



**TOWN OF RICHLANDS BOARD OF ALDERMEN
REGULAR MEETING AGENDA
302 S. Wilmington Street, Richlands, NC 28574
July 14, 2026
6:00 p.m.**

A. CALL TO ORDER

1. Invocation
2. Pledge of Allegiance

B. ADOPTION OF AGENDA (ACTION)

C. ADOPTION OF MINUTES (ACTION)

- 1) 5-28-26 Special Called Meeting Minutes **(ACTION)**
- 2) 6-9-26 Regular Meeting Minutes **(ACTION)**
- 3) 6-16-26 Reconvened Regular Meeting Minutes **(ACTION)**
- 4) 6-24-26 Reconvened Regular Meeting Minutes **(ACTION)**

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. NEW BUSINESS

1. Council-Manager Ordinance **(ACTION)**
2. Subdivision Approval **(ACTION)**
3. New Town Clerk Appointment and Oath **(ACTION)**

F. DEPARTMENTAL MONTHLY REPORTS

- Police **(REVIEW)**
- Finance – 1) June 2026 Budget vs. Actual Report **(REVIEW)**
- Code Enforcement **(REVIEW)**
- Public Works **(REVIEW)**

G. ADMINISTRATOR'S REPORT

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



H. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES

I. 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 properly 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.**

TOWN OF RICHLANDS
NORTH CAROLINA

Office of the
Town Clerk
(910) 324-3301
(910) 324-2324 fax



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

The Richlands Board of Aldermen met for a Special Called Meeting on Thursday, May 28, 2026 at 6:30 pm at the Richlands Town Hall. The purpose of the meeting was to present and discuss the proposed FY 2026-2027 Budget.

Present for the meeting were:

Alderman Alice Betts
Alderman Paul Conner
Alderman Kent Painter

Alderman Marilyn Bunce
Alderman Tom Brown

Absent: Mayor McKinley D. Smith

Also present were:

Chris Roberson, Town Administrator
Isaura Flores, Town Clerk

There were no citizens present.

A. MEETING CALLED TO ORDER:

Mayor Pro Tem Tom Brown called the meeting to order at 6:30 pm.

1. **INVOCATION:** Mayor Pro Tem Tom Brown
2. **PLEDGE OF ALLEGIANCE:** Mayor Pro Tem Tom Brown

B. ADOPTION OF AGENDA (ACTION):

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Kent Painter, to adopt the agenda as presented. The motion was unanimously carried.

C. NEW BUSINESS:

A.) Formal FY 26-27 Budget Presentation and Discussion:

Town Administrator Chris Roberson presented the proposed FY 2026-2027 Budget and discussed the uncertainty surrounding pending State legislation affecting county property revaluation revenues and its potential impact on the Town's budget. Mr. Roberson reviewed alternate budget scenarios, budget projections, anticipated revenues and expenditures, capital improvement projects, fund balances, and multi-year project funding.

Discussion was also held regarding street improvement projects, grant funding opportunities, vehicle replacements, future development and annexation, tax rate considerations, and the proposed budget document.

Following discussion, Mr. Roberson recommended scheduling the required public hearing for the FY 2026-2027 Budget.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Alice Betts, to schedule the public hearing for the proposed FY 2026-2027 Budget for June 16, 2026, at 6:00 p.m. The motion was unanimously carried.

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

A **motion** was made by Alderman Kent Painter, seconded by Alderman Paul Conner, to go into Closed Session pursuant to NCGS 143-318.11(a)(6). The motion was unanimously carried.

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

Two actions were taken upon returning to Open Session.

A **motion** was made by Alderman Kent Painter, seconded by Alderman Marilyn Bunce, to approve the FY 2026-2027 Position Schedule, effective July 1, 2026, with amendments and subject to approval of the FY 2026-2027 Budget. The motion was unanimously carried.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Kent Painter, to return Town Hall operating hours to **8:00 a.m. to 5:00 p.m.** The motion was unanimously carried.

E. ADJOURN:

With no further business, a **motion** was made by Alderman Kent Painter, seconded by Alderman Marilyn Bunce, to adjourn the meeting.

Respectfully Submitted,

Mayor Pro-Tem Tom Brown

ATTEST:
Isaura Flores, Town Clerk

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(910) 324-3301
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townclerk@richlandsnc.gov

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



The Richlands Board of Aldermen met in Regular Session on June 9, 2026, at 6:00 p.m. at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley Smith
Alderman Paul Conner
Alderman Marilyn Bunce

Alderman Tom Brown
Alderman Kent Painter
Alderman Alice Betts

Absent:

Also present were:

Chris Roberson, Town Administrator
Isaura Flores, Town Clerk
Johnathan Jarman, Public Works Director

Keith Fountain, Town Attorney
William Horne, Chief of Police

There were 6 citizens present.

A. CALL TO ORDER:

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

1. Invocation – Mayor McKinley Smith
2. Pledge of Allegiance – Alderman Paul Conner

B. ADOPTION OF AGENDA:

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

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

C. ADOPTION OF MINUTES:

1. 04-20-26 Reconvened Meeting Minutes (ACTION)

2. 05-12-26 Regular Meeting Minutes (ACTION)

A **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown, to approve the April 20, 2026 Reconvened Meeting Minutes and the May 12, 2026 Regular Meeting Minutes as presented. The motion was unanimously carried.

3. 05-28-26 Special Called Meeting Minutes (Forthcoming)

D. PUBLIC COMMENT: None

E. PUBLIC HEARING:

1. Charter Amendment – Council/Manager Form of Government

Town Administrator Chris Roberson provided a brief overview of the proposed Charter Amendment to change the Town's form of government from Mayor-Council to Council-Manager. Mr. Roberson explained the required public hearing process and advised that the Board would take action on the proposed Charter Amendment at its regularly scheduled meeting on July 14, 2026, following the required statutory waiting period.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner, to open the public hearing. The motion was unanimously carried.

There being no public comments, Mayor McKinley Smith declared the public hearing closed.

F. NEW BUSINESS:

1. ONWASA Administrative Services Agreement (ACTION)

Town Administrator Chris Roberson presented the annual ONWASA Administrative Services Agreement for Board consideration. Mr. Roberson explained that the agreement is renewed annually and recommended approval. Alderman Marilyn Bunce inquired whether the contract amount had changed. Mr. Roberson responded that it had not.

A **motion** was made by Alderman Kent Painter, seconded by Alderman Alice Betts, to approve the ONWASA Administrative Service Agreement as presented. The motion was unanimously carried.

2. GFL Solid Waste Contract Effective 7/1/26 (ACTION)

Town Administrator Chris Roberson presented the proposed GFL Solid Waste Agreement, noting that GFL was the low bidder through the Town's Request for Proposals process and that the proposed five-year agreement is substantially similar to the current contract.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner, to approve the GFL Solid Waste Agreement effective July 1, 2026. The motion was unanimously carried.

3. Short Form of Agreement for Planning/Development Services (ACTION)

Town Administrator Chris Roberson presented the proposed Planning/Development Services Agreement with Rivers & Associates, Inc. Mr. Roberson explained that the agreement would allow the Town to obtain engineering and planning/development review services as needed and discussed the proposed exemption from the Request for Qualifications (RFQ) process as permitted by State law for this project. Mr. Roberson noted that the matter had previously been tabled for additional consideration.

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

A **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to approve the Planning/Development Services Agreement as presented. The motion was unanimously carried.

4. Additional Lighting on Rand Street (ACTION)

Town Administrator Chris Roberson presented the request for additional lighting at the end of Rand Street.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner, to authorize the Public Works Director to research the feasibility of installing additional lighting at the end of Rand Street. The motion was unanimously carried.

5. FY 26-27 Budget Update (REVIEW)

Town Administrator Chris Roberson provided an update regarding the FY 2026-2027 Budget and reported that staff was continuing to work from the Alternate A budget scenario pending additional guidance from the State regarding property revaluation legislation. Mr. Roberson reminded the Board that the budget public hearing was scheduled for June 16, 2026, at 6:00 p.m. No action was taken.

G. DEPARTMENTAL MONTHLY REPORTS:

- **Police (Review):**

The Police Department monthly report was reviewed. No action was taken.

- **Finance – May 2026 Budget vs Actual Report (Review):**

The May 2026 Revenue and Expenditure Budget vs. Actual Reports were reviewed. No action was taken.

- **Code Enforcement (REVIEW):**

The May 2026 Code Enforcement Report, including notice of violation activities, was reviewed. No action was taken.

- **Public Works (REVIEW):**

The May 2026 Public Works Report was reviewed. No action was taken.

H. ADMINISTRATOR’S REPORT

- Updates/Additional Information (REVIEW)

I. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:

Alderman Tom Brown: None

Alderman Paul Conner: None

Alderman Kent Painter: None

Alderman Alice Betts: None

Alderman Marilyn Bunce: Reported that the Downtown Richlands Open House was well attended and provided an update on the proposed pocket park project next to the former Mandy's building. She noted plans to display enlarged historic photographs from the museum in the park and stated that work continues to address access to the rear alley. She also informed the Board that the Richlands Heights conditional rezoning request has been resubmitted to the Onslow County Planning Board and is expected to be considered by the Onslow County Board of Commissioners in August, with a public hearing to be scheduled.

Town Administrator Chris Roberson: Announced that the professional headshots are available for Board members to review and encouraged members to stop by the Town Hall during the week to select their preferred photographs for the Town website.

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

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner to enter into closed session at 6:27 p.m. The motion was unanimously carried.

Attorney Keith Fountain stated that no action was taken during closed session.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Alice Betts to return to open session at 7:02 p.m. The motion was unanimously carried.

K. RECESS UNTIL JUNE 16, 2026 AT 6:00 PM:

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kent Painter to recess the meeting until June 16, 2026, at 6:00 p.m. The motion was unanimously carried.

Respectfully Submitted,

Mayor Pro-Tem Tom Brown

Attest: Isaura Flores, Town Clerk

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NORTH CAROLINA

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P.O. Box 245
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28574

The Richlands Board of Aldermen met for a Special Called Meeting on Tuesday, June 16, 2026 at 6:00 p.m. at the Richlands Town Hall to reconvene the recessed June 9, 2026 meeting.

Present for the meeting were:

Mayor Pro Tem Tom Brown
Alderman Marilyn Bunce
Alderman Kent Painter

Alderman Alice Betts
Alderman Paul Conner

Absent: Mayor McKinley D. Smith

Also present were:

Chris Roberson, Town Administrator
Isaura Flores, Town Clerk

There were no citizens present.

A. RECONVENE JUNE 9, 2026 MEETING:

Mayor Pro Tem Tom Brown called the meeting to order at 6:02 p.m.

B. PUBLIC HEARING ON FY 26-27 BUDGET:

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Kent Painter, to open the public hearing. The motion was unanimously carried.

There being no public comments, Mayor Pro Tem Tom Brown declared the public hearing closed.

A **motion** was made by Alderman Kent Painter, seconded by Alderman Marilyn Bunce, to close the public hearing. The motion was unanimously carried.

C. NEW BUSINESS:

1. FY 26-27 Budget Discussion (REVIEW and/or ACTION):

Town Administrator Chris Roberson stated that the required budget public hearing notices had been properly posted. He provided an update regarding pending State legislation affecting property tax revenue and explained that, if enacted, the Town could experience an estimated

revenue reduction of approximately \$340,512. He reviewed proposed budget adjustments, including a potential five-cent property tax increase, expenditure reductions, and a proposed appropriation of approximately \$23,000 from fund balance to balance the budget.

The Board discussed postponing the Streets Project until completion of the FY 2025-2026 audit to determine the Town's available fund balance. Alderman Kent Painter inquired about planned road improvements, and Mr. Roberson explained that only small-scale work would be considered until the audit is complete.

Alderman Paul Conner identified a question regarding budget line item 10-5210-423, which was discussed by the Board.

The Board also discussed debt service associated with the Streets Project and the condition of streets following recent ONWASA utility work, including concerns regarding the pavement patches.

Following discussion, the Board agreed to recess the meeting until June 24, 2026, for further consideration and possible adoption of the FY 2026-2027 Budget.

D. CLOSED SESSION FOR PERSONNEL PER REQUEST – N.C.G.S. 143-318.11(a)(6):

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner, to enter closed session. The motion was unanimously carried.

No action was taken during closed session.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Alice Betts, to return to open session. The motion was unanimously carried.

E. ADJOURN OR RECESS UNTIL:

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner, to recess the meeting until June 24, 2026 at 6:00 p.m. The motion was unanimously carried.

Respectfully Submitted,

Mayor Pro-Tem Tom Brown

ATTEST:
Isaura Flores, Town Clerk

DRAFT

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NORTH CAROLINA

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The Richlands Board of Aldermen met for a Special Called Meeting on Wednesday, June 24, 2026, at 6:00 p.m. at Richlands Town Hall to reconvene the recessed June 9, 2026, and June 16, 2026, meetings.

Present for the meeting were:

Mayor McKinley D. Smith
Alderman Alice Betts
Alderman Paul Conner

Mayor Pro Tem Tom Brown
Alderman Marilyn Bunce
Alderman Kent Painter

Absent:

Also present were:

Chris Roberson, Town Administrator
Isaura Flores, Town Clerk

There were no citizens present.

A. RECONVENE JUNE 16, 2026 MEETING:

Mayor McKinley Smith called the meeting to order at 6:02 p.m.

B. OLD BUSINESS:

1. FY 26-27- Budget Discussion/Approval (REVIEW and/or ACTION)

Town Administrator Chris Roberson reviewed the proposed FY 2026-2027 Budget with the Board, discussing departmental and line-item revisions reflected in the updated budget. He noted that the Streets Project had been removed from the budget due to the anticipated loss of revenue.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Marilyn Bunce to approve the Budget as presented. The motion was unanimously carried.

Town Administrator Chris Roberson presented the proposed Fee Schedule and noted that fees may be amended throughout the year as needed. Alderman Marilyn Bunce commented that increasing the trash cart fee, along with a smaller property tax increase, would distribute the cost more evenly among residents rather than placing the full burden on property owners.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner to approve the Fee Schedule as presented. The motion was unanimously carried.

Alderman Alice Betts arrived at 6:26 p.m.

2. End of Year Budget Amendments

Town Administrator Chris Roberson presented the proposed year-end budget amendments. Town Clerk/Finance Director Isaura Flores explained that Budget Amendments #16 through #20 consisted of line-item and departmental transfers using existing budgeted funds and did not require the appropriation of additional fund balance.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kent Painter, to approve the budget amendments #16 to #20. The motion was unanimously carried.

C. ADJOURN:

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kent Painter, to adjourn the meeting at 6:56 p.m. The motion was unanimously carried.

Respectfully Submitted,

Mayor Pro-Tem Tom Brown

ATTEST:
Isaura Flores, Town Clerk

**TOWN OF RICHLANDS
BOARD OF ALDERMEN**



| |
|----------------|
| Agenda Item |
| E1 |

Meeting Date:
14-Jul-26

Presenter:
Town Administrator

ITEM TO BE CONSIDERED

Title:
Ordinance to Change the Form of Government from Mayor-Council to Council-Manager

Brief Summary:
There are several steps to be taken to change the form of government for the Town from Mayor-Council to Council-Manager. The first step is to adopt a resolution of intent to change the charter accordingly. This requires a public hearing to be published and conducted. This has been completed. Once the hearing is held an ordinance is approved to change the form of government and a second public hearing is conducted. From the date of the second public hearing being published the Town must wait 30 days before the change to become final. This is the final action step before the amendment becomes final. Ref. NCGS 160A -101 through 111 and NCGS Article 7 Part 2.

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

Approve the Ordinance as presented

BACKGROUND

| | |
|---|---|
| <p>Originating Department Administration _____</p> <p>Staff Contact: Town Administrator _____</p> | <p>Attachments:</p> <p>1 Draft Ordinance _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p> |
|---|---|

REVIEWED BY

| | |
|---|--|
| <p>Town Administrator _____ X _____</p> <p>Clerk to the Board _____</p> | <p>Attorney _____</p> <p>Finance Officer _____</p> |
|---|--|

ACTION TAKEN

Motion by: _____ Carried: _____

Second by: _____ Ayes: _____ Nays: _____



**AN ORDINANCE AMENDING THE CHARTER OF THE TOWN OF RICHLANDS
TO ADOPT THE COUNCIL-MANAGER FORM OF GOVERNMENT**

BE IT ORDAINED by the Board of Aldermen for the Town of Richlands:

Section 1. Pursuant to G.S.160A-101 and 160A-102, the Charter of the Town of Richlands as set forth in Chapter 160A of the General Statutes of North Carolina, as amended, is hereby further amended to provide that the Town of Richlands shall operate under the council-manager form of government in accordance with Part 2 of Article 7 of G.S. Chapter 160A and any charter provisions not in conflict therewith.

Section 2. The Town Clerk shall cause a notice to be duly published, stating that an ordinance amending the Charter to adopt the council-manager form of government has been adopted. Subject to any referendum petitioned for and conducted pursuant to G.S. 160A-103, this ordinance shall be in full force and effect from and after August 17, 2026.

Adopted the 14th day of July, 2026

Mckinley Smith, Mayor

ATTEST:

Patricia Allen, Town Clerk

Approved as to Form:

Attorney

**TOWN OF RICHLANDS
BOARD OF ALDERMEN**



| |
|----------------|
| Agenda Item |
| E2 |

Meeting Date:
14-Jul-26

Presenter:
Town Administrator

ITEM TO BE CONSIDERED

Title:
Richlands Subdivision - Ellis Developments - Sheetz

Brief Summary:
The developer has submitted the draft final plat for the 3 commercial outparcels where the Sheetz is being built. The Planning Board has reviewed the plat and recommends it for full approval by the Board of Aldermen. Full size copies will be available at the meeting.

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

Approve the Final Plat as presented

BACKGROUND

Originating Department
Administration

Staff Contact:
Town Administrator

Attachments:
1 Draft Final Plat
2 _____
3 _____
4 _____
5 _____

REVIEWED BY

Town Administrator _____ X
Clerk to the Board _____

Attorney _____
Finance Officer _____

ACTION TAKEN

Motion by: _____
Second by: _____

Carried: _____
Ayes: _____ Nays: _____

**TOWN OF RICHLANDS
BOARD OF ALDERMEN**



| |
|----------------|
| Agenda Item |
| E3 |

Meeting Date:
14-Jul-26

Presenter:
Town Administrator

ITEM TO BE CONSIDERED

Title:
Appointment of New Town Clerk

Brief Summary:

Patricia Allen was reclassified to add Town Clerk duties to her position beginning July 1 for FY 26-27 and as per the approved Position Schedule. As per the Town Code of Ordinances, the Board shall officially appoint her as Town Clerk.

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

Appoint Patricia Allen as Town Clerk for the Town and have the current Town Clerk administer the Oath of Office.

BACKGROUND

Originating Department
Administration

Attachments:
1 Oath of Office
2 _____
3 _____
4 _____
5 _____

Staff Contact:
Town Administrator

REVIEWED BY

Town Administrator X
Clerk to the Board

Attorney
Finance Officer

ACTION TAKEN

Motion by:

Carried:

Second by:

Ayes:

Nays:

TOWN OF RICHLANDS
NORTH CAROLINA

Office of the
Town Clerk
(910) 324-3301
(910) 324-2324 fax



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

Oath of Office

I, **Patricia Allen** do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as **Town Clerk**, so help me God.

Patricia Allen

Sworn to and subscribed before me this 14th day of July, 2026.

Isaura Flores, Town Clerk

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(06/01/2026 - 06/30/2026)

| | | | |
|-------------------------------|-----|------------------------------------|-----|
| <No Event Type Specified> | 3 | Adminstration Run | 27 |
| Alarm Activation | 8 | Animal Complaint | 1 |
| Arrest | 5 | Assist Citizen | 37 |
| Assist EMS | 8 | Assist Other Agency | 24 |
| Assist Other RPD Officer | 2 | Attended Court | 1 |
| Background Investigations | 5 | Business Check | 603 |
| Business Walk Through | 22 | Call for Service | 331 |
| Careless & Reckless | 3 | Child Safety Seat | 4 |
| Citation | 122 | Civil Problem | 5 |
| Crash | 11 | Domestic Dispute | 4 |
| DWLR | 12 | Fingerprinting | 4 |
| Follow up Investigation | 1 | Foot Patrol | 2 |
| Found Property/Safe Keeping | 1 | Fraud | 3 |
| Funeral Escort | 2 | Incident Report | 17 |
| Juvenile Problems | 2 | Larceny | 2 |
| Lighting Violation | 45 | Loud Muffler | 2 |
| No Insurance | 9 | NOL | 9 |
| Open Door/Windows | 1 | Ordinance Violation | 1 |
| Patrol Zone 1 | 38 | Patrol Zone 2 | 40 |
| Patrol Zone 3 | 36 | Patrol Zone 4 | 39 |
| Patrol Zone 5 | 36 | Patrol Zone 6 | 38 |
| Registration Violation | 46 | Resist, Obstruct/Delay Officer | 1 |
| Safe Movement Violation | 14 | Seatbelt | 2 |
| Selective Traffic Enforcement | 43 | Speeding | 43 |
| Stoplight/Sign | 38 | Suspicious Vehicle/Person/Incident | 14 |
| Towed Vehicle | 1 | Transport to Jail | 6 |
| Trespassing | 2 | Unlock Car | 4 |
| Vehicle Check After Shift | 28 | Vehicle Check Before Shift | 32 |
| Vehicle Searches | 3 | Vehicle Stop | 232 |
| Verbal Warnings | 123 | Walmart (Accident) | 1 |
| Warning Citation | 25 | Warrant | 7 |
| Window Tint Violation | 7 | | |

Total Number Of Events: 2,238

Date: 07/01/2026 -- Time: 10:32

Subpoenas Received: 10

Court Hours: 2

Follow up Investigations: 2

Arrest Hours: 3

Paperwork Hours: 6

Admin Meetings: 1

Richlands Police Department Monthly Schedule

July 2026

| Officer | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Nailer | | | D | D | D | | | D | D | | | D | D | | | D | D | | | D | D | | | D | D | | | D | D | | |
| Lessner | D | D | | | | D | D | | | D | D | | | D | D | | | | | D | D | | | D | D | | | | | | |
| Saldana | N | N | | | | N | N | | | N | N | | | N | N | | | | | N | N | | | N | N | | | N | N | | |
| Vega | | | N | N | N | | | N | N | | | N | N | | | N | N | | | N | N | | | N | N | | | | | | |
| Mace | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| |
|-------------------|
| Day 0500-1700 |
| Evening 1400-0200 |
| Night 1700-0500 |
| Vacation |
| Training |

07/07/26
13:04:59

TOWN OF RICHLANDS
Financial Summary Report
For the Accounting Period: 6 / 26

Page: 1 of 7
Report ID: LB180

10 General

| Account | | Expended | | Committed | Budget | Variance | Committed % |
|---------|----------------------------|-------------|--------------|------------|------------|------------|-------------|
| Object | Description | Current YTD | Encumber YTD | | | | |
| Revenue | | | | | | | |
| 4100 | *TAX REVENUES | | | | | | |
| 4111 | Ad valorem tax - CY | | | 811,319.02 | 777,000.00 | 34,319.02 | 104 % |
| 4112 | Ad valorem tax - PY | | | 19,999.52 | 6,000.00 | 13,999.52 | 333 % |
| 4113 | Interest & Penalties | | | 7,025.04 | 2,000.00 | 5,025.04 | 351 % |
| 4120 | Vehicle Property Tax | | | 106,009.77 | 89,000.00 | 17,009.77 | 119 % |
| | Total Group | | | 944,353.35 | 874,000.00 | 70,353.35 | 108 % |
| 4200 | *INTERGOVERNMENTAL | | | | | | |
| 4210 | ABC Revenue | | | 24,717.00 | 45,000.00 | -20,283.00 | 55 % |
| 4221 | Fire District tax | | | 64,064.92 | 62,000.00 | 2,064.92 | 103 % |
| 4231 | NCDOR - Beer & Wine Tax | | | 9,755.13 | 10,000.00 | -244.87 | 98 % |
| 4232 | NCDOR - Local option sales | | | 550,366.59 | 538,000.00 | 12,366.59 | 102 % |
| 4234 | NCDOR - Utility Franchise | | | 128,634.39 | 126,000.00 | 2,634.39 | 102 % |
| 4235 | NCDOR - Video Programming | | | 16,054.78 | 18,500.00 | -2,445.22 | 87 % |
| 4271 | Police Confiscations | | | 154.69 | | 154.69 | |
| 4280 | Powell Bill aid | | | 85,955.53 | 90,000.00 | -4,044.47 | 96 % |
| | Total Group | | | 879,703.03 | 889,500.00 | -9,796.97 | 99 % |
| 4300 | *INVESTMENT INCOME | | | | | | |
| 4311 | Interest Earnings | | | 38,144.48 | 25,000.00 | 13,144.48 | 153 % |
| 4312 | Interest Earnings - Powell | | | 83.24 | 100.00 | -16.76 | 83 % |
| | Total Group | | | 38,227.72 | 25,100.00 | 13,127.72 | 152 % |
| 4400 | *SALES OF SERVICE | | | | | | |
| 4431 | Rents | | | 25,615.00 | 19,000.00 | 6,615.00 | 135 % |
| 4432 | GTE Lease | | | 10,800.00 | 10,800.00 | | 100 % |
| 4433 | Rent - ONWASA | | | 35,000.00 | 35,000.00 | | 100 % |
| 4451 | Trash Collection | | | 216,268.27 | 205,000.00 | 11,268.27 | 105 % |
| | Total Group | | | 287,683.27 | 269,800.00 | 17,883.27 | 107 % |
| 4500 | *FEES & FINES | | | | | | |
| 4512 | Employee Agreement | | | 2,420.00 | 3,300.00 | -880.00 | 73 % |
| 4531 | Civil fines & court cost | | | 3,349.80 | 2,000.00 | 1,349.80 | 167 % |
| 4542 | Ordinance Violation | | | | 500.00 | -500.00 | 0 % |
| 4543 | Building Permits | | | 9,500.00 | 10,000.00 | -500.00 | 95 % |
| | Total Group | | | 15,269.80 | 15,800.00 | -530.20 | 97 % |

10 General

| Account | | Expended | | Committed | Budget | Variance | Committed % |
|---------------|-----------------------------|-------------|--------------|--------------|--------------|-------------|-------------|
| Object | Description | Current YTD | Encumber YTD | | | | |
| 4600 | *GRANTS & DONATIONS | | | | | | |
| 4610 | Grant Revenues | | | | | | |
| 4611 | State Grants - Crime | | | | | | |
| 4642 | Operation Santa Donations | | | | | | |
| | Total Group | | | 1,700.00 | 2,500.00 | -800.00 | 68 % |
| 4700 | *MISCELLANEOUS | | | | | | |
| 4710 | Debt Proceeds | | | | | | |
| 4751 | Capital Asset Sales | | | | | | |
| 4770 | Over/Short | | | | | | |
| 4790 | Miscellaneous Revenues | | | | | | |
| | Total Group | | | 423,179.33 | 108,216.00 | 314,963.33 | 391 % |
| 4900 | *TRANSFERS & APPROPRIATIONS | | | | | | |
| 4999 | Appropriation from fund | | | | | | |
| | Total Group | | | | 238,517.09 | -238,517.09 | 0 % |
| Total Revenue | | | | 2,590,116.50 | 2,423,433.09 | 166,683.41 | 107 % |
| Expenses | | | | | | | |
| 5100 | Governing Body | | | | | | |
| 416 | Elected Officials | | | | | | |
| 421 | FICA | | | | | | |
| 511 | Professional Services | | | | | | |
| 512 | Contractual services | | | | | | |
| 513 | Staff development & travel | | | | | | |
| 525 | Property & Liability | | | | | | |
| 534 | Dues & subscriptions | | | | | | |
| 579 | Miscellaneous Expense | | | | | | |
| | Total Account | 121,295.72 | | 121,295.72 | 122,359.00 | -1,063.28 | 99 % |
| 5210 | Administration | | | | | | |
| 411 | Full-time regular wages | | | | | | |
| 421 | FICA | | | | | | |
| 423 | LGERS Pension | | | | | | |
| 424 | 401K | | | | | | |
| 425 | Health & Life Insurance | | | | | | |
| 512 | Contractual services | | | | | | |
| 513 | Staff development & travel | | | | | | |
| 515 | Advertising | | | | | | |
| 522 | Maint & Rep - Buildings | | | | | | |
| 523 | Maint & Rep - Equipment | | | | | | |
| 524 | Maint & Rep - Vehicles | | | | | | |
| 525 | Property & Liability | | | | | | |

TOWN OF RICHLANDS
Financial Summary Report
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10 General

| Account | | Expended | | Committed | Budget | Variance | Committed % |
|---------|----------------------------|-------------|--------------|------------|------------|------------|-------------|
| Object | Description | Current YTD | Encumber YTD | | | | |
| 526 | Utilities & Communication | 11,666.94 | | 11,666.94 | 11,800.00 | -133.06 | 99 % |
| 534 | Dues & subscriptions | 1,204.60 | | 1,204.60 | 1,700.00 | -495.40 | 71 % |
| 535 | Postage & Printing | 501.31 | | 501.31 | 550.00 | -48.69 | 91 % |
| 537 | Collection Fee | 10,474.56 | | 10,474.56 | 10,500.00 | -25.44 | 100 % |
| 551 | Supplies | 3,093.43 | | 3,093.43 | 3,200.00 | -106.57 | 97 % |
| 579 | Miscellaneous Expense | 794.39 | | 794.39 | 800.00 | -5.61 | 99 % |
| 581 | Operation Santa Donations | 553.51 | | 553.51 | 2,500.00 | -1,946.49 | 22 % |
| | Total Account | 493,825.84 | 1,360.00 | 495,185.84 | 502,170.00 | -6,984.16 | 99 % |
| | | | | | | | |
| 5310 | Public Safety | | | | | | |
| 411 | Full-time regular wages | 290,938.92 | | 290,938.92 | 291,000.00 | -61.08 | 100 % |
| 412 | Part-time regular wages | 5,924.50 | | 5,924.50 | 6,000.00 | -75.50 | 99 % |
| 414 | Separation Allowance | 3,447.08 | | 3,447.08 | 3,450.00 | -2.92 | 100 % |
| 421 | FICA | 21,999.69 | | 21,999.69 | 22,500.00 | -500.31 | 98 % |
| 423 | LGERS Pension | 46,768.14 | | 46,768.14 | 47,000.00 | -231.86 | 100 % |
| 424 | 401K | 14,229.03 | | 14,229.03 | 14,300.00 | -70.97 | 100 % |
| 425 | Health & Life Insurance | 36,328.11 | | 36,328.11 | 49,880.00 | -13,551.89 | 73 % |
| 511 | Professional Services | | | | 100.00 | -100.00 | 0 % |
| 512 | Contractual services | 46,601.34 | | 46,601.34 | 47,500.00 | -898.66 | 98 % |
| 513 | Staff development & travel | 1,122.41 | | 1,122.41 | 1,500.00 | -377.59 | 75 % |
| 514 | Uniforms | 1,003.80 | | 1,003.80 | 4,500.00 | -3,496.20 | 22 % |
| 523 | Maint & Rep - Equipment | 799.19 | | 799.19 | 2,400.22 | -1,601.03 | 33 % |
| 524 | Maint & Rep - Vehicles | 10,550.79 | | 10,550.79 | 13,651.75 | -3,100.96 | 77 % |
| 525 | Property & Liability | | | | 200.00 | -200.00 | 0 % |
| 526 | Utilities & Communication | 15,610.54 | | 15,610.54 | 17,000.00 | -1,389.46 | 92 % |
| 533 | Contributions | | | | 500.00 | -500.00 | 0 % |
| 534 | Dues & subscriptions | 200.00 | | 200.00 | 200.00 | | 100 % |
| 535 | Postage & Printing | 468.26 | | 468.26 | 500.00 | -31.74 | 94 % |
| 551 | Supplies | 17,129.20 | | 17,129.20 | 16,780.00 | 349.20 | 102 % |
| 561 | Capital Outlay | 55,441.77 | | 55,441.77 | 55,652.85 | -211.08 | 100 % |
| 564 | Debt Service Principle | 13,304.12 | | 13,304.12 | 13,304.12 | | 100 % |
| 565 | Debt Service - Interest | 1,921.28 | | 1,921.28 | 1,921.28 | | 100 % |
| 573 | Governing Board Projects | | | | 200.00 | -200.00 | 0 % |
| 579 | Miscellaneous Expense | 1,737.61 | | 1,737.61 | 2,000.00 | -262.39 | 87 % |
| 602 | Fed US Treasury - | | | | | | |
| | Total Account | 585,525.78 | | 585,525.78 | 612,040.22 | -26,514.44 | 96 % |
| | | | | | | | |
| 5400 | Fire | | | | | | |
| 512 | Contractual services | 114,064.92 | | 114,064.92 | 114,064.92 | | 100 % |
| | Total Account | 114,064.92 | | 114,064.92 | 114,064.92 | | 100 % |

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10 General

| Account | Object Description | Expended | | Committed | Budget | Variance | Committed % |
|----------------|--------------------------------|--------------|--------------|--------------|--------------|-------------|-------------|
| | | Current YTD | Encumber YTD | | | | |
| 5620 | Code Enforcement | | | | | | |
| | 512 Contractual services | | | | 1,000.00 | -1,000.00 | 0 % |
| | Total Account | | | | 1,000.00 | -1,000.00 | 0 % |
| 5720 | Buildings & Grounds | | | | | | |
| | 512 Contractual services | 29,056.55 | | 29,056.55 | 28,900.00 | 156.55 | 101 % |
| | 521 Maint & Rep - | 6,424.97 | | 6,424.97 | 6,800.00 | -375.03 | 94 % |
| | 522 Maint & Rep - Buildings | 32,479.93 | | 32,479.93 | 32,983.00 | -503.07 | 98 % |
| | 523 Maint & Rep - Equipment | 398.75 | | 398.75 | 1,500.00 | -1,101.25 | 27 % |
| | 526 Utilities & Communication | 7,975.15 | | 7,975.15 | 12,000.00 | -4,024.85 | 66 % |
| | 551 Supplies | 553.89 | | 553.89 | 600.00 | -46.11 | 92 % |
| | 561 Capital Outlay | 150,000.00 | | 150,000.00 | 150,000.00 | | 100 % |
| | 579 Miscellaneous Expense | 2,229.10 | | 2,229.10 | 2,300.00 | -70.90 | 97 % |
| | 732 Transfer to Rural | 39,900.00 | | 39,900.00 | 39,900.00 | | 100 % |
| | Total Account | 269,018.34 | | 269,018.34 | 274,983.00 | -5,964.66 | 98 % |
| 5740 | Streets | | | | | | |
| | 411 Full-time regular wages | 217,181.67 | | 217,181.67 | 217,200.00 | -18.33 | 100 % |
| | 421 FICA | 16,614.26 | | 16,614.26 | 16,700.00 | -85.74 | 99 % |
| | 423 LGERS Pension | 31,165.35 | | 31,165.35 | 31,200.00 | -34.65 | 100 % |
| | 424 401K | 10,515.53 | | 10,515.53 | 10,520.00 | -4.47 | 100 % |
| | 425 Health & Life Insurance | 31,147.92 | | 31,147.92 | 31,200.00 | -52.08 | 100 % |
| | 511 Professional Services | | | | 500.00 | -500.00 | 0 % |
| | 512 Contractual services | 33,767.48 | | 33,767.48 | 34,500.00 | -732.52 | 98 % |
| | 513 Staff development & travel | 210.00 | | 210.00 | 500.00 | -290.00 | 42 % |
| | 514 Uniforms | 2,339.08 | | 2,339.08 | 2,500.00 | -160.92 | 94 % |
| | 515 Advertising | | | | 500.00 | -500.00 | 0 % |
| | 522 Maint & Rep - Buildings | | | | 100.00 | -100.00 | 0 % |
| | 523 Maint & Rep - Equipment | 4,489.50 | | 4,489.50 | 4,900.00 | -410.50 | 92 % |
| | 524 Maint & Rep - Vehicles | 14,230.49 | | 14,230.49 | 14,409.95 | -179.46 | 99 % |
| | 525 Property & Liability | | | | 100.00 | -100.00 | 0 % |
| | 526 Utilities & Communication | 42,042.75 | | 42,042.75 | 45,500.00 | -3,457.25 | 92 % |
| | 535 Postage & Printing | 468.25 | | 468.25 | 500.00 | -31.75 | 94 % |
| | 551 Supplies | 12,540.98 | | 12,540.98 | 11,600.00 | 940.98 | 108 % |
| | 561 Capital Outlay | 46,805.98 | | 46,805.98 | 48,667.37 | -1,861.39 | 96 % |
| | 564 Debt Service Principle | 14,871.06 | | 14,871.06 | 14,871.06 | | 100 % |
| | 565 Debt Service - Interest | 2,147.57 | | 2,147.57 | 2,147.57 | | 100 % |
| | 572 Powell Bill Expenses | 11,750.23 | | 11,750.23 | 117,200.00 | -105,449.77 | 10 % |
| | 576 Landfill Tipping Fees | 61,234.16 | | 61,234.16 | 60,500.00 | 734.16 | 101 % |
| | 579 Miscellaneous Expense | 2,022.40 | | 2,022.40 | 5,000.00 | -2,977.60 | 40 % |
| | Total Account | 555,544.66 | | 555,544.66 | 670,815.95 | -115,271.29 | 83 % |
| 5750 | Solid Waste | | | | | | |
| | 512 Contractual services | 106,767.80 | | 106,767.80 | 126,000.00 | -19,232.20 | 85 % |
| | Total Account | 106,767.80 | | 106,767.80 | 126,000.00 | -19,232.20 | 85 % |
| Total Expenses | | 2,246,043.06 | 1,360.00 | 2,247,403.06 | 2,423,433.09 | -176,030.03 | 93 % |

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10 General

| Account | | Expended | | Committed | Budget | Variance | Committed % |
|------------|-------------|-------------|--------------|------------|--------|----------|-------------|
| Object | Description | Current YTD | Encumber YTD | | | | |
| Net Income | | | | 342,713.44 | | | |

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31 OSBM STATE GRANT

| Account | | Expended | | Committed | Budget | Variance | Committed % |
|----------------|------------------------|-------------|--------------|-----------|--------|----------|-------------|
| Object | Description | Current YTD | Encumber YTD | | | | |
| Revenue | | | | | | | |
| 4600 | *GRANTS & DONATIONS | | | | | | |
| 4610 | Grant Revenues | | | | | | |
| | Total Group | | | | | | |
| Total Revenue | | | | | | | |
| Expenses | | | | | | | |
| 5210 | Administration | | | | | | |
| 561 | Capital Outlay | | | | | | |
| 579 | Miscellaneous Expense | | | | | | |
| | Total Account | | | | | | |
| 5610 | Planning & Development | | | | | | |
| 561 | Capital Outlay | | | | | | |
| | Total Account | | | | | | |
| 5760 | Stormwater | | | | | | |
| 561 | Capital Outlay | | | | | | |
| | Total Account | | | | | | |
| Total Expenses | | | | | | | |
| Net Income | | | | 0.00 | | | |

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32 Rural Transformation Grant

| Account | | Expended | | Committed | Budget | Variance | Committed % |
|----------------|-----------------------------|-------------|--------------|------------|------------|-------------|-------------|
| Object | Description | Current YTD | Encumber YTD | | | | |
| Revenue | | | | | | | |
| 4600 | *GRANTS & DONATIONS | | | | | | |
| 4612 | Rural Transformation Grant | | | 239,015.79 | 330,000.00 | -90,984.21 | 72 % |
| | Total Group | | | 239,015.79 | 330,000.00 | -90,984.21 | 72 % |
| 4900 | *TRANSFERS & APPROPRIATIONS | | | | | | |
| 4910 | Transfer from General Fund | | | 39,900.00 | 39,900.00 | | 100 % |
| | Total Group | | | 39,900.00 | 39,900.00 | | 100 % |
| Total Revenue | | | | 278,915.79 | 369,900.00 | -90,984.21 | 75 % |
| Expenses | | | | | | | |
| 5720 | Buildings & Grounds | | | | | | |
| 562 | Engineering and Design | 6,500.00 | | 6,500.00 | 6,900.00 | -400.00 | 94 % |
| 563 | Construction | 239,015.79 | | 239,015.79 | 330,000.00 | -90,984.21 | 72 % |
| 577 | Contingencies | | | | 33,000.00 | -33,000.00 | 0 % |
| | Total Account | 245,515.79 | | 245,515.79 | 369,900.00 | -124,384.21 | 66 % |
| Total Expenses | | 245,515.79 | | 245,515.79 | 369,900.00 | -124,384.21 | 66 % |
| Net Income | | | | 33,400.00 | | | |



Town Administrator's Report for July 14, 2026 Board Meeting

Grants

- We have received \$200,000 from the N.C. General Assembly to help us with necessary stormwater improvements prior to our street upgrade project getting underway. I am waiting on more definitive information on this local appropriation.
- Work continues for the Venters Park Project. The schedule remains unchanged as it is anticipated that this project should be complete in August maybe September weather permitting. Remember the park is closed for the duration of the construction project.

Planning/Zoning/Development/Economic Development

- Twelve (12) zoning permits were processed and issued (10 residential and 2 commercial). The residential permits are in Squires Run Village Section 2.
- The design plans for Carolina Pride Strip Development on Richlands Highway has been approved by our Engineer and staff.
- The Ellis Development commercial outparcels, which includes the proposed Sheetz, a strip development with a drive-thru end cap and a potential restaurant is well underway and we are working with them on the mixed-use development proposal behind the commercial outparcels which potentially crosses over Gumbranch Road.

Personnel

- It is my understanding that we have one police officer close to being hired and another whose paperwork is being sent to the State for approval. Fully staffed will significantly minimize our dependence on County deputies for public safety.
- The Town Clerk responsibilities were moved from Finance to Administrative Support effective 7/1/26 as approved in the FY 26-27 Budget.
- I am working with Donnie Stiles to assist him and teach him the ins and outs of planning, development and zoning. He seems to be picking it up very well.

Finance

- A majority of June was spent getting a FY 26-27 budget adopted due to the uncertainties regarding legislative bills potentially limiting our revenues. Needless to say, this was a difficult budget year. County and municipal leaders including myself are already meeting to develop potential solutions to any tax code changes that would affect next year's budget. Year-end close-out and preparation for the FY 25-26 Audit has also been at the forefront of financial activities.

Utilities/Public Works

- Worked with ONWASA to get utility improvements to the new structures in Venter's park. I do not know the schedule on this work at this time.

Building/Grounds/Assets

- Worked with IPM to determine IT needs/Upgrades in Administration which was approved in the FY 26-27 Budget. We currently have estimates for the improvements and they are within budget.
- We ran into a bit of a situation with the two vehicles that were budgeted in FY 26-27 so we are having to work through that. It seems that order windows from the manufacturers were cut off so now we are sorting through the timing on that as to when vehicles can be ordered. There is also a matter of manufacturer cost increases that were not budgeted.
- We have also worked with IPM to install a new upgraded phone system and associated recurring maintenance. We have received an estimate of the costs and are currently working to determine how we can absorb these costs into the other IT costs. Remember, our current phones are 10 years old and were recently down for 2 days.

General/Upcoming Events

- Revive Downtown Richlands is becoming more and more active bringing several new members to Board, appointed new officers and is currently working on several projects including a Pocket Park downtown and the Halloween Hustle 5K run in October in conjunction with Farmer's Day.

Information Technology/Website

- The website upgrade is very near completion. We were not able to complete it by the end of the fiscal year as previously mentioned but anticipate substantial completion by the end of July. We have also developed a Beta version of a Facebook Page to provide important information to the Public. It needs a little more work and then we will officially announce it for the public to benefit from it.

Meetings Attended Since Last Report

- Other than the Revive Downtown Richlands meeting, all the other meetings were Town Board related and Planning Board related.

Miscellaneous

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