

## **AGENDA**

Call to Order – Mayor William P. Elmore, Jr.

Invocation

Pledge of Allegiance – Dr. David Bradham

- 1) Adjustment and Approval of the June 10, 2025 meeting agenda

### **PRESENTATIONS**

- 2) Juneteenth Proclamation

### **CONSENT ITEMS**

- 3) Approval of Minutes – April 22, 2025 – Special Call (Budget)
- 4) Approval of Minutes – April 22, 2025 – Regular
- 5) Approval of Minutes – May 13, 2025 - Work Session
- 6) Appointment of Designated Agents for Division of Emergency Management
- 7) Special Events Park Closure

### **ITEMS FOR DISCUSSION AND/OR DECISION**

- 8) Amendment to Sampson County Water Purchase Contract
- 9) Capital Project Ordinance – Land Purchase
- 10) Public Hearing - Proposed FY26 Budget

### **ANNOUNCEMENTS, INFORMATION & CLOSED SESSION**

- 11) Announcements
- 12) Information
- 13) **Closed Session** - If called, the General Statute(s) allowing the Closed Session will be cited in the motion

### **ADJOURNMENT**

**“This institution is an equal opportunity provider and employer”**

# **Adjustment and Approval of June 10, 2025 Meeting Agenda**

## **Recommendation:**

Motion to adopt the June 10, 2025 meeting agenda as presented.

Or

Motion to adopt the June 10, 2025 meeting agenda as presented with the following changes:

*Additions: (Assign Number on the Agenda such as 28a)*

Removal of the following item(s):

*Move Item of Business from one section to another section (such as moving Item from Consent Items to Items for Discussion and/or Decision)*

**Meeting Date: June 10, 2025**

SUBJECT TITLE	Juneteenth Proclamation
PRESENTER/DEPARTMENT	Mayor Elmore
ATTACHMENT(S)	Juneteenth Proclamation
PUBLIC HEARING PUBLISH DATES	N/A

**PURPOSE:**

Celebration of Juneteenth

**BACKGROUND:**



## Proclamation

### *Juneteenth 2025*

**WHEREAS** President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring all slaves “shall be then, thenceforward, and forever free”; and

**WHEREAS** it took almost three more years of conflict and loss to bring about the end of the Civil War and in December 1865, the Thirteenth Amendment to the United States Constitution was nationally ratified, ending the sanctioned institution of slavery; and

**WHEREAS** the news of freedom spread gradually throughout the nation and on June 19, 1865, Union Soldiers, led by General Gordon Granger, arrived in Galveston, Texas and issued General Order No. 3 announcing freedom to the last slaves in America; and

**WHEREAS** Juneteenth (June 19<sup>th</sup>) became nationally recognized as National Freedom Day, commemorating the abolition of sanctioned slavery in the United States, and is now recognized as a federal holiday; and

**WHEREAS** churches and other organizations will be hosting local celebrations along with the Community Celebration to be held on Broad Street on June 22<sup>nd</sup> in remembrance of this special day in America’s history.

**NOW, THEREFORE BE IT RESOLVED** that I, Mayor William P. Elmore Jr., on behalf of the City Council and our residents proclaim Thursday, June 19, 2025 as Juneteenth in the City of Dunn and encourage our residents to become aware of the significance of this celebration in African-American History and in the heritage of our nation and City.

*Proclaimed this the 10<sup>th</sup> day of June, 2025.*

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William P. Elmore Jr.  
Mayor

ATTEST:

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Melissa R. Matti, CMC, NCCMC  
City Clerk

*Where community begins!*

# **Consent Items**

**Recommendation:**

Motion to approve all Consent Items as presented.



**Meeting Date: June 10, 2025**

<b>SUBJECT TITLE</b>	Approval of Minutes – April 22, 2025 Special Call
<b>PRESENTER/DEPARTMENT</b>	City Clerk Matti
<b>ATTACHMENT(S)</b>	April 22, 2025 Special Call Minutes
<b>PUBLIC HEARING PUBLISH DATES</b>	N/A

**PURPOSE:**

Approval of April 22, 2025 – Special Call Minutes.

**BACKGROUND:**

**BUDGET IMPACT:**

<b>RECOMMENDED MOTION/ACTION REQUESTED OF COUNCIL</b>	Motion to approve April 22, 2025 Special Call Minutes as presented.
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**Dunn City Council**  
**Special Call Meeting**  
**Tuesday, April 22, 2025**  
**5:00 p.m., Dunn Municipal Building**

## **Minutes**

**PRESENT:** Mayor William P. Elmore Jr., Mayor Pro Tem J. Wesley Sills, Council Members Raquel McNeil, Billy N. Tart, Alan Hargis, and Dr. David L. Bradham.

**ABSENT:** Council Member April Gaulden

*Also present: City Manager Steven Neuschafer, Assistant City Manager Billy R. Godwin, Finance Director Cary McNallan, Chief of Police Cary Jackson, Parks and Recreation Director Brian McNeill, Human Resources Director Connie Jernigan, Public Works Director Dwayne Williams, Collections and Distribution Manager Billy Cottle, Water Plant Manager Ian Stroud, Wastewater Plant Manager Donrie Dukes, Administrative Support Specialist Sydney McKoy, and City Attorney Tilghman Pope.*

### **CALL TO ORDER**

Mayor William P. Elmore, Jr. called the meeting to order at 5:00 PM on Tuesday, April 22, 2025, in the Dunn Municipal Council Chambers. He welcomed those in attendance and those watching online.

### **PLEDGE OF ALLEGIANCE**

Council Member Tart led the Pledge of Allegiance.

### **PRELIMINARY FY26 BUDGET INFORMATION PRESENTATION BY FINANCE DIRECTOR, CARY MCNALLAN**

#### **General Fund Revenue and Expenditures**

Finance Director Cary McNallan presented preliminary budget information for FY26. He noted that taxable property values had increased by \$18,900,000, which would generate additional revenue for the city. The source of this increase was not specified, but could include new housing, remodeling of existing properties, or new commercial development.

#### **Employee Wage Adjustments**

Mr. McNallan proposed a 2.75% salary increase for all employees on July 1, 2025, and a merit increase of 0-2% for eligible employees on January 1, 2026. He mentioned that since January 2024, about one-third of employees who left the city cited higher pay elsewhere as their reason for leaving.

#### **Employee Benefits**

Mr. McNallan discussed increases in retirement rates mandated by the state. The general employee rate would increase by 0.69%, while the police employee rate would increase by 1.06%. He also estimated a 10% increase in health insurance costs, noting that rates had not increased in the previous year when the provider changed from Blue Cross Blue Shield to Aetna.

#### **New Employee Requests**

Mr. McNallan presented requests for new positions in various departments:

- Planning and Inspections: Building Inspector and Code Enforcement Officer
- Public Works Garage: Mechanic
- Parks and Recreation: Recreation Program Manager
- Senior Citizen Center: Manager
- Water and Sewer Fund: Utility Compliance Specialist and Utility Maintenance Mechanic
- Water Treatment Plant: Two Plant Operation Specialists

Department heads provided additional context for these requests:

- Dwayne Williams explained that the new Mechanic position would assist with vehicle maintenance and repairs, potentially reducing outsourced work.
- Brian McNeil described the Recreation Program Manager role as focused on non-athletic programs and classes for adults and seniors.

- Billy Cottle discussed the need for a Utility Compliance Specialist to handle increased locate requests due to fiber optic installations.
- Ian Stroud explained that the two Plant Operation Specialists would improve safety and coverage during night shifts at the Water Treatment Plant.

### **New Vehicle Requests**

Mr. McNallan presented requests for new vehicles:

- Planning and Inspections: Pickup truck
- Public Works: Cab utility tractor and grapple truck
- Public Utilities: Asphalt planer

Dwayne Williams provided details on the need for the cab utility tractor and grapple truck, citing aging equipment and increased demand. Billy Cottle explained that the asphalt planer would improve efficiency in road repairs and reduce waste disposal costs.

### **Capital Projects Requests**

Mr. McNallan outlined several capital project requests, including:

- Computer server replacement: \$150,000
- Downtown pocket park grant match: \$42,500
- Parks and Recreation maintenance storage facility: \$100,000
- Two pickleball courts: \$100,000
- Water Treatment Plant flocculator-replacement: \$500,000
- Maintenance building: \$183,000

### **Utility Rates and Fees**

Mr. McNallan proposed increases to water and sewer rates to cover increased debt and operational costs:

- Water base rate: 10% increase
- Water usage rate: 12% increase
- Sewer base rate: 17% increase
- Sewer usage rate: 19% increase
- Garbage rate: 2.73% increase

He also proposed minor increases to stormwater fees.

### **Lead Service Line Replacement**

Ian Stroud provided an update on the lead service line inventory, estimating that approximately 800 galvanized service lines may need replacement by 2030. He noted that only one lead service line had been detected in the system so far.

### **Budget Timeline**

Mr. McNallan outlined the next steps in the budget process, including the preparation of the recommended budget, public hearing, and adoption in June.

### **DISCUSSION AND QUESTIONS**

Council members asked various questions throughout the presentation, including:

- Clarification on the number of existing and proposed positions
- Details on vehicle replacements and new equipment requests
- Information about the lead service line replacement program
- Comparisons of utility rates with surrounding communities

The council requested more detailed justifications for new positions and equipment in future meetings.

### **ADJOURNMENT**

**Motion by Council Member Bradham, seconded by Council Member Hargis to adjourn the meeting. The motion passed unanimously.**



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**William P. Elmore, Jr.**  
**Mayor**

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**Melissa R. Matti**  
**City Clerk**

DRAFT

**Meeting Date: June 10, 2025**

SUBJECT TITLE	Approval of Minutes – April 22, 2025 Regular
PRESENTER/DEPARTMENT	City Clerk Matti
ATTACHMENT(S)	April 22, 2025 Regular Minutes
PUBLIC HEARING PUBLISH DATES	N/A

**PURPOSE:**

Approval of April 22, 2025 – Regular Minutes.

**BACKGROUND:**

**BUDGET IMPACT:**

**RECOMMENDED  
MOTION/ACTION  
REQUESTED OF  
COUNCIL**

Motion to approve April 22, 2025 Regular Minutes as presented.

**Dunn City Council**  
**Regular Meeting**  
**Tuesday, April 22, 2025**  
**6:30 p.m., Dunn Municipal Building**

## **Minutes**

**PRESENT:** Mayor William P. Elmore Jr., Mayor Pro Tem J. Wesley Sills, Council Members Raquel McNeil, Billy N. Tart, Alan Hargis, and Dr. David L. Bradham.

**ABSENT:** Council Member April Gaulden

*Also present: City Manager Steven Neuschafer, Assistant City Manager Billy R. Godwin, Finance Director Cary McNallan, Chief of Police Cary Jackson, Parks and Recreation Director Brian McNeill, Human Resources Director Connie Jernigan, Public Works Director Dwayne Williams, Collections and Distribution Manager Billy Cottle, Water Plant Manager Ian Stroud, Wastewater Plant Manager Donnie Dukes, Administrative Support Specialist Sydney McKoy, and City Attorney Tilghman Pope.*

### **CALL TO ORDER**

Mayor William P. Elmore, Jr. called the meeting to order at 6:30 PM on Tuesday, April 22, 2025, in the Dunn Municipal Council Chambers. He welcomed those in attendance and those watching online.

The mayor introduced Justin Hembree as the newly hired City Manager starting June 1st. He asked attendees to silence their cell phones to avoid interruptions during the meeting.

### **INVOCATION**

Reverend Floyd Ray from Mount Zion Missionary Baptist Church delivered the invocation.

### **PLEDGE OF ALLEGIANCE**

Council Member Tart led the Pledge of Allegiance.

### **ADJUSTMENT AND APPROVAL OF THE APRIL 22, 2025 MEETING AGENDA**

Mayor Elmore asked for any adjustments to the agenda. With no adjustments proposed, he called for a motion to approve the agenda as submitted.

**Motion by Council Member Bradham, seconded by Council Member Hargis to approve the agenda as submitted. The motion carried unanimously.**

### **PUBLIC COMMENT PERIOD**

Mayor Elmore stated that Mr. McNeill had signed up to speak regarding item 17 on the agenda. As a public hearing had already been held on this matter, the mayor informed Mr. McNeill that he could stay for that item and potentially answer questions from council members at that time.

No other members of the public had signed up to speak during the comment period.

### **CONSENT ITEMS**

Mayor Elmore presented the consent items for approval, which included:

- Minutes from February 7, 2025 - Budget Retreat and February 25, 2025 - Regular
- Minutes from March 11, 2025 Work Session and March 25, 2025 - Regular
- Budget amendment for various operating accounts

**Motion to approve the consent items was made by Mayor Pro Tem Sills, seconded by Council Member McNeil. The motion carried unanimously.**

### **ITEMS FOR DISCUSSION AND/OR DECISION**

#### **Rezoning Request RZ-25-01**

#### **110 S. Layton Avenue**

Mayor Elmore opened a public hearing on this matter and called on Planner, Abby Manning to provide a report.

Ms. Manning presented the Rezoning Request RZ-25-01 submitted by Jan Jernigan for the property at 110 South Layton Avenue. The request was to rezone the 0.41-acre property from R-10, Residential to Office

and Institutional (O&I). Ms. Manning explained the differences between the current and proposed zoning districts, provided details about the property and surrounding area, and noted that the request was consistent with the city's land use plan.

Ms. Manning stated that staff recommended approval of the rezoning request based on its consistency with the land use plan. She also mentioned that the Planning Board had unanimously voted to recommend approval.

Mayor Elmore asked if there were any questions for Ms. Manning. With no questions, he then asked if anyone in the audience wished to speak in favor of or against the proposal. Hearing and seeing none, he closed the public hearing and opened the floor for a decision on the zoning request.

**Motion by Council Member Hargis, seconded by Council Member Bradham to approve Rezoning Request RZ-25-01 for 3 parcels on South Layton Avenue from R-10 to O&I. The motion carried unanimously.**

**Special Use Permit Request SUP-25-03**

**1874 US HWY 301**

**ROC Daycare**

Mayor Elmore explained that item 7 is a Special Use Permit Request, and this is an evidentiary hearing. He turned the hearing over to the City Attorney to handle all of Item 7, including the vote.

City Attorney: The next matter is Case #SUP-25-03, which is a request by the Redemption Outreach Center for a Special Use Permit to allow the use of child daycare of more than 8 at 1874 US Hwy. 301 S, which is PIN: 1515-18-3182.000. This property is zoned R-20, Residential.

The meeting on this matter is judicial in nature and will be conducted in accordance with special due process safeguards. Anybody that is going to testify this evening will need to be sworn. So, if you plan to give testimony this evening, including the Planner, if you'll come to the podium, please, we'll be sworn at this time and then you can return to your seat after you've been sworn.

If you're going to swear, if you'll place your left hand on the Bible and raise your right hand.

Do you solemnly swear that the testimony you're about to give will be the truth, the whole truth, and nothing but the truth, so help you God?

Abby Manning, Planner & Shane Kelly, Applicant: I do.

City Attorney: Thank you. You may return to your seat.

In this meeting, we will first hear from Planner, Abby Manning and then from the applicant and their witnesses and then from opponents to the request. Our parties may cross-examine witnesses after each witness testifies when questions are called for.

If you have exhibits, maps, reports, or other documentation that you would like for the council to consider, it will need to be introduced as evidence and the person that is most familiar with that testimony should present it. I do not see any attorneys present for this particular hearing. So, we'll skip that.

At this time, I will now open the meeting on Case #SUP-25-03 Special Use Permit Application and ask for testimony from our Planner, Abby Manning.

Planner Manning: Thank you. You can go back to a couple slides, um, actually one forward. That one, I'm sorry, you were OK where you were. OK.

The next case I'm presenting is SUP-25-03. This is a Special Use Permit Request submitted by the Redemption Outreach Center. The owner of the property is the Board of Trustees of the Redemption Outreach Center. The location is 1874 US Hwy. 301 S. The applicant is requesting issuance of a Special Use Permit to operate the use of child daycare to accommodate more than eight (8) children.

The property is 2.37 acres and is located in Dunn's ETJ (Extra territorial jurisdiction). You can see the property highlighted in orange on the first page of your staff report and on the slide. Next page please.

Here you can see the property from the street view, from US 301. Again, the property is 2.37 acres in size. The existing use is residential. The proposed use is a daycare facility. The property is currently zoned R-20, and right now well and septic is being utilized on the property.

- Just below is data regarding surrounding properties, Property surrounding the site.
- To the north, we have residential R-20. The existing use is vacant.
- To the South we have industrial I-100. Existing use is also vacant and to the east we have industrial I-100 and the existing use is also vacant.
- To the West, we have R-20. This is a property also owned by Redemption Outreach Center and industrial I-100 and this is the site of a planned industrial park. Next slide, please.

The proposed use is a child daycare facility that will accommodate more than eight children. The capacity is 29 children. The project name is Rock Stars Academy. Access to the development will be off US Hwy. 301. A traffic study was not required for this development for the UDO. Special Use Master Plan shows an outdoor play area, a parking area and street trees along Hwy. 301. The applicant does plan to connect to Dunn sewer system, which is available at this location. Next slide please.

This Special Use Permit Request is inconsistent with the City of Dunn Land Use plan. The Future Land Use Plan map designates this property as an office and industry character area. The Dunn Land Use Plan describes office and industry areas as those that provide office, industrial, and economic development opportunities. They are typically located along major thoroughfares and corridors with adequate infrastructure and acreage to accommodate future growth. Facilities are accessed by employees during business hours but are not usually open to the public. Next slide.

A goal detailed in the Land Use Plan that's relevant to the Special Use request is Policy 3 to encourage new businesses and non-residential development in office and industry areas designated on the future Land Use Map. An objective of Policy 3 is to encourage a mix of non-residential uses, including industrial, warehouse, office, research and development, flex place, renewable energy, recycling, fabrication, assembly and technology.

As this application is reviewed quasi judicially, I will not be making a recommendation.

Attached to your staff report is the Special Use Application, Special Use Master Plan, supplemental information that was provided by the applicant and public noticing materials.

I have provided conditions of approval in case the request is approved, which I'll go over now for SUP-25-03.

- This is a Special Use for the operation of a child daycare more than eight (8) at 1874 US Hwy. 301 S.
- This is the property delineated as Exhibit A in the conditions, which shows the SUP Master Plan.
- The use is limited to one child daycare facility.
- Development of the site will be consistent with the Special Use Master Plan and other appropriate processes would be necessary to provide the master plan, if it was considered substantial.
- Approval of a Stormwater Management Plan is required prior to issuance of a Development Permit, since this site will exceed 20,000 square feet of impervious surface.
- And lastly, the developer shall comply with city, state, and federal regulations, if applicable, that are not addressed in these conditions.

The applicant is present tonight, but I can take any questions you have for me before I turn it over.

Question from the Council: When do I ask a question?

Question from the Council: Is this daycare going to be just for the church members, or did you say it was for the public?

Planner Manning: I will refer to the applicant on that one. I only know the capacity but I'm not aware of whether it'll be open to the public or only for the church's use.

City Attorney: Before we entertain further questions, would you like to introduce into evidence the application and the master plan and the other materials that you identified during your testimony?

Planner Manning: Yes, I would. Thank you.

City Attorney: Then that would be so admitted.

Anyone from the Council have questions for the planning?

Mayor Pro Tem Sills: You said they're attached to the sewer, but she didn't say anything about the water. Are they going to tap into the water?

Planner Manning: I'm aware that they're going to tap into the sewer. I'm not aware if they're going to tap into water or not. I think they needed to tap into the sewer up because of their subject. They couldn't accommodate the capacity of 29 children. It is, but I'm not aware if there is a need for water.

City Attorney: Anyone else on the council have questions for the Planner?

Question from the Council: Well, this is just a question in general. Maybe I should know this, but how do we measure sewer if you're not in the water? I thought the water was measured and then the sewers based on the water usage.

Yes, I can answer that. If go install a meter on the well to measure how much water goes to that facility, OK.

Mayor Pro Tem Sills: Did they have to have a neighborhood meeting for this?

Planner Manning: No, not for Special Use.

City Attorney: Anyone else on the council have questions for the Planner?

City Attorney: Is there anyone who's been sworn to testify that has questions for this witness?

City Attorney: At this time, we will hear from the applicant and other proponents of the application. If you'll come forth and state your name and address please.

Applicant: Good evening. My name is Shane Kelly. I serve as lead Pastor of the Redemption Outreach Center. Real quick, since there were two questions already, I do want to answer those.

The first being that this is absolutely intended to be open to the public. It is our sincerest goal and hope to meet a need of the community, not just our congregation.

The second question about utilities. We currently are connected to water at this site. I have spoken with Billy Cottle about this. We would only need to connect to the sewer because currently there's a septic system in place. Now that the septic system technically does meet the capacity requirements, but being a dated septic system for the county's guidelines, it's best for us thinking long term to connect to the city sewer. I did prepare some remarks, if I may, just broadly beyond those two questions.

We're here tonight to respectfully to request a Special Use Permit. As Abby outlined for you, the hope is that we would reconfigure our current Parsonage to accommodate an initial enrollment of 22 kids. Supported by up to five staff members.

Our daycare would operate Monday through Friday, from 7:30 AM to 5:30 PM to provide high quality care to families in our community. Our submitted site plan fully complies with the city's current zoning ordinance.

I do want to take a moment and thank the Planning Department, specifically Abby, for her assistance along the way. That was critical for us. I appreciate that very much. I do want to emphasize that as you know, we're not seeking rezoning. A daycare facility is already a permitted use within the current zoning district, subject to approval of a Special Use Permit, which is obviously why I'm here this evening.

The need for additional childcare in our area is urgent and well documented. Currently, all local daycares are operating with extended wait lists, some stretching up to two (2) years, according to the Early Childhood Foundation of North Carolina. For every one (1) available spot in a licensed childcare center, there are five (5) or more families that are competing for that single spot. This shortage places a tremendous burden on our young families, many of whom are working or may wish to return to work. But of course, childcare being independent to that. Our project offers an immediate and tangible solution to that pressing need. I do understand, and I want to acknowledge that the city's Long Range Land Use Plan does designate our area as an office and industrial development. However, I would sincerely hope that these plans are living documents that are meant to evolve in



response to real time community needs. I do want to point to what our project is directly aligned with in terms of the Imagined Dunn Strategic Vision Plan.

I have a few goals that I believe we support. I'll be brief on this.

1. The very first goal in that plan is to create a quality of life for residents that is second to none. The lack of available childcare actively works against that goal. While our proposal would actively fulfill it and support it.
2. The second goal in that plan is to accommodate and support the needs of diverse and growing population as our community grows the demand for quality. Childcare is only going to increase. So we're offering a proactive step forward for our community.
3. And the fifth goal in that plan, this will be my last. It's to cultivate a strong sense of pride and promote Dunn as a place to live, to invest, and to raise a family and by responding to the needs of our youngest residents and their families. We're helping to tell that story in a meaningful way.

So in closing, I believe that this project offers clear benefits to our city without requiring any changes to existing zoning. It addresses an immediate need. It aligns with the city's broader strategic goals and strengthens the fabric of our community.

Thank you for your time, for your service to our city, and for considering this application. I'm happy to answer any other questions that you may have at this time.

City Attorney: Questions from the Council. Are there others who've been sworn to provide testimony that have any questions for this witness?

Were you able to hear and understand the conditions that Ms. Manning is recommended at the Council grants a special use permit request?

Applicant: I did hear them, and we will happily comply.

City Attorney: Do you consent to those conditions, if the permit is approved?

Thank you, Sir. Any other questions from Council?

Next, we will hear from people opposing the request.

Hearing none and seeing none, we will now entertain any further questions from the City Council members for the applicant or Ms. Manning.

Once the public meeting is closed, the only questions that you may ask will be for clarification only. There can be no new evidence after this hearing is closed.

You have heard the conditions that have been recommended by Ms. Manning, which the applicant has consented to.

If there are additional conditions that you would like the applicant to consider, now is the time that you should ask for their consideration.

First, are there any further questions from the Council?

Are there any additional conditions beyond those that were recommended by Ms. Manning that you would like to ask the applicant to consider?

At this time, Mr. Mayor, it would be appropriate to entertain a motion to close the hearing.

Motion by Council Member Tart, second by Council Member Bradham to close the hearing. Motion carries unanimously.

OK Council, if you'll turn to the page behind the master plan, which is a fold out in your agenda package, you will see there are 6 findings that must be found. All of them must be found in the affirmative before you can consider granting this permit, if that is the wishes of the Council.

We will need to vote on those one at a time that each criteria has either been met or has not been met and then once we have been through all six of them, if you have found in the affirmative that all six of those findings have been met, then we will consider a motion to approve the permit.

So, the first criterion we're finding is

1. That the use would not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved.

Motion by Mayor Pro Tem Sills, seconded by Council Member Bradham that the use will not materially endanger the public health or safety. Motion carries unanimously.

2. That the use meets all the required standards of the Unified Development Ordinance.

Motion by Council Member Bradham, second by Council Member Hargis that the use meets all required standards of this ordinance. Motion carried unanimously.

3. That the use will not substantially injure the value of adjoining or abutting property.

Motion by Mayor Pro Tem Sills, seconded by Council Member McNeil to approve that the third finding will not injure or substantially injure the adjoining property. Motion carries unanimously.

4. That adequate utilities, access roads, drainage, sanitation and other necessary facilities have been done or are being provided.

Motion by Council Member McNeil, seconded by Mayor Pro Tem Sills that adequate utilities, access roads, drainage, sanitation and other necessary facilities have been or are being provided. Motion carries unanimously.

5. The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property.

Motion by Mayor Pro Tem Sills, second by Council Member Bradham that the proposed use will not impede anything. Motion carries unanimously.

6. All required findings that the requested use will be in conformity with the City's adopted comprehensive plans. Clarifying the affirmative that required use would be in the affirmative with the cities adopted comprehensive plans.

Motion by Council Member Bradham and seconded by Council Member McNeil that all required findings that the requested use will be in conformity. Motion carries unanimously.

Having found all of the required findings in the affirmative, you may consider a motion to approve with conditions as outlined by Ms. Manning, Special Use Permit Application SUP-25-03.

**Motion by Council Member Bradham, seconded by Council Member Hargis to approve with [following] conditions SUP-25-03 for use as a childcare for more than eight at 1874 US Hwy. 301 PIN#1515-18-3182.000.**

***Conditions***

- *This is a Special Use for the operation of a child daycare more than eight (8) at 1874 US Hwy. 301 S.*
- *This is the property delineated as Exhibit A in the conditions, which shows the SUP Master Plan.*
- *The use is limited to one child daycare facility.*
- *Development of the site will be consistent with the Special Use Master Plan and other appropriate processes would be necessary to provide the master plan, if it was considered substantial.*
- *Approval of a Stormwater Management Plan is required prior to issuance of a Development Permit, since this site will exceed 20,000 square feet of impervious surface.*
- *And lastly, the developer shall comply with city, state, and federal regulations, if applicable, that are not addressed in these conditions.*

**Motion carries unanimously.**

Mayor Elmore: Thank you, Tilghman.

City Attorney: Yes, Sir.

Mayor Elmore: Thank you all for investing in the community.

**Conditional Zoning CZ-25-03  
800 N Fayetteville Ave  
Ironbrook Square Apartments**

Mayor Elmore opened a public hearing on this matter and called on Planner, Abby Manning to present the report.

Ms. Manning presented Conditional Zoning Request CZ-25-03 submitted by Greenway Development LLC for the property at 800 North Fayetteville Avenue. The request was to rezone the 4.31-acre property from I-10 Industrial to RM-CZD (Residential Mixed-Conditional Zoning District) for the purpose of developing a 60-unit multifamily residential complex. Ms. Manning provided details about the property, surrounding area, and the proposed development. She explained that the rezoning would expand the RM zoning area, which is primarily intended to accommodate residential uses. The proposed development would include 60 mixed units of one, two, and three-bedroom apartments with amenities such as a clubhouse, fitness center, and computer center. Current site features are vacant, and adjacent properties include industrial and residential uses. The rezoning is consistent with goals in the city's land use plan, such as encouraging high-density housing close to amenities. With a traffic study not required for developments under 100 units, Ms. Manning recommended approval based on the plan's consistency with city goals.

**Mark Richardson from Greenway Residential Development** spoke in favor of the project, highlighting the need for rental housing in the area, presenting a market study indicating demand for 580 units while they are proposing only 60. He pointed out that the project would improve what he described as a blighted area, bringing new life and residents to Dunn.

**J. David Lee, owner of nearby properties**, also spoke in support of the project, emphasizing its potential to encourage development in the area, improve nearby property values, fill housing needs, and increase tax revenue for the city with anticipated revenue between 35,000 and 40,000 dollars annually.

**Wanda Burns Ramsey, the listing agent for the property**, discussed the challenges faced in attracting commercial development over the past four years despite significant advertising efforts. She mentioned that only the current residential proposal had materialized into a contract.

**James Ringgard, an adjacent property owner**, expressed concerns about the project's impact on his long-standing business, citing over 35 years of operation at the site. He sought clarification on the types of buffers, fences, or landscaping proposed between the new development and his property.

After the public hearing was closed, the council discussed the differences in potential tax revenue between industrial and residential developments, noting that while industrial development generally provides a higher tax value, the market demand indicates a significant need for housing at this time.

Mayor Pro Tem Sills raised concerns that despite the housing demand, the tax benefits do not outweigh the long-term incentives that industrial zoning could fulfill.

**Motion by Mayor Pro Tem Sills, seconded by Council Member McNeil to deny Conditional Zoning Request CZ-25-03 for rezoning 800 North Fayetteville Avenue, citing that this rezoning would not align with the long-term industrial potential of that corridor. The motion carried unanimously.**

**Conditional Zoning CZ-25-01  
S Powell Ave.  
Juniper Creek Apartments**

Mayor Elmore opened a public hearing on this matter and called on Planner, Abby Manning to present the report.

Ms. Manning presented Conditional Zoning Request CZ-25-01 submitted by Fitch IREC Affordable, LLC for the property on South Powell Avenue. The request was to rezone the 7.03-acre property from O&I and RM to RM-CZD for the purpose of developing a 64-unit multifamily residential complex.

The location of the site was detailed, as well as the zoning districts involved. Ms. Manning described the surrounding area, noting that the property was vacant and adjacent to both residential and office zones. City water and sewer services were available at the location. The proposed development featured an access point off South Powell Avenue, and a traffic study was not required as the development did not meet the threshold of 100 units that would necessitate such analysis.

Ms. Manning explained that the Conditional Zoning Master Plan showed the development would have over 22,000 square feet of improved or usable open space and over 30,000 square feet of natural open space. She also mentioned there would be a stub out for potential development on the adjacent property, which was a requirement of the Unified Development Ordinance (UDO). The development was considered infill, allowing deviations from some UDO standards, such as increased impervious surface area beyond the typically allowed 40%.

She noted that the land use plan categorized the area within the hospital district, which supports housing development along with medical and office facilities. The proposal was consistent with the city's land use plan goals, specifically encouraging new housing developments in designated areas with existing infrastructure.

**Andre Gonzalez from Fitch Affordable** then spoke in favor of the project. He highlighted the compatibility of the proposed apartment complex with the surrounding area, which is already served by city utilities. He addressed the pressing need for housing in the community, citing a market study provided by the applicant that demonstrated significant demand for rental units exceeding supply. The project aimed to address a portion of this shortfall with the 64 units proposed.

**J. Nowell Smith, owner of Skinner Smith Funeral Home**, spoke against the project. He expressed concerns about its compatibility with his business, emphasizing that the existing zoning was intended to support commercial uses related to the hospital. He noted that the area had been envisioned for commercial growth, particularly for medical offices and related enterprises.

After closing the public hearing, council members engaged in a discussion about the proposal. Concerns were raised about deviating from the area's intended commercial use as laid out in the city's strategic plans. While there was acknowledgment of the housing need in the area, the impact on existing businesses, like the funeral home, was a focal point of the discussion.

**Motion by Mayor Pro Tem Sills, seconded by Council Member McNeil to deny Conditional Zoning Request CZ-25-01 for South Powell Avenue, citing the need to adhere to the original vision for the area as a medical and commercial zone. The motion carried unanimously.**

**Special Use Permit Request SUP-25-01**

**S Powell Ave.**

**Juniper Creek Apartments**

This item was removed from the agenda as it was rendered moot by the denial of the associated conditional zoning request.

**Motion by Council Member Hargis, seconded by Council Member Bradham to remove item 10 from the agenda. The motion carried unanimously.**

## **Conditional Zoning CZ-25-02**

### **Susan Tart Road**

### **Susan Tart Townhomes**

Mayor Elmore opened a public hearing on this matter and called on Planner, Abby Manning to present the report.

Ms. Manning presented the revised Conditional Zoning Request CZ-25-02 submitted by Susan Tart Development, LLC for the property on Susan Tart Road. The request was to amend a previously approved conditional zoning to allow for 22 townhomes and a commercial component. Ms. Manning explained that wetlands discovered on the property necessitated the redesign. She provided details about the property, surrounding area, and the proposed development. The site is 5.46 acres in size, is currently vacant and wooded, and utilities are available. The surrounding area includes office and institutional zoning with existing office uses to the north, residential RM zoning with multifamily residential use to the south, and office and institutional zoning to the west with office use. To the east, there are office and institutional as well as vacant residential R-10 zoning areas.

Ms. Manning noted that the request is consistent with the city's land use plan, with the future land use map placing this property in the hospital district. This area emphasizes supporting uses such as offices, clinics, laboratories, accommodations, housing, and neighborhood-scale commercial. Goals and recommendations of the land use plan that are relevant include managing future growth, encouraging new businesses, and allowing for a range of housing types.

The Planning Board had unanimously voted to recommend approval on April 1st, and staff also recommended approval based on the proposed development's consistency with the city's land use plan.

Conditions that carry over from the previous zoning approval:

1. This will be a self-contained site with no stub streets.
2. Stormwater management will be installed to handle the maximum build out of the entire site.
3. Volume for use is townhomes – not to exceed 22 units, restaurants, medical tenants, and financial institutions are the uses permitted on the site.

Proposed Conditions that are additional to the revised application:

1. Commercial component is conceptual only, and the final layout shall comply with the master plan or be modified to comply with the underlying mixed-use plan.
2. The proposed driveway located off Susan Tart Road is subject to NCDOT approval for driveway permit.
3. If internal roads are accepted by the City of Dunn for ownership and maintenance, the final roadway design will meet the minimum standards of the City of Dunn and any deviation would require approval from Public Works.
4. The final site layout will be subject to review and final approval by the Fire Marshall.

**Ben Stout, representing the applicant**, spoke in favor of the project, explaining the changes made due to the wetlands discovery and expressing appreciation for the planning staff's assistance. He highlighted that the redesign led to a reduction in the number of townhomes from 35 to 22 and emphasized the effort made to comply with all previous conditions. He praised the Planning staff for their support and expressed excitement to move forward with the development.

After closing the public hearing, council members discussed the proposal.

**Motion by Council Member Hargis, seconded by Council Member Bradham to approve the revisions for Conditional Rezoning Request CZ-25-02 for Susan Tart Road, PIN# 1516-06-0454-000 as presented, including the following conditions recommended by staff which are :**

1. This will be a self-contained site with no stub streets.

2. Stormwater management will be installed to handle the maximum build out of the entire site.
  3. Volume for use is townhomes – not to exceed 22 units, restaurants, medical tenants, and financial institutions are the uses permitted on the site.
  4. Commercial component is conceptual only, and the final layout shall comply with the master plan or be modified to comply with the underlying mixed-use plan.
  5. The proposed driveway located off Susan Tart Road is subject to NCDOT approval for driveway permit.
  6. If internal roads are accepted by the City of Dunn for ownership and maintenance, the final roadway design will meet the minimum standards of the City of Dunn and any deviation would require approval from Public Works.
  7. The final site layout will be subject to review and final approval by the Fire Marshall.
- The motion carried unanimously.

**Special Use Permit Request SUP-25-04  
Susan Tart Road  
Susan Tart Townhomes**

Mayor Elmore: The next item is item 12, and this will also be an evidentiary hearing.  
Mayor Elmore turned the case over to the City Attorney to take care of item 12.

City Attorney: Thank you, Mr. Mayor.

The next matter is case # SUP-25-04 . A request by Susan Tart Development, LLC for a Special Use Permit to allow the use of dwelling single family attached townhomes at PIN# 1516-06-0454-000.  
The property is conditionally zoned MXD, Mixed-Use.

This meeting is judicial in nature and will be conducted in accordance with special due process safeguards.

At this time, all persons wishing to provide testimony should approach the podium to be sworn.

Place your left hand on the Bible, raise your right hand, please.

Do you solemnly swear that the testimony you're about to give will be the truth, the whole truth, and nothing but the truth, so help you God?

Abby Manning, Planner & Ben Stout (Applicant): I do

City Attorney: Thank you

Miss Manning, you can stay in this meeting.

We'll first hear from Planner, Abbey Manning, then from the applicant and their witnesses, and then from opponents to the request.

Parties may cross-examine witnesses after they have testified. The questions are called or, if you have documents, evidence, reports, maps or other exhibits that you wish for the council to consider, the witness that is most familiar with those should present them and ask that they be introduced into evidence.

At this time, I will now open the meeting on case #SUP-25-04, Special Use Permit Application and ask for testimony from the Planner.

Planner, Abby Manning: Thank you. Our last case tonight is Special Use Permit Request SUP-25-04.

This Special Use Permit Request was submitted by the owner of the property, Susan Tart Development, LLC. The applicant is requesting issuance of a Special Use Permit to operate the Use of dwelling, Single Family Attached or Townhome at the subject property at PIN 1516-06-0454.000 on Susan Tart Rd.

This is the corresponding Special Use Request with CZ-25-02 on the slide and on the first page of Staff Report, where you can see the property highlighted in orange. Here you can see the street view from Susan Tart Rd.  
The acreage of the site is 5.46 acres.



The existing use is vacant and wooded. The proposed use is Townhomes. The current zoning is MXU-CZD. City water and sewer is available at the site and the site does feature some wetlands. Just below this, is the data regarding surrounding properties.

- To the north, we have Office and Institutional zoning with an office use.
- To the south, we have residential R-M zoning. The existing use is multifamily residential.
- To the west, we have Office and Institutional zoning. The existing use is an office, and
- to the east, we have Office and Institutional and residential R-10 zoning. The O&I use is an office, and the R-10 use is vacant. Next slide please.

The proposed use is a 22-unit townhome complex. The project name is Susan Tart Townhomes. Access to the development will be on Susan Tart Road and a traffic study was not required for this development. A conditional zoning of this property was recently approved, which included the residential portion of this development in addition to a commercial component.

The townhome use requires issuance of a Special Use Permit. The Special Use Master Plan shows the proposed development has 1.47 acres of usable or natural or improved open space, 1.67 acres of natural open space, street trees within the development and along Susan Hart Road and sidewalks within the development. Next slide, please.

This Special Use Permit Request is consistent with the City of Down Land Use plan. The Future Land Use Map places this property in the Hospital District. This area is anchored by Betsy Johnson Hospital. In addition to the hospital and other medical facilities, this area emphasizes supporting uses such as offices. Clinics, laboratories, accommodations, housing and neighborhood scale commercial. Next slide.

The requested Special Use is consistent with the goals and recommendations that are detailed in the Land Use Plan, specifically Policy 1, 3, and 6.

Policy one is to manage future growth and encourage quality development through implementation of the Strategic Vision Plan, the Land Use Plan and the Unified Development Ordinance and other plans and. Regulations adopted by City Council.

Objective 1.5 is to encourage residential growth development in areas already served utilities and services.

Policy 3 is to encourage new businesses, new businesses and non-residential development and office and industry areas designated on the future land use map.

Objective 3.3 is to allow for integration of compatible uses in office and industry and the hospital district.

Policy 6 is to encourage a range of housing types based on the availability of infrastructure, proximity to services and amenities, and compatibility with existing development described in the future Land Use Map.

Objective 6.2 Within larger developments, encourage a higher density housing types to be located in those areas with closest proximity to services, amenities, and infrastructure.

Attached to this report is the Conditional Zoning Application materials, the revised Special Use Master Plan, and the previously approved. Special Use Master Plan. Next slide please.

Here you can see the originally approved master plan showing the townhomes and this is on does not show the commercial component. You can see that it's located in the eastern side of the property. Next slide.

The revised plan here shows the townhomes are located in the western side of the property and there are 22 instead of 35 as it was originally approved. Next slide.

Also attached to the staff report is the public noticing materials and the recommended conditions of approval, which I'll go over for you now.

These conditions are carried forward from the conditions of CZ-25-02 of the zoning case regarding the same property, Harnett County Pin# 1516-06-0454.000.

- The site will be self-contained with no stub-streets.
- A stormwater management plan or a stormwater shall be installed to handle maximum build out of the entire site.

- The following 4 uses are only to be permitted on the site
  1. townhomes not to exceed 22
  2. restaurants,
  3. medical clinics, and
  4. banks and financial institutions.
- The commercial component of the site is conceptual only.
- The final layout shall comply with the master plan or be modified to comply with the underlying zoning of the site.
- The proposed driveway, located off Susan Tart Rd. is subject to NCDOT driveway permit issuance.
- If internal roads are accepted by the City of Dunn for ownership and maintenance, the final roadway design will meet the minimum standards of the City of Dunn, and
- any deviations will require approval from Public Works.
- The final site layout will be subject to review and approval by the Fire Marshall.

That concludes my presentation, and I can answer any questions you have.

City Attorney: Any questions from the Council for Ms. Manning?

Anyone else that's been sworn to provide testimony you have questions for Ms. Manning? Thank you so much.

We will now hear from the applicant.

I know you were just up there, but if you'll state your name and address again.

Applicant: yes, Sir. Thank you.

Ben Stout, 222 Maiden Lane, Fayetteville, NC

I support what Abby has presented and appreciate her time and help in this matter. If you have any questions, I'd be happy to try to address them.

City Attorney: You consent to the conditions that she's recommended.

Applicant: Yes, Sir. We've discussed that.

City Attorney: Any questions for Mr. Stout?

Mayor Pro Tem Sills: When we voted on this first time, was there a HOA in place?

Yes.

Applicant: That's one of the things we discussed with all these projects, especially when you have storm water. I mean, it's you have to have it. So they'll be one set up. Typically, that happens when we go to get just like the project that recorded today. Once it's recorded and you have your book and page number, we'll get all that stuff set up and all that paperwork filed accordingly.

Mayor Pro Tem Sills: So do we need to put an HOA as a condition?

Applicant: No.

City Attorney: Yeah, yeah. The ordinance already requires the UDO. He still has to comply with USDA requirements whether it's a condition or not.

Applicant: Yes, Sir.

Mayor Pro Tem Sills: So, there will be an HOA.

Applicant: Yes, Sir.

Council Member Hargis: I have a question. I just can't see it that well in the thing. I know we talked about it from before when you were up here about garages. Are you going have garages?

Applicant: Yes. We have to have a certain amount of off-street parking that these projects and we've exceeded by just a few spots. So, we'll have a parking pad out front, garage inside and there's a couple of ancillary spots near the mailbox kiosk, some overflow parking.

Council Member Hargis: OK, good. Do we need to add that as a condition? Garage, garage.

Applicant: It's within the UDO as well. It is. Yes. OK, OK. Make a point

City Manager Neuschafer: It's recorded on the submission of the information that was admitted as evidence that outlines the parking table, 22 driveway and 22 garages.

Council Member Hargis: OK, I didn't see that. OK, Small handwriting over there.

City Attorney: Any other questions for Mr. Stout?

We will now hear from people opposing the request. Hearing none and seeing none, this will be a final opportunity for Council to ask questions of the applicant or proponents or opponents, or for Miss Manning.

Once the hearing has been closed, questions may only be for clarification and no new evidence may be introduced. Are there any further questions from Council?

Are there any conditions other than those that have been recommended by staff that you would like to ask the applicant to consider in the granting of this permit?

If not, we'll enter the appropriate time to entertain a motion to close the hearing.

Mayor Pro Tem Sills: So moved.

City Attorney: OK.

Motion by Mayor Pro Tem Sills, second by Council Member Bradham to close public hearing. Any discussion?  
All in favor say, aye.

Council: Aye.

Any opposed? OK, motion passed

Mayor. All right.

City Attorney: As we had with the earlier Special Use Permit, there are six (6) required findings that you must find in the affirmative before you can consider awarding the Special Use Permit.

Usually, we will consider those one by one. And since this is a matter that has previously been before you and you have previously approved the permit and the proposed use is less intense than what you previously proposed, I'm going to read all six findings. And if you care to make a motion that all six findings have been found in the affirmative, that would be appropriate.

- First finding is that the use will not materially endanger the public health or safety if located where proposed and developed according to the plan I submitted and approved.
- The second is that the use meets all required standards of the Unified Development Ordinance.
- The third is that the use will not substantially injure the value of adjoining or abutting property.
- The 4th is that adequate utilities, access roads, drainage, sanitation and other necessary facilities have been or are being provided.
- The 5th is the establishment of the proposed use shall not impede the orderly development and improvement of surrounding property.
- The 6th is the requested use will be in conformity with the City's adopted comprehensive plans.

Mayor Pro Tem Sills: Mayor, I move that's all six (6) findings of fact be voted for in the affirmative.

Council Member McNeil: Second

City Attorney: Motion by Mayor Pro Tem Sills, second by Council Member McNeil. Any discussion?  
All in favor aye,

Council: Aye

City Attorney: Any opposed?

Motion carries in favor.

City Attorney: Having found all required findings in the affirmative, you may consider a motion to approve and conditions of Special Use Permit.

Mayor Pro Tem Sills: I move to approve with conditions Special Use Permit SUP-25-04 for dwelling single family attached townhomes, PIN 1516-06-0454.000 Susan Tart Rd.

Council Member Hargis: Second.

City Attorney: All in favor of the motion say, Aye.  
Any opposed? OK. Motion passes. Thank you.

### **Consideration of Republic Waste Contract Extension**

Billy Godwin, Assistant City Manager, presented the proposed extension of the Republic Waste contract for an additional 5 years. He detailed the terms of the extension, which encompassed a 4% rate increase for fiscal years 26 and 27, and for the fiscal years 28, 29, and 30, the rate increases would be the lesser of the consumer price index for waste services or 5 percent, whichever is less. The city would have the option to opt out of yard waste collection with 120 days' notice. This aspect was specifically included upon the council's request, as yard waste collection had been a point of contention.

Council members expressed some reservations about the yard waste collection, with Mayor Pro Tem Sills indicating his intent to vote for the contract, albeit reluctantly, due to constituents' general disfavor and his personal disuse of the yard waste can. He shared that financially and logistically, there were no better alternatives to the current service. Council Member Bradham echoed Mr. Sills's sentiments.

**Motion by Council Member Bradham, seconded by Council Member Tart to approve as presented the second amendment to the existing contract between the City of Dunn and Republic Waste Services. The motion carried unanimously.**

### **Voluntary Annexation Petition ANX-03-25 US 301 N Jernigan Rd University Storage, LLC (step #2)**

City Manager Neuschafer presented the second step of the voluntary annexation process for property owned by University Storage LLC on US 301 North and Jernigan Road.

***Motion by Council Member Tart, seconded by Mayor Pro Tem Sills to approve step 2 of the annexation process for ANX-03-25. The motion carried unanimously.***

### **Voluntary Annexation Petition-ANX-04-25 Arrowhead Rd. & US 301 S. Sam Harnett, LLC (Step #1)**

City Manager Neuschafer presented the first step of the voluntary annexation process for 65 acres of property owned by Sam Harnett LLC on Arrowhead Road and US 301 South. Mayor Elmore noted that this annexation was part of a partnership to build a spec building in the area.

***Motion by Mayor Pro Tem Sills, seconded by Council Member Hargis to adopt the resolution to direct the clerk to investigate the voluntary annexation petition ANX-04-25 Arrowhead Road. The motion carried unanimously.***

### **Voluntary Annexation Petition-ANX-05-25 Arrowhead Rd. & US 301 S. County of Harnett (Step #1)**

Steve Neuschafer presented the first step of the voluntary annexation process for property owned by Harnett County on Arrowhead Road and US 301 South, which is part of the same development partnership as the previous item.

***Motion by Council Member Hargis, seconded by Mr. Sills to adopt the Resolution Directing the City Clerk to Investigate the Voluntary Annexation Petition ANX-05-25 as received. The motion carried unanimously.***

**Consideration of Ordinance  
to Demolish House**

**305 W Greenwood – TABLED March 25, 2025**

Mayor Elmore called on the Inspections Department to provide an update on the property at 305 West Greenwood Street, which had been tabled from the previous meeting.

**John Ganus, Inspector** presented photos and details of the property's current condition, noting significant structural and safety issues. He also mentioned that the owner had submitted a permit application for repairs, but it did not address all the necessary issues and exceeded 50% of the structure's value.

**Frederick McNall, the property owner**, spoke about his efforts to repair the house and its sentimental value to his family.

After discussion, the council voted on the matter.

***Motion by Mayor Pro Tem Sills, seconded by Council Member Bradham to adopt the Ordinance Directing the Code Inspector to Proceed with the Demolition of the Structure Located at 305 West Greenwood, PIN #1516-35-6273.000. The motion carried, with Council Member McNeil voting against.***

**Food Lion Pump Station Study  
Funding Application for Consideration**

City Manager Neuschafer presented a request for authorization to file an application with the State of North Carolina for a loan and/or grant to aid in the study and/or construction of upgrades to the Food Lion pump station.

He explained that the current SOC projects involve removing the machine and welding pump station on US Highway 301 South and installing a gravity line. However, the waste from areas across I-95, including the Circle K, Hardy World, the two industrial parks, and new proposed developments, would still be directed to the Food Lion pump station. Given the age and capacity of the Food Lion pump station, which was installed in the 1980s, it was recommended to move forward with exploring funding options for upgrades to support future growth in the area. The engineering firm DMP will handle the application process with the state, and the outcome will determine available funding options. This application is crucial for sustaining the corridor's infrastructure, ensuring it can handle increased sewage demands, and preventing future regulatory compliance issues similar to an SOC.

***Motion by Council Member Bradham, seconded by Council Member Hargis to adopt the attached Resolution Authorizing the City Manager to Execute and File an Application with the State of North Carolina for a Loan and/or Grant to Aid in the Study of or Construction of the Project after ensuring that the exploration of funding options aligns with addressing future needs and alleviating SOC concerns, the motion carried unanimously.***

**ANNOUNCEMENTS, INFORMATION, AND CLOSED SESSION**

**Administrative Reports**

City Manager Neuschafer provided an update on the city's goals and objectives, stating that they were being maintained as proposed.

**Financial Report/Assessment Update**

Finance Director McNall presented the financial report for the month of March, 2025.

Assistant City Manager Godwin provided an update on the Wayfinding Signs Project, stating that the signs were currently in production. He anticipated that the installation process would begin sometime in May, aiming for completion ahead of the upcoming World Series event, though he was careful to note that the completion timeline was ideally before the event.

**ADJOURNMENT**

The meeting was adjourned upon a motion by Council Member Bradham that was seconded by Mayor Pro Tem Sills and unanimously approved.

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William P Elmore, Jr., Mayor

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Melissa R. Matti, City Clerk

**Meeting Date: June 10, 2025**

SUBJECT TITLE	Approval of Minutes – May 13, 2025 – Work Session
PRESENTER/DEPARTMENT	City Clerk Matti
ATTACHMENT(S)	May 13, 2025 Work Session Minutes
PUBLIC HEARING PUBLISH DATES	N/A

**PURPOSE:**

Approval of May 13, 2025 – Work Session Minutes.

**BACKGROUND:**

**BUDGET IMPACT:**

**RECOMMENDED  
MOTION/ACTION  
REQUESTED OF  
COUNCIL**

Motion to approve May 13, 2025 Work Session Minutes as presented.



**Dunn City Council**  
**Work Session**  
**Tuesday, May 13, 2025**  
**6:30 p.m., Dunn Municipal Building**

## **Minutes**

**PRESENT:** Mayor William P. Elmore Jr., Mayor Pro Tem J. Wesley Sills, Council Members April Gaulden, Raquel McNeil, Billy N. Tart, Alan Hargis, and Dr. David L. Bradham.

*Also present: City Manager Steven Neuschafer, Assistant City Manager Billy R. Godwin, Finance Director Cary McNallan, Chief of Police Cary Jackson, Parks and Recreation Director Brian McNeill, Human Resources Director Connie Jernigan, Public Works Director Dwayne Williams, Collections and Distribution Manager Billy Cottle, Water Plant Manager Ian Stroud, Wastewater Plant Manager Donrie Dukes, Planner Debra Creighton, Administrative Support Specialist Sydney McKoy, City Attorney Tilghman Pope, and City Clerk Melissa R. Matti.*

### **CALL TO ORDER AND INVOCATION**

Mayor William P. Elmore, Jr. called the meeting to order at 6:30 PM. He thanked everyone for attending and noted there were a few guests present who would be speaking later in the meeting.

### **INVOCATION & PLEDGE OF ALLEGIANCE**

Council Member Hargis led the invocation and the Pledge of Allegiance.

### **ADJUSTMENT AND APPROVAL OF THE MAY 13, 2025 MEETING AGENDA**

Mayor Elmore asked if there were any adjustments to be made to the agenda. With no adjustments proposed, he entertained a motion for approval.

**Motion Council Member Bradham and seconded by Council Member Gaulden to approve the agendas presented. The motion carried unanimously.**

Mayor Elmore then announced for the record that it was Tuesday, May 13, 2025, at 6:30 PM, and this was a work session for the Dunn City Council.

### **CONSENT ITEMS**

- Approval of Minutes – March 31, 2025 – Special Call
- Approval of Budget Amendment - Various Operating Accounts

These two items were presented as consent agenda items.

Council Member Hargis raised a question about the budget amendment, expressing concern about the reallocation of approximately \$100,000 from appropriated salaries to other expenses such as purchasing equipment and computers. He questioned why there was excess in the salary budget and suggested that future budgeting should be more precise, with requests for additional funds made as needed.

City Manager Neuschafer explained that they budget for all approved positions, but when positions remain unfilled, there are excess funds. He noted that in the upcoming budget discussion, they would address this issue by budgeting a buffer for unfilled positions.

**Motion by Mayor Pro Tem Sills, seconded by Council Member Hargis to approve the consent items. The motion carried unanimously.**

### **ITEMS FOR DISCUSSION AND/OR DECISION**

#### **Temporary Street Closure**

#### **Juneteenth Celebration**

City Manager Neuschafer presented a Special Event Permit application for the Juneteenth Celebration, which included a map of proposed street closures. He explained that the permit requires three (3) off-duty police officers for the number of street closures planned, and the event organizers would need to cover this cost.

Council Member McNeil expressed surprise at the number of closures, stating her original intention was not to have three closures. She suggested the need for further discussion about the closures, especially considering the cost implications for the event.

**Motion by Council Member Hargis, seconded by Council Member Gaulden to table this item until the next meeting. The motion carried unanimously.**

**Temporary Alley Closure  
Pedestrian Safety Zone**

City Manager Neuschafer introduced Mark Easton, president of the Downtown Development Corporation, to present this item.

Mark explained the request to close part of the alley running from Edgerton to Broad Street between the old Macleod furniture building and the current Coffee on Broad business. He cited safety concerns due to vehicles using the alley as a cut-through and the risk to pedestrians, especially customers of Coffee on Broad.

The proposal was to close this section from June 1st through the end of August as a trial run. Mark presented potential ideas for beautifying the space and making it more pedestrian-friendly.

Council members asked questions about the closure method, with Chief Jackson recommending concrete barriers. Mark also mentioned the possibility of using large planters in the future.

Council Members expressed support for the idea, noting the potential benefits for downtown businesses and pedestrian safety.

**Motion by Council Member Hargis, seconded by Council Member Tart to approve the temporary alley closure to traffic from June 1st to August 31st and create an outdoor gathering space for the community. The motion carried unanimously.**

**Approval of Davis, Martin, Powell  
Contract Amendment**

**Water Tower – Hwy 301 S.**

City Manager Neuschafer presented a request to amend the existing engineering services agreement with Davis Martin Powell to provide construction administration services and construction field services for the Highway 301 Elevated Tank Project. The estimated fee for the additional services was \$297,600.

Mayor Pro Tem Sills expressed concern about the accuracy of the cost estimate, given past experiences. Manager Neuschafer assured him that this estimate was for the services related to inspecting and certifying the installation, including the water lines.

Council Member Hargis voiced frustration about the increasing costs of the project, feeling that the initial presentations had not fully conveyed the total cost. He emphasized the need for more comprehensive cost estimates in future projects.

**Motion by Council Member Gaulden, seconded by Mayor Pro Tem Sills to approve the attached May 6, 2025 proposal from DMP for construction administration services and construction field services for the Highway 301 elevated tank project and the Long Branch Road Waterline Extension Project. The motion carried with Council Member Hargis voting against.**

**Consideration of Harnett  
Training Center Loan Payoff**

Finance Director McNallan and City Manager Neuschafer presented information about paying off the Harnett Training School loan. They explained that the loan had been in place for 11 years, with a balloon payment due in the 11th year. The original intention was to refinance the loan, but staff recommended paying it off instead.

Director McNallan noted that paying off the loan would result in a decrease in Fund Balance when reported in the next audit, but it would still keep the city above the recommended 25% Fund Balance to expenditure ratio.

**Motion by Council Member Bradham, seconded by Council Member Gaulden to approve the final payoff of the Harnett Training School loan with First Bank in the amount of \$1,373,926.40 on June 25, 2025, and appropriate funding from General Fund Reserves. The motion carried unanimously.**

**Consideration of Resolution Declaring  
Certain Property to be Surplus–  
Structures at 808 W E St., Erwin**

City Manager Neuschafer presented a resolution to declare structures at **808 West E Street in Erwin** as surplus and authorize their demolition. He explained that the property had been vacant for several years and, after inspection, staff recommended demolishing the structures and clearing the site.

**Motion by Mayor Pro Tem Sills, seconded by Council Member Gaulden to adopt a Resolution declaring all structures at 808 West E Street, Erwin, NC, including all contents and personal property thereon as surplus and directing the City Manager to demolish the structures and to dispose of the personal property by any method authorized in Article 12 Chapter 160A of the General Statutes. The motion carried unanimously.**

**Consideration of Resolution Declaring  
Certain Property to be Surplus  
all property at 411 N Magnolia Avenue**

City Manager Neuschafer presented another resolution to declare property at **411 North Magnolia Avenue** as surplus. This property was acquired through a CDBG program and had been vacant for a couple of years. Staff recommended demolishing the structure rather than attempting to rehabilitate or sell it.

**Motion by Council Member Hargis, seconded by Council Member Gaulden to adopt a resolution declaring the property at 411 Magnolia Avenue in Dunn, PIN number 1516-77-8993 as surplus and directing the city manager to demolish the structure and dispose of the real property by any method authorized under Article 12 Chapter 160A of the General Statutes. The motion carried unanimously.**

**FY26 Preliminary Budget Discussion**

Finance Director McNallan and City Manager Neuschafer presented the preliminary budget for FY26. Key points of the discussion included:

- **General Fund:** The overall budget is increasing by 2%, with a Fund Balance amount of \$286,000 needed to balance it.
- **Department Requests:** They reviewed items included and not included in the budget. The council decided to add \$55,000 for pickleball courts conversion.
- **Water and Sewer Funds:** Director McNallan explained the separation of water and sewer funds, revealing that the water fund had been subsidizing the sewer fund. To balance the budget, significant rate increases were proposed.
- **Rate Increases:** The proposed rate increases would result in a 24% increase for the average user. Council members expressed concern about the impact on residents, especially those on fixed incomes.
- **Stormwater Fees:** An increase in stormwater fees was proposed to raise additional revenue for stormwater projects.
- **Fund Balance:** Discussion about the impact of these decisions on the city's fund balance and the potential risks of reducing it too much.

Council members requested additional information, including comparisons with surrounding communities' rates and scenarios with different rate increase percentages, to help make their decision.

**ANNOUNCEMENTS**

Mayor Elmore announced that the next regular meeting is scheduled for Tuesday, May 27th at 6:30 PM, and the next work session will be Tuesday, June 10th at 6:30 PM.

**CLOSED SESSION**

**Motion by Council Member Hargis, seconded by Council Member Gaulden, to go into closed session to establish or instruct the staff concerning the negotiations for the purchase of real property. The motion carried unanimously.**

**RECESS:**

The council reconvened following the Closed Session.

Motion by Council Member Bradham, seconded by Council Member Tart to recess to June 14, 2025 at 6 p.m.  
The motion carried unanimously.

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William P. Elmore Jr.  
Mayor

Attest:

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Melissa R. Matti, CMC, NCCMC  
City Clerk

**Meeting Date: June 10, 2025**

<b>SUBJECT TITLE</b>	Appointment of City's Designated Agents for N.C. Division of Emergency Management
<b>PRESENTER/DEPARTMENT</b>	Billy Godwin – Assistant City Manger
<b>ATTACHMENT(S)</b>	Resolutions Appointing Designated Agents
<b>PUBLIC HEARING PUBLISH DATES</b>	N/A

**PURPOSE:** To update the City's designated agents on file with the N.C. Division of Emergency Management (NCDEM).

**BACKGROUND:** The NCDEM utilizes duly appointed designated agents for various purposes to act on behalf of local governments and other organizations in dealing with the State and the Federal Emergency Management Agency (FEMA) particularly in matters related to disaster assistance and grant applications. The City's current form on file shows now-retired City Manager Steven Neuschafer as one of the City's designated agents and thus must be updated. The two attached resolutions do the following:

- Appoint Finance Director **Cary McNallan** as the City's primary designated agent.
- Appoint City Manager **Justin Hembree** as the City's secondary designated agent.
- Appoint Mid-Carolina Regional Council Executive Director **Samantha Wullenwaber** as an additional designated agent.
- Appoint Mid-Carolina Regional Council Local Government Services Director **William Deaton** as an additional designated agent.

**BUDGET IMPACT:** None.

<b>RECOMMENDED MOTION/ACTION REQUESTED OF COUNCIL</b>	<p>Motion to appoint the following as the City's NCDEM designated agents:</p> <ul style="list-style-type: none"> <li>• Cary McNallan as the City's primary designated agent.</li> <li>• Justin Hembree as the City's secondary designated agent.</li> <li>• Samantha Wullenwaber and William Deaton as additional City designated agents.</li> </ul>
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**RESOLUTION**  
**DESIGNATION OF APPLICANT'S AGENT**  
 North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) City of Dunn	Disaster Number:
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate): NC Department of Public Safety, Division of Emergency Management	
Applicant's Fiscal Year (FY) Start Month: July Day: 1	
Applicant's Federal Employer's Identification Number 56 - 6001214	
Applicant's Federal Information Processing Standards (FIPS) Number 037 - 37085 - 00	

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Cary McNallan	Agent's Name Justin Hembree
Organization City of Dunn	Organization City of Dunn
Official Position Finance Director	Official Position City Manager
Mailing Address 401 East Broad St	Mailing Address 401 East Broad St
City, State, Zip Dunn, NC 28334	City, State, Zip Dunn, NC 28334
Daytime Telephone (910) 230 3510	Daytime Telephone (910) 230 3500
Email Address cmcnallan@dunn.nc.gov	Email Address jhembree@dunn.nc.gov
Cellular Number N/A	Cellular Number (910) 542 2157

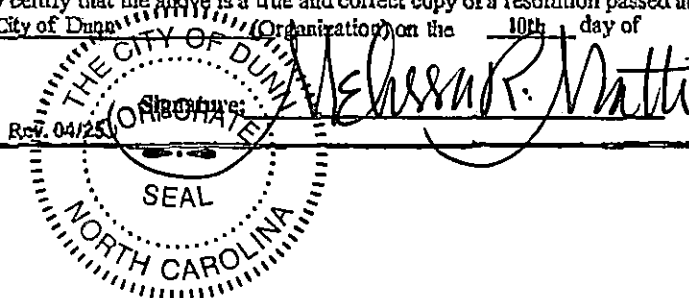
BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-283 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title William P Elmore, Jr, Mayor	Name Melissa R. Matti
Name and Title	Official Position City Clerk
Name and Title June 10, 2025	Daytime Telephone (910) 230-3501

**CERTIFICATION**

I, Melissa R Matti, (Name) duly appointed and City Clerk (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of the City of Dunn (Organization) on the 10th day of June, 2025

Date: June 10, 2025





**RESOLUTION**  
**DESIGNATION OF APPLICANT'S AGENT**  
 North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) <b>City of Dunn</b>	Disaster Number:
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate): NC Department of Public Safety, Division of Emergency Management	
Applicant's Fiscal Year (FY) Start Month: <u>July</u> Day: <u>1</u>	
Applicant's Federal Employer's Identification Number <b>56-6001214</b>	
Applicant's Federal Information Processing Standards (FIPS) Number <b>037 - 37085 - 00</b>	

ADDITIONAL AGENT	ADDITIONAL AGENT
Agent's Name <b>Samantha L. Wullenwaber</b>	Agent's Name <b>William Deaton</b>
Organization <b>Mid-Carolina Regional Council</b>	Organization <b>Mid-Carolina Regional Council</b>
Official Position <b>Interim Executive Director</b>	Official Position <b>Local Govt. Services Director</b>
Mailing Address <b>6205 Raeford Road</b>	Mailing Address <b>6205 Raeford Road</b>
City, State, Zip <b>Fayetteville, NC 28304</b>	City, State, Zip <b>Fayetteville, NC 28304</b>
Daytime Telephone <b>(910) 323-4191</b>	Daytime Telephone <b>910-323-4191</b>
Email Address <b>swullenwaber@miccog.org</b>	Email Address <b>wdeaton@miccog.org</b>
Cellular Number <b>919-519-2758</b>	Cellular Number

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Additional Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this          day of         

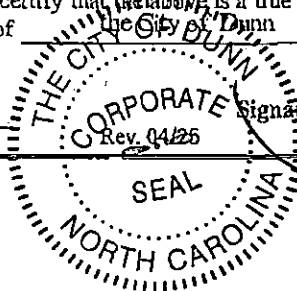
GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title <b>William P. Elmore, Jr., Mayor</b>	Name <b>Melissa R. Matti</b>
Name and Title	Official Position <b>City Clerk</b>
Name and Title <b>June 10, 2025</b>	Daytime Telephone <b>(910) 230-3501</b>

**CERTIFICATION**

I, Melissa R. Matti, (Name) duly appointed and City Clerk (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of the City of Dunn (Organization) on the 10th day of June, 2025

Date: June 10, 2025

Signature: Melissa R. Matti



**Meeting Date: June 10, 2025**

<b>SUBJECT TITLE</b>	Special Event Park Closure
<b>PRESENTER/DEPARTMENT</b>	Parks and Recreation Director McNeill
<b>ATTACHMENT(S)</b>	Resolution to Temporarily Close Park
<b>PUBLIC HEARING PUBLISH DATES</b>	N/A

**PURPOSE:**

To consider a resolution to temporarily close Clarence Lee Tart Park and Nathan Harris Complex at Tyler Park during the July 2025 Diamond Youth World Series except to those members of the general public who purchase a ticket.

**BACKGROUND:**

The Special Event Permit application for the 2025 Diamond Youth World Series was approved and adopted at the May 27, 2025, City Council meeting. The event will take place at both Clarence Lee Tart Park and Nathan Harris Complex at Tyler Park starting on July 25<sup>th</sup> and will conclude on July 29<sup>th</sup>. The event is open to the general public but requires a paid ticket admission fee and therefore access to the parks needs to be restricted those members of the general public who purchase a ticket.

**BUDGET IMPACT:**

There is no fiscal impact related to this council action

**RECOMMENDED  
MOTION/ACTION  
REQUESTED OF  
COUNCIL**

Motion to approve the attached resolution temporarily closing Clarence Lee Tart Park and Nathan Harris Complex at Tyler Park during the 2025 DYB World Series except to those members of the general public who purchase tickets.



401 E Broad St • PO Box 1065 • Dunn, North Carolina 28335  
(910) 230-3500 • CityofDunn.org

**RESOLUTION TO AUTHORIZE THE TEMPORARY CLOSURE OF  
CLARENCE LEE TART PARK AND THE NATHAN HARRIS COMPLEX  
AT TYLER PARK DURING THE 2025 DIAMOND YOUTH BASEBALL A & AA  
WORLD SERIES**

**WHEREAS**, the City of Dunn is hosting the 2025 Diamond Youth Baseball A & AA World Series July 25<sup>th</sup> – July 29<sup>th</sup>, 2025, at the Clarence Lee Tart Park and the Nathan Harris Complex at Tyler Park which event is expected to bring dozens of teams and thousands of spectators to the greater Dunn area; and

**WHEREAS**, the event is open to the general public but requires a paid ticket for admission into parks during the event period; and

**WHEREAS**, to ensure that only participating teams, coaches, volunteers, City staff assisting with the event, authorized vendors, law enforcement & first responders assisting with the event, and members of the general public purchasing a ticket are admitted into the respective parks during the event, the City Council of the City of Dunn authorizes the closure of the parks during the duration of the event to all except those heretofore noted; and

**NOW, THEREFORE BE IT RESOLVED:**

The City Council of the City of Dunn authorizes the closure of Clarence Lee Tart Park and the Nathan Harris Complex at Tyler Park during the 2025 Diamond Youth Baseball A & AA World Series July 25<sup>th</sup> – July 29<sup>th</sup>, 2025, except to only participating teams, coaches, volunteers, City staff assisting with the event, authorized vendors, law enforcement & first responders assisting with the event, and members of the general public purchasing a ticket.

Adopted this 10<sup>th</sup> day of June 2025 by the **City Council of Dunn**, North Carolina.

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William P. Elmore Jr.,  
Mayor

ATTEST: \_\_\_\_\_

Melissa Matti  
City Clerk

*Where community begins!*

# Items for Discussion and/or Decision



**Meeting Date: June 10, 2025**

<b>SUBJECT TITLE</b>	Sampson County Water Purchase Contract
<b>PRESENTER/DEPARTMENT</b>	Ian Stroud / Public Utilities
<b>ATTACHMENT(S)</b>	Request from Sampson County; New Water Purchase Contract
<b>PUBLIC HEARING PUBLISH DATES</b>	N/A

**PURPOSE:**

To approve the Sampson County Water Purchase Contract.

**BACKGROUND:**

At the October 22, 2024 regular meeting the Council approved the Sampson County Water Purchase Contract to supply on average 75,000 gallons of water per day to the Sampson County Water District for 1-year. Sampson County has requested to supersede the 1-year contract for a 2-year contract and to increase the volume of water from an average of 75,000 gallons per day to 250,000 gallons per day. The sale of water will be metered through existing meter vaults located on HWY 55 and HWY 421.

The Water Treatment Plant (WTP) has a permitted capacity of 8.0 million gallons per day and in 2024 treated on average 2.912 million gallons per day. The amount of water Sampson County has requested will increase the WTP's average daily flow from 2.912 million gallons per day to approximately 3.087 million gallons per day.

**BUDGET IMPACT:**

Revenue from water sales for the Water and Sewer Fund will increase approximately \$14,957 per month based on an average usage by Sampson County of 7.6MG per month.

<b>RECOMMENDED MOTION/ACTION REQUESTED OF COUNCIL</b>	Motion to approve the new Sampson County Water Purchase Contract as presented.
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# COUNTY OF SAMPSON

## DEPARTMENT OF PUBLIC WORKS

827 S.E. Blvd. • P.O. Box 1280 • Clinton, North Carolina 28328  
(910) 592-0188 • Fax No. (910) 592-7242

Mark Turlington  
Public Works Director

May 29, 2025

City of Dunn  
P. O. Box 1065  
Dunn NC 28335

Re: Sampson County Bulk Water Purchases

Gentlemen:

We currently have a water purchase contract in place for a minimum of 75,000 gallons per day and a maximum of 100,000 gallons per day. Due to unexpected growth and increased demand, we would like to request a new 2-year contract. We would like to increase the daily minimum to 250,000 gallons per day and the maximum to 300,000 gallons per day. This would allow us to purchase 7,500,000 gallons to 9,000,000 gallons per month. Please review and give me a call with any questions.

Regards,



Mark Turlington  
Director

NORTH CAROLNA

HARNETT COUNTY

## WATER PURCHASE CONTRACT

THIS CONTRACT, for the sale and purchase of water, is entered into this the \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the **CITY OF DUNN**, hereinafter referred to as the **CITY** (seller), and the **SAMPSON COUNTY WATER AND SEWER DISTRICT 2**, hereinafter referred to as the **DISTRICT** (purchaser).

### WITNESSETH

**WHEREAS**, the **DISTRICT** is organized and established under the provisions of Chapter 153A of the North Carolina General Statutes and, under the authority of G.S. 153A-275, operates a water supply and distribution system, serving water users within the area described in plans on file in the offices of the **DISTRICT**, entitled, "Sampson County Water and Sewer District 2" County Complex, East Rowan Street, Clinton, North Carolina, 28328, and in the exercise of this authority, requires a supply of treated water; and

**WHEREAS**, the **CITY** is organized and established under the provisions of Chapter 160A of the North Carolina General Statutes and owns and operates a water supply and distribution system, with a capacity currently capable of serving the present customers of the **CITY'S** system and the estimated number of water users to be served by the **DISTRICT** as shown in the plans of the system, entitled, "Sampson County Water and Sewer District 2" now on file in the offices of the **DISTRICT**; and

**WHEREAS**, the **CITY** agrees to sell, and the **DISTRICT** agrees to purchase, a supply of treated water in accordance with the terms and conditions set forth below and it is the intent of the parties that upon execution by the parties, this Water Purchase Contract shall supersede and constitute a novation of the previous Water Purchase Contract dated October 22, 2024.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual agreements herein set forth, the parties hereby agree as follows:

1. The CITY Agrees:

(a) Quantity and Quality: To furnish the **DISTRICT** at the point of delivery hereinafter specified during the term of this contract or any renewal or extension thereof, potable treated water meeting applicable purity standards established under the North Carolina Drinking Water Act, G.S. 130A-311 et. seq. and the rules promulgated thereunder governing Public Water Systems in 15A NCAC Chapter 18C. **CITY** agrees to furnish such quantities as may be required by the **DISTRICT** not to exceed a monthly average of 250,000 gallons per day and a daily maximum of 300,000 gallons. Further, in the event the daily flow exceeds 1.5 times the maximum daily flow contracted for due to excessive use, a break in the **DISTRICT'S** water system, or other emergency, the **DISTRICT** is obligated to immediately contact the **CITY'S** utility personnel and inform them the maximum daily amount will be exceeded. Each of the parties hereto shall immediately notify the other of an emergency or condition which may affect the quality of water in either party's system. The **DISTRICT** further agrees that their minimum quarterly usage shall not be less than 15.75 million gallons, or approximately 175,000 gallons per day. To determine quarterly usage, a quarterly running total shall be calculated using a running three (3) billing cycle



period; based on this calculation, total usage during each period shall be equal to or greater than 15.75 million gallons. Usage calculations shall be tallied using **CITY'S** monthly water billing cycle, which occurs on or near the 15<sup>th</sup> (fifteenth) day of each month. Should the quarterly running total fall below the established minimum level, an additional billing equal to the established minimum level less the quarterly running total would be in order.

(b) Point of Delivery and Pressure: That water will be furnished at a reasonably constant pressure calculated at 50 to 55 PSI from existing 6-inch supply main at the point located on Highway 55 known as **Highway 55 Meter Pit** (35.297945, -78.573297) and existing 16-inch supply main at the point located on Hwy 421 known as **Highway 421 Meter Pit**. If a greater pressure than that normally available at the point of delivery is required by the **DISTRICT**, the cost of providing such greater pressure shall be born by the **DISTRICT**; emergency failures of pressure or supply due to main supply line breaks, power failure, flood, fire, and use of water to fight fire, earthquake, or other catastrophe, shall excuse noncompliance by the **CITY** from this provision for such reasonable period of time as may be necessary to restore service at the required pressure.

(c) Metering Equipment: To operate and maintain at its own expense at the point of delivery the necessary metering equipment, including a meter house or pit required devices of standard type for properly measuring the quantity of water delivered to the **DISTRICT** and to calibrate such metering equipment whenever requested by the **DISTRICT**, but no more frequently than once every twelve months; a meter registering not more than 2% above or below the test results shall be deemed to be accurate. The previous readings of any meter disclosed by test to be inaccurate shall be corrected for the three (3) months previous to such test in accordance with the percentage of inaccuracy

found by such test. If the meter fails to register for any period of time, the amount of water furnished for such period shall be deemed to be the amount of water delivered in the corresponding period immediately prior to the failure, unless the **CITY** and the **DISTRICT** shall agree upon a different amount. The metering equipment shall be read monthly by the **CITY** according to the **CITY'S** prevailing meter reading schedule. An official of the **DISTRICT** shall have access to the meter for the purpose of verifying its reading at any reasonable time, upon request.

(d) Billing Procedure: To furnish the **DISTRICT** at the above address, not later than the 10th day of each month with an itemized statement of the amount of water furnished to the **DISTRICT** during the preceding month.

2. The **DISTRICT** Agrees:

(a) Payment Date: To pay the **CITY'S** monthly bill no later than the past due date posted on the statement for water furnished, which said past due date shall be at least 10 days but not more than 20 days after the date of statement for water delivered.

(b) Rates: That the water rates charged by the **CITY** to the **DISTRICT** shall be no greater than the prevailing municipal wholesale bulk rate charged by the **CITY** to its other municipal customers which rate, at the time of execution of this contract, is \$2.81 per 1,000 gallons for water used as determined by the readings from the Highway 55 meter and Highway 421 meter. *This shall be the rate until such time as **CITY** rates change pursuant to paragraph (3)(e) below.* In consideration therefore, and to minimize the potential for competition between the **DISTRICT** and the **CITY** for a particular customer or group of customers, the **DISTRICT** will establish rates that are equal to or greater than

the rate charged by the **CITY** for a corresponding volume used by the same classification of user.

3. It is further agreed between the CITY and DISTRICT as follows:

(a) Terms of Contract: That this contract shall extend for a term of **2 years** from the date of the initial delivery of any water as shown by the first bill submitted by the **CITY** to the **DISTRICT** and thereafter, may be renewed or extended upon such terms as may be agreed upon by the **CITY** and the **DISTRICT**.

(b) Delivery of Water: That 10 days prior to the estimated date of the delivery of water to the **DISTRICT'S** water supply distribution system, the **DISTRICT** shall notify the **CITY** in writing setting out the date for the initial delivery of water.

(c) Water for Testing: When requested by the **DISTRICT**, the **CITY** will make available to the contractor or the **DISTRICT** personnel at the point of delivery or other point reasonably close thereto, water sufficient for testing, flushing, and filling the system. The **DISTRICT** shall notify the **CITY** at least 12 hours prior to said testing, flushing, or filling any request for the provision of water for said purpose.

(d) Failure to Deliver: The **CITY**, at all times, shall operate and maintain its system in an efficient manner and will take such action as may be necessary to furnish the **DISTRICT** with quantities of water required by the **DISTRICT** as stated in this contract. Temporary or partial failures to deliver water shall be remedied with all possible dispatch. In the event of an extended shortage of water or the supply of water available to the **CITY** is otherwise diminished over an extended period of time, the supply of water to the

**DISTRICT'S** consumers shall be reduced or diminished in the same ratio or proportion as the supply to the **CITY'S** consumers is reduced or diminished.

(e) Modification of Contract: That requests to modify the provisions of this contract pertaining to the volume of water to be furnished to the **DISTRICT** may be made by the **DISTRICT** by written notice to the **CITY** given at least sixty (60) days prior to the desired effective date of said modifications. Notwithstanding any other provision of this contract, the provisions hereof pertaining to *the schedule of rates to be paid to the CITY for water delivery are subject to modification at the end of every fiscal year-period,* generally coinciding with annual budget preparation and may be modified by the **CITY** by written notice to the **DISTRICT** given at least 60 days prior to the desired effective date of said modification provided however, that any and all increases shall be subject to the rate limitations set out in Paragraph 2(b) above. Further, during the **2 year** duration of this agreement the **CITY** and the **DISTRICT** mutually agree and understand that any requests by either party for modifications of this agreement shall be submitted in written form to the other party at least sixty (60) days prior to the desired effective date of the requested modification provided that no such modification shall be permitted except upon the expressed mutual consent of both parties.

(f) Regulatory Agencies: That this contract is subject to such rules, regulations, or laws as may be applicable in similar agreements in this State, and the **CITY** and the **DISTRICT** will collaborate in obtaining such permits, certificates, or other regulatory compliance as may be required.

(g) Successor to the DISTRICT: In the event of any occurrence rendering the

**DISTRICT** incapable of performing under this contract, any successor of the **DISTRICT**, whether the result of legal process, assignment, or otherwise, shall succeed to the rights of the **DISTRICT** hereunder.

(h) Authority to Amend, Modify or Alter: No officer or agent of the **CITY** or **DISTRICT** other than the City Board of Commissioners or the District Board shall have the power to amend, modify, or alter this agreement, or in any way may waive any condition or to bind **CITY** or **DISTRICT** to make any promises or representation not contained herein.

(i) Responsibility for Quality: It is distinctly understood and agreed by both parties hereto that the **CITY'S** obligation as to the bacteriological quality of water furnished only applies to the point of delivery. The **DISTRICT** shall be solely responsible for the bacteriological quality of water beyond the point of delivery.

(j) Policies and Ordinances of the City of Dunn: It is understood and agreed by both parties that the **DISTRICT** shall be subject to all policies and ordinances of the **CITY**, including those implemented in the future, which relates to the subject matter of this contract. If a policy or ordinance directly conflicts with any term of this contract, then the contract shall control.

(k) Emergency Situations: Notwithstanding any other provision of this contract, in the event of an emergency situation created by unexpected events beyond the control of either party, the Director of Public Works or his designee on behalf of the **CITY**, and the County Manager or his designee on behalf of the **DISTRICT**, may agree to a modification or alteration of the terms of this contract in order to address the emergency situation. Any such modification or change shall continue in effect for the duration of the emergency or

until the governing board of either party directs its discontinuance, whichever occurs earlier.

(l) Addresses for Notice: Whenever notice or information is to be furnished by the **CITY** to the **DISTRICT**, it shall be personally delivered or mailed to the County Manager at the Sampson County Office Complex, 406 County Complex Road, Building C, Clinton, North Carolina 28328. Whenever notice or information is to be furnished by the **DISTRICT** to the **CITY**, it shall be personally delivered or mailed to the City Manager at the Dunn City Hall or Post Office Box 1065, Dunn, North Carolina 28335-1065. As used herein "personal delivery" includes email, facsimile, or physical delivery.

**NOW THEREFORE**, the parties hereunto have set their hands and seals the said day and year first

above written.

**CITY OF DUNN**

By: \_\_\_\_\_  
William P. Elmore, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Matti, City Clerk

**SAMPSON DISTRICT WATER AND  
SEWER DISTRICT 2**

By: \_\_\_\_\_  
Chairperson, District Board

ATTEST:

\_\_\_\_\_  
Clerk to the District Board

**Meeting Date: June 10, 2025**

<b>SUBJECT TITLE</b>	Capital Project Ordinance – WTP Land Purchase Project
<b>PRESENTER/DEPARTMENT</b>	Cary McNallan/Finance Department
<b>ATTACHMENT(S)</b>	Capital Project Ordinance and Budget Amendment Reimbursement Resolution
<b>PUBLIC HEARING PUBLISH DATES</b>	N/A

**PURPOSE:** To consider the approval of a capital project ordinance and budget amendment for the Water Treatment Plant (WTP) Land Purchase Project.

**BACKGROUND:** On May 30, 2025, the city council approved the purchase of approximately 176 acres of land, near the Dunn Water Treatment Plant, from Jerry and Faye Bayles for the amount of \$5,000,000. The purchase agreement provides for a six-month due diligence period for the city before making the final payment.

The city plans to fund the purchase with installment financing which should be finalized sometime in early 2026. The due diligence period will require expenditures to be paid by the city for such things as filing fees, property taxes, surveying, legal and bond counsel, and various other contractual services. It is recommended that the amount of \$325,000 be transferred from the Water Fund to the capital project to provide funding for such expenditures.

In order to properly account for the funding and expenditures related to this project, a capital project ordinance is recommended to be adopted. In addition, a reimbursement resolution is also recommended in order to fund any pre-financing expenditures with installment proceeds.

**BUDGET IMPACT:** An amount of \$325,000 of Water and Sewer Fund reserves would be transferred to the WTP Land Purchase Project. Installment financing proceeds would fund the majority of the project with future debt service payments being paid from the Water Fund budget/reserves.

<b>RECOMMENDED MOTION/ACTION REQUESTED OF COUNCIL</b>	Motion to approve the Water Treatment Plant Land Purchase Capital Project Ordinance, Project Reimbursement Resolution, and related budget amendment.
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## Capital Project Ordinance Water Treatment Plant Land Purchase Project

**WHEREAS**, the City Council for the City of Dunn, on June 25, 2024, adopted the annual budget ordinance number O2024-13 for the fiscal year beginning July 1, 2024; and,

**WHEREAS**, the City Council, on June 25, 2024, adopted the capital improvements plan for fiscal year 2024-25; and,

**WHEREAS**, the City of Dunn plans to expand its Water Treatment Plant (WTP); and,

**WHEREAS**, it is necessary to purchase additional land to accommodate the WTP expansion and water storage facilities; and,

**WHEREAS**, it is necessary to create a capital project to account for the revenues and expenditures of this project; and,

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUNN, NC, PURSUANT TO SECTION 13.2 OF CHAPTER 159 OF THE GENERAL STATUTES OF NORTH CAROLINA, THAT:**

**Section 1:** The Project authorized is the Water Treatment Plant Land Purchase Project with expenditures and funding as noted in Section 2, and is authorized to be undertaken until all project activity is completed.

**Section 2:** The officers of this unit are hereby directed to proceed with the project within the terms of this capital project ordinance and the budget contained herein. The amount of funding appropriated, and amounts budgeted for construction and related costs, are approved as follows:

### **Funding Appropriations**

Installment Financing	\$ 5,000,000
Transfer fr the Water & Sewer Fund	\$ 325,000
Total Funding	<u>\$ 5,325,000</u>

### **Expenditures:**

Administration	\$ 6,000
Contract Services	\$ 319,000
Land	\$ 5,000,000
Total Expenditures	<u>\$ 5,325,000</u>

*Where community begins!*





**Section 3:** Funds may be advanced from the Water Fund or General Fund for the purpose of making payments as due.

**Section 4:** The finance officer is directed to report, on a quarterly basis, on the financial status of each project element in section 2 and on the total revenues received or claimed.

**Section 5:** The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every capital budget submission made to this city council.

**Section 6:** Within five (5) days after this ordinance is adopted, the City Clerk shall file a copy of this ordinance with the Finance Director.

**Section 7:** This capital project ordinance shall be effective immediately.

Duly adopted this 10th day of June 2025.

---

William P. Elmore, Jr.  
Mayor

Attest:

---

Melissa R. Matti  
City Clerk



401 E Broad St • PO Box 1065 • Dunn, North Carolina 28335  
(910) 230-3500 • CityofDunn.org

Mayor  
William P. Elmore, Jr.  
Mayor Pro Tem  
J. Wesley Sills  
Council Members  
April Gaulden  
Raquel McNeil  
Billy Tart  
Alan Hargis  
Dr. David L. Bradham  
City Manager  
Justin Hembree

## RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING

**WHEREAS;** the City of Dunn desires to undertake certain improvements to its Water Treatment Plant starting with acquisition of real property, and

**WHEREAS;** it is the intent of the City to finance those improvements through a long-term loan or other suitable financing and that the financing will be obtained as a result of a process involving Local Government Commission oversight, if necessary, and approval by the City Council, and

**WHEREAS;** this Resolution and declaration (the "Declaration") is made pursuant to the requirements of the United States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section, and

**WHEREAS;** the City Council of the City of Dunn is authorized to resolve and declare the official intent of the City of Dunn, North Carolina (the "Issuer") with respect to the matters contained herein.

**NOW THEREFORE BE IT RESOLVED;** that the City of Dunn proposes to undertake the Project as described below, to incur the related and necessary project expenditures, and to finance the cost of the Project with the proceeds of debt to be issued by the City for the project all as described below:

1. Expenditures to be incurred. The City of Dunn (the Issuer) anticipates incurring maximum expenditures (the "Expenditures") of \$5,325,000 for land purchases for a new Water Treatment Plant for the City of Dunn.
2. Plan of Finance. The Issuer intends to finance the costs of the Project with the proceeds of a long-term loan or other suitable form of debt, to be issued by the City (the "Borrowing"), the interest on which is to be excluded from gross income for Federal income tax purposes.
3. Maximum Principal Amount of Debt to be issued. The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the Project is \$5,325,000.
4. Declaration of Official Intent to Reimburse. The Issuer, City of Dunn, NC, hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the Expenditures incurred by it prior to the issuance of the Borrowing.
5. Unavailability of Long-Term Funds. No funds for payment for the Water Treatment Plant Land Purchase project, from sources other than the borrowed funds, are or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the City pursuant to its budget or financial policies.
6. Public Availability of Official Intent Resolution. The Resolution shall be made

*Where community begins!*

available for public inspection at the office of the City Finance Officer within 30 days after its approval in compliance with the applicable state law governing the availability of records of official acts and shall remain available for public inspection until the borrowed funds are issued.

7. Effective Date. This Resolution shall be effective upon its adoption and approval by the City Council.

**BE IT FURTHER RESOLVED**, that such evidence of debt, checks, and drafts will be signed or authorized by any two of said officials.

*This the 10<sup>th</sup> day of June, 2025.*

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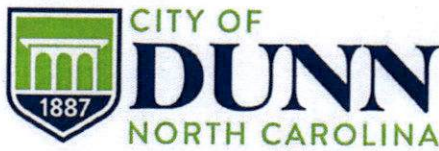
William P. Elmore, Jr.  
Mayor

Attest:

---

Melissa R. Matti  
City Clerk





## City Council Agenda Item

**Meeting Date: June 10, 2025**

<b>SUBJECT TITLE</b>	Public Hearing on the Proposed FY26 Budget
<b>PRESENTER/DEPARTMENT</b>	Justin Hembree/City Manager Cary McNallan/Finance Department
<b>ATTACHMENT(S)</b>	Public Hearing Notice Proposed FY26 Budget Ordinance
<b>PUBLIC HEARING PUBLISH DATES</b>	May 30, 2025

**PURPOSE:** To hold a public hearing on the proposed FY26 budget.

**BACKGROUND:** The Public Hearing on the proposed FY26 budget was advertised on May 30, 2025, and promoted on the City's website. The budget message and proposed ordinance have been available on the website since the published date and the complete document has been available for viewing in the City Clerk's office and in the Dunn Library.

**BUDGET IMPACT:** None

<b>RECOMMENDED MOTION/ACTION REQUESTED OF COUNCIL</b>	Open the public hearing and receive comments from the public regarding the FY26 proposed budget.
---	--

ITEM FOR DISCUSSION AND/OR DECISION

## **City of Dunn**

### **NOTICE OF PUBLIC HEARING – FY 2026 BUDGET**

The proposed Fiscal Year 2025-2026 budget for the City of Dunn has been presented to the City Council and is available for public inspection on the City's website at [cityofdunn.org/finance](http://cityofdunn.org/finance), in the office of the City Clerk at the Dunn Municipal Building from 8:00 a.m. to 4:00 p.m. weekdays, and at the Dunn Library during normal business hours.

The City Council will hold a public hearing on the proposed budget on June 10, 2025, at **6:30 p.m.** in Council Chambers at the Dunn Municipal Building, 401 E. Broad Street, Dunn, NC, for the purpose of receiving comments pertaining to the budget. Persons wishing to be heard are invited to make written or oral comments.

Melissa Matti  
City Clerk  
910-230-3500  
5/30/2025



LEGAL

STATE OF NORTH CAROLINA  
HARNETT COUNTY

IN THE GENERAL COURT OF JUSTICE  
SUPERIOR COURT DIVISION  
BEFORE THE CLERK  
File # 25 E 000333-420

ADMINISTRATOR CTA NOTICE

Having qualified as Administrator CTA of the Estate of **ESTER PORTER LANIER**, deceased late of Harnett County, North Carolina, this is to notify all persons, firms and corporations having claims against the said estate to present them to the undersigned at the address below named Administrator CTA on or before the 10th day of August 2025 or this Notice will be pleaded in bar of their recovery. All persons, firms, and corporation indebted to the said estate will please make immediate payment to the undersigned.

This Notice is given pursuant to the provisions of G.S. 28A-14-1.

This the 9th day of May 2025.

Misty English, Administrator CTA  
7300 Princess Ann Rd.  
Evergreen, NC 28438  
5/9,16,23,30/2025

LEGAL

Notice to Creditors

Having qualified as Executor of the Estate of **Jose Luis Padilla** (25E000335-420) late of Harnett County, North Carolina, the undersigned does hereby notify all persons, firms and corporations having claims against the estate of said decedent to exhibit them to the undersigned on or before the 19th day of August, 2025 or this notice will be pleaded in bar of their recovery. All persons, firms and corporations indebted to the said estate will please make immediate payment to the undersigned.

This the 9th day of May, 2025.

Lisa M. Lopez  
Executor of the Estate of Jose Luis Padilla  
c/o Linda Funke Johnson  
Attorney at Law  
P.O. Box 446  
114 Raleigh Street  
Fuquay Varina, NC 27526  
5/16,23,30; 6/6/2025

LEGAL

PUBLIC NOTICE

The Lillington ABC Board will hold a public hearing on its proposed 2025-2026 operations budget at 8:30 AM. on **June 16, 2025** at the Lillington ABC Store located at 5 East Duncan Street, Lillington, NC. The proposed budget is available for viewing at the Lillington ABC Store between the hours of 10 A.M. to 4 P.M. on Mondays and Thursdays.  
5/23,30/2025

LEGAL

Public Notice

Northwest Harnett Volunteer Fire Department will host the Annual Meeting of the membership on Tuesday June 17, 2025, at 7:00 pm. at Station 1. The purpose of this meeting is to elect or re-elect (3) Board of Directors, and any other business as needed.  
5/30; 6/6,10/2025

LEGAL

STATE OF NORTH CAROLINA  
HARNETT COUNTY

IN THE GENERAL COURT OF JUSTICE  
SUPERIOR COURT DIVISION  
BEFORE THE CLERK  
File # 24 E 000810-420

ADMINISTRATOR NOTICE

The undersigned having qualified as Administrator of the Estate of **JAMES EDWARD WARREN, JR.**, deceased late of Harnett County, North Carolina, this is to notify all persons, firms and corporations having claims against the decedent to present them to the Administrator on or before the 17th day of August 2025 or this notice will be pleaded in bar of their recovery. All persons, firms and corporations indebted to the estate should make immediate payment.

This Notice is given pursuant to the provisions of G.S. 28A-14-1.

This the 16th day of May 2025.

Jami N. Barefoot Stephenson, Administrator  
3608 Abattoir Rd.  
Angier, NC 27501  
5/16,23,30; 6/6/2025

LEGAL

REQUEST FOR PROPOSAL  
FOR  
LAND GRUBBING AND CLEARING  
AT THE HARNETT REGIONAL JETPORT

Harnett County is soliciting firm proposals for land clearing and debris removal at the Harnett Regional Jetport. Please request packages in person or by mail from Renea Warren-Ford, Procurement Specialist, at the Harnett County Finance Office, P.O. Box 760, 455 McKinney Parkway, Lillington, North Carolina 27546 between the hours of 8:30 a.m. & 4 p.m., Monday through Friday. Mrs. Warren-Ford may be contacted by e-mail at [purchasing.support@harnett.org](mailto:purchasing.support@harnett.org). Proposal packages may be reviewed online at [www.harnett.org](http://www.harnett.org). The proposal deadline is June 30, 2025 at 2:00 p.m.. All proposals must be received by Mrs. Warren-Ford before 2:00 p.m., **June 30, 2025**.

The County of Harnett reserves the right to reject any and/or all proposals received, or to select the proposal which, in our opinion, is in the best overall interest of the County.  
5/30/2025

LEGAL

City of Dunn

NOTICE OF PUBLIC HEARING - FY 2026 BUDGET

The proposed Fiscal Year 2025-2026 budget for the City of Dunn has been presented to the City Council and is available for public inspection on the City's website at [cityofdunn.org/finance](http://cityofdunn.org/finance), in the office of the City Clerk at the Dunn Municipal Building from 8:00 a.m. to 4:00 p.m. weekdays, and at the Dunn Library during normal business hours.

The City Council will hold a public hearing on the proposed budget on June 10, 2025, at 6:30 p.m. in Council Chambers at the Dunn Municipal Building, 401 E. Broad Street, Dunn, NC, for the purpose of receiving comments pertaining to the budget. Persons wishing to be heard are invited to make written or oral comments.

Melissa Matti  
City Clerk  
910-230-3500  
5/30/2025

*Announcements*  
*Dunn City Council Meeting*  
*June 10, 2025*

- The next regular Meeting of the Dunn City Council is scheduled for Tuesday, June 24<sup>th</sup> at 6:30 p.m.
- There will be no Work Session in July.
- A regular Meeting of the Dunn City Council is scheduled for Tuesday, July 22<sup>th</sup> at 6:30 p.m.
- The next Work Session of the Dunn City Council is scheduled for Tuesday, August 12<sup>th</sup> at 6:30 p.m.



# Information



## **CITY OF DUNN ABC BOARD**

Minutes of Meeting, March 25, 2025

The Dunn ABC Board met on March 25, 2025. Present were Board Chairman Marc Phillips, Board members Cindy Smith, Lynn Jernigan, Rob Jones, Jerry Smith, and Manager Charles Willis who served as Secretary to the Board. Mr. Phillips offered a prayer, and the meeting was called to order.

The Board members reviewed the agenda, and pursuant to GS 18B-201, the Board affirmed there is no conflict of interest with matters coming before them today.

Mr. Willis presented the minutes of the February 25, 2025 meeting that were approved by the Board. The Board members were given copies of February 2025 Financial Statements and noted that sales this year were \$28,572.16 below last year. Mr. Willis noted that Dunn store operations were closed for two business days in February due to weather conditions. Year-to-date sales are \$140,827.53 above last year. Mixed Beverage sales are \$ 50,709.05 above last year.

The Board members received copies of the February statement of the investment account with Capital Management of the Carolinas L.L.C., noting that the reinvestment of dividends continues to perform well. The Board will evaluate and consider additional contributions upon receiving the March statement.

Mr. Willis sent February sales for NC ABC Boards to the Board on March 22, 2025.

The Board members were given copies of the contract agreement from Whittenton Builders Enterprises, Inc, for the warehouse expansion project at Store #2. After review and discussion, the Board approved that Mr. Phillips sign and return the contract to Mr. Whittenton.

Mr. Jones updated the Board members on the Red Ribbon Week Scholarships that will be awarded to five Triton High School seniors. Board members received a copy of the information and application form that a student would be required to submit. The application deadline is March 31, 2025. The scholarships will be presented to the students on May 13, 2025. Mrs. Smith plans to attend the event to represent the Board and to participate in the presentations.

Mr. Willis presented the Board with a large screen review of the [dunnabc.com](http://dunnabc.com) website. After suggesting a few minor edits, the Board agreed to proceed with the live launch of the website. The website should be active before the end of the week.

## CITY OF DUNN ABC BOARD

Mr. Phillips notified the Board that he would be unable to attend the April meeting and requested that Mr. Jernigan chair the meeting in his absence. Mr. Jernigan agreed to do so.

With no other business, Mr. Jones moved to adjourn, seconded by Mr. Smith. The next Board meeting will be held on Tuesday April 22, 2025 at 8:00am at Dunn ABC Store #1, 555 Jackson Road, Dunn, NC.

A handwritten signature in black ink, appearing to read "Charles P. Willis". The signature is written in a cursive, flowing style with a large initial "C".

Charles P. Willis

10:47 AM

03/22/25

Accrual Basis

## DUNN ABC Board

## Profit &amp; Loss

February 2025

	Feb 25
<b>Income</b>	
40100 · LIQUOR SALES - STORE #1	98,402.50
40200 · LIQUOR SALES - STORE #2	182,141.55
40300 · LIQUOR SALES - MIXB BEVERAGE #1	28,486.92
41000 · INTEREST EARNED #1	379.28
41500 · MISC. REFUNDS #1	0.20
53101 · N.C. EXCISE TAX #1	-71,074.00
53201 · REHABILITATION TAX #1	-884.87
53401 · MIXED BEVERAGE TAX #1	-1,857.00
53501 · MIXED B. TAX DEPT HUMAN RES. #1	-185.73
<b>Total Income</b>	<b>235,408.85</b>
<b>Cost of Goods Sold</b>	
50000 · Cost of Goods Sold	168,408.01
61200 · INVENTORY ADJUSTMENT #1	-5,436.15
<b>Total COGS</b>	<b>162,971.86</b>
<b>Gross Profit</b>	<b>72,436.99</b>
<b>Expense</b>	
60300 · TRUCK DELIVERY COST	1,000.00
66000 · Payroll Expenses	2,537.44
70101 · SALARIES - DUNN #1	21,103.25
70102 · SALARIES - DUNN #2	12,066.25
70301 · N.C. RETIREMENT FUND #1	2,756.23
70401 · GROUP INSURANCE #1	3,602.79
70501 · 401K FUND #1	1,005.93
70801 · CASH VARIANCES #1	-2.65
70802 · CASH VARIANCES #2	11.21
70901 · CREDIT CARD CHARGES #1	1,791.63
70902 · CREDIT CARD CHARGES #2	2,087.46
71101 · DEPRECIATION #1	1,574.50
71202 · REPAIRS & MAINT. #2	1,553.48
71401 · UTILITIES #1	575.52
71402 · UTILITIES #2	1,290.68
71501 · TELEPHONE #1	337.04
71502 · TELEPHONE #2	222.05
71601 · COMPUTER MAINT. #1	3,543.61
72000 · INSURANCE	1,465.59
72201 · STORE SUPPLIES #1	395.17
72202 · STORE SUPPLIES #2	519.91
73001 · OFFICE SUPPLIES #1	78.58
74401 · BOARD EXPENSES - PHILLIPS	150.00
74402 · BOARD EXPENSES - JERNIGAN	150.00
74403 · BOARD EXPENSES - SMITH	150.00
74405 · BOARD EXPENSES-JONES	150.00
74407 · BOARD EXPENSES-SMITH	150.00
75507 · ALC. ED. DUNN AA GROUP	200.00
78101 · BANK CHARGES #1	865.08
78102 · BANK CHARGES #2	115.42
<b>Total Expense</b>	<b>61,446.17</b>
<b>Net Income</b>	<b>10,990.82</b>

10:42 AM

03/22/25

Accrual Basis

# DUNN ABC Board Trial Balance As of February 28, 2025

	Feb 28, 25	
	Debit	Credit
10100 · Checking Acct - First Citizens	455,811.63	
10300 · NC CAPITAL MANAGEMENT TRUST	100,765.83	
14500 · A/R OTHER	0.00	
12000 · Undeposited Funds	0.00	
10801 · PETTY CASH #1	731.02	
11001 · Change Fund #1	7,800.00	
13001 · PREPAID INSURANCE #1	5,862.28	
14100 · INVENTORY #1	644,858.25	
14200 · INVENTORY #2	0.00	
14700 · ALL BREAKAGE	0.00	
15001 · LAND	191,571.78	
15100 · LAND IMPROVEMENTS	106,159.25	
16000 · BUILDINGS	424,565.27	
17001 · STORE EQUIPMENT #1	108,116.01	
17002 · STORE EQUIPMENT #2	40,879.90	
17101 · OFFICE EQUIPMENT #1	14,043.56	
17501 · VEHICLES #1	11,963.65	
19001 · ACCUM. DEPRECIATION #1		421,787.34
19500 · Deferred Outflows	98,188.00	
20100 · A/P - DISTILLERIES	228.23	
20300 · A/P - OTHER	19.90	
20101 · A/P - DISTILLERIES (TEMP)	0.00	
20301 · A/P - OTHER (TEMP)		1,127.07
21000 · A/P - INSURANCE WITHHELD	0.00	
21301 · Aflac supplemental - Pre Tax		99.94
21401 · Aflac Supplemental-Post Tax		61.38
22000 · A/P - FEDERAL TAX WITHHELD	164.51	
22100 · A/P - FICA TAX WITHHELD		17.95
22200 · A/P - NC INCOME TAX WITHHELD		835.00
22300 · A/P - 401K -EMPLER		1,246.93
22400 · A/P - 401K - EMPLEE		1,746.93
22600 · A/P - RETIREMENT - EMPLR		3,416.56
22700 · A/P - RETIREMENT - EMPLEE		1,496.32
22900 · MixBev Tax Payable HR		109.82
23000 · Excise Tax Payable		73,093.00
23100 · Mix Bev Tax-Rev Payable		1,098.00
23300 · SALES TAX PAYABLE		19,655.49
23500 · Retirement Payable	0.00	
23600 · GARNISHMENT		243.00
24000 · Payroll Liabilities		96.88
26000 · Net Pension Liability/Asset		119,944.00
25000 · Deferred Inflows		288.00
31000 · City of Dunn Profit Dist	300,000.00	
32000 · Retained Earnings		1,713,829.00
40100 · LIQUOR SALES - STORE #1		1,009,711.35
40200 · LIQUOR SALES - STORE #2		1,768,254.92
40300 · LIQUOR SALES - MIXB BEVERAGE #1		199,270.27
41000 · INTEREST EARNED #1		1,167.21
41500 · MISC. REFUNDS #1		0.64
42000 · OTHER INCOME #1		3,004.00
42100 · OTHER INCOME #2		1,500.00
53101 · N.C. EXCISE TAX #1	657,664.00	
53201 · REHABILITATION TAX #1	8,010.65	
53401 · MIXED BEVERAGE TAX #1	12,474.00	
53501 · MIXED B. TAX DEPT HUMAN RES. #1	1,247.45	
50000 · Cost of Goods Sold	1,618,391.17	
61200 · INVENTORY ADJUSTMENT #1		30,318.70
60300 · TRUCK DELIVERY COST	7,750.00	
66000 · Payroll Expenses	22,368.73	
70101 · SALARIES - DUNN #1	188,981.13	
70102 · SALARIES - DUNN #2	103,421.25	
70301 · N.C. RETIREMENT FUND #1	23,699.28	
70401 · GROUP INSURANCE #1	27,263.77	
70501 · 401K FUND #1	8,649.42	

10:42 AM

03/22/25

Accrual Basis

**DUNN ABC Board**  
**Trial Balance**  
**As of February 28, 2025**

	Feb 28, 25	
	Debit	Credit
70801 · CASH VARIANCES #1	153.94	
70802 · CASH VARIANCES #2		89.23
70803 · CC VARIANCES # 1	870.05	
70804 · CC VARIANCES # 2		18.08
70901 · CREDIT CARD CHARGES #1	15,040.16	
70902 · CREDIT CARD CHARGES #2	19,379.42	
71101 · DEPRECIATION #1	12,596.00	
71201 · REPAIRS & MAINT. #1	2,651.35	
71202 · REPAIRS & MAINT. #2	7,020.78	
71401 · UTILITIES #1	4,799.94	
71402 · UTILITIES #2	9,700.47	
71501 · TELEPHONE #1	2,581.33	
71502 · TELEPHONE #2	1,579.34	
71601 · COMPUTER MAINT. #1	18,331.21	
72000 · INSURANCE	14,433.72	
72201 · STORE SUPPLIES #1	4,539.70	
72202 · STORE SUPPLIES #2	4,676.63	
72301 · UNIFORMS #1	381.17	
72400 · TRAVEL EXPENSES - Willis	818.99	
72404 · TRAVEL EXPENSES - OTHER	150.00	
72405 · TRAVEL EXPENSES - Wilson	802.79	
72406 · TRAVEL EXPENSES-PHILLIPS	190.55	
72601 · LICENSE & OTHER TAXES #1	430.66	
72602 · LICENSE & OTHER TAXES #2	378.16	
73001 · OFFICE SUPPLIES #1	2,005.13	
74001 · PROFESSIONAL SERVICES #1	9,735.00	
74002 · PROFESSIONAL SERVICES #2	3,850.00	
74201 · DUES & SUBSCRIPTIONS #1	1,546.67	
74400 · BOARD EXPENSES - SNIPES	150.00	
74401 · BOARD EXPENSES - PHILLIPS	1,200.00	
74402 · BOARD EXPENSES - JERNIGAN	1,200.00	
74403 · BOARD EXPENSES - SMITH	1,200.00	
74405 · BOARD EXPENSES-JONES	1,200.00	
74406 · CONTRACTED LABOR	3,900.00	
74407 · BOARD EXPENSES-SMITH	1,050.00	
75008 · Alc. Ed. Coats-Erwin Mid School	1,575.00	
75502 · ALC. ED. TRITON HIGH SCHOOL	1,925.00	
75503 · ALC. ED. DUNN MIDDLE SCHOOL	1,725.00	
75504 · ALC. ED. Dunn Elem Harn. Prim.	3,025.00	
75505 · Alc. Ed. Erwin Elem. School	1,750.00	
75507 · ALC. ED. DUNN AA GROUP	1,600.00	
75510 · ALC. ED. TEACHERS	1,450.00	
75601 · VEHICLE EXPENSES #1	598.13	
78001 · MISCELLANEOUS EXPENSE #1	795.65	
78101 · BANK CHARGES #1	6,654.22	
78102 · BANK CHARGES #2	220.84	
79001 · LAW ENFORCEMENT #1	7,500.00	
79301 · SECURITY #1	2,190.30	
79302 · SECURITY #2	2,324.79	
<b>TOTAL</b>	<b>5,373,527.01</b>	<b>5,373,527.01</b>

## **CITY OF DUNN ABC BOARD**

Minutes of Meeting, April 22, 2025

The Dunn ABC Board met on April 22, 2025. Present were Board members Lynn Jernigan who served as acting Chair, Board members Cindy Smith, Rob Jones, Jerry Smith, and Manager Charles Willis who served as Secretary to the Board. Board Chairman Marc Phillips was not present at the meeting. Mr. Jones offered a prayer, and the meeting was called to order.

The Board members reviewed the agenda, and pursuant to GS 18B-201, the Board affirmed there is no conflict of interest with matters coming before them today.

Mr. Willis presented the minutes of the March 25, 2025 meeting that were approved by the Board. The Board members were given copies of March 2025 Financial Statements and noted that sales this year were \$28,063.66 below last year. Year-to-date sales are \$112,763.87 above last year. Mixed Beverage sales are \$ 48,984.25 above last year.

The Board members received copies of the March statement of the investment account with Capital Management of the Carolinas L.L.C. After some discussion, the Board decided to maintain the investment as is at this time.

Mr. Willis sent March sales for NC ABC Boards to the Board on April 16, 2025.

The Board members were informed that Whittenton Builders Enterprises, Inc, has erected a perimeter fence to enclose the warehouse expansion project at Store #2. Mr. Willis stated that Mr. Whittenton is hopeful that the project could be completed within 90 days from when the materials arrive on site.

Mrs. Smith informed the Board members that the Red Ribbon Week Scholarship recipients had been selected by a panel from Triton High School and will be announced at Senior Scholarship Night on May 13, 2025. The scholarships will be presented to the five students by Cindy Smith who will attend the event to represent the Dunn ABC Board.

Mr. Willis informed the Board that the dunnabc.com website was launched on April 4<sup>th</sup>. Mr. Jernigan inquired if the number of users viewing the site could be tracked. Mr. Willis will check with Sara at Seaport for that information.

The Board was informed that the FY 2025-2026 budget is being prepared, and they should anticipate the Proposed Budget at the May meeting.

Mr. Willis informed the Board that he and Mrs. Wilson would be attending the National Alcoholic Beverage Control Association conference being held in the third week of May in Kissimmee, Florida.

## CITY OF DUNN ABC BOARD

The Board received a copy of the April 7, 2025, NC Association of ABC Boards Legislative Update. Their top legislative priority for the construction of a new state ABC warehouse has been included as Section 1 of the ABC Omnibus Bill (S552).

Pat Preslar of the NC Department of Public Safety / ABC Commission will be conducting RASP Training at the Dunn Community Center, 295 Jackson Road, Dunn, NC on Wednesday, May 28 from 10:00am – 12:00pm & 2:00pm – 4:00pm.

With no other business, Mr. Smith moved to adjourn, seconded by Mr. Jones. The next ABC Board meeting will be held on Tuesday May 27, 2025, at 8:00am at Dunn ABC Store #1, 555 Jackson Road, Dunn, NC.



Charles P. Willis

9:58 AM

04/10/25

Accrual Basis

## DUNN ABC Board

## Profit &amp; Loss

March 2025

	Mar 25
<b>Income</b>	
40100 · LIQUOR SALES - STORE #1	114,342.03
40200 · LIQUOR SALES - STORE #2	210,501.15
40300 · LIQUOR SALES - MIXB BEVERAGE #1	27,441.60
41000 · INTEREST EARNED #1	420.08
53101 · N.C. EXCISE TAX #1	-67,684.00
53201 · REHABILITATION TAX #1	-837.82
53401 · MIXED BEVERAGE TAX #1	-1,952.00
53501 · MIXED B. TAX DEPT HUMAN RES. #1	-195.26
<b>Total Income</b>	<b>282,035.78</b>
<b>Cost of Goods Sold</b>	
50000 · Cost of Goods Sold	191,294.28
61200 · INVENTORY ADJUSTMENT #1	-15,723.19
<b>Total COGS</b>	<b>175,571.09</b>
<b>Gross Profit</b>	<b>106,464.69</b>
<b>Expense</b>	
60300 · TRUCK DELIVERY COST	650.00
66000 · Payroll Expenses	3,151.12
70101 · SALARIES - DUNN #1	25,707.50
70102 · SALARIES - DUNN #2	15,483.00
70301 · N.C. RETIREMENT FUND #1	3,306.84
70401 · GROUP INSURANCE #1	3,617.43
70501 · 401K FUND #1	1,206.88
70801 · CASH VARIANCES #1	-6.41
70802 · CASH VARIANCES #2	1.41
70804 · CC VARIANCES # 2	0.00
70901 · CREDIT CARD CHARGES #1	1,676.61
70902 · CREDIT CARD CHARGES #2	2,069.74
71101 · DEPRECIATION #1	1,574.50
71201 · REPAIRS & MAINT. #1	123.00
71202 · REPAIRS & MAINT. #2	2,800.00
71401 · UTILITIES #1	481.06
71402 · UTILITIES #2	1,128.18
71501 · TELEPHONE #1	357.80
71502 · TELEPHONE #2	242.80
72000 · INSURANCE	1,465.59
72201 · STORE SUPPLIES #1	1,283.46
72202 · STORE SUPPLIES #2	460.21
72400 · TRAVEL EXPENSES - Willis	579.98
72405 · TRAVEL EXPENSES - Wilson	992.44
73001 · OFFICE SUPPLIES #1	78.58
74201 · DUES & SUBSCRIPTIONS #1	225.14
74401 · BOARD EXPENSES - PHILLIPS	150.00
74402 · BOARD EXPENSES - JERNIGAN	150.00
74403 · BOARD EXPENSES - SMITH	150.00
74405 · BOARD EXPENSES-JONES	150.00
74407 · BOARD EXPENSES-SMITH	150.00
75507 · ALC. ED. DUNN AA GROUP	200.00
78101 · BANK CHARGES #1	740.18
79001 · LAW ENFORCEMENT #1	3,750.00
79301 · SECURITY #1	746.09
79302 · SECURITY #2	658.24
<b>Total Expense</b>	<b>75,501.37</b>
<b>Net Income</b>	<b>30,963.32</b>



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04/10/25

Accrual Basis

## DUNN ABC Board

## Trial Balance

As of March 31, 2025

	Mar 31, 25	
	Debit	Credit
10100 · Checking Acct - First Citizens	524,163.71	
10300 · NC CAPITAL MANAGEMENT TRUST	101,128.03	
14500 · A/R OTHER	0.00	
12000 · Undeposited Funds	0.00	
10801 · PETTY CASH #1	731.02	
11001 · Change Fund #1	7,800.00	
13001 · PREPAID INSURANCE #1	4,396.69	
14100 · INVENTORY #1	586,109.39	
14200 · INVENTORY #2	0.00	
14700 · ALL BREAKAGE	0.00	
15001 · LAND	191,571.78	
15100 · LAND IMPROVEMENTS	106,159.25	
16000 · BUILDINGS	424,565.27	
17001 · STORE EQUIPMENT #1	108,116.01	
17002 · STORE EQUIPMENT #2	40,879.90	
17101 · OFFICE EQUIPMENT #1	14,043.56	
17501 · VEHICLES #1	11,963.65	
19001 · ACCUM. DEPRECIATION #1		423,361.84
19500 · Deferred Outflows	98,188.00	
20100 · A/P - DISTILLERIES		18,849.13
20300 · A/P - OTHER	19.90	
20101 · A/P - DISTILLERIES (TEMP)	0.00	
20301 · A/P - OTHER (TEMP)		1,127.07
21000 · A/P - INSURANCE WITHHELD	0.00	
21301 · Aflac supplemental - Pre Tax		121.31
21401 · Aflac Supplemental-Post Tax		72.09
22000 · A/P - FEDERAL TAX WITHHELD		435.49
22100 · A/P - FICA TAX WITHHELD		1,304.15
22200 · A/P - NC INCOME TAX WITHHELD		968.00
22300 · A/P - 401K -EMPLER		1,447.88
22400 · A/P - 401K - EMPLEE		2,273.73
22600 · A/P - RETIREMENT - EMPLR		3,967.17
22700 · A/P - RETIREMENT - EMPLEE		1,737.45
22900 · MixBev Tax Payable HR		109.82
23000 · Excise Tax Payable		73,093.00
23100 · Mix Bev Tax-Rev Payable		1,098.00
23300 · SALES TAX PAYABLE		22,884.82
23500 · Retirement Payable	0.00	
23600 · GARNISHMENT		267.00
24000 · Payroll Liabilities		157.43
26000 · Net Pension Liability/Asset		119,944.00
25000 · Deferred Inflows		288.00
31000 · City of Dunn Profit Dist	350,000.00	
32000 · Retained Earnings		1,713,829.00
40100 · LIQUOR SALES - STORE #1		1,124,053.38
40200 · LIQUOR SALES - STORE #2		1,978,756.07
40300 · LIQUOR SALES - MIXB BEVERAGE #1		226,711.87
41000 · INTEREST EARNED #1		1,587.29
41500 · MISC. REFUNDS #1		0.64
42000 · OTHER INCOME #1		3,004.00
42100 · OTHER INCOME #2		1,500.00
53101 · N.C. EXCISE TAX #1	725,348.00	
53201 · REHABILITATION TAX #1	8,848.47	
53401 · MIXED BEVERAGE TAX #1	14,426.00	
53501 · MIXED B. TAX DEPT HUMAN RES. #1	1,442.71	
50000 · Cost of Goods Sold	1,809,685.45	
61200 · INVENTORY ADJUSTMENT #1		46,041.89
60300 · TRUCK DELIVERY COST	8,400.00	
66000 · Payroll Expenses	25,519.85	
70101 · SALARIES - DUNN #1	214,688.63	
70102 · SALARIES - DUNN #2	118,904.25	
70301 · N.C. RETIREMENT FUND #1	27,006.12	
70401 · GROUP INSURANCE #1	30,881.20	
70501 · 401K FUND #1	9,856.30	

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04/10/25

Accrual Basis

**DUNN ABC Board**  
**Trial Balance**  
**As of March 31, 2025**

	Mar 31, 25	
	Debit	Credit
70801 · CASH VARIANCES #1	147.53	
70802 · CASH VARIANCES #2		87.82
70803 · CC VARIANCES # 1	870.05	
70804 · CC VARIANCES # 2		18.08
70901 · CREDIT CARD CHARGES #1	16,716.77	
70902 · CREDIT CARD CHARGES #2	21,449.16	
71101 · DEPRECIATION #1	14,170.50	
71201 · REPAIRS & MAINT. #1	2,774.35	
71202 · REPAIRS & MAINT. #2	9,820.78	
71401 · UTILITIES #1	5,281.00	
71402 · UTILITIES #2	10,828.65	
71501 · TELEPHONE #1	2,939.13	
71502 · TELEPHONE #2	1,822.14	
71601 · COMPUTER MAINT. #1	13,415.00	
72000 · INSURANCE	15,899.31	
72201 · STORE SUPPLIES #1	5,823.16	
72202 · STORE SUPPLIES #2	5,136.84	
72301 · UNIFORMS #1	381.17	
72400 · TRAVEL EXPENSES - Willis	1,398.97	
72404 · TRAVEL EXPENSES - OTHER	150.00	
72405 · TRAVEL EXPENSES - Wilson	1,795.23	
72406 · TRAVEL EXPENSES-PHILLIPS	190.55	
72601 · LICENSE & OTHER TAXES #1	430.66	
72602 · LICENSE & OTHER TAXES #2	378.16	
73001 · OFFICE SUPPLIES #1	2,083.71	
74001 · PROFESSIONAL SERVICES #1	10,485.00	
74002 · PROFESSIONAL SERVICES #2	3,850.00	
74201 · DUES & SUBSCRIPTIONS #1	5,938.02	
74400 · BOARD EXPENSES - SNIPES	150.00	
74401 · BOARD EXPENSES - PHILLIPS	1,350.00	
74402 · BOARD EXPENSES - JERNIGAN	1,350.00	
74403 · BOARD EXPENSES - SMITH	1,350.00	
74405 · BOARD EXPENSES-JONES	1,350.00	
74406 · CONTRACTED LABOR	3,900.00	
74407 · BOARD EXPENSES-SMITH	1,200.00	
75008 · Alc. Ed. Coats-Erwin Mid School	1,575.00	
75502 · ALC. ED. TRITON HIGH SCHOOL	1,925.00	
75503 · ALC. ED. DUNN MIDDLE SCHOOL	1,725.00	
75504 · ALC. ED. Dunn Elem Harn. Prim.	3,025.00	
75505 · Alc. Ed. Erwin Elem. School	1,750.00	
75507 · ALC. ED. DUNN AA GROUP	1,800.00	
75510 · ALC. ED. TEACHERS	1,450.00	
75601 · VEHICLE EXPENSES #1	598.13	
78001 · MISCELLANEOUS EXPENSE #1	795.65	
78101 · BANK CHARGES #1	7,394.40	
78102 · BANK CHARGES #2	220.84	
79001 · LAW ENFORCEMENT #1	11,250.00	
79301 · SECURITY #1	2,936.39	
79302 · SECURITY #2	2,983.03	
<b>TOTAL</b>	<b>5,769,097.42</b>	<b>5,769,097.42</b>

CITY OF DUNN ALCOHOLIC BEVERAGE CONTROL BOARD

Proposed Budget for Fiscal Year 2025 – 2026

May 27, 2025

RE: BUDGET MESSAGE

To the Dunn ABC Board,

The Annual Budget for the fiscal year July 1, 2025, through June 30, 2026 (FY25/26), has been prepared in accordance with N.C. General Statute 18B-702, "Financial Operations of Local Boards". The ABC Board determines, through adoption of an annual budget, the level of customer services that the ABC system will provide and the resources available for operations and capital projects.

The primary drivers during the preparation of this budget included projected operating costs required to sustain acceptable levels of customer service during fiscal year 2025/2026 and the need to provide distributions to beneficiaries.

The budget consists of projected revenues from liquor sales of \$4.38 million, taxes related to income of \$999 thousand, cost of sales of \$2.25 million, and operating expense costs of \$842 thousand.

Highlights of Budget:

- Retail sales are projected to increase over FY 2024/2025.
- Building and property renovations are planned for FY 2025/2026, requiring an estimated \$130 thousand for Capital Outlay/Building.
- Profit Distribution to the City of Dunn is projected to be \$125 thousand.
- The assumption that no debt will be incurred.
- Employee wages will be evaluated for increases and/or adjustments.
- The ABC Board has four (4) full-time employees and eleven (11) part-time employees.

Charles P. Willis



Manager: Dunn ABC Board

**PROPOSED BUDGET ORDINANCE  
DUNN ABC BOARD  
Fiscal Year 2025 - 2026**

The following ordinance establishing revenues and setting expense appropriations is hereby proposed to be effective July 1, 2025, through June 30, 2026.

*Section 1. Estimated Revenues.* It is estimated that the revenues listed below will be available during the fiscal year beginning July 1, 2025 and ending June 30, 2026 to meet the operational and functional appropriations as set forth in Section 2, in accordance with the chart of accounts prescribed by the state ABC Commission.

**Estimated Revenues:**

Sales	0	\$4,375,000
Other Income		\$10,200
Total		<u>\$0</u>
		\$4,385,200

*Section 2. Appropriations.* The following expenses are hereby appropriated for fiscal year 2025 - 2026 and are funded by the revenues made available through Section 1, herein.

**Appropriations:**

Taxes Based on Revenue	\$999,250
<b>Cost of Goods Sold</b>	<b>\$2,250,000</b>

<b>Operating Expenses</b>	<b>Store(s)</b>	<b>Admin.</b>	<b>Warehouse</b>	<b>Law Enf.</b>	<b>Total</b>
Salaries & Wages					\$495,000
Payroll taxes					\$39,600
Retirement & 401k					\$40,500
Insurance - General & Group					\$55,000
Board Member Per Diem					\$9,000
Repairs & Maintenance					\$33,550
Utilities					\$27,000
Store/Office Supplies					\$19,250
Travel / Vehicle					\$10,000
Professional Fees & Dues					\$21,800
Credit Card & Bank Fees					\$60,000
Cash Over/Short					\$0
Security					\$7,000
Unemployment Insurance					\$200
Contingencies					\$25,000
<b>Total</b>					<b>\$842,900</b>
	<b>Store(s)</b>	<b>Admin.</b>	<b>Warehouse</b>	<b>Law Enf.</b>	<b>Total</b>
<b>Capital Outlay:</b>					
Building	\$0				\$130,000
Computer					\$5,000
Debt Proceeds					\$0
	\$	\$	\$	\$	\$135,000

**Debt Service/Lease:**

(define)	\$	\$	\$	\$	\$0
					\$0
	\$	\$	\$	\$	\$0
<b>Total Estimated Expenses</b>		\$0	\$0	\$0	\$0
					\$4,227,150

**Distributions:**

Mandatory 3 1/2% & Bottle Tax	\$125,000
Law Enforcement	\$15,000
Alcohol Education & Rehab.	\$18,050
Other County/Municipal	
Other Distributions	
<b>Total Distributions</b>	<u>\$158,050</u>
Working Capital Retained	\$0
(Appropriated Fund Balance)	\$0
<b>Total Expense, Distribution &amp; Reserve</b>	<u><u>\$4,385,200</u></u>

*Section 3. Copies of this Proposed Budget Ordinance shall be furnished to the City of Dunn, the state ABC Commission, and to the Budget Officer and Finance Officer to be kept on file by them for their direction in disbursement of funds.*

*Proposed by the Dunn ABC Board this 27th day of May, 2025.*

## **CLOSED SESSION CRITERIA**

(Specify one or more of the following permitted reasons for closed sessions)  
**Move that we go into closed session in accordance with:**

### **[N.C.G.S. 143-318.11(a)(1)]**

#### **Prevent the disclosure of privileged information**

- 1 Under the North Carolina General Statutes or regulations.
- 1 Under the regulations or laws of the United States.

### **[N.C.G.S. 143-318.11(a)(2)]**

#### **Prevent the premature disclosure of an honorary award or scholarship**

### **[N.C.G.S. 143-318.11(a)(3)]**

#### **Consult with the Attorney**

- 1 To protect the attorney-client privilege.
- 1 To consider and give instructions concerning a potential or actual claim, administrative procedure, or judicial action.
- 1 To consider and give instructions concerning a judicial action titled \_\_\_\_\_ vs \_\_\_\_\_.

### **[N.C.G.S. 143-318.11(a)(4)]**

**To discuss matters relating to the location or expansion of business in the area served by this body.**

### **[N.C.G.S. 143-318.11(a)(5)]**

**To establish or instruct the staff or agent concerning the negotiation of the price and terms of a contract concerning the acquisition of real property located at \_\_\_\_\_.**

**(OR)**

**To establish or instruct the staff or agent concerning the negotiations of the amount of compensation or other terms of an employment contract.**

### **[N.C.G.S. 143-318.11(a)(6)]**

**To consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee.**

**(OR)**

**To hear or investigate a complaint, charge, or grievance by or against a public officer or employee.**

### **[N.C.G.S. 143-318.11(a)(7)]**

**To plan, conduct, or hear reports concerning investigations of alleged criminal conduct.**

**School violence 143-318.11(a)(8) and terrorist activity (9).**