



**COUNCIL MEETING  
JUNE 17, 2024  
6:30 P.M.**

**ORDER OF BUSINESS**

1. **PLEDGE TO FLAG**
2. **INVOCATION**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
  - a. Work Session Minutes - May 7, 2024
  - b. Regular Town Council Meeting - May 20, 2024
  - c. Closed Session Meeting Minutes - May 20, 2024
  - d. Work Session Minutes May 28, 2024
5. **PUBLIC HEARING**
  - a. **ORDINANCE** to Approve Funds and Raise Revenue - Fiscal Year 2024-2025
6. **1st OPEN FORUM**
7. **REGULAR BUSINESS:**
  - a. MAYOR FLETA BYRD
  - b. TOWN ADMINISTRATOR - Leighanna Worley
    - i. **Amendment to the Municipal Personnel Policy** - Floating Holiday Observance of Juneteenth Floating Holiday
    - ii. **Amendment to the Municipal Personnel Policy** - Police Department Overtime
  - c. FINANCE - Finance Officer Sherry Hudson
    - i. Budget Amendement #2 for FY 2023-2024
  - d. PLANNING DIRECTOR - Wendy Oldham
    - i. Rezone of Walker Property Updates
    - i. Call Public Hearing - Parcel ID 17J07005H
    - ii. Call Public Hearing - Parcel ID 17K08026L
    - iii. Call Public Hearing - Parcel ID 17K08026
  - e. POLICE DEPARTMENT - Chief Williams
    - i. **Police Department Policy Amendment** - General Order 200-4
  - f. COUNCILMEMBER COMMENTS
8. **2nd OPEN FORUM**
9. **ADJOURNMENT**

TOWN OF WILSON'S MILLS  
SPECIAL MEETING/WORK SESSION  
May 7, 2024

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

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

**ABSENT:** Councilmember Randy Jernigan

**CONVOCATION:** Mayor Byrd declared a quorum present and called the meeting to order at 6:36pm.

**Departmental Report Q&A:** Town Administrator Worley asked if there were any questions about the departmental reports.

Councilmember McGowan asked for an update on The Cottages subdivision and Planning Director Oldham said there is a new contact for the project, and she has been working with her to get updates.

Councilmember McGowan asked about new vehicles in the Police Department as well as staffing to fill any full-time positions. Chief said 2 parttime officers have moved into fulltime roles and 2 Tahoes have been ordered and should be here in the fall.

**Town Administrator Project Updates**

Ms. Worley said a Request for Proposal (RFP) was sent out for the design of the new Police Department building but they have to be done again and sent out. She said rather than a RFP, a RFQ (requests for qualification) needs to be done. She said they should go out by the end of the week.

Ms. Worley said the upfit for the Council chambers is on schedule.

**Budget Discussion Items**

Ms. Worley referenced the budget spreadsheet given to Council and said it was originally planned to have a line in the budget to replenish the fund balance. She said that had to be removed but once the audit for this year is complete, we can come up with a 1-3-year plan in order to replenish the fund balance. As of the last audit the fund balance was at 27% and Council's policy states it should be at 33%.

Ms. Worley said there was \$55,000 cut out of the budget for capital outlay projects. She also said there is \$10,000 in the line for sewer feasibility study because that amount will need to be paid out after July 1<sup>st</sup>. She said the staffing plan and capital improvement plan were also removed but we are hoping to get a grant for the capital improvement plan.

In the Administration Department supplies, training, and travel all decreased.

In the Public Works Department, the uniforms line was cut down as well as removing the skid steer. She said it is in the budget for the department to get a mechanic this year as we are in need of one.

In the Planning Department there were no changes from the last time budget was discussed. Contracted services are currently at \$30,000 due to work on the UDO.

The festival line in the Events Department is set at \$14,000 in order to better allow the Events Committee to plan a festival for Christmas this year. The open space fees will be moved due to it only being able to be spent on specific items.

Councilmember McGowan said in an effort to save more money for the town he doesn't mind forgoing getting paid as a Councilmember. Ms. Worley said there is paperwork at Town Hall he can fill out to waive his right to be paid as a member of Council.

Ms. Worley said the budget is split into option 1 and option 2 and that is mainly in regard to the Police Department. She said option 1 is the budget with the hiring of 2 new fulltime officers and option 2 is the budget with the hiring of 1 fulltime officer and administrative assistant.

Councilmember McGowan asked if the administrative assistant could be part-time, and Ms. Worley said she thinks the position will be hard to fill no matter if it is full or part time due to the nature of the job.

Ms. Worley said option 1 leaves \$2,688 in excess and option 2 leaves \$10,562 in excess.

Chief said he would like to go with option 1 in hopes of somewhat recouping the officers they were unable to gain last year. Councilmember Brown mentioned moving forward with no new positions in order to save money. Councilmember McGowan expressed concerns about the citizens not being protected efficiently if there is not enough coverage of officers.

Councilmember McGowan suggested the option of one new officer only.

After further discussion it was the consensus of Council for Town Administrator Worley to bring the budget for option 1 to the May 20, 2024, meeting in order to discuss and call the public hearing.

**Exit of Councilmember**

Councilmember Brown left the meeting at 7:51pm and returned during discussion at 7:53pm.

**BRANDING AND LOGO**

**Selection of Steering Committee:**

Ms. Worley said the representative from Small Town Soul will be here on June 3<sup>rd</sup> for a workshop. Small Town Soul is the company chosen by Council to help with the town's branding and logo. She will be going over branding and logo surveys. Department heads as well as the Mayor will be in attendance and Ms. Worley asked for 2 other Councilmembers to volunteer. Councilmember Dobbin and McGowan volunteered to attend.

**Timeline Review**

Ms. Worley said after the workshop the Small Town Soul representative will stay nearby to observe things around town to help her better understand our needs.

**Community Market Discussion:**

Ms. Worley said she spoke with the Events Coordinator as well as the Administrative Assistant about changes with the Community Market. She said until we can have a space with more traffic, we will not be having the Community Market. She said this will allow the Events Committee to focus on the Christmas Festival.

**Consideration of Juneteenth Holiday:**

Ms. Worley said that the state holiday schedule does not currently include the observance of Juneteenth and we follow the state schedule. However, several municipalities in Johnston County give employees a floating holiday in observance of Juneteenth. Mayor Pro-tem JC Triplett says he agrees with giving

employees a floating holiday and Ms. Worley said she will bring it up at the May 20<sup>th</sup> 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 8:08pm.

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FLETA A. BYRD, Mayor

**ATTEST:**

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EMILY MATTHEWS, CMC  
Town Clerk

TOWN OF WILSON'S MILLS  
REGULAR TOWN COUNCIL MEETING  
May 20, 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:** Town Administrator Leighanna Worley gave the invocation.
- APPROVAL OF AGENDA:** Mayor Byrd added agenda item “ Closed Session pursuant to N.C.G.S. 143-318.11(a)(6) Personnel.”
- A motion was made by Councilmember David McGowan and seconded by Councilmember Randy Jernigan to approve the agenda as amended. Motion carried unanimously.
- APPROVAL OF MINUTES:** Mayor Byrd asked for any comments or corrections to the minutes for the Special Town Council Meeting for April 8, 2024.
- Special Town Council Meeting- April 8, 2024:** A motion was made by Councilmember David McGowan and seconded by Councilmember Tim Brown to approve the Special Town Council Meeting Minutes for April 8, 2024, as presented. Motion carried unanimously.
- Regular Town Council Meeting Minutes - April 15, 2024:** Mayor Byrd asked for any comments or corrections to the minutes for the Regular Town Council Meeting for April 15, 2024.
- Mayor Byrd corrected a typographical error on page 9 of the minutes.
- A motion was made by Councilmember Carolyn Dobbin and seconded by Councilmember Tim Brown to approve the Regular Town Council for April 15, 2024, as amended. Motion carried unanimously.
- PUBLIC HEARINGS:** Mayor Byrd opened the public hearing at 6:34pm.
- Ordinance to Amend Zoning -- Reba Walker Property:** Planning Director Wendy Oldham said the property owner is requesting the zoning of the property change from agriculture to C-70. Mrs. Oldham spoke about the findings of fact as well as discussed, the surrounding parcels and how they are zoned. Councilmember McGowan asked if the property has ever been used for agriculture. Mrs. Oldham said the prior owners of the property were farmers, but the current owner does not live in the house currently.
- Chuck Igba of 3225 US Hwy 70 West stated concerns about the rezoning and said the property in question is zoned commercial and residential at the County level. Mayor Byrd said the property is in Wilson’s Mills ETJ and therefore our zoning now applies to the property. Mr. Igba also stated concerns about the rezoning and new use of the property driving down the value of the surrounding properties. He said he and his neighbors think it should be left as currently zoned.

Phylis Mitchell of 3275 US Highway 70 West stated concerns about the increased noise that will come with the new commercial use of the property.

Planning Director Oldham said there is an overlay on the property that shows in the County's system and that is the reason for the confusion of how it is currently zoned. She said when the new zoning took place in 2019 the overlay should have been removed. She said according to the Town's zoning it is agriculture.

Councilmember Jernigan said GIS is showing different zoning than what the tax record for the property is showing.

Mayor Byrd closed the public hearing at 6:55pm.

A motion was made by Councilmember Tim Brown and seconded by Councilmember Randy Jernigan to table the discussion of rezone of the Reba Walker Property until further information about the current zoning can be verified. Motion carried unanimously.

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

Mayor Byrd opened the 1<sup>st</sup> Public Forum at 6:56pm.

With no one wishing to speak, Mayor Byrd closed the 1<sup>st</sup> Open Forum at 6:57pm.

**REGULAR BUSINESS**

**MAYOR FLETA BYRD:**

**Proclamation in Honor of  
Memorial Day:**

Mayor Byrd read the following proclamation:

**PROCLAMATION IN  
HONOR OF  
MEMORIAL DAY**

WHEREAS millions of men and women have answered the call to duty in defending the hard-won freedoms we enjoy today; and

WHEREAS Memorial Day is the occasion on which we remember, recognize, and honor the unselfish service of those no longer with us; and

WHEREAS, while we feel sorrow over their loss, we thank God that such people lived and gave their full measure so that we might live in liberty and freedom; and

WHEREAS many of those who faced enemy fire on battlefields the world over were from Johnston County and Wilson's Mills, or are presently residing in this area, and many more of our communities' sons and daughters currently serve overseas to protect our national freedom – Freedom is not Free.

THEREFORE, the Town Council of the Town of Wilson's Mills asks all citizens of Wilson's Mills to recognize the hardships and sacrifices of those we know as veterans and let us remember the words of the song which says so much about this observance, "All gave some... some gave all."

Councilmember David McGowan spoke about the importance of Memorial Day and how we should all take the observance seriously.

Mayor Byrd said she attended the Mayors meeting this month and she is willing to attend any upcoming meetings to better help the community and the Town as a whole.

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

**Resolution  
Consenting to  
Inclusion in Fire  
Protection District –  
Jordan Piper,  
Deputy Fire  
Marshal**

Ms. Worley said the Johnston County Board of Commissioners are looking into defining service districts in which they can assess taxes. She introduced Deputy Fire Marshal Jordan Piper for more information.

Mr. Piper said he is open to any questions Council may have. Councilmember David McGowan asked if there are any other counties going this route and Mr. Piper said as of right now only Wake County seems to be doing this and they have been doing it for over 20 years.

Mayor Byrd asked how this would directly affect the Wilson's Mills Fire Department. Mr. Piper said the fire departments within the county will all stay the same but the goal of levying the tax money is for the funds to be used more efficiently. Fire Chief Bentley Powell reiterated that the Wilson's Mills Fire Department will remain the same.

Councilmember Brown asked what the tax rate is going up to. Mr. Piper said the current rate is 8 cents, but it is being proposed the Board of Commissioners to raise it to 14 cents. He said this is only a recommendation and the final decision will be made by the Commissioners at their June 17<sup>th</sup> meeting.

A motion was made by Councilmember Tim Brown and seconded by Councilmember Randy Jernigan to adopt the following Resolution Consenting to Inclusion in the New Fire Protection District. Motion carried unanimously.

**RESOLUTION BY TOWN OF WILSON'S MILLS  
CONSENTING TO INCLUSION IN THE  
JOHNSTON COUNTY FIRE PROTECTION SERVICE DISTRICT**

**WHEREAS**, in accordance with the County Service District Act of 1973, N.C.G.S. § 153A-300 through 153A-310 (the "Act"), the Johnston County Board of Commissioners ("Johnston County Board") may define service districts within which the County may assess taxes to pay for the provision of fire protection services within the district(s); and

**WHEREAS**, territory within the Town of Wilson's Mills is currently included in an existing Johnston County fire protection service district; and

**WHEREAS**, the Johnston County Board is proposing to abolish the existing fire protection service districts located within Johnston County because there is no longer a need for the fire protection service districts as established, and proposing to establish a new, single fire protection service district throughout the County in order to fund the costs of fire protection services, delivered on an equitable basis to all residents of the service district, with the cost burden being carried equitably by all service district property owners through the service district tax; and

**WHEREAS**, in accordance with the Act, tax revenues collected to support the fire service protection district may be used only to provide fire services within the fire service district and may not be reallocated to any other County fund or program; and

**WHEREAS**, a resolution of the governing board of the Town of Wilson's Mills consenting to the inclusion in the proposed Johnston County Fire Protection Service District is required by the Act if such territory is to be included in the proposed district.

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Wilson’s Mills supports Johnston County’s establishment of the Johnston County Fire Protection Service District; and

**BE IT FURTHER RESOLVED** that the Town of Wilson’s Mills consents to the inclusion within the Johnston County Fire Service Protection District of the territory located within the municipal limits of the Town of Wilson’s Mills (including territory hereinafter annexed by the Town of Wilson’s Mills).

**Award Bid for  
Community Park  
Sign:**

Town Administrator Worley said a few months ago Council decided to rename the Community Park as the Phillip R. Wright Community Park. We have been looking into a new sign for the park with the new name and we have received quotes for a digital sign. She said bids were sent out in March to 11 providers. Of the 11 providers, 4 didn’t respond, 4 didn’t have the capacity to complete the job within our time frame, and 3 responded with bids. Of the three responses McCorkle came in with the lowest bid. She also said for the sign to be placed in the space we would like the original fence to be moved back. The fence was installed by TEBCO Fencing, which is owned by Councilmember Brown, but it was installed before he was on the Council. She said McCorkle is a turnkey quote and is the recommendation of staff. The total along with moving the fence would be \$38,322. Ms. Worley said there is \$36,000 left in open space fees for the year. She said these funds can be used this year rather than being moved to next fiscal year.

Councilmember McGowan asked who would control digital content for the sign and Ms. Worley said it would be controlled by someone in the administration department at Town Hall.

A motion was made by Councilmember David McGowan and seconded by Mayor Pro-tem JC Triplett to award the bid to McCorkle for the amount of \$33,572.43. Motion carried unanimously.

A motion was made by Councilmember David McGowan and seconded by Mayor Pro-tem JC Triplett to recuse Councilmember Tim Brown from voting regarding TEBCO Fencing. Motion carried unanimously.

A motion was made by Councilmember David McGowan and seconded by Councilmember Carolyn Dobbin to allow TEBCO Fencing to move the fence at the Community Park. Motion carried unanimously.

**Discussion of the  
Observance of  
Juneteenth Holiday:**

Ms. Worley said it was discussed at the May 7<sup>th</sup> work session Council discussed the possibility of allowing a floating holiday for staff each calendar year. She said we currently follow the state holiday schedule, but the state doesn’t currently observe Juneteenth however other municipalities allow 1-2 floating holidays as an alternative.

A motion was made by Councilmember Randy Jernigan and seconded by Mayor Pro-tem JC Triplett to allow employees one floating holiday per calendar year. Motion carried unanimously.

**Contract to Audit  
Accounts:**

Ms. Worley referenced the Contract to Audit Accounts from Sharpe Patel and asked if there were any questions. Councilmember McGowan asked if the price is different from years prior and Ms. Worley said it is \$1,000 more.



**Call Public Hearing  
– Approve Funds  
and Raise Revenue –  
Fiscal Year 2024-  
2025:**

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember Randy Jernigan to accept the Contract to Audit Accounts from Sharpe Patel in the amount of \$13,040. Motion carried unanimously.

Ms. Worley reviewed the possible budget options with Council and referenced the spreadsheet that was given to them. She said there are 2 options listed under each newly proposed tax rate. Option 1 would include the hiring of 2 fulltime officers and option 2 would include the hiring of one new fulltime officer. The tax rates included for each option were the current rate of .42, and increased rates of .50 and .53. She said both options 1 and 2 would put the budget in a deficit with the current tax rate. Option 1 would be in a deficit with the rate of .50, and both options would not have a deficit with the increased tax rate of .53.

Councilmember Brown brought up the increased salary line and Ms. Worley said there has been \$800,000 of additional revenue in the last 2 years that has offset the salaries but going into this fiscal year we will not have that revenue. She said the salaries are not increasing in the budget due to taxes. She said the taxes have not increased in 7 years. She also said a lot of necessary items such as electric, water, and insurance bonding have increased in the last year.

Councilmember McGowan said he liked option 2 with a .50 tax rate.

Mayor Pro-tem Triplett said if we increase it to .50 this year, we will have to increase it again next year but if we increase it to .53 this year, we more than likely will not have to increase taxes next year.

After further discussion it was the consensus of Council to advertise the budget public hearing with the budget of option 2 with a .50 tax rate.

A motion was made by Councilmember David McGowan and seconded by Mayor Pro-tem JC Triplett to Call a Public Hearing to Approve Funds and Raise Revenue for Fiscal Year 2024-2025 for Monday June 17, 2024, at 6:30pm at the Wilson’s Mills Baptist Church. Motion carried unanimously.

**OTHER:**

Ms. Worley said Elected Officials Appreciation Day was yesterday and thanked Council for all they do for Wilson’s Mills.

Ms. Worley said due to work being done at the school over the summer the June and July Council meetings, work sessions, and Planning Board meetings will be held at Wilson’s Mills Baptist Church.

Ms. Worley reminded Council of the June 3<sup>rd</sup> branding and logo meeting. She said a link to the branding survey is listed on our Facebook page as well as paper copies are at town hall upon request.

Ms. Worley said 3 dates are needed for Council to meet with Central Pines in order to discuss the campus master plan and suggested using the June, July, and August work sessions for these meetings. Council agreed to have the meetings with Central Pines during the June, July, and August work sessions.

**PLANNING  
DEPARTMENT – Wendy  
Oldham:**

**Presentation of  
Southeast Area  
Study Update:**

Mrs. Oldham said the Southeast Area Study was first presented to Council a couple of years ago and the study is now complete. She introduced Gaby Lawlor of the Capital Area Metropolitan Planning Organization for further updates. Ms. Lawlor said the presentation is an update to the 2017 SEAS.

**Resolution  
Supporting the  
Recommendations  
Associated with the  
Southeast Area  
Study Update:**

Councilmember David McGowan asked about the benefits of compact development as well as micro transit. Ms. Lawlor said compact development can help in less dense areas and micro transit would be small forms of public transportation such as Uber and Lyft.

A motion was made by Councilmember David McGowan and seconded by Mayor Pro-tem JC Triplett to adopt the following Resolution Supporting the Recommendations Associated with the Southeast Area Study Update. Motion carried unanimously.

**TOWN OF WILSON'S MILLS  
RESOLUTION SUPPORTING THE  
CAMPO RECOMMENDATIONS  
ASSOCIATED WITH THE SOUTHEAST  
AREA STUDY UPDATE**

**WHEREAS** The Capital Area Metropolitan Planning Organization maintains responsibility for regional transportation planning in Wake and portions of Chatham, Franklin, Granville, Harnett, and Johnston Counties; and

**WHEREAS** The Capital Area Metropolitan Planning Organization has conducted a two-year study that includes Archer Lodge, Benson, Clayton, Four Oaks, Garner, Kenly, Micro, Pine Level, Selma, Smithfield, Wilson's Mills and portions of Raleigh, Wake and Johnston Counties; and

**WHEREAS** The study outcomes will result in recommended improvements for the roadway, the bicycle and pedestrian, and transit network, and an implementation strategy that recommends short-term, mid-term and long-term improvements including (i) a new interchange, bridge, and ramps at the intersection of Hwy 42 East, Hwy 70 Business, and the North Carolina Railroad main line and (ii) evaluation of future North Carolina Department of Transportation studies of passenger rail service and train station(s) between Raleigh, Selma and farther eastward; and

**WHEREAS** Public engagement was conducted within the two phases of the Southeast Area Study Update process, and was completed in the Spring of 2024; and

**WHEREAS** The recommendations from the Southeast Area Study Update will be incorporated into the Comprehensive Transportation Plan for Wilson's Mills.

**BE IT THEREFORE RESOLVED** that the Town of Wilson's Mills supports the recommendations associated with the Southeast Area Study Update.

**COUNCILMEMBER  
COMMENTS:**

Councilmember McGowan brought up the idea of a Police exchange station in which individuals can meet in a public place and have officer supervision. Mayor Byrd suggested Councilmember McGowan work with Chief and bring the consensus back to Council.

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

Mayor Byrd opened the 2nd Public Forum at 8:24pm.

With no one wishing to speak, Mayor Byrd closed the 2nd Open Forum at 8:25pm.

**MOTION TO GO INTO  
CLOSED SESSION:**

A motion was made by Mayor Pro-Tem JC Triplett and seconded by Councilmember David McGowan to go into Closed Session at 8:25pm pursuant to N.C.G.S. 143-318.11(a)(6) Personnel. Motion carried unanimously.

**MOTION TO COME  
OUT OF CLOSED  
SESSION:**

A motion was made by Councilmember David McGowan and seconded by Mayor Pro-Tem JC Triplett to come out of closed session at 8:31pm. Motion carried unanimously.

**ADJOURN:**

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

The meeting adjourned at 8:32pm.

ATTEST:

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FLETA A. BYRD, Mayor

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EMILY MATTHEWS, CMC  
Town Clerk

TOWN OF WILSON'S MILLS  
WORK SESSION MEETING  
May 28, 2024

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

**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** Councilmember Tim Brown

**CONVOCATION:** Mayor Byrd declared a quorum present and called the meeting to order at 5:03pm.

**Departmental Reports** Town Administrator Worley asked if there were any questions about the departmental reports.

Councilmember David McGowan asked if there were any changes made in phase 3 of the Johnston Farms subdivision and Planning Director Wendy Oldham said none were made because all aspects have met the town's guidelines. Councilmember McGowan also asked about the number of violations for fences without a permit. Mrs. Oldham said that a lot of the violations are in new subdivisions in town, and they are not contacting Town Hall before putting the fence up.

Councilmember McGowan asked if vehicle number 17 in the Police Department is causing more issues due to the police report stating work being done on the vehicle. Public Works Director Patrick Moore said there are no ongoing issues, the vehicle is just requiring more frequent maintenance due to its age. Councilmember McGowan also asked the reasoning for the spike in police calls in the month of January and Sergeant Barton said that wintertime usually has a spike in calls.

**Town Administrator  
Project Updates:**

**Best Friends Animal  
Society – Discussion  
of Support**

Ms. Worley said the Best Friends Animal Society approached her a few months ago with information on how they can help with overpopulation of animals in town. She said they offer a program to spay and neuter stray animals and then release them back into the population. She said the representative she spoke with talked to the County first and they were onboard with moving forward with the program. She also said at the last Mayor's meeting there was a letter of support from Ms. Worley in response to Best Friends Animal Society reaching out. Ms. Worley said she did not send in a letter, and this was falsified. She reached out to the Society and said they didn't have permission to present a letter on her behalf. She said she doesn't think it would work for us since most of our Animal Control issues are with loose animals.

After further discussion it was the consensus of Council to not move forward with support.

**Chamber Upfit Project**

Ms. Worley said after speaking with the engineer last week it was discovered that bracing was not originally installed correctly by the former owner in the back room we're upfitting for council chambers. She said this will need to be added to the project as a repair. She said they will also speak to the previous owners in case there is bracing in areas we were unable to find. Ms. Worley told Council that the current front door of Town Hall has an add-on foyer that is not

stable. She said a lot of people have trouble realizing that they have to go to the front of the building on the highway side to get to the front door. Ms. Worley reviewed the building pictures with council and suggested removing the current foyer and adding a covered walkway to the same side of the building as the planned new chamber entrance. She felt this would make it easier for people driving in and parking to see which door to come in to. Ms. Worley said she has discussed the legality of adding this change to the current project as a change order and both 310ai and Attorney Du Sablon agree that it would be a good addition to the contract since the chamber entrance will be on the same side of the building and could be design similarly. It was the consensus of Council to move forward with 310ai on adding this to the project and creating a change order for the same.

**Town Hall Campus  
Master Plan – Meetings  
and Committee**

Ms. Worley reminded Council that at their regular council meeting last week they decided to use June, July, and August work sessions to meet with Central Pines about the Town Hall Campus Master Plan. These will begin at 5pm as usual.

**Budget Review for June  
17<sup>th</sup> Public Hearing**

Ms. Worley referenced the public copy of the budget in council's packets and asked if there were any questions. She said that this is the copy that will be presented at the June Council meeting.

Ms. Worley reminded Council and department heads to fill out the branding survey that is on our Facebook page.

**ADJOURN:**

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember David McGowan. Motion carried unanimously.

The meeting adjourned at 5:31pm.

ATTEST:

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FLETA A. BYRD, Mayor

\_\_\_\_\_  
EMILY MATTHEWS, CMC  
Town Clerk

**TOWN ADMINISTRATOR**  
Leighanna T. Worley, MMC, NCCMC

**FINANCE OFFICER /  
DEPUTY CLERK**  
Sherry L. Hudson, CMC

**PLANNING DIRECTOR**  
Wendy G. Oldham, czo

**CHIEF OF POLICE**  
A.Z. Williams

**PUBLIC WORKS DIRECTOR**  
Patrick Moore



**TOWN CLERK**  
Emily Matthews, CMC

**MAYOR**  
Fleta A. Byrd

**MAYOR PRO-TEM**  
JC Triplett

**COUNCILMEMBERS**  
Tim E. Brown  
Randy N. Jernigan  
David J. McGowan  
Carolyn W. Dobbin

**TOWN ATTORNEY**  
Gabriel Du Sablon

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## ***FISCAL YEAR 2024-2025 BUDGET MESSAGE***

June 17, 2024

Mayor Fleta Byrd and Wilson's Mills Town Council,

In accordance with N.C.G.S. 159, the Local Government and Fiscal Control Act, I am pleased to present to you a balanced Recommended Budget for the fiscal year July 1, 2024 to June 30, 2025. This budget has been assembled with the premises of ensuring that the budgeted funds are spent for public purposes in accordance with the North Carolina Constitution Article V, Section 2(1), "the power of taxation shall be exercised in a just and equitable manner, for public purposes only, and shall never be surrendered, suspended or contracted away." The Town's revenue forecasting philosophy has always been conservative and will continue for this fiscal year due to the ongoing uncertainty of local, state, and national economic trends. This budget document contains the recommended tax rate, revenue and expenditures estimations, and fee schedules.

### ***BUDGET DEVELOPMENT PRINCIPLES***

The following guiding principles have been used when developing this year's budget. The use of these principles ensures the continued fiscal health of the Town of Wilson's Mills.

- ✚ An uncertain local, statewide, and national economy requires conservative estimation of revenues and conservative expenditure recommendations, with decreases in most departments and increases in various departments where additional staff are required.
- ✚ Sound budgetary principles have been followed in developing this budget.
- ✚ The debt service for the ongoing loan payment obligation has been budgeted first, as required by the North Carolina General Statutes.
- ✚ The following basic Town services are continued with funding at adequate levels: (1) elected officials and administration/staff services, (2) police protection, (3) planning and zoning and code enforcement, (4) street maintenance, and (5) animal control.
- ✚ All the Town's Personnel Policies, Ordinances, and General Practices have been reviewed and analyzed to make sure they are consistent with Federal and State Laws.

- ✦ The Town Council's consented Goals, Objectives, and Financial Policies are incorporated.
- ✦ Generally Accepted Accounting Principles (GAAP) are included as stipulated by the North Carolina Government Budget and Fiscal Control Act (NCGBFCA) or by the North Carolina General Statutes (NCGS).

### ***RECOMMENDED BUDGET***

The fiscal year 2024-2025 Recommended General Fund budget totals \$6,226,224.00 with a tax revenue increase from \$0.42 per \$100 valuation to \$0.50 per \$100 valuation. The recommended budget represents a \$2,687,380 increase over the adopted fiscal year 2023-2024 budget. This increase is due to additional grant funds received from the NC Department of Revenue in the amount of \$3,000,000 to be used solely on the upfit of the new Town Hall Campus. With these grant funds aside, our actual difference is an approximate \$312,620 decrease, due to the decrease in the remainder of the ARPA funds left this year that were received in 2021.

### ***REVENUES\****

***\*For purposes of this explanation, all percentages of revenues are based on the General Fund Revenues minus the \$3M state grant included in the budget.***

#### ***Property & Vehicle Taxes***

The Property Tax base is estimated by the Johnston County Tax Office to produce \$1,545,189 in revenue based on a 99% collection rate.

The Prior Year Tax collection estimates are based on previous years' collections as well as discoveries and collection rates. We have estimated a collection of \$1,000 for prior years' taxes. This amount is similar to the fiscal year 2023-2024 and is based on our excellent 99% collection rate. Penalties and interest are based on prior year collections and is estimated at \$8,000.

Vehicle Tax estimates are based on the information from Johnston County Tax Office and have increased from our current year to \$207,914 up from \$171,053.

The property tax, prior year collections, penalties and interest, and vehicle taxes generate approximately 55% of all General Fund Revenues.

#### ***Shared State and Local Revenues***

According to estimates from the North Carolina League of Municipalities, Wilson's Mills' share of the Johnston County sales tax will generate about \$580,171 or 18% of General Fund Revenues.

#### ***Other Significant Revenues***

Utility Franchise Taxes, which includes electric power, piped natural gas, cable television, and telecommunications taxes, are expected to generate \$90,778 or 3% of the total General Fund revenues.

In addition to the sources of revenue discussed above, the Town is also expected to realize a number of other significant revenues accounting for 22% of total General Fund revenues including collected fees.

The Town also expects to receive grants (other than the \$3M state grant) totaling \$77,999 or 2%.

**Miscellaneous and Departmental Fees**

It is recommended that the Fee Schedule for the fiscal year 2023-2024 be continued by Council to adhere to the anticipated budget revenue; however, staff is reviewing the current fees and will likely present to Council a request to increase those fees sometime during the Fiscal Year 2024-2025.

**General Fund Appropriation**

There are no appropriated fund balance amounts estimated to be used for fiscal year 2024-2025.

**EXPENDITURES\***

*\*For purposes of this explanation, all percentages of expenditures are based on the General Fund Expenditures minus the \$3M state grant included in the budget.*

**Basic Expenditures Authorized by Department**

The following expenditures have been appropriated in relation to our revenues.

- Governing Body	- \$ 668,951	- 21% of General Fund
- Administration	- \$ 425,218	- 13% of General Fund
- Police	- \$1,480,611	- 46% of General Fund
- Public Works	- \$ 331,155	- 10% of General Fund
- Planning & Zoning	- \$ 279,575	- 9% of General Fund
- Events	- \$ 20,700	- 1% of General Fund

The Town Council reviewed the proposed budget in 4 work sessions where changes in revenues and expenditures were directed.

This proposed FY 2024-2025 Budget was available at Town Hall for a minimum of ten days (and has been available since May 22, 2024) and a Public Hearing called for June 17, 2024 at 6:30pm has been published twice in *The Johnstonian News* as well as notices posted on the Town's Facebook and web pages, and at Town Hall since May 22, 2024.

I would like to express my sincere appreciation to the staff for their support in preparing this budget. Without their help, it would not have been possible to finish this budget. They have spent a great deal of time working to ensure the tax dollars of the citizens of Wilson's Mills are spent correctly. Additionally, I would like to acknowledge the Mayor and the Town Council for their support and leadership throughout the work sessions held to develop this budget.

Respectfully Submitted,



Leighanna Worley  
Town Administrator



**TOWN OF WILSON'S MILLS  
BUDGET ORDINANCE  
FISCAL YEAR 2024-2025**

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

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WILSON'S MILLS, NORTH CAROLINA, MEETING IN REGULAR SESSION, THAT:** the following anticipated Fund Revenues and Departmental Expenditures, together with certain fees and charges schedules and with certain restrictions and authorizations are hereby appropriated and approved for the operation of the Town Government and its activities for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025.

**SECTION I. GENERAL FUND**

**A. REVENUES ANTICIPATED:**

Current Year Ad Valorem Taxes	\$1,545,189.00
Prior Year Ad Valorem Taxes	\$1,000.00
Motor Vehicle Tax	\$207,914.00
Tax Penalties & Interest	\$8,000.00
Festivals & Events	\$1,000.00
Utility Franchise Taxes	\$90,778.00
Local Government Sales Tax	\$580,171.00
Sales Tax Refund	\$40,000.00
Beer & Wine	\$14,653.00
Powell Bill Street Grant	\$87,000.00
ABC Board Local	\$9,015.00
Interest Income	\$2,000.00
Fees Collected – Planning Dept.	\$50,000.00
Fees Collected – Administration Dept.	\$5,990.00
Fees Collected – Police Dept.	\$515.00
Fees Collected -- Ordinance Violations	\$5,000.00
KS Bank Loan Proceeds	\$400,000.00
ARPA Revenue Replacement	\$500,000.00
Grants	\$3,077,999.00
Fund Balance (General Fund)	\$0.00
Fund Balance (Powell Bill)	\$0.00
<b>TOTAL</b>	<b>\$6,226,224.00</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT:**

Governing Body	\$3,688,965.00
Administration	\$425,218.00
Police	\$1,480,611.00
Public Works	\$331,155.00
Planning & Zoning	\$279,575.00
Events	\$20,700.00
Transfers to Other Funds	\$0.00
<b>TOTAL</b>	<b>\$6,226,224.00</b>

**SECTION II. WATER AND SEWER FUND**

**A. REVENUES ANTICIPATED:**

Sewer Charges	\$7,500.00
Late Fees	\$500.00

Johnston County Public Utilities	\$174,000.00
Transfer In – General Fund	\$0.00
<b>TOTAL</b>	<b>\$182,000.00</b>

**B. EXPENDITURES AUTHORIZED:**

Professional Services	\$45,872.00
Postage	\$400.00
USDA Sewer Loan “A” – Principal	\$38,000.00
USDA Sewer Loan “A” – Interest	\$81,965.00
USDA Sewer Loan “B” – Principal	\$6,000.00
USDA Sewer Loan “B” – Interest	\$9,763.00
<b>TOTAL</b>	<b>\$182,000.00</b>

**SECTION III. LEVY OF TAXES**

There is hereby levied for Fiscal Year 2024-2025 an ad valorem tax rate of \$0.50 per one hundred dollars (\$100.00) valuation of taxable property as listed for taxes as of July 1, 2024 for the purpose of raising the revenue from current taxes as set forth in the foregoing estimate of revenues, and in order to finance the foregoing applicable appropriations.

**SECTION IV. SPECIAL AUTHORIZATION – BUDGET OFFICER**

- A. The Financial Officer is authorized to transfer funds between line items for expenditures within departmental budgets.
- B. Proposed changes from one departmental budget to another departmental budget must be approved by the Town Council of the Town of Wilson’s Mills.

**SECTION V. UTILIZATION OF FINANCIAL OFFICER / MAYOR**

This Ordinance shall be the bases of the Financial Plan for the Town of Wilson’s Mills municipal government during the 2024-2025 Fiscal Year. The Financial Officer shall administer the Budget and he/she shall ensure that operating officials are provided guidance and sufficient detail to implement their appropriate portion of the budget.

The Administrative Department shall establish and maintain all records which are in accordance with this Budget Ordinance and the appropriate Statutes of North Carolina.

Copies of the Ordinance and any relevant fee schedule shall be maintained in the office of the Town Clerk of the Town of Wilson’s Mills and shall be made available for public inspection.

**ADOPTED THIS 17<sup>th</sup> DAY OF JUNE 2024**

\_\_\_\_\_  
**FLETA A. BYRD, Mayor**

**ATTEST:**

\_\_\_\_\_  
**EMILY MATTHEWS, CMC Town Clerk**

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# *Request for Council Action*

*Agenda Item 7b(i-ii)*

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**TO:** MAYOR FLETA BYRD AND TOWN COUNCILMEMBERS  
**FROM:** LEIGHANNA WORLEY, TOWN ADMINISTRATOR  
**DATE:** JUNE 17, 2024  
**RE:** PERSONNEL POLICY AMENDMENTS

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Attached for your consideration are 2 changes to The Municipal Personnel Policy. One change is to add the floating holiday that was approved at your meeting last month. The second amendment is regarding the previously approved allowance to earn overtime for Law Enforcement Officers. The department is now fully staffed and overtime is no longer needed.

**ATTACHMENTS:**

Policy Amendment – Floating Holidays

Policy Amendment – Law Enforcement Officers Overtime

**ACTION REQUESTED:**

Vote to adopt, deny, or table each amendment **separately.**

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

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**TO AMEND: ARTICLE VI. HOLIDAYS, VACATION LEAVE, LEAVES OF ABSENCE by adding the following:**

**Section 11. Floating Holiday**

The Town provides an additional paid absence in the form of (1) 8-hour Floating Holiday for full-time employees to use as the employee wishes during the year. Full-time employees will be granted (1) 8-hour day of Floating Holiday per calendar year. This Floating Holiday must be used by December 31st of each calendar year and will not roll over to the next calendar year, nor will it be paid out. The Floating Holiday must be scheduled and approved in advance by the employee's supervisor.

**DULY ADOPTED THIS 17<sup>th</sup> DAY OF JUNE 2024**

\_\_\_\_\_  
**FLETA A. BYRD, Mayor**

**ATTEST:**

\_\_\_\_\_  
**EMILY A. MATTHEWS, CMC, Town Clerk**

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

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**TO AMEND: ARTICLE III. THE PAY PLAN, Section 2. Overtime/Compensatory Time by removing the following:**

For a period beginning February 19, 2024, and until this Policy Change is repealed, Law Enforcement Officers will earn overtime pay after working 171 hours in a 28-day period. The Police Chief and/or his/her appointed management staff shall oversee the eligibility for overtime in a work period, and only hours actually worked shall be considered.

**DULY ADOPTED THIS 17<sup>th</sup> DAY OF JUNE 2024**

\_\_\_\_\_  
**FLETA A. BYRD, Mayor**

**ATTEST:**

\_\_\_\_\_  
**EMILY A. MATTHEWS, CMC, Town Clerk**

# *Request for Council Action*

*Agenda Item 7b(iii)\_\_\_*

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**TO:** MAYOR FLETA BYRD AND TOWN COUNCILMEMBERS  
**FROM:** LEIGHANNA WORLEY, TOWN ADMINISTRATOR  
**DATE:** JUNE 17, 2024  
**RE:** 2024-2025 GRANT ASSISTANCE CONTRACT WITH CENTRAL PINES REGIONAL COUNCIL

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For the past couple of years, we have paid CPRC an annual fee for assistance with grant work. We have not utilized this service as much as we had hoped we would. They have an option this year for a contract that pays on an “as needed” basis which would service our needs now much better.

Attached for your consideration is the 2024-2025 Grant Assistance Program Contract with Central Pines Regional Council.

## **ATTACHMENTS:**

2024-2025 Grant Assistance Program Contract with Central Pines Regional Council

## **ACTION REQUESTED:**

Vote to approve, deny, or table the 2024-2025 Grant Assistance Program Contract with Central Pines Regional Council

## 2024-2025 Grant Assistance Program Contract

### Program Overview

Central Pines Regional Council will provide comprehensive grant writing assistance to local governments related to proposal development, grant writing and reporting. Participating communities can request help for their own grant applications and to discuss potential projects or grant programs.

### Program Contacts

Alana Keegan, [akeegan@centralpinesnc.gov](mailto:akeegan@centralpinesnc.gov)  
*Local Government Services Director*

Durham, Lee, Johnston, Chatham, & Wake:  
Tara Nattress, [tnattress@centralpinesnc.gov](mailto:tnattress@centralpinesnc.gov)  
*Senior Management Analyst*

### Central Pines Responsibilities:

- Managing all grant program administration including hiring and oversight of program staff, coordination with contractual and external partners, and financial oversight.
- Tracking a wide range of funding sources to monitor and identify opportunities for program communities.
- Working with local government staff to move projects from ideation to submitted applications: develop competitive project ideas, and coordinate with partners or sub-recipients and associated funding sources.
- Overseeing project management for grant proposal writing, proposal development, stakeholder coordination, application submission, and grant evaluations.

### Local Government Responsibilities:

- Assisting with proposals and applications by providing internal documentation, resources, or plans in a timely manner.
- Assigning a program contact to ensure continuity of operations and work with Central Pines staff on information dissemination and coordination internally.

### Program Cost and Program Sustainability

The Town of Wilson's Mills will pay an hourly rate of \$80/hour for the services listed above throughout Fiscal Year 2024-2025. Central Pines Regional Council will provide a monthly invoice, when applicable, of any accrued costs.

\* Federal grant applications requested less than 3 weeks before the deadline will include an additional \$1,500 fee.

Communities are asked to prioritize utilizing Central Pines Regional Council (CPRC) for grant administration of successfully awarded proposals over other external agencies to support the longevity and growth of CPRC’s grant services.

**TERMS**

The term of this agreement shall be entered into July 1, 2024 through June 30, 2025. If you agree with the terms of this service agreement, please indicate by signing below and returning a signed original to Central Pines Regional Council. This confirms your intention to accept the scope of work and you are confirming the encumbrance of funds sufficient to pay the fees for services rendered. Thereafter the agreement shall be renewed automatically for annual periods beginning July 1st unless this agreement is terminated by either party following the termination procedure set out below.

**SIGNATURES**

**Town of Wilson’s Mills**

**Central Pines Regional Council**

By: \_\_\_\_\_

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

(Signature of Finance Director)

\_\_\_\_\_



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# *Request for Council Action*

*Agenda Item(s)7c(i)*

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**TO:** MAYOR FLETA BYRD AND TOWN COUNCILMEMBERS  
**FROM:** SHERRY L. HUDSON, FINANCE OFFICER  
**DATE:** January 17, 2024  
**RE:** Budget Amendment #2

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Attached for your consideration is Budget Amendment #2 for the Town of Wilson's Mills.

**ATTACHMENTS:**

Budget Amendment #2

**ACTION REQUESTED:**

Approve, deny, or table Budget Amendment #2 for the Town of Wilson's Mills

**AN ORDINANCE TO AMEND  
AN ORDINANCE TO APPROPRIATE FUNDS  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023  
AND ENDING JUNE 30, 2024**

TOWN OF WILSON'S MILLS  
FY 23-24 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 17<sup>th</sup> day of June 2024 that the Town Budget adopted on May 15, 2023, for FY 2023-2024 is hereby amended and adopted.

Section I. That the following Revenue items in the General Fund Budget be INCREASED by the following amounts:

<b>GENERAL FUND</b>	<b>REVENUES</b>	<b>DECREASE</b>	<b>INCREASE</b>
<u>Account No.</u>	<u>Line Item</u>	<u>Amount</u>	<u>Amount</u>
10-3199-110	Ad Valorem		\$3,508.00
10-3231-311	State Sales Tax		\$5,875.00
10-3315-330	Powell Bill St. Aid		\$11,733.00
10-3431-220	Drug Seizure Revenue		\$492.00
10-3431-430	Court Facility Revenue		\$641.00
10-3431-431	Ticket & Violation Fees		\$955.00
10-3491-410	Planning Fees		\$36,283.00
10-3701-002	Grants		\$38,280.00
10-3831-000	Interest Earned		\$571.00
10-3833-840	Comm. Program Donations		\$140.00
10-3839-850	Insurance Proceeds		\$13,326.00
10-3840-800	Misc./Pet Collections		\$6,909.00
			\$118,713.00

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>	<b>INCREASE</b>	<b>DECREASE</b>
		<u>Amount</u>	<u>Amount</u>
-	Governing Board		
10-4110-191	Audit Fees	\$2,419.00	
10-4110-192	Legal Fees	\$2,370.00	
10-4110-299	Department Supplies	\$2,500.00	
10-4110-311	Travel Expense	\$165.00	
10-4110-331	Utilities / Electricity		\$2,777.00
10-4110-333	Utilities / Gas		\$3,000.00
10-4110-334	Utilities / Water		\$2,300.00

10-4110-335	Utilities / Trash		\$800.00
10-4110-339	Tax Collection Fee	\$4,000.00	\$102.00
10-4110-395	Education & Seminars	\$766.00	
10-4110-451	Insurance & Bonding		\$1,000.00
10-4110-491	Dues	\$622.00	
10-4110-553	Prof. Municipal Studies	\$30,000.00	
10-4110-693	Emp./Vol. Appreciation		\$1,173.00
	<b>Administration</b>		
10-4120-121	Salaries & Wages	\$15,080.00	
10-4120-181	FICA	\$1,327.00	
10-4120-182	Retirement	\$2,566.00	
10-4120-183	Group Insurance		\$3,000.00
10-4120-251	Gas & Oil		\$400.00
10-4120-260	Department Supplies	\$1,500.00	
10-4120-321	Telephone	\$89.00	
10-4120-325	Postage	\$210.00	
10-4120-370	Advertising	\$1,000.00	
10-4120-395	Employee Training		\$4,100.00
10-4120-439	Equipment Rent		\$2,000.00

	<b>Police</b>		
10-4310-121	Salaries & Wages	\$25,000.00	
10-4310-126	Salaries - Part Time	\$30,000.00	
10-4310-182	Retirement	\$6,500.00	
10-4310-251	Gas & Oil		\$12,000.00
10-4310-311	Travel		\$1,800.00
10-4310-321	Telephone		\$2,000.00
10-4310-353	Maint. Vehicles	\$5,000.00	
10-4310-395	Employee Training		\$2,500.00
10-4310-553	Capital Outlay - Vehicles	\$2,275.00	
	<b>Public Works</b>		
10-4410-121	Salaries & Wages	\$7,678.00	
10-4410-126	Part Time Salaries	\$5,500.00	
10-4410-181	FICA	\$500.00	
10-4410-182	Retirement	\$544.00	
10-4410-311	Group Insurance		\$1,500.00
10-4410-212	Uniforms	\$300.00	
10-4410-311	Travel		\$482.00
10-4410-321	Telephone	\$500.00	

10-4410-330	Street Lighting		\$2,500.00
10-4410-395	Employee Training		\$410.00
10-4410-398	Drug Testing - Vaccines		\$600.00
10-4410-491	Dues		
	<b>Planning &amp; Zoning</b>		
10-4910-182	Retirement		\$2,630.00
10-4910-183	Group Insurance		\$4,394.00
10-4910-199	Professional Services	\$10,000.00	
10-4910-251	Gasoline		\$500.00
10-4910-311	Travel		\$1,000.00
10-4910-321	Telephone	\$225.00	
10-4910-359	Contracted Services	\$10,000.00	
10-4910-398	Drug Tesing	\$45.00	
	<b>Park &amp; Events</b>		
10-6120-693	Festivals / Events	\$3,000.00	
		\$171,681.00	\$52,968.00

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

SEWER FUND	EXPENSES	INCREASE	DECREASE
	<u>Line Item</u>		
	<b>Sewer</b>		
30-7140-199	Professional Services		\$30,397.00
30-7140-711	Prin. USDA Sewer Bond "A"	\$30,397.00	
	<b>TOTAL</b>	\$30,397.00	\$30,397.00

+\$118,713.00  
 +\$ 52,968.00  
-\$171,681.00  
 \$ 0.00

**Adopted this 17<sup>th</sup> Day of June 2024**

**ATTEST:**

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

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

# Request for Council Action

## Agenda Item 7d(i)

**TO:** Mayor Fleta Byrd and Town Council Members  
**FROM:** Wendy Oldham, CZO  
**DATE:** June 17, 2024  
**FILE No.:** RZ-02-2024  
**REQUEST:** General Rezone from (AG) Agriculture to (C-70) Highway 70 & I-42 Commercial District.

CURRENT SITE INFORMATION	
<b>LOCATION:</b>	US HWY 70 W Smithfield NC 27577 - WALKER PROPERTY
<b>TAX ID:</b>	17K08043I
<b>SITE ACREAGE:</b>	3.82
<b>ZONING:</b>	(AG) Agriculture
<b>CURRENT USE:</b>	Vacant Lot

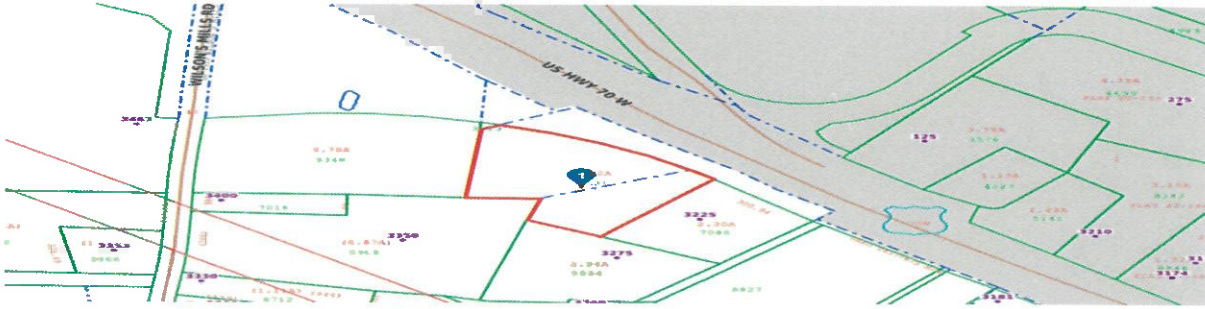
### BACKGROUND

During the hearing at the May 20, 2024, Town Council meeting, a question arose as to the actual zoning of this property. The Town Council asked Planning Director Wendy Oldham to get clarification regarding the zoning and overlay showing in GIS. After speaking with several staff members at Johnston County GIS, it has been confirmed that this parcel is indeed zoned Agriculture. The overlay district of GB-HCO was deleted in December 2019 when the new Zoning Map was adopted by Council. JC GIS failed to remove the overlay from this parcel. Once this parcel is rezoned by Council, the GB-HCO overlay will no longer apply. The Commercial showing on a different screen in GIS is for tax billing purposes only and does not affect the actual zoning of the property.

This parcel is currently zoned AG (Agriculture). The applicant has requested a rezone from AG (Agriculture) to C-70 (Commercial)

*Site location on next page.*

## SITE LOCATION



## PARCEL ORTHOPHOTO



## STANDARDS FOR APPROVAL

Town Council approval shall be based on the findings of facts and to include the Planning Board's recommendations. Both are listed below.

## FINDINGS OF FACT

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

*Statement by applicant: Agreed...with a re-zoning to C-70 it would allow my agent to seek out a commercial buyer that can use this land to its highest and best potential.*

2. That the use or development complies with all required regulations and standards of the Wilsons Mills development ordinance and with all other applicable regulations. *Statement by applicant: Yes...neighboring parcels are already zoned C-70, and this one is GB-HCO, changing to C-70 will simply make it easier for the future buyer to enhance the area, and build at a quicker pace.*
3. That the use or development is located, designed, and proposed to be operated to not substantially injure the value of adjoining or abutting property, or that the use or development is a public necessity. *Statement by applicant: Currently, nothing is planned, I am simply seeking to have my land rezoned.*
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 the Town of Wilson's Mills and its environs. *Statement by applicant: Changing from GB-HCO to C-70 is simply allowing this land which is very close to 70 to be developed properly in the future.*

### **STATEMENT OF CONSISTENCY AND REASONABLENESS**

This action is consistent with the Town of Wilson's Mills Adopted Comprehensive Land Use and Master Plan and the Town's Unified Development Ordinance. This action is also consistent with the Future Land Use Map as Commercial was established to provide opportunities for compatible and sustainable development along the US Hwy 70 & I-42 corridor and would help promote and establish growth of businesses in Wilson's Mills. This rezone is also reasonable with the above items.

### **PLANNING BOARD RECOMMENDATION(S)**

The application for rezoning was submitted to the Town of Wilson's Mills Planning Board on March 25, 2024, and was recommended for approval to the Town Council. The Planning Board, recognizing consistency with the Future Land Use Map, Comprehensive Land Use and Master Plan and Wilson's Mills UDO, recommended approval of File No. RZ-04-2024 to allow the rezone from Agriculture (AG) to Highway 70 & I-42 Commercial District (C-70).

### **THE TOWN'S PLANNING DEPARTMENT RECOMMENDATION(S)**

After reviewing the file, rezoning application and site plan, staff recommends approval for rezoning Agriculture (AG) to Highway 70 & I-42 Commercial District (C-70). Staff agrees with the Planning Board decision to approve rezone.

### **TOWN COUNCIL ACTION**



1. Based on Consistency with the Comprehensive Land Use Map, Unified Development Ordinance and the Future Land Use Map and also, the reasonableness with the Comprehensive Land Use Map, Unified Development Ordinance, and Future Land Use Map, I make a motion to approve the rezone of Parcel ID: 17K08043I (US HWY 70 W) from AG to C-70.
- 
- 

2. I make a motion to deny the rezone of Parcel ID: 17K08043I from AG to (C-70) for the following reasons: \_\_\_\_\_
- 
- 

Attachments:

Rezone Application

Pictures of Posting

Copy of Letter to Adjoining Properties



# TOWN OF WILSON'S MILLS REZONING / MAP AMENDMENT APPLICATION

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

## PROCESS INFORMATION:

**Submission Requirement:** An application for a rezoning (general or conditional zoning) to the Town's official zoning map shall be filed with the Development Compliance Officer. Such petition shall contain all the information required on this form and must be determined to be complete by the Development Compliance Officer prior to advancing it through the review process.

**Public Notification:** This is a legislative process that requires a public hearing.

**Review Process:** Per Article 5 of the Wilson's Mills Development Ordinance (WMDO), all applications are to be reviewed for compliance by the Development Compliance Officer and then forwarded for to the Planning Board (review) and Town Council (decision) for consideration.

**General Rezoning Requests:** These are "general" requests involving a zoning change to an individual parcel of land. The request is to amend or change the Town's Official Zoning Map in a certain area from one zoning district to another. "General" rezoning requests are not specific and if approved, any permitted land use within the new zoning district as illustrated in the Section 8.1 (Table of Uses) of the Wilson's Mills Development Ordinance (WMDO) could be permitted.

**Conditional Zoning Requests:** Conditional Zoning Districts (CZ) are districts with conditions voluntarily added by the applicant. Conditional zoning is available for any of the Primary General Use District classifications enumerated in Article 8 of the WMDO, except for those that require a site-specific development plan as part of the application. The conditional zoning designation shall be indicated on all zoning maps and other official documents with the suffix, "(CZ)" (e.g. "IND(CZ)").

## FILING INSTRUCTIONS:

\_\_\_\_\_ Every applicant for rezoning request is required to meet with the Development Compliance Officer 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.

\_\_\_\_\_ Remittance of associated fee(s)\* to accompany this application. (\*See Town of Wilson's Mills fee schedule)

## GENERAL PROJECT INFORMATION:

Project Address / Location: 0 US HIGHWAY 70 W Smithfield NC 27577

Zoning District: Wilsons Mills Size of Property (in acres): 3.820

Johnston Co. Tax PIN #: 169600-52-5321 Proposed Building Square Footage: N/A

Town Jurisdiction:      In-Town Limits   X   ETJ

Existing land use/zoning on adjoining properties:

North: DOT owned Commercial

South: AG

East: US HWY 70 Commercial

West: C-70 & AG (Duke Power & Light)

**APPLICANT INFORMATION:**

Applicant: Reba Walker

Address: : 1017 SWAN LAKE DR

City: N Myrtle Beach State: SC Zip: 29582

Phone: 919-215-8155 Email: rebaw033@gmail.com

Property Owner (Owner Consent Form is required if different from applicant): \_\_\_\_\_

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

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

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

**REZONING REQUEST:**

General Use  Conditional Zoning

Existing Zoning Classification: AG & ~~CBDCO~~

Proposed Zoning Classification: C-70

If the request is to a Conditional Zoning District, this application should be accompanied by a site-specific development plan that includes land use, existing conditions, buildings, lots, etc. per the WMDO. In addition, please provide a narrative of the proposed use and list any proposed conditions:

Proposed Land Use:

Right now the plan is to contact gas stations to see if this land would be a good fit for perhaps a wawa

With the changing landscape this area has a highest and best use of commercial directed towards hwy 70 traffic

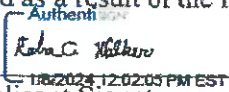
Proposed Conditions Offered by Applicant:

NONE

**ACKNOWLEDGEMENT:**

The undersigned property owner, or duly authorized agent/representative thereof certifies that this application and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief, with the understanding that any incorrect information submitted may result in the delay or rescheduling of the required public hearing and may result in the revocation of this application. I hereby authorize the Town of Wilson's Mills to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

Reba Walker  
Applicant Printed Name

  
Applicant Signature

01/08/2024  
Date

FINDINGS OF FACT

Article 7.8 of the WMDO require the compliance of specific findings of fact in order to grant a rezone. 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 rezone request:

- 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:

Agreed....With a re-zoning to C-70 it would allow my agent to seek out a commercial buyer that can use this land to its highest and best potential

- 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:

Yes...neighboring parcel's are already zones C-70, and this one is GB-HCO, changing to C-70 will simply make it easier for the future buyer to enhance the area, and build at a quicker pace

- 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:

Currently, nothing is planned, I am simply seeking to have my land re-zoned.

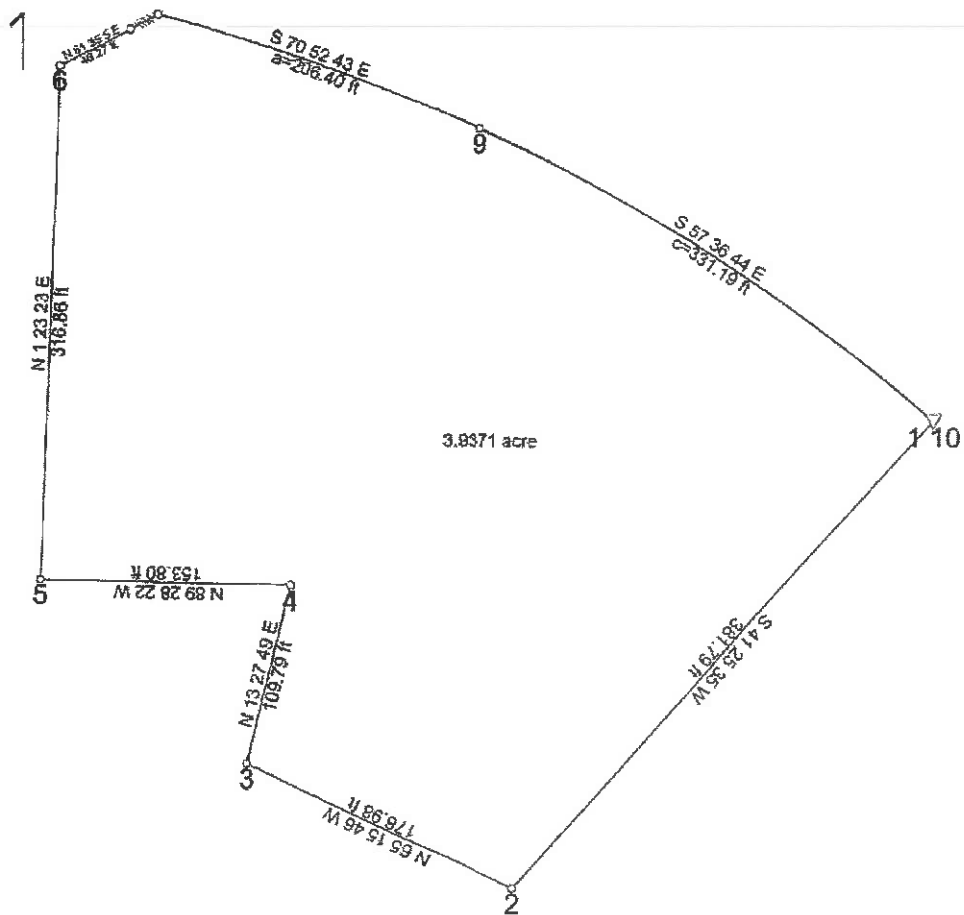
- 4. That the use or development will be in harmony with the area in which it is to be located and conforms to the general plans for the land use and development of Town of Wilson's Mills and its environs.

Statement by applicant:

Changing from GB-HCO to C-70 is simply allowing this land which is very close to 70 to be developed properly in the future

EXHIBIT A

BEGINNING at the Northwestern corner of the property now or formerly owned by Ebi and Chuck G. Igba and described in that deed recorded in Deed Book 5616, Page 705, Johnston County Registry and traveling with the Western Line of the Igba property South 41 degrees 25 minutes 35 seconds West 381.79 feet to a point; thence North 65 degrees 15 minutes 46 seconds West 176.98 feet to a point; thence North 13 degrees 27 minutes 49 seconds East 109.79 feet to a point; thence North 89 degrees 28 minutes 22 seconds West 153.80 feet to a point; thence North 1 degree 23 minutes 23 seconds East 316.86 feet to a point; thence North 61 degrees 35 minutes 05 seconds West 48.27 feet to a point; thence North 61 degrees 52 minutes 32 seconds East 19.48 feet to a point; thence following a curve with an arc length of 206.4 feet, a radius of 1163 feet, a chord bearing of South 70 degrees 52 minutes 43 seconds East and a chord length of 205.97 feet; thence following a curve with an arc length of 332.32 feet, a radius of 1163 feet, a chord bearing of South 57 degrees 36 minutes 44 seconds East and a chord length of 331.19 feet to the point and place of BEGINNING, and containing 3.94 acres, more or less, and identified as Tract 2 on a survey drawn by Alsey J. Gilbert PLS and dated June 9, 2020.



DeedPro Software, LLC makes no warranty as to the accuracy and completeness of this information.

TOWN ADMINISTRATOR / HR  
DIRECTOR

Leighanna T. Worley, MMC, NCCMC

TOWN CLERK

Emily Matthews

FINANCE OFFICER /

DEPUTY CLERK

Sherry Hudson

PLANNING DIRECTOR

Wendy Oldham, CZO

PUBLIC WORKS DIRECTOR

Patrick Moore



MAYOR

Fleta Byrd

MAYOR PRO-TEM

JC Triplett

COUNCILMEMBERS

Tim E Brown

Randy N Jernigan

David J McGowan

Carolyn Dobbins

TOWN ATTORNEY

Gabriel Du Sablon

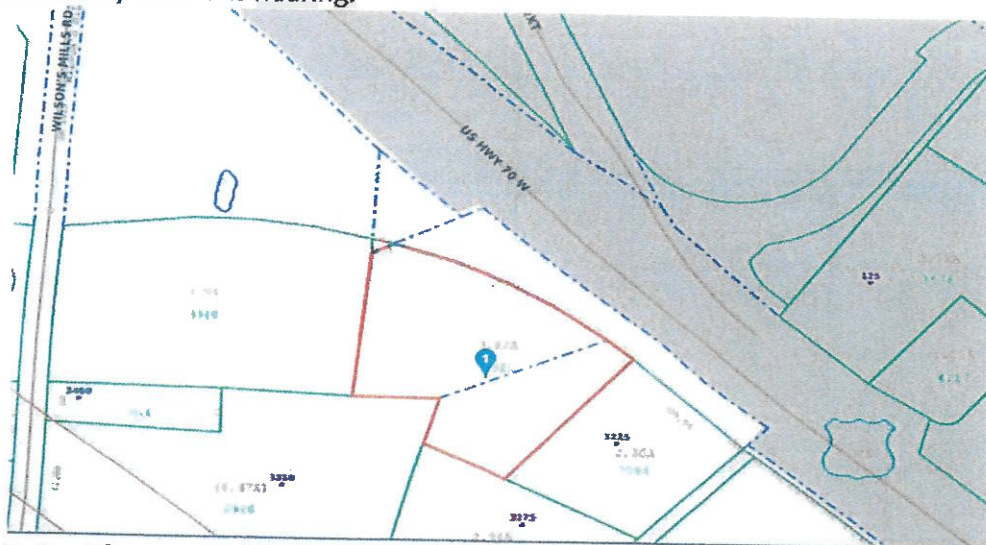
April 29, 2024

Dear Property Owner:

You are hereby advised that Wilson's Mills Town Council will hold a public hearing on **May 20, 2024**, at **6:30 p.m.** at **Wilson's Mills Elementary School** in the cafeteria. The purpose of the hearing is to consider a rezone request concerning property adjacent to property owned by you. All interested citizens are invited to attend the meeting.

The petitioner is requesting a rezone of Parcel 17K08043I from Agriculture (AG) to Highway 70 & I-42 Commercial District (C-70).

All interested people are invited to attend the meeting. The Town Council will be making their decision immediately after this hearing.



If you have any questions regarding this matter, please feel free to contact me at 919-938-3885 x 220 or woldham@wilsonsmillsnc.org.

Sincerely,  
Wendy Oldham, CZO  
Planning Director

**3.8± Acres**  
**FOR SALE**  
**919-215-9146**

**Z** ZONING NOTICE  
Case #17-03-2024  
Zone: AG-48 C-10  
A ZONING NOTICE will be held on  
the 1st day of the month of August  
at 10:00 AM in the Board Room of the  
City of San Jose, California  
at the City Administration Center  
400 South Bascom Avenue  
San Jose, CA 95128  
For more information, visit [www.sanjose.org](http://www.sanjose.org)



3.8-  
FOR  
919-2

**Z** ZONING NOTICE  
Case# RZ-02-2024  
Request AG to C-70  
A PUBLIC HEARING will be held on  
MAY 20<sup>th</sup> 2024 @ 6:30PM  
Wilson's Mills Elementary School (Cafeteria)  
4654 Wilson's Mills Road  
Wilson's Mills 919-238-2025 [www.wilsonsmillsnc.org](http://www.wilsonsmillsnc.org)

**AN ORDINANCE AMENDING THE WILSON'S MILLS ZONING ORDINANCE**

**PROPERTY OWNED BY  
REBA WALKER  
3.82 ACRES LOCATED ON STRICKLAND ROAD FROM AGRICULTURE (AG)  
TO  
COMMERCIAL (C-70)**

**WHEREAS**, a petition has been received from Reba Walker to rezone a 3.82-acre tract of land from AG (Agriculture) to C-70 (Commercial); and

**WHEREAS**, the required newspaper notices have been given, adjacent property owners notified, the recommendation from the Wilson's Mills Planning Board received, and a public hearing held at a Regular Meeting on June 17, 2024 with members of the public soliciting input on the matter.

**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL** of the Town of Wilson's Mills that:

**Section 1.** The Zoning Ordinance of the Town of Wilson's Mills is amended to change the following area from AG (Agriculture) to C-70 (Commercial), and to amend the Wilson's Mills Zoning Map to show the area change:

*BEGINNING AT THE Northwestern corner of the property now or formerly owned by Ebi and Chuck G. Igba and described in that deed recorded in Deed Book 5616, Page 705, Johnston County Registry and traveling with the Western Line of the Igba property South 41 degrees 25 minutes 35 seconds West 381.79 feet to a point; thence North 65 degrees 15 minutes 46 seconds West 176.98 feet to a point; thence North 13 degrees 27 minutes 49 seconds East 109.79 feet to a point; thence North 89 degrees 28 minutes 22 seconds West 153.80 feet to a point; thence North 1 degree 23 minutes 23 seconds East 316.86 feet to a point; thence North 61 degrees 35 minutes 05 seconds West 48.27 feet to a point, thence North 61 degrees 52 minutes 32 seconds East 19.48 feet to a point; thence following a curve with an arc length of 206.4 feet, a radius of 1163 feet, a chord bearing of South 70 degrees 52 minutes 43 seconds East and a chord length of 205.97 feet'; thence following a curve with an arc length of 332.32 feet, a radius of 1163 feet, a chord bearing of South 57 degrees 36 minutes 44 seconds East and a chord length of 331.19 feet to the point and place of BEGINNING, and containing 3.94 acres, more or less, and identified as Tract 2 on a survey by Alsey J. Gilbert PLS and dated June 9, 2020.*

**Section 2.** All laws and clauses in conflict with this Ordinance Amendment are hereby repealed.

**Section 3.** This Ordinance Amendment shall be effective immediately upon adoption.

**DULY ADOPTED THIS THE 17<sup>th</sup> DAY OF JUNE 2024**

\_\_\_\_\_  
FLETA A. BYRD, Mayor

ATTEST:

\_\_\_\_\_  
EMILY MATTHEWS, CMC, Town Clerk

# *Request for Council Action*

Agenda Item 7d(ii)

---

**TO:** Mayor Fleta Byrd and Town Council Members  
**FROM:** Wendy Oldham, CZO, Planning Director  
**DATE:** June 17, 2024  
**RE:** Call For Hearing  
**REQUEST:** Rezone of Parcel ID # 17J07005H

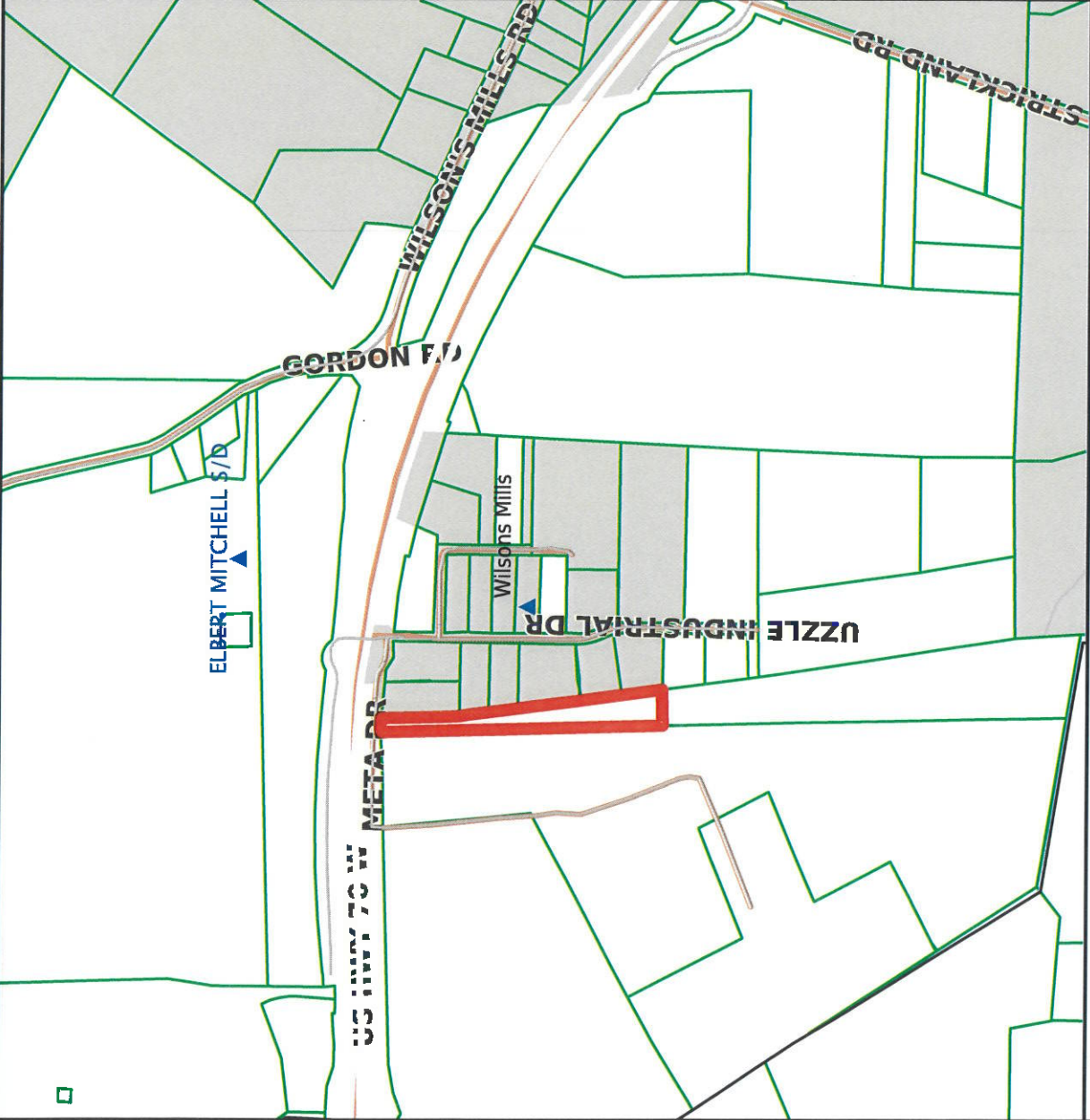
Applicant has requested the rezone of Parcel ID # 17J07005H Industrial (IND) to Commercial (C-70). A hearing must be called and held prior to a vote taking place.

Please call for a hearing of the rezone of Parcel ID #17J07005H from Ind to C-70 at the Monday July 15<sup>th</sup>, 2024, Town Council Meeting at 6:30 p.m. or as close as possible thereafter.



\*\*\* DISCLAIMER \*\*\*

Johnston County assumes no legal responsibility for the information represented here.



**Result 1**

id: 17J07005H  
 Tag: 17J07005H  
 NCPin: 168600-19-6760  
 Mapsheet No: 1686  
 Owner Name 1: TWISDALE, TUCKER UZZLE  
 Owner Name 2:  
 Mail Address 1: 1755 BUFFALO RD  
 Mail Address 2:  
 Mail Address 3: SMITHFIELD, NC 27577-7434  
 Site Address 1: 107 META DR  
 Site Address 2: CLAYTON, NC 27520-

Book: 05279  
 Page: 0969  
 Market Value: 36370  
 Assessed Acreage: 3.160  
 Calc. Acreage: 3.160  
 Sales Price: 27500

Sale Date: 2019-01-16  
 Township: Wilson's Mills  
 Flood Panel: 3720168600 K | 2014-04-30  
 Water District: Little Creek Water District

ETJ: Wilsons Mills  
 City Limits: N/A  
 Town Zoning: IND  
 County Zoning: N/A  
 OverLay Zoning: N/A  
 EMS District: ST12  
 Fire District: Wilsons Mills  
 Law District: 7  
 Census Tract: 409  
 Electric District: SMITHFIELD-SELMA MUNICIPAL

Special Tax: N/A  
 Voting Districts: Wilson's Mills  
 Congressional: 13  
 NC House District: 28  
 NC Senate District: 10  
 Commissioner: 6

Scale: 1:10060 - 1 in. = 838.33 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no margins)



# *Request for Council Action*

Agenda Item 7d(iii-iv)

---

**TO:** Mayor Fleta Byrd and Town Council Members  
**FROM:** Wendy Oldham, CZO, Planning Director  
**DATE:** June 17, 2024  
**RE:** Call For Hearing  
**REQUEST:** Rezone of Parcel ID # 17K08026L and 17K08026

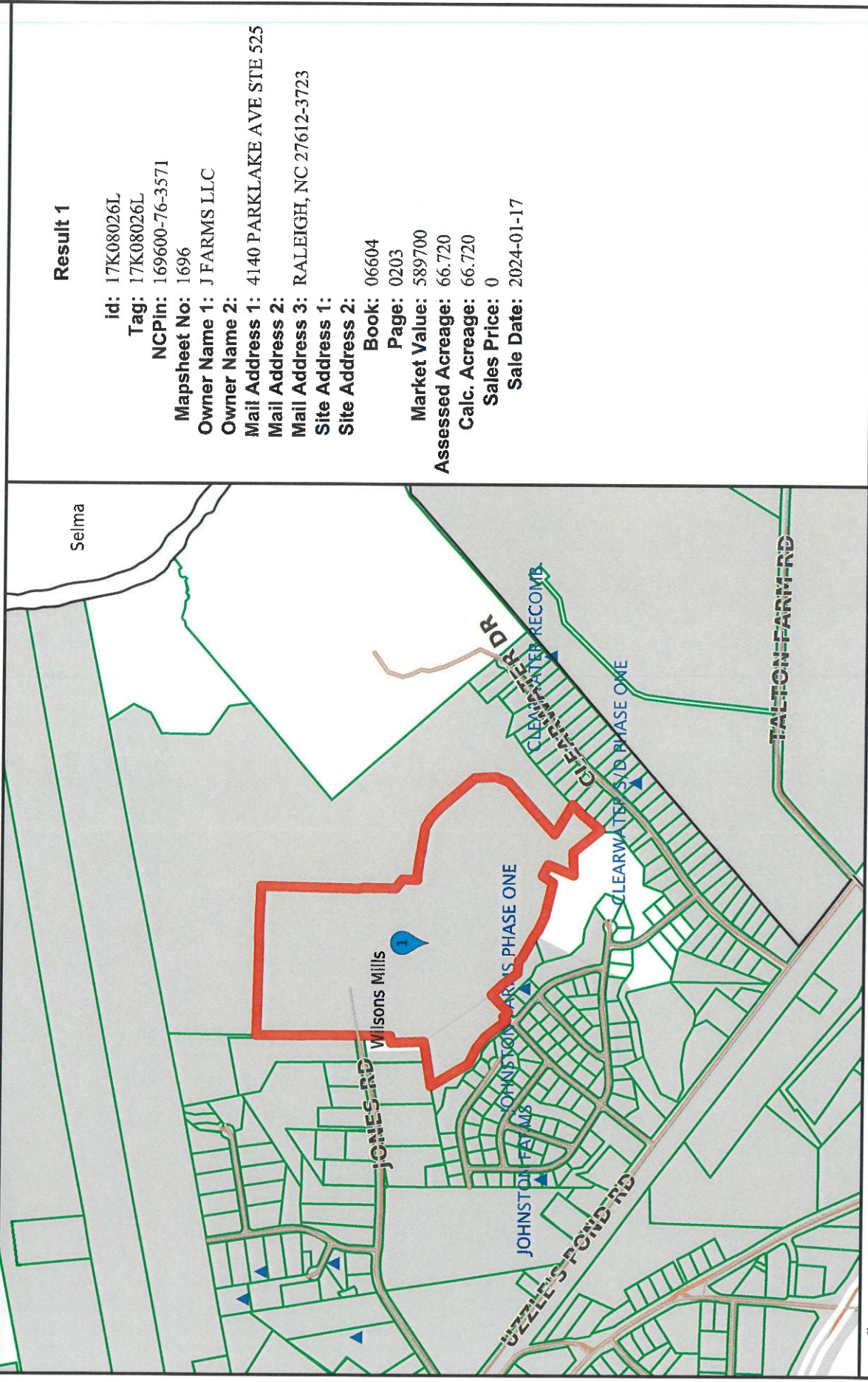
Applicant has requested the rezone of Parcel ID # 17K08026L and 17K08026 from Agriculture (AG) to MU-CZ (Mixed Use Conditional Rezone). A hearing must be called and held prior to a vote taking place.

Please call for a hearing of the rezone of Parcel ID # 17K08026L and 17K08026 from AG to MU-CZ on Monday July 15<sup>th</sup>, 2024, Town Council Meeting at 6:30 p.m. or as close as possible thereafter.



\*\*\* DISCLAIMER \*\*\*

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**Result 1**

id: 17K08026L  
 Tag: 17K08026L  
 NCPin: 169600-76-3571  
 Mapsheet No: 1696  
 Owner Name 1: J FARMS LLC  
 Owner Name 2:  
 Mail Address 1: 4140 PARKLAKE AVE STE 525  
 Mail Address 2:  
 Mail Address 3: RALEIGH, NC 27612-3723  
 Site Address 1:  
 Site Address 2:

Book: 06604  
 Page: 0203

Market Value: 589700  
 Assessed Acreage: 66.720  
 Calc. Acreage: 66.720  
 Sales Price: 0

Sale Date: 2024-01-17



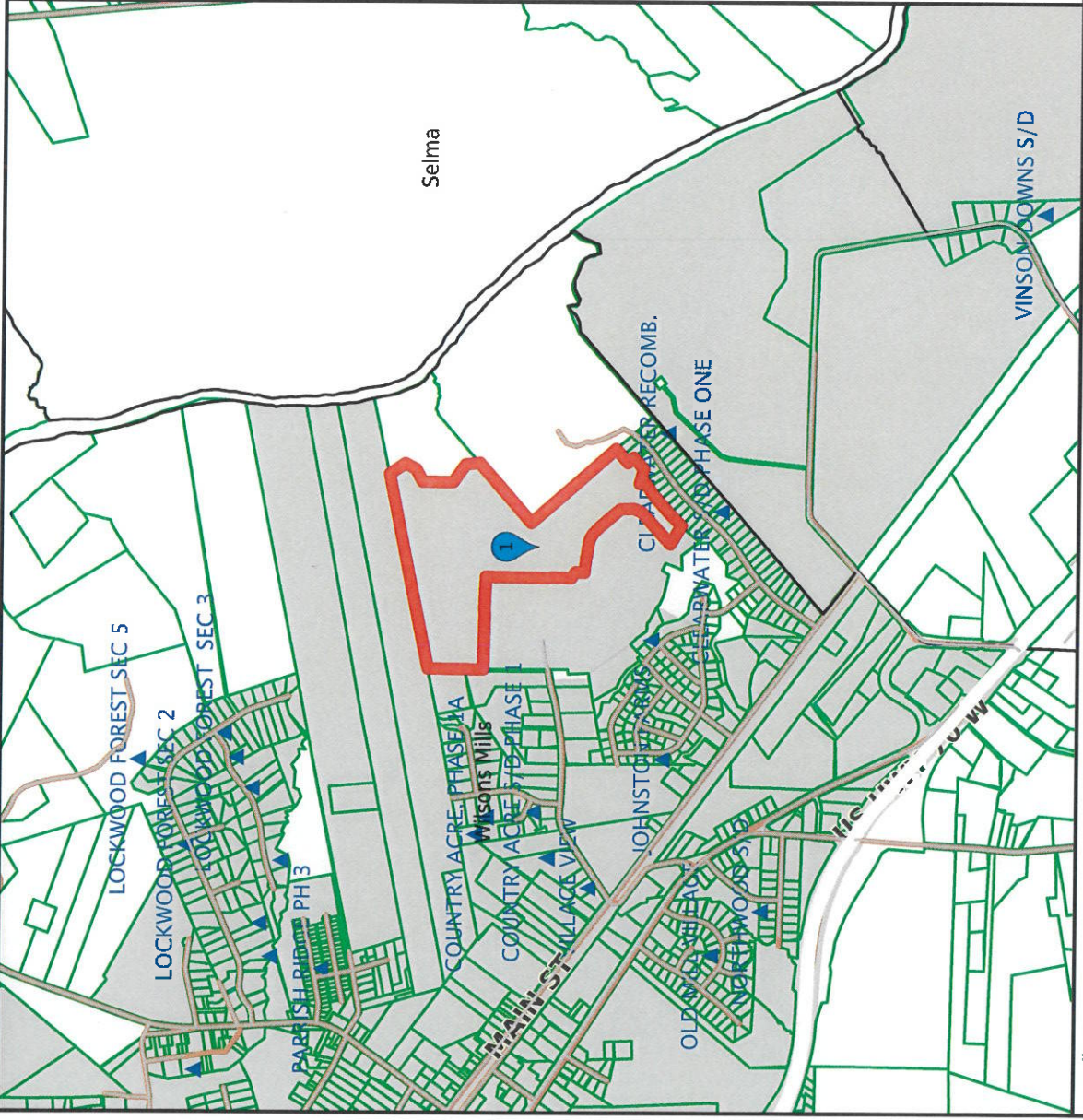
Scale: 1:11949 - 1 in. = 995.72 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)



\*\*\* DISCLAIMER \*\*\*

Johnston County assumes no legal responsibility for the information represented here.



Result 1

id: 17K08026  
 Tag: 17K08026  
 NCPin: 169600-77-9535  
 Mapsheet No: 1696  
 Owner Name 1: J FARMS LLC  
 Owner Name 2:  
 Mail Address 1: 4140 PARKLAKE AVE STE 525  
 Mail Address 2:  
 Mail Address 3: RALEIGH, NC 27612-3723  
 Site Address 1:  
 Site Address 2:  
 Book: 06604  
 Page: 0206  
 Market Value: 517060  
 Assessed Acreage: 83.690  
 Calc. Acreage: 84.710  
 Sales Price: 0  
 Sale Date: 2024-01-17



Scale: 1:23897 - 1 in. = 1991.43 feet  
 (The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

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# *Request for Council Action*

*Agenda Item 7e(i)*

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**TO:** MAYOR FLETA BYRD AND TOWN COUNCILMEMBERS  
**FROM:** A. Z. WILLIAMS, CHIEF OF POLICE  
**DATE:** JUNE 17, 2024  
**RE:** GENERAL ORDER 200-4 – ASSIGNED PATROL VEHICLE

---

Attached for your consideration are modifications to the existing WMPD **GENERAL ORDER #: 200-4 Assigned Patrol Vehicle**. If approved the changes would be effective immediately.

**ATTACHMENTS:**

GENERAL ORDER #: 200-4 (Old & New versions)

**ACTION REQUESTED:**

Approve or deny requested modifications to current policy.



# WILSON'S MILLS POLICE DEPARTMENT



PO Box 448, 100 Railroad St.

Wilson's Mills, NC 27593

[Office] (919) 938-3885

[Fax] (919) 938-0955

*Chief A. Z. Williams*

**GENERAL ORDER #:** 200-4

**SUBJECT:** Assigned Patrol Vehicle

**EFFECTIVE DATE:** June 17, 2024

**REVISION NUMBER/DATE:** June 17, 2024

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

## **Purpose**

The purpose of this Order is to establish procedures for individualized assignment of the Department's Police vehicles, implement specific guidelines and procedures to ensure inspection, proper maintenance and use of vehicles, and to list equipment required to be carried in marked patrol vehicles.

## **Policy**

It shall be the policy of the Wilson's Mills Police Department to assign vehicles to officers for their use on and off duty in order to:

- maintain high visibility throughout the Town;
- act as a deterrent to crime;
- to provide quicker response to certain types of calls;
- to reduce maintenance costs for police vehicles;
- to provide quicker response of off-duty personnel when they are called back to duty because of an emergency; and
- to provide increased incentive and morale of members of the police department.

## **I. Departmental Rules**

- A. No provisions of this order shall be construed to authorize operation of police vehicles at a time or in any manner, or for a purpose inconsistent with the prevailing ordinances of the Town of Wilson's Mills, or Statutes of the State of North Carolina.
- B. No person, either police employees or others, is to be transported in police vehicles except for a duty-related purpose, and with the authorization of an appropriate supervisor or Chief of Police. Operators of police vehicles are responsible for the appearance and conduct of any passengers.

- C. When operating an assigned vehicle in an off-duty status, the officer shall be armed with their assigned weapon or an approved off-duty weapon, shall carry their department issued ballistic vest, shall carry their badge and departmental identification. Appropriate civilian attire is required, if not in uniform.
  - 1) This provision shall apply to attending training, operating the vehicle for fleet maintenance purpose and other business-related needs.
  - 2) Personnel are prohibited from using a department vehicle for personal use.
- D. When operating a police vehicle off-duty, officers are required to stop and render assistance, apprehend violators of serious crimes and/or summon on-duty police officers in circumstances which logically require police attention. Under normal circumstances, investigations requiring more than short-term, on-the-scene action are to be handled by on-duty personnel. Compensation is appropriate and authorized for any such police actions.
- E. When operating a police vehicle, the seat belt and shoulder harness is to be properly fastened by the driver and all passengers. The operator shall be responsible for proper use of all seat restraints by passengers.
- F. Officers are prohibited from leaving portable radios, weapons, laptops or other portable, valuable department equipment issued to them unattended in parked vehicles while off-duty, or when the officer can anticipate being away from the vehicle for an extended period of time. Such portable equipment should be locked out of sight in the trunk to discourage theft.
- G. All maintenance on police vehicles shall be performed by designated fleet services center.
- H. Vehicles are not to be altered in any way which would potentially increase or decrease the speed capabilities or change the handling characteristics of the vehicle, except as authorized by the Chief of Police.
- I. No unauthorized weapons, ammunition, tear gas, or any devices prohibited by statute, ordinance or departmental rule, shall be carried in a police vehicle.
- J. A police vehicle is not to be used for purposes of actual patrol or security for a private employer, unless specifically approved by the Chief of Police.

## **II. Vehicle Assignment**

- A. The use of the departmental vehicle is to be viewed as a privilege and not a fringe benefit or employment right. The privilege is subject to modification or revocation at any time.
- B. Assigned vehicles are not to be operated by any person other than the officer to whom the vehicle is assigned, except as authorized by an appropriate supervisor or Chief of Police.
- C. The Chief of Police will determine the assignment of vehicles, with consideration for the operational needs of the Department. The vehicle is to be regarded as an official piece of equipment that is intended for the performance of official police duties.
- D. The assignment of vehicles shall be carried out in a manner to ensure maximum use toward the achievement of department goals.

- E. Individual assignment of a particular vehicle shall not preclude temporary reassignment of that vehicle by a supervisor for achievement of a police purpose.
- G. Personnel authorized to take their vehicles home are those ~~non-probationary full-time officers~~ **who have been released from field training and are authorized to conduct full LEO responsibilities AND** who reside within 30 miles of the Town of Wilson's Mills.
  - 1) Straight line measurement shall be the method utilized to determine the distance.
    - a. i.e. <http://www.freemaptools.com/how-far-is-it-between.htm>
- H. The Chief of Police or designee shall be authorized to limit the take home privileges or on-duty operations of assigned vehicles when necessary for achievement of police purposes or for disciplinary purposes.
- I. Certain positions within the Department may be authorized to take their vehicles home beyond outlined restrictions upon the authorization of the Chief of Police. The Chief of Police will consider such authorization on a case by case basis. Normally those **are management positions that** include: Police Lieutenant **and above**.
  - 1) The Town Administrator may approve a further distance for the Chief of Police.

### III. Inspection of Vehicles

- A. Daily Inspection Procedure
  - 1) Prior to driving any department vehicle, all officers will inspect interior and exterior areas of the vehicle and all vehicle equipment. Daily inspection shall be completed at the beginning of any officer's tour of duty.
  - 2) Prior to driving a spare or "shared" vehicle, the inspecting officer will complete the entire vehicle inspection report, noting any discrepancies found during the inspection.
  - 3) The inspecting officer is responsible for requesting replacement supplies and requesting repair of missing or worn equipment prior to the end of his tour of duty.
  - 4) Officers will report any mechanical defects found during inspection, or that occur during the shift, to the shift supervisor or Police Lieutenant before the end of the tour of duty, unless the mechanical defect makes the vehicle unsafe to operate.

If such a defect occurs, the officer will immediately notify the Lieutenant, who will verify the mechanical defect reported and authorize repair for the vehicle. If the vehicle is drivable, the officer will deliver the vehicle to the authorized Fleet Services provider as soon as it is practical to do so.
  - 5) If an officer discovers during daily inspection any damage(s) not previously reported, he will notify his immediate supervisor of the damage.
  - 6) Supervisory personnel will be responsible for inspecting any discrepancies discovered or reported to them by their personnel to ensure the discrepancies are corrected and equipment and supplies are replaced.

- 7) A file containing daily inspection reports of "shared" or spare vehicles will be maintained. Responsibility for maintenance of the file may be delegated to an individual within the department, at the discretion of the Police Lieutenant.

#### **IV. Use of Department Vehicles**

- A. When it can reasonably be anticipated that any officer will be absent from duty or not use the assigned vehicle for duty-related purposes for a period of ten (10) days or more, he will temporarily park the assigned vehicle at the Police Department.
- B. Police vehicles will not be used off-duty by officers who have consumed alcoholic beverages or other impairing substances, or who have alcohol or other impairing substances remaining in their blood or breath.
- C. Transportation or possession of alcoholic beverages in a police vehicle is prohibited unless in relation to an official arrest or police investigation. Alcoholic beverages seized or held in such cases must be submitted to property/evidence control before the end of an officer's tour of duty.
- D. Officers on light duty status for an extended period, or those who are under suspension or other restriction, shall not operate departmental vehicles.
- E. Transportation of materials that protrude from the trunk or obstruct the operator's vision is prohibited.
- F. Any alterations made to police vehicles must be specifically approved by the Chief of Police. Alterations, including stickers, decals, **window tints**, vanity plates etc., must serve a duty related law enforcement purpose.
- G. Personal equipment which an officer requires to perform his or her duties efficiently may be carried in an assigned vehicle.

#### **V. Vehicle Maintenance**

- A. Routine preventive maintenance including oil change, lubrication, minor adjustments, tire pressure, etc... is the responsibility of the employee to whom a vehicle is assigned to inform a supervisor.
  - 1) When a vehicle is due for routine maintenance the assigned operator is to submit the vehicle for service.
  - 2) Routine cleaning and general care of the vehicle shall be conducted to maintain a professional image of the Town and Police Department. Officers are responsible to ensure vehicle cleanliness between professional services. Supplies are provided at the police department and officers with take home cars are encouraged to ensure the vehicle remains clean at their residence.
  - 3) Officers are authorized to clean their assigned vehicle on duty, using department provided supplies.

**VI. Defective Police Vehicles/Equipment**

**A. Mechanical Defects**

- 1) Any officer who discovers a mechanical defect in the operation of a police vehicle, or discovers that any equipment in or on the vehicle does not operate, will immediately report such defect to his immediate supervisor.

The supervisor will inspect the vehicle upon receiving any report of defect to determine appropriate action for repair.

- 2) If the vehicle may be driven safely, marked police vehicles will be parked at the Police Department pending service.
- 3) If the vehicle cannot be driven safely, the supervisor will make arrangements to have the vehicle towed to the authorized Fleet Services dealer using the next available (next-out) rotation wrecker. Any bill or receipt for towing services will be forwarded to the Chief of Police

**B. Collisions, Reports and Repairs**

- 1) Collision Reporting

When any police vehicle becomes involved in a reportable collision, the officer or 9-1-1 will immediately notify a supervisor, who will immediately contact the officer to determine if the supervisor should respond.

- 2) Collisions investigations should be completed by the Highway Patrol when feasible. A copy of any NC Collision Report Form, (DMV Form 349), to the extent completed, will be forwarded to the Chief of Police.
- 3) Officers involved in a collision that appears to be the fault of the officer will be required to submit to a drug screen at the nearest medical facility. The Town will be financially responsible for the incurred cost.

**C. Collision Repair**

The Chief of Police is responsible for making arrangements to obtain estimates for repairs to vehicles damaged as a result of a collision.

**D. Contamination (Infectious Diseases)**

Contamination of a police vehicle that results from exposure to infectious diseases or bodily fluids is to be considered damage that makes a vehicle unsafe for continued operation.

In accordance with this order, all vehicles so damaged are to be taken out of service until proper decontamination methods can be employed to render the vehicle safe to operate.

- 1) If for any reason an officer cannot decontaminate a vehicle, officers will place an orange bio-hazard sticker on both rear passenger windows. The vehicle will be locked, secured and a supervisor notified.

# WILSON'S MILLS POLICE DEPARTMENT



PO Box 448, 100 Railroad St.

Wilson's Mills, NC 27593

[Office] (919) 938-3885

[Fax] (919) 938-0955

*Chief A. Z. Williams*

**GENERAL ORDER #:** 200-4

**SUBJECT:** Assigned Patrol Vehicle

**EFFECTIVE DATE:** June 17, 2024

**REVISION NUMBER/DATE:** June 17, 2024

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

## **Purpose**

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- to provide quicker response to certain types of calls;
- to reduce maintenance costs for police vehicles;
- to provide quicker response of off-duty personnel when they are called back to duty because of an emergency; and
- to provide increased incentive and morale of members of the police department.

## **I. Departmental Rules**

- A. No provisions of this order shall be construed to authorize operation of police vehicles at a time or in any manner, or for a purpose inconsistent with the prevailing ordinances of the Town of Wilson's Mills, or Statutes of the State of North Carolina.
- B. No person, either police employees or others, is to be transported in police vehicles except for a duty-related purpose, and with the authorization of an appropriate supervisor or Chief of Police. Operators of police vehicles are responsible for the appearance and conduct of any passengers.

- C. When operating an assigned vehicle in an off-duty status, the officer shall be armed with their assigned weapon or an approved off-duty weapon, shall carry their department issued ballistic vest, shall carry their badge and departmental identification. Appropriate civilian attire is required, if not in uniform.
  - 1) This provision shall apply to attending training, operating the vehicle for fleet maintenance purpose and other business-related needs.
  - 2) Personnel are prohibited from using a department vehicle for personal use.
- D. When operating a police vehicle off-duty, officers are required to stop and render assistance, apprehend violators of serious crimes and/or summon on-duty police officers in circumstances which logically require police attention. Under normal circumstances, investigations requiring more than short-term, on-the-scene action are to be handled by on-duty personnel. Compensation is appropriate and authorized for any such police actions.
- E. When operating a police vehicle, the seat belt and shoulder harness is to be properly fastened by the driver and all passengers. The operator shall be responsible for proper use of all seat restraints by passengers.
- F. Officers are prohibited from leaving portable radios, weapons, laptops or other portable, valuable department equipment issued to them unattended in parked vehicles while off-duty, or when the officer can anticipate being away from the vehicle for an extended period of time. Such portable equipment should be locked out of sight in the trunk to discourage theft.
- G. All maintenance on police vehicles shall be performed by designated fleet services center.
- H. Vehicles are not to be altered in any way which would potentially increase or decrease the speed capabilities or change the handling characteristics of the vehicle, except as authorized by the Chief of Police.
- I. No unauthorized weapons, ammunition, tear gas, or any devices prohibited by statute, ordinance or departmental rule, shall be carried in a police vehicle.
- J. A police vehicle is not to be used for purposes of actual patrol or security for a private employer, unless specifically approved by the Chief of Police.

## **II. Vehicle Assignment**

- A. The use of the departmental vehicle is to be viewed as a privilege and not a fringe benefit or employment right. The privilege is subject to modification or revocation at any time.
- B. Assigned vehicles are not to be operated by any person other than the officer to whom the vehicle is assigned, except as authorized by an appropriate supervisor or Chief of Police.
- C. The Chief of Police will determine the assignment of vehicles, with consideration for the operational needs of the Department. The vehicle is to be regarded as an official piece of equipment that is intended for the performance of official police duties.
- D. The assignment of vehicles shall be carried out in a manner to ensure maximum use toward the achievement of department goals.

- E. Individual assignment of a particular vehicle shall not preclude temporary reassignment of that vehicle by a supervisor for achievement of a police purpose.
- G. Personnel authorized to take their vehicles home are those full-time officers who have been released from field training and are authorized to conduct full LEO responsibilities AND who reside within 30 miles of the Town of Wilson's Mills.
  - 1) Straight line measurement shall be the method utilized to determine the distance.
    - a. i.e. <http://www.freemaptools.com/how-far-is-it-between.htm>
- H. The Chief of Police or designee shall be authorized to limit the take home privileges or on-duty operations of assigned vehicles when necessary for achievement of police purposes or for disciplinary purposes.
- I. Certain positions within the Department may be authorized to take their vehicles home beyond outlined restrictions upon the authorization of the Chief of Police. The Chief of Police will consider such authorization on a case by case basis. Normally those are management positions that include: Police Lieutenant and above.
  - 1) The Town Administrator may approve a further distance for the Chief of Police.

### III. Inspection of Vehicles

#### A. Daily Inspection Procedure

- 1) Prior to driving any department vehicle, all officers will inspect interior and exterior areas of the vehicle and all vehicle equipment. Daily inspection shall be completed at the beginning of any officer's tour of duty.
- 2) Prior to driving a spare or "shared" vehicle, the inspecting officer will complete the entire vehicle inspection report, noting any discrepancies found during the inspection.
- 3) The inspecting officer is responsible for requesting replacement supplies and requesting repair of missing or worn equipment prior to the end of his tour of duty.
- 4) Officers will report any mechanical defects found during inspection, or that occur during the shift, to the shift supervisor or Police Lieutenant before the end of the tour of duty, unless the mechanical defect makes the vehicle unsafe to operate.

If such a defect occurs, the officer will immediately notify the Lieutenant, who will verify the mechanical defect reported and authorize repair for the vehicle. If the vehicle is drivable, the officer will deliver the vehicle to the authorized Fleet Services provider as soon as it is practical to do so.
- 5) If an officer discovers during daily inspection any damage(s) not previously reported, he will notify his immediate supervisor of the damage.
- 6) Supervisory personnel will be responsible for inspecting any discrepancies discovered or reported to them by their personnel to ensure the discrepancies are corrected and equipment and supplies are replaced.



- 7) A file containing daily inspection reports of "shared" or spare vehicles will be maintained. Responsibility for maintenance of the file may be delegated to an individual within the department, at the discretion of the Police Lieutenant.

#### **IV. Use of Department Vehicles**

- A. When it can reasonably be anticipated that any officer will be absent from duty or not use the assigned vehicle for duty-related purposes for a period of ten (10) days or more, he will temporarily park the assigned vehicle at the Police Department.
- B. Police vehicles will not be used off-duty by officers who have consumed alcoholic beverages or other impairing substances, or who have alcohol or other impairing substances remaining in their blood or breath.
- C. Transportation or possession of alcoholic beverages in a police vehicle is prohibited unless in relation to an official arrest or police investigation. Alcoholic beverages seized or held in such cases must be submitted to property/evidence control before the end of an officer's tour of duty.
- D. Officers on light duty status for an extended period, or those who are under suspension or other restriction, shall not operate departmental vehicles.
- E. Transportation of materials that protrude from the trunk or obstruct the operator's vision is prohibited.
- F. Any alterations made to police vehicles must be specifically approved by the Chief of Police. Alterations, including stickers, decals, window tints, vanity plates etc., must serve a duty related law enforcement purpose.
- G. Personal equipment which an officer requires to perform his or her duties efficiently may be carried in an assigned vehicle.

#### **V. Vehicle Maintenance**

- A. Routine preventive maintenance including oil change, lubrication, minor adjustments, tire pressure, etc... is the responsibility of the employee to whom a vehicle is assigned to inform a supervisor.
  - 1) When a vehicle is due for routine maintenance the assigned operator is to submit the vehicle for service.
  - 2) Routine cleaning and general care of the vehicle shall be conducted to maintain a professional image of the Town and Police Department. Officers are responsible to ensure vehicle cleanliness between professional services. Supplies are provided at the police department and officers with take home cars are encouraged to ensure the vehicle remains clean at their residence.
  - 3) Officers are authorized to clean their assigned vehicle on duty, using department provided supplies.

**VI. Defective Police Vehicles/Equipment**

**A. Mechanical Defects**

- 1) Any officer who discovers a mechanical defect in the operation of a police vehicle, or discovers that any equipment in or on the vehicle does not operate, will immediately report such defect to his immediate supervisor.

The supervisor will inspect the vehicle upon receiving any report of defect to determine appropriate action for repair.

- 2) If the vehicle may be driven safely, marked police vehicles will be parked at the Police Department pending service.
- 3) If the vehicle cannot be driven safely, the supervisor will make arrangements to have the vehicle towed to the authorized Fleet Services dealer using the next available (next-out) rotation wrecker. Any bill or receipt for towing services will be forwarded to the Chief of Police

**B. Collisions, Reports and Repairs**

- 1) Collision Reporting

When any police vehicle becomes involved in a reportable collision, the officer or 9-1-1 will immediately notify a supervisor, who will immediately contact the officer to determine if the supervisor should respond.

- 2) Collisions investigations should be completed by the Highway Patrol when feasible. A copy of any NC Collision Report Form, (DMV Form 349), to the extent completed, will be forwarded to the Chief of Police.
- 3) Officers involved in a collision that appears to be the fault of the officer will be required to submit to a drug screen at the nearest medical facility. The Town will be financially responsible for the incurred cost.

**C. Collision Repair**

The Chief of Police is responsible for making arrangements to obtain estimates for repairs to vehicles damaged as a result of a collision.

**D. Contamination (Infectious Diseases)**

Contamination of a police vehicle that results from exposure to infectious diseases or bodily fluids is to be considered damage that makes a vehicle unsafe for continued operation.

In accordance with this order, all vehicles so damaged are to be taken out of service until proper decontamination methods can be employed to render the vehicle safe to operate.

- 1) If for any reason an officer cannot decontaminate a vehicle, officers will place an orange bio-hazard sticker on both rear passenger windows. The vehicle will be locked, secured and a supervisor notified.