fox said Calvin Davenport is based out of Rocky Mount and others are based out of Wake County. Vortex is based in Johnston County. Mr. Fox explained the additions and deductions and said once the bid is awarded it will be best to speak with the company on which additions and deductions we choose.

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember Tim Brown to disqualify Carolina Commercial as a bidder due to corrections to bids after opening being prohibited according to N.C.G.S 143-129 and 143-129.1. Motion carried unanimously.

Councilmember McGowan mentioned having the Planning Board members state their opinion on the selected bidders and Mayor Byrd said it does not pertain to their duties and should remain a Council decision.

Councilmember Brown asked if we are legally obligated to award the bid to the lowest bidder and Attorney Du Sablon explained that if Council chooses to move forward, they are obligated to award to the lowest bidder. He said if that is not the pleasure of Council they can reject all the bids and begin the bidding process over from the start.

Mayor Byrd said a decision needs to be made and Council should not continue to delay this decision. Councilmember McGowan asked about a termination clause should the company not comply with the needs of the project. Mr. Fox said Studio 310 vets each company in order to make sure they are reputable. He said these are also insured bids which means that the company can be back charged should they abandon the project and they would be responsible for finding another contractor. Councilmember Brown asked how recent Calvin Davenport's last project was and Mr. Fox said they have constructed several welcome centers

in the state as well as worked with Department of Transportation.

A motion was made by Councilmember David McGowan and seconded by Councilmember Randy Jernigan to award the bid for the Wilson's Mills Council Chamber upfit to Calvin Davenport for \$2,065,000.

Councilmember Brown asked if we will be over budget for this project if we award the bid for the price listed and Ms. Worley said after the bid is awarded we will be able to discuss the additions and deductions with the company and the price could fluctuate.

With a motion on the table, motion carried unanimously.

**FINANCE OFFICER'S  
REPORT – Sherry  
Hudson:**

**Budget Amendment  
#2 for Fiscal Year  
2024-2025:**

Finance Officer Sherry Hudson referenced the budget amendment in Council's packets and asked if there were any questions.

Councilmember David McGowan asked about the community policing line item and Ms. Hudson said those funds are usually used for the family the Town adopts at Christmas, but the funds were moved to governing board this year since it is not in the police department. Ms. Hudson said this amendment will clean up a lot of deficits in the departments.

A motion was made by Councilmember Randy Jernigan and seconded by Mayor Pro-tem JC Triplett to adopt the following Ordinance to Amend and Ordinance to Appropriate Funds for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025, Budget Amendment #2. Motion carried unanimously.

**AN ORDINANCE TO AMEND  
AN ORDINANCE TO APPROPRIATE FUNDS  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024  
AND ENDING JUNE 30, 2025**

**TOWN OF WILSON'S MILLS  
FY 24-25 BUDGET AMENDMENT #2**

**BE IT ORDAINED** by the Town Council of the Town of Wilson's Mills, County of Johnston, State of North Carolina, and meeting in Regular Session this 21st day of January 2025 that the Town Budget adopted on June 14, 2024, for FY 2024-2025 is hereby amended and adopted.

Section I. That the following Revenue items in the General Fund Budget be **DECREASED** and/or **INCREASED** by the following amounts:

<b>GENERAL FUND</b>	<b>REVENUES</b>	<b>DECREASE</b>	<b>INCREASE</b>
<u><b>Account No.</b></u>	<u><b>Line Item</b></u>	<u><b>Amount</b></u>	<u><b>Amount</b></u>
10-3231-311	State Sales Tax Yearly	\$6,754.00	
10-3315-330	Powell Bills St. Aid		\$8,176.00
10-3431-431	Ticket & Violation Fees		\$2,000.00
10-3491-410	Planning Fees		\$25,000.00
10-3612-411	Festival & Events		\$587.00

10-3833-840	Comm. Programs Donations		\$400.00
10-3981-970	Drug Seizure Reimb. to GF		\$3,444.00
10-3981-971	Master Plan Reimb. to GF		\$126,845.00
		\$6,754.00	\$166,452.00

Section II. That the following Expenditure items in the General Fund Budget be INCREASED and/or DECREASED by the following amounts:

<u>Account No.</u>	<u>Line Item</u>	<u>INCREASE</u>	<u>DECREASE</u>
-	<b>Governing Board</b>	<u>Amount</u>	<u>Amount</u>
10-4110-335	Utilities / Trash	\$300.00	
10-4110-550	Cap. Outlay TH Upfit	\$126,845.00	
10-4110-710	Town Hall - Principal		\$39,090.00
10-4110-720	Town Hall - Interest	\$39,088.00	

	<b>Administration</b>		
10-4120-121	Salaries & Wages		\$21,660.00
10-4110-181	FICA		\$2,000.00
10-4120-321	Telephone	\$200.00	
10-4120-439	Equipment Rent	\$4,000.00	
	<b>Police</b>		
10-4310-126	Salaries - Part Time	\$23,956.00	
10-4310-181	Payroll FICA	\$1,800.00	
10-4310-182	Retirement	\$4,876.00	
10-4310-184	LEO 401k	\$775.00	
10-4310-252	Tires	\$2,000.00	
10-4310-321	Telephone	\$4,334.00	
10-4310-353	Maint. Vehicles	\$5,000.00	
10-4310-610	Comm. Policing Program		\$1,000.00
	<b>Public Works</b>		
10-4410-126	Part Time Salaries	\$624.00	
10-4410-251	Gas & Oil	\$1,500.00	
10-4410-252	Tires	\$1,000.00	
10-4410-321	Telephone	\$500.00	
10-4410-351	Maint. - Bldg. & Grounds	\$1,500.00	

	<b>Planning &amp; Zoning</b>		
10-4910-353	Maint. Vehicle	\$150.00	
	<b>Park &amp; Events</b>		
10-6120-992	PW Comm. Park	\$5,000.00	
		\$223,448.00	\$63,750.00

**PLANNING AND  
ZONING REPORT –  
Wendy Oldham**

**Burn Ban:**

Planning Director Oldham said per the request of Council, she researched burn ban ordinances to implement in town. She reviewed the following options and implications.

**Option 1:** Complete Open Burn Ban for all open burning (residential and commercial) - no one would be able to burn anything within the Town Corporate Limits.

**Implications:** If we implement a total burn ban, the Town would be required to offer the residents another option for disposal of yard debris items. The Town would need the following items:

- Knuckle Boom Truck  
\$250,000
- 2 CDL Employees' Salaries and Benefits  
\$160,000
- Disposal of debris at JC Landfill \$20/ton
- Truck holds 5 Tons= \$100 per load  
TBD
- Cost of diesel for running the truck  
TBD

**Option 2:** Require an Air Curtain (Burn box) for all open burning (residential and commercial)

**Implications:**

- Residents would not be able to afford a burn box for their personal use.
- Developers would need to install a burn box prior to burning any debris from the property they are clearing, regardless of the size of the lot.

**Other Options:**

- The open burning for residents for fallen leaves, limbs, branches, shrubbery, yard clean up, etc., that comes from their parcel, could be left in place for residential burning.
- For developers only, the air curtain could be mandated when clearing a parcel over a certain number of acres. This has been discussed with Mr. Du Sablon, our Town Attorney, and he states he would like to do more research on this prior to it being mandated. The wording on this change would need to be precise.

Mayor Pro-tem JC Triplett said the implications of option 2 would be the same of option 1 since residents couldn't afford a burn box for their personal use.

Mrs. Oldham said the Planning Board met Monday night and they recommended for residents to continue to burn yard debris. They also recommended for developers use an air curtain or burn box when burning on 5 or more acres. She said this is not up for approval tonight, these are just updates. She said these recommendations will be presented to Council when the Udo is presented for approval And any changes can be made at that time.

Councilmember David McGowan said he appreciates what Mrs. Oldham and the Planning Board has done in order to get this information to Council. He also expressed concerns about the 5 acre rule for developers.

**COUNCILMEMBER  
COMMENTS:**

Councilmember David McGowan said his trust has been eroded lately and he urged the public to get involved as this is an election year for the Town.

Mayor Pro-tem JC Triplett made comments about budget season saying that residents are concerned about their property evaluations increasing. Councilmember Jernigan said he thinks we will need a revenue neutral budget in order to continue to benefit the people of the town.

Ms. Worley said last year we coupled work sessions with budget sessions but due to ongoing projects we will not be able to combine the sessions this year. She said scrolls from the county will continue to come in but they will fluctuate and our tax base may change. After discussion Ms. Worley said she would email Council with possible dates for budget sessions.

**2<sup>nd</sup> OPEN FORUM**

Mayor Byrd opened the 2nd Public Forum at 8:00pm.

With no one wishing to speak, Mayor Byrd closed the 2nd Open Forum at 8:01pm.

**ADJOURN:**

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember Randy Jernigan to adjourn. Motion carried unanimously.

The meeting adjourned at 8:01pm.

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FLETA A. BYRD, Mayor

ATTEST:

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EMILY MATTHEWS, CMC  
Town Clerk

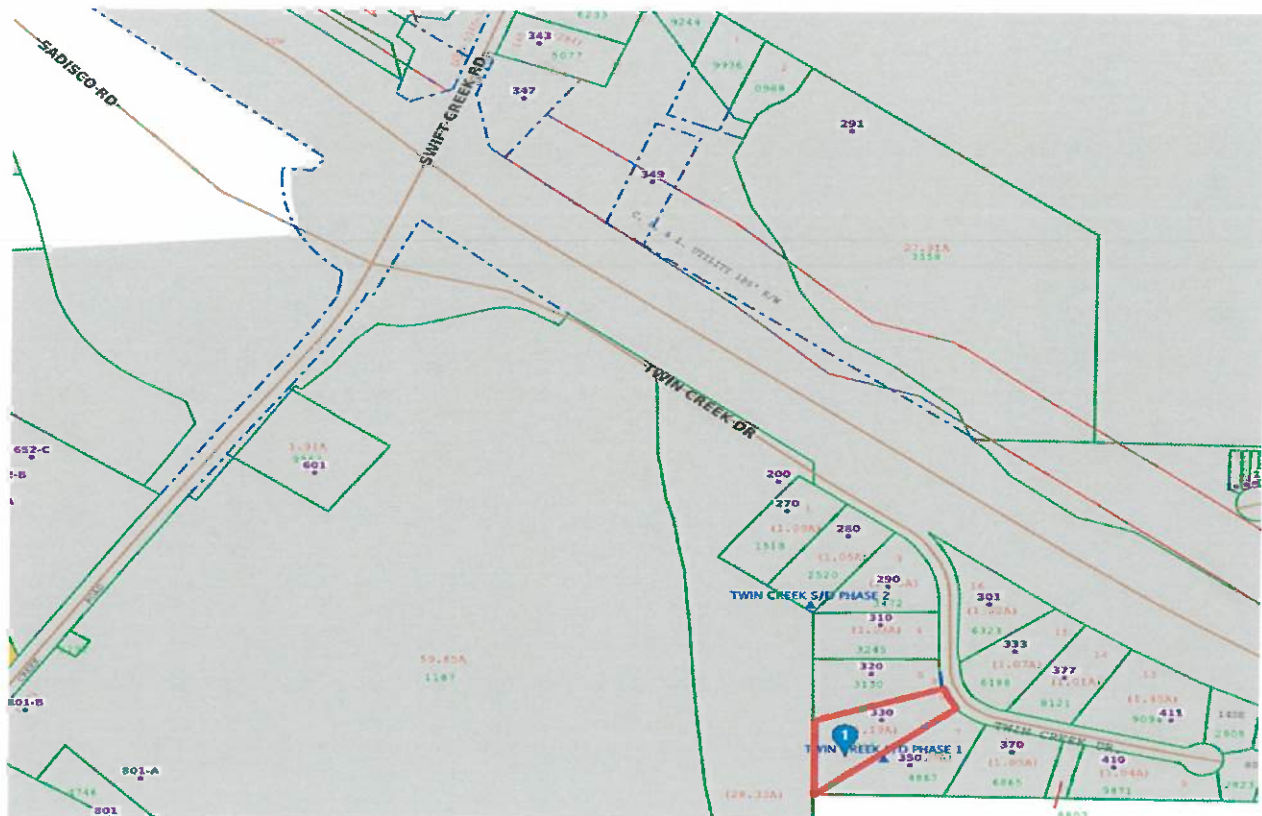
# Request for Council Action

## Agenda Item 5

**TO:** Mayor Fleta Byrd and Town Council Members  
**FROM:** Wendy Oldham, CZO  
**DATE:** January 21, 2025  
**FILE No.:** SUP-01-2024  
**REQUEST:** SPECIAL USE PERMIT TO ALLOW DOMESTIC LIVESTOCK IN TOWN LIMITS

REQUEST SUMMARY	
<b>CASE #:</b>	SUP-01-2024
<b>Applicant/Owner:</b>	Consuelo Valdez
<b>LOCATION:</b>	330 Twin Creek Drive
<b>TAX ID:</b>	17K08031H
<b>SITE ACREAGE:</b>	1.183
<b>ZONING:</b>	AG (Agriculture)
<b>CURRENT USE:</b>	Residential
<b>REQUEST:</b>	Allowing Domestic Livestock in Town Limits

## SITE LOCATION





## ORTHOPHOTO



### RELEVANT SECTIONS FROM THE CODE

### **Sec. 4-40 (3). General Prohibitions**

*Sec 4-40(3): Animals which are usually kept as household pets shall not be considered domestic livestock or fowl. The keeping of certain domestic livestock, fowl, or wild animals shall be allowed with a special use permit by the town council on properties zoned for low-density residential (SFR-1) and residential agricultural (AG) development, provided that the following conditions are met:*

- a. *Cows, bulls, horses, ponies, llamas and other hoofed animals are kept in a quantity of one animal per acre in accordance with the state department of agriculture guidelines.*
- b. *Under no conditions shall the keeping of hogs be permitted within the corporate limits unless the operation is such that it is considered a bona fide farm which falls under the permit of the United States Department of Agriculture with a permitted*

*waste management plan, inspected by the division of water quality (DWQ) and the county soil and water conservation district.*

- c.** *No permit may be issued for any wild animal unless the owner thereof has also obtained a permit from the state wildlife resources commission authorizing him to keep such an animal.*

## **BACKGROUND**

The owner has requested a Special Use Permit to allow goats and chickens on her property in accordance with Sec. 4-40(3) within the Town's Code of Ordinances. Mrs. Valdez has two goats and ten chickens, as a supplemental food source to help with the food cost of the home and emotional support for Mrs. Armendarez. Mrs. Valdez's daughter, Maria Armendarez, suffers from depression and schizophrenia, and since the animals have been at their home, she has been able to stop taking her medications and has mentally and emotionally shown substantial improvement. Mrs. Valdez has included letters of support from surrounding neighbors regarding the animals and the potential approval of a Special Use Permit.

## **STANDARDS FOR APPROVAL**

Recommendation to the Town Council will be based on the findings of facts listed below:

## **FINDINGS OF FACT**

1. All applicable specific conditions as described in the Town's Code of Ordinances pertaining to the proposed Special Use have been or will be satisfied. **The applicant has acknowledged that all the requirements will be met.**
2. Access roads or entrance and exit drives are or will be sufficient in size and properly located to ensure automotive and pedestrian safety, and convenience, traffic flow, and control and access in case of fire or another emergency. **Applicant states road, entrances and drives will not be affected and there will be no extra traffic.**
3. Off Street parking, loading, refuse, and other service areas are located to be safe, convenient, allow access in case of emergency and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood. **Applicant states there will be no adverse impacts on the area due to the animals.**
4. Utilities, schools, fire, police, and other necessary public and private facilities and services will be adequate to manage the proposed use. **The applicant states there will be no impact in any of those areas.**
5. The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the



general area and minimize adverse impacts. **The applicant stated no adverse impacts to neighboring properties.**

6. The type, size, and intensity of the proposed use, including such considerations as the hours of operation and number of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood. **Applicant states there will be no increase in size and no more animals will be added to the property.**

### **STAFF RECOMMENDATION**

The staff's recommendation is for approval of the Special Use Permit as the applicant has met all conditions and has sufficiently addressed the findings of fact.

### **PLANNING BOARD RECOMMENDATION**

The Planning Board heard the case on November 25, 2024, and recommends approval of the Special Use Permit for 330 Twin Creek Drive.

### **TOWN COUNCIL ACTION OPTIONS FOR SPECIAL USE PERMIT SUP-01-2024**

#### **1. OPTION TO APPROVE:**

I make a motion to **approve** SUP-01-2024 for Parcel ID: 17K08031H to allow for domestic livestock on the subject property.

#### **2. OPTION TO DENY:**

I make a motion to **deny** SUP-01-2024 for Parcel ID: 17K08031H to allow for domestic livestock on the subject property for the following reason(s):

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### **Attachments:**

- Special Use Permit Application
- Letter from Earl Hazelton (350 Twin Creek Drive)
- Letter from James Hill (333 Twin Creek Drive)
- Letter from Jerry Acres (370 Twin Creek Drive)
- Pictures of the property



TOWN OF WILSON'S MILLS  
**SPECIAL USE PERMIT  
APPLICATION**

Planning Department  
PO Box 448, Wilson's Mills, NC 27593  
Phone: (919) 938-3885 Fax: (919) 938-1121

SUP-01-2024

**PROCESS INFORMATION:**

**Submission Requirement:** An application for a Special Use Permit shall be filed with the Planning, Zoning & Subdivision Administrator. Such applications shall contain all the information required on this form and must be determined to be complete by the Planning, Zoning & Subdivision Administrator prior to advancing it through the approval process.

**Public Notification:** This is a quasi-judicial process that requires a public hearing.

**Review Process:** Special Use Permits are for certain land uses that, because of unique characteristic or potential impacts on adjacent land uses, are not permitted in zoning districts as a matter of right. These uses may be permitted through the issuance of a Special Use Permit (SUP) after ensuring that the use complies with the SUP approval criteria. No inherent right exists to receive a SUP. Such authorization must be approved under a specific set of circumstances and conditions. Each application and situation is unique and may be subject to specific requirements to mitigate the impacts of the proposed use. A Special Use Permit must be granted in accordance with the procedures set forth in Article 7 of the Wilson's Mills Development Ordinance (WMDO). For a detailed list of uses requiring a Special Use Permit, please refer to Article 10.2 of the WMDO.

**FILING INSTRUCTIONS:**

- \_\_\_\_\_ Every applicant for a Special Use Permit is required to meet with the Planning Director in a pre-application conference prior to the submittal of a formal application. The purposes of this conference are to provide additional information regarding the review process and assistance in the preparation of the application.
- \_\_\_\_\_ A petitioner must complete this application in full. This application will not be processed unless all information requested is provided.
- \_\_\_\_\_ Submission of associated fees with completed SUP Application, in the amount of \$500.00.

**GENERAL INFORMATION:**

Project Address/Location: 330 TWIN OAK DR.

Zoning District: A.G. Size of Property (acres): 1.180

Johnston Co. Tax ID #: 17K08031H Proposed Building Square Footage: \_\_\_\_\_

Town Jurisdiction: X Town Limits \_\_\_\_\_ ETJ

Existing land use/zoning on adjoining properties:

North: Residential  
South: Residential  
East: Wooded  
West: Residential

**APPLICANT INFORMATION:**

Applicant: Consuelo Valdez

Address: 330 Twin Creek dr

City: Smithfield State: NC Zip: 27577

Phone: 984 985 0527 Email: Maria.armendariz274@gmail.com

Property Owner (if different from applicant):

Name: same as owner (Monday + Tuesday (919) 555-1931)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SPECIAL USE PERMIT REQUEST:**

Special Use Request (Proposed Land Use and Description):

The Animals we take care of in a way help with besides giving eggs for food also I have a way of helping me (Maria Armendariz) with my episodes it's been a while I haven't been on my meds nor have had any extreme meltdowns since having animals and handling them in my home.

Proposed Conditions Offered by Applicant:

With having the animals there homes will be maintained clean and keep there noise down as well.

**Findings of Fact:**

Article 7.8 of the WMDO require the compliance of specific findings of fact in order to grant a Special Use Permit. The applicant shall submit the following statements of justification, presenting factual information, supporting each and all the required findings as they relate to the proposed Special Use Permit:

1. That the use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare.

Statement by applicant:

Having There Name Clean and less odor  
Also With Keeping There noise down.

2. That the use or development complies with all required regulations and standards of the Wilson's Mills Development Ordinance and with all other applicable regulations.

Statement by applicant:

we will follow All Regulations

3. That the use or development is located, designed, and proposed to be operated so as not to substantially injure the value of adjoining or abutting property, or that the use or development is a public necessity.

Statement by applicant:

With living around Farms and Animals  
We also have a lil live farm in our Backyard  
and them Being Maintained We will do  
our Best not to interfere with our Neighbors  
as much much possible

4. That the use or development will be in harmony with the area in which it is to be located and conforms to the general plans for the land use and development of Town of Wilson's Mills and its environs.

Statement by applicant:

Since Having our own lil farm has  
Brought us together in away also  
them helping us mentally in our own  
ways.



**APPLICANT SIGNATURE:**

I do hereby make application and petition to the Town of Wilson's Mills to approve the subject Special Use. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Town of Wilson's Mills and will not be returned. I understand that this application will not be processed unless it is complete, including required fees paid. I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge.

X Consuelo Valdez  
Applicant Printed Name

X Consuelo Valdez  
Applicant Signature

X 10-7-24  
Date

**OWNER'S SIGNATURE:**

X Consuelo Valdez, owner of subject property, do hereby give consent to \_\_\_\_\_ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have full knowledge that the property I have an ownership interest in is the subject of this application. I understand that any false, inaccurate, or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Wilson's Mills to publish, copy, or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Town of Wilson's Mills and will not be returned.

X Consuelo Valdez  
Printed Name of Owner

X Consuelo Valdez  
Signature of Owner

X 10-7-24  
Date

**FOR TOWN USE ONLY**

Date Received: 10/10/2024 Case #: 64P-DI-2024  
Payment Amount: 500 Date Paid: 10/17/24  
Application Received By: Wendy Oldham  
PB Date: 11-26-24 Recommended 1 Denied \_\_\_\_\_  
TC Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

RECEIVED  
OCT 07 2023  
BY: WJO

LETTER OF SUPPORT FOR  
330 TWIN CREEK DRIVE

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September 27, 2024

To Whom it May Concern:

My name is Earl Hazelton. I reside at 350 Twin Creek Drive adjacent to the residence at 330 Twin Creek Drive. I am writing to inform you that I support the residence in having pets. The pets are taken care of well and have never been a nuisance or mis-treated. After an isolated incident of one of the pets breaking free to roam, measures have been taken to ensure that doesn't happen again. The residents are very friendly and keep their pets taken care of well and support their neighbors in their efforts to do the same.

Sincerely,



984-280-0508

Earl Hazelton  
350 Twin Creek Drive  
Smithfield, NC 27577

RECEIVED  
OCT 07 2023  
BY: WBO

This is James Hill from across the street asked me to comment on their animals.

Until they had asked me, I never knew they had any animals except for a small dog.

So needless-to-say, I have never been bothered or noticed their animals.

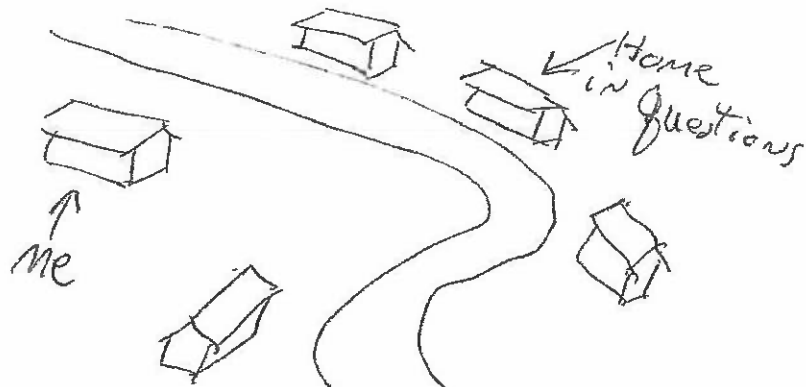
My address: 333 Twin Creek Dr,

Smithfield NC, 27577

I live across the street from them.

James Hill  
James L. Hill

333 TWIN CREEK DR.  
Smithfield NC. 27577



RECEIVED  
OCT 07 2023  
BY: WBO

9/25/2024

TO: 330 Twin Creek

From: 370 Twin Creek

Re: Animal noises from your address.

We were not aware of the animals that are being kept there. We have not heard anything from them. In fact <sup>we</sup> did not know what animals were there.

Jerry Acres  
370 Twin Creek

RECEIVED  
OCT 07 2023

BY: WSS



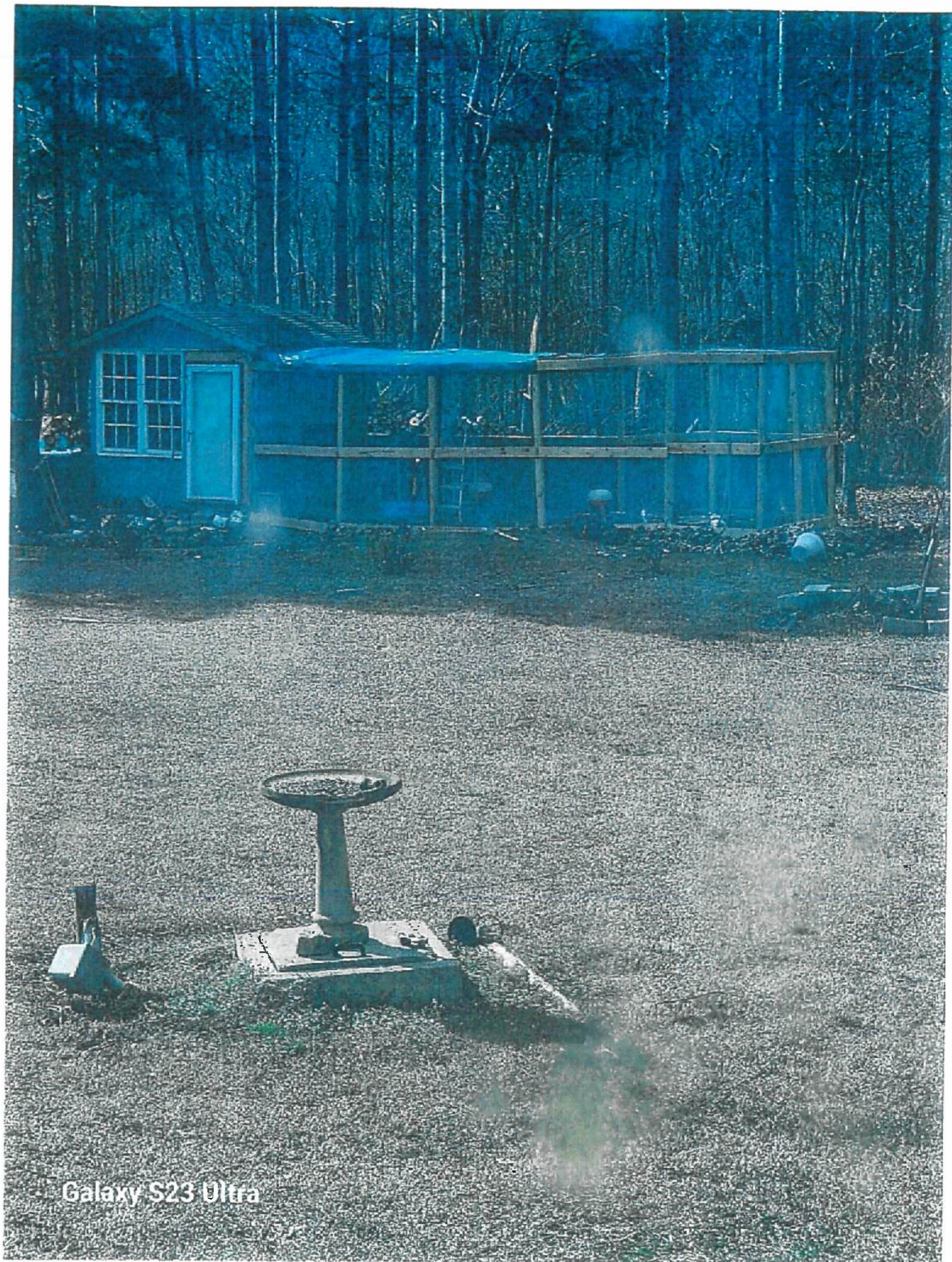












Galaxy S23 Ultra

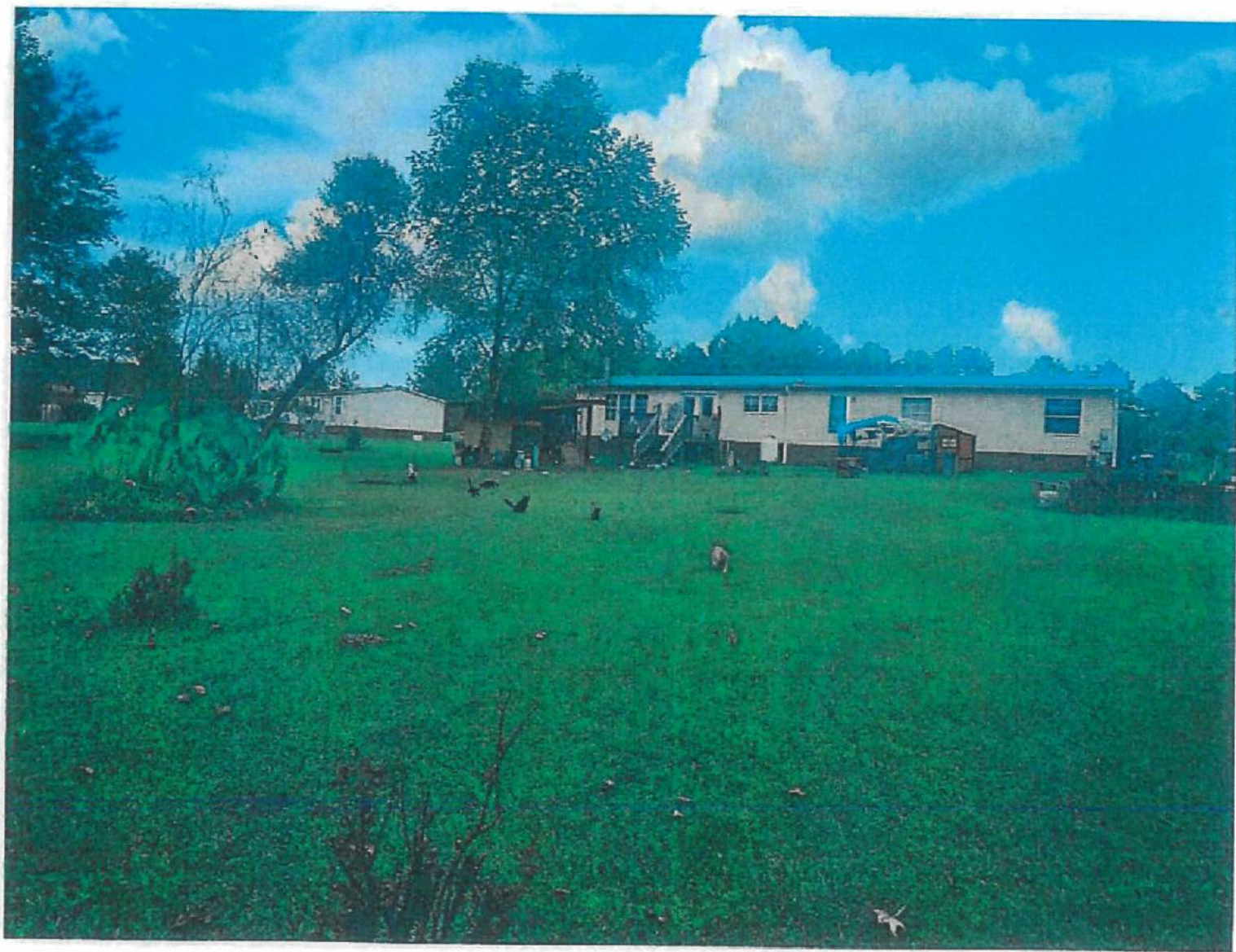












# Request for Council Action

Agenda Item 7b(i)

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**TO:** MAYOR FLETA BYRD AND TOWN COUNCILMEMBERS  
**FROM:** LEIGHANNA WORLEY, TOWN ADMINISTRATOR  
**DATE:** FEBRUARY 17, 2025  
**RE:** RESOLUTION TO ADOPT AND ALLOCATE FUNDS FOR AN OUTDOOR FITNESS COURT

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Attached for your review and consideration is a Resolution to Adopt and Allocate Funds for An Outdoor Fitness Court® through the National Fitness Campaign (NFC). This was reviewed with the Council at a prior Work Session, but I have attached the information here for your review again as well.

We have been approved for the \$30,000 grant from NFC and the matching funds for this grant will be \$50,000. The overall costs of the fitness court will be approximately \$288,500.00. The following is a breakdown of our estimated donations to cover the total of this.

NFC Grant Funding _____	\$30,000.00
Town Budgeted Match _____	\$50,000.00
Winston Family Foundation Donation _____	\$50,000.00
Johnston County Visitors Bureau Grant _____	\$ 5,000.00
NC Accessible Parks Grant* _____	\$153,000.00 – 200,000.00
<b>TOTAL _____</b>	<b>\$288,500.00</b>

\*The NCAPG amount is to be determined. If we are awarded the full \$200,000 from this grant, this will lessen the amount the Town will need to secure in our budget.

This Resolution is for us to be able to move forward with the work we're doing to secure the outside funding, as well as begin the planning process with NFC. The Resolution states that the Town will "endeavor to secure these funds" and the understanding is that **if these funds are not secured by July 1, 2025 (outside donations and the Town's matching funds), that we will not receive the grant, and we will not move forward with the Fitness Court.** Therefore, adopting this Resolution does not bind the Town to move forward with this financial obligation until we have secured funds.

## **ATTACHMENTS:**

Printed presentation regarding the Fitness Court Studio from NFC  
Resolution to Adopt and Allocate Funds for an Outdoor Fitness Court®

## **ACTION REQUESTED:**

Vote to adopt, deny, or table the Resolution to Adopt and Allocate Funds for an Outdoor Fitness Court®



**RESOLUTION TO ADOPT AND ALLOCATE FUNDS FOR AN OUTDOOR FITNESS  
COURT® AS PART OF THE FISCAL YEAR 2025-2026  
NATIONAL FITNESS CAMPAIGN**

At a meeting of the Wilson's Mills Town Council held on February 17, 2025, the following action was taken:

**WHEREAS**, the Town of Wilson's Mills has submitted a Grant Application to National Fitness Campaign (NFC) for participation in their Fiscal Year 2025-2026 initiative to install and activate outdoor Fitness Courts® in over 1000 municipalities and schools across the country; and

**WHEREAS**, the Town of Wilson's Mills will accept a \$30,000.00 National Grant from the NFC Grant Committee and Statewide Partners, and endeavor to provide a local match in the amount of \$50,000.00 from budgeted or internal funds within Fiscal Year 2025-2026 to promote and implement a free-to-the-public outdoor Fitness Court®; and

**WHEREAS**, the Town of Wilson's Mills will endeavor to secure supplemental funding within 120 days from the NFC notice of award as needed through community sponsors, which will be made available and committed to this program for the purchase of the outdoor Fitness Court®; and

**WHEREAS**, the Town of Wilson's Mills will endeavor to provide a local funding confirmation in the amount designated on the quote detailing the remaining funds for participation, provided by the National Fitness Campaign no later than July 1, 2025, as identified on the official Grant Program Requirement document.

**WHEREAS**, the Wilson's Mills Town Council believes joining the National Fitness Campaign is an important step in building a healthier community, commits to funding/fundraising to participate in NFC's Fiscal Year 2025-2026 Campaign, and will earn local and regional recognition as a leader in providing accessible health and wellness infrastructure and programs.

**NOW THEREFORE BE IT RESOLVED**, that the Wilson's Mills Town Council will collaborate with NFC to join the National Fitness Campaign, implement the outdoor Fitness Court® program, and make fitness free for community residents and visitors.

Duly Adopted this 17<sup>th</sup> day of February 2025

TOWN OF WILSON'S MILLS

\_\_\_\_\_  
Fleta A. Byrd  
Mayor

ATTEST:

\_\_\_\_\_  
Emily A. Matthews, CMC, NCCMC  
Town Clerk

# *Request for Council Action*

*Agenda Item 7b(ii)*

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**TO:** MAYOR FLETA BYRD AND TOWN COUNCILMEMBERS  
**FROM:** PATRICK MOORE, PUBLIC WORKS DIRECTOR  
**DATE:** February 17, 2025  
**RE:** AWARD BID FOR FENCE FOR THE DOG PARK.

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Attached are the bids received for the fence to be done at the dog park. All bids were received earlier than the original deadline.

- Tebco Fence: \$16,500
- MC Built: \$20,660
- Evans Fencing: \$22,025

We sent out 3 bids and received all 3 bids back before the deadline. Due to the project needing to be mostly complete by May 2025 and already receiving the bids I want to bring them for approval early.

## **ACTION REQUESTED:**

Award bid to contractor for fence to be installed at the dog park.

TOWN OF WILSON'S MILLS, N.C.

REQUEST FOR PROPOSALS

P-24/25-01

INSTALLATION OF FENCE FOR DOG PARK AT WILSON'S  
MILLS COMMUNITY PARK.

DATE OF RELEASE:  
2/7/2025

BIDS MUST BE RECEIVED BY:  
2/21/2025

BID AWARD DATE:  
3/17/2025

TIME:  
6:30 P.M.

LOCATION:

WILSON'S MILLS TOWN COUNCIL MEETING  
WILSON'S MILLS ELEMENTARY SCHOOL  
4654 WILSON'S MILLS ROAD  
WILSON'S MILLS, NORTH CAROLINA

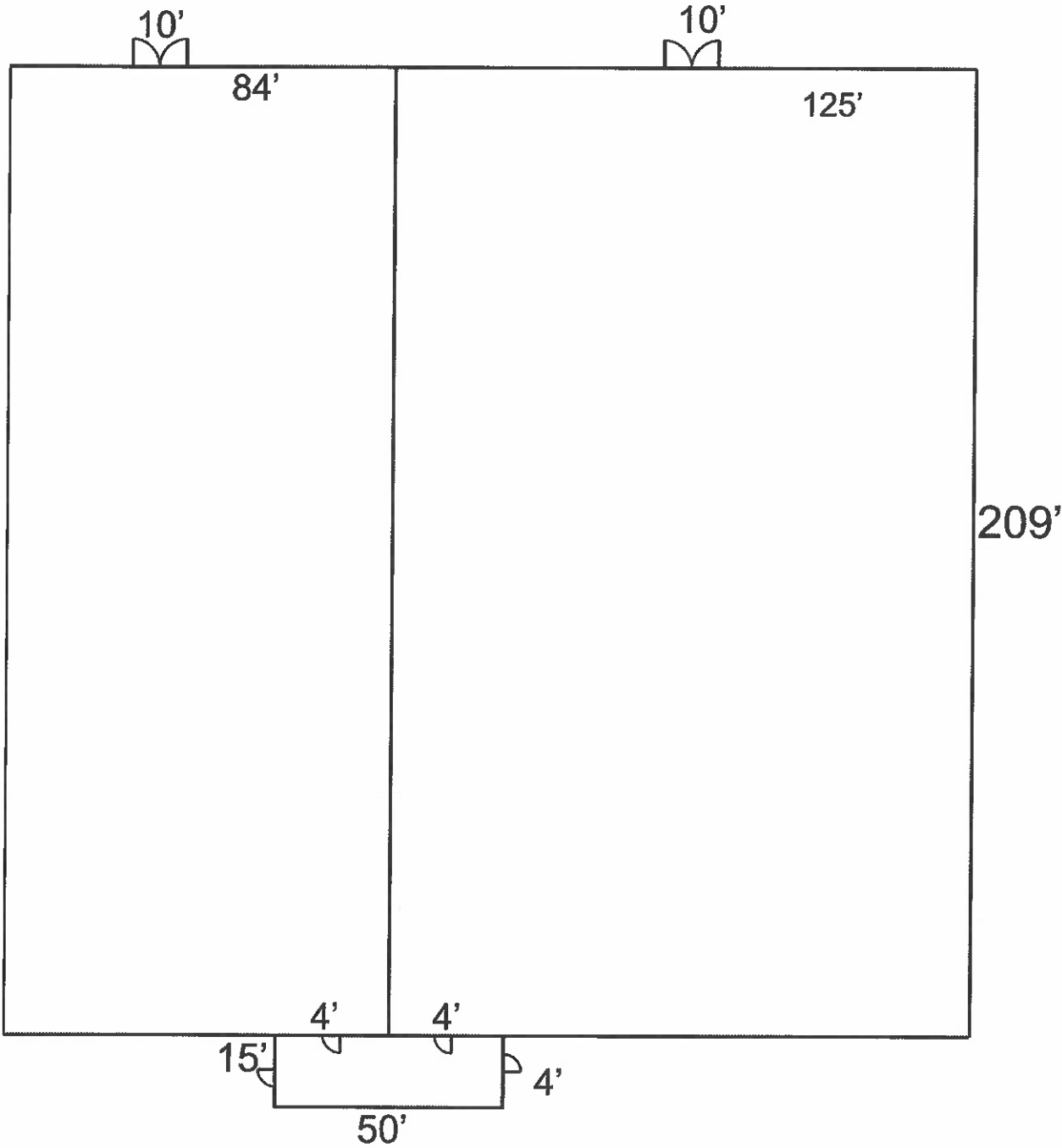
**Specifications:**

Provide and install approximately 1100 linear foot of Commercial 5' tall black chain-link.

- 2 3/8 terminal post
- 2" line post
- 1 5/8 top rail
- 2x8fx5' wire
- bottom wire included
- Include 2 double gates and 4 single gates

- 
- The Town of Wilson's Mills is seeking bids for the installation of fence and gates for the dog park.
  - All posts are to be set in concrete.
  - The job is located at 988 Powhatan Rd. Clayton NC 27527.
  - The job must be completed within 60 days of bid approval.
  - Bid will need to be received by 2/21/2025.
  - Please submit all bids to [Pmoore@wilsonsmillsnc.org](mailto:Pmoore@wilsonsmillsnc.org) or deliver to 4083 Wilson's Mills Rd Smithfield NC 27577.
  - If any questions, please contact Patrick Moore at 919-614-8630.
  - Please see attached pictures for dog park layout.

# Dog Park





PO Box 21  
Wilson's Mills  
North Carolina  
27593  
9196317065

# TEBCO Fence

## Estimate

For: Patrick Moore/Town Of Wilson's Mills  
Pmoore@wilsonsmillsnc.org  
Community park

Estimate No: 2556  
Date: 01/29/2025

Description	Quantity	Rate	Amount
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Dog Park Fence	1	\$16,500.00	6.75%	\$16,500.00
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Provide and install approximately 1100 linear foot of Commercial 5' tall black chainlink.

- 2 3/8 terminal post
- 2" line post
- 1 5/8 top rail
- 2x8fx5' wire
- bottom wire included

Includes 2 double gates and 4 single gates

Subtotal	\$16,500.00
Includes 6.75% (\$15,456.67)	\$1,043.33
Total	\$16,500.00

Total	\$16,500.00
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**MC Built LLC**

**ESTIMATE**

2980 Crantock rd  
Smithfield NC 27577



**Bill To**  
Town Of Wilson's Mills

**Estimate #** 148  
**Estimate Date** 02/07/2025

4083 Wilson's Mills Rd  
Wilson's Mills NC 27593

DESCRIPTION	AMOUNT
5' Black chain link (Commercial)  •Appox 1100ft •2x8ffx5 Fabric •2 3/8"x8' Terminal post •2"x8' Line post •1 5/8" Top rail •9g Bottom tension wire •10' Double drive gate (X2) •4' Walk gate (x4) •All post set in concrete  Labor and materials includes	20,660.00
<b>TOTAL</b>	<b>\$20,660.00</b>

**Terms & Conditions**

25% Deposit required to start job

\*Balance due on completion

2 Year Craftsmanship warranty  
(MC Built is not responsible for any permitting if required)

Evans Fencing  
6887 Brogden Rd  
Smithfield, NC 27577

ESTIMATE

TOWN OF WILSON'S MILLS, N.C.  
988 Powhatan Rd.  
Clayton NC 27527.

Estimate #      0001093  
Estimate Date    02/10/2025

Item	Description	Unit Price	Quantity	Amount
Product	1100' Black Chainlink material	13175.00	1.00	13,175.00
Service	Total labor	8850.00	1.00	8,850.00
<p><u>NOTES:</u> INSTALLATION OF FENCE FOR DOG PARK AT WILSON'S MILLS COMMUNITY PARK.</p> <p>Specifications: Provide and install approximately 1100 linear foot of Commercial 5' tall black chain-link. 2- 3/8 terminal post -2" line post 1- 5/8 top rail -2x8fx5' wire -bottom wire included -Include 2 double gates and 4 single gates</p>				
Subtotal				22,025.00
Total				22,025.00
Amount Paid				0.00
Estimate				\$22,025.00



# ***Request for Council Action***

*Agenda Item 7b(iii-iv)*

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**TO:** MAYOR FLETA BYRD AND TOWN COUNCILMEMBERS  
**FROM:** LEIGHANNA WORLEY, TOWN ADMINISTRATOR  
**DATE:** FEBRUARY 17, 2025  
**RE:** RESOLUTION PROHIBITING VIEWING OF PORNOGRAPHY ON TOWN NETWORKS AND DEVICES AND PERSONNEL POLICY AMENDMENT

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Attached for your consideration is a Resolution Prohibiting Viewing of Pornography on Town Networks and Devices as well as an amendment to the Municipal Personnel Policy. Recently adopted House Bill 971 requires all public agencies to adopt a policy governing the use of its network and devices owned, leased, maintained, or otherwise controlled by the public agency. While the viewing of pornography on town devices was already addressed in our personnel policy, this resolution and the amendment to the policy further addresses the consequences of violating the policy.

## **ATTACHMENTS:**

Resolution Prohibiting Viewing of Pornography on Town Networks and Devices  
Policy Amendment – ARTICLE V. WORK CONDITIONS AND EXPECTATIONS, Section 21.  
Computer and Internet Policy

## **ACTION REQUESTED:**

Vote to adopt, deny, or table the Resolution Prohibiting Viewing of Pornography on Town Networks and Devices

## **AND**

Vote to adopt, deny, or table the Policy Amendment – ARTICLE V. WORK CONDITIONS AND EXPECTATIONS, Section 21. Computer and Internet Policy

## **RESOLUTION PROHIBITING VIEWING OF PORNOGRAPHY ON TOWN NETWORKS AND DEVICES**

**WHEREAS**, House Bill 971 / North Carolina General Statute §143-805 requires all public agencies to adopt a policy governing the use of its network and devices owned, leased, maintained, or otherwise controlled by the Town of Wilson's Mills; and

**WHEREAS**, the Town of Wilson's Mills prohibits the viewing of pornography by its employees on the Town's network or devices owned or maintained by the Town.

**NOW, THEREFORE**, be it resolved that the following policies shall apply in the Town of Wilson's Mills:

1. No employees, elected officials, or appointees of the Town of Wilson's Mills (hereinafter the "Town") shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a Town owned and maintained device, or a privately owned or controlled device.
2. No employee, elected official, or appointee of the Town shall view pornography on a device owned, leased, or maintained or otherwise controlled by the Town.
3. Each year, and no later than August 1, the Town shall, as required by NCGS §143-805, report to the State Chief Information Officer the number of incidences, if any, of unauthorized viewing or attempted viewing of pornography on the Town's network whether or not the unauthorized viewing was by an employee, elected official, or appointee of the Town and whether or not any unauthorized viewing was on a device owned, leased, maintained, or otherwise controlled by the Town.
4. This policy shall not apply to investigation, law enforcement training, or actions related to law enforcement purpose; identifying potential security or cyber security threats, establishing, testing, and maintaining firewalls, protocols, and otherwise implementation of this policy; or other exceptions as specifically set forth in NCGS §143-805(d).
5. The terms used herein shall be defined as set forth in NCGS §143-805(g).
6. Any employee, elected official, or appointee of the Town who has saved pornography to a device owned, leased, maintained or otherwise controlled by the Town prior to the adoption of this resolution shall immediately remove, delete or uninstall said pornography.
7. Any employee of the Town who violates any provision of this policy shall be subject to disciplinary action under the Town's personnel policy.
8. Any appointee of the Town who violates the provision of this policy shall be subject to removal by the Town Council.

9. Any elected official who violates any provision of this policy shall be subject to censure proceedings.
10. The Municipal Personnel Policy of The Town of Wilson's Mills shall be amended to comport with the provisions hereof.

***BE IT FURTHER RESOLVED*** that this Resolution shall become effective as of January 1, 2025.

\_\_\_\_\_  
Fleta Byrd, Mayor

ATTEST:

\_\_\_\_\_  
Emily Matthews, CMC, Town Clerk

Approved as to Form:

\_\_\_\_\_  
Town Attorney

**POLICY AMENDMENT  
WILSON'S MILLS MUNICIPAL PERSONNEL POLICY**

**TO AMEND: ARTICLE V. WORK CONDITIONS AND EXPECTATIONS, Section 21. Computer and Internet Policy by adding the following:**

All Town employees shall abide by the following prohibition regarding viewing of pornography on the Town's computer network:

1. No employee of the Town shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a Town owned and maintained device, or a privately owned or controlled device.
2. No employee of the Town shall view pornography on a device owned, leased, or maintained or otherwise controlled by the Town.
3. Each year, and no later than August 1, the Town shall, as required by NCGS §143-805, report to the State Chief Information Officer the number of incidences, if any, of unauthorized viewing or attempted viewing of pornography on the Town's network whether or not the unauthorized viewing was by an employee, elected official, or appointee of the Town and whether or not any unauthorized viewing was on a device owned, leased, maintained, or otherwise controlled by the Town.
4. This policy shall not apply to investigation, law enforcement training, or actions related to law enforcement purpose; identifying potential security or cyber security threats, establishing, testing, and maintaining firewalls, protocols, and otherwise implementation of this policy; or other exceptions as specifically set forth in NCGS §143-805(d).
5. The terms used herein shall be defined as set forth in NCGS §143-805(g).
7. Any employee of the Town who violates any provision of this policy shall be subject to disciplinary action under the Town's personnel policy.

**DULY ADOPTED THIS 17<sup>th</sup> DAY OF FEBRUARY 2025**

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FLETA A. BYRD, Mayor

**ATTEST:**

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EMILY A. MATTHEWS, CMC, Town Clerk

# ***Request for Council Action***

*Agenda Item 7c(i)*

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**TO:** MAYOR FLETA BYRD AND TOWN COUNCIL MEMBERS  
**FROM:** A. Z. WILLIAMS, CHIEF OF POLICE  
**DATE:** FEBRUARY 24, 2025  
**RE:** UNIFORMS & EQUIPMENT

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Attached for your consideration is General Order# 200-12 with proposed additions (red).

## **ATTACHMENTS:**

One (1) document:

- 1) General Order# 200-12 with proposed additions (red).

## **ACTION REQUESTED:**

Approve or deny proposed changes.

# WILSON'S MILLS POLICE DEPARTMENT

*Chief A. Z. Williams*



PO Box 448, 100 Railroad St.

Wilson's Mills, NC 27593

[Office] (919) 938-3885

[Fax] (919) 938-0955

**GENERAL ORDER #:** 200-12

**SUBJECT:** Uniforms and Equipment

**EFFECTIVE DATE:** May 1, 2022

**REVISION NUMBER/DATE:** April 8, 2022

February 24, 2025

**APPROVED:** *AZ Williams*  
**AZ Williams**  
**Chief of Police**

## **Purpose**

The purpose of this General Order is to establish guidelines for proper appearance and wearing of uniforms by officers of the Wilson's Mills Police Department.

## **Discussion**

Wilson's Mills Police Department officers are placed in uniform so that all appear in the same neat, clean, and orderly clothing. The uniform represents both dignity and authority, and shall be worn whenever on duty, including Court and other legal proceedings/meetings. Any additional articles intended to supplement the uniform will not be permitted, except by direct authorization of the Chief of Police. Approval MUST be obtained prior to wearing any non-department issued attire.

## **Policy**

Since the uniform promotes a feeling of general well-being and security among the public, it is the policy of the Wilson's Mills Police Department to provide all patrol officers uniforms to wear.

### **I. Official Uniform**

Wilson's Mills Police Department officers shall wear such uniforms and insignia of their rank and be provided with such equipment as the Chief of Police may from time to time designate. Such articles of uniform and equipment shall conform in style, design and specifications as hereinafter provided. Except as otherwise directed or authorized by proper authority, all uniformed officers shall wear the complete uniform when on duty. Headgear is optional except for formal occasions.

The official uniform of the Wilson's Mills Police Department will consist of the following items, which have been approved and issued by the Department:

#### **A. Headgear (if available)**

Issued Campaign hat, black in color, with shield and plastic cover for inclement weather. The hat should fit comfortably and snugly around the largest part of the head. The bottom of the visor should be worn 1 inch above the eye level. The hat shall be worn straight on the head, with the braid on front of the hat making a straight line parallel to the ground. Baseball style caps should be black in color with the word POLICE on the front in silver.

B. Uniform shirt

Officers may choose the Class A Uniform of their preference (short sleeve or long sleeve), so long as the uniform is neatly pressed, and all insignia is properly displayed.

- 1) Long sleeve – Blue long-sleeve with open collar. A blue clip-on tie shall be worn for special events as designated by the Chief of Police. Tie pins are allowed, but must be in good taste, small, and non-offensive, or
- 2) Short Sleeve - short-sleeve blue uniform shirt.
- 3) Patches - both uniform shirts will have the Wilson's Mills Police Department patches sewn on both sleeves, one inch below the shoulder.
- 4) Undershirts – officers shall wear a black or white undershirt. Undershirts are not to show underneath the blue uniform shirt. The undershirt sleeves will not be longer than those of the short-sleeve uniform shirt and chains or necklaces shall not be worn exposed to view with the uniform.

C. Shirt accessories

All badges, name tags, rank insignia, award pin(s), will be Department approved and issued, all metal items will be silver for officers and gold brass for command staff and will be worn accordingly;

- 1) Badge - with officer's rank, will be attached to the shirt on the left side of the chest, through the badge eyelets, with no more than ½ inch between the bottom of the badge and the top seam of the left breast pocket.
- 2) Name tag - is to be worn centered 1/16 inch above the top seam of the right pocket.
- 3) Award pins - shall be worn over the nametag in a symmetrical manner.
- 4) Collar Insignia - the collar is reserved for the insignia of ranking officers (Lieutenant, and Chief).

D. Uniform trousers

Will be hemmed so that the bottom of the trouser leg rests on the top of the shoe without a break in the front crease. The rear of the trouser leg is to hang straight without a crease to a point one inch above the heel welt;

E. Footwear

Black leather or simulated leather shoe that is polished to a visible luster;

- 1) Shoes - will have black laces. No designs are permitted on the shoes. Heel height may not exceed one (1) inch. Officer will wear black socks, if wearing a shoe that does not extend above the ankle.

- 2) Boots - Approved boots may be issued. They will be black leather with black laces.
- 3) No sneakers or tennis shoes are permitted while wearing official duty uniform.

F. Belt and other leather gear

Will be a black Clarino/patent leather;

- 1) Sam Brown belt - may be worn through the belt loops or over another black belt with belt keepers. The buckle will be silver for officers and yellow brass for command staff and worn in a vertical line with the trouser fly and shirt seam.
- 2) Holster - will be worn on the officer's dominate side approximately in line with the trouser seam.
  - a. The department will supply Safariland 6360 holsters for all full-time officers. Officers are prohibited from removing or reducing any retention mechanics of the holster. Part time officers shall obtain approval of duty gear, to be supplied by the employee, prior to reporting for duty.
  - b. Thigh holsters are not approved for Patrol officers. Thigh holsters may be worn for special operations but must conform to policy.
- 3) Equipment holders - may be worn anywhere on the belt that allows the officer both comfort and accessibility to the items.

G. Jackets

All uniform jackets provided and approved by the Department to include both permanent and removable patches:

- 1) Lightweight Jacket.
- 2) Winter Jacket.

## II. Other Uniforms

Because of the various services the Patrol Division provides, other types of uniforms have been approved for use by our agency.

A. Utility Uniforms:

- 1) Officers, both full and part time, may from time to time be requested to wear a utility uniform for various duty reasons. In such cases, the officer shall wear a shirt with POLICE writing.
- 2) Employees may wear appropriate BDU uniform pants and boots conducive to the purpose of wearing the utility uniform.
- 3) All personnel shall have their badge visible to the public and must comply with **Subsection V-Body Armor**.



### **III. Equipment Issued/Non-Issued**

Officers may carry approved secondary firearms concealed on duty. Such firearm must meet departmental qualification guidelines. Officer may also carry knives, utility or otherwise, as needed for general or emergency use.

### **IV. Equipment Issued to Officer**

Officers involved in field operations shall wear issued duty belt equipment on their person at all times while on patrol, unless training certifications for said equipment have expired or not obtained. Equipment includes, but is not limited to: Duty weapon, extra magazines with ammunition, handcuffs, TASER, police radio, ASP Baton, OC Spray, etc. In such cases, it is the officer's responsibility to inform the Chief of Police or their designee for the need of training or recertification.

Full time patrol officers will have the following equipment issued to them (if available):

- A. Uniforms;
  - 1) Shirts – 4 shirts in any combination that complies with policy, however, (1) shirt must be long sleeve.
  - 2) Pants - 4 pair,
  - 3) Ties - 1,
  - 4) Shoes/Boots - 1 pair (officer's choice-with the exception of sneakers or tennis shoes),
  - 5) Hat,
  - 6) Hat rain cover,
  - 7) Lightweight jacket,
  - 8) Winter jacket, and
  - 9) Raincoat.
- B. Leather or Web Gear;
  - 1) Belt,
  - 2) Holster,
  - 3) Handcuff case,
  - 4) Magazine holder,
- C. Insignia/ Pins;
  - 1) Shirt shields - 2,
  - 2) Hat shield,

- 3) Name tag,
  - 4) Rank insignia (if applicable), and
  - 5) Award pins (if applicable).
- D. Photo Police I.D.;
- E. Weapons;
- 1) Pistol –
    - Glock Model 17 (9mm) with 3 magazines
  - 2) Shotgun - 12 gauge with soft case,
  - 3) Taser X26 or X2
  - 4) Rifle, either .223 or .556 with three (3) 20 round magazines
- F. Handcuffs;
- G. Ammunition;
- H. 800mhz Police Radio;
- I. Citation pad holder;
- J. Parking/warning ticket pad holder;
- K. Reflective traffic safety vest;
- L. Departmental Directives;
- M. Body Armor

**V. Body Armor (Bullet Resistant Vest)**

Officers are provided with soft body armor for personal protection.

- A. While on duty, soft body armor shall be immediately worn at all times, by uniformed members of the department.
- B. Wearing soft body armor under the uniform shirt and/or uniform coat is required, unless the Outer Carrier is being used or approved otherwise by the Chief of Police.
  - 1) Body armor shall be immediately available to the officer when operating a patrol vehicle to attend court or training. In the event the officer discharges any official duty, the officer shall wear the vest.

All personnel working stake outs, conducting forced-entry searches, and other high-risk situations shall wear their issued soft body armor, regardless of the time of day.

- C. Officers are to inspect their vest on a regular basis for holes, rips, or tears in the outer fabric. The officer should immediately notify their supervisor of any damages or if it is near or beyond the expiration date.
- D. Do not dry clean or machine wash/dry your vest. It should be hand washed with mild detergent and allowed to drip dry indoors.
- E. The Department will provide a ballistic vest to part time officers if available. In most cases, the vest available to part time officers may exceed the manufactures warranty date.
- F. The vest should be replaced immediately if it is involved in a shooting, stabbing, or significantly damaged in any other way.

## VI. Personal Appearance

### A. Hair Grooming

1. All officers are expected to maintain a neat, clean, and professional appearance while on duty. Hair must be styled in a way that does not interfere with the officer's duties, including the ability to wear the required safety equipment (e.g., headgear, helmets, etc.).
2. Hairstyles shall not utilize unnatural hair color, or haircut styles that would bring disrepute upon the agency.
3. ~~Male employees' hair shall not extend past the base of the head, unless approved by the Chief of Police.~~
4. ~~Female employees shall keep long hair in a "cumber bun" style and off the neckline at all times while in uniform. Hair should not interfere with an officer's ability to wear his/her uniform hat. Short hair is permissible if neat and does not bring disrepute upon the agency.~~
5. An officer's hair must not extend past the top edge of the ears or below the collar of the uniform shirt when in uniform. If an officers hair extends past these limits naturally, then it must be worn up, secured in a professional and practical manner and off the neckline at all times while in uniform (e.g., bun, or similar style).
6. Hair accessories must be simple and not detract from the professional appearance (e.g., discreet hair ties, clips, or pins).
7. Any exceptions to this policy must be approved by the Chief of Police in writing.

### B. Facial hair is allowed.

- 1) Employees will be permitted to wear goatees or beards that are maintained at a length and pattern so as not to detract from the officer's professional appearance. Facial hair shall be neat and trimmed while on duty.

- 2) Beards, goatees and/or mustaches will not give the appearance of being unkempt in appearance. Facial hair color must be in keeping with a professional image.
- 3) Beards must be trimmed above and below and shall not be permitted below the Adam's apple or on the neck. The bulk of the beard (distance that the mass of facial hair protrudes from the skin of the face) shall not exceed one-half (1/2) inch. The length of the individual facial hair shall be limited to three quarters (3/4) of an inch. Mustaches will be trimmed in a manner as not to conceal any portion of the top lip.
- 4) Full and partial beards are authorized; but patchy, spotty clumps of facial hair are not considered beards and, as such, are not permitted. The immediate supervisor will have the authority to deem an employee's facial hair appropriate.
- 5) Sworn personnel working in undercover assignments, or specialized assignments requiring facial hair not otherwise authorized by this policy, shall be exempt from these restrictions at the discretion of the Chief of Police.
- 6) In the event of a civil emergency or standby status where there is a possibility of gas deployment, officers shall report clean shaven as to ensure that personal issued gas mask or respirators fit properly and is capable of getting an effective seal.

The department recognizes growing facial hair and how facial hair grows is unique to an individual. Further, the way in which facial hair grows can vary widely from one individual to another. Some members are able to grow a fully filled-in beard or modest goatee beard while others may have only patches of growth or single hair growths that look unkempt and detract from a member's professional appearance. All members shall maintain a professional appearance, regardless of the actual length of their facial hair or the time spent attempting to grow facial hair.

- C. Wigs or hairpieces are permitted, if they conform to the above standards for natural hair
- D. Piercings are prohibited by male employees at all times while on duty, attending training or representing the Town of Wilson's Mills. Female employees shall wear (1) pair of studded earrings.
  - 1) Officer working an undercover capacity may have facial hair and earrings with approval of the Chief of Police.
- E. Body art is considered a personal choice or expression. However, maintaining a professional appearance is critically important to fostering public trust and confidence in law enforcement and exceeding the standards of the profession.

The following shall be adhered to:

- 1) Body art on the face, head, hands, or fingers are prohibited by all personnel.
- 2) No employee shall exhibit any tattoo that is likely to be seen as gang or drug related, racist, sexist, sexually suggestive or explicit, obscene, profane, vulgar or containing profanity, religiously discriminatory, undermining Town or Department values, or containing illustrations, references, symbols, acronyms, etc. that represent criminal, oppressive, prejudicial, or discriminatory beliefs or organizations. The Chief of Police shall have the discretion to request an employee to keep any tattoos covered which he deems unprofessional.

- 3) Excessive visible tattoos MUST be covered during working hours. Excessive is defined as covering 1/3 of an exposed body part.
- 4) Excessive also includes "sleeve tattoos" where the majority of the arm(s) is tattooed with exposed skin areas often filled in with color or artwork. In these instances, the arm in question must be completely covered by approved uniform or appropriate civilian attire while on-duty or while representing the department.
- 5) Existing employees, from the date of this policy, that have any prohibited tattoos must keep the tattoo(s) completely covered, without exception, while on duty or during work related functions.
- 6) No employee shall obtain any new tattoos that would be visible to the public while on duty or work-related functions without authorization from the Chief of Police. A written request will be submitted via the employee's chain of command.
- 7) Body modifications that are visible while in uniform are PROHIBITED. Body modifications such as horns or split tongues are PROHIBITED.

The Chief of Police has final approval on all exposed body art and tattoos.

## **VII     Inspection of Officer and Equipment**

Supervisors will conduct a monthly inspection of each officer. The inspection can be visible and does not need to be documented, unless a pattern violating policy is detected. Each Officer will check for:

- A.     Appearance of officer;
  - 1)     Officer's personal grooming, (hair, facial hair, etc.), and
  - 2)     Officer's uniform, including leather gear and footwear.
- B.     Equipment issued to officer;
  - 1)     Condition of equipment, and
  - 2)     All equipment is accounted for.

## **VIII.   Care of Equipment**

- A.     All Officers that are issued equipment shall be responsible for that equipment; and any damage incurred as a result of carelessness or negligence with the use of said equipment; shall be responsible for the repairs or replacement of said equipment.
- B.     The Finance Director with the Town of Wilson's Mills shall arrange payments to replace or repair the equipment in a timely manner. Employees shall notify their supervisor of the loss, recovery, or damage of City-owned property.
- C.     All equipment shall be turned in upon termination of employment. Any equipment, at that time will be inspected by the Lieutenant or Chief of Police to ensure the equipment has

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normal wear and tear and that it has not been damaged or misused to the extent of needing repair.

- D. Any officer that damages equipment through carelessness or negligence shall be subject to disciplinary procedures.

# WILSON'S MILLS POLICE DEPARTMENT

*Chief A. Z. Williams*



PO Box 448, 100 Railroad St.

Wilson's Mills, NC 27593

[Office] (919) 938-3885

[Fax] (919) 938-0955

**GENERAL ORDER #:** 200-12

**SUBJECT:** Uniforms and Equipment

**EFFECTIVE DATE:** May 1, 2022

**REVISION NUMBER/DATE:** February 24, 2025

**APPROVED:** *AZ Williams*  
**AZ Williams**  
**Chief of Police**

## **Purpose**

The purpose of this General Order is to establish guidelines for proper appearance and wearing of uniforms by officers of the Wilson's Mills Police Department.

## **Discussion**

Wilson's Mills Police Department officers are placed in uniform so that all appear in the same neat, clean, and orderly clothing. The uniform represents both dignity and authority, and shall be worn whenever on duty, including Court and other legal proceedings/meetings. Any additional articles intended to supplement the uniform will not be permitted, except by direct authorization of the Chief of Police. Approval MUST be obtained prior to wearing any non-department issued attire.

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Issued Campaign hat, black in color, with shield and plastic cover for inclement weather. The hat should fit comfortably and snugly around the largest part of the head. The bottom of the visor should be worn 1 inch above the eye level. The hat shall be worn straight on the head, with the braid on front of the hat making a straight line parallel to the ground. Baseball style caps should be black in color with the word POLICE on the front in silver.



B. Uniform shirt

Officers may choose the Class A Uniform of their preference (short sleeve or long sleeve), so long as the uniform is neatly pressed, and all insignia is properly displayed.

- 1) Long sleeve – Blue long-sleeve with open collar. A blue clip-on tie shall be worn for special events as designated by the Chief of Police. Tie pins are allowed, but must be in good taste, small, and non-offensive, or
- 2) Short Sleeve - short-sleeve blue uniform shirt.
- 3) Patches - both uniform shirts will have the Wilson's Mills Police Department patches sewn on both sleeves, one inch below the shoulder.
- 4) Undershirts – officers shall wear a black or white undershirt. Undershirts are not to show underneath the blue uniform shirt. The undershirt sleeves will not be longer than those of the short-sleeve uniform shirt and chains or necklaces shall not be worn exposed to view with the uniform.

C. Shirt accessories

All badges, name tags, rank insignia, award pin(s), will be Department approved and issued, all metal items will be silver for officers and gold brass for command staff and will be worn accordingly;

- 1) Badge - with officer's rank, will be attached to the shirt on the left side of the chest, through the badge eyelets, with no more than ½ inch between the bottom of the badge and the top seam of the left breast pocket.
- 2) Name tag - is to be worn centered 1/16 inch above the top seam of the right pocket.
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- 4) Collar Insignia - the collar is reserved for the insignia of ranking officers (Lieutenant, and Chief).

D. Uniform trousers

Will be hemmed so that the bottom of the trouser leg rests on the top of the shoe without a break in the front crease. The rear of the trouser leg is to hang straight without a crease to a point one inch above the heel welt;

E. Footwear

Black leather or simulated leather shoe that is polished to a visible luster;

- 1) Shoes - will have black laces. No designs are permitted on the shoes. Heel height may not exceed one (1) inch. Officer will wear black socks, if wearing a shoe that does not extend above the ankle.



- 2) Boots - Approved boots may be issued. They will be black leather with black laces.
- 3) No sneakers or tennis shoes are permitted while wearing official duty uniform.

F. Belt and other leather gear

Will be a black Clarino/patent leather;

- 1) Sam Brown belt - may be worn through the belt loops or over another black belt with belt keepers. The buckle will be silver for officers and yellow brass for command staff and worn in a vertical line with the trouser fly and shirt seam.
- 2) Holster - will be worn on the officer's dominate side approximately in line with the trouser seam.
  - a. The department will supply Safariland 6360 holsters for all full-time officers. Officers are prohibited from removing or reducing any retention mechanics of the holster. Part time officers shall obtain approval of duty gear, to be supplied by the employee, prior to reporting for duty.
  - b. Thigh holsters are not approved for Patrol officers. Thigh holsters may be worn for special operations but must conform to policy.
- 3) Equipment holders - may be worn anywhere on the belt that allows the officer both comfort and accessibility to the items.

G. Jackets

All uniform jackets provided and approved by the Department to include both permanent and removable patches:

- 1) Lightweight Jacket.
- 2) Winter Jacket.

## II. Other Uniforms

Because of the various services the Patrol Division provides, other types of uniforms have been approved for use by our agency.

A. Utility Uniforms:

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- 2) Employees may wear appropriate BDU uniform pants and boots conducive to the purpose of wearing the utility uniform.
- 3) All personnel shall have their badge visible to the public and must comply with **Subsection V-Body Armor**.

### **III. Equipment Issued/Non-Issued**

Officers may carry approved secondary firearms concealed on duty. Such firearm must meet departmental qualification guidelines. Officer may also carry knives, utility or otherwise, as needed for general or emergency use.

### **IV. Equipment Issued to Officer**

Officers involved in field operations shall wear issued duty belt equipment on their person at all times while on patrol, unless training certifications for said equipment have expired or not obtained. Equipment includes, but is not limited to: Duty weapon, extra magazines with ammunition, handcuffs, TASER, police radio, ASP Baton, OC Spray, etc. In such cases, it is the officer's responsibility to inform the Chief of Police or their designee for the need of training or recertification.

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- 3) Ties - 1,
- 4) Shoes/Boots - 1 pair (officer's choice-with the exception of sneakers or tennis shoes),
- 5) Hat,
- 6) Hat rain cover,
- 7) Lightweight jacket,
- 8) Winter jacket, and
- 9) Raincoat.

#### **B. Leather or Web Gear;**

- 1) Belt,
- 2) Holster,
- 3) Handcuff case,
- 4) Magazine holder,

#### **C. Insignia/ Pins;**

- 1) Shirt shields - 2,
- 2) Hat shield,

- 3) Name tag,
  - 4) Rank insignia (if applicable), and
  - 5) Award pins (if applicable).
- D. Photo Police I.D.;
- E. Weapons;
- 1) Pistol –
    - Glock Model 17 (9mm) with 3 magazines
  - 2) Shotgun - 12 gauge with soft case,
  - 3) Taser X26 or X2
  - 4) Rifle, either .223 or .556 with three (3) 20 round magazines
- F. Handcuffs;
- G. Ammunition;
- H. 800mhz Police Radio;
- I. Citation pad holder;
- J. Parking/warning ticket pad holder;
- K. Reflective traffic safety vest;
- L. Departmental Directives;
- M. Body Armor

**V. Body Armor (Bullet Resistant Vest)**

Officers are provided with soft body armor for personal protection.

- A. While on duty, soft body armor shall be immediately worn at all times, by uniformed members of the department.
- B. Wearing soft body armor under the uniform shirt and/or uniform coat is required, unless the Outer Carrier is being used or approved otherwise by the Chief of Police.
  - 1) Body armor shall be immediately available to the officer when operating a patrol vehicle to attend court or training. In the event the officer discharges any official duty, the officer shall wear the vest.

All personnel working stake outs, conducting forced-entry searches, and other high-risk situations shall wear their issued soft body armor, regardless of the time of day.

- C. Officers are to inspect their vest on a regular basis for holes, rips, or tears in the outer fabric. The officer should immediately notify their supervisor of any damages or if it is near or beyond the expiration date.
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- E. The Department will provide a ballistic vest to part time officers if available. In most cases, the vest available to part time officers may exceed the manufactures warranty date.
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## **VI. Personal Appearance**

### **A. Hair Grooming**

- 1. All officers are expected to maintain a neat, clean, and professional appearance while on duty. Hair must be styled in a way that does not interfere with the officer's duties, including the ability to wear the required safety equipment (e.g., headgear, helmets, etc.).
- 2. Hairstyles shall not utilize unnatural hair color, or haircut styles that would bring disrepute upon the agency.
- 3. An officer's hair must not extend past the top edge of the ears or below the collar of the uniform shirt when in uniform. If an officer's hair extends past these limits naturally, then it must be worn up, secured in a professional and practical manner and off the neckline at all times while in uniform (e.g., bun, or similar style).
- 4. Hair accessories must be simple and not detract from the professional appearance (e.g., discreet hair ties, clips, or pins).
- 5. Any exceptions to this policy must be approved by the Chief of Police in writing.

### **B. Facial hair is allowed.**

- 1) Employees will be permitted to wear goatees or beards that are maintained at a length and pattern so as not to detract from the officer's professional appearance. Facial hair shall be neat and trimmed while on duty.
- 2) Beards, goatees and/or mustaches will not give the appearance of being unkempt in appearance. Facial hair color must be in keeping with a professional image.
- 3) Beards must be trimmed above and below and shall not be permitted below the Adam's apple or on the neck. The bulk of the beard (distance that the mass of facial hair protrudes from the skin of the face) shall not exceed one-half (1/2) inch. The length of the individual facial hair shall be limited to three quarters (3/4) of an inch. Mustaches will be trimmed in a manner as not to conceal any portion of the top lip.

- 4) Full and partial beards are authorized; but patchy, spotty clumps of facial hair are not considered beards and, as such, are not permitted. The immediate supervisor will have the authority to deem an employee's facial hair appropriate.
- 5) Sworn personnel working in undercover assignments, or specialized assignments requiring facial hair not otherwise authorized by this policy, shall be exempt from these restrictions at the discretion of the Chief of Police.
- 6) In the event of a civil emergency or standby status where there is a possibility of gas deployment, officers shall report clean shaven as to ensure that personal issued gas mask or respirators fit properly and is capable of getting an effective seal.

The department recognizes growing facial hair and how facial hair grows is unique to an individual. Further, the way in which facial hair grows can vary widely from one individual to another. Some members are able to grow a fully filled-in beard or modest goatee beard while others may have only patches of growth or single hair growths that look unkempt and detract from a member's professional appearance. All members shall maintain a professional appearance, regardless of the actual length of their facial hair or the time spent attempting to grow facial hair.

- C. Wigs or hairpieces are permitted, if they conform to the above standards for natural hair
- D. Piercings are prohibited by male employees at all times while on duty, attending training or representing the Town of Wilson's Mills. Female employees shall wear (1) pair of studded earrings.
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- 5) Existing employees, from the date of this policy, that have any prohibited tattoos must keep the tattoo(s) completely covered, without exception, while on duty or during work related functions.
- 6) No employee shall obtain any new tattoos that would be visible to the public while on duty or work-related functions without authorization from the Chief of Police. A written request will be submitted via the employee's chain of command.
- 7) Body modifications that are visible while in uniform are PROHIBITED. Body modifications such as horns or split tongues are PROHIBITED.

The Chief of Police has final approval on all exposed body art and tattoos.

## **VII. Inspection of Officer and Equipment**

Supervisors will conduct a monthly inspection of each officer. The inspection can be visible and does not need to be documented, unless a pattern violating policy is detected. Each Officer will check for:

- A. Appearance of officer;
  - 1) Officer's personal grooming, (hair, facial hair, etc.), and
  - 2) Officer's uniform, including leather gear and footwear.
- B. Equipment issued to officer;
  - 1) Condition of equipment, and
  - 2) All equipment is accounted for.

## **VIII. Care of Equipment**

- A. All Officers that are issued equipment shall be responsible for that equipment; and any damage incurred as a result of carelessness or negligence with the use of said equipment; shall be responsible for the repairs or replacement of said equipment.
- B. The Finance Director with the Town of Wilson's Mills shall arrange payments to replace or repair the equipment in a timely manner. Employees shall notify their supervisor of the loss, recovery, or damage of City-owned property.
- C. All equipment shall be turned in upon termination of employment. Any equipment, at that time will be inspected by the Lieutenant or Chief of Police to ensure the equipment has normal wear and tear and that it has not been damaged or misused to the extent of needing repair.
- D. Any officer that damages equipment through carelessness or negligence shall be subject to disciplinary procedures.