



Town of Carthage

Board of Commissioners
Regular Meeting
May 18, 2026 at 6:30 p.m.

McDonald Building
207 McReynolds Street
Carthage, NC 28327

AGENDA

CALL TO ORDER

INVOCATION – Mayor Jimmy Chalflinch

PLEDGE OF ALLEGIANCE – Commissioner Brent Tanner

APPROVAL OF AGENDA

Members of the board may remove, add, or rearrange items on the agenda before beginning the meeting. Motions/votes are not required to approve the agenda, but there must be unanimous consent before proceeding.

CONSENT AGENDA

All items listed below are considered routine and will be enacted by one motion. No separate discussion will be held except at the request of a member of the Board of Commissioners to remove an item from the consent agenda and place it on the regular agenda.

PUBLIC COMMENT SESSION

All public comments made during a public hearing should be withheld until the public hearing has begun and the floor is opened for public comments. No public comment will be made outside of this public comment session or a public hearing unless otherwise permitted by the Board of Commissioners. The mayor or presiding officer may place time limits on speakers before the start of the public comment session.

REPORTS

- Manager's Report (pg. 1-2)
- Departmental Reports (pg. 3-35)

PUBLIC HEARINGS

- a. BOARD OF ADJUSTMENT -- Variance Request for PARID 20170432 (105 Davis Street) and PARID 20220141 (107 Davis Street); Petitioner: Adam Johnson (Jennifer Locklear, pg. 36-46)
- b. BOARD OF ADJUSTMENT – Special Use Permit (internal file SUP-02-24, approved by the BOA on January 21, 2025), Tea Room located at 403 McReynolds Street, Petitioner: Pam and Greg O'Connor (Jennifer Locklear, pg. 47-53)

NEW BUSINESS

- a. Request to Reschedule FY 2026-2027 Budget Presentation (Emily Yopp/Kesha Matthews, pg. 54)
- b. Review of Options for Parking Concerns at Chuck Wagon Restaurant (Jennifer Locklear, pg. 55)
- c. Site Plan Review for 801 Monroe Street; Parcel 00005174, Petitioner: Nick Gollifer, (Jennifer Locklear, pg. 56-60)
- d. Request to Declare Surplus Equipment—1995 Stewart and Stevenson Truck; Serial # AT1818BACD (Brian Tyner, Fire Chief, pg. 61)
- e. Consideration of Adopting an Abatement Agreement for 202 W. Barrett Street with New Owners (Emily Yopp, pg. 62-70)
- f. Award of Construction Contract for Downtown Improvement Project (Emily Yopp, pg. 71-84)
- g. Request for Authorization to Establish Administrative Operations Coordinator and Administrative Support Specialist Positions, (Emily Yopp, pg. 85-94)
- h. Code Enforcement Minimum Housing Follow Up (Jamie Sandoval, pg. 95)

FINAL COMMENTS

The Board of Commissioners may take this opportunity to provide feedback, comments, commendations, and/or just general thoughts regarding various topics, issues, and ideas.

ADJOURNMENT

Town of Carthage

North Carolina

BOARD OF COMMISSIONERS



MEETING AGENDA & BOARD MATERIALS

Regular Monthly Meeting

May 18, 2026

The McDonald Building
207 McReynolds Street
Carthage, NC 28327



MANAGER'S REPORT

Date: May 18, 2026
To: Carthage Board of Commissioners
From: Emily D. Yopp, Town Manager

1. Update on New Town Hall Project

Staff and project team held a Pre-Bid Walkthrough on May 5th and a second one on May 7th. All 6 pre-qualified contractors were present. There was a lot of excitement for the project among the interested parties and we are looking forward bid opening day to be held June 2, 2026. The Board is not required to meet for the opening. Once staff have determined all of the eligible bids we will bring the winning bid to you for acceptance.

I also want to acknowledge the NC General Assembly for ratifying House Bill 696 which extended the expiration of our grant funding for this project from June 2026 to June 2027.

2. Update on Cagle Lane Completion (Southbury Subdivision)

We have spoken with the Southbury developer, Reno Dell'Acqua, and he has informed us that Duke Energy will be finished with their re-work of the underground electrical lines by the end of May. Mr. Dell'Acqua stated that he will have his paving contractor ready to finish the road as soon as Duke Energy is finished and anticipates the work being complete by end of July.

3. Update on FEMA Projects

FEMA is back up and running. The hill at Nancy Kiser is undergoing repair and the Town has received authorization of funding to help with that repair. The funding to repair Summitt Street has also been authorized in the amount of \$415,000 and we will be able to proceed with installing the two culvert pipes instead of the box culvert as previously discussed. Please direct any questions about these projects to Public Works Director Allen Smith as he will be serving as the project lead.

4. Update on BMS Transition & Online Payment Services

The Town has successfully transitioned to the BMS financial management system and is currently in the stabilization and optimization phase of implementation. Staff continue to work through system refinement, identifying minor issues, and making adjustments to ensure processes are functioning efficiently and as intended.

As part of this effort, we are also evaluating the online payment platform to ensure full compatibility with BMS and to provide a reliable, user-friendly experience for customers. The existing online payment system has been temporarily offline while these issues are being addressed and longer-term solutions are evaluated.

Staff recognizes the inconvenience this has caused and is prioritizing improvements that will enhance long-term service reliability and customer experience.

During this time, customers may continue to make payments in person or by check, and staff will continue working to minimize any inconvenience. The goal is to ensure that when online payment services are fully restored, they are better aligned with the Town's financial system and provide improved reliability and functionality.

Emily D. Yopp, Town Manager
Town of Carthage

10 General Fund

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue						
4100 *TAX REVENUES						
4111 Ad Valorem Tax - CY			2,224,834.91	2,188,001.00	36,833.91	102 %
4112 Ad Valorem Tax - PY			30,167.52	5,500.00	24,667.52	549 %
4113 Interest & Penalties			7,040.06	6,500.00	540.06	108 %
4115 Property Tax Discounts			-2,314.42	-3,000.00	685.58	77 %
4120 Vehicle Property Tax			134,656.75	165,483.00	-30,826.25	81 %
4130 Vehicle Tag Fee			9,020.00	11,000.00	-1,980.00	82 %
Total Group			2,403,404.82	2,373,484.00	29,920.82	101 %
4200 *INTERGOVERNMENTAL						
4210 ABC Revenue			19,614.32	37,500.00	-17,885.68	52 %
4221 Fire District Tax			265,017.00	353,354.00	-88,337.00	75 %
4222 Fire District Tax - Capital			89,868.00	89,868.00	0	100 %
4231 NCDOR: Beer & Wine Tax			14,000.00	14,000.00	0	0 %
4232 NCDOR: Local Option Sales			757,016.72	1,175,000.00	-417,983.28	64 %
4233 NCDOR: Solid Waste Disposal			1,236.34	2,252.00	-1,015.66	55 %
4234 NCDOR: Utilities Franchise			126,986.43	246,800.00	-119,813.57	51 %
4236 NCDOR: Rental Vehicle Tax			1,000.00	1,000.00	0	0 %
4241 NCDOT - Disbursements			8,300.00	8,300.00	0	0 %
Total Group			1,259,738.81	1,928,074.00	-668,335.19	65 %
4300 *INVESTMENT INCOME						
4311 Interest Earnings			32,046.65	31,350.00	696.65	102 %
Total Group			32,046.65	31,350.00	696.65	102 %
4400 *SALE OF SERVICES						
4410 Cemetery Plots			7,100.00	1,000.00	-1,000.00	0 %
4431 Rent - McDonald Building			5,200.00	10,000.00	-2,900.00	71 %
4432 Rent - Community Building			191,374.39	15,000.00	-9,800.00	35 %
4451 Trash Collection			2,543.00	234,000.00	-42,625.61	82 %
4461 Utilities - Electricity			5.00	3,000.00	-457.00	85 %
4481 Miscellaneous - Police				50.00	-45.00	10 %
4482 State Fire Protection				1,700.00	-1,700.00	0 %
Total Group			206,222.39	264,750.00	-58,527.61	78 %

4 10 General Fund

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
4500 *FEES AND FINES						
4512 Permits & Fees			12,425.00	600.00	11,825.00	2071 %
4513 Business Registration Fee			745.00	850.00	-105.00	88 %
4514 Fire District- Admin Fee				12,000.00	-12,000.00	0 %
4531 Court Costs			508.50	1,000.00	-491.50	51 %
4535 NCDOR: Unauthorized Subst			268.71	500.00	-231.29	54 %
4542 Zoning Permits			18,639.10	25,000.00	-6,360.90	75 %
4543 Planning - TRC Fees			100.00	100.00		
Total Group			32,686.31	39,950.00	-7,263.69	82 %
4600 *GRANTS & DONATIONS						
4611 Grant Revenues			68,411.08	59,000.00	9,411.08	116 %
4641 Donations- Fire Dept			750.00	750.00		100 %
4643 Donations- Historical			642.00	500.00	142.00	128 %
4644 Donations- Appearance Cte			1,114.00	500.00	614.00	223 %
4645 Parade - Float Sponsorship			2,901.00	1,000.00	1,901.00	290 %
4652 Off Duty Officers for			3,630.00	3,631.00	-1.00	100 %
Total Group			77,448.08	65,381.00	12,067.08	118 %
4700 *MISCELLANEOUS						
4710 Debt Proceeds				28,000.00	-28,000.00	0 %
4715 Lease Proceeds			41,817.37	60,000.00	-18,182.63	70 %
4740 Insurance Recovery			37,620.52	3,327.00	34,293.52	1131 %
4790 Miscellaneous			23,981.51	28,033.00	-4,051.49	86 %
Total Group			103,419.40	119,360.00	-15,940.60	87 %
4900 *TRANSFERS AND APPROPRIATIONS						
4999 Appropriation From Fund				597,927.00	-597,927.00	0 %
Total Group				597,927.00	-597,927.00	0 %
Total Revenue			4,114,966.46	5,420,276.00	-1,305,309.54	76 %
Expenses						
5100 Governing Body						
411 Full-time Regular Wages	12,366.55		12,366.55	22,600.00	-10,233.45	55 %
416 Elected officials	5,299.95		5,299.95	5,299.95		
421 FICA	1,351.50		1,351.50	1,576.00	-224.50	86 %
513 Staff Development & Travel	664.44		664.44	2,000.00	-1,335.56	33 %
515 Advertising	100.00		100.00	600.00	-500.00	17 %
551 Supplies	815.69		815.69	700.00	115.69	117 %
579 Miscellaneous Expense	1,198.19		1,198.19	1,200.00	-1.81	100 %
582 Appearance Committee	503.69		503.69	6,621.00	-6,117.31	8 %
Total Account	22,300.01		22,300.01	35,297.00	-12,996.99	63 %

10 General Fund

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
5210 Administration						
411 Full-time Regular Wages	231,093.37		231,093.37	256,286.00	-25,192.63	90 %
412 Part-Time Regular Wages	9,448.00		9,448.00	9,448.00		
415 Supplements to regular	300.00		300.00	300.00		
421 FICA	18,478.35		18,478.35	19,606.00	-1,127.65	94 %
422 Unemployment Insurance	1,968.42		1,968.42	250.00	1,718.42	787 %
423 ITERS Pension	30,274.36		30,274.36	35,508.00	-5,233.64	85 %
424 401K	6,379.00		6,379.00	5,421.00	958.00	118 %
425 Health & Life Insurance	14,017.60		14,017.60	22,454.00	-8,436.40	62 %
426 Workers' Compensation	28,233.48		28,233.48	30,000.00	-1,766.52	94 %
511 Professional Services	108,810.08		108,810.08	111,000.00	-2,189.92	98 %
512 Contractual Services	156,211.86		156,211.86	168,500.00	-12,288.14	93 %
513 Staff Development & Travel	2,095.87		2,095.87	7,500.00	-5,404.13	28 %
515 Advertising	1,516.74		1,516.74	5,000.00	-3,483.26	30 %
524 M/R: Vehicles	164.30		164.30	500.00	-335.70	33 %
525 Property & Other Liability	60,404.34		60,404.34	43,000.00	17,404.34	140 %
526 Utilities & Communication	4,063.02		4,063.02	3,000.00	1,063.02	135 %
533 Contributions				2,000.00	-2,000.00	0 %
534 Dues & Subscriptions	8,156.64		8,156.64	11,975.00	-3,818.36	68 %
537 Collection Fee	43,670.13		43,670.13	56,000.00	-12,329.87	78 %
551 Supplies	9,396.62	1,563.73	10,960.35	10,700.00	260.35	102 %
577 Contingencies				3,033.00	-3,033.00	0 %
579 Miscellaneous Expense	5,742.16	124.95	5,867.11	10,000.00	-4,132.89	59 %
Total Account	740,424.34	1,688.68	742,113.02	801,733.00	-59,619.98	93 %
5220 Finance						
411 Full-time Regular Wages	117,821.14		117,821.14	137,578.00	-19,756.86	86 %
421 FICA	9,013.26		9,013.26	10,525.00	-1,511.74	86 %
423 ITERS Pension	16,828.51		16,828.51	19,742.00	-2,913.49	85 %
424 401K	3,523.94		3,523.94	1,376.00	2,147.94	256 %
425 Health & Life Insurance	11,363.28		11,363.28	18,605.00	-7,241.72	61 %
513 Staff Development & Travel	275.00		275.00	2,500.00	-2,225.00	11 %
534 Dues & Subscriptions	200.00		200.00	200.00		100 %
Total Account	159,025.13		159,025.13	190,526.00	-31,500.87	83 %
5300 Police						
411 Full-time Regular Wages	749,332.25		749,332.25	1,018,996.00	-269,663.75	74 %
412 Part-Time Regular Wages	418.75		418.75	418.75		
417 Special Compensation	2,635.88		2,635.88	3,631.00	-995.12	73 %
421 FICA	57,557.73		57,557.73	78,137.00	-20,579.27	74 %
423 ITERS Pension	118,661.23		118,661.23	157,695.00	-39,033.77	75 %
424 401K	31,808.39		31,808.39	49,429.00	-17,620.61	64 %
425 Health & Life Insurance	71,861.41		71,861.41	139,318.00	-67,456.59	52 %
512 Contractual Services	45,973.89		45,973.89	44,550.00	1,423.89	103 %
513 Staff Development & Travel	1,581.91		1,581.91	3,500.00	-1,918.09	45 %
514 Uniforms	8,174.25		8,174.25	15,000.00	-6,825.75	54 %
515 Advertising				1,000.00	-1,000.00	0 %
523 M/R: Equipment	1,769.81		1,769.81	12,000.00	-10,230.19	15 %
524 M/R: Vehicles	13,632.46	65.37	13,697.83	14,327.00	-629.17	96 %

10 General Fund

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
526 Utilities & Communication	600.57		600.57	2,000.00	-1,399.43	30 %
534 Dues & Subscriptions	306.64			800.00	-493.36	38 %
535 Postage & Printing	251.95		251.95	1,000.00	-748.05	25 %
551 Supplies	56,221.91	2,799.19	59,021.10	84,275.00	-25,253.90	70 %
553 Fuel	35,108.78		35,108.78	42,000.00	-6,891.22	84 %
579 Miscellaneous Expense	350.96		350.96	400.00	-49.04	88 %
601 Unauthorized Subst Tax				500.00	-500.00	0 %
602 Community Policing	1,233.36	300.00	1,533.36	3,000.00	-1,466.64	51 %
Total Account	1,197,482.13	3,164.56	1,200,646.69	1,671,558.00	-470,911.31	72 %
5400 Fire						
411 Full-time Regular Wages	493,841.07		493,841.07	612,069.00	-118,227.93	81 %
412 Part-Time Regular Wages	43,880.85		43,880.85	43,880.85		
415 Supplements to regular	300.00		300.00	300.00		
421 FICA	41,173.31		41,173.31	46,823.00	-5,649.69	88 %
423 ITERS Pension	58,426.01		58,426.01	71,989.00	-13,562.99	81 %
424 401K	4,102.37		4,102.37	7,231.00	-3,128.63	57 %
425 Health & Life Insurance	26,870.66		26,870.66	65,066.00	-38,195.34	41 %
427 Firemen's Pension Fees	6,443.72		6,443.72	7,500.00	-1,056.28	86 %
431 PT Firefighters Insurance	10,068.83		10,068.83	5,800.00	4,268.83	174 %
512 Contractual Services	23,045.90		23,045.90	30,900.00	-7,854.10	75 %
513 Staff Development & Travel	414.62	230.00	644.62	3,000.00	-2,355.38	21 %
514 Uniforms	32,301.30	354.48	32,655.78	58,500.00	-25,844.22	56 %
522 M/R: Buildings & Grounds	2,131.10		2,131.10	10,000.00	-7,868.90	21 %
523 M/R: Equipment	9,661.45		9,661.45	10,000.00	-338.55	97 %
524 M/R: Vehicles	25,349.36	447.82	25,797.18	66,500.00	-40,702.82	39 %
526 Utilities & Communication	15,372.76	588.00	15,960.76	22,600.00	-6,639.24	71 %
534 Dues & Subscriptions	5,161.23		5,161.23	5,000.00	161.23	103 %
542 Fire District	687.02		687.02	12,000.00	-11,312.98	6 %
551 Supplies	12,339.74	642.00	12,981.74	19,500.00	-6,518.26	67 %
553 Fuel	18,322.87	400.00	18,722.87	18,000.00	722.87	104 %
561 Capital Outlay	15,000.00		15,000.00	15,000.00		
Total Account	844,894.17	2,662.30	847,556.47	1,072,478.00	-224,921.53	79 %
5510 Parks & Recreation						
522 M/R: Buildings & Grounds	1,411.89		1,411.89	5,500.00	-4,088.11	26 %
526 Utilities & Communication	6,817.93		6,817.93	5,500.00	1,317.93	124 %
551 Supplies	5,616.47		5,616.47	13,100.00	-7,483.53	43 %
575 Special Activities	2,875.00		2,875.00	4,800.00	-1,925.00	60 %
Total Account	16,721.29		16,721.29	28,900.00	-12,178.71	58 %
5570 Historical Preservation						
526 Utilities & Communication	4,087.35		4,087.35	3,600.00	487.35	114 %
603 Museum Project	926.51		926.51	11,891.00	-10,964.49	8 %
604 Williamson Project				787.00	-787.00	0 %
Total Account	5,013.86		5,013.86	16,278.00	-11,264.14	31 %

10 General Fund

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
5610 Planning & Development						
411 Full-time Regular Wages	37,500.03		37,500.03	72,442.00	-34,941.97	52 %
421 FICA	2,868.76		2,868.76	5,542.00	-2,673.24	52 %
423 LGERS Pension	5,344.25		5,344.25	10,395.00	-5,050.75	51 %
424 401K	1,668.17		1,668.17	724.00	944.17	230 %
425 Health & Life Insurance	5,723.07		5,723.07	9,310.00	-3,586.93	61 %
512 Contractual Services	264,063.81		264,063.81	344,650.00	-80,586.19	77 %
513 Staff Development & Travel	975.00	525.00	1,500.00	3,500.00	-2,000.00	43 %
515 Advertising	808.76		808.76	3,000.00	-2,191.24	27 %
543				5,000.00	-5,000.00	0 %
551 Supplies	374.16		374.16	1,000.00	-625.84	37 %
Total Account	319,326.01	525.00	319,851.01	455,563.00	-135,711.99	70 %
5720 Buildings & Grounds						
512 Contractual Services	65,138.48		65,138.48	31,500.00	33,638.48	207 %
522 M/R: Buildings & Grounds	45,212.14	3,418.67	48,630.81	68,700.00	-20,069.19	71 %
526 Utilities & Communication	50,246.95		50,246.95	78,500.00	-28,253.05	64 %
551 Supplies	3,746.76	849.99	4,596.75	11,000.00	-6,403.25	42 %
553 Fuel				750.00	-750.00	0 %
Total Account	164,344.33	4,268.66	168,612.99	190,450.00	-21,837.01	89 %
5730 Cemetery						
512 Contractual Services				1,000.00	-1,000.00	0 %
551 Supplies				250.00	-250.00	0 %
579 Miscellaneous Expense				600.00	-600.00	0 %
Total Account				1,850.00	-1,850.00	0 %
5740 Streets						
411 Full-time Regular Wages	157,942.72		157,942.72	210,760.00	-52,817.28	75 %
421 FICA	12,080.36		12,080.36	16,123.00	-4,042.64	75 %
423 LGERS Pension	22,542.91		22,542.91	30,244.00	-7,701.09	75 %
424 401K	3,536.79		3,536.79	2,108.00	1,428.79	168 %
425 Health & Life Insurance	24,464.30		24,464.30	36,889.00	-12,424.70	66 %
512 Contractual Services	24,191.22		24,191.22	39,400.00	-15,208.78	61 %
514 Uniforms	973.68		973.68	5,250.00	-4,276.32	19 %
521 M/R: Infrastructure		10,000.00	10,000.00	10,075.00	-75.00	99 %
523 M/R: Equipment	3,849.99		3,849.99	6,000.00	-2,150.01	64 %
524 M/R: Vehicles	2,857.86		2,857.86	6,600.00	-3,742.14	43 %
526 Utilities & Communication	95,478.33		95,478.33	115,500.00	-20,021.67	83 %
551 Supplies	9,798.27	850.00	10,648.27	16,000.00	-5,351.73	67 %
553 Fuel	12,228.91		12,228.91	12,500.00	-271.09	98 %
555 Safety	1,400.48		1,400.48	3,500.00	-2,099.52	40 %
561 Capital Outlay	343.76	27,389.80	27,733.56	28,000.00	-266.44	99 %
Total Account	371,689.58	38,239.80	409,929.38	538,949.00	-129,019.62	76 %
5750 Solid Waste						
512 Contractual Services	192,691.53		192,691.53	233,000.00	-40,308.47	83 %
526 Utilities & Communication	156.39		156.39	156.39		42 %
551 Supplies	211.75		211.75	500.00	-288.25	42 %
Total Account	193,059.67		193,059.67	233,500.00	-40,440.33	83 %

00 10 General Fund

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
6000 Debt Service						
564 Debt Service - Principal	72,908.24		72,908.24	95,989.00	-23,080.76	76 %
565 Debt Service - Interest	22,525.62		22,525.62	25,484.00	-2,958.38	88 %
566 Lease Payment - Principal	52,925.51		52,925.51	52,926.00	-0.49	100 %
567 Lease Payment - Interest	8,795.37		8,795.37	8,795.00	0.37	100 %
Total Account	157,154.74		157,154.74	183,194.00	-26,039.26	86 %
Total Expenses	4,191,435.26	50,549.00	4,241,984.26	5,420,276.00	-1,178,291.74	78 %
Net Income			-127,017.80			

20 Powell Bill

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue						
4200 *INTERGOVERNMENTAL						
4280 Powell Bill Aid			115,978.24	117,378.00	-1,399.76	99 %
Total Group			115,978.24	117,378.00	-1,399.76	99 %
4300 *INVESTMENT INCOME						
4311 Interest Earnings			3,086.64	2,000.00	1,086.64	154 %
Total Group			3,086.64	2,000.00	1,086.64	154 %
4700 *MISCELLANEOUS						
4790 Miscellaneous			383.24	384.00	-0.76	100 %
Total Group			383.24	384.00	-0.76	100 %
Total Revenue			119,448.12	119,762.00	-313.88	100 %
Expenses						
5740 Streets						
411 Full-time Regular Wages	7,951.46		7,951.46	20,465.00	-12,513.54	39 %
421 FICA	608.29		608.29	1,565.00	-956.71	39 %
423 LGERS Pension	1,141.01		1,141.01	2,937.00	-1,795.99	39 %
424 401K	238.55		238.55	205.00	33.55	116 %
425 Health & Life Insurance	1,710.74		1,710.74	4,989.00	-3,278.26	34 %
512 Contractual Services	18,000.00		28,000.00	14,659.00	13,341.00	191 %
514 Uniforms	100.92		100.92	2,203.00	-2,102.08	5 %
521 M/R: Infrastructure	45,191.98		69,241.98	65,120.00	4,121.98	106 %
551 Supplies	423.11		423.11	2,453.00	-2,029.89	17 %
Total Account	75,366.06		109,416.06	119,762.00	-10,345.94	91 %
Total Expenses	75,366.06	34,050.00	109,416.06	119,762.00	-10,345.94	91 %
Net Income			10,032.06			

31 Thompson Bldg Grant

10

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue						
4600 *GRANTS & DONATIONS						
4611 Grant Revenues			555,378.45	1,000,000.00	-444,621.55	56 %
Total Group			555,378.45	1,000,000.00	-444,621.55	56 %
Total Revenue			555,378.45	1,000,000.00	-444,621.55	56 %
Expenses						
5210 Administration						
512 Contractual Services	15,712.80		15,712.80		15,712.80	99 %
561 Capital Outlay	545,378.45		545,378.45	550,000.00	-4,621.55	29 %
563 Construction	128,646.18		128,646.18	450,000.00	-321,353.82	69 %
Total Account	689,737.43		689,737.43	1,000,000.00	-310,262.57	69 %
Total Expenses	689,737.43		689,737.43	1,000,000.00	-310,262.57	69 %
Net Income			-134,358.98			

10

32 RTG Streetscape DT Project

11

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue						
4600 *GRANTS & DONATIONS			52,607.92	350,000.00	-297,392.08	15 %
4612 Grant SA-0257			52,607.92	350,000.00	-297,392.08	15 %
Total Group			52,607.92	350,000.00	-297,392.08	15 %
4900 *TRANSFERS AND APPROPRIATIONS						
4910 Transfer From General Fund				2,500.00	-2,500.00	0 %
Total Group				2,500.00	-2,500.00	0 %
Total Revenue			52,607.92	352,500.00	-299,892.08	15 %
Expenses						
5210 Administration				282,500.00	-282,500.00	0 %
521 M/R: Infrastructure				70,000.00	-12,392.08	82 %
562 Engineering & Design	57,607.92		57,607.92	352,500.00	-294,892.08	16 %
Total Account	57,607.92		57,607.92	352,500.00	-294,892.08	16 %
Total Expenses	57,607.92		57,607.92	352,500.00	-294,892.08	16 %
Net Income			-5,000.00			

11

33 Water Supply & Trmt Project

12

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue						
4600 *GRANTS & DONATIONS						
4614 Grant NCDEQ ARP-0112			1,079,568.61	8,489,500.00	-7,409,931.39	13 %
Total Group			1,079,568.61	8,489,500.00	-7,409,931.39	13 %
Total Revenue			1,079,568.61	8,489,500.00	-7,409,931.39	13 %
Expenses						
5820 Water						
562 Engineering & Design	657,243.27		657,243.27	1,152,500.00	-495,256.73	57 %
563 Construction	423,968.61		423,968.61	7,337,000.00	-6,913,031.39	6 %
Total Account	1,081,211.88		1,081,211.88	8,489,500.00	-7,408,288.12	13 %
Total Expenses	1,081,211.88		1,081,211.88	8,489,500.00	-7,408,288.12	13 %
Net Income			-1,643.27			

12

34 Wastewater Syst AIA

13

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue						
4600 *GRANTS & DONATIONS						
4611 Grant Revenues		125,500.00	125,500.00	200,000.00	-74,500.00	63 %
Total Group		125,500.00	125,500.00	200,000.00	-74,500.00	63 %
Total Revenue		125,500.00	125,500.00	200,000.00	-74,500.00	63 %
Expenses						
5830 Sewer						
562 Engineering & Design	179,770.03		179,770.03	200,000.00	-20,229.97	90 %
Total Account	179,770.03		179,770.03	200,000.00	-20,229.97	90 %
Total Expenses	179,770.03		179,770.03	200,000.00	-20,229.97	90 %
Net Income			-54,270.03			

13

35 Courthouse Square Revitalization

14

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue						
4600 *GRANTS & DONATIONS			2,500.00	512,500.00	-510,000.00	0 %
4613 Grant SA-0344			2,500.00	512,500.00	-510,000.00	0 %
Total Group						
4900 *TRANSFERS AND APPROPRIATIONS				28,915.00	-28,915.00	0 %
4910 Transfer From General Fund				28,915.00	-28,915.00	0 %
Total Group						
Total Revenue			2,500.00	541,415.00	-538,915.00	0 %
Expenses						
5210 Administration				25,782.00	-23,282.00	10 %
512 Contractual Services	2,500.00		2,500.00	481,900.00	-481,900.00	0 %
563 Construction				33,733.00	-33,733.00	0 %
577 Contingencies				541,415.00	-538,915.00	0 %
Total Account			2,500.00			
Total Expenses	2,500.00		2,500.00	541,415.00	-538,915.00	0 %
Net Income			0.00			

14

36 ARP Fund

15

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue						
4300 *INVESTMENT INCOME						
4311 Interest Earnings		26.43	26.43		26.43	
Total Group		26.43	26.43		26.43	
4600 *GRANTS & DONATIONS						
4615 ARP Grant Revenue		272,243.28	272,243.28	750,000.00	-477,756.72	36 %
Total Group		272,243.28	272,243.28	750,000.00	-477,756.72	36 %
Total Revenue		272,269.71	272,269.71	750,000.00	-477,730.29	36 %
Expenses						
5820 Water						
563 Construction	272,242.50		272,242.50	750,000.00	-477,757.50	36 %
Total Account	272,242.50		272,242.50	750,000.00	-477,757.50	36 %
Total Expenses	272,242.50		272,242.50	750,000.00	-477,757.50	36 %
Net Income		27.21				

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48 Misc Grants - Governmental

16

Account Object Description	Revenue	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
4600 *GRANTS & DONATIONS							
4611 Grant Revenues	50,000.00			50,000.00	50,000.00		100 %
4616 Grant FEMA 4889	59,667.77			59,668.00	59,668.00	-0.23	100 %
Total Group	109,667.77			109,668.00	109,668.00	-0.23	100 %
Total Revenue	109,667.77			109,668.00	109,668.00	-0.23	100 %
Expenses							
5210 Administration							
512 Contractual Services	50,000.00			50,000.00	50,000.00		100 %
Total Account	50,000.00			50,000.00	50,000.00		100 %
5740 Streets							
521 M/R: Infrastructure					59,668.00	-59,668.00	0 %
Total Account					59,668.00	-59,668.00	0 %
Total Expenses		50,000.00		50,000.00	109,668.00	-59,668.00	46 %
Net Income				59,667.77			

16

51 Water Fund

17

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue						
4300 *INVESTMENT INCOME						
4311 Interest Earnings			5,506.46	9,000.00	-3,493.54	61 %
Total Group			5,506.46	9,000.00	-3,493.54	61 %
4400 *SALE OF SERVICES						
4463 Utilities - Water			857,858.95	950,000.00	-92,141.05	90 %
Total Group			857,858.95	950,000.00	-92,141.05	90 %
4500 *FEES AND FINES						
4511 Returned Check Fees			175.00		175.00	
4541 System Development Fees			55,644.32	100,000.00	-44,355.68	56 %
4561 Utility Connection Fees			9,909.52	15,000.00	-5,090.48	66 %
4563 Taps & Service Fees - Water			24,566.04	25,000.00	-433.96	98 %
Total Group			90,294.88	140,000.00	-49,705.12	64 %
4700 *MISCELLANEOUS						
4790 Miscellaneous			214,583.27	169,650.00	44,933.27	126 %
Total Group			214,583.27	169,650.00	44,933.27	126 %
4900 *TRANSFERS AND APPROPRIATIONS						
4999 Appropriation From Fund				313,198.00	-313,198.00	0 %
Total Group				313,198.00	-313,198.00	0 %
Total Revenue			1,168,243.56	1,581,848.00	-413,604.44	74 %
Expenses						
5820 Water						
411 Full-time Regular Wages	104,050.74		104,050.74	142,130.00	-38,079.26	73 %
421 FICA	7,957.77		7,957.77	10,873.00	-2,915.23	73 %
423 ITERS Pension	14,842.70		14,842.70	18,493.00	-3,650.30	80 %
424 401K	2,630.72		2,630.72	1,289.00	1,341.72	204 %
425 Health & Life Insurance	11,865.40		11,865.40	23,891.00	-12,025.60	50 %
426 Workers' Compensation	1,745.49		1,745.49	8,750.00	-7,004.51	20 %
512 Contractual Services	479,949.73	46,500.00	526,449.73	555,600.00	-29,150.27	95 %
513 Staff Development & Travel	227.79		227.79	5,000.00	-4,772.21	5 %
514 Uniforms	776.63		776.63	2,500.00	-1,723.37	31 %
521 M/R: Infrastructure	20,478.69	14.35	20,493.04	82,373.00	-61,879.96	25 %
522 M/R: Buildings & Grounds				5,000.00	-5,000.00	0 %
523 M/R: Equipment	107,298.91		107,298.91	125,000.00	-17,701.09	86 %
524 M/R: Vehicles	2,588.37		2,588.37	6,250.00	-3,661.63	41 %
525 Property & Other Liability	43,940.44		43,940.44	35,000.00	8,940.44	126 %
526 Utilities & Communication	83,669.60		83,669.60	115,000.00	-31,330.40	73 %

17

51 Water Fund

18

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
551 Supplies	17,950.87		17,950.87	6,000.00	11,950.87	299 %
552 Permits & Licenses	2,504.96		2,504.96	2,500.00	4.96	100 %
553 Fuel	6,114.45		6,114.45	6,000.00	114.45	102 %
564 Debt Service - Principal	69,953.59		69,953.59	112,111.00	-42,157.41	62 %
565 Debt Service - Interest	15,624.33		15,624.33	48,688.00	-33,063.67	32 %
577 Contingencies				169,400.00	-169,400.00	0 %
579 Miscellaneous Expense	613.00		613.00	100,000.00	-100,000.00	0 %
771 Transfer to Capital Reserve				100,000.00	-100,000.00	0 %
Total Account	994,784.18	46,514.35	1,041,298.53	1,581,848.00	-540,549.47	66 %
Total Expenses	994,784.18	46,514.35	1,041,298.53	1,581,848.00	-540,549.47	66 %
Net Income			126,945.03			

18

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue						
4300 *INVESTMENT INCOME						
4311 Interest Earnings			3,354.59	2,100.00	1,254.59	160 %
Total Group			3,354.59	2,100.00	1,254.59	160 %
4400 *SALE OF SERVICES						
4462 Utilities - Sewer			704,195.64	810,000.00	-105,804.36	87 %
Total Group			704,195.64	810,000.00	-105,804.36	87 %
4500 *FEES AND FINES						
4541 System Development Fees			15,030.00	12,000.00	3,030.00	125 %
4564 Taps & Service Fees - Sewer			2,000.00	1,000.00	1,000.00	200 %
Total Group			17,030.00	13,000.00	4,030.00	131 %
4900 *TRANSFERS AND APPROPRIATIONS						
4971 Transfer from Capital				70,000.00	-70,000.00	0 %
4999 Appropriation From Fund				248,289.00	-248,289.00	0 %
Total Group				318,289.00	-318,289.00	0 %
Total Revenue			724,580.23	1,143,389.00	-418,808.77	63 %
Expenses						
5820 Water						
524 M/R: Vehicles	1,500.00		1,500.00		1,500.00	
Total Account	1,500.00		1,500.00		1,500.00	
5830 Sewer						
411 Full-time Regular Wages	74,835.19		74,835.19	106,526.00	-31,690.81	70 %
421 FICA	5,723.76		5,723.76	8,149.00	-2,425.24	70 %
423 ITERS Pension	10,439.69		10,439.69	13,384.00	-2,944.31	78 %
424 401K	1,488.77		1,488.77	933.00	555.77	160 %
425 Health & Life Insurance	8,217.51		8,217.51	17,643.00	-9,425.49	47 %
426 Workers' Compensation	1,308.27		1,308.27	5,400.00	-4,091.73	24 %
512 Contractual Services	298,599.48		439,309.10	534,800.00	-95,490.90	82 %
513 Staff Development & Travel	358.80		358.80	6,500.00	-6,141.20	6 %
514 Uniforms	612.78		612.78	1,800.00	-1,187.22	34 %
523 M/R: Equipment	21,690.44	1,237.60	22,928.04	75,000.00	-52,071.96	31 %
525 Property & Other Liability	35,554.37		35,554.37	30,000.00	5,554.37	119 %
526 Utilities & Communication	64,175.98		64,175.98	95,000.00	-30,824.02	68 %
551 Supplies	8,044.61	19,211.95	27,256.56	28,750.00	-1,493.44	95 %
553 Fuel	6,114.51		6,114.51	9,000.00	-2,885.49	68 %
564 Debt Service - Principal				107,097.00	-107,097.00	0 %
565 Debt Service - Interest				81,407.00	-81,407.00	0 %
579 Miscellaneous Expense	154.36	952.00	1,106.36	10,000.00	-8,893.64	11 %
771 Transfer to Capital Reserve				12,000.00	-12,000.00	0 %

52 Sewer Fund

20

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Total Account	537,318.52	162,111.17	699,429.69	1,143,389.00	-443,959.31	61 %
Total Expenses	538,818.52	162,111.17	700,929.69	1,143,389.00	-442,459.31	61 %
Net Income			23,650.54			

20

72 AMI Project

21

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue						
4300 *INVESTMENT INCOME						
4311 Interest Earnings		23.76		75.00	-51.24	32 %
Total Group		23.76		75.00	-51.24	32 %
4700 *MISCELLANEOUS						
4710 Debt Proceeds				715,000.00	-715,000.00	0 %
Total Group				715,000.00	-715,000.00	0 %
4900 *TRANSFERS AND APPROPRIATIONS						
4999 Appropriation From Fund		677,121.71			677,121.71	
Total Group		677,121.71			677,121.71	
Total Revenue		677,145.47		715,075.00	-37,929.53	95 %
Expenses						
5820 Water						
512 Contractual Services	54,493.50		54,493.50	67,680.00	-13,186.50	81 %
561 Capital Outlay	600,297.58		600,297.58	612,569.00	-12,271.42	98 %
577 Contingencies	4,548.01		4,548.01	34,826.00	-30,277.99	13 %
Total Account	659,339.09		659,339.09	715,075.00	-55,735.91	92 %
Total Expenses	659,339.09		659,339.09	715,075.00	-55,735.91	92 %
Net Income			17,806.38			

21

73 Sewer Improvement Project

22

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue						
4300 *INVESTMENT INCOME						
4311 Interest Earnings		6,961.12	6,961.12		6,961.12	
Total Group		6,961.12	6,961.12		6,961.12	
4600 *GRANTS & DONATIONS						
4617 USDA Grant Revenue		5,277,675.31	5,277,675.31	5,419,000.00	-141,324.69	97 %
Total Group		5,277,675.31	5,277,675.31	5,419,000.00	-141,324.69	97 %
4700 *MISCELLANEOUS						
4710 Debt Proceeds		3,448,000.00	3,448,000.00	3,448,000.00		100 %
Total Group		3,448,000.00	3,448,000.00	3,448,000.00		100 %
Total Revenue		8,732,636.43	8,732,636.43	8,867,000.00	-134,363.57	98 %
Expenses						
5830 Sewer						
511 Professional Services	55,342.00		55,342.00	34,343.00	20,999.00	161 %
561 Capital Outlay	13,856.00		13,856.00	36,000.00	-22,144.00	38 %
562 Engineering & Design	247,862.50		247,862.50	682,740.00	-434,877.50	36 %
563 Construction	7,191,467.30		7,191,467.30	7,213,055.00	-21,587.70	100 %
565 Debt Service - Interest	111,715.20		111,715.20	152,035.00	-40,319.80	73 %
577 Contingencies	542,818.76		542,818.76	748,827.00	-206,008.24	72 %
752 Transfer To Sewer Fund	545,267.21		545,267.21		545,267.21	
Total Account	8,708,328.97		8,708,328.97	8,867,000.00	-158,671.03	98 %
Total Expenses	8,708,328.97		8,708,328.97	8,867,000.00	-158,671.03	98 %
Net Income			24,307.46			

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Monthly Call Report

INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT TYPE SERIES NAME (NFIRS)	INCIDENT NUMBER	AID TYPE
38233133	2026-04-01 04:18:05		283	
38236476	2026-04-01 09:16:46		284	
38247953	2026-04-01 17:06:22		285	
38259609	2026-04-02 07:25:53		286	
38270776	2026-04-02 16:10:18		287	
38271046	2026-04-02 15:59:54		288	
38273830	2026-04-02 18:25:24		289	
38286063	2026-04-03 09:36:41		290	
38308893	2026-04-04 07:03:09		291	
38313165	2026-04-04 11:33:42		292	
38322702	2026-04-04 18:57:50		294	
38323448	2026-04-04 19:32:44		295	
38329119	2026-04-05 00:53:04		296	
38342113	2026-04-05 16:43:37		297	
38345808	2026-04-05 19:53:12		298	1

Monthly Call Report

Carthage Fire & Rescue

Address: 4396 US 15 501 Hwy, Carthage, NC, 28327



INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT TYPE SERIES NAME (NFIRS)	INCIDENT NUMBER	AID TYPE
38346015	2026-04-05 20:01:51		299	
38400458	2026-04-07 21:28:19		300	
38580632	2026-04-09 10:31:51		301	
38581498	2026-04-09 11:11:48		302	1
38585865	2026-04-09 14:12:42		303	1
38590465	2026-04-09 17:20:19		304	
38603533	2026-04-10 09:07:28		305	
38608624	2026-04-10 13:00:29		306	
38610035	2026-04-10 13:53:44		307	
38628102	2026-04-10 15:35:05		308	
38638249	2026-04-10 21:15:25		309	
38648349	2026-04-11 10:49:39		310	1
38651878	2026-04-11 13:41:04		311	
38657901	2026-04-11 18:05:59		312	
38660465	2026-04-11 20:05:37		313	
38679791	2026-04-12 16:53:27		314	

Monthly Call Report

Carthage Fire & Rescue

Address: 4396 US 15 501 Hwy, Carthage, NC,
28327



INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT TYPE SERIES NAME (NFIRS)	INCIDENT NUMBER	AID TYPE
38679844	2026-04-12 16:56:58		315	
38682024	2026-04-12 18:37:09		316	1
38692296	2026-04-13 07:56:33		317	1
38703472	2026-04-13 15:55:14		318	
38710852	2026-04-13 18:42:30		319	
38712405	2026-04-13 19:52:01		320	
38714533	2026-04-13 21:39:19		321	
38720198	2026-04-14 06:54:29		322	1
38722615	2026-04-14 09:25:35		323	
38725425	2026-04-14 11:21:06		324	
38725844	2026-04-14 11:41:27		325	
38731223	2026-04-14 15:08:40		326	
38735077	2026-04-14 17:32:47		327	
38746116	2026-04-15 05:43:10		328	
38764599	2026-04-15 18:19:06		329	1
38774866	2026-04-15 20:07:32		330	1

Monthly Call Report

Carthage Fire & Rescue

Address: 4396 US 15 501 Hwy, Carthage, NC,
28327



INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT TYPE SERIES NAME (NFIRS)	INCIDENT NUMBER	AID TYPE
38778077	2026-04-15 22:44:57		331	
38800684	2026-04-16 11:38:54		332	
38801517	2026-04-16 11:56:27		333	
38804885	2026-04-16 14:23:36		334	
38806508	2026-04-16 15:23:28		335	
38806595	2026-04-16 15:25:18		336	
38815256	2026-04-16 21:23:20		337	1
38822273	2026-04-17 07:32:52		338	
38830458	2026-04-17 13:47:14		339	1
38840269	2026-04-17 20:15:06		340	
38880514	2026-04-19 13:48:01		341	1
38888004	2026-04-19 20:08:12		342	1
38889548	2026-04-19 21:28:05		343	
38897403	2026-04-20 08:56:01		344	
38898255	2026-04-20 09:39:41		345	1
38953441	2026-04-20 16:47:35		346	

Monthly Call Report

Carthage Fire & Rescue

Address: 4396 US 15 501 Hwy, Carthage, NC, 28327



INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT TYPE SERIES NAME (NFIRS)	INCIDENT NUMBER	AID TYPE
38954336	2026-04-20 16:50:16		347	
38984613	2026-04-21 07:10:11		348	1
38988205	2026-04-21 10:28:54		349	
38998197	2026-04-21 17:11:24		350	
39009228	2026-04-22 02:27:31		351	
39018464	2026-04-22 13:03:30		352	
39021385	2026-04-22 15:02:38		353	1
39021628	2026-04-22 15:09:10		354	
39056537	2026-04-23 13:12:13		355	
39056852	2026-04-23 13:26:00		356	1
39065958	2026-04-23 19:18:16		357	
39080525	2026-04-24 11:06:02		358	
39081140	2026-04-24 11:30:30		359	
39086508	2026-04-24 12:46:08		360	1
39095070	2026-04-24 18:35:30		361	
39095385	2026-04-24 18:49:38		362	

Monthly Call Report

Carthage Fire & Rescue

Address: 4396 US 15 501 Hwy, Carthage, NC, 28327



INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT TYPE SERIES NAME (NFIRS)	INCIDENT NUMBER	AID TYPE
39095926	2026-04-24 19:12:11		363	
39097575	2026-04-24 20:26:51		364	1
39100811	2026-04-24 23:18:07		365	
39110231	2026-04-25 11:47:36		366	1
39114898	2026-04-25 15:26:45		367	
39122952	2026-04-25 21:22:52		368	
39125393	2026-04-25 23:47:21		369	1
39127909	2026-04-26 03:01:08		370	
39136089	2026-04-26 13:31:48		371	
39144372	2026-04-26 20:32:07		372	1
39152104	2026-04-27 07:53:46		373	
39169362	2026-04-27 10:43:21		374	
39190743	2026-04-28 06:15:09		375	
39213622	2026-04-28 20:02:33		376	
39216858	2026-04-28 23:09:18		377	
39230564	2026-04-29 14:26:12		378	

Monthly Call Report

Carthage Fire & Rescue

Address: 4396 US 15 501 Hwy, Carthage, NC,
28327



INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT TYPE SERIES NAME (NFIRS)	INCIDENT NUMBER	AID TYPE
39238548	2026-04-29 20:13:24		379	
39254353	2026-04-29 21:18:05		380	
39300671	2026-04-30 15:26:58		381	
39300965	2026-04-30 15:38:51		382	1
39307980	2026-04-30 20:46:38		383	

Criteria: PSAP Call Date/Time from 2026-04-01 00:00:00 to 2026-05-01 00:00:00

Carthage Police Department | Citation / Warning (NC)s: 49 Results | 2026-04-01 - 2026-04-30

Citation/Warning Type	Citation Date/Time	Agency Case Number	Race	Gender
Written Warning	2026-04-30 19:17	26-003652	W - White	F - Female
Written Warning	2026-04-30 18:12		W - White	M - Male
Written Warning	2026-04-29 17:43	26-003616	W - White	M - Male
Written Warning	2026-04-29 17:10	26-003613	W - White	M - Male
Written Warning	2026-04-29 16:24	26-003611	W - White	M - Male
Written Warning	2026-04-29 15:20	26-003608	W - White	F - Female
Written Warning	2026-04-27 14:15	26-003523	W - White	F - Female
Written Warning	2026-04-26 19:44	26-003511	W - White	M - Male
Written Warning	2026-04-25 22:52	26-003493	W - White	M - Male
Written Warning	2026-04-25 23:48	26-003494	W - White	M - Male
Written Warning	2026-04-24 17:17	26-003464	W - White	M - Male
Written Warning	2026-04-21 16:49	26-003368	W - White	M - Male
Written Warning	2026-04-21 17:03	26-003369	W - White	M - Male
Citation	2026-04-22 09:30	26-003383	I - American Indian or Alaska Native	F - Female
Written Warning	2026-04-21 15:30	26-003365	W - White	M - Male
Written Warning	2026-04-17 17:15	26-003230	W - White	M - Male
Written Warning	2026-04-17 16:40	26-003228	W - White	M - Male
Written Warning	2026-04-18 11:35	26-003257	W - White	M - Male
Written Warning	2026-04-16 18:10	26-003205	W - White	M - Male
Written Warning	2026-04-15 17:51	26-003174	W - White	F - Female
Written Warning	2026-04-15 17:34	26-003173	W - White	M - Male
Written Warning	2026-04-15 16:25	26-003170	B - Black or African American	F - Female
Written Warning	2026-04-12 15:30	26-003075	W - White	M - Male
Written Warning	2026-04-12 16:03	26-003076	B - Black or African American	M - Male
Written Warning	2026-04-12 14:32	26-003073	W - White	F - Female

Carthage Police Department | Incident (NC)s: 42 Results | 2026-04-01 - 2026-04-30

Incident Number	Reference #	Primary Offense
I20260420-06	26-003711	90Z - All Other Offenses : Broken Driver's Taillight
I20260429-20	26-003606	240 - Motor Vehicle Theft
I20260428-24	26-003580	90Z - All Other Offenses : Warrant Service - OFA/FTA
I20260428-21	26-003570	90Z - All Other Offenses : Warrant Service
I20260428-09	26-003559	90Z - All Other Offenses : Warrant Service
I20260427-28	26-003520	90Z - All Other Offenses : Warrant Service
I20260427-17	26-003518	90Z - All Other Offenses : Warrant Service
I20260426-16	26-003502	90Z - All Other Offenses : Warrant Service
I20260425-15	26-003490	13B - Simple Assault
I20260424-15	26-003473	90D - Driving Under the Influence
I20260425-01	26-003471	90D - Driving Under the Influence
I20260423-11	26-003429	90Z - All Other Offenses : Info Only
I20260423-10	26-003426	13B - Simple Assault
I20260422-31	26-003387	90Z - All Other Offenses : Warrant Service
I20260422-02	26-003382	90Z - All Other Offenses : Found Property
I20260421-35	26-003372	220 - Burglary/Breaking & Entering
I20260421-23	26-003360	290 - Destruction/Damage/Vandalism of Property
I20260421-01	26-003342	90Z-41 - Felony Elude : Speeding to elude
I20260420-14	26-003333	90Z - All Other Offenses : Accidental Overdose
I20260419-18	26-003315	90Z - All Other Offenses : Tampering with MV
I20260418-12	26-003266	90Z - All Other Offenses : Harassment
I20260418-01	26-003260	90Z-02 - Unattended Death : Suspicious Death
I20260416-06	26-003207	36A - Incest
I20260414-15	26-003149	90D - Driving Under the Influence

Carthage Police Department | Incident (NC)s: 42 Results | 2026-04-01 - 2026-04-30

Incident Number	Reference #	Primary Offense
I20260414-05	26-003133	90Z - All Other Offenses : Warrant Service

Carthage Police Department | Warrants: 17 Results | 2026-04-01 - 2026-04-30

Incident	Warrant Type	Arrest Date	U C R/N I B R S Offenses	Race	Gender	Obtained Location (F I P S)	Offense Date/Time
I20260428-24	Capias Warrant	2026-04-29T01:10:00.000Z	90Z - All Other Offenses	W - White	F - Female	125 - Moore	2026-04-22 09:00
I20260428-21	Summons	2026-04-28T22:05:00.000Z	90Z - All Other Offenses	W - White	M - Male	125 - Moore	2026-04-25 00:00
I20260428-09	Capias Warrant	2026-04-28T14:41:00.000Z	90Z - All Other Offenses	B - Black or African American	F - Female	125 - Moore	2025-08-13 00:00
I20260426-16	Misdemeanor Warrant	2026-04-26T07:11:00.000Z	90Z - All Other Offenses	W - White	M - Male	125 - Moore	2026-04-25 00:00
I20260424-15	Misdemeanor Warrant	2026-04-25T02:13:00.000Z	90Z - All Other Offenses	W - White	F - Female	125 - Moore	2026-04-24 21:37
I20260425-01	Misdemeanor Warrant	2026-04-25T00:51:00.000Z	90D - Driving Under the Influence	W - White	F - Female	125 - Moore	2026-04-24 21:16
I20260422-31	Capias Warrant	2026-04-22T19:57:00.000Z	90Z - All Other Offenses	W - White	M - Male	125 - Moore	2026-04-07 00:00
I20260422-31	Felony Warrant	2026-04-22T19:57:00.000Z	35A - Drug/ Narcotic Violations	W - White	M - Male	125 - Moore	2026-04-22 15:23
I20260421-01	Felony Warrant	2026-04-20T21:01:00.000Z	90Z-41 - Felony Elude	B - Black or African American	M - Male	125 - Moore	2026-04-20 17:01
I20260414-15	Citation Issued	2026-04-14T23:26:36.813Z	90D - Driving Under the Influence	W - White	F - Female	125 - Moore	2026-04-14 00:00
I20260414-15	Misdemeanor Warrant	2026-04-14T23:26:36.813Z	90D - Driving Under the Influence	W - White	F - Female	125 - Moore	2026-04-14 19:06
I20260414-05	Capias Warrant	2026-04-14T17:17:00.000Z	90Z - All Other Offenses	W - White	M - Male	125 - Moore	2026-04-08 00:00
I20260414-02	Capias Warrant	2026-04-14T15:02:00.000Z	90Z - All Other	W - White	F -	085 - Harnett	2026-04-02

Carthage Police Department | Warrants: 17 Results | 2026-04-01 - 2026-04-30

Incident	Warrant Type	Arrest Date	U C R/N I B R S Offenses	Race	Gender	Obtained Location (F I P S)	Offense Date/Time
			Offenses		Female		09:00
I20260408-01	Citation Issued	2026-04-08T04:03:00.000Z	90G - Liquor Law Violations		M - Male	125 - Moore	2026-04-08 00:03
I20260408-01	Citation Issued	2026-04-07T04:03:00.000Z	90G - Liquor Law Violations	W - White	M - Male	125 - Moore	2026-04-08 00:03
I20260404-01	Misdemeanor Warrant	2026-04-04T07:36:00.000Z	220 - Burglary/ Breaking & Entering	W - White	M - Male	125 - Moore	2026-04-04 00:33
I20260215-09	Felony Warrant	2026-02-15T23:19:00.000Z	90Z - All Other Offenses	W - White	F - Female	125 - Moore	2025-04-12 00:00

MONTHLY REPORT APRIL 2026

Water Service

Locates	Work Orders	Cut-Offs / Tags	Meters Installed	Water Main/ Service Repairs	Water Taps
269	44	0	2	0	1

Sewer Service

Service Renewals	Lift Station Repairs	Force Main Repairs	Mowed Outfall Lines	Town Sewer Backups	Sewer Taps
0	1	0	1	3	0

Building & Grounds

Leaf & Limb Total Rounds	Trash Runs	Complete Mowed Rounds	Building Repairs
2		2	0

Streets

Cleaned Out Catch Basin	Cleaned Streets With Blower
1	1

Construction Projects

- 1.
- 2.
- 3.

Additional Notes BUBBLER PUT IN AT MCCASKILL LIFT STATION AND DOING WELL



MEMORANDUM

Date: May 18, 2026

To: The Board of Commissioners

From: Jennifer Locklear, Town Planner

Subject: V-01-26: Public Hearing for a Variance Request for PARID 20170432 (105 Davis Street) and PARID 20220141 (107 Davis Street); Zone: R-20
Petitioner: Adam Johnson

I. SUMMARY OF APPLICATION REQUEST:

Adam Johnson is requesting a variance on behalf of 105 and 107 Davis Street. He would like to place a large fence and parking in the front setback of the property. These properties are located in the R-20 "Residential" zoning district adjacent to each other. For the R-20 zoning district, the fence, per the UDO Section 100.57(11) states, "a) Fences may be installed in the required setback of any residential lot, except that in the required front setback of the lot, the height of such fencing or screening shall be limited to a maximum height of three (3) feet if a solid fence and five (5) feet if the fence is fifty (50) percent or more transparent."

Mr. Johnson wrote an email to me (the Town Planner) on April 16, 2026, stating his request below. **Please view Attachment 1, Attachment 2 and Attachment 3 that goes with his request below.**

I am seeking approval for a front yard fence design and integrated covered parking area as shown in the attached elevation drawings.

*My proposal includes a horizontal board (1" gap) and Rammed Earth sections for my front yard fence, **exceeding the typical height and transparency limitations**, along with a covered parking structure located at the front portion of the lot integrated into the fence system. I understand that this configuration does not conform to current UDO standards; however, I would like to provide context for why this design is both intentional and necessary for this specific site.*

First, the topography of my property presents a significant constraint. The site slopes in such a way that the front portion of the lot is the only feasible area to achieve level parking without incurring substantial grading, retaining, and construction costs. Locating the covered parking structure elsewhere on the property would require extensive site modification, creating a disproportionate financial burden and potential site disturbance. As such, the proposed location is not simply a preference but a practical necessity driven by the land conditions.

Second, the condition of several nearby properties along Davis Street has influenced my design approach. There are adjacent homes that are currently distressed, vacant, and/or overgrown with vegetation. This has created a need for both visual screening and a sense of security. My intent is to establish a defined boundary that provides

privacy from these conditions while also improving the overall appearance and perception of my property.

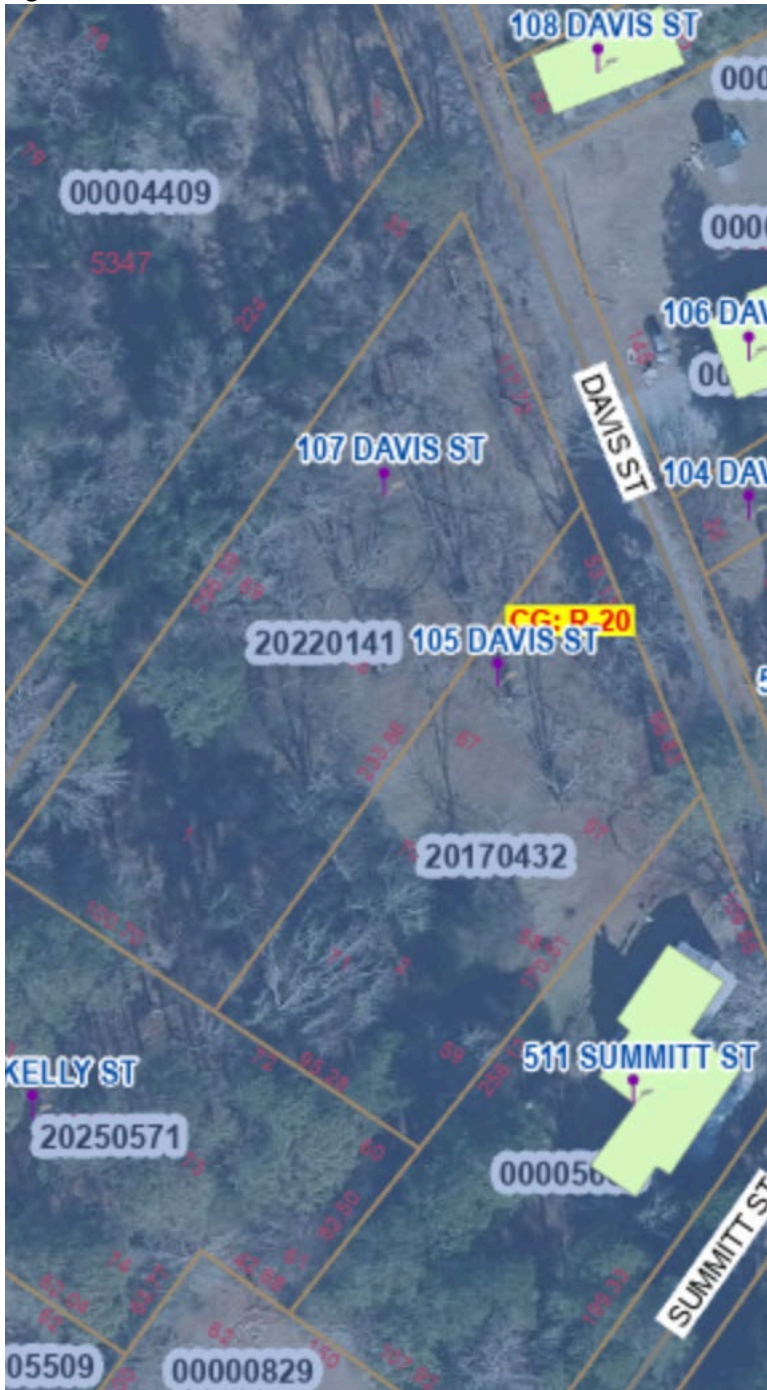
Architecturally, the proposed fence and entry sequence are designed to create a cohesive and deliberate experience. The front screening element is not meant to be purely defensive, but rather to evoke the feeling of a secluded haven or private villa. The design intentionally limits immediate visibility into the property, creating a sense of anticipation and transition for guests as they approach and enter. This concept relies on a more solid and structured front element than what is typically permitted.

In addition to the variance request, I would also appreciate clarification on fence placement requirements. Specifically, I would like to confirm whether a fence may be placed directly on the front property line, or if a setback from the right-of-way or sidewalk is required in all cases.

I have attached my fence elevation drawings, which include the proposed dimensions and details of the structure. Through this submission, I am respectfully requesting approval to proceed with construction as designed.

I appreciate your time and consideration of this request and would be glad to discuss the proposal further or provide any additional information needed.

Figure 1: Site Location below 105 and 107 Davis Street.



II. PROJECT INFORMATION:

1. PARID: 20170432 (105 Davis Street) (PIN: 857800636173)
PARID: 20220141 (107 Davis Street) (PIN: 857800636211)
2. Applicant/Owner: Adam Johnson
3. Long-Range Plan Designation:
This future area of this land appears to be residential per the adopted 2040 Land Use Plan.
4. Current Zoning:
The current zoning is R-20 "Residential".

III. APPLICATION REVIEW:

A. Review Process:

Applications for site plan review are pursuant to Unified Development Ordinance (UDO) Section 100.25 "Board of Adjustment" and UDO Section 100.29 "Powers and Duties of the Board of Adjustment."

Sec. 100.25 Board of Adjustment

The Board of Commissioners is hereby designated as the Board of Adjustment for the purposes of this Ordinance. In all cases where this Ordinance requires an action by the Board of Adjustment, the Board of Commissioners acting as a Board of Adjustment shall perform such duty.

Sec. 100.29 Powers and Duties of the Board of Adjustment

The Board of Adjustment shall have the following powers and duties:

1. *Administrative Appeals. To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Administrator in the enforcement of the zoning provisions of this Ordinance.*
2. *Variances. Variances. - When unnecessary hardships would result from carrying out the strict letter of a zoning regulation, the board of adjustment shall vary any of the provisions of the zoning regulation upon a showing of all of the following:*
 - a. *Unnecessary hardship would result from the strict application of the regulation. It is not necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.*
 - b. *The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance. A variance may be granted when necessary and appropriate to make a reasonable accommodation under the Federal Fair Housing Act for a person with a disability.*
 - c. *The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance is not a self-created hardship.*
 - d. *The requested variance is consistent with the spirit, purpose, and intent of the regulation, such that public safety is secured and substantial justice is achieved.*

No change in permitted uses may be authorized by variance. Appropriate conditions may be imposed on any variance, provided that the conditions are reasonably related to the variance. Any other development regulation that regulates land use or development may provide for variances from the provisions of those ordinances consistent with the provisions of this subsection. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 17, 50(b), 51(a), (b), (d).)

IV. BOARD OF ADJUSTMENT ACTION:

The concurring vote of a majority of the Board shall be necessary to reverse any order, requirement, decision or determination of any administrative official charged with enforcement of this Ordinance or to decide in favor of the applicant any matter upon which it is required to pass under the Zoning provisions or to affect any variation of such provisions.

OPTION 1

Approve to allow V-01-26 as written and presented.

or

OPTION 2

Deny allowing V-01-26 as written and presented, but ***with the following conditions.....***

Town of Carthage

Applicant: Adam Johnson

Address: 105 and 107 Davis Street, Carthage

This is a variance request from the applicant and owner, Adam Johnson, to place fencing around 8 feet high and parking within the front setbacks of his property. The following attachments below go with this request.

Please view Attachment, Attachment 2, and Attachment 3 with these findings of fact.

Here is the letter he sent via email to the Town Planner on 4/16/26:

I am seeking approval for a front yard fence design and integrated covered parking area as shown in the attached elevation drawings.

My proposal includes a horizontal board (1" gap) and Rammed Earth sections for my front yard fence, exceeding the typical height and transparency limitations, along with a covered parking structure located at the front portion of the lot integrated into the fence system. I understand that this configuration does not conform to current UDO standards; however, I would like to provide context for why this design is both intentional and necessary for this specific site.

First, the topography of my property presents a significant constraint. The site slopes in such a way that the front portion of the lot is the only feasible area to achieve level parking without incurring substantial grading, retaining, and construction costs. Locating the covered parking structure elsewhere on the property would require extensive site modification, creating a disproportionate financial burden and potential site disturbance. As such, the proposed location is not simply a preference but a practical necessity driven by the land conditions.

Second, the condition of several nearby properties along Davis Street has influenced my design approach. There are adjacent homes that are currently distressed, vacant, and/or overgrown with vegetation. This has created a need for both visual screening and a sense of security. My intent is to establish a defined boundary that provides privacy from these conditions while also improving the overall appearance and perception of my property.

Architecturally, the proposed fence and entry sequence are designed to create a cohesive and deliberate experience. The front screening element is not meant to be purely defensive, but rather to evoke the

feeling of a secluded haven or private villa. The design intentionally limits immediate visibility into the property, creating a sense of anticipation and transition for guests as they approach and enter. This concept relies on a more solid and structured front element than what is typically permitted.

In addition to the variance request, I would also appreciate clarification on fence placement requirements. Specifically, I would like to confirm whether a fence may be placed directly on the front property line, or if a setback from the right-of-way or sidewalk is required in all cases.

I have attached my fence elevation drawings, which include the proposed dimensions and details of the structure. Through this submission, I am respectfully requesting approval to proceed with construction as designed.

I appreciate your time and consideration of this request and would be glad to discuss the proposal further or provide any additional information needed.

Finding of Fact #1:

The Board of Commissioners finds that Unified Development Ordinance (UDO) requires the height for a fence in the front setback per “Fences and Walls” in Section 100.57 (11) to be at the maximum 5 feet high if 50% or more transparent.

The request for the fence from the applicant is not 50% transparent and is over 5 feet high.

Finding of Fact #2:

The Board of Commissioners finds that per Section 100.58 parking required for “Single family detached, duplexes, two-family dwellings and manufactured dwellings” is 2 per dwelling unit, on the same zone lot.

The applicant is requesting the minimum amount of parking and per the site plan in Attachment 2 is providing 5 spaces of parking.

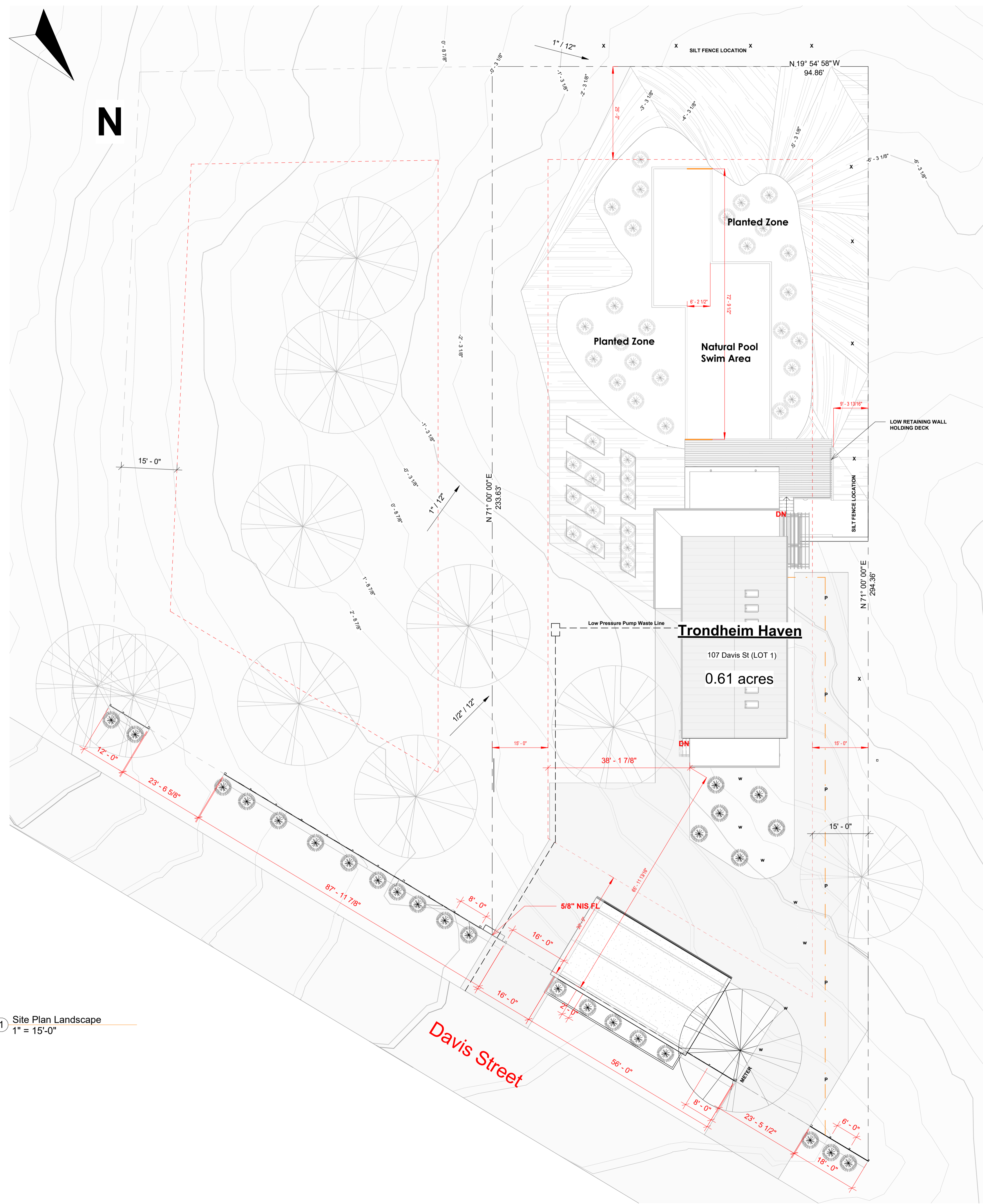
Finding of Fact #3:

The Board of Commissioners finds that according to Section 100.29 (2)(b) it says, “b. The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance. A variance may be granted when necessary and appropriate to make a reasonable accommodation under the Federal Fair Housing Act for a person with a disability.”

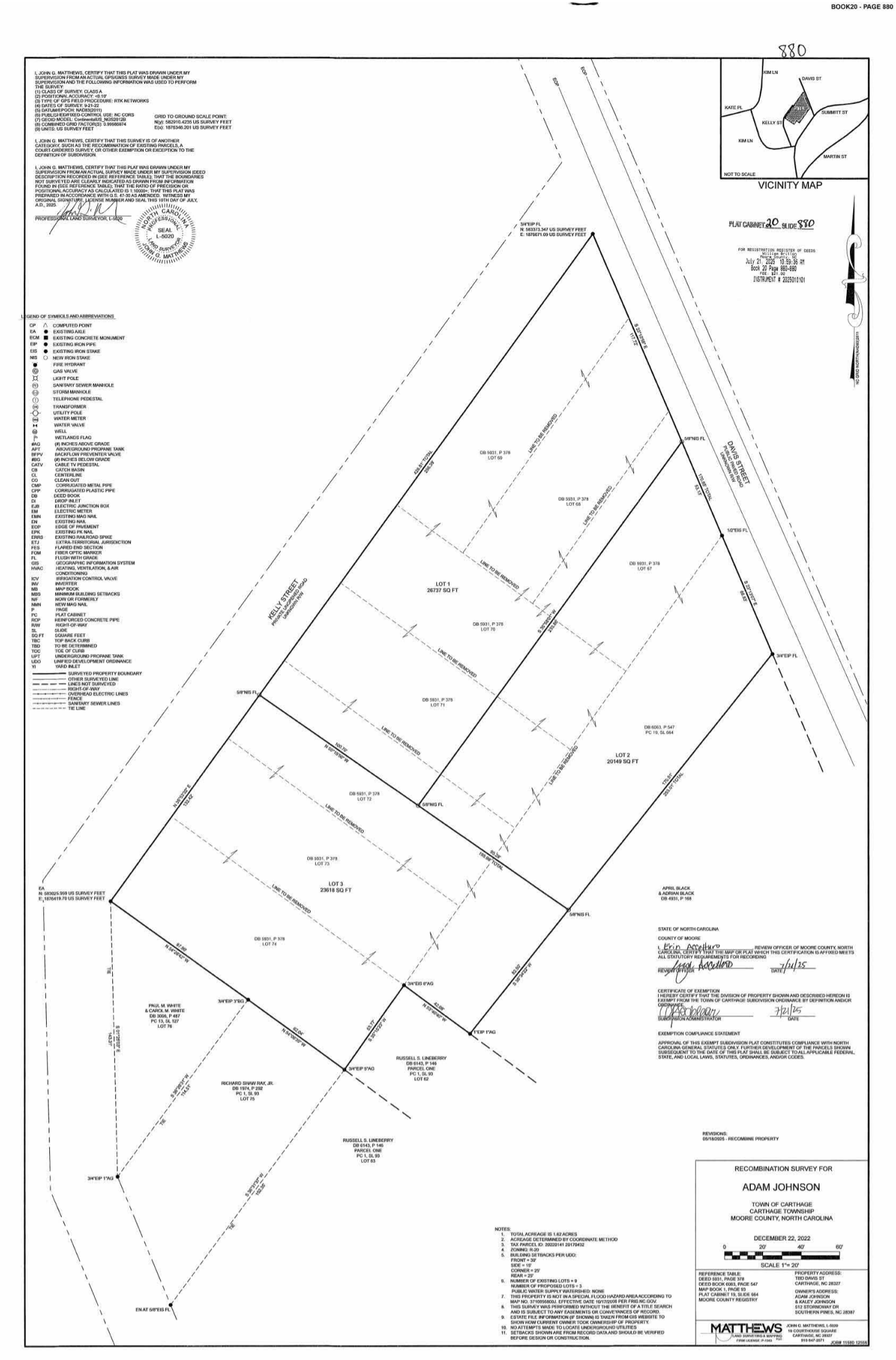
The applicant attests that the topography of his property presents a significant constraint and financial burden if he were to have to place parking elsewhere. He elects to screen the parking with the fencing and to provide privacy.

Finding of Fact #4:

The Board of Commissioners finds that the UDO is.....



1 Site Plan Landscape
1" = 15'-0"



Trondheim Haven

107 Davis Street, Carrboro, NC 28727

Project _____ Issue Date _____

Revision _____ Date _____

Date 4/16/2024 11:20:04 AM

Design By: ADM
SCALE: 1" = 15'-0"

Site Plan
0.1
NO.
Client: Johnson Family

Trondheim Haven

Project _____ Issue Date _____

Revision _____ Date _____

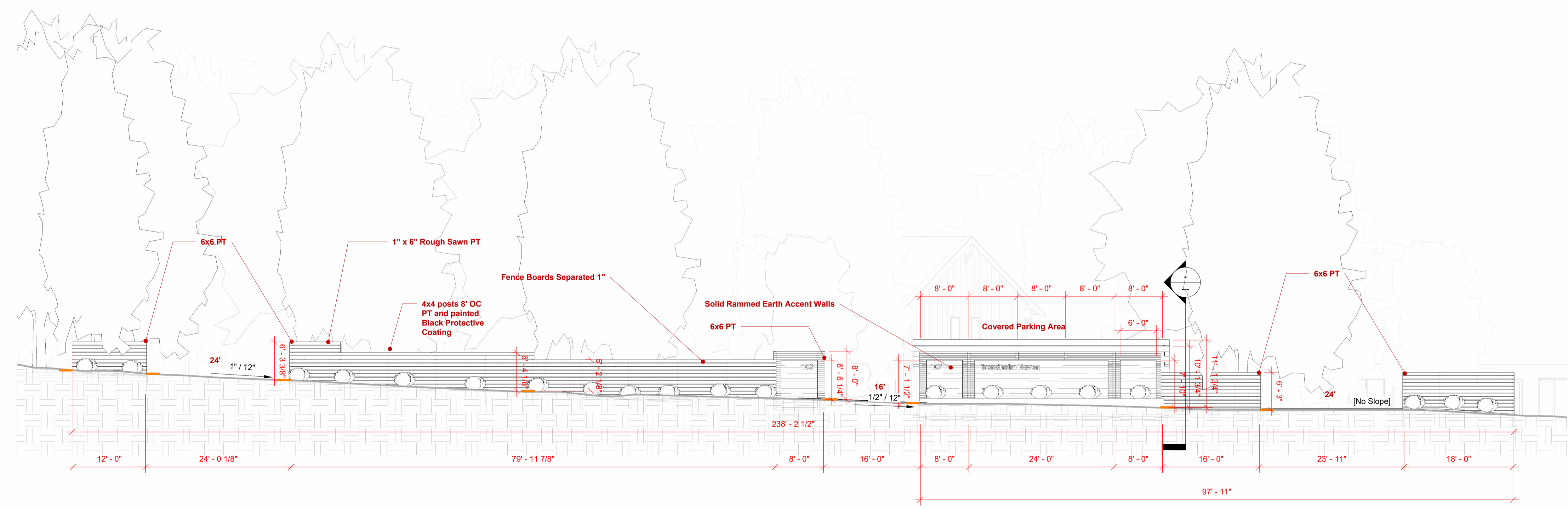
Date 4/16/2024 11:06:55 PM

Design By: ADM, LLC
SCALE: 1" = 10'-0"

Front Access & Fencing

7.3

NO. _____
Client: Johnson Family



① Fence Front Area
1" = 10'-0"





MEMORANDUM

Date: May 18, 2026

To: Board of Commissioners

From: Jennifer Locklear, Town Planner

Subject: SUP-01-26 Public Hearing for an Amendment to Special Use Permit (internal file SUP-02-24, approved by the BOA on January 21, 2025), Tea Room located at 403 McReynolds Street, Zone R-HD; Petitioner: Pam and Greg O'Connor

I. SUMMARY OF APPLICATION REQUEST:

The applicant and owner of 403 McReynolds Street in Carthage, the tearoom, whom Special Use Permit was approved by the Board of Adjustment on January 21, 2025 (internal file SUP-02-24), is requesting an amendment to their Special Use Permit. The owners (and applicant) originally requested to have baked goods delivered and catered to their customers. However, they realized that they would not be able to serve the delivered goods on any of their own dishware. Therefore, it would be their best interest to update the tearoom to have a commercial kitchen and be approved where they are able to make their own goods and provide food for their guests.

Please view Attachment 1 for the letter from Pam O'Connor explaining their amendment request.

The request is to change the approved "g. The food will be catered for all events" to say, "have own commercial kitchen and serve food."

II. PROJECT INFORMATION:

1. PARID: 00006131 PIN: 857818424243
2. Applicant & Owner: Pam and Greg O'Connor
3. Long-Range Plan Designation:
This future area of this land appears to be Town Residential, per the adopted 2040 Land Use Plan.
4. Current Zoning:
The current zoning is R-HD. The R-HD district is primarily designed to accommodate a compatible mixture of single family, two family, and multifamily dwellings at lower densities of approximately two units or less per acre while preserving the historic character of the district.

III. APPLICATION REVIEW:

When reviewing an application for Special Use Permits, the Board of Commissioners shall consider and be guided by Section 100.24, Section 100.38-8 and Section 100.38-10 as set forth in UDO below:

Sec. 100.24 Board of Commissioners

Without limiting any authority granted to the Board of Commissioners by General Statutes or by other Ordinances of the Town, the Board of Commissioners shall have the following powers and duties with respect to this Ordinance:

1. To adopt, amend or repeal this Ordinance;
2. To adopt amendments to the Official Zoning Map;
3. To adopt design guidelines for the Historic Preservation Overlay Districts;
4. To approve or deny requests for approval of major preliminary and final subdivision plats, Special Use Permits, Conditional Zoning, Vested Rights, and major site plans;
5. To perform the powers and duties of a Board of Adjustment; and,
6. Such additional powers and duties as may be set forth in this Ordinance.

Section 100.38-8 Public Hearing for a Special Use Permit Application:

A. Notice of hearings conducted pursuant to this section shall be mailed to the person or entity whose appeal, application, or request is the subject of the hearing; to the owner of the property that is the subject of the hearing if the owner did not initiate the hearing; to the owners of all parcels of land abutting the parcel of land that is the subject of the hearing; and to any other persons entitled to receive notice as provided by the zoning or unified development ordinance. In the absence of evidence to the contrary, the city may rely on the county tax listing to determine owners of property entitled to mailed notice. The notice must be deposited in the mail at least 10 days, but not more than 25 days, prior to the date of the hearing. Within that same time period, the city shall also prominently post a notice of the hearing on the site that is the subject of the hearing or on an adjacent street or highway right-of-way.

B. The Board of Commissioners, after a quasi-judicial hearing, may decide, in particular cases, and subject to appropriate conditions and safeguards, permits for conditional uses as authorized by the Table of Permitted and Conditional Uses. In granting a Special Use Permit, the Board shall make the following determinations.

1. The use requested is among those listed as an eligible Conditional Use in the Table of Permitted and Conditional Uses for the district in which the subject property is located;
2. The application is complete.
3. The conditional use meets all required conditions and specifications of this chapter; and that satisfactory provision and arrangement has been made for at least the following, where applicable:
 - a. Satisfactory ingress and egress to property and proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control.
 - b. Provision of off street parking and loading areas where required, with particular attention to the items in (1) above, and the economic, noise, glare and odor effects of the conditional use on adjoining properties in the area
 - c. Adequate and proper utilities, with reference to location, availability and compatibility.
 - d. Buffering, with reference to type, location and dimensions.
 - e. Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effect and compatibility and harmony with properties in the district.
 - f. Playgrounds, open spaces, yards, landscaping, access ways, pedestrian ways, with reference to location, size and suitability.
 - g. Buildings and structures, with reference to location, size and use.
 - h. Hours of operation, with particular reference to protecting and maintaining the character of the neighborhood.
 - i. Stormwater management

C. Even if the Town Board finds the application complies with all other provisions of this Ordinance, it may still deny the permit if it concludes, based upon the information submitted at the hearing, that if completed as proposed, the development, more probably than not:

1. Will materially endanger the public health or safety, or
2. Will substantially injure the value of adjoining or abutting property, or
3. Will not be in harmony with the area in which it is to be located, or
4. Will not be in general conformity with the Land Use Plan, Comprehensive Transportation Plan, Bicycle and Pedestrian Plan or other plans officially adopted by the Town Board of Commissioners.
5. Will not meet one of the conditions required by this Ordinance (see Section 100.37-8D)

D. In granting a Special Use Permit, the Board may impose such additional restrictions and requirements upon such Permit as it may deem necessary in order that the purpose and intent of this Ordinance are served, public welfare secured, and substantial justice done. Conditions shall not be put in place for which the local government does not have authority to enforce or for which the courts have held to be unenforceable. If all requirements and conditions are accepted by the applicant, the Board shall authorize the issuance of a Special Use Permit, otherwise the Permit shall be denied.

E. The conditions shall be accepted by the applicant/property owner in writing before the permit becomes effective.

F. Any Special Use Permit so authorized shall be perpetually binding upon the property included in such Permit unless subsequently changed or amended by the Board, as provided for in this Section. No proposal to amend or change any Special Use Permit shall be considered within six (6) months of the date of the original authorization of such Permit or within six (6) months of hearing of any previous proposal to amend or change any such Permit.

Sec. 100.38-10 Board of Commissioners Action on Special Use Permits

In considering whether to approve an application for a Special Use Permit, the Town Board shall proceed according to the following format:

(A) A simple majority vote of the Town Board is required to approve any motion related to the issuance of a Special Use Permit.

(B) The Town Board shall consider whether the application is complete. If the Town Board concludes that the application is incomplete and the applicant refuses to provide the necessary information, the application shall be denied. A motion to this effect shall specify either the particular type of information lacking or the particular requirement with respect to which the application is incomplete. If a motion to this effect is not approved, this shall be taken as an affirmative finding by the board that the application is complete.

(C) The Town Board shall consider whether the application complies with all of the applicable requirements of this chapter. If a motion to this effect passes, the Town Board need not make further findings concerning such requirements. If such a motion fails or is not made, then a motion shall be made that the application be found not in compliance with one or more of the requirements of this chapter. Such a motion shall specify the particular requirements the application fails to meet. Separate votes may be taken with respect to each requirement not met by the application. It shall be conclusively presumed that the application complies with all requirements not found by the Town Board to be unsatisfied through this process.

(D) If the Town Board concludes that the application fails to comply with one or more requirements of this chapter, the application shall be denied. If the Town Board concludes that all such requirements are met, it shall issue the permit, unless it adopts a motion to deny the application for one or more of the reasons set forth in C above. Such a motion shall propose specific findings, based upon the evidence submitted, justifying such a conclusion.

(E) Subject to subsection (F), in granting a Special Use Permit, the permit-issuing board may, by a simple majority vote, attach to the permit such reasonable requirements in addition to those specified in this Chapter as will ensure that the development in its proposed location:

- (1) Will not endanger the public health or safety,*
- (2) Will not injure the value of adjoining or abutting property,*
- (3) Will be in harmony with the area in which it is located, and*
- (4) Will not be in general conformity with the Land Use Plan, Comprehensive Transportation Plan, Bicycle and Pedestrian Plan or other plans officially adopted by the Town Board of Commissioners.*
- (5) Meets the specific conditions applicable (See Section 100.37-8D).*

(F) The permit-issuing board may not attach additional conditions that modify or alter the specific requirements set forth in this chapter unless the development in question presents extraordinary circumstances that justify the variation from the specified requirements.

(G) Without limiting the foregoing, the Board of Commissioners may attach to a permit a condition limiting the permit to a specified duration.

(H) All additional conditions or requirements shall be entered on the permit.

(I) All additional conditions or requirements authorized by this section are enforceable in the same manner and to the same extent as any other applicable requirement of this chapter.

(J) A vote may be taken on application conditions or requirements before consideration of whether the permit should be denied for any reasons set forth above.

A. Staff Comments:

The SUP was originally approved on January 21, 2025. This is an amendment to only one part of the approved SUP, which is letter “g”.

The request is to change the approved “g. The food will be catered for all events” to say, “have own commercial kitchen and serve food.”

IV. ATTACHMENTS PROVIDED BY THE APPLICANT:

1. Attachment 1: SUP Amendment Letter from Pam O’Connor

V. BOARD OF COMMISSIONERS ACTION:

In considering whether to approve an application for a Special Use Permit, the Town Board shall proceed according to the following format:

(A) A simple majority vote of the Town Board is required to approve any motion related to the issuance of a Special Use Permit.

(B) The Town Board shall consider whether the application is complete. If the Town Board concludes that the application is incomplete and the applicant refuses to provide the necessary information, the application shall be denied. A motion to this effect shall specify either the particular type of information lacking or the particular requirement with respect to which the application is incomplete. If a motion to this effect is not approved, this shall be taken as an affirmative finding by the board that the application is complete.

(C) The Town Board shall consider whether the application complies with all of the applicable requirements of this chapter. If a motion to this effect passes, the Town Board need not make further findings concerning such requirements. If such a motion fails or is not made, then a motion

shall be made that the application be found not in compliance with one or more of the requirements of this chapter. Such a motion shall specify the particular requirements the application fails to meet. Separate votes may be taken with respect to each requirement not met by the application. It shall be conclusively presumed that the application complies with all requirements not found by the Town Board to be unsatisfied through this process.

(D) If the Town Board concludes that the application fails to comply with one or more requirements of this chapter, the application shall be denied. If the Town Board concludes that all such requirements are met, it shall issue the permit, unless it adopts a motion to deny the application for one or more of the reasons set forth in C above. Such a motion shall propose specific findings, based upon the evidence submitted, justifying such a conclusion.

(E) Subject to subsection (F), in granting a Special Use Permit, the permit-issuing board may, by a simple majority vote, attach to the permit such reasonable requirements in addition to those specified in this Chapter as will ensure that the development in its proposed location:

- (1) Will not endanger the public health or safety,
- (2) Will not injure the value of adjoining or abutting property,
- (3) Will be in harmony with the area in which it is located, and
- (4) Will not be in general conformity with the Land Use Plan, Comprehensive Transportation Plan, Bicycle and Pedestrian Plan or other plans officially adopted by the Town Board of Commissioners.
- (5) Meets the specific conditions applicable (See Section 100.37-8D).

(F) The permit-issuing board may not attach additional conditions that modify or alter the specific requirements set forth in this chapter unless the development in question presents extraordinary circumstances that justify the variation from the specified requirements.

(G) Without limiting the foregoing, the Board of Commissioners may attach to a permit a condition limiting the permit to a specified duration.

(H) All additional conditions or requirements shall be entered on the permit.

(I) All additional conditions or requirements authorized by this section are enforceable in the same manner and to the same extent as any other applicable requirement of this chapter.

(J) A vote may be taken on application conditions or requirements before consideration of whether the permit should be denied for any reasons set forth above. The Planning Board shall evaluate all proposals for consistency with any adopted long-range plans and adopt a statement of consistency with said plans before voting to recommend approval or denial of the request. All proposed Development Ordinance amendments must be given review by the Planning Board for a recommendation to the Board of Commissioners. They are not required to conduct a public hearing, but they are encouraged to accept public input, per UDO Section 100.42 and 100.44.

PETITION MOTION

And, therefore, I move to:

OPTION 1

Approve SUP-01-26 (Amendment to SUP-02-24) as written and presented.

or

OPTION 2

Approve SUP-01-26 (Amendment to SUP-02-24) with the following conditions.....

(Option 3 on next page)

OPTION 3

Deny SUP-01-26 (Amendment to SUP-02-24) for the following reasons.....

April 17, 2026
RE: Amend Special Use Permit

Dear Commissioners,

As we inch closer to an opening date for Pippa's Cup of Tea, target date of October 2026, we are now learning that will need to have a small commercial kitchen for the business. Originally we were told by the county Environmental Health Dept, that the best option for us was to have our teas and events fully catered, however as they have now seen the full business model, they have concluded we will need the commercial kitchen to allow us to use, wash and store our own dishes, trays, silverware and stemware. A full catered model would not even allow us to hand food items to our customers personally. While we still plan to use local bakers and chefs for the majority of our food served, the commercial kitchen and its adherence to environmental health regulations will allow us the capability to refrigerate, freeze and heat items as well. It also allows us to make certain simple items on site. Mainly, soups, salads, and sandwiches for the afternoon teas.

Our original Special Use Plan states that all "food will be catered", we are asking to amend the SUP to now state, "have own commercial kitchen and serve food". We feel this model will ensure the best experience for our patrons as well. We thank you for your consideration.

Sincerely, Pam O'Connor



MEMORANDUM

Date: May 18, 2026
To: The Board of Commissioners
From: Emily D. Yopp, Town Manager
Subject: Request to Reschedule FY 2026-2027 Budget Presentation

Mayor and Board,

Kesha Matthews, Finance Officer, and I are continuing to refine key components of the proposed FY 2026–2027 budget and were not able to complete a fully balanced draft for presentation this evening. To ensure the Board receives a thorough, accurate, and transparent proposal that supports informed decision-making, we need a bit more time to finalize several items.

North Carolina General Statutes provide that the recommended budget be submitted to the governing board no later than June 1. Our adjusted timeline will remain in full compliance with this requirement.

To accommodate the additional time needed, we respectfully request that the Board call a special meeting on one of the following dates for the formal budget presentation:

- Monday, May 26
- Tuesday, May 27
- Thursday, May 29

At that meeting, staff will present the proposed budget and request that the Board set the date for the required public hearing.

We appreciate your understanding as we work to ensure the proposed budget is complete and aligned with the Board's priorities. Please let me know your availability so we can proceed with scheduling.

Respectfully,

Emily D. Yopp, Town Manager

Kesha Matthews, Finance Officer



MEMORANDUM

Date: May 18, 2026
To: The Board of Commissioners
From: Jennifer Locklear, Town Planner
Subject: Parking in front of Ronnie's Chuckwagon

I. SUMMARY OF PROBLEM:

The parking in front of the restaurant, Ronnie's Chuckwagon, located at 306 Monroe Street along NC 24-27 has created safety issues. There have been people parking their vehicles in the small, curbed area located between the entrance and exit to Ronnie's Chuckwagon. This has created a safety issue for the patrons of the restaurant when they are trying to move out into traffic. They are unable to see to the left. The road width in front of the restaurant along NC 24-27 is extra wide. Per the Moore County Comprehensive Transportation plan bicycle map, it is considered existing on the road but needs improvement. I have reached out to confirm with NCDOT if this is a parking lane or a bike lane. It is neither; it is just an extra wide lane.

II. OPTIONS TO IMPROVE:

With that said, there are improvements that will be coming along the roadway with NCDOT project U-3628. I have reached out to NCDOT to see if it is possible to create a bike lane along this area. A bike lane is the next step up for improvement, where a bike route is a "share the road" with motor vehicles designation. I was advised to reach out to the NCDOT Bicycle and Pedestrian division in Raleigh, NC because if a bike lane were to be implemented it would need to be designed first. I have not heard back from NCDOT about the feasibility, or this is possible or how long it will take. As soon as I do, I will advise the Board and the Town Manager. However, an important question to ask is does the Town of Carthage want a bike lane along NC 24-27?

The other option, for immediate improvement, is for the Town to stripe off, using diagonal lines, areas we do not want people to park. NCDOT said we could do this now at our own cost.

The last option is to do nothing and leave it as is. What would the BOC like to do?



MEMORANDUM

Date: May 18, 2026

To: The Board of Commissioners

From: Jennifer Locklear, Town Planner

Subject: S-04-26: Site Plan Review for 801 Monroe Street; Parcel 00005174, Zone: B-2;
Petitioner: Nick Gollifer

I. SUMMARY OF APPLICATION REQUEST:

Applicant, Nick Gollifer is requesting site plan approval for their commercial development located at 801 Monroe Street. This is located along Monroe Street east of Clark Street and west of Anderson Street. This parcel is approximately 1.5 acres, measured from Moore County GIS, and features approximately 5,000 square feet of commercial space. The commercial development includes an anchor tenant of Dunkin Donuts in 2,000 square feet and has two 1,500 square feet of retail available.

Please view **Attachment 1 for the Site Plan.**

Please view **Attachment 2 for the Stormwater Management & Erosion Control Report.**

For the full set of construction plans, if desired, please email planning@townofcarthage.org.

The zoning uses, building setbacks, parking, landscaping, lighting, and building meet the Town of Carthage UDO standards. Hence, this is a site plan review. There are no special conditions being requested. The applicant has met with the TRC (Technical Review Committee) where they received Planning and Public Works comments. The Fire Department had no comments.

However, it appears that some of the front portion of the property is located within the WS-III (Little River Intake No. 2). Please view the site outline below. To be most conservative, I recommend that the BOC approve the Special Non-residential Intensity Allocation. In the UDO Section 100.68 "Special Density Allocation in the Little River WS III Balance of Watershed Special" it says below:

For non-residential intensity allocation up to ten percent (10%) of the balance of the watershed may be developed for non-residential uses to seventy percent (70%) built-upon area on a project-by-project basis, provided that the following conditions are met:

- a. For the purpose of calculating built-upon area, total project area shall include total acreage in the tract on which the project is to be developed.*
- b. The Board of Commissioners must approve the Special Non-Residential Intensity Allocation.*
- c. Projects must minimize built-upon surface area and incorporate Best Management Practices to minimize water quality impacts.*

The "Built Upon Area (BUA)" for total site, according to the applicant, is 54%. The applicant says, "Drainage Area to the protected Little River Watershed has decreased from existing area 0.39ac with a BUA of 19% to 0.06ac with a 0% BUA."

The BOC must approve the Special Non-Residential Intensity Allocation. Per Section 100.64 it says, "The Board of Commissioners may approve a site plan only if it meets the standards and requirements set forth in this Ordinance and provides adequate public facilities and improvements as provided for herein." The BOC is advised to confirm the applicant will commit to meeting adequate public facilities and improvements as recommended by our Public Works Department.

Figure 1: Site Location outlined in blue.



II. PROJECT INFORMATION:

1. PARID: 00005174 (PIN: 856700975613)
2. Applicant: Nicholas Gollifer
3. Owner: MARTIN, MARY THELMA, MARTIN, MARY THEODORA & OTHER
4. Long-Range Plan Designation:

This future area of this land appears to be Downtown or Commercial per the adopted 2040 Land Use Plan.

5. Current Zoning:

The current zoning is B-2 (Central Business District Fringe).

III. APPLICATION REVIEW:

A. Review Process:

Applications for site plan review are pursuant to Unified Development Ordinance (UDO) Section 100.24 "Board of Commissioners" and UDO Section 100.64 (D) "Site-Specific Vesting Plan."

Sec. 100.24 Board of Commissioners

Without limiting any authority granted to the Board of Commissioners by General Statutes or by other Ordinances of the Town, the Board of Commissioners shall have the following powers and duties with respect to this Ordinance:

1. *To adopt, amend or repeal this Ordinance;*
2. *To adopt amendments to the Official Zoning Map;*
3. *To adopt design guidelines for the Historic Preservation Overlay Districts;*
4. *To approve or deny requests for approval of major preliminary and final subdivision plats, Special Use Permits, Conditional Zoning, Vested Rights, and major site plans;*
5. *To perform the powers and duties of a Board of Adjustment; and,*
6. *Such additional powers and duties as may be set forth in this Ordinance.*

Sec. 100.64 Site-Specific Vesting Plan (D)

D. The Administrator shall place the Site Plan on the next regularly scheduled meeting of the Board of Commissioners occurring at least ten (10) days after the Planning Board's recommendation.

The Board of Commissioners shall review the Site Plan and either approve, approve with conditions, reject the site plan, or refer the plan back to the Planning Board for further consideration. If the Board of Commissioners rejects a site plan, then the reasons therefore shall be stated in the record of action on the plan.

The Board of Commissioners may approve a site plan only if it meets the standards and requirements set forth in this Ordinance and provides adequate public facilities and improvements as provided for herein.

The subdivision standards contained in Sec. 100.65 shall serve as the basic standards for site plan development along with the specific standards set forth in the Special Requirement for the use or uses.

C. Staff Comments:

The zoning use for Dunkin Donuts is a "fast-food restaurant," permitted in the B-2 zoning district. The other retail is subject to the "Table of Permitted and Conditional Uses" in the B-2 zoning district. The site plan review process is following UDO Section 100.64. The property is located partially in the WS-III (Little River Intake No. 2) and has a built upon area (BUA) proposed of 54%. To be on the conservative side, it is best for the Board of Commissioners to approve this BUA. In Section 100.68, the BOC can approve up to 70% BUA in this zoning district. This would be an appropriate use of this "Nonresidential special intensity allocation" in the commercial area of town.

The Planning Board shared concerns about a backup of traffic being created and accessibility by pedestrians to the Dunkin Donuts location. In addition, if Dunkin Donuts plans to expand their site in

the future, would they be able to accommodate the additional parking. They voted to approve the site plan with the majority.

Per Section 100.57(10) "Sidewalks for Existing Lots of Record" it says, "New construction on existing lots of record shall install sidewalks built to Town of Carthage standards when located on a block containing sidewalks or if located on a major or minor collector, or principal or minor arterial road in accordance with NCDOT's functional road classification." The parking provided meets the current UDO standard per Section 100.58.

IV. PLANNING ATTACHMENTS PROVIDED BY THE APPLICANT:

1. Attachment 1: Site Plan (for full set of construction plans please email planning@townofcarthage.org)
2. Attachment 2: Stormwater Management and Erosion Control Report

V. BOARD OF COMMISSIONERS ACTION:

The Board of Commissioners (BOC) shall review the Site Plan and either approve, approve with conditions, reject the site plan, or refer the plan back to the Planning Board for further consideration. If the Board of Commissioners rejects a site plan, then the reasons therefore, shall be stated in the record of action on the plan per UDO Section 100.64 (D) of the Town of Carthage Unified Development Ordinance (UDO).

OPTION 1

Approve Site Plan (S-04-26) as written and presented.

or

OPTION 2

Approve Site Plan (S-04-26) *with the following conditions.....*

OPTION 3

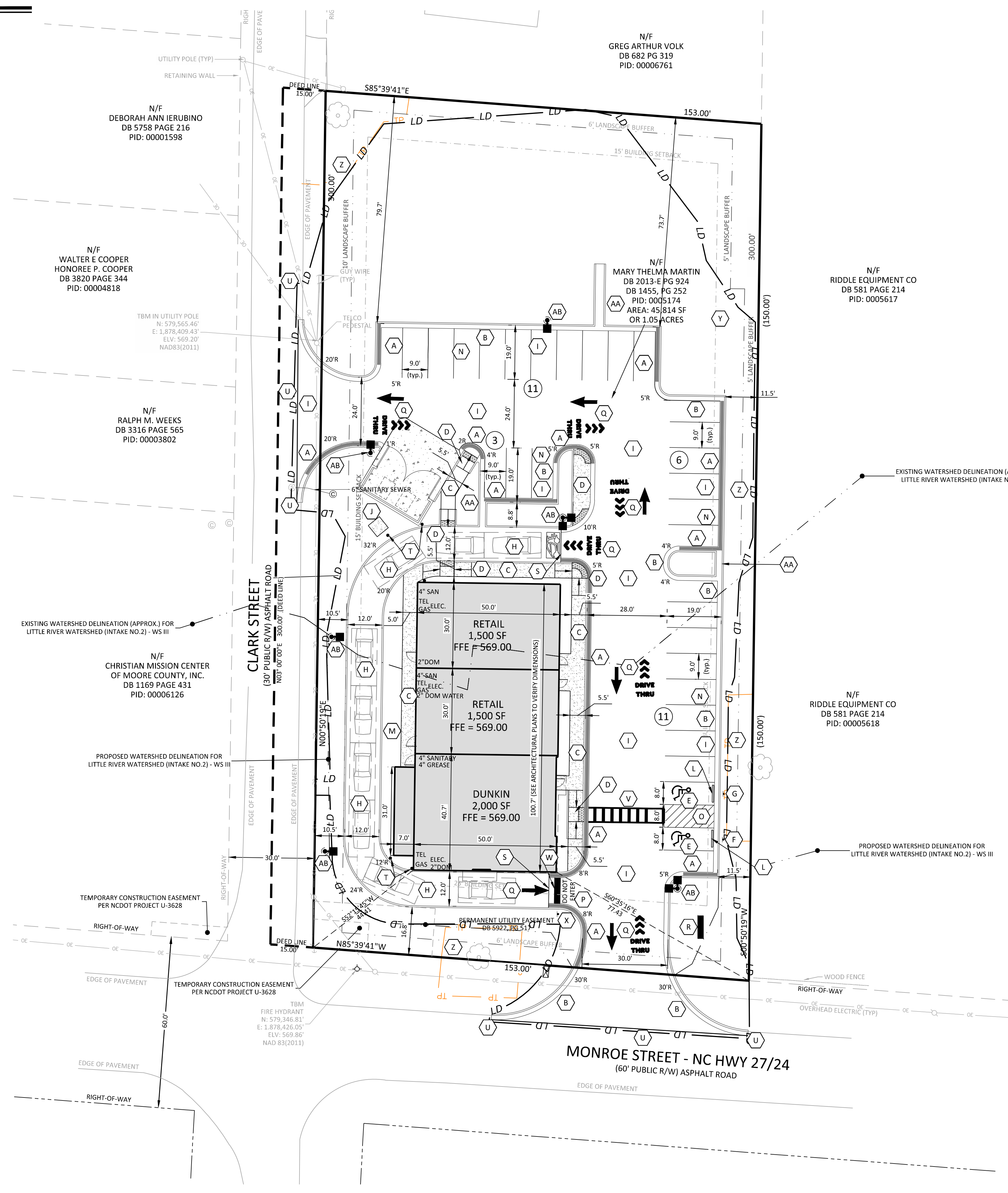
Reject Site Plan (S-04-26) *for the following reasons.....*

DEVELOPMENT NOTES

1. THE LOCATIONS OF ALL UTILITIES SHOWN ON THESE PLANS ARE BASED ON THE AVAILABLE INFORMATION. THE CONTRACTOR SHALL VERIFY THE EXACT LOCATION OF UTILITIES WITH THE UTILITY OWNERS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
2. ALL HANDICAP SITE FEATURES SHALL BE CONSTRUCTED TO MEET ALL FEDERAL, STATE AND LOCAL CODES.
3. ANY DISCREPANCY IN THIS PLAN AND ACTUAL FIELD CONDITIONS SHALL BE REPORTED TO THE OWNER PRIOR TO START OF CONSTRUCTION. GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL SETBACKS, EASEMENTS, AND DIMENSIONS SHOWN HEREON BEFORE BEGINNING CONSTRUCTION.
4. PRIOR TO STARTING CONSTRUCTION, THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE TO VERIFY THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION OF ANY ITEM SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED ALL PLANS AND ANY OTHER DOCUMENTATION FROM ALL OF THE PERMITTING AND ANY OTHER REGULATORY AUTHORITIES. FAILURE OF THE CONTRACTOR TO FOLLOW THIS PROCEDURE SHALL CAUSE THE CONTRACTOR TO ASSUME FULL RESPONSIBILITY FOR ANY SUBSEQUENT MODIFICATION OF THE WORK MANDATED BY ANY REGULATORY AUTHORITY. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH PERMITS ISSUED AND APPLICABLE STATE, COUNTY AND LOCAL CODES.
5. THE GENERAL CONTRACTOR SHALL CONTACT ALL OWNERS OF EASEMENTS, UTILITIES AND RIGHT-OF-WAYS, PUBLIC OR PRIVATE, PRIOR TO WORKING IN THESE AREAS.
6. CONTRACTOR SHALL MAINTAIN THE SITE IN A MANNER SO THAT WORKMEN AND PUBLIC SHALL BE PROTECTED FROM INJURY AND ADJOINING PROPERTY PROTECTED FROM DAMAGE.
7. ACCESS TO UTILITIES, FIRE HYDRANTS, STREET LIGHTING, ETC., SHALL REMAIN UNDISTURBED, UNLESS COORDINATED WITH RESPECTIVE UTILITY.
8. CONTRACTOR IS RESPONSIBLE FOR DAMAGE TO ANY EXISTING ITEM AND/OR MATERIAL INSIDE OR OUTSIDE CONTRACT LIMITS DUE TO CONSTRUCTION OPERATIONS.
9. ALL DIMENSIONS ARE TO THE FACE OF CURB, UNLESS OTHERWISE NOTED.
10. DO NOT SCALE THIS DRAWING AS IT IS A REPRODUCTION AND SUBJECT TO DISTORTION.
11. THE GENERAL CONTRACTOR SHALL REMOVE ALL TRASH AND DEBRIS FROM THE SITE UPON COMPLETION OF THE PROJECT AND AT LEAST ONCE A WEEK DURING CONSTRUCTION.
12. THE GENERAL CONTRACTOR SHALL KEEP THE AREA OUTSIDE THE "CONSTRUCTION LIMITS" BROOM CLEAN AT ALL TIMES.
13. GENERAL CONTRACTOR WILL ERECT AND ILLUMINATE A SITE IDENTIFICATION SIGN, PER OWNER'S SPECIFICATION. COORDINATE LOCATION WITH OWNER'S REPRESENTATIVE.
14. FINISH CURB AND WALK ELEVATIONS SHALL BE 6" ABOVE FINISH PAVEMENT GRADE UNLESS NOTED DIFFERENT ON PLAN.
15. CONTRACTOR SHALL ENSURE THAT ADEQUATE SITE LIGHTING IS PROVIDED PER OWNER'S SPECIFICATIONS.
16. ALL ROAD DIMENSIONS ARE TO FACE OF CURB.
17. ALL UTILITIES TO SERVICE BUILDING SHALL BE UNDERGROUND ON SITE, UNLESS OTHERWISE INDICATED.
18. ALL STREET SURFACES, DRIVEWAYS, CULVERTS, CURB AND GUTTERS, ROADSIDE DRAINAGE DITCHES AND OTHER STRUCTURES THAT ARE DISTURBED OR DAMAGED IN ANY MANNER AS A RESULT OF CONSTRUCTION SHALL BE REPLACED OR REPAIRED IN ACCORDANCE WITH THE SPECIFICATIONS.
19. ALL DISTURBED AREAS SHALL HAVE TEMPORARY SEEDING AND MULCHING. ALL AREAS THAT ARE PLANNED TO BE BARE FOR MORE THAN 45 DAYS SHALL BE SEED AND MULCHED WITHIN SEVEN (7) DAYS.
20. THE CONTRACTOR SHALL VERIFY LOCATION AND ELEVATION OF ALL UNDERGROUND UTILITIES. THE LOCATION OF ALL EXISTING UTILITIES ARE NOT NECESSARILY SHOWN ON THE PLANS AND WHERE SHOWN ARE ONLY APPROXIMATE. THE CONTRACTOR SHALL ON HIS INITIATIVE AND AT NO EXTRA COSTS HAVE LOCATED ALL UNDERGROUND LINES AND STRUCTURES AS NECESSARY. NO CLAIMS FOR DAMAGES OR EXTRA COMPENSATION SHALL ACCRUE TO THE CONTRACTOR FROM THE PRESENCE OF SUCH PIPE, OTHER OBSTRUCTIONS OR FROM ANY DELAY DUE TO REMOVAL OR REARRANGEMENT OF THE SAME. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO UNDERGROUND STRUCTURES. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING ALL NON-SUBSCRIBING UTILITIES. THE CONTRACTOR(S) SHALL CONTACT THE LOCAL LOCATE SERVICE BY CALLING 811 AT LEAST 12 FULL WORKING DAYS PRIOR TO ANY DIGGING FOR ASSISTANCE IN LOCATING EXISTING UTILITIES.
21. ALL LOT STRIPING AND DIRECTIONAL ARROWS TO BE WHITE REFLECTIVE MARKINGS AND SHALL CONFORM TO LOCAL REGULATIONS.
22. COMPACTION AND MAINTENANCE OF PROPER MOISTURE CONTENT OF THE SOIL UNDER BUILDINGS AND PAVED AREAS SHALL BE ACCOMPLISHED TO ACHIEVE 95 STANDARD PROCTOR MAXIMUM DRY DENSITY OR AS RECOMMENDED IN THE SOIL REPORT.
23. THE CONTRACTOR SHALL MAINTAIN AN "AS-BUILT" SET OF DRAWINGS TO RECORD THE EXACT LOCATION OF ALL PIPING PRIOR TO CONCEALMENT. DRAWINGS SHALL BE GIVEN TO THE OWNER UPON COMPLETION OF THE PROJECT WITH A COPY OF THE TRANSMITTAL LETTER TO THE ENGINEER.
24. BEFORE COMMENCEMENT OF WORK, THE CONTRACTOR SHALL REVIEW ALL PLANS AND SPECIFICATIONS AND THE JOB SITE. THE CONTRACTOR SHALL NOTIFY THE OWNER AND THE ENGINEER WHO PREPARED THE PLANS OF ANY DISCREPANCIES THAT MAY REQUIRE MODIFICATIONS TO THESE PLANS OR OF ANY FIELD CONFLICTS.
25. ALL PERMITS RELATIVE TO THE PROJECT MUST BE OBTAINED, PRIOR TO CONSTRUCTION. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH PERMITS ISSUED AND APPLICABLE STATE, COUNTY AND LOCAL CODES.
26. THE CONTRACTOR SHALL REFER TO THE ARCHITECTURAL DRAWINGS FOR ALL BUILDING DIMENSIONS.
27. CONTRACTOR SHALL COORDINATE EXACT SIZE OF HVAC CONCRETE PADS WITH MECHANICAL CONTRACTOR. REFER TO MECHANICAL PLANS FOR DETAILS.
28. ALL SEEDING, TEMPORARY AND PERMANENT, TO BE INSTALLED TO LOCAL REGULATIONS AND STANDARD PRACTICES.
29. ALL ROAD WORK SHALL BE PERFORMED IN ACCORDANCE WITH "THE CURRENT EDITION OF THE STATE DEPARTMENT OF TRANSPORTATION CONSTRUCTION AND MATERIALS SPECIFICATIONS".
30. ANY AND ALL QUANTITIES SHOWN OR IMPLIED ON THESE PLANS ARE FOR ESTIMATION PURPOSES ONLY.
31. IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO COORDINATE WITH THE IRRIGATION CONTRACTOR, FOR IRRIGATION SLEEVE SIZE FOR IRRIGATION SYSTEM.
32. CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY. THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY, AND HOLD THE OWNER AND DESIGN PROFESSIONAL HARMLESS OF ANY AND ALL LIABILITY, REAL OR ALLEGED IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR DESIGN PROFESSIONAL.

NOTE TO CONTRACTOR:
GENERAL CONTRACTOR SHALL FIELD VERIFY ALL UTILITIES FOR VERIFICATION OF EXACT LOCATION AND DEPTH PRIOR TO ANY CONSTRUCTION.

UTILITY INFORMATION SHOWN IS A COMBINATION OF SURVEY AND COUNTY AS-BUILTS.



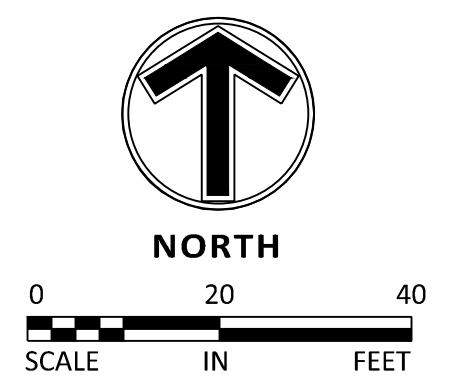
LEGEND

PROPOSED	EXISTING	BOUNDARY LINE
		CONCRETE CURB
		EASEMENT LINE
		BUILDING LINE
		RETAINING WALL
		WETLAND
		TREE LINE
		SAW CUT LINE
		SIGN
		BOLLARD
		PARKING STALL COUNT
		KEY NOTE

- KEY NOTES**
- A. CONSTRUCT 2.0' STANDARD CONCRETE SPILLING CURB AND GUTTER PER DETAIL SHEET
 - B. CONSTRUCT 2.0' STANDARD CONCRETE CATCHING CURB AND GUTTER PER DETAIL SHEET
 - C. CONSTRUCT CONCRETE SIDEWALK PER DETAIL SHEET
 - D. CONSTRUCT CONCRETE ACCESSIBLE RAMP PER DETAIL SHEET
 - E. ACCESSIBLE PARKING STALL
 - F. INSTALL ACCESSIBLE PARKING SIGN PER DETAIL SHEET
 - G. INSTALL "VAN ACCESSIBLE" HANDICAP PARKING SIGN PER DETAIL SHEET
 - H. CONCRETE PAVEMENT PER DETAIL SHEET
 - I. ASPHALT PAVEMENT PER DETAIL SHEET
 - J. TRANSFORMER PAD BY GENERAL CONTRACTOR, PER ELECTRIC COMPANY SPECIFICATIONS, (COORDINATE SIZE AND LOCATION WITH UTILITY COMPANY)
 - K. CONSTRUCT DUMPSTER PAD, MINIMUM 6" CONCRETE WITH 6" ABC BASE, AND TRASH ENCLOSURE WITH GATES, SEE ARCHITECTURAL SHEETS FOR DETAIL, MATERIALS TO MATCH BUILDING
 - L. CONCRETE WHEEL STOP PER DETAIL SHEET
 - M. MENU BOARD, COORDINATE WITH OWNER
 - N. PAINT 4" WIDE STRIPE, WHITE PAINT, MINIMUM FLOW RATE OF 100 SF PER GALLON (PAINT FEDERAL STANDARD: TT-P1952D)
 - O. PAINT 4" WIDE STRIPE @ 45°, 2 FEET APART, MINIMUM FLOW RATE OF 100 SF PER GALLON (PAINT FEDERAL STANDARD: TT-P1952D)
 - P. PAINT "DO NOT ENTER" PER MUTCD
 - Q. PAINT TRAFFIC ARROWS PER DETAIL SHEET
 - R. SITE IDENTIFICATION SIGN, PERMITTED SEPARATELY, COORDINATE WITH OWNER AND CITY.
 - S. ASPHALT/CONCRETE TRANSITION PER DETAIL SHEET
 - T. INSTALL STEEL PIPE BOLLARD PER DETAIL SHEET
 - U. MATCH EXISTING PAVEMENT
 - V. PAINT CROSS WALK PER DETAIL SHEET
 - W. PAINT 24" WHITE STOP BAR PER MUTCD
 - X. INSTALL "STOP" SIGN AND "DO NOT ENTER" SIGN PER MUTCD
 - Y. RETAINING WALL, DESIGNED BY OTHERS
 - Z. TREE PROTECTION FENCE PER DETAIL
 - AA. CONCRETE FLUME, PER DETAIL
 - AB. POLE MOUNTED AREA LIGHT, SEE LIGHTING PLAN

THE SUBSURFACE UTILITY INFORMATION SHOWN ON THESE PLANS IS A UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF ASCE/318-02, TITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA". THE CONTRACTOR AND/OR SUBCONTRACTORS SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, BY CALLING 811 FOR THE LOCAL NOTIFICATION CENTER. THE CONTRACTOR AND/OR SUBCONTRACTOR AGREE TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES, WHICH MIGHT BE OCCASIONED BY HIS OR HER FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UTILITIES (UNDERGROUND AND OVERHEAD).

IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.



811
Know what's below.
Call before you dig.
nc811.org or 1-800-632-4949

24:15 (LMS TECH) | ERIKA ATKINSON | 4/18/2026 3:57:17 PM X:\DUN - DUNKIN DONUTS \2506 - CARTHAGE, NC\CAD SHEETS\15DUN-2506-C3.01-SITE.DWG-C3.01-SITE PLAN

NO	DATE	BY	CKD	APPR	COMMENT

PRELIMINARY
3/18/2026
DESIGN REVIEW

PERMIT SUBMITTAL

CONSTRUCTION DOCUMENTS

DRAWN BY
STH

DESIGNED BY
NDG

CHECKED BY
NDG

PROJECT NO.
DUN-2506

Sambatek
www.sambatek.com
Engineering | Surveying | Planning | Environmental

SITE PLAN

DUNKIN
801 MONROE STREET
CARTHAGE, NORTH CAROLINA 28327

SHEET
C-3.01
REV.



MEMORANDUM

Date: May 18, 2026
To: The Board of Commissioners
From: Kim Gibson, Town Clerk
Subject: Request to Declare Surplus Equipment

The Fire Department has requested to surplus their 1995 Stewart and Stevenson Truck; Serial # AT1818BACD. Fire Chief, Brian Tyner will be available to answer questions and offer specific details regarding the truck.

SUGGESTED MOTION(S)

Motion to Approve as Presented

I move to allow the declaration of surplus equipment for the Fire Department's 1995 Stewart and Stevenson Truck, Serial #AT1818BACD as presented and written.

Motion to Disapprove

I move to deny the declaration of surplus equipment for the Fire Department's 1995 Stewart and Stevenson Truck, Serial #AT1818BACD for the following reason(s):

Town of Carthage
Board of Commissioners



MEMORANDUM

Date: May 18, 2026
To: The Board of Commissioners
From: Emily D. Yopp, Town Manager
Subject: Approval of Abatement Agreement for 202 W. Barrett Street

Purpose

To consider approval of an Abatement Agreement between the Town of Carthage and Fernando Rebollar Silva, LLC, the new owner of 202 W. Barrett Street (also known as the historic Graves house).

Background

The property at 202 W. Barrett Street has been the subject of long-standing Minimum Housing Code violations. In January 2019 and again in January 2024, the Board of Commissioners adopted ordinances ordering the dwelling to be repaired, vacated and closed, or demolished due to unsafe and substandard conditions. Those ordinances were recorded with the Moore County Register of Deeds.

Enforcement activity was later paused due to related litigation between prior owners, which delayed the Town's ability to proceed with abatement. That litigation has since been resolved, and the property was subsequently acquired by the current owner, Fernando Rebollar Silva, LLC. The Town has confirmed that the dwelling remains in violation of the Town's Minimum Housing Code.

Purpose of the Agreement

The Abatement Agreement provides the owner with a structured, time-limited opportunity to bring the property into compliance with Town standards, while preserving the Town's legal authority to act if compliance is not achieved. The agreement avoids immediate Town-initiated demolition or repair and establishes clear expectations, deadlines, and enforcement mechanisms.

Key Terms of the Agreement

Under the Abatement Agreement:

- **Compliance Deadline:** The owner must bring the dwelling into compliance with the Town's Minimum Housing Code by **April 30, 2027**, either through full repair or demolition and removal of the structure.
- **Scope and Timeline:** The owner must follow the scope of work and timeline outlined in **Exhibit A**, which focuses first on cleanout and assessment of the historic structure, followed by feasibility determinations and cost estimates.
- **Progress Reporting:** The owner is required to provide **quarterly progress updates** to the Town Manager.
- **Inspections:** Town staff are authorized to inspect the property by appointment to verify progress and compliance.
- **Failure to Comply:** If the owner does not meet the compliance deadline:

- The Town may enter the property to abate the violations pursuant to prior board-adopted ordinances.
- The Town may place a lien on the property for abatement costs.
- Civil penalties of **\$50 per day** may be issued until compliance is achieved.
- **Enforcement Rights Preserved:** The agreement does not waive the Town’s enforcement authority and explicitly preserves the Town’s right to act if progress stalls or deadlines are missed.

Benefits to the Town & Property Owners

For the Town, The agreement balances enforcement with flexibility by:

- Creating a clear, enforceable path toward resolution of a highly visible and long-standing nuisance property;
- Protecting the Town’s legal position and financial interests through lien and penalty provisions; and
- Providing the owner an opportunity to rehabilitate or responsibly remove a structure with historic significance, rather than triggering immediate Town action.

For the new property owner:

- Avoids immediate Town-initiated abatement
- Provides time and certainty
- Preserves owner control over the outcome
- Allows “good faith” progress without penalization
- Provides Town-support in the preservation of a registered historic structure

Recommendation

Staff recommends approval of the Abatement Agreement for 202 W. Barrett Street as presented, authorizing the Town Manager to execute the agreement on behalf of the Town.

SUGGESTED MOTIONS:

To Approve:

“I move to approve the Abatement Agreement for the property located at 202 W. Barrett Street, authorizing the Town Manager to execute the agreement on behalf of the Town.”

To Modify:

“I move to approve the Abatement Agreement for the property located at 202 W. Barrett Street, subject to the following modifications: *[state modifications]*, and to authorize the Town Manager to execute the agreement with those changes.”

To Deny:

“I move to deny the proposed Abatement Agreement for the property located at 202 W. Barrett Street for the following reasons...”

NORTH CAROLINA

MOORE COUNTY

ABATEMENT AGREEMENT

This Abatement Agreement (this “Agreement”) is entered into this the 18th day of May, 2026, by and between **TOWN OF CARTHAGE**, a North Carolina municipal corporation, and **FERNANDO REBOLLAR SILVA, LLC**, a North Carolina limited liability company.

WHEREAS, Fernando Rebollar Silva, LLC (the “Owner”) is the Owner of the property identified in the Moore County Tax Records as PID 00006864 and PIN 8578 1951 6866 and having a street address of 202 W. Barrett St. Carthage, NC 28327 (the “Property”) as evidenced by the deed recorded in the Moore County Registry at Deed Book 6474, page 423; and

WHEREAS, the Town of Carthage (the “Town”) is a North Carolina municipal corporation having all of the powers and duties delegated to it under, *inter alia*, Chapters 160A and 160D of the North Carolina General Statutes; and

WHEREAS, the Property is located within the Town’s regulatory jurisdiction and is subject to the Town’s Minimum Housing Code in the Town’s Code of Ordinances § 93.56, *et. seq.*, “Housing and Building Code” (the “Minimum Housing Code”); and

WHEREAS, the Town of Carthage Board of Commissioners adopted an Ordinance on January 22, 2019, ordering the Town’s Code Enforcement Officer to cause the dwelling located on the Property (the “Dwelling”) to be repaired, vacated and closed, or removed or demolished due to the Dwelling’s failure to comply with the Town’s Minimum Housing Code. Said Ordinance is recorded in the Moore County Registry at Deed Book 5082, Page 325; and

WHEREAS, due to the continuance of the Dwelling being in violation of the Minimum Housing Code, the Town of Carthage Board of Commissioners adopted another Ordinance on January 16, 2024, ordering the Town’s Code Enforcement Officer to repair, vacate, close, remove or demolish the Dwelling and for the Town to place a lien on the Property for the costs for such abatement. Said Ordinance is recorded in the Moore County Registry at Deed Book 6122, Page 128; and

WHEREAS, since that time, the Dwelling on the Property has continued to deteriorate; however, due to a lawsuit between the Owner’s predecessors-in-interest filed in May of 2024 in Moore County Superior Court in *Watson v. Cornwell, et al.*, 24CVS000533-620, the Town stayed enforcement of the Dwelling’s Minimum Housing Code violations until that litigation was resolved; and

WHEREAS, after the 24CVS000533-620 litigation was resolved and prior to the Owner obtaining ownership of the Property, the Town filed a Notice of Lis Pendens in the Moore County District Court (26M000002-620) and recorded in the Moore County Registry at Book 6472, Page 307; and

WHEREAS, the Town has determined that the Dwelling located on the Property is still in violation of the Minimum Housing Code per the previously recorded Ordinances and Notice of Lis Pendens; and

WHEREAS, the Owner desires to bring the Property and the Dwelling located thereon into compliance with the Town's Minimum Housing Code in order to avoid any further enforcement action by the Town regarding the violations described herein; and

WHEREAS, the Town seeks to assist the Owner by allowing the Owner additional time for the Property to come into compliance with the Minimum Housing Code according to the terms and conditions set forth herein in this Agreement.

NOW THEREFORE, the Parties to this Agreement agree as follows:

A. FERNANDO REBOLLAR SILVA, LLC'S OBLIGATIONS. Pursuant to this Agreement, the Owner shall be obligated to take the following action:

- 1. Compliance with Town Ordinances.** The Town shall allow the Owner to bring the Property and the Dwelling located thereon into compliance with the Town's Minimum Housing Code to the Town's satisfaction. To that end, the Owner shall adhere to the scope of work and timeline set forth in the attached Exhibit A, which is incorporated herein by reference as if fully set forth in this Agreement.
- 2. Periodic Updates.** The Owner shall give quarterly updates to the Town Manager on the progress and status of the work and timeline set forth in Exhibit A.
- 3. Deadline for Compliance.** Notwithstanding the proposed work and timeline set forth in Exhibit A, the Owner shall cause the Dwelling currently existing on the Property in violation of the Minimum Housing Code to come into compliance by either (i) repairing the Dwelling to comply with the Minimum Housing Code standards in Section 93.60, or (ii) demolishing and removing the Dwelling, by no later than **April 30, 2027** ("Abatement Date"). The Abatement Date may be extended or enlarged at the sole election and discretion of the Town Board of Commissioners and/or Town Manager based on the Owner's progress with compliance, but in no event shall the Town be obligated to extend the Abatement Date, nor shall any extensions waive or otherwise impact the Town's rights and remedies set forth in this Agreement or the Town's obligations to enforce the Minimum Housing Code on the Property.
- 4. Permit the Town to Enter onto the Property to Inspect the Dwelling.** For the purposes of inspecting the Dwelling to determine the Owner's compliance with the Minimum Housing Code and this Agreement, the Owner shall permit the Town's employees, agents, and representatives to enter onto the Property at a date and time agreed to by the parties as necessary between the date of this Agreement and April 30, 2027, or the date on which the Town determines that the Property has been brought into compliance with the Minimum Housing Code, whichever is earlier. The Town and Owner shall coordinate with one another on any planned inspections of the Property and Dwelling requested by either

party to confirm the date and time for the inspection requests by appointment. Such confirmed appointments are necessary to ensure safety and liability concerns and secure access to the Property and Dwelling.

- 5. Remedies for Owner's Failure to Abate Violations.** In the event that the Owner fails to bring the Property and/or the Dwelling into compliance with the Minimum Housing Code by **April 30, 2027**, then the Town shall have the right to enter onto the Property to abate the violations and bring the Property into compliance with the Minimum Housing Code as authorized by the previously recorded Ordinance in Deed Book 6122, Page 128, Moore County Registry.

The Town shall provide written notice to the Owner of the date on which the Town plans to abate the violations by mailing a copy of the notice via First-Class mail and addressed to:

Fernando Rebollar Silva, LLC
ATTN: _____
300 McReynolds Street
Carthage, NC 28327

The Town's obligation to provide written notice under this Paragraph A(5) shall be complete upon mailing of the written notice.

In the event that the Owner fails to bring the Property into compliance with the Minimum Housing Code by **April 30, 2027** and the Town exercises its right to abate the violations, the Town shall have a lien on the Property with said lien having the same priority and to be collected the same as a lien for special assessment provided in Article 10 of Chapter 160A of the General Statutes, for the costs of bringing the Property into compliance with the Minimum Housing Code. In that event, the Town shall cause a Notice of Lien to be recorded in the Moore County Registry.

In the event that the Owner fails to bring the Property into compliance with the Minimum Housing Code by **April 30, 2027** and the Town exercises its right to abate the violations, the Owner hereby waives any and all claims that the Owner may have against the Town for any damage to the Property, or to the Dwelling located thereon, caused by the Town or the Town's agents, employees, or contractors in connection with the Town's execution of its right of abatement.

- 6. Issuance of Civil Penalties.** Civil penalties in the amount of \$50.00 per day have been previously issued by the Town against the Owner's predecessor-in-interest for the Property's violations of the Minimum Housing Code as stated in the Notice of Civil Penalties recorded in the Moore County Registry at Deed Book 5082, Page 382. In the event that the Owner fails to bring the Property into compliance with the Minimum Housing Code by **April 30, 2027**, the Town may begin issuing civil penalties against the Owner in the amount of \$50.00 per day which penalties will continue to accrue each day the Property remains in violation until the Town determines that the Property has been brought into compliance with the Minimum Housing Code. If the Owner fails to pay the

civil penalties within ten (10) days after notice is given by the Town pursuant to Paragraph A(5), the Town may seek to collect the civil penalties owed via a money judgment in a civil action in the nature of debt.

B. TOWN'S OBLIGATIONS. Pursuant to this Agreement, the Town shall be obligated to take the following action:

1. **Inspect the Subject Property.** The Town shall be obligated to inspect the Property at reasonable times and in coordination with the Owner according to the provisions of Paragraph A(4) of this Agreement.
2. **Issue Notice of Compliance.** The Town shall be obligated to issue a written Notice of Compliance within a reasonable period of time after determining that the Property has been brought into compliance with the Minimum Housing Code. The Notice of Compliance shall be issued and provided to the Owner's in accordance with the provisions of Paragraph A(5) of this Agreement.

C. MISCELLANEOUS PROVISIONS.

1. **Effective Date.** The Effective Date of this Agreement shall be the date upon which this Agreement has been fully executed by both Parties.
2. **Heirs, Successors, and Assigns.** The terms and obligations imposed by this Agreement on the Owner shall inure to Owner's heirs, successors, and assigns and shall be binding upon successors-in-interest to the Property.
3. **Merger.** This Agreement, including all Exhibits, contains the entire agreement between the parties and supersedes whatever oral or written understanding they may have had prior to the execution of this Agreement. This Agreement shall not be amended or modified except by a written agreement executed by each of the parties hereto.
4. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original but all of which, taken together, constitute one and the same agreement.
5. **Severability.** If any provision of this Agreement shall be held or made invalid by a court decision, statute or rule, or shall be otherwise rendered invalid, the remainder of this Agreement shall not be affected thereby.
6. **Choice of Law & Forum Selection.** This Agreement shall be construed, governed, interpreted and applied in accordance with the laws of the State of North Carolina, without regard to conflict of laws principles. Any dispute regarding this Agreement shall be filed in Moore County, North Carolina.

For: Fernando Rebollar Silva, LLC

For: Town of Carthage

By: _____

By: _____

Name: _____

Emily Yopp, Town Manager

Title: _____

Date: _____

Date: _____

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, hereby certify that _____ did personally appear before me this the ___ day of _____, 2026 and acknowledged the due execution of the foregoing Abatement Agreement on behalf of Fernando Robollar Silva, LLC, in the capacity indicated above.

[OFFICIAL SEAL]

Notary Public

My commission expires: _____

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, hereby certify that Emily Yopp did personally appear before me this the ___ day of _____, 2026, in her capacity as the Town of Carthage Manager, and acknowledged the due execution of the foregoing Abatement Agreement upon authority granted to her by the Town of Carthage Board of City Commissioners.

[OFFICIAL SEAL]

Notary Public

My commission expires: _____

EXHIBIT A

Property Address:

202 W. Barrett Street, Carthage, N.C

Proposed Timeline for Assessment and Initial Work

Graves House (Historic Property) - 1882

Primary Goal: Save this Irreplaceable Piece of Carthage History

February – August 2026

- Conduct **initial interior inspection**: The property contains an enormous volume of miscellaneous items, boxes, and trash. Some rooms are inaccessible and blocked by excessive accumulations that must be removed to evaluate the condition of those spaces.
- The house shows **significant signs of neglect and disrepair**, requiring substantial repairs due to its age, exposure to weather, prolonged lack of maintenance, and years of disregard.

Key Tasks:

1. **Cleanout and sorting** — Sort through all items to identify any salvageable materials. Safely remove all trash and non-essential items from every room, including the attic and observation floor.
2. **Sweep and clear** — Thoroughly sweep the entire house to create a blank, accessible space.
3. **Deconstruct condemned addition** — Carefully dismantle the left-side addition (determined to be in total disrepair, structurally failing, and unsalvageable). If feasible and safe, retrieve any undamaged stained-glass windows or other valuable architectural elements.
4. **Clear exterior** — Remove all trash and debris from the yard.
5. **Full structural assessment** — Once the interior is completely cleared, evaluate the stability and viability of key elements, including load-bearing walls, plaster ceilings and walls, water damage, flooring, foundation, windows, doors, HVAC systems, plumbing, electrical systems, roof, and other major components.

September 2026

- **Primary goal**: Determine whether the historic Graves Home can be feasibly saved and restored.
- Schedule and conduct a **professional Historic Home Inspection** (to be performed by qualified specialists) to confirm and solidify the findings from the initial assessment by Homeplace Builders.

October - December 2026

- **Task 1:** If the inspections determine the home can be saved, develop a detailed, itemized estimate of specific renovation costs.
- **Task 2:** Based on the cost estimate, create a realistic overall budget for the full renovation project.
- **Task 3:** Using the estimated budget as a guide, evaluate the financial feasibility of the restoration and propose potential future uses for the 6,000+ square foot structure.

Prepared by:

Homeplace Builders Team
300 McReynolds Street
Carthage, NC 28327

February 17, 2026



MEMORANDUM

Date: May 18, 2026
To: The Board of Commissioners
From: Emily D. Yopp, Town Manager
Subject: Award of Construction Contract

Background

The Town solicited bids for the Downtown Carthage Revitalization Project (Phase 1), which includes roadway improvements, pedestrian infrastructure, and associated site work in the downtown area.

Bids were received and evaluated in accordance with North Carolina public contracting requirements. SQ Civil Contractors submitted the lowest responsive and responsible bid and has demonstrated the qualifications, licensing, and capacity to complete the project.

Bid and Negotiation Summary

Following receipt of bids, staff worked with the apparent low bidder to review scope and costs and to align the project with available funding and project priorities. As a result of these discussions:

- The original bid package included multiple project components totaling \$1,475,247
- Staff refined the scope of work to focus on priority Phase 1 improvements
- The revised contract amount is **\$768,536**, representing the selected and negotiated project components as outlined in the attached proposal

The Town Manager and project team have reviewed the revised scope and cost and find it to be fair, reasonable, and in alignment with the project budget and funding constraints.

IMPORTANT NOTE: In order to stay within budgeted grant funds, Phase 2 of the project has been removed. The Town will need to seek additional funding for that Phase in future RTGF and RDED grant cycles.

Contract Documents

A draft construction agreement has been prepared for use following award. Upon Board authorization:

1. The Town will issue a **Notice of Award** to SQ Civil Contractors
2. The contractor will submit executed contract documents, including the agreement, **performance and payment bonds, and insurance certificates**
3. The Town Manager will execute the contract upon receipt and verification of all required documents
4. Staff will issue a **Notice to Proceed**

Fiscal Impact

The recommended contract amount for Phase 1 is \$768,536.

This project is funded through already allocated grant funds from the NC Dept. of Commerce.

Staff recommends that the Board:

Adopt a motion to accept the bid and authorize the Town Manager to award the construction contract to SQ Civil Contractors in the amount of \$768,536 for the Downtown Carthage Revitalization Project (Phase 1), and to execute all necessary post-award contract documents.

SUGGESTED MOTIONS:

To Approve:

“I move to accept the bid and authorize the Town Manager to award the construction contract to SQ Civil Contractors as the lowest responsive and responsible bidder for the Downtown Carthage Revitalization Project (Phase 1), in the amount of \$768,536, and to execute all necessary post-award contract documents.”

To Deny:

“I move to reject the bid for the Downtown Carthage Revitalization Project (Phase 1) for the following reasons :

SUMMARY OF BID OPENING

Bid Opening - Friday, March 13, 2026 at 2:00 p.m.
 Carthage Downtown Revitalization Phase 1 & 2

LKC Project No: KID-25.01

CONTRACTOR	Addendum 1	Addendum 2	ADDRESS	Bid Bond	MBE/WBE	Roadway Improvements Phase 1 & 2	Stormwater and Utilities Phase 1 & 2	Landscape and Hardscape Phase 1 & 2	Project Total
SA CIVIL	✓	✓		✓	✓	Ph 1 \$485,780 Ph 2 \$147,930	Ph 1 \$243,125 Ph 2 \$14,100	Ph 1 \$146,703.7 Ph 2 \$467,000.5	\$1,475,247.2
Fred Smith Co.	✓	✓		✓	✓	Ph 1 \$505,125 Ph 2 \$293,502	Ph 1 \$150,125 Ph 2 \$11,500	Ph 1 \$808,029 Ph 2 \$700,271	\$2,548,552

LKC

Reviewed and Certified as Presented Above

Project Downtown Carthage Roadway Improvements

PHASE 1
CONSTR. COST
\$ 455,780.00

Prepared By: Jadon Norman, EI
 Reviewed By: Nick Doro, PE

Item #	Section #	Sec No.	Description	Quantity	Unit	Price	Amount
1	0000100000-N	800	Mobilization	1	LS	\$ 86,000.00	\$ 86,000.00
2	0063000000-N	226	Grading	1	LS	\$ 150,000.00	\$ 150,000.00
3	4457000000-N	SP	Temporary Traffic Control	1	LS	\$ 30,000.00	\$ 30,000.00
4	6133000000-N	SP	Erosion Control	1	LS	\$ 15,000.00	\$ 15,000.00
5	1297000000-E	607	Milling Asphalt Pavement, 1.5" Depth	3000	SY	\$ 10.00	\$ 30,000.00
6	1491000000-E	610	Asphalt Conc Base Course, Type B25 OC	70	TN	\$ 325.00	\$ 22,750.00
7	1523000000-E	610	Asphalt Concrete Surface Course, Type S9.5C	190	TN	\$ 325.00	\$ 61,750.00
8	1575000000-E	620	Asphalt Binder for Plant Mix	15	TN	\$ 295.00	\$ 4,425.00
9		SP	Crosswalk, Stamped Asphalt	130	SY	\$ 120.00	\$ 15,600.00
10	2549000000-E	846	2'-6" Concrete Curb and Gutter	260	LF	\$ 28.00	\$ 7,280.00
11	2535000000-E	846	8" Vertical Curb	720	LF	\$ 20.00	\$ 14,400.00
12	2605000000-N	848	Concrete Curb Ramps (NCDOT Type 6)	2	EA	\$ 2,400.00	\$ 4,800.00
13	4025000000-E	901	Contractor Furnished, Type E Sign	37.5	SF	\$ 50.00	\$ 1,875.00
14	4102000000-N	904	Sign Erection, Type E	9	EA	\$ 150.00	\$ 1,350.00
15	4116100000-N	904	Sign Erection, Relocate Ground Mounted (Type E)	5	EA	\$ 250.00	\$ 1,250.00
16	4685000000-E	1205	Thermoplastic Pavement Marking Lines (4", 90 Mils)	90	LF	\$ 20.00	\$ 1,800.00
17	4695000000-E	1205	Thermoplastic Pavement Marking Lines (8", 90 Mils)	330	LF	\$ 20.00	\$ 6,600.00
18	4890000000-E	1205	Yield Line Pavement Marking (24", 90 MILS)	45	LF	\$ 20.00	\$ 900.00

Bond Included In Mobilization Cost

Contract Cost \$ 455,780.00

Notes for Opinion of Probable Cost

1. Cost opinion does not include costs for easement or ROW acquisition
2. Cost opinion does not include engineering, geotech, design survey, or construction administration
3. Cost opinion does not include cost for private utility relocations.
4. Unit costs used in this cost opinion are representative of typical market costs as best known to the Consultant as of the date of this estimate, and do not account for inflationary cost escalation.
5. Quantities used in this cost opinion are approximations based on Preliminary Plans by Kimley-Horn and are subject to revision prior to bid.
6. The Engineer has no control over the cost of labor, materials, or equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs, as provided here, are made on the basis of the Engineer's experience and qualifications and represent the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from opinions of probable cost prepared for the Owner.

Project

Downtown Carthage Roadway Improvements

PHASE 2
CONSTR. COST
\$ 147,930.00

Prepared By:
Reviewed By:

Jadon Norman, EI
Nick Doro, PE

Item #	Section #	Sec No.	Description	Quantity	Unit	Price	Amount
1	0000100000-N	800	Mobilization	1	LS	\$ -	\$ -
2	0063000000-N	226	Grading	1	LS	\$ 75,000.00	\$ 75,000.00
3	4457000000-N	SP	Temporary Traffic Control	1	LS	\$ 25,000.00	\$ 25,000.00
4	6133000000-N	SP	Erosion Control	1	LS	\$ 20,000.00	\$ 20,000.00
5	1297000000-E	607	Milling Asphalt Pavement, 1.5" Depth	200	SY	\$ 10.00	\$ 2,000.00
6	1491000000-E	610	Asphalt Conc Base Course, Type B25.0C	30	TN	\$ 325.00	\$ 9,750.00
7	1523000000-E	610	Asphalt Concrete Surface Course, Type S9.5C	20	TN	\$ 325.00	\$ 6,500.00
8	1575000000-E	620	Asphalt Binder for Plant Mix	5	TN	\$ 325.00	\$ 1,625.00
9	2549000000-E	846	2'-6" Concrete Curb and Gutter	170	LF	\$ 28.00	\$ 4,760.00
10	2580000000-E	846	2'-0" Valley Gutter	55	LF	\$ 24.00	\$ 1,320.00
11	4025000000-E	901	Contractor Furnished, Type E Sign	25.5	SF	\$ 50.00	\$ 1,275.00
12	4102000000-N	904	Sign Erection, Type E	3	EA	\$ 150.00	\$ 450.00
13	4116100000-N	904	Sign Erection, Relocate Ground Mounted (Type E)	1	EA	\$ 250.00	\$ 250.00

Contract Cost \$ 147,930.00

Notes for Opinion of Probable Cost:

- Cost opinion does not include costs for easement or ROW acquisition.
- Cost opinion does not include engineering, geotech, design survey, or construction administration.
- Cost opinion does not include cost for private utility relocations.
- Unit costs used in this cost opinion are representative of typical market costs as best known to the Consultant as of the date of this estimate, and do not account for inflationary cost escalation.
- Quantities used in this cost opinion are approximations based on Preliminary Plans by Kimley-Horn and are subject to revision prior to bid.
- The Engineer has no control over the cost of labor, materials, or equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs, as provided here, are made on the basis of the Engineer's experience and qualifications and represent the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from opinions of probable cost prepared for the Owner.

**Town of Carthage - Downtown Revitalization
Construction Estimate**

Phase 1

Item #	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Grate Inlet	3	EA	\$ 9,500.00	\$ 28,500.00
2	Curb Inlet	7	EA	\$ 9,500.00	\$ 66,500.00
3	Gate Valves (Relocated)	2	EA	\$ 30,000.00	\$ 60,000.00
4	Fire Hydrant Assembly (Relocated)	1	EA	\$ 30,000.00	\$ 30,000.00
5	15" Reinforced Concrete Pipe	465	LF	\$ 125.00	\$ 58,125.00
Sub-Total					\$ 243,125.00

Phase 2

Item #	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Curb Inlet	1	EA	\$ 9,500.00	\$ 9,500.00
2	12" Reinforced Concrete Pipe	40	LF	\$ 115.00	\$ 4,600.00
Sub-Total					\$ 14,100.00

DOWNTOWN CARTHAGE - ESTIMATED DEVELOPMENT BID QUANTITIES

		UNIT PRICE	PRICE TOTAL \$
PHASE 1 (PEDESTRIAN IMPROVEMENTS)			
DEMOLITION	±	916 SY	\$ 36.00 \$ 32,976.00
HARDSCAPE			
SIDEWALKS (CONCRETE)	±	685 SF	\$ 8.00 \$ 5,480.00
6" CONCRETE CURB	±	0 LF	\$ - \$ -
ADA DETECTABLE WARNING MATS	±	105 SF	\$ 220.00 \$ 23,100.00
DUKE LIGHT POLES (DUKE RESPONSIBLE FOR SCOPE)	±	6 EA	\$ - \$ -
			SUBTOTAL
			\$ 61,556.00
PHASE 1 (BEAUTIFICATION)			
LANDSCAPING			
TREES	±	5 EA	\$ 1,062.00 \$ 5,310.00
SHRUBS	±	12 EA	\$ 142.00 \$ 1,704.00
GROUNDCOVERS	±	265 EA	\$ 43.00 \$ 11,395.00
PERENNIALS	±	78 EA	\$ 43.00 \$ 3,354.00
ORNAMENTAL GRASSES	±	90 EA	\$ 43.00 \$ 3,870.00
MULCH	±	1,767 SF	\$ 1.80 \$ 3,180.60
IRRIGATION (DRIP)	±	1,767 SF	\$ 6.00 \$ 10,602.00
24" SOIL EXCAVATION	±	131 CY	\$ 144.00 \$ 18,864.00
24" PLANT BED MIX	±	183 TON	\$ 146.50 \$ 26,868.10
			SUBTOTAL
			\$ 85,147.70
PHASE 2 (PEDESTRIAN IMPROVEMENTS)			
DEMOLITION	±	1,032 SY	\$ 36.00 \$ 37,152.00
AREA DRAINAGE			
6" SOLID PVC DRAIN PIPE	±	232 LF	\$ 75.00 \$ 17,400.00
18" DRAIN INLET (HARDSCAPE - CAST IRON GRATE)	±	5 QTY	\$ 2,200.00 \$ 11,000.00
18" DRAIN INLET (LANDSCAPE - DOME GRATE)	±	3 QTY	\$ 1,800.00 \$ 5,400.00
			SUBTOTAL
			\$ 33,800.00
HARDSCAPE			
VEHICULAR PERVIOUS PAVERS	±	1,885 SF	\$ 47.50 \$ 89,337.50

PLANTER POT (SMALL)	±	4 QTY	S	1,450.00	S	5,800.00
					SUBTOTAL	\$ 39,475.00
LANDSCAPING						
TREES	±	9 QTY	S	1,062.00	S	9,558.00
SHRUBS	±	49 QTY	S	145.00	S	7,105.00
GROUNDCOVERS	±	333 QTY	S	45.00	S	14,985.00
PERENNIALS	±	104 QTY	S	45.00	S	4,680.00
ORNAMENTAL GRASSES	±	88 QTY	S	45.00	S	3,960.00
MULCH	±	2,157 SF	S	2.00	S	4,314.00
IRRIGATION (DRIP)	±	2,157 SF	S	6.00	S	12,942.00
24" SOIL EXCAVATION	±	160 CY	S	144.00	S	23,040.00
24" PLANT BED MIX	±	224 TON	S	146.50	S	32,816.00
					SUBTOTAL	\$ 113,400.00

**NOTE - The bid schedule and quantities provided are for reference only to assist in cross-checking submitted bids. Contractors are responsible for verifying all quantities shown in this bid schedule using the PDF plans and CAD files issued by the consultant team. It is the Contractor's sole responsibility to ensure that all scope items required by the construction documents are included in their bid. Contractors shall not rely solely on the bid schedule provided.

		Any and all other items not listed in the Schedule of Bid Items that the Contractor deems necessary to construct the Project.		\$		-
		Phase 1 Complete Subtotal		\$		146,703.70
		Phase 2 Complete Subtotal		\$		467,608.50
		Project Total (Phase 1 + Phase 2)		\$		614,312.20

Project Downtown Carthage Roadway Improvements
 Contractor SQ Civil Contractors

PHASE 1

CONSTR. COST
\$ 455,780.00

Prepared By: Jadon Norman, EI
 Reviewed By: Nick Doro, PE

Item #	Section #	Sec No.	Description	Quantity	Unit	Price	Amount
1	0000100000-N	800	Mobilization	1	LS	\$ 86,000.00	\$ 86,000.00
2	0063000000-N	226	Grading	1	LS	\$ 150,000.00	\$ 150,000.00
3	4457000000-N	SP	Temporary Traffic Control	1	LS	\$ 30,000.00	\$ 30,000.00
4	6133000000-N	SP	Erosion Control	1	LS	\$ 15,000.00	\$ 15,000.00
5	1297000000-E	607	Milling Asphalt Pavement, 1.5" Depth	3000	SY	\$ 10.00	\$ 30,000.00
6	1491000000-E	610	Asphalt Conc Base Course, Type B25.0C	70	TN	\$ 325.00	\$ 22,750.00
7	1523000000-E	610	Asphalt Concrete Surface Course, Type S9.5C	190	TN	\$ 325.00	\$ 61,750.00
8	1575000000-E	620	Asphalt Binder for Plant Mix	15	TN	\$ 295.00	\$ 4,425.00
9		SP	Crosswalk, Stamped Asphalt	130	SY	\$ 120.00	\$ 15,600.00
10	2549000000-E	846	2'-6" Concrete Curb and Gutter	260	LF	\$ 28.00	\$ 7,280.00
11	2535000000-E	846	8" Vertical Curb	720	LF	\$ 20.00	\$ 14,400.00
12	2605000000-N	848	Concrete Curb Ramps (NCDOT Type 6)	2	EA	\$ 2,400.00	\$ 4,800.00
13	4025000000-E	901	Contractor Furnished, Type E Sign	37.5	SF	\$ 50.00	\$ 1,875.00
14	4102000000-N	904	Sign Erection, Type E	9	EA	\$ 150.00	\$ 1,350.00
15	4116100000-N	904	Sign Erection, Relocate Ground Mounted (Type E)	5	EA	\$ 250.00	\$ 1,250.00
16	4685000000-E	1205	Thermoplastic Pavement Marking Lines (4", 90 Mils)	90	LF	\$ 20.00	\$ 1,800.00
17	4695000000-E	1205	Thermoplastic Pavement Marking Lines (8", 90 Mils)	330	LF	\$ 20.00	\$ 6,600.00
18	4890000000-E	1205	Yield Line Pavement Marking (24", 90 MILS)	45	LF	\$ 20.00	\$ 900.00

Bond Included In Mobilization Cost

Contract Cost \$ 455,780.00

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Sub-Total					\$ 243,125.00

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HARDSCAPE					
SIDEWALKS (CONCRETE)	±	685	SF	\$ 8.00	\$ 5,480.00
6" CONCRETE CURB	±	0	LF	\$ -	\$ -
ADA DETECTABLE WARNING MATS	±	105	SF	\$ 220.00	\$ 23,100.00
DUKE 4" CONDUIT (Includes asphalt cut, disposal, and patch)	±	85		\$ 95.00	\$ 8,075.00
					SUBTOTAL
					\$ 69,631.00
PHASE 1 (BEAUTIFICATION)					
LANDSCAPING					
TREES	±	5	EA	\$ 1,062.00	\$ 5,310.00
SHRUBS	±	12	EA	\$ 142.00	\$ 1,704.00
GROUNDCOVERS	±	265	EA	\$ 43.00	\$ 11,395.00
PERENNIALS	±	78	EA	\$ 43.00	\$ 3,354.00
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						SUBTOTAL	
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LANDSCAPING							
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24" PLANT BED MIX	±	224	TON	\$	146.50	\$	32,816.00
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			Any and all other items not listed in the Schedule of Bid Items that the Contractor deems necessary to construct the Project.			\$	-
			Phase 1 Complete Subtotal	\$			154,778.70
			Phase 2 Complete Subtotal	\$			467,608.50
			Project Total (Phase 1 + Phase 2)	\$			622,387.20



MEMORANDUM

Date: May 18, 2026

To: The Board of Commissioners

From: Emily D. Yopp, Town Manager

Subject: Authorization to Establish Administrative Operations Coordinator and Administrative Support Specialist Positions

Purpose

The purpose of this memorandum is to request Board authorization to establish two positions within the Administration Department: **Administrative Operations Coordinator** and **Administrative Support Specialist**. These positions are part of a targeted internal restructuring intended to improve operational continuity, accountability, and efficiency within existing staffing levels.

Background

The Town's Administration Department operates with limited staffing while supporting several critical functions, including customer service and utility billing. Over time, a number of these functions — most notably utility billing — have become dependent on individual employees rather than standardized, shared workflows. This creates operational risk, particularly during employee absences, and increases the likelihood of service disruptions.

Recently, the temporary absence of a part-time administrative employee resulted in delays to the Town's utility billing process. This experience demonstrated a structural vulnerability rather than an individual performance issue and highlighted the need for clearer coordination and redundancy within administrative operations.

Additionally, the Town Manager has been serving informally as the coordinator of day-to-day administrative operations, which limits the ability to focus on strategic, policy, and Board-directed priorities.

Proposed Positions (*Draft position descriptions attached*)

1. Administrative Operations Coordinator

The Administrative Operations Coordinator position will **replace the existing Management Analyst position**, with a refined focus on internal administrative coordination rather than standalone analytical projects.

This role will be responsible for coordinating the day-to-day operations of the Administration Department, including:

- Oversight and coordination of the utility billing process
- Coordination of customer service operations and staffing coverage

- Ensuring consistency and continuity in administrative processes
- Cross-department coordination on administrative functions
- Tracking and reporting progress on the Town’s strategic plan initiatives

The Administrative Operations Coordinator will not function as a department head and will not exercise disciplinary authority. Instead, the position works to ensure workflows move smoothly between staff and departments, deadlines are met, and issues are addressed proactively.

Upon Board authorization, **Jamie Sandoval**, currently serving as Management Analyst and Deputy Clerk, will transition into the Administrative Operations Coordinator role.

2. Administrative Support Specialist

The Administrative Support Specialist position will **replace the existing Utility Accounts Specialist position**. The Administrative Support Specialist will:

- Support utility billing tasks as assigned
- Provide administrative and clerical assistance
- Assist with customer service and front desk coverage and documentation
- Contribute to continuity and backup capacity for essential administrative functions

This role is designed to support, rather than own, critical administrative systems. The position helps ensure that responsibilities are appropriately distributed and that no single employee is solely responsible for essential operations.

Utility Billing – Shared Responsibility Model

Under the proposed structure, utility billing will be handled jointly by:

- The Administrative Support Specialist, and
- The Customer Service Specialist,

with **oversight and coordination provided by the Administrative Operations Coordinator**.

This shared-responsibility model ensures that:

- More than one staff member is capable of performing key billing tasks
- Billing does not halt due to employee absences
- Workload can be adjusted based on timing, volume, and coverage needs
- Appropriate internal oversight and coordination are maintained

This approach strengthens internal controls and operational resilience without increasing staffing levels.

The Administrative Support Specialist role reflects an updated title and clarified responsibilities for an existing position and remains in the **same salary grade** currently assigned.

The Administrative Operations Coordinator position will be filled through the reassignment of an existing management analyst position. No additional full-time positions are being created beyond the reclassification. **Salary grade and pay will remain the same.**

As a result, this restructuring can be implemented within the existing budget framework, with no net increase in staffing levels or personnel costs.

Benefits to the Town

Approval of these positions will:

- Improve continuity of operations during employee absences
- Reduce operational risk associated with single-person task ownership
- Provide clearer accountability for administrative workflows
- Strengthen coordination between Administration and all other departments
- Allow the Town Manager to focus more fully on strategic leadership and Board-directed priorities

Recommendation

I recommend that the Board authorize the creation of the Administrative Operations Coordinator and Administrative Support Specialist positions as described. I feel that this restructuring is a proactive, cost-conscious approach to strengthening the Town's administrative operations and ensuring reliable service delivery.

SUGGESTED MOTIONS:

To Approve:

"I move to authorize the creation of the Administrative Operations Coordinator and Administrative Support Specialist positions as presented by the Town Manager; to reclassify the existing Management Analyst position to Administrative Operations Coordinator and to remove the Management Analyst and Utility Billing Specialist classifications from the Town's position classification and pay plan."

To Deny:

"I move to deny authorization for the creation of the Administrative Operations Coordinator and Administrative Support Specialist positions as requested by the Town Manager for the following reasons...."



Town of Carthage

POSITION DESCRIPTION

Position – Administrative Support Specialist (Part-Time)	Staff
Department – Administration	Non-Exempt
Direct Supervisor – Town Manager	Salary Grade – 9

SUMMARY

Performs responsible administrative and clerical support work to assist in the daily operations of the Administration Department. Work includes supporting utility billing processes, customer service functions, and general administrative tasks to ensure efficient and accurate operations. The position operates as part of a coordinated administrative team and supports established workflows under the direction of the Administrative Operations Coordinator and Town Manager.

DISTINGUISHING CAREER FEATURES

The Administrative Support Specialist (Part Time) is a contributory-level administrative support position that provides clerical, customer service, and operational assistance across multiple functions of Town operations. The position is characterized by a generalist support role and does not have primary responsibility for any single program, system, or administrative function.

Work is performed in accordance with established policies, procedures, and standard operating practices and requires limited independent judgment in prioritizing tasks and addressing routine issues. The employee assists full-time staff in maintaining accurate records, processing transactions, and supporting time-sensitive administrative activities, including assisting with the timely and accurate processing of utility billing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides part-time administrative, clerical, and customer service support across multiple functional areas of Town operations.
- Assists with front-counter, phone, and electronic customer service inquiries, directing customers to appropriate staff or resources as needed.
- Supports the timely and accurate processing of utility billing, including data entry, account maintenance, billing review assistance, and responding to routine customer questions, under the direction of designated lead staff.
- Assists with processing payments, preparing routine reports, maintaining files and records, and performing data entry in administrative or financial systems.
- Performs basic office support functions such as copying, scanning, filing, mail processing, and document preparation.
- Assists full-time staff with time-sensitive administrative tasks to ensure continuity of daily operations.
- Maintains confidentiality of sensitive customer, financial, and personnel information.
- Identifies routine discrepancies or issues and refers non-routine, complex, or policy-related matters to designated lead staff.

- Provides backup support to other administrative functions as assigned during staff absences or peak workload periods.
- Performs related duties as assigned.
- Utilizes Word, Excel, PowerPoint, Adobe, and Geographic Information System (GIS), for processing of correspondence, reports, memorandums, requests for proposals, and other documents often containing complex, sensitive, or confidential information from oral instruction or written text and proofreads final documents.

RECRUITMENT AND SELECTION GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- Standard clerical practices, office procedures, and customer service principles involved in serving the public.
- Utility billing and customer service processes sufficient to assist with accurate and timely billing under the direction of designated lead staff.
- Basic accounting and cash receipt practices related to customer accounts and administrative operations.
- Use of office technology and software, including Microsoft Office applications and administrative or utility billing systems.
- Town organizational structure, services, and general operations relevant to administrative support work.
- Confidentiality requirements related to customer, financial, and personnel information.

Skill in:

- Providing courteous, professional customer service in person, by phone, and electronically.
- Data entry, recordkeeping, and maintaining accurate files and documentation.
- Using office equipment such as computers, calculators, copiers, scanners, and related devices.
- Working collaboratively as part of an administrative team and supporting multiple staff members and functional areas.

Ability to:

- Perform routine administrative work with accuracy, attention to detail, and consistency.
- Organize and prioritize assigned tasks to meet established deadlines.
- Communicate effectively in oral and written form.
- Follow established policies, procedures, and standard operating practices.
- Identify routine discrepancies and refer non-routine or complex issues to supervisory or lead staff.
- Work independently within defined guidelines and instructions.
- Maintain accuracy in data entry and review own work for completeness and correctness.
- Pass a basic criminal history check and drug screening.

Physical Requirements

- Must be able to physically perform the basic life operational functions of fingering, reaching, lifting, grasping, talking, hearing, standing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

- Must possess the visual acuity to prepare and use figures and statistics, operate a computer terminal, read maps and written material extensively.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from high school, supplemented by courses in business or accounting, and experience in a billing operation involving multiple step tasks and use of billing software and strong customer contact experience; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license.
- May require ability to obtain Notary Public.

Origin: May 18, 2026

By signing this, you acknowledge that you have received a copy of the most recent Position Description for the position you hold. You also agree to seek clarification from Human Resources, or your direct supervisor should you have any questions or concerns with said Position Description.

Employee Signature

Date



Town of Carthage

POSITION DESCRIPTION

Position – Administrative Operations Coordinator (Full Time)	Staff
Department – Administration	Non-Exempt
Direct Supervisor – Town Manager	Salary Grade – 19

SUMMARY

Performs responsible professional and administrative work coordinating the day-to-day operational functions of the Administration Department. The Administrative Operations Coordinator ensures that core administrative activities—including utility billing support functions, customer service operations, and internal administrative workflows—are carried out accurately, efficiently, and in accordance with established policies, procedures, and schedules.

The position serves as the primary coordinator for administrative operations, providing functional oversight, workflow coordination, and process improvement support across the department. Responsibilities include coordinating staff support for utility billing, monitoring deadlines and work progress, identifying operational issues, and facilitating communication among administrative staff and other departments.

The position also coordinates the implementation, tracking, and reporting of the Town’s strategic plan, supports organizational effectiveness through process evaluation and improvement, and assists the Town Manager with cross-departmental coordination, special projects, and administrative initiatives. Work is performed with moderate independence and discretion and is reviewed through conferences, reports, performance outcomes, and results achieved.

DISTINGUISHING CAREER FEATURES

The Administrative Operations Coordinator is a journey-level professional administrative position responsible for coordinating and monitoring the day-to-day operational functions of the Administration Department. The position is defined by its responsibility for workflow coordination, process oversight, and operational continuity, rather than direct transactional processing or supervisory authority.

The position provides functional coordination and leadership for administrative support activities, including utility billing support operations, customer service workflows, and internal administrative processes. While the Coordinator does not directly process routine transactions on a regular basis, the position is responsible for ensuring work is distributed appropriately, deadlines are met, procedures are followed, and issues are identified and addressed. The role serves as the primary point of coordination for administrative operations and works closely with part-time and full-time administrative staff to maintain accuracy, consistency, and service standards.

Work is performed with moderate independence and discretion, requiring the application of professional judgment in analyzing workflows, resolving operational issues, improving processes, and coordinating efforts across departments. The position does not have formal supervisory authority but may provide functional guidance, training support, and work coordination to administrative staff.

The Administrative Operations Coordinator also holds responsibility for coordinating implementation, tracking, and reporting related to the Town’s strategic plan and assisting with cross-departmental initiatives. The position is distinguishable from administrative support roles by its scope of responsibility, level of discretion, accountability for

operational outcomes, and role in process improvement and organizational coordination, and from department head positions by the absence of supervisory, budgetary, or policy-setting authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Operations Coordination

- Coordinates and monitors daily administrative operations to ensure workflows are organized, efficient, and functioning effectively.
- Tracks workflow, deadlines, and task completion across administrative functions to support timely and accurate service delivery.
- Identifies operational issues, workflow gaps, or process breakdowns and facilitates resolution in accordance with established procedures.
- Maintains, updates, and promotes consistent use of standard operating procedures for administrative functions.

Utility Billing Process Coordination

- Coordinates the utility billing process to ensure billing cycles are completed accurately and on schedule.
- Monitors billing timelines and workflow among Administration, Finance, and Public Works to support consistency and accountability.
- Reviews billing activity to identify anomalies, discrepancies, or process issues and coordinates resolution with appropriate staff.
- Ensures consistent application of established utility billing procedures and supports continuous improvement of billing workflows.

Customer Service Operations Coordination

- Coordinates customer service operations within the Administration Department to ensure service is consistent, responsive, and customer-focused.
- Assists in coordinating staff coverage, workload distribution, and workflow for front-office operations.
- Serves as a point of support for escalated customer service issues requiring coordination beyond routine resolution.
- Identifies service trends or recurring issues and recommends operational or process improvements.

Strategic Plan Coordination

- Coordinates tracking and reporting of the Town of Carthage Strategic Plan.
- Works with departments to monitor progress on assigned initiatives and action items.
- Maintains records, schedules, and documentation related to strategic initiatives and prepares status updates.
- Supports implementation of strategic priorities through coordination, follow-up, and administrative support.

Process Improvement and Organizational Support

- Identifies opportunities to improve administrative processes, workflows, and internal coordination.
- Coordinates implementation of approved process improvements and operational enhancements.
- Supports administrative projects, cross-departmental initiatives, and organizational improvement efforts.
- Promotes consistency, efficiency, and alignment across administrative practices and procedures.

RECRUITMENT AND SELECTION GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of public administration relevant to municipal operations.

- Administrative workflow coordination, process management, and customer service practices.
- Utility billing processes and internal administrative functions sufficient to coordinate workflows, identify issues, and support timely and accurate outcomes.
- Standard office practices, records management, and use of administrative and financial systems.
- Organizational processes and interdepartmental coordination within a local government environment.

Skill in:

- Organizing and coordinating work across multiple functions and departments.
- Analyzing workflows, identifying operational issues, and facilitating effective resolution.
- Clear and effective oral and written communication.
- Building collaborative working relationships with staff, department heads, and stakeholders.
- Maintaining accurate records, reports, and administrative documentation.

Ability to:

- Manage multiple priorities and deadlines in a dynamic work environment.
- Work independently with moderate discretion within established policies and procedures.
- Apply judgment in resolving operational issues and determining appropriate escalation.
- Support process improvement and organizational effectiveness initiatives.
- Maintain confidentiality of sensitive administrative, customer, and organizational information.

PHYSICAL REQUIREMENTS

- Must be able to physically perform the basic life operational functions of fingering, reaching, lifting, grasping, talking, hearing, standing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to prepare and use figures and statistics, operate a computer terminal, read maps and written material extensively.

DESIRABLE EDUCATION AND EXPERIENCE

A minimum of a bachelor’s degree in public administration, business administration, or a related field preferred. Considerable relevant administrative experience in a municipal or organizational operations environment may be substituted for education on an equivalent basis. Experience coordinating administrative workflows, supporting cross-departmental processes, or managing complex office operations is preferred.

The employee may be required to attend training sessions, workshops, or continuing education courses related to municipal administration, operational coordination, or strategic planning implementation.

SPECIAL REQUIREMENTS

- Possession of a valid driver’s license.
- May require ability to obtain Notary Public.
- Availability to attend meetings or training sessions outside of standard business hours on an occasional basis.

Origin: May 18, 2026

By signing this, you acknowledge that you have received a copy of the most recent Position Description for the position you hold. You also agree to seek clarification from Human Resources, or your direct supervisor should you have any questions or concerns with said Position Description.

Employee Signature

Date



MEMORANDUM

Date: May 18, 2026
To: The Board of Commissioners
From: Jamie Sandoval, Management Analyst
Subject: Code Enforcement Minimum Housing Follow Up

Code Enforcement staff have found three (3) minimum housing violations that need to be abated by Town Staff. This will take time and funds to ensure that these properties are abated. Staff is looking for approval to move forward with these cases, that would also need assistance from the Town Attorney and possible lines.

SUGGESTED MOTION(S)

Motion #1:

I move to approve the appropriate measures to allow Code Enforcement to abate the properties presented.

Motion #2:

I move to approve the appropriate measures to allow Code Enforcement to abate the properties presented with the following conditions:

Motion #3:

I move to deny the proposed measures for the abatement of the properties presented.