



MACON COUNTY BOARD OF COMMISSIONERS
MARCH 10, 2026
6 P.M.
AGENDA

1. Call to order and welcome by Chairman Young
2. Announcements
3. Moment of Silence
4. Pledge of Allegiance
5. Public Hearing(s) – None
6. Additions to agenda
7. Public Comment Period
8. Adjustments to and approval of the agenda
9. Reports/Presentations
 - (A) Water Quality Advisory Committee – Jason Love
 - (B) Program Report and Approval of Resolution Declaring April 19, 2026 through April 25, 2026, Macon County Volunteer Week to Honor the Volunteers at Macon County Crawford Senior Center – Macon County Senior Services Administrative Officer Jennifer Hollifield
10. Old Business
 - (A) Approval of Community Funding Pool Applications – Mr. Cabe
 - (B) Discussion and Consideration of the 2026 PARTF Grant – Parks and Recreation Director Seth Adams
 - (C) Approval of Resolution Revising the Structure of the Macon County Planning Board
 - (D) Continued Discussion and Update on Revising the Structure of the Macon County Board of County Commissioners – Commissioner Shearl
 - (E) Discussion and Update on the Fontana Regional Library (FRL) Inter-Local Agreement – Mr. Cabe

11. New Business

- (A) Discussion and Consideration of Relocation of Voting Precinct in Nantahala – Nantahala Community Members
- (B) Discussion and Consideration of Pay Plan Change for Macon County Board of Elections – Board of Elections Director Melanie Thibault
- (C) Approve Surplus of Service Weapon for Macon County Sheriff's Office Retirees
- (D) Approval of Updated Macon County Personnel Policy Manual – HR and Safety Director Tammy Keezer
- (E) Consideration and Approval of Inter-Local Agreement with Town of Highlands – Mr. Cabe

12. Consent Agenda – Attachment #12

All items below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners.

- (A) Minutes of the February 10, 2026, Regular Meeting
- (B) Budget Amendments #207-210
- (C) Capital Project Ordinance Amendment – Recreation Parks Capital Projects
- (D) Resolution Exempting Engineering Services for Tsali Boardwalk Project
- (E) Report of total unpaid 2025-26 Taxes in the Amount of \$2,086,813.22 and Approval for the Tax Collector to Advertise the Tax Liens
- (F) Tax releases for the month of February 2026 in the amount of \$401.83
- (G) Monthly ad valorem tax collection report – no action necessary

13. Appointments

- (A) Economic Development Commission (EDC) – (9 Seats)
- (B) Macon County Planning Board – (1 seat)
- (C) Town of Franklin Planning Board – (1 seat)

14. Closed session as allowed under NCGS 143-318.11

15. Adjourn/Recess

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

CATEGORY – REPORTS/PRESENTATIONS

MEETING DATE: MARCH 10, 2026

9A. Mr. Love, with the Water Quality Advisory Committee, will provide an update on what services and expertise they can provide.

9B. Ms. Hollifield will present the annual report of volunteer services provided during 2025. She is requesting consideration and approval of a resolution recognizing April 19, 2026, through April 25, 2026, as Volunteer Week. A copy of the resolution is included in your packet.

Macon County



Resolution in Recognition of Macon County Crawford Senior Center Volunteers

WHEREAS, Macon County is a community rich in volunteers that dedicate their valuable time and resources to the Dorothy R. and John L. Crawford Senior Center, making significant and positive outcomes, great and small; and

WHEREAS, volunteers have donated 5,654 hours at the Crawford Senior Center during calendar year 2025; and

WHEREAS, the spirit of volunteerism provides even more evidence that Macon County's greatest resource is its people; and

WHEREAS, volunteering one's time has been a significant part of our County heritage; and it is critical that we continue such a tradition to preserve and improve the quality of life for our citizens of our community; and

WHEREAS, experience teaches us that government alone cannot meet all the needs of our county; and

WHEREAS, we continue to rely on the efforts of volunteers to enrich our community.

NOW, THEREFORE, be it resolved that the Macon County Board of County Commissioners do, hereby thank and honor the volunteers at the Crawford Senior Center by proclaiming April 19-25, 2026 as Macon County Volunteer Week.

Adopted this 10th day of March, 2026

BOARD OF COMMISSIONERS FOR MACON COUNTY, NORTH CAROLINA

Josh Young, Chairman

Attest:

Warren Cabe, County Manager

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

CATEGORY – OLD BUSINESS

MEETING DATE: MARCH 10, 2026

10(A). Included in your packet is an application from the Smoky Mountain Pregnancy Care Center. They are requesting \$6,000 in funding to support start up costs for an office in Franklin for a Dads Support group and connection/collaboration to CareNets Fatherhood Connect program and the National Fatherhood Initiative.

Also included in your packet are two quotes for different quality light systems proposed for the Macon County Horse Association riding arena located at the Macon County Fairgrounds. They will also require an additional \$1,500 for pole replacements.

Lastly, your packet includes a project description and quote in the amount of \$3,602.82 for a digital radar sign for the Friends of Nantahala Lake.

Action is needed to approve these requests and may be made in a single motion or individual motions.

10(B). Mr. Adams is requesting approval to apply for the 2026 Parks and Recreation Trust Fund Grant (PARTF). The PARTF grant is a dollar for dollar match up to \$500,000. Mr. Adams is proposing a bathroom facility, a multi-use covered court, and an amphitheater. The total project estimated cost is \$1,150,000, so the match for Macon County would be \$650,000. A copy of the Application Guide, project description, and budget are included in your packet.

Mr. Adams is also requesting that the Veterans Memorial Park Master Plan be adopted as part of the overall County Recreation Master Plan created in 2005.

10(C). Included in your packet is the revised resolution amending the bylaws as requesting at the February 10, 2026, regular meeting. At that meeting Commissioner Shearl moved to restructure the Macon County Planning Board from eleven (11) members to five (5) members, with the Towns of Franklin and Highlands serving as non-voting liaisons, and directed Attorney Ridenour to amend the bylaws accordingly. Commissioner Breeden seconded. The motion passed 5-0.

10(D). Commissioner Shearl has requested continued discussion on revising the structure of the Board of Commissioners.

10(E). The Board approved changes to the FRL bylaws at the January meeting. The FRL Board subsequently proposed a change to the amendment concerning remaining funds reimbursement, with the change specifying that the remaining funds be defined as "funds in excess of the 25% (or lower) fund balance as required by the Budget and Financial policy" as opposed to "any remaining funds in excess of operational costs will be reimbursed to the counties". The FRL Board, Swain County, and Jackson County have all approved the change.



*Working together
to get the job done!*

CUSTOMER QUOTATION

JXT Company

PO BOX 2038, Sylva, NC 28779(Remit-To)

302 Skyland Dr, Sylva, NC 28779 (Business)

[Tel: 828-477-4601](tel:828-477-4601)

[E: st@jxtcompany.com](mailto:st@jxtcompany.com)

Prepared By:	PJ
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Macon County
Horse
To: Association
JXT QUOTE: HCA021326-
1620

Lighting for
Ref: Horse Arena
Capt. Clay

ATTN: Bryson

Phone:


E-Mail:



FOB Shipping Point

Date: 2/13/2026

Expiration: 2/23/2026

We appreciate the opportunity to quote!

Line	Qty	UM	JXT Offer	Image	Unit Price	Extended
1	19	ea	750W, 113,880 Lumens, 3000W HID Equivalent, 75% Envergy Savings, 5000K, #4NEMA SPREAD, 120-227V, White color		\$ 1,422.00	\$ 27,018.00

Line	Qty	UM	JXT Offer	Image	Unit Price	Extended
2	6	EA	Steel 2 Light Ballfield Bracket Designed specifically for sports lighting, the Twin or Two Crossarm Bracket is mounted to wood, steel and concrete poles and allows for optimal area lighting. Mounting hardware is not included. EPA 1.9; Weight 21LB; Spacing 30 in. (Need to confirm when ordering)		\$ 326.50	\$ 1,959.00
3	2	EA	4 Light Ballfield Bracket. The four light crossarm pole mounting light bracket has mounting positions for four lights with 30 in. spacing between 9/16 in. and 13/16 in. holes. Typical applications for the four light crossarm light bracket are for sports lighting, mounted on top of wood, steel and concrete poles. Poles must be a minimum of 4 in.. Mounting hardware not included. Available in Hot Dipped Galvanized (HDG). For wood or steel pole mounting Mounting hardware not included Underbrace included EPA 7.6; Weight 96 lb; Spacing 30 in		\$ 326.50	\$ 653.00
						\$29,630.00

Note:

- 1: Price and availability is subject to change without notification.
- 2: Lead Time (subject to change with or without notification.):
- 3: Shipping Estimate: TBD
- 4: Quantity changes may result in price changes.
- 5: CONTACTOR PANELS BY OTHERS(NOT INCLUDED HERE)
- 6: BAS (Building Automation System) and BMS (Building Management System) BY OTHERS(NOT INCLUDED HERE)
- 7: 3RD PARTY INTEGRATION BY OTHERS
- 8: ANY CHANGE IN COUNTS MUST BE COMMUNICATED THROUGH CHANNELS AND SUBJECT TO REQUEST
- 9: CONFIRM ALL VOLTAGES
- 10: CABLE & TERMINATIONS BY OTHERS (NOT INCLUDED HERE)
- 11: FACEPLATES PROVIDED BY OTHERS (UNLESS NOTED)

Line	Qty	UM	JXT Offer	Image	Unit Price	Extended
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12: INSTALLATION BY OTHERS (NOT INCLUDED)

13: CONFIRM ALL FIXTURE AND DEVICE FINISHES

14: UL924/GTD DEVICES NOT INCLUDED (PLEASE PROVIDE COUNTS)

15: SIGNED/APPROVED SUBMITTALS REQUIRED PRIOR TO RELEASE



Working together
to get the job done!

CUSTOMER QUOTATION

JXT Company

PO BOX 2038, Sylva, NC 28779(Remit-To)

302 Skyland Dr, Sylva, NC 28779 (Business)

Tel: [828-477-4601](tel:828-477-4601)

E: support@jxtcompany.com

Prepared	
By:	PJ

Macon
County Horse
To: Association
JXT QUOTE: MCA020226-
0935-REV1
Horse Arena
Ref: Lighting
Captain Clay
ATTN: Bryson
Phone:
E-Mail:
Shipping
FOB Point
Effective
Date: 2/15/2026
Expiration
Date: 2/28/2026

We appreciate your request!

LINE	Qty	UM	Your Request	JXT Offer w/links	Unit Price	Extended
1	22	EA	*To supply the fixtures to light up a 100' x 200' horse arena. *To replace the existing HID fixtures with LED fixtures	 SPFL7 Series 500W LED Sport & Stadium Light: 75,057 lm, 5000K, 120-277V, IP66 Weatherproof, 45° Degree Optic	\$ 616.50	\$ 13,563.00

LINE	Qty	UM	Your Request	JXT Offer w/links	Unit Price	Extended
2	11	EA	*Arena Activity: Rodeo and Barrel Racing *Single Phase, 120/240V *Existing Poles are 45 feet high.	 OPTIONAL: Sports Lighting Bracket (Waiting for mfg rep to quote discounted price) Wood Pole Bracket Construction:Steel; Overall Height:8.0"; Overall Width:36"; Weight:24 lbs; EPA: 1.2; Warranty: Five-year limited warranty (\$ 338.00	\$ 3,718.00

Note:

1: Price and availability is subject to change without notification. Price quoted is only for the lighting fixtures or mounting arms; does not include installation

2: Lead Time (subject to change with or without notification.): In stock

3: Shipping Estimate: TBD

4: Quantity changes may result in price changes.

5: Special Remarks:

*STANDARD MOUNTINGS, WARRANTIES, & FINISHES ONLY

*MAY NOT MEET BA OR BABA REQUIREMENTS(The Build America, Buy America (BABA) Act requires that all iron, steel, manufactured products, and construction materials used in federally funded infrastructure projects are produced in the United States. Key requirements include U.S. manufacturing for iron/steel, >55% domestic content for manufactured products, and all-encompassing production for construction materials)

*JXT CO. IS NOT RESPONSIBLE FOR MANUFACTURER PRODUCTION DELAYS, RECALLS, OR DISCONTINUATIONS

*MANUFACTURERS STANDARD WARRANTY APPLIES; EXTENDED WARRANTIES MUST BE REQUESTED AT TIME OF QUOTATION

*CHANGES TO THE PROJECT SCOPE, DRAWINGS, OR SPECIFICATIONS AFTER QUOTE ISSUANCE MAY RESULT IN RE-PRICING

*FIELD VERIFICATION OF DIMENSIONS, MOUNTING CONDITIONS, AND INTEGRATION WITH OTHER TRADES IS THE RESPONSIBILITY OF THE BUYER

*ANY FIELD MODIFICATIONS OR ADDITIONAL ACCESSORIES REQUIRED DUE TO UNFORESEEN SITE CONDITIONS ARE NOT INCLUDED

*LIGHTING CONTROLS AND ASSOCIATED SYSTEM INTEGRATION REQUIRE A SEPARATE QUOTE UNLESS OTHERWISE NOTED OTHERWISE NOTED

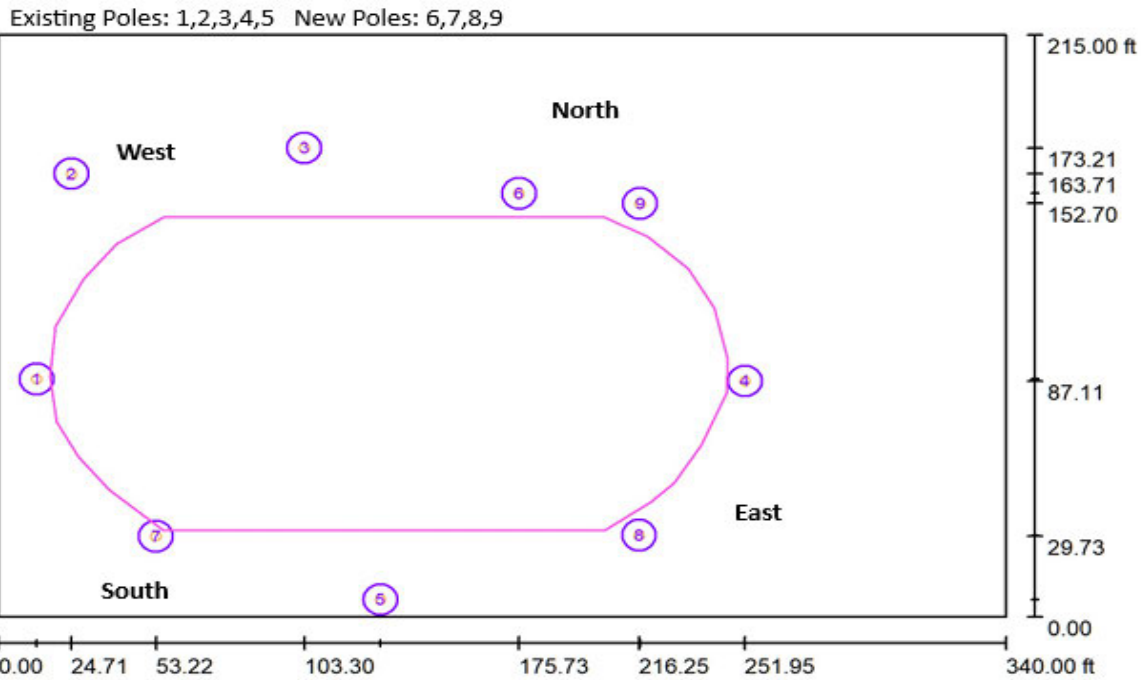
*COMPATIBILITY OF THIRD-PARTY CONTROLS IS NOT GUARANTEED UNLESS NOTED- SENSOR COVERAGE AND PERFORMANCE MAY VARY DEPENDING ON CEILING HEIGHT, FINISH, AND SITE CONDITIONS

*NO ADDITIONAL FIELD SERVICES, SPECIAL SUBMITTAL, TESTING ANALYSIS, ADDITIONAL VISITS, PROJECT MANAGEMENT RELATED REQUIREMENTS, SEISMIC REQUIREMENTS AND/OR ADDITIONAL SPECIFIC DOCUMENTATION INCLUDED PER DIV 26 SPEC REQUIREMENTS

LINE	Qty	UM	Your Request	JXT Offer w/links	Unit Price	Extended
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*ALL PRICING IS BASED ON CURRENT MARKET CONDITIONS. WE RECOMMEND PRICING TO BE RE-ESTABLISHED AND REQUOTED AS YOU GET CLOSER TO RELEASE. JXT CO. CANNOT CONFIRM PRICING WILL BE VALID AFTER 30 DAYS OF THIS QUOTE

Exterior Scene 1 / Pole Positions (Coordinates List)



Scale 1 : 741

List of the Pole Positions

No.	Designation	Position [ft]		
		X	Y	Z
1	Pole Position 1	12.972	87.830	0.000
2	Pole Position 2	24.708	163.705	0.000
3	Pole Position 3	103.303	173.207	0.000
4	Pole Position 4	251.952	87.109	0.000

LINE	Qty	UM	Your Request	JXT Offer w/links	Unit Price	Extended
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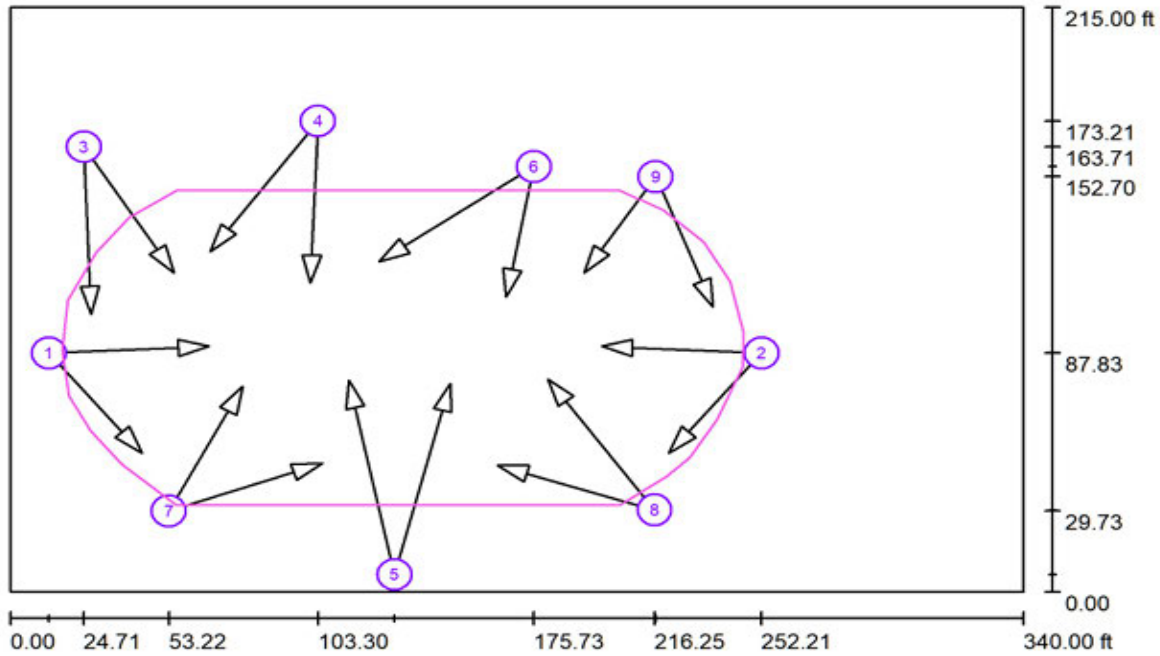
Exterior Scene 1 / Pole Positions (Coordinates List)

List of the Pole Positions

No.	Designation	Position [ft]		
		X	Y	Z
5	Pole Position 5	128.972	6.378	0.000
6	Pole Position 6	175.726	156.415	0.000
7	Pole Position 7	53.224	29.734	0.000
8	Pole Position 8	216.247	30.108	0.000
9	Pole Position 9	216.628	152.702	0.000

LINE	Qty	UM	Your Request	JXT Offer w/links	Unit Price	Extended
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Exterior Scene 1 / Sport Luminaires (Coordinates List)



Scale 1 : 741

List of the Sport Luminaires

Luminaire	Index	Position [ft]			Aiming Point [ft]			Angle [°]	Alignment	Pole
		X	Y	Z	X	Y	Z			
ASD Lighting Corp ASD-SPFL7-A500D50-L45	1	12.972	87.830	45.000	66.587	90.288	0.000	40.0	(C 90, G IMax)	Pole Position 1
ASD Lighting Corp ASD-SPFL7-A500D50-L45	1	12.972	87.830	45.000	44.110	51.026	0.000	43.0	(C 90, G IMax)	Pole Position 1
ASD Lighting Corp ASD-SPFL7-A500D50-L45	2	252.206	87.830	45.000	198.591	90.288	0.000	40.0	(C 90, G IMax)	Pole Position 4
ASD Lighting Corp ASD-SPFL7-A500D50-L45	2	252.206	87.830	45.000	221.067	51.026	0.000	43.0	(C 90, G IMax)	Pole Position 4

LINE	Qty	UM	Your Request	JXT Offer w/links	Unit Price	Extended
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Exterior Scene 1 / Sport Luminaires (Coordinates List)

List of the Sport Luminaires

Luminaire	Index	Position [ft]			Aiming Point [ft]			Angle [°]	Alignment	Pole
		X	Y	Z	X	Y	Z			
ASD Lighting Corp ASD-SPFL7- A500D50-L45	3	24.708	163.705	45.000	27.040	102.236	0.000	36.2	(C 90, G IMax)	Pole Position 2
ASD Lighting Corp ASD-SPFL7- A500D50-L45	3	24.708	163.705	45.000	54.921	117.315	0.000	39.1	(C 90, G IMax)	Pole Position 2
ASD Lighting Corp ASD-SPFL7- A500D50-L45	4	103.303	173.207	45.000	100.724	113.617	0.000	37.0	(C 90, G IMax)	Pole Position 3
ASD Lighting Corp ASD-SPFL7- A500D50-L45	4	103.303	173.207	45.000	67.155	125.281	0.000	36.9	(C 90, G IMax)	Pole Position 3
ASD Lighting Corp ASD-SPFL7- A500D50-L45	5	128.972	6.378	45.000	113.529	77.771	0.000	31.6	(C 90, G IMax)	Pole Position 5
ASD Lighting Corp ASD-SPFL7- A500D50-L45	5	128.972	6.378	45.000	147.666	76.633	0.000	31.8	(C 90, G IMax)	Pole Position 5
ASD Lighting Corp ASD-SPFL7- A500D50-L45	6	175.726	156.415	45.000	123.768	121.583	0.000	35.7	(C 90, G IMax)	Pole Position 6
ASD Lighting Corp ASD-SPFL7- A500D50-L45	6	175.726	156.415	45.000	166.445	108.496	0.000	42.7	(C 90, G IMax)	Pole Position 6
ASD Lighting Corp ASD-SPFL7- A500D50-L45	7	53.224	29.734	45.000	77.965	75.494	0.000	40.9	(C 90, G IMax)	Pole Position 7
ASD Lighting Corp ASD-SPFL7- A500D50-L45	7	53.224	29.734	45.000	104.710	47.329	0.000	39.6	(C 90, G IMax)	Pole Position 7
ASD Lighting Corp ASD-SPFL7- A500D50-L45	8	216.247	30.108	45.000	163.600	46.476	0.000	39.2	(C 90, G IMax)	Pole Position 8
ASD Lighting Corp ASD-SPFL7- A500D50-L45	8	216.247	30.108	45.000	180.385	78.339	0.000	36.8	(C 90, G IMax)	Pole Position 8
ASD Lighting Corp ASD-SPFL7- A500D50-L45	9	216.628	152.702	45.000	235.860	104.799	0.000	41.1	(C 90, G IMax)	Pole Position 9
ASD Lighting Corp ASD-SPFL7- A500D50-L45	9	216.628	152.702	45.000	192.616	117.315	0.000	46.5	(C 90, G IMax)	Pole Position 9

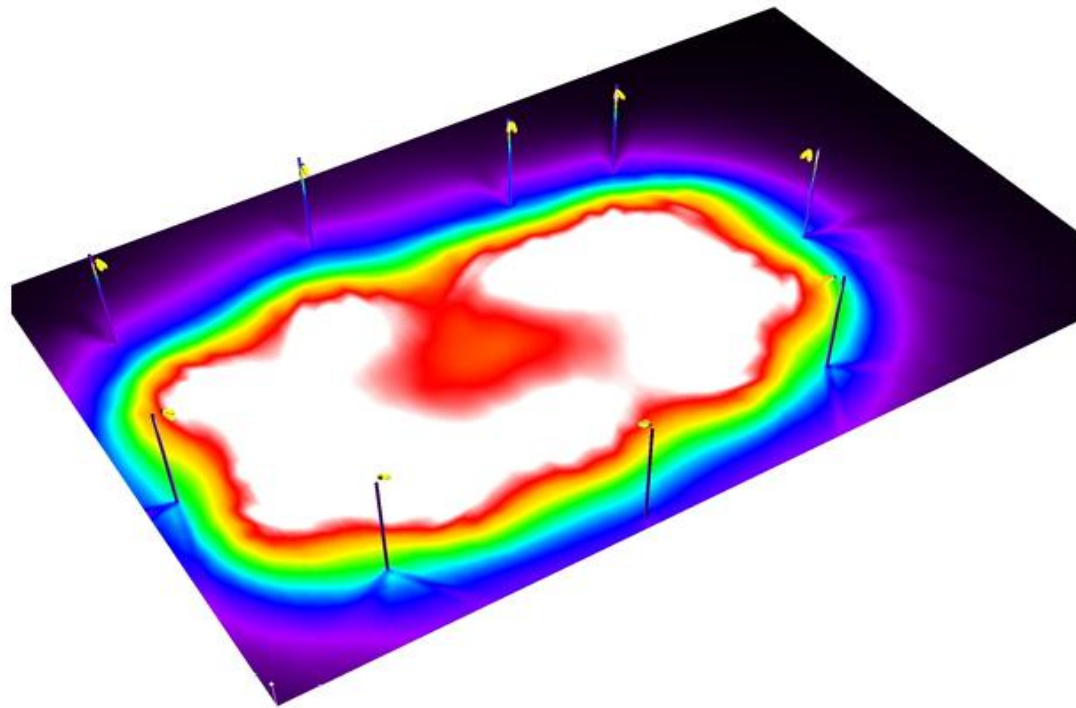
LINE	Qty	UM	Your Request	JXT Offer w/links	Unit Price	Extended
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Exterior Scene 1 / 3D Rendering



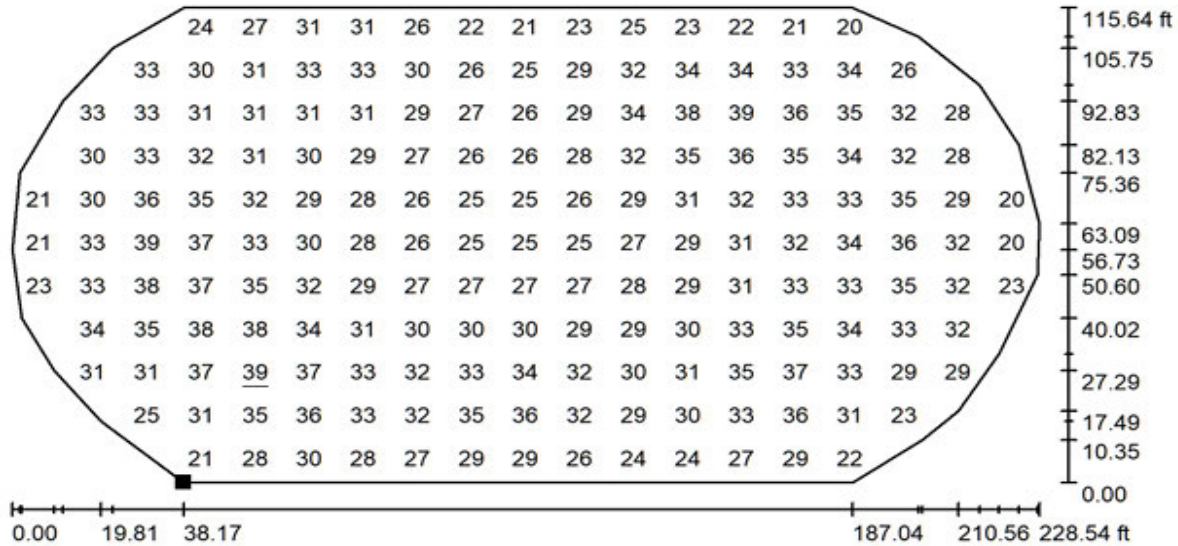
LINE	Qty	UM	Your Request	JXT Offer w/links	Unit Price	Extended
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Exterior Scene 1 / False Color Rendering



LINE	Qty	UM	Your Request	JXT Offer w/links	Unit Price	Extended
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Exterior Scene 1 / Calculation Surface 1 / Value Chart (E, Perpendicular)

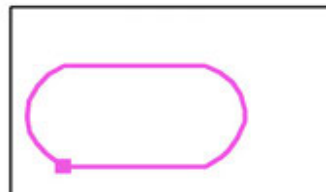


Values in Footcandles, Scale 1 : 499

Not all calculated values could be displayed.

Position of surface in external scene:

Marked point:
(55.682 ft, 31.985 ft, 0.000 ft)



Grid: 19 x 11 Points

E_{av} [fc]
30

E_{min} [fc]
20

E_{max} [fc]
39

u_0
0.656

E_{min} / E_{max}
0.506

LINE	Qty	UM	Your Request	JXT Offer w/links	Unit Price	Extended
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MACON COUNTY COMMUNITY FUNDING POOL (CFP)

FUNDING YEAR 2024-2025 APPLICATION

Application Deadline August 31, 2025



Please drop applications at

Macon County Annex
5 W. Main Street
Franklin, NC 28734

ORGANIZATION INFORMATION

Organization's Legal Name and DBA: Smoky Mountain Pregnancy Care Center

Primary Contact's Name and Title: Karen Whitley, Executive Director

Organization's Full Mailing Address: 226 East Palmer Street Franklin, NC 28734

Primary Telephone: 828-349-3200 Cell phone: 714-321-0416 E-mail: SMPCCinfo@gmail.com

Year Founded: 2001 Federal ID #: 56 226 3371

Mission Statement: The Smoky Mountain Pregnancy Care Center strives to be the first choice for pregnancy answers and resources, and to Educate, Encourage and Empower women and men to make informed life choices.

If Not a Tax-Exempt 501(c)(3), Fiscal Agent Organization's Name and DBA: _____

Fiscal Agent's Federal ID # _____

If Collaborative Effort, Name(s) of Partner Organization(s): _____

Partner Organization's Federal ID# _____

Is this request **project specific** or operational support (please check one)? Yes No

Certification: *The information contained herein is accurate and complete to the best of my knowledge. I pledge that my organization will abide by the CFP Committee's recommendations, and will not make a separate appeal to any member of the Macon County Board of Commissioners to request funding. Additionally, by completing this application you fully acknowledge on behalf of your organization that the CFP Committee's recommendation to the Board of Commissioners is ONLY a recommendation and NOT a guarantee that your organization will receive funding.*

Authorizing Official's Signature

Date 1/2/26

MACON COUNTY COMMUNITY FUNDING POOL - PROGRAM/PROJECT BUDGET

APPLICANTS SEEKING PROGRAM/PROJECT FUNDING MUST COMPLETE THIS FORM. NO OTHER BUDGET FORMS WILL BE ACCEPTED.

Organization: Smoky Mountain Pregnancy Care Center

Program/Project Amount Requested: \$ 6000.00

Total Program/Project Anticipated: \$ 4004.00

Please enter the income and expenses related to the program/project for which you are requesting funding.

INCOME

OTHER FUNDING SOURCES (BE SPECIFIC EXCEPT FOR INDIVIDUAL DONOR NAMES)	TOTAL AMOUNT	STATUS OF FUNDING? PENDING OR COMMITTED	EXPLANATION (OPTIONAL)
TABLE AND CHAIRS	\$ DONATED	Committed	
ROOM DIVIDERS	\$ DONATED	Committed	
	\$	Committed	
	\$	Committed	
	\$	Committed	
	\$	Committed	
	\$	Committed	
	\$	Committed	
	\$	Committed	
	\$	Committed	
	\$	Committed	
	\$	Committed	
	\$	Committed	
	\$	Committed	
	\$	Committed	
	\$	Committed	
	\$	Committed	
	\$	Committed	

CFP FY 2024 STANDARD ORGANIZATION BUDGET – ALL APPLICANTS MUST COMPLETE THIS FORM. NO OTHER BUDGET FORMS WILL BE ACCEPTED.

Organization's Name:

Smoky Mountain Pregnancy Care Center

Organization's Current Fiscal Year End Date:

12/31/2024

For your current fiscal year, please list projected income and budgeted expenses for your overall organization.

ORGANIZATIONAL INCOME

Source	Amount	Explanatory Notes - Please indicate whether items are pending, committed and/or restricted.
Government grants	41,550	State grant committed
Foundations	8500.00	PENDING Percy B. Ferebee Endowment Annual Grant for new Grief Support Service
Corporations	57,642	local businesses committed
Individual donors	138,251	committed
Membership income	72,934	local churches committed
Investment income		
Earned income	162,173	fund raising committed
Other (specify)	862.00	cash back rewards
Total Income	\$ 73,412 -	

ORGANIZATIONAL EXPENSES

Item	Amount	Explanatory Notes (Optional)
Salaries and wages	310,360	
<i>Number of paid staff (full-time)</i>	5	
<i>Number of paid staff (part-time)</i>	5	
Insurance, benefits, and payroll taxes	89,097	
Fees for services (non-employees)	6,339	
Advertising and promotion	23,178	
Office expenses	27,947	
Information technology		
Occupancy, including rent & utilities	17,413	
Travel		
Conferences, conventions & meetings	4,127	
Interest	2,524	
Depreciation, depletion & amortization	8,764	
Insurance	11,001	
Other (specify)	71,146	FUNDRAISING
Total Expenses	\$ 571,896 -	
Budgeted surplus (income minus expenses)	\$ 98,484 -	

BUDGET NARRATIVE

The above requested items are for a basic office to be set up in Franklin. Since this is a new program, there may be other unanticipated needs. We are currently making space for the Dad Support group in the Franklin office, utilizing available desks, etc. As the program grows, it is expected to include mentors to meet one on one and in group settings. In networking with other Pregnancy Centers, programs such as Care Nets "Fatherhood Connect" has monthly ZOOM meetings to support new fathers, The National Fatherhood Initiative has some exceptional materials (for a cost) as well as a Dad Ministry called "Into the Weeds" could be implemented to support new fathers.

Has your organization received CFP funds in the past? YES NO

Has your organization received other funding or in-kind service from Macon County in the past? YES NO

If YES to either, please provide the most recent year funded or having received in-kind service, type of in-kind service, and amount of in-kind:

In July 2023, The Smoky Mountain Pregnancy Care Center received \$3525 to help with the cost of BRIGHT COURSE, an online parenting support course

If your CFP request is will be used to leverage resources or match funds from other funding sources, list sources and amounts:

SOURCE	MATCH AMOUNT

CFP Funding Project Category:

Arts/Culture
 Education
 Environment
 Health
 Human Services

Other (Describe _____)

THE FOLLOWING THREE QUESTIONS REQUIRE RESPONSES. GRANTS WITHOUT REQUIRED INFORMATION WILL NOT BE CONSIDERED.

1. WHAT POPULATION WILL THIS GRANT PROJECT SERVE? (ELABORATE ON HOW PROJECT/SERVICE SPECIFICALLY ADDRESSES POPULATION DIVERSITY)

The Dad Support Group is a relatively new concept; it is growing in momentum across the country. While Pregnancy Care Centers often focus on the mom and her baby, there is an increasing awareness that fathers also play a very important role in creating and maintaining a cohesive family. The target group will be the dad of every pregnancy that comes to The Smoky Mountain Pregnancy Center in Macon County.

2. WHAT ARE THE GOALS/OBJECTIVES OF THIS PROJECT?

To offer support, counsel and prayer after the loss of a baby due to abortion or miscarriage. To help dads be the best dad they can be during pregnancy, birth and ongoing fatherhood. To encourage every dad to learn and grow in fatherhood via classes and mentoring. To connect with dads via phone/video calls, one on one in person meetings, text, email, and dad group gatherings. To have a dedicated space at our center to meet with dads, one on one and in groups. To have trained volunteers to assist in Dad Support programs as they grow. To make a lasting difference in families and our communities for generations to come.

3. HOW WILL THIS PROJECT/SERVICE IMPROVE THE LIFE OF MACON COUNTY RESIDENTS? (ELABORATE ON HOW BUDGETED LINE ITEMS ARE NEEDED TO ADDRESS THE PROJECT/SERVICE)

Dedicated space is necessary for intakes of new fathers, as is a cell phone and iPad to maintain separate and safe record keeping. Ability to ZOOM is requisite, and small smart TV will assist teaching with online courses, in addition to connecting to group meetings. An environment conducive to men would consist of table and chairs, will a small snack fridge.

END APPLICATION

Return of Organization Exempt From Income Tax

2024

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

Department of the Treasury Internal Revenue Service

Header section containing organization name (Smoky Mtn Pregnancy Care Center Inc), EIN (56-2263371), address (226 East Palmer St, Franklin, NC 28734), and tax-exempt status (501(c)(3)).

Part I Summary

Summary table with columns for Revenue, Expenses, and Net Assets or Fund Balances. Includes rows for mission statement, revenue (473,499), expenses (504,142), and net assets (1,024,658).

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

Signature block for Jenny Golding, Member of the Board, including signature and title.

Paid Preparer Use Only section for Christie Castle, Argent Accounting Inc, including name, address, and phone number.

May the IRS discuss this return with the preparer shown above? See instructions Yes No

For Paperwork Reduction Act Notice, see the separate instructions. Form 990 (2024)

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission: Our Christ-Centered organization exists to educate, encourage, and empower women and men to make healthy informed life choices.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 174,155 including grants of \$) (Revenue \$) Services provided, but not limited to free limited OB ultrasounds, free pregnancy testing, educational materials on: pregnancy, abortion and risks, parenting, adoption referrals, marriage, stds, referrals to community resources, post-abortion peer counseling, friendship and encouragement to all. Approximatley 975 classes, 158 pregnancy testing visits, 242 sonograms, 161 concepts shared, and 102 closet visits from clients made during the 2022 year.

4b (Code:) (Expenses \$ 174,155 including grants of \$) (Revenue \$) The education parenting program with rewards is an extensive curriculum based on the subjects surrounding life skills, 1st through 3rd trimester of pregnancy, the unborn child, parenting, bible studies, self-help subject for men and women during pregnancy and after. As an incentive, clients gain points that are accumulated and spent in our store on items that they desire. Approximately 7800 visits from clients during 2022.

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe on Schedule O.) (Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 348,310

Part IV Checklist of Required Schedules

Table with 3 columns: Question ID, Question Text, and Yes/No response. Rows include questions 1 through 21 regarding organizational requirements and financial reporting.

Part IV Checklist of Required Schedules (continued)

Table with 3 columns: Question ID, Question Text, and Yes/No columns. Rows include questions 22 through 38 regarding organizational reporting, compensation, tax-exempt status, and controlled entities.

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with 3 columns: Question ID, Question Text, and Yes/No columns. Rows include questions 1a, 1b, and 1c regarding Form 1096 reporting and backup withholding rules.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

APR 17 2006

SMOKY MOUNTAIN PREGNANCY CARE
CENTER
226 E PALMER ST
FRANKLIN, NC 28734-0000

Employer Identification Number:
56-2263371
DLN:
17053091754006
Contact Person:
RICHARD COMBS ID# 31024
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated April 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

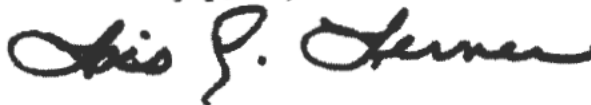
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

Smoky Mountain Pregnancy Care Center

Profit & Loss

12/30/25

January through December 2025

Accrual Basis

	<u>Jan - Dec 25</u>
Ordinary Income/Expense	
Income	
1004 · Cash Back Rewards	862.43
4000 · MACON COUNTY BABY BOTTLES	16,532.85
4500 · MACON COUNTY CHURCH SUPPORT	29,295.14
4600 · JACKSON COUNTY CHURCH SUPORT	21,252.00
4610 · Individual Donation	53,066.99
4650 · LifeLink SA Grant	28,105.10
4680 · Monthly Support	19,186.60
4700 · Sponsor-A-Day	7,513.00
4701 · SMPCC LifeSaver	57,509.50
4730 · Business Support	57,719.06
4740 · Business Baby Bottle Donations	103.96
4906 · Mobile Unit Funding	1,612.20
4929 · Sweet Carolina Music Festival	77,357.00
4930 · Fall Fundraising Event	85,116.04
4940 · Dad's Support Program	307.50
4972 · Circle of Care/CM Exp Refund	13,445.00
5000 · JACKSON COUNTY BABY BOTTLES	5,853.59
Total Income	<u>474,837.96</u>
Expense	
6700 · DEPRECIATION EXPENSES	8,764.20
7000 · FUND RAISING SERVICES	108,466.31
8000 · ADMINISTRATIVE SERVICES	137,476.78
9000 · PROGRAM SERVICES	317,188.59
Total Expense	<u>571,895.88</u>
Net Ordinary Income	<u>-97,057.92</u>
Net Income	<u><u>-97,057.92</u></u>



226 E. Palmer St. Franklin, NC 28734
828.349.3200

1165 W. Main St. Sylva, NC 28779
828.293.3600

Mission Statement:

We educate, encourage, and empower women and men to make informed life choices.

Vision Statement:

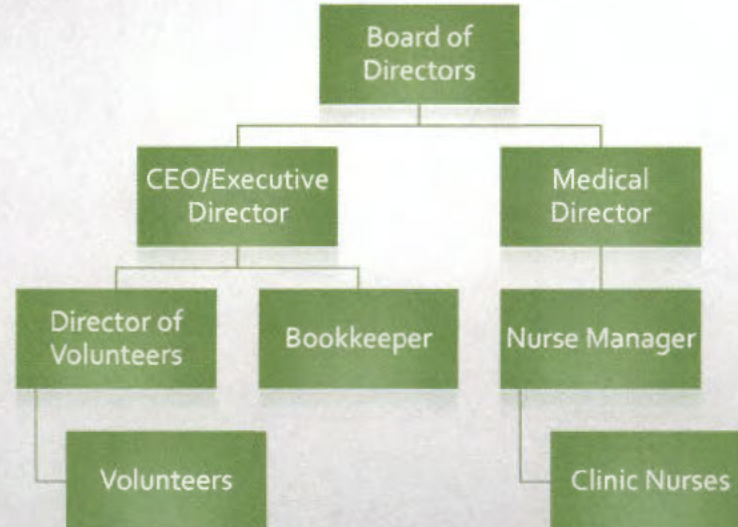
To be the first choice for pregnancy answers & resources

Core Values:

Life-Affirming Compassionate Non-judgmental Christ-Centered
Offering Hope Committed to Excellence

Approved by Board of Directors January 8, 2025

SMPCC Organization Chart



Founded in 2019, the Friends of Nantahala Lake is a 501 © (3) association of area HOA's, commercial businesses and individual property owner members, who have come together in the mutual interests of maintaining and enhancing the area of and around Nantahala Lake.

Our Mission is to preserve and protect the natural beauty and integrity of Nantahala Lake and its surrounding areas for the betterment and enjoyment of all. The Association functions primarily as an advocate of good lake management by providing a means for addressing and solving lake issues through targeted initiatives. For more information, see www.fonl.org.

The residential and commercial areas of Wayah Rd. near Nantahala Lake have been chronically plagued with sports car and motorcycle enthusiasts who ignore speeding and safe driving laws. The Macon Co. Sheriff's office and Highway Patrol have worked with us on enforcement but are resource constrained. Recently FoNL has worked with the Dept. of Transportation to install "speed checked by radar" signage, and the ideal next step would be complimentary radar speed signs in the same areas. Case studies and real-world data have shown their effectiveness. We have consulted with the Jackson County Sheriff's office and the Murphy N.C. city manager for advice, as they use similar devices with success. We have also gotten permission from the N.C Dept. of Transportation to utilize radar speed signage on Wayah Rd, attached to existing speed limit signs.

We propose to purchase an American made TC400 model radar speed sign by the Radarsign company, Kennesaw, Ga. The cost for a basic model with additional mounting brackets and data collection software is \$3,602.82 (quote attached). The town of Murphy has 10 units deployed by the same company.

The units are self-contained, battery operated, and weigh 30 lbs. We plan to have a small group of residents who will coordinate and manage installing the sign during daytime hours and removing it at night. We will have mounting brackets installed on several speed limit signs to give options for its location, targeting days when rally traffic is anticipated. The units would be prioritized for use on the higher density residential and commercial areas of Wayah Rd. between Jarrett Creek and Junaluska Rd.

For more information about the recommended device, see <https://www.youtube.com/watch?v=EmaXiviuSdA>

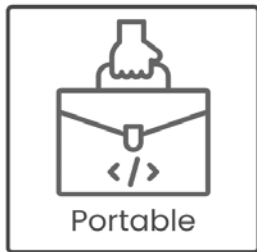
Thank you for your consideration.

Joseph Moore,
Board Member, Friends of Nantahala Lake



TC-400 RADAR SPEED SIGN

SPECIFICATIONS



Engineered in the USA | MUTCD Compliant Radar Speed Signs | Certified Quality System ISO 9001:2015

TC-400 RADAR SPEED SIGN SPECIFICATIONS



RADAR SPEED SIGN

LED Display	11" Tall digits visible up to 400 feet; Ideal for road speeds 5 mph - 45 mph. Super bright amber LEDs; Life up to 100,000 hours.
BeamTech Bashplate™	Heavy duty aluminum shield over the LED display for the ultimate vandal resistant protection. Design features integrated reflectors that increase pixel fill and amplify LED intensity.
Vandal Resistant Cover	~1/4" thick polycarbonate panel over display area that is abrasion, graffiti, and shatter resistant.
Blue Blinky™	Radarsign's proprietary blue LED in the center of display; blinks to show the sign is powered and active.
Radar - FCC pt. 15 Compliant; No license required.	K Band, Single Detection Doppler Radar Beam: Width: 12°; Height: 24° Vehicle Detection: Up to 1200 feet Speed Detection: 5 - 127 mph (accuracy +/- 1 mph)
Sign Housing - IP65, NEMA 4 Compliant	Dimensions: 12.5"H x 17"W x 3.625"D Material: Aluminum (0.1875" Thick) Construction: Non-sealed, ventilated
Battery Housing - Battery Power Model Only	Dimensions: 12.5"H x 17"W x 3.625"D Thickness: .185" thick aluminum, silver powder coat finish. Holds up to two field exchangeable 12-volt batteries Battery weight: 6lbs. each
WiFi Connectivity	The radar speed sign generates its own WiFi signal. This enables management of the sign via smartphone, tablet, or laptop. Software updates are delivered Over-the-Air (OTA) directly to the sign.
Mounting (Battery)	Universal mounting bracket (12.75"H x 4.5"W x 2.9"D) Allows strapping, banding, pipe clamps or bolting to almost any size or style of pole. Sign installation takes less than one minute with pre-installed brackets; NO TOOLS required.
Mounting (AC)	Stainless steel universal pivot mounting bracket. Allows 8 degree forward and back tilt ; For use in mounting radar speed signs on any pole using bolts or banding.
Operating Temp.	Minimum: -40°F; Maximum: 160°F
Weight	Battery Model: 26 lbs without batteries; 33lbs with one battery; 40 lbs with both batteries AC Model: 20 lbs
Standard Scheduler	Allows the user to program the radar speed sign to operate on a recurring weekly schedule. Equipped with 4 customizable, recurring weekly events. Includes a default setting to manage the sign's behavior when none of the 4 events are activated.
Warranty	Two years on parts and labor, one year on batteries. Does not cover malicious abuse, theft, or damage due to unauthorized modification.

OPTIONAL ADD-ONS

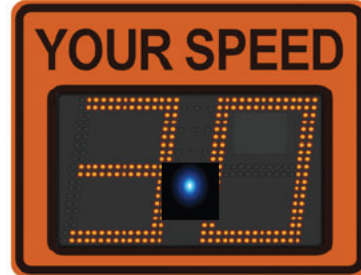
Advanced Scheduler	Web based interface accessed via WiFi on a browser. Features multi-year programming scheduler. Controls radar speed sign and display content.
StreetSmart Data and Reporting - No Recurring Fees	One-time lifetime license fee per sign. Includes 35 customizable charts and graphs. Users can view and download radar-recorded traffic data.

TC-400 RADAR SPEED SIGN SPECIFICATIONS

'YOUR SPEED' FACEPLATE OPTIONS



YELLOW - 24" X 21"



ORANGE - 24" X 21"



YELLOW GREEN FLUORESCENT - 24" X 21"



WHITE - 24" X 21"

DISPLAY FEATURES

INCLUDED		OPTIONAL DISPLAY UPGRADES	
Stealth Mode	Sign display appears inactive to drivers while continuing to collect traffic data.	Strobes - <i>Available for individual purchase.</i>	Police Flash (Alternating Red/Blue) Simulated Camera Flash & White Strobe Bundle (Police Flash and White Simulated Camera Flash)
Possum Switch™	Sign 'plays dead' for 30 minutes when sustaining force. Stops or reduces the length/severity of vandalism attempts.		
Max Speed Cut Off	Reduces 'sign racing' by the speed display appearing inactive at user determined high speed.		
Message Alerts and Display Flash Rates	Alert: SPEED Flash Rate Slow: 75 fpm (1.25Hz) Flash Rate Fast: 150 fpm (2.5Hz)		

POWER OPTIONS

BATTERY		AC	
Operation	Operates +/- 2 weeks on 2 fully charged batteries; Charge Time: 7 Hours per battery, totaling 14 hours charge time	Operation	Operates 24/7 with AC power supply
Power Supply	Dual 12V, 20 amp/hour, Lithium Iron Phosphate (LiFePO4) batteries with 3A charger	Power Supply	Hard wire to 100 VAC - 240 VAC
Power Consumption	< 2.0 amps (24w) at maximum display intensity; idle mode < 0.5 watt	Power Consumption	< 2.0 amps (24w) at maximum display intensity and < 0.5w in idle mode
Power Charge Log	Logs battery charge status Accessible via WiFi	Circuit Breaker	Multi-circuit; 10 amp fuse



1220 Kennestone Circle, Suite 130, Marietta, GA 30066

radarsign.com | info@radarsign.com | 678-965-4814



Quotation

Date: 3/5/2026

1325 Cobb International Dr
Suite 113
Kennesaw, GA 30152

PROPOSED BY:	
Name	Nick Angel
Phone	(678) 965-4814 Ext. 114 M: (678) 951-7781
Email	nangel@radarsign.com

Cloud Admin:	
Phone:	
Email:	

PROPOSED TO / BILL TO:	SHIP TO:
Updated TC400 for Joe Moore	Updated TC400 for Joe Moore
NC 28781	NC 28781
(843) 327-2690	(843) 327-2690
icm1749@outlook.com	icm1749@outlook.com
Joe Moore	Joe Moore

P. O. NUMBER	TERMS	

LINE #	QTY	PART #	DESCRIPTION	PRICE EACH	TOTALS
1	1	TC-400	Modular Battery Power Radar Sign - 11" Display	\$2,995.00	\$2,995.00
			11" LED display area - superbright amber with est. 100,000 hour life RB034 Two 12V 20 amp hour Lithium Iron batteries, provides +/- 14 days operation AA080 AC battery charger (8-10 hours for full charge) K Band radar, meets FCC Part 15 rules, detection range up to 1200 feet Battery Housing (field accessible to swap batteries), holds 2 battery packs, lock included AA044 Universal GoBracket mount accepts bolting, banding or strapping to existing poles Bashplate (provides the ultimate in vandal protection of sign) Standard timers allow up to 5 settings per day Possum Switch' allows sign to go dark for 30 minutes if assaulted with force Wi-Fi wireless transmitter, communication range up to 300 feet, No internet required	Included	Included
2	1	400P-Y	YOUR SPEED PLAQUE (30"X24") or YOUR SPEED SIGN(24"X30") 11th Edition MUTCD Compliant		
			Plaque Color Options: Yellow 400P-Y, Yellow/Green 400P-YG, White 400P-W, Orange 400P-O	Included	\$0.00
			Sign Color Options: Yellow 400S-Y, Yellow/Green 400S-YG, White 400S-W, Orange 400S-O		
	0		Additional Options		
3	0	AA061	Optional: Simulated Camera Flash & White Strobe	\$100.00	\$0.00
4	0	AA099	Optional: Red/Blue Strobe alert (Police Flash)	\$100.00	\$0.00
5	0	AA100	Optional: Strobe Bundle (Alternating Red/Blue, White Simulated Camera Flash)	\$200.00	\$0.00
6	2	AA044	Additional Universal Mount 'Go' Bracket	\$60.00	\$120.00
7	0	RB040	Additional 20 Amp/Hour battery (provides +/- 7 days of operation on a full charge) 1 year Warranty on batteries	\$300.00	\$0.00
8	0	AA104	Additional: Battery Charger, Lithium Iron Phosphate Batteries (TC-400) NEW	\$90.00	\$0.00
9	1	StreetSmart	Optional: StreetSmart Data Collection Lifetime license (per sign) 35 charts, graphs, and tables included. Provides weekly, daily, hourly, and 1/2 hour data on # of vehicles, # of speeders, average speeds, peak speeds, 50th & 85th percentile & more. Extended 30 day charts included for trend analysis. No recurring fees. Required to access traffic data.	\$300.00	\$300.00
10	1	RW002	Two year warranty (includes parts & labor)	Included	Included
11	1	SHP-400	Ground Shipping for TC-400	\$110.00	\$110.00
12	1	-	Buyboard Discount	(\$150.00)	(\$150.00)

Minimum re-stock fee: 15%.				
* Quote valid for 30 days. Pricing does not include any international taxes, fees, or duties.			TOTAL US\$	\$3,375.00
			Sales Tax Rate:	6.750%
			Grand Total:	\$3,602.82

TOTALS

US State sales tax must be collected unless you provide a sales tax exempt form.

Authorized Signature _____

Print Name/Title _____

Date _____



Certified Quality System
ISO 9001:2015



100% MUTCD Compliant
Radar Speed Signs



Proudly Engineered &
Manufactured in the USA

NORTH CAROLINA
PARKS AND RECREATION TRUST FUND (PARTF)

2026 Application Guide



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Parks and Recreation Trust Fund (PARTF)

The Parks and Recreation Trust Fund (PARTF) is funded annually through the N.C. General Assembly. PARTF, pursuant to [G.S. 143B-135.56](#), is authorized to establish a matching grants program for qualified local governmental units for local parks and recreation purposes. Sixty-five percent (65%) for the State Parks System or a State Recreational Forest for capital projects, repairs and renovations of parks facilities, and land acquisition. DuPont State Recreational Forest receives four percent (4%) of these funds. Thirty percent (30%) provides matching funds to local governmental units on a dollar-for-dollar basis for local park and recreation purposes. Five percent (5%) for the Coastal and Estuarine Water Beach Access Program.

Grants shall be awarded by the Parks and Recreation Authority, a nine-member citizen board appointed by the Governor, the President Pro Tempore of the North Carolina Senate, and the Speaker of the North Carolina House of Representatives.

The following factors are used by the Parks and Recreation Authority when selecting local grant awards:

- 1. Scoring System and Description/Justification**
 - a.** Degree of Planning for the Project
 - b.** Level of Public Involvement in Developing/Supporting the Project
 - c.** New Recreation Facilities Provided by the Project
 - d.** Suitability of the Site for Proposed Development
 - e.** Applicant's Commitment to Operate/Maintain the Site
 - f.** Land Acquisition (Significant, Excellent or Average)
- 2.** Geographic Distribution.
- 3.** Presence or Absence of Other Funding Sources;
- 4.** Population of the Applicant;
- 5.** Level of Compliance with Prior Grant Agreements;
- 6.** Amount of Funds Available; and
- 7.** Amount of Funds Requested

PARTF Annual Grant Cycle

October 31, 2025

Announcement

The N.C. Division of Parks and Recreation (DPR) announces the availability of PARTF matching grants to local governments.

November 12, 2026

Opening Webinar

DPR and RRS hosts an opening webinar for the PARTF grant cycle. The recording is available here: bit.ly/partf-grantwebinar

March 13, 2026

Application Review Deadline

Local governments may submit their draft applications to their RRS regional consultant for a technical review to ensure that the application is complete.

May 1, 2026

Application Deadline

Applications must be submitted online in WebGrants by 5 p.m. EST.

August 28, 2026

Selecting Grant Recipients

The Parks and Recreation Authority meets to select grant recipients. The meeting date and location will be announced on the N.C. Division of Parks and Recreation [website](#).

The Division of Parks and Recreation does not discriminate against anyone on the basis of race, sex, color, national origin, age, or disability and is an equal opportunity employer. If anyone feels that he/she has been discriminated against, a complaint may be filed with either DNCR or the Equal Opportunity Office, U.S. Department of the Interior, Washington, D.C. 20240

Program Requirements and Resources

Program Summary

- **Eligible Applicants:** North Carolina counties and incorporated municipalities are eligible to apply. Public authorities, as defined by [GS 159-7J](#), are also eligible if they are authorized to acquire land or develop recreational facilities for the general public.
- **Eligible Projects:** PARTF grants can be used to acquire land as well as build or renovate facilities for a public park. A PARTF grant can also be used to protect the natural and scenic resources or renovate older park facilities. The project must be located on a single park site.
- **Maximum Request:** Applicants can request a maximum of \$500,000 with each application. PARTF grant recipients with an active project may not request additional funds to complete the project.
- **Dollar-for-Dollar Match:** An applicant must match the grant at least dollar-for-dollar. The appraised value of land to be donated to the applicant can be used as matching funds. The value of in-kind services, such as the applicant's force account labor or volunteer work, cannot be used as part of the match. The grantee is required to provide all matching funds within the three-year grant period.
- **Site Control:** For development projects, the applicant must have legal control of the park property where the PARTF facilities will be located by the application deadline (May 1, 2026). An applicant must own or have at least a signed 25-year lease or easement for the property where a PARTF facility will be located.
 - › For leased property, the lease should extend at least 25 years from the anticipated project completion date (October 31, 2029).
- **Maintenance and Operation.** Land acquired with PARTF funds must be operated and maintained for public recreation in perpetuity. Development funded through PARTF will be operated and maintained for 25 years from the project completion date for public recreational use.
 - › These facilities are not eligible for additional PARTF assistance during this time.
- **Public Use:** Park areas and recreational facilities must be open and accessible to the public at large with no restrictions such as membership.
- **Application Deadline:** Only information submitted by 5:00 p.m. on May 1, 2026, will be accepted.
 - › Incomplete applications will not be considered. Applications not in "Submitted" status by the application deadline will not be considered.
 - › The PARTF application is ONLY available only in [WebGrants](#). No paper submissions will be accepted.
- **Begin Early:** Applicants are strongly encouraged to begin their online application as soon as possible. Do not wait until May 1 to begin entering your application as technical assistance or IT support will be limited. All required elements must be included within the application. Attachments stored in the organization profile or emailed will not be considered.
 - › Complete the application at least six weeks before the deadline (March 13, 2026) and contact your RRS regional consultant for a review of your application for completeness.
- **Application Checklist** contains the list of documents needed for a complete application.
- **Evaluation of Applications:** The Division evaluates each application. The evaluation includes the PARTF scoring system, an on-site inspection, and a review of the applicant's previous grants.
- **Selecting Recipients:** The Parks and Recreation Authority, a board appointed by the Governor and the General Assembly, selects grant recipients. The factors that the Authority members consider include the following:
 - › the applicant's project description/ justification.
 - › the application's ranking based on the scoring system.
 - › the geographic distribution of funds.
 - › the population of the applicant.
 - › the grant funds the applicant is requesting.
 - › the grant funds available.
 - › the administration of previous grants.

Assistance for Completing the Application

Your PARTF project should be the result of a planning process that reflects the public's preferences. Read the entire application and understand how each application is evaluated. Start early to assemble all items on the checklist for submitting a complete application.

The Division of Parks and Recreation provides technical assistance to local governments through the Recreation Resources Service (RRS) at N.C. State University. Contact your regional consultants to discuss your application or project.

Complete the application at least six weeks before the deadline (March 13, 2026) and contact your [RRS regional consultant](#) for a review of your application for completeness.

If you are planning a greenway project, contact your RRS consultant as soon as possible.

Templates are included in this application guide. Applicants should utilize these templates to ensure their application's eligibility and attach the completed copies where appropriate within the online application.

To Help Plan Facilities for Public Recreation

- **Making Facilities Accessible:** All facilities funded by PARTF must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applicants are encouraged to include the costs of access routes to the accessible facilities in the grant application. For design guidelines, go to:
 - › [ADA Standard - index](#)
 - › [About ADA Standards](#)
 - › [Guidelines for Recreation Facilities](#)
- **Playground Safety Guidelines:** PARTF suggests all applicants purchase playground equipment and playground surfacing that meets the latest [American Society for Testing and Materials](#) (ASTM) standards for public playgrounds. PARTF encourages all applicants to adhere to the guidelines established by the U.S. Consumer Product Safety Commission's (CPSC) Handbook for [Public Playground Safety](#) (publication #325) for management and maintenance of playgrounds intended for public use.

Completing the Environmental Review

Contact these agencies as early as possible. Please include any correspondence or information from these agencies in your application in the application supporting documentation section.

- **Wetlands:** The Regulatory Division of the U.S. Army Corps of Engineers can assist in identifying wetlands. Applicants should include a [map from the Wetlands Inventory](#).
- **Floodplains:** <https://fris.nc.gov/> has the most recent Federal Emergency Management Agency (FEMA) floodplain data. The permitting process before construction of facilities will determine the applicable storm water requirements for the project.
- **Cultural Resources:** North Carolina's State Historic Preservation Office can assist in identifying historical and archaeological resources. Applicants should include a map from SHPO's [website](#).

The Division's natural resources staff will review all documentation provided in the application. If awarded, grantee will receive a copy of the environmental review checklist. If an item is marked "Yes" or "Unknown," grantees should contact the agency for a determination before breaking ground.

Sites Funded by the Land and Water Conservation Fund (LWCF)

- Reference this [map of North Carolina's LWCF projects](#) to determine if your proposed project site has previously received LWCF funding.
- If this is an LWCF site, list the LWCF grant number on the Accessible Parks Application portion of the online application.
- Proposed projects at LWCF-funded sites must comply with guidelines set forth by the National Park Service in the [LWCF Manual](#).

Projects on School Property

- **Site Control:** The local government must have site control with a lease or easement.
- **Eligible Facilities:** Only recreational facilities not generally provided at schools are eligible.
- **Joint-Use Agreement:** A local government and a school system must include an executed joint-use agreement with their application. The agreement describes how the school site will be used for public recreation. The agreement must be approved by DPR before the application can be considered. Contact your RRS regional consultant to receive a sample agreement.
- An applicant must own or have at least a signed 25-year lease or easement for the property where a PARTF facility will be located.
 - › For leased property, the lease should extend at least 25 years from the anticipated project completion date (October 31, 2029).

DOT, FERC, and FEMA Permitting for Facilities

- For any project requiring a DOT, FERC, or FEMA permit, DPR strongly recommends that local governments obtain the approved permit before applying. Examples include bridges and dams.

Utility Lines Underground

- All utility lines funded with a grant from PARTF must be placed underground.

Native Plant Policy

- **Native Plant Policy:** the landscaping of all PARTF-funded projects, must only use seeds and plants classified by the U.S. Department of Agriculture as native to the Southeastern United States, including cultivars and varieties thereof that were not bred to have reduced reproductive structures, with a strong preference for plants the U.S. Department of Agriculture has classified as native to North Carolina. The following non-native plants shall be exempted from this requirement:
 - › Non-native plants incorporated as part of a PARTF-funded project that are already existing at the time that the grant is approved;
 - › Non-native turf grass; and
 - › Non-native seeds and plants where the primary purpose is:
 - crop cultivation;
 - scientific research;
 - botanical or historical gardens; or
 - plantings for wildlife.

If You Receive a Grant

- **Signing the Contract:** A grantee signs a contract that describes the project and the conditions for receiving a PARTF grant. This is a legally binding agreement between the local government and the State of North Carolina.
- **Project Costs** submitted in the application will be part of the contract and serve as the budget for the project.
- **Starting the Project:** A grantee must sign a contract before beginning any components of a PARTF project. There is one exception – planning costs incurred prior to the contract.
- **Reimbursements:** PARTF grants are paid as reimbursements of documented expenses. Grantees may submit requests for reimbursement on a quarterly basis. The PARTF program will reimburse grantees for up to 50 percent of their expenditures for the project.
- **Audits and Inspections:** PARTF staff will conduct periodic site inspections of each PARTF project to monitor the progress as well as financial records. All grantees must maintain accounting records for the project that are supported by documentation such as invoices and contracts.
- **Completing the PARTF Project:** A grantee has three years from the date specified in the contract to complete a project.

Definitions

- 1. Recreational Facility:** The following list provides examples of potential projects that will qualify as recreational facilities or areas. This is not an exhaustive list. Recreational programs, such as sports activities, classes, or lessons, are not facilities but should be used in your justification for how accessible parks will impact programming.
 - **Amusement rides:** Systems that move a person through a fixed course within a defined area for the purpose of amusement (i.e.: carousels, trains, and ziplines).
 - **Sports facilities for youth and adults:** Tennis courts, pickleball courts, soccer fields, ball fields, running tracks, volleyball courts and basketball courts.
 - **Boating and fishing:** Includes boating launch/ramps and slips, piers and platforms, docks, gangways, overlooks/ observation facilities, boardwalks, and marinas.
 - **Swimming facilities:** includes swimming pools, spray grounds, wave-making pools, wading pools, spas, and swim beaches.
 - **Shared use paths:** Off-road, recreational routes for a wide range of use and a variety of trip purposes. Some shared use paths are relatively short and connect single destinations such as a neighborhood to a school, park, retail center, or transit station. Some paths are longer and connect multiple destinations along a shared use path system.
 - **Trails:** Includes nature, hiking, biking, and equestrian with a minimum continuous length of 0.25 mile. Trails are considered a recreation facility and required to be in compliance with the law.
 - **Greenways:** Paved, linear open spaces connecting parks or other public areas that are 0.25 mile or longer. See shared use path.
 - **Camping facilities:** Include cabins, group camps, and tent and trailer campgrounds.
 - **Picnic facilities:** Includes picnic shelters, tables, grills, trash receptacles, etc.
 - **Indoor recreational facilities:** Include recreation centers, fitness centers, multi-purpose rooms, art centers, nature centers, weight rooms, aquatic centers, indoor sport courts, gymnasiums, and community centers. One building may include more than one recreational facility. For example, a new recreation center could contain a gymnasium, a weight room, and a multi-purpose room.
 - **Playgrounds/Tot Lots:** One or more areas with multiple play structures for children that are sometimes differentiated by the age of the child.
 - **Miniature Golf:** Includes clubhouse, course, carts, equipment, etc.
 - **Court and lawn games:** One or more areas with equipment for informal games such as horseshoes, bocce, corn hole, and volleyball.
- 2. Support Facility:** Not recreational facilities but have useful impacts for people using and accessing recreation programs and facilities. Support facilities include accessible routes, automatic doors, power-assisted doors, marked crossings, parking lots, parking spaces, ramps, signage, transfer devices, vehicular way, bridges, utilities, sidewalks, drinking fountains, and maintenance buildings.
- 3. Renovations:** Understanding and assuring compliance with ADA requirements for an existing facility should be determined by a general contractor or the completion of an ADA review by an expert to determine the best approach.
- 4. Master Plan for a Park or Greenway System**
 - **Master Plan for a Park:** A long-range plan for a park that includes a site analysis; a description of the community's recreational needs; property acquisition boundaries; and the proposed location of all capital improvements. A master plan document must adequately address all the following items:
 - › **Site analysis:** Describe and evaluate the site's natural, historic, and man-made features. These include items such as topography, soils, vegetation, hydrology, significant natural communities, wetlands, existing structures, and public access.
 - › **Recreational needs:** Identify the recreational opportunities that the public prefers using meetings or a survey.
 - › **Program description:** Identify the main purposes of the park including a description of how the park is to be used by the public.
 - › **Physical needs:** Identify the physical needs of the park site. Include any land the local government will acquire and any capital improvements (buildings, recreation facilities, roads, utilities). All land and capital improvements proposed in the PARTF application must be included in the master plan.

- › **Project costs** for property acquisition and capital improvements, divided into phases if necessary. The cost information can be provided in a separate document that is submitted with the master plan.
- › **Site plans and illustrations** depicting the boundaries of land to be acquired and the location of facilities.
- › **Public Involvement:** Describe how the local government involved a broad range of the citizens in its jurisdiction as the master plan was being developed. Examples include public meetings or advisory committee meetings. This description can also be provided in a separate document that is submitted with the master plan.
- **Master Plan for a Greenway System:** A long-range plan for building a system of natural corridors and trails that will link residents to the outdoors. A greenway system plan must adequately address all the following items:
 - › **Vision, goals and objectives:** The goals and objectives the local government would like the plan to accomplish related to the different uses/benefits of the greenway, especially in-reference-to recreation/fitness/health.
 - › **Inventory existing data and related plans:** The identification and mapping of existing natural resources, man-made features, and linear greenway corridors within the local jurisdiction that might influence the development of the greenway system.
 - › **Analyze data and develop/map proposed Greenway:** review and analysis of all data collected to allow the local government to:
 - Identify potential greenway corridors,
 - Identify hubs/destinations that are either natural resource based or man- made (or a combination of the two) which should be part of the greenway system,
 - Identify important and threatened open space that should be part of the greenway system including ecologically or biologically significant areas or hubs,
 - Identify and discuss greenway development challenges such as floodways, active railroad tracks/crossings, major roadway crossings, etc.
 - › **Mapping:** The result of the above analysis are maps and text to describe the proposed system. The maps should illustrate not only existing greenway system, but also the proposed greenway network envisioned by the local government.
 - › **Action Plan:**
 - A listing of action steps that set priorities
 - Roles and responsibilities in implementing the plan
 - Cost estimates and other resources needed to address action steps
 - › **Public Involvement:** A description of how the local government involved a broad range and representative number of its citizens as the greenway plan was prepared. Examples include surveys, public meetings, focus groups or a combination of these efforts.
 - › The cost information and description of public involvement can be provided in a separate document that is submitted with the greenway plan.

- 5. Comprehensive Systemwide Plan for Parks and Recreation:** a long-term plan that describes how a local government will address the recreational needs of residents in its jurisdiction. A systemwide plan document must adequately address all the following items:
- Produced or substantially revised within the past ten years.
 - A description of the jurisdiction's residents and their preferences for recreational activities and facilities.
 - An evaluation of existing recreational facilities and park land such as local and state parks, school facilities, YMCA's, churches, private sector, etc. to determine if the community's current and future recreational needs are being met.
 - An estimate of the park land to be acquired and the recreational facilities to be developed to address shortfalls in current services.
 - A detailed description of how the local government involved a broad range and representative number of its citizens as the plan was prepared. Examples include a random survey of the citizens; a series of public meetings that would give most citizens an opportunity to participate; a series of focus group meetings that involve the

representatives of the jurisdiction's population; or a combination of these efforts. This description may be provided in a separate document if it is not included in the plan. Please address the number of people who participated and who they represented.

- A local government may use a multi-jurisdictional comprehensive plan, such as a county-wide plan, if the plan satisfies all the above criteria for that local government.

6. Capital Improvement Plan for Park and Recreation: A multi-year plan that lists all the capital expenditures or all park and recreation projects that a local government has approved for funding and scheduled for the near future. The plan is typically a component of the local government's regular budget cycle.

7. Survey of Recreational Needs: A survey of the citizens in the local government's jurisdiction to identify their needs and preferences for recreational opportunities. The local government typically uses the survey as one of the first steps in developing a master plan for a park or a comprehensive park and recreation plan for the entire jurisdiction.

The local government must distribute the questionnaire to a broad and representative sample of its citizens. The questionnaire can be distributed through the mail, e-mail, door-to-door, and by telephone to this representative sample. Self-selected surveys do not provide a random sample, or the number distributed and may not be accepted for scoring purposes. Examples: online surveys or surveys to be picked up at a community center.

The following key elements of the survey must be documented:

1. The survey should be distributed to a sample of citizens that is sufficiently large and varied enough to be representative of the population in the jurisdiction. A random sample of the population is preferred.
2. The number of respondents should be sufficiently large enough to adequately represent the population of the jurisdiction; at a minimum — ten percent of distributed surveys.
3. The questions must be clear and unbiased.
4. The questions should not limit the citizens to choose from a narrow list of recreational opportunities.
5. Copies of the same questionnaire must be distributed to everyone in the sample.
6. The survey should include at least three of the following demographics to ensure a representative population of the jurisdiction: age, gender, education level, race, ethnicity, household income or household size.
7. The survey must have been conducted within the past ten years.
8. The survey must be conducted and results received before the local government begins planning the PARTF project.

Checklist to Submit a Complete Application

Required Application Elements

Use the (file name) shown when attaching a file in WebGrants.

1. Application Information

- a. Project Contact Information
- b. Project Information
- c. Certification and Approval by Local Governing Board (Board Certification)
- d. Project Description and Justification

2. Site Information

- a. Facilities List(s)
- b. Site Plan
- c. Site Control – must attach Attorney’s Certification of Site Control (Site Control Certification)
- d. Site Operations and Maintenance
- e. Suitability of Site for Proposed Project
- f. First Park (if applicable)
- g. Land Acquisition (if applicable)

3. Environmental Review

4. Project Costs

- a. Project Costs
- b. Contingency and Planning Costs
- c. Source of Matching Funds

Documents for the Scoring System

5. Planning

- a. Master Plan (Master Plan)
- b. Comprehensive Systemwide Plan for Parks and Recreation (Comp Plan)
- c. Capital Improvement Plan

6. Public Involvement

- a. Recreational Needs Survey (Rec Survey)
- b. Group Presentations (Group Presentations)
- c. Support from Parks and Recreation Board (P&R Board)
- d. Public Meeting (Public Meeting)

7. WNC Prioritization

Application Attachments

Required Attachment

8. Applicant’s Scoring System (Applicant Self-Scoring)

Optional Attachments

9. Community Letters of Support (Letter of Support)

10. Other

Beginning Your Application in WebGrants - General Information

To start a new application for this opportunity, Click the “Start New Application” button to start a new application. If the “Copy Existing Application” button appears, you may copy data from an existing application.

Enter your application title first. We recommend your application title include the park or trail name.

If multiple people in your organization will be working on the application, the individual originating the application must add additional contacts in the application general information.

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.



Application ID: 2262

Program Area*: PARTF - Parks and Recreation Trust Fund

Funding Opportunity*: 2164-Parks and Recreation Trust Fund Grant (PARTF) - 2025-2026

Application Stage*: Final Application

Application Status*: Editing

Application Title*:  

Applicant*: Test Tester

Organization*: North Carolina Division of Parks and Recreation

Select any additional contacts within your organization that will also manage this grant. Include all contacts that will need access to claims and status reports if this project is awarded.

Additional Contacts:

Individuals must be associated with your organization to be added to the application. If an external consultant is editing or completing your application, please contact your RRS consultant to request the selected individuals be added to your organization.

Application Section

Project Contact Information Form

The Project Contact Information section includes the contact information for the local government grant contact, the local government manager, and the chief elected official.

The local government grant contact must be an employee of the sponsoring government. If awarded, all communication regarding the grant contract and grant milestones will be sent to this individual.

Project Information Form

This section should include the name of your project, which if awarded, will become the name of the grant.

For the project name, please use the name of the park, current or anticipated, as this will be used in public records, press releases, etc.

Please provide the project address as well as the latitude and longitude.

If your project is an LWCF-funded park, please list the grant number. Proposed projects at LWCF-funded sites must comply with guidelines set forth by the National Park Service in the [LWCF Manual](#). It is the applicant's responsibility to ensure they are compliant with any LWCF requirements in their PARTF request.

Certification and Approval by Local Governing Board

The chief elected official must sign the application certification and approval. This certification provides that the information contained in the attached application is true and correct and the required one dollar of matching funds for one dollar of grant funds will be available within three years of submitting the application.

Applications must include this certification to be eligible for consideration. Applicants are encouraged to use the template provided in Appendix III to ensure eligibility.

Project Description

Describe your project in 3-5 sentences. Be concise and discerning, including number of acres to be acquired and/or recreation facilities added or renovated. This description could be published and/or used publicly.

Project Justification

Explain why the project is needed and how it will impact your community. Be concise and discerning with information, covering key components and background, if needed. Narratives are limited in length.

Site Information Section

List of Facilities

Applicants should list the facilities provided in this project here. Click on 'Add Entry' for each facility you wish to add. Select the type of facility from the dropdown: New, Like, Renovated, or Support. In the text box, enter the facility and the number provided in parenthesis, as shown below:

Type of Facility	Facility
New Facility	Playground (1)
New Facility	Multi-Use Trail (3200LFT)
Like Facility	Picnic Shelter (2)
Renovated Facility	Pickleball Court (2 courts)
Support Facility	Restroom (1)
Support Facility	Parking (40 spaces)

To remove a project element, choose the specific element you would like to remove and click on 'Remove Row'.

Recreational facilities can be new facilities, like facilities (adding a second or similar facility to something already on site), or renovated facilities. Please review the definitions for examples of recreational facilities.

Renovation is defined as the extensive reconstruction of a facility to restore or improve its usefulness to its original purpose. A renovation project will not be awarded points under the scoring system if the facility's deterioration is due to inadequate maintenance during its reasonable lifetime. Renovating a recreational or non-recreational facility for a new recreation use would apply to new and/or like recreational facilities.

Support facilities are also eligible. Support facilities are not recreational facilities: Support facilities include parking lots, roads, lighting, bleachers, restrooms, concession buildings, fencing, landscaping, site preparation, bridges, utilities, sidewalks, stairways, drinking fountains, and maintenance buildings.

Recreational programs, such as sports activities, classes, or lessons, are not facilities.

Site Plan

Attach a one-page color-coded site plan to the online application.

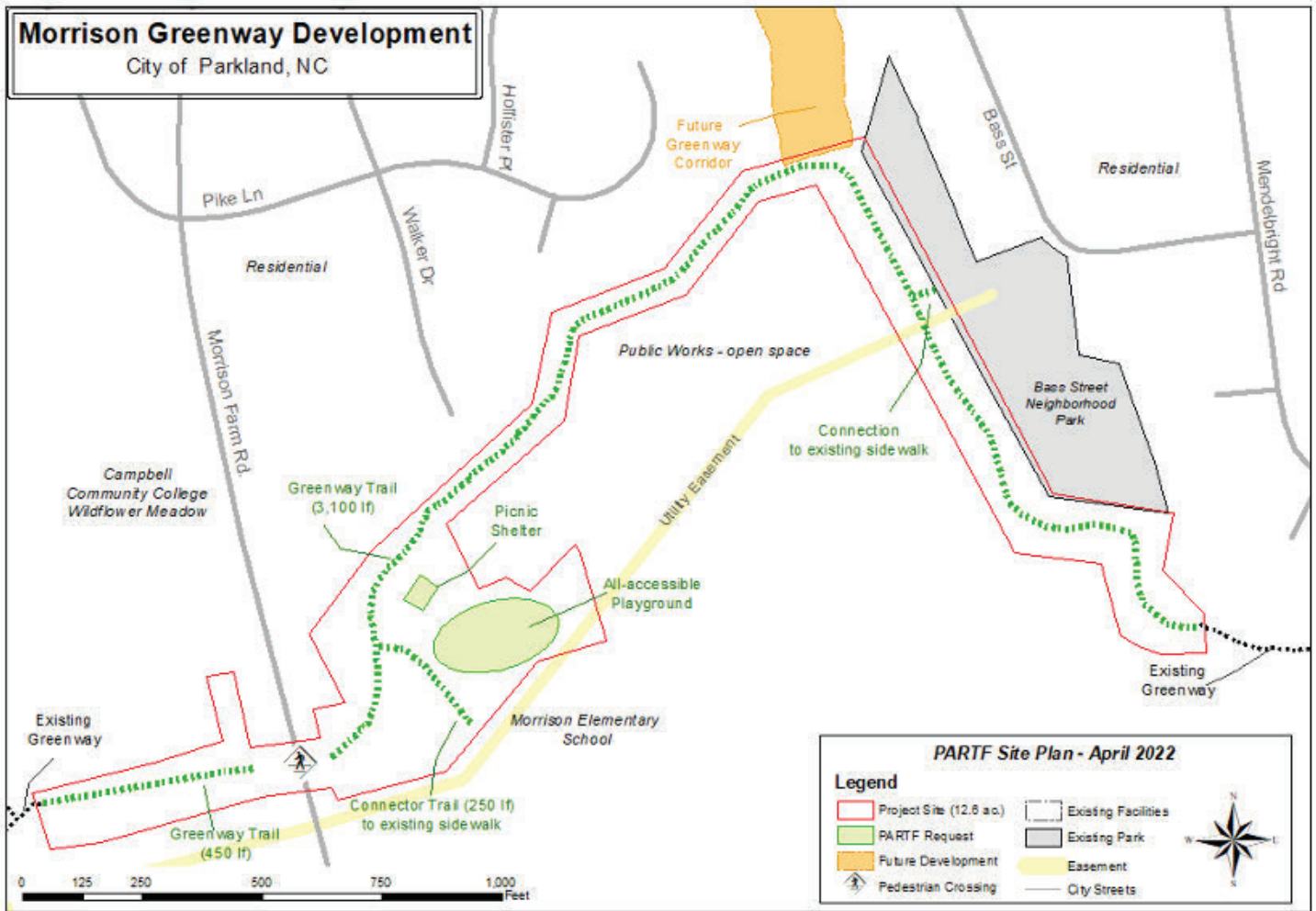
Use the examples on the following pages as a guide. Include the items and color coding listed below. Use either 8½"x11" or 11"x17" paper using landscape orientation if possible. Attach a floor plan in the field provided if your project includes a community center or similar large building to be used for recreation. Do not include floor plans for picnic shelters or restroom buildings. Include the following items and color-codes on the site plan:

- Title: Name of project and applicant
- Acreage
- Elements of the proposed project: light green. Include trail amenities and trail connections.
- Known streams, lakes, and wetlands
- Park boundaries: red for existing boundaries
- Existing facilities: white
- Future facilities: orange
- Utility easements (power, sewer, and water lines): yellow
- Entrance and access roads to the site
- Names of adjacent roads
- Uses of adjacent property
- Legend showing color coding
- North arrow
- Date the map was prepared
- Scale

Example site plan of a non-linear park



Example site plan of a linear park



Attorney's Certification of Site Control

An attorney should review the Site Plan for the project. An attorney must certify that the local government has control of the entire site of a proposed development project for providing public recreation by May 1, 2026. The project must be located on a single contiguous site.

Please contact your regional consultant about linear parks and greenways.

For leased property, the lease should extend at least 25 years from the anticipated project completion date (October 31, 2029).

If there are any limitations, conditions, or encumbrances that would impact the local government's ability to complete the project in a timely manner and/ or provide for public recreational use for at least 25 years, documentation describing these conditions must be attached to the application.

Important: The application can be declared ineligible without this certification. Please use the template provided in Appendix III.

Site Operation and Maintenance

Land acquired with PARTF funds must be operated and maintained for public recreation in perpetuity. Development funded through PARTF will be operated and maintained for 25 years from the project completion date for public recreational use. These facilities are not eligible for additional PARTF assistance during this time.

A renovation project will not be awarded points under the scoring system if the facility's deterioration is due to inadequate maintenance during its reasonable lifetime.

Applicants should select the option that best describes their organization and include the name of the organization in the space provided:

- The applicant has a full-time parks and recreation department that will manage the project site to provide programming and ensure adequate operation and maintenance.
- The applicant has a full-time staff, such as public works, who will manage the project site and ensure adequate operation and maintenance.
- The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance.
- An organized volunteer group, such as a civic group or youth sports association will operate and maintain the site.

If the applicant is not going to operate the site with full-time staff, please describe how and when the site will be open to the public in the space provided.

Suitability of Site for Proposed Project

Applicants should describe the proposed project site suitability, addressing the following 5 statements.

- The site is suited for the proposed development with minimal adverse impact to the environment.
- The location of the site enhances the park and the public's access to the park.
- The site is enhanced by adjacent property use.
- The proposed site is large enough to adequately accommodate the proposed development. The proposed project will require minimal site preparation considering the geographic region where it is located.
- The site is free of restrictive easements, overhead powerlines, or other intrusions.

An onsite inspection will be conducted by the RRS consultant in advance of award selection.

Land Acquisition

The following requirements apply to land to be acquired by fee simple title, donation, or easement. Items to Submit with the Application:

- List of properties to be acquired
- Estimated value of the property according to an appraisal or the county property tax value
- Legal description of the land and conceptual site plan
- Five-year history of ownership (donated land only)

Dedicated for Public Recreation: Property acquired fee simple via purchase with a grant from PARTF must have the following clause in the deed –

“This property was acquired with State financial assistance from the N.C. Parks and Recreation Trust Fund, and pursuant to 07 NCAC 13K .0109 and a contractual requirement with the Fund, this Property shall in perpetuity (1) be used for, and only for, local park and recreation purposes for the use and benefit of the general public and (2) not be converted to uses that are other than public recreation (whether by sale, transfer, or in any other manner) without first obtaining approval from N.C. Department of Natural and Cultural Resources (NCDNCR) or its successor agency in accordance with the applicable rules.”

Donated property or easements acquired with a PARTF project will require a similar clause.

When to Take Title to Land: Grant recipients must sign a contract with the State before accepting title to land that will be acquired as part of a PARTF grant, either by purchase or donation.

Is It Urgent? Request a Waiver

If necessary, a local government can request permission to acquire land before receiving a grant. This request must be submitted and approved prior to acquiring land. DPR staff will consider a written request that identifies the proposed site and explains why the property must be acquired early due to factors beyond its control.

In addition, the local government acknowledges that the waiver does not indicate any preferential treatment in grant selection.

If approved, a waiver is in effect for 24 months. The applicant needs to submit a PARTF application to acquire the land before the waiver expires; prior to application deadline if necessary.

Applying for Land Acquisition with a Waiver:

- On the Project Costs form, include the property acquired and its value.
- On the Site Plan, include the property and color-code it green as part of the PARTF project. Indicate future development in orange.
- In the Project Description and Project Justification, do not include any reference to the waiver. Like other land acquisition, describe the land to be acquired, its significance, and why it should be acquired.
- The applicant is strongly encouraged to complete a USPAP appraisal prior to closing.
- Please discuss with your RRS consultant the requirements for reimbursements, prior to closing on the property that involved a waiver.

Land Acquisition Only Projects: A local government with land acquisition only projects must provide recreational facilities within five years. Applicants must submit a conceptual site plan to show the proposed development.

Donated Land: A local government can use the appraised value of donated land as its matching funds for the grant.

Requirements for land donations include:

- The donor of the land must be a private organization or individual.
- The applicant must provide a five-year history of ownership for the property.
- Land that is transferred to the applicant due to a statute or rule is not considered a donation.

Bargain Sale: If a landowner agrees to sell property for less than the appraised value, the amount of the donation is the difference between the appraised value and the amount paid by the applicant. For projects involving bargain sales, applicants are encouraged to contact their regional consultant. All the requirements for acquiring land by fee simple title also apply to acquiring land by donation or bargain sale.

Property Values and Appraisals: When submitting a PARTF application, local governments can use an appraisal completed using the [Universal Standard of Professional Appraisal Practices](#) (USPAP) or the assessed property tax value for land to be acquired. PARTF grant recipients will be required to submit a USPAP appraisal. This includes property acquired prior to the application deadline using a PARTF waiver.

Accurate appraisals are important. Tax values are generally not as accurate or current as appraisals. If a local government underestimates a property's value for the PARTF application, it will need to cover the higher purchase price with local funds. A licensed appraiser must certify that each appraisal is completed using USPAP standards.

For property with a value more than, \$750,000 two appraisals will be required if the grant is approved. The State Property Office will review the appraisals and determine the value of the property.

Complete the “List of Properties to be Acquired” to identify each parcel of land proposed for acquisition. Include the estimated value and proposed purchase price for each parcel.

Are there existing capital improvements located on the property? If so, only those improvements that will be used for public park purposes can be included in the cost of the property to be reimbursed with a PARTF grant. Identify the value of each of these improvements and describe how they will be used for the proposed park.

Legal Description of Property to be Acquired

Applicants proposing to acquire property with a PARTF grant are required to submit a legal description of the property. Legal descriptions include surveys, plat maps, tax maps or other maps that include metes and bounds. Legal descriptions are needed for all parcels included on the List of Properties to be Acquired. In addition to the legal description, applicants with acquisition-only projects must submit a conceptual plan showing the property to be acquired and future development for public recreation. Instructions for the conceptual plan are combined with the Site Plan instructions. Include the following items:

- Project name, acreage, north arrow, scale, date prepared
- Metes and bounds of the property
- Any easements or restrictions on the public use of the property
- Owner and/or uses of adjacent property
- Significant reference points such as state plane coordinates, benchmarks, iron stakes, major streets, highway, or other landmarks
- Deed book number, page number, and date recorded

Project Budget

- **Project costs** submitted in the application will become the grant's budget. List all proposed project elements and the estimated cost of each element. All elements included in the project costs must be shown on the site plan, except for grading, utilities, planning, and similar items. Round costs to the dollar. Consider the impact of inflation. Construction may be delayed as permitting and planning are completed. Construction costs can increase in the interim.
- **Accurate Cost Figures are Important:** If the actual costs are more than those listed in the application, the local government will need to cover the increased costs.
- **How to be More Accurate:** Get cost figures from contractors, landscape architects, or planners who develop parks and recreational facilities.
- **Be Specific:** Include specific units (sizes, numbers, lengths, etc.) for each element in the project costs. Include dimensions or square footage of all indoor or sheltered facilities. Also, include utilities and other infrastructure.
- **ADA Accessible Routes:** Be sure to include accessible routes and ADA signs in your project costs.
- **Ineligible Items:** Sports equipment (balls, bats etc.), tools, maintenance equipment, office equipment and indoor furniture are not eligible. All items must be permanently secured. Exception: items that are typically portable, such as soccer goals, picnic tables and bleachers, must remain at the project site.
- Project costs are used to generate the contract scope, and only elements included in the project scope are eligible for reimbursement.
- Consider how you will track expenses to each line item as you prepare your project budget. Each line item in the budget requires separate reconciliation in reimbursement submissions. Each line item in the budget requires separate reconciliation in reimbursement submissions. Ex:
 - › Playground (Pour in place surfacing, installation, freight)
 - › Site Amenities (trash receptacles, benches)

Project Costs – Sample

Applicant: Town of Parkland

Project Name: Green Park Redevelopment

Project Elements <i>(Include specific units — sizes, numbers, lengths, etc. — for each item.)</i>	Unit	Unit Cost	Total Item Cost
Building and/or Renovating Costs			
Picnic shelter (2 grills, 4 tables, and 2 trash receptacles) and restroom renovation – 20 x 30 feet	Lump Sum	\$147,000	\$147,000
Playground (play structure and accessible surfacing)	Lump Sum	\$80,200	\$80,200
Walking trail - 6 feet wide, trail with 1 bench	1,500 linear ft.	\$32 / linear foot	\$48,000
Ballfield with irrigation, dugouts, fencing and benches	Lump Sum	\$239,000	\$239,000
Accessible routes (paved, 6 feet wide)	400 linear ft.	\$45 / linear foot	\$18,000
Parking lot – paved for 45 cars	Lump Sum	\$72,800	\$72,800
Site preparation (clearing, grading, and erosion control)	4 acres	\$23,750	\$95,000
Utilities	Lump Sum	\$40,000	\$40,000
Cost to Build or Renovate:			\$740,000
Contingency for the Cost of Building / Renovating			
Contingency (not to exceed 5% or \$50,000 of the cost to build, whichever is less)	5%		\$37,000
Land Value (indicate purchase or donation)			
Land Acquisition <input type="checkbox"/> Purchase <input checked="" type="checkbox"/> Donation	5 acres	\$14,600	\$73,000
Planning and Incidental Land Acquisition Costs			
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% or \$200,000 of the cost of the project, whichever is less)	8%	\$74,000	\$74,000
Total Project Cost:			\$924,000
Total PARTF Grant Request:			\$400,000
Total Local Match:			\$524,000

Project Costs - WebGrants Screenshot of Sample Budget

Project Costs to Build or Renovate - Current Version

PARTF Grant Request cannot exceed \$500,000. Local Match must equal remaining project cost.

Project costs submitted in the application will become the grant's budget. All elements included in project costs must be shown on the site plan, except grading, utilities, planning, and contingency. **Round costs to the nearest dollar.**

Project Costs (Building and/or Renovating Costs) - Multi-List [+ Add Entry](#)

Project Element - Include specific units - sizes, numbers, lengths, etc. - for each item.
Click on 'Add Entry' for each new project element you wish to add.
To remove a project element, choose the specific element you would like to remove and click on 'Remove Row'.

Ineligible project costs will be removed by the Division staff during the application scoring process, which could impact the grant request. Be sure to reference the application guide when creating the budget to avoid including ineligible expenses.

Round costs to the nearest dollar.

Project Element	Unit	Unit Cost	Total Item Cost
Picnic shelter (2 grills, 4 tables, 2 trash receptacles) and restroom renovation	Lump sum	\$147,000.00	\$147,000.00
Playground (play structure and accessible surfacing)	Lump sum	\$80,200.00	\$80,200.00
Walking trail (6-foot wide, 1 bench)	1500 LF	\$32.00	\$48,000.00
Ball field with irrigation, dugouts, fencing, and benches	Lump sum	\$239,000.00	\$239,000.00
Accessible routes (paved, 6-foot wide)	400 LF	\$45.00	\$18,000.00
Parking lot (paved, 45 cars)	Lump sum	\$72,800.00	\$72,800.00
Site preparation	4 acres	\$23,750.00	\$95,000.00
Utilities	Lump sum	\$40,000.00	\$40,000.00
			\$740,000.00

Acquisition, Planning, and Contingency [Edit Form](#)

Be sure to verify the contingency and planning costs do not exceed the allowable amounts. Contingency should 5% of the costs to build or renovate listed in the Project Costs table above or \$50,000, whichever is less. Planning should be 20% of the costs to build or renovate listed in the Project Costs table above or \$200,000, whichever is less.

Planning & contingency costs will be adjusted by the Division staff during the application scoring process if either exceeds the allowable amount, which could impact the grant request.

Land Acquisition (if applicable) Donation (if project includes acquisition)
Indicate Purchase or Donation:
Land Value: \$73,000.00

Contingency for the Cost of Building/Renovating
Contingency (not to exceed 5% of the costs to build or renovate listed in the Project Costs table above or \$50,000 - whichever is less)
Contingency*: \$37,000.00

Does the contingency cost equal 5% of the costs to build or renovate listed in the Project Costs table above or \$50,000, whichever is less? *: Yes

Planning and Incidental Land Acquisition Costs
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% of the cost of the project or \$200,000 - whichever is less)
Planning Costs*: \$74,000.00

Does the planning cost equal 20% of the costs to build or renovate listed in the Project Costs table above or \$200,000, whichever is less? *: Yes

Source of Matching Funds - Multi-List [+ Add Entry](#)

Name/Description of Funding (Include Type of Funding and Source)	Amount	Availability of Funding
Recreation Fund (cash)	\$524,000.00	In hand
	\$524,000.00	

Budget Summary [Edit Form](#)

Total Project Cost: \$924,000.00
Total Local Match: \$524,000.00
Total PARTF Grant Request: \$0.00 May not exceed \$500,000

Planning Costs

- For projects to build or renovate facilities, the following costs are eligible: architectural and engineering fees, site plans, design and construction drawings, construction management, and preparing project costs. Park master plans, system-wide plans, and ADA transition plans are not eligible for reimbursement.
 - › **Eligible Planning Costs:** These costs are eligible if they are incurred after May 1, 2024 (two years before the application deadline) and before the end date for the PARTF contract. Include these costs in the Project Costs for the project and keep copies of the invoices to submit for reimbursement.
- **Limit on Planning Costs:** The sum of planning costs and the cost of preparing an application cannot exceed 20 percent of the total cost of the project or \$200,000, whichever is less. Applications that exceed 20%, or \$200,000, whichever is less, will be adjusted by the Division during the application review, and the grant request and match will be adjusted accordingly.
- **Eligible Planning Costs:** These costs are eligible if they are incurred after May 1, 2024 (two years before the application deadline) and before the end date for the PARTF contract. Include these costs in the Project Costs for the project and keep copies of the invoices to submit for reimbursement.

Contingency

- A contingency of five percent of the total cost to build or renovate a project (up to \$50,000, whichever is less) may be included. Applications that exceeds 5%, or \$50,000, whichever is less, will be adjusted by the Division during the application review, and the grant request and match will be adjusted accordingly.

Source of Matching Funds

Applicants must provide the matching funds during the three-year project period.

Applicants should provide the amount of match, the source of match, and the availability of the funds, and all matches should be listed separately.

The grant request + the total matching funds MUST equal the total project costs.

Western N.C. Prioritization

Per S.L. 25-26, for the 2025-2026 fiscal year, the Parks and Recreation Trust Fund must prioritize applicants from counties that (i) were designated, in whole or in part, by the [United States Department of Housing and Urban Development](#) (HUD) as the most impacted and distressed counties from Hurricane Helene and (ii) have a population of 300,000 or fewer based upon the [2023 Certified County Population Estimates](#) from the State Demographer.

To seek this prioritization, applicants must attest that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

For applicants choosing to utilize this prioritization, there will an additional 10 points available in the scoring system.

APPENDIX 1: Recreation Resources Services (RRS) Consultants

Recreation Resources Service is a technical assistance program jointly administered by the Division and North Carolina State University's Department of Parks, Recreation, and Tourism Management. With its team of consultants, RRS regularly helps local governments submit grant proposals and follows through with project inspections, application processing, conversion issues, and closeout processing. Technical assistance also includes assistance with the establishment of new parks and recreation departments; organization and training for new parks and recreation advisory boards; benefits-based programming; playground safety; Job Service Bulletins; grants; and workshops.

Your RRS consultant is your first point of contact for grant application support, project questions, and if awarded, grant management support.

[Find your RRS Consultant](http://go.ncsu.edu/rrs)

go.ncsu.edu/rrs



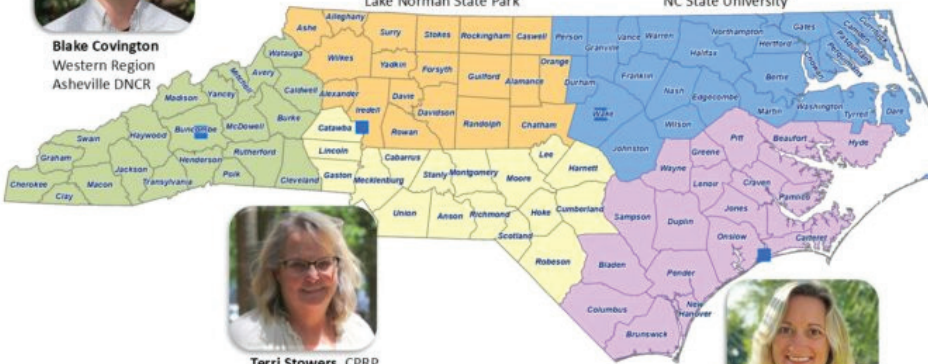
Blake Covington
Western Region
Asheville DNCR



Trey Fouché
Central North Region
Lake Norman State Park



Scott Payne
Northeast Region
NC State University



Terri Stowers, CPRP
Central South Region
Lake Norman State Park



Brittany Shipp, CPRP
Southeast Region
Hammocks Beach State Park

Statewide Team Support

Charlyne Smith, Ph.D.
RRS Director
NC State University

Holly Henry
University Program Associate
NC State University

Alex Godette
Outreach Consultant
Lake Norman State Park

Krista White
Graduate Research Assistant
NC State University

Meet The Team

APPENDIX II: PARTF Scoring System for Grants

The members of the N.C. Parks and Recreation Authority use the PARTF scoring system as one of several tools to select grant recipients. Please provide all the information requested for each item. Before beginning, refer to the “Definitions” section describing the requirements for planning and public involvement documents. A team of PARTF staff and regional consultants will evaluate each application based on the scoring system and make the final decision about the applicant’s score.

Preparing an application for a PARTF grant is more than simply completing the application form. Creating a proposal for a high-quality park and recreation project requires adequate time to collect public input, review the results, and then plan for the project. You should also allow time to prepare the support documents that are vital in the evaluation of your application. The planning and public involvement process has many benefits including:

- New recreational opportunities can be based on community preferences.
- New parks can be located to respond to current deficiencies and future demands.
- Recreational facilities can be built to meet the expectations of park visitors and minimize harm to the environment.
- PARTF funds can be used more efficiently.

Applicants must complete a self-scoring system and attach it to the online application.

PARTF Scoring System for Grants

Applicant: _____ Project Name: _____

A. Planning: (20 possible points)

1. Master plan for a park and/or greenway system (10 points)

- This item does not apply for applications proposing only land acquisition
- Please refer to the definitions for the required components of the plan
- a. The applicant has a master plan created or revised within the past five years for the project site and the project conforms to the plan.

Date the plan was produced: _____ (9 points)

OR

- b. The applicant has a master plan created or revised within the past six years to ten years for the project site and the project conforms to the plan.

Date the plan was produced: _____ (4 points)

- c. The local governing board has adopted the master plan.

Date the plan was adopted: _____ (1 point)

Documentation Required

1. A park master plan or greenway system plan.
2. A local governing board’s meeting minutes or resolution as documentation of the adoption.
3. List the page number(s) where the project is referenced in the plan in the online application.

2. Comprehensive systemwide parks and recreation plan for the local government’s jurisdiction (7 points) Please refer to the definitions for the required components of the plan

- a. The applicant has a Comprehensive Systemwide Parks and Recreation Plan and the project conforms to the plan.

Date the plan was produced: _____ (6 points)

- b. The local governing board has adopted the systemwide plan.

Date the plan was adopted: _____ (1 point)

Documentation Required

1. A comprehensive systemwide parks and recreation plan produced or revised in the past 10 years.
2. A local governing board's meeting minutes or resolution as documentation of the official adoption.
3. List the page number(s) where the project is referenced in the plan in the online application.

3. Capital improvement plan for parks and recreation (3 points) Please refer to the definitions for the required components of the plan

- The applicant has a capital improvement plan for parks and recreation and the project is identified in the plan.

Date the plan was adopted (required): _____ (3 points)

Documentation Required

1. A capital improvement plan.
2. A local governing board's meeting minutes or resolution as documentation of their adoption as a part of the local government's budget process.
3. List the page number(s) where the project is referenced in the plan in the online application.

B. Level of public involvement in developing and supporting the project: (15 possible points)

1. Public meetings (5 points):

- The applicant conducted a public meeting(s) *exclusively* for discussing the PARTF grant project and obtaining comments within the past 24 months. The public supported the project.

Date of the meeting(s): _____

Documentation Required

1. A document describing the means used to widely advertise the meeting, such as newspaper advertisements, Facebook, websites, and community announcements. Widely advertised means advertised through more than one source.
2. The minutes, including the discussion of the project, who was present and public comments.

2. Recreational needs survey (5 points):

- The results of a survey to determine the recreational needs in the applicant's jurisdiction show that the citizens support the project.
- The survey must be conducted during the past ten years
 - Please refer to the definitions for the required components of the survey

Documentation Required

1. The following information about the survey
 - Copy of the questionnaire
 - Results of the survey
 - Describe how the survey was distributed.
 - Give the date(s) of distribution and the number of surveys distributed.
 - Provide the number of respondents and demographic information that they are representative of the local government's jurisdiction.
 - Describe how the results of the survey show that the citizens support the project.

Note: To receive points for the survey, the following must be demonstrated in the provided documentation:

- The number of respondents should be sufficiently large enough to adequately represent the population of the jurisdiction.
- The results should include at least three of the following demographics (age, gender, education level, race, ethnicity, household income or household size) to ensure that they are representative of the population in the jurisdiction.

3. Support from civic groups (3 points):

- The applicant presented the PARTF grant project to two or more local groups and received support for the project within the last 24 months. (Examples: civic groups, neighborhood associations, youth organizations, non-governmental advisory boards, etc.)

List the organizations and the date of the presentations:

Documentation Required

1. The agenda and/or correspondence or other documentation from the groups that confirm the meeting dates and the presentations given by the applicant.
2. The documentation must demonstrate the project was supported by the group to receive points.

Note: Letters expressing support for the project do not count as presentations.

4. Support from a parks and recreation board (2 points):

- The applicant presented the PARTF Grant project to the parks and recreation advisory board or a similarly appointed, non-elected group, and received a motion of support for the project within the last 24 months.

Date of the meeting(s): _____

Documentation Required:

1. The minutes from the meeting that include support for the project.

C. Public recreational facilities provided by the project: (45 possible points) Not applicable to land acquisition only projects.

1. The local government will be building its first public park on property that it owns. (20 points)

- Yes No

2. New, like, or renovated facilities to be provided: (30 points)

A maximum of 30 total points will be awarded for the sum of 2a, 2b and 2c.

a. The project will provide (check one):

- 3 or more types of new recreational facilities (20 points)
- 2 types of new recreational facilities (15 points)
- 1 type of new recreational facility (10 points)

List the new types of recreational facilities:

b. The project will add recreational facilities at the park that are like the facilities that exist at the park. The project will add (check one):

- 3 or more types of recreational facilities (12 points)
- 2 types of recreational facilities (8 points)
- 1 type of recreational facility (4 points)

List the types of recreational facilities:

c. The project will provide major renovation of (check one):

- 3 or more types of recreational facilities (8 points)
- 2 types of recreational facilities (6 points)
- 1 type of recreational facility (4 points)

List the recreational facilities to be renovated and why each renovation is needed:

3. The project will provide a trail or greenway (¼ mile or longer) that links to existing recreation area(s), school(s), downtown businesses, and/or communities located outside of the park. (5 points)

- Yes No

Site plan must show trail linkage. Identify by name and location the existing trail and areas to be linked by the proposed trail:

D. The Suitability of the Site for the Proposed Project. (5 possible points) Explanations are needed below to be considered for each point.

1. **The site is suited for the proposed development with minimal adverse impact to the environment. (1 point)**
2. **The location of the site enhances the park and the public's access to the park. (1 point)**
3. **The site is enhanced by the adjacent property uses. (1 point)**
4. **The proposed site is large enough to adequately accommodate the proposed development. The proposed project will require minimal site preparation considering the geographic region where it is located. (1 point)**
5. **The site is free of restrictive easements, overhead powerlines, or other intrusions (1 point):**
 Yes No*

E. The applicant's commitment to operating and maintaining the project. (15 possible points)

1. **The applicant has a full-time parks and recreation department that will manage the project site to provide programming and to ensure adequate operation and maintenance. (15 points)**
2. **The applicant has a full-time staff, such as a public works, who will manage the project site to ensure adequate operation and maintenance. (8 points)**
3. **The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance. (4 points)**
4. **An organized volunteer group, such as a civic group or youth sports association will operate and maintain the site. (2 points)**

Provide the name of the organization that will operate and maintain the site:

D. Land Acquisition (15 possible points) Does not apply for applications proposing development only.

1. **If not purchased at this time, a significant natural, cultural, recreational, scenic, or highly threatened resource will be used for other purposes. (15 points)**

2. **The site is an excellent natural and/or recreational resource. (10 points)**

3. **The site is an average natural and/or recreational resource. (5 points)**

What is the specific significant resource?

What is the specific potential threat?

E. WNC Prioritization (10 possible points)

County designated by HUD as most impacted and distressed: _____

County Population per 2023 State Demographer Report: _____

- Applicant attests that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

APPENDIX III: GRANT APPLICATION TEMPLATES

Certification and Approval by Local Governing Board

I hereby certify the information contained in the attached application is true and correct and the required one dollar of matching funds for one dollar of grant funds will be available within three years of submitting the application. This application has been approved by the local governing board.

Chief Elected Official
(Print or Type Name and Title)

Signature

If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding primary sponsor in the Local Government Name section.

Attorney's Certification of Site Control

Local Government: _____ Project Name: _____

Instructions: Review the Site Plan for the project. An attorney must certify that the local government has control of the entire site of a proposed development project for providing public recreation by May 1, 2026. Please contact your regional consultant about linear parks and greenways.

Important: The application can be declared ineligible without this certification.

1. Type of Site Control: Indicate the type(s) of control the applicant has for the project site.	
Type of Control – <i>Check all that apply</i>	
<input type="checkbox"/> Fee Simple Title	<input type="checkbox"/> Entire site <input type="checkbox"/> Portion of site
<input type="checkbox"/> Lease (25 years or longer)	<input type="checkbox"/> Entire site <input type="checkbox"/> Portion of site
<input type="checkbox"/> Easement	<input type="checkbox"/> Entire site <input type="checkbox"/> Portion of site
2. Limitations, Conditions or Encumbrances:	
<input type="checkbox"/> No limitations, conditions, or encumbrances <input type="checkbox"/> Limitations, conditions, or encumbrances Attach additional pages describing any conditions or limitations in current or proposed leases, easements or use agreements. Include restrictions on the local government's use of the site or the rights to be reserved by the landowner that may impact the local government's ability to complete the project in a timely manner and/ or provide for public recreational use for at least 25 years. Attach additional pages if needed.	
3. Attorney's Certification	
I have reviewed the site of the proposed project identified on this page and certify that the information provided above is accurate to the best of my knowledge. The proposed project will be on one contiguous site.	
Name: <i>(Printed/typed)</i> : _____	
Title: _____	
Signature: _____	Date: _____

Prioritization Attestation

To qualify for the Western NC Prioritization, applicants must be from counties that were designated, in whole or in part, by the United States Department of Housing and Urban Development as the most impacted and distressed counties from Hurricane Helene

Applicant County: _____

To qualify for the Western NC Prioritization, applicants must have a population of 300,000 or fewer based upon the 2023 Certified County Population Estimates from the State Demographer.

County Population per the State Demographer 2023 Report: _____

Applicant attests that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

Certification and Approval by Local Governing Board

I hereby certify the information contained in the attached application is true and correct

Chief Elected Official
(Print or Type Name and Title)

Signature

NOTICE:

- **Receipt of Allocations:** A recipient of State funds under S.L. 2025-26 shall use best efforts and take all reasonable steps to obtain alternative funds that cover the losses or needs for which the State funds are provided, including funds from insurance policies in effect and available federal aid. State funds paid under S.L. 2025-26 are declared to be excess over funds received by a recipient from the settlement of a claim for loss or damage covered under the recipient's applicable insurance policy in effect or federal aid.
- **Remittance of Funds:** If a recipient obtains alternative funds, the recipient shall remit the funds to the State agency from which the State funds were received. A recipient is not required to remit any amount in excess of the State funds provided to the recipient under this act.

Project Description:

The Active Spaces Project will enhance Macon County Veterans' Memorial Recreation Park by constructing a new amphitheater to host performances and festivals, adding a multipurpose covered court for year-round activities, and upgrading the pavilion, bathrooms, and locker rooms. These improvements will modernize the park's facilities, ensuring safe, inclusive, and dynamic spaces that serve all ages. The project will complement existing amenities, including athletic fields, swimming pools, and the park's granite American eagle centerpiece. In our previous application, a pedestrian bridge was proposed, but it was removed after analysis showed it would delay pickleball court construction by 9 months and worsen stream blockage and flooding.

Project Justification:

Economic and demographic realities (2024) confirm the need for investment in Macon County Veterans' Memorial Recreation Park. Median household incomes of \$59,061 in Macon County and \$47,888 in Franklin are below North Carolina's median of \$72,388. The poverty rate in Franklin exceeds the state (12.5%) and county (12.2%) averages, reaching 12.8%. The area's older population (median age 50.1 years in the county; 48.1 years in the town), substantial proportion of veterans (8% in the county, 9.4% in the town), and many residents living on fixed incomes make affordable, accessible recreation a necessity. The park is one of these households' few options for year-round wellness, sports, and social connection.

The proposed improvements directly address both economic need and the opportunity for increased local revenue. The new amphitheater will serve as a hub for concerts, community events, and festivals, generating income through ticket sales, facility and vendor rentals, and attracting new events. These activities will drive local business for Franklin's restaurants and shops and can bring regional and tourist dollars into the county. Modernized locker rooms and restrooms meet facility requirements for school teams, tournaments, and leagues, making the park more desirable and increasing bookings for competitive and recreational events. The multipurpose covered court extends programming beyond seasonal use, ensuring higher frequency and maximizing rental revenue through consistent, weather-independent courts. All proposed improvements encourage regional users and tourists to attend events or utilize the park, boosting foot traffic and facility rentals.

Community demand for these upgrades is overwhelming: 98% of the 642 people represented in the survey and participants in public sessions have called for expanded and modernized recreation. Documentation from the surveys, public meetings, civic endorsements, and letters of support from local officials and organizations demonstrates strong community support. Current facilities do not meet community demand, and they are aging as the park is 52 years old. With complete planning and engineering in place, key environmental permits underway, and \$710,000

in matching funds committed, Macon County Parks and Recreation, Southwestern Commission, and McGill Associates have established a clear management structure for fast, efficient implementation, ensuring the proposed improvements can deliver economic and community benefits immediately.

2026 PARTF Budget

Amphitheater	\$350,000
Multi-Use Covered Court	\$450,000
Restroom Facility with Pavilion & Locker Room	\$300,000
Contingency (5% or not above \$50,000)	\$50,000
TOTAL	\$1,150,000

PARTF	\$500,000
Match Requirement	\$650,000

COUNTY OF MACON
STATE OF NORTH CAROLINA

RESOLUTION AMENDING THE
RULES OF PROCEDURE OF THE MACON COUNTY PLANNING BOARD.

WHEREAS, at its regularly scheduled meeting on February 10, 2026, the Macon County Board of Commissioners held a public hearing in accordance with NCGS §160D-601(a) for the purpose of obtaining public input to consider revising the number of members on the Macon County Planning Board, and

WHEREAS, following the public hearing, the Macon County Board of Commissioners unanimously approved a reduction in the number of Planning Board from 11 member to 5 members as authorized by NCGS §160D-301 and 310.

NOW THEREFORE, upon motion made by Commissioner _____, second by Commissioner _____ and approved by 5-0 vote of the Macon County Board of County Commissioners, the Macon County Board of Commissioners reduced the number of Planning Board members from 11 members to 5 members and adopted the Amended and Restated Macon County Planning Board Rules of Procedure attached hereto.

Joshua Young, Chairman,
Macon County Board of County Commissioners

ATTEST:

Warren Cabe, Macon County Manager and
Clerk to the Board
(Official Seal)

MACON COUNTY PLANNING BOARD RULES OF PROCEDURE

Amended and Restated on February 10, 2026.

ARTICLE I: AUTHORITY

The Macon County Planning Board was first created by the Macon County Board of Commissioners on March 27, 1972, amended on January 5, 2004 and amended and restated on February 10, 2026.

ARTICLE II: POWERS AND DUTIES OF PLANNING BOARD

Section 1: General Powers and Duties

It shall be the duty of the Planning Board, in general:

- a) Make studies of the County and surrounding areas;
- b) Determine objectives to be sought in the development of the study areas;
- c) Prepare and adopt plans for achieving these objectives;
- d) Develop and recommend policies, ordinances, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner;
- e) Advise the Board of Commissioners concerning the use and amendment of means for carrying out plans;
- f) Exercise any functions in the administration and enforcement of various means for carrying out plans that the Board of Commissioners may direct;
- g) Perform any other related duties that the Board of Commissioners may direct.

Section 2. Miscellaneous Powers and Duties

- a) The Planning Board may conduct such public hearings as may be required to gather information necessary for the drafting, establishment, and maintenance of a land use plan.
- b) The Planning Board shall have power to promote public interest in an understanding of its recommendations, and to that end it may publish and distribute copies of its recommendations and may employ such other means of publicity and education as it may determine.
- c) Members of the Planning Board, when duly authorized by the Planning Board, may attend planning conferences or meetings of planning institutes or hearings upon pending planning legislation, and the Planning Board may, by formal and affirmative vote, pay, within the budget, the reasonable travel expenses incident to such attendance.

- d) The Macon County Planning Board may enter into cooperative planning and studies with the duly appointed Town Planning Boards in Macon County for the purposes of furthering a coordinated, county-wide planning program or other endeavors. In addition, the Macon County Planning Board may enter into cooperative planning endeavors with Planning Boards in surrounding counties.

ARTICLE III: MEMBERSHIP ROLES AND TERMS OF OFFICE

Section 1.

The Macon County Planning Board shall consist of five (5) members appointed by the Macon County Board of Commissioners. All members of the Planning Board shall be residents of Macon County.

Section 2.

- a) Seats on the Board will be designated as seats one (1) through five (5).
- b) Appointees shall, insofar as is practical, be from varying areas of the county and from various occupations and/or professions. The seats will be appointed for terms of three years and shall be staggered to provide for continuity of the Board.
- c) In addition to the 5 board members, the Town of Highlands and Town of Franklin shall each appoint a non-voting representative to attend all Planning Board meetings to serve as liaison for the municipalities.
- d) Members may be re-appointed for consecutive terms, not to exceed two consecutive terms.

Section 3.

The Macon County Planning Director shall serve as a non-voting “ex-officio” member of the Board. He/she shall serve in an advisory capacity and shall be called upon to provide general technical assistance.

Section 4.

The Macon County Commission may also appoint a liaison from within its membership to serve as a non-voting member of the Planning Board.

Section 5.

All citizen members should attend planned Board meetings regularly. The Planning Board Chairperson, or their designee, may excuse absences. The Planning Board Chair shall notify the Board of Commissioners when any member is absent from two consecutive meetings without excuse and the term of such member shall be vacated and a successor appointed.

Section 6.

In the event of a vacancy on the Planning Board, the Board of Commissioners shall appoint a new member to fill the unexpired term of the vacated position.

ARTICLE IV: OFFICERS AND DUTIES

Section 1. Offices of the Planning Board.

The officers of the Planning Board shall consist of a Chairman, Vice-Chairman and Clerk.

Section 2. Chairman.

The Chairman shall be elected by the voting members of the Planning Board and shall have the duties normally conferred by parliamentary usage of such officers, which includes the appointment of committees, and shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session at the time. The term of the Chairman shall be for one year and he or she will be eligible for re-election. The Chairman may serve consecutive terms for the length of their board appointment.

Section 3. Vice-Chairman.

A Vice-Chairman shall be elected by the Board from among its members at the same time and for the same term as the Chair. He or she shall serve as acting Chair in the absence of the Chair, and at such times he or she will have the same powers and duties as the Chair.

Section 4. Clerk.

The Macon County Planning Director shall supervise the clerical duties of the Macon County Planning Board. If necessary, the Planning Director may appoint a member from outside the membership to handle the clerical duties of the Board. The Clerk shall keep records, conduct all correspondence of the Board, prepare agendas of regular and special meetings with the Chairman, provide notice of meetings to Board members, and shall generally supervise the clerical work of the Board. The Clerk shall keep the minutes of every meeting of the Board, which minutes shall be a public record. If a Clerk is appointed from outside the membership of the Board or is from the Planning Staff, he or she shall not be eligible to vote upon any matter.

Section 5. Election of Officers.

Nomination of officers shall be made from the floor at the annual organizational meeting, which shall be held in January each year. After all nominations are noted, elections shall follow immediately thereafter. A candidate receiving a majority of the members present (providing there is a quorum) shall be declared elected and shall serve in that office for one year or until his/her successor shall take office. Vacancies in office shall be filled immediately by regular election procedure.

ARTICLE V: MEETINGS

Section 1. Regular Meetings.

The Planning Board shall schedule a regular monthly meeting. The Board will establish a meeting date, time and place for its regular monthly meeting at its annual organizational meeting in order to conform meeting times to the convenience of members. All members shall be notified of a change in the monthly meeting schedule. Meetings of the planning Board are subject to and shall be conducted in accordance with the Open Meetings Law. A schedule of regular meetings shall be maintained with the Clerk of the Board of County Commissioners and to all appropriate persons and entities entitled to notice under the Open Meeting Law.

Section 2. Special Meetings.

Special meetings may be called by the chairman at any time. In addition, it shall be the duty of the Chairman to call such a meeting when requested to do so in writing by at least three members of the Planning Board. Notice of such a meeting shall be forwarded to the Clerk of the Board of County Commissioners and to all appropriate persons and entities entitled to notice under the Open Meetings Law. The meeting notice shall specify the purpose of said meeting and no other business might be considered except by unanimous consent of the full membership of the Board, or, if the Board decides in good faith that an item must be acted on immediately.

Section 3. Cancellation of Meetings

Whenever there is no business for the Board, or whenever so many members notify the Secretary of inability to attend that a quorum will not be available, the Chairman may dispense with a regular meeting by giving proper notice prior to the meeting.

Section 4. Open Meetings.

The business of the Planning Board shall only be conducted at a duly scheduled or called meeting in accordance with the Open Meeting Law and at which a quorum is present.

Section 5. Voting / Quorum

~~Seven (7)~~ Three (3) members of the voting membership of the Board present shall constitute a quorum and shall be sufficient to decide matters before the Board. No Board member shall participate in the decision of any matter in which he or she has a personal or financial interest. Voting shall be by a show of hands upon a duly presented and seconded motion by a Board member.

ARTICLE VI: ORDER OF BUSINESS

Section 1. The order of business at regular meetings shall be as follows:

1. Call to order – Review of agenda; revision if necessary
2. Approval of minutes
3. Public Hearings
4. Administrative Reports
5. Committee/Project reports
6. Unfinished Business
7. New Business
8. Adjournment

Section 2. The order of business at special meetings shall be as follows:

1. Business as announced in special meeting notice
2. Adjournment

ARTICLE VII: HEARINGS

Section 1.

In addition to those required by law, the Board may, at its discretion hold public hearings when it decides that such hearings will be in the public's best interest.

Section 2.

Notice of the time and place of such public hearings shall be published in the official newspaper of the county or in a newspaper of general circulation at least fifteen (15) days before the time of public hearing or be posted on public bulletin boards at conspicuous places throughout the county or on radio announcements.

Section 3.

The case before the Board shall be presented in summary by the Secretary or a designated member of the Board and parties in interest shall have privileges of the floor. The Secretary shall keep a record of those speaking before the Board.

Section 4.

The Chairman shall establish a decorum to hear those who will discuss points of conflict and concern. In the event that multiple interests approach the Board for a hearing, the chairperson will recognize only one speaker to represent each opposing side. Each speaker will be allotted an equal number of minutes to speak on behalf of his interest. After hearing the presentation, the Board reserves the right to discuss and deliberate at their leisure. The parties involved will be notified at a later date.

ARTICLE VIII: AMENDMENTS

These by-laws may, within limits allowed by law and governing board, be amended by a majority vote of the Board of County Commissioners, providing that such amendment shall have first been presented to the Planning Board membership in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Amended and Restated on the 10th day of February, 2026.

FONTANA REGIONAL LIBRARY INTER-LOCAL AGREEMENT

This INTER-LOCAL REGIONAL AGREEMENT (the “Agreement”) is entered into by and among the following North Carolina counties: JACKSON COUNTY, MACON COUNTY, and SWAIN COUNTY and the Fontana Regional Library, Inc. (“Fontana Regional Library”);

WHEREAS, the mission of the Fontana Regional Library is to provide the public of Jackson, Macon, and Swain counties with excellent service and convenient access to resources for their educational, informational and recreational needs; and

WHEREAS, the Boards of County Commissioners of Jackson, Macon, and Swain Counties recognize that collaboration provides the most effective and efficient means to provide public library service to the residents of said counties by unifying the administration of the participating libraries, providing professional library specialists, cooperating in the selection of books and other materials, and crossing county lines for the benefit of all; and

WHEREAS, this collaboration provides opportunities for service and resource allocations otherwise beyond the financial and service capacities of the individual county governments and libraries; and

WHEREAS, this Regional Agreement is up for the mandatory ten year review pursuant to Article X, B. of the Regional Agreement last adopted by the parties hereto in January, 2013.

NOW, THEREFORE, pursuant to resolutions duly adopted by their governing boards, the Boards of the County Commissioners of Jackson, Macon, and Swain Counties hereby renew their commitment for the organization of and participation in the Fontana Regional Library upon the terms set forth herein, effective the date last signed by a party as set forth below, hereby amending, restating and replacing the existing Regional Agreement by and among the parties with respect to the Fontana Regional Library.

I. Governments Involved

The participating local government units of the Fontana Regional Library are as follows:

- A. Jackson County
- B. Macon County
- C. Swain County

II. Purpose Statement

This Agreement is to promote and perpetuate excellent library services to the residents of the areas included within the jurisdictions of the aforementioned governing bodies through their collaborative and collective efforts under the legal authority of N.C.G.S. §153A-270 and N.C.G.S. Chapter 160A, Article 20, Part 1. To this end, the Fontana Regional Library shall operate the county libraries and branches of the participating local government units in accordance with governing statutory authority, North Carolina law and this Agreement.

III. Structure of the Fontana Regional Library Board of Trustees

The Fontana Regional Library Board of Trustees shall be the governing body of the Fontana Regional Library.

A. Membership

1. There shall be nine members of the Fontana Regional Library Board of Trustees, all of whom shall be full-time, year-round residents of the county from which they are appointed.
2. Each county shall have equal representation on the Fontana Regional Library Board of Trustees composed of three members from each county, [one of whom shall be a sitting member of that county's duly elected Board of Commissioners at the time of appointment and throughout the member's service on the Board of Trustees]
3. Members shall serve no more than two consecutive full terms and no single term shall be longer than three years.
4. Members shall be appointed in staggered terms to promote consistency as well as to accommodate change.
5. The Members from each county shall be appointed by the County Commissioners. County Commissioners may select from the recommendations made by the County Library Board.
6. Vacancies on the Fontana Regional Library Board of Trustees shall be filled by appointment from the County Commissioners for said seat for the remaining term of the member that created the vacancy.

B. Open meetings, Public Records and Public Comment

1. All Library Board meetings shall be conducted in accordance with the North Carolina Open Meetings laws set forth in Chapt. 143, Art. 33C, §§143-318.9 through 318.18. and subject to the Public Records laws of Chapt. 132 of the North Carolina General Statutes. All meetings shall be recorded by video and placed on Fontana Regional Library's website.
2. There shall be a public comment period at the beginning of each library board meeting with no less than 3 minutes allowed per speaker. The comment period will be limited to 30 minutes. The library board may allow for additional time for public comments at the end of the meeting in the board's discretion.

C. Powers and Duties

1. Governance - Bylaws

The Fontana Regional Library Board of Trustees shall adopt bylaws and rules for its own governance as may be necessary and in conformity with the law and this agreement. These bylaws may be amended or repealed and new bylaws adopted by the affirmative vote of a majority of all the members of the Board of Trustees then holding office, provided that notice of the proposed action shall be stated in the call for the meeting and is given at least fifteen days prior to the meeting.

2. Policies

The Fontana Regional Library Board of Trustees is hereby delegated the power to adopt policies for the administration and operation of the Fontana Regional Library.

3. Director

The Fontana Regional Library Board of Trustees is hereby delegated the power to select, appoint, remove, determine salary and other terms of employment of a Regional Director and to delegate to the Regional Director executive powers. [The Regional Director shall devote full professional effort to the Fontana Regional Library and shall not simultaneously hold a Director position or comparable executive role in any other participating county library system or library entity within the region.]

1. These actions shall require a majority vote of the Fontana Regional Library Board of Trustees at which a quorum is present.
2. The Fontana Regional Library Director shall:
 - a. Have a valid North Carolina Public Librarian Certificate.
 - b. Be the chief executive and administrative officer of the Fontana Regional Library.
 - c. Function in accordance with the approved policies of the Fontana Regional Library and administer the Fontana Regional Library consistent with the policies adopted by the Board of Trustees.
 - d. A job description of the Director shall be placed on Fontana Regional Library's website.

4. Budget

The Fontana Regional Library Board of Trustees is hereby delegated the power to and shall adopt an annual budget which shall:

1. Be administered under the same provisions as units of local government (N.C.G.S. §159), with all state funds administered by the Fontana Regional Library and expended throughout the region as described in 07 NCAC 021.0202.
2. Be a composite of the separate budgets of each county library, with an agreed upon amount paid by each county for the materials, salaries and operating expenses that are shared within the region which shall be sent to the Finance Officer in monthly installments.
3. Include a specified amount of funding for each library's operating costs with gifts, special memorials, endowment and trust income, and appropriations for capital outlay earmarked for the designated purpose.
4. A proposed annual budget shall be posted on Fontana Regional Library's website for 30 days prior to approval vote, and final approved budget posted until replaced by a future budget.

5. Finance Officer

The Fontana Regional Library Board of Trustees is hereby delegated the power to appoint a regional Finance Officer as defined in N.C.G.S. §159-24. The Finance Officer shall:

- a. Be responsible for keeping the accounts of the Fontana Regional Library in accordance with generally accepted principals of governmental accounting and for disbursing all funds in strict compliance with N.C.G.S §159, the Local Government Budget and Fiscal Control Act, and 07 NCAC 021.0202.
- b. Ensure expenditure of funds consistent with the budget adopted, by the Fontana Regional Library Board of Trustees.
- c. Report directly to the Regional Director and the Fontana Regional Library Board of Trustees.
- d. A Fontana Regional Library budget report for each County Library Board shall be sent to the Chair of each County Library Board upon final approval for review.

6. Compliance

The Fontana Regional Library Board of Trustees is hereby delegated the power to assure compliance with all applicable state and federal law and eligibility requirements for the receipt of state and federal funds.

7. Facilities

The Fontana Regional Library Board of Trustees is hereby delegated the power to make recommendations to the counties concerning the construction and improvement of the physical facilities of the libraries within the Fontana Regional Library region; however, construction and facility maintenance shall be the responsibility of the local counties unless the Fontana Regional Library Board of Trustees negotiates and approves a collaborative effort.

8. Reports

The Fontana Regional Library Board of Trustees is hereby delegated the power to report to the participating local governmental units. The Fontana Regional Library Board of Trustees shall make regular reports, or delegate to the Regional Director the authority to make the reports, related to services and operations to each county.

9. Audit

- a. The Fontana Regional Library Board of Trustees shall obtain an annual independent audit of the Fontana Regional Library accounts consistent with generally accepted accounting principles.
- b. The Fontana Regional Library Board of Trustees is hereby delegated the power to provide a copy of the Fontana Regional Library's annual audit to the State Library of North Carolina.
- c. The Audit shall be posted on Fontana Regional Library's website within 30 days of completion and review and approval by the Fontana Regional Library Board of Trustees.

IV. Financial Structure

- A. All monies from both state and local governmental units will be paid into the Fontana Regional Library as a public authority which will comply with the provisions of the N.C.G.S §159, the Local Government Budget and Fiscal Control Act.
- B. Each county will provide facilities necessary for the Fontana Regional Library to carry out its mission. Provision of these facilities will include utilities, building and grounds maintenance, improvements or rent for those facilities.

- C. Each county will pay the Fontana Regional Library an adequate amount of money necessary for the Fontana Regional Library to carry out its mission of providing the public of Jackson, Macon, and Swain counties with excellent service and convenient access to resources for their educational, informational, and recreational needs. These funds will allow the Fontana Regional Library to pay for library materials and for operating expenses for libraries within that county. Funds from each county will also be used to contribute to joint operations. **At the end of the year, upon completion of the audit and calculation of payables, any remaining funds in excess of operational costs will be reimbursed to the counties that allocated the funding in proportion to their respective contributions.**
- D. All state funds will be used for salaries and benefits of employees serving the whole Fontana Regional Library region, for library materials; for telecommunications or telephone services and any other region-wide service.
- E. The Finance Officer will account for all expenditures by source of funds.

V. Terms of Property Ownership

A major benefit of regional cooperation is that scarce resources may be shared among the various county residents without wasteful duplication; however, certain ownership restrictions shall apply:

- A. All real property, buildings, grounds and other facilities of each library shall be acquired and owned by their respective county, and occupied by each library in accordance with a facility lease between Fontana Regional Library and each county.
- B. All other property, including library materials, technology, furnishings, fixtures and equipment, vehicles, or other resources, purchased with state, regional, or county funds shall be owned by Fontana Regional Library excepting what is provided for in Section V.C.
- C. The Hudson Library facility and all library materials, furnishings, and fixtures acquired by Hudson Library, Inc. shall be owned by Hudson Library of Highlands, North Carolina, Incorporated, a private non-profit corporation.
- D. All library materials, furnishings, and fixtures acquired by Fontana Regional Library and located at Hudson Library of Highlands, North Carolina, Incorporated shall be owned by Fontana Regional Library.
- E. As included under N.C.G.S. Chapter 160A, Article 20, Part 1, Joint Exercise of Power, real property if purchased by the Fontana Regional Library is owned jointly as tenants in common by the participating counties.
- F. See also Section VIII hereof regarding the distribution of property in the event of withdrawal of a participating local governmental unit and Section IX hereof regarding the dissolution of the Fontana Regional Library.

VI. Insurance Coverage and Indemnification

A. Insurance Coverage

1. Each county shall maintain insurance coverage for the real property, buildings, grounds and other facilities for each of their individual libraries, including general liability insurance, except as indicated in Section VI. A. 3. below.
2. The Fontana Regional Library shall maintain insurance coverage for all other property, including library materials, technology, furnishings, fixtures and

equipment, vehicles, or other resources, except as indicated in Section VI. A. 3. below.

3. Hudson Library, Inc. has stipulated liability and property insurance coverage as set forth in the governing Lease Agreement between Hudson Library, Inc. and Macon County. Said Lease Agreement and any Amendments thereto or subsequent Lease Agreements between Hudson Library, Inc. and Macon County shall continue to require said liability and property insurance coverage and is herein incorporated by reference.

B. Indemnification

The Fontana Regional Library Bylaws contain indemnification provisions regarding board members, officers, employees and volunteers, which provisions may be amended from time to time.

VII. Provisions for Amendment

- A. This Agreement may be amended providing that all parties accept and agree to those amendments.
- B. Recommendations for amendments shall be forwarded to each of the counties in writing with a thirty-day period for consideration given. The proposed amendments will be forwarded to the County Commissioners and shall be posted for 30 days on Fontana Regional Library's website. At the next regular meeting of the county boards after this thirty-day period, the amendments shall be voted on by those boards.
- C. Disagreements related to this Agreement shall be resolved first by a committee representatives of two commissioners from each county and the Fontana Regional Library Board of Trustees, and then by their legal counsels if necessary.

VIII. Provisions for Withdrawal

- A. A participating local governmental unit proposing to withdraw from the Fontana Regional Library shall, in accordance with NCAC 07 02I .0308 give written notice on or before July 1 to the Fontana Regional Library Board of Trustees, the other counties' Boards of Commissioners and the State Library of North Carolina. The withdrawal shall be effective the following June 30.
- B. Should that participating local governmental unit decide within this time period to rescind the proposal, that participating local governmental unit shall remain a part of the Fontana Regional Library under the same conditions and requirements as of the agreement currently in effect. under which they became a member.
- C. Should that participating local governmental unit fully withdraw, the following asset allocations would go into effect: Furniture and fixtures purchased by the Friends of the Library within the withdrawing county will remain with their respective library, and books and audiovisual materials will also remain with each library. Notwithstanding the aforementioned, assets located in the local library facility that were purchased by Fontana Regional Library with Fontana Regional Library funds and intended for Fontana Regional Library regional support services will remain assets of Fontana Regional Library.

IX. Provisions for Dissolution

- A. The Fontana Regional Library may be dissolved if two of the three participating local governmental unit parties withdraw in accordance with the procedures stated above.
- B. As included under N.C.G.S. Chapter 160A, Article 20, Part 1, Joint Exercise of Power, property if proved to be purchased by the Fontana Regional Library may be owned jointly as tenants in common by the participating counties; therefore, if the Fontana Regional Library is dissolved, the counties of Jackson, Macon, and Swain shall divide the joint assets equally among themselves.
- C. The distribution of properties and resources, if jointly owned, shall be accomplished by a committee composed of representatives from each county, a representative of the State Library of North Carolina, and the current Fontana Regional Director.
- D. After all outstanding debts are resolved, any remaining funds from the member counties shall be returned to them and the distribution of any remaining State or Federal funds shall be determined by the State Library. Any land and building property, if owned by the Fontana Regional Library, shall be sold and the proceeds distributed to the counties, or the property may be distributed to the counties on an equitable basis as agreed upon by the committee of representatives. Other property such as the bookmobile, outreach van, computers and other technology, books, and any other assets shall be sold at auction and the proceeds divided among the counties, or property may be distributed in some other equitable manner as agreed upon by the committee of representatives.

X. Term, Provisions for Periodic Review and Automatic Renewal

- A. This Agreement may be reviewed at any time by any county or the Fontana Regional Library Board, and amendments may be made according to the procedures stated in Section VII.
- B. This Agreement shall have an initial term of ten years from the date of this Agreement and thereafter shall automatically renew for successive periods of ten years each, unless otherwise terminated as set forth herein. This Agreement shall be reviewed ten years from the date of this Agreement, and every ten years thereafter, by the Fontana Regional Library Board of Trustees and the Boards of the County Commissioners of Jackson, Macon, and Swain Counties. If modifications are deemed reasonable and necessary, amendments may be made according to the procedures stated in Section VII. If modifications are not deemed to be reasonable and necessary, this Agreement shall automatically renew and remain in full force and effect.

XI. Provisions for Termination of this Agreement

This Agreement may be terminated in accordance with Section IX above.

XII. Miscellaneous

- A. This Agreement constitutes the entire agreement between the parties relating to the subject matter and supersedes all prior or contemporaneous oral or written agreements concerning such subject matter.
- B. If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision, and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.

- C. This Agreement shall be effective upon acceptance by all the parties hereto as indicated by the date of the last party to sign this Agreement as set forth below.
- D. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original and which together shall constitute one and the same agreement.
- E. All By-Laws, and Policies & Guidelines of Fontana Regional Library shall be revised to reflect the changes in this Agreement. If there is an ambiguity between this Agreement and the Fontana Regional By-Laws, this Agreement shall control.

IN WITNESS WHEREOF, this Agreement has been executed by the principal official of the governing board of each party hereto, pursuant to authority of each respective board.

Attest:

JACKSON COUNTY

Clerk to the Board

by _____
Board of Commissioners, Chair
Date: _____

MACON COUNTY

Clerk to the Board

by _____
Board of Commissioners, Chair
Date: _____

SWAIN COUNTY

Clerk to the Board

by _____
Board of Commissioners, Chair
Date: _____

FONTANA REGIONAL LIBRARY, INC

Secretary to the Board

by _____
Board of Trustees, Chair
Date: _____

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

CATEGORY – NEW BUSINESS

MEETING DATE: MARCH 10, 2026

11(A). Commissioner Shearl has indicated that members of the Nantahala community have requested to move their voting precinct location from the EMS base to the Nantahala Community Building. Included in your packet is a copy of N.C.G.S. 163-128 specifying the requirement. Although the general statute does not indicate approval from the Board of Commissioners, Ms. Thibault is requesting affirmation that the board is agreeable to the requested change.

11(B). Macon County Board of Elections Chairman John Vanhook has requested an adjustment in the pay for Board of Elections employees. Included in your packet is a copy of N.C.G.S. 163-35 regarding the duties and compensation of the Board of Elections Director, information provided by the Board of Elections regarding proposed revisions to ballot counting procedures, and salary comparison information. Mr. Vanhook will be present to present their request and to answer any questions.

11(C). Sheriff Holbrooks is requesting permission to declare service weapons surplus property and award the same to Corporal Robert “Bobby” Young, Major Jonathan Phillips, Sergeant Bryant Hodgins, and Colonel and Chief Deputy Adam Wishon, upon their official retirement planned for May 2026 through July 2026, and sale of the same to each for \$1.00.

Included in your packet are the corresponding resolutions:

- Resolution awarding the service side arm and badge to retiring Chief Deputy Gary Adam Wishon
- Resolution awarding the service side arm and badge to retiring Major Jonathan Phillips
- Resolution awarding the service side arm and badge to retiring Sergeant Bryant Hodgins

- Resolution awarding the service side arm and badge to retiring Corporal Robert Young

11(D). The Macon County Personnel Policies have not been fully reviewed and updated since 2008. A fully revised Human Resources Manual, which incorporates all current personnel policies into one manual, will be provided to you prior to the meeting. The policies and manual have been reviewed by Attorney Ridenour, Mr. Cabe, Ms. Keezer, Ms. Leopard, and Ms. Parrott to ensure compliance with applicable laws as well as current procedures. Action is requested to approve the policy revisions and manual as presented.

11(E). The Town of Highlands would like to dispose of material from the dredging project in Highlands and use it to expand the yard waste collection area at the Highlands Transfer Station. This will require them to build a new access road as well. The mulch collection area will be doubled in size to approximately 2.5 acres. A copy of the site plan and inter-local agreement are included in your packet.

SUBCHAPTER VI. CONDUCT OF PRIMARIES AND ELECTIONS.

Article 12.

Precincts and Voting Places.

§ 163-128. Election precincts and voting places established or altered.

(a) Each county shall be divided into a convenient number of precincts for the purpose of voting. Upon a resolution adopted by the county board of elections and approved by the Executive Director of the State Board of Elections voters from a given precinct may be temporarily transferred, for the purpose of voting, to an adjacent precinct. Any such transfers shall be for the period of time equal only to the term of office of the county board of elections making such transfer. When such a resolution has been adopted by the county board of elections to assign voters from more than one precinct to the same precinct, then the county board of elections shall maintain separate registration and voting records, consistent with the procedure prescribed by the State Board of Elections, so as to properly identify the precinct in which such voters reside. The polling place for a precinct shall be located within the precinct or on a lot or tract adjoining the precinct.

Except as provided by Article 12A of this Chapter, the county board of elections shall have power from time to time, by resolution, to establish, alter, discontinue, or create such new election precincts or voting places as it may deem expedient. Upon adoption of a resolution establishing, altering, discontinuing, or creating a precinct or voting place, the board shall give 45 days' notice thereof prior to the next primary or election. Notice shall be given by advertisement in a newspaper having general circulation in the county, by posting a copy of the resolution at the courthouse door and at the office of the county board of elections, and by mailing a copy of the resolution to the chairman of every political party in the county. Notice may additionally be made on a radio or television station or both, but such notice shall be in addition to the newspaper and other required notice. No later than 30 days prior to the primary or election, the county board of elections shall mail a notice of precinct change to each registered voter who as a result of the change will be assigned to a different voting place.

(b) Each county board of elections shall prepare a map of the county on which the precinct boundaries are drawn or described, shall revise the map when boundaries are changed, and shall keep a copy of the current map on file and posted for public inspection at the office of the Board of Elections, and shall file a copy with the State Board of Elections. (Rev., s. 4313; 1913, c. 53; C.S., s. 5934; 1921, c. 180; 1933, c. 165, s. 3; 1967, c. 775, s. 1; 1969, c. 570; 1973, c. 793, ss. 51-53; 1975, c. 798, s. 2; 1979, c. 785; 1981, c. 515, s. 1; 1985, c. 757, s. 205(b); 1989, c. 93, s. 4; c. 440, s. 1; 1993 (Reg. Sess., 1994), c. 762, s. 33; 1995, c. 423, s. 1; 2001-353, s. 2; 2006-264, s. 20; 2017-6, s. 3; 2018-146, s. 3.1(a), (b).)

My copy

§ 163-35. Director of elections to county board of elections; appointment; compensation; duties; dismissal.

(a) In the event a vacancy occurs in the office of county director of elections in any of the county boards of elections in this State, the county board of elections shall submit the name of the person it recommends to fill the vacancy, in accordance with provisions specified in this section, to the Executive Director of the State Board of Elections who shall issue a letter of appointment. A person shall not serve as a director of elections if he:

- (1) Holds any elective public office;
- (2) Is a candidate for any office in a primary or election;
- (3) Holds any office in a political party or committee thereof;
- (4) Is a campaign chairman or finance chairman for any candidate for public office or serves on any campaign committee for any candidate;
- (5) Has been convicted of a felony in any court unless his rights of citizenship have been restored pursuant to the provisions of Chapter 13 of the General Statutes of North Carolina;
- (6) Has been removed at any time by the State Board of Elections following a public hearing; or
- (7) Is a member or a spouse, child, spouse of child, parent, sister, or brother of a member of the county board of elections by whom he would be employed.

(b) Appointment, Duties; Termination. - Upon receipt of a nomination from the county board of elections stating that the nominee for director of elections is submitted for appointment upon majority selection by the county board of elections the Executive Director shall issue a letter of appointment of such nominee to the chairman of the county board of elections within 10 days after receipt of the nomination, unless good cause exists to decline the appointment. The Executive Director may delay the issuance of appointment for a reasonable time if necessary to obtain a criminal history records check sought under G.S. 143B-1209.49 [G.S. 143B-1209.50]. The Executive Director shall apply the standards provided in G.S. 163-27.2 in determining whether a nominee with a criminal history shall be selected. If the Executive Director determines a nominee shall not be selected and does not issue a letter of appointment, the decision of the Executive Director of the State Board shall be final unless the decision is, within 10 days from the official date on which it was made, deferred by the State Board. If the State Board defers the decision, then the State Board shall make a final decision on appointment of the director of elections and may direct the Executive Director to issue a letter of appointment. If an Executive Director issues a letter of appointment, the county board of elections shall enter in its official minutes the specified duties, responsibilities and designated authority assigned to the director by the county board of elections. The specified duties and responsibilities shall include adherence to the duties delegated to the county board of elections pursuant to G.S. 163-33. A copy of the specified duties, responsibilities and designated authority assigned to the director shall be filed with the State Board of Elections. In the event the Executive Director is recused due to an actual or apparent conflict of interest from rendering a decision under this section, the chair and vice-chair of the State Board shall designate a member of staff to fulfill those duties.

(b1) If the county board of elections is unable to agree on a name of the person the county board recommends to fill a vacancy in the position of county director of elections, the Executive Director of the State Board shall designate a person qualified to serve as acting county director of elections until the county board of elections nominates a person in accordance with this section.

(c) Compensation of Directors of Elections. - Compensation paid to directors of elections in all counties maintaining full-time registration (five days per week) shall be in the form of a salary in an amount recommended by the county board of elections and approved by the Board of County Commissioners and shall be commensurate with the salary paid to directors in counties similarly situated and similar in population and number of registered voters.

The Board of County Commissioners in each county, whether or not the county maintains full-time or modified full-time registration, shall compensate the director of elections at a minimum rate of twelve dollars (\$12.00) per hour for hours worked in attendance to his or her duties as prescribed by law, including rules and regulations adopted by the State Board of Elections. In addition, the county shall pay to the director an hourly wage of at least twelve dollars (\$12.00) per hour for all hours worked in excess of those prescribed in rules

and regulations adopted by the State Board of Elections, when such additional hours have been approved by the county board of elections and such approval has been recorded in the official minutes of the county board of elections.

In addition to the compensation provided for herein, the director of elections to the county board of elections shall be granted the same vacation leave, sick leave, and petty leave as granted to all other county employees. It shall also be the responsibility of the Board of County Commissioners to appropriate sufficient funds to compensate a replacement for the director of elections when authorized leave is taken.

(d) Duties. - The director of elections may be empowered by the county board of elections to perform such administrative duties as might be assigned by the board and the chairman. In addition, the director of elections may be authorized by the chairman to execute the responsibilities devolving upon the chairman provided such authorization by any chairman shall in no way transfer the responsibility for compliance with the law. The chairman shall remain liable for proper execution of all matters specifically assigned to him by law.

The county board of elections shall have authority, by resolution adopted by majority vote, to delegate to its director of elections so much of the administrative detail of the election functions, duties, and work of the board, its officers and members, as is now, or may hereafter be vested in the board or its members as the county board of elections may see fit: Provided, that the board shall not delegate to a director of elections any of its quasi-judicial or policy-making duties and authority. Such a resolution shall require adherence to the duties delegated to the county board of elections pursuant to G.S. 163-33. Within the limitations imposed upon the director of elections by the resolution of the county board of elections the acts of a properly appointed director of elections shall be deemed to be the acts of the county board of elections, its officers and members.

(e) Training and Certification. - The State Board of Elections shall conduct a training program consisting of four weeks for each new county director of elections. The director shall complete that program. Each director appointed after May 1995 shall successfully complete a certification program as provided in G.S. 163-82.24(b) within three years after appointment or by January 1, 2003, whichever occurs later. (1953, c. 843; 1955, c. 800; 1963, c. 303, s. 1; 1967, c. 775, s. 1; 1971, c. 1166, s. 2; 1973, c. 859, s. 1; 1975, c. 211, ss. 1, 2; c. 713; 1977, c. 265, s. 21; c. 626, s. 1; c. 1129, s. 1; 1981, cc. 84, 221; 1983, c. 697; 1985, c. 763; 1991, c. 338, s. 2; 1993 (Reg. Sess., 1994), c. 762, s. 16; 1995, c. 243, s. 1; 1999-426, s. 7(a); 2001-319, ss. 1(a), 1(b), 11; 2004-203, s. 58; 2009-541, ss. 3, 4(a); 2017-6, s. 3; 2018-13, s. 1(e); 2018-146, s. 3.1(a), (b); 2023-134, s. 19F.4(kk); 2023-139, s. 4.2.)

County	Number of Voters	Current Salary	Time at Position	Salary Metric \$ per Voter	Metric Analysis
Swain	7,000	\$ 50,000.00	(hired with no experience)	\$ 7.14	Remove - Outlier - Floor Number
Jackson	30,000	\$ 62,000.00	(hired) 1 Yr Ago	\$ 2.07	Use
Transylvania	26,000	\$ 75,172.34	(hired) 9 Yrs Ago	\$ 2.89	Use
Macon	30,000	\$ 58,000.00	(hired) 8 yrs ago with prior experience	\$ 1.93	Compare to Average of Jackson and Trans.

Average (Jackson and Transylvania)

\$ 2.48

Salary Computation of Average Transposed to Macon
(Average x Number of Macon Voters)

\$ 74,368.66

Current Differential (Average to Current)

\$ (16,368.66)

**COUNTIES SURROUNDING MACON
COMPARISONS**

JACKSON COUNTY

DIRECTOR- [REDACTED] SINCE 2024

EXPERIENCE- NO EXPERIENCE IN ELECTIONS BEFORE HIRED

SALARY AT HIRE- \$67,000.00

EMPLOYEES- 4 FULL-TIME AND HIRING 1 MORE BEFORE 2026

VOTERS- 30,300 AS OF 10/20/2025

TRANSYLVANIA

DIRECTOR- [REDACTED] SINCE 2018

EXPERIENCE- WORKED FOR THE OFFICE DOING IT BEFORE APPLYING FOR THE DIRECTOR POSITION

SALARY- \$75,000.00 A PAYROLL STUDY DONE 3 YEARS AGO

EMPLOYEES- 3 FULL-TIME

VOTERS- 26,339 AS OF 10/20/2025

SWAIN

DIRECTOR- [REDACTED] SINCE JULY OF 2025

EXPERIENCE- SHE WAS HIRED AS THE DEPUTY DIRECTOR IN 2024, AND TOOK THE DIRECTOR'S POSITION IN 2025

SALARY- \$54,594.83 A PAYROLL STUDY WAS DONE IN 2024 AND IT WAS DECIDED THAT IF AN EMPLOYEE HAD 15 YEARS OF EXPERIENCE THE STARTING SALARY WILL BE SET AT \$65,116.00 AND WITH 20 YEARS OF EXPERIENCE \$68,737.00

EMPLOYEES- 3

VOTERS- 10,000 AS OF 10/20/2025

MACON

EXPERIENCE-I HAVE WORKED IN ELECTIONS OVER 20 YEARS. I HAVE HELD EVERY POSITION IN THE OFFICE STARTING AT AN EARLY VOTING WORKER, THEN HIRED AS THE ELECTIONS ASSISTANT, THEN HIRED AS THE DEPUTY DIRECTOT THEN ON TO THE DIRECTOR IN 2017. I HAVE BEEN THE DIRECTOR NOW 8 YEARS.

SALARY- \$62,354.50

EMPLOYEES- 2 FULL TIME

VOTERS- 28,984 AS OF 10/20/2025

29,120

THAT'S 2,645 LESS THAN TRANSYLVANIA COUNTY HAS

IN LOOKING AT THE DEPARTMENT HEAD SALARIES FOR MACON COUNTY, I AM NEXT TO THE LAST PAID DEPARTMENT HEAD. THERE ARE SEVERAL AT THE SAME GRADE LEVEL AS ME AND ARE STILL MAKING MORE MONEY THAN I AM

Macon County Pay Scale

5% between grades, 50% range within the grade

Approved by the Board of Commissioners -- June 11, 2024

Effective Date -- July 1, 2024

Grade	Min	Hourly	Step	Mid	Max
16	\$24,117.08	\$11.5948	\$401.95	\$30,146.35	\$36,175.62
17	\$25,321.66	\$12.1739	\$422.03	\$31,652.08	\$37,982.49
18	\$26,587.34	\$12.7824	\$443.12	\$33,234.18	\$39,881.01
19	\$27,917.50	\$13.4219	\$465.29	\$34,896.88	\$41,876.25
20	\$29,312.92	\$14.0928	\$488.55	\$36,641.15	\$43,969.38
21	\$30,778.54	\$14.7974	\$512.98	\$38,473.18	\$46,167.81
22	\$32,318.00	\$15.5375	\$538.63	\$40,397.50	\$48,477.00
23	\$33,933.64	\$16.3143	\$565.56	\$42,417.05	\$50,900.46
24	\$35,629.88	\$17.1298	\$593.83	\$44,537.35	\$53,444.82
25	\$37,410.62	\$17.9859	\$623.51	\$46,763.28	\$56,115.93
26	\$39,282.36	\$18.8858	\$654.71	\$49,102.95	\$58,923.54
27	\$41,245.88	\$19.8298	\$687.43	\$51,557.35	\$61,868.82
28	\$43,309.24	\$20.8218	\$721.82	\$54,136.55	\$64,963.86
29	\$45,474.78	\$21.8629	\$757.91	\$56,843.48	\$68,212.17
30	\$47,747.44	\$22.9555	\$795.79	\$59,684.30	\$71,621.16
31	\$50,135.28	\$24.1035	\$835.59	\$62,669.10	\$75,202.92
32	\$52,641.16	\$25.3083	\$877.35	\$65,801.45	\$78,961.74
33	\$55,273.14	\$26.5736	\$921.22	\$69,091.43	\$82,909.71
34	\$58,037.20	\$27.9025	\$967.29	\$72,546.50	\$87,055.80
35	\$60,939.06	\$29.2976	\$1,015.65	\$76,173.83	\$91,408.59
36	\$63,986.52	\$30.7628	\$1,066.44	\$79,983.15	\$95,979.78
37	\$67,186.60	\$32.3013	\$1,119.78	\$83,983.25	\$100,779.90
38	\$70,545.28	\$33.9160	\$1,175.75	\$88,181.60	\$105,817.92
39	\$74,072.44	\$35.6118	\$1,234.54	\$92,590.55	\$111,108.66
40	\$77,776.14	\$37.3924	\$1,296.27	\$97,220.18	\$116,664.21

41	\$81,664.44	\$39.2618	\$1,361.07	\$102,080.55	\$122,496.66
42	\$85,748.52	\$41.2253	\$1,429.14	\$107,185.65	\$128,622.78
43	\$90,035.40	\$43.2863	\$1,500.59	\$112,544.25	\$135,053.10
44	\$94,537.56	\$45.4508	\$1,575.63	\$118,171.95	\$141,806.34
45	\$99,263.32	\$47.7228	\$1,654.39	\$124,079.15	\$148,894.98
46	\$104,227.76	\$50.1095	\$1,737.13	\$130,284.70	\$156,341.64
47	\$109,438.16	\$52.6145	\$1,823.97	\$136,797.70	\$164,157.24
48	\$114,910.12	\$55.2453	\$1,915.17	\$143,637.65	\$172,365.18
49	\$120,656.12	\$58.0078	\$2,010.94	\$150,820.15	\$180,984.18
50	\$126,688.90	\$60.9081	\$2,111.48	\$158,361.13	\$190,033.35
51	\$133,023.02	\$63.9534	\$2,217.05	\$166,278.78	\$199,534.53
52	\$139,674.34	\$67.1511	\$2,327.91	\$174,592.93	\$209,511.51
53	\$146,657.94	\$70.5086	\$2,444.30	\$183,322.43	\$219,986.91
54	\$153,990.72	\$74.0340	\$2,566.51	\$192,488.40	\$230,986.08
55	\$161,690.36	\$77.7358	\$2,694.84	\$202,112.95	\$242,535.54
56	\$169,774.80	\$81.6225	\$2,829.58	\$212,218.50	\$254,662.20
57	\$178,263.80	\$85.7038	\$2,971.06	\$222,829.75	\$267,395.70
58	\$187,176.86	\$89.9889	\$3,119.61	\$233,971.08	\$280,765.29
59	\$196,535.56	\$94.4883	\$3,275.59	\$245,669.45	\$294,803.34
60	\$206,362.52	\$99.2128	\$3,439.38	\$257,953.15	\$309,543.78

Proposed Revisions to Ballot Counting Procedures to Ensure the New Timelines in SB 382 Can Be Met

Summary: After the 2024 general election, the General Assembly enacted SB 382 (Subpart III-A), which shortened the deadlines for counting absentee and provisional ballots, perhaps based on complaints about votes being adjudicated and tallied during the 10-day canvass period before official election results are certified under state law. The new deadlines create a virtually impossible series of administrative actions that must be taken simultaneously during a condensed time period, increasing the chances of inaccurate results. State Board staff, in consultation with county directors of elections, are recommending changes to other procedures in the statutes to attempt to accommodate this new legislative prerogative.

First, the requirement to count all absentee ballots that arrive on Election Day, on that same day, is *theoretically* possible. But with other restrictions in the General Statutes regarding the counting of early and absentee ballots on Election Day, this change is *practically* impossible under the current law. In 2023, the General Assembly changed the early voting laws to forbid counties from beginning to count early voting ballots (by far, the largest group of ballots) until after the polls close at 7:30 pm. This has resulted in a significantly greater workload on county board members and staff on Election Day night, a time that was already very busy with the return and posting of Election Day precinct results. It can take many hours to complete the counting and posting of early voting results. The addition now of absentee ballot processing and counting during this same time will necessarily result in county boards needing to continue reviewing, approving, and counting absentee ballots into the early hours of the next morning. Additionally, there is now the possibility that no results can be posted at 7:30 pm at all, as both early voting and absentee results may be delayed by hours. This is after election officials have already been working an Election Day that starts at 4 am for most county directors and key staff, and at 9 am for most county board members. This creates untenable pressure on election workers and board members, and will lead to errors in the review and approval of absentee envelopes received on Election Day, as well as the counting of ballots.

To alleviate this pressure, the laws should be changed so the county boards can begin counting their early voting and absentee ballots earlier during Election Day. That is the only way to avoid the delay of election results until the morning after Election Day. Along with this, the provision in the law requiring a “continuous” counting meeting should be relaxed to account for different sessions of counting, so that county boards can attend to other necessary tasks on Election Day, in between the counting of absentee ballots, which may be coming in at various times of the day.

Additionally, county boards should have more flexibility to call additional absentee ballot approval meetings before or on Election Day, without requiring two weeks' notice in the newspaper. That is an antiquated provision in the law that has not caught up to the modern era of instantaneous communication to convey important information to the public. This will address situations where a county board realizes close to Election Day that the expected volume of outstanding absentee ballots to review and count during Election Day will be too great to wait to start the counting until 5 p.m. or later.

Finally, the county boards will require more funding to onboard, train, and employ more experienced part-time staff to assist with conducting more work around Election Day than they have ever been asked to do before. The typical resources deployed on Election Day for a county will not be sufficient to meet these newly legislated deadlines.

Second, S.B. 382's shortening of the deadlines for voters to cure various registration or ballot deficiencies to two and a half days after Election Day, coupled with the new deadline for county boards to count all provisional ballots later that same day, also creates untenable workload pressures on elections staff. The majority of provisional ballots that require research on voters' eligibility are cast on Election Day, and researching provisional voter eligibility involves numerous complex, sensitive tasks to ensure all eligible voters' ballots are counted. *See State Board Numbered Memo 2023-04*. The county board's review of the staff's recommendations on these ballots can also be lengthy, with many counties reporting provisional meetings that last an entire day. Often staff need to have all provisional ballot research completed the day before the county board meets, to ensure the board can get through all provisional ballots during the meeting. But with the new Friday deadline, that means such research would have to occur over a period of only two days after the election, which any county can report is simply impossible—especially now that the ballot cure timeline has been condensed to coincide with provisional ballot review. Additionally, the need for staff to focus on provisional ballots only in the three days after Election Day means that Election Day voter history cannot be completed during this time. That means some double votes—whether inadvertent or purposeful—will slip through the cracks as provisional ballots.

The ballot cure deadlines will also create due process challenges, especially for those ballots that arrive closer to or on Election Day. Such voters will not be sent a notice of the need to cure their deficiency until the day after Election Day, at the earliest. Requiring such voters to complete a cure only a day and a half after a county board

sends a notice may not be sufficient time to give a voter a meaningful cure opportunity.

To address these concerns, the provisional and cure procedures in the law should be modified in minor ways, to ensure that the above concerns can be addressed while also carrying out the legislature's intent to count the vast majority of provisional ballots by the Friday after Election Day. Specifically, the law should permit county boards to conduct provisional ballot meetings before or on Election Day, for ballots that have already been submitted, to reduce the provisional ballot workload after the election. The law arguably allows this because it is silent on the issue, but we recommend making this authority clear in the law.

Additionally, rather than requiring the provisional voting results to be announced at exactly 5 pm on the Friday after Election Day, this requirement should mirror the absentee counting provision for Election Day, and require the boards to count and announce all their provisional ballots on that Friday evening, but allowing for that counting to go into the evening; that is likely unavoidable in high-turnout elections.

Finally, to avoid the due-process concern with ballot cures, the absentee cure deadline should be moved to the fourth business day after Election Day, rather than the third. And any provisional ballots pending review for the potential falsity of a photo ID affidavit (which is a very small number) should be allowed to be adjudicated at some point before the canvass.

Third, the condensed three-day timeframe to accomplish all of the administrative tasks that had previously been done over the course of ten days will create significant strain on county board members. These board members are part-time appointed officials who often have day jobs. The canvass period was already taxing on these members, before the timelines were condensed. With the condensed timeframes, however, these board members will often need to devote more-than-fulltime hours for multiple days in quick succession: multiple pre-Election Day absentee meetings which can last an entire day (or more), Election Day duties which will last from the morning until late in the evening, and three days later a provisional meeting that will likely last an entire day coupled with a final absentee meeting to approve and count any successfully cured absentee ballots. Then, the next week, the board will need to meet again to approve any remaining military or overseas absentee ballots and then conduct a canvass meeting which can last an entire day. The demands of this part-time appointment are becoming much too great for the compensation the law provides.

To ensure competent individuals still desire to serve their communities on county boards of elections, the legislature should consider providing state funds to

supplement the modest county funds used to compensate county board members during the peak of the election season.

Draft Legislative Changes:

1
2 **§ 163-182.2. Initial counting of official ballots.**

3 (a) The initial counting of official ballots cast on election day and under Part 5 of
4 Article 14A of this Chapter shall be conducted according to the following principles:

5 (1) Vote counting of ballots cast at the precinct on election day shall occur
6 immediately after the polls close and shall be continuous until completed. If
7 ballots cast under Part 5 of Article 14A of this Chapter are counted
8 electronically, that count shall commence at the time the polls close. If Vote
9 counting of ballots cast during early voting shall commence at 5:00 P.M. on
10 election day. Vote counting of ballots cast during early voting under Part 5 of
11 Article 14A of this Chapter are paper ballots counted manually, that count
12 shall may commence between the hours of 9:00 A.M. and 5:00 P.M. on
13 election day, and may begin counting all absentee ballots between the hours
14 of 2:00 P.M. and 5:00 P.M. upon the adoption of a resolution at least two days
15 prior to the election in which the hour and place of counting the ballots shall
16 be stated. A copy of the resolution shall be posted on the county board's
17 website and distributed to all persons required to receive notice under G.S.
18 143-318.12(b)(2). ~~at the same time as mail-in absentee ballots cast under~~
19 Article 20 or Article 21A of this Chapter are counted. The county board shall
20 not announce the result of the count before 7:30 P.M. on election day.

21 ...
22 (4) If the county board finds that an individual voting a provisional official ballot
23 (i) was registered in the county as provided in 163-82.1, (ii) voted in the
24 proper precinct under G.S. 163-55 and G.S. 163-57, and (iii) was otherwise
25 eligible to vote, the provisional official ballots shall be counted by the county
26 board no later than ~~5:00 P.M.~~ on the third business day after the election.
27 County boards may review for approval provisional ballots cast during early
28 voting and take preparatory steps for the count prior to election day, using the
29 same procedures used for absentee ballots under G.S. 163-234(3), as long as
30 the preparatory steps do not reveal to any individual not engaged in the actual
31 count election results before 7:30 P.M. on election day. Except as provided
32 in G.S. 163-82.15(e), if the county board finds that an individual voting a
33 provisional official ballot (i) did not vote in the proper precinct under G.S.
34 163-55 and G.S. 163-57, (ii) is not registered in the county as provided
35 in G.S. 163-82.1, or (iii) is otherwise not eligible to vote, the ballot shall not
36 be counted. If a voter was properly registered to vote in the election by the

1 county board, no mistake of an election official in giving the voter a ballot or
2 in failing to comply with G.S. 163-82.15 or G.S. 163-166.11 shall serve to
3 prevent the counting of the vote on any ballot item the voter was eligible by
4 registration and qualified by residency to vote. When an individual has voted
5 a provisional official ballot after completing an affidavit under G.S. 163-
6 166.16(d), and the county board has not found the affidavit to be valid by the
7 time specified in this subdivision for counting provisional ballots because the
8 county board has grounds to believe the affidavit is false, the county board
9 shall determine whether to count the provisional official ballot by the county
10 canvass.

11

12
13
14 **§ 163-230.1. Simultaneous issuance of absentee ballots with application.**

15 . . .

16 (e1) Curable Deficiencies. — If a container-return envelope contains a curable
17 deficiency, the county board shall promptly notify the voter of the deficiency and the
18 manner in which the voter may cure the deficiency. Curable deficiencies are
19 deficiencies that can be cured with supplemental documentation or attestation provided
20 by the voter, including when any of the following occurs:

- 21 (1) The voter did not sign the voter certification as required by G.S. 163-
22 231(a)(4).
23 (2) The voter signed the application in the wrong place on the application.
24 (3) The voter failed to include with the container-return envelope a photocopy of
25 identification described in G.S. 163-166.16(a) or an affidavit as described in
26 G.S. 163-166.16(d)(1), (d)(2), or (d)(3), as required by subsection (f1) of this
27 section.

28 The identification of the two persons witnessing the casting of the absentee ballot in
29 accordance with G.S. 163-231(a) is not a curable deficiency. Any container-return
30 envelope with a curable deficiency that is transmitted to the county board shall be
31 considered timely if cure documentation is received no later than 12:00 P.M. on the
32 ~~third~~ fourth business day after the election. Cure documentation may be transmitted via
33 email to the county board if the deficiency is one described in subdivision (3) of this
34 subsection. The notification of voters regarding curable deficiencies is an
35 administrative task that may be performed by county board staff and is not required to
36 be performed at an absentee meeting as provided for in subsection (f) of this section.
37 The voter shall be notified of curable deficiencies by mail, and by telephone or email if
38 the telephone number or email address was provided by the voter on the request form
39 for absentee ballots.

40 (f) Required Meeting of County Board of Elections. — During the period
41 commencing on the fifth Tuesday before an ~~election~~, election through election day, in

1 any election in which absentee ballots are authorized, the county board shall hold one
2 or more public meetings each Tuesday at 5:00 P.M. for the purpose of action on
3 applications for absentee ballots. At these meetings, the county board shall pass upon
4 applications for absentee ballots.

5 If the county board changes the time of holding its meetings or provides for
6 additional meetings in accordance with the terms of this subsection, notice of the change
7 in hour and notice of the schedule of additional meetings, if any, shall be posted on the
8 county board's website and distributed to all persons required to receive notice under
9 G.S. 143-318.12(b)(2) published in a newspaper circulated in the county at least two
10 days prior to any changed or additional meeting. 30 days prior to the election.

11

12
13 **§ 163-234. Counting absentee ballots by county board.**

14 All absentee ballots returned to the county board in the container-return envelopes
15 shall be retained by the county board to be counted by the county board as follows:

16 . . .

17 (2) The county board shall meet at 5:00 P.M. on election day in the county board
18 office or other public location in the county courthouse for the purpose of counting all
19 absentee ballots except those which have been challenged before 5:00 P.M. on election
20 day and those received pursuant to G.S. 163-231(b)(2). Any elector of the county shall
21 be permitted to attend the meeting and allowed to observe the counting process, so long
22 as the elector does not in any manner interfere with the election officials in the discharge
23 of their duties. ~~The count of these absentee ballots shall be continuous until completed,~~
24 ~~and the members shall not separate or leave the counting place except for unavoidable~~
25 ~~necessity. The county board shall not adjourn the meeting until the count of these~~
26 ~~absentee ballots is complete.~~

27 The county board may begin counting absentee ballots ~~issued under Article 21A of~~
28 ~~this Chapter between the hours of 9:00 A.M. and 5:00 P.M. and may begin counting all~~
29 ~~absentee ballots between the hours of 2:00 P.M. and 5:00 P.M. upon the adoption of a~~
30 ~~resolution at least two days weeks prior to the election in which the hour and place of~~
31 ~~counting absentee ballots shall be stated. A copy of the resolution shall be posted on the~~
32 ~~county board's website and distributed to all persons required to receive notice under~~
33 ~~G.S. 143-318.12(b)(2). published once a week for two weeks prior to the election, in a~~
34 ~~newspaper having general circulation in the county. Notice may additionally be made~~
35 ~~on a radio or television station or both, but the notice shall be in addition to the~~
36 ~~newspaper and other required notice. The count shall be continuous until completed and~~
37 ~~the members shall not separate or leave the counting place except for unavoidable~~
38 ~~necessity, except that if the count has been completed prior to the time the polls close,~~
39 ~~it shall be suspended until that time pending receipt of any additional ballots. Nothing~~
40 ~~in this section prohibits a county board from taking preparatory steps for the count~~
41 ~~earlier than the times specified in this section, as long as the preparatory steps do not~~

1 reveal to any individual not engaged in the actual count election results before the times
2 specified in this subdivision for the count to begin. By way of illustration and not
3 limitation, a preparatory step for the count would be the entry of tally cards from direct
4 record electronic voting units into a computer for processing. The county board shall
5 not announce the result of the count before 7:30 P.M.

6 . . .

7 (11) The county board shall meet after the day of the election and prior to the day of
8 canvass to count absentee ballots received pursuant to G.S. 163-231(b)(2) and absentee
9 ballots that have deficiencies that have been cured pursuant to G.S. 163-230.1(e), upon
10 the adoption of a resolution pursuant to subdivision (2) of this section. The county board
11 shall comply with all other requirements of this section and G.S. 163-230.1 for the
12 counting of these absentee ballots.

13 (12) No later than 5:00 P.M. on the third business day after the election, the county
14 board shall announce the tally of all absentee ballots, except those subject to a ~~challenge~~
15 challenge, or those cast in accordance with Article 21A of this Chapter Chapter, or those
16 for which a final decision on a cured deficiency remains pending.”

17

North Carolina Association of Directors of Elections



February 18, 2025

Dear Members of the North Carolina General Assembly,

On behalf of the North Carolina Association of Directors of Elections (NCADE), I write to express our full support for the legislative change recommendations developed by the State Board of Elections in consultation with county election directors. These changes are necessary to address the significant challenges created by the condensed timelines in SB 382.

The revised deadlines in SB 382 make it difficult to accurately process absentee and provisional ballots. Election officials must now complete critical tasks within an unreasonably short timeframe. Without adjustments, the risk of administrative errors will increase, result reporting may be delayed, and the burden on local election officials will become unsustainable.

The proposed legislative changes offer practical solutions. They would allow county boards to tabulate early voting ballots earlier on Election Day, provide more flexibility in scheduling absentee ballot meetings, and extend ballot cure deadlines to give voters a fair chance to correct issues. These adjustments are not only reasonable but essential to ensuring North Carolina's elections remain efficient, secure, and accurate.

We appreciate the General Assembly's commitment to election integrity and urge you to adopt these changes. They will help meet SB 382's goals without making it harder for county election officials to do their jobs effectively.

Thank you for your time and consideration in this matter. Please do not hesitate to reach out if we can provide additional information or clarification.

Sincerely,

A handwritten signature in black ink that reads "Sara LaVere". The signature is written in a cursive, flowing style.

Sara LaVere

NCADE President

Contact: sara.lavere@brunswickcountync.gov, 910-253-2621



North Carolina Election Board Association

February 21, 2025

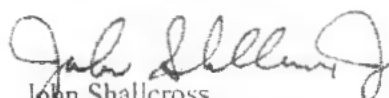
Dear Members of the North Carolina General Assembly:

We are writing on behalf of the members of the county boards of elections that represent all 100 counties in North Carolina to advocate our support for the changes that the State Board of Elections staff have proposed for Senate Bill 382.

All county board members wish to have election results tallied and delivered quickly and accurately. However, the deadlines proposed in Senate Bill 382 are unreasonable due to the volume of ballots to be processed and trying to meet those deadlines as written will lead to human error. The State Board has proposed reasonable changes to the bill that will enable the county boards of election to process all ballots and provide accurate results without error. By adopting the proposed changes to Senate Bill 382 we can meet our mutual goals of producing election results accurately and in a timely fashion.

Our board members appreciate your attention to this matter and will continue to work with the State Board of Elections as well as the North Carolina Association of Directors of Elections on our mutual goals. Likewise, if we may be of service in providing additional information or clarification to you, please let us know.

Sincerely,


John Shallcross
President


Chip Futrell
Assistant Secretary

**RESOLUTION OF THE MACON COUNTY BOARD OF COMMISSIONERS
AWARDING THE SERVICE SIDE ARM AND BADGE TO RETIRING SERGEANT
BRYANT HODGINS**

WHEREAS, Bryant Hodgins has served the Macon County Sheriff's Office with distinction for 23 years and is officially retiring from law enforcement effective May 1, 2026; and

WHEREAS, North Carolina General Statute § 17F-20 (formerly § 20-187.2) provides that the governing body of a law enforcement agency may, in its discretion, award to a retiring member the badge worn or carried by them during their service; and

WHEREAS, N.C.G.S. § 17F-20 further authorizes the governing body to award the service side arm of a retiring member at a price determined by said governing body; and

WHEREAS, the Macon County Board of Commissioners desires to recognize Bryant Hodgins for his dedicated service to the citizens of Macon County.

NOW, THEREFORE, BE IT RESOLVED by the Macon County Board of Commissioners as follows:

1. **AWARD OF BADGE:** The Board hereby awards to Bryant Hodgins the badge worn by him during his service with the Macon County Sheriff's Office at no cost.
2. **AWARD OF SERVICE SIDE ARM:** The Board hereby awards to Bryant Hodgins his service side arm, described as a Glock 17, Serial Number BFZL768.
3. **PURCHASE PRICE:** The Board hereby determines the purchase price for said service side arm to be **one dollar (\$1.00)**.
4. **LEGAL COMPLIANCE:** The transfer of the service side arm is contingent upon the retiring officer securing any permits required by law or the weapon being rendered incapable of being fired, as dictated by statute.
5. **AUTHORIZATION:** The County Manager or their designee is authorized to take all necessary actions to execute the transfer of the badge and service side arm.

ADOPTED this the 10th day of March, 2026.

Joshua Young, Chairman

**RESOLUTION OF THE MACON COUNTY BOARD OF COMMISSIONERS
AWARDING THE SERVICE SIDE ARM AND BADGE TO RETIRING CHIEF DEPUTY
GARY ADAM WISHON**

WHEREAS, Adam Wishon has served the Macon County Sheriff's Office with distinction for 28 years and is officially retiring from law enforcement effective June 1, 2026; and

WHEREAS, North Carolina General Statute § 17F-20 (formerly § 20-187.2) provides that the governing body of a law enforcement agency may, in its discretion, award to a retiring member the badge worn or carried by them during their service; and

WHEREAS, N.C.G.S. § 17F-20 further authorizes the governing body to award the service side arm of a retiring member at a price determined by said governing body; and

WHEREAS, the Macon County Board of Commissioners desires to recognize Adam Wishon for his dedicated service to the citizens of Macon County.

NOW, THEREFORE, BE IT RESOLVED by the Macon County Board of Commissioners as follows:

1. **AWARD OF BADGE**: The Board hereby awards to Adam Wishon the badge worn by him during his service with the Macon County Sheriff's Office at no cost.
2. **AWARD OF SERVICE SIDE ARM**: The Board hereby awards to Adam Wishon his service side arm, described as a Glock 47, Serial Number CCVF729.
3. **PURCHASE PRICE**: The Board hereby determines the purchase price for said service side arm to be **one dollar (\$1.00)**.
4. **LEGAL COMPLIANCE**: The transfer of the service side arm is contingent upon the retiring officer securing any permits required by law or the weapon being rendered incapable of being fired, as dictated by statute.
5. **AUTHORIZATION**: The County Manager or their designee is authorized to take all necessary actions to execute the transfer of the badge and service side arm.

ADOPTED this the 10th day of March, 2026.

Joshua Young, Chairman

**RESOLUTION OF THE MACON COUNTY BOARD OF COMMISSIONERS
AWARDING THE SERVICE SIDE ARM AND BADGE TO RETIRING MAJOR
JONATHAN PHILLIPS**

WHEREAS, Jonathan Phillips has served the Macon County Sheriff's Office with distinction for 27 years and is officially retiring from law enforcement effective May 1, 2026; and

WHEREAS, North Carolina General Statute § 17F-20 (formerly § 20-187.2) provides that the governing body of a law enforcement agency may, in its discretion, award to a retiring member the badge worn or carried by them during their service; and

WHEREAS, N.C.G.S. § 17F-20 further authorizes the governing body to award the service side arm of a retiring member at a price determined by said governing body; and

WHEREAS, the Macon County Board of Commissioners desires to recognize Jonathan Phillips for his dedicated service to the citizens of Macon County.

NOW, THEREFORE, BE IT RESOLVED by the Macon County Board of Commissioners as follows:

1. **AWARD OF BADGE:** The Board hereby awards to Jonathan Phillips the badge worn by him during his service with the Macon County Sheriff's Office at no cost.
2. **AWARD OF SERVICE SIDE ARM:** The Board hereby awards to Jonathan Phillips his service side arm, described as a Glock 17, Serial Number BMMZ310.
3. **PURCHASE PRICE:** The Board hereby determines the purchase price for said service side arm to be **one dollar (\$1.00)**.
4. **LEGAL COMPLIANCE:** The transfer of the service side arm is contingent upon the retiring officer securing any permits required by law or the weapon being rendered incapable of being fired, as dictated by statute.
5. **AUTHORIZATION:** The County Manager or their designee is authorized to take all necessary actions to execute the transfer of the badge and service side arm.

ADOPTED this the 10th day of March, 2026.

Joshua Young, Chairman

**RESOLUTION OF THE MACON COUNTY BOARD OF COMMISSIONERS
AWARDING THE SERVICE SIDE ARM AND BADGE TO RETIRING CORPORAL
ROBERT YOUNG**

WHEREAS, Robert Young has served the Macon County Sheriff's Office with distinction for 21 years and is officially retiring from law enforcement effective May 1, 2026; and

WHEREAS, North Carolina General Statute § 17F-20 (formerly § 20-187.2) provides that the governing body of a law enforcement agency may, in its discretion, award to a retiring member the badge worn or carried by them during their service; and

WHEREAS, N.C.G.S. § 17F-20 further authorizes the governing body to award the service side arm of a retiring member at a price determined by said governing body; and

WHEREAS, the Macon County Board of Commissioners desires to recognize Robert Young for his dedicated service to the citizens of Macon County.

NOW, THEREFORE, BE IT RESOLVED by the Macon County Board of Commissioners as follows:

1. **AWARD OF BADGE**: The Board hereby awards to Robert Young the badge worn by him during his service with the Macon County Sheriff's Office at no cost.
2. **AWARD OF SERVICE SIDE ARM**: The Board hereby awards to Robert Young his service side arm, described as a Glock 45, Serial Number CAPG288.
3. **PURCHASE PRICE**: The Board hereby determines the purchase price for said service side arm to be **one dollar (\$1.00)**.
4. **LEGAL COMPLIANCE**: The transfer of the service side arm is contingent upon the retiring officer securing any permits required by law or the weapon being rendered incapable of being fired, as dictated by statute.
5. **AUTHORIZATION**: The County Manager or their designee is authorized to take all necessary actions to execute the transfer of the badge and service side arm.

ADOPTED this the 10th day of March, 2026.

Joshua Young, Chairman

NORTH CAROLINA

MACON COUNTY

INTERLOCAL AGREEMENT
FOR TRANSFER STATION
IMPROVEMENTS

THIS INTERLOCAL AGREEMENT (“Agreement”) made and entered into this _____ day of _____ 2026 (“Effective Date”), by and between the **TOWN OF HIGHLANDS**, a North Carolina municipal corporation with a principal place of business located at of 210 N 4th St, Highlands, NC 28741 (the “Town”) and **MACON COUNTY**, a political subdivision of the State of North Carolina with a principal place of business located at 5 West Main Street, Franklin, NC 28734 (the “County”) (the Town and County hereinafter collectively referred to as the “Parties” and individually as the “Party”)

WITNESSETH:

WHEREAS, The Town and County are political subdivisions, and organized under the laws, of the State of North Carolina and are authorized by N.C. Gen. Stat. § 160A-460 to enter into interlocal agreements for the joint exercise of governmental functions and services; and

WHEREAS, The Town and County desire to enter into this Agreement to authorize improvements by the Town to the Highlands Transfer Station, located at 1080 Rich Gap Road, Highlands, NC 28741, to facilitate the Town’s permanent disposal of dredged material from Mirror Lake (the “Project”).

NOW, THEREFORE, for and in consideration of the mutual benefits, covenants, and promises contained herein, and other good and valuable consideration, the Parties agree as follows:

ARTICLE I. FUNDING AND COST-SHARING

1. Town's Responsibilities. The responsibilities of the Town include:
 - a. Expand the Mulch Processing Area to be used for the Project, as depicted in **Exhibit 1** and labeled "Expanded Mulch Processing Area", including any and all clearing, filling, and grading associated with the Project;
 - b. Construct an alternate 24-foot-wide gravel access road with 3-foot shoulders, as depicted in **Exhibit 1** and labeled "Prop. 24' Wide Gravel Road W/3' Shoulders"; and
 - c. Install two temporary sediment basins to be used for the Project, as depicted in **Exhibit 1** and labeled "Prop. Sediment Basin Location", that will be converted to permanent stormwater retention ponds at the closure of the Project.

2. County's Responsibilities. The responsibilities of the County include:
 - a. Allow the improvements to be made by the Town and its contractor(s) to the Highlands Transfer Station as a part of the Project and as provided in Section 1 of this Agreement;
 - b. Coordinate with the Town and their consultant to establish a phasing plan for the area of the Highlands Transfer Station depicted in **Exhibit 1** and labeled as "Existing Mulch Processing Area" during the construction of the improvements to be made by the Town and its contractor(s) as a part of the Project and as provided in Section 1 of this Agreement. The mutually agreed plan will designate up to three phases of construction and temporary fencing to be established and managed by the contractor(s) and identify access corridors and areas for continued mulch processing by the County during construction. The County will determine when capacity limitations require rerouting of yard debris customer to alternate facilities. The alternate drop-off for yard debris will be the Macon County Landfill in Franklin;
 - c. Provide access to the Town and the Town's contractor(s) to the Highlands Transfer Station; and

- d. Coordinate the Project schedule, location, and other logistics with the Town and its contractor(s).

ARTICLE III. GENERAL TERMS

1. Periodic Review. The Parties shall conduct a periodic review of this Agreement on an annual basis. If a material change in circumstances is identified, the Parties shall negotiate in good faith related to the change and amend this Agreement as necessary.

2. Costs. The Parties shall use reasonable efforts to obtain final approval and secure any funding necessary to fulfill their respective commitments at the outset of the Project. The Town agrees to provide the design, survey, testing, permitting, and associated costs for the Project.

3. No Obligation to Transfer Funds. Nothing in this Agreement shall be construed to obligate any Party to transfer or commit funds to another Party. Any reimbursement, cost-sharing, or financial contribution between the Parties shall be conducted in compliance with all applicable laws, regulations, and internal procedures. Such financial arrangements shall be set forth in separate written agreements executed by duly authorized representatives of the Parties and shall require independent approval by each Party.

4. Communication Strategy. Both Parties shall obtain the prior written consent of the other Party before making any communication with the media or any external public relations contacts concerning the Project. All communications shall be consistent with the objectives of the Project. Where appropriate, communications with external organizations should be coordinated to solicit their support and advance the Project's goals.

5. Force Majeure. If, by reason of force majeure, either Party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement, then such Party shall

give notice of such force majeure in writing to the other Party within a reasonable time after occurrence of the event of cause relied on, and the obligation of the Party giving such notice, so far as it is affected by such force majeure, shall be suspended during the continuance of the inability then claimed, but for no longer period and any such Party shall endeavor to remove or overcome such liability with all reasonable dispatch. The term force majeure shall mean acts of God, Strikes, lockouts, or other industrial disturbances, acts of public enemy, order of any kind of the Government of the United States or the State of North Carolina or any civil or military authority, insurrections, riots, epidemics/pandemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of Government and people, civil disturbances, explosions, breakage or accident to machinery, pipelines or canals, partial or entire failure of water supply, or similar unplanned events or occurrences.

6. Term. This Agreement shall commence on the Effective Date and shall remain in effect until January 1, 2029. The term may be extended by written consent of both Parties.

7. Mutual Termination. This Agreement may be terminated at any time by mutual written consent of the Parties.

8. Termination with Notice. Either Party may terminate this Agreement for any reason prior to the start of any construction or installation of the improvements to be made to the Highlands Transfer Station as a part of the Project by providing at least 60 days' prior written notice to the other Party. After the start of such construction or installation, this Agreement may only be terminated by mutual written consent of the Parties.

9. Relationship Between the Parties. This Agreement shall not under any circumstances be construed to make the Parties partners, joint venturers, or as having any other

proprietary or business relationship with each other.

10. Non-Exclusivity. Nothing in this Agreement shall be construed to restrict or prohibit either Party from entering into or participating in similar or related agreements with other public or private agencies, organizations, or individuals.

11. Notice. All notices, approvals, consents, requests or demands required or permitted to be given under this Agreement shall be in writing and shall be deemed sufficiently given when deposited in the mail, first-class postage prepaid, and addressed to the respective Parties as follows:

TOWN OF HIGHLANDS:

Attn. Highlands Town Hall
210 N 4th St
Highlands, NC 28741

MACON COUNTY:

Attn. Macon County Manager's Office
5 W. Main Street
Franklin, NC 28734

All notices, approvals, consents, requests or demands required or permitted to be given under this Agreement shall also be deemed sufficiently given by email if a confirmation of receipt is received.

12. Modification, Severability, No Waiver. This Agreement may be modified or amended only by the written mutual consent of both Parties. The invalidity of one or more phrases, sentences, clauses, or sections in this Agreement shall not affect the validity of the remaining portions of this Agreement, so long as the material purpose of this Agreement can be determined and effectuated. Any failure by either Party to enforce any of the provisions of this Agreement or to require compliance with any of its terms at any time during the term of this Agreement shall in

no way affect the validity of this Agreement, or any part hereof, and shall not be deemed a waiver of the right of such Party thereafter to enforce any such provision.

13. Assignment. Neither Party may assign or transfer the responsibilities or agreement made herein without the prior written consent of the non-assigning Party, which approval shall not be unreasonably withheld.

14. Dispute Resolution. The Parties agree to attempt to resolve disputes through negotiation between designated staff representatives. If negotiations fail, the Parties may employ alternative dispute resolution mechanisms prior to pursuing litigation or other remedies.

15. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina, and the venue for any proceedings arising hereunder shall be in the state court of appropriate jurisdiction located in Macon County, North Carolina.

16. Counterparts. This Agreement may be signed in any number of counterparts, and each counterpart shall represent a fully executed original as if signed by each of the Parties. Facsimile and electronic signatures shall be deemed as effective as original signatures.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Execution to follow.

TOWN OF HIGHLANDS

By: _____
Patrick Taylor, Mayor

ATTEST:

[PRINTED NAME], [TITLE]

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

[PRINTED NAME], Finance Director

MACON COUNTY

By: _____
Warren Cabe, County Manager

ATTEST:

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

Lindsay Leopard, Finance Director

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

CATEGORY – CONSENT AGENDA

MEETING DATE: MARCH 10, 2026

Item 12A. Draft minutes from the February 10, 2026, regular meeting are attached for the board's review and approval. (Tammy Keezer)

Item 12B. Budget Amendments #207-210 are attached for your review and approval. (Lindsay Leopard)

Item 12C. Capital Project Ordinance Amendment – Recreation Parks Capital Projectsem. (Lindsay Leopard)

Item 12D. Resolution Exempting Engineering Services for Tsali Boardwalk Projectem. (Warren Cabe)

Item 12E. Report of Total Unpaid 2025-26 Taxes in the Amount of \$2,086,813.22 and Approval for the Tax Collector to Advertise the Tax Liens. (Tax Collections Supervisor Delena Raby)

Item 12F. Tax releases for the month of February 2026 in the amount of \$401.83, per the attached memorandum from Tax Collections Supervisor Delena Raby.

Item 12G. A copy of the ad valorem tax collection report as of February 2026. Report only. No action is necessary. (Delena Raby)



**MACON COUNTY BOARD OF COMMISSIONERS
FEBRUARY 10, 2026
REGULAR MEETING MINUTES**

Chairman Young called the meeting to order at 6:00 p.m. and welcomed all in attendance. All Board members, County Manager Warren Cabe, Deputy Clerk Tammy Keezer, Finance Director Lindsay Leopard, and County Attorney Eric Ridenour were present, as were a number of county employees, media, and citizens.

Announcements

Commissioner Shearl provided an extensive announcement reflecting on numerous county improvements accomplished since December 2022. He highlighted infrastructure repairs, facility upgrades, budget management, and services provided across all districts. Commissioner Shearl concluded by announcing his decision to run for reelection and outlined his vision for future county needs, including a new justice center, senior center improvements, and continued infrastructure development.

Moment Of Silence

Chairman Young requested all in attendance rise and a moment of silence was observed.

Pledge Of Allegiance

Led by Commissioner Shields the pledge to the flag was recited.

Public Hearing(s)

Revising The Structure of The Macon County Board of County Commissioners

Chairman Young opened the public hearing at 6:13 p.m. Multiple citizens spoke against rushing the proposed changes, which would restructure from the current system to three districts with two at-large seats.

Dr. Joanne Rosner expressed disappointment that some commissioners hadn't responded to her emails and urged the board not to take hasty action. She questioned the artificial urgency and requested transparency, asking that the interests of citizens be placed ahead of potential candidates. **Amy Patterson** advocated for taking time to explore all options under North Carolina law, noting the county's diverse geography with 46% federal land. She suggested examining demographic data from the 2024 housing assessment and expressed personal preference for district-only voting, where residents vote only for their district representative. **Tom Young** suggested a separate meeting for an additional opportunity for more dialogue and discussion on the topic. **Mary Williams** recommended taking more time to review and receive input. **Linda Tyler** said she felt all Macon County residents needed the opportunity to vote on the issue in November. **Jim Tate** requested that the

board take their time in making this decision and shared his opposition to the proposed changes. **Jeff Weller** suggested the board take more time to make a decision and seek additional input on other options. **John Muir** advised the board to take time to make a decision. Scott Baste spoke in opposition to at-large members but suggested a 5th district. **Lisa Walker** shared her opposition to the proposed redistricting. **Freda Bennett** said this is not the proper way to go about redistricting and should be looked at during the census of 2030. **Mayor Patrick Taylor** requested that board members take their time and study possibilities before making a decision. **Caleb Brown** voiced his thoughts in opposition to the proposed redistricting and recommended that the issue be brought to a referendum.

After public comment, Commissioner Young closed the hearing at 6:39 p.m.

County Attorney Eric Ridenour explained the legal framework. He clarified that the proposed system with three districts plus two at-large seats cannot be put to a referendum under state statutes, requiring instead a local act through the General Assembly. Four referendum options exist under state law, but none accommodate the proposed structure.

Commissioner Shearl defended the proposal as addressing fairness issues, explaining that the current system is unconstitutional according to a 2002 North Carolina Supreme Court ruling regarding mixed single-member and multi-member districts. He emphasized that Macon County is the only county in the state with this electoral structure, calling it inherently unfair to Districts 1 and 3 residents who have limited opportunities compared to District 2.

Commissioner Antoine initially supported the proposal due to concerns about equal opportunity for all districts to have candidates run every two years, but after hearing public input, expressed willingness to slow the process and gather more information.

Commissioner Breeden agreed the current system needs addressing, but wanted more comprehensive information and options before proceeding. He supported taking additional time to build cases for various alternatives.

Chairman Young acknowledged the need for recalibration, noting voter population disparities, and emphasized wanting a comprehensive study involving regional counties, state consultants, and community input before making decisions.

Commissioner Shearl secured agreement from fellow commissioners that the current system is unfair and needs addressing, though they agreed to take time for proper study and community input.

Revising The Structure of The Macon County Planning Board

Chairman Young opened the public hearing at 7:14 p.m.

Mayor Patrick Taylor spoke for both Franklin and Highlands, requesting that municipalities continue to have voting representation on the county planning board, emphasizing their stake in land use decisions affecting economic development and population centers.

Lee Walters, current vice chair of the planning board, provided a detailed background on legal requirements and the board's history. He noted that during the creation of the 2019 comprehensive plan, the board had 19 members who accomplished significant work. He questioned whether reducing to just three public members plus two municipal liaisons would provide adequate representation and expertise. Mr. Walters suggested solutions for attendance issues, including virtual meetings and alternate members rather than a drastic reduction.

Commissioner Young closed the public hearing at 7:21 p.m.

Following public comment, Commissioner Shearl explained his position as the Planning Board liaison, noting he had attended no meetings due to a lack of

quorum. He argued that eleven (11) members were too many for effective decision-making and advocated reducing to five (5) members. He also expressed philosophical opposition to voting for municipal representatives on a county board, stating that people choose to live outside towns to avoid government regulations.

Chairman Young agreed with the five-member structure and supported municipal representatives serving as non-voting liaisons rather than voting members, comparing this to how county representatives serve on municipal boards.

Motion: Commissioner Shearl moved to restructure the Macon County Planning Board from eleven (11) members to five (5) members, with the Towns of Franklin and Highlands serving as non-voting liaisons, and directed Attorney Ridenour to amend the bylaws accordingly.

Commissioner Breeden seconded. The motion passed 5-0.

Additions To Agenda

County Manager Cabe requested adding an appointment to the Highlands TDC under item 13D.

Commissioner Shearl requested discussion of undesignated fund balance, capital improvement planning, and county budget percentage for Macon County Schools during the upcoming budget process.

Public Comment Period

Multiple citizens addressed various concerns during the public comment period. **Linda Tyler** spoke about the Fontana Regional Library Board appointment process, expressing concern about the short timeline and lack of public advertising. She emphasized the importance of having Hudson Library board representation and advocated for appointing Jennifer Cambrook. **Narelle Kirkland** requested traffic signal timing adjustments at Palmer, Porter, and Depot Street intersections to provide equal time for north-south traffic, and completion of greenway paving between the middle section and the town bridge. **Selma Sparks** addressed problems with transit services, including a lack of notification when trips are cancelled due to weather and confusing instructions about being ready 15 minutes before pickup time. Commissioners assured her the complaints would be addressed. **Sheryl Hartley** advocated strongly for the Macon County Sheriff's Department, specifically supporting Sheriff Holbrooks' request for detention officer pay increases. She criticized the previous month's pushback and challenged commissioners to support public safety funding, directly criticizing Commissioner Shearl's position. **Matt Jackson** spoke about property taxes and the quarter-cent sales tax, noting Macon County's consistently low property tax rates among North Carolina's 100 counties. He advocated for the sales tax as a way to support necessary services without increasing the property tax burden, calling it fiscally responsible spending. **Heather Dombroskie** addressed concerns about transparency in board appointments and criticized the campaign speech at the meeting's opening. She questioned the FRL board appointment process and expressed concerns about the library system's direction.

Adjustments To and Approval of the Agenda

Commissioners discussed whether to proceed with the FRL board appointment given the short advertising period. After a discussion about timing and standard procedures, they decided to proceed with the appointment as scheduled.

Motion: Commissioner Shearl moved to approve the agenda as adjusted. Commissioner Breeden seconded. The motion passed 5-0.

Reports/Presentations

Mid-Year Budget Review – County Manager Warren Cabe and Finance Director Lindsay Leopard

County Manager Cabe presented the mid-year budget review with key highlights, including strong sales tax revenue performance, showing a \$657,000 increase over the previous year's first five months. Tax collections are tracking appropriately at 57% compared to 54% last year.

General fund expenditures are at 41% compared to 37% last year, which is a healthy positioning at the halfway point. The presentation showed debt service projections through 2045, with significant decreases expected by 2029.

General fund balance increased modestly by \$450,000 this year, with the unassigned fund balance actually decreasing due to major expenditures, including \$10 million for Highlands School renovation and \$500,000 for library renovations.

Mr. Cabe outlined upcoming capital projects totaling approximately \$5.6 million, including National Guard Armory renovation, SCC driving track, Macon Early College repairs, Veterans Memorial Park improvements, and various facility upgrades.

The budget calendar was presented with department meetings beginning immediately, outside agency budgets due April 15th, and the proposed budget presentation scheduled for May 12th, with a public hearing in June.

Commissioner Shearl requested comprehensive information about total county funding for Macon County Schools, currently around 22 percent, including all capital and operational support. Discussion included consideration of percentage-based funding policies and capital improvement fund establishment.

Old Business

Update on the Hiring And Selection Process For Department Of Social Services (DSS) Director – Social Services Board Member And Selection Committee Chair Julie Adams

Social Services Board member and Selection Committee Chair Julie Adams, provided a comprehensive update on the DSS director hiring process. Of the six applications received, only three candidates completed all required components, creating too small a qualified candidate pool for such a critical position.

Ms. Adams emphasized the significance of the role, supervising departments serving approximately 4,000 food and nutrition recipients, 10,000 Medicaid-eligible individuals, 865 active child support cases, and numerous other services. She highlighted the leadership transition challenges with several experienced supervisors retiring simultaneously.

The DSS board recommended using Developmental Associates, the same firm that successfully recruited the current director, which previously yielded 24 qualified applicants. The service costs \$26,000 with 40-50 percent reimbursement from the state.

Commissioner Shearl initially expressed concern, but after better understanding the specialized nature and complexity of DSS hiring requirements, he corrected his previous position and offered support.

Motion: Commissioner Antoine moved to support DSS in their decision to use Developmental Associates for the director recruitment process. Commissioner Shearl seconded. The motion passed 5-0.

Update From the One-Quarter Cent Sales Tax Committee – Commissioner Shields

Commissioner Shields and committee member Betsy Baste presented the quarter-cent sales tax committee's progress. The diverse 10-member committee has met five times since December, developing a three-phase education plan for voters.

Ms. Baste explained that Macon County is the only county among seven in Region A without this tax, and that the ballot language required by state law provides no meaningful information to voters. The committee's role is education, not advocacy, helping voters understand what the tax means.

Key points included that the tax doesn't apply to automobiles, gas, groceries, prescription drugs, or medical supplies. The estimated \$2.3 million annual revenue from the quarter-cent tax would be equivalent to about two cents on the property tax rate. Approximately 40 percent would come from visitors and tourists.

The committee outlined their marketing timeline, with public education beginning in August and running through the November election. Commissioner Shearl challenged the approach, suggesting a property tax reduction to truly target outsiders and expressing concern about people on fixed incomes.

Discussion included Commissioner Shearl's alternative proposal of voluntary contributions to a capital improvement fund, offering to personally contribute \$500 if 20,000 residents followed suit.

Motion: Commissioner Shields moved to adopt the resolution supporting the quarter-cent sales tax referendum. Commissioner Young seconded. The motion passed 4-1, with Commissioner Shearl voting against.

Continued Discussion and Follow-Up Concerning Detention Officer Salaries – Mr. Cabe

County Manager Cabe presented the financial analysis for detention officer pay increases, showing a two-grade increase would cost approximately \$45,000 for the remainder of the fiscal year and \$125,000 annually. Current staffing shows four vacancies out of 16 positions.

Sheriff Holbrooks emphasized focusing on "low-hanging fruit" where the greatest need exists, noting detention officers face difficult conditions, including assaults and confined 12-hour shifts. He clarified this was not a request for additional funding but rather a reallocation within existing budget capacity.

Commissioner Shearl strongly opposed the timing, arguing it was unfair to other county employees and set a bad precedent during the budget year. He expressed concern about political pressure during election season and advocated for addressing compensation through the regular budget process.

Other commissioners supported the immediate need, with Commissioner Breeden noting the specialized certification requirements and challenging working conditions.

Motion: Chairman Young moved to approve the detention officer pay raise, effective February 23rd. Commissioner Breeden seconded. The motion passed 4-1, with Commissioner Shearl voting against.

New Business

Approval Of Resolution Exempting Professional Services For Design And Construction Of The New Carson Convenience Center – Mr. Cabe

County Manager Cabe requested approval to exempt engineering services under \$50,000 and approve a \$19,700 proposal from CE Tech Engineering for design and construction of the Carson Convenience Center. The project will utilize the solid waste fund balance and include improved recycling options and compactor-type containers.

The design will also explore relocating the center to the front of the property to potentially use the back portion for recreational purposes, possibly including a soccer field.

Motion: Commissioner Breeden moved to approve the resolution exempting professional services for the Carson Convenience Center design and construction, awarding the contract to CTE Consulting and Engineering for \$19,700 from the solid waste fund balance, including an associated budget amendment. Commissioner Shearl seconded. The motion passed 5-0.

Approval Of Proposal from NCDOT For Improvements to the Intersection at Porter Street and Panther Drive – Mr. Cabe

County Manager Cabe explained that NCDOT requires intersection improvements due to the new school construction. After rejecting initial proposals requiring right-of-way acquisition, NCDOT proposed a roundabout at the Porter Street and Panther Drive intersection.

The design would accommodate two-lane traffic entering Panther Drive and solve circulation issues while meeting DOT requirements. The engineering proposal from Wade Trim through LS3P totals \$183,000, fully reimbursable by NCDOT.

Commissioner Shields expressed concerns about bus and parent traffic coordination at the intersection. Mr. Cabe confirmed the roundabout would handle bus traffic and that commissioners would review and approve the final design.

Motion: Commissioner Breeden moved to approve the NCDOT proposal for intersection improvements at Porter Street and Panther Drive for \$183,000 from the general fund balance with a corresponding budget amendment. Commissioner Antoine seconded. The motion passed 5-0.

Consent Agenda

Upon a motion by Commissioner Breeden, seconded by Commissioner Antoine, the board voted unanimously to approve the consent agenda as presented which includes: (A) Minutes of the January 12, 2026, regular meeting, (B) Budget Amendments #185-186, (C) Grant Project Ordinance Amendment - Duke Energy Weatherization Grant, (D) Appointment of CHSA Director Kimberly Dills to the VAYA Region One Board to Replace Patrick Betancourt (E) Tax releases for January 2026, in the amount of \$8,869.35, and (F) Monthly ad valorem tax collection report for which no action is necessary.

Appointments

Consolidated Human Services Agency (CHSA) Board (1 Seat)

Four candidates were considered for the general public seat: Chris Hedden, Lyndsey Henderson, Matt Jackson, and Carol Kite. Commissioner Shearl noted he had resigned from his CHSA board position.

Motion: Following a ballot vote, Commissioner Antoine moved to approve the appointment of Chris Hedden to the CHSA Board. Commissioner Breeden seconded. The motion passed 5-0.

Board of Equalization and Review (5 Seats)

Five recommended candidates were presented to fill all seats: Kristine Flaig, Donald Holland, Richard Lightner, William “Bill” Trick, and Dwight Vinson, all continuing their service from previous terms.

Motion: Commissioner Shearl moved to accept all five applicants to the Board of Equalization and Review. Commissioner Shields seconded. The motion passed 5-0.

Fontana Regional Library Board of Trustees (1 Seat)

Three candidates were considered for the unexpired term ending August 2027: Denise Boothby, Jennifer Cambrook, and James Carty.

Motion: Following a ballot vote, Commissioner Breeden moved to approve the appointment of Denise Boothby to the Fontana Regional Library Board. Commissioner Antoine seconded. The motion passed 5-0.

Highlands TDC (1 seat)

County Manager Cabe explained that the Town of Highlands requested the appointment of James Tate as their at-large representative on the Highlands TDC board per the organization's bylaws.

Motion: Commissioner Breeden moved to approve the appointment of James Tate to the Highlands TDC board. Commissioner Antoine seconded. The motion passed 4-1, with Commissioner Shearl opposed.

Closed Session As Allowed Under NCGS 143-318.11

Motion: At 9:24 p.m., Commissioner Breeden moved to enter closed session pursuant to NCGS 143-318.11(3) for attorney-client privilege, (5) for real property matters, and (6) for personnel matters. Commissioner Antoine seconded. The motion passed 5-0. The board returned to open session at 9:57 p.m.

Adjourn/Recess

Motion: At 9:58 p.m., Commissioner Breeden moved to adjourn the meeting. Commissioner Shields seconded. The motion passed 5-0.

Warren Cabe
Ex Officio Clerk to the Board

Josh Young
Board Chair

**MACON COUNTY, NORTH CAROLINA
CAPITAL PROJECT ORDINANCE
RECREATION PARKS CAPITAL PROJECTS**

BE IT ORDAINED by the Macon County Board of Commissioners, Macon County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION 1. The project authorized is Recreation Parks Capital Projects.

SECTION 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

SECTION 3. The following amounts are appropriated for the project:

Pickleball Courts	<u>\$100,000</u>
Total	<u>\$100,000</u>

SECTION 4. The following revenues are anticipated to be available to complete the project:

Transfer from general fund	<u>\$100,000</u>
Total	<u>\$100,000</u>

SECTION 5. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of the General Statutes of the North Carolina.

SECTION 6. The Finance Director is hereby authorized to transfer appropriations between line items within the capital projects fund.

SECTION 7. Copies of this capital project ordinance shall be furnished to the County Manager and the Finance Director for direction in carrying out this project.

ADOPTED this 10th day of March 2026.

Josh Young, Chairman
Macon County Board of Commissioners



Civil Engineering Technologies

Larry A. Lackey, Jr. PE dba

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125 Highlands Road Franklin, North Carolina 28734 Tel.: (828) 524-9185 Fax (828) 349-9535

February 20, 2026

Mr. Warren Cabe, County Manager
Macon County
5 West Main Street
Franklin, North Carolina 28734

**RE: Agreement for Professional Engineering Services
Macon County Greenway
Arthur Drake Rd/Tsali Boardwalk Replacement
Macon County, North Carolina**

Dear Mr. Cabe:

The following summarizes the services to be provided and interest to be assumed by CETech Associates/Larry A. Lackey, Jr., PE. for the development of the subject parcel:

PROJECT UNDERSTANDING

The entire boardwalk is in degraded condition with most damages resulting from Hurricane Helene flooding. The boardwalk is constructed of pressure treated lumber material and is approximately 8' (total width) and 240' long. The entire boardwalk requires complete removal and replacement, including deck piers, within the existing footprint. We understand that it is initially proposed that the new boardwalk surface will be a composite, appropriate decking material.

Funding will be in part or in whole by Macon County.

It is understood that time is of the essence. A bid let date of April 1, 2026 is proposed.

SCOPE OF WORK

I. Construction and Permit Plans

We will make necessary field visits and inventory the existing footprint and general materials in place for the existing boardwalk. A site plan for graphic representation of the limits of construction will be prepared. A descriptive narrative of existing conditions will be prepared for

demolition and removal of the existing boardwalk.

We will prepare construction plans for construction and permit plans and bidding for a new replacement boardwalk. The plans will include best management practices (BMP's) for erosion and sediment control of construction work run-off, as well as to protect the trout water stream and river.

Structural plans will include deck piers, floor framing/structure/railing, rub-board at sides, and railing system. The plans will also include identification of removal and replacement of existing incidental features to include the kiosk and signs.

The working drawings and specifications will set forth in detail and prescribe the work to be done and the materials, and workmanship for the work.

All plans to be designed and signed and sealed by a licensed NC Professional Engineer.

We will provide all blueprints and reproducibles/documents (hard copies) as required for review and permitting and construction.

II – Bidding and Bid Documents

We will assemble the necessary bidding information, proposal and contract forms, and conditions of the contract, for approval by the Owner. These documents will be prepared and submitted to the Owner's counsel and procurement/finance department for review.

We will attend a bid opening, evaluate same and make recommendations of award to the Owner within five (5) days of the bid opening unless negotiations or redesign is required. Upon award of contracts, we will assure proper execution of the contract documents by the contractors and forward to the Owner for his execution and further approval. Bids shall be opened by the Owner, in the presence of the Engineer, and read aloud by the Owner at the bid opening. The bid opening will be conducted at the Owner's facility.

III- Construction Phase (Onsite Observation, Pay Requests, Shop Drawings)

The Construction Phase will begin with the notification of award of contracts. CEtech shall issue a letter of Notice to Proceed to the single prime contractor or venue selected by the Owner, which letter shall fix and definitely establish the beginning date of time of performance for the contract, and the required completion date. Copies of the Notice to Proceed letter issued by the Engineer shall be furnished to the Owner.

After a contractor is selected, we will prepare an agenda for a preconstruction meeting. The preconstruction meeting will be coordinated and facilitated by our office.

We will establish and conduct scheduled progress meetings for contractors' representatives and representatives of the Owner. Such meetings shall be for the primary purpose of assessing the progress of the work and recommending such remedial actions as are necessary to maintain progress and to complete the project within the contract time.

We will process and approve, or take other appropriate action in respect of, progress schedules, shop drawings and other required submissions of contractors promptly; Prepare change orders as required, and have such change orders properly executed and approved before authorizing work

Mr. Cabe
February 20, 2026
Page 3

on account thereof; Process contractors' applications for payment promptly for authorized work and issue certificates of payment.

We will schedule and conduct periodic inspections of the project, coordinating the dates for with the Owner. The Engineer of Record will dedicate site visits at the site, or as required for the duration of the construction.

The project is estimated to reach final completion within 3 months of commencement.

Other services include:

Provide general administration of the performance of construction contracts, including inspection and continuous liaison of the work to ensure compliance with plans and specifications, which inspection shall be by the Engineer of Record.

OWNER RESPONSIBILITIES

Specifically, but not limited to, the following will be provided by the Owner as may be required:

Deed or easement evaluation and/or certification of ownership of property for egress
Submittal Fees (if required)
Soils Investigations and Construction Testing (if required)
Legal and Administrative Fees (if required)
Finance Department certification/audit statement of funding for the project

If required, outside services including geotechnical consultant, and archaeological consultant will be provided by the Owner if necessary, and are not included in lump sum fees or estimates. We note that we can provide Geotechnical assessment via test pits at the site with the use of the Macon County personnel to excavate the test pits. This fee is included in this proposal. Unless otherwise indicated, this proposal/contract does not include permit application filing fees, survey services for construction staking (by contractor), additional deep boring geotechnical services, aerial photography services, costs incurred as a result of manipulation or encroachment of easements, alleys or right-of-ways, off-site improvements, costs incurred as a result of non-compliance, costs required as a result of environmental impacts, environmental studies or biological determinations not specifically identified herein, costs required for traffic studies (except as noted as Traffic Impact Evaluation) or transportation engineering or any costs relating to the design or construction of the buildings, or other structures not specifically indicated in this proposal.

PAYMENT FOR SERVICES

CEtech Associates will be compensated in accordance with the following schedule. The Owner will be invoiced for the services provided on the following pay item schedules:

I. Construction and Permit Plans

Total Site & Buildings	\$8,700.00
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II: Bidding and Bid Documents	\$1,500.00
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III- Construction Phase (Onsite Observation, Pay Requests, Shop Drawings)

\$2,000.00

Total FEE:	\$12,200.00
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INVOICES: Progress invoices will be submitted to the client periodically (monthly) and a final bill will be submitted upon completion of the services. Each invoice is due per Macon County customary pay schedule. LIMITATION OF LIABILITY: The client agrees not to personally charge any employee of CEtech Associates with any liability arising out of the performance of this Agreement.

CONTRACT ASSIGNMENT: This Proposal/Contract is for the exclusive use of the client and is not assignable to or assumable by any third party without prior written consent of this firm.

CONTRACT AMOUNT: Execution of this Contract by the Owner authorizes CEtech Associates to proceed with the services as outlined herein for with the associated fees and invoice schedules.

Macon County may terminate this agreement upon written notification to CEtech Associates. CEtech Associates shall be compensated for work based on percentage of completion for work performed prior to the termination.

Please sign and date below and return a copy to us as our authorization to proceed.

This Agreement for Professional Services authorizes CEtech Associates to commence on work for the fees outlined herein. Owner authorization will be required for additional services not included, only if required.

This Proposal Accepted:



Larry A. Lackey, Jr., P.E.

Owner

Date

Macon County Tax Office
5 West Main Street
Franklin, NC 28734



Phone: (828) 349-2149
draby@maconnc.org

TO: MACON COUNTY COMMISSIONERS

FROM: Macon County Tax Office
Delena Raby, Tax Collections Supervisor

DATE: March 03, 2026

RE: N.C.G.S. §105-369

North Carolina General Statute §105-369 states "In February of each year, the tax collector must report to the governing body the total amount of unpaid taxes for the current fiscal year that are liens on real property." The statute continues by stating "Upon receipt of the report, the governing body must order the tax collector to advertise the tax liens."

This is a request for the Macon County Commissioners to order the tax office, per this statute, to collect any unpaid taxes owed to Macon County. Currently our collection rate is 95.37%, which is an increase over the collection rate of 94.74% at this time last year. However, there is still a balance of \$ 2,086,813.22 outstanding. Enforced collections will be utilized to collect as much of that outstanding amount as possible.

Notices regarding this process will be sent to all taxpayers who have a delinquent tax account. They will have thirty (30) days to respond before the actual advertising of liens is published.

Thank you and please contact me if you should have any questions.

Respectfully,

A handwritten signature in cursive script that reads "Delena Raby".

Delena Raby
Tax Collections Supervisor

Macon County Tax Office
5 West Main Street
Franklin, NC 28734



Phone: (828) 349-2149
draby@maconnc.org

TO: MACON COUNTY COMMISSIONERS

FROM: Macon County Tax Collector's Office
Delena Raby, Tax Collections Supervisor

DATE: March 3, 2026

RE: Releases For February, 2026

Attached please find the report of property tax releases for real estate and personal property that require your approval in order to continue with the process of releasing these amounts from the tax accounts. Please feel free to contact me if you should have any questions. The report of releases in alphabetical order is attached.

Amount of Releases for February, 2026: \$ 401.83

NAME	BILL NUMBER	Release Reason	OPER	DATE/TIME	DISTRICT	VALUE	AMOUNT
159697 BROYLES, TRUST	2025-72963	DY:0RP:6584587370 CLERICAL ERROR	DLR	12/31/9999 2:56:10 PM			
					G01 ADVL TAX	0.00	17.26
					F01 ADVL TAX	0.00	4.48
					L01 FFEEFEE	0.00	3.30
12 FRANKLIN CITY		Payment issued prior to interest				Total Releases:	25.04
136203 GLYNN, WILLIAM R.	2025-83292	DY:0RP:6598418788 CLERICAL ERROR	DLR	12/31/9999 2:57:42 PM			
					G01 ADVL TAX	0.00	22.25
					L01 FFEEFEE	0.00	3.30
					F08 ADVL TAX	0.00	6.43
11 COWEE		payment made prior to interest				Total Releases:	31.98
47684 JACKSON, SIDNEY HARRIS, JR.	2025-99551	DY:0RP:7540375919 CLERICAL ERROR	DLR	12/31/9999 2:53:56 PM			
					G01 ADVL TAX	0.00	42.51
					L01 FFEEFEE	0.00	3.30
					F10 ADVL TAX	0.00	3.01
05 HIGHLANDS		PAMENT ISSUED BEFORE INT				Total Releases:	48.82
122699 MOELLER, BRYDEN DOUGLAS	2025-203321	DY: PERSONAL PROPERTY CLERICAL ERROR	LAS	12/31/9999 1:42:59 PM			
					G01 ADVL TAX	1,960.00	5.29
					F08 ADVL TAX	1,960.00	1.53
11 COWEE		TRAVEL TRAILER DILAPIDATED, NO LONGER OWNS				Total Releases:	6.82
122699 MOELLER, BRYDEN DOUGLAS	2017-203321	DY: PERSONAL PROPERTY CLERICAL ERROR	LAS	12/31/9999 1:38:26 PM			
					F08 ADVL TAX	4,030.00	4.45
					G01 ADVL TAX	4,030.00	14.06
11 COWEE		TRAVEL TRAILER DILAPIDATED, NO LONGER OWNS				Total Releases:	18.51
122699 MOELLER, BRYDEN DOUGLAS	2018-203321	DY: PERSONAL PROPERTY CLERICAL ERROR	LAS	12/31/9999 1:38:57 PM			
					F08 ADVL TAX	3,667.00	4.04
					G01 ADVL TAX	3,667.00	12.80
11 COWEE		TRAVEL TRAILER DILAPIDATED, NO LONGER OWNS				Total Releases:	16.84
122699 MOELLER, BRYDEN DOUGLAS	2019-203321	DY: PERSONAL PROPERTY CLERICAL ERROR	LAS	12/31/9999 1:39:30 PM			
					F08 ADVL TAX	3,600.00	4.11
					G01 ADVL TAX	3,600.00	13.49
11 COWEE		TRAVEL TRAILER DILAPIDATED, NO LONGER OWNS				Total Releases:	17.60

NAME	BILL NUMBER	Release Reason	OPER	DATE/TIME	DISTRICT	VALUE	AMOUNT
122699 MOELLER, BRYDEN DOUGLAS	2020-203321	DY: PERSONAL PROPERTY CLERICAL ERROR	LAS	12/31/9999 1:40:04 PM			
					G01 ADVL TAX	3,276.00	12.28
					F08 ADVL TAX	3,276.00	3.74
11 COWEE		TRAVEL TRAILER DILAPIDATED, NO LONGER OWNS				Total Releases:	16.02
122699 MOELLER, BRYDEN DOUGLAS	2021-203321	DY: PERSONAL PROPERTY CLERICAL ERROR	LAS	12/31/9999 1:40:35 PM			
					G01 ADVL TAX	3,276.00	13.10
					F08 ADVL TAX	3,276.00	3.74
11 COWEE		TRAVEL TRAILER DILAPIDATED, NO LONGER OWNS				Total Releases:	16.84
122699 MOELLER, BRYDEN DOUGLAS	2022-203321	DY: PERSONAL PROPERTY CLERICAL ERROR	LAS	12/31/9999 1:41:21 PM			
					G01 ADVL TAX	2,420.00	9.68
					F08 ADVL TAX	2,420.00	2.76
11 COWEE		TRAVEL TRAILER DILAPIDATED, NO LONGER OWNS				Total Releases:	12.44
122699 MOELLER, BRYDEN DOUGLAS	2023-203321	DY: PERSONAL PROPERTY CLERICAL ERROR	LAS	12/31/9999 1:41:52 PM			
					G01 ADVL TAX	2,180.00	5.89
					F08 ADVL TAX	2,180.00	1.70
11 COWEE		TRAVEL TRAILER DILAPIDATED, NO LONGER OWNS				Total Releases:	7.59
122699 MOELLER, BRYDEN DOUGLAS	2024-203321	DY: PERSONAL PROPERTY CLERICAL ERROR	LAS	12/31/9999 1:42:25 PM			
					G01 ADVL TAX	1,960.00	5.29
					F08 ADVL TAX	1,960.00	1.53
11 COWEE		TRAVEL TRAILER DILAPIDATED, NO LONGER OWNS				Total Releases:	6.82
52535 PRUDENTIAL MARKHAM BANKSTON	2019-204544	DY: PERSONAL PROPERTY CLERICAL ERROR	LAS	12/31/9999 8:12:38 AM			
					G01 ADVL TAX	8,928.00	33.45
					F01 ADVL TAX	8,928.00	4.87
12 FRANKLIN CITY		NO LONGER IN BUSINESS				Total Releases:	38.32
157482 TYER, PAULA	2025-301874	DY: PERSONAL PROPERTY CLERICAL ERROR	LAS	12/31/9999 8:15:01 AM			
					G01 ADVL TAX	5,620.00	15.17
					L01 FFEEFEE	5,620.00	120.00
					F02 ADVL TAX	5,620.00	3.02
01 FRANKLIN		NO LONGER OWNS, CAMPER WAS DAMAGED IN 2024.				Total Releases:	138.19
Total Taxes - Release:							401.83

COLLECTIONS MONTHLY TOTALS REPORT
 Macon County - Year To Date February 2026 Tax Year 2025

Macon County Advalorem Tax Collections Report Year To Date February 2026 Tax Year 2025										
TAX YEAR 2025 Year To Date February 2026 Tax Year 2025									This Year	Last Year
Year to Date	Beginning Balance	Levy Added	Less Releases	Less Administrative Refunds	Less Write Offs	Equals Adjusted Levy	Less Payments	Outstanding Balance	Collection Percentage Tax Year 2025 As of 2/28/2026	Collection Percentage Tax Year 2024 As of 2/28/2025
General Tax	0.00	35,020,474.74	-23,111.85	0.00	-1078.96	34,996,283.93	-33,492,566.32	1,503,717.61	95.70%	95.01
Fire Districts	0.00	5,467,920.83	-4,260.77	0.00	-201.73	5,463,458.33	-5,185,389.18	278,069.15	94.91%	94.61
Landfill User Fee	0.00	3,390,120.00	-17,101.54	0.00	-18.84	3,372,999.62	-3,125,381.35	247,618.27	92.66%	92.22
TOTAL:	0.00	43,878,515.57	-44,474.16	0.00	-1299.53	43,832,741.88	-41,803,336.85	2,029,405.03	95.37%	94.74

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

CATEGORY – APPOINTMENTS

MEETING DATE: MARCH 10, 2026

13A. **Economic Development Commission (9 seats)** – Included in your packet are applications for Johnathan Hamlin, Cory McCall, Brett Rogers, and Jeff Weller.

13B. **Macon County Planning Board (1 seat)** - Included in your packet are applications for Kirk Binning, Benjamin Laseter, Michael Mathis, James St Laurent, and Lili Vitale. Please be reminded that the application deadline for this seat is March 9, 2026, and if additional applications are received, they will be forwarded to you.

13C. **Town of Franklin Planning Board (1 seat)** – Included in your packet is the application for Dave Jones. Please be reminded that the application deadline for this seat is March 9, 2026, and if additional applications are received, they will be forwarded to you.



Friday, February 27, 2026

Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable, and dedicated people to serve on authorities, boards, commissions, and committees. If you are interested in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Economic Development Commission

Contact Information

Name	Mr. Johnathan Paul Hamlin
Preferred Name	John
Physical Address	50 Brookwood Cv Franklin, North Carolina, 28734
Mailing Address	50 Brookwood Cv Franklin, North Carolina, 28734
Email	john@johnhamlininsurance.com
Work Phone Number	(828) 369-9696
Mobile Phone Number	(828) 712-6859
Preferred Number	Mobile Phone Number

Education

High School Name Enka High School

Graduated

Year Graduated

Employment Status

Please provide your current employment status

Employer Hamlin Ins and Fins Svcs Inc

Job Title President Owner

Address 109 W Palmer Street
Franklin, North Carolina, 28734

Contact Person John Hamlin

Phone Number (828) 369-9696

Email john@johnhamlininsurance.com

Employment Date Saturday, November 1, 2014

Membership in professional, civic organization or government boards or commissions Franklin Chamber

Community Service/Volunteer Activities Youth Sports/TDC

Could you or your family be affected financially by decisions made by the board or commission for which you are applying?

Why do you want to serve on this Authority, Board, Commission, or Committee ?

I want to serve on the Macon County Economic Development Commission Board because I am deeply committed to the growth and prosperity of our community. Having served on the board during my current term, I have seen firsthand the positive impact that strategic economic development initiatives can have on local businesses, job creation, and overall quality of life. I want to continue contributing my skills, experience, and passion to help attract new investment, support existing businesses, and promote sustainable economic growth in Macon County. Serving on this board allows me to actively participate in shaping the future of our county and ensuring it remains a vibrant and thriving place for residents and businesses alike.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

I believe the following skills, interests, and qualifications would be valuable assets to the Macon County Economic Development Commission Board:

- Experience in Economic Development: I have practical experience working with local businesses and community stakeholders to support economic growth

initiatives.

- Strong Communication and Collaboration Skills: I am skilled at building partnerships among diverse groups, including government officials, business leaders, and residents.
- Passion for Community Development: I am deeply committed to improving the quality of life in Macon County through sustainable economic and workforce development.

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying?

My Term is expiring/Warren Cabe

Are you registered to vote in the state of North Carolina

Yes

Are you a full time resident of Macon County

Yes

Are you a Macon County property owner

Yes

If you are applying for the Nursing Home Adult Care Advisory Committee

References

First Reference

Linda Harbuck

Organization

Franklin Chamber of Commerce

Phone Number

(828) 524-3161

Relationship

Friend

Second Reference

Barry Breeden

Title

Macon County Commissioner

Organization

Macon County

Phone Number

(828) 342-6714

Relationship

Friend

Third Reference

Adam Tallent

Title

Teacher/Real Estate Agent

Organization

Macon county Schools/Mason Peak Realty

Phone Number

(828) 342-5170

Email adamtallent12@gmail.com

Relationship Friend

Conflict of Interest Disclosure

Full Name of Spouse (if married) Karri E Hamlin

Spouse's Place of Employment Homemaker

Please list all entities of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, please state "none")

OHNC LLC - Managing Member, real estate

By submitting this Application for Appointment, I pledge that, if appointed, I agree by my signature below that all of the information above is complete and accurate to the best of my knowledge and I pledge to comply with the following ethics guidelines as fully set forth in the Code of Ethics.

I. Declaration of Policy

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

In recognition of these goals, a Code of Ethics for county officials was adopted. The purpose of this policy is to establish guidelines for ethical standards of conduct for all officials and to set forth actions that are compatible with the best interests of the County.

II. Applicability of Ethics Policy

The provisions of this policy shall apply to all elected and appointed county officials, members of County Boards and Committees appointed by the County Commissioners and other County employees.

III. Financial and Personal Disclosure

Any County official or employee who must officially consider any public matter involving his financial or personal interests or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require otherwise.

IV. Gifts and Favors

No official or employee shall knowingly accept any gift, whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or reward an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value (less than \$100), or legitimate political contributions shall not be included in this policy.

V. Appointment, Employment, or Contract Award of Relatives or Business Partners

Public officials of the appointing authority must disclose on the public record any person of their immediate family related by blood or marriage or business interest who is being considered for appointment, employment, or contract award by that authority.


I would like to be considered for appointment to serve, without compensation, on a county Authority, Board, Commission, or Committee and I hereby certify by signing that all of my Macon County property taxes are paid in full. I realize that, because I have volunteered, it in no way guarantees that I will be appointed to a Authority, Board, Commission, or Committee by the Macon County Board of Commissioners.

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina Statute 132-1

Signature



Approval Activity History

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnc.org,tkeez r@maconnc.org,wcabe@maco nnc.org	Friday, February 27, 2026



Friday, February 27, 2026

Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable, and dedicated people to serve on authorities, boards, commissions, and committees. If you are interested in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Economic Development Commission

Contact Information

Name Cory McCall

Preferred Name Cory McCall

Physical Address 55 Red Fox Run
Franklin, North Carolina, 28734

Mailing Address 55 Red Fox Run
Franklin, North Carolina, 28734

Email cmccall155@gmail.com

Mobile Phone Number (828) 342-3577

Preferred Number Mobile Phone Number

Education

High School Name Franklin High School

Graduated Yes

Year Graduated

2000

College Name

Western Carolina University

Year Graduated

2004

Graduated

Yes

Degree

Hospitality and Tourism

Employment Status

Please provide your current employment status

Self Employed

Employer

Outdoor 76

Job Title

Owner

Address

35 E Main Street
Franklin, North Carolina, 28734

Professional Licenses held (if applicable)

NC Real Estate Broker

Membership in professional, civic organization or government boards or commissions

Southwestern Community College - Board of Trustees;
Finance Chairman - Southwestern Community College;
Chairman, Franklin Appalachian Trail Community Council;

Could you or your family be affected financially by decisions made by the board or commission for which you are applying?

No

Why do you want to serve on this Authority, Board, Commission, or Committee ?

As a native of Macon County, my desire to serve comes from a deep personal commitment to the long term prosperity of the community that shaped me. My wife and I are raising our children here, and I want to ensure that Macon County continues to grow in a way that creates opportunity, strengthens local businesses, supports workforce development, and preserves the character that makes our community special.

Through my work at Southwestern Community College and in the business community, I see firsthand how closely education, workforce readiness, small business success, and economic development are connected. Serving on the Macon County Economic Development Commission would allow me to contribute to thoughtful, sustainable growth strategies that benefit both current residents and future generations.

I believe economic development is about more than recruitment — it is about cultivating an environment where businesses can thrive, entrepreneurs feel supported, young families want to stay, and our children can build meaningful careers without having to leave home. I would be honored to help steward that vision.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

Local Business Experience: As co-owner of Outdoor 76, operating in Franklin for nearly 16 years, I have hands on experience with small business development, tourism driven commerce, staffing, financial management, and adapting to changing economic conditions.

Financial Oversight & Governance: As Chairman of the Finance Committee at Southwestern Community College and a member of its Board of Trustees, I have experience reviewing budgets, evaluating financial sustainability, and making strategic decisions that balance growth with fiscal responsibility.

Workforce & Education Insight: My involvement with SCC provides direct insight into workforce development, technical training programs, and employer partnerships – all critical components of long term economic growth.

Community Leadership: As Chairman of the Franklin Appalachian Trail Community Council, I work collaboratively with local government, nonprofits, and businesses to enhance tourism, community engagement, and regional visibility.

Relationship Builder: Having grown up here and operated a business here for nearly two decades, I have strong relationships across business, education, nonprofit, and civic sectors.

Long Term Perspective: As both a business owner and a father raising children in Macon County, I approach economic development with a long-term, generational mindset focused on sustainability and opportunity.

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying? Previously served on the EDC

Are you registered to vote in the state of North Carolina

Are you a full time resident of Macon County

Are you a Macon County property owner

If you are applying for the Nursing Home Adult Care Advisory Committee

Do you or someone in your immediate family have a Financial interest in a nursing home located in Macon County?

Is someone in your immediate family a resident in a nursing home located in Macon County?

References

Conflict of Interest Disclosure

Full Name of Spouse (if married) Bethany McCall

Spouse's Place of Employment Student

Please list all entities of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, please state "none")

Outdoor 76
Peak Lake LLC
Rock House Lodge

By submitting this Application for Appointment, I pledge that, if appointed, I agree by my signature below that all of the information above is complete and accurate to the best of my knowledge and I pledge to comply with the following ethics guidelines as fully set forth in the Code of Ethics.

I. Declaration of Policy

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In recognition of these goals, a Code of Ethics for county officials was adopted. The purpose of this policy is to establish guidelines for ethical standards of conduct for all officials and to set forth actions that are compatible with the best interests of the County.

II. Applicability of Ethics Policy

The provisions of this policy shall apply to all elected and appointed county officials, members of County Boards and Committees appointed by the County Commissioners and other County employees.

III. Financial and Personal Disclosure

Any County official or employee who must officially consider any public matter involving his financial or personal interests or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require otherwise.

IV. Gifts and Favors

No official or employee shall knowingly accept any gift, whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or reward an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value (less than \$100), or legitimate political contributions shall not be included in this policy.

V. Appointment, Employment, or Contract Award of Relatives or Business Partners

Public officials of the appointing authority must disclose on the public record any person of their immediate family related by blood or marriage or business interest who is being considered for appointment, employment, or contract award by that authority.


I would like to be considered for appointment to serve, without compensation, on a county Authority, Board, Commission, or Committee and I hereby certify by signing that all of my Macon County property taxes are paid in full. I realize that, because I have volunteered, it in no way guarantees that I will be appointed to a Authority, Board, Commission, or Committee by the Macon County Board of Commissioners.

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina Statute 132-1

Signature



Approval Activity History

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnc.org,tkeeze r@maconnc.org,wcabe@maco nnc.org	Friday, February 27, 2026



Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable, and dedicated people to serve on authorities, boards, commissions, and committees. If you are interested in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Economic Development Commission

Contact Information

Name: Mr. Brett Justin Rogers

Preferred Name: Brett

Physical Address: 366 Willowbrook Estates
FRANKLIN, North Carolina, 28734

Mailing Address: 366 Willowbrook Estates
FRANKLIN, North Carolina, 28734

Email: brettjrogers@me.com

Mobile Phone Number: (828) 421-6965

Preferred Number: Mobile Phone Number

Education

High School Name: Rocky Bayou Christian School

Graduated: Yes

Year Graduated

2006

College Name

Cedarville University

Year Graduated

2010

Graduated

Yes

Degree

Bachelors - Business Management

Employment Status

Please provide your current employment status

Full-Time

Employer

Duotech Services, LLC

Job Title

Vice President of Operations

Address

245 Industrial Park Road
Franklin, North Carolina, 28734

Contact Person

Jessica Baucum

Phone Number

(828) 369-5411

Email

jessica.baucum@duotechservices.com

Employment Date

Saturday, May 28, 2005

Membership in professional, civic organization or government boards or commissions

Southwestern Community College Board of Trustees

Could you or your family be affected financially by decisions made by the board or commission for which you are applying?

No

Why do you want to serve on this Authority, Board, Commission, or Committee ?

To responsibly and sustainably grow the local economy for the benefit of the community and for future generations.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

College degrees in Business and Economics. I am currently servicing on the EDC.

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying? County Manager

Are you registered to vote in the state of North Carolina

Are you a full time resident of Macon County

Are you a Macon County property owner

If you are applying for the Nursing Home Adult Care Advisory Committee

Do you or someone in your immediate family have a Financial interest in a nursing home located in Macon County?

Is someone in your immediate family a resident in a nursing home located in Macon County?

References

First Reference	Karl Gillespie
Title	North Carolina State Representative
Phone Number	(828) 371-2220
Relationship	Friend
Second Reference	Daniel Bader
Title	President, CEO
Organization	Duotech Services, LLC
Phone Number	(202) 731-2095
Email	dan.bader@duotechservices.com
Relationship	Supervisor
Third Reference	Don Tomas
Title	President
Organization	Southwestern Community College

Phone Number

(830) 591-3603

Email

d_tomas@southwesterncc.edu

Conflict of Interest Disclosure

By submitting this Application for Appointment, I pledge that, if appointed, I agree by my signature below that all of the information above is complete and accurate to the best of my knowledge and I pledge to comply with the following ethics guidelines as fully set forth in the Code of Ethics.

I. Declaration of Policy

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

In recognition of these goals, a Code of Ethics for county officials was adopted. The purpose of this policy is to establish guidelines for ethical standards of conduct for all officials and to set forth actions that are compatible with the best interests of the County.

II. Applicability of Ethics Policy

The provisions of this policy shall apply to all elected and appointed county officials, members of County Boards and Committees appointed by the County Commissioners and other County employees.

III. Financial and Personal Disclosure

Any County official or employee who must officially consider any public matter involving his financial or personal interests or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require otherwise.

IV. Gifts and Favors

No official or employee shall knowingly accept any gift, whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or reward an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value (less than \$100), or legitimate political contributions shall not be included in this policy.

V. Appointment, Employment, or Contract Award of Relatives or Business Partners

Public officials of the appointing authority must disclose on the public record any person of their immediate family related by blood or marriage or business interest who is being considered for appointment, employment, or contract award by that authority.

I would like to be considered for appointment to serve, without compensation, on a county Authority, Board, Commission, or Committee and I hereby certify by signing that all of my Macon County property taxes are paid in full. I realize that, because I have volunteered, it in no way


guarantees that I will be appointed to a Authority, Board, Commission, or Committee by the Macon County Board of Commissioners.

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina Statute 132-1

Signature



Approval Activity History

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnc.org,tkeez r@maconnc.org,wcabe@maco nnc.org	Thursday, February 26, 2026



Friday, February 27, 2026

Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable, and dedicated people to serve on authorities, boards, commissions, and committees. If you are interested in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Economic Development Commission

Contact Information

Name	Jeffrey Weller
Preferred Name	Jeff
Physical Address	214 Webbmont Road Highlands, North Carolina, 28741
Mailing Address	PO BOX 1722 HIGHLANDS, North Carolina, 28741
Email	jeff@summitarchitecturepa.com
Work Phone Number	(828) 526-0328
Mobile Phone Number	(828) 421-2047
Home Phone Number	(828) 421-2047
Preferred Number	Mobile Phone Number

Education

High School Name Brandywine Heights High School

Graduated Yes

Year Graduated 1988

College Name Clemson University

Year Graduated 1992

Graduated Yes

Degree BS in Design-Architecture

Employment Status

Please provide your current employment status Self Employed

Employer Summit Architecture PA

Job Title Project Manager/Owner

Address 125 Main Street
Highlands, North Carolina, 28741

Contact Person Self

Phone Number (828) 421-2047

Email jeff@summitarchitecturepa.com

Employment Date Friday, May 1, 2009

Previous employment or experience

1993-1998 Designer DeWolf and Schmitt Architects

1998-2009 Senior Design/Project Manager/Partner DeWolf Architecture

Membership in professional, civic organization or government boards or commissions

Currently a Commissioner on Town of Highlands Board, Member of the Government-Business Relations Board, Macon County Recreation Commission Chair

Community Service/Volunteer Activities

Current Member in Rotary Club of Highlands, Rotary Scholarship Committee, AHEC(Advancing Highlands Education Committee)

Could you or your family be affected financially by decisions made by the board or commission for which you are applying?

No

Why do you want to serve on this Authority, Board, Commission, or Committee ?

I was selected by my fellow Commissioners in Highlands to request appointment to the EDC. I gladly volunteered for this possible position. I believe that Business and various other economic drivers are essential for a Town, County and State to continue to grow and thrive. I'd like to participate in working with a county wide group to help guide or drive as needed economic development. Strong economic growth is a key to great schools, financial well being for our County and Towns, seniors, etc.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

As a Project Manager and Designer, I bring creativity as well as organized problem solving. I feel as a Project Manager, I also work with teams and generally am the organizer and facilitator of Projects large and small. I think those skills along with years of experience in creative solutions/ideas would be an asset as one piece to a group of others with varying skill sets as well.

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying?

I knew there was an opening, but was selected by my fellow Town Commissioners to apply

Are you registered to vote in the state of North Carolina

Yes

Are you a full time resident of Macon County

Yes

Are you a Macon County property owner

Yes

If you are applying for the Nursing Home Adult Care Advisory Committee

References

First Reference

Jim Tate

Title

Business Man and Past Commissioner Current Town Commissioner

Organization

Tate Landscaping, Macon County, Town of Highlands

Phone Number

(828) 371-0773

Email

jamesptate@aol.com

Relationship

Friend

Second Reference

Pat Taylor

Title

Mayor

Organization

Town of Highlands

Phone Number

(828) 506-3138

Email	mayor@highlandsnc.org
Relationship	Fellow Elected Official
Third Reference	Josh Ward
Title	Town Manager
Organization	Town of Highlands
Phone Number	(828) 482-2828
Email	josh.ward@highlandsnc.org
Relationship	Manager/Commissioner

Conflict of Interest Disclosure

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Signature



Approval Activity History

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnc.org,tkeeze r@maconnc.org,wcabe@maco nnc.org	Friday, February 27, 2026



Thursday, November 20, 2025

Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

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Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Planning Board

Contact Information

Name Kirk Everette Binning

Preferred Name Kirk

Physical Address 391 Carolina Village Circle
Franklin, North Carolina, 28734

Mailing Address 391 Carolina Village Circle
Franklin, North Carolina, 28734

Email kebinning@icloud.com

Mobile Phone Number (910) 650-0770

Preferred Number

Mobile Phone Number

Education

High School Name Del Norte

Graduated

Yes

Year Graduated 1968

College Name University of NM

Year Graduated 1985

Graduated Yes

Degree AAS

Employment Status

Please provide your current employment status Retired

Previous employment or experience

US Navy -Retired
Los Alamos National Laboratory-Retired

Membership in professional, civic organization or government boards or commissions American Legion Post 553 Otto, 828 Vets

Community Service/Volunteer Activities 4 Seasons Hospice, Angel Hospital, Alliance of Therapy Dogs

Could you or your family be affected financially by decisions made by the board or commission for which you are applying? No

Why do you want to serve on this Authority, Board, Commission, or Committee ?

I'm looking for ways to serve and improve my community.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

Between the Navy, the Laboratory and twenty years of volunteering I have had a lot of jobs which has given me a diversified background.

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying? Facebook announcement

Are you registered to vote in the state of North Carolina Yes

Are you a full time resident of Macon County Yes

Are you a Macon County property owner

Yes

If you are applying for the Nursing Home Adult Care Advisory Committee

References

First Reference	Doreen Castle
Title	Commander
Organization	America Legion Post 553 Otto
Phone Number	(828) 371-7434
Email	1castle4christ@gmail.com
Relationship	Member
Second Reference	Stephine Thompson
Title	Pastor
Organization	Hickory Knolls Methodist
Phone Number	(814) 657-1960
Email	stefflee563@gmail.com
Relationship	Church member
Third Reference	Cheryl Conner
Title	Trainer
Organization	Franklin Health and Fitness
Phone Number	(828) 421-1380
Email	cherylconner28@yahoo.com
Relationship	Trainer

Conflict of Interest Disclosure

Full Name of Spouse (if married)	Jeanette Clayann Binning
Spouse's Place of Employment	Retired
Spouse's Position/Title	Wife

Please list all entities of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, please state "none")

None

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Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina Statute 132-1

Signature



Approval Activity History

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnnc.org,tkeeze r@maconnnc.org,wcabe@maco nnc.org	Thursday, November 20, 2025



Monday, November 3, 2025

Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable, and dedicated people to serve on authorities, boards, commissions, and committees. If you are interested in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Planning Board

Contact Information

Name

Benjamin Robert Laseter

Preferred Name

Ben Laseter

Physical Address

557 E Main St
Franklin, North Carolina, 28734

Mailing Address

PO Box 1148
Franklin, North Carolina, 28744

Email

blaseter@mainspringconserves.org

Work Phone Number

(828) 524-2711

Preferred Number

Work Phone Number

Education

High School Name

Monroe High School, Monroe GA

Graduated

Yes

Year Graduated 1991

College Name University of Georgia

Year Graduated 1995

Graduated Yes

Degree BS Forest Resources

Post Grad College Name University of Georgia

Graduated Yes

Year Graduated 2003

Degree PhD Forest Resources

Employment Status

Please provide your current employment status Full-Time

Employer Mainspring Conservation Trust

Job Title Deputy Director

Address PO Box 1148
Franklin, North Carolina, 28744

Contact Person Sharon Burdette

Phone Number (828) 524-2711

Email sburdette@mainspringconserves.org

Employment Date Sunday, April 1, 2012

Membership in professional, civic organization or government boards or commissions Currently on Macon Planning Board until 11/8/25

Could you or your family be affected financially by decisions made by the board or commission for which you are applying? No

Why do you want to serve on this Authority, Board, Commission, or Committee ?

I have served several terms on the Macon County Planning Board over the years; my current term expires

11/8/25 and I wish to be considered for another term.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

I serve as Deputy Director at Mainspring Conservation Trust and have training/experience in natural resource management including wildlife habitats, watersheds, stream/wetland restoration, and associated disciplines.

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying?

I currently serve on the Macon County Planning Board; my current term expires 11/8/25.

Are you registered to vote in the state of North Carolina

Yes

Are you a full time resident of Macon County

Yes

Are you a Macon County property owner

Yes

If you are applying for the Nursing Home Adult Care Advisory Committee

References

First Reference

Joe Allen

Title

Director, Permitting Planning & Development

Organization

Macon County

Phone Number

(828) 371-4422

Email

jallen@maconnc.org

Relationship

Colleague

Second Reference

Russ Harris

Title

Executive Director

Organization

Southwestern Commission COG

Phone Number

(828) 586-1962

Email

russ@regiona.org

Relationship

Colleague

Third Reference

Justin Setser

Title	Town Planner
Organization	Town of Franklin NC
Phone Number	(828) 524-2516
Email	jsetser@franklinnc.com
Relationship	Colleague

Conflict of Interest Disclosure

Full Name of Spouse (if married)	Stephanie Hyder Laseter
Spouse's Place of Employment	USDA Forest Service
Spouse's Position/Title	Biological Scientist

Please list all entities of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, please state "none")

Spouse - member, Macon County Schools Board of Education
Self - member, Franklin First United Methodist Church, Staff-Parrish Relations Committee
Self - member, National & NC Trail of Tears Association Board
Self - member, Nikwasi Initiative Board

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Signature



Approval Activity History

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnnc.org,tkeeze r@maconnnc.org,wcabe@maco nnc.org	Monday, November 3, 2025



Wednesday, March 4, 2026

Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

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Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Planning Board

Contact Information

Name

Michael Mathis

Preferred Name

Michael

Physical Address

15 Judd Duvall Ln
Franklin, North Carolina, 28734

Mailing Address

15 Judd Duvall Ln
Franklin, North Carolina, 28734

Email

michael.mathis@highlandsnc.org

Mobile Phone Number

(828) 482-2207

Preferred Number

Mobile Phone Number

Education

High School Name

Franklin High School

Graduated

Yes

Year Graduated 2014

College Name Western Carolina University

Year Graduated 2018

Graduated Yes

Degree Business Law & Finance

Employment Status

Please provide your current employment status Full-Time

Employer Town of Highlands

Job Title Planning Director

Address 210 North Fourth Street
Highlands, North Carolina, 28741

Employment Date Sunday, May 19, 2019

Membership in professional, civic organization or government boards or commissions The Parker Mathis Memorial Scholarship Fund

Could you or your family be affected financially by decisions made by the board or commission for which you are applying? No

Why do you want to serve on this Authority, Board, Commission, or Committee ?

I'm a lifelong resident of Macon County who is interested in preserving the integrity of our mountain heritage, the beauty and tranquility of our communities, and our natural environment for the benefit of our current citizens and future generations.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

I have served as the Planning Director for the Town of Highlands for almost 7 years and on the Macon County Planning Board for the same period. I am familiar with the Planning Board's procedures and responsibilities.

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying? Through the Macon County Website

Are you registered to vote in the state of North Carolina Yes

Are you a full time resident of Macon County

Are you a Macon County property owner

If you are applying for the Nursing Home Adult Care Advisory Committee

References

First Reference	Derek Roland
Title	Co-Owner
Organization	Highlands Hardware
Phone Number	(828) 371-2405
Email	derek@highlandshardware.com
Relationship	Brother
Second Reference	Josh Ward
Title	Town Manager
Organization	Town of Highlands
Phone Number	(828) 482-2828
Email	josh.ward@highlandsnc.org
Relationship	Friend
Third Reference	Luke Keener
Title	Owner
Organization	LK Plumbing, LLC
Phone Number	(828) 347-6064
Email	LKplumbingLLC1996@gmail.com
Relationship	Friend

Conflict of Interest Disclosure

Full Name of Spouse (if married)	Kendyll Mathis
Spouse's Place of Employment	Elevated Builders

Spouse's Position/Title

Project Manager

Please list all entities of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, please state "none")

None

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Macon County Board of Commissioners.

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Signature



Approval Activity History

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnc.org,tkeeze r@maconnc.org,wcabe@maco nnc.org	Wednesday, March 4, 2026



Tuesday, November 11, 2025

Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable, and dedicated people to serve on authorities, boards, commissions, and committees. If you are interested in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Planning Board

Contact Information

Name	James Ryan St Laurent
Preferred Name	James
Physical Address	1529 n Blaine branch rd, Us-64 Franklin, North Carolina, 28734
Mailing Address	1529 n Blaine branch rd, Us-64 Franklin, North Carolina, 28734
Email	jamesryanstlaurent@gmail.com
Work Phone Number	(615) 879-7061
Mobile Phone Number	(615) 879-7061
Preferred Number	Mobile Phone Number

Education

High School Name: Monadnock Regional Highschool

Graduated Yes

Year Graduated 2014

College Name Capella university

Graduated No

Degree Business Management and Marketing

Post Grad College Name Cashiers

Employment Status

Please provide your current employment status Full-Time

Employer Keller Williams Great Smokies Cashiers

Job Title Real estate agent

Address 93, Us-64
Franklin, North Carolina, 28734

Contact Person Adam Koonts

Phone Number (828) 399-1564

Email JamesStLaurent@kw.com

Employment Date Monday, January 1, 2024

Professional Licenses held (if applicable) Real estate license non provisional full broker

Previous employment or experience

I did four years in the Air Force, during my time in Service I packed parachutes and managed inspections, build ups and maintenance of F-16 fighter pilot equipment. Managed large scale logistical mission coordinations ranging from 6-10 million dollars worth of stock and materials for mission readiness and led many missions.

Additionally I worked for multiple nonprofits such as the Alamogordo Mainstreet organization which is apart of Mainstreet America, a federally backed and subsidized nonprofit for community development. Alamogordo New Mexico benefited greatly during my time on the board as I assisted in providing feedback to ways to help improve the community and during my term we received a 1.6 million dollar "Great Blocks" grant for mainstreet revitalization.

I have also worked with the Fallen Wings Foundation to help them fundraise millions of dollars for the surviving spouses of fighter pilots and their families.

I currently am a part time volunteer with 828 vets in Macon County and help veterans with home buying and selling but also with doing work on their houses or any volunteer need that the nonprofit calls for.

During Hurricane Helene I worked with Wilmington Response another 501c3 to setup a satellite checkpoint in Dillsboro at the innovation station and the Franklin fairgrounds. This was a drop off point for supply chains of donations to help limit the traffic flow into Asheville and much needed areas by allowing the product to be in a location outside of high traffic areas, and allowed our local volunteers to get the product out to the organizations that needed the products we carried. It resulted in hundreds of thousands of dollars in product donations to reach many survivors in need from Hurricane Helene

Membership in professional, civic organization or government boards or commissions

Alamogordo Mainstreet of New Mexico Mainstreet

Community Service/Volunteer Activities

828 vets 501c3,

Could you or your family be affected financially by decisions made by the board or commission for which you are applying?

No

Why do you want to serve on this Authority, Board, Commission, or Committee ?

I think that community involvement is very important, I'm a firm believer that we have a duty to serve our country and our community especially if you have skillsets that meet a need. I noticed there were 3 vacancies and I love this area and want it to remain naturally beautiful and succeed while also helping achieve the goals that bring economic vitality to the area.

As a real estate agent I think it will also be a great experience that will only be more beneficial to my professional development as a subject matter expert in the area.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

Marketing, public speaking, professional appearance and a reasonable mind that is not quick to anger, I am thoughtful, and I take preparedness seriously. I value fairness and maintaining protection of people's property rights. I also have a background in business development as I have worked with multiple businesses to help develop long term plans for growth. As a real estate agent I know what kind of complications can arise from real estate disagreements or poor planning but humbly know that there is always room to learn more.

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying?

I saw it on Facebook, I also talked to my god friend Stacey Guffey about it, Who is now the Mayor elect of Franklin NC

Are you registered to vote in the state of North Carolina

Yes

Are you a full time resident of Macon County

Yes

Are you a Macon County property owner

No

If you are applying for the Nursing Home Adult Care Advisory Committee

Do you or someone in your immediate family have a Financial interest in a nursing home located in Macon County?

No

Is someone in your immediate family a resident in a nursing home located in Macon County?

No

References

First Reference

Nolan Ojeda

Title

Director

Organization

Alamogordo Mainstreet

Phone Number

(575) 295-8804

Relationship

We worked on the board together

Second Reference

STARLETT Henderson

Title

board member

Organization

828 Vets

Phone Number

(912) 531-9932

Relationship

Local volunteer at 828 vets

Third Reference

Nick Hiteshew

Title

Owner

Organization

Wilmington Response 501c3

Phone Number

(910) 274-2523

Relationship

Worked With him

Conflict of Interest Disclosure

Please list all entities of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, please state "none")

NC

By submitting this Application for Appointment, I pledge that, if appointed, I agree by my signature below that all of the information above is complete and accurate to the best of my knowledge and I pledge to comply with the following ethics guidelines as fully set forth in the Code of Ethics.

I. Declaration of Policy

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

In recognition of these goals, a Code of Ethics for county officials was adopted. The purpose of this policy is to establish guidelines for ethical standards of conduct for all officials and to set forth actions that are compatible with the best interests of the County.

II. Applicability of Ethics Policy

The provisions of this policy shall apply to all elected and appointed county officials, members of County Boards and Committees appointed by the County Commissioners and other County employees.

III. Financial and Personal Disclosure

Any County official or employee who must officially consider any public matter involving his financial or personal interests or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require otherwise.

IV. Gifts and Favors

No official or employee shall knowingly accept any gift, whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or reward an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value (less than \$100), or legitimate political contributions shall not be included in this policy.

V. Appointment, Employment, or Contract Award of Relatives or Business Partners

Public officials of the appointing authority must disclose on the public record any person of their immediate family related by blood or marriage or business interest who is being considered for appointment, employment, or contract award by that authority.


I would like to be considered for appointment to serve, without compensation, on a county Authority, Board, Commission, or Committee and I hereby certify by signing that all of my Macon County property taxes are paid in full. I realize that, because I have volunteered, it in no way guarantees that I will be appointed to a Authority, Board, Commission, or Committee by the Macon County Board of Commissioners.

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina Statute 132-1

Signature

A handwritten signature in black ink, appearing to read "James H. [unclear]", written in a cursive style.

Approval Activity History

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnnc.org,tkeez r@maconnnc.org,wcabe@maco nnc.org	Tuesday, November 11, 2025



Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable, and dedicated people to serve on authorities, boards, commissions, and committees. If you are interested in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Planning Board

Contact Information

Name Ms. Liliana Rebecca Vitale

Preferred Name Lili Vitale

Physical Address 243 Country Bend Rd
Franklin, North Carolina, 28734

Mailing Address PO Box 1177
Franklin, North Carolina, 28744

Email lilianarvitale@gmail.com

Work Phone Number (828) 371-8146

Mobile Phone Number (828) 371-8146

Home Phone Number (828) 371-8146

Preferred Number Mobile Phone Number

Education

High School Name Franklin High School

Graduated Yes

Year Graduated 2017

College Name University of North Carolina at Greensboro

Year Graduated 2021

Graduated Yes

Degree Anthropology

Post Grad College Name The University of North Carolina at Chapel Hill

Degree Master of Public Administration (MPA)

Employment Status

Please provide your current employment status Full-Time

Employer Communities in Schools of North Carolina

Job Title College & Career Specialist

Address 222 N Person St Ste 203
Raleigh, North Carolina, 27601

Contact Person Virginia Haynes

Phone Number (828) 421-2900

Email vhaynes@cisnc.org

Employment Date Monday, March 3, 2025

Membership in professional, civic organization or government boards or commissions Communities in Schools (Jobs for America's Graduates)
ONECISNC Committee (Professional Development state committee for organization–liaison)

Community Service/Volunteer Activities Franklin High School Interact Club Teacher Sponsor (Fall 2023-Spring 2025) Franklin High School CAMINO Club Support Teacher (Spring 2025), Macon County Schools Summer Mock Trial Program Teacher Volunteer (Summer 2023), Jackson Community School Culinary Club Teacher Sponsor (In partnership with Uncomplicated Kitchen) (Fall 2025)

Could you or your family be affected financially by decisions made by the board or commission for which you are applying?

No

Why do you want to serve on this Authority, Board, Commission, or Committee ?

I want to serve on the Macon County Planning Board as I find this to be an ideal position to work with the larger community to find adequate solutions relating to the preservation and development of Macon County. This is a community-centered position, it is important to me to approach this board with empathy and an understanding that the work we do can help benefit our entire community. I prefer a bottom-up approach to local government—the people are connected to the decisions that impact our day-to-day lives. I have been interested in local Macon County Government since a young age—I have volunteered and interned at various capacities and am always willing to be of public service. I am currently a candidate in the UNC- Chapel Hill Master of Public Administration program—at this capacity I am learning more about public service and facilitation. I currently work for an educational nonprofit which aims to connect necessary resources to students that are facing barriers. I am interested in improving my understanding of local government by actively being engaged with policy and procedure that impacts everyone in our community.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

I am a trained and published Cultural Anthropologist and teacher. I have conducted fieldwork in rural France and throughout southern Appalachia and have taught in alternative and traditional environments for several years. I have a strong ability to listen to others in my community with a genuine interest and passion for service as it relates to providing an equitable environment for all Maconians. Macon County is my home— I have taught at Franklin High School and currently work for an educational nonprofit that provides resources to students throughout North Carolina. I have worked in both the private and public sectors and aim to connect individuals to necessary resources. I am currently an MPA candidate at the UNC School of Government—my coursework directly relates to the policies and procedures we will be analyzing each meeting. I grew up in Macon County and cherish our community and the people that make this place feel like home—I have traveled and worked throughout the United States and abroad, yet I always return to Macon County. I want to give back to the community that has given me so much opportunity and to encourage other young Maconians to be involved with local government processes. I am willing to meet people where they are and to hear a variety of perspectives as it applies to the work we will conduct—I take this privilege with the utmost respect and responsibility.

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying?

I have been interested in local government since a young age, I am familiar with the role through my MPA program at UNC. I have been waiting for an opening to apply.

Are you registered to vote in the state of North Carolina

Yes

Are you a full time resident of Macon County

Yes

Are you a Macon County property owner

No

If you are applying for the Nursing Home Adult Care Advisory Committee

Do you or someone in your immediate family have a Financial interest in a nursing home located in Macon County?

No

Is someone in your immediate family a resident in a nursing home located in Macon County?

No

References

First Reference

Mr. Gary Shields

Title

Macon County Commissioner

Organization

Macon County

Phone Number

(828) 421-2900

Email

gshields@maconnc.org

Relationship

Mentor, Friend

Second Reference

Mrs. Jennifer Turner Lynn

Title

Assistant Director

Organization

Reach of Macon County

Phone Number

(828) 318-7241

Email

jtlives4jc@hotmail.com

Relationship

Former Coach, Friend

Third Reference

Mrs. Virginia Haynes

Title

State Director for Jobs for NC Graduates

Organization

Communities in Schools (Jobs for America's Graduates)

Phone Number

(828) 702-2269

Email

vhaynes@cisnc.org

Relationship

Direct Supervisor

Conflict of Interest Disclosure

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Public officials of the appointing authority must disclose on the public record any person of their immediate family related by blood or marriage or business interest who is being considered for appointment, employment, or contract award by that authority.


I would like to be considered for appointment to serve, without compensation, on a county Authority, Board, Commission, or Committee and I hereby certify by signing that all of my Macon County property taxes are paid in full. I realize that, because I have volunteered, it in no way guarantees that I will be appointed to a Authority, Board, Commission, or Committee by the Macon County Board of Commissioners.

Upon appointment to a Board/Committe, the information contained herein becomes a matter of public record per North Carolina Statute 132-1

Signature

A handwritten signature in black ink, appearing to read "L. Blive", is written over a faint horizontal line.

Approval Activity History

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnnc.org,tkeeze r@maconnnc.org,wcabe@maco nnc.org	Thursday, February 26, 2026



Monday, March 2, 2026

Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

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Approval Status

COMPLETED

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Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Planning Board

Contact Information

Name Mr. Dave Eldon Jones

Preferred Name Dave

Physical Address 209 Shady Oaks Drive
Franklin, North Carolina, 28734

Mailing Address 209 Shady Oaks Drive
Franklin, North Carolina, 28734

Email dejones1488@gmail.com

Mobile Phone Number (828) 421-0859

Preferred Number

Mobile Phone Number

Education

High School Name John F Hodge

Graduated

Yes

Year Graduated

1968

Employment Status

Please provide your current employment status

Retired

Previous employment or experience

Contel, GTE, Verizon

District Manager

Membership in professional, civic organization or government boards or commissions

Franklin Rotary Club, Franklin Lions Club

Could you or your family be affected financially by decisions made by the board or commission for which you are applying?

No

Why do you want to serve on this Authority, Board, Commission, or Committee ?

Have been of the board for over 10 years. My experience has proven to be helpful on some that came up.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

Manager, supervisor and District Manager. Over 29 years experience in manager skills

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying?

My term is up and needed to reapply

Are you registered to vote in the state of North Carolina

Yes

Are you a full time resident of Macon County

Yes

Are you a Macon County property owner

Yes

If you are applying for the Nursing Home Adult Care Advisory Committee

References

Conflict of Interest Disclosure

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Signature



Approval Activity History

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnnc.org,tkeez r@maconnnc.org,wcabe@maco nnc.org	Monday, March 2, 2026