



**Regular Board Meeting**  
**Tuesday, October 13, 2026**  
**6:00 PM- Town Hall Commissioners Room**

Call to Order- Mayor Tony Laphis

Invocation- Pastor John T. Brantley of Boger Reformed Church

Pledge of Allegiance- Mayor Tony Laphis

**1. Public Forum**

*(Please state name, address and limit comments to 3 minutes or less)*

**2. Conflict of Interest**

*The Mayor and Commissioners are asked at this time to reveal if they have a Conflict of Interest with any item on the Agenda in order to be recused for that item.*

*(No member shall be excused from voting except upon matters involving the consideration of the member's own financial interest or official conduct or on matters on which the member is prohibited from voting under G.S. 14-234 or 160D-109(a). NC State Statute 160A-75 and no public official shall knowingly participate in making or administering a contract, including the award of money in the form of a grant, loan, or other appropriation, with any nonprofit with which that public official is associated. NC State Statute 14-234.3)*

**3. Approve Agenda (Pages 1-2)**

**4. Consent Agenda (Pages 3-17)**

- A. Minutes for September 8, 2026 (pages 3-8)
- B. Parade Safety Policy with Attachment A - Parade Safety Rules (pages 9-16)
- C. Appendix C: State Grant Certification – No Overdue Tax Debts (for recently awarded State Grant of \$225,000) (page 17)

**5. Staff Reports (Pages 18-45)**

- A. Town Manager-Randy Holloway (page 18)
- B. Town Asst. Manager- Planning & Economic Development Director - Erin Burris (pages 19-26)
- C. Town Clerk/Finance Officer - Amy Schueneman (pages 27-28)
- D. Human Resources/Events- Crystal Smith (page 29)
- E. Code Enforcement - Jim Sells (pages 30-33)
- F. Public Works- Derek Linker (page 34)
- G. Fire Department-Dustin Sneed (page 35)
- H. Cabarrus County Sheriff's Department (pages 36-45)
- I. Questions from the Board
- J. Request for future agenda items

**6. Old Business (Page 46)**

- A. Receive update on the status of (page 46):
  - Lower Adams Creek Sewer Outfall Project

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- Water Distribution Improvements Project
- Water Treatment Plant Renovation Project

## **7. New Business** (Pages 47-131)

- A. Consider approving a contract with LKC Engineering for Water Supply Expansion Project, Conceptual Evaluation (pages 47-50)
- B. Annexations- ANX 2026-03 North Dr. Ballfield Property & ANX 2026-04 Public Works Property (pages 51-76)
- C. Personnel Policy Updates (pages 77-131)

## **8. Closed Session 143-318.11.(a)(#3) Consult with Town Attorney**

### **A. Sewer Customer Issue**

*To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.*

## **9. Adjournment**

*All agenda items and attachments are considered public records.*

If you would like a copy of the Agenda Packet, which includes all documents related to the Board meeting, please visit <https://mtpleasantnc.gov> and look under the Government Tab to see the packet, agenda, and prior Board Minutes  
*Closed Session minutes are unavailable until released by the Board and/or the Town Attorney.*



**Board of Commissioners  
Town Board Meeting Minutes  
Tuesday, September 8, 2026, at 6:00 P.M.**

**Attendance:** Mayor Tony Lapish  
Mayor Pro-Tem/Commissioner Lori Furr  
Commissioner Steven Dixon  
Commissioner Liz Poole  
Commissioner Mike Steiner (absent)  
Commissioner Justin Simpson  
Town Administrator Randy Holloway  
Town Attorney John Scarbrough  
Town Clerk Amy Schueneman

**Also Present:** Crystal Smith, Erin Burris, Jim Sells, Todd Davis, Allen Kindley, Deena Bost, Sadie Bost, Oliver Grimes, Ally Schueneman, Michael Gaddis, Stacy Berry, and CJ Berry.

**CALL TO ORDER**

Mayor Tony Lapish called the meeting to order.

**INVOCATION**

Pastor Todd Davis from St. James Anglican Church led the Board in prayer.

**PLEDGE OF ALLEGIANCE**

Mayor Lapish led the Pledge of Allegiance.

A printed flyer inviting the Board to the Uwharrie Bank Ribbon Cutting at their new location at 8320 W Franklin St. was placed at each member's seat.

**1. Public Forum**

Allen Kindley, property owner of 2401 Cold Springs Rd., stated that this property is adjacent to the proposed Pleasant Springs neighborhood at Hwy 49 & Cold Springs. His property has a 4-acre pond which is close to the back property line of the Pleasant Springs neighborhood. He requested the Town to ask the developer of this future neighborhood to install perimeter fencing as a safety precaution around the entire neighborhood. A 6ft chain link fence is around the property currently. Mr. Kindley provided an aerial photo of the property to the Board members.

**2. Conflict of Interest**

*The Mayor and Commissioners are asked at this time to reveal if they have a Conflict of Interest with any item on the Agenda in order to be recused for that item.*

(No member shall be excused from voting except upon matters involving the consideration of the member's own financial interest or official conduct or on matters on which the member is prohibited from voting under G.S. 14-234 or 160D-109(a). NC State Statute 160A-75 and no public official shall knowingly participate in making or administering a contract, including the award of money in the form of a grant, loan, or other appropriation, with any nonprofit with which that public official is associated. NC State Statute 14-234.3)

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No one had a conflict of interest.

### **3. Approve Agenda**

**REMOVE #6 Introduction to John Eller Cabarrus County Manager  
ADD Old Business D. Mount Pleasant Dixie Youth Baseball use of  
McAllister Field**

A motion to approve the Amended Agenda was made by Commissioner Furr with a second by Commissioner Simpson. All Board Members were in favor. (4-0, Commissioner Steiner absent)

### **4. Consent Agenda**

- A. Minutes for August 11, 2026
- B. Proclamation for 25th Anniversary of September 11, 2001
- C. PFAS Class Action Settlement Payment
- D. McAdams Engineering contract Change Order #1 for Town Parking Lot
- E. NC General Warranty Deed from CBS Development Group LLC for Green Acres Sewer Line extension/connection pending Title Search

Commissioner Furr made a motion to approve the Consent Agenda with a second by Commissioner Dixon. All Board Members were in favor. (4-0, Commissioner Steiner absent)

### **5. Staff Reports**

- A. Town Manager- Randy Holloway
- B. Town Asst. Manager- Planning & Economic Development Director – Erin Burris
- C. Town Clerk/Finance Officer – Amy Schueneman
- D. Human Resources/Events- Crystal Smith
- E. Code Enforcement/Grant Writer- Jim Sells
- F. Public Works- Daniel Crowell
- G. Fire Department-Dustin Sneed
- H. Cabarrus County Sheriff's Department
- I. Questions from the Board – *none were asked*
- J. Request for future agenda items – *none were requested*

### **6. REMOVED Introduction to John Eller Cabarrus County Manager**

### **7. Old Business**

#### **A. Receive update on the status of:**

#### **Lower Adams Creek Sewer Outfall Project**

Erin Burris stated this project is completely done. The Town is working with LKC Engineering firm to use the remaining funds in the project budget to pave Hillside Drive since the construction left the road in poor condition. The quote from Elite Infrastructure is for \$39,760. There is \$22,091.82 remaining in Sewer ARP Grant Funds to help cover the expenses. The Town will need to pay the remainder, \$17,668.18, out of this year's Powell bill funds.

A motion to use the remaining State Grant Funds in the Lower Adams Creek Sewer Outfall Project Fund \$22,091.82 and approve using Powell Bill Funds, \$17,668.18, to pave Hillside Drive was made by Commissioner Simpson with a second by Commissioner Poole. All Board Members were in favor. (4-0, Commissioner Steiner absent)

#### **Water Distribution Improvements Project**

Ms. Burris stated that State Utility Contractors is making good progress on the Jackson St./Hwy 49 waterline. The restoration process is currently being done to Jackson St. to put everything back to original condition. Some damage was done to the asphalt on Jackson St. which was paved just a few years ago. Staff will work with the contractors for an acceptable repair. LKC

Engineering's estimate to install a new waterline on Allman Road Extension & Seneca Dr. was \$534,000 to complete all the work needed. The engineers did try to value-engineer the project by removing some sections which reduced the cost to \$307,000, but would leave existing on-going issues for Public Works to deal with. Because the Town is still uncertain of the amount of remaining funds, it would be better to use the remaining funds to engineer out the entire project for that area. Having the engineering completed will make it a "shovel ready" project and will make it easier to find additional funding from another grant.

Randy Holloway reported that State Utility Contractors had to do some add-ons on the Jackson Street waterline which will reduce the \$80,000 in contingency funds available. A valve will be installed near the water treatment plant to make the connection. The valve and waterline will be pressure tested, chlorinated, and accepted by the State within the next week to ten days. Once that is done, the Town will be given notice by the contractors to give the water treatment plant time to completely fill the North Drive Tank. When the waterline is cut, the water treatment plant will not be able to send water out into the system until it is reconnected, which should be less than a day's work.

State Utility Contractors has completed the punch list items except for one remaining area near Cantina 73 on E. Franklin St. and it has been subcontracted out to NJR who is also contracted by NCDOT to pave Main St. and Franklin St. All information received by the Town states paving will begin at the end of September. Staff meet with NC DOT on June 24<sup>th</sup> and provided them with a Main Street Striping Plan to delineate parking spaces. This plan would show where parking along the street is and is not permissible. Although NC DOT is willing to do the striping after paving Main St., it is not in the NC DOT budget to do so, and the Town would be responsible for the \$8,000-\$10,000 cost for striping. The striping would cover the area from 609 North Main Street to South Main Street at Lee Street.

NC DOT is very open to transfer North Main Street over to the Town. There are many things to consider before doing so and it will be discussed at a future meeting.

A motion to approve up to \$10,000 for striping Main Street as indicated on the maps to come from General Fund was made by Commissioner Poole with a second by Commissioner Furr. All Board Members were in favor. (4-0, Commissioner Steiner absent)

#### Water Treatment Plant Renovation Project

Randy Holloway informed the Board an email from NC DEQ asking for more information in order to process the well permit at the lagoon for the PAC system was received on Thursday and has delayed the approval again. Responses from the Town were requested in the email for six items that included the rule numbers. Staff is already working on it. Garver Engineering is coming on Monday to help Town Staff with the responses. The last water test for the well showed iron at 5 times the normal limit. The culprit is believed to be due to water sitting in the 315' of 2" galvanized pipe attached to the well pump since it has not been used. Another sample will be taken tomorrow after running the well pump long enough to pull fresh water into the pipe. If the iron level remains high, it could possibly cause the carbon from the PAC system to attach to the iron which may clog the filter system within the plant. To correct this issue more curtains may need to be installed in the lagoon to slow the process down and allow the carbon to settle to the bottom of the lagoon. Once again, Garver Engineering is coming to help analyze the whole water treatment process before doing anything else to the system.

Amy Schueneman asked the Board to approve an updated Grant Project Ordinance for the Water Treatment Plant Renovation Project. The State awarded the Town \$985,000 and to date the Town has spent \$2,100,000. The excess funds were paid for by the Water/Sewer Fund Balance. By amending the original Grant Project Ordinance, it will simplify the project records prior to the annual audit.

A motion to approve the amended Grant Project Ordinance for the Water Treatment Plant was made by Commissioner Furr with a second by Commissioner Simpson. All Board Members were in favor. (4-0, Commissioner Steiner absent)

### **B. Amendments to Code of Ordinances Part 7**

Erin Burris presented the following changes made to Code of Ordinances Part 7:

Part 7 of the Code of Ordinance was updated in September of 2022 and last amended April 8, 2025. All speed limits in the Town limits are 35mph unless otherwise posted and outside the Town limits are 55pmh unless otherwise posted. The following amendments are proposed, as requested by the Town Board of Commissioners, to encourage NCDOT to change speed limits on specified road segments:

- Add “downtown district” to 20mph zone for clarification.
- Clarify that the 45mph zone on Highway 49 is between the western end and eastern end of North Drive.
- Adding a 45mph zone on NC Highway 73 from Green Acres Circle to the NC Highway 49 interchange between satellite corporate limits
- Adding a 45mph zoned on NC Highway 73 from Blueberry Street to Dutch Road between satellite corporate limits
- Adding Walker Road to the 45mph list due to satellite corporate limits. Walker Road is already a marked 45mph zone.

A motion to approve amendments to Code of Ordinances Part 7 amendments as presented was made by Commissioner Poole with a second by Commissioner Simpson. All Board Members were in favor. (4-0, Commissioner Steiner absent)

### **C. Consider declaring 1075 Circle Drive a Public Nuisance**

Jim Sells updated the Board on locating the owner of 1075 Circle Dr. Once the Town receives an updated address from Florida Department of Transportation and the Town Board approves the Declaration of Public Nuisance, Mr. Sells will send another certified letter to the owner’s current address asking them to remediate the items with the property. The poison oak, weeds and overgrowth of grass are the issues, not the condition of the home or the pond behind the house since those items will be treated as a separate case.

John Scarbrough presented the legal background. The general statutes are unclear. The Town has a nuisance ordinance in Chapter 8 of the Code of Ordinances that applies within the Town limits and is fairly broad. This property is within a mile but outside of Town limits and the Town is unable to enforce the ordinance at that location. N.C.G.S. § 160A-193 authorizes a municipality to remove, abate, or remedy conditions within the municipal limits or within one mile thereof that are dangerous or prejudicial to public health or public safety, and authorizes recovery of the reasonable expense of abatement as provided by law. The statute authorizes municipalities to summarily remove and abate nuisances. Summarily meaning without notice. The question is what constitutes dangerous or prejudicial to public health. Does this case fall under that terminology? Case law that was found by the Court of Appeals has interpreted the statue to mean that a municipality can summarily and without notice abate nuisances where there is a genuine emergency. In this situation, Mr. Sells is doing everything he can to notify the property owner. N.C.G.S. § 160A-193 case law is aimed towards structures. The question to the Board is whether this is an imminent danger to public health or safety. Providing notice to the property owner is a good thing and shows the Town is taking all the necessary steps. N.C.G.S. § 160A-193 does not give the Town the same broad authority as in the Town Ordinances. Statute does state owners would be responsible for the cost.

The Board discussed the issue and the potential cost. The property owner could argue that they were not personally liable for the cost of remediation, but a lien would go against the property not

property owner. This cleanup would be beyond the Public Works ability to remediate and would need to be contracted out since it is outside Town limits. \$5,000 is in the annual budget for situations like this. The alternative is to do nothing, and it would get increasingly worse.

Town tax dollars are being used to pay for something outside the Town in the ETJ. Cabarrus County is unable to do anything either.

Mr. Sells stated that the structure itself is not what is being addressed even though the roof is covered in tarps and is probably leaking into the interior of the house. Since no one is living there, an Administrative Order would be required before someone can enter the structure to check on the condition inside.

If Mr. Sells has attempted all available options to find the property owner after declaring the property a Public Health Nuisance, it would obligate the Town to abate the property.

A motion to declare the condition of 1075 Circle Drive Mt. Pleasant, NC 28124 a Public Health Nuisance and authorize the notice and abatement process was made by Commissioner Simpson with a second by Commissioner Dixon. All Board Members were in favor. (4-0, Commissioner Steiner absent)

#### **D. ADD ON: Mount Pleasant Dixie Youth Baseball use of McAllister Field**

Erin Burris informed the Board that drafts with changes were made to the agreement based on discussion by the Board at the August meeting and were presented to Mount Pleasant Dixie Youth Baseball. MPDYB did have some concerns about locking the field so the field does not get misused or damaged in some way.

Michael Gaddis from MPDYB stated that once the field gets wet it makes the field completely unusable for playing. Bike tracks were made in the dirt after the last time it rained leaving 3-4" indentions in the dirt. Mr. Gaddis asked that the Board allow MPDYB to lock the gates for up to 48hrs after it rains to preserve the integrity of the field. Cabarrus County allows MPDYB to lock the gates at the Virginia Foil Park due to rain for the preservation of the ballfields. Mr. Gaddis was willing to provide the Town with a key to the gates for Public Works to have access to mow and MPDYB volunteered to be responsible for opening and locking the gates as necessary.

The official request by Michael Gaddis to the Board was *"to give us (MPDYB) carte blanche on a 48-hour lock down of it (McAllister Ballfield) that as soon as a rain event happens we (MPDYB) would lock it down for 48 hours max without giving notice to the Town. If it were over 48 hours, we (MPDYB) would ask the Town for permission to extend the time."*

Board consensus was that this was a reasonable request and would be included in the Town Facility Use License Agreement-McAllister Field.

A motion to go into Closed Session was made by Commissioner Simpson with a second by Commissioner Poole. All Board Members were in favor. (4-0, Commissioner Steiner absent)

#### **8. Closed Session 143-318.11.(a)(#3) Consult with Town Attorney**

*To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.*

A motion to come out of Closed Session was made by Commissioner Poole with a second by Commissioner Dixon. All Board Members were in favor. (4-0, Commissioner Steiner absent)

**9. Adjournment**

With nothing else to come before the Board, Commissioner Furr made a motion to adjourn. Commissioner Simpson seconded the motion. All Board Members were in favor. (4-0, Commissioner Steiner absent)

By our signatures, the following minutes were approved as submitted on Tuesday, October 13, 2026 in the Regular Meeting.

\_\_\_\_\_  
**Town Clerk Amy Schueneman**

\_\_\_\_\_  
**Mayor Tony Lapis**



## PARADE SAFETY POLICY

### 1. Purpose and Scope

The purpose of this policy is to establish clear, content-neutral, and consistently administered standards for the safe planning and operation of parades within the Town of Mount Pleasant; to reduce foreseeable risks to participants, spectators, employees, volunteers, and the public; to preserve emergency access and public order; and to support the continued enjoyment and tradition of community parades.

This policy applies to Town-sponsored and privately organized parades conducted on public streets or other public property within the Town, subject to applicable federal and State law. Nothing in this policy shall be administered in a manner that discriminates on the basis of the content or viewpoint of protected expression.

### 2. Definitions

- a. **“Parade”** means an organized procession, march, motorcade, or similar event using a public street or public right-of-way in a manner that requires traffic control, street closure, special use of the roadway, or coordinated municipal services.
- b. **“Parade unit”** means an individual float, vehicle, walking group, band, organization, or other entry.
- c. **“Parade official”** means a Town employee or other person specifically designated by the Town to manage parade operations. Routine funeral processions, emergency operations, and other activities separately regulated by law are not governed by this policy.

### 3. Parade Authorization and Permit Review

- 1. All parades subject to this policy must obtain a permit issued by the Town Clerk or designated municipal department.
- 2. Use of a State-maintained roadway shall comply with **G.S. 20-169** and all applicable North Carolina Department of Transportation special-event coordination, traffic-control, road-closure, ordinance, and notice requirements. A Town parade permit does not, by itself, authorize a closure or restriction of a State-maintained roadway except as permitted by applicable law and completed Town/NCDOT procedures.

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3. The Town shall administer parade permits in a content-neutral manner and shall not approve, condition, or deny a permit based on the message, viewpoint, political affiliation, religious viewpoint, or other protected expression of an applicant or participant.
4. Applications by an organizer seeking authorization to conduct a planned parade should be submitted at least sixty (60) days before the proposed parade date when practicable. Individual entries in a Town-sponsored parade shall register by the deadline established for that event and are not subject to the organizer's 60-day filing period. The Town may accept and process a later application when circumstances reasonably prevent earlier filing, including time-sensitive or spontaneous expressive activities, provided the event can be conducted with reasonable measures to protect public safety and traffic operations.
5. The Town may require information reasonably necessary to evaluate the proposed route, schedule, traffic control, emergency access, anticipated attendance, vehicles, floats, animals, special equipment, and other operational or safety considerations. For a privately organized parade, the organizer shall provide the parade-wide emergency action plan and other parade-wide operational information required by the Town. For a Town-sponsored parade, the Town shall maintain the parade-wide emergency action plan, and individual parade units shall provide only entry-specific information requested by the Town.
6. The Town may approve an application, approve it with reasonable safety conditions, propose an alternate route or schedule, or deny it when documented conditions demonstrate that the event cannot be conducted safely with reasonable mitigation. Relevant considerations may include route capacity and geometry; conflicts with previously approved events; preservation of emergency access; availability of required traffic control; objectively unsafe vehicles or equipment; failure to provide required information after notice; or another articulable safety condition directly related to the proposed event.
7. A denial or material condition shall be provided in writing with the reason for the decision. The Town shall issue a written decision on a complete parade application within ten (10) business days after receipt, or as soon as practicable when the event date requires expedited action. The applicant may request administrative review by the Town Manager or designee within ten (10) calendar days, or within a shorter period when necessary because of the event date. A requested administrative review shall be decided within five (5) business days, or sooner when necessary because of the event date.

## 4. General Participation and Safety Requirements

1. Each parade unit shall designate a responsible adult contact person. Motor vehicles shall be operated by appropriately licensed drivers and shall carry automobile liability insurance meeting applicable North Carolina requirements.
2. Participants shall comply with this policy, the Town's administrative Parade Safety Rules, and lawful safety directions issued by parade officials. A parade unit, vehicle, float, trailer, rider arrangement, animal, or item of equipment that presents an immediate or material safety risk may be corrected, stopped, or excluded from participation.
3. No participant shall consume or possess an open alcoholic beverage or unlawfully possess or use a controlled substance while participating in the parade. No driver, equipment operator, walker, or other participant may participate while impaired by alcohol, drugs, medication, or another substance to a degree that makes participation unsafe.
4. Parade staging, route operations, and dispersal shall preserve access for law enforcement, fire, EMS, and other emergency vehicles. Participants shall promptly follow directions to stop, move, or clear a route for emergency response.
5. The Town may delay, pause, reroute, shorten, or cancel a parade when weather, environmental conditions, an emergency, or another circumstance creates an unreasonable safety risk.
6. Significant injuries, collisions, vehicle or float failures, emergency responses, spectator incursions, or other material safety incidents shall be reported to the Event Coordinator or designee and may be documented for post-event review and future risk reduction.

## 5. Candy and Item Distribution

1. Throwing candy, toys, beads, promotional materials, or any other objects from floats, vehicles, or moving participants is prohibited.
2. The Town may permit hand-to-hand distribution under the administrative Parade Safety Rules when the method of distribution does not encourage spectators to enter the active parade travel path or create an unsafe pedestrian-vehicle interaction.
3. Designated distributors shall remain outside the immediate wheel path of vehicles and trailers; shall not walk between a town vehicle and trailer; and shall not cross directly in front of a moving parade unit.

4. A parade official may temporarily suspend item distribution when crowding, route conditions, or spectator behavior make continued distribution unsafe.

## 6. Animals, Accessibility, and Disability Accommodations

1. Except as required for service animals protected by applicable federal or North Carolina law or other disability-related reasonable modifications, non-service animals may not proceed on foot in the parade. A non-service animal may participate only in an enclosed or otherwise safely secured conveyance approved by the Town and must be under the control of an experienced handler.
2. Equestrian parade entries are prohibited. This restriction does not supersede the Americans with Disabilities Act, applicable North Carolina law, or other disability law. Service animals protected by applicable law shall be permitted as required.
3. The Town shall evaluate the use of an individually trained miniature horse as a reasonable modification using the factors permitted by **ADA Title II**, including the animal's type, size, and weight; whether the parade route or event setting can accommodate those features; handler control; housebreaking; and whether the animal's presence would compromise legitimate safety requirements.
4. A person using a service animal protected by applicable law is not required to obtain advance approval merely because of the animal. A service animal may be excluded or removed only under circumstances permitted by applicable law.
5. The Town shall provide reasonable modifications to policies, practices, and procedures when required by the Americans with Disabilities Act and other applicable law. Requests requiring advance logistical planning are encouraged as early as practicable; however, failure to make a request thirty (30) days in advance shall not, by itself, be grounds for denying an otherwise reasonable accommodation. Parade planning shall consider accessible participation, routes, viewing opportunities, communication, and the safe use of mobility devices where practicable and as required by law.

## 7. Insurance and Liability

1. Each motor vehicle operated in the parade shall be covered by automobile liability insurance meeting applicable North Carolina requirements. A parade organizer or particular entry may be required to provide additional liability coverage when reasonably warranted by objective physical and operational characteristics of the event or entry, including its size, vehicles, equipment, or other documented safety risks, in amounts established by the Town after consultation with its insurer or risk-management provider.

2. Any additional-insured requirement shall be stated in the application materials. Additional coverage shall not be required or increased because of an applicant's or participant's message, viewpoint, political or religious affiliation, anticipated opposition, or expected public reaction.
3. Participants are responsible for complying with this policy and for the safe operation of their parade units. Nothing in this policy shall be construed to create a duty or cause of action not otherwise imposed by law, or to waive any governmental immunity, statutory defense, insurance defense, or limitation of liability available to the Town, its officials, employees, or agents.

## 8. Authority and Enforcement

1. Parade officials may issue safety directions and may slow, redirect, pause, stop, or remove a parade unit, or recommend termination of the event, when reasonably necessary to address an immediate or material safety condition. Law-enforcement and emergency personnel retain all authority granted to them by applicable law and may take actions necessary to protect life, public safety, and emergency access.
2. A parade official may immediately stop or remove an entry when a violation presents an immediate or material safety risk, when the participant refuses a lawful safety direction, or when continued participation would materially interfere with safe parade operations. Lesser violations should ordinarily be corrected through a warning or direction when it is safe and practical to do so.
3. A participant or organization may be suspended from a future Town parade for a stated period when the Town determines that a serious, repeated, or intentional violation warrants future disqualification. The Town shall provide written notice stating the basis and duration of the suspension and shall provide an opportunity for administrative review by the Town Manager or designee. Conduct that may constitute a criminal offense or otherwise requires law-enforcement action may be referred to the appropriate agency.

## 9. Safety Variances and Administrative Rules

1. A written request for a variance from a parade safety requirement should be submitted as early as practicable. The Town may approve a variance when the applicant demonstrates that the proposed alternative provides an equivalent or greater level of safety and does not materially impair traffic control, emergency access, or safe operation of the event. Relevant factors may include vehicle dimensions, turning radius, route clearance, crowd separation, equipment safeguards, and alternative protective measures.

2. The Town Manager or designee is authorized to adopt and revise administrative Parade Safety Rules, application forms, safety checklists, briefing or acknowledgement materials, emergency procedures, and other operational requirements consistent with this policy. Administrative requirements shall be reasonably related to public safety, traffic operations, emergency access, accessibility, or the orderly conduct of the event and shall be administered consistently and in a content-neutral manner.
3. The responsible adult contact person for each parade unit and each motor-vehicle or float operator may be required to review or acknowledge the applicable Parade Safety Rules before participation. The responsible adult contact person may be required to communicate applicable requirements to the remaining members of the parade unit.

## 10. Public Notice, Effective Date, and Review

1. The Town shall provide reasonable public notice of planned street closures, parking or access restrictions, accessibility information, and significant delays, weather-related suspensions, route changes, or cancellation. The specific methods and timing of public communication may be established administratively based on the nature and timing of the event.
2. This policy shall become effective immediately upon approval by the Town Board and shall apply to all parades subject to this policy within the Town of Mount Pleasant.
3. The policy shall be reviewed periodically and after any significant parade-related injury, collision, emergency activation, or other material safety incident. Administrative forms, rules, briefing materials, and the parade emergency action plan shall be reviewed before each parade season and revised as necessary to remain consistent with this policy.

*Administrative Parade Safety Rules may be issued as Attachment A and revised by the Town Manager or designee consistent with Section 9 of this policy.*

Adopted October 13, 2026

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Mayor Tony Lapish

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Amy Schueneman, Town Clerk



## PARADE SAFETY RULES

### Attachment A to the Town of Mount Pleasant Parade Safety Policy

*Administrative participant and parade-day requirements*

**These rules apply to parade participants and are administered under the Town's Parade Safety Policy.** Parade officials may give additional route-specific safety directions when reasonably necessary. When a rule conflicts with applicable law or an approved disability accommodation, applicable law and the approved accommodation control.

#### **1. Before the Parade**

- Each parade unit must designate one responsible adult contact person. The contact receives official instructions, serves as the Town's point of contact, and communicates applicable rules to the unit.
- Drivers must possess a valid driver's license and vehicles must carry current automobile liability insurance as required by North Carolina law.
- The responsible adult contact and each motor-vehicle or float operator must review or acknowledge the Town's safety information before participation when required by the Town.
- Provide entry-specific information requested by the Town, such as vehicle/trailer dimensions, tow-vehicle information, rider arrangements, generator/fuel information, animals, or other special equipment.

#### **2. Vehicles, Trailers, Floats, and Equipment**

- Truck-and-trailer combinations exceeding forty-five (45) feet in overall combined length require written Town approval for the specific route. Length is measured from the forward-most point of the tow vehicle to the rear-most point of the trailer or load.
- Before entering the route, each motor vehicle, trailer, and float must be in safe operating condition. Hitches, hitch pins, couplers, safety chains, tires, brakes, required lights, railings, rider areas, decorations, generators, fuel containers, batteries, and sound equipment must be secure and appropriate for their intended use.
- A parade official may visually inspect an entry and may require correction of an unsafe condition before allowing it to proceed.
- Units using fuel-powered generators or other equipment presenting a foreseeable fire hazard must carry an appropriate fire extinguisher. Fuel and equipment must be secured against movement.

#### **3. Movement and Driver Safety**

- Motorized parade units must operate at a walking pace and may not exceed five (5) miles per hour on the active parade route unless directed otherwise by a parade official.
- Drivers must maintain enough spacing to stop safely and must remain constantly aware of pedestrians, walkers, children, and other parade units.
- Drivers may not use a handheld mobile device while the parade unit is moving.
- A unit with restricted visibility, a trailer, or a float must use at least one adult walking spotter when directed by the Town; additional spotters may be required because of length, width, or blind spots.
- No pedestrian participant may walk between a tow vehicle and its trailer, within the immediate wheel path of a moving vehicle or trailer, or directly in front of a moving parade unit.

#### **4. Rider and Child Safety**

- Riders must remain within the designated rider area. Sitting on the edge of a float or trailer, dangling legs or feet outside the unit, or occupying another unsafe position is prohibited.

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- Riders may not mount or dismount while the unit is moving. Children riding on a float or trailer must be supervised by a responsible adult and provided appropriate rails, barriers, seating, or secure handholds for the unit configuration.

## 5. Candy and Item Distribution

- **NO THROWING:** Candy, toys, beads, promotional materials, or any other objects may not be thrown from floats, vehicles, or moving participants.
- Candy or promotional items may be handed directly to spectators by designated walkers accompanying a float or vehicle.
- Distribution must occur from the sidewalk or another clearly defined parade boundary designated by the Town, such as the parking lane along North Main Street, and never from a moving vehicle.
- Distribution may not require or encourage spectators to enter the active parade travel path. Distributors must remain outside vehicle and trailer wheel paths and may not walk between a tow vehicle and trailer or cross directly in front of a moving unit.
- A parade official may temporarily suspend item distribution when crowding, route conditions, or spectator behavior makes continued distribution unsafe.

## 6. Spectator Boundaries, Conduct, and Animals

- Participants must respect the spectator safety boundary established for the approved route. If a spectator enters the safety area and safe separation cannot be maintained, the driver must slow or stop until the hazard is corrected or a parade official directs otherwise.
- No participant may consume or possess an open alcoholic beverage or unlawfully possess or use a controlled substance while participating. No driver, operator, walker, or other participant may participate while impaired to a degree that makes participation unsafe.
- Non-service animals may not proceed on foot in the parade. A non-service animal may participate only in an enclosed or otherwise safely secured conveyance approved by the Town and under the control of an experienced handler. Equestrian parade entries are prohibited.
- Service animals and disability-related reasonable modifications are governed by the Town's Parade Safety Policy and applicable law. A person using a protected service animal does not need advance approval merely because of the animal.

## 7. Weather, Emergencies, and Route Operations

- Follow all directions from parade officials, law enforcement, fire, EMS, and emergency personnel. Parade units must promptly stop or clear the route when directed for emergency response.
- The Town may delay, pause, reroute, shorten, or cancel the parade when hazardous weather or another condition creates an unreasonable safety risk.
- For lightning, parade activity must stop at the first sound of thunder or observation of lightning and may not resume until at least thirty (30) minutes after the last sound of thunder or observation of lightning, unless the Town's emergency plan establishes a more protective requirement.
- If a parade unit becomes disabled, the driver must follow parade-official directions, avoid unsafe passing or backing, and move the unit from the route when this can be done safely.

## 8. Staging, Dispersal, and Incidents

- Loading, unloading, lineup, and dispersal must occur only in areas designated by the Town. Avoid backing large vehicles, trailers, or floats in congested areas; when backing is necessary, use an adult spotter.
- Report any significant injury, collision, vehicle or float failure, emergency response, spectator incursion, or other material safety incident to the Event Coordinator or designee.
- Failure to follow a lawful safety direction or correction may result in removal from the parade. Serious, repeated, or intentional violations may also result in future suspension under the Board-adopted Parade Safety Policy.

| Parade Unit / Organization | Responsible Adult Contact |
|----------------------------|---------------------------|
|----------------------------|---------------------------|

*Acknowledgement may be completed electronically or through the Town's approved application/registration process. These administrative rules may be revised by the Town Manager or designee consistent with the Board-adopted Parade Safety Policy.*



Appendix C: State Grant Certification – No Overdue Tax Debts

**Date of Certification: October 14, 2026**

To: Office of State Budget and Management, Director and Chief Fiscal Officer

**Certification:**

We certify that the Town of Mount Pleasant does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143-6.2(b2) is guilty of a criminal offense punishable as provided by N.C.G.S. 143-34(b).

**Sworn Statement:**

Mayor Tony Lapish and Mayor Pro-Tem Lori Furr being duly sworn, say that we are the Board Chair and Mayor Pro-Tem, respectively, of the Board of Commissioner of the Town of Mount Pleasant in the State of North Carolina; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

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Board Chair, Mayor Tony Lapish

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Mayor Pro-Tem Lori Furr

Sworn to and subscribed before me on the day of the date of said certification.

---

Notary Amy C Schueneman

(Notary Seal)

My Commission Expires: \_\_\_\_\_

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## MEMORANDUM

To: Mayor and Town Board

From: Randy Holloway, Town Manager

Date: October 13, 2026

RE: Manager's report for September 2026

Please find listed below an update / overview for the month of September 2026

- Continued working with Staff, Graver Engineering, and NCDEQ to keep the PAC project plans moving forward. Graver Engineering has an additional engineer with a PHD in chemical and process engineering now assigned to this project. We hope to get the well permitted and the PAC system permitted and running by the end of the year.
- Continued working with Staff and the water plant operators to try and prevent taste and odor issues. So far, we have had very few complaints about taste and odor issues this season. We had a team from LKC Engineering visit the plant recently and they made some recommendations that we are now implementing that should help with various issues.
- The Jackson Street water line project is slightly behind schedule and should be finished by the middle of October.
- Continued working with Staff to keep the State funded sidewalk project and the North Washington Drive projects moving forward. We hope to go to bid very soon.
- Continued working with Staff to keep the proposed Town parking lot behind Buddy's restaurant moving forward. We hope to go to bid in January 2027.
- Continued working with Staff and Cabarrus County to make the transfer of the ownership of the old ball fields on North Drive as smooth as possible.
- Attended the monthly water project meeting with other staff members.
- Participated in the monthly Leadership Team meeting.
- Participated in the regional Centralina Manager's meeting.
- Participated in a meeting with Staff on succession planning and new job descriptions.
- Attended the monthly WSACC meeting.
- Helped Staff prepare for the Fall Festival.
- Worked with the Fire Chief on several personnel issues.



**To:** Mayor & Town Board of Commissioners  
**From:** Erin Burris, AICP, Assistant Town Manager & Planning Director  
**Date:** October 13, 2026  
**Re:** Monthly Update for Planning, Economic Development, & Infrastructure Projects

### **Active Planning & Zoning Cases**

#### **ANX 2026-03 TOWN-OWNED PUBLIC WORKS FACILITY PROPERTY**

**Description:** Voluntary annexation request of existing Town-owned public works facility property.

**Location:** 60 and 90 N. Main Street

**Cabarrus County Parcel Number(s):** 5671-10-0251 & 5671-10-5166

**Current Zoning:** OI Office & Institutional

**Area:** 11.19 acres

**Estimated Sewer Capacity Usage:** n/a-existing facility

**Status:** Petition pending. Certificate of Sufficiency and Resolution to set Hearing tentatively scheduled for October 13 Town Board meeting.

#### **ANX 2026-04 TOWN-OWNED NORTH DRIVE BALLFIELD PROPERTY**

**Description:** Voluntary annexation request of existing Town-owned North Drive ballfield property.

**Location:** 8371 North Drive

**Cabarrus County Parcel Number(s):** 5670-18-8763

**Current Zoning:** OI Office & Institutional

**Area:** 4.711 acres

**Estimated Sewer Capacity Usage:** n/a-existing facility

**Status:** Petition pending. Certificate of Sufficiency and Resolution to set Hearing tentatively scheduled for October 13 Town Board meeting.

#### **SUB 2026-02 HERITAGE CREEK SUBDIVISION**

**Description:** Proposed major subdivision preliminary plat for 74-lot single-family residential conservation development. Property was voluntarily annexed into Town Limits in February of 2026. Property was previously in ETJ and zoned RL. No zoning change is proposed.

**Location:** 2260 Mt. Pleasant Road S.

**Cabarrus County Parcel Number:** 5579-08-4912

**Zoning:** RL Residential Low Density

**Area:** 38.297ac (20.57 acres of open space proposed for conservation design-53.7% open space)

**Proposed Density:** 1.93 DUA (bonus for 53.7% open space-13.7% density bonus (9 units for additional 13.7% open space) per section 6.7 of MPDO)

**Estimated Sewer Capacity Usage:** 16,650gpd (Town Board approval required)

**Current Status:** Revised Preliminary Plat addressing comments has been received and is currently under review by TRC. Tentatively scheduled for October 26 Planning & Zoning Board if all comments have been addressed.

**SITE 2023-01 PROPEL CHURCH**

**Description:** Site plan for religious institution

**Location:** 7801 NC Highway 73 E

**Cabarrus County Parcel Number(s):** 5660-96-0201

**Zoning:** OI Office & Institutional

**Area:** approx. 6.8 acres

**Estimated Sewer Capacity Usage:** 1,520gpd (5gal per seat)

**Current Status:** Final review comments provided. Waiting on NCDOT Driveway Permit, Copy of NCDEQ approval and final submittal.

**SUB 2024-01 ADAMS CREEK SUBDIVISION**

**Description:** Major subdivision construction plans for 60-lot single-family residential subdivision. Property annexed and zoned in 2020 and rezoned with Preliminary Plat approval in 2024.

**Location:** 929, 941, and 827 Walker Road

**Cabarrus PIN:** 5650-95-6345, 5660-05-0225, & 5650-95-8958

**Current Zoning:** CZ RM Conditional Zoning Residential Medium Density

**Area:** approx.. 30 acres

**Proposed Density:** 2.0 dwelling units per acre

**Estimated Sewer Capacity Usage:** 13,500gpd (Town Board approved)

**Current Status:** Revised Construction Plans addressing comments have been received and are currently under review by TRC. Draft Development Agreement has been prepared to facilitate sewer outfall installation and waterline extension by the developer and engineering and grading for Town Emergency Services tract to the north. This is currently under review.

**SUB 2026-01 PLEASANT SPRINGS SUBDIVISION**

**Description:** Proposed major subdivision preliminary plat for 89-lot single-family residential development. Property was initially annexed into the Town limits in 2019.

**Location:** 5122 & 5130 NC Highway 49 N (near intersection of Hwy. 49 and Cold Springs Rd.)

**Cabarrus PIN:** 5559-69-1561

**Current Zoning:** RH Residential High Density

**Area:** 38.8 acres

**Proposed Density:** 2.3 dwelling units per acre

**Estimated Sewer Capacity Usage:** 20,025 gpd (Town Board approved)

**Current Status:** On June 22, Planning & Zoning Board voted to approve rezoning of front portion of property to match the rest of the property. Planning & Zoning Board conducted administrative review and approved the preliminary plat finding all requirements of the MPDO had been met. Sewer capacity allocation was approved at July 14 Town Board of Commissioners meeting. Awaiting construction plans.

**SUB 2025-01 N. MAIN STREET INFILL SUBDIVISION (revised)**

**Description:** Preliminary plat for proposed 17-lot infill subdivision on N. Main Street.

**Location:** 816 N. Main Street

**Cabarrus PINs:** 5670-16-6055 & 5670-15-7981

**Current Zoning:** RM Residential Medium Density

**Area:** 7.90 acres

**Proposed Density:** 2.15 dwelling units per acre

**Estimated Sewer Capacity Usage:** 3,825 gpd (Administrative approval for less than 5,000gpd)

**Current Status:** Construction Plans have been received and distributed for review by the Technical Review Committee.

**SITE 2025-01 HARRIS MUSTANG SUPPLY**

**Description:** Request construct a 12,000 square foot building with office, retail, and warehouse space

**Location:** 6705 NC Highway 49 N

**Cabarrus PIN:** 5660-34-5579

**Zoning:** CZ I-1 Light Industrial

**Area:** 4.93 acres

**Estimated Sewer Capacity Usage:** 0 gpd (project to utilize well and septic)

**Current Status:** Construction underway.

**SUB 2020-03 BRIGHTON PARK**

**Description:** 178-lot single-family subdivision with community clubhouse and pool. Plans for development of this property were originally initiated in 2008.

**Applicant:** Niblock Homes

**Location:** Southwest corner of NC Highway 73 and NC Highway 49

**Cabarrus County Parcel Number:** 5660-56-4096, 6785, 8647, & 9681

**Zoning:** RM Residential Medium Density

**Area:** 86.77 acres

**Density:** 2.05 dwelling units per acre

**Estimated Sewer Capacity Usage:** 28,560gpd for first three phases and 14,160gpd for last two phases (42,720gpd total, allocated in development agreement 6/17/2022)

**Current Status:** Phase 1 Final Plat (57 lots) recorded. Bonded improvements are being completed. Zoning Permits being issued (18 issued to date, 39 remaining in Phase 1). Recreation Amenity Center/Pool site plan submitted and under review. Phase 2 construction plans being prepared.

**SUB 2017-01 GREEN ACRES**

**Description:** 37-lot single-family subdivision. Plans for development of this property were originally initiated in 2008.

**Location:** NC Highway 73 at Green Acres Circle

**Cabarrus County Parcel Number(s):** 5651-70-6355

**Zoning:** RM CZ Conditional Residential Medium Density

**Area:** 14.92 acres

**Density:** 2.28 dwelling units per acre

**Estimated Sewer Capacity Usage:** 8,880gpd (allocated in development agreement 7/12/2022)

**Current Status:** Built out. Inspection report issued on July 6. Waiting on corrections and final layer of asphalt to accept streets.

**Code of Ordinances**

During 2026, codification and updates to Part 4 Public Works, Part 6 Licensing and Regulation, and Part 9 Minimum Housing are scheduled for completion.

**WSACC Sewer Treatment Capacity Allocation**

The WSACC Wastewater Capacity Distribution #15 (August 2026) added 2,854 gpd to Mount Pleasant's allocation (for a total of 136,292gpd since November 20, 2023). The Town's sewer allocation spreadsheet currently shows 106,431 gpd of non-strategic reserve allocated, 42,075gpd of pending non-strategic reserve, and 13,699gpd of non-strategic reserve and 8,308gpd of strategic reserve remaining to be allocated through the 30MGD Rocky River Regional Wastewater Treatment Plant (RRWWTP) expansion. Allocation expires after two years, if developments have not moved forward with construction plans. WSACC flow acceptance expires after two years following construction plan approval.

## **Permits**

September permits attached at end of report.

## **Active Infrastructure Projects**

Information on all infrastructure projects is provided on the Town's project website at <https://mpncfuture.com/>. Below is a summary of project descriptions, overall schedule, funding sources, and status from the website:

### **WATER DISTRIBUTION IMPROVEMENTS (12-INCH WATER MAINS) – NEARING COMPLETION**

- **Project Description:** This project will replace old 6-inch water lines (most installed in 1937) with new 12-inch water mains along Main Street (North Drive to Lee Street), Franklin Street (Skyland Drive to Blueberry Street), Cook Street (Main Street to N. Washington Street), and Highway 49 (Main Street to Highway 73 interchange). This is a total of approximately 4 miles of waterline. This project will improve both water quality and fire flow throughout the Town. Click [here](#) to view the proposed improvements map.
- **Schedule:** This project began February 10, 2025 with substantial completion scheduled by the end of 2025. Contracted completion date is May 6, 2026.
- **Funding Source:** \$9,988,029 State Budget allocation from federal ARPA funds
- **Status:** Original project scope completed. New segment added to project due to available funds. Final segment to be completed by mid-October. Latest update can be viewed at: <https://mpncfuture.com/Dev/ID/1062/Waterline-Project-Monthly-Update--September-2-2026>

### **LOWER ADAMS CREEK SEWER OUTFALL (& HILLSIDE DRIVE SEWER LINE, RIDGE AVENUE MANHOLES) – NEARING COMPLETION**

- **Project Description:** This project was originally planned to be completed by the Water and Sewer Authority of Cabarrus County (WSACC) in 2009. The project never came to fruition, so the Town is picking up the project where it left off. This project will retire the Summer Street and Pasture pump stations. Click [here](#) to view the proposed Lower Adams Creek Sewer Outfall map. Click [here](#) to see a composite map of all proposed sewer improvements.
- **Schedule:** Original project scope completed. Hillside portion of project expected to begin in July 2026.
- **Funding Source:** \$5,822,971 State Budget allocation from federal ARPA funds
- **Status:** Original project scope complete. Replacing 215ft of 6" sewer line with 8" sewer line and 3 manholes on Hillside Drive has been added to the project due to available funds. This work was completed in July 2026. Contract engineer received approval from NCDEQ to use project funds to resurface Hillside Drive since more than 50% of the width of the roadway was impacted. Hillside Drive has been paved. Final punch list almost complete.

### **WATER INTAKE & TREATMENT IMPROVEMENTS – NEARING COMPLETION**

- **Project Description:** The Town worked with the North Carolina Department of Environmental Quality (NCDEQ) and three different consulting engineers to determine the necessary water intake and treatment upgrades and changes to improve drinking water quality and bring disinfection byproduct levels into compliance. All internal components and filter media the Water Treatment Plant are being replaced, a new Powder Activated Carbon (PAC) system is being installed, and the ground storage tank will be cleaned and coated and have new pipes and pumps installed. The Town plans to utilize a well to feed the PAC system and supplement the water from Dutch Buffalo Creek.
- **Schedule:** Recommendations from engineering firms were provided in February 2025. The implementation and installation of improvements began March 2025. The water treatment plant will be shut down to complete water treatment plant, PAC, and ground storage improvements August through December of 2025. Water will be purchased from the City of Concord during this time.

- **Funding Source:** Approximately \$2,000,000 total cost, utilizing \$1,000,000 State Budget allocation (redirected by technical correction in state budget from S. Skyland Drive/Allman Road extension water lines). Approximately \$1,000,000 to be used from Water/Sewer fund balance.
- **Status:** Nearing Completion-Approximately 99% complete. Water Treatment Plant, ground storage, and clear well upgrades and testing have been completed. Water Treatment Plant started producing water the week of March 4, 2026. Powder Activated Carbon (PAC) system building has been constructed and system has been set up. NCDEQ has approved well location. Well has been installed and tested. Waiting on final NCDEQ approval of engineering for PAC integration. PAC system should be active this fall.

#### **N. WASHINGTON STREET SIDEWALK – ENGINEERING COMPLETE**

- **Project Description:** The Town adopted an NCDOT-funded Pedestrian Project Acceleration Plan in 2020 and has been pursuing funding to complete priority sidewalk segments since that time. The first sidewalk project will complete 900 feet of sidewalk, curb & gutter on the southern end of N. Washington St. between Park Drive and E. Franklin Street. This also includes a new stormwater culvert and slightly wider travel lanes. Phase 2 on S. Washington Street is not included in this project.  
[N. Washington Street cut-sheet excerpt from Project Acceleration Plan](#)
- **Schedule:** Engineering is complete. Final approvals are underway. Right-of-way acquisition is underway. The project is expected to go to bid in spring of 2026 with construction to begin mid-year.
- **Funding Source:** In the state's 2023 budget, \$2.7 million was directed to the Town of Mount Pleasant to complete priority sidewalk segments.
- **Status:** Volkert Engineering has completed engineering plans. Right-of-way acquisition underway. Waiting on NCDOT encroachment approval. Should go to bid in fall of 2026.

#### **FRANKLIN STREET SIDEWALKS - IN PRELIMINARY ENGINEERING**

- **Project Description:** The Town adopted an NCDOT-funded Pedestrian Project Acceleration Plan in 2020 and has been pursuing funding to complete priority sidewalk segments since that time. There were three segments identified on Franklin Street: Duchess Drive to Halifax Street, Halifax Street to Main Street, and Main Street to Blueberry Street. The Town worked with NCDOT to design a project for one or more of these segments to stay within available funds. Click here for excerpts from the Project Acceleration Plan. Each segment was evaluated for feasibility with available funds.  
[Franklin Street \(Duchess Drive to Halifax Street\) cut-sheet from Project Acceleration Plan](#)  
[Franklin Street \(Halifax Street to Main Street\) cut-sheet from Project Acceleration Plan](#)  
[Franklin Street \(Main Street to Blueberry Street\) cut-sheet from Project Acceleration Plan](#)  
After getting cost estimates from NCDOT, it was determined that only the E. Franklin Street section of sidewalk, curb & gutter between Main Street and Blueberry Street could be completed with available funding. This segment was chosen because it will also be able to correct several stormwater issues along the corridor.
- **Schedule:** NCDOT provided a timeline that shows completion of E. Franklin Street sidewalk during 2029. There is currently no funding source identified for completion of sidewalk on W. Franklin Street.
- **Funding Source:** Estimated project cost-\$3.2 million. Funding from remainder of \$2.7 million state directed grant (after completion of N. Washington Street) as min. 20% match with federal CMAQ/CRP grant funding. A grant deadline extension has been approved by the state. Grant matching funds will be remitted to NCDOT prior to June 30, 2027.
- **Status:** Project approved by State Board of Transportation. Contract approved in May 2026. Engineering matching funds sent to NCDOT. In discussions with NCDOT to replace sections of existing sidewalk for ADA compliance.

## **DOWNTOWN SOUTHWEST QUADRANT PARKING AND STORMWATER IMPROVEMENTS – ENGINEERING NEARING COMPLETION**

- **Project Description:** The Town's Comprehensive Plan, adopted in 2017 and updated in 2025 includes a strategy to improve downtown parking. McAdams Engineering prepared a conceptual parking plan for the southwest quadrant of downtown which will provide approximately 160 parking spaces when complete. [Downtown Southwest Quadrant Parking Conceptual Plan](#). The plan will also implement half of the recommendations from the Downtown Stormwater Study.
- **Schedule:** Project engineering is scheduled to begin in November 2025 with estimated completion of Phase 1 parking by the end of 2026. Completion of other phases depends on cost estimates.
- **Funding Source:** Estimated project cost is \$1,700,000 (in three phases). Funding of Phase 1 will come from the Town General Fund. The Town is currently seeking funding for Phase 2 and Phase 3.
- **Status:** Engineering is nearing completion. Project expected to go to bid by February of 2027.

## **DOWNTOWN STORMWATER MITIGATION & UTILITY DUCT BANK - IN ENGINEERING / GRANT APPLICATION**

- **Project Description:** Since Hurricane Florence in 2018, the Town has been working with NCDOT, Duke Energy, Windstream, Spectrum and contract engineers to implement necessary improvements to the Downtown stormwater system and place overhead utilities into underground duct bank. In 2020, the Town received a federal grant to study the stormwater issues in downtown and to update the Mount Pleasant National Register Historic District documentation in an effort to protect historic buildings. Following the completion of the study, it was determined that stormwater inlets and conveyances in downtown were undersized. The utility duct bank installation was an identified strategy in both the 2017 Comprehensive Plan and the update of the plan adopted in 2025 in order to achieve the goal to "cultivate a vibrant and attractive downtown atmosphere that residents and visitors enjoy while enhancing community character through the preservation of historic resources." The project involves the installation of properly sized inlets and conveyances along N. Main Street, W. Franklin Street, beside and behind the Old Barringer Motors building, and under Barringer Drive as well as the installation of underground utility duct bank within one block each direction of the Square (intersection of Highway 73 and Main Street).  
[Downtown Stormwater Study Existing Conditions](#)   [Utility Duct Bank Schematic](#)  
[Comprehensive Plan Illustration](#)
- **Schedule:** The project had originally been scheduled to run concurrently with the waterline project. However, the FEMA Building Resilient Infrastructure in Communities (BRIC) grant program, which the project had been selected for, was cancelled in April of 2025 by the current federal administration. Click [here](#) to view article about cancellation. The Town is now attempting to apply for a FEMA Hazard Mitigation Fund Grant through the NC Department of Public Safety while the state of North Carolina is pursuing the reinstatement of the BRIC grant through the courts. This pushes the original timeline back approximately four years, with an estimated completion date of 2029, if the Town is able to secure funding. The Town will attempt to work with NCDOT to complete the portion of the project that is located within the state right-of-way concurrently with the E. Franklin Street sidewalk project. The Town will attempt to complete the portions not within the state right-of-way concurrently with the downtown southwest quadrant parking lot project in 2026.
- **Funding Source:** Total cost estimate - \$5.44 million. Town is pursuing Hazard Mitigation Fund Program (HMFP) grant. 2022 FEMA BRIC grant cancelled (however State Attorney General's office recently won lawsuit in federal court to reinstate funding-waiting on how this might affect project).
- **Status:** Staff submitted the Hazard Mitigation Grant application packet to the North Carolina Department of Public Safety for initial review on December 15, 2025. Department of Public Safety sent a request for information. Staff submitted additional information in mid-February 2026 and is waiting to hear back.

## TOWN STREET PAVING - ONGOING

- **Project Description:** In 2023, the Town Engineer and Public Works Department surveyed each town-maintained street as identified on the Town's Powell Bill Map to determine the pavement condition rating (PCR) of each street to prioritize paving. Streets were grouped together by pavement condition and geography in the Capital Improvements list to keep mobilization costs low. The Town maintains approximately 8 miles of Powell Bill eligible streets and 0.85 miles of non-eligible streets. All other streets in the Town limits are either state-maintained or private.
- **Schedule:** The following streets are tentatively scheduled for the identified fiscal year based on available funds. Streets will be reassessed regularly to determine any needed changes in this list.
  - FY2023-24: Westerholt Court, Bilverlor Court, Lorilei Street, Rhineland Court, Alish Trail, Lee Street, Jackson St. (North of Hwy. 49) - **COMPLETE**
  - FY2024-25: A Street, B Street, C, Street, Wade Street, Reid Street (covered by funds from USDA sewer line project) - **COMPLETE**
  - FY2025-26: Erbach Lane, Oberhaus Street, Waldeck Court, and Marksburg Court (due to need for base repair and increase in asphalt price, costs exceeded funds for FY2025-26 and had to utilize three fiscal years of funding) – **COMPLETE**
  - FY2026-27: Park Drive & Municipal Complex Parking (partially funded by state grant with remaining portion funded by general fund balance since Park Drive is not a Powell Bill street), Hillside Drive (covered by funds from Lower Adams Creek Sewer Outfall project)-**COMPLETE**  
N. Washington St. & Cook Street (to be paved as part of N. Washington Street sidewalk project)- Scheduled for 2027
  - FY2027-28: Ridge Street, Ludwig Street, Summer Street, New Street, S. College Street
  - FY2028-29: Jackson Street (south of Hwy. 49), Broad Street, Kluttz Street, Walnut Street (west), Elm Street
  - FY2029-30: Abbott Street, Eagle Street, Wood Street, Page Street
  - FY2030-31: Crestwood Drive (east & west), Pine Street, Circle Drive, Valley Street, Foil Street
  - FY2031-32: S. Washington Street, Eastover Drive, Enchanted Lane
  - FY2032-33: N. College Street, MPCI, Walnut Street (east)
- **Funding Source:** Annual Powell Bill funds from the state and transportation reserve from the Town of Mount Pleasant fund town street paving. The Town has a goal of matching Powell Bill funds (state funds provided to municipalities based on population and linear miles of street that meet specific criteria for municipal street maintenance) with Town funds to pave 3-4 streets every two years to eventually achieve a 10-year paving rotation. Annual Powell Bill funds currently average approximately \$60,000. Matching these funds with an additional \$60,000 would make approximately \$120,000 available for paving each year or \$240,000 biennially. Click [here](#) to view the list of Powell Bill eligible and ineligible Town-maintained streets. If a street is not listed, that means it is either state-maintained or private.

## September 2026 Zoning Permits

| Permit #  | Date      | Cab. Co. #   | Add. # | Street Name         | Town/ETJ | Type         | Permit Description           | Applicant             | Notes         |
|-----------|-----------|--------------|--------|---------------------|----------|--------------|------------------------------|-----------------------|---------------|
| Z-2026-56 | 9/1/2026  | 5579-37-7916 | 8872   | Oldeburg Dr.        | Town     | Addition     | Addition to existing deck    | Jennifer Buchanan     |               |
| Z-2026-57 | 9/3/2026  | 5660-46-4624 | 6808   | Glen Abbey Ln.      | Town     | New          | Single-family home           | Niblock Homes         | Brighton Park |
| Z-2026-58 | 9/4/2026  | 5670-22-0956 | 1490   | S. Main St.         | Town     | CoC          | Childress Insurance Office   | Paul Childress        |               |
| Z-2026-59 | 9/4/2026  | 5670-23-0279 | 8360   | W. Franklin St.     | Town     | CoC          | G2 Real Estate               | Rita Gilmore          |               |
| Z-2026-60 | 9/24/2206 | 5670-23-0511 | 8465   | W. Franklin St.     | Town     | Change/Upfit | Ma's Italian Deli & Pizzeria | Jason Gaddis          |               |
| Z-2026-61 | 9/24/2026 | 5660-48-5204 | 1117   | S. Skyland Dr.      | ETJ      | New          | Single-family home           | Marlon Vargas         |               |
| Z-2026-62 | 9/25/2206 | 5671-12-0240 | 425    | Mt. Pleasant Rd. N. | ETJ      | Sign         | Electronic sign conversion   | Pleasant Hill Baptist |               |
| Z-2026-63 | 9/25/2206 | 5670-52-7442 | 1545   | Crowell St.         | ETJ      | Temp. Use    | POD/Storage Container        | Reece Harris          |               |

8 Zoning Permits

Financial Report as of September 30, 2026

|                       | Bank Acct Name                              | Balance        |
|-----------------------|---------------------------------------------|----------------|
| General Fund Accts    | General Checking                            | \$322,769.70   |
|                       | General Fund MM at First Bank               | \$103,187.68   |
|                       | General Fund MM (NCCMT)                     | \$835,266.51   |
|                       | General Fund 42% MM (NCCMT)                 | \$1,408,417.88 |
|                       | Façade Grant (NCCMT)                        | \$26,322.58    |
|                       | Park Development (Uwharrie)                 | \$6,230.72     |
|                       | Payroll Checking                            | \$130,297.45   |
|                       | Powell Bill                                 | \$32,104.42    |
|                       | Retiree Insurance (NCCMT)                   | \$29,402.69    |
| Water/Sewer accts     | WS Checking                                 | \$126,887.36   |
|                       | WS Money Market                             | \$36,764.63    |
|                       | WS Money Market (NCCMT)                     | \$77,154.01    |
|                       | Debt Setoff (NCCMT)                         | \$1,009.30     |
|                       | Dredging Fund (Uwharrie)                    | \$304.75       |
|                       | USDA- Debt Service Reserve Fund (DSRF)      | \$3,000.09     |
|                       | USDA- (DSRF)Payment Reserve (NCCMT)         | \$339,305.41   |
|                       | USDA- (SLARF) Short Lived Asset Rep (NCCMT) | \$131,178.89   |
| Capital Reserve Accts | Infrastructure & Streets                    | \$4,935.11     |
|                       | Police Vehicles                             | \$24,168.41    |
| Capital Projects      | CMAQ Capital Project                        | \$127,652.18   |
|                       | State Funded-Sewer Project                  | \$246,498.62   |
|                       | State Funded Water Projects                 | \$158,803.05   |
|                       | State Grant-WTP Grant                       | \$58,812.50    |
|                       | State Grant- \$100,000 capital/equipment    | \$0.00 CLOSED  |
|                       | State Grant- \$2.7M for Sidewalks           | \$22,400.02    |
|                       | State Grant- \$2.7M for Sidewalks(NCCMT)    | \$2,616,861.62 |
|                       | Downtown Storm Drainage Improvement         | \$2,500.55     |
|                       | Parking Lot- S Main Cap Proj                | \$3,000.07     |
| Fire Dept.            | Fire & Rescue Relief Fund (NCCMT)           | \$56,196.82    |
|                       | FD-Radio Capital Reserves                   | \$36,572.37    |
|                       | FD Capital Reserve -Vehicles                | \$24,168.41    |
|                       | FD Capital Reserve -Facilities (NCCMT)      | \$1,007.25     |
| TOTAL                 |                                             | \$6,993,181.05 |

| FY2024-2025  |                | General Fund     |                |                |         |  |
|--------------|----------------|------------------|----------------|----------------|---------|--|
|              | APPROVED       | MONTH            | YEAR           |                |         |  |
|              | FY2026-2027    | TO DATE          | TO DATE        | REMAINING      | PERCENT |  |
|              |                | (Encumbered)     |                |                |         |  |
| Revenues     | \$3,612,199.00 |                  | \$703,448.59   | \$2,908,750.41 | 19%     |  |
| Expenditures | \$3,612,199.00 | \$54,418.15      | \$1,042,487.87 | \$2,569,711.13 | 30%     |  |
|              |                |                  |                |                |         |  |
|              |                | Water Sewer Fund |                |                |         |  |
|              | APPROVED       | MONTH            | YEAR           |                |         |  |
|              | FY2026-2027    | TO DATE          | TO DATE        | REMAINING      | PERCENT |  |
|              |                | (Encumbered)     |                |                |         |  |
| Revenues     | \$1,976,208.00 |                  | \$487,156.75   | \$1,489,051.25 | 25%     |  |
| Expenditures | \$1,976,208.00 | \$22,323.28      | \$467,281.04   | \$1,508,926.96 | 25%     |  |

**TOWN OF MOUNT PLEASANT**  
**COMPARISON BUDGET VS ACTUAL -September 2026**

|                           | <b>CURRENT<br/>BUDGET</b> | <b>YTD<br/>ACTUAL</b> | <b>DIFFERENCE</b>   |            |
|---------------------------|---------------------------|-----------------------|---------------------|------------|
| <b>GENERAL GOVERNMENT</b> |                           |                       |                     |            |
| Town Hall                 | 118,592.00                | 73,520.16             | 45,071.84           | 62%        |
| Governing Body            | 40,716.00                 | 7,779.91              | 32,936.09           | 19%        |
| Admin                     | 332,560.00                | 81,501.20             | 251,058.80          | 25%        |
| Planning & Zoning         | 131,873.00                | 32,511.58             | 99,361.42           | 25%        |
|                           | <u>623,741.00</u>         | <u>195,312.85</u>     | <u>428,428.15</u>   | <u>31%</u> |
| <b>PUBLIC SAFETY</b>      |                           |                       |                     |            |
| Law Enforcement           | 261,488.00                | 1,396.45              | 260,091.55          | 1%         |
| Fire Department           | 1,373,401.00              | 306,280.93            | 1,067,120.07        | 22%        |
|                           | <u>1,634,889.00</u>       | <u>307,677.38</u>     | <u>1,327,211.62</u> | <u>19%</u> |
| <b>PUBLIC WORKS</b>       |                           |                       |                     |            |
| Operations Center         | 82,000.00                 | 13,734.94             | 68,265.06           | 17%        |
| Streets                   | 460,469.00                | 351,258.86            | 109,210.14          | 76%        |
| Sanitation                | 207,342.00                | 35,755.97             | 171,586.03          | 17%        |
| Buildings & Grounds       | 149,439.00                | 29,113.17             | 120,325.83          | 19%        |
|                           | <u>899,250.00</u>         | <u>429,862.94</u>     | <u>469,387.06</u>   | <u>48%</u> |
| <b>CULTURE/REC</b>        | <u>120,020.00</u>         | <u>9,616.41</u>       | <u>110,403.59</u>   | <u>8%</u>  |
| <b>DEBT SERVICE</b>       |                           |                       |                     |            |
| Debt Service Principal    | 232,086.00                | 57,556.02             | 174,529.98          | 25%        |
| Debt Service Interest     | 101,712.00                | 27,563.77             | 74,148.23           | 27%        |
|                           | <u>333,798.00</u>         | <u>85,119.79</u>      | <u>248,678.21</u>   | <u>26%</u> |
| <b>TOTAL</b>              | <b>3,611,698.00</b>       | <b>733,646.93</b>     | <b>2,584,108.63</b> | <b>20%</b> |
| <b>WATER/SEWER</b>        |                           |                       |                     |            |
| Admin                     | 600,394.00                | 139,962.13            | 460,431.87          | 23%        |
| Operations Center         | 27,256.00                 | \$ 4,620.52           | 22,635.48           | 17%        |
| Water                     | 181,739.00                | 68,459.57             | 113,279.43          | 38%        |
| Sewer                     | 441,939.00                | 110,698.90            | 331,240.10          | 25%        |
| Water Treatment Plant     | 476,454.00                | 137,212.39            | 339,241.61          | 29%        |
|                           | <u>1,727,782.00</u>       | <u>460,953.51</u>     | <u>1,266,828.49</u> | <u>27%</u> |
| <b>DEBT SERVICE</b>       |                           |                       |                     |            |
| Debt Service Principal    | 110,259.00                | 3,255.14              | 107,003.86          | 3%         |
| Debt Service Interest     | 138,165.00                | 1,121.06              | 137,043.94          | 1%         |
|                           | <u>248,424.00</u>         | <u>4,376.20</u>       | <u>244,047.80</u>   | <u>2%</u>  |
| <b>TOTAL</b>              | <b>1,976,206.00</b>       | <b>469,705.91</b>     | <b>1,506,500.09</b> | <b>24%</b> |
| <b>COMBINED</b>           | <b>5,587,904.00</b>       | <b>1,203,352.84</b>   | <b>4,384,551.16</b> | <b>22%</b> |



Date: October 6, 2026  
To: Mayor and Town Board of Commissioners  
From: Crystal Smith, Human Resources Director/Event Coordinator

**Listed below are activities for the month of September 2026**

**General Business**

- Attended September Town Board meeting
- Attended Leadership Team meeting
- Attended Health Cabarrus Task Force Meeting

**Customer Service:**

- Eighteen (18) customers were disconnected for non-payment (\$720 reconnect fees)
- Five hundred eighty (584) customers were drafted (\$56,915.28)
- One hundred twenty-one (1310) customers received late fees (\$1310)
- Generated 1365 bills (which includes 659 ebills) totaling \$138,933.29
- Bill reminder notification to customers on Constant Contact:
- Update on installation of meters at Brighton Park
  - o Brighton Park – 15 homes have been sold (out of 178 homes being built)
- 120Water Update: Waiting to hear an update from 120Water. The last communication said work would begin mid-to-late 2026.

**Human Resources:**

- Preparing for SHP Open Enrollment

**Events:**

- Preparing for Fall Festival (Saturday, October 3, 2026)
- Continued working with Cabarrus Health Alliance on Food Vendor's
- Processing Craft Vendor applications / payments
- Fall Festival social media posting
- **Fall Festival – Saturday, October 3, 2026, 10am-3:30pm** – Festival will be held at Town Hall Complex
  - o Update we had 67 total vendor spaces and 12 food vendors
  - o 13 vendors cancelled due to forecasted heavy rain
  - o Event was very successful and we estimated around 1500 people attending
  - o Event was closed at 1:45 due to heavy rains in the area.
  - o All vendors were safe on their way home by 3 pm
- **Christmas Parade/Tree Lighting – Saturday, December 5**
  - o Parade @ 3:30pm
  - o Tree Lighting @ 5:30pm

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*CODE ENFORCEMENT*

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**Monthly report**

**The following case load was managed by Code Enforcement for the month of:**

**September 2026**

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**Case Status**

|                      |    |
|----------------------|----|
| <b>New Cases</b>     | 10 |
| <b>Cases Cleared</b> | 12 |
| <b>Referred</b>      | 00 |

**New Cases**

| <b>Case #</b> | <b>Location</b>           | <b>Reference</b> | <b>Status</b> |
|---------------|---------------------------|------------------|---------------|
| 026-127-C     | 816 N. Main Street        | Grass            | C             |
| 026-128-C     | 8425 East Franklin Street | Grass            | C             |
| 026-129-C     | 8424 Hwy 49-North         | Kiosk            | C             |
| 026-130-EM    | Hwy 49 @ N. Drive         | Yogurt spill     | C             |
| 026-131-C     | 1674 Short Street         | Grass            | C             |
| 026-132-C     | 700 Jackson Street        | Grass            | O             |
| 026-133-C     | 8929 East Franklin Street | Grass            | C             |
| 026-134-C     | 1480 B Street             | Grass            | C             |
| 026-135-EM    | Jurisdiction              | Windstorm Damage | C             |
| 026-135-C     | 1190 Summer Street        | Grass            | C             |

**Route Card Summary**

| <b>Action</b>                | <b>Number</b> |
|------------------------------|---------------|
| <b>Code Enforcement</b>      | 21            |
| <b>Emergency Management</b>  | 03            |
| <b>Golf Cart Inspection</b>  | 0             |
| <b>Grants</b>                | 0             |
| <b>Investigation</b>         | 0             |
| <b>Meeting</b>               | 3             |
| <b>Other</b>                 | 1             |
| <b>Recheck</b>               | 18            |
| <b>Sign Sweep – 15 SIGNS</b> | 1             |
| <b>Training</b>              | 0             |
| <b>Hazardous Condition</b>   | 0             |
| <b>TOTAL</b>                 | <b>47</b>     |

**Route Card**

| <b>Day</b> | <b>Activity</b>            | <b>Code</b> | <b>Notes</b>                                                                                                                          |
|------------|----------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 03         | 026-128-C 8425 NC Hwy 49 N | C           | High grass complaint                                                                                                                  |
| 03         | Public Safety Message      | EM          | Developed a post on the dangers of tree limb “hangers” as the result of the recent storm. Sent to Town Manager, Asst. Manager, HR for |

| Day | Activity                         | Code | Notes                                                                                                                                                                                                                                                                                                                      |
|-----|----------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                  |      | posting. Info was not posted so posted on my personal page.                                                                                                                                                                                                                                                                |
| 03  | 026-076-C 1075 Circle Drive      | C    | Prepared information for the board meeting reference declaration of Public Nuisance.                                                                                                                                                                                                                                       |
| 03  | Code Enforce Standard Procedures | C    | Worked briefly on a procedures manual for the office.                                                                                                                                                                                                                                                                      |
| 08  | 026-127-C 816 North Main Street  | C    | LOI – Grass                                                                                                                                                                                                                                                                                                                |
| 08  | 026-128-C 8425 East Franklin     | C    | LOI – Grass                                                                                                                                                                                                                                                                                                                |
| 08  | 026-129-C 8424 NC 49, N          | C    | LOI - Kiosk                                                                                                                                                                                                                                                                                                                |
| 08  | 026-135-EM                       | EM   | Responded to a spill of a box of Yogurt at the entrance to North Drive from NC 49 disrupting traffic. FD responded and we removed the hazard.                                                                                                                                                                              |
| 08  | Council meeting                  | M    | Attended council meeting for continuation of Public Nuisance Declaration. Declaration was passed.                                                                                                                                                                                                                          |
| 10  | 026-131-C 1674 Short Street      | C    | Grass. LOI issued.                                                                                                                                                                                                                                                                                                         |
| 10  | 026-132-C 700 Jackson Street     | C    | Grass. LOI issued.                                                                                                                                                                                                                                                                                                         |
| 10  | 026-133-C 8989 E. Franklin St    | C    | Grass. LOI issued.                                                                                                                                                                                                                                                                                                         |
| 10  | 016-085-C 400 North Halifax      | C    | Sent NOV to Zoning Director for review.                                                                                                                                                                                                                                                                                    |
| 10  | 026-094-C 1545 Crowell Dr.       | M    | Met with the owner of the POD and requested that he obtain a 30 day temporarily permit. Permit was issued.                                                                                                                                                                                                                 |
| 10  | 026-101-C Radcliff @ NC 73       | M    | Met with the property owner. He had responded though the email was not received. He presented an old billboard permit issued by NCDOT. Explained that the concern was not the location of the sign but the addition made to the original sign which was non-compliant. He is checking with NCDOT to vet the permit he had. |
| 11  | 026-125-C 1495 S. Main St        | R    | Rechecked the property and found conditions had not changed. Grass behind the building is now and at the entrance to the parking is now non-complaint. Issued a Notice to Abate Public Nuisance.                                                                                                                           |
| 11  | 026-133-C 8929 E. Franklin       | C    | High grass – LOI.                                                                                                                                                                                                                                                                                                          |
| 11  | 026-134-C 1480 B Street          | C    | High grass – LOI.                                                                                                                                                                                                                                                                                                          |
| 11  | Sign Sweep                       | C    | 15 signs                                                                                                                                                                                                                                                                                                                   |
| 14  | 026-121-EM Parade Policy         | EM   | Reviewed parade policy after finding several new statements regarding animals had been added. Researched the additions and found it did not account for service animals which                                                                                                                                              |

| Day | Activity                           | Code | Notes                                                                                                                                                                                                                                                                                                      |
|-----|------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                    |      | violated ADA policies. Revised and sent a recommendation for changes. Will be addressed at the October meeting.                                                                                                                                                                                            |
| 14  | 026-091-C IPMC Addition            | C    | Recommendation to adopt the International Property Maintenance Code for residential as it had been adopted for commercial. Sent to Zoning for review.                                                                                                                                                      |
| 14  | 026-126-C 1525 E. Franklin St.     | R    | Rechecked the property for a car being offered for sale in the front. Vehicle is now “staged” beside the building with For Sale Sign still in window. Will recheck later to see if moved completely.                                                                                                       |
| 15  | 026-091-C IPMC Addition            | C    | Began a section by section review of the IPMC and the Zoning Code for changes necessary.                                                                                                                                                                                                                   |
| 15  | 026-109-C 7670 NC 73-W             | R    | Grass has been mowed. CLOSED                                                                                                                                                                                                                                                                               |
| 15  | 026-112-C 7979 W. Franklin         | R    | Sign on utility pole removed. CLOSED                                                                                                                                                                                                                                                                       |
| 15  | 026-113-C 7979 W. Franklin         | R    | Sign on utility pole removed. CLOSED                                                                                                                                                                                                                                                                       |
| 15  | 026-114-C 7979 W. Franklin         | R    | Sign on utility pole removed. CLOSED                                                                                                                                                                                                                                                                       |
| 15  | 026-115-C 7979 W. Franklin         | R    | Sign on utility pole removed. CLOSED                                                                                                                                                                                                                                                                       |
| 15  | 026-128-C 8425 E. Franklin         | R    | Grass has been mowed. CLOSED                                                                                                                                                                                                                                                                               |
| 15  | 026-127-C 816 N. Main              | R    | Grass has been mowed. CLOSED                                                                                                                                                                                                                                                                               |
| 21  | 026-133-C 8929 E. Franklin         | R    | Grass has been mowed. CLOSED                                                                                                                                                                                                                                                                               |
| 21  | 026-125-C 1483 S. Main             | C    | Served Notice to Abate high grass.                                                                                                                                                                                                                                                                         |
| 21  | 026-100-C Retention Pond ordinance | C    | Developed a recommendation for an ordinance to address lack of fencing around storm water retention ponds in neighborhoods. This was in response to a complaint. Research identified this condition and presented a documented public safety concern. Drafted an ordinance and sent to Zoning for review.  |
| 22  | 026-125-C 1483 S. Main St          | R    | Grass has been mowed. CLOSED                                                                                                                                                                                                                                                                               |
| 22  | Phone call – zoning issue          | C    | 189 North Main Street owner called requesting information on building a modular home in an RL district which is in the ETJ. Advised it was allowed but other considerations would be needed such as setbacks, drive width, water and sewer. Advised that they should develop a plan and schedule a meeting |

| Day | Activity                                 | Code | Notes                                                                                                                                                                                                                                                                                                                                             |
|-----|------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                          |      | with the Zoning Director to discuss further.                                                                                                                                                                                                                                                                                                      |
| 22  | 026-126-C 1525 Pinto Place               | R    | Rechecked if the vehicle had been removed and it had. CLOSED.                                                                                                                                                                                                                                                                                     |
| 22  | 026-134-C 1480 B Street                  | R    | Rechecked the property and found the grass had not been mowed.                                                                                                                                                                                                                                                                                    |
| 22  | 026-134-C 1480 B Street                  | C    | Issued a NOV.                                                                                                                                                                                                                                                                                                                                     |
| 22  | 026-076-C 1075 Circle Drive              | C    | Called Florida Department of Highway Safety to obtain update on the address request. The Town's check had been cashed but no information had been received. Held for 20 minutes then called back. The representative stated the form on the internet was an old form and sent a new one to be completed. Completed the new form and re-submitted. |
| 22  | 026-075-C 1075 Circle Drive              | C    | Contacted the Mt. Pleasant Post office and requested how to get in contact with the Midwood PO. They had been sent a request regarding an address change on June 09, 2026 w/o a reply.                                                                                                                                                            |
| 25  | 026-131-C 1674 Short Street              | R    | Grass not mowed.                                                                                                                                                                                                                                                                                                                                  |
| 25  | 026-076-C 1075 Circle Drive              | O    | Received a response from Florida identifying the owner's address in Appollo Beach based on their driver's license. Created NOTICE TO ABATE for posting the property.                                                                                                                                                                              |
| 28  | 026-076-C 1075 Circle Drive              | C    | Posted the property and mailed the NTA regular and certified mail.                                                                                                                                                                                                                                                                                |
| 28  | 026-131-C 1674 Short Street              | R    | Grass has been mowed. CLOSED                                                                                                                                                                                                                                                                                                                      |
| 28  | 026-134-C 1480 B Street                  | R    | Grass has been mowed. CLOSED                                                                                                                                                                                                                                                                                                                      |
| 28  | 026-136-C                                | R    | Monitoring the situation and found the grass has not been mowed and now a deck is being added at the rear of the house. Will contact Cabarrus County Code Standards, next week to verify if a permit for the deck and remodeling has been obtained. The Town has not permits.                                                                     |
| 28  | 026-132-C 700 Jackson Street             | R    | Grass has not been mowed.                                                                                                                                                                                                                                                                                                                         |
| 28  | Met with the business owner from Hwy 49. | M    | Disussed the progress.                                                                                                                                                                                                                                                                                                                            |

## MEMORANDUM

To: Mayor and Town Board

From: Derek Linker, Public Works

Date: September 6, 2026

Please find listed below an update / overview for the month of September 2026

### **New:**

- Completed monthly meter reads
- Water Cut-Offs
- Responded to 0 pump station alarm calls
- Responded to 0 after hour customer calls
- Picked up 12 dump truck loads of brush which equals 144 cubic yards of brush
- Completed work orders for various issues
- Changed 62 water meters that had quit reading
- Worked on mulching the brush pile that's behind the shop

### **Ongoing:**

- Public works mows and maintains approximately 18 acres each week to biweekly depending on conditions as well as ground maintenance at all 5 of our sewer pump stations
- 5 pump stations are checked once a week which includes a visit to each station checking dialer status and recording run times. Alarm floats are pulled and checked and stations cleaned monthly in accordance to NC DWQ standards
- Weekly Chlorine monitoring is done on Mondays & Fridays and consists of pulling samples from 3 different test sites
- Due to the volume of brush/yard debris collection typically takes 1 to 1.5 days of the week especially during leaf season

Mayor and Commissioner's,

~In September we responded to 106 calls.

~Total calls for the year are 938

~Tower 19 is back in service from having repairs done.

~Tanker 19 was having emissions issues and had to be repaired, it is back in service.

~Rescue 19 is now in the shop for a possible blown head gasket.

~Engine 19 was leaking diesel fuel. Repairs were made the same day, and we put it back in service.

~Employees are going to start doing hydrant maintenance and painting hydrants.

~I have been working with Erin on the training site on Walker Rd.

As always thank you for your continued support!

*Dustin Sneed*

*Fire Chief*

*Mt. Pleasant Fire Dept.*

# Cabarrus County Sheriff's Office

253 / Mt. Pleasant

Law Calls for Service

07/01/2026 - 09/30/2026

|            |                              | Jul-2026  | Aug-2026  | Sep-2026  |
|------------|------------------------------|-----------|-----------|-----------|
| DISPATCHED | <b>Total</b>                 | <b>46</b> | <b>57</b> | <b>63</b> |
|            | 50 B OR C                    | 1         | 0         | 0         |
|            | ALL ANIMAL CONTROL CALLS     | 2         | 5         | 2         |
|            | ANIMAL ATTACK                | 0         | 1         | 0         |
|            | ANIMAL CONTROL FOLLOW UP     | 0         | 0         | 2         |
|            | ASSAULT                      | 0         | 0         | 1         |
|            | ASSIST EMS                   | 1         | 3         | 1         |
|            | ATTEMPT TO LOCATE            | 0         | 0         | 1         |
|            | BANK ALARM                   | 1         | 1         | 0         |
|            | BURGLAR ALARM                | 3         | 4         | 2         |
|            | CAC BITE                     | 0         | 0         | 1         |
|            | CAC WELFARE CHECK            | 1         | 0         | 1         |
|            | CARDIAC RESP ARREST DEATH    | 1         | 0         | 0         |
|            | CARELESS RECKLESS DRIVING    | 3         | 1         | 3         |
|            | CELL PHONE 911 HANGUP        | 1         | 0         | 0         |
|            | CIVIL PROCESS                | 0         | 1         | 0         |
|            | COMMITMENT PAPERS            | 1         | 1         | 0         |
|            | COMMUNICATING THREATS        | 0         | 1         | 1         |
|            | DEATH                        | 0         | 1         | 0         |
|            | DIRECT TRAFFIC               | 1         | 0         | 0         |
|            | DISCHARGE FIREARMS           | 1         | 0         | 2         |
|            | DISPUTE (ANYONE)             | 4         | 3         | 8         |
|            | DOMESTIC ASSIST              | 0         | 1         | 0         |
|            | DOMESTIC DISTURBANCE         | 2         | 2         | 1         |
|            | ESCORT                       | 2         | 0         | 0         |
|            | FOLLOW UP                    | 1         | 1         | 2         |
|            | FRAUD / FORGERY              | 0         | 1         | 2         |
|            | HARRASSING PHONE CALLS       | 0         | 0         | 1         |
|            | INFORMATION                  | 0         | 1         | 2         |
|            | INTOXICATED DRIVER           | 1         | 2         | 0         |
|            | LARCENY                      | 1         | 2         | 1         |
|            | LOUD (ANYTHING DESC IN NARR) | 1         | 0         | 0         |
|            | OVERDOSE / POISONING         | 1         | 1         | 0         |
|            | PROPERTY DAMAGE              | 0         | 0         | 1         |

|                   |                               | Jul-2026   | Aug-2026   | Sep-2026   |
|-------------------|-------------------------------|------------|------------|------------|
| DISPATCHED        | PROWLER                       | 0          | 0          | 1          |
|                   | REPOSESSION                   | 0          | 0          | 3          |
|                   | ROAD HAZARD                   | 0          | 1          | 0          |
|                   | SECURITY CHECK                | 0          | 0          | 1          |
|                   | SEE SOMETHING / GAGGLE        | 0          | 0          | 1          |
|                   | SERVICE CALL LAW              | 5          | 4          | 5          |
|                   | SEX CRIME                     | 0          | 0          | 1          |
|                   | SRO MEDICAL CALL              | 0          | 0          | 1          |
|                   | SUICIDE / PSYCHIATRIC / ABNOR | 0          | 1          | 0          |
|                   | SUSPICIOUS SUBJECT            | 3          | 1          | 4          |
|                   | SUSPICIOUS VEHICLE            | 0          | 2          | 3          |
|                   | THREATENING SUICIDE           | 0          | 1          | 0          |
|                   | TRAFFIC ACC PROPERTY DAMAGE   | 4          | 8          | 3          |
|                   | TRAFFIC ACCIDENT PI           | 0          | 2          | 1          |
|                   | TRAFFIC STOP                  | 1          | 0          | 0          |
|                   | TRESPASSING                   | 0          | 2          | 0          |
|                   | WELFARE CHECK (PERSON)        | 3          | 2          | 4          |
| OFFICER-INITIATED | <b>Total</b>                  | <b>289</b> | <b>582</b> | <b>907</b> |
|                   | 50 B OR C                     | 3          | 1          | 0          |
|                   | ALL ANIMAL CONTROL CALLS      | 0          | 1          | 0          |
|                   | ANIMAL CONTROL FOLLOW UP      | 1          | 1          | 1          |
|                   | ASSIST COUNTY FIRE DEPARTMENT | 0          | 0          | 1          |
|                   | CAC BITE                      | 1          | 0          | 0          |
|                   | CARELESS RECKLESS DRIVING     | 0          | 1          | 0          |
|                   | CIVIL PROCESS                 | 8          | 18         | 7          |
|                   | COMMUNITY CONTACT             | 0          | 6          | 13         |
|                   | CRIMINAL SUMMONS              | 1          | 0          | 1          |
|                   | FOLLOW UP                     | 3          | 2          | 0          |
|                   | FRAUD / FORGERY               | 0          | 1          | 0          |
|                   | GOVT SECURITY CHECK           | 0          | 11         | 37         |
|                   | INFORMATION                   | 1          | 1          | 0          |
|                   | INVESTIGATION                 | 1          | 1          | 3          |
|                   | NOTIFICATION / DEATH OR OTHER | 0          | 1          | 0          |
|                   | ROAD HAZARD                   | 0          | 0          | 1          |
|                   | SECURITY CHECK                | 245        | 247        | 280        |
|                   | SERVICE CALL LAW              | 0          | 1          | 0          |
|                   | SEX OFFENDER CHECK            | 1          | 0          | 0          |
|                   | SPECIAL EVENT                 | 8          | 4          | 3          |
|                   | SRO ASSIST ADMIN              | 0          | 58         | 119        |

|                   |                             | Jul-2026 | Aug-2026 | Sep-2026 |
|-------------------|-----------------------------|----------|----------|----------|
| OFFICER-INITIATED | SRO CAMERA REVIEW           | 0        | 0        | 25       |
|                   | SRO DARE                    | 0        | 8        | 10       |
|                   | SRO DRILL                   | 0        | 2        | 5        |
|                   | SRO DRUG INVESTIGATION      | 0        | 2        | 1        |
|                   | SRO INVESTIGATION           | 0        | 0        | 2        |
|                   | SRO MEDICAL CALL            | 0        | 0        | 1        |
|                   | SRO MENTOR/COUNSEL          | 0        | 69       | 139      |
|                   | SRO PARENT MEETING          | 0        | 3        | 11       |
|                   | SRO SAFETY CHECK            | 0        | 0        | 1        |
|                   | SRO SCHOOL EVENT            | 0        | 1        | 1        |
|                   | SRO SECURITY CHECK          | 0        | 124      | 214      |
|                   | SRO THREAT ASSESSMENT       | 0        | 3        | 2        |
|                   | STRANDED MOTORIST           | 0        | 2        | 5        |
|                   | SUSPICIOUS SUBJECT          | 1        | 1        | 6        |
|                   | SUSPICIOUS VEHICLE          | 2        | 3        | 2        |
|                   | TRAFFIC ACC PROPERTY DAMAGE | 0        | 0        | 1        |
|                   | TRAFFIC STOP                | 12       | 8        | 13       |
|                   | WARRANT                     | 1        | 1        | 2        |

| Event #                            | Date Time    | Street                     | Case #     | callsource |
|------------------------------------|--------------|----------------------------|------------|------------|
| <b>ALL ANIMAL CONTROL CALLS 2</b>  |              |                            |            |            |
| 26170929                           | Sep 15 12:19 | NORTH DR                   |            | PHONE      |
| 26171571                           | Sep 16 6:54  | HILLSIDE DR                |            | PHONE      |
| <b>ANIMAL CONTROL FOLLOW UP 2</b>  |              |                            |            |            |
| 26160610                           | Sep 1 15:01  | W FRANKLIN ST              |            | PHONE      |
| 26167183                           | Sep 10 9:32  | N MAIN ST                  |            | PHONE      |
| <b>ASSAULT 1</b>                   |              |                            |            |            |
| 26168612                           | Sep 11 20:53 | N MAIN ST                  | 2609110015 | PHONE      |
| <b>ASSIST EMS 1</b>                |              |                            |            |            |
| 26173369                           | Sep 17 19:56 | N MAIN ST                  |            | PHONE      |
| <b>ATTEMPT TO LOCATE 1</b>         |              |                            |            |            |
| 26160011                           | Sep 1 1:41   | ROSS CIR                   |            | PHONE      |
| <b>BURGLAR ALARM 2</b>             |              |                            |            |            |
| 26163994                           | Sep 5 15:08  | OLDENBURG DR               |            | PHONE      |
| 26169151                           | Sep 12 22:55 | W FRANKLIN ST              |            | PHONE      |
| <b>CAC BITE 1</b>                  |              |                            |            |            |
| 26160207                           | Sep 1 9:17   | W FRANKLIN ST              | 2609010007 | PHONE      |
| <b>CAC WELFARE CHECK 1</b>         |              |                            |            |            |
| 26180988                           | Sep 28 15:53 | JACKSON ST                 |            | PHONE      |
| <b>CARELESS RECKLESS DRIVING 3</b> |              |                            |            |            |
| 26173429                           | Sep 17 22:25 | OLDENBURG DR/OBERHAUS ST   |            | PHONE      |
| 26174310                           | Sep 18 20:18 | NC HWY 49 N                |            | PHONE      |
| 26176165                           | Sep 21 18:29 | NC HWY 73 E                |            | PHONE      |
| <b>DISCHARGE FIREARMS 2</b>        |              |                            |            |            |
| 26168563                           | Sep 11 18:49 | SHORT ST/BOWMAN BARRIER RD |            | PHONE      |
| 26177963                           | Sep 23 19:38 | S MAIN ST                  |            | PHONE      |

| DISPUTE (ANYONE) 8 |              |               |            |       |
|--------------------|--------------|---------------|------------|-------|
| 26160339           | Sep 1 11:03  | E FRANKLIN ST |            | PHONE |
| 26161596           | Sep 2 15:25  | E FRANKLIN ST |            | PHONE |
| 26164530           | Sep 6 18:57  | A ST          |            | PHONE |
| 26168909           | Sep 12 11:08 | HILLSIDE DR   | 2609120007 | PHONE |
| 26172440           | Sep 16 20:04 | S MAIN ST     |            | PHONE |
| 26174523           | Sep 19 10:37 | NC HWY 49 N   |            | PHONE |
| 26175730           | Sep 21 12:28 | S MAIN ST     |            | PHONE |
| 26180212           | Sep 27 19:23 | SHORT ST      | 2609270009 | PHONE |

| DOMESTIC DISTURBANCE 1 |              |              |  |       |
|------------------------|--------------|--------------|--|-------|
| 26169082               | Sep 12 19:14 | CRESTWOOD DR |  | PHONE |

| FOLLOW UP 2 |              |               |            |       |
|-------------|--------------|---------------|------------|-------|
| 26168092    | Sep 11 9:48  | E FRANKLIN ST | 2609110003 | PHONE |
| 26169016    | Sep 12 15:53 | NC HWY 49 N   |            | PHONE |

| FRAUD / FORGERY 2 |              |          |            |       |
|-------------------|--------------|----------|------------|-------|
| 26167761          | Sep 10 19:31 | B ST     | 2609100015 | PHONE |
| 26171328          | Sep 15 17:03 | NORTH DR |            | PHONE |

| HARRASSING PHONE CALLS 1 |             |           |  |       |
|--------------------------|-------------|-----------|--|-------|
| 26181476                 | Sep 29 9:47 | S MAIN ST |  | PHONE |

| INFORMATION 2 |              |             |  |       |
|---------------|--------------|-------------|--|-------|
| 26170699      | Sep 15 8:47  | NC HWY 73 E |  | PHONE |
| 26173315      | Sep 17 17:28 | S MAIN ST   |  | PHONE |

| LARCENY 1 |              |               |  |       |
|-----------|--------------|---------------|--|-------|
| 26174301  | Sep 18 19:51 | W FRANKLIN ST |  | PHONE |

| PROPERTY DAMAGE 1 |             |             |  |       |
|-------------------|-------------|-------------|--|-------|
| 26163356          | Sep 4 13:56 | NC HWY 49 N |  | PHONE |

| PROWLER 1 |              |           |  |       |
|-----------|--------------|-----------|--|-------|
| 26170532  | Sep 14 23:10 | S MAIN ST |  | PHONE |

| REPOSESSION 3 |              |              |  |       |
|---------------|--------------|--------------|--|-------|
| 26167132      | Sep 10 8:32  | B ST         |  | PHONE |
| 26170414      | Sep 14 17:24 | N SKYLAND DR |  | PHONE |

|                                      |              |                         |                  |
|--------------------------------------|--------------|-------------------------|------------------|
| 26171526                             | Sep 16 0:55  | WOOD ST                 | PHONE            |
| <b>SECURITY CHECK 1</b>              |              |                         |                  |
| 26174406                             | Sep 19 0:20  | S MAIN ST               | PHONE            |
| <b>SEE SOMETHING / GAGGLE 1</b>      |              |                         |                  |
| 26173521                             | Sep 18 3:53  | ARNOLD WAY              | PHONE            |
| <b>SERVICE CALL LAW 5</b>            |              |                         |                  |
| 26164294                             | Sep 6 7:47   | SUMMER ST               | PHONE            |
| 26167689                             | Sep 10 17:44 | E FRANKLIN ST           | PHONE            |
| 26168887                             | Sep 12 10:13 | NC HWY 49 N             | PHONE            |
| 26176268                             | Sep 21 22:33 | S MAIN ST               | PHONE            |
| 26177188                             | Sep 22 23:22 | EASTOVER DR             | PHONE            |
| <b>SEX CRIME 1</b>                   |              |                         |                  |
| 26160967                             | Sep 1 23:06  | REID ST                 | PHONE            |
| <b>SRO MEDICAL CALL 1</b>            |              |                         |                  |
| 26170352                             | Sep 14 16:02 | WALKER RD               | 2609140017 PHONE |
| <b>SUSPICIOUS SUBJECT 4</b>          |              |                         |                  |
| 26165627                             | Sep 8 13:42  | NC HWY 49 N             | PHONE            |
| 26172592                             | Sep 17 7:12  | W FRANKLIN ST           | PHONE            |
| 26179390                             | Sep 25 23:36 | N WASHINGTON ST         | 2609250008 PHONE |
| 26179771                             | Sep 26 20:25 | NC HWY 49 N             | PHONE            |
| <b>SUSPICIOUS VEHICLE 3</b>          |              |                         |                  |
| 26161562                             | Sep 2 14:55  | ROSS CIR                | PHONE            |
| 26166385                             | Sep 9 11:24  | S MAIN ST               | PHONE            |
| 26173556                             | Sep 18 6:56  | E FRANKLIN ST           | PHONE            |
| <b>TRAFFIC ACC PROPERTY DAMAGE 3</b> |              |                         |                  |
| 26161235                             | Sep 2 10:32  | E FRANKLIN ST           | 2609020007 PHONE |
| 26164896                             | Sep 7 14:20  | W FRANKLIN ST/N MAIN ST | 2609070008 PHONE |
| 26182306                             | Sep 30 7:58  | N MAIN ST               | 2609300006 PHONE |

|                       |  |  |  |
|-----------------------|--|--|--|
| TRAFFIC ACCIDENT PI 1 |  |  |  |
|-----------------------|--|--|--|

|          |            |               |                  |
|----------|------------|---------------|------------------|
| 26163831 | Sep 5 7:09 | E FRANKLIN ST | 2609050002 PHONE |
|----------|------------|---------------|------------------|

|                          |  |  |  |
|--------------------------|--|--|--|
| WELFARE CHECK (PERSON) 4 |  |  |  |
|--------------------------|--|--|--|

|          |              |                               |       |
|----------|--------------|-------------------------------|-------|
| 26161020 | Sep 2 2:54   | N WASHINGTON ST/E FRANKLIN ST | PHONE |
| 26168121 | Sep 11 10:24 | N MAIN ST                     | PHONE |
| 26170444 | Sep 14 18:32 | JACKSON ST                    | PHONE |
| 26174944 | Sep 20 9:13  | WADE ST                       | PHONE |

|                         |  |  |  |
|-------------------------|--|--|--|
| COMMUNICATING THREATS 1 |  |  |  |
|-------------------------|--|--|--|

|          |             |             |      |
|----------|-------------|-------------|------|
| 26162875 | Sep 3 21:43 | NC HWY 49 N | W911 |
|----------|-------------|-------------|------|

Total Disp. CFS: 63

# Cabarrus County Sheriff's Office

Mt Pleasant

Traffic Stop, Citation, & Arrest Data

09/01/2026 - 09/30/2026

Traffic Stop Data with CAD Event Disposition (Zone 253)

|                       |           |
|-----------------------|-----------|
| TRAFFIC STOP          |           |
| CITATION ISSUED       | 2         |
| NCIC TRANSACTION COMP | 1         |
| VERBAL WARNING        | 9         |
| WRITTEN WARNING       | 1         |
| <b>Total</b>          | <b>13</b> |

Citation Data (Mt Pleasant)

|                                 |                               |
|---------------------------------|-------------------------------|
| <b>Total # of Citations: 12</b> | <b>Total # of Charges: 17</b> |
|                                 | <b>Charges</b>                |
| DRIVE/ALLOW MV NO REG           | 1                             |
| DWLR NOT IMPAIRED REV           | 1                             |
| EXPIRED REGISTRATION CARD/TAG   | 3                             |
| FAIL CARRY VALID DRIVERS LIC    | 1                             |
| FAIL TO STOP-STEADY RED LIGHT   | 2                             |
| FAILURE TO REDUCE SPEED         | 1                             |
| FOLLOWING TOO CLOSELY           | 1                             |
| NO LIABILITY INSURANCE          | 3                             |
| SPEED VIOLATION                 | 3                             |
| SPEEDING                        | 1                             |
| <b>Total</b>                    | <b>17</b>                     |

Arrest Data (Mt Pleasant)

| Case # | Charge | City |
|--------|--------|------|
|--------|--------|------|

# Cabarrus County Sheriff's Office

ABC  
8840 E Franklin St,  
Mt Pleasant, NC

Arrest & Citation Data  
LAW ENFORCEMENT USE ONLY - DO NOT RELEASE

9/1/2026 - 9/30/2026

|                               |          |                  |                        |    |     |
|-------------------------------|----------|------------------|------------------------|----|-----|
| HOUGH, BRIAN ANTHONY - W/M 64 |          |                  |                        |    |     |
| 139861                        | 09/16/26 | 1325 HILLSIDE DR | T - WARRANT FOR ARREST | CS | CSO |
| 90Z - ORDER FOR ARREST        |          |                  | M                      |    |     |

# Cabarrus County Sheriff's Office

**ABC**  
**8840 E Franklin St,**  
**Mt Pleasant, NC**

Arrest & Citation Data  
LAW ENFORCEMENT USE ONLY - DO NOT RELEASE

9/1/2026 - 9/30/2026

Charge by Misdemeanor or Felony

|                  | M | Total |
|------------------|---|-------|
| ORDER FOR ARREST | 1 | 1     |
| Total            | 1 | 1     |



**AGENDA ITEM:**

Receive update on the status of:

- Lower Adams Creek Sewer Outfall Project
- Water Distribution Improvements Project
- Water Treatment Plant Renovation Project

**NARRATIVE:**

An update on the projects listed above will be given.

**RECOMMENDATION:**

Open

**TOWN OF MOUNT PLEASANT**

An equal opportunity provider, employer, and lender.

8590 Park Drive | PO Box 787 | Mount Pleasant, NC 28124 | 704.436.9800 | [mtpleasantnc.gov](http://mtpleasantnc.gov)



**AGENDA ITEM:**

Consider approving a contract with LKC Engineering for Water Supply Expansion Project, Conceptual Evaluation

**NARRATIVE:**

Town Administration is requesting consideration and approval of a contract with LKC Engineering to evaluate the rated safe yield of Dutch Buffalo Creek along with the feasibility to applying to USDA for funding and/or grants for a new dam and water treatment plant. They will also evaluate the feasibility of selling water to other municipalities.

**RECOMMENDATION:**

1. Motion to approve the contract with LKC Engineering for Water Supply Expansion Project, Conceptual Evaluation
2. Motion to approve Budget Amendment #6 LKC Contract-Water Supply Expansion.

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**TOWN OF MOUNT PLEASANT, NC**  
**Water Supply Expansion Project, Conceptual Evaluation**

***Proposal for Engineering Services***

LKC sincerely appreciates the opportunity to assist Mount Pleasant with a potential Water Supply Expansion Project. Based on conversations with your team, the general scope of the potential project would consist of the following:

- A. New dam on Dutch Buffalo Creek to replace the existing dam. The new dam is expected to be constructed downstream and for planning purposes would not increase the full-brimming elevation of the impounded water. The intent is to have the ability to intake water from near the center of the creek rather than from the stream bank.
- B. Capacity expansion of the raw water intake/pump station and raw water pipeline, achieved through either major renovation or complete replacement. Target capacity is 3.0 MGD for planning purposes.
- C. Construction of a new water treatment plant to replace the old treatment plant. Target capacity is 3.0 MGD for planning purposes. Treatment plant planning will include consideration of an additional raw water reservoir and the need for additional finished water storage.
- D. Finished water pipeline to convey treated water into the Town's distribution system, including transmission capacity to sell bulk water to Concord.

The Town intends to consider USDA Rural Development financing for the project. LKC's analysis and work product will consider USDA-RD's requirements and will follow their guidelines where appropriate.

LKC's scope of work under this Proposal will consist of the following:

- 1. Perform a cursory, upper-level safe yield analysis of the reservoir on Dutch Buffalo Creek to evaluate its potential to support a 3.0-MGD water treatment plant. Scope does not include preparation of a full safe yield report and submission/approval by DEQ / Division of Water Infrastructure.
- 2. Hydraulic evaluation of the existing raw water pump station and raw water pipeline to determine its max conveyance capacity.
- 3. Upper-level preliminary cost estimates for all components described above.
- 4. Upper-level financial evaluation to assess the Town's ability to service the debt from the proposed infrastructure, assuming USDA-Rural Development financing or private market financing. Analysis will include potential bulk purchase revenue from Concord. Analysis will include evaluation of existing water/sewer fund debt to be retired before the new project debt would be realized.
- 5. Provide general calculations on how the debt from the proposed project would impact user rates for Town water customers.
- 6. Facilitate preliminary discussions with USDA-RD about the project.

**LKC's proposed fee for the above items: \$9,500, lump sum, not to exceed.**

LKC's scope and fee do not include any of the following items:

- i. Preliminary Engineering Report or Environmental Document meeting USDA's requirements.
- ii. Environmental permitting
- iii. Detailed design and permitting
- iv. Construction-phase services

Those services can be provided for additional fee in the event they are needed.

Authorizations:

LKC ENGINEERING, PLLC

MOUNT PLEASANT, NORTH CAROLINA

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Revenue Adjustments

## Expenditure Adjustments

|               |                     |                   |                   |                     |
|---------------|---------------------|-------------------|-------------------|---------------------|
| <b>Totals</b> | <b>\$134,415.00</b> | <b>\$9,500.00</b> | <b>\$9,500.00</b> | <b>\$153,415.00</b> |
|---------------|---------------------|-------------------|-------------------|---------------------|

Posted by: Amy Schueneman Date: \_\_\_\_\_



**AGENDA ITEM:**

Annexations- ANX 2026-03 North Dr. Ballfield Property & ANX 2026-04 Public Works Property

**NARRATIVE:**

This month the Board will need to accept the Certificates of Sufficiency for both annexations and vote to set Public Hearings for the annexations at the November 10<sup>th</sup> meeting.

**RECOMMENDATIONS:**

1. Motion to accept the Certificates of Sufficiency for ANX 2026-03 North Dr. Ballfield Property & ANX 2026-04 Public Works Property.
2. Motion to set Public Hearings for ANX 2026-03 North Dr. Ballfield Property & ANX 2026-04 Public Works Property at the November 10<sup>th</sup> Town Board meeting.

**TOWN OF MOUNT PLEASANT**

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**Town Board of Commissioners Meeting**  
Town Hall - 8590 Park Drive Mount Pleasant, NC

**To:** Mayor and Board of Commissioners  
**From:** Erin S. Burris, AICP  
**Date:** October 13, 2026  
**Subject:** ANX 2026-03 North Drive Ballfield Property

**A. BACKGROUND**

**Applicant(s)/  
Property Owner:** Town of Mount Pleasant  
PO Box 787  
Mount Pleasant, NC 28124

**Location:** 8371 North Drive

**PIN(s):** 5670-18-8763

**Property Size:** 4.711 acres

**Current Zoning:** Office & Institutional (OI)

The subject property is currently located in Mount Pleasant Extraterritorial Jurisdiction (ETJ) and Fire District. The property is currently used for recreation purposes with an agreement in place for use as practice ballfields. The request is for a voluntary contiguous annexation of a Town-owned property.

**B. ANNEXATION EVALUATION**

The property is adjacent to the primary Town limits and is currently served by public water and sewer. The annexation assessment criteria are listed below and the applicable degree of favorability is **highlighted in red** for each of the criteria.

**A. Contiguity**

- **Contiguous to primary corporate limits – Most Favorable**
- Noncontiguous, within ETJ, and contiguous with satellite area – More Favorable
- Noncontiguous, within ETJ, and not contiguous with satellite area – Favorable
- Noncontiguous, outside of ETJ but within 1,000 feet of other satellite area-Less Favorable
- Noncontiguous outside of ETJ and more than 1,000 feet from other satellite areas – Least Favorable

## **B. Size of Proposed Area**

- Very large area (greater than 100 acres) – Most Favorable
- Large area (50 – 100 acres) – More Favorable
- Medium area (25 – 50 acres) – Favorable
- Smaller area (10 – 25 acres) – Less Favorable
- **Small area (less than 10 acres) – Least Favorable**

## **C. Utility Service**

- **Current water and sewer customer – Most Favorable**
- Access to existing water and sewer service (within 1,000 feet) – More Favorable
- Access to existing sewer service only (within 1,000 feet) –Favorable
- Access to existing water service only (within 1,000 feet) – Favorable
- Access to planned nearby water and/or sewer service (within 1,000ft) – Favorable
- In serviceable sewer basin but no planned project – Less Favorable
- Outside serviceable sewer basin or outside of utility service agreement area – Least Favorable

## **D. Fire District**

- **Inside of Mt. Pleasant Fire District – Most Favorable**
- Outside of Mt. Pleasant Fire District – Least Favorable

## **E. Development Status**

- **Developed property in conformance with Town ordinances (in ETJ) – Most Favorable**
- Vacant/Partially Developed property with planned development and proper zoning is in place (in ETJ) – Most Favorable
- Vacant property with planned development and proper zoning is in place (in ETJ)- More Favorable
- Vacant property with planned development and requires rezoning (in ETJ)– Favorable
- Vacant property with planned development and requires rezoning (outside of ETJ, inside Planning Area)– Favorable
- Vacant property with no planned development (inside ETJ) – Favorable
- Developed property not in conformance with Town ordinances (in ETJ) – Less Favorable
- Vacant property with planned development (outside ETJ, outside of Planning Area) – Less Favorable
- Developed property not in conformance with Town ordinances (outside ETJ, inside Planning Area) – Less Favorable
- Vacant property with no planned development (outside ETJ, inside Planning Area) – Less Favorable
- Developed property not in conformance with Town ordinances (outside ETJ, outside Planning Area) – Least Favorable

- Vacant property with no planned development (outside ETJ, outside Planning Area) – Least Favorable

Based on the evaluation criteria, the proposed annexation has four (4) instances of *Most Favorable*, one (1) instance of being *Least Favorable*. Staff considers this annexation to be **Favorable**.

Estimated Annual Tax Revenue based on current assessed land value: \$0 (the property is owned by a local government unit)

## C. ZONING CRITERIA

### **Comprehensive Plan**

The subject property is located in the “High Intensity” land use classifications on the Future Land Use Map of the Town’s current Comprehensive Plan. This classification is described below:

*“This land use classification is intended to accommodate a mixture of uses including civic, institutional, retail, service, office uses, and higher density residential uses of between four to eight dwelling units an acre. These areas are immediately adjacent to major transportation corridor intersections where utility infrastructure is readily available.”*

### **Zoning District Intent**

The current zoning of the property is Office & Institutional. The intent of the RL district, as set forth in the Mount Pleasant Development Ordinance is outlined below:

*“The OI district is established to provide for agencies and offices rendering specialized services and traditional institutional functions (both public and private) including, but not limited to, governmental facilities, cultural and recreational facilities, educational facilities and charitable institutions. To protect the low intensity character of this district, retail and wholesale trade are prohibited as permitted principal uses.”*

### **Existing Zoning and Development Patterns**

The table below shows the zoning districts and land uses within 500 feet of the property:

|                     | <b><i>Zoning District(s)</i></b>                                                     | <b><i>Land Use(s)</i></b>                                              |
|---------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b><i>North</i></b> | RL Residential Low Density                                                           | Single-family residential                                              |
| <b><i>East</i></b>  | RL Residential Low Density, RM Residential Medium Density, OI Office & Institutional | Single-family Residential, Recreational, Public School, Public Utility |
| <b><i>South</i></b> | CZ OI Conditional Zoning Office & Institutional, C-2 General Commercial              | Religious Institution                                                  |

|             |                            |                                                                 |
|-------------|----------------------------|-----------------------------------------------------------------|
| <b>West</b> | RL Residential Low Density | Two-family residential (duplexes),<br>Single-family residential |
|-------------|----------------------------|-----------------------------------------------------------------|

The subject property is located in an area with mixture of zoning districts and medium intensity land uses.

#### **Utility Availability**

The property is currently served by public water and sewer service.

#### **Transportation Capacity**

The property is located at the intersection of North Drive, a state-maintained road with an average daily trip count (AADT) of 1,200 vehicles per day, and N. Main Street, state-maintained road SR 1006 with an AADT of 4,200 vehicles a day, according to NCDOT's interactive traffic volume map.

The current Comprehensive Plan shows a future 2E cross section for N. Main Street at this location (min. 60-foot right-of-way) with sidewalk curb and gutter (modified to exclude bike lanes). The current right-of-way width along the frontage is 60 feet.

#### **Environment**

The property is flat with no streams or wetlands.

### **D. STAFF COMMENTS**

Staff finds that the contiguous annexation request is favorable, based on the Town's annexation evaluation criteria. There are no changes proposed to the zoning district.

### **E. ACTION REQUESTED**

The Town Board of Commissioners is requested to accept the Certificate of Sufficiency and vote to set the public hearing for the November 10 meeting.

### **F. ATTACHMENTS**

1. Resolution to set Public Hearing
2. Certificate of Sufficiency
3. Annexation Petition
4. Metes & Bounds Description
5. Survey Map
6. Aerial Map



**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF  
CONTIGUOUS ANNEXATION PURSUANT TO G. S. 160A-31**

**WHEREAS**, a petition (ANX 2026-03) requesting annexation of the area described as attached has been received; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Mount Pleasant, North Carolina that;

Section 1. A public hearing on the question of annexation of the area described herein will be held at the Mount Pleasant Town Hall at 6:00 pm on Tuesday, November 10, 2026.

Section 2. The area proposed for annexation is shown on the attached map and described as Cabarrus County Parcel Numbers 5670-18-8763

Section 3. Notice of the public hearing shall be published in the Independent Tribune newspaper having general circulation in the Town of Mount Pleasant, at least ten (10) day prior to the date of the public hearing.

Adopted this day, October 13, 2026.

---

**Tony Lapis, Mayor**

**Attest:**

---

**Amy Schueneman. Town Clerk**



### CERTIFICATE OF SUFFICIENCY

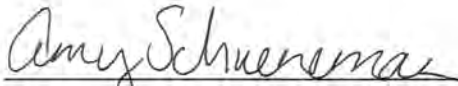
To the Board of Commissioners of the Town of Mount Pleasant, North Carolina:

I, Amy Schueneman, Town Clerk, do hereby certify that I have investigated the petition (ANX 2026-03) attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with standards for contiguous annexation set forth in North Carolina G. S. 160A-31.

In witness whereof, I have hereto set my hand and affixed the seal of the Town of Mount Pleasant, this 13<sup>th</sup> day of October, 2026.

(Seal)



  
Amy Schueneman, Town Clerk



**VOLUNTARY CONTIGUOUS ANNEXATION PETITION (NCGS 160A-31)**

Date of Petition: 10-5-2026

To the Town of Mount Pleasant Board of Commissioners:

1. We the undersigned owners of the real property respectfully request that the area described in Paragraph 2 below be annexed to the Town of Mount Pleasant.
2. The area to be annexed is non-contiguous to the Town of Mount Pleasant and the boundaries of such territory are as such:

Property Address 8371 North Drive Property PIN 5670-18-8763

(Attach metes and bounds description and survey)

3. We acknowledge that any zoning vested rights acquired pursuant to NCGS 160D-108 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof).
4. The property is currently served by Town of Mount Pleasant  
☒ Water ☒ Sewer

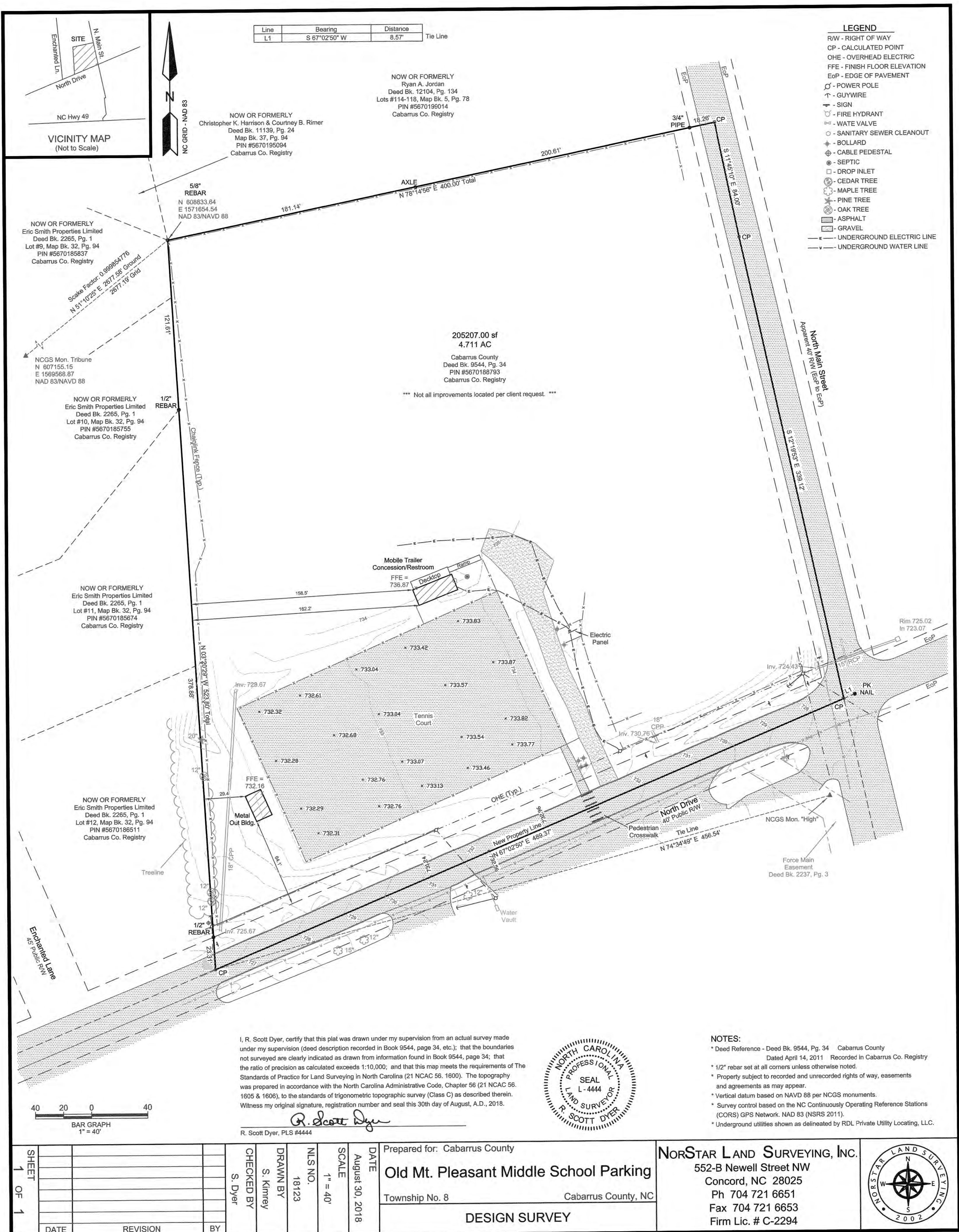
We acknowledge that if the property is not currently served by one or both utilities, then the Town is not responsible for the cost of the extension of utilities to the property.

5. We acknowledge that, if annexed, the property would be subject to the current Town of Mount Pleasant tax rate and subsequent changes to the tax rate.

| Owner Names                    | Mailing Address                                   | Do you declare<br>vested rights?<br>(Yes or No) | Signature               |
|--------------------------------|---------------------------------------------------|-------------------------------------------------|-------------------------|
| 1. <u>Town of Mt. Pleasant</u> | <u>PO Box 787</u><br><u>Mt. Pleasant, NC 2824</u> | <u>Yes</u>                                      | <u>Tony R. Holloway</u> |
| 2. _____                       | _____                                             | _____                                           | _____                   |
| 3. _____                       | _____                                             | _____                                           | _____                   |
| 4. _____                       | _____                                             | _____                                           | _____                   |

4.711 AC.

Beginning at a point, said point being located in the pavement of North Main Street (40' R/W), said point being a common corner with now or formerly Ryan A. Jordan (Deed Bk. 12104, Pg. 134), thence within the pavement of North Main Street (40' R/W) the following two (2) calls: (1) S 11°45'10" E 84.00 feet to a point; (2) S 12°19'53" E 339.12 feet to a point, said point being located in the intersection of North Main Street (40' R/W) and North Drive (40' Public R/W), said point being located S 67°02'50" W 8.57 feet from a PK Nail; thence with the centerline of North Drive (40' Public R/W), S 67°02'50" W 489.37 feet to a point; thence N 03°20'29" W, passing a ½" rebar at 23.31 feet, for a total of 523.80 feet to a 5/8" rebar, said rebar having NC Grid Coordinates of N 608833.64, E 1571654.54, said point also being a common corner with now or formerly Eric Smith Properties Limited (Deed Bk. 2265, Pg. 1), now or formerly Christopher K, Harrison and Courtney B. Rimer (Deed Bk. 11139, Pg. 24) and now or formerly Ryan A. Jordan (Deed Bk. 12104, Pg. 134); thence with the property of now or formerly Ryan A. Jordan (Deed Bk. 12104, Pg. 134), N 78°14'56" E, passing an axle on line at 181.14 feet for a total of 400.00 feet to the POINT AND PLACE OF BEGINNING and containing 4.711 AC.





## PARCEL INFORMATION

|                     |                                             |                         |                                           |
|---------------------|---------------------------------------------|-------------------------|-------------------------------------------|
| PHYSICAL ADDRESS    | 8371 NORTH DR / MT PLEASANT, NC 28124       | PIN                     | 56701887630000                            |
| PROPERTY REAL ID    | 08-009 -0009.00                             | CLARIS                  | More Property Data Here                   |
| ACCOUNT NAME        | TOWN OF MT PLEASANT                         | MAILING ADDRESS         | PO BOX 787 / MT PLEASANT, NC              |
| LAND UNITS          | 4.7110 AC                                   | LAND VALUE              | \$442,650                                 |
| BUILDING VALUE      | \$0                                         | OBXF VALUE              | \$37,380                                  |
| ASSESSED VALUE      | \$480,030                                   | MARKET VALUE            | \$480,030                                 |
| SALE DATE           | 7/2026                                      | SALE PRICE              | \$0                                       |
| DEED BOOK & PAGE    | 18098, 0326                                 | PLAT BOOK & PAGE        | No Plat Found                             |
| OWNERSHIP HISTORY   | <a href="#">View Ownership History Card</a> | TAX APPRAISAL CARD      | <a href="#">View Property Record Card</a> |
| TAX BILL            | <a href="#">View Tax Bills</a>              | PROPERTY PHOTO          | <a href="#">View Property Photo</a>       |
| FIRE DISTRICT       | Mt Pleasant                                 | ZONING CODE             | OI                                        |
| MUNICIPALITY        | Cabarrus County                             | PERMITTING JURISDICTION | Mt. Pleasant                              |
| WATERSHED CLASS     | Not within a watershed                      | WATERSHED NAME          | Not within a watershed                    |
| WATERSHED PCA       | Not within a watershed                      | MOBILE HOME DISTRICT    | Not within an overlay district            |
| VOTING PRECINCT     | 08-00                                       | NC HOUSE DISTRICT       | 82                                        |
| NC SENATE DISTRICT  | 34                                          | US HOUSE DISTRICT       | 8                                         |
| ELEMENTARY SCHOOL   | Mount Pleasant ES                           | MIDDLE SCHOOL           | Mount Pleasant MS                         |
| HIGH SCHOOL         | Mount Pleasant HS                           | FLOODWAY                | Not within a floodway                     |
| 100 YEAR FLOODPLAIN | Not within a floodplain                     | 500 YEAR FLOODPLAIN     | Not within a floodplain                   |



**Town Board of Commissioners Meeting**  
Town Hall - 8590 Park Drive Mount Pleasant, NC

**To:** Mayor and Board of Commissioners  
**From:** Erin S. Burris, AICP  
**Date:** October 13, 2026  
**Subject:** ANX 2026-04 Public Works Property

**A. BACKGROUND**

**Applicant(s)/  
Property Owner:** Town of Mount Pleasant  
PO Box 787  
Mount Pleasant, NC 28124

**Location:** 60 & 90 N. Main Street

**PIN(s):** 5671-10-0251 and 5670-10-5166

**Property Size:** 11.19 acres

**Current Zoning:** Office & Institutional (OI)

The subject property is currently located in Mount Pleasant Extraterritorial Jurisdiction (ETJ) and Fire District. The property is currently used for the Town’s Public Works facility and is the location of a former landfill. The request is for a voluntary non-contiguous annexation of a Town-owned property.

**B. ANNEXATION EVALUATION**

The property is adjacent to the primary Town limits and is currently served by public water and sewer. The annexation assessment criteria are listed below and the applicable degree of favorability is **highlighted in red** for each of the criteria.

**A. Contiguity**

- Contiguous to primary corporate limits – Most Favorable
- Noncontiguous, within ETJ, and contiguous with satellite area – More Favorable
- **Noncontiguous, within ETJ, and not contiguous with satellite area – Favorable**
- Noncontiguous, outside of ETJ but within 1,000 feet of other satellite area-Less Favorable
- Noncontiguous outside of ETJ and more than 1,000 feet from other satellite areas – Least Favorable

#### **B. Size of Proposed Area**

- Very large area (greater than 100 acres) – Most Favorable
- Large area (50 – 100 acres) – More Favorable
- Medium area (25 – 50 acres) – Favorable
- **Smaller area (10 – 25 acres) – Less Favorable**
- Small area (less than 10 acres) – Least Favorable

#### **C. Utility Service**

- **Current water and sewer customer – Most Favorable**
- Access to existing water and sewer service (within 1,000 feet) – More Favorable
- Access to existing sewer service only (within 1,000 feet) –Favorable
- Access to existing water service only (within 1,000 feet) – Favorable
- Access to planned nearby water and/or sewer service (within 1,000ft) – Favorable
- In serviceable sewer basin but no planned project – Less Favorable
- Outside serviceable sewer basin or outside of utility service agreement area – Least Favorable

#### **D. Fire District**

- **Inside of Mt. Pleasant Fire District – Most Favorable**
- Outside of Mt. Pleasant Fire District – Least Favorable

#### **E. Development Status**

- **Developed property in conformance with Town ordinances (in ETJ) – Most Favorable**
- Vacant/Partially Developed property with planned development and proper zoning is in place (in ETJ) – Most Favorable
- Vacant property with planned development and proper zoning is in place (in ETJ)- More Favorable
- Vacant property with planned development and requires rezoning (in ETJ)– Favorable
- Vacant property with planned development and requires rezoning (outside of ETJ, inside Planning Area)– Favorable
- Vacant property with no planned development (inside ETJ) – Favorable
- Developed property not in conformance with Town ordinances (in ETJ) – Less Favorable
- Vacant property with planned development (outside ETJ, outside of Planning Area) – Less Favorable
- Developed property not in conformance with Town ordinances (outside ETJ, inside Planning Area) – Less Favorable
- Vacant property with no planned development (outside ETJ, inside Planning Area) – Less Favorable
- Developed property not in conformance with Town ordinances (outside ETJ, outside Planning Area) – Least Favorable

- Vacant property with no planned development (outside ETJ, outside Planning Area) – Least Favorable

Based on the evaluation criteria, the proposed annexation has three (3) instances of *Most Favorable*, one (1) instance of *Favorable*, one (1) instance of *Less Favorable*. Staff considers this annexation to be **Favorable**.

Estimated Annual Tax Revenue based on current assessed land value: \$0 (the property is owned by a local government unit)

## C. ZONING CRITERIA

### **Comprehensive Plan**

The subject property is located in the “Medium Intensity” land use classifications on the Future Land Use Map of the Town’s current Comprehensive Plan. This classification is described below:

*“This land use classification is intended for a variety of medium density residential uses of two to four dwelling units per acre and low to medium intensity civic, institutional, office, service, and retail uses designed to keep the impact on adjacent residential areas to a minimum. Medium intensity designated areas have easy access to utility infrastructure.”*

### **Zoning District Intent**

The current zoning of the property is Office & Institutional. The intent of the RL district, as set forth in the Mount Pleasant Development Ordinance is outlined below:

*“The OI district is established to provide for agencies and offices rendering specialized services and traditional institutional functions (both public and private) including, but not limited to, governmental facilities, cultural and recreational facilities, educational facilities and charitable institutions. To protect the low intensity character of this district, retail and wholesale trade are prohibited as permitted principal uses.”*

### **Existing Zoning and Development Patterns**

The table below shows the zoning districts and land uses within 1,000 feet of the property:

|                     | <b><i>Zoning District(s)</i></b>                        | <b><i>Land Use(s)</i></b>                                                               |
|---------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b><i>North</i></b> | Residential Low Density (RL),<br>Agricultural (AG)      | Single-family residential, Agriculture                                                  |
| <b><i>East</i></b>  | Residential Low Density (RL),<br>Office & Institutional | Single family residential, Water Pump<br>Station (Public Utility), Elementary<br>School |
| <b><i>South</i></b> | Residential Low Density (RL)                            | Single-family residential                                                               |

|             |                              |                                                  |
|-------------|------------------------------|--------------------------------------------------|
| <b>West</b> | Residential Low Density (RL) | Single-family residential, Agriculture, Forestry |
|-------------|------------------------------|--------------------------------------------------|

The subject property is located within a primarily residential area with a Public Utility facility and a Public School within 1,000 feet.

#### **Utility Availability**

The property is currently served by public water and sewer service.

#### **Transportation**

The property is located on N. Main Street (SR 1006) a two-lane state-maintained minor thoroughfare. Traffic volume on N. Main Street at this location is 4,200AADT, according to NCDOT's online interactive map. The use of the property will remain the same, and no additional traffic volume is anticipated.

#### **Environment**

There are no wetlands or streams on the site. There is a former landfill on the site. No building will take place on the former landfill in the future.

### **D. STAFF COMMENTS**

Staff finds that the non-contiguous annexation request is favorable, based on the Town's annexation evaluation criteria. There are no changes proposed to the zoning district.

### **E. ACTION REQUESTED**

The Town Board of Commissioners is requested to accept the Certificate of Sufficiency and vote to set the public hearing for the November 10 meeting.

### **F. ATTACHMENTS**

1. Resolution to set Public Hearing
2. Certificate of Sufficiency
3. Annexation Petition
4. Metes & Bounds Description (from old deed, new description to be prepared prior to public hearing)
5. Survey Map (old partial survey, new survey to be prepared prior to public hearing)
6. Aerial Map



**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF  
NON-CONTIGUOUS ANNEXATION PURSUANT TO G. S. 160A-58.1**

**WHEREAS**, a petition (ANX 2026-04) requesting annexation of the area described as attached has been received; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Mount Pleasant, North Carolina that;

Section 1. A public hearing on the question of annexation of the area described herein will be held at the Mount Pleasant Town Hall at 6:00 pm on Tuesday, November 10, 2026.

Section 2. The area proposed for annexation is shown on the attached map and described as Cabarrus County Parcel Numbers 5671-10-0251 and 5670-10-5166.

Section 3. Notice of the public hearing shall be published in the Independent Tribune newspaper having general circulation in the Town of Mount Pleasant, at least ten (10) day prior to the date of the public hearing.

Adopted this day, October 13, 2026.

---

**Tony Lapis, Mayor**

**Attest:**

---

**Amy Schueneman. Town Clerk**



### CERTIFICATE OF SUFFICIENCY

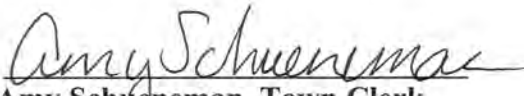
To the Board of Commissioners of the Town of Mount Pleasant, North Carolina:

I, Amy Schueneman, Town Clerk, do hereby certify that I have investigated the petition (ANX 2026-04) attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with standards for non-contiguous annexation set forth in North Carolina G. S. 160A-58.1.

In witness whereof, I have hereto set my hand and affixed the seal of the Town of Mount Pleasant, this 13<sup>th</sup> day of October, 2026.

(Seal)



  
Amy Schueneman, Town Clerk



**VOLUNTARY NON-CONTIGUOUS ANNEXATION PETITION (NCGS 160A-58.1)**

Date of Petition: 10-5-2026

To the Town of Mount Pleasant Board of Commissioners:

1. We the undersigned owners of the real property respectfully request that the area described in Paragraph 2 below be annexed to the Town of Mount Pleasant.
2. The area to be annexed is non-contiguous to the Town of Mount Pleasant and the boundaries of such territory are as such:

Property Address 60 N. Main St. + 90 N. Main St. Property PIN 5671-10-0251 5671-10-5166

(Attach metes and bounds description and map)

3. We acknowledge that any zoning vested rights acquired pursuant to NCGS 160D-108 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in the termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof).
4. The property is currently served by Town of Mount Pleasant  
☒ Water ☒ Sewer

We acknowledge that if the property is not currently served by one or both utilities that the Town is not responsible for the cost of the extension of utilities to the property.

5. We acknowledge that, if annexed, the property would be subject to the current Town of Mount Pleasant tax rate and subsequent changes to the tax rate.

| Owner Names                    | Mailing Address                                    | Do you declare vested rights?<br>(Yes or No) | Signature               |
|--------------------------------|----------------------------------------------------|----------------------------------------------|-------------------------|
| 1. <u>Town of Mt. Pleasant</u> | <u>PO Box 787</u><br><u>Mt. Pleasant, NC 28124</u> | <u>Yes</u>                                   | <u>Tony R. Holloway</u> |
| 2. _____                       | _____                                              | _____                                        | _____                   |
| 3. _____                       | _____                                              | _____                                        | _____                   |
| 4. _____                       | _____                                              | _____                                        | _____                   |

8590 Park Drive : PO Box 787 : Mount Pleasant, North Carolina 28124 : 704-436-9800

## RECORD 241

## STATE OF NORTH CAROLINA—Cabarrus County.

THIS INDENTURE Made this the 9th day of January, in the year of our Lord one thousand nine hundred and fifty two (1952), between

R.A. Cook and wife Alice Hayfield Cook

of the County of Cabarrus and State of North Carolina of the first part, and  
The Town of Mount Pleasant, a municipal corporation

of the County of Cabarrus and State of North Carolina, of the second part:

WITNESSETH, That the said part 1st of the first part, for and in consideration of the sum of

Ten Dollars and other valuable considerations

DOLLARS

to the said parties of the first part in hand paid, the receipt whereof is hereby acknowledged, he, he bargained, sold and conveyed, and by these presents do bargain, sell and convey unto the said party of the second part, its successors and assigns,

the following described real estate, situate, lying and being in the County of Cabarrus and State of North Carolina, bounded as follows, to-wit:

Lying and being in No. 8 Township, Cabarrus County, N.C., on the West side of the Mount Pleasant Salisbury Highway; being Lots Nos. 73, 72, 71, 70, 69, 68, 67, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213 and a part of Lots Nos. 214 and 215, and also a tract of land lying in the rear of the above lots; all being in the J. B. McAllister property, and bounded as follows:

Beginning at an iron stake in the West edge of Mount Pleasant Salisbury Highway, a corner of Lots Nos. 73 and 74, and runs thence with dividing line between Lots Nos. 73 and 74 S. 79-12 W. 200 feet to an iron stake, corner of Lots Nos. 73 and 74; thence a new line S. 82-32 W. 1108 feet more or less to a stake (formerly a Persimmon), a corner of Fisher and Crowell; thence with line of Fisher and Crowell N. 22 E. 473 feet to a stake, a new corner in line of Fisher and Crowell; thence a new line N. 81-42 E. 997 feet more or less to an iron stake in the West edge of Mount Pleasant Salisbury Highway, a corner of Lots Nos. 213 and 214; thence with the West edge of said Highway S. 21-24 E. 250 feet to an iron stake a corner of Lots Nos. 67 and 204; thence with West edge of Highway S. 12-18 E. 175 feet to the beginning, containing 11.1 acres more or less.

160

TO HAVE AND TO HOLD all and singular the above granted premises, with the appurtenances, unto the said part Y of the second part, its successors  
~~and assigns~~ and assigns forever. And the said R.A. Cook and wife Alice Mayfield Cook parties of the first part,  
for themselves, their heirs, executors and administrators, do hereby covenant with the said part Y of the second  
part, its successors and assigns, that they are seized of said premises in fee simple; that the said premises are free from all encumbrances;  
that they have good right and lawful authority to sell the same: that they will warrant and defend the said premises unto the said  
part Y of the second part, its successors and assigns, against the lawful claims of all persons whatsoever.  
IN TESTIMONY WHEREOF the said part ies of the first part has Y hereunto set their hand S and seal S, the day and  
year first above written.

R.A. Cook

(SEAL)

Alice Mayfield Cook

(SEAL)

Signed, sealed and delivered in the presence of:

(SEAL)

(SEAL)

(SEAL)

(SEAL)

(SEAL)

STATE OF NORTH CAROLINA—CABARRUS COUNTY.

I, \_\_\_\_\_  
In and for said County and State, do hereby certify that \_\_\_\_\_

personally appeared before me this day and acknowledged the due execution of the annexed instrument; and the said \_\_\_\_\_

being by me privately examined, separate and apart from \_\_\_\_\_ said husband, touching \_\_\_\_\_ voluntary execution of the  
same, doth state that \_\_\_\_\_ signed the same freely and voluntarily, without fear or compulsion of \_\_\_\_\_ said husband  
or any other person, and that \_\_\_\_\_ doth still voluntarily assent thereto. Therefore, let the said instrument, together with this certificate, be registered.  
Witness my hand and \_\_\_\_\_ seal, this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 195 \_\_\_\_\_

My commission expires \_\_\_\_\_, 195 \_\_\_\_\_ [SEAL]

STATE OF NORTH CAROLINA, Cabarrus COUNTY.

I, Ruth B. Barringer, a Notary Public In and for said County and State, do hereby certify that  
R. A. Cook and wife Alice Mayfield Cook  
personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Therefore, let the said deed, together with this  
certificate, be registered.

Witness my hand and notarial seal, this 19th day of January, A.D., 195 2

Ruth B. Barringer, [SEAL]

My commission expires 4-12-53, 195 \_\_\_\_\_

STATE OF NORTH CAROLINA—CABARRUS COUNTY.

The execution of the foregoing deed was this \_\_\_\_\_ day of \_\_\_\_\_, 195 \_\_\_\_\_, acknowledged/proven before the  
undersigned, \_\_\_\_\_ in and for the County aforesaid, by  
Therefore, let the said deed, together with this certificate, be registered.

Witness my hand and \_\_\_\_\_ seal, date above written.

My commission expires \_\_\_\_\_, 195 \_\_\_\_\_ [SEAL]

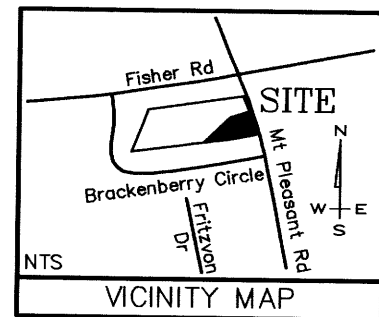
STATE OF NORTH CAROLINA—CABARRUS COUNTY.

The foregoing certificate of Ruth B. Barringer a Notary Public of Cabarrus  
County, is adjudged to be in due form and according to law. Therefore, let the said deed, with the certificate, be registered.

This the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 195 \_\_\_\_\_  
Mary V. McCormac, Deputy Clerk Superior Court.

I hereby certify that the within deed was filed in the office for registration on the 25 day of March, A.D., 195 2  
at 2:20 o'clock P. M., and was duly registered, this the 31 of March, A.D., 195 2 at 11:15 o'clock A. M.

Register of Deeds.



#### ADJACENT PROPERTY OWNERS

Lots No. 74-76  
Joseph E. Police & wife, Gloria M. Police  
Address: 116 Main Street  
Deed Book 746 Page 295; Zoned RL  
PIN No. 5671-10-6083

Lot No. 31  
Cathy Cook Laphis  
Address: 305 Brackenberry Circle  
Deed Book 3254 Page 239; Zoned RL  
PIN No. 5670-19-5955

Lot No. 30  
Larry Dale McCrow & wife, Kristina R. McCrow  
Address: 223 Brackenberry Circle  
Deed Book 2678 Page 271; Zoned RL  
PIN No. 5670-19-4934

Lot No. 29  
Janice C. Haydon  
Address: 217 Brackenberry Circle  
Deed Book 1386 Page 302; Zoned RL  
PIN No. 5670-19-3903

Lot No. 28  
Elizabeth F. Biles & husband, Chris A. Biles  
Address: 211 Brackenberry Circle  
Deed Book 1140 Page 257; Zoned RL  
PIN No. 5670-19-1981

#### State of North Carolina County of Cabarrus

I, Jonathan Marshall, Review Officer of Cabarrus County, certify that the map or plat to which this certification is affixed, meets all statutory requirements for recording.

6/16/2008  
Date

Jonathan Marshall  
Review Officer

by Janica Gladum

#### CERTIFICATE OF OWNERSHIP AND DEDICATION

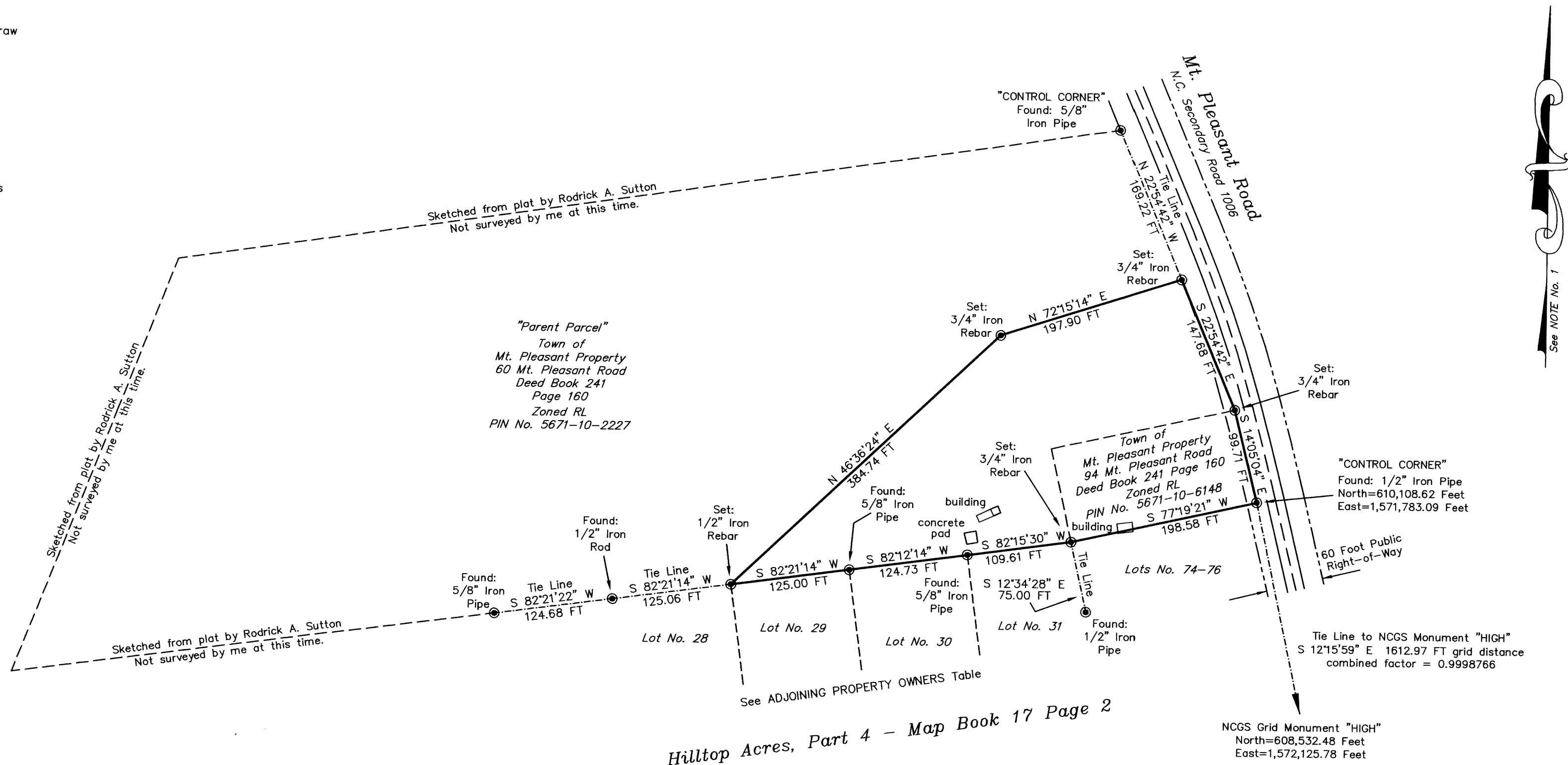
I hereby certify that I am the owner of the property shown and described hereon and that I hereby adopt this plan of subdivision with my free consent, established minimum building lines, and dedicate all roads, alleys, walks, parks, and other sites to the public use except as noted. Further, I certify the land as shown hereon is within the platting jurisdiction of Cabarrus County.

6/16/2008  
Date

Wm. E. - Town of Mount Pleasant  
Owner/Developer

#### NOTES:

- No. 1: The bearings shown on this drawing are based on the NC Grid System (NAD 83).
- No. 2: This property is not located in a FEMA Special Flood Hazard Area.
- No. 3: Current Zoning for this property is RL.
- No. 4: If one acre is disturbed, an Erosion Control Plan must be submitted to the Cabarrus County Commerce Department.
- No. 5: Area of property within the public right-of-way of Mt. Pleasant Road equal 1658 square feet.
- No. 6: Net Area of property excluding the public right-of-way equal 1.99 Acres  $\pm$ .
- No. 7: Water and sewer utility services to be provided by the Town of Mt. Pleasant.
- No. 8: The acreage of the "parent parcel" equals 11.05 Acres  $\pm$  and consists of PIN No. 5671-10-2227 and PIN No. 5671-10-6148. The Total Area of the Project equals 2.03 Acres  $\pm$  and leaves 9.02 Acres  $\pm$  in the remaining area of the "parent parcel".



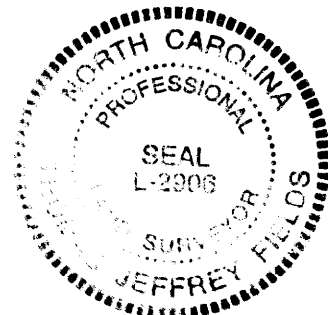
I certify that this plat represents a survey that creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

Thomas J. Fields  
Surveyor

#### NORTH CAROLINA CABARRUS COUNTY

I, Thomas J. Fields, certify that this plat was prepared from an actual survey done by me in October 2007 from information found in deeds as referenced on this plat and is in all respects correct to the best of my knowledge and belief. The ratio of precision as calculated by latitudes and departures is 1:15,000+; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature and official stamp or seal this the 29th day of May 2008.

Thomas J. Fields  
SURVEYOR PLS-2906



#### Symbol Legend

● ..... denotes monuments found or set as noted on plat.

#### Minimum Building Setbacks

Front Yard . . . . . 35 Feet  
Side Yard . . . . . 15 Feet  
Rear Yard . . . . . 30 Feet

#### Line Legend

|       |                         |
|-------|-------------------------|
| ————— | Boundary Lines          |
| ----- | Tie Lines               |
| ----- | Right-of-Way Lines      |
| ----- | Adjacent Boundary Lines |
| ----- | Edge of Pavement        |
| ----- | Center of Paved Road    |

#### Abbreviated Text

Job No. - Job Number  
Lot No. - Lot Number  
PLS - Professional Land Surveyor  
NCGS - North Carolina Geodetic Survey  
NAD - North American Datum  
N.C. - North Carolina  
Mt. - Mount  
N - North  
S - South  
E - East  
W - West  
FT - Feet  
NTS - Not to Scale  
No. - Number  
Rd. - Road  
Dr. - Drive  
 $\pm$  - plus or minus

FILED Jun 16, 2008 04:03 pm  
BOOK 00056  
PAGE 0011 THRU 0011  
INSTRUMENT # 19926  
EXCISE TAX \$0.00

FILED  
CABARRUS  
COUNTY NC  
LINDA F. McABEE  
REGISTER  
OF DEEDS

#### Minor Subdivision Plat

#### The TOWN OF MT. PLEASANT Property Subdivision

A Portion of the Town of Mt. Pleasant Property Located along Mt. Pleasant Road (N.C. Secondary Road 1006) Number Eight Township, Cabarrus County, North Carolina Deed Reference Book 241 Page 160 Surveyed by Thomas J. Fields, PLS-2906, and Associates, on October 12, 2007.

TOTAL AREA = 2.03 Acres  $\pm$   
by coordinates

Town of Mt. Pleasant  
Phone No.: 704-436-9803  
Street Address: 8590 Park Drive, Mt. Pleasant, NC 28124  
Mailing Address: P.O. Box 787, Mt. Pleasant, NC 28124

100 0 100  
Scale is in Feet  
1" = 100'

From the office of  
WRIGHT & FIELDS LAND SURVEYING  
1340 Albemarle Road, Suite C  
Troy, N.C. 27371

REVISED on May 29, 2008.

Job No. 2007-275



## PARCEL INFORMATION

|                     |                                             |                         |                                           |
|---------------------|---------------------------------------------|-------------------------|-------------------------------------------|
| PHYSICAL ADDRESS    | 90 N MAIN ST / MT PLEASANT, NC 28124        | PIN                     | 56711051660000                            |
| PROPERTY REAL ID    | 08-009 -0017.00                             | CLARIS                  | More Property Data Here                   |
| ACCOUNT NAME        | TOWN OF MT PLEASANT                         | MAILING ADDRESS         | PO BOX 787 / MT PLEASANT, NC              |
| LAND UNITS          | 2.0300 AC                                   | LAND VALUE              | \$86,050                                  |
| BUILDING VALUE      | \$1,077,460                                 | OBXF VALUE              | \$73,260                                  |
| ASSESSED VALUE      | \$1,236,770                                 | MARKET VALUE            | \$1,236,770                               |
| DEED BOOK & PAGE    | No Deed Found                               | PLAT BOOK & PAGE        | No Plat Found                             |
| OWNERSHIP HISTORY   | <a href="#">View Ownership History Card</a> | TAX APPRAISAL CARD      | <a href="#">View Property Record Card</a> |
| TAX BILL            | <a href="#">View Tax Bills</a>              | PROPERTY PHOTO          | <a href="#">View Property Photo</a>       |
| FIRE DISTRICT       | Mt Pleasant                                 | ZONING CODE             | RL                                        |
| MUNICIPALITY        | Cabarrus County                             | PERMITTING JURISDICTION | Mt. Pleasant                              |
| WATERSHED CLASS     | Not within a watershed                      | WATERSHED NAME          | Not within a watershed                    |
| WATERSHED PCA       | Not within a watershed                      | MOBILE HOME DISTRICT    | Not within an overlay district            |
| VOTING PRECINCT     | 08-00                                       | NC HOUSE DISTRICT       | 82                                        |
| NC SENATE DISTRICT  | 34                                          | US HOUSE DISTRICT       | 8                                         |
| ELEMENTARY SCHOOL   | Mount Pleasant ES                           | MIDDLE SCHOOL           | Mount Pleasant MS                         |
| HIGH SCHOOL         | Mount Pleasant HS                           | FLOODWAY                | Not within a floodway                     |
| 100 YEAR FLOODPLAIN | Not within a floodplain                     | 500 YEAR FLOODPLAIN     | Not within a floodplain                   |



## PARCEL INFORMATION

|                     |                                             |                         |                                           |
|---------------------|---------------------------------------------|-------------------------|-------------------------------------------|
| PHYSICAL ADDRESS    | 60 N MAIN ST / MT PLEASANT, NC 28124        | PIN                     | 56711002510000                            |
| PROPERTY REAL ID    | 08-012 -0015.00                             | CLARIS                  | More Property Data Here                   |
| ACCOUNT NAME        | TOWN OF MT PLEASANT                         | MAILING ADDRESS         | PO BOX 787 / MT PLEASANT, NC              |
| LAND UNITS          | 9.1600 AC                                   | LAND VALUE              | \$274,980                                 |
| BUILDING VALUE      | \$0                                         | OBXF VALUE              | \$0                                       |
| ASSESSED VALUE      | \$274,980                                   | MARKET VALUE            | \$274,980                                 |
| DEED BOOK & PAGE    | No Deed Found                               | PLAT BOOK & PAGE        | No Plat Found                             |
| OWNERSHIP HISTORY   | <a href="#">View Ownership History Card</a> | TAX APPRAISAL CARD      | <a href="#">View Property Record Card</a> |
| TAX BILL            | <a href="#">View Tax Bills</a>              | PROPERTY PHOTO          | <a href="#">View Property Photo</a>       |
| FIRE DISTRICT       | Mt Pleasant                                 | ZONING CODE             | RL                                        |
| MUNICIPALITY        | Cabarrus County                             | PERMITTING JURISDICTION | Mt. Pleasant                              |
| WATERSHED CLASS     | Not within a watershed                      | WATERSHED NAME          | Not within a watershed                    |
| WATERSHED PCA       | Not within a watershed                      | MOBILE HOME DISTRICT    | Not within an overlay district            |
| VOTING PRECINCT     | 08-00                                       | NC HOUSE DISTRICT       | 82                                        |
| NC SENATE DISTRICT  | 34                                          | US HOUSE DISTRICT       | 8                                         |
| ELEMENTARY SCHOOL   | Mount Pleasant ES                           | MIDDLE SCHOOL           | Mount Pleasant MS                         |
| HIGH SCHOOL         | Mount Pleasant HS                           | FLOODWAY                | Not within a floodway                     |
| 100 YEAR FLOODPLAIN | Not within a floodplain                     | 500 YEAR FLOODPLAIN     | Not within a floodplain                   |



**AGENDA ITEM:**

Personnel Policy Updates

**NARRATIVE:**

Staff are recommending language updates to the Personnel Policy:

Consider changing Page 7, Section 9 Definitions to the following:

- Full-time Fire Department employee – change 56 hours per week to 48 hours per week (numerical correction)
- Part-time employee: An employee who is not required to work at least 1,000 hours per year.
- Part-time 1,000 hour rule: referencing the North Carolina GS and also changing 'several months' to three months.
- Permanent position – “changing 20 or more hours per week” to “40 or more hours per week” to be consistent with definition of permanent position throughout the Policy

Consider changing Page 25, Section 6 Retirement to the following:

- Replace “Expected” with “Required”
- Replace 6.25% with 6% (numerical correction)

Consider changing Pages 25-26, Section 7 Supplemental Retirement Benefits paragraph to the following:

- The Town provides 401K benefits for its active full-time employees at a rate of 5% of gross salary approved by the Board of Commissioners beginning on the first day of employment, subject to appropriation by the Board of Commissioners. The Town also allows all active part-time employees and elected officials to voluntarily contribute to the North Carolina 401-K program through regular payroll deduction. Part-time employees and elected officials are not eligible for the five percent (5%) Town contribution. (consolidation of original wording)

Consider changing Page 28, Section 13 Cellular Phone Program language to the following:

- C. Definitions
  - o Remove Standard Phone: a cell phone with standard features to allow voice calling statement
  - o Change all references from Smart phone to Cell Phone
  - o Remove sentence “beyond a typical cell phone”.
- D. Program
  - o Revise first paragraph to read ‘Ensure the needs of employees are met based on current job requirements. Department heads must establish the need for cell phone functionality for each employee

**RECOMMENDATION:**

Open



## **Town of Mount Pleasant Personnel Policy**

**Adopted – October 5, 2009  
Amended as of October 13, 2026**

**Approved** this the 13th day of October 2026 by the Board of Commissioners of the  
Town of Mount Pleasant, North Carolina, **effective October 13, 2026.**

ATTEST:

\_\_\_\_\_  
Tony Lapis, Mayor

\_\_\_\_\_  
Amy Schueneman, Town Clerk

**TOWN OF MOUNT PLEASANT  
PERSONNEL POLICY**

BE IT RESOLVED by the Board of Commissioners of the Town of Mount Pleasant that the following policies apply to the appointment, classification, benefits, salary, promotion, demotion, dismissal, and conditions of employment of the employees of the Town of Mount Pleasant.

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**ARTICLE I. GENERAL PROVISIONS**

**Section 1. Purpose of the Policy**

It is the purpose of this policy and the rules and regulations set forth to establish a fair and uniform system of personnel administration for all employees of the Town under the supervision of the Town Manager. This policy is established under authority of Chapter 160A, Article 7, of the General Statutes of North Carolina, and may be subjected to change as North Carolina State Statues change or as the Town of Mount Pleasant deems necessary.

**Section 2. At Will Employment**

The Town of Mount Pleasant is an at will employer. Nothing in this policy creates an employment contract or term between the Town and its employees. No person has the authority to grant any employee any contractual rights of employment.

**Section 3. Merit Principle**

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

**Section 4. Responsibilities of the Board of Commissioners**

The Board of Commissioners shall be responsible for establishing and approving personnel policies, the position classification and pay plan, and may change the policies and benefits as necessary. They also shall make and confirm appointments when so specified by the general statutes.

**Section 5. Responsibilities of the Town Manager**

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

- A. recommending rules and revisions to the personnel system to the Board of Commissioners for consideration;
- B. making changes as necessary to maintain an up to date and accurate position classification plan;
- C. preparing and recommending necessary revisions to the pay plan;
- D. determining which employees shall be subject to the overtime provisions of FLSA;

- E. establishing and maintaining a roster of all persons and authorized positions in the municipal service, setting forth each position and employee, class title of position, salary, any changes in class title and status, and such data as may be desirable or useful;
- F. developing and administering such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the Town;
- G. performing such other duties as may be assigned by the Board of Commissioners not inconsistent with this Policy; and
- H. appointing an employee to the role of Personnel Officer.

#### **Section 6. Responsibilities of the Personnel Officer**

The Human Resources Director functions as the Personnel Officer and responsibilities may be performed or delegated in whole or in part by the Town Manager. The responsibilities of the Personnel Officer are to make recommendations to the Town Manager on the following:

- A. recommending rules and revisions to the personnel system to the Town Manager for consideration;
- B. recommending changes as necessary to maintain an up to date and accurate position classification plan;
- C. recommending necessary revisions to the pay plan;
- D. recommending which employees shall be subject to the overtime provisions of FLSA;
- E. maintaining a roster of all persons in the municipal service
- F. establishing and maintaining a list of authorized positions in the municipal service at the beginning of each budget year which identifies each authorized position, class title of position, salary range, any changes in class title and status, position number and other such data as may be desirable or useful;
- G. developing and administering such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the Town;
- H. developing and coordinating training and educational programs for Town employees;
- I. periodically investigating the operation and effect of the personnel provisions of this Policy; and
- J. performing such other duties as may be assigned by the Town Manager not inconsistent with this Policy.

#### **Section 7. Application of Policies, Plan, Rules, and Regulations**

The personnel policy and all rules and regulations adopted pursuant thereto shall be binding on all Town employees. The Town Manager, Town Attorney, members of the Board of Commissioners and advisory boards and commissions will be exempted except in sections where specifically included. An employee violating any of the provisions of this policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

## Section 8. Departmental Rules and Regulations

Because of the particular personnel and operational requirements of the various departments of the Town, each department is authorized to establish supplemental written rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to the approval of the Town Manager and shall not in any way conflict with the provisions of this Policy, but shall be considered as a supplement to this Policy.

## Section 9. Definitions

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

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

**Full-time Fire Department employee.** An employee who is in a position for which an average work week equals 56-48 hours per week, and continuous employment of at least 12 months, are required by the Town.

**Part-time employee.** An employee who is in a position for which an average work week is of at least eight (8) hours and less than 40 hours, and continuous employment of at least 12 months are required by the Town. na. -A part-time -Part-time employee who is not required to work more than a minimum of 1,000 hours per rolling calendar year.-

**Part-time 1,000-hour rule.** In accordance with North Carolina §Chapter 128, Under state law, any employee working for a participating local government is required to become a contributing member of LGERS (Local Governmental Employees' Retirement System) if they are in a regular, non-temporary position, and they exceed 1,000 hours. The Town is required to pay the employer contribution to the NC Retirement System. When this occurs, the employee is required to contribute six percent (6%) of the gross earnings to the NC Retirement system. The 1,000 hours is determined by a twelve-month (12 month) rolling total. Once the employee enters the NC Retirement System, employee deductions and employer contributions continue until the rolling hours stays below 1,000 hours for several months.three months.

Part-time employees, exceeding 1,000 hours, are not eligible for benefits such as medical or dental insurance, vacation, sick leave, or holiday pay. They may voluntarily contribute to the 401(k) plan without an employer contribution. They are eligible only for federally mandated benefits, such as Social Security and Medicare.

**Permanent position.** A position authorized for the budget year for a full 12 months and budgeted for 20-40 or more hours per week. All Town positions are subject to budget review and approval each year by the Board of Commissioners and all employees' work and conduct must meet Town standards.

Therefore, reference to "permanent" positions or employment should not be construed as a contract or right to perpetual funding or employment.

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

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

**Temporary employee.** An employee, not in a permanent position, for which either the average work week required by the Town over the course of a year is less than 20 hours per week, and continuous employment required by the Town is less than 12 months.

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

## **ARTICLE II. POSITION CLASSIFICATION PLAN**

### **Section 1. Purpose.**

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

### **Section 2. Composition of the Position Classification Plan**

The classification plan shall consist of:

- A. a grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions;
- B. class titles descriptive of the work of the class;
- C. written specifications for each class of positions; and
- D. an allocation list showing the class title of each position in the classified service.

### **Section 3. Use of the Position Classification Plan**

The classification plan is to be used:

- A. as a guide in recruiting and examining applicants for employment;
- B. in determining lines of promotion and in developing employee training programs;

- C. in determining salary to be paid for various types of work;
- D. in determining personnel service items in departmental budgets; and
- E. in providing uniform job terminology.

#### **Section 4. Administration of the Position Classification Plan**

The Personnel Officer shall allocate each position covered by the classification plan to its appropriate class, and shall be responsible for the administration of the position classification plan. The Personnel Officer shall periodically review portions of the classification plan and recommend appropriate changes to the Town Manager.

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

New positions shall be established upon recommendation of the Town Manager and approval of the Board of Commissioners. New positions shall be recommended to the Board of Commissioners with a recommended class title after which the Town Manager shall either allocate the new position into the appropriate existing class or revise the position classification plan to establish a new class to which the new position may be allocated. The position classification plan, along with any new positions or classifications shall be approved by the Board of Commissioners and on file with the Personnel Officer. Copies will be available to all Town employees for review upon request.

#### **Section 6. Request for Reclassification**

Any employee who considers the position in which classified to be improper shall submit a request in writing for reclassification to such employee's immediate supervisor, who shall immediately transmit the request through the Department Head to the Personnel Officer. Upon receipt of such request, the Personnel Officer shall study the request, determine the merit of the reclassification, and recommend any necessary revisions to the classification and pay plan to the Town Manager.

### **ARTICLE III. THE PAY PLAN**

#### **Section 1. Definition**

The pay plan includes the basic salary schedule and the "Salary Scale" adopted by the Board of Commissioners. The salary schedule consists of hiring rate, minimum or beginning, midpoint, and maximum rates of pay for all classes of positions, and a designation of the standard hours in the work week for each position.

#### **Section 2. Administration and Maintenance**

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

- B. The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of living, the financial conditions of the Town, and other factors. To this end, each budget year the Personnel Officer shall make comparative studies of all factors affecting the level of salary ranges including the consumer price index, anticipated changes in surrounding employer plans, and other relevant factors, and will recommend to the Town Manager such changes in salary ranges as appear to be pertinent. Such changes shall be made in the salary ranges such that the hiring rate, all intervening rates, and the maximum change according to the market. Periodically, the Town Manager shall recommend that individual salary ranges be studied and adjusted as necessary to maintain market competitiveness. Such adjustments will be made by increasing or decreasing the assigned salary grade for the class and adjusting the rate of pay for employees in the class when the action is approved by the Board of Commissioners.

### **Section 3. Starting Salaries**

All persons employed in positions approved in the position classification plan shall be employed at the hiring rate for the classification in which they are employed; however, exceptionally well qualified applicants may be employed above the hiring rate of the established salary range upon approval of the Town Manager.

### **Section 4. Trainee Designation and Provisions**

- A. Applicants being considered for employment or Town employees who do not meet all of the requirements for the position for which they are being considered may be hired, promoted, demoted, or transferred by the Town Manager to a "trainee" status. In such cases, a plan for training, including a time schedule, must be prepared by the Department Head.
- B. "Trainee" salaries shall be no more than two (2) grades below the minimum salary rate established for the position for which the person is being trained. A new employee designated as "trainee" shall be regarded as being in a probationary period. However, probationary periods shall be no less than six (6) months and trainee periods may extend from three (3) to eighteen (18) months. A trainee shall remain a probationary employee until the trainee period is satisfactorily completed. If the training is not successfully completed to the satisfaction of the Town Manager, the trainee shall be transferred, demoted, or dismissed. If the training is successfully completed, the employee shall be paid at least at the hiring rate established for the position for which the employee was trained.

### **Section 5. Probationary Pay Increases**

Employees hired or promoted into the hiring rate and below the minimum of the pay range shall receive a salary increase within the pay range of approximately five percent (5%) upon successful completion of the probationary period. Employees serving a twelve (12) month probationary period may be considered for this increase after six (6) months of employment.

Employees hired at or above the minimum rate may be considered for a two and a half percent (2.5%) probationary increase, depending on performance and agreements made when the employee was hired. These increases require the approval of the Town Manager.

## **Section 6. Performance Pay**

Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related criteria. Procedures for determining performance levels and performance pay increases or other performance-related movement within the range shall be established in procedures approved by the Town Manager.

## **Section 7. Performance Pay Lump Sum**

Employees who are at the maximum amount of the salary range for their position classification are eligible to be considered for a Performance Pay Lump Sum at their regular performance evaluation time. Performance Pay Lump Sum shall be awarded based upon the performance of the employee as described in the performance evaluation and in the same amounts as employees who are within the salary range. Performance Pay Lump Sum shall be awarded in lump sum payments and do not become part of base pay.

## **Section 8. Salary Effect of Promotions, Demotions, Transfers, and Reclassifications**

### **A. Promotions**

The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. When an employee is promoted, the employee's salary shall normally be advanced to the hiring rate of the new position, or to a salary which provides an increase of at least approximately five percent (5%) over the employee's salary before the promotion, whichever is greater. In the event of highly skilled and qualified employees, shortage of qualified applicants, or other reasons related to the merit principle of employment, the Town Manager may set the salary at an appropriate rate in the range of the position to which the employee is promoted that best reflects the employee's qualifications for the job and relative worth to the Town, taking into account the range of the position and relative qualifications of other employees in the same classification. In no event, however, shall the new salary exceed the maximum rate of the new salary range. In setting the promotion salary, the Town shall consider internal comparisons with other employees in the same or similar jobs.

### **B. Demotions**

Demotion is the involuntary movement of an employee from one position to a position in a class assigned to a lower salary range. When an employee is demoted to a position for which qualified, the salary shall be decreased at least five percent (5%). Salaries of demoted employees may be no greater than the maximum of the new range.

### **C. Reassignments**

A reassignment is defined as the voluntary movement to a position in a lower salary range. When an employee takes a reassignment, the salary shall be set at the rate in the lower pay range which provides a salary commensurate with the employees' qualifications to perform the job and consistent with the placement of other employees within the same classification. Salary may be retained at the same level when this option does not create internal inequities with other employees in the same or similar job.

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

**Reclassifications.** An employee whose position is reclassified to a class having a higher salary range shall receive a pay increase of approximately five percent (5%) or an increase to the hiring rate of the new pay

range, whichever is higher. If the employee has completed probation, the employee's salary shall be advanced to at least the probation completion amount in the new range.

If the position is reclassified to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

#### **Section 9. Salary Effect of Salary Range Revisions**

When a class of positions is assigned to a higher salary range, employees in that class shall receive a pay increase of at least approximately five percent (5%), or to the hiring rate of the new range, whichever is higher. If the employee has passed probation, the employee's salary shall be advanced at least to the probation completion amount (minimum) in the new range. When a class of positions is assigned to a lower salary range, the salaries of employees in that class will remain unchanged. If this assignment to a lower salary range results in an employee being paid at a rate above the maximum *rate* established for the new class, the salary of that employee shall be maintained at that level until such time as the employee's salary range is increased above the employee's current salary.

#### **Section 10. Transition to a New Salary Plan**

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

- A. No employee shall receive a salary reduction as a result of the transition to a new salary plan.
- B. All employees being paid at a rate lower than the hiring rate established for their respective classes shall have their salaries raised at least to the new hiring rate for their classes.
- C. All employees being paid at a rate below the maximum rate established for their respective classes shall be paid at a rate *within* the salary schedule.
- D. All employees being paid at a rate above the maximum rate established for their respective classes shall have their salaries maintained at that salary level with no increases until such time as the employees' salary range is increased above the employees' current salary.

#### **Section 11. Effective Date of Salary Changes**

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

#### **Section 12. Overtime Pay Provisions**

Employees of the Town can be requested and may be required to work in excess of their regularly scheduled hours as necessitated by the needs of the Town and determined by the Department Head. Overtime work should normally be approved in advance by the Department Head, Town Manager or other designee.

To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA). The Personnel Officer shall determine which jobs are "non-exempt" and are; therefore, subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7-day period; 212 hours for part-time fire). Hours worked beyond the FLSA established limit will be compensated in pay at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will vacation, sick leave, or holidays be included in the computation of hours worked for FLSA purposes.

Employees in positions determined to be exempt from the FLSA (as Executive, Administrative or Professional staff) will not receive pay for hours worked in excess of their normal work periods. These employees may be granted informal compensatory leave by their supervisor on an hour-for-hour basis where the convenience of the department allows and in accordance with procedures established by the Town Manager. Such informal leave time is not guaranteed to be taken and ends without compensation upon separation from the organization. From time-to-time, full-time exempt salaried employees may be called upon to work more hours than the standard 40-hour work week in order to perform supervisory duties or attend meetings, events, or training outside of regular office hours. These employees may, with the approval of their supervisor, utilize compensatory time within 30 days following the time worked in excess of the 40-hour work week.

### **Section 13. Call-back**

The Town provides a continuous twenty-four (24) hour a day, seven (7) day a week service to its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. One of the conditions of employment with the Town is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal by the Town Manager.

**Call-back.** Non-exempt employees will be guaranteed a minimum payment of two (2) hour of wages for being called back to work outside of normal working hours. "Call-back" provisions do not apply to previously scheduled overtime work (scheduled one or more days in advance).

**Stand-by.** Stand-by time is defined as that time when an employee must carry a Town issued cell phone and must respond immediately to calls for service by their supervisor. Non-exempt employees required to be on "stand-by" duty will be paid for three (3) hours of work for each week of stand-by time they serve. Hours actually worked while on stand-by are calculated beginning when the employee reports to the work site and are added to the regular total of hours worked for the week. Examples of stand-by time are as follows:

**Example 1:** Employee is on Stand-by for the week and does not have any after-hours calls. Employee receives 43 hours of straight pay for the week (40 regular + 3 stand-by.)

**Example 2:** Employee is on Stand-by for the week and receives an after-hours call. The call takes 45 minutes to fix. Employee receives one (1) hour straight time and two (2) hours over-time: 41 hours + 2 over-time.

**Example 3:** Employee is on Stand-by for the week and receives an after-hours call. Employee realizes they need help making the repair, and a second employee is called. It takes 45 minutes to make the

repair. Employee on call receives one (1) hour added to straight time for the stand-by and 2 hours of overtime. Second Employee receives two (2) hours overtime.

#### **Section 14. Payroll Deduction**

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made upon the request of the employee on determination by the Town Manager as to capability of payroll equipment, associated increase in workload and appropriateness of the deduction.

#### **Section 15. Hourly Rate of Pay**

The hourly rate for employees working other than 40 hours per week, firefighters working an average 56-hour week, will be determined by dividing the average number of hours scheduled per year into the annual salary for the position.

#### **Section 16. Longevity Pay**

Full-time employees of the Town, hired before July 1, 2019, are compensated for years of continuous service by payment of a longevity supplement based on the following table. Employees shall receive longevity pay on a date as determined by the Board of Commissioners. Longevity pay shall be paid during the second pay period of November and shall reflect the employee's current level as of July 1, 2019 (the first day of the fiscal year) according to the following schedule:

| <b>Years of Service</b> | <b>Longevity Amount</b> |
|-------------------------|-------------------------|
| 1-5                     | \$250                   |
| 5-10                    | \$500                   |
| 10+                     | \$650                   |

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

#### **Section 17. Pay for Interim Assignments in a Higher Level Classification**

An employee who is formally designated by the Town Manager to perform the duties of a job that is assigned to a higher salary grade than that of the employee's regular classification shall receive an increase for the duration of the interim assignment. The employee shall receive a salary adjustment to the minimum level of the job in which the employee is acting or an increase of five percent (5%), whichever is greater. The salary increase shall be temporary and upon completion of the assignment, the employee shall go back to the salary he or she would have had if not assigned in the interim role, taking into account any increases the employee would have received if they had not been placed in the interim role.

## **ARTICLE IV. RECRUITMENT, EMPLOYMENT, & CAREER DEVELOPMENT**

### **Section 1. Equal Employment Opportunity Policy**

The Town of Mount Pleasant does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

### **Section 2. Implementation of Equal Employment Opportunity Policy**

The Town of Mount Pleasant is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

### **Section 3. Recruitment, Selection and Appointment**

**Recruitment Sources.** When position vacancies occur, Personnel Department shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be provided to recruitment sources, including organizations and news media available to minority applicants. In addition, notice of vacancies shall be posted at designated conspicuous sites within departments if practical. Individuals shall be recruited from a geographic area as wide as necessary and for a period of time sufficient to ensure that well-qualified applicants are obtained for Town service. The North Carolina Employment Security Commission may be used as a recruitment source. In rare situations because of emergency conditions, high turnover, etc., the Town may hire or promote without advertising jobs, upon approval of the Town Manager.

**Job Advertisements.** Jobs will be advertised in local newspapers, professional publications, social media sites, Town website, and other relevant publications in order to establish a diverse and qualified applicant pool. Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

**Application for Employment.** All persons expressing interest in employment with the Town shall be given the opportunity to file an application for employment for positions which are vacant.

**Applicant Interest Card.** Persons interested in employment with the Town may complete an applicant interest card concerning all of the positions for which they wish to apply. These cards will be maintained for

a period of six months. When a vacancy occurs in positions of interest, the card will be sent, notifying the person and requesting that the person complete an application before the designated deadline.

**Application Reserve File.** Applications shall be kept in an inactive reserve file for a period of two years, in accordance with Equal Employment Opportunity Commission guidelines.

**Selection.** Department Heads, with the assistance of the Personnel Officer, shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the position, including criminal history where job-related using the DCI when needed. All selection devices administered by the Town shall be valid measures of job performance.

**Appointment.** Before any commitment is made to an applicant either internal or external, the Department Head shall make recommendations to the Personnel Officer including the position to be filled, the salary to be paid, and the reasons for selecting the candidate over other candidates. The Personnel Officer and Department Head shall recommend approval of appointments and the starting salary for all applicants to the Town Manager. The Town Manager shall approve appointments and the starting salary for all applicants.

#### **Section 4. Probationary Period**

An employee appointed or promoted to a permanent position shall serve a probationary period. Employees shall serve a six-month probationary period, except that employees in entry level fire and Department Head positions shall serve a twelve-month probationary period. Employees hired as trainees shall remain on probation until the provisions of their traineeship are satisfied. During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress. Employees serving a twelve-month probation shall have a probationary review at the end of six months as well as before the end of twelve months.

Before the end of the probationary period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion shall be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. Probationary periods may be extended for a maximum of six (6) additional months.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this policy.

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

#### **Section 5. Promotion**

Promotion is the movement of an employee from one position to a vacant position in a class assigned to a higher salary range. It is the Town's policy to create career opportunities for its employees whenever possible. Therefore, when a current employee applying for a vacant position is best suited of all applicants, that applicant shall be appointed to that position. The Town will balance three goals in the employment process:

1) the benefits to employees and the organization of promotion from within; 2) providing equal employment opportunity and a diversified workforce to the community; and 3) obtaining the best possible employee who will provide the most productivity in that position. Therefore, except in rare situations where previous Town experience is essential (such as promotions to Police Sergeant), or exceptional qualifications of an internal candidate so indicate, the Town will consider external and internal candidates rather than automatically promote from within. Candidates for promotion shall be chosen on the basis of their qualifications and their work records. Internal candidates shall apply for promotions using the same application process as external candidates.

#### **Section 6. Demotion and Reassignment**

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

An employee who wishes to accept a position with less complex duties and reduced responsibilities may request a reassignment. A reassignment is not a disciplinary action and is made without using the above-referenced disciplinary procedures.

#### **Section 7. Transfer**

Transfer is the movement of an employee from one position to a position in a class in the same salary range. If a vacancy occurs and an employee in another department is eligible for a transfer, the employee shall apply for the transfer using the usual application process. The Department Head wishing to transfer an employee to a different department or classification shall make a recommendation through the Personnel Officer to the Town Manager with the consent of the receiving Department Head. Any employee transferred without requesting the action may appeal the action in accordance with the grievance procedure outlined in this Policy. An employee who has successfully completed a probationary period may be transferred into the same classification without serving another probationary period.

#### **Section 8. Performance Evaluation**

Supervisors and/or Department Heads shall conduct Performance Evaluation conferences with each employee at least once a year. These performance evaluations shall be documented in writing and placed in the employee's personnel file. Procedures for the performance evaluation program shall be published by the Town Manager.

#### **Section 9. Career Development Plan**

The Town of Mount Pleasant is committed to supporting the enhancement of employee's knowledge, skill, and competencies in their individual career paths, by offering a Career Development Plan. This program is structured to not only promote this continuous learning process, but to provide additional compensation upon successful completion of classes and certifications that benefit the Town. For employees that seek to further develop their career, a Career Development Plan shall be created with their supervisor to work towards additional certifications or degrees relevant to the employees' current or intended position. In general, employees shall be eligible for a two and a half percent (2.5%) salary or pay rate increase for each new certification obtained, and eligible for promotion, subject to the employee's approved career

development plan. See Appendix B for Job Descriptions, Pay Scales, and Career Development steps for each Department.

## **ARTICLE V. CONDITIONS OF EMPLOYMENT**

### **Section 1. Work Schedule**

Department Heads shall establish work schedules, with the approval of the Town Manager which meet the operational needs of the department in the most cost-effective manner possible.

### **Section 2. Political Activity**

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

- A. Engage in any political or partisan activity while on duty;
- B. Use official authority of influence for the purpose of interfering with or affecting the result of a nomination or an election for office;
- C. Be required as a duty of employment or as condition for employment, promotion or tenure of office to contribute funds for political or partisan purposes;
- D. Coerce or compel contributions from another employee of the Town for political or partisan purposes;
- E. Use any supplies or equipment of the Town for political or partisan purposes; or
- F. Be a candidate for nomination or election to office under the Town Charter;

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

### **Section 3. Outside Employment**

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

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

- A. employment with organizations or in capacities that are regulated by the employee or employee's department; or
- B. employment with organizations or in capacities that negatively impact the employee's perceived integrity, neutrality, or reputation related to performance of the employee's Town duties.

#### **Section 4. Dual Employment**

A full or part-time employee of the Town may simultaneously hold another position with the Town if the temporary position is in a different department and clearly different program area from that of the full or part-time position. The work of the temporary position must also be performed on an occasional or sporadic basis as identified in Fair Labor Standards Act (FLSA) regulations. However, the work of the full or part-time position shall take precedence over the temporary position, and such temporary work will not count toward the calculation of overtime for pay or time off.

#### **Section 5. Employment of Relatives**

The Town prohibits the hiring and employment of immediate family in full or part time positions within the same work unit. "Immediate Family" is defined as spouses, domestic partners, parents, parents-in law, children, siblings, grandparents, grandchildren, step-parents, or step-children. The Town also prohibits the employment of any person into a permanent position who is an immediate family member of individuals holding the following positions: Mayor, Mayor Pro Temp, Board of Commissioners Member, Town Manager, Finance Director, Personnel Officer, Town Clerk, or Town Attorney. Otherwise, the Town will consider employing family members or related persons in the service of the Town, provided that such employment does not:

- A. result in a relative supervising relatives;
- B. result in a relative auditing the work of a relative;
- C. create a conflict of interest with either relative and the Town; or
- D. create the potential or perception of favoritism.

This provision shall not apply retroactively to anyone employed when the provision is adopted by the Town. Should an immediate family member of a Town employee be elected to the Board, the employee shall resign within three (3) months.

#### **Section 6. Harassment Prohibited**

The Town prohibits harassment in any form that is based on sex, race, color, religion, national origin, age, and/or disability. Harassment is defined as conduct that culminates in tangible employment action or is sufficiently severe or pervasive to create a hostile work environment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or

offensive working environment. Sexual harassment includes repeated offensive sexual remarks, continual or repeated comments about an individual's body and offensive sexual language and may come from coworkers, supervisors, contractor, vendors, or the general public.

Any employee who believes that he or she may have a complaint of harassment may follow the Grievance Procedure described in this Policy or may file the complaint directly with the Personnel Officer or Department Head who will immediately notify the Town Manager. The employee may file the complaint directly with the Town Manager, if it involves a Department Head. The Personnel Officer will ensure that an investigation is conducted into any allegation of harassment and advise the employee and appropriate management officials of the outcome of the investigation.

Employees who are found to be engaged in harassment are subject to disciplinary action up to and including dismissal. Employees making complaints of harassment are protected against retaliation from alleged harassers or other employees.

#### **Section 7. Solicitation and Acceptance of Gifts and Favors**

No official or employee of the Town shall solicit or accept any gift, favor, or thing of value (more than \$100) that may tend to influence such employee in the discharge of the employee's duties, or grant in the discharge of duty an improper favor, service, or thing of value.

#### **Section 8. Safety**

Safety is the responsibility of both the Town and employees. It is the policy of the Town to establish a safe work environment for employees. The Town shall establish a safety program including policies and procedures regarding safety practices and precautions and training in safety methods. Department Heads and supervisors are responsible for ensuring the safe work procedures of all employees and providing necessary safety training programs. Employees shall follow the safety policies and procedures and attend safety training programs as a condition of employment. Employees who violate such policies and procedures shall be subject to disciplinary action up to and including dismissal.

#### **Section 9. Substance Abuse Policy**

The Town may establish policies and procedures related to employee substance abuse in order to insure the safety and well-being of citizens and employees, and to comply with any state, federal, or other laws and regulations. The Town provides a drug free workplace for all employees. Town employees (full time and part time) are subject to random drug testing, and shall comply with DOT guidelines if employee drives a town vehicle.

#### **Section 10. Conflict of Interest Policy**

This conflict of interest policy is designed to help directors, officers, and employees of the Town of Mount Pleasant identify situations that present potential conflicts of interest and to provide Town of Mount Pleasant with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, officer, or employee has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and the procedures prescribed herein and those in federal or state law, the law shall control. All capitalized terms are defined in Part 2 of this policy.

A. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

1. Outside Interests.

- a. A Contract or Transaction between Town of Mount Pleasant and a Responsible Person or Family Member.
- b. A Contract or Transaction between Town of Mount Pleasant and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.

2. Outside Activities.

- a. A Responsible Person competing with Town of Mount Pleasant in the rendering of services or in any other Contract or Transaction with a third party.
- b. A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with Town of Mount Pleasant in the provision of services or in any other Contract or Transaction with a third party.

3. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:

- a. does or is seeking business with, or is a competitor of Town of Mount Pleasant; or
- b. has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from Town of Mount Pleasant;
- c. is a charitable organization;
- d. under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value; or
- e. entertainment of nominal or insignificant value that are not related to any particular transaction or activity of Town of Mount Pleasant.

B. Definitions.

- 1. A *Conflict of Interest* is any circumstance described in Part A of this Policy.

2. A *Responsible Person* is any person serving as an officer, employee or member of the elected governing body of Town of Mount Pleasant.
  - a. A *Family Member* is a spouse, domestic partner, parent, parent-in law, child, sibling, grandparent, grandchild, step-parent, or step-child, of a Responsible Person.
  - b. A *Material Financial Interest* in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.
  - c. A *Contract or Transaction* is any agreement or relationship involving the sale of purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship or review of a charitable organization by Town of Mount Pleasant. The making of a gift to Town of Mount Pleasant is not a Contract or Transaction.

C. Procedures.

1. Before board or committee action on a Contract or Transaction involving a Conflict of Interest, a board or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
2. A board or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
3. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
4. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the elected governing body of Town of Mount Pleasant has a Conflict of Interest when he or she stands for election as an officer or for re-election as a board member.
5. Responsible Persons who are not members of the elected governing body of Town of Mount Pleasant or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest

that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect Town of Mount Pleasant's participation in such Contract or Transaction.

6. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.
- D. Confidentiality. Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Town of Mount Pleasant. Furthermore, a Responsible Person shall not disclose or use information relating to the business of Town of Mount Pleasant for the personal profit or advantage of the Responsible Person or a Family Member.
- E. Review of Policy.
1. Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.
  2. Each new Responsible Person shall annually complete a disclosure from identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstance might include service as a director of or consultant to a not-for-profit organization, or ownership of a business that might provide goods or services to Town of Mount Pleasant. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Chair, the Manager, and any committee appointed to address Conflicts of Interests, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
  3. This policy shall be reviewed annually by each member of the elected governing body. Any changes to the policy shall be communicated immediately to all Responsible Persons.

### **Section 11. Text Messaging While Driving**

Text Messaging While Driving by Town of Mount Pleasant Employees. Town employees shall not engage in text messaging (a) when driving Town vehicles or (b) when using electronic equipment supplied by the Town while driving.

### **Section 12. Seat Belt Policy**

SAFETY BELT USE IS MANDATORY! It is Town of Mount Pleasant's policy that every operator of our equipment and all occupants of any vehicle must wear safety belts while on company business. This applies to all personally owned, company-owned, leased, and rented vehicles.

### **Section 13. Technology & Social Media Policy**

*Town of Mount Pleasant Personnel Policy  
Adopted Oct. 5, 2009  
As Amended through June 9, 2026*

All personnel are subject to the Town's most recently adopted Technology & Social Media Policy.

#### **Section 14. Travel Policy**

Town employees may from time-to-time need to travel for training, continuing education, conferences, or other job-related events. The employee shall have supervisor approval prior to traveling for work purposes.

Whenever possible, it is preferred that employees utilize a Town-owned vehicle to travel for work purposes. If necessary, and with supervisor approval, an employee may drive their personal vehicle for such purposes, and shall be reimbursed in the amount of the current federal IRS mileage rate for travel to and from the event and nearby overnight accommodations.

When travel is required for work purposes, employees may be compensated for meals and incidental expenses on a per diem basis with receipts not to exceed the amounts set forth in the federal General Services Administration (GSA) rates for meals and incidental expenses (M & IE). Such reimbursement shall not include any alcoholic beverages.

### **ARTICLE VI. EMPLOYEE BENEFITS**

#### **Section 1. Eligibility**

All full-time employees of the Town are eligible for employee benefits as provided for in this Article which are subject to change at the Town's discretion. Temporary employees are eligible only for workers' compensation and FICA.

#### **Section 2. Group Health and Hospitalization Insurance**

The Town provides group North Carolina State Health and Hospitalization insurance programs for full-time employees (40 plus hours per week), and for eligible family members/dependents of employees through payroll deduction. Information concerning cost and benefits shall be available to all employees from the Personnel Office.

**Employees hired prior to July 1, 2019** who retire from the Town of Mount Pleasant with full-time continuous service of twenty years or more shall receive continued medical insurance coverage until they are Medicare eligible at the or up to the **current rate** paid by the Town for insurance premiums.

#### **At the time of retirement, the retiree has the two options:**

**Option 1** - Retiree may remain with the North Carolina State Plan until Medicare eligible with the Town paying a designated amount toward retiree's insurance (designated amount will be the amount currently being paid for active full-time employees.) Retiree would be responsible for the difference.

**Example:** Town pays up to \$500/month for active full-time employee's insurance. Retiree Health Insurance rate is \$700/month. Retiree pays the \$200 difference to the Town on a monthly basis by the 5th of each month. Failure to pay results in loss of coverage with no further obligation by the Town.

**Option 2** - Retiree may choose to secure Health insurance in the open market. Retiree must provide monthly Proof of Insurance to the Town, such as monthly bill. Insurance payment will be directly

paid to the insurance carrier with the remaining portion being paid by the retiree. **Example:** Town pays up to \$500 for active full-time employees insurance. Retiree Health Insurance rate is \$700/month. Retiree pays the \$200 difference to the Town on a monthly basis by the 5th of each month. Failure to pay results in loss of coverage with no further obligation by the Town.

**Family Members/Dependent Medical and Hospital Insurance at time of Employees Retirement:** Family members who are covered under the employee's insurance at the time of the employees retirement will be solely responsible for their medical coverage at the employees retirement date.

**Employees Hired After July 1, 2019:**

The Town provides group North Carolina State Health and Hospitalization insurance programs for full-time employees (40 plus hours per week), and for eligible family members/dependents of employees through payroll deduction. Information concerning cost and benefits shall be available to all employees from the Personnel Office.

Upon retirement, employees hired after July 1, 2019, regardless of years of continuous service, will be responsible for paying their own Medical Insurance premiums with no assistance from the Town. As long as permitted by the North Carolina State Health Plan, retirees may remain with the North Carolina State Health Plan until Medicare eligible with the retiree paying the full amount of the insurance premium. Payment must be made to the Town on a monthly basis by the 5th of each month. Failure to pay results in loss of coverage with no further obligation by the Town.

**Section 3: Dental and Vision Insurance**

The Town provides group dental and vision insurance programs for full-time employees (40 plus hours per week), and for eligible family members/dependents of employees through payroll deduction. Information concerning cost and benefits shall be available to all employees from the Personnel Office.

At the time of retirement, dental and vision coverage become the sole responsibility of the retiree and any family members/dependents they carry.

**Section 4. Group Life Insurance**

The Town provides group life insurance for each active full-time employee subject to the stipulations of the insurance contract. Life insurance will be provided by the Town in an amount approved by the Town, subject to appropriation. The Town does not offer retiree life insurance upon retirement.

**Section 5. Other Optional Group Insurance Plans**

The Town may make other group insurance plans available to employees upon authorization of the Town Manager or Board of Commissioners. The Town does not offer other optional insurance upon retirement.

**Section 6. Retirement**

Each employee who is ~~expected~~required to work for the Town more than 1,000 hours annually shall join the North Carolina Local Governmental Employees' Retirement System on the first day of employment as a condition of employment. The North Carolina Local Government Retirement System requires employers to withhold 6.25% of the employee's salary each pay period (bi-weekly). This portion is an automatic deduction. The Town is also required to contribute to each active full-time employees retirement fund each pay period (bi-weekly).

## **Section 7. Supplemental Retirement Benefits**

The Town provides 401-K benefits for its active full-time employees ~~as a percentage of at a rate of 5% gross salary up to a goal of five percent (5%) as designated approved~~ by the Board of Commissioners beginning on the first day of employment, subject to appropriation by the Board of Commissioners. ~~The Town also allows all active part-time employees and elected officials to voluntarily contribute to the North Carolina 401k program through regular payroll deductions. Part-time employees and elected officials are not eligible for the five percent (5%) Town contribution.~~

~~Part-time employees and elected officials would not be eligible for the five percent (5%) Town contribution.~~

~~The Town allows all active full-time and part-time employees and elected officials to voluntarily contribute to the North Carolina 401k program through regular payroll deductions.~~

## **Section 8. Social Security**

The Town, to the extent of its lawful authority and power, has extended Social Security benefits for its eligible employees and eligible groups and classes of such employees.

## **Section 9. Workers' Compensation**

All employees of the Town (full-time, part-time, and temporary) are covered by the North Carolina Workers' Compensation Act and are required to report all injuries arising out of and in the course of employment to their immediate supervisors at the time of the injury in order that appropriate action may be taken at once.

Responsibility for claiming compensation under the Workers' Compensation Act is on the injured employee, and such claims must be filed by the employee with the North Carolina Industrial Commission within two years from date of injury. The Department Head and the Personnel Officer will assist the employee in filing the claim.

This provision also applies to reactions to small pox vaccinations administered to Town employees under Section 304 of the Homeland Security Act. Such reactions shall be treated the same as any other workers compensation claim as regards leave and salary continuation.

Before returning to work, a statement from the attending physician should be submitted to the Personnel Director giving permission for the employee to resume regular duties.

Upon return to work, the employee's salary will be computed on the basis of the last salary plus any salary increase to which the employee would have been entitled based upon performance and other compensation policies.

During the disability covered by Workers' Compensation benefits, an employee continues to earn annual leave, sick leave, and will retain all accumulated sick or annual leave.

Employees may use sick leave and/or vacation both during the waiting period before Workers' Compensation benefits begin, and afterward to supplement the remaining one-third of salary, except that employee may not exceed the regular salary amount using this provision.

### **Section 10. Unemployment Compensation**

In accordance with Public Law 94-566 and subsequent amendments, local governments are covered by unemployment insurance. Town employees who are terminated due to a reduction in force or released from Town service may apply for benefits through the local Employment Security Commission office, where a determination of eligibility will be made.

### **Section 11. Tuition Assistance Program**

Full-time employees who have completed initial probation may apply for tuition reimbursement for courses taken on their own time, which will improve their skills for their current job or prepare them for promotional opportunities within the Town service. Tuition, registration, fees, laboratory fees, and student fees are eligible expenses. Employees may be reimbursed for 50% of eligible expenses. Satisfactory completion of the courses will be required for reimbursement. Requests for tuition assistance shall be submitted to the Department Head prior to course registration and are subject to the review by the Personnel Officer and approval of Town Manager, subject to availability of funds.

### **Section 12. Law Enforcement Separation Allowance**

Every sworn law enforcement officer, as defined by N.C. Gen. Stat. §128-21(11b) or N.C. Gen. Stat. § 143-166.50, shall be eligible for a separation allowance, as provided by N.C. Gen. Stat. § 143-166.42, in the amount specified in N.C. Gen. Stat. § 143-166.41(a). The purpose of this allowance is to provide additional income until the law enforcement officer is eligible for social security benefits with the consideration that the law enforcement officer may no longer be able to perform law enforcement work. Given this purpose, eligibility and continuation of these benefits are subject to the following conditions:

- A. The officer shall have completed 30 or more year of creditable service, or have attained 55 years of age and completed five or more years of creditable service;
- B. Not have attained 62 years of age;
- C. Have completed at least five years of continuous service as a law enforcement officer immediately preceding a service retirement, as defined by N.C. Gen. Stat. § 143-166.41(a)(3) and 143-166.41(b); and
- D. The law enforcement officer, after separation from employment with the Town, notifies the Town of any new employment involving state, local or federal law enforcement duties. Such notification shall, include the nature and extent of the employment, any change of employment status, and any discontinuation of employment, within five (5) days of the new employment, change or discontinuation.

Such allowance shall terminate at death, or on the last day of the month prior to which the officer attains 62 years of age, or upon the first day of re-employment in a sworn position by any local law enforcement department, agency or institution, in North Carolina.

### **Section 13. Cellular Phone Program**

#### **A. Purpose:**

The purpose of this policy is to establish a multi-tiered program for managing cell phone use as an employee

of the Town of Mount Pleasant. Cellular phone technology is a valuable communication tool and is integral to the operations of the local government. The voice functionality of cellular phones combined with other cellular features, such as messaging and access to numerous online resources, establishes the cell phone as a necessary and effective tool for certain employees of the Town.

#### **B. Scope:**

This policy covers users that are required to use a cell phone or Smartphone as part of his or her job function.

#### **C. Definitions**

Expense: a sum of money expensed on a monthly basis for partial reimbursement of business use of a personal cell phone or smart phone.

~~Standard Phone: a cell phone with standard features to allow voice calling.~~

~~SmartCell~~phone: a mobile phone offering advanced capabilities ~~beyond a typical cell phone~~, often with PC like functionality. These advanced capabilities usually include email and Internet functionality and normally require a data package to be purchased with the service provider's plan. At a minimum the ~~Smartphone cell phone~~ must be capable of sending and receiving messages through the Town's email server.

#### **D. Program**

Ensure the needs of employees are ~~being met~~ based on current job requirements. Department heads must establish the need for ~~a cell phone or Smartphone~~ functionality for each employee.

Suitable for an employee that prefers to use only one device for personal and work-related calls and messaging.

This is a nontaxable reimbursement with the following requirements:

- Employee is paid a nontaxable expense each month
  - o \$30: staff phones
  - o \$50: Mayor, Town Manager, Department Heads (includes email or data plan)
- The employee will be paid the stipend at the first of the month. Note: The stipend is for the Previous Month, (for example: expense will be issued in August for employee's July bill.)
- Employee agrees to allow the Town to publish their number for business purposes and to accept business calls and/or messages on the phone.
- Employee and carrier are responsible for technical support of the phone, plan and functionality.
- Employee must retain an active cell phone contract as long as a cell phone expense is in place. A copy of the invoice showing the name and payment amount is required twice per year (June 30 and January 2) by Finance to receive the expense. Amount of monthly expense cannot exceed the amount of the cell phone payment.
- Employee will be responsible for all costs related to the phone including accessories.
- If for any reason the Town should terminate an employee's cell phone expense, the Town shall not be responsible for any costs or fees associated with ongoing service costs or contract termination fees.
- If cell phone expense is discontinued for budgetary reasons, a 60-day notice of such termination will be given by the Town.

The Town shall immediately suspend or terminate the monthly cellular phone expense if any of the following conditions exist:

- When an employee is out of work for more than 30 days, their cell phone privileges may be suspended.
- When the requirement and business need by the employee cease to exist, as determined by employee's supervisor or Town Manager.
- When the employee terminates employment with the Town. In this case, payment for previous month's cell phone bill will be paid in final payroll.

## **ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE**

### **Section 1. Policy**

The policy of the Town is to provide vacation leave, sick leave, and holiday leave to all full-time employees. Employees shall accrue leave proportionately with each payroll.

### **Section 2. Holidays**

Full-time Town employees (non-Fire Department employees), will follow the holiday schedule as published by the State of North Carolina each year (12 holidays at 8 hours = 96 annual holiday hours).

Full-time Fire Department employees will follow the State of North Carolina holiday schedule (12 holidays at 11.2 hours per holiday = 136.8 annual holiday hours).

The Town Clerk will post the holiday schedule for the upcoming calendar year in December.

### **Section 3. Holiday Pay and Effect on Other Types of Leave**

Regular holidays which occur during a vacation, sick, or other leave period of any employee shall not be considered as vacation, sick, or other leave. Non-exempt employees who work a holiday will be paid at the rate of 1.5 times for any time over 40 hours in a week, inclusive of the time worked on the holiday.

### **Section 4. Vacation Leave**

Vacation leave is intended to be used for rest and relaxation, school appointments, and other personal needs. Vacation leave may also be used by employees who wish to observe religious holidays other than those granted by the Town. Employees who wish to use leave for religious observances must request leave from their respective Department Heads. The Department Head will attempt to arrange the work schedule so that an employee may be granted vacation leave for the religious observance. Vacation leave for religious observance may be denied only when granting the leave would create an undue hardship for the Town.

### **Section 5. Vacation Leave For New Employees**

Employees serving a probationary period following initial employment may accumulate vacation leave but shall not be permitted to take vacation during the first six (6) months of employment unless approved in a pre-employment agreement.

#### **Section 6. Vacation Leave: Accrual Rate**

All full-time Town employees, (except non-Fire Department employees), shall earn vacation according to the following schedule:

| <b>Years of Service</b> | <b>Days Accrued per Year</b> |
|-------------------------|------------------------------|
| 0-5                     | 12 days (8 hours monthly)    |
| 5-10                    | 15 days (10 hours monthly)   |
| 10-15                   | 18 days (12 hours monthly)   |
| 15-20                   | 21 days (14 hours monthly)   |
| 20+                     | 24 days (16 hours monthly)   |

Full-time Fire Department employees shall earn vacation according to the following schedule:

| <b>Years of Service</b> | <b>Days Accrued per Year</b> |
|-------------------------|------------------------------|
| 0-5                     | 12 days (11.2 hours monthly) |
| 5-10                    | 15 days (14 hours monthly)   |
| 10-15                   | 18 days (16.8 hours monthly) |
| 15-20                   | 21 days (19.6 hours monthly) |
| 20+                     | 24 days (22.4 hours monthly) |

#### **Section 7. Vacation Leave: Maximum Accumulation**

**Full-time Non-Fire Department employees:** Vacation leave may be accumulated without any applicable maximum until December 31 of each year. However, if the employee departs from service, payment for accumulated vacation leave shall not exceed 30 days prorated as shown in Section 6. Effective the first payroll in the calendar year, any employee with more than 30 days of accumulated leave shall have the excess accumulation removed so that only 30 days are carried forward to January 1 of the next calendar year. Employees are not eligible to receive pay for vacation time not taken. Employees will have the excess vacation leave (over 30 days [or over 240 hours] prorated as shown in Section 6) converted to sick leave.

**Full-time Fire Department employees:** Vacation leave may be accumulated without any applicable maximum until December 31 of each year. However, if the employee departs from service, payment for accumulated vacation leave shall not exceed 30 days prorated as shown in Section 6. Effective the first payroll in the calendar year, any full-time Fire Department employee with more than 30 days (336 hours) of accumulated leave shall have the excess accumulation removed so that only 30 days (336 hours) are carried forward to January 1 of the next calendar year. Employees are not eligible to receive pay for vacation time not taken. Employees will have the excess vacation leave (over 30 days [or over 336 hours] prorated as shown in Section 6) converted to sick leave.

All employees are cautioned not to retain excess accumulated vacation leave until late in the year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation.

#### **Section 8. Vacation Leave: Manner of Taking**

Employees shall be granted the use of earned vacation leave upon request in advance at those times designated by the Department Head which will least obstruct normal operations of the Town. Department Heads are responsible for insuring that approved vacation leave does not hinder the effectiveness of service delivery. Vacation may be taken in one-hour (1-hour) increments.

#### **Section 9. Vacation Leave: Payment upon Separation**

An employee who has successfully completed six months of the probationary period will normally be paid for accumulated vacation leave upon separation not to exceed 30 days (240 for non-Fire Department employees and 336 hours for Fire Department employees) prorated as shown in Section 6, provided notice is given to the supervisor at least two (2) weeks in advance of the effective date of resignation.

Any employee failing to give the notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the Town Manager when deemed to be in the best interest of the Town. Employees who are involuntarily separated shall receive payment for accumulated vacation leave subject to the 30 days (240 for non-Fire Department employees and 336 hours for Fire Department employees) prorated as shown in Section 6, maximum. Employees dismissed for criminal conduct may be determined ineligible to receive vacation pay.

#### **Section 10. Vacation Leave: Payment upon Death**

The estate of an employee who dies while employed by the Town shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed the maximums established in Section 6 of this Article.

#### **Section 11. Sick Leave**

Sick leave may be granted to a probationary or regular employee absent from work for any of the following reasons: sickness, bodily injury, required physical or dental examinations or treatment, or exposure to a contagious disease, when continuing work might jeopardize the health of others.

Sick leave may be used when an employee must care for a member of his or her immediate family who is ill or needs medical care.

Sick leave may also be used to supplement Workers' Compensation Disability Leave both during the waiting period before Workers' compensation benefits begin, and afterward to supplement the remaining one-third of salary, except that employee may not exceed the regular salary amount using this provision.

An employee may be granted up to five (5) consecutive calendar days of funeral leave with pay upon death of a member of the immediate family (as defined herein). If more than the allotted number of days leave is required, or if leave is desired for a death other than the immediate family, see other leave policies.

"Immediate family" shall be defined as spouse, child, parent, sibling, grandparent, grandchild, son-in-law, daughter-in-law, parent-in-law, brother or sister-in-law, aunt, uncle, or the employee or spouse or guardian of the employee. This also includes various combinations of step, half, and adopted relationships.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave or according to departmental procedures, if possible.

All Town employees who meet eligibility requirements may donate sick or annual leave to another eligible employee in need.

## **Section 12. Sick Leave: Accrual Rate and Accumulation for Employees**

**Full-time Non-Fire Department employees:** Sick leave shall accrue at a rate of one day per month (8 hours) of service or twelve (12) days (96 hours) per year.

**Full-time Fire Department employees:** Sick leave shall accrue at a rate of one day per month (11.2 hours) of service or twelve (12) days (134.4 hours) per year.

Sick leave will be cumulative for an indefinite period of time and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Government Employees' Retirement System.

All sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the Town, except as stated for employees retiring or terminated due to reduction in force.

## **Section 13. Transfer of Sick Leave and Vacation Leave from Previous Employer**

The Town will accept sick leave balances when documented by a previous employer when the employee worked for a previous employer covered by the State or Local Government Retirement System and the employee did not withdraw accumulated contributions from that employer when leaving employment. The sick leave will be treated as though it were earned with the Town of Mount Pleasant. The sick leave amount must be certified by the previous employer and it is the employee's responsibility to provide documentation from his or her previous employer within three (3) months of employment. Transferred sick leave will be credited to the employee upon completion of the probationary period.

The Town will accept up to 80 hours of vacation leave balance when documented by a previous employer that is a unit of State or Local Government, provided that the vacation leave is not paid out by the previous employer and the Town of Mount Pleasant will not pay out any unused leave accrued at the previous place of employment upon departure of the employee. The Town is only responsible for paying out unused vacation leave that was accrued while working for the Town, as set forth in Sections 6 and 9.

## **Section 14. Sick Leave: Medical Certification**

*Town of Mount Pleasant Personnel Policy  
Adopted Oct. 5, 2009  
As Amended through June 9, 2026*

The employee's supervisor or Department Head may require a physician's certificate stating the nature of the employee's or employee's family member's illness and the employee's capacity to resume duties, for each occasion on which an employee uses sick leave or whenever the supervisor observes a "pattern of absenteeism." The employee may be required to submit to such medical examination or inquiry as the Department Head deems desirable. The Department Head shall be responsible for the application of this provision to the end that:

- A. Employees shall not be on duty when they might endanger their health or the health of other employees; and
- B. There will be no abuse of leave privileges.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action up to and including dismissal.

#### **Section 15. Family and Medical Leave**

Employees of the Town may be granted FMLA leave when they become eligible. They become eligible when the Town employs fifty or more employees.

The Town will grant up to 12 weeks of family and medical leave per twelve months to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave may be paid (coordinated with the Town's Vacation and Sick Leave policies), unpaid, or a combination of paid and unpaid. Earned Compensatory time may also be used during FMLA leave. Unpaid leave will be granted only when the employee has exhausted all appropriate types of paid leave. Additional time away from the job beyond the 12-week period may be approved in accordance with the Town's Leave without Pay policy.

To qualify for FMLA coverage, the employee must have worked for the employer 12 months or 52 weeks; these do not have to be consecutive. However, the employee must have worked 1,250 hours during the twelve-month period immediately before the date when the FMLA time begins.

Family and medical leave can be used for the following reasons:

1. the birth of a child and in order to care for that child;
2. the placement of a child for adoption or foster care;
3. to care for a spouse, child, or parent with a serious health condition;
4. the serious health condition of the employee; or
5. military exigency.

An employee who takes leave under this policy will return to the same job or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority.

A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. This policy covers illness of a serious and long-term nature resulting in recurring or lengthy

absences. Generally, a chronic or long-term health condition which results in a period of incapacity or more than three days would be considered a serious health condition.

If a husband and wife both work for the Town and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (not parent in-law) with a serious health condition, the husband and wife together may only take a total of 12 weeks leave under FMLA.

An employee taking leave for the birth of a child may use paid sick leave for the period of actual disability, based on medical certification. The employee shall then use all paid vacation and accrued compensatory time for the remainder of the 12-week period.

The request for the use of leave must be made in writing by the employee and approved by the Department Head or Town Manager.

An employee who takes leave under this policy will return to the same job or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority.

“Military Exigency” is a qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a military service member (reserve or national guard) under a call or order to federal active duty in support of a contingency operation. Qualifying events are:

1. deployment of service member with seven (7) or fewer days notice;
2. military ceremonies and events such as family-assistance or informational programs related to the family member’s active duty or call to active duty;
3. urgent, immediate childcare or arranging for alternative childcare for the children of service members;
4. attending school or daycare meetings relating to the child of service member;
5. making financial or legal arrangements related to a family member’s active duty status or call to active duty; or
6. post-deployment activities for a period of ninety days after the termination of the service member’s active duty status.

**Military Caregiver Leave:** An employee whose spouse, son, daughter, parent or next of kin is a current service member who is undergoing treatment, therapy, recuperation or outpatient treatment or has temporary disability retirement for injury or illness sustained in the line of duty, is eligible for 26 weeks of leave in a single 12-month period. During a single 12 month period, the employee is eligible for a total of 26 weeks of all types of FMLA leave.

#### **Section 16. Family Medical Leave and Parental Leave - Certification**

In order to qualify for leave under this law, the Town requires medical certification. This statement from the employee's or the family member's physician should include the date when the condition began, its expected duration, diagnosis, and brief statement of treatment. For the employee's own health condition, it should state that the employee is unable to perform the essential functions of his/her position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and the employee's presence would be beneficial or desirable.

This certification should be furnished at least 30 days prior to the needed leave unless the employee's or family member's condition is a sudden one. The certification should be furnished as soon as possible (no longer than 15 days from the date of the employee's request). The certification and request must be made to the Department Head and filed with the Personnel Officer.

The employee is expected to return to work at the end of the time frame stated in the medical certification, unless he/she has requested additional time in writing under the Town's Leave Without Pay policy.

#### **Section 17. Leave Without Pay**

A full or part-time employee may be granted a leave of absence without pay for a period of up to twelve (12) months by the Town Manager. The leave may be used for reasons of personal disability, sickness or disability of immediate family members, parental leave, continuation of education, special work that will permit the Town to benefit by the experience gained or the work performed, or for other reasons deemed justified by the Town Manager.

The employee shall apply in writing to the supervisor for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the Town Manager. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay. If the employee decides not to return to work, the supervisor shall be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, shall be considered a resignation.

#### **Section 18. Family Medical Leave and Leave Without Pay: Retention and Continuation of Benefits**

When an employee is on leave under FMLA (maximum of 12 weeks in a year), the Town will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the Town will require the reimbursement of the amount paid for the employee's health insurance premium during the FMLA leave period.

Other insurance and payroll deductions are the responsibility of the employee and the employee must make those payments for continued coverage of that benefit.

An employee shall retain all unused vacation and sick leave while on Leave Without Pay. An employee ceases to earn leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the Town's group insurance plans at his or her own expense, subject to any regulation adopted by the Board of Commissioners and the regulations of the insurance carrier.

#### **Section 19. Workers' Compensation Leave**

An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may elect to use accrued sick leave, vacation, or compensatory time during the first waiting period. The employee may also elect to supplement Workers' Compensation payments after they begin with sick leave, vacation, or compensatory time, provided that the combination of leave supplement and Workers' Compensation payments does not exceed normal compensation.

An employee on Workers' Compensation leave may be permitted to continue to be eligible for benefits under the Town's group insurance plans. Other insurance and payroll deductions are the responsibility of the employee and the employee must make those payments for continued coverage of that benefit.

When Workers' Compensation leave extends long enough for the waiting period to be reimbursed, the employee shall return the reimbursement check to the Town and have leave hours reinstated for all time covered by paid leave. In such cases, the Town will pay the employee for any unpaid time that is owed the employee.

#### **Section 20. Military Leave**

Regular employees who are members of an Armed Forces Reserve organization or National Guard shall be granted two calendar weeks per year for military leave without pay. On rare occasions due to annual training being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of training in one calendar year. For this purpose only, an employee shall be granted an additional ten days of military leave during the same calendar year. If the compensation received while on military leave is less than the salary that would have been earned during this same period as a Town employee, the employee shall receive partial compensation equal to the difference. The effect will be to maintain the employee's salary at the normal level during this period. If such duty is required beyond this ten workdays, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status, and the provisions of that leave shall apply. While taking military leave, the employee's leave credits and other benefits shall continue to accrue as if the employee physically remained with the Town during this period. Employees who are eligible for military leave have all job rights specified by the Vietnam Veterans Readjustment Act.

#### **Section 21. Reinstatement Following Military Service**

The Town will fully comply with the requirements of USERRA and other related federal regulations. An employee called to extended active duty with the United States military forces, who does not volunteer for service beyond the period for which called, shall be reinstated with full benefits provided the employee:

- A. Applies for reinstatement within ninety days after the release from military service; and
- B. Is able to perform the duties of the former position or similar position; or
- C. Is unable to perform the duties of the former position or a similar position due to disability sustained as a result of the military service, but is able to perform the duties of another position in the service of the Town. In this case, the employee shall be employed in such other position as will provide the nearest approximation of the seniority, status, and pay which the employee otherwise would have been provided, if available.

#### **Section 22. Civil Leave (Jury Duty)**

A Town employee called for jury duty or as a court witness for the federal or state governments, or a subdivision thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated leave. The employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation; except, that employees must turn over to the Town any witness fees or

travel allowance awarded by that court for court appearances in connection with official duties. While on civil leave, benefits and leave shall accrue as though on regular duty.

### **Section 23. Parental School Leave**

A Town employee who is a parent, guardian, or person standing in loco parentis (in place of the parent) may take up to four hours of unpaid leave annually to involve him or herself in school activities of his or her child(ren). This leave is subject to the following conditions:

- A. The leave must be taken at a time mutually agreed upon by the employee and the Town;
- B. The Town may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and
- C. The Town may require written verification from the child's school that the employee was involved at the school during the leave time.

Paid leave (vacation time) taken by an employee to attend to school activities of his or her child shall count toward the fulfillment of this provision by the Town.

### **Section 24. Adverse Weather and Emergency Conditions Policy**

The Town has responsibility for providing emergency services. Adequate staff are required to operate these critical services seven days per week and 24 hours per day in all weather. The Town Manager shall designate which staff are in critical positions required to report to work regardless of weather or other hazardous conditions.

The adverse weather/hazardous conditions policy is established to be as fair as possible to all employees applying the following principles:

- A. maintain adequate staffing at all times of emergency services;
- B. provide for as much safety as possible for all employees in traveling to and from work in hazardous conditions; and
- C. not pay regular salaries to some employees for *not working* when others are required to be at work.

Town offices and departments shall remain open for the full scheduled working day unless authorization for closing or other deviation is received from the Town Manager's office. The Administrator will consider the hazard of driving conditions and other relevant factors in determining whether to close Town offices. All departments and offices will be given sufficient advance notice of any authorized closing of non-critical Town functions. Upon authorizing a closing, non-critical staff who do not work will not get paid but may use vacation, earned compensatory time, or time without pay for the un-worked hours. Employees who leave work before an official early closing time, as well as employees who report for work late or do not report for work because of hazardous conditions may also use earned vacation or compensatory leave for days or hours not worked.

Critical staff are required to report in emergency situations and should make preparations for care of family and personal needs to allow them to report for duty when required. Any employee in a position designated as critical who does not report to work as directed by the Town Manager shall be subject to disciplinary action.

## **ARTICLE VIII. SEPARATION AND REINSTATEMENT**

### **Section 1. Types of Separations**

All separations of employees from positions in the service of the Town shall be designated as one of the following types and shall be accomplished in the manner indicated: Resignation, reduction in force, disability, voluntary retirement, dismissal, or death.

### **Section 2. Resignation**

An employee may resign by submitting the reasons for resignation and the effective date in writing to the immediate supervisor as far in advance as possible. In all instances, the minimum notice requirement is two *calendar* weeks. Failure to provide minimum notice shall result in forfeit of payment for accumulated vacation unless the notice is waived upon recommendation of the Department Head and approval by the Town Manager.

Three (3) consecutive days of absence without contacting the immediate supervisor or Department Head may be considered to be a voluntary resignation. Sick leave will only be approved during the final two (2) weeks of a notice with a physician's certification or comparable documentation.

The Town Manager may negotiate a resignation with an employee when it is determined to be in the best interest of the Town. Such negotiated resignation may include a severance package consisting of a combination of salary, benefits and/or accumulated leave (vacation, compensatory, etc.) The Town Board would be informed of such agreements.

### **Section 3. Reduction in Force**

In the event that a reduction in force becomes necessary, consideration shall be given to the quality of each employee's performance, organizational needs, and seniority in determining those employees to be retained. Employees who are separated because of a reduction in force shall be given at least two weeks' notice of the anticipated action. No regular employee shall be separated because of a reduction in force while there are temporary or probationary employees serving in the same class in the department, unless the regular employee is not willing to transfer to the position held by the temporary or probationary employee.

### **Section 4. Disability**

The Town will comply with the Americans with Disabilities Act and will make all responsible efforts to provide reasonable accommodation to employees who may be or become disabled. An employee who cannot perform the essential duties of a position because of a physical or mental impairment may be separated for disability. Action may be initiated by the employee or the Town. In cases initiated by the employee, such action must be accompanied by medical evidence acceptable to the Town Manager. The Town may require an examination, at the Town's expense, performed by a physician of the Town's choice.

### **Section 5. Voluntary Retirement**

An employee who meets the conditions set forth under the provision of the North Carolina Local Government Employee's Retirement System may elect to retire and receive all benefits earned under the retirement plan.

#### **Section 6. Death**

Separation shall be effective as of the date of death. All compensation due shall be paid to the estate of the employee.

#### **Section 7. Dismissal**

An employee may be dismissed in accordance with the provisions and procedures of Article IX.

#### **Section 8. Reinstatement**

An employee who is separated because of reduction in force may be reinstated within one year of the date of separation, upon recommendation of the Department Head, and upon approval of the Town Manager. An employee who is reinstated in this manner shall be re-credited with his or her previously accrued sick leave.

#### **Section 9. Rehiring**

An employee who resigns while in good standing may be rehired with the approval of the Town Manager, and may be regarded as a new employee, subject to all of the provisions of rules and regulations of this Policy. An employee in good standing who is separated due to a reduction in force shall be given the first opportunity to be rehired in the same or a similar position.

### **ARTICLE IX. UNSATISFACTORY JOB PERFORMANCE AND DETRIMENTAL PERSONAL CONDUCT**

#### **Section 1. Disciplinary Action for Unsatisfactory Job Performance**

A regular employee may be placed on disciplinary suspension, demoted, or dismissed for unsatisfactory job performance, if after following the procedure outlined below, the employee's job performance is still deemed to be unsatisfactory. All cases of disciplinary suspension, demotion, or dismissal must be approved by the Town Manager prior to giving final notice to the employee.

#### **Section 2. Unsatisfactory Job Performance Defined**

Unsatisfactory job performance includes any aspects of the employee's job which are not performed as required to meet the standards set by the Department Head or Town Manager.

*Examples of unsatisfactory job performance include, but are not limited to, the following:*

1. Demonstrated inefficiency, negligence, or incompetence in the performance of duties;
2. Careless, negligent, or improper use of Town property or equipment;
3. Physical or mental incapacity to perform duties after reasonable accommodation;

4. Discourteous treatment of the public or other employees;
5. Absence without approved leave;
6. Improper use of leave privileges;
7. Failure to report for duty at the assigned time and place;
8. Failure to complete work within time frames established in work plan or work standards;
9. Failure to meet work standards over a period of time; or
10. Failure to follow the chain of command to address work-related issues.

### **Section 3. Communication and Warning Procedures Preceding Disciplinary Action for Unsatisfactory Job Performance**

When an employee's job performance is unsatisfactory, or when incidents or inappropriate actions warrant, the supervisor shall meet with the employee as soon as possible in one or more counseling sessions to discuss specific performance problems. A brief summary of these counseling sessions shall be noted in the employee's file by the supervisor.

An employee whose job performance is unsatisfactory over a period of time should normally receive at least two documented warnings, one of which may be in the final written warning, from the supervisor before disciplinary action resulting in dismissal is taken by the Town Manager. In each case, the supervisor should record the dates of discussions with the employee, the performance deficiencies discussed, the corrective actions recommended, and the time limits set. If the employee's performance continues to be unsatisfactory, then the supervisor should use the following steps:

1. A final written warning from the supervisor serving notice upon the employee that corrected performance must take place immediately in order to avoid suspension, demotion, or dismissal.
2. If performance does not improve, a written recommendation should be sent to the Town Manager for disciplinary action such as suspension, demotion, or dismissal.

Disciplinary suspensions are for the purpose of communicating the seriousness of the performance deficiency, not for the purpose of punishment, and should not generally exceed three days (24 hours) for nonexempt employees. Suspensions for exempt employees shall be for one full work week in accordance with FLSA requirements to maintain exempt status.

Demotions are appropriate when an employee has demonstrated inability to perform successfully in the current job, but shows promise and commitment to performing successfully in a lower level job. If no other options are available, dismissal is appropriate.

If after suspension or demotion, the employee's performance does not reach an acceptable level, the employee may be dismissed.

#### **Section 4. Disciplinary Action for Detrimental Personal Conduct**

With the approval of the Town Manager, an employee may be placed on disciplinary suspension, demoted, or dismissed without prior warning for causes relating to personal conduct detrimental to Town service in order to 1) avoid undue disruption of work; 2) to protect the safety of persons or property; or 3) for other serious reasons.

#### **Section 5. Detrimental Personal Conduct Defined**

Detrimental personal conduct includes behavior of such a serious detrimental nature that the functioning of the Town may be or has been impaired; the safety of persons or property may be or have been threatened; or the laws of any government may be or have been violated.

*Examples of detrimental personal conduct include, but are not limited to, the following:*

1. Fraud or theft;
2. Conviction of a felony or the entry of a plea of *nolo contendere* thereto;
3. Falsification of records for personal profit, to grant special privileges, or to obtain employment;
4. Willful misuse or gross negligence in the handling of Town funds or personal use of equipment or supplies;
5. Willful or wanton damage or destruction to property;
6. Willful or wanton acts that endanger the lives and property of others;
7. Possession of unauthorized firearms or other lethal weapons on the job;
8. Brutality in the performance of duties;
9. Reporting to work under the influence of alcohol or drugs or partaking of such while on duty. Prescribed medication may be taken within the limits set by a physician as long as medically necessary;
10. Engaging in incompatible employment or serving a conflicting interest;
11. Request or acceptance of gifts in exchange for favors or influence;
12. Engaging in political activity prohibited by this Policy;
13. Harassment of an employee(s) and/or the public on the basis of sex or any other protected class status;

14. Harassment of an employee or the public with threatening or obscene language and/or gestures; or
15. Stated refusal to perform assigned duties, flagrant violation of work rules and regulations, or serious malfeasance of work.

#### **Section 6. Pre-dismissal Conference**

Before dismissal action is taken, whether for failure in personal conduct or failure in performance of duties, the Town Manager, Personnel Officer, or Department Head will conduct a pre-dismissal conference. At this conference, the employee may present any response to the proposed dismissal to the Town Manager or Department Head. The Town Manager or Department Head will consider the employee's response, if any, to the proposed dismissal, and will, within three working days following the pre-dismissal conference, notify the employee in writing of the final decision. If the employee is dismissed, the notice shall contain a statement of the reasons for the action and the employee's appeal rights.

#### **Section 7. Non-Disciplinary Suspension**

During the investigation, hearing, or trial of an employee on any criminal charge, or during an investigation related to alleged detrimental personal conduct, or during the course of any civil action involving an employee, when suspension would, in the opinion of the Department Head or Town Manager, be in the best interest of the Town, the Department Head or Town Manager may suspend the employee for part or all of the proceedings as a non-disciplinary action. In such cases, the Town Manager may:

1. Temporarily relieve the employee of all duties and responsibilities and place the employee on paid or unpaid leave for the duration of the suspension, or
2. Assign the employee new duties and responsibilities and allow the employee to receive such compensation as is in keeping with the new duties and responsibilities.

If the employee is reinstated following the suspension such employee shall not lose any compensation or benefits to which otherwise the employee would have been entitled had the suspension not occurred. If the employee is terminated following suspension, the employee shall not be eligible for any pay from the date of suspension; provided, however, all other benefits with the exception of accrued vacation and sick leave shall be maintained during the period of suspension.

### **ARTICLE X. GRIEVANCE PROCEDURE AND ADVERSE ACTION APPEAL**

#### **Section 1. Policy**

It is the policy of the Town to provide a just procedure for the presentation, consideration, and disposition of employee grievances. The purpose of this article is to outline the procedure and to assure all employees that a response to their complaints and grievances will be prompt and fair.

Employees utilizing the grievance procedures shall not be subjected to retaliation or any form of harassment from supervisors or employees for exercising their rights under this policy. Supervisors or other employees who violate this policy shall be subject to disciplinary action up to and including dismissal from Town service.

## **Section 2. Grievance Defined**

A grievance is a claim or complaint by a current or a former employee based upon an event or condition, which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions.

## **Section 3. Purposes of the Grievance Procedure**

The purposes of the grievance procedure include, but are not limited to:

1. Providing employees with a procedure by which their complaints can be considered promptly, fairly, and without reprisal;
2. Encouraging employees to express themselves about the conditions of work which affect them as employee;
3. Promoting better understanding of policies, practices, and procedures which affect employees;
4. Increasing employees' confidence that personnel actions taken are in accordance with established, fair, and uniform policies and procedures;
5. Increasing the sense of responsibility exercised by supervisors in dealing with their employees;
6. Encouraging conflicts to be resolved between employees and supervisors who must maintain an effective future working relationship, and therefore, encouraging conflicts to be resolved at the lowest level possible of the chain of command; and
7. Creating a work environment free of continuing conflicts, disagreements, and negative feelings about the Town or its leaders, thus freeing up employee motivation, productivity, and creativity.

## **Section 4. Procedure**

When an employee has a grievance, the following successive steps are to be taken unless otherwise provided. The number of calendar days indicated for each step should be considered the maximum, unless otherwise provided, and every effort should be made to expedite the process. However, the time limits set forth may be extended by mutual consent. The last step initiated by an employee shall be considered to be the step at which the grievance is resolved. A decision to rescind a disciplinary suspension or demotion must be approved by the Department Head or Town Manager and rescinding dismissal must be approved by the Town Manager before the decision becomes effective.

**Informal Resolution.** Prior to the submission of a formal grievance, the employee and supervisor should meet to discuss the problem and seek to resolve it informally. Either the employee or the supervisor may involve the respective Department Head as a resource to help resolve the grievance. In addition, the employee or supervisor may request mediation from a local mediation services or other qualified parties to

resolve the conflict, upon approval of the Personnel Director. Mediation may be used at any step in the process when mutually agreed upon by the employee and relevant Town supervisor or Administrator. Mediation is the process where a neutral party assists the parties in conflict with identifying mutually agreeable solutions or understandings.

**Step 1.** If no resolution to the grievance is reached informally, the employee who wishes to pursue a grievance shall present the grievance to the appropriate supervisor in writing. The grievance must be presented within fifteen calendar days of the event or within fifteen calendar days of learning of the event or condition. The supervisor shall respond to the grievance within ten calendar days after receipt of the grievance. The supervisor should, and is encouraged to, consult with any employee of the Town in order to reach a correct, impartial, fair, and equitable determination or decision concerning the grievance. Any employee consulted by the supervisor is required to cooperate to the fullest extent possible.

The response from the supervisor for each step in the formal grievance process shall be in writing and signed by the supervisor. In addition, the employee shall sign a copy to acknowledge receipt thereof. The responder at each step shall send copies of the grievance and response to the Personnel Officer.

**Step 2.** If the grievance is not resolved to the satisfaction of the employee by the supervisor, the employee may appeal, in writing, to the appropriate Department Head within ten calendar days after receipt of the response from Step 1. The Department Head shall respond to the appeal, stating the determination of decision within ten calendar days after receipt of the appeal.

**Step 3.** If the grievance is not resolved to the satisfaction of the employee at the end of Step 2, the employee may appeal, in writing, to the Town Manager within ten calendar days after receipt of the response from Step 2. The Town Manager shall respond to the appeal, stating the determination of decision within ten calendar days after receipt of the appeal. The Town Manager's decision shall be the final decision. The Town Manager would notify the Town Board of any impending legal action.

**Department Heads.** In the case of Department Heads or other employees where the Town Manager has been significantly involved in determining disciplinary action, including dismissal, the Town may wish to obtain a neutral outside party to act as a mediator to assist in resolving the conflict.

## **Section 5. Role of the Personnel Officer**

Throughout the grievance procedure, the roles of the Personnel Officer shall be as follows:

- A. To advise parties (including employee, supervisors, and Town Manager) of their rights and responsibilities under this policy, including interpreting the grievance and other policies for consistency of application;
- B. To be a clearinghouse for information and decisions in the matter including maintaining files of all grievance documents.
- C. To give notices to parties concerning timetables of the process, etc.;

- D. To assist employees and supervisors in drafting statements; and
- E. To facilitate the resolution of conflicts in the procedures or of the grievance at any step in the process; and
- F. To help locate mediation or other resources as needed.

The Personnel Officer shall also determine whether or not additional time shall be allowed to either side in unusual circumstances if the parties cannot agree upon extensions when needed or indicated.

#### **Section 6. Grievance and Adverse Action Appeal Procedure for Discrimination**

When an employee, former employee, or applicant, believes that any employment action discriminates illegally (i.e. is based on age, sex, race, color, national origin, religion, creed, political affiliation, or non-job related handicap), he or she has the right to appeal such action using the grievance procedure outlined in this Article (Section 4 above). While such persons are encouraged to use the grievance procedure, they shall also have the right to appeal directly to the Personnel Officer or Town Manager. Employment actions subject to appeal because of discrimination include promotion, training, classification, pay, disciplinary action, transfer, layoff, failure to hire, or termination of employment. An employee or applicant should appeal an alleged act of discrimination within thirty calendar days of the alleged discriminatory action, but may appeal for up to six (6) months following the action.

### **ARTICLE XI. RECORDS AND REPORTS**

#### **Section 1. Public Information**

In compliance with G.S. 160A-168, the following information with respect to each Town employee is a matter of public record: name; age; date of original employment or appointment to the service; current position title; current salary; date and amount of the most recent increase or decrease in salary; date of the most recent promotion, demotion, transfer, suspension, separation, or other change in position classification; and the office to which the employee is currently assigned. Any person may have access to this information for the purpose of inspection, examination, and copying, during regular business hours, subject only to such rules and regulations for the safekeeping of public records as the Town may adopt.

For the purposes of this subsection, the term "salary" includes pay, benefits, incentives, bonuses, and deferred and all other forms of compensation paid by the Town.

#### **Section 2. Access to Confidential Records**

All information contained in a Town employee's personnel file, other than the information mentioned above is confidential and shall be open to inspection only in the following instances:

- A. The employee or his/her duly authorized agent may examine all portions of his/her personnel file except letters of reference solicited prior to employment, and information concerning a medical disability, mental or physical, that a prudent physician would not divulge to the patient.

- B. A licensed physician designated in writing by the employee may examine the employee's medical record.
- C. A Town employee having supervisory authority over the employee may examine all material in the employee's personnel file.
- D. By order of a court of competent jurisdiction, any person may examine all material in the employee's personnel file.
- E. An official of an agency of the State or Federal Government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the Town Manager to be necessary and essential to the pursuit of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee, or for the purpose of assisting in an investigation of the employee's tax liability. However, the official having custody of the personnel records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.
- F. An employee may sign a written release to be placed in his/her personnel file that permits the record custodian to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, or other persons specified in the release.
- G. The Town Manager, with the concurrence of the Board of Commissioners, may inform any person of the employment, non-employment, promotion, demotion, suspension or other disciplinary action, reinstatement, transfer, or termination of a Town employee, and the reasons for that action. Before releasing that information, the Town Manager shall determine in writing that the release is essential to maintaining the level and quality of Town services. The written determination shall be retained in the Town Manager's office, is a record for public inspection, and shall become a part of the employee's personnel file.

### **Section 3. Personnel Actions**

The Personnel Officer, with the approval of the Town Manager, will prescribe necessary forms and reports for all personnel actions and will retain records necessary for the proper administration of the personnel system. There shall be one set of official personnel files, centrally located as designated by the Town Manager, normally in the Personnel office. Any document not located there is not an official part of that employee's personnel record. These files shall contain documents such as employment applications and related materials, records of personnel actions, documentation of employee warnings, disciplinary actions, performance evaluations, retirement and insurance records, letters of recommendation, and other personnel-related documents.

### **Section 4. Records of Former Employees**

The provisions for access to records apply to former employees as they apply to present employees.

### **Section 5. Remedies of Employees Objecting to Material in File**

An employee who objects to material in his/her file may place a statement in the file relating to the material considered to be inaccurate or misleading. The employee may seek removal of such material in accordance with established grievance procedures.

**Section 6. Penalties for Permitting Access to Confidential Records**

Section 160A-168 of the General Statutes provides that any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, is guilty of a misdemeanor and upon conviction shall be fined in an amount consistent with the General Statutes.

**Section 7. Examining and/or Copying Confidential Material without Authorization**

Section 160A-168 of the General Statutes of North Carolina provides that any person, not specifically authorized to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove or copy any portion of a confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined consistent with the General Statutes.

**Section 8. Destruction of Records Regulated**

No public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with G.S. 121.5, without the consent of the State Archives of North Carolina Natural and Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever, alters, defaces, mutilates or destroys it will be guilty of a misdemeanor and upon conviction will be fined in an amount provided in G.S. 132.3.

Appendix A  
Section 1

**Personnel Policy Acknowledgement**

I acknowledge that I have received a copy of the Personnel Policy and agree to read and follow these policies as a condition of employment with the Town of Mount Pleasant. I understand that I should consult the Human Resource Director if I have questions.

Because the information in this policy is necessarily subject to change as situations warrant, I understand that changes in policies may supersede, revise, or eliminate policies in this personnel policy. I further understand that the policy does not guarantee me any specific policies, procedures, rules, or length of employment.

The Town of Mount operates as a Council-Manager form of government. Therefore, the only employee of the Town who reports to the Board of Commissioners and is bound by a contract is the Town Manager. Nothing in this Personnel Policy is to be construed as a contract of employment. No supervisor or member of management has the authority to bind the Town to any employment contract for any specified period of time, with any employee, either verbally or in writing. I acknowledge that my employment with the Town of Mount Pleasant is on an "At-Will" basis. I

understand this means, notwithstanding any other provisions in this policy, that employment can be terminated at any time, by either party, with or without cause, and with or without notice.

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Print Name

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Signature

---

Date

Appendix A  
Section 2



**CONFLICT OF INTEREST INFORMATION DISCLOSURE**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could potentially contribute to a Conflict of Interest (as defined in Town of Mount Pleasant's Personnel Policy regarding Conflicts of Interest) arising.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Conflict of Interest Policy with the Town of Mount Pleasant Policy that is currently in effect.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

APPENDIX A  
Section 3



**CELL PHONE EMPLOYEE RELEASE**

I, \_\_\_\_\_, do hereby acknowledge and state the following:

I am current employee of the Town of Mount Pleasant;

I have a personal device that is capable of receiving and transmitting Town-related phone calls, texts or electronic mail; and

By signing this form, I hereby consent to allow the Town of Mount Pleasant access to my personal device to allow for the access, installation or removal of Town property thereto, including but not limited to Town email; and

I hereby acknowledge and understand that I shall not receive any related compensation for placing Town property upon my personal device; and

In the event my employment is terminated, voluntary or involuntary, with the Town of Mount Pleasant, I shall provide the Town Manager any reasonable access necessary to my personal device to remove any Town property that may exist on that device at the time of termination or discontinuation of service; and

Except for the initial installation or removal of this service of Town property, I hereby acknowledge and understand that the Town shall not be responsible for maintenance or guaranteed working order of my

*Town of Mount Pleasant Personnel Policy  
Adopted Oct. 5, 2009  
As Amended through June 9, 2026*

personal device; and

I agree to follow the Town Technology and Social Media policy in the use of my device; and

I hereby indemnify and hold harmless the Town from any against any loss, cost, damages or expenses which may directly or indirectly arise from the use of my personal device for Town-related business; and

The terms herein shall not be altered, amended or modified except in writing and signed by all parties.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Finance Officer**

\_\_\_\_\_  
**Date**

APPENDIX A  
Section 4



**CELL PHONE JUSTIFICATION FORM**

|                                                    |                                                                                                                                                                                                                                              |             |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>SECTION I: EMPLOYEE INFORMATION</b>             |                                                                                                                                                                                                                                              |             |
| Name:                                              | ID:                                                                                                                                                                                                                                          |             |
| Title:                                             | Department:                                                                                                                                                                                                                                  | Supervisor: |
| Description of Job Duties:                         |                                                                                                                                                                                                                                              |             |
| <b>SECTION II: Allowance Request</b>               |                                                                                                                                                                                                                                              |             |
| <b>A. Monthly Expense<br/>(check only one)</b>     |                                                                                                                                                                                                                                              |             |
| <input type="checkbox"/>                           | expense Option - \$30 (staff)                                                                                                                                                                                                                |             |
| <input type="checkbox"/>                           | expense Option - \$50 (Mayor, Town Manager, Department Head)                                                                                                                                                                                 |             |
| <b>B: Justification<br/>(check all that apply)</b> |                                                                                                                                                                                                                                              |             |
| <input type="checkbox"/>                           | Job function requires extended time (i.e. greater than 2 consecutive hours) outside of assigned office or work area, and it is essential to the Town that the employee be accessible during those times.                                     |             |
| <input type="checkbox"/>                           | Job function requires continuous accessibility beyond scheduled or normal working hours (i.e., on-call responsibilities for critical Town services)                                                                                          |             |
| <input type="checkbox"/>                           | Job function requires access to email outside of the office or beyond normal scheduled working hours, and it is essential for the Town that the employee has the ability to receive and send email during those times. (Voice and data only) |             |

\_\_\_\_\_  
**Supervisor Approval**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Town Manager Approval**

\_\_\_\_\_  
**Date**

**SECTION III Acknowledgement**

**I hereby** certify that all information is true and that I have read and understand the Town's "Justification" directive. By signing, I agree to maintain cell phone service, agree to have my number distributed to appropriate staff members or published to the public, if needed; and to be reachable for Town business purposes. I also understand any Town business related calls or data on the cell phone is subject to the Freedom of Information Act. Failure to follow this directive is subject to disciplinary procedures. If receiving an expense, I understand that I will need to provide the Finance Department with copies of my cell phone bill to verify that a contract is in place and that the reimbursement does not exceed the amount of my payment. Copies shall be provided twice per year (June 30 and January 2) or whenever requested by Finance.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

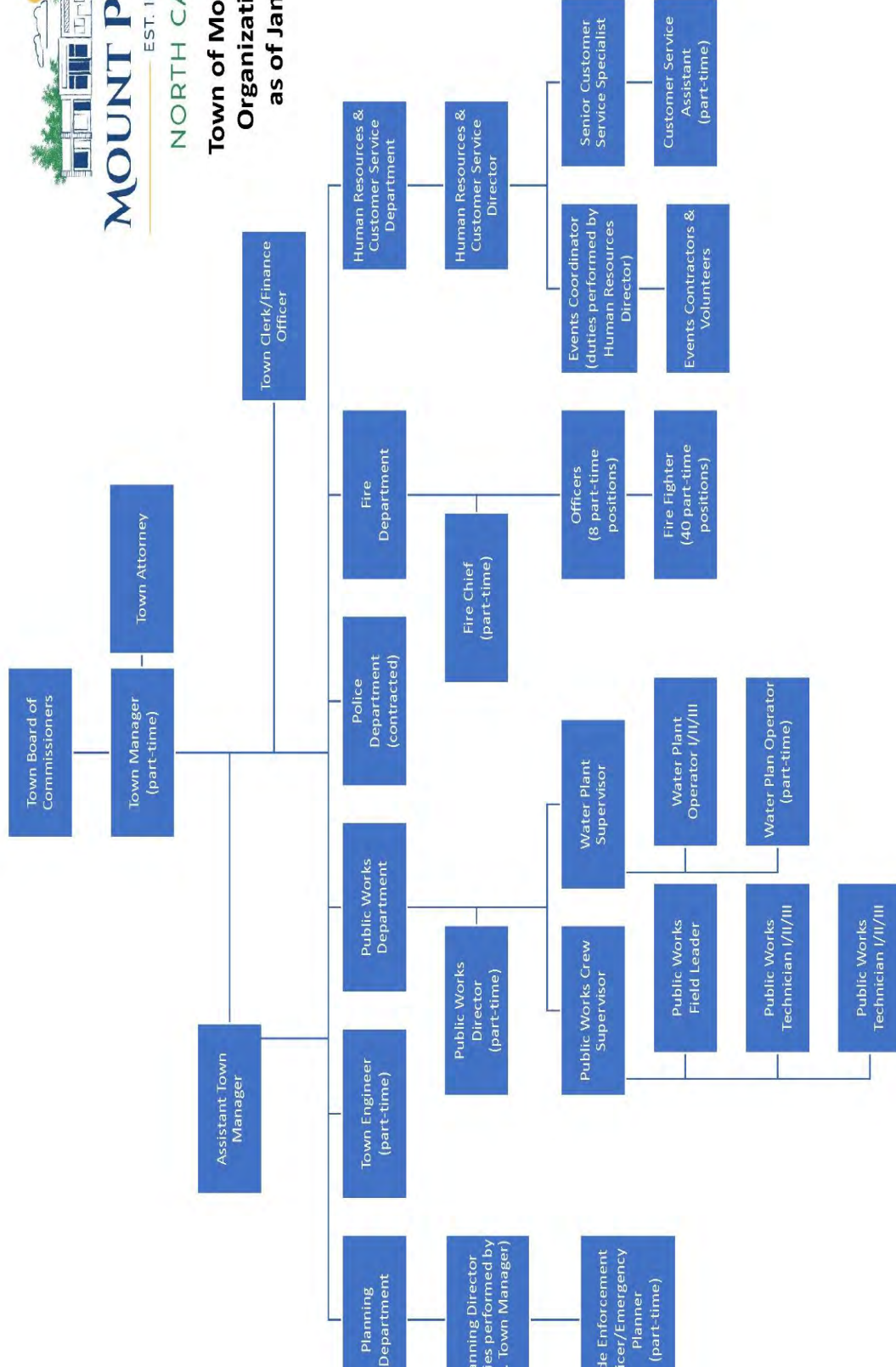
**Appendix B. Organizational Chart & Job Descriptions**

The following pages of Appendix B contain the Town's organizational structure and descriptions of the positions within the structure. As part of a Council-Manager form of government, the Town Manager may from time-to-time add, remove, or alter positions in order to efficiently and effectively carry out the duties of the Town of Mount Pleasant.

Duties included in job descriptions are not exhaustive but indicative of the type of work that can be expected in that position. As is common with small jurisdictions, employees are often called upon to perform a broader spectrum of duties in the delivery of Town services and work with other employees, departments, and agencies to complete work.



**Town of Mount Pleasant**  
**Organizational Chart**  
**as of Jan. 1, 2025**



### **Appendix C. Pay Scale/Plan**

The following pages of Appendix C contain the Town's pay plan for each position within the Town's organizational structure. From time-to-time the Town Board of Commissioners may direct the Town Manager to conduct a pay study to ensure that pay and benefits provided by the Town of Mount Pleasant are competitive and are at a level to retain the employees with the skills necessary for the effective and efficient provision of services by the Town.

Within the pay scale, and subject to the provisions of the Personnel Policy, the Town Manager, may adjust the pay for employees that reflects performance, promotions, demotions, additional duties, additional training and certifications as set forth in the employee's Career Development Plan, and other factors that reflect the duties and skills of the employee, provided that the pay adjustment falls within the budgeted salary and compensatory packages for the fiscal year. Adjustments that exceed of the annual budgeted salary and compensation amounts for the Town require a budget amendment approved by the Town Board of Commissioners.