



TOWN OF RICHLANDS
Town Board Meeting
January 14, 2025
6:00 PM
AGENDA

I. Meeting Called to Order by Mayor McKinley Smith

II. Pledge of Allegiance

III. Invocation

IV. Adoption of the Agenda

V. Adoption of the Minutes

1. December 2024 Meeting Minutes

VI. Public Comment

VII. Public Hearings

1. Voluntary Satellite Annexation Request

VIII. Old Business

IX. New Business

1. Ordinance 2025-01 (Voluntary Satellite Annexation)
2. Voluntary Agriculture District MOU
3. Help Building Purchase Offer
4. Street Lighting Discussion

X. Administrator Notes and Updates

1. Administrator Notes and Updates

XI. Police Report

1. December 2024 Police Report

XII. Board Member Concerns and Committee Updates

XIII. Personnel

XIV. Closed Session

XV. Adjourn



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item V. - 1.
December 2024 Meeting Minutes

Description:

December 2024 Meeting Minutes.

Review:

Attached are the minutes for the December 10, 2024 Regular Meeting of the Richlands Board of Aldermen.

Action Needed:

Review and adopt the December meeting minutes.

ATTACHMENTS:

Description

- ▣ December 2024 Meeting Minutes

TOWN OF RICHLANDS
NORTH CAROLINA

Office of the
Town Clerk
(910) 324-3301
(910) 324-2324 fax
townclerk@richlandsc.gov

Mailing Address:
P.O. Box 245
Richlands, N.C. 28574



The Richlands Board of Aldermen met in Regular Session on December 10, 2024, at 6:00 pm at the Richlands Town Hall. Present for the meeting were:

Alderman Paul Conner
Mayor Pro-Tem Tom Brown
Alderman Kandy Koonce

Alderman Marilyn Bunce
Mayor McKinley Smith

Absent: Alderman Kent Painter

Also present were:

Gregg Whitehead, Town Administrator
Erin Juhls, Town Clerk
Johnathan Jarman, Public Works Director

Keith Fountain, Town Attorney
William A Horne, Chief of Police
Ben Warren, Onslow County Assistant Manager

There were 3 citizens present.

I. MEETING CALLED TO ORDER:

Mayor McKinley Smith called the meeting to order at 6:00 pm.

II. PLEDGE OF ALLEGIANCE: Alderman Kandy Koonce

III. INVOCATION: Mayor McKinley Smith

IV. ADOPTION OF AGENDA:

Gregg Whitehead, Town Administrator, presented the agenda to the Board.

A **motion** was made by Alderman Kandy Koonce seconded by Alderman Paul Conner to adopt the agenda as presented. The motion was unanimously carried.

V. ADOPTION OF MINUTES (November 12, 2024):

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Marilyn Bunce to approve the meeting minutes of November 12, 2024 with changes. The motion was unanimously carried.

VI. PUBLIC COMMENT: None

VII. PUBLIC HEARING:

1. USDA FINANCING APPLICATION (STREET IMPROVEMENTS):

Mayor McKinley Smith opened the Public Hearing to receive public comment regarding the USDA Financing Application for street improvements.

With no comments, Mayor Smith closed the public hearing.

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

1. ONslow COUNTY YEAR END REPORT:

Onslow County Assistant Manager, Ben Warren addressed the board to provide the Onslow County End of Year Report.

Mr. Warren thanked the board for having him and the following are some of the highlights he presented:

- The county has introduced a new vision and mission statement.
- Strategic focus areas and an overview of the county's strategic plan were developed.
- Community feedback was gathered on the county's strengths, areas for improvement, and priorities for the plan.
- Key accomplishments for FY25 were shared.
- Core values for the county were outlined.

2. CERTIFICATE OF SUFFICIENCY (NON-CONTIGUOUS ANNEXATION):

Now that the Certificate of Sufficiency to voluntarily annex three parcels of land along Ervintown Road has been certified by the Town Clerk, Erin Juhls to be correct and valid, a public hearing needs to be scheduled.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Tom Brown to schedule a public hearing for the next Regular Board of Alderman Meeting. The motion was unanimously carried.

3. BUDGET AMENDMENT #3 (STORMWATER PROJECT):

Town Administrator, Gregg Whitehead presented Budget Amendment # 3 which will properly allocate the \$100,000.00 in additional Powell Bill funds designated for the recently completed Stormwater Project. The use of the additional Powell Bill funds for the project were approved on April 9, 2024.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to approve Budget Amendment # 3. The motion was unanimously carried.

4. **FY 23-24 AUDIT SUMMARY:**

Town Administrator, Gregg Whitehead presented a summary of the FY 2023-2024 Audit performed by Mr. Gregory T. Redman which is incorporated by reference and hereby made part of these minutes. The audit has been submitted to the Local Government Commission and the audit is clean with no findings. The earliest Mr. Redman would be able to attend in person to discuss the audit is during the Board of Alderman meeting in February, so Mr. Redman has provided a summary to the Board.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to accept the audit as presented. The motion was unanimously carried.

The board also agreed that Mr. Redman's attendance at the February Board of Alderman meeting is unnecessary.

5. **USDA FINANCING APPLICATION (STREET IMPROVEMENTS):**

Town Administrator, Gregg Whitehead presented the application for loan funds from the USDA, Rural Development, to seek funding for the proposed street improvement project. Currently, the estimated cost for the project is \$2,900,000.00, which includes construction and engineering. Mr. Whitehead also presented a spreadsheet showing the estimated yearly payments depending on how much fund balance is contributed and the assumption that yearly Powell Bill funds will be utilized to help offset the annual cost.

After some discussion, a **motion** was made by Alderman Kandy Koonce, seconded by Alderman Tom Brown, for the loan amount of \$2,027,258.00 with a one-time \$330,000.00 fund balance contribution which leaves the total yearly payment of \$20,495.77. The motion was unanimously carried.

6. **RESOLUTION 2024-05 (PORNOGRAPHY ON GOVERNMENT DEVICES):**

Town Administrator, Gregg Whitehead presented Resolution 2024-05. General Statute 143-805 requires all public authorities to enact policies that prohibit the viewing or attempted viewing of pornography on public agency networks and devices. The only exception is for official law enforcement purposes. A policy that addresses the requirements of G.S. 143-805 must be adopted by public agencies no later than January 1, 2025.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to approve Resolution 2024-05. The motion was unanimously carried.

7. **2025 BOARD OF ALDERMAN MEETING SCHEDULE:**

Town Administrator, Gregg Whitehead presented the proposed regular meeting schedule of the Board of Alderman. The only change to the regular schedule is the November meeting, which falls on Veterans Day.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Tom Brown, to approve the 2025 Board of Alderman Meeting Schedule. The motion was unanimously carried.

8. VENTERS PARK PROJECT DESIGN QUOTE:

Town Administrator, Gregg Whitehead presented a quote by Fountain Taylor, PE which is incorporated by reference and hereby made part of these minutes. The quote will provide the necessary design and construction plans to bid out construction for the proposed Venters Park restrooms and pavilion. The design quote is \$6,800.00 and does include engineering costs which are not eligible expenses that can be reimbursed by the Rural Transformation Grant fund. The \$330,000.00 in grant funds will be dedicated to the construction costs.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Marilyn Bunce to recuse Paul Conner. The motion was unanimously carried.

A **motion** was then made by Alderman Kandy Koonce, seconded by Alderman Tom Brown to approve the design costs of \$6,800.00. The motion was unanimously carried.

9. NCDOT FOUR-WAY STOP INTERSECTION:

Alderman Tom Brown requested that the Board discuss the decision by NCDOT to Install a four-way stop at the intersection of Wilmington Street and Hargett Street.

Months ago, the town was notified that a four-way stop was being put in at Wilmington and Hargett Streets. North Carolina Department of Transportation requested the town's feedback and Mr. Whitehead notified them that the board was against it.

After a discussion, a **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Kandy Koonce to draft a resolution in opposition to the four-way stop proposed at Hargett and Wilmington Street and that we approve that resolution tonight and have the Town Administrator, Gregg Whitehead submit it to the North Carolina Department of Transportation and our local legislatures. The motion was unanimously carried.

X. ADMINISTRATOR NOTES AND UPDATES:

The Town Administrator, Gregg Whitehead, presented a copy of notes and updates to the Board which is incorporated by reference and hereby made part of these minutes. He also reported on the following:

- Reminded everyone about the Christmas Luncheon on the 19th at Town Hall.
- Everyone should have received an invitation from the Richlands Chamber of Commerce for their event in January.
- Town Hall will be closed December 24th-27th.
- The Richlands Christmas parade will be on Saturday the 14th.
- Wished everyone a Merry Christmas and Happy New Year.

XI. POLICE REPORT:

Chief William A. Horne presented a copy of the Activity Report for November 2024 and is incorporated by reference and hereby made part of these minutes. Chief Horne also reported on the following:

- The new Durango is striped and on the road.
- Taser instructor and certification completed for the Chief and two sergeants.
- The department assisted with the tree lighting on the 7th and will be helping with the Christmas Parade on the 14th.
- Operation Deploy Santa in conjunction with Onslow County Sheriff's Department will be at the Community building this year.
- There was a Governor's Highway Safety Program event last weekend in Holly Ridge.
- A driver's license scanner was purchased with points from the GHSP.
- Everyone completed and passed firearms qualifications.
- Triple T Guns in Wilmington donated 6 patrol rifles to the Police Department.

XII. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:

Alderman Kandy Koonce: Appreciates what everyone has done this year for the town. Hope everyone has a Merry Christmas.

Alderman Paul Conner: Wished everyone a Merry Christmas.

Alderman Marilyn Bunce: Wished everyone a Merry Christmas.

XIII. PERSONNEL: None

XIV. CLOSED SESSION: None

XV. ADJOURN:

With no further business, a **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Kandy Koonce to adjourn the meeting at 7:10 pm. The motion was unanimously carried.

Respectfully Submitted,

Attest:
Erin Juhls, Town Clerk

Mayor McKinley Smith



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item VII. - 1.
Voluntary Satellite Annexation Request

Description:

Voluntary Satellite Annexation Request (Wawa).

Review:

The Board needs to hold a public hearing in order to hear public comment concerning a certified petition requesting the voluntary annexation of certain non-contiguous properties. The properties in question total 2.674 acres and are located along Hwy 258/24 and Ervintown Road. The properties include all of Tax Map # 43A-37.1, Tax Map # 43A-38 and Tax Map # 43A-38.1 as shown on the Annexation Map.

Action Needed:

Hold the hearing.

ATTACHMENTS:

Description

- ☐ Annexation Petition
- ☐ Annexation Map



TOWN OF RICHLANDS Petition Requesting Annexation

DATE: 10-8-2024

RE: Tax Parcel # (s) 042495, 000979, 017488

To the Board of Aldermen of the Town of Richlands:

1. I/We the undersigned owner(s) of real property respectfully request that the tax parcels listed above and the area described in Item 2 below be annexed to the Town of Richlands. Furthermore, I/we do declare and certify that all legal owners of real property in the annexation area have signed this petition in Item 3 below.

2. The area to be annexed is (choose one):

Contiguous to the primary corporate limits of the Town of Richlands. A complete and accurate legal description of the property and a recently prepared survey map are attached.

OR



Not contiguous to the primary corporate limits of the Town of Richlands. A complete and accurate legal description of the property, a recently prepared survey map, and a map showing the area proposed for annexation in relation to the primary corporate limits of the Town are attached. In addition, I/we certify that:

- (A) The nearest point of the property to be annexed is no more than three miles from the primary corporate limits of the Town of Richlands; **and**
- (B) No point of the property to be annexed is closer to the primary corporate limits of another city than to the primary corporate limits of the Town of Richlands; **and**
- (C) The property to be annexed is not a subdivision as defined by N.C.G.S. 160A-376 or if it is that the entire subdivision as defined by this statute is included in the proposed annexation area.

3. I/We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. I/We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. If zoning vested rights are claimed, indicate below and attach proof (copy of a valid building permit, conditional use permit, etc.)

Name (please type or print)	Address (please type or print)	Vested Rights?*(yes or no)	Signature / Electronic Signature
KRISTEN DIETRICH	112 ERVINTOWN RD	NO	
PATRICIA BERRY PRICE	114 ERVINTOWN RD	NO	
MARRICE BERRY	250 HWY 25B	NO	

***If you answer yes, you must attach a detailed description of the right you are claiming; otherwise you will forfeit this right within the Town.**

Number and attach additional pages as needed. Indicate here how many pages are attached: _____

Owner:
DIETRICH KRISTEN

Mailing Address:
112 ERVINTOWN RD
RICHLANDS NC 28574

October 15, 2024

NC PIN:
443213047721

Map Number:
43A-38.1

Parcel ID:
042495



General Information

Total Acres: 0.7
Land Value: \$ 27720
Bldg Value: \$ 70066
Market Val: \$ 97786
Heated Sqft: 904
of Bedrooms: 2
Year Built: 2008
Nbhd Code: 1190
Improv Code: R
Township: RICHLANDS
City Limit: UNINCORPORATED ONSLOW
Fire District: NORTHWEST ONSLOW (RICHLANDS)
Subdivision: NO SUBDIVISION RECORDED
Property Desc: SR 1239
Plat Book: 00NO-SUBDIV

Physical Address:

112 ERVINTOWN RD

WARNING: THIS IS NOT A SURVEY
This map was prepared for the inventory of real property found within jurisdiction, and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public primary sources should be consulted for verification of the information contained on this map. The County and mapping company assume no legal responsibility for the information contained on this map.

Last Sale Info:

Deed Ref: 5573 / 807
Sale Price: \$ 102000
Sale Date: 21-SEP-21



Onslow County
Geographical Information Services
234 NW Corridor Blvd
Jacksonville, NC 28540
(910) 937-1190
gis@onslowcountync.gov



Owner:

PRICE PATRICIA BERRY & MARRICE BERRY
C/O MARRICE BERRY

Mailing Address:

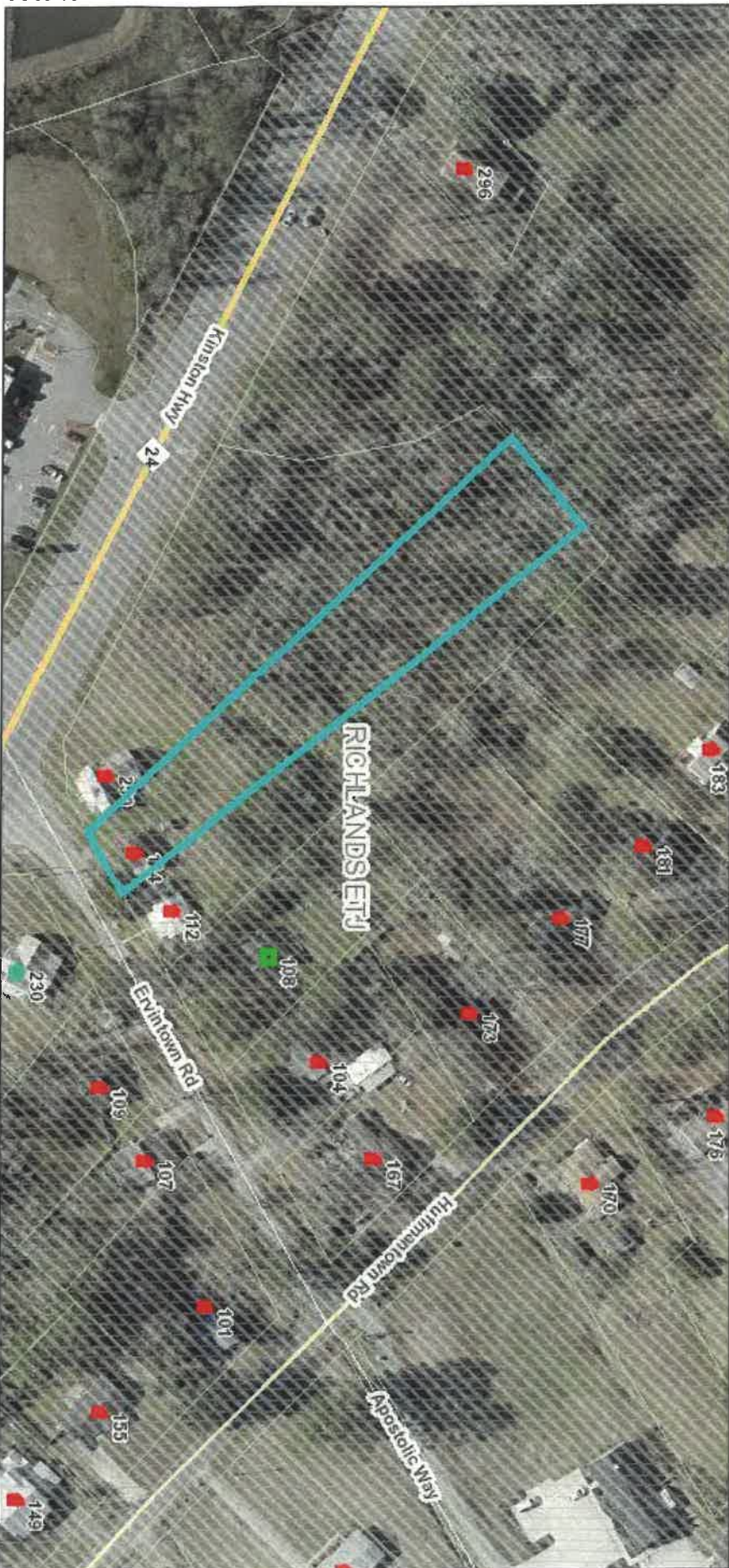
590 COMFORT RD
RICHLANDS NC 28574-6145

October 15, 2024

NC PIN:
443213046658

Map Number:
43A-38

Parcel ID:
000979



Physical Address: 114 ERVINTOWN RD

General Information

Total Acres: 0.9
Land Value: \$ 29160
Bridge Value: \$ 0
Market Val: \$ 29160
Heated Sqft:
of Bedrooms:
Year Built:
Nbhd Code: 1190
Improv Code: V
Township: RICHLANDS
City Limit: UNINCORPORATED ONSLOW
Fire District: NORTHWEST ONSLOW (RICHLANDS)
Subdivision: NO SUBDIVISION RECORDED
Property Desc: SR 1239
Plat Book: 00NO-SUBDIV

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Last Sale Info:

Deed Ref: 18E / 795
Sale Price: \$0
Sale Date: 09-OCT-18



Onslow County
 Geographical Information Services
 234 NW Corridor Blvd
 Jacksonville, NC 28540
 (910) 937-1190
 gis@onslowcountync.gov



Owner:

PRICE PATRICIA BERRY & MARRICE BERRY
C/O MARRICE BERRY

Mailing Address:

590 COMFORT RD
RICHLANDS NC 28574-6145

October 15, 2024

NC PIN:

443213046534

Map Number:
43A-37.1

Parcel ID:
017488



Physical Address: 250 HIGHWAY 258

General Information

Total Acres: 0.99
 Land Value: \$ 173250
 Bldg Value: \$ 0
 Market Val: \$ 173250
 Heated Sqft: 1336
 # of Bedrooms: 3
 Year Built: 1940
 Nbhhd Code: 1134
 Improv Code: C
 Township: RICHLANDS
 City Limit: UNINCORPORATED ONSLOW
 Fire District: NORTHWEST ONSLOW (RICHLANDS)
 Subdivision: NO SUBDIVISION RECORDED
 Property Desc: SR 1239 & US 258
 Plat Book: 00NO-SUBDIV

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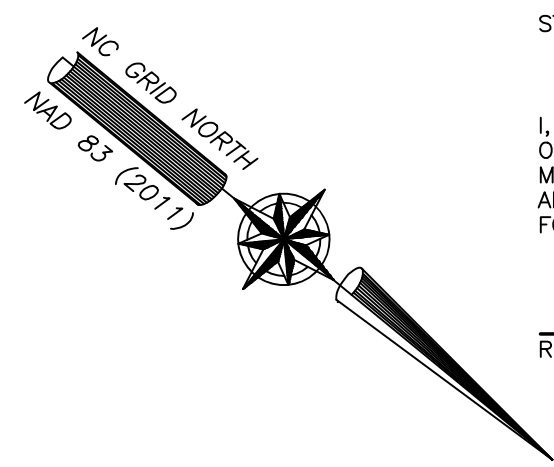
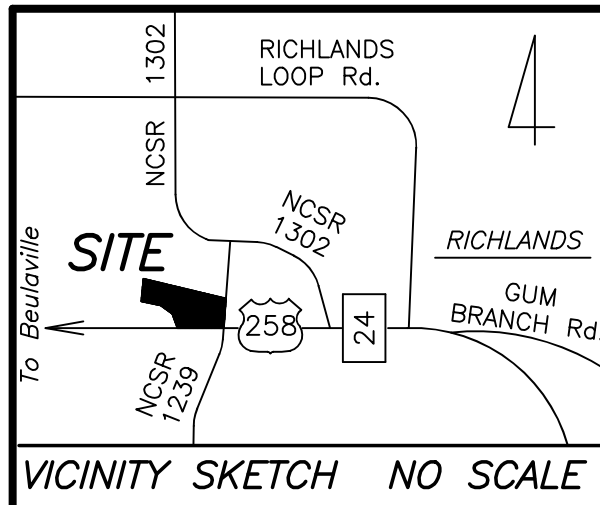
Last Sale Info:

Deed Ref: 18E / 795
 Sale Price: \$
 Sale Date: 09-OCT-18



Onslow County
 Geographical Information Services
 234 NW Corridor Blvd
 Jacksonville, NC 28540
 (910) 937-1190
 gis@onslowcountync.gov





STATE of NORTH CAROLINA, COUNTY of ONSLOW

I, _____, REVIEW OFFICER OF ONSLOW COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER _____ DATE _____

I, _____, TOWN CLERK OF THE TOWN OF RICHLANDS, NORTH CAROLINA, HEREBY CERTIFY THAT ON THE _____ DAY OF _____ 2025, THE BOARD OF ALDERMEN APPROVED THIS PLAT FOR ANNEXATION AND RECORDING.

TOWN CLERK _____ DATE _____

NCGS DISK STAMPED "ONS 81-2001" LOCATED IN CONCRETE GUTTER S.W. EDGE OF US HIGHWAY 258

MAP BOOK _____ PAGE _____

OMEGA K. JARMAN REGISTER OF DEEDS, ONSLOW COUNTY

NOTES

- SUBJECT TO RESTRICTIVE COVENANTS, MAPS, DEEDS AND/OR EASEMENTS OF RECORD, ZONING ORDINANCE, WETLANDS, REVISIONS, AGREEMENTS, STORMWATER PERMITS, TITLE SEARCH, UNKNOWN CEMETERIES OR GRAVES, & UNDERGROUND UTILITIES, IF ANY.
- NO COMPLETE TITLE SEARCH PROVIDED TO SURVEYOR. (THIS MAP DOES NOT CERTIFY OWNERSHIP).
- SUBJECT PROPERTY IS NOT MAPPED WITHIN A 1% ANNUAL CHANCE FLOOD HAZARD AREA PER FIRM 3720443200K, EFFECTIVE DATE: 06-19-2020.
- PER ONSLOW COUNTY GIS, ZONED C-2 & R-8 (Town of Richlands) SETBACKS (ZONE C-2): FRONT 25', REAR 20', SIDE 10'
- ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS UNLESS SHOWN OTHERWISE. COMBINED SCALE FACTOR = 0.99989875
- NC GRID NAD 83 (2011) COORDINATES WERE OBTAINED USING A CARLSON BRX-7 RECEIVER (NCVRS-GPS) CONNECTED TO THE NORTH CAROLINA REAL TIME NETWORK, GEOID 2018, 0.1 FT. GCA. ALL OTHER SURVEYING PERFORMED USING CONVENTIONAL (TOTAL STATION, ETC.) SURVEYING EQUIPMENT (SEE NOTE #8).
- AREA BY COORDINATES.
- THE EAST, SOUTH, AND WEST BOUNDARY LINES AND DASHED TIE LINES WERE COMPUTED AND TAKEN FROM PREVIOUS SURVEY BY ME ON 09-19-2005. SEE M.B. 49, PG. 103. OFFSITE CONTROL POINTS SURVEYED ON 12-12-2023, SEE M.B. 86, PG. 2. THE NORTHERN BOUNDARY LINES WERE SURVEYED 12-03-2024.
- THERE ARE 2 STRUCTURES (OLD HOUSES) LOCATED UPON SUBJECT PROPERTY THAT IS NOT SHOWN ON THIS SURVEY.

LEGEND

- AGS=ABOVE GROUND SURFACE
- BGS=BELOW GROUND SURFACE
- D.B.=DEED BOOK
- EARM=EXISTING ALUMINUM R/W MARKER (IRON REBAR WITH NCDOT ALUMINUM CAP)
- EIP=EXISTING IRON PIPE
- EIR=EXISTING IRON REBAR
- EIROD=EXISTING IRON ROD
- EMN=EXISTING MAG NAIL
- EPK=EXISTING PK NAIL
- FT.=FOOT
- GCA=GRID COORDINATE ACCURACY
- GL=GROUND LEVEL
- IN.=INCH
- JOEMC=JONES ONSLOW ELECTRIC MEMBERSHIP CORP.
- M.B.=MAP BOOK
- N/F=NOW OR FORMERLY
- NMP=NON-MONUMENTED POINT
- RI=REFERENCE IRON
- R/W=RIGHT OF WAY OR C/L=CENTERLINE
- △=CONTROL
- =BOUNDARY LINE
- - -=TIE LINE
- - -=PLOTTED FROM DEEDS OR MAPS

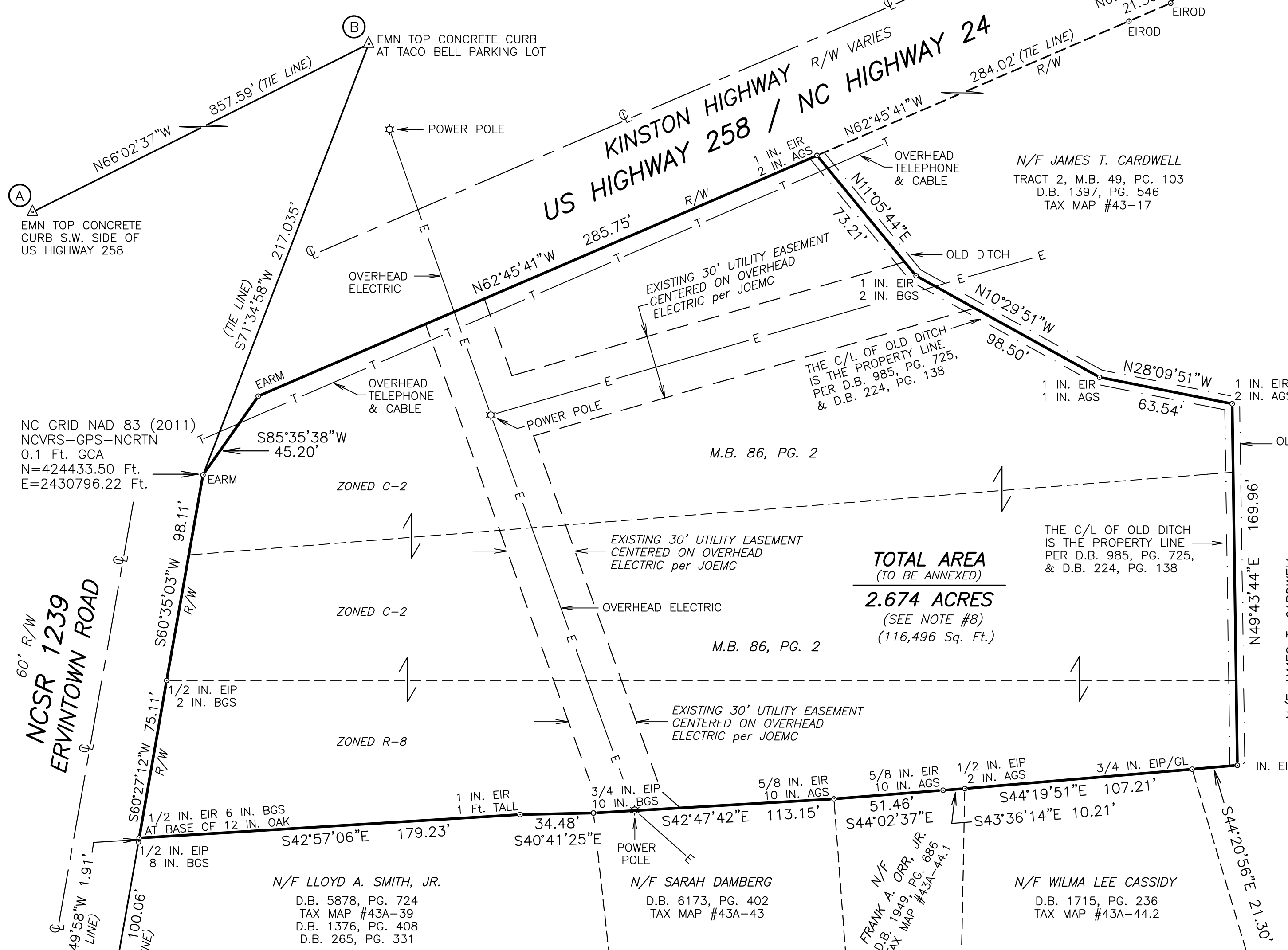
REFERENCES

- M.B. 86, PG. 2
- D.B. 5573, PG. 807
- TAX MAP #43A-38.1 18E/795
- D.B. 985, PG. 725
- TAX MAP #43A-37.1
- D.B. 956, PG. 504
- TAX MAP #43A-38
- M.B. 49, PG. 103
- D.B. 668, PG. 265
- D.B. 265, PG. 331

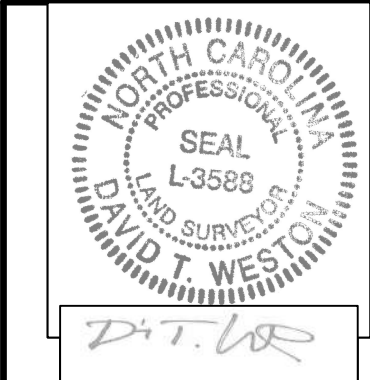
OFFSITE CONTROL Δ

- △(A) to △(B) = N66°02'37"W 857.59'
 - △(B) to △(C) = N58°11'07"W 633.59'
 - △(C) to △(A) = S62°42'20"E 1487.755'
- (SURVEYED ON 12-12-2023, SEE M.B. 86, PG. 2)

TOTAL AREA (TO BE ANNEXED)
2.674 ACRES
 (SEE NOTE #8)
 (116,496 Sq. Ft.)



CURRENT OWNER (See Note #2):
 MARRICE BERRY, PATRICIA BERRY
 PRICE, & KRISTEN DIETRICH



DAVID T. WESTON
LAND SURVEYING
 481 NORTHWEST BRIDGE ROAD, JACKSONVILLE, NC 28540
 PHONE (910) 324-5708 EMAIL dtw454@earthlink.net

ANNEXATION MAP FOR
PATRICIA BERRY PRICE, MARRICE BERRY, and KRISTEN DIETRICH

TAX MAP #43A-37.1, TAX MAP #43A-38, & TAX MAP #43A-38.1
 RICHLANDS TOWNSHIP, ONSLOW COUNTY, NORTH CAROLINA

DATE 01-03-2025 (SEE NOTE #9)
 L-3588 FIELD BOOK DC 20' 0' 40' 80'
 JOB NAME 250H258A SCALE 1"= 40'

NORTH CAROLINA, ONSLOW COUNTY

I, DAVID T. WESTON, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE BY ME FROM BOOKS REFERENCED HEREON; THAT THE RATIO OF PRECISION IS 1:10,000+; THAT BOUNDARIES NOT SURVEYED ARE CLEARLY SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED HEREON; I FURTHER CERTIFY PURSUANT TO G.S. 47-30(f)(1)(c1), THAT THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET; THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S.47-30, AS AMENDED. WITNESS MY SIGNATURE AND SEAL THIS 3rd DAY OF JANUARY, 2025. I FURTHER CERTIFY TO THE GPS INFORMATION IN NOTE #6.

LICENSE NUMBER L-3588

SIGNED PROFESSIONAL LAND SURVEYOR



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 1.

Ordinance 2025-01 (Voluntary Satellite Annexation)

Description:

Ordinance 2025-01 (Voluntary Satellite Annexation).

Review:

Now that the appropriate public hearing has been held, the Board may deliberate and vote on the proposed annexation petition by approving Ordinance 2025-01. The ordinance will provide for the voluntary annexation of 2.674 acres of land located at the intersection of US Hwy 258/24 and Ervintown Road. As currently written, Ordinance 2025-01 establishes January 14, 2025 as the effective date of the annexation.

Action Needed:

Approve the ordinance if desired.

ATTACHMENTS:

Description

- ☐ Ordinance 2025-01
- ☐ Annexation Map

ORDINANCE
2025-01

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF RICHLANDS, NORTH CAROLINA**

Introduced: January 14, 2025
Adopted: January 14, 2025

WHEREAS, the Board of Aldermen has been petitioned under G.S. 160A-58.1 to annex the area described below; and

WHEREAS, the Board of Aldermen has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at Richlands Town Hall at 6:00 p.m. on January 14, 2025, after due notice by publication on January 2, 2025; and

WHEREAS, the Board of Aldermen finds that the petition meets the requirements of G.S. 160A-58.1(b) to wit:

- a. The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the corporate limits of the Town;
- b. No point on the proposed satellite corporate limits is closer to another municipality than to the Town;
- c. The area described is so situated that the Town will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;
- d. No subdivision, as defined in G.S. 160D-802, will be fragmented by this proposed annexation; and

WHEREAS, the Board of Aldermen further finds that the petition has been signed by all owners of real property in the area who are required by law to sign; and

WHEREAS, the Board of Aldermen further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described;

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Richlands, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-58.1, the following described non-contiguous territory is hereby annexed and made part of the Town of Richlands as of January 14, 2025:

DESCRIPTION OF TAX MAP NUMBERS 43A-37.1 (Deed Book 985, Page 725),
43A-38 (Deed Book 956, Page 504), and 43A-38.1 (Deed Book 5573, Page 807)

BEGINNING at a point marked by an existing aluminum right of way marker (iron rebar with NCDOT aluminum cap) located where the northeastern right of way of US Highway 258 / NC Highway 24 (right of way width varies) intersects the northwestern right of way of NCSR 1239 (60 foot right of way); said point having NC Grid NAD 83 (2011) coordinates (NCVRS-GPS- NCRTN) Northing 424433.50 feet, Easting 2430796.22 feet; thence from said beginning point and running with said right of way of US Highway 258 / NC Highway 24 South 85° 35' 38" West 45.20 feet to an existing aluminum right of way marker; thence continuing with said right of way North 62° 45' 41" West 285.75 feet to an existing iron rebar located in a ditch; thence leaving said right of way and running with the center of an old ditch and the now or formerly James T. Cardwell property (Deed Book 1397, Page 546, Tract 2, Map Book 49, Page 103) as follows: North 11° 05' 44" East 73.21 feet to an existing iron rebar, North 10° 29' 51" West 98.50 feet to an existing iron rebar, North 28° 09' 51" West 63.54 feet to an existing iron rebar, North 49° 43' 44" East 169.96 feet to an existing iron rebar; thence leaving said ditch and continuing with said Cardwell property South 44° 20' 56" East 21.30 feet to an existing iron pipe; thence with the now or formerly Wilma Lee Cassidy property (Deed Book 1715, Page 236) South 44° 19' 51" East 107.21 feet to an existing iron pipe; thence with the now or formerly Frank A. Orr, Jr. property (Deed Book 1949, Page 686) South 43° 36' 14" East 10.21 feet to an existing iron rebar; thence continuing with said Orr property South 44° 02' 37" East 51.46 feet to an existing iron rebar; thence with the now or formerly Sarah Damberg property (Deed Book 6173, Page 402) South 42° 47' 42" East 113.15 feet to an existing iron pipe; thence with the now or formerly Lloyd A. Smith, Jr. property (Deed Book 5878, Page 724) South 40° 41' 25" East 34.48 feet to an existing iron rebar; thence continuing with said Smith property South 42° 57' 06" East 179.23 feet to a one-half inch existing iron rebar (6 inches below ground surface at base of 12-inch oak) located on the northwestern right of way of said NCSR 1239; said rebar being located South 58° 49' 58" West 1.91 feet from a one-half inch existing iron pipe (8 inches below ground surface); thence from said iron rebar at base of oak and running along the northwestern right of way of said NCSR 1239 South 60° 27' 12" West 75.11 feet to an existing iron pipe; thence continuing with said right of way South 60° 35' 03" West 98.11 feet to the POINT OF BEGINNING, containing 2.674 acres (by coordinates) and being those properties recorded in Deed Book 985, Page 725, Deed Book 956, Page 504, and Deed Book 5573, Page 807, Onslow County Registry. All Courses contained herein are correct in angular relationship and are referenced to NC GRID North NAO 83 (2011). All distances are horizontal ground measurements. All of Onslow County Tax Parcel 44-47.13.

Section 2. Upon and after January 14, 2025, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Richlands and shall be entitled to the same privileges and benefits as other parts of the Town of Richlands. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Richlands shall cause to be recorded in the office of the Register of Deeds of Onslow County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

Adopted this 14th day of January, 2025.

Mayor

APPROVED AS TO FORM:

Town Attorney

ATTEST:

Clerk

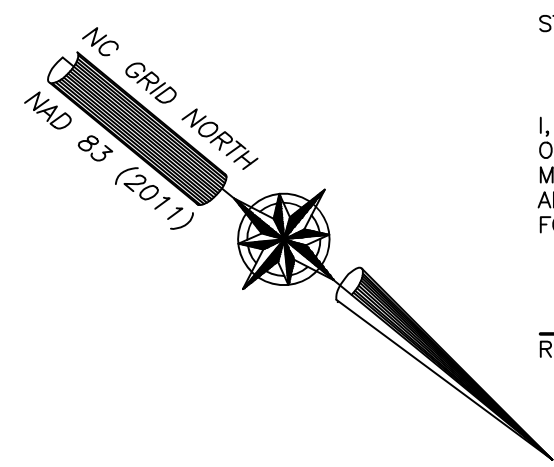
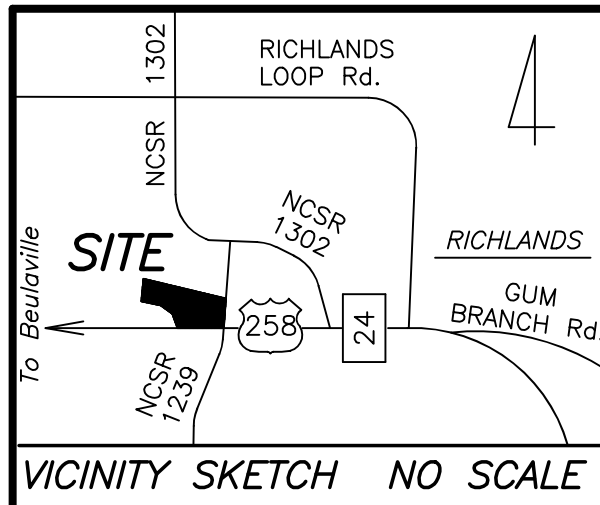
North Carolina
Onslow County

I, a notary public for said County and State, do hereby certify that Erin Juhls, personally came before me this day and acknowledged that she is the Town Clerk for the Town of Richlands, a municipal corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by the Mayor, sealed with its corporate seal, and attested by herself as its Town Clerk.

Witness my hand and seal, this the ____ day of _____, 2025.

My commission expires:

Notary Public



STATE of NORTH CAROLINA, COUNTY of ONSLOW

I, _____, REVIEW OFFICER OF ONSLOW COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER _____ DATE _____

I, _____, TOWN CLERK OF THE TOWN OF RICHLANDS, NORTH CAROLINA, HEREBY CERTIFY THAT ON THE _____ DAY OF _____ 2025, THE BOARD OF ALDERMEN APPROVED THIS PLAT FOR ANNEXATION AND RECORDING.

TOWN CLERK _____ DATE _____

NCGS DISK STAMPED "ONS 81-2001" LOCATED IN CONCRETE GUTTER S.W. EDGE OF US HIGHWAY 258

MAP BOOK _____ PAGE _____

OMEGA K. JARMAN REGISTER OF DEEDS, ONSLOW COUNTY

NOTES

- SUBJECT TO RESTRICTIVE COVENANTS, MAPS, DEEDS AND/OR EASEMENTS OF RECORD, ZONING ORDINANCE, WETLANDS, REVISIONS, AGREEMENTS, STORMWATER PERMITS, TITLE SEARCH, UNKNOWN CEMETERIES OR GRAVES, & UNDERGROUND UTILITIES, IF ANY.
- NO COMPLETE TITLE SEARCH PROVIDED TO SURVEYOR. (THIS MAP DOES NOT CERTIFY OWNERSHIP).
- SUBJECT PROPERTY IS NOT MAPPED WITHIN A 1% ANNUAL CHANCE FLOOD HAZARD AREA PER FIRM 3720443200K, EFFECTIVE DATE: 06-19-2020.
- PER ONSLOW COUNTY GIS, ZONED C-2 & R-8 (Town of Richlands) SETBACKS (ZONE C-2): FRONT 25', REAR 20', SIDE 10'
- ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS UNLESS SHOWN OTHERWISE. COMBINED SCALE FACTOR = 0.99989875
- NC GRID NAD 83 (2011) COORDINATES WERE OBTAINED USING A CARLSON BRX-7 RECEIVER (NCVRS-GPS) CONNECTED TO THE NORTH CAROLINA REAL TIME NETWORK, GEOID 2018, 0.1 FT. GCA. ALL OTHER SURVEYING PERFORMED USING CONVENTIONAL (TOTAL STATION, ETC.) SURVEYING EQUIPMENT (SEE NOTE #8).
- AREA BY COORDINATES.
- THE EAST, SOUTH, AND WEST BOUNDARY LINES AND DASHED TIE LINES WERE COMPUTED AND TAKEN FROM PREVIOUS SURVEY BY ME ON 09-19-2005. SEE M.B. 49, PG. 103. OFFSITE CONTROL POINTS SURVEYED ON 12-12-2023, SEE M.B. 86, PG. 2. THE NORTHERN BOUNDARY LINES WERE SURVEYED 12-03-2024.
- THERE ARE 2 STRUCTURES (OLD HOUSES) LOCATED UPON SUBJECT PROPERTY THAT IS NOT SHOWN ON THIS SURVEY.

LEGEND

- AGS=ABOVE GROUND SURFACE
- BGS=BELOW GROUND SURFACE
- D.B.=DEED BOOK
- EARM=EXISTING ALUMINUM R/W MARKER (IRON REBAR WITH NCDOT ALUMINUM CAP)
- EIP=EXISTING IRON PIPE
- EIR=EXISTING IRON REBAR
- EIROD=EXISTING IRON ROD
- EMN=EXISTING MAG NAIL
- EPK=EXISTING PK NAIL
- FT.=FOOT
- GCA=GRID COORDINATE ACCURACY
- GL=GROUND LEVEL
- IN.=INCH
- JOEMC=JONES ONSLOW ELECTRIC MEMBERSHIP CORP.
- M.B.=MAP BOOK
- N/F=NOW OR FORMERLY
- NMP=NON-MONUMENTED POINT
- RI=REFERENCE IRON
- R/W=RIGHT OF WAY OR C/L=CENTERLINE
- △=CONTROL
- =BOUNDARY LINE
- - -=TIE LINE
- - -=PLOTTED FROM DEEDS OR MAPS

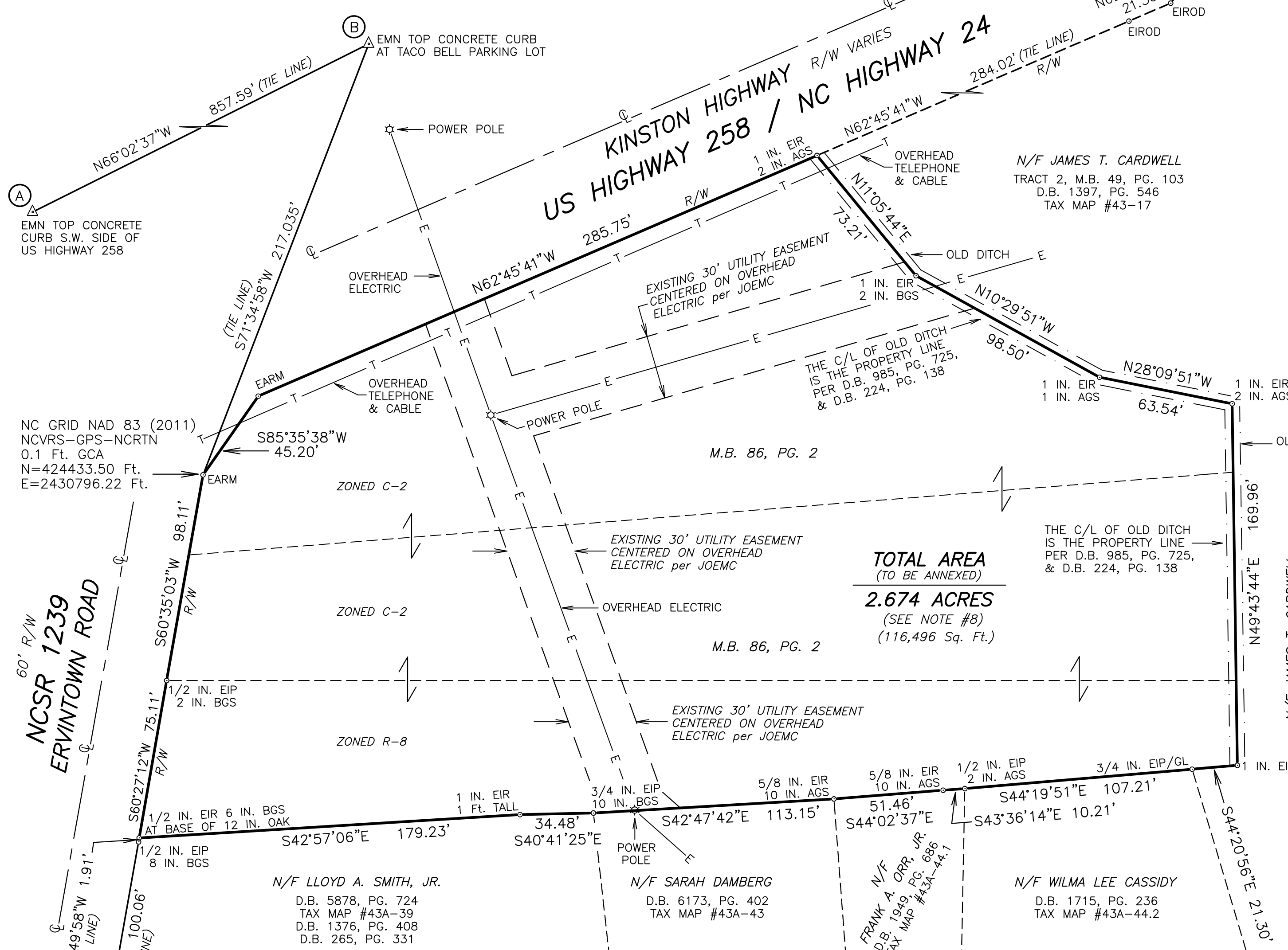
REFERENCES

- M.B. 86, PG. 2
- D.B. 5573, PG. 807
- TAX MAP #43A-38.1 18E/795
- D.B. 985, PG. 725
- TAX MAP #43A-37.1
- D.B. 956, PG. 504
- TAX MAP #43A-38
- M.B. 49, PG. 103
- D.B. 668, PG. 265
- D.B. 265, PG. 331

OFFSITE CONTROL Δ

- Δ (A) to Δ (B) = N66°02'37"W 857.59'
 - Δ (B) to Δ (C) = N58°11'07"W 633.59'
 - Δ (C) to Δ (A) = S62°42'20"E 1487.755'
- (SURVEYED ON 12-12-2023, SEE M.B. 86, PG. 2)

TOTAL AREA (TO BE ANNEXED)
2.674 ACRES
 (SEE NOTE #8)
 (116,496 Sq. Ft.)



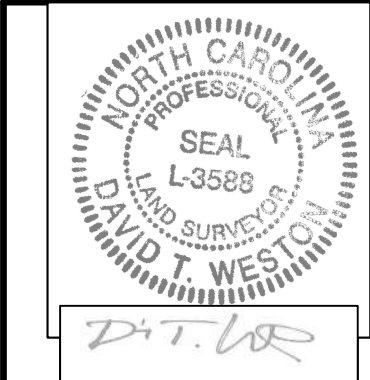
N/F LLOYD A. SMITH, JR.
 D.B. 5878, PG. 724
 TAX MAP #43A-39
 D.B. 1376, PG. 408
 D.B. 265, PG. 331

N/F SARAH DAMBERG
 D.B. 6173, PG. 402
 TAX MAP #43A-43

N/F WILMA LEE CASSIDY
 D.B. 1715, PG. 236
 TAX MAP #43A-44.2

N/F FRANK A. ORR, JR.
 D.B. 1949, PG. 886
 TAX MAP #43A-44.1

CURRENT OWNER (See Note #2):
 MARRICE BERRY, PATRICIA BERRY
 PRICE, & KRISTEN DIETRICH



DAVID T. WESTON
LAND SURVEYING
 481 NORTHWEST BRIDGE ROAD, JACKSONVILLE, NC 28540
 PHONE (910) 324-5708 EMAIL dtw454@earthlink.net

ANNEXATION MAP FOR
PATRICIA BERRY PRICE, MARRICE BERRY, and KRISTEN DIETRICH

TAX MAP #43A-37.1, TAX MAP #43A-38, & TAX MAP #43A-38.1
 RICHLANDS TOWNSHIP, ONSLOW COUNTY, NORTH CAROLINA

DATE 01-03-2025 (SEE NOTE #9)
 L-3588 FIELD BOOK DC 20' 0' 40' 80'
 JOB NAME 250H258A SCALE 1"= 40'

NORTH CAROLINA, ONSLOW COUNTY

I, DAVID T. WESTON, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE BY ME FROM BOOKS REFERENCED HEREON; THAT THE RATIO OF PRECISION IS 1:10,000+; THAT BOUNDARIES NOT SURVEYED ARE CLEARLY SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED HEREON; I FURTHER CERTIFY PURSUANT TO G.S. 47-30(f)(1)(c1), THAT THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET; THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S.47-30, AS AMENDED. WITNESS MY SIGNATURE AND SEAL THIS 3rd DAY OF JANUARY, 2025. I FURTHER CERTIFY TO THE GPS INFORMATION IN NOTE #6.

LICENSE NUMBER L-3588 SIGNED PROFESSIONAL LAND SURVEYOR



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 2.
Voluntary Agriculture District MOU

Description:

Voluntary Agriculture District MOU (Nathaniel Rand II Farm).

Review:

This item was briefly mentioned during the November 12, 2024 regular Board meeting. The 36 acre portion of the Nathaniel Rand property (Tax ID 022012) that is located in the town limits is seeking to be placed in a Voluntary Agricultural District, which is essentially a conservation easement that prohibits non-farm use for development for 10 years. Since the the property in question is located in the town limits, an VAD Memorandum of Understanding will need to be approved between Onslow County and the town.

A blank draft MOU is attached for review and discussion.

Action Needed:

Approve the MOU if desired.

ATTACHMENTS:

Description

- ☐ VAD Request Letter
- ☐ Voluntary Agriculture District MOU



Soil & Water Conservation
234 NW Corridor Blvd.
Jacksonville, NC 28540
910-937-1306

November 18, 2024

Town of Richlands
PO Box 245
Richlands, NC 28574

Dear Mayor McKinley Smith and members of the Town of Richlands Board:

I am writing to provide information about the Voluntary Agriculture District Program in Onslow County (VAD).

The VAD in Onslow County was established in 2008. The purpose of the VAD Program is to increase identity and pride in the Agricultural community and its way of life. It also helps provide protection for farmers from non-farm development including nuisance suits and other negative impacts on properly managed farms. This program is a voluntary opportunity for farmers to have their land identified as a farming district. It is a way to let the community know that he/she is actively engaged in farming.

One of the qualifications for the farm to be enrolled into a VAD is to be in an unincorporated area of the County or in a municipality with a VAD Memorandum of Understanding. The VAD Advisory Board in Onslow County has received an application for enrollment into the VAD program from Nathaniel Walter Rand II. A portion of Mr. Rands farm is located within the Richlands City Limits.

If the Richlands Town Board is interested in entering an MOU with the County of Onslow, Mr. Rands' application will be presented to the VAD Advisory Board for consideration.

Attached you will find a sample MOU along with information about the VAD program in Onslow County. A representative from the VAD Advisory Board will be happy to speak with your board to answer any questions about this process. Please consider my request and I look forward to hearing from you soon.

Sincerely,

Angie B. Quinn
Soil Conservation Director

**MEMORANDUM OF UNDERSTANDING
BETWEEN
COUNTY OF _____**

**AND
TOWN (CITY) OF _____, NORTH CAROLINA**

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the County of _____, hereinafter referred to as the County, and the Town (City) of _____, hereinafter referred to as the Municipality.

A. PURPOSE:

The purpose of this memorandum is to continue to develop and expand a framework of cooperation between the County and the Municipality, as authorized by N.C. Gen. Stat. §§ 160A-460 through 160A-466 and N.C. Gen. Stat. § 153A-11 to allow for the creation and administration of a mutually beneficial Voluntary Agricultural District Program.

B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The inhabitants of both the County and the Municipality have recognized the need to promote agricultural values and the general welfare of their communities and, specifically, increase identity and pride in the agricultural community and its way of life; encourage the economic and financial health of agriculture, horticulture and forestry; and increase protection from non-farm development and other negative impacts on properly managed farms; and have therefore agreed that the County shall operate, through a delegation of the Municipality's authority, a voluntary agricultural district program within the boundaries of the Municipality, according to the terms set forth in the _____ County Voluntary Agricultural District Ordinance, without regard to any provision of that Ordinance to the contrary.

C. RESPONSIBILITIES

THE COUNTY AND MUNICIPALITY SHALL:

1. Benefits: Ensure that farmland, horticultural land, and forestland either now within municipal limits of the Municipality, or within such limits as the result of annexation, shall be able to participate in the _____ County Voluntary Agricultural District program with the full benefits accorded to other participants;
2. Appointment: Permit appointment of an *ex officio* member, selected by the Municipality, to the _____ County Agricultural Advisory Board; and
3. Termination: Permit either the Municipality or the County to withdraw from this arrangement with _____ (60) days notice to the _____ County Agricultural Advisory Board, or other designee of the County.

D. CONTACTS AND ACKNOWLEDGEMENT

1. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

County Contact:

Name _____
Phone _____
Fax _____
E-mail _____

Municipality Contact:

Name _____
Phone _____
Fax _____
E-mail _____

2. NON-FUND OBLIGATING DOCUMENT. This instrument is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.
3. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of last signature and is effective in perpetuity, unless terminated in accord with the above termination provision.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

County Representative:

By: _____ Date: _____
Title: _____

Municipality Representative:

By: _____ Date: _____
Title: _____



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 3.
Help Building Purchase Offer

Description:

Help Building Purchase Offer.

Review:

The Town has received an offer \$100,000 from NBI Financial, LLC to purchase the Help Building located at 127 Ervintown Road. If the Board decides to accept the offer, then an upset bid process will be initiated. The bid is advertised and each subsequent bid that meets the statutory requirements is bid and the process continues until no new bids are received. The Board may at any time reject any and all offers.

Please note that the current tax value of the property is listed as \$399,802 and the appraisal dated November 6, 2024 set the market price as \$365,000.

Action Needed:

Review offer and act as desired.

ATTACHMENTS:

Description

- ▣ Help Building Offer Letter

NBI FINANCIAL, LLC

PO Box 397, Richlands NC 28574

910-324-4256 Office

910-324-7216 Fax

**To: Greg Whitehead
Town of Richlands**

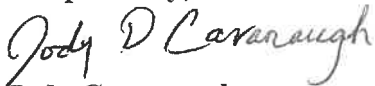
From: Jody Cavanaugh

Date: December 16, 2024

Re: Property at 127 Ervintown Road, Richlands, NC

NBI Financial, LLC would like to submit a proposal to purchase the real estate property at 127 Ervintown Road, Richlands, NC in the amount of \$100,000. 5% of the proposed bid is included with this submittal.

Respectfully,



**Jody Cavanaugh
Member**



TOWN OF RICHLANDS
Regular Board Meeting

Agenda Item IX. - 4.
Street Lighting Discussion

Description:

Street Lighting Discussion.

Review:

Alderman Marilyn Bunce requested that this item be placed on the agenda for general discussion.

Action Needed:

Act as desired.



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item X. - 1.
Administrator Notes and Updates

Description:

- The Richlands Town Hall will be closed Monday, January 20 in observance of the Martin Luther King holiday.
- I will be attending the annual NC City and County Management Association Winter Seminar February 5–7, 2025 at the Benton Convention Center in Winston-Salem.
- A Legislative Breakfast sponsored by the City of Jacksonville has been scheduled for Thursday, January 16 at the Jacksonville Station, 8:30 to 10 AM. All Mayors and managers are invited to attend and meet with Onslow County delegation to the General Assembly.

Review:

Action Needed:



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item XI. - 1.
December 2024 Police Report

Description:

Attached is the Police Activity Log for the month of December 2024.

Review:

Action Needed:

Receive the Police Report.

ATTACHMENTS:

Description

- ▣ December 2024 Police Activity Log

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(12/01/2024 - 12/31/2024)

<No Event Type Specified>	4	911 Hang-Up	3
Adminstration Run	14	Alarm Activation	3
Arrest	11	Assist Citizen	17
Assist EMS	7	Assist Fire	1
Assist Other Agency	12	Assist Other RPD Officer	49
Attended Court	1	Bank Escort	1
Business Check	1,525	Business Walk Through	3
Call for Service	538	Careless & Reckless	3
Citation	302	Crash	14
Domestic Dispute	10	DWI	5
DWLR	24	Fingerprinting	5
Follow up Investigation	4	Found Property/Safe Keeping	2
Fraud	1	Funeral Escort	1
Hit & Run	1	Incident Report	30
Juvenile Problems	2	Larceny	1
Lighting Violation	21	Lost/Stolen Property	2
Missing Person	1	No Insurance	7
Noise Complaint	3	NOL	15
Open Container	4	Patrol Zone 1	56
Patrol Zone 2	57	Patrol Zone 3	58
Patrol Zone 4	53	Patrol Zone 5	59
Patrol Zone 6	60	Possession of Drug Paraphernalia	8
Possession of Marijuana	5	Possession Of Stolen Property	3
Pursuit	2	Registration Violation	68
Residence Check	1	Resist, Obstruct/Delay Officer	2
Safe Movement Violation	1	Seat Belt Initiative Check Point	1
Seatbelt	12	Selective Traffic Enforcement	96
Special Assignment	7	Speeding	103
Stoplight/Sign	20	Supplement to report	19
Suspicious Vehicle/Person/Incident	10	Towed Vehicle	1
Trespassing	2	Unlock Car	4
Vehicle Check After Shift	16	Vehicle Check Before Shift	28
Vehicle Searches	12	Vehicle Stop	366

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(12/01/2024 - 12/31/2024)

Verbal Warnings	144	Warning Citation	21
Warrant	3	Weapons Offense	3
Window Tint Violation	20		

Total Number Of Events: 3,968

Code Enforcement

3 signs removed- made contact with businesses IF number was on the sign
0 vehicles tagged for towing- 0 moved
2 vehicle letters (to be tagged)- 2 moved by owner
0 grass letters

I had a training session on the new software at the beginning of the month but was unable to complete it due to the system crashing while attempting to add cash receipting. Black Mountain has been out of the office quite a bit over the holidays. I have made contact via email to schedule another session and am awaiting a reply. The software is useable on the laptop but will be more accurate once all the codes are entered and each must be categorized and entered manually to include the code, steps taken (to be taken), the fine, and when closed.

I worked on donations for Operation Deploy Santa which was held on December 22nd at 5 pm at the Community Building. In addition to plenty of toys, I was able to raise \$1950 to purchase additional items needed such as food, drinks, toys, and decorations.