



BOARD OF ALDERMEN

Monday, December 08, 2025 at 6:00 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 Adoption of Agenda

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.

REQUESTED ACTION: Motion to Approve Consent Agenda as presented

- [2.1](#) Consider Approval of Work Session Meeting Minutes from November 6, 2025, and Regular Scheduled Meeting Minutes from November 10, 2025
- [2.2](#) Consider Approval of FY25 Financial Amendment to the Auditors Contract
- [2.3](#) Consider Approval of 125 Celebration Fee Schedule

3. PRESENTATIONS:

- 3.1 Swearing In Elected Officials - Alderman Tony Corriher and Alderman Darrell Overcash

4. RECESS/RECEPTION:

4.1 Consider Approval of a 15 Minute Recess

5. PUBLIC HEARINGS:

5.1 Consider Approval of Public Legislative Hearing for Zoning Map Amendment #ZMA-2025-12-08-1 - Parcel #106115 - 0 W. Hoke Street - SFR-3 to RMST

5.2 Consider Approval of Public Legislative Hearing for Zoning Map Amendment ZMA-2025-12-08-2 - Parcel #130B09601 - 1335 Mt. Moriah Church Road - SFR-2 to MU-1

5.3 Consider Approval of Public Legislative Hearing for Zoning Map Amendment #ZMA-2025-12-08-3 - Parcel #130331 - 0 W. Ryder Avenue - SFR-3 to MU-1

6. CITIZEN COMMENTS:

All citizen comments are limited to 3 minutes.

6.1 Citizens' Comments

7. OLD BUSINESS:

7.1 Consider Discussion of Setting a Date and Time for Elected Officials Ethics Training

7.2 Consider Approval of Tabled Traffic Impact Analysis Change in the Landis Development Ordinance

8. CONSIDERATIONS:

8.1 Consider Approval of the Rowan County Erosion Control Contract

8.2 Consider Approval of Funding Request for the EDC for Fiscal Year 2025-2026

8.3 Consider Discussion of Paving The Lake Warrior Dam Area and Repairs On The Dam

8.4 Consider Approval of Two New Stormwater Technician Positions Currently In Our New Modified Stormwater Budget

8.5 Consider Approval of Planning Board Resignation and Consider Approval of Posting for New Alternate Member

8.6 Consider Approval of 2026 Member and Alternate Appointments to the Centralina Regional Council Board of Delegates

8.7 Consider Approval of Authorizing a Parcel Survey for the DC & Frances Linn Park to Consolidate All Individual Town Owned Parcels into a Single Recorded Plat

[8.8](#) Consider Approval to Transition to Members Only Operations for the Landis Pool for the 2026 Season and Approval of Potential Bonus for Lifeguards

[8.9](#) Consider Discussion of 125th Anniversary Celebration

9. REPORTS:

[9.1](#) Departmental Reports (Included in the Board packet)

[9.2](#) Financial Report (Included in the Board packet)

[9.3](#) Town Manager Report (Included in the Board packet)

10. UPCOMING EVENTS:

[10.1](#) Upcoming Events (Included in the Board packet)

11. CLOSING:

11.1 Board Comments

11.2 Motion to Adjourn



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 8, 2025

SUBMITTED BY: Madison Stegall, HR Director/Town Clerk

ITEM TYPE: Minutes

AGENDA SECTION: Consent Agenda

SUBJECT: **Consider Approval of Work Session Meeting Minutes from November 6, 2025, and Regular Scheduled Meeting Minutes from November 10, 2025**

DETAILS:



WORK SESSION

Thursday, November 06, 2025 at 5:30 PM
Landis Board Room

MINUTES

PLEASE SILENCE ALL CELL PHONES

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

Absent: Mayor Meredith B. Smith

Staff Present: Town Manager Michael Ambrose, HR Director/Town Clerk Madison Stegall, Attorney Rick Locklear, Planning Director Phil Collins, Fire Chief Jason Smith, Police Chief Matthew Geelen, Parks & Recreation Director Jessica St. Martin

1. INTRODUCTION:

1.1 Call Meeting to Order

Mayor Pro-Tem Ashley Stewart called the meeting to order at 5:30 PM.

1.2 Welcome

Mayor Pro-Tem Stewart welcomed those in attendance.

1.3 Adoption of Agenda

ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED.

Moved By: Ryan Nelms, seconded by Darrell Overcash

Motion Passed: (4-0)

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

2. CONSIDERATIONS:

2.1 Consider Discussion of 2026 Board Meeting Calendar

Town Manager Michael Ambrose opened the discussion on the 2026 Board Meeting Calendar. The board reviewed the proposed meeting dates for 2026, focusing on any potential conflicts with holidays or other events.

A concern was raised about the March meeting date conflicting with Rowan County Schools spring break (March 9-13, 2026). It was suggested that the meeting be moved from March 9 to March 16, while keeping the work session on March 5. The board also discussed potential conflicts with the

August meeting and school events, including open houses and National Night Out, which typically occurs on the first Tuesday in August. The first day of school was noted to be August 12, 2026.

Alderman Nelms commented that it's difficult to determine the August schedule so far in advance, but the consensus was to leave the proposed date for now with the understanding it could be amended later. Manager Ambrose explained they were trying to establish the meeting calendar at least through June to input the dates into Civic Plus.

ACTION: A MOTION WAS MADE TO ADOPT THE 2026 BOARD MEETING CALENDAR WITH THE CHANGE OF MOVING THE MARCH 9TH MEETING TO MARCH 16TH.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

2.2 Consider Discussion of Budget Retreat Information Format for Fiscal Year 2027 Budget Season

Manager Ambrose proposed a modified approach for the budget preparation process. Rather than having multiple separate meetings, the suggestion was to incorporate budget discussions into the beginning of regular work sessions in January, February, March, and April. This would allow for better strategic planning and provide more time to craft a balanced budget by May.

Manager Ambrose explained that traditionally, budget planning occurred in March, giving staff only a few weeks to finalize the budget. Starting earlier would provide four months to incorporate feedback into a balanced budget. Two additional budget sessions in March and April would be held if needed, but they would be shorter morning sessions of approximately two hours rather than taking a full morning.

The board agreed to this approach and tentatively scheduled two morning budget sessions on February 18 and March 18, 2026, from 9:00 AM to 11:00 AM.

ACTION: A MOTION WAS MADE TO APPROVE UTILIZING REGULAR WORK SESSIONS IN JANUARY, FEBRUARY, MARCH, AND APRIL TO INCORPORATE BUDGET DISCUSSIONS ALONG WITH ADDING TENTATIVE BUDGET DISCUSSION SESSIONS ON FEBRUARY 18 AND MARCH 18 FROM 9:00 – 11:00 AM.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

2.3 Consider Discussion of Priority Projects for Parks and Recreation, Including Landis Pool Area and S. Beaver Street Park

Town Manager Ambrose and Parks and Recreation Director Jessica St. Martin presented plans for improvements to two park areas: the South Beaver Street Park and the Landis Pool area.

For South Beaver Street Park, the proposal included:

- Moving the playground to a different location within the park
- Replacing the tennis court surface and creating a multi-sport area including pickleball
- Renovating the shelter and potentially adding a restroom facility
- Potentially enclosing and climate-controlling the shelter area to allow for year-round use and revenue generation

Manager Ambrose noted that South Beaver Street Park would need to be prioritized because it is part of a Part F grant, and the town cannot pursue other Part F projects until this park is brought up to acceptable standards.

Director St. Martin mentioned that the tennis court area is currently being used informally as a dog park. Board members suggested incorporating an official dog park into the plans, noting that it would be less expensive than resurfacing tennis courts and would address a frequent community request.

For the Landis Pool area, plans included potentially eliminating the ball field, though Manager Ambrose stated he needed to research whether the field was part of another Part F grant. Alderman Nelms expressed concern about removing the ball field before addressing the Lynn Field ball field area, as ball fields generate revenue through rentals.

Director St. Martin explained that the pool area is currently being resurfaced, and they are obtaining quotes for a pool cover to protect the new surface during the off-season.

ACTION: A MOTION WAS MADE TO MOVE FORWARD WITH THE PLANS AS PRESENTED.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

2.4 Consider Discussion of Design Options for the 2025 Board Christmas Card

The board was presented with three design options for the 2025 Board Christmas Card. After brief discussion, the board unanimously agreed on the first option.

ACTION: A MOTION WAS MADE TO APPROVE THE PRESENTED DESIGN #1 FOR THE 2025 BOARD CHRISTMAS CARD.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

2.5 Consider Discussion of the Agenda Packet for the November 10, 2025, Regular Scheduled Meeting in Order to Provide Opportunities for Board Members to Study Issues, Gather and Analyze Information, and Clarify Direction for Staff

Town Manager Ambrose reviewed several items for the upcoming November 10 meeting:

- Item 2.2 - The DCFL Foundation 501(c)(3) Foundation Board has requested to purchase all old street name signs in town for \$1 to use for fundraising. This would be formalized through Resolution 2025-11-10-1.
- Item 2.3 - The 2025 longevity pay for full-time employees is included in the budget and would be on the consent agenda.
- Item 3.1 -A date and time for elected officials' ethics training would need to be set.
- Item 6.2 – The 2026 meeting calendar would be removed from the agenda since it was already addressed during the Work Session.
- Item 6.3 - Concerns approval to install an automatic gate at Lake Courier Park office. This would allow people inside the park after closing hours to exit without assistance and staff to enter using badges.
- Item 6.4 - Addresses establishing a partial boundary at Lake Courier Park to determine the town's boundary after clearing had occurred.

- Item 6.6 - Relates to restroom type recommendations for the DCFL park. Director St. Martin explained the committee's recommendation to make individual restrooms unisex rather than gender-specific, especially for events.
- Item 6.7 - Proposes approval of a brick in recognition of Mr. Thomas, the DCFL groundbreaking photographer, who provided photographs at no cost.
- Item 6.8 - Concerns approval to award the electric substation civil site and below grade construction to Draw Enterprises of Charlotte for \$713,465.00 (Project 25-68).
- Item 6.9 - Proposes approval to award the new town hall roof (flat portion) bid to Carolina Construction Entities for \$29,913.00 (Project 26-142). Town Manager Ambrose explained the roof has been leaking for two years, affecting employees' workspaces. After discussion about the urgency of the roof repair, the board decided to approve this item during the work session rather than waiting until the regular meeting.

ACTION: A MOTION WAS MADE TO AWARD THE NEW TOWN HALL ROOF FLAT PORTION BID (PROJECT 26-142) TO CAROLINA CONSTRUCTION ENTITIES FOR \$29,913.00.

Moved By: Ashley Stewart, seconded by Darrell Overcash
 Motion Passed: (4-0)
 Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

- Item 6.10 - Proposes approval of Budget Amendment #11 to allocate funds for the new town hall roof project (Project 26-142).

ACTION: A MOTION WAS MADE TO APPROVE BUDGET AMENDMENT #11 TO ALLOCATE FUNDS FOR THE NEW TOWN HALL ROOF PROJECT (PROJECT 26-142).

Moved By: Ashley Stewart, seconded by Tony Corriher
 Motion Passed: (4-0)
 Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

- Item 6.11-6.13 – Concerned setting public hearings for zoning map amendments on 0 West Hoke Street, 1335 Mount Moriah Church Road, and 0 West Ryder Ave.
- Item 6.14 – Concerned setting a public hearing for an LDO change regarding traffic impact analysis requirement for developments with 30 or more front doors. Staff were still in talks with the NCDOT regarding specific requirements.

Town Manager Ambrose noted that the financial report format has been updated to include all projects on the right-hand side, allowing better tracking of expenditures and revenues for specific projects, especially grant projects.

3. CLOSING:

3.1 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN AT 6:13 PM.

Moved By: Ashley Stewart, seconded by Tony Corriher
 Motion Passed: (4-0)
 Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

Respectfully Submitted,

Madison T. Stegall, Town Clerk



BOARD OF ALDERMAN

Monday, November 10, 2025 at 6:00 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

Staff Present: Town Manager Michael Ambrose, HR Director/Town Clerk Madison Stegall, Utility Billing Specialist Ashley Burn, Town Attorney Rick Locklear, Police Chief Matthew Geelen, Parks & Rec Director Jessica St. Martin, Planning Director Phil Collins

1. INTRODUCTION:

1.1 Call Meeting to Order

Mayor Meredith 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 led those in attendance in a moment of silence and the Pledge of Allegiance.

1.4 2025 Veterans Day Proclamation

Mayor Smith read the Veterans Day Proclamation for the Town of Landis. The proclamation honored those who sacrificed for the security and freedom of the community and recognized November 11th as Veterans Day in the Town of Landis. Mayor Smith called upon citizens to join in recognizing and honoring veterans through appropriate ceremonies, activities, and expressions of appreciation.

1.5 Adoption of Agenda

ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA WITH THE ADDITION OF ITEM 6.12 TOWN HALL FLAT ROOF REPAIR AND CONSTRUCTION.

Moved By: Ashley Stewart, seconded by Ryan Nelms

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, 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.

2.1 Consider Approval of Work Session Meeting Minutes from October 9, 2025, and Regular Scheduled Meeting Minutes from October 20, 2025

2.2 Consider Approval of Allowing the DCFL Foundation 501(c)(3) to Purchase All Old Street Name Signs, in Town, in the Amount of \$1.00 and Corresponding Resolution #2025-11-10-1

2.3 Consider Approval of 2025 Longevity Pay for Full-Time Employees

ACTION: A MOTION WAS MADE TO RECUSE ALDERMAN NELMS FROM THE CONSENT AGENDA.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (3-0)

Voting For: Ashley Stewart, Darrell Overcash, Tony Corriher

ACTION: A MOTION WAS MADE TO APPROVE THE CONSENT AGENDA AS PRESENTED.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (3-0)

Voting For: Ashley Stewart, Darrell Overcash, Tony Corriher

ACTION: A MOTION WAS MADE TO ALLOW ALDERMAN NELMS TO RETURN TO SESSION.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (3-0)

Voting For: Ashley Stewart, Darrell Overcash, Tony Corriher

3. OLD BUSINESS:

3.1 Consider Discussion of Setting a Date and Time for Elected Officials Ethics Training

The board discussed potential dates for ethics training. It was noted that the training would be two hours in length and could be done online individually, though the board preferred to do it as a group. January 8th had been proposed for a workshop, and the board discussed whether to schedule the ethics training that day.

After further discussion, it was decided to table the item to December to come up with a date in February when they could all do the training together.

ACTION: A MOTION WAS MADE TO TABLE ITEM 3.1 TO THE DECEMBER MEETING.

Moved By: Ryan Nelms, seconded by Ashley Stewart

Motion Passed: (4-0)

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

4. PUBLIC HEARINGS:

4.1 Consider Public Legislative Hearing for Stormwater ERU Study and Corresponding Stormwater Fees

Town Manager Ambrose presented four options for stormwater fees:

- Option 1: Keep fees the same as today but divide them by parcels for residential and ERU for commercial rather than utility accounts. This would yield \$595,883 annually.
- Option 2: Raise residential fees to \$6.19 and commercial to \$14.57 per ERU, yielding \$835,886 annually.
- Option 3: Raise fees to \$7 residential and \$15 commercial per ERU, yielding \$879,069 annually.
- Option 4: Keep fees that same as today \$5 residential and \$10 commercial with no other changes. This would yield \$122,000 annually.

Town Manager Ambrose recommended Option 2 to address deferred maintenance of stormwater infrastructure, including sinkholes near residences. He explained that the current funding only covers a third of an employee and roughly \$25,000 in project funds, which is insufficient for needed repairs. He noted that one sinkhole alone would cost over \$120,000 to fix.

Mayor Pro-Tem Stewart asked if the funds would go toward remedying sinkholes and damage from past years, which Town Manager Ambrose confirmed. Mayor Pro-Tem Stewart also inquired about implementing a graduating scale year over year, which Manager Ambrose said was possible.

Manager Ambrose explained that apartment complexes, schools, and churches would pay per ERU based on impervious surface area, with one ERU being approximately 2,100 square feet of impervious surface.

Mayor Smith asked about the current funding needs, and Manager Ambrose stated there were about \$1.7 million in projects that needed funding based on contractor pricing, though staff with experience might be able to reduce costs.

HR Director/Town Clerk Madison Stegall confirmed the public hearing notice was posted on the town website, in the Salisbury Post, and on the notice board ten days prior to the meeting.

ACTION: A MOTION WAS MADE TO OPEN THE PUBLIC LEGISLATIVE HEARING FOR THE STORMWATER ERU STUDY AND CORRESPONDING STORMWATER FEES.

Moved By: Ashley Stewart, seconded by Ryan Nelms

Motion Passed: (4-0)

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

No Comments Made.

ACTION: A MOTION WAS MADE TO CLOSE THE PUBLIC LEGISLATIVE HEARING FOR THE STORMWATER ERU STUDY AND CORRESPONDING STORMWATER FEES.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

After discussion, the board decided to adopt Option 1, with the possibility of moving to Option 2 next year. Mayor Pro-Tem Stewart noted that while Option 2 would provide more funding in year one, he preferred a graduated approach.

ACTION: A MOTION WAS MADE TO APPROVE OPTION #1 TO KEEP THE FEES THE SAME AT \$5 RESIDENTIAL AND \$10 COMMERCIAL BUT WOULD BILL BY PARCELS FOR RESIDENTIAL AND ERU BASED ON IMPERVIOUS SURFACE AREA FOR COMMERCIAL RATHER THAN BY A SINGLE UTILITY ACCOUNT.

Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

ACTION: A MOTION WAS MADE TO APPROVE CORRESPONDING BUDGET AMENDMENT #12 TO ALLOCATE NEW FUNDS TO STORMWATER BUDGET.

Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

5. CITIZEN COMMENTS:
All citizen comments are limited to 3 minutes.

5.1 Citizens' Comments

No Comments Made.

6. CONSIDERATIONS:

6.1 Consider Motion to Enter Closed Session Pursuant to N.C.G.S.143-318.11(a)(3)(6) to Consult with Town Attorney and to Discuss Personnel Matters

ACTION: A MOTION WAS MADE TO ENTER CLOSED SESSION PURSUANT TO N.C.G.S.143-318.11(A)(3)(6) TO CONSULT WITH TOWN ATTORNEY AND TO DISCUSS PERSONNEL MATTERS AT 6:23 PM.

Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

ACTION: A MOTION WAS MADE TO EXIT CLOSED SESSION AT 7:14 PM.

Moved By: Darrell Overcash, seconded by Ashley Stewart
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

ACTION: A MOTION WAS MADE TO EXIT CLOSED SESSION AT 7:14 PM.

Moved By: Darrell Overcash, seconded by Ashley Stewart
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

ACTION: A MOTION WAS MADE TO APPROVE THE MAPS GROUP TO CONDUCT AN HR POLICY REWRITE IN THE AMOUNT OF \$5,000 PLUS EXPENSES WITH THE NUMBER OF HOURS OF WORK TO NOT EXCEED 45 HOURS.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

ACTION: A MOTION WAS MADE TO APPROVE PERFORMANCE POTENTIAL UNCORKED, LLC TO CONDUCT A TOWN MANAGER 360 REVIEW IN THE AMOUNT OF \$500 NOT TO EXCEED 5 HOURS OF WORK AND TO BE SENT TO ALL FULL-TIME EMPLOYEES FOR COMPLETION.

Moved By: Ashley Stewart, seconded by Ryan Nelms

Motion Passed: (4-0)

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

ACTION: A MOTION WAS MADE TO APPROVE BUDGET AMENDMENT #13 IN THE AMOUNT OF \$12,750 PURSUANT TO ARBITRATORS' RULING FOR DISPUTED CLAIM BY NFOCUS CASE #25-CVD-1019.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

6.2 Consider Approval to Install an Automatic Entrance Gate with a Coded Keypad at the Lake Corriher Park Office and One Ornamental Decorative Gate at the Bridge Entrance of the Kimball Road Parking Lot

Parks and Recreation Director Jessica St. Martin presented the proposal for an automatic fence gate with a swiping mechanism for staff badges at the park office entrance. The gate would allow staff to enter and would automatically let out vehicles that get locked inside after hours. The ornamental gate at the bridge entrance would be a decorative black gate that could be padlocked, making it more difficult for people to enter after hours.

Three quotes were obtained: Allison Fencing (\$19,935), 3M Gates and Access Control (\$15,068.94), and B&H Fencing (\$10,597). Director St. Martin recommended 3M Gates and Access Control based on cost efficiency and availability, noting that the B&H quote did not include automatic sensors and openers.

ACTION: A MOTION WAS MADE TO APPROVE THE INSTALLATION OF AN AUTOMATIC ENTRANCE GATE WITH A CODED KEYPAD AT THE LAKE CORRIHER WILDERNESS PARK OFFICE AND ONE ORNAMENTAL DECORATIVE GATE AT THE BRIDGE ENTRANCE OF KIMBALL ROAD PARKING LOT BY 3M GATES & ACCESS CONTROL IN THE AMOUNT OF \$15, 068.94 BASED ON COST EFFICIENCY AND THEIR AVAILABILITY.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

6.3 Consider Reallocation of ARPA Funds to the Parks & Recreation Department to Perform a Partial Boundary Survey (Project #26-129)

Parks and Recreation Director St. Martin explained that due to logging by Mount Moriah Church, several areas of the park were left in disarray, and some hiking trails that shared property with the church were lost. A boundary survey was needed to determine property lines before rerouting trails to prevent future compromises. The estimated cost was around \$5,000, and the town wanted to hire an impartial company from outside the county to perform the survey.

Board members discussed the complex and winding property lines and the need to potentially clean them up with straight lines in the future. There was agreement that a proper survey was needed to determine the current boundaries before making any decisions about gates or trail re-routing.

ACTION: A MOTION WAS MADE TO APPROVE \$5,000 OF ARPA FUNDS TO BE REALLOCATED TO THE PARKS & RECREATION DEPARTMENT TO PERFORM A PARTIAL BOUNDARY SURVEY AT LAKE CORRIHER PARK (PROJECT #26-129).

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

6.4 Consider Approval of Budget Amendment #9 to Reallocate ARPA Funds to the Parks & Recreation Department to Perform a Partial Boundary Survey (Project #26-129)

ACTION: A MOTION WAS MADE TO APPROVE BUDGET AMENDMENT #9 TO REALLOCATE \$5,000 IN ARPA FUNDS TO THE PARKS & RECREATION DEPARTMENT TO PERFORM A PARTIAL BOUNDARY SURVEY AT LAKE CORRIHER WILDERNESS PARK (PROJECT #26-129).

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

6.5 Consider Approval of Restroom Types for the Facility in the DCFL Park as Recommended by the DCFL Committee

Director St. Martin presented plans for restrooms at the DCFL Park, explaining that the DCFL committee recommended making all single units unisex restrooms rather than designating them as male or female, while keeping the family and ADA restrooms as designated. During regular business hours, two restrooms would be unlocked, with them all open during events.

Mayor Smith expressed concern about the design, suggesting a more traditional layout with separate men's and women's multi-stall restrooms would be easier to clean and monitor for safety. She suggested putting a family restroom by the children's playground area.

After discussion, the board decided to send the plan back to the committee for additional workshop and alternative designs.

ACTION: A MOTION WAS MADE TO SEND THE DCFL PARK RESTROOM TYPES BACK TO THE DCFL COMMITTEE FOR FURTHER DISCUSSION ON ALTERNATIVES.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

6.6 Consider Approval of a Brick in Recognition of the DCFL Groundbreaking Photographer as Recommended by the DCFL Committee

Director St. Martin explained that the DCFL committee recommended recognizing photographer Ken Thomas, who contributed his services to the groundbreaking event, with an engraved brick to be placed in the park at a cost of one dollar.

Mayor Smith expressed concern that a brick was insufficient recognition and suggested a plaque with a collage of pictures from the event would be more appropriate. Despite her reservations, the board voted to approve the brick.

ACTION: A MOTION WAS MADE TO APPROVE THE PURCHASE OF A BRICK IN RECOGNITION OF THE DCFL GROUNDBREAKING PHOTOGRAPHER, KEN THOMAS, AS RECOMMENDED BY THE DCFL COMMITTEE IN THE AMOUNT OF \$1.00.

Moved By: Tony Corriher, seconded by Ashley Stewart

Motion Passed: (4-0)

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

6.7 Consider Approval to Award the Electric Substation Civil Site and Below Grade Construction to Draw Enterprises of Charlotte, NC in the Amount of \$713,465 (Project #25-68)

Town Manager Ambrose explained that the project had been bid out and based on the engineer's recommendation, Draw Enterprises was selected based on their experience and price.

ACTION: A MOTION WAS MADE TO AWARD THE ELECTRIC SUBSTATION CIVIL SITE AND BELOW GRADE CONSTRUCTION BID TO DRAW ENTERPRISES OF CHARLOTTE, NC IN THE AMOUNT OF \$713,465 (PROJECT #25-68).

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

6.8 Consider Approval of Setting a Public Hearing for December 8, 2025, for Zoning Map Amendment #ZMA-2025-12-08-1 - Parcel #106115 - 0 W. Hoke Street - SFR-3 to RMST

Planning Director Phil Collins gave a brief overview of zoning map amendment #ZMA-2025-12-08-1.

ACTION: A MOTION WAS MADE TO SET A PUBLIC HEARING FOR THE DECEMBER 8, 2025, BOARD OF ALDERMAN MEETING FOR A ZONING MAP AMENDMENT #ZMA-2025-12-08-1 FOR PARCEL #106 115 - 0 W. HOKE STREET - SFR-3 TO RMST.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

6.9 Consider Approval of Setting a Public Hearing for December 8, 2025, for Zoning Map Amendment ZMA-2025-12-08-2 - Parcel #130B09601 - 1335 Mt. Moriah Church Road - SFR-2 to MU-1

Planning Director Phil Collins gave a brief overview of zoning map amendment #ZMA-2025-12-08-2.

ACTION: A MOTION WAS MADE TO SET A PUBLIC HEARING FOR THE DECEMBER 8, 2025, BOARD OF ALDERMAN MEETING FOR A ZONING MAP AMENDMENT #ZMA-2025-12-08-2 FOR PARCEL #130B09601 - 1335 Mt. Moriah Church Road - SFR-2 to MU-1.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

6.10 Consider Approval of Setting a Public Hearing for December 8, 2025, for Zoning Map Amendment #ZMA-2025-12-08-3 - Parcel #130331 - 0 W. Ryder Avenue - SFR-3 to MU-1

Planning Director Phil Collins gave a brief overview of zoning map amendment #ZMA-2025-12-08-3.

ACTION: A MOTION WAS MADE TO SET A PUBLIC HEARING FOR THE DECEMBER 8, 2025, BOARD OF ALDERMAN MEETING FOR A ZONING MAP AMENDMENT #ZMA-2025-12-08-3 FOR PARCEL #130331 – 0 W. Ryder Avenue - SFR-3 to MU-1.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

6.11 Consider Approval of Setting a Public Hearing for December 8, 2025, for Amending the Town of Landis LDO to Include a Traffic Impact Analysis for Any Development that has 30 or More Front Doors as Recommended by the Planning Board

Town Manager Ambrose requested that this item be tabled to get more clarification on the number of trips that would need to be included in the ordinance change to comply with state law regulations.

ACTION: A MOTION WAS MADE TO TABLE SETTING A PUBLIC HEARING FOR AMENDING THE TOWN OF LANDIS LDO TO INCLUDE A TRAFFIC IMPACT ANALYSIS TO THE DECEMBER MEETING.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

6.12 ADDED: Consider Discussion of Town Hall Flat Roof Repair and Construction

Town Manager Ambrose explained that staff had abundantly contacted the restoration company that had worked on the roof in 2023 under a 10-year warranty but had been unsuccessful in reaching them for over a year. He noted that he had finally spoken with them that day, and they claimed to have been at the town hall 4-5 months ago, though Manager Ambrose stated this was not accurate.

Manager Ambrose recommended proceeding with the previously approved roof repair despite the warranty situation. He explained that the approved solution would provide a clean slate for the entire flat roof, preventing future leaks. The board discussed the history of repairs and warranties, with some members expressing frustration at the difficulty in contacting the warranty provider.

The board agreed to proceed with the new roof as previously approved, recognizing that flat roofs are prone to leaking and a comprehensive solution was needed.

7. REPORTS:

7.1 Departmental Reports (Included in the Board packet)

7.2 Financial Report (Included in the Board packet)

7.3 Town Manager Report (Included in the Board packet)

8. UPCOMING EVENTS:

8.1 Upcoming Events (Included in the Board Packet)

Mayor Smith announced the following upcoming events:

- Town offices will be closed the following day (November 11th)
- Planning Board meeting on November 18th
- DCFL Park Committee meeting on November 24th
- Town parade and tree lighting on November 25th
- Town offices closed November 27th-28th
- Senior luncheon on December 3rd
- Board of Alderman work session on December 4th
- Regular scheduled Board of Alderman meeting on December 8th
- Campfire Christmas with Santa at the Lake on December 13th
- Planning Board meeting on December 16th
- The December 22nd meeting had been canceled
- Town offices will be closed December 24th-26th

9. CLOSING:

9.1 Board Comments

No Comments Made.

9.2 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN THE MEETING AT 8:05 PM.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

Respectfully Submitted,

Madison T. Stegall, Town Clerk



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 8, 2025

SUBMITTED BY: Michael D. Ambrose, Town Manager

ITEM TYPE: Consideration

AGENDA SECTION: Consent Agenda

SUBJECT: **Consider Approval of FY25 Financial Amendment to the Auditors Contract**

DETAILS:

Martin Starnes originally did not have a single audit on the contract for Fiscal Year 25 Audit. Since the Town spent more than \$750,000 Grant Dollars within a single fiscal year this triggers a single audit. This is a separate audit that is conducted at the same time as our normal audit, and should be completed by February 2026.

The recent federal government shut down has caused the single audit requirements to be delayed in being received by our auditors, so they can complete the audit. Martin Starnes, and the Local Government Commission has stated these requirements will be out in December, and audits should be completed by March 1, 2026. This amendment allows the auditor to complete our audit after the original contracted deadline of December 31, 2025. If approved, this amendment will go to the LGC for the official approval. I make the recommendation to award the amendment to Martin Starnes for the date extension, and additional fees for the single audit.

Whereas	Primary Government Unit Town of Landis, NC
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A
and	Auditor Martin Starnes & Associates, CPAs, P.A.

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending <div style="border: 1px solid black; padding: 2px; text-align: center;">06/30/25</div>	and originally to be submitted to the LGC on	Date <div style="border: 1px solid black; padding: 2px; text-align: center;">12/31/25</div>
-----	--	--	--

hereby agree that it is now necessary that the contract be modified as follows.

<input checked="" type="checkbox"/> Modification to date submitted to LGC <input checked="" type="checkbox"/> Modification to fee	Original date <div style="text-align: center;">12/31/25</div>	Modified date <div style="text-align: center;">02/12/26</div>
	Original fee <div style="text-align: center;">\$ 58,570</div>	Modified fee <small>\$58,570 plus single audit fees of \$4,250 for up to 2 major programs and \$4,250 per major program over 2 (not to exceed \$67,070 with up to 3 major programs)</small>

Primary **Other**
(choose 1)(choose 0-2)

Reason(s) for Contract Amendment

- Change in scope
- Issue with unit staff/turnover/workload
- Issue with auditor staff/turnover/workload
- Third-party financial statements not prepared by agreed-upon date
- Unit did not have bank reconciliations complete for the audit period
- Unit did not have reconciliations between subsidiary ledgers and general ledger complete
- Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger
- Unit did not have information required for audit complete by the agreed-upon time
- Delay in component unit reports
- Software - implementation issue
- Software - system failure
- Software - ransomware/cyberattack
- Natural or other disaster
- Other (please explain)

Plan to Prevent Future Late Submissions

If the amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due six months after fiscal year end (ten months after fiscal year end for housing authorities). Indicate NA if this is an amendment due to a change in cost only.

N/A - this contract amendment is due to the late release of the 2025 compliance supplement and to add single audit fees not included in the original contract

Additional Information

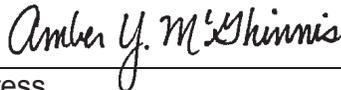
Please provide any additional explanation or details regarding the contract modification.

This contract amendment is due to the late release of the 2025 compliance supplement. There was also a change in audit scope from yellow book to single audit (added single audit fees).

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Martin Starnes & Associates, CPAs, P.A.	
Authorized Firm Representative* (typed or printed) Amber Y. McGhinnis	Signature* 
Date* 11/25/25	Email Address amcghinnis@msa.cpa

GOVERNMENTAL UNIT

Governmental Unit* Town of Landis, NC	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed) Meredith Smith, Mayor	Signature*
Date	Email Address msmith@townoflandisnc.gov

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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

Primary Governmental Unit Finance Officer* Michael Ambrose, Town Manager/Interim Finance Director	Signature*
Date of Pre-Audit Certificate*	Email Address* mambrose@townoflandisnc.gov

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU N/A	
Date DPCU Governing Board Approved Amended Audit Contract <small>(If required by governing board policy)</small>	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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

DPCU Finance Officer (typed or printed) N/A	Signature
Date of Pre-Audit Certificate	Email Address



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 8, 2025

SUBMITTED BY: Michael D. Ambrose, Town Manager

ITEM TYPE: Consideration

AGENDA SECTION: Consent Agenda

SUBJECT: **Consider Approval of 125 Celebration Fee Schedule**

DETAILS:

Staff have begun selling the 125 Anniversary Merchandise which has been successful thus far. Staff are now requesting the approval of the other Anniversary Merchandise, so the remaining merchandise can be purchased by citizens, and visitors. All 125 Anniversary Merchandise has been included in the packet with the purchase price, and the recommended fee to charge for the items. All items have arrived now, and will be sold at Town Hall, and the Lake Corriher Park Office. The revenue from the sale of these items have been previously approved by the board to go directly into the DC and Frances Linn Fund within the Town.

I make the recommendation to move forward with the recommended prices that are attached.

Celebrating
125
YEARS

TOWN OF
LANDIS
Be a Landis Original

Town of Landis 125th Anniversary Items for Sale and Proposed Item Fee:



Christmas Ornament
Proposed Fee - \$ 15.00
Purchase Price - \$5.03



Tumbler (20oz)
Proposed Fee - \$ 25.00
Purchase Price - \$6.59



Mug
Proposed Fee - \$ 12.00
Purchase Price - \$6.02



Hat
Proposed Fee - \$ 25.00
Purchase Price - \$16.00



T-Shirt
Proposed Fee - \$ 25.00
Purchase Price - \$12.00



Umbrella
Proposed Fee - \$ 35.00
Purchase Price - \$17.66

FRONT
39mm diameter
Town of Landis
125th Anniversary
NORTH CAROLINA

BACK
3D
125th Anniversary
NORTH CAROLINA

LEGEND
One tin ounce 92.5 silver
.999 Proof like silver
24k gold plated

Project Details
Date: August 21, 2025
Client: Ashley Bunn
Job #: RE11986 Landis NC 125th coin
Art Version #: 1
Size: 39mm diameter x 2.5mm thick
Material: One tin ounce .999 silver (1.12 grams)
Finish: Two tone proof like silver and gold plated
Brand: Maple Mineral
POC: Mary Caswell

Project Approval
Carefully check all proofing and graphics for accuracy. Color fill on photographs will be black according to the latest Pantone Formula Guide color standard. Dies will be cut based on final approved artwork as shown. Any changes requested after die or mold is cut will result in additional costs.
Signature for approval: _____ Date: _____

Other specifications:
39mm diameter
Blue leatherette box with satin lining and blue velvet insert for coin (with or without the capsule)
Add three spacer to prevent movement of the coin in the box
Parchment paper to be placed underneath all similar commemorative coins and the foam spacer
Gold custom reprint on inner packaging
One tin capsule for 39mm coin

TOWN OF LANDIS NORTH CAROLINA
1901 • • • 2026

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A SERVICE DISABLED VETERAN OWNED SMALL BUSINESS

Challenge Coin
Proposed Fee - \$ 125.00
Purchase Price - \$80.00



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 8, 2025

SUBMITTED BY: Phil Collins, Planning, Zoning & Subdivision Administrator

ITEM TYPE: Public Hearing

AGENDA SECTION: Public Hearings

SUBJECT: **Consider Approval of Public Legislative Hearing for Zoning Map Amendment #ZMA-2025-12-08-1 - Parcel #106 115 - 0 W. Hoke Street - SFR-3 to RMST**

DETAILS:

Legislative Hearing - Consider ZMA-2025-12-08-1 - Parcel 160 115 - 0 W. Hoke Street from SFR-3 to RMST

- 1. Overview from Staff
- 2. Open Public Hearing
- 3. Comments by Public
- 4. Close Public Hearing
- 5. Consider Ordinance #ZMA-2025-12-08-1

Attachment "A"

Location Map from Rowan County GIS Showing Parcel 106 115

Tax Map: 106 Parcel : 115

BEING designated as Lot 1, on a Plat as recorded in the Rowan County Register of Deeds Office in Book 9995 Page 10971. The same consisting of .49 acres and being 21,549 square feet, according to a survey prepared by Control Point, Inc.





Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 8, 2025

SUBMITTED BY: Phil Collins, Planning, Zoning & Subdivision Administrator

ITEM TYPE: Public Hearing

AGENDA SECTION: Public Hearings

SUBJECT: **Consider Approval of Public Legislative Hearing for Zoning Map Amendment ZMA-2025-12-08-2 - Parcel #130B09601 - 1335 Mt. Moriah Church Road - SFR-2 to MU-1**

DETAILS:

Legislative Hearing - Consider #ZMA-2025-12-08-2 - Parcel 130B09601- 1335 Mt. Moriah Church Road from SFR-2 to MU-1

- 1. Overview from Staff
- 2. Open Public Hearing
- 3. Comments by Public
- 4. Close Public Hearing
- 5. Consider Ordinance #ZMA-2025-12-08-2



AN ORDINANCE AMENDING THE LANDIS DEVELOPMENT ORDINANCE OF THE TOWN OF LANDIS, NORTH CAROLINA

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 Dynamic Developers of the Carolinas LLC, being the owner(s) of the certain land areas hereinafter described as Rowan County Tax Parcel ID 130B09601 and further described in Attachment “A” attached hereto, establishing a zoning designation in accordance with G.S. 160D-604(b) of “Mixed Use-1” (MU-1) is not 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 designated as “Neighborhood”. However, the proposed zoning designation would allow development of the subject property in a manner consistent with the existing development pattern of properties to the east, south and west.

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 130B09601 described in Attachment “A” attached hereto shall be designated “Mixed Use -1” (MU-1) 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 130B09601 described in Attachment “A” attached hereto shall be designated in the “Mixed Use” 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.

This Ordinance shall be effective immediately upon its adoption

ADOPTED THIS THE 8TH DAY OF DECEMBER 2025.

s/
Meredith Bare Smith, Mayor

s/
Madison Stegall, Town Clerk

Attachment "A"

Location Map from Rowan County GIS Showing Parcel 130B09601

All that parcel of land situated in the City of China Grove, Rowan County, North Carolina and more particularly described as follows:

Lying about one mile west of Landis, on the South side of Tuckasseegee Ford Road, and more particularly described as follows:

BEGINNING at an iron in the south margin of the Tuckasseegee Ford Road, the northeast corner of the property of the Landis Baptist Church, and runs thence with the margin of said road, North 62 deg. 14 min. East 200 feet to an iron, the northwest corner of the Leach property; thence with the line of the said Leach property, South 27 deg. 15 min. East 200 feet to an iron in the line of the property of the Landis Baptist Church; thence with the line of said Church's property, South 63 deg. 31 min. West 200 feet to an iron in the said church's property, thence with the line of said church property, North 27 deg. 17 min. West 195.5 feet to the BEGINNING, as shown on the map of the property of Mr. W.B. Aull and others, dated October 22, 1973, by A.C. Brown, Registered Surveyor.





Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 8, 2025

SUBMITTED BY: Phil Collins, Planning, Zoning & Subdivision Administrator

ITEM TYPE: Public Hearing

AGENDA SECTION: Public Hearings

SUBJECT: **Consider Approval of Public Legislative Hearing for Zoning Map Amendment #ZMA-2025-12-08-3 - Parcel #130331 - 0 W. Ryder Avenue - SFR-3 to MU-1**

DETAILS:

Legislative Hearing - Consider ZMA-2025-12-08-3 - Parcel 130-331 - 0 W. Ryder Avenue - from SFR-3 to MU-1

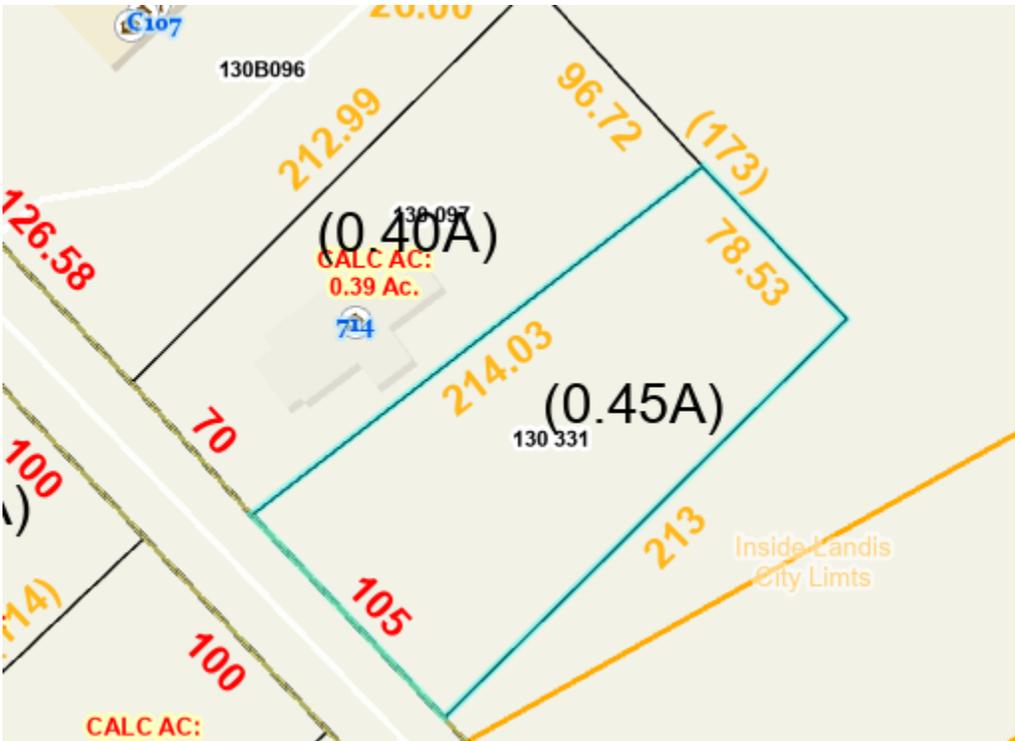
- 1. Overview from Staff
- 2. Open Public Hearing
- 3. Comments by Public
- 4. Close Public Hearing
- 5. Consider Ordinance #ZMA-2025-12-08-3

Attachment "A"

Location Map from Rowan County GIS showing Parcel 130 331

TRACT TWO:

BEGINNING at an existing iron pipe in the Northern margin of Ryder Avenue; and running thence with the Northern margin of Ryder Avenue, North 42 degrees 30 minutes 00 seconds West 105.00 feet to a new iron pin in the line of Betty L. Watts; thence running with Watts' line, North 53 degrees 17 minutes 24 seconds East 214.03 feet to a new iron pin in the line of the Town of Landis; thence running with the line of the Town of Landis, South 42 degrees 30 minutes 00 seconds East 78.53 feet to an existing iron pipe; thence continuing with the line of the Town of Landis, South 46 degrees 11 minutes 17 seconds West 213.00 feet to the point of BEGINNING, comprising 0.45 acre, as shown on a survey map prepared by Deal's Land Surveying and dated January 12, 2000.





Item Cover Page

MEETING TYPE: Board of Alderman
DATE: October 20, 2025
SUBMITTED BY: Madison Stegall, Town Clerk/HR Director
ITEM TYPE: Consideration
AGENDA SECTION: Considerations
SUBJECT: **Consider Discussion of Setting a Date and Time for Elected Officials Ethics Training**

DETAILS:

During the September Board of Aldermen meeting, the Board approved participation in the On-Demand Ethics Training Course offered by the UNC School of Government. Consider discussion of setting a date for completion of this required Ethics for Elected Officials Training.

Requested Action: Motion to Approve a Date and Time for Elected Officials Ethics Training utilizing the On-Demand Ethics Training Course offered by the UNC School of Government.

December 8, 2025

Requested Action: Motion to Approve Elected Officials Ethics Training Utilizing the On-Demand Ethics Training Course Offered by the UNC School of Government on _____ date at _____ time.



Item Cover Page

MEETING TYPE: Board of Alderman
DATE: November 10, 2025
SUBMITTED BY: Phil Collins, Planning Director
ITEM TYPE: Consideration
AGENDA SECTION: Considerations
SUBJECT: **Consider Approval of Setting a Public Hearing for December 8, 2025, for Amending the Town of Landis LDO to Include a Traffic Impact Analysis for Any Development that has 30 or More Front Doors as Recommended by the Planning Board**

DETAILS:

Consider approval of setting a Public Hearing for December 8, 2025, to amend the Town of Landis Land Development Ordinance (LDO) to include a requirement for a Traffic Impact Analysis (TIA) for any development proposing 30 or more front doors. This amendment aims to ensure that future developments of significant size are evaluated for their potential impact on traffic flow and public safety prior to approval. The Planning Board unanimously recommended this amendment at its September 2025 meeting, recognizing the importance of proactive transportation planning and coordination with NCDOT to support sustainable growth within the Town.

Recommended Action: Motion to Set a Public Hearing for December 8, 2025, to amend the Town of Landis Land Development Ordinance (LDO) to include a requirement for a Traffic Impact Analysis (TIA) for any development proposing 30 or more front doors.

DECEMBER 8, 2025

Requested Action: Motion to Set a Public Hearing for January 12, 2026, to amend the Town of Landis Land Development Ordinance (LDO) to include a requirement for Traffic Impact Analysis (TIA) for any development proposing 30 or more front doors.

7.16 Traffic Impact Analysis (TIA)

7.16-1 General Information

The Traffic Impact Analysis (TIA) is a specialized study that evaluates the effects of a development's traffic on the surrounding transportation infrastructure. It is an essential part of the development review process to assist developers and local government agencies in making land use decisions involving annexations, subdivisions, rezoning requests, special land uses, and other development reviews. The TIA helps identify where the development may have a significant impact on safety, traffic and transportation operations and provides a means for the developer and the government agencies to mitigate these impacts. Ultimately, the TIA can be used to evaluate if the scale of the development is appropriate for a particular site and what improvements may be necessary, on and off the site, to provide safe and efficient access and traffic flow. Mitigation measures may involve strategies other than roadway construction or other physical improvements such as changes to traffic signal timing or phasing and transportation management strategies.

A. Applicability

1. A traffic impact analysis (TIA) shall be required for any conditional use rezoning, conditional use permit, preliminary plat, site plan or zoning compliance permit application or request estimated to produce 1,000 vehicles per day or greater and/or 100 total trips both entering and exiting the site during either the AM or PM peak hours during an average weekday based on a five day national average as defined in the Institute of Transportation Engineers (ITE) Trip Generation Manual.
2. A TIA shall be required for residential development estimated to produce 2,000 vehicles per day or greater and/or 100 total trips both entering and exiting the site during either the AM or PM peak hours during an average weekday based on a five day national average as defined in the ITE Trip Generation Manual.
3. A TIA shall be required for any nonresidential or mixed use development estimated to produce 3,000 vehicles per day or greater and/or 150 total trips both entering and exiting the site during either the AM or PM peak hours during an average weekday based on a five day national average as defined in the ITE Trip Generation Manual.
4. A TIA may also be required for proposed access within 1,000 feet of an interchange, in the vicinity of a high accident location, on a major arterial roadway, when involvement with an existing or proposed median crossover is necessary, when the project includes highway improvements that are in the Transportation Improvement Program, when involvement with an active roadway construction project is necessary or at the discretion of the NCDOT District Engineer.
5. A TIA or Technical Memorandum may also be required based on special circumstances associated with the proposed development, even if the number of gross trips falls below the above stated thresholds. This includes when:

- a. Traffic is being generated from a non-residential development that could potentially impact adjacent residential neighborhoods.
- b. Traffic operation issues for current and/or future years on nearby roads are expected to be worsened by traffic generated from the new development.
- c. Traffic near the site is experiencing significant or unacceptable delays.
- d. The proposed land use differs from the proposed land use classification in the Land Use Plan.
- e. The existing street or access system is not anticipated to accommodate the expected traffic generation.
- f. The proposed development includes a drive-through facility, or other uses, such as schools, that require significant on site circulation that may have off-site impacts to adjoining roads and/or intersections.
- g. The amount, behavior or assignment of traffic is different from a previously approved TIA for the same property.

In certain instances, the need for a TIA may be waived when the Town of Landis (Town) and NCDOT agree a TIA is not needed. In the event a waiver is requested, the applicant must provide evidence to show that a waiver is appropriate. Waiver requests shall be handled on a case-by-case basis.

Calculating Trip Generation

The trip generation of a proposed development is the sum of the number of inbound and outbound vehicle trips that are expected for the type and size of the proposed land use. For purposes of determining the requirement to submit a TIA, no adjustments such as modal split, pass-by trips or internal capture rates will be allowed to the site traffic calculation. A TIA will vary in range and complexity depending on the type and size of the proposed development. When mutually agreed upon by the NCDOT, the applicant, and Town staff, the basic requirements for the TIA may be modified.

7.16-2 Traffic Impact Study Guidelines

A. General Information

When required by this Ordinance and/or NCDOT, a Traffic Impact Analysis (TIA) shall be used to review the potential impacts of proposed or revised developments on the State Highway System. The TIA covers safety, capacity, and access issues. When required and completed, a TIA shall be used by the Town and NCDOT to determine the required improvements to the State Highway System within the vicinity of the development to mitigate undesirable impacts of the project.

The District Engineer, working together with the Town, will determine the basic parameters of the TIA. When mutually agreed upon by the NCDOT, the applicant,

and the Town in a pre-submittal conference, the basic requirements and parameters for the TIA may be modified.

The TIA shall be prepared under the direct charge of, and sealed by, a licensed North Carolina Professional Engineer with expertise in traffic engineering. All work shall be in accordance with NCDOT approved methods and input parameters and shall be of sufficient scope and detail to allow the Town and the NCDOT to evaluate the impact of the development with regards to roadway capacity and operational and safety improvements that may be needed.

B. Format for Traffic Impact Analysis Report

In general, the report should conform to the following general outline:

1. Table of Contents
2. Introduction
 - a. Explanation of project
 - b. Area map showing development site location
 - c. Complete project site plan, with buildings identified as to proposed use
 - d. Project schedule, and stages or phases, if applicable
3. Base Conditions
 - a. Existing Roadway network in vicinity of project, including lane configurations
 - b. Availability of alternate modes of travel in study area
 - c. Existing traffic volumes for all significant and pertinent modes of travel in the study area
 - d. Existing traffic signal phasing and timing information.
 - e. Safety information
 - f. Traffic capacity analysis
4. Background Conditions
 - a. Growth in traffic volumes to full build-out year, or stages of development, if appropriate
 - b. Traffic volume generated by other approved developments in area, if applicable
 - c. Transportation improvement projects (State, local or private) in project study area
 - d. Background traffic volumes (base + growth + approved developments)
 - e. Traffic capacity analysis
5. Project Conditions
 - a. Traffic generated by proposed development (site traffic) at build-out, or stages of developments, if appropriate
 - b. Project traffic volumes (background + project)
 - c. Project traffic analysis
 - d. Impact to alternate modes of travel
 - e. Proposed roadway network improvements
 - f. Project traffic analysis with proposed roadway improvements

6. Conclusions/Recommendations

7. Appendix

- a. All work sheets, traffic counts and other pertinent documents

C. Base Roadway Network

All roadways in the vicinity of the development shall be included as part of the TIA. Analysis of intersections or roadway segments not immediately adjacent to the development may be required by the District Engineer or the Town if significant site traffic could be expected to impact the intersection or roadway segment. If intersections impacted by the development are within a coordinated traffic signal system, then the entire traffic signal system shall be analyzed. However, if the traffic signal system is large, a sub-section of the system may be analyzed if approved by the District Engineer and agreed upon by the Town.

D. Safety Information

The initial submittal may be required to include recent crash experience in the study area. Where proposed access points are in the vicinity of high crash locations or where safety may be impacted, additional safety studies may be required as part of the Traffic Impact Analysis.

E. Traffic Volumes

Traffic turning movement counts shall be taken at each existing intersection in the project area. Existing traffic counts may be used if taken within twelve months of the TIA submittal. At some intersections, counts older than one year may be used if adjusted to current year. The use of these older counts will be evaluated on a case-by-case basis by the NCDOT and the Town and shall be approved by the District Engineer or his or her agent.

In general, AM and PM peak hour counts should be used. Other peak hour period counts, such as lunch and weekend periods, may be required if appropriate for the development. Counts shall not be taken on a holiday unless specifically needed for the particular analysis. The effects of school, seasonal variation and special event traffic shall be noted when appropriate.

F. Traffic Capacity Analysis

All capacity analysis shall be performed using methodology and software based on the Highway Capacity Manual procedures or as approved by the NCDOT District Engineer. All software shall be the latest version available unless otherwise approved by the District Engineer. If signalized intersections impacted by the project are within a coordinated traffic signal system or may be included in a system because of changes to the network by the applicant, then they shall be analyzed as a system rather than as isolated intersections. Where available and appropriate, existing timing information shall be used. All analyses shall include level of service determination for the entire network and individual intersections and roadway segments, as appropriate. Intersection analyses shall include level of service

determinations for all approaches and movements. Intersection analyses shall include queue analysis.

G. Growth-to-Background Traffic Volumes

Growth-to-background traffic volumes are factors of increases in annual traffic volumes generated outside the project area. These factors shall be applied to the existing traffic before adding any approved developments in the area. As deemed appropriate, the volume shall be compounded to the proposed build-out years or completion of development stages. In general, these factors will be determined from local or statewide data.

H. Approved Development Traffic

Approved development traffic is defined as traffic generated by all developments approved by local jurisdictions or submitted to local jurisdictions for approval within the development vicinity at the time of the TIA submittal.

I. Background Analysis

Background (no build) analysis shall include existing traffic, traffic signal phasing and timing, background growth, and all approved developments. The analysis shall take into consideration any improvements to the roadway network that will be in place by the build-out year, or staged build-out in development, as appropriate. An analysis shall be performed for each staged build-out year as necessary. This analysis shall be performed for the proposed build-out year of the development or other year as identified by the Town or NCDOT and approved by the District Engineer.

J. Project Conditions

Site traffic is the traffic that will be generated by the proposed development. Trip generation rates shall be based on trip generation methodology in the latest version of the "Trip Generation Manual" by the ITE. When approved by the District Engineer, available local information may be substituted with appropriate documentation. The District Engineer may coordinate the analysis of the site trip generation with the Division Traffic Engineer. Trip generation reduction factors, such as pass-by traffic and internal capture, shall be justified. Total traffic is to be re-calculated after site traffic is generated. All trip generation calculations and supporting documentation shall be included in the report appendix. Project traffic analysis shall include any roadway network improvements that will be in place by the project build-out year, or stage in development, if appropriate. Any improvements planned by others shall be identified as such and documentation describing the improvements, the entity that is to implement the improvements, and the schedule for such improvements shall be provided.

K. Roadway Network Improvements

The applicant shall be required to identify mitigation improvements to the roadway network if at least one of the following conditions exist when comparing base network conditions to project conditions:

- The total average delay at an intersection or individual approach increases by 25% or greater;
- The Level of Service (LOS) degrades by at least one level;
- Or the Level of Service (LOS) is an “F.”

For turning lanes, mitigation improvements shall be identified when the analysis indicates that the 95th percentile queue exceeds the storage capacity of the existing lane. The District Engineer will be responsible for final determination of mitigation improvements required to be constructed by the applicant.

L. Conclusions/Recommendations

This section of the TIA shall summarize the findings of the analysis, identify all potential intersections or roadway segments that will be at an unacceptable level of service as identified in Section K, and shall identify all proposed improvements to mitigate potential problems. This includes a description of all the improvements that the developer shall construct (or fund) as part of the development proposal. Improvements to roadway segments and intersections not immediately adjacent to the project site may be required if significant traffic impacts are identified.

M. Supporting Information

The applicant shall provide all supporting information to the District Engineer and the Town. This information may include but is not limited to the following:

- traffic volumes;
- analysis reports;
- signal warrant analysis;
- documentation of approved developments or proposed roadway improvements by others;
- and analysis data and output.

In lieu of printed pages, electronic copies of supporting data may be submitted. The submitted information may include data from traffic analysis, traffic volume, or signal warrant analysis software packages. If submitted, both input data and output reports shall be included. Data files should be named to facilitate identification of the contents.

All plans may be submitted electronically, with the exception that a copy of the proposed site plan must be printed and included with the application. If so provided, the plans must be in a format approved by the District Engineer and the Town.

N. Final Submittal information

Once the TIA is approved by NCDOT and the Town, one (1) electronic copy of the entire TIA and one (1) paper copy of the TIA shall be submitted to the Town Planning and Zoning Department for the project file.

O. Validity of TIA

Residential Projects

- A TIA shall be valid for a period of two years from the date of the preliminary plat approval by the Planning and Zoning Commission.

Commercial Projects

- In the case of commercial projects, if a preliminary plat is required for the project, the TIA shall be valid for a period of two years from the date of the preliminary plat approval by the Planning and Zoning Commission.
- In the event a preliminary plat is not required for the project and the project is subject to site plan review only, then the TIA shall be valid for a period of one year from the date of site plan approval by the Town Planning and Zoning Department.

Mixed Use Projects

- Where Mixed Use projects are proposed, the TIA shall be valid for a period of two years from the date of preliminary plat approval by the Planning and Zoning Commission or one year site plan approval by the Town, whichever occurs first.

7.16-3 Improvements Required (Projects Not Requiring TIA)

If a project does not require a Traffic Impact Analysis to be performed, the developer/project owner is not exempt from completing improvements to mitigate the impact of the proposed project. For the project to take place, highway infrastructure improvements may be necessary. For example, improvements may be needed for safe and efficient traffic operations if there are high roadway and/or turning volumes of traffic, when the roadway speeds are moderate or high or where limited sight distance exists.

A. Infrastructure Improvements Defined

Highway infrastructure improvements include, but are not limited to:

- additional through lanes
- acceleration lanes
- turn lanes and tapers for left and right turns associated with a driveway connection
- Signal improvements.

As set forth in G.S. 136-18(29), the final determination for the need, extent, location and design of turn lanes is the responsibility of the NCDOT. The NCDOT may require the applicant to provide offsite roadway improvements on public facilities in order to mitigate any negative traffic impacts created by the proposed development. Boundaries for offsite improvements, including intersections and public roadways to be considered, will be determined by the District Engineer in cooperation with the Town.

B. Right-Of-Way Acquisition

When adequate right-of-way does not exist to provide for the required offsite improvements necessary to maximize the safety of the traveling public, the applicant shall secure the needed right-of-way. If the applicant is unsuccessful in obtaining the needed right-of-way and has demonstrated a “good-faith effort,” the NCDOT may, but shall not be required to, utilize its power of eminent domain to secure adequate right-of-way to contain the required improvements. At a minimum, a “good-faith effort” shall consist of a copy of a certified letter to all affected property owners and all responses received from those property owners. The applicant shall provide copies of the documentation sent to affected property owners and any responses received to the Town Planning and Zoning Department for the project file. In the event the ROW acquisitions services of NCDOT are required for the project, the applicant shall be required to reimburse all costs incurred by NCDOT to acquire the additional right-of-way.

C. Local Transportation Plans and Future Right-Of Way

In conjunction with the driveway request, the NCDOT and/or the Town may require the applicant to reserve or dedicate minimum right-of-way needs as identified by local government transportation plans for the state-maintained roadway along the property frontage. This may require that the driveway design and internal circulation be compatible with the future right-of-way location.

D. Left and Right Turn Lanes

Generally left and right turn lanes and tapers shall be considered when:

- In accordance with G.S. 136-18(29), the average daily traffic meets or exceeds 4,000 vehicles per day on any secondary route (the average daily traffic should include both the existing traffic plus traffic generated by the proposed development);
- Any US or NC numbered route is being accessed;
- The District Engineer determines that such treatment is necessary to avoid congestion or unsafe conditions on the state-maintained roadway; or
- A TIA identifies a need for an auxiliary lane or taper.

Left and right turn lanes shall be constructed in accordance with the “North Carolina Standards and Specifications for Roads and Structures.” On an undivided highway or a divided highway with a median width that is inadequate for a left-turn lane, it may be necessary to widen the highway in order to provide for the required turn lanes. For greater detail, see the turn lane nomograph figure in the Exhibits section of the “Policy on Street and Driveway Access to North Carolina Highways.” Should widening be required to accommodate turn lanes or tapers, the applicant shall be required to acquire the necessary ROW as stated in Section B, Right-of-Way Acquisition.

E. Channelization

The applicant may be required to protect the integrity of the highway network by providing channelization to physically prevent improper or illegal turns into and

out of a driveway or street. Channelization may include medians and raised traffic islands with curbs.

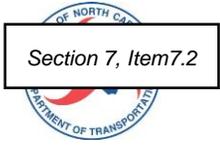
F. Authority

The District Engineer has final authority on decisions regarding infrastructure improvements and shall inform the Town of any such decisions regarding infrastructure improvements.

DRAFT



Instructions for the NCDOT TIA Checklist



What is the NCDOT TIA Checklist

The NCDOT TIA Checklist is a group of three sets of standard forms designed to facilitate the TIA need determination, project scoping, and TIA submittals. The objective is to improve TIA consistency and streamline the review and approval process statewide.

Who Should and How to Use the NCDOT TIA Checklist

The TIA checklist forms shall be completed by the Applicant (Developer) and TIA Consultant, and submitted sequentially to the NCDOT District Engineer for review and approval at each of the three study stages - TIA Need Determination, TIA Scoping, and TIA Submittal. The Applicant/TIA Consultant may need to revise the checklist based on comments received during the TIA scoping process. Upon approval by the NCDOT District Engineer and, if applicable, the Local Government Representative, these documents will serve as the official documentation of the TIA requirements, and shall be included in the subsequent TIA submittals. Without the approved TIA checklist, the TIA is incomplete and will be rejected.

Project information can be provided by completing the fillable text boxes and selecting the appropriate checkboxes and items in the dropdown lists. The starter template already has checkmarks placed for items typically required by NCDOT. Additional supporting documents may be attached to the checklist.

What types of developments would trigger a TIA

A TIA may be required based on the site trip estimates, types and locations of proposed site accesses, crash history at adjacent intersections, nearby highway improvement and development context, or at the discretion of the NCDOT District Engineer. More discussions on the TIA triggers can be found on page 15 of the [Policy on Street and Driveway Access to North Carolina Highways](#).

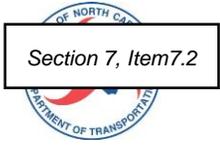
NCDOT’s TIA trip threshold is 3,000 daily trips. It should be noted that many municipalities have more stringent trip thresholds, and that the trip threshold is only one of the factors considered in the decision-making process. The table below lists typical developments that meet or exceed the 3,000 daily trip threshold.

ITE LUC	Land Use	Size	Unit
110	General Light Industrial	415,300	Sq. Feet
210	Singe Family Detached	315	Dwelling Units
220	Apartments	475	Dwelling Units
230	Residential Condo/Townhouse	587	Dwelling Units
251	Senior Adult Housing-Detached	815	Dwelling Units
310	Hotel	367	Rooms
710	General Office Building	296,700	Sq. Feet
720	Medical-Dental Office Building	78,700	Sq. Feet
820	Shopping Center	28,500	Sq. Feet
850	Supermarket	29,400	Sq. Feet
945	Gasoline/Service Station with Convenience Market	19	Vehicle Fueling Pos.

Data Source: ITE Trip Generation Manual, 9th Edition.



Instructions for the NCDOT TIA Checklist



Some typical “outparcel” uses in a shopping or mixed-use development are also listed below, along with their daily trip estimates. The trip generation data does not include any trip adjustments for internal or pass-by trips, and is provided for information purpose only.

ITE LUC	Land Use	Size	Unit	Daily Trips
881	Pharmacy/Drugstore with Drive-Thru Window	14,500	Sq. Feet	1,405
912	Drive-in Bank	3,000	Sq. Feet	444
932	High-Turnover (Sit-Down) Restaurant	5,000	Sq. Feet	636
934	Fast-Food Restaurant with Drive-Thru Window	3,000	Sq. Feet	1,488
937	Coffee/Donut Shop with Drive-Thru Window	2,000	Sq. Feet	1,637

Data Source: ITE Trip Generation Manual, 9th Edition.

Instructions for TIA Need Determination/Scoping Request

- Site trip generation should follow the current [NCDOT Congestion Management Capacity Analysis Guidelines](#), including the “Rate versus Equation” [spreadsheet](#).
- If the daily trips and peak hour trips have different data sources (rate vs. equation), identify the peak hour trip data source in the table and note the daily trip data source at the time of submittal.
- No trip adjustments are allowed to assess if the proposed development meets NCDOT’s TIA trip threshold.
- For redevelopment projects, existing site trip information may be provided on a separate sheet.
- The District Engineer may sign in paper form or electronically, or use email concurrence in lieu of the signature to communicate the TIA need decision.

Instructions for TIA Scoping Checklist

The Applicant/TIA Consultant is recommended to coordinate with the local government and NCDOT District office for a joint TIA scoping / pre-submittal meeting. Preliminary scoping discussions may also be conducted via emails or conference calls. The final TIA scope shall be documented in the TIA Scoping Checklist.

Page 2 - Trip Generation

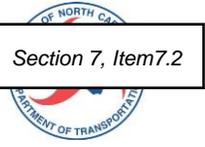
- Attach separate sheets for internal trip and pass-by trip calculations, if applicable.
- The pass-by percentage shall be applied only to the external trips, after any applicable internal trip adjustments.
- The total pass-by trips should not exceed 10% of the adjacent street volumes. Recent AADT data, if available, may be used to estimate the adjacent street volumes during TIA scoping. The TIA Consultant shall verify, and adjust as needed, the pass-by trip estimates after the new peak hour traffic counts become available.

Page 4 - Study Area Intersections and Data Collection

- The intersection numbers should be consistent with those used in the traffic analysis program.
- If previous traffic counts will be utilized for the TIA, select “Use Existing Counts” for the corresponding intersections, and identify the “Date of Counts”, any “Growth Adjustment” proposed to estimate the current traffic volumes, and the source of the data in the “Notes” column.



Instructions for the NCDOT TIA Checklist



Section 7, Item 7.2

- Additional data collection needs (for signal warrant analysis, e.g.) may be specified as “Other” data.

Page 5 – Future Year Conditions

- An annual growth rate, when used in addition to the off-site development trips, may exaggerate the no-build conditions and skew the analysis results. No or minimum background growth should be assumed if the TIA includes multiple approved off-site developments.

Page 7 – Agreement by All Parties

- The Applicant and TIA Consultant shall revise the TIA Scoping Checklist as needed after the TIA scoping, and provide a clean copy for approval.
- The District Engineer and Local Government Representative may sign in paper form or electronically, or use email concurrence in lieu of the signature to approve the TIA Scoping Checklist.

Instructions for TIA Submittal Checklist

- The “Deviations and Justifications” section is intended to provide the TIA consultant reasonable flexibility to exercise their professional judgement in conducting the traffic analysis, as the study progresses after the TIA scoping and more information becomes available.
- If the TIA document contains a section on the deviations and justifications, it may be referenced here in lieu of repeating information on the submittal checklist.
- Any significant changes to the previously agreed-upon scope should be approved by the NCDOT and, if applicable, local government representatives. The TIA Consultant should use professional discretion to determine if the changes need to be communicated prior to the official TIA submittal to avoid rejections.



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 8, 2025

SUBMITTED BY: Michael D. Ambrose, Town Manager

ITEM TYPE: Consideration

AGENDA SECTION: Considerations

SUBJECT: **Consider Approval of the Rowan County Erosion Control Contract**

DETAILS:

Rowan County Erosion Control has reached out regarding a need for a new contract with the Town to conduct our TRC Erosion Reviews, and Enforcement within the Town. The County advised they have been providing this service to the Town, however County staff realized they do not have a contract with any municipality within the County. This same contract is being signed by all communities to bring the County Erosion Department in compliance to continue completing this work. This contract has been reviewed by Mr. Locklear's Office, and is ready for the Board's review.

Requested Action: Motion to Approve the Rowan County Erosion Control Contract.

STATE OF NORTH CAROLINA

ROWAN COUNTY

INTERLOCAL AGREEMENT FOR EROSION AND SEDIMENTATION CONTROL

This INTERLOCAL AGREEMENT FOR EROSION AND SEDIMENTATION CONTROL (this "Agreement") is made and effective this _____ day of _____, 2025 (the "Effective Date") by and between the County of Rowan, a political subdivision of the State of North Carolina and body politic, (the "County"), and the Town of Landis, a municipal corporation located in said County and State (the "Town").

WITNESSETH

WHEREAS the County has adopted and enforces a Sedimentation and Erosion Control Ordinance; and

WHEREAS the Town has requested the County to administer and enforce the County's Erosion and Sedimentation Control Ordinance within the Town and its extraterritorial jurisdiction ("ETJ") as applicable, and the County has agreed to provide such services to the Town; and

WHEREAS the County and the Town, in order to set out the provisions and conditions under which said services will be provided to the Town by the County, have entered into this interlocal agreement as authorized by Chapter 160A, Article 20, Part I, and Chapter 160D, Article 1 of the General Statutes of North Carolina.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, and intending to be legally bound hereby, the County and Town agree as follows:

1. **Purpose.** The purpose of this Agreement is to set forth in writing the terms and conditions upon which the County will furnish to the Town erosion and sedimentation control administration and enforcement services within the Town and its ETJ.
2. **Term.** This Agreement shall be for a period of one (1) year beginning upon the Effective Date, and it shall automatically renew from year to year unless one party shall give to the other written notice of its intention to terminate this Agreement at the end of the then-current term, such notice to be given at least ninety (90) days prior to the end of such then-current term.
3. **Services to be Provided.** The County will provide administration and enforcement of the County's Erosion and Sedimentation Control Ordinance within the municipal limits of the Town and its ETJ, and in accordance with all requirements of State law and regulations related to the same.
4. **Responsibilities of the Town.** The Town shall ensure that all subdivision proposals and other proposed development in its planning jurisdiction, which have a disturbed area greater than or equal to one (1) acre, and/or which are otherwise required to implement sedimentation and/or erosion control plans pursuant to State law, submit an erosion and sedimentation control plan to the County. The County shall process all plans submitted to it pursuant to its ordinary review procedures and the parties shall reasonably cooperate as to any additional information or coordination between County and Town requirements which may be required.

- 5. **Compensation.** The County will receive and retain as its compensation for the services provided the Town under this Agreement all fees provided by law for such services.
- 6. **Amendments.** Any amendment to this Agreement shall be in writing and executed by the County and the Town.

IN TESTIMONY WHEREOF, the parties hereto have caused this Agreement to be executed, and their corporate seals to be affixed by their duly authorized corporate officers, in duplicate originals, one of which shall be retained by each party, effective as of the Effective Date first above written.

(SEAL)

ROWAN COUNTY

 Sarah Pack
 Clerk to the Board

By _____
 Greg Edds
 Chairman, Board of Commissioners

(SEAL)

TOWN OF LANDIS

 Madison Stegall
 Town Clerk

By: _____
 Meredith Bare Smith
 Mayor



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 8, 2025

SUBMITTED BY: Michael D. Ambrose, Town Manager

ITEM TYPE: Consideration

AGENDA SECTION: Considerations

SUBJECT: **Consider Approval of Funding Request for the EDC for Fiscal Year 2025-2026**

DETAILS:

The Rowan County Economic Development Commission has sent the Town's portion of the EDC fees for this fiscal year. Last year, the Town of Landis paid \$9,843.34, and this year the portion is \$10,371.89. There has been some recent discussion of neighboring communities fee portion's going up a lot more than others, however the Town of Landis is not in that category, and our increase is a little more than five percent.

Requested Action: Motion to Approve Funding Request for the Rowan County EDC for Fiscal Year 2025-2026 in the Amount of \$10,371.89.

June 27, 2025

Mrs. Meredith Smith
Mayor of the Town of Landis
PO Box 8165
Landis, NC 28088

Re: *Funding Request of the Economic Development Council for Fiscal Year 2025-2026*

Dear Mayor,

On behalf of Rowan EDC, I'd like to thank you and your fellow council members of the Town of Landis for your outstanding support of our organization. We have been able to accomplish much in moving the economy for the Town of Landis forward with your support.

We would like to continue these efforts to bring greater prosperity to all residents of the Town of Landis and so are respectfully requesting that you fund your continued investment in the EDC of \$10,371.89 for FY 2025-2026. This amount is based on a formula previously established by our municipal partners and is calculated as a percentage of the community's total tax base.

Your past support of the Rowan EDC has yielded a positive return on investment. Since 2020, we have helped add 2,805 jobs and over one billion dollars of new investment to our local economy. Those 2,805 jobs will create an additional 2,274 indirect and induced jobs for a total of 5,079 employment opportunities with a payroll exceeding 324.6 million annually.

We have also seen an unprecedented level of demand from developers interested in our market. With new buildings being constructed and continued strong interest from companies looking to expand or relocate, we expect a high level of new investment and job creation over the next several months.

We are currently in the first year of our second Forward Rowan initiative. Funded by the private sector, this diversified our funding streams, reduced our reliance on government funding and brought an important stakeholder to the effort that had been previously missing. This public-private partnership has had a positive impact on reducing poverty, increasing prosperity, and improving the quality of life in Rowan County.

We hope that you agree that your investment in our organization is worthy of your continued support. We would be happy to answer any questions and go into greater detail about our activities and programs. We look forward to continuing to work with you to bring economic growth and prosperity to the Town of Landis and all of Rowan County.

Sincerely,



Rod Crider
President & CEO

cc: Madison Stegall – HR/Town Clerk
Michael Ambrose – Finance Officer



PARTNERSHIP for ECONOMIC DEVELOPMENT
SALISBURY, NC

Be an original.

INVOICE

June 27, 2025

Town of Landis
PO Box 8165
Landis, NC 28088

Description	Amount
2025-2026 Annual Appropriation	\$10,371.89

Due on or before: 12/5/2025

Total Due \$10,371.89

Please make check payable to:
Rowan EDC
204 E. Innes St., Ste 220
Salisbury, NC 28144



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 8, 2025

SUBMITTED BY: Michael D. Ambrose, Town Manager

ITEM TYPE: Consideration

AGENDA SECTION: Considerations

SUBJECT: **Consider Discussion of Paving The Lake Warrior Dam Area and Repairs On The Dam**

DETAILS:

The Warrior Golf Club reached out to my office regarding the need to repave a section of the golf course near the Lake Warrior Dam. The Warrior also advised the bridge going over the dam is in need of repair, and this is used by their maintenance staff, and golf carts of customers. The Warrior Staff currently do all the Lake Warrior Dam maintenance with vegetation removal, and are asking for this in lieu of their efforts to keeping up with the maintenance of the dam.

The Warrior Staff has tried to repair the bridge to keep it operational, however they are asking the Town to repair the bridge, and assist with paving back toward the main road from the dam area. The only area with the Town Limits is the dam and the bridge; therefore, the Town can not pave any areas that are outside of the Town's jurisdiction, and outside of the Powell Bill maintenance area.

Rick Houston, with the Warrior Golf Club, has submitted the attached documentation of paving pricing that he has received. Town Staff are requesting direction from the board on what part of the project, if any, they want to explore to fund. Currently, there is not anywhere in the budget that will allow for the Town to jump on these projects for this fiscal year, without taking the funds out of fund balance.

Jimmy's Paving & Grading

6767 DEER HAVEN DRIVE
MOUNT PLEASANT NC

jjsmithasphalt@gmail.com

Date	
11/8/2025	

WARRIOR GOLF CLUB
1300 LAKE WRIGHT ROAD
CHINA GROVE NC

	Project	Terms	Due Date
Description	Qty	Unit Cost	Total Cost
MAINTENANCE SHOP AREA			
SAW-CUT AND EXCAVATE DAMAGED ASPHALT HAUL OFF SITE TO RECYCLE SITE COMPACT BASE INSTALL 2" OF BINDER COURSE ASPHALT AND COMPACT APPLY TACKOTE FOR BONDING OF SURFACE LAYER INSTALL 2" OF SURFACE COURSE ASPHALT APPROX. 1,600 SQ. FT.			\$14,000
CLEAN CRACKS 1/4" AND LARGER WITH POWER BLOWER APPLY HOT POUR CRACKFILLER FLUSH TO TOP OF CRACKS APPROX. 6,000 LF			\$6,000
CLEAN AREA OF GRASS AND LOOSE DEBRIS MACHINE SPRAY 2 COATS OF COMMERCIAL SAND SEALER STRIPE ANY LINES ON COMPLETION APPROX. 38,000 SQ FT			\$11,400
		TOTAL	\$31,400
Thank you for your business.			



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 8, 2025

SUBMITTED BY: Madison Stegall, HR Director/Town Clerk

ITEM TYPE: Consideration

AGENDA SECTION: Considerations

SUBJECT: **Consider Approval of Two New Stormwater Technician Positions Currently In Our New Modified Stormwater Budget**

DETAILS:

Consider approval of adding two (2) Stormwater Technician positions to the Street Department. These positions are intended to support ongoing regulatory compliance, improve maintenance of stormwater infrastructure, enhance response to citizen concerns, and assist with proactive system inspections and repairs. Funding for these positions has been incorporated into the updated Stormwater budget and the starting salaries will be under FY26 Pay Scale Salary Grade 16. Approval of this item will authorize staff to proceed with recruitment and hiring in accordance with Town personnel policies.

Requested Action: Motion to Approve 2 New Stormwater Technician Positions at Salary Grade 16 for the New Modified Stormwater Budget Along with Moving Forward with Recruitment and Hiring of the Positions.



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 8, 2025

SUBMITTED BY: Madison Stegall, HR Director/Town Clerk

ITEM TYPE: Consideration

AGENDA SECTION: Considerations

SUBJECT: **Consider Approval of Planning Board Resignation and Consider Approval of Posting for New Alternate Member**

DETAILS:

The Planning Board has received the resignation of Alternate Member Mark Bringle. As a result, the Planning Board is requesting authorization to advertise the vacant alternate position and begin accepting applications.

Requested Action: Motion to Accept Planning Board Resignation from Alternate Member Mark Bringle and Authorization to Advertise and Accept Applications for the Alternate Position.

To Whom it may concern,

I have started an aerospace company and still working for the race team, both demand an extremely large amount of travel. So, Unfortunately, I will have to resign from my position on the Landis Planning Board. I have enjoyed my many years on the board and made many friendships that I value dearly. I wish you all nothing but the best and thank you for allowing me to be part of your committee.

Mark Bringle

11-17-2025

A handwritten signature in black ink that reads "Mark Bringle". The signature is written in a cursive style with a large, stylized initial "M".



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 8, 2025

SUBMITTED BY: Madison Stegall, HR Director/Town Clerk

ITEM TYPE: Consideration

AGENDA SECTION: Considerations

SUBJECT: **Consider Approval of 2026 Member and Alternate Appointments to the Centralina Regional Council Board of Delegates**

DETAILS:

Mayor Pro-Tem Stewart currently serves as the primary representative on the Centralina Board of Delegates, with Mayor Smith serving as the alternate. The Board of Delegates functions as Centralina’s governing body and is composed of elected officials from each member municipality. Appointments for both the primary and alternate delegate positions are needed to serve for the 2026 calendar year.

Requested Action: Motion to Appoint _____ as Primary Board of Delegate Member and to Appoint _____ as Alternate Board of Delegate Member.



Proposed 2026 BOARD MEETING SCHEDULE

Executive Board Meeting Dates

These meetings will be held in person, with a virtual option, at 5:00 p.m.

- Wednesday, January 14, 2026**
- Wednesday, March 11, 2026**
- Wednesday, April 8, 2026**
- Wednesday, June 10, 2026**
- Wednesday, September 9, 2026**
- Wednesday, November 18, 2026 (Date adjusted due to Veteran's Day)**

Board of Delegates Meeting Dates

These meetings will be held in person at 5:00 p.m. unless otherwise noted below.

Date	Tentative Agenda Topics
Wednesday, February 11, 2026	Annual Meeting; Budget Hearing; Delegate Orientation
Wednesday, May 13, 2026	Regional Priority Setting - Shaping our FY26-27 workplan.
Wednesday, August 12, 2026	August Advocacy Focus: State & Federal Connections
Wednesday, October 14, 2026	Annual Dinner & Region of Excellence Awards Ceremony





Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 8, 2025

SUBMITTED BY: Jessica St. Martin, Parks and Recreation Director

ITEM TYPE: Considerations

AGENDA SECTION: Consideration

SUBJECT: **Consider Approval of Authorizing a Parcel Survey for the DC & Frances Linn Park to Consolidate All Individual Town Owned Parcels into a Single Recorded Plat**

DETAILS:

Consider the approval of a parcel land survey of the DC & Frances Linn Park to combine all the individual Town parcels into one plat. There are currently ten individual Town owned parcels within the block of the DCFL Park. During the August DCFL meeting, Planning Technician, Angie Sands, gave an overview and the recommendation to combine the parcels to create a single parcel for the park. This will help with setback requirements, or other Landis Development Ordinance requirements. A survey has not been performed since the purchase of the Akers property in 2022. A quote was received from Whitehall Land Survey in the amount of \$4,271, which includes the recording fee to Rowan County. The DC and Frances Linn Committee voted 5-0 in favor of the survey.

Requested Action: Motion to Approve the Authorization of a Parcel Survey for the DC & Frances Linn Park to Consolidate All Individual Town Owned Parcels into a Single Recorded Plat in the Amount of \$4,271 from Whitehall Land Survey/

RE: DC & Frances Linn Park

From: Tyler Wiethorn <tyler@whitehallsurvey.com>
Sent: Wednesday, August 27, 2025 2:05 PM
To: Jessica St.Martin <jstmartin@townoflandisnc.gov>
Subject: DC & Frances Linn Park

Jessica, thanks again for reaching out on this. Per our discussion, I just wanted to summarize what I understand to be the scope and intent of what you're needing for DC & Frances Linn Park:

We will perform a boundary and physical survey of all of the parcels owned by Town of Landis on the block bound by Central, Garden, Chapel, and Ryder. It's a total of 10 parcels, one of which is the Police and Fire Station, another which has the water tower.

Includes these PIN #'s:

- 109 003
- 109 004
- 109 005
- 109 006
- 109 007
- 109 008
- 109 009
- 109 110
- 109 111
- 109 146

We would complete a boundary survey that describes all these parcels as one contiguous tract, roughly shown here:



We would record this map, which should in effect combine them into a single parcel. The survey would show existing improvements (such as structures, above-ground utilities, and paving) but would not be a topographic or tree survey.

Our fee would be \$4,250 (plus a \$21 recording fee paid to Rowan County). I would expect we could complete this within around 8 weeks.



Item Cover Page

MEETING TYPE:	Board of Alderman
DATE:	December 8, 2025
SUBMITTED BY:	Jessica St. Martin, Parks & Recreation Director
ITEM TYPE:	Consideration
AGENDA SECTION:	Considerations
SUBJECT:	Consider Approval to Transition to Members Only Operations for the Landis Pool for the 2026 Season and Approval of Potential Bonus for Returning Lifeguards

DETAILS:

In an effort to improve operations, reduce expenses, and enhance the overall experience for Landis residents, this proposal recommends transitioning The Landis Pool to a Members Only facility for the 2026 pool season. This change will allow for a more controlled, safe, and community-based environment while still maintaining revenue through memberships, private rentals, concessions, and limited guest admissions.

The Parks & Recreation Department would like to request a \$300.00 bonus as an incentive when hiring lifeguards for the 2026 Summer Season. The bonus payment will be split into two installments. The first installment of \$150 dollars will be paid after the first 26 hours of shift work is completed and the other \$150 dollars will be paid after completing after 86 hours of shift work is completed. This incentive will assist with recruitment of life guards, and assist with the retention of life guards over the season.

Recommended Action: Motion to Approve the to Transition to Members-Only Operations for the Landis Pool for the 2026 Season and Approval of the \$300.00 Lifeguard Incentive.

2025 Pool Season Membership Data

Landis Resident Membership Totals: 45 Family Memberships, 5 Individual Memberships

Non-Resident Membership Totals: 12 Family Memberships, 6 Individuals

Employee Membership Totals: 9 Family Memberships, 1 Individual

Total Members: 374

2025 Daily Admissions Data

Landis Resident Daily Admissions: 32%

Non-Resident Daily Admissions: 68%

Survey Results

Are you a Landis Resident or Non-Resident?

Online Survey: 40% Resident 60% Non-Resident

On Site Survey: 30% Resident 70% Non-Resident

Are you currently a Landis Pool Pass Member?

Online Survey: 30% YES 70% NO

On Site Survey: 50% YES 50% NO

Have you ever considered purchasing a Pool Pass Membership?

Online Survey: 85% YES 15% NO

On Site Survey: 90% YES 10% NO

If The Landis Pool operated as Members Only, would you consider purchasing a pool pass?

Online Survey: 50% YES 50% NO

On Site Survey: 80% YES 20% NO

If you visit Landis Pool and pay the daily admission, how many visits would you say you make in a season?

Online Survey: 30% Less than 5 45% 5-10 25% 10 or more

On Site Survey: 20% Less than 5 30% 5-10 50% 10 or more



**Rowan County Health Department – Environmental Health Division
402 N Main Street, Suite 106 – Salisbury, NC 28144-4341**

To Whom It May Concern
RE: Landis Pool

The Certified Pool Operator for Landis Pool located at 301 West Rice St has contacted our offices about the permitting and operation of this seasonal swimming pool under new conditions including operating without lifeguards. Many other pools in this county operate in this manner including most at retail hotels as well as private apartment complexes. We have discussed with Jessica St. Martin the safety provisions needed to operate as such.

Per the North Carolina .2500 rules this swimming pool would need to stay in compliance with NC rule 15A NCAC 18A .2530.

Under these safety provisions:

(a) Swimming pools shall have lifesaving equipment conspicuously and conveniently on hand at all times. A unit of lifesaving equipment shall include the following: (1) A pole not less than 12 feet long, with a body hook securely attached. The pole attached to the body hook shall be non-telescoping, non-adjustable and non-collapsible. (2) A minimum ¼ inch diameter throwing rope as long as one and one-half times the maximum width of the pool or 50 feet, whichever is less, attached to a U.S. Coast Guard approved ring buoy. A rescue tube or rescue can shall be accepted as a substitute for the ring buoy where it is accompanied by a lifeguard who has been trained to use it properly.

(b) Two units of lifesaving equipment must be provided for any pool that exceeds 3,000 square feet (186 sq m) of total surface area.

(c) When a swimming pool does not have at least one lifeguard on duty, a sign shall be posted with legible letters of at least four inches (10 cm) in height stating: "WARNING- NO LIFEGUARD ON DUTY." In addition there shall be signs legible from all bather entrances with a minimum letter size of one inch stating: "CHILDREN SHOULD NOT USE THE SWIMMING POOL WITHOUT ADULT SUPERVISION", and: "ADULTS SHOULD NOT SWIM ALONE". Wading pools that do not have a lifeguard inside the wading pool enclosure shall have a sign posted stating "WARNING NO LIFEGUARD ON DUTY". Such signs shall be mounted permanently.

(d) A sign prohibiting pets and glass containers in the pool area shall be provided.

(e) Pool closed signs shall be provided and shall be posted at bather entrances whenever an operation permit is suspended for water quality or safety violations.

(f) A telephone capable of directly dialing 911 or other emergency notification system shall be provided and accessible to all pool users. Effective April 1, 2005 the telephone shall be permanently affixed to a location inside the pool enclosure or outside the enclosure within 75 feet of a bather entrance. The telephone shall be visible from within the pool enclosure or a sign shall be posted indicating the location of the emergency telephone. A sign with legible letters shall be posted at the telephone providing dialing instructions, address of the pool location and the telephone number. Where the telephone does not directly access 911, the emergency notification system shall:

Provide 24 hour monitoring of all incoming calls by a telecommunicator who answers only emergency calls; Be capable of routing calls to the local 911 telecommunicator via the 911 dedicated emergency trunk line; and Electronically transfer Automatic Number Identification and Automatic Locator Identification for the emergency telephone at the pool to the Enhanced 911 system for all calls routed to 911.

The pool already meets most of these details. We have discussed with Mrs. St. Martin the changes in signage as well as relocation of safety equipment.

Our offices ask that before the switch is made (if made THIS year mid-season) we come back for a full inspection with the new items already in place before the change is put into practice. We would need to make amendments to the permit.

If any other information is required do not hesitate to reach out to me directly

Eric Edmiston

Environmental Health Specialist Food and Lodging

Rowan County Environmental Health

402 N. Main St., Salisbury NC 28144

Office: (704) 216-8529 | Fax: (704) 216-7985 | Cell: (704)603-7166



317 Jake Alexander Boulevard South - Salisbury, NC 28145-4078
“Protecting What Matters Most To You Since 1931”

Jessica,

Thanks for reaching out to me about the proposed changes to not using lifeguards for the month of August. I spoke with our loss control consultant, Robert Eldred, with Selective Insurance Co. He provided some feedback that you should have the following:

- Hard line phone available for emergency calls
- Have personnel checking people into pool area
- Proper signage warning swim at own risk; no lifeguards present
- Utilize all the requirements of Rowan County
- Be sure to check chlorine levels of pool during the day
- Be sure cameras are recording the pool, pool deck and other areas that could be problematic

I will be glad to schedule our loss control team to work with you after pool season to plan for your protocols next year.

Let me know if you have any questions.

Thanks

John A. Drye, CPCU, CIC, WorkerComp Advisor

Central Carolina Insurance Agency, Inc.

Office: 704.636.5311 Facsimile: 704.636.7141



Item Cover Page

MEETING TYPE:	Board of Alderman
DATE:	December 8, 2025
SUBMITTED BY:	Jessica St. Martin, Parks and Recreation Director
ITEM TYPE:	Considerations
AGENDA SECTION:	Consideration
SUBJECT:	Consider Discussion of 125th Anniversary Celebration

DETAILS:

The Town will be celebrating its 125th Year on May 2, 2026 from 4:00-10:00pm. Attractions and vendors will be spaced out throughout the Downtown area on Central Avenue as well as designated areas along South Main Street.

Staff have received several craft vendor applications and will be accepting them through April 10th. Staff have four food and specialty item vendors booked and will be reaching out to more after the first of the year.

Event day activities and entertainment will be from 4:00-8:00 and will feature magician shows, face painters and balloon twisters. Ride attractions will include a Ferris Wheel, a Funhouse Maze, and a Kid's bungee area. I am excited to bring in Cellar Creek Farms who will be providing Cow Cuddles and Pictures with two baby Highland Cows.

The Main Stage will have an itinerary of entertainment for the day, ending with the Band of Oz performing from 7:00pm-10:00pm.

Staff are still reaching out to Stage and Production companies to secure the stage rental. Staff are hoping to have that secured after the holidays. Staff will continue to accept vendor applications and explore additional attractions. The next phase of planning will be parking options, layout of the event and discussing options for detour routes during the street closures.



Item Cover Page

MEETING TYPE: Board of Alderman
DATE: December 8, 2025
SUBMITTED BY: Staff
ITEM TYPE: Report
AGENDA SECTION: Reports
SUBJECT: **Monthly Departmental Reports**

DETAILS:

Reports in Order:

- Code Enforcement Report
- Fire Report
- Parks and Recreation Report
- Planning and Zoning Reports
- Police Report
- Public Works
- Monthly Fleet Report



Code Enforcement Report

01/01/2023 - 11/25/2025

Work Order #	Work Date	Work Type	Location of Issue	Business Name	Request Type	Notes/Comments	Work Date Closed
3329	9/30/2025	Junk Vehicles	1145 KIMBALL RD	N/A	1. Internal	OVERGROWN GRASS AND SEVERAL JUNK VEHICLES ON PROPERTY. NOTICE OF VIOLATION PREPARED. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. HEARING SCHEDULED FINDING OF FACT PREPARED.	
2690	7/29/2025	Minimum Housing Code Violation	402 E RYDER AVE	N/A	2. Citizen	MORE PROGRESS HAS BEEN MADE.	
2689	7/29/2025	Minimum Housing Code Violation	303 W HOKE ST	N/A	1. Internal	SPOKE WITH THE OWNER, THE CONTRACTOR WILL BE ON SITE THIS WEEK TESTING FOR ASBESTOS AND WILL BE DEMOLISHING THE HOUSE. SPOKE WITH THE HOMEOWNER, SOME ASBESTOS WAS FOUND. GETTING ESTIMATES FOR REMOVAL. REINSPECTION, NO VISIBLE SIGNS OF CHANGE.	
1800	5/16/2025	Junk Vehicles	104 W ROUND ST	N/A	2. Citizen	PROGRESS CONTINUES TO BE MADE. HEARING SCHEDULED FINDING OF FACT PREPARED.	

1479	4/15/2025	Minimum Housing Code Violation	217 S BEAVER ST	N/A	2. Citizen	REINSPECTION, NO VISIBLE SIGNS OF CHANGE. SCHEULE A NEW NOTICE OF HEARING FINDING OF FACT PREPARED.	
1164	3/10/2025	Code Enforcement - Other	990 COLONIAL DR	N/A	2. Citizen	NOTICE OF VIOLATION HAS BEEN SENT FOR ANIMAL. SPOKE WITH THE OWNER WHO ADVISED HE HAS FOUND A HOME FOR THE HORSE TO GO TO.	
9	9/23/2024	Minimum Housing Code Violation	2570 N CANNON BLVD	CORNER MART	1. Internal	MORE SIDING HAS BEEN REPLACED AND PROGRESS IS BEING MADE. REIINSPECTION, MORE SIDING HAS BEEN REPLACED. REINSPECTION, NO CHANGE. REACHED OUT TO THE OWNER'S ATTORNEY.	
5	9/23/2024	Minimum Housing Code Violation	111 EVERHART AVE	N/A	1. Internal	PREPARED ORDIANCE. HOUSE TO BE DEMOLISHED BY OWNER. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. MET WITH OWNER WHO SAID HE WILL BE GETTING TREES CUT DOWN ADN ABATE THE VIOLATIONS. SAID HE NO LONGER PLANS TO DEMO THE STRUCTURE.	

Total Records: 8

12/4/2025



Item Cover Page

MEETING TYPE: Board of Alderman
DATE: December 8, 2025
SUBMITTED BY: Jason Smith, Fire Chief
ITEM TYPE: Report
AGENDA SECTION: Departmental Reports
SUBJECT: **Monthly Report**

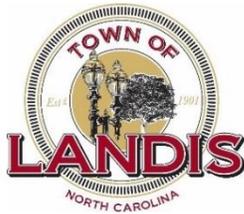
DETAILS:

MONTHLY STATS

MEDICAL: 38
FIRE: 38
TRAFFIC ACCIDENT: 15
MUTUAL AID GIVEN: 42
MUTUAL AID RECEIVED: 5
TOTAL CALLS: 91

VEHICLE MILAGE

ENGINE 443: 115651
ENGINE 442: 37003
ENGINE 441: 9712
LADDER 58: 23638
CAR 44: 140484
CHIEF 440: 30617



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 8th, 2025

SUBMITTED BY: Jessica St. Martin, Parks and Recreation Director

ITEM TYPE: Report

AGENDA SECTION: Departmental Reports

SUBJECT: **November Report**

DETAILS:

Events:

- The Southern Rowan Christmas Parade was well attended on November 25th, 2025. The downtown Tree Lighting Event followed the parade from 4:00-6:00pm with Santa letters, kid’s crafts, Christmas characters, and food. The events went well, and the Town appreciates everyone’s attendance.
- The downtown tree lightbulbs were swapped to a warm white, and decorative ornaments were added to the tree this year. Another addition of light decorations were added to all the holly trees along Central.
- A new tree was decorated in Town Hall’s lobby.
- Senior lunch & Bingo was held on Wednesday, December 3rd at Trinity Lutheran Church, and was well attended as well.

Park Operations:

- The park staff continues routine maintenance and leaf blowing trails, campsites, and picnic areas.
- The park staff continues to split wood and stack the sheds for firewood.
- Lake Corriher hosted a Muddy Sneakers field trip on November 19th.
- Park staff is decorating the park and around the office in preparations for the Campfire Christmas Event on December 13th. We will have pictures with Santa, hot chocolate and cider, along with smore kits, an inflatable Snow globe, and a nature theme craft area.
- The park staff cleaned all the mildew from the gazebo on Central Avenue.

Pool Operations:

- The Pool resurfacing project has been awarded to Conner Construction. We began draining the pool and they have a start date of December 2, 2025.

Campsite Reservations: 20 Shelter Rentals: 0 Daily Fishing Passes Sold: 194
Annual Passes Sold: 1 NC State License: 16 Boat Registration: 2



Active Permit Report

01/01/2025 - 11/26/2025

City Permit #	Permit Date	Permit Type	Site Address	Main Status	Project Name	Owner	Stage of Construction
SP-26-116	7/17/2025	Site Plan	1600 PINNACLE WAY DR	3. SITE DEVELOPMENT REVIEW	PINNACLE CORRUGATED LOT 9	PINNACLE CORRUGATED	
ZMA-26-117	9/9/2025	Zoning Map Amendment	0 W HOKE ST	1. NEW	N/A	BROWN, DAVE	
ZN-25-12	2/13/2025	Fence	1055 WOODFIELD DR	5. CONSTRUCTION ADMINISTRATION	N/A	ADNER, TAMMY	Building Construction
ZN-25-19	3/17/2025	Industrial	1400 ARMSTRONG ST	5. CONSTRUCTION ADMINISTRATION	LANDIS RIDGE - BEACON	1400 ARMSTRONG LANDIS, LLC	Building Construction
ZN-25-49	4/24/2025	Accessory Building	120 W GARDEN ST	5. CONSTRUCTION ADMINISTRATION	RACE TEAM	REAUME, JOSH	Building Construction
ZN-25-57	5/5/2025	Residential Addition	514 BLUME ST	5. CONSTRUCTION ADMINISTRATION	N/A	Garcia, Juan	Building Construction
ZN-25-58	5/15/2025	Pond	ARMSTRONG ST	5. CONSTRUCTION ADMINISTRATION	LANDIS RIDGE - POND 3	JSC-CCI LANDIS II, LLC	Building Construction
ZN-25-60	5/15/2025	Residential Addition	904 S. MAIN ST	5. CONSTRUCTION ADMINISTRATION	N/A	MORENO, RAFAEL G	Building Construction
ZN-25-69	6/5/2025	Residential	820 IRISH CREEK DR	5. CONSTRUCTION ADMINISTRATION	IRISH CREEK	NIBLOCK HOMES	Building Construction
ZN-25-70	6/3/2025	Residential	2400 CALLAGHAN CT	5. CONSTRUCTION ADMINISTRATION	IRISH CREEK	NIBLOCK HOMES	Building Construction
ZN-25-73	6/11/2025	Residential	506 AIRPORT RD	5. CONSTRUCTION ADMINISTRATION	N/A	GANN, CINDY	Building Construction
ZN-26-101	8/29/2025	Residential	508 PINE ST	5. CONSTRUCTION ADMINISTRATION	N/A	WISE 1 LLC	Building Construction
ZN-26-102	9/12/2025	Residential	135 S. BEAVER ST	5. CONSTRUCTION ADMINISTRATION	N/A	SHIFA 1 LLC	Clearing/Grubbing
ZN-26-103	9/12/2025	Residential	127 S. BEAVER ST	5. CONSTRUCTION ADMINISTRATION	N/A	SHIFA 1 LLC	Clearing/Grubbing
ZN-26-104	9/12/2025	Residential	125 S. BEAVER ST	5. CONSTRUCTION ADMINISTRATION	N/A	SHIFA 1 LLC	Clearing/Grubbing

ZN-26-105	9/18/2025	Sign	1205 RIDGEVIEW ST	5. CONSTRUCTION ADMINISTRATION	LANDIS RIDGE	JSC-CCI LANDIS 1 LLC	B Construction
ZN-26-106	9/18/2025	Sign	619 OLD BEATTY FORD RD	5. CONSTRUCTION ADMINISTRATION	LANDIS RIDGE	JSC-CCI 1 LANDIS LLC	Building Construction
ZN-26-107	9/18/2025	Fence	406 S. Correll ST	5. CONSTRUCTION ADMINISTRATION	N/A	SANDOVAL, ISABEL	Building Construction
ZN-26-108	9/18/2025	Accessory Building	407 N MERIAH ST	5. CONSTRUCTION ADMINISTRATION	N/A	JUNE, AMY	Building Construction
ZN-26-109	9/19/2025	Pool	1055 KIMBALL RD	5. CONSTRUCTION ADMINISTRATION	N/A	SELLERS, LYNN	Building Construction
ZN-26-110	9/19/2025	Fence	1055 KIMBALL RD	5. CONSTRUCTION ADMINISTRATION	N/A	SELLERS, LYNN	Clearing/Grubbing
ZN-26-111	9/22/2025	Accessory Building	609 N. MAIN ST	5. CONSTRUCTION ADMINISTRATION	N/A	RITCHIE, TRISHA	Building Construction
ZN-26-113	9/29/2025	Fence	818 GEORGIA OAK LN	5. CONSTRUCTION ADMINISTRATION	N/A	JON ROBINSON	Building Construction
ZN-26-114	9/29/2025	Accessory Building	702 W MILL ST	5. CONSTRUCTION ADMINISTRATION	N/A	HERNANDEZ, JULIAN	Building Construction
ZN-26-121	10/14/2025	Residential	325 N CHAPEL ST	5. CONSTRUCTION ADMINISTRATION	N/A	MARK PROPST	Building Construction
ZN-26-122	10/14/2025	Demolition	314 N CENTRAL AVE	5. CONSTRUCTION ADMINISTRATION	N/A	MARK PROPST	Demolition
ZN-26-124	10/21/2025	Residential	205 E RICE ST	5. CONSTRUCTION ADMINISTRATION	N/A	RBM PROPERTY INVESTMENTS LLC	Building Construction
ZN-26-125	10/21/2025	Residential	201 E. RICE ST	5. CONSTRUCTION ADMINISTRATION	N/A	RBM PROPERTY INVESTMENTS LLC	Building Construction
ZN-26-127	10/27/2025	Residential	314 N. CENTRAL AVE	5. CONSTRUCTION ADMINISTRATION	N/A	PROPST, MARK	Building Construction
ZN-26-129	11/4/2025	Driveway	506 AIRPORT RD	5. CONSTRUCTION ADMINISTRATION	N/A	BRYLAN & CINDY GANN	Building Construction
ZN-26-130	11/20/2025	Residential	209 S. CHAPEL ST	1. NEW	N/A	PRESPRO LLC	
ZN-26-131	11/20/2025	Residential	211 S. CHAPEL ST	1. NEW	N/A	PRESPRO LLC	
ZN-26-75	7/7/2025	Accessory Building	304 E TAYLOR ST	5. CONSTRUCTION ADMINISTRATION	N/A	ELZABETH, MASON	Building Construction
ZN-26-76	7/8/2025	Residential Addition	514 W. BLUME ST.	5. CONSTRUCTION ADMINISTRATION	N/A	H4F INVESTMENTS, LLC	Building Construction
ZN-26-81	7/16/2025	Accessory Building	608 S. VALLEY ST	5. CONSTRUCTION ADMINISTRATION	N/A	MERCEDEZ MELENDEZ	Building Construction

ZN-26-85	7/23/2025	Residential	839 TAMARY WAY	5. CONSTRUCTION ADMINISTRATION	IRISH CREEK PHASE I	GIBBONS, MATTHEW	Construction
ZN-26-86	7/28/2025	Pool	317 W. DAVIS ST	5. CONSTRUCTION ADMINISTRATION	N/A	LAMBERT, ERIC & LORI	Building Construction
ZN-26-88	8/1/2025	Residential		2. WAITING ON PAYMENT/CONTRACTOR	LANDIS MULTIFAMILY	DYNAMIC DEVELOPERS	Building Construction
ZN-26-95	8/7/2025	Residential	619 N. MAIN ST	5. CONSTRUCTION ADMINISTRATION	N/A	CASTRO PROPERTIES, LLC	Building Construction
ZN-26-96	8/19/2025	Residential	407 W. RYDER AVE	5. CONSTRUCTION ADMINISTRATION	N/A	BDM BUILDERS LLC	Building Construction
ZN-26-98	8/13/2025	Residential Addition	411 S. BEAVER ST.	2. WAITING ON PAYMENT/CONTRACTOR	N/A	OROS, ROBERT	
ZN-26-99	8/15/2025	Accessory Building	709 W. RIDGE AVE	5. CONSTRUCTION ADMINISTRATION	N/A	HUIZAR, BERNARDO	Building Construction

Total Records: 42



Permits Issued Report

10/26/2025 - 11/26/2025

City Permit #	Permit Date	Permit Type	Site Address	Main Status	Project Name	Owner	Stage of Construction
ZN-26-127	10/27/2025	Residential	314 N. CENTRAL AVE	5. CONSTRUCTION ADMINISTRATION	N/A	PROPST, MARK	Building Construction
ZN-26-128	11/5/2025	Non-Residential	108 W RICE ST	6. COMPLETE	N/A	TRINITY LUTHERN CHURCH	Complete
ZN-26-129	11/4/2025	Driveway	506 AIRPORT RD	5. CONSTRUCTION ADMINISTRATION		BRYLAN & CINDY GANN	Building Construction
ZN-26-130	11/20/2025	Residential	209 S. CHAPEL ST	1. NEW		PRESPRO LLC	
ZN-26-131	11/20/2025	Residential	211 S. CHAPEL ST	1. NEW		PRESPRO LLC	

Total Records: 5

11/26/2025



Department Report

MEETING TYPE: Board of Aldermen
DATE: December 8, 2025
SUBMITTED BY: Matthew J. Geelen, Police Chief
ITEM TYPE: Report
AGENDA SECTION: Departmental Report
SUBJECT: **Monthly Report**

DETAILS:

Total Calls for Service (Including Self-Initiated Calls) – 851

Self-Initiated Calls – 695

Calls for Service – 149

Traffic Stops - 77

Traffic Accidents - 4



Item Cover Page

MEETING TYPE: Board of Alderman
DATE: December 8, 2025
SUBMITTED BY: Matthew Geelen, Interim Public Works Director
ITEM TYPE: Report
AGENDA SECTION: Department Reports
SUBJECT: **Monthly Report**

DETAILS:

PUBLIC WORKS MONTHLY REPORT

Water Resources	
Work Orders Completed	63
Start Services	59
Stop Services	24
Disconnects	4
Outages	2
Meter/MXU Change Outs	5
Sewer Lift Station Checks	6
Hydrant Routes (Water Quality Flushing)	8
Water Pump Station Checks	20
Stormwater Department	
Work Orders Completed	1
Preventative Maintenance (e.g. Ditch Cleaning, Culvert Jetting, etc.)	1
Street Department	
Work Orders Completed	64
Rowan County Dump Runs	8
Bulk Trash/Debris Routes	26

Electric Department	
Work Orders Completed	132
Start Services	31
Stop Services	32
Disconnects	60
New Temp Service	
Street/Security Lights Install/Repair	13
Pole Repair/Replace	2
Outages:	
Environmental	11
Load Demand	0
Vehicle Collison	1
<i>Total Outages</i>	12
Reporting Made By	
Go Gov	2
Walk In	52
Phone Call	151



Monthly Fleet Report

Department	Unit Number	Year	Make	Model	Mileage	Category
Electric	14	2015	RAM	5500	117568.00	Vehicle
Electric	15	2016	FREIGHTLINER	M2	2929.00	Vehicle
Electric	16	1992	CHEVROLET	C7	23290.00	Vehicle
Electric	2	2009	FORD	F-250	169098.00	Vehicle
Electric	3	2022	FORD	F-150	55123.00	Vehicle
Electric	33	2011	FORD	F-150	180436.00	Vehicle
Electric	45	2024	FORD	F-550	6032.00	Vehicle
Electric	46	2025	FORD	F-150	143.00	Vehicle
Electric	50	2015	FREIGHTLINER	M2	5298.00	Vehicle
Electric	51	2025	CHEVROLET	Silverado	6050.00	Vehicle
Fire	43	2018	FORD	F-150	0.00	Vehicle
Fire	44	2010	DODGE	Charger	140382.00	Vehicle
Fire	440	2021	RAM	1500	30049.00	Vehicle
Fire	441	2024	Spartan	Pumper	6057.00	Vehicle
Fire	442	1986	SEAGRAVE	FIRE ENGINE	36987.00	Vehicle
Fire	443	2005	PIERCE MANUFACTURING	Arrow XT	114725.00	Vehicle
Fire	58	2006	HME	Fire Truck	30334.00	Vehicle
Fire	580	1947	LaFrance		30334.00	Vehicle
Parks and Recreation	52	2020	FORD	Explorer	71558.00	Vehicle
Parks and Recreation	61	2006	FORD	F-250	171957.00	Vehicle
Police	101	2010	DODGE	Charger	108649.00	Vehicle
Police	151	2015	DODGE	Charger	82740.00	Vehicle
Police	161	2016	FORD	Explorer	82287.00	Vehicle
Police	171	2017	DODGE	Charger	91630.00	Vehicle
Police	173	2017	FORD	Explorer	83033.00	Vehicle
Police	174	2017	FORD	Explorer	88865.00	Vehicle
Police	175	2017	FORD	Explorer	90271.00	Vehicle

Police	176	2017	FORD	Explorer	99060.00	Vehicle
Police	177	2017	FORD	Explorer	99623.00	Vehicle
Police	212	2021	RAM	1500	34533.00	Vehicle
Police	232	2023	FORD	Explorer	18060.00	Vehicle
Police	233	2024	CHEVROLET	Silverado HD	19995.00	Vehicle
Police	234	2025	FORD	Explorer	2000.00	Vehicle
Police	235	2025	FORD	Explorer	276.00	Vehicle
Police	80	2008	FORD	Crown Victoria	150265.00	Vehicle
Streets	12	2000	CHEVROLET	GMT-400	184729.00	Vehicle
Streets	18	2023	FREIGHTLINER	M2	2531.00	Vehicle
Streets	22	2000	FORD	F-750	50374.00	Vehicle
Streets	31	2016	KENWORTH	T3 Series	93297.00	Vehicle
Streets	32	2013	INTERNATIONAL	MA065	27614.00	Vehicle
Streets	42	2022	FORD	F-550	22544.00	Vehicle
Streets	6	1997	FORD	F-250	168742.00	Vehicle
Streets	7	2012	FORD	F-250	109190.00	Vehicle
Streets	9	2022	FORD	F-150	29682.00	Vehicle
Town Hall	1	2023	CHEVROLET	Silverado	65430.00	Vehicle
Town Hall	131	2013	CHEVROLET	Tahoe	107999.00	Vehicle
Water Resources	10	2019	FORD	F-250	40579.00	Vehicle
Water Resources	17	2011	FORD	F-350	88660.00	Vehicle
Water Resources	21	1996	FORD	F-800	51070.00	Vehicle
Water Resources	25	2018	FREIGHTLINER	114SD	2923.00	Vehicle
Water Resources	5	2022	FORD	F-150	32507.00	Vehicle

Total Records: 51

12/4/2025



Item Cover Page

MEETING TYPE: Board of Alderman
DATE: December 8, 2025
SUBMITTED BY: Gitza Ocasio Perez, Finance Director
ITEM TYPE: Report
AGENDA SECTION: Reports
SUBJECT: **Monthly Financial Dashboard**

DETAILS:

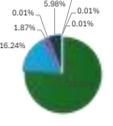


November 2025 Financial Report

Operating Budget Revenues	Budgeted FY26	This Month	FY26 YTD	%
Property Tax - Current	\$2,344,149	\$46,706	\$1,832,708	78%
Tax Collection - Prior Years	\$65,000	\$6,023	\$22,680	35%
Vehicle Interest	\$1,500	\$200	\$1,127	75%
Interest and Penalties	\$10,000	\$714	\$3,585	36%
Property Tax Auto - Current	\$236,880	\$20,258	\$114,721	48%
Vehicle Tag Fee	\$71,000	\$5,860	\$31,030	44%
Building Rental Fees	\$7,200	\$1,755	\$5,205	72%
Sponsorships	\$0	\$0	\$0	0%
Interest on Investments - Powell Bill	\$212,000	\$27,053	\$105,347	50%
Miscellaneous Income	\$0	\$0	\$12	0%
Police Fees & Fines	\$300	\$0	\$250	83%
First Responder	\$3,000	\$270	\$1,560	52%
Grant Received	\$21,200	\$0	\$60,074	283%
Excise Tax on Piped Gas	\$13,000	\$0	\$0	0%
Franchise Tax on Electric PO	\$298,943	\$0	\$83,802	28%
Sales Tax on Telecommunications	\$9,358	\$0	\$0	0%
Sales Tax on Video Programming	\$9,598	\$0	\$0	0%
Local Government Sales & Use Tax	\$1,493,451	\$117,035	\$600,744	40%
ABC Revenue - County	\$15,000	\$3,782	\$7,640	51%
Court Cost	\$300	\$44	\$500	167%
Sales Tax Refund	\$70,000	\$0	\$0	0%
Planning/Zoning Fees	\$89,000	\$4,177	\$28,760	32%
Code Enforcement Clean-up	\$30,000	\$0	\$2,753	9%
Garbage Collection Fees	\$360,000	\$33,765	\$135,032	38%
Resource Officer Reimburse	\$200,000	\$195,438	\$195,438	98%
EMS Utility Reimbursement	\$5,000	\$220	\$550	11%
ABC Profits - State	\$15,000	\$0	\$0	0%
Solid Waste Disposal Tax	\$3,100	\$0	\$0	0%
East Landis Property Tax	\$84,400	\$987	\$51,015	60%
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	\$33	\$322	7%
East Landis - Motor Vehicles	\$5,248	\$926	\$3,185	61%
Debt Setoff	\$10,000	\$0	\$0	0%
Police Service Reimbursement	\$1,500	\$0	\$110	7%
Fire Service Reimbursement	\$0	\$0	\$0	0%
Insurance Proceeds	\$0	\$0	\$2,680	0%
Other Finance Sources = Other Debt	\$0	\$0	\$0	0%
Other Finance Sources = Leases	\$0	\$0	\$0	0%
Sale of Fixed & Surplus Assets	\$40,000	\$0	\$0	0%
Rowan Municipal Association	\$2,500	\$156	\$552	22%
Fund Balance Appropriated	\$265,159	\$0	\$0	0%
Administrative Service Charges	\$894,459	\$0	\$0	0%
Vendor Reimbursement - Geni	\$0	\$460	\$415	0%
Over/Short	\$0	\$100	\$585	0%
Park Revenues	\$147,100	\$3,699	\$67,549	46%
Water Service	\$1,236,675	\$102,818	\$428,235	35%
East Landis Water	\$0	\$0	\$0	0%
Reconnect Fees	\$30,700	\$4,080	\$21,760	71%
Water Tap Access Fee	\$0	\$0	\$1,284	0%
Interest on Investments	\$44,000	\$2,848	\$11,502	26%
Miscellaneous Income	\$0	\$0	\$0	0%
Tap Fees - Water	\$32,000	\$17,379	\$31,656	99%
Grant - Water	\$2,634,042	\$626,831	\$1,299,901	49%
Planning Review Fees	\$73,000	\$0	\$0	0%
Debt Setoff	\$0	\$0	\$0	0%
Fund Balance Appropriated	\$0	\$0	\$0	0%
Sewer Service Fees	\$1,130,000	\$86,334	\$353,548	31%
Sewer Impact Fees	\$15,000	\$0	\$0	0%
Interest on Investments	\$0	\$2,848	\$11,502	0%
Tap Fees	\$51,000	\$6,792	\$11,049	0%
Planning Review Fees	\$10,000	\$0	\$0	0%
Grant Received-Sewer	\$0	\$0	\$0	0%
Fund Balance Appropriated	\$0	\$0	\$0	0%
Stormwater Fees	\$375,029	\$9,985	\$40,090	11%
Interest on Investments - Stormwater	\$3,000	\$198	\$811	27%
Planning/Zoning Fees	\$0	\$0	\$12,135	0%
Fund Balance Appropriated	\$20,675	\$0	\$0	0%
Other Financial Sources = Leases	\$0	\$0	\$0	0%
Electricity Fees	\$7,121,900	\$441,434	\$2,239,617	31%
Penalties - Electric	\$112,400	\$8,086	\$42,254	38%
Reconnect Fees	\$0	\$0	\$0	0%
Meter Tampering Fees	\$1,000	\$0	\$1,760	176%
Pole Attachments	\$12,000	\$0	\$9,460	79%
Interest on Investments - Electric	\$80,000	\$6,225	\$25,187	31%
Miscellaneous Income	\$0	\$0	\$0	0%
Underground Service	\$1,000	\$0	\$0	0%
Payment Return Fees	\$3,000	\$0	\$0	0%
Debt Setoff	\$3,000	\$0	\$440	15%
Sale of Surplus Assets - Electric	\$0	\$0	\$863	0%
Vendor Reimbursement	\$0	\$0	\$30	0%
Insurance Proceeds	\$13,900	\$0	\$20,763	149%
RE Appropriated - Electric	\$444,318	\$0	\$0	0%

\$20,487,984 \$1,785,316 \$7,925,144 39%

Bank Accounts



- Bank OZK - General Fund Checking • Payroll Account
- NCCMT - General Fund • General Fund Sweep Account
- Passive Park Fund Savings Account • Passive Park A/P Account
- NCCMT - Powell Bill Restricted • Landis Police Foundation

Bank Balances		
Bank OZK - General Fund Checking	\$1,000	0.01%
Payroll Account	\$1,000	0.01%
NCCMT - General Fund	\$10,085,185	73.79%
General Fund Sweep Account	\$2,562,917	18.75%
Passive Park Fund Savings Account	\$266,811	1.95%
Passive Park A/P Account	\$1,000	0.01%
NCCMT - Powell Bill Restricted	\$745,907	5.46%
Landis Police Foundation	\$3,522	0.03%
TOTAL	13,667,342	100%

Operating Budget Expenditures	FY26 Budget	This Month	FY26 YTD	%
Administration	\$1,744,679	\$94,319.35	\$641,060.49	37%
Police Department	\$1,733,218	\$92,741.69	\$639,990.33	37%
Fire Department	\$1,267,430	\$62,638.29	\$407,317.31	32%
Streets Department	\$1,045,085	\$40,597.87	\$320,596.89	31%
Sanitation Department	\$349,500	\$26,251.22	\$96,494.06	28%
Parks and Recreation	\$756,408	\$26,252.60	\$308,510.44	41%
Electric Department	\$7,792,518	\$316,890.45	\$2,959,886.18	38%
Water Department	\$3,529,897	\$45,244.05	\$385,416.01	11%
Sewer Department	\$1,420,520	\$102,492.07	\$380,916.56	27%
Storm Water Department	\$398,704	\$5,270.07	\$54,066.41	14%
Debt Service - Municipal Loan/Copiers	\$144,025	\$836.16	\$130,460.53	91%
Debt Svc-USA Bonds/Sewer Eq/Srf Loan	\$306,000	\$0.00	\$0.00	0%
Total Expenditures	\$20,487,984	\$813,534	\$6,324,715	31%

Landis Police Foundation	Balance	Allocated	Received This Month	FY26 TOTAL
Revenues - Sponsorships & Interest	\$3,521.98	\$0	\$0	\$77
Expenditures		Allocated	Expensed	Completed
Rental for National Night Out		\$0	\$0	\$2,449
Totals		\$0	\$0	\$2,449

Passive Park Fund	Balance	Allocated	Received This Month	FY26 TOTAL
Revenues - Sponsorships & Interest	\$266,810.71	\$0	\$24	\$1,071
Expenditures		Allocated	Expensed	Completed
To move two small historic buildings		\$15,000	\$0	\$0
Totals		\$15,000	\$0	\$0

Restitution Funds	Balance	Allocated	Received This Month	FY26 TOTAL
Revenues	\$143,261.74	\$0	\$0	\$143,262
Expenditures		Allocated	Expensed	Completed
Totals		\$0	\$0	\$0

Powell Bill - 70 FUND	Total Budget	Allocated	Received This Month	FY26 TOTAL
Revenues	\$664,430.00	\$0	\$2,504	\$82,094
Expenditures		Allocated	Expensed	Completed
Totals		\$0	\$0	\$1,100

S. Main Sewer Project - 71 FUND	Total Budget	Allocated	Received This Month	FY26 TOTAL
Revenues	\$1,890,370.00	\$0	\$0	\$0
Expenditures		Allocated	Expensed	Completed
Contract for Engineering and Construction Observation		\$1,890,370	\$383,339	\$1,154,442
Easement Survey/Plat Preparation				
Engineering Costs - Pay App #6 and #7				
Totals		\$1,890,370	\$383,339	\$1,154,442

Elevated Water Tank Project - 72 FUND	Total Budget	Allocated	Received This Month	FY26 TOTAL
Revenues	\$1,395,621.00	\$0	\$0	\$527,967
Expenditures		Allocated	Expensed	Completed
Contract for Engineering and Tank Build		\$1,395,621	\$31,359	\$31,359
Tank Build Partial - Pay App #4 and #5			\$0	\$9,000
Engineering Costs - Pay App #4 and #5			\$0	\$500,453
Totals		\$1,395,621	\$31,359	\$1,068,780

Mt Moriah/N Main/Ryder Waterline Project - 73 FUND	Total Budget	Allocated	Received This Month	FY26 TOTAL
Revenues	\$1,976,755.00	\$0	\$0	\$0
Expenditures		Allocated	Expensed	Completed
W Ryder Ave Waterline Replacement Contract		\$1,976,755	\$0	\$0
Totals		\$1,976,755	\$0	\$0

Electric Substation Project - 74 FUND	Total Budget	Allocated	Received This Month	FY26 TOTAL
Revenues	\$3,835,268.00	\$0	\$0	\$0
Expenditures		Allocated	Expensed	Completed
Substation Equipment		\$2,142,893	\$0	\$0
Substation Structure		\$372,426	\$0	\$0
Substation Design		\$247,042	\$0	\$15,958
Totals		\$2,762,361	\$0	\$15,958



Item Cover Page

MEETING TYPE: Board of Alderman
DATE: December 8, 2025
SUBMITTED BY: Gitza Ocasio Perez, Finance Director
ITEM TYPE: Director Report
AGENDA SECTION: Department Reports
SUBJECT: **Monthly Report**

DETAILS:

FINANCE CUSTOMER SERVICE MONTHLY REPORT

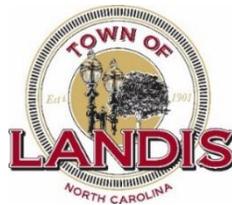
Finance Customer Service	
Cash Payments	368
Credit Card Payments	1462
Check Payments	1096
Bank Draft Payments	493
Disconnections	45
Customer Usage Portal	1121



Item Cover Page

MEETING TYPE: Board of Alderman
DATE: December 8, 2025
SUBMITTED BY: Michael D. Ambrose, Town Manager
ITEM TYPE: Report
AGENDA SECTION: Reports
SUBJECT: **Monthly Town Manager Report**

DETAILS:



Town Manager Report Month of November 2025

We have completed the eleventh month of the calendar year. I want to continue giving an overview as part of my manager's report.

1. The Mayor and I are continuing to work with Salisbury Rowan Utility on our Wastewater Treatment Contract that expires December 2025. This is a project we have been working on for the last eighteen months and are hoping to get some resolve in December.
2. I am continually working with our engineers to ensure wastewater infrastructure needs. This has led to two projects for S Upright Lift Station Upgrade, and a force main to connect US 29 Lift Station to the outfall. Staff is exploring grant opportunities and working on solutions for both of these projects.
3. The paving contracts are being signed and should be completed paving by March 31, 2026. The Town is working with Transystems Inspectors and Engineers to ensure the project is successful for years to come.
4. The New Water Tank at the Public Works Facility will be substantial completed by March 2026, according to the contractor's update.
5. W Ryder Avenue will have some water line replacement work continuing in the area. This project will replace the waterlines on W Ryder Avenue, and N Main Street, which will strengthen the town's water quality and pressure in this area. These lines will intersect with the new water tank that is currently under construction at the Public Works Facility. Residents will see some road closures as a part of this project, and temporary water outages. Staff is committed to ensuring the residents know of the outages as soon as possible.
6. Staff are preparing to push out communication about the Landis Community 101 Class called Landis C.A.R.E.S. (Citizen Academy & Resource Education Series), and staff are encouraging citizens to sign up, and participate in this program. This program will allow the citizens to experience and understand the tasks of each of these departments and how they mold together for the good of the citizens, and visitors, within the Town.
7. Staff are continuing to work on digitalizing all department records through the Laserfiche system. Residents can expect to see more digital forms to complete, which should make it easier for the residents to get their utility and planning paperwork processed.

Please stop by my office or contact me directly if you have any issues or concerns.

Thank you,
Michael D. Ambrose

2025

DECEMBER



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	29
30	1	2	3 Senior Luncheon 12:00 Noon @ Trinity Lutheran Church	4 Board of Aldermen Work Session Meeting: 5:30PM	5	6
7	8 Board of Aldermen Regular Scheduled Meeting: 6:00PM	9	10	11	12	13 Campfire Christmas with Santa by the Lake 4 - 6 PM
14	15	16 Planning Board Meeting: 6:00PM	17	18	19 Town Offices Closing from 11:30 AM - 2 PM for Employee Luncheon	20
21	22	23	24 Town Offices Closed in Observance of Christmas	25 Town Offices Closed in Observance of Christmas	26 Town Offices Closed in Observance of Christmas	27
28	29	30	30	1	2	3

NOTE

EVENTS 2024 - 2025

UPCOMING

NOV 26	CHRISTMAS PARADE AND DOWNTOWN TREE LIGHTING EVENT
DEC 13	CAMPFIRE CHRISTMAS WITH SANTA BY THE LAKE
APR 12	DOWNTOWN CAR CRUISE-IN BEGINS*
APR 04	EASTER EGG-STRAVAGANZA
AUG 5	NATIONAL NIGHT OUT
SEPT 12	TOUCH A TRUCK EVENT
OCT 25	FALL FESTIVAL AND TRUNK OR TREAT
NOV 25	CHRISTMAS PARADE AND DOWNTOWN TREE LIGHTING EVENT
DEC 13	CAMPFIRE CHRISTMAS WITH SANTA BY THE LAKE

FOR MORE INFORMATION VISIT
WWW.TOWNOFLANDISNC.GOV

Section 10, Item 10.1

2026

JANUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 DECEMBER	29	30	31	1 Town Hall Closed in observance of New Years Holiday	2	3
4	5	6	7	8 Board of Aldermen Work Session Meeting: 5:30PM	9	10
11	12 Board of Aldermen Regular Scheduled Meeting: 6:00PM	13	14	15	16	17
18	19 Town Hall Closed in observance of MLK JR Holiday	20 Planning Board Meeting: 6:00PM	21	22	23	24
25	26 DCFL Park Committee Meeting: 6:00PM	27	28	29	30	31
1 FEBRUARY	2	3	4	5	6	7

NOTE

Celebrating
125
YEARS

TOWN OF LANDIS
Be a Landis Original

- March 28th: Easter Egg-Stravaganza
- May 2nd: 125th Anniversary Celebration
- August 4th: 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 La

FOR MORE INFORMATION VISIT: TOWNOFLANDISNC.GOV

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