



**TOWN OF RICHLANDS BOARD OF ALDERMEN
REGULAR MEETING AGENDA
302 S. Wilmington Street, Richlands, NC 28574
October 13, 2026
6:00 p.m.**

A. CALL TO ORDER

1. Invocation
2. Pledge of Allegiance

B. ADOPTION OF AGENDA (ACTION)

C. CONSENT AGENDA (ACTION)

- 1) September 8, 2026 Regular Meeting Minutes
- 2) Refunds/Release **(NONE)**
- 3) Line-Item Transfers #2 and #3 **(REVIEW ONLY)**
- 4) Budget Amendments **(FORTHCOMING)**

D. INFORMAL PUBLIC COMMENTS (REVIEW)

Public Comments are limited to 3 minutes each speaker and cannot be transferred to another speaker. The purpose of Public Comments is to provide attendees with an opportunity to speak on Town matters. It is not meant to be a dialogue exchange between speakers, the Board of Aldermen and others in the audience. The Board and/or staff will follow up as promptly as possible if necessary.

E. SPECIAL PRESENTATION – (NONE)

F. OLD BUSINESS – (NONE)

G. NEW BUSINESS

1. Resolution Authorizing Vehicle Financing **(ACTION)**
2. Set Evidentiary Hearing for Special Use Permit – 110 Pembury Way **(ACTION)**
3. Set Evidentiary Hearing for Special Use Permit – 306 Dreadnaught Way **(ACTION)**

H. DEPARTMENTAL MONTHLY REPORTS

- Police Activity Logs – September 2026 **(REVIEW)**
- Finance – September 2026 Budget vs. Actual Reports **(FORTHCOMING)**
- Zoning/Code Enforcement **(REVIEW)**
- Public Works **(REVIEW)**



I. TOWN MANAGER'S REPORT

- Updates/Additional Information (**REVIEW**)

J. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES IF APPLICABLE

K. CLOSED SESSION FOR PERSONNEL – NCGS 143-318.11(a)(6)

L. ADJOURN

NOTES:

- 1) If there are any questions, concerns, or requests for information regarding any agenda items or other Town matters, please contact staff in advance of the Board meeting, if possible, to allow us enough time to thoroughly research issues if necessary.
- 2) Items marked with (**ACTION**) are items that will require Board approval. Items marked with (**REVIEW**) are for the Board's review only. Items marked with (**ACTION** and/or **REVIEW**) do not require Board approval but the Board may choose to act on the item.
- 3) **CONSENT AGENDA** - The Mayor should say, "Is there any objection to adopting the consent agenda as presented?" After pausing, if there are no objections, the Mayor should say, "Hearing no objection, I will entertain a motion to approve the Consent Agenda as presented and then follow the normal voting process." If someone objects to an item on the Consent Agenda and wishes to place the objected item on agenda for discussion, simply follow the process for taking a voice vote i.e. Motion, Second and finally the vote to remove the item from the Consent Agenda and place it on the regular agenda. This action is not the actual vote on the item removed from the Consent Agenda.

TOWN OF RICHLANDS
NORTH CAROLINA

Office of the
Town Clerk
(910) 324-3301
(910) 324-2324 fax
townclerk@richlandscnc.gov



Mailing Address:
P.O. Box 245
Richlands, N.C. 28574

The Richlands Board of Aldermen met in Regular Session on September 8, 2026, at 6:00 p.m. at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley D. Smith
Alderman Paul Conner
Alderman Alice Betts

Alderman Tom Brown
Alderman Marilyn Bunce
Alderman Kent Painter

Absent:

Also present were:

Chris Roberson, Town Administrator
Patricia Allen, Town Clerk
Johnathan Jarman, Public Works Director

Keith Fountain, Town Attorney
Fonte Nailer, Interim Police Chief
Isaura Flores, Finance Director

There were 12 citizens present.

A. CALL TO ORDER:

Mayor McKinley Smith called the meeting to order at 6:00 p.m.

1. **INVOCATION** – Mayor Mckinley D Smith
2. **PLEDGE OF ALLEGIENCE** – Gregg Whitehead

B. ADOPTION OF AGENDA:

Chris Roberson, Town Manager, presented the agenda to the Board.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner, to adopt the agenda as presented. The **motion** was unanimously carried.

C. ADOPTION OF MINUTES:

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Alice Betts to adopt the minutes as presented for:

1. 4/23/26 Special Called Meeting
2. 7/27/26 Special Called Meeting
3. 8/11/26 Regular Meeting Minutes
4. 8/18/26 Reconvened Meeting Minutes

The **motion** was unanimously carried.

D. INFORMAL PUBLIC COMMENTS

Alicia Garr- Harmony Way - Recommendation for Chief of Police.

E. SPECIAL PRESENTATION-

A Resolution of the Richlands Board of Alderman Declaring certain property of the Town to be surplus and authorizing the disposition of said property was read by Alderman Paul Conner to present the duty weapon to former Police Chief Anthony Horne. The Glock .45 was presented by Interim Chief Nailer upon payment of \$1.00.

A **motion** was made by Alderman Kent Painter, seconded by Alderman Paul Conner. The **motion** was unanimously carried.

F. OLD BUSINESS

Mary Ann Jarman requested to be on the Agenda for an Amendment of the current parking Schedule to be considered. Mrs. Jarman did not attend the meeting.

G. NEW BUSINESS

1. Traffic Code Update Prohibiting Large Trucks on Select Downtown Streets-
Town Manager Chris Roberson reported that he had met with the North Carolina Department of Transportation (NCDOT) regarding the Town's traffic regulations. NCDOT recommended that the Board identify the streets of concern so the agency could determine what assistance might be available. NCDOT would not be able to assist with enforcement on Town-maintained streets. NCDOT also mentioned that Franck Street was a concern based on the last TAC meeting. Mr. Roberson also discussed enforcement challenges, noting that Town police officers are neither trained nor equipped to enforce NCDOT regulations. Alderman Marilyn Bunce asked whether restrictions could be enforced based on the number of axles. She also requested that Norwood Baysden Street and Lucille Britt Winstead Street be added to the list of streets within the Town limits on which large-truck traffic would be prohibited.

2. Planning Board Appointments- Planning Board members' terms currently expire at various times throughout the year. Town Manager Chris Roberson recommended staggering the terms to provide a more orderly rotation of appointments. The Town has received applications from Billy Spencer and Lelio Jerry Pierre to fill the seat currently held by Kent Painter. John Tripp and Jason Smith currently have unexpired terms but have agreed to serve until their revised terms are up.

Alderman Paul Conner made a **motion** to adjust the terms of service on the Planning Board. The **motion** was seconded by Alderman Marilyn Bunce. The **motion** was unanimously carried.

Alderman Paul Conner made a **motion** to nominate Billy Spencer to take the seat of Kent Painter on the Planning Board, the **motion** was seconded by Alderman Tom Brown. The **motion** was unanimously carried.

H. DEPARTMENTAL MONTHLY REPORTS

Police Activity Logs- August 2026

There is one Officer position open with the Richlands Police Department. Town Manager Chris Roberson mentioned that once that position is filled, it will cut down on using the Sheriff's Department to cover shifts. Interim Chief Nailor made the Board aware that the shift schedule had been emailed to the Board and the staff.

Chief Nailor mentioned that RPD assisted with the Sanders Parade and attended the Funeral of the late Jacksonville Police Officer XY Brown.

Town Manager reported that several applications have been received for the Chief's position and they are being reviewed.

Finance- August 2026 Budget vs. Actual Reports provided on the agenda.

Zoning/Code Enforcement- Provided at the meeting.

Included in Agenda packet

Public Works- Johnathan has chosen 2 (two) people to be interviewed for Public Works position.

DOT funding. Crosswalks/sidewalks.

Building and grounds

I. ADMINISTRATOR'S REPORT- Updates / Additional information.

Staffing: Town Manager Chris Roberson reported that the Town has two vacancies: a Public Works Maintenance Worker position and a Police Department position.

Venter's Park: The contractor is expected to complete the work by the end of September.

Commercial Development: Construction at Zaxby's and Cook Out is progressing well. Wawa has not provided an anticipated completion date. Sheetz expects construction to be completed between the end of this year and the beginning of next year.

Economic Development: Mr. Roberson reported on a meeting with JOED's new economic developer.

Community Event: Mr. Roberson provided an update on the Halloween Hustle.

Town Website: The new website is expected to be operational soon.

Vehicle Purchases: The budget included two vehicles, but the ordering deadline was missed. To prioritize operational needs, the Town Manager will defer the administrative vehicle and proceed with purchasing a vehicle for Public Works.

J. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES, IF APPLICABLE

Alderman Tom Brown: Requested that the Town review its panhandling ordinance and consider regulations concerning electric bicycles.

Transient Vendor Permits: Town Manager Chris Roberson discussed the Town's new permit process for monitoring food trucks operating within the Town limits.

Alderman Paul Conner: Thanked former Police Chief Anthony Horne for attending the meeting.

Alderman Alice Betts: Thanked everyone for attending the meeting.

Alderman Marilyn Bunce: Expressed appreciation for the Police Department's calm and professional response to situations at Trexler Middle School on the day after school began.

Audit: Town Manager Chris Roberson reported that the auditors would be in the office from September 8, 2026, through as late as Thursday, September 10, 2026.

K. ADJOURN

A **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to ADJOURN the meeting. The **motion** was unanimously carried.

Respectfully Submitted,

Mayor McKinley D. Smith

Attest Patricia Allen, Town Clerk

09/09/26
12:18:05

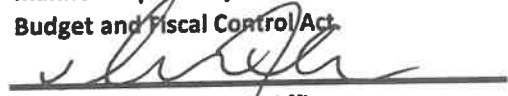
TOWN OF RICHLANDS
Budget Transfer Document

Page: 1 of 1
Report ID: L100A

Document # Line # Fund Org Account Object						Description Fund Account	Decrease Amount	Increase Amount
BT 37								
Line Item Transfer in Streets from Misc Exp to Dues & Subscriptions for Amazon								
Prime Annual Membership Subscription.								
	1	10	5740	579	Misc Expense		100.00	
	2	10	5740	534	Dues & Subscriptions			100.00
Grand Total							100.00	100.00

BUDGET AMENDMENT/LINE ITEM TRANSFER #2
FY ENDING 2026/2027
Line Item Transfer for Dues & Subscriptions

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act


Finance Officer

EXPENDITURES					
Account Number	Description	Budget	Increase (Decrease)	New Budget	Explanation
10-5740-579	Misc. Expense	4,000.00	(100.00)	3,900.00	Allocate funds to dues and subscriptions for amazon annual membership subscription fr Misc Exp.
10-5740-534	Dues & Subscriptions	-	100.00	100.00	
	Total	4000	-	4,000.00	

REVENUES					
Account Number	Description	Budget	Increase (Decrease)	New Budget	Explanation
	Total		-		

This budget amendment has been approved by
The Board of Alderman / Town Administrator: 

09/09/2026
Date

Date entered into BMS: 09/09/2026

09/16/26
14:13:07

TOWN OF RICHLANDS
Budget Transfer Document

Page: 1 of 1
Report ID: L100A

						Decrease	Increase
						Amount	Amount
Document #	Line #	Fund	Org	Account	Object		
						Fund Account	
BT	38						
Allocate funds for Onslow Coastal Alliance Economic Development. Will not be							
using the debt service principle since Town vehicle purchase is being postpone.							
	1	10		5210	564 Debt Service Principle	3,087.00	
	2	10		5210	579 Miscellaneous Expense		3,087.00
Grand Total						3,087.00	3,087.00

BUDGET AMENDMENT/LINE ITEM TRANSFER #3
FY ENDING 2026/2027
Line Item Transfer for Misc Exp

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


Finance Officer

EXPENDITURES					
Account Number	Description	Budget	Increase (Decrease)	New Budget	Explanation
10-5210-564	Debt Service Principle	9,297.00	(3,087.00)	6,210.00	Allocate funds for Onslow Coastal Alliance Economic Development. Will not be using the debt service principle since we are postponing the purchase of the Town vehicle.
10-5210-579	Miscellaneous Expense	1,000.00	3,087.00	4,087.00	
	Total	4,000.00	-	4,000.00	

REVENUES					
Account Number	Description	Budget	Increase (Decrease)	New Budget	Explanation
	Total		-		

This budget amendment has been approved by
The Board of Alderman / Town Manager



09/16/2026
Date

Date entered into BMS: 09/16/2026

Ordered by:
Town of Richlands

PO Box 245
302 S Wilmington St
Richlands, NC 28574-0245

To:	
Vendor	629
FAX	() -
EMAIL	
JACKSONVILLE ONSLOW ECONOMIC	
421 COURT ST	
PO BOX 7268	
JACKSONVILLE, NC 28540	

**PURCHASE
ORDER**

PO #: 261
Page: 1
Date Issued 09/16/26 Period 9/26

Ship To:
Town Hall
302 S Wilmington St
Richlands, NC 28574
910-324-3301

Ship Via
Requested by R. ROBERSO
Approved by R. ROBERSON
Orgn.

Notes

OCA Economic Development Contribution - FY 2026/2027 Investment in Economic
Development in Jacksonville/Onslow County

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
	Governmental Investment	1.000		3087.0000	3087.00
	10- 5210-579				

Total	3087.00
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This instrument has been pre-audited in the manner required by the Local Government Budget and
Fiscal Control Act.



Signature of Finance Officer



TOWN OF RICHLANDS
PURCHASE REQUISITION & PRE-AUDIT FORM

SECTION 1-3 TO BE COMPLETED BY DEPARTMENT HEAD

1. REQUEST INFORMATION

Date Requested 9/16/2026
Department Administration
Requested By Town Manager
Vendor JOED D/B/A Onslow Coastal Alliance
☒ Funds Available Yes

2. PURCHASE / LINE ITEM DISTRIBUTION

GL Account	Amount	Description
10-5210-579	\$3,087.00	OCA Economic Development Contribution
Subtotal	\$3,087	
Shipping/Freight		
Tax		
Total	\$3,087.00	

3. DEPARTMENT APPROVAL

Department Head Chris Roberson
Signature Chris Roberson
Date 9/16/2026

SECTION 4 - 6 TO BE COMPLETED BY FINANCE OFFICER

4. FINANCE REVIEW

☒ Budget Appropriation Verified
☒ Funds Available
☒ Fiscal Policy Requirements Met
☒ Purchase Order Required (if applicable) PO # 261
Finance Notes _____

5. STATUTORY PRE-AUDIT CERTIFICATE

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act (G.S. 159-28).

Finance Officer Signature [Signature]
Date 09/16/2026

6. ATTACHMENTS INCLUDED

☒ Quote ☐ Contract ☐ W-9 ☐ Certificate of Insurance ☐ Other: _____

Incomplete forms will be returned to department head

This form shall be attached to the purchase order (if applicable), invoice, accounts payable worksheet, and supporting documentation and retained as part of the Town's official financial records.



Invoice Details: Onslow Coastal Alliance Support (JOED)

From Emoni Burgess <eburgess@joednc.com>
Date Wed 9/16/2026 12:57 PM
To Chris Roberson <manager@richlandsnc.gov>

You don't often get email from eburgess@joednc.com. [Learn why this is important](#)

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)

Good afternoon Chris,

Per our phone conversation, if you choose to participate as a partner for Onslow Coastal Alliance (formally known as Jacksonville-Onslow Economic Development), the amount would be \$3,087 and that amount is calculated on a per-capita basis.

Emoni Burgess
Operations Manager

Onslow Coastal Alliance (OCA)
421 Court St. Jacksonville, NC 28540
O: 910.330.6329
M: 701.388.8426



Formally known as JOED

INVOICE

Jacksonville Onslow Economic
Development Inc
421 Court St.
Jacksonville, NC 28540

joed@joednc.com
+1 (910) 330-6329



Bill to

Town of Richlands
PO Box 245
Richlands, NC 28574

Invoice details

Invoice no.: 1216
Invoice date: 09/16/2026

Product or service	Description	Amount
Government Investment	FY 2026-2027 Investment in Economic Development in Jacksonville/Onslow County	\$3,087.00
Total		\$3,087.00

Ways to pay



Note to customer

Thank you for your support!
Please remit a check to the address above or contact us if you prefer to pay electronically.

[View and pay](#)

**TOWN OF RICHLANDS
BOARD OF ALDERMEN**



Agenda Item
G1

Meeting Date:
13-Oct-26

Presenter:
Town Manager

ITEM TO BE CONSIDERED

Title:
Vehicle Financing Resolution

Brief Summary:

The Town sent our informal bid proposals to three financial Institutions: First Citizens, First Bank and Providence Bank. First Citizens no longer does governmental finance so we received two proposals back for consideration which were Providence Bank and First Bank. First Bank had the lowest interest rate.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Approve the Financing Resolution as presented for First Bank subject to the final installment agreement at closing meeting all requirements as established in the Request For Proposal and NCGS 160A-20 to be verified by the Town Manager and the Town Attorney and purchase said vehicle accordingly.

BACKGROUND

Originating Department

Administration

Attachments:

1 RFP/Bid Specifications

2 Financing Bids

3 Financing Resolution

4

5

Staff Contact:

Town Manager

REVIEWED BY

Town Manager

X

Attorney

Clerk to the Board

Finance Officer

ACTION TAKEN

Motion by: _____

Carried: _____

Second by: _____

Ayes: _____

Nays: _____



**RESOLUTION OF THE BOARD OF ALDERMEN
OF THE TOWN OF RICHLANDS**

Resolution No. ToR 10-13-26

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO ENTER A FINANCING CONTRACT FOR ONE (1)
PUBLIC WORKS PICKUP AND EQUIPMENT**

WHEREAS, the Town of Richlands, herein referred to as “the Town” desires to purchase one (1) Public Works vehicle and related equipment to replace another Public Works vehicle; and

WHEREAS, the 2026-2027 budget has appropriated sufficient funds to fulfill any monetary obligations for the current fiscal year for the purchase of said vehicle and equipment through the installment purchase method; and

WHEREAS, NCGS 160A-11 authorizes a city to make purchases and contracts; and

WHEREAS, NCGS 143-129(a) states that for purchases of apparatus, supplies, materials, or equipment, the governing body of any municipality, county, or other political subdivision of the State may, subject to any restriction as to dollar amount, or other conditions that the governing body elects to impose, delegate to the manager or the chief purchasing official the authority to award contracts, reject bids, advertise to receive bids on behalf of the unit, or waive bid bonds or deposits, or performance and payment bond requirements.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Richlands that:

The Town desires to purchase one (1) Public Works vehicle and equipment for replacement purposes.

BE IT FURTHER RESOLVED, that the Town Manager is hereby designated and authorized to secure financing as authorized through NCGS 143-131 for said vehicles and to purchase said vehicles and equipment up to \$43,000.00.

Adopted by the Board of Aldermen of the Town of Richlands this 13th day of October, 2026.

McKinley Smith, Mayor

ATTEST:

Patricia Allen, Town Clerk



September 30, 2026

Town of Richlands, NC

Gentlemen:

Providence Bank ("Bank") is pleased to offer you (the "Borrower") this loan term sheet. The terms and conditions are as follows:

Borrower:	Town of Richlands
Purpose	Purchase vehicle for Town operations
Loan Amount:	\$42,617.40
Interest Rate:	6.50% Fixed
Loan Fee:	\$50.00
Terms:	The loan will be payable in 6 semi-annual principal and interest payments.
Collateral:	The loan will be secured by the vehicle to be purchased with the loan proceeds.

Thank you for accepting this proposal. Please feel free to call me at 910.601.0780 if you need additional information.

Sincerely,

A handwritten signature in black ink that reads "Lorena L. Ervin".

Lorena L. Ervin
Vice President
Business Banking Development Officer

This is not a commitment to lend. The commitment might contain provisions which are not included above but are standard for commitment letters. This term sheet may not be shared with a third party without the expressed written permission of Providence Bank.

8800 Richlands Hwy., Richlands, NC 28574
P: 910.601.0780 | F: 910.601.0785

FIRST BANK

September 15, 2026

Town of Richlands, NC
302 S. Wilmington Street
Richlands, NC 28574

To Chris Roberson, Town Manager:

Thank you for allowing First Bank the opportunity to submit a proposal for a loan of \$42,617.40 secured by a Security Agreement for the purchase of a 2026 Chevrolet Silverado as more fully described in the 36 month installment purchase Request for Proposal dated 9/10/2026.

The following terms and conditions for this loan are contingent on loan approval:

1. Amount: \$42,617.40.
2. Rate: 5.64% per annum.
This fixed rate is subject to the determination that the Borrower is qualified for tax exempt financing.
3. Collateral: Security Agreement for 2026 Chevrolet Silverado to be purchased and supported by purchase invoice.
4. Term: Three year term with semi-annual payments.
5. Loan Fee: \$150
6. Other Fees: None.

This is a proposal not a commitment. The proposal is good for 30 days. Any forthcoming commitment will only be issued after the Bank has fully underwritten this proposed loan and approved the terms provided herein.

Thank you again for allowing First Bank this opportunity to be of service to you. We sincerely hope that you find these proposed terms and conditions to be to your satisfaction. If you have any questions, please do not hesitate to call me.

Sincerely,

Justin Meadows

Justin Meadows
Business Development Officer
Senior Vice President



**REQUEST FOR PROPOSALS – THE TOWN OF RICHLANDS IS SEEKING PROPOSALS FROM INTERESTED AND QUALIFIED GOVERNMENTAL FINANCIAL INSTITUTIONS FOR FINANCING THE PURCHASE OF A TOWN VEHICLE TOTALING APPROXIMATELY \$42,617.40 – TOWN OF RICHLANDS, N.C.
RFP # ToR 9-10-26**

SECTION I. ADVERTISEMENT

Informal proposals will be received by the Town of Richlands, North Carolina at the Town Hall, P.O. Box 425, Richlands N.C. 28574 until 5:00 PM on the 23rd day of September 2026 to furnish the following:

The Town of Richlands requests financing proposals for the purchase of a Town owned vehicle totaling approximately \$42,617.40 as specified below.

The Board of Aldermen has authorized purchase of this vehicle that will accommodate the operations of our Public Works Department. The Town desires to finance approximately \$42,617.40 for a three-year term, fixed rate for vehicles for a variety of governmental uses having an expected useful life of 5-7 years. These vehicle purchases are of the following types:

1. Pick-up truck – 2026 Chevrolet Silverado 1500 Crew Cab 4 dr WT 4wd CK10543

(Specifications Attached)

Terms: 3 years, semi-annual payments in arrears, fixed rates. Rate proposed should be guaranteed for a minimum of thirty (30) days.

- 1) Compliance with NCGS 160A-20. The financing agreement must be structured as follows:
 - a) This is a borrowing and must be structured as an installment financing under G.S. 160A-20.
 - b) The Town must take title to the vehicles when delivered. The dealer/lender cannot retain title until the final payment is made.
 - c) The dealer/lender must receive a security interest in the vehicles to secure repayment.
 - d) The agreement must include a non-appropriation clause.
 - e) The agreement must include a no-deficiency-judgment provision, limiting the dealer's/lender's remedies to the vehicles.
 - f) The agreement cannot include a nonsubstitution clause.

Notes: The vehicle is to be ordered on current State contracts in which the Town participates. We propose that funds be escrowed at closing and that reimbursement from the escrow be

made as each vehicle is delivered and approved for payment. This proposed financing is bank qualified.

1) All informal proposals shall be submitted no later than 5:00 p.m. on Wednesday, September 23, 2026 by email at manager@richlandsnc.org or in person at 302 S. Wilmington Street, Richlands, N.C. 28574.

2) Proposals shall include all terms and conditions of the lease contract and list all applicable origination/documentation fees and charges of financing arrangement.

3) All questions regarding this Request for Proposals are to be directed to Chris Roberson, Town Manager at 910-324-3301 or via email at manager@richlandsnc.org.

4) Proposals will be read on September 25th 2026 at 9 a.m. and provided to the Board of Aldermen for acceptance at their next Board meeting. The Town reserves the right to reject any or all proposals submitted, to waive informalities in bidding and/or accept a bid other than the lowest submitted if such action is deemed to be in the public interest. Accordingly, and pursuant to North Carolina General Statutes Section 143-131, "the award shall be made to the lowest responsible, responsive bid or bidders, taking into consideration quality, performance and the time specified in the proposals for the performance of the contract."

Chris Roberson, ICMA-CM

Town Manager

Town of Richlands

302 S. Wilmington Street

P.O. Box 324

Richlands, NC 28574

(910) 324-3301

(910) 296-2324Fax

manager@richlandsnc.gov



Together
let's drive™

Rod Mitchell Government Account Manager
Office 919-573-8530
rod.mitchell@capitalchevroletnc.com

9-Sep-26

NC State Contract 2510A

2026 Chevrolet Silverado 1500 Crew Cab 4 Dr WT 4WD CK10543		\$	40,544.70
	MSRP		Less 6% Discount
G80 Locking Differential	\$ 395.00	\$	371.30
K14 120 volt outlet	\$ 225.00	\$	211.50
NZZ Skid plates	\$ 150.00	\$	141.00
PEB WT value package	\$ 960.00	\$	902.40
QDV All-Terrain tires	\$ 200.00	\$	188.00
Qt5 EZ lift tail gate	\$ 150.00	\$	141.00
UF2 LED cargo lights	\$ 125.00	\$	117.50
		\$	-
		\$	-
		\$	-
		\$	-

Colors available: White

TOTAL PRICE	\$	42,617.40
TOTAL Reuquested		
GRAND TOTAL	\$	-

Remit to:

rod.mitchell@capitalchevroletnc.com
Capital Chevrolet of Wake Forest
9820 Capital Blvd
Wake Forest, NC 27587



**TOWN OF RICHLANDS
BOARD OF ALDERMEN**



Agenda Item
G2

Meeting Date:

13-Oct-26

Presenter:

Town Manager

ITEM TO BE CONSIDERED

Title:

Special Use Permit - 110 Pembury Way

Brief Summary:

The owner is requesting a special use permit for a home occupation in R-15. R-15 requires a Special Use Permit to be approved for home occupations. Section 153.347 requires an evidentiary hearing and approval by a concurring vote of three-fifths of the members of the Town Board upon recommendation of the Planning Board. This is a quasi-judicial procedure. Recommend the Board of Aldermen set an evidentiary hearing for this request

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Set the Evidentiary Hearing for November 10, 2026 at 6:00 pm

BACKGROUND

Originating Department

Administration

Attachments:

1 SUP Request

2 SAMPLE SUP Approval/Denial Forms

3

4

5

Staff Contact:

Town Manager

REVIEWED BY

Town Manager

X

Attorney

Clerk to the Board

Finance Officer

ACTION TAKEN

Motion by: _____

Carried: _____

Second by: _____

Ayes: _____

Nays: _____

SUP 250.00

Town of Richlands
Zoning Compliance Permit & Application Form

DATE: 5/14/2024

ZONING COMPLIANCE PERMIT/ APPLICATION NO:

APPLICATION FOR:

- ☐ CONSTRUCTION OF A BUILDING
☐ ALTERATION OF A BUILDING
☐ CLASS A MANUFACTURED HOME
☐ OTHER

- ☐ CHANGE OF THE USE
☒ HOME OCCUPATION
☐ CLASS B MANUFACTURED HOME

- ☐ ERECTION OF A SIGN
☐ RELOCATION OF A BUILDING
☐ INSTALL FENCE

APPLICANT:

NAME:

Edie Hernandez

PHONE NO:

(361) 960-4101

MAILING ADDRESS:

110 Pembury Way Richlands, NC 28574

ADDRESS OF PROPERTY (if different from mailing address):

PROPERTY OWNER (if different from applicant):

NAME:

PHONE NO:

MAILING ADDRESS:

CONTRACTOR:

NAME:

PHONE NO:

STATE LICENSE #:

TOWN OF RICHLANDS PRIVILEGE LICENSE PAID? Yes ☐ No ☒

MAILING ADDRESS:

DESCRIPTION OF PROPERTY:

TAX MAP ID#/PIN #:

43E-65

IS PROPERTY WITHIN 100-YEAR FLOODPLAIN: ☐ YES ☒ NO

LOT DIMENSIONS (As Apply):

STRUCTURE DIMENSIONS:

Length

Width

Area

Frontage from Right of Way

Is this a corner lot?

NO

NO

Length

Width

Height

Principal Structure

Accessory Structure

TYPE OF USE:

- ☒ SINGLE FAMILY RESIDENTIAL
☐ MULTI FAMILY RESIDENTIAL
☐ COMMERCIAL

- ☐ INDUSTRIAL
☐ ACCESSORY
☐ INSTITUTIONAL

EXISTING STRUCTURES ON PROPERTY:

- ☐ VACANT LOT; NO BUILDINGS OR MANUFACTURED HOMES ON PROPERTY
☒ SITE-BUILT HOME
☐ MANUFACTURED HOME
☐ COMMERCIAL OR INDUSTRIAL BUILDING
☐ ACCESSORY BUILDING (INCLUDED DETACHED CARPORTS, GARAGES, AND STORAGE BUILDINGS)

UTILITY SERVICE:

- ☒ MONWASA WATER
☒ MONWASA SEWER

- ☐ SEPTIC TANK
☐ WELL

IS THE STRUCTURE IN THE RIGHT-OF-WAY OF:

- ☐ TOWN UTILITIES
☐ NCDOT OR TOWN ROAD
☐ PROPOSED THOROUGHFARE

- ☐ RAILROAD
☒ NONE

DESCRIPTION OF ZONING:

ZONING DISTRICT: R-15 () TOWN LIMITS () EXTRA TERRITORIAL JURISDICTION

BUILDING SETBACKS: REQUIRED PROPOSED

Front yard	_____	_____
Rear yard	_____	_____
Side yard, left	_____	_____
Side yard, right	_____	_____
Height	_____	_____
Maximum Lot Coverage	_____	_____
Maximum Density	_____	_____

COMMENTS: _____

DESCRIPTION OF PROPOSED WORK (ATTACH ADDITIONAL PAGES IF NECESSARY):

-no work required. Application for home occupation only.

REQUIRED ATTACHMENTS:

1. A sketch must be provided that shows all setbacks from the property lines/ right-of-ways, all primary and accessory buildings, all building dimensions, and any off-street parking or loading areas that are required.
2. For all new construction of primary buildings, a copy of the recorded plat/survey will need to be attached to this application. A copy of this can be obtained from the Register of Deeds office.

NOTES:

1. An approved Permit shall expire and be canceled unless the work authorized by it shall have begun within six (6) months of its issued date, or if the work authorized by it is suspended or abandoned for a period of one year, unless vested rights is requested, then this permit is valid for a period of two (2) years.
2. The Zoning Administrator must be notified to make onsite inspection once the set back lines have been identified on-site (for new construction).
3. The Zoning Administrator will attempt to make zoning determinations within three (3) business days of submission of a fully-completed application.

OWNER/APPLICANT STATEMENT: I certify that I am the property owner or truly represent the property owner(s). I certify that the foregoing statements are accurate and correct to the best of my understanding and knowledge. I understand that the Town of Richlands is not bound by oral or written assertions or representations of its staff members. I agree to conform to all Town of Richlands Ordinances and Laws of the State of North Carolina regulating such work and any plans or specifications submitted. Any violation of the Zoning Ordinance will be grounds for revoking this permit and any other permits issued in reliance upon the same.

SIGNATURE OF APPLICANT: _____

DATE: 5/14/2026

****OFFICIAL USE ONLY****

() APPROVED () DISAPPROVED BY: _____

SIGNATURE OF ZONING OFFICIAL: _____

DATE: _____

COMMENTS: _____

To Whom It May Concern,

I respectfully request approval of a Home Occupation Permit for appointment-only private athletic training instruction to be conducted at my residence, 110 Pembury Way, Richlands, NC 28574.

The proposed use is intended to remain clearly incidental and secondary to the residential use of the property. Personal athletic training instruction will take place within the attached garage area only and will utilize approximately 300 square feet of space. No exterior modifications to the residence are proposed.

The business operation will consist of low-impact private athletic instruction by scheduled appointment only. No more than five participants will be present at one time. Activities will be conducted during limited evening and weekend hours in a manner designed to minimize traffic, noise, and disruption.

The following operational standards will be maintained:

- All instruction will occur within the garage training area.
- No exterior business signage is proposed.
- The residential appearance and character of the property will remain unchanged.

This request intends to provide structured private athletic training instruction in a safe, controlled, and low-impact environment. Our goal is to help the community and surrounding youth in their athletic training goals, while also encouraging positive mental health support and encouragement. Thank you for your time and consideration of this request. Please let me know if any additional information or documentation is needed.

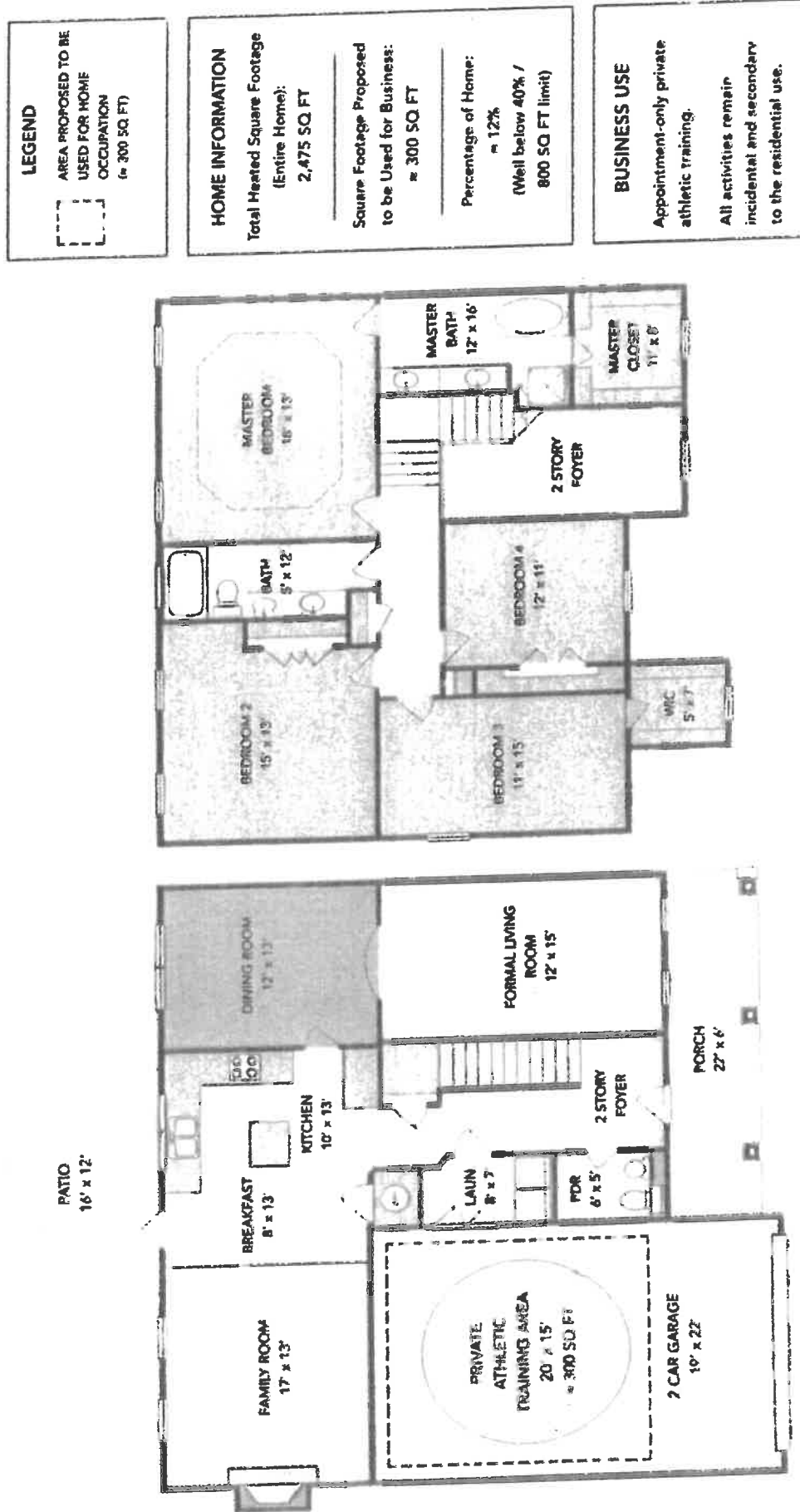
Respectfully,

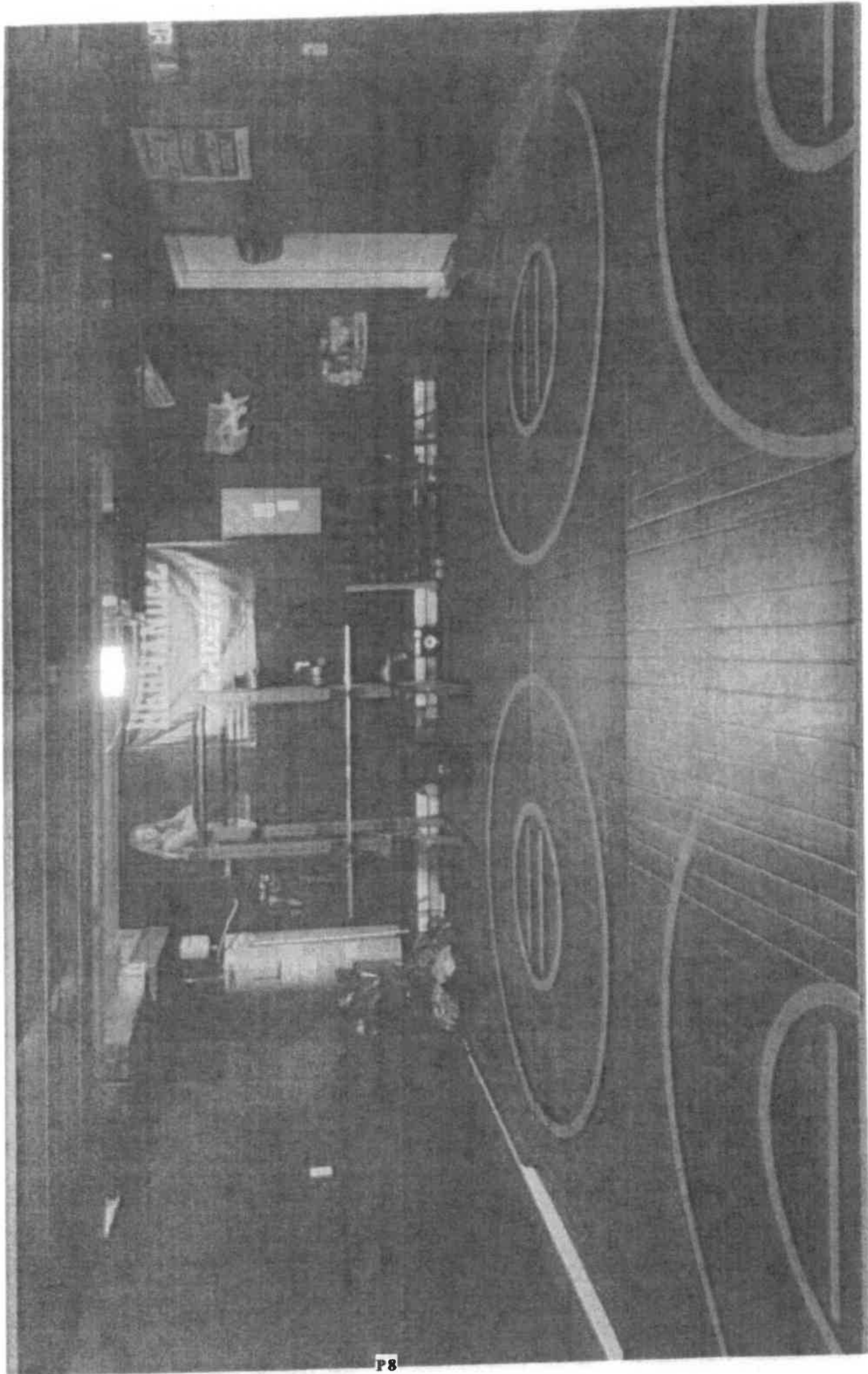


Edie Hernandez
(361) 960-4101

110 PEMBURY WAY, RICHLANDS, NC 28574

FLOOR PLAN -- HOME OCCUPATION (PRIVATE ATHLETIC TRAINING)





TOWN OF RICHLANDS
PO BOX 245
302 S WILMINGTON ST
RICHLANDS, NC 28574-0245

CASH RECEIPT Reprinted 12:17:43 - 07/13/26
OPERATOR PATRICIA
Posted On 07/13/26

Batch:10448

Transaction:3 Posted on 07/13/26 12:15:31 PM

Description	Total
REFERENCE NUMBER: SPECIAL USE PERMIT	
NAME: EDIE HERNANDEZ	
ADDRESS:	
CITY STATE ZIP:	
	250.00
Building Permits	
Fund 10 Acct 4543	

Check #	1000	250.00
Cash Paid		
Credit Paid		
Less Change Given	(	)
TOTAL:		250.00

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

ORDER DENYING
A SPECIAL USE PERMIT

TOWN OF RICHLANDS

The Board of Aldermen for the Town of Richlands, having held a public evidentiary hearing on _____ to consider the application submitted by _____ for a Special Use Permit to _____ at _____, Richlands, and having heard all the evidence and arguments presented at the hearing, makes the following FINDINGS OF FACT and draws the following CONCLUSIONS:

- (1) The requested permit is within its jurisdiction according to the table of permissible uses;
- (2) The application is complete;
- (3) If completed as proposed in the application, the development **will** comply with all of the requirements of this chapter;
- (4) The use **will not** materially endanger the public health or safety if located where proposed and developed according to the plan as submitted;
- (5) The use **will not** substantially reduce the value of adjoining or abutting property, or that the use is a public necessity; and
- (6) The location and character of the use, if developed according to the plan as submitted and approved, **will not** be in harmony with the area in which it is to be located and in general conformity with the plan of development of the town.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for a SPECIAL USE PERMIT be DENIED, subject to the following conditions (if any):

Ordered this _____ day of _____, 2026.

Town Clerk

Mayor

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

ORDER GRANTING
A SPECIAL USE PERMIT

TOWN OF RICHLANDS

The Board of Aldermen for the Town of Richlands, having held a public evidentiary hearing on _____ to consider the application submitted by _____ a request for a Special Use Permit to _____ at _____, Richlands, and having heard all of the evidence and arguments presented at the hearing, makes the following FINDINGS OF FACT and draws the following CONCLUSIONS:

- (1) The requested permit is within its jurisdiction according to the table of permissible uses;
- (2) The application is complete;
- (3) If completed as proposed in the application, the development will comply with all of the requirements of this chapter;
- (4) The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted;
- (5) The use will not substantially reduce the value of adjoining or abutting property, or that the use is a public necessity; and
- (6) The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the plan of development of the town.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for a SPECIAL USE PERMIT be GRANTED, subject to the following conditions (if any):

Ordered this the ____th day of _____ 2026.

Town Clerk

Mayor

**TOWN OF RICHLANDS
BOARD OF ALDERMEN**



Agenda Item
G3

Meeting Date:

13-Oct-26

Presenter:

Town Manager

ITEM TO BE CONSIDERED

Title:

Special Use Permit - 306 Dreadnaught Way

Brief Summary:

The owner is requesting a special use permit to relocate a Class B single-wide trailer to an RM-6 Zone. RM-6 requires a Special Use Permit to be approved to relocate Class B mobile homes as required by Section 153.080 of the Ordinance. Section 153.347 requires an evidentiary hearing and approval by a concurring vote of three-fifths of the members of the Town Board upon recommendation of the Planning Board. This is a quasi-judicial procedure. Recommend the Board of Aldermen set an evidentiary hearing for this request.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Set the Evidentiary Hearing for November 10, 2026 at 6:00 pm

BACKGROUND

Originating Department

Administration

Attachments:

1 SUP Request

2 SAMPLE SUP Approval/Denial Forms

3

4

5

Staff Contact:

Town Manager

REVIEWED BY

Town Manager

X

Attorney

Clerk to the Board

Finance Officer

ACTION TAKEN

Motion by: _____

Carried: _____

Second by: _____

Ayes: _____

Nays: _____

Zoning Compliance Permit & Application Form

DATE: 8/31/2026

ZONING COMPLIANCE PERMIT/ APPLICATION NO: 202-33-1

APPLICATION FOR:

- ☐ CONSTRUCTION OF A BUILDING
☐ ALTERATION OF A BUILDING
☒ CLASS A MANUFACTURED HOME
☐ OTHER _____

- ☐ CHANGE OF THE USE
☐ HOME OCCUPATION
☒ CLASS B MANUFACTURED HOME

- ☐ ERECTION OF A SIGN
☐ RELOCATION OF A BUILDING
☐ INSTALL FENCE

APPLICANT:

NAME: Delphine Southerland Fields PHONE NO: 910-548-4072

MAILING ADDRESS: P.O. Box 1271 Richlands N.C 28574

ADDRESS OF PROPERTY (if different from mailing address): 306 Dreaught Rd
Richlands, NC 28574

PROPERTY OWNER (if different from applicant):

NAME: Geraldine Williams PHONE NO: 980-229-2399

MAILING ADDRESS: PO Box 2118, Smithfield, NC

CONTRACTOR:

NAME: East Coast Mobile Homes LLC PHONE NO: 910-324-5611

STATE LICENSE #: 2752 - Setup TOWN OF RICHLANDS PRIVILEGE LICENSE PAID? Yes ☐

MAILING ADDRESS: 427 Kingston Hwy Richlands, NC 28574

DESCRIPTION OF PROPERTY:

TAX MAP ID#/PIN #: 018954 IS PROPERTY WITHIN 100-YEAR FLOODPLAIN? ☒ YES ☐ NO

LOT DIMENSIONS (As Apply):

STRUCTURE DIMENSIONS:

Length 9,147 sqf
Width _____
Area _____
Frontage from Right of Way _____
Is this a corner lot? NO

Length 14
Width 96 with tongue 80
Height _____
Principal Structure Single Wide mobile home
Accessory Structure _____

TYPE OF USE:

- ☒ SINGLE FAMILY RESIDENTIAL ☐ INDUSTRIAL
☐ MULTI FAMILY RESIDENTIAL ☐ ACCESSORY
☐ COMMERCIAL ☐ INSTITUTIONAL

EXISTING STRUCTURES ON PROPERTY:

- ☒ VACANT LOT; NO BUILDINGS OR MANUFACTURED HOMES ON PROPERTY
☐ SITE-BUILT HOME
☐ MANUFACTURED HOME
☐ COMMERCIAL OR INDUSTRIAL BUILDING
☐ ACCESSORY BUILDING (INCLUDED DETACHED CARPORTS, GARAGES, AND STORAGE BUILDINGS)

UTILITY SERVICE:

- ☒ ONWASA WATER ☐ SEPTIC TANK
☒ ONWASA SEWER ☐ WELL

IS THE STRUCTURE IN THE RIGHT-OF-WAY OF:

- ☐ TOWN UTILITIES ☐ RAILROAD
☐ NCDOT OR TOWN ROAD ☒ NONE
☐ PROPOSED THOROUGHFARE

DESCRIPTION OF ZONING:

ZONING DISTRICT: RM-6 (☒ TOWN LIMITS) (☐ EXTRA TERRITORIAL JURISDICTION)

BUILDING SETBACKS:	REQUIRED	PROPOSED
Front yard	_____	35'
Rear yard	_____	30'
Side yard, left	_____	40'
Side yard, right	_____	15'
Height	_____	13'6"
Maximum Lot Coverage	_____	_____
Maximum Density	_____	_____

COMMENTS: _____

DESCRIPTION OF PROPOSED WORK (ATTACH ADDITIONAL PAGES IF NECESSARY):

Moving Single Wide trailer to another location

REQUIRED ATTACHMENTS:

1. A sketch must be provided that shows all setbacks from the property lines/ right-of-ways, all primary and accessory buildings, all building dimensions, and any off-street parking or loading areas that are required.
2. For all new construction of primary buildings, a copy of the recorded plat/survey will need to be attached to this application. A copy of this can be obtained from the Register of Deeds office.

NOTES:

1. An approved Permit shall expire and be canceled unless the work authorized by it shall have begun within six (6) months of its issued date, or if the work authorized by it is suspended or abandoned for a period of one year, unless vested rights is requested, then this permit is valid for a period of two (2) years.
2. The Zoning Administrator must be notified to make onsite inspection once the set back lines have been identified on-site (for new construction).
3. The Zoning Administrator will attempt to make zoning determinations within three (3) business days of submission of a fully-completed application.

OWNER/APPLICANT STATEMENT: I certify that I am the property owner or truly represent the property owner(s). I certify that the foregoing statements are accurate and correct to the best of my understanding and knowledge. I understand that the Town of Richlands is not bound by oral or written assertions or representations of its staff members. I agree to conform to all Town of Richlands Ordinances and Laws of the State of North Carolina regulating such work and any plans or specifications submitted. Any violation of the Zoning Ordinance will be grounds for revoking this permit and any other permits issued in reliance upon the same.

SIGNATURE OF APPLICANT: Delphane S. Fields DATE: 8-31-26

****OFFICIAL USE ONLY****

() APPROVED () DISAPPROVED BY:

SIGNATURE OF ZONING OFFICIAL: _____ DATE: _____

COMMENTS: _____

SITE PLAN

Search Re

Results Lis

Details

3 Feature
(Showing

Prev N

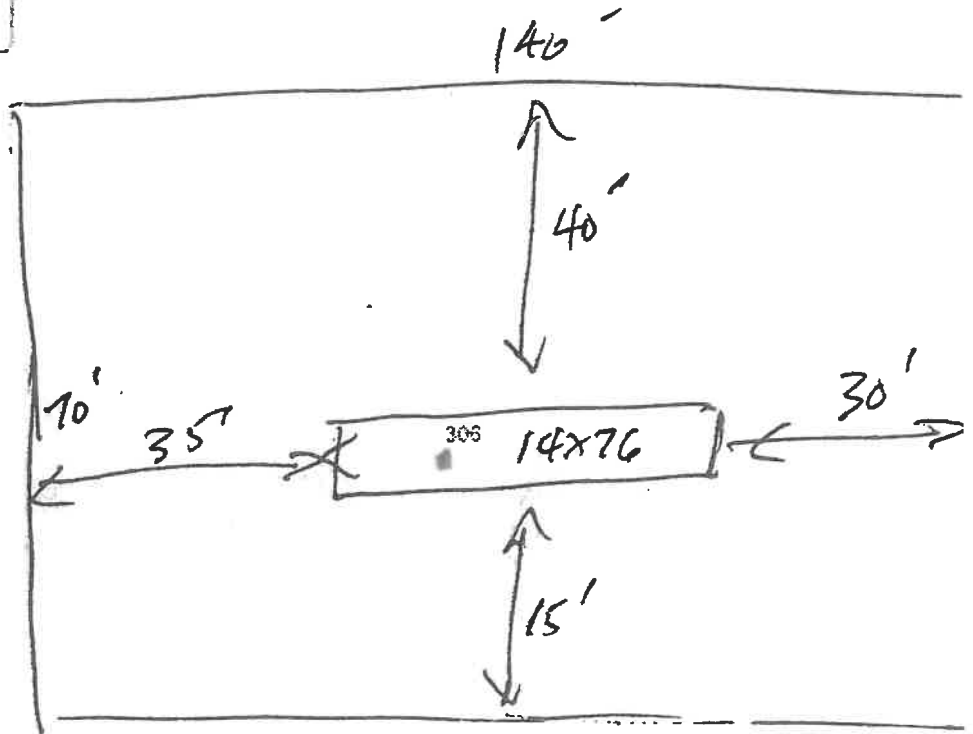
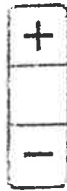
Parcels

- Property Card
(<https://www.onslowcountync.gov/942/Geographical-Information-Services>)
id=0189
- Permits
(<https://www.onslowcountync.gov/942/Geographical-Information-Services>)
energov
m=1&fn
25)
- Google

PARID Numt

PIN

Buffer



Map Scale: 1 inch = 20 feet
Long: -77.557 Lat: 34.901
Long: 77°33'25" Lat: 34°54'03"

306

AR
8/31/202

TOWN OF RICHLANDS
PO BOX 245
302 S WILMINGTON ST
RICHLANDS, NC 28574-0245

CASH RECEIPT Reprinted 11:58:28 - 09/01/26
OPERATOR PATRICIA
Posted On 09/01/26

Batch:10480

Transaction:1 Posted on 09/01/26 11:57:38 AM

Description	Total
REFERENCE NUMBER: 306 DREADNAUGHT RD	
NAME: DELPHANE SOUTHERLAND FIELDS	
ADDRESS:	
CITY STATE ZIP:	
Building Permits	250.00
Fund 10 Acct 4543	
Moving single wide from 365 huffmantown rd to 306	
Dreadnaught rd	

Check #	
Cash Paid	260.00
Credit Paid	
Less Change Given	(10.00)
TOTAL:	250.00

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

ORDER DENYING
A SPECIAL USE PERMIT

TOWN OF RICHLANDS

The Board of Aldermen for the Town of Richlands, having held a public evidentiary hearing on _____ to consider the application submitted by _____ for a Special Use Permit to _____ at _____ Richlands, and having heard all the evidence and arguments presented at the hearing, makes the following FINDINGS OF FACT and draws the following CONCLUSIONS:

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- (2) The application **is** complete;
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- (6) The location and character of the use, if developed according to the plan as submitted and approved, **will not** be in harmony with the area in which it is to be located and in general conformity with the plan of development of the town.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for a SPECIAL USE PERMIT be DENIED, subject to the following conditions (if any):

Ordered this _____ day of _____, 2026.

Town Clerk

Mayor

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

ORDER GRANTING
A SPECIAL USE PERMIT

TOWN OF RICHLANDS

The Board of Aldermen for the Town of Richlands, having held a public evidentiary hearing on _____ to consider the application submitted by _____ a request for a Special Use Permit to _____ at _____, Richlands, and having heard all of the evidence and arguments presented at the hearing, makes the following FINDINGS OF FACT and draws the following CONCLUSIONS:

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THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for a SPECIAL USE PERMIT be GRANTED, subject to the following conditions (if any):

Ordered this the ____th day of _____ 2026.

Town Clerk

Mayor

MEMORANDUM

TO: Board of Aldermen /Town Manager / Directors

FROM: Chief of Police Fonte Nailer (Interim)

DATE: October 13, 2026

SUBJECT: Departmental Operations and Status Report

Personnel, Hiring & Training Development

- **New Applicant Onboarding:** The candidate has successfully completed all pre-, employment requirements, including the psychological evaluation, drug screening, and state-mandated firearms qualification. Awaiting forms submission to training and standards commission.
- **De-escalation Certification:** 2 Officers completed Integrated Communications, Assessment, and Tactics (ICAT) training, enhancing officer safety and conflict-resolution capabilities.
- **Executive Development:** I am scheduled to attend the North Carolina Police Executives Association (NCPEA) Leadership Summit in Raleigh later this month.

Emergency Preparedness & Inter-Agency Coordination

- **Critical Infrastructure Designation:** The Emergency Management Center has officially designated the Richlands Police Department as the Priority Emergency Responder for Piedmont Natural Gas due to our proximity to the transmission pipeline.
- **Natural Gas Emergency Response Exercise:** Spearheaded and organized multi-agency liaison training to streamline incident command and coordinate immediate response protocols in the event of a natural gas incident.
- **Highway Safety Enforcement:** The department actively participated in the statewide Governor's Highway Safety Program Labor Day "Booze It & Lose It" campaign to enhance local traffic enforcement and deter impaired driving.

Administrative & Modernization Initiatives

- **Duty Weapon Procurement:** Procured an official replacement duty weapon to maintain equipment readiness and officer safety standards.
- **Agency Management & Standards Evaluation:** Met with an agency management firm to explore solutions for accreditation support, professional standards, shift scheduling, background investigations, and responder health and wellness.

- **Law Enforcement Grant Research:** Consulted with a public safety grant-writing firm to identify federal and state funding opportunities for future department equipment and staffing needs.
- **Secondary Employment Administration:** Held an in-person discovery meeting with an extra-duty detail management firm to review streamlined administrative and liability solutions for off-duty security assignments.

Community Relations & Outreach

- **Haw Branch A.M.E. Church Fall Festival:** Officer Saldana and I joined community members at the church's annual fall festival by request. Youth in attendance were given guided tours of the department's marked patrol vehicle featuring low-profile "ghost" graphics, demonstrating safety equipment, lights, and sirens.

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(09/01/2026 - 09/30/2026)

<No Event Type Specified>	9	Administration Run	44
Alarm Activation	8	Arrest	12
Assault	1	Assist Citizen	40
Assist EMS	9	Assist Fire	2
Assist Other Agency	21	Assist Other RPD Officer	4
Bank Escort	1	Breaking and Entering	1
Business Check	930	Business Walk Through	30
Call for Service	453	Careless & Reckless	4
Child Safety Seat	1	Citation	161
Cite & Release	1	Civil Problem	2
Crash	9	Death	1
Domestic Dispute	7	Drivers License Check Point	2
DWI	1	DWLR	21
Fingerprinting	3	Foot Patrol	2
Fraud	1	FTO Training	13
Funeral Escort	1	Incident Report	23
Inspection Violation	7	Juvenile Problems	2
Lane Violation	1	Larceny	2
License Plate Pickup	3	Lighting Violation	53
Loud Muffler	2	Missing Person	1
Move Over Law Violation	1	Narcotic Incident	1
No Insurance	14	Noise Complaint	4
NOL	10	Open Container	1
Open Door/Windows	2	Patrol Zone 1	41
Patrol Zone 2	38	Patrol Zone 3	39
Patrol Zone 4	36	Patrol Zone 5	47
Patrol Zone 6	43	Possession of Drug Paraphernalia	3
Possession of Marijuana	3	Possession of Meth	1
Registration Violation	66	Residence Check	1
Resist, Obstruct/Delay Officer	1	Revoked Plate	7
Safe Movement Violation	15	Seatbelt	7
Selective Traffic Enforcement	110	Special Assignment	2
Speeding	100	Stoplight/Sign	28

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(09/01/2026 - 09/30/2026)

Suicidal Ideations	1	Supplement to report	1
Suspicious Vehicle/Person/Incident	30	Towed Vehicle	2
Transport to Jail	10	Trespassing	3
Unlock Car	6	Vehicle Check After Shift	12
Vehicle Check Before Shift	11	Vehicle Searches	12
Vehicle Stop	267	Verbal Warnings	180
Walmart (Assist County)	1	Warning Citation	14
Warrant	5	Weapons Offense	1
Welfare Check	3	Window Tint Violation	4

Total Number Of Events: 3,073



Town Manager's Report for October 13, 2026 Board Meeting

Grants

- To the best of my knowledge, bathroom partitions and select fixtures are the only items remaining for completion of the Venter's Park improvements. From a learning standpoint, project phase timelines will be put in all future construction contracts for the purposes of expediting completion of various projects. Having said that, the contractor has been very responsive to our requests.

Planning/Zoning/Development/Economic Development

- We have received design plans for newly paved parking at Liberty Christian Academy
- We have also received design plans for the new location of Catalyst Church
- The Code Enforcement Report is included in the agenda packets.
- Sign permits have been issued for both Zaxbys and Cookout.
- We are still awaiting information from Ellis Development Group and their engineer on exactly what they want to do at the residential/commercial development behind the upcoming Sheetz.

Personnel

- Awaiting final review from the State on our remaining Police Officer new hire.
- The Public Safety Committee has scored the top five Police Chief candidates and will meet very soon to average the rankings to provide the aggregate top five to the full Board for consideration as requested.

Finance

- The audit is still underway and will be presented to the Board at the December Board Meeting.
- Amendments to the Fiscal Policy are currently under review by staff prior to submitting them to the Board for consideration.

Utilities/Public Works/Infrastructure

- We have received the paperwork from OSBM for the \$200,000 Stormwater Grant appropriation from the Legislative 2026 Appropriations Act. Next step is approving the grant agreement which I do not have yet.
- The Traffic Code Streets previously approved by the Board have been added to the Code. I am currently trying to determine the best way to address weight restrictions for the amended Code.

Building/Grounds/Assets

- The new server to replace the one damaged by lightning is scheduled to be installed next week likely Monday 10/12 or Friday 10/16.

General/Upcoming Events

- Meet & Greet with Congressman Greg Murphy and his staff at the Community Building on 10/13/26 from 3:30-4:30 pm.

Information Technology/Website

- The new website is complete and is live. There will be additional improvements as needed for the betterment of the site and Town.

Meetings Attended Since Last Report

- County and Municipalities Meeting on 9-10-26
- Manager's luncheon on 9-25-26
- JUMPO TCC Meeting on 10-8-26

Miscellaneous

- Worked on routine day-to-day and long-term administrative-related Town matters.