Shelby City Council Agenda
Regular Meeting
August 17, 2026, at 6:00 p.m.

City Hall Council Chambers
300 South Washington Street
Shelby, North Carolina

Welcome and Call to Order by Mayor O. Stanhope Anthony, III

Invocation

Pledge of Allegiance

A. Approval of Agenda

Discussion and revision of the proposed agenda, including consent agenda; adoption of an agenda.

1) Motion to adopt the agenda as proposed or amended

B. Public Comment: **1**

In accordance with City Council's policy, public comment is only taken at the second regular meeting each month. Any citizen who wishes to address Council must register with the City Clerk prior to 6:00 p.m. on the meeting night. The Mayor will call upon each individual during this portion of the meeting and will allow three (3) minutes to speak.

C. Special Presentation: **2**

1) Webbley update – Sara Van Lear, presenting

D. Consent Agenda:

Prior to approval and adoption of the agenda, a Council Member may move an item from the Consent Agenda to the regular agenda. Items remaining on the Consent Agenda will be considered collectively through a single motion and vote.

1) Approval of the Minutes of the Regular Meeting of August 3, 2026 **3 - 10**

2) Approval of a resolution authorizing the sale of City of Shelby owned real property identified by parcel number 17774 through the Upset Bid Procedure of N. C. General Statute § 160A-269: Resolution No. 54-2026 — 11 - 17

3) Approval of a resolution authorizing the sale of City of Shelby owned real property identified by parcel number 20597 through the Upset Bid Procedure of N. C. General Statute § 160A-269: Resolution No. 55-2026 — 18 - 24

4) Approval of a resolution approving an application by the City of Shelby Police Department to the North Carolina Governors Crime Commission for a law enforcement assistance grant and accepting the funds of same: Resolution No. 56-2026 — 25 - 36

5) Approval of a resolution accepting and approving a proposed agreement with L3harris Technologies, Inc. for the Automatic Dependent Surveillance-Broadcast (ADS-B) Radio Site Lease Agreement for the Shelby-Cleveland County Regional Airport: Resolution No. 57-2026 — 37 - 56

6) Special Event applications: — 57 - 83

a) Shiloh Baptist Church Community Block Party: requested date: September 19, 2026

b) NC Liver Mush Festival, requested date: October 17, 2026

c) Veteran's Day Parade, requested date: November 11, 2026

7) Notice of Cancellation in the Regular Meeting Schedule of Shelby City Council in observance of the Labor Day holiday — 84 - 85

END OF CONSENT AGENDA

E. Unfinished Business: — 86

None

F. New Business:

1) **Approval of a resolution adopting the Traffic Calming Plan and approving the purchase and installation of the materials for the Traffic Calming Project on Crawford Street: Resolution No. 58-2026** — **87 - 123**

2) **Purchase of South Morgan Street property:** — **124 - 130**

   a. **Adoption of a FY 2026-2027 Budget Ordinance Amendment: Ordinance No. 37-2026**

   b. **Approval of a resolution authorizing the execution of a Purchase and Sale Agreement for real property (Tax Parcel 27799) located on South Morgan Street, Shelby, NC 28152: Resolution No. 59-2026**

3) **Consideration of appointments to City advisory boards and commissions:** — **131 - 139**

   a) **Parks and Recreation Advisory Board**

   b) **Zoning Board of Adjustment**

G. City Manager's Report — **140**

H. Council Announcements and Remarks — **140**

I. Adjournment: — **140**

To adjourn a meeting of City Council, a majority of the Council Members must vote for a motion to adjourn.

1) **Motion to adjourn**

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B. Public Comment:

In accordance with City Council's policy, public comment is only taken at the second regular meeting each month. Any citizen who wishes to address Council must register with the City Clerk prior to 6:00 p.m. on the meeting night. The Mayor will call upon each individual during this portion of the meeting and will allow three (3) minutes to speak.

Members of the public are asked to sign up prior to the meeting indicating their name and street address for the record. Members of the public are asked to print your name and address so that the Mayor may appropriately recognize you.

A reminder that it has been past practice of City Council to only listen to public comment without reply except to refer citizens with requests and concerns to the Office of the City Manager so that they may be addressed in a timely fashion or included on a future agenda for consideration by Council. If this is warranted and directed by City Council.

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C. Special Presentations:

Agenda Item C-1

1) Webbley update – Sara Van Lear, presenting

Presenting: (Sara Van Lear, DFI)

- Webbley Presentation

City Manager's Recommendation / Comments

Sara Van Lear, Project Manager, with the Development Finance Initiative at the UNC Chapel Hill School of Government, will provide an update on the Webbley Redevelopment project. As you are aware, the City solicited proposals for redevelopment earlier this year and received two (2) proposals. City Staff, along with Sara and her Team, have thoroughly evaluated these proposals and will provide a detailed overview of each. We will make a recommendation to City Council regarding the proposal we believe best meets the goals of the solicitation. City Council may concur or choose to pursue another option. If Council concurs, the next action would be to direct the City Manager to negotiate a Development Agreement with the selected developer. If negotiations are successful, this agreement would be brought before City Council for consideration at a later date.

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Agenda Item Summary
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City Hall Council Chambers

D. Consent Agenda:

Agenda Item: D-1

1) Approval of the Minutes of the Regular Meeting of August 3, 2026

Consent Agenda Item: (Carol Williams, City Clerk)

Summary of Available Information:

Please read and offer changes as you deem necessary.

- Minutes of the Regular Meeting of August 3, 2026

City Manager's Recommendation / Comments

Approve the minutes as presented or as amended by the Mayor and City Council via the Consent Agenda.

MINUTES

Regular Meeting of Shelby City Council **August 3, 2026**
City Hall Council Chambers **Monday, 6:00 p.m.**

Present: Mayor O. Stanhope Anthony, III, presiding; Council Members Andrew Hopper, Sr., Emilie Bullock, Violet Arth, David White, Lori Waris, and Charles Webber; City Manager Justin S. Merritt, Assistant City Manager Ben Yarboro, Assistant City Manager Kerri Melton, City Attorney Jason Lunsford, City Clerk Carol Williams, Director of Finance Chris Costner, Director of Human Resources Deborah (Deb) Jolly, Chief of Police Brad Fraser, Director of Planning and Development Services Brian Burgess, Assistant Director of Planning and Development Services Audrey Godfrey, Director Parks and Recreation Charlie Holtzclaw, Public Works Director Scott Black, Director of Water Resources Brian Wilson, Network Administrator Jonathan Jackson, and Paralegal Nicole Hart

Mayor Anthony called the meeting to order at 6:00 p.m. and delivered the invocation.

Dr. Webber led the Pledge of Allegiance.

A. Approval of agenda:

Motion to adopt the proposed agenda presented.

ACTION TAKEN: Upon a motion by Mr. White, City Council voted unanimously to approve the agenda as presented.

B. Special Presentations:

1) Long Leaf Pine Presentation, Mayor Anthony presenting to Detective Rick Humphries

Mayor Anthony proudly recognized Detective Rick Humphries for his 50+ years of law enforcement service to our community. Throughout his career he has held many positions including Officer, Detective, Sergeant, and Chief of Police. Detective Humphries has worked with the Shelby Police Department, Cleveland County Healthcare System, Cleveland County Sheriff's Department, and the North Carolina Department of Adult Corrections. He has also made a lasting impact as a BLET instructor at Cleveland Community College. He retired from full-time employment in 2022 but still helps train and mentor young law enforcement professionals as a Firearms Instructor and Subject/Control Arrest Techniques Instructor.

Detective Humphries stated he was surprised to receive the Long Leaf Pine award and introduced many people that were in attendance, including family and co-workers.

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2) **Recognition of Tar Heel Leagues 2026 Girls' Softball All-Star State Champions, Mayor Anthony presenting**

Shelby City Park 2026 Tar Heel Leagues State 10U Girls Softball Champions

Players	Coaches
Kash Hamby	John Sisk (Head Coach)
Laken Murray	Seth White
Bristyl Smith	Tripp Smith
Ensley Elliott	Jeremy Hamby
Kennedy Elliott	
Harper Sisk	
Bree Phillips	
Willow Hendrick	
Sarah White	
Addyson Vinesett	
Lilly Yelton	

Mayor Anthony presented, with the help of Parks and Recreation Director Charlie Holtzclaw and Athletic Programs Supervisor Shannon Allen, framed certificates to the softball champions that were in attendance. In this year's All-Star tournament this team outscored their opponents 22 to 3 and went undefeated in the tournament. Mr. Holtzclaw mentioned that the City of Shelby will be the host of the 2027 Girls' Softball All-Star State tournament and hopes these young ladies will continue their success on the field.

C. Consent Agenda:

Mayor Anthony presented the consent agenda. Mr. Hopper moved to approve the consent agenda, and the following items were unanimously adopted:

1) **Approval of the Minutes of the Regular Meeting of July 20, 2026**

2) **Approval of a resolution authorizing the sale of City of Shelby owned real property identified by parcel number 18136 through the Upset Bid Procedure of N. C. General Statute § 160A-269 (507 Smith Street): Resolution No. 49-2026**

3) **Approval of a resolution authorizing the sale of City of Shelby owned real property identified by parcel number 22315 through the Upset Bid Procedure of N. C. General Statute § 160A-269 (515 Smith Street): Resolution No. 50-2026**

4) **Approval of a resolution revising and amending the personnel policies of the City of Shelby to provide for an updated Personnel Policy and Procedure Manual: Resolution No. 51-2026**

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5) **Purchase and sale agreement for real property located On West Sumter Street:**

   a. **Adoption of FY 2026-2027 Budget Ordinance Amendment #3: Ordinance No. 34-2026**

   b. **Approval of a resolution authorizing the execution of a purchase and sale agreement for real property located on West Sumter Street: Resolution No. 52-2026**

6) **Grant Acceptance and Budget Amendment for the Design and Bidding of the Taxiway Overlay, Widening, and Direct Access Project (Award ID 36244.23.16.3) at the Shelby-Cleveland County Regional Airport**

   a. **Adoption of Budget Ordinance Amendment for the City of Shelby's Airport Taxiway Rehabilitation Project: Ordinance No. 35-2026**

   b. **A resolution accepting and entering into an agreement with the North Carolina department of transportation to accept grant funding for the taxiway overlay, widening, and direct access (des/bid) for Shelby-Cleveland County regional airport grant no. 36244.23.16.3: Resolution No. 53-2026**

7) **Management Report:**

   a) **Financial Summary – June 2026**

END OF CONSENT AGENDA

D. Unfinished Business:

None

E. New Business

1) **Adoption of FY 2026-2027 Budget Ordinance Amendment #2: Ordinance No. 36-2026**

ACTION TAKEN: Upon a motion from Mr. White, City Council voted unanimously to approve Ordinance No. 36-2026 entitled, "FY 2026-2027 BUDGET ORDINANCE AMENDMENT #2."

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The adoption of this ordinance pertains to the purchase of dog park agility equipment. Mr. Holtzclaw mentioned the Shelby Dog Park located at the Carolina Harmony Trail has two fenced areas, one for small dogs, the other for larger dogs. Mr. Holtzclaw stated additional equipment for dog play and agility would enhance the Shelby Dog Park. These items include ramps, tunnels, and other equipment dogs can enjoy.

Fred and Jennipher Harrill, along with Angela Freeman proudly presented a check to Mayor Anthony for $20,747.71 towards the purchase of the equipment for the dog park. Mr. Harrill stated the community spoke loudly almost eight years ago for the need of a dog park, and the community has generously contributed to fundraisers and participated in 5Ks to raise money for the dog park equipment.

Mayor Anthony thanked the committee that spearheaded this initiative and appreciated everyone that contributed. He stated the City will put this donation to good use and use it towards the dog park equipment.

2) **Consideration of appointments to City advisory boards and commissions:**

    a) **Planning and Zoning Board**

Mayor Anthony reported the term of one incumbent, Greg Taylor concluded June 2026. Mr. Taylor wishes to continue serving on the board. There have also been two resignations recently with terms concluding June 2026 and June 2027.

There are eleven applications on file in the Clerk's office.

For the one-year term concluding in June 2027:

Ms. Arth nominated Wesley Sheffield to finish out the unexpired term.

> **ACTION TAKEN: Upon a motion by Mr. White, City Council voted unanimously to close the nominations and appoint Mr. Sheffield by acclamation.**

For the two terms that concluded in June 2026, and expire in June 2029:

Mr. Hopper nominated Mr. David Dear and Mr. Richard McDevitt for appointment.

Ms. Arth nominated Mr. Taylor for reappointment.

The vote for Mr. Dear was unanimous. The vote for Mr. McDevitt and Mr. Taylor was split 3 – 3. Mayor Anthony broke the tie vote by voting for the incumbent, Mr. Taylor.

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F. City Manager's Report:

- **National Night Out will be tomorrow at the Shelby City Park from 4pm – 7pm. The Shelby Police Department will be serving hotdogs, ice cream and popcorn. There will be many other local agencies in attendance.**
- **Neighborhood Walkthrough will be Wednesday, August 5th at 1:30, meet at Kenmore Street and Pebble Street. Representatives from all city departments will be in attendance.**
- **Regarding the drought conditions – As of July 28th, the City is at D1 which means moderate drought. This is a level 2 out of 5. The City has scheduled the testing of our secondary water resource, the Broad River, during the week of August 17th.**
- **Carolina Harmony Trail Phase 2 completed projects:**
  - **NCDOT has completed the structural review of the design for the signal mast arm poles**
  - **Contractor has installed 99% of the stormwater system**
  - **Concrete section has been installed from Marion Street to Graham Street, except for the areas that will be pavers**
  - **Stone base of the trail has been installed from Lafayette Street to DeKalb Street**
  - **Conduit for the roadway and trail lighting has been installed from Lafayette Street to DeKalb Street and from Marion Street to Graham Street**
  - **Contractor has installed sidewalk, curb, and gutter along Morgan Street from Marion Street to Graham Street**
  - **Upcoming Phase 2 projects include:**
    - **Milling and paving of Morgan Street from Marion Street to Graham Street**
    - **Curb installation on Morgan Street from Royster Avenue to US Hwy 74 bridge**
    - **Stone will be placed for the Rail Trail base from the Hwy 74 bridge to Gardner Street**
    - **Waterline replacement on Morgan Street from Gardner Street to Royster Avenue**
    - **Installation of a mid-block crossing area and kiosk foundation near the Rail Trail Boardwalk**
    - **Sidewalk to be installed along Graham Street near the concrete plant to the United Way office**
    - **Irrigation system will be installed towards the end of August in the Boardwalk and United Way areas**
    - **Foundation design for the mast-arm traffic signal poles is in process**

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- **Council inquired about the concrete plant and where we stand as far as the timeline that was agreed upon. Council is also concerned about the concrete trucks going along our improved streets and causing dust along the Rail Trail. Mr. Merritt is hoping to schedule a meeting with the concrete plant officials this week and will report back to Council.**
- **Depot Park completed projects:**
  - **Demolition of the block addition of the Depot building has been completed**
  - **Installation of the foundations for the bathroom building at the playground**
  - **Installation of the foundations and the structural steel for the picnic shelter**
  - **As for the Depot Building completed projects include:**
    - **Exposed rear decking has been installed on the roof**
    - **Concrete patio has been installed**
    - **Water and Sewer taps have been installed**
    - **80% of the Stormwater system has been completed**
    - **HVAC units have been installed in the Depot Building**
    - **Playground equipment has been ordered and will be installed around October of this year**
  - **Upcoming Depot Park projects:**
    - **Installation and decking for the roof**
    - **Finish the mechanical, electrical and plumbing rough ins**
    - **Complete concrete stairs, ramps and walls and remaining concrete patio**
    - **Install storefronts and open bays along the Depot Building**
    - **Dig and pour the footings for the seat wall on the south end**
    - **Installation of the structural steel of the bathroom facility**
    - **Connection of all utility lines to the Depot Building and bathroom facility**

We are in the underground phase of the Depot Park project, but we will start seeing more visible projects being completed in the next couple months. The contractor states they are ahead of schedule and are expecting a completion date at the end of 2026.

G. Council Announcements and Remarks:

Mayor Anthony encouraged Council to attend the upcoming community events that Mr. Merritt stated, such as the National Night Out and the Neighborhood Walkthrough.

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Host City Welcome will be August 12th, and Council received their tickets for that event.

H. Closed Session:

ACTION TAKEN: Mr. White made a motion to enter a closed session pursuant to the appropriate North Carolina General Statutes as cited below. Mayor Anthony invited all Council members present, along with Mr. Lunsford, Mr. Yarboro, Ms. Melton, Mrs. Williams, and Mrs. Hart to attend. The motion passed unanimously, and Council moved into closed session at 6:43 p.m.

1) N.C. General Statute 143-318.11(3): To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, regarding Taylor v. City of Shelby, et al. (Cleveland County File: 24-CVS-1125)

ACTION TAKEN: Pursuant to a motion by Mr. White, and the unanimous vote of all members present, Council returned to Open session at approximately 7:03 p.m.

I. Adjournment:

1) Motion to adjourn

ACTION TAKEN: Upon a motion made by Ms. Arth, City Council voted unanimously to adjourn the meeting at 7:04 p.m.

Respectfully submitted,

Carol Williams
City Clerk

O. Stanhope Anthony, III
Mayor

DRAFT

City of Shelby
Agenda Item Summary
August 17, 2026
City Hall Council Chambers

Agenda Item: D-2

2) Approval of a resolution authorizing the sale of City of Shelby owned real property identified by parcel number 17774 through the Upset Bid Procedure of N. C. General Statute § 160A-269: Resolution No. 54-2026

Consent Agenda Item: (Nicole Hart, Paralegal)

Summary of Available Information:

- Memorandum dated August 11, 2026, from Nicole Hart, Paralegal to Justin Merritt, City Manager
- Cleveland County GIS Map and Property Card
- Resolution No. 54-2026

City Manager's Recommendation / Comments

Resolution No. 54-2026 is presented for City Council consideration as a matter of routine business via the Consent Agenda. If approved, this resolution would authorize the sale of parcel # 17774 using the upset bid procedure. The initial bid accepted by the City for this parcel is $11,700.00. The tax value of the parcel is $11,700.00.

The public will be notified of the bid submitted and will have 10 days to upset the bid in hand by at least 10% of the first $1,000 and 5% of the remaining amount as a minimum as prescribed by statute.

It is recommended that Resolution No. 54-2026 be adopted and approved via the Consent Agenda.

Shelby
NORTH CAROLINA

Post Office Box 207 · Shelby, NC 28151-0207

To: Justin Merritt, City Manager

From: Nicole Hart, Paralegal

Date: August 11, 2026

Subject: Sale of Real Property by Upset Bid Procedure – 414 Jose Street

Background:

The City recently received an offer to purchase real property within our corporate limits. The parcel is owned by the City and is currently an unimproved wooded lot. For many of the surplus lots, the City maintains through its employees or pays contractors to maintain (i.e. keep the grass cut) these lots.

The City has several methods through which it can dispose of real property as prescribed in N.C. Gen. Stat. § 160A-266, which includes the upset bid process for real property. This is described in detail in N.C. Gen. Stat. § 160A-269, which is attached.

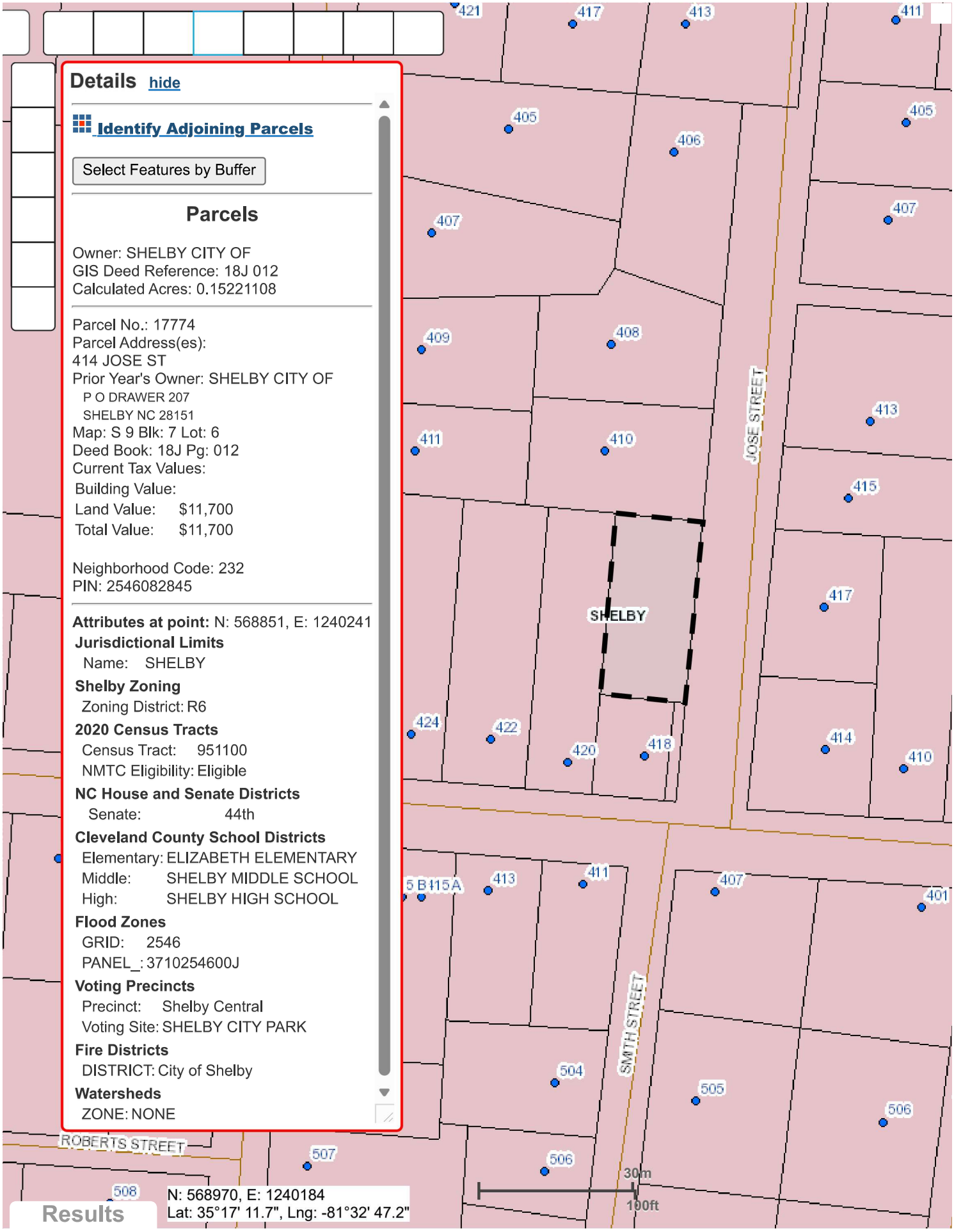
City staff have conducted a review of the parcel in question and found no current or future use for it and no conflicts with existing or planned utilities. Therefore, the recommendation is to proceed with offering the parcel for sale, utilizing the upset bid process. Selling this parcel releases the property from the City's ownership and allows the property to be placed "back on the books" from a property tax perspective.

The parcel is 17774 (414 Jose Street), which is further identified by Deed 18J Page 012 and Map S9 Blk. 7 Lot 6 and the offer eleven thousand seven hundred ($11,700.00) dollars. This is the amount where the upset bid process would start. The tax value on the parcel is eleven thousand seven hundred ($11,700.00) dollars. Maps are included on the next page for tax reference and utility system reference.

Recommendation:

The recommendation from staff is to approve the attached resolution.

Council will be able to accept or reject the final bid offers once the upset bid process is completed.


Details hide
Identify Adjoining Parcels
Select Features by Buffer
Parcels
Owner: SHELBY CITY OF
GIS Deed Reference: 18J 012
Calculated Acres: 0.15221108
Parcel No.: 17774
Parcel Address(es):
414 JOSE ST
Prior Year's Owner: SHELBY CITY OF
P O DRAWER 207
SHELBY NC 28151
Map: S 9 Blk: 7 Lot: 6
Deed Book: 18J Pg: 012
Current Tax Values:
Building Value:
Land Value: $11,700
Total Value: $11,700
Neighborhood Code: 232
PIN: 2546082845
Attributes at point: N: 568851, E: 1240241
Jurisdictional Limits
Name: SHELBY
Shelby Zoning
Zoning District: R6
2020 Census Tracts
Census Tract: 951100
NMTC Eligibility: Eligible
NC House and Senate Districts
Senate: 44th
Cleveland County School Districts
Elementary: ELIZABETH ELEMENTARY
Middle: SHELBY MIDDLE SCHOOL
High: SHELBY HIGH SCHOOL
Flood Zones
GRID: 2546
PANEL_: 3710254600J
Voting Precincts
Precinct: Shelby Central
Voting Site: SHELBY CITY PARK
Fire Districts
DISTRICT: City of Shelby
Watersheds
ZONE: NONE
JOSE STREET
SMITH STREET
ROBERTS STREET
SHELBY
421
417
413
411
405
406
407
409
408
410
415
424
422
420
418
414
401
504
505
506
507
508
5 B 415 A
30m
100ft
N: 568970, E: 1240184
Lat: 35°17' 11.7", Lng: -81°32' 47.2"
Results

DATE 7/02/26 CLEVELAND COUNTY PAGE 1
TIME 11:17:20 PROPERTY CARD PROG# AS2006
USER SHERRYL FOR YEAR 2026

SHELBY CITY OF
P O DRAWER 207
SHELBY NC 28151-

PARCEL ID.. 17774 PIN... S 9 7 6
LOCATION... 414 JOSE ST SHELBY
DEED YEAR/BOOK/PAGE.. 1984 18J 012 ASSESSMENT NONE .00 .00 .00
PLAT BOOK/PAGE.. OWNER ID.. 19739001
LEGAL DESC:LOT JOSE ST DISTRICT.. 6 CITY OF SHELBY

TOWNSHIP... 6 SHELBY
NBRHOOD... 232 S MAPS 06
DESCRIPTION FULLY EXEMPT

MAINTAINED.. 6/06/2025 BY SHERRYL VALUED.. 1/31/2025 BY TBAME EXEMPT.... GE GOVERNMENT EXEMPT
VISITED..... 5/01/1998 BY TYPE OF REVIEW ROUTING#..
PARCEL STATUS... ACTIVE CATEGORY.. GROUP 100

SALES HISTORY

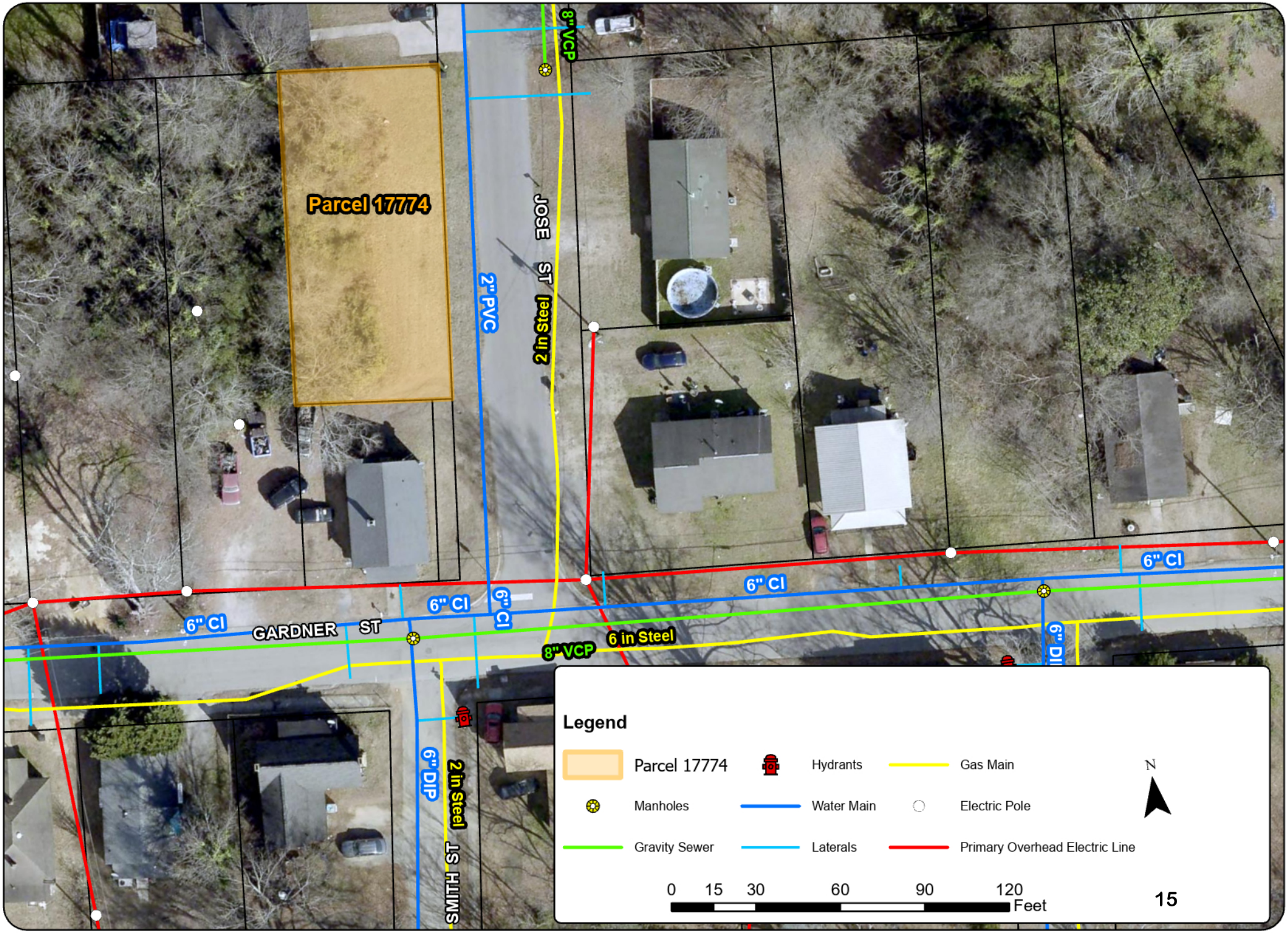
DEED BK/PAGE	SALE DATE	SALES INSTRUMENT	DISQUALIFIED	SALE AMOUNT	STAMP AMOUNT	DEED NAME
18J 012	1/01/1984	SALE	QUALIFIED		25.50	

LAND SEGMENTS

LND #	ZONE	STRAT CODE	LAND TYPE/CODE	LAND QTY	LAND RATE	DPT%	SHP%	LOC%	SIZ%	OTH%	TOP%	TOT ADJ	CURRENT FMV
1		17	FF F	120.000	150.00	65.00	.00	.00	.00	.00	.00	65.00	11,700
			DPTH..	62		OTHER ADJ...		.00	.00	.00	.00		
		TOTAL ACRES..		.000						TOTAL LAND FMV..			11,700

TOTAL PARCEL VALUES----	LAND / OVR	IMPROVEMENTS / OVR	TOTAL LAND/IMPROVE	2025 VALUE
FMV.....	11,700	0	11,700	11,700
APV.....	11,700	0	11,700	11,700

Parcel 17774 - 414 Jose St - Utilities



RESOLUTION NO. 54-2026

RESOLUTION AUTHORIZING THE SALE OF CITY OF SHELBY OWNED REAL PROPERTY IDENTIFIED BY PARCEL NUMBER 17774 THROUGH THE UPSET BID PROCEDURE OF N. C. GENERAL STATUTE § 160A-269

WHEREAS, the City of Shelby owns real property in the City of Shelby identified by parcel number 17774, located in Deed Book 18J Page 012 and further identified by Map S9 Blk 7 Lot 6; and

WHEREAS, City Council has determined no current or future use of the properties identified by the above parcel number; and

WHEREAS, North Carolina General Statute § 160A-269 permits the City to sell property by upset bid, after receiving an offer for the property; and

WHEREAS, the City of Shelby requests bids start at a minimum of the present tax value, which currently is eleven thousand seven hundred ($11,700.00) dollars; and

WHEREAS, the City is selling this property as is with no warranty and conveyance will be by quitclaim deed, which will be drafted by the City Attorney; and

WHEREAS, the winning bidder shall pay an administrative fee of one hundred fifty ($150.00) dollars for the preparation of the deed and the filing fee, which is currently twenty-six ($26) dollars.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELBY, NORTH CAROLINA THAT:

Section 1. The City Council authorizes sale of the property described above through the upset bid procedure of North Carolina General Statute § 160A-269.

Section 2. Persons wishing to make an initial offer shall submit a sealed bid with their offer to the office of the City Clerk accompanied by a deposit in the amount of 5% of the bid.

Section 3. The City Manager is authorized to solicit an initial bid in accordance with the N. C. General Statutes § 160A-269.

Section 4. The terms of the final sale are that:

- The City Council must approve the final high offer before the sale is closed, which it will do within thirty (30) days after the final upset bid period has passed;
- The winning bidder must pay an administrative fee of one hundred fifty ($150.00) dollars and filing the deed at a current cost of twenty-six ($26.00) dollars; and
- The buyer must pay all costs and fees with cash at the time of closing.

Section 5. The City reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

This Resolution shall become effective upon its adoption and approval. Adopted and Approved this the 17th day of August 2026.

O. Stanhope Anthony III
Mayor

ATTEST:

Carol Williams
City Clerk

City of Shelby
Agenda Item Summary
August 17, 2026
City Hall Council Chambers

Agenda Item: D-3

3) Approval of a resolution authorizing the sale of City of Shelby owned real property identified by parcel number 20597 through the Upset Bid Procedure of N. C. General Statute § 160A-269: Resolution No. 55-2026

Consent Agenda Item: (Nicole Hart, Paralegal)

Summary of Available Information:

- Memorandum dated August 11, 2026, from Nicole Hart, Paralegal to Justin Merritt, City Manager
- Cleveland County GIS Map and Property Card
- Resolution No. 55-2026

City Manager's Recommendation / Comments

Resolution No. 55-2026 is presented for City Council consideration as a matter of routine business via the Consent Agenda. If approved, this resolution would authorize the sale of parcel # 20597 using the upset bid procedure. The initial bid accepted by the City for this parcel is $9,270.00. The tax value of the parcel is $9,270.00.

The public will be notified of the bid submitted and will have 10 days to upset the bid in hand by at least 10% of the first $1,000 and 5% of the remaining amount as a minimum as prescribed by statute.

It is my recommendation that Resolution No. 55-2026 be adopted and approved by City Council at this time via the Consent Agenda.

Shelby
NORTH CAROLINA

Post Office Box 207 · Shelby, NC 28151-0207

To: Justin Merritt, City Manager

From: Nicole Hart, Paralegal

Date: August 11, 2026

Subject: Sale of Real Property by Upset Bid Procedure – 1106 Dodd Street

Background:

The City recently received an offer to purchase real property within our corporate limits. The parcel is owned by the City and is currently an unimproved wooded lot. For many of the surplus lots, the City maintains through its employees or pays contractors to maintain (i.e. keep the grass cut) these lots.

The City has several methods through which it can dispose of real property as prescribed in N.C. Gen. Stat. § 160A-266, which includes the upset bid process for real property. This is described in detail in N.C. Gen. Stat. § 160A-269, which is attached.

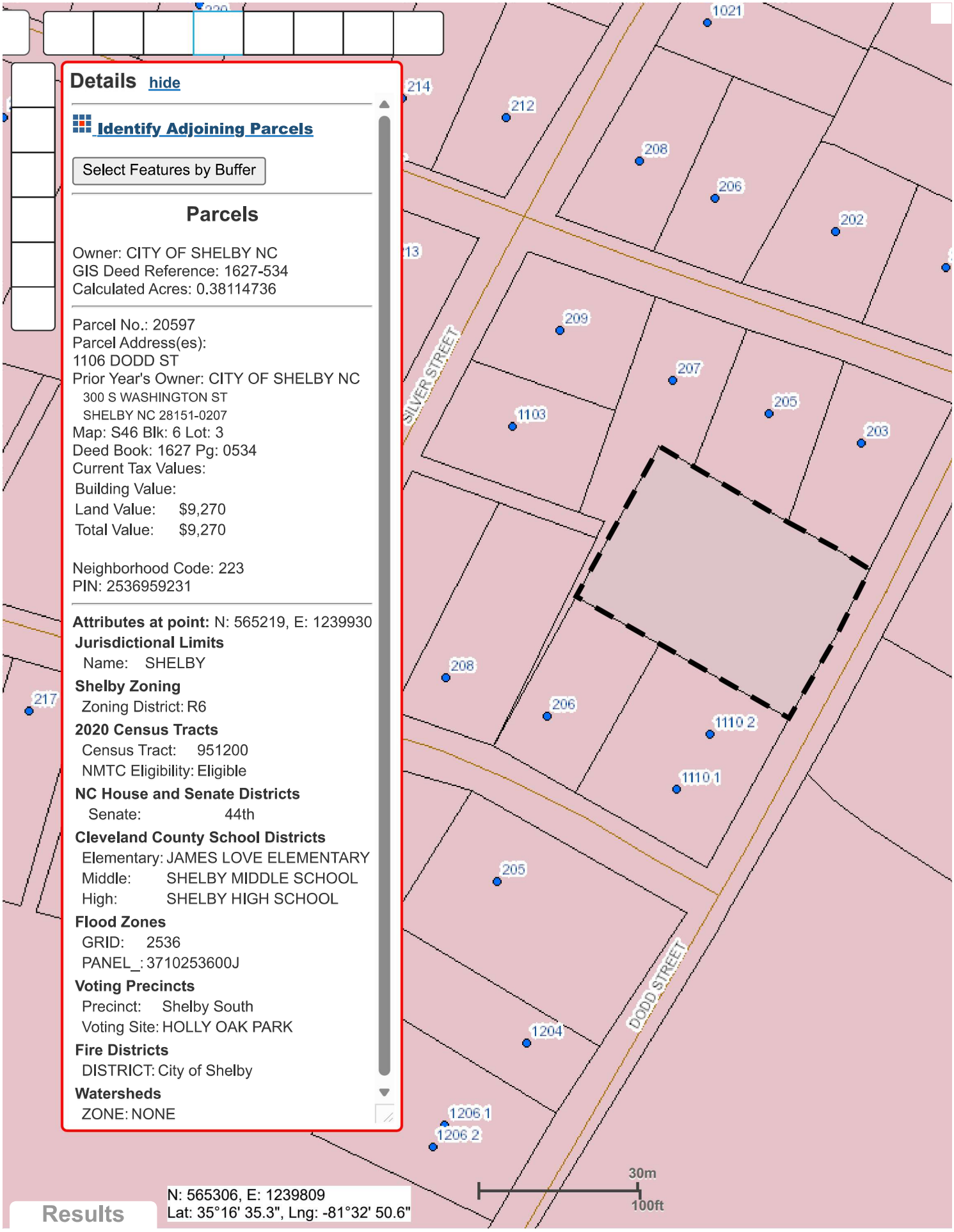
City staff have conducted a review of the parcel in question and found no current or future use for it and no conflicts with existing or planned utilities. Therefore, the recommendation is to proceed with offering the parcel for sale, utilizing the upset bid process. Selling this parcel releases the property from the City's ownership and allows the property to be placed "back on the books" from a property tax perspective.

The parcel is 20597 (1106 Dodd Street), which is further identified by Deed 1627 Page 0534 and Map S46 Blk. 6 Lot 3 and the offer nine thousand two hundred seventy ($9,270.00) dollars. This is the amount where the upset bid process would start. The tax value on the parcel is nine thousand two hundred seventy ($9,270.00) dollars. Maps are included on the next page for tax reference and utility system reference.

Recommendation:

The recommendation from staff is to approve the attached resolution.

Council will be able to accept or reject the final bid offers once the upset bid process is completed.


Details hide
Identify Adjoining Parcels
Select Features by Buffer
Parcels
Owner: CITY OF SHELBY NC
GIS Deed Reference: 1627-534
Calculated Acres: 0.38114736
Parcel No.: 20597
Parcel Address(es):
1106 DODD ST
Prior Year's Owner: CITY OF SHELBY NC
300 S WASHINGTON ST
SHELBY NC 28151-0207
Map: S46 Blk: 6 Lot: 3
Deed Book: 1627 Pg: 0534
Current Tax Values:
Building Value:
Land Value: $9,270
Total Value: $9,270
Neighborhood Code: 223
PIN: 2536959231
Attributes at point: N: 565219, E: 1239930
Jurisdictional Limits
Name: SHELBY
Shelby Zoning
Zoning District: R6
2020 Census Tracts
Census Tract: 951200
NMTC Eligibility: Eligible
NC House and Senate Districts
Senate: 44th
Cleveland County School Districts
Elementary: JAMES LOVE ELEMENTARY
Middle: SHELBY MIDDLE SCHOOL
High: SHELBY HIGH SCHOOL
Flood Zones
GRID: 2536
PANEL_: 3710253600J
Voting Precincts
Precinct: Shelby South
Voting Site: HOLLY OAK PARK
Fire Districts
DISTRICT: City of Shelby
Watersheds
ZONE: NONE
1021
214
212
208
206
202
209
207
205
203
1103
SILVER STREET
217
208
206
1110 2
1110 1
205
DODD STREET
1204
1206 1
1206 2
30m
100ft
Results
N: 565306, E: 1239809
Lat: 35°16' 35.3", Lng: -81°32' 50.6"

CITY OF SHELBY NC
300 S WASHINGTON ST
PO BOX 207
SHELBY NC 28151-0207

PARCEL ID.. 20597
LOCATION... 1106 DODD ST
DEED YEAR/BOOK/PAGE.. 2011 1627 0534
PLAT BOOK/PAGE..
LEGAL DESC:#4&PT#3 DBVV-A SPENCER PROP
TOWNSHIP... 6 SHELBY

PIN... S46 6 3
SHELBY
ASSESSMENT NONE .00 .00 .00
OWNER ID.. 1244176
DISTRICT.. 6 CITY OF SHELBY

NBRHOOD... 223 S MAPS 06
DESCRIPTION FULLY EXEMPT

MAINTAINED.. 6/06/2025 BY SHERRYL VALUED.. 1/31/2025 BY TBAME
VISITED..... 9/24/2001 BY JP TYPE OF REVIEW
PARCEL STATUS... ACTIVE

EXEMPT.... GE GOVERNMENT EXEMPT
ROUTING#..
CATEGORY.. GROUP 100

SALES HISTORY

DEED BK/PAGE	SALE DATE	SALES INSTRUMENT	DISQUALIFIED	SALE AMOUNT	STAMP AMOUNT	DEED NAME
1627 0534	12/21/2011	DEED	LENDOR,GOVERNME			CITY OF SHELBY
1576 1909	6/01/2009	COMMISSIONERS D	LENDOR,GOVERNME	6,500	13.00	CLEVELAND COUNTY NC
1227 0729	7/21/1998	DEED	MINERAL OR TIMB			C & G INTERIORS INC & MICHAEL
1221 1918	5/07/1998	DEED	DISQUALIFIED	3,000	6.00	C & G INTERIORS INC
17R 503	1/01/1981	SALE	QUALIFIED			

LAND SEGMENTS

LND #	ZONE	STRAT CODE	LAND TYPE/CODE	LAND QTY	LAND RATE	DPT%	SHP%	LOC%	SIZ%	OTH%	TOP%	TOT ADJ	CURRENT FMV
1		02	FF F	100.000	90.00	103.00	.00	100.00	.00	.00	.00	103.00	9,270

DPTH.. 152 OTHER ADJ... .00 .00 .00 .00
TOTAL ACRES.. .000 TOTAL LAND FMV.. 9,270

TOTAL PARCEL VALUES----	LAND / OVR	IMPROVEMENTS / OVR	TOTAL LAND/IMPROVE	2025 VALUE
FMV.....	9,270	0	9,270	9,270
APV.....	9,270	0	9,270	9,270

Parcel 20597 - 1106 Dodd St - Utilities



RESOLUTION NO. 55-2026

RESOLUTION AUTHORIZING THE SALE OF CITY OF SHELBY OWNED REAL PROPERTY IDENTIFIED BY PARCEL NUMBER 20597 THROUGH THE UPSET BID PROCEDURE OF N. C. GENERAL STATUTE § 160A-269

WHEREAS, the City of Shelby owns real property in the City of Shelby identified by parcel number 20597, located in Deed Book 1627 Page 0534 and further identified by Map S46 Blk 6 Lot 3; and

WHEREAS, City Council has determined no current or future use of the properties identified by the above parcel number; and

WHEREAS, North Carolina General Statute § 160A-269 permits the City to sell property by upset bid, after receiving an offer for the property; and

WHEREAS, the City of Shelby requests bids start at a minimum of the present tax value, which currently is nine thousand two hundred seventy ($9,270.00) dollars; and

WHEREAS, the City is selling this property as is with no warranty and conveyance will be by quitclaim deed, which will be drafted by the City Attorney; and

WHEREAS, the winning bidder shall pay an administrative fee of one hundred fifty ($150.00) dollars for the preparation of the deed and the filing fee, which is currently twenty-six ($26) dollars.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELBY, NORTH CAROLINA THAT:

Section 1. The City Council authorizes sale of the property described above through the upset bid procedure of North Carolina General Statute § 160A-269.

Section 2. Persons wishing to make an initial offer shall submit a sealed bid with their offer to the office of the City Clerk accompanied by a deposit in the amount of 5% of the bid.

Section 3. The City Manager is authorized to solicit an initial bid in accordance with the N. C. General Statutes § 160A-269.

Section 4. The terms of the final sale are that:

- The City Council must approve the final high offer before the sale is closed, which it will do within thirty (30) days after the final upset bid period has passed;
- The winning bidder must pay an administrative fee of one hundred fifty ($150.00) dollars and filing the deed at a current cost of twenty-six ($26.00) dollars; and
- The buyer must pay all costs and fees with cash at the time of closing.

Section 5. The City reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

This Resolution shall become effective upon its adoption and approval. Adopted and Approved this the 17th day of August 2026.

O. Stanhope Anthony III
Mayor

ATTEST:

Carol Williams
City Clerk

City of Shelby
Agenda Item Summary
August 17, 2026
City Hall Council Chambers

Agenda Item: D-4

4) Approval of a resolution approving an application by the City of Shelby Police Department to the North Carolina Governors Crime Commission for a law enforcement assistance grant and accepting the funds of same: Resolution No. 56-2026

Consent Agenda Item: (Brad Fraser, Chief of Police)

Summary of Available Information:

- Memorandum dated August 11, 2026, from Brad Fraser, Chief of Police to Justin Merritt, City Manager
- Grant Application
- Resolution No. 56-2026

City Manager's Recommendation / Comments

Resolution No. 56-2026 is presented for Council consideration. If approved, this resolution would authorize the submission of an application for funding to the NC Governor's Crime Commission Program. The City routinely submits these requests for funding and there is no local match required. If awarded, these funds, in the amount of $50,000, will be used to purchase mobile computers for law enforcement officers to complete reports in the field.

It is my recommendation that Resolution No. 56-2026 be adopted and approved by City Council at this time via the Consent Agenda.

Shelby Police Department

Memorandum

To: Justin Merritt, City Manager

From: Brad Fraser, Chief of Police

Date: August 11, 2026

RE: North Carolina Governor's Crime Commission Grant

Background

The North Carolina Governor's Crime Commission serves as the chief advisory body to the Governor and to the Secretary of the Department of Public Safety on crime and justice issues. The commission's mission is to improve the quality of life for residents of the state, enhance public safety, and reduce and prevent crime by improving the state's criminal justice system. Commissioners include 43 appointed and ex-officio members, including the heads of state criminal justice and human service agencies, as well as private citizens and representatives of the courts system, law enforcement agencies, local governments and nonprofits. The commission serves as the state administering agency designated to apply for federal criminal justice funding from the US Department of Justice on behalf of the State of North Carolina.

Review

In January of 2026, the Shelby Police Department submitted a grant application to the commission in the amount of $50,000 for the purchase of mobile computers for law enforcement officers to complete reports in the field. We recently received notification that our application was approved for the next phase of review and final submission. As part of this process, the application must be reviewed and approved by our governing body.

Recommendation

We are requesting approval of the attached Resolution approving the submission of this grant application to the NC Governor's Crime Commission. This is a fully funded grant with no local match required.

GCC Application ID: 2000088070

Subrecipient:	CITY OF SHELBY	*Project Name:	Shelby Police Department...
Created On:	1/22/26	Indirect Cost Rate:	0.00
Program Priority:	CJI 2026-LEA Equipment-50K/yr	Matching Funds %:	0.00
Period of Perform... :	Oct 1, 2026	Maximum Budget Amount:	50,000.00
Period of Performance (To):	Sep 30, 2027		

Abstract Narrative

Project Abstract (The Problem): Briefly describe project`,s purpose, identify target population, and discuss program components which address the identified problem. Include local statistics to substantiate the need. (Max 300 characters) :

Upgrade outdated mobile data terminals in Shelby Police Department patrol vehicles to improve officer safety and response. Serves Shelby's 21,000+ residents and 76 officers/11 dispatchers. New terminals reduce delays in critical information access, improving public safety and efficiency.

Please identify the partners with whom you will collaborate and briefly describe how that collaboration will occur. (Max 1300 characters) .:

The Shelby Police Department will collaborate with several key partners to successfully implement and sustain this project. City of Shelby Information Technology (IT) Department will assist with integration of the mobile data terminals (MDTs) into the current network infrastructure, ensure secure connectivity, and coordinate software deployment and updates. Shelby Police Departmen 911 Communications Center will work with SPD personnel to configure and test MDT interfaces with emergency dispatch systems, ensuring seamless access to critical call and mapping data to improve response times and officer safety. We will also partner with the selected mobile data terminal vendor/manufacturer to ensure equipment meets department specifications, provide necessary training for officers and dispatchers, and offer technical support during installation and the warranty period. Training sessions will be scheduled collaboratively between vendor representatives and SPD Training Division to ensure all end-users are proficient in using the new terminals. Additionally, we will engage with the City of

Project Narrative Summary: Please provide additional information about your project application. (Max 1300 characters):

The Shelby Police Department is requesting $50,000 in Edward Byrne Memorial Justice Assistance Grant (JAG) funding to replace outdated mobile data terminals (MDTs) in patrol vehicles. The current MDTs are nearing the end of their useful life and experience reliability and performance issues that hinder officers' ability to safely and efficiently access critical information in the field.

MDTs are essential for real-time communication with the Shelby Police Department's 911 Communications Center, accessing call details, mapping, NCIC information, and completing reports. Upgrading this equipment will improve officer safety, reduce response times, and enhance overall operational efficiency by limiting reliance on radio traffic and allowing officers to remain focused on their surroundings.

Project Timeline of Activities (Max 1300 characters):

Upon grant award, the Shelby Police Department will initiate the project by finalizing specifications and executing a purchase agreement for mobile data terminals in accordance with local and federal procurement requirements. Within 30 days of award, the City of Shelby Finance and IT Departments will coordinate purchase order approval and vendor scheduling.

Within 60 days, the vendor will deliver the mobile data terminals, and the City of Shelby IT Department will configure devices to ensure secure connectivity and compatibility with existing software systems. Installation in patrol vehicles will be conducted in phases to avoid disruption to patrol operations.

Within 90 days of delivery, vendor-led and in-house training will be provided to patrol officers and dispatch

Goals

Grantees are limited to two goals. Your project should at least have one goal.

Description (Max 500 characters):

Enhance officer safety and operational efficiency by replacing outdated mobile data terminals in Shelby Police Department patrol vehicles with modern, reliable technology that provides secure, real-time access to critical law enforcement information and improves communication with dispatch.

Description (Max 500 characters) :

Objectives

Grantees are limited to four objectives. Your project should at least have one objective.

☒ Objectives 1

Objective (Max 500 characters):

Within 120 days of grant award, equip patrol vehicles with new mobile data terminals and train patrol officers and dispatch personnel on their use to ensure reliable, secure, real-time access to dispatch, mapping, and law enforcement databases, improving response times and officer safety.

Performance Measure (Max 500 characters):

Evaluation Method (Max 500 characters):

☐ Objectives 2

☐ Objectives 3

☐ Objectives 4

Officials

Project Director Name:	Scott Brown	Financial Officer Name:		Authori... Official Name:	
Project Director Phone:	704-473-4241	Financial Officer Phone:		Authori... Official Phone:	
Project Director Email:	scott.brown@ci...	Financial Officer Email:		Authori... Official Email:	
Project Director Title:	Police Captain	Financial Officer Title:		Authori... Official Title:	

Implementing Agency

*Implementing Agency ID:	Shelby Police Department	State:	NC
Implementing Agency Name:	Shelby Police Department	Zip Code:	28018
Address/Street:	130 West Wa...	*Phone:	(704) 484-68...
Address/ No.:	0	Fax:	(704) 484-68...
City:	Shelby	No Sworn Officers:	76

BUDGET SUMMARY

Budget Amounts Summary

Total Match Requirement for Project:	0.00

Budget Summary by Expense Group

Expense Group	Year1 Amount	Total Amount
Equipment	$50,000.00	$50,000.00
Totals	$50,000.00	$50,000.00

Budget Table

Export

Year	Expense Group	Expense	Indirect Relevant	Requested Amount	Item Description
Ye...	Eq...	Mobile D...		5...	Mobile Data Terminals for Patrol Vehs.

Indirect Expenses

Year	Expense	Requested Amount
No data		

General

US Congressional Districts:

Project Counties:

Population of Project Area: 21000

City (Principal Place of Performance):

NC Senate Districts:

NC House Districts:

Zip Code (Principal Place of Performance):

Is this application for a continuation of a current GCC-funded project?:

- (●) No, this application is for a new Project
- ( ) Yes, this is a continuation of services or act

Qualifying Info

QUALIFYING INFORMATION

The question below are specific to the priority under which you applied. Please remember that your proposal need include only one of the bulleted components to which the questions are directed but may include more than one. The information you provide will be available to the grant reviewers. To that end, please respond to each question briefly. If your proposal does not include any of the components mentioned in that follow, Your proposal may not receive consideration.

Certification

CERTIFICATION

A. Certification of Non-Supplanting:

☒ The applicant hereby certifies that federal funds will not be used to supplant or replace State or local funds, but will instead be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for project activities.

B. Certification of Filing an Equal Employment Opportunity Program:

○ The project director certifies that the applicant/grantee has formulated an Equal Opportunity Program, ...

○ The project director certifies that the Amended Equal Employment Guidelines (28 C.F.R. 42.301, et seq...

Please check all the boxes that apply.:

☐ Recipient has less than 50 employees

☐ Recipient is an Indian tribe

☐ Recipient is a non-profit organization

☐ Recipient is an educational institution

☐ Recipient is a medical institution

☐ Recipient is receiving an award less than $25,0

D. Certification of Submission of Current Annual Operating Budget::

☒ The project director certifies that a copy of the implementing agency`s current annual operating budget will be submitted upon request.

E. Certification that Applicant is Eligible to Receive Federal Funds::

☒ The project director certifies that neither the grant applicant nor any of its officers, directors or consultants are presently debarred, proposed for debarment, suspended, declared ineligible or voluntarily excluded from receiving federal funds. [If the director cannot make this certification, an explanation must be attached. If this certification cannot be provided, the applicant will not necessarily be denied participation in this program. The certification or explanation will be considered in connection with the determination by the Governor`s Crime Commission as to whether or not to approve the application. However, if neither the certification nor an explanation is provided, the application will be rejected.

F. Certification Regarding Lobbying:(for agencies receiving $100,000 or more):

☐ The project director certifies that (1) no federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any agreement; (2) If any non-federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant, the project director shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions

G. Drug Free Workplace Compliance: (for state agencies only):

☐ The project director certifies that (1) a drug-free workplace awareness program was held on and/or will be held annually on which all grant project employees are required to attend; (2) a copy of the agenda of that program, including an attendance sheet signed by all employees, will be provided to the Governor's Crime Commission; (3) a statement will be published notifying employees that any unlawful involvement with a controlled substance is prohibited in the grantees workplace and that specific actions will be taken against employees who violate this rule; (4) all employees will receive a copy of this notice; (5) all employees must agree to abide by the statement and to notify the applicant of any criminal drug statute conviction for a violation occurring in the workplace within 5 days of the conviction; (6) within 10 days of receiving such notice, the applicant will inform the Governor's Crime Commission of an employee's conviction; (7) any employee so convicted will be disciplined or required to complete a drug abuse treatment program; and (8) the applicant will make a good faith effort to maintain a drug-free workplace, in accordance with the requirements of Sections 5153 and 5154 of the Anti-Drug Abuse Act of 1988 and Sections 8103 and 8104 of Title 41 of the United States Code.

H. Certification of Compliance with General Statute 114-10.01: (for law enforcement agencies only):

☒ The project director certifies that the implementing agency is presently in compliance and will remain in compliance with the traffic stop reporting provisions of General Statute 114-10.01 for the duration of the funded project. An agency may be in compliance with the reporting provisions of General Statute 114-10.01 where traffic stops are reported to the Division of Criminal Information, North Carolina Department of Justice, or where the agency does not meet any of the statutory criteria requiring the reporting of stops. A listing of law enforcement agencies currently required to report traffic stop information may be found at http://www.ncdoj.gov/AgenciesRequiredList.aspx.

I. IRS Form 990 and IRS Form 990-EZ::

○ The project director certifies that the most recently-filed IRS Form 990 (“Return of Organization Exempt Fr

◉ The implementing agency is not a nonprofit organization.

○ The implementing agency is a nonprofit organization that is exempt from the requirement to file an IRS Fo

○ The implementing agency is a nonprofit organization that is not exempt from the requirement to file an IRS

J. Funding of Salaried Positions:

☒ The financial officer certifies that no staff are funded more than 100% salaried effort across all funding sources including, but not limited to, funding provided by the Governor’s Crime Commission.

RESOLUTION NO. 56-2026

A RESOLUTION APPROVING AN APPLICATION BY THE CITY OF SHELBY POLICE DEPARTMENT TO THE NORTH CAROLINA GOVERNORS CRIME COMMISSION FOR A LAW ENFORCEMENT ASSISTANCE GRANT AND ACCEPTING THE FUNDS OF SAME

WHEREAS, the North Carolina Governor's Crime Commission offers grant funds to local law enforcement agencies for programs targeted at fighting crime and assisting police and local law enforcement agencies across the state; and,

WHEREAS, the Shelby Police Department has developed a grant proposal for the purchase of police equipment designed for improvements in communication, officer protection, officer training and more; and,

WHEREAS, it is the desire of the Shelby City Council to submit an application for consideration of a grant award from the North Carolina Governors Crime Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELBY NORTH CAROLINA:

Section 1. The North Carolina Governors Crime Commission grant application in the amount of $50,000.00 to purchase departmental equipment is hereby approved for submission to the North Carolina Governor's Crime Commission. There are no local matching fund requirements to this application.

Section 2. The City Manager of the City of Shelby is hereby authorized and directed to execute and submit all applicable documents and make assurances as required by said grant program.

Section 3. This resolution shall become effective upon its adoption and approval.

Adopted and approved this on the 17th day of August 2026.

_____

O. Stanhope Anthony III
Mayor

Attest:

_____

Carol Williams
City Clerk

City of Shelby
Agenda Item Summary
August 17, 2026
City Hall Council Chambers

Agenda Item: D-5

5) Approval of a resolution accepting and approving a proposed agreement with L3Harris Technologies, Inc. for the Automatic Dependent Surveillance-Broadcast (ADS-B) Radio Site Lease Agreement for the Shelby-Cleveland County Regional Airport: Resolution No. 57-2026

Consent Agenda Item: (Ben Yarboro, Assistant City Manager)

Summary of Available Information:

- Memorandum dated August 11, 2026, from Jack Poole, Airport Supervisor to Justin Merritt, City Manager
- Resolution 41-2009
- Land Lease
- Resolution No. 57-2026

City Manager's Recommendation / Comments

This item is the proposed renewal of a land lease with L3Harris Technologies, Inc. The land lease supports the operation of a GPS based aviation tracking technology to more accurately broadcast aircraft data and weather conditions. This technology is known as an Automatic Dependent Surveillance-Broadcast (ADS-B) System, is manufactured by ITT Corporation and maintained by L3Harris Technologies through an FAA contract at no cost to the City. The FAA contract requires that the City provide the land on which the equipment sits at no cost.

If approved, this lease would have an initial term of 5 years and may be renewed for 15 successive 1-year terms.

It is my recommendation that Resolution No. 57-2026 be adopted and approved by City Council at this time via the Consent Agenda.

Shelby
NORTH CAROLINA
Post Office Box 207 · Shelby, NC 28151-0207

Memorandum

To: **Justin Merritt, City Manager**

From: **Jack Poole, Airport Supervisor**

Copied: **Ben Yarboro, Assistant City Manager**

RE: **Automatic Dependent Surveillance-Broadcast (ADS-B) Radio Site Lease Agreement at the Shelby-Cleveland County Regional Airport**

Date: **August 11, 2026**

Background

On June 15, 2009, Shelby City Council approved Resolution 41-2009, accepting and approving a proposal for the land lease, construction, maintenance, and use of an Automatic Dependent Surveillance-Broadcast (ADS-B) System by ITT Corporation at the Shelby-Cleveland County Regional Airport. Since the execution of this agreement this company has changed names from ITT Corporation to L3Harris Technologies, Inc. An ADS-B Radio System is an aviation tracking technology that replaces traditional ground radar using satellite GPS to broadcast precise aircraft data and weather more accurately and efficiently. ADS-B is part of the National Airspace System and is the cornerstone of the Federal Aviation Administration (FAA) Next Generation Air Transportation System, known as NextGen. This ADS-B System is located on airport property and is currently maintained and operated by L3Harris Technologies, Inc. under a FAA contract at no cost to the City. FAA Grant Assurance 28 (Land for Federal Facilities) requires an airport sponsor to furnish, without cost to the federal government, any areas of land, water, or estate needed to construct, operate, and maintain space for air traffic control, air navigation, weather-reporting, or communication activities.

Review

The ADS-B agreement that was signed in July 2009 expired on September 30, 2025. Since the expiration of the ADS-B Radio Site Lease agreement last year, City staff have been working with L3Harris Technologies, Inc. to come to terms on a new ADS-B Radio Site Lease Agreement for the Shelby-Cleveland County Regional Airport for the continued operation of the current ADS-B radio tower that will meet future

airport needs as documented on the Shelby-Cleveland County Regional Airport's current FAA approved Airport Layout Plan. Attached is a copy of the proposed ADS-B Site Lease Agreement that City staff are now proposing that Shelby City Council accept and approve.

The proposed lease has consists of an area of land approximately 25 feet by 25 feet with an initial lease term of five (5) years. The Lessee shall have the option to renew the Agreement for fifteen (15) additional 1 year terms.

Recommendation

City staff recommend that the Shelby City Council approve and accept the ADS-B Radio Site Lease Agreement for the Shelby-Cleveland County Regional Airport and authorize the City Manager to execute the agreement.

Please advise if you have any questions or need additional information.

Attachments:

- Resolution No. 41-2009
- 2009 ADS-B Radio Station Site Land Lease Agreement
- Proposed ADS-B Radio Site Lease Agreement Site

RESOLUTION NO. 41-2009

A RESOLUTION ACCEPTING AND APPROVING A PROPOSAL FOR THE LAND LEASE, CONSTRUCTION, MAINTENANCE, AND USE OF AN AUTOMATIC DEPENDENT SURVEILLANCE – BROADCAST SYSTEM BY ITT CORPORATION AT THE SHELBY-CLEVELAND COUNTY REGIONAL AIRPORT

WHEREAS, the City of Shelby has received a proposal by ITT Corporation of Herndon, Virginia offering to build and maintain an ADS-B system at the Shelby-Cleveland County Regional Airport at no cost to the City of Shelby under certain terms and conditions; and,

WHEREAS, upon review and consideration of this approval the Airport Advisory Board has offered a favorable recommendation to the Shelby City Council to accept this offer by way of entering into an agreement to accomplish said arrangement, and as attached to and made a part of this resolution,

WHEREAS, after due consideration of the proposal before City Council as to the legal terms and conditions of the proposed agreement, it is the desire of the governing body to accept said offer and proceed with approval of the subject proposal;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELBY NORTH CAROLINA;

Section 1. The proposal from ITT Corporation for the land lease, construction, and maintenance of an ADS-B System at the Shelby-Cleveland County Regional Airport is hereby accepted and approved based on the terms and location set forth in the attached lease agreement to this resolution.

Section 2. The City Manager and City Clerk of the City of Shelby are hereby authorized and directed to execute the lease agreement specified in Section 1 of this resolution.

Section 3. This resolution shall become effective upon its adoption and approval.

Adopted and approved this the 15th day of June A.D. 2009.

W. Ted Alexander
Mayor

ATTEST:

Bernadette A. Parduski, CMC
City Clerk

LAND LEASE

Lease Number: SV164-20-2009-1
Facility: ADS-B Radio Station Site
Location: Shelby-Cleveland Regional Airport

LEASE

Between

City of Shelby

and

ITT Corporation

THIS LEASE, made and entered into this 27th day of July in the year 2009, by and between the City of Shelby, whose address is:

PO Box 207
Shelby, NC 28151

Hereinafter referred to as the Lessor and ITT Corporation, hereinafter referred to as ITT, whose address is:

12975 Worldgate Drive
Herndon, Virginia 20170

WHEREAS, the parties understand and agree that this agreement is taken in support of FAA Contract DTFAWA-07-C-00067, issued to ITT on August 30, 2007.

For valuable consideration, receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. **PREMISES**

The Lessor hereby leases to ITT the following described property located at:

830 College Avenue

Shelby, NC 28152

Consisting of an area of land approximately 25' x 25', 625 square feet more or less, and as set forth in Exhibit A which is incorporated herein by reference and made a part hereof, together with the following rights of use.

(a) A right-of-way for ingress to and egress from the premises; a right-of-way for establishing and maintaining electric power and telecommunication lines to the premises; and unless herein described otherwise, to be by routes reasonably determined and agreed by the parties.

(b) And the right to make alterations to the premises to support the ITT radio site equipment, after concurrence by the Lessor as to the site design details prior to start of construction and prior to any alterations during the life of this lease.

2. PUBLIC UTILITIES

ITT is responsible for the provision of any and all required electrical power and/or telecommunications services to the leased site for the term of this lease. The Lessor is not responsible to provide any type of public utilities at or on the leased site.

3. TAXES

ITT shall be responsible for the payment of any applicable taxes, fees or governmental assessments against any equipment, personal property and/or improvements owned, leased or operated by Licensee or directly associated with Licensee's use of the Licensed Premises.

4. INSURANCE

ITT shall maintain in full force during the term of this Agreement and shall cause all contractors or subcontractors performing Work on any Licensed Site prior to the commencement of any such Work on behalf of ITT to maintain the following insurance:

1. Worker's Compensation Insurance with statutory limits in accordance with all applicable state, federal and maritime laws, and Employers' Liability Insurance with minimum limits of ~~$500,000.00~~ per accident/occurrence, or in accordance with all applicable state, federal and maritime laws.

2. Commercial General Liability Insurance (Bodily Injury and Property Damage) the limits of liability of which shall not be less than ~~$1,000,000.00~~ per occurrence.

5. TERM

To have and to hold said premises with their appurtenances for the term beginning at the date of this lease agreement, subject to renewal rights, as may be hereafter set forth.

6. CONSIDERATION

ITT shall pay the Lessor no monetary consideration in the form of rental, it being mutually agreed that the rights extended to ITT herein are in consideration of the obligations assumed by ITT in its establishment, operation and maintenance of the ADS-B radio station facilities upon the premises hereby leased.

7. RENEWAL

This lease may be renewed from year to year at the option of ITT upon the terms and conditions herein specified. ITT's option shall be deemed exercised and the lease renewed each year for one (1) year unless ITT gives the Lessor thirty (30) days written notice that it will not exercise its option, before this lease or any renewal thereof expires; PROVIDED, that no renewal thereof shall extend the period of occupancy of the premises beyond September 30, 2025.

8. RESTORATION

It is hereby agreed between the parties, that upon termination of its occupancy, ITT shall restore the property which is the subject matter of this lease including removal of structures, equipment, and fencing but excluding foundations and subsurface ducting, cables, and grounding systems.

9. INTERFERENCE WITH RADIO SITE OPERATIONS

The Lessor agrees not to erect or allow to be erected any structure or obstruction on the site or adjoining land within the airport boundaries that may interfere with the proper operation of the facilities installed by ITT under the terms of this Lease unless consent hereto shall first be secured from ITT in writing. ITT consent shall not be unreasonably withheld and ITT shall support the Lessor in the evaluation of any potential interference issues. The Lessor shall act in a reasonable way for any construction in proximity to the communication tower, with regard to new construction and RF interference. The Lessor shall be allowed to pursue construction activity giving proper clearance to lessee's tower communication activities. ITT consent shall also be contingent upon FAA approval, when interference results in limitations in radio station performance within the NAS.

10. HAZARDOUS SUBSTANCE

ITT agrees to remediate, at its sole cost, all hazardous substance contamination on the leased premises that is found to have occurred as a direct result of the installation, operation, and/or maintenance of ITT's facilities.

The Lessor agrees to save and hold ITT harmless for any and all costs, liabilities and/or claims by third parties that arise out of hazardous contamination found on the leased premises not directly attributable to the installation, operation and/or maintenance of ITT's facilities.

11. QUIET ENJOYMENT

The Lessor warrants that they have good and valid title to the premises, and rights of ingress and egress, and warrants and covenants to defend ITT's use and enjoyment of said premises against third party claims.

12. ASSIGNMENT AND SUBLEASING

Neither the City of Shelby nor ITT may assign this lease agreement in its entirety, or any of its rights in this lease agreement to any party without the other's prior written consent. Neither the City of Shelby nor ITT may sublet any part of the leased premises without obtaining the written consent of the other.

13. CONTRACT DISPUTES

This Agreement shall be governed by the laws of the ~~Commonwealth of Virginia~~ , with the exception of its choice of law provisions. If any provision of this Agreement is found invalid or unenforceable under judicial decree or decision, the remaining provisions of this Agreement shall remain in full force and effect.

14. SUCCESSORS

The terms and provisions of this lease and the conditions herein bind the Lessor and the Lessor's heirs, executors, administrators, successors, and assigns.

The terms and provisions of this lease and the conditions herein bind ITT and ITT's heirs, executors, administrators, successors, and assigns.

15. NOTICES

All notices /correspondence shall be in writing, and shall be addressed as follows (or to such other address as either party may designate from time to time by notice or correspondence to the other).

TO LESSOR: City of Shelby
PO Box 207
Shelby, NC 28151

To ITT: ITT Corporation
12975 Worldgate Drive
Herndon, Virginia 20170
Attention: ADS-B Subcontracts Department

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date above written.

ATTEST:

By: Bernadette C. Pardinski
CITY CLERK

LESSOR

By: Kyle Howell
City Manager

ITT CORPORATION

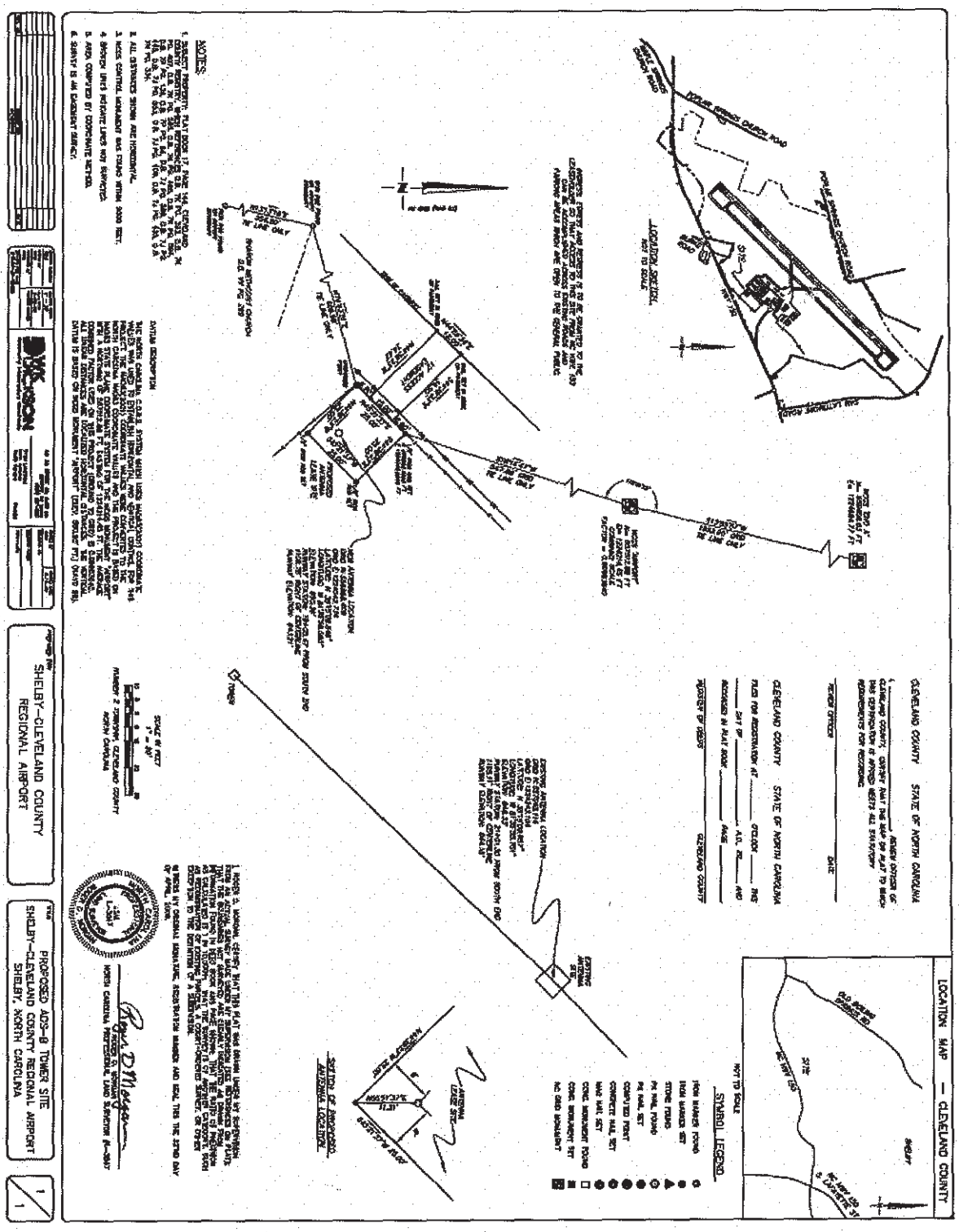
BY [signature] V.P. of Contracts 7-22-09

(Signature) (official title) (date)

INTIALS KH

Lessor ITT

Exhibit A



INTIALS _____ _____

Lessor ITT

ADS-B RADIO SITE
LEASE AGREEMENT
Site SV164-20 – Shelby-Cleveland Airport

This Lease Agreement (the "Agreement") is made between the City of Shelby, herein called "Lessor," and **L3Harris Technologies, Inc.,** a Delaware corporation, acting solely and exclusively through its Surveillance and Automation Solutions division, herein called "Lessee." This Agreement is effective as of the date of the last signature below ("Effective Date"). This Agreement may refer to Lessor and Lessee collectively as the "Parties," or individually as a "Party."

The purpose of this Agreement is to support Lessee's efforts under its Prime Contract No. DTFAWA-07-C-00067, including all amendments and modifications thereto, with the Federal Aviation Administration (FAA). Furthermore, this agreement is to support the Lessee's efforts under its Surveillance and Broadcast Services II Prime Contract (the "***SBS II Contract***").

Any "Exhibit" referenced herein and attached hereto is hereby incorporated in its entirety into this Agreement.

Lessor hereby leases to Lessee the premises situated at 830 College Avenue, Shelby, NC 28152, consisting of an area of land approximately 25 feet by 25 feet, 625 square feet more or less (hereinafter "Premises") and as further described on *Exhibit A*, upon the following TERMS and CONDITIONS:

1. **Initial Lease Term.** Lessor demises the above Premises to Lessee for a term of five (5) years (the "Initial Lease Term"), commencing on the Effective Date, and terminating five (5) years after the commencement of the term, except as otherwise provided herein.

2. **Renewal Terms.** Lessee shall have the option to renew the Agreement for fifteen (15) additional terms of one (1) year each (the "Renewal Term").If the Parties continue to renew this Agreement for fifteen (15) years, this Agreement shall automatically terminate at the expiration of the fifteenth (15^{th}) year with no further notice required by either Party. All of the terms and conditions of the Agreement shall apply during the Renewal Term. Unless notice is given by either party to the other party thirty (30) days prior to expiration of the then current term, the Agreement will automatically renew for an additional Renewal Term except as to notice of termination upon the fifteenth (15th) year as provided for herein.

3. **Public Utilities.** Lessee is responsible for the provision of any and all required electrical power and/or telecommunications services to the Premises for the term of this Agreement.

4. **Termination.** Lessee shall not be liable for any payments that exceed the written notice period for Termination as set forth below in subsections (a) through (h).

a. **Termination due to Default.** Either Party may terminate this Agreement by written notice to the other Party if the other Party is in material default of this Agreement and has failed to cure such default within thirty (30) days after receipt of written notice of such default.

b. **Termination due to Eminent Domain.** If the Premises or any part thereof materially affecting Lessee's use of the Premises, shall be taken by eminent domain, this Agreement shall terminate on the date when title vests pursuant to such taking. The rent and any additional rent shall be apportioned as of the termination date, and any rent paid for any period beyond that date shall be repaid to Lessee. Lessee shall be entitled to part of any award for such taking limited to any taking of fixtures and improvements owned by Lessee.

c. **Termination due to Destruction of Premises.** In the event of a whole or partial destruction of the Premises this lease shall terminate.

d. **Termination due to Environmental and Structural Evaluation.** Lessee may terminate this Agreement upon thirty (30) days written notice to Lessor if Lessee determines through environmental study or structural analysis that the Premises is not acceptable for use by Lessee or able to accommodate Lessee's equipment.

e. **Termination due to Governmental Permits.** Lessee may terminate this Agreement upon sixty (60) days written notice to Lessor if any governmental approval, authorization, or permit required to install at or operate from the Premises is denied, delayed, or revoked after diligent effort by Lessee to attain and maintain such approval, authorization, or permit. Lessor shall cooperate with Lessee in attaining any required approvals, authorizations, or permits.

f. **Termination due to Federal Prime Contract.** Lessee may terminate this Agreement upon sixty (60) days written notice to Lessor in the event that the Lessee's Prime Contract with the FAA is terminated, discontinued, or modified in any way that would eliminate the Lessee's need for this Agreement.

g. **Termination due to System Performance.** Lessee may terminate this Agreement upon sixty (60) days written notice to Lessor in the event that the Premises is determined, at the sole discretion of Lessee, (i) not to provide satisfactorily efficient and effective air traffic coverage, (ii) electrical power, telecommunications, maintenance access, or related availability factors at the Premises proves unacceptable for the purpose of Lessee's equipment, or (ii) Lessee's equipment performance has been materially and adversely affected as a result of any man-made obstructions or interference from other users.

h. **Termination for Convenience.** Either Lessor or Lessee may terminate this Agreement without cause upon thirty (30) days written notice to the other. Once notice is provided pursuant to Section 11 herein, Lessee shall have three hundred sixty-five (365) days in which to move its personal property and relocate the Tower.

Any personal property remaining shall be considered abandoned. Failure to relocate the Tower shall be a cause of action against Lessee by Lessor for all costs incurred for the removal or demolition, to include, but not limited to, costs of brining said action and reasonable attorneys' fees.

5. **Quiet Enjoyment.** Lessor warrants that it has good and valid title to the Premises, and rights of ingress and egress, and warrants and covenants to defend Lessee's use and enjoyment of said Premises against third party claims.

6. **Use of Premises.** Lessee shall use and occupy the Premises for the purpose of operating a communications site. The Premises shall be used by Lessee for no other purpose. Lessor represents that the Premises may lawfully be used for such purpose. At such time in the future as deemed necessary by the Lessor, the Lessor may enter and construct airport improvements upon said premises provided notice is given to the Lessee at least 365 days prior to the start of construction. Should such development become necessary, the Lessee agrees to pay all costs associated with the protection or relocation of Lessees facilities to accommodate said airport improvements.

7. **Entry and Inspection.** Nothing in this Agreement shall limit the rights of Lessor to enter upon the property or facility in which the leased Premises are located, or authorize others to do so, for any purpose that does not materially interfere with Lessee's operations from the Premises.

8. **Ordinances and Statutes.** Lessee shall comply with all statutes, ordinances, and requirements of all local, state, and federal authorities now in force, or which may hereafter be in force, pertaining to the Premises, occasioned by or affecting the use thereof by Lessee. Lessee shall comply with all regulations of the FCC pertaining to Lessee's use of the Premises.

9. **Taxes.** All equipment attached to or otherwise brought onto the site by Lessee shall at all times be deemed to be Lessee's personal property and any loss or damage occurring to said property shall not be the responsibility of Lessor. Lessee shall pay directly to the taxing authority any personal property taxes which may be assessed with respect to such equipment.

10. **Insurance.** Lessee shall maintain in full force during the term of this Agreement the following insurance:

    a. Worker's Compensation Insurance with statutory limits in accordance with all applicable state, federal and maritime laws, and Employers' Liability Insurance with minimum limits of $1,000,000.00 per accident/occurrence, or in accordance with all applicable state, federal and maritime laws.

    b. Commercial General Liability Insurance (Bodily Injury and Property Damage) the limits of liability of which shall not be less than $5,000,000.00 per occurrence.

11. **Notices and Demands**. All notices, demands, or requests which may be given by any Party to the other Party under this Agreement shall be in writing and shall be deemed to have been duly delivered on the date delivered in person, or three (3) business days after the date deposited, postage prepaid, in the United States mail via certified mail return receipt requested, and addressed as follows, or at such other places as may be designated by the Parties from time to time:

    When to Lessor:

    City of Shelby
    PO Box 207
    Shelby, NC 28151

    When to Lessee:

    L3Harris Technologies Inc.
    2235 Monroe Street, 5th floor
    Herndon, Virginia 20171
    Attn: Jennifer Banasik
    Email: jennifer.banasik@l3harris.com

12. **Contract Disputes.** This Agreement shall be governed by the laws of the state in which the Premises are located, regardless of its choice of law provisions. Venue shall be Cleveland County Superior Court.

13. **Assignment and Subletting.** Lessee shall not have the right to assign this Agreement or sublet any portion of the Premises without the prior consent of the Lessor, which shall not be unreasonably withheld, conditioned, or delayed. The foregoing shall not apply if the Lessee's Mission Networks business unit is acquired in its entirety; under such circumstances consent would not be required.

14. **Electronic Version of Agreement**. Lessor may convert a signed original of this Agreement to an electronic record pursuant to a North Carolina Department of Natural Resources approved procedure and process for converting paper records to electronic records for record retention purposes. Such electronic record of this Agreement shall be deemed for all purposes to be an original signed contract.

15. **Construction of Agreement**. The Parties hereto acknowledge that they have had the benefit of independent counsel with regard to this Agreement and that this Agreement has been prepared as a result of the joint efforts of the Parties and their respective counsel. Accordingly, the Parties agree that the provisions of this Agreement shall not be construed or interpreted for or against any party hereto based upon authorship.

16. **Counterparts**. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original, but all such counterparts shall constitute one and the same agreement.

17. **Successors**. The terms and provisions of this Agreement and the conditions herein bind the Lessor and the Lessor's administrators, successors, and assigns. The terms and provisions of this Agreement and the conditions herein bind Lessee and Lessee's heirs, executors, administrators, successors, and assigns.

18. **Severability.** If any provision of this Agreement is found invalid or unenforceable under judicial decree or decision, the remaining provisions of this Agreement shall remain in full force and effect.

19. **Waiver**. No waiver of any term or right in this Agreement shall be effective unless in writing, signed by an authorized representative of the waiving Party. The failure of either Party to enforce any provision of this Agreement shall not be construed as a waiver or modification of such provision, or impairment of its right to enforce such provision or any other provision of this Agreement thereafter.

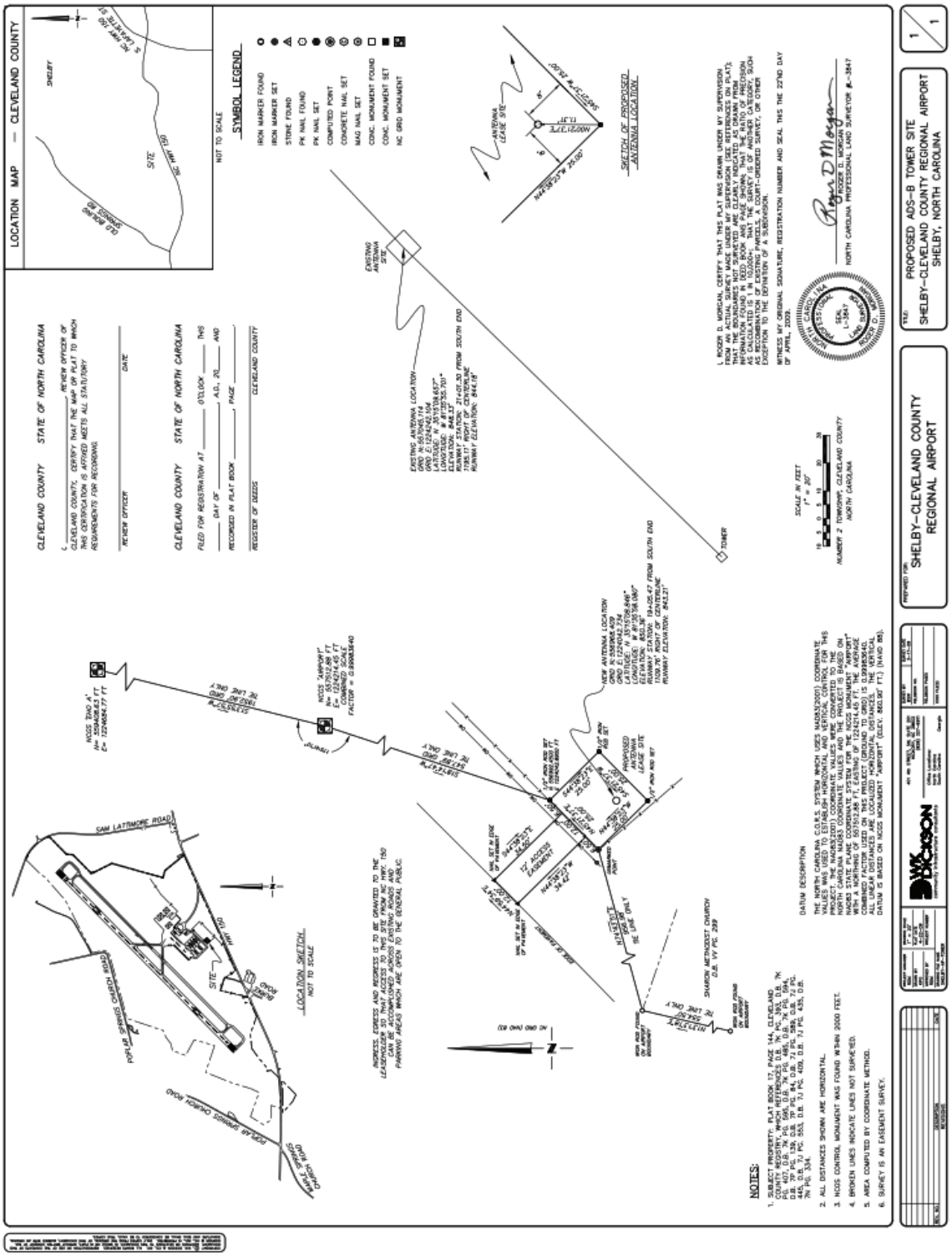
20. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties and may be modified only in writing signed by both Parties.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized officers or representatives as of the date shown below.

LESSOR:	LESSEE: L3Harris Technologies, Inc. Surveillance and Automation Solutions Division
By:_____	By:_____
Title: _____	Title: Lead, Subcontracts
Date:_____	Date: 7/7/2026

EXHIBIT A


LOCATION MAP — CLEVELAND COUNTY
SHELBY
SITE
NOT TO SCALE
SYMBOL LEGEND
IRON MARKER FOUND
IRON MARKER SET
STONE FOUND
PK NAIL FOUND
PK NAIL SET
COMPUTED POINT
CONCRETE NAIL SET
MAG NAIL SET
CONC. MONUMENT FOUND
CONC. MONUMENT SET
NC GRID MONUMENT
CLEVELAND COUNTY STATE OF NORTH CAROLINA
I, _____, REVIEW OFFICER OF CLEVELAND COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.
REVIEW OFFICER DATE
CLEVELAND COUNTY STATE OF NORTH CAROLINA
FILED FOR REGISTRATION AT _____ O'CLOCK _____ THIS _____ DAY OF _____, A.D., 20____ AND RECORDED IN PLAT BOOK _____, PAGE _____
REGISTER OF DEEDS CLEVELAND COUNTY
SAM LATIMORE ROAD
POPLAR SPRINGS CHURCH ROAD
SITE
LOCATION SKETCH
NOT TO SCALE
ACCESS, EGRESS AND REGRESS IS TO BE GRANTED TO THE LESSEE ON THE LESSOR'S PROPERTY AS SHOWN HEREON AND CAN BE ACCOMPLISHED ALONG EXISTING ROADS AND PARKING AREAS WHICH ARE OPEN TO THE GENERAL PUBLIC
NCGS "SHARON" N= 557012.88 FT E= 1224044.45 FT COMBINED SCALE FACTOR = 0.99983540
NCGS "END 2" N= 556408.63 FT E= 1224664.77 FT
EXISTING ANTENNA LOCATION GRID N: 557048.114 GRID E: 1224044.454 LATITUDE: N 35°13'08.657" LONGITUDE: W 81°29'55.701" ELEVATION: 855.42' RUNWAY STATION: 21+01.30 FROM SOUTH END 735.17' RIGHT OF CENTERLINE RUNWAY ELEVATION: 844.18'
NEW ANTENNA LOCATION GRID N: 556906.429 GRID E: 1224042.734 LATITUDE: N 35°13'06.646" LONGITUDE: W 81°29'56.086" ELEVATION: 855.38' RUNWAY STATION: 19+05.47 FROM SOUTH END 1109.76' RIGHT OF CENTERLINE RUNWAY ELEVATION: 843.21'
PROPOSED ANTENNA LEASE SITE
EXISTING ANTENNA SITE
TOWER
SKETCH OF PROPOSED ANTENNA LOCATION
ANTENNA LEASE SITE
N00°21'31"E 75.00'
S89°38'29"E 100.00'
S00°21'31"W 75.00'
N89°38'29"W 100.00'
POINT OF BEGINNING
SCALE IN FEET 1" = 20'
NUMBER 2 TOWNSHIP, CLEVELAND COUNTY NORTH CAROLINA
DATUM DESCRIPTION
THE NORTH CAROLINA GRID SYSTEM WHICH USES NAD83(2001) COORDINATE VALUES IS USED AS THE BASIS FOR HORIZONTAL CONTROL FOR THIS PROJECT. THE NAD83(2001) COORDINATE VALUES WERE CONVERTED TO THE NORTH CAROLINA NAD83 COORDINATE VALUES AND THE PROJECT IS BASED ON NCGS MONUMENT "SHARON" WHICH HAS A NORTHING OF 557012.88 FT, EASTING OF 1224214.45 FT, THE AVERAGE COMBINED FACTOR USED ON THIS PROJECT (GROUND TO GRID) IS 0.99983540. ALL ELEVATIONS ARE BASED ON NCGS MONUMENT "AIRPORT" (ELEV. 850.97 FT.) (NAVD 88).
NOTES:
1. SUBJECT PROPERTY: PLAT BOOK 17, PAGE 144, CLEVELAND COUNTY REGISTRY. ADJOINER: D.B. 1, PG. 165, D.B. 7K PG. 407, D.B. 7K PG. 566, D.B. 7K PG. 485, D.B. 7K PG. 594, D.B. 7K PG. 597, D.B. 7K PG. 599, D.B. 7J PG. 435, D.B. 448, D.B. 7J PG. 668, D.B. 7J PG. 671, D.B. 7J PG. 674, D.B. 7H PG. 334.
2. ALL DISTANCES SHOWN ARE HORIZONTAL.
3. NCGS CONTROL MONUMENT WAS FOUND WITHIN 2000 FEET.
4. BROKEN LINES INDICATE LINES NOT SURVEYED.
5. AREA COMPUTED BY COORDINATE METHOD.
6. SURVEY IS AN EASEMENT SURVEY.
I, ROGER D. MORGAN, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (SEE REFERENCES ON PLAT); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK AND PAGE REFERENCES SHOWN ON PLAT; THAT THE RATIO OF PRECISION AS CALCULATED IS 1 IN 10,000+; THAT THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS RECOMBINATION, ETC. AS SPECIFIED BY A SUBDIVISION COURT-ORDERED SURVEY, OR OTHER DESCRIPTION TO THE DEFINITION OF A SURVEY AS SHOWN IN G.S. 47-30.
WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS THE 27ND DAY OF APRIL, 2009.
NORTH CAROLINA PROFESSIONAL SEAL L-3547 ROGER D. MORGAN
ROGER D. MORGAN
NORTH CAROLINA PROFESSIONAL LAND SURVEYOR #-3547
PREPARED FOR: SHELBY–CLEVELAND COUNTY REGIONAL AIRPORT
TITLE: PROPOSED ADS–B TOWER SITE SHELBY–CLEVELAND COUNTY REGIONAL AIRPORT SHELBY, NORTH CAROLINA
1/1

RESOLUTION NO. 57 – 2026

A RESOLUTION ACCEPTING AND APPROVING A PROPOSED AGREEMENT WITH L3HARRIS TECHNOLOGIES, INC. FOR THE AUTOMATIC DEPENDENT SURVEILLANCE-BROADCAST (ADS-B) RADIO SITE LEASE AGREEMENT FOR THE SHELBY-CLEVELAND COUNTY REGIONAL AIRPORT

WHEREAS, Federal Aviation Administration (FAA) Grant Assurance 28 (Land for Federal Facilities) requires an airport sponsor to furnish, without cost to the federal government, any areas of land, water, or estate needed to construct, operate, and maintain space for air traffic control, air navigation, weather-reporting, or communication activities; and,

WHEREAS, the City of Shelby entered into an agreement with ITT Corporation in June 2009 for the land lease, construction, maintenance, and use of an Automatic Dependent Surveillance-Broadcast System (ADS-B) at the Shelby-Cleveland County Regional Airport; and,

WHEREAS, the ADS-B is an aviation tracking technology that replaces traditional ground radar using satellite GPS to broadcast precise aircraft data and weather more accurately and efficiently; and,

WHEREAS, L3Harris Technologies, Inc., a Delaware corporation, has taken over ITT Corporation in 2019 and continued with the ADS-B Agreement with the City of Shelby until it expired in September 2025; and,

WHEREAS, the City of Shelby has worked with L3Harris Technologies, Inc. to draft a proposed agreement to continue the land lease and maintenance of the Automatic Dependent Surveillance-Broadcast system at no cost to the City of Shelby; and,

WHEREAS, the agreement takes into consideration the future needs of the Shelby-Cleveland County Regional Airport as documented in the current approved Airport Layout Plan; and,

WHEREAS, after due consideration of the proposal before City Council as to the legal terms and conditions of the proposed agreement, it is the desire of the governing body to accept and proceed with approval of the subject agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELBY, NORTH CAROLINA:

Section 1. The proposal from L3Harris Technologies, Inc. for the land lease and maintenance of an ADS-B System at the Shelby-Cleveland County Regional Airport is hereby accepted and approved based on the terms and location set forth in the attached lease agreement to this resolution.

Section 2. The City Manager and City Clerk of the City of Shelby are hereby authorized and directed to execute this agreement specified in Section 1 of this resolution.

Section 3. This resolution shall become effective upon its adoption and approval.

Adopted and approved this the 17th day of August, 2026.

O. Stanhope Anthony III
Mayor

ATTEST:

Carol Williams
City Clerk

City of Shelby
Agenda Item Summary
August 17, 2026
City Hall Council Chambers

Agenda Item: D-6

6) Special Event applications:

   a) Shiloh Baptist Church Community Block Party: requested date: September 19, 2026

   b) NC Liver Mush Festival, requested date: October 17, 2026

   c) Veteran's Day Parade, requested date: November 11, 2026

Consent Agenda Item: (Carol Williams, City Clerk)

Summary of Available Information:

- Memorandum(s) dated August 12, 2026, Carol Williams, City Clerk to Justin Merritt, City Manager
- Special Events Application(s)

City Manager's Recommendation / Comments

These events are in keeping with special event practices of the City. It is my recommendation that this item be approved by City Council at this time via the Consent Agenda.

OFFICE OF THE CITY CLERK SHELBY, NC

Memo

To: Justin Merritt, City Manager

From: Carol Williams, City Clerk

Date: August 12, 2026

Re: Special Event Application

BACKGROUND:

A Special Event Permit Application has been submitted for the following:

- ✓ Shiloh Baptist Community Block Party, requested date: September 19, 2026, Rain date: September 20, 2026

REVIEW:

All responding City departments have received, reviewed, and approved the referenced application.

RECOMMENDATION:

Please place the attached Special Event Permit Application on the Consent Agenda of August 17, 2026 for Council's review and approval.

ATTACHMENT:

A. Special Event Permit Application packet received Aug. 3, 2026

Whole street N/A

5. PLEASE LIST THE FOLLOWING PARTY (IES) RESPONSIBLE FOR THE EVENT:

Name: Shiloh Baptist Church

Address: 914 Frederick St., Shelby, NC 28150

Phones: 704-487-4108 (Daytime) 704-418-5139 (Evening)

shilohbaptistchurch.shelby@gmail.com
E-mail address

Name: Jean Mitchell

Address: 1104 Hardin Drive

Phones: 704-482-5891 (Daytime) 704-418-5139 (Evening)

jermit1@hotmail.com
E-mail address

6. PLEASE LIST THE FOLLOWING:

Requested day(s) and date(s) Saturday, September 19, 2026
Alternate day(s) and date(s) Sunday, September 20, 2026
Requested hours of operation, from 12:00 AM/PM to 6 AM/PM

7. EVENT NOTIFICATION TO RESIDENTS AND BUSINESSES: As an event planner, you are responsible for notifying the neighbors and businesses in the surrounding area of your event. The City requires notifying as many businesses and residents around the event site as possible as early as possible. Please provide your plan of notification at the time you submit your permit application.

8. SANITATION: Please attach your "Plan for Clean-Up." Please check Application Instruction sheet for details.
Church custodians and members will clean up the area. We're requesting six trash containers that we'll place in different areas of the church's property. Attendees will use toilets located in the main building & Family Life Center.

8. SANITATION

Church custodians and members will clean up the area. We're requesting six trash containers that will be positioned in different locations on the church's property. Attendees will use restrooms in the main building and Family Life Center.

11. CITY SERVICES/EQUIPMENT REQUESTED FOR THIS EVENT:

barricades for street closure

Event Power Request Form and Pricing

To utilize the event panels for power in Uptown Shelby, this form must be submitted with event application and payment made at time of application.

Please use the map below for event panel locations, circle the event panels that you need for your event. If you have questions about the electrical requirements for your event, please contact the Electric Superintendent at 704-669-6649.

Name of Special Event: _____

Authorize Event/Vendor Coordinator: _____

Phone No.: _____ Mobile No.: _____

Email: _____

Event panel (EP) cost is $15.00 per day per event panel.

Stage panel (STG PAN) cost is $110.00 per day per stage panel.

Full Day Rentals only

Total Number of Event Panels:
_____ x $15.00 x Number of Days _____ = $_____

Total Number of Stage Panels:
_____ x $110.00 x Number of Days _____ = $_____

All fees must be paid at the time of event application.

Any event panel not requested and paid for in advance and requested the day of the event will be subject to an after-hours charge.

12. ANY ADDITIONAL COMMENTS:

_____

_____

_____

_____

THE CITY OF SHELBY IS NOT A CO-SPONSOR OF THE EVENT

It is understood and agreed that any permit issued pursuant to this application is issued on the condition that the answers herein given are true and correct to the best of the knowledge, information, and belief of the applicant.

Jean Mitchell
SIGNATURE

Shiloh Baptist Church 704-487-4108
APPLICANT PHONE

914 Frederick Street Shelby, NC 28150
PHYSICAL ADDRESS

shilohbaptistchurch.shelby@gmail.com
E-MAIL ADDRESS

7/29/26
DATE

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

DANIEL H. JOHNSON
SECRETARY

July 29, 2026

County: Cleveland

Subject: Request to temporarily use/close portions of Frederick Street, Crawford Street, and Logan Street for the 2026 Shiloh Community Block Party. Closures will occur on September 19th, 2026 (9/20/2026 rain date) between 12:00 PM and 6:00 PM.

Shiloh Baptist Church
Attn: Jean Mitchell
1106 Hardin Drive
Shelby, NC 28150

To all it concerns,

We are in agreement with the proposed event/closure based on the information and map provided. You must have law enforcement and/or other adequately trained personnel to properly handle any/all closures and traffic control. All detours must be properly signed.

Thank you for your interest in highway safety, and we hope you have a safe and successful event. If you have other questions or concerns regarding this matter, please contact this office.

Respectfully yours,

M. E. Stafford, PE
Division Engineer

By: James A Jamison
Assistant Division Traffic Engineer

JAJ

cc: Mr. Wesley Clary, District Supervisor
Mr. John Wortman, County Maintenance Engineer
Mr. Scott Poston, Division Traffic Engineer

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION TWELVE
TRAFFIC SERVICES

Telephone: (980) 552-4200
Customer Service: 1-877-368-4968
Website: www.ncdot.gov

Location:
230 KEMPER ROAD
SHELBY, NC 28151

Section C: Support Material (check list)

The following support documentation must be attached to this request before it will be considered (as applicable following discussions with the local Highway Division(s))…

- [x] 1. Detailed location(s) of event including maps indicating proposed route(s) used by the event. Any changes to the proposed routes shall be submitted as soon as the change is made.
- [x] 2. Detailed description of the event and how it will affect the route(s) used by the event.
- [ ] 3. Written acknowledgement and approval by all local governments whose jurisdiction the event is being held in.
- [ ] 4. Written acknowledgement and approval by local law enforcement and/or the State Highway Patrol.
- [x] 5. Type, description, and location of any proposed temporary lane closures/interference, road closures/interference, traffic control and signing with appropriate maps, sketches, detour routes, and written acknowledgement from the agency providing the temporary closures/interference, traffic control, and/or signing accepting responsibility for such.
- [ ] 6. Description of notification to residents along the route as a safety and informational service.
- 7. Waiver modification or insurance (select one)
  - [ ] a. Addition of the State of North Carolina and the North Carolina Department of Transportation into participant release waivers (see Appendix A for example). A copy of a blank waiver shall be provided.

  – OR –

  - [x] b. Certificate of liability insurance as follows:
    - General Liability, Each Occurrence: minimum amount of $1,000,000
    - Description field: name and type of the event (as indicated in Section A, above)
    - Description field: the State of North Carolina and the North Carolina Department of Transportation named as additional insured parties (this is at the discretion of the individual insurance company)
    - Note – Additional liability insurance may be requested at the discretion of the Department

Section D: Terms and Conditions

The following applies to all approved events…

1. Requestor shall be responsible for proper closure of the lanes/roads according to the Manual on Uniform Traffic Control Devices (MUTCD).
2. Requestor shall be responsible for providing all necessary traffic control using the appropriate law enforcement agency/agencies or individuals trained in traffic control as set forth in General Statute §20-114.1.
3. Requestor shall be responsible for notification of all emergency services and other responders of any impending closures and/or interference.
4. Event shall be supported by, or endorsed by, the local governing body/bodies.
5. If the event is a bicycle race, requestor shall be responsible for following rules and statutes specific to bicycle racing as provided for in General Statute §20-171.2.
6. Requestor shall ensure that all debris, litter, decorations, and other items associated with the event are removed following the event.

Section E: Signatures

Requestor Signature: Jason Mikell Date: 7/22/26

Crawford St
Crawford St
Crawford St
Crawford St
Crawford St
Logan St
Logan St
Highland Ave
Frederick St
Frederick St
Frederick St
Anne's Sweet Bakery
Temporarily closed
914 Frederick St
Recently viewed
Bonny St
Bonny St
Hause St
Glendale St
Alston Bridges
Rehabilitation
16

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/08/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Church Mutual Insurance Company, S.I.	
Church Mutual Insurance Company, S.I. 3000 Schuster Lane P.O. Box 357 Merrill WI 54452	PHONE (A/C, No, Ext): 1-800-554-2642 FAX (A/C, No): 855-264-2329 E-MAIL ADDRESS: customerservice@churchmutual.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Church Mutual Insurance Company, S.I.	18767
INSURED SHILOH BAPTIST CHURCH 914 Frederick St Shelby NC 28150-4028	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	N	N	0238065 25-919364	10/01/2025	10/01/2026	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ 1,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

SHILOH BAPTIST CHURCH
914 FREDERICK ST
SHELBY NC 28150

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Pamela J Rushing

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OFFICE OF THE CITY CLERK SHELBY, NC

Memo

To: Justin Merritt, City Manager

From: Carol Williams, City Clerk

Date: August 12, 2026

Re: Special Event Permit Application

BACKGROUND:

A Special Event Permit Application has been submitted for the following:

- ✓ Liver Mush Festival, requested date: October 17, 2026

REVIEW:

All responding City departments have received, reviewed, and approved the referenced application.

RECOMMENDATION:

Please place the attached Special Event Permit Application on the Consent Agenda of August 17, 2026 for Council's review and approval.

ATTACHMENT:

A. Special Event Permit Application packet received Aug. 3, 2026

criminal in nature, shall be subject to the maximum penalty authorized by G.S. 14-4, as amended.

RECEIVED
AUG 3 2026

CITY OF SHELBY
SPECIAL EVENT PERMIT APPLICATION

Each question must be legible and answered clearly and completely. Applications must be filed with the City Clerk not less than thirty (30) days before the date on which the event is to take place. A fee of $20.00 will be due upon submission of the application form.

1. EVENT NAME: NC Liver Mush Festival

2. PURPOSE AND BRIEF DESCRIPTION OF EVENT:

The purpose of this event is to provide a family-friendly festival to create community pride and draw visitors to Uptown Shelby. This year marks the 41st anniversary of the festival!

A. Celebrate a unique local food (liver mush)

a. Mack's Liver Mush and Corriher's Liver Mush will both be represented
b. Uptown restaurants invited to plan liver mush-themed menu items
c. Food trucks invited to offer a liver mush menu item
d. Liver Mush Eating Contest and Bingo
e. Liver Mush Recipe Contest and Livestream Cook-Off at Greenbrook Design

B. **Celebrate and showcase our music heritage** by presenting music representing local and NC music roots as well as fostering inclusivity

C. **Rollover Pets presents a festival for pets** and owners including a pet costume contest, pet parade, pet products, and services plus live performances from the Dynamo Dogs and Shelby Police K9s

D. Family-Friendly Experiences

a. Carolina Harmony Trail Stage and Mack's Back Porch Stage – With a focus on rising, local talent
b. Baby Comfort Station – Provided in partnership with the Chamber of Commerce and Cleveland County Health Department. This area provides changing spaces, a nursing area, and quiet time for visitors with babies and young children.
c. Activities and music in the festival area and Farmers' market to tie into the festival (***In Progress for 2026:** Cars and Coffee Car Show)
d. Pumpkin painting for kids provided by Central United Methodist Church and HomeTrust Bank
e. Kids Zone with kid/family-friendly activities and photo opportunities

3. LOCATION OF EVENT (ATTACH MAP):

The event will be held in Uptown Shelby, primarily around the court square with activity extending approximately half a block on some streets in the festival zone. See attached map. Major locations of the event and primary street closures are:

- **Marion** between Harris St and Morgan St
- **Warren** between Dekalb St and Trade St
- **Lafayette** between Graham and Campbell
- **Washington** between Arey and Campbell

4. PLEASE INDICATE:

Approximately how many people will attend the event?

Approximately 14,000 or more based on mobile data analytics from 2025. The weather may impact.

Approximately how many vehicles will be present?

On the festival grounds, vehicles are limited to vendors, display, and emergency vehicles. Attendee vehicles in the area could be approx. 4,000-6,000 in designated parking lots and street spaces. Cleveland County Government's County Administration Building parking lots are added as public options.

Approximately how many animals will be present?

Approximately 250-300 domestic animals with their owners within the laws of Uptown Shelby will participate in the Mutts portion of the festival, primarily on Warren.

If the event is a parade, please indicate the amount of street that will be needed:

Not applicable

5. PLEASE LIST THE FOLLOWING PARTY (IES) RESPONSIBLE FOR THE EVENT:

Name: Karyn Owens, Cleveland County Marketing & Comm. Director

Address: 311 E. Marion Street, Shelby, NC 28150

Phones: 704-751-8280 (Daytime) 704-751-8280 (Evening)

E-mail address: karyn.owens@clevelandcountync.gov

Name: Fred and Jennipher Harrill, Owners, Roll Over, LLC

Address: 105 W. Warren Street, Shelby, NC 28150

Phones: 704-406-9251 (Daytime) (Evening)

E-mail address: Fred@rolloverpets.com

6. PLEASE LIST THE FOLLOWING:

Requested day(s) and date(s) Saturday, October 17th, 2026
Alternate day(s) and date(s) Not applicable
Requested hours of operation, from **9** AM to **4** PM

7. EVENT NOTIFICATION TO RESIDENTS AND BUSINESSES: As an event planner, you are responsible for notifying the neighbors and businesses in the surrounding area of your event. The City requires notifying as many businesses and residents around the event site as possible as early as possible. Please provide your plan of notification at the time you submit your permit application.

We partner with the Uptown Shelby Association to notify local businesses and residents through emails, fliers, and signs regarding the event road closure dates/time as well as phone calls to key locations impacted.

Street closures around the court square will begin Friday evening (10/16) – reopening by approximately 5:30 pm Saturday (or once the vendors are gone and we can clean up from the festival).

8. **SANITATION**: Please attach your "Plan for Clean-Up." Please check Application Instruction sheet for details.

Wesson Septic is working with us again to provide adequate portable toilets as well as handwashing sinks. Delivery is scheduled for Friday, October 16th, after 5 pm, and will be picked up after 4:30 pm on Saturday, October 17th.

This will include:

- A 4-stall portable unit
- 10 – Special Event Party Units
- 5 - ADA Handicapped Units
- 10 - Free Standing Sinks Units

Wesson will service these units if required. Most of the sinks and toilets will be located in the alley near the Arts Council off Washington Street. The remaining units and sinks will be at Warren Street near the Pet Festival and another location near PSU in the parking area.

Based on the number of trash and recycling units provided in previous years for this event, we request that the City determine appropriate quantities. Our staff/volunteers will distribute the units to the designated locations in the festival area and return them to the designated area for pickup. We will have a heavier concentration near primary areas for food trucks and seating.

After the event has concluded, volunteers will thoroughly scan the streets and pick up any additional trash left behind.

9. AVAILABILITY OF FOOD, BEVERAGES, AND/OR ENTERTAINMENT: If there will be music, sound amplification, or any other noise impact, please describe on the attached sheet, including the intended hours of the music, sound, or noise.

Entertainment will consist of:

- **Announcements** – Recipe Contest and Cookoff Winners announced at the Livestream in front of Greenbrook Design, Eating Contest Winners near the Arts Council, Pet Festival at Rollover Pets
- **Livestream of Cookoff at Greenbrook Design – Approx. 11:30 AM - 1:15 PM**
- **Live Music from 9 am to 2 pm on the Carolina Harmony Trail Stage** – Located near the intersection of Trade and W. Marion. This stage will be broken down first to allow for the reopening of Marion Street.
- **Live Music from 10 am to 4 pm on the Main Stage** – Located on the corner of Washington and Marion next to Gragg and Gragg. This will allow for the seamless reopening of Marion Street at the conclusion of the festival.
- **Intermittent Live Music from 9 AM to 2:30 pm** on the Mack's Back Porch Stage – Located on the corner of Warren and Washington near Pfeiffer's.
- **Kids Activities** – HomeTrust Bank and Central UMC offer pumpkin painting on the court square lawn. In addition, Ross the Balloon Guy offers balloon art and the Dover YMCA will offer mini-golf and fitness challenges for kids/parents and other activities that promote wellness.

Will alcoholic beverages be served?

Yes, 5 vendors have been approved so far to sell and serve alcohol within the Social District limits including Newgrass Brewing Company, STEM Wine and Desserts, Stardust Cellars, and more. Each will be provided with the link and information for the ABC Special Occasion permit application per Shelby Police Department guidance.

Will food and/or non-alcoholic beverages be served?

Yes, there will be approximately 25-30 food and non-alcoholic beverage vendors who are required to provide appropriate permits for the Cleveland County Health Department as well as a copy of their liability insurance policy. Necessary Health Department paperwork will be filed within the designated deadline.

10. SECURITY AND SAFETY PROCEDURES: Attach to this application a copy of your building permit(s) if you are installing any electrical wiring on a temporary or permanent basis and/or if you are building any temporary or permanent structures such as bleachers, scaffolding, a grandstand, viewing stands, stages, or platforms.

Star Stage and Sound handles stages/sound and any required permits. Got You Covered will set up tents, tables, and chairs on Saturday, October 17th.

We are working with the Shelby Police Department, Cleveland County Emergency Management, and Cleveland County EMS to ensure a strong Festival Emergency Plan and public safety presence throughout the festival area. Police officers will be hired to provide safety and security.

Give name, address, and phone numbers of the agency or agencies, which will provide first aid staff and equipment. Attach additional sheets if necessary.

Name: Sammy Davis, Assistant Director, Cleveland County EMS
Address: 1333 Fallston Road, Shelby, NC, 28150
Phones: 704-418-3256 (cell)

Indicate medical services that will be provided for the event.

AMBULANCE: Cleveland County EMS
PARAMEDICS: Cleveland County EMS

11. CITY SERVICES/EQUIPMENT REQUESTED FOR THIS EVENT:

Additional trash cans, recycling cans, sanitation trucks on site, road closures, active event panels/power in the designated festival area, including the City Pavilion.

We would also like to work with the City to ensure main access points for the festival are blocked with City vehicles or equipment including:

- Intersection of Graham and Lafayette (*Can not close until after 8:30 AM)
- Intersection of Marion and Harris (*Can not close until after 8:30 AM)
- Intersection of Arey and Washington
- Intersection of Warren and Trade
- Intersection of Warren and Dekalb
- Intersection of Campbell and Washington

Event Power Request Form and Pricing

To utilize the event panels for power in Uptown Shelby, this form must be submitted with the event application and payment made at the time of application.

Please use the map below for event panel locations, circle the event panels that you need for your event. If you have questions about the electrical requirements for your event, please contact the Electric Superintendent at 704-669-6649.

Name of Special Event: NC Liver Mush Festival

Authorize Event/Vendor Coordinator: Karyn Owens

Phone No.: 704-484-4940 Mobile No.: 704-751-8280

Email: karyn.owens@clevelandcountync.gov

Event panel (EP) cost is $15.00 per day per event panel.

Stage panel (STG PAN) cost is $110.00 per day per stage panel.

Full-day rentals only

Total Number of Event Panels:
30 x $15.00 x Number of Days 1 = $450.00

Total Number of Stage Panels:
0 x $110.00 x Number of Days 0 = $0.00

All fees must be paid at the time of event application.

Any event panel not requested and paid for in advance and requested the day of the event will be subject to an after-hours charge

12. ANY ADDITIONAL COMMENTS:

I will coordinate with all the partners of this event to ensure all rules and guidelines are being followed. I will personally walk through the event area at the conclusion to ensure the area is left clean without negative impact. We have pride in the community and will do all we can to ensure an event that represents this during as well as after the event in how we leave the festival area.

THE CITY OF SHELBY IS NOT A CO-SPONSOR OF THE EVENT

It is understood and agreed that any permit issued pursuant to this application is issued on the condition that the answers herein given are true and correct to the best of the knowledge, information, and belief of the applicant.

Karyn Owens

SIGNATURE

Karyn Owens 704-751-8280

APPLICANT PHONE

1800 E Marion St, Shelby, NC 28150

PHYSICAL ADDRESS

Karyn.owens@clevelandcountync.gov

E-MAIL ADDRESS

8/3/26

DATE

OFFICE OF THE CITY CLERK SHELBY, NC

Memo

To: Justin Merritt, City Manager

From: Carol Williams, City Clerk

Date: August 12, 2026

Re: Special Event Permit Application

BACKGROUND:

A Special Event Permit Application has been submitted for the following:

- ✓ Veteran's Day Parade, requested date: November 11, 2024

REVIEW:

All responding City departments have received, reviewed, and approved the referenced application.

RECOMMENDATION:

Please place the attached Special Event Permit Application on the Consent Agenda of August 17, 2026 for Council's review and approval.

ATTACHMENT:

A. Special Event Permit Application packet received August 10, 2026

criminal in nature, shall be subject to the maximum penalty authorized by G.S. 14-4, as amended.

CITY OF SHELBY
SPECIAL EVENT PERMIT APPLICATION

Each question must be legible and answered clearly and completely. Applications must be filed with the City Clerk not less than thirty (30) days before the date on which the event is to take place. A fee of $30.00 will be due upon submission of the application form.

1. EVENT NAME:

CLEVELAND COUNTY VETERAN'S DAY PARADE, CEREMONY AND VETERAN'S MONUMENT DEDICATION

2. PURPOSE AND BRIEF DESCRIPTION OF EVENT:

ANNUAL CELEBRATION OF CLEVELAND COUNTY VETERAN'S TO INCLUDE A PARADE (10:00 AM - 11:00 AM), FOLLOWED BY A CEREMONY AND MONUMENT DEDICATION AT THE EARL SCRUGGS CENTER (11:00 AM - 12:30 AM)

3. LOCATION OF EVENT (ATTACH MAP):

SEE ATTACHED MAP

4. PLEASE INDICATE:

Approximately how many people will attend the event? 200 APPROX

Approximately how many vehicles will be present? 60

Approximately how many animals will be present? Ø

If the event is a parade, please indicate the amount of street that will be needed:

Single lane _____

All lanes in travel direction YES

Whole street Yes

5. PLEASE LIST THE FOLLOWING PARTY (IES) RESPONSIBLE FOR THE EVENT:

Name: MARION G. "JOE" PINE, JR

Address: 149 NORTHSHORE DR, CLARKSVILLE, NC 28021

Phones: (757) 848-8161
(Daytime) (Evening)

MGPINE481@GMAIL.COM
E-mail address

Name:

Address:

Phones:
(Daytime) (Evening)

E-mail address

6. PLEASE LIST THE FOLLOWING:

Requested day(s) and date(s) WED, 11 NOV 2026
Alternate day(s) and date(s) NONE
Requested hours of operation, from 10:00 AM/PM to 12:30 AM/PM

7. EVENT NOTIFICATION TO RESIDENTS AND BUSINESSES: As an event planner, you are responsible for notifying the neighbors and businesses in the surrounding area of your event. The City requires notifying as many businesses and residents around the event site as possible as early as possible. Please provide your plan of notification at the time you submit your permit application.

8. SANITATION: Please attach your "Plan for Clean-Up." Please check Application Instruction sheet for details.

9. AVAILABILITY OF FOOD, BEVERAGES, AND/OR ENTERTAINMENT: If there will be music, sound amplification, or any other noise impact, please describe on attached sheet, including the intended hours of the music, sound, or noise.

Will alcoholic beverages be served? N/O

If yes, attach to the application a copy of your permit from the Cleveland County Alcoholic beverage Control Board. Alcohol may not be served without a permit.

Will food and/or no-alcoholic beverages be served? _____

If yes, attach to the application a copy of your permit from the Cleveland County Department of Health Services.

10. SECURITY AND SAFETY PROCEDURES: Attach to this application a copy of your building permit(s) if you are installing any electrical wiring on a temporary or permanent basis and/or if you are building any temporary or permanent structures such as bleachers, scaffolding, a grandstand, viewing stands, stages, or platforms.

Attach a copy of your Shelby Fire & Rescue Department Permit or permits to this application if you will use parade floats; an open flame; fireworks; or pyrotechnics; vehicle fuel; cooking facilities; enclosures (and tables within those enclosures); tents; air-supported structures; and/or any fabric shelter.

Give name, address, and phone numbers of the agency or agencies, which will provide first aid staff and equipment. Attach additional sheets if necessary.

Name: _____
Address: _____
Phones: _____

Indicate medical services that will be provided for the event.

AMBULANCE: _____
DOCTOR (S): _____
PARAMEDICS: _____

11. CITY SERVICES/EQUIPMENT REQUESTED FOR THIS EVENT:

PUBLIC WORKS - TRAFFIC CONTROL, STREET CLOSURE (WASHINGTON STREET BETWEEN WARREN ST AND MARION STREET 10:00 AM - 12:30 PM)

Event Power Request Form and Pricing

To utilize the event panels for power in Uptown Shelby, this form must be submitted with event application and payment made at time of application.

Please use the map below for event panel locations, circle the event panels that you need for your event. If you have questions about the electrical requirements for your event, please contact the Electric Superintendent at 704-669-6649.

Name of Special Event: _____

Authorize Event/Vendor Coordinator: _____

Phone No.: _____ Mobile No.: _____

Email: _____

Event panel (EP) cost is $15.00 per day per event panel.

Stage panel (STG PAN) cost is $110.00 per day per stage panel.

Full Day Rentals only

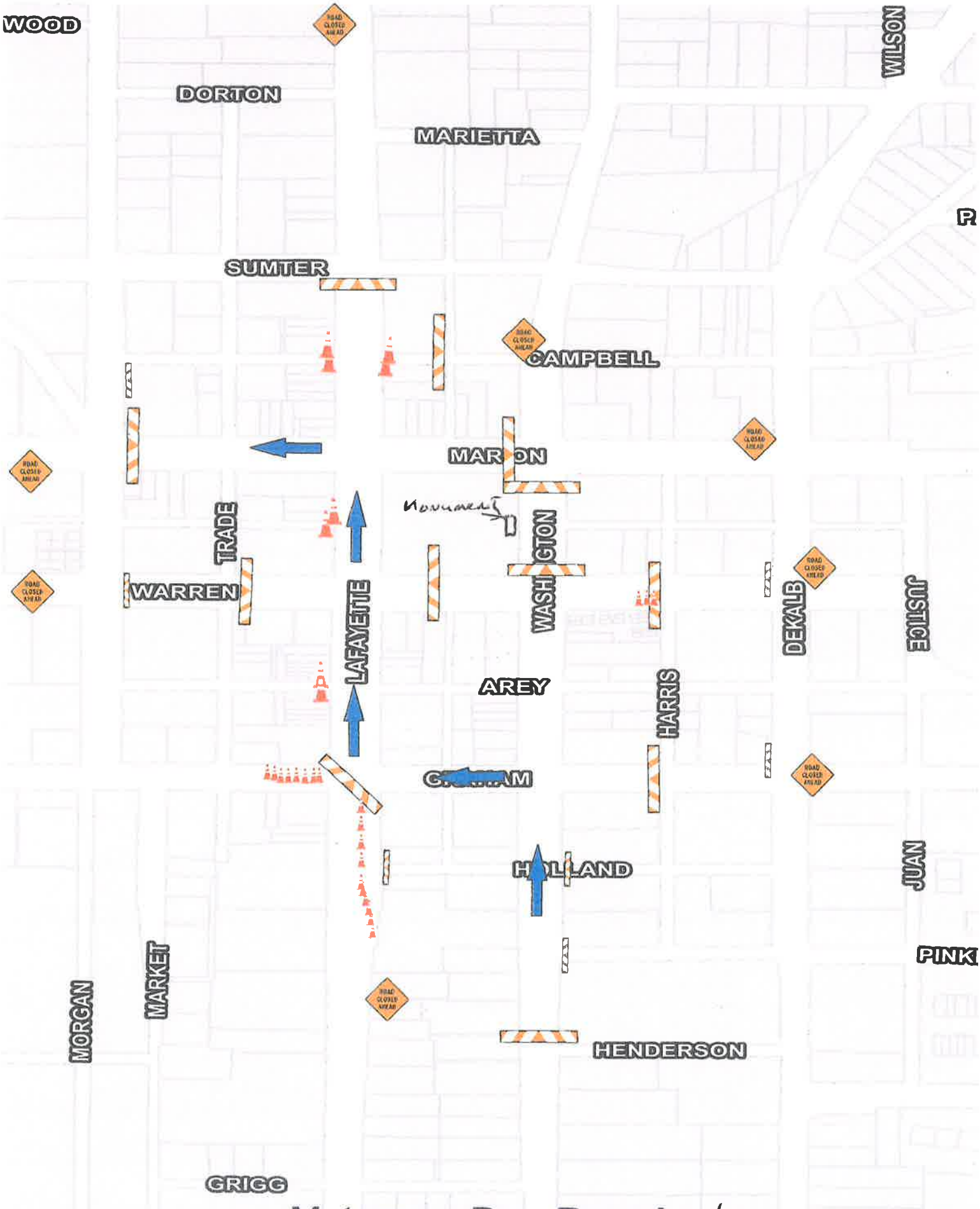
Total Number of Event Panels:
_____ x $15.00 x Number of Days _____ = $_____

Total Number of Stage Panels:
_____ x $110.00 x Number of Days _____ = $_____

All fees must be paid at the time of event application.

Any event panel not requested and paid for in advance and requested the day of the event will be subject to an after-hours charge.

MAP PROVIDED BY SCOTT BLACK



Veterans Day Parade

CEREMONY W/ MONUMENT DEDICATION

12. ANY ADDITIONAL COMMENTS:

THIS YEAR'S PARADE AND MONUMENT DEDICATION IS BEING CONDUCTED IN CONJUNCTION WITH THE NATIONWIDE "AMERICA 250" CELEBRATIONS.

THE CITY OF SHELBY IS NOT A CO-SPONSOR OF THE EVENT

It is understood and agreed that any permit issued pursuant to this application is issued on the condition that the answers herein given are true and correct to the best of the knowledge, information, and belief of the applicant.

Marion G Pine, JR
SIGNATURE

MARION G. "DOC" PINE, JR
APPLICANT PHONE

142 NORTHSHORE DR, Kings Mountain, NC 28086
PHYSICAL ADDRESS

MGPINE481@GMAIL.COM
E-MAIL ADDRESS

8/10/2026
DATE

City of Shelby
Agenda Item Summary
August 17, 2026
City Hall Council Chambers

Agenda Item: D-7

7) Notice of Cancellation in the Regular Meeting Schedule of Shelby City Council in observance of the Labor Day holiday

Consent Agenda Item: (Carol Williams, City Clerk)

Summary of Available Information:

- Notice of Cancellation

City Manager's Recommendation / Comments

After reviewing with staff, the upcoming agenda schedule and any upcoming items requiring action by City Council it is my recommendation that the regular meeting slated for Monday, September 7, 2026, be cancelled via the Consent Agenda. If approved by City Council your next regularly scheduled meeting would be held on Monday, September 21, 2026.

Notice of Cancellation
in the
Regular Meeting Schedule
of
Shelby City Council

This notice is to inform the general public and the media and is conducted in accordance with the mandates of North Carolina General Statutes 160A-71 and 143-318.12 (a), that the regularly scheduled September 7, 2026, meeting of the Shelby City Council has been cancelled in observance of the City's Labor Day holiday. The regular meeting schedule, as adopted by the Council, remains in place for all other regular meetings of the Council and will resume:

Monday, September 21, 2026, at 6:00 p.m.
City Hall Council Chamber
300 South Washington Street
Shelby, North Carolina

Dated: August 10, 2026

O. Stanhope Anthony III
Mayor

City of Shelby
Agenda Item Summary
August 17, 2026
City Hall Council Chambers

Agenda Item E

Unfinished Business

None

City of Shelby
Agenda Item Summary
August 17, 2026
City Hall Council Chambers

F. New Business

Agenda Item: F-1

1) Approval of a resolution adopting the Traffic Calming Plan and approving the purchase and installation of the materials for the Traffic Calming Project on Crawford Street: Resolution No. 58-2026

New Business Agenda Item: (Ben Yarboro, Assistant City Manager)

Summary of Available Information:

- Memorandum dated August 11, 2026, from Ben Yarboro, Assistant City Manager to Justin Merritt, City Manager
- Memorandum dated August 6, 2026, from Justin Wright, Engineering Manager to Ben Yarboro, Assistant City Manager
- Map of Crawford Street
- Odom Engineering Traffic Control Plan
- Crawford Street Scoring Analysis
- Resolution 81-2025
- City of Shelby Traffic Calming Policy Manual
- Resolution No. 58-2026

City Manager's Recommendation / Comments

The City was contacted by representatives of Atrium Health Cleveland, who then submitted a request for a section of Crawford Street to be evaluated, according to City policy, to determine if any traffic calming measures may be appropriate. This evaluation has been completed, and the results did warrant traffic control measures, which have now been designed. The recommended measures consist of two (2) speed tables, and a pavement mounted pedestrian crossing sign to be located at an existing crosswalk on Crawford Street. The total cost of this project is estimated to be $20,000 and funding is available in the Traffic Control line item of the FY 2027 Powell Bill budget. If approved, the installation would take place in Fall of 2026.

These measures have been reviewed with representatives of Atrium Health and property owners along this section of Crawford Street. Property owners have signed the petition requesting the installation of these traffic calming measures.

It is my recommendation that Resolution No. 58-2026 be adopted and approved by City Council.

Shelby
NORTH CAROLINA
Post Office Box 207 · Shelby, NC 28151-0207

Memorandum

To: **Justin Merritt, City Manager**

From: **Ben Yarboro, Assistant City Manager**

RE: **Crawford Street – Traffic Calming Consideration**

Date: **August 11, 2026**

Background

As noted in the detailed memo from Justin Wright, Engineering Services Manager, the Shelby City Council approved a revised Traffic Calming Policy in October 2025.

The objective of the adopted City of Shelby Traffic Calming Policy is to:

- Reduce Speeding and Cut through traffic
- Improve pedestrian/bike safety and access
- Increase driver awareness
- Prevent shifting the problem to other streets
- Enhance aesthetics
- Reduce collision frequency and severity
- Minimize increases in noise and pollution

The City of Shelby received a request for a traffic calming analysis for Crawford St., which is a city-owned street located off of N. Washington St. to the north of Atrium Hospital. In accordance with this policy and the objective process contained in it, City Staff have conducted field inspections, a traffic study, and a property owner petition. Based on the quantitative scoring analysis, it was determined that this street qualified for physical traffic calming measures.

The City then contracted with Odom Engineering to evaluate potential traffic calming measure and to develop a plan for consideration. The final plans consist of two speed tables and a pavement mounted pedestrian crossing sign that will be located at an existing crosswalk on Crawford St. These proposed plans were reviewed and recommended by all appropriate City of Shelby departments. Additionally, these plans were reviewed by the property owners along this section of street, and the property owners signed the petition requesting the installation of the speed tables and signage.

One of the requirements of the City of Shelby Traffic Calming Policy is that the conceptual plans and preliminary cost estimates must be presented to City Council for consideration. Quotes have been obtained on the two speed tables and the cost estimate for the Crawford Street Traffic Calming Project is approximately $20,000. Funding for this project is available within the Traffic Control line item of the FY 2026-27 Powell Bill budget that was approved in July 2026. If approved by City Council, this project will be completed by City staff in the Fall of 2026.

Recommendation

City staff recommends acceptance of the Resolution approving the proposed Crawford Street Traffic Calming design as prepared by Odom Engineering. As previously stated, this plan includes two speed tables and a pavement mounted pedestrian cross sign on this city-owned street. This traffic calming design was prepared with the goals of reducing speed and promoting the safety of pedestrians crossing Crawford Street between N. Washington Street and First Street.

Please advise if you have any questions or need additional information.

Attachments:

- Memorandum from Justin Wright, Engineering Services Manager
- Map of Crawford Street
- Odom Engineering Traffic Control Plan
- Crawford Street Scoring Analysis
- Resolution 81-2025
- City of Shelby Traffic Calming Policy Manual

Shelby
NORTH CAROLINA
Post Office Box 207 · Shelby, NC 28151-0207

Memorandum

To: **Ben Yarboro, Assistant City Manager**

From: **Justin Wright, Engineering Manager**

RE: **Crawford Street – Traffic Calming Consideration**

Date: **August 6, 2026**

Background

In September 2025, City staff reviewed the Traffic Calming Policy to address issues related to the process of qualification for traffic calming measures. In October 2025, Shelby City Council approved Resolution 81-2025 to revise the City of Shelby Traffic Calming Policy. This Policy was prepared and revised after thorough research to improve the traffic calming policy procedure, include infrastructure evaluation, and to ensure the process of determining appropriate traffic calming measures for City staff is clear. The purpose of the City of Shelby Traffic Calming Policy is to outline procedures for implementing traffic calming measures on City-maintained streets and to provide a uniform process that guides City staff through analysis of traffic issues that lie outside of the scope of the City of Shelby Standard Details, NCDOT Standard Drawings and Specification, and the FHWA Roadway design manual.

The objective of the City of Shelby Traffic Calming Policy is to:

- Reduce Speeding and Cut through traffic
- Improve pedestrian/bike safety and access
- Increase driver awareness
- Prevent shifting the problem to other streets
- Enhance aesthetics
- Reduce collision frequency and severity
- Minimize increases in noise and pollution

Review

A representative of Atrium Health-Cleveland reached out to City staff about possible traffic calming measures on Crawford Street after hearing the revised traffic calming policy was in effect. The concerns were regarding pedestrian safety on Crawford Street between N. Washington Street and First Street. With this information Staff provided the traffic calming policy and process for each

step/milestone. The City of Shelby Traffic Calming Procedure is an eight-step process comprised of:

1. Initial Review Request
2. Infrastructure Evaluation and Traffic Study
3. Quantitative Scoring Analysis
4. Non-Physical Measures
5. Follow Up Study
6. Petition
7. Physical Traffic Calming Design and Cost Estimates
8. City Council Consideration

Per City of Shelby Traffic Calming Policy, City staff conducted evaluations, traffic study, and petition. Once this was completed, City staff contracted with Odom Engineering to provide a traffic calming plan for the Crawford Street area. Odom Engineering identified that two speed tables and a pavement mounted pedestrian sign would be needed for the Crawford Street area. The traffic calming plans for Crawford Street that were prepared by Odom Engineering are attached to this memo and have been reviewed by City staff including Engineering, Planning, Fire, Police, Public Works, and Utilities.

In the City of Shelby Traffic Calming Policy, conceptual plans and preliminary cost estimates would need to be presented to City Council for consideration. The cost estimate for the Crawford Street Traffic Calming Project is approximately $20,000. Funding for this project is available with the Traffic Control line item in the FY 2026-27 Powell Bill budget. This project will be completed by City staff in the Fall of 2026.

Recommendation

City staff recommend approval of the proposed Crawford Street Traffic Calming design as prepared by Odom Engineering. This traffic calming design is an effort to promote safety of pedestrians crossing Crawford Street between N. Washington Street and First Street by slowing down incoming traffic at crosswalks. Two speed tables and a pavement mounted yield sign are recommended.

Please advise if you have any questions or need additional information.

Attachments:

- Map of Crawford Street
- Odom Engineering Traffic Control Plan
- Crawford Street Scoring Analysis
- Resolution 81-2025
- City of Shelby Traffic Calming Policy Manual

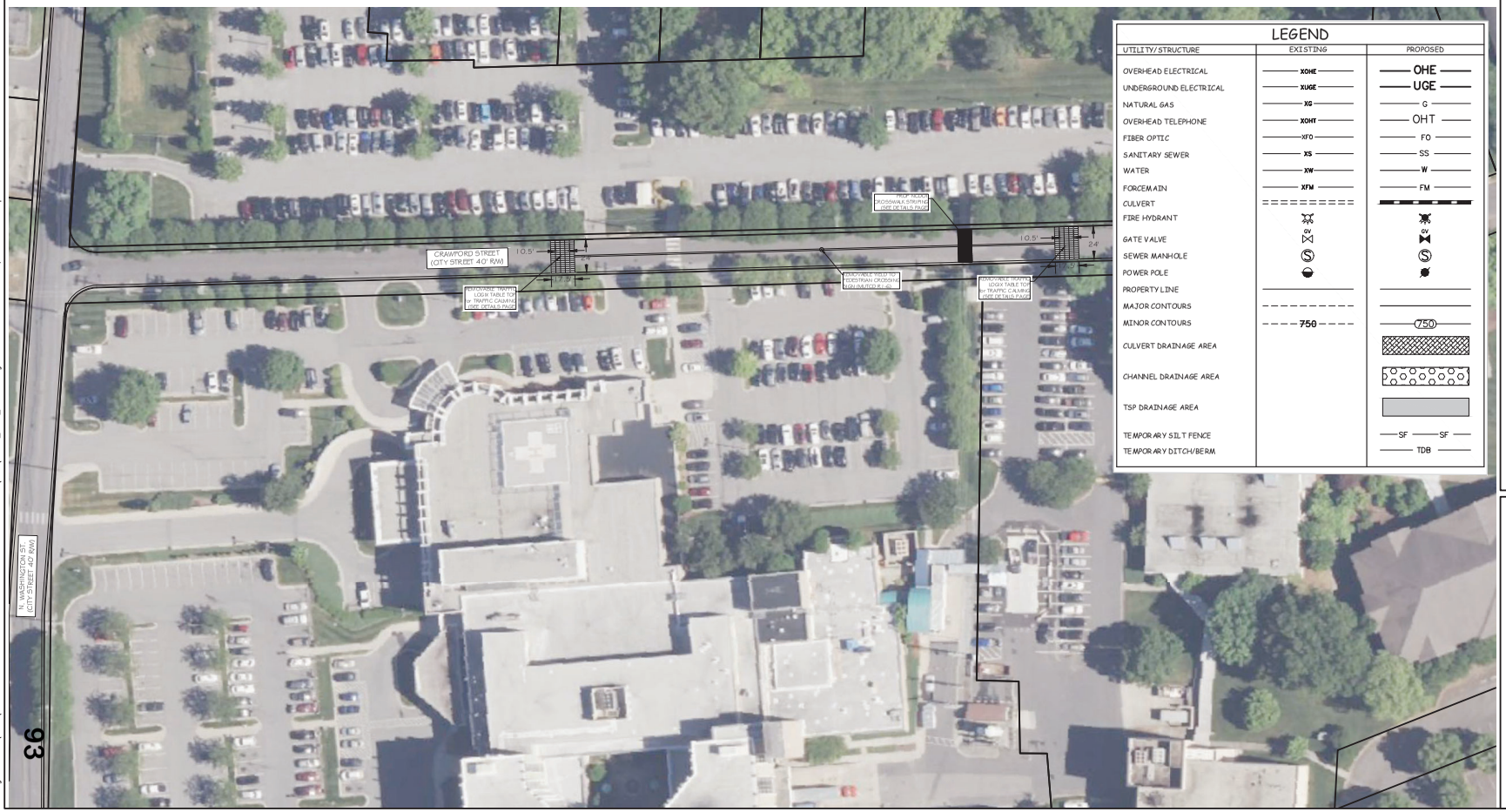
RequestedTraffic Calming Area
Shelby, NC 28150
1 inch = 150 feet
0
75
150 Feet
N
E
S
W
The City of Shelby makes no representations, warranties, or guarantees to the accuracy and completeness of the enclosed information and data, and the City is not responsible for any errors or omissions concerning the content and positional accuracy of such information and data.
Produced by:
City of Shelby GIS Department
Date of Printing:
8/10/2026
FIRST ST
CRAWFORD ST
N WASHINGTON ST
E GROVER ST
N DEKALB ST
FELTER ST
411
406-A
406-B
924
922
918
401
305
303
304
917
222
315
326
324
201
1017
92

TRAFFIC CALMING PLANS FOR

THE CITY OF SHELBY - CRAWFORD ST

CLEVELAND COUNTY, N.C.

OWNER:
CITY OF SHELBY
824 W. GROVER STREET
SHELBY, NC 28150
828-447-3173

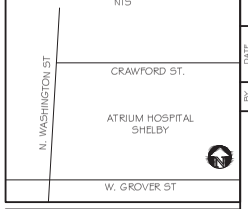


LEGEND

UTILITY/STRUCTURE	EXISTING	PROPOSED
OVERHEAD ELECTRICAL	XOHE	OHE
UNDERGROUND ELECTRICAL	XUGE	UGE
NATURAL GAS	XG	G
OVERHEAD TELEPHONE	XOHT	OHT
FIBER OPTIC	XFO	FO
SANITARY SEWER	XS	SS
WATER	XW	W
FORCEMAIN	XFM	FM
CULVERT		
FIRE HYDRANT		
GATE VALVE	GV	GV
SEWER MANHOLE	S	S
POWER POLE		
PROPERTY LINE		
MAJOR CONTOURS		
MINOR CONTOURS	750	750
CULVERT DRAINAGE AREA		
CHANNEL DRAINAGE AREA		
TSP DRAINAGE AREA		
TEMPORARY SILT FENCE		SF SF
TEMPORARY DITCH/BERM		TDB

VICINITY MAP

NTS



GENERAL NOTES:

1. A MANDATORY PRE-CONSTRUCTION MEETING SHALL OCCUR BEFORE ANY CONSTRUCTION BEGINS. A REPRESENTATIVE FROM THE CONTRACTOR'S OFFICE, ODOM ENGINEERING, AND THE CITY OF SHELBY (JUSTIN WRIGHT @ 704-484-6840).
2. CONTRACTOR TO CALL THE CITY OF SHELBY (JUSTIN WRIGHT @ 704-484-6840)AT LEAST 48 HOURS PRIOR TO LAND DISTURBING ACTIVITY IS TO BEGIN.
3. CONTRACTOR SHALL CONTACT ENGINEER IMMEDIATELY UPON DISCOVERING ANY DISCREPANCIES IN THE FIELD NOT SHOWN ON PLANS.
4. ANY ACTIONS OR COST INCREASE ABOVE AND BEYOND CONTRACT WITH OWNER/DEVELOPER SHALL BE APPROVED BY ENGINEER. ANY ADDITIONAL WORK OR COST INCREASE COMPLETED BY CONTRACTOR WITHOUT SAID WRITTEN APPROVAL FROM ENGINEER via THE CITY OF SHELBY, SHALL BECOME THE CONTRACTOR'S FINANCIAL RESPONSIBILITY AND NOT THE OWNER/DEVELOPER.

SHEET INDEX

TITLE	
COVER	1
EXISTING CONDITIONS	2
OVERALL 30 SCALE	3
OVERALL 10 SCALE	4
DETAILS	5

JOB NUMBER: 26095

DEV	DESCRIPTION	BY	DATE
1			
2			
3			
4			
5			

I HEREBY CERTIFY THAT THIS PLAN AND SPECIFICATION WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ARCHITECT OR ENGINEER UNDER THE LAWS OF THE STATE OF NORTH CAROLINA AS SIGNIFIED BY MY HAND AND SEAL.

NOT FOR CONSTRUCTION

CERTIFICATION

TRAFFIC CALMING PLANS FOR
CITY OF SHELBY - CRAWFORD STREET
CLEVELAND COUNTY, NC

COVER

Odom Engineering PLLC

SCALE: N.T.S.
DATE: 06/11/26
DRAWN BY: BSR
CHECKED BY: DWO
PROJECT MGR: BSR
SHEET:
1 of 5

Drawing name: Z:\2026\26095- CRAWFORD ST- TRAFFIC CALMING- CITY OF SHELBY\DWG\26095_BASE_070126.dwg Plotted on: Jul 02, 2026 - 1:35pm



SHEET: 2 of 5

PROJECT MGR: BSR

CHECKED BY: DWO

DRAWN BY: BSR

DATE: 06/01/26

SCALE: N.T.S.

Odom Engineering PLLC
169 Oak Street, Forest City, N.C. 28043
ph: 828.247.4495 fax: 828.247.4498
NC Firm#: P-0880

TRAFFIC CALMING PLANS FOR

CITY OF SHELBY - CRAWFORD STREET

CLEVELAND COUNTY, NC

EXISTING CONDITIONS

CONSTRUCTION NOT FOR CONSTRUCTION

I HEREBY CERTIFY THAT THE PLANS HEREON WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A REGISTERED PROFESSIONAL ENGINEER AUTHORIZED TO PRACTICE ENGINEERING BY THE NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS.

REV	DESCRIPTION	BY	DATE
1			
2			
3			
4			
5			
6			

JOB NUMBER: 26095

JOB NUMBER: 26095

REV	DESCRIPTION	BY	DATE
1			
2			
3			
4			
5			
6			

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED UNDER MY SUPERVISION AND PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF NORTH CAROLINA AND THAT I HAVE AFFIXED BY MY HAND AND SEAL.

NOT FOR CONSTRUCTION

TRAFFIC CALMING PLANS FOR
CITY OF SHELBY - CRAWFORD STREET
CLEVELAND COUNTY, NC
OVERALL 30 SCALE

Odom Engineering PLLC
184 Oak Shade Farm Circle, N.C. 28150
ph. 828.247.2486 fax 828.247.2486
NC Firm# P-0880

DATE: 06/11/26
DRAWN BY: BSR
CHECKED BY: DWO
PROJECT MGR: BSR
SHEET: 3 of 5

Drawing name: Z:\2026\26095- CRAWFORD ST- TRAFFIC CALMING- CITY OF SHELBY\DWG\26095_BASE_070126.dwg Plotted on: Jul 02, 2026 - 1:36pm

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JOB NUMBER: 26095

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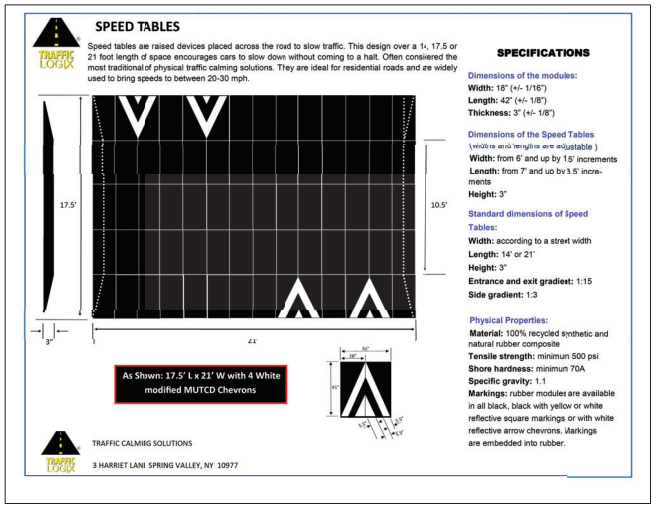
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED UNDER MY SUPERVISION AND PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF NORTH CAROLINA AS INDICATED BY MY HAND AND SEAL

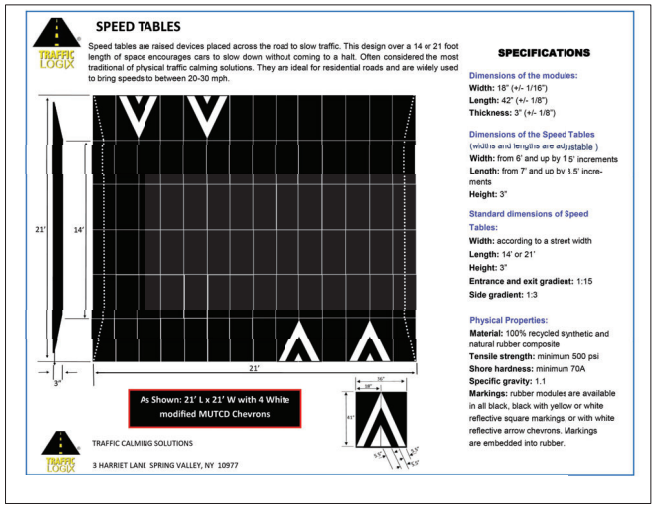
NOT FOR CONSTRUCTION

TRAFFIC CALMING PLANS FOR
CITY OF SHELBY - CRAWFORD STREET
CLEVELAND COUNTY, NC
OVERALL 20 SCALE

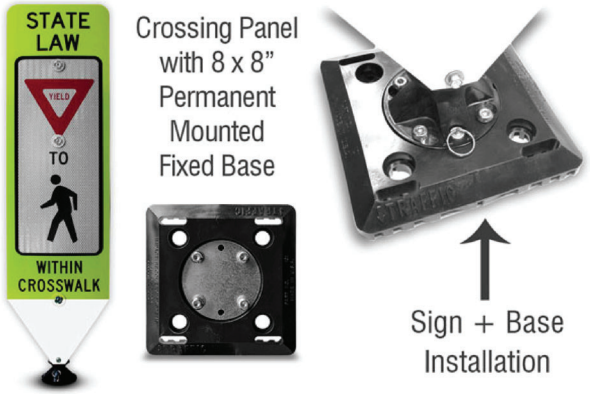
Odom Engineering PLLC
104 Old Stone Drive, N.C. 28150
ph: 704.487.2486 fax: 704.487.2496
NC FIRM# P-0880

DATE: 06/11/26
DRAWN BY: BSR
CHECKED BY: DWO
PROJECT MGR: BSR
SHEET: 4 of 5

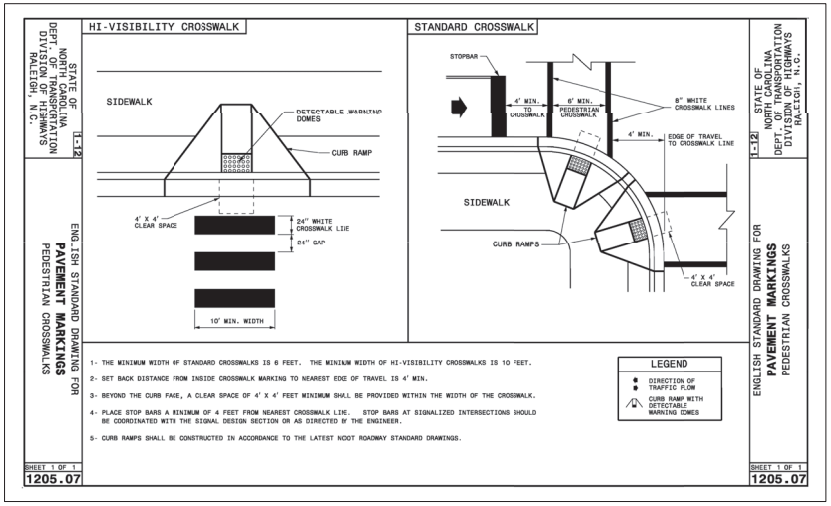




TRAFFIC LOGIX TABLE TOP DETAIL
TABLE TOP WIDTH TBD by
CITY OF SHELBY



Item #
Y4935
Compliance
MUTCD R1-6
NCHRP 350 Approved
Note:
12 x 44" Double Sided Panel with 10 x 24" HIP Insert. Double Paneled Unit has a reactive spring assembly tested at 200 lb tension with stainless steel cable. NCHRP-350 Approved.



JOB NUMBER: 26095

REV	DESCRIPTION	BY	DATE
1			
2			
3			
4			
5			

I HEREBY CERTIFY THAT THIS PLAN AND SPECIFICATION WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ARCHITECT OR ENGINEER UNDER THE LAWS OF THE STATE OF NORTH CAROLINA AS SIGNIFIED BY MY HAND AND SEAL.

NOT FOR CONSTRUCTION

CERTIFICATION

TRAFFIC CALMING PLANS FOR
CITY OF SHELBY - CRAWFORD STREET
CLEVELAND COUNTY, NC

STREET DETAILS

Odom Engineering PLLC
140 Oak Street, Forest City, N.C. 28043
Phone: 828-245-4392 Fax: 828-245-4393
NC Firm# P-0488

DATE: 08/11/26
DRAWN BY: BSR
CHECKED BY: DWO
PROJECT MGR: BSR
SHEET:
5 of 5

City of Shelby Traffic Calming Quantitative Scoring Analysis

Street Name:	Crawford St.
Location Between:	First Street to N. Washington St.

	Traffic Calming Prioritization Form			
	Possible Points	Basis for point Assignment	Points Assigned	Notes
Speed	0 to 50	1 points for every 1 mph of the 85th percentile speed that exceeds the 20 mph	10.0	85th 30 mph
Volume	0 to 20	1 point for each 100 vehicles per day	14.5	~1,452 ADT
Property Damage	No Max	2 points for each reported crash occurring within the project area during the last 3 years	6.0	3 Crashes since Oct 2022
Personal Injury	No Max	5 points for each reported personal injury crash occurring within the project area during the last 3 years	0.0	
Pedestrian Acivity	0, 5, or 10	5 points for each school, church, shopping center, etc. that is likely to generate a significant number of pedestrians crossing the street	10.0	Church and Hospital at location
Sidewalks	0, 5, or 10	10 points if there is NOT a sidewalk on at least one side of the street. 5 points if there is a continuous sidewalk on one side of the street. 0 points if there are sidewalks on both sides of the street.	10.0	No Sidewalk at location
Planting Strips	0, -2, or -4	-2 Points for each sidewalk that has a planting strip on the street	0.0	
# of Years on List	0 to 4	1 points for every full year that a qualifying project is on the list	0.0	
	Total Project Points (50 Points to Qualify)		50.5	

RESOLUTION NO. 81 – 2025

A RESOLUTION ADOPTING THE REVISED CITY OF SHELBY TRAFFIC CALMING POLICY

WHEREAS, the City of Shelby owns and maintains public streets in accordance with North Carolina General Statues; and,

WHEREAS, the Shelby City Council adopted the City of Shelby Traffic Calming Policy in December 2018; and,

WHEREAS, the purpose of the City of Shelby Traffic Calming Policy is to establish a consistent process that analyzes city maintained streets for potential traffic calming measures based on objective data, specified criteria, and engineering judgement; and,

WHEREAS, City staff recently conducted a thorough review of the existing Traffic Calming Policy in an effort to improve the efficiency and effectiveness of addressing traffic related issues on city maintained streets; and,

WHEREAS, City staff now desires for the Shelby City Council to adopt the revised City of Shelby Traffic Calming Policy Manual to replace the previous version of the policy that was adopted in December 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELBY, NORTH CAROLINA:

Section 1. The Shelby City Council hereby approves the revised "City of Shelby Traffic Calming Policy" as written effective October 6, 2025.

Section 2. The City Manager is hereby authorized and directed to implement and administer the traffic calming policy set forth in section 1 of this resolution.

Section 3. This resolution shall become effective upon adoption and approval.

Adopted and Approved this the 6th day of October 2025.

O. Stanhope Anthony III
Mayor

ATTEST:

Carol Williams
City Clerk

CITY OF SHELBY 1843 SHELBY, N.C.

City of Shelby

Traffic Calming Policy

Adopted by City Council on October 6th, 2025

CITY OF SHELBY
TRAFFIC CALMING POLICY

DEFINITION

As defined by the Institute of Transportation Engineers, traffic calming is "the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users." The Federal Highway Administration (FHWA), states that "the primary purpose of traffic calming is to support the livability and vitality of residential and commercial areas through improvements in non-motorist safety, mobility, and comfort. These objectives are typically achieved by reducing vehicle speeds or volumes on a single street or a street network. Traffic calming measures consist of horizontal, vertical, lane narrowing, roadside, and other features that use self-enforcing physical or psycho-perception means to produce desired effects."

OBJECTIVES

The objectives of the City of Shelby Traffic Calming policy are to improve safety and quality of life for citizens by:

- Reducing speeding and cut-through traffic
- Improving pedestrian/bike safety and access
- Increasing driver awareness
- Preventing shifting the problem to other streets
- Enhancing aesthetics
- Reducing collision frequency and severity
- Minimizing increases in noise and pollution

This policy is meant to guide city staff and inform citizens of the policy and procedures for implementing traffic calming measures on **City-maintained streets**. The City of Shelby Engineering Department will work with residents to identify traffic issues within the City street system and develop an appropriate plan of action.

There are numerous factors that must be considered before implementing traffic calming measures. These include, but are not limited to:

- Street classification
- Speed limit
- Number of travel lanes
- Traffic volumes
- Pedestrian volumes
- Traffic speeds (85th percentile)
- Accident history
- Visibility
- Street grades
- Truck traffic
- Emergency vehicles
- Service vehicles
- Surrounding land uses
- Schools/playgrounds
- Sidewalk availability
- Cut through traffic
- Traffic safety
- Pedestrian safety
- Liability
- Drainage impacts
- Transit routes
- Aesthetics
- ADA accessibility
- Location relative to other calming and control devices

PROCEDURE

Step 1. Request Initial Review

Individuals may contact the City of Shelby Engineering Department with traffic related concerns. The Engineering Department will provide the individual with a Request for Traffic Calming form. Once the request is received the Engineering Department will research the street(s) in question and make a determination at the department's discretion as to whether a project would be feasible.

Step 2: Infrastructure Evaluation and Traffic Study

The Engineering Department will evaluate the current condition of infrastructure in the area. Examples of infrastructure include, but are not limited to: signage, signage reflectivity, existing pavement marking, sidewalks, etc.

The Engineering Department will also complete an in-depth traffic study by utilizing electronic traffic radars and counters. While the traffic study is being performed, the other appropriate City departments will review the street and provide information applicable to the study. Typical information that will be compiled is as follows:

a) Vehicular volume (daily and peak hour)
b) Speed data (85th percentile, median, and average)
c) Crash history (3-year)
d) Street characteristics (length, grade, alignment, etc.)
e) Emergency and public transit routes
f) Pedestrian activity

Step 3: Quantitative Scoring Analysis

City staff will evaluate the data that was collected in the In-depth traffic study. In order to qualify for traffic calming the following criteria must be met:

- City Maintained Street

If all criteria is met, the street will be prioritized based on the table presented below. Following this quantitative evaluation, projects are not eligible for re-evaluation for 12 months.

The data collected during the in-depth traffic study will be used to prioritize projects based on the following table:

Note: Streets with a score less than 50 will not be considered for traffic calming measures.

Criteria	Points	Basis For Point Assignment
Speed	0 to 50	1 point for every 1 mph of the 85th percentile speed that exceeds 20 mph.
Traffic Volume	0 to 20	1 point for each 100 vehicles per day
Crash History (Property Damage)	No Max	2 points for each reported crash occurring within the project area during the last 3 years
Crash History (Personal Injury)	No Max	5 points for each reported personal injury crash occurring within the project area during the last 3 years
Pedestrian Activity	0 to 10	5 points for each school, church, shopping center, etc. that is likely to generate a significant number of pedestrians crossing the street
Sidewalks	0, 5, or 10	10 points if there is NOT a sidewalk on at least one side of the street. 5 points if there is a sidewalk on only one side of the street. 0 points if there are sidewalks on both sides of the street.
Planting Strips for Sidewalks	0 ,-2 , or -4	-2 Points for each sidewalk that has a planting strip on the street
Number of Years on the Project List	0 to 4	1 point for every year that a qualifying project is on the list

Step 4: Non-Physical Measures

Non-Physical Measures

For streets that qualify for traffic calming, the next step after the quantitative scoring is the implementation of non-physical measures. These are measures that do not alter the physical path of travel. They also do not require significant construction or alteration of the roadway. These measures should be the first method of traffic calming before more extensive measures are considered. Examples of non-physical measures include, but are not limited to:

- Speed Enforcement
- Radar Trailers
- Lane Striping (per MUTCD, NCDOT, and FHWA standards and warrants)
- Signage
- Pavement Marking Legends (i.e. speed limit painted on roadway)
- High Visibility Crosswalks
- On-Street Parking
- Raised Pavement Markers

- Streetscaping
- Turn Prohibitions & Other Restrictions
- Gateways / Entryways

Step 5: Follow up Study

Following a period of non-physical measures being implemented, a follow-up evaluation is conducted to gather:

a) Vehicular volume (daily and peak hour)
b) Speed data (85th percentile, median, and average)
c) Crash history (3-year)
d) Street characteristics (length, grade, alignment, etc.)
e) Emergency and public transit routes
f) Pedestrian activity

After the Traffic study data is collected it will be evaluated using quantitative scoring analysis. If the score is greater than 50 points the request will proceed towards having physical traffic calming measures installed.

Step 6: Petition

The Engineering Department will provide a petition and a map depicting the affected area to the project contact to have affected neighbors sign. This petition will require signatures by a majority of the property owners (i.e. greater than 50%) along the street(s) within the affected area as determined by the City Engineering Department.

Step 7: Physical Traffic Calming Design and Cost Estimate

Physical Measures

These are measures that alter the physical path of travel resulting in reduced speeds. Some physical measures may also result in reduced traffic by causing drivers to find alternate routes. These measures may require significant construction or alteration of the roadway. These measures should only be considered if non-physical measures are not successful at reducing traffic and/or speeds. Physical measures of traffic calming are divided into the following categories: vertical measures, horizontal measures, and diversions. An overview of these physical measures is outlined below:

- **Vertical measures** of traffic calming are variations in the height of the pavement. If physical methods of traffic calming are warranted, vertical measures will be considered before any other methods. These measures do not restrict the flow of traffic. These measures are not favorable for primary emergency response and transit routes. Examples of vertical traffic calming measures include, but are not limited to:

    - Textured Pavements
    - Speed Humps
    - Speed Cushions
    - Speed Tables/Raised Crosswalks

- **Horizontal measures** of traffic calming are used to eliminate straight-line travel or reducing the width of pavement resulting in reduced speeds. Examples of horizontal measures include, but are not limited to:

    - Bulb outs
    - Chokers
    - Lateral Shifts
    - Chicanes
    - Realigned Intersections
    - Center Island Narrowing/Medians
    - Traffic Circles
    - Roundabouts

- **Diversions** are a last resort measure of traffic calming. They are meant to change the flow of traffic and can limit or even eliminate certain traffic movements. Diversions should not be used on primary emergency routes unless an alternate access route can be identified. Examples of diversions include, but are not limited to:

    - Diagonal Diverters
    - Street Closures

The Engineering Department will solicit feedback on all proposed traffic calming measures from the Police, Fire, Planning and Public Works Departments to ensure potential projects do not create issues with providing public services prior to implementation.

A conceptual plan and preliminary cost estimate will be developed based on the data collected. Meetings **will** be held to present the traffic study data and conceptual plan to affected citizens. Citizens will have the opportunity to provide comments on the conceptual plan. City staff will review comments and revisions will be made as appropriate and practical.

Step 8: City Council Consideration

As funding is available, the City Engineering Department will review the list of prioritized projects with conceptual plans and preliminary cost estimates. A project(s) will then be recommended to City Council for consideration. Once Council approves a project, a final engineering design, bidding (unless constructed by City staff), and award will be completed in accordance with all applicable local, state, and federal regulations.

FUNDING

General Fund (Operating Budget)
Funding may be established within the General Fund budget by City Council for projects that qualify for this program.

Powell Bill
State-appropriated funds may be used in accordance with Powell Bill regulations to construct traffic calming measures, if available.

Private Funding
Residents or businesses may fund a traffic calming project to expedite the process if other funding is not available. Residents would be responsible for 100% of the costs associated with the project. Following construction of the project, the traffic calming measure shall be owned and maintained by the City of Shelby.

APPENDIX A

DESCRIPTIONS AND IMAGES OF PHYSICAL TRAFFIC CALMING MEAURES

Textured Pavements

Textured pavements alert drivers of special conditions through sound and/or vibration. Brick pavers are a form of textured pavement.

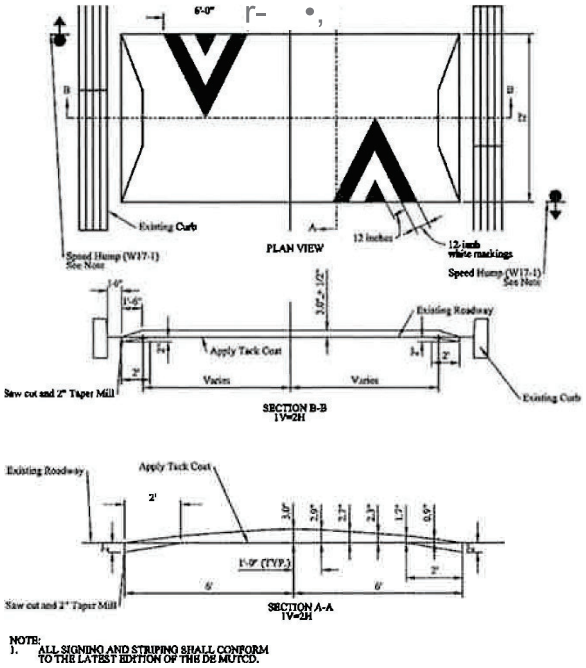




Speed Humps

A raised "hump" in the roadway perpendicular to the flow of traffic and having a parabolic shaped top. Speed humps differ from speed bumps in width. Speed bumps are typically narrow (i.e. 18 inches) whereas speed humps are much wider (the diagram below shows a 12 feet wide speed hump).

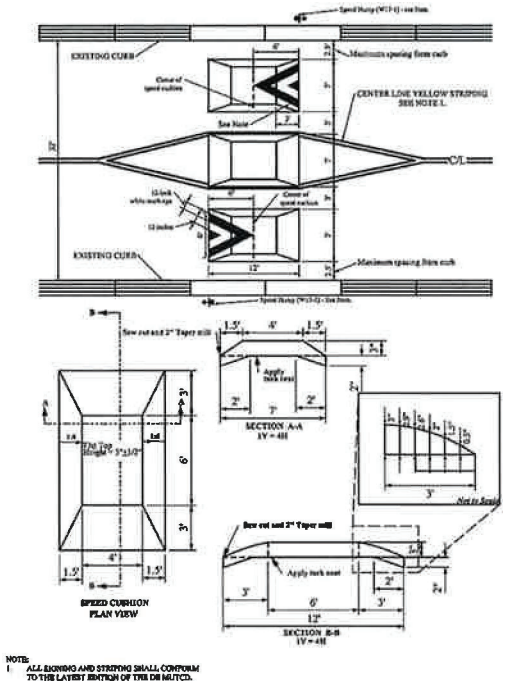




Speed Cushions

A variation of the speed hump with two cut-outs for tires of larger vehicles such as emergency vehicles. Larger vehicles can pass through the cut-outs without slowing down much while standard vehicles must pass at least one tire over a cushion.

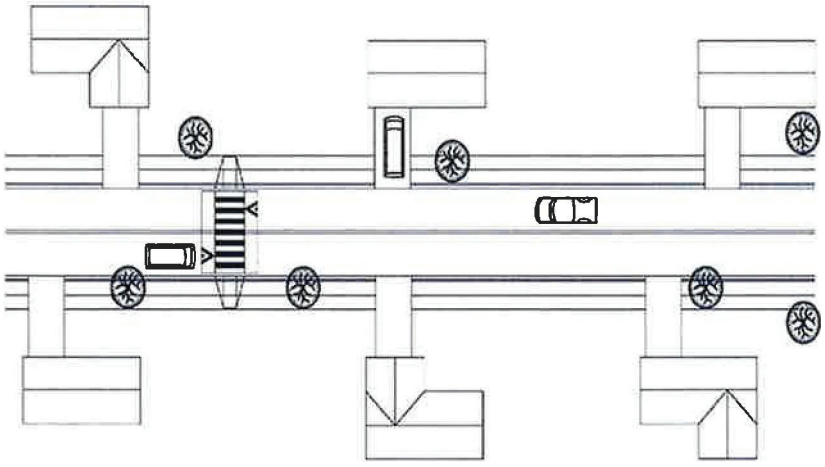




Speed Tables/Raised Crosswalks

Speed tables are longer than speed humps and have a flat top. They may also be used as raised crosswalks by adding crosswalk markings where appropriate for pedestrian traffic.

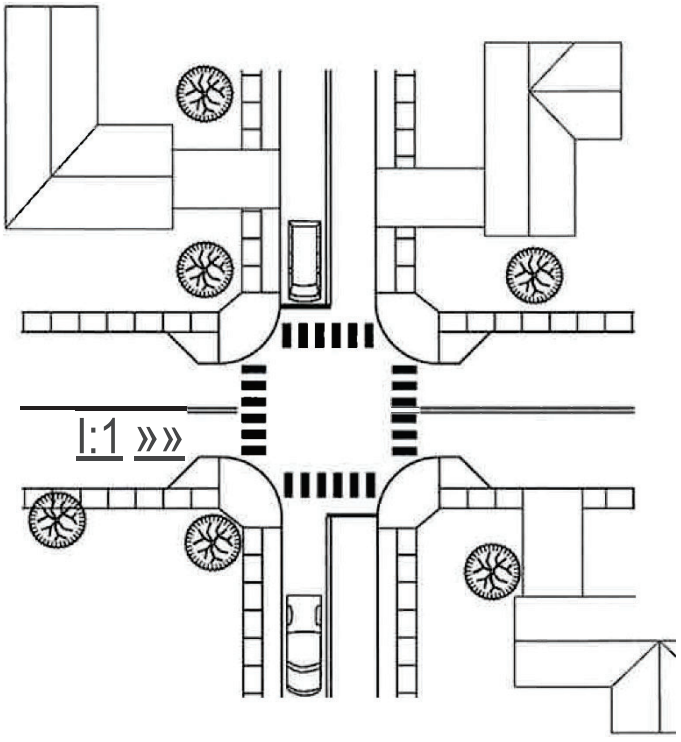




Bulb-outs

Bulb-outs are curb extensions at the corner of streets. They are used to narrow the roadway cross-section, but still maintain thru traffic. Bulb-outs also reduce crosswalk widths which improves pedestrian safety.

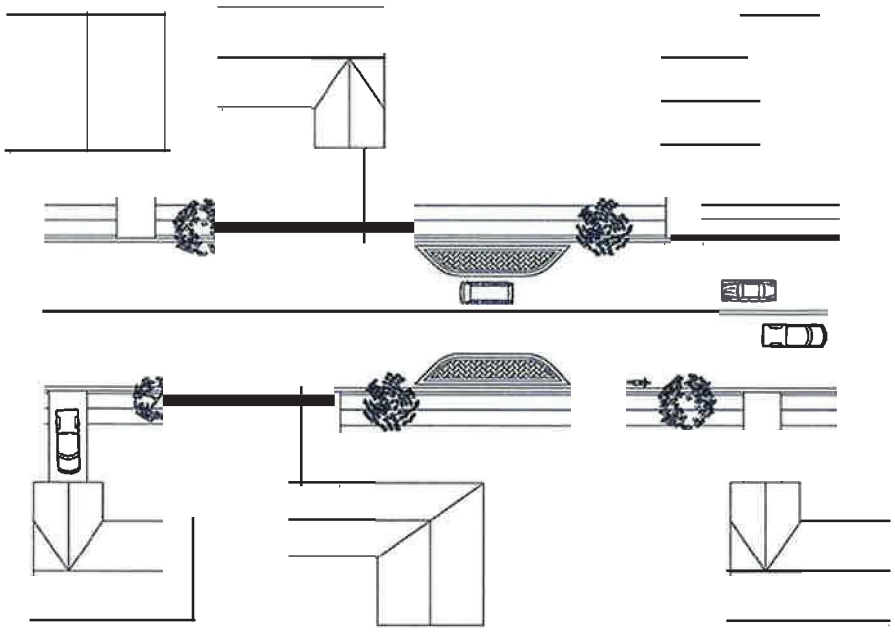




Chokers

Chokers are curb extensions typically at mid-block along a street. They are used to narrow the roadway cross-section, but still maintain two lanes of thru traffic.

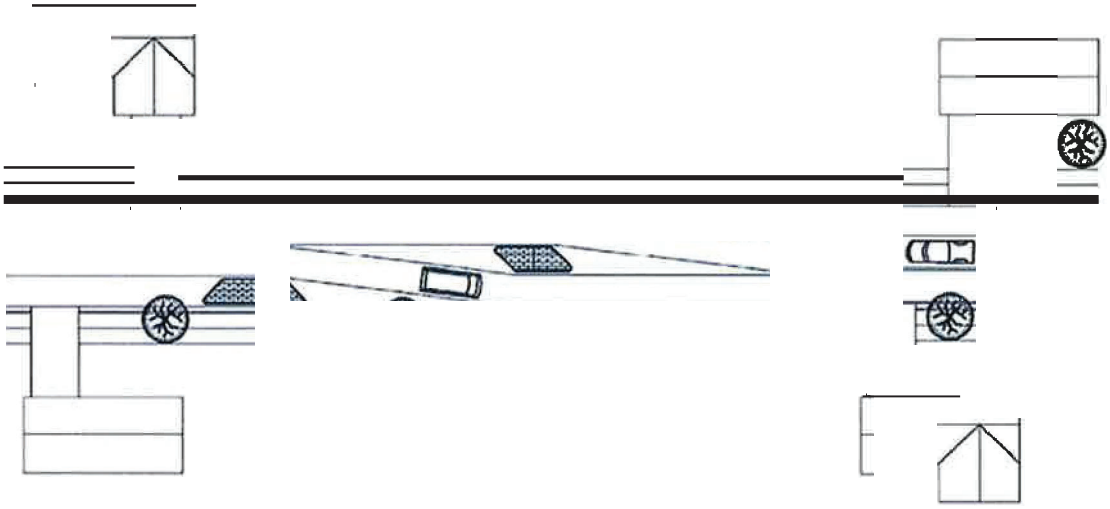




Lateral Shifts

They are used to narrow the roadway cross-section and cause a shift in the travel path breaking up a normally straight roadway.

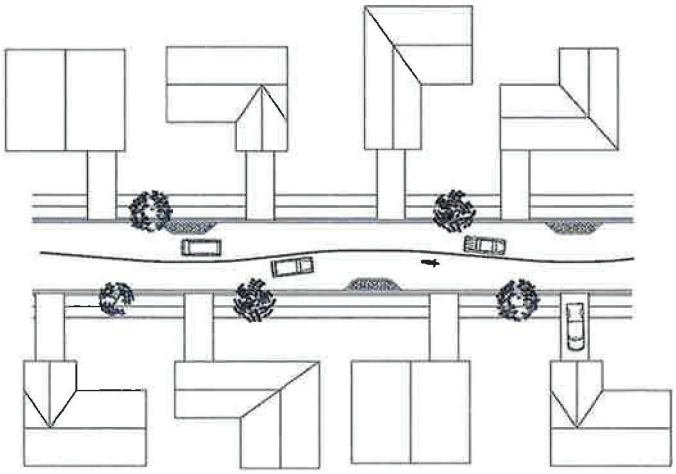




Chicanes

A constriction on the roadway to create bends in a road that was formerly straight. Vehicles are forced to travel in a serpentine manner to navigate the narrowed street. Retrofitting streets typically results in a single lane of traffic through the chicane causing opposing traffic to yield. Chicanes are typically used on one-way streets with adequate width.

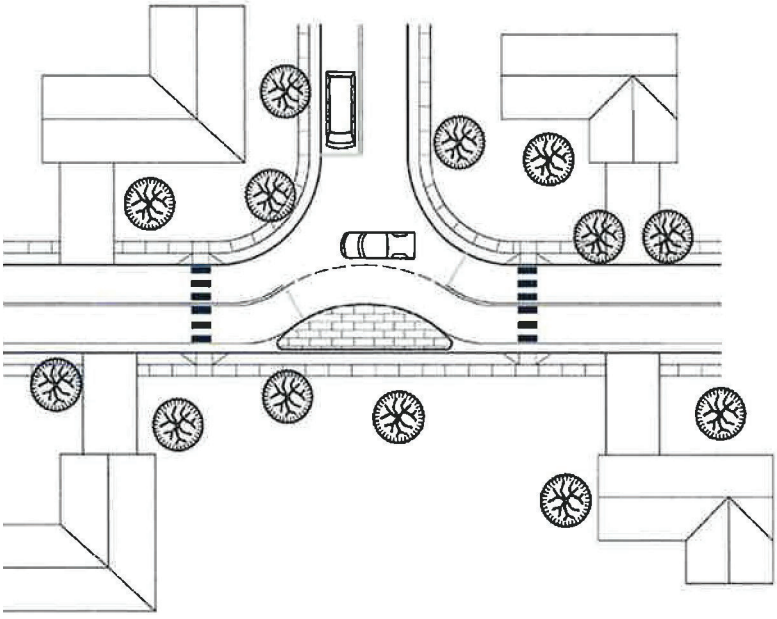




Realigned Intersections

Realigned intersections convert typical T-intersections with straight approaches into curving streets that meet at right angles. This realignment discourages fast movements through intersections.

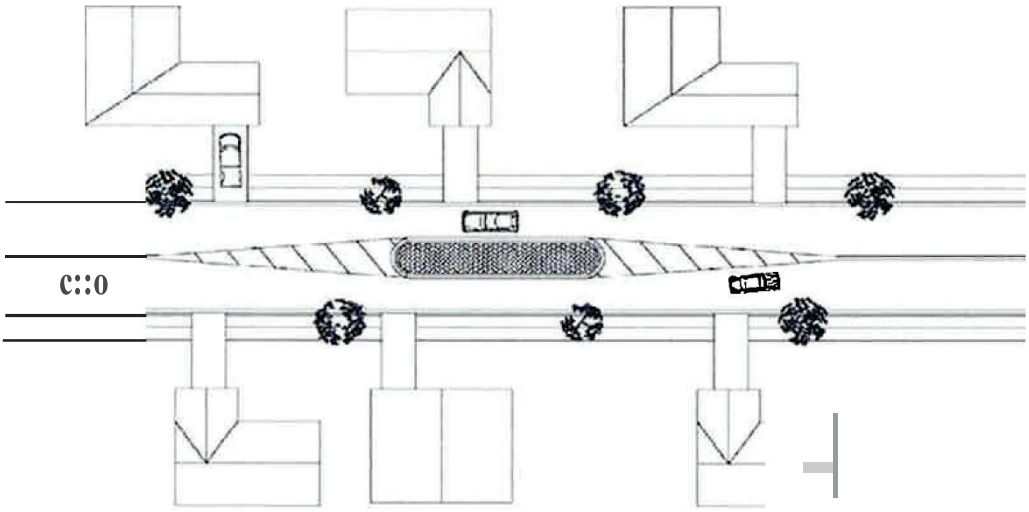




Center Island Narrowing/Medians

A raised center island is used to narrow the roadway. They may also provide pedestrian refuge is combined with a crosswalk allowing pedestrians to cross one lane of traffic at a time.





Traffic Circles

A raised island in the center of an intersection requiring vehicles to maneuver around the circle resulting in slower speeds. Entry into the intersection is controlled by yield signs.





Roundabouts

Similar to traffic circles, but larger. Roundabouts requires a large right-of-way area to construct. Entry into the roundabout is controlled by "splitter" islands that flare traffic into the roundabout. They are often used in-lieu of a traffic signal.

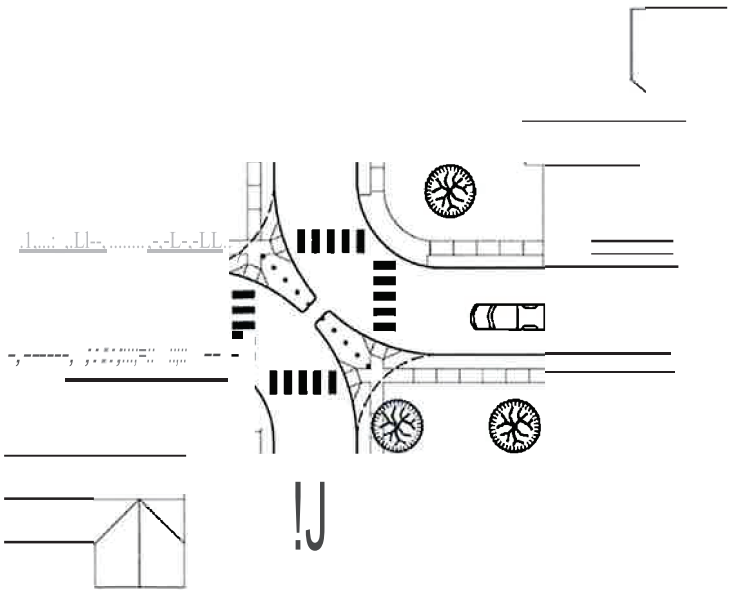




Diagonal Diverters

Diagonal diverters are physical barriers that bisect an intersection diagonally creating two unconnected intersections. Approaching traffic is restricted to one receiving street rather than three.





RESOLUTION NO. 58 – 2026

A RESOLUTION ADOPTING THE TRAFFIC CALMING PLAN AND APPROVING THE PURCHASE AND INSTALLATION OF THE MATERIALS FOR THE TRAFFIC CALMING PROJECT ON CRAWFORD STREET

WHEREAS, the City of Shelby owns and maintains public streets in accordance with North Carolina General Statues; and,

WHEREAS, the Shelby City Council adopted the City of Shelby Traffic Calming Policy in December 2018; and,

WHEREAS, the purpose of the City of Shelby Traffic Calming Policy is to provide a uniform process that guides City staff to review and analyze traffic issues that are not addressed in City of Shelby Standard Details, NCDOT Standard Drawings and Specifications, and the FHWA Roadway design manual; and,

WHEREAS, the Shelby City Council adopted the revised City of Shelby Traffic Calming Policy in October 2025 to improve the traffic calming process; and,

WHEREAS, City staff were contacted by a representative from Atrium Health-Cleveland about pedestrian safety on Crawford Street; and,

WHEREAS, City staff followed the quantitative traffic calming review process that is identified in the Traffic Calming Policy; and,

WHEREAS, the City contracted with Odom Engineering to develop a traffic calming plan for Crawford Street and included two speed tables and a pavement mounted pedestrian sign; and,

WHEREAS, the plans for Crawford Street that were prepared by Odom Engineering were reviewed and approved by City staff including Engineering, Fire, Police, Planning, Public works, and Utilities; and,

WHEREAS, City staff recommend the purchase and installation of the materials for the Traffic Calming Project on Crawford Street that were referenced in the Odom Engineering plans dated June 11, 2026.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHELBY, NORTH CAROLINA:

Section 1. The Shelby City Council hereby approves the proposed Traffic Calming Plans for the Traffic Calming Project on Crawford Street as shown in the Odom Engineering plans dated June 11, 2026.

Section 2. The City Manager is hereby authorized and directed to implement and administer the traffic calming plan set forth in section 1 of this resolution. Additionally, if

the traffic calming measures that are installed are found to create unforeseen issues or safety concerns, the traffic calming measure shall be removed at the direction of the City Manager.

Section 3. This resolution shall become effective upon adoption and approval.

Adopted and Approved this the 17th day of August 2026.

O. Stanhope Anthony III
Mayor

ATTEST:

Carol Williams
City Clerk

City of Shelby
Agenda Item Summary
August 17, 2026
City Hall Council Chambers

Agenda Item: F-2

2) Purchase of South Morgan Street property:

   a. Adoption of FY 2026-2027 Budget Ordinance Amendment: Ordinance No. 37-2026

   b. Approval of a resolution authorizing the execution of a Purchase and Sale Agreement for real property (Tax Parcel 27799) located on South Morgan Street, Shelby, NC 28152: Resolution No. 59-2026

New Business Agenda Item: (Ben Yarboro, Assistant City Manager)

Summary of Available Information:

- Memorandum dated August 12, 2026, from Ben Yarboro, Assistant City Manager to Justin Merritt, City Manager
- Map showing location of Tax Parcel 27799
- Ordinance No. 37-2026
- Resolution No. 59-2026

City Manager's Recommendation / Comments

City staff have identified a parcel (27799, map attached) that will provide future benefits to the Carolina Harmony Trail near the intersection of S. Morgan and S. Dekalb Streets. This parcel is approximately 1.2 acres in size. The site has the ability to support necessary grading required for the trail, as well as provides necessary space for the location of a future trailhead and parking area.

The negotiated price for the parcel is $22,000, with a total budgetary request of $25,000, to accommodate associated closing costs. It is proposed that funds be appropriated from General Fund reserves for this purchase.

It is my recommendation that Ordinance 37-2026 and Resolution No. 59-2026 be adopted and approved by City Council.

Shelby
NORTH CAROLINA
Post Office Box 207 · Shelby, NC 28151-0207

Memorandum

To: **Justin Merritt, City Manager**

From: **Ben Yarboro, Assistant City Manager**

CC: **Chris Costner, Director of Finance**

RE: **Recommendation for a Budget Amendment and Execution of a Purchase Sale Agreement for the purchase of real property (Tax Parcel 27799) located on S. Morgan Street**

Date: **August 12, 2026**

Background

In October 2023, the City of Shelby completed Phase I of the Carolina Harmony Trail extending from Sunset Cemetery to W. Marion St. The City is currently under construction on Phase II of the multi-use trail which extends from W. Marion St. to S. Dekalb St. During construction of Phase II of this project, City Staff identified a property that adjoins the trail near the intersection of S. Morgan St. and S. Dekalb St. that has multiple long-term benefits to the City. The parcel that the City has an interest in purchasing is identified as Tax Parcel 27799 and consists of approximately 1.2 acres. A map showing the location of this parcel has been attached for reference.

While the potential construction plans for this parcel have not been finalized, it is likely that this parcel will be used to help support the grading required for the rail trail in the immediate vicinity of the parcel and could also provide an area for the future construction of trail amenities or facilities, such as parking for a trailhead.

City Staff recommend establishing a $25,000 budget for this purchase that would allow for a purchase price not to exceed $22,000 and would then provide funding for the associated closing costs. Funding for this purchase is available and would come from the General Fund.

Recommendation

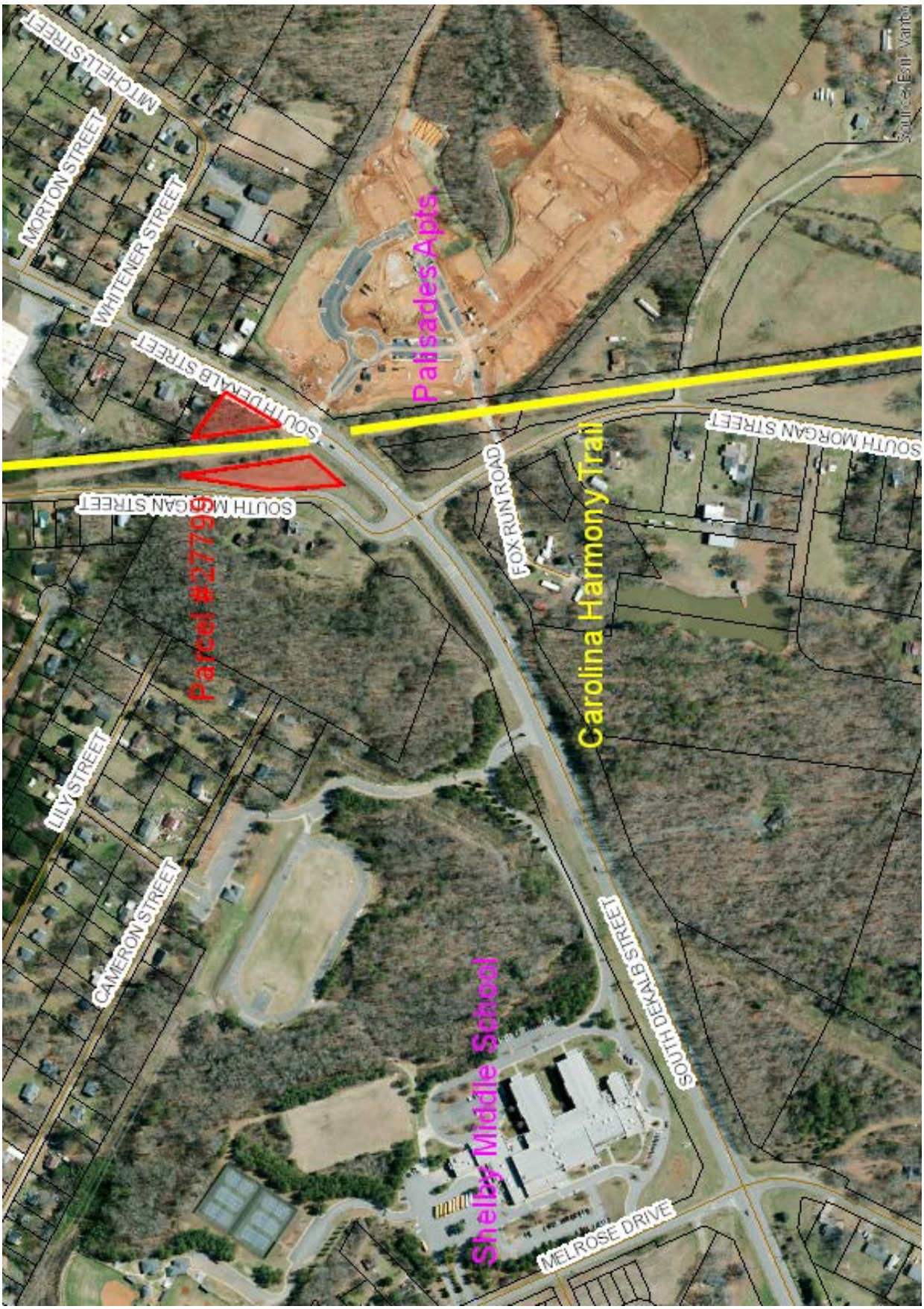
City staff recommends City Council approval of a budget amendment in the amount of $25,000 from the City's General Fund for the purchase of Tax Parcel 27799 located on S.

Morgan St. Additionally, City staff recommends approval of the Resolution authorizing the execution of a purchase and sale agreement for this parcel.

Please let me know if additional information is needed.

Attachments:

- Map showing location of Tax Parcel 27799


MITCHELL STREET
MORTON STREET
WHITENER STREET
SOUTH DEKALB STREET
Palisades Apts.
SOUTH MORGAN STREET
SOUTH MORGAN STREET
FOX RUN ROAD
Carolina Harmony Trail
Parcel #27795
LILY STREET
CAMERON STREET
Shelby Middle School
SOUTH DEKALB STREET
MELROSE DRIVE

ORDINANCE NO. 37-2026
CITY OF SHELBY
FY 2026-2027 BUDGET ORDINANCE AMENDMENT

WHEREAS, in accordance with applicable provisions of the North Carolina Budget and Fiscal Control Act, the City of Shelby finds it advisable and necessary to revise and amend its annual budget for FY 2026-2027; and,

WHEREAS, the City Manager (Budget Officer) has recommended certain amendments to the budget which the governing body finds acceptable; and,

WHEREAS, City Council now desires to act on the recommended budget amendments and approve same for implementation and compliance with the Fiscal Control Act;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHELBY, NORTH CAROLINA:

Section 1. Ordinance No. 20-2026, the City's FY 2026-2027 Budget Ordinance, is hereby amended as follows to provide for Budget Amendment No. 4 for the year:

(1) The following General Fund line items are amended:

(a)	Increase 110612-52000 Land	$ 25,000
(b)	Increase 11001000-39900 Appropriated Fund Balance	$ 25,000

Section 2. That the revenues, expenditures and amendments set forth in Section 1 of this ordinance are hereby summarized as follows:

	Current Budget	Amendment No. 4
General Fund	$ 38,484,080	$ 38,509,080
Emergency Telephone System Fund	109,491	109,491
Powell Bill Fund	938,480	938,480
Economic Dev. Fund	2,089,000	2,089,000
Affordable Housing	0	0
Housing Fund	2,931,478	2,931,478
Cemetery Fund	62,000	62,000
Utilities-Water Fund	8,706,088	8,706,088
Utilities-Sewer Fund	8,904,565	8,904,565
Utilities-Electric Fund	22,556,106	22,556,106
Utilities-Gas Fund	23,755,614	23,755,614
Utilities – Stormwater Fund	1,409,487	1,409,487
FY 2026-2027 Budget Total	$109,946,389	$109,971,389

Section 3. Copies of this Budget Ordinance Amendment shall be furnished to the City Manager as Budget Officer and to the Finance Director to be kept on file by them for their direction in the collection and disbursement of funds. Said officials are hereby authorized to receive and expend funds as herein set forth in accordance with the Shelby City Code, the General Statutes of North Carolina, and the provisions of the original budget ordinance; inclusive of GS 159-28 governing budgetary accounting of appropriations.

Section 4. This ordinance shall become effective upon its adoption and approval.

Adopted and approved this the 20th day of August A. D. 2026.

_____
O. Stanhope Anthony, III
Mayor

ATTEST:

_____
Carol Williams
City Clerk

APPROVED AS TO FORM:

_____
Jason Lunsford
City Attorney

RESOLUTION NO. 59-2026

A RESOLUTION AUTHORIZING THE EXECUTION OF A PURCHASE AND SALE AGREEMENT FOR REAL PROPERTY (TAX PARCEL 27799) LOCATED ON SOUTH MORGAN STREET, SHELBY, NC 28152

WHEREAS, the property proposed for purchase is identified as Tax Parcel 27799 in the Cleveland County Register of Deeds and is located near the intersection of South Morgan Street and South Dekalb Street; and,

WHEREAS, this property adjoins the Carolina Harmony Trail and purchase of the property will ensure the continued enjoyment and use of the property for the benefit of the Carolina Harmony Trail and potential future expansion; and,

WHEREAS, it is the City's intent to acquire said property for public purposes, to include, but not limited to, the use by the City of Shelby Park Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELBY, NORTH CAROLINA:

Section 1. The City Council of the City of Shelby hereby authorizes the City Manager in consultation with the City Attorney to enter into a purchase and sale agreement for the described property located at South Morgan Street, Shelby, NC 28152 (Tax Parcel 27799) located in Deed Book 1838, Page 623 of the Cleveland County Register of Deeds.

Section 2. The City Council of the City of Shelby further authorizes the City Manager, in consultation with the City Attorney, to proceed to closing on the purchase of the referenced property upon the adoption of an ordinance appropriating funding for said purpose.

Section 3. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this the 17th day of August, 2026.

_____
O. Stanhope Anthony, III
Mayor

ATTEST:

_____
Carol Williams
City Clerk

City of Shelby
Agenda Item Summary
August 17, 2026
City Hall Council Chambers

Agenda Item: F-3

3) Consideration of appointments to City advisory boards and commissions:

    a) Parks and Recreation Board

    b) Zoning Board of Adjustment

New Business Agenda Item: (Carol Williams, City Clerk)

Summary of Available Information:

- Memorandums dated August 12, 2025, from Carol Williams, City Clerk to Justin Merritt, City Manager
- Application(s) for Planning and Zoning Board, Zoning Board of Adjustment, and Parks and Recreation Board

City Manager's Recommendation / Comments

Volunteers are an essential part of the work the City performs each year. As always this is just a reminder that we all should work to recruit qualified and quality people to serve whenever possible. Solicitation of both qualified and interested citizens to serve on these important advisory boards remains a priority for 2025. I would challenge each of you to recruit viable candidates that possess the knowledge and willingness to serve during the coming months.

I cannot emphasize enough the importance of appointing quality people to these very important citizen boards and commissions. It is incumbent upon Council as the appointing authority to ensure members are responsible members of the community who will make decisions that reflect the established and recognized values of the City. These appointees after all reflect upon Council as the appointing authority as well as the City as they conduct business month to month.

OFFICE OF THE CITY CLERK

Memo

To: Justin Merritt, City Manager

From: Carol Williams, City Clerk

Date: August 12, 2026

Re: Appointments to City Advisory Boards

BOARD REVIEW: Parks and Recreation Advisory Board –

The terms of two incumbents, Craig Ferree and Marie Hendrick concluded July 2026. Mr. Ferree wishes to continue serving another term. Ms. Hendrick has decided to step down after serving 30 years on the Park and Recreation Advisory Board.

There are two applications on file in the Clerk's Office.

- **Dr. Mary Elliott**
- **Steve Ager**

POSSIBLE ACTION:

Council can begin the nominating process or take appointive action for four terms concluding July 2029.

Attachments:

A. Parks and Recreation Advisory Board roster 2025
B. Parks and Recreation Advisory Board attendance record

RECEIVED
OCT - 8 2025

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

The Shelby City Council believes that all citizens should have the opportunity to actively participate in governmental decisions. One way of participating is by serving as a voluntary member of one of the City's Boards, Commissions or Committees as outlined below. If you have an interest in being considered for appointment, please complete the form below and mail it to the City Clerk, City of Shelby, P.O. Box 207, Shelby, NC 28151-0207 or email it to carol.williams@cityofshelby.com. If you have questions or need assistance, please call 704 669-6588. Thank you!

Keep Shelby Beautiful
Shelby-Cleveland County Regional Airport Advisory Commission
Shelby Alcoholic Beverage Control Board
Shelby Zoning Board of Adjustment
Shelby Firefighter's Relief Fund Board of Trustees
Shelby Housing & Redevelopment Advisory Board
Shelby Parks & Recreation Advisory Commission
Shelby Planning & Zoning Advisory Board
Shelby Public Art Advisory Board
***Other committees that may be formed by the Mayor and City Council**

DATE 10-8-25

NAME Dr. Mary J. Elliott

ADDRESS (No P O Boxes please) 137 Westfield Rd

CITY / STATE / ZIP Shelby, NC 28150

DO YOU RESIDE WITHIN THE CITY OF SHELBY'S CORPORATE LIMITS?
Yes

DO YOU RESIDE WITHIN THE CITY OF SHELBY'S EXTRATERRITORIAL JURISDICTION (ETJ)?
Not sure

WARD 2

PHONE NUMBERS: Home 720-353-5785 Work

EMAIL ADDRESS maryjacksonelliott@gmail.com

OCCUPATION Semi-retired + consulting business owner

EDUCATIONAL BACKGROUND Doctoral candidate, 2 master's degrees, 1 bachelor's

BOARD OR COMMISSION INTERESTED IN:

1. Planning + Zoning
2. Parks & Rec
3. Keep Shelby Beautiful

OTHER COMMENTS:
- Chamber Member
- Former Comms & Mrktg Dir for City of Gastonia
- Serve on Healthy Together Cleveland Steering Comm.
- Leadership Cleveland County - Class of 2026

SIGNATURE Mary J. Elliott DATE 10/8/2025

Dr. Mary J. Elliott

maryjacksonelliott@gmail.com | https://www.linkedin.com/in/maryjacksonelliott

PUBLIC RELATIONS & COMMUNICATIONS LEADER

Strategic communications and marketing professional with extensive experience in public and media relations, brand engagement, and crisis communication. Proven success in leading earned media storytelling and strengthening organizational reputation. Skilled at managing press office functions, building media relationships, and using analytics tools to deliver data-driven results.

- Earned Media & Media Relations
- Public Relations & Communications Strategy
- Crisis & Reputation Management
- Executive Messaging & Media Training
- Strategic Internal & External Communications
- Team Leadership & Stakeholder Engagement

CAREER HIGHLIGHTS & ACHIEVEMENTS

PRESIDENT
Touchpoint Strategic Communications (Shelby, NC) **October 2024 - Present**
Provide strategic integrated communications consulting focused on marketing communications, public relations, and crisis communications strategies for non-profits and businesses to expand reach and impact.

DIRECTOR OF COMMUNICATIONS AND MARKETING **August 2019 – September 2024**
City of Gastonia, NC
Oversight and leadership of strategic communications and marketing for a municipality including public relations strategy, media relations, crisis communication, advertising, brand management, social media, graphic design, website development, video production, executive leadership communications, and community outreach. Report directly to the City Manager to more than 1,000 employees.

- ✓ Manage local and national media inquiries, plan/execute story pitches with 95% placement rate.
- ✓ Developed, executed, and managed external marketing plans and internal communications.
- ✓ Managed advertising campaigns to increase brand awareness and services to residents.
- ✓ Achieved year over year cost containment and salary savings through budget and vendor management.
- ✓ Led team in developing multi-channel campaigns that integrated social, digital, and traditional platforms.

DIRECTOR OF COMMUNICATION AND MARKETING **January 2017 – November 2018**
Community College of Aurora (Aurora, CO)
Oversight and direction of the Communications & Marketing Department for a community college with enrollment of more than 11,000+ students on two campuses. Responsible for strategic communications and marketing / brand management, including program marketing, internal communications, community outreach, social media, online communications, graphic design, video production, media relations, and crisis communications to increase student enrollment and retention.

- ✓ Managed media inquiries, planned/executed story pitches, and media training; served as PIO.
- ✓ Developed and managed program external marketing plans and internal communications plans.
- ✓ Managed advertising agency relationship. Vendor contract negotiation and management.
- ✓ Managed integration of social media platforms to support marketing campaigns.
- ✓ Increased student enrollment during fall and spring enrollment marketing campaigns by 30%.
- ✓ Successful brand management/adoption in service area 18 months after campaign launch.

ASSISTANT DIRECTOR FOR PUBLIC RELATIONS AND PIO **February 2016 – December 2016**
Community College of Aurora (Aurora, CO)
Managed media relations, public relations, and emergency/crisis communications for two campuses in Aurora and Denver. Managed College Communications Department in the absence of the Director.

- ✓ Developed media and public relations plans for the college.
- ✓ Wrote and produced a monthly President's Report for the community college system board of directors.
- ✓ Media relations: 70% increase in media placements.

MARKETING & COMMUNICATIONS MANAGER **April 2004 – February 2015**
SCL Health | Good Samaritan Medical Center (Lafayette, CO)
Managed strategic internal and external communications programs for the Communications & Marketing Department during the construction, start-up, and occupancy of a $200 million medical center.

External Communications

- ✓ Media Relations: increased media exposure by 100%.
- ✓ Service line marketing communications to increase market share preference as "hospital of choice" in primary service area (PSA).
- ✓ Communications consultant to service lines, including patient experience and physician relations.
- ✓ Public relations and community outreach through construction, start-up, and occupancy.
- ✓ Integration of social media platforms to support marketing campaigns.
- ✓ Achieved cost containment through vendor management.

Internal & Employee Communications
Significant projects: rebranding communications, emergency/crisis communications, change management, and HR communications.

- ✓ Managed electronic newsletter content and planning.
- ✓ Integration of social media platforms to support employee engagement.
- ✓ Communications consultant to C-Suite, managed executive leader communications/consultation.
- ✓ Event manager for more than 500 events to boost employee engagement strategies.
- ✓ Presenter: New Associate Orientation (mission, vision, and values presentation)

EDUCATION

- Doctoral Candidate, D.B.A. – Capella University
- Master of Special Studies, M.S.S. – University of Denver
- Master of Theological Studies, M.T.S. – Iliff School of Theology
- Bachelor of Arts, B.A. – University of Detroit-Mercy

ADDITIONAL INFORMATION, AWARDS & AFFILIATIONS

Steering Committee Vice Chairman| Healthy Together Cleveland (2024 – present)
Leadership Cleveland County (North Carolina) – Class of 2026
Board Chairman, Leadership Gaston (2022); Graduate, Class of 2020 (North Carolina)
Leadership Aurora (Colorado), Class of 2017

First & Second Place Awards – North Carolina City & County Communicators (2020, 2022, 2021)
Silver Medallion Award, Community Relations Campaign – NCMPR (2017)

Experienced in public speaking, training, media interviews, and executive communications.
Strong background in stakeholder and executive engagement.

Shelby
NORTH CAROLINA

RECEIVED
MAY 13 2025

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

The Shelby City Council believes that all citizens should have the opportunity to actively participate in governmental decisions. One way of participating is by serving as a voluntary member of one of the City's Boards, Commissions or Committees as outlined below. If you have interest in being considered for appointment, please complete the form below and mail it to the City Clerk, City of Shelby, and P.O. Box 207, Shelby, North Carolina 28151-0207.

- Shelby-Cleveland County Regional Airport Advisory
- Commission Shelby Alcoholic Beverage Control Board
- Shelby Appearance Advisory Commission
- Shelby Zoning Board of Adjustment
- ~~Shelby Community Relations Council~~
- Shelby Fireman's Relief Fund Board of Trustees
- Shelby Housing & Redevelopment Advisory Board
- ✓ Shelby Parks & Recreation Advisory Commission
- Shelby Planning & Zoning Advisory Board
- Shelby Public Art Advisory Board
- Other committees that may be formed by the Mayor and City Council

DATE 5/13/2025

NAME Darryl STEPHEN AGER

ADDRESS (No PO Boxes, please) 229-A YOUNG Street

CITY / STATE / ZIP Shelby, N.C. 28150

TELEPHONE (Home) Mobile 704-974-7774 (Work) _____ EMAIL ADDRESS (704)974-7774

OCCUPATION _____

EDUCATIONAL BACKGROUND _____

BOARD OR COMMISSION INTERESTED IN:

1. Parks and Recreation Advisory Board
2. Airport
3. Housing Advisory Board

OTHER COMMENTS:

SIGNATURE Darryl S. Ager DATE 5-13-25

OFFICE OF THE CITY CLERK

Memo

To: Justin Merritt, City Manager

From: Carol Williams, City Clerk

Date: August 12, 2026

Re: Appointments to City Advisory Boards

BOARD REVIEW: Zoning Board of Adjustment –

The terms of four incumbents have concluded: David Beam, Mot Davis, Stevie Brooks, and Henry Earle. They all wish to continue their service.

There is one application on file in the Clerk's Office –

- **Gustavo Martinez**

POSSIBLE ACTION:

Council can begin the nominating process or take appointive action for seven new terms.

Attachment:

A. Zoning Board of Adjustment roster 2026

Shelby
NORTH CAROLINA

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

RECEIVED
FEB 1 2024

The Shelby City Council believes that all citizens should have the opportunity to actively participate in governmental decisions. One way of participating is by serving as a voluntary member of one of the City's boards, commissions, or committees as outlined below. If you have an interest in being considered for appointment, please complete the form below and mail it to the City Clerk, City of Shelby, P O Box 207, Shelby, NC 28151-0207 or email it to carol.williams@cityofshelby.com. If you have questions or need assistance, please call 704 669-6588. Thank you!

Keep Shelby Beautiful Commission
Shelby-Cleveland County Regional Airport Advisory Commission
Shelby Alcoholic Beverage Control Board
Shelby Zoning Board of Adjustment
Shelby Firefighters Relief Fund Board of Trustees
Shelby Housing & Redevelopment Advisory Board
Shelby Parks & Recreation Advisory Commission
Shelby Planning & Zoning Advisory Board

DATE Feb 1, 2024

NAME Gustavo A. Martinez

ADDRESS (No P O Boxes please) 312 McBrayer St

CITY / STATE / ZIP Shelby, NC, 28150

DO YOU RESIDE WITHIN THE CITY OF SHELBY'S CORPORATE LIMITS?
Yes

DO YOU RESIDE WITHIN THE CITY OF SHELBY'S EXTRATERRITORIAL JURISDICTION (ETJ)?
No

WARD Ward 4

PHONE NUMBERS: Home (980) 295-5551 Work (980) 295-5551

EMAIL ADDRESS gustavomartinez0@yahoo.com

OCCUPATION IT and Business Consulting; Photography

EDUCATIONAL BACKGROUND BSc in Computer Science and MSc in Economics (Planning) Utah State University

BOARD OR COMMISSION INTERESTED IN:

1. Planning and Zoning
2. Zoning Board
3. Regional Airport Advisory

OTHER COMMENTS:

SIGNATURE [signature] DATE Feb 1, 2024

City of Shelby
Agenda Item Summary
August 17, 2026
City Hall Council Chambers

Agenda Item: G

City Manager's Report

I will report to Mayor and Council about ongoing projects and issues. The projects and issues reported upon are intended to be for your information and do not necessarily require action by Council.

Agenda Item: H

Council Announcements and Remarks

I. Adjournment:

To adjourn a meeting of City Council, a majority of the Council members must vote for a motion to adjourn.

1) Motion to adjourn