



**WORK SESSION
AGENDA
KANNAPOLIS CITY HALL
401 LAUREATE WAY, KANNAPOLIS, NC
JANUARY 12, 2026
4:30 PM**

Please Turn off Cell Phones or Place on Silent Mode.

APPROVED MINUTES

- A. January 12, 2026 Work Session Minutes ()

CALL TO ORDER AND WELCOME

MOMENT OF SILENT PRAYER AND PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA - Motion to Adopt Agenda or make revisions

RECOGNITIONS & PROCLAMATIONS

- A. **PRESENTATION** - Arts & Humanites Award (Gary Mills, Parks & Recreation Director)
- B. **PROCLAMATION** - Martin Luther King Jr. Day (Jeanne Dixon, Council Member)

SPEAKERS FROM THE FLOOR

- A. **APPROVAL** - Amendment to the Public Speakers Policy **UNANIMOUSLY APPROVED** (Andrew Kelly, City Attorney)

CONSENT AGENDA - Motion to Adopt Consent Agenda or make revisions

- A. **VOLUNTARY ANNEXATION-** (A-2026-01) 4.03 +/- acres of noncontiguous property located at 3050 Placid Road **UNANIMOUSLY APPROVED** (Richard Smith, Planning Director)
- B. **VOLUNTARY ANNEXATION-** (A-2026-02) 0.17 +/- acres of noncontiguous property located at 5963 Yale Avenue **UNANIMOUSLY APPROVED** (Richard Smith, Planning Director)
- C. **APPROVAL** - Comprehensive Emergency Management Plan **UNANIMOUSLY APPROVED** (Tracy Winecoff, Fire Chief)
- D. **ORDINANCE** — Budget Amendment #26-28 Appropriates Hurricane Relief Efforts Reimbursement to the Fire Department **UNANIMOUSLY APPROVED** (Kristin Jones, Budget and Strategy Director)

- E. **ORDINANCE** - Budget Amendment #26-29 Appropriating NCDOT Funds for ROW Mowing **UNANIMOUSLY APPROVED** (Kristin Jones, Budget and Strategy Director)
- F. **MINUTES** - November 10, 2025 (Work Session); November 24, 2025 (Business Meeting); December 8, 2025 (Organizational Meeting); December 11, 2025 (Open & Closed Session continued from December 8, 2025); December 19, 2025 (Special Meeting - Open & Closed Session); and December 24, 2025 (Special Meeting - Open & Closed Session). **UNANIMOUSLY APPROVED** (Pam Scaggs, City Clerk)

BUSINESS AGENDA

- A. **PRESENTATION** - Fiscal Year 2025 Audit Presentation (Brian Roberts, Finance Director)
- B. **APPOINTMENT** - Water and Sewer Authority of Cabarrus County (WSACC) Board Appointment **UNANIMOUSLY APPROVED** (Mike Legg, City Manager)
- C. **APPOINTMENT** - Cabarrus/Rowan Metropolitan Planning Organization (CRMPO) **UNANIMOUSLY APPROVED** (Mike Legg, City Manager)
- D. **APPOINTMENT** - Concord-Kannapolis Transit Commission appointments **UNANIMOUSLY APPROVED** (Mike Legg, City Manager)
- E. **APPOINTMENT** - Centralina Regional Council **UNANIMOUSLY APPROVED** (Mike Legg, City Manager)
- F. **DISCUSSION** - Honorary designation of the Martin Luther King Jr. Avenue bridge (Wilmer Melton, City Manager)

CITY MANAGER REPORT

CITY COUNCIL COMMENTS

OATH OF OFFICE

- A. **ADMINISTRATION** - Oath of Office for City Manager (Doug Wilson, Mayor)

CLOSED SESSION

GS. 143-318.11 (a) (3) to consult with an attorney in order to preserve the attorney-client privilege (Mayor Pro Tem Dayvault).

MOTION TO ADJOURN

ADA Notice

In accordance with Title II of the Americans with Disabilities Act (ADA), any person requiring an accommodation to participate in a function or program of the City of Kannapolis should contact Daniel Jenkins, Assistant Human Resources Director & ADA Coordinator by phone at 704-920-4312, email adacoordinator@kannapolisnc.gov, or in person at Kannapolis City Hall as soon as possible, but not later than forty-eight (48) hours prior.

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**CITY OF KANNAPOLIS
CITY COUNCIL MEETING MINUTES
Work Session
January 12, 2026**

10 A work session meeting of the Kannapolis City Council was held on Monday, January 12, 2026, at
11 4:30 PM, Kannapolis City Hall located at 401 Laureate Way, Kannapolis, NC.

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CITY COUNCIL MEMBERS PRESENT:

18 Council Members: Doug Wilson, Mayor
19 Ryan Dayvault, Mayor Pro Tem
20 Darrell Jackson
21 Dianne Berry
22 Isaiah Payne
23 Jeanne Dixon
24 Naomi Hatchell

25 Council Members Absent: None

26 City Manager: Mike Legg

27 Deputy City Manager: Eddie Smith

28 Assistant City Manager: Tina Cline

29 Assistant City Manager: Wilmer Melton

30 City Attorney: Andrew Kelly

31 Staff Present: Alex Anderson Gerald Faulkner
32 Richard Smith Michael Dodge
33 William Joyce Glenn Troutman
34 Terry Spry Greg Summitt
35 Kirk Beard Kristin Jones
36 Elizabeth McCarty Lauren Russell
37 Gary Mills TJ Cook
38 Travis Barnhardt Irene Wong
39 Michael Rattler Annette Privette-Keller
40 Betsy Barnette Samantha Keck
41 Raygen Ellis

42
43 Visitors Present: Wally Safrit David Lipe
44 Wes Webb Zach Erwin
45 Debbie Vavra Oliver Klutz
46 Daniel Leatherman Joe Hatley
47 Lottie Forney Matthew Forney
48 Pam Smith Sophia Wilkerson

1 Edison McCrea
2 Brandi Fesperman

Tierri Clark
NC Senator Carl Ford

3
4 **CALL TO ORDER AND WELCOME**

5 Mayor Wilson called the meeting to order and welcomed all in attendance. He led a moment of silent
6 prayer, followed by the Pledge of Allegiance by Councilmember Dixon.
7

8 **ADOPTION OF AGENDA**

9 Mayor Wilson called for a motion regarding the Agenda. Councilmember Jackson made the motion
10 to approve, second by Mayor Pro Tem Dayvault and unanimously approved.
11

12 **RECOGNITION & PROCLAMATIONS**

13 Gary Mills, Parks and Recreation Department Director, reported that the City assumed operations of
14 the Swanee Theatre earlier this year and successfully expanded live entertainment offerings in
15 downtown Kannapolis. While the theater has experienced strong community support and established
16 itself as a destination for adult musical performances, the City identified a gap in youth-focused
17 programming. In response, the Children’s Theater Series was created to address this need and has
18 since attracted new audiences, increased community engagement, and expanded use of the theater by
19 local and regional performing arts groups, including dance recitals, choir concerts, school
20 performances, and a sold-out Salisbury Symphony concert.
21

22 Mr. Mills announced that the City of Kannapolis received statewide recognition from the North
23 Carolina Recreation and Parks Association (NCRPA), which presented the City with its 2025 Arts
24 and Humanities Award at a recent joint conference with South Carolina. He then introduced NCRPA
25 Vice President and Iredell County Parks and Recreation Director Daniel Leatherman to present the
26 award.
27

28 Mr. Leatherman recognized Kannapolis Parks and Recreation for its innovative and impactful arts
29 programming and commended the department’s leadership under Mr. Mills. He thanked the Mayor
30 and Council for their continued support of cultural arts initiatives, emphasizing their importance in
31 enriching lives and strengthening the community. Mr. Leatherman highlighted the 2025 launch of the
32 Children’s Theater Series, an immersive program developed in partnership with Sigmon Theatrical
33 to expand access to live performing arts for children and families. Featuring four original productions,
34 the series emphasized creativity, empathy, and problem-solving; attracted nearly 950 attendees; sold
35 out two performances; and welcomed many first-time visitors to the Swanee Theatre. He concluded
36 by praising the program for advancing youth development, community connection, and inclusive
37 access to the arts, positioning Kannapolis as a statewide leader in cultural programming, and
38 presented the award to Raygen Ellis, Swanee Program Coordinator, and Mayor Wilson.
39

40 Councilmember Dixon read a Proclamation honoring the life, legacy, and contributions of Dr. Martin
41 Luther King, Jr., highlighting his leadership in advancing civil rights, equality, and social justice.
42 Upon reading the Proclamation, she presented it to members of the Martin Luther King Jr. Committee
43 which included: Dr. Kim Lewter, Gerald Lundy, Daniel Squirewell, and Robert Neal. She
44 acknowledged the committee for their ongoing efforts to celebrate Dr. King’s legacy through
45 educational programs, community events, and civic engagement initiatives.
46

1 **SPEAKERS FROM THE FLOOR**

2 **Approval – Amendment to the Public Speakers Policy (Andrew Kelly, City Attorney) (Copy**
3 **included as E.A.)**

4 Mr. Kelly highlighted amendments to the Public Speakers Policy which reflected moving the
5 Speakers from the Floor item from the end of the agenda to the beginning, as well as to allow this
6 item at both Council meetings. Mayor Wilson called for a motion to approve the amendments which
7 was made by Mayor Pro Tem Dayvault, second by Councilmember Hatchell and unanimously
8 approved.

9
10 Zach Erwin suggested amending the Public Speakers policy to allow PowerPoint submissions. Mr.
11 Erwin noted the previous removal of this option and emphasized that presentations improve clarity,
12 provide visual appeal, and give easy access to materials and urged Council to permit their use.

13
14 **CONSENT AGENDA**

15 Mayor Wilson called for a motion regarding the Consent Agenda. Councilmember Dixon made a
16 motion to approve, second by Councilmember Berry and unanimously approved.

17
18 Voluntary Annexation – (A-2026-01) 4.03 +/- acres of noncontiguous property located at 3050 Placid
19 Road (Richard Smith, Planning Director) (Copy included as Agenda Item F.A.)

20
21 Voluntary Annexation – (A-2026-02) 0.17 +/- acres of noncontiguous property located at 5963 Yale
22 Avenue (Richard Smith, Planning Director) (Copy included as Agenda Item F.B.).

23
24 Approval – Comprehensive Emergency Management Plan (Tracy Winecoff, Fire Chief) (Copy
25 included as Agenda Item F.C.).

26
27 Ordinance – Budget Amendment #26-28 Appropriates Hurricane Relief Efforts Reimbursement to
28 the Fire Department (Kristin Jones, Budget and Strategy Director) (Copy included as Agenda Item
29 F.D.).

30
31 Ordinance – Budget Amendment #26-29 Appropriating NCDOT Funds for ROW Mowing (Kristin
32 Jones, Budget and Strategy Director) (Copy included as Agenda Item F.E.)

33
34 Minutes – November 10, 2025 (Work Session); November 24, 2025 (Business Meeting); December
35 8, 2025 (Organizational Meeting); December 11, 2025 (Open & Closed Session continued from
36 December 8, 2025); December 19, 2025 (Special Meeting – Open and Closed Sessions); and
37 December 24, 2025 (Special Meeting – Open and Closed Sessions) (Pam Scaggs, City Clerk) (Draft
38 copies included)

39
40 **BUSINESS AGENDA**

41 **Presentation – Fiscal Year 2025 Audit Presentation (Brian Roberts, Finance Director) (Copy**
42 **included as Agenda Item G.A.)**

43 Mr. Roberts stated that he is pleased to present the FY2025 audit results, as required by North Carolina
44 General Statute. He added that the annual audit must be completed within six months of the fiscal
45 year end of June, 30, 2025. Mr. Roberts thanked staff for assisting with the audit process, with special
46 appreciation to the Finance Department and to the Deputy Finance Director, Suzanne Burgess for her

1 leadership. He then introduced Brandi Fesperman with Martin Starnes & Associates, CPAs, P.A. to
2 present the audit findings.
3

4 Mrs. Fesperman stated that the audit resulted in an unmodified, or clean, opinion, which is the highest
5 level of assurance. She thanked both Mr. Roberts and Mrs. Burgess for their support throughout the
6 audit process. She directed Council's attention to a PPT (attached as Exhibit 1) and reported that
7 overall, the City's General Fund remains financially strong, with revenues and fund balance
8 exceeding required benchmarks and the available fund balance well above Local Government
9 Commission (LGC) minimums. Mrs. Fesperman reported that property taxes continue to be the
10 primary revenue source, with growth also seen in other taxes and intergovernmental revenues.
11 Expenditures were led by public safety, followed by general government and debt service, with
12 overall spending remaining stable.
13

14 Mrs. Fesperman stated that the City's enterprise funds, including water and sewer, stormwater, and
15 environmental services, all demonstrated healthy financial performance. Each fund maintained cash
16 balances well above LGC minimum thresholds, indicating strong liquidity and the ability to manage
17 operating needs. She added that the City met or exceeded all key performance indicators established
18 by the LGC, including fund balance levels, enterprise fund ratios, debt indicators, and property tax
19 valuation and collection. Mrs. Fesperman noted that one audit finding was identified and classified
20 as a material weakness, but that management addressed the issue, took corrective action, and that no
21 future issues are anticipated. She added that the City will need to provide a letter to the LGC
22 addressing the audit finding within 60 days.
23

24 Councilmember Berry asked Mrs. Fesperman to explain the "material weakness". Mrs. Fesperman
25 offered to provide further detail but stated that the issue is detailed in the Audit Report and assured
26 Council that it has been fully corrected and appropriately reflected in the financial statements.
27

28 **Appointment – Water and Sewer Authority of Cabarrus County (Mike Legg, City Manager)**
29 **(Copy included as Agenda Item G.B.)**

30 Mr. Legg stated that Council is responsible for appointing members to boards and commissions and
31 that he will be providing recommendations for all of them.
32

33 With regard to the WSACC Board, Mr. Legg stated that it is recommended to appoint Councilmember
34 Dixon to fill the seat previously held by former Mayor Darrell Hinnant. Mayor Pro Tem Dayvault
35 made the motion to approve the appointment, second by Councilmember Berry and unanimously
36 approved.
37

38 Mr. Legg added that he will continue serving on the Board until his retirement in April 2026 at which
39 time the new City Manager, Wilmer Melton, will assume his seat.
40

41 **Appointment – Cabarrus/Rowan Metropolitan Planning Organization (CRMPO) (Mike Legg,**
42 **City Manager) (Copy included as Agenda Item G.C.)**

43 Mr. Legg explained that the Cabarrus-Rowan Metropolitan Planning Organization (CRMPO) is
44 responsible for transportation planning and is comprised of two committees: the Transportation
45 Advisory Committee (TAC), which consists of elected officials, and the Technical Coordinating
46 Committee (TCC), which consists of City staff members. He stated that it is recommended to
47 reappoint Mayor Pro Tem Dayvault as the primary TAC representative and appoint Councilmember

1 Hatchell as the alternate. Councilmember Payne made the motion to approve, second by
2 Councilmember Jackson and unanimously approved.
3

4 Mr. Legg further stated that it is recommended that Council reappoint Planning Director Richard
5 Smith and Engineering Director Elizabeth Hassenfritz to the TCC. Mayor Pro Tem Dayvault made
6 the motion to approve, second by Councilmember Dixon and unanimously approved.
7

8 **Appointment – Concord-Kannapolis Transit Commission (CK Rider) (Mike Legg, City
9 Manager) (Copy included as Agenda Item G.D.).**

10 Mr. Legg stated that Councilmember Jackson requested a reprieve from serving on the CK Rider
11 Commission after several years of service. It is recommended to re-appoint Councilmember Berry
12 and appoint Councilmember Payne. Councilmember Jackson made the motion to approve the
13 appointment, second by Councilmember Hatchell and unanimously approved.
14

15 Mr. Legg noted that Mayor Wilson will serve as Chair of the CK Rider Commission.
16

17 **Appointment – Centralina Regional Council (Centralina) (Mike Legg, City Manager) (Copy
18 included as Agenda Item G.E.).**

19 Mr. Legg stated that the Centralina Council provides regional planning across the Charlotte region
20 and is recommended that Council appoint Councilmember Hatchell as delegate and Councilmember
21 Dixon as alternate. Councilmember Dixon made the motion to approve the appointment, second by
22 Mayor Pro Tem Dayvault and unanimously approved.
23

24 **Discussion – Honorary designation of the Martin Luther King Jr. Avenue Bridge (Wilmer
25 Melton, Assistant City Manager) (Copy included as Agenda Item G.F.).**

26 Mr. Melton stated that the City has received several requests to honor Ms. Corrine Cannon and
27 thanked community members for sharing ideas on how to recognize her life and legacy. He noted that
28 a committee had explored several recognition options and would present them to Council, but first
29 introduced Pastor Donald Gray to speak on behalf of the committee.
30

31 Pastor Gray provided brief background information on Ms. Cannon, describing her as a “trailblazer”
32 in the Kannapolis community. He noted that she was the first Black woman to work at Cannon Mills
33 and, despite her husband being unable to read, raised a family whose accomplishments broke barriers,
34 including children who became leaders in education and civic life. Pastor Gray stated that he is a
35 lifelong resident of Kannapolis and is personally related to Ms. Cannon. He added that, in
36 collaboration with community members, the committee is proposing a couple options to appropriately
37 honor Ms. Cannon’s impact and thanked Council for its considerations. Pastor Gray emphasized that
38 Ms. Cannon is 106 years old and urged timely action so that she may witness this honor during her
39 lifetime.
40

41 Mr. Melton thanked Pastor Gray and stated that one option under consideration is an honorary
42 designation of the Martin Luther King Jr. Avenue bridge. He explained that this designation would
43 not change the official name of the bridge or roadway but would instead recognize Ms. Cannon
44 through an honorary naming approved by the North Carolina Department of Transportation
45 (NCDOT). He noted that Council action would authorize staff to submit a formal request to NCDOT,
46 along with the required documentation. Mr. Melton added that a key requirement of the process is

1 confirmation of family support, which has been obtained, as well as adoption of a unanimous Council
2 resolution prior to submission to NCDOT.
3

4 Mr. Melton further explained that NCDOT requires requests to be submitted no more than three
5 months prior to the planned opening of the structure, currently scheduled for October 2026, or within
6 a similar timeframe following project completion. Staff would coordinate the submission to ensure
7 compliance with this requirement. He stated that additional documentation includes background
8 information on Ms. Cannon, letters of recommendation from civic, service, or business organizations,
9 and payment of an administrative fee of approximately \$2,000 to cover sign fabrication and
10 installation.
11

12 Alternatively, Mr. Melton noted that the committee also proposed installation of a memorial feature
13 within the Highway 3, Franklin Street, and Miller Street roundabout. He explained that this option
14 could be addressed locally in coordination with the NCDOT district office and would not require
15 additional state approval. Final design and funding for this option would be subject to Council
16 direction. Mr. Melton provided examples of both concepts and indicated his availability to answer
17 questions.
18

19 Councilmember Hatchell asked whether NCDOT could prohibit the City from pursuing either option.
20 Mr. Melton responded that the honorary bridge designation would require NCDOT approval, and
21 while the City may complete all required steps and submit the request, NCDOT retains final authority
22 to approve or deny the designation. Based on discussions with NCDOT, he stated that denial is not
23 anticipated, provided the process is followed. Mr. Melton added that approval would not be possible
24 if another state facility in North Carolina had already been designated in Ms. Cannon's honor;
25 however, staff is not aware of any such designation, and NCDOT has indicated that none currently
26 exists. Regarding the roundabout memorial option, Mr. Melton stated that staff is not aware of any
27 other requests or discussions related to honorary or memorial recognition at that location, nor have
28 any related inquiries or proposals been received. Additional discussion focused on the City fabricating
29 the signs as a cost-saving endeavor.
30

31 Mayor Pro Tem Dayvault and Councilmembers Jackson and Dixon expressed support for both
32 projects, thanked staff for bringing it forward and agreed that timely action is important. When asked
33 about next steps in the process, Mr. Melton stated that staff would bring a resolution forward for
34 Council's consideration at their next meeting. Councilmember Dixon commented that with February
35 being Black History Month, the timing is especially appropriate. By consensus, Council directed staff
36 to proceed with preparation of the resolution.
37

38 **CITY MANAGER REPORT**

39 City Manager Mike Legg stated that, in light of his pending retirement, this meeting would be his
40 final City Council meeting in his capacity as City Manager. He noted that his last day of service will
41 be at the end of April, marking 32 years of service to the City, including 22 years as City Manager.
42 Mr. Legg described serving as City Manager as the "honor of a lifetime" and stated that while the
43 City has faced challenges, it has achieved far more successes through the collective efforts of Council,
44 staff, and community partners. He expressed appreciation for the trust placed in him and thanked
45 Council and staff, as well as regional, state, nonprofit, and development partners for their
46 contributions to the City's progress.
47

1 Mr. Legg also expressed gratitude for the dedication and professionalism of City staff and for the
2 relationships built over the years. He stated that he looks forward to retirement, spending more time
3 with his family, and continuing to support the community from a new perspective. Mr. Legg thanked
4 his wife, Kelly, and his children, Tyler and Rachel, for their unwavering support and stated that he is
5 leaving with a full heart and confidence in the future of the City.

6 7 **CITY COUNCIL COMMENTS**

8 Councilmember Payne cited the recent demolition of several homes located off Dale Earnhardt
9 Boulevard and suggested that Council consider establishing a Historic Preservation Commission to
10 create a historic district. He requested that staff research the matter further and return with information
11 for Council consideration. Councilmember Payne also noted that he attended a presentation by State
12 Representative Dr. Grant Campbell regarding hemp and the lack of state regulation. He expressed
13 concern about the number of smoke shops located near public schools and encouraged staff to contact
14 Dr. Campbell's office to arrange a similar presentation at a future Council meeting.

15
16 Councilmember Hatchell stated that she also attended Dr. Campbell's presentation and expressed
17 hope that the information presented could be shared with the public, noting concerns about the lack
18 of a legal age limit for hemp-related products and the potential impact on children in Kannapolis and
19 across the state. She stated that she also attended the Cabarrus Summit alongside Councilmembers
20 Payne and Dixon as well as Mr. Legg. Councilmember Hatchell shared that the Summit brought
21 together municipal leaders, county commissioners, and members of the state delegation, and provided
22 an opportunity to discuss shared issues. She thanked Mr. Legg for providing updates on Kannapolis
23 during the event. Councilmember Hatchell shared additional information from the Summit regarding
24 the Cabarrus County Animal Shelter, noting its age and challenges, and encouraged residents to
25 consider adoption or volunteering. She also relayed that members of the state delegation indicated
26 they are working to balance the state budget, an issue important to teachers and other state employees,
27 and encouraged continued citizen engagement. Councilmember Hatchell concluded by highlighting
28 the City's Christmas parade, thanking City staff for their efforts, including Parks and Recreation,
29 Police, and Fire personnel. She congratulated A.L. Brown High School for winning multiple awards
30 and described the event as a success, noting the beauty of downtown and the strong community
31 turnout. She emphasized that the citizens of Kannapolis are the City's greatest asset and thanked them
32 for celebrating the season together, stating that the event served as a meaningful reminder of why
33 Council members serve the community.

34
35 Councilmember Dixon reflected on her time serving on Council alongside Mr. Legg as well as on
36 other Commissions. She expressed appreciation for his leadership, professionalism, and efforts to
37 bring back ideas from national trips to benefit the citizens of Kannapolis. Councilmember Dixon
38 thanked him for his service and wished him well as he transitions into retirement.

39
40 Mayor Pro Tem Dayvault echoed the sentiments of Council Members Dixon, Hatchell, and Payne,
41 expressing appreciation to the City Manager. He recalled beginning as a city intern in 2008 and the
42 opportunities he was given to learn about city operations and praised Mr. Legg for his professionalism,
43 openness, and willingness to consider new ideas, noting the positive impact of his leadership. Mayor
44 Pro Tem Dayvault also expressed interest in participating in discussions regarding the historic
45 preservation commission and expressed support for arranging a presentation by Representative Dr.
46 Grant Campbell on hemp regulation. He additionally raised a concern about several state highway

1 historical markers along Highway 29 that are faded or missing and suggested exploring restoration
2 efforts.

3
4 Councilmember Berry thanked Mr. Legg for his vast knowledge, endurance, and patience, noting that
5 the community will be forever grateful for his service.

6
7 Councilmember Jackson reflected on his time serving alongside Mr. Legg on the Kannapolis City
8 Council since 2013, noting the city's growth and the successful downtown Murdoch purchase. He
9 thanked Mr. Legg for his guidance, hard work, and leadership, highlighting the knowledge he gained
10 about municipal operations and budgeting under his direction. Councilmember Jackson expressed
11 appreciation for Mr. Legg's support in helping Council make informed decisions and acknowledged
12 his contributions to the community's success.

13
14 Mayor Wilson thanked Mr. Legg for his vision and leadership, recalling the 2014 downtown project
15 and noting his role in guiding the city through important initiatives. He expressed appreciation for
16 Mr. Legg's contributions and leadership.

17
18 **OATH OF OFFICE**

19 Mayor Wilson invited North Carolina Senator Carl Ford to administer the Oath of Office to newly
20 appointed City Manager, Wilmer Melton, who was joined by his wife, Angie.

21
22 **CLOSED SESSION**

23 Mayor Pro Tem Dayvault made the motion to go into Closed Session in accordance with G.S. 143-
24 318.11 (a) (3) to consult with an attorney in order to preserve the attorney-client privilege. Second by
25 Councilmember Payne and unanimously approved.

26
27 Mayor Wilson called for a 15-minute recess.

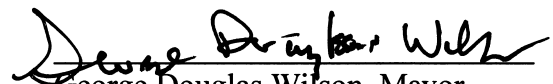
28
29 Council entered Closed Session at 5:15 P.M.

30
31 **MOTION TO ADJOURN**

32 There being no further business, Councilmember Dixon made motion to adjourn, second by
33 Councilmember Hatchell, and the motion was unanimously approved.

34
35 The meeting adjourned at 6:05 P.M. on Monday, January 12, 2026.

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41 
42 _____
43 Pam Scaggs, CMC, NCCMC
44 City Clerk
45


George Douglas Wilson, Mayor
City of Kannapolis



To: Mayor and City Council
From: Gary Mills, Parks & Recreation Director
Subject: **PRESENTATION** - Arts & Humanites Award

Recommended Action Requested by City Council

None - presentation only

Required Votes to Pass Required Action

Presentation Only. No Action Required

Background

The City of Kannapolis recently assumed operations of the historic Swanee Theatre, a live performance venue in the heart of downtown Kannapolis. As part of this transition, the city has elevated the theatre's mission: to serve as an inclusive, community-centered space that celebrates the arts, fosters cultural expression, and supports local economic growth. While the Swanee Theatre had established itself as a destination for musical performances for adult audiences, youth-focused programming was noticeably absent. In response, the city launched the Children's Theatre Series during the 2025 summer season—an innovative initiative to engage audiences under the age of 18 with interactive, developmental, and immersive live theatre experiences. The series featured four performances, each approximately 45 minutes long, followed by a 15-minute character meet-and-greet to further engage young audience members. Uniquely interactive, the productions invited children to become part of the performance, allowing them to step into the story as characters, encouraging imagination, participation, and self-expression. Each play was carefully curated to support key aspects of childhood development, including Problem-solving, Decision-making, Empathy, Compassion and Creative thinking. Through this program, the Swanee Theatre successfully broadened its audience, engaging families and children for the first time. Fulfilling its mission to be a place where everyone in the community can feel seen, inspired, and welcome. The Children's Theatre Series has laid the groundwork for year-round family programming and continues to serve as a model for how arts and culture can be leveraged to support youth development, community connection, and inclusive access to the performing arts.

The City of Kannapolis launched the Children's Theatre Series in 2024 as part of a broader effort to diversify cultural arts offerings at the historic Swanee Theatre and better reflect the full spectrum of our community. While our department offers a wide array of programs, this marked the first time a series was developed around immersive performing arts—where the audience doesn't just watch the story—they become a part of it. The goal was clear: reach an untapped audience, particularly children and families, many of whom had never experienced live theatre. In a city with predominantly low- to middle-income households and limited access to dedicated performing arts spaces, we saw an opportunity to redefine what the Swanee Theatre could be—not just a venue for concerts, but a welcoming cultural hub for all ages. The Children's Theatre Series featured four original performances, each about 45 minutes long with a 15-minute meet-and-greet that allowed kids to engage directly with the characters. What set this series apart was its interactivity: audience members

were invited on stage to become characters, creating an empowering and imaginative experience that ignited curiosity and creativity. In partnership with Sigmon Theatrical, we co-developed story concepts that prioritized:

- Character building
- Problem-solving
- Compassion
- Decision-making
- Imagination and creative exploration

Unlike many traditional youth programs that include passive entertainment or simple character appearances, this series encouraged children to step into the spotlight—an experience that sparked confidence and could be the beginning of a lifelong interest in the arts. The results exceeded our expectations:

- 950 total attendees, with two sold-out shows
- A broad age range served, including many first-time theatre-goers
- A powerful demonstration of demand and enthusiasm for youth-focused performing arts

In a city with no dedicated children's performing arts venue outside of a local high school, this program filled a critical cultural gap—offering a high-quality, low-cost arts experience that was both educational and transformative. Our mission was not only to provide entertainment but to plant the seeds of creativity, broaden perceptions of who the theatre is for, and open the door to possibility for children across Kannapolis. By creating a space where kids are empowered to imagine, perform, and express themselves, we helped shape the next generation of artists, storytellers, and community leaders. This program represents the spirit of what public cultural programming should be: inclusive, innovative, responsive, and joyful.

The success of the Children's Theatre Series has made one thing clear: there is a strong and growing desire for performing arts programming in Kannapolis. These performances have not only brought new audiences into the Swanee Theatre but have also inspired broader community engagement with the space.

Since the series launched, we've seen:

- Increased interest in booking the theatre for other performing arts events, including dance recitals, choir concerts, and school performances.
- Community feedback requesting more evening theatre shows to accommodate working families.
- A measurable increase in audience diversity, with many attendees being first-time visitors to the Swanee Theatre.

Perhaps most importantly, we received deeply moving feedback from parents and guardians whose children were transformed by the experience. One parent shared,

“I have never seen my child light up in the way she did when she got to be Dorothy on stage today. I think I have a star on my hands.”

This kind of response validates the heart of our mission: to provide inclusive, inspiring, and accessible arts opportunities that ignite imagination and build community. Looking ahead, we are excited to continue and expand the Children’s Theatre Series. In 2026, we plan to offer five summer performances, and a Christmas production as well as seasonal specials. Through this initiative, the Swanee Theatre is evolving into more than just a venue—it is becoming a community cornerstone, a place where all ages can gather, dream, and experience the magic of the arts together.

The North Carolina Recreation and Parks Association recognized this program as one of the state's best. At the recent joint conference with South Carolina, the City of Kannapolis was presented the 2025 Arts and Humanities Award for our children's theater programs for cities with a population between 25,000-75,000 residents.

Here to present the award to the City is the Vice-President of NCRPA as well as the Director for Iredell County P&R, Daniel Leatherman.

Fiscal Implications

None

Alternate Courses of Action

None - presentation only

Attachments

None



Office of City Council

**KANNAPOLIS, NORTH CAROLINA
P R O C L A M A T I O N
“DR. MARTIN LUTHER KING, JR., DAY”**

WHEREAS, Dr. Martin Luther King Jr. dedicated his life to advancing equality, justice, and civil rights for all people through nonviolent action and unwavering courage; and

WHEREAS, his leadership and vision inspired a movement that transformed our nation, challenging us to confront injustice and work toward a society where every individual is treated with dignity and respect; and

WHEREAS, Dr. King’s legacy continues to remind us of the importance of service, compassion, and unity in building stronger communities; and

WHEREAS, the observance of Martin Luther King Jr. Day provides an opportunity for all citizens to reflect on his teachings and to recommit ourselves to the principles of equality and justice.

NOW, THEREFORE, the City Council of the City of Kannapolis, North Carolina does hereby proclaim Monday, January 19, 2026, as

"DR. MARTIN LUTHER KING, JR. DAY"

in the City of Kannapolis, and we encourage all residents to honor Dr. King’s memory through acts of service, dialogue, and community engagement.

FURTHERMORE, we invite everyone to join in the weekend festivities and events celebrating Dr. King’s life and legacy, including a parade on Monday, January 19, 2026.

IN WITNESS WHEREOF, City Council has caused the Seal of the City of Kannapolis to be affixed this 12th day of January 2026.





Kannapolis
Agenda Staff Report
January 12, 2026

To: Mayor and City Council
From: Andrew Kelly, City Attorney
Subject: **APPROVAL** - Amendment to the Public Speakers Policy **UNANIMOUSLY APPROVED**

Recommended Action Requested by City Council

Motion to approve amendments to the Public Speakers Policy.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

At the December 8, 2025 City Council meeting, Council reached consensus to move “Speakers From the Floor” from the end of the agenda to the beginning and to allow this item at both Council meetings. Following this decision, staff identified the need to update the Public Speakers Policy to ensure alignment with this new approach.

Attached for City Council’s review and consideration is the amended policy.

Fiscal Implications

None.

Alternate Courses of Action

1. Table action to a future meeting.
2. Take no action.

Attachments

1. Public Hearing and Public Comments Policy Amdt 1_12_26



City of Kannapolis Public Hearing and Public Comments Policy

A. Overview.

North Carolina General Statutes § 160A-81 and § 160A-81.1 allow City Council to adopt reasonable rules which govern the conduct of public hearings and public comment periods (including Speakers from the Floor), including rules to maintain order and decorum. The Kannapolis City Council encourages all citizens to participate in the public process and values their input, ideas, and suggestions. The Kannapolis City Council is resolved to be fair and equitable to all citizens and to maintain order and decorum during the conduct of public meetings. For these reasons, the Kannapolis City Council establishes this policy to maintain order and respectability during the public comment period and during public hearings. These rules are not intended to limit the content of any speaker's message, but to ensure that the meeting is conducted in a civil, productive, effective, and orderly manner. This policy does not place limitations as to who may or may not address City Council.

B. Public Hearings.

From time-to-time City Council will hold public hearings, either as required by law or on its own initiative. They may be held at any scheduled City Council meeting. All comments to City Council during public hearings shall be subject to the standards described in Section D below.

C. Public Comment Period. (Including Speakers from the Floor)

The public comment period shall be reserved as an agenda item on City Council's regular meetings, which are currently held on the 2nd and 4th Monday of each month. ~~of business on the agenda for the City Council's regular session, which is currently held on the 4th Monday of each month.~~ All comments to City Council during the public comment period shall be subject to the standards described in Section D below.

D. Standards.

1. Speakers are encouraged to be courteous and respectful of one another and of City Council and City Staff. Speakers are asked to refrain from personal attacks, accusations, or threats directed toward the Mayor, any member of City Council, City Staff, and/or members of the public; vulgar or profane language or gestures will not be tolerated.
2. Prior to the start of the Council Meetings, individuals wishing to address the Council must fill out a speaker's card stationed by the meeting room door. The City Clerk will collect the cards, and the Mayor will recognize speakers in the order that they received. Speakers will address City Council from the podium and will be asked to provide their name and address for the record. The primary purpose of the speaker's card is to assist

staff with record keeping. At the beginning of the meeting the Mayor will invite those attendees wanting to speak at a public hearing or during the public comments period to complete a speaker's card. This invitation will be repeated at the beginning of each public hearing and the beginning of the public comment part of the agenda. A card must be completed and provided to the City Clerk prior to the last speaker completing his or her remarks. There will be no other speakers allowed after this time and no additional invitations made by the Mayor.

3. To be valid, the speaker's card will include the signature of speaker acknowledging that a copy of this policy has been provided to the speaker either at the date and time of the meeting or on a previous date.
4. Each speaker shall be limited to a maximum time of four (4) minutes. A timer for public speakers will be coordinated by City Staff person which will indicate time remaining and announce when the speakers time has expired. Speakers will be allowed to speak once during the public comment period.
5. A speaker may not share, relinquish, yield or transfer any remaining time they have not used to another speaker. There will be no speaker substitutions allowed.
6. To avoid repetition and delay, groups of people supporting the same position are encouraged to designate a spokesperson for the group.
7. Speakers shall address City Council only on issues that are related to the jurisdiction of the City Council. More specifically, speakers participating in a public hearing shall only address City Council on the issues pertaining to that particular public hearing topic.
8. Speakers must address the Mayor and City Council and refrain from addressing attendees in the audience.
9. Speakers will not discuss matters regarding the candidacy of any person seeking public office, including the candidacy of the person addressing the Council.
10. Signs no larger than two square feet are permitted to be used by the speaker provided they do not block the view of attendees seated in the audience, City Staff, or members of City Council. Signs shall not be shaken, waved or moved vigorously to disrupt the meeting.
11. Speakers may provide documents or other printed comments or materials to City Council, provided there are 10 copies given to the City Clerk prior to the start of the meeting. The City Clerk shall distribute the copies to City Council, Attorney, and City Manager and retain one copy for the record. Written comments or letters, to include persons not present, will not be read aloud without prior approval from the Mayor. The Mayor has the discretion to deviate from this general rule should he or she deem it necessary.
12. Public hearings and the public comment period are not intended to require City Council to answer impromptu questions or to participate in a discussion or debate with Speakers. City Council will not typically act on an item presented during the public

comment period. When the Council deems appropriate, the Mayor may request the City Manager or his/her designee to follow up with the Speaker and/or to provide additional information to City Council later.

13. To provide for the maintenance of order and decorum in the conduct of the meeting, the Mayor may declare "out-of-order" any person who fails to comply with this policy. The Mayor shall caution any such person to abide by the provisions of this policy. Refusal to do so shall be grounds for removal of the speaker from the meeting. Disruption from the audience relating to the support or non- support of a speaker's comments will not be permitted.
14. The Mayor has the authority to enforce this policy. Failure to obey these standards may result in a forfeiture of any remaining speaking time.
15. Individuals who engage in egregious or repeated violations may be asked to leave the meeting. The Mayor may remove any person from a meeting if the person is interrupting or disrupting the meeting. A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting he or she may be charged with a Class 2 misdemeanor under N.C.G.S. 143-318.17.
16. The City's Chief of Police or his/her designee shall serve as the Sergeant at-Arms for all City Council Meetings and when directed by the Mayor, the Sergeant-at-Arms will have the responsibility of removing a public participant whom the presiding officer determines to be disturbing or interrupting a City Council Meeting.
17. Speakers in need of interpreters or other special accommodations must contact the Human Resource office at least one week in advance of the meeting. Reasonable accommodations will be provided free of charge.

This Policy is amended this 12th day of January 2026.

George Douglas Wilson, Mayor

ATTEST:

Pam Scaggs, CMC, NCCMC
City Clerk



To: Mayor and City Council
From: Richard Smith, Planning Director
Subject: **VOLUNTARY ANNEXATION-** (A-2026-01) 4.03 +/- acres of noncontiguous property located at 3050 Placid Road **UNANIMOUSLY APPROVED**

Recommended Action Requested by City Council

1. Motion to adopt a Resolution Directing the City Clerk to Investigate an Intent to Annex and to Certify the Sufficiency of the Petition to Annex; and,
2. Motion to adopt a Resolution of Intent to Annex and Fix Date of Public Hearing for Monday, January 26, 2026.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The applicants, Tonya Rivens-Rasheed, Walter Rivens, Travis Rivens, Jonathan Rivens, Ashley Rivens, Tiffany Martin, and Tywen White, have submitted an application for voluntary annexation of approximately 4.03 +/- acres of noncontiguous property located at 3050 Placid Road. The property is further identified as Cabarrus County Parcel Identification Number 46726581430000.

Fiscal Implications

None

Alternate Courses of Action

1. Table actions to a future meeting.
2. Take no action.

Attachments

1. 2026-02 Resolution of Intent to Annex and to set a public hearing A-2026-01 3050 Placid Rd
2. 2026-01 Resolution Directing the Clerk to investigate an intent to annex A-2026-01 3050 Placid Rd
3. Certificate of Sufficiency
4. 3050 Placid Rd - Noncontiguous Annexation Application
5. Black and White A-2026-01
6. Vicinity A-2026-01
7. Vicinity Color A-2026-01

**RESOLUTION OF INTENT TO ANNEX AND FIX DATE OF
PUBLIC HEARING ON QUESTION OF ANNEXATION**

A-2026-01 – 3050 Placid Road

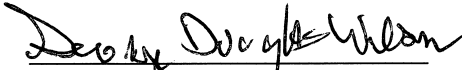
WHEREAS, pursuant to N.C.G.S Chapter 160A-58 *et seq.*, City Council may initiate annexation of real property noncontiguous to the City's boundary pursuant to a Petition for Annexation by all property owners located therein by adopting a Resolution stating its intent to annex the property described.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Kannapolis, North Carolina that:


- Section 1. A public hearing on the question of annexation of the area described herein will be held at the Laureate Center, 401 Laureate Way, Kannapolis, NC at 6:00 PM on the 26th day of January 2026.
- Section 2. The area proposed for annexation is described as follows:

See attached Metes and Bounds Description and Annexation Survey.
- Section 3. Notice of public hearing shall be published in the Independent Tribune on Thursday, January 15th and Thursday, January 22nd, 2026.

ADOPTED this the 12th day of January 2026.


George Douglas Wilson, Mayor
City of Kannapolis

ATTEST:


Pam Scaggs, CMC, NCCMC
City Clerk

**METES AND BOUNDS DESCRIPTION
3050 PLACID ROAD**

An access easement over a 60 ft road to the party of the second part their heirs and successors as follows: BEGINNING at a point 3 ft. East of the center of the road, Thomas Rivens Northeast corner of a tract recorded in Book 295 at page 141; thence with the center of a 60 ft. road South 14 degs. 10 mins. East 210.0 ft. thence South 14 degs. 10 mins. East 550.0 ft; South 38 degs. 50 mins. West 330.0 ft.; and South 71 degs. 50 mins. West 300.0 ft. to the end of the 60 ft. road.

**RESOLUTION DIRECTING THE CLERK TO
INVESTIGATE AN INTENT TO ANNEX**

A-2026-01 – 3050 Placid Road

WHEREAS, City Council may initiate annexation of noncontiguous property owned by the petitioners by adopting a resolution stating its intent to annex the property of the area described herein; and

WHEREAS, N.C.G.S Chapter 160A-58 *et seq*, provides that the sufficiency of the petition shall be investigated by the City Clerk of the City of Kannapolis, North Carolina before further annexation proceedings consistent within the intent to annex can take place; and

WHEREAS, City Council of the City of Kannapolis, North Carolina deems it advisable to direct the City Clerk to investigate the sufficiency of the intent to annex.

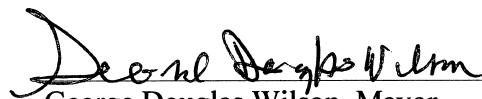
NOW, THEREFORE, BE IT RESOLVED by City Council of the City of Kannapolis, North Carolina that:

The City Clerk is hereby directed to investigate the sufficiency of the above-described intent to annex under N.C.G.S. Chapter 160A-58 *et seq* and to certify as soon as possible to the City Council the result of the investigation.

ADOPTED this the 12th day of January 2026.

ATTEST:


Pam Scaggs, CMC, NCCMC
City Clerk


George Douglas Wilson, Mayor
City of Kannapolis

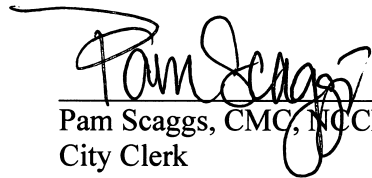
**CERTIFICATE OF SUFFICIENCY
A-2026-01**

To City Council of the City of Kannapolis, North Carolina.

I, Pam Scaggs, City Clerk, do hereby certify that pursuant to NCGS Chapter 160A-58 *et seq.*, I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the City of Kannapolis, North Carolina, this the 12th day of January 2026.




Pam Scaggs, CMC, NCCMC
City Clerk



Petition for Non-Contiguous Annexation

So that we may efficiently review your request in a timely manner, it is important that all required documents are submitted with your application. Submit digitals and 1 hard copy of applications and accompanying documents to the Planning Department at the address above.

ANNEXATION REQUEST

Approval authority – City Council.

Property Address: 3050 PLACID RD DAVIDSON NC 28036

Applicant: Tonya Rivens-Rasheed, Walter Rivens, Travis Rivens, Jonathan Rivens, Ashley Rivens, Tiffany Martin, Tywen White

Address: 13023 Red Vulcan Court City: Charlotte State: NC Zip: 28213

Contact number: 310-567-4506 Email: [REDACTED]

SUBMITTAL CHECKLIST

- Pre-Application Meeting – send an email to planreviewappointment@kannapolisnc.gov
- Annexation Checklist and Application – Complete with all required property owner signatures
- Stamped, signed black and white 18 x 24" survey of subject property prepared by a registered engineer or surveyor (**not preliminary**)
- Metes and Bounds description of subject property

PROCESS INFORMATION

Annexation involves two (2) separate City Council meetings:

First meeting: The City Clerk will certify the sufficiency of the annexation and City Council will set a date for the public meeting.

Second meeting: City Council will review the petition and either approve or decline the annexation request:

1. Newspaper notification at least ten (10) days prior to the second Council meeting
2. Notification to the County or municipality from which the subject property is being annexed
3. Public Hearing
4. State recordation of the Resolution to Extend the Corporate City Limits, the signed/stamped 18X24" survey (can not be stamped as preliminary) and the Metes and Bounds Description.

By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if incomplete.

Applicant's Signature: _____ Date: _____

KANNAPOLIS

Planning Department
401 Laureate Way
Kannapolis, NC 28081
704.920.4350

PETITION REQUESTING A NON-CONTIGUOUS ANNEXATION

Approval authority - City of Kannapolis City Council

DATE: _____

To the City Council of the City of Kannapolis, North Carolina:

1. We, the undersigned owners of real property respectfully request that the area described in paragraph 2 below be annexed to the City of Kannapolis.
2. The area to be annexed, located at 3050 PLACID RD DAVIDSON NC 28036, further identified as Cabarrus County Parcel Identification Number 4672 65 8143, is non-contiguous to the primary limits of the City of Kannapolis, is approximately 3.66 acres, and the boundaries of such territory are as follows:

See Attached Signed, Stamped Survey Map and Metes and Bounds Description

3. This petition is signed by all property owners of the area to be annexed.
4. The undersigned owners acknowledge that the following City service(s) is (are) not presently available for immediate taps upon annexation: water sewer ; and, subsequently agree that the City shall not provide water and sewer service to the area to be annexed except in accordance with the City's standard water and sewer policy.
5. Please check ONE box below:
 The undersigned owners declare that zoning vested rights have been established on the area to be annexed under G.S. 160D-108 or G.S. 160D-108.1 and provide proof of such rights by attachment hereto.
 The undersigned owners hereby declare that no such vested rights have been established and that any vested rights previously acquired are hereby terminated.

Name (print or type)	Address	Signature*
1. <u>Tonya Rivens Rasheed</u>	<u>13023 Red Vulcan Ct. Charlotte, NC 28213</u>	<u>[Signature]</u>
2. <u>Travis Rivens</u>	<u>16016 Bushnell Ct. Huntersville, NC 28078</u>	<u>Travis Rivens</u>
3. <u>Walter Rivens</u>	<u>1370 Racine St. Aurora CO 80011</u>	<u>Walter Rivens</u>
4. <u>Jonathan Rivens</u>	<u>19504 Smithville Ln. Cornelius, NC 28031</u>	<u>Jonathan L. Rivens</u>

*Family members (e.g., husbands and wives) need to sign separately. Signatures for corporations, institutions, etc., are by those with the authority to sign legal documents.



PETITION REQUESTING A NON-CONTIGUOUS ANNEXATION

Approval authority – City of Kannapolis City Council

DATE: _____

To the City Council of the City of Kannapolis, North Carolina:

1. We, the undersigned owners of real property respectfully request that the area described in paragraph 2 below be annexed to the City of Kannapolis.
2. The area to be annexed, located at 3050 PLACID RD DAVIDSON NC 28036, further identified as Cabarrus County Parcel Identification Number 4672 65 8143, is non-contiguous to the primary limits of the City of Kannapolis, is approximately 3.66 acres, and the boundaries of such territory are as follows:

See Attached Signed, Stamped Survey Map and Metes and Bounds Description

3. This petition is signed by all property owners of the area to be annexed.
4. The undersigned owners acknowledge that the following City service(s) is (are) not presently available for immediate taps upon annexation: water sewer ; and, subsequently agree that the City shall not provide water and sewer service to the area to be annexed except in accordance with the City's standard water and sewer policy.
5. Please check ONE box below:
 - The undersigned owners declare that zoning vested rights have been established on the area to be annexed under G.S. 160D-108 or G.S. 160D-108.1 and provide proof of such rights by attachment hereto.
 - The undersigned owners hereby declare that no such vested rights have been established and that any vested rights previously acquired are hereby terminated.

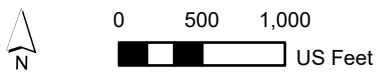
<u>Name</u> (print or type)	<u>Address</u>	<u>Signature*</u>
1. <u>Ashley Rivers</u>	<u>12504 ES Draper Dr.</u> <u>Huntersville, NC 28078</u>	<u>[Signature]</u>
2. <u>Tiffany Martin</u>	<u>2818 Heather Glen Ln.</u> <u>Charlotte, NC 28208</u>	<u>[Signature]</u>
3. <u>Tywen White</u>	<u>9900 Sybbie St.</u> <u>Concord, NC 28027</u>	<u>[Signature]</u>
4. _____	_____	_____

*Family members (e.g., husbands and wives) need to sign separately. Signatures for corporations, institutions, etc., are by those with the authority to sign legal documents.



Vicinity Map

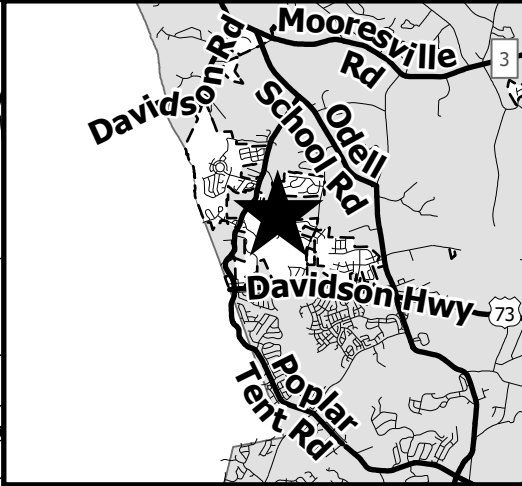
A-2026-01
 Tonya Rivens-Rasheed, Walter Rivens,
 Travis Rivens, Jonathan Rivens,
 Ashley Rivens, Tiffany Martin,
 Tywen White
 3050 Placid Rd



- | | |
|----------------------|--------------------|
| Streets | Cabarrus |
| Parcels | Rowan |
| Voluntary Annexation | Boundaries (Inset) |
| City of Kannapolis | City of Kannapolis |
| | ETJ |

Inset Map

- | |
|--------------------|
| Cabarrus |
| Rowan |
| Boundaries (Inset) |
| City of Kannapolis |
| ETJ |



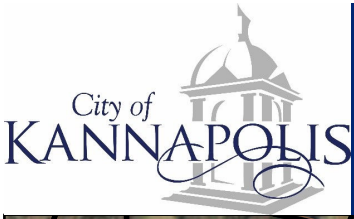
Vicinity Map

A-2026-01
 Tonya Rivens-Rasheed, Walter Rivens,
 Travis Rivens, Jonathan Rivens,
 Ashley Rivens, Tiffany Martin,
 Tywen White
 3050 Placid Rd

0 950 1,900 2,850 US Feet

N

Streets	Cabarrus
Parcels	Rowan
Voluntary Annexation	Boundaries (Inset)
City of Kannapolis	ETJ
	City of Kannapolis

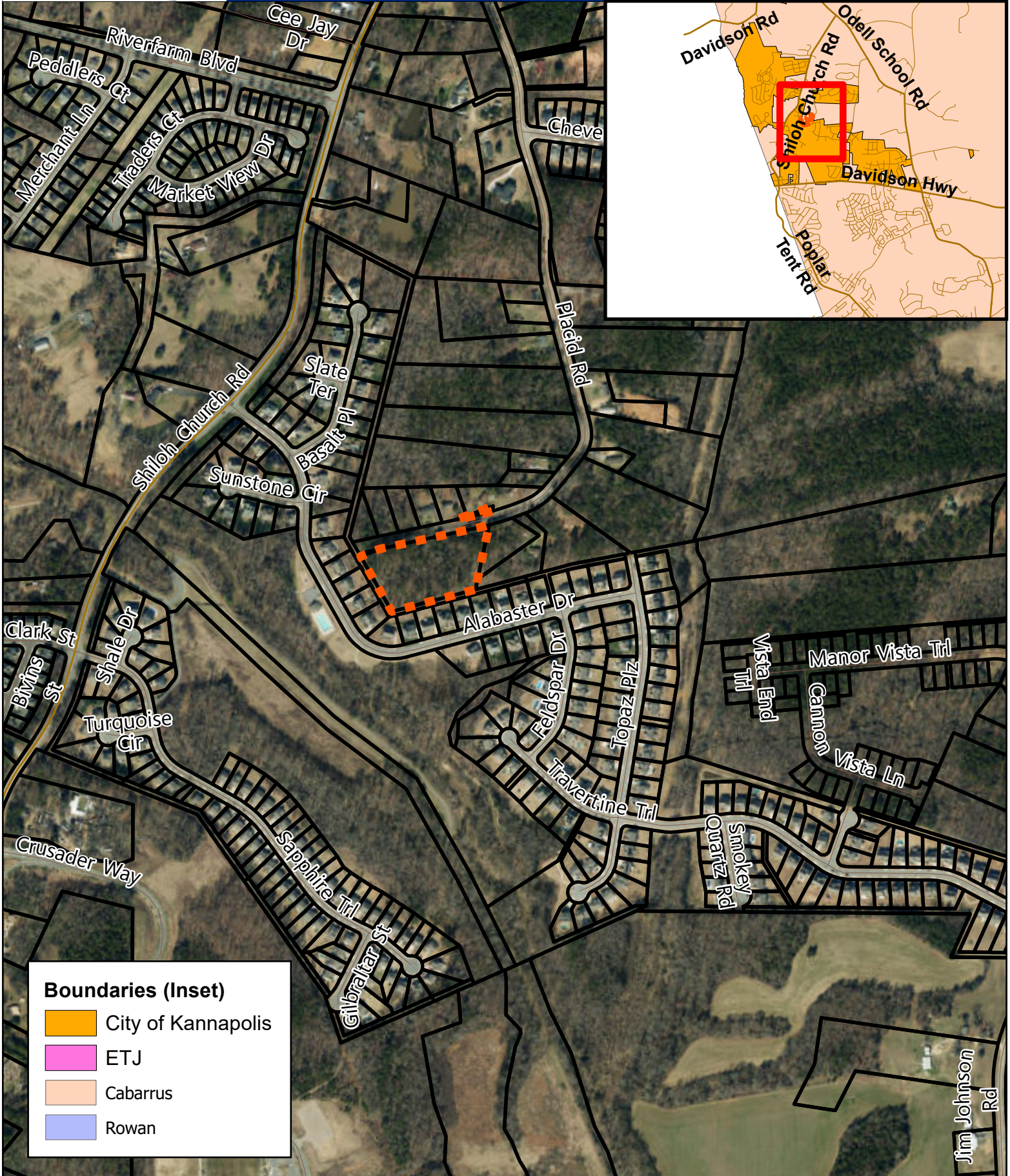


Vicinity Map





A-2026-01

Tonya Rivens-Rasheed, Walter Rivens, Travis Rivens,
Jonathan Rivens, Ashley Rivens, Tiffany Martin, Tywen White
3050 Placid Rd

N



Boundaries (Inset)

-  City of Kannapolis
-  ETJ
-  Cabarrus
-  Rowan

Jim Johnson Rd



Kannapolis
Agenda Staff Report
January 12, 2026

To: Mayor and City Council
From: Richard Smith, Planning Director
Subject: **VOLUNTARY ANNEXATION-** (A-2026-02) 0.17 +/- acres of noncontiguous property located at 5963 Yale Avenue **UNANIMOUSLY APPROVED**

Recommended Action Requested by City Council

1. Motion to adopt a Resolution Directing the City Clerk to Investigate an Intent to Annex and to Certify the Sufficiency of the Petition to Annex; and,
2. Motion to adopt a Resolution of Intent to Annex and Fix Date of Public Hearing for Monday, January 26, 2026.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The applicant, Cynthia Alexander, has submitted an application for voluntary annexation of approximately 0.17 +/- acres of noncontiguous property located at 5963 Yale Avenue. The property is further identified as Cabarrus County Parcel Identification Number 56044080350000.

Fiscal Implications

None

Alternate Courses of Action

1. Table actions to a future meeting.
2. Take no action.

Attachments

1. 2026-04 Resolution of Intent to Annex and to set a public hearing A-2026-02 5963 Yale Ave
2. 2026-03 Resolution Directing the Clerk to investigate an intent to annex A-2026-02 5963 Yale Ave
3. Certificate of Sufficiency
4. 5963 Yale Ave - Noncontiguous Annexation Application
5. Black and White A-2026-02
6. Vicinity A-2026-02
7. Vicinity Color A-2026-02

**RESOLUTION OF INTENT TO ANNEX AND FIX DATE
OF PUBLIC HEARING ON QUESTION OF ANNEXATION**

A-2026-02 – 5963 Yale Avenue

WHEREAS, pursuant to N.C.G.S Chapter 160A-58 *et seq.*, City Council may initiate annexation of real property noncontiguous to the City's boundary pursuant to a Petition for Annexation by all property owners located therein by adopting a Resolution stating its intent to annex the property described.


NOW, THEREFORE, BE IT RESOLVED by the City Council of Kannapolis, North Carolina that:

- Section 1. A public hearing on the question of annexation of the area described herein will be held at the Laureate Center, 401 Laureate Way, Kannapolis, NC at 6:00 PM on the 26th day of January 2026.
- Section 2. The area proposed for annexation is described as follows:

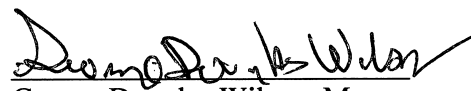
See attached Metes and Bounds Description and Annexation Survey.
- Section 3. Notice of public hearing shall be published in the Independent Tribune on Thursday, January 15th and Thursday, January 22nd, 2026.

ADOPTED this the 12th day of January 2026.

ATTEST:



Pam Scaggs, CMC, NCCMC
City Clerk



George Douglas Wilson, Mayor
City of Kannapolis

0.170 AC

Being all of Lots 30 and 31, Princeton Park, recorded in the Cabarrus County Register of Deed in Map Bk. 10, Pg. 69 and being more fully described as follows:

Beginning at a ½" rebar, said rebar being located on the western right-of-way of Yale Avenue (60' Public R/W), said rebar being a common corner with now or formerly Danetta B. Dennis & Ramsey Bryant (Deed Bk. 12193, Pg. 22), said rebar also being located S 07°54'17" W 99.96 feet from a ½" rebar located at the intersection of Yale Avenue (60' Public R/W) and Harvard Street (60' Public R/W), thence with the western right-of-way of Yale Avenue, S 07°54'17" W 51.02 feet to a point, said point being located N 07°54'17" E 48.95 feet from a ½" rebar, said rebar also being a common corner with now or formerly Christopher Petrea & Daniella Onuoha (Deed Bk. 16732, Pg. 179); thence with the property of now or formerly Christopher Petrea & Daniella Onuoha (Deed Bk. 16732, Pg. 179), N 68°44'14" W, passing a ½" rebar on line at 1.35 feet for a total of 153.80 feet to a ½" rebar, said rebar being located on the rear property of now or formerly Mary I. Miller (Deed Bk. 413, Pg. 694); thence with the rear property of now or formerly Mary I. Miller (Deed Bk. 413, Pg. 694) and now or formerly Abelino Trujillo (Deed Bk. 5037, Pg. 109), N 19°02'19" E 49.87 feet to a point, said point being a common corner with now or formerly Danetta B. Dennis & Ramsey Bryant (Deed Bk. 12193, Pg. 22); thence with the property of now or formerly Danetta B. Dennis & Ramsey Bryant (Deed Bk. 12193, Pg. 22), S 68°39'57" E, passing a ½" rebar on line at 1.52 feet for a total of 143.99 feet to the POINT AND PLACE OF BEGINNING and containing 0.170 AC.



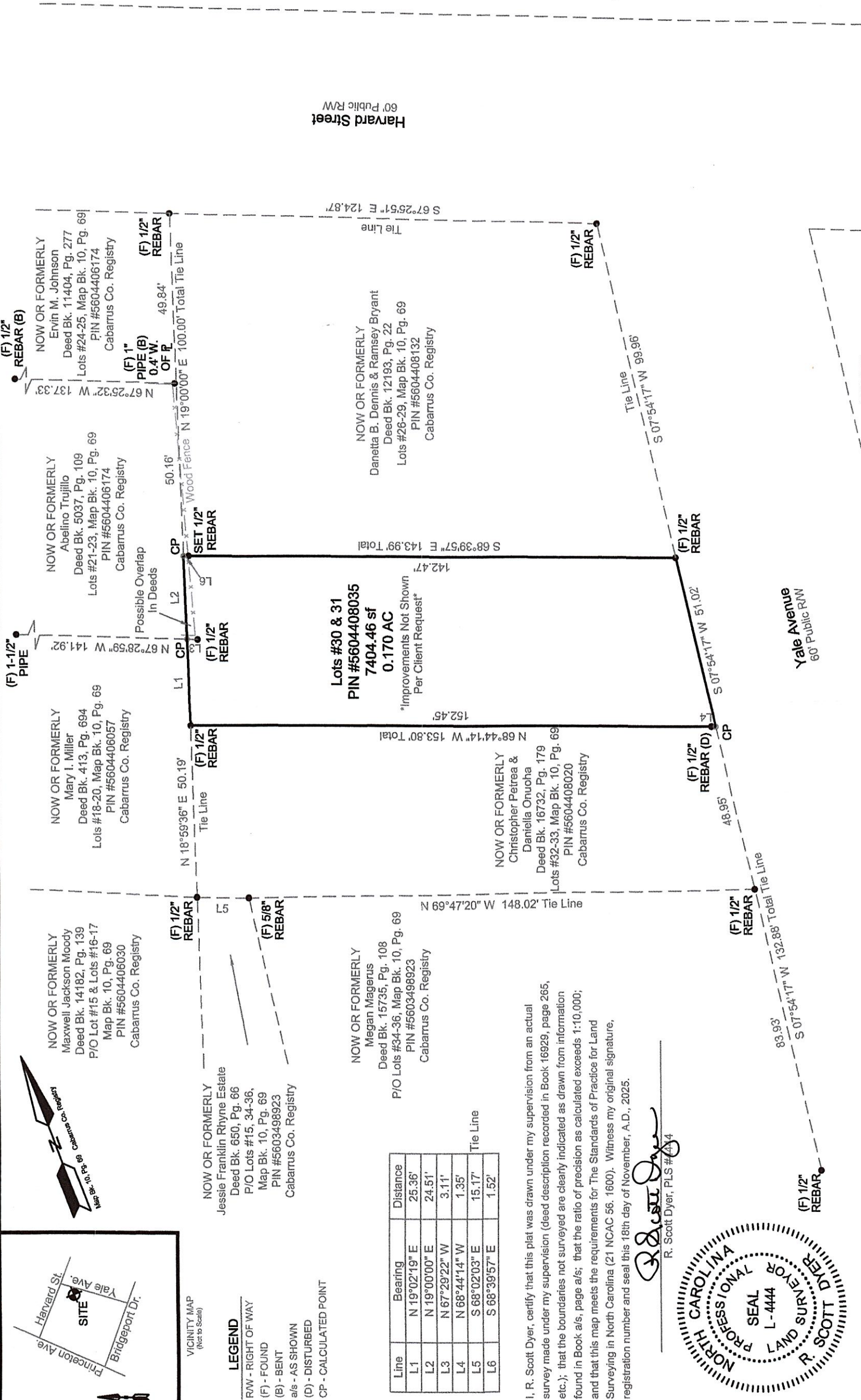
NORSTAR LAND SURVEYING, INC.
 552-B Newell Street NW
 Concord, NC 28025
 Ph 704 721 6651
 Fax 704 721 6653
 Firm Lic. # C-2294

BOUNDARY SURVEY
 Cabarrus County, NC
 Township No. 4
 5963 Yale Avenue
 Prepared For: Cynthia Alexander

DATE: November 12, 2025
 SCALE: 1" = 30'
 NLS NO.: 25072
 DRAWN BY: S. Kimrey
 CHECKED BY: S. Dyer

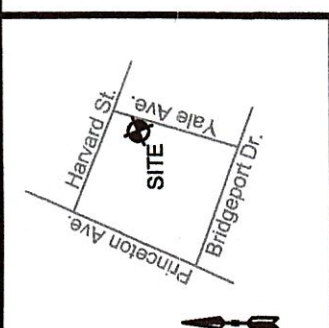
REVISION	DATE

SHEET 1 OF 1



NOTES:

- * Deed Reference - Deed Bk. 16929, Pg. 265 Cynthia Alexander Dated May 14, 2024 Recorded in Cabarrus Co. Registry
- * Map Reference - Princeton Park Dated September, 1955 Map Bk. 10, Pg. 69 Recorded in Cabarrus Co. Registry Performed by G. Sam Rowe, PLS
- * Property subject to recorded and unrecorded right of ways, easements and agreements as may appear. A complete and full title search was not performed for this survey.



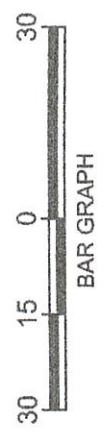
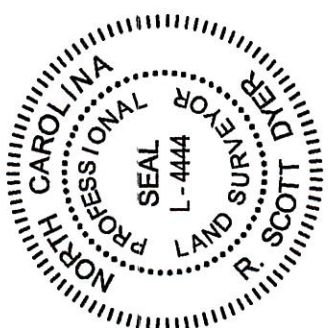
LEGEND

- RAW - RIGHT OF WAY
- (F) - FOUND
- (B) - BENT
- als - AS SHOWN
- (D) - DISTURBED
- CP - CALCULATED POINT

Line	Bearing	Distance
L1	N 19°02'19" E	25.36'
L2	N 19°00'00" E	24.51'
L3	N 67°29'22" W	3.11'
L4	N 68°44'14" W	1.35'
L5	S 68°02'03" E	15.17'
L6	S 68°39'57" E	1.52'

I, R. Scott Dyer, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 16929, page 265, etc.); that the boundaries not surveyed are clearly indicated as drawn from information found in Book als, page als; that the ratio of precision as calculated exceeds 1:10,000; and that this map meets the requirements for The Standards of Practice for Land Surveying in North Carolina (21 NCAC 56.1600). Witness my original signature, registration number and seal this 18th day of November, A.D., 2025.

R. Scott Dyer
 R. Scott Dyer, PLS #444



**RESOLUTION DIRECTING THE CLERK TO
INVESTIGATE AN INTENT TO ANNEX**

A-2026-02 – 5963 Yale Avenue

WHEREAS, City Council may initiate annexation of noncontiguous property owned by the petitioners by adopting a resolution stating its intent to annex the property of the area described herein; and


WHEREAS, N.C.G.S Chapter 160A-58 *et seq*, provides that the sufficiency of the petition shall be investigated by the City Clerk of the City of Kannapolis, North Carolina before further annexation proceedings consistent within the intent to annex can take place; and

WHEREAS, City Council of the City of Kannapolis, North Carolina deems it advisable to direct the City Clerk to investigate the sufficiency of the intent to annex.

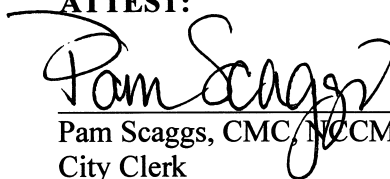
NOW, THEREFORE, BE IT RESOLVED by City Council of the City of Kannapolis, North Carolina that:

The City Clerk is hereby directed to investigate the sufficiency of the above-described intent to annex under N.C.G.S. Chapter 160A-58 *et seq* and to certify as soon as possible to the City Council the result of the investigation.

ADOPTED this the 12th day of January 2026.


George Douglas Wilson, Mayor
City of Kannapolis

ATTEST:



Pam Scaggs, CMC, NCCMC
City Clerk

**CERTIFICATE OF SUFFICIENCY
A-2026-02**

To City Council of the City of Kannapolis, North Carolina.

I, Pam Scaggs, City Clerk, do hereby certify that pursuant to NCGS Chapter 160A-58 *et seq.*, I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the City of Kannapolis, North Carolina, this the 12th day of January 2026.



Pam Scaggs
Pam Scaggs, CMC, NCCMC
City Clerk



Petition for Non-Contiguous Annexation

So that we may efficiently review your request in a timely manner, it is important that all required documents are submitted with your application. Submit digitals and 1 hard copy of applications and accompanying documents to the Planning Department at the address above.

ANNEXATION REQUEST

Approval authority – City Council.

Property Address: 5963 Yale Ave
Applicant: Cynthia Alexander
Address: 5963 Yale Ave City: Kannapolis State: N.C. Zip: 28081
Contact number: 704-287-8061 Email: [REDACTED]

SUBMITTAL CHECKLIST

- Pre-Application Meeting – send an email to planreviewappointment@kannapolisnc.gov
- Annexation Checklist and Application – Complete with all required property owner signatures
- Stamped, signed black and white 18 x 24" survey of subject property prepared by a registered engineer or surveyor (not preliminary)
- Metes and Bounds description of subject property

PROCESS INFORMATION

Annexation involves two (2) separate City Council meetings:

First meeting: The City Clerk will certify the sufficiency of the annexation and City Council will set a date for the public meeting.

Second meeting: City Council will review the petition and either approve or decline the annexation request:

1. Newspaper notification at least ten (10) days prior to the second Council meeting
2. Notification to the County or municipality from which the subject property is being annexed
3. Public Hearing
4. State recordation of the Resolution to Extend the Corporate City Limits, the signed/stamped 18X24" survey (can not be stamped as preliminary) and the Metes and Bounds Description.

By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if incomplete.

Applicant's Signature: Cynthia Alexander Date: Dec. 4, 2025



PETITION REQUESTING A NON-CONTIGUOUS ANNEXATION

Approval authority – City of Kannapolis City Council

DATE: Dec 4, 2025

To the City Council of the City of Kannapolis, North Carolina:

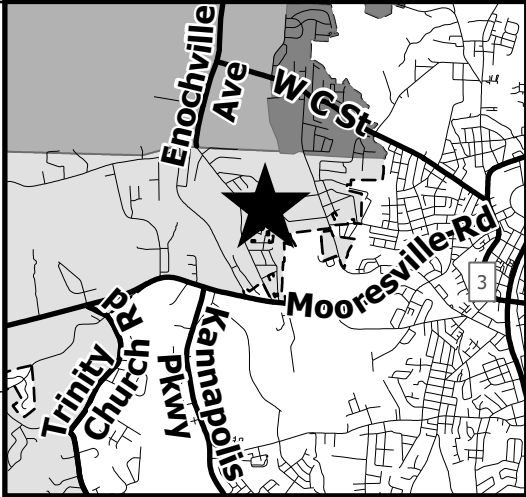
1. We, the undersigned owners of real property respectfully request that the area described in paragraph 2 below be annexed to the City of Kannapolis.
2. The area to be annexed, located at 5963 Yale Ave, further identified as CABARRUS County Parcel Identification Number 5604408035, is non-contiguous to the primary limits of the City of Kannapolis, is approximately 0.170 acres, and the boundaries of such territory are as follows:


See Attached Signed, Stamped Survey Map and Metes and Bounds Description

3. This petition is signed by all property owners of the area to be annexed.
4. The undersigned owners acknowledge that the following City service(s) is (are) not presently available for immediate taps upon annexation: water sewer ; and, subsequently agree that the City shall not provide water and sewer service to the area to be annexed except in accordance with the City's standard water and sewer policy.
5. Please check ONE box below:
 - The undersigned owners declare that zoning vested rights have been established on the area to be annexed under G.S. 160D-108 or G.S. 160D-108.1 and provide proof of such rights by attachment hereto.
 - The undersigned owners hereby declare that no such vested rights have been established and that any vested rights previously acquired are hereby terminated.

<u>Name</u> (print or type)	<u>Address</u>	<u>Signature*</u>
1. <u>Cynthia Alexander</u>	<u>5963 Yale Ave, Kannapolis</u>	<u>Cynthia Alexander</u>
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

*Family members (e.g., husbands and wives) need to sign separately. Signatures for corporations, institutions, etc., are by those with the authority to sign legal documents.






City of KANNAPOLIS


Vicinity Map

A-2026-02
5963 Yale Ave
56044080350000












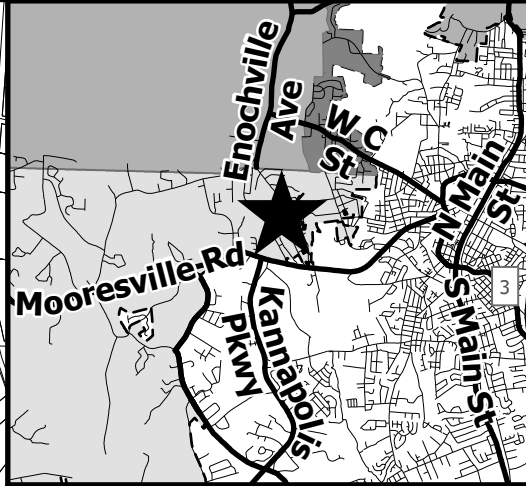
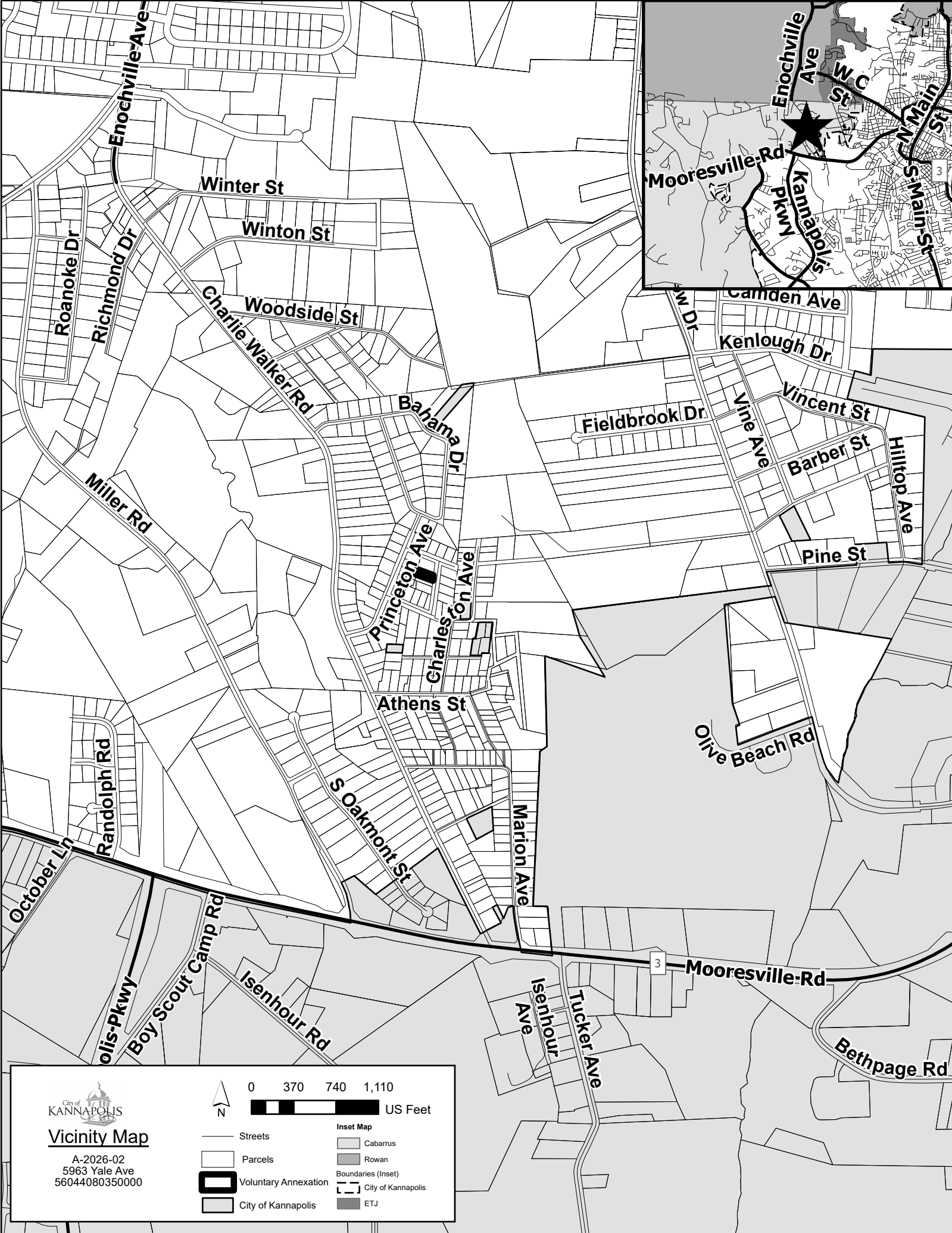
N


0 130 260



US Feet

<ul style="list-style-type: none">  Streets  Parcels  Voluntary Annexation  City of Kannapolis 	<p>Inset Map</p> <ul style="list-style-type: none">  Cabarrus  Rowan  Boundaries (Inset)  City of Kannapolis  ETJ
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Vicinity Map









 A-2026-02

 5963 Yale Ave

 56044080350000

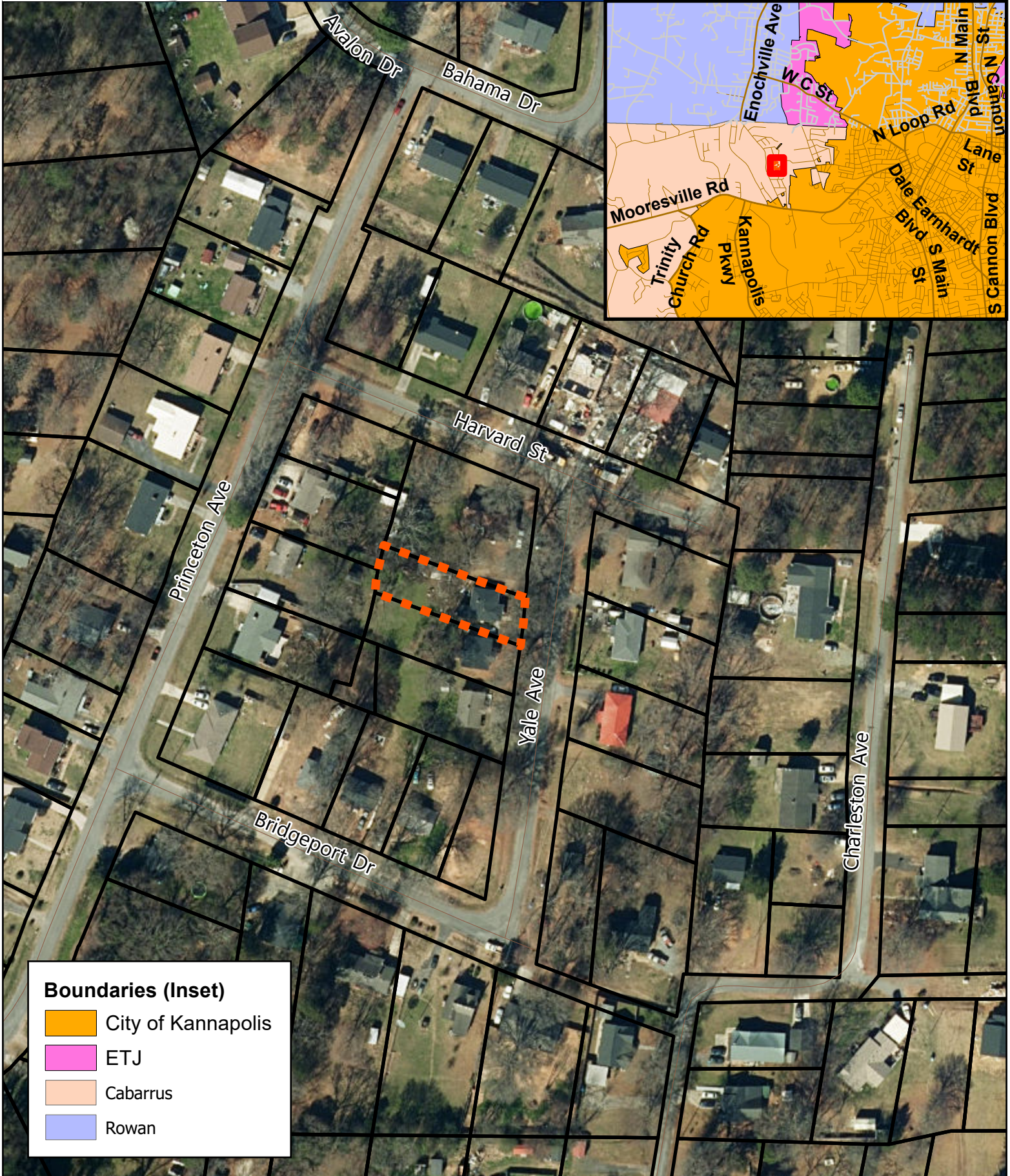
0 370 740 1,110 US Feet

N

 Streets  Parcels  Voluntary Annexation  City of Kannapolis	Inset Map  Cabarrus  Rowan Boundaries (Inset)  City of Kannapolis  ETJ
--	--

Vicinity Map

A-2026-02
5963 Yale Ave
56044080350000



Boundaries (Inset)

- City of Kannapolis
- ETJ
- Cabarrus
- Rowan



Kannapolis
Agenda Staff Report
January 12, 2026

To: Mayor and City Council
From: Tracy Winecoff, Fire Chief
Subject: **APPROVAL** - Comprehensive Emergency Management Plan **UNANIMOUSLY APPROVED**

Recommended Action Requested by City Council

Motion to approve the Comprehensive Emergency Management Plan (CEMP)

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The Kannapolis Fire Department respectfully requests approval of the updated Comprehensive Emergency Management Plan (CEMP). The CEMP serves as the guiding framework for how the City prepares for, responds to, recovers from, and mitigates emergencies and disasters of all types. The recent update ensures the plan reflects current organizational structure, response capabilities, and best practices, strengthening coordination among departments and partner agencies to protect life, property, and the continuity of city operations.

Fiscal Implications

No Fiscal Implications

Alternate Courses of Action

1. Table action to a future date.
2. Take no action.

Attachments

1. 10.06.25 COK - CEMP - DRAFT

Comprehensive Emergency Management Plan 2026-27



DRAFT

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DRAFT

Executive Summary

The protection of life and property is a core responsibility of government at all levels. In today's world, communities must be prepared to face a range of threats, including natural and technological disasters, civil disturbances, large-scale emergencies, terrorism, and acts of war. To reduce the potential impact of these hazards, government must engage in effective emergency planning, proactive preparedness, coordinated response, and organized recovery efforts.

The City of Kannapolis Comprehensive Emergency Management Plan (CEMP) establishes a coordinated, citywide approach to emergency management. It defines the roles and responsibilities of all city departments and partner agencies to ensure a unified and effective response during emergencies. Each city official has a duty to understand this plan and to ensure their teams are trained and prepared to carry out their assigned responsibilities.

The private sector - including industry, commerce, and non-governmental organizations - also plays a vital role. These entities are encouraged to develop internal emergency procedures and to support the community by sharing resources and capabilities during times of crisis.

Ultimately, the individual citizen is the most critical component of community resilience. While local government will provide guidance and support, individuals are responsible for taking personal preparedness steps, seeking reliable information, and assisting others during emergencies.

In conclusion, Kannapolis must be ready for disasters that may exceed the capabilities of routine operations. This plan outlines the coordinated actions to be taken by city government, supporting agencies, community organizations, and the public to reduce the destructive effects of major emergencies and ensure a swift, effective response and recovery.

DRAFT

Situation



GENERAL

The City of Kannapolis is vulnerable to a variety of natural and human-caused disasters. This Comprehensive Emergency Management Plan (CEMP) outlines the city's procedures for prompt and effective action to protect life and property during a disaster or major emergency. The plan follows the principles of the National Incident Management System (NIMS) and allows for selective activation of its components to meet the unique operational and information-sharing needs of a given situation.

As the city's core operational framework for incident management, the CEMP establishes coordinating structures, processes, and protocols to support and align with hazard-specific plans, policies, and procedures.

PURPOSE

The purpose of the CEMP is to provide consistent policies and procedures to effectively coordinate preparedness, response, recovery, and mitigation efforts for both natural and technological disasters that may impact the health, safety, or welfare of individuals in Kannapolis.

This plan aims to:

- Minimize suffering, loss of life, and property damage.
- Provide a framework for an integrated emergency management system that encompasses all phases of emergency management.
- Reduce material shortages and service disruptions.
- Support short-term relief and long-term recovery efforts.
- Serve as the foundation for more detailed functional and hazard-specific plans.

SCOPE

The CEMP is designed to address all types of disasters. It:

- Establishes policies and procedures for managing emergencies.
- Defines the situation, concept of operations, direction and control, roles and responsibilities, Incident Command System, and the preparedness cycle.
- Provides a structure for the coordinated use of city resources.
- Outlines mutual aid procedures.
- Establishes a foundation for long-term recovery and mitigation planning.

METHODOLOGY

City of Kannapolis departments contributed to the development of this plan. The Emergency Management Coordinator is responsible for maintaining the CEMP, including records of training, distribution, and updates. Each department is responsible for updating the version of the plan in its custody upon receiving changes.

DEMOGRAPHICS

City of Kannapolis

- Population: ~56,500 residents as of 2023–2024.
- Median age: ~37.7 years
- Race/Ethnicity (ACS 2019–23 estimates): 59.4% White (non Hispanic), 23.9% Black or African American, ~2.3% Asian, 5.3% some other race, 8.8% multiracial; Hispanic or Latino residents ~8–9%
- Household Income: Median household income ~\$70,700; poverty rate ~12.2%
- Homeownership & Citizenship: ~65% owner occupied homes; ~95.7% U.S. citizens; ~7.6% foreign born residents.

Cabarrus & Rowan Counties

- Cabarrus County: population ~240,000 residents as of 2023. Racial composition: ~59% White (non Hispanic), 18.5% Black, 5.3% Asian, 12.1% Hispanic/Latino.
- Rowan County: population ~152,000 residents as of 2023. Age mix mirrors regional trends; racial composition: ~68% White, 15.5% Black, 10.9% Hispanic/Latino.

Vulnerable Populations (County-Level Estimates)

- Children under 5: ~7%; seniors 65+: ~11–14%.
- Non-English households: ~9% within county estimates.
- Medicaid recipients for disability or blindness: ~3,000 individuals.
- Disparities exist in internet access, language accessibility, and access to public resources, particularly within Hispanic/Latino communities.

GEOGRAPHY

Kannapolis is in the Southern Piedmont region of North Carolina and spans both Cabarrus and Rowan Counties.

Downtown Kannapolis has transformed from a former textile-mill company town into a modern, walkable hub. Today, charming red-brick sidewalks, tree-lined streets, public art installations, and open air gathering spaces give it a lively yet approachable character.

Highlights include:

- **Atrium Health Ballpark** – elegant home of the Kannapolis Cannon Ballers with seating for about 4,930, surrounded by a public concourse, playground, splash pad, walking track, and event space.
- The **Gem Theatre**, an Art Deco marquee built in 1936 by Cannon Mills, beautifully renovated and reopened in 2024 seating ~708 guests for live events and classic films.
- A pedestrian focused new linear urban park along West Avenue - featuring fountains, seating areas, sculptures, murals, putting greens, and benches - serves as a community living room.

Nearby spots like Swanee Theatre and The Bank Food Hall continue to nurture new dining and arts culture in historic storefronts and vintage venues.

Kannapolis offers several standout parks that blend recreation, community, and history:

- **Village Park** is a family favorite - home to North Carolina's only double decker carousel, the Rotary Express train, public splash pad, amphitheater, and playgrounds
- **Veterans Park** honors local and regional military service with the granite Ring of Honor and an eternal flame - a place for reflection and tranquility
- **Dale Earnhardt Plaza** and **Safrit Park** commemorate motorsports heritage and local community identity.
- Additional outdoor spaces like **Bakers Creek Park** round out the city's green footprint and recreational offering.

Business & Industry

Kannapolis's economy has shifted dramatically in recent decades - from being anchored around Cannon Mills, once the world's largest towel and sheet producer, to becoming a center for research, life sciences, and innovation.

- The North Carolina Research Campus (NCRC), A 340–350 acre public private research campus launched in 2008, built on the site of the former Cannon textile mill, hosting eight universities including NC State's Plants for Human Health Institute.
- The PHHI specializes in nutrition and food science - studying the health effects of plant compounds and supporting both research and education activities with robust grant support.
- Top industry sectors include Life Sciences & Healthcare, Advanced Manufacturing, Logistics & Distribution, Motorsports, and Food Technologies.
- New industrial growth is underway at sites like the Lakeshore Corporate Park, built on the former minor league stadium footprint with over 700,000 ft² of warehouse/spec space near I 85.
- A projected \$500 million development led by Insite Properties is underway around the NCRC and downtown, targeting mixed use development to complement the revitalization vision.

TRANSPORTATION AND INFRASTRUCTURE

Major Roadways:

- Interstate 85 (I-85)
- U.S. Highway 29 (Cannon Boulevard)
- U.S. Highway 29-A (Main Street)
- NC Highway 73 (Davidson Highway)
- NC Highway 3 (Mooresville Road, Dale Earnhardt Boulevard, Concord Lake Road)
- Dale Earnhardt Boulevard
- Kannapolis Parkway

Railroads

The North Carolina Railroad corridor runs north to south through Kannapolis and features a dual-track system, allowing for simultaneous two-way train traffic, which increases freight and passenger capacity and reduces delays. This line is a critical transportation corridor used by Norfolk Southern Railway for freight movement and by Amtrak, which provides daily passenger service with a scheduled stop in Kannapolis.

The dual-track configuration enhances the city's connectivity and contributes to the region's economic resilience, but also presents safety and emergency planning considerations due to the frequency and volume of rail traffic.

Gas Pipelines:

- Plantation and Colonial Pipeline companies operate major hydrocarbon pipelines through northwest Cabarrus County.
- North Carolina Natural Gas and Republic Natural Gas also operate lines traversing the region.

Water Infrastructure

The City of Kannapolis operates its own water treatment plant using water from Kannapolis Lake, supplemented by water from Lake Don T. Howell. The average daily demand is 6 million gallons.

Kannapolis Lake Dam stands as a critical piece of infrastructure for water supply in the region. Completed in 1940, this earth dam boasts a hydraulic height of 32 feet and a structural height of 40 feet, with a length stretching 830 feet. The dam's primary purpose is to provide water supply, with a normal storage capacity of 3420 acre-feet and a maximum storage of 5931 acre-feet.

The dam, situated on Irish Buffalo Creek, is regulated by the North Carolina Department of Environmental Quality's Dam Safety Program, ensuring that it meets state inspection and enforcement standards. With a hazard potential rated as high and a fair condition assessment, the dam is closely monitored and subject to regular inspections, the last of which occurred in January 2021. Although there are no associated structures or locks, the dam's critical role in water supply underscores its importance in Kannapolis.

Kannapolis Lake Dam, owned by the City of Kannapolis, serves as a vital component of the region's water management infrastructure. With its impressive capacity and strategic location, the dam not only provides essential water supply but also highlights the importance of proactive maintenance and monitoring to ensure its continued functionality and safety. Kannapolis Lake Dam spillway scheduled to be replaced in 2026.

Aviation

Concord–Padgett Regional Airport (KJQF)

- 9000 Aviation Boulevard, Concord, NC 28027. Owned by the City of Concord
- Single precision runway, 7,402 ft × 100 ft of grooved asphalt, with a maximum double wheel weight bearing capacity of 171,000 lbs.
- It covers approximately 750 acres. Operates under FAA Part 139 Class IV Index B certification, with a full-service 24/7 FBO, on-site control tower (0700–2300 daily), and airport fire/rescue personnel.
- In year ending May 31, 2022, had ~86,654 operations (~237/day): ~87% general aviation, 9% air taxi, 4% scheduled commercial, 1% military. Home to 233 based aircraft (161 single engine, 29 multi engine, 35 jets, 8 helicopters).
- See Annex for IATA emergency operations plan.

Charlotte Douglas International Airport (CLT)

- 5400 Airport Drive, Charlotte, NC 28208. Owned by the City of Charlotte.
- The airport has four runways (three parallel north–south plus one crosswind), with a fourth parallel runway under construction. This new runway is 10,000 ft × 150 ft and expected to be completed in fall 2027.
- The airport functions as a commercial, civil, and military facility, hosting the 145th Airlift Wing of the North Carolina Air National Guard.
- CLT is one of the busiest airports globally and a major hub for American Airlines, managing approximately 90% of all daily departures. In 2024, CLT handled about 58.8 million passengers and facilitated 596,583 aircraft movements. CLT offers direct flights to over 186 destinations, including more than 35 international routes. It ranks as the 6th busiest airport worldwide by aircraft operations.

Mid Carolina Regional Airport (formerly Rowan County Airport, FAA:RUQ / IATA:SRW)

- Location & Ownership: 3670 Airport Loop, Salisbury, NC 28147. Owned by Rowan County
- Runway: One runway 5,501 ft × 100 ft asphalt with instrument landing system (ILS).
- Operations: Offers fuel (Jet-A1+ and Avgas), aircraft maintenance (painting, avionics, interiors), flight training, charter services, rental car availability, pilot lounge, office spaces for rent, and corporate hangar facilities.

Private and Other Airfields

- Several small private airstrips and fields are located across Cabarrus and Rowan Counties, serving general aviation, agricultural, training, and emergency support functions. These often provide capacity for small aircraft operations, pilot instruction, and occasional medevac staging.

Potential/Regional Cascading Threats

- Charlotte Motor Speedway and ZMax Drag Strip: Can accommodate over 120,000 people for extended events. Refer to the Speedway Emergency Action Plan (City of Concord Fire Department).
- Concord Mills Mall: Frequently the most visited tourist site in North Carolina, with daily attendance of up to 110,000 during peak periods.
- McGuire Nuclear Plant: Cabarrus County is designated as a host county for evacuees from two sectors of the plant’s emergency planning zone. See the McGuire Nuclear Station Emergency Plan for more information.
- City of Charlotte: Major incidents in Charlotte may directly impact Cabarrus County due to proximity and shared infrastructure.

HAZARD ANALYSIS

Kannapolis faces a range of potential hazards, both natural and human-caused, which can cause casualties, property damage, and community disruption. Detailed hazard profiles are available in the Cabarrus and Rowan County Hazard Mitigation Plans.

PLANNING ASSUMPTIONS

This plan is based on the following assumptions:

- Disasters may occur with little or no warning, resulting in casualties, infrastructure damage, and disruption of services.
- City government must be prepared to respond and recover using available local resources.

- Incidents are managed at the lowest appropriate jurisdictional level.
- Regional impacts may require coordination and mutual aid across jurisdictional lines.
- All incident management activities will follow NIMS.
- Implementation of the CEMP will help prevent or minimize loss of life and property damage.
- Each department maintains its own internal response procedures aligned with its capabilities.
- City officials understand their roles and responsibilities in an emergency.
- Kannapolis Emergency Management is the lead agency for emergency planning and coordination.

DRAFT

Hazard Identification and Likelihood of Occurrence

Hazard	Likelihood	Potential Impacts
Thunderstorm/Lightning	Highly Likely*	<ul style="list-style-type: none"> • Loss of electricity • Damage to communications networks • Fire • Wind damage • Storm debris • Minimal mass care and feeding operations
Tornado	Likely*	<ul style="list-style-type: none"> • Loss of electricity • Damage to communications networks • Wind damage • Storm debris • Multiple injuries/fatalities
Flood		<ul style="list-style-type: none"> • Disruption of road/highway system • Loss of facilities • Isolation of population
Hurricane/Tropical Storm		<ul style="list-style-type: none"> • Increased number of vermin (recovery) • Mass care and feeding operations • Evacuation/reentry • Damage assessment • Coordination of resources and donations
Winter Storms	Likely*	<ul style="list-style-type: none"> • Loss of electricity • Damage to communications networks • Wind damage • Ice Damage • Functional needs • Mass care and feeding operations (minimal water distribution) • Failure of the water distribution system
Drought	Likely*	<ul style="list-style-type: none"> • Mass care and feeding operations (minimal) • Multiple injuries and fatalities • Loss of facilities • Evacuation/reentry

SITUATION

Major Fire (large structural, wildland, forest)	Possible*	<ul style="list-style-type: none"> • Damage to telephone/communications networks • Mass care and feedings operations • Multiple injuries and fatalities • Disruption of the road/highway system • Loss of facilities • Insufficient local resources to meet demands • Evacuation/reentry • Assistance to those with functional needs • Damage assessment • Coordination of resources and donations • Response to presidential/state disaster declaration
Hazardous Materials (spills/release)	Possible*	<ul style="list-style-type: none"> • Isolation of population within Cabarrus County • Multiple injuries and fatalities • Disruption of the road/highway system • Evacuation/reentry
Mass Casualty/Fatality Incident	Possible*	<ul style="list-style-type: none"> • Damage to telephone/communications networks
Bomb Threat/Explosion	Possible*	<ul style="list-style-type: none"> • Mass care and feedings operations
Civil Disorder	Possible*	<ul style="list-style-type: none"> • Multiple injuries and fatalities
Terrorism	Unlikely*	<ul style="list-style-type: none"> • Disruption of the road/highway system
Aircraft Crash	Possible*	<ul style="list-style-type: none"> • Loss of facilities
Rail Accident	Possible*	<ul style="list-style-type: none"> • Insufficient local resources to meet demands • Evacuation/reentry
Fixed Nuclear Incident (Fifty Mile Ingestion Pathway for McGuire Nuclear Power Plant)	Unlikely	<ul style="list-style-type: none"> • Assistance to those with functional needs • Damage assessment • Coordination of resources and donations • Response to presidential/state disaster declaration
Dam Failure	Unlikely	
Earthquake	Unlikely *Minor tremor	
Dam Failure	Unlikely	

*Indicates at least one occurrence in Cabarrus and/or Rowan County

Concept of Operations



GENERAL

The City of Kannapolis' emergency management concept is based on a coordinated, scalable, and flexible response to incidents of any size or complexity. Operations will follow the principles of the National Incident Management System (NIMS) and utilize the Incident Command System (ICS) as the standard organizational structure for managing incidents.

Under routine conditions, City departments operate within their normal lines of authority. When an emergency or disaster occurs, operations transition to a unified, coordinated approach using ICS, enabling integration of local, county, state, federal, and private sector partners.

The City bears primary responsibility for initial response and recovery operations. The Emergency Operations Center (EOC) will be activated when an incident:

- Requires a significant commitment of resources,
- Involves multiple departments and agencies,
- Exceeds day-to-day operational capacity, or
- Requires substantial interagency coordination.

The Emergency Management (EM) Director provides overall policy and strategic direction, while the EM Coordinator manages EOC operations, ensuring that situational awareness, resource coordination, and public information are effectively maintained.

Kannapolis is a signatory to the North Carolina Statewide Mutual Aid Agreement. If City and County resources become insufficient, requests for assistance will be coordinated through the Cabarrus County or Rowan County EOC, and if necessary, elevated to the North Carolina Emergency Management and FEMA levels.

During disaster operations, private sector and nonprofit organizations - including the American Red Cross, Salvation Army, United Way, Chamber of Commerce, and other non-governmental organizations (NGOs) - may be tasked with supporting mass care, sheltering, feeding, and other recovery efforts.

ORGANIZATIONAL STRUCTURE

The City of Kannapolis operates under a Council–City Manager form of government:

- City Council: Establishes policy, adopts the budget, enacts ordinances, and appoints the City Manager and City Attorney
- City Manager: Serves as the Chief Operating Officer, responsible for implementing Council policies and directing daily operations.

- Executive Management Team: Comprised of Department Heads who oversee operational areas and provide leadership during routine and emergency operations.

During emergencies, the ICS structure will be implemented. Depending on incident size and complexity, this may include:

- Incident Command Post (ICP): Established at or near the incident scene, led by the Incident Commander (IC).
- Emergency Operations Center (EOC): Provides coordination, resource support, and strategic direction, enabling the IC to focus on tactical operations.
- Unified Command (UC): Established when multiple agencies or jurisdictions share responsibility for incident management.

The EOC's organization will follow the NIMS/ICS standard structure, which includes:

- Command Staff: Public Information Officer (PIO), Safety Officer, Liaison Officer.
- General Staff Sections: Operations, Planning, Logistics, and Finance/Administration.
- Additional Units: Activated as needed based on incident demands.

DELEGATION OF AUTHORITY

Leadership in the City of Kannapolis is jointly vested in the Mayor and City Council, with executive management responsibilities delegated to the City Manager.

During an incident:

- The City Manager retains overall operational authority for City functions and may delegate specific responsibilities to the Deputy City Manager, Executive Management Team, or designated EOC Manager.
- The Incident Commander has tactical authority over field operations within the framework of ICS and Unified Command.
- The EOC Manager coordinates resource allocation, situational reporting, and interagency communications.

LINE OF SUCCESSION

Continuity of government is essential during emergencies. Orders of succession ensure that leadership and operational functions remain in place if key officials are unavailable.

- City Council: Mayor → Mayor Pro Tem → City Council, in accordance with City policy.

- Executive Leadership: City Manager → Deputy City Manager → Department Heads (per internal department policies).
- Departmental Operations: Each department maintains an internal line of succession and preserves essential records to maintain operational continuity.

If primary City facilities are unusable, essential functions will be relocated to the EOC or a designated Continuity of Operations (COOP) site.

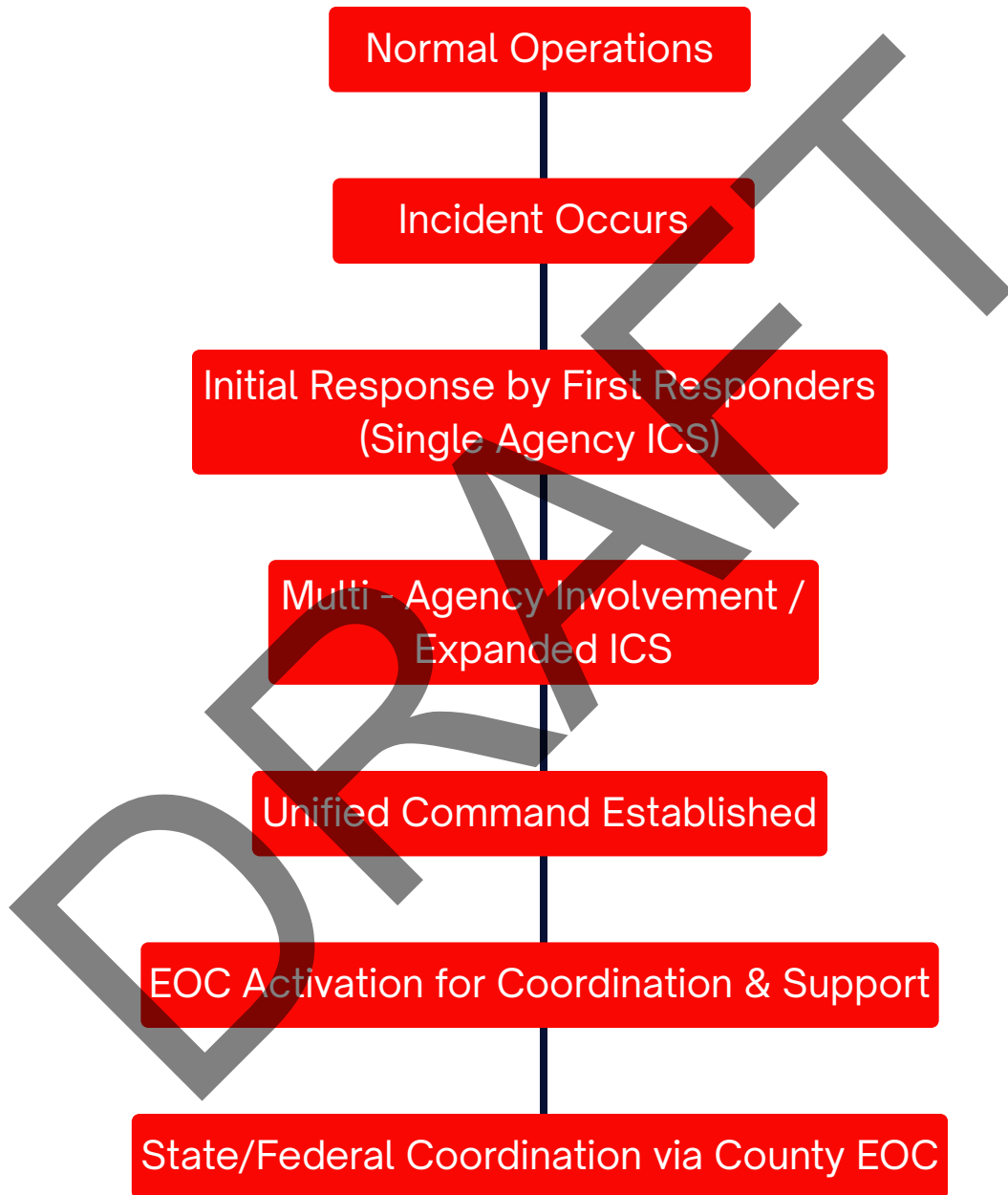
ICS/NIMS TRANSITION TRIGGERS

The City will transition from normal operations to ICS/NIMS-based incident management when:

1. The event involves multiple City departments or external agencies.
2. The incident exceeds the capacity of routine operations.
3. There is a need for coordinated public information and warning.
4. Regional, state, or federal resources are requested.
5. The incident poses a significant threat to life safety, property, or critical infrastructure.

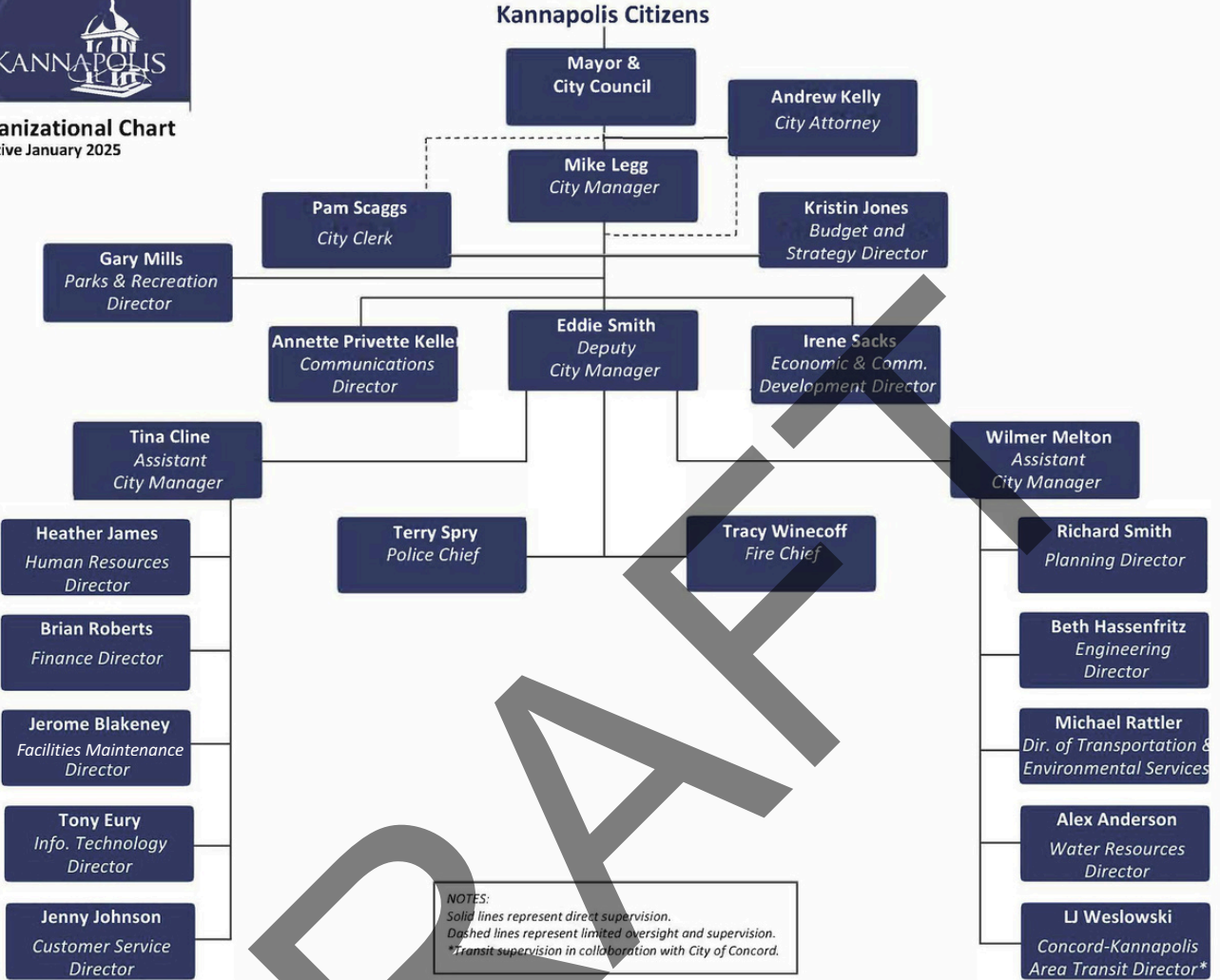
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City of Kannapolis - ICS/NIMS Transition Flow

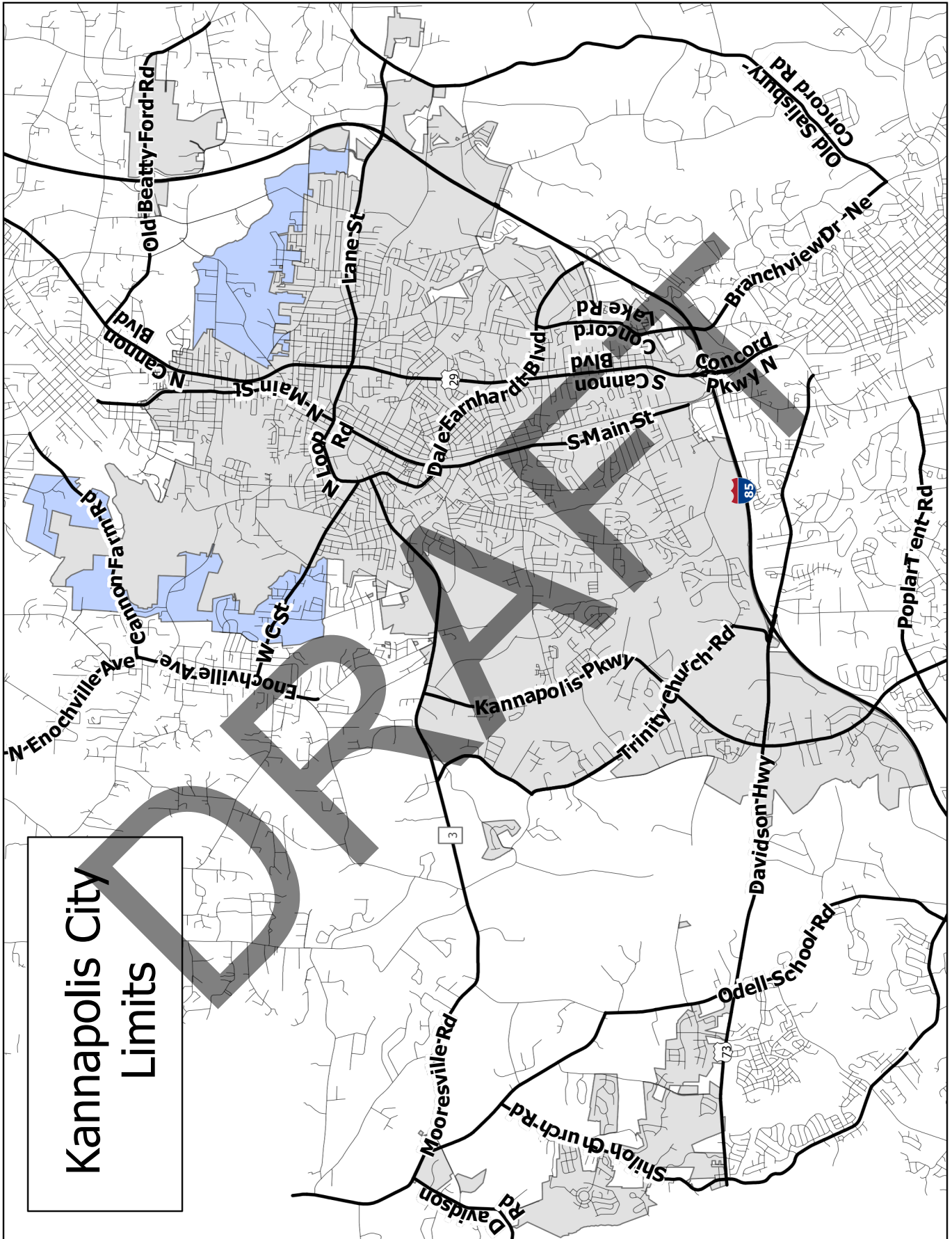


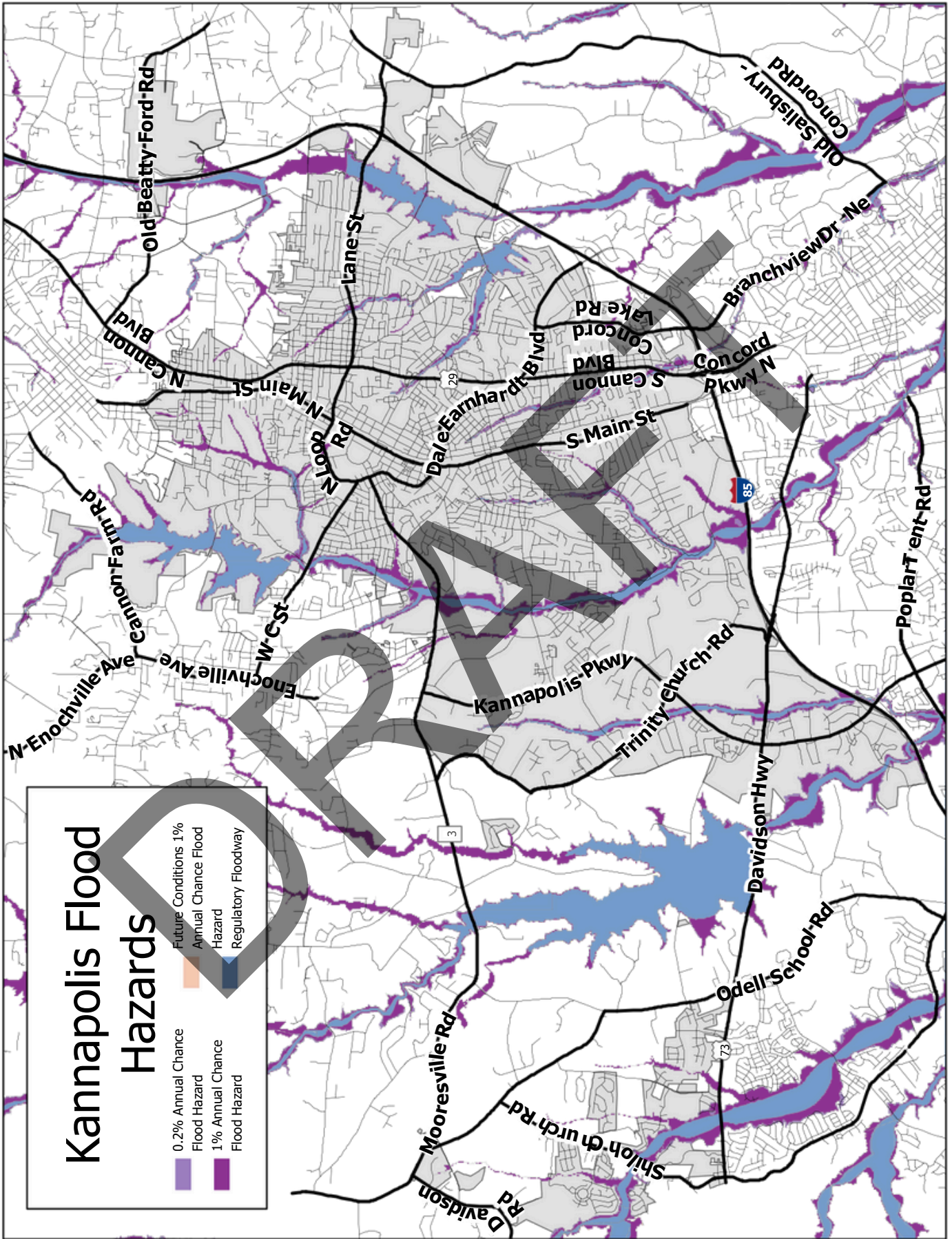


Organizational Chart
Effective January 2025

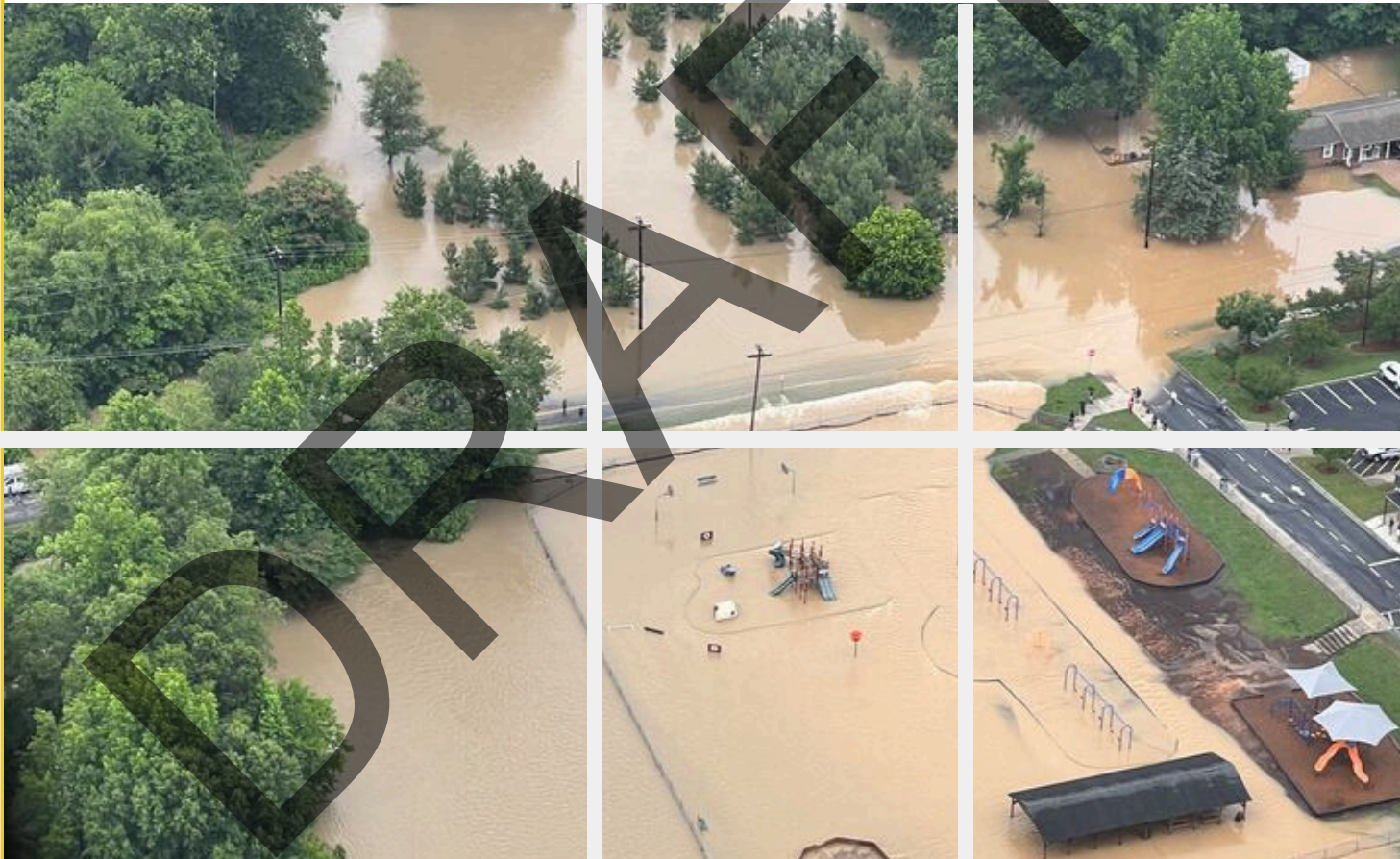


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Direction and Control



DECLARATION OF EMERGENCY

Incidents that escalate to one or more of the following conditions may require a State of Emergency declaration, as defined in North Carolina General Statute 166A-19.3(6):

An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military, paramilitary, terrorism, weather-related, public health, explosion-related, riot-related cause, or technological failure or accident, including, but not limited to, a cyber incident, an explosion, a transportation accident, a radiological accident, or a chemical or other hazardous material incident. An emergency may also be caused by a disruption in the supply chain that creates a significant threat to a local government's ability to acquire products or services required to provide essential services such as electricity and water to the populace or required to restore such essential services in the event of widespread or severe damage to the local government system used to provide such essential services.

Smaller, less complex incidents are normally managed at the field level by Incident Commanders within their areas of responsibility. Examples include:

- Fire and rescue incidents managed by the Kannapolis Fire Department
- Law enforcement incidents managed by the Kannapolis Police Department
- Electric utility outages handled by Duke Energy or Landis Power

City of Kannapolis department directors are responsible for ensuring their departments are prepared to assist in emergency management operations. Department Heads may assign a representative to the Emergency Operations Center (EOC) during activation.

AUTHORITY TO DECLARE

When it is determined that a human-made or natural disaster or emergency has occurred - or is imminent - and requires immediate protective measures to safeguard life, property, and essential services:

- The Mayor, or in the Mayor's absence, the Mayor Pro-Tem, is authorized to declare a State of Emergency.
- If both are unavailable, the City Council may issue the declaration.

A declaration:

- Activates the Comprehensive Emergency Management Plan (CEMP)
- Authorizes emergency measures
- Allows use or distribution of pre-arranged resources, equipment, and facilities

Termination of Declaration:

The Mayor, their designee, or the City Council must formally terminate the declaration once the emergency or disaster has ended.

EMERGENCY POWERS DURING A DECLARED STATE OF EMERGENCY

During a declared emergency, § 166A-19.31 allows the Mayor and City Council to enact any of the following measures including but not limited to:

1. Curfews - Restricting or prohibiting pedestrian and vehicular movement, with exceptions for essential services (police, fire, EMS, utility repairs, medical transport).
2. Alcohol Restrictions - Prohibiting the sale, distribution, or possession of alcoholic beverages in public spaces.
3. Closure of Public Assembly Locations - With designated exceptions.
4. Fuel Restrictions - Limiting sale or possession of flammable or combustible liquids, except when dispensed directly into the fuel tank of an operable vehicle, vessel, or aircraft.

ESCALATION AND REQUESTS FOR ASSISTANCE

If the Mayor determines that the incident exceeds the City’s response capabilities:

- The City EOC may request assistance from Cabarrus County or Rowan County Emergency Management.
- County EOCs may then coordinate with the State or FEMA.

CEMP ACTIVATION AND AUTHORIZATION

This CEMP may be fully or partially activated when a situation exceeds the scope of normal operations. Triggers for activation include:

- Order of the Mayor or designee following a local emergency proclamation
- County Emergency Manager declaration in Rowan or Cabarrus County
- Direction from the City Manager or designee in response to a major emergency
- State or Presidential emergency/disaster declaration
- Receipt of attack warning or nuclear detonation observation
- Automatically upon proclamation of a state of war
- Incident Commander request when multi-department coordination is required

ALERT AND NOTIFICATION

Emergency notification responsibilities are shared across levels of government:

- Federal: Issues alerts on nationwide threats
- State: Relays state-level threats to counties and municipalities
- Local: County and municipal governments issue public warnings

Primary Dispatch Center:

The Kannapolis Police Department Communications Center dispatches Police and Fire resources and coordinates with Cabarrus, Rowan and other surrounding agencies.

Upon EOC activation, key personnel from all relevant departments are notified to support City response and recovery operations.

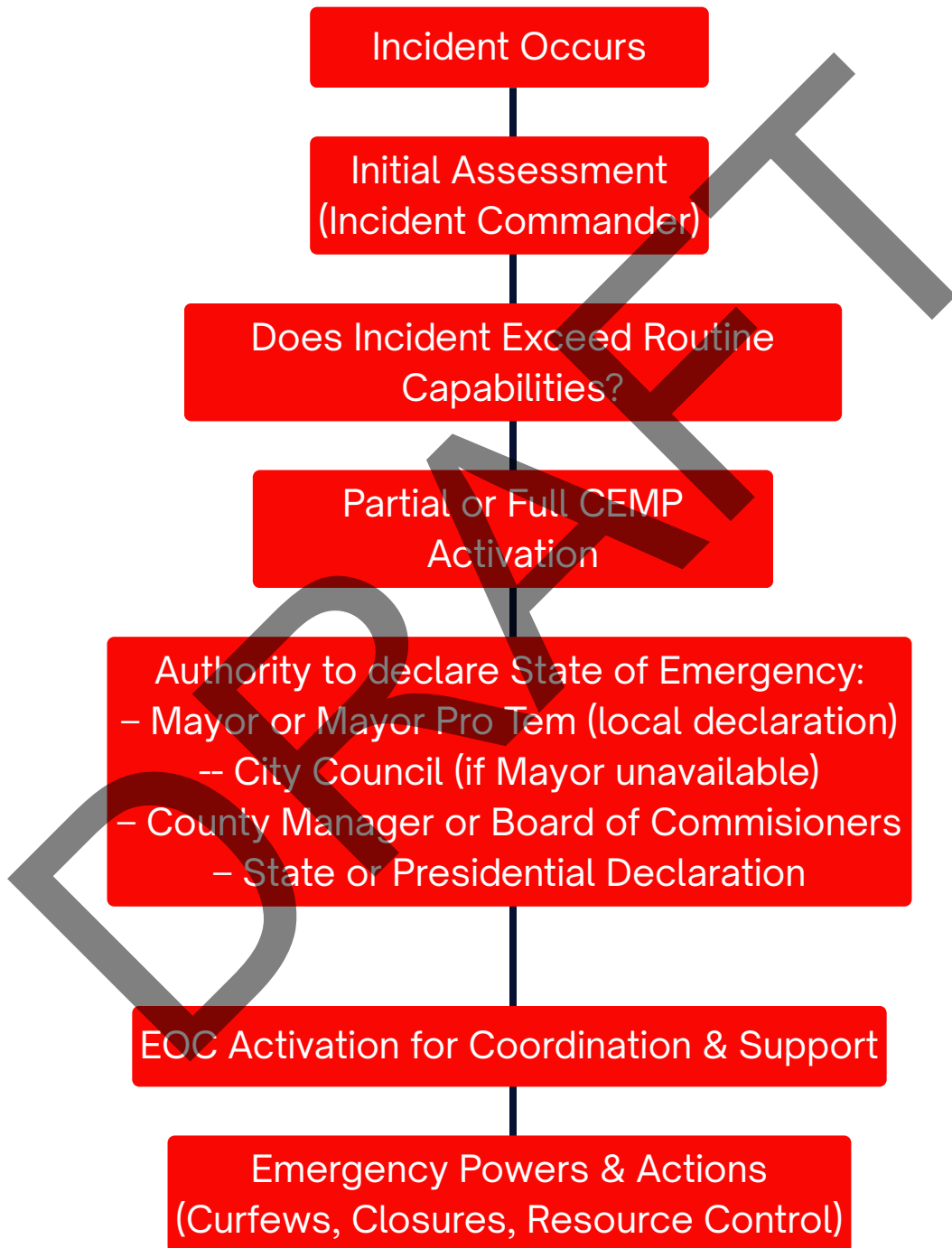
EMERGENCY OPERATIONS CENTER (EOC)

The EOC serves as the central coordination and decision-making facility during disasters, providing:

- Incident command and control support
- Interagency coordination
- Strategic resource management
- Public information coordination
- Damage assessment and reporting
- Hazardous materials incident control
- Severe weather watch/warning dissemination
- Public health and safety protective actions

The EOC operates under NIMS/ICS principles, with functional sections for Operations, Planning, Logistics, and Finance/Administration, supported by Command Staff roles (Public Information Officer, Safety Officer, Liaison Officer).

City of Kannapolis - EOC Activation Triggers & Authority for State of Emergency



STATE AND FEDERAL ASSISTANCE

Coordination Beyond Local Capabilities

When the City of Kannapolis' resources are expended, requests for assistance are routed through Cabarrus County or Rowan County Emergency Management. The counties may:

1. Coordinate with adjoining counties under existing mutual aid agreements.
2. Request additional support from North Carolina Emergency Management (NCEM) once local and mutual aid resources are insufficient.

Process for Escalation:

- Cabarrus or Rowan County requests state-level assistance through the Western Branch Office of NCEM, which coordinates with the North Carolina State Emergency Operations Center (State EOC).
- If state capabilities are exhausted, NCEM works with the Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA) to secure resources.
- Federal assistance is provided through Emergency Support Functions (ESFs) as outlined in the National Response Framework (NRF). Kannapolis aligns critical missions with corresponding ESFs to ensure seamless integration.

Federal Support and Coordination

When an emergency exceeds both local and state capacity:

- The Governor appoints a State Coordinating Officer (SCO) to oversee statewide response and recovery.
- Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, the President appoints a Federal Coordinating Officer (FCO) to serve as the FEMA Administrator's representative.
- The FCO coordinates all federal response and recovery activities in support of state operations.

EOC LEVELS OF ACTIVATION

The City of Kannapolis does not maintain a full-time EOC. CoK emergency management responsibilities are managed by the fire department with assistance from other city departments. A local command post or City EOC may be activated as needed.

- **Local Activation:** For small-scale incidents, Kannapolis may activate its EOC without county activation.

- **Pre-Event Activation:** The EOC or ICS structure may be activated before an anticipated event to enhance readiness.
- **County Activation:** For large-scale incidents, Cabarrus or Rowan County may activate their EOCs and establish divisions to coordinate relief efforts.

Activation Levels:

1. Level 1 – Full Activation

- All primary and support agencies are notified and report to the EOC.
- All ESFs at the state level are activated.
- Full staffing across all functional areas.

2. Level 2 – Partial Activation

- Limited agency activation.
- Only primary or lead ESFs are notified and activated.
- Scaled staffing based on the incident.

3. Level 3 – Monitoring Activation

- “Standby” or monitoring phase.
- Agencies are notified if their daily operations may be impacted.
- No immediate large-scale deployment.

National Incident Management System (NIMS) Integration

The City of Kannapolis uses NIMS as the foundation for all emergency management coordination. This ensures effective operations regardless of incident size or complexity through:

- **Standardized Terminology and Structures** – Common language and consistent organization.
- **Interoperable Communications** – Systems that work across agencies and jurisdictions.
- **Consolidated Action Planning** – Unified incident objectives and resource tracking.
- **Personnel Qualification Standards** – Consistent training and certification requirements.
- **Comprehensive Resource Management** – Efficient acquisition, allocation, and tracking of resources.
- **Designated Incident Facilities** – Established locations for command and coordination.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) is a standardized framework developed by the U.S. Department of Homeland Security (DHS) to enable all levels of government, the private sector, and non-governmental organizations to work together effectively during incidents.

NIMS provides a consistent nationwide approach to:

- Preventing, protecting against, mitigating, responding to, and recovering from incidents
- Integrating resources and capabilities across jurisdictions and disciplines
- Ensuring interoperability of communications, command structures, and operational procedures

The City of Kannapolis uses NIMS to coordinate emergency management activities regardless of the size, scope, or complexity of the event. The system is scalable and flexible, allowing it to be applied to routine incidents as well as large-scale disasters.

Core Components of NIMS:

1. **Preparedness** – Planning, training, exercises, and resource management before incidents occur.
2. **Communications and Information Management** – Use of common terminology, integrated communications systems, and shared situational awareness.
3. **Resource Management** – Standardized procedures for identifying, ordering, mobilizing, tracking, and demobilizing resources.
4. **Command and Management** – Use of the Incident Command System (ICS), Multiagency Coordination Systems (MACS), and Public Information Systems.
5. **Ongoing Management and Maintenance** – Continuous improvement through after-action reviews, updates, and corrective actions.

Incident Command System (ICS) – The operational component of NIMS used by Kannapolis for on-scene incident management. ICS provides:

- A modular organizational structure adaptable to any incident
- Defined roles and responsibilities
- Clear chain of command and unity of command
- Five major functional areas: Command, Operations, Planning, Logistics, and Finance/Administration

NIMS in Practice for Kannapolis:

- All incidents begin and end locally, with NIMS ensuring coordination between City departments, Cabarrus and Rowan Counties, State agencies, and Federal partners.
- NIMS principles are embedded in the City’s training, exercises, and operational plans to ensure interoperability and consistency.
- During multi-agency or multi-jurisdiction incidents, NIMS enables Kannapolis to seamlessly integrate into a Unified Command structure, ensuring shared objectives and coordinated actions.

NIMS Quick Reference - City of Kannapolis

National Incident Management System (NIMS)
Standardized Nationwide Approach

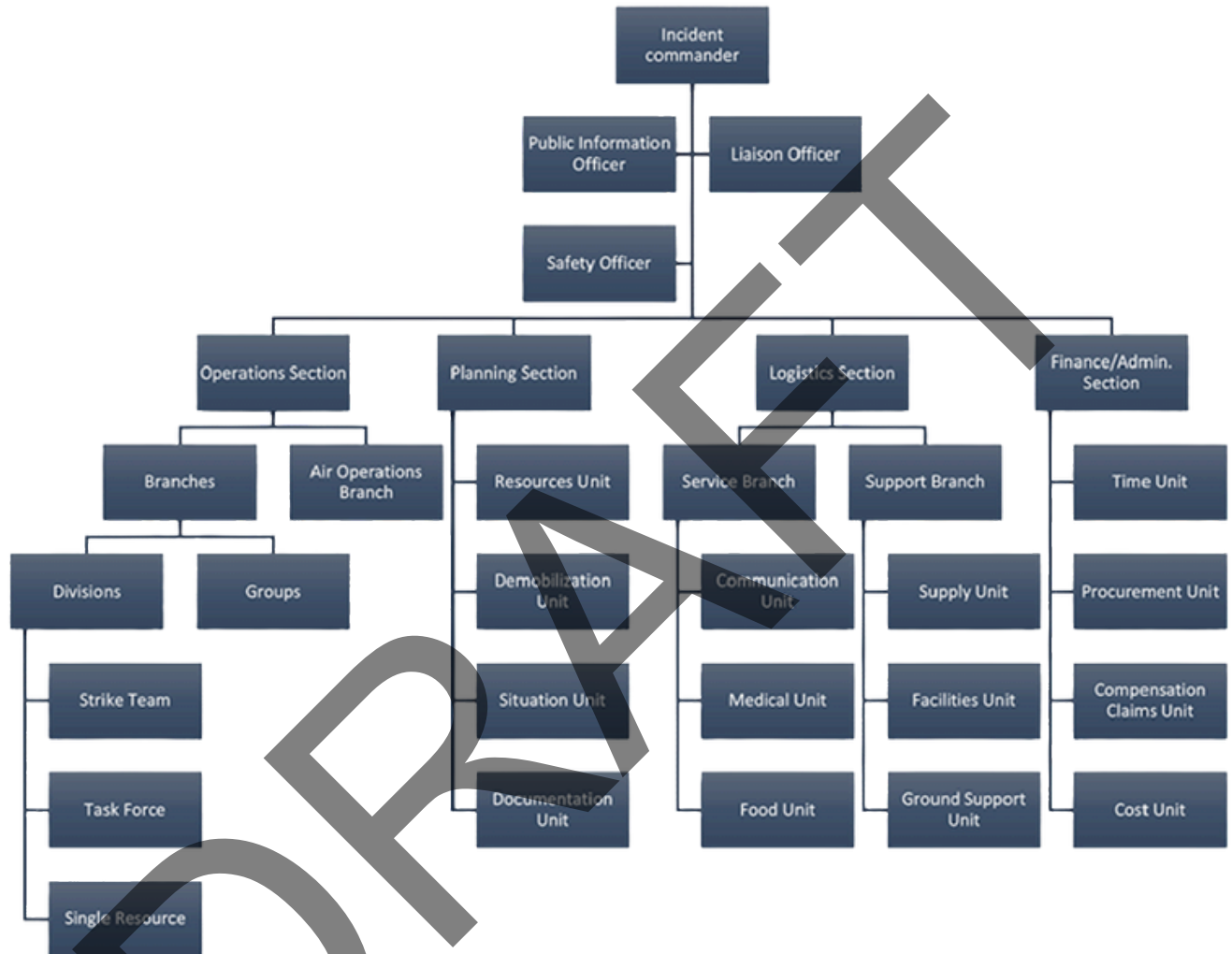
Core Components:
(1) Preparedness
(2) Communications & Information Management
(3) Resource Management
(4) Command & Management
(5) Ongoing Management & Maintenance

Incident Command System (ICS)
– Modular Organization
– Defined Roles & Responsibilities
– Unity of Command
– Five Functional Areas:
Command, Operations, Planning, Logistics, Finance/Admin

NIMS in Practice for Kannapolis:
– All incidents managed locally first
– Integrated with Cabarrus & Rowan EM
– Seamless connection to State & Federal partners
– Supports Unified Command

Goal: Safe, Coordinated, and Efficient Incident Management
Across all Jurisdictions and Disciplines

BASIC INCIDENT COMMAND CHART



EMERGENCY SUPPORT FUNCTIONS (ESF)

Emergency Support Functions (ESFs) are the primary coordination structure used at the local, state, and federal levels to organize response and recovery resources during emergencies and disasters. ESFs group similar types of capabilities and resources into functional areas, allowing for more efficient coordination, assignment, and deployment of assistance.

ESFs are a core element of the National Response Framework (NRF) and are also used in North Carolina's Emergency Operations Plan and in the Cabarrus and Rowan County plans. The City of Kannapolis aligns its emergency operations with these ESFs to ensure interoperability with county, state, and federal partners.

Structure and Function

- Each ESF is led by a primary agency with the authority, resources, and capability to manage the functional area.
- Support agencies and organizations provide additional capabilities and resources as needed.
- ESFs are staffed in the Emergency Operations Center (EOC) to coordinate requests for assistance, track resources, and provide situational updates.
- ESFs operate across all phases of emergency management: preparedness, response, recovery, and mitigation.

Common ESFs

While the exact list can vary slightly by jurisdiction, the standard federal and state ESF structure includes:

1. Transportation – Coordination of transportation systems and infrastructure.
2. Communications – Restoration and operation of communications infrastructure.
3. Public Works and Engineering – Infrastructure protection, emergency repair, and debris removal.
4. Firefighting – Detection, suppression, and prevention of fires.
5. Information and Planning – Collection, analysis, and dissemination of incident information.
6. Mass Care, Emergency Assistance, Housing, and Human Services – Shelter, feeding, and related support.
7. Logistics – Resource support, supplies, and equipment.
8. Public Health and Medical Services – Medical care, public health, EMS, and mortuary services.
9. Search and Rescue – Location and extraction of trapped or missing persons.

10. Hazardous Materials Response – Chemical, biological, radiological, and nuclear incident response.
11. Agriculture and Natural Resources – Protection of food, water, agriculture, and animals.
12. Energy – Restoration of power and fuel systems.
13. Public Safety and Security – Law enforcement, crowd control, and security measures.
14. External Affairs – Public information and media relations.
15. Long-Term Community Recovery and Mitigation – Restoration of services and infrastructure.

Usage in Kannapolis

- During a major incident, the City EOC will activate ESFs as needed to match the incident's requirements.
- Local departments (e.g., Kannapolis Fire, Police, Public Works, Parks & Recreation) serve as primary agencies for specific ESFs.
- Private sector and non-governmental partners (e.g., utilities, American Red Cross, Salvation Army) are integrated into ESFs to provide additional capabilities.
- ESFs ensure a single point of coordination for resource requests, reducing duplication and improving speed of service.
- ESFs work closely with their county-level counterparts in Cabarrus or Rowan County EOCs, which in turn coordinate with the North Carolina State EOC.

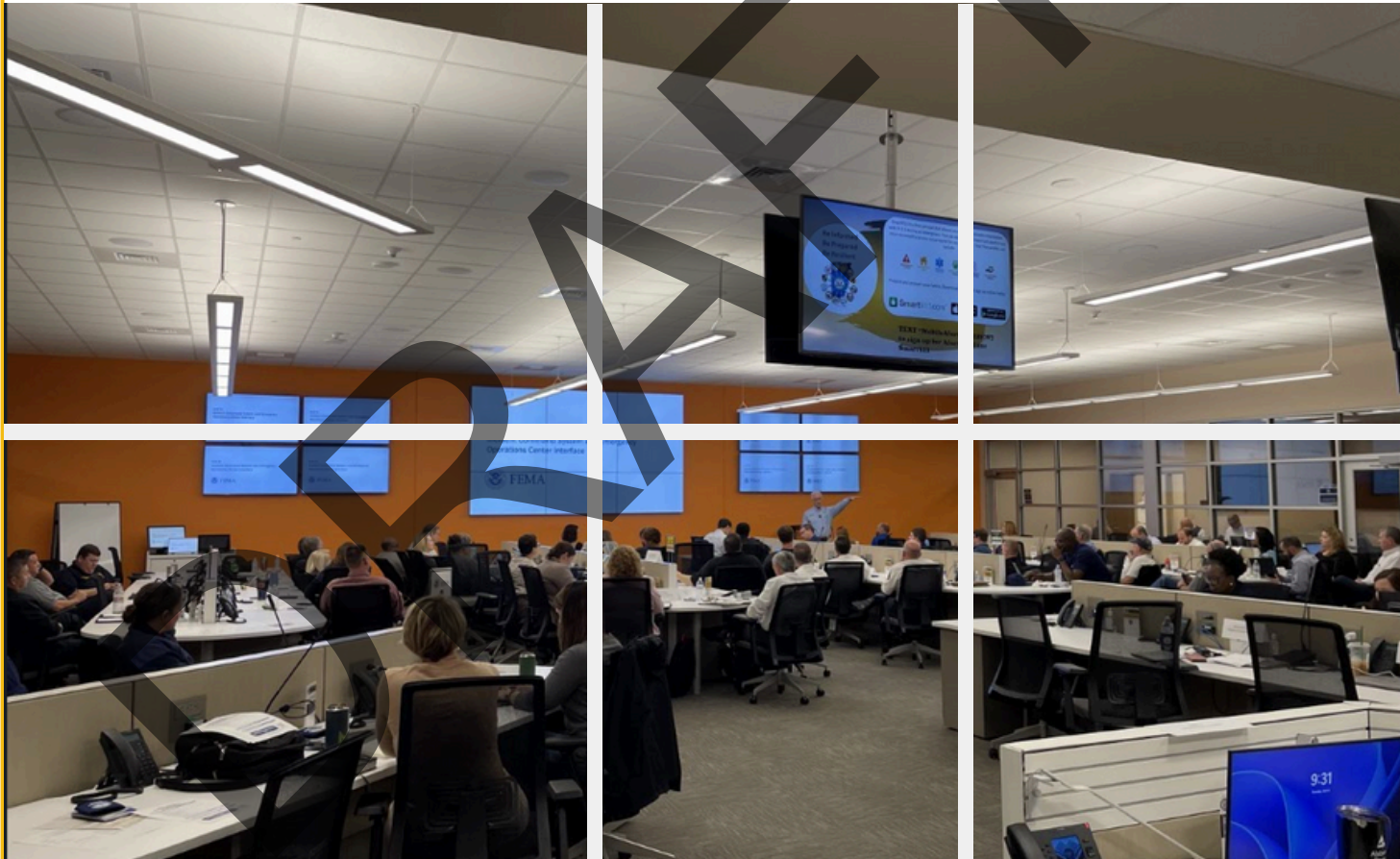
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EMERGENCY SUPPORT FUNCTIONS BY NUMBER (COK)

ESF#	ESF FUNCTION	Department(s)
1	Transportation	Public Works, Concord-Kannapolis Area Transit (Rider)
2	Communications	Police
3	Public Works and Engineering	Public Works, Engineering, Planning
4	Firefighting	Fire
5	Emergency Management	Fire, City Administration
6	Mass Care	Customer Service, American Red Cross, Cabarrus Health Alliance, County Human Services, City/County Schools
7	Resource Support	Facilities Maintenance, Finance, Human Resources, Information Technology, Parks and Recreation
8	Health and Medical Services	County EMS Agencies, Cabarrus Health Alliance, County Human Services
9	Search and Rescue	Fire, Police
10	Hazardous Materials	Fire
11	Animal Services	County Animal Services
12	Energy	Duke Energy, Dominion Energy
13	Public Safety and Security	Fire, Police
14	Long-term Community Recovery	Community Development, Economic Development
15	Public Information	Communications

FEMA (Federal)	NCEM (State)	CoK EM (Local)
ESF #1 – Transportation	NCESF #1 – Transportation NCESF #1A – Air Operations/State and Regional Disaster Lift	ESF #1 – Transportation
ESF #2 – Communications	NCESF #2 – Communications	ESF #2 – Communications
ESF #3 – Public Works and Engineering	NCESF #3 – Public Works and Engineering	ESF #3 – Public Works and Engineering
ESF #4 – Firefighting	NCESF #4 – Firefighting	ESF #4 – Firefighting
ESF #5 – Emergency Management	NCESF #5A – Worker Safety and Health Support NCESF #5B – Situation and Documentation NCESF #5C – Weather Support NCESF #5D – Reconnaissance and Damage Assessment NCESF #5E – Hazard Mitigation	ESF #5 Emergency Management
ESF #6 – Mass Care, Housing, Emergency Assistance and Human Services	NCESF #6 – Mass Care and Human Services Support	ESF #6 – Mass Care
ESF #7 – Logistics Management and Resource	NCESF #7 – Resource Support NCESF #7A – Volunteer and Donations Management NCESF #7B – Military Support	ESF #7 – Resource Support
ESF #8 – Public Health and Medical Services	NCESF #8 – Disaster Health & Medical Services	ESF #8 – Health and Medical Service
ESF #9 – Search and Rescue	NCESF #9 – Search and Rescue	ESF #9 – Search and Rescue
ESF #10 – Oil and Hazardous Materials Response	NCESF #10 – Hazardous Materials	ESF #10 – Hazardous Materials
ESF #11 – Agriculture and Natural Resources	NCESF #11 – Agriculture and Natural Resources	ESF #11 – Animal Services
ESF #12 – Energy	NCESF #12 – Energy	ESF #12 – Energy
ESF #13 – Public Safety and Security	NCESF #13 – Law Enforcement	ESF #13 – Public Safety and Security
ESF #14 – Cross-Sector Business and Infrastructure	NCESF #14 – Partnership Engagement	ESF #14 – Long Term Community Recovery
ESF #15 – External Affairs	NCSECU#15 – Public Information	ESF #15 – Public Information

Roles And Responsibilities



MAYOR AND CITY COUNCIL – CITY OF KANNAPOLIS

- **Safeguarding Life and Property** – Develop and promote plans to protect the lives and property of Kannapolis residents.
- **Declaration of Emergency** – Declare a State of Emergency at the city level when warranted.
- **Delegate authority** to the city manager or emergency management director to ensure continuity of operations.
- **Implementation of Emergency Provisions** – Enforce state statutes and local ordinances relevant to emergencies, in consultation with City Council.

CITY MANAGER / DEPUTY CITY MANAGER

- **SOG Development and Maintenance** – Ensure departments create, update, and revise Standard Operating Guidelines (SOGs) and annex procedures for emergency response.
- **Testing and Exercises** – Oversee regular testing and exercising of emergency systems.
- **EOC Representation** – Ensure designated representatives are assigned to the Emergency Operations Center (EOC).
- **Emergency Leadership** – Act on behalf of the Mayor and City Council to manage and implement policies and ordinances as necessary.
- **Financial Oversight** – Monitor and approve emergency-related expenditures.
- **Record Maintenance** – Ensure administrative and financial records are maintained during emergencies.
- **Dignitary Liaison** – Serve as liaison for visiting dignitaries during emergencies.
- **EOC Participation** – Report to the EOC as necessary.

EMERGENCY MANAGEMENT DIRECTOR – FIRE CHIEF

- **Emergency Operations Plan** – Develop, maintain, and execute the Emergency Operations Plan, reporting to senior administration.
- **NIMS/ICS Integration** – Incorporate the National Incident Management System (NIMS) and Incident Command System (ICS) into all planning and operations.
- **Hazard Preparedness** – Develop plans and procedures for city hazard preparedness; serve as EOC Manager. EOC Staffing – Establish EOC staffing levels and monitor effectiveness, making adjustments as needed.
- **Coordination Management** – Ensure coordination between the Incident Commander (IC) and EOC staff.
- **Response Prioritization** – Set and communicate priorities for response operations.
- **Departmental Alignment** – Ensure all City departments operate in alignment with established priorities.

- **Recovery Operations** – Direct recovery operations and coordinate with private, state, and federal agencies.
- **Interdepartmental Coordination** – Ensure effective coordination among city departments during EOC operations.

EMERGENCY MANAGEMENT COORDINATOR – ASSISTANT FIRE CHIEF OF TECHNICAL SERVICES

- **EOC Leadership** – Serve as Emergency Manager when the Kannapolis EOC is activated.
- **Command Center Establishment** – Establish the local command center.
- **Operational Support** – Assist in directing emergency operations during disasters.
- **Information Coordination** – Coordinate information sharing with Cabarrus and Rowan County EOCs.
- **Collaboration** – Work closely with Cabarrus/Rowan Emergency Management to ensure effective disaster response and coordination.

CITY ATTORNEY

- Provide legal advice and guidance during disaster response and recovery operations.

CITY CLERK

- Provide a representative to formally record EOC meetings, procedures, and decisions.
- Safeguard vital records during emergencies.

EXECUTIVE STAFF / DEPARTMENT DIRECTORS

- **Departmental Preparedness** – Maintain preparedness, response, recovery, and mitigation capability for their departments.
- **EOC Staffing** – Assign personnel to staff EOC sections, branches, divisions, groups, and units as needed.
- **Continuity of Operations** – Ensure essential departmental functions continue during emergencies.

DEPARTMENT RESPONSIBILITIES

ECONOMIC & COMMUNITY DEVELOPMENT

EOC Role: Human Services Branch Coordinator, reporting to the Operations Section Chief.

Key Responsibilities:

- **Recovery Transition:** Advise on long-term recovery considerations and coordinate transition from response to recovery operations.

- **Market Recovery Planning:** Conduct market disruption and loss analyses; develop market-based recovery plans.
- **State/Federal Support:** Identify and coordinate applicable state and federal programs; address resource gaps.
- **Streamlining Assistance:** Coordinate program applications, planning requirements, and resolve policy/program issues.
- **NGO Liaison:** Maintain relationships with ARC and other non-governmental service agencies.
- **Recovery Coordination:** Define recovery responsibilities and ensure continuity of recovery/hazard mitigation programs.
- **Business Partnerships:** Partner with businesses/industries to support economic stabilization.
- **Community Coordination:** Work with neighborhood groups and volunteer agencies to assess needs and provide assistance.
- **Basic Needs Support:** Coordinate delivery of food, water, clothing, shelter, and other essentials with ARC and volunteer agencies.

ENGINEERING DEPARTMENT

EOC Role: Engineering Support Unit Leader, reporting to the Public Works Branch Coordinator.

Key Responsibilities:

- **Damage & Safety Assessment:** Collect initial damage and safety information from Operations Section branches/units.
- **Inspection Teams:** Deploy teams to assess road and infrastructure conditions after disasters.
- **Infrastructure Damage Records:** Maintain detailed records of road, bridge, and infrastructure damage.
- **Reporting to Planning/Intelligence:** Provide detailed assessments, loss, and damage estimates.
- **Structural Damage Records:** Maintain comprehensive records of damaged areas and facilities.
- **Engineering Inspections:** Request engineer evaluations of structures/facilities as needed.

FINANCE DEPARTMENT

EOC Role: Finance/Administration Section Chief, reporting to the EM Coordinator.

Key Responsibilities:

- **Section Activation & Monitoring:** Activate units within Finance/Admin; adjust staffing and functions as needed.

- **Finance & Accounting Support:** Provide financial and accounting support to all departments during emergencies.
- **Expense Reporting:** Develop and communicate procedures for reporting emergency-related expenses.
- **FEMA/NIMS Documentation:** Collect and maintain all required forms and documentation.
- **Administrative Support:** Provide support to other EOC sections.
- **Recovery Documentation:** Maintain accurate recovery cost documentation for FEMA and/or Governor’s Office submission.

Purchasing Unit Leader

EOC Role: Finance/Administration Section – reports to the Section Chief.

Key Responsibilities:

- **Vendor Contract Coordination:** Manage contracts outside existing vendor lists.
- **Supply/Procurement Collaboration:** Work with Supply/Procurement on purchases exceeding PO limits.
- **Procurement Procedures:** Manage emergency purchase orders for resources and supplies.
- **Vendor & Equipment List:** Maintain sources for equipment/services; manage related contracts.
- **P-Card Management:** Oversee City P-cards and adjust spending limits as needed.

Time Keeping Unit Leader

EOC Role: Finance/Administration Section – reports to the Section Chief.

Key Responsibilities:

- **Time Tracking:** Record and report all on-duty time for responding personnel.
- **Personnel Time Records:** Ensure submission of time records, travel claims, and related forms to budget/payroll.
- **Timesheet Collection:** Ensure timely collection of timesheets.
- **Payroll Continuity:** Maintain payroll processing during emergencies.

FIRE DEPARTMENT

EOC Role: Operations Group Supervisor, reporting to the EM Coordinator.

Key Responsibilities:

- **Response Coordination:** Direct operational functions assigned to the EOC.
- **Action Plan Implementation:** Execute Operations Section objectives in the EOC Action Plan.

- **Branch & Unit Organization:** Establish and monitor Branch/Unit organization; adjust as needed.
- **Reporting:** Submit Branch Status Reports and Major Incident Reports to Planning/Intelligence.
- **Operations Briefings:** Conduct periodic briefings for the EM Coordinator.

Fire Branch Coordinator

EOC Role: Operations Section – supervises Fire Branch, reports to Operations Section Chief.

Key Responsibilities:

- **Operational Coordination:** Manage fire, medical, hazmat, and search/rescue operations.
- **Resource Mobilization:** Coordinate with Logistics for mobilization/transport of resources.
- **Branch Status Reporting:** Maintain incident status and resource tracking.
- **Damage Assessment Support:** Provide damage information to EOC and support assessment teams.
- **Incident Action Plan Execution:** Implement Fire Branch objectives from the IAP.
- **Shelter & Medical Support:** Coordinate shelter operations with ARC; ensure medical support.
- **Fire Risk Analysis:** Assess fire potential and manage firefighting strategy.
- **Functional Needs Checks:** Coordinate with CHA/DHS for residents with functional needs.
- **Technical Advisor:** Provide hazard-specific technical input.

Fire Operations Unit Leader

EOC Role: Fire Branch – reports to Fire Branch Coordinator.

Key Responsibilities:

- **Resource Requests:** Process fire resource requests promptly.
- **Inventory Management:** Track fire equipment and personnel availability.
- **BLS Services:** Provide Basic Life Support during mass casualty or major disaster events.
- **Facility Inspections:** Conduct fire inspections at vital facilities/shelters.
- **Evacuation Support:** Assist PD with evacuation notifications and execution.
- **Mutual Aid:** Coordinate with IC on mutual aid needs.
- **On-Scene Medical Support:** Manage patient care, triage, and transport.
- **Mass Vaccination Support:** Assist in citywide vaccination/prophylaxis campaigns
- **Resource Tracking:** Monitor deployed fire resources.
- **Field Support:** Provide operational support to field crews.

Planning & Intelligence Section Chief

EOC Role: Supervises Planning & Intelligence Section, reports to EM Coordinator.

Key Responsibilities:

- **Response Coordination:** Direct planning/intelligence activities assigned to the EOC.
- **Action Plan Execution:** Implement Planning Section objectives in the EOC Action Plan.
- **Branch/Unit Organization:** Establish and adjust section organization as needed.
- **Information Management:** Collect, analyze, and display incident information.
- **Reporting:** Produce Situation Reports, Action Plans, and advance planning reports.
- **Technical Support:** Provide specialized technical support; maintain EOC documentation.
- **EM Coordinator Liaison:** Advise EM Coordinator on significant planning issues.
- **Status Reporting:** Ensure Branch Status Reports are completed and used in Situation Reports and IAPs.

FACILITIES MAINTENANCE

EOC Role: Logistics Section Chief, reporting to the EM Coordinator.

Key Responsibilities:

- **Logistics Coordination:** Direct logistics activities assigned to the EOC.
- **Action Plan Implementation:** Ensure Logistics Section objectives in the EOC Action Plan are executed effectively.
- **Branch/Unit Organization:** Establish, monitor, and adjust branch/unit organization for maximum efficiency.
- **Shelter Support:** Assist ARC with establishing and maintaining public shelters.
- **Mutual Aid Activation:** Coordinate activation of mutual aid agreements for equipment and support.
- **Logistics Support Services:** Oversee resource tracking, acquisition of equipment/supplies/personnel, facility/transport arrangements, and food/lodging for responders.
- **Resource Prioritization:** Work with Operations Section Chief to set priorities for allocation to Incident Commanders.
- **EM Coordinator Liaison:** Keep EM Coordinator informed on significant logistics issues.

Facilities Unit Leader

EOC Role: Logistics Section – reports to the Logistics Section Chief.

Key Responsibilities:

- **Facility Provisioning:** Secure, configure, and staff essential facilities to meet operational needs.
- **Facility Restoration:** Return facilities to original condition when no longer needed.

- **Damage Assessment:** Conduct damage inspections of city government facilities.
- **Debris Clearance:** Direct debris removal from city facilities.
- **Emergency Repairs:** Prepare and perform emergency repairs at vital facilities, including generator checks.
- **Power Support:** Provide emergency power to critical facilities and response operations.

COMMUNICATIONS - PUBLIC INFORMATION OFFICER (PIO)

EOC Role: Management Section – reports to EM Director/Coordinator.

Key Responsibilities:

- **Information Coordination:** Gather, verify, prepare, approve, and distribute public information.
- **Message Consistency:** Coordinate messages with other agency PIOs.
- **JIS Management:** Operate the Joint Information System when the City controls the incident.
- **Digital Platforms:** Manage City website and social media during the event.
- **Special Audience Outreach:** Provide emergency info to hearing-impaired and non-English speakers.
- **Dignitary Support:** Coordinate visits from dignitaries.
- **Public Messaging:** Issue life safety instructions, public health advisories, and program updates.
- **Press Conferences:** Develop press briefing formats with EM Director.
- **Staff Supervision:** Oversee scene PIOs and assigned staff.

PLANNING DEPARTMENT

Situation Analysis/Status Unit Leader

EOC Role: Planning & Intelligence Section – reports to the Section Chief.

Key Responsibilities:

- **Information Oversight:** Collect, organize, and analyze disaster situation data.
- **Validation:** Ensure all posted information is verified.
- **Situation Reports:** Produce and distribute Situation Status Reports.
- **IAP Production:** Develop an Incident Action Plan for each operational period.
- **Display Accuracy:** Maintain up-to-date maps, boards, and displays.

Advance Planning Unit Leader

EOC Role: Planning & Intelligence Section – reports to the Section Chief.

Key Responsibilities:

- **Damage Assessment:** Coordinate assessment teams; act as Damage Assessment Officer.
- **Forward Planning:** Create 36–72-hour Advance Plans for anticipated issues.
- **Document Review:** Analyze reports and plans to identify potential impacts on strategic objectives.
- **Briefings:** Provide EM Coordinator and Section Chiefs with future planning updates.

POLICE DEPARTMENT - LAW ENFORCEMENT BRANCH SUPERVISOR

EOC Role: Operations Section – reports to the Section Chief.

Key Responsibilities:

- **Notification & Rosters:** Maintain recall lists and communications systems.
- **Public Warning:** Assist in issuing emergency alerts.
- **Shelter Security:** Provide safety at public shelters.
- **Animal Control:** Advise on animal-related issues during emergencies.

Law Enforcement Operations Unit Leader

EOC Role: Operations Section – reports to Law Enforcement Branch Coordinator.

Key Responsibilities:

- **Mutual Aid:** Coordinate law enforcement mutual aid through county EOCs.
- **Field Communication:** Maintain contact with deployed officers.
- **Operational Support:** Conduct law enforcement missions during emergencies.
- **Transport & Traffic:** Provide critical transport; manage traffic control and evacuation routes.
- **Security:** Safeguard evacuated/damaged areas and key facilities.
- **Resource Tracking:** Monitor deployed law enforcement assets.

Telecommunication Center Unit Leader

EOC Role: Operations Section – reports to Law Enforcement Branch Coordinator.

Key Responsibilities:

- **System Support:** Provide emergency communications systems to EOC.
- **Service Availability:** Ensure radios, phones, and computers function as needed.
- **Center Setup:** Establish and staff EOC Communications Center.
- **Link to OA EOC:** Maintain communications with Operational Area EOC.
- **Comms Plan:** Develop a Communications Plan with assigned frequencies.

- Dispatcher Training: Train staff on EM procedures.

PUBLIC WORKS - BRANCH SUPERVISOR

EOC Role: Operations Section – reports to the Section Chief.

Key Responsibilities:

- **Utility Restoration:** Coordinate repairs with providers.
- **Facility Damage Assessment:** Survey and document facility damage.
- **Fuel Management:** Ensure adequate fuel during operations.
- **Road Safety:** Coordinate road closures and rerouting with police.
- **SAR Support:** Provide equipment and personnel for search and rescue.
- **Debris Removal:** Track and deploy debris removal resources.
- **Water/Wastewater Ops:** Maintain service; arrange alternative potable water sources.
- **Road Damage Assessment:** Liaise with county/state teams.
- **Shuttle Service:** Provide transport for key staff.

Resource Branch Supervisor

EOC Role: Logistics Section – reports to the Logistics Section Chief.

Key Responsibilities:

- **Resource Provision:** Supply personnel, transportation, facilities, and procurement services.
- **Resource Requests:** Oversee incoming requests within EOC.
- **Inter-EOC Collaboration:** Maintain close coordination with Cabarrus/Rowan EOCs.

CUSTOMER SERVICE – CITIZENS RESPONSE CENTER

EOC Role: Reports to PIO.

Key Responsibilities:

- **Activation:** Stand up CRC during emergency.
- **Public Information:** Relay non-emergency info to the community.
- **Resource Support:** Provide phones/computers for CRC staff.
- **EOC Link:** Maintain communication with EOC.
- **Staffing:** Ensure 24-hour operator coverage.
- **CRC Plan:** Maintain written CRC activation procedures.

HUMAN RESOURCES – SAFETY OFFICER

EOC Role: Reports to EM Coordinator.

Key Responsibilities:

- **Safety Monitoring:** Ensure safe operations in the EOC and field.

- **Unsafe Action Intervention:** Stop or adjust unsafe work outside IAP scope.
- **Admin Support:** Provide clerical/computer support during long incidents.
- **Auxiliary Staffing:** Hire temporary staff as needed.
- **Personnel Database:** Track available city staff for reassignment.
- **Volunteer Coordination:** Manage city volunteers.
- **Risk Management:** Maintain OSHA, ADA, and insurance compliance.
- **Asset Tracking:** Maintain master list of city-owned equipment and vehicles.
- **Facility Safety:** Ensure operational safety of all EOC-supporting facilities.

Compensation & Claims Unit Leader

EOC Role: Finance & Administration Section – reports to Section Chief.

Key Responsibilities:

- **Claims Investigation:** Handle injury/property damage claims from the event.
- **Workers' Comp:** Process all response-related claims promptly.
- **Recordkeeping:** Maintain event-related injury/illness files with investigation results.

INFORMATION TECHNOLOGY - INFORMATION SYSTEMS UNIT LEADER

EOC Role: Logistics Section – reports to Section Chief.

Key Responsibilities:

- **CAD Support:** Install and maintain CAD in EOC.
- **Telecom/IT:** Provide and maintain phones and computers.
- **Needs Assessment:** Assist staff in determining IT resource needs.
- **Backup Support:** Ensure redundancy for critical systems.

PARKS & RECREATION DEPARTMENT - SUPPLY/PROCUREMENT UNIT LEADER

EOC Role: Logistics Section – supervises the Supply/Procurement Unit; reports to the Resource Branch Coordinator.

Key Responsibilities:

- **Procurement & Allocation:** Manage procurement and allocation of supplies and materials during emergency operations.
- **Finance/Admin Coordination:** Work closely with Finance/Administration Section on purchasing actions.
- **Supply & Material Delivery:** Coordinate timely delivery of supplies and materials to operational areas.

Resource Status Unit Leader

EOC Role: Logistics Section – supervises the Resource Status Unit; reports to the Resource Branch Coordinator.

Key Responsibilities:

- **Logistics Coordination:** Work with other units in the Logistics Section to collect and centralize resource status information.
- **Status Board Management:** Maintain real-time resource availability and allocation boards within the Logistics Section.
- **Transportation Support:** Provide vehicles to support emergency transportation requirements.

OTHER ORGANIZATIONS

AMERICAN RED CROSS (ARC) - SHELTER AND MASS CARE OPERATIONS

EOC Role: Responds to County EOC or designated operations area.

Key Responsibilities:

- **Shelter Operations:** Conduct shelter and mass care operations during emergencies.
- **Staffing & Supplies:** Provide trained Shelter Managers, cots, and necessary shelter supplies.
- **Functional Needs Support:** Identify and assist citizens with functional needs; provide basic equipment when available.
- **Feeding Support:** Deploy feeding trailer with commercial cooking equipment.
- **Damage Assessment:** Assist with county damage assessment if needed.
- **Recovery Assistance:** Support recovery operations upon request.

CABARRUS HEALTH ALLIANCE (CHA) – PUBLIC HEALTH OPERATIONS

EOC Role: Responds to County EOC as needed.

Key Responsibilities:

- **Emergency Health Procedures:** Maintain and implement public health emergency procedures.
- **Disease Control:** Monitor, prevent, and control communicable diseases; oversee waste disposal and vector control.
- **Mutual Aid:** Maintain agreements to supplement public health resources.
- **Lab Coordination:** Coordinate with labs for contamination testing.
- **Shelter Inspections:** Ensure food, water, and sanitation standards in shelters.
- **Shelter Nursing:** Provide nursing staff for medical care and medication needs.
- **Hazard Mitigation:** Address and remove public health nuisances/hazards.
- **Isolation & Quarantine:** Implement as needed.
- **Public Health Information:** Coordinate messaging with PIO.
- **Thyroid Blocking Agents:** Maintain stock for emergency worker use.
- **Pandemic Response:** Maintain the County Pandemic Disease Plan.

CONCORD KANNAPOLIS AREA TRANSIT – TRANSPORTATION SUPPORT

EOC Role: Supports County/City transportation and logistics needs.

Key Responsibilities:

- **Fuel Supply:** Maintain adequate fuel supplies during response/recovery.
- **Emergency Power:** Provide backup power to key facilities.
- **Road Safety:** Coordinate closures and rerouting with police.
- **Emergency Transport:** Provide vehicles for emergency transportation.
- **Shuttle Service:** Transport key personnel as needed.
- **Feeding Trailer Deployment:** Access and deploy feeding trailer for large-scale feeding operations.

COUNTY ANIMAL SERVICES – ANIMAL CARE SUPPORT

EOC Role: Supports sheltering and animal control operations.

Key Responsibilities:

- **Shelter Animal Care:** Provide facilities/equipment for domestic animals of evacuees.
- **Advisory Role:** Advise EM Coordinator on animal control issues.
- **Humane Society Support:** Request assistance as needed.
- **Animal/Rabies Control:** Maintain control measures during emergencies.
- **Animal Shelter:** Provide shelter for pets/livestock at designated facilities.
- **Reentry Support:** Assist with feeding livestock/animals left during evacuations.

COUNTY HUMAN SERVICES – HUMAN SERVICES COORDINATION

EOC Role: Responds to County EOC as needed.

Key Responsibilities:

- **Continuity of Services:** Coordinate human services (e.g., emergency food stamps, crisis intervention funding).
- **Agency Collaboration:** Work with CHA, Cardinal Innovations, and other partners to provide support staff.
- **Mutual Aid:** Maintain agreements to support human services in emergencies.
- **Adult Care Homes:** Ensure emergency procedures and policies are in place.
- **Shelter Support:** Partner with ARC, Salvation Army, and NGOs to support shelters.

COUNTY/CITY SCHOOLS – EDUCATION SYSTEM SUPPORT

EOC Role: Provides a Liaison Officer to County EOC upon request.

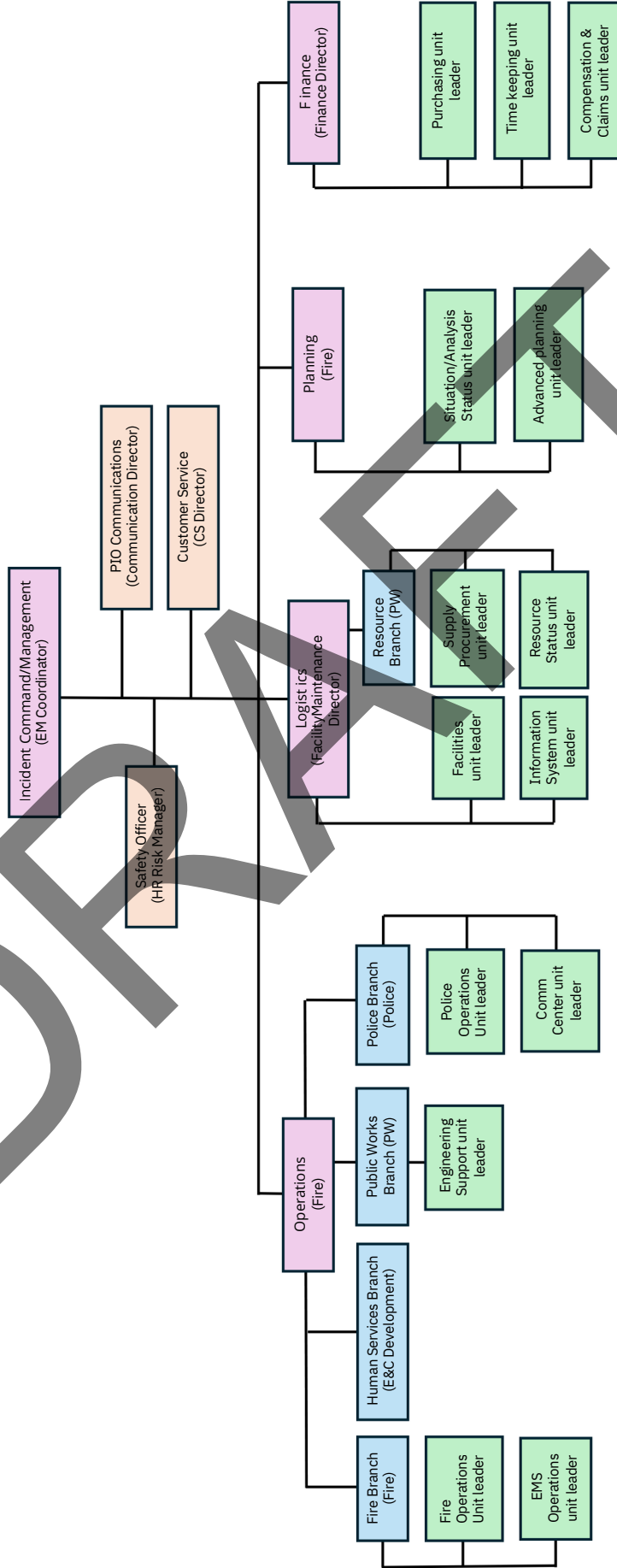
Key Responsibilities:

- **Notification & Evacuation:** Maintain notification/warning and evacuation procedures.

- **Safety Rooms:** Identify protected areas in schools for shelter-in-place.
- **Facility Use:** Provide schools as shelters or emergency facilities.
- **Resource Support:** Supply resources to support emergency response/recovery.
- **Support Personnel:** Provide available staff for emergency operations.
- **Transportation Support:** Provide buses/drivers for evacuation and transport needs.
- **Fuel Support:** Supply fuel for emergency vehicles as needed.

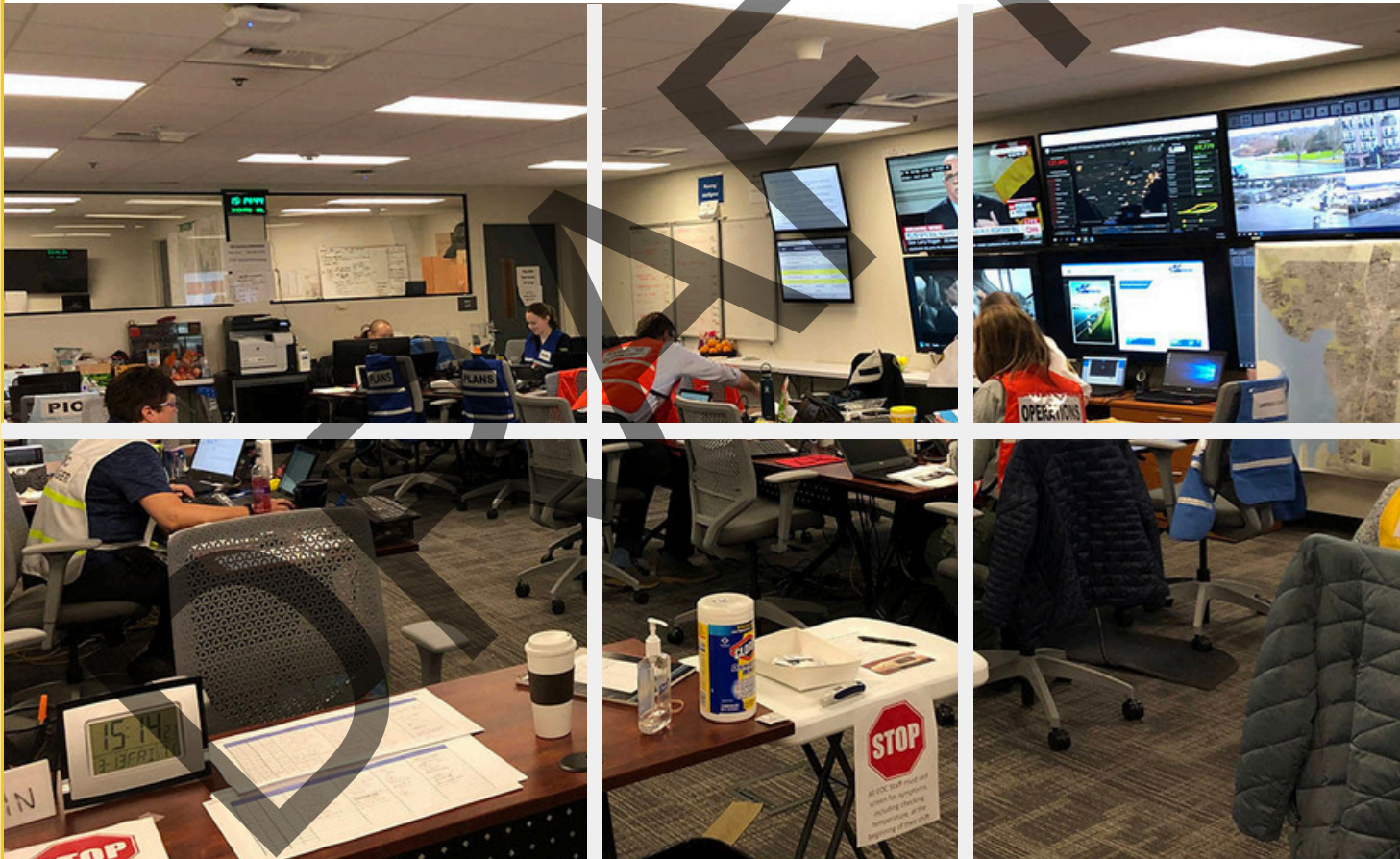
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City of Kannapolis – Incident Command Organizational Chart



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Incident Command System



INCIDENT COMMAND SYSTEM (ICS)

The City of Kannapolis uses the five standard ICS Sections - Command, Operations, Planning, Logistics, and Finance/Administration - to manage emergency incidents in accordance with the National Incident Management System (NIMS). These positions are staffed by personnel from various City departments and, when needed, supplemented by private individuals, businesses, or non-governmental organizations.

ICS is modular and scalable, meaning the structure expands or contracts based on the size, complexity, and needs of the incident. Only the positions and functions required for the incident are activated.

Personnel assigned to ICS roles are responsible for managing tactical operations to:

- Reduce immediate hazards
- Save lives and property
- Establish incident control
- Restore normal conditions

RESOURCE MANAGEMENT

The City of Kannapolis Resource Management System is a NIMS-compliant process for managing all available resources. It includes the mobilization, tracking, and demobilization of personnel, equipment, teams, and facilities, using established policies and procedures such as mutual aid agreements, resource typing, and reception centers.

COMMAND

The Command Staff consists of the Executive Management Team, with the Public Information Officer (PIO), Safety Officer, and Liaison Officer reporting to the Incident Commander (IC) or Unified Command (UC). Additional incident management structures - such as an Area Command - may be established when warranted.

Types of Command:

1. **Single Command** – Used when the incident occurs within a single jurisdiction with no overlap of authority. One Incident Commander manages all activities.
2. **Unified Command** – Used when multiple agencies or jurisdictions share responsibility. The agencies work together to establish common objectives, with one agency often taking the lead role while others support.

3. **Area Command** – Oversees multiple incidents, each managed by a separate ICS organization, or a single large incident with multiple operational areas. Area Command sets priorities between incidents, allocates resources, and ensures incidents are managed consistently.

4. **Multi-Agency Coordination System (MACS)** – A system that integrates facilities, organization, or a single large incident with multiple operational areas. Area Command sets priorities between incidents, allocates resources, and ensures incidents are managed consistently.

Incident Priorities (per FEMA):

1. Life Safety – Protect responders and the public.
2. Incident Stabilization – Control the incident to prevent it from expanding and to minimize its effects.
3. Property and Environmental Conservation – Minimize damage to property and the environment while achieving operational objectives.

PLANNING SECTION

Primary Responsibilities:

- Collect, analyze, validate, display, and disseminate incident information.
- Facilitate the Incident Action Planning (IAP) process.
- Develop IAPs, Recovery Plans, and After-Action Reports.
- Compile and report safety information, damage assessments, and resource status.
- Maintain complete records of the response and preserve documentation for post-incident use.

Possible Units:

- **Resources Unit** – Tracks status of resources.
- **Situation Unit** – Collects and analyzes incident data.
- **Documentation Unit** – Maintains incident files.
- **Demobilization Unit** – Develops the demobilization plan.
- **GIS Unit** – Produces maps and spatial data.
- **Damage Assessment Unit** – Assesses impacts to facilities and infrastructure.
- **Technical Specialists** – Subject-matter experts such as epidemiologists, hazardous materials technicians, meteorologists, structural engineers, intelligence officers, or legal advisors. Activated as needed.

LOGISTICS SECTION

Primary Responsibilities:

- Provide resources and services to support the incident.
- Acquire, transport, and distribute supplies, equipment, food, water, and personnel.
- Provide facilities such as staging areas, base camps, and shelters.
- Track and fulfill resource requests.

Possible Branches & Units:

- **Services Branch** – Communications, Medical, Food
- **Support Branch** – Supply, Facilities, Ground Support, Donations
- **Fuel Unit** – (City-specific addition if needed)

OPERATIONS SECTION

Primary Responsibilities:

- Direct and coordinate all tactical field operations.
- Implement IAP objectives.
- Manage resources assigned to operational tasks.
- Coordinate with law enforcement, fire, EMS, public works, utilities, public health, and other functional areas.

Divisions (geographic) or Groups (functional) may be established to meet operational needs. Branches may also be created when the span of control exceeds the recommended limits.

FINANCE/ADMINISTRATION SECTION

Primary Responsibilities:

- Track all incident-related costs and financial obligations.
- Manage procurement, contracts, and timekeeping.
- Process claims and injury compensation.
- Ensure continuity of payroll, benefits, and vendor payments.
- Support cost recovery and reimbursement efforts.

Possible Units:

- **Time Unit** – Tracks personnel time.
- **Procurement Unit** – Manages contracts and purchases.

- **Compensation/Claims Unit** – Handles injury claims and property damage.
- **Cost Unit** – Tracks and analyzes overall incident costs.

LEAD AND SUPPORTING AGENCIES

Lead Agencies are designated based on statutory authority, regulatory responsibility, or operational expertise. They coordinate assisting agencies to accomplish assigned missions efficiently.

Lead Agency Responsibilities:

- Assign an **Emergency Coordinating Officer (ECO)** with decision-making authority.
- Staff the EOC during activation, ensuring 24-hour coverage if required.
- Maintain contact lists, notify and activate assisting agencies, and ensure ongoing communication.
- Maintain resource inventories.
- Develop, review, and update operational plans and position checklists.
- Prioritize missions in coordination with the EOC based on life safety, incident stabilization, and property/environmental conservation.
- Request mutual aid and vendor resources when local capabilities are exceeded.
- Maintain operational and financial documentation for accountability and reimbursement.
- Ensure training for all assigned staff and assisting agencies.

Supporting Agency Responsibilities:

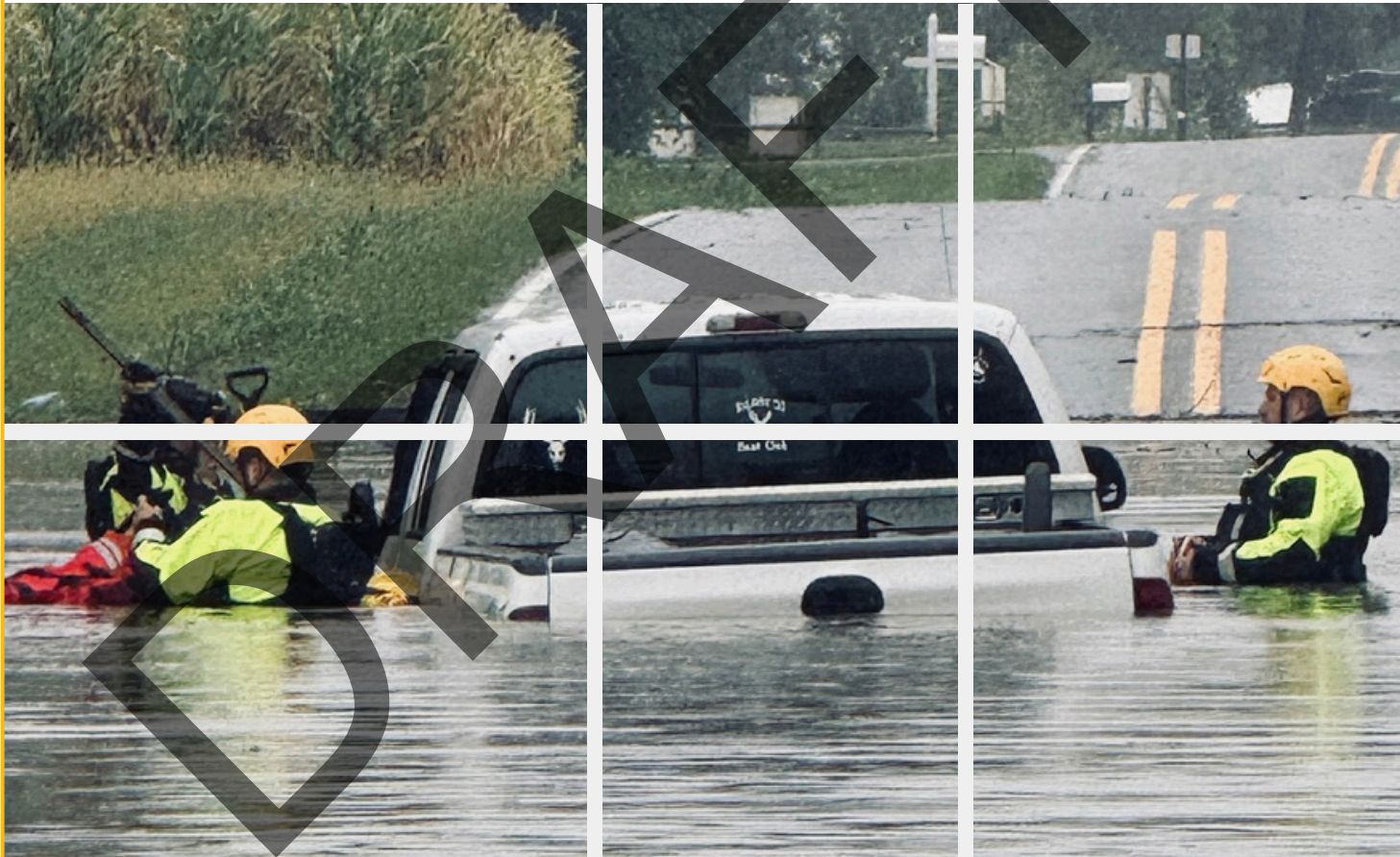
- Provide personnel, equipment, facilities, technical assistance, and other resources as needed.
- Offer subject-matter expertise and data to assist operations.
- Help staff the EOC when requested.
- Maintain and update applicable operational plans.
- Train agency staff on the CEMP and related plans.

ICS Section / Position	FEMA ICS/NIMS Standard Definition	City of Kannapolis Responsibilities
Command	Directs overall incident management; responsible for setting objectives, strategies, and priorities. Command Staff includes PIO, Safety Officer, and Liaison Officer.	Executive Management Team serves as Command Staff. PIO, Safety, and Liaison report to IC/UC. Uses Single, Unified, Area Command, or MACS depending on incident. Priorities: Life Safety, Incident Stabilization, Property/Environmental Conservation.
Planning Section	Collects, evaluates, and disseminates information. Maintains resource status and incident documentation. Develops the Incident Action Plan (IAP).	Gathers and verifies incident data; produces IAPs, Recovery Plans, After-Action Reports; maintains damage assessments and safety info; preserves records. Units may include Resources, Situation, Documentation, GIS, Damage Assessment, Demobilization, and Technical Specialists.
Logistics Section	Provides resources and services to support the incident. May be organized into Service and Support Branches.	Acquires, transports, and distributes supplies, food, water, equipment, and personnel; provides facilities; tracks and fulfills resource requests. Service Branch units: Communications, Medical, Food. Support Branch units: Supply, Facilities, Ground Support, Donations, Fuel.
Operations Section	Directs all tactical operations to meet incident objectives. May be divided into Divisions (geographic), Groups (functional), or Branches.	Manages all field-level tactical response; implements IAP; coordinates with police, fire, EMS, public works, utilities, public health, and other functional areas; establishes divisions, groups, and branches as needed.

ICS Section / Position	FEMA ICS/NIMS Standard Definition	City of Kannapolis Responsibilities
<p>Finance/Administration Section</p>	<p>Tracks costs, manages contracts and procurement, processes claims, and maintains time records. Supports cost recovery.</p>	<p>Maintains financial records for response and recovery; handles contracts, purchases, timekeeping, and claims; ensures payroll and benefits continuity; tracks and analyzes incident costs; supports reimbursement efforts. Units: Time, Procurement, Compensation/Claims, Cost.</p>
<p>Lead Agencies</p>	<p>In NIMS/ESF, lead agencies have primary responsibility for a function or mission, coordinating support agencies.</p>	<p>Coordinate all assisting agencies; assign Emergency Coordinating Officer; maintain contact lists and resource inventories; prioritize missions; request mutual aid/vendor resources; train assigned personnel.</p>
<p>Supporting Agencies</p>	<p>Provide personnel, equipment, facilities, or technical expertise to a lead agency.</p>	<p>Supply staff, resources, and subject-matter expertise; assist in EOC staffing; maintain operational plans; train personnel on CEMP and related plans.</p>
<p>Technical Specialists</p>	<p>Personnel with specialized skills activated as needed in any ICS section.</p>	<p>May include epidemiologists, meteorologists, structural engineers, attorneys, hazardous materials technicians, public health officers; report to Planning Section Chief or IC as needed.</p>

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Preparedness, Mitigation, Response, and Recovery – FEMA Core Capability Alignment



MISSION AREA: PREVENTION

Core Capability – Planning

- The Emergency Management Director develops, maintains, and distributes the Comprehensive Emergency Management Plan (CEMP).
- Each Department Director or designee ensures departmental preparedness activities are completed.
- The Planning Section, Finance/Administration Section, and individual departments preserve vital records and essential databases to ensure continuity of government.

Core Capability – Public Information and Warning

- Whole Community outreach in coordination with Cabarrus and Rowan counties, media outlets, utilities, NGOs, and private sector partners.
- Public education through:
 - News media “call-in” programs
 - Community meetings
 - City of Kannapolis website and social media pages
 - Public Notification System
 - Public Access TV programs
 - Annual employee disaster training and exercises
 - Annual publication of the All-Hazards Emergency Preparedness Guide (CDC)

MISSION AREA: PROTECTION

Core Capability – Physical Protective Measures

- General Services maintains emergency supplies and hardens City facilities.
- Shelter planning coordinated with Cabarrus and Rowan counties using county sheltering guidelines.
- Registration of individuals with special needs to ensure inclusive evacuation and sheltering.

Core Capability – Operational Coordination

- Designated Emergency Coordinating Officers (ECOs) ensure ICS and EOC readiness.
- Mandatory ICS/NIMS training for all City employees, based on job role.

MISSION AREA: MITIGATION

Core Capability – Community Resilience

- Participation in Cabarrus and Rowan Counties’ Hazard Mitigation Plans

- Planning Director coordinates mitigation activities with Engineering, Public Works, Fire, and Community/Economic Development.
- Departments identify priority mitigation projects to reduce risk to public infrastructure, businesses, and housing.

Core Capability – Risk and Disaster Resilience Assessment

- Post-incident hazard analysis to inform project prioritization.
- Stakeholder engagement, including NGOs, utilities, and business community.

Mitigation Programs / Eligible Activities

- Property acquisition or relocation.
- Structural/non-structural retrofitting.
- Minor hazard control measures (culverts, floodgates, retention basins).
- Localized flood control for critical facilities.
- Utility protection.

Hazard Mitigation Grants (FEMA / NCEM)

- **Section 406 HMGP:** Post-disaster repairs/upgrades through FEMA Public Assistance Program.
- **Section 404 HMGP:** Long-term mitigation projects through NCEM, coordinated at the county level.
- **Pre-Disaster Mitigation Grant (PDM):** Competitive national program for pre-disaster planning and mitigation.
- **Flood Mitigation Assistance (FMA):** NFIP-supported program to reduce risk to repetitively flooded structures.

MISSION AREA: RESPONSE

Core Capability – Situational Assessment

- Maintain situational awareness and conduct rapid damage assessment.
- Disseminate warnings, emergency information, and protective actions to residents and visitors.
- Make required notifications to City staff and county emergency management.

Core Capability – Operational Coordination

- Activate EOC and ICS structure.
- Declare State of Local Emergency if needed.
- Coordinate evacuations, rescue operations, sheltering, and resource requests.
- Restrict unnecessary traffic and movement in affected areas.

Core Capability – Critical Transportation

- Clear priority transportation routes.
- Coordinate re-entry following evacuations.
- CK Rider Transit provides free evacuation transportation for disadvantaged residents.

Core Capability – Mass Care Services

- Coordinate with Cabarrus and Rowan counties for public sheltering (City does not operate shelters).
- Support care of displaced persons and special needs populations.

Core Capability – Infrastructure Systems

- Repair critical facilities and restore utilities (public works, energy partners).

Incident Action Planning (IAP)

- Written IAPs for large-scale incidents; 12-hour operational periods standard.
- Tactical Action Plans from departments support the IAP.

Core Capability – Communications

- Primary: 800 MHz radio system.
- Backups: Alternate radio channels, mutual aid comms, and public alerting systems.
- Public information coordinated with counties via social media, website, and media briefings.

Core Capability – Logistics and Supply Chain Management

- Resource requests through NCEM Western Branch EOC.
- NC Statewide Mutual Aid Agreement supports intra-state requests.
- Federal resources requested when local/state capabilities are exceeded.

MISSION AREA: RECOVERY

Core Capability – Short-Term Recovery

- Secure impacted areas and maintain public safety.
- Provide temporary housing for survivors.
- Manage debris removal and disposal.
- Restore infrastructure and utilities.
- Resume essential government services.
- Conduct building inspections and demolition of unsafe structures.
- Coordinate donations and volunteer management.

Core Capability – Long-Term Recovery

- Reconstruction and redevelopment consistent with the City’s Emergency Operations Plan.
- Support economic recovery, environmental restoration, and social service continuity.
- Pursue federal and state assistance programs.

Core Capability – Damage Assessment

- **Rapid Damage Assessment:** Initial survey for life safety and critical needs.
- **Preliminary Damage Assessment:** Detailed evaluation for public, residential, and commercial property; coordinated with county emergency management.
- Planning & Development leads public/private property assessments; General Services and Parks & Recreation assess public facilities; County Building Department assesses private property.

Core Capability – Public Assistance (FEMA)

- Categories:
 - Cat A – Debris Removal
 - Cat B – Emergency Protective Measures
 - Cat C – Roads & Bridges
 - Cat D – Water Control Facilities
 - Cat E – Public Buildings & Equipment
 - Cat F – Public Utilities
 - Cat G – Parks & Other Items
 - Cat Z – Management Costs
- FEMA typically funds 75% of eligible costs; State historically covers remaining 25% in NC.

Core Capability – Individual Assistance (FEMA)

- Housing, repair, and other needs assistance.
- Applications via www.DisasterAssistance.gov, 1-800-621-FEMA, mobile devices, or Disaster Recovery Centers.
- Eligibility requires damage to primary residence, disaster-related losses, and unmet needs after insurance/other aid.

Core Capability – Debris Management

- Public Works coordinates debris clearance and disposal.
- May use local resources or contracted debris management teams.

Core Capability – Planning (After Action Reporting)

- Emergency Management Coordinator compiles After Action Reports following significant incidents.
- Departments submit reports including preparation, response, recovery actions, damage assessments, and lessons learned.

City of Kannapolis – FEMA Core Capability Alignment Matrix

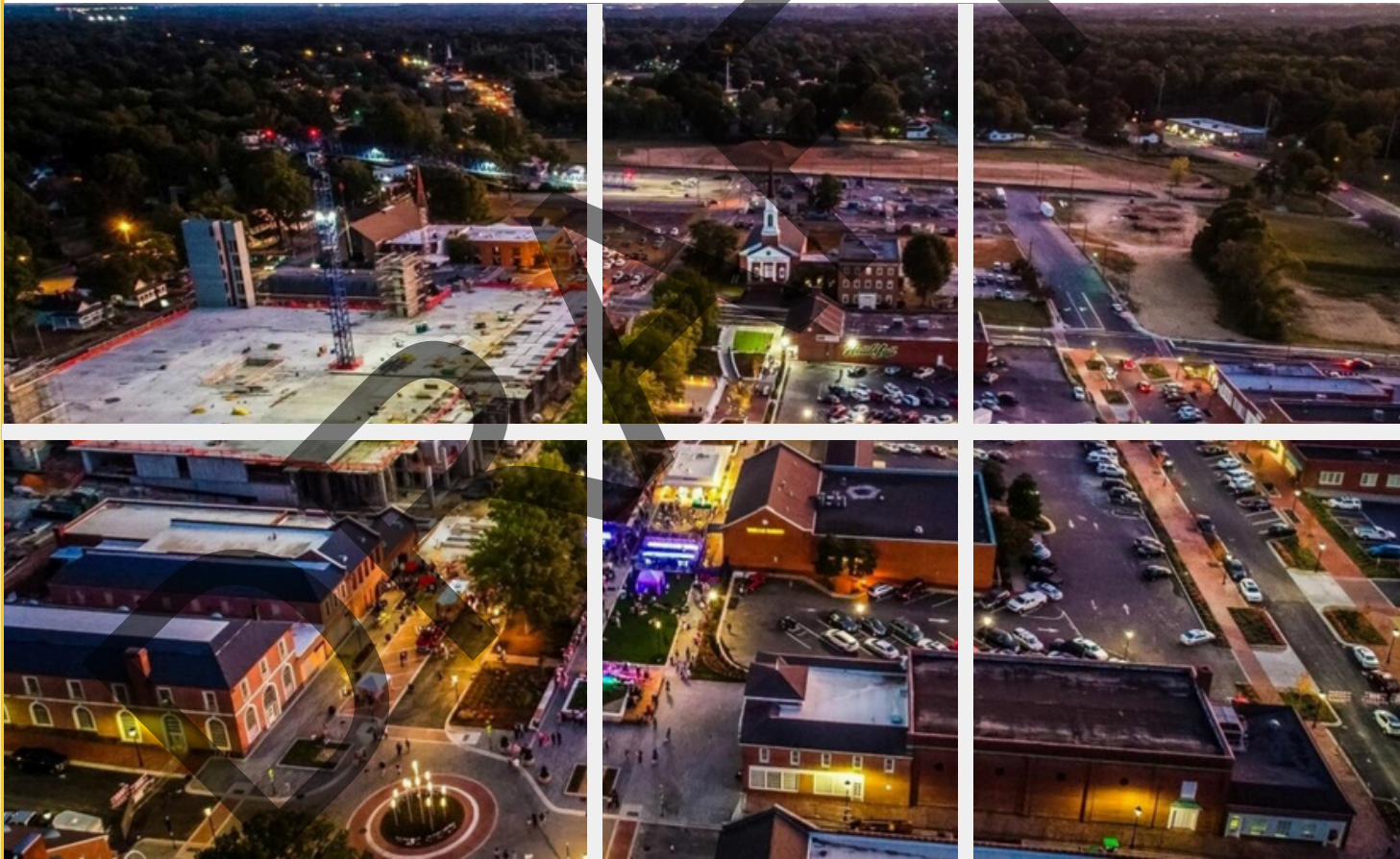
This matrix maps City of Kannapolis emergency management activities to FEMA’s Core Capabilities under the five mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

Mission Area	FEMA Core Capability	Kannapolis Activities
Prevention	Planning	Maintain CEMP; Departmental preparedness; Preservation of vital records for continuity of government.
Prevention	Public Information and Warning	Whole Community outreach; City website, social media, public notification; All-Hazards Preparedness Guide; media and community meetings.
Protection	Physical Protective Measures	Maintain readiness supplies; Harden facilities; Shelter planning with counties; Special needs registration.
Protection	Operational Coordination	Emergency Coordinating Officers; ICS/EOC readiness; Mandatory ICS/NIMS training.
Mitigation	Community Resilience	Participate in county Hazard Mitigation Plans; Coordinate with City departments; Identify priority projects.
Mitigation	Risk and Disaster Resilience Assessment	Post-incident hazard analysis; Stakeholder engagement.

Mission Area	FEMA Core Capability	Kannapolis Activities
Mitigation	Threats and Hazard Identification	Identify eligible mitigation activities; Property acquisition/retrofits; Flood control measures.
Mitigation	Mitigation Grants	406 & 404 HMGP; PDM; FMA programs; Coordinate through NCEM and counties.
Response	Situational Assessment	Maintain situational awareness; Conduct rapid damage assessments; Disseminate warnings.
Response	Operational Coordination	EOC activation; Declare local emergencies; Coordinate evacuations/rescues; Traffic control.
Response	Critical Transportation	Clear priority routes; Re-entry coordination; CK Rider Transit evacuation support.
Response	Mass Care Services	Coordinate public sheltering with counties; Care for displaced/special needs populations.
Response	Infrastructure Systems	Repair critical facilities; Restore utilities.
Response	Planning (IAP)	Develop written IAPs; Standard 12-hour operational periods; Support plans from departments.
Response	Communications	800 MHz radio; Backup systems; Joint public information with counties.

Mission Area	FEMA Core Capability	Kannapolis Activities
Response	Logistics and Supply Chain Management	Resource requests via NCEM; Mutual aid; Federal ESF requests.
Recovery	Short-Term Recovery	Secure impacted areas; Temporary housing; Debris removal; Restore services; Inspections; Volunteer management.
Recovery	Long-Term Recovery	Reconstruction; Economic and environmental recovery; Align with EOP.
Recovery	Damage Assessment	Rapid and preliminary assessments; Coordinate public/private property evaluation with counties.
Recovery	Public Assistance (FEMA)	Categories A–G, Z; Manage cost-share; Grant management and documentation.
Recovery	Individual Assistance (FEMA)	Housing, repair, and other needs; Assistance application support; DRC coordination.
Recovery	Debris Management	Public Works-led debris clearance and disposal; Contracted support if needed.
Recovery	Planning (After Action Reporting)	Compile AARs; Departmental reports on preparedness, response, recovery actions, and lessons learned.

Administration and Logistics



GENERAL POLICIES

Non-Discrimination

In the execution of disaster preparedness, response, relief, and recovery operations, there shall be no discrimination based on race, color, religion, nationality, sex, age, or economic status. This policy applies equally to all levels of government, contractors, and labor unions.

Consumer Protection

The Emergency Operations Center (EOC) will refer consumer complaints related to unfair or illegal business practices to the North Carolina Attorney General's Consumer Protection Division.

Financial Management

Financial management during and after a disaster is critical for accountability, reimbursement, and continuity of operations.

Finance Director Responsibilities:

- Manage all financial, administrative, and cost-analysis aspects of the incident.
- Enter into funding agreements with other legal entities on behalf of the City during incidents.
- Ensure current financial obligations are met.
- Maintain documentation for all financial activities, including vendor contracts, invoices, and supporting records.
- Provide financial support for City personnel, equipment, supplies, and materials needed during disaster response and recovery.
- Oversee payment and documentation for contracted services (e.g., debris removal).
- Track all costs related to staffing, equipment, and apparatus use.
- Ensure timely completion of damage reports and reimbursement documentation to the State.
- Apply for FEMA Public Assistance funding when available.
- Conduct annual employee training/familiarization on disaster-related financial management procedures.

Department Responsibilities:

- Track personnel time and equipment usage for FEMA reimbursement eligibility.
- Submit expense reports to the Finance Department in a timely manner.
- Follow Finance Director-established emergency purchase procedures.

- Document all mutual aid resource use, including expenses, type of assistance, work performed, control measures, and equipment costs.

Records and Reports

- The EOC assigns and tracks all response and recovery missions.
- The Finance Department records all expenditures and obligations related to operations, including:
 - Contract labor and equipment
 - Employee overtime
 - City equipment usage
 - Supplies consumed during operations
- All financial records will meet FEMA documentation requirements for reimbursement.

Agreements and Understandings

- Formal agreements and mutual aid understandings should be in writing whenever possible prior to emergency situations.
- The Emergency Management (EM) Coordinator will request state and federal resources only through the Cabarrus or Rowan County EM Coordinator or EOC.
- Requests to other jurisdictions, higher levels of government, and agencies will follow established mutual aid agreements.
- Agencies assigned responsibilities under this plan will provide their own administrative and logistical support.
- For incidents exceeding county capabilities, additional resources may be requested through the Emergency Management Assistance Compact (EMAC).

Plan Updates

- The CEMP will be reviewed and revised every two years and after any exercise, training, or incident requiring plan activation.
- The EM Coordinator is responsible for coordinating plan review, revisions, and approval.
- Minor updates (e.g., personnel changes, contact numbers) may be made between formal reviews.
- Changes in authorities, references, and best practices will be incorporated during the review process.

Plan Testing, Training, and Exercises

- The CEMP will be exercised annually following Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.
- The exercise planning team will use the HSEEP building block approach to train, test, and evaluate the plan.

After Action Review and Reporting

- Following any training, exercise, or plan activation, an After-Action Report (AAR) will be completed identifying:
 - Strengths
 - Areas for improvement
- Recommendations from the AAR will be incorporated into the next CEMP update.

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References and Authorities



City of Kannapolis CEMP

Acronym Reference Chart

Acronym	Definition
AAR	After-Action Report
ACS	American Community Survey
ADA	Americans with Disabilities Act
ARC	American Red Cross
BLS	Basic Life Support
CAD	Computer Aided Dispatch
CDC	Centers for Disease Control
CEMP	Comprehensive Emergency Management Plan
CHA	Cabarrus Health Alliance
CK	Concord-Kannapolis
CLT	Charlotte Douglas International Airport
COOP	Continuity of Operations Plan
CPRA	Concord-Padgett Regional Airport
CRC	Citizens Response Center
DHS	U.S. Department of Homeland Security
ECO	Emergency Coordinating Officer
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FBO	Fixed Base Operator
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FMA	Flood Mitigation Assistance
GIS	Geographic Information System

Acronym	Definition
HMGP	Hazard Mitigation Grant Program
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
ILS	Instrument Landing System
IT	Information Technology
JIS	Joint Information System
KJQF	Concord–Padgett Regional Airport
MACS	Multi-Agency Coordination System
NC	North Carolina
NCEM	North Carolina Emergency Management
NCRC	North Carolina Research Campus
NFIP	National Flood Insurance Program
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
OA	Office Administrator
OSHA	Occupational Safety and Health Administration
PD	Police Department
PDM	Pre-Disaster Mitigation
PHHI	Plants for Human Health Institute
PIO	Public Information Officer
PO	Purchase Order
RUQ	MidCarolina Regional Airport FAA Identifier
SAR	Search and Rescue
SCO	State Coordinating Officer
SOG	Standard Operating Guideline
UC	Unified Command

Authorities and References

City

- City of Kannapolis Emergency Management Ordinance (Chapter 2, Article 3)

County

- Cabarrus County Ordinances – Chapter 22 – Civil Emergencies
- Cabarrus County Ordinances – Chapter 26 – Emergency Services
- Cabarrus County Ordinances – Chapter 34 – Fire Prevention and Protection
- Rowan County – 2025 Iredell/Rowan Hazard Mitigation Plan
- Rowan County Ordinances – Chapter 8.25 – Civil Emergencies

State

- G.S. 14, Article 36A – Riots and Civil Disturbances (State of Emergency)
- G.S. 104E – NC Radiation Protection Act
- G.S. 143B, Article 13 – Department of Public Safety
- G.S. 166A – Emergency Management
- NC Commission on Volunteerism and Community Service
- NC Statewide Mutual Aid Agreement – 2023
- NC Emergency Operations Plan – 2024
- NC Radiological Emergency Response Plan

Federal

- 42 US Code, Chapter 103, Comprehensive Environmental Response, Compensation, Liability
- Code of Federal Regulations, Title 44 – Emergency Management and Assistance – 2024
- Developing and Maintaining Emergency Operations Plans, Version 3 – 2021
- Local and Tribal Integration, Version 1
- National Incident Management System – 2017
- National Response Framework – 2019
- Public Assistance Applicant Handbook – 2010
- Public Assistance Program and Policy Guide – 2020
- Public Assistance, Policy Digest, FEMA 321 – 2008
- Radiological Emergency Preparedness Program Manual – 2023
- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- HSPD 8 – National Preparedness – 2008

Other

- McGuire Nuclear Emergency Preparedness Information – 2025
- Support Strategies for Socially Marginalized Neighborhoods

CODE OF ORDINANCES - CITY OF KANNAPOLIS

CHAPTER 2

ARTICLE III. - EMERGENCY MANAGEMENT PREPAREDNESS

Footnotes:

-- (3) --

Editor's note— Ord. No. 2015-31, §§ 1, 2, adopted Aug. 24, 2015, repealed the former Art. III, §§ 2-36—2-41, and enacted a new Art. III as set out herein. The former Art. III pertained to similar subject matter and derived from Ord. of 9-25-89, §§ 1—6.

DIVISION 1. - GENERALLY

Sec. 2-36. - Purpose.

It is the intent and purpose of this article to create a comprehensive process for the development of plans and procedures to ensure the complete and efficient utilization of all of the city's resources to combat disasters, natural and manmade, or attacks against the public peace, and which will cooperate and coordinate these procedures and plans with an inter-departmental and volunteer agency to manage any emergency of the city.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-37. - Definitions.

For the purpose of this article, the following words and phrases shall have the meanings respectively ascribed as follows:

Attack: Direct or indirect assault against the city, its government, its environs, or of the nation, by the forces of a hostile nation or the agents thereof, including assault by bombing, conventional or nuclear, or biological warfare, or sabotage.

Comprehensive emergency management plan (CEMP): The perpetual preparedness cycle of planning, prevention, mitigation, warning, movement, shelter, assistance and recovery and the performance of the basic government functions of maintaining the public peace, health, and safety during an emergency. This shall include all contingency plans, preparation for protection from, and relief, recovery and rehabilitation from the effects of an attack on the public peace and any other disaster, natural or manmade.

Coordinator: The coordinator of the city emergency management plan.

Disaster: Includes but is not limited to actual or threatened enemy attack, sabotage, extraordinary fire, flood, storm, epidemic or other impending or actual calamity endangering or threatening to endanger health, life, or property or constituted government.

Emergency: Any occurrence or imminent threat of widespread severe damage, injury or loss of life or property resulting from any natural or man-made accidental, military, paramilitary, weather-related or risk-related cause.

Emergency management: City administration, members of the public safety departments of the city, public works department, and citizen volunteers charged with the responsibility of developing and implementing contingency plans and emergency operations addressing attacks on the public peace and natural or manmade disasters.

Emergency management coordinator: The coordinator of the city emergency management plan.

Emergency management director: Acts on behalf of the mayor and city council in control of emergency questions as set forth in the CEMP.

Emergency management volunteers: Any person duly registered, identified and appointed by the coordinator of the city emergency management plan and assigned to participate in the civil preparedness activity or contributing a service, equipment, or facilities to implement the emergency management plan without remuneration.

Emergency operations: The implementation of the city emergency management plan.

Emergency operations center (EOC): The facility from which city government can continue to function, provide coordination and executive decision making for command, direction, coordination, support and control of all emergency response and recovery operations.

Regulations: Any of several plans, programs and other emergency procedures instituted by the emergency management coordinator deemed essential to emergency management.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-38. - Effect of article.

This article will not relieve any city department of the moral responsibilities or authority given to it in the city charter or by local ordinances, nor will it adversely affect the work of any volunteer agency organized for relief in disaster emergencies.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-39. - State law adopted.

All of the provisions of Chapter 166A of the General Statutes of North Carolina applicable to a local organization for emergency management are hereby adopted and made apart hereof by reference.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-40. - Liability—Municipal.

This article is an exercise by the city of its governmental functions for the protection of the public peace, health, and safety, and neither the city, nor agents and representatives, if some, or any individual, receiver, firm, partnership, corporation, association or trustee, or any of the agents thereof, in good faith carrying out, complying with or attempting to comply with any order, rule or regulation promulgated pursuant to the provisions of this article, shall be liable for any damage sustained to persons or property as the result of said activity.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-41. - Liability—Private.

Any person owning or controlling real estate or other premises who voluntarily and without compensation grants the city the right to inspect, designate and use the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an actual, impending or practice disaster situation shall not be civilly liable for the death of or injury to any persons on or about such real estate or premises under such license, privilege or other permission, or for loss of or damage to the property of such person.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-42. - Violation of regulations.

It shall be unlawful for any person to violate any of the provisions of this article or of the regulations or plans issued pursuant to the authority contained herein, or to willfully obstruct, hinder or delay any member of emergency management as herein defined in the enforcement of the provisions of this article or any regulations or plan issued thereunder.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-43. - City emergency management plan—Generally.

The city manager shall prepare and implement a comprehensive emergency management plan for the city. In the preparation of these plans as they pertain to the city, it is intended that the services, equipment and facilities and personnel of all existing departments and agencies shall be utilized to the fullest extent. When approved, it shall be the duty of all municipal departments and agencies to perform the functions assigned by these plans and to maintain their portions of the plans in a current state of readiness at all times. The basic emergency operations plan and disaster operations plan shall have the effect of law whenever a disaster has been proclaimed.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-44. - Emergency management plans—Personnel.

The coordinator shall prescribe in the CEMP those positions within the disaster organization, in addition to his own, for which lines of succession are necessary. In each instance, the responsible person will designate and keep on file with the coordinator a current list of three (3) persons as successors to his position. The list will be in order of succession and will nearly as possible designate persons best capable of carrying out all assigned duties and functions.

Each service chief and department head assigned responsibility in the basic plan shall be responsible for carrying out all duties and functions assigned therein. Duties will include the organization and training of assigned employees and, where needed, volunteers. Each chief shall formulate the operational plan for his service which, when approved, shall be an annex to and a part of the basic plan.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-45. - Emergency management plans—Amendments.

Amendments to the CEMP shall be submitted by the coordinator to the emergency management director. If approved, the emergency management director will then submit the amendments to the city council with his recommendation for their approval. Such amendment shall take effect thirty (30) days from the date of approval.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-46. - Outside assistance.

When a required competency or skill for a disaster function is not available within local government, the coordinator is authorized to seek assistance from persons outside of government. The assignment of duties, when of a supervisory nature, shall also grant authority for the persons so assigned to carry out such duties prior, during, and after the occurrence of a disaster. Such services from persons outside of government maybe accepted by local government on a volunteer basis. Such citizens shall be enrolled as emergency management volunteers in cooperation with the heads of local government departments affected.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-47. - Relocation of seat of government—Authorized in emergency.

In the event the permanent seat of city government, for any reason, becomes untenable, then the city council shall have the authority, pursuant to G.S. Section 162B-1, to temporarily relocate the seat of government to such place it may deem necessary and advisable within or without the corporate limits of the city.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-48. - Relocation of seat of government—Process.

The coordinator of the city emergency management plan shall, in the event of such relocation and in accordance with policy of the mayor and city council and under the direction of the city manager:

(a) Prepare such facilities for use, coordinate transportation and communications, and arrange temporary billeting for the emergency government.

(b) Inform the emergency services and the citizens of the location of the temporary seat of government and shall effect such coordination and liaison with city, state, and federal governments, and with affected municipalities or communities, as may be necessary for the orderly transfer and conduct of government.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-49. - Public shelters.

In case of declared emergency, the emergency management coordinator shall assist the county, the Red Cross and other responsible entities to open shelters, take charge of all stocks of food, water and other supplies stored in such shelter, admit the public according to the shelter's operational plan.

(Ord. No. 2015-31, § 2, 8-24-15)

Secs. 2-50—69. - Reserved.

DIVISION 2. - EMERGENCY OPERATIONS CENTER

Sec. 2-70. - Emergency operations center (EOC).

The city emergency operations center will be the coordinating entity for all activity in connection with emergency preparedness and an emergency management program. It will be the instrument through which the city council may exercise the authority and discharge the

responsibilities vested in them during disaster emergencies. The coordinator shall prepare an emergency operations center handbook for regulations deemed essential to proper performance of EOC operations. The EOC is an administrative office of the city government under the direction of the emergency management director.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-71. - Composition.

The EOC shall consist of the following:

(a) The city manager, or in the absence of the city manager the deputy city manager, who shall be the EOC director and will have the responsibilities set forth in the CEMP.

(b) The agency head of the city emergency management agency who shall be known as the coordinator and such assistants and other employees as are deemed necessary for the proper functioning of the EOC will be appointed.

(c) All employees and resources of city departments, boards, and commissions required to participate in emergency management activities. Duties assigned to each city department shall be the same or similar to the normal duties of the department where possible and those assigned under the CEMP.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-72. - EOC member duties.

All EOC members shall perform the duties assigned by the coordinator or the CEMP.

(Ord. No. 2015-31, § 2, 8-24-15)

Secs. 2-73—2-79. - Reserved.

DIVISION 3. - COORDINATOR

Sec. 2-80. - Appointment.

The city manager shall appoint a coordinator of the emergency management agency.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-81. - Qualifications.

The coordinator shall be a person well versed and trained in planning operations involving the activities of many different agencies which will operate to protect the public health, safety, and welfare in the event of danger from enemy action or disaster.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-82. - Deputy.

The coordinator shall designate and appoint deputy coordinators to assume the emergency duties of the coordinator in the event of his absence or inability to act.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-83. - Duties and responsibilities.

The coordinator shall be responsible to the EOC director in regard to all phases of emergency management. The coordinator shall be responsible for the planning, coordination and operation of emergency management activities in the city. The coordinator shall maintain liaison with city, state and federal authorities and the authorities of nearby political subdivisions so as to ensure the most effective operation of the emergency management plans. The coordinator's duties shall include, but not be limited to, the following:

- (a) Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the city for emergency management purposes.
- (b) Development and coordination of plans for the immediate use of all facilities, equipment, manpower, and other resources of the city for the purpose of minimizing or preventing damage to persons and property; and protecting and restoring to usefulness governmental services and public utilities necessary for the public health, safety and welfare.
- (c) Negotiating and concluding agreements with owners or persons in control of buildings or other property for the use of such building or other property for emergency management purposes and designating suitable buildings as public shelters.
- (d) Through public information programs, educating the populace as to actions necessary and required for the protection of their persons and property in case of enemy attack or disaster as defined therein, either impending or present.
- (e) Conducting public practice alerts to ensure the efficient operation of the emergency management forces and to familiarize residents with emergency management regulations, procedures and operations.
- (f) Coordinating the activity of all other public and private agencies engaged in any emergency management activities.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-84. - Emergency powers and duties.

During any period when the city has been struck by disaster, the coordinator may promulgate such regulations as he deems necessary to protect life and property and preserve critical resources. This promulgation of regulations solely by the coordinator will be only when immediacy of necessary action precludes contact and discussion with the EOC director. Such regulations may include, but shall not be limited to, the following:

(a) Regulations prohibiting or restricting the movement of vehicles in order to facilitate the work of emergency management forces, or to facilitate the mass movement of persons from critical areas within the city.

(b) Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.

(c) Such other regulations necessary to preserve public peace, health and safety.

(d) Regulations promulgated in accordance with the authority above will be given widespread circulation through all avenues of the news media.

(Ord. No. 2015-31, § 2, 8-24-15)

Secs. 2-85—2-89. - Reserved.

DIVISION 4. - STATE OF EMERGENCY

Sec. 2-90. - Authority.

Notwithstanding any other provision of law to the contrary, an emergency may be declared to exist within all or some defined portion of the city by the mayor or city council whenever conditions arise by reason of war, conflagration, flood, heavy snow storm, blizzard, catastrophe, disaster, riot or civil commotion, acts of God, and including conditions, without limitation because of enumeration, which impair transportation, food or fuel supplies, medical care, fire, health or police protection or other vital facilities of the city.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-91. - Proclamation.

Whenever the mayor or city council determines that an emergency exists within the city, pursuant to the authority of G.S. Section 166A-19.22 the mayor or council shall have power to impose by proclamation any regulations necessary to preserve the peace and order of the city.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-92. - Notice to council.

After proclamation of an emergency by the mayor or any order thereunder, he shall forthwith provide for notice thereof to members of the city council.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-93. - Restriction of activities.

Pursuant to G.S. Section 166A-19.31, in the event an emergency is proclaimed under the provisions of this article it is hereby ordained, the mayor, or the city council shall have the power and authority to:

(a) Impose a curfew upon all or any portion of the city thereby requiring all persons in such designated curfew areas to forthwith remove themselves from the public streets, alleys, parks or other public places; provided, however, that physicians, nurses and ambulance operations performing medical services, firemen and city authorized or requested law enforcement officers and personnel may be exempted from such curfew. No person who is not a resident of the city, as evidenced by a current address on his driver's license or other valid identification, shall be arrested or prosecuted for violation of a curfew without first being given a reasonable opportunity to continue through or otherwise leave the areas which is under a state of emergency. Any person who is given a reasonable opportunity to leave such area and does not do so is subject to arrest and prosecution.

(b) Directing or compelling the voluntary or mandatory evacuation of all or part of the city from any stricken or threatened area, controlling ingress and egress of an emergency area and the movement of persons within the area.

(c) Restrict the possession, sale, gifting, purchase, transportation and consumption of alcoholic beverages.

(d) Order the closing of any business establishments anywhere within the city for the period of the emergency; or otherwise restrict places to or from which people may travel or at which they may congregate.

(e) Restrict the possession, transportation, sale, purchase, storage, and use of gasoline, and dangerous weapons and substances, except that this subdivision does not authorize prohibitions or restrictions on lawfully possessed firearms (limited to handguns, rifles or shotguns) or ammunition. As used in this subdivision, the term "dangerous weapons and substances" has the same meaning as it does under G.S. Section 14-288.1. As used in this subdivision, the term "firearm" has the same meaning as it does under G.S. Section 14-409.39(2).

(f) Designate any public street, thoroughfare or vehicle parking areas closed to motor vehicles and pedestrian traffic.

(g) Issue order closing to the public any or all public places including streets, alleys, public ways, schools, parks, amusement areas, and public buildings.

(h) Issue an order establishing economic controls in aid of the supplementary to and consistent with state and federal orders relating to price stabilization or controls including: the convening and establishing of ration boards; auditing retail and wholesale ration accounts; monitoring price control operations and reporting violations to appropriate authorities; assisting in providing essential supplies to disaster victims; advising appropriate authorities concerning rationing, price control, wage and rent controls and allocation of food and other essential commodities.

(i) Call upon regular and auxiliary law enforcement agencies and organizations within or without the city to assist in preserving and keeping the peace within the city.

(j) Issue such other orders as are necessary for the protection of life and property or to bring the emergency under control.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-94. - When proclamation effective.

All prohibitions and restrictions imposed by declaration pursuant to this article shall take effect in the emergency area immediately upon publication of the declaration unless the declaration sets a later time. For the purpose of requiring compliance, publication may consist of reports of the substance of the prohibitions and restrictions in the mass communications media serving the emergency area or other effective methods of disseminating the necessary information quickly. As soon as practicable, however, appropriate distribution of the full text of any declaration shall be made. This subsection shall not be governed by the provisions of G.S. Section 1-597.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-95. - Termination.

A curfew or order authorized by this article may be amended or rescinded in the like manner by the mayor during the pendency of the emergency, but shall cease to be in effect upon the declaration by the mayor or his lawful designee that the emergency no longer exists, or when superseded by action of the city council.

(Ord. No. 2015-31, § 2, 8-24-15)

Sec. 2-96. - Penalty.

Any person who shall violate any condition or restriction imposed pursuant to the provisions of this article shall be deemed guilty of a class 3 misdemeanor in accordance with G.S. 14-288.20A.

(Ord. No. 2015-31, § 2, 8-24-15; Ord. No. 2021-50, § 3, 11-22-21)

CONTACTS

Local

Cabarrus County Communications.....	704-920-3000
Cabarrus County Emergency Management.....	704-920-2143
Charlotte Fire Department Emergency Management.....	704-336-2412
City of Concord Communications – Fire.....	704-782-2121
City of Concord Communications – Police	704-786-9155
City of Concord Emergency Management.....	704-920-5528
City of Kannapolis Police Communications.....	704-920-4000
Rowan County Communications.....	704-216-8900
Rowan County Emergency Management.....	704-216-8900

State

North Carolina Emergency Management.....	919-825-2500
North Carolina EM Western Branch office.....	828-466-5555
North Carolina EM 24-hour watch center.....	919-733-3300
North Carolina Highway Patrol Communications–Troop E (Salisbury).....	704-855-1047

Federal

Federal Emergency Management Agency.....	800-621-3362
Federal Emergency Management Agency – Region 4 office.....	770-220-5200



DRAFT



Additional Information and Contacts

Additional information and detailed plans are available through the City of Kannapolis SharePoint site. Please contact the Kannapolis Fire Department to request access.

For further questions or additional guidance, you may also contact the Kannapolis Fire Department directly using the information provided below.

-  704 - 920 - 4260
-  401 Laureate Way, Kannapolis NC 28081
-  www.kannapolisnc.gov





To: Mayor and City Council
From: Kristin Jones, Budget and Strategy Director
Subject: **ORDINANCE** — Budget Amendment #26-28 Appropriates Hurricane Relief Efforts Reimbursement to the Fire Department **UNANIMOUSLY APPROVED**

Recommended Action Requested by City Council

Motion to approve an Ordinance for Budget Amendment #26-28 which appropriates Hurricane Relief Efforts Reimbursement to the Fire Department for the refurbishment of an engine.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

This budget amendment appropriates \$155,257 received from the NC Department of Public Safety for Hurricane Helene relief. Fire personnel responded to Asheville and Black Mountain, and the reimbursement offsets personnel costs that were already fully budgeted. Staff recommends reallocating these funds to the Fire Department's vehicle maintenance account to help fund refurbishment of a 2008 Seagrave Engine (formerly Engine 41) with approximately 200,000 miles. Although the funding will not cover the full refurbishment, it will be applied toward priority maintenance needs. The truck's body and frame remain in solid condition and suitable for use as a reserve engine; however, significant cosmetic and mechanical work is required to bring it up to operational standards. Below is a partial list of needed repairs and upgrades:

- Entire truck repainted
- Updated emergency lighting
- Engine/Transmission overhaul
- New roll up doors
- Interior refresh- floor, seats etc.
- Pump overhaul
- Any additional mechanical needs that are identified (springs, frame, electrical wiring, etc.)

Fiscal Implications

A budget amendment is necessary to appropriate the revenue and expense related to this reimbursement.

Alternate Courses of Action

1. Table action to a future meeting.
2. Take no action.

Attachments

1. 2026-01 BA #26-28 Helene Reimbursement- Vehicle Maint

**ORDINANCE AMENDING BUDGET FOR THE
CITY OF KANNAPOLIS, NORTH CAROLINA
FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026
Amendment # 26-28**

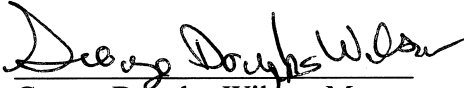
BE IT ORDAINED by the City Council of the City of Kannapolis, North Carolina meeting in open session this 12th day of January that the following amendment to the Budget Ordinance for the City of Kannapolis, North Carolina for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026, is hereby adopted:


Description: This budget amendment budgets the money received from the NC Department of Public Safety for Hurricane Helene relief efforts. Fire personnel responded to the areas in Asheville and Black Mountain. Since we received reimbursement back for their personnel costs which are already fully budgeted, staff is proposing to use these funds in the Fire Department’s vehicle maintenance account.

SECTION I- GENERAL FUND

Revenue:	Increase: State Grant	\$155,257
	Revenue: 12540-34000	
Expenditure:	Increase: Repair and Maint: Vehicles	\$155,257
	Expenditure: 12540-44200	

This ordinance is approved and adopted on this 12th day of January.


George Douglas Wilson, Mayor
City of Kannapolis

ATTEST:

Pam Scaggs, CMC, NCCMC City
Clerk



To: Mayor and City Council
From: Kristin Jones, Budget and Strategy Director
Subject: **ORDINANCE** - Budget Amendment #26-29 Appropriating NCDOT Funds for ROW Mowing **UNANIMOUSLY APPROVED**

Recommended Action Requested by City Council

Motion to approve an Ordinance for Budget Amendment #26-29 which appropriates funds from NCDOT for ROW mowing

Required Votes to Pass Required Action

Majority Present at Meeting

Background

Historically, the Department of Transportation (DOT) has been responsible for all right-of-way (ROW) mowing. Under the new agreement, the City will assume responsibility for ROW mowing and will receive annual compensation of \$20,555.27 for a five-year term. This budget amendment appropriates both the revenue and related expenditures associated with providing this service. The City's Transportation Department will perform the mowing, and the funding received from DOT will be used to offset equipment purchases.

Fiscal Implications

A budget amendment is needed to recognize the revenue and expenses related to ROW mowing.

Alternate Courses of Action

1. Table action to a future date.
2. Take no action.

Attachments

1. 2026-02 BA #26-29 ROW mowing
2. LPMO__City_of_Kannapolis__WBS_10RE101315_

**ORDINANCE AMENDING BUDGET FOR THE
CITY OF KANNAPOLIS, NORTH CAROLINA
FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026
Amendment # 26-29**

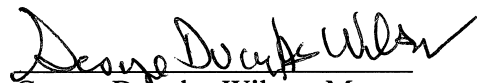
BE IT ORDAINED by the City Council of the City of Kannapolis, North Carolina meeting in open session this 12th day of January that the following amendment to the Budget Ordinance for the City of Kannapolis, North Carolina for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026, is hereby adopted:

Description: This budget amendment budgets the money received from the NCDOT for the City of Kannapolis to maintain Right-of-Ways (ROWs) that NCDOT is currently mowing. It is a 5-year agreement and DOT will pay \$20,555.27. This money isn't budgeted and therefore a budget amendment needs to be prepared.

SECTION I- GENERAL FUND

Revenue:	Increase: State Grant Revenue: 10000-34000	\$20,555
Expenditure:	Increase: Capital Machinery: Equipment Expenditure: 13500-59500	\$20,555

This ordinance is approved and adopted on this 12th day of January.


George Douglas Wilson, Mayor
City of Kannapolis

ATTEST:


Pam Scaggs, CMC, NCCMC City
Clerk

**ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT –
MOWING
AGREEMENT ID # 13399**

AGREEMENT OVERVIEW

NORTH CAROLINA
CABARRUS COUNTY

DATE: 12/4/2025

PARTIES TO THE AGREEMENT:

PROJECT NUMBERS:

NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION

WBS ELEMENTS: 10RE.101315

AND

CITY OF KANNAPOLIS

The purpose of this Agreement is to identify the participation in project costs, project delivery and/or maintenance, by the other party to this Agreement, as further defined in this Agreement.

SCOPE OF PROJECT (“Project”): The City of Kannapolis shall provide the personnel, equipment, labor, materials, and traffic control devices to perform mowing services in accordance with Departmental standards and specifications as described in this agreement.

COSTS TO DEPARTMENT: \$20,555.27 annually

PAYMENT TERMS: The City of Kannapolis will invoice the Department annually.

EFFECTIVE DATES OF AGREEMENT:

START: Upon Full Execution of this Agreement

END: Five (5) years from the date of execution

This **Agreement** is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the **Department** and the City of Kannapolis, hereinafter referred to as the **Municipality**; and collectively referred to as the **Parties**.

The **Parties** to this Agreement, listed above, intend that this Agreement, together with all attachments, schedules, exhibits, and other documents that both are referenced in this Agreement and refer to this Agreement, represents the entire understanding between the **Parties** with respect to its subject matter and supersedes any previous communication or agreements that may exist.

I WHEREAS STATEMENTS

WHEREAS, this Agreement is made under the authority granted to the **Department** by NCGS 136-66.1, “Responsibilities for Streets inside Municipalities,” and,

WHEREAS, the **Municipality** wishes to perform routine maintenance of mowing, removal within its jurisdiction in the rights-of-way of certain State maintained routes; and,

WHEREAS, the **Municipality** has agreed to perform said work with reimbursement from the **Department** subject to the conditions hereinafter set forth; and,

NOW, THEREFORE, in consideration of the premises and the benefits accruing to the **Department** and the **Municipality** as the result of the Project it is agreed as follows:

I SCOPE

The Project consists of routine maintenance and mowing of roads and rights of way in the State Highway System within the limits of the **Municipality**, as shown on the attached Exhibit A (the “Project”).

I PERFORMANCE OF WORK

- i. The **Municipality**, and/or contractor, shall provide the personnel, equipment, labor, materials, and traffic control devices to perform routine mowing services in accordance with Departmental standards and specifications. The routes and/or costs may be amended annually for five (5) years, with additions or changes as mutually agreed upon by both **Parties** in writing prior to performing the work for each year as described herein.
- ii. All work shall be performed in accordance with generally accepted horticultural practices and the **Department’s** routine maintenance and mowing requirements. The Division Engineer may approve any requests for changes to NCDOT mowing requirements including, but not limited to mowing time frames, mowing heights, mowing equipment, etc.
 1. Per North Carolina General Statute §136-28. 12, no mowing shall be scheduled for the month of May.
 2. Per North Carolina General Statute §136-32, which permits placement of political signs, no mowing shall be scheduled when election signs are up (30 days prior to an election through 10 days following the election).
- iii. The **Municipality** agrees to provide traffic control devices, lane closures, road closures, positive protection and/or any other warning or positive protection devices necessary for the safety of road users during performance of the work, including any construction and

**ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT –
MOWING
AGREEMENT ID # 13399**

subsequent maintenance. This work shall be performed in conformance with the latest NCDOT Roadway Standard Drawings and Standard Specifications for Road and Structures and Amendments of Supplements thereto. Information regarding these rules and regulations may be obtained from the **Department's** Division Engineer.

M. TIMEFRAME

- i. This Agreement may be renewed every year for 5 years, subject to the provisions herein and upon written mutual consent. Yearly renewals are subject to the following termination conditions:
 1. At any time either party may cancel the Agreement with a thirty (30) day written notice to the opposite party. On behalf of the **Municipality**, this Agreement may be canceled by the Town Manager and/or his designee.
 2. Upon the effective date of the cancellation, neither party shall owe any obligations under this Agreement, except that all obligations performed under this Agreement, including but not limited to invoicing, record retention, and payment for work performed prior to the effective date of cancellation, shall remain in effect.

V. REIMBURSEMENT

A. ALLOCATED FUNDS

- i. The maximum reimbursement per year is \$20,555.27, as shown on the attached Exhibit B.
- ii. The Division Engineer shall notify the **Municipality** at the beginning of the annual performance period or as soon thereafter, of the amount of allocated funds estimated to be available to the **Municipality** for mowing maintenance on the locations identified. The available allocation shall be based upon and shall not exceed the estimated cost of the work as if performed by the **Department**.

B. CHANGES TO REIMBURSEMENT RATE

If the **Municipality** desires to continue the maintenance and mowing services during the five-year period described in the Agreement, the **Municipality** and the **Department** may renegotiate the costs and revise mowing locations as described below:

- i. The **Municipality** shall notify the Division Engineer in writing through a letter or invoice at the beginning of the annual performance period to request the amount of allocated funds estimated to be available to the **Municipality** for mowing sweeping maintenance.

**ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT –
MOWING
AGREEMENT ID # 13399**

- ii. The **Department**, at its option, may elect to increase or decrease the reimbursement rates each year the Agreement is in force in consideration of inflation rates, cost increases and decreases, changes in funding, etc., subject to the availability of funds and the performance of the **Municipality**.

C. INVOICING THE DEPARTMENT

The **Municipality** shall submit to the Division Roadside Environmental Engineer an annual invoice for work completed under the terms of this agreement. Reimbursement shall be made upon approval of said invoice by the **Department's** Division Roadside Environmental Engineer and Financial Management Division.

- i. Invoices shall show the costs incurred in furnishing personnel, labor, equipment, and materials for the work performed, not to exceed \$20,555.27, unless written authorization is received from the **Department**.
- ii. The invoice shall be itemized by date and location of work, scope of routine maintenance and/or mowing performed, and the personnel, labor, equipment and materials utilized. The amount of work accomplished shall be included with the unit of measure (LFT, SHM, SQ FT, EA, HR, etc.).
- iii. For work performed by a contractor, the **Municipality** shall submit an invoice that includes the contractor's invoice to the **Municipality**. No advertisement shall be made, nor any contract be entered into for services to be performed as part of this Agreement without prior written approval of the advertisement or contents of the contract by the **Department**. Failure to comply with these requirements will result in funding being withheld until such time as these requirements are met.

D. ELIGIBILITY FOR REIMBURSEMENT

- i. The **Department** shall reimburse the **Municipality** up to a maximum amount of five (5) mowing cycles per year. The **Municipality** will complete at least one mowing cycle in the late spring and one mowing cycle in the late fall. Municipal shoulder mile rates will be adjusted to the current rate paid to the **Department's** awarded contractor.
- ii. The **Municipality**, and or its agent, shall maintain adequate records and documentation to support the work performed under this Agreement and shall permit free access to its records by official representatives of the State of North Carolina. Furthermore, the **Municipality**, or its agent, shall maintain all pertinent records and documentation for a period of not less than five (5) years following the close of the calendar year during which the services were performed.

VI STANDARD PROVISIONS

A. AGREEMENT MODIFICATIONS

Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all **Parties** by means of a written Supplemental Agreement.

B. ASSIGNMENT OF RESPONSIBILITIES

The **Department** must approve any assignment or transfer of the responsibilities of the **Municipality** set forth in this Agreement to other parties or entities.

C. AGREEMENT FOR IDENTIFIED PARTIES ONLY

This Agreement is solely for the benefit of the identified **Parties** to the Agreement and is not intended to give any rights, claims, or benefits to third parties or to the public at large.

D. OTHER AGREEMENTS

The **Municipality** is solely responsible for all agreements, contracts, and work orders entered into or issued by the **Municipality** to meet the terms of this Agreement. The **Department** is not responsible for any expenses or obligations incurred for the terms of this Agreement except those specifically eligible for the funds and obligations as approved by the **Department** under the terms of this Agreement.

E. TITLE VI

The other party to this Agreement shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21) and related nondiscrimination authorities. Title VI and related authorities prohibit discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

F. AUTHORIZATION TO EXECUTE

The **Parties** hereby acknowledge that the individual executing this Agreement has read this Agreement, conferred with legal counsel, fully understands its contents, and is authorized to execute this Agreement and to bind the respective **Parties** to the terms contained herein.

G. DEBARMENT POLICY

It is the policy of the **Department** not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the **Municipality** certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or **Department** and that it will

ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT –
MOWING
AGREEMENT ID # 13399

not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

H. INDEMNIFICATION

The **Municipality** will indemnify and hold harmless the FHWA (if applicable), the **Department** and the State of North Carolina, their respective officers, directors, principals, employees, agents, successors, and assigns from and against any and all claims for damage and/or liability, including those that may be initiated by third parties, in connection with the **Municipality's** performance pursuant to this Agreement, except for those claims arising out of the errors, omissions, or negligence of the **Department**, its respective officers, directors, principals, employees, agents, successors, and assigns.

I. AVAILABILITY OF FUNDS

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

J. COUNTERPARTS AND ELECTRONIC SIGNATURES

- i. This Agreement, and other documents to be delivered pursuant to this Agreement, may be executed in one or more counterparts, each of which will be deemed to be an original copy and all of which, when taken together, will be deemed to constitute one and the same agreement or document and will be effective when counterparts have been signed by each of the **Parties**. An image of a manual signature on this Agreement, or other documents to be delivered pursuant to this Agreement, will constitute an original signature for all purposes. The delivery of copies of this Agreement or other documents to be delivered pursuant to this Agreement, including executed signature pages where required, by electronic transmission will constitute effective delivery of this Agreement or such other document for all purposes.
- ii. The **Parties** hereto further acknowledge and agree that this Agreement may be signed and/or transmitted by email or a PDF document or using electronic signature technology (e.g. DocuSign, Adobe Sign, or other electronic signature technology), and that such signed record shall be valid and as effective to bind the **Party(ies)** so signing as a paper copy bearing a handwritten signature. By selecting "I Agree", "I Accept", or other similar item, button, or icon via use of a keypad, mouse, or other device, as part of the electronic signature technology, the **Parties** consent to be legally bound by the terms and conditions of Agreement and that such act constitutes a signature as if actually signed in writing. The **Parties** also agree that no certification authority or other third-party verification is necessary to validate its electronic signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of its electronic signature; however, each **Party** agrees to maintain certification records and will produce said records

**ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT –
MOWING
AGREEMENT ID # 13399**

upon request. The **Parties** acknowledge and agree that delivery of a copy of this Agreement or any other document contemplated hereby through the electronic signature technology, will have the same effect as physical delivery of the paper document bearing an original written signature.

K. GIFT BAN

By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Adult Corrections, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

M ADDITIONAL PROVISIONS

A. ENVIRONMENTAL REGULATIONS

The **Municipality** shall comply with all applicable federal, state, and local environmental regulations, and shall obtain all necessary federal, state and local environmental permits, including but not limited to, those related to sediment control, storm water, wetland, streams, endangered species, and historical sites.

B. PARTICIPATION BY DISADVANTAGED BUSINESSES

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Minority Businesses, Women Businesses, or Small Professional Services Firms (SPSF) as required by NCGS 136-28.4 and the North Carolina Administrative Code. The **Department** will provide the appropriate provisions to be contained in those contracts.

IT IS UNDERSTOOD AND AGREED that the approval of the project by the **Department** is subject to the conditions of this Agreement.

**ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT –
MOWING
AGREEMENT ID # 13399**

SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been executed the day and year heretofore set out, on the part of the **Department** and the **Municipality** by authority duly given.

(DOCUSIGN ONLY)

CITY OF KANNAPOLIS

Authorized Signer: _____

Print Name: _____

Title: _____

Date Signed: _____

If applicable, this Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

Fed Tax ID No: _____

Finance Signer: _____

Remittance Address:

Print Name: _____

Title: _____

Date Signed: _____

DEPARTMENT OF TRANSPORTATION

By: _____

Print Name: _____

Title: _____

Date: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)

**ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT –
MOWING
AGREEMENT ID # 13399**

SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been executed the day and year heretofore set out, on the part of the **Department** and the **Municipality** by authority duly given.

(INK SIGNATURES)

CITY OF KANNAPOLIS

Attest: _____ Authorized Signer: _____
By: _____ Print Name: _____
Title: _____ Title: _____
Date Signed: _____

If applicable, this Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

Fed Tax ID No: _____ Finance Signer: _____
Remittance Address: _____ Print Name: _____
_____ Title: _____
_____ Date Signed: _____

(DOCUSIGN)

DEPARTMENT OF TRANSPORTATION

By: _____
Print Name: _____
Title: _____
Date: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)



To: Mayor and City Council
From: Brian Roberts, Finance Director
Subject: **PRESENTATION** - Fiscal Year 2025 Audit Presentation

Recommended Action Requested by City Council

Presentation Only. No Action Required.

Required Votes to Pass Required Action

Presentation Only. No Action Required

Background

North Carolina General Statute 159-34 requires each unit of local government and public authority have its accounts audited each fiscal year and to submit a copy of the audit report to the secretary of the Local Government Commission (LGC). Audit reports are due six months after fiscal year-end.

The audit results are required to be presented to City Council within 45 days of the audit being submitted to the LGC.

As in previous years, the City received an Unmodified Opinion and thoroughly shows the City's financial position. Once the audit is approved by the LGC, the Annual Comprehensive Financial Report (ACFR) for Fiscal Year Ending June 30, 2025 will be made available on the City's website.

Brandi Fesperman with Martin Starnes & Associates, CPAs, P.A. will present the 2024 audited Financial Statements and answer any questions the Council may have.

Fiscal Implications

None.

Alternate Courses of Action

1. Table to a future meeting.
2. Take no action.

Attachments

1. Kannapolis - 2025 Presentation



City of Kannapolis

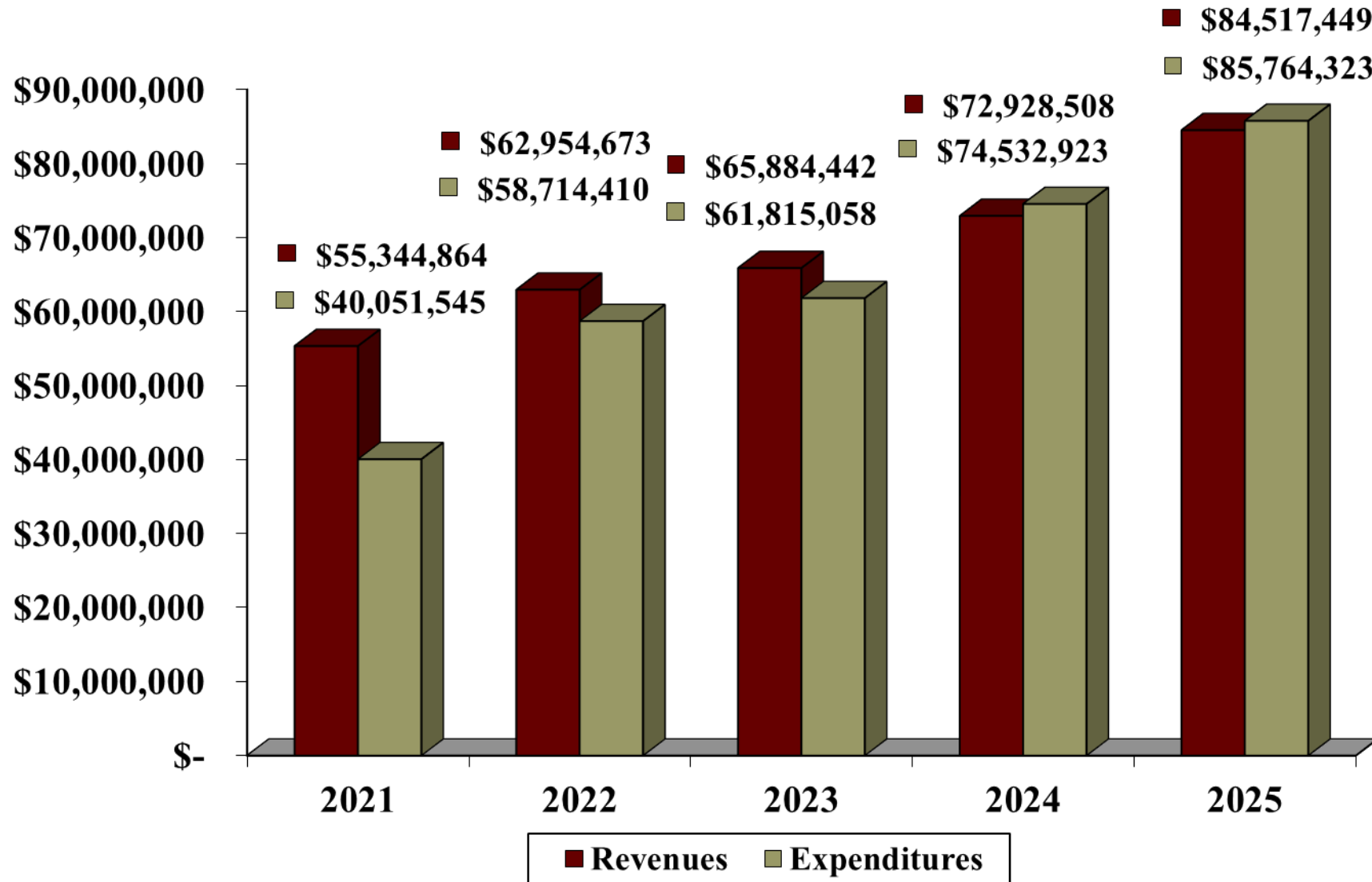
2025 Audited Financial Statements



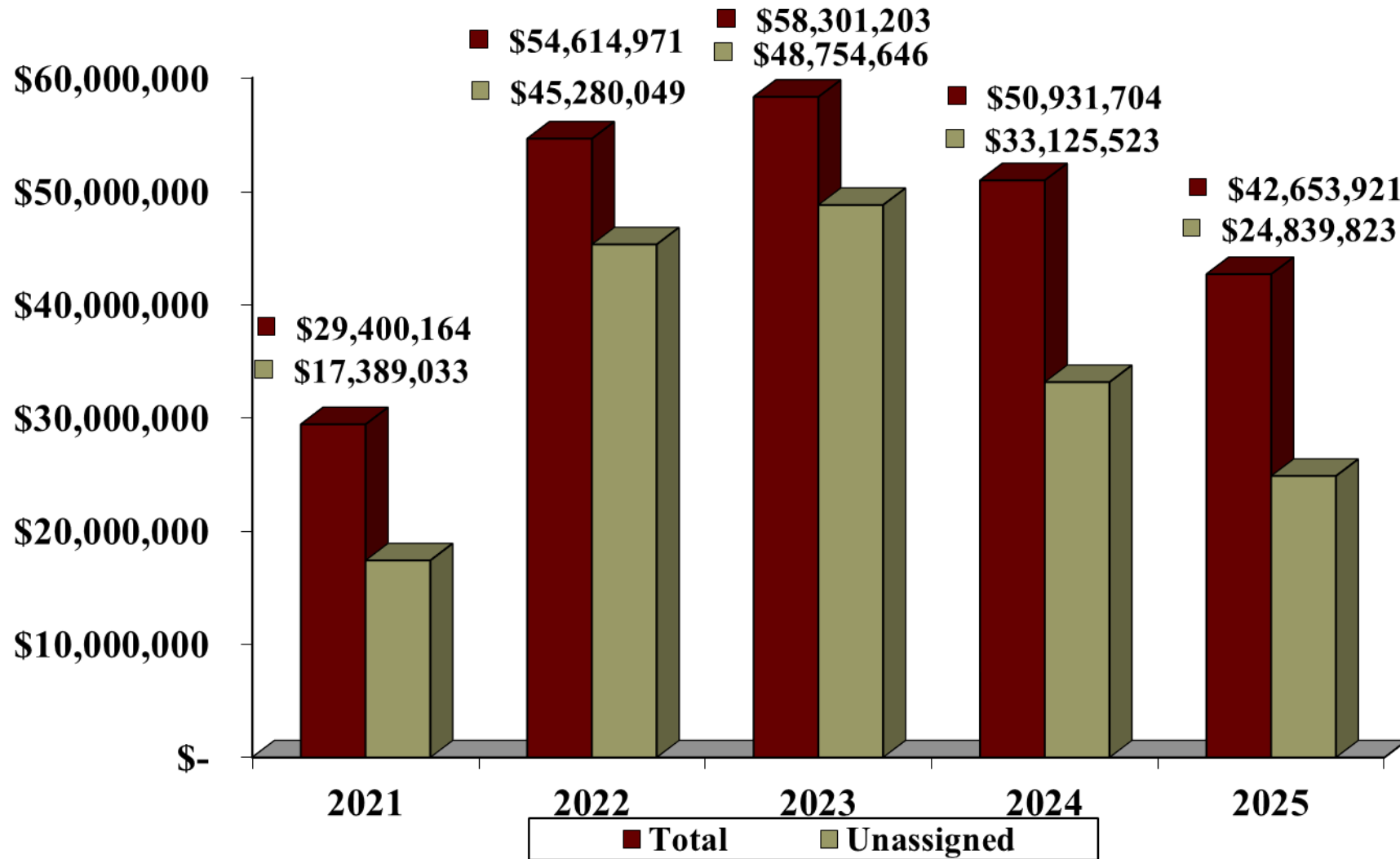
Audit Highlights

- ❑ UNMODIFIED OPINION
- ❑ COOPERATIVE STAFF

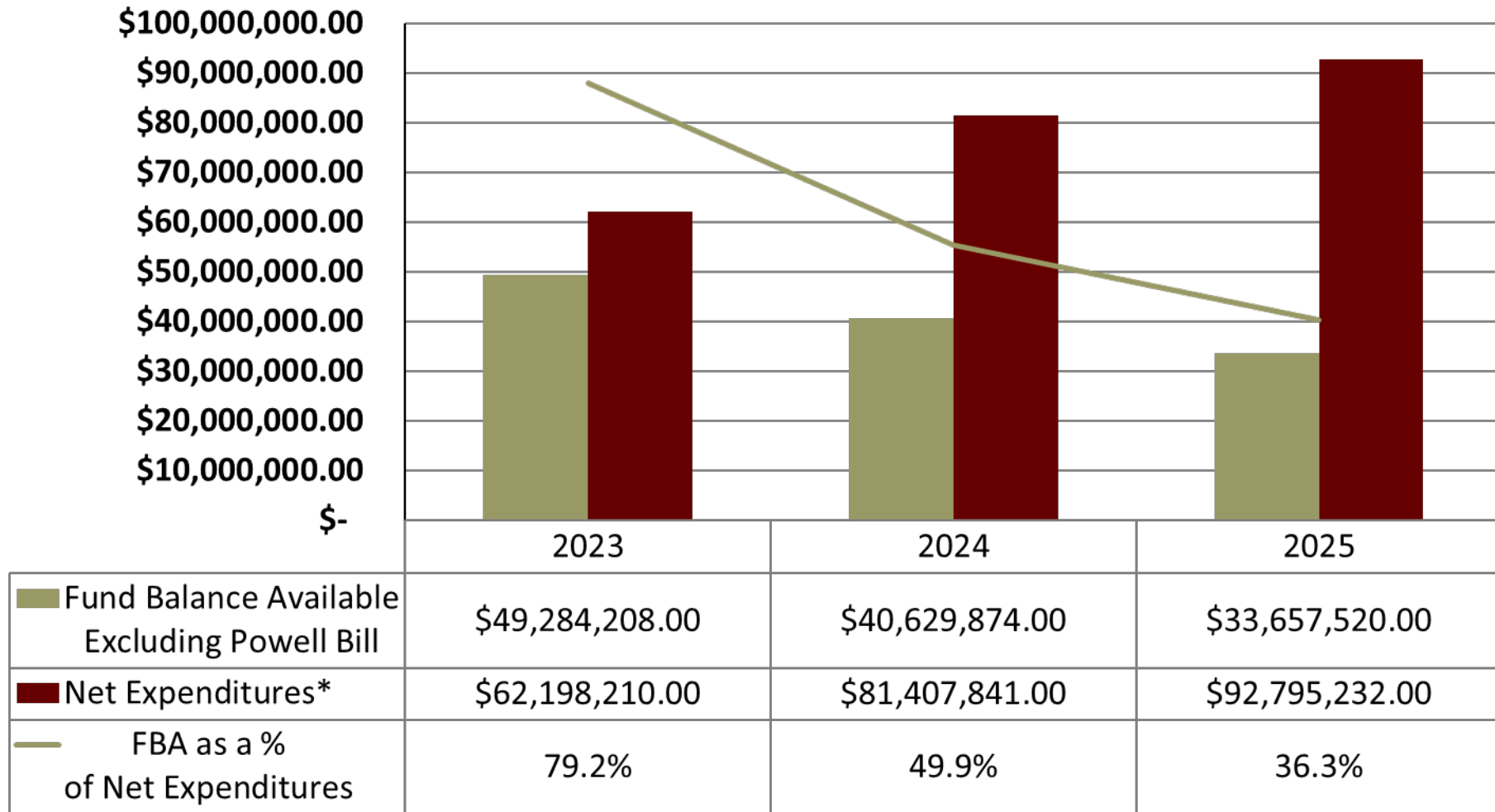
GENERAL FUND SUMMARY



GENERAL FUND: FUND BALANCE SUMMARY



AVAILABLE FUND BALANCE - GENERAL FUND



*Net expenditures = Total expenditures + Transfers out – Debt proceeds

TOP 3 REVENUES: GENERAL FUND

Property Tax
60%

**Other Taxes &
Licenses**
22%

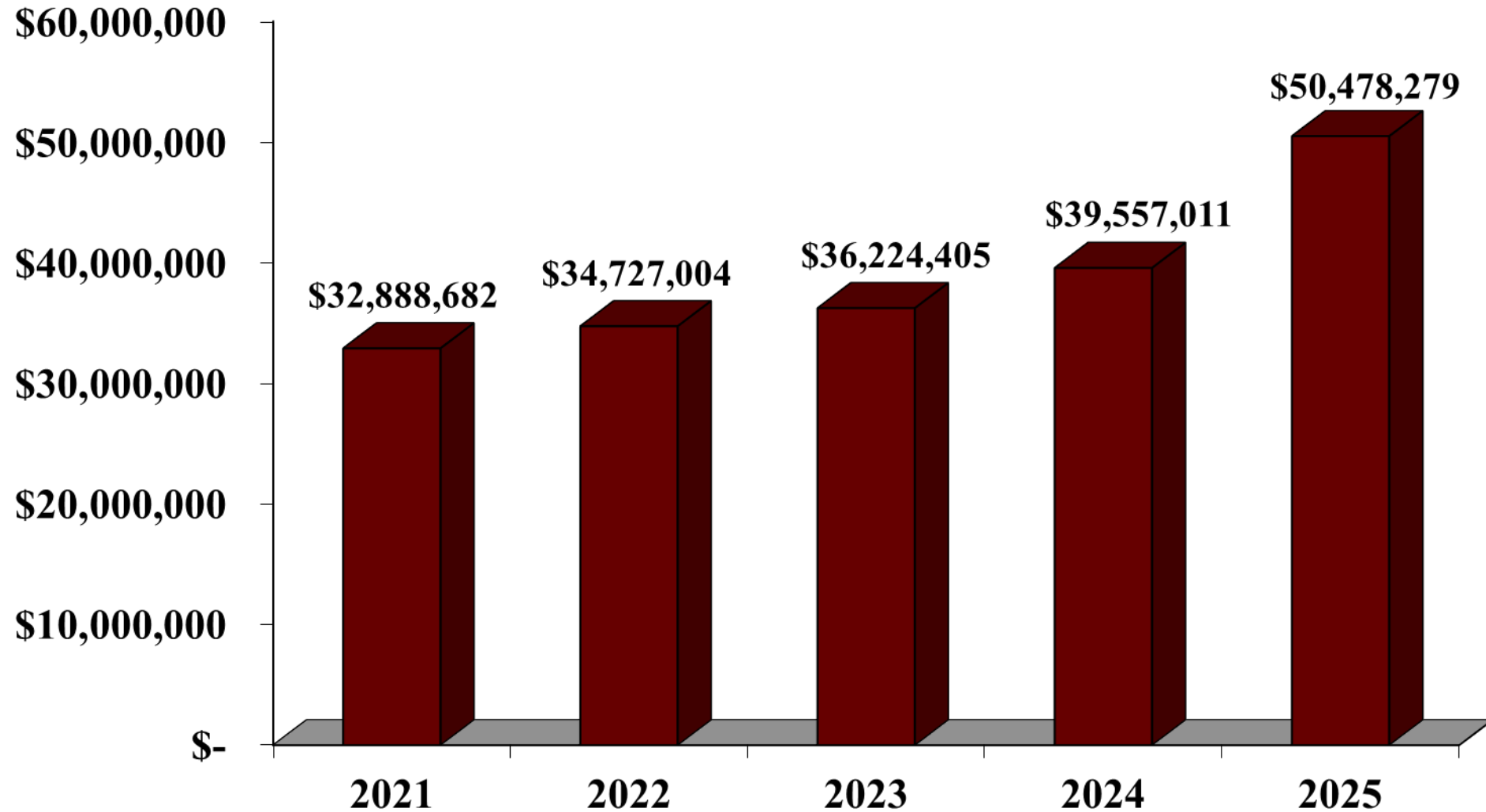
Other Revenues
13%

**Unrestricted
Intergovernmental**
5%

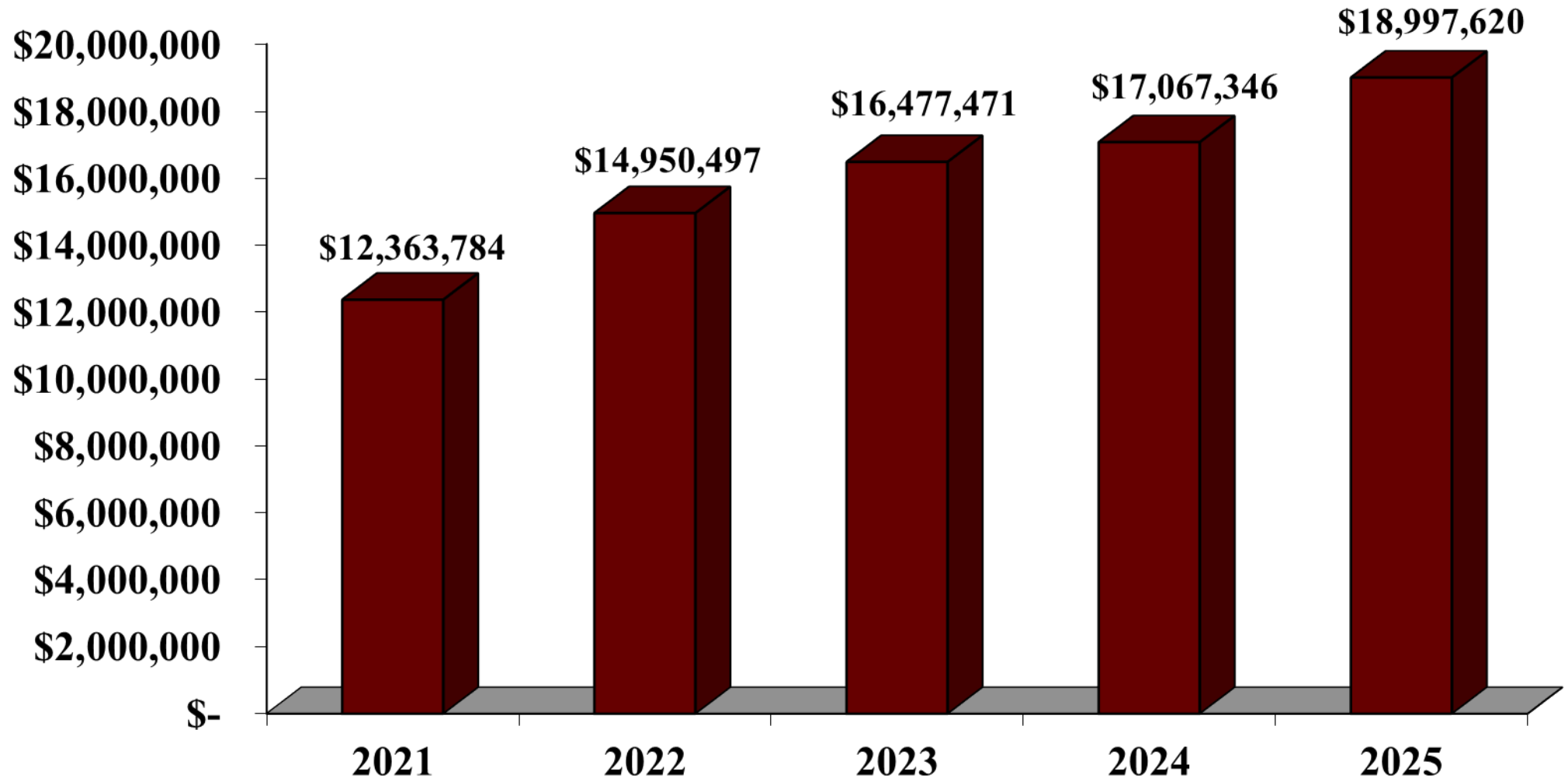
Other Revenues:
Restricted Intergovernmental
Sales and Services
Investment Earnings
Miscellaneous

Top 3 Comprise \$73,545,731 (87%) of Revenues

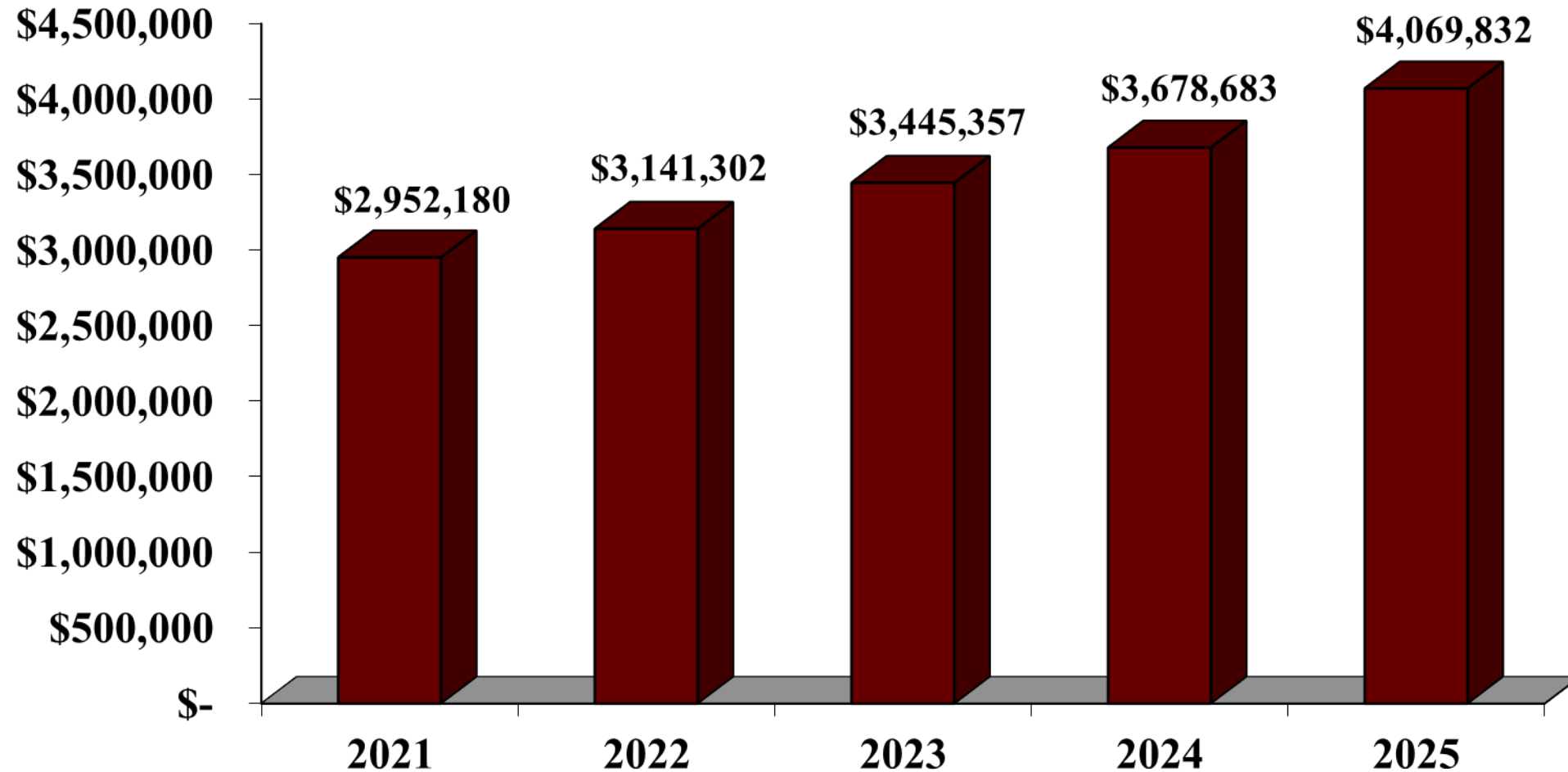
PROPERTY TAX



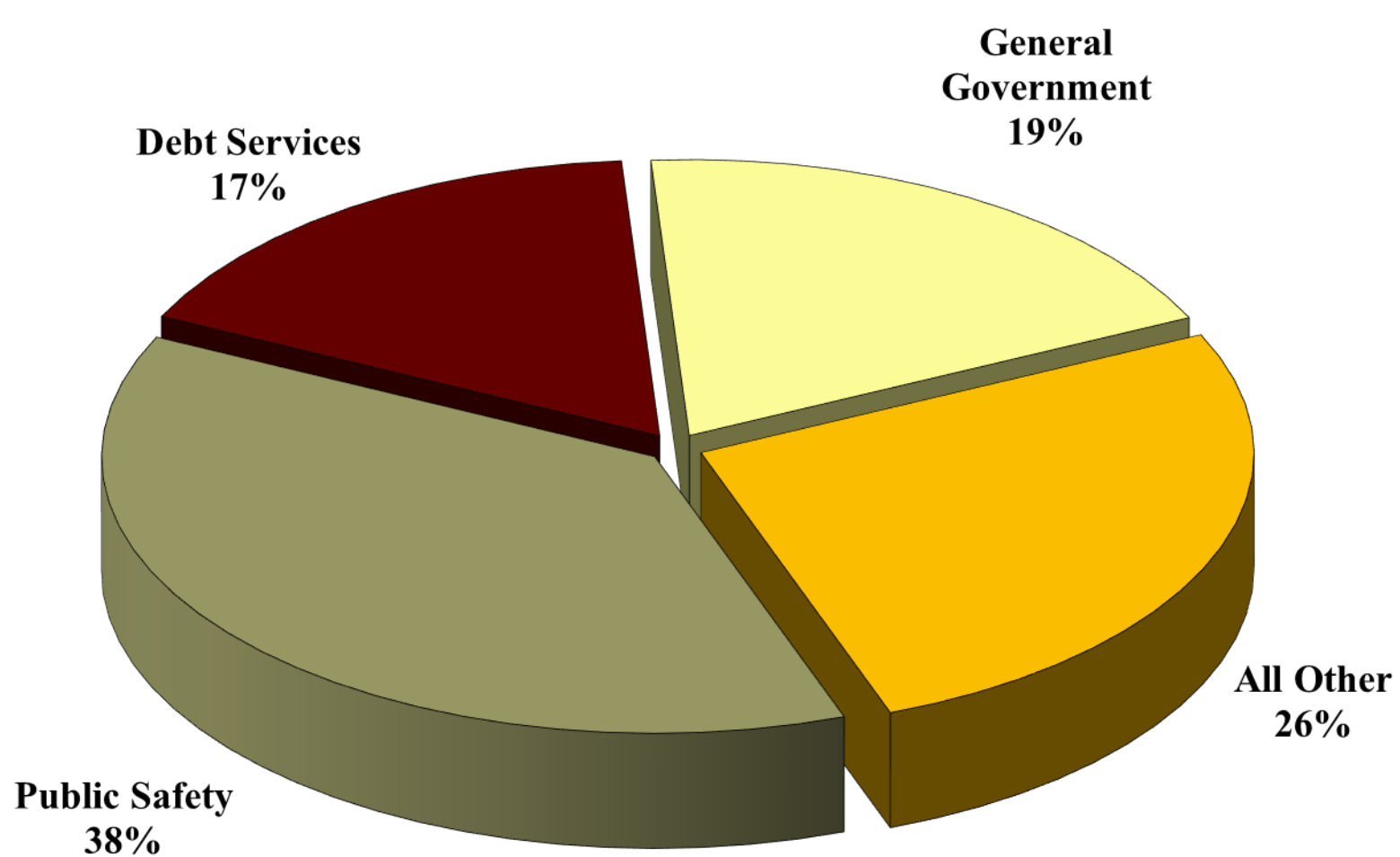
OTHER TAXES & LICENSES



UNRESTRICTED INTERGOVERNMENTAL



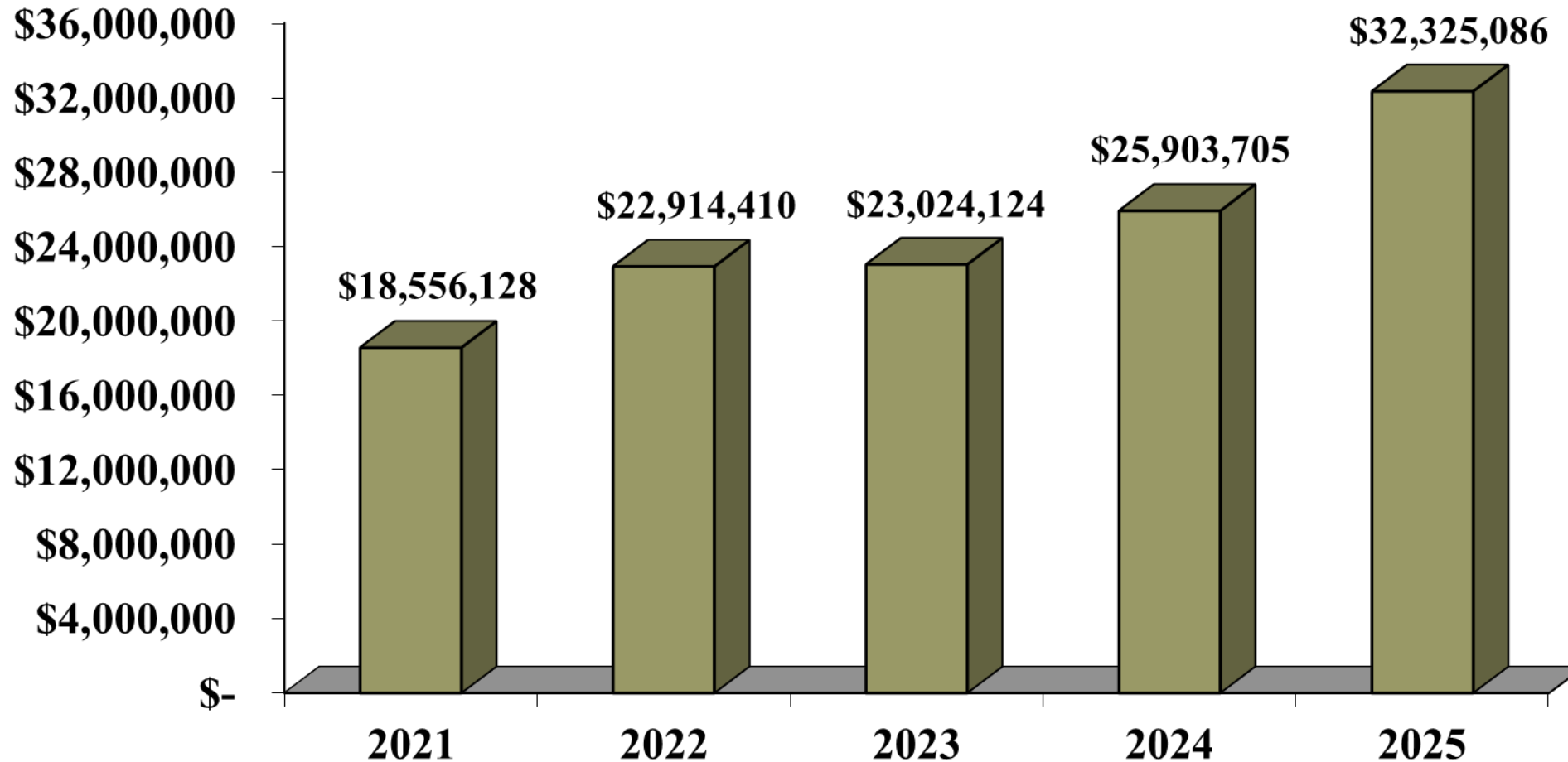
TOP 3 EXPENDITURES: GENERAL FUND



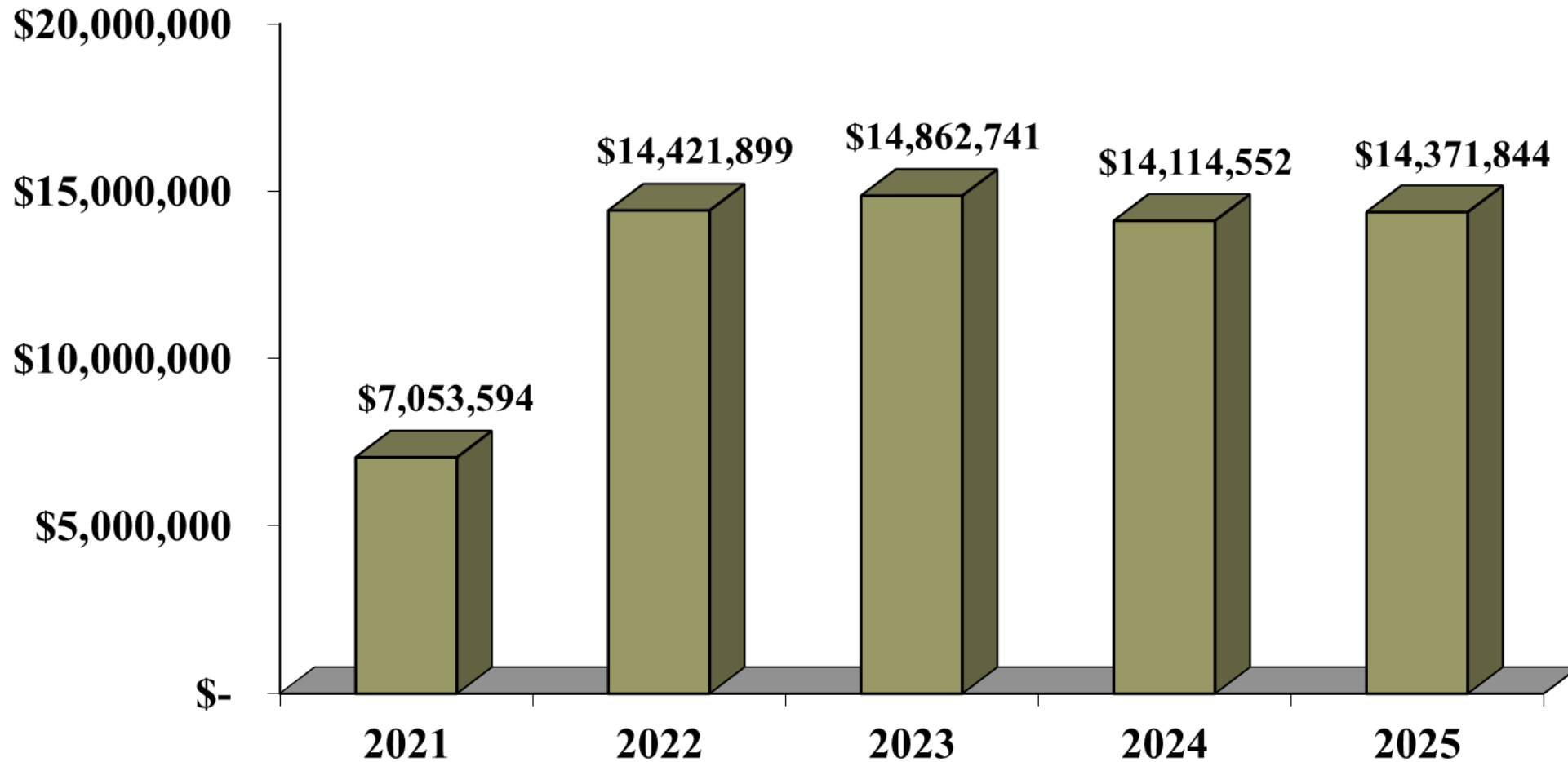
Other Expenditures:
Public Works
Community Development
Parks and Recreation

Top 3 Comprise \$63,061,171 (74%) of Expenditures

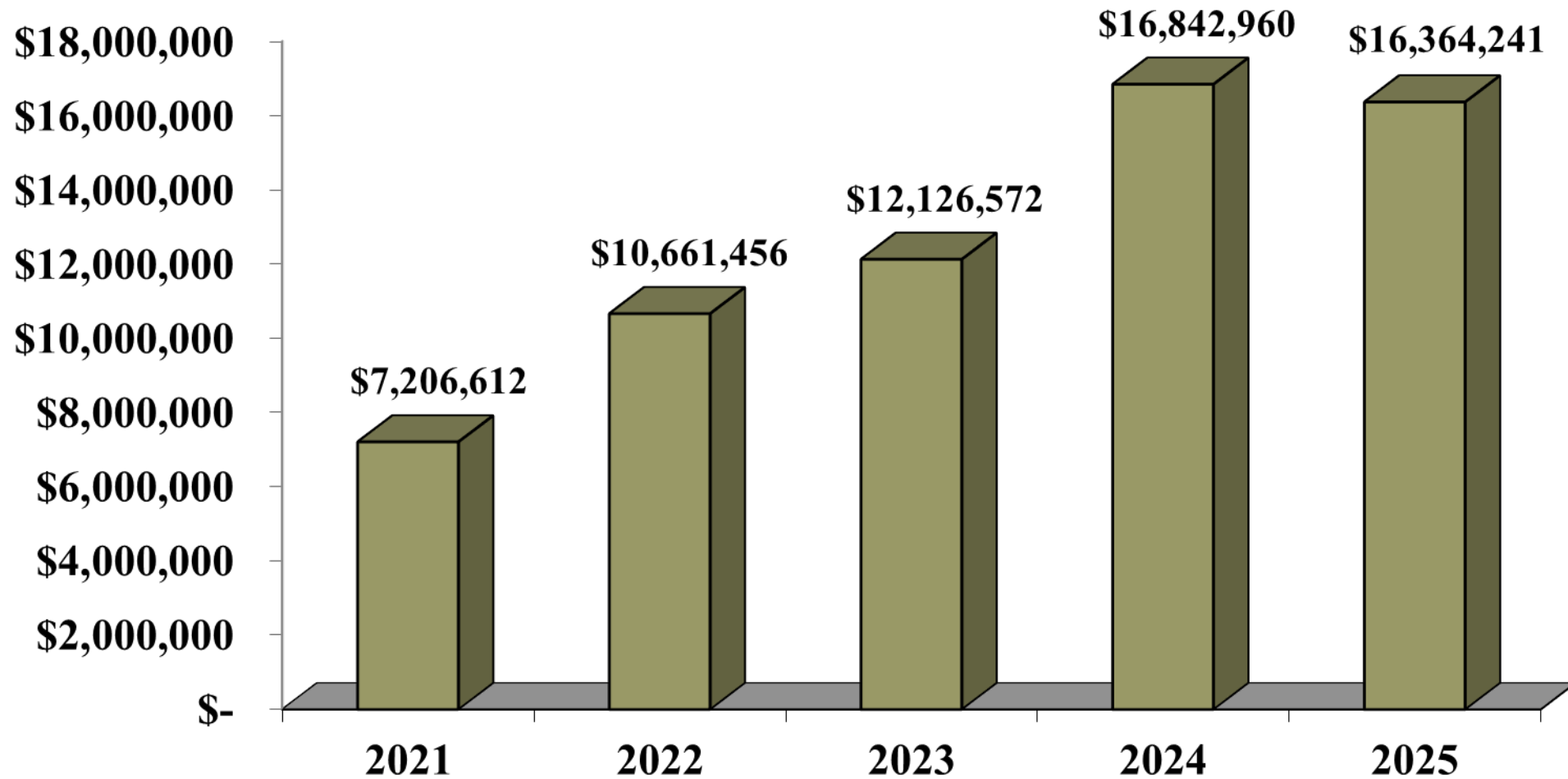
PUBLIC SAFETY



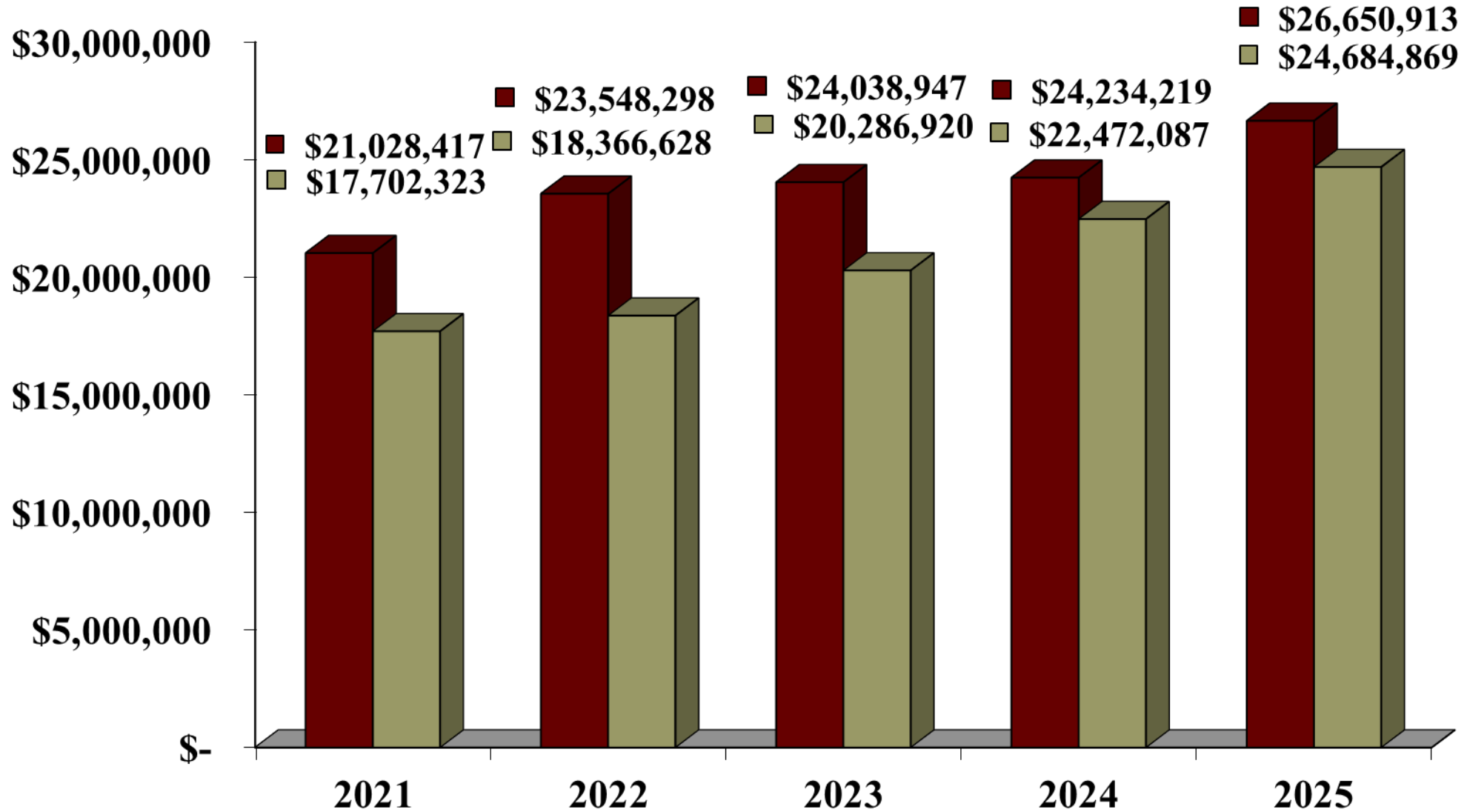
DEBT SERVICE



GENERAL GOVERNMENT

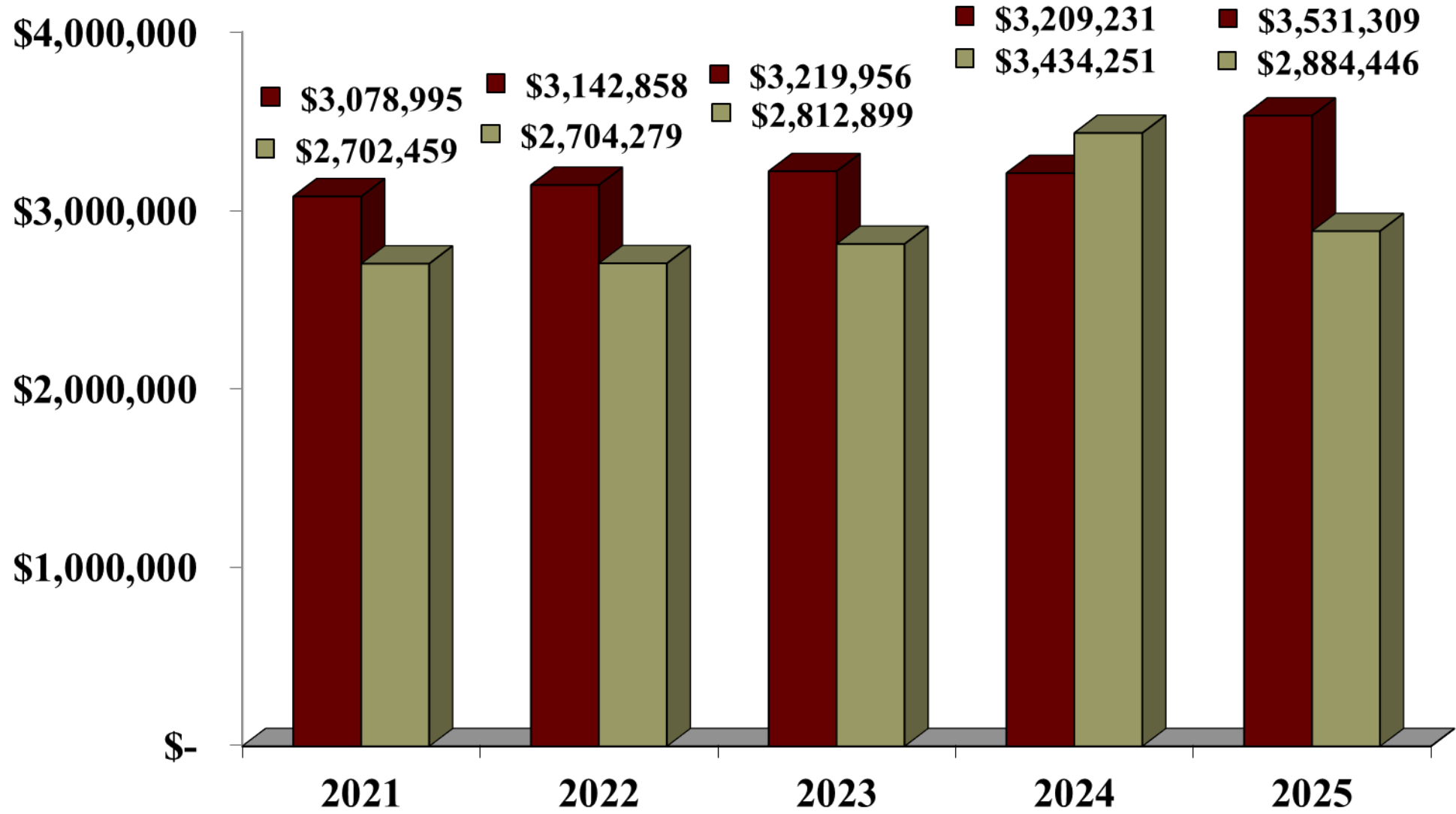


WATER & SEWER FUND SUMMARY



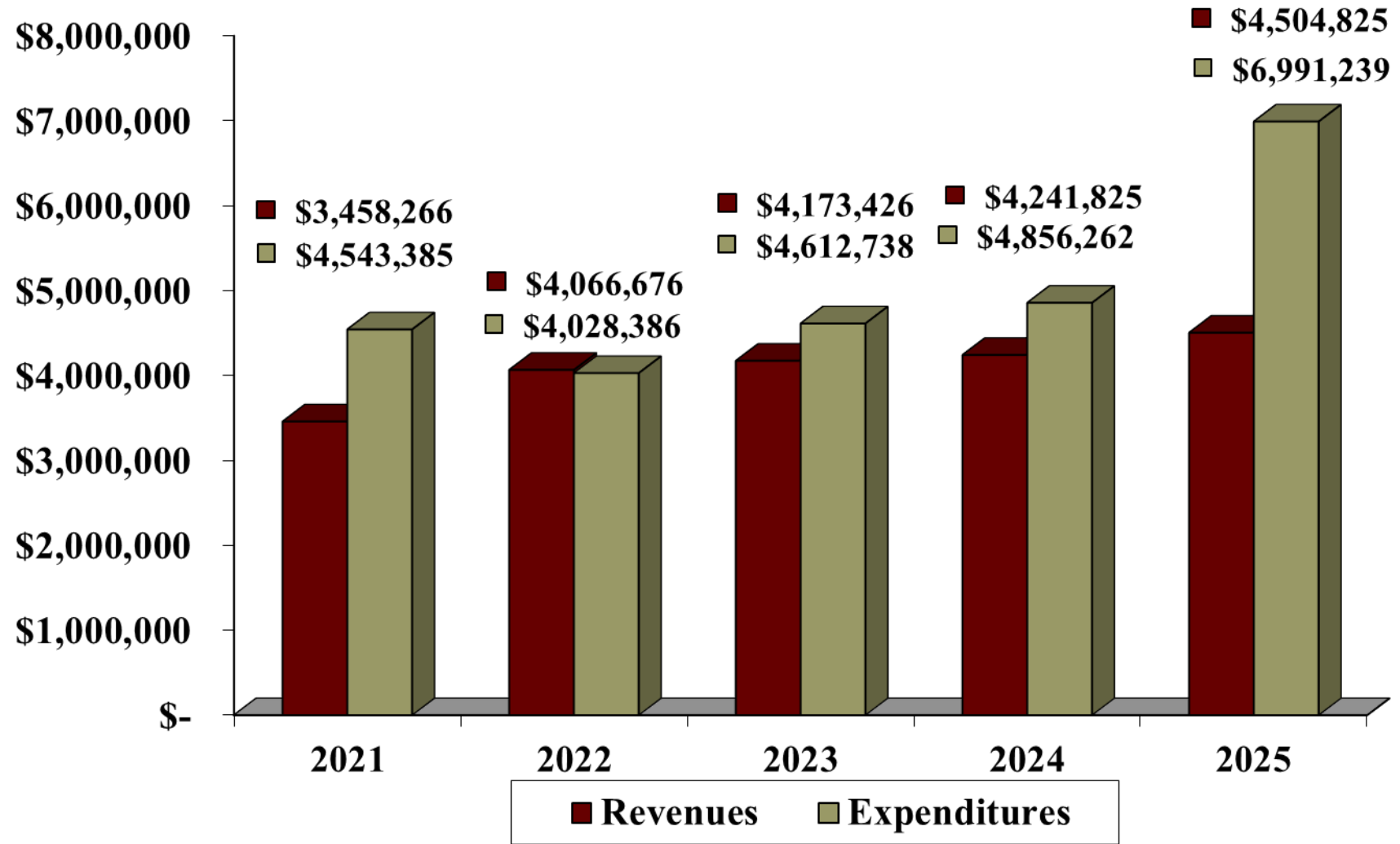
■ Revenues ■ Expenditures

STORMWATER FUND SUMMARY

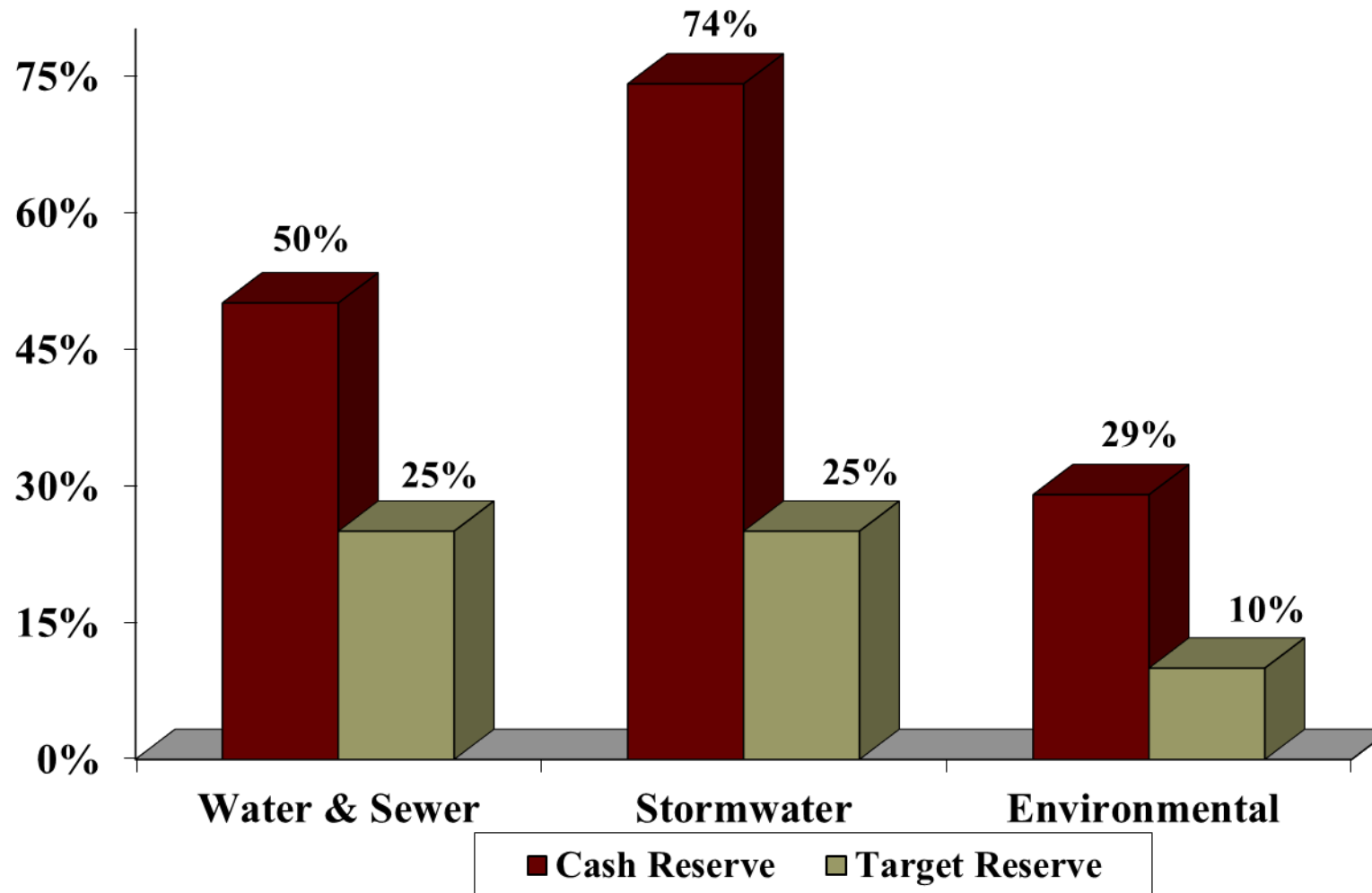


■ Revenues
 ■ Expenditures

ENVIRONMENTAL SERVICES FUND SUMMARY

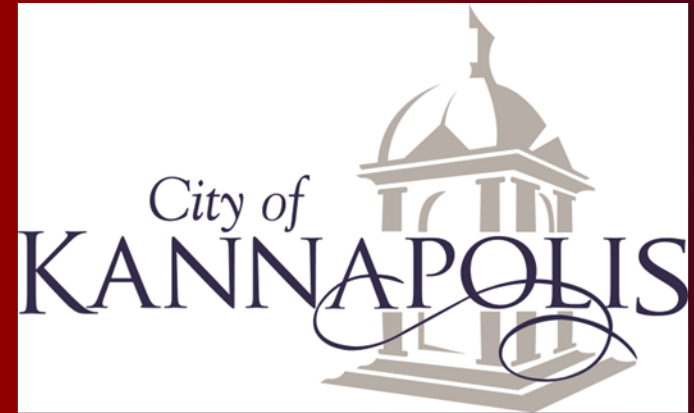


ENTERPRISE FUND – UNRESTRICTED CASH AS A PERCENTAGE OF TOTAL EXPENSES (EXCLUDING DEPRECIATION, INCLUDING DEBT SERVICE)



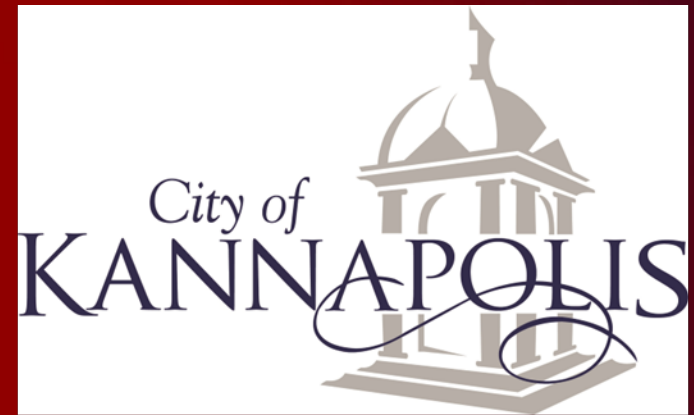
GENERAL PERFORMANCE INDICATORS

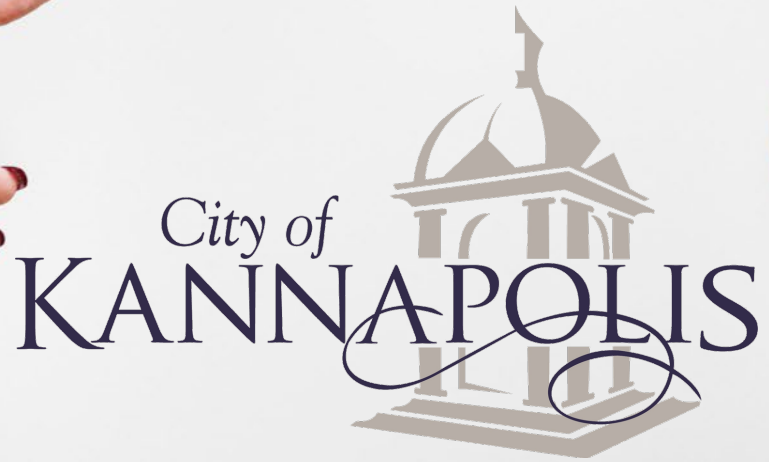
- ❖ Positive performance indicators
 - GF available fund balance %
 - Enterprise Fund quick ratios
 - Stable property tax valuation & collection %



GENERAL PERFORMANCE INDICATORS

- ❖ Finding – 2025-001 Material Weakness





Questions?

Brandi Fesperman



828-327-2727



bfesperman@msa.cpa



www.msa.cpa





To: Mayor and City Council
From: Mike Legg, City Manager
Subject: **APPOINTMENT** - Water and Sewer Authority of Cabarrus County (WSACC) Board Appointment **UNANIMOUSLY APPROVED**

Recommended Action Requested by City Council

Motion to appoint Jeanne Dixon to the WSACC Board of Directors

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The Water and Sewer Authority of Cabarrus County (WSACC) Board of Directors is made up of two (2) members from Cabarrus County, two (2) members from the City of Concord, two (2) members from the City of Kannapolis, one (1) member from the Town of Harrisburg, one (1) member from the Town of Mt. Pleasant, and one (1) member at-large seat which is appointed by Cabarrus County upon advisement from the other political jurisdictions.

It is recommended that Council appoint Jeanne Dixon to the WSACC Board to fill the seat vacated by former Mayor Darrell Hinnant. It is also recommended that Mike Legg continue to serve on the WSACC Board until his retirement date of April 30, 2026.

Fiscal Implications

None.

Alternate Courses of Action

1. Table action to a future meeting.
2. Take no action.

Attachments

None



To: Mayor and City Council
From: Mike Legg, City Manager
Subject: **APPOINTMENT** - Cabarrus/Rowan Metropolitan Planning Organization (CRMPO) **UNANIMOUSLY APPROVED**

Recommended Action Requested by City Council

1. Motion to re-appoint Mayor Pro Tem Dayvault as primary representative and to appoint Naomi Hatchell as the alternate representative to the MPO TAC.
2. Motion to re-appoint Richard Smith as primary representative and to re-appoint Beth Hassenfritz as alternate representative to the MPO TCC.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The North Carolina Department of Transportation (NCDOT) annually requires the Metropolitan Planning Organization (MPO) to submit an updated list of Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) representatives and alternates. Appointees are expected to attend regular monthly meetings and participate in regional transportation planning efforts.

City Council must appoint one elected official to serve as the City's representative and one elected official to serve as alternate on the TAC, as well as one staff member to serve as the City's representative and one staff member to serve as alternate on the TCC.

It is recommended that Council re-appoint Mayor Pro Tem Ryan Dayvault as the representative and Council Member Naomi Hatchell be appointed as the alternate to serve on the TAC.

As to the Staff Liaison, it is recommended that Richard Smith, Planning Director, continue to serve as the TCC representative and Beth Hassenfritz, Director of Engineering, to continue to serve as the TCC alternate. Wilmer Melton, Assistant City Manager, directly supervises both of the recommended appointees and will remain engaged in the ongoing MPO affairs to lend his institutional knowledge and expertise to the process.

TAC members are subject to provisions of the NC State Government Ethics Act, Chapter 138A of the NC General Statutes. There are two specific requirements: 1) State of Economic Interest (SEI) application, and 2) Real Estate Disclosure Form. Current MPO TAC members and their alternate must electronically file their SEI and Real Estate Disclosure Form annually by April 15th.

Fiscal Implications

None

Alternate Courses of Action

1. Table action to a future meeting.
2. Take no action

Attachments

None



To: Mayor and City Council
From: Mike Legg, City Manager
Subject: **APPOINTMENT** - Concord-Kannapolis Transit Commission appointments **UNANIMOUSLY APPROVED**

Recommended Action Requested by City Council

Motion to appoint Isaiah Payne and Dianne Berry to the Concord-Kannapolis Transit Commission

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The Concord-Kannapolis Transit Commission is an advisory board to the Concord City Council on matters related to Rider Transit. The Commission consists of five voting members. Of these members, two are current Concord City Council elected officials, two are current Kannapolis City Council elected officials, and the Mayors of Concord and Kannapolis alternate by year as the chairperson. Transit Commission meetings are open to the public and typically occur every two months at the Rider Transit Center.

It is recommended that City Council appoint Council members Isaiah Payne and Dianne Berry to represent the City of Kannapolis.

Fiscal Implications

None.

Alternate Courses of Action

1. Table action to a future date.
2. Take no action

Attachments

None



To: Mayor and City Council
From: Mike Legg, City Manager
Subject: **APPOINTMENT** - Centralina Regional Council **UNANIMOUSLY APPROVED**

Recommended Action Requested by City Council

Motion to appoint Naomi Hatchell as delegate and Jeanne Dixon as alternate to the Centralina Regional Council

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The Centralina Regional Council is the state-designated lead regional organization for the area in and around Charlotte. It serves as a conduit for grants, a staff resource for members and a forum for local governments to address current and future needs.

Established in 1968, Centralina was created to serve the needs of our nine-county region, which includes Anson, Cabarrus, Gaston, Lincoln, Iredell, Mecklenburg, Rowan, Stanley and Union counties. Centralina is governed by a Board of Delegates comprised of member governments and is one of 16 North Carolina regional councils authorized by the General Assembly. The Board of Delegates consists of elected officials from the (Member Governments), counties, cities and towns in the eight counties set by Centralina policies. Funding comes from member dues, state and federal grants, and fees for services.

Centralina provides a variety of services for our region. It administers state and federal grants, including aging, workforce development, emergency services and economic development programs. They also maintain a comprehensive Regional Data Center for the public and private sector with information about the population, economy, health services, education, employment, transportation, utilities and climate.

In addition, Centralina provides local and regional planning and technical services to its local government members in the areas of community development, land use, zoning, water and solid waste, GIS mapping, personnel, management, criminal justice and emergency medical service.

It is recommended that City Council appoint Naomi Hatchell as delegate and Jeanne Dixon as an alternate to serve on the Centralina Council. Term of office is one year and expires December 31, 2026.

Fiscal Implications

None

Alternate Courses of Action

1. Table action to a future meeting.

2. Take no action.

Attachments

None



To: Mayor and City Council
From: Wilmer Melton, City Manager
Subject: **DISCUSSION** - Honorary designation of the Martin Luther King Jr. Avenue bridge

Recommended Action Requested by City Council

Discussion only.

Required Votes to Pass Required Action

Presentation Only. No Action Required

Background

The City of Kannapolis has received a request to name the bridge located on Martin Luther King Jr. Avenue in honor of Ms. Corinne Cannon. The purpose of this discussion is to seek direction from City Council regarding this request. To have a road or bridge designated, the following is required:

1. Must be either living or deceased longer than one year but fewer than 75 years.
2. Must not be currently serving or pursuing a term as an elected official (local, state, or federal).
3. Must be or have been a NC resident. Proof of residency shall be provided by the requesting party at the time the formal resolution is submitted.
4. Must have made notable local, state, and/or national contributions and/or have significant accomplishments.
5. Must not already have another state-owned road or bridge for him/her. The Board does not name more than one facility for the same individual. Requests for duplicate family members reviewed on case-by-case basis.
6. If solely for Law Enforcement and Emergency Responders, the individual must have been killed in the line of duty, if this is the only basis for nomination.
7. Must have strong local support regarding the road or bridge; it is the Board's preference that resolutions passed by municipal councils and county commissions are unanimous. The Board does not mediate local disagreements.
8. Must have the support of the family regarding the road or bridge designation.
9. If solely for military service, the individual must be a recipient of a valorous individual decoration during combat operations as designated by the Department of Defense.

Fiscal Implications

None. Discussion Only.

Alternate Courses of Action

Discussion Only

Attachments

1. Honorary Designations of State Transportation Assets

**NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION**

**Honorary Naming and Designations of State
Transportation Assets/Employee Memorial
Program**



Effective Date: 4/3/2025



Honorary Naming and Designations of State Transportation Assets/Employee Memorial Program

Approved By:

4/3/2025

Date of Approval

Signed by:

Brian K. Mayhew

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Brian Mayhew
State Traffic Engineer

4/3/2025

Date of Approval

Signed by:

J. R. Hopkins

Joe R. Hopkins
Secretary of Transportation

4/3/2025

Date of Approval

Michael S. Fox

Michael S. Fox, Chairman
Board of Transportation

Person Responsible for Policy:

Brian Mayhew, PE
State Traffic Engineer
Director, Transportation Mobility and Safety Division
1561 Mail Service Center
Raleigh, NC 27699-1561
(919) 814-5000



HONORARY NAMING AND DESIGNATIONS OF STATE TRANSPORTATION ASSETS/EMPLOYEE MEMORIAL PROGRAM

**NCDOT
POLICY**

A.09.0100

Business Category: Board of Transportation		Business Area: Governance / North Carolina Board of Transportation	
Approval Date: 2/7/2019	Last Revision Date: 4/3/2025	Next Review Date: 4/3/2026	
Authority: North Carolina General Statute (NCGS) § 136-18(8). North Carolina General Statute (NCGS) § 136-82.		Select all that apply: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Requires Board approval <u>NC Board of Transportation</u> <input type="checkbox"/> Requires Federal Highways Administration (FHWA) approval <input type="checkbox"/> Requires other external agency approval: Click here to enter external agency name(s).	

<p>Definitions:</p> <p>In this policy, unless otherwise provided, the following terms will have the following meanings:</p> <p>“Board” – shall mean the North Carolina Board of Transportation.</p> <p>“Department” – shall mean the North Carolina Department of Transportation (NCDOT).</p> <p>“Committee” – shall mean the Road, Bridge and Ferry Naming Committee of the North Carolina Board of Transportation.</p> <p>“Local Government” – shall mean county or municipality in whose jurisdiction the facility lies.</p> <p>“Quorum” – shall mean a simple majority of committee members or of the full board.</p> <p>“North Carolina (NC) Resident” – shall mean a person who filed NC taxes and/or is registered to vote as a NC resident.</p> <p>“Designation” – shall mean to provide honorary status to a facility in which the Department only installs signs recognizing the honorary status (i.e. Lieutenant Commander Geddie R Herring Highway).</p> <p>“Naming” – shall mean to give or change the name of a road as per NCGS § 136-18 (8) in which the postal address is reflected by the name (i.e. S.R. 1007 is named All-American Freeway”). When the Board names a road, municipalities or counties cannot rename that section of highway. Naming also applies to the title given to Ferries as they are established per NCGS § 136-82.</p> <p>“Overlay” – shall mean that a portion of a highway is given an honorary designation, but another honorary designation may also be included along that same / part of the section of highway (i.e. Blue Star Memorial Highway). This is typical for a section of highway longer than 5 miles.</p>

Policy:

Pursuant to NCGS §136-18(8) and NCGS § 136-82, the North Carolina Board of Transportation may name roads, bridges, or ferries. Policy and procedures approved by the North Carolina Board of Transportation for carrying out said road, bridge or ferry naming are detailed below.

I. Roles and Responsibilities of the Board of Transportation's Road, Bridge, and Ferry Naming Committee

- a. The committee acts in response to local resolutions.
- b. North Carolina Department of Transportation Secretary and Board Chairman are co-chairs of the committee, who calls meetings and approves the agenda.
- c. A quorum is necessary for approval of resolutions.
- d. Committee makes a recommendation to the Board regarding approval of requested:
 - Road naming
 - Road designation
 - Bridge naming
 - Interchange naming
 - Ferry naming
 - Blue Star Highways
 - Additions to the designation overlay
 - NCDOT Employee Memorial Program

II. Criteria for Nominee for Road or Bridge Designation

To have a road or bridge designated the following is required:

- a. In honor of an individual, that individual:
 - (1) Must be either living or be deceased longer than one year but fewer than 75 years.
 - (2) Must not be currently serving or pursuing a term as an elected official (local, state, or federal).
 - (3) Must be or have been a NC resident. Proof of residency shall be provided by the requesting party at the time the formal resolution is submitted.
 - (4) Must have made notable local, state, and/or national contributions and/or have significant accomplishments.
 - (5) Must not already have another state-owned road or bridge for him/her. The Board does not name more than one facility for the same individual. Requests for duplicate family members reviewed on case-by-case basis.
 - (6) If solely for Law Enforcement and Emergency Responders, the individual must have been killed in the line of duty, if this is the only basis for nomination.
 - (7) Must have strong local support regarding the road or bridge; it is the Board's preference that resolutions passed by municipal councils and county commissions are unanimous. The Board does not mediate local disagreements.
 - (8) Must have the support of the family regarding the road or bridge designation.
 - (9) If solely for military service, the individual must be a recipient of a valorous individual decoration during combat operations as designated by the Department of Defense.
 - (a) Listed below are eligible levels of individual decorations for road or bridge designations as the sole basis for nomination:
 - Medal of Honor
 - Distinguished Service Cross
 - Silver Star

Policy:

- Navy Cross
 - Air Force Cross
- (b) Verification of the individual decoration shall be provided by the requesting party at the time the formal resolution is submitted.
- (c) Medal of Honor recipients are eligible for interstate designations; other levels should be US or NC routes.
- b. Specific criteria for road or bridge designations
- (1) The Board will consider designating roads and bridges (not buildings).
 - (2) The road or bridge to be designated must be already constructed or within 3 months of its expected construction completion date.
 - (3) For roads, the distance of dedication should be 5 miles or less.
 - (4) Municipal employees are encouraged to seek designations on municipal facilities within municipal limits first. Consideration may be given for state-maintained facilities if adequate municipal facilities are unavailable or unsuitable. The Staff Committee will consider circumstances where context relevant to a specific road or bridge is primary to proposed designation or bridge naming.
 - (5) Law Enforcement Officers and Emergency Responders will be honored with bridge designations.
 - (6) Signs may include up to one title, one first name, one initial, one last name, and one suffix for individuals to be designated by the local governing body, as long as length limits are met. The Department will communicate to the local governing body applicable text length limits. (The entire name is limited to one line of text; the font size of the text depends on the design speed of the road where the sign is to be installed.)

III. Criteria for Nominee for Road or Ferry Namings

In order to have a road or ferry named for an individual:

- a. Must have strong local support from the affected municipality and/or county with regard to the naming; it is the Board's preference that resolutions passed by municipal councils and county commissions be unanimous. The Board does not mediate local disagreements.
- b. Must provide acknowledgement in the resolution(s) and/or minutes that by changing the name of a road, the address will also change from the current name to the new name, and this will affect all businesses and residents along that section of road.
- c. Should follow county / municipal road naming requirements (i.e., directionals and numbers not allowed, punctuation not allowed duplications within their jurisdiction not allowed, limits in characters, etc.).
- d. Counties / municipalities are responsible for the installation of the street signs and may need to reimburse the Department for additional costs incurred by the Department for installing any signage.
- e. Roads names can be duplicated outside of the county or municipal limits.
- f. May be named for individuals and will follow the same criteria as listed in Part II of this policy.
- g. Ferries are generally named after municipalities and regions that the ferry service will support.

IV. Submitting a Road, Bridge or Ferry Designation or Naming Application Request

To access specific steps needed to submit a road, bridge or ferry designation or naming application request please see Submittal Steps for Honorary Designation Request. The following documentation and information are required before any naming request will be considered by the Board.

- a. **Background Information on Nominee:** Sufficient information must be provided to explain why the naming or designation is warranted; for example, significant contributions and accomplishments at the local, state, and/or national level. If the designee is recently deceased, the request will be reviewed after a one year waiting period unless the nomination package (resolution and letters of support) have been received by the

Policy:

Department. A fatality resulting from a crash, while tragic, is alone not sufficient to qualify for a naming or designation. See Section VII: Alternatives for other available options for honoring an individual.

- b. **Resolutions:** Local government must unanimously adopt resolutions in a public forum and in sufficient detail to adequately justify the request. The road, bridge, or ferry proposed for naming or designating must be entirely within the jurisdiction of the requesting governing body or bodies. If the facility lies between multiple municipality and county limits, resolutions are required from all affected local governments.
- c. **Character Certification Form:** Local government must attest, to the character of the honoree, using the Character Certification Form provided by the Department.
- d. **Public Input and Support:** Cite the opportunity for public input. Local governing bodies shall provide a minimum of three recommendation letters from civic, service, or business organizations to demonstrate the degree of public support for the honoree. For road namings, they must include the acknowledgement that the associated addresses on the named section of road will change with the change in name.
- e. **Family Support:** The requesting party shall have the family's support for the road, bridge, or ferry naming or designation request including agreement with the requested location of the dedication.
- f. **Minutes from the Local Government Meeting(s) where the Resolution was passed:** The minutes substantiate that the resolution was passed in a public forum, and that the body was unanimous in its support. For road namings, the minutes and/or resolution must provide acknowledgement that by changing the name of a road, the address will also change from the current name to the new name and this will affect all businesses and residents along that section of road. The minutes should also indicate that they follow the local government's road naming policies or procedures.
- g. **A willingness of the Local Government or sponsor to pay an administrative fee of \$2000 to offset cost of the program:** The fee is not due unless and until the Board approves the requested designation. Ferry namings do not require the \$2000 fee since they will not be installing associated signs. Local government is responsible for name changes on the street signs per 19A NCAC 02B .0216.
- h. **Approval:** A designation or naming request recommended by the Committee shall be reviewed by the Chairman of the Board prior to being considered by the Board.

V. Blue Star Memorial Highway: The Department has over 1,300 miles designated as the Blue Star Highway Network including all interstates, US routes, and most NC routes. This extensive network honors all veterans and military groups in the state. Requests for honorary designations for specific groups such as Bladen County Veterans or 100th Infantry, or a particular branch of the military are considered honored with the Blue Star Highway network. New interstate designations and segments are typically monitored by the Board and are automatically added to the Blue Star Highway as completed. The Blue Star Memorial Highway is considered an "Overlay Designation" meaning that the Board of Transportation can designate or name additional facilities on top of the Blue Star Memorial Highway. US and NC additions must be submitted to the Board through the Committee and only the affected local government resolutions are required. The Blue Star Memorial Highway should remain a continuous highway, so requests that do not connect to the current network should be coordinated with associated governments to maintain the continuous network.

VI. NCDOT Memorial Program - NCDOT employees killed in the line of duty may be honored through a specific memorial program.

- a. **Purpose –** The purpose of the NCDOT Employee Memorial Program is to honor the lives of transportation employees who passed away while performing their job duties in service to the Department and the citizens of North Carolina.
- b. Eligibility Criteria
 - (1) At the time of death, the employee was an active permanent or temporary, full-time or part-time employee of the NCDOT; and
 - (2) It is determined that the death was the result of an on-the-job or work-related accident or injury.

Policy:

- (3) It is determined the employee’s actions were not contributory to his/her death.
- (4) It is determined the employee was not under the influence of alcohol or drugs or other impairing substances.

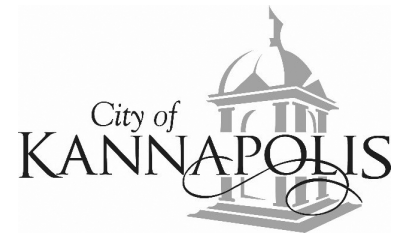
VII. Alternatives – In the event the requested naming or designation does not meet the criteria, or is not approved by the Board for any reason, options are available to honor the individual, including, but not limited to:

- a. **Adopt a Highway** – Local governments could consider the “Adopt a Highway” program as an alternative method of honoring an individual or group.
- b. **Municipal road or bridge** – Municipalities may designate municipally owned roads or bridges in honor of individuals. This does not require review or approval by the Department or the Board.
- c. **Welcome To Signs** – Municipalities and counties may use their “Welcome To” Signs to display an honoree as part of their slogan on an official highway sign. Requests for optional “Welcome To” signs should be directed to the appropriate Division Engineer and shall include required resolutions. The design must be reviewed and approved by the Division Engineer. All costs associated with administration, designing, fabricating, erecting, inspection, and maintaining any approved “Welcome To” signs will be the responsibility of the requesting party. An agreement between the requester (responsible party) and the Department is required and is written and executed by the Division. Only one installation of a welcome sign or sign assembly is permitted per direction of roadway.

Related Documents

[Blue Star Memorial Highway Program](#), [NCDOT Employee Memorial Program](#), [Submittal Steps for Honorary Designation Requests](#), [Road, Bridge or Ferry Naming Application](#), [Character Certification Form](#)

Revision History		
Revision Date	Revision Number	Description
11/01/2016	1	Convert policy to template and include new information for honoring individuals through road naming
12/05/2018	2	Update policy to include additional terms of reference and definitions for naming, designating, and overlays; expand the policy to include emergency responders and all law enforcement who were killed in the lined of duty to be eligible designations; provide criteria for designations and namings; clarify criteria for ferry namings; expand on the Alternative Option, the “Welcome To Sign”; expand on the Blue Star Memorial Highway; and provide general grammatical and formatting clarifications
4/3/2025	3	Added verbiage under b(4) - Municipal employees are encouraged to seek designations on municipal facilities within municipal limits first. Consideration may be given for state-maintained facilities if adequate municipal facilities are unavailable or unsuitable. The Staff committee will consider circumstances where context relevant to a specific road or bridge is primary to proposed designation or bridge naming.



December 24, 2025

**New Kannapolis City Manager Appointed
(Current City Manager to serve in Consulting Role During Transition)**

KANNAPOLIS, N.C. – Wilmer Melton has been appointed as the next Kannapolis City Manager by the City Council this morning. Melton has been employed with the City of Kannapolis for 25 years serving as the Director of Public Works and Assistant City Manager for the past six years.

A native of Kannapolis, Melton graduated from North Carolina A&T State University with a Bachelor of Science degree in Construction Management and completed the Municipal Administration Certification from the University of North Carolina Chapel Hill. Melton has served on the United States Environmental Protection Agency's National Drinking Water Advisory Council as a Special Government Employee which advises the Administrator on matters and policies related to drinking water quality and public health protection. He was also a member of the National Rural Water Association representing the State of North Carolina.

He has served in numerous professional and civic organizations including Immediate Past President and former National Director of the North Carolina Rural Water Association, a Gubernatorial appointee to the Rowan-Cabarrus Community College Board of Directors, Past Vice-President of Big Brothers Big Sisters of Cabarrus County, Past President of Cabarrus County Habitat for Humanity, Cabarrus County Meals-on-Wheels, Past President of the Kannapolis Rotary Club and a former Paul Harris Fellow.

Prior to his service with City, Melton had extensive experience in the construction and land development industry.

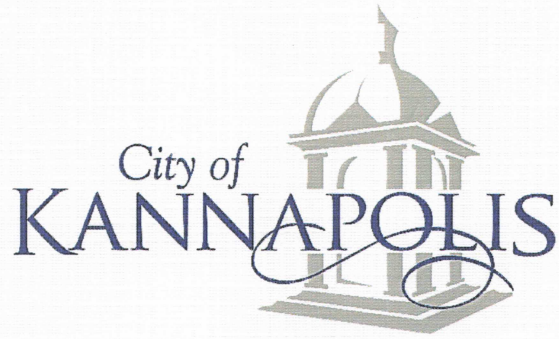
Melton will officially assume the new role of City Manager on January 12, 2026.

Melton succeeds Mike Legg, who has served the City with distinction for 31 years with 21 of those years as City Manager. In October, Legg announced his intention to retire on April 30, 2026. To ensure a smooth and seamless transition, Legg will remain with the City in a consulting capacity for the next few months providing continuity, institutional knowledge, and strategic support as Melton steps into the position.

Mayor Doug Wilson praised both Melton and Legg, noting the strength of the transition plan. "Wilmer Melton brings a proven record of results-oriented service to our City," Mayor Wilson said. "His commitment to citizen-centered service and operational excellence makes him the right choice to guide our City into its next chapter. We are equally grateful to Mike Legg for his years of dedicated service and for his willingness to support this transition. This is a moment of both stability and momentum for our community."

Melton expressed enthusiasm for the opportunity to continue his service to the community. "I am honored to be selected as City Manager and look forward to working closely with the Mayor and City Council, our dedicated staff, and our residents," Melton said. "I am committed to building on the strong foundation already in place."

Legg shared his support for the transition, "It has been the privilege of a lifetime to serve this City, and I am very proud to have worked among the most talented group of employees that one could ever ask for," Legg said. "I am pleased to assist Wilmer and the organization during this period of transition."



OATH OF OFFICE

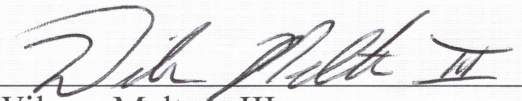
I, Wilmer Melton, III, do solemnly and sincerely swear that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me God.

I, Wilmer Melton, III, do swear that I will well and truly execute the duties of the office of:

CITY MANAGER

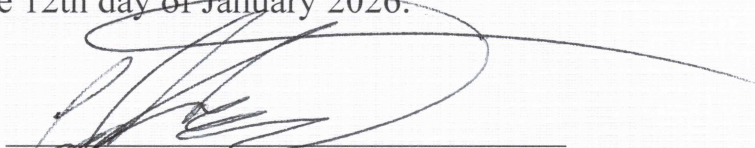
for the City of Kannapolis according to the best of my skill and ability, according to law; so help me, God.

Effective this the 12th day of January 2026



Wilmer Melton, III

Subscribed to and sworn before me the 12th day of January 2026.



Senator Carl L. Ford,
North Carolina State Senate