



Town of Franklin Council
Agenda
September 8, 2026
6:00 p.m.

- 1. Call to Order-** Mayor Stacy J. Guffey
- 2. Pledge of Allegiance** – Vice Mayor Mike Lewis
- 3. Adoption of the September 8, 2026 Town Council Agenda** - Town Council
- 4. Approval of the Consent Agenda for September 8, 2026** - Town Council
 - A.) Approval of Minutes
 - 1) August 3, 2026 Regular Meeting Minutes
 - 2) August 4, 2026 Special Called Meeting Minutes
 - B.) Budget Amendments
 - C.) Tax Releases
- 5. Introductions/Recognitions**
 - A.) Cody Harper, Streets Maintenance Worker – introduction by Bill Deal, Public Works Director
 - B.) Earl Swartz, Utility Maintenance Worker - introduction by Bill Deal, Public Works Director
 - C.) Assistant Police Chief Matt Pellicer – Recognition 25 Years of Service – presented by Nicole Bradley, Human Resources Director
 - D.) Firefighter Darian Greene – Recognition 10 Years of Service – presented by Nicole Bradley, Human Resources Director
- 6. Public Session**
- 7. Items from Council**
 - A.) Resolution of the Town Council of the Town of Franklin Supporting the One Quarter of a Cent Local Option Sales Tax – Councilwoman Rita Salain
 - B.) Recognition of Jim and Kathie Akins – Mayor Stacy J. Guffey
 - C.) Proclamation – Constitution Week – September 17 through 23, 2026 – Mayor Stacy J. Guffey
 - D.) Recap of Presentation by Joe Minicozzi, Urban3, LLC – Mayor Stacy J. Guffey
 - E.) Reminder of Litter Sweep on September 26, 2026 – Councilman Travis Higdon
 - F.) Other items from Town Council Members

8. New Business

- A.) Request Approval of Updated Purchasing Policy – Assistant Town Manager/Finance Director Sarah Bishop
- B.) Request Approval of the addition of approximately 400 feet of Mimosa Drive as a town-maintained street – Town Manager Amie Owens
- C.) Request Approval of Resolution Adopting the updated Clay Macon Regional Hazard Mitigation Plan – Fire Chief Justin Setser
- D.) Request Adoption of an Ordinance Ordering the Town Code Enforcement Officer to Cause the Dwelling Located Upon the Property at 185 Rogers Road to be Vacated, Closed and Demolished – Town Attorney John Henning, Jr.

9. Old Business

- A.) Request Approval of Utility Service Refunds Policy – Town Attorney, John Henning, Jr.

10. Departmental Updates

- A.) Human Resources – Nicole Bradley, Human Resources Director
- B.) Tax Collections/Events – Sabrina Scruggs, Tax Collector/Events Coordinator
- C.) Fire Department – Fire Chief Justin Setser
- D.) Fleet Department – Alison Stamey, Deputy Finance Director/Fleet and Assets Manager

11. Announcements

- A.) Next Town Council Meeting is Monday, October 5, 2026
- B.) Observance of the 25th Anniversary of 9/11 – Friday, September 11 at 8:30 a.m. at the Gazebo Square
- C.) Fall Litter Sweep for the Town of Franklin – Saturday, September 26, 2026 8:00 a.m. until Noon
- D.) Pickin' on the Square – September 26 – 6:00 p.m. on the Gazebo Square

12. Closed Session

- A.) Enter into Closed Session under NC General Statute § 143-318.11(a)(6) Personnel – Annual Evaluation Town Manager

13. Adjourn



Agenda Item – Town Council

Meeting Date: September 8, 2026

Agenda Item #: 4-A 1 - 2

Department/Agency: Town Council

Subject Matter: Approval of Minutes

Department Head's Comments/Recommendation: N/A

Town Manager's Comments/Recommendation: N/A

Request review and approval of the August 3, 2026 Regular Meeting Minutes and the August 4, 2026 Special Called Meeting Minutes.

Suggested Motion: If favorable – approve the minutes as presented.

Attachments: Yes X No

Action Taken: _____

**MINUTES OF THE TOWN OF FRANKLIN TOWN COUNCIL
REGULAR MEETING
AUGUST 3, 2026**

THE FRANKLIN TOWN COUNCIL held a regular meeting on Monday, August 3, 2026, at 6:00 p.m. in the Town Hall Board Room located at 95 East Main Street Franklin, NC.

1. CALL TO ORDER

Mayor Stacy Guffey called the meeting to order at 6:00 p.m. with the following members present – Vice Mayor Mike Lewis and Council Members: Joe Collins, Travis Higdon, Rita Salain, Robbie Tompa, and Jeff Berry.

Prior to proceeding with the agenda, Mayor Guffey read aloud a quote from a local journalist praising the transparency of the Franklin Town Council and the dedication of its members, staff, police chief, and town employees, noting that he believed every word to be true.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Mayor Mike Lewis.

3. ADOPTION OF THE AUGUST 3, 2026 TOWN COUNCIL AGENDA

Vice Mayor Mike Lewis made a motion, seconded by Council Member Jeff Berry to approve the Town Council Agenda for August 3, 2026 as presented. The motion carried unanimously. Vote: 6 – 0.

4. APPROVAL OF THE CONSENT AGENDA FOR AUGUST 3, 2026

- A.) Approval of the Minutes
 - 1. July 6, 2026 Regular Meeting Minutes
 - 2. July 14, 2026 Special Called Meeting Minutes
- B.) Budget Amendment

Council Member Rita Salain made a motion, seconded by Council Member Travis Higdon to approve the consent agenda August 3, 2026 meeting, as presented. The motion carried unanimously. Vote: 6 – 0.

5. INTRODUCTION/RECOGNITION

- A.) Brian Tallent, Wastewater Treatment Operator - introduction by Jason Hopkins, Wastewater Treatment Plant Supervisor/ORC
- B.) Jake Slagle, Wastewater Treatment Plant Operator, received Wastewater Lab Analyst 11 Certification -presented by Jason Hopkins, Wastewater Treatment Plant Supervisor/ORC
- C.) Jeff Shuler, Water Treatment Plant Operator received C Surface Certification - presented by Kyle Pocquette, Water Treatment Plant Supervisor/ORC
- D.) Pedro Ruiz, Water Treatment Plant Operator, received Plant Maintenance Technologist I - presented by Kyle Pocquette, Water Treatment Plant Supervisor/ORC
- E.) Kyle Pocquette, Water Treatment Plant Supervisor/ORC, received Plant Maintenance Technologist presented by Bill Deal, Public Works Director

- F.) Chris Waldroop, Streets Supervisor received OSHA Manager of Environmental, Safety and Health (MESH) Certification -presented by Bill Deal, Public Works Director

6. PRESENTATION

- A.) Quarter Cent Sales Tax Referendum- Former Mayor Jack Horton and Commissioner Gary Shields
Former Mayor Jack Horton and Eric Haggart, presented on behalf of the volunteer committee formed in November 2025 to educate the public about the upcoming referendum. Mr. Horton provided historical context and he noted that every other county in the region has now passed this referendum, leaving Macon County as the sole holdout. He also explained the practical meaning of the tax increase: for every \$4 spent, the consumer pays one additional penny.

Mr. Horton noted that the county's current annual budget of just under \$70 million depends heavily on property taxes and sales taxes, with the latter generating approximately \$14 million annually. He explained that the 0.25-cent increase is projected to generate over \$2 million per year, equivalent to 2 full cents on the property tax rate, and that in the current budget year, the county had been forced to appropriate \$3 million from its fund balance to cover one-time needs, a practice that cannot be sustained indefinitely. If the referendum passes in November and the Board of County Commissioners approves a resolution by December, revenue would begin arriving in April 2027.

Mr. Haggart outlined the broad range of allowable uses for the funds, including law enforcement, fire departments, EMS, senior services, animal shelter operations, capital improvements, and education. The committee acknowledged that the ballot language is dictated by state law and cannot be modified to specify intended uses.

Discussion was held by Town Council and the consensus was to vote on a Resolution of Support at a future meeting.

- B.) Franklin TDA – Strategic Plan – Chairman Tim Crabtree and Subcommittee Chair Colin McGinnis
TDA Chairman Tim Crabtree presented the Franklin Tourism Development Authority's new strategic plan, developed by a subcommittee that included Town Manager Amie Owens, Council Member Robbie Tompa, and several TDA Board members.

The plan establishes a 1-, 3-, and 5-year framework organized around four areas: funding optimization, infrastructure, event support, and marketing. Guiding principles include making Franklin a premier destination in Western North Carolina and the Southeast, with an emphasis on collaboration among the TDA, the Chamber of Commerce, the county's Tourism Development Commission, Visit Smokies, the Highlands TDA, and town staff and Town Council.

On infrastructure, Crabtree outlined potential investments in welcome signage, directional totems, murals, and sculptures. He noted that while TDA funds cannot be spent on utilities infrastructure, they may be used on public-facing amenities such as bathrooms, parking enhancements, and beautification.

On marketing, Stewart described the shift in strategy from "Discover Franklin" to "Experience Franklin," reflecting the belief that awareness has been established and the focus should now be on converting interest into visitation and overnight stays. He highlighted the importance of adapting to emerging AI-driven changes in search optimization, using collaborative social media

amplification through partners like Visit Smokies, and conducting targeted outreach based on research into visitor motivations.

TDA Chairman Crabtree clarified that the TDA is not moving away from funding local events, but rather seeking to ensure that funded events demonstrate a genuine tourism impact. New application requirements will ask organizers to estimate tourist volume, provide detailed budgets, and report back on outcomes including attendee zip codes.

Mayor Guffey and Council Member Tompa both thanked the subcommittee members for their work and commitment to strategic planning.

7. PUBLIC SESSION

Dave Linn addressed the Council to thank them for their continued support of a community event held downtown, the 80's Flashback Weekend. He reported that since the event's first year (raised \$500 with 53 attendees) the event has grown dramatically, raising \$36,000 in the most recent year with an estimated attendance of 7,000 or more over the course of the event. He credited town staff, specifically naming Town Manager Amie Owens and Councilman Jeff Berry, for their support, and expressed enthusiasm for the following year.

8. ITEMS FROM COUNCIL

- A.) Resolution of the Town Council for the Town of Franklin to Designate the Town of Franklin as a Purple Heart Community Mayor Stacy J. Guffey

Gregory Hunt addressed the Council following the reading, sharing that Macon County has the highest per capita veteran population in North Carolina at 9.7% of residents; approximately 2,994 registered veterans. Mr. Hunt also unveiled the new Purple Heart community signs for the first time publicly; to be placed at each of Franklin's five entrances. He described the Purple Heart as a medal that is "not won, but awarded" to those who left part of themselves on the battlefield.

- B.) Proclamation Recognizing the Town of Franklin as a Purple Heart Community and Observance of August 7, 2026 as Notational Purple Heart Day- Mayor Stacy J. Guffey

Mayor Guffey read the proclamation aloud and asked members who were veterans to come forward for a photograph.

- C.) Proclamation Recognizing August 28, 2026 as 828Vets Day – Mayor Stacy J. Guffey

Bill Garren, representing 828 Vets, addressed the Town Council, explaining that the organization had moved its anniversary celebration from October to August 28th to align with the "828" identity. He outlined plans for the day, including morning programming on the square with coffee and donuts, a Warriors Walk, a cookout, and an afternoon social at a local venue. He also announced a special guest, Captain Frank Castellano commanding officer of the USS Bainbridge during the Captain Phillips Somali pirate incident, who will serve as the day's keynote speaker.

- D.) Proclamation Recognizing September 13-19, 2026 as Help Homeless Veterans Week- Mayor Stacy J. Guffey

A representative of the Help Homeless Veterans addressed the Council, reporting that the organization has raised over \$80,000 total for veterans since its founding, with approximately

\$34,000 donated to 828 Vets over the past two to three years, including \$12,000 in the most recent year alone.

E.) Main Street Update – Mayor Stacy J. Guffey

Mayor Guffey introduced Devon Dupuis as the newly appointed part-time Executive Director of the Main Street nonprofit, Main Street Franklin, LLC, acknowledging that the role has effectively become full-time work. Mrs. Dupuis thanked the Town Council and provided a brief overview of the organization's first-year annual work plan. She described the focus of Year 1 as building the foundational infrastructure of the nonprofit: pursuing grant funding connections, forming committees, assembling community volunteers and stakeholders, articulating a shared vision, and building upon existing resources and programs. She expressed enthusiasm for the work ahead.

Council Member Tompa noted his desire to work with Mayor Guffey in the coming months on initiatives specifically aimed at young people and families, stating that a number of ideas already exist and need to move to implementation. Mayor Guffey echoed this sentiment, noting that young people and families have consistently emerged as a priority theme across the Main Street initiative, the economic development plan, and the town's transformation plan; citing interest in amenities such as a bowling alley and skating rink.

The Council took a brief recess and returned to session at 7:30 p.m.

9. PUBLIC HEARING

A.) Public Hearing on Monday, August 3, 2026 at 6:05 p.m. or as closely thereafter to gain public input on Rezoning of 1.10 Acres at 85 Maple Street from Commercial C-2 to Commercial C-2 Conditional Zoning – Fire Chief/Town Planner Justin Setser

Fire Chief/Town Planner Justin Setser presented the application for conditional rezoning of 1.10 acres located at 85 Maple Street, owned by OHNC LLC. The property, situated directly behind the fire department, currently contains two homes; the applicant seeks to add two duplex units, requiring a conditional rezoning to allow for higher density than is permitted by standard C-2 zoning. Mr. Setser noted that the Planning Board reviewed and recommended approval in May following a neighborhood meeting. Mr. Setser also noted that the site is served by Town water and sewer. Agreed-upon conditions include zero lot lines between duplex units, reduced side setbacks from 10 feet to 5 feet, and a commitment to accommodate any future town-initiated sidewalk installation on the property.

Town Attorney John Henning, Jr. characterized the application as a strong example of conditional zoning working as intended to increase in-town housing density in alignment with the goals of the Comprehensive Plan.

Mr. Setser noted that the application contemplates a future possibility of 4 to 8 total units on the upper portion of the property but that the immediate plan is limited to the two duplex units on the lower portion. Council Member Salain confirmed that any future development exceeding standard zoning parameters would require a return to the Council.

Mayor Guffey opened the Public Hearing at 7:36 p.m.

No one signed up to speak.

Mayor Guffey closed the Public Hearing at 7:36 p.m.

Vice Mayor Mike Lewis made a motion, seconded by Council Member Robbie Tompa to approve the Conditional Rezoning request of 1.10 Acres at 85 Maple Street from Commercial C-2 to Commercial C-2 Conditional Zoning, as presented. The motion carried unanimously. Vote: 6 – 0.

10. OLD BUSINESS

A.) Consider the waiver of continuing use fees for Southwestern Community College – Town Council and Town Manager Amie Owens

Town Manager Amie Owens recapped that at the July 6, 2026 meeting, the Town Council had unanimously waived system development and availability fees for Southwestern Community College's Burn Building. The College had subsequently requested a waiver of ongoing usage fees, which was tabled pending further review.

Town Manager Owens presented three options: billing at the standard inside rate of \$285.37 per month; billing at the outside rate of \$561.21 per month; or installing a hydrant meter to measure actual usage and billing at the discounted inside volume rate of \$5.28 per 1,000 gallons (compared to the standard bulk water rate of \$8.10 per 1,000 gallons).

Town Manager Owens recommended against a full fee waiver, noting that the cost of treating and delivering water must be recovered and that waiving fees for one entity places the burden on other residential and commercial customers. She noted that the county is currently paying the College's water bill.

Vice Mayor Mike Lewis made a motion, seconded by Council Member Travis Higdon to approve the option of installing a water meter to measure usage and to change the discounted inside volume rate of \$5.28/ 1,000 gallons. The motion carried unanimously. Vote: 6-0.

11. NEW BUSINESS

A.) Request Approval of Economic Development Incentive Grants – Assistant Town Manager/Finance Director Sarah Bishop

a. Kitchen Sink, Inc.

Assistant Town Manager/Finance Director Sarah Bishop reported that Kitchen Sink, Inc. had been awarded a facade grant and sign grant in the prior year but encountered installation and product quality issues with their new awning, requiring them to restart the process. The new awning and sign installation will cost significantly more than originally anticipated. Mrs. Bishop requested approval of a supplemental award of \$2,240.44, representing the balance needed to maximize the \$5,000 facade grant and \$500 sign grant, accounting for the amount already disbursed.

Town Attorney John Henning, Jr. noted that staff is developing a simple form contract

for future grants to more clearly define the town's role and provide recourse in the event of contractor issues.

Council Member Joe Collins made a motion, seconded by Vice Mayor Mike Lewis to approve the Economic Development Incentive Grant for Kitchen Sink, Inc., as presented. The motion carried unanimously. Vote: 6 – 0.

b. Nantahala Building Project

Assistant Town Manager/Finance Director Sarah Bishop presented a facade grant request from Nantahala Building Products on Depot Street, which had already completed repainting of its building prior to the formal grant being awarded. Mrs. Bishop noted the applicant had been in contact with the Town about the grant since February and that invoices were available, but the work had been completed retroactively. The total eligible expenditure was \$8,010.26, resulting in a grant request of \$4,067.13 (50% match, capped at \$5,000 maximum).

Discussion arose regarding whether retroactive grants are appropriate given the program's intent as an incentive. Council Member Joe Collins expressed reservations, stating that the purpose of an incentive is to motivate action, not reimburse work already completed. Vice Mayor Lewis countered that the applicant had shown early interest in February, and noted that Depot Street as a whole has seen significant improvement that the Town should not discourage. The Town Council acknowledged the need to clarify policy language going forward. Mrs. Bishop agreed to review and update the program's criteria and bring proposed changes back for Town Council review.

Vice Mayor Mike Lewis made a motion, seconded by Council Member Travis Higdon to approve the Economic Development Incentive Grant for Nantahala Lumber Company, as presented. The motion carried. Vote: 4-2 (Council Members Joe Collins and Rita Salain voted in opposition).

- B.) Request Approval of new five- year contract with J&B Disposal – Town Manager Amie Owens
Town Manager Owens presented the request for a new five-year contract renewal with J&B Disposal. Bonita Hamstra, owner of J&B Disposal, was present and noted the need for contract continuity to support capital equipment financing. Town Manager Owens reported that the Town has a long and successful relationship with J&B Disposal, that the Town took over responsibility for emptying Main Street trash cans on July 1, and that the new contract rate is lower than the existing contract. Town Attorney Henning briefly explained the statutory basis for the Town's franchise arrangement with a private waste hauler.

Council Member Rita Salain made a motion, seconded by Council Member Jeff Berry to approve the five (5) year contract renewal with J&B Disposal, as presented. The motion carried unanimously. Vote: 6 – 0.

C.) Request Approval of award to HMC Paving Company, Inc. for multi-area paving and sidewalks – Town Manager Amie Owens

Town Manager Owens reported that an RFP for multi-area paving and sidewalks was issued twice. The first solicitation yielded only two bids and could not be opened; the second solicitation also produced two bids. The lowest responsive, responsible bid was received from HMC Paving Company, Inc. in the amount of \$635,126.99, well under the \$840,000 budgeted for the project. The primary priority for this contract will be the large parking lot at Sunnyside Park. Town Manager Owens noted that the remaining budget balance after this contract would likely allow for additional paving projects in the spring. A pavement condition study RFP is also planned.

Council Member Rita Salain made a motion, seconded by Vice Mayor Mike Lewis to approve the bid award with HMC Paving Company for the multi-area paving and sidewalk project, as presented. The motion carried unanimously. Vote: 6 – 0.

D.) Request Adoption of the Utility Refunds Policy- Town Attorney John Henning, Jr.

Town Attorney John Henning, Jr. presented a draft Utility Refunds Policy, developed in response to a situation addressed over the previous two months involving a request to refund tap and availability fees. He explained that there is no legal obligation to refund such fees, but that the Town Council had made a policy concession, and it was important to formalize the approach going forward.

The policy addresses two areas: (A) the refund of customer deposits upon termination of service, for those customers who were required to make a deposit due to credit considerations; and (B) the partial refund of water and sewer availability fees for residential services of 1 inch or less, where a project is abandoned after fees have been paid. Town Attorney Henning noted that larger commercial connections would not be eligible for refunds, given the Town's capital outlay associated with making that service available.

Vice Mayor Lewis raised the question of whether refund credits should be time-limited or tied to current rates, rather than allowing a credit to be applied in perpetuity against a future rate that may be significantly lower. The Town Council agreed that language addressing this concern should be added to the policy. Town Attorney Henning confirmed the policy would be revised and brought back in September.

12. DEPARTMENTAL UPDATES – PUBLIC WORKS

A.) Public Works - Bill Deal, Public Works Director

Public Works Director Bill Deal provided a comprehensive update on active and upcoming capital improvement projects. He reported that a 2-inch water line replacement on Hillside Street is underway and is being coordinated with the newly awarded paving project so that the line is installed before the street is repaved. A generator transfer switch for the Georgia Road welcome center sewer pump station has been received and will be set in place within the coming month following coordination with a gas utility. Twenty-five new fire hydrant Storg adapters have been received and are being placed in coordination with the fire department. Pump station upgrades are in progress, with two motors already received and three pumps

pending delivery. New cellular LTE water meters are being installed; which will significantly improve the Town's meter reading capabilities. He also noted that staff has cleaned over 10,000 feet of sewer line in the past quarter as part of a permit requirement. He also reported that a pre-construction meeting for the Allman Drive boardwalk project was held on July 16th with a tentative start date of mid-to-late October.

B.) Water Treatment - Kyle Pocquette, Water Treatment Plant Supervisor/ORC

Kyle Poquette reported that the water treatment plant is operating normally. Water usage remains consistent with historical levels. The Town continues to operate under a voluntary water restriction due to an extreme drought designation, which has added reporting requirements to two state agencies as well as weekly and daily reporting to the state local inspector. He noted that both settling basins have been washed and cleaned, and that the annual state inspection was completed with the inspector expressing satisfaction with the upgrade progress at the plant. Contractors are actively working on the plant upgrades.

C.) Wastewater Treatment - Jason Hopkins, Wastewater Treatment Plant Supervisor/ORC

Jason Hopkins reported that preliminary discussions are underway with Fortech regarding the installation of a new SCADA. He also reported on his role as pretreatment coordinator, noting a high volume of inquiries from new food trucks and restaurants, all of which are subject to grease trap requirements. A recent pretreatment inspection by the state resulted in no findings, confirming continued compliance. Mr. Hopkins also noted that he has taken on a new responsibility coordinating bacteriological testing for boil water advisories, including the first state inspection of that program, which went well.

D.) Streets - Chris Waldroop, Streets Supervisor

Streets Supervisor Chris Waldroop reported that right-of-way mowing with the long-arm mower is currently underway throughout Town and routine mowing, weed-eating, and beautification bed maintenance are ongoing, with a working schedule now in place for the beds in the center of town. Trash collection along Main Street is running smoothly and work at the Women's History Park and roundabouts was temporarily delayed by weather but is back underway with herbicide treatments and pruning to follow.

Mr. Waldroop reported that plumbing fixtures are being installed in the restrooms at Sunnyside Park, and paving of the walkway from the bathroom area to the playground is expected within the week. He also noted that fencing for the playground is in the purchase order process. The goal is to open the facility fully complete rather than in phases. Town Manager Owens noted that mid-September had been the target but that full inspection and completion of the ADA ramp connecting the parking lot must be accomplished before opening.

Mr. Waldroop concluded by noting that fall decoration planning will begin shortly, and that the roundabout plantings will be adjusted to accommodate both aesthetic and seasonal display needs.

13. ANNOUNCEMENTS

- A.) Special Called Meeting of Franklin Town Council - Tuesday, August 4, 2026 at 10:00 a.m. in the Town Hall Board Room
- B.) Next Town Council Meeting is Tuesday, September 8, 2026 - due to the Labor Day Holiday
- C.) Town Offices will be closed on Monday, September 7, 2026 in observance of the Labor Day Holiday in accordance with the North Carolina State Holiday Schedule
- D.) Pickin' on the Square- August 8 and August 22, 2026 -6:00 p.m. on the Gazebo Square
- E.) Special Pickin' on the Square-September 5, 2026 6:00 p.m. on the Gazebo Square with fireworks show to follow
- F.) Fall Litter Sweep for the Town of Franklin – Saturday, September 26, 2026 8:00 a.m. until Noon

14. ADJOURNMENT

Vice Mayor Mike Lewis made a motion, seconded by Council Member Robbie Tompa to adjourn the meeting at 8:19 p.m. The motion carried unanimously. Vote: 6-0.

Stacy J. Guffey, Mayor

Nicole Bradley, Town Clerk

**MINUTES OF THE TOWN OF FRANKLIN TOWN COUNCIL
SPECIAL CALLED MEETING
AUGUST 4, 2026**

THE FRANKLIN TOWN COUNCIL held a special called meeting on Tuesday, August 4, 2026, at 10:00 a.m. in the Town Hall Board Room located at 95 East Main Street Franklin, NC.

CALL TO ORDER

Mayor Stacy J. Guffey called the meeting to order at 10:00 a.m. with the following members present:

Council Members: Jeff Berry, Joe Collins, Rita Salain and Robbie Tompa.

Town Staff: Town Manager Amie Owens, Assistant Town Manager/Finance Director Sarah Bishop and Town Clerk Nicole Bradley.

Mayor Guffey called the meeting to order and introduced guest presenter Joe Minicozzi. Mayor Guffey explained that the timing was particularly opportune, given the Town's ongoing efforts to develop an economic and transformation plan for downtown and its recently obtained historic district designation.

PRESENTATION

Background and Context

Mr. Minicozzi opened by recounting the decline of his hometown of Rome, New York, where he witnessed, as a child, the demolition of historic downtown buildings in favor of urban renewal projects; a reconstructed Revolutionary War fort, a pedestrian mall, surface parking, and a new city hall, which collectively failed to generate economic activity. He used this as a foundational illustration of how well-intentioned but misguided government action can devastate a community's economic fabric, including the loss of his uncle's pastry shop through eminent domain.

He then turned to Asheville, tracing its arc from rapid 1920s growth through its historic debt crisis, Depression-era collapse, urban renewal, highway construction, and eventual downtown decline, before its revival. He described this trajectory to underscore that places have a "DNA" that changes over time, and that policy choices determine the direction of that change.

Cities as Corporations

Mr. Minicozzi framed municipalities as corporations, with the council serving as a board of directors responsible for managing cash flow, assets, and tax revenue. He argued that too many local government decisions are driven by the loudest voices rather than by rigorous financial analysis, and that elected officials need to be more literate about the economics of their built environment.

Tax Productivity Per Acre

The central analytical framework of the presentation was the concept of tax productivity per acre; comparing not just the total assessed value of properties, but the value generated relative to the amount of land consumed. Mr. Minicozzi illustrated this by comparing a renovated mixed-use building in downtown Asheville (0.2 acres, assessed at \$11 million) to a Walmart (34 acres, assessed at \$20 million). While the Walmart appears more valuable in gross terms, the downtown building produces dramatically

more value per acre. He noted that this pattern holds universally, from Driggs, Idaho, to Durham, to Franklin, and that stacking building floors is equivalent to stacking tax revenue.

He presented three-dimensional GIS mapping models of Asheville, Buncombe County, and the broader Western North Carolina region; all of which showed the same pattern: downtown cores generate disproportionately high tax value relative to their land footprint, while sprawling, auto-oriented development along highway corridors generates comparatively little.

Franklin and Macon County Data

Mr. Minicozzi presented figures specific to Franklin and Macon County. He noted that Franklin's downtown, at approximately 70 acres, represents about 2 percent of the city's land footprint but generates approximately 9 percent of its taxable value, a ratio of roughly 1-to-4.5. He stated that a healthy downtown typically performs at a 1-to-6 ratio or better, meaning Franklin's downtown is underperforming its potential. Asheville's downtown, by comparison, performs at a 1-to-12 ratio. He also noted that Franklin's downtown, when viewed in the context of the entire county, performs at a 1-to-40 productivity ratio; making it an extraordinary contributor to county tax revenue, despite relatively modest improvement so far. He noted that the county, which receives substantial benefit from the downtown without bearing the associated municipal service costs, has a compelling financial interest in supporting downtown investment.

Franklin's town-wide average assessed value per acre was approximately \$260,000, which Mr. Minicozzi noted compares favorably to neighboring municipalities, though Sylva has a more concentrated and potent downtown spike. He highlighted Highlands as the top performer in Macon County due to its density and high-end housing market.

Big Box vs. Small Business Economics

Mr. Minicozzi compared the tax and economic output of large-format retail (Walmart) to small downtown businesses, using examples from Durango, Colorado, where a bookstore and coffee shop together occupied 0.15 acres versus a Walmart's 13 acres. On a per-acre basis, the small businesses outperformed the Walmart significantly in both property tax and sales tax productivity, and employed more people relative to their footprint. He further noted that small businesses tend to hire local attorneys, accountants, web designers, and other professionals, while chain retailers internalize those functions at their corporate headquarters.

Infrastructure Costs and the "Ponzi Scheme" of Sprawl

Mr. Minicozzi walked through an analysis of Annapolis, Maryland (population 40,000) to illustrate how the pattern of suburban expansion creates long-term infrastructure liabilities that most cities are not adequately accounting for. Roads, sewer lines, and stormwater infrastructure must be rebuilt on a roughly 50-year cycle, and cities that expanded dramatically in the post-World War II era are now facing compounding rebuild costs that far exceed their revenue base.

He described the pattern as a "Ponzi scheme," in which new development is approved to generate short-term revenue that is then used to service the infrastructure costs of prior development, with each cycle leaving the city further behind. He noted that Annapolis is operating at an infrastructure funding deficit of approximately \$24 million annually, a figure that does not appear in the general budget but manifests as deferred maintenance, unfilled positions, and incomplete capital projects.

He also challenged the conventional accounting treatment of roads and pipes as assets, arguing they should be recognized as perpetual liabilities, since they cannot be sold and must be replaced repeatedly in perpetuity.

Stroads and Highway Corridor Development

Mr. Minicozzi described the concept of a "stroad", a street-road hybrid that functions poorly as both, coined by urbanist Chuck Marohn of Strong Towns. He identified U.S. Hwy 441 through Franklin as an example, noting that such corridors generate high conflict points (accidents, inefficiency) and low tax productivity relative to the infrastructure they require.

Mayor Guffey left the meeting at 10:59 a.m. for another engagement and turned over mayoral duties to former Mayor (Council Member) Joe Collins.

Assessment Equity and Redlining

In the latter portion of the presentation, Mr. Minicozzi addressed the equity dimensions of property tax assessment. He described how a standard practice among assessor's results in wealthy landowners with large tracts paying less per acre in taxes than smaller property owners, while the public infrastructure serving those large parcels (roads, water, sewer) is often more extensive.

He also presented findings from an analysis he conducted in Buncombe County related to that county's reparations initiative, which examined whether historic redlining policies continue to manifest in the property tax system. His analysis found that the bottom 40 percent of property owners by value were being systematically overtaxed relative to their assessed value, while the top 60 percent were being undertaxed. He estimated this amounted to a \$7 million annual tax transfer from lower-income to higher-income residents.

For Macon County specifically, the analysis showed the bottom 30 percent of property owners face an effective tax rate approximately 20 to 30 percent higher than the top 10 percent.

Closing Framework: Geo-Accounting

Mr. Minicozzi closed by describing the analytical approach of his firm, Urban3, as "geo-accounting"; placing financial data on a map to make the economics of land use visible to both officials and citizens. He encouraged the council to use available GIS tools, engage the county assessor in transparent conversations about valuation methodologies, and pursue a partnership with Macon County to jointly invest in downtown Franklin's continued development, given the disproportionate benefit the county receives from the downtown tax base.

Discussion

Following the presentation, there was discussion on how the Town could influence the tax system given that taxing authority rests with the county rather than the municipality. Mr. Minicozzi suggested the Town explore how much county-owned land exists downtown and whether a public-private partnership with the county could be structured. He also encouraged improving pedestrian connectivity to reduce parking demand and convert surface lots to productive uses. He emphasized the importance of bringing the county to the table as a shared partner, noting the significant financial benefit they receive from the downtown.

Mr. Minicozzi noted that two additional presentations were scheduled, one that afternoon and one for the general public in the evening.

ADJOURNMENT

Council Member Joe Collins made a motion, seconded by Council Member Rita Salain to adjourn at the meeting at 11:22 a.m. The motion carried unanimously. Vote: 4-0.

Stacy J. Guffey, Mayor

Nicole Bradley, Town Clerk



Agenda Item – Town Council

Meeting Date: September 8, 2026

Agenda Item #: 4-B

Department/Agency: Finance

Subject Matter: Budget Amendments

Department Head's Comments/Recommendation: Recommend Approval.

Town Manager's Comments/Recommendation: Recommend Approval.

- Water/Sewer Admin - Appropriate funds from Retained Earnings to Other Professional Services for Engineering Services related to the Clearwell and High Service Pump Station Construction Administration/Observation as well as assistance with the application to receive the \$2M appropriation from EPA including technical correction letter to use on phase II WTP improvements - \$119,330.
- Police - Appropriate fund balance to Vehicle Maintenance and Capital Outlay Vehicle from Insurance Settlements Received - \$16,986.26.
- Police - Appropriate Insurance Settlements to Capital Outlay Vehicle - \$18,249.80.

Suggested Motion: If favorable – approve budget amendments as presented.

Attachments: Yes X No

Action Taken: _____

BUDGET AMENDMENT
AMENDMENT #13-26/27
BUDGET CHANGE #'S:

FROM: A OWENS
DEPARTMENT: WATER/SEWER ADMIN

EXPLANATION: APPROPRIATE RETAINED EARNINGS TO OTHER PROFESSIONAL SERVICES FOR ENGINEERING SERVICES

[illegible]

REQUESTED BY DEPARTMENT HEAD

RECOMMENDED BY FINANCE OFFICER _____

APPROVED BY TOWN MANAGER _____

ACTION BY BOARD

APPROVED AND ENTERED ON MINUTES DATED _____

DATE CLERK ENTERED _____

**BUDGET AMENDMENT
AMENDMENT #14-26/27
BUDGET CHANGE #'S:**

FROM:
DEPARTMENT: POLICE

EXPLANATION: APPROPRIATE FUND BALANCE TO VEHICLE MAINTENANCE AND
CAPITAL OUTLAY VEHICLE (FROM INSURANCE SETTLEMENTS)

[illegible]

REQUESTED BY DEPARTMENT HEAD _____

RECOMMENDED BY FINANCE OFFICER _____

APPROVED BY TOWN MANAGER _____

ACTION BY BOARD

APPROVED AND ENTERED ON MINUTES DATED _____

DATE CLERK ENTERED _____

DATE CLERK ENTERED _____



Agenda Item – Town Council

Meeting Date: September 8, 2026

Agenda Item #: 4-C

Department/Agency: Tax Collection

Subject Matter: Tax Releases and Refunds

Department Head's Comments/Recommendation: Request approval

Town Manager's Comments/Recommendation: Recommend Approval

There were two (2) tax releases for the month:

- Toshiba - \$81.52 – corrected value discovery per Macon County.
- Lillian Tesreau - \$348.14 – approved exemption per Macon County

Suggested Motion: If favorable, to approve the tax releases, as presented.

Attachments: Yes X No

Action Taken: _____

August 2026 Releases

*Toshiba, #21208, releasing full amount \$81.52. There is also a discovery, on the same account value of 24182, with no late penalty. Per Macon County.

* Lillian Tesreau, #6584770567, releasing \$348.14. This is per Macon County, for an exemption.

Thank you,

A handwritten signature in blue ink, appearing to read 'Sabrina Scruggs', with a stylized, cursive script.

Sabrina Scruggs

Tax Collector

**Account# 146733 TOSHIBA AMERICA BUSINESS SOLUTIONS INC RELEASE AND
JEW/CORRECTED 2026 TAX NOTICE**

messages

Jenny Waldroop <jewaldroop@maconnc.org>
Reply-To: jewaldroop@maconnc.org
To: Sabrina Scruggs <sscruggs@franklinnc.com>

Thu, Aug 13, 2026 at 1:39 PM

Hey Sabrina,

Happy Friday Eve!

I have attached a release for the above account and also a corrected value discovery amount with no penalties. If you have any questions let me know.

This is also my new email so you can update in your contacts: jewaldroop@maconnc.org

Have a great day!

Jennifer Waldroop

Tax Office – Personal Property Appraiser I
5 W. Main Street | Franklin, NC 28734
828.349.2144 jewaldroop@maconnc.org

2 attachments



2026 RELEASE TOSHIBA AMERICA BUSINESS SOLUTIONS ACCOUNT# 146733.pdf
387K



2026 CORRECTED DISCOVERY NOTICE FOR TOSHIBA AMERICA BUSINESS SOLUTIONS INC ACCT# 146733.pdf
388K

Sabrina Scruggs <sscruggs@franklinnc.com>
To: jewaldroop@maconnc.org

Thu, Aug 13, 2026 at 2:27 PM

Hey,

Congratulations!! I wondered who was emailing me. 🎉

Thank you for sending this over.

I have a question about a property. I had the parcel last year but not this year. It's 30185/156995, Patient Point Network Solutions. Did they move outside of city limits?

Have a good day,
Sabrina Z Scruggs
Tax Collector

Release-6584770567

message

Christine Cabe <ccabe@maconnc.org>

Thu, Aug 13, 2026 at 1:02 PM

Reply-To: ccabe@maconnc.org

From: sscruggs@franklinnc.com

Hey Sabrina! I hope you are doing well; I have attached a release we did for Lillian Tesreau that lives in the city limits at 92 Grandview Ct.

We did audit her but she turned in her paper work late so we have released \$105,495 off her bill. The attachment does show what the amounts are.

If you need anything from me let me know.

I hope you are having a great day!

Sincerely,

Christine Cabe

Macon County Tax Office

Real Property Appraiser I

5 W Main Street

Franklin, NC 28734

828-349-2182

 **TESREAU, LILLIAN M TR-RELEASE, 6584770567.pdf**
245K



Agenda Item – Town Council

Meeting Date: September 8, 2026

Agenda Item #: 7 A-F

Department/Agency: Town Council

Subject Matter: Items from Council

Department Head's Comments/Recommendation: N/A

Town Manager's Comments/Recommendation: N/A

- A.) Resolution of the Town Council of the Town of Franklin Supporting the One Quarter of a Cent Local Option Sales Tax – Councilwoman Rita Salain
- B.) Recognition of Jim and Kathie Akins – Mayor Stacy J. Guffey
- C.) Proclamation – Constitution Week – September 17 through 23, 2026 – Mayor Stacy J. Guffey
- D.) Recap of Presentation by Joe Minicozzi, Urban3, LLC – Mayor Stacy J. Guffey
- E.) Reminder of Litter Sweep on September 26, 2026 – Councilman Travis Higdon
- F.) Other Items from Town Council Members

Suggested Motion: For information only.

Attachments: Yes X No

Action Taken: _____



**TOWN OF FRANKLIN
RESOLUTION IN SUPPORT OF THE
ONE-QUARTER OF ONE CENT LOCAL OPTION SALES TAX**

WHEREAS, the North Carolina General Assembly has authorized County Boards of Commissioners across the State of North Carolina to levy a one-quarter of one-cent (0.25% of one penny) county sales and use tax, contingent on a referendum in which the majority of those casting ballots in the County vote for the levy of the tax; and

WHEREAS, Macon County is the only county in Western North Carolina that has not adopted a 7% local option sales tax; and

WHEREAS, this local option sales tax could support specific capital and operational needs focused on the core mission of education and service provision in Macon County; and

WHEREAS, the implementation of a one-quarter cent local option sales tax (excluding gas, prescription medication, and non-prepared foods or groceries) is anticipated to generate approximately \$2,200,000.00 in revenue per year in Macon County for education and other service funding; and

WHEREAS, the Macon County Board of Commissioners has directed the Macon County Board of Elections to place the following information on ballots for November 3, 2026

[] FOR [] AGAINST
Local sales and use tax at the rate of one-quarter percent (0.25%)
in addition to all other State and local sales and use taxes.

NOW THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Franklin indicates its support of the one-quarter of one cent (0.25%) sales tax by the passing of this resolution.

ADOPTED: This 8th day of September, 2026, upon motion by Council Member _____, seconded by Council Member _____, and having been approved by a vote of _____ in favor and _____ against.

ATTEST:

TOWN OF FRANKLIN:

Nicole Bradley, Clerk

Stacy J Guffey, Mayor

Town of Franklin Proclamation Constitution Week 2026

WHEREAS: September 17, 2026, marks the two hundred and thirty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention, and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to patriotic celebrations which will commemorate the occasion, and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE, I, Stacy J. Guffey, by virtue of the authority vested in me as Mayor of the Town of Franklin, in the State of North Carolina, do hereby proclaim the week of September 17 through 23 as

Constitution Week

And ask our citizens to reaffirm the ideals of the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Andrews, to be affixed on this 8th day of September in the year of our Lord, two thousand twenty-six.

Town of Franklin

Stacy J. Guffey, Mayor

Let's Keep Our **Community Clean**



Town of Franklin **Fall Litter Clean Up**

Date:
September 26, 2026

Time:
8:00am - 12:00pm (Noon)

Meeting point:
Town Hall - 95 E. Main Street, Franklin

Vests, Gloves, Bags and Grabbers will be provided



Agenda Item – Town Council

Meeting Date: September 8, 2026

Agenda Item #: 8-A

Department/Agency: Finance

Subject Matter: Request Approval of Updated Purchasing Policy

Department Head's Comments/Recommendation: Recommend Approval

Town Manager's Comments/Recommendation: Recommend Approval

The Ordinance Review Committee met on August 17, 2026 to discuss proposed changes to the Purchasing Policy.

Some of the changes are:

- Clarifications related to Department Head authority for purchases less than \$500.00
- Filing of contracts in the Finance Office
- Addition of a tiered process related to unauthorized purchases and the termination of purchasing rights
- Clarification of Emergency Purchase documentation and Sole Source Purchases
- Credit card limits to be set by the Finance Director
- Addition of items for Purchases Not Requiring a Purchase Order - bulk oil, contracts (fully executed and pre-audited), payments to NCDMV and other state agencies (NCDEQ, NCDOT, NCDWI).

Suggested Motion: If favorable – Approve Updates to the Purchasing Policy, as presented.

Attachments: Yes X No

Action Taken: _____

Town of Franklin



Purchasing Policy and Procedure Manual

*Effective April 1, 2018
REV. Sept 2026*

This policy supersedes any previous Purchasing Policies

Introduction

This purchasing policy and procedures manual is intended for use as a guide for the Town of Franklin's purchasing methods and practices. When used properly, these policies and procedures established herein will enable the Town to obtain the required supplies, materials, equipment and services efficiently and economically.

The understanding and cooperation of all employees is essential if the Town is to obtain the maximum value for each dollar spent. While this manual does not answer all questions related to purchasing, it does provide the foundation for a sound purchasing system.

The basic goals of the Town's purchasing program are:

- 1) To comply with the legal and ethical requirements of public purchasing and procurement.
- 2) To assure vendors that impartial and equal treatment is afforded to all that wish to conduct business with the Town of Franklin.
- 3) To receive maximum value for each dollar spent by awarding purchase orders to the lowest responsible, responsive bidder, taking into consideration quality, performance, support, delivery schedule, past performance and other relevant factors.
- 4) To provide Town departments with the required goods, equipment, and services at the time and place needed and in the proper quantity and quality.
- 5) To promote positive and healthy business relationships through effective communications, fair purchasing procedures and adherence to ethical standards.
- 6) To maximize the standardization of products used within and among departments in order to minimize stock levels and obtain better pricing.

If-When the procedures and guidelines established in this manual are followed, each department can efficiently manage, control and plan available resources to meet present and future departmental needs and help the Town minimize expenses while meeting set goals. Should you have any questions about this manual or the procedures, contact the Finance Department or Town Manager.

Purpose

The purchasing process is designed to provide a proper system of internal control over purchasing, to ensure that the proper authorizations are obtained before items are purchased, and to ensure that statutory requirements for purchasing are followed. A number of forms are generated as part of the purchasing process to document the validity of the purchases.

Local Buying

It is the desire of the Town to purchase from vendors located within Franklin and Macon County whenever possible. This can be accomplished by ensuring that local vendors who

have goods or services available that are needed by the Town are included in the competitive purchasing process. The Town has a responsibility to its citizens and local businesses; however, the Town must ensure maximum value is obtained for each public dollar spent. By NC General Statute the Town is not permitted to make purchasing decisions based solely on the basis of location of the vendor. However, the Town will make every effort to encourage qualified local vendors and suppliers to compete for Town business. Vendors will be selected on a competitive basis.

A local buying preference allows an Eligible Local Bidder to match the price and terms of the lowest responsible, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within two percent (2%) of the lowest responsible, responsive Non-local Bidder's price.

The provisions of the Local Preference Purchasing Policy shall apply when bids or proposals are sought for the following:

1. Contracts for the purchase of apparatus, supplies and equipment costing less than \$30,000.
2. Contracts for construction or repair costing less than \$30,000.

The Town of Franklin will not use vendors who have been debarred by Federal, State, or Local governments.

Planning

Planning for purchases should be done on both short-term and long-term basis. This will minimize small orders and last-minute purchases. Proper planning will increase the capability of each department to purchase its goods and services in larger quantities to obtain the maximum discount possible. Planning will also reduce the number of trips required to obtain materials and minimize clerical or supervisory time costs associated with the procurement and purchasing process.

Buying Proper Quality

Quality and service are as important as price. It is the duty of the requesting department to secure the best, most economical quality that will meet, but not exceed, the requirements for which the goods or services are intended. In some instances, the lowest price will not necessarily mean the lowest cost. A higher price, higher quality product may save the Town from excess expenses in the future. It is the requesting Department Heads responsibility to take this into consideration and determine what purchase is best for the citizens of the Town.

Authorization

Department Heads ~~have been delegated the authority to approve purchases costing under \$500.00. Department Heads~~ shall authorize purchases falling under ~~this threshold~~ \$500.00 only after the verification that sufficient undesignated funds are available within their departmental budget in the current fiscal year for such a purchase. The Department Head or their designee must authorize each invoice with ~~signature and date evidencing the purchase before forwarding to Finance/Accounts Payable for payment~~ electronic approval within the accounting software system. The ~~authorization signature~~ approval verifies that the

goods or services have been received, the budgeted funds are available, and the invoice has been coded to the proper account number.

Conflict of Interest

Pursuant to N.C.G.S. 14-234, no elected official or employee who is involved in making or administering a contract on behalf of the town may derive a direct benefit from the contract, except as provided in NC G.S. 14-234(b), or as otherwise allowed by law. An elected official or employee who will derive a direct benefit from a contract with the town, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract. To preclude any appearance of impropriety, each individual shall disclose any personal interest he/she may have in regards to contracts. No elected official or employee may solicit or receive any gift, reward, or promise of reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the Town.

Gifts and Gratuities

Town employees are prohibited from soliciting or accepting any rebate, money, costly entertainment, gift, or gratuity (with the exception of mementos and novelties of nominal value) from any person, company, firm or corporation to which any purchase order or contract is, or may be awarded. The Town will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between the personal interests of an employee and the interests of the Town. Accordingly, the Town may terminate, at no charge to the Town, any purchase order contract if it is found that substantial gifts or gratuities were offered to a Town employee. The Town may also take disciplinary action, including dismissal, against a Town employee who solicits or accepts gifts or gratuities of any value.

Town Contracts

Listed below are some key points regarding the processing of Town contracts:

- a) All contracts containing extensive legal language must be reviewed and approved by the Town attorney. Depending on the nature of the contract, the vendor may be required to supply the Town with all necessary insurance information and contract should contain all payment options.
- b) All contracts must be signed by Town Manager.
- c) All contracts must have a pre-audit statement from the Finance Director before release to vendors.
- d) Completed and signed contracts must be supplied to the vendor ~~and also filed in the Office of the Town Clerk.~~
- e) Copies of executed contracts should be forwarded to Finance.

The Town will attempt to structure contracts to coincide with the fiscal year July1 – June 30. Contracts authorized by Town Council through direct award or budget authorization may be executed by the Town Manager. Subsequent orders changing the original contract, ~~which do not exceed the approved cost of the contract,~~ will be executed by the Town Manager after proper board approval.

Town Council must approve all contracts that meet any of the following criteria:

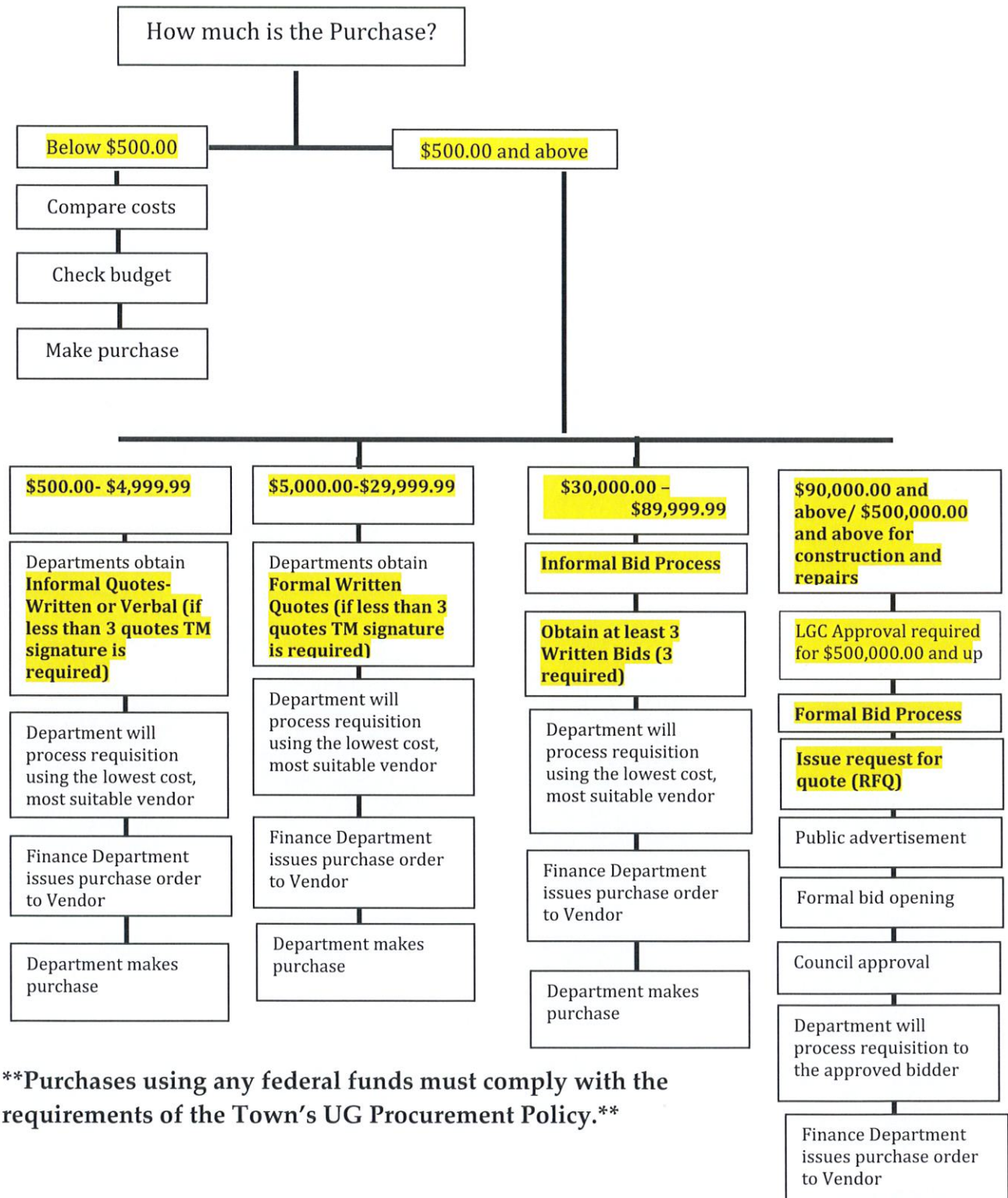
1. Contracts subject to statutory bid thresholds

2. Contracts with terms greater than one year
 3. Contracts exceeding budgetary approval, which require a budget amendment
- Contracts suggesting a significant policy change as determined by the Town Manager

Tax Exemption

The Town of Franklin is exempt from all federal excise taxes. However, the Town is **not** exempt from sales tax and all invoices should include such. Sales tax is not considered a cost factor since we file for a refund as provided for by the NC General Statutes.

Purchasing Flow Chart**



****Purchases using any federal funds must comply with the requirements of the Town's UG Procurement Policy.****

Further information on dollar thresholds can be found here:

<http://www.sog.unc.edu/sites/www.sog.unc.edu/files/Dollar%20Thresholds%20Chart%202013.pdf>

Department makes
purchase

Purchasing Procedures

Purchases less than \$500.00

Purchases less than \$500.00 do not require a Requisition or a Purchase Order (PO) and may be made upon the approval of the department head. ~~In order to meet the pre-audit requirements of GS. 159-28 each department shall be appointed a deputy finance director for purchases less than \$500^[SB1].~~ Every purchase should follow a cost comparison to ensure a competitive price and quality for each good and service purchased. ~~Issues that may override the price comparison process may include delivery time and material specifications.~~

ALL PURCHASES \$500.00 AND ABOVE REQUIRE A REQUISITION AND PURCHASE ORDER (PO).

Purchases between \$500.00 and \$4,999.99

Purchases in this price range may be obtained through an informal quote process. No minimum number of quotes is required however, it is encouraged that every attempt is made to acquire at least three (3) quotes. The informal quotes may be received through verbal communications, email, or fax. Verbal quote information must be typed into the Notes field when requesting department is entering the Requisition or documented in hand written form on a Verbal Quote Form (Exhibit A attached) documenting price, date quoted, name of vendor, and name of the individual representative of the vendor giving quote. If less than (3) quotes are obtained, justification must be documented and approved by Town Manager. Quotes are to be submitted or scanned and emailed to Finance/Accounts Payable in order to process Requisition. After requisition is approved and the purchase order has been approved and issued, a purchase may be made.

Purchases between \$5,000.00 and \$29,999.99

Purchases in this price range are obtained through the formal quote process. In the formal quote process, the requesting department is strongly encouraged to receive at least three (3) written quotes via U.S. Mail, email, fax, or hand delivery no verbal quotes will be accepted. If less than (3) written quotes are obtained, justification must be documented and approved by Town Manager. Quotes are to be submitted or scanned and emailed to Finance/Accounts Payable in order to process Requisition entered by requesting department. After requisition is approved and the purchase order has been approved and issued, a purchase may be made. In cases where available or appropriate vendors are limited, every effort should be made to obtain at least two (2) quotes. In the event there is only one vendor capable of providing a particular good or service, the above procedure may be waived, but must be approved by the Town Manager. When the Department Head decides to purchase goods from a "sole source" he/she shall document in the requisition Note field why only one company or individual is capable of providing the goods required.

Purchases between \$30,000.00 and \$89,999.99

Purchases in this range must be obtained through informal bids. A request for quote (RFQ) will be sent and allow vendors sufficient time to respond to the request based on the complexity of the request. RFQs in the informal bid range may or may not be advertised to the public. A minimum of three (3) vendors, if available, will receive the RFQ. Every effort will be made to obtain at least three (3) quotes. Quotes in the informal bid range may be submitted through U.S. Mail, email, fax, or hand delivery. No verbal quotes are acceptable in the informal bid price range. Purchases in the informal bid range do not require Town Council approval. In this range, a no bid may be accepted as a bid. In accordance with N.C.G.S. § 143-131, a Request for Written Quotation will be used for purchases of \$30,000 to formal limits (3.2a) with or without advertising. The required three written informal bids are to be submitted or scanned and emailed to Finance/Accounts Payable in order to process Requisition entered by requesting department. After requisition is approved and the purchase order has been approved and issued, a purchase may be made.

Purchases \$90,000.00 and above/Services \$500,000.00 and above

Purchases in this range must be obtained through formal bids. Departments are responsible for sending a request for quote (RFQ), upon the approval of Town Manager, and will allow vendors sufficient time to respond to the request based on the complexity of the request. Every effort will be made to obtain at least three (3) bids. A newspaper advertisement must run at least seven (7) days prior to the bid opening. Written bids in this range must be submitted in a sealed envelope and must be opened at a public bid opening. Purchases in the formal range require Town Council approval. In accordance with N.C.G.S. § 143-129, invitation for formal bids will be used for purchases of \$90,000 and greater (\$500,000 and greater for construction and repairs). This will include advertising in the local newspaper and/ or other advertising media as deemed appropriate and receiving sealed bids. The supporting documentation and all bids received are to be submitted or scanned and emailed to Finance/Accounts Payable in order to process Requisition entered by requesting department. After requisition is approved and the purchase order has been approved and issued, a purchase may be made.

Unauthorized Purchases

Obtaining supplies, materials, equipment, or services without a Purchase Order is an unauthorized purchase in accordance with N.C G.S. 159-28. Any Employee doing so may be held liable for payment and may face disciplinary action, up to and including termination of purchasing rights. The following are the warning steps for unauthorized purchases:

- 1) First Offense – Verbal notice from Finance Director***
- 2) Second Offense – Written notice from Town Manager***
- 3) Third Offense – Termination of purchasing rights for a minimum of 6 months.***
An alternate purchasing agent will be responsible for all purchases during this time.

Special Procurement Procedures

NC State Contract and Cooperative Purchasing Agreements

Whenever possible, the Town may utilize the State of NC Department of Administration, Division of Purchase and Contract, or other cooperative purchasing agreements (Ex.- HGAC Buy and NJPA) the Town may be associated with. The State system expedites the purchase of goods, offers pricing generally lower than quotes by formal and informal bids, and satisfies NC General Statutes. Examples of goods on state contract are: law enforcement vehicles, other vehicles, equipment, office furniture, copiers, janitorial supplies, etc.

The State of North Carolina Interactive Purchasing System can be found on the web at www.ips.state.nc.us/ips/Default.aspx.

The North Carolina E-Procurement System can be found on the web at <http://eprocurement.nc.gov/>

Blanket Purchase Order

Blanket purchase orders will be issued to selected vendors for the procurement of certain items after competitive pricing has been completed and if budgeted funds are available. Blanket purchase orders are intended to expedite the procurement of frequently needed and repetitious supplies. Blanket purchase orders should be made for goods and services when the amount of clerical or administrative work otherwise involved is impractical. Examples of items procured through a blanket purchase order include: janitorial services, maintenance service contracts, chemicals, automotive parts, and others. Blanket purchase orders will encumber the requesting department's funds for any amounts remaining on the purchase order.

All vendor invoices must be signed by department head or designee indicating receipt of the goods and/ or services. All invoices from blanket purchase orders must be forwarded to Accounts Payable for invoice processing

Emergency Purchases

In cases of emergencies, the Department Head must first obtain approval by email from the Town Manager for the emergency, and then or his/ her designee they may purchase directly from any vendor the supplies or services whose immediate procurement is essential to prevent delays in work which may affect the life, health, safety, or convenience of Town of Franklin employees or citizens. **Not anticipating needs does not constitute an emergency.**

The user department shall exercise good judgment and use established vendors if possible when making emergency purchases. Always obtain the best possible price and limit purchases to those items emergency related. Not anticipating needs does not constitute an emergency situation. First, determine if a true emergency does exist. Second, anticipate needs and avoid emergency situations whenever possible. Emergency orders are always costly. Vendors usually charge top prices if supplies or services must be obtained on an emergency basis.

During working hours, follow standard purchasing procedure as usual as soon as time and the situation permits.

After working hours, the following procedure should be used for emergency purchases: verify funds are available and if needed complete a budget amendment request email and forward immediately to Town Manager and Finance Officer. The packing slip or invoice received should be coded with the account(s) to be charged, signed, and attach a brief explanation of the nature of the emergency and forward to Accounts Payable with the invoice. Emergency purchases, although sometimes necessary, are costly both in time and money. The use of emergency procedures should be limited and will be monitored for abuse.

Sole Source Purchases

In the event there is only one vendor capable of providing a particular good or service, the competitive pricing procedures outlined in this manual may be waived by the Town Manager. Whenever a Department Head decides to purchase goods from a sole source, he/ she shall document on the requisition why only one company or individual is capable of providing the goods required and will provide a sole source letter. The provisions of N.C.G.S. § 143-129 will be followed requiring Council approval for sole source exception for all purchases made at or above statute levels.

Professional Services

Normal competitive procedures are difficult to use in securing professional services such as attorneys, planners, and other professionals who, in keeping with the standards of their discipline, will not enter into a competitive bidding process. When an agreement between a professional service company and the Town is established, a purchase order with the proposed amount shall be issued to satisfy accounting and statutory requirements. Purchases from professionals shall otherwise follow N.C.G.S. § 143-64.31 and 64.32.

Credit Card Purchases

Credit cards exist to provide departments a flexible and efficient way to make small-certain purchases. Credit cards empower the cardholder to acquire necessary materials to conduct business and/ or deliver services in a more convenient and expeditious manner. Credit cards should not be used to procure items or services not directly related to Town business.

Employee Responsibilities

No purchase over \$500.00 shall be made using the credit card without a purchase order. Credit cards assigned to employees or management have approval limits set by Finance Director-Town Manager.

1. The credit card that each cardholder receives shall be the responsibility of the cardholder. The cardholder may make transactions on behalf of others in their department/division; however, the cardholder is responsible for all purchases charged to their card.
2. Payment for a purchase shall not be split into multiple transactions to stay within the purchase order limit.
3. The cardholder is responsible for maintaining receipts of all card transactions and submitting all receipts to accounts payable. Receipts are required for all purchases. Failure to submit receipts in a timely manner may result in the cardholder losing the privilege of using a Town credit card.

4. Credit cards may be used for lodging and for training/ professional activities. Cardholders should consult the Town's Travel Policy for more information.

Receipts and Receipt Submission

Receipts should be collected and kept for all transactions. If a detailed receipt is not obtained from the vendor, a memo for a Lost/ Missing Receipt should be prepared and a detailed list of what was purchased will be required. Repeated lost or missing receipts may result in a cardholder losing the privilege associated with a Town credit card. A detailed receipt or detailed memo must be provided for all purchases.

Unauthorized Purchases

Certain items should not be purchased by Town employees. Any of the following items listed below have been deemed inappropriate for purchase by Town employees:

1. Personal purchases ~~or for personal identification~~
- ~~2. A single purchase that exceeds the cardholder's single purchase limit~~
- ~~3.2. Cash advances~~
- ~~4.3. Gift Cards~~
- ~~5.4. Alcoholic beverages~~
- ~~6. Purchase of in-room movies during a hotel/ motel stay while on Town business~~

Consequences of Improper Use

A cardholder who makes unauthorized purchases or carelessly uses a credit card will be liable to The Town of Franklin for the total dollar amount of such purchases plus any administrative fees charged by the bank or card company in connection with the misuse. The cardholder's employment may also be terminated and will be subject to legal action.

Cardholders are expected to obtain the best prices available on purchases. Purchase of an item above market prices where the vendor gives the employee any form of gift, bonus, or premium whether in the form of cash or merchandise is considered a kickback, is illegal, and can result in disciplinary action up to and including termination of employment and lawful prosecution. Town policy strictly forbids anything in exchange for making a purchase.

Purchases not requiring a Purchase Order

Advertising (legal ads, radio announcements, etc.)

Annual dues & memberships

[Bulk Oil](#)

Claim payments (citizens filing for damages/reimbursement)

[Contracts \(Fully executed and pre-audited\)](#)

Debt payments or Lease payments

Insurance premiums

Land purchases, including easements

Medical Examinations

[Fees required by Law \(EG NCDMV, NCDEQ, etc.\)](#)

Off Road Diesel Fuel

Petty cash & Replenishing funds (for events or festivals)

Professional services ([specific to](#): auditor, insurance, and legal)

Town of Franklin
Purchasing Policy and Procedure Manual

Postage permits and expenses

Refunds

Travel accommodations & Meal reimbursements

Tuition fees & registration fees for educational & training purposes

Utilities (Electricity, telephone, cable, internet, gas, trash)

These purchases require the appropriate Department Head's ~~preaudit approval signature and the expense account number on the Invoice~~approval and verification of budgeted funds available.

Purchase Order/Spending Cut off Date

In preparation for the annual audit and the fiscal year-end, it is necessary that the Town impose a spending deadline annually. Management will issue a memo each year with the cutoff date for credit cards and all spending. The spending deadline will not pertain to: normal recurring monthly expenses, emergency purchases or emergency repairs (as approved in writing by the Town Manager).



Agenda Item – Town Council

Meeting Date: September 8, 2026

Agenda Item #: 8-B

Department/Agency: Administration/Streets

Subject Matter: Request approval to add approximately 400 feet of Mimosa Drive as a town-maintained street

Department Head's Comments/Recommendation: Recommend Approval.

Town Manager's Comments/Recommendation: Recommend Approval.

The Town Manager received an email from a citizen on Mimosa Drive regarding potholes and drainage issues. The portion of Mimosa Drive in question was never added to the total street length by the developer. The developer did build the extension to the Town's specifications. This portion of Mimosa Drive connects to Dale Drive further up Mimosa Drive via a dirt road section as a potential entrance and exit route for both Mimosa and Dale Drives. The request is not to take over the entirety of this connection, only the existing paved area which is approximately 400 feet. The plat is included showing the appropriate ROW and paved street. There should have been a New Street Acceptance Form completed when the two homes were added in 2023, but none was completed.

The two properties and homes currently utilizing this private portion of street both have addresses on Mimosa Drive. Mimosa Drive is within the town limits and the Town does maintain the remainder of Mimosa Drive.

Suggested Motion: If favorable – approve the addition of approximately 400 feet of Mimosa Drive as a town-maintained street, as presented.

Attachments: Yes X No

Action Taken: _____

----- Forwarded message -----

From: **Coral Wheeler** <coralwheeler1@gmail.com>

Date: Mon, Aug 3, 2026 at 3:02 PM

Subject: Re: Potholes on Mimosa Drive

To: Amie Owens <aowens@franklinnc.com>

Hello Amie,

I would love it if you would proceed with the request.

Thank you,

Sincerely,
Coral Wheeler

On Mon, Aug 3, 2026 at 2:56 PM Amie Owens <aowens@franklinnc.com> wrote:

Good afternoon, Ms. Wheeler.

I understand your frustration.

The roadway where your property is located was never added to Mimosa Drive by the developer, it was brought up to the Town's standards, but paperwork was not completed. On the map that you included, the yellow lines delineate the Town's street boundaries. This is why Chris responded that we could not patch those holes, because it is not a town street. At this point, it is considered a private drive and maintaining the road would be the property owner's responsibility.

What I can offer is assistance in submitting a request to the Town Council for their review and consideration to take over this portion of the street, but I cannot authorize it myself. This request would be heard at the September 8th regular Town Council meeting.

Please let me know if you wish to proceed with the request.

Thank you,
Amie

On Mon, Aug 3, 2026 at 1:55 PM Coral Wheeler <coralw.rosenthals@icloud.com> wrote:

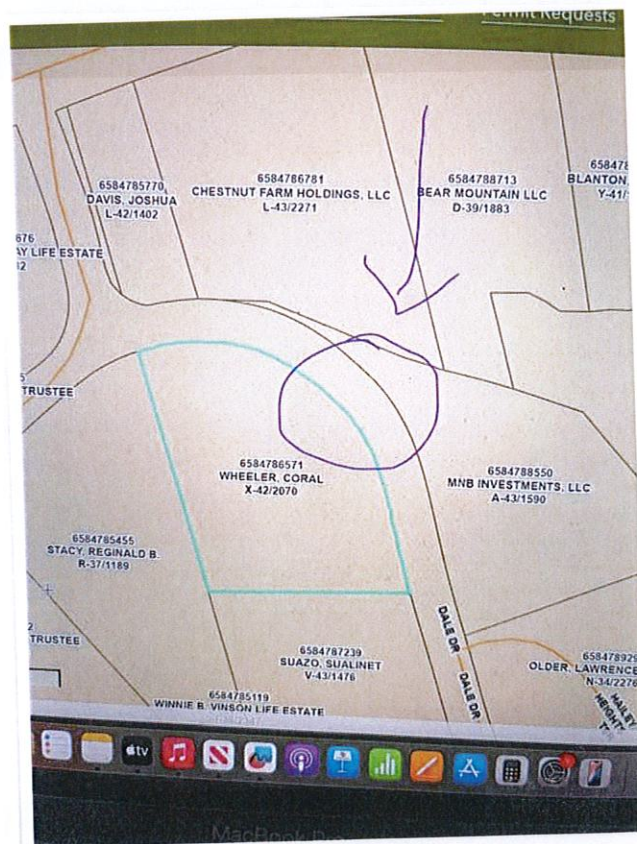
Hello Amanda!!!

A couple of months ago, you kindly connected me with Chris Waldroop regarding a few issues on Mimosa Drive.

Chris promptly got in touch with me regarding some of the photos I submitted. He kindly addressed a few of these issues. However, he mentioned that the potholes in front of 26 Mimosa Drive and in front of my house (38 Mimosa Drive) is beyond his

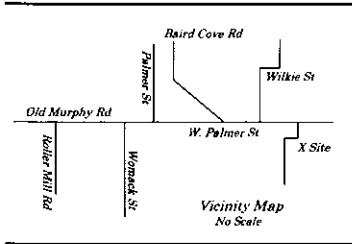
My question is, who would be responsible for this part of the road? Our community is not part of an HOA. I don't understand that if our addresses is still on Mimosa Drive, why wouldn't it be taken care of? Can an exception be made since the road is part of Mimosa and it's paved until it hits Dale Drive? I've enclosed a photos of the Macon County GIS.

Sincerely,
Coral Wheeler
38 Mimosa Drive
[828 507 4553](tel:8285074553)









1. This survey is based on deed and existing monumentation as shown.
2. Parcel may be subject to easements, rights-of-ways, reservations and restrictions written and unwritten; recorded and unrecorded.
3. The certification shown hereon is not a certification of title, zoning or freedom from encumbrances.
4. This survey was prepared without benefit of abstract title and all matters of title should be referred to an attorney-at-law.
5. All distances are horizontal unless otherwise noted.
6. Property has not been inspected for wetlands or flood hazards.
7. All adjoining property information was taken from current land records information as of date of survey but it should be noted that all public land records information may not be current or up to date.

I, Aaron Garrett, certify.

G.S. 47-30 (1) (1) (1). This survey is of an existing parcel or parcels of land and does not create a new street or change an existing street.

Signature *Aaron Garrett*



I, Aaron Garrett, certify that this plat was drawn under my supervision from an actual survey made under my supervision, recorded in (see deed references located in title block) that the boundaries not surveyed are clearly indicated; that the ratio of precision as calculated is 1:10,000; that the Global Positioning System (GPS) and the following information was used in the GNSS survey:

Class of Survey: B
Positional Accuracy: 0.12
Type of GPS Field Procedure: RTN
Dates of Survey: 03/30/23
Datum/Epoch: NAD83 (NSRS 2011)/2010
Published/Fixed Control: NC CORS
Geoid Model: Geoid 12b
Combined Grid Factor(s): 0.999779153785
Units: US Survey Feet

that this plat was prepared in accordance with G.S. 47-30 as amended.
Witness my original Signature, Registration Number and Seal this 3rd day of April, AD 2023.

Aaron Garrett
L-4967



State of North Carolina
County of Macon

I, *Michael R. Seay*, Review Officer of Macon County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Michael R. Seay
Review Officer
4-12-23
Date

Zoning Certificate of Approval

The proposed boundary line adjustment (subdivision) depicted herein is in conformance with the requirements of the Unified Development Ordinance of the Town of Franklin and is hereby approved for recording in the Office of the Registrar of Deeds of Macon County.

Land Use Administrator
4/4/23
Date

Legend

- Mag Nail (S)
- ▲ Rebar (F)
- △ 5/8" Rebar (S)
- Iron Pipe (F)
- Point (Not Set)
- Utility Pole
- CL Centerline
- N/F Now or Formerly
- DB Deed Book
- PG Page
- PC Plat Card
- SL Slide
- R/W Right of Way
- (S) Set (F) Found (T) Total
- NTS --- Not to Scale
- Survey Line
- Overhead Utility Lines
- Tie Line
- Deed Line (Not Surveyed)
- ⊗ Well

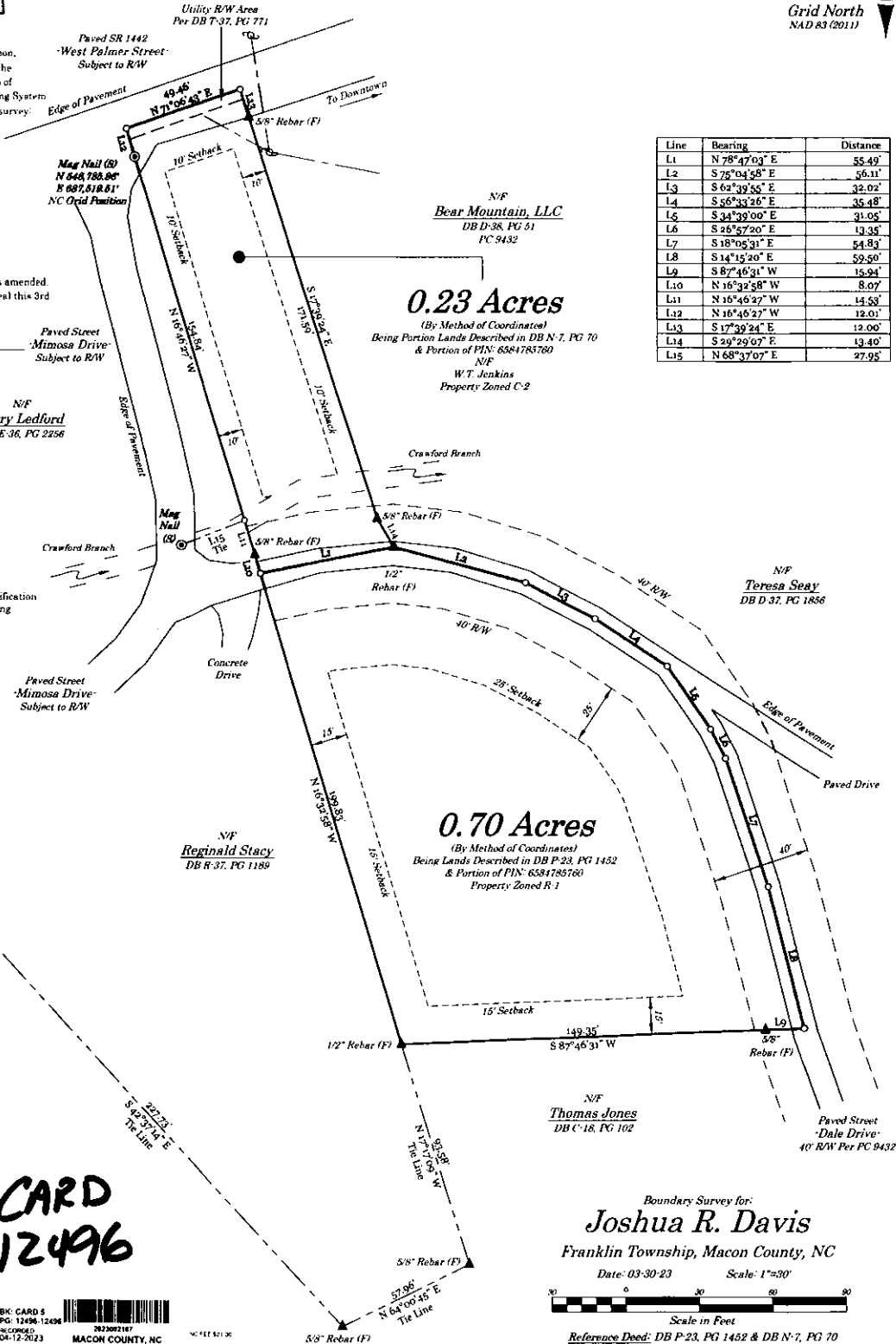


**CARD
12496**



BK: CARD 5
PG: 12496-12498
RECORDED
04-12-2023
03:27:48 PM
BY: TODD RABY
REGISTERED DEEDS

NC 47-30



Line	Bearing	Distance
L1	N 78°47'03" E	55.49'
L2	S 75°04'58" E	56.11'
L3	S 62°39'56" E	32.02'
L4	S 56°33'26" E	35.48'
L5	S 34°39'00" E	31.05'
L6	S 26°57'20" E	13.35'
L7	S 18°06'31" E	54.83'
L8	S 14°15'20" E	59.60'
L9	S 8°46'31" W	15.94'
L10	N 16°32'58" W	8.07'
L11	N 16°46'27" W	14.53'
L12	N 16°46'27" W	12.01'
L13	S 17°39'24" E	12.00'
L14	S 29°29'07" E	13.40'
L15	N 68°37'07" E	27.95'

Boundary Survey for:
Joshua R. Davis
Franklin Township, Macon County, NC
Date: 03-30-23 Scale: 1"=30'
Reference Deed: DB P-23, PG 1452 & DB N-7, PG 70
PIN: 6584785760
Current Owner: Billy & Barbara McDaniels & W.T. Jenkins



Agenda Item – Town Council

Meeting Date: September 8, 2026

Agenda Item #: 8-C

Department/Agency: Planning/Town Council

Subject Matter: Resolution Adopting the Updated Clay Macon Hazard Mitigation Plan.

Department Head's Comments/Recommendation: Recommend Approval

Town Manager's Comments/Recommendation: Recommend Approval

Every five years, per state statute, the Clay Macon Hazard Mitigation Plan requires review and/or updating.

The purpose of the Clay Macon Regional Hazard Mitigation Plan is to:

- o Completely update the existing Clay Macon Regional Hazard Mitigation Plan to demonstrate progress and reflect current conditions;
- o Update plan in accordance with Community Rating System (CRS) requirements;
- o Increase public awareness and education;
- o Maintain grant eligibility for participating jurisdictions; and
- o Maintain compliance with state and federal legislative requirements for local hazard mitigation plans.

Due to the size of the document (444 pages), it is not included in the packet, but can be accessed via the following link on the Town of Franklin website:

<https://franklinnc.com/services/planning/index.php>

Suggested Motion: If favorable, approve the Resolution and the updated plan, as presented.

Attachments: Yes X No

Action Taken: _____

**TOWN OF FRANKLIN
RESOLUTION ADOPTING THE CLAY MACON REGIONAL
HAZARD MITIGATION PLAN**

WHEREAS, the citizens and property within the Town of Franklin are subject to the effects of hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the county are particularly vulnerable to drought, extreme heat, hailstorm, hurricane and tropical storm, lightning, thunderstorm wind/high wind, tornado, winter storm and freeze, flood, hazardous material incident, and wildfire; and

WHEREAS, the Town of Franklin desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Article 5, Section 160D-501 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000, as amended, states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five-year cycle; and

WHEREAS, the Town of Franklin has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations and at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management, and that the plans have been updated in accordance with federal laws including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; the National Dam Safety Program Act, as amended; as required under regulations at 44 CFR Part 201, and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; and

WHEREAS, it is the intent of the Town Council of the Town of Franklin to fulfill this obligation in order that the Town of Franklin will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the Town of Franklin;

NOW, THEREFORE, be it resolved that the Town Council of the Town of Franklin hereby:

1. Adopts the 2026 Clay Macon Regional Hazard Mitigation Plan.
2. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

Adopted this the 8th Day of September, 2026.

TOWN OF FRANKLIN

Stacy J. Guffey, Mayor

Attest:

Nicole Bradley, Town Clerk



Agenda Item – Town Council

Meeting Date: September 8, 2026

Agenda Item #: 8-D

Department/Agency: Code Enforcement/Legal

Subject Matter: Request Adoption of an Ordinance Ordering the Town Code Enforcement Officer to Cause the Dwelling Located Upon the Property at 185 Rogers Road to be Vacated, Closed and Demolished

Department Head's Comments/Recommendation: Recommend Approval

Town Manager's Comments/Recommendation: Recommend Approval

185 Rogers Road – Minimum Housing Case – this has been an ongoing case for multiple months with continued lack of compliance from the property owner. The timeline of events is below:

- 01-02-2026 Case Opened
- 01-05-2026 Admin Inspection Warrant Served / Inspected
- 01-05-2026 Notice of Violation Sent
- 01-20-2026 Minimum Housing Hearing (Property Owner Did Attend)
- 01.27.2026 Determination Letter Sent (45 Days given for Compliance)
- 03-17-2026 Case Sent to Town Attorney John Henning, Jr. for further review and advice

Suggested Motion: Await Town Council action.

Attachments: Yes ____ No X

Action Taken: _____

Ordinance No. 2026-005

**AN ORDINANCE
ORDERING THE TOWN CODE ENFORCEMENT OFFICER TO CAUSE THE
DWELLING LOCATED UPON THE PROPERTY AT 185 ROGERS ROAD TO
BE VACATED AND CLOSED, AND DEMOLISHED**

WHEREAS, pursuant to Chapter 160D, Article 12 of the North Carolina General Statutes, and based upon the finding of the Board of Aldermen that there exist within the Town of Franklin dwellings in conditions inimical to the health, safety and welfare of the Town and its citizens, the Town of Franklin has duly adopted a Minimum Housing Code (the “Code”), codified in Chapter 157 of the Town Code of Ordinances;

WHEREAS, pursuant to the regulations set forth in the Code, the Town Planner is charged with the duty to investigate dwellings in the Town and its Extraterritorial Jurisdiction (ETJ) upon receiving written complaint from five or more citizens, or upon his own motion, to hold hearings with the owners of dwellings found to be out of compliance with the regulations and to charge such owners whose dwellings found not to be in compliance to either repair them if the same may be accomplished at a cost less than half of the value of the property, or to remove and demolish the same if they cannot be so repaired;

WHEREAS, pursuant to §157.036(B)(6), the Town Planner is authorized to appoint and fix the duties of such officers, agents and employees as he deems necessary to assist in carrying out the purposes of the Code, for which purposes the Town Planner previously designated a Code Enforcement Officer to carry out the Town Planner’s duties under the Code;

WHEREAS, the duly designated Code Enforcement Officer duly inspected the property listed in Section 1 below (the “Property”), and after providing notice to the owner of the Property, concluded that the dwelling located upon Property could not be repaired such that it would comply with the requirements of the Code without expenditure exceeding 50% of the dwelling and was therefore dilapidated, and therefore ordered the owner to demolish and remove the dwelling within 90 days thereof to bring it into conformity with the Code; and

WHEREAS, the owner of the Property has failed to comply with the order of the Town Code Enforcement Officer, and pursuant to N.C. Gen. Stat. § 160D-1203 and Minimum Housing Code § 157.38(C) it is necessary for the Town Council to adopt an ordinance to instruct the Town Code Enforcement Officer to order the dwelling upon the Property to be demolished.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Franklin that:

Section 1. Property: The Property affected by this ordinance is located at 185 Rogers Road, within the extraterritorial jurisdiction of the Town of Franklin.

Section 2. The Code Enforcement Officer, as designee of the Town Planner, properly concluded after due inspection and review that the dwelling upon the Property was dilapidated, provided due notice to the owner of the Property of a hearing to be held on January 20, 2026 which the Property owner attended in person, and proceeded to provide notice of her final determination and order by letter dated January 27, 2026, ordering the dwelling demolished within 45 days as permitted by the Code. The owner of the Property has failed to comply with the order of the Code Enforcement Officer within the 45-day time provided. A copy of the Code Enforcement Officer's findings and order is attached hereto as Exhibit A.

Section 3. The Town Code Enforcement Officer is hereby directed pursuant to N.C. Gen. Stat. § 160D-1203(5) to cause the dwelling located upon the Property to be demolished. This Ordinance shall be recorded in the Office of the Register of Deeds for Macon County and shall be indexed in the name of the property owner in the grantor index.

Section 4. This Ordinance is effective upon its adoption; it shall be maintained by the Town Planner and produced as required to obtain the necessary legal process to carry out its intent, and shall be conclusive evidence of the act of the Town Council. This Ordinance shall be classified as a special ordinance of the Town, and shall not be codified in the Town's Code of Ordinances.

ADOPTED: This 8th day of September, 2026, upon motion by Council Member _____, seconded by Council Member _____, and having been approved by a vote of ___ in favor and ___ against.

ATTEST:

TOWN OF FRANKLIN

Nicole Bradley, Town Clerk

Stacy J. Guffey, Mayor



Agenda Item – Town Council

Meeting Date: September 8, 2026

Agenda Item #: 9-A

Department/Agency: Ordinance Review Committee

Subject Matter: Request Adoption of Utility Service Refunds Policy

Department Head's Comments/Recommendation: N/A

Town Manager's Comments/Recommendation: Recommend Approval

The Town Council has been approached on several occasions related to refund of tap and system development (availability) fees by developers. The town did not have a policy related to refunding of these fees that included specific criteria and the Town Council had to make a decision for each request. The Ordinance Review Committee met on June 29, 2026 to discuss the proposed utility service refunds policy and the draft is included for review.

Following the August 3, 2026 meeting, there was a request to include language that addresses a limitation period to avoid any future issues.

Suggested Motion: If favorable, adopt the Utility Service Refunds Policy, as presented.

Attachments: Yes X No

Action Taken: _____

Town of Franklin

Utility Service Refunds Policy

A. Residential Accounts

Applications for new water service accounts for renters require either a satisfactory credit check, or a deposit of \$100 for good credit, \$150 for fair credit, or \$200 for fair credit, or lack of credit history. Upon termination of service, provided that the account is paid in full, the deposit will be refunded to the account holder.

B. Tap and Availability Fees

Extensions of water and sewer service to new locations require payment of a tap fee and a system development (availability) fee. All fees are set on an annual basis in the Town's budget ordinance; it represents the Town's personnel expenses incurred to perform water and sewer taps, install meters, and to purchase necessary equipment, materials, and accessories. System development fees are authorized by Chapter 162, Article 8 of the North Carolina General Statutes, and are calculated on a periodic basis as provided therein to recoup costs incurred by the Town to provide existing facilities serving new development. Tap and system development fees represent actual costs to the Town and its system, and failing to charge such fees constitutes a burden on the Town's existing customers. **It is therefore the Town's general policy that refunds are not available, except as provided in this policy.**

In the event that new development requiring payment of tap and system development fees is not completed, the applicant may apply to the Town Manager for a refund, which the Town Manager may approve on the following bases:

1. **Application Procedure**: The applicant must apply to the Town Manager in writing, and must demonstrate that the fees paid are refundable on the grounds set forth in this policy
2. **Services Eligible for Refund**: In order to protect the Town from out-of-pocket expenses that larger services incur, only residential services with a size of 1 inch or less are eligible for a refund of tap and system development fees. Application for a refund must be received within three (3) years of initial payment. **Fees collected for any larger-sized service are not eligible for refunds.**
3. **Tap fees**: If any portion of the tap fee has already been expended in preparation for establishing service, those amounts are subject to refund only if the Town Manager determines, in consultation with the Town Public Works Director, that any equipment purchased for the applicant is useful for other purposes.

4. **System Development Fees**: System development fees for applications that are eligible under this policy will be refunded.

Adopted: August 3, 2026
Revised: September 8, 2026
Maintained by: Town Manager



Agenda Item – Town Council

Meeting Date: September 8, 2026

Agenda Item #: 10 A-D

Department/Agency: Human Resources/Tax Collections-Events/Fire Department/
Fleet Department

Subject Matter: Quarterly Departmental Reporting

Department Head's Comments/Recommendation: N/A

Town Manager's Comments/Recommendation: N/A

As a suggestion from Town Council, department directors will be providing quarterly updates to the Council. Monthly reports will still be provided as part of the agenda packet, but this will provide the opportunity to address the Council directly and answer any questions that the Town Council Members may have.

Suggested Motion: N/A – received for information only

Attachments: Yes ____ No X

Action Taken: _____

Monthly Reports

Memo

To: Amie Owens
From: Finance Office
Date: September 2, 2026
Re: Monthly Department Report

Report for August 2026

- ❖ Auditors were on site for final field work the week of August 3rd. Audit work is moving well and on target to be completed in advance of the deadline.
- ❖ **Sales & Use Tax Revenue** received in August 2026 was \$159,315.16 (this is an increase of 6.5% over August 2025). We have currently collected 139% of our budgeted collections amount for the current fiscal year with 1 month worth of revenue left to collect.
- ❖ Attached are Budget Reports for an overall view of Revenues and Expenditures for General, Fire, and Water & Sewer Funds at this time.

*Sarah R. Bishop
Town of Franklin
Finance Officer
828-524-2516 Ext. 304*



Franklin, NC

Budget Report

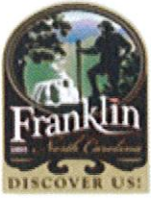
Group Summary

For Fiscal: 2026-2027 Period Ending: 08/31/2026

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance		Percent Remaining
						Favorable (Unfavorable)	Remaining	
Fund: 10 - GENERAL FUND Expense	7,455,296.00	7,487,815.33	451,446.39	1,023,391.82	222,457.83	6,241,965.68	83.36%	
	7,455,296.00	7,487,815.33	451,446.39	1,023,391.82	222,457.83	6,241,965.68	83.36%	
Fund: 10 - GENERAL FUND Total:								
Fund: 28 - FIRE Expense	1,785,443.00	1,791,443.00	97,013.07	250,318.37	91,192.74	1,449,931.89	80.94%	
	1,785,443.00	1,791,443.00	97,013.07	250,318.37	91,192.74	1,449,931.89	80.94%	
Fund: 28 - FIRE Total:								
Fund: 60 - WATER AND SEWER Expense	5,485,384.00	5,485,384.00	782,779.86	1,029,135.36	340,664.10	4,115,584.54	75.03%	
	5,485,384.00	5,485,384.00	782,779.86	1,029,135.36	340,664.10	4,115,584.54	75.03%	
Fund: 60 - WATER AND SEWER Total:								
Report Total:								
14,726,123.00 14,764,642.33 1,331,239.32 2,302,845.55 654,314.67 11,807,482.11 79.97%								

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance		Percent Remaining
						Favorable (Unfavorable)		
10 - GENERAL FUND	7,455,296.00	7,487,815.33	451,446.39	1,023,391.82	222,457.83	6,241,965.68		83.36%
28 - FIRE	1,785,443.00	1,791,443.00	97,013.07	250,318.37	91,192.74	1,449,931.89		80.94%
60 - WATER AND SEWER	5,485,384.00	5,485,384.00	782,779.86	1,029,135.36	340,664.10	4,115,584.54		75.03%
Report Total:	14,726,123.00	14,764,642.33	1,331,239.32	2,302,845.55	654,314.67	11,807,482.11		79.97%



Franklin, NC

Budget Report

Group Summary

For Fiscal: 2026-2027 Period Ending: 08/31/2026

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 10 - GENERAL FUND						
Revenue	7,455,296.00	7,487,815.33	358,782.13	441,128.36	-7,046,686.97	94.11%
Fund: 10 - GENERAL FUND Total:	7,455,296.00	7,487,815.33	358,782.13	441,128.36	-7,046,686.97	94.11%
Fund: 28 - FIRE						
Revenue	1,785,443.00	1,791,443.00	73,326.57	76,001.57	-1,715,441.43	95.76%
Fund: 28 - FIRE Total:	1,785,443.00	1,791,443.00	73,326.57	76,001.57	-1,715,441.43	95.76%
Fund: 60 - WATER AND SEWER						
Revenue	5,485,384.00	5,485,384.00	467,110.10	938,099.33	-4,547,284.67	82.90%
Fund: 60 - WATER AND SEWER Total:	5,485,384.00	5,485,384.00	467,110.10	938,099.33	-4,547,284.67	82.90%
Report Total:	14,726,123.00	14,764,642.33	899,218.80	1,455,229.26	-13,309,413.07	90.14%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
10 - GENERAL FUND	7,455,296.00	7,487,815.33	358,782.13	441,128.36	-7,046,686.97	94.11%
28 - FIRE	1,785,443.00	1,791,443.00	73,326.57	76,001.57	-1,715,441.43	95.76%
60 - WATER AND SEWER	5,485,384.00	5,485,384.00	467,110.10	938,099.33	-4,547,284.67	82.90%
Report Total:	14,726,123.00	14,764,642.33	899,218.80	1,455,229.26	-13,309,413.07	90.14%

Memo

To: Amie Owens
From: Main Street Program
Date: September 2, 2026
Re: Monthly Department Report

Report for August 2026

- ❖ Main Street Executive Director, Devon Dupuis has had a great start with building the structure for the Main Street Program. She will update at the meeting.
- ❖ Work is continuing with Alison Smith with the NC Main Street & Rural Planning Center on the Strategic Downtown Economic Development Plan. The work group meets again on September 22nd.

*Sarah R. Bishop
Town of Franklin
Finance Officer
828-524-2516 Ext. 304*

To: Town Council
From: Justin Setser, Fire Chief
Date: August 1, 2026 – August 31, 2026
Subject: Fire Department Monthly Report – August

Calls

Franklin Fire and Rescue responded to 154 calls for service in month.

Structure Fires 1
Vehicle Fires 2
Vehicle Accidents 1
Medical Alarms 110
Fire Alarms 15
Brush Fires 5
Haz-mat 5
Mutual Aid 4
Cancelled / Good Intent 11

Dept Info

Ten new sets of bunker gear have been ordered and delivery is expected any day.

All officers' positions have been filled by qualified applicants. New volunteer officers are Asst. Chief Carey Patton, Captain Michael Gerra, Lieutenant Clay Gibson and Lieutenant Joe Templeton.

Image Trend software is fully operational now. All training, hydrants, hose testing and inventory has been updated in the new system.

A rescue boat committee has been established to review and develop SOG's and dept plan for future water rescues.

Justin Setser
Fire Chief

To: Town Council
From: Sarah Bishop
Date: July/August 2026
Subject: Planning Monthly Report – July/August

Boards:

Town Planning Board/BOA: No meetings this month.

County Planning Board: Once a Town Planner is hired, they will begin to attend the county planning board meetings.

Code Enforcement:

Land Development Permits: (9) permits were issued.

Sign Ordinance: (1) Sign permit was issued. 56 illegal signs have been removed from ROW.

Sign Violations: N/A

Sign Violations Closed:

Nuisance Ordinance:

Open Cases: 31 Church St.-Grass/weeds, 697 W Palmer St.-Grass, Sawmill Village Ln.-Weeds, 59 Cook St.-Demo Debris, 145 Cook St.-Trash/debris, 10 W Palmer St.-Weeds, 469 Trimont Trail-Tires-trash, 400 Palmer Dr. (Unit 2&3)-Trash/debris, 152 Green St.-Weeds, 9 Dan St.-Grass, 55 Dan St.-Weeds, 275 Tennessee View St.-Trash, 163 Foxfire St.-Trash, 64 Foxfire St.-Grass, 90 Second St.-Grass/trash

Resolves Cases: 180 Love St-Grass/Weeds/Brush, 294 Bidwell-Trash, 348 Bidwell-Grass, 53 Bidwell St-Grass Clippings, 71 W Palmer St-Grass Clippings, 279 Forest Ave-Grass Clippings, 12 Forest Ave-Grass Clippings, 320 Siler Rd-Grass/Weeds, Siler Rd-Grass/Weeds, McCoy St-Grass Clippings, 377 Porter St-Weeds/Grass, 404 Forest Ave-Grass Clippings, 151 Hardwood Dr-Grass Clippings, 144 Ulco Dr-Grass Clippings, 110 Depot St-Weeds, 345 E Main St-Weeds, 217 Pauline Ave-Bush grown into street sign, 90 Hillside St-Grass, 360 First St-Grass Clippings, 268 Cherry St-Grass/Weeds, 20 Cherry St-Grass Clippings, 185 First St-Grass Clippings, 43 Ulco Dr-Grass Clippings, 15 Forest Ave-Grass Clippings, 441 Forest Ave-Grass, 279 Forest Ave-Grass, 24 Commerce St-Grass, 105 Wilkie St-Grass, 587 W Main St-Weeds, 441 Forest Ave-Grass Clippings, 178 Green St-Grass/Weeds, 154 First St-Grass Clippings, 320 Forest Hills Dr-Grass Clippings, Green St-Weeds

Junk / Abandoned Vehicles:

Open cases: 59 Cook St.-(1), 145 Cook St.-(1), 164 Cunningham Rd.-(1), 275 Tennessee View St.-(1)

Resolved Cases:

Minimum Housing: 185 Rogers Rd, 66 Skylark St., 8-114 Macon Center Dr.

Resolved: 69 Doggone Circle, 543 Depot St.

Other Open: Teaberry Ln.-Prohibited R-1 Use

Other Closed: 12 Willow Court-Building Deck with no permit, 3044 Georgia Rd.-freestanding sign with no permit, 24 Commerce St.-Giant realtor building sign

Items to Note: Town Planner interviews were completed in August and an offer has been made. More information to follow.

Sarah Bishop

Assistant Town Manager/Finance Director



Devin Holland
Chief of Police

Franklin Police Department

218 W. Palmer St.
Franklin, NC 28734
Phone: 828.524.2864
Fax: 828.524.2495
Established 1855



Amanda Owens
Town Manager

Police Departmental Report

Start Date 7/29/2026

End Date 08/31/2026

Calls for Service – Type Total Report from Dispatch

Calls for service encompasses a wide variety of police functions to include but not limited to responses to crimes in progress, motor vehicle accident investigations, disturbances, security checks, escorts and other officer-initiated activity.

Event	Event Description	August	July	2026-2027 Fiscal YTD
100	VANDALISM	4	0	4
11	WILDLIFE CALL/VIOLATION	1	0	1
14	MESSAGE/INFORMATION	2	2	4
15	HARASS/THREATEN/STALKING	1	1	2
21	CALL SUBJECT	48	33	81
29	WARRANT/CIVIL PROCESS	9	7	16
29D	DOMESTIC VIOLENCE ORDER	0	0	0
37	SPECIAL ASSIGNMENT	15	40	55
37D	DRONE	0	0	0
37I	CODE INSPECTION/ENFORCEMENT	1	6	7
38	BUSINESS CHECK	193	184	377
38B/38F	BIKE PATROL/FOOT PATROL	3	1	4
39	OPEN DOOR	2	0	2
40	FIGHT IN PROGRESS	1	0	1
43F	FOOT CHASE	0	0	0
43V	VEHICLE CHASE	0	1	1
45	BOMB THREAT	0	0	0
46	BANK ALARM	0	0	0
47	MOTORCYCLE/4wheeler on ROAD	1	0	1
48	RECKLESS/EXCESSIVE SPEED	24	13	37
49	REPORT OF DRAG RACING	0	0	0
5	RELAY OR TRANSPORT	1	4	5
50	VEHICLE ACCIDENT	58	37	95
53	ROADBLOCK	3	0	3
53L	LINES DOWN	0	1	1
53T	TREE DOWN IN ROADWAY	1	0	1
54	HIT AND RUN	5	10	15
55	IMPAIRED DRIVER	8	11	19
56	IMPAIRED INDIVIDUAL	3	2	5
59	DIRECT TRAFFIC/ESCORT	1	1	2
60	SUSPICIOUS PERSON OR VEHICLE	103	83	186

	Event Description	August	July	2026-2027 Fiscal YTD
61	TRAFFIC STOP	183	201	384
62	BREAKING AND ENTERING	2	2	4
62IP	B & E IN PROGRESS	0	2	2
63	INVESTIGATE	43	49	92
64	IDENTITY THEFT/FRAUD	1	5	6
66	CLEAR PARKING LOT	0	0	0
67	PERSON/BODY FOUND	0	0	0
68	LIVESTOCK IN ROADWAY	0	0	0
69	TRESPASSING	10	2	12
70	IMPROPER PKING/ABANDON.CAR	5	4	9
72	SUBJECT IN CUSTODY	1	1	2
72T	PRISONER TRANSPORT	0	0	0
73	MENTAL SUBJECT	5	1	6
73P	PAPERWORK	11	1	12
73T	TRANSPORT MENTAL SUBJECT	0	0	0
75	STOLEN VEHICLE	4	1	5
76	PROWLER	1	0	1
77	LARCENY	12	9	21
78	SHOPLIFTING	5	1	6
79	PUBLIC DISTURBANCE	14	12	26
79N	PUBLIC DISTURBANCE NOISE	2	5	7
80	DOMESTIC DISTURBANCE	14	9	23
82	REPORT OF A WEAPON	2	0	2
83	WELFARE CHECK	43	22	65
83F	ABANDONED/FOUND PERSON	0	0	0
84	REPORTED CHILD ABUSE	0	0	0
84P	CHILD EXPLOITATION -PORN	0	0	0
85	STRANDED MOTORIST	16	11	27
85U	UNLOCK VEHICLE	9	11	20
86	MISSING PERSON	2	1	3
86K	KIDNAPPING/UNLAWFUL CUSTODY	0	0	0
87	MISSING OR RUNAWAY JUVENILE	6	5	11
88B	BRUSH FIRE	0	0	0
88G	GAS LEAK/HAZARDOUS MATERIALS	1	0	1
88H	HAZARDOUS MATERIALS	0	1	1
88M	MISCELLANEOUS FIRE/EXPLOSION	0	0	0
88P	POWER POLE ON FIRE	1	1	2
88S/V	STRUCTURE FIRE/VEHICLE FIRE	0	0	0
88SP	SEARCH FOR A MISSING PERSON	0	0	0
89	ANIMAL CALL	6	2	8
89B	ANIMAL BITE	0	0	0
90	ALARM	40	29	69
91	KEEPING THE PEACE/EVICTION	0	0	0
95	DRUG CHECK	7	2	9
96	ASSAULT	0	2	2
97	SEXUAL ASSAULT/RAPE	0	1	1
99	INVESTIGATE 911 HANGUP	6	18	24
C4	CPR IN PROGRESS	0	0	0

Event Description		August	July	2026-2027 Fiscal YTD
C5	DOA	1	0	1
C10	POSS SUICIDE	3	0	3
MA	MED ALARM	0	0	0
MED	MEDICAL CALL	1	0	1
MED-04	BACK PAIN	0	0	0
MED-05	BLEEDING-LACERATIONS	0	0	0
MED-06	BREATHING PROBLEMS	0	2	2
MED-10	CHEST PAIN	0	0	0
MED-11	CHILD BIRTH- OBSTETRICS	0	0	0
MED-12	CHOKING	0	0	0
MED-14	CONVULSIONS-SEIZURES	1	0	1
MED-15	DIABETIC PROBLEMS	0	0	0
MED-17	ELECTROCUTION	0	0	0
MED-19	FALLS-BACK INJURIES	1	1	2
MED-21	HEADACHE	0	0	0
MED-22	HEART PROBLEMS	0	0	0
MED-24	HEAT EXPOSURE	0	0	0
MED-25	POISON-INGESTION/OVERDOSE	2	0	2
MED-26	MENTAL HEALTH	0	0	0
MED-27	SICK PERSON	0	1	1
MED-28	STAB-GUNSHOT INJURY	0	0	0
MED-29	STROKE - CVA	0	0	0
MED-30	TRAUMATIC INJURY	0	1	1
MED-31	UNCONSCIOUS/FAINTING	3	1	4
MED-32	UNKNOWN MEDICAL PROBLEM	0	0	0
MED-33	PUBLIC ASSIST	0	0	0
WALK-IN	LOBBY WALK-IN	14	19	33
Totals updated		966	873	1839

Activity Summary By Detail – Franklin Police Department

Incident/Investigation	August	July	2026-2027 Fiscal YTD
11A – Rape	0	0	0
11C – Sexual Assault with an Object	0	0	0
11D – Fondling	1	0	1
13A – Aggravated Assault	0	0	0
13B – Simple Assault	4	3	7
13C - Intimidation	0	0	0
200 – Arson	0	0	0
220 – Burglary/Breaking and Entering	1	0	1
23C – Shoplifting	1	0	1
23D – Theft from a Building	0	0	0
23F – Theft from a Motor Vehicle	0	0	0
23G -Theft of Motor Vehicle Parts or Accessories	0	0	0
23H – All Other Larceny	8	2	10
240 – Motor Vehicle Theft	0	1	1
250 – Counterfeiting/Forgery	0	1	1
26A – False Pretenses/Swindle/Confidence Games	0	0	0

26B – Credit Card/ATM Fraud	0	0	0
26E – Wire Fraud	0	0	0
26F – Identity Theft	0	0	0
280 – Stolen Property Offenses	0	0	0
290 – Destruction/Damage/Vandalism of Property	4	2	6
35A – Drug/Narcotics Violations	14	3	17
35B – Drug Equipment Violations	8	1	9
36B – Statutory Rape	0	0	0
520 – Weapon Law Violations	1	0	1
720 – Animal Cruelty	0	0	0
90A - Bad Checks	0	0	0
90C – Disorderly Conduct	1	0	1
90D – Driving under the Influence	6	2	8
90E -- Drunkenness	1	0	1
90F – Family Offenses, Nonviolent	0	0	0
90G - Liquor Law Violations	1	0	1
90J – Trespass of Real Property	5	2	7
90Z – All Other Offenses	59	44	103
Total Offenses	116	61	177
Total Incidents	61	42	103

Arrests	August	July	2026-2027 Fiscal YTD
11A – Rape	0	0	0
13A – Aggravated Assault	0	0	0
13B – Simple Assault	4	1	5
13C – Intimidation	0	0	0
200 – Arson	0	0	0
220 – Burglary Breaking and Entering	1	0	1
23C – Shoplifting	0	0	0
23F – Theft from a Vehicle	0	0	0
23H – All Other Larceny	2	2	4
240 – Motor Vehicle Theft	1	0	1
250 – Counterfeiting/Forgery	0	0	0
26A – False Pretenses/Swindle/Confidence Game	0	0	0
26F – Identity Theft	0	0	0
280 – Stolen Property Offenses	0	0	0
290 – Destruction/Vandalism of Property	2	0	2
35A – Drug/Narcotic Violations	12	2	14
35B – Drug Equipment Violations	9	1	10
520 – Weapon Law Violations	3	0	3
90C – Disorderly Conduct	1	0	1
90D - Driving Under the Influence	7	2	9
90E – Drunkenness/Liquor Law Violations	2	0	2
90F – Family Offenses Nonviolent	0	0	0
90H – Peeping Tom	0	0	0
90J – Trespass of Real Property	3	3	6
90Z – All Other Offenses	44	19	63
Total Charges	91	30	121
Total Arrests	37	15	52

Citation	August	July	2026-2027 Fiscal YTD
Driving While License Revoked	9	12	21
Expired Registration	3	2	5
Failure to Reduce Speed	2	1	3
DWI	0	0	0
Failure to Stop (Stop Sign/Flashing Red Light)	0	0	0
Improper Transport of Children	0	0	0
Inspection	1	1	2
No Insurance	1	4	5
Other (Infraction)	10	6	16
Other (Misdemeanor)	4	2	6
Possess/Consume Alcohol – Passenger	0	1	1
Running Red Light	2	0	2
Seat Belt	0	0	0
Speeding (Infraction)	3	1	4
Speeding (Misdemeanor)	0	3	3
Unsafe Movement	4	0	4
Secondary Charge	13	14	27
No Operator License	10	11	21
Total Charges	62	58	120
Total Citations	49	44	93

Warning Tickets	August	July	2026-2027 Fiscal YTD
Driver's License	5	4	9
Failure to Yield	3	1	4
Following Too Closely	0	0	0
Improper/No Signal	0	0	0
Improper Equipment	6	0	6
Improper Parking	0	0	0
Improper Turn on Red	0	1	1
Left of Center	1	1	2
Lights	18	0	18
Obstructed Windows	0	20	20
Other	2	0	2
Seatbelt / Child Restraint	0	3	3
Speeding	6	9	15
Stop Sign or Signal	3	7	10
Unsafe Movement	7	2	9
Vehicle Insurance	5	5	10
Vehicle Registration	24	22	46
Total Charges	80	75	155
Total Warnings	71	66	137



TOWN OF FRANKLIN

Post Office Box 1479
Franklin, North Carolina 28744
(828) 524-2516

Public Works August 2026 Monthly Report

July 27, 2026 - August 30, 2026

<u>Issued Service Calls</u>	<u>August</u>	<u>July</u>	<u>2026 YTD</u>
Begin Suspend	0	0	1
Billing Re-Read	69	101	551
Brush Pick Up	6	1	13
Connect	18	8	83
CR Re-read	0	0	2
CR Water Shutoff	0	0	5
Culvert Maintenance	0	0	0
Cutoff/Delinquent Accounts	21	19	195
Data Profile	4	3	33
Deceased Animal Removal	0	0	0
Disconnect	10	8	55
End Suspend	0	1	7
Hydrant Flushing	0	0	1
Inactivate	6	6	30
Leaf Pick Up	0	0	1
Leak Check	9	7	61
Mailing Address Change	5	5	29
Meter Box/Lid Repair	2	0	6
Meter Swap	46	3	324
Miscellaneous	10	4	99
Occupant Change	34	27	242
Pull Meter	0	1	10
Reinstate	0	0	0
Service Action	0	2	12
Sidewalk Repair	0	0	0
Street Repair	0	0	0
Variance Report	22	24	186
Total	262	220	1946
NC 811 Locates	113	90	877
Total	375	310	2823



TOWN OF FRANKLIN

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Water

Installed new 3/4" tap on Roller Mill Road.
Replaced 2" meter and repaired water leak at Holly Haven Apartments.
Repaired 3/4" water leak on Foxfire Street.
Repaired 6" water line break on Brookwood Drive.
Repaired 1.5" water leak on Lakeside Drive.
Camera line at Water Treatment Plant.
Water tank inspections complete.
Public works department assisted meter reader with manual meter reads.
Put on 25 hydrant adapters.
Replaced bad check valve at Maclor Forest pump station.
Hauled dirt, spread mulch, and grass seed at Sunnyside Park.
Maintenance on meter lids for new endpoints.
Completed 10 after hours calls.

Water Treatment Plant

Started removing and replacing old sodium hypochloride chemical feed line.
Replaced the entire pre pac chemical feed line.
Calibrated lab benchtop meters.
Calibrated both pre and post side Ph and turbidity meters on Actiflo.
Calibrated both filter 1&2 turbidity meters and point of entry turbidity meter.
Repaired high service pump 1 motor starter.
Met all sampling permit requirements.

Cross Connection

0 new installed backflow preventors for the cross connection backflow program.
12 tested compliant for the cross connection backflow program.
2 backflows had to be repaired/replaced.



TOWN OF FRANKLIN

Post Office Box 1479
Franklin, North Carolina 28744
(828) 524-2516

Sewer

Cleaned 4,750 ft. of sewer lines.
Installed new 4" sewer tap on Fox Ridge.
Installed new 6" sewer tap on Siler Road.
Camera and ran sewer line on Hillside Street and VanRaalte Street.
Picked up generator and formed pad for concrete at Welcome Center pump station.
Open cut road and replaced 4" sewer line on Mimosa Drive.
Repaired 8" sewer line on West Palmer St and Porter Street.
Pulled pumps to be cleaned at Pressley Road pump station.
Pulled pump at East Franklin pump station for maintenance.
Completed 0 after hours call.

Wastewater Treatment Plant

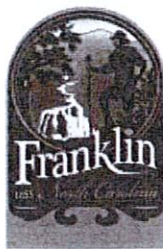
Hauled 123.78 tons of sludge to the landfill.
56 loads of septic discharged at the headworks of the plant.
We treated 21.9 million gallons of water back to the river.
We treated 156,188 gallons of leachate for the landfill.
Bill and Jake are signed up to take their maintenance I & II tests.
WWTP lab is pending certification for bacteriological testing of drinking water.
Met all permit requirements.

Streets

Swept 72 miles of streets.
Watering of Roundabout plantings.
Bathroom project at Sunnyside Park continues.
Right of way mowing continues along Town streets.
2 trees in roadway cleanup.

Respectfully submitted,

Bill Deal
Public Works Director



TOWN OF FRANKLIN

Post Office Box 1479
Franklin, North Carolina 28744
(828) 524-2516

To: Amanda Owens and Town Council
From: Nina Dykes
Utility Adjustments –August 2026

LEAK ADJUSTMENTS

None

RETURNED CHECKS

8/14/2026 – Adjustment for \$96.36.
8/18/2026 – Adjustment for \$65.82.
8/19/2026 – Adjustment for \$65.86.
8/19/2026 – Adjustment for \$380.80.
8/19/2026 – Adjustment for \$35.70.
8/19/2026 – Adjustment for \$35.70.
8/19/2026 – Adjustment for \$70.39.

CONTRACT AGREEMENTS

8/6/2026 – Adjustment for \$644.57.

ADMINISTRATIVE

8/5/2026 – Adjustment for \$75.00.
8/18/2026 – Adjustment for \$9.21.
8/21/2026 – Adjustment for \$194.45.
8/21/2026 – Adjustment for \$257.28.
8/21/2026 – Adjustment for \$398.68.

All adjustments were approved by Public Works Director Bill Deal.
Respectfully submitted,



Nina Dykes

Date: August 31, 2026

To: Amie Owens

From: Sabrina Scruggs

Re: August 2026 Tax Report

For 2026 tax bills \$322,710.26 has been collected.

There are releases.

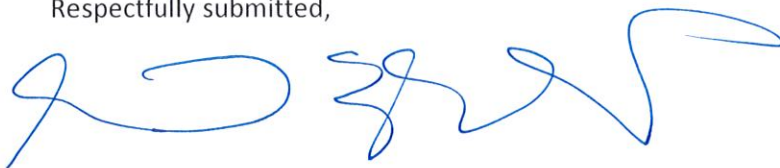
Pickin' on the Square is going well, only three more.

Pumpkinfest application process is closed.

Mailed out 2,334 tax bills.

Please let me know if you have any questions.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sabrina Scruggs', with a stylized, flowing script.

Sabrina Scruggs

Tax Collector

Event Coordinator