BOARD OF ALDERMEN

Thursday, November 05, 2026 at 5:30 PM

Landis Board Room

AGENDA

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

1.1 **Call Meeting to Order**

1.2 **Welcome**

1.3 **Moment of Silence and Pledge of Allegiance**

1.4 **2026 Veterans Day Proclamation**

1.5 **Adoption of Agenda**

2. CONSENT AGENDA:

2.1 **Consider Approval of Work Session Minutes October 8, 2026 and Regular Scheduled Meeting Minutes October 12, 2026**

3. PUBLIC HEARINGS:

3.1 **Consider Approval of Voluntary Annexation Petition for Non-Contiguous Property - 801 N. Chapel Street - (Rowan County Parcel ID: 163 064) and Corresponding Ordinances #ANNEX-2026-11-05-01 and #ZMA-2026-11-05-01 - Residential Main Street Transition (RMST)**

Submitted by: Phil Collins, Planning Director

Details: Consider Voluntary Annexation - #ANNEX-2026-11-05-01 - for Non-Contiguous Property - 801 N. Chapel Street - (Rowan County Parcel ID: 163 064) and Corresponding Zoning Map Amendment #ZMA-2026-11-05-01 - Residential Main Street Transition (RMST) Zoning.

Recommended Action: Motion to Approve Ordinance # ANNEX-2026-11-05-01 for the Annexation of Property -801 N. Chapel Street (Rowan County Parcel ID: 163 064) and Corresponding Ordinance #ZMA-2026-11-05-01 to Amend the Official Zoning Map of the Landis Development Ordinance to Residential Main Street Transition (RMST).

3.2 **Consider Adoption of Ordinance #2026-11-05-02 Ordering the Vacation and Closure of the Residential Structure Located at 702 Dial Street (Rowan County Parcel ID: 133A266) (Project #27-193)**

Submitted By: Shawn Hill, Chief of Police

Details: Ordinance #2026-11-05-02 authorizes the Town of Landis Code Enforcement Officer to proceed with the vacation and closure of the residential structure located at 702 Dial Street (Rowan County Parcel ID: 133A266). The property has been determined to be unfit for human habitation due to violations of the Town's Minimum Housing Code. Following inspections, notification to the property owner, a hearing, and issuance of an order to repair or demolish the structure, the property owner has failed to comply. The proposed ordinance authorizes the Code Enforcement Officer to take the necessary enforcement actions, including vacation and closure, in accordance with the Landis Housing Code and N.C.G.S. § 160D-1203.

Recommended Action: Motion to Adopt Ordinance #2026-11-05-02 Ordering the Vacation and Closure of the Residential Structure Located at 702 Dial Street (Rowan County Parcel ID: 133A266), in Accordance with the Landis Housing Code and N.C.G.S. § 160D-1203. (Project #27-193)

4. PRESENTATIONS:

4.1 **Justin Campbell – Water Resources Crew Chief**

Submitted By: Sean Taggart, Public Works Director

Details: Justin Campbell has worked for the Town of Landis team for a little over a year and brings five years of experience in water resources to his new position as Water Resources Crew Chief. Justin takes pride in serving the community and is excited for the opportunity to take on a leadership role while continuing to support his team. His experience and dedication to providing reliable services have prepared him for this next step in his career. In his new role, Justin will oversee daily water and sewer operations, coordinate crew assignments, assist with the maintenance and repair of the Town’s water and wastewater infrastructure, and help ensure the continued reliability and safety of these essential services. We are excited to see Justin grow in his new position and look forward to his continued contributions to the Town of Landis.

4.2 **Trent Ritchie – Electric System Crew Chief**

Submitted By: Sean Taggart, Public Works Director

Details: Trent Richie has worked for the Town of Landis team for two years and brings approximately five years of experience in electrical linework to his new position as Electric Systems Crew Chief. Throughout his time with the Town, Trent has demonstrated a strong work ethic, dedication to serving the community, and a commitment to the safety of his coworkers and residents. His experience and leadership qualities have prepared him to take this next step in his career. In his new role, Trent will oversee daily electrical field operations, supervise and coordinate crew assignments, assist with the installation and maintenance of the Town's electrical distribution system, and respond to service calls and power outages. We are excited to see Trent step into this position and look forward to his continued contributions to the Town of Landis.

4.3 **Spencer Basinger – Fire Engineer**

Submitted by: Jason Smith, Fire Chief

Details: Spencer Basinger recently joined the Town of Landis Fire Department as a Fire Engineer. In this role, he will be responsible for safely operating fire apparatus, transporting firefighters to emergency scenes, and assisting with fire suppression and emergency response operations. Spencer brings over 15 years of experience in the fire service, having served in various roles from firefighter to captain, including nine years with Cabarrus County Squad 410. He holds two associate degrees, a bachelor's degree in Fire Administration, and numerous fire service certifications. Spencer also serves part-time with Atwell Fire Department and as a fire instructor at Rowan-Cabarrus Community College. With his extensive experience, education, and dedication to serving the community, Spencer will be a valuable addition to the department. We are pleased to welcome Spencer to the Town of Landis team!

4.4 **Jayden Weathers – PT Firefighter**

Submitted by: Jason Smith, Fire Chief

Details: Jayden Weathers recently joined the Town of Landis Fire Department as a Part-Time Firefighter. In this role, he will assist with daily staffing needs, respond to emergencies, and provide fire protection and medical services to the community. Jayden is a graduate of East Rowan High School and recently earned his North Carolina Firefighter Certification. He also holds certifications in cybersecurity and currently serves as a part-time firefighter with Miller's Ferry Volunteer Fire Department. Jayden looks forward to expanding his knowledge and experience in the fire service while serving the citizens of Landis. We are pleased to welcome Jayden to the Town of Landis team!

4.5 **Keegan Wyatt – PT Park & Recreation Attendant**

Submitted by: Jessica St. Martin, PArks and Recreation Director

Details: Keegan recently joined the Town of Landis as a permanent part-time park attendant in the Parks & Recreation Department. In this role, he will be responsible for providing customer service and assist with daily operations at Town recreational facilities. Keegan is a junior at Mt. Pleasant High School where he is a member of the Beta Club, the football and wrestling team. Keegan previously worked in the department as one of our seasonal summer attendants for the Town of Landis. We are excited to bring him on as permanent part time status for the Parks and Recreation Department.

5. CITIZEN COMMENTS:

All citizen comments are limited to 3 minutes.

5.1 **Citizens' Comments**

6. ORDINANCES/RESOLUTIONS:

6.1 **Consider Approval of Resolution #2026-11-05-02 Setting a Public Hearing for a Voluntary Annexation Petition for Non - Contiguous Property - 1330 Flat Rock Road- (Rowan County Parcel ID: 121 167) and Corresponding Resolution #2026-11-05-01 Directing the Town Clerk to Investigate the Petition and the Corresponding Zoning Request for Single Family Residential - 2 (SFR-2)**

Submitted by: Phil Collins, Planning Director

Details: Consider Voluntary Annexation for Non Contiguous Property - 1330 Flat Rock Road (Rowan County Parcel ID: 121 167) and Corresponding Zoning Request for Single Family Residential - 2 (SFR-2)

Recommended Action: Motion to Adopt Resolution #2026-11-05-02 Setting a Public Hearing for December 14, 2026, regarding the voluntary annexation petition for non contiguous property located at 1330 Flat Rock Road (Rowan County Parcel ID 121 167) and the corresponding zoning request for Single Family Residential - 2 (SFR-2), and to Adopt Resolution #2026-10-12-01 directing the Town Clerk to investigate the sufficiency of the petition.

6.2 **Consider Approval of Ordinance #2026-11-05-03 for Temporary Road Closures for the 2026 Southern Rowan Christmas Parade**

Submitted By: Michael D. Ambrose, Town Manager

Details: The 2026 Southern Rowan Christmas Parade is scheduled for Tuesday, November 24, 2026. Temporary road closures will be required from 1:00 PM to 6:00 PM along South and North Main Streets (US 29A), extending from the intersection of South Main Street and Sixth Street to the intersection of North Main Street and Coach Deal Drive.

Additionally, South Zion Street will be closed from its intersection with West Ryder Avenue to its intersection with West Rice Street. These temporary road closures are necessary to provide adequate security, ensure public safety, and maintain proper crowd control during the event.

Recommended Action: Motion to Approve Ordinance #2026-11-05-03 Authorizing the Temporary Road Closures for the 2026 Southern Rowan Christmas Parade.

7. OLD BUSINESS:

7.1 Consider Discussion and Approval of the Board of Aldermen Rules of Procedure

Submitted By: Tori Martin, Town Clerk

Details: The proposed Board of Aldermen Rules of Procedure have been prepared for the Board's review and consideration. The document is intended to establish formal procedures and guidelines for the conduct of Board meetings and other matters related to Board operations. The proposed Rules of Procedure provide guidance regarding meeting procedures, the order of business, motions, voting, public participation, and other procedural matters to promote consistency and efficiency in conducting Town business. The Board will have the opportunity to review and discuss the proposed rules, provide feedback, request changes or clarification, and provide direction regarding any revisions prior to bringing the document forward for formal adoption.

Recommended Action: Motion to Approve the Board of Aldermen Rules of Procedure.

8. CONSIDERATIONS:

8.1 Consider Approval of the Closeout of the 100,000-Gallon Elevated Water Tank Project (Project #25-05)

Submitted By: Tori Martin, Town Clerk/ Project Manager

Details: The project has reached the closeout stage, and staff is presenting it to the Board of Aldermen for consideration and approval. Closing out the project will allow the Town to finalize the associated project records and complete any remaining administrative and financial closeout requirements.

Recommended Action: Motion to Approve the Closeout of the 100,000-Gallon Elevated Water Tank Project (Project #25-05).

8.2 Consider Approval of Adopting the 2026 Town of Landis Personnel Policy

Submitted by: Madison Stegall, HR Director

Details: The current version of the Town of Landis Personnel Policy was adopted on January 20, 2020, with multiple amendments made after. Since 2020, changes in employment laws, court decisions, and the pressures to reinvent the local government workplace experience to match the various values of the current workforce in an evolving highly competitive labor market have occurred that impact employment policies. After research, consultation and evaluation, this is a request for the adoption of a significant revision to the current Personnel Policy and, if approved, will replace that document.

The proposed revision was drafted by The MAPS Group, team of consultants specializing in human resource management and development. The proposed revision has been reviewed by the Town Attorney, Town Manager, and Human Resources Director.

Recommended Action: Motion to Adopt the Personnel Policy revision with an effective date of January 1, 2027, to replace the existing policy and other existing stand-alone policies which have been incorporated into this Personnel Policy revision with authorization for staff to make administrative, formatting, and grammatical corrections.

8.3 **Consider Approval of Adopting the North Carolina State 2026 Holiday Schedule**

Submitted by: Madison Stegall, HR Director

Details: Adopting the State of North Carolina's 2026 Holiday Calendar would align the Town's holiday schedule with the approach proposed in the 2026 Town of Landis Personnel Policy.

Recommended Action: Motion to Adopt the North Carolina State 2026 Holiday Schedule.

8.4 **Consider Discussion of the 125th Anniversary Hall of Fame Voting Results**

Submitted By: Jessica St. Martin, Parks and Recreation Director

Details: In celebration of the Town of Landis' 125th Anniversary, the Parks and Recreation Department established the 125th Anniversary Hall of Fame to recognize individuals who have made a lasting impact on the Town and its history. Community members were invited to submit nominations across several categories, followed by public voting opportunities during the Town's 125th Anniversary Celebration, Fall Festival, at the Parks and Recreation Office, and online.

The 125th Anniversary Hall of Fame will serve as a lasting tribute to those who have contributed to the Town's growth, history, and community, preserving their legacy for future generations.

8.5 **Consider Approval of Reduced Selling Prices for Town of Landis 125th Anniversary Merchandise**

Submitted By: Jessica St. Martin, Parks and Recreation Director

Details: The DC & Frances Linn Community Park Committee reviewed the current selling prices of the Town of Landis 125th Anniversary merchandise and voted to recommend reducing the prices of select items to encourage additional sales and help move the remaining inventory. The current selling prices are $25 for T-shirts, $15 for Christmas ornaments, $35 for umbrellas, $12 for mugs, $25 for hats, $25 for tumblers, and $125 for challenge coins. The Committee recommends reducing the selling prices of T-shirts from $25 to $18, Christmas ornaments from $15 to $9, umbrellas from $35 to $25, mugs from $12 to $9, tumblers from $25 to $15, and challenge coins from $125 to $100. Hats will remain at their current selling price of $25.

Recommended Action: Motion to Approve the DC & Frances Linn Community Park Committee's Recommendation to Reduce the Selling Prices of the Town of Landis 125th Anniversary Merchandise to $18 for T-shirts, $9 for Christmas ornaments, $25 for umbrellas, $9 for mugs, $15 for tumblers, and $100 for challenge coins, with hats remaining at $25.

8.6 **Consider Approval of the Purchase of Two (2) 2027 Dodge Durango Pursuit AWD Vehicles from Parks Automotive Group in the Total Amount of $87,754 Dollars (Project #27-190)**

Submitted By: Shawn Hill, Chief of Police

Details: The Police Department received two quotes for the purchase of new police vehicles through the North Carolina Sheriffs' Association contract. Parks Automotive Group provided a quote for the 2027 Dodge Durango Pursuit AWD in the amount of $43,877 dollars per vehicle, and Parks Ford provided a quote for the 2027 Ford Police Interceptor Utility AWD in the amount of $44,860.56 dollars per vehicle. Both vehicles were quoted utilizing pricing available through the North Carolina Sheriffs' Association. After reviewing both quotes, staff recommends the purchase of two (2) 2027 Dodge Durango Pursuit AWD vehicles from Parks Automotive Group at a cost of $43,877 dollars each, for a total purchase amount of $87,754 dollars, due to cost efficiency.

Recommended Action: Motion to Approve the Purchase of Two (2) 2027 Dodge Durango Pursuit AWD Vehicles from Parks Automotive Group in the of $87,754 Dollars. (Project #27-190)

8.7 **Consider Approval of the Purchase of Police Vehicle Upfitting Equipment for Two (2) Vehicles from Dana Safety Supply for a Total of $26,605.92 Dollars, and Installation and Graphics from**

Global Public Safety for a Total of $11,149.44 Dollars (Project #27-190)

Submitted By: Shawn Hill, Chief of Police

Details: The Police Department received quotes for the equipment and upfitting of two (2) new Police Department vehicles. Dana Safety Supply provided a quote in the amount of $13,302.96 dollars per vehicle for the necessary upfitting equipment, totaling $26,605.92 dollars for two (2) vehicles. Global Public Safety provided a quote in the amount of $5,574.72 dollars per vehicle for the installation of the Town-supplied equipment and vehicle graphics, totaling $11,149.44 dollars for two (2) vehicles. The combined cost for the equipment, installation, and graphics is $18,877.68 dollars per vehicle, for a total amount of $37,755.36 dollars for two (2) vehicles.

The Police Department also received a quote from OnPoint Public Safety in the amount of $22,796.80 dollars per vehicle for both equipment and installation, totaling $45,593.60 dollars for two (2) vehicles.

Due to cost efficiency, staff recommends purchasing the upfitting equipment from Dana Safety Supply and having Global Public Safety complete the installation and graphics for both vehicles. This option results in a total savings of $7,838.24 dollars compared to having OnPoint Public Safety provide the equipment and installation for two (2) vehicles.

Recommended Action: Motion to Approve the Purchase of Police Vehicle Upfitting Equipment for Two (2) Vehicles from Dana Safety Supply for a Total of $26,605.92 Dollars, and Installation and Graphics from Global Public Safety for a Total of $11,149.44 Dollars. (Project #27-190)

9. REPORTS:

9.1 **Code Enforcement Report** (Included in The Board Packet)

9.2 **Fire Department Report** (Included in The Board Packet)

9.3 **Fleet Report** (Included in The Board Packet)

9.4 **Parks and Recreation Report** (Included in The Board Packet)

9.5 **Planning Department Reports** (Included in The Board Packet)

9.6 **Police Department Report** (Included in The Board Packet)

9.7 **Public Works Report** (Included in The Board Packet)

10. REPORTS:

10.1 **Financial Report** (Included in the Board packet)

10.2 **Town Manager Report** (Included in the Board packet)

11. UPCOMING EVENTS:

11.1 **Upcoming Events** (Included in the Board packet)

12. CLOSING:

12.1 **Board Comments**

12.2 **Motion to Adjourn**

Proclamation

Veterans Day 2026

WHEREAS, Veterans Day is a time to honor and recognize the men and women who have served in the Armed Forces of the United States, defending our nation with courage, dedication, and sacrifice; *and*

WHEREAS, the freedoms and security we enjoy today are a direct result of the bravery and commitment of our veterans, who have stood ready to protect our country in times of both peace and conflict; *and*

WHEREAS, the Town of Landis deeply appreciates the bravery and selflessness of our veterans and their families, whose service has ensured the preservation of liberty and the continued strength of our nation; *and*

WHEREAS, it is fitting that we pause on this day to remember the extraordinary contributions of all who have worn the uniform of our country, to express our gratitude, and to reaffirm our commitment to supporting those who continue to serve; *and*

WHEREAS, Veterans Day serves not only as a day of remembrance but also as a reminder of our collective responsibility to advocate for the well-being, respect, and recognition of all who have given so much in defense of freedom.

NOW, THEREFORE, BE IT RESOLVED, I, Meredith Bare Smith, Mayor of the Town of Landis, North Carolina, do hereby proclaim November 11, 2026, as Veterans Day in the Town of Landis and call upon all citizens to join in recognizing and honoring the service and sacrifice of our veterans through appropriate ceremonies, activities, and expressions of appreciation.

I hereby set my hand and have caused the Seal of the Town of Landis, North Carolina, to be affixed this the 5th day of November 2026.

_____

Meredith Bare Smith, Mayor

Attest:

_____

Victoria Martin, Town Clerk

WORK SESSION

Thursday, October 08, 2026 at 5:30 PM

Landis Board Room

MINUTES

PLEASE SILENCE ALL CELL PHONES

PRESENT: Mayor Meredith B. Smith Mayor Pro-Tem Ashley Stewart, Alderman Tony Corriher, Alderman Ryan Nelms, Alderman Darrell Overcash Mayor Meredith B. Smith

STAFF PRESENT: Town Manager Michael Ambrose, Town Clerk Tori Martin, Hr Director Madison Stegall, Deputy Finance Officer Ashley Burn, Town Attorney Rick Locklear, Parks & Rec Director Jessica St. Martin, Planning Director Phil Collins, Fire Chief Jason Smith, Police Chief Shawn Hill, Public Works Director Sean Taggart

1. INTRODUCTION:

1.1 Call Meeting to Order

Mayor Meredith Bare Smith called the meeting to order at 5:30 PM

1.2 Welcome

Mayor Meredith Bare Smith welcomed those in attendance.

1.3 Adoption of Agenda

ACTION: A MOTION WAS MADE TO APPROVE THE CONSENT AGENDA AS PRESENTED.
Moved By: Darrell Overcash, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

2. CONSIDERATIONS:

2.1 **Consider Approval of the 2027 Town Calendar**

Town Clerk Tori Martin presented the proposed 2027 Town Calendar. It was divided into two parts, with a key identifying holidays, Board meetings, work sessions, and budget retreats. The second half of the year was expected to change once the school system released its calendar. Staff indicated it would return to the Board in May or June so that any changes could be advertised in advance. March was the only month without a scheduled work session. Town Clerk Martin proposed holding the regular

meeting on March 4th in place of a work session, because the school system's spring break fell on March 8–12.

Mayor Smith said she would be out of town on a Washington, DC trip that week. She said she was concerned about conducting votes on Thursday nights. She reported that citizens had complained to her that Board meetings were changed often "so you can hide stuff," and that citizens did not realize votes could occur at work sessions. Several members said they had never requested a change. Mayor Smith responded that multiple members had requested changes over the year, including a November change requested by Mr. Ambrose.

Alderman Nelms asked that any regular meeting held on a work session night be advertised well ahead of time so citizens could prepare for citizen comments. He noted the last such meeting had been advertised only 24 hours in advance. Town Clerk Martin said the requirement was 48 hours

ACTION: A MOTION WAS MADE TO HOLD THE MARCH MEETING ON MARCH 15TH AT 6:00 PM.
Moved By: Tony Corriher, seconded by Ashley Stewart
Motion Passed: (3-1)
Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

ACTION: MOTION TO APPROVE THE 2027 TOWN CALENDAR AS PRESENTED
Moved By: Ryan Nelms, seconded by Ashley Stewart
Motion Passed: (3-2)
Voting For: Meredith Base Smith, Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

2.2 **Consider Discussion of the Agenda Packet for the October 12, 2026, Regular Scheduled Meeting in Order to Provide Opportunities for Board Members to Study Issues, Gather and Analyze Information, and Clarify Direction for Staff**

The Town Manager and department heads reviewed the items scheduled for the October 12 regular meeting.

Item 2.1, HR Director Stegall explained that the renewal was for $2,000 with a 12-month term. The program provides 24/7 counseling for employees and their families, including on-scene support, and staff described it as highly valuable.

Item 2.2, 2026 Longevity pay for full-time employees was to be approved under Article 3, Section 16 of the Personnel Policy. No budget amendment was needed because it was already budgeted. Years of service are determined as of November 30, and payment is made the first week of December. Pay is $300 for 1–4 years, $500 for 5–9 years, $750 for 10–14 years, and $1,000 for 15 or more years. Part-time employees are not eligible.

Item 2.3, Capital Project Ordinance 2026-10-12-01 (Electric 12 kV Line Work Distribution Project). Deputy Finance Officer Burn said the ordinance authorizes a transfer from the electric enterprise fund to a separate capital project fund. The fund will capture construction of line work on Town Street, North Main Street, and the Mount Moriah apartment tie-in to the new substation, work currently being performed by River City. The related budget amendment (27-10) moves funds from fund 30 to fund 76. It does not draw on fund balance, and the project itself had already been approved.

3. PUBLIC HEARINGS:

Item 3.1-3.3, Annexation Public Hearings. Public hearings were already set for Monday on voluntary, noncontiguous annexations and SFR-2 zoning requests. Staff Planner Sands said the requests were consistent with the Town's 2040 plan and with surrounding zoning. The parcels are at 0 Dial Street (parcel 1338095, Annexation and Zoning Map Amendment 2026-10-12-01), 1265 Dial Street (parcel 133A197), and 1160 Coldwater (parcel 133A209). The owner of the last two lots plans to build two houses and wants Town services in place of wells and septic.

4. PRESENTATIONS:

HR Director Stegall introduced seven new full-time employees and two promotions across Parks and Recreation, Public Works, Finance, and Police.

- Director St. Martin introduced Ryder Kathy and Winter Honeycutt, both former part-time pool and park employees now full time in Parks and Recreation.
- Director Tagger introduced Ashton Cunningham (streets to meter technician), Christopher Lawson, Zeke Porter, a public works superintendent and safety officer, and Glenn Hyatt.
- Finance introduced Kelsey, a customer service specialist for utility billing.
- Police Chief Hill's swearing-in was scheduled for Monday.

6. ORDINANCES/RESOLUTIONS:

Item 6.1, The Board reviewed Resolution 2026-10-12-01, which directs the Town Clerk to investigate a petition for voluntary annexation of 801 North Chapel Street (parcel 163064). The property is just outside town limits and would be zoned RMST. Staff Planner Sands stated the owners planned to demolish the house and build a house or duplex.

Item 6.2, Police Chief Hill presented Resolution 2026-10-12-03 and Ordinance 2026-11-05-01 to set a hearing on closing and vacating 702 Dow Street (parcel 1338266). The structure had been found in violation of the minimum housing ordinance. Code enforcement issued an order on April 8, 2026, requiring repair, demolition, or vacation within 30 days. The owner had not complied and had not responded, and the structure appeared to have been vacant for most of that period.

7. CONSIDERATIONS:

Item 7.1, Donation of Property at 200 South Central Avenue. The Town was offered a donation of 0.01 acres adjacent to existing Town property on South Central Avenue. No concerns were raised.

Item 7.2, Lake Warrior Bridge Project 26-147. Town Manager Ambrose reported that three bid cycles produced only one bid, from Carolina Site Works, for $231,700 to replace the bridge used by Lake Warrior Golf Club carts and maintenance vehicles. Public Works Director Sean Taggart said the Town does not use the bridge for vehicles. Town crews can reach the pumps through Brown Road and through the neighborhood off Highway 152. Staff did not recommend funding the bridge. Director Taggart did recommend replacing the pedestrian bridge from the existing bridge to the pumps, which was described as unsafe to walk on and a separate project.

Board members raised several concerns:

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- The bridge and dam are the Town's liability, covered by the Town's insurance. Town Manager Ambrose was asked whether closing it with gates or cables would remove that liability, and whether an insurance claim was possible. Town Manager Ambrose said an adjuster would likely deny it as maintenance.
- The Town's long relationship with the golf club. The Town provides electric service to the clubhouse, sells raw water for irrigation, and owns the dam. The club maintains vegetation around the lake under a prior land exchange.
- Attorney Locklear recalled that heavy construction traffic had previously been prohibited on the crossing. The golf club later lost use of an alternate right-of-way off Brown Road, which is why maintenance trucks now cross the bridge.
- A suggestion to narrow the crossing to golf-cart width. Questioned whether the structure was rated for trucks.

Staff agreed to review the dam's Emergency Action Plans, some updated as recently as 2024, and bring back information on the rated capacity of the bridge and dam on Monday. No action was taken.

Item 7.3 & 7.4, Lowering Reserves on Surplus Vehicles. Police Chief Hill asked to lower the reserve on the 2006 Ford F-250 (Truck 61) to $3,000. It has 5,732 engine hours and an estimated $20,000 in repairs, and its highest bid over three auction rounds was $1,175. He also asked to lower the reserve on the 2011 Ford F-150 (Truck 33), which has about 190,000 miles, needs $25,000–$30,000 in repairs, and drew a high bid of $1,655, to $2,000.

Item 7.5, Oaks of Landis Speed Study. Chief Hill reported two studies. Without the radar trailer, the average speed was 23.11 mph with a maximum of 40 mph. With the trailer, the average was 19.27 mph with a maximum of 39 mph. The posted limit is 15 mph, with signs at both entrances and additional signs within the neighborhood. Peak traffic occurred around 7 AM and 4 PM. Board members suggested most speeders were likely residents.

Item 7.6, Circul-Air PPE Drying Cabinet. Fire Chief Smith sought approval to purchase a gear dryer to complement its new washer, which would reduce cancer risk from contaminated gear. A North Carolina League of Municipalities risk-reduction grant covers 50 percent of the cost, including shipping. The unit plugs into a standard outlet at Station 58 and needs no electrical work.

Item 7.7, Budget Amendment 27-7 is to receive and appropriate NCLM Workers' Compensation Safety Grant Funds awarded to the Fire Department for the purchase of a Circul Air PPE Express Drying Cabinet.

Item 7.8, LDO Update. Staff Planner Sands presented a proposal from Central Carolina Council of Governments for $48,750 to rewrite the Land Development Ordinance. The rewrite would take 12–15 months and work through monthly Planning Board meetings. Staff Planner Sands said the current LDO contained contradictory provisions. Town Manager Ambrose said he had asked that changes be delivered in smaller portions.

Item 7.8, Budget Amendment 27-8. Funding would come from fund balance by budget amendment for the LDO rewrite.

Item 7.9, Budget Amendment 27-9. This amendment pays Lee Electric for electrical work, including a change order, on the Cannon Farm Road roundabout. NCDOT has reimbursed the Town. It is a carryover from the prior year and will be handled together with the related item.

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Item 7.10, This Budget Amendment is to reallocate FY26 funds associated with the previously approved Change Order (CO #25-18-01) for Lee Electrical Construction to fund the 12kV Conversion Project. These funds are reimbursed by the North Carolina Department of Transportation (NCDOT)

Item 7.11, The Board reviewed the award of a $19,500 study to Centralina Council of Governments. The Town was due for a Water and Sewer rate study, and rates cannot be changed until it is complete.

Item 7.12, Wingspan Training and Education Budget Amendment (27-10). Mayor Smith submitted the Budget Amendment and reviewed that in May the Board voted to purchase Wingspan training for seven department heads at a total of $44,964.78. She said the Board had understood the cost would be included in the FY 2026-27 budget, but it was not. Invoices were paid through a line-item transfer on August 6, 2026, drawing on police telephone and equipment ($4,000 each) and on fire capital outlay, finance professional services, parks and recreation facility improvements, and public works supplies ($8,000 each). The amendment would restore those accounts from fund balance. The Parks and Recreation reduction took facility improvements from $35,000 to $27,000, and that account had been tied to the Lynn Field restroom and concession building. The Wingspan purchase was not a staff recommendation.

Item 7.13, Kimball Road Multimodal Demonstration Project. Town Manager Ambrose said the project began through the MPO and was 100 percent funded. Additional 100 percent funding of about $1,000,000 may be available through NCDOT for sidewalks and bike lanes along Kimball Road from North South Main Street toward South Rowan High School, with crosswalks at the school, the YMCA, and Main Street. The funding may not cover the full cost, which was estimated at much more. The project would be coordinated with China Grove. Mayor Smith said Food Lion had expressed interest in contributing to the stretch near its property. Town Manager Ambrose noted NCDOT had earlier rejected sidewalks along parts of the road because of a curve. The Board was asked whether to pursue the funding, and members generally expressed support for improving student safety. No action was taken.

Item 7.14, Board of Aldermen Rules of Procedure. Town Manager Ambrose presented the proposed changes discussed with the Centralina consultant earlier in the year. They included revisions to Rule 16 (closed sessions), Rule 7 (adjourning into an emergency session), and a new section on draft agenda review. The Manager said no vote was planned Monday and the pace was up to the Board.

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2.3 **Consider Motion into Closed Session Pursuant to G.S. 143-318.11(a)(3) to Discuss Matters Protected by Attorney-Client Privilege**

ACTION: A MOTION WAS MADE TO ENTER CLOSED SESSION AT 6:52 PM
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

ACTION: A MOTION WAS MADE TO CONVENE THE CLOSED SESSION AT 7:48 PM
Moved By: Darrell Overcash, seconded by Ryan Nelms
Motion Passed: (4-0)

Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

No motions were made during the closed session

3. CLOSING:

3.1 Board Comments

3.2 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN THE MEETING AT 7:52 PM
Moved By: Darrell Overcash, seconded by Ryan Nelms
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

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Victoria Martin
Town Clerk

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BOARD OF ALDERMEN

Monday, October 12, 2026 at 6:00 PM

Landis Board Room

AGENDA

PLEASE SILENCE ALL CELL PHONES

Present: Mayor Meredith Bare Smith, Mayor Pro-Tem Ashley Stewart, Alderman Tony Corriher, Alderman Ryan Nelms, Alderman Darrell Overcash

Staff Present: Town Manager Michael Ambrose, Town Clerk Tori Martin, HR Director Madison Stegall, Deputy Finance Officer Ashley Burn, Town Attorney Rick Locklear, Parks & Rec Director Jessica St. Martin, Planning Director Collins, Fire Chief Jason Smith, Police Chief Shawn Hill, Public Works Director Sean Taggart

1. INTRODUCTION:

1.1 Call Meeting to Order

Mayor Meredith Bare Smith called the meeting to order at 6:00 PM

1.2 Welcome

Mayor Smith welcomed those in attendance.

1.3 Moment of Silence and Pledge of Allegiance

Mayor Smith then led those in attendance in the Pledge of Allegiance.

1.4 Adoption of Agenda

ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED.
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

2. CONSENT AGENDA:

All items below are considered to be routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless an Aldermen member so requests, in which event, the item will be removed from the Consent Agenda and placed in the appropriate corresponding Agenda Section to then be considered.

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2.1 **Consider Approval of Regular Scheduled Meeting Minutes September 10, 2026**

2.2 **Consider Approval of Contract Renewal for MYgroup Employee Assistance Program (EAP) in the Amount of $2,000 Dollars Annually for a Term of Twelve (12) Months**.

2.3 **Consider Approval of 2026 Longevity Pay for Full-Time Employees**

2.4 **Consider Approval of the Capital Project Ordinance (Ordinance # 2026-10-12-01) for the Electric 12KV Linework Distribution Project (Project # 27-176)**

2.5 **Consider Approval of Budget Amendment #27-10 to Reallocate Funding from the Electric Enterprise Fund to the Electric Linework Distribution Capital Project Fund (Project #27-176)**

ACTION: A MOTION WAS MADE TO ADOPT THE CONSENT AGENDA AS PRESENTED.
Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

3. PUBLIC HEARINGS:

3.1 **Consider Approval of Voluntary Annexation Petition for Non-Contiguous Property - 0 Dial Street - (Rowan County Parcel ID: 133A095) and Corresponding Ordinances #ANNEX-2026-10-12-01 and #ZMA-2026-10-12-01 - Single Family Residential - 2 (SFR-2)**

Planning Director Collins reported that the Planning and Zoning Commission reviewed and approved the request at its August 18 meeting and recommended SFR-2 zoning. He stated that all statutory requirements for satellite annexation had been met and that, if approved, the annexation would take effect immediately.

ACTION: A MOTION WAS MADE TO OPEN THE PUBLIC HEARING
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

No one signed up for comments for the Public Hearing

ACTION: A MOTION WAS MADE TO CLOSE THE PUBLIC HEARING
Moved By: Ashley Stewart, seconded by Ryan Nelms
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

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ACTION: A MOTION WAS MADE TO APPROVE ORDINANCE #ANNEX-2026-10-12-01 FOR THE ANNEXATION OF THE NON-CONTIGUOUS PROPERTY AT 0 DIAL STREET (ROWAN COUNTY PARCEL ID 133A095)
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

ACTION: A MOTION WAS MADE TO ADOPT ZONING MAP AMENDMENT #ZMA-2026-10-12-01, REZONING THE PROPERTY TO SINGLE FAMILY RESIDENTIAL-2 (SFR-2)
Moved By: Ashley Stewart, seconded by Ryan Nelms
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

3.2 **Consider Approval of Voluntary Annexation Petition for Non-Contiguous Property - 1265 Dial Street (Rowan County Parcel ID: 133A197) and Corresponding Ordinances #ANNEX-2026-10-12-02 and #ZMA-2026-10-12-02 - Single Family Residential -2 - (SFR-2)**

Director Collins stated that this request was also reviewed at the August Planning and Zoning Commission meeting, which recommended SFR-2. All statutory requirements had been met, and the annexation would take effect immediately upon approval.

ACTION: A MOTION WAS MADE TO OPEN THE PUBLIC HEARING
Moved By: Ashley Stewart, seconded by Ryan Nelms
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

No one signed up for comments for the Public Hearing

ACTION: A MOTION WAS MADE TO CLOSE THE PUBLIC HEARING
Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

ACTION: A MOTION WAS MADE TO APPROVE ORDINANCE #ANNEX-2026-10-12-03 FOR THE ANNEXATION OF 1160 COLDWATER STREET (ROWAN COUNTY PARCEL ID 133A209)
Moved By: Ashley Stewart, seconded by Ryan Nelms
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

ACTION: A MOTION WAS MADE TO ADOPT ZONING MAP AMENDMENT #ZMA-2026-10-12-03, AMENDING THE OFFICIAL ZONING MAP OF THE LANDIS DEVELOPMENT ORDINANCE TO SINGLE FAMILY RESIDENTIAL-2 (SFR-2)
Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

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3.3 **Consider Approval of Voluntary Annexation Petition for Non-Contiguous Property - 1160 Coldwater Street (Rowan County Parcel ID: 133A209) and Corresponding Ordinances #ANNEX-2026-10-12-03 and #ZMA-2026-10-12-03 - Single Family Residential -2 - (SFR-2)**

Director Collins reported that the Planning and Zoning Commission reviewed and approved the request at its August 18 meeting and recommended SFR-2. The request met all statutory requirements for satellite annexation, and the annexation would take effect immediately upon approval.

ACTION: A MOTION WAS MADE TO OPEN THE PUBLIC HEARING
Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

No one signed up for comments for the Public Hearing

ACTION: A MOTION WAS MADE TO CLOSE THE PUBLIC HEARING
Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

ACTION: A MOTION WAS MADE TO APPROVE ORDINANCE #ANNEX-2026-10-12-03 FOR THE ANNEXATION OF 1160 COLDWATER STREET (ROWAN COUNTY PARCEL ID 133A209)__
Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

ACTION: A MOTION WAS MADE TO ADOPT ZONING MAP AMENDMENT #ZMA-2026-10-12-03, AMENDING THE OFFICIAL ZONING MAP OF THE LANDIS DEVELOPMENT ORDINANCE TO SINGLE FAMILY RESIDENTIAL-2 (SFR-2)
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

4. PRESENTATIONS:

4.1 **Ryder (Kathy) Caskey, FT Parks & Recreation Attendant (Promotion)**

Ryder was promoted to full-time Parks and Recreation Attendant, providing customer service and assisting with daily operations at Town recreational facilities.

4.2 **Winter Honeycutt, FT Parks & Recreation Attendant (Promotion)**

Winter was promoted to full-time Parks and Recreation Attendant, providing customer service and assisting with daily operations at Town recreational facilities.

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4.3 **Ashton Cunningham – Meter Technician (Promotion)**
Ashton was promoted from the Streets Department to Meter Technician, where he will work on water and electric meters and related duties.

4.4 **Christopher Loflin, Street Technician**
Christopher joined Public Works as a Street Technician, assisting with daily maintenance and upkeep of Town streets.

4.5 **Zeke Porter, Street Technician**
Zeke joined Public Works as a Street Technician, assisting with daily maintenance and upkeep of Town streets.

4.6 **Ricky Funderburk, Electric Systems Superintendent/Safety Officer**
Ricky was introduced as the new Electric Systems Superintendent, overseeing operation, maintenance and repair of the Town's electric distribution system.

4.7 **Glenn Hiatt, Class C Lineman**
Glenn joined the Town as a Class C Lineman, assisting with installation, maintenance and repair of the electric distribution system.

4.8 **Kelsey Davidson, Customer Service Specialist**

Kelsey joined the Town as a Customer Service Specialist, assisting with customer service and utility billing.

4.9 **Swearing in of Landis Police Chief (Shawn Hill)**
Mayor Smith administered the oath of office to Shawn Hill as Landis Chief of Police. Chief Hill swore to support and maintain the constitutions and laws of the United States and North Carolina, to be alert and vigilant in enforcing the state's criminal laws, to act without personal bias or prejudice, and to faithfully and impartially execute the duties of his office. The Board and those present offered congratulations.

5. CITIZEN COMMENTS:

All citizen comments are limited to 3 minutes.

5.1 Citizens' Comments

Town Clerk Martin reported that two people had signed up.

Glenn Corriher of China Grove, a Landis customer since about 1992, spoke about Agenda Item 7.2, the Lake Warrior Bridge project, which he said had drawn controversy at the previous Thursday's work session. He asked Town Manager Ambrose to confirm that the bridge is within the Town limits, and Ambrose confirmed it is. Mr. Corriher noted that the painting and sandblasting portion of the bid was $89,743.59 and the full project was $231,700. He asked what revenue the golf course generates for the Town. Ambrose responded that the Town receives none from that property beyond the power bill and the raw water storage the golf course uses for irrigation. Mr. Corriher raised concerns about liability, future maintenance costs and the safety of golfers crossing the bridge. He said the funds could be better

spent on other needs, such as vehicles for departments. Ambrose confirmed that spending on the bridge was not currently a staff recommendation.

Rodney Miles thanked the Board and described the "Jesus Parade" that he and his wife are organizing for March 27, 2027. He said they had worked with staff, had the approval of the Town of China Grove, and were delivering their application packet to the Town Clerk so the event could be placed on the Board's docket. He noted they are a registered nonprofit and invited questions. The Board had none.

6. ORDINANCES/RESOLUTIONS:

6.1 Consider Approval of Resolution #2026-10-12-02 Setting a Public Hearing for a Voluntary Annexation Petition for Non - Contiguous Property - 801 N. Chapel Street - (Rowan County Parcel ID: 163 064) and Corresponding Resolution #2026-10-12-01 Directing the Town Clerk to Investigate the Petition and the Corresponding Zoning Request for Residential Main Street Transition (RMST)

Director Collins explained that this was the step preceding the public hearing. The Planning and Zoning Commission reviewed and approved the request at its September meeting and requested RMST zoning. All statutory requirements for a voluntary non-contiguous annexation petition had been met.

ACTION: A MOTION WAS MADE TO ADOPT RESOLUTION #2026-10-12-02 SETTING A PUBLIC HEARING FOR NOVEMBER 5, 2026, REGARDING THE VOLUNTARY ANNEXATION PETITION FOR NON CONTIGUOUS PROPERTY LOCATED AT 801 N. CHAPEL STREET (ROWAN COUNTY PARCEL ID 163 064) AND THE CORRESPONDING ZONING REQUEST FOR RESIDENTIAL MAIN STREET TRANSITION (RMST), AND TO ADOPT RESOLUTION #2026-10-12-01 DIRECTING THE TOWN CLERK TO INVESTIGATE THE SUFFICIENCY OF THE PETITION
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

6.2 Consider Adoption of Resolution #2026-10-12-03 Setting a Public Hearing for Adoption of Ordinance # 2026-11-05-01 to Close and Vacate the Property of 702 Dial Street (Rowan County Parcel ID: 133A266) (Project #27-193)

Chief Hill explained that the matter arose under the Town's minimum housing ordinance. On April 8, 2026, code enforcement issued an order requiring the structure to be repaired or demolished within 30 days, and the property owner failed to comply. The proposed ordinance would authorize code enforcement to proceed with enforcement action. The Board had no questions.

ACTION: A MOTION WAS MADE TO ADOPT RESOLUTION #2026-10-12-03 TO SET A PUBLIC HEARING ON NOVEMBER 5, 2026 FOR ADOPTION OF ORDINANCE #2026-11-05-02
Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

7. CONSIDERATIONS:

7.1 Consider Approval to Accept the Donation of Property Located at 200 S. Central Avenue

Town Manager Ambrose explained that the property is approximately 0.01 acres and that its current owner wished to donate it to the Town. The Board had no questions.

ACTION: A MOTION WAS MADE TO APPROVE THE ACCEPTANCE OF THE DONATION OF THE PROPERTY LOCATED AT 200 S. CENTRAL AVENUE AND AUTHORIZE THE TOWN MANAGER TO EXECUTE ANY NECESSARY DOCUMENTS ASSOCIATED WITH THE TRANSFER OF THE PROPERTY TO THE TOWN OF LANDIS.
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

7.2 Consider the Discussion of the Lake Warrior Bridge Project (Project #26-147)

Background. Town Clerk Martin presented photographs of the bridge taken that day. The agenda materials noted that the project was bid three times, with no bids received in the first two rounds. In the third round, Carolina Siteworks, Inc. bid $231,700, comprising $136,956.41 for bridge deck replacement, $89,743.59 for painting and sandblasting, and a $5,000 engineering contingency. Town Clerk Martin reported that the golf course's manager stated the deck boards had been replaced within roughly the last four months. Town Manager Ambrose also said he believed the bridge carried a 5-ton rating dating to the 1960s, though this was not verified.

Public Works Director Taggart reported that Carolina Siteworks inspected the bridge in preparing its quote and believed it was originally built for heavy vehicle loads. A concrete structure supports a steel span over the spillway. He stated that load capacity had not been verified by a licensed structural engineer and recommended a structural assessment to determine a safe weight capacity in its current condition. A sign restricting trucks had recently been posted by the golf course, not by the Town. The top layers appeared to be deteriorating. Both Director Taggart and Town Manager Ambrose said they knew of no paperwork establishing who built or owns the bridge, and Director Taggart noted it is not on the Powell Bill system.

Board discussion. Mayor Pro Tem Stewart asked whether replacing the bridge could affect the earthen dam, which the Town owns as part of its water supply. Director Taggart responded that removing the bridge could disturb the dam and that an assessment would clarify the risk. He said the dam had not been labeled critical risk, unlike Lake Landis. Mayor Smith stated that the Town provides power to the clubhouse, maintains pumps in the area, and has a working relationship with the golf course. She said the Town has right-of-way access from both sides, while the golf course does not.

Members discussed whether the bridge could safely carry pedestrian traffic. Several members felt foot traffic posed little concern. Director Taggart said Town employees park before the bridge and walk to the pump area. Concern was expressed about pickup trucks and a loaded tractor having crossed the bridge, and about the Town's liability. Director Taggart noted that only an engineer can provide a defensible load rating.

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Related pedestrian walkway. Discussion revealed a separate walkway or pier extending to an inactive pump house, which is in poor condition and is not part of the $231,700 bid. Board Members agreed it should be evaluated and secured. Director Taggart said it is used only for foot traffic to periodically exercise the pump and that any pump repair would likely require a crane.

ACTION: A MOTION WAS MADE TO OBTAIN A STRUCTURAL ASSESSMENT TO DETERMINE THE WEIGHT CAPACITY OF THE BRIDGE IN ITS CURRENT STATE BY STAFF.
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (3-1)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

Emergency closure. Mayor Smith then proposed closing the bridge until the evaluation is complete. Town Manager Ambrose clarified that a formal Board closure would require a public hearing, whereas the Board's action would be a recommendation that staff carry out an emergency closure. Staff noted that a gate could close the bridge while golf carts used a path around it, and that Town staff could retain keys for foot access.

Alderman Locklear expressed concern that closing the bridge could prove unnecessary if the assessment found it capable of supporting golf carts. Mayor Pro Tem Stewart stated that, absent any structural assessment, closure was the prudent course from a liability standpoint. Mayor Smith stated she was reluctant to close the bridge without a representative of Lake Warrior present. Town Manager Ambrose noted that the golf course had been informed the matter was on the agenda. The Board agreed not to set a public hearing until the assessment results were available.

ACTION: A MOTION WAS MADE TO RECOMMEND THAT STAFF PERFORM AN EMERGENCY CLOSURE OF THE BRIDGE UNTIL A WEIGHT CAPACITY STUDY AND ANALYSIS IS RECEIVED
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

7.3 Consider Approval to Lower the Reserve Amount for Previously Approved Surplus 2006 Ford F-250 (Truck #61) (Project #26-166)

Chief Hill reported that the truck had not met its reserve. It has about 190,000 miles and needs an estimated $20,000 in repairs. He recommended lowering the reserve to $3,000 to assist in selling it.

ACTION: A MOTION WAS MADE TO LOWER THE RESERVE AMOUNT FOR THE PREVIOUSLY APPROVED SURPLUS 2006 FORD F-250 (TRUCK #61) TO $3,000. (PROJECT #26-166)
Moved By: Ryan Nelms, seconded by Ashley Stewart
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

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7.4 **Consider Approval to Lower the Reserve Amount for Previously Approved Surplus 2011 Ford F-150 (Truck #33) (Project #26-166)**

Chief Hill reported that this truck also has about 190,000 miles and needs $25,000 to $30,000 in repairs. It had been offered through three rounds of auction without meeting its reserve. He recommended a $2,000 reserve.

ACTION: A MOTION WAS MADE TO LOWER THE RESERVE AMOUNT FOR THE PREVIOUSLY APPROVED SURPLUS 2011 FORD F-150 (TRUCK #33) TO $2,000 DOLLARS. (PROJECT #26-166)
Moved By: Ryan Nelms, seconded by Ashley Stewart
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

7.5 **Consider the Discussion of the Results of Speed Data Collected within The Oaks of Landis Subdivision**

Chief Hill presented results of two speed studies. Without the radar trailer present, the average speed was 23.11 MPH, the 85th percentile speed was 27 MPH, and the maximum recorded speed was 40 MPH. With the radar speed trailer in place, the average dropped to 19.27 MPH, with a maximum of 39 MPH. Peak traffic times in both studies were 7:00 AM and 4:00 PM, which will allow the department to target enforcement. Mayor Smith asked about speed limit signage, and Chief Hill confirmed that signs were already posted. This was a discussion item, and no action was taken.

7.6 **Consider Approval to Purchase a Circul-Air PPE Express Drying Cabinet for the Fire Department Through the NC League of Municipalities Worker's Compensation 50% Match Grant Funds (Project #27-191)**

Fire Chief Smith explained that the cabinet would complement the department's new PPE washer. It can dry two sets of gear in about an hour and a half, rather than the days required to air dry, and it reduces firefighters' cancer risk by ensuring gear is properly cleaned. The NCLM grant covers 50% of the purchase price and shipping. The agenda materials listed a total cost of $6,885.45, a reimbursement of $3,217.50, and a net Town cost of $3,667.95.

ACTION: A MOTION WAS MADE TO APPROVE THE PURCHASE OF A CIRCUL-AIR PPE EXPRESS DRYING CABINET FOR THE FIRE DEPARTMENT IN THE AMOUNT OF $6,885.45 DOLLARS, WITH $3,217.50 DOLLARS TO BE REIMBURSED THROUGH THE NC LEAGUE OF MUNICIPALITIES WORKER'S COMPENSATION SAFETY GRANT, RESULTING IN A NET COST TO THE TOWN OF $3,667.95 DOLLARS. (PROJECT #27-191)
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

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7.7 **Consider Approval of Budget Amendment #27-7 to Receive and Appropriate NCLM Workers' Compensation Safety 50% Match Grant Funds for the Purchase of a Circul Air PPE Express Drying Cabinet**

Deputy Finance Officer Burn explained that the amendment receives and appropriates the grant funding for the dryer.

ACTION: A MOTION WAS MADE TO APPROVE BUDGET AMENDMENT #27-7 TO RECEIVE AND APPROPRIATE NCLM WORKERS' COMPENSATION SAFETY 50% MATCH GRANT FUNDS FOR THE PURCHASE OF A CIRCUL AIR PPE EXPRESS DRYING CABINET.
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

7.8 **Consider Recommendation from Planning Board to Approve Proposal from Centralina to Update the LDO in the Amount of $48,750 Dollars (Project #27-192)**

Town Manager Ambrose explained that the proposal would fund a full review and rewrite of the Landis Development Ordinance (LDO) to make it clearer and easier to use for citizens, staff and the Planning Board. The work would proceed in stages over roughly 12 to 15 months. Centralina staff would attend meetings and return with revisions based on Planning Board recommendations, adding no additional workload for Town staff.

ACTION: A MOTION WAS MADE TO APPROVE PROPOSAL FROM CENTRALINA TO COMPLETE THE FULL REVIEW AND REWRITE OF THE EXISTING LDO IN THE AMOUNT OF $48,750 DOLLARS (PROJECT #27-192).
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

7.9 **Consider Approval of Budget Amendment #27-8 to Reallocate Funds to Professional Services to Support the Landis Development Ordinance Update (Project #27-192)**

Deputy Finance Officer Burn explained that the funds would be reallocated to professional services from fund balance.

ACTION: A MOTION WAS MADE TO APPROVE BUDGET AMENDMENT #27-8 TO REALLOCATE FUNDS TO PROFESSIONAL SERVICES TO SUPPORT THE LANDIS DEVELOPMENT ORDINANCE UPDATE (PROJECT #27-192)
Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

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7.10 **Consider Approval of Budget Amendment #27-9 to Reallocate FY26 Funds Associated with the Previously Approved Change Order (CO #25-18-01) for Lee Electrical Construction to Fund the 12kV Conversion Project (Project #25-18)**

Town Manager Ambrose explained that the amendment relates to the roundabout-related relocation for the NCDOT. NCDOT had reimbursed the Town, which could now transfer the funds to the electrical project.

ACTION: A MOTION WAS MADE TO APPROVE BUDGET AMENDMENT #27-9 REALLOCATE FY26 FUNDS ASSOCIATED WITH THE PREVIOUSLY APPROVED CHANGE ORDER (CO #25-18-01) FOR LEE ELECTRICAL CONSTRUCTION TO FUND THE 12KV CONVERSION PROJECT (PROJECT #25-18)
Moved By: Tony Corriher, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

Town Manager Ambrose then asked the Board to also approve Change Order #2 for Lee Electrical so the contractor could be paid. The item had been planned for the November agenda, but the information arrived the previous Friday. He explained that the original contract was $423,800. Change Order #1 added $20,517.93, bringing the total to $444,317.93. Change Order #2 would add $37,229.80, bringing the total to $481,547.73. The total reimbursed by NCDOT is $57,747.73, so the amendment would be adjusted to about $57,748.

Board Members asked for the figures in writing, noting that Change Order #2 was not in the packet. Town Clerk Martin agreed to add the document as an attachment to the packet.

ACTION: A MOTION WAS MADE TO APPROVE CHANGE ORDER #25-18-02
Moved By: Tony Corriher, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

ACTION: A MOTION WAS MADE AMEND BUDGET AMENDMENT #27-9 TO INCLUDE CHANGE ORDER #25-18-02
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

7.11 **Consider Approval of Awarding Water and Sewer Rate Study to Centralina Regional Council in the Amount of $19,500 Dollars (Project #27-194)**

Town Manager Ambrose explained that the comprehensive study would evaluate water and sewer rates for the next five years. In response to Mayor Pro-tem Stewart, he stated that the last study was done in 2020 or 2021 and that the new study would take about 90 to 180 days. He expected completion around March, which would be tight for the next budget cycle. Rates cannot be adjusted until the study is complete. The cost was budgeted as an operational expense in the water and sewer department.

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ACTION: A MOTION WAS MADE TO AWARD CENTRALINA REGIONAL COUNCIL THE WATER AND SEWER RATE STUDY IN THE AMOUNT OF $19,500 DOLLARS. (PROJECT #27-194)
Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

7.12 Consider Discussion of Budget Amendment for Wingspan Training and Education

Mayor Smith, who submitted the item, referred the Board to line item transfer B (pages 155-156 of the packet). She explained that funds had been decreased in various departmental line items and increased elsewhere to cover Wingspan training, and she recommended restoring those lines from fund balance through Budget Amendment #27-11. Town Manager Ambrose clarified that line item transfer A, for professional services, was unrelated to Wingspan. He stated that staff did not recommend the amendment. He explained that, as budget officer, he made the transfer after consulting department heads and finding savings in existing lines. One example was a $4,000 reduction in police department telephone costs. He said the Wingspan arrangement was made after the May budget adoption.

Alderman Corriher objected that it was inappropriate to second-guess the finance staff and the Town Manager, or to ask them to rework budgets repeatedly. Alderman Overcash said the money was already settled and department heads had indicated no needs. Alderman Overcash asked where funding would come from for the bridge engineering assessment approved earlier. Town Manager Ambrose responded that the bridge is a utility asset and the utility fund holds little fund balance.

Mayor Smith replied that a budget amendment may be proposed by any board member and that the proposal was made in the interest of transparency. She said the concern originated with Wingspan, which had asked how invoices would be paid, and that the invoices had been covered by taking funds from departmental lines.

Mayor Smith's email figures were seven department heads at $6,423.54 each ($44,964.78 total), plus $23,880 in annual cost to the Town. Town Manager clarified that the line item transfer was $40,000, and other amounts might reside elsewhere in the budget.

ACTION: A MOTION WAS MADE TO APPROVE BUDGET AMENDMENT #27-11
Moved By: Ashley Stewart, seconded by Ryan Nelms
Motion Passed: (3-2)
Voting For: Meredith Bare Smith, Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

7.13 Consider Discussion of the Kimball Road Multimodal Demonstration Project

Town Manager Ambrose reported that the project is fully funded by the MPO through a grant of about $1,000,000, with no Town dollars invested. It is a joint effort with China Grove. The Board was asked for a motion to move forward, and a further resolution would come later. In discussion, a member asked whether sidewalks could be prioritized over bike lanes, fearing the funds would cover only bike lanes. Ambrose responded that the question could be raised at the MPO meeting, which the NCDOT would lead, and that further discussion on starting and stopping points was expected.

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ACTION: A MOTION WAS MADE TO APPROVE AND MOVE FORWARD WITH THE KIMBALL ROAD MULTIMODAL DEMONSTRATION PROJECT.
Moved By: Ashley Stewart, seconded by Ryan Nelms
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

7.14 **Consider Discussion of the Board of Aldermen Rules of Procedure**

Town Manager Ambrose proposed reviewing the draft rules in sections, working with the Town Clerk to compile edits. The Board reviewed Rules 1 through 6.

Rules 1-3. The Board agreed to keep the 6:00 PM regular meeting time and location. For special meetings, the Mayor or two members may call a meeting with at least 48 business hours' written notice. For emergency meetings, the Board chose to leave the language as written, "the Mayor or two Board members," on the understanding that it encompasses the Mayor Pro Tem when acting. Recess and cancellation provisions drew no changes.

Agenda process. The Board agreed to remove the Mayor Pro Tem from the draft agenda review, so that the Town Clerk or Town Manager sends the draft to the Mayor. The Board reviewed the timing of the agenda package, which is delivered three business days before regular meetings, and discussed the work session schedule. Staff cited the open meetings statute for the 48 business-hour public posting requirement and agreed to keep using business hours.

The Board considered a deadline for adding items. Town Manager Ambrose proposed that new items be submitted by the 15th of the preceding month, to avoid last-minute strain on the Town Clerk. Town Manager Ambrose noted that late additions require Town Clerk Martin about an hour and a half of work to republish. Mayor Smith objected that the 15th falls only four days after a regular meeting. The discussion indicated that items submitted by the 15th could be added by request, and later additions would require a majority vote, with the manner of adding items to be specified. Town Manager Ambrose will confirm that the rules are consistent with the Town charter. Members could also bring items to a meeting in person.

Rules 5-6. The Board suggested renaming "petition of citizens" to "citizen comments" for clarity. It decided to keep the order of business, with old business remaining ahead of considerations. Mayor Smith noted that citizen comments are placed early so that residents can comment before votes are taken.

ACTION: A MOTION WAS MADE TO TABLE THE REMAINING RULES BEGINNING AT RULE 7 UNTIL THE NOVEMBER 5, 2026 MEETING.
Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

DRAFT

8. REPORTS:

8.1 **Code Enforcement Report** (Included in The Board Packet)

8.2 **Fire Department Report** (Included in The Board Packet)

8.3 **Fleet Report** (Included in The Board Packet)

8.4 **Parks and Recreation Report** (Included in The Board Packet)

8.5 **Planning Department Reports** (Included in The Board Packet)

8.6 **Police Department Report** (Included in The Board Packet)

8.7 **Public Works Report** (Included in The Board Packet)

9. REPORTS:

9.1 **Financial Report** (Included in the Board packet)

9.2 **Town Manager Report** (Included in the Board packet)

10. UPCOMING EVENTS:

10.1 **Upcoming Events** (Included in the Board packet)
Mayor Smith read the upcoming schedule:

- A Planning Board meeting on October 20 at 6:00 PM , and a special-called DCFL committee meeting at 4:00 PM.
- The Fall Festival on October 24 from 2:00 to 6:00 PM.
- The regular Board of Aldermen meeting on Thursday, November 5 at 5:30 PM.
- A DCFL committee meeting on November 10 at 5:30 PM.
- Town offices closed on November 11 for Veterans Day.
- A Planning Board meeting on November 17 at 6:00 PM.
- The Christmas parade, which begins at 3:00 PM in Landis, and the tree lighting from 4:00 to 7:00 PM. Town offices close at 10:00 AM that day.
- Town offices closed on November 26 and 27 for Thanksgiving.

DRAFT

11. CLOSING:

11.1 Board Comments

No Board comments were recorded.

11.2 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN THE MEETING AT 7:52 PM.
Moved By: Ashley Stewart, seconded by Ryan Nelms
Motion Passed: (4-0)
Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, Tony Corriher

_____
Victoria Martin
Town Clerk

DRAFT

Ordinance #ANNEX-2026-11-05-01

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF LANDIS, NORTH CAROLINA

WHEREAS, the Board of Aldermen has been petitioned under G.S. 160A-58.1 to annex the area described below; and

WHEREAS, the Board of Aldermen has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing The question of this annexation was held at 312 S. Main Street, Landis, NC at 6:00 PM on November 5, 2026, after due notice by Salisbury Post on October 27, 2026, and November 3, 2026.

WHEREAS, the Board of Aldermen finds that the area described therein meets the standards of G.S. 160A-58.1(b), to wit:

a. The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the corporate limits of the Town;

b. No point on the proposed satellite corporate limits is closer to another municipality than to the Town.

c. The area described is so situated that the Town will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;

d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation;

e. The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits, does not exceed ten percent (10%) of the area within the primary corporate limits of the Town; and

WHEREAS, the Board of Aldermen further finds that the petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the Board of Aldermen further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described;

DRAFT

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Landis North Carolina that;

Section 1. By virtue of the authority granted by G.S. 160A-58.2, the following described non-contiguous territory is hereby annexed and made part of the Town of Landis, as of November 5, 2026.

Lots 58D and 59A and described as follows:
Beginning iron stake on the Northwest side of Chapel Street, R.D. Corriher's corner, and running thence with Chapel Street, R. D. Corriher's corner, and running with Chapel Street, N. 60-45 E. 187 feet to an iron stake, corner of Lot 59D; thence with dividing line of Lots 59A and 59D, N. 29-15 W. 189.5 feet to an iron stake, corner of Lots 59A and 59B; thence with the dividing line of Lots 59B, 58C, 58D, and 59A, S. 60-45 W. 185 feet to an iron stake in Corriher's line: thence with Corriher's line S. 28-38 E. 189.5 feet to the **BEGINNING**.
LESS AND EXCEPTING that portion of Lot 59A conveyed to Charles Alis Ritchie by deed dated September 13, 2001, and recorded in Book 918, page 715.

Section 2. Upon and after November 9, 2026, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Landis and shall be entitled to the same privileges and benefits as other parts of the Town of Landis. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Landis shall cause to be recorded in the office of the Register of Deeds of Rowan County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

Adopted on this 5th day of November 2026

S/_____
Victoria Martin, Town Clerk

S/_____
Meredith Bare Smith, Mayor

DRAFT

Attachment “A”
Rowan County GIS Parcel
163 064 801 N. Chapel Street



DRAFT

Ordinance #ZMA-2026-11-05-01

BE IT ORDAINED by the Mayor and Board of Aldermen of the Town of Landis, North Carolina that the Official Zoning Map of the Landis Development Ordinance be amended in accordance with Article 5 of G.S. 160D as follows:

PART 1. Consistency with Adopted Comprehensive Plan.
The Board of Aldermen finds that a zoning map amendment to the property of Town of Landis, being the owner(s) of the certain land areas hereinafter described as Rowan County Tax Parcel ID 163 064 and further described in Attachment "A" hereto, establishing a zoning designation in accordance with G.S. 160D-604(b) of "Residential Main Street Transition" (RMST) is consistent with the Town's 2040 Comprehensive Land Use Plan (the Plan) Future Land Use Map, as required by G.S. 160D-605(a) in that it lies within an area surrounded by residential neighborhood homes designation of both the adopted Future Land Use Map contained within the Plan and the current Official Zoning Map.

PART 2. Statement of Reasonableness.
This amendment is reasonable because the subject property allows for the growth and expansion of residential uses supporting the local economic base and work-force needs of the Town of Landis, as required by G.S. 160D-605(b).

PART 3. Designation of Zoning Designation.
That Rowan County Tax Parcel ID 163 064 described in Attachment "A" attached hereto shall be designated "Residential Main Street Transition" (RMST) on the Official Zoning Map.

PART 4. Designation of Future Land Use Categories to Subject Properties.
The Board of Aldermen further ordains the property consisting of Rowan County Parcel ID 163 064 described in Attachment "A" attached hereto shall be designated in the "Neighborhood" future land use category, in accordance with G.S. 160D-605(a) upon the Future Land Use Map in the Plan.

PART 5. Effective Date.
The Ordinance shall be effective immediately upon its adoption.

Adopted on this 5th day of November 2026.

***S/*_____**
***S/*_____**
Victoria Martin, Town Clerk **Meredith Bare Smith, Mayor**

DRAFT

Attachment "A"
Rowan County GIS Parcel ID: 163 064



Return to:
Town of Landis, NC
312 South Main Street
PO Box 8165
Landis, NC 28088

Owner(s): Kerley Jimmy W
Case Number: 202601004
PIN: 133A266

AN ORDINANCE ORDERING THE TOWN OF LANDIS CODE ENFORCEMENT OFFICER TO PROCEED TO EFFECTUATE THE PURPOSE OF THE LANDIS HOUSING CODE AND G.S. § 160D-1203

WHEREAS, on January 7, 2026, the Town of Landis Code Enforcement Officer conducted a thorough inspection of the residential structure located on the property identified in the Rowan County Tax Record PID 133A266 having a street address of **702 Dial St. Landis NC 28088**. Said property is owned by Jimmy W. Kerley by that deed recorded in the Rowan County Registry at Deed Book/Page 777/195; And

WHEREAS, the Town of Landis Code Enforcement Officer found that the residential unit was unfit for human habitation; and the Officer found violations of the Town's Minimum Housing Violation Chapter 96 ordinances. On January 9th, 2026, the first Notice of Violation was sent advising the property owner of the violations including a deteriorated/dilapidated residential structure including a single wide mobile home located on the property that appears to be abandoned and exhibits deterioration including but not limited to insulation that has come loose and is falling from the underside of the mobile home. There are large openings where underpinning is missing and there are no railings nor steps attached to the rear porch. The storm door has been removed and it is leaning against the mobile home. The fence that has been installed is incomplete and only has posts in the ground but no railings**.** Actions needed to bring the property into compliance were included in the Notice. Subsequent inspections continued and efforts were made to contact the property owner.

WHEREAS, on March 6th, 2026, the Town of Landis Code Enforcement Officer served upon the Owner and parties of interest in such residential structure a Complaint stating the Ordinance Violations and containing a notice of a hearing to be held before the Officer; and

WHEREAS a duly noticed hearing was held on November 5, 2026, before the Code Enforcement Officer at the Town of Landis Town Hall; and

WHEREAS the Town of Landis Code Enforcement Officer found that the residential structure was unfit for human habitation; and

WHEREAS the Code Enforcement Officer issued an Order on April 8th , 2026. In the Order, the Officer determined that the residential structure was deteriorated/dilapidated and ordered the following steps be taken:

X Repair the residential structure within 30 days.
X Demolish the residential structure within 30 days.

WHEREAS, the Owner has failed to timely comply with the Order.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Landis, North Carolina that:

By virtue of the authority granted by Town of Landis Code of Ordinances Minimum Housing §§ 95, 96 and by G.S. § 160D-1203, the Town of Landis Enforcement Officer is hereby ordered to cause the residential structure to be repaired, vacated, and closed, or removed or demolished, as provided in the original Order of the Officer.

The Town of Landis Code Enforcement Officer shall place a placard on such dwelling with the following words: "This building is unfit for human habitation, the use or occupation of this building for human habitation is prohibited and unlawful";

This ordinance shall be recorded in the Rowan County Registry; and

As provided by Landis Code of Ordinances §§ 95, 96 and by G.S. § 160D-1203, the cost of any vacation, closing and/or demolition of the residential structure caused to be made by the Officer shall be a lien against the real property upon which such cost was incurred and upon any other real property of the Owner located within the Town limits, except for the Owner's primary residence.

Civil Penalties. The Town of Landis Code Enforcement Officer is directed to levy civil penalties against the Owner in accordance with Landis Code of Ordinances § 10.99 and G.S. § 14-4

The foregoing ordinance, having been submitted to a vote, received the following vote, and was duly adopted this 5 day of November, 2026.

Ayes: _____ Noes: _____

Absent or Excused:____

Dated: _____

_____
Meredith Bare Smith, Mayor

_____
Victoria Martin, Town Clerk

CERTIFICATE OF SUFFICIENCY

To the Board of Aldermen of the Town of Landis, North Carolina:

I, Victoria Martin, Town Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

I further find that the area meets the standards for a non-contiguous area as specified in G.S. 160A-58.1(b), in that:

a. The petition includes a metes and bounds description of the area proposed for annexation and has attached a map showing the proposed satellite area in relation to the primary corporate limits.

b. The petition includes the names and addresses of all owners of real property lying in the area described therein.

c. The petition includes the signatures of all owners of real property lying in the area described therein, except those not required to sign by G.S. 160A-58.1(a).

d. The nearest point on the proposed satellite corporate limits is no more than three (3) miles from the primary corporate limits of the Town;

e. No point on the proposed satellite corporate limits is closer to the primary corporate limits of any municipality other than the Town;

f. The satellite area is so situated that the Town will be able to provide the same services as are provided within its primary corporate limits;

g. To the extent that the proposed satellite area contains any portion of a subdivision, the entire subdivision is included;

h. The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits of the Town, does not exceed ten percent (10%) of the area within the primary corporate limits of the Town (this subdivision does not apply to the Town of Landis).

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Landis, this 5th day of November 2026.

(Seal)

_____

Victoria Martin, Town Clerk

Resolution #2026-11-05-01

RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-58.1

WHEREAS, a petition requesting annexation of an area described in said petition was received on October 7, 2026, by the Board of Aldermen; and

WHEREAS, G.S. 160A-58.2 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Board of Aldermen of the Town of deems it advisable to proceed m response to this request for annexation:

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

The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Board of Aldermen the result of (his/her) investigation.

ADOPTED this 5th day of November 2026.

ATTEST:

_____ _____

Victoria Martin, Town Clerk **Meredith Bare Smith, Mayor**

Resolution #2026-11-05-02

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-58.2

WHEREAS, a petition requesting annexation of the not-contiguous area described herein has been received; and

WHEREAS, the Board of Aldermen has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Aldermen of the Town of Landis, North Carolina that:

Section 1. A public hearing on the question of annexation of the non-contiguous area described herein will be held at Landis Town Hall at 6:00 PM on December 14, 2026.

Section 2. The area proposed for annexation is described as follows:

Lying and being in China Grove Township, Rowan County, North Carolina, on the east side of West Ryder Street, and the south side of Greenbrier Avenue, and being the property of the late Will C. Sherrill and more particularly described as follows:
BEGINNING at a point in the said road of West Ryder Street Ext. and running thence with the line of LeRoy Sherrill and wife, Thelma Sherrill, N. 60-06 E. (passing an iron stake in said line at 29ft) 284.65 ft., to an iron stake; thence running with the line of Mary Sherrill Lipe and husband, Ira Lipe, N. 2-44 W. 96.6 ft., to an iron stake: thence running with a line of Mary Sherrill Lipe and Husband Ira Lipe, S. 67-52 W (passing an iron stake and line 277.06 ft) 307.036ft., to an iron stake; thence S. 10-18 E. 119.93 ft to the BEGINNING, containing 0.71 acres, more or less, and surveyed by Charles E. Moon, February 1975, and being designated on said plat as Lot #5.

Parcel:
121 167

Physical Address:
1330 Flat Rock Road, China Grove, NC 28023

Section 3. Notice of the public hearing shall be published twice in the Salisbury Post, a newspaper having general circulation in the Town of Landis, at least ten (10) days prior to the date of the public hearing.

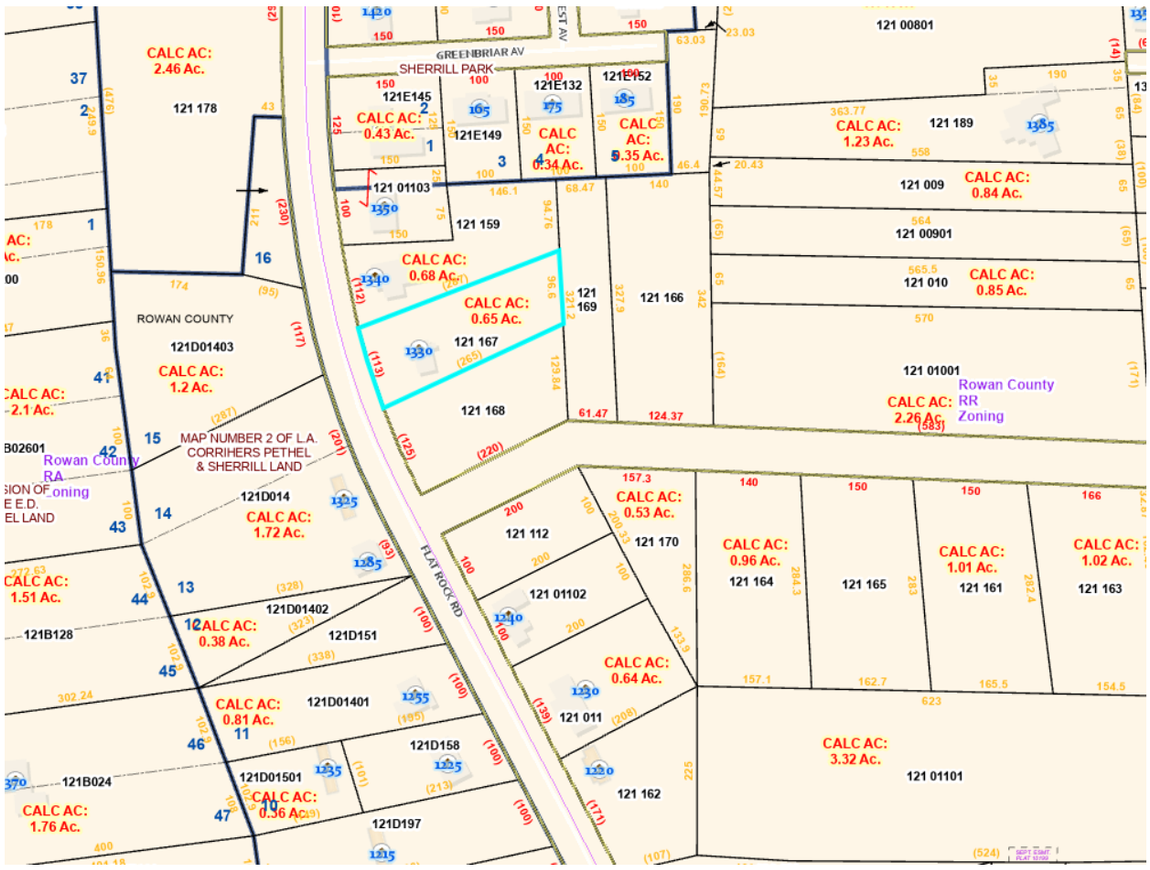
_____
Meredith Bare Smith, Mayor

ATTEST:

_____
Victoria Martin, Town Clerk

Resolution #2026-11-05-02

Attachment “A”
Location Map from Rowan County GIS Showing Parcel 163 064



Ordinance #ANNEX-2026-12-14-01

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF LANDIS, NORTH CAROLINA

WHEREAS, the Board of Aldermen has been petitioned under G.S. 160A-58.1 to annex the area described below; and

WHEREAS, the Board of Aldermen has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing The question of this annexation was held at 312 S. Main Street, Landis, NC at 6:00 PM on December 14, 2026, after due notice by Salisbury Post on December 1, 2026, and December 8, 2026.

WHEREAS, the Board of Aldermen finds that the area described therein meets the standards of G.S. 160A-58.1(b), to wit:

a. The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the corporate limits of the Town;

b. No point on the proposed satellite corporate limits is closer to another municipality than to the Town.

c. The area described is so situated that the Town will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;

d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation;

e. The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits, does not exceed ten percent (10%) of the area within the primary corporate limits of the Town; and

WHEREAS, the Board of Aldermen further finds that the petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the Board of Aldermen further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described;

DRAFT

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Landis North Carolina that;

Section 1. By virtue of the authority granted by G.S. 160A-58.2, the following described non-contiguous territory is hereby annexed and made part of the Town of Landis, as of December 14, 2026.

Legal Description:

Lying and being in China Grove Township, Rowan County, North Carolina, on the east side of West Ryder Street, and the south side of Greenbrier Avenue, and being the property of the late Will C. Sherrill and more particularly described as follows:

BEGINNING at point in the said road of West Ryder Street Ext. and running thence with the line of LeRoy Sherrill and wife, Thelma Sherill, N. 62-06 #. (passing an iron stake in said line at 29 ft.) 284.65 ft. to an iron stake: thence running with the line of Mary Sherrill Lipe and husband, Ira Lipe, N. 2-44 W. 96.6 ft., to an iron stake; thence running with a line of Mary Sherrill Lipe and husband, Ira Lipe, S. 67-52 W. (passing an iron stake said line 277.06 ft.) 307.06 ft., to an iron stake; thence S. 10-18 E. 119.93 ft., to the BEGINNING, containing 0.71 acres, more or less, and surveyed by Charles E. Moon, February 1975, and being designated on said plat as Lot #5.

Parcel:

121 167

Physical Address:

1330 Flat Rock Road, China Grove, NC 28023

Section 2. Upon and after December 14, 2026, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Landis and shall be entitled to the same privileges and benefits as other parts of the Town of Landis. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Landis shall cause to be recorded in the office of the Register of Deeds of Rowan County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

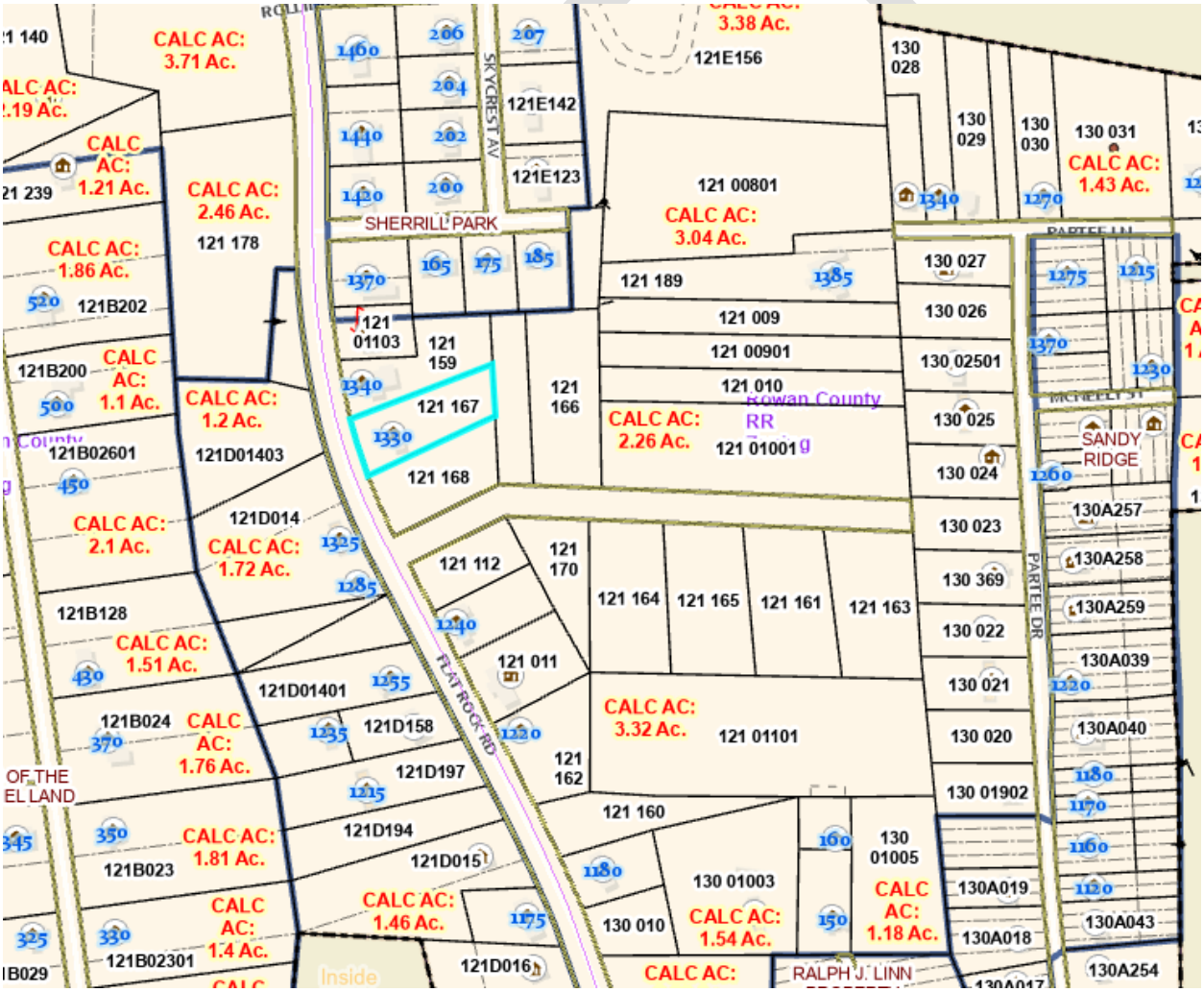
Adopted on this 14th day of December 2026

***S/*_____**
Victoria Martin, Town Clerk

***S/*_____**
Meredith Bare Smith, Mayor

DRAFT

Attachment "A"
Rowan County GIS Parcel
121 167 1330 Flat Rock Road



Ordinance #ZMA-2026-12-14-01

BE IT ORDAINED by the Mayor and Board of Aldermen of the Town of Landis, North Carolina that the Official Zoning Map of the Landis Development Ordinance be amended in accordance with Article 5 of G.S. 160D as follows:

PART 1. Consistency with Adopted Comprehensive Plan.
The Board of Aldermen finds that a zoning map amendment to the property of Town of Landis, being the owner(s) of the certain land areas hereinafter described as Rowan County Tax Parcel ID 121 167 and further described in Attachment "A" hereto, establishing a zoning designation in accordance with G.S. 160D-604(b) of "Single Family Residential - 2" (SFR-2) is consistent with the Town's 2040 Comprehensive Land Use Plan (the Plan) Future Land Use Map, as required by G.S. 160D-605(a) in that it lies within an area surrounded by residential neighborhood homes designation of both the adopted Future Land Use Map contained within the Plan and the current Official Zoning Map.

PART 2. Statement of Reasonableness.
This amendment is reasonable because the subject property allows for the growth and expansion of residential uses supporting the local economic base and work-force needs of the Town of Landis, as required by G.S. 160D-605(b).

PART 3. Designation of Zoning Designation.
That Rowan County Tax Parcel ID 121 167 described in Attachment "A" attached hereto shall be designated "Single Family Residential - 2" (SFR-2) on the Official Zoning Map.

PART 4. Designation of Future Land Use Categories to Subject Properties.
The Board of Aldermen further ordains the property consisting of Rowan County Parcel ID 121 167 described in Attachment "A" attached hereto shall be designated in the "Neighborhood" future land use category, in accordance with G.S. 160D-605(a) upon the Future Land Use Map in the Plan.

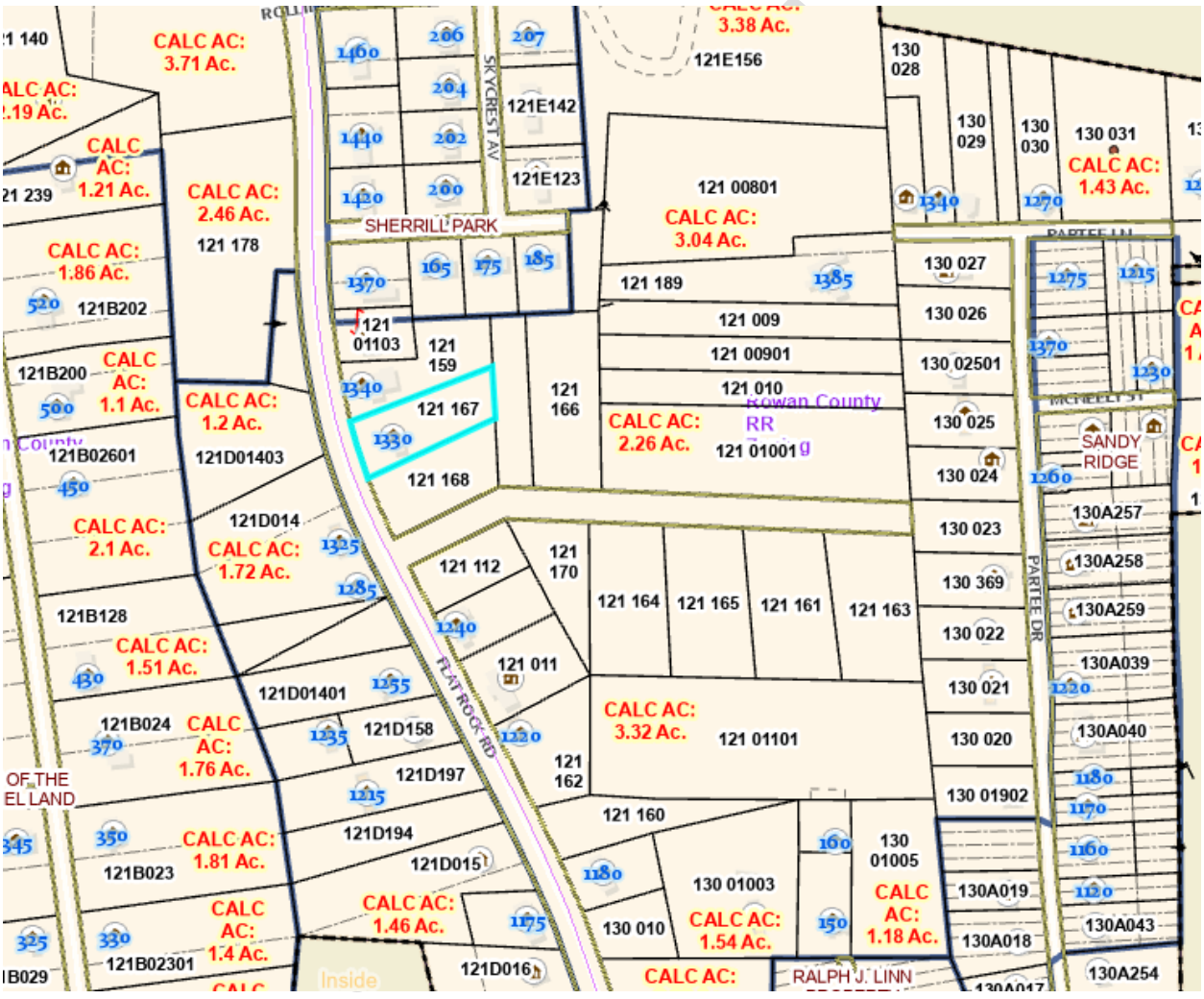
PART 5. Effective Date.
The Ordinance shall be effective immediately upon its adoption.

Adopted on this 14th day of December 2026.

S/_____
S/_____
Victoria Martin, Town Clerk **Meredith Bare Smith, Mayor**

DRAFT

Attachment "A"
Rowan County GIS Parcel ID: 121 167



AN ORDINANCE DECLARING THE CLOSURE OF PORTIONS OF BOTH SOUTH AND NORTH MAIN STREETS FOR THE 2026 SOUTHERN ROWAN CHRISTMAS PARADE

WHEREAS, the Town of Landis annually participates in the Southern Rowan Christmas Parade event for the pleasure of its citizens; and

WHEREAS, this festival requires the closure of portions of South and North Main Streets (US 29A) in order to provide adequate security and crowd control; and

WHEREAS, the proposed street closures are not likely to unreasonably interfere with public transportation and emergency services.

NOW, THEREFORE, BE IT ORDAINED, by the Town of Landis Board of Aldermen pursuant to the authority granted by G.S. §20-169, that they do hereby declare a temporary road closure during the date and times set forth below on the following described portions of a State Highway System route:

Date: Tuesday, November 24, 2026

Times: 1:00 p.m. - 6:00 p.m.

Route Description: South Main Street beginning at its intersection with Sixth Street to North Main Street at its intersection with Coach Deal Drive; and South Zion Street from its intersection with West Ryder Avenue to its intersection with West Rice Street.

This ordinance shall be in full force and effect from and after the date of adoption.

Adopted this the 5th day of November 2026.

Meredith Bare Smith, Mayor

ATTEST:

Victoria Martin, Town Clerk

TOWN OF LANDIS
BOARD OF ALDERMAN RULES OF PROCEDURE

I. APPLICABILITY

These rules apply to all meetings of the Board of Aldermen of the Town of Landis at which the board is empowered to exercise any of the executive, quasijudicial, administrative, or legislative powers conferred on it by law.

II. REGULAR, SPECIAL, AND EMERGENCY MEETINGS

Rule 1. Regular Meetings

The Board of Aldermen shall adopt a schedule of its regular monthly meetings prior to the commencement of each calendar year. Regular meetings of the Board of Aldermen shall be held at Town Hall, located at 312 S. Main Street, Landis, North Carolina, and shall begin at 6: 00 p.m. A current copy of the board's regular meeting schedule shall be filed with the town clerk and available on the town's official website.

Rule 2. Special, Emergency, and Recessed Meetings

(a) Special Meetings:

The Mayor, or two members of the Board of Aldermen may at any time call a special meeting of the board. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be (1) given to each board member; (2) posted on the board's principal bulletin board or, if none, at the door of the board's usual meeting room; and (3) mailed or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written
request for notice with the town clerk.

A special meeting may also be called or scheduled by vote of the board in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place, and purpose. At least forty-eight hours before a special meeting called in this manner, notice of the time, place, and purpose of the meeting shall be (1) posted on the board's principal bulletin board or, if none, at the door of the board's usual meeting room and (2) mailed or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for

notice with the town clerk. Only those items of business specified in the notice may be discussed or transacted at a special meeting, unless (1) all members are present; and (2) the board determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

(b) Emergency Meetings:

The Mayor, or two members of the Board of Aldermen may at any time call an emergency meeting of the board by signing a written notice stating the time and place of the meeting and the subjects to be considered. Written or oral notice of the meeting shall be given to each board member and to each local newspaper, local wire service, local radio station, and local television station that has filed a written emergency meeting notice request with the town clerk, and whose request includes the newspaper's, wire services, or station's telephone number. Notice to the news media shall be given at the expense of the party notified.

Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the board. Only business connected with the emergency may be considered at an emergency meeting.

(c) Recessed Meetings:

A properly called regular, special, or emergency meeting may be recessed to a time and place certain by a procedural motion made and adopted as provided in Rule 16(b), Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed session of a properly called regular, special, or emergency meeting.

(d) Cancellations:

Three members of the Board of Aldermen, or the Town Manager, may at any time cancel any regular, special, or recessed meeting. Any regular, special, or recessed meeting may be cancelled upon a declaration of a state of emergency by the Town of Landis. In the event of such cancellations, the town shall cause a notice of the cancellation to be posted at the door of the board’s usual meeting room.

III. ORGANIZATION OF THE BOARD

Rule 3. Organizational Meetings

The Board of Aldermen shall hold an organizational meeting at its regular meeting place at 6:00 p.m. on the second Monday in December following a regular municipal election, and quadrennially thereafter. Initially, the previous board shall convene, at which time it shall approve any prior minutes and may consider any unfinished business it desires to complete. It shall then adjourn *sine die*. Immediately following, the newly elected board shall convene and take and subscribe the oath of office as the first order of business. As the second order of business, the board shall elect a mayor pro-tem, using one of the nomination and voting procedures set out in Rule 25. The mayor pro-tem shall act as mayor whenever the mayor shall be absent from the town or be prevented by sickness or other cause from attending to the duties of his/her office, and he/she shall possess all the rights and powers of the mayor during the continuance of such vacancy, absence, or disability. The mayor shall preside at meetings of the Board of Aldermen and shall exercise such other powers and perform such other duties as are or may be conferred and imposed upon him/her by the general laws of North Carolina, by the Town Charter, and the ordinances of the town. The mayor shall only vote in the event of a tie among the members of the Board of Aldermen.

IV. AGENDA

Rule 4. Agenda

(a) Draft Agenda:

The town manager shall cause to be prepared a draft agenda and draft agenda package in advance of each meeting of the Board of Aldermen. When possible, the town clerk or town manager will send the draft agenda to the Mayor for review prior to publication. The Mayor will have until 8:00 am of the following business day to review the draft agenda and recommend any changes to staff.

(b) Agenda:

A request to have an item of business placed on the agenda may be raised by any board member as new business on the agenda, and upon receiving a majority vote, shall be placed on a future agenda as directed. Any Board Member can bring any item requests to the Town Clerk's Email for an item to be placed on a future agenda; however, this communication must be submitted to the Town Clerk no later than the 15th day of the month preceding the Board meeting at which the item is to be considered. An agenda package shall include, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce, and shall contain a copy of all proposed resolutions and ordinances as may appear on the agenda.

Each board member shall receive a copy of the proposed agenda ~~and agenda package~~ no later than three (3) business days prior to each regular meeting in digital form. *Example: When a Work Session is on Thursday, the agenda will be sent out to the Board*

on Monday. The proposed agenda ~~and agenda package~~ shall also be available for public inspection and appear on the Town's official website no later than 48 business hours prior to each regular meeting.

Nothing in this section shall preclude the Town Manager from modifying the proposed agenda and agenda package at any time prior to a Board meeting as the Town's business dictates.

(c) Adoption of the Agenda:

As its first order of business at each meeting, the board shall, as specified in Rule 6, discuss and revise the proposed agenda and adopt an agenda for the meeting. The board may by majority vote add items to or subtract items from the proposed agenda, except that the board may not add items to the agenda of a special meeting unless (a) all members are present and (b) the board determines in good faith at the meeting that it is essential to discuss or act on the item immediately. If items are proposed to be added to the agenda, the board may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all board members.

The board may designate certain agenda items "for discussion and possible action." Such designation means that the board intends to discuss the general subject area of that agenda item before making any motion concerning that item.

(d) Open Meetings Requirement:

The board shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number, or other designation, or other secret device or method, with the intention of making it impossible for people attending a meeting of the board to understand what is being deliberated, voted, or acted on. However, the board may deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on, are available for public inspection at the meeting.

Rule 5. Citizen Comments

The board shall provide at least one period for public comment per month at its second regular monthly meeting of the board. In compliance with N.C.G.S. § 160A- 81.1, the board establishes the following policy for monthly public comments at the second regular meeting of the board of aldermen each month. The clerk shall provide sign-up forms at the entry to the town hall meeting room prior to each meeting for people who desire to address the board. Forms shall be available until the commencement of the board

meeting. The purpose of the time for informal public comments is to allow for public input to the board on issues germane to the town. It is not intended to compel board members or staff to answer questions in an impromptu manner.

Each speaker will speak from the podium, and begin their remarks by giving their name, stating whether or not they are residents of the town, and stating the topic about which they intend to speak. Comments will be directed to the full board, not to an individual board member, staff members, or the audience. Speaker comments are limited to a maximum of three (3) minutes during the public comment period. At the conclusion of three (3) minutes, each speaker shall leave the podium. Speakers may not yield any of his or her time to another speaker.

Speakers must be courteous in their language and presentation. Personal attacks will not be tolerated. Speakers may leave written comments and/ or supporting documents, if any, with the town clerk.

If at the beginning of the public comment period, the mayor determines that the time required to hear all speakers on the sign-up sheet would unduly disrupt the conduct of town business or cause undue inconvenience to citizens in attendance for other items on the agenda, the mayor may require the designation of spokesman, or the selection of delegates, for groups of persons supporting or opposing the same positions, whose time shall be limited to a maximum of three (3) minutes. The mayor may also move the period for public comment to some time later in the meeting.

Notwithstanding the mayor's prerogatives under this Rule 5, any decision of the mayor may be appealed and overruled by a majority of the Board.

Rule 6. Order of Business

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

1. Introduction
2. Consent Agenda
3. Presentations
4. Public Hearings
5. Citizen Comments

6. Ordinances/Resolutions
7. Old Business
8. Considerations
9. Department Reports
10. Reports
11. Upcoming Events
12. Closing

By general consent of the board, items may be considered out of order

V. CONDUCT OF DEBATE

Rule 7. Presiding Officer

The mayor shall preside at board meetings if he/she is present, unless he/she becomes actively engaged in debate on a particular matter. In order to address the board, a member must be recognized by the mayor.

If the mayor is absent, the mayor pro-tem shall preside. If both the mayor and mayor pro-tem are absent, another member designated by majority vote of the board shall preside. The mayor pro-tem, or another member who is temporarily presiding retains all of his/her rights as a member, including the right to make motions and the right to vote.

If the presiding officer becomes actively involved in debate on a particular matter, he/she may designate another board member to preside over the debate. The presiding officer shall resume presiding as soon as action on the matter is concluded.

The presiding officer shall have the following powers:

1. To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes; and
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other members on this ground; and
3. To entertain and answer questions of parliamentary law or procedure; and
4. To call a brief recess at any time; and
5. To adjourn in an emergency.

A decision by the presiding officer under any of the first three powers listed may be appealed to the board upon motion of any member, pursuant to Rule 16, Motion 1. Such

a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if it is timely made, may not be ruled out of order.

To adjourn in an emergency. For purposes of this rule, an emergency shall be defined as an unforeseen circumstance that presents an immediate threat to the health, safety, or welfare of those present or creates conditions that prevent the meeting from continuing in a safe and orderly manner. Such circumstances may include, but are not limited to, fire, severe weather, medical emergencies, threats of violence, building evacuations, or other situations requiring immediate action. The presiding officer may adjourn the meeting without a motion or vote of the Board when such an emergency exists.

Rule 8. Action by the Board

The board shall proceed by motion, except as otherwise provided for in Rules 3, 4, and 25. Any member, including the mayor, may make a motion.

Rule 9. Second Required

A motion requires a second before the board may proceed with discussion or action on the motion.

Rule 10. One Motion at a Time

A member may make only one motion at a time.

Rule 11. Substantive Motions

A substantive motion is out of order while another substantive motion is pending.

Rule 12. Adoption by Majority Vote

(a) A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 22 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

(b) A roll call vote shall be required upon the request of the mayor, or at least two (2) other members of the board.

Rule 13. Debate

The mayor shall state the motion and then open the floor to debate. The mayor shall preside over the debate according to the following general principles:

1. The maker of the motion is entitled to speak first; and
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken; and

3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.

Rule 14. Ratification of Actions

To the extent permitted by law, the board may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 15. Procedural Motions

(a) **Certain Motions Allowed.** In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

(b) **Order of Priority of Motions**. In order of priority (if applicable), the procedural motions are:

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the board, as specified in Rule 7. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not

be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn. This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess to a time and place certain shall also comply with the requirements of Rule 2(c).

Motion 3. To Take a Brief Recess. This motion allows the board to pause briefly in its proceedings rather than to recess to a time and place certain.

Motion 4. Call to Follow the Agenda. The motion must be made at the first reasonable opportunity, or it is waived.

Motion 5. To Suspend the Rules. The board may not suspend provisions of the rules that state requirements imposed by law on the board. For adoption, the motion requires an affirmative vote equal to a majority of the entire membership of the board rather than of a quorum present.

Motion 6. To Go into Closed Session. The board may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318. 11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. 143- 318. 11(a)(1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143- 318(a)(3) shall identify the parties in each existing lawsuit concerning which the board expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 7. To Leave Closed Session. This motion is made to return from a closed session to an open meeting.

Motion 8. To Divide a Complex Motion and Consider It by Paragraph. The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration (also, To Table). The board may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires one hundred (100) days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion [Rule 16(b), Motion 14], or else move to suspend the rules [Rule 16(b), Motion 5].

Motion 10. Motion for the Previous Question. The motion is not in order until there has been at least twenty (20) minutes of debate, and every member has had an opportunity to speak once.

Motion 11. To Postpone to a Certain Time or Day. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules [Rule 16(b), Motion 5].

Motion 12. To Refer a Motion to a Committee. The board may vote to refer a substantive motion to a committee for its study and recommendations. Sixty (60) days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire board, whether or not the committee has reported the matter to the board.

Motion 13. To Amend.

a) An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.

b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

c) Any amendment to a proposed ordinance or resolution shall be reduced to writing before the vote on the amendment.

Motion 14. To Revive Consideration. The board may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9 of Rule 16(b). The motion is in order at any time within one hundred (100) days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires one hundred (100) days after the deferral unless a motion to revive consideration is adopted.

Motion 15. To Reconsider. The board may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority, except in the case of a tie; in that case the " nos" prevail) and only at the meeting during which the original vote was taken, including any continuation of that meeting through recess to a time and place
certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

Motion 16. To Rescind or Repeal. The board may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

Motion 17. To Prevent Reintroduction for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to a majority of the entire membership of the board, rather than of a quorum. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the board, whichever occurs first.

Rule 16. Renewal of Motion

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

Rule 17. Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before it is amended or before the chair puts the motion to a vote, whichever occurs first.

Rule 18. Duty to Vote

Every member must vote unless excused by the remaining members of the board. A member who wishes to be excused from voting shall so inform the presiding official, who shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by the board or by law, or the member's official conduct, as defined by the board. In all other cases, a failure to vote by a member who is physically present in the board chamber, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

Rule 19. Conflicts of Interest

a. Implicit in the operations and conduct of city government is the constant expectation that the board recognize that in all their transactions and at all times they are subject to the duty of undivided loyalty to the town. The nature of their obligations is such that it demands positive action on their part to affirmatively protect and promote the interest of the town committed to their care, and at all times to avoid situations where their self-interests, actual or apparent, may be of such nature or extent as to conflict with performance of that primary responsibility.
b. The scope of human activity is so broad that it is unadvisable to attempt to enumerate here all possible areas in which a conflict of interest might arise. Consequently, the following is an illustrative list only, and is not intended to proscribe all aspects of the conduct of the board in their capacity as town elected officials:
    i. No member of the board should use their positions or the knowledge gained therein in such manner that a conflict between the town’s interests and their personal interests arise. Both the fact and the appearance of the conflicting interests are to be avoided.
    ii. Members of the board should refrain from transmitting any knowledge of town considerations or decisions or any other information which might be prejudicial to the interest of the town to any person other than in connection with the discharge of their responsibility.
    iii. If any applicable statutes or laws exist, strict compliance with the provisions of such statutes or laws is expected, whether local, state or federal.
    iv. Whenever a board member has a personal interest, whether individually or through another party that has or may have business dealings with the town, he/she shall disclose that interest to the town manager for proper consideration and action.

v. Whenever a board member has an opportunity to engage in a transaction in which the town would otherwise wish to engage in, he/she shall disclose that interest to the town manager for proper consideration and action.
vi. If a board member is in a position where access to the town's confidential information may materially influence his/her decisions in another party engaged in business with the town, he/she shall decline that information.
vii. If a board member is in a position where access to the town's confidential information may materially influence his/her personal financial or investment decisions, he/she shall decline that information.
viii. Board members shall at all times fully comply with the board's code of ethics.

c. Members of the board shall comply with all laws and requirements governing conflicts of interest, self-benefiting, gifts and favors, and misuse of confidential information, as required by N.C.G.S. § 14-234, 14- 234. 1, and 133- 32.
d. If at any time an elected official finds that they are in doubt as to the proper application of the town's policy on conflicts of interest with respect to any particular situation, or they find that they might have a financial interest or outside relationship which might involve a conflict of interest, they should immediately make all the facts known to the town manager for proper consideration and action.

Rule 20. Closed Session.

The board may hold closed sessions as provided by law. The board shall commence a closed
session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The board shall terminate the closed session by a majority vote, using Motion 7 of Rule 16(b).

Only those actions authorized by statute may be taken in closed session. A motion to adjourn shall not be in order during a closed session.

Rule 21. Quorum

a. A majority of the actual membership of the board, excluding vacant seats, shall constitute a quorum. A majority is more than half. The mayor shall be considered a member of the board in determining the number on which a majority is based and in counting the number of members actually present. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

Rule 22. Legislative Public Hearings

Public hearings required by law or deemed advisable by the board shall be organized by a resolution that sets forth the subject, date, place, and time of the hearing as well as any rules regarding the length of time allotted for each speaker, and other pertinent matters. The resolution shall be adopted by a majority vote. Its specifications may include, but are not limited to, rules fixing the maximum time allotted to each speaker; providing for the designation of spokespersons for groups of persons supporting or opposing the same positions; providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the board room (so long as arrangements are made, in the case of hearings subject to the open meetings law, for those excluded from the board room to listen to the hearing); and providing for the maintenance of order and decorum in the conduct of the hearing.

All notice and other requirements of the open meetings law applicable to board meetings shall also apply to public hearings at which a majority of the board is present; such a hearing is considered to be part of a regular or special meeting of the board. These requirements also apply to hearings conducted by appointed or elected committees of board members, if a majority of the committee is present. A public hearing for which any required notices have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(c) shall be followed in continuing a

hearing at which a majority of the board, or of a board committee, as applicable, is present.

At the time appointed for the hearing, the presiding official or his/her designee shall call for a motion to open the hearing and then preside over it. When the allotted time expires, or earlier, if no one wishes to speak who has not done so, the presiding officer shall entertain a motion to end the hearing.

Rule 23. Minutes

Full and accurate minutes of the board proceedings, including closed sessions, shall be kept. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and at the request of any member of the board, the entire board shall be polled by name on any vote.

Members' and other persons' comments may be included in the minutes if the board approves.

General accounts of closed sessions are sealed immediately against public inspection upon preparation. Sealed minutes shall be presented for approval by the Board of Aldermen during a closed session held following their preparation; likewise, any revisions deemed necessary by the Board of Aldermen shall also be sealed against public inspection. All sealed minutes shall be reviewed annually by the Mayor, the Town Manager, and the Town Attorney, who shall by majority opinion be empowered to unseal and release for public inspection any closed session minutes for which so doing would no longer frustrate the purpose of having met in closed session.

Rules 24. Appointments

a. **Appointment Authority -** The Board of Aldermen shall consider and make appointments to boards, commissions, committees, and other appointed bodies only during an open meeting. Vacancies on the Board of Aldermen shall also be considered and filled only in open session and in accordance with applicable North Carolina General Statutes.
b. **Dual Office Holding -** The Board of Aldermen and all appointed members shall comply with all applicable provisions of the North Carolina Constitution and North Carolina General Statutes regarding dual-office holding and conflicts of interest.
c. **Attendance Requirements -** Members appointed to a board, commission, or committee are expected to regularly attend all scheduled meetings. An appointee who accumulates unexcused absences exceeding twenty-five percent (25%) of the meetings he or she is required to attend during any twelve (12) month period

following the date of appointment may be recommended for removal. For purposes of this section:

- An excused absence is an absence resulting from circumstances beyond the member's reasonable control, including illness, family emergency, military service, or other circumstances approved by the chair of the respective board, commission, or committee.
- Members shall notify the Town Clerk prior to the meeting whenever possible if they are unable to attend. The chair shall determine whether the absence is excused and shall report attendance records to the Town Clerk.
- The Town Clerk shall maintain attendance records for all Town boards, commissions, and committees and shall provide the Board of Aldermen with a monthly attendance report identifying each meeting held during the preceding month and the attendance of each appointed member. The report shall identify excused and unexcused absences and note any member approaching or exceeding the attendance requirements established by this policy.
- Upon recommendation by the board, commission, or committee, and approval by the Board of Aldermen, the member may be asked to resign.
- If the member declines to resign after such request, the Board of Aldermen may remove the member in accordance with applicable North Carolina law and Town policy.

d. **Member Responsibilities -** All appointed members shall comply with all applicable Town ordinances, policies, bylaws, ethical standards, and rules governing the board, commission, or committee on which they serve.

e. **Eligibility Requirements -** Unless otherwise required by state law:
   - Appointees shall be residents of the Town of Landis.
   - No individual may simultaneously serve on more than one Town board, commission, or committee requiring appointment by the Board of Aldermen.
   - Immediate family members, including spouses, shall not simultaneously serve on the same board, commission, or committee when such service could create an actual or perceived conflict of interest.
   - These eligibility requirements shall apply to all appointments, including current appointments to the Board of Adjustment, Planning Board, and D.C and Frances Linn Community Park Committee (DCFL), upon adoption of this policy.

f. **Public Information -** The Town shall maintain and publish the following information on its official website for each board, commission, or committee to which appointments are made by the Board of Aldermen:

1. Name of the board, commission, or committee.
2. Purpose and responsibilities.
3. Number of members and length of each term.
4. Qualifications, eligibility requirements, and duties of appointed members.
5. Current membership, including appointment and expiration dates.
6. Regular meeting schedule, time, and location, if established
7. The appointment process.

g. **Appointment Process -** At the beginning of each calendar year, and as vacancies occur, the Town Clerk shall publish available appointments on the Town's official website and make the information available for public inspection. The notice shall include:

- Number of vacancies;
- Length of term;
- Eligibility requirements;
- Duties and responsibilities of the position; and
- Application deadline, if applicable.

1. Application Process
    i. Individuals seeking appointment shall submit an electronic application through the Town's official website.
    ii. Applications shall remain active for one (1) year from the date received unless withdrawn by the applicant.
    iii. The Town Clerk shall notify the Board of Aldermen of all vacancies and provide copies of all eligible applications at a regular meeting.
2. Appointment Procedure
    i. Nominations may be made at the meeting during which the vacancy is considered. By majority vote, the Board may defer nominations to a subsequent meeting.

ii. Once nominations are opened, any member of the Board may nominate an eligible applicant. A second shall not be required.
iii. Following discussion, if only one nominee has been placed into nomination, appointment shall be made by majority voice vote.
iv. If multiple nominees are presented, the Town Clerk shall conduct a roll call vote. The nominee receiving the highest number of votes shall be appointed. In the event of a tie, additional ballots shall be conducted until one nominee receives the highest number of votes.

h. **Vacancies -** Vacancies occurring before the expiration of a term shall be filled using the same appointment process outlined in this rule. Individuals appointed to fill a vacancy shall serve the remainder of the unexpired term unless otherwise provided by law.

Rule 25. Committees Boards

a. **Establishment and Appointment.** The board may establish and appoint members for such temporary and standing committees and boards as are required by law or needed to help carry on the board's work. Any specific provisions of law relating to particular committees and boards shall be followed.

b. Open Meetings Law. The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, councils, or other bodies of a local governmental unit that are composed of two or more members and that exercise or are authorized to exercise legislative, policymaking, quasijudicial, administrative, or advisory functions. However, the law's requirements shall not apply to a meeting solely among the town's professional staff.

Rule 26. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a statute or a rule of the board provides otherwise. Adoption of an amendment shall require an affirmative vote equal to a quorum.

Rule 27. Reference to *Robert's Rules of Order*

The board shall refer to the current edition of Robert' s Rules of Order Newly Revised to answer procedural questions not resolved in these rules so long as RONR does not conflict with North Carolina law or with the spirit of these rules.

VI. STATE OF EMERGENCY DECLARATION

Rule 28. Declaring a State of Emergency

A State of Emergency may be recommended within the Town of Landis when deemed necessary by the Town Manager due to actual or impending conditions of disaster or extreme peril. Upon such recommendation, the Mayor, the Mayor Pro-Tem, or the full governing body (Board of Aldermen) shall have the authority to issue a formal declaration of a State of Emergency.

The declaration of a State of Emergency shall, whenever reasonably possible, be issued in writing and shall describe the nature of the emergency, identify the geographic area affected, and activate such emergency management authorities as permitted by North Carolina law. Upon declaration, the Town of Landis is authorized to exercise all powers granted under Chapter 166A of the North Carolina General Statutes, including the imposition of restrictions and prohibitions deemed necessary to maintain order and protect life and property, as well as the coordination of emergency services and implementation of applicable emergency operations plans.

Any State of Emergency declared by the Mayor or Mayor Pro-Tem shall be presented to the Town Council at the next regular meeting, or as soon as practicable, for affirmation, acceptance, and ratification by formal resolution. The State of Emergency shall remain in effect until such time as the conditions necessitating the declaration no longer exist. Termination of the State of Emergency shall be determined based on recommendations from the Town Manager and shall be effected by resolution of the Board of Aldermen at a regular or duly called meeting when appropriate.

Following the issuance of a declaration, notice shall be provided to the public through appropriate communication channels, and a copy of the declaration shall be filed with the Town Clerk as part of the official records. Notification shall also be distributed to others

as necessary to ensure proper implementation of this declaration in accordance with N.C.G.S. § 166A-19.31(d).

ARPA-FUNDED PROJECTS --CONTRACT AMENDMENT / CLOSEOUT CERTIFICATION

Background

1. The Agency (DWI/DEQ) will a set of two documents to all recipients of ARPA funding, including Town of Landis:
    a. A Contract Amendment; and
    b. An ARPA Closeout Certification
2. DWI will send a separate set of documents for EACH individual project that contains ARPA funding. For example, the Town of Landis will receive a separate set of documents for each of the following four projects:
    a. South Upright Basin Sewer, SRP—ARP-0184
    b. Water System Improvements / Mount Moriah Church Road WL, SRP-D-ARP-0117
    c. Elevated Storage Tank, SRP-D-ARP-0201
    d. Sanitary Sewer AIA, AIA-W-ARP-0200
3. Each recipient must sign both documents for each project and return them to DWI within two weeks.
    a. Failure to return the signed form timely threatens the continued funding of ongoing projects.
    b. As DWI sees it, the resolutions authorizing the application and accepting the funding already provide the "Authorized Representative" the authority needed to execute these documents. So, DWI will not accommodate local policies that require longer timeframes.
4. The Contract Amendment does **NOT** change the terms of the original contract in any way other than to change the source of payments from ARPA funding to the State's General Fund Account. This is being done because all ARPA funding had to be paid out prior to the December 31, 2026. This has been accomplished so payments will now come from the State's funding.
5. **The Town has only two weeks to sign and return all Contract Amendments to the Agency.** Instructions on signing and returning of documents will be included with the Contract Amendment(s).
6. The signed Contract Amendment allows the project to continue to move forward as before until completion.

Requested Actions

1. DWI will send these sets of documents directly to the Town and will likely not inform Municipal Engineering. Please tell us when you have received these sets of documents so that we can be prepared to help you.
2. Please name the person (assumed to be Michael Ambrose, Town Manager) designated and approved by the Council to sign all Contract Amendments as related to funding transfers for all open ARPA-funded projects.
3. Please sign and return all documents to DWI within the two-week timeframe.

Human Resources Department

November 5, 2026

RE: Personnel Policy Revision

Mayor and Board,

The current version of the Town of Landis Personnel Policy was adopted on January 20, 2020, with multiple amendments made after. Since 2020, changes in employment laws, court decisions, and the pressures to reinvent the local government workplace experience to match the various values of the current workforce in an evolving highly competitive labor market have occurred that impact employment policies. After research, consultation and evaluation, this is a request for the adoption of a significant revision to the current Personnel Policy and, if approved, will replace that document.

The proposed revision was drafted by The MAPS Group, team of consultants specializing in human resource management and development. The proposed revision has been reviewed by the Town Attorney, Town Manager, and Human Resources Director.

The proposed policy is a comprehensive update with several current stand-alone Town policies incorporated into this policy. It includes changes in federal and state laws, regulations, and rules. Also included are language and organization changes to:

1. Provide consistency with other Town policies and procedures;
2. Provide consistency with current employment law terminology;
3. Add language to provide clarification;
4. Remove antiquated language or processes; and
5. Reorganization to make the policy more user friendly.

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With a policy rewrite of this magnitude, it is impossible to identify every change. Therefore, I have included a table outlining the items which are of some significant change to the policy:

Holiday Schedule - Follows North Carolina's State observed holiday dates.
Expanded Bereavement Leave - Increases leave from three to five paid days for the death of a spouse, child, parent, or sibling, including specified step relationships. Provides up to three days for a broader group of relatives, with a proposed annual cap for that group.
Broader Sick Leave Provisions - Expressly covers mental and behavioral health care, preventive appointments, and care for additional family members. Clarifies that sick leave cannot be used for a healthy child because of childcare or school closures. Adds notification and HR referral expectations for extended absences.
Vacation Administration and Payout - Allows department heads to approve vacation during the first six months; adds vacation cash-out; follows North Carolina's State vacation accruals, and revises vacation payout provisions for involuntary separations.
Additional Leave Provisions - Proposes increasing parental school involvement leave from four to eight unpaid hours annually. Adds domestic violence victim's leave and broader authority for administrative leave, including employee recognition.
Pay and Step Plan Administration - Connects several pay decisions to the administrative step pay plan. Adds in-range adjustments for increased duties, retention, and pay equity, and authority for certification, education, bilingual skills, and departmental service increases. Revises interim pay guidance.
Recruitment and Retention Incentives - Authorizes the Town Manager to establish incentives such as relocation assistance, qualifying leave transfers, advanced leave accrual, and hiring or referral bonuses funded within existing departmental budgets.
Overtime and Callback Procedures - Revises police overtime work-period language, clarifies compensatory time provisions, and adds a 15-minute minimum for remote callbacks. Proposed callback language includes travel to and from the worksite as actual work time.
Attendance Expectations - Adds a detailed attendance section, including advance notification, direct contact with a supervisor or management employee, daily calls unless other arrangements exist, and treatment of three days without contact as a possible voluntary resignation. Prohibits off-the-clock work.
Employment of Relatives and Workplace Relationships - Broadens restrictions involving department heads, supervisory chains, dating relationships, and household members. Establishes disclosure requirements and a 60-day resolution period for certain conflicts. Also adds a restriction on employee relatives serving on governing board subcommittees.
Open Door Policy and Employee Protections - Creates direct access to HR for workplace concerns,prohibits reprisals for using that access, expands harassment/discrimination/retaliation provisions, and adds specific accommodation sections for disability, religion, pregnancy, and lactation.
Disciplinary Process - Rewrites the disciplinary process to include counseling documentation and conditions of continued employment. Clarifies that progressive steps are not required in every situation and that suspensions, demotions, and dismissals require Town Manager approval, with HR consultation.

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Workplace Conduct and Risk Management - Adds and expands rules addressing technology monitoring, social media, workplace violence, sexual abuse, pornography, driver's license reporting, tobacco use, personal visitors, searches, and gifts from vendors or citizens.
Management Authority - Expressly authorizes supplemental administrative policies, furloughs or reductions in hours/pay for budget restrictions, negotiated resignations with attorney consultation, and separation for unavailability after applicable leave is exhausted.

Staff recommends approval of the Town of Landis Personnel Policy revision with an effective date of January 1, 2027, to replace the existing policy with authorization for staff to make administrative, formatting, and grammatical corrections in the published document. Education sessions will be offered to the workforce, and all Town employees will acknowledge receipt of the revised policy upon approval.

Respectfully,

Madison Stegall

Madison Stegall, HR Director

704-857-2411 ext. 204 704-855-3350 hrs@townoflandisnc.gov 312 South Main St. Landis, NC

TOWN OF LANDIS
PERSONNEL POLICY

Effective _____

BE IT RESOLVED by the Board of Aldermen of the Town of Landis that the following policies apply to the appointment, classification, benefits, pay, promotion, demotion, dismissal, and conditions of employment of the employees of the Town of Landis.

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ARTICLE I. GENERAL PROVISIONS

Section 1. Purpose of the Policy

It is the purpose of this policy and the rules and regulations set forth to establish a fair and uniform system of personnel administration for all employees of the Town under the supervision of the Town Manager. This policy is established under authority of Chapter 160A, Article 7, of the General Statutes of North Carolina. This policy is intended as a set of guidelines for the implementation of personnel policies, and nothing in this policy shall be construed as conferring any rights or privileges. To the extent that any provisions of this Personnel Policy may conflict with federal, state, or local laws, the Town will abide by the applicable federal, state, or local laws.

The Town may, at any time, in its sole discretion, modify or vary anything stated in this Policy, including the benefits provided herein, with or without advanced notice—except as otherwise required by law.

This Personnel Policy supersedes all prior personnel handbooks, manuals, and policies issued by the Town. To the extent that any personnel related administrative procedure may conflict with this Personnel Policy, the Town will abide by this Policy and resolve the conflict in the administrative procedure. The intent of personnel-related administrative procedures is to work in concert with and under the umbrella of this Policy and any applicable federal, state, or local laws.

Section 2. At-Will Employment

The Town of Landis is an "At-Will" Employer. Nothing in this policy creates an employment contract or term between the Town and its employees. No person has the authority to grant any employee any contractual rights of employment. The employment relationship between the Town and the employee is terminable at the will of either at any time with or without cause and with or without advance notice.

All Town positions, benefits and funding for salary advancement are subject to budget review and approval each year by the Town Board.

Section 3. Merit Principle

All appointments and promotions shall be made solely on the basis of merit. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same class and the same pay range. No applicant for employment or employee shall be deprived of employment opportunities or otherwise adversely affected as an employee because of such individual's race, color, religion, sex, sexual orientation, veterans' status, national origin, marital status, political affiliation, non- disqualifying disability, age, genetic information, or based on actual or perceived gender identity.

Section 4. Responsibilities in the Administration of the Personnel Program

Responsibilities of the Town Board of Aldermen

The Town Board of Aldermen shall be responsible for establishing and approving personnel policies, the position classification and pay plan, and may change the policies and benefits, as necessary. They also shall make and confirm appointments when so specified by the North Carolina General Statutes.

Responsibilities of the Town Manager

The Town Manager shall be accountable to the Town Board of Aldermen for the administration and technical direction of the personnel program. The Town Manager shall appoint, suspend, and remove all Town employees except those whose appointment is otherwise provided for by law. The Town Manager shall make appointments, dismissals, and suspensions in accordance with the Town Charter and other policies and procedures spelled out in other Articles in this Policy.

The Town Manager shall supervise or participate in:

a) recommending rules and revisions to the personnel system to the Town Board of Aldermen for consideration;

b) recommending changes as necessary to maintain an up-to-date and accurate position classification plan;

c) preparing and recommending necessary revisions to the pay plan;

d) determining which employees shall be subject to the overtime provisions of Fair Labor Standards Act (FLSA);

e) establishing and maintaining a roster of all persons and authorized positions in the municipal service, setting forth each position and employee, class title of position, salary, any changes in class title and status, and such data that may be desirable or useful;

f) developing and administering such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the Town;

g) developing and implementing such administrative procedures as are necessary to implement these policies provided the administrative procedures are not in conflict with these policies;

h) performing such other duties as may be required by law or assigned by the Town Board of Aldermen not inconsistent with this Policy; and

i) appointing an employee to the role of Human Resources Director.

Responsibilities of the Human Resources Director

The Town Manager shall appoint a Human Resources Director or perform this role him/herself. The responsibilities of the Human Resources Director are to make recommendations to the Town Manager on the following*:*

a) rules and revisions to the personnel system for the Town Manager's consideration;

b) changes as necessary to maintain an up-to-date and accurate position classification plan;

c) necessary revisions to the pay plan;

d) which employees shall be subject to the overtime provisions of FLSA;

e) maintenance of a roster of all persons in the municipal service;

f) establishment and maintenance of a list of authorized positions in the municipal service at the beginning of each budget year which identifies each authorized position, class title of position, pay range, any changes in class title and status, position number, and other such data that may be desirable or useful;

g) development and administration of such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the Town;

h) development and/or coordination of training and educational programs for Town employees;

i) development and recommendation of such administrative procedures as are necessary to implement these policies provided the administrative procedures are not in conflict with these policies;

j) periodic evaluations of the operation and effect of the personnel provisions of this Policy; and

k) such other duties as may be assigned by the Town Manager not inconsistent with this Policy.

Responsibilities of Supervisors and Department Heads and Supervisors

Department Heads and Supervisors shall meet their responsibilities as directed by the Town Manager, being guided by this Policy, Town ordinances, rules, and procedures, and applicable federal, state, and local laws and regulations. The Town will require all supervisors to meet their responsibilities by:

a) dealing with all employees in a fair and equitable manner and upholding the principles of equal employment opportunities;

b) developing and motivating employees to reach their fullest potential through continued education and training;

c) making objective evaluations of individual work performance and discussing these evaluations with each employee so as to bring about needed improvements;

d) keeping employees informed of their role in accomplishing the work of their unit and of conditions or changes affecting their work;

e) making every effort to resolve employee problems and grievances and advising employees of their rights and privileges;

f) cooperating and coordinating with other staff members in workflow and distribution of information;

g) making proper documentation on file with Human Resources and Human Resources will maintain the files, and

h) abiding by the provisions of these policies and ensuring employees abide by same.

Section 5. Responsibilities of Employees

Teamwork is an important part of an effective organization. Employees are responsible for keeping their supervisor and Department Head informed on relevant work issues. In addition, employees are expected to:

a) ask questions and learn their full scope of responsibilities and perform those diligently and safely;

b) recognize and follow the chain of command in addressing work concerns and problems;

c) show courtesy and respect and work cooperatively with other employees;

d) show courtesy and respect and provide excellent customer service to citizens and visitors; and

e) learn and follow these personnel policies along with any departmental policies and procedures.

Section 6. Application of Policies, Plan, Rules, and Regulations

The personnel policy and all rules and regulations adopted pursuant thereto shall be binding on all Town employees. An employee violating any of the provisions of this policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

The Town Manager has the authority to create and approve administrative policies that supplement this Personnel Policy.

Section 7. Departmental Rules and Regulations

Because of the particular personnel and operational requirements of the various departments of the Town, each department is authorized to establish supplemental written rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to review by the Human Resources Director and approved by the Town Manager and shall not in any way conflict with the provisions of this Policy but shall be considered as a supplement to this Policy. In the event of any conflict, the provisions of this policy shall take precedence over any departmental rules and regulations.

Section 8. Definitions

For the purposes of this Policy, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Full-time employee. An employee who is in a position for which an average work week equals at least 40 hours, and continuous employment of at least 12 months, as required by the Town.

Part-time employee. An employee who is in a position for which an average work week of less than 20 hours a week (less than 1,000 hours per calendar year) and continuous employment of at least 12 months are required by the Town. Such employee shall receive no benefits unless specifically enumerated in these rules or required by law.

Regular employee. An employee appointed to a full or part-time position who has successfully completed the designated probationary period.

Probationary employee. An employee appointed to a full or part-time allocated position who has not yet successfully completed the designated probationary period.

Limited-Service employee. An employee, not in an allocated position, for which either the average work week required by the Town over the course of a year is less than 20 hours, or continuous employment required by the Town is less than 12 months. Such employee shall receive no benefits unless specifically enumerated in these rules or required by law.

Trainee. An employee status when an applicant is hired (or a promoted employee) who does not meet all of the requirements for the position. During the duration of a trainee appointment, the employee is on probationary status.

Allocated position. A position authorized for the budget year for a full twelve months and budgeted for nineteen or more hours per week. All Town positions are subject to budget review and approval each year by the Town Board of Aldermen and all employees' work and conduct must meet Town standards. Any reference to "permanent" positions or employment should not be construed as a contract or right to perpetual funding or employment.

ARTICLE II. POSITION CLASSIFICATION PLAN

Section 1. Purpose

The position classification plan provides a complete inventory of all authorized and allocated positions in the Town service, and an accurate description and specification for each class of employment. The plan standardizes job titles, each of which is indicative of a definite range of duties and responsibilities.

Section 2. Composition of the Position Classification Plan

The classification plan shall consist of:

a) a grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions;

b) class titles descriptive of the work of the class;

c) written specifications for each class of positions; and

d) an allocation list showing the class title of each position in the classified service.

Section 3. Use of the Position Classification Plan

The classification plan is to be used:

a) as a guide in recruiting and examining applicants for employment;

b) in determining lines of promotion and in developing employee training programs;

c) in determining salary to be paid for various types of work;

d) in determining personnel service items in departmental budgets; and

e) in providing uniform job terminology.

Section 4. Administration of the Position Classification Plan

The Human Resources Director shall allocate each position covered by the classification plan to its appropriate class and shall be responsible for the administration of the position classification plan. The Human Resources Director shall periodically review portions of the classification plan and recommend appropriate changes to the Town Manager who recommends appropriate changes to the Town Board of Aldermen. The Town Manager makes the final approval for FLSA Classifications.

Section 5. Authorization of New Positions and the Position Classification Plan

New positions shall be established upon recommendation of the Town Manager and approval of the Town Board of Aldermen. New positions shall be recommended to the Town Board of Aldermen with a recommended class title after which the Human Resources Director, with the approval of the Town Manager, shall either allocate the new position into the appropriate existing class, or revise the

position classification plan to establish a new class to which the new position may be allocated. The position classification plan, along with any new positions or classifications, shall be approved by the Town Board of Aldermen and will be on file with the Human Resources Director. Copies will be available for review to all Town employees upon request.

Section 6. Request for Reclassification

Any employee who considers the position in which classified to be improper shall submit a request in writing for reclassification to such employee's immediate supervisor, who shall immediately transmit the request through the department head to the Human Resources Director. Upon receipt of such request, the Human Resources Director shall study the request, determine the merit of the reclassification, and recommend to the Town Manager and Board of Aldermen a revision to the classification and pay plan where necessary.

Section 7. Maintenance of the Classification Plan

Classes of positions shall be added to and deleted from the position classification plan upon recommendation of the Town Manager and approval of the Town Board of Aldermen.

Because job duties change over time and the market pay rates change at different rates for different jobs, comprehensive classification and pay plan reviews are needed periodically. When the organization is stable and budget allows, periodic reviews may be recommended. When there is significant growth and/or change in the organization, comprehensive reviews are needed more frequently. Market compensation studies shall be conducted on a regular basis. Recommendations will be presented to the Town Board of Aldermen typically in conjunction with the annual budget approval process.

ARTICLE III. THE PAY PLAN

Section 1. Definition

The pay plan includes the basic pay schedule and the "Assignment of Classes to Grades" adopted by the Town Board of Aldermen. The pay schedule consists of hiring (or beginning rate), minimum (normally probation completion), midpoint and maximum rates of pay for all classes of positions.

Section 2. Administration and Maintenance

The Town Manager, assisted by the Human Resources Director, shall be responsible for the administration and maintenance of the pay plan. All employees covered by the pay plan shall be paid at a rate listed within the pay range established for the respective position classification, except for employees in a trainee status or employees whose existing salaries are above the established maximum rate following transition to a new pay plan.

The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of living, the financial conditions of the Town, and other factors. To this end, each budget year the Human Resources Director shall make comparative studies of all factors affecting the level of pay ranges including the consumer price index, anticipated changes in surrounding employer plans, and other relevant factors, and will recommend to the Town Manager such changes in pay ranges as appear to be pertinent. Such changes shall be made in the pay ranges such that the new hire, minimum, midpoint, and maximum rates change according to the market subject to approval by the Town Board of Aldermen.

Periodically, the Town Manager shall recommend that individual pay ranges be studied and adjusted as necessary to maintain market competitiveness. Such adjustments will be made by increasing or decreasing the assigned salary grade for the class and adjusting the rate of pay for employees in the class when the action is approved by the Town Board of Aldermen.

Section 3. Starting Salaries

A new regular employee is typically hired at the “new hire” rate as indicated on the pay range for the classification in which they are employed. Appointments above the minimum may be made with the recommendation of the department head and Human Resources Director and the approval of the Town Manager when deemed in the best interest of the Town and will be based on such factors as qualifications and experience of the applicant much higher than the minimum for the class, shortage of qualified applicants, equal pay justification or operational needs.

Section 4. Trainee Designation and Provisions

Applicants being considered for employment or Town employees who do not meet all of the requirements for the position for which they are being considered may be hired, promoted, demoted, or transferred by the Town Manager to a "trainee" status. In such cases, a plan for training, including a time schedule, must be prepared by the department head.

"Trainee" salaries shall be no more than administrative pay step plan step zero, and no more than a step 3 of the pay grade for the position for which the person is being trained. A new employee designated as "trainee" shall be regarded as being in a probationary period. However, probationary periods shall be no less than twelve months, and trainee periods may be extended up to thirty-six

(36) months, if deemed necessary by Town Manager. A trainee shall remain a probationary employee until the trainee period is satisfactorily completed.

If the training is not successfully completed to the satisfaction of the Department Head, the Department Head will recommend that the trainee be transferred, demoted, or dismissed with the Town Manager as final approving authority. If the training is successfully completed, the employee shall be paid at least at the minimum rate established for the position for which the employee was trained.

Section 5. Probationary Pay Increases

Subject to the availability of funds, employees hired or promoted into the new hire rate of the pay range may receive a pay increase within the pay range in accordance with the Town's administrative step pay plan upon successful completion of the probationary period.

Section 6. Performance Pay

Upward movement within the established pay range for an employee is not automatic but rather based upon specific performance-related criteria. Procedures for determining performance levels and performance pay increases or other performance-related movement within the range may be established in procedures approved by the Town Manager. Funding for performance pay increases are subject to annual review and appropriation by the Board of Aldermen.

Section 7. Salary Effect of Promotions, Demotions, Transfers, and Reclassifications

Promotions. A promotion is a move to a position with a higher salary grade. The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. When an employee is promoted, the employee's salary shall normally be advanced to the hiring rate of the new position, or in accordance with the Town's administrative step pay plan, whichever is greater. In the event of highly skilled and qualified employees, shortage of qualified applicants, or other reasons related to the merit principle of employment, the Town Manager may set the salary at an appropriate rate in the range of the position to which the employee is promoted that best reflects the employee's qualifications for the job and relative worth to the Town, taking into account the range of the position and relative qualifications of other employees in the same classification. In no event, however, shall the new salary exceed the maximum rate of the new pay range. In setting the promotion salary, the Town should consider internal comparisons with other employees in the same or similar jobs.

Demotions. Demotion is the movement of an employee from one position to a position in a class assigned to a lower pay range. When an employee is demoted to a position for which qualified, the salary shall be set at the rate in the lower pay range which provides a salary commensurate with the employees' qualifications to perform the job and consistent with the placement of other employees within the same classification in that pay range. If the current salary is within the new range, the employee's salary may be retained at the previous rate if appropriate. If the demotion is the result of discipline, the salary shall be decreased at least one pay step in the administrative pay plan. Salaries of demoted employees may be no greater than the maximum of the new range.

Transfers. The salary of an employee reassigned to a position in the same class or to a position in a different class within the same pay range shall not be changed by the reassignment.

Reclassifications. An employee whose position is reclassified to a class having a higher pay range shall receive a pay increase in accordance with the Town's administrative step pay plan or an increase to the hiring rate of the new pay range, whichever is higher. If the employee has completed probation, the employee's salary shall be advanced to at least the probation completion amount in the new range.
If the position is reclassified to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

Section 8. Salary Effect of Pay Range Revisions

Subject to the availability of funds and approval of the Town Board of Aldermen, when an individual class of positions is assigned to a higher pay range, employees in that class shall normally receive a pay increase in accordance with the Town's administrative step pay plan or to the hiring rate of the new range, whichever is higher. If the employee has passed probation, the employee's salary shall be advanced at least to the probation completion amount in the new range. When a class of positions is assigned to a lower pay range, the salaries of employees in that class will remain unchanged. If this assignment to a lower pay range results in an employee being paid at a rate above the maximum rate established for the class, the salary of that employee shall be maintained at that level until such time as the employee's pay range is increased above the employee's current salary.

Subject to the availability of funds and approval of the Town Board of Aldermen, general pay range adjustments (market adjustments) to the entire pay schedule will be implemented by adjusting the Town's overall pay schedule up (or down) by the same percentage amount. General pay range adjustments will be approved by the Town Board of Aldermen, normally during the annual budget review; employees may or may not receive the rate adjustment depending on the financial condition of the Town.

Section 9. Transition to a New Pay Plan

The following principles shall govern the transition to a new pay plan:

a) No employee shall receive a salary reduction as a result of the transition to a new pay plan.

b) All employees being paid at a rate lower than the hiring rate established for their respective classes shall have their salaries raised at least to the new hiring rate for their classes, to the minimum if the employee has completed probation.

c) All employees being paid at a rate below the maximum rate established for their respective classes shall be paid at a rate within the pay schedule.

d) All employees being paid at a rate above the maximum rate established for their respective classes shall have their salaries maintained at that salary level with no increases until such time as the employees' pay range is increased above the employees' current salary.

Section 10. Effective Date of Salary Changes

Salary changes approved or effective after the first working day of a pay period shall become effective at the beginning of the next pay period, or at such specific date as may be provided by procedures approved by the Town Manager.

Section 11. In-Range Salary Adjustment

Subject to the availability of funds, the Town Manager may grant in-range salary adjustments to recognize job change of employees in regular full-time and part-time positions, to establish equitable salary relationships and/or to respond to labor market conditions. Only regular full-time or part-time employees are eligible for increases under this policy. In-range adjustments may be considered in the following circumstances:

a) Job Change – This type of adjustment is to compensate an employee for a change in job duties and responsibilities as documented in position class specifications that are at a higher level, but not enough to justify a reclassification to a higher salary grade, or a pay range revision.

b) Recruitment/Retention Problems – This type of salary adjustment may be made to reduce or avoid turnover due to market or other conditions that impact retention.

c) Salary Equity – This type of salary adjustment is used to establish or re-establish equitable salary relationships among employees in a relevant work unit performing the same type and level of work considering education, skill, related work experience, length of service, and performance level.

It is the responsibility of the Town Manager to assess salary administration priorities and in-range salary adjustments in consultation with the Human Resources Director. As part of this process, the salary of each employee in the department (or similarly classified Town employees) as appropriate should be examined for equity purposes.

Section 12. Fair Labor Standards Act and Overtime Pay Provisions

Employees of the Town can be requested and may be required to work in excess of their regularly scheduled hours as necessitated by the needs of the Town and determined by the department head. Overtime work should normally be approved in advance by the department head, Town Manager, or other designee. Non-Exempt Employees are not to perform work during any time that they are not scheduled to work unless they receive prior approval from their Department Head. Working unapproved overtime may result in disciplinary action, up to and including termination.

To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA). The Human Resources Director shall determine and recommend to the Town Manager which jobs are exempt from the hours of work and overtime pay standards under the terms of exemptions in accordance with the FLSA.

Non-Exempt Employees

Employees are expected to work during all assigned periods, excluding breaks or mealtimes. Employees are not to perform work at any time that they are not scheduled to work, unless they receive approval from their department head or supervisor, except in cases of emergency.

Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7-day work period; 86 hours for sworn law enforcement in a 14-day work period; and 212 hours for fire protections in a 28-day work period). Hours worked beyond the FLSA established limit will be compensated in either compensatory (comp) time or overtime pay (with Town Manager approval) at the appropriate overtime rate. Determination of compensation in either compensatory (comp) time or overtime pay may vary by position and department based upon the

business and operational needs of the Town with the approval of the Town Manager provided the determination is FLSA compliant.

In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will vacation, sick leave, or holidays be included in the computation of hours worked for FLSA purposes.

Whenever practical, departments will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime or accruing compensatory time. When time off within the work period cannot be granted, overtime worked will be compensated in accordance with the FLSA and this policy.

If the Town elects to allow non-exempt employees to accrue compensatory time in accordance with the Fair Labor Standards Act, compensatory time balances may not exceed 240 hours, or up to 480 hours for sworn law enforcement or fire protection employees as applicable under the FLSA. Any overtime worked after such maximum balances must be compensated in pay in accordance with the FLSA. The Town Manager will be notified whenever a compensatory balance reaches and/or exceeds 80 hours.

Non-exempt employees will be required to use accrued compensatory time before using accrued vacation or sick leave. Employees wishing to use accrued compensatory time must make a written request to their immediate supervisor similar to vacation leave requests.

Exempt Employees

Employees in positions determined to be “exempt” from the FLSA (as Executive, Administrative or Professional staff) are paid on a salary basis and will not receive pay for hours worked in excess of their normal work periods. These employees may be granted occasional “bonus time” leave by their supervisor where the convenience of the department allows and in accordance with procedures established by the Town Manager. Such “bonus time” for FLSA exempt employees is considered “hour for hour” in excess of the normal work period, not guaranteed to be taken, and ends without compensation upon separation from the organization.

The Town intends to make deductions from the pay of exempt employees only for authorized reasons and prohibits improper pay deductions. Exempt employees who wish to question deductions they believe to be improper should contact the Human Resources Director or may use the Town’s grievance procedure, as explained in this policy. Reports of improper deductions will be investigated. If the deduction is found to be improper the Town will reimburse the employee for lost pay.

In declared disaster or emergency situations requiring long and continuous hours of work, exempt employees may be compensated at a rate of up to time and one half and/or be granted time off with pay for rest and recuperation to ensure safe working conditions for the duration of the emergency period, when authorized by the Town Manager or Town Board of Aldermen.

Section 13. On-Call (Stand-by) Pay and Callback Pay

The Town provides a continuous twenty-four hour a day, seven day a week service for its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty at any time of the day or night. One of the conditions of employment with the Town is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. Department Heads have the authority to notify employees in advance of response expectations, particularly if potential for severe or unusual circumstances are anticipated. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal.

On-Call (Stand-by) Pay. On-Call duty is defined as that time when an employee must respond immediately to calls for service and be fit and able to report to work within an acceptably short period of time, as designated by the department. Non-exempt employees required to be on on-call duty will be paid for four hours of work at straight time for each week of on-call time they serve. This pay is not attributable to any particular hours of work and is included when determining the regular rate of pay for overtime pay purposes.

The on-call employee must remain in an emotional, mental, and physical condition that is necessary to perform his/her job in a safe and satisfactory manner during the entire on-call period; this includes being free from the influence of alcohol or narcotics in accordance with the Town's drug free workplace policy.

Department heads have the authority to place additional employees on-call outside of the regular on-call schedule when severe or unusual circumstances arise and dictate the need. Examples are inclement weather, natural disasters, or incidents with a potential to require personnel resources beyond normal on-call staffing.

Time requiring an employee to remain at a designated location or otherwise substantially restrict personal activities in order to be ready to respond when called is considered work time under the provisions of the FLSA.

Callback Work Time and Pay. Callback is when an employee has left the work site and is required to return to worksite. The employee may or may not be on call as described above. It is irregular or occasional overtime work performed by an employee on a day when no work is scheduled, or at a time which requires the employee to return to the place of employment or service location from an off-duty status.

Non-exempt employees will be guaranteed a minimum payment of two hours of wages for being called back to work outside of normal working hours. Employees responding remotely by telephone, computer, or other communications device, with no return to the work site, will receive a minimum of 15 minutes pay for each occasion of callback, or compensation for all time actually engaged, whichever is greater. Callback pay provisions do not apply to previously scheduled overtime work or previously scheduled work on a typical non-workday or outside the employee's typical work hours schedule (scheduled one or more days in advance).

When called back to work the actual hours worked shall include the driving time to the worksite and driving home. All "callback" work hours will be included in computing total hours worked in the work period in determining eligibility for overtime pay. If more than one callback occurs within a given shift, total callback time cannot exceed two hours unless the hours actually worked exceeds two hours.

Section 14. Payroll Deductions

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made for insurance or for other reasons as authorized by the Town Manager considering the capability of the payroll system, associated increase in workload, and appropriateness of the deduction.

Section 15. Hourly Rate of Pay

The hourly rate of pay is determined in accordance with the Town's classification and pay schedule and the administrative pay step plan.

Section 16. Longevity Pay

Full-time employees of the Town are compensated for years of continuous service by payment of a longevity supplement based on the funds available and approved by the Board of Aldermen for each fiscal year. If approved for the current fiscal year, employees shall receive longevity pay in late November, or early December at a time designated by the Town Manager. Years of service are calculated based upon the employee's continuous years of service and hire date as of November 30th of each year. Longevity pay shall reflect their continuous years of service as calculated in the preceding sentence and according to the following schedule:

Years of Service
1 to 4 years
5 to 9 years
10 to 14 years
15 or more years

Continuous service shall be computed from the most recent hire date or appointment date to the full-time position.

The establishment of the minimum number of hours to be worked requirement is set with the approval of the longevity funding each fiscal year with a recommendation provided to the Board from the Town Manager and Human Resources Director.

Longevity pay may be approved each fiscal year depending upon the financial conditions of the Town and would not be considered a part of the annual base pay. Appropriate federal, state, retirement, etc. deductions will be made.

Section 17. Pay for Interim Assignments in a Higher Salary Grade

An employee who is formally designated, for a period of at least one month, by the Town Manager to perform the duties of a job that is assigned to a higher salary grade than that of the employee's regular classification shall normally receive an increase for the duration of the interim assignment. Criteria involved in determining the amount of the compensation will include:

a) the difference between the existing job and that being filled on a temporary basis;

b) the degree to which the employee is expected to fulfill all the duties of the temporary assignment; and

c) The department size/scope and the level of responsibility for persons, property, services, and operations.

Duties	**Interim Pay typical increase ranges**
Department Head Level Duties	5 – 15% or flat amount
Department Supervisor or Crew Chief Duties	5 - 10% or flat amount
Other Key Duties	3 – 10% or flat amount

The salary increase shall be temporary and upon completion of the assignment, the employee shall go back to the salary he or she would have had if not assigned in the interim role, taking into account any increase the employee would have received if not placed in the interim role.

Section 18. Certification, Educational, Bilingual, and Time-In-Service Increases

The Town Manager may establish a schedule of pay increases to reward employees for attaining and maintaining certain certifications or trainings, obtaining degrees that increase the employee's value to the Town, possessing and utilizing certain bilingual skills, and recognize years of service within their current department. These increases should reflect certifications and/or degrees that exceed the requirements on the position classification specification and is known as the Administrative Pay Step Plan.

Section 19. Furlough

The Town Manager has the authority to reduce the hours worked and/or the pay of employees in order to meet budgetary restrictions.

ARTICLE IV. RECRUITMENT AND EMPLOYMENT

Section 1. Equal Employment Opportunity Policy

It is the policy of the Town to foster, maintain and promote equal employment opportunity. The Town shall select employees on the basis of the applicant's qualifications for the job and award them with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to race, religion, color, gender, national origin, age, pregnancy, sexual orientation, veteran status, marital status, political affiliation, disability, genetic information, actual or perceived gender identity, or any other protected class. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of essential duties with or without reasonable accommodation.

It is a violation of Town policy to retaliate in any way against an employee who assists, participates in, or supports this policy or anyone making a bona-fide complaint under this policy or who participates or assists in any EEOC, OSHA or other internal or external processes protected by law.

Section 2. Implementation of Equal Employment Opportunity Policy

The Human Resources Director and all personnel responsible for recruitment and employment will continue to review regularly the implementation of this Personnel Policy and relevant practices to assure that equal employment opportunity based on reasonable, job-related requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination as defined in the EEO policy above and in accordance with state and federal laws. Notices with regard to equal employment matters shall be posted in conspicuous places on Town premises in places where notices are customarily posted.

Section 3. Recruitment, Selection and Appointment

Recruitment Sources. When position vacancies occur, the Human Resources Office may elect to publicize these opportunities for employment, including applicable salary information and employment qualifications. The publication of a vacancy (including whether to publicize externally, internally, or department only) is determined for each position based upon the position and the Town's needs. Notice of vacancies shall be posted at designated conspicuous Town sites. Individuals shall be recruited from a geographic area as wide as necessary and for a period of time sufficient to ensure that well-qualified applicants are obtained for Town service. The Town Manager may waive the normal recruitment and selection process. The Town Manager has the final appointing authority.

Job Advertisements. Jobs may be advertised in local area newspapers, professional publications, and other relevant publications, as needed, in order to establish a diverse and qualified applicant pool. Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

Application for Employment. All persons expressing interest in employment with the Town shall be given the opportunity to file an application for employment for positions which are vacant and advertised. The Town accepts applications and resumes only for vacant advertised positions. Applications will be received by the Human Resources Office, and Human Resource Personnel will pre-screen applications for minimum qualifications. Applications shall be kept in an inactive reserve file for a period of two years in accordance with Equal Employment Opportunity Commission guidelines.

Selection and Screening. Department heads, with the assistance of the Human Resources Director, shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the position, including criminal history where job-related. All selection devices administered by the Town shall be valid measures of job performance.

References and Background Investigations. The Town requires pre-employment, promotion, and reassignment position-appropriate screenings which may include, but not limited to, reference checks, driving history, criminal and credit checks, educational degree verification, and pre-employment drug screening. Appropriate background checks are required for any positions working with children in any capacity in accordance with NCGS 160A-164.2b. The Town will not engage in blanket disqualification of applicants based upon background checks. The Town will consider the severity of the crime, degree to which the crime is job related to the job for which the applicant is being considered, and length of time since the conviction to determine the degree to which there is a business necessity for choosing not to hire the applicant. Authorization by the individual is required prior to screening. The Town is a drug-free workplace. Offers of employment are conditional based on the results of a drug and other prework screenings

Medical Examination. Offers of employment may also be conditional based on the results of medical and/or fitness for duty examinations depending on the requirements of the position. Any applicant, after the offer of employment and prior to beginning employment with the Town, may be required to complete a Town-paid examination for the purpose of determining fitness for the particular position. Such an examination shall be made at the expense of the Town and performed by a medical provider selected by the Town.

Appointment. Before any commitment is made to an applicant either internal or external, the department head shall make recommendations to the Human Resources Director including the position to be filled, the salary to be paid, and the reasons for selecting the candidate over other candidates. The Human Resources Director and department head shall recommend approval of appointments and the starting salary for all applicants to the Town Manager. The Town Manager shall approve appointments and the starting salary for all applicants, in addition to setting any other conditions of employment.

All employees shall, within three days of employment, complete an “I-9” form and provide proof that they are legally authorized to work in the United States.

Section 4. Probationary Period

An employee appointed or promoted to an allocated position shall serve a probationary period. All employees shall serve a minimum of a twelve-month probationary period. Employees hired as “trainees” shall remain on probation until the provisions of their traineeship are satisfied.

During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress**.**

An important purpose of the probationary period is to provide an opportunity for the appointee to adjust to the new job. Likewise, it serves as a trial period during which the employee demonstrates his or her ability to perform the work, to accept additional responsibility, to demonstrate good work habits and to work well with the public and fellow employees. Before the end of the probationary period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion shall be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. With approval of the Town Manager probationary periods may be extended for a maximum of thirty-six (36) months.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this policy for disciplinary action. A probationary employee dismissed during the probationary period is not eligible for the use of the grievance procedures.

A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee shall be dismissed. Promoted and demoted employees who are on probation retain all other rights and benefits, including the right to use of the grievance procedures.

Section 5. Promotion

Promotion is the movement of an employee from one position to a vacant position in a class assigned to a higher pay range. It is the Town's policy to create career opportunities for its employees whenever possible. The Town will balance three goals in the employment process:

a) the benefits to employees and the organization of promotion from within;

b) providing equal employment opportunity and a diversified workforce to the community; and

c) obtaining the best possible employee who will provide the most productivity in that position.

Therefore, except in rare situations where previous Town experience is essential, or exceptional qualifications of an internal candidate so indicate, the Town will consider external and internal candidates should the vacant position be advertised externally. Candidates for promotion shall be chosen on the basis of their qualifications and their work records. Internal candidates shall apply for promotions using the same application process as external candidates.

Section 6. Demotion

Demotion is the movement of an employee from one position to a position in a class assigned to a lower pay range. Demotion may be voluntary or involuntary. An employee whose work or conduct in the current position is unsatisfactory may be demoted provided that the employee shows promise of becoming a satisfactory employee in the lower position. Such disciplinary demotion shall follow the disciplinary procedures outlined in this Policy.

An employee who wishes to accept a position with less complex duties and reduced responsibilities may request a demotion. A voluntary demotion is not a disciplinary action and is made without using the above-referenced disciplinary procedures and such requests must be in writing. Allowing a voluntary demotion is within the discretion of the Town Manager.

Section 7. Lateral Transfer

A lateral transfer is the movement of an employee from one position to a position in a class in the same pay range. If a vacancy occurs and an employee in another department is eligible for a transfer, the employee shall apply for the transfer using the usual application process. A department head wishing to transfer an employee to a different department or classification shall make a recommendation through the Human Resources Director to the Town Manager with the consent of the receiving department head. Any employee transferred without requesting the action may appeal the action in accordance with the grievance procedure outlined in this Policy. Notwithstanding the employee's right to file a grievance, the Town reserves the right to transfer employees either temporarily or permanently when doing so will serve the Town's best interest.

Section 8. Recruitment and Retention Incentives

The Town Manager is authorized to design, develop and implement policies to guide departments in competitive practices related to recruiting and retaining a skilled and diverse workforce, to include: relocation assistance for divisional or senior managers, key technical staff or employees in a key or challenging position to recruit and retain; acceptance of partial or total sick leave transfer from the immediate past employer, if a qualified governmental agency; acceptance of partial or total vacation leave transfer from the immediate past employer, if a qualified governmental agency; establishment of an advanced leave accrual rate upon hire from the immediate past employer; hiring and referral bonuses of amounts set by the Town Manager and which must be funded in existing departmental budgets; and amount of hourly fee for on-call hours.

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 1. General Standards of Workplace Conduct

Town employees are expected to maintain a high standard of professional conduct at all times. This includes being courteous and respectful toward all colleagues, supervisors, and members of the public. Employees must also be productive in their work, performing their duties efficiently and effectively to support the municipality's mission. This commitment to professionalism, courtesy, and policy compliance is essential for fostering a positive and productive work environment for everyone.

It is impossible to specifically identify all forms of work standards; therefore, guidance on work standards are not intended to be all inclusive. Certain behaviors such as lying, cheating, or stealing are clearly unacceptable at any time. These standards are intended to help clarify what is acceptable work-related behavior. Together with good common sense and the employee's own understanding of right and wrong, they are meant to guide workplace behavior.

All employees shall strive to perform the duties and responsibilities of their position in an exceptional manner using Town time and resources for Town business; keep confidential information confidential and protect sensitive information; give an honest day's work for every day's pay; exercise stewardship and fiscal responsibility in actions and decisions; follow appropriate instructions of their supervisor; work in a safe manner; and abide by all rules, policies, regulations, and laws of the workplace.

Illustrative examples of unsatisfactory job performance and improper personal conduct are located in the disciplinary article of this Policy and are *not intended to be an all-inclusive list.*

Section 2. Work Schedule

Department heads establish work schedules, with the approval of the Town Manager, which meets the operational needs of the department in the most cost-effective manner possible. The normal work schedule for most full-time employees shall be forty hours per week with possible variations in the Police and Fire Departments.

Section 3. Attendance and Tardiness

The Town depends on employees to provide needed services every day. Punctual, regular, and predictable attendance are essential responsibilities of each employee of the Town. Unexcused tardiness or excessive, unplanned absences can disrupt the efficient administration of the Town's operation and create burdens for fellow employees and supervisors.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other unplanned, unapproved absences from scheduled hours are disruptive and should be avoided.

If you are a non-exempt employee, The Town will not allow work to begin prior to the designated work start time without your supervisor's permission. Non-exempt employees will not stay after the end of the work day without the supervisor's permission. Non-exempt employees may never work off the clock.

The Town recognizes there may be times when your absence or tardiness cannot be avoided. In that event, notify your supervisor as early as possible but at least 2 hours before your scheduled shift. You must speak with your supervisor or another management employee personally and you may not simply leave a voicemail message or text. Unless you have made other arrangements with your supervisor (i.e. a medical note with return date; approved FMLA), you must call your supervisor each day of your absence.

Failure to give your supervisor notice of your absence may result in disciplinary action. A pattern of excessive or unexcused absences or tardiness may result in disciplinary action, up to and including dismissal.

Failure to meet the Town's attendance expectations will result in discipline. If there is no contact for three (3) or more days then this will be considered a voluntary resignation, unless the employee can establish that they were unable to make contact during the period of absence.

Section 4. Political Activity

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the United States and the State of North Carolina. However, no employee shall:

a) Engage in any political or partisan activity while on duty;

b) Use official authority or influence for the purpose of interfering with or affecting the result of a nomination or an election for office;

c) Be required as a duty of employment or as condition for employment, promotion, or tenure of office to contribute funds for political or partisan purposes;

d) Coerce or compel contributions from another employee of the Town for political or partisan purposes;

e) Use any supplies or equipment of the Town for political or partisan purposes; or

f) Be a candidate for nomination or election to office under the Town Charter;

Any violation of this section shall subject the employee to disciplinary action including dismissal.

Section 5. Outside Employment

The work of the Town shall have precedence over other occupational interests of employees. All outside employment for salaries, wages, or commissions and all self-employment must be reported in writing in advance to the employee's supervisor, who in turn will report it to the department head. The department head will review such employment for possible conflict of interest and then submit a record of the employment to the Town Manager for review and approval. Conflicting and/or unreported outside employment are grounds for disciplinary action up to and including dismissal. Documentation of the approval of outside employment will be placed in the employee's personnel file.

Examples of conflicts of interest in outside employment include but are not limited to:

a) employment with organizations or in capacities that are regulated by the employee or employee's department; or

b) employment with organizations or in capacities that negatively impact the employee's perceived integrity, neutrality, or reputation related to performance of the employee's Town duties.

Employees may not use paid vacation or sick leave to perform work for another employer. Outside employment is prohibited while an employee is on paid or unpaid leave of absence for his/her own sickness or disability where benefits may be maintained.

Outside employment-related activities and conduct away from the Town must not compete with, conflict with, or compromise the Town's interests or adversely affect job performance and the ability to fulfill all responsibilities to the Town. Employees may not solicit or conduct any outside employment or business during work time for the Town or use any Town tools, equipment, materials, goods, or technology to conduct outside employment. If outside work activity causes or contributes to job-related problems, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).

An employee who sustains an injury or illness in connection with outside employment and is receiving worker's compensation from that employer shall not be entitled to receive Town worker's compensation benefits or accrued Town sick leave.

Any employee violating the provision of this section shall be subject to disciplinary action up to and including dismissal.

Section 6. Employment of Relatives

The Town prohibits the hiring and employment of immediate family members in full or part-time positions within the same work unit if such employment would result in one family member supervising another or if one member will occupy a position of influence over another member's employment or any condition of employment. Examples of potential influence include but are not limited to hiring, promotions, salary administration, and disciplinary action.

For the purposes of this Article, immediate family shall be defined as spouse, child, parent, sibling, grandparent, grandchild, aunt, and uncle to include in-law, step, and half relationships. The definition for this Article also includes individuals living in the same household who share a relationship comparable to immediate family members.

The Town also prohibits the employment of any person into a position who is an immediate family member of individuals holding the following positions: Mayor, Town Board of Aldermen Member, Town Manager, Town Attorney, and all department head level positions and above in the organizational reporting structure. Otherwise, the Town will consider employing family members or related persons in the service of the Town, provided that such employment does not:

a) result in a relative supervising relatives or being in the chain-of-command;

b) result in a relative auditing the work of a relative;

c) create a conflict of interest with either relative and the Town; or

d) create the potential or perception of favoritism.

The Town reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved.

Relatives of current Town employees may not serve or be appointed to any governing board sub-committees.

No member of any employee's immediate family shall be hired without prior approval of the Town Manager.

If any employee, after employment or change in employment, enters into one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship. Such changes must be approved by the Town Manager. No exception to this policy will be made without the written consent of the Town Manager.

If employees begin a dating relationship, enter into a marriage, or otherwise become relatives, partners, or members of the same household, and one party is in a supervisory position, that person is required to inform both their supervisor and Human Resources of the relationship. The employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to the Town, such as a transfer or employment outside the Town, the employees' supervisor(s) will work with Human Resources to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination of one of the employees.

For purposes of this policy, "dating relationship" is defined as an intimate association primarily characterized by the expectation of affectional or sexual involvement. The term does not include a causal relationship or an ordinary association between persons in a business or social context.

If you are in a relationship with a co-worker that may create a conflict, or which may include or become one of the prohibited situations, you must notify your supervisor and Human Resources.

If there is a situation where action of the Town, such as reduction in force, results in an involuntary circumstance in which two relatives, partners or members of the same household may be reporting to each other, one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not be involved in or have direct input in the employment decisions of the other employee.

This provision shall not apply retroactively to anyone employed when the provision was adopted by the Town; the exemption applies only to the specific existing family member relationship (excluding dating relationship portion of the new policy), not to any new relationships entered into or position changes.

Section 7. Open Door Policy

The Town has an Open Door Policy whereby any Town employee may meet with Human Resources for the purpose of assisting employees in solving job-related problems, asking for guidance on how to handle disagreements or conflict, or assistance in resolving or managing conflict that they have not been able to or not sure how to resolve among themselves, or to provide information and clear up misunderstandings. The purpose of this policy is to encourage employees to bring issues forward for resolution so they may be resolved and they are able to focus on getting work done for this community. The Town believes that free and unrestrained access is healthy for the organization. Unresolved or unaddressed issues of interpersonal tension and conflict are not healthy for individuals and divert our attention from the Town's purpose. Employees are encouraged to use the normal chain-of-command first to resolve conflict and work-related issues if they are comfortable doing so based upon the issue.

Supervisors are not to discourage employees from using this policy in any way. There shall be no reprisals, harassment, or inequitable treatment of any employee availing themselves of this policy or voicing a complaint.

This policy shall in no way be a substitute for the Employee Grievance Policy, reporting channels for harassment, discrimination, retaliation, or the normal chain-of-command, but shall be in addition.

The Town will endeavor to hold discussions pursuant to this policy in a private, respectful, and confidential manner to the extent possible and as required law. There are topics and issues requiring action when reported and supervisors, management, or Human Resources have an affirmative obligation to disclose what is shared to other members of management, the Human Resources Director, the Town Manager, and/or the Town Attorney. There are instances when the law requires disclosure.

To manage conflict, all employees should consider the following:

a) A well-functioning work environment is one in which employees communicate with respectful, inoffensive language; show tolerance and acceptance of differences among each other; and demonstrate respect for all individuals in the organization regardless of position, status, or tenure.

b) Employees must be willing to talk to each other even when it is difficult or uncomfortable. If a person does not feel comfortable or equipped to do this alone, assistance is available.

c) Make certain that policies and communication are clear and consistent, and the rationale for decisions should be transparent.

d) All employees, not just managers, are accountable for resolving conflict.

e) Do not ignore conflict, and do not avoid taking steps to prevent it.

f) Seek to understand the underlying thoughts, reasonings, perspectives, and emotions of the people in conflict.

g) Keep in mind that the approach used to resolving the conflict may depend on the circumstances of the conflict. Various types of resolutions techniques are available including facilitation by a neutral person to help both sides decide the best way to settle the issue, mediation by a neutral person to help the parties explore solutions, or individual coaching for one or all parties to support them in resolving the issue among themselves.

h) Understand that although conflict is generally regarded as having a negative effect in the workplace, a degree of properly managed conflict can be beneficial for an organization.

i) There is no place for incivility in our workplace. The Town will endeavor to treat such types of conflicts seriously and to seek to address them proactively.

Section 8. Harassment/Discrimination/Retaliation Prohibited

The Town is committed to having a workplace environment free of unlawful harassment, discrimination, and/or retaliation. The Town does not tolerate harassment, discrimination or retaliation of our job applicants, contractors or employees by another employee, supervisor, vendor, customer, or any third party.

The Town prohibits harassment or discrimination in any form that is based on race, religion, color, sex, national origin, age, sexual orientation, pregnancy, veteran status, marital status, political affiliation, disability, genetic information, on the basis of actual or perceived gender identity, or any other protected class. Harassment is defined as conduct that culminates in tangible employment action or is sufficiently severe or pervasive as to create a hostile work environment.

Harassment complaints or allegations will be investigated promptly and where it is determined that such inappropriate conduct has occurred, the Town will act immediately to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action up to and including dismissal.

A particular form of harassment, sexual harassment, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes repeated offensive sexual remarks, continual or repeated comments about an individual's body and offensive sexual language.

Harassment, other than sexual, is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of race, religion, color, sex, national origin, age, sexual orientation, pregnancy, veteran status, marital status, political affiliation, disability, genetic information, on the basis of actual or perceived gender identity, or any other protected class, which has the purpose or effect of creating an intimidating, hostile, or offensive work environment or

unreasonably interferes with an individual's work performance or otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating, hostile acts. Written or graphic material which denigrates or indicates hostility or aversion toward an individual or group is prohibited from display on the employer's premises, or circulation in the workplace.

Because it is difficult to define unlawful harassment, employees of the Town are expected to behave at all times in a professional and respectful manner. Employees should be aware that harassment and discrimination is unacceptable not only in the workplace but also in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, customer, vendor, or other third party.

Reporting Procedures: Any employee who believes that he or she may have a complaint of harassment may follow the Grievance Procedure described in this Policy or may file the complaint directly with the Human Resources Director or department head who will immediately notify the Town Manager. The employee may file the complaint directly with the Town Manager if it involves a department head. The Human Resources Director will ensure that an investigation is conducted into any allegation of harassment and advise the employee and appropriate management officials of the outcome of the investigation.

Employees witnessing harassment shall also report such conduct to their department head, the Human Resources Personnel, or the Town Manager. All employees are responsible for helping to ensure that harassment and discrimination in the workplace are avoided. The Town cannot remedy claimed harassment, discrimination, or retaliation unless employees bring these claims to the attention of the Town. Failure to report claims of harassment and/or retaliation prevents the town from taking steps to remedy the problem.

If the allegation of harassment is against the Town Manager or an elected official, the complaint should be filed with the Human Resources Director who will forward the complaint to the Town Attorney, who shall conduct a confidential investigation into the allegation, or designate a representative to conduct the investigation and advise the employee and Board of Aldermen on the outcome of the investigation.

Employees who are found to be engaged in harassment are subject to disciplinary action up to and including dismissal.

No Retaliation. No employee will be subject to, and the Town prohibits, any form of discipline or retaliation for reporting perceived violations of this policy in good faith, pursuing any such claim, or cooperating in any way in the investigation of such claims in good faith. If an employee believes someone has violated this no-retaliation policy, the employee should bring the matter to the immediate attention of the Human Resources Director or the Town Manager.

Section 9. Reasonable Accommodation of Individuals with Disabilities

The Town recognizes and supports its obligation to endeavor to reasonably accommodate job applicants and employees with known physical or mental disabilities who are able to perform the essential functions of the position, with or without reasonable accommodation. The Town will endeavor to provide reasonable accommodation to otherwise qualified job applicants and employees with known physical or mental disabilities, unless doing so would impose an undue hardship on the Town or pose a direct threat of substantial harm to the employee or others.

An applicant or employee who believes he/she needs a reasonable accommodation of a disability should discuss the need for possible accommodation with Human Resources, Department Head, or his/her direct supervisor.

Section 10. Reasonable Accommodation of Individual's Religious Beliefs and Practices

The Town recognizes and supports its obligation to endeavor to reasonably accommodate job applicants and employees with sincere religious beliefs or practices who are able to perform the essential functions of the position, with or without reasonable accommodation. The Town will endeavor to provide reasonable accommodation to otherwise qualified job applicants and employees, unless doing so would impose an undue hardship on the Town.

An applicant or employee who believes he/she needs a reasonable accommodation of a sincere religious belief or practice should discuss the need for a possible accommodation with his/her direct supervisor, Department Head, or Human Resources.

Section 11. Reasonable Accommodations for Pregnant Workers and Lactation

It is the employee's responsibility to notify the Town of any pregnancy-related limitation and that she needs an accommodation. An employee or applicant may request an accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request in writing to human resources or to the employee's department head. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receiving a request for accommodation, the Town will engage in an interactive process with the pregnant employee to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship. The interactive process may involve discussions between the employee, their supervisor, and HR personnel. Reasonable accommodations will be determined on a case-by-case basis, considering the pregnant employee's specific needs, the organization's operational requirements, and any potential undue hardships. Information regarding an employee's pregnancy and accommodations will be treated confidentially and shared only with individuals directly involved in the accommodation process on a need-to-know basis.

The Town prohibits retaliation, harassment, or adverse employment action due to an individual's request for accommodation pursuant to this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

Lactation Accommodations: As part of the Town's family-friendly policies and benefits, the Town supports breastfeeding employees by accommodating an employee who needs to express breast milk during the workday by providing a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, to the extent required and in accordance with applicable laws.

The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, to the extent permitted by applicable laws. The employee may use personal leave or make up the time as negotiated with their supervisor.

The Town will also make reasonable efforts to provide employees with the use of a sanitary room or location other than a toilet stall for the employee to express milk in private. To the extent reasonable, the room will be located near a sink with running water for washing hands and rinsing out breast pump parts and have an electrical outlet. Breastfeeding employees are responsible for keeping the area clean/wiped for the next user. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. The employee storing milk in the refrigerator assumes all responsibility for the safety of the milk.

Please inquire with Human Resources if you have questions regarding this policy. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

Section 12. Expectation of Ethical Conduct – Solicitation and Acceptance of Gifts or Favors

The proper operation of Town government requires that public officials and employees be independent, impartial, and responsible to the people; that governmental decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

a) No official or employee of the Town shall accept any gift, whether in the form of a service, a loan, a thing, or a promise from any person, vendor, firm, or corporation that, in the employee's knowledge, is interested directly or indirectly in any manner whatsoever in business dealings with the Town.

b) No official or employee shall accept any gift, favor, or thing of value that may tend to influence that employee in the discharge of duties.

c) No official or employee shall grant any improper favor, service, or thing of value in the discharge of duties.

d) All Town officials and employees shall refuse gratuities.

This no-gift policy includes vendor or potential vendor provided gifts or entertainment, such as sporting events, as well as any business courtesy offered such as a product discount or any other benefit if the benefit is not extended to all employees. Employees who receive gifts may return them, donate them to charity, or distribute them within the work unit such that each person's benefit may considered to be nominal.

Where an employee works in departments receiving federal grant funds or assists in the selection process, the award, or the administration of contracts supported by federal grant funds, state and

federal law may provide additional rules for avoiding conflicts of interest, and such employees are expected to abide by any minimum applicable standards, including but not limited to the provisions set forth in N.C. General Statute 14-234.

This section is not intended to prevent the gift and receipt of honorariums for participating in meetings, advertising items or souvenirs of nominal value, or meals furnished at banquets. This section is not intended to prevent any contractor, subcontractor, or supplier from making donations to professional organizations to defray meeting expenses where Town employees are members of such professional organizations, nor is it intended to prevent Town employees who are members of professional organizations from participation in all scheduled meeting functions available to all members of the professional organization attending the meeting. This section is also not intended to prohibit customary gifts or favors between employees or officers and their friends and relatives or the friends and relatives of their spouses, minor children, or members of their household where it is clear that it is that relationship rather than the business of the individual concerned which is the motivating factor for the gift or favor.

However, all gifts knowingly made or received are required to be reported to the Department Head, or Human Resources, if the gifts are made by a citizen/customer, contractor, subcontractor, or supplier doing business or desiring to do business directly or indirectly with the Town to ensure policy compliance, conflicts of interest do not arise, and upholding ethical public steward standards.

Section 13. Performance Evaluation

Supervisors and/or department heads normally conduct performance evaluation conferences with each employee at least once a year. These performance evaluations shall be documented in writing and placed in the employee's personnel file. Procedures for the performance evaluation program shall be published by the Human Resources Director with the approval of the Town Manager.

Section 14. Safety

Safety is the responsibility of both the Town and employees. It is the policy of the Town to establish a safe work environment for employees. The Town shall establish a safety program including policies and procedures regarding safety practices, precautions, and training in safety methods. Department Heads, Supervisors, and Field Training Officers are responsible for ensuring safe work procedures, including the use of all required personal protective equipment and providing necessary safety training programs.

All employees shall properly use all personal safety equipment furnished by and/or required by the Town. Employees shall follow the safety policies, procedures, and attend safety training programs as a condition of employment. All safety issues should be brought to the attention of the respective Department Supervisor, Human Resources, Risk Management, and Department Head. Employees who violate such policies and procedures shall be subject to disciplinary action up to and including dismissal. No other employee is to deter or discourage employees from reporting safety issues or violations, accidents, or work-related injuries or illnesses.

Section 15. Use and Searches of Town Property and Equipment

Town equipment, materials, tools, and supplies shall not be available for personal use and are not to be removed from Town property except in the conduct of official Town business, unless approved by the Town Manager. All offices, desks, files, lockers, etc. are considered Town property and are provided to the employee for the employee's use in his/her employment.

The Town reserves the right to inspect all areas and articles that are on Town property and shall maintain a master key and/or combinations for locks. Any information or article which an employee considers private and/or personal should not be kept on Town property. The Town provides property to employees for their use (e.g., Town vehicles, desks, file cabinets, employee lockers, etc.). Employees shall have no expectation of privacy in Town-issued property. Searches of Town facilities and property, including Town property in the possession of the employee, may be conducted at any time and do not have to be based upon reason to believe Town policy is being violated. Employees may not withhold permission for the Town to search Town-supplied property including, but not limited to desks, lockers, tool boxes, and Town vehicles and/or equipment.

Employees are responsible for taking proper care of all Town property and equipment with which they are entrusted.

Vehicles owned by the Town shall be cared for by an employee in the same responsible way that they would care for their own vehicles. Such vehicles are to be used exclusively for official Town business, except by special approval from the Town Manager. An employee may be directed to take the vehicle home when doing so shall serve the best interest of the Town. Use of Town vehicles for commuting to and from work shall usually be limited to an employee who is subject to emergency callback work. Town vehicles shall not be used for personal purposes including transporting family members to and from school, work, or other errands that involve non-employees except in the regular course of Town business.

Employees who are issued Town uniforms are required to wear the uniforms each workday. Uniforms should be clean and neat at the beginning of the workday.

All Town property issued to the employee shall be returned to the employee's supervisor upon termination of employment, prior to any vacation payout.

Section 16. Searches of Employee Property

To protect employees and the Town from theft, and to enforce the Town's policies including those related to substance abuse, workplace violence, and any other applicable policies, the Town reserves the right to search employees and their personal property when written permission is given (i.e., vehicles, clothing, packages, purses, briefcases, lunch boxes, or other containers brought onto Town premises), or when there is reason to believe laws or Town policy is being violated. Employees are expected to cooperate in the conduct of such searches when written permission is given.

Section 17. Substance Abuse Policy

The Town is committed to a drug-free workplace to maintain a safe and healthy working environment for employees and a productive, effective workforce for the Town's citizens. The Town prohibits employees reporting to work with their ability to perform impaired by alcohol, illegal drugs, intentionally and inappropriately used prescriptions, over-the-counter drugs, or other chemicals and substances.

The illegal or unauthorized use, being under the influence of, sale, distribution, or possession of narcotics, drugs, or controlled substances while on the job (on or off Town property) will result in immediate disciplinary action, up to and including termination of employment. In addition, alcohol cannot be consumed on Town property unless at an authorized social function sponsored by the Town, in which case consumption must be reasonable and responsible. The use of alcohol during working hours or reporting to work under the influence of alcohol is strictly prohibited.

The use of controlled substances prescribed to you by a licensed physician or are available over the counter is not prohibited by this policy. However, if a physician has prescribed medication that requires an accommodation or poses safety concerns, your supervisor or Human Resources should be notified to discuss the requested accommodations or safety concerns.

In addition to pre-employment screenings, the Town conducts reasonable suspicion drug and alcohol tests, post-incident, and/or when appearance and/or performance cause reasonable suspicion. Employees in safety sensitive positions are subject to random drug tests. All such testing will be in compliance with applicable federal and state laws as well as the procedures established by the Town's Alcohol and Substance Abuse Policy administrative document.

Violation of this Policy will result in disciplinary action, up to and including dismissal. ***The Town maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, as well as employees who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation.***

Section 18. Driver's License

The public must have confidence in Town employees who drive as part of their jobs. All employees who are in positions which require the operation of a motor vehicle or heavy equipment are required to maintain a valid, active, and applicable North Carolina driver's license or commercial driver's license (CDL) to operate the vehicles required for the position as a condition of employment. The Town will verify the status of the employees' required driver's license on a regular basis. If the driver's license is not in good standing, the employee may be suspended, demoted, or dismissed.

Town employees who are in positions requiring driving duties, even on a limited basis, who have their license suspended or revoked, or are issued any charge or conviction of a motor vehicle violation (other than a traffic citation such as a speeding ticket unless driving a Town vehicle), must notify their Department Head or the Human Resources Office within 24 hours or no later than the next business day on a weekend or holiday. Failure to do so may result in disciplinary action, up to and including dismissal of employment.

Section 19. Technology and Electronic Communications

Employees are expected to use Town technology resources responsibly, professionally, and respectfully. An employee's access to technology resources is a function of the business need of their position and is not a general employee benefit. All Town technology resources, electronic communication devices, and all information and records transmitted by, received on, captured by, or stored on technology resources are the property of the Town of Landis and, as such, may be monitored, audited, and inspected for proper use without advance notice to any user. Employees have no privacy rights when using Town information technology resources. Information that is stored on or transmitted to or from Town technological resources may be subject to disclosure pursuant to the North Carolina Public Records Law.

The Town prohibits the inappropriate use of technology resources. Prohibited use includes, but is not limited to, inappropriate content; defaming activity; illegal activity; content that violates the Town's harassment, workplace violence, or other related policies; and any use that violates federal, state, or local law or regulation. In addition, the Town prohibits employees from viewing pornography, as defined by G.S. 143-805(b), via a government network or government-issued electronic devices owned, leased, maintained, or otherwise controlled by the Town. Exceptions to this policy may be determined for employees as allowed in the course of their official duties such as investigating crimes and other law enforcement purposes, etc.

Improper use of technology resources or violations of this policy will subject the employee to disciplinary action up to and including termination of employment.

Refer to the Town's Information Technology Policy for more details.

Section 20. Social Media

The Town understands that many employees may enjoy and participate in various personal social media sites. As holders of the public trust, Town employees are expected to act responsibly and exercise good judgment and discretion when contributing to social media sites where information is available to numerous users. When using social media resources for personal and private reasons, employees must ensure a distinct separation between personal and organizational views and must not speak as a representative of the Town.

All Town social media posts on all official Town owned and managed social media sites must be approved by the Town Manager (or designee).

Employees' personal use of social media and posts should not represent their opinions or comments as that of the Town of Landis or as an official of the Town of Landis. *We encourage you to write a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of any other entity or person."* **The Town shall consider on a case-by-case basis the impact of any social media posting on the efficiency or integrity of operation of the Town and may take action if the posting is in violation of the Town's personnel policy, other Town policies, or laws. The policy shall not be construed to prohibit any activities that constitute legally protected activities or constitutionally protected speech.**

Social Media will include websites, blogs or other forms of social media or technology to include, but are not limited to, video postings, social networking sites such as Facebook or Twitter, chat rooms, YouTube personal blogs or other similar forms of online journals, diaries, or personal newsletters not affiliated with the Town of Landis.

While the Town encourages its employees to enjoy and make productive use of their personal time, certain activities on the part of the employees may become a concern if they have the effect of impairing the work of any employee, harassing, demeaning, or creating a hostile work environment for any employee, or disrupting the smooth and orderly flow of work within the organization.

In the area of blogging or social media, employees may use such media in any way they choose as long as such use does not produce the adverse consequences noted above for the Town. For this reason, the Town advises its employees that the following guidelines apply to their use of social media on their own personal time and personal computer resources.

Employees who post content which produces the adverse consequences noted above may be subject to coaching, counseling, and/or disciplinary action, up to and potentially including termination of employment, depending on the severity and repeat nature of the offense.

Employees are further prohibited from the following in connection with social media:

a) Using blogs or social networking sites to harass, threaten, or discriminate against employees or anyone associated with or doing business with the Town;

b) Posting the name or logo of the Town of Landis or any business with a connection to the Town on personal blogs or other sites;

c) Posting privileged or confidential information;

d) Using a town-issued work email address in social networking activities.

Use of social media that involves any kind of criminal activity or harms the rights of others may result in criminal prosecution or civil liability to those harmed or both. Employees are reminded that personal postings may not only be read by friends and family but also by co-workers, supervisors, Town residents, and the media. An online identity can be discovered relatively easily even if posting anonymously or under a pseudonym, therefore employees should exercise caution when deciding what to include in a post or comment.

Misuse of social media, whether on or off duty, may be grounds for disciplinary action, up to and including termination.

Section 21. Workplace Violence Prohibited

The Town of Landis recognizes that the employees are its most important asset, and a safe, secure, and violence-free workplace is fundamental to the health and well-being of employees during working hours. The Town fosters a work environment of respect and healthy conflict resolution. Employees should expect to be treated with courtesy, dignity, and respect by the management, co-workers, and citizens.

The purpose of this Policy is to minimize the risk of personal injury to employees and damage to Town property. The Town specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, employees are expected and encouraged to exercise reasonable judgment in identifying potentially dangerous situations and informing management accordingly.

It is the obligation of every employee to contribute to the safety of the work environment by refraining from threats, violence or activities that may provoke violence; being sensitive to cultural differences in all aspects of personal interactions; by conducting Town business with consideration and respect for co-workers and customers; and reporting actual or potential threats, both internal and external, immediately. **The Town has a zero-tolerance policy for violence during working hours, during business involving the Town, or while on Town-owned property by any employee, citizen, customer, visitor, or independent contractor.**

Threats, threatening language, or any other acts of aggression or violence made towards or by any Town employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious and/or destructive actions undertaken for the purpose of domination or intimidation.

If an employee feels that he/she has been threatened, the employee should report the occurrence immediately to the supervisor or Department Head or any other member of management with whom you feel comfortable, who will in turn report the incident to Human Resources Personnel or the Town Manager. All potentially dangerous situations should be reported immediately.

It is important for the Town to be aware of any potential danger in the workplace.

The Town will promptly investigate all threats or incidences of violence related to the workplace and/or involving employees during work hours. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat under this policy.

If an investigation confirms that threat of a violent act or violence itself has occurred, the Town will take appropriate corrective action. Anyone, regardless of position or title, whom the Town determines has engaged in conduct that violates this policy, including retaliation, will be subject to discipline, up to and including dismissal.

The Town reserves the right to seek a civil “no-contact” order in accordance with the provisions of the North Carolina General Statutes (N.C.G.S.) on behalf of any employee who has been the victim or target of workplace violence or other unlawful conduct in the workplace in violation of this policy.

Section 22. No Sexual or Other Abuse

The Town will not tolerate any form of sexual abuse or other abuse. This policy affirms the Town’s commitment to provide a safe place for citizens and customers, and for employees, and condemns clearly any instance of sexual or other abuse. This policy also affirms our commitment to provide a safe place for children, youth and vulnerable adults and condemns clearly any instance of sexual or other abuse of children, youth or vulnerable adults by our employees, volunteers, and any other Town representatives.

YOU HAVE THE RESPONSIBILITY TO BRING ANY FORM OF ABUSE OR INAPPROPRIATE ACTIVITY TO OUR ATTENTION.

Each employee and volunteer is responsible for helping assure that sexual or other abuse is avoided at the Town. If you become aware of or suspect any problem of this sort, you must immediately report it to the Human Resources Director, your Department Head, or the Town Manager.

A thorough and prompt investigation will be conducted on all claims of abuse or inappropriate activity, WITHOUT REPRISAL TO THE PERSON REPORTING THE CONDUCT, so long as the report is made in good faith and the information provided is truthful to the best of your knowledge. The Town will endeavor to keep complaints, investigations, and resolutions confidential to the extent possible; however, the Town cannot compromise its obligation to investigate complaints or to report instances of sexual or other abuse to the appropriate law enforcement authorities.

If an investigation confirms that abuse or inappropriate conduct has occurred, the Town will take immediate corrective action, including discipline, up to and including termination of our relationship with the offending party as appropriate. However, if after investigating any complaint of abuse or inappropriate conduct, the Town determines the complaint is not bona fide, and was not made in good faith, or that any person(s) has provided false information regarding the complaint, disciplinary action may be taken against the person(s) who filed the improper complaint or who gave the false information.

VIOLATION OF THIS POLICY WILL SUBJECT YOU TO DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE DISMISSAL.

Section 23. No Viewing or Saving Pornography

Definitions
Appointees means persons appointed by the Town Board of Aldermen to serve on any board, commission, committee, authority, or similar body created by the Town Board of Aldermen or by statute.

Device means any cellular phone, desktop or laptop computer, or other electronic equipment capable of connecting to a network.

Network means any of the following, whether through owning, leasing, maintaining, or otherwise controlling: the interconnection of communication systems with a computer through remote or local terminals, or a complex consisting of two or more interconnected computers or telephone switching equipment; internet service; and internet access.

Pornography means any material depicting sexual activity with *material* and *sexual activity* to mean as defined in G.S. 14-190.13.

Policy exceptions. This shall not apply to an official or employee that is engaged in any of the following activities in the course of that official's or employee's official duties:

a) Investigating or prosecuting crimes, offering, or participating in law enforcement training, or performing actions related to other law enforcement purposes.

b) Identifying potential security or cybersecurity threats.

c) Protecting human life.

d) Establishing, testing, and maintaining firewalls, protocols, and otherwise implementing this section.

e) Participating in judicial or quasi-judicial proceedings.

f) Conducting or participating in an externally funded research project at one of the constituent institutions of The University of North Carolina.

g) Researching issues related to the drafting or analysis of the laws of this State as necessary to fulfill the requirements of the employees' official duties.

Policy of No Viewing or Saving Pornography.
This policy has been adopted in accordance with NCGS 143-805 and is intended to comply with all provisions of the statute.

The Town of Landis prohibits the viewing or maintaining of pornography by its employees, appointees, elected officials, contractors, and volunteers on the Town's network or devices owned or maintained by the Town.

No employees of the Town of Landis, elected officials, or Town appointees shall view, disseminate, or maintain pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a Town-owned and maintained device, or a privately owned or controlled device.

No employee, elected official, or appointee of the Town shall view, disseminate, or maintain pornography on a device owned, leased, or maintained or otherwise controlled by the Town.

Each year, and no later than August 1, to the extent required by law, the Town shall report the information required by law to the State Chief Information Officer.

Violation of this Policy by an employee who is not an elected official or appointee shall constitute grounds for disciplinary action up to and including immediate dismissal.

Any appointee of the Town who violates this policy shall be subject to immediate suspension by the Town Manager and subsequent removal by the Board of Aldermen.

Any elected official who violates any provision of this policy shall be subject to censure proceedings.

This policy shall also apply to contractors (including but not limited to independent contractors, vendors, and service providers) and volunteers to the Town to the extent that they use any Town network or device and shall also prohibit the viewing or dissemination of pornography whether or not on a Town network or device when the person is on Town property, serving the Town at a Town-sponsored event, or representing the Town in any capacity. In any such case, such person and/or the applicable contract may be immediately suspended and/or terminated without further warning or notice by the Town Manager.

Section 24. Adverse Weather

Adverse weather conditions occasionally disrupt work schedules and interfere with normal work-related activities. Regular employees are encouraged to report to work; however, the Town recognizes that factors such as transportation, school closings, and childcare arrangements are considerations. Non-required personnel are permitted to determine for themselves whether they can travel to and from work safely. Employees will be allowed to use accrued vacation leave, or compensatory time for any lost time from work if they are unable to arrive to their designated work area or need to leave early.

In serious adverse weather, the Town Manager may close Town facilities or open late to the general public in the interest of safety. The Town Manager will determine all decisions to delay or close the Town offices related to adverse weather or other emergency conditions. Employees whose presence is not required will be granted administrative leave for regularly scheduled work hours missed due to official closings. Employees who are not required by their departments to work during a Town closing, but who do, in fact, work during the closed time frame will be paid only their regular rate for all hours worked and in accordance with the FLSA.

Departments providing emergency and critical services twenty-four (24) hours per day will remain open and employees will be required to work as usual. All law enforcement and emergency services personnel work hours will continue to be set at the discretion of the respective Department Head.

There may be cases when department necessity may require that employees who had not been designated as emergency / critical must report to work (or remain at work) during an emergency situation (i.e., maintenance, outage, or snow removal) and will work such hours as needed. Those non-emergency service employees required to work during adverse weather will be paid at their regular rate for all hours worked and may receive one hour of vacation leave for each hour worked during Town closing times, subject to approval by the Town Manager.

Failure to report to work when required may result in disciplinary action.

Section 25. Appropriate Dress and Identification Badges

Employees are expected to present a professional image and be identifiable as a Town employee at all times while at work. For this reason, identification badges are required to be worn by non-uniformed employees so that they are easily seen. All employees must have their identification badge available to display/show while working, if requested or necessary. Because of the Town's relations with citizens and customers, and the nature of public service, neatness and cleanliness are absolutely necessary at all times. Employees who do not require uniforms should dress conservatively, in good taste, and according to the requirements of their position. Clothing, footwear, and overall appearance must be appropriate and safe for the environment, work duties, and work location for the day. Departments may have additional standards based on the business needs, environment, and nature of work.

Any staff member who does not meet the dress standards will be required to take corrective action, for example leaving the premises to change clothing. Any time missed because of failure to comply will be charged to accrued vacation leave. Supervisors are charged with setting the example for professional appearance in the workplace and enforcement of appropriate dress standards. If you have any questions about the proper attire, or require an accommodation for this appropriate dress policy, ask your supervisor or Human Resources.

Section 26. Workplace Tobacco Use Policy

Definitions

The following terms shall have the meanings indicated:

Town Building – A building or structure (unenclosed or closed) owned, leased as lessor, or the area leased as lessee and occupied by a local government.

Town Vehicle – A passenger-carrying vehicle owned, leased, or otherwise controlled by the Town

and assigned permanently or temporarily by the Town to employees, agencies, institutions, or facilities for official Town business.

Employee – A person who is employed by the Town, Contracts with the Town, or volunteers his or her services for the Town.

Grounds – An unenclosed area owned, leased, or occupied by local government.

Smoking – The use or possession of a lighted cigarette, lighted cigar, lighted pipe, any other lighted or tobacco/tobacco-derived or electronic or vapor (including non-tobacco derived) product.

SMOKING PROHIBITED IN MUNICIPAL BUILDINGS
Smoking is prohibited in Town buildings or facilities owned, leased, operated, occupied, managed, or controlled by the Town. This applies to all employees, volunteers, clients, contractors, and visitors.

SMOKING PROHIBITED IN MUNICIPAL VEHICLES
Smoking is prohibited in Town vehicles owned or leased by the Town. This applies to all employees and passengers in Town vehicles.

"No Smoking" signs are to be clearly posted in conspicuous areas of all Town buildings and vehicles. The signs shall state that "smoking is prohibited" and may include the international "No Smoking" symbol, which consists of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it. If the vehicle is used for undercover law enforcement operations, a sign is not required to be placed in the vehicle.

Smoking shall be outside and away from all public entrances to maintain positive perception and consideration of non-smokers. Departments are NOT required to make time available to allow employees to leave the workplace in order to use these products. Individuals who smoke outdoors are responsible for not smoking in an area that may create a recognized fire or safety hazard, use outdoor ashtrays or other appropriate receptacles to discard their refuse, and should not litter the grounds.

Individuals who use smokeless tobacco products (chewing tobacco, snuff, dipping tobacco, or similar products) while working SHALL NOT use such products in Town Hall, offices, meetings (in-person or virtual), client-facing moments, or in formal interactions. Individuals who use smokeless tobacco products are responsible for disposing of used materials properly and not leaving wrappers or waste on shared surfaces.

Use of products approved by the FDA for sale as tobacco cessation aids, and are being marketed and sold for that purpose, are exempt from this policy. Employees interested in tobacco cessation are encouraged to inquire with Human Resources about available cessation programs.

The Town will not discriminate against employees based on the lawful use of lawful products while off duty and off premises.

Any violation of the provisions of this section shall be subject to disciplinary action up to and including dismissal.

ARTICLE VI. EMPLOYEE BENEFITS

Section 1. Eligibility

All full-time employees of the Town are eligible for employee benefits as provided for in this Article which are subject to change at the Town's discretion and annual budget appropriations. Part-time and limited-service employees are eligible only for legally mandated benefits.

The official plan documents are available for review upon request. The terms of the official plan documents control when and under what circumstances the various benefits are available and shall control the language of any descriptions or summaries of the plans.

While the Town intends to maintain a certain level of employee benefits, there is no absolute right, contractual, or otherwise, to receiving the benefits, and the Town reserves the absolute right to modify, amend or terminate these benefits at its own discretion as may be deemed to be appropriate and necessary.

Section 2. Employee Group Health

The Town provides group health insurance programs for full-time employees and their families as specified under the terms of the group insurance contract. The Town will comply with the Affordable Care Act by providing health insurance for all employees expected to work 30 or more hours per week for three or more months.

The Town pays the entire cost of health insurance for eligible employees. These employees may, if they so desire, purchase available group health, dental and/or vision coverage through the Town for qualified dependents within the stipulations of the insurance contract. Employees will pay a portion of the cost of dependent coverage which is determined each fiscal year.

Information concerning cost and benefits is made available to employees.

Section 3. Other Optional Insurance Plans

The Town may make other insurance plans available to employees upon authorization of the Town Manager or Town Board of Aldermen. For information about optional group benefit programs, employees may contact Human Resources Office.

Section 4. North Carolina Local Government Employees' Retirement System (NCLGERS)

Each employee who is expected to work for the Town more than 1,000 hours per calendar year will be enrolled in the North Carolina Local Governmental Employees' Retirement System beginning the first day of employment. Enrollment is a condition of employment. Employees contribute a percentage through payroll deduction, and the Town also contributes, each determined by the NCLGERS.

Section 5. Supplemental Retirement Benefits

The Town provides supplemental retirement benefits for its full-time employees. All eligible employees will be enrolled on the date of hire. The Town will contribute a percentage of the employee's salary each pay period. As prescribed by North Carolina State Law, the Town will contribute a percentage of salary to the State 401-K plan for each sworn law enforcement officer (currently 5%) beginning on day one of employment. Employees may elect to have additional contributions withheld from paychecks to the extent permitted by law.

Section 6. Worker's Compensation

All employees of the Town (full-time, part-time, and limited-service) are covered by the North Carolina Worker's Compensation Act and are required to report all injuries arising out of and in the course of employment to their immediate supervisors at the time of the injury in order that appropriate action may be taken at once.

Responsibility for claiming compensation under the Worker's Compensation Act is on the injured employee, and such claims must be filed by the employee with the North Carolina Industrial Commission within two years from date of injury. The department head and the Human Resources Director will assist the employee in filing the claim.

Under NC Workers' Compensation law, the Town has the right to direct medical care for employees who suffer work-related injuries or illnesses.

A disability of over seven calendar days is required before payment of Workers' Compensation benefits under the Workers' Compensation Act begins. An employee may use accrued sick leave or vacation leave during the first seven calendar day waiting period. While out on workers' compensation leave of absence, an employee will retain all accumulated sick or annual leave.

During recovery from an accident, an employee may be able to work on light-duty assignments for all or part of the workday. Failure to report to a modified or light-duty assignment may result in disciplinary action and/or the workers' compensation salary supplement may be stopped.

Before returning to work, a statement from the attending worker's compensation physician must be submitted to the Human Resources Director giving permission for the employee to resume regular duties.

Pursuant to a declaration invoking Section 304 of the Homeland Security Act, this provision will also apply to reactions to smallpox vaccinations administered to Town employees under the Homeland Security Act. Such reactions shall be treated the same as any other worker's compensation claim.

Section 7. Law Enforcement Separation Allowance

Every sworn law enforcement officer, as defined by N.C. Gen. Statute 128-21(11b) or N.C. Gen. Statute 143-166.50, shall be eligible for a separation allowance, as provided by N.C. Gen. Statute 143-166.42, in the amount specified in N.C. Gen. Statute 143-166.41(a).

Eligibility and continuation of these benefits are subject to the following conditions:

a) The officer shall have completed 30 or more years of creditable service, or have attained 55 years of age and completed five or more years of creditable service (as defined in General Statute 143-166.42); and

b) The officer shall not have attained 62 years of age;

c) The officer shall have completed at least five years of continuous service as a law enforcement officer immediately preceding a service retirement, as defined by N.C. Gen. Statute 143-166.41(a)(3) and 143-166.41(b).

d) The law enforcement officer, after separation from Town employment, notifies the Town of any new employment involving local law enforcement duties. Such notification shall include the nature and extent of the employment, and any change of employment status.

Payment of separation allowance benefits to a retired officer shall cease at the first of:

1. The death of the officer;

2. The last day of the month in which the officer attains 62 years of age; or

3. The first day of re-employment in any position in any local government in North Carolina.

The Town may employ retired officers in a public safety position in a capacity not requiring participation in the Local Governmental Employees' Retirement System and doing so shall not cause payment to cease to those officers under these benefits. Participation in the retirement system is required by anyone scheduled to work 1000 hours per year or more.

Should the separation allowance for law enforcement officers, now required by law, be rescinded, this separation allowance shall be rescinded at the same time.

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 1. Policy

The policy of the Town is to provide vacation leave, sick leave, and holiday leave to all full-time employees and to provide proportionately equivalent amounts to employees having average work weeks of different lengths. Employees shall accrue leave proportionately with each payroll.

Section 2. Holidays

The following days, and other such days as the Board of Alderman may designate, are holidays with full pay for employees of the Town.

Holiday	Number of Days
New Year's Day	1
Martin Luther King, Jr. Day	1
Good Friday	1
Memorial Day	1
Independence Day	1
Labor Day	1
Veterans Day	1
Thanksgiving	2
Christmas	3
One Day of Employee's Choice*	1

For Town holidays also designated as a State of North Carolina holiday, the Town shall follow the holiday schedule set by the State of North Carolina for holidays to be observed and the dates for each holiday to be observed. Human Resources publishes the schedule of actual dates.

*The One Day of Employee's Choice holiday may not be used until 90 days after hire unless the Town Manager has approved or is requested/used for religious accommodation.

In order to receive a paid holiday, an employee must be on paid status before and after the holiday.

Section 3. Holidays: Effect on Other Types of Leave

Regular holidays which occur during a vacation, sick or other leave period of any employee shall not be considered as vacation, sick, or other leave.

Section 4. Holidays: Compensation When Work is Required or Regularly Scheduled Off for Shift Personnel

Employees required to perform work on regularly scheduled holidays may be granted compensatory time off or paid at their regular rate for hours actually worked in addition to any holiday pay to which they are entitled. If a holiday falls on a regularly scheduled off-duty day for shift personnel, the employee will receive the additional hours for paid holiday leave. Whether holiday time is provided in time or pay for shift employees is determined by the Town. Employees shall receive holiday compensation in hours or pay based on the pro rata amount identified in Section 16 of this Article.

Section 5. Vacation Leave

Vacation is a privilege granted to employees by the Town. Vacation leave is intended to be used for rest and relaxation, school appointments, and other personal needs. It may also be used for absences due to adverse weather conditions, and personal or immediate family illnesses (in lieu of sick leave). **Vacation should be requested two calendar weeks in advance in methods determined by the department and approved by the department supervisor.** Vacation leave may be used for time lost for late reporting only upon supervisory approval. Unapproved leave without pay deductions should be made from the employees' pay where excessive or a pattern of tardiness or absenteeism occurs.

Vacation leave may also be used by employees who wish to observe religious holidays other than those granted by the Town. Employees who wish to use leave for religious observances must request leave from their respective department heads. The department head will attempt to arrange the work schedule so that an employee may be granted vacation leave for the religious observance. Vacation leave for religious observance may be denied only when granting the leave would create an undue hardship for the Town.

Employees are responsible for reviewing the accuracy of leave used on their payroll check stub statement.

Section 6. Vacation Leave: Use by Probationary Employees

Employees serving a probationary period following initial employment may accumulate vacation leave but shall not be permitted to take vacation leave during the first six months of employment unless approved by the Department Head.

Section 7. Vacation Leave: Accrual Rate

Each full-time general employee of the Town will accrue vacation on the following schedule. Employees who work other than 40 hours per week will earn vacation at a pro-rated amount. Full-time Sworn law enforcement officers and fire suppression personnel will earn a prorated amount based on the average number of hours in the work week. (See Section 16 of this Article for more information).

Years of Service	Days Accrued Per Year
0 – 5	15
6 - 9	18
10 – 14	21
15 – 19	24
20 – 24	27
25+	30

Section 8. Vacation Leave: Maximum Accumulation

Vacation leave may be accumulated without any applicable maximum until the pay period containing June 30 of each fiscal year. During the pay period containing June 30, any employee with a balance exceeding 240 hours shall have the excess accumulation transferred to sick leave so that only a balance of 240 hours is carried forward to July 1.

Regardless of accumulated balance if an employee separates from service, the payment for accumulated vacation leave shall not exceed 240 hours. Employees are not eligible to receive pay for vacation time not taken. At the time of separation or retirement, any vacation leave balances exceeding the 240 hours maximum will be transferred to the employee's sick leave balance records.

Employees are cautioned not to retain excess accumulated vacation leave until late in the fiscal year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation.

Section 9. Vacation Leave: Manner of Taking

Employees should request vacation from their supervisor and take vacation only when approved. Employees shall be granted the use of accrued vacation leave upon request in advance at those times designated by the department head which will least obstruct normal operations of the Town. Department heads are responsible for insuring that approved vacation leave does not hinder the effectiveness of service delivery. Vacation may be taken in 15-minute increments. Failure to request or take vacation leave without prior approval may result in disciplinary action.

Notwithstanding the procedures described in this Article, non-exempt employees will be required to use accrued comp time before using accrued vacation leave.

Section 10. Vacation Leave: Payment upon Separation

An employee will normally be paid for accumulated vacation leave upon separation not to exceed 240 hours provided written notice is given to the supervisor at least two weeks in advance of the effective date of resignation, thirty days for department heads.

Any employee failing to give the notice required by this section shall forfeit payment for accumulated leave (excluding verified unavailability due to physical or mental impairment). The notice requirement may be waived by the Town Manager when deemed to be in the best interest of the Town.

Employees who are involuntarily separated may be determined ineligible to receive vacation pay.

Section 11. Vacation Leave: Payment upon Death

The estate of an employee who dies while employed by the Town shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed the maximums established.

Section 12. Vacation Leave: Voluntary Vacation Leave Cash-Out

Subject to available funding and approval by the Town Manager, eligible full-time employees may request payment for accumulated vacation leave at fifty percent (50%) of their regular hourly rate of pay.

Participation shall be voluntary. Employees must maintain a minimum balance of eighty (80) hours of accrued vacation leave following the cash-out.

The maximum number of hours eligible for cash-out shall be established annually by the Town Manager, subject to budgetary authorization.

Upon payment, the full number of vacation hours exchanged shall be deducted from the employee's accrued vacation leave balance.

This provision applies only to voluntary vacation leave cash-outs during active employment and does not modify vacation payout provisions applicable upon separation from Town employment.

Section 13. Sick Leave

Sick Leave with pay is a privilege granted to employees by the Town, not a right, and may be used only for the purposes described in this Policy. Abuse of sick leave privileges will subject the employee to disciplinary action.

Sick leave is not intended to provide time off for recreation, personal reasons, or to extend vacation.

Sick Leave may be used for the following reasons:

a) Any of the following that prevents the employee from performing his/her regular duties: physical or mental sickness/illness/injury/health condition; medical (physical or mental), behavioral health, or dental appointments to receive preventative care and to diagnose, care for, or treat a physical, mental, or behavioral illness, injury, or health condition; temporary disability; quarantine; or exposure to a contagious disease when continuing work might jeopardize the health of others.

b) To supplement workers' compensation disability leave for the seven-day waiting period before worker's compensation benefits begin.

c) For approved FMLA.

d) When an employee must care for a member of his or her immediate family who is ill, injured, or have medical/dental appointments. For the purposes of this benefit, immediate family is defined as spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, or an adult who stood in loco parentis to the employee during childhood; this includes step relations for children and parents. Sick leave may not be used to care for a healthy child or infant (i.e., daycare or school is closed, childcare arrangement issues, inclement weather closures).

e) Temporary disability due to childbirth (no medical verification is required unless the period of disability extends beyond six weeks).

f) After bereavement leave is exhausted, sick leave may also be used for death (as outlined in the bereavement leave policy) in the employee's immediate family but may not exceed 40 hours (42 hours for 7k sworn law enforcement and 53 hours for 7k fire protection) for any one occurrence.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave or according to departmental procedures. If an employee is unable to report to work, the employee must notify their supervisor at least two hours prior to the beginning of the shift. If the employee cannot call, the employee must have someone call the supervisor; calling the department is not sufficient. If it is necessary for an employee to leave the worksite because of the illness, the

employee must notify their supervisor before leaving. The employee is responsible for keeping their supervisor/department head informed on a regular basis of the status of the illness and when they expect to return to work. On the fourth consecutive day of a sick leave absence, the supervisor will notify Human Resources of the absence so that the absence may be evaluated for FMLA eligibility. This does not preclude the supervisor or the employee from notifying Human Resources earlier for FMLA eligibility evaluation or consultation.

The Town has the discretion to send an employee home on sick leave if he/she exhibits signs of a serious contagious illness or to send the employee to a physician to obtain a fitness for duty note before returning to work.

Employees with an accrued compensatory time balance shall use comp time prior to sick leave for absences.

Section 14. Sick Leave: Accrual Rate and Accumulation

Sick leave shall accrue at a rate of one day per month of service or twelve days per year for general employees. Sick leave for full-time employees working other than the basic forty-hour work schedule (sworn law enforcement officers who work an average workweek of 42 hours-168 hours in a 28-day cycle) shall be prorated as described in this Article, Section 16. Sick leave will be cumulative for an indefinite period of time and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Governmental Employees Retirement System. A day shall be calculated based on the formula found in Section 16 of this Article.

All sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the Town, except as stated above for retirement or transfer sick time to another government agency in North Carolina within ninety (90) days of separation.

Section 15. Transfer of Sick Leave from Previous Employer

The Town will accept sick leave balances when documented by a previous employer covered by the North Carolina State or Local Government Retirement Systems and the employee did not withdraw accumulated retirement contributions from that employer when leaving employment.

The sick leave will be treated as though it were earned with the Town of Landis and may be used as any other accrued sick leave by the employee. The sick leave amount must be certified by the previous employer, and it is the employee's responsibility to provide documentation from his or her previous employer within three (3) months of employment.

Section 16. Sick Leave: Medical Certification

The employee's supervisor or department head may require a physician's certificate stating presence of employee's or employee's family member's illness and the employee's capacity to resume duties, for each occasion on which an employee uses sick leave or whenever the supervisor observes a "pattern of absenteeism." The employee may be required to submit to such medical examination or inquiry as the Town deems desirable. The department head shall be responsible for the application of this provision to the end that:

a) Employees shall not be on duty when they might endanger their health or the health of other employees; and

b) There will be no abuse of leave privileges.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action up to and including dismissal.

Section 17. Leave Prorated

Holiday, annual, and sick leave earned by full-time employees with more hours than the basic work week (40 hours) shall be determined by the following formula:

a) The average number of hours scheduled for work per week by such employees shall be divided by the number of hours in the basic work week (usually 40 hours).

b) The proportion obtained in step 1 shall be multiplied by the number of hours of leave earned annually by employees working the basic work week (40 hours).

c) The number of hours in step 2 divided by 12 shall be the number of hours of leave earned monthly by the employees concerned or divided by 26 shall be the number of hours of leave earned biweekly and divided by 52 would be the amount of leave earned weekly.

Section 18. Bereavement Leave

The Town understands that the loss of a loved one is a significant and distressing event. The Town's bereavement policy is designed to provide support and time off for employees to grieve, plan/attend/travel funeral services/visitation/burials/celebration of life events, and manage affairs related to the bereavement. Bereavement leave is frequently taken close to the death of the loved one; yet the Town recognizes that each bereavement and its surrounding circumstances and responsibilities are unique. The Town recognizes and respects the diverse cultural practices and beliefs surrounding death and bereavement. Employees are encouraged to communicate any specific needs or observances required during their time of bereavement.

An employee may have up to five days at full pay granted in cases of death of spouse, child (includes stillborn), parent, or sibling; this includes active step relations for children and parents. *Note: Step relations in a family refer to connections formed when one or both adults in a legal marriage bring a child or children from a previous relationship into the household.*

An employee may have up to three days at full pay granted in cases of death of an employee's guardian, an adult who stood in loco parentis to the employee during childhood, grandparent, grandchild, uncle, aunt, nephew, niece, plus the various combinations of half, step, in-law and adoptive relationships that can be derived from those named. Bereavement leave for these relationships is limited to a maximum of forty (40) hours (pro-rated for law enforcement and fire suppression) in any one fiscal year should more than one death occur in the time period.

Additional time to settle affairs of the family or to attend funerals of other family members may be charged to sick leave, vacation leave, or compensatory time with the Town Manager's approval. The Town provides access to counseling services and other support mechanisms through the Employee Assistance Program

Bereavement leave taken during an employee's probationary period will result in an extension of probation equal to the amount of bereavement leave used.

Employees must notify their direct supervisor about their need for bereavement leave as soon as possible. The Town recognizes and respects the diverse cultural practices and beliefs surrounding death and bereavement. Employees are encouraged to communicate any specific needs or

observances required during their time of bereavement.

We trust Town employees to use bereavement leave appropriately and do not typically require proof of death; if a question arises concerning the legitimacy of the use of bereavement leave acceptable verification may be required. It is a general practice for the Town to view the obituary. Claiming leave under false pretenses to obtain a day off, or failure to follow the above guidelines, shall constitute a reason for non-payment of the days taken and is grounds for disciplinary action up to and including dismissal.

Section 19. Family and Medical Leave Act

This policy provides basic information concerning FMLA entitlements and obligations. For questions concerning FMLA leave, employees should contact Human Resources. The Town posts the DOL publication 1420 FMLA Notice in compliance with U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act on Town employee bulletin boards.

The Town will grant up to 12 weeks of family and medical leave per twelve months to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). The 12-month period for determining leave entitlement will be the calendar year period. The 12 months immediately preceding the current leave request will determine the entitlement. Employees are eligible when they work for an employer with 50 or more employees.

The leave may be paid (coordinated with the Town's Vacation and Sick Leave policies), unpaid, or a combination of paid and unpaid. Earned compensatory time may also be used during FMLA leave. Unpaid leave will be granted only when the employee has exhausted all appropriate types of paid leave. Additional time away from the job beyond the 12-week period may be approved in accordance with the Town's Leave without Pay policy.

To qualify for FMLA coverage, the employee must have worked for the employer for 12 months or 52 weeks; these do not have to be consecutive. However, the employee must have worked 1,250 hours during the twelve-month period immediately before the date when the FMLA time begins.

Family and medical leave can be used for the following reasons:

a) Incapacity due to pregnancy, prenatal medical care, and childbirth;

b) To care for the employee’s child after birth, or placement for adoption or foster care;

c) To care for the employee’s spouse, child, or parent with a serious health condition as defined by FMLA;

d) For a serious health condition (as defined by FMLA) of the employee that renders the employee unable to perform one or more the essential functions of their job; or

e) military exigency.

A **serious health condition** is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care/treatment by a licensed health care provider. This policy covers illness of a serious and long-term nature resulting in recurring intermittent or lengthy absences. Subject to certain conditions, the continuing treatment/care requirement may be met by a period of incapacity of more than 3 consecutive

calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

If a husband and wife both work for the Town and each wishes to take leave for the birth of a child, adoption, or placement of a child in foster care, or to care for a parent (not parent in-law) with a serious health condition, the husband and wife together may only take a total of 12 weeks leave under FMLA. The Town does not allow intermittent or reduced schedule FMLA leave for birth, adoption, placement, or bonding.

An employee taking leave for the birth of a child may use paid sick leave for the period of actual disability, based on medical certification. The employee shall then use all paid vacation, accrued compensatory time, and leave without pay for the remainder of the 12-week period.

Entitlement to FMLA leave for the birth of an employee's child expires at the end of the 12-month period beginning on the date of the birth.

"Military Exigency" is a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military service member under a call or order to covered federal active duty in support of a contingency operation for deployment to a foreign country. Qualifying events are:

a) deployment of service members with seven or fewer days' notice;

b) military ceremonies and events such as family-assistance or informational programs related to the family member's active duty or call to active duty;

c) urgent, immediate childcare or arranging for alternative childcare for the children of service members;

d) attending school or daycare meetings relating to the child of service member;

e) making financial or legal arrangements related to a family member's active-duty status or call to active duty;

f) taking up to five days leave to spend with a covered military member who is on short-term temporary rest and recuperation leave during deployment;

g) attending counseling provided by someone other than a health provider for oneself, the covered military member, or the child of the military member, the need for which arises from the active-duty service or call to active-duty status or the covered military member; or

h) post-deployment activities for a period of ninety days after the termination of the service members' active-duty status.

Military Caregiver Leave: An employee whose spouse, son, daughter, parent or next of kin is a

covered service member who is undergoing treatment, therapy, recuperation, or outpatient treatment or has temporary disability retirement for injury or illness sustained in the line of duty, is eligible for 26 weeks of FMLA leave in a single 12-month period. An employee may not take more than a combined total of 26 workweeks of leave in any year in which he or she uses service member family leave. The same eligibility, leave usage, and medical certification requirements apply to service member family leave as it applies to all other FMLA leaves.

If a husband and wife both work for the Town and each wish to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

An employee who takes leave under this policy will return to the same job or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority.

Section 20. Family and Medical Leave: Leave and Certification

Employees should provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Town notice of the need for leave as soon as practicable under the circumstances. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

Employees may do this by either requesting FMLA leave specifically or explaining the reasons for leave so as to allow the Town to determine that the leave is FMLA-qualifying.

Calling in "sick," without providing the reasons for the needed leave is not sufficient notice under this policy. Employees must respond to the Town's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave or to provide necessary paperwork in a timely fashion, the leave may be denied. When employees seek leave due to FMLA qualifying reasons for which the Town has previously provided FMLA protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

An employee can take leave on an intermittent basis when medically necessary and in accordance with FMLA.

Family Medical Leave runs concurrently with other types of paid and unpaid leaves including sick leave, vacation leave, and worker's compensation leave. The request for paid leave must be in accordance with other Town leave policies.

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. It is the employee's responsibility to provide the Town with timely, complete, and sufficient medical certifications. Employees must provide medical certifications within 15 calendar days after the Town requests certification, unless it is not practicable to do so despite an employee's diligent, good-faith efforts. This statement from the employee's or the family member's physician should include the date when the condition began, its expected duration, diagnosis, and brief statement of treatment. For the employee's own health condition, it should state that the employee is unable to perform the essential functions of his/her position. For a seriously ill family member, the certification must include a statement that the patient requires assistance, and the employee's presence would be beneficial or desirable.

Employees are responsible for paying for the certification or re-certification. The Town, at its own cost, may also require the employee to get a second or third opinion from a physician designated by the Town. Failure to provide adequate information within 15 calendar days may result in denial of leave.

The employee is expected to return to work at the end of the time frame stated in the medical certification unless he/she has requested additional time in writing under the Town's Leave Without Pay policy.

Employees engaging in fraud, misrepresentation or providing false information will be subject to loss of benefits, denial or termination of leave, and corrective action, up to and including termination of employment.

Section 21. Notice of Eligibility and Designation of FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Town telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible, employees are entitled to receive written notice of:

a) Their rights and responsibilities in connection with such leave;

b) The Town's designation of leave as FMLA- qualifying or non-qualifying and, if not FMLA-qualifying, the reasons why; and

c) The amount of leave, if known, will be counted against the employee's leave entitlement.

Section 22. Family and Medical Leave: Retention and Continuation of Benefits

When an employee is on leave under FMLA, the Town will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the Town may require the reimbursement of the amount paid for the employee's health insurance premium during the FMLA leave period.

Other insurance and payroll deductions are the responsibility of the employee, and the employee must make those payments for continued coverage of that benefit by the first of each month.
After using all paid leave for which the employee qualifies, the employee on FMLA may use Leave without Pay for the remainder of the qualified and approved FMLA period. An employee ceases to earn holiday or leave credits on the date leave without pay begins.

Section 23. Family and Medical Leave: Questions and/or Complaints

The function of this policy is to provide employees with a general description of their FMLA rights. If you have questions, concerns, or disputes regarding this FMLA policy, please contact Human Resources. The Town is committed to complying with the FMLA, and whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to:

a) interfere with, restrain, or deny the exercise of any right provided under FMLA; or

b) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA.

If employees believe their FMLA rights have been violated, they should contact Human Resources immediately. The Town will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation.

Section 24. Leave Without Pay

A full-time employee may be granted a leave of absence without pay for a period of up to twelve months by the Town Manager. The leave may be used for reasons of personal disability, sickness or disability of immediate family members, continuation of education, special work that will permit the Town to benefit by the experience gained or the work performed, or for other reasons deemed justified by the Town Manager.

The employee shall apply in writing to the Town Manager for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the Town Manager. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay.

If the employee decides not to return to work, the department head, or Human Resources Office shall be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested and granted, shall be considered a resignation.

An employee shall retain all unused vacation and sick leave while on Leave Without Pay. An employee ceases to earn holiday or leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the Town's group insurance plans at his or her own expense, subject to any regulation adopted by the Town and the regulations of the insurance carrier. If the Leave Without Pay is for a circumstance that coincides with FMLA or USERRA then the provisions and protections of those policies will apply.

Section 25. Worker's Compensation Leave

An employee absent from duty because of sickness or disability covered by the North Carolina Worker's Compensation Act may elect to use accrued sick leave, vacation, or compensatory time only during the first waiting period of seven days. The employee will not be required to reimburse the Town for this paid leave in the event the absence extends beyond twenty-one days, and the first seven days is paid by worker's compensation. If the employee elects to use accrued sick leave, vacation, or compensatory time for the initial waiting period, he/she will be placed on leave without pay at the end of the seven days; part-time and limited-service employees as well as full-time employees who do not elect to use paid leave for the initial waiting period will be placed on leave without pay effective with the date of injury. Once the waiting period is over, workers' compensation covers two thirds of regular pay.

Any worker's compensation disability that qualifies under the requirements of FMLA shall run concurrently with FMLA. An employee on worker's compensation leave without pay will be permitted to continue to be eligible for benefits under the Town's group insurance plans during the period of worker's compensation leave that is concurrent with FMLA.

Other insurance and payroll deductions are the responsibility of the employee, and the employee must make those payments for continued coverage of that benefit. Any amounts owed are due and payable by the first of the month.

An employee shall retain all unused vacation and sick leave while on Worker's Compensation Leave Without Pay. An employee ceases to earn holiday or leave credits on the date Worker's Compensation Leave without Pay begins. After the period of FMLA eligibility ends, the employee may continue to be eligible for benefits under the Town's group insurance plans at his or her own expense subject to the regulations of the insurance carrier.

Section 26. Military and Other USERRA Leave

The Town will fully comply with the requirements of the 1994 Uniformed Services Employment and Re-Employment Rights Act (USERRA) and related federal regulations.

For the purposes of USERRA covered employees are the following:

- Armed Forces Active and Reserve (Army, Navy, Marine Corps, Air Force, Coast Guard);
- Army National Guard and Air National Guard;
- FEMA's Disaster Assistance Teams;
- Commissioned Corps of the Public Health Service;
- Military Service Academies and Reserve Officer's Training Corps (ROTC).

Employees taking leave under USERRA shall be eligible to take accumulated vacation leave, accrued compensatory time or be placed on a leave without pay status, and the provisions of that leave shall apply. While taking USERRA leave, the employee's unused leave balances will be retained and any seniority-based benefits such as leave accrual rates will continue to accrue.

Employees performing USERRA duty of more than 30 days may elect to continue the town's health care for up to 24 months but will be responsible for paying the insurance premiums up to 102% of the premium costs. Employees whose USERRA duty is less than 31 days will have their health insurance coverage paid as if they were at work with the Town.

Section 27. Military Training Leave

In addition to complying with the requirements of USERRA, the Town provides addition benefits for military training. Full-time employees who are members of an Armed Forces Reserve organization or National Guard shall be granted fifteen calendar days per fiscal year for military leave with pay.

If such duty is required beyond the fifteen calendar days, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status, and the provisions of that leave shall apply. While on military leave, seniority-based benefits such as leave accrual rates shall continue to accrue as if the employee was actively at work. Employees on extended military leave will remain eligible for health benefits on a voluntary basis, at the employee's expense for a period of 24 months.

Part-time and limited-service employees will be granted time of without pay to meet their military reserve or National Guard training obligations.

Section 28. Reinstatement Following Military and other USERRA Service

Employees who are eligible for military leave have all job rights specified by the Uniformed Services Employment and Reemployment Rights Act (USERRA). An employee who volunteers or is called to active duty with the United States military forces, and who returns to work in less than five years will be returned to the same or like position he or she occupied prior to the active-duty enlistment with full seniority, status, leave accrual rates and pay as if there had been no break in employment.

Time limits for employees to reapply for return to work after release from military service are:

- Less than 31 days absence - employees must report to employer by the next business day.
- 31 days-180 days absence - notification to the supervisor must be submitted within 14 days.
- More than 180 days absence - notification to the supervisor must be submitted within 90 days.

All reporting deadlines are extended for two years if the employee is injured during USERRA service.

An employee's entitlement to the provisions of this section terminates upon the occurrence of any of the following events:

a) Such employee is separated from uniformed service with dishonorable or bad conduct discharge;

b) Such employee is separated from uniformed service under other than honorable conditions, as characterized pursuant to regulations prescribed by the Secretary concerned;

c) The Town's circumstances have so changed as to make such reemployment impossible or unreasonable;

d) Such employee gives clear written notice she/he has no intention of returning to work.

Section 29. Civil Leave

A full-time Town employee called for jury duty or as a court witness for the federal or state governments, or a subdivision thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated leave. The employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation; except, employees must turn over to the Town any witness fees or travel allowance awarded by that court for court appearances in connection with official duties. While on civil leave, benefits and leave shall accrue as though on regular duty. The employee must provide documentation to the Town confirming jury duty or court witness and attendance for all days of jury duty or court witness. Employees required to be present for their own case, defendant or plaintiff, must use accrued compensatory time or vacation leave.

Section 30. Parental School Leave

A Town employee who is a parent, guardian, or person standing in loco parentis (in place of the parent) may take up to eight hours of unpaid leave annually to involve him or herself in school activities of his or her child(ren). This leave is subject to the three following conditions:

a) The leave must be taken at a time mutually agreed upon by the employee and the Town;

b) The Town may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and

c) The Town may require written verification from the child's school that the employee was involved at the school during the leave time.

Paid leave (vacation time) taken by a full-time employee to attend school activities of his or her child shall count toward the fulfillment of this provision by the Town.

For the purposes of this section, “school” means any public school, non-public school, private church school, church of religious charter, preschool, and child daycare facilities.

Section 31. Shared Leave

The Town Manager has the authority to create administrative procedures whereby employees may donate vacation to other employees who have major illnesses or need leave to care for family members with major illnesses.

Section 32. Domestic Violence Victim’s Leave

Employees are permitted a reasonable time off from work to obtain or attempt to obtain assistance as a victim of domestic violence. An employee must follow the Town’s usual procedures and policies regarding time off except in cases of an emergency. The Town may request documentation regarding such an emergency. The employee may choose to use accrued annual leave or unpaid leave.

Section 33. Administrative Leave

In some circumstances it may be necessary to place an employee on paid or unpaid administrative leave not otherwise outlined in this policy. Unless specifically authorized in this policy, the administrative leave must be authorized by the Town Manager. This does not limit or restrain the Department Head or supervisor’s authority to send an employee home with pay for the remainder of a day for workplace safety and investigation initiation situations.

Examples include and are not limited to workplace investigations, safety, policy/compliance situations, emergencies, funeral/visitation attendance for a co-worker, elected official or appointed board members, early closure of Town offices before a holiday or during and after an all-Town staff development event.

The Town Manager may authorize, or award paid administrative leave to formally acknowledge and recognize employee achievements and contributions. This leave with pay is not a right which an employee may demand but a privilege granted to promote the hiring and retention of capable, diligent, and honest employees.

Department Heads with Human Resources consultation may recommend employees to be placed on investigatory suspension. The Town Manager will review and authorize if applicable. Each situation will be reviewed to determine if it is a paid or unpaid status by Human Resources, and a recommendation will be presented to the Town Manager for review.

ARTICLE VIII. SEPARATION AND REINSTATEMENT

Section 1. Types of Separations

An employment separation occurs when an employee leaves the payroll typically for reasons as indicated in this section.

The Finance Director (or designee) shall, to the extent allowed by law(s), deduct and withhold from the final paycheck or leave pay out of the employee any amount owed the Town. The Town also collects unpaid employee debt through the North Carolina Debt Setoff Program.

Section 2. Resignation

An employee may resign by submitting the reasons for resignation and the effective date in writing to the immediate supervisor as far in advance as possible. In all instances, the minimum notice requirement is two calendar weeks. Failure to provide minimum notice shall result in forfeit of payment for accumulated vacation unless the notification requirement is waived upon recommendation of the department head and approval by the Town Manager. Thirty days' notice is expected of department heads and the Town Manager.

Three consecutive days or more of absence without contacting the immediate supervisor or department head may be considered to be a voluntary resignation. Separation pursuant to this policy should not occur until the department has undertaken reasonable efforts to indicate that the employee was able to give or have someone else give notice during the period absent. Such terminations are voluntary resignations from employment and create no right of grievance or appeal.

Vacation Leave will not be allowed in the final two weeks of employment unless authorized by the Department Head. Sick leave will only be approved during the final two weeks of a notice with a physician's certification or comparable documentation.

The date of separation is the last day of work (excluding verified unavailability due to physical or mental impairment or other requirements by law).

The Town Manager may negotiate a resignation with an employee when it is determined to be in the best interest of the Town with attorney consultation and advisement. Such negotiated resignation may include a severance package consisting of a combination of pay, benefits, and/or accumulated leave (vacation, compensatory, etc.).

Section 3. Reduction in Force

In the event that a reduction in force becomes necessary, consideration shall be given to the quality of each employee's performance, organizational needs, and seniority in determining those employees to be retained. Employees who are separated because of a reduction in force shall be given at least two weeks' notice of the anticipated action; should a severance package be provided, advance notice is not required. No regular employee shall be separated because of a reduction in force while there are limited-service or probationary employees serving in the same class in the department, unless the regular employee is not willing to transfer to the position held by the limited-service or probationary employee.

Severance pay shall not be offered to probationary, temporary, or seasonal employees. Any severance package shall be subject to the terms and conditions set forth therein and will generally require the execution of a written severance agreement and release.

Section 4. Disability

The Town will comply with the Americans with Disabilities act and will make all responsible efforts to provide reasonable accommodation(s) to qualified employees through the interactive process. An employee who cannot perform the essential duties of a position because of a physical or mental impairment may be separated. The employee or the Town may initiate action. In cases initiated by the employee, such action should be accompanied by medical evidence from a licensed physician. The Town may require an examination, at the Town's expense, performed by a physician of the Town's choice. Before an employee is separated for inability to perform the essential functions of his/her position, a reasonable effort shall be made to accommodate the employee in his/her current position or locate a vacant alternate position within the Town for which the employee may be suited.

Employees who meet the requirements of the North Carolina Local Governmental Employees Retirement System may qualify for a disability retirement. Information about this option is available from the Human Resources Director or the Retirement System.

Section 5. Voluntary Retirement

An employee who meets the conditions set forth under the provisions of the North Carolina Local Governmental Employee's Retirement System may elect to retire and receive all benefits earned under the retirement plan.

Section 6. Death

Separation shall be effective as of the date of death. All compensation due shall be paid to the estate of the employee.

Section 7. Dismissal

An employee may be dismissed in accordance with the provisions and procedures of this policy.

Section 8. Separation Due to Unavailability When Leave is Exhausted

An employee may be separated on the basis of unavailability when the employee becomes or remains unavailable for work after applicable leave has been exhausted and leave without pay has not been granted for reasons deemed sufficient by the Town. Part-time employees with no leave accrual benefits may be separated for this reason when he/she is not available to work as needed for Town business operations. Such reasons include but are not limited to, lack of suitable temporary assistance, criticality of the position, budgetary constraints, etc. Such separation is an involuntary separation, not a disciplinary dismissal, and may be grieved or appealed.

Section 9. Separation During Probation

An employee may be dismissed at any time during the probationary period for failure in performance of duties or failure in personal conduct. Separation during the probationary period creates no right of grievance or appeal pursuant to this Personnel Policy.

Section 10. Rehiring

An employee who resigns while in good standing may be rehired with the approval of the Town Manager, and may be regarded as a new employee, subject to all of the provisions of rules and regulations of this Policy. An employee in good standing who is separated due to a reduction in force shall be given the first opportunity to be rehired in the same or a similar position.

ARTICLE IX. DISCIPLINARY ACTIONS

Section 1. General Discipline Statement

It is important to understand that employment with the Town of Landis is “at-will.” This means an employee may leave Town employment at his/her own discretion. Likewise, an employee may be relieved of his/her duties at the Town’s discretion, with or without notice or prior warning. However, the Town tries to ensure that disciplinary actions taken against employees are fair, equitable and consistent in all departments without regard to factors protected under applicable law.

When circumstances permit, discipline should ordinarily be of an increasingly progressive nature for each successive instance of employee misconduct. Progressive discipline is intended to allow the employee the opportunity to correct deficiencies in work behavior by the Town clarifying and communicating the appropriate behavior to the employee. However, in recognition of the fact that each instance of misconduct differs in some respect and that the severity of an individual situation may warrant no progressive discipline, the Town has a right to treat each occurrence individually without setting a precedent for future cases. The disciplinary procedures are not to be construed as a limitation of the Town’s right to take any form of disciplinary action, including dismissal, when deemed appropriate. Each level of progressive discipline should ordinarily be documented in the employee’s personnel record.

Section 2. Procedure

Whenever, in the supervisor’s judgment, employee performance, attitude, work habits, or personal conduct falls below the acceptable level, the supervisor shall inform the employee promptly and specifically of such performance problem(s) and give counsel and assistance. A reasonable period of time for improvement may be allowed before initiating disciplinary action and is within the discretion of the supervisor. However, the department head, in consultation with the Town Manager, may determine the appropriate level of discipline, separate and apart from the progressive discipline, taking into consideration the particular incident. Disciplinary actions will be recorded in the employee’s personnel file.

These described processes are not intended to limit disciplinary actions that are deemed necessary by the Town. If, in the judgment of the department head and with the concurrence of the Town Manager, unsatisfactory conduct or job performance requires immediate disciplinary action by the Town without one or more of these warnings being issued, such direct disciplinary action is authorized and shall not be considered a deviation from the provisions of this policy.

Typically, a written warning is issued by the direct supervisor with consultation of the Department Head and Human Resources Director. Suspensions, demotions, and dismissals are issued either by the Department Head or the Town Manager with Human Resources consultation. These suspensions, demotions, and dismissals are approved by the Town Manager as approving authority.

Disciplinary action may consist of any of the following, not necessarily in this order:

- Counseling Form
- Written Warning with Condition(s) of Continued Employment
- Suspension
- Demotion
- Dismissal

Counseling Form
A documented discussion of specific work-related concerns indicating unacceptable personal conduct or performance deficiencies will be made with corrective measures to be followed. The receipt of a written warning should be acknowledged in writing by the employee. If the employee refuses to properly acknowledge the receipt of any written warning, the supervisor issuing the written warning shall note the employee's refusal on the employee disciplinary report and have an additional supervisor sign the disciplinary report as a witness to the fact that the employee refused to sign the disciplinary report.

Written Warning with Condition(s) of Continued Employment
If an employee continues to perform his or her duties in an unsatisfactory manner, after the receipt of a written warning about deficiencies in the employees' work performance, or if the employee engages in improper personal conduct that involves a mitigating factor or a combination of mitigating factors deemed by management to warrant disciplinary action short of dismissal, the employee may be issued a written warning that contains conditions with which the employee must comply in order to maintain his or her employment with the Town. These conditions of employment may include, but are not limited to, performance requirements as well as a defined goal for the employee to attain in order to demonstrate that the employee is conducting him/herself in a manner that meets the expectations of the Town.

The issuance of a written warning by the Town to an employee is for the convenience of the Town and is not a precondition of an adverse employment action. An employee may have an adverse employment action (including but not limited to suspension, demotion, or dismissal) taken against them without prior written warning by the Town.

Suspension
If the behavioral infraction is extremely serious to the Town, other employees, or the public, the employee may be suspended without warning.

Demotion
An employee may also be demoted for unsatisfactory performance or for improper personal conduct without prior warning(s). Before an employee is demoted for either reason, the supervisor shall submit a written summary of facts and circumstances leading to the decision to the Town Manager for approval to proceed. The report should include previous disciplinary action taken, previous written warnings and other documents that support the decision.

Dismissal
The supervisor recommending dismissal shall discuss the recommendation with the Town Manager. The Town Manager shall schedule and conduct a meeting with the employee in which the employee will receive notice of the recommended dismissal, including specific reasons for the recommendation and summarize the information supporting that decision. The employee shall have an opportunity to respond to the recommended dismissal, to refute information supporting the dismissal action and to offer information or arguments to support his/her position. During this meeting, no outside parties may participate. The Town Manager shall transmit to the employee written notice of the dismissal.

Section 3. Administrative Guidelines

As mentioned above, the Town will determine the appropriate level of discipline for both unsatisfactory job performance and conduct issues. It is impossible to specifically identify all forms of work standards; therefore, guidance on work standards are not intended to be all inclusive. These are illustrative examples of both unsatisfactory job performance and improper conduct which could result in discipline are listed below.

(A) Unsatisfactory Job Performance

Unsatisfactory job performance occurs when an employee fails to meet job requirements or performance standards as established by the Department Head or Town Manager. This policy does not require that progressive warnings address the same type of unsatisfactory performance.

The following list is illustrative and is not an exhaustive or exclusive list of the types of unsatisfactory job performance that may lead to termination of an individual's employment with the Town:

1) Demonstrated inefficiency, negligence, or incompetence in the performance of duties;
2) Careless, negligent, or improper use of Town property or equipment;
3) Physical or mental incapacity to perform duties after reasonable accommodation;
4) Discourteous treatment of the public or other employees;
5) Failure to maintain satisfactory and harmonious working relationships with fellow employees;
6) Habitual pattern of tardiness or absence without approved leave;
7) Improper use of sick or other leave privileges;
8) Failure to complete work within established periods;
9) Failure to meet work standards over a period of time or within timeframes established;
10) Failure to adhere to or comply with Town policies and by safety rules; or
11) Repeated or serious incident of unsafe behavior at work.

(B) Improper Personal Conduct

An employee who engages in a single act of improper personal conduct is subject to dismissal from employment with the Town of Landis regardless of whether the employee has previously received a warning of any kind during his/her career with the Town.

The following list is illustrative and is not an exhaustive or exclusive list of the types of improper personal conduct that may lead to termination of an individual's employment with the Town:

1) Fraud, theft, or other illegal activities;
2) Conviction of a felony or the entry of a plea of nolo contendere thereto;
3) Conduct unbecoming of a Town employee;
4) Falsification of records, to include but not be limited to the following situations: for personal profit, to grant special privileges, or to obtain employment;

5) Willful misuse or gross negligence in the handling of Town funds or property;
6) Willful or wanton damage or destruction to property;
7) Negligent, willful, or wanton acts that endanger the safety, lives, and property of the Town, its employees, and/or others;
8) Possession of unauthorized firearms or other lethal weapons on the job;
9) Reporting to work under the influence of alcohol or drugs or partaking of such while on duty or while on public property. Prescribed medication may be taken within the limits set by a physician as long as it is medically necessary and as long as its use does not compromise the safety of the employee taking it, other employees, or the public at large;
10) Engaging in incompatible employment or serving a conflicting interest;
11) Request or acceptance of gifts in exchange for favors or influence;
12) Harassment of an employee or the public with threatening or obscene language and/or gestures or any other action toward another deemed to be harassment, retaliation, or intimidation;
13) Stated refusal to perform assigned duties or flagrant violation of work rules and regulations;
14) Conduct unbecoming of a public officer or employee which would bring discredit to the Town or damage the trust and confidence of the citizens;
15) Failure to notify the immediate supervisor of his/her inability to report for duty when no prior approval for leave has been given;
16) Habitual pattern of failure to report for duty at the assigned time or place and/or repeated improper use of leave privileges; or
17) Failure to follow reasonable standards of conduct or work rules/policies specific to the employee's department.

Section 4. Pre-dismissal Conference

Before final dismissal action is taken, the Department Head, Human Resources Director, or Town Manager may conduct a pre-dismissal conference. During this meeting, the employee may present any response to the proposed dismissal to the Department Head, Human Resources Director, or Town Manager who will consider the employee's response, if any, to the proposed dismissal and notify the employee in writing of the final decision, or appropriate disciplinary action determined. If the employee is dismissed, the notice shall contain a statement of the reasons for the action and the employee's appeal rights under the Town's grievance procedure.

Section 5. Disciplinary Suspension

An employee who is suspended for disciplinary reasons shall be relieved temporarily of all duties and responsibilities and shall receive no compensation for the period of the suspension. A written summary giving the circumstances and facts leading to the suspension shall be prepared; one copy shall be delivered to the employee in person, by certified mail or by email (or a combination of these methods), and one copy shall be filed in the employee's personnel record.

Section 6. Non-Disciplinary Suspension

During the investigation, hearing, or trial of an employee on any criminal charge, or during an investigation related to alleged detrimental personal conduct, or during the course of any civil action involving an employee, when suspension would, in the opinion of the Department Head, Human Resources Director, or Town Manager be in the best interest of the Town, the Town Manager may authorize suspension the employee for part or all of the proceedings as a non-disciplinary action, or may dismiss the employee. In such cases, the Town Manager may authorize the Department Head to:

a) Temporarily relieve the employee of all duties and responsibilities and place the employee on paid or unpaid leave for the duration of the suspension, or

b) Assign the employee new duties and responsibilities and allow the employee to receive such compensation as is in keeping with the new duties and responsibilities.

If the employee is reinstated following the suspension, such employee shall not lose any compensation or benefits to which otherwise the employee would have been entitled had the suspension not occurred. If the employee is terminated following suspension, the employee shall not be eligible for any pay from the date of suspension; provided, however, all other benefits with the exception of accrued vacation and sick leave shall be maintained during the period of suspension.

ARTICLE X. GRIEVANCE PROCEDURE AND ADVERSE ACTION APPEAL

Section 1. Policy

It is the policy of the Town to provide a just procedure for the presentation, consideration, and disposition of employee grievances. The purpose of this article is to outline the procedure and to assure all employees that a response to their complaints and grievances will be prompt and fair.

Employees utilizing the grievance procedures shall not be subjected to retaliation or any form of harassment from supervisors or employees for exercising their rights under this Policy. Supervisors or other employees who violate this policy shall be subject to disciplinary action up to and including dismissal from Town service.

Nothing in this grievance procedure is intended to create an expressed or implied agreement that alters the employment at-will relationship that exists between the Town and the employee, nor does it provide or vest any employee with any due process or procedural rights prior to the imposition of disciplinary action or dismissal.

In the case of an unlawful workplace harassment complaint involving a supervisor or leader in the employee's chain-of-command, the employee may skip any of these steps, report the matter directly to the Department Head or the Human Resources Director. Please see the Town's No Harassment/No Discrimination/No Retaliation section within this Personnel Policy.

Section 2. Grievance Defined

A grievance is a claim or complaint by a current or a former employee based upon an event or condition, which adversely affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions. An employee filing a grievance should be actually or potentially adversely affected by the condition or event being grieved.

Section 3. Purposes of the Grievance Procedure

The purposes of the grievance procedure include, but are not limited to:

a) Providing employees with a procedure by which their complaints can be considered promptly, fairly, and without reprisal;

b) Encouraging employees to express themselves about the conditions of work which affect them as employees;

c) Promoting better understanding of policies, practices, and procedures which affect employees;

d) Increasing employees' confidence that personnel actions taken are in accordance with established, fair, and uniform policies and procedures;

e) Increasing the sense of responsibility exercised by supervisors in dealing with their employees;

f) Encouraging conflicts to be resolved between employees and supervisors who must maintain an effective future working relationship, and therefore, encouraging conflicts to be resolved at the lowest level possible of the chain of command; and

g) Creating a work environment free of continuing conflicts, disagreements, and negative feelings about the Town or its leaders, thus freeing up employee motivation, productivity, and creativity.

Section 4. Grievance Procedure

When an employee has a grievance, the following successive steps are to be taken unless otherwise provided. The number of calendar days indicated for each step should be considered the maximum, unless otherwise provided, and every effort should be made to expedite the process. However, the time limits set forth may be extended by mutual consent. The last step initiated by an employee shall be considered to be the step at which the grievance is resolved. A decision to rescind a disciplinary suspension or demotion must be approved by the Town Manager and rescinding a dismissal must be approved by the Town Manager before the decision becomes effective.

Filing a lawsuit or seeking any other administrative remedy against the Town while you have a grievance on the same issue will end your appeals under the Town's grievance procedure.

No representation. Since the grievance conference is not a legal process, but a facilitated discussion between two persons, neither the grievant nor the Town may be represented by legal counsel or any other person at the grievance conference.

Informal Resolution. Prior to the submission of a formal grievance, the employee and supervisor should meet to discuss the problem and seek to resolve it informally. Either the employee or the supervisor may involve the respective department head or the Human Resources Director as a resource to help resolve the grievance.

In some instances, if both parties agree, and with the approval of the Town Manager, the parties may request mediation assistance from a neutral party to assist in identifying mutually agreeable solutions or understandings. Mediation may be used at any step in the process.

Step 1. If no resolution to the grievance is reached informally, the employee who wishes to pursue a grievance shall present the grievance to the appropriate supervisor in writing. The grievance must be presented within fifteen calendar days of the event or within fifteen calendar days of learning of the event or condition. The supervisor shall respond to the grievance within fifteen calendar days after receipt of the grievance. The supervisor should, and is encouraged to, consult with any employee of the Town in order to reach a correct, impartial, fair, and equitable determination or decision concerning the grievance. Any employee consulted by the supervisor is required to cooperate to the fullest extent possible.

The response from the supervisor for each step in the formal grievance process shall be in writing and signed by the supervisor. In addition, the employee shall sign a copy to acknowledge receipt thereof. The responder at each step shall send copies of the grievance and response to the Human Resources Director.

Step 2. If the grievance is not resolved to the satisfaction of the employee by the supervisor, the employee may appeal, in writing, to the appropriate department head within ten calendar days after receipt of the response from Step 1. The department head shall respond to the appeal, stating the determination of decision within ten calendar days after receipt of the appeal.

Step 3. If the grievance is not resolved to the satisfaction of the employee at the end of Step 2, the employee may appeal, in writing, to the Town Manager within ten calendar days after receiving the response from Step 3. The Town Manager may, at his/her discretion, schedule a formal or informal grievance meeting to consider the issue(s) presented or schedule mediation. The Town Manager shall respond to the appeal, stating the determination of decision within ten calendar days after receipt of the appeal. The Town Manager may postpone issuance of the decision for up to 30 additional days to further investigate, consult with the Town Attorney, or seek advice from other responsible sources.

In providing the written decision to the grievant, the Town Manager may seek the advice and consent of the Town Attorney or other legal counsel to examine all ramifications and liabilities that may be associated with the decision.

Department Heads. In the case of department heads or other employees where the Town Manager has been significantly involved in determining disciplinary action, including dismissal, the Town may wish to obtain a neutral outside party (typically the Town Attorney) to:

a) provide mediation between the grieving department head and the Town Manager (see definition of mediation in “informal resolution” above); or

b) consider an appeal and make recommendations back to the Town Manager concerning the appeal. Such parties might consist of human resource professionals, attorneys trained in mediation, mediators, or other parties appropriate to the situation.

The Town Manager’s decision shall be the final decision. The Town Manager will notify the Town Board of Aldermen of any impending legal action, through executive session at a regular schedule Board Meeting when applicable.

Section 5. Role of the Human Resources Director

Throughout the grievance procedure, the roles of the Human Resources Director shall be as follows:

a) To advise parties (including employee, supervisors, and Town Manager) of their rights and responsibilities under this policy, including interpreting the grievance and other policies for consistency of application;

b) To be a clearinghouse for information and decisions in the matter including maintaining files of all grievance documents;

c) To give notices to parties concerning timetables of the process, etc.;

d) To assist employees and supervisors in drafting statements; and

e) To facilitate the resolution of conflicts in the procedures or of the grievance at any step in the process; and

f) To help locate mediation or other resources as needed.

The Human Resources Director shall also determine whether or not additional time shall be allowed to either side in unusual circumstances if the parties cannot agree upon extensions when needed or indicated.

Section 6. Grievance and Adverse Action Appeal Procedure for Discrimination

When an employee, former employee, or applicant, believes that any employment action discriminates illegally (i.e., is based on an individual's race, religion, color, gender, national origin, sexual orientation, age, veteran status, marital status, political affiliation, disability, genetic information, gender identity, or other protected class), he or she has the right to appeal such action using the grievance procedure outlined in this Article . While such persons are encouraged to use the grievance procedure, they shall also have the right to go directly to the Human Resources Director or to appeal directly to the Town Manager.

Employment actions subject to appeal because of discrimination include promotion, training, classification, pay, disciplinary action, transfer, layoff, failure to hire, or termination of employment. An employee or applicant should appeal an alleged act of discrimination within thirty calendar days of the alleged discriminatory action but may appeal for up to six months following the action.

Nothing in this policy is intended to discourage or prevent an employee from filing a formal charge of discrimination or other illegal action with the appropriate state or federal agency having jurisdiction.

ARTICLE XI. RECORDS AND REPORTS

Section 1. Public Information

In compliance with North Carolina GS 160A-168, the following information with respect to each Town employee is a matter of public record:

a) name;

b) age;

c) date of original employment or appointment to the service;

d) the terms of any contract by which the employee is employed whether written or oral, past, and current, to the extent that the Town has the written contract or a record of the oral contract in its possession;

e) current position title;

f) current salary;

g) date and amount of each increase or decrease in salary with the Town;

h) date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the Town;

i) date and general description of the reasons for each promotion with the Town;

j) date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the Town. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the Town setting forth the specific acts or omissions that are the basis of the dismissal; and

k) the office to which the employee is currently assigned.

Any person may have access to this information for the purpose of inspection, examination, and copying, during regular business hours, subject only to such rules and regulations for the safekeeping of public records as the Town may adopt. An individual examining a personnel record may copy the information. The cost of photocopying may be assessed to the individual who requests the copies.

For the purposes of this subsection, the term “salary” includes pay, benefits, incentives, bonuses, deferred and all other forms of compensation paid by the Town.

A record will be maintained of all disclosures of personnel records, except for authorized personnel processing personnel actions or supervisors in the line of authority of the employee. Upon request the records of disclosure will be made available to the employee to whom it pertains.

Section 2. Access to Confidential Records

All information contained in a Town employee's personnel file, other than the information mentioned above is confidential and shall be open to inspection only in the following instances:

a) The employee or his/her duly authorized agent may examine all portions of his/her personnel file except letters of reference solicited prior to employment, and information concerning a medical disability, mental or physical, that a prudent physician would not divulge to the patient.

b) A licensed physician designated in writing by the employee may examine the employee's medical record.

c) A Town employee having supervisory authority over the employee may examine all material in the employee's personnel file.

d) By order of a court of competent jurisdiction, any person may examine all material in the employee's personnel file.

e) An official of an agency of the State or Federal Government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the Town Manager to be necessary and essential to the pursuit of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee, or for the purpose of assisting in an investigation of the employee's tax liability. However, the official having custody of the personnel records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.

f) An employee may sign a written release to be placed in his/her personnel file that permits the record custodian to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, or other persons specified in the release.

g) The Town Manager, with the concurrence of the Town Board of Aldermen, may inform any person of the employment, non-employment, promotion, demotion, suspension or other disciplinary action, reinstatement, transfer, or termination of a Town employee, and the reasons for that action. Before releasing that information, the Town Manager shall determine in writing that the release is essential to maintaining the level and quality of Town services. The written determination shall be retained in the Town Manager's office, is a record for public inspection, and shall become a part of the employee's personnel file.

h) As otherwise permitted by General Statute 160A-168.

Each individual requesting access to confidential information will be required to submit satisfactory proof of identity. A record shall be made of each disclosure and placed in the employee’s personnel file (except disclosures to the employee and the supervisor).

Section 3. Personnel Actions

The Human Resources Director, with the approval of the Town Manager, will prescribe necessary forms and reports for all personnel actions and will retain records necessary for the proper administration of the personnel system. There shall be one set of official personnel files, centrally located as designated by the Town Manager, normally in the Human Resources Office. These files shall contain documents such as employment applications and related materials, records of personnel actions, documentation of employee warnings, disciplinary actions, performance evaluations, retirement, letters of recommendation, and other personnel-related documents.

Section 4. Records of Former Employees

The provisions for access to records apply to former employees as they apply to present employees.

Section 5. Remedies for Employees Objecting to Material in File

An employee who objects to material in his/her file may place a statement in the file relating to the material considered to be inaccurate or misleading. The employee may seek removal of such material in accordance with established grievance procedures.

Section 6. Penalties for Permitting Access to Confidential Records

Section 160A-168 of the General Statues provides that any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, is guilty of a misdemeanor and upon conviction shall be fined in an amount consistent with the General Statutes.

Section 7. Examining and/or Copying Confidential Material without Authorization

Section 160A-168 of the General Statutes of North Carolina provides that any person, not specifically authorized to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove or copy any portion of a confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined consistent with the General Statutes.

Section 8. Destruction of Records Regulated

No public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with NC General Statute 121.5, without the consent of the North Carolina Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever alters, defaces, mutilates, or destroys it will be guilty of a misdemeanor and upon conviction will be fined in an amount provided in NC General Statute 132.3.

ARTICLE XII. IMPLEMENTATION OF POLICIES

Section 1. Conflicting Policies Repealed

All policies, ordinances, or resolutions that conflict with the provisions of these policies are hereby repealed.

Section 2. Separability

If any provision of these policies or any rule, regulation, or order hereunder of the application of such provision to any person or circumstances is held invalid, the remainder of these policies and the application of such remaining provisions of these policies of such rules, regulations, orders to persons or circumstances other than those held invalid will not be affected thereby.

Section 3. Amendments

This policy may be amended by action of the Board of Aldermen and by resolution appropriately approved. Any revisions or amendments adopted in conformance with this procedure shall become effective as of the date of such adoption.

Notice of any amendment to the policy, or any portion thereof, shall be provided to employees.

2026 Holiday Schedule

Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2026	Thursday
Martin Luther King, Jr. Birthday	January 19, 2026	Monday
Good Friday	April 3, 2026	Friday
Memorial Day	May 25, 2026	Monday
Independence Day	July 3, 2026	Friday
Labor Day	September 7, 2026	Monday
Veterans Day	November 11, 2026	Wednesday
Thanksgiving	November 26 & 27, 2026	Thursday & Friday
Christmas	December 24, 25 & 28, 2026	Thursday, Friday & Monday

Hall of Fame Nominee

Gene R. Beaver

Gene served as Town Alderman and Mayor of Landis from 1969 to 1995. He was deeply integrated into the Landis community, as he worked for the Linn-Corriher Corporation for more than 20 years. He was also a member of The First United Church of Christ which is now the First Reformed Church. He was loved by many citizens of the town and absolutely deserves to be in the Hall of Fame.

Nomination made by Megan Wyatt



Hall of Fame Nominee

Alberta Parks Beaver

Alberta was an active member of The First United Church of Christ and a North Carolina Board Certified Teacher. During the late 1930s she provided room and board for young, single teachers so that they could work in the Landis schools and live nearby. Her house on N. Central Ave was a place of refuge for the teachers who were homesick or struggling to make ends meet. Because of her, lots of ladies came to the area in search of teaching jobs. I believe she contributed greatly to the community by providing it with incredible teachers and by being an incredible teacher herself.

Nominated by Megan Wyatt



Hall of Fame Nominee

Tony Corriher

Tony has been a lifelong resident of Landis. He has served in many different capabilities of The Town. Corriher is retired from the Landis Fire Department where he served as chief for two years and as chaplain. He currently serves as a member of the Landis Board of Alderman.

Nominated by Glenn Corriher



Hall of Fame Nominee

Martha Corriher

Martha has demonstrated unwavering dedication to serving her community through years of meaningful volunteer work, outreach, and leadership. Martha is an active and devoted member of the American Legion Auxiliary Unit 146 in Landis, where she plays a vital role in organizing and supporting numerous community initiatives. Her efforts include coordinating monthly hot dog sales, hosting community yard sales, and leading seasonal events that bring residents together while raising funds for important causes. She is especially passionate about the Auxiliary's poppy donation program, working tirelessly to honor veterans and raise awareness through this meaningful tradition. Beyond her work with the Auxiliary, Martha consistently supports local schools and families. She has contributed to 9/11 memorial events, participated in warming tree programs to help those in need during the colder months, and assisted with back-to-school supply drives to ensure students are prepared for success. Martha also gives her time to the Town of Landis's "Shopping with a Hero" program during the Christmas season, helping make the holidays brighter for local children and families. For many years, she has been instrumental in hosting the "Homeless Not Hopeless" outreach initiative in front of the Auxiliary unit, offering compassion, resources, and support to those facing hardship. Martha Corriher's dedication extends far beyond individual events—her continuous service strengthens not only the Town of Landis but also positively impacts surrounding communities. Her selflessness, leadership, and genuine care for others embody the spirit of community service and make her a truly deserving candidate for the Hall of Fame.

Nominated by Martha's Family



Hall of Fame Nominee

Marshall L. Deadmon (aka Pat)

Born April 6, 1923 in Landis, NC.

Educated in the Landis school system.

Lifelong active member of the Landis First Methodist Church.

US Army Veteran serving in WWII with 389th AAA battalion from 1942-1946

Head lineman for Rozelle Lighting Company which was purchased by the town in 1977.

Employed by Landis Electrical Department from 1977 until retiring as head linesman in 1988.

On call 24/7 for Landis Fire Department and town emergency calls.

Member of the crew that constructed the Mills Drive Fire Hut.

Served two terms as Landis Alderman.

Served on Landis Recreation Commission.

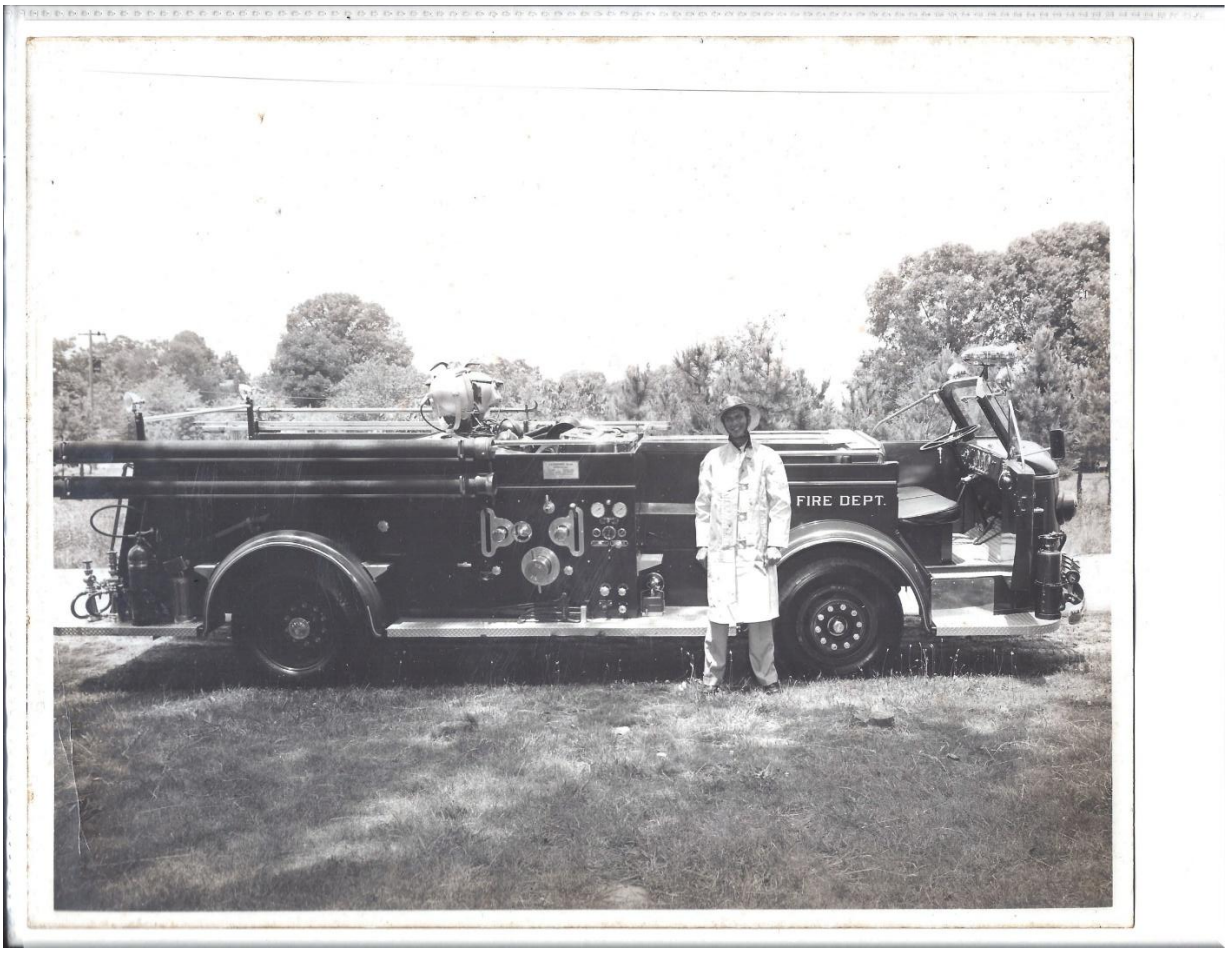
Served on Landis Volunteer Fire Department for 29 years and 14 years as Fire Chief.

President of the Rowan County Fireman's Association.

Rowan County Fireman of the Year in 1967.

Marshall was willing to go above and beyond doing what was necessary to protect, serve, and maintain the safety of both our country and the Town of Landis.

Nominated by Sam Deadmon


FIRE DEPT.

Hall of Fame Nominee

Sarah Linn Drye

Born in Landis on October 9th, 1920.

Graduated from Landis High School and received her degree in piano at Salem College.

Minister of Music for 40 years at the First United Church of Christ in Landis.

Active in the American Legion Auxiliary serving as President, Vice President, and Secretary of the ALA Landis Post 146.

Volunteer work at the VA Medical Center.

Director of the South Rowan Choral Society for more than 10 years.

Co-founder of Landis Heritage Day.

Nominated by Mary Linn Schnitger



Hall of Fame Nominee

Chief John Robert Beaver

Chief John Robert Beaver stands as one of the most influential figures in the early development of the Town of Landis. Appointed in 1923 as the town's first official Chief of Police, he did far more than enforce the law; he helped build the very systems, expectations, and community structures that shaped Landis during its formative years.

At a time when Landis was still defining itself, Chief Beaver created the blueprint for public safety in the town. With no police headquarters, he operated directly from his home. A home that also housed the first residential landline in Landis, making him the central point of communication for emergencies, coordination, and contact with Rowan County officials. His home effectively served as the town's earliest command center.

His role required a level of dedication that went far beyond the boundaries of Landis. He was issued a motorcycle for weekly travel to Salisbury, ensuring the town stayed connected to county leadership and law enforcement networks. This regular route made him one of the earliest and most visible representatives of Landis across Rowan County, strengthening the town's presence and reputation.

Chief Beaver's service was rooted not only in duty but in deep family ties to the Landis area. His family's long-standing presence in the community helped shape his understanding of the people he served, and his leadership reflected a personal commitment to the wellbeing of neighbors, businesses, and families. He walked the streets daily, held keys to every building in town, and maintained constant vigilance over a growing community that trusted him implicitly.

His sudden passing in 1938 was felt across Landis and Rowan County, with citizens and officials alike recognizing that the town had lost not just a police chief, but a foundational

figure in its history. His legacy continued through his son, John Earl Beaver, who succeeded him; a true testament to the respect and trust he earned.

For establishing the first framework of public safety, for modernizing communication and connectivity in early Landis, and for embodying the dedication that helped shape the town's identity.

Nominated by: Ryan Nelms



Hall of Fame Nominee

Alvin “Digger” Cook

Alvin "Digger" Cook arrived here in 1930 at just three years old with his folks, Alvin Sr. and Cora. He grew up alongside his siblings—Evelyn, Carrie, Sylvia, and Paul—and it was those childhood trips to the railroad tracks with Paul that earned him his lifelong nickname. The two boys would "help" the crews dig in the dirt until the men started calling him "Digger," and the name stuck for good. He was ready to go when WWII broke out, but when the war ended before he could head out, he went on to serve as a Corporal in the Korean Conflict. He spent nearly his whole life in the cotton mills, knowing the machines and the people so well that he eventually became superintendent of all three Landis mills. He was a fair, kind boss, and the folks who worked for him truly loved him.

When he wasn't at the mill, Alvin was a regular at the Sandy Ridge Service Station, catching up with Pat Jones, Bunky, and Ty. He never met a stranger and lived for Landis Baseball, the Braves, and old-school stock car races. Though poor health led to his retirement and his passing in 1989, he is remembered alongside his wife, Maxine, and their sons, the late Dr. Johnny Lee Cook, Steven, and Randy. His story is still carried on by his daughters, Susan and Karen, his nine grandkids, and the many neighbors who still think of "Digger" or Mister Cook whenever they talk about the history of the mills.

Nominated by: Shasta Dease on behalf of the Cook Family



Hall of Fame Nominee

H.F. Jones

H. F. Jones dedicated more than three decades of service to the Town of Landis Police Department. Beginning his career as a police officer in June 1972, he was appointed Chief of Police and faithfully served as Chief for approximately 27 years, making him the longest-serving Chief of Police for the Town.

His unwavering commitment to public safety, strong leadership, and years of dedicated service have left a lasting impact on the Town of Landis and the generations of officers and citizens he served.

Nominated by: Eric Jones



Hall of Fame Nominee

Robert Alexander Sr.

Robert served his country in the Navy during World War 2. He served as a Town Alderman, a Boy Scout Scoutmaster for many years. He was an active member of First Reformed Church. Robert was a member of the Landis Fire Dept where he helped the town purchase their very first fire truck which we still have to this day. A plaque was placed on the side of it, dedicating it in his honor. Robert passed away July 28, 1999 and is buried at West Lawn Memorial Park in China Grove. He is pictured with his wife, Willa Alexander. They were married for 53 years.

Submitted by: Grandson, Sean Alexander



Hall of Fame Nominee

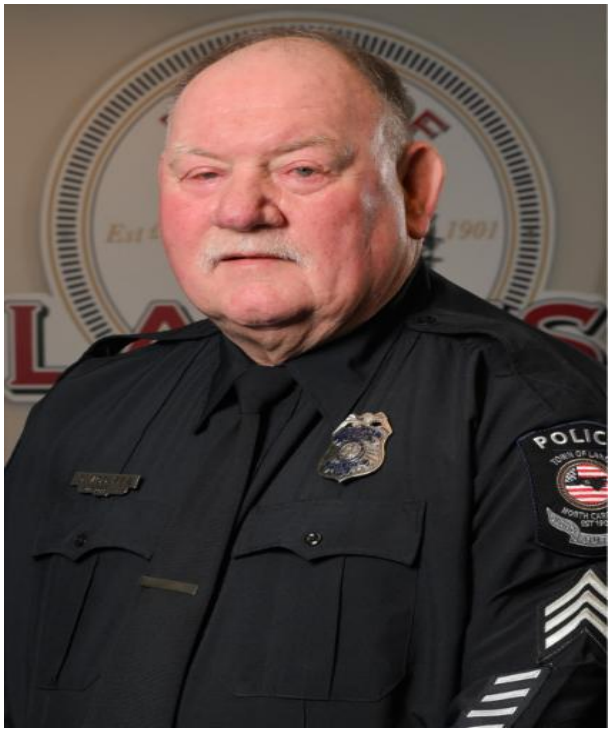
Buddy Porter Sr.

Buddy Porter Sr. is a true example of dedication, service, and commitment to his community. With more than 50 years in law enforcement, including over 25 years of faithful service to the Town of Landis, he has devoted his life to protecting others and making a lasting difference.

Throughout his career, Buddy has served with integrity, professionalism, and a servant's heart, earning the respect of fellow officers and the citizens he has sworn to protect. His leadership, wisdom, and unwavering commitment to public service have left a legacy that will continue to inspire future generations.

Buddy Porter Sr.'s lifetime of service embodies the very qualities that a Hall of Fame inductee should represent, making him a truly deserving nominee for this honor.

Submitted By: Matthew Geelen



Hall of Fame Nominee

Lotan Corriher

One of nine children born to James Franklin (1841-1928) and Sarah (Beaver) Corriher, Lotan Alpha Corriher was born on December 9, 1872, in Rowan County, North Carolina.

A student at the "Old Corriher School" in Rowan County, Corriher also studied at the original Catawba College at its first location in Newton, North Carolina from 1891-92. At the conclusion of his schooling, Corriher followed the trade of bible salesman for a brief period, traversing Cabbarus and Rowan County on foot. He would later purchase a large farm with his father and for a three year period and followed the career of a farmer in the China Grove area. This period Corriher began planning his business fortune, and after a period of work at a mercantile firm in China Grove, he set about establishing a sawmill operation and began to purchase farmland in the southern Rowan County area, Corriher later sold both the timber and the land and by the early 20th century joined with a partner, Ogatha Lockhart "O.L." Linn, with whom he purchased a brickyard. After purchasing machinery to make the brick, Corriher moved his sawmill nearby and used both of these endeavors to begin construction on the area's first textile business, the Linn Mill. The new mill and its surrounding areas would soon blossom and become the town of Landis, which was incorporated in 1901. Through the 1900s Lotan Corriher saw the Linn Mill burgeon into a local business powerhouse, and by 1909 had accumulated enough capital to begin construction on the textile mill that would bear his name, the Corriher Mills. Further business success would come to Corriher through his founding of the Roselle Lighting Company and Corriher Enterprises, and during the early days of the Great Depression provided financial backing for the Merchant's and Farmer's Bank of Landis by personally guaranteeing deposits, thereby preventing the bank from closure. He was elected as the Mayor of Landis around 1935. His two-decade-long tenure in this post saw multiple improvements to the city's infrastructure, including the development of its own electric power system and a water and sewage system. Mayor Corriher also led the way for Landis' first fire department, as the town had previously relied on the neighboring town of China Grove in case of fire emergencies. Recognizing that Landis was in need of a fire department and fire fighting equipment, Corriher oversaw the purchase of a new American LaFrance fire engine as well as the construction of a metal building to house the fire department, its volunteers, and its equipment. Corriher and his family were members of the Mt. Zion Reformed Church and, later, the Landis Reformed Church, where he was a trustee, deacon and church elder. In late 1955 Corriher's health began to fail and on December 30, 1955, he died aged 83 at the Rowan Memorial Hospital in Salisbury.



LOTAN ALPHA CORRIHER

Hall of Fame Nominee

DC Linn

Mr. Linn was born March 11, 1926 in Landis, NC the son of Duard Columbus Linn, Sr. and Mary Lee Corriher Linn.

Educated in the Landis public schools and a graduate of North Carolina State University. Active in business, he was the former President and CEO of D.C. Linn Engineering, PA, Kannapolis Transit Mix Concrete Co., and D.C. Linn Inc. He was a board member of the Linn Corriher Corporation, Vice Chairman of the First Charter Corporation (now Fifth Third Bank), and formerly President of Landis Home Federal Savings and Loan.

He served in World War II in the U.S. Army in the Italian Campaign, where he earned the EAMET Campaign Medal with a Bronze Service Star. He served on the board of the South Rowan YMCA where he was a member of the steering committee that led the drive to raise $3.3 million to build the new South Rowan YMCA. Later he served as President of the Rowan County YMCA board and received the Distinguished Leadership Award from the YMCA of USA. The Playing Fields at the South Rowan YMCA were named in his honor. DC was a member of the Rowan County Sustainable Community Development Commission, he was also largely responsive for the formation of the Rowan County Historic Landmarks Commission of which he served as the first chairman. A Charter member of the Rowan County Chapter of Habitat for Humanity board of directors that built the first Habitat House in Rowan County. He was a member of the American Legion Post Number 146 in Landis, he was also a charter member of the first band at Landis High School and the first Boy Scout Troop in Landis. DC was also a former Landis Volunteer Fireman.

An avid traveler, he and his wife, Frances, visited every continent in the world. His vision of having a community gathering place within the Town of Landis along with his generous donations of land has led to the development of the future DC & Frances Linn Park. This park is in development phases located on Central Avenue. The future park will house several historical buildings, a veteran's memorial, children's play space, and an amphitheater all surrounded by many beautiful flower gardens and peaceful seating areas. DC Linn will be a long lasting legacy in the Town of Landis.

Hall of Fame Nominee

Gary Keith Beaver

Gary Beaver, Born March 14, 1938 in Landis, NC.
He spent decades away from home serving two tours of duty with the U.S Army. Gary was married to the late Elsie Beaver; they had two children, Beth Beaver Tapp and Nancy Beaver Ramsing. After the Army, he went to work for the warehouse distribution division of General Motors for 30 years. Upon retirement he moved back home to Landis and took up the family business, Beaver Concessions, now known as, The Busy Beaver. Beaver became concerned about the future of Landis and decided to run for Town Alderman. He served two terms in 1997 and 1999 as Mayor Pro Tem. Gary was very well known in Landis and on the Fair Circuit of food vendors. He continued to run his business until he passed away March 14th, 2004.

Nominated By: Beth Beaver Tapp



Hall of Fame Nominee

D.L. "Shorty" Miller

D.L. "Shorty" Miller exemplified a lifetime of dedicated service, leadership, and commitment to the Town of Landis. Through his work as a business owner, public servant, civic leader, veteran, and faithful church member, he helped shape the character and future of the community for decades.

In the 1940s, Shorty and his wife, Virginia Corriher Miller, owned and operated Miller's Café on Main Street, serving as a gathering place for the community. Following his honorable service in the United States Navy during World War II, he returned home to continue investing in Landis by owning and operating Miller's Service Station and Appliance Store, supporting both the local economy and the residents he served.

His dedication to public service was equally remarkable. Shorty served as Landis Town Clerk (Manager) before being appointed Superintendent of Landis Public Works in 1966, where he played an important role in maintaining and improving the town's infrastructure and daily operations.

Beyond his professional responsibilities, Shorty devoted countless hours to civic and community organizations. As an active member and leader in the Landis Lions Club, he held several offices and represented Landis as a delegate to multiple Lions Club International Conventions. He was also an active member of the Landis American Legion, continuing his commitment to serving fellow veterans and his community.

His leadership extended into education and local finance as President of Home Savings and Loan and as a member of both the Landis Elementary School Board and the South Rowan High School Board, helping guide decisions that benefited generations of Landis families.

A devoted member of Trinity Lutheran Church, Shorty faithfully served on the Church Council and numerous committees, demonstrating his lifelong commitment to faith, service, and community.

D.L. "Shorty" Miller's legacy is woven throughout the history of Landis. His leadership, integrity, and unwavering dedication touched nearly every aspect of community life—from local business and public service to education, civic organizations, veterans, and the church. His lasting contributions embody the spirit of the Town of Landis and make him a truly deserving candidate for the Town of Landis Hall of Fame.



Hall of Fame Categories:

Legacy / History

Landis Legend Award - **Lotan Corriher**

Leadership / Service

Guiding Lights of Landis - **Buddy Porter Sr.** Gene Beaver Robert Alexander Sr. Tony Corriher

Volunteerism / Community Spirit

The Spirit of Landis – **Martha Corriher**

Education / Mentorship

Builders of Bright Futures – **Alberta Beaver** Alvin Cook

Arts / Culture

Heritage & Heart Award – **Sarah Linn Drye**

Public Safety / Military

Hometown Heros- **H.F. Jones** Marshal Deadmon

Community / Growth

Founders of Progress **– John Robert Beaver** D.L. Miller Gary Beaver

Special Honor

The 125 Legacy Award **– DC Linn**

Celebrating 125 YEARS | TOWN OF LANDIS
Be a Landis Original

Town of Landis 125th Anniversary Items for Sale and Proposed Item Fee:



Christmas Ornament
Current Fee - $15.00
Proposed Fee - $9.00



Tumbler (20oz)
Current Fee - $ 25.00



Mug
Current Fee - $12.00
Proposed Fee - $9.00



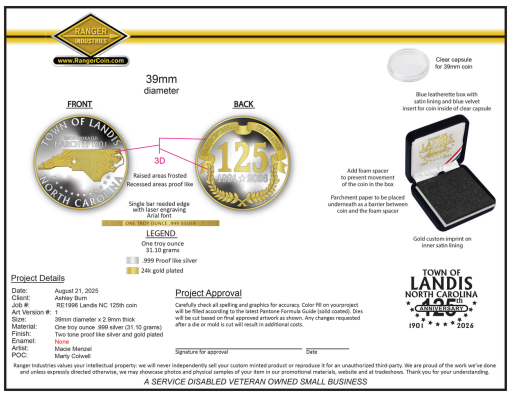
Hat
Current Fee - $25.00



T-Shirt
Current Fee - $25.00
Proposed Fee-$18.00



Umbrella
Current Fee - $35.00
Proposed Fee - $25.00



Challenge Coin
Current Fee - $125.00
Proposed Fee - $100.00

Prepared for: , Town of Landis

2027 Police Interceptor Utility AWD Base (K8A)

Price Level: 715 | Quote ID: 0721202601

Client Proposal

Prepared by:
Jeff Williams
Office: 182-869-34281
Email: jeffwilliams@parksautogroup.com
Quote ID: 0721202601
Date: 08/31/2026

Prepared for:
Town of Landis
Prepared by: Jeff Williams
08/31/2026

Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2027 Police Interceptor Utility AWD Base (K8A)

Price Level: 715 | Quote ID: 0721202601

, Town of Landis

Re: Quote ID 0721202601 08/31/2026

To Whom It May Concern,

All pricing provided in this quote is based on, and follows the guidelines of, the North Carolina Sheriffs' Association Vehicle Procurement Program. Contract # 26-12-0909. Specification # 321

Sincerely,

Fleet Manager Jeff Williams
182-869-34281
jeffwilliams@parksautogroup.com

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:
Town of Landis
Prepared by: Jeff Williams
08/31/2026

Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2027 Police Interceptor Utility AWD Base (K8A)

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Prepared for:
Town of Landis
Prepared by: Jeff Williams
08/31/2026

Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2027 Police Interceptor Utility AWD Base (K8A)

Price Level: 715 | Quote ID: 0721202601

As Configured Vehicle

Code	WERS	Description

Base Vehicle

K8A	Base Vehicle Price (K8A)

Packages

500A	Order Code 500A

Includes:
- 3.73 Axle Ratio
- Tires: 255/60R18 as BSW
- Wheels: 18" X 8" 5-Spoke Painted Black Steel
Includes black (MIC) wheel-lip molding, polished stainless steel hub cover and center caps.
- Unique HD Cloth Front Bucket Seats w/Vinyl Rear
Includes reduced bolsters, driver 6-way power track (fore/aft, up/down, tilt with manual recline, 2-way power lumbar), passenger manual seat with 2-way manual recline and 2-way manual lumbar and built-in steel intrusion plates in both driver/passenger seatbacks.
- Radio: AM/FM/MP3 Capable
Includes 100 watt siren/speaker prep kit, clock, 4 speakers, 1 USB port, 8" color LCD screen center-stack smart display, supports Android Auto and Apple CarPlay and fleet telematics modem. Allows data to be provided to support Ford Pro telematics and data services via optional subscription, including but not limited to vehicle location, speed, idle time, fuel, vehicle diagnostics and maintenance alerts. Device enables optional telematics services through Ford or authorized providers via paid subscription. Subscribe at https://fordpro.com/en-us/telematics/ or call 1-833-811-FORD (3673).
- SYNC Phoenix Communication & Entertainment System
Includes hands-free voice command support compatible with most Bluetooth connected mobile devices, 911 Assist, VHR, SYNC Services, AppLink, Bluetooth, steering wheel controls, USB port and auxiliary input jack.

Emissions

423	50-State Emissions System Not Required

Control code for units either shipped to or ordered by dealers in California emission states for registration in non-California emission state locations. In Maine, Rhode Island and Vermont, dealers cannot use this code to order vehicles for customers in non-California emission state locations (except state public service/emergency - 936).

Powertrain

99B	Engine: 3.3L V6 Direct-Injection

Late availability.

136-MPH top speed. Deletes regenerative braking and lithium-ion battery pack; adds 250-amp alternator and replaces 19-gallon tank with 21.4-gallon tank.

44U	Transmission: 10-Speed Automatic (44U)
STDAX	3.73 Axle Ratio

Wheels & Tires

STDTR	Tires: 255/60R18 as BSW
STDWL	Wheels: 18" X 8" 5-Spoke Painted Black Steel

Includes black (MIC) wheel-lip molding, polished stainless steel hub cover and center caps.

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:
Town of Landis
Prepared by: Jeff Williams
08/31/2026

Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2027 Police Interceptor Utility AWD Base (K8A)

Price Level: 715 | Quote ID: 0721202601

As Configured Vehicle (cont'd)

Code	WERS	Description

Seats & Seat Trim

9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear

Includes reduced bolsters, driver 6-way power track (fore/aft, up/down, tilt with manual recline, 2-way power lumbar), passenger manual seat with 2-way manual recline and 2-way manual lumbar and built-in steel intrusion plates in both driver/passenger seatbacks.

Other Options

PAINT	Monotone Paint Application
119WB	119" Wheelbase
STDRD	Radio: AM/FM/MP3 Capable

Includes 100 watt siren/speaker prep kit, clock, 4 speakers, 1 USB port, 8" color LCD screen center-stack smart display, supports Android Auto and Apple CarPlay and fleet telematics modem. Allows data to be provided to support Ford Pro telematics and data services via optional subscription, including but not limited to vehicle location, speed, idle time, fuel, vehicle diagnostics and maintenance alerts. Device enables optional telematics services through Ford or authorized providers via paid subscription. Subscribe at https://fordpro.com/en-us/telematics/ or call 1-833-811-FORD (3673).

Includes:
- SYNC Phoenix Communication & Entertainment System
Includes hands-free voice command support compatible with most Bluetooth connected mobile devices, 911 Assist, VHR, SYNC Services, AppLink, Bluetooth, steering wheel controls, USB port and auxiliary input jack.

67U	Ultimate Wiring Package

Recommend police wire harness connector kit (67V).

Includes wiring harness instrument panel to rear cargo area (overlay), (2) light cables - supports up to (6) LED lights (engine compartment/grille), (1) 10-amp siren/speaker circuit engine compartment and rear hatch/cargo area wiring - supports up to (6) rear LED lights. Does not include LED lights, side connectors or controller.

Includes:
- Rear Console Plate
Contours through 2nd row; channel for wiring.
- Grille LED Lights, Siren & Speaker Pre-Wiring

67V	Front & Rear Police Wire Harness Connector Kit

For connectivity to Ford PI Package solutions includes front (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector, (1) 14-pin IP connector, rear (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector and (1) 14-pin IP connector.

153	Front License Plate Bracket
51T	Driver Only LED Bulb Spot Lamp (Whelen)
85R	Rear Console Plate

Contours through 2nd row; channel for wiring.

Fleet Options

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:
Town of Landis
Prepared by: Jeff Williams
08/31/2026

Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2027 Police Interceptor Utility AWD Base (K8A)

Price Level: 715 | Quote ID: 0721202601

As Configured Vehicle (cont'd)

Code	WERS	Description
WARANT		Fleet Customer Powertrain Limited Warranty
		Requires valid FIN code.
		Ford is lengthening the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Fleets must have a valid Fleet Identification Number (FIN code) to receive the warranty and the vehicle must be sold with a fleet sales type.

Exterior Color

UM_01	Agate Black

Interior Color

9W_01	Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Vinyl Rear

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:
Town of Landis
Prepared by: Jeff Williams
08/31/2026

Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2027 Police Interceptor Utility AWD Base (K8A)

Price Level: 715 | Quote ID: 0721202601

Pricing Summary - Single Vehicle

	MSRP
Vehicle Pricing	$52,155.00
Subtotal	$52,155.00

Pre-Tax Adjustments

Code	Description	MSRP
Discount	Dealer Discount	-$3,594.44
Ford Gvmnt GPC	Government GPC	-$3,700.00
Total		$44,860.56

Customer Signature

Acceptance Date

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Prepared for:
Town of Landis
Prepared by: Jeff Williams
08/31/2026

Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2027 Police Interceptor Utility AWD Base (K8A)

Price Level: 715 | Quote ID: 0721202601

Pricing Summary - Multiple Vehicles

Vehicle Quantity: 2

	MSRP
Vehicle Pricing	$104,310.00
Subtotal	$104,310.00

Pre-Tax Adjustments

Code	Description	MSRP
Discount	Dealer Discount	-$7,188.88
Ford Gvmnt GPC	Government GPC	-$7,400.00
Total		$89,721.12

Customer Signature

Acceptance Date

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PARKSPRO
GOVERNMENT DIVISION

QUOTE

Stock No.	
Salesperson	Steve Plowman
Date	
Del Date	
Invoice #	

704-791-3824

Customer	TOWN OF LANDIS				E-Mail				
Street			City	LANDIS		State	NC	Zip	
Contact		Phone			Cell			Fax	

PO #	Year/Make		FAN	Model/description		New/Used	Mileage
	2027 DODGE			DURANGO PPV		New	
Color		Cyl		Engine		VIN	

TRADE-IN INFORMATION

Make/model		Color		Year		Eng
VIN		Mileage		Notes		

Items Added		TRANSACTION		
	2027 DODGE DURANGO PURSUIT AWD	MSRP		$52,130.00
	5.7 V8 HEMI			
	SKID PLATES			
	CLOTH FRONT & REAR VINYL			
	WHITE			
		PARKS NCSA DISCOUNT		$9,253.00
		1. Total Price		$43,877.00
		2. Trade-In Allowance		
		3. Net Trade Difference		
	NCSA Contract # 26-12-0303R	4. Other-DOC fee		
		5. Taxable sub-total		
	SC Vendor # 7000316590	6. Sales tax	IMF	
		7. Invoicing and Services		
	SC Contract # 4400035156	8. Registration and Title Fees		
		9. Sub-Total		
		10. Amount Owed On Trade		
		11. Less GM Incentives / Rebates		
		12. Less Deposit / Down Payment		
		13. Final Amount Due / Financed		43877.00

PLEASE REMIT ALL PAYMENTS TO
PARKS AUTOMOTIVE GROUP LLC
410 MARSHALL ST SUITE 301
WINSTON SALEM NC 27101

Customer Signature

Date

Buyer

Accepted By Date

PARKS AUTOMOTIVE

PARKSPRO
GOVERNMENT DIVISION

QUOTE

Stock No.	
Salesperson	Steve Plowman
Date	10/30/2
Del Date	
Invoice #	

704-791-3824

Customer	TOWN OF LANDIS			E-Mail			
Street		City	LANDIS	State	NC	Zip	
Contact		Phone		Cell		Fax	

PO #	Year/Make	FAN	Model/description	New/Used	Mileage
	2027 DODGE		DURANGO PPV	New	

Color		Cyl		Engine		VIN	

TRADE-IN INFORMATION

Make/model		Color		Year		Eng	
VIN		Mileage		Notes			

Items Added		TRANSACTION	
	(2) 2027 DODGE DURANGO PURSUIT AWD	MSRP	$52,130.00
	5.7 V8 HEMI	X 2=	$104,260.00
	SKID PLATES		
	CLOTH FRONT & REAR VINYL		
	BLACK		
		PARKS NCSA DISCOUNT	$16,506.00
		1. Total Price	$87,754.00
		2. Trade-In Allowance	
		3. Net Trade Difference	
	NCSA Contract # 26-12-0303R	4. Other-DOC fee	
		5. Taxable sub-total	
	SC Vendor # 7000316590	6. Sales tax IMF	
		7. Invoicing and Services	
	SC Contract # 4400035156	8. Registration and Title Fees	
		9. Sub-Total	
		10. Amount Owed On Trade	
		11. Less GM Incentives / Rebates	
		12. Less Deposit / Down Payment	
		13. Final Amount Due / Financed	$87,754.00

PLEASE REMIT ALL PAYMENTS TO
PARKS AUTOMOTIVE GROUP LLC
410 MARSHALL ST SUITE 301
WINSTON SALEM NC 27101

Customer Signature

Date

Buyer

Accepted By Date

PARKS AUTOMOTIVE GROUP

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	645826-B
Customer No.	LANDIS

Bill To	Ship To
LANDIS POLICE DEPARTMENT PO BOX 8165 ACCOUNTS PAYABLE LANDIS, NC 28088 United States	LANDIS POLICE DEPARTMENT 136 NORTH CENTRAL AVENUE ATT: ASST CHIEF KEVIN YOUNG LANDIS, NC 28088 United States
Contact: ASST CHIEF KEVIN YOUNG **Telephone:** 704-857-2129 **E-mail:** kyoung@townoflandisnc.gov	**Contact:** ASST CHIEF KEVIN YOUNG **Telephone:** 704-857-2129 **E-mail:** kyoung@townoflandisnc.gov

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
09/14/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Dempsey Owens	Larry Lowe- GBKO	Kevin Young	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO VEHICLE INFORMATION 2027 FORD PIU Warehouse: DROP	0.0000	0.00
1	1	Y	EMPLB013J2-033 SOI, MPWR LBAR, 55", BW/BW, BW/RBA/RBA/BW, HK32 Warehouse: DROP 55"/140cm 10-16 Volt MPOWER 6 INCH LED LIGHTBAR W/ LIN DSC TECHNOLOGY /D08//D08/|D12||D12||D12||D12||D12||D12||D12|\D08\\D08\ /B_W//B_W/ |B_W||B_W||B_W||B_W||B_W||B_W||B_W| \B_W\\B_W\ |D08| | SILVER | O |D08| |B_W| | CLEAR | O |B_W| \D08\\D08\ |T18||T18||T18||T18||T18||T18||T18| /D08//D08/ \B_W\\B_W|RBA||RBA||RBA||RBA||RBA||RBA||RBA|/B_W//B_W/ Accessories - PNFLBSPLT1, AUTO-DIM Mount - Fixed Height Mount (PMPLBK01) Hook - PNFLBF32 Vehicle - Ford Explorer/PI SUV w/o Roof Rack (2020-22) QUOTE NUMBER QSF061842	2,834.0000	2,834.00
6	6	Y	EMPS2STS4E SOI, MPWR FASCIA, 4", STM, BLK HSG, BLU/WHT Warehouse: GBKO mpower® 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 12 LED, Dual Color - Blue/White	113.0900	678.54

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Entered By	Salesperson	Ordered By	Resale Number
Dempsey Owens	Larry Lowe- GBKO	Kevin Young	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	Y	ESLRL6115E SOI, SL RUNNING, 61", 5MOD, B/W, 2CLR/DUO Warehouse: DROP SL Running Light, 61" - 5 Module, Dual Color Blue/White, Blue Print Compatible	301.8300	603.66
2	2	Y	PSLVBK01 SOI MOUNT KIT FOR SL LIGHTS 2020+ PIU Warehouse: DROP SOUND OFF Mounting Kit for SL Running Light includes: Bracket, adaptor plate & Hardware Kit, Ford Explorer 2020-2023	25.6000	51.20
2	2	Y	EMPS1STS3E SOI, MPWR FASCIA, 3", STM, BLK HSG, BLU/WHT Warehouse: DROP SOUND OFF mpower® 3" Grille Stud Mount Fascia Light for Grille Mount application, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 8 LED, Dual Color - Blue/White	101.1800	202.36
2	2	Y	EMPSA05C3-8 SOI, MPWR FASCIA, 4X2, STM, BLK HSG, RED/BLU/WHT Warehouse: GBKO 4"x2" mpower Fascia with Stud Mount, 36 LED 9-32 Volt SAE with 1.5' Pigtail, Black Housing with Clear Lens: RED/BLU/WHT	179.2400	358.48

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Telephone: 704-857-2129
E-mail: kyoung@townoflandisnc.gov

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09/14/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Dempsey Owens	Larry Lowe- GBKO	Kevin Young	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	Y	EXFS10002-M SOI XF LED FLUSH MNT LIGHT, BLUE/AMBER Warehouse: DROP SOUND OFF XF Flush Mount Light, 10-30 Volts, 9.8" Cable, SAE J595 Class 1, CISPR 25, CA Title 13, ECE R65 & R10 - Dual Color Blue/Amber	59.0500	118.10
2	2	Y	ENT3B3E SOI INTERSECTOR 18-LED SFC MNT,BLK HSG BLUE/WHITE Warehouse: DROP Intersector Surface Mount Light, 9-32 Vdc, Black Housing, 16 LEDs, Dual Color - Blue/White	171.3300	342.66
1	1	Y	PMP2BKUMB8-P SOI UNDER MIRROR MOUNT BRACKET KIT, PASS., 2025 PIU Warehouse: DROP Under Mirror Mount Bracket Kit (each) for installation on Ford PI Utility 2025 for use with mpower® 3" and 4" Stud and Intersector Surface Mount, Passenger Side	23.5400	23.54
1	1	Y	PMP2BKUMB8-D SOI UNDER MIRROR MOUNT BRACKET KIT, DRIVER, 2025 Warehouse: DROP Under Mirror Mount Bracket Kit (each) for installation on Ford PI Utility 2025 for use with mpower® 3" and 4" Stud and Intersector Surface Mount, Driver Side	23.5400	23.54

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09/14/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Dempsey Owens	Larry Lowe- GBKO	Kevin Young	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	ETSA482RSR SOI, 400 SERIES REMOTE SIREN, W/KNOB, 200WATT Warehouse: DROP SOUND OFF nERGY® 400 Series Remote Siren w/ Knob Control, 10-16v - 200 watt dual-tone	598.5400	598.54
2	2	Y	ETSS100J SOI 100J SERIES COMPOSITE SPEAKER Warehouse: DROP SOUND OFF 100J series composite speaker w/ universal bail brkt-100 watt	178.4100	356.82
2	2	Y	ETSSVBK01 SOI 2020 FORD PIUT SPEAKER BUMPER MNT BRACKET Warehouse: DROP SOUND OFF 100N/100J/100U Series Speaker Bracket (no drill) for Ford PI Utility 2020 – 2023. The vehicle can hold up to two kits (sold individually), Bumper Mount Center	28.9100	57.82
1	1	Y	ETTF003 SOI PLUG-IN TAILLIGHT FLASHER KIT - 2016+ PIUT Warehouse: DROP Taillight Flasher Kit, contains: Flashback Alternating Taillight Flasher & Ford PIU 25" Wire Harness?	86.7300	86.73

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DANA SAFETY SUPPLY, INC
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Sales Quote No.	645826-B
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ACCOUNTS PAYABLE
LANDIS, NC 28088
United States

Contact: ASST CHIEF KEVIN YOUNG
Telephone: 704-857-2129
E-mail: kyoung@townoflandisnc.gov

Ship To

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136 NORTH CENTRAL AVENUE
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United States

Contact: ASST CHIEF KEVIN YOUNG
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E-mail: kyoung@townoflandisnc.gov

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
09/14/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Dempsey Owens	Larry Lowe- GBKO	Kevin Young	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	C-VS-1012-INUT-2 HAV 22" ANGLED CONSOLE, 20-25 PIU Warehouse: DROP Vehicle-Specific 22" Angled Console For 2020-2025 Ford Interceptor Utility Console C-VS-1012-INUT-2 will need CM014248-1 for all models before 2025 FACEPLATES C-EB25-MMT-1P C-EB25-T81-1P C-EB35-SN4-1P	390.2100	390.21
1	1	Y	C-PM-134-PC HAV BROTHER POCKETJET 8 PRINTER MOUNT, FORD PIU Warehouse: DROP Brother PocketJet 8 Printer Mount for 2020-2025 Ford Interceptor Utility Consoles	212.2100	212.21
1	1	Y	C-ARM-103 HAV FLIP-UP ARMREST, ATTACHES TO CONSOLE Warehouse: DROP HAVIS Armrest For Top Mount, Console, Large Pad	123.8700	123.87
1	1	Y	CUP2-1001 HAV Self-Adjusting Double Cup Holder Warehouse: DROP HAVIS CUPHOLDER	40.7300	40.73

Print Date	09/15/26
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Sales Quote

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GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	645826-B
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Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
09/14/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Dempsey Owens	Larry Lowe- GBKO	Kevin Young	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	C-MD-112 HAV 11' SLIDE, TILT, & SWIVEL LOCKING SWING ARM Warehouse: DROP HAVIS 11" Slide Out Locking Swing Arm With Motion Adapter	219.6700	219.67
1	1	Y	UT-1001 Hav Universal Rugged Cradle for approximately 11"-14" Warehouse: DROP HAVIS Universal Rugged Cradle For Approximately 11"-14" Computing Devices	201.4300	201.43
1	1	Y	PJ862 Brother PocketJet 862 Full-Page Mobile Printer Warehouse: DROP BROTHERS Standard-Resolution Full-Page Mobile Printer with Bluetooth® Wireless Technology and USB-C®	468.0000	468.00
1	1	Y	LB3692-003 BROTHER POWER CORD Warehouse: DROP	26.0000	26.00

Print Date	09/15/26
Print Time	09:04:32 PM
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Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	645826-B
Customer No.	LANDIS

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Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
09/14/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Dempsey Owens	Larry Lowe- GBKO	Kevin Young	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	EWLPT001 SOI INTEROR COMPACT LIGHT WHITE Warehouse: DROP SOUND OFF Calisto Compact Interior Light, E-type approved, Brushed Chrome Finish, 160 Lumens, White Light in the prisoner cage NC STATE CONTRACT 680D	23.5400	23.54
1	1	Y	1K0574ITU20WD SMC #6VS SPT Stationary Window Warehouse: DROP SETINA SPT Single Prisoner Transport Partition Partition Coated Polycarbonate *FOR USE WITH: -Stock Seat	895.7300	895.73
1	1	Y	PK0123ITU252ND SMC #12VS Cargo Barrier 25+ Ford PIU Warehouse: DROP #12VS 2ND EXPANDED METAL PARTITION BEHIND 2ND ROW SEAT 25-25 INTERCEPTOR UTILITY ********** SETINA CARGO PARTITION	450.8500	450.85

Print Date	09/15/26
Print Time	09:04:32 PM
Page No.	7

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	645826-B
Customer No.	LANDIS

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Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
09/14/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Dempsey Owens	Larry Lowe- GBKO	Kevin Young	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	1W0695ITU20 SMC VERTICAL PASS SIDE ONLY WINDOW BARRIER PIU Warehouse: DROP SETINA PASSENGER SIDE WINDOW BAR FOR 2023 PIU	134.5900	134.59
1	1	Y	DPCP47UINT20 PG REAR DOOR HANDLE COVER PLATE Warehouse: GBKO PRO GARD DOOR HANDLE COVERS FOR THE REAR DOOR	36.7500	36.75
1	1	Y	GT0536ITU20 SMC FIREARM MOUNT SPT TRANSFER KIT- 2020 PIUT Warehouse: DROP SETINA "Firearm Mount Transfer KitForward Facing Partition MountWith Mount Plate*ONLY COMPATIBLE WITH: -SPT Single Prisoner Transport Partition*NOT COMPATIBLE WITH: -Center Consoles Exceeding 23"" Length" DESIGNED FOR DOUBLE T-RAIL MOUNTING PLATFORM - **********	59.0900	59.09
2	2	Y	GK10271UHK SMC S T-RAIL MOUNT 1 UNIVERSAL HK Warehouse: DROP GK10271UHK S T-RAIL MOUNT 1 UNIVERSAL HK	278.0000	556.00

Print Date	09/15/26
Print Time	09:04:32 PM
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Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	645826-B
Customer No.	LANDIS

Bill To

LANDIS POLICE DEPARTMENT
PO BOX 8165
ACCOUNTS PAYABLE
LANDIS, NC 28088
United States

Contact: ASST CHIEF KEVIN YOUNG
Telephone: 704-857-2129
E-mail: kyoung@townoflandisnc.gov

Ship To

LANDIS POLICE DEPARTMENT
136 NORTH CENTRAL AVENUE
ATT: ASST CHIEF KEVIN YOUNG
LANDIS, NC 28088
United States

Contact: ASST CHIEF KEVIN YOUNG
Telephone: 704-857-2129
E-mail: kyoung@townoflandisnc.gov

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
09/14/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Dempsey Owens	Larry Lowe- GBKO	Kevin Young	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	TK0250ITU20 SMC 2020 FORD PI SUV CARGO BOX Warehouse: DROP CARGO BOX - DSK- Drawer, Sliding with Key Lock & BSK - Base, Sliding with Key Lock REQUIRES 12-VS CARGO PARTITION OR FREESTANDING MOUNTING KIT SOLD SEPERATELY FOR INSTALLATION ---- **********	1,460.0000	1,460.00
1	1	Y	ECVDMLTAL00 SOI UNIVERSAL DOME LIGHT ALL LED, RED/CLEAR Warehouse: DROP SOUND OFF LED Dome Light, 6" Round w/ Red LED Night Light, 10-30v - White LEDs/White Lens light in the rear cargo	64.0100	64.01
1	1	Y	78101 SLI STINGER 2020 W/ AC&DC CHARGER Warehouse: DROP STREAMLIGHT	149.0000	149.00

Approved By: _____

☐ **Approve All Items & Quantities**

Quote Good for 30 Days

Print Date	09/15/26
Print Time	09:04:32 PM
Page No.	9

Subtotal	11,847.67
Freight	585.00
7.000 % **Sales Tax**	870.29
Order Total	13,3

By accepting this quote/order, the customer expressly acknowledges and agrees that to the extent not expressly prohibited by law, and except to the extent arising from or relating to the gross negligence or willful misconduct of DSS, its agents or its employees, DSS shall not be liable to the customer, or any third party for any damage to the vehicle/products resulting from or arising out of any ACTS OF GOD, including without limitation, any fires, floods, earthquakes, tornados, hail or similar weather events.

Sales Quote

DANA SAFETY SUPPLY, INC
500 S EDWARDIA DR
GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	645826-B
Customer No.	LANDIS

Bill To	Ship To
LANDIS POLICE DEPARTMENT PO BOX 8165 ACCOUNTS PAYABLE LANDIS, NC 28088 United States	LANDIS POLICE DEPARTMENT 136 NORTH CENTRAL AVENUE ATT: ASST CHIEF KEVIN YOUNG LANDIS, NC 28088 United States
Contact: ASST CHIEF KEVIN YOUNG **Telephone:** 704-857-2129 **E-mail:** kyoung@townoflandisnc.gov	**Contact:** ASST CHIEF KEVIN YOUNG **Telephone:** 704-857-2129 **E-mail:** kyoung@townoflandisnc.gov

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
09/14/26	UPS GROUND FREIGHT	QUOTED FREIGHT		NET30

Entered By	Salesperson	Ordered By	Resale Number
Dempsey Owens	Larry Lowe- GBKO	Kevin Young	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price

Print Date	09/15/26
Print Time	09:04:32 PM
Page No.	1

Subtotal	11,847.67
Freight	585.00
7.000 % **Sales Tax**	870.29
Order Total	13,3

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Sales Quote

September 15, 2026
Q-249562

GLOBAL PUBLIC SAFETY

Sold To:
LANDIS POLICE DEPT.
136 NORTH CENTRAL AVE.
LANDIS NC 28008
USA

Global Public Safety- Statesville
1886 Old Mountain Road
Statesville, NC 28677

Salesperson: John Dellangelo

Your Reference: 2027 FORD PIU UPFIT & GRAPHICS
Bill-to Customer No.: C31900
Bill-to Customer Email: kyoung@townoflandisnc.gov

Vehicles					
Vehicle ID	VIN	Tag	Year	Stock/Unit Number	Make/Model
					/

Details				
No.	**Description**	**QTY**	**Unit Price**	**Line Total**
	2027 FORD PIU UPFIT & GRAPHICS		0.00	
	Customer will supply all parts (lights, cage, camera, radio etc.)		0.00	
INSTALL SUPPLIES	Installation Shop Supplies	1	350.00	350.00
LABOR-INSTALLATION	Installation of customer supplied parts	1	3,610.00	3,610.00
DECAL-FULL KIT	FULL VEHICLE GRAPHICS - Customer approved proof required	1	965.00	965.00
LABOR-DECALS	LABOR-DECAL INSTALLATION	1	285.00	285.00

Subtotal:	**5,210.00**
Total Tax:	364.72
Total:	**5,574.72**

Amount Subject to Sales Tax	5,210.00
Amount Exempt from Sales Tax	0.00

Terms and Conditions,

Quotes are good for 60 days. By signing this document, you are acknowledging that you have verified the descriptions and specifications of the products listed on this quote. We cannot and do not guarantee the accuracy or completeness of any information, including prices, product images, specifications, availability, and services. We reserve the right to change or update information and to correct errors, inaccuracies, or omissions at any time without prior notice.

Cancellation of Order

No cancellation of any Order(s) by the Customer shall be effective unless written notice thereof is given to Global Public Safety before the Equipment is delivered to the Customer and unless Global Public Safety agrees to accept such cancellation in which event the Customer shall pay to Global Public Safety immediately on presentation of invoice, a cancellation charge of 25% of the price agreed for the delivery and installation of such Equipment.

In the event a customer cancels an Order(s) for any customized Product which has been accepted by Global Public Safety or due to Supplier cancellation of vehicle(s) order. The buyer shall still be liable for the full payment of the Purchase Price.

REMIT TO: Global Public Safety, LLC
PO Box 69276
Baltimore, MD 21264-9276

OnPoint Public Safety LLC
UPFIT / OFFICE: 2533 River Road
GRAPHICS / INVENTORY: 119-B HWY 183
PIEDMONT, SC 29673
(855) 508-7348
sales@onpt.us
www.onpt.us

Estima

Created: 08/03/2026 at 12:00PM
Payment Term: On Receipt
Service Writer: Stephen Baxley

TOWN OF LANDIS - NC
MAMBROSE@TOWNOFLANDISNC.GOV

WHELEN

Description	Price	QTY	Subtotal
1 CENCOM CORE-S REMOTE SIREN - DUAL TONE *Part #: C399S* *BUNDLE INCLUDES; CORE, CONTROLLER OF CHOICE, (2) SPEAKERS, (2) SPEAKER BRACKETS, SCANPORT*	$1,600.00	1	$1,600.00
2 SA315P/U - 100W HIGH FREQ SPEAKER *Part #: SA315P/U*		2	$0.00
3 PASSENGER SIDE SPEAKER BRACKET - BEHIDN GRILLE - PIU - SAK75P *Part #: SAK75P*		1	$0.00
4 DRIVER SIDE SPEAKER BRACKET - BEHIDN GRILLE - PIU - SAK75D *Part #: SAK75D*		1	$0.00
5 WCX CCTL7 CONTROL HEAD *Part #: CCTL7*		1	$0.00
6 SCANPORT MODULE / CORE S *Part #: C399RSP*		1	$0.00
7 EDGE 9XS - 9SX2EEEE - BLUE WHITE / BLUE AMBER - RED BRAKES - SMOKED (STOCK) *Part #: 9XS2EEEE*	$2,256.00	1	$2,256.00
8 T ION SURFACE MOUNT DUO BLUE/WHITE SMOKED	$135.00	2	$270.00
9 T-ION Mounting Wedges, Whelen *Part #: TIONWEDG*	$30.00	2	$60.00
10 UNDER MIRROR - U180 - BRACKETS - PIU *Part #: U18050*	$30.00	1	$30.00
11 U180 BLUE WHITE SMOKED *Part #: U180EX*	$250.00	2	$500.00
12 VXE HIDEWAY TWIST LOCK - TRIO - RED BLUE WHITE *Part #: VXTRBC*	$135.00	2	$270.00
13 T ION LINEAR TRIO RED/BLUE/WHITE SMOKED	$150.00	8	$1,200.00
14 T ION - SOLO - BLUE - CLEAR LENS *Part #: TSS0B*	$120.00	2	$240.00
15 CEM16 EXPANSION MODULE *Part #: CEM16*	$160.00	1	$160.00
16 CEM24 EXPANSION MODULE *Part #: CEM24*	$250.00	1	$250.00
17 V2V SYNC MODULE *Part #: CV2V*	$250.00	1	$250.00
		Tax (7%): $496.02	**Total: $7,582.02**

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CONSOLE

Description	Price	QTY	Subtotal
1 2020-26 PI Utility 18" console; 10" slope, 8" level faceplate area. Includes one dual USB/USB-C charging port (floor mount not required). *Part #: CC-20-UV10-L8*	$601.00	1	$601.00
2 TROY CONSOLE SIDE MOUNT COMPUTER WITH ROTATING SLIDE ARM AND LAPTOP TRAY FOR 15" LAPTOPS *Part #: CM-SDMT-SL-LT16*	$824.00	1	$824.00
3 ARM REST.- Printer mount with 5 x 10 pad and low-profile L-bracket (AC-PENPRTR-90, AC-FOAM-510). *Part #: AC-PENPRTR-L-510*	$377.00	1	$377.00
4 4" internal dual beverage holder. Includes rubber fingers to keep cup stabilized. *Part #: AC-INBHG*	$64.00	1	$64.00
5 4" FACEPLATE CCTL6/7/8 *Part #: FP-WCENCOM-JD*	$50.00	1	$50.00
6 3" NX5000, one-piece radio (6.73"W x 1.93"H x 4.25"D). *Part #: FP-KENNX5M-D*	$50.00	1	$50.00
7 i80 Printer with Car Kit *Part #: 93906*	$456.00	1	$456.00
		Tax (7%): $169.54	**Total: $2,591.54**

VAULT

Description	Price	QTY	Subtotal
1 PIU ELEVATED FRAME FOR VAULT *Part #: CP-UV20-MNT-EB*	$356.00	1	$356.00
2 STORAGE VAULT WITH PUSH BUTTON LOCK - 37/23/9 - PIU *Part #: CP-GB3795-PB*	$1,837.00	1	$1,837.00
		Tax (7%): $153.51	**Total: $2,346.51**

GUN RACK

Description	Price	QTY	Subtotal
1 GUN RACK - VERTICAL MOUNT - DUAL WEAPON - DUAL HANDCUFF LOCK *Part #: WEI-004*	$599.00	1	$599.00
		Tax (7%): $41.93	**Total: $640.93**

GRAPHICS

Description	Price	QTY	Subtotal
1 GRAPHICS REPLICATION FOR LPD	$750.00	1	$750.00
		Tax (7%): $52.50	**Total: $802.50**

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Estima

Created: 08/03/2026 at 12:00PM
Payment Term: On Receipt
Service Writer: Stephen Baxley

FLASHLIGHT

Description	Price	QTY	Subtotal
1 STEAMLIGHT DUAL SWITCH STINGER 800 LUMEN DC CHARGER *Part #: SL75458*	$250.00	1	$250.00
		Tax (7%): $17.50	**Total: $267.50**

PRISONER TRANSPORT

Description	Price	QTY	Subtotal
1 2020-26 PIU - SINGLE CELL WITH REPLACEMENT PLASTIC SEAT, CENTER PULL SEAT BELT, REAR WINDOW GUARDS *Part #: PS-20UV-SC-OS-R*	$2,990.00	1	$2,990.00
2 ONPOINT RED / WHITE CARGO / PRISONER LIGHT 12V - ROUND *Part #: OP-CAR-PI-ROUND*	$50.00	1	$50.00
		Tax (7%): $212.80	**Total: $3,252.80**

LABOR / SUPPLIES / FREIGHT

Description	Price	QTY	HRS	Subtotal
1 UPFIT LABOR - PATROL SUV			37.65	$3,200.00
2 LABOR: RADIO INSTALLATION *INCLUDES ANTENNA HOLE, COAX RUN AND P/G TO FUSE BLOCK*			2	$200.00
3 CONSUMABLES - SHOP SUPPLIES - STANDARD VEHICLE BUILD *Part #: CONSUMABLES* *WIRE, CONNECTORS, LOOM, ADHESIVES, SCREWS AND MORE*	$400.00	1		$400.00
4 BLUE SEA AUTOMATIC TIMER DISCONNECT 7615 *Part #: BS7615*	$150.00	1		$150.00
5 FUSE BLOCK - 12 CIRCUIT *Part #: FUSEBLOCK12*	$75.00	2		$150.00
6 12V RED WHITE 6" COMPARTMENT / HEADLINER LIGHT *Part #: 60CREGCS*	$200.00	1		$200.00
7 FREIGHT PASS THRU - PRISONER SYSTEM, CONSOLE, FRONT END, VAULT				$750.00
8 LABOR: RADAR INSTALLATION *FRONT / REAR ANTENNA AND DISPLAY / COUNTER*			2	$200.00
			Tax (7%): $63.00	**Total: $5,313.00**

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Estima

Created: 08/03/2026 at 12:00PM
Payment Term: On Receipt
Service Writer: Stephen Baxley

Thank you for choosing OnPoint Upfitters! This is an estimate based on the details and equipment you have requested. Once you approve we will order the equipment needed to complete your installation.

Lifetime Warranty on our service, quality and labor - As long as the original purchasing agency maintains the vehicle, we will resolve any install related failures as long as you own the vehicle. The warranty of the product follows that manufacturers guidelines.

We will respond to your location within 5 hours of our shop for warranty failures within the first year of delivery. After year one, the client agency is responsible to bring the vehicles to our location for warranty resolution.

Signature _____

This shop charges a 3% credit card processing fee.

Labor	$3,600.00
Parts	$17,240.00
Subtotal	$20,840.00
Shop Supplies	$0.00
EPA	$0.00
Fees	$750.00
Tax	$1,206.80
Grand Total	**$22,796.80**
Paid to Date	($0.00)
REMAINING BALANCE	**$22,796.80**

Code Enforcement Report

10/01/2026 - 10/31/2026

Work Date	Work Type	Location of Issue	Request Type	Notes/Comments
10/1/2026	Code Enforcement - Other Violation	217 SOUTH BEAVER ST	1. Internal	HIGH GRASS, TRASH, JUNK IN CARPORT, FENCE AROUND POOL IS FALLING IN, GUTTERS ON THE REAR OF STRUCTURE ARE FALLING OFF. NEEDS NOTICE OF VIOLATION. REINSPECTION, SOME JUNK APPEARS TO HAVE BEEN MOVED. REINSPECTION, DUMPSTER ON SITE. PROPERTY HAS BEEN SOLD AGAIN. NEEDS NEW NOTICE OF VIOLATION. REINSPECTION, ANOTHER DUMPSTER ONSITE.
10/1/2026	Code Enforcement - Junk Vehicles	1005 SOUTH ZION ST	2. Citizen	SEVERAL VEHICLES IN THE BACKYARD AND ONE TO THE RIGHT SIDE OF STRUCTURE. NEEDS NOTICE OF VIOLATION. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. HEARING SCHEDULED.
10/7/2026	Code Enforcement - High Grass Complaint	PARCEL ID: 133 165	1. Internal	HIGH GRASS. NEEDS NOTICE OF VIOLATION. REINSPECTION, NO VISIBLE SIGNS OF CHANGE.
10/7/2026	Code Enforcement - Junk In Yard	510 EAST RYDER AVE	1. Internal	OPEN STORAGE OF TRASH, DEBRIS AND JUNK ON THE FRONT PORCH AND DOWN THE FENCE LINE TO THE RIGHT SIDE OF THE STRUCTURE. REINSPECTION, NO VISIBLE SIGNS OF CHANGE.
10/7/2026	Code Enforcement - Minimum Housing Code Violation	207 WEST GARDEN ST	1. Internal	OPEN STORAGE OF TRASH AND JUNK ON THE FRONT PORCH AND WASHING MACHINE ON SIDE PORCH. ALSO NO POWER AND WATER ON RESIDENCE. NEEDS NOTICE OF VIOLATION. REINSPECTION, NO VISIBLE SIGNS OF CHANGE.
10/12/2026	Code Enforcement - High Grass Complaint	400 E GARDEN ST	2. Citizen	
10/29/2026	Code Enforcement - Minimum Housing Code Violation	701 NORTH MAIN ST	1. Internal	MAIN STRUCTURE, DETERIORATED SIDING AND GUTTERS FALLING OFF. SECONDARY STRUCTURE, DAMAGED SIDING AND ROOF, WINDOWS BUSTED OUT. NEEDS NOTICE OF VIOLATION.
10/29/2026	Code Enforcement - High Grass Complaint	PID 106 190 WEST ROUND ST	1. Internal	HIGH GRASS. NEEDS NOTICE OF VIOLATION.
10/29/2026	Code Enforcement - High Grass Complaint	507 SOUTH VALLEY ST	1. Internal	HIGH GRASS. NEEDS NOTICE OF VIOLATION.
10/29/2026	Code Enforcement - High Grass Complaint	513 SOUTH VALLEY ST	1. Internal	HIGH GRASS. NEEDS NOTICE OF VIOLATION.
10/29/2026	Code Enforcement - Junk Vehicles	104 SOUTH VALLEY ST	1. Internal	UNTAGGED GOLD TRUCK ON PROPER APPEARS IT HASN'T MOVED FO AN D PERIOD OF TIME AND TIRE ARE F NEEDS NOTICE OF VIOLATION.

10/29/2026	Code Enforcement - High Grass Complaint	213 NORTH UPRIGHT ST	1. Internal	HIGH GRASS. NEEDS NOTICE OF VIOLATION.
10/29/2026	Code Enforcement - High Grass Complaint	207 WEST GARDEN ST	1. Internal	HIGH GRASS. NEED

Showing 1 to 13 of 13 entries

11/01/2026

Item Cover Page

MEETING TYPE: Board of Alderman

DATE: Nov. 5, 2026

SUBMITTED BY: Jason Smith, Fire Chief

ITEM TYPE: Report

AGENDA SECTION: Departmental Reports

SUBJECT: **Monthly Report**

DETAILS:

FIRE DEPARTMENT MONTHLY REPORT

Emergency Calls for Service:	
Calls in District	50
EMS (Including: Strokes, Falls, Diabetics, CPR, and Other Medical Needs)	33
Fire Alarms	10
MVA	4
Structure Fires	1
Move Ups	2
Mutual Aid Given	35
Mutual Aid Received	10

Enochvill	
Cancelled En-Route	0
MVA's	0
Structure Fires	0
Public Service/Assist	0
Total Calls to Enochville	0

China	
Cancelled En-Route	0
MVA's	1
Structure Fires	14
Public Service/Assist	5
Total Calls to China	20

Atwell	
Cancelled En-Route	0
MVA's	1
Structure Fires	1
Public Service/Assist	0
Total Calls to Atwell	2

Kannapoli	
Cancelled En-Route	0
MVA's	0
Structure Fires	7
Public Service/Assist	0
Total Calls to Kannapolis	7

Bostian	
Cancelled En-Route	0
MVA's	0
Structure Fires	0
Public Service/Assist	0
Total Calls to Bostian	0

Other	
Cancelled En-Route	0
MVA's	0
Structure Fires	4
Public Service/Assist	0
Total Calls	4

Monthly Fleet Report

Department	Unit Number	Year	Make	Model	Mileage	Category
Electric	14	2015	RAM	5500	119388.00	Vehicle
Electric	15	2016	FREIGHTLINER	M2	189654.00	Vehicle
Electric	16	1992	CHEVROLET	C7	23429.00	Vehicle
Electric	2	2009	FORD	F-250	176941.00	Vehicle
Electric	3	2022	FORD	F-150	82149.00	Vehicle
Electric	33	2011	FORD	F-150	190434.00	Vehicle
Electric	45	2024	FORD	F-550	10282.80	Vehicle
Electric	46	2025	FORD	F-150	9710.90	Vehicle
Electric	5	2022	FORD	F-150	49878.00	Vehicle
Electric	50	2015	FREIGHTLINER	M2	5782.00	Vehicle
Electric	51	2025	CHEVROLET	Silverado	13355.00	Vehicle
Fire	43	2018	FORD	F-150	147599.00	Vehicle
Fire	44	2010	DODGE	Charger	146589.00	Vehicle
Fire	440	2021	RAM	1500	37645.00	Vehicle
Fire	441	2024	Spartan	Pumper	16739.00	Vehicle
Fire	442	1986	SEAGRAVE	FIRE ENGINE	37020.00	Vehicle
Fire	443	2005	PIERCE MANUFACTURING	Arrow XT	113746.00	Vehicle
Fire	58	2006	HME	Fire Truck	30465.00	Vehicle
Fire	580	1947	LaFrance		30465.00	Vehicle
Parks and Recreation	1	2023	CHEVROLET	Silverado	77638.00	Vehicle
Parks and Recreation	6	1997	FORD	F-250	270883.00	Vehicle
Parks and Recreation	61	2006	FORD	F-250	171957.00	Vehicle

Police	1000	2026	Explorer	FORD	3639.00	
Police	101	2010	DODGE	Charger	109781.00	Vehicle
Police	131	2013	CHEVROLET	Tahoe	111474.00	Vehicle
Police	151	2015	DODGE	Charger	85233.00	Vehicle
Police	161	2016	FORD	Explorer	87196.00	Vehicle
Police	171	2017	DODGE	Charger	101156.00	Vehicle
Police	173	2017	FORD	Explorer	85125.00	Vehicle
Police	174	2017	FORD	Explorer	93883.00	Vehicle
Police	175	2017	FORD	Explorer	100188.00	Vehicle
Police	176	2017	FORD	Explorer	99166.00	Vehicle
Police	177	2017	FORD	Explorer	101265.00	Vehicle
Police	212	2021	RAM	1500	39594.00	Vehicle
Police	232	2023	FORD	Explorer	24142.00	Vehicle
Police	233	2024	CHEVROLET	Silverado HD	29441.00	Vehicle
Police	234	2025	FORD	Explorer	19120.00	Vehicle
Police	235	2025	FORD	Explorer	17647.00	Vehicle
Police	235	2026	Explorer	FORD	14835.00	Vehicle
Police	80	2008	FORD	Crown Victoria	154652.00	Vehicle
Streets	12	2000	CHEVROLET	GMT-400	192624.00	Vehicle
Streets	18	2023	FREIGHTLINER	M2	3807.00	Vehicle
Streets	22	2000	FORD	F-750	52008.00	Vehicle
Streets	31	2016	KENWORTH	T3 Series	104139.00	Vehicle
Streets	32	2013	INTERNATIONAL	MA065	30364.00	Vehicle
Streets	42	2022	FORD	F-550	29536.00	Vehicle
Streets	7	2012	FORD	F-250	111295.00	Vehicle
Streets	9	2022	FORD	F-150	39727.00	Vehicle
Town Hall	1001	2026	TOYOTA	HIGHLANDER	5002.00	Vehicle
Town Hall	52	2020	FORD	Explorer	84965.00	Vehicle
Water Resources	10	2019	FORD	F-250	46110.00	Vehicle
Water Resources	17	2011	FORD	F-350	94682.00	Vehicle
Water Resources	21	1996	FORD	F-800	51720.00	Vehicle

Water Resources	25	2018	FREIGHTLINER	114SD	3293.00	

Showing 1 to 54 of 54 entries

11/01/2026

Item Cover Page

MEETING TYPE: Board of Alderman

DATE: November 9th, 2026

SUBMITTED BY: Jessica St. Martin, Parks and Recreation Director

ITEM TYPE: Report

AGENDA SECTION: Departmental Reports

SUBJECT: **Monthly Report**

DETAILS:

Events

- The Senior Luncheon and Bingo scheduled October 7th was cancelled due to Town Power Outage. We contacted the Seniors on our list and scheduled lunch pickup in the Trinity Church Parking Lot from 12:00-1:00. We handed out 22 lunches. The participants were very appreciative since they all said they could not cook at home with the outage. They were served Garys BBQ, sides, and dessert.
- The Fall Festival on October 24th again drew in thousands of people. We received much positive feedback from vendors and participants along with citizens attending the event! All the Town departments worked together to make this a success.
- Lake Corriher was the host site for AHA Shack Disc Golf Tournament on October 24th. There were 41 registered players.
- Park Staff is in the planning stages for small pop up events for the upcoming year. The recreation department would like to hold 8-10 small workshops, classes, or events at different locations throughout the Town to target all ages and interests. Example: Wildlife Survival, Plants & Herbs, Arts & Crafts for Kids & Seniors, Hiking & Exercise, Movie Nights, Storytelling and more.

Event Calendar 2026

South Rowan Parade / Tree Lighting- November 24th
Campfire Christmas- December 12th

Park Operations

- Kayak Rentals ended October 31st.
- Staff is working on trail maintenance, routing and remarking trails over the next several months.
- Holiday decorating and Parade prep.
- The Dog park fence project is estimated to be installed by the end of November, and the accessories are scheduled to be delivered in December. A ribbon cutting will be planned for early Spring.
- A link is on the Recreation Page and Town Website for citizens to see availability calendars for cabin rentals, details and pictures of all the sites. https://landisparks.recdesk.com/Community/Home

Pool Operations:

- Off-season maintenance continues.

Community Engagement / Staff Interactions:

Park Office Walk In – 1,278

Park Office Call In – 176

Apps/emails – 11

Issues / Complaints – A few Park visitors stated they could not find the kayaks after reservations. Additional Directional signs have been ordered to go along the trails with arrows to campsites and kayaks.

Campsite Reservations: 24 **Shelter Rentals**: 1 **Daily Fishing Passes Sold**: 407
Annual Passes Sold: 4 **NC State License**: 20 **Boat Registration:** 3

Active Permit Report

10/01/2026 - 10/30/2026

City Permit #	Permit Date	Permit Type	Site Address	Main Status	Project Name	Owner	Stage of Construction
ZN-27-274	10/9/2026	Non-Residential	1021 S. MAIN ST.	09. CONSTRUCTION ADMINISTRATION	N/A	MICHAEL MORRISON JR.	Building Construction
ZN-27-275	10/16/2026	Accessory Building	413 N. MERIAH ST	09. CONSTRUCTION ADMINISTRATION	N/A	RUIZ, MARITZA	Building Construction
ZN-27-276	10/19/2026	Residential	1160 COLDWATER ST	09. CONSTRUCTION ADMINISTRATION	N/A	WHITE, CHAD	Building Construction
ZN-27-277	10/19/2026	Residential	1265 DIAL ST	09. CONSTRUCTION ADMINISTRATION	N/A	WHITE, CHAD	Building Construction
ZN-27-278	10/13/2026	Residential	980 TAMARY WAY	09. CONSTRUCTION ADMINISTRATION	IRISH CREEK	COYLE, MARK	Building Construction
ZN-27-285	10/29/2026	Fence	515A S. CENTRAL AVE	09. CONSTRUCTION ADMINISTRATION	N/A	MOELLER, MATTHEW	Building Construction

Total Records: 6

Permits Issued Report

01/01/2026 - 10/30/2026

City Permit #	Permit Date	Permit Type	Site Address	Main Status	Project Name	Owner	Stage of Construction
ANNEX-26-214	5/11/2026	Annexation	1139 DIAL ST	11. COMPLETE	N/A	ECKARD, JANET	Complete
ANNEX-26-216	5/11/2026	Annexation	715 S CHAPEL ST.	11. COMPLETE	N/A	REECE, BOBBY	Complete
ANNEX-26-219	6/8/2026	Annexation	220 CHURCH ST.	11. COMPLETE	N/A	SANTOS, ANGELICA	Complete
EAS-27-256	9/16/2026	Non-Residential	316 E CORRIHER ST	11. COMPLETE	N/A	ADRIANA OCAMPO	Complete
PF-26-188	5/18/2026	Pool Fill	935 Mt. Moriah Ch. Rd	11. COMPLETE	N/A	Stamper, Rick	Complete
PF-26-189	5/18/2026	Pool Fill	501 N Meriah St	11. COMPLETE	N/A	Furr, Bruce	Complete
PF-26-193	5/27/2026	Pool Fill	513 W. Hoke St	11. COMPLETE	N/A	Owens, Scott	Complete
PF-26-202	6/3/2026	Pool Fill	302 S. CHAPEL ST.	11. COMPLETE	N/A	WINGLER, TERRY	Complete
PF-26-205	6/8/2026	Pool Fill	327 EDGEWOOD PARK CT	11. COMPLETE	N/A	HUERTA, JOSE ALBERTO	Pool Fill
PF-27-225	7/6/2026	Pool Fill	320 DAYBROOK DR	11. COMPLETE	N/A	CHAPMAN, ANTHONY	Complete
PF-27-244	8/17/2026	Pool Fill	1190 WOODFIELD DR	11. COMPLETE	N/A	MENCONI, PAUL	Complete
PF-27-255	9/16/2026	Pool Fill	310 TOWN ST	11. COMPLETE	N/A	BERKOBEN, BRITTANY	Complete
PF-27-257	9/16/2026	Pool Fill	409 N ZION ST	11. COMPLETE	N/A	DRYE, JOY	Complete

PF-27-258	9/16/2026	Pool Fill	409 N ZION ST	11. COMPLETE	N/A	DRYE, JOY	Co
PF-27-259	9/16/2026	Pool Fill	409 N ZION ST	11. COMPLETE	N/A	DRYE, JOY	Complete
PF-27-260	9/16/2026	Pool Fill	409 N ZION ST	11. COMPLETE	N/A	DRYE, JOY	Complete
PF-27-261	9/16/2026	Pool Fill	409 N ZION ST	11. COMPLETE	N/A	DRYE, JOY	Complete
PF-27-262	9/16/2026	Pool Fill	409 N ZION ST.	11. COMPLETE	N/A	DRYE, JOY	Complete
PF-27-263	9/16/2026	Pool Fill	409 N ZION ST	11. COMPLETE	N/A	DRYE, JOY	Complete
PF-27-264	9/16/2026	Pool Fill	409 N ZION ST.	11. COMPLETE	N/A	DRYE, JOY	Complete
PF-27-265	9/16/2026	Pool Fill	409 N ZION ST.	11. COMPLETE	N/A	DRYE, JOY	Complete
PF-27-266	9/16/2026	Pool Fill	409 N ZION ST	11. COMPLETE	N/A	DRYE, JOY	Complete
PF-27-267	9/16/2026	Pool Fill	409 N ZION ST	11. COMPLETE	N/A	DRYE, JOY	Complete
PF-27-271	9/28/2026	Pool Fill	511 N. ZION ST.	01. NEW	N/A	KELLER, JEFFREY	Pool Fill
PF-27-280	10/15/2026	Pool Fill	320 TRANQUIL LAKE DR.	11. COMPLETE	N/A	MCCARTY, DAVID	Complete
PF-27-281	10/16/2026	Pool Fill	715 S CHAPEL ST	11. COMPLETE	N/A	REECE, BOBBY	Complete
ZMA-26-117	6/8/2026	Zoning Map Amendment	2879 N. CANNON BLVD.	11. COMPLETE	N/A	MAC & POPS LLC	Complete
ZMA-26-213	5/11/2026	Zoning Map Amendment		11. COMPLETE	N/A	ECKARD	Complete
ZMA-26-215	5/11/2026	Zoning Map Amendment	715 S. CHAPEL ST.	11. COMPLETE	N/A	REECE, BOBBY	Complete
ZN-26-130	1/6/2026	Residential	205 S. CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/A	PRESPRO LLC	Building Construction
ZN-26-131	1/6/2026	Residential	209 S. CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/A	PRESPRO LLC	Building Construction
ZN-26-133	1/6/2026	Residential	207 S CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/A	J2 LAND INVESTMENTS LLC	Building Construction

ZN-26-134	1/6/2026	Residential	211 S CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/A	J2 LAND INVESTMENTS, LLC	Building Construction
ZN-26-135	1/6/2026	Temporary Use	716 S MAIN ST	11. COMPLETE	N/A	ENGLEHARDT, BRENT	Complete
ZN-26-136	1/20/2026	Residential Addition	904 S MAIN ST	11. COMPLETE	N/A	MORENO, RAFAEL	Complete
ZN-26-139	1/12/2026	Driveway	2400 CALLAGHAN CT	11. COMPLETE	IRISH CREEK	NIBLOCK HOMES, LLC	Complete
ZN-26-140	1/12/2026	Driveway	820 IRISH CREEK DR	11. COMPLETE	IRISH CREEK	NIBLOCK HOMES, LLC	Complete
ZN-26-141	1/5/2026	Accessory Building	321 E TAYLOR ST	11. COMPLETE	N/A	BROOKS, RANDY	Complete
ZN-26-142	1/7/2026	Temporary Use	632 KIMBALL RD	09. CONSTRUCTION ADMINISTRATION	LANDIS MULTI-FAMILY	DYNAMIC DEVELOPERS	Building Construction
ZN-26-143	1/20/2026	Accessory Building	904 S. MAIN ST	11. COMPLETE	N/A	HERNANDEZ, RAFAEL	Complete
ZN-26-144	1/20/2026	Accessory Building	904 S. MAIN ST	11. COMPLETE	N/A	HERNANDEZ, RAFAEL	Building Construction
ZN-26-145	1/21/2026	Fence	609 E. RIDGE AVE	11. COMPLETE	N/A	LEAL, MARCIO	Complete
ZN-26-146	1/23/2026	Residential	125 COLDWATER ST	09. CONSTRUCTION ADMINISTRATION	N/A	JDL HOMES INC	Building Construction
ZN-26-147	1/23/2026	Residential	135 COLDWATER ST	09. CONSTRUCTION ADMINISTRATION	N/A	JDL HOMES INC	Building Construction
ZN-26-148	1/23/2026	Accessory Building	115 W. GARDEN ST	11. COMPLETE	N/A	REAUME PROPERTIES LLC	Complete
ZN-26-149	1/23/2026	Sign	115 W. GARDEN ST	11. COMPLETE	N/A	REAUME PROPERTIES LLC	Complete
ZN-26-150	1/28/2026	Non-Residential	1600 PINNACLE WAY DR.	11. COMPLETE	PINNACLE LOT 9	PHC, LLC	Building Construction
ZN-26-151	1/28/2026	Driveway	1600 PINNACLE WAY DR.	11. COMPLETE	PINNACLE LOT 9	PHC, LLC	Complete
ZN-26-152	2/3/2026	Accessory Building	317 W. DAVIS ST.	11. COMPLETE	N/A	LAMBERT, ERIC	Complete
ZN-26-153	2/18/2026	Accessory Building	508 E. RICE ST.	11. COMPLETE	N/A	MESERVE, BRENDA J.	Complete
ZN-26-154	3/3/2026	Residential Addition	806 E. MILLS DR	11. COMPLETE	N/A	HILTON,THELMA	Complete

ZN-26-155	3/4/2026	Driveway	314 N. CENTRAL AVE	11. COMPLETE	N/A	PROPST, MARK	Co
ZN-26-156	3/4/2026	Driveway	325 N CHAPEL ST	11. COMPLETE	N/A	PROPST, MARK	Complete
ZN-26-157	3/6/2026	Driveway	211 W RICE ST	11. COMPLETE	N/A	CAD COMMUNITY DEVELOPMENT	Complete
ZN-26-158	3/9/2026	Deck	600 S CHAPEL ST	11. COMPLETE	N/A	MK CONSTRUCTIO N LLC	Complete
ZN-26-160	6/8/2026	Residential	304 E. GARDEN ST	11. COMPLETE	N/A	KANNAPOLIS PROPERTIES LLC	Complete
ZN-26-161	4/21/2026	Driveway	125 S. BEAVER STREET	11. COMPLETE	N/A	SHIFA 1 LLC	Complete
ZN-26-162	4/21/2026	Fence	Old Beatty Ford Rd.	13 - PROJECT NOT APPROVED BY STAFF	N/A	HATLEY, MICHAEL	
ZN-26-163	4/1/2026	Driveway	508 PINE STREET	11. COMPLETE	N/A	WISE 1 LLC	Complete
ZN-26-165	4/10/2026	Deck	250 TRANQUIL LAKE DRIVE	11. COMPLETE	N/A	CHRIS HOLMES	Complete
ZN-26-166	4/2/2026	Fence	980 COLONIAL DRIVE	11. COMPLETE	N/A	FOWLER, JOYCE	Complete
ZN-26-167	4/17/2026	Temporary Use	716 S. MAIN STREET	11. COMPLETE	N/A	OLD TOWN SOAP	Complete
ZN-26-169	4/13/2026	Accessory Building	503 W. 5TH STREET	11. COMPLETE	N/A	HUMBLE, PAM	Complete
ZN-26-170	4/16/2026	Residential Addition	509 W. RYDER AVENUE	09. CONSTRUCTION ADMINISTRATION	N/A	NICKELSON, JEREMIAH	Building Construction
ZN-26-171	4/16/2026	Driveway	127 S. BEAVER STREET	11. COMPLETE	N/A	SHIFA 1 LLC	Complete
ZN-26-172	4/16/2026	Driveway	135 S. BEAVER STREET	11. COMPLETE	N/A	SARFARAZ BUKHARI	Complete
ZN-26-173	4/16/2026	Temporary Use	0 E Ridge, E Rice, S Central, E Rice, Hillside	09. CONSTRUCTION ADMINISTRATION	KINETIC FIBER INSTALL	KINETIC	Building Construction

ZN-26-174	4/16/2026	Temporary Use	Dogwood Dr, Colonial Dr, N Meriah St, Gallant Cir, Lake Dr	09. CONSTRUCTION ADMINISTRATION	KINETIC FIBER INSTALL	KINETIC	Building Construction
ZN-26-175	5/27/2026	Temporary Use	0 AVIATION DR/CANNON BLVD	09. CONSTRUCTION ADMINISTRATION	KINETIC FIBER LINES	Kinetic	Building Construction
ZN-26-176	4/24/2026	Fence	430 TRANQUIL LAKE DR	09. CONSTRUCTION ADMINISTRATION	N/A	SWARTHOUT, CONSTANCE	Building Construction
ZN-26-177	5/6/2026	Accessory Building	414 E. RICE STREET	11. COMPLETE	N/A	KATIE CHEN	Complete
ZN-26-178	5/6/2026	Accessory Building	414 E RICE STREET	11. COMPLETE	N/A	CHEN, KATIE	Complete
ZN-26-179	4/24/2026	Sign	124 W. RYDER AVE	02. WAITING ON PAYMENT/CONTRACTOR	N/A	SOUTHROWAN COMMUNITY CHURCH	Planning Director Review
ZN-26-181	5/7/2026	Pool	2400 CALLAGHAN CT	11. COMPLETE	IRISH CREEK	NIBLOCK HOMES	Complete
ZN-26-182	5/4/2026	Pool	2379 FERNDALE CT.	11. COMPLETE	N/A	FRYE, CHAD	Complete
ZN-26-183	5/4/2026	Fence	2379 FERNDALE CT	11. COMPLETE	N/A	FRYE, CHAD	Complete
ZN-26-184	6/2/2026	Demolition	603 HILLSIDE ST	11. COMPLETE	N/A	HARDIN, RICKY	Complete
ZN-26-186	5/14/2026	Sign	1425 MT. MORIAH CHURCH RD	09. CONSTRUCTION ADMINISTRATION	N/A	SANDY RIDGE METHODIST CHURCH	Building Construction
ZN-26-187	5/14/2026	Accessory Building	309 S. MAIN ST	11. COMPLETE	N/A	MELISSA RIFFLE	Complete
ZN-26-190	5/26/2026	Driveway	201 E RICE ST	11. COMPLETE	N/A	RMB PROPERTY INVESTMENTS	Complete
ZN-26-191	5/26/2026	Driveway	205 E RICE ST	11. COMPLETE	N/A	RMB PROPERTY INVESTMENTS	Complete
ZN-26-192	6/2/2026	Driveway	121 S. BEAVER ST.	11. COMPLETE	N/A	PANEPINTO, MARK	Complete
ZN-26-195	6/4/2026	Demolition	327 N. KIMMONS ST	11. COMPLETE	N/A	THOMAS, PATRICIA	Complete

ZN-26-197	6/12/2026	Driveway	203 ENGLISH OAK LANE	11. COMPLETE	N/A	COGGINS, LARRY	Co
ZN-26-199	6/2/2026	Accessory Building	314 N. CENTRAL AVE	11. COMPLETE	N/A	PROPST, MARK	Complete
ZN-26-200	6/2/2026	Fence	314 N. CENTRAL AVE	11. COMPLETE	N/A	PROPST, MARK	Complete
ZN-26-201	6/4/2026	Residential	471 KIMBALL LOOP	09. CONSTRUCTION ADMINISTRATION	N/A	GADDIS BROS PROPERTY HOLDINGS LLC	Building Construction
ZN-26-201	6/4/2026	Residential	471 KIMBALL LOOP	01. NEW	N/A	KIMBALL, BEN	Building Construction
ZN-26-204	6/5/2026	Driveway	220 CHURCH ST	11. COMPLETE	N/A	RAMOS, ANGELICA	Complete
ZN-26-206	6/17/2026	Deck	130 PIN OAK CT	09. CONSTRUCTION ADMINISTRATION	THE OAKS OF LANDIS	VENABLE, STEVEN	Building Construction
ZN-26-207	6/17/2026	Temporary Use	0 GEORGIA OAK LN, LANDIS OAK WAY, SAWTOOTH	09. CONSTRUCTION ADMINISTRATION	WINDSTREAM	WINDSTREAM	Building Construction
ZN-26-208	6/22/2026	Non-Residential	2410 US HWY 29 S	09. CONSTRUCTION ADMINISTRATION	OCAMPO	OCAMPO, TRIXI	Building Construction
ZN-26-218	6/8/2026	Zoning Map Amendment	220 CHURCH ST	11. COMPLETE	N/A	RAMOS, ANGELICA	Complete
ZN-26-221	6/30/2026	Residential Addition	702 W MILL STREET	09. CONSTRUCTION ADMINISTRATION	N/A	HERNANDEZ, KATHERINE	Building Construction
ZN-26-223	6/29/2026	Residential	0 W ROUND STREET	09. CONSTRUCTION ADMINISTRATION	NA	DAVE BROWN	Clearing/Grubbing
ZN-26-224	6/30/2026	Pool	702 W MILL ST	09. CONSTRUCTION ADMINISTRATION	N/A	HERNANDEZ, KATHERINE	Building Construction
ZN-26-88	1/6/2026	Residential	632 Kimball Rd.	09. CONSTRUCTION ADMINISTRATION	LANDIS MULTIFAMILY	DYNAMIC DEVELOPERS	Building Construction
ZN-27-226	7/9/2026	Non-Residential	205 RICHWATER ST	09. CONSTRUCTION ADMINISTRATION	N/A	JSC-CCI LANDIS I LLC	Building Construction
ZN-27-227	7/10/2026	Demolition	209 W TAYLOR ST	11. COMPLETE	N/A	JOHN AUSTIN BUILDERS	Demolition
ZN-27-228	7/8/2026	Demolition	0 W ROUND ST	11. COMPLETE	N/A	BROWN, DAVE	Demolition

ZN-27-229	7/13/2026	Residential	123 S BEAVER ST	09. CONSTRUCTION ADMINISTRATION	N/A	MARK PANEPINTO	Building Construction
ZN-27-230	7/27/2026	Residential	1308 JEFFERSON ST	09. CONSTRUCTION ADMINISTRATION	N/A	FAGGART, JOHNNY RAY	Building Construction
ZN-27-231	7/22/2026	Pool	1040 IRISH CREEK DR	11. COMPLETE	N/A	FEDELE, GREGORY	Complete
ZN-27-232	7/27/2026	Demolition	602 N. CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/A	GRANADOS, FRANCISCO	Demolition
ZN-27-233	7/23/2026	Fence	1040 IRISH CREEK DR	11. COMPLETE	N/A	FEDELE, GREGORY	Complete
ZN-27-234	7/28/2026	Accessory Building	405 S. CORRELL ST.	09. CONSTRUCTION ADMINISTRATION	N/A	SMITH, JOSHUA	Building Construction
ZN-27-235	7/30/2026	Deck	202 GALLANT CIR	09. CONSTRUCTION ADMINISTRATION	N/A	JACKSON, COCHOAN	Building Construction
ZN-27-236	8/4/2026	Residential	324 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP LLC	Building Construction
ZN-27-236	8/4/2026	Residential	324 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-237	8/4/2026	Residential	326 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-238	8/4/2026	Residential	340 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNRPROPERTY GROUP, LLC	Building Construction
ZN-27-239	8/4/2026	Residential	342 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-240	8/5/2026	Residential	601 HILLSIDE STREET	09. CONSTRUCTION ADMINISTRATION	N/A	WATTS, PACEY	Building Construction
ZN-27-241	8/17/2026	Sign	1365 MT. MORIAH CHURCH RD	09. CONSTRUCTION ADMINISTRATION	THE DEPOT AT LANDIS	DYNAMIC DEVELOPERS	Building Construction
ZN-27-242	8/17/2026	Sign	1365 MT. MORIAH CH. RD	09. CONSTRUCTION ADMINISTRATION	THE DEPOT AT LANDIS	DYNAMIC DEVELOPERS	Building Construction
ZN-27-243	8/17/2026	Driveway	839 TAMARY WAY	11. COMPLETE	IRISH CREEK	GIBBONS, MATTHEW	Complete
ZN-27-245	8/26/2026	Fence	415 W. RYDER AVE.	09. CONSTRUCTION ADMINISTRATION	N/A	GUIMOND, RACHELLE	Building Construction

ZN-27-246	8/19/2026	Residential	205 KIMBALL ROAD	09. CONSTRUCTION ADMINISTRATION	N/A	BYRNE PROPERTIES INC	Building Construction
ZN-27-247	8/21/2026	Accessory Building	306 E RIDGE AVE	11. COMPLETE	N/A	OEHLER, JARET	Complete
ZN-27-248	8/26/2026	Driveway	304 E. GARDEN ST.	11. COMPLETE	N/A	KANNAPOLIS PROPERTIES LLC	Complete
ZN-27-249	8/27/2026	Non-Residential	611 S. ZION ST.	09. CONSTRUCTION ADMINISTRATION	N/A	BLACK, GEORGE	Building Construction
ZN-27-250	8/31/2026	Residential	413 W RYDER AVE	09. CONSTRUCTION ADMINISTRATION	N/A	BDM BUILDERS LLC	Building Construction
ZN-27-251	9/4/2026	Driveway	123 S. BEAVER ST.	09. CONSTRUCTION ADMINISTRATION	N/A	THREE PILLARS PROPERTY VENTURES	Building Construction
ZN-27-252	9/4/2026	Driveway	210 KIMBALL ROAD	01. NEW	N/A	BYRNE PROPERTIES INC	Clearing/Grubbing
ZN-27-254	9/11/2026	Residential	210 W. TAYLOR ST	09. CONSTRUCTION ADMINISTRATION	N/A	SARA & CORTES DONATE	Building Construction
ZN-27-268	10/6/2026	Driveway	125 COLDWATER ST	11. COMPLETE	N/A	JDL HOMES INC	Building Construction
ZN-27-269	10/6/2026	Driveway	135 COLDWATER ST	11. COMPLETE	N/A	JDL HOMES INC	Building Construction
ZN-27-270	9/29/2026	Non-Residential	1400 RIDGEVIEW ST	09. CONSTRUCTION ADMINISTRATION	KUEHNE + NAGEL	JSC-CCI LANDIS I LLC	Building Construction
ZN-27-272	9/29/2026	Non-Residential	704 W. BLUME ST.	11. COMPLETE	LANDIS SUBSTATION	TOWN OF LANDIS	Complete
ZN-27-274	10/9/2026	Non-Residential	1021 S. MAIN ST.	09. CONSTRUCTION ADMINISTRATION	N/A	MICHAEL MORRISON JR.	Building Construction
ZN-27-275	10/16/2026	Accessory Building	413 N. MERIAH ST	09. CONSTRUCTION ADMINISTRATION	N/A	RUIZ, MARITZA	Building Construction
ZN-27-276	10/19/2026	Residential	1160 COLDWATER ST	09. CONSTRUCTION ADMINISTRATION	N/A	WHITE, CHAD	Building Construction
ZN-27-277	10/19/2026	Residential	1265 DIAL ST	09. CONSTRUCTION ADMINISTRATION	N/A	WHITE, CHAD	Building Construction
ZN-27-278	10/13/2026	Residential	980 TAMARY WAY	09. CONSTRUCTION ADMINISTRATION	IRISH CREEK	COYLE, MARK	Building Construction
ZN-27-279	10/14/2026	Pool Fill	1040 IRISH CREEK DR.	11. COMPLETE		FEDELE, GREG	Complete

ZN-27-282	10/23/2026	Sign	1013 S. MAIN ST.	11. COMPLETE	N/A	RYDER AND JAMES PROPERTIES	Co[illegible]
ZN-27-283	10/23/2026	Non-Residential	1013 S. MAINS ST.	11. COMPLETE	N/A	RYDER AND JAMES PROPERTIES	Complete
ZN-27-285	10/29/2026	Fence	515A S. CENTRAL AVE	09. CONSTRUCTION ADMINISTRATION	N/A	MOELLER, MATTHEW	Building Construction
ZVL-27-284	10/26/2026	Zoning Verification Letter	1400 RIDGEVIEW ST	11. COMPLETE	N/A	JSC-CCI LANDIS I LLC	Complete

Total Records: 139 **10/30/2026**

Permits Issued Report

09/30/2026 - 10/30/2026

City Permit #	Permit Date	Permit Type	Site Address	Main Status	Project Name	Owner	Stage of Construction
PF-27-280	10/15/2026	Pool Fill	320 TRANQUIL LAKE DR.	11. COMPLETE	N/A	MCCARTY, DAVID	Complete
PF-27-281	10/16/2026	Pool Fill	715 S CHAPEL ST	11. COMPLETE	N/A	REECE, BOBBY	Complete
ZN-27-268	10/6/2026	Driveway	125 COLDWATER ST	11. COMPLETE	N/A	JDL HOMES INC	Building Construction
ZN-27-269	10/6/2026	Driveway	135 COLDWATER ST	11. COMPLETE	N/A	JDL HOMES INC	Building Construction
ZN-27-274	10/9/2026	Non-Residential	1021 S. MAIN ST.	09. CONSTRUCTION ADMINISTRATION	N/A	MICHAEL MORRISON JR.	Building Construction
ZN-27-275	10/16/2026	Accessory Building	413 N. MERIAH ST	09. CONSTRUCTION ADMINISTRATION	N/A	RUIZ, MARITZA	Building Construction
ZN-27-276	10/19/2026	Residential	1160 COLDWATER ST	09. CONSTRUCTION ADMINISTRATION	N/A	WHITE, CHAD	Building Construction
ZN-27-277	10/19/2026	Residential	1265 DIAL ST	09. CONSTRUCTION ADMINISTRATION	N/A	WHITE, CHAD	Building Construction
ZN-27-278	10/13/2026	Residential	980 TAMARY WAY	09. CONSTRUCTION ADMINISTRATION	IRISH CREEK	COYLE, MARK	Building Construction
ZN-27-279	10/14/2026	Pool Fill	1040 IRISH CREEK DR.	11. COMPLETE	N/A	FEDELE, GREG	Complete
ZN-27-282	10/23/2026	Sign	1013 S. MAIN ST.	11. COMPLETE	N/A	RYDER AND JAMES PROPERTIES	Complete
ZN-27-283	10/23/2026	Non-Residential	1013 S. MAINS ST.	11. COMPLETE	N/A	RYDER AND JAMES PROPERTIES	Complete

ZN-27-285	10/29/2026	Fence	515A S. CENTRAL AVE	09. CONSTRUCTION ADMINISTRATION	N/A	MOELLER, MATTHEW	Construction
ZVL-27-284	10/26/2026	Zoning Verification Letter	1400 RIDGEVIEW ST	11. COMPLETE	N/A	JSC-CCI LANDIS I LLC	Complete

Total Records: 14 **10/30/2026**

Item Cover Page

MEETING TYPE: Board of Alderman

DATE: October 31, 2026

SUBMITTED BY: Shawn Hill, Chief of Police

ITEM TYPE: Report

AGENDA SECTION: Departmental Reports

SUBJECT: Monthly Report

DETAILS:

POLICE DEPARTMENT MONTHLY REPORT

Emergency Calls for Service:	
Self-Initiated Calls	893
Calls for Service	145
Traffic Stops	158
Traffic Accidents	3
Total calls for Service (Including Self-initiated calls)	1,199

Arrest Info	
Total Persons Arrest/Charged with Felony:	0
Total Persons Arrest/Charged with Misdemeanor:	14
Total Arrest/Charges	14

Assist Info	
Assist to Rowan County	32
Assist to China Grove	21
Assist with Other/State Law Enforcement	0
Total Calls	53

Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: 10/29/26 (9/26- 10/25

SUBMITTED BY: Sean Taggart, Public Works Director Report

ITEM TYPE: Department Reports

AGENDA SECTION: **Monthly Report**

SUBJECT:

DETAILS:

PUBLIC WORKS MONTHLY REPORT

Water Resources	
Work Orders Completed	168
Start Services (Meter Tech)	14
Stop Services (Meter Tech)	12
Disconnects (Meter Tech)	11
Outages	5
Meter/MXU Change Outs (Meter Tech)	3
Sewer Lift Station Checks	12
Hydrant Routes (Water Quality Flushing)	10
Water Pump Station Checks	20
Stormwater Department	
Work Orders Completed	0
Preventative Maintenance (e.g. Ditch Cleaning, Culvert Jetting, etc.)	1
Street Department	
Work Orders Completed	76
Rowan County Dump Runs	8
Bulk Trash/Debris Routes	12

Electric Department	
Work Orders Completed	48
Start Services (Meter Tech)	8
Stop Services (Meter Tech)	3
Disconnects (Meter Tech)	-
New Temp Service	2
Street/Security Lights Install/Repair	22
Pole Repair/Replace	6
Outages:	
Environmental	3
Load Demand	-
Vehicle Collison	1
Total Outages	4
Reporting Made By	
Go Gov	6
Walk In	56
Phone Call	166

Item Cover Page

MEETING TYPE: Board of Aldermen

DATE: November 5, 2026

SUBMITTED BY: Ashley Burn, Deputy Finance Officer

ITEM TYPE: Director Report

AGENDA SECTION: Department Reports

SUBJECT: **Monthly Report**

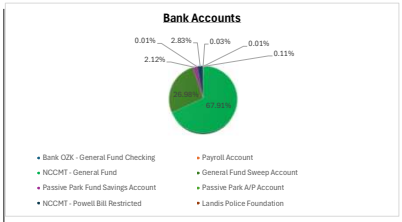
DETAILS:

FINANCE CUSTOMER SERVICE MONTHLY REPORT

Finance Customer Service	
Cash Payments	349
Credit Card Payments	1403
Check Payments	954
Bank Draft Payments	500
Customer Usage Portal	1127
Disconnect Calls	401
Disconnections	44
Account Service Changes	63

October 2026 Financial Report

Operating Budget Revenues	Budgeted FY27	This Month	FY27 YTD	%
Property Tax - Current	$2,601,079	$57,103	$1,742,986	67%
Tax Collection - Prior Years	$62,391	$1,038	$12,746	20%
Vehicle Interest	$2,153	$195	$684	32%
Interest and Penalties	$10,000	$210	$1,414	14%
Property Tax Auto - Current	$256,715	$24,950	$74,263	29%
Vehicle Tag Fee	$75,000	$6,900	$18,940	25%
Building Rental Fees	$8,500	$1,150	$2,300	27%
Sponsorships	$0	$0	$0	0%
Interest on Investments	$259,876	$16,755	$50,616	19%
Miscellaneous Income	$0	$40	$40	0%
Police Fees & Fines	$500	$170	$300	60%
First Responder	$3,000	$135	$405	14%
Grant Received	$12,500	$0	$0	0%
Excise Tax on Piped Gas	$32,000	$0	$3,590	11%
Franchise Tax on Electric PO	$298,943	$0	$77,160	26%
Sales Tax on Telecommunications	$11,604	$0	$1,356	12%
Sales Tax on Video Programming	$9,598	$0	$1,684	18%
Local Government Sales & Use Tax	$1,493,451	$130,335	$509,781	34%
ABC Revenue - County	$18,500	$0	$0	0%
Court Cost	$300	$41	$99	33%
Sales Tax Refund	$85,000	$200,407	$200,407	236%
Planning/Zoning Fees	$94,000	$1,969	$8,546	9%
Code Enforcement Clean-up	$30,000	$0	$0	0%
Garbage Collection Fees	$360,000	$34,047	$101,903	28%
Resource Officer Reimburse	$305,000	$0	$0	0%
EMS Utility Reimbursement	$8,000	$110	$330	4%
ABC Profits - State	$15,000	$3,908	$3,908	26%
Solid Waste Disposal Tax	$3,100	$0	$702	23%
East Landis Property Tax	$75,457	$1,428	$48,770	65%
St Utilities Coll County	$0	$0	$0	0%
East Landis Tax - Prior Years	$1,500	$0	$0	0%
East Landis Penalties and Interest	$4,500	$105	$606	13%
East Landis - Motor Vehicles	$7,209	$691	$2,784	39%
Debt Setoff	$10,000	$0	$0	0%
Police Service Reimbursement	$1,500	$0	$0	0%
Fire Service Reimbursement	$0	$0	$0	0%
Insurance Proceeds	$0	$8,302	$8,302	0%
Other Finance Sources = Other Debt	$0	$0	$0	0%
Other Finance Sources = Leases	$0	$0	$0	0%
Sale of Fixed & Surplus Assets	$60,000	$0	$0	0%
Rowan Municipal Association	$0	$0	$0	0%
Fund Balance Appropriated	$1,207,111	$0	$0	0%
Administrative Service Charges	$2,110,033	$0	$0	0%
Vendor Reimbursement - Geni	$0	$7	$13,706	0%
Over/Short	$0	$0	$0	0%
Park Revenues	$166,600	$6,516	$44,303	27%
Water Service	$1,406,675	$107,181	$314,531	22%
East Landis Water	$0	$0	$0	0%
Reconnect Fees	$41,275	$4,940	$30,970	75%
Water Tap Access Fee	$0	$1,349	$25,631	0%
Interest on Investments	$44,000	$2,469	$7,411	17%
Miscellaneous Income	$0	$0	$0	0%
Tap Fees - Water	$32,000	$6,534	$54,119	169%
Grant - Water	$0	$0	$0	0%
Planning Review Fees	$73,000	$0	$0	0%
Debt Setoff	$0	$0	$0	0%
Fund Balance Appropriated	$40,445	$0	$0	0%
Sewer Service Fees	$1,435,736	$89,281	$263,430	18%
Sewer Impact Fees	$15,000	$0	$0	0%
Interest on Investments	$0	$2,469	$7,411	100%
Tap Fees	$51,000	$0	$42,906	84%
Planning Review Fees	$10,000	$0	$0	0%
Vendor Reimbursement	$0	$0	$0	0%
Grant Received-Sewer	$0	$0	$0	0%
Fund Balance Appropriated	$52,815	$0	$0	0%
Stormwater Fees	$371,723	$30,128	$86,096	23%
Interest on Investments - Stormwater	$3,000	$191	$624	21%
Planning/Zoning Fees	$35,000	$0	$0	0%
RE Appropriated - Stormwater	$900,000	$0	$0	0%
Other Financial Sources = Leases	$0	$0	$0	0%
Electricity Fees	$7,231,900	$579,783	$1,867,985	26%
Penalties - Electric	$112,400	$9,115	$27,509	24%
Reconnect Fees	$0	$0	-$360	100%
Meter Tampering Fees	$1,000	$0	$924	92%
Pole Attachments	$12,000	$0	$9,460	79%
Interest on Investments - Electric	$80,000	$5,501	$16,329	20%
Miscellaneous Income	$0	$0	$0	0%
Underground Service	$1,000	$0	$0	0%
Payment Return Fees	$3,000	$0	$0	0%
Grant Received-Electric	$0	$0	$0	0%
Debt Setoff	$3,000	$1,148	$1,940	65%
Sale of Surplus Assets - Electric	$0	$0	$0	0%
Vendor Reimbursement	$0	$10,588	$11,202	0%
Insurance Proceeds	$0	$0	$0	0%
RE Appropriated - Electric	-$142,240	$0	$0	0%
	$21,513,849	**$1,347,189**	**$5,700,750**	**26%**



Bank Balances		
Bank OZK - General Fund Checking	$1,000	0.01%
Payroll Account	$184,250	1.63%
NCCMT - General Fund	$8,621,342	76.15%
General Fund Sweep Account	$1,835,666	16.21%
Passive Park Fund Savings Account	$256,531	2.27%
Passive Park A/P Account	$1,000	0.01%
NCCMT - Powell Bill Restricted	$417,773	3.69%
Landis Police Foundation	$3,984	0.04%
TOTAL	11,321,546	*100%*

Operating Budget Expenditures	FY27 Budget	This Month	FY27 YTD	%
Board Of Aldermen	$67,500	$2,181	$8,643	13%
Administration	$1,686,702	$70,056	$478,031	28%
Police Department	$2,148,061	$124,356	$532,191	25%
Fire Department	$1,590,050	$88,656	$410,356	26%
Streets Department	$1,459,003	$416,772	$714,155	49%
Sanitation Department	$360,000	$26,759	$80,936	22%
Finance Department	$877,876	$60,640	$194,772	22%
Parks and Recreation	$875,411	$51,016	$252,654	29%
Public Works Department	$410,995	$21,305	$92,361	22%
Electric Department	$7,302,060	$478,213	$1,751,361	24%
Water Department	$1,448,577	$71,337	$381,634	26%
Sewer Department	$1,447,369	$118,123	$486,941	34%
Storm Water Department	$1,309,723	$25,203	$106,959	8%
Debt Service - Municipal Loan/Copiers	$224,522	$1,692	$129,663	58%
Debt Svc-USDA Bonds/Sewer Eq/Srf Loan	$306,000	$0	$0	0%
Total Expenditures	***$21,513,849***	***$1,554,127***	***$5,612,013***	**26%**

Landis Police Foundation — Balance $3,984

		Allocated	Received This Month	FY27 TOTAL
Revenues - Sponsorships & Interest		$0	$0	$0
Expenditures		Allocated	Expensed	Completed
		$0	$0	$0
	Totals	$0	$0	$0

Passive Park Fund — Balance $256,309

		Allocated	Received This Month	FY27 TOTAL
Revenues - Sponsorships & Interest		$113,193	$208	$2,597
Expenditures		Allocated	Expensed This Month	Completed
Plaque		$0	$26	$26
27-186 Fencing Project		$59,890	$0	$0
To move two small historic buildings		$0	$0	$37,850
	Totals	$59,890	$26	$37,876

Restitution Funds — Balance $40

		Allocated	Received This Month	FY27 TOTAL
Revenues		$0	$40	$40
Expenditures		Allocated	Expensed This Month	Completed
		$0	$0	$0
	Totals	$0	$0	$0

Powell Bill - 70 FUND — Total Budget $321,749

		Allocated	Received This Month	FY27 TOTAL
Revenues		$246,133	$73,536	$75,616
Expenditures		Allocated	Expensed This Month	Completed
2026 Landis Powell Bill Map		$0	$0	$3,500
25-26 Resurfacing		$0	$0	$13,955
Professional Services		$0	$0	$13,948
Traffic Control Maintenance		$4,126	$1,785	$3,285
	Totals	$4,126	$1,785	$34,688

S. Main Sewer Project - 71 FUND — Total Budget $480,894

		Allocated	Received This Month	FY27 TOTAL
Revenues		$480,894	$0	$0
Expenditures		Allocated	Expensed This Month	Completed
		$0	$0	$0
	Totals	$0	$0	$0

Elevated Water Tank Project - 72 FUND — Total Budget $512,596

		Allocated	Received This Month	FY27 TOTAL
Revenues		$373,586	$0	$139,010
Expenditures		Allocated	Expensed This Month	Completed
Contract for Engineering and Construction Observation		$54,364	$24,280	$0
Water Tank Construction - Pay App		$113,050	$0	$320,902
	Totals	$167,414	$24,280	$320,902

Mt Moriah/N Main/Ryder Waterline Project - 73 FUND — Total Budget $2,612,155

		Allocated	Received This Month	FY27 TOTAL
Revenues		$2,612,155	$0	$543,908
Expenditures		Allocated	Expensed This Month	Completed
Contract for Engineering and Construction Observation		$147,484	$0	$8,662
W Ryder Ave Waterline Replacement Contract		$1,549,575	$0	$906,434
	Totals	$1,697,059	$0	$915,096

Electric Substation Project - 74 FUND — Total Budget $3,179,005

		Allocated	Received This Month	FY26 TOTAL
Revenues		$3,179,005	$0	$0
Expenditures		Allocated	Expensed This Month	Completed
Contract for Engineering and Construction Observation		$124,159	$471,579	$26,245
Substation Construction - Pay App		$1,738,982	$870	$1,289,619
	Totals	$1,863,141	$472,449	$1,315,864

Flat Rock/Patterson Water- 75 FUND — Total Budget $3551813

		Allocated	Received This Month	FY27 TOTAL
Revenues		$3,378,550	$0	$173,263
Expenditures		Allocated	Expensed This Month	Completed
Contract for Engineering and Construction Observation		$395,095	$0	$0
Waterline Construction		$3,156,718	$0	$0
	Totals	$3,551,813	$0	$0

Town of Landis, NC
Budget Amendment #27 - 10
Monday, October 12, 2026

Account Number	Description	Current Amount	Increase	Decrease	Adjusted Budget
30-3000-4999	Fund Balance Appropriated	57,748	-	199,988	(142,240)
76-7600-4999	Fund Balance Appropriated	-	199,988		199,988
30-3000-5990	Capital Outlay	370,024		199,988	170,036
76-7600-5990	Capital Outlay	-	199,988		199,988
			399,976	399,976	427,772

To reallocate funding from the Electric Enterprise Fund to the Electric Linework Distribution Capital Project Fund (Project #27-175) to fund the construction of electric distribution lines and associated line work along Town Street and N. Main Street, including the Mount Moriah Apartments tie-in to the new substation located at the Public Works Maintenance Facility.

Was presented to the Board of Aldermen and approved on: Date: 11/5/2026

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

Town Manager Report
Month of September 2026

As we continue through Fiscal Year 2027, Town staff remain focused on advancing key capital improvement projects, maintaining essential services, and identifying opportunities to improve operational efficiency and service delivery throughout the community. Staff continue to make meaningful progress on several ongoing initiatives while proactively preparing for the needs of the Town in the months ahead.

Highlights of this month include:

1. **Annual Backflow Testing:** The Town has initiated its annual backflow prevention compliance program. Notification letters are being distributed to applicable residential and commercial customers. All required testing will be coordinated and tracked through the Town's BSI Services compliance system to ensure regulatory requirements are met.
2. **D.C. and Frances Linn Park – Fence and Building Projects:** The building relocations have been completed, and contractors have been working to finalize the foundations and related improvements. Installation of the new fencing was scheduled for October 2026. These improvements represent continued progress toward enhancing the park and providing a more welcoming recreational space for our residents.
3. **Electric Line Improvements:** River City has mobilized five crews to complete the Town's contracted electric line improvements. Work is concentrated along Town Street, North Main Street, and Mount Moriah Church Road. The contractor initially anticipated completing the work within approximately one month. River City and Town staff continue coordinating notifications to residents who may experience temporary service interruptions. These improvements are an important part of strengthening the Town's electric infrastructure and preparing for the commissioning of the additional substation.
4. **Street Sign Replacement Project:** The Town continues making steady progress on replacing street signs throughout the community. Staff remain focused on completing the project by the end of November 2026, ahead of the original year-end deadline. These improvements will enhance visibility, consistency, and overall appearance throughout Town.
5. **Stormwater Improvement Projects:** Town crews have completed the Airport Road Stormwater Project and are transitioning to additional projects identified on the Town's stormwater improvement list. Crews will continue working through these projects while balancing routine stormwater maintenance responsibilities. This ongoing effort reflects the Town's commitment to addressing drainage concerns and maintaining existing infrastructure.

6. **Winter Weather Preparations:** Although we are still enjoying the fall weather, our departments are already preparing for the winter months. The Electric Department has begun tree removal and vegetation management to reduce the potential for outages during winter weather events. Additionally, the Street Department is preparing salt supplies and roadway treatment materials to ensure crews are ready to respond when conditions require. I appreciate our employees taking a proactive approach to these preparations rather than waiting until the first winter weather event.

Overall, staff continue to demonstrate a strong commitment to maintaining Town services while making progress on infrastructure improvements. Our focus remains on completing projects efficiently, being responsible stewards of Town resources, and ensuring that Landis is well-positioned to meet both current and future needs.

Please contact me if you have any questions regarding these or any other Town initiatives.

Thank you,
Michael D. Ambrose

2026 NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	31
1	2	3	4	5 Board of Aldermen Regular Scheduled Meeting: 5:30 PM	6	7
8	9	10 DCFL Park Committee Meeting: 5:30 PM	11 Town Offices Closed in Observance of Veterans Day	12	13	14
15	16	17 Planning Board Meeting: 6:00 PM	18	19	20	21
22	23	24 Christmas Parade & Downtown Tree Lighting 4PM - 7PM Town Offices Closing 10AM	25	26 Town Offices Closed in Observance of Thanksgiving	27 Town Offices Closed in Observance of Thanksgiving	28
29	30	1	2	3	4	5

OCTOBER

DECEMBER

NOTE

Celebrating 125 YEARS

TOWN OF LANDIS

Be a Landis Original

March 28th:	Easter Egg-Stravaganza
August 29th:	125th Anniversary Celebration
September 25th:	National Night Out
September 25th:	Touch-A-Truck
October 24th:	Fall Fest/Trunk-or-Treat
November 24th:	Christmas Parade & Tree Lighting
December 12th:	Campfire Christmas Santa at the L

FOR MORE INFORMATION VISIT: TOWNOFLANDISNC.GOV

2026 DECEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8 DCFL Park Committee Meeting: 5:30 PM	9	10 Board of Aldermen Work Session Meeting: 5:30 PM	11	12 Campfire Christmas at the Lake 4 pm - 6 pm
13	14 Board of Aldermen Regular Scheduled Meeting: 6:00 PM	15 Planning Board Meeting: 6:00 PM	16	17	18	19
20	21	22	23	24 Town Offices Closed in Observance of Christmas	25 Town Offices Closed in Observance of Christmas	26
27	28	29	30	1	2	3

NOVEMBER

JANUARY

NOTE

Celebrating 125 YEARS TOWN OF LANDIS Be a Landis Original

March 28th:	Easter Egg-Stravaganza
August 29th:	125th Anniversary Celebration
September 25th:	National Night Out
September 25th:	Touch-A-Truck
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FOR MORE INFORMATION VISIT: TOWNOFLANDISNC.GOV