Agenda

Board of Commissioners Work Session

7:00 PM November 23, 2026
Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

1. **Opening of the work session**

2. **Agenda changes and approval**

3. **Items for decision - consent agenda**

A. Miscellaneous budget amendments and transfers
B. Classification and Pay Amendment
C. Special Event Permit – Hillsborough Running Club Thanksgiving Turkey Trot 5K

4. **In-depth discussion and topics**

A. Resolution to establish an annexation policy
B. FY28-30 Strategic Plan Development Update
C. FY28-30 Budget Mini-Retreats Planning

5. **Committee updates and reports**

6. **Closed session**

A. Closed session as authorized by North Carolina General Statute Section 143-318.11 (a)(6) regarding personnel matters (town manager's annual evaluation)

7. **Adjournment**

Interpreter services or special sound equipment for compliance with the American with Disabilities Act is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-296-9443 a minimum of two business days in advance of the meeting.

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 23, 2026
Department:	Administration
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:
Budget Changes Report

Summary:
To adjust budget revenues and expenditures, where needed, due to changes that have occurred since budget adoption.

Financial impacts:
Engineering Division truck replacement originally scheduled for Fiscal Year 2028 but being replaced urgently due to lack of parts availability.

Wheel loader funded by $70,000 reimbursement for backhoe from Tropical Storm Chantal and $60,000 from unused allocation for NC86 North project upon closeout.

Others as indicated by each amendment.

Staff recommendation and comments:
To approve the attached list of budget amendments and transfers.

Action requested:
Consider approving budget amendments and transfers.

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027						
Fund: 10 - GENERAL						
Expense						
Department: 5400 - ENGINEERING SERVICES						
10-30-5400-5300583	MISC - TAX, TAGS, ETC			0.00	2,010.00	2,010.00
BA0000540	Replace Truck #244 - Engineering F-150	GLPKT05743	11/23/2026		2,010.00	
10-30-5400-5700740	CAPITAL - VEHICLES			0.00	50,000.00	50,000.00
BA0000540	Replace Truck #244 - Engineering F-150	GLPKT05743	11/23/2026		50,000.00	
	Department 5400 Total:			**0.00**	**52,010.00**	**52,010.00**
Department: 5550 - FLEET MAINTENANCE						
10-30-5550-5300330	SUPPLIES - DEPARTMENTAL			31,500.00	13,130.00	44,630.00
BA0000537	Fill New NC86 Oil Tank & Add DEF Tank	GLPKT05676	11/23/2026		13,130.00	
	Department 5550 Total:			**31,500.00**	**13,130.00**	**44,630.00**
Department: 5600 - STREETS						
10-30-5600-5300583	MISC - TAX, TAGS, ETC			0.00	2,010.00	2,010.00
BA0000541	Wheel Loader	GLPKT05744	11/23/2026		2,010.00	
10-30-5600-5700741	CAPITAL - EQUIPMENT			0.00	130,000.00	130,000.00
BA0000541	Wheel Loader	GLPKT05744	11/23/2026		130,000.00	
	Department 5600 Total:			**0.00**	**132,010.00**	**132,010.00**
Department: 5800 - SOLID WASTE						
10-30-5800-5300570	MISCELLANEOUS			1,000.00	9,700.00	10,700.00
BA0000535	Solid Waste Route Optimization Study	GLPKT05665	11/23/2026		9,700.00	
	Department 5800 Total:			**1,000.00**	**9,700.00**	**10,700.00**
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-206,850.00	243,150.00
BA0000535	Solid Waste Route Optimization Study	GLPKT05665	11/23/2026		-9,700.00	
BA0000537	Fill New NC86 Oil Tank & Add DEF Tank	GLPKT05676	11/23/2026		-13,130.00	
BA0000540	Replace Truck #244 - Engineering F-150	GLPKT05743	11/23/2026		-52,010.00	
BA0000541	Wheel Loader	GLPKT05744	11/23/2026		-132,010.00	
	Department 9990 Total:			**450,000.00**	**-206,850.00**	**243,150.00**
	Expense Total:			**482,500.00**	**0.00**	**482,500.00**
	Fund 10 Total:			**482,500.00**	**0.00**	**482,500.00**
Fund: 30 - WATER/SEWER						
Expense						
Department: 8120 - WATER TREATMENT PLANT						
30-80-8120-5300310	GASOLINE			4,500.00	892.00	5,392.00
BA0000538	Cover generator diesel at WTP	GLPKT05702	11/23/2026		892.00	
30-80-8120-5300570	MISCELLANEOUS			1,200.00	-892.00	308.00
BA0000538	Cover generator diesel at WTP	GLPKT05702	11/23/2026		-892.00	
	Department 8120 Total:			**5,700.00**	**0.00**	**5,700.00**
Department: 8140 - WATER DISTRIBUTION						
30-80-8140-5300326	SUPPLIES - PATCH			4,000.00	3,000.00	7,000.00
BA0000539	Driveway repair from water leak - Occoneec...	GLPKT05731	11/23/2026		3,000.00	
30-80-8140-5300330	SUPPLIES - DEPARTMENTAL			120,000.00	-3,000.00	117,000.00

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
BA0000539	Driveway repair from water leak - Occoneec...	GLPKT05731	11/23/2026		-3,000.00	
			Department 8140 Total:	**124,000.00**	**0.00**	**124,000.00**
			Expense Total:	**129,700.00**	**0.00**	**129,700.00**
			Fund 30 Total:	**129,700.00**	**0.00**	**129,700.00**
Fund: 69 - UTILITIES CAPITAL IMPROVEMENTS						
Expense						
Department: 8100 - PROJECTS (W&S\SW) MULTI-YEAR						
69-00-8100-5700716	LAND ACQUISITION PROJECTS			550,000.00	2,500.00	552,500.00
BA0000536	Cates Creek Land Acquisition	GLPKT05669	11/23/2026		2,500.00	
69-00-8100-5700720	CONSTRUCTION			20,200,263.70	-2,500.00	20,197,763.70
BA0000536	Cates Creek Land Acquisition	GLPKT05669	11/23/2026		-2,500.00	
			Department 8100 Total:	**20,750,263.70**	**0.00**	**20,750,263.70**
			Expense Total:	**20,750,263.70**	**0.00**	**20,750,263.70**
			Fund 69 Total:	**20,750,263.70**	**0.00**	**20,750,263.70**
			Budget Code 2026-2027 Total:	**21,362,463.70**	**0.00**	**21,362,463.70**

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027				
	10	482,500.00	0.00	482,500.00
	30	129,700.00	0.00	129,700.00
	69	20,750,263.70	0.00	20,750,263.70
	Budget Code 2026-2027 Total:	**21,362,463.70**	**0.00**	**21,362,463.70**

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 23, 2026
Department:	Administrative Services
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Human Resources Manager Haley Thore

ITEM TO BE CONSIDERED

Subject: Classification and Pay Amendment

Attachments:

Pay schedule

Summary:

The Stormwater Division transition plan includes adding a time-limited part-time senior environmental advisor position for the Stormwater Division. The attached pay schedule reflects the addition of this position. The pay schedule also includes a title update for utilities inspector to construction inspector to better align with the current reporting structure. The inspector reports to the construction project coordinator within the Engineering Services Division.

Financial impacts:

None.

Staff recommendation and comments:

Approve attached pay schedule.

Action requested:

Approve attached pay schedule.

Regular (Non-Law Enforcement) Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
1	$38,707.25	$50,319.43	$61,931.60			
2	$40,545.85	$52,709.60	$64,873.35			
3	$42,471.77	$55,213.30	$67,954.84			
4	$44,489.18	$57,835.94	$71,182.69	N	401	ADMINISTRATIVE SUPPORT SPECIALIST
4	$44,489.18	$57,835.94	$71,182.69	N	402	CUSTOMER SERVICE REPRESENTATIVE
4	$44,489.18	$57,835.94	$71,182.69	N	404	UTILITY MAINTENANCE TECHNICIAN I
4	$44,489.18	$57,835.94	$71,182.69	N	405	EQUIPMENT OPERATOR I
5	$46,602.42	$60,583.14	$74,563.87	N	501	METER SERVICES TECHNICIAN
5	$46,602.42	$60,583.14	$74,563.87	N	502	SENIOR CUSTOMER SERVICE REPRESENTATIVE
5	$46,602.42	$60,583.14	$74,563.87	N	504	UTILITY MAINTENANCE TECHNICIAN II
6	$48,816.03	$63,460.84	$78,105.65	N	602	EQUIPMENT OPERATOR II
6	$48,816.03	$63,460.84	$78,105.65	N	603	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
6	$48,816.03	$63,460.84	$78,105.65	N	604	UTILITY MAINTENANCE TECHNICIAN III
6	$48,816.03	$63,460.84	$78,105.65	N	605	WATER PLANT OPERATOR I
6	$48,816.03	$63,460.84	$78,105.65	N	606	PLANT MAINTENANCE MECHANIC I
6	$48,816.03	$63,460.84	$78,105.65	N	607	ACCOUNTS PAYABLE TECHNICIAN
7	$51,134.79	$66,475.23	$81,815.67	N	701	EQUIPMENT OPERATOR III
7	$51,134.79	$66,475.23	$81,815.67	N	704	UTILITY SYSTEMS MECHANIC I
7	$51,134.79	$66,475.23	$81,815.67	N	705	WASTEWATER PLANT OPERATOR I
7	$51,134.79	$66,475.23	$81,815.67	N	706	BILLING & CUSTOMER SERVICE SPECIALIST
7	$51,134.79	$66,475.23	$81,815.67	N	707	STORMWATER TECHNICIAN
7	$51,134.79	$66,475.23	$81,815.67	N	708	PLANNING TECHNICIAN
7	$51,134.79	$66,475.23	$81,815.67	N	709	PLANT MAINTENANCE MECHANIC II
8	$53,563.70	$69,632.81	$85,701.92	N	802	ACCOUNTING SPECIALIST
8	$53,563.70	$69,632.81	$85,701.92	N	803	FLEET MECHANIC
8	$53,563.70	$69,632.81	$85,701.92	N	804	PLANT MAINTENANCE MECHANIC III
8	$53,563.70	$69,632.81	$85,701.92	N	805	UTILITY SYSTEMS MECHANIC II
8	$53,563.70	$69,632.81	$85,701.92	N	806	WASTEWATER PLANT OPERATOR II
8	$53,563.70	$69,632.81	$85,701.92	N	807	WATER PLANT OPERATOR II
9	$56,107.97	$72,940.37	$89,772.76	N	901	DIVERSION SOCIAL WORKER
9	$56,107.97	$72,940.37	$89,772.76	N	902	UTILITY SYSTEMS MECHANIC III
9	$56,107.97	$72,940.37	$89,772.76	N	903	PUBLIC WORKS CREW LEADER
9	$56,107.97	$72,940.37	$89,772.76	N	904	UTILITY MAINTENANCE CREW LEADER
10	$58,773.10	$76,405.03	$94,036.96	E	1001	BILLING & CUSTOMER SERVICE SUPERVISOR
10	$58,773.10	$76,405.03	$94,036.96	N	1002	COMMUNICATIONS SPECIALIST
10	$58,773.10	$76,405.03	$94,036.96	N	1003	FACILITIES COORDINATOR
10	$58,773.10	$76,405.03	$94,036.96	N	1004	METER SERVICES SUPERVISOR
10	$58,773.10	$76,405.03	$94,036.96	N	1007	WATER PLANT OPERATOR III
10	$58,773.10	$76,405.03	$94,036.96	N	1008	WASTEWATER PLANT OPERATOR III
10	$58,773.10	$76,405.03	$94,036.96	N	1009	UTILITES INFRASTRUCUTURE PROTECTION COORDINATOR (BACKFLOW/FOG SPECIALIST)
10	$58,773.10	$76,405.03	$94,036.96	N	1010	UTILITY MECHANIC CREW LEADER
10	$58,773.10	$76,405.03	$94,036.96	N	1011	EVIDENCE AND PROPERTY TECHNICIAN
11	$61,564.82	$80,034.27	$98,503.72	N	1101	PLANNER
11	$61,564.82	$80,034.27	$98,503.72	E	1102	PUBLIC WORKS SUPERVISOR
11	$61,564.82	$80,034.27	$98,503.72	N	1103	TRANSPORTATION PROJECT COORDINATOR
12	$64,489.15	$83,835.90	$103,182.65	E	1201	HUMAN RESOURCES ANALYST
12	$64,489.15	$83,835.90	$103,182.65	N	1202	PLANNER II
12	$64,489.15	$83,835.90	$103,182.65	N	1203	SENIOR COMMUNICATIONS SPECIALIST
12	$64,489.15	$83,835.90	$103,182.65	N	1204	STORMWATER PROGRAM COORDINATOR
12	$64,489.15	$83,835.90	$103,182.65	N	1206	~~UTILITIES~~ CONSTRUCTION INSPECTOR
13	$67,552.39	$87,818.10	$108,083.82	N	1302	OPERATOR IN RESPONSIBLE CHARGE

13	$67,552.39	$87,818.10	$108,083.82	E	1303	UTILITY MAINTENANCE SUPERVISOR
14	$70,761.13	$91,989.46	$113,217.80	E	1401	FINANCIAL ANALYST
14	$70,761.13	$91,989.46	$113,217.80	E	1402	SENIOR PLANNER
14	$70,761.13	$91,989.46	$113,217.80	E	1403	TOWN CLERK/HUMAN RESOURCES TECHNICIAN
14	$70,761.13	$91,989.46	$113,217.80	E	1404	UTILITY MECHANIC SUPERVISOR
14	$70,761.13	$91,989.46	$113,217.80	E	1405	WASTEWATER LABORATORY SUPERVISOR/CHIEF PLANT OPERATOR
15	$74,122.28	$96,358.96	$118,595.65	E	1501	BUDGET & MANAGEMENT ANALYST
15	$74,122.28	$96,358.96	$118,595.65	E	1502	CONSTRUCTION PROJECT COORDINATOR
15	$74,122.28	$96,358.96	$118,595.65	E	1503	FLEET MAINTENANCE SUPERVISOR
15	$74,122.28	$96,358.96	$118,595.65	E	1504	POLICE MANAGEMENT AND ACCREDITATION COORDINATOR
16	$77,643.09	$100,936.02	$124,228.94	E	1601	SAFETY & RISK MANAGER
16	$77,643.09	$100,936.02	$124,228.94	E	1602	WATER PLANT SUPERINTENDENT
16	$77,643.09	$100,936.02	$124,228.94	E	1603	PUBLIC WORKS SUPERINTENDENT
17	$81,331.14	$105,730.48	$130,129.82			
18	$85,194.36	$106,454.57	$136,310.98	E	1802	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
18	$85,194.36	$106,454.57	$136,310.98	E	1803	SENIOR ENVIRONMENTAL ADVISOR
19	$89,241.10	$116,013.43	$142,785.75	E	1901	UTILITY SYSTEM SUPERINTENDENT
20	$93,480.05	$121,524.06	$149,568.08			
21	$97,920.35	$127,296.46	$156,672.56			
22	$102,571.57	$133,343.04	$164,114.51	E	2201	BUDGET DIRECTOR
22	$102,571.57	$133,343.04	$164,114.51	E	2202	COMMUNICATIONS MANAGER
22	$102,571.57	$133,343.04	$164,114.51	E	2203	DEPUTY UTILTIES DIRECTOR - WATER TREATMENT
22	$102,571.57	$133,343.04	$164,114.51	E	2204	ENGINEERING SERVICES MANAGER
22	$102,571.57	$133,343.04	$164,114.51	E	2205	INFORMATION TECHNOLOGY MANAGER
23	$107,443.72	$139,676.83	$171,909.95	E	2301	HUMAN RESOURCES MANAGER
23	$107,443.72	$139,676.83	$171,909.95	E	2302	PLANNING & ECONOMIC DEVELOPMENT MANAGER
24	$112,547.29	$146,311.48	$180,075.67			
25	$117,893.29	$153,261.28	$188,629.26	E	2501	FINANCE DIRECTOR
25	$117,893.29	$153,261.28	$188,629.26	E	2502	COMMUNITY SERVICES AND SUSTAINABILITY DIRECTOR
26	$123,493.22	$160,541.19	$197,589.15	E	2601	ADMINISTRATIVE SERVICES DIRECTOR
26	$123,493.22	$160,541.19	$197,589.15	E	2602	UTILITIES DIRECTOR
27	$129,359.15	$168,166.89	$206,974.64	E	2701	ASSISTANT TOWN MANAGER
28	$132,198.74	$171,858.36	$211,517.98			
29	$135,503.71	$176,154.82	$216,805.93			
30	$148,682.29	$193,286.98	$237,891.67			

Sworn Law Enforcement Officer Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
101	$52,466.63	$68,206.62	$83,946.60	N		POLICE OFFICER TRAINEE
103	$59,850.04	$77,805.05	$95,760.06	N		POLICE OFFICER
202	$62,664.78	$81,464.22	$100,263.65	N		POLICE OFFICE FIRST CLASS
203	$65,649.52	$85,344.37	$105,039.23	N		POLICE CORPORAL
403	$74,910.56	$97,383.73	$119,856.90	N		POLICE SERGEANT
503	$82,253.74	$106,929.86	$131,605.98	E		POLICE LIEUTENANT
601	$90,200.01	$117,260.02	$144,320.02	E		POLICE CAPTAIN
702	$107,348.70	$137,490.95	$171,757.93	E		ASSISTANT CHIEF OF POLICE
703	$123,389.32	$160,406.11	$197,422.91	E		CHIEF OF POLICE

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 23, 2026
Department:	Planning and Economic Development
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Planning Technician Dakotah Kimbrough

ITEM TO BE CONSIDERED

Subject: Special Event Permit – Hillsborough Running Club Thanksgiving Turkey Trot 5K

Attachments:
Special Event Permit Application

Summary:
The Hillsborough Running Club has applied to hold their annual Thanksgiving Turkey Trot 5K. This informal event takes place on the morning of Thanksgiving Day, Nov. 26, 2026, from 7 to 10 a.m. Setup and breakdown will be completed in that timeframe. The event will start and conclude at the Farmer's Market Pavilion in River Park. As the event is free and does not require registration, and is also held on Thanksgiving morning, it can be hard to estimate the anticipated number of participants, but organizers estimate up to 200 may participate.

There will be free coffee for participants and food donations for PORCH collected, but no vendors or equipment will be present for this event. Restroom facilities at the pavilion will be utilized. Aside from use of the greenway, no town-sponsored services are being requested. The standard greenway use conditions will apply.

Financial impacts:
Low; no town-sponsored services are being requested.

Staff recommendation and comments:
Staff recommend approval; however, the applicant has been notified of the rush fee and 60-day deadline for Special Event Permit applications, and such late applications may not be considered in the future.

Action requested:
Approve, approve with conditions, or deny the Special Event Permit.

TOWN OF HILLSBOROUGH

APPLICATION
Special Event Permit

Planning and Economic Development Division
101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-296-9470 | Fax: 919-644-2390
planning@hillsboroughnc.gov
www.hillsboroughnc.gov

Please review Chapter 7, Article 3 of the Hillsborough Code of Ordinances to determine if your event requires a special event permit. **The application must be received 60 days in advance of the event.**

Name of event: HRC Turkey Trot

Event location address: Farmers Market, E. Margaret Lane

Date(s) of event: 11/26/2026

Event setup time: 7.00am Event hours: 7-10am Event breakdown: _____

Date(s) of event: _____

Event setup time: _____ Event hours: _____ Event breakdown: _____

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: [redacted]

Organization/company mailing address: [redacted]

Organization status: ☐ Formal ☐ Informal ☐ For-profit ☐ Not-for-profit

Event organizer name: [redacted]

Event organizer phone: [redacted] Event organizer email: [redacted]

On-site contact(s) during the event:

Name: [redacted] Cell phone: [redacted]

Name: [redacted] Cell phone: [redacted]

GENERAL EVENT INFORMATION

Type of event:

- ☐ Private event on private property
- ☑ Public event on public property
- ☐ Private event on public property
- ☐ Public event on private property
- ☐ Street or greenway event (includes parades, marches, rallies, and foot and bike races)

General event description:

Please outline the event purpose and elements, including items such as food trucks, car shows, races and vendors.

Annual turkey trot, free to anyone who shows up. 1mile run, and 5k run, untimed, for fun

1 mile is on riverwalk. 5K will start on E. Margaret Lane, right on S. Cameron, right onto Riverwalk, around Gold Park and back to the farmers market via riverwalk

Estimated number of people who will attend the event: 300

Estimated peak time(s) of attendance: 300

Maximum capacity of event location (number of persons, if applicable): 800

For annual events, the estimated attendance of the last event of this kind: 300

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission or fees charged as part of the event? ☐ Yes ☑ No

Will alcohol be sold or provided as a part of this event? ☐ Yes ☑ No

If yes regarding alcohol:
Indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales or distribution and attach a copy of the ABC permit(s) for each vendor:

_____

_____

Note: *Alcohol may only be sold by vendors with an off-premise permit or by event organizers with a special one-time ABC sales permit. Alcohol sales may be subject to the prepared food and beverage tax.*

Will vendors be on site selling goods, crafts or wares during the event? ☐ Yes ☑ No

Will vendors be on site selling food or beverages during the event? ☐ Yes ☑ No

Note: *Vendors without a physical location in town and food trucks without Town of Hillsborough Food Truck Permits must pay the food and beverage tax in advance of selling prepared food or beverage. For the tax application, see the Financial Services Department page on the town website, hillsboroughnc.gov.*

List name(s) of the vendors:

_____

_____

_____

_____

Will you solicit donations as part of the event? ☑ Yes ☐ No

If yes, for what cause or organization? non perishable food items for PORCH

Will you bring additional equipment, such as stages, microphones and amplification? ☐ Yes ☑ No

Please explain: _____

Will any items be left at the event site overnight? ☐ Yes ☑ No

Please explain: _____

Will signs or banners be displayed on site or around town? ☐ Yes ☑ No

Note: Special event signage *must be applied for and permitted separately BEFORE signage is placed around town. See the Reservations page on the town website, hillsboroughnc.gov.*

Will tents be erected for the event? ☐ Yes ☑ No

If yes, how many and what size? _____

Note: *Tents may require a permit and inspection by the Orange County Fire and Life Safety Division depending on size and number. Tents should be shown with location and dimensions on the event map or layout.*

Will you provide (portable) restroom facilities? ☐ Yes ☑ No

Note: *Depending on attendance numbers and duration, restroom facilities must be provided by special event organizers. Restrooms of local businesses and town and county facilities may complement but not be a substitute for providing adequate restrooms for the event.*

Will you provide (portable) handwashing facilities? ☐ Yes ☑ No

Note: *Handwashing facilities are required for events that include on-site food preparation and/or sales without direct or immediate sink access.*

Will the event require any street closures or change in traffic flow? ☐ Yes ☑ No

Will the event require additional trash and recycling facilities? ☐ Yes ☑ No

Will you request that the town board sponsor specific services in conjunction with this event? ☐ Yes ☑ No

☐ Road closures
☐ Traffic control
☐ Police coverage
☐ Trash and recycling rollouts
Number of rollouts _____

EVENT MAP AND LAYOUT REQUIREMENTS

With this application, you must attach a map of the area that the event is to take place and indicate the following:

- Traffic flow — Include any streets requested to be closed or obstructed (law enforcement will determine locations of barriers and officers).
- Event route — Clearly show route if the event includes an event such as a parade or greenway closure.
- Parking areas — Note areas where event attendees will be directed that are adequate for the event attendance. The Eno River Parking Deck has 400 parking spaces.
- Pedestrian access and flow.
- Location of —
  - Any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities.
  - Proposed fences, stands, platforms, benches, or bleachers.
  - Restroom and handwashing facilities.

Note: *A street map and Gold Park map are available on the town's website. Google Maps is another resource and can be easily marked up. Contact staff if you need assistance with providing an event layout or route map.*

EVENT LIABILITY INSURANCE

Event organizers and/or property owners need to insure themselves from liability in case event attendees injure themselves during the course of the event. Events occurring on public property (town or county) are required to carry event liability insurance with the public property owner listed as "additionally insured."

COI ordered and will be emailed directly

Copy of event liability Certificate of Insurance is attached: ☐ Yes ☑ No

Name of insurance company providing liability coverage for the event:

Road Runners Club of America

Contact information for broker/agent providing coverage:

EVENT PROPERTY USE PERMISSION

If the event will be on property not owned or managed by the event organizer, then the property owner must indicate consent below for the use of the property:

Name of property owner _____ Phone _____

Signature of property owner _____ Date _____

TOWN LIABILITY AGREEMENT

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury that may be suffered in connection with this special event approval or park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost, damaged, or stolen that are stored or otherwise as a result of this special event.

[redacted] _____ [redacted] _____

Applicant signature Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

- Submit electronically to Planning Technician Dakotah Kimbrough at dakotah.kimbrough@hillsboroughnc.gov
- Submit paper copy to:
  Hillsborough Planning Department
  ATTN: Planning Technician Dakotah Kimbrough
  PO Box 429
  101 E. Orange St.
  Hillsborough, NC 27278

FOR OFFICE USE ONLY

Application received by: Dakotah Kimbrough

Date: 11/17/2026 Fee paid: _____

Date information emailed out: 11/18/2026

Permit Status

Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

_____

By: _____ _____

Name of town staff member Date

Forwarded to:

☑ Hillsborough Communications Division

☐ Hillsborough Financial Services Department (Food and Beverage Tax)

☑ Hillsborough Police Department

☑ Hillsborough Public Space Manager

☐ Hillsborough Public Works Division

☐ North Carolina Department of Transportation (DOT road closures)

☐ Orange County Asset Management Services (Visitors Center, library, courthouses)

☑ Orange County Department of Environment, Agriculture and Parks and Recreation (River Park)

☐ Orange County Fire and Life Safety Division

☑ Orange County Sheriff's Office

☐ Orange Rural Fire Department

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/16/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Lindsi Williams	
Insurance Management Group 9610 Lima Road, Suite 102 Fort Wayne IN 46818	PHONE (A/C, No, Ext): (765) 517-5736	FAX (A/C, No): (765) 517-5736
	E-MAIL ADDRESS: lwilliams@insmgt.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Road Runners Club of America/2026 and Its Members 100 W Jefferson St. Ste. 202 Falls Church VA 22046	INSURER A: Granite State Insurance Company	23809
	INSURER B: National Union Fire Insurance Company of Pittsburgh, PA	19445
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2M AI Liability 2026 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Legal Liability to Participant $2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [X] OTHER: Per Event Basis			AIL0003450335202	12/31/2025	12/31/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Abuse and Molestation	$ 2,000,000 $ 500,000 $ 5,000 $ 2,000,000 $ 5,000,000 $ 2,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			AIL0003450335202	12/31/2025	12/31/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N [ ] If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
B	Medical Professional Liability ($250 Deductible/Claim)			AID0003450335802	12/31/2025	12/31/2026	Medical Expense AD & Specific Loss	$10,000 $2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS TO THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED.
DATE OF EVENT(S):11/26/26 HRC Turkey Trot
INSURED RRCA CLUB/EVENT MEMBER: Hillsborough Running Club, Attn: Martin D Wileman, PO Box 5, Hillsborough, NC, 27278

CERTIFICATE HOLDER

11/26/26 Town of Hillsborough
101 East Orange Street
Hillsborough NC 27278

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Terry R. Dilley

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Patch Park
W Margaret Ln
Weaver Street Market
River Park
River Walk
Picnic Area
Hillsborough
Community Garde
Gold Park
on St
Tuscaro

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 23, 2026
Department:	Planning and Development Services
Agenda Section:	Regular
Public hearing:	Yes
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT
Molly Boyle, Senior Planner
Shannan Campbell, Planning and Economic Development Manager

ITEM TO BE CONSIDERED
Subject: Resolution to establish an annexation policy

Attachments:
Draft resolution

Summary:
On Nov. 24, 2025, the town board adopted a resolution to revise its primary water and sewer service area, also known as its Urban Service Boundary. A copy of the adopted resolution is available in the approved meeting minutes here: Nov. 24, 2025 meeting minutes.

Since water and sewer directly affect growth and development, it is prudent to align the town's policy on water and sewer provision with its policy on annexation. The town currently does not have a formal annexation policy, but adopting one is a recommended action in the Comprehensive Sustainability Plan. Staff have drafted an annexation policy based on current annexation practices and the new Urban Service Boundary.

Comprehensive Sustainability Plan goals:
- Land Use and Development Goal 1: Ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity.
- Strategy: Develop and adopt policies that contribute to meeting preferred future land use and growth patterns.
- Action: Adopt an annexation policy that ensures future growth and development align with preferred growth and development patterns.

Financial impacts:
N/A

Staff comments and recommendation:
Staff recommends approval of the proposed annexation policy.

Action requested:
Adopt the attached resolution to establish a formal annexation policy or, if revisions are desired before adoption, tell staff what changes are needed.

RESOLUTION

Establishing an Annexation Policy for the Town of Hillsborough

November 23, 2026

WHEREAS, on June 12, 2023, the Hillsborough Board of Commissioners adopted a Comprehensive Sustainability Plan to guide the town's decision-making on development within its jurisdiction pursuant to Section 160D-501 of the North Carolina General Statutes; and

WHEREAS, the Comprehensive Sustainability Plan includes specific goals, strategies, and actions related to land use and development, including a strategy to develop and adopt policies that contribute to meeting preferred future land use and growth patterns; and

WHEREAS, under this strategy, the plan recommends adopting an annexation policy that ensures future growth and development align with preferred growth and development patterns; and

WHEREAS, on November 24, 2025, the Hillsborough Board of Commissioners adopted a resolution to revise its primary water and sewer service area, also known as its Urban Service Boundary; and

WHEREAS, the resolution included a map of the new Urban Service Boundary and a policy, which has since been codified in Section 14-60 of the Code of Ordinances, that the town will not extend water or sewer beyond said boundary; and

WHEREAS, Sections 14-1 and 14-44 of the Code of Ordinances include the following definitions, which are pertinent to this resolution:

1. Connection
   Connection refers to the act of tapping on the town's water or sewer system where service is available, as defined in subsection 14-44(e), but where previously there has been no service lateral running from a main line within a public right-of-way or easement to the customer's property. A connection also refers to the lines and apparatus constituting the link between a main line in the public right-of-way or easement and the customer's property. A connection is to be distinguished from an extension; and

2. Extension
   Extension refers to the act of adding additional lines or additional footage onto existing lines within a public right-of-way or easement to reach or make service available, as defined in subsection 14-44(e), to properties where service was not previously available. The term also refers to the lines and apparatus constituting the extension; and

3. Service Availability
   Water or sewer service, respectively, is not available if the building or structure to be served on the property is located more than 100 feet from an existing public water or sewer line that reasonably could serve such property. In addition, no property owner shall be required to connect to the public water or sewer system if they must first purchase an easement in which to install water or sewer lines; and

WHEREAS, it is prudent to align the town's policy on water and sewer provision with its policy on annexation for the following reasons:

1. Growth Management
   Providing water and sewer service to new developments outside of town limits could cause the town to lose the ability to attract development that would strengthen the tax base, help improve the economies of scale in providing services, and potentially ease the tax burden on existing residents; and

2. Investment Risk
   In-town customers bear more of the investment risks of owning and operating the water and sewer system. When revenue bonds are issued to finance large projects, the town pledges its full rate setting authority for water and sewer as collateral to ensure the debt will be repaid. Increasing the number of out-of-town water/sewer customers increases that burden on customers in town limits; and

3. Equity
   In-town customers bear more of the burden of financing water and sewer system operations. In addition to water and sewer payments, their municipal property taxes help pay for positions and resources that support water and sewer operations. Providing water/sewer service without annexation, when annexation would be reasonable and appropriate, is inequitable to in-town residents; and

WHEREAS, town staff has recommended the following annexation policy for the Town of Hillsborough:

1. The Town of Hillsborough does not intend to annex property outside of its Urban Service Boundary.

2. Regarding property that is inside of the Urban Service Boundary but outside of town limits:

    a. Per Section 14-60 of the Code of Ordinances, the town has no responsibility to provide water or sewer service to property located outside of town limits.

    b. If water and/or sewer extension is requested or required, the owner of said property must also request annexation, unless there is a prior, formal agreement with the Hillsborough Board of Commissioners to extend water and/or sewer without annexation.

    c. If a new water and/or sewer connection is requested or required, the owner of said property must also request annexation if all the following conditions are met:

        i. The property abuts or is adjacent to a parcel within town limits and/or if the Planning and Economic Development Manager finds that annexation of said property could create better continuity of town limits;

        ii. The property abuts or is adjacent to existing water and/or sewer lines to which the property could connect; and

        iii. There is no prior, formal agreement with the Hillsborough Board of Commissioners to provide water and/or sewer service to the property without annexation.

3. Annexation is encouraged, but not required, for all other properties that are inside of the Urban Service Boundary but outside of town limits.

NOW, THEREFORE, be it resolved by the Hillsborough Board of Commissioners:

1. The policy stated herein is hereby the official annexation policy for the Town of Hillsborough; and

2. Town staff shall initiate updates to any policies, ordinances, and/or interlocal agreements in conflict with the annexation policy stated herein.

Approved this 23rd day of November of the year 2026.

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 23, 2026
Department:	Administrative Services
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Communications Manager Catherine Wright
Communications Specialist JC Leser-McMinn

ITEM TO BE CONSIDERED

Subject: FY28-30 Strategic Plan Development Update

Attachments:

1. Organization SWOT Analysis
2. Vision, Mission and Values Draft Revision

Summary:

SWOT Analysis

The Strategic Plan Core Team facilitated listening sessions with departments to hear what's working well, where departments are feeling pressure and what support is needed to help departments thrive over the next few years. With that information, we've developed an organizational SWOT analysis (strengths, weaknesses, opportunities and threats). The SWOT was discussed with the steering committee on Oct. 28 and further refined based on the team's discussion. The updated SWOT is attached.

Vision, Mission and Values

This phase of the strategic plan development process provides an opportunity for the town board to review and modify the town's vision, mission and values, ensuring that they still reflect Hillsborough and what guides us. A streamlined draft version is provided as a starting point for the town board to consider and discuss at this work session.

Financial impacts:

No financial impacts at this time.

Staff recommendation and comments:

N/A

Action requested:

Receive the FY28-30 Strategic Plan update and provide feedback.

SWOT Analysis

FY28-30 STRATEGIC PLAN

TOWN OF HILLSBOROUGH

S	W	O	T
• Staff commitment • High quality service delivery • Strong relationships with partners • Solid internal relationships • Adaptability • Regulatory compliance • High community trust • Making do with temporary fixes • Nimble	• High workload • Temporary fixes wearing out • Outdated technology • Inefficient processes • Records management challenges • Communication gaps • Recruitment, retention, succession planning • Capital project backlogs • Limited training due to workload • Compartmentalization of tasks • Office space limited	• External funding potential to assist with major projects • Regional collaboration • Tax base expansion through regional growth • Capacity expansion through volunteers and local nonprofits	• Influenced by ideas that aren't scalable to Hillsborough • Growth increases service demand • Escalating regulatory burdens and legislative impacts • Inflation and cost increases • Rising public expectations and demands • Difficult customers • Contractor shortage • Climate impacts • Competition for external funding • Administrative requirements of external funding • Cybersecurity
TRENGTHS	**WEAKNESSES**	**OPPORTUNITIES**	**THREATS**

TOWN OF
HILLSBOROUGH
NORTH CAROLINA

Vision, Mission and Values
Draft Revisions

VISION
Current
We envision Hillsborough as a prosperous town, filled with vitality, fostering a strong sense of community, celebrating its unique heritage and small town character.

Revision
We envision Hillsborough as a vibrant, prosperous town focused on community, heritage and small-town character.

MISSION
Current
We are stewards of the public trust who exist to make the Vision for Hillsborough a reality. We manage and provide the infrastructure, resources, and services that enhance the quality of life for the living beings and land within our town.

Revision
We protect and provide the infrastructure, resources and services that enhance the land and quality of life for all in our town.

VALUES
Current
- Vibrancy
- Equity and Inclusion
- Forward Thinking
- Public Service

Revision
- Connection
- Belonging
- Foresight
- Service

VALUES DEFINITIONS
Current

Vibrancy — A vibrant Hillsborough is one that is lively and active. We see this manifest in cultural art events, recreation, and how people know each other and are connected by physical and social networks. The community can find ways to participate and connect from both inside and outside their homes. The people, physical environment, and business community are core to this vibrant atmosphere.

Revision
Connection — The community can find ways to participate and connect in a lively and active Hillsborough, where the people, physical environment and business community are core to creating connections.

Current
Equity and Inclusion — Hillsborough is a place where every resident can thrive, where everyone who lives and works here feels they belong. We will strive to support policies, plans, and actions that are administered fairly to build a Hillsborough where people of all races, ethnicities, gender identifications, sexes, sexual orientations, abilities, and incomes want to live, can afford to live, and will be treated with dignity and respect.

Revision
Belonging — Everyone living and working in Hillsborough can thrive, feel they belong and be treated with dignity and respect through the policies, plans and actions that we administer fairly.

Current
Forward Thinking — We think and make decisions that can persist over generations for a sustainable Hillsborough, acknowledging that economic, environmental and social issues are interrelated. This community has a unique sense of place encapsulated by both Hillsborough's long and treasured history and where it meets change and looks to the future. We have an obligation to be fiscally, environmentally, and culturally wise in order to plan for the long term and be resilient to climate change and unforeseen events. We strive to foster a culture of innovation and creativity in town operations.

Revision
Foresight — We make decisions that sustain our community for generations, honoring our history and future, recognizing that economic, environmental and social priorities are interrelated, and fostering innovation to remain resilient.

Current
Public Service — The town of Hillsborough is here to serve. We are committed to good and ethical governance. We are responsible stewards of community tax dollars put to use for the public good. We strive to ensure each resident, visitor, business, and

employee are safe as they live, work, and play in Hillsborough, and this sense of safety should extend beyond the physical environment to foster a community where the people are free from worry regarding whether who they are has bearing on how they are treated.

Revision
Service — We serve the community through responsible and transparent governance, caring for public resources and creating a safe environment and community for all.

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 23, 2026
Department:	Administration
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Eric Peterson, Town Manager

ITEM TO BE CONSIDERED

Subject: FY28-30 Budget Mini-Retreats Planning

Attachments:

None.

Summary:

Two budget mini retreats are scheduled for January 25 and February 22. These will take place in lieu of the regularly scheduled workshops. Below are potential topics for each meeting. The board is encouraged to modify, add, or remove potential items from the current list. As budget, operations, economic and external factors are often dynamic it's assumed the agendas will be adjusted along the way.

January 25 – Retreat #1

- FY28-30 Preview (town manager)
- Tourism Board and Tourism Development Authority Funding Strategy. Follow-up from November 30 meeting.
- Housing Strategy
- Legislative Agenda
- Rate guidance from Board of Commissioners. Current forecast adopted in June projects no increase in property tax rate nor stormwater fees for FY28. Water and sewer rates were projected at a 7.5% increase.

February 25 – Retreat #2

- Strategic Plan: 1) FY26 mid-year update; 2) continued development and board guidance on new FY28-30 plan
- Unified Development Ordinance Re-Write
- Note: due to time demands on budget staff we will not be able to provide an early preview of operational and capital requests, financial projections, and other details that have traditionally been provided to the board at this time. It's likely the first look will be when the draft budget workbook is presented in early May. Staff will share what we can when noteworthy requests and issues arise through the budget development process.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

Please provide directions to staff so work can proceed on planning for these meetings.