

Kinston City Council

AGENDA

TUESDAY, FEBRUARY 17, 2026

Regular Meeting at 5:30 pm



Mayor Kareem S. Moore
Mayor Pro Tem Felicia Solomon

Councilmembers

Sammy Aiken
Antonio Hardy
Les Lipford
Barbara Seaforth

Agenda
Kinston City Council
City Hall · 207 East King Street
Tuesday, February 17, 2026
Regular Meeting at 5:30 pm

This meeting will be held in person and live-streamed on
YouTube Channel: @thecityofkinston
Available for viewing on KTV, the local government channel 2

REGULAR MEETING

Call to Order -----Mayor Kareem S. Moore

Prayer-----Pastor John Flowers
Church of Faith and Deliverance

Pledge of Allegiance

Council Members' Roll Call

CITIZEN COMMENT

Citizens must sign in before the start of the meeting if they wish to address the City Council.
Citizens should state their name and address before beginning their comments and may speak up for a maximum of 3 minutes.
Citizens seeking assistance or asking questions will be contacted by a member of the Governing Body or by appropriate City Staff

Adoption of the Agenda

*If a Councilmember wishes to revise the agenda, the Motion to add or delete an item will be entertained
before the Adoption of the Agenda.*

Motion/Second

MINUTES

Consider approval of the minutes of the City Council meeting held on January 20, 2026 and January 30, 2026 ----- Debra Thompson

Motion/Second

PRESENTATIONS/RECOGNITIONS

1. ARTbeat, LLC Mobile Platform Designed to Map & Promote Public Art and Local Artists, Driving Downtown Foot Traffic, Tourists, and Small Businesses Across Kinston-----Kristy Kelly
2. 2025 KPD Annual Report-----Chief Goyette

PUBLIC HEARING AND APPROVAL

1. Public Hearingfor three (3) Local Historic Landmarks-----Elizabeth Blount

Motion/Second

ACTION AGENDA

1. Consider Special Events Permit, Kinston Teens Sunday Dinner ----- Keith Goyette
[Motion/Second](#)
2. Consider Special Event Permit – Jackson Heights Music Concert in Pearson Park for April 18, 2026
Keith Goyette
[Motion/Second](#)
3. Consider Adoption of Ordinance to NCDOT-IMD Multimodal Planning Project (C2128) ----- Donna Goodson
[Motion/Second](#)
4. Consider Adoption of Ordinance to Establish Herritage Street Stormwater Improvement Capital Project (T9304)-----Donna Goodson
[Motion/Second](#)
5. Consider Approval of Amendment 1 to the Engineering Services Agreement with the Wooten Company in the Amount of \$104,500 to Perform Engineering Services for the Herritage Street Stormwater Improvement Project----- Steve Miller
[Motion/Second](#)
6. Consider Approval of a Request for Sewer Service to Properties in the ETJ at 1697 U.S. Hwy 258 South and 109 Old Second Street-----Steve Miller
[Motion/Second](#)

INFORMATION AND UPDATES

1. Wholesale and Electric Rate Increase Effective April 1, 2026 ----- Steve Miller
2. Energy Emergency Alert Response Requirements ----- Steve Miller
3. Consider Streets to be included in FY2025-26 Street Resurfacing Project-----Steve Miller
4. FY25-26 Quarter 2 Budget Status-----Donna Goodson
5. ARPA Expenditures Update as of 12/31/25-----Donna Goodson
6. FY2026-2027 Proposed Budget Calendar-----Donna Goodson
7. Kinston/Lenoir County Recreation Summer Jobs Update-----Scott Alston

APPOINTMENT

1. Consider Re-Appointment of Warren S. Perry, Jr. to Kinston-Lenoir County Public Library – Chairman
Mayor Kareem S. Moore
[Motion/Second](#)

CITY MANAGER’S REPORT

1. City Manager Recruitment Services Clarification of Services----- Ralph Clark
[Motion/Second \(IF NECESSARY\)](#)

CITY ATTORNEY'S REPORT

MAYOR AND COUNCILMEMBER REPORTS

CLOSED SESSION

ADJOURNMENT

City of Kinston

City Council Agenda



Meeting Date: Tuesday, February 03, 2026

Agenda Section: Presentations/Recognitions

Item Request: Information Only

Agenda Item to be Considered

Presenter: Kristy Kelly

Subject: ARTbeat, LLC – Mobile platform designed to map and promote public art and local artists—driving downtown foot traffic, tourism, and small-business visibility across Kinston.

Action Requested: None

Supporting Documentation: No

Department Head's Approval _____

City Manager's Approval Ralph Clark

Budgetary Impact: ☐ None ☐ Budgeted ☐ Needs Budget Ordinance

Staff Recommendation:

Local ARTbeat

Purpose & Program Overview

Local ARTbeat is a place-based cultural and economic development initiative, developed by Kristy Kelly, that uses public art, downtown exploration, and community events to stimulate tourism and local economic activity across Eastern North Carolina. The program helps residents and visitors discover murals, installations, and creative spaces while encouraging foot traffic, longer downtown visits, and engagement with local businesses.

The Spring 2026 Local ARTbeat program integrates guided public art tours, participation in regional festivals, and a public-facing mobile platform to activate underutilized downtown areas, support working artists, and connect cultural assets to local commerce. By using art as a gateway to exploration, Local ARTbeat strengthens community identity while contributing to small-town revitalization and tourism growth.

The app is available in seven languages; English, Spanish, French, German, Portuguese, Arabic, and Chinese.

The app is available in Google Play Store and Apple App Store

Program Needs

Launch Event

Local ARTbeat requires funding to host a public kickoff event introducing the Spring 2026 program to residents, artists, and community partners. The launch event establishes program legitimacy, builds early awareness, and provides a clear entry point for participation in upcoming tours and activities. Funding supports venue costs, food and beverages, marketing, advertising, basic event materials, reusable signage, and volunteer support.

ENC Capture Tour – 26 Guided Art Walks

The ENC Capture Tour is the core programmatic component of Local ARTbeat. Funding is required to execute 26 guided public art tours across Eastern North Carolina communities. These tours document murals and installations while encouraging residents and visitors to explore walkable downtowns, learn about local artists, and visit nearby businesses.

Funding supports promotion, wayfinding signage, volunteer coordination, and transportation stipends. This support ensures consistent turnout, safe operations, and equitable access across both urban and rural communities.

Festival & Market Outreach

Local ARTbeat requires funding to maintain a visible presence at major regional festivals and recurring community markets. Festivals provide high-volume public exposure and allow the program to reach audiences who may not actively seek out arts programming.

Planned participation includes **BBQ Fest on the Neuse (Kinston)**, MumFest (New Bern), Collard Festival (Ayden), NC Seafood Festival (Morehead City), NC Pickle Festival (Mount Olive), Arts in the Arboretum (New Bern), Washington Waterfront Festival, Beaufort Pirate Invasion, the Umbrella Market (Greenville), and one rotating small-town festival per month aligned with ENC Capture Tour locations. Funding offsets booth fees, outreach materials, and volunteer support.

Volunteer Transportation & Reusable Infrastructure

Volunteer support is essential to Local ARTbeat's operations. Funding is needed to purchase shared transportation assets, such as electric scooters or e-bikes, along with required safety equipment. These assets improve volunteer mobility, reduce recurring reimbursements, and increase operational efficiency.

Durable, reusable signage and a custom vendor booth are also required to ensure a professional and consistent presence across tours, festivals, and outreach events. One-time investment in reusable infrastructure reduces long-term costs and supports future programming.

Budget Summary – Spring 2026

Total Program Budget: \$50,000

- Launch Event: \$5,000
- ENC Capture Tour (26 events): \$18,000
- Festival & Market Outreach: \$15,000

- Volunteer Transportation Assets: \$5,000
 - Reusable Signage & Outreach Booth: \$7,000
-

Funding Strategy

Local ARTbeat employs a diversified funding strategy to ensure sustainability beyond initial funding:

- Grant support covers foundational programming, infrastructure, and volunteer support
 - Sponsorships offset outreach, events, and operational costs
 - In-kind partnerships provide space, promotion, and logistical support
 - Reusable assets reduce long-term expenses and support future seasons
-

Sponsorship Opportunities

Local ARTbeat sponsorships directly support community art discovery, tourism, and local economic activity.

- **Title Sponsor – \$25,000**
- **Event Sponsor – \$1,000**
- **Art Walk Sponsor – \$1,000**
- **Capture Sponsor – \$500**
- **Discover Sponsor – \$500**
- **Founding Investor – \$250**

All sponsorships fund community programming, volunteer support, and public-facing events. Higher-tier sponsorships support reusable infrastructure benefiting multiple communities.

City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 03, 2026

Agenda Section: Presentations/Recognitions

Item Request: Information Only

Agenda Item to be Considered

Presenter: Keith Goyette, Police Chief

Subject: 2025 KPD Annual Report

Action Requested: None

Supporting Documentation: KPD Memorandum, 2025 KPD Annual Report, Power Point Presentation

Department Head's Approval

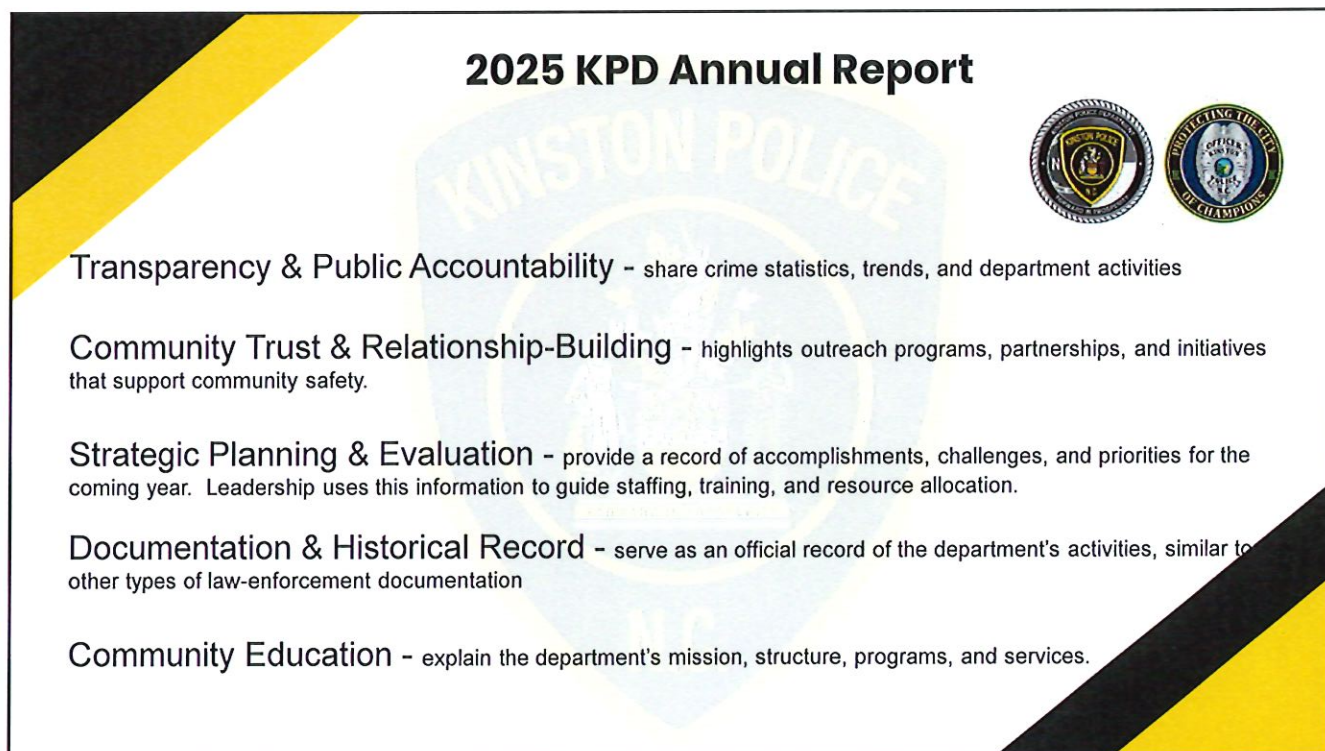
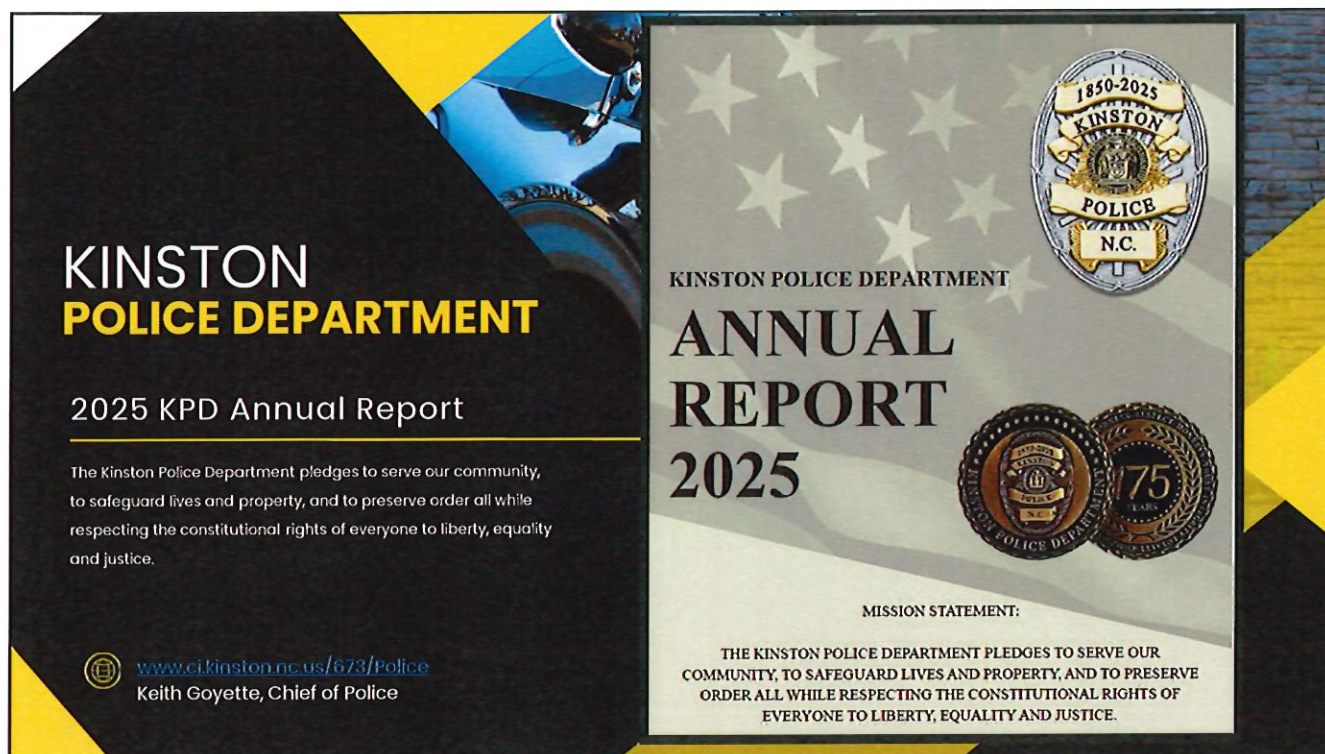
A handwritten signature in blue ink, likely belonging to the Department Head, is written over a horizontal line.

City Manager's Approval

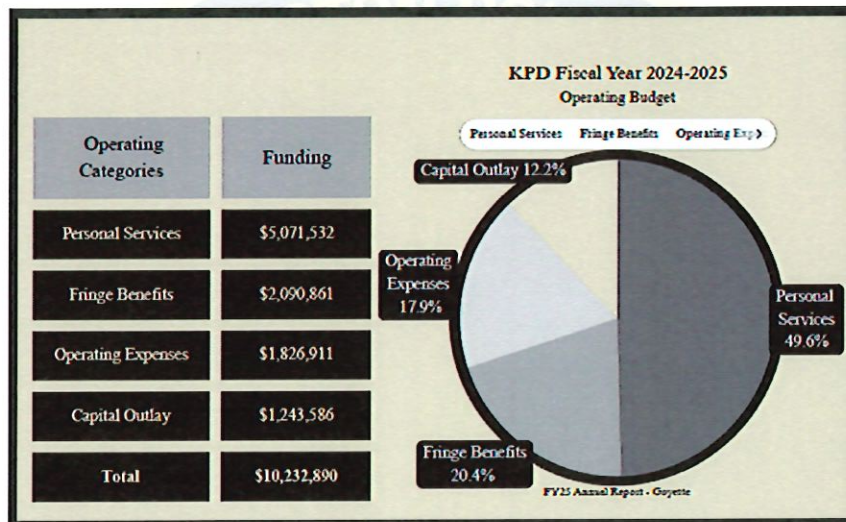
Steven L. Harrell

Budgetary Impact: ☒ None ☐ Budgeted ☐ Needs Budget Ordinance

Staff Recommendation:



2025 KPD Annual Report



2025 KPD Annual Report

STRATEGIC PLAN

In April of 2020, the agency developed a Strategic Planning Committee that was comprised of command, supervisory, sworn and non-sworn personnel from throughout the department. This plan reflects the Agency's efforts to formulate a strategic direction for our future. This evaluation was completed while considering the needs of the Kinston community, with special consideration given to the Department's Mission.

From our internal assessment, we set initiatives (goals) and short-term actions (objectives) to guide our direction and decision making for our Agency's future. The Kinston Police Department Strategic Plan for 2022-2027 represents the Agency's ongoing commitment to improve the manner in which we serve. The Kinston Police Department is a professional law enforcement agency that continuously seeks to meet the challenges of serving and protecting the residence, guests and businesses of our community.

We are thrilled to share that the Kinston Police Department has successfully completed 10% of our ambitious five-year strategic plan, with two years still remaining to achieve our goals. This remarkable progress is a testament to the hard work, dedication, and collaboration of our officers, staff, and community partners. By focusing on key areas such as crime reduction, community engagement, technological advancements, and professional development, we have laid a strong foundation for continued success. As we move forward, we remain committed to fulfilling the remaining objectives and ensuring that Kinston continues to thrive as a safe and vibrant community for all. Your ongoing support and partnership are crucial in making these achievements possible, and we are excited to see what we can accomplish together in the coming years.

In the summer of 2022, the Strategic Plan was before the City of Kinston Council and ever since then, the KPD Strategic Plan has been in place. The Strategic Plan is located on our website. The ten goals the KPD Strategic Plan identifies are:

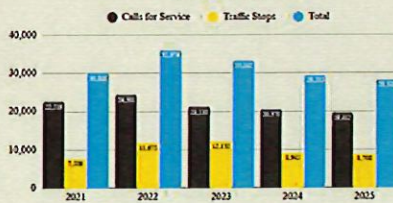
- Maintain a safe & secure community
- Develop a comprehensive traffic safety plan
- Develop an enhanced recruiting & retention plan
- Upgrade facilities, technology & equipment
- Upgrade vehicles
- Enhance community partnerships & engagement
- Develop employee skills & enhance organizational leadership
- Expand and improve the VUEAT Team for future development
- Revamp the K3 Unit
- Agency Enhancement



Page 10 of 62

CALLS FOR SERVICE & TRAFFIC STOPS

KPD 2021-2025



TRAFFIC STOPS & CRASH MAP

- kinstonnc.gov/668/KPD-Crime-Map



Page 12 of 62

Calls for service: 19,412

• Down 958

Traffic Stops: 8,708

• Down 237

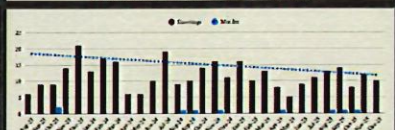
Total: 28,120

• Down 1,195



2025 KPD Annual Report

ANNUAL SHOOTING STATS



	MURDERS	ATTEMPTED	PEOPLE SHOT	"SHOOTINGS"
2021	5	1	20	64
2022	4	0	31	60
2023	4	8	23	73
2024	4	12	18	89
2025	4	16	25	101*

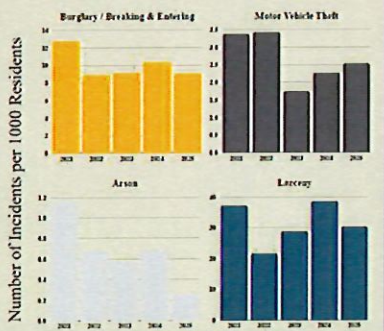
DIVERGENCE BETWEEN CRIME FREQUENCY AND VICTIMIZATION RATES

Data from 2021-2025 reveals a significant divergence while recorded "shootings" have increased (64 to 101) this surge has not produced a corresponding rise in victimization. With murders remaining unchanged to date and "People Shot" totals staying below 2022 peaks, the data points to a "high frequency / low accuracy" dynamic. This indicates a shift toward making high volume fire with a lower conversion rate to physical injury. On an increased sensitivity to community reporting. While the stability in fatal outcomes is positive, the rise in intermediate gunfire presents a distinct, concerning collateral threat.



Page 15 of 62

CRIME TRENDS 2025 CRIMES AGAINST PROPERTY FIVE YEAR TRENDING



Page 31 of 62

CRIME TRENDS - cont. CRIMES AGAINST PEOPLE FIVE YEAR TRENDING



THE DATA INDICATES KINSTON HAS A HIGHER PER CAPITA CRIME RATE THAN THE STATE/NATIONAL AVERAGE. CRIMES IS EXPECTED FOR AN URBAN SUB VS RURAL SUBURBAN SETBACKS. THE "90" HERE IS THE SHAPE OF TEXAS.

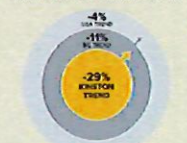
2025 KPD Annual Report

2025 STRATEGIC BASELINE

Outpacing the Trend

While the nation and state see steady declines, Kinston Police Department is accelerating the disruption of violence locally.

CRIME REDUCTION DEPTH



VELOCITY OF CRIME REDUCTION

Indexed Year-over-Year Change (2021 vs 2025)



VELOCITY OF VIOLENT CRIME REDUCTION

Aggravated Assault (The Big Win)
The Gap: In 2024, Kinston's assault rate was nearly 1/3 the state average (-4.6 vs -3.3%).
While the State of NC index of assault by -9.8%, Kinston reduced theirs by -33%.
We are closing the safety gap three times faster than the state.
Robbery (Conspiring Trend):
National robbery rates dropped by -20% in 2025. Kinston mirrored the success, dropping our rate from -0.11 to -0.13 per 1,000. We are now within striking distance of the national urban average (-0.05-0.09 for similar sized cities).
For similar sized cities.

Page 33 of 62

AGENCY STATS

2025 YEARLY CRIME STATS

Kinston Police Department 10101 2025 - 12-31-25



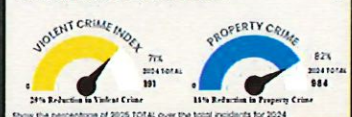
COMMUNITY ENGAGEMENT



Page 49 of 62



Quarterly Crime as a % of 2024 Total



2025 KPD Annual Report

Promotions



CAPTAIN J WALKER

CAPTAIN J BEST



SERGEANT J WILLIAMS

SERGEANT L MILLER

2025 OFFICERS OF THE MONTH



A. Gonsky

C. Williams

J. McDevitt



D. Busby

W. Thompson

E. Stubbett



A. Gonsky

T. Fuller

J. Stubbett



J. Benjamin

M. Paul

T. Narmore

2025 Kinston Police Department Awards



Officer of the Year
Officer T. Fuller

Director of the Year
Captain A. Williams

Officer of the Year
Captain J. McDevitt

Superior of the Year
Captain J. Best



Distinguished Service
Sergeant J. Stubbett

Distinguished Service
Captain D. Busby

Meritorious Duty
Officer T. Fuller

Meritorious Police Duty
Sgt. Andrew Manrique & Sergeant



Team of the Year Award
Captain D. Gonsky

Team of the Year Award
Officer B. Davis

Officer of the Year
Captain A. Williams

Officer of the Year
Captain J. McDevitt



Crime Commissioner
Kathleen Davis

Crime Commissioner
Kathleen Davis

Distinguished Unit Award
KPD 1st Response Division



Kinston Police Department

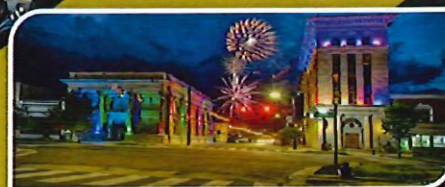
THANK YOU

QUESTIONS



www.ci.kinston.nc.us/673/Police

Keith Goyette, Chief of Police





KINSTON POLICE DEPARTMENT

ANNUAL REPORT 2025



MISSION STATEMENT:

THE KINSTON POLICE DEPARTMENT PLEDGES TO SERVE OUR COMMUNITY, TO SAFEGUARD LIVES AND PROPERTY, AND TO PRESERVE ORDER ALL WHILE RESPECTING THE CONSTITUTIONAL RIGHTS OF EVERYONE TO LIBERTY, EQUALITY AND JUSTICE.

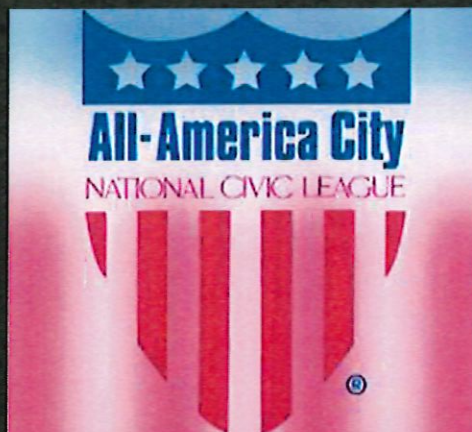
About Kinston, North Carolina

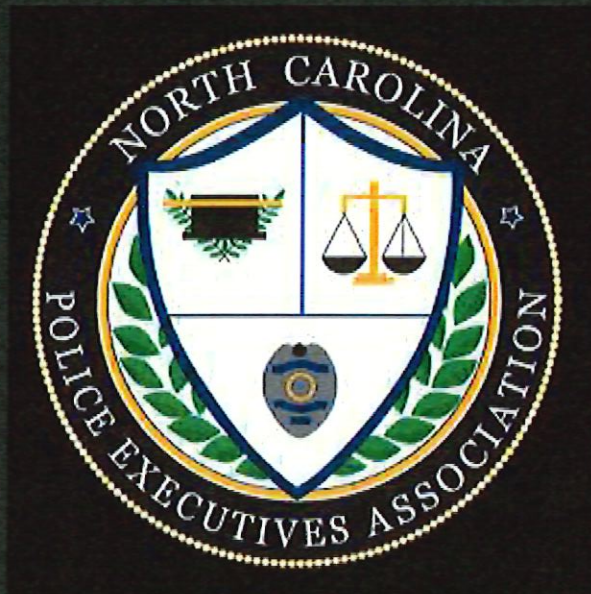


The Kinston Police Department is charged with the protection of life and property and with maintaining public order through the prevention and reduction of crime. In addition to enforcing the law, the Department places emphasis on addressing community concerns related to safety, quality of life, and the public's perception of crime. Through the implementation of community-oriented policing strategies, the Department works in coordination with community stakeholders to identify concerns, develop solutions, and promote a safe and livable environment for residents, businesses, and visitors.

The City of Kinston serves as the county seat of Lenoir County, North Carolina, and had a population of 19,888 according to the 2022 Census. Kinston has served as the county seat since Lenoir County's establishment in 1791 and is geographically located within the Coastal Plain region of Eastern North Carolina. The city has a history of civic engagement and recognition, including being designated an All-America City in 1988 and again in 2009.

Kinston was established in December 1762 by an act of the North Carolina General Assembly as Kingston, named in honor of King George III. Following the American Revolution, the city was renamed Kinston in 1784, reflecting the community's move away from monarchical influence. Over time, Kinston has experienced continued growth and development and now supports a diverse mix of residential neighborhoods, commercial enterprises, healthcare facilities, and industrial resources. Key institutions include UNC Lenoir Health Care, a revitalized downtown business district, and the North Carolina Global TransPark. In 2024, Professional Baseball's Frontier League announced they would bring the Down East Bird Dawgs to Kinston beginning with the 2025 season, contributing to economic development and community engagement initiatives.





Law Enforcement Agency of
Year
Presented to
**KINSTON POLICE
DEPARTMENT**
2025

ANNUAL REPORT 2025

OUR MISSION

The Kinston Police Department pledges to serve our community, to safeguard lives and property, and to preserve order all while respecting the constitutional rights of everyone to liberty, equality and justice.

OUR VALUES

- Compassion • Professionalism • Fairness • Respect
- Honesty • Trust • Integrity • Loyalty

RESPONSIBILITIES

We are proud providers of professional police services to the citizens of the City of Kinston. Our Police Department provides:

- Proactive Uniformed Patrol
- Operation Safe & Sound
- Traffic Enforcement • Support Services
- Criminal Investigations
- School Resource Officers
- Crime Laboratory • SWAT Capabilities

PROGRAMS WE PROVIDE

- Community Partnership Programs
- Victims Services Coordination
- Community Watch Program Assistance
- Sentinel Program
- Home Safety Inspections
- Residential, Commercial and Houses of Worship Safety Workshops
- Blessing Box
- Informational Channel "2" Community Access Channel

About Kinston, North Carolina	Page 2
KPD Overview	Page 3
Message from the Chief	Page 5
Organizational Chart	Page 6
Zones	Page 7
Agency Summary	Page 8
Staffing and Budget	Page 9
Strategic Plan	Page 10
Patrol Division	Page 11
Criminal Investigations & Crime Lab	Page 13
Office of Professional Standards	Page 18
Records Division	Page 27
Recruitment	Page 28
Accreditation	Page 31
Training Division	Page 33
SWAT Team	Page 35
K9 Division	Page 37
Therapy K9 Program	Page 38
Volunteers	Page 39
Promotions	Page 40
Years of Service Awards	Page 41
2025 Officers of the Month	Page 42
Agency Awards	Page 43
Grants Update	Page 48
Agency Stats	Page 49
CLEAR & PACE	Page 54
Retirements	Page 55
Photos	Page 56





MESSAGE FROM THE CHIEF

Dear Citizens of Kinston,

It is my privilege to present the Kinston Police Department's Annual Report for 2025. This document reflects the collective work of our agency over the past year and provides a detailed account of our efforts to enhance public safety, strengthen community partnerships, and uphold the highest standards of professional policing.

Throughout 2025, the department remained focused on advancing initiatives that support a safer and more resilient community. Our strategies were guided by data-driven decision-making, responsible resource management, and a continued commitment to transparency and accountability. The accomplishments outlined in this report are the result of disciplined planning, dedicated service, and the strong collaboration between our officers, staff, and the citizens we serve. Several areas of progress merit particular recognition:

Public Safety and Crime Reduction: Through targeted enforcement efforts, interagency cooperation, and the effective use of analytical tools, we continued to address crime trends with precision and purpose. These efforts contributed to measurable improvements in several key areas of public safety.

Community Engagement: Strengthening relationships with the community remained a central priority. The department expanded its outreach initiatives, increased participation in civic events, and continued to foster open dialogue with residents, community leaders, and partner organizations.

Professional Development: The department invested significantly in training and leadership development to ensure our personnel are equipped to meet the evolving demands of modern policing. Emphasis was placed on officer wellness, advanced skills training, and the reinforcement of ethical and professional standards.

Operational and Technological Enhancements: Continued modernization of our systems and equipment improved the efficiency and effectiveness of our operations. These advancements support our ability to respond promptly, conduct thorough investigations, and maintain a high level of service to the public.

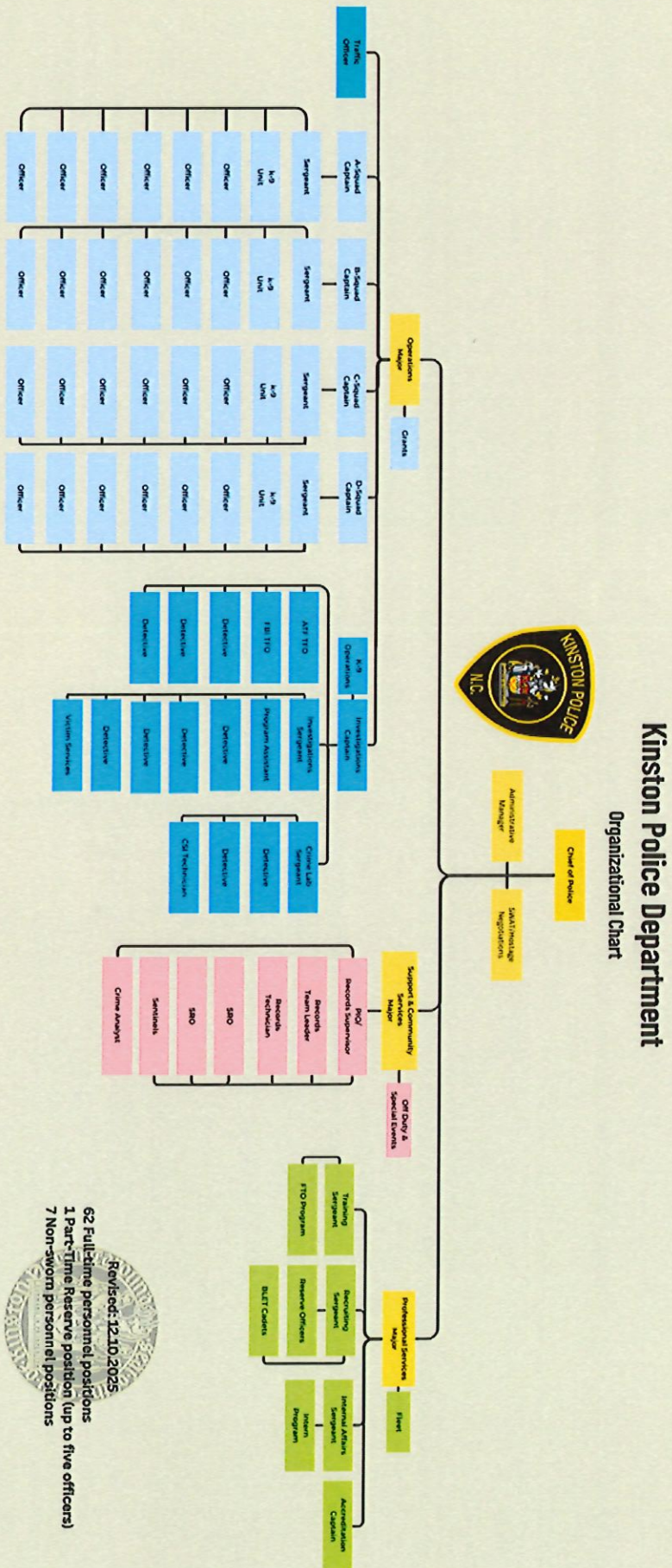
The progress achieved in 2025 reflects the dedication of the men and women of the Kinston Police Department. Their professionalism, integrity, and commitment to duty remain the foundation of our success. I extend my sincere appreciation to each member of the department for their service. I also wish to express my gratitude to the residents of Kinston. Your support, cooperation, and engagement are essential to our mission. The partnership between the community and the police department is vital to maintaining a safe and thriving city, and we remain committed to strengthening that partnership in the years ahead.

As we look toward 2026, the Kinston Police Department will continue to advance initiatives that promote safety, trust, and accountability. We remain steadfast in our responsibility to protect and serve this community with honor.

Sincerely,

Chief of Police,
Kinston Police Department

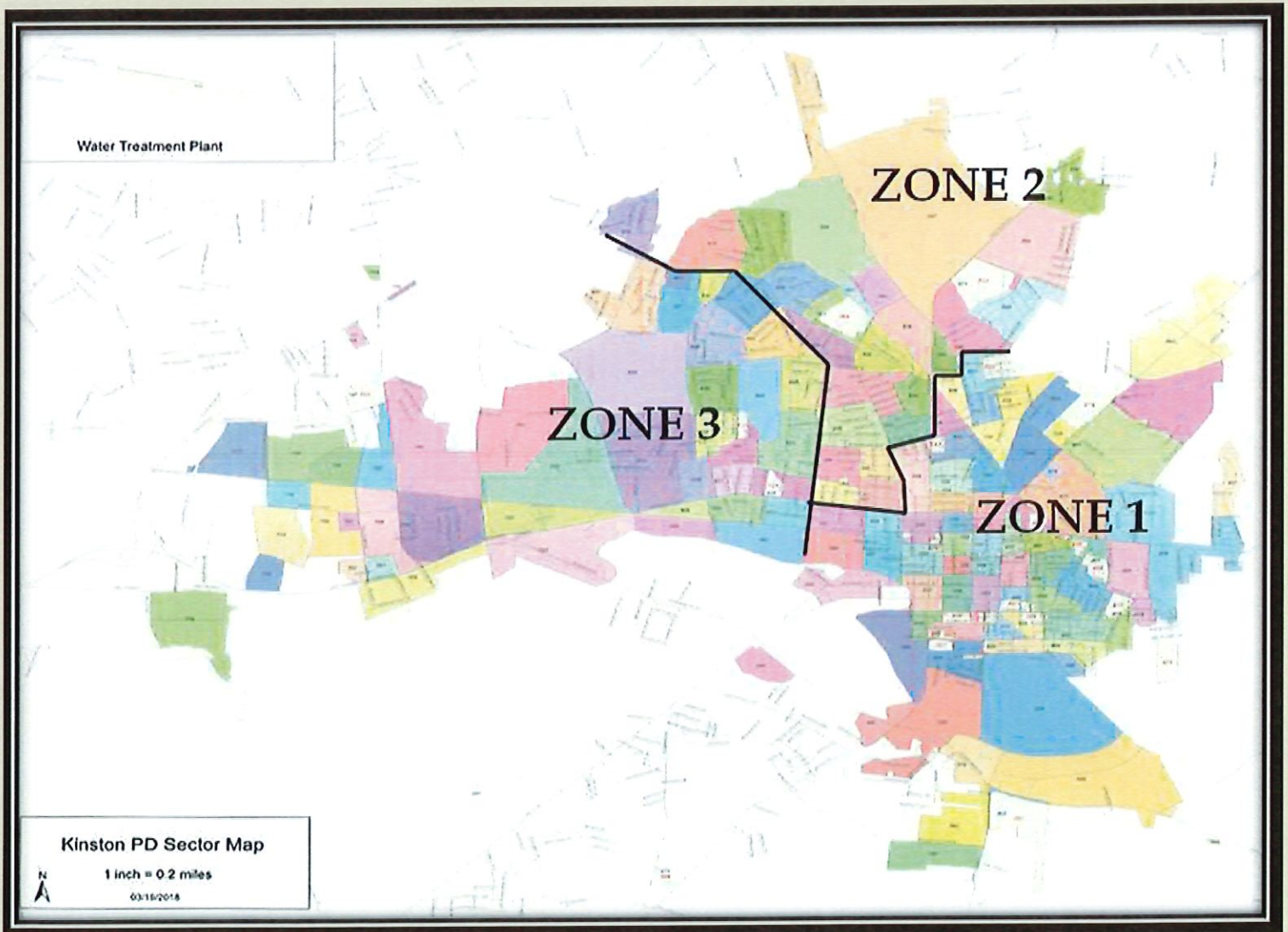
ORGANIZATION CHART



KPD ZONE ASSIGNMENTS

The City of Kinston is divided into three patrol zones to ensure effective and efficient delivery of police services throughout the city. These zones are designated as North, East, and West, with each zone encompassing a defined geographic area.

Patrol supervisors are responsible for assigning officers to zones based on an analysis of historical data and current call-for-service volume. Zone assignments are adjusted as necessary to ensure adequate coverage, timely response, and optimal use of departmental resources.



AGENCY SUMMARY

The Kinston Police Department is structured to provide effective, efficient, and accountable law enforcement services to the community through a clearly defined organizational framework. The department is organized into four primary divisions: Operations, Support Services, Professional Services, and Administrative. This structure ensures clear lines of authority, functional separation of duties, and consistency with professional law enforcement practices and accreditation standards.

The Operations Division is responsible for the delivery of core law enforcement services. This division integrates both patrol and investigative functions to promote operational continuity and effective resource deployment. Responsibilities include uniformed patrol operations, first response to calls for service, and criminal investigations. The Operations Division consists of patrol squads, General Investigations, the Violent Crime Action Team, and Crime Scene Investigations (CSI).

The Support Services Division provides essential operational and administrative support critical to the department's mission. This division includes the Records Unit, Public Information Officer (PIO) functions, School Resource Officers (SROs), Sentinels, and analytics. Support Services is responsible for records management and compliance, public information and media coordination, school-based law enforcement services, data collection and analysis, and information dissemination to support informed decision-making and transparency.

The Professional Services Division supports organizational sustainability and professional excellence. This division oversees internal affairs, personnel recruitment and selection, training and professional development, and accreditation management. The Professional Services Division is responsible for ensuring personnel are appropriately trained, qualified, and evaluated, and that the department maintains compliance with CALEA and NCLEA standards.

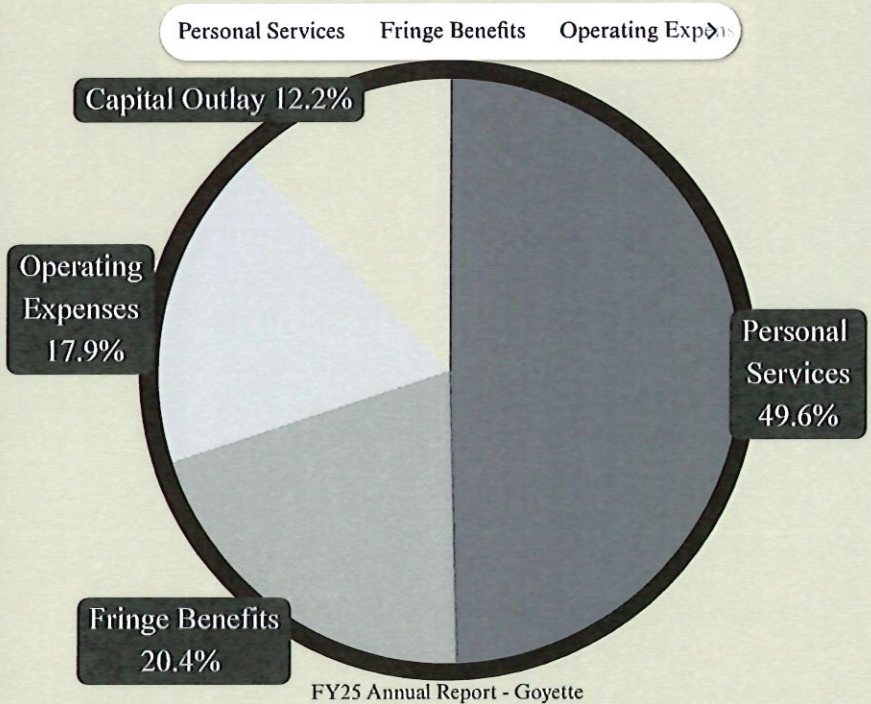
The Administrative Division provides executive leadership, strategic direction, fiscal oversight, and internal accountability. This division is comprised of the Chief of Police, Administrative Manager, Majors (Deputy Chiefs), and the Internal Investigations supervisor. The Administrative Division ensures policy development, fiscal responsibility, discipline oversight, and alignment of departmental operations with the department's mission and goals.

As of 2025, the Kinston Police Department is staffed by 67 full-time sworn officers, five part-time sworn officers, and seven non-sworn personnel. Staffing levels and organizational alignment are evaluated on an ongoing basis to ensure adequate service delivery and compliance with professional standards.

This organizational structure supports the department's strategic objectives, promotes accountability, and enhances operational effectiveness. The Kinston Police Department remains committed to continuous improvement, professional standards, and community-oriented policing consistent with the principles of accrediting bodies.

KPD Fiscal Year 2024-2025
Operating Budget

Operating Categories	Funding
Personal Services	\$5,071,532
Fringe Benefits	\$2,090,861
Operating Expenses	\$1,826,911
Capital Outlay	\$1,243,586
Total	\$10,232,890



Sworn Staff Rank Structure

Chief of Police
Major
Captain
Sergeant
Corporal (formerly MPO)
Senior Police Officer
Police Officer II
Police Officer I
Police Officer
Police Trainee
Police BLET Student



STRATEGIC PLAN

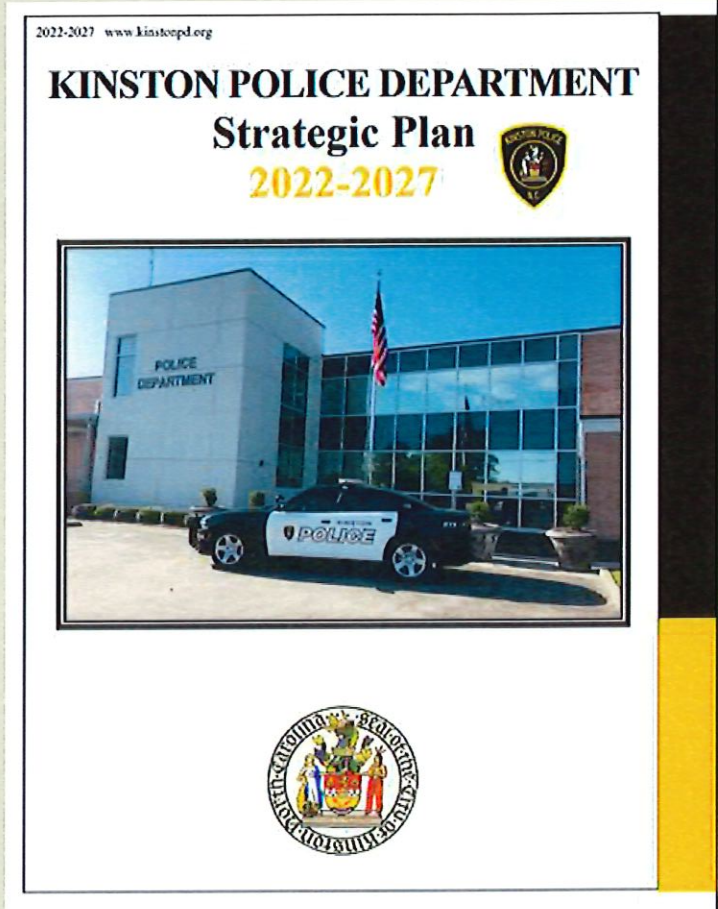
In April of 2020, the agency developed a Strategic Planning Committee that was comprised of command, supervisory, sworn and nonsworn personnel from throughout the department. This plan reflects the Agency's efforts to formulate a strategic direction for our future. This evaluation was completed while considering the needs of the Kinston community, with special consideration given to the Department's Mission.

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We are thrilled to share that the Kinston Police Department has successfully completed 75% of our ambitious five-year strategic plan, with two years still remaining to achieve our goals. This remarkable progress is a testament to the hard work, dedication, and collaboration of our officers, staff, and community partners. By focusing on key areas such as crime reduction, community engagement, technological advancements, and professional development, we have laid a strong foundation for continued success. As we move forward, we remain committed to fulfilling the remaining objectives and ensuring that Kinston continues to thrive as a safe and vibrant community for all. Your ongoing support and partnership are crucial in making these achievements possible, and we are excited to see what we can accomplish together in the coming years.

In the summer of 2022, the Strategic Plan was before the City of Kinston Council and ever since then, the KPD Strategic Plan has been in place. The Strategic Plan is located on our website. The ten goals the KPD Strategic Plan identifies are:

- Maintain a safe & secure community
- Develop a comprehensive traffic safety plan
- Develop an enhanced recruiting & retention plan
- Upgrade facilities, technology & equipment
- Upgrade vehicles
- Enhance community partnerships & Engagement
- Develop employee skills & enhance organizational leadership
- Expand and improve the SWAT Team for future development
- Revamp the K9 Unit
- Agency Enhancement



PATROL DIVISION

A-SQUAD



CAPTAIN A WILLIS

B-SQUAD



CAPTAIN N METTS

C-SQUAD



CAPTAIN J WALKER

D-SQUAD



CAPTAIN J BEST



SERGEANT
C COULOMBE



SERGEANT
J WILLIAMS



SERGEANT
L MILLER



SERGEANT
O STEWART

The Patrol Division is the largest division within the Kinston Police Department and serves as the primary operational component of the agency. The division is responsible for providing uniformed police services throughout the City of Kinston and operates under the command of Major Turner.

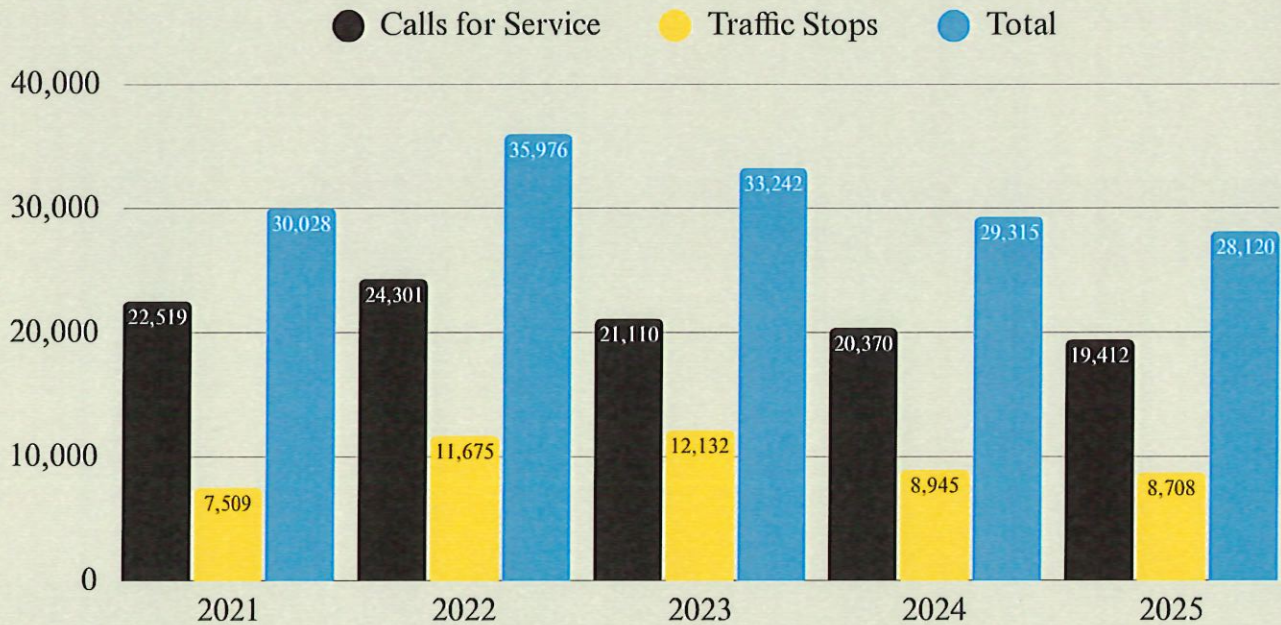
The Patrol Division is comprised of four patrol squads, each led by a Squad Captain and a Sergeant. Each squad is structured to include eight non-supervisory officers, for a total of ten sworn personnel per squad. As is common among law enforcement agencies nationwide, the Patrol Division continues to experience staffing vacancies and currently operates at approximately seventy percent of its authorized strength.

The division has four fully certified K-9 teams assigned to patrol operations, with the addition of a fourth K-9 team anticipated in 2025. Patrol officers work 12-hour shifts and provide continuous coverage 24 hours a day, seven days a week. Officers are assigned to designated geographic zones to ensure visible patrol presence, respond to calls for service, conduct traffic enforcement, and serve as community liaisons to support crime reduction and community engagement efforts.

Throughout 2025, patrol personnel voluntarily worked additional shifts to maintain adequate staffing levels and ensure timely response to calls for service, thereby continuing to meet the public safety needs of the citizens of Kinston.

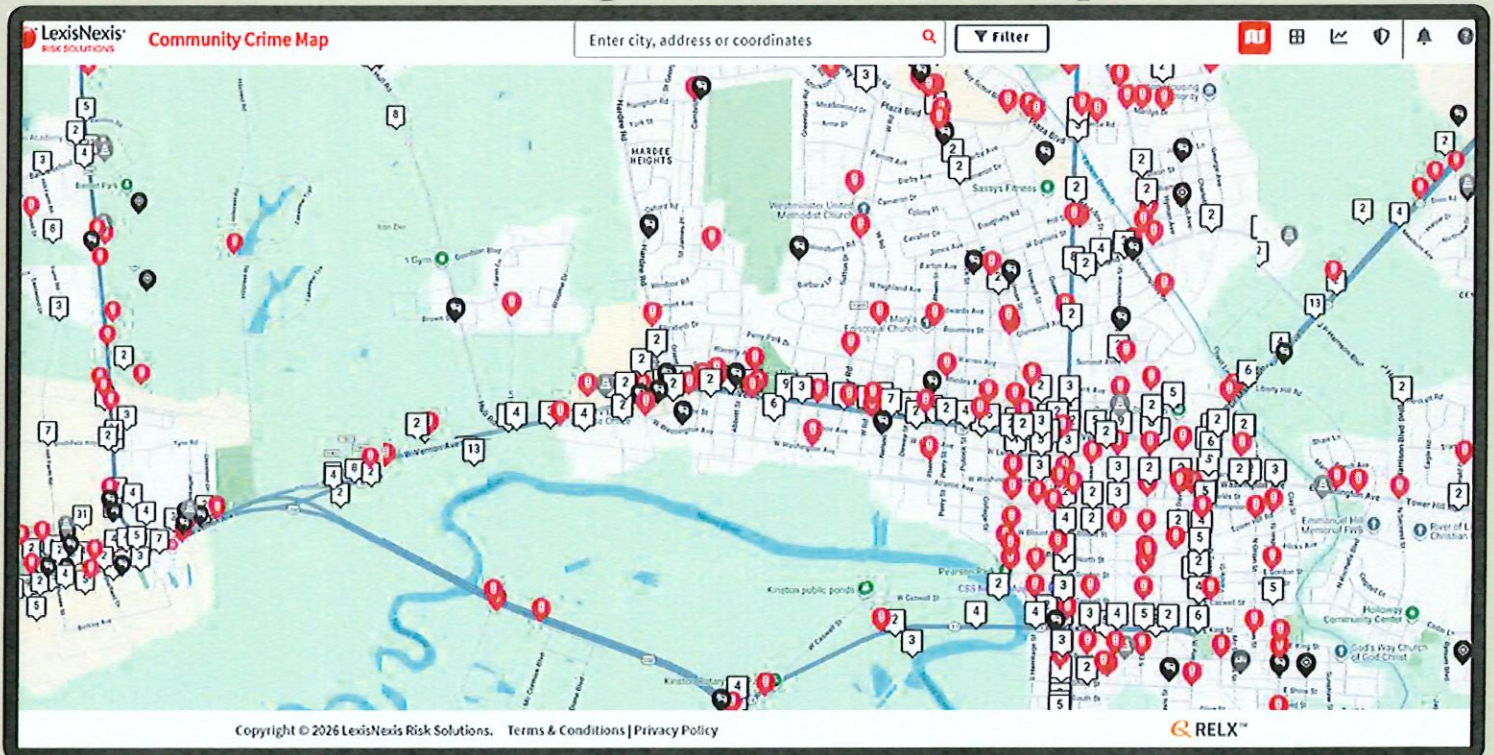
CALLS FOR SERVICE & TRAFFIC STOPS

KPD 2021-2025



TRAFFIC STOPS & CRASH MAP

- kinsonnc.gov/668/KPD-Crime-Map



INVESTIGATIONS DIVISION



SERGEANT S GREENE
GENERAL INVESTIGATIONS



CAPTAIN C ARD
INVESTIGATIONS



SERGEANT D CONNOR
CRIME LAB

The General Investigations Unit consists of five investigators who tackle felony investigations for the agency. The Crime Lab Unit is made up of three Investigators and 1 nonsworn employee tasked with the processing all of the department's evidence and conducts crime scene investigations.

Criminal Investigations Division

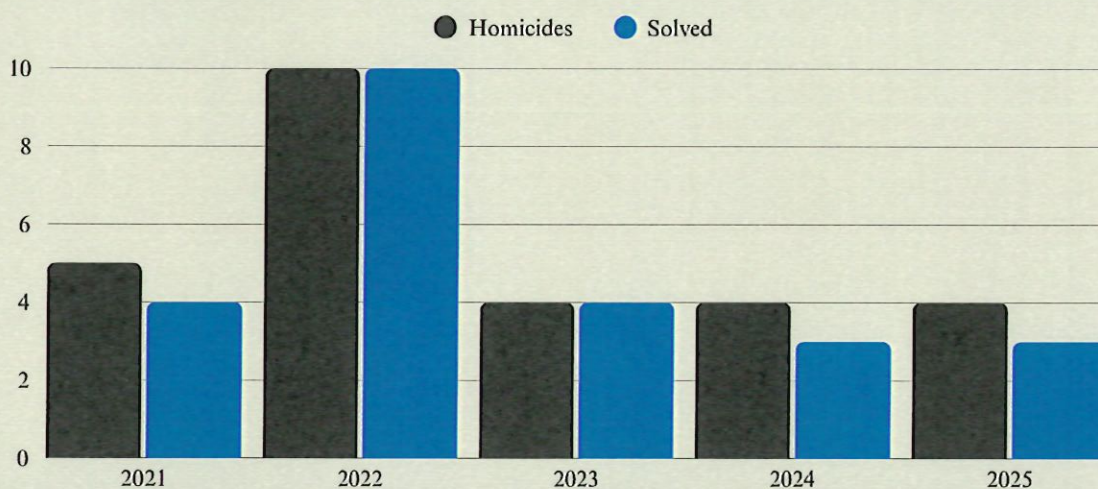
The Criminal Investigations Division remains steadfast in its mission to solve serious crimes committed within the city. The Division's efforts reflect a deep-rooted commitment to the pursuit of justice and dedicated service to the community. By leveraging innovative investigative techniques and maintaining strong partnerships with state and federal agencies, the Criminal Investigations Division continues to advance complex investigations and provide meaningful closure to victims and their families. The Division also remains committed to the development of a formal cold case initiative aimed at pursuing justice in long-unresolved cases.

2025 Year in Review:

During 2025, the Criminal Investigations Unit investigated four homicide cases. Three of these cases were cleared by arrest, resulting in an overall homicide clearance rate of 75 percent. This rate exceeds the most recent national average for homicides cleared by arrest or exceptional means, which remains approximately 57.8 percent.

In addition, the Unit investigated seventeen (17) cases involving individuals struck by gunfire. Fourteen (14) of these cases were cleared by arrest, yielding an 82.3 percent clearance rate. This performance significantly surpasses the national average clearance rate of 46.1 percent and reflects continued progress in addressing gun-related violence within the city.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Cases Assigned	24	23	15	22	12	11	22	11	4	11	5	14	174
Open Cases	2	3	2	2	2	1	4	5	2	4	0	4	31
Leads Exhausted	6	3	5	8	4	5	4	0	1	3	0	4	43
Unfounded	2	2	1	4	2	1	3	1	0	1	0	0	17
Refuse / Decline	5	5	5	2	2	0	2	0	0	0	0	1	22
Arrest / Located	9	10	2	6	2	4	9	5	1	3	5	5	61
Solvability Rate	38%	43%	13%	27%	17%	36%	41%	45%	25%	27%	100%	36%	35%



2025 Solvability
75% KPD Solvability
National Average: 57.8%

B/M Victims	16	B/M Known Suspects	14
B/F Victims	1	B/F Known Suspects	4
B/ Total	17	B/ Total	18
W/M Victims	1	W/M Known Suspects	0
W/F Victims	0	W/F Known Suspects	0
W/ Total	1	W/ Total	0

17 Total Victims Shot

Case Status

14 Solved

2 Victim Refused to Cooperate

1 Leads Exhausted

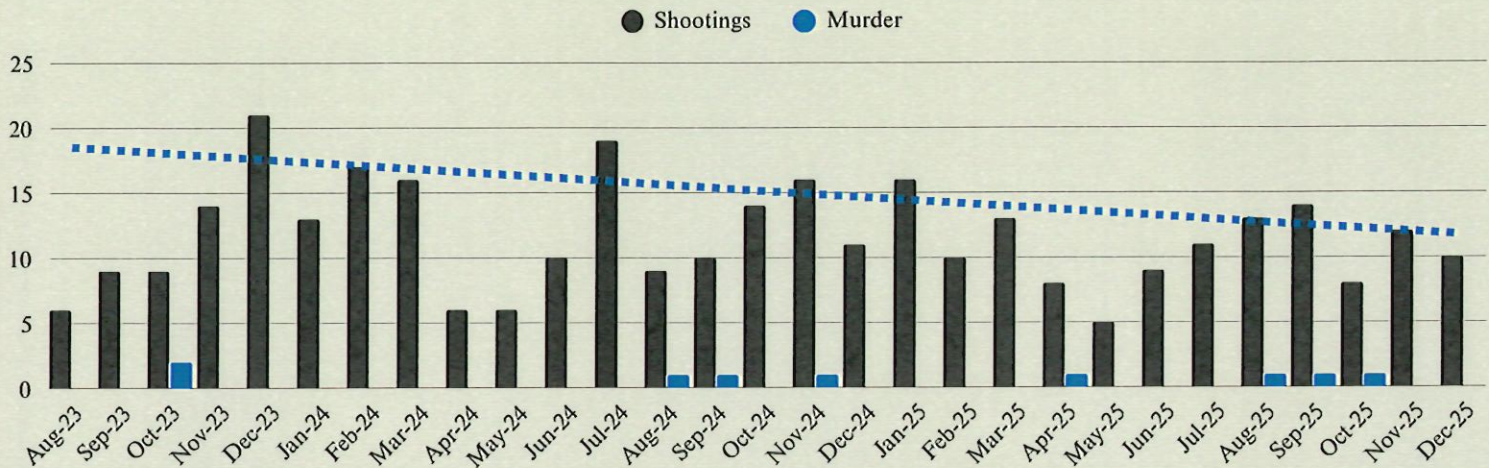
2025 Solvability

KPD 82.3%

National Average

46.1%

ANNUAL SHOOTING STATS



	MURDERS	ATTEMPTED	PEOPLE SHOT	"SHOOTINGS"
2021	5	1	20	64
2022	4	0	31	60
2023	4	8	23	73
2024	4	12	18	89
2025	4	16	25	101*

DIVERGENCE BETWEEN GUNFIRE FREQUENCY AND VICTIMIZATION RATES

*defined here as
detected evidence

Data from 2021–2025 reveals a significant divergence: while recorded "Shootings" have increased (64 to 101), this surge has not produced a correlating rise in victimization. With murders remaining unchanged to date and "People Shot" totals staying below 2022 peaks, the data points to a "high frequency / low accuracy" dynamic. This indicates a shift toward reckless, high-volume fire with a lower conversion rate to physical injury. Or an increased sensitivity in community reporting. While the stability in fatal outcomes is positive, the rise in indiscriminate gunfire presents a distinct, continuing collateral threat.



Crime Lab / CSI Unit

The Crime Lab serves as the agency's Crime Scene Investigation (CSI) Unit. For 2025, the Crime Lab Unit was staffed by three sworn investigators who were solely responsible for processing all departmental evidence and conducting crime scene investigations. Each CSI investigator is trained in the documentation, collection, and preservation of all forms of physical evidence. This includes, but is not limited to, fingerprints, footwear impressions, tool impressions, blood and other biological evidence, trace evidence such as hair and fiber, and tire impressions. These seemingly small or insignificant pieces of evidence often prove critical in identifying suspects and bringing offenders to justice.

CSI investigators have attended specialized training programs provided by the FBI, TBI, ATF, DEA, and various universities throughout the southeastern United States. In addition, investigators have received advanced instruction in chemically enhanced latent print processing, specialized and digital photography, bloodstain pattern analysis, fingerprint comparison, tire and footwear impression analysis, flight path analysis, practical homicide and death investigations, and modern fingerprint development techniques, among other forensic disciplines.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Crime Scenes	8	8	6	6	4	4	16	13	12	6	5	9	97
Evidence Collected	137	159	236	270	221	164	262	245	279	206	238	248	2665
Video / Discovery	19	10	7	10	7	17	11	8	8	8	17	4	126
Evidence To / From Labs	157	144	93	234	147	0	200	196	203	10	165	150	1699
Latent Examinations	7	1	1	1	3	23	5	1	2	25	7	2	78
Guns Collected	12	14	14	25	12	10	25	21	16	14	16	11	191

Violent Crime Action Team (VCAT)

The Violent Crime Action Team (VCAT) serves as the Department's proactive street crimes and narcotics enforcement unit. VCAT is tasked with identifying, disrupting, and dismantling violent criminal activity through targeted enforcement, intelligence-led policing, and proactive investigative strategies. The Unit focuses on individuals and groups driving violent crime, illegal firearms possession, and narcotics distribution within the city, while maintaining a strong emphasis on accountability and constitutional policing.

VCAT employs a data-driven approach to enforcement, leveraging crime analysis, community intelligence, and collaborative partnerships with local, state, and federal agencies. Through directed patrols, covert operations, controlled purchases, and search and arrest warrant service, the Unit works to reduce violent crime and improve quality of life in high-impact areas. VCAT's efforts are closely coordinated with patrol and criminal investigations to ensure seamless case development and successful prosecution.

2025 Year in Review:

During 2025, VCAT conducted numerous proactive enforcement operations targeting violent offenders and narcotics traffickers. These efforts resulted in more than 171 felony arrests, the seizure of illegal firearms, and the removal of significant quantities of controlled substances from circulation. Additionally, the Unit assisted in the seizure of more than \$650,000 in illicit proceeds associated with drug trafficking. Through focused deterrence and sustained enforcement efforts in identified crime hot spots, VCAT played a critical role in suppressing violent crime and supporting broader departmental crime reduction initiatives.

Drugs Seized	Weight in Grams
Fentanyl	161.20
Cocaine	1,528.40
Crack Cocaine	61.80
Methamphetamine	478.40
Marijuana	16,364.90



Firearms Seized	14
US Currency	\$657,512
Felonies Charged	171

OFFICE OF PROFESSIONAL STANDARDS

The Office of Professional Standards is responsible for conducting administrative investigations, including citizen complaints and use-of-force reviews, involving members of the Kinston Police Department. The purpose of the Office of Professional Standards is to promote accountability, transparency, and professional integrity while supporting the department's commitment to maintaining public trust with residents and visitors.

Personnel assigned to the Office of Professional Standards ensure that all complaints are thoroughly, objectively, and timely investigated. Investigations are conducted in a manner that ensures fairness and consistency for both the complainant and the involved employee. Information obtained during the investigative process is forwarded through the accused employee's chain of command for review and adjudication. Final findings are reported to the Chief of Police.

Upon completion of a citizen or internal investigation, each case is classified into one of the following disposition categories:

Not Involved: The employee was not present at the time of the alleged incident or had no involvement in the matter.

Unfounded: The allegation was determined to be false or without factual basis.

Not Sustained: There was insufficient evidence to either prove or disprove the allegation.

Exonerated: The incident occurred; however, the employee's actions were lawful, proper, and within departmental policy.

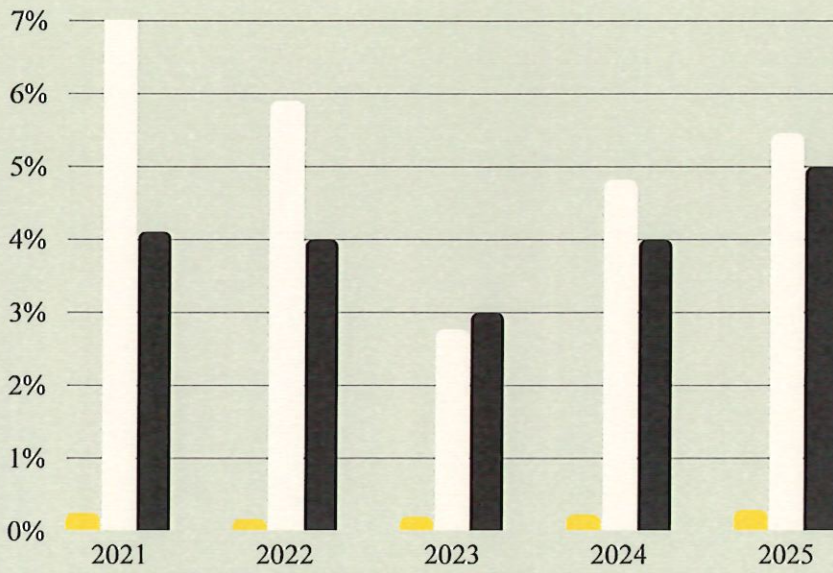
Sustained: The allegation was supported by sufficient evidence to reasonably conclude the misconduct occurred.



Sergeant J Burkett
Internal Affairs

	2021	2022	2023	2024	2025
Citizen Complaints	10	21	23	11	12
Sustained	0%	0%	13%	0%	8%
Internal Employee Complaints	8	15	3	5	3
Sustained	88%	80%	100%	20%	100%

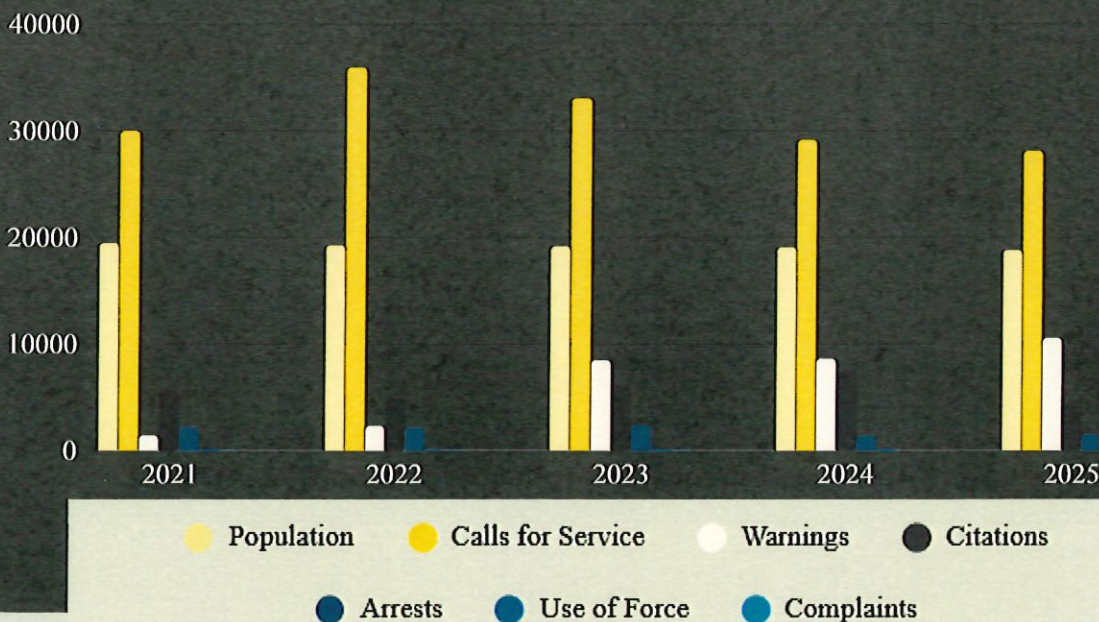
Source: Data Table: Complaints Summary, 2025 (KPD) Law Enforcement Accreditation



The Calls for Service vs Use of Force data indicates that force is consistently used in less than 0.3% of incidents. This aligns with the department's focus of training techniques, a passion for procedural standards and complying with state statutes and best practice.

In 2025, less than 3 uses of force for every 1,000 calls.

	2021	2022	2023	2024	2025
Calls for Service	30,024	35,976	33,085	29,184	28,120
Arrests	2,160	2,127	2,379	1,368	1,503
Use of Force	75	62	66	66	82



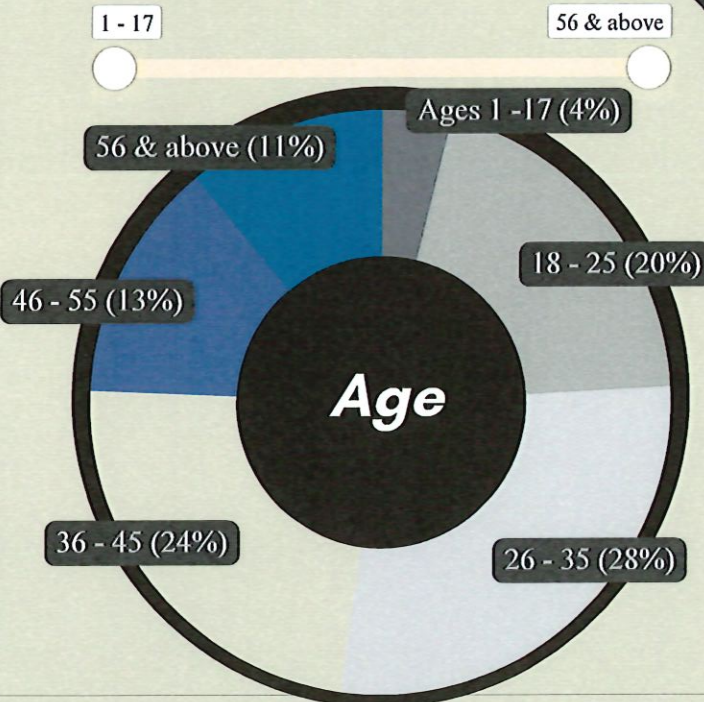
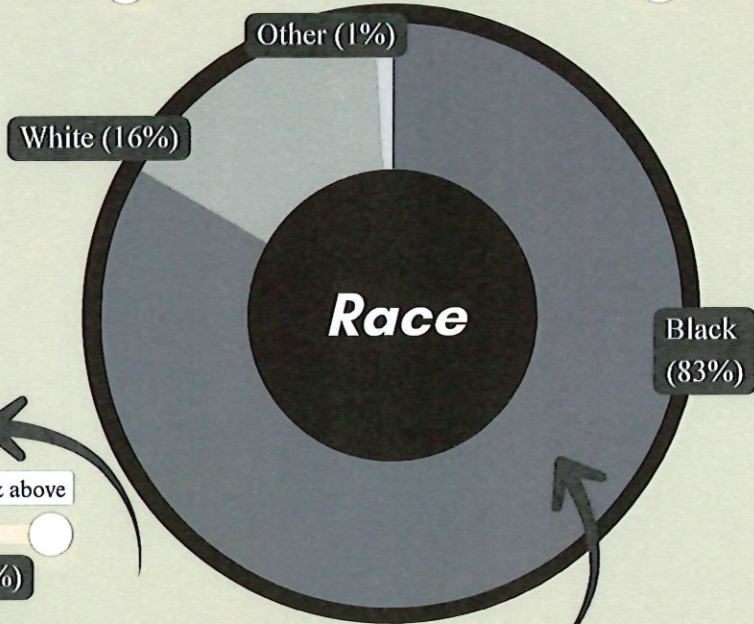
- State: <1% force per arrest
 - High Poverty/Crime: ~2.0% - 3.0% force per arrest
 - Kinston (2025): 5.46% force per arrest
- Indicates low trust and extreme volatility in the average police-citizen interaction.
- Increasing Officer Injuries indicate that increased levels of resistance.

ARREST DATA

MEET THE 'AVERAGE' ARRESTEE

- Gender: Either
- Race: Black
- Age: ~30 years old (Millennial)
- Likely Offense: Non-violent

Nationally, women typically make up roughly 24 - 26%



Black males only make up 55%

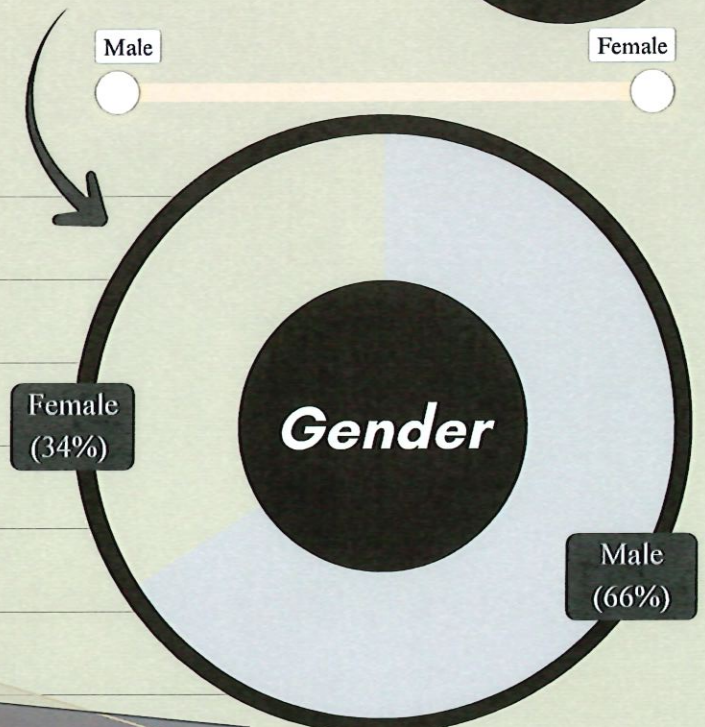
Total Black Arrests: 83%

Total Female Arrests: 34%

The Overlap (Black Females): ~28% of total arrests ($= 0.83 \times 0.34$)

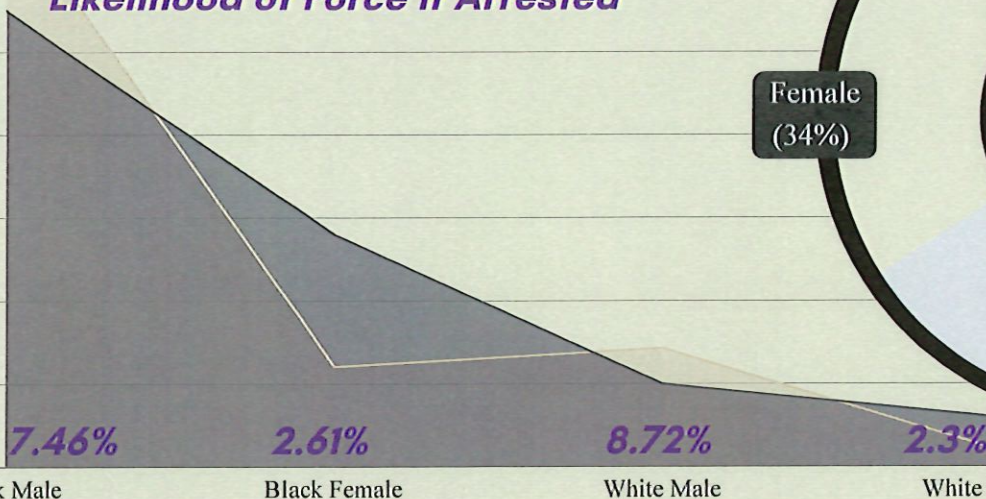
The Overlap (Black Males): ~55% of total arrests ($= 0.83 \times 0.66$)

Total Arrests
1,503



● % of Total Force ● % of Total Arrests

Likelihood of Force if Arrested

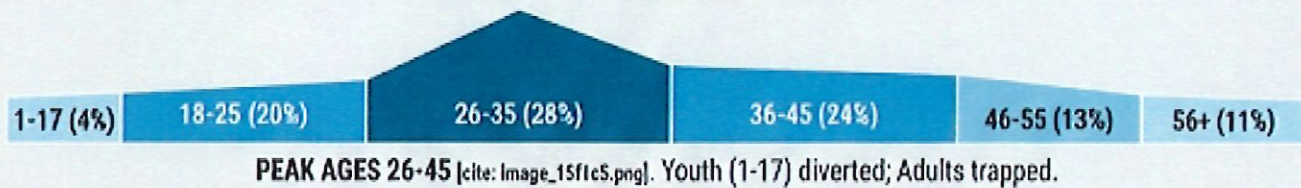


MEET THE "HIDDEN" KINSTON ARRESTEE

Female % significantly higher than the national average (~25%)

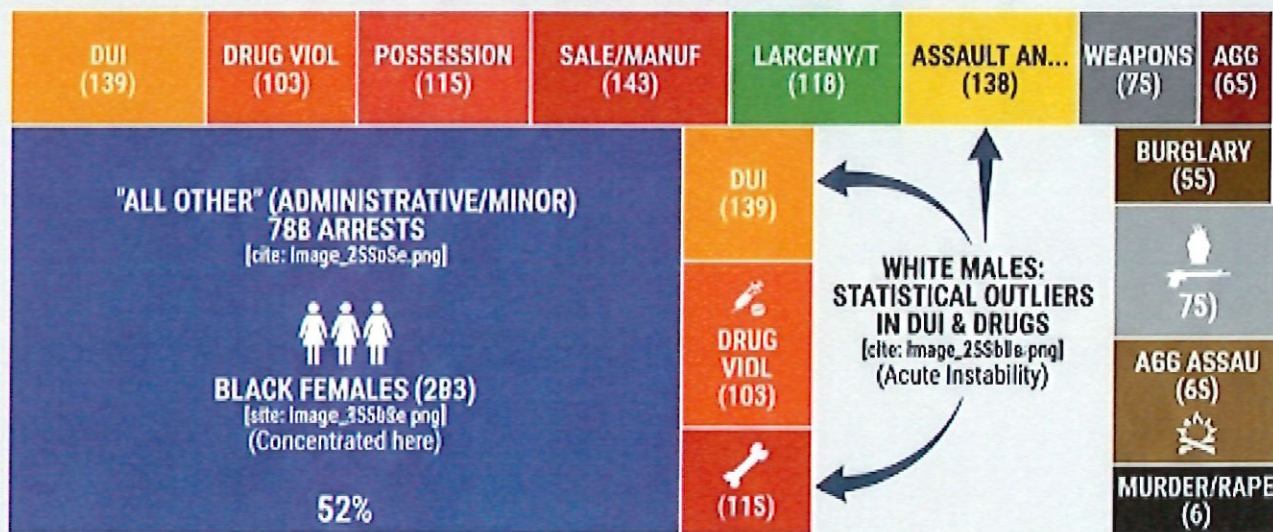
First Compounding Factor

AGING OFFENDER POPULATION

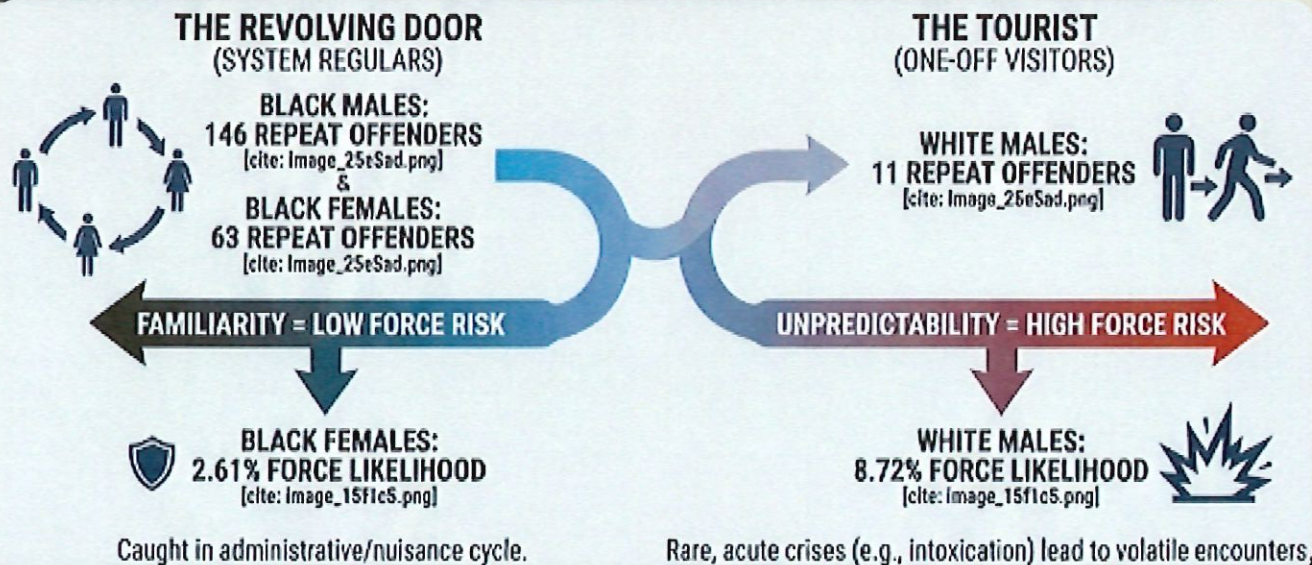


Second Compounding Factor

OFFENSE CATEGORIES (BY VOLUME & DEMOGRAPHIC)



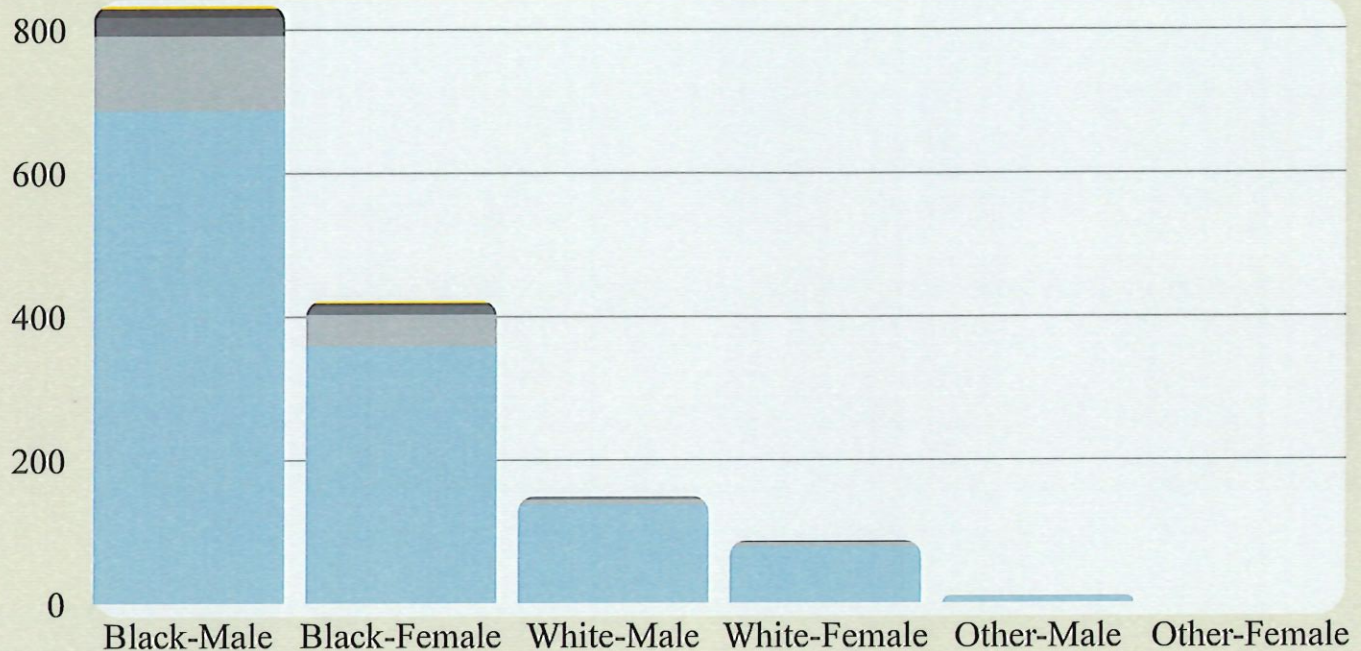
Third Compounding Factor: THE REVOLVING DOOR vs THE TOURIST (Recidivism & Force)



White males are statistically higher chance of having force used, possibly due to the significantly smaller sample population and arrests are for offenses that escalate due to substance-related issues

REPEAT OFFENSES IN 2025

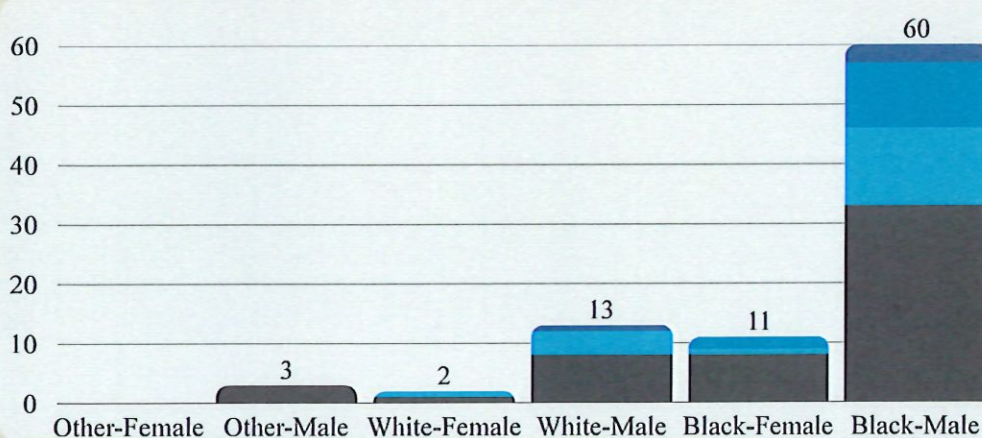
● First Offense ● 2 ● 3 ● 4 ● 5 or more



RESPONSE TO RESISTANCE OCCURENCES

Metric	2023	2024	2025	Trend / % Change
Total Use of Force Incidents	66	66	82	24%
Force per Arrest Rate	2.77%	4.82%	5.46%	Doubled (High Risk)
Combined OC Spray & Taser	1	1	17	+1,600% (Major Escalation)
Weapon Point (Display Only)	11	16	19	+73% (Since 2023)
Weaponless	32	43	53	+65% (Since 2023)

ECW Discharge



This confirms compounding resistance: one tool is no longer working, so officers are deploying multiple weapons in single encounters. These numbers typically imply that a "failure of initial force" has occurred. Correlates to a active resistance severity/frequency is increasing.

FROM COMPLIANCE TO COMBAT:

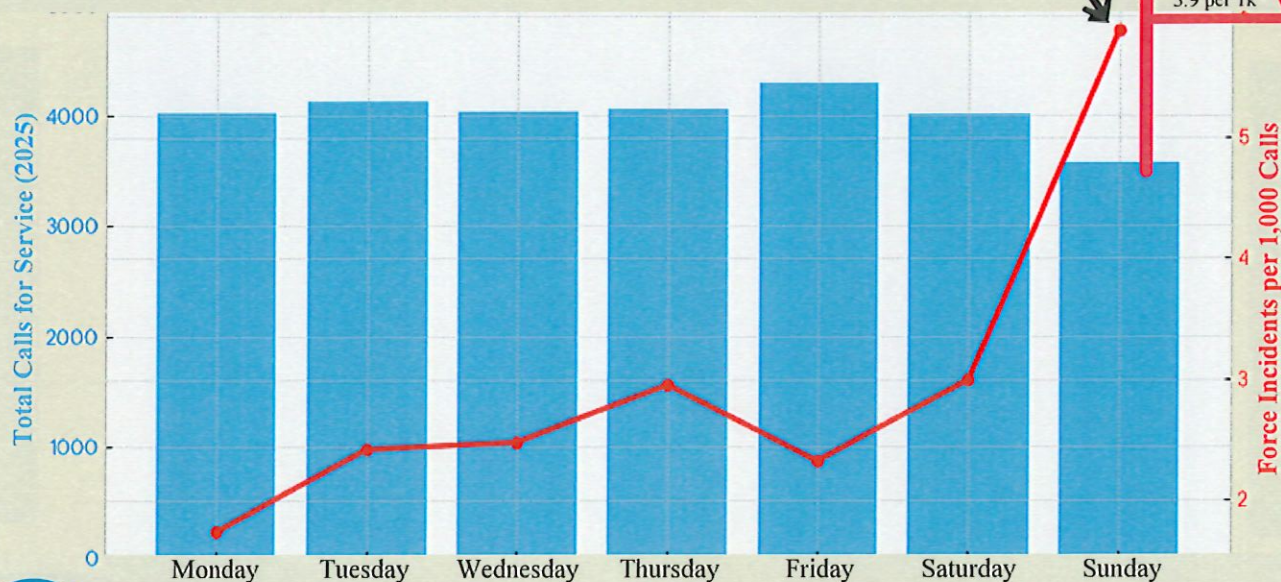
2023: Force was mostly "Physical Control" (grabbing).

2025: Force is frequently "Weapon Point" (threat of death) or "OC & Taser" (high-intensity pain compliance).

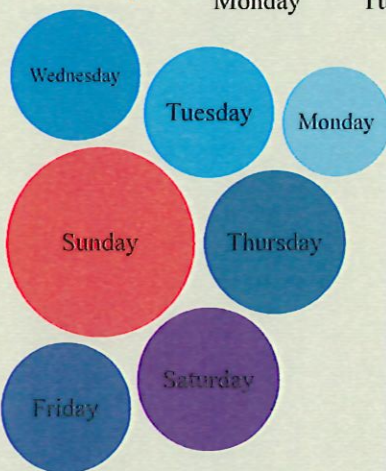
VOLUME vs VOLATILITY

The Inverse Relationship Between Call Counts and Response to Resistance

The 'Sunday Paradox': High Risk / Low Volume



2025



DAY OF THE WEEK

Friday (High Call Volume)

Monday

Sunday

Sunday vs. Friday Gap

DAY OF THE WEEK	Total Calls (2025)	Force Incidents (2025)	Risk Rate (Force per 1k Calls)	Operational Assessment
Friday (High Call Volume)	4,296	10	2.33	Safest Day (High staffing likely mitigates risk)
Monday	4,020	7	1.74	Routine Operations
Sunday	3,568	21	5.89	Critical Failure (2.5x higher risk than Friday)
Sunday vs. Friday Gap	-17% Volume	+110% Force	+153% Risk	Action Required: Audit Sunday Staffing

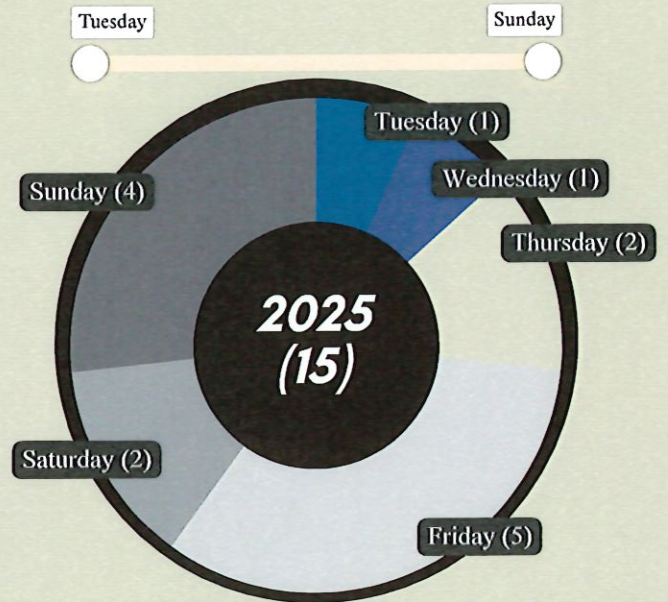
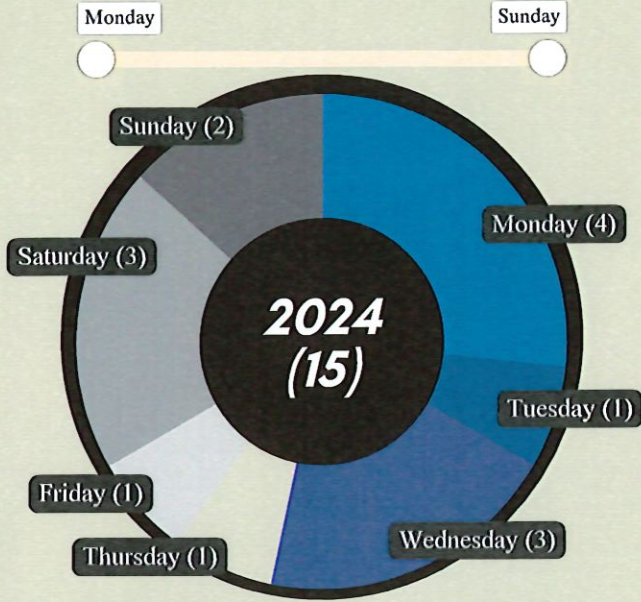
2024



A distinct inverse correlation exists between call volume and force frequency on Sundays. While Sunday represents the lowest volume of calls for dispatch, it accounts for 5.61% of all force incidents (21 total), nearly double the daily rate of the routine Mon-Wed period. Notably, Sundays also accounted for 27% of all vehicle pursuits (see next page), contributing to a notably higher Force-to-Call Ratio.

Risk management protocols show that a higher incidence of armed subjects necessitates a state of heightened situational awareness. An objectively higher threat environment accounts for observed increase in force application.

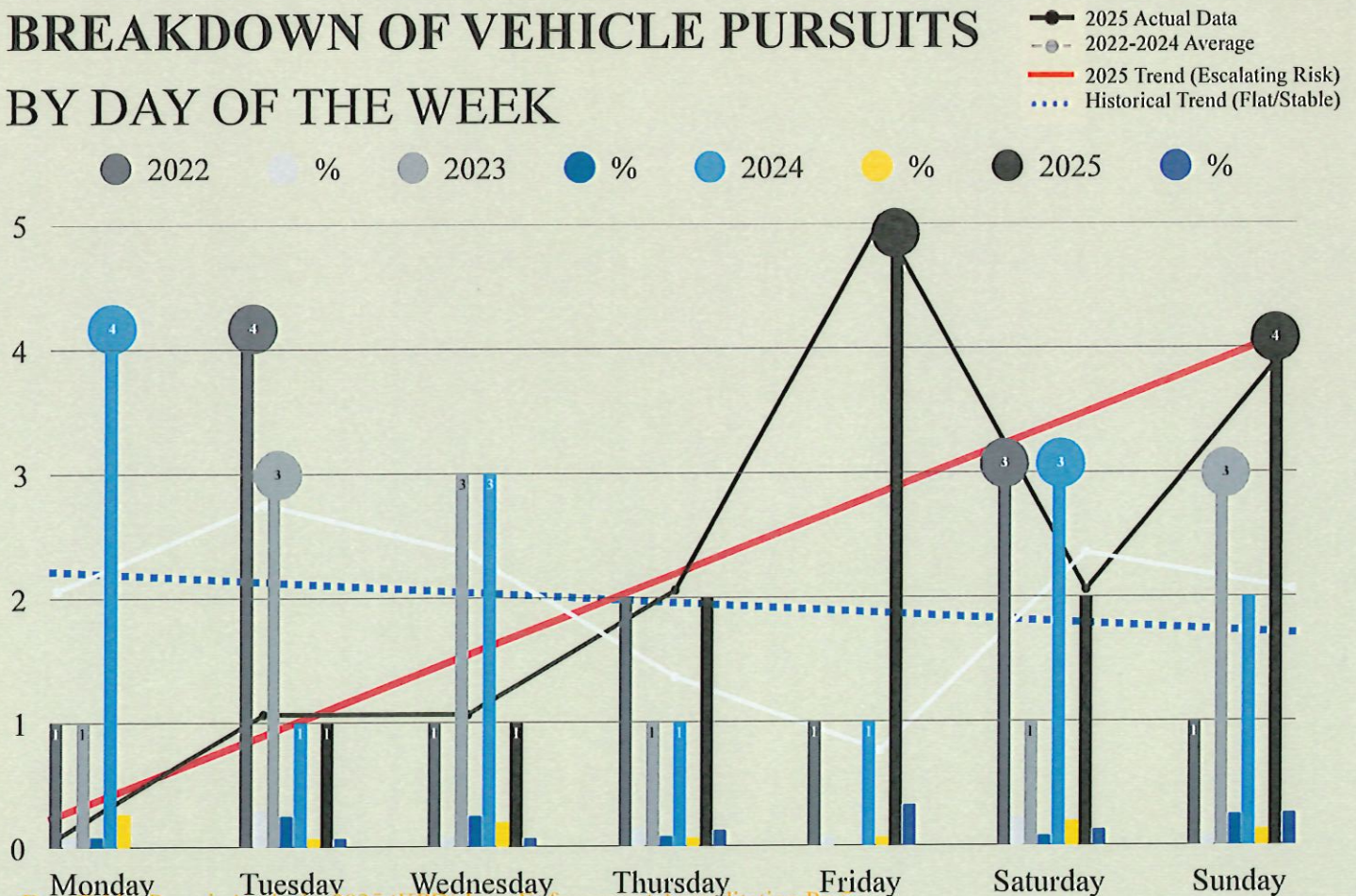
Flight Analysis VEHICLE PURSUITS



Data correlates with the concept of "Performative Violence" within the city (Gunfire with no accuracy) suggests that act of resistance is more important than the outcome. With a recidivism rate near 30% it is likely that there is a greater than average likelihood that a subject is driving while revoked, carrying weapons, or facing felony warrants. A pursuit is initiated because the cost of stopping outweighs the personal risk. This is also supported by the data points Control to Combat, response to resistance indicating that officers know these stops are high-stakes. Desperation is a factor of escalation.

Friday maintains the highest frequency for volume (4,29% calls), but it also leads the city in Vehicle Pursuits (5 incidents) and other high risk events

BREAKDOWN OF VEHICLE PURSUITS BY DAY OF THE WEEK

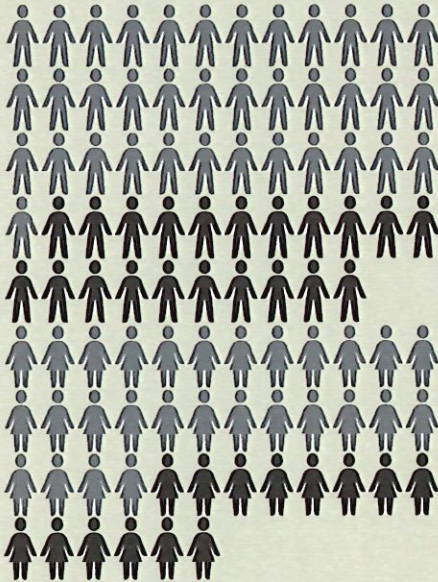


Source: Data Table: Pursuit Analysis, 2025 (KPD) Law Enforcement Accreditation Pg 5

2025 is not just "higher" in volume, but fundamentally different in behavior compared to previous years.

ENFORCEMENT ACTION

TRAFFIC STOPS



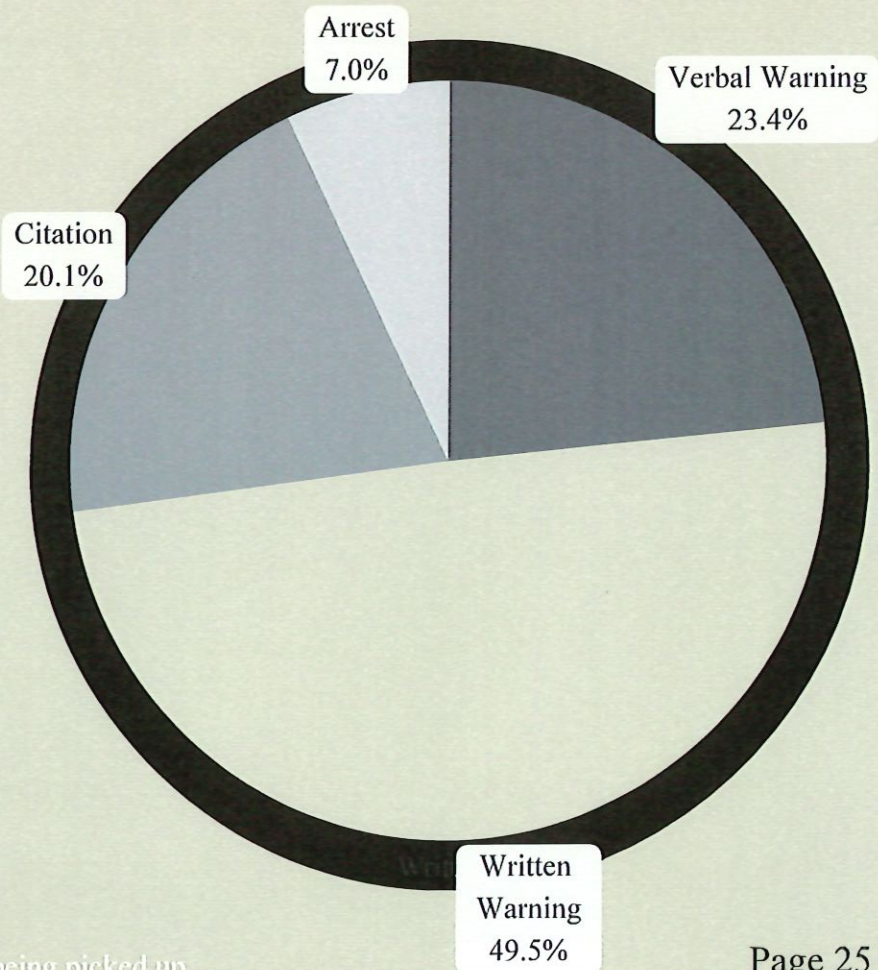
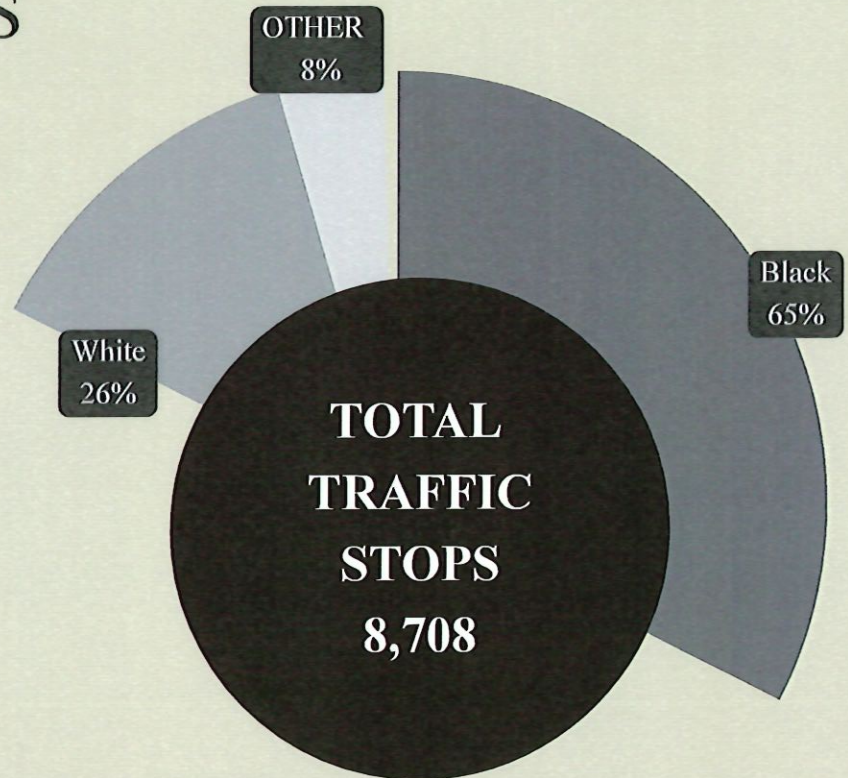
If the Arrest Data reveals who gets trapped in the system, the Traffic Stop data reveals how the police interact with the community at large. The data shows a massive volume of "catch and release" activity, where the primary objective appears to be documentation rather than incapacitation.

Contrary to the belief that traffic stops are for ticketing and crime fighting, the data shows that 3 out of 4 result in no penalty. The department is investing thousands of man-hours into community engagement and officer initiated contact.

There are pre-indicators for a pattern of escalation in 2025, and confirms the "Tourist" hypothesis: White drivers are stopped fairly regularly, but they are rarely filtered down into the arrest system unless the offense is acute (like the DUI/Drug anomaly previously identified).

Also, the majority of arrests (~60%) are from Calls for Service or Warrant Service. This reinforces the "Administrative" policing profile of the average arrestee.

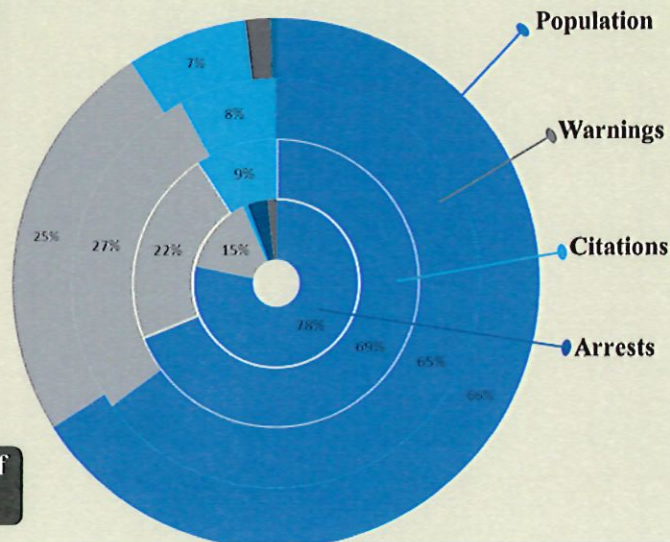
Offenders aren't being pulled over, they are being picked up.



ENFORCEMENT ACTION

Arrests without incident 94.5%

The data reveals a police department in the middle of a massive strategic shift. Over the last four years (2022–2025), KPD has moved away from mass physical arrests and towards a model of data-driven deployment and administrative documentation.



Involving Use of Force 5.5%

	2022	2023	2024	2025	% Change
Traffic Crashes invg.	1,231	1,105	1,100	1,027	Decreasing (-16.5%)
Traffic Stops	11,675	12,132	8,945	8,708	Decreasing (-25%)
Driving While Impaired	68	78	141	131	Doubled (+92%)
Written Warnings	8,637	8,489	8,156	10,559	Spike in 2025
Citations Issued	2,327	2,359	4,153	4,285	Doubled (+84%)
Arrests	2,127	2,379	1,378	1,503	Decreasing (-29%)

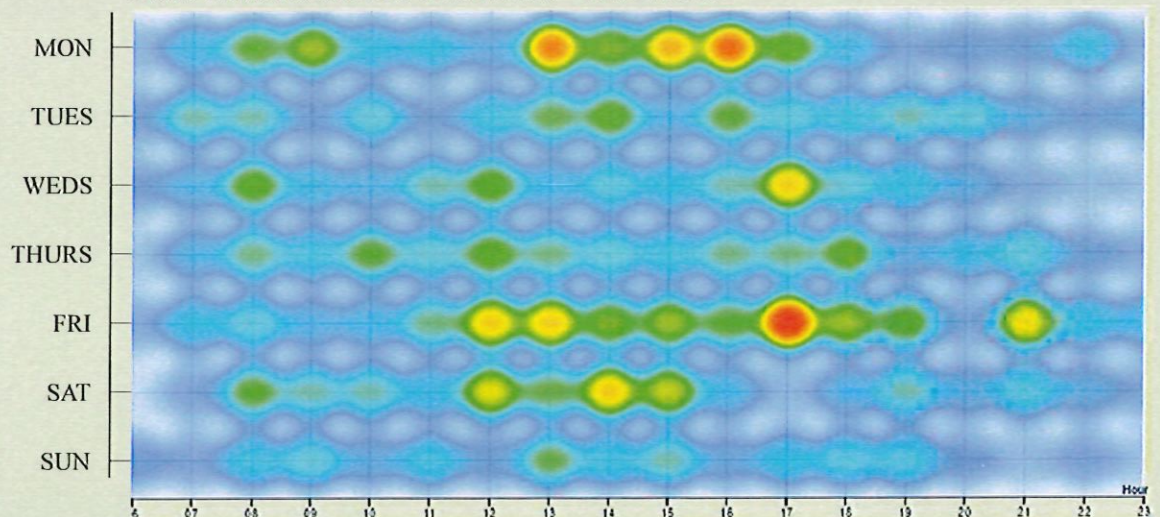
Less Presence: Traffic stops have plummeted by 25% since 2022 (11,675 -> 8,708).

More Penalties: Despite making fewer stops, officers are writing significantly more tickets. Citations issued have doubled (+84%) in the same period.

Date Time Received : 01/01/2025 - 12/31/2025

Success in the focus on DUI and increased programs. Fewer arrests, fewer stops, but harder enforcement on DUI and Citations correlates with the metric that matters most to the public: Safety:

Traffic crashes incidence have dropped by 16.5%.



RECORDS DIVISION

The Records Division of the Kinston Police Department is responsible for the management, maintenance, and dissemination of official police records. This includes incident and arrest reports, DCI validations, and ensuring departmental compliance with reporting requirements established by the North Carolina State Bureau of Investigation (NC SBI) and the Federal Bureau of Investigation (FBI).

Records Division personnel ensure all reports are completed accurately and validated in accordance with National Incident-Based Reporting System (NIBRS) standards. NIBRS is an incident-based reporting system used to collect detailed information on crimes known to law enforcement. These standards are established by the FBI and administered at the state level by the NC SBI. Accurate NIBRS reporting supports crime analysis, transparency, and informed decision-making at the local, state, and federal levels.

In addition to data management and regulatory compliance, Records Technicians provide essential customer service to the public and department personnel. Staff members respond to a high volume of daily telephone inquiries, assist citizens with obtaining incident and crash reports, and process report requests through in-person, mail, and electronic methods. Through these interactions, Records Division staff frequently serve as the first point of contact between the public and the Kinston Police Department.

Reporting and Records Requests

- Citizens may file or request reports through the following methods:
- Emergency Reporting: Dial 911
- Non-Emergency Reporting: 252-559-6118 or 252-939-3160
- Online Incident Reporting: www.kinstonpd.org/FormCenter/Police-Forms-5/Incident-Report-113
- Incident and crash reports may also be requested online at: www.kinstonpd.org/FormCenter/Police-Forms-5/Incident-Report-113

Kinston Police Department Records Staff Members



Sergeant B Biggins
PIO/Records Supervisor



Emma Slabbert
Data Analytics Manager



Andrea Sutton
Records Technician



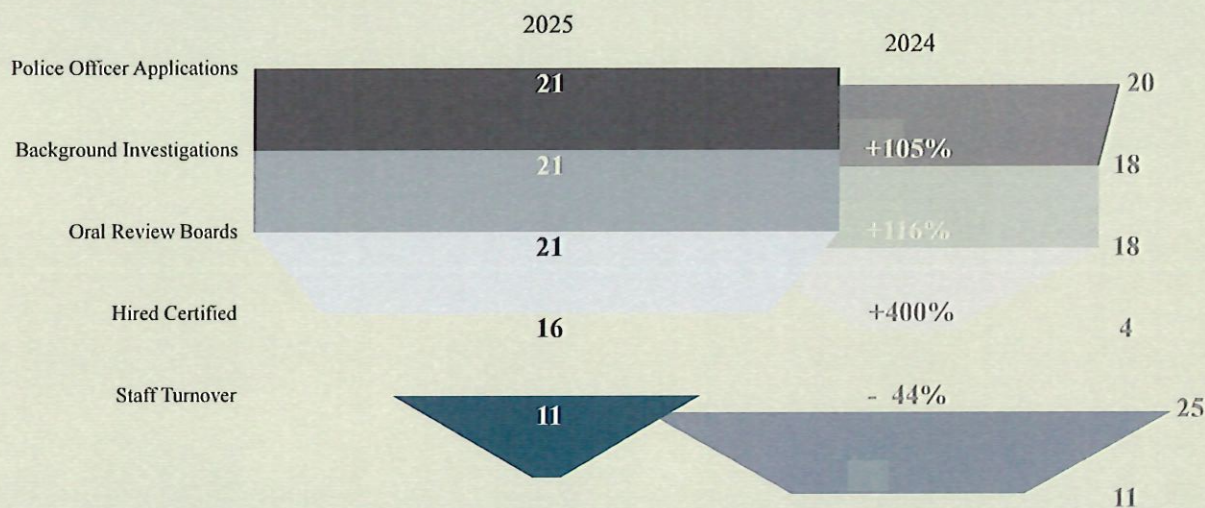
Genesis Juckett
Records Technician

RECRUITMENT AND RETENTION

IN 2025, KPD ACHIEVED A 105.5% REPLENISHMENT RATE, MEANING WE NOT ONLY REPLACED DEPARTING PERSONNEL BUT SUCCESSFULLY FILLED CRITICAL VACANCIES, CLOSING THE STAFFING GAP BY 5.5%.

Effective recruitment, hiring, and retention of qualified law enforcement personnel are essential to maintaining a safe and thriving community. The Kinston Police Department recognizes that a diverse and inclusive workforce that reflects the community it serves enhances public trust, collaboration, and organizational transparency.

The Kinston Police Department continues to work in partnership with the City of Kinston Human Resources Department and utilizes multiple recruitment avenues to strengthen its hiring and selection processes. Through the implementation of new initiatives, policy enhancements, and best practices, the department is pursuing innovative strategies designed to attract, hire, and retain high-quality candidates committed to professional policing and community service.



Hired (Trainee)	Total Hired	Lost in BLET	Recovery Rate
4	20	2 (11 in 2024)	105.5%



Sergeant J Moody
Recruitment

	2023	2024	2025
Other LE Agency	3	9	3
Retired	2	2	0
Out of Law Enforcement	8	9	1
Duress	1	5	7

Source: Data Table: Discipline & Grievances, 2025 (KPD) Law Enforcement Accreditation Pg 5

Total Full Time Employees 64	Total Sworn Employees 59	Non-Supervisory Positions 44	Vacancies 4
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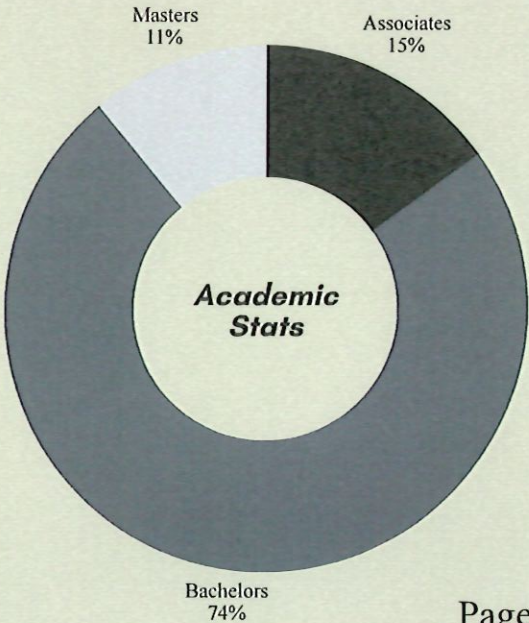
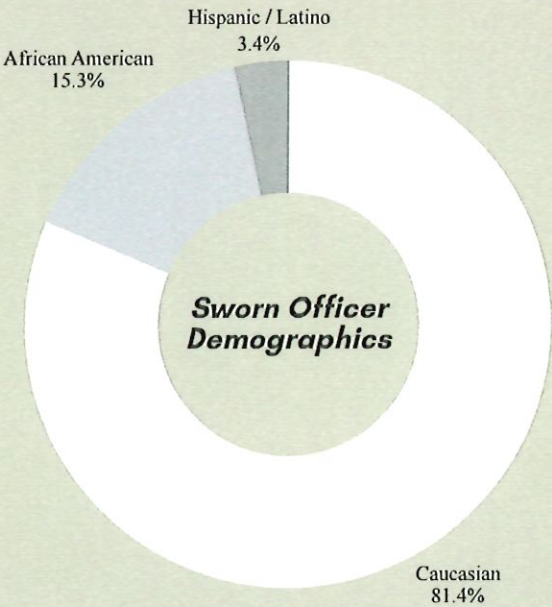
	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Qualified Applicants	14	2	2	2	0	1	0	0	21
Applicants Hired	13	2	2	2	0	1	0	0	20
Percent Hired	92.86%	100%	100%	100%	100%	100%	100%	100%	95.20%
% Workforce	23%		6%		2%		0%		

Source: Data Table: Hiring Analysis, 2025 (KPD) Law Enforcement Accreditation Pg 11

Executive
Command
Supervisory
Non-supervisory
Non-Sworn



Source: Statistics and Data Tables, 2025 (KPD) Law Enforcement Accreditation Pg 10



2025's New Hires



D GRINDER



T GARRETT



D BUSBY



J BENJAMIN



J McDEVITT



T FULLER



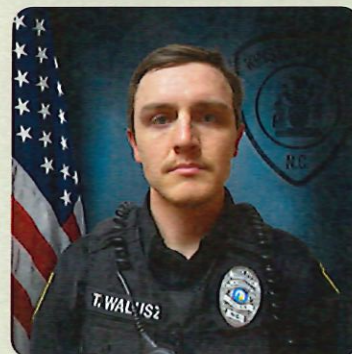
D RICHARDSON



R OVERLIN



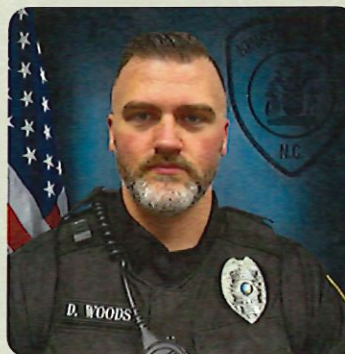
C SMITH



T WALUZ



M POOLE



D WOODS



D McDOUGALD



M ZAK

ACCREDITATION

In 2025, the agency will continue working toward simultaneous accreditation with the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the North Carolina Law Enforcement Accreditation (NCLEA). This dual accreditation process is a significant milestone for our agency, demonstrating our commitment to upholding the highest standards in law enforcement practices. Our new Accreditation Manager, who started in May, has already begun collaborating closely with CALEA and the NCLEA to streamline and enhance the accreditation process.

Checklist				
Item	Status	Owner	Due Date	Notes
NCLEA Stds & Policies	✓ Completed ▾	8	30 Nov 2025	
NCLEA Proofs	✎ In progress ▾	8	31 Jan 2026	
NCLEA Mock Assessment	👁 Under review ▾	8	04 Mar 2026	
NCLEA Audit	🕒 Not started ▾	8	29 May 2026	
CALEA Stds & Policies	✓ Completed ▾	8	24 Dec 2025	
CALEA Proofs	✎ In progress ▾	8	09 Jun 2026	
CALEA Mock Assessment	🕒 Not started ▾	8	📅	
CALEA Audit	🕒 Not started ▾	8	📅	



Captain J Poole

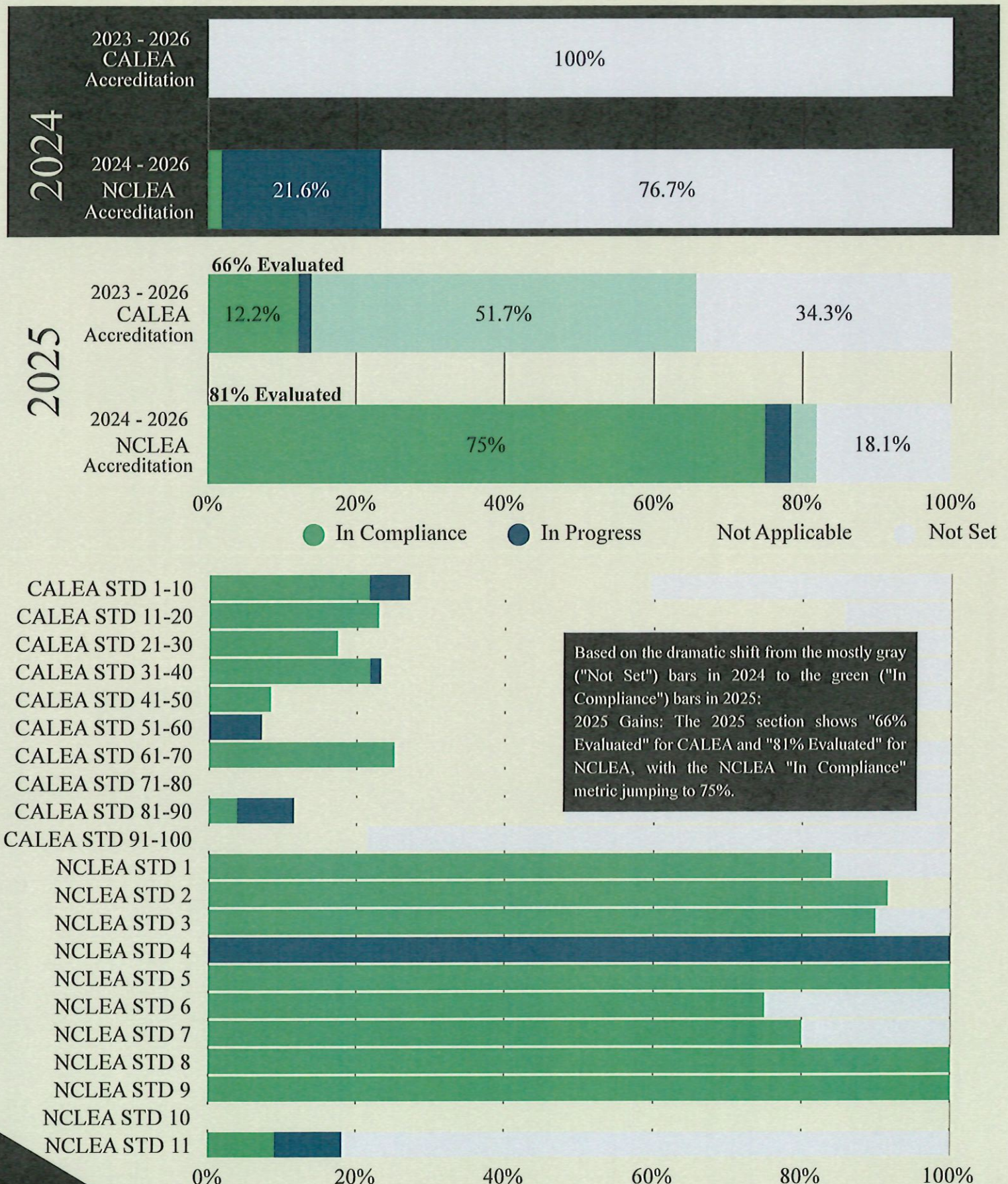
CALEA
THE GOLD STANDARD IN PUBLIC SAFETY

NCLEA
North Carolina
Law Enforcement Accreditation

NCLM

2025 REPORT: OVER 80% OF NCLEA STANDARDS NOW EVALUATED

2025 MARKS SIGNIFICANT PROGRESS IN CALEA & NCLEA ACCREDITATION



We didn't just move the needle, we buried it—thank you for the team effort to crush our 2025 accreditation goals. Results like this don't happen by accident, they happen because of this team's relentless dedication.

TRAINING DIVISION

The Kinston Police Department Training Division is responsible for coordinating, documenting, and delivering comprehensive training to ensure all personnel remain prepared, professional, and compliant with state and departmental standards. During the reporting year, the Division oversaw mandatory in-service requirements, continuing education, leadership and professional development opportunities, and conference attendance for sworn and civilian staff. Collectively, department personnel completed over 7,000 hours of training, reflecting a strong commitment to operational readiness and career development. The Training Division also administers the Field Training Officer (FTO) Program, providing structured onboarding and mentorship for newly hired officers, which is addressed in further detail in the following section.

Leadership Training:

Command & Executive Leadership

- FBI-LEEDA Trilogy (Supervisor, Command, Executive)
- Law Enforcement Executive Program
 - Police Chief's Institute
- Admin Officers Management Program
 - Ethical & Servant Leadership

Supervision & Instructor Development

- General & Field Training Officer (FTO) Instructor
 - Internal Affairs & Civil Liability
 - Mid-Level & First Line Supervision
- Specialized Instructors (Hazmat, PepperBall)
 - Supervising Critical Incidents

General Training:

Specialized Investigations

- Violent Crime: Homicide, Suicide, & Gang Investigations (Basic/Adv)
- Drugs: Narcotics Inv. (Basic/Adv), Drug Enforcement for Patrol
- Forensics: Fundamentals of CSI, Property & Evidence Mgmt.
- Interviewing: Basic & Advanced Interrogation
 - Human Operations: Human Trafficking, Fugitive Apprehension

Tactics & Response

- High Risk: Basic SWAT, Active Shooter, Hostage Negotiations
- Field Ops: Building Search Tactics, Criminal Interdiction
- Officer Safety: Surviving the First 3 Seconds, Direct Threat Engagement, TacMed & TECC
 - Preparedness: CERT Basic Training, Preventing Violent Extremism

Patrol & Traffic Safety

- DWI Enforcement: SFST, Intoximeter, Warrantless Searches
- Speed Enforcement: RADAR & LIDAR Certification
- Community: Community Oriented Policing, Interdiction for Protection of Children
- Process: Search Warrant Prep, Law Institute

OVER 7,000 HOURS OF TRAINING

Conferences

- NCTOA Conference
- NC R.I.S.E. Back to School Safety Summit
 - Recovery Alliance Initiative Summit
- 2025 NCIAI Annual Educational Conference
 - 2025 SERSUN Training Conference
 - NCHIA Annual Homicide Conference
- North Carolina Community Alternative for Youth
- 2025 Gangs Across the Carolinas Annual Conference
- 31st Annual Reflections Symposium on Child Abuse and Neglect
 - CALEA Conference
- NC Association of School Resource Officer Conference
 - M is for Murder Conference
- Eastern North Carolina Gang Conference
 - NCLEAN Accreditation Conference
 - NCDPA Annual K9 Conference

Mandated Inservice Training

North Carolina Law Enforcement Officers certified by the Criminal Justice Education and Training Standards Commission must complete 24 hours of mandatory in-service training annually. Annual training on Blood Borne Pathogens and TASER must also be conducted. Topics Included:

- 2025 Juvenile Justice
- 2025 Firearms Training and Qualification
- 2025 Evidence Handling Best Practices
- Understanding and Responding to Matters of Civil Process
 - 2025 LE Mental Health/Cultivating Resiliency
 - 2025 Leading by Example (Ethics)
 - 2025 Legal Update
 - Targeting the Elderly
 - Annual TASER Certification
- 2025 Recognizing and Responding to Hazardous Substances
 - 2025 Legislative Update
- Responding to Traffic Incidents – Officer Safety
 - Blood Borne Pathogens

Field Training Officer (FTO) Program:

The Field Training Officer (FTO) Program serves as a critical component of the Kinston Police Department's training and professional development framework. Throughout the reporting year, certified FTOs provided structured, hands-on instruction, evaluation, and mentorship to newly hired officers. Collectively, FTOs conducted approximately 6,000 hours of field training, resulting in the successful development and transition of 18 new officers into solo patrol assignments. This program ensures new personnel meet departmental standards, demonstrate operational competence, and are prepared to serve the community safely and effectively.



OVER 6,000 HOURS OF FIELD TRAINING

Train, account and collaborate to enhance officer readiness, promote professional growth, and ensure the Department remains responsive to the evolving needs of the community.

SWAT UPDATE

The Kinston Police Department utilizes its Special Weapons and Tactics (SWAT) Team for incidents and operations that present a higher-than-normal level of risk. These include high-risk search warrants, barricaded subjects, hostage situations, the apprehension of violent offenders, and assistance to surrounding agencies when requested.

The SWAT Team is made up of 15 operators and is deployed at the discretion of the Chief of Police. Over the past year, the team added five new operators, increasing overall staffing and strengthening operational capability.

TRAINING

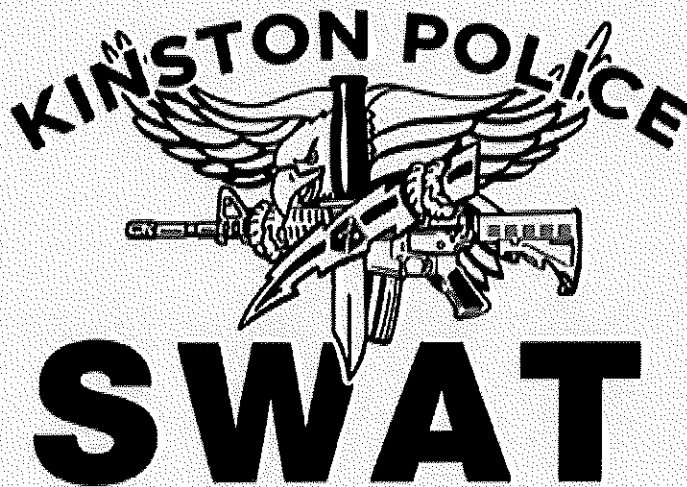
Over the past 12 months, the SWAT Team completed 144 hours of required in-house training conducted during monthly training days. Training focused on core tactical skills including building clearing, hostage situations, operational planning, and physical fitness.

In addition to required training, team members completed 672 hours of additional, voluntary training. These hours included advanced tactical courses, specialty schools, and skill-specific certifications. While not mandatory, this training is strongly encouraged and reflects the commitment of team members to maintaining a high level of readiness.

Specialized training attended during the year included:

- NC Tactical Officers Association Conference
- Emergency Tactical Medical Training
- Rapid Deployment
- Chemical Munitions Training

Ongoing training remains a priority to ensure SWAT personnel are prepared to safely and effectively handle high-risk incidents.



MISSIONS

Throughout the year, the SWAT Team coordinated multiple tactical operations, primarily involving the apprehension of violent offenders and execution of high-risk search warrants. When high-risk enforcement actions are identified, SWAT is responsible for operational planning, threat assessment, warrant service coordination, and execution. This includes evaluating risk factors, assigning resources, establishing command and containment plans, and ensuring officer safety during dynamic or high-threat incidents.

UPDATES

Over the last year, the SWAT Team experienced significant leadership transitions. Major Turner and Sergeant Burkett retired from the team, concluding distinguished careers marked by dedication and service to the Kinston community.

Following these retirements, Captain Ard assumed responsibility as SWAT Team Commander, and Captain Willis took over duties as a SWAT Team Leader, ensuring continuity of leadership and supervision within the team.

The SWAT Team continues to play a critical role in officer safety and public safety operations. The team's training, experience, and operational performance remain essential to the department's ability to safely manage high-risk incidents within the City of Kinston and surrounding jurisdictions.



K-9 UNIT UPDATE

The Kinston Police Department K-9 Unit is utilized primarily for the detection of narcotics and other contraband, the apprehension of criminal suspects, the recovery of evidence, and in situations where deployment enhances officer safety.

In 2025, the K-9 Unit continued to serve as a critical operational and community-engagement asset for the Department. During the year, K-9 teams conducted 21 tracks involving fleeing suspects and missing persons, successfully locating or apprehending 15 individuals, resulting in a success rate exceeding 70 percent.

K-9 teams were deployed 221 times throughout the year for narcotics searches and patrol-related operations. These deployments directly contributed to 53 arrests in which the use of a K-9 was instrumental, all of which were completed without any bites. In addition to enforcement activities, the Unit conducted 15 community demonstrations, enhancing public visibility and strengthening community trust.

Operational efforts by the K-9 Unit resulted in significant seizures related to drug trafficking, including:

- Over 1 kilogram of cocaine
- 109 grams of methamphetamine
- 40 grams of fentanyl
- Approximately \$14,000 in illicit drug-trafficking proceeds
- 8 firearms recovered

During the year, the Unit also experienced a personnel transition. Sergeant Miller transferred from the K-9 Unit, and Officer C. Wilkins assumed handler responsibilities for K-9 Nero, ensuring continued operational readiness and continuity within the Unit.

Training and professional development remained a priority throughout the year. In 2025, K-9 teams completed 1,134 hours of training, attended the North Carolina Police Dog Association (NCPDA) Conference, completed K-9 Legal Issues training through the North Carolina Justice Academy, and maintained annual certification through the NCPDA.



K-9 Nero
Officer C. Wilkins



K-9 Loki
Officer C. Heath



K9 Kilo
Officer W. Thompson



K9 Knox
Officer J. Stroud

THERAPY K-9 PROGRAM

In 2025, the Kinston Police Department expanded its employee wellness and community engagement efforts through the introduction of a Therapy K-9 program. The department's therapy dog, Grainger, was generously donated by William and Erin Stanley of Lenoir County. A key objective of the program was to implement and sustain it at no cost to Kinston taxpayers. That goal was successfully achieved through community donations and the commitment of Grainger's handler, who assumed all ongoing financial responsibilities associated with the program.

The Therapy K-9 program is designed to support the mental health and overall well-being of department personnel while also enhancing positive interactions with the community. At the conclusion of 2025, Grainger formally began his therapy dog training and certification process.

Since joining the Kinston Police Department in July 2025, Grainger has participated in several community events and departmental functions, providing comfort, stress relief, and positive engagement opportunities for both officers and residents. The program continues to strengthen relationships between the department and the community while promoting wellness within the agency.



K9 Grainger
Sergeant B Biggins

Volunteers

Sentinel Program

The Sentinel Program is a community-based volunteer initiative that enhances police services within the City of Kinston while maintaining no additional cost to taxpayers. Through this partnership, trained volunteers support departmental operations by providing a visible presence, assisting with non-emergency services, and promoting positive relationships between the police department and the community.

Sentinels patrol assigned areas of the city in marked Sentinel vehicles and perform duties that allow sworn personnel to focus on emergency response and enforcement activities. Their involvement contributes to crime prevention, community engagement, and overall service efficiency.

Sentinel responsibilities include, but are not limited to, crime prevention and community education efforts, support of Neighborhood Watch programs, residential and business security checks, responses to non-threatening calls for service, completion of incident reports when appropriate, vacation house checks, funeral escorts, and traffic control during special events or incidents.

Cold Case

The Cold Case Volunteer Program was established in 2025 to support the Kinston Police Department's investigative efforts involving unsolved cases. The program utilizes trained volunteers to assist with organized case file review, documentation management, and identification of potential investigative leads for review by sworn personnel. This initiative enhances investigative efficiency, preserves case continuity, and ensures continued attention to cold cases while allowing detectives to focus on active investigations. In 2025, the program was supported by volunteers Amanda Denise and Karman Harris, whose contributions were instrumental in establishing and maintaining the program.



Sentinel
G Rybolt



Sentinel
R Hooker



Cold Case Unit
Amanda Denise



Cold Case Unit
Karman Harris

Promotions



CAPTAIN J WALKER



CAPTAIN J BEST



SERGEANT
J WILLIAMS



SERGEANT
L MILLER

Annual City of Kinston Years of Service Awards



G Juckett
5 Years



Detective J Delaney
10 Years



Captain J Poole
20 Years



Major K Jenkins
20 Years

2025 OFFICERS OF THE MONTH



A Gomez



C Wilkins



J McDevitt



D Busby



W Thompson



E Slabbert



A Gomez



T Fuller



J Herbert



J Benjamin



M Pool



T Normile

2025 Kinston Police Department Awards



Rookie of the Year
Officer T. Fuller



Detective of the Year
Corporal A. Wilson



Officer of the Year
Corporal J. McDevitt



Supervisor of the Year
Captain J. Best



Distinguished Service
Sergeant J. Moody



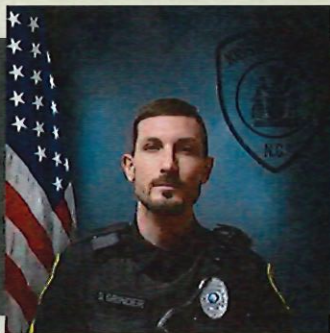
Distinguished Service
Corporal D. Busby



Meritorious Police Duty
Officer J. Hewitt



Meritorious Police Duty
Data Analyst Manager E. Slabbert



James T. Webb Award
Corporal D. Grinder



Sgt. Ronnie Sutton Traffic Award
Officer B. Davis



Combat Star Medal
Captain A. Willis



Combat Star Medal
Corporal J. McDevitt



Citizen Commendation
Amanda Denise



Citizen Commendation
Karman Harris



Distinguished Unit Award
KPD's Investigations Division

Expert Pistol (37)

- Officer Bashio Anthony
- Captain Caleb Ard
- Cpl. Andrew Beck
- Cpl. Jeffery Benjamin
- Captain Jacob Best
- Officer Tylor Brokaw
- Sgt. Jay Burkett
- Cpl. David Busby
- Sgt. Doug Conner
- Officer Davis
- Cpl. John Delaney
- Officer Jeremy Falkowski
- Officer Triston Fuller
- Cpl. Tyler Garrett
- Cpl. Alex Gomez
- Sgt. Seth Harrison
- Cpl. Jeffrey Herbert
- Cpl. McKinley Jones
- Cpl. James Marshburn
- Cpl. James McDevitt
- Officer Dominique McDougald
- Captain Nathan Metts
- Sgt. Lucas Miller
- Sgt. Jay Moody
- Cpl. Trevor Normile
- Officer Ronald Overlin
- Captain Joshua Poole
- Officer Cody Smith
- Sgt. Oliver Stewart
- Cpl. Justin Stroud
- Major Brandon Turner
- Captain Julian Walker
- Officer Candace Wilkins
- Sgt. Robert Williams
- Captain Andrew Willis
- Cpl. Andrew Wilson
- Officer Michael Zak

Top Shot Officer

- Trevor Normile: 100%

Top Shot Shift

- C Shift: 96.95%

Safe Driving (19)

- Captain Caleb Ard
- Captain Jacob Best
- Officer Tylor Brokaw
- Sgt. Jay Burkett
- Sgt. Doug Conner
- Officer Blake Davis
- Cpl. John Delaney
- Sgt. Seth Harrison
- Cpl. Jeffrey Herbert
- Cpl. McKinley Jones
- Cpl. James Marshburn
- Captain Nathan Metts
- Sgt. Jay Moody
- Cpl. Trevor Normile
- Captain Joshua Poole
- Cpl. Justin Stroud
- Captain Julian Walker
- Sgt. Robert Williams
- Cpl. Andrew Wilson

Progress (17)

- Captain Caleb Ard
- Captain Jacob Best
- Officer Tylor Brokaw
- Sgt. Jay Burkett
- Sgt. Doug Conner
- Officer Blake Davis
- Cpl. John Delaney
- Sgt. Seth Harrison
- Cpl. Jeffrey Herbert
- Cpl. James Marshburn
- Captain Nathan Metts
- Sgt. Jay Moody
- Captain Joshua Poole
- Cpl. Justin Stroud
- Captain Julian Walker
- Sgt. Robert Williams
- Cpl. Andrew Wilson

Life Saving (6)

Major Brandon Turner

On January 27, 2024, Major Turner was driving to work and checked out with what appeared to be a disabled vehicle; however, upon his approach, he realized a six-year old child was suffering a medical emergency. After assessing the situation, Major Turner quickly realized the child wasn't breathing. Major Turner performed CPR on the child and the child began to breathe on his own.

Cpl. James McDevitt

On July 15, 2025, Corporal McDevitt, along with several other officers responded to 1513 Stroud Avenue in reference to a 12-year-old suffering from a gunshot wound to his back as well as a gunshot graze to his head. Without hesitation, he applied 'Quick-Clot' gauze and exerted pressure to control the bleeding, all while being careful to avoid impeding the victim's airway. Noticing that the victim was experiencing difficulty breathing, Corporal McDevitt assessed the situation and suspected a sucking chest wound. He retrieved a chest seal from his trauma kit but determined it was potentially faulty due to heat exposure. He then improvised by using a latex glove as a makeshift seal, maintaining airway integrity and pressure until fire and EMS personnel arrived. His quick thinking, technical skill, and decisive action in this high-pressure situation directly prevented what could have been a probable death or further serious injury.

Officer Tylor Brokaw / Officer Blake Davis / Cpl. Tyler Garrett

On July 26, 2025, officers responded to the 300 block of S. Davis Street, at the Richard Green Apartments, in reference to a gunshot victim. Upon arrival, officers located a male subject suffering from multiple gunshot wounds, including injuries to his right leg, lower back, neck, right arm, and a vital area below the waist. Together, Officers Brokaw, Davis, and Corporal Garrett coordinated life-saving efforts, including applying gauze and maintaining pressure on the victim's wounds in an effort to control significant blood loss. Their sustained actions continued until EMS personnel arrived and assumed medical care. Due to the number and location of the victim's injuries, the immediate and coordinated actions of these three officers directly resulted in a life being saved.

Officer Julia Jones

On October 28, 2025, Officer Jones, along with several other officers responded to 205 Wilson Avenue in reference to a 4-month-old infant actively choking at 205 Wilson Avenue. Upon arrival, Officer Jones was met in the front yard by the infant's mother, who was holding her baby. Officer Jones observed that the infant was struggling to breathe and was not making any sounds, indicating a possible airway obstruction. Acting quickly and decisively, she positioned the infant face down, supporting the child securely with one hand, and delivered several firm back blows. The infant responded by expelling the obstruction and immediately began to cry, indicating that the airway was cleared and normal breathing had resumed. Officer Jones' prompt response, calm demeanor, and decisive actions directly resulted in saving the life of the infant.

Distinguished Unit

Investigations Division

From July 2025 through September 2025, the City of Kinston experienced a surge in gun violence. During this period the Investigations Division, comprising General Investigations, the Crime Lab, and the Violent Crime Action Team (VCAT) was tasked with investigating twelve shootings in which victims were murdered, struck by gunfire, shot at, or had their residence struck by gunfire.

Over the course of sixty days, investigators worked tirelessly, often around the clock, to ensure justice for the victims and safety for the community. Their professionalism, commitment, and attention to duty were exemplary. As a result of their relentless efforts, more than fifteen individuals were arrested and charged with Attempted First-Degree Murder, Conspiracy, Accessory, or Aid & Abet. An additional four suspects were charged with First Degree Murder, Conspiracy, Accessory, or Aid & Abet. Remarkably, every shooting case investigated during this period was closed and cleared by arrest.

Distinguished Service (2)

Cpl. David Busby

Upon starting with the Kinston Police Department, Corporal Busby brought a wealth of knowledge that has greatly contributed to solving and preventing crimes. His expertise was instrumental in a domestic violence investigation that resulted in the seizure of nearly one kilogram of cocaine. Corporal Busby has served as an outstanding ambassador through his recruiting efforts, successfully bringing in four officers. His dedication and commitment have made a lasting impact on both the community and the department, enhancing public safety and ensuring the City of Kinston is protected by highly trained and qualified officers.

Sgt. Jay Moody

Over the course of 2025, Sgt. Jay Moody's commitment and outstanding contributions as the Recruiting Officer has resulted in 17 successful hires within a single year at the Kinston Police Department. In a time when law enforcement agencies across North Carolina are facing unprecedented staffing challenges, nearly half reporting vacancy rates above 10%, and a quarter exceeding 20%, Sgt. Moody has distinguished himself through unwavering dedication and exceptional performance. His tireless efforts have positioned our department as a leader in recruitment during one of the most difficult periods in recent memory.

Meritorious Police Duty (2)

Officer John Hewitt (Previously Awarded)

On March 11, 2025, at 12:13 p.m., Officer Hewitt's quick thinking and decisive actions saved the life of an individual who had been reported missing and was in imminent danger of harm. Upon responding to a call concerning the individual's whereabouts near the Neuse River, Officer Hewitt demonstrated not only bravery but also profound compassion. Recognizing the critical nature of the situation, he engaged with the individual in a manner that was both empathetic and skillful, ultimately preventing them from jumping into the river.

Emma Slabbert

Through her exceptional analytical skills and innovative mindset, Emma provided officers and command staff with critical intelligence that has directly contributed to solving complex cases and preventing further acts of violence. Her ability to transform intricate data into actionable insights has strengthened operational planning and improved the overall effectiveness of investigations. Emma's professionalism and unwavering commitment to supporting law enforcement efforts embody the highest standards of teamwork and service. Her contributions have made a profound and measurable impact on the continued success of the department's mission.

GRANTS UPDATE

The Kinston Police Department has been proactive in seeking and securing federal and state grants to bolster its capabilities and enhance public safety. Through diligent efforts and strategic planning, the department has been able to obtain funding to support various initiatives, ranging from advanced training programs for officers to the acquisition of cutting-edge technology. These grants have enabled the department to address critical needs, improve response times, and implement innovative crime prevention strategies, ultimately benefiting the entire community.

One of the key advantages of these grants is the ability to undertake projects that would otherwise be financially challenging. For example, the department has utilized grant funding to enhance community policing efforts, support youth outreach programs, and invest in state-of-the-art equipment that aids in crime detection and investigation. By leveraging these resources, the Kinston Police Department not only improves its operational effectiveness but also strengthens its commitment to fostering a safer, more connected community. The continued pursuit of federal and state grants remains a priority, ensuring that the department can adapt to evolving challenges and maintain its focus on excellence in public service.

In 2025, the KPD received four grants:

- The North Carolina Governor's Highway Safety Program (GHSP) Traffic Safety Grant provides funding to support initiatives aimed at reducing traffic crashes and fatalities across the state. Administered by the North Carolina Department of Transportation, this grant helps law enforcement agencies, local governments, schools, and nonprofit organizations implement programs focused on impaired driving prevention, seat belt safety, young driver education, motorcycle safety, and pedestrian awareness. KPD has been awarded \$16,500 in funds to be utilized for traffic enforcement overtime.
- The FY25 Supporting Law Enforcement Agencies in Seeking Accreditation grant, offered by the Office of Community Oriented Policing Services (COPS Office), is designed to help law enforcement agencies achieve accreditation by ensuring their policies and procedures meet the highest standards set by accreditation entities. This funding opportunity is part of the Community Policing Development (CPD) Accreditation program, which aims to enhance law enforcement capacity, promote effective policing strategies, and support crime prevention efforts. Accreditation helps agencies implement best practices, fostering efficient, fair, and community-focused policing. KPD has been awarded \$51,270 in funds to assist with seeking agency accreditation.
- The FY25 Law Enforcement Mental Health and Wellness Act (LEMHWA) Grant, administered by the Office of Community Oriented Policing Services (COPS Office), is designed to support law enforcement agencies in enhancing mental health and wellness services for officers and their families. This funding aims to improve access to peer support, training, suicide prevention, stress reduction, and clinical support programs, helping agencies implement best practices for officer well-being. Eligible applicants include state, local, tribal, and territorial law enforcement agencies, with funding available for LEMHWA Implementation Projects that focus on expanding mental health resources. KPD has been awarded \$136,020 in funds to assist with Law Enforcement Mental Health and Wellness.
- The FY25 Patrick Leahy Bulletproof Vest Partnership (BVP) Program from the Bureau of Justice Assistance awarded KPD \$7,101. The funds were utilized to purchase body armor vests for law enforcement officers.

AGENCY STATS

2025

2025 YEARLY CRIME STATS

Kinston Police Department | 01.01.2025 – 12.31.25

CALLS FOR SERVICE



19,412

746

ON-VIEW ARRESTS



When an officer makes an arrest without a warrant but has established probable cause to arrest by observing or "viewing" a criminal offense in his/her immediate presence.



757 WARRANTS SERVED



191

FIREARMS SEIZED



4,285

TICKETS ISSUED

TRAFFIC CRASHES

1,038



TRAFFIC STOPS

8,708



WARNINGS ISSUED

10,559



Total Violations 14,844

COMMUNITY AND TRUST | <https://www.ci.kinston.nc.us>

COMMUNITY ENGAGEMENT

228

Community Engagement F2F Events

We heard you. Since August, we have been counting our partnership presence. Whether it's PACE or Lunch with the Law, we are measuring our success by the strength of our relationships.

19

Police-initiated and Led Education & Awareness Programs

We view this as shared community investment. By running programs like Explorers we prioritize early intervention over enforcement.

Unprecedented Transparency

36.2 MILLION VIEWS &
59K COMMENTS

KPD ensuring "educational continuity" through massive visibility.



1H 46M RESPONSE TIME

Engagement isn't just posting; it's listening. We fielded 534 direct community inquiries with a 73% response rate (up 14%). When you reach out, we answer in under 2 hours—proving that we are available, accountable, and actively listening.

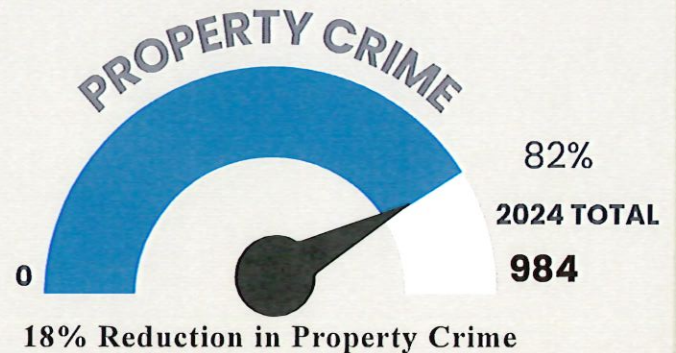
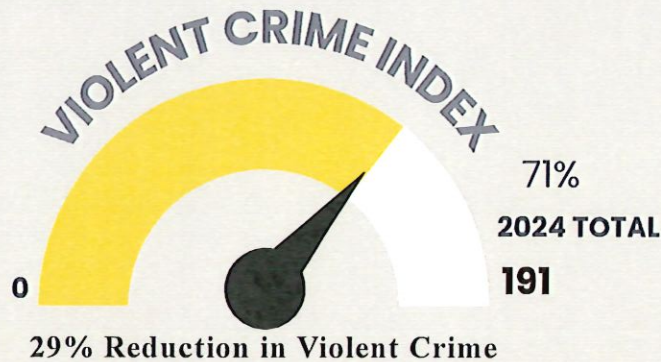
QUARTERLIES

CRIME STATS

2025

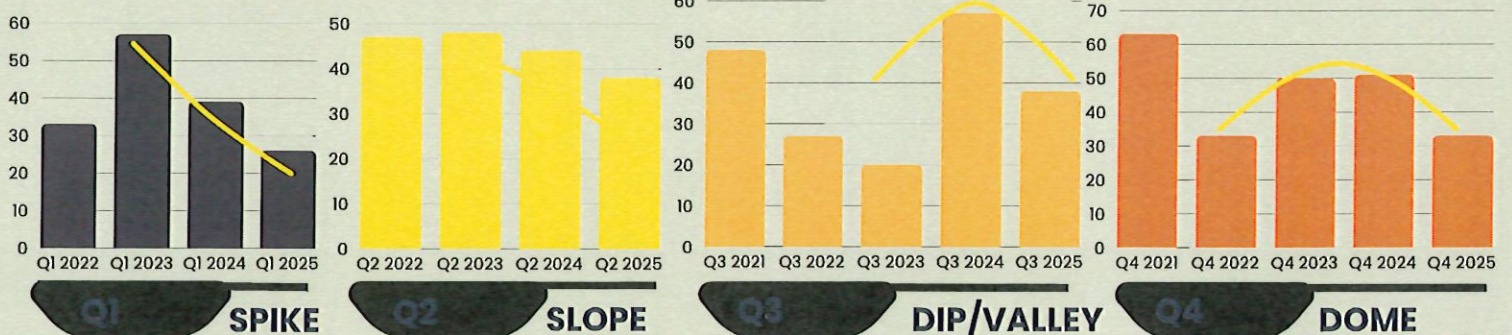
This report provides an overview of the crime stats issued monthly. Report based on National Incident Based Reporting System (NIBRS) standards for compiling Uniform Crime Reporting (UCR) summary statistics.

Quarterly Crime as a % of 2024 Total



Show the percentage of 2025 TOTAL over the total incidents for 2024

Quarterly Reporting

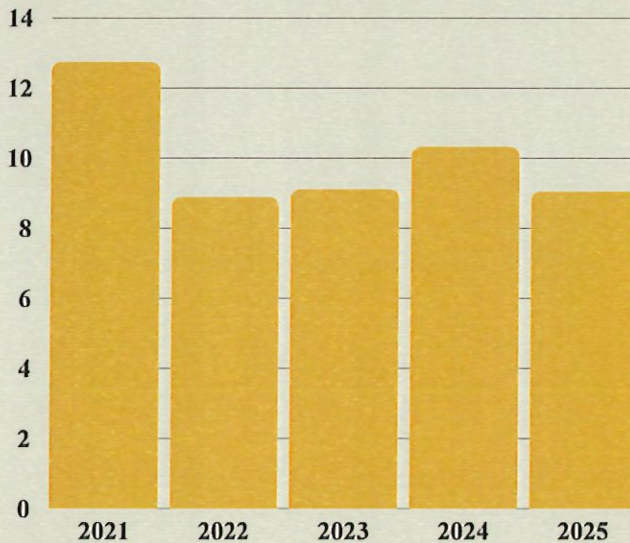


CRIME TRENDS 2025

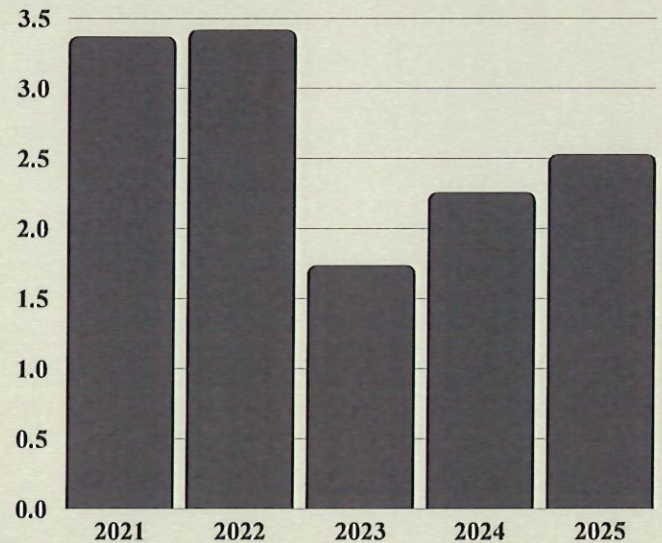
CRIMES AGAINST PROPERTY FIVE YEAR TRENDING

Number of Incidents per 1000 Residents

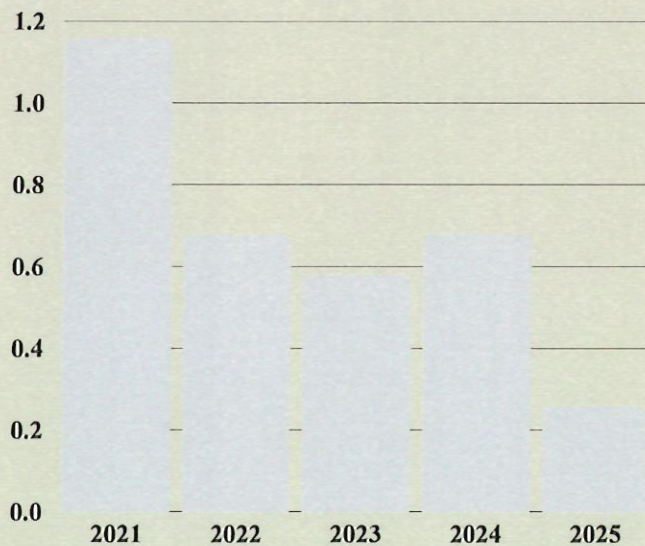
Burglary / Breaking & Entering



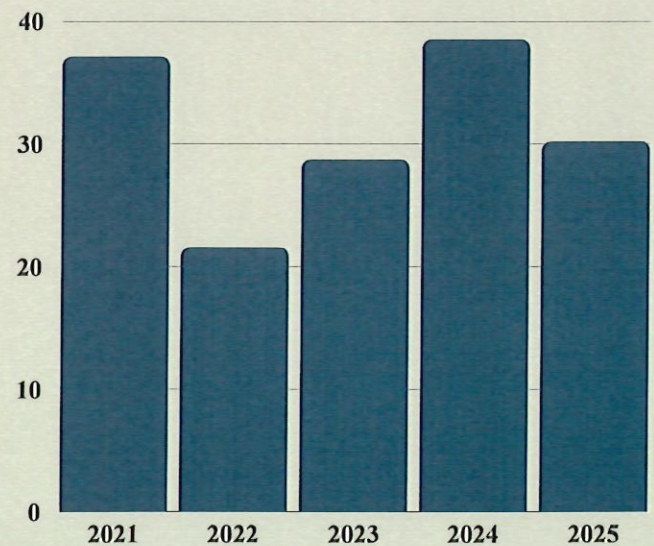
Motor Vehicle Theft



Arson



Larceny



CRIME TRENDS - cont.

CRIMES AGAINST PEOPLE

FIVE YEAR TRENDING

USA (Avg)

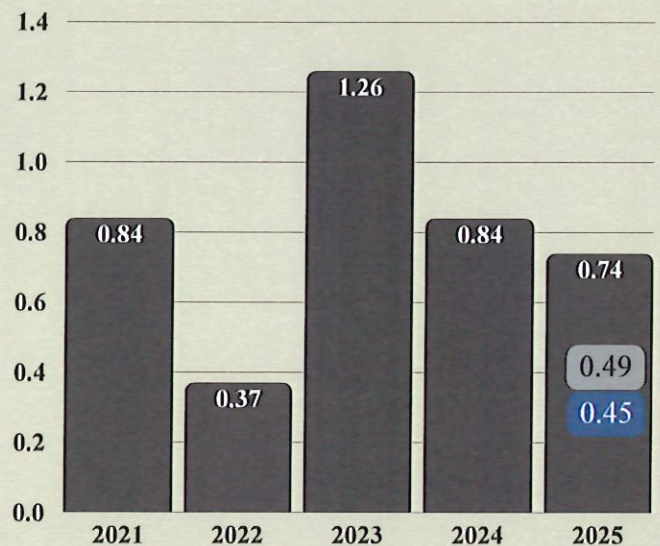
NC (Avg)

Number of Incidents per 1000 Residents

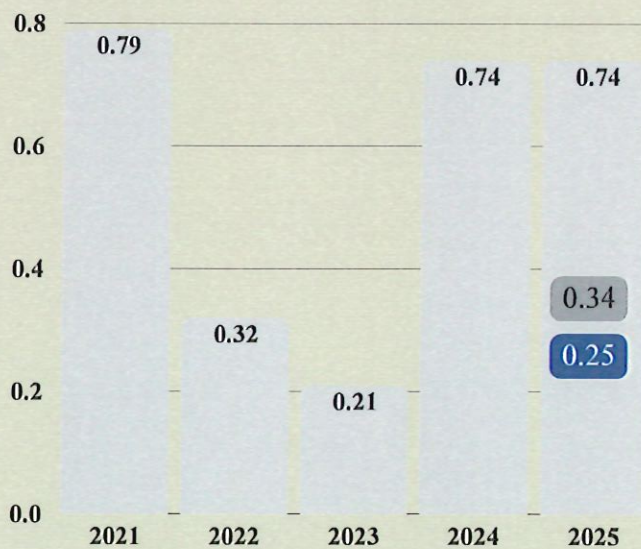
Murder



Robbery



Sex Offenses



Aggravated Assault



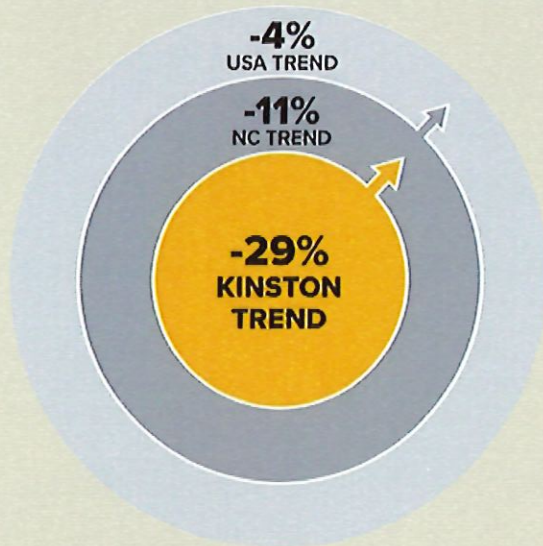
THE DATA INDICATES KINSTON HAS A HIGHER PER-CAPITA CRIME RATE THAN THE STATE/NATIONAL AVERAGE (WHICH IS EXPECTED FOR AN URBAN HUB VS. RURAL/SUBURBAN AVERAGES). THE "WIN" HERE IS THE SLOPE OF DECLINE.

2025 STRATEGIC BASELINE

Outpacing the Trend

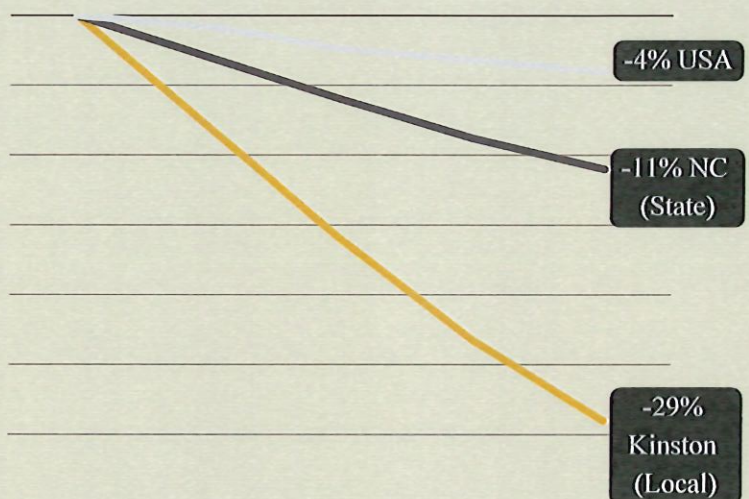
While the nation and state see steady declines, Kinston Police Department is accelerating the disruption of violence locally.

CRIME REDUCTION DEPTH



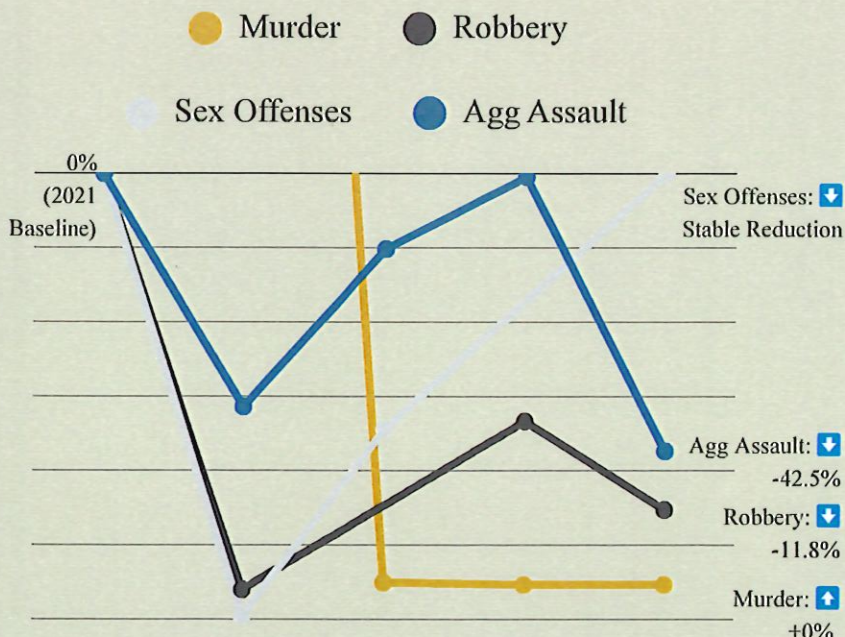
VELOCITY OF VIOLENT CRIME REDUCTION

Indexed Year-over-Year Change (2024 vs 2025)



VELOCITY OF CRIME REDUCTION

Indexed Year-over-Year Change (2021 vs 2025)



(Note: Murder volume is so low—0.16 to 0.21 per 1,000—small variances look like large % jumps.

Note: National and State figures are projected based on mid-year 2025 reporting trends. Kinston figures reflect actual Year-End 2025 performance.

Aggravated Assault (The Big Win):

The Gap: In 2024, Kinston's assault rate was nearly 3x the state average (~8.0 vs ~3.0).

While the State of NC reduced assaults by ~9.8%, Kinston reduced them by ~35%.

We are closing the safety gap three times faster than the state.

Robbery (Converging Trends):

National robbery rates dropped by ~20% in 2025. Kinston mirrored this success, dropping our rate from ~0.83 to ~0.75 per 1,000. We are now within striking distance of the national urban average (~0.60–0.90 for similar-sized cities).

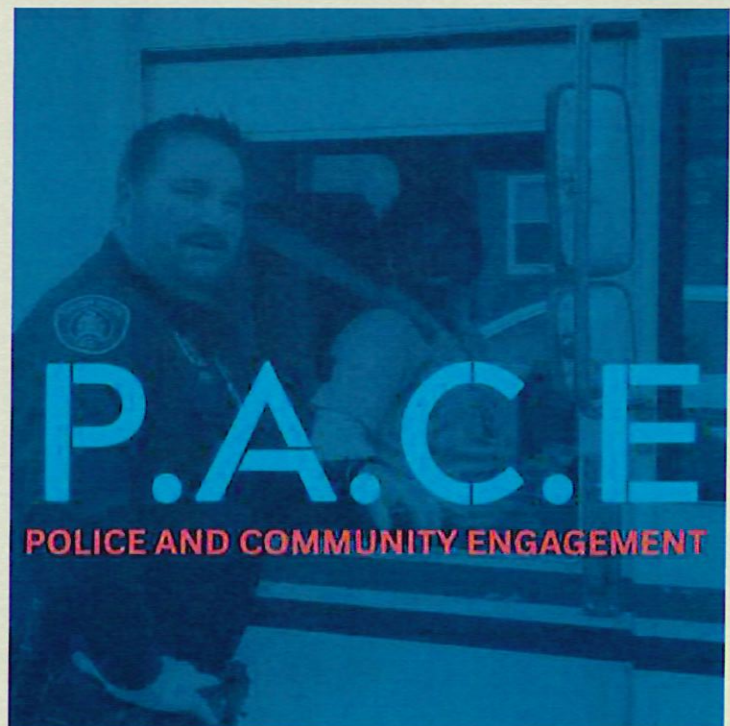
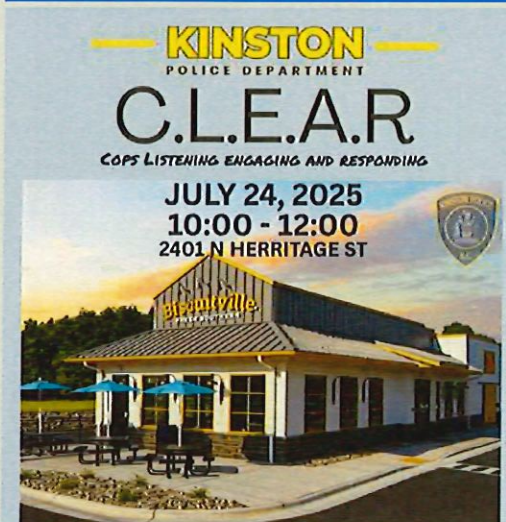
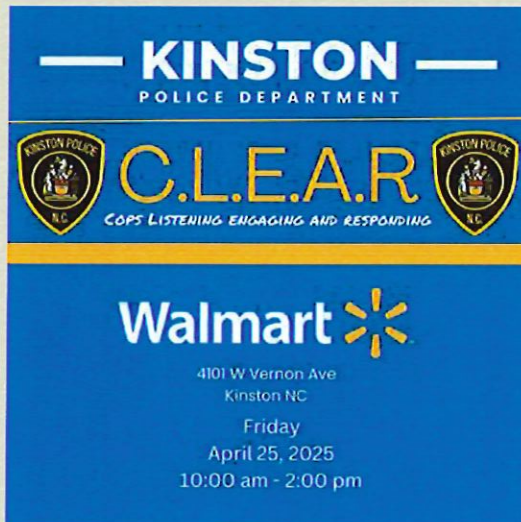
C.L.E.A.R. & P.A.C.E.

In late 2022, Sgt. Moody introduced C.L.E.A.R. (Cops Listening, Engaging, and Responding) to strengthen police-community relationships in Kinston. Over the past year, multiple C.L.E.A.R. events have been held, providing opportunities for officers to connect with residents, understand community concerns, and collaborate on solutions to local issues.

As part of this initiative, the Police and Community Engagement (P.A.C.E.) group was established, meeting monthly to foster open dialogue between KPD and the community. The group, which reflects Kinston-Lenoir's diversity, focuses on:

- ✓ Community Engagement
- ✓ Juvenile Justice Matters
- ✓ Programming & Public Education
- ✓ Improving Community Trust

By prioritizing non-enforcement engagement, KPD continues to build lasting relationships and trust, reinforcing our commitment to serving and supporting the people of Kinston.



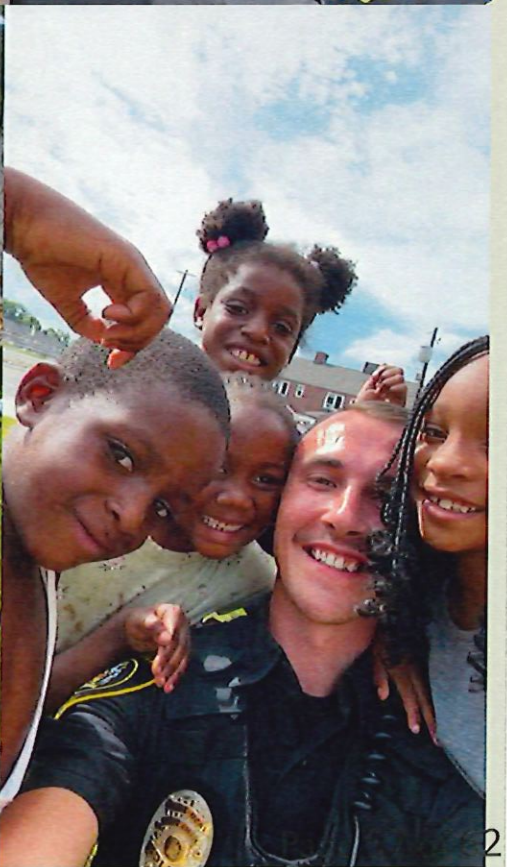
RETIREMENT

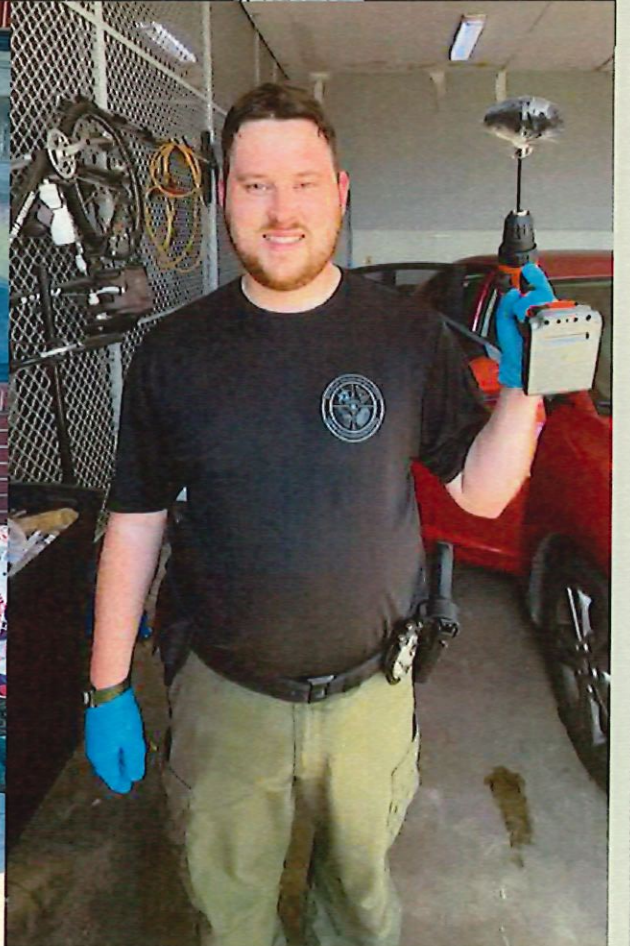
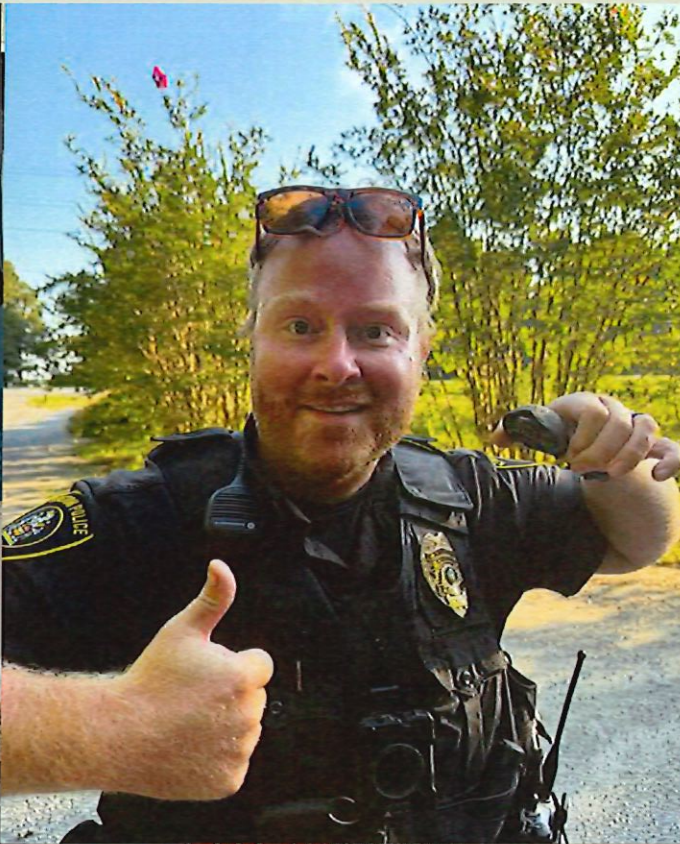
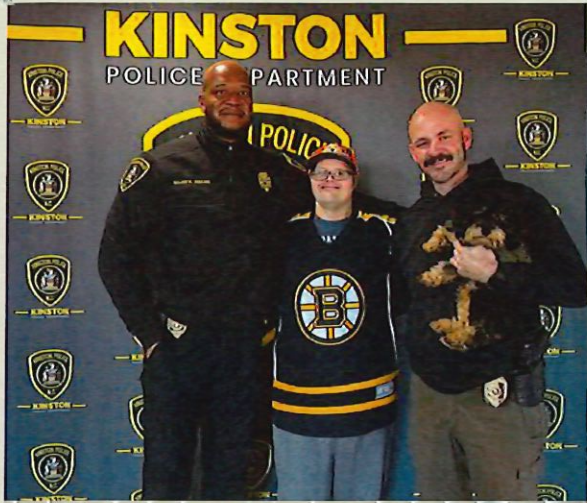


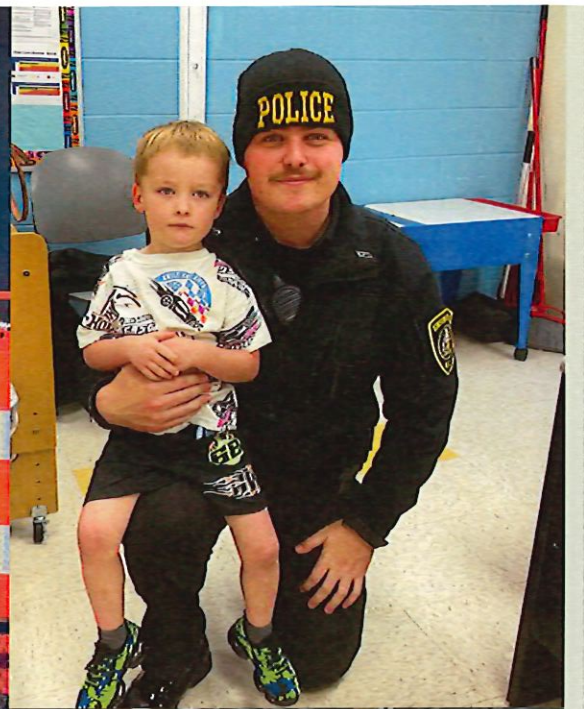
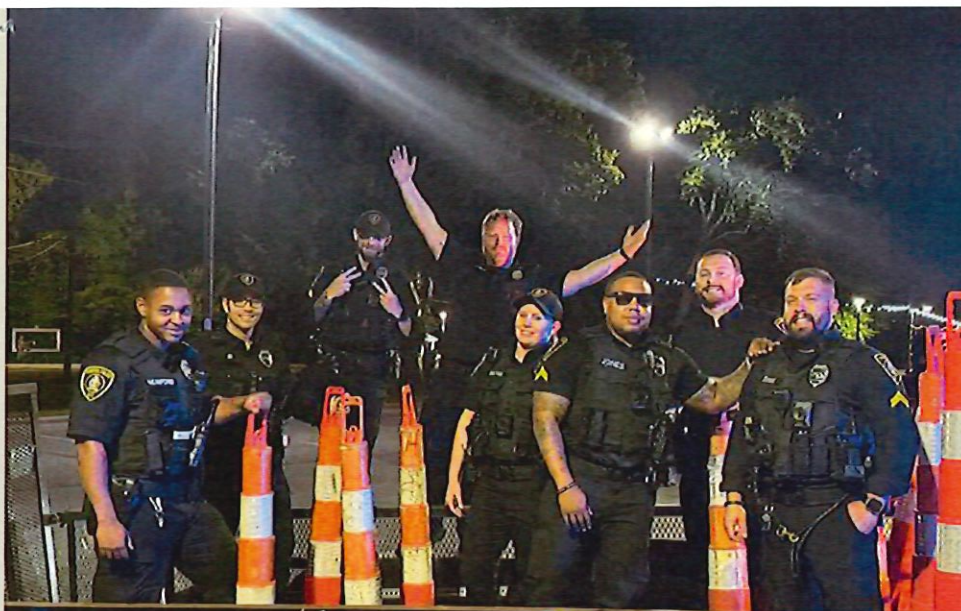
Sentinel
G Rybolt

PHOTOS



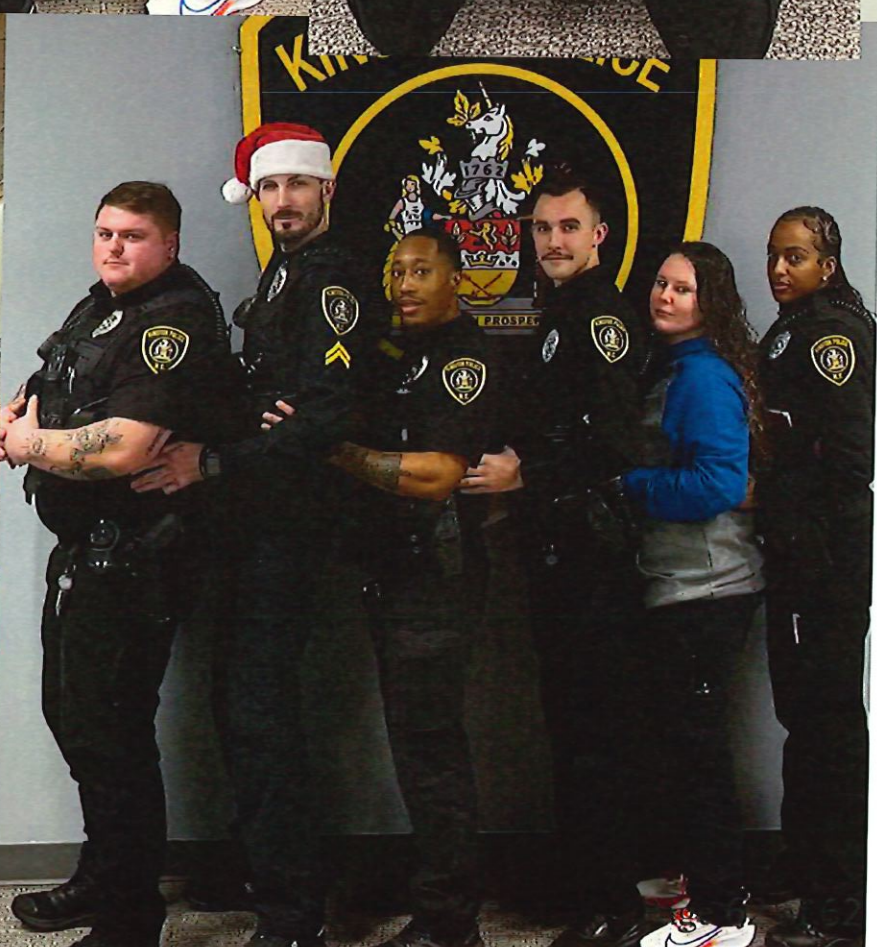












City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 17, 2026

Agenda Section: Public Hearing AND Action

Item Request: Public Hearing AND Approval

Agenda Item to be Considered

Presenter: Elizabeth Blount, Planning Director

Subject: Public Hearing for three (3) Local Historic Landmarks

Action Requested: Approval

Supporting Documentation: Staff Report, Designation Reports for all three properties and three ordinances

Department Head's Approval ____x____

City Manager's Approval Ralph Clark

Budgetary Impact: ☒ None ☐ Budgeted ☐ Needs Budget Ordinance

Staff Recommendation: Approval of all three properties



City of Kinston
Historic Preservation Commission
Staff Report

Agenda Item: Public Hearings for Landmark Designations February 2026 Meeting

Item Summary

A local historic landmark designation is a formal recognition by the City of Kinston that a property possesses special historical, architectural, cultural, or archaeological significance. Under **Section 3.6.6.4.2 of the City's Unified Development Ordinance (UDO)**, the Historic Preservation Commission is granted the authority to review and recommend properties to City Council for local landmark designation. Landmark designation is the highest level of local historic recognition available under North Carolina General Statutes, and once designated, any exterior changes to the property require a Certificate of Appropriateness from the Historic Preservation Commission to ensure that alterations are compatible with the property's historic character and Historic Design Standards.

Under N.C. General Statute §105-278, locally designated historic landmarks are eligible for a 50% property tax deferral. This means that one-half of the property's assessed value is exempt from local property taxes as long as the property maintains its landmark status and retains its historic integrity.

To qualify for local landmark designation under NCGS 160D-945 and 160D-946, a property must demonstrate:

- Special significance in history, architecture, culture, or archaeology
- Integrity, meaning it still reflects its historic design, materials, and character

A Landmark Designation Report documenting the property's significance and integrity is required.

The Kinston Historic Preservation Commission received three Landmark Designation Applications for the following properties:

- 200 N. Queen Street – Farmers and Merchants Bank / The O'Neil
- 426 N Herritage St. – Imperial Tobacco Company Office Building

- 501 N Herritage St. – Midtown Motor Lodge

Staff worked with the applicant of the three properties, the Historic Preservation Commission (HPC), and the State Historic Preservation Office (SHPO) to complete a Landmark Designation Report and an Ordinance for each property.

In accordance with North Carolina General Statutes, notice of the public hearing was properly advertised for two consecutive weeks in the *Kinston Free Press*, with publication dates on **February 5, and February 12.**

The proposed Landmark Designation Ordinances for all three properties have been reviewed and approved as to form by the City Attorney.

After a properly notified Public Hearing held by the Historic Preservation Commission on January 20, 2026, the HPC made a motion to recommend approval of the Landmark Designation for all three properties.

Staff Recommendation

Staff recommends that City Council approve the designation of 200 N. Queen Street (Farmers and Merchants Bank / The O’Neil), 426 N Herritage Street (Imperial Tobacco Company Office Building), and 501 N Herritage Street (Midtown Motor Lodge) as local historic landmarks and adopt the associated Landmark Designation Ordinances, in accordance with the City’s Unified Development Ordinance and the recommendation of the Historic Preservation Commission.

City Council Request

Approve or deny the designation of 200 N. Queen Street (Farmers and Merchants Bank / The O’Neil), 426 N Herritage Street (Imperial Tobacco Company Office Building), and 501 N Herritage Street (Midtown Motor Lodge) as local historic landmarks and adopt the associated Landmark Designation Ordinances.

Attachments

Farmers and Merchants Bank Landmark Designation Report

Imperial Tobacco Company Office Building Landmark Designation Report

Midtown Motor Lodge Landmark Designation Report

Farmers and Merchants Bank Draft Ordinance

Imperial Tobacco Company Office Building Draft Ordinance

Midtown Motor Lodge Draft Ordinance

Kinston Free Press Public Hearing Advertisement

City of Kinston
Historic Preservation Commission



Farmers and Merchants Bank (The O'Neil)

200 North Queen Street

Kinston, NC 28501

Prepared by Jordan Kearney

I. GENERAL INFORMATION

Common and Historic Names for Property

Farmers and Merchants Bank (The O'Neil)

Physical Address

200 North Queen Street

Kinston, North Carolina 28501

Tax Parcel Identification Number (PIN) / Parcel Number

452563334231

Current Owners Name and Mailing Address

Stephen Britt Hill

P.O. Box 200, Kinston, NC 28501

Appraised Value

Total taxable value of \$853,933. Tax assessment record is attached as **Appendix 4**.

II. ABSTRACT

Statement of Significance

The Farmers and Merchants Bank (The O'Neil) is historically significant for its association with the rise of Kinston's economy during the early 20th century and its pivotal role in the region's agricultural boom. It is also architecturally significant as an excellent example of Renaissance Revival style. The building retains integrity of design, setting, workmanship, materials, feeling, and association, despite some modern alterations such as window replacements.

Scope of Designation

The scope of this designation encompasses the entire parcel associated with the property, totaling approximately 0.05 acres. The designation applies exclusively to the exterior of the Farmers and Merchants Bank (The O'Neil), including its limestone façade, classical detailing, massing, and all other character-defining architectural features. Interior features are not included in the designation boundary.

III. HISTORIC BACKGROUND

Overview of Historical Significance

The Farmers and Merchants Bank (The O'Neil) at 200 North Queen Street was constructed in 1925, during a period of rapid economic expansion in Kinston fueled by the success of tobacco and other agricultural markets. Designed by the Wilson architectural firm Benton & Benton, the five-story Renaissance Revival-style building immediately became the tallest structure in downtown Kinston and a physical symbol of the city's growing prosperity. Its prominent location at the corner of North Queen and West Gordon Streets placed it within what soon became known as "Bankers' Corner," the hub of the city's financial institutions.¹

The establishment of Farmers and Merchants Bank followed earlier banking ventures that supported Kinston's commercial growth, including the First National Bank in 1906 and the Bank of Kinston in the 1910s. The Farmers and Merchants Bank represented a new level of ambition in both scale and design, reflecting not only confidence in the city's future but also a desire to project stability and permanence through classical architecture.²

¹ M. Ruth Little, *Coastal Plain and Fancy: The Historic Architecture of Lenoir County and Kinston, North Carolina* (Kinston: Lenoir County Historical Association, 1998), 132, 182.

² M. Ruth Little, *Coastal Plain and Fancy: The Historic Architecture of Lenoir County and Kinston, North Carolina* (Kinston: Lenoir County Historical Association, 1998), 132.

The building functioned as Farmers and Merchants Bank until the Great Depression, when many financial institutions struggled to remain solvent. Despite these challenges, the structure continued to serve as a center of commerce, housing other banks such as BB&T and First Citizens Bank throughout much of the twentieth century.³ After serving several financial institutions through much of the 20th century, the building stood vacant until preservation efforts began in the early 2000s.

Its restoration was spearheaded by Stephen Hill, a local developer, in honor of his father, Robert O'Neil Hill, a prominent Kinston businessman. Today, the building is known as "The O'Neil," a boutique hotel that reflects both the resilience of the structure and the city's commitment to downtown revitalization.

The property's historic integrity is strengthened by its continuous use as a financial and commercial landmark during its period of significance and by the survival of its original limestone façade, ornate plaster ceilings, and other character-defining features. Despite alterations such as the installation of modern window sash and entrance doors, the building remains a powerful symbol of Kinston's economic and cultural transformation in the early twentieth century and retains integrity in design, setting, workmanship, materials, feeling, and association.

Original Construction Date

The building was constructed in 1924.⁴

Subsequent Additions and Alterations

The owner of the building filed a Part 3 – Request for Certification of Completed Work with the U.S. Department of the Interior, National Park Service which is attached as **Appendix 5**. All rehabilitation work was completed by January 19, 2016. The approved alterations and rehabilitation activities are summarized below:

- Recessed Entry: An unoriginal deposit box added in the 1960s was removed, and the surrounding wall was repaired. The unoriginal aluminum entry doors were replaced with historically appropriate wooden doors, while the recessed entry itself was retained.
- Back Entrance: Aluminum doors added in the 1960s were removed and replaced with historically appropriate wooden doors.
- Roof: The roof and parapet flashing were replaced with new insulation and a white TPO/EPDM membrane. A roof terrace with "Trex" decking was installed,

³ M. Ruth Little, *Coastal Plain and Fancy: The Historic Architecture of Lenoir County and Kinston, North Carolina* (Kinston: Lenoir County Historical Association, 1998), 135.

⁴ See Section 7, Page 17 of the attached National Register of Historic Places Kinston Commercial Historic District Document.

with a trellis-type structure over the outdoor fireplace and cooking area. Edge railings consist of stainless steel cables with steel uprights and a wood-topped rail. Potted plants are placed along the terrace edge. The terrace and trellis have minimal visibility from the street. The remaining roof space accommodates HVAC condensing units.

- New Exterior Stair: A painted steel exterior stair and railing system was added, extending from the roof of the adjacent non-historic building on the north up to the roof of the Farmers and Merchants Bank. The stair was painted to blend with the existing wall.
- Enlarged Window Openings: On the north wall of the fourth and fifth floors, the central windows were lowered to match the size and shape of the adjacent front windows. At the west end of the same elevations, window openings were partially lowered to create new doorways leading to the exterior stair. All modified windows and new doors were designed to match the style, finish, and glazing of the originals. All existing windows were repaired, cleaned, painted, and fitted with new exterior glass storm windows in thin metal frames.
- Corner Clock: The historic corner clock was restored to working condition.
- Exterior Signage: A new neon sign reading “The O’Neil Hotel” was installed near the top of the west-facing wall.
- West-Facing Wall: The lower ten feet of the wall, where an adjacent building once stood, was parged with cement to match the existing finish.
- Interior: Interior spaces were rehabilitated and restored for new uses; however, no interior features are proposed for designation.

IV. ASSESSMENT

Historic and Cultural Significance

The Farmers and Merchants Bank is significant for its architectural style and for its central role in the development of Kinston’s commercial core. Constructed in 1925 at 200 North Queen Street, the building was designed by the Wilson firm Benton and Benton in the Renaissance Revival style. At the time of its completion, the structure was the tallest building in Kinston and quickly became a symbol of the city’s economic vitality. Its commanding presence drew other financial institutions to the downtown area, establishing the block as the city’s “Bankers’ Corner.”

The property also represents Kinston’s economic and social history in the early twentieth century. As the city’s population and business community expanded, the Farmers and Merchants Bank stood at the center of local financial activity. Its creation followed the opening of the First National Bank in 1906 and the Bank of Kinston shortly thereafter, reflecting the rapid growth of banking services to meet community demand. Although the Farmers and Merchants Bank was affected by the Great Depression, the

building remained a hub of commercial banking activity for decades, serving institutions such as BB&T and First Citizens Bank until its closure in the 1980s.

Architecturally, the building is an outstanding local example of Renaissance Revival design, characterized by its towering form, classical detailing, and refined masonry. It embodies the period's emphasis on permanence and stability in banking architecture, a design choice meant to inspire public confidence. Its construction by a prominent regional architectural firm further enhances its architectural importance.

Taken together, the building's design and its role in Kinston's financial history establish its significance under the following criteria:

- **Association with a historic event(s):** the rise of Kinston's downtown as a regional banking and commercial hub.
- **Architectural style:** as a rare and prominent Renaissance Revival skyscraper designed by Benton and Benton.
- **Cultural importance:** as a symbol of local prosperity and community growth during the early twentieth century.

Architectural Description

Standing five stories high, the Farmers and Merchants Bank is a Renaissance Revival-style masonry structure and one of the tallest buildings in Kinston's downtown historic district. Designed in 1924 by Benton and Benton Architects of Wilson, the building is faced with ashlar limestone and organized into the classical three-part composition typical of early skyscrapers, with a tall base, a three-story shaft, and a one-story capital.

The primary (east) façade is three bays wide. The first floor features a slightly inset, centered entrance framed by Ionic columns and matching pilasters. The doorway contains paired modern three-panel replacement doors set in a classical surround with simple entablature, all within a larger round-arched opening filled by a decorative metal grille. Above the entablature is a shield ornament supported by cast-stone swags. A shallow cornice runs the width of the façade between the first and second floors, and at the southeast corner of the building a large square lantern clock project outward.

The second through fourth floors are arranged with single one-over-one replacement sash windows in each bay. Paneled spandrels separate the windows vertically, and limestone pilasters divide the bays. A dentil cornice marks the transition between the fourth and fifth floors. The fifth floor contains three one-over-one replacement sash windows, each surmounted by a cast-stone panel, all set within an arched surround. The building terminates in a prominent projecting cornice with dentils and a flat roof with deep overhang supported by large, elaborate brackets.

The south elevation, fronting West Gordon Street, is seven bays wide and closely parallels the detailing of the façade. On the first floor, the east bay contains a small window, while the central five bays feature large, two-story, multi-light windows. The west bay contains a pedestrian entrance with a small window above. The upper floors (second through fourth) include paired windows with paneled spandrels in the central five bays and single windows in the flanking bays. The fifth floor repeats the pattern of replacement sash windows and cast-stone ornament observed on the façade.

The west and north elevations are simpler, with limited fenestration and less architectural ornament, reflecting their adjacency to neighboring buildings. The structure rests on a raised foundation clad in the same limestone as the main elevations, ensuring visual continuity.

Overall, the Farmers and Merchants Bank retains its original form, massing, and much of its exterior limestone cladding and ornamentation, though fenestration has been altered with the installation of replacement windows and modern entrance doors. Despite these changes, the building continues to exhibit the essential characteristics of the Renaissance Revival style and remains one of the most architecturally prominent and intact early skyscrapers in Kinston's downtown commercial district.⁵

Archaeological Significance

Will Nassif, the Assistant State Archaeologist, has identified potential archaeological remains that may well be an important component of the significance of the property. At this time, no investigation has been done to discover these remains, but it is likely that they exist, and should be considered in any development of the property.

Integrity Evaluation

The property retains substantial integrity, including the following aspects:

- **Location:** The building remains in its original location at the corner of North Queen and West Gordon Streets in downtown Kinston, retaining a high degree of integrity of location.
- **Design:** The overall design by Benton & Benton Architects remains largely intact. Modern alterations, such as replacement entrance doors and window sash, do not obscure the essential architectural design.
- **Setting:** The property maintains its original downtown urban setting within Kinston's historic commercial district. Surrounding streetscapes of early

⁵ See Section 7, Page 16 and 17 of the attached National Register of Historic Places Kinston Commercial Historic District Document.

twentieth-century buildings remain in place, allowing the bank to be understood within its original context.

- **Workmanship:** The building reflects a high level of craftsmanship, evident in its carved limestone detailing, ornamental plaster ceiling, and bracketed eaves. These elements showcase the skill of early twentieth-century artisans and remain legible despite later changes.
- **Materials:** The majority of exterior materials remain intact. While fenestration has been updated with modern replacements, the window openings, spandrels, and decorative surrounds preserve the intended material expression.
- **Feeling:** The building continues to evoke the historic atmosphere of prosperity and permanence associated with Kinston's early twentieth-century banking industry. Its scale, materials, and ornament communicate the values of stability and civic pride that were central to its construction.
- **Association:** The property remains strongly associated with its historic role as a financial institution and symbol of Kinston's economic development. Though banking operations ceased in the 1980s, the building's preservation and reuse maintain its connection to the community's cultural memory.

Designation Boundaries

The proposed designation boundary includes the full 0.05-acre parcel at 200 North Queen Street, which has historically been associated with the Farmers and Merchants Bank since its construction in 1925. The parcel reflects the original setting of the building within downtown Kinston and continues to provide appropriate historic context. No outbuildings or additional parcels are associated with this property.

V. SUPPORTING DOCUMENTATION

Digital Photographs of the Property

- The exterior photos of the property are attached as **Appendix 1**.

Sketch Floor Plan

- The Sketch Floor Plan is attached as **Appendix 2**.

Site Plan

- The Property Site Plan is attached as **Appendix 3**.

Plat/Tax Map

- The Property Tax Record is attached as **Appendix 4**.

Other Documents

- The Part 2 Description of Rehabilitation and related photos is attached as **Appendix 5**.
- The Part 3 Request for Certification of Completed Work is attached as **Appendix 6**.
- The National Register of Historic Places Kinston Commercial Historic District Document is attached as **Appendix 7**.

VI. Bibliography

M. Ruth Little, Coastal Plain and Fancy: The Historic Architecture of Lenoir County and Kinston, North Carolina (Kinston, NC: Lenoir County Historical Association, 1998). Essay by M. Ruth Little; catalogue contributions by Robbie D. Jones, Penne Smith, Scott Power, and M. Ruth Little.

National Register of Historic Places. Kinston Commercial Historic District Additional Documentation, Boundary Decrease, and Boundary Increase. Lenoir County, North Carolina. United States Department of the Interior, National Park Service, 2017.

**AN ORDINANCE DESIGNATING PROPERTY KNOWN AS FARMERS AND
MERCHANTS BANK (PIN: 4525-33-4231) AS A LOCAL HISTORIC LANDMARK**

Re: Local Historic Landmark Designation

Property Owner: Stephen Hill

- WHEREAS,** the City of Kinston wishes to protect its historic resources by recognizing historic properties, pursuant to NCGS 160D-946, which allows for the creation of a Historic Landmark;
- WHEREAS,** the Farmers and Merchants Bank remains historically significant for its association with the rise of Kinston's economy during the early 20th century and its pivotal role in the region's agricultural boom; and
- WHEREAS,** the Farmers and Merchants Bank remains architecturally significant as a rare and prominent Renaissance Revival skyscraper designed by Benton and Benton; and
- WHEREAS,** the Farmers and Merchants Bank remains culturally significant as a symbol of local prosperity and community growth during the early twentieth century;
- WHEREAS,** the owner has followed the appropriate procedures in applying for historic designation of their property; and

WHEREAS, the Kinston Historic Preservation Commission, after a properly noticed public hearing on January 20th, 2025, has found the Farmers and Merchants Bank to be of special significance in terms of its association with historic events, architectural style, and cultural importance and that it meets the requirements of NCGS 160D-945 and 946 and the criteria in the Unified Development Ordinance, Section 3.6.7; and

WHEREAS, the Kinston Historic Preservation Commission has recommended the designation of the Farmers and Merchants Bank as a Historic Landmark; and

WHEREAS, the Kinston City Council, held a properly noticed public hearing on February 3, 2025, concerning the designation of the Farmers and Merchants Bank as a local historic landmark;

NOW, THEREFORE, it is ordained that the Kinston City Council designated the following as a historic landmark:

Property:	Farmers and Merchants Bank, Currently the O'Neil
Location:	200 North Queen Street Kinston, NC 28501
PIN Number:	4525-33-4231
Current Owner:	Stephen Britt Hill
Scope:	The structure itself and the associated parcel of land associated with the structure are included in this designation. The interior of the structure is not included in this designation.

A Certificate of Appropriateness will be required for any alterations to the exterior of the structure and the land. In addition, the owners may not demolish any portion of the building for 365 days from approval of a Certificate of Appropriateness unless the time period is reduced by the Commission pursuant to the Unified Development Ordinance and NCGS 160D-946.

This 11th day of February, 2026

ATTEST:

Debra Thompson, City Clerk

Exhibit A

SUBJECT PROPERTY – LOCAL LANDMARK DESIGNATION



THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS

City of Kinston
Historic Preservation Commission



Imperial Tobacco Company Office Building

426 North Herritage St.

Kinston, NC 28501

Prepared by Jordan Kearney

I. GENERAL INFORMATION

Common and Historic Names for Property

Imperial Tobacco Office

Physical Address

426 North Herritage St

Kinston, North Carolina 28501

Tax Parcel Identification Number (PIN) / Parcel Number

4525249368

Current Owners Name and Mailing Address

Hill Realty LLC & Stephen Hill

P.O. Box 200, Kinston, NC 28501

Appraised Value

Total taxable value of \$347,327. Tax assessment record is attached as **Appendix 4**.

II. ABSTRACT

Statement of Significance

The Imperial Tobacco Company Office Building is historically significant as the former administrative center of one of Kinston's most influential industries, reflecting the city's economic growth during the height of the tobacco trade in the early to mid-20th century. It is also architecturally significant as a well-preserved example of early 20th-century industrial office design, distinguished by decorative brickwork, crenellated cornice, and classically inspired entrances. The building retains a high degree of integrity in its location, design, materials, and workmanship, preserving its historical character and enduring association with Kinston's industrial past.

Scope of Designation

The proposed designation includes the entire legal parcel historically and currently associated with the Imperial Tobacco Company Office Building at 426 Herritage Street. This encompasses the two-story brick office structure and the immediately surrounding land that provides its historic industrial context. No interior features are proposed for designation at this time.

III. HISTORIC BACKGROUND

Overview of Historical Significance

The Imperial Tobacco Company Office Building is historically significant as the administrative center of one of the largest employers in Kinston's history. It reflects the city's economic boom tied to the tobacco industry and the rise of industrialization in eastern North Carolina. The building housed the executive and administrative functions of the Imperial Tobacco Company, which played a major role in the economic development of Kinston and Lenoir County throughout the early to mid-20th century. Its operation was tied to Kinston's large tobacco workforce and contributed to the city's prominence as a regional tobacco market. The building's primary period of significance spans from its construction in the early 20th century through the post-World War II era, during which the tobacco industry was a dominant force in the local and state economy. The office building exemplifies the industrial prosperity of Kinston during the tobacco boom and serves as a physical testament to the community's labor and commerce history. Its preservation supports a deeper understanding of the region's social and economic fabric. It is one of the few historic tobacco related buildings in Kinston from the late nineteenth and early twentieth centuries when tobacco was the leading cash crop in eastern North Carolina. It is also the only remaining Imperial Tobacco Company

historic building left standing from the much larger tobacco processing facility in Kinston.¹

Original Construction Date

The building was constructed in circa 1925.²

Subsequent Additions and Alterations

The owner of the building filed a Part 3 – Request for Certification of Completed Work with the U.S. Department of the Interior, National Park Service, which is attached as **Appendix 5**. All rehabilitation work was completed by circa 2017. The approved alterations and rehabilitation activities are summarized below:

- **Exterior Façade:** A new coat of paint was applied. A new conductor head and downspout were installed to match the previous design. All windows remained in their historic locations. An additional garage door was added where one was missing, designed to match the surrounding doors. New exterior light fixtures were installed.
- **Exterior East Façade:** Two grey decorative Tobacco Company Logos were installed.
- **Window Frames:** Existing window frames were cleaned, repaired, and painted. New wood sash windows were constructed to match the historic configuration and fitted with single-glazed, non-operable storm windows.
- **Doors:** Historic doors were retained, cleaned, repaired, and painted. Non-historic replacement doors were removed and discarded. New doors were installed where necessary, constructed of wood to match the historic design.
- **Walls:** Original plaster was retained where possible, cleaned, repaired, and painted. Missing plaster was infilled to match the surrounding finishes.
- **Skylight:** The skylight was resealed and broken glass panes were replaced.
- **Exterior Steel Stair:** The exterior stair was relocated 2 feet 8 inches from its original placement to provide a larger second-floor landing and was repainted. The second-floor landing was extended with the addition of a new exterior door providing access to the front portion of the building, as well as an opening to access the roof over the first-floor section. A red metal gate with the Imperial Tobacco Company Logo was installed to keep people from using the staircase.
- **Garage Doors:** The original garage door was replaced with a new door matching the remaining historic examples. The other three garage doors were retained and

¹ See Section 8, pages 9 through 11, of the attached National Register of Historic Places Imperial Tobacco Company Office Building Document.

² See Section 8, pages 10 of the attached National Register of Historic Places Imperial Tobacco Company Office Building Document.

refinished. The concrete wall originally separating the stair and the garages was altered to include a new doorway providing stair access.

- **Roof:** The existing parapet cap was repaired as needed. The first-story roof on the south façade was removed, repaired, and adapted for use as a new deck accessible from the exterior steel stair.
- **Interior:** Interior spaces were rehabilitated and restored for new uses; however, no interior features are proposed for designation.

IV. ASSESSMENT

Historic and Cultural Significance

The Imperial Tobacco Company Office Building holds significance for its association with the economic and industrial development of Kinston in the early to mid-20th century.

- **Association with a Historic Event:** The building reflects the economic boom of the tobacco industry in eastern North Carolina, which established Kinston as one of the state's leading tobacco markets. As the administrative headquarters for the Imperial Tobacco Company's operations in the city, the structure symbolizes Kinston's role in global tobacco commerce.
- **Architectural Style/Engineering:** Architecturally, the building is a distinguished example of early-twentieth-century industrial office design that combines classical and medieval-inspired elements. Its corbeled cornice, crenellated battlement posts, and decorative brickwork are characteristic of Imperial Tobacco's industrial architecture of the period, while its classically detailed entrances conveyed the company's prestige and stability. The structure's high-quality masonry and ornamental detail illustrate the skill of early twentieth-century craftsmanship and remain well preserved.³ Within the context of Kinston's historic built environment, the Imperial Tobacco Company Office Building is significant for its rarity. During the first half of the twentieth century, Kinston contained numerous tobacco-related facilities, including warehouses, processing plants, and associated offices that supported the city's prominent role in the regional tobacco market. As the industry declined during the mid- to late twentieth century, nearly all of these buildings were lost. Today, only two historic tobacco-related buildings remain within the city limits: the American Tobacco Company Prizery (1901) and the Imperial Tobacco Company Office Building.⁴ As one of the last surviving tobacco-related facilities in Kinston, the Imperial Tobacco Company Office Building represents an increasingly rare architectural resource and retains

³ See Sections 7 and 8 of the attached National Register of Historic Places Imperial Tobacco Company Office Building Document.

⁴ See Section 8, pages 11 of the attached National Register of Historic Places Imperial Tobacco Company Office Building Document.

sufficient integrity to convey its historic function, design, materials, and workmanship.

Architectural Description

A striking two-story brick structure built by 1925, the building is the only surviving part of the Imperial Tobacco Company's early-twentieth-century manufactory complex, located at North Heritage and West Peyton Streets. Constructed of red brick laid in common bond with dressed stone sills, the structure exhibits the skilled masonry characteristic of the period. Its most notable exterior feature is an elaborate corbeled cornice with crenellated battlement posts, corbeled stops, and recessed panels decorated with diamond shapes.

The symmetrical façade includes two distinct front entrances: one featuring a round-arch door hood supported by decorated consoles, and the other framed by paired columns, rondelles, and a classical cornice. Fenestration consists of paired and single double-hung sash windows with stone sills, regularly arranged across the elevations to balance ornament with function. The overall effect conveys both formality and corporate prestige, distinguishing the office building from more utilitarian factory structures.

The building shares stylistic similarities with the 1916 Imperial Tobacco Company Office in Greenville, North Carolina, particularly in the treatment of its cornice, yet it remains unique within Kinston as one of the few intact industrial office buildings of its era. Its high-quality workmanship and well-preserved materials reinforce its architectural integrity and special character.⁵

Archeological Significance

At present, no known archaeological features are associated with the Imperial Tobacco Company Office site.

Integrity Evaluation

The property retains substantial integrity, including the following aspects:

- **Location:** The building remains in its original location at the corner of W Peyton Avenue and N Heritage Street, retaining a high degree of integrity of location.
- **Design:** The overall design, scale, and architectural ornamentation remain intact, reflecting its early 20th-century industrial office character.

⁵ See Section 7 of the attached National Register of Historic Places Imperial Tobacco Company Office Building Document.

- **Setting:** Although the larger Imperial complex has been demolished, the office building retains its industrial context within Kinston's historic corridor, surrounded by a mix of historic and modern construction.
- **Workmanship:** The structure displays skilled brick masonry and detailed craftsmanship in its corbeled cornice, decorative panels, and stone trim.
- **Materials:** The building retains its historic brick, stone sills, and decorative elements, with restoration work preserving these original materials.
- **Feeling:** The building conveys the prestige and formality associated with the Imperial Tobacco Company's administrative functions.
- **Association:** The property remains directly associated with Kinston's industrial and economic development during the height of the tobacco industry.

Designation Boundaries

The proposed local landmark designation boundaries include the full legal parcel historically and currently associated with the Imperial Tobacco Company Office Building at 426 North Herritage Street. The parcel encompasses the two-story brick office structure and the immediately surrounding land that provides its historic setting and context within Kinston's industrial corridor.

V. SUPPORTING DOCUMENTATION

Digital Photographs of the Property

- The exterior photos of the property are attached as **Appendix 1**.

Sketch Floor Plan

- The Sketch Floor Plan is attached as **Appendix 2**.

Site Plan

- The Property Site Plan is attached as **Appendix 3**.

Plat/Tax Map

- The Property Tax Record is attached as **Appendix 4**.

Other Documents

- The Part 2 Description of Rehabilitation and related photos is attached as **Appendix 5.**
- The Part 3 Request for Certification of Completed Work is attached as **Appendix 6.**
- The National Register of Historic Places Imperial Tobacco Company Office Building Document is attached as **Appendix 7.**

VI. Bibliography

National Register of Historic Places. Imperial Tobacco Company Office Building. Nomination by Jamie Dail. Lenoir County, North Carolina. United States Department of the Interior, National Park Service, 2017.

**AN ORDINANCE DESIGNATING PROPERTY KNOWN AS IMPERIAL TOBACCO
COMPANY OFFICE BUILDING (PIN: 4525-24-9368) AS A LOCAL HISTORIC
LANDMARK**

Re: Local Historic Landmark Designation

Property Owner: Hill Realty LLC and Stephen Hill

- WHEREAS,** the City of Kinston wishes to protect its historic resources by recognizing historic properties, pursuant to NCGS 160D-946, which allows for the creation of a Historic Landmark;
- WHEREAS,** the Imperial Tobacco Company Office Building remains historically significant as the former administrative center of one of Kinston's most influential industries, reflecting the city's economic growth during the height of the tobacco trade in the early to mid-20th century; and
- WHEREAS,** the Imperial Tobacco Company Office Building is architecturally significant as a well-preserved and rare example of early 20th-century industrial office design, distinguished by its decorative brickwork, crenellated cornice, and classically inspired entrances;
- WHEREAS,** the owner has followed the appropriate procedures in applying for historic designation of their property; and

WHEREAS, the Kinston Historic Preservation Commission, after a properly noticed public hearing on January 20th, 2025, has found the Imperial Tobacco Company Office Building to be of special significance in terms of its association with historic events, and architectural style and that it meets the requirements of NCGS 160D-945 and 946 and the criteria in the Unified Development Ordinance, Section 3.6.7; and

WHEREAS, the Kinston Historic Preservation Commission has recommended the designation of the Imperial Tobacco Company Office Building as a Historic Landmark; and

WHEREAS, the Kinston City Council, held a properly noticed public hearing on February 3, 2025, concerning the designation of the Imperial Tobacco Company Office Building as a local historic landmark;

NOW, THEREFORE, it is ordained that the Kinston City Council designated the following as a historic landmark:

Property:	Imperial Tobacco Company Office Building
Location:	426 North Herritage Street Kinston, NC 28501
PIN Number:	4525-24-9368
Current Owner:	Hill Realty LLC and Stephen Hill
Scope:	The structure itself and the associated parcel of land associated with the structure are included in this designation. The interior of the structure is not included in this designation.

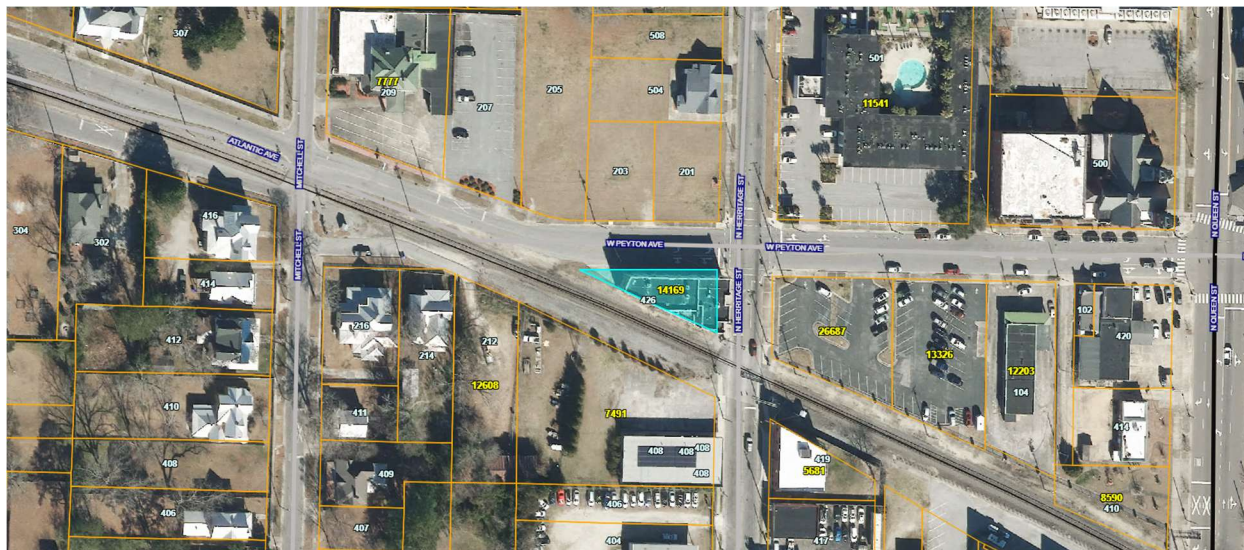
A Certificate of Appropriateness will be required for any alterations to the exterior of the structure and the land. In addition, the owners may not demolish any portion of the building for 365 days from approval of a Certificate of Appropriateness unless the time period is reduced by the Commission pursuant to the Unified Development Ordinance and NCGS 160D-946.

This 11th day of February, 2026

ATTEST:

Debra Thompson, City Clerk

SUBJECT PROPERTY – LOCAL LANDMARK DESIGNATION



THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY
A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE
LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR
COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS

City of Kinston
Historic Preservation Commission



Midtown Motor Lodge (Mother Earth Motor Lodge)

501 N Herritage St

Kinston, NC 28501

Prepared by Jordan Kearney

I. GENERAL INFORMATION

Common and Historic Names for Property

Midtown Motor Lodge

Physical Address

501 North Herritage Street

Kinston, NC 28501

Tax Parcel Identification Number (PIN) / Parcel Number

452555341660

Current Owners Name and Mailing Address

Midtown Motor Lodge LLC

P.O. Box 200, Kinston, NC 28501

Appraised Value

Total taxable value of \$1,317,993. Tax assessment record is attached as **Appendix 4**.

II. ABSTRACT

Statement of Significance

The Midtown Motor Lodge, constructed in 1963 at 501 North Heritage Street, is significant as an intact example of the mid-century motor inn building type that reflects the rise of automobile-oriented travel and Kinston's modernization during the post-World War II era. Designed in the Modern Movement style and distinguished by its U-shaped plan, curtain wall construction, cantilevered balconies, and courtyard pool, the motel embodies the architectural trends and building technologies of the 1960s.

Historically, the Midtown Motor Lodge provided modern accommodations for travelers arriving in Kinston at the crossroads of U.S. Highway 70 and State Route 11, reinforcing the city's role as a regional center of commerce and tourism. Its construction, backed by local business leaders, symbolized Kinston's economic growth in the 1960s and the community's embrace of modern design. Despite later decline, the property retains a high degree of integrity in its location, design, materials, and workmanship, preserving its association with Kinston's postwar development and the broader national story of automobile travel.

Scope of Designation

The proposed designation includes the main two-story U-shaped motel structure building at 501 North Heritage Street. The scope excludes the pool, which is considered non-contributing. No interior features are proposed for designation at this time.

III. HISTORIC BACKGROUND

Overview of Historical Significance

Constructed in 1963, the Midtown Motor Lodge reflects both the economic optimism of postwar Kinston and the nationwide rise of automobile-centered travel. During the 1950s and 1960s, Kinston experienced its largest growth since the tobacco boom of the late nineteenth century. New industries, including the DuPont Dacron plant, created thousands of jobs, and downtown Kinston was updated with modern storefronts and new construction that mirrored contemporary trends. The Midtown Motor Lodge was a product of this modernization effort, designed to provide automobile-friendly lodging for tourists, salesmen, and business travelers.¹

¹ See Section 8, Page 11 and 12, of the attached National Register of Historic Places Midtown Motor Lodge Document.

The motel was financed by a corporation of ten local stockholders, representing some of Kinston's most prominent firms, who saw the project as both a business venture and a civic improvement. George Dubose of Dubose Real Estate Company oversaw construction, is believed to have been designed by local architect John J. Rowland. The motel opened in August 1963 with sixty-four rooms, the Ram Neuse Room conference space, a swimming pool, and modern amenities such as wall-to-wall carpet, ceramic tile bathrooms, and televisions in every room. Its prominent location at the corner of North Herritage Street and West Peyton Avenue ensured visibility to travelers passing through the city on U.S. Highway 70 and State Route 11.²

As a motor inn, the Midtown Motor Lodge was a step up from earlier tourist courts and motels. Its U-shaped plan, central courtyard, and cantilevered balconies embodied the motor inn type, which combined convenient roadside access with amenities comparable to traditional downtown hotels. Architecturally, it follows principles of Modernism design through curtain wall construction, and concrete block screen walls reflected the latest building technologies and aesthetics. These features remain visible today, supporting the property's architectural significance and integrity.³

By the 1970s, competition from new hotels on U.S. 70 and the decline of local industry led to a reduction in business. The Holiday Inn, in particular, drew travelers away from older motels with its national branding and enclosed corridors. The Midtown Motor Lodge gradually shifted toward long-term rentals and experienced physical decline in the late twentieth century. Despite these changes, the building's essential form, design, and character-defining features have been preserved.⁴

According to the 1963 Hills Kinston City Directory, at the time of its construction, the Midtown Motor Lodge was one of three motels in the Kinston area. The Kinstonian Motel was located on Hwy 70, while the Cadillac Motel was located on New Bern Rd.⁵ While the Kinstonian Motel has been demolished and no known photos have been found, the Cadillac Motel, located at 208 E New Bern Rd and now operating as the Red Carpet Inn & Suites, retains a similar motor court form with exterior-accessible rooms and parking in front of the units. However, it reflects a more utilitarian approach, with simpler materials and minimal stylistic detailing, whereas the Midtown Motor Lodge exhibits more deliberate Modernist design choices and retains a higher degree of its original architectural integrity.

Today, the Midtown Motor Lodge remains the only intact example of a mid-century motor inn in Kinston and one of the few surviving in eastern North Carolina. Its rarity, its direct connection to Kinston's postwar economic growth, and its retention of

² See Section 8, Page 12 of the attached National Register of Historic Places Midtown Motor Lodge Document.

³ See Section 7, Page 5 of the attached National Register of Historic Places Midtown Motor Lodge Document.

⁴ See Section 8, Page 1 of the attached National Register of Historic Places Midtown Motor Lodge Document.

⁵ See Page 3 of the Hill's Kinston City Directory (1963)

integrity in location, design, materials, and workmanship make it a property of enduring significance.

Original Construction Date

The building was constructed in 1963.⁶

Subsequent Additions and Alterations

The owner of the building filed a Part 3 – Request for Certification of Completed Work with the U.S. Department of the Interior, National Park Service which is attached as **Appendix 6**. All rehabilitation work was completed by March 26, 2018. The approved alterations and rehabilitation activities are summarized below:

- **Site:** Security gates were added to all breezeways as well as a fence to enclose the courtyard from the parking lot. The gates and fencing match the style of the original railings. One section of the sidewalk on the south side of the courtyard was modified to include a slope for entry into the accessible units.
- **Exterior Facades:** The façade blocks were repainted. The partially enclosed storefront on the west courtyard façade was removed and taken back to its original configuration. The exterior lighting remained with replaced fixtures. Windows on the east façade kept the same dimensions.
- **Concrete Slabs:** The concrete slabs were repaired as required and received a new latex concrete non-skid prime and paint coating on all sidewalks and balcony walkways.
- **Porte Cochere:** The damaged areas were repaired as required. A new painted metal handrail extension was added to the top of the existing concrete railings for safety to meet North Carolina Building Code requirements. The concrete slab received the same top coat as the sidewalks and balconies.
- **Railings:** The railings remained in their current configuration. Structurally sound portions of the railings were cleaned, repaired, and painted. Heavily rusted sections of the railing were repaired as required. Pickets were replaced to match the existing.
- **Storefront:** Storefronts were taken back to their original configuration of one door and all other panels willed with glass. Through-the-wall units were removed and replaced with rooftop units. Doors and glass were replaced as needed and match existing. Some storefront frames were beyond repair, so new aluminum storefront units will be installed to match existing configurations and finish.
- **Stairways:** Concrete stairs remained intact with repairs as required. Enclosed portions under the stairs were replaced with a metal stud wall with painted fiber

⁶ See Section 8, Page 12 of the attached National Register of Historic Places Midtown Motor Lodge Document.

cement finish, except for the eastern staircase which received a concrete block for extra support. The replacement walls were offset to reveal the original existing stair profile. Stair railings were replaced to meet code requirements and match the existing original balcony railing style.

- **Roof:** Positive roof drainage was added to courtyard roof edge. 4' of tapered insulation was added to edge with new 7' high fascia flashing. The existing membrane remained in place. New condensing units were returned to their original placement on the roof and aligned down the middle of each wing to minimize the profile from street level.

IV. ASSESSMENT

Historic and Cultural Significance

- **Association with a Historic Event:** The Midtown Motor Lodge is associated with the transformation of Kinston's economy and built environment during the post-World War II era, when automobile travel reshaped cities across North Carolina. Constructed in 1963, the motor inn symbolized Kinston's modernization and economic optimism, coinciding with the city's largest growth since the 1890s. Its establishment on U.S. 70 and N.C. 11 reflects the significance of these corridors in regional travel and commerce, reinforcing Kinston's role as a crossroads for tourists and business travelers. The building thus embodies the local impact of the national shift from traditional downtown hotels to automobile-oriented lodging.
- **Architectural Style / Type of Construction:** Architecturally, the Midtown Motor Lodge is a rare and intact example of the motor inn building type in eastern North Carolina. Its U-shaped plan, landscaped courtyard, and swimming pool typify the form, while its Modern Movement design demonstrates the application of contemporary architectural ideas to commercial lodging. Key features include curtain wall construction, cantilevered balconies, decorative concrete block stair screens, and flat roofs with deep overhangs. These elements highlight both stylistic modernism and functional engineering advances, particularly the separation of the structural frame from the prefabricated window-wall system. The Midtown Motor Lodge therefore exemplifies both the design ideals and technological innovations of its period.

Architectural Description

The Midtown Motor Lodge, constructed in 1963, is a two-story Modern Movement motor inn with a U-shaped plan enclosing a central courtyard at the north end of the

parcel.⁷ Built of concrete block with concrete slab floors and ceilings, the building demonstrates curtain wall construction and cantilevered balconies typical of mid-century motor inn design.⁸

The south and west wings are organized with back-to-back rooms, while the east wing is one room deep, oriented toward the courtyard. Guest rooms are accessed from continuous cantilevered concrete balconies/walkways on the second story, with simple vertical metal bar railings. The deep roof overhangs and balconies project outward without visible supports, enhancing the modernist emphasis on horizontal lines and cantilevered forms.⁹

Each guest room bay contains an aluminum-frame curtain wall system divided into three panels: a large central glass sash flanked by opaque panels. In many rooms, the original glass and metal panels have been partially replaced with fiber-cement board, and through-the-wall air conditioning units have been installed below the central windows. Despite these modifications, the overall fenestration pattern and modular rhythm of the curtain walls remain intact.¹⁰

Vertical accents are provided by decorative concrete block screen walls enclosing stairwells and breezeways on the south and west wings. A porte cochere, supported by square concrete piers, projects from the west elevation to shelter the main lobby entrance.¹¹

Decorative concrete block, flat roofs with wide eaves, and the regular rhythm of curtain wall bays together establish the Midtown Motor Lodge as a highly intact example of a mid-century motor inn in eastern North Carolina.¹²

Archaeological Significance

At present, no known archaeological features are associated with the Midtown Motor Lodge.

Integrity Evaluation

⁷ See Section 7, Page 4 and 5, of the attached National Register of Historic Places Midtown Motor Lodge Document.

⁸ See Section 7, Page 5 and 6, of the attached National Register of Historic Places Midtown Motor Lodge Document.

⁹ See Section 7, Page 5 and 6, of the attached National Register of Historic Places Midtown Motor Lodge Document.

¹⁰ See Section 7, Page 6 and 7, of the attached National Register of Historic Places Midtown Motor Lodge Document.

¹¹ See Section 7, Page 6 and 7, of the attached National Register of Historic Places Midtown Motor Lodge Document.

¹² See Section 8, Page 11, of the attached National Register of Historic Places Midtown Motor Lodge Document.

The property retains substantial integrity, including the following aspects:

- **Location:** The building remains on its original site at the corner of North Herritage Street and West Peyton Avenue, maintaining integrity of location.
- **Design:** The overall U-shaped plan, curtain wall construction, cantilevered balconies, and porte cochere remain intact, preserving the property's distinctive Modern Movement character.
- **Setting:** The property is still located within Kinston's historic downtown corridor, adjacent to residential and commercial districts, and retains integrity of setting as a roadside motor inn near major travel routes.
- **Workmanship:** The motel continues to display characteristic mid-century workmanship in its curtain wall systems, decorative concrete block screens, cantilevered concrete balconies, and masonry details.
- **Materials:** Original materials, including concrete block, aluminum framing, and decorative concrete block screens, remain largely intact; selective glass-to-opaque panel replacements do not diminish the property's ability to convey its historic character
- **Feeling:** The Midtown Motor Lodge retains the look and character of a 1960s motor inn, with its courtyard, porte cochere, and cantilevered walkways reinforcing its modernist design and roadside function.
- **Association:** The property continues to be directly associated with Kinston's post-World War II economic development and the era of automobile-centered travel.

Designation Boundaries

The proposed local landmark designation boundaries include the full tax parcel (PIN 452555341660) historically and currently associated with the Midtown Motor Lodge, located at 501 North Herritage Street. The designation applies specifically to the two-story U-shaped motel structure and its immediate setting. The pool is excluded from the designation. No other buildings or outbuildings are located on the parcel, and no interior features are proposed for designation.

V. SUPPORTING DOCUMENTATION

Digital Photographs of the Property

- The exterior photos of the property are attached as **Appendix 1**.

Sketch Floor Plan

- The Sketch Floor Plan is attached as **Appendix 2.**

Site Plan

- The Property Site Plan is attached as **Appendix 3.**

Plat/Tax Map

- The Property Tax Record is attached as **Appendix 4.**

Other Documents

- The Part 2 Description of Rehabilitation and related photos is attached as **Appendix 5.**
- The Part 3 Request for Certification of Completed Work is attached as **Appendix 6.**
- The National Register of Historic Places Midtown motor Lodge Document is attached as **Appendix 7.**

VI. Bibliography

Hill Directory Company. Hill's Kinston (Lenoir County, N.C.) City Directory. Kinston, North Carolina: Hill Directory Co., 1963.

National Register of Historic Places. Midtown Motor Lodge. Lenoir County, North Carolina. United States Department of the Interior, National Park Service, 2016.

**AN ORDINANCE DESIGNATING PROPERTY KNOWN AS MIDTOWN MOTOR
LODGE (PIN: 4525-34-1660) AS A LOCAL HISTORIC LANDMARK**

Re: Local Historic Landmark Designation

Property Owner: Midtown Motor Lodge LLC

- WHEREAS,** the City of Kinston wishes to protect its historic resources by recognizing historic properties, pursuant to NCGS 160D-946, which allows for the creation of a Historic Landmark;
- WHEREAS,** the Midtown Motor Lodge remains historically significant for its association with the transformation of Kinston’s economy and built environment during the post–World War II era, when automobile travel reshaped cities across North Carolina; and
- WHEREAS,** the Midtown Motor Lodge is architecturally significant as a rare and intact example of the motor inn building type in eastern North Carolina, with its U-shaped plan, landscaped courtyard, and swimming pool typifying the form, and its Modern Movement design demonstrating the application of contemporary architectural ideas to commercial lodging;
- WHEREAS,** the owner has followed the appropriate procedures in applying for historic designation of their property; and

WHEREAS, the Kinston Historic Preservation Commission, after a properly noticed public hearing on January 20th, 2025, has found the Midtown Motor Lodge to be of special significance in terms of its association with historic events, and architectural style, and that it meets the requirements of NCGS 160D-945 and 946 and the criteria in the Unified Development Ordinance, Section 3.6.7; and

WHEREAS, the Kinston Historic Preservation Commission has recommended the designation of the Midtown Motor Lodge as a Historic Landmark; and

WHEREAS, the Kinston City Council, held a properly noticed public hearing on February 3, 2025, concerning the designation of the Midtown Motor Lodge as a local historic landmark;

NOW, THEREFORE, it is ordained that the Kinston City Council designated the following as a historic landmark:

Property:	Midtown Motor Lodge
Location:	501 North Herritage Street Kinston, NC 28501
PIN Number:	4525-24-9368
Current Owner:	Midtown Motor Lodge LLC
Scope:	The main U-Shaped structure itself and the associated parcel of land associated with the structure are included in this designation. The interior of the structure is not included in this designation.

A Certificate of Appropriateness will be required for any alterations to the exterior of the structure and the land. In addition, the owners may not demolish any portion of the building for 365 days from approval of a Certificate of Appropriateness unless the time period is reduced by the Commission pursuant to the Unified Development Ordinance and NCGS 160D-946.

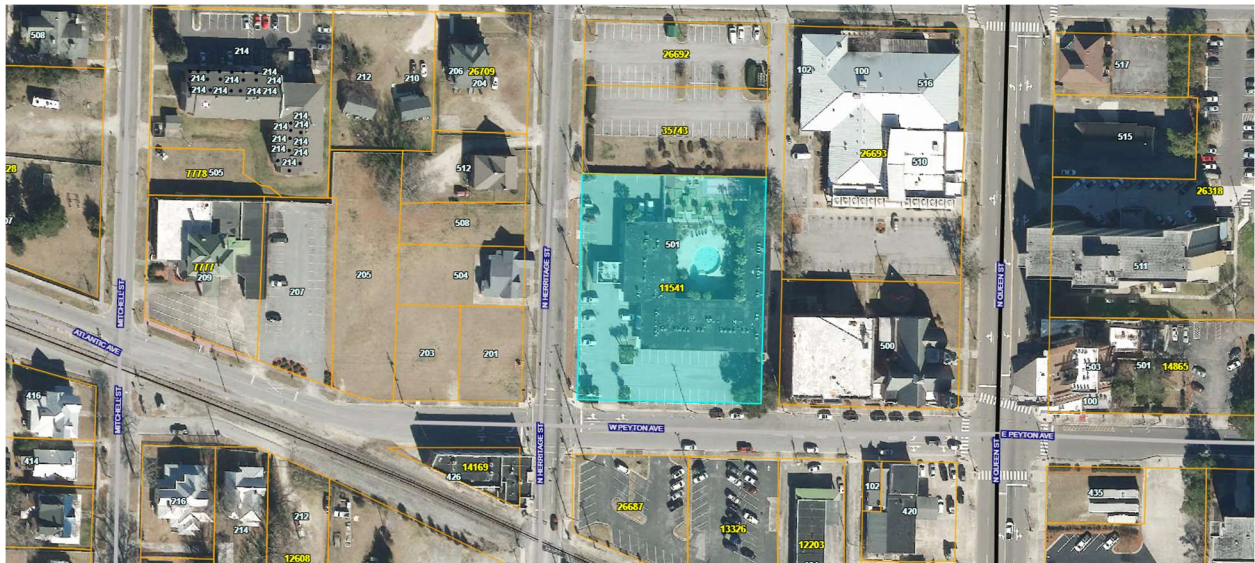
This 11th day of February, 2026

ATTEST:

Debra Thompson, City Clerk

Exhibit A

SUBJECT PROPERTY – LOCAL LANDMARK DESIGNATION



THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY
A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE
LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR
COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS

**City of Kinston
Notice of Public Hearing
of the Kinston City Council**

Notice is hereby given that the Kinston City Council will hold a Public Hearing at **5:30 PM on February 17th, 2026 or as soon thereafter as may be heard**, in City Hall Council Chambers, 207 East King Street, Kinston, NC. The following items will be heard:

1. A request by Stephen Hill to designate "Farmers and Merchants Bank", currently "The O'Neil", as a Local Landmark in Kinston NC. The property's address is 200 North Queen Street, Kinston, NC 28501. The parcel can be identified by NC Pin 4525-33-4231.

2. A request by Stephen Hill to designate "Imperial Tobacco Company Office Building" as a Local Landmark in Kinston NC. The property's address is 426 North Heritage Street, Kinston, NC 28501. The parcel can be identified by NC Pin 4525-24-9368.

3. A request by Stephen Hill to designate "Midtown Motor Lodge" as a Local Landmark in Kinston NC. The property's address is 501 North Heritage Street, Kinston, NC. The parcel can be identified by NC Pin 4525-34-1660.

The aforementioned item may be changed or amended at the public hearing. Citizens are encouraged to attend the hearing. Copies of agenda materials may be obtained from the address below. Persons with special needs should contact the City Clerk at 252-939-3115 at least two working days prior to the date of the hearing.

Jordan Kearney
Community Development
Planner
207 E King St, P.O. Drawer
200 Kinston, NC 28502-0000

339, Kinston, NC 28502-0339
252-939-4021 or
planning@kinstonnc.gov

2ts: Thursday, February 5,
2026, and Thursday, February
12, 2026

DRAFT

City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 03, 2026

Agenda Section: Action Agenda

Item Request: Special Events Permit

Agenda Item to be Considered

Presenter: Keith Goyette, Police Chief

Subject: Kinston Teens Sunday Dinner @ The Neighborhood Hub

Action Requested: Approval

Supporting Documentation: KPD Memorandum, Special Event Permit Request Form

Department Head's Approval

A blue ink signature, likely of the Department Head, is written over a horizontal line.

City Manager's Approval

Ralph Clark

Budgetary Impact: ☒ None ☐ Budgeted ☐ Needs Budget Ordinance


Staff Recommendation:



Kinston Police Department

MEMORANDUM



Date:	Tuesday, January 27, 2026	From:	Chief Keith Goyette 
To:	Steven Harrell, Interim City Manager	CC:	
Re:	Special Events Permit Kinston Teens – Sunday Dinner	Via:	Applicant: Chris Suggs

Dear Mrs. Barwick

Chris Suggs, a representative for Kinston Teens has requested a Special Event's Permit from the Kinston Police Department and the City of Kinston for an assembly.

Here is a quick run-down of the event:

- Date/Location: Sunday, February 15, March 15, April 19, and May 17, 2026, from 10:00 am – 6:00 pm;
- The special event is for an assembly – feeding members of the community;
- It will take place on Tower Hill Road – between Orion Street and Taylor Lane;
- This event does require a road closure (between Orion Street and Taylor Lane);
- This is a monthly event – there have never been any issues in the past at this event;
- According to the application, tents will not be over 400 square feet;
- This is not a fund-raising project – it is open to the public;
- Food will be served at this event;
- EMS & Police will be called if needed;
- No alcohol will be served at this event;
- Attendees at the event will utilize toilets and trashcans already located at the location (Kinston Teens);
- The hold harmless agreement has been signed;
- The City of Kinston will be listed as Insurance Certificate Holder – included in this request.

The Kinston Police Department does not object to this application.

Sincerely,



Keith Goyette, Police Chief

Mission Statement

The Kinston Police Department pledges to serve our community, to safeguard lives and property, and to preserve order all while respecting the constitutional rights of everyone to liberty, equality and justice.



Kinston Police Department
P.O. Box 339 / 205 E. King Street
Kinston, North Carolina 28502
Phone: (252) 939-3139 / Fax: (252) 939-3276
Website: www.kinstonpd.org



Keith Goyette, Chief of Police

SPECIAL EVENT PERMIT

Return to: City of Kinston Police Department
Administrative Manager
c/o Mrs. Angella Williams
205 E King Street, Kinston NC 28501
(252) 939-3139

Please review the City of Kinston Special Events Guidelines before submitting your application. This form must be submitted at least twenty (20) business days before the event, along with the Street Closure Notification Form. Type or print all information.

Date Application Submitted: January 27, 2026

Event Date(s): 02/15, 03/15, 04/19/ 05/17

Time/Duration: 9:00AM - 7:00PM

EVENT DESCRIPTION AND CONTACT INFORMATION

Event Name: Sunday Dinner at the Neighborhood Hub

Location: 815/818 Tower Hill Road, Kinston, NC 28501

Please describe your event:

Community gathering with free meal & resources

Organization Name: Kinston Teens, Inc.

Telephone: (252) 522-8012

Website: www.kinstonteens.org

Address: 327 N Queen St, Suite 111

Event Organizer/Planner: Kinston Teens, Inc / Christopher Suggs

Telephone Number: (252) 624-6936

Email Address: hello@kinstonteens.org

Non-profit must attach a copy of 501(c)3 status Attached: ☒

Street Closure Notification Form Attached? ☒

Is applicant in Compliance with Certification of Insurance Coverage?

Yes ☒

No ☐

Policy Attached ☒

Events using City of Kinston property, streets, or sidewalks are required to secure an insurance policy for the event that includes the City of Kinston as additional insured.

Evidence of Insurance will be required before final permit approval

Please provide a Certificate of Insurance, showing a comprehensive general liability coverage policy having a minimum limit of two million dollars (\$2,000,000) per occurrence for small special events (299 people or less) combined single limit coverage for bodily injury liability and property damage liability. This shall include premises and operations; independent contractors, products and completed operations, and contractual liability, and provide a Policy Endorsement which indemnifies and holds harmless the City of Kinston and all its agencies and departments.

Mission Statement

The Kinston Police Department pledges to serve our community, to safeguard lives and property, and to preserve order all while respecting the constitutional rights of everyone to liberty, equality and justice.



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Kinston, North Carolina 28502
Phone: (252) 939-3139 / Fax: (252) 939-3276
Website: www.kinstonpd.org



Keith Goyette, Chief of Police

Please provide a Certificate of Insurance, showing a comprehensive general liability coverage policy having a minimum limit of five million dollars (\$5,000,000) per occurrence for large special events (300 people or more) combined single limit coverage for bodily injury liability and property damage liability. This shall include premises and operations; independent contractors, products and completed operations, and contractual liability, and provide a Policy Endorsement which indemnifies and holds harmless the City of Kinston and all its agencies and departments.

GENERAL EVENT INFORMATION

Type of event (check all appropriate):

Assembly ☒ Concert ☐ Festival ☒ Race (Bike) ☐ Car Show ☐
Race (Foot) ☐ Rally ☐ Parade ☐ Walk-a-thon ☐

Please check any special activities that apply to your event:

Amusement Rides ☐ Dunk Tanks ☐ Inflatables ☐ Mobile Stages ☐
Petting Zoos ☐ Pony Rides ☐ Other:

Is your event open to the general public? Yes ☒ No ☐

Is this a fund-raising project? Yes ☐ No ☒

Is this the first time you are holding this event? Yes ☐ No ☒

Total number of expected participants (volunteers, walkers, etc.) and spectators anticipated: **150-250**

Will any public streets need to be fully or partially closed? Yes ☒ No ☐

Will any sidewalks be closed or blocked off? Yes ☐ No ☒

Please describe requested street/sidewalk closures OR attached a detailed map and turn-by-turn directions.

Tower Hill Road	between	Taylor Lane	and	Orion Street
(Street)		(Street)		(Street)
	between		and	
(Street)		(Street)		(Street)
	between		and	
(Street)		(Street)		(Street)
	between		and	
(Street)		(Street)		(Street)

Will other police services be requested (traffic/parking directions, route layout, etc.)? Yes ☐ No ☒

If yes, explain: _____

Mission Statement

The Kinston Police Department pledges to serve our community, to safeguard lives and property, and to preserve order all while respecting the constitutional rights of everyone to liberty, equality and justice.



Kinston Police Department
P.O. Box 339 / 205 E. King Street
Kinston, North Carolina 28502
Phone: (252) 939-3139 / Fax: (252) 939-3276
Website: www.kinstonpd.org



Keith Goyette, Chief of Police

Will you have tents? Yes ☒ No ☐

Will any of the tents be over 400 sq. ft.? Yes ☐ No ☒

Reminder: If yes, please contact Kinston Fire Department 252-939-3164

What are your plans for providing emergency medical services (choose one)

We are requesting the City to provide EMS services ☐

This is a small event and we will call 911 if needed ☒

We plan to use a private EMS company or other Health Services ☐

Is your event location at a city park or on a trail? Yes ☐ No ☒

If yes, contact Parks & Recreation for Reservations 252-939-3332

Please attach the Parks & Recreation Agreement to this request.

If at a park or trail, which one (s)? _____

If using a trail, what section (s) do you plan to use: (Attach map if needed)

How do you plan to handle restroom services? Portable Toilets ☐ Other: on-site facilities

If portable toilets will be provided, please list the name/contact of the company: _____

If no portable toilets will be provided, how will these requirements be handled? 815/818 Tower Hill Road

How do you plan to remove garbage and/or recycling? Kinston Public Services

Reminder: If requesting City receptacles, contact Kinston Public Services

What is your plan to provide parking for event attendees? (List locations): vacant adjacent lots and street parking

Do you plan to sell, distribute or give away food or refreshments?

Yes (Sell) ☐ Yes (Distribute/Giveaway) ☒ No ☐

If yes, please describe: Dinner, possibly fresh produce and other resources (toiletries, promotional items, etc.)

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Keith Goyette, Chief of Police

Do you plan to sell or serve alcohol?

Yes

☐

No

☒

Alcohol Permit attached

☐

If yes, please contact Sergeant J. Walker 252-939-3184

If the event includes the distribution of alcohol by a non-Alcoholic Beverage Control Commission (ABC) permitted organization or individual, a Special One-time Permit must be obtained from the ABC Commission. <https://aps.abc.nc.gov/PermitType>

Event organizers are responsible for all aspects of their alcohol permit and should ensure that patrons are in compliance with relevant policies.

Will security services be needed?
(Required when alcohol is served)

Yes

☐

No

☒

Reminder: If yes, please go to our website (Kinstonpd.org) and click on "I want to" and locate "Hire an Off-Duty Police Officer. Then follow the directions for signing up an off-duty officer for your event. You can find it at the following link: <https://odm.officertrak.com/Kinston-NC-PD/auth/signin>

You can also contact our off-duty police officer scheduler, Off Duty Management at (252) 513-4856 for assistance.

Type of Alcohol (check

all that apply):

Beer

☐

Unfortified Wine

☐

Fortified Wine/Liquor

☐

Who is serving/selling alcohol (check all that apply)?

Host

☐

Caterer

☐

Other: _____

Note: The Event Organizer is responsible for contacting residents and business owners that will be affected by street closing or sidewalk closing prior to or in a reasonable amount of time before the event.

Note: A map of your event and/or your proposed route (including assembly and disbanding areas) must be attached to this application.

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Keith Goyette, Chief of Police

CONDITIONS OF YOUR APPLICATION

Submitting this Special Event Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a PERMIT, issued to the organization and/or person responsible for conducting the event.

Applicants agree to remove all props and items brought into the public areas and clean up all litter and debris that result from the event the same day as the event (unless explicit arrangements are made otherwise). Issuance of a permit does NOT grant applicants to tow vehicles from reserved or closed areas.

Return this application and all supporting documentation to:

By Email: Angella.williams@ci.kinston.nc.us 252-939-3139

By Mail:

Kinston Police Department
Attn: Angella Williams
P.O. Box 339
Kinston NC 28502

In Person:

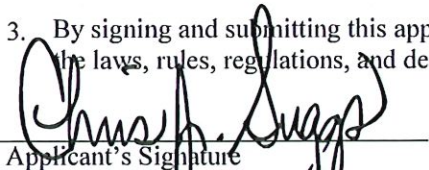
Kinston Police Department
Attn: Angella Williams
205 E King Street
Kinston NC 28501

Final approval of the permit will be authorized by the City Council or Chief of Police.

CANCELLATION POLICY: Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date. It should be received by the Special Event Coordinator at the either of the addresses above.

PLEASE SIGN AND DATE

1. I certify that all information included in this application and in all supporting documentation is true and accurate to the best of my knowledge.
2. I have read, understood and agree to the City of Kinston Special Event Guidelines and any rules, regulations, and fees outlined in it.
3. By signing and submitting this application, I and/or the sponsoring organization(s) agree to abide by the laws, rules, regulations, and deadlines of the City of Kinston.


Applicant's Signature

01-27-2026

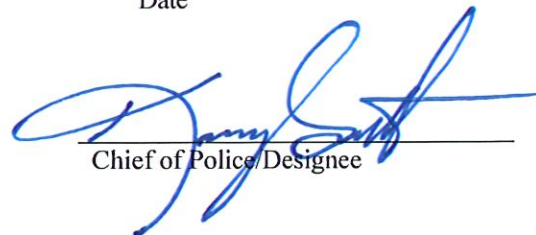
Date

Approved



Denied




Chief of Police Designee

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Keith Goyette, Chief of Police



CITY OF KINSTON

Hold Harmless Agreement for Special Events

Event organizer agrees to protect, defend, indemnify and hold the City of Kinston, its officials, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due to the negligence of the sponsor, its officers, employees, or agents, not the result of the City's sole negligence. The sponsor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

Signature of Event Organizer

01-27-2026

Date

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Keith Goyette, Chief of Police

SPECIAL EVENT STREET CLOSURE NOTIFICATION GUIDE

As an event planner, you are responsible for notifying the neighbors and businesses in the surrounding area of your event. The City recommends notifying as many businesses and residents around the event site as early as possible. You should discuss your plan for notification with the Special Event Coordinator at the time you submit your permit application.

For events with over 500 attendees or more than 100 pre-registered participants expected (and for any event in downtown Kinston), a written notification plan must be submitted at least 50 days before the event. See the Create a Notification Plan section below for more information.

Use the Street Closure Notification Form and Signature Sheets to document how you carry out your plan. These forms must be submitted to the Special Event Coordinator at least 30 days prior to your event.

CREATE A NOTIFICATION PLAN

The Special Event Coordinator can help you determine if a written notification plan is required for your event. Your notification plan does not have to be elaborate, but it should clearly answer the following questions:

1. What is your plan for providing direct notification to affected residents and business?
2. What mailings, fliers, signs, or other materials will you use to provide notice?
3. How will you publicize your event?
4. What is your timeline for notification?

WHAT TO INCLUDE IN NOTIFICATION TO AFFECTED RESIDENTS & BUSINESSES

- Name of event
- Name of sponsoring organization(s), if applicable
- Date and timeframe of event
- Description of associated street closures
- Description of event and timeline for noise impacts of event, such as music or fireworks
- Name and contact information of event organizer (including a phone number and email address)
- Website associated with event, if applicable

WHO TO NOTIFY

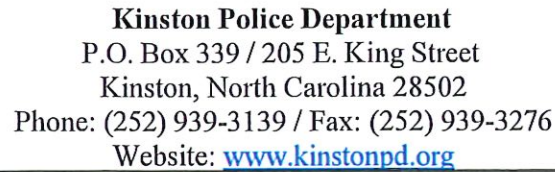
Affected Residents and Businesses

At a minimum, you should provide direct notification (typically door-to-door visits) to:

- Residents and businesses on and adjacent to a proposed temporary street closure
- Residents and businesses who may be seriously impacted by the temporary street closure (especially those whose primary access to their property is affected by the closure)

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Keith Goyette, Chief of Police

Please provide a list of residents and businesses that have been contacted regarding your special event (Sheet attached)

SPECIAL EVENT STREET CLOSURE NOTIFICATION SHEET

The City of Kinston requires event planners to notify surrounding residents and businesses. Please list all residents and businesses contacted.

Event Name: Sunday Dinner

Event Date: 02/15, 03/15, 04/19/ 05/17

[illegible]

(Make additional copies, if necessary)

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 21 2015

KINSTON TEENS INC
PO BOX 2625
KINSTON, NC 28502-2625

Employer Identification Number:
47-2645211
DLN:
17053288325015
Contact Person:
SHAWNTEL R SANDERS ID# 31456
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
February 3, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/27/2026

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: Event Helper Customer Service	
	Gaslamp Insurance Services	PHONE (A/C, No, Ext): (855) 877-8885	FAX (A/C, No):
	DBA Event Helper Insurance Services	E-MAIL ADDRESS: info@theeventhelper.com	
	PO Box 1549		
Grass Valley	CA 95945	INSURER(S) AFFORDING COVERAGE	
		INSURER A: Evanston Insurance Company	NAIC # 35378
INSURED		INSURER B:	
Kinston Teens, Inc.		INSURER C:	
c/o Kristal Suggs		INSURER D:	
327 N Queen St, Ste 111		INSURER E:	
Kinston		INSURER F:	
NC 28501			

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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	N	3DS5476-M4536756	SEE BELOW	SEE BELOW	EACH OCCURRENCE
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						\$ 2,000,000
	Host Liquor Liability						\$ 2,000,000
	Retail Liquor Liability						\$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE
	OTHER:						PRODUCTS - COMP/OP AGG
							Deductible
							\$ None
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)
	<input type="checkbox"/> ANY AUTO						\$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per person)
	<input type="checkbox"/> HIRED AUTOS ONLY						\$
	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)
							\$
							PROPERTY DAMAGE (Per accident)
							\$
	UMBRELLA LIAB						EACH OCCURRENCE
	<input type="checkbox"/> OCCUR						\$
	EXCESS LIAB						AGGREGATE
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					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 listed below is named as additional insured per attached MEGL 2217 01 19 for the following dates: 02/15/2026, 03/15/2026, 04/19/2026, 05/17/2026 & 06/21/2026. Attendance: 1000, Event Type: Charity Benefit.

CERTIFICATE HOLDER**CANCELLATION**

The City of Kinston P.O. Box 339 Kinston NC 28502	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 

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The event takes place along Tower Hill Road, with picnic gathering, outdoor play, and other programming taking place on Kinston Teens properties at 815, 818, 819, and 900 Tower Hill Road.

Restrooms are available inside of 815 Tower Hill Road and 818 Tower Hill Road



*Empowering young people through service, leadership,
and civic engagement!*

Mailing: P.O. Box 2625, Kinston, NC 28502
Office: 327 N. Queen Street, Suite 111, Kinston, NC 28501

January 27, 2026

Dear Neighbors,

We hope this letter finds you well! We are writing to invite you to our upcoming Sunday Dinner events at the East Kinston Neighborhood Hub (818 Tower Hill Road). These events take place on the third Sunday of each month from 3PM to 5PM. Kinston Teens has hosted these events for three years now.

As part of this event, we will be temporarily closing Tower Hill Road between Taylor Lane and North Orion Street on the day of the event. Please rest assured that residents who live within the street closure area will have continuous access to their homes and driveways throughout the event. However, public drive-through access will be restricted during this time to ensure the safety of all event participants.

We believe this gathering presents a wonderful opportunity for neighbors to connect, fellowship, share a meal, and actively contribute to the positive development of East Kinston. Your presence and participation would mean a lot to us and to the entire community.

Event and street closure dates for the new future will be held on the following Sundays: February 15, March 15, April 19, and May 17. We will provide a similar reminder in May or June the remainder of the year.

Thank you for your understanding and support as we work together to create a brighter future for East Kinston! If you have any questions or need further information, please feel free to contact me directly at (252) 522-8012 or by email at chris@kinstonteens.org

Warm regards,

Chris J. Suggs

Founder & Executive Director

Kinston Teens, Inc. and the East Kinston Neighborhood Hub

(252) 522-8012
info@kinstonteens.org
www.kinstonteens.org

SUNDAY DINNER

**THIRD SUNDAYS OF
EACH MONTH**

3:00PM - 5:00PM

East Kinston Neighborhood Hub

818 Tower Hill Road, Kinston, NC 28501



**This event features a FREE meal along
with fun, fellowship, and helpful resources
from Kinston Teens and our East Kinston
Neighborhood Hub community partners.**



We would love your support of our efforts! Donations can be made at www.eastkinston.org/give, by **Cash App** to **\$KinstonTeens252**, or by mail to **P.O. Box 2625, Kinston, NC 28502**. For more information or to volunteer, call (252) 522-8012 or visit www.eastkinston.org.

City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 17, 2026

Agenda Section: Action Agenda

Item Request: Special Events Permit

Agenda Item to be Considered

Presenter: Keith Goyette, Police Chief

Subject: Special Event Permit Request – Jackson Heights Music Concert in Pearson Park for April 18, 2026

Action Requested: Approval

Supporting Documentation: KPD Memorandum, Special Event Permit (application)

Department Head's Approval

City Manager's Approval

Ralph Clark

Budgetary Impact: ☒ None ☐ Budgeted ☐ Needs Budget Ordinance


Staff Recommendation:



Kinston Police Department

MEMORANDUM



Date:	Wednesday, February 4, 2026	From:	Chief Keith Goyette 
To:	Mr. Ralph Clark, Interim City Manager	CC:	
Re:	Special Events Permit Down East Christian Music Festival	Via:	Applicant: Allen O'Neal – Jackson Heights Music: (919) 252-3000

Dear Mrs. Clark,

Allen O'Neal, a representative from Jackson Heights Music has requested a Special Event's Permit from the Kinston Police Department and the City of Kinston for Concert at Pearson Park.

Here is a quick run-down of the event:

- Date/Location: Saturday, April 18th from 8 am – 10 pm;
- This event will take place at Pearson Park – the rental agreement has been secured but will need to be signed prior to the event – a copy of the “hold” is included in the packet;
- There will be a street closure for this event at Gordon/Herritage and at Mitchell/North – a map is attached;
- This is not a fund-raising project – it is open to the public;
- Tents will be below 400 square feet;
- EMS will be called if needed and as in year's past, officers will be contracted to work the event;
- There will be no alcohol at this event;
- The restrooms and trash receptacles at the park will be utilized at this event;
- The hold harmless agreement has been signed;
- The City of Kinston is listed as Insurance Certificate Holder (from last year's event – a copy is included) – an updated insurance form indicating the insurance is ‘up to date’ will be turned in prior to the event. This insurance cost close to \$400 and will be purchased after this special event is approved by the City Council.

The Kinston Police Department does not object to this application.

Sincerely,



Keith Goyette, Police Chief

Mission Statement

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Website: www.kinstonpd.org



Keith Goyette, Chief of Police

SPECIAL EVENT PERMIT

Return to: City of Kinston Police Department
Administrative Manager
c/o Mrs. Angella Williams
205 E King Street, Kinston NC 28501
(252) 939-3139

Please review the City of Kinston Special Events Guidelines before submitting your application. This form must be submitted at least twenty (20) business days before the event, along with the Street Closure Notification Form. Type or print all information.

01/25/26

Date Application Submitted:

Event Date(s): 04/18/26

Time/Duration: 8am - 10pm

EVENT DESCRIPTION AND CONTACT INFORMATION

Event Name: DOWN EAST CHRISTIAN MUSIC FESTIVAL

Location: PEARSON PARK

Please describe your event: CHRISTIAN MUSIC FESTIVAL

Down East Christian Music Festival (Jackson Heights)

Organization Name:

Telephone: 919-252-3000

Website: n/a

Address: 4715 Hunter Creek Dr.

Event Organizer/Planner: Allen Oneal

Telephone Number: 919-252-3000

Email Address: allen@jacksonheightsmusic.com

Non-profit must attach a copy of 501(c)3 status Attached: ☒

Street Closure Notification Form Attached? ☒

Is applicant in Compliance with Certification of Insurance Coverage?

Yes ☒

No ☐

Policy Attached ☐

* Applicant Has Included last years
Insurance For Record Purposes
- Will Have Proof of Insur. PRIOR
TO EVENT
- Goyette

Events using City of Kinston property, streets, or sidewalks are required to secure an insurance policy for the event that includes the City of Kinston as additional insured.

Evidence of Insurance will be required before final permit approval

Please provide a Certificate of Insurance, showing a comprehensive general liability coverage policy having a minimum limit of two million dollars (\$2,000,000) per occurrence for small special events (299 people or less) combined single limit coverage for bodily injury liability and property damage liability. This shall include premises and operations; independent contractors, products and completed operations, and contractual liability, and provide a Policy Endorsement which indemnifies and holds harmless the City of Kinston and all its agencies and departments.

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Keith Goyette, Chief of Police

Please provide a Certificate of Insurance, showing a comprehensive general liability coverage policy having a minimum limit of five million dollars (\$5,000,000) per occurrence for large special events (300 people or more) combined single limit coverage for bodily injury liability and property damage liability. This shall include premises and operations; independent contractors, products and completed operations, and contractual liability, and provide a Policy Endorsement which indemnifies and holds harmless the City of Kinston and all its agencies and departments.

GENERAL EVENT INFORMATION

Type of event (check all appropriate):

Assembly ☐ Concert ☒ Festival ☐ Race (Bike) ☐ Car Show ☐
Race (Foot) ☐ Rally ☐ Parade ☐ Walk-a-thon ☐

Please check any special activities that apply to your event:

Amusement Rides ☐ Dunk Tanks ☐ Inflatables ☐ Mobile Stages ☐
Petting Zoos ☐ Pony Rides ☐ Other:

Is your event open to the general public? Yes ☒ No ☐
Is this a fund-raising project? Yes ☐ No ☒
Is this the first time you are holding this event? Yes ☐ No ☒

Total number of expected participants (volunteers, walkers, etc.) and spectators anticipated:

Will any public streets need to be fully or partially closed? Yes ☒ No ☐
Will any sidewalks be closed or blocked off? Yes ☐ No ☒

Please describe requested street/sidewalk closures OR attached a detailed map and turn-by-turn directions.

Mitchell / Gordon Street between North and Hiram - See Map
(Street) (Street) (Street)
(Street) (Street) (Street)
(Street) (Street) (Street)
(Street) (Street) (Street)

Will other police services be requested (traffic/parking directions, route layout, etc.)? Yes ☐ No ☒

If yes, explain: _____

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Website: www.kinstonpd.org



Keith Goyette, Chief of Police

Do you plan to sell or serve alcohol? Yes ☐ No ☒ **Alcohol Permit attached** ☐

If yes, please contact Sergeant J. Walker 252-939-3184

If the event includes the distribution of alcohol by a non-Alcoholic Beverage Control Commission (ABC) permitted organization or individual, a Special One-time Permit must be obtained from the ABC Commission. <https://aps.abc.nc.gov/PermitType>

Event organizers are responsible for all aspects of their alcohol permit and should ensure that patrons are in compliance with relevant policies.

Will security services be needed?
(Required when alcohol is served) Yes ☒ No ☒

Reminder: If yes, please go to our website (Kinstonpd.org) and click on "I want to" and locate "Hire an Off-Duty Police Officer. Then follow the directions for signing up an off-duty officer for your event. You can find it at the following link: <https://odm.officertrak.com/Kinston-NC-PD/auth/signin>

You can also contact our off-duty police officer scheduler, Off Duty Management at (252) 513-4856 for assistance.

Type of Alcohol (check

all that apply):

Beer ☐ Unfortified Wine ☐ Fortified Wine/Liquor ☐

Who is serving/selling alcohol (check all that apply)?

Host ☐ Caterer ☐ Other: _____

Note: The Event Organizer is responsible for contacting residents and business owners that will be affected by street closing or sidewalk closing prior to or in a reasonable amount of time before the event.

Note: A map of your event and/or your proposed route (including assembly and disbanding areas) must be attached to this application.

Mission Statement

The Kinston Police Department pledges to serve our community, to safeguard lives and property, and to preserve order all while respecting the constitutional rights of everyone to liberty, equality and justice.



Kinston Police Department
P.O. Box 339 / 205 E. King Street
Kinston, North Carolina 28502
Phone: (252) 939-3139 / Fax: (252) 939-3276
Website: www.kinstonpd.org



Keith Goyette, Chief of Police

Will you have tents? Yes ☒ No ☐

Will any of the tents be over 400 sq. ft.? Yes ☐ No ☒

Reminder: If yes, please contact Kinston Fire Department 252-939-3164

What are your plans for providing emergency medical services (choose one)

We are requesting the City to provide EMS services ☐

This is a small event and we will call 911 if needed ☒

We plan to use a private EMS company or other Health Services ☐

Is your event location at a city park or on a trail? Yes ☒ No ☐

If yes, contact Parks & Recreation for Reservations 252-939-3332

Please attach the Parks & Recreation Agreement to this request.

If at a park or trail, which one (s)? Pearson Park

If using a trail, what section (s) do you plan to use: (Attach map if needed)

How do you plan to handle restroom services? Portable Toilets ☒ Other: on site
tyler everette

If portable toilets will be provided, please list the name/contact of the company: _____

If no portable toilets will be provided, how will these requirements be handled? _____

How do you plan to remove garbage and/or recycling? _____

Reminder: If requesting City receptacles, contact Kinston Public Services

What is your plan to provide parking for event attendees? (List locations): Public Parking

Do you plan to sell, distribute or give away food or refreshments?

Yes (Sell) ☒ Yes (Distribute/Giveaway) ☐ No ☐
food trucks

If yes, please describe: _____

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Keith Goyette, Chief of Police

CONDITIONS OF YOUR APPLICATION

Submitting this Special Event Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a PERMIT, issued to the organization and/or person responsible for conducting the event.

Applicants agree to remove all props and items brought into the public areas and clean up all litter and debris that result from the event the same day as the event (unless explicit arrangements are made otherwise). Issuance of a permit does NOT grant applicants to tow vehicles from reserved or closed areas.

Return this application and all supporting documentation to:

By Email: Angella.williams@ci.kinston.nc.us 252-939-3139

By Mail:

Kinston Police Department
Attn: Angella Williams
P.O. Box 339
Kinston NC 28502

In Person:

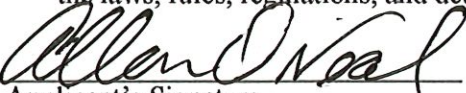
Kinston Police Department
Attn: Angella Williams
205 E King Street
Kinston NC 28501

Final approval of the permit will be authorized by the City Council or Chief of Police.

CANCELLATION POLICY: Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date. It should be received by the Special Event Coordinator at the either of the addresses above.

PLEASE SIGN AND DATE

1. I certify that all information included in this application and in all supporting documentation is true and accurate to the best of my knowledge.
2. I have read, understood and agree to the City of Kinston Special Event Guidelines and any rules, regulations, and fees outlined in it.
3. By signing and submitting this application, I and/or the sponsoring organization(s) agree to abide by the laws, rules, regulations, and deadlines of the City of Kinston.


Applicant's Signature

01/25/26

Date

Approved



Denied




Chief of Police Designee

Mission Statement

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Keith Goyette, Chief of Police



CITY OF KINSTON

Hold Harmless Agreement for Special Events

Event organizer agrees to protect, defend, indemnify and hold the City of Kinston , its officials, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due to the negligence of the sponsor, its officers, employees, or agents, not the result of the City's sole negligence. The sponsor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.



Signature of Event Organizer

01/25/26

Date

Mission Statement

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Website: www.kinstonpd.org



Keith Goyette, Chief of Police

SPECIAL EVENT STREET CLOSURE NOTIFICATION GUIDE

As an event planner, you are responsible for notifying the neighbors and businesses in the surrounding area of your event. The City recommends notifying as many businesses and residents around the event site as early as possible. You should discuss your plan for notification with the Special Event Coordinator at the time you submit your permit application.

For events with over 500 attendees or more than 100 pre-registered participants expected (and for any event in downtown Kinston), a written notification plan must be submitted at least 50 days before the event. See the Create a Notification Plan section below for more information.

Use the Street Closure Notification Form and Signature Sheets to document how you carry out your plan. These forms must be submitted to the Special Event Coordinator at least 30 days prior to your event.

CREATE A NOTIFICATION PLAN

The Special Event Coordinator can help you determine if a written notification plan is required for your event. Your notification plan does not have to be elaborate, but it should clearly answer the following questions:

1. What is your plan for providing direct notification to affected residents and business?
2. What mailings, fliers, signs, or other materials will you use to provide notice?
3. How will you publicize your event?
4. What is your timeline for notification?

WHAT TO INCLUDE IN NOTIFICATION TO AFFECTED RESIDENTS & BUSINESSES

- Name of event
- Name of sponsoring organization(s), if applicable
- Date and timeframe of event
- Description of associated street closures
- Description of event and timeline for noise impacts of event, such as music or fireworks
- Name and contact information of event organizer (including a phone number and email address)
- Website associated with event, if applicable

WHO TO NOTIFY

Affected Residents and Businesses

At a minimum, you should provide direct notification (typically door-to-door visits) to:

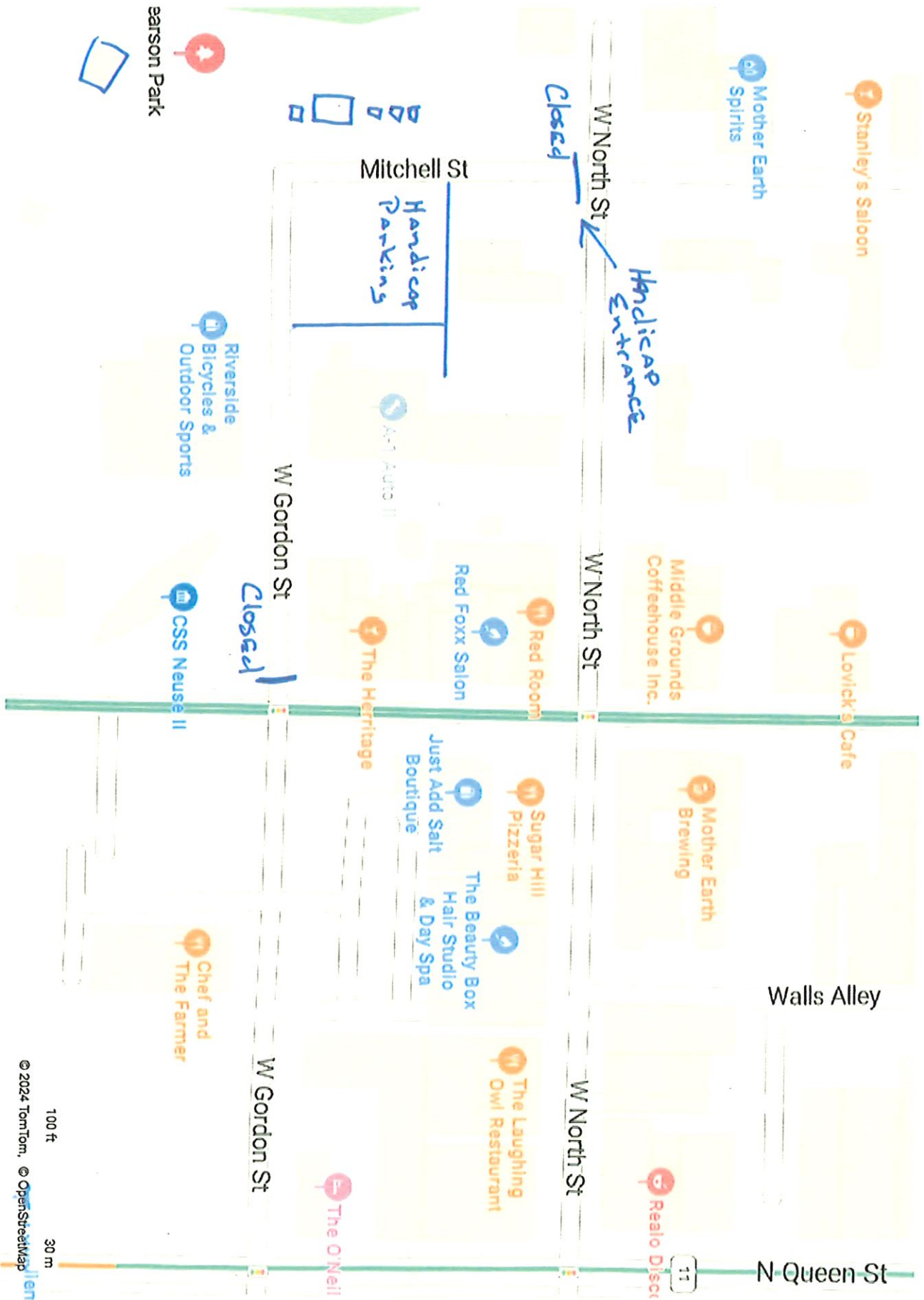
- Residents and businesses on and adjacent to a proposed temporary street closure
- Residents and businesses who may be seriously impacted by the temporary street closure (especially those whose primary access to their property is affected by the closure)

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The Kinston Police Department pledges to serve our community, to safeguard lives and property, and to preserve order all while respecting the constitutional rights of everyone to liberty, equality and justice.



Stanley's Saloon

Mother Earth
Spirits

Handicap
Entrance

Closed

W North St

Mitchell St

Handicap
Parking

Parson Park

Riverside
Bicycles &
Outdoor Sports

W Gordon St

Closed

CSS Neuse II

W North St

Middle Grounds
Coffeehouse Inc.

Lovick's Cafe

Mother Earth
Brewing

Walls Alley

W North St

Red Room

Red Foxx Salon

Sugar Hill
Pizzeria

The Beauty Box
Hair Studio
& Day Spa

Just Add Salt
Boutique

The Heritage

Chef and
The Farmer

W Gordon St

The Laughing
Owl Restaurant

Realo Disc

N Queen St

The O'Neil



Church Tents

STAGE

Food Truck

Mitchell

CR

CM

W Gordon St

Handwritten
Vip

Riverside
Bicycles &
Outdoor Sports

A-1 Auto II

50 ft 20 m
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W North St Entrance

Mitchell St

W Gordon St

A-1 Auto II

Red Roast

Red Fox

The Her

Riverside Bicycles & Outdoor Sports

CSS Neuse

100 ft

30 m

© 2021 TomTom, © Navteq Imaging

HANOVER XS

An RPS Company

HANOVER XS, AN RPS COMPANY
P.O. BOX 12450
WILMINGTON, NC 28405-0119
Phone: (800) 672-9006
Fax: (800) 910-8160

To: Conway & Company Insurance

*** BINDER ***
02/27/2025

Attn:

Renewal Of: NEW

From: Anna West
anna_west@rpsins.com

Insured: ALLEN O'NEAL
DBA: JACKSON HEIGHTS MUSIC

Mailing Address: 4715 HUNTER CREEK RD
LA GRANGE, NC 28551

Thank you for your order to bind. We appreciate your business! We have bound the below coverage. Policy to Follow Shortly

POLICY INFORMATION

COMMERCIAL LIABILITY POLICY		
Policy Number:	SE 1143583	
Policy Period:	04/12/2025 to 04/14/2025	
Carrier:	United States Liability Insurance Company	
Status:	Admitted	
A.M. Best Rating:	A++ (Superior) - XIV	
COVERAGE PART		PREMIUM
Commercial Liability		\$325.00
Each Occurrence Limit	\$1,000,000	
Personal & Advertising Injury Limit (Any One Person/Organization)	\$1,000,000	
Medical Expense Limit (Any One Person)	\$1,000	
Damages To Premises Rented To You (Any One Premises)	\$100,000	
Products/Completed Operations Aggregate Limit	See L-535	
General Aggregate Limit	\$2,000,000	
POLICY PREMIUM		\$325.00

Location of All Covered Special Event(s)

1 - 210 W Gordon St, Kinston, NC 28501

APPLICABLE FORMS & ENDORSEMENTS

The following forms apply to the Commercial Liability coverage part

CG 21 06 12/23	EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL MATERIAL OR INFORMATION	CG0001 12/07	Commercial General Liability Coverage Form
CG0068 05/09	Recording And Distribution Of Material Or Information In Violation Of Law Exclusion	CG2109 06/15	Exclusion - Unmanned Aircraft
CG2136 03/05	Exclusion - New Entities	CG2139 10/93	Contractual Liability Limitation

Please contact us with any questions regarding the terminology used or the coverages provided.

Page 1 of 2

CG2144 07/98	Limitation Of Coverage To Designated Premises Or Project	CG2147 12/07	Employment-Related Practices Exclusion
CG2173 01/15	Exclusion Of Certified Acts Of Terrorism	CG4032 05/23	Exclusion - Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)
IL0017 11/98	Common Policy Conditions	IL0021 09/08	Nuclear Energy Liability Exclusion Endorsement
IL0269 09/08	North Carolina Changes - Cancellation And Nonrenewal	Jacket 07/19	Policy Jacket
L 427 01/20	Exclusion for Fireworks and Other Pyrotechnic Devices	L 535 03/15	Exclusion - Products-Completed Operations Hazard Other Than Food Or Beverage Products
L-206 02/11	Fully Earned Premium Endorsement	L-224 10/10	Punitive Or Exemplary Damages Exclusion
L-387 03/08	Exclusion - Mechanical Rides	L-423 02/11	Exclusion For Structure Collapse
L-428 04/15	Absolute Firearms Exclusion	L-461 12/11	Assault Or Battery Exclusion
L-536 09/09	Exclusion - Participation In Athletic Activity, Physical Activity Or Sports	L-599 10/07	Absolute Exclusion For Pollution, Organic Pathogen, Silica, Asbestos And Lead With A Hostile Fire Exception
L-606 02/11	Exclusion For Injury To Performers, Entertainers And Participants	L-607 02/11	Exclusion For Climbing, Rebounding And Interactive Games And Devices
L-609 02/11	Animal Exclusion	L-610 11/04	Expanded Definition Of Bodily Injury
L-656 02/06	Extension Of Coverage - Committee Members	L-686 10/12	Absolute Exclusion for Liquor and Other Related Liability
L-816 11/18	Amendments of Conditions - Limits of Insurance Under Multiple Coverage Parts	L-820 12/18	Special Events Blanket Additional Insured Endorsement
L-835 10/22	Exclusion - Specific Activities, Operations or Features	LLQ 102 02/15	Event Vendor, Exhibitor And Contractor Exclusion
LLQ101 08/06	Expanded Definition Of Employee	LLQ368 08/10	Separation Of Insureds Clarification Endorsement
Notice-Unmanned Aircraft-GL 05/16	Advisory Notice To Policyholders	SPE 300 05/09	Special Events Property Damage Amendment
SPE 312 03/15	Who Is An Insured	TRIADN 12/20	Disclosure Notice of Terrorism Insurance Coverage



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/28/2025

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 Conway & Co. Insurers 2914 N Heritage St. P. O. Box 1317 Kinston NC 28501		CONTACT NAME: Sheree Stroud PHONE (A/C No. Ext.): (252) 522-1911 FAX (A/C No.): (252) 522-0928 E-MAIL ADDRESS: info@conwaycoinsurers.com	
INSURED Jackson Heights Music 4715 Hunters Creek Dr. LaGrange NC 28551		INSURER(S) AFFORDING COVERAGE INSURER A: Hanover Excess & Surplus INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL2522828375

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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			SE1143583	02/24/2025	02/24/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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

CANCELLATION





City of Kinston 207 E. King Street Kinston NC 28501	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
---	---

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Member: <input type="text" value="Last name..."/>	Facility: <input type="text" value="All Facilities"/>
Date Range: <input type="text"/> - <input type="text"/>	Reservation Id: <input type="text" value="2898990"/>
<input type="button" value="Apply Filter"/>	

<input type="checkbox"/> Usage	Date	Time	#	Member	Fee	Security
Down East Christian Music Festival	4/18/2026	8:00 AM - 8:00 PM	1	Allen Oneal	\$300.00	\$0.00
						Bal Due

<input type="checkbox"/> Reserved Facility: Pearson Park	<input type="button" value="Form Actions"/>	<input type="button" value="Print Permits"/>	<input type="button" value="Details ▼"/>
--	---	--	--

	 Notes 0	 Documents 0	 Tasks 0
---	---	---	--

Reservation Id: 2898990 [Go to Invoice](#)

Note:

Create Date: 2/4/2026

Created By: Online

Private Note:

• Pearson Park

Start Date	Day	Setup	Time	Teardown	Group Size	
4/18/2026 (Sat)	Saturday	0 min	8:00 AM - 8:00 PM	0 min	1000	<input type="button" value="Edit Occurrence"/>
Line Description:		Down East Christian Music Festival				

City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 17, 2026

Agenda Section: Action Agenda

Item Request: Ordinance

Agenda Item to be Considered

Presenter: Donna Goodson, Finance Director

Subject: Ordinance to NCDOT-IMD Multimodel Planning Project (C2128)

Action Requested: Adoption

Supporting Documentation: Ordinance, Memo

Department Head's Approval *dlf*

City Manager's Approval *Ralph Clark*

Budgetary Impact: ☐ None ☐ Budgeted ☒ Needs Budget Ordinance

Staff Recommendation: Adopt Ordinance

**AN ORDINANCE TO ESTABLISH A
SPECIAL REVENUE PROJECT FUND FOR THE
NCDOT-IMD MULTIMODAL PLANNING GRANT (C2128)**

WHEREAS, there is a need to establish a fund to administer the NCDOT-IMD Multimodal Planning Grant awarded on September 17, 2025 to the City of Kinston, and

WHEREAS, the matching grant program was created to encourage the development of comprehensive municipal bicycle plans and pedestrian plans, which may serve as a component of the City's comprehensive transportation plan, and

WHEREAS, the project will be funded through a grant from the North Carolina Department of Transportation. The total amount of the grant is \$65,000 with \$52,000 from the NCDOT and a required \$13,000 match from the City of Kinston.

THEREFORE BE IT ORDAINED by the City Council of the City of Kinston, North Carolina that the following special revenue project budget ordinance is adopted:

NCDOT-IMD MULTIMODAL PLANNING GRANT (C2128)

Revenues:

State Grant	\$ 52,000.00
Transer from General Fund	13,000.00

Total Revenues	<u>\$ 65,000.00</u>
----------------	---------------------

Expenditures:

Professional Services - Consultant	\$ 65,000.00
------------------------------------	--------------

Total Expenditures	<u>\$ 65,000.00</u>
--------------------	---------------------

Adopted this 17th day of February, 2026

Debra Thompson, City Clerk

City of Kinston

RALPH CLARK
INTERIM CITY MANAGER

JAMES P. CAULEY
CITY ATTORNEY

DEBRA THOMPSON
CITY CLERK



MAYOR KAREEM MOORE
MAYOR PRO TEM FELICIA SOLOMON

COUNCILMEMBERS:
SAMMY AIKENS
ANTONIO HARDY
LES LIPFORD
BARBARA SEAFORTH

Date: February 11, 2026

To: Donna Goodson, Finance Director
City of Kinston

From: Elizabeth Blount, Planning Director
Planning & Development Services Department

Ref: NCDOT IMD Multimodal Grant

The City of Kinston has been awarded a \$65,000 grant from the NC Department of Transportation (NCDOT). Funds were made available through the NCDOT Integrated Mobility Division (IMD) and the Transportation Planning Division. NCDOT will be responsible for preparing the plan, and Council will consider the adoption of the plan upon completion. The City of Kinston has a matching requirement of \$13,000. The total project amount is \$65,000. The primary intent for this grant is for an update to the City of Kinston's Bike and Pedestrian plan.

The final plan must be completed within two years. We are prepared to move forward with the grant. In order to do so, the Planning and Development Services Department requests that a project budget ordinance be established for \$13,000, which is the matching amount for the grant.

Action Requested:

Project Budget Ordinance

Regards,

Elizabeth Blount

ACCOUNTS RECEIVABLE AGREEMENTS

REMITTANCE GUIDANCE



Initial

DE

I acknowledge that upon execution of this Agreement, we must submit a down payment, if required.

I also acknowledge that we may pre-pay any portion of the estimated cost noted in this Agreement, prior to final billing by the Department.

Please refer to your Agreement's PAYMENT TERMS to correctly remit any payment due to the Department.

<u>PAYMENT TERMS:</u>	<u>PAYMENT TIMING:</u>
PAYMENT UPON AGREEMENT EXECUTION	Please submit the amount of agreed upon payment via one of the below methods, <u>once you have received notice of execution of the Agreement.</u>
PAYMENT PRIOR TO LETTING (OR START OF PHASE)	You will be notified by the Project Manager when payment will be due. Please remit payment within 60 days of notification.
PAYMENT UPON BILLING	The Department will bill at the completion of the Project (or when defined in the Agreement). All payments are due within 60 days of invoicing.

NOTE: You may pre-pay any portion of an estimated cost, prior to Departmental Billing. The Department will adjust final billing to account for any pre-payments made.

LATE PAYMENTS AND INTEREST RATES:

For payments not received within 60 days, the Department must charge a statutory interest rate of prime plus one percent (1%) on all Utility Relocation Agreements. For any other Receivable Agreement, the Department may charge a late fee and/or interest.

PAYMENT METHODS

1. **SEND PAYMENT BY CHECK** OR

MAIL TO:

NCDOT – Accounts Receivable
1514 Mail Service Center
Raleigh, NC 27699-1514

INCLUDE:

- Agreement ID (10000xxxxx)
- WBS Element

2. **SEND PAYMENT VIA ACH (Automated Clearinghouse)**

Initiate ACH through your bank* and send an e-mail to:

- ✓ Shamorah Fountain - sfountain1@ncdot.gov
- ✓ Kay Lee - klee@ncdot.gov

INCLUDE:

- Agreement ID# (10000xxxxx)
- WBS Element
- Amount of Payment

**If you need NCDOT's Account information, contact Kerry Turner at kmtturner@ncdot.gov*

Failure to follow the above steps and remit payment per the terms in the Agreement may result in delays to project delivery. Please contact your Division Project Manager for questions regarding payment terms.

ACCOUNTS RECEIVABLE
NCDOT ADMINISTERED – BICYCLE/PEDESTRIAN PLAN
(FEDERAL/STATE FUNDS RECEIVABLE)
1000027105

AGREEMENT OVERVIEW`

NORTH CAROLINA
PENDER COUNTY

DATE: 9/17/2025

PARTIES TO THE AGREEMENT:

PROJECT NUMBERS:

NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION

TIP #: M-0570M

WBS ELEMENTS: 51402.8.14

AND

CITY OF KINSTON

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

SCOPE OF PROJECT (“Project”): The Project consists of the development of a multimodal network plan for the City of Kinston, consistent with the content standards set forth by NCDOT-IMD for the Multimodal Planning Grant Program.

COSTS TO THE OTHER PARTY: \$13,000
ESTIMATED COST OF THE PROJECT: \$65,000

PAYMENT TERMS: City of Kinston will submit payment upon execution of agreement.

EFFECTIVE DATES OF AGREEMENT:

START: Upon Full Execution of this Agreement

END: Agreement remains in effect for two years, and thereafter, unless terminated

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

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

I. WHEREAS STATEMENTS

WHEREAS, 23 USC 505 allows State Planning and Research (SPR) federal funds to funds to be available for certain specified transportation activities; and

WHEREAS, in accordance with G.S. 136-66.2, the NC General Assembly requires each **Municipality** to develop a comprehensive transportation plan that will serve present and anticipated travel demand; and,

WHEREAS, the **Department's** Integrated Mobility Division (IMD) and the Transportation Planning Division have created a matching grant program to encourage the development of comprehensive municipal bicycle plans and pedestrian plans, which may serve as a component of the comprehensive transportation plan; and,

WHEREAS, the **Department** has allocated state matching funds to augment the federal funds available for these activities; and,

WHEREAS, the **Municipality** has requested funding for the development of a Bicycle and/or Pedestrian Plan, as more fully described in this Agreement and hereinafter referred to as the Project; and,

WHEREAS, the **Municipality** has requested that the **Department** administer the Project in coordination with the **Municipality**; and,

WHEREAS, the **Municipality** has agreed to participate in the cost of the project as hereinafter set out; and,

WHEREAS, this Agreement is made under the authority granted to the **Department** by the North Carolina General Assembly including, but not limited to, the following applicable legislation: General Statutes of North Carolina (NCGS) Section 136-66.2 and Section 136-71.6, to participate in the planning, construction, and/or implementation of the Project approved by the Board of Transportation.

NOW THEREFORE, this Agreement states the promises and undertakings of each party as herein provided, and the **Parties** do hereby covenant and agree, each with the other, as follows:

II. DEVELOPMENT OF PLAN

- i. The **Department**, and or its agent, shall prepare the Project of the development of a multimodal network plan for the **Municipality**, following the IMD's Content Standards for NCDOT Bicycle and Pedestrian Plans.
- ii. The **Municipality** shall participate in providing data and logistical support for public meetings and other required public notices.

ACCOUNTS RECEIVABLE
NCDOT ADMINISTERED – BICYCLE/PEDESTRIAN PLAN
(FEDERAL/STATE FUNDS RECEIVABLE)
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- iii. The **Department** will provide a preliminary draft of the Plan to the **Municipality** for review and comment. The **Municipality** shall provide comments to the **Department** within three (3) months. Upon receipt of comments from the **Municipality**, the **Department** will provide a final draft.

III. COMPLETION AND ADOPTION OF PLAN

- i. The governing body of the **Municipality** shall consider the adoption of the Plan as provided in the Final Draft by the **Department**. If the Council requests significant changes prior to adoption, the Plan will be modified and resubmitted to the **Municipality** for final approval within three (3) months.
- ii. The **Municipality** shall receive digital files and hard copies of the approved Plan. The **Municipality** shall be responsible for the distribution of the final documents to the appropriate local agencies and interested parties.

IV. TIME FRAMES

The **Department** has a required time frame of two years to complete the Project. It is important that the **Municipality** provide necessary support and responses to the **Department** in a timely manner. Any delays on the part of the **Municipality** may affect the ability of the **Department** to provide financial support for the Project.

V. FUNDING

- i. The total estimated cost of the Project is \$65,000. The **Department** shall provide a maximum amount of \$52,000. The **Municipality** shall provide \$13,000 and all costs that exceed the estimated cost of \$65,000.
- ii. Upon full execution of the Agreement, the **Municipality** shall submit payment for \$13,000 to the **Department**, in accordance with the cover memo attached to this Agreement.
- iii. Upon completion of the project, if actual costs exceed the total estimated cost of \$65,000, the **Municipality** shall reimburse the **Department** the underpayment within sixty (60) days of invoicing by the **Department**. The **Department** shall charge a late payment penalty and interest on any unpaid balance due in accordance with G.S. 147-86.23.
- iv. Upon completion of the project, if actual costs are less than the total available funding of \$65,000, the **Department** shall reimburse the **Municipality** any overpayment at the above matching share.

VI. REPORTING REQUIREMENTS

The **Department** is subject to NC Article 2, Chapter 36 (136-41.5), which mandates an annual report on use of bicycle and pedestrian planning grant funds. By entering into this agreement with the **Department**, the **Municipality** acknowledges their participation in annual reviews of the status of implementation of projects identified in the completed plan.

VII. STANDARD PROVISIONS

A. AGREEMENT MODIFICATIONS

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

B. ASSIGNMENT OF RESPONSIBILITIES

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

C. AGREEMENT FOR IDENTIFIED PARTIES ONLY

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

D. OTHER AGREEMENTS

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

E. TITLE VI

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

F. AUTHORIZATION TO EXECUTE

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

G. DEBARMENT POLICY

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

H. INDEMNIFICATION

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

I. AVAILABILITY OF FUNDS

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

J. COUNTERPARTS AND ELECTRONIC SIGNATURES

- i. This Agreement, and other documents to be delivered pursuant to this Agreement, may be executed in one or more counterparts, each of which will be deemed to be an original copy and all of which, when taken together, will be deemed to constitute one and the same agreement or document and will be effective when counterparts have been signed by each of the **Parties**. An image of a manual signature on this Agreement, or other documents to be delivered pursuant to this Agreement, will constitute an original signature for all purposes. The delivery of copies of this Agreement or other documents to be delivered pursuant to this Agreement, including executed signature pages where required, by electronic transmission will constitute effective delivery of this Agreement or such other document for all purposes.
- ii. The **Parties** hereto further acknowledge and agree that this Agreement may be signed and/or transmitted by email or a PDF document or using electronic signature technology (e.g. DocuSign, Adobe Sign, or other electronic signature technology), and that such signed record shall be valid and as effective to bind the **Party(ies)** so signing as a paper copy bearing a handwritten signature. By selecting "I Agree", "I Accept", or other similar item, button, or icon via use of a keypad, mouse, or other device, as part of the electronic

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NCDOT ADMINISTERED – BICYCLE/PEDESTRIAN PLAN
(FEDERAL/STATE FUNDS RECEIVABLE)
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signature technology, the **Parties** consent to be legally bound by the terms and conditions of Agreement and that such act constitutes a signature as if actually signed in writing. The **Parties** also agree that no certification authority or other third-party verification is necessary to validate its electronic signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of its electronic signature. The **Parties** acknowledge and agree that delivery of a copy of this Agreement or any other document contemplated hereby through the electronic signature technology, will have the same effect as physical delivery of the paper document bearing an original written signature.

K. GIFT BAN

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

ACCOUNTS RECEIVABLE
NCDOT ADMINISTERED – BICYCLE/PEDESTRIAN PLAN
(FEDERAL/STATE FUNDS RECEIVABLE)
1000027105

SIGNATURE PAGE

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

(DOCUSIGN ONLY)

CITY OF KINSTON

Signed by:
Authorized Signer: Elizabeth Blount
7FE7F03AA1F643E...

Print Name: Elizabeth Blount

Title: Planning Director

Date Signed: 02/04/2026

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

Fed Tax ID No: 566001259

Remittance Address:

PO Box 339

Kinston, NC 28502

Signed by:
Finance Signer: Donna Goodson
5ED4D5403B664EE...

Print Name: Donna Goodson

Title: Director of Finance

Date Signed: 01/16/2026

DEPARTMENT OF TRANSPORTATION

DocuSigned by:
By: Julie White
B1309F15DE4B46B...

Print Name: Julie White

Title: Dep Sec

Date: 02/04/2026

APPROVED BY BOARD OF TRANSPORTATION ITEM O: 11/6/2025 (DATE)

SIGNATURE PAGE

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

(INK SIGNATURES)

CITY OF KINSTON

Attest:

By: _____

Title: _____

Authorized Signer: _____

Print Name: _____

Title: _____

Date Signed: _____

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

Fed Tax ID No: _____

Remittance Address:

Finance Signer: _____

Print Name: _____

Title: _____

Date Signed: _____

(DOCUSIGN)

DEPARTMENT OF TRANSPORTATION

By: _____

Print Name: _____

Title: _____

Date: _____

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



Integrated Mobility Division

AGREEMENTS TRANSMITTAL FORM

Date: 10/29/2025

From: John Vine-Hodge
Name
through Brennon Fuqua
Director of IMD

Deputy Director, Planning & Programming

Title

DocuSigned by:

Brennon Fuqua

Signature

DocuSigned by:

John Vine-Hodge

Signature

02/04/2026

Date

02/04/2026

Date

Project: TIP # M-0570M

WBS# 51402.8.14

County: Lenoir

For Signature From:

- ☐ Transportation Secretary
- ☐ Chief Deputy Secretary
- ☒ Deputy Secretary [Signature]
- ☐ Other

Attorney General Review:

- ☐ Approved as to Form

Signature

Date

Parties to the Agreement:

City of Kinston

Description of Work:

Preparation of a multimodal network plan consistent with the content standards approved by NCDOT-IMD.

Estimated Cost to NCDOT:

\$52,000 (Fed + State)

Amount to be reimbursed to NCDOT:

BOT approval date:

Item N: 08/07/2025

City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 17, 2026

Agenda Section: Action Agenda

Item Request: Ordinance

Agenda Item to be Considered

Presenter: Donna Goodson, Finance Director

Subject: Ordinance to Establish Herritage Street Stormwater Improvement Capital Project (T9304)

Action Requested: Adoption

Supporting Documentation: Ordinance, Memo

Department Head's Approval

dhg

City Manager's Approval

Ralph Clark

Budgetary Impact: ☐ None ☐ Budgeted ☒ Needs Budget Ordinance

Staff Recommendation: Adopt Ordinance

**ORDINANCE FOR THE ESTABLISHMENT OF THE
HERRITAGE STREET STORMWATER IMPROVEMENT
CAPITAL PROJECT FUND (T9304)**

WHEREAS, the City is responsible for providing stormwater services to the citizens of Kinston which includes repairing, upgrading and maintaining the infrastructure that is a contiguous part of its stormwater system, and

WHEREAS, there is a need to create the Herritage Street Sewer Replacement Capital Project for the rehabilitation/replacement of an existing stormwater distribution system located at Herritage Street between Vernon Avenue and North Street. This project will be funded an appropriation of Transfer revenue from the Stormwater Fund.

THEREFORE BE IT ORDAINED by the City Council of the City of Kinston, North Carolina that the following capital project budget ordinance is adopted as follows:

Herritage Street Stormwater Improvement Project (T9304)

Revenues:

Transer from Stormwater Fund	\$ 2,890,000.00
------------------------------	-----------------

Total Revenues	<u>\$ 2,890,000.00</u>
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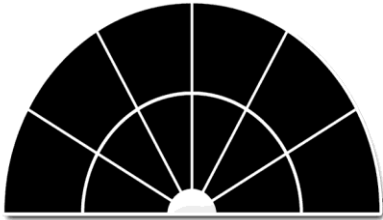
Expenditures:

Stormwater Construction	\$ 2,890,000.00
-------------------------	-----------------

Total Expenditures	<u>\$ 2,890,000.00</u>
--------------------	------------------------

Adopted this 17th day of February, 2026

Debra Thompson, City Clerk



KINSTON PUBLIC SERVICES


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Fleet Maintenance, Meter Reading, Stormwater, Streets, Wastewater, and Water

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MEMORANDUM

TO: Donna Goodson, Finance Director

FROM: Steve Miller, Public Services Director 

DATE: December 10, 2025

RE: Request for Capital Project Budget
Heritage Street Stormwater Improvement Project

The FY25/26 adopted budget includes funds in the amount of \$2,890,000 for the above project. In the adopted budget, these funds are being transferred from the Electric Fund and then shown simply transferring to capital projects in 6500-8000-88515.

Staff is negotiating with The Wooten Company to perform engineering work on this project in coordination with their existing contract for similar work on the sanitary sewer system in the same location. To move forward with the stormwater work, I am requesting a Capital Project budget be established for this project using the funds allocated in the adopted budget. The following accounts are recommended to be included in the capital budget:

	<u>Account</u>	<u>Amount</u>
Revenues:	53979 – Transfer from Stormwater Fund	\$ 2,890,000
Expenses	79599 – Stormwater Construction	\$ 2,890,000

City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 03, 2026

Agenda Section: Action Agenda

Item Request: Contract

Agenda Item to be Considered

Presenter: Steve Miller, Public Services Director

Subject: Consider approval of Amendment 1 to an Engineering Services Agreement with The Wooten Company in the amount of \$104,500, to perform engineering services for the Herritage Street Stormwater Improvement Project.

Action Requested: Approval

Supporting Documentation: memo, agreement

Department Head's Approval

A handwritten signature in black ink, appearing to read "S. Miller", is written over a horizontal line.

City Manager's Approval

A handwritten signature in black ink, appearing to read "Ralph Clark", is written over a horizontal line.

Budgetary Impact: ☐ None ☒ Budgeted ☐ Needs Budget Ordinance

Staff Recommendation: approve agreement



KINSTON PUBLIC SERVICES

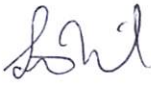
Buildings & Grounds, Business Office, Electric, Engineering, Environmental Services,
Fleet Maintenance, Meter Reading, Stormwater, Streets, Wastewater, and Water

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MEMORANDUM

TO: Steve Harrell, Interim City Manager

FROM: Steve Miller, Public Services Director 

DATE: January 26, 2026

RE: Engineering Services Agreement
Heritage Street Stormwater Improvements

In June, 2025, results from the Stormwater Inventory and Condition Assessment Project were presented to City Council. One of the areas assessed was stormwater pipes in and near Heritage Street between Lenoir Avenue and King Street. The assessment identified approximately \$2.9 million in needed repairs in this area. City Council approved funding in the 2025-26 fiscal year for this work.

Staff solicited Phase II RFQs from two firms from the Engineering On-Call Services RFQ to perform engineering design and construction administration services for the project. After reviewing responses and interviewing both firms, staff selected The Wooten Company to perform these services. The Wooten Company was already under contract for engineering work related to sanitary sewer improvements in the same corridor. There are several efficiencies for the city to use the same firm for both designs. Most importantly, it will allow all the construction work to be bid as one contract and one engineer will be involved if there are any changes required after construction begins.

Due to Wooten already being under contract for the sanitary sewer work, the performance of the stormwater work has been written as an amendment to the existing agreement. Total cost for the stormwater engineering services is \$104,500. This will amend their existing agreement from a fee of \$275,000 to a new total of \$379,500. The cost for Amendment 1 will be charged to Stormwater portion of the project, while the original agreement fee is being charged to the Sanitary Sewer project.

I respectfully request City Council consider approval of Amendment 1 to the Engineering Services Agreement for TWC Project #2208-DD in the amount of \$104,500. Since this amends an agreement previously approved by the Clean Water State Revolving Fund (CWSRF), the approval of Amendment 1 will be conditional, subject to CWSRF review and approval.

**AMENDMENT NO. 1
TO THE
ENGINEERING SERVICES AGREEMENT
BETWEEN
THE CITY OF KINSTON, NORTH CAROLINA
AND
THE WOOTEN COMPANY
DATED
JANUARY 19, 2026
TWC PROJECT #2208-DD**

The following Amendment shall become a part of the Contract Agreement.

A. SCOPE OF WORK:

The original project scope came in under budget providing the opportunity to expand the work to other locations within the City. Additional Design, permitting, Construction Administration and Construction Observation Services including but not limited to the following:

DESIGN SERVICES

- (1) Amend the existing Engineering Report to include replacement of stormwater and waterline within the project area.
- (2) Prepare and furnish contract plans as necessary for the proper construction of the additional water and stormwater replacements and upgrades and prepare all documents necessary for generating a contract change order for the proposed work.
- (3) Submit for approval plans, specifications and related documents to the North Carolina Department of Environmental Quality including Division of Water Infrastructure, Division of Water Resources, Public Water Supply Section and Land Quality and funding agency as may be required for construction of the improvements.
- (4) Prepare the contract change order for execution by the contractor and the Owner.

CONSTRUCTION ADMINISTRATION

- (1) Extend CA services for two (2) months to include the additional stormwater and water line replacement work. All other terms, conditions, and deliverables shall remain unchanged as set forth in the original agreement.

CONSTRUCTION OBSERVATION

- (1) Extend CO services for two (2) months to include the additional stormwater and water line replacement work. All other terms, conditions, and deliverables shall remain unchanged as set forth in the original agreement.

B. Fees:

The contract fees will be modified per this Amendment as noted below:

Description	Payment Method	Original Contract Fee	Amendment 1	Amended Fee
DWI PER & ER	Fixed Fee	\$2,500.00		\$2,500.00
Design Survey	Fixed Fee	\$17,500.00		\$17,500.00
Engineering Design	Fixed Fee	\$47,500.00	\$42,500.00	\$90,000.00
Bidding & Negotiation Services	Hourly Rate w/ Ceiling	\$5,000.00		\$5,000.00
Construction Administration	Hourly Rate w/ Ceiling	\$56,000.00	\$17,000.00	\$73,000.00
Construction Observation	Hourly Rate w/ ceiling	\$126,500.00	\$45,000.00	\$171,500.00
Funding Administration	Hourly Rate w/ ceiling	\$ 20,000.00		\$ 20,000.00
Total Project Fee		\$275,000.00	\$104,500.00	\$379,500.00

3. SIGNATURES


IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by duly authorized officials, this Agreement in duplicate on the respective dates indicated below.

City of Kinston, North Carolina

LE WOOTEN & COMPANY dba
THE WOOTEN COMPANY

Steve Harrell
Interim City Manager

Date


W. Brian Johnson, PE
Vice President

1/23/26
Date

Pre-Audited Statement

This instrument has been pre-audited in a manner required by the Local Government Budget and Fiscal Control Act.

Print Name: _____ Title: _____

By (Signature): _____ Date Signed: _____

City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 03, 2026

Agenda Section: Action Agenda

Item Request: Approval

Agenda Item to be Considered

Presenter: Steve Miller, Public Services Director

Subject: Consider approval of a request for sewer service to properties in the ETJ at 1697 U.S. Hwy 258 South and 109 Old Second Street.

Action Requested: Approval

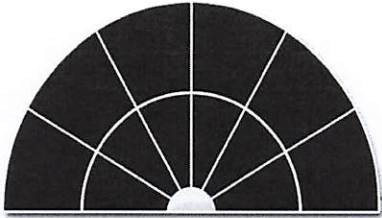
Supporting Documentation: memo, map

Department Head's Approval _____

City Manager's Approval Ralph Clark

Budgetary Impact: ☒ None ☐ Budgeted ☐ Needs Budget Ordinance

Staff Recommendation: approve request



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Buildings & Grounds, Business Office, Electric, Engineering, Environmental Services,
Fleet Maintenance, Meter Reading, Stormwater, Streets, Wastewater, and Water

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MEMORANDUM

TO: Steve Harrell, Interim City Manager

FROM: Steve Miller, Public Services Director 

DATE: January 26, 2026

RE: Request for Sewer Service Outside City Limits
1697 Highway 258 South
109 Old Second Street

The properties listed above are located in the city's Extra-Territorial Jurisdiction (ETJ), near the NCDOT maintenance facility about one mile south of Highway 70. It has been city practice to require any requests for city sewer service to commercial properties outside the city limits be approved by the City Council.

This property is in a B-1 business zone and currently there are three dwellings on two parcels of land. Owners of the property, Doug and Heather Moody, have recently received Planning Board approval of a variance to subdivide the parcels into three parcels, one for each dwelling. They plan to renovate the dwellings and use them as short-term rental properties.

The Moodys have requested to connect the two structures immediately adjacent to Highway 258 South to the city's sewer system and abandon existing septic systems serving the structures. These are marked as Lot 1 and Lot 2 on the attached map. Kinston Public Services currently maintains a sewer force main along Hwy 258 South. The force main has capacity available to provide service to these properties.

If approved for sewer service, the owner will be required to complete a Sewer Service Agreement for each property connected. Each address must receive separate water service from the Deep Run Water Corporation and will be billed sewer use based on the metered water use each month. Customer will pay "outside residential" sewer rates. Also, since the property is outside the city limits, the city will only install and maintain that portion of the sewer service within the Hwy 258 right-of-way. The owner shall pay applicable sewer tap/connection fees for the city connection, and for all costs, construction and maintenance of the service line, pump and pump controls at each dwelling.

I recommend City Council consider approval of this request to provide sewer service to the above properties.

City of Kinston

Low Pressure Pump Sewer Service Agreement (Outside City Limits)

This agreement, is made and entered into between the City of Kinston, North Carolina, owner and operator of the City of Kinston Wastewater Collection System (permit #WQCS00022), hereinafter referred to as "City", and _____, user of the City of Kinston Wastewater Collection System, hereinafter referred to as "User".

WITNESSETH

WHEREAS, the User owns property outside the city limits and desires to purchase sewer service from the City and to enter into a Sewer Service Agreement as required by the City.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements herein contained, it is hereby understood and agreed upon by the parties as follows:

The City shall furnish, subject to the limitations set forth in its Rules and Regulations now in force or as hereinafter amended, such sewer service as User requires in connection with the User's occupancy of the premises. Connections for any property other than a single family residence shall require approval of the City Council.

The User agrees to comply with and be bound by the Articles, Rules, and Regulations adopted by the City, now in force, or as hereafter duly and legally supplemented, amended, or changed. The User also agrees to pay for sewer service at such rates, times, and place as shall be determined by the City, and agrees to the imposition of such penalties for noncompliance as are now set forth in the Rules and Regulations, or which may be hereinafter adopted and imposed by the City. Where applicable, the User also agrees to pay the power bill for wastewater pumps or controls on the User's property. Any property owner found to be in noncompliance with these Rules and Regulations may have water and/or sewer service(s) terminated, if deemed necessary by the City.

The User Agrees to connect to the City's water system, if available, prior to sewer service being provided. Sewer usage volume will be determined based on water usage as metered at the connection point. If City water is not available, the User must connect to another public water system with a metered connection.

The User shall be billed periodically by mail and shall pay each bill in full. Bills are due and payable upon receipt, in accordance with the current policies at the time of each billing. Should the bill not be paid by the due date, the service will be subject to late fees, disconnection, reconnection fees or other action as deemed appropriate. Payment of all fees will be required to reconnect service. If the User does not receive a billing statement in a reasonable period of time, it shall be the User's responsibility to contact the City to obtain a duplicate bill and make payment per the terms of the original bill.

Terms Specific to the User as a Property Owner

The City shall install a service connection from the sewer main to the nearest property line (or easement line if sewer is in an easement) upon payment of any applicable tap or service fees. Additional installation (hereafter called "Additional Work") from the point of service to the building shall be the responsibility of the User or contractor therefore. This Additional Work will include installing a service line from the point of service to the pump, the pump, connection from the pump to the building sewer service, wiring pump to the home electrical panel, abandonment of the existing septic tank (if applicable) and grading and seeding disturbed areas. The User shall submit pump plans and specifications for approval by the City prior to installation of the pump.

Service shall not commence until the User receives an approved final plumbing and/or building inspection by the Building Inspector. Upon receipt of said final approval, the User shall commence to use the City Sewer Collection System. Sewer usage charges shall commence on the same day as the final approval.

Maintenance of all items included in Additional Work shall be the responsibility of the User. The User shall also be responsible blockages, damages and repairs to any part of the Additional Work due to misuse, vandalism, or other acts determined to be the fault of the User. The User is responsible for the actions of anyone inhabiting, visiting or using the property.

User Signature:

City Signature:

User Name:

City Official Name:

Service Address:

City Official Title:

Date:

Date:

City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 17, 2026

Agenda Section: Information and Updates

Item Request: Information Only

Agenda Item to be Considered

Presenter: Steve Miller, Public Services Director

Subject: Wholesale Electric Rate Increase effective April 1, 2026

Action Requested: None

Supporting Documentation: memo, rate notice

Department Head's Approval *SLV*

City Manager's Approval *Ralph Clark*

Budgetary Impact: ☒ None ☐ Budgeted ☐ Needs Budget Ordinance

Staff Recommendation: n/a



KINSTON PUBLIC SERVICES

Buildings & Grounds, Business Office, Electric, Engineering, Environmental Services,
Fleet Maintenance, Meter Reading, Stormwater, Streets, Wastewater, and Water

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MEMORANDUM

TO: Ralph Clark, Interim City Manager

FROM: Steve Miller, Public Services Director 

DATE: February 10, 2026

RE: Electric Wholesale Rate Increase

The North Carolina Eastern Municipal Power Agency (NCEMPA) Board of Directors has approved a 4.5% increase in wholesale rates to be charged to member entities effective April 1, 2026. This is the result of increases in charges from Duke Energy Progress to the agency and other cost changes in services and programs provide by the agency.

During City Council discussions last September/October regarding the retirement of debt by NCEMPA and changes to Kinston's customer rates, I had shared that NCEMPA was forecasting annual increases in the wholesale costs for several years, beginning in 2026. During January NCEMPA meetings of the Rate Committee, Board of Commissioners, and Board of Directors, the latest cost projections from Duke Energy were reviewed, confirming there would be a need to increase wholesale rates in April. Several options were discussed and considered before the decision was made to implement this rate increase.

Due to the foresight used by City Council and staff in October, when the City approved a 4% retail rate reduction for most customer classes, Kinston will NOT be increasing our customer rates in April. The additional costs will be covered by our current customer rates.

Attached is the wholesale rate change notice issued by NCEMPA as well as the most recent forecast for future wholesale rate changes expected for the next four years. This is only a forecast and is subject to change.



TO: North Carolina Eastern Municipal Power Agency
Board of Commissioners and Alternates

FROM: Mark Oliver, Interim Chief Operating Officer
Rick Vander Maas, Manager Rates & Settlements

DATE: January 27, 2026

SUBJECT: 30-DAY NOTICE OF NCEMPA WHOLESALE RATE CHANGE

The Board of Directors adopted, at its meeting on January 23, 2026, the following change to NCEMPA's wholesale power service rates based on the recommendations of the NCEMPA Rate Committee and the NCEMPA Board of Commissioners:

1. A 4.5% increase to the Full Requirements rate and adjustments to the Full Requirements (FR) demand and energy rates based on updated projections from Duke Energy Progress effective April 1, 2026, through Full Requirements Bulk Power Supply Schedule FR-11.

These changes were reviewed in detail by the NCEMPA Rate Committee at its meeting on January 7, 2026, and a summary of the information was presented to the NCEMPA Board of Commissioners at its January 21, 2026, meeting.

In accordance with the North Carolina General Statutes, Section 159B-10, the changes to the rate schedules adopted by the Board of Directors will become effective unless rejected within 30 days by the vote of 2/3 in number of the NCEMPA Board of Commissioners.

Thus, if the Board of Commissioners desires to reject the rates adopted by the Board of Directors, it must take action prior to **February 23, 2026**. If the Board of Commissioners takes no action, the rate schedule and riders adopted will become effective as noted.

Please contact me at (919)760-6228 if you wish to discuss further these wholesale rate changes as adopted by the Board of Directors.

The attachments include an explanation of these rate changes together with marked copies of the rate schedule listed.

Attachments

cc: NCEMPA City Managers Robert Taylor, GDS
NCEMPA Utility Directors Sr. Leadership Team
NCEMPA Finance Directors Electricities Board of Directors

**North Carolina Eastern Municipal Power Agency
Wholesale Power Service Rate Changes
Approved by the Electricities Board of Directors on January 23, 2026**

The Board of Directors adopted, at its meeting on January 23, 2026, the following change to NCEMPA's wholesale power service rates based on the recommendations of the NCEMPA Rate Committee and the NCEMPA Board of Commissioners.

SUMMARY OF WHOLESALE POWER SERVICE RATE CHANGE:

1. A 4.5% increase to the Full Requirements rate, with adjustments to the demand and energy rates based on updated projections from Duke Energy Progress, effective April 1, 2026, through Full Requirements Bulk Power Supply Schedule FR-11.

The item is described in more detail below:

FULL REQUIREMENTS RATE REVISION

The Rate Committee met on January 7, 2026, and reviewed updated cost and rate path projections for NCEMPA. 2026-2029 DEP Production System Projections were very similar to previous projections provided in December 2024 driven by delayed coal unit retirements and new natural gas-fired units, higher fixed O&M costs, lower DEP System demands and energy, and lower natural gas prices. The updated rate projections do not reflect the DEC/DEP merger targeting an effective date of Jan 1, 2027.

The Rate Committee recommends a 4.5% increase effective April 1, 2026, based on the updated cost projections and current working capital levels. The Demand and Energy rates will be adjusted to align the FR rate structure with DEP's updated cost projections. Beyond 2026, the rate path includes a rate increase of 5.5% in 2026 and 4.5% starting in 2027 and each year through 2030.

Effective: ~~July 1, 2025~~ April 1, 2026

NORTH CAROLINA EASTERN MUNICIPAL POWER AGENCY
MEMBER ELECTRIC RATE SCHEDULE

FULL REQUIREMENTS BULK POWER SUPPLY
SCHEDULE FR-110

I. APPLICABILITY

Service under this Full Requirements Bulk Power Supply Rate Schedule is applicable to all Members as defined in the Full Requirements Power Sales Agreement between North Carolina Eastern Municipal Power Agency ("Power Agency") and its Members, dated as of April 24, 2015 (the "FRPSA") and as amended, and is subject to the provisions of the FRPSA and the Debt Service Support Contract between Power Agency and its Members, dated as of April 24, 2015 (the "DSSC"). This rate schedule, as supplemented and amended, is applicable for the sale of Full Requirements Bulk Power Supply, as defined in the FRPSA, for use and resale from existing facilities of adequate type and service. This rate schedule is applicable commencing with the billing month of ~~April~~July, 2026~~5~~ to be billed in ~~May~~August, 2026~~5~~.

II. FULL REQUIREMENTS MONTHLY CHARGES

Full Requirements Monthly Charges shall consist of the following Demand Charge and Energy Charge:

Demand Charge:

\$ ~~23.562~~86 per kW of Billing Demand

Energy Charge:

~~2.726628~~ ¢ per kWh of Billing Energy

III. DETERMINATION OF BILLING DEMAND AND BILLING ENERGY

A. Determination of Billing Demand

Billing Demand for each Member shall be the average kW measured at the Delivery Point, as such term is defined in the FRPSA, in the 60-minute interval during the current billing month, which is coincident with Duke Energy Progress's ("DEP") Monthly Peak Demand, as such term is defined in the Full Requirements Power Purchase Agreement between Power Agency and DEP, dated as of September 5, 2014 (the "FRPPA") and as amended, less any capacity allocation, in kW, from the Southeastern Power Administration ("SEPA") at such point of delivery, but not less

than zero.


B. Determination of Billing Energy

Billing Energy shall be the total energy measured during the current billing month at the Delivery Point, in kWh, less any energy allocation, in kWh, from SEPA at such point of delivery.

IV. GENERAL

Pursuant to the FRPSA and the DSSC, the Monthly Bill will include the Full Requirements Monthly Charges, specified above, and amounts calculated in accordance with the applicable Rider(s) to this Full Requirements Bulk Power Supply Rate Schedule, which are incorporated herein and made a part hereof. Nothing in this Full Requirements Bulk Power Supply Rate Schedule shall be construed to prevent Power Agency from reviewing and amending this Rate Schedule or the Riders hereto and the charges contained herein from time to time.

Summary – Rate Path and Working Capital

Year	CURRENT Projections (NO Duke 1U Merger) 			
	Option 1 (5.5% Increase in 2026)		Option 2 (4.5% Increase in 2026)	
	Average Rate Inc. / (Dec.) ^[1] (%)	Cal. YE Working Capital (\$M)	Average Rate Inc. / (Dec.) ^[1] (%)	Cal. YE Working Capital (\$M)
2025		101		101
2026	5.5%	82	4.5%	78
2027	4.5%	88	5.5%	83
2028	4.5%	91	4.5%	85
2029	4.5%	89	4.5%	83
2030	- - -	95	- - -	89
2031 – 2035	2 – 4% per year		2 – 4% per year	

[1] Rate adjustments effective April 1 and exclude impacts of Rider No. 1.

City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 17, 2026

Agenda Section: Information and Updates

Item Request: Information Only

Agenda Item to be Considered

Presenter: Steve Miller, Public Services Director

Subject: Energy Emergency Alert Response Requirements

Action Requested: None

Supporting Documentation: memo

Department Head's Approval

A handwritten signature in black ink, appearing to be "SM", is written over a horizontal line.

City Manager's Approval

A handwritten signature in black ink, appearing to be "Ralph Clark", is written over a horizontal line.

Budgetary Impact: ☒ **None** ☐ **Budgeted** ☐ **Needs Budget Ordinance**

Staff Recommendation: n/a



KINSTON PUBLIC SERVICES

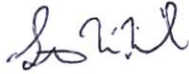
Buildings & Grounds, Business Office, Electric, Engineering, Environmental Services,
Fleet Maintenance, Meter Reading, Stormwater, Streets, Wastewater, and Water

Kinston, the right place ... Kinston Public Services, the right choice.



MEMORANDUM

TO: Ralph Clark, Interim City Manager

FROM: Steve Miller, Public Services Director 

DATE: February 10, 2026

RE: Energy Emergency Response Requirements

In 2023, the Power Purchase Agreement between Duke Energy Progress (DEP) and the North Carolina Eastern Municipal Power Agency (NCEMPA) was amended. One of the components of the amendment was a requirement that NCEMPA and its members, such as Kinston, adhere to DEP's General Load Reduction and System Restoration Plan. The purpose of the plan is to address energy use when demands are reaching the limits of the available energy supply.

There are multiple levels of response that systems need to be prepared to meet. If all reductions have not successfully balanced the usage with the supply, it may be necessary to implement customer interruptions in electric service.

I would like to present City Council with information regarding these requirements and their potential impacts on Kinston and our customers. No action is being requested at this time.

City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 03, 2026

Agenda Section: Information and Updates

Item Request: Information Only

Agenda Item to be Considered

Presenter: Steve Miller, Public Services Director

Subject: Consider streets to be included in FY2025-26 Street Resurfacing Project

Action Requested: None

Supporting Documentation: memo, map

Department Head's Approval

A handwritten signature in dark ink, appearing to be "J.W.", written over a horizontal line.

City Manager's Approval

A handwritten signature in dark ink, reading "Ralph Clark", written over a horizontal line.

Budgetary Impact: ☒ None ☐ Budgeted ☐ Needs Budget Ordinance

Staff Recommendation: n/a



KINSTON PUBLIC SERVICES

Buildings & Grounds, Business Office, Electric, Engineering, Environmental Services,
Fleet Maintenance, Meter Reading, Stormwater, Streets, Wastewater, and Water

Kinston, the right place ... Kinston Public Services, the right choice.



MEMORANDUM

TO: Steve Harrell, Interim City Manager
FROM: Steve Miller, Public Services Director
DATE: January 26, 2026
RE: FY26 Street Resurfacing Candidates

In the 2025-26 fiscal year, City Council has approved \$655,400 for our annual street resurfacing program, plus \$50,000 to address asphalt issues on Hardee Road, for a total of \$705,400 in funding.

Attached is a list of the top 90 priority rankings from the 2022 Street Condition Survey. I've included columns showing streets that have been completed since the Survey was published so you can see which streets still need attention. The streets recommended to be included this year are highlighted in yellow. For any streets in the top 50 that are not recommended, I've included comments on why. The recommendations take into account underground utility conditions, ongoing or upcoming construction activities, and street locations to improve cost efficiency for the contract. The total estimated cost for the recommended streets is \$747,117, which is slightly higher than the funds available.

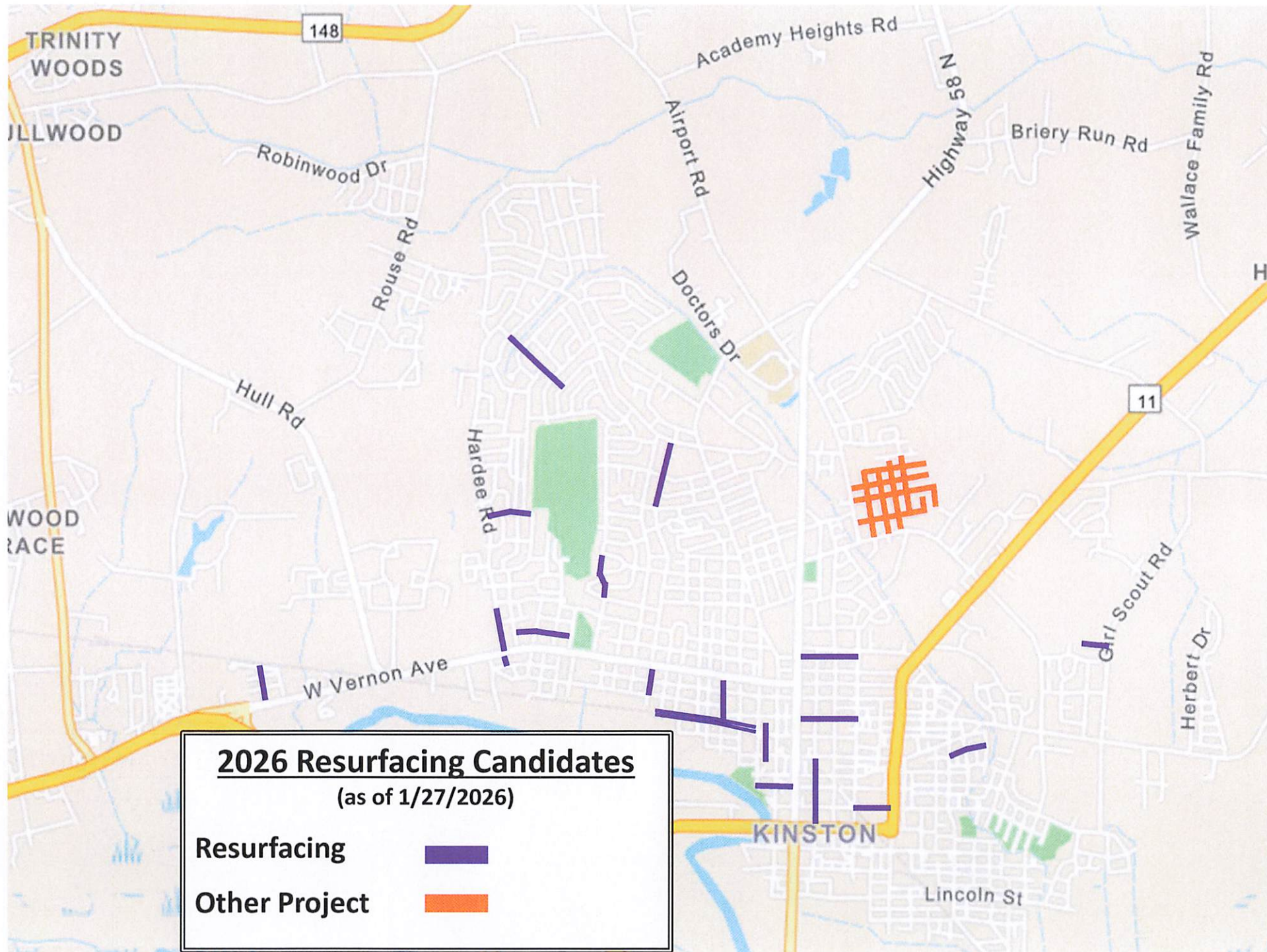
I encourage City Council to review the recommendations and ride the streets to check their conditions. If any councilmember wishes to have another street considered, please let me know so that street can be evaluated and compared to these ones. It would be helpful to have requests for changes submitted to me by February 18th so a final list can be presented on March 3rd.

As a reminder, the full 2022 Street Condition Survey is on our website at <https://www.kinstonnc.gov/DocumentCenter/View/5874>.

Probable Construction Cost Estimate
Project: 2024 Road Improvements
Tuesday, January 02, 2024

Priority #	Road Section	From	To	FY23-24	FY24-25	FY25-26	Comments
1	BRIARWOOD	DR BRIERY RUN	BRIARCLIFF		DONE - OTHER		
2	HERRITAGE	ST KING	BLOUNT				pending utility/stormwater work
3	BOY SCOUT	BV HERRITAGE	PLAZA	COMPLETE			
4	DOUGLAS	ST BRIGHT	SHINE	COMPLETE			
5	WESTWOOD	DR RANDOM	END	COMPLETE			
6	BRIARCLIFF	CT BRIARWOOD	END		DONE - OTHER		
7	CASWELL (McLewean to East in 2024)	ST MCLEWEAN	DR. M.L. KING JR.	COMPLETE			
7A	CASWELL (East to MLK in 2026)	ST MCLEWEAN	DR. M.L. KING JR.			\$40,510.00	KCC construction schedule?
8	HAYLOFT	CR FARM GATE	END	COMPLETE			
9	MELBA	RD HODGES	END		COMPLETE		
10	ATLANTIC W	AV MITCHELL	NELSON			\$82,282.50	
11	DALLAS	DR SHERYL	SABRA	COMPLETE			
12	ROSDALE	AV ORIENTAL	CAROLINA			\$28,787.50	galvanized water line replacement
13	WESTWOOD	DR RANDOM	RANDOM	COMPLETE			
14	FARM GATE	RD AIRPORT	RAILFENCE	COMPLETE			
15	MARGARET	LN CAREY	GREENBRIAR	COMPLETE			
16	VILLA (start at woodline/culvert)	DR CRESTWOOD	END		COMPLETE		
17	WILSON	AV INDEPENDENCE	SUMMIT	COMPLETE			
18	WILSON	AV QUEEN	INDEPENDENCE		COMPLETE		
19	SHINE	ST HERRITAGE	QUEEN	COMPLETE			
20	WORTHINGTON	PL GREENBRIAR	END	COMPLETE			
21	EAGLE	RD FITZGERALD	HASKETT	COMPLETE			
22	ATLANTIC E	AV NELSON	MITCHELL			\$72,380.00	
23	COLLEGE	ST HIGHLAND	HERRITAGE				this is one block, less than 300'
24	GORDON	ST MITCHELL	QUEEN			\$43,900.00	pending utility work
25	CARR-LYLES	DR GIRL SCOUT	END			\$16,462.50	trench repair
26	EDGEHILL	RD MORNINGSIDE	WILSON	COMPLETE			
27	WEST	RD WASHINGTON	VERNON			\$19,755.00	
28	CARRIAGE	LA FARM GATE	END				dead end with no driveways
29	HARDEE	RD DUPREE	VERNON			\$7,402.50	
29A	HARDEE (2")	RD MALL	VERNON			\$57,209.50	
30	PERRY PARK	DR FAIRFIELD	GREENBRIAR	COMPLETE			
31	NELSON	ST PERRY PARK	VERNON		COMPLETE		
32	LAURA	LN VERNON	DR. M.L. KING JR.				candidate for closure
33	BRENTWOOD	DR CUNNINGHAM	LOCKWOOD		COMPLETE		
34	MCLEWEAN	ST BLOUNT	KING			\$71,557.50	
35	MCLEWEAN	ST KING	SHINE	COMPLETE			
36	OXFORD	RD HARDEE	WINDSOR			\$36,217.50	
37	CAPITOLA	AV EAST	QUEEN			\$34,545.00	
38	WASHINGTON (only East to MLK)	AV QUEEN	DR. M.L. KING JR.		COMPLETE		
39A	WASHINGTON (only East to MLK)	AV QUEEN	DR. M.L. KING JR.			\$37,012.50	water issues Queen - East
39	GREENBRIAR (Perry Park to Walker 2024)	RD PERRY PARK	HIGHLAND	COMPLETE			
39A	GREENBRIAR (Walker to Highland 2024)	RD PERRY PARK	HIGHLAND			\$34,545.00	
40	CLEVELAND	DR MONROE	TYLER		COMPLETE		
41	MCDANIEL	ST CASWELL	RAILROAD		COMPLETE		
42	PERRY	ST VERNON	RHODES		COMPLETE		
43	HODGES	RD GRAHAM	HILLMAN		COMPLETE		
44	MT. VERNON PARK	DR VERNON	MONROE		COMPLETE		
45	SYCAMORE	AV VERNON	BAILEY			\$18,095.00	
46	WEST	RD CAMERON	PLAZA			\$40,302.50	
47	PERRY	ST ATLANTIC	VERNON			\$25,497.50	
48	BRIGHT	ST HERRITAGE	END				dead end west of Herritage St
49	LATHAM	DR STALLINGS	END				dead end w 2 driveways, 145'
50	MACON	ST ADKIN	PINE			\$14,805.00	
51	CRAWFORD	ST SPAREE	AIRLEE			\$65,850.00	
52	AIRLEE	AV STOCKTON	CAREY				
53	ESSEX	ST HARDEE	ST. GEORGE				
54	HARRISON	RD CLEVELAND	JEFFERSON				
55	PARROTT	AV CAREY	HERRITAGE				
56	STADIEM	DR OLD SNOW HILL	NOBLES				part of Lawrence Hgts utility work
57	WALNUT	CR BROOKHAVEN	END				
58	CAMELOT	DR HILLANDALE	ROBINWOOD				
59	CAROLINA	AV VERNON	PERRY PARK				
60	DUPONT N.	CR INDEPENDENCE	END				
61	WALKER	DR WEST	GREEMBRIAR				
62	CRESTWOOD	DR ROUSE	END				
63	MCLEWEAN	ST VERNON	BLOUNT				
64	CAMERON	DR CAREY	HERRITAGE				
65	HANOVER	DR CEDAR LANE	END				
66	HILLANDALE	DR CORNWALLIS	ROUSE				
67	MURRAY HILL	RD HODGES	HILLMAN				
68	SABRA	DR EMERSON	STANTON				
69	SUNSET	AV ORIENTAL	DUBOSE				
70	WOODBERRY	RD GREENBRIAR	CAREY				

71	BRIARWOOD	DR	BRIERY	AUTUMN				
72	GREENLEAF	RD	FERNDALE	END				
73	HARPER	DR	NORTHVIEW	MEWBORN				
74	ORIENTAL	AV	VERNON	ELIZABETH				
75	SHERYL	DR	EMERSON	STANTON				
76	SQUIRE	PL	FARM GATE	END				
77	HUNTINGTON	CR	FAIRFAX	END				
78	LOCKWOOD	RD	BRENTWOOD	END		COMPLETE		
79	JOYNER	ST	GEORGE	END				
80	HARDEE	RD	SEDGEFIELD	ESSEX				
81	COLONY	PL	CAMERON	HERRITAGE				
82	LYNN	DR	PHILLIPS	ROSANNE				
83	MICHELLE	DR	STANTON	SHERYL				
84	HAMPTON	RD	HARDEE	CAMBRIDGE				
85	SUTTON	DR	WOODBERRY	GREENBRIAR N				
86	BRIGHT	ST	DOUGLAS	ADKIN				
87	BROOKHAVEN	DR	CAREY	HODGES				
88	CAMBRIDGE	DR	CRAWFORD	OXFORD				
89	GRAHAM	DR	GINGER	HODGES				
90	PHILLIPS	RD	HERRITAGE	BILL FAY PARK				
					\$0.00	\$0.00	\$747,117.00	



City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 17, 2026

Agenda Section: Information and Updates

Item Request: Information Only

Agenda Item to be Considered

Presenter: Donna Goodson, Finance Director

Subject: FY25-26 Quarter 2 Budget Status

Action Requested: None

Supporting Documentation: Memo

Department Head's Approval

dhg

City Manager's Approval

Ralph Clark

Budgetary Impact: ☒ None ☐ Budgeted ☐ Needs Budget Ordinance

Staff Recommendation: None



City of Kinston

Post Office Box 339
Kinston, North Carolina 28502
Phone: 252.939.3147



FINANCE OFFICE

KAREEM S MOORE
Mayor

JAMES P. CAULEY III
City Attorney

RALPH CLARK
Interim City Manager

DEBRA THOMPSON
City Clerk

Date: February 10, 2026

To: Ralph Clark, Interim City Manager

From: Donna Goodson, Finance Director *dlg*

Subject: 2nd Quarter, July 1, 2025 – December 31, 2025 Interim Report

This interim financial report summary reflects six months, or 50%, of FY 25-26 and does not include any accruals. It represents the activity from July 1, 2025 through December 31, 2025. Combining all funds, the City received \$55,986,561 in revenues and expended \$51,228,638. Internal service funds have not been presented since the charges are captured within the individual funds.

The General Fund derived 63% of its revenues from 3 major sources; Property Taxes (41%), Local Government Sales Tax (17%) and State Shared Revenue/Franchise Tax (6%).

The City's overall expenditures, both personnel and non-labor, shows spending at an average of 45%, which is proportional to previous years.

Attached you will find the summary revenue and expenditure totals for the major operating funds and a chart comparing the actual revenues and expenditures for FY 2026 and FY 2025.

Interim Financial Report - Summary
For the Period Ended December 31, 2025
Six Months or 50% of the Year Complete

****Revenues and Expenditures include other financing sources (uses)****

<u>FUND</u>	<u>FY 2026 YTD Actual Revenues</u>	<u>FY 2026 YTD Actual Expenditures</u>	<u>Revenue Over (Under) Expenditures</u>
General Fund - 1100	\$ 13,697,240	\$ 14,080,391	\$ (383,151)
KCC - 1600	825,272	795,764	29,508
Water Fund - 6100	6,060,382	4,281,551	1,778,831
Wastewater Fund - 6200	3,925,836	2,835,720	1,090,116
Electric Fund - 6300	25,478,250	26,772,066	(1,293,816)
Environmental Services Fund 6400	2,428,389	2,100,406	327,983
Stormwater Fund - 6500	3,571,192	362,740	3,208,453
Total	\$ 55,986,561	\$ 51,228,638	\$ 4,757,924

<u>REVENUES</u>	<u>FY 2026 Budget</u>	<u>FY 2026 YTD Actual</u>	<u>% Received</u>	<u>FY 2025 YTD Actual</u>	<u>FY 2026 vs. FY 2025</u>
General Fund - 1100	\$ 32,797,506	\$ 13,697,240	42%	\$ 11,288,567	121%
KCC - 1600	1,637,117	825,272	50%	697,355	118%
Water Fund - 6100	11,012,874	6,060,382	55%	5,064,216	120%
Wastewater Fund - 6200	8,136,140	3,925,836	48%	5,546,844	71%
Electric Fund - 6300	51,029,061	25,478,250	50%	26,820,485	95%
Environmental Services Fund 6400	5,393,863	2,428,389	45%	2,444,562	99%
Stormwater Fund - 6500	4,776,595	3,571,192	75%	549,762	650%
Total	\$114,783,156	\$ 55,986,561	49%	\$ 52,411,791	107%

<u>EXPENDITURES</u>	<u>FY 2026 Budget</u>	<u>FY 2026 YTD Actual</u>	<u>% Expended</u>	<u>FY 2025 YTD Actual</u>	<u>FY 2026 vs. FY 2025</u>
General Fund - 1100	\$ 32,797,506	\$ 14,080,391	43%	\$ 12,602,576	112%
WOW Center - 1600	1,637,117	795,764	49%	674,537	118%
Water Fund - 6100	11,012,874	4,281,551	39%	3,945,451	109%
Wastewater Fund - 6200	8,136,140	2,835,720	35%	5,044,664	56%
Electric Fund - 6300	51,029,061	26,772,066	52%	24,183,999	111%
Environmental Services Fund 6400	5,393,863	2,100,406	39%	2,076,021	101%
Stormwater Fund - 6500	4,776,595	362,740	8%	418,930	87%
Total	\$114,783,156	\$ 51,228,638	45%	\$ 48,946,178	105%

Interim Financial Report - Summary
For the Period Ended September 30, 2025
Three Months or 25% of the Year Complete

******Operating Revenues Detail General Fund******

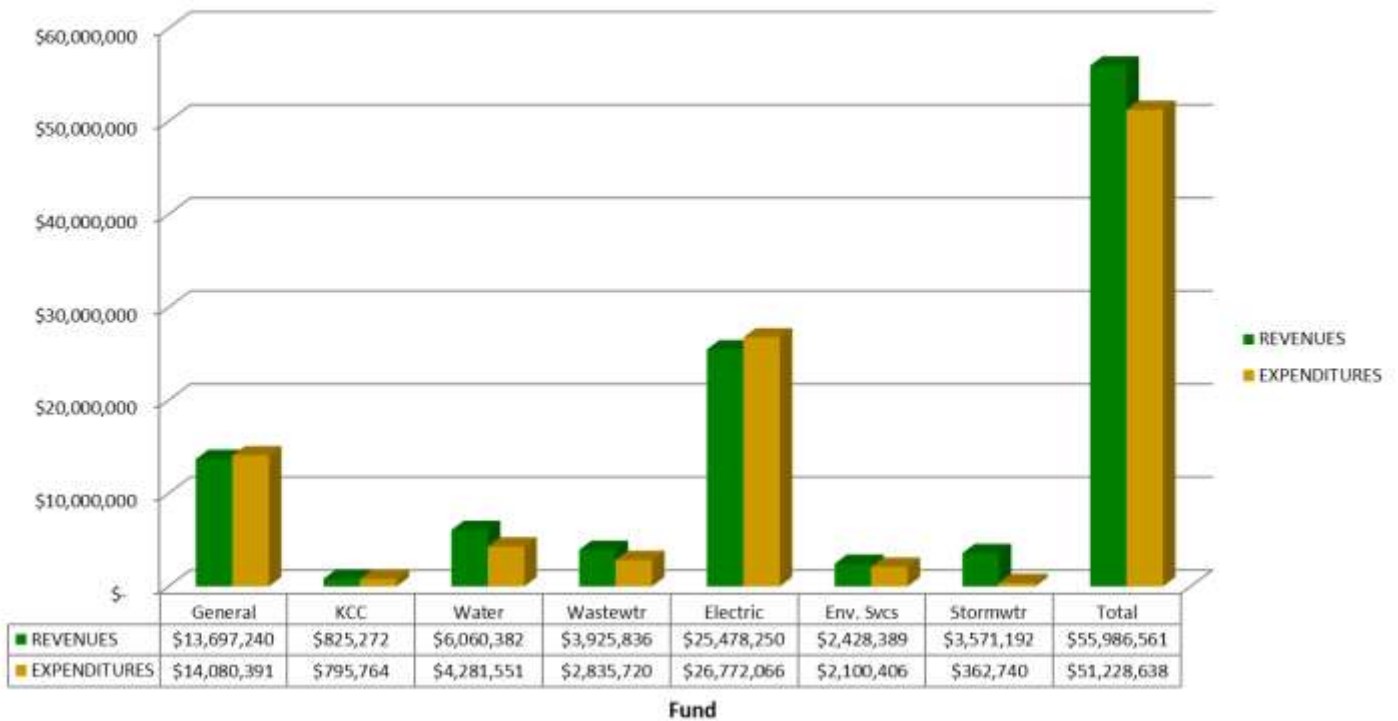
REVENUE	FY 2026 YTD BUDGET	FY 2026 YTD ACTUAL REVENUE	BUDGET TO ACTUAL OVER (UNDER)	% YTD ACTUAL OF BUDGET
Advalorem Taxes	\$ 15,287,750	\$ 5,546,115	\$ (9,741,635)	36%
Other Taxes (State Shared Revenues)	8,843,000	3,004,290	(5,838,710)	34%
Unrestricted Intergovernmental	657,193	542,033	(115,160)	82%
Restricted Intergovernmental	892,000	746,525	(145,475)	84%
Sales and Services	1,481,400	691,885	(789,515)	47%
Investment Earnings	130,000	87,165	(42,835)	67%
Other Revenues	481,613	445,988	(35,625)	93%
Debt Issuance	1,494,230	864,530	(629,700)	0%
Surplus Sales	24,000	8,409	(15,591)	35%
Transfers	2,338,933	1,760,300	(578,633)	75%
Interdepartmental Billings	3,425,150	1,712,575	(1,712,575)	50%
Appropriated Fund Balance	1,167,386	-	(1,167,386)	0%
Less Shared Services Reimbursement	(3,425,149)	(1,712,575)	1,712,574	50%
Total	\$ 32,797,506	\$ 13,697,240	\$ (19,100,266)	42%

Interim Financial Report - Summary
For the Period Ended December 31, 2025
Six Months or 50% of the Year Complete

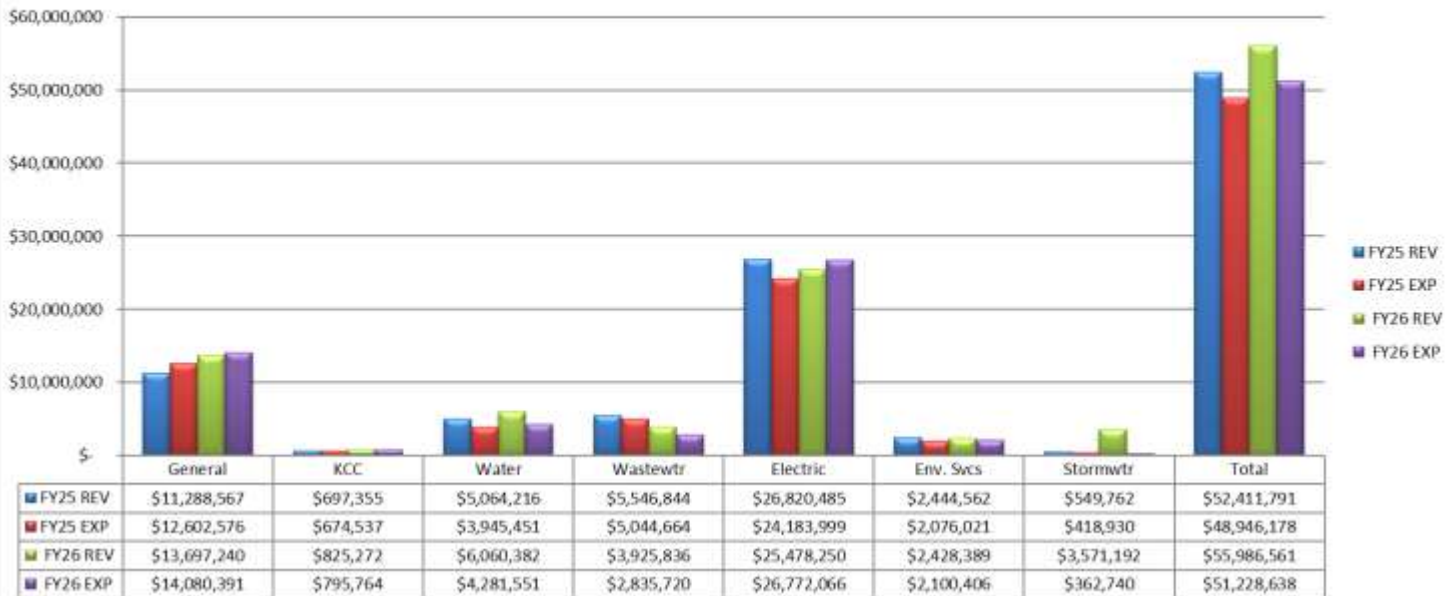
******General Fund Operating Expenditures by Organization******

ORGANIZATION	FY 2026 YTD BUDGET	FY 2026 YTD ACTUAL EXPENDITURES	BUDGET TO ACTUAL (OVER) UNDER	% YTD ACTUAL OF BUDGET
4110 City Clerk	\$ 191,127	\$ 62,325	\$ 128,802	33%
4111 City Council	275,572	143,813	131,759	52%
4120 City Manager - Administration	705,775	264,796	440,979	38%
4122 Management Information Systems	1,674,920	716,862	958,058	43%
4123 Municipal Svc District & Pride Mgmt	105,618	50,054	55,564	47%
4130 Collections	555,965	219,437	336,528	39%
4133 Warehouse Operations	259,275	120,901	138,374	47%
4134 Accounting Services	803,726	388,151	415,575	48%
4140 HR - Administration	615,312	231,391	383,921	38%
4252 Street Maintenance	2,264,330	444,483	1,819,847	20%
4253 Cemetery	981,400	257,167	724,233	26%
4260 City Hall Maintenance	441,604	84,299	357,305	19%
4262 Other Misc Properties	161,874	69,218	92,656	43%
4292 Planning	873,558	246,109	627,449	28%
4371 Law Enforcement	10,225,124	4,934,525	5,290,599	48%
4372 Fire & Rescue	5,956,019	2,508,409	3,447,610	42%
4510 Engineering	834,961	308,924	526,037	37%
6121 Recreation - Administration	359,340	181,093	178,247	50%
6122 Recreation - Programs	1,558,196	819,746	738,450	53%
6123 Recreation - Parks	2,319,674	1,043,383	1,276,291	45%
6124 Recreation - County	920,000	479,611	440,389	52%
6124 Recreation - Stadium	631,852	477,863	153,989	76%
6126 Recreation - Visitors Center	13,675	3,727	9,948	27%
7204 Public Service Complex	610,965	441,669	169,296	72%
8000 Transfers to Other Funds	1,928,713	870,333	1,058,380	45%
9500 Capital Outlay-(Non-recurring)	156,031	54,300	101,731	35%
9900 Organizational Support	798,050	370,376	427,674	46%
Less Shared Services Reimbursement	(3,425,150)	(1,712,575)	(1,712,575)	50%
Total	\$ 32,797,506	\$ 14,080,391	\$ 18,717,115	43%

Revenues vs. Expenditures Actual thru 12/31/25



Revenues vs. Expenditures Comparison FY26 and FY25 Actuals thru 12/31/25



City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 17, 2026

Agenda Section: Information and Updates

Item Request: Information Only

Agenda Item to be Considered

Presenter: Donna Goodson, Finance Director

Subject: ARPA Expenditures Update as of 12/31/25

Action Requested: None

Supporting Documentation: Expenditure Summary

Department Head's Approval *dhg*

City Manager's Approval *Ralph Clark*

Budgetary Impact: ☒ None ☐ Budgeted ☐ Needs Budget Ordinance

Staff Recommendation: None

**CITY OF KINSTON
ARPA FUNDS PROJECT SUMMARY
AS OF DECEMBER 31, 2025**

PROJECT NAME	EXPENDITURE CATEGORY	TOTAL OBLIGATED	PROJECT TO DATE EXPENDITURES
PREMIUM PAY	PUBLIC SECTOR EMPLOYEES	\$ 827,744	\$ 827,744
GOVERNMENT SERVICES	PROVISION OF GOVERNMENT SERVICES	5,051,307	4,977,243
EMMA WEB PARTF GRANT	NON-FEDERAL MATCH FOR OTHER FEDERAL PROGRAMS	507,964	507,964
TOTALS		\$ 6,387,015	\$ 6,312,951
TOTAL AWARDED		\$ 6,387,015	\$ 6,387,015
REMAINING FUNDS TO BE EXPENDED		\$ 0	\$ 74,064

City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 17, 2026

Agenda Section: Information and Updates

Item Request: Information Only

Agenda Item to be Considered

Presenter: Donna Goodson, Finance Director

Subject: FY2026-2027 Proposed Budget Calendar

Action Requested: None

Supporting Documentation: Memo

Department Head's Approval

dlg

City Manager's Approval

Ralph Clark

Budgetary Impact:

☒ None

☐ Budgeted

☐ Needs Budget Ordinance

Staff Recommendation: No Recommendation



City of Kinston

Post Office Box 339
Kinston, North Carolina 28502
Phone: 252.939.3147



FINANCE OFFICE

KAREEM S MOORE
Mayor

JAMES P CAULEY III
City Attorney

RALPH CLARK
Interim City Manager

DEBRA THOMPSON
City Clerk

Date: February 11, 2026

To: Ralph Clark, Interim City Manager
From: Donna Goodson, Director of Finance
Subject: FY 26-27 Proposed Budget Calendar

TBD	Work session with Council
02/20/2026	Electronic Budget Files available to Department Heads
03/30/2026	Budget Requests due from General Fund and Internal Service Fund Organizations
04/6/2026	Budget Requests due from Electric Funds and Stormwater Funds
04/13/2026	Budget Requests due from Environmental Services Funds, Water Funds, And Wastewater Funds
03/30/2026 - 04/24/2026	Meetings between Department Heads and City Manager, Finance and HR To Discuss Budget Requests
TBD	Budget Request Work Session with Council and Departments
06/01/2026	Deadline for Manager's Recommended Budget to be given to Council
06/02/2026	Manager's Recommended Budget Presented and Public Hearing
TBD	Possible Work Session with Council and Departments if needed
6/16/2026	Adoption of Budget Ordinance

City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 03, 2026

Agenda Section: Information and Updates

Agenda Item: Information Only

Action Requested: NONE

Agenda Item to be Considered

Presenter: Scott Alston, Director of Parks & Recreation

Subject: Summer Recreation Jobs Update

Supporting Documentation: Departmental Memo, Flyer

Department Head's Approval x

City Manager's Approval Ralph Clark

Budgetary Impact: none

Staff Recommendation:



Kinston/Lenoir County Parks & Recreation Department



SCOTT ALSTON
Director of Parks and Recreation

TO: Steve Harrell, Interim City Manager

FROM: Scott Alston, Recreation Director

DATE: January 27, 2026

RE: Summer Jobs Update

Kinston/Lenoir County Recreation Department will be giving a brief update on summer recreation jobs on February 3rd, 2026, at the regular City Council meeting. Attached is the advertisement flyer that was released to the public.

SUMMER JOBS

NOW HIRING!

*Ages 16 & Older



~Lifeguards
~Day Camp Counselors
~Sprayground Attendants
...AND MORE!

GAIN EXPERIENCE

MEET NEW PEOPLE

MAKE MONEY!



Scan the QR code or apply online @

<https://www.governmentjobs.com/careers/kinstonnc>



Apply Now



CITY OF KINSTON
KINSTON-LENOIR CO. PARKS & RECREATION

City of Kinston
City Council Agenda



Meeting Date: Wednesday, February 11, 2026

Agenda Section: Appointments

Item Request: Approval

Agenda Item to be Considered

Presenter: Mayor Kareem S. Moore

Subject: Re-appointment of Warren S. Perry, Jr. to Library Board

Action Requested: Approval

Supporting Documentation: Recommendation letter and application.

Department Head's Approval _____

City Manager's Approval Ralph Clark

Budgetary Impact: ☐ None ☐ Budgeted ☐ Needs Budget Ordinance

Staff Recommendation:



10/06/2025

City of Kinston
207 E King St, Kinston, NC 28501
Kinston, NC 28502

To Mayor Hardy and Councilmembers:

Libraries are important cornerstones of a healthy community. Libraries give people the opportunity to find jobs, receive homework help, access technology, and experience new ideas, while at the same time providing a sense of connection. The Kinston-Lenoir County Public Library and Neuse Regional Libraries have embraced the philosophy that community-centered approaches should steer every new undertaking, and that has led to a Library that is clearly deeply valued by its users and prioritized by its community.

As you also know, behind every great library is a great Board of Trustees that advocates and serves in countless ways to provide key services to the community. On behalf of the Kinston-Lenoir County Public Library, I support the reappointment of Dr. Warren "Wes" Perry, who currently serves as the Chairman of the Neuse Regional Library Board. Dr. Perry, who represents the City of Kinston community, has worked tirelessly for the benefit of the Kinston-Lenoir County Public Library and continues to serve as a powerful advocate for the Library. The success and achievements of the Kinston-Lenoir County Public Library depend upon the leadership, commitment, and dedication of its trustees. We are blessed with a dedicated board member who loves the Kinston-Lenoir County Public Library and has served for six years proactively and positively. Thank you for your consideration of the reappointment of Dr. Wes Perry as well as your continued support of the Library. We are very grateful.

Enclosure: City of Kinston Citizen Board/Commission Application

Note: Dr. Wes Perry's term ends on March 2, 2026, and he is eligible for reappointment in March 2026 for an additional six years.

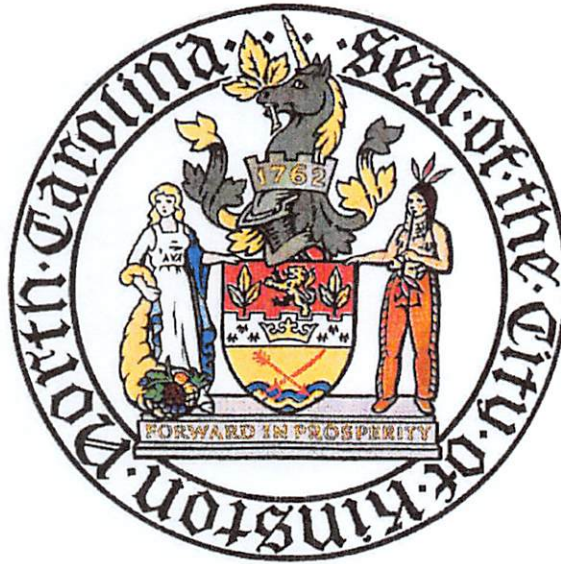
Sincerely,

Melanie Morgan
Director of Libraries

510 North Queen Street, Kinston, NC 28501

P (252) 527.7066 F (252) 527.8220 E mmorgan@neuselibrary.org W neuselibrary.org

Citizen Board/Commission Application

☐

City of Kinston Citizen Board/Commission Application

I, the undersigned am a registered voter in Lenoir County and have an interest in community service and I am providing this information for use by the City Council and considering my qualifications for appointment to the following Board(s) or Commission(s).

Please number your preferences, up to four, in the order of priority for the board or commission on which you wish to serve.

Selection Preferences

- | | |
|--|---|
| <input type="checkbox"/> Board of Adjustment/Planning Board | <input type="checkbox"/> Historic Preservation Commission |
| <input type="checkbox"/> Kinston Housing Authority | <input checked="" type="checkbox"/> Kinston-Lenoir County Library Board |
| <input type="checkbox"/> Lenoir County Tourism Development Authority | <input type="checkbox"/> Neuse Regional Water & Sewer Authority |
| <input type="checkbox"/> Parks and Recreation Commission | <input type="checkbox"/> Pride of Kinston Board of Directors |
| <input type="checkbox"/> Utility Advisory Commission | |

Full Name*

Warren (Wes) Perry

Home Address*

105 Country Club Dr

City*

KINSTON

Zip Code*

28504

Employer/Company

retired

Position/Title

Dentist

Preferred Contact #*

2525210566

Alternate Contact #

Email Address*

weswinhunts@yahoo.com

Do you reside inside the City limits?

yes

Extra Territorial Jurisdiction?

How long?

Why are you interested in serving on this board/commission? (Use additional Sheet of paper if needed)

already on the board
this is for reappointment

How did you hear about this board/commission vacancy?

friends

Please describe your current and past Civic or Community involvement.

lots

Do you have any special skills, experience, or background which would assist you with working on this board/commission?

yes

Applications will remain on file for one year.

No member of the City of Kinston's Boards and Commissions may discuss, advocate or vote on any matter in which he or she has a separate, private or monetary interest, either direct or indirect. The member who has such interest in any official act or action shall publicly disclose on the record of the Board or Commission the nature and extent of such interest, and shall withdraw from any consideration of the matter if excused by the Board or Commission.

By signing this application, you hereby acknowledge the potential for a background check, the conflict-of-interest clause stated above, the potentiality that your information submitted may become public, as well as the individual by-laws and/or rules of procedures which dictate your role as a volunteer board/commission member.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Date*

Warren S Perry jr

10/3/2025

08:15 AM

City of Kinston
City Council Agenda



Meeting Date: Tuesday, February 17, 2026

Agenda Section: City Manager's Report

Item Request: Approval

Agenda Item to be Considered

Presenter: Ralph Clark, Interim City Manager

Subject: City Manager Recruitment Services Clarification of Services

Action Requested: Approval

(Yes, if necessary)

Supporting Documentation:

Department Head's Approval _____

City Manager's Approval Ralph Clark

Budgetary Impact: ☐ None ☐ Budgeted ☐ Needs Budget Ordinance

Staff Recommendation:



City Manager's Office

City of Kinston

Post Office Box 339
Kinston, North Carolina 28502
Phone: 252.939.3111 Fax: 252.939.3388

RALPH CLARK
Interim City Manager

ALTHEA SIMMONS
Administrative Manager

SHARON MERVIN
Public Information
Officer

City Manager Recruitment Service Agreement Clarification of Services Approved February 12, 2026

After a thorough review of the Council Meeting video and the draft of the minutes, it is unclear what was approved. It seems clear to me that the basic proposal from Raftelis, which is broken into three parts and includes pass-through costs, was approved; however, the additional services for Community Engagement Design and Facilitation do not appear to be included in the approval motion.

As I review the Scope of Work proposed in the agreement, broken out with pricing for each component, I find that, with approval, the recruitment process appears complete; however, the discussion indicates that some additional services may be desired. The activity for the basic services is listed below:

Activity 1	Develop Candidate Profile	\$ 9,178.00
Activity 2	Conduct Outreach and Initial Screening	13,897.00
Activity 3	Support Interviews and Selection	11,225.00
Total Fixed Fee		\$34,300.00

Additional Cost

Advertising	Not to exceed	\$2,500.00
Background Checks	Not to exceed	\$500 ea. (est.2 max)
Finalist Interview Travel	Estimated	\$1,500
Grand Total including additional cost		\$39,300.00

Additional Services beyond the normal recruitment process:

Community Focus Groups/Listening Sessions
(Virtual or in Person) \$2,500.00 ea.

Facilitated Public Meetings \$5,000.00 ea.
(Includes feedback solicitation from attendees)

These were mentioned in your conversation during the review and approval process, but they do not appear to be included in the final approval.

I had an extensive conversation with Anne Lewis, the senior person with Raftelis for this proposal, about the process from the beginning to the end, and I am impressed at how they propose to implement the search. It appears to me that the process described in the basic approach is thorough and well-designed to identify a sufficient number of high-quality candidates for you to select a highly qualified City Manager without additional services. Personally, I believe that the public has given you their proxy and trust through the election process to exercise good judgment and to identify the requirements necessary for the recruitment process to produce good quality applicants for you to choose.

I often compare this process to a marriage, and it is critical that you make the right decision. Divorce is usually very painful and costly. Finding the right person who aligns with you and provides leadership for you, your employees, and the community is extremely important. The citizens have given their trust in you as elected officials, and it could be the most important decision that you will make during your tenure.

I am attaching some suggested skills and personality traits that illustrate what might be included in your list for recruiters to consider when evaluating candidates.

Ralph Clark
Interim City Manager

Essential Skills of a New City Manager

Short Learning Curve-Understanding the Services Offered-having experience in all is a plus especially since the city owns and operates the Electric System.

Understanding the diverse population not only from color but the needs and abilities to pay from each sector from a financial standpoint.

Leadership Skills-The ability to guide the City Council to making good decisions.

Leadership Skills-The ability to guide employees to have confidence in their actions, while being able to motivate and create a positive atmosphere for all.

The ability to earn respect-From the City Council, the Employees, and the Citizens quickly.

The ability to identify the needs of the community-Then the ability to develop a road map with directions to correct the deficiencies.

Understanding the Population-The ability to understand the City's population needs or wants while having the ability to determine if this is something that the citizens or businesses can afford.

Personal Principles, Skills, Character, Abilities

Transparency-In all transactions and actions to everyone

Ethics-A person with high ethical standards

Respect-A person who shows respect to all including the City Council, the Employees, the Citizens or anyone else that they encounter regardless of where they are.

Integrity-A person who has demonstrated high standards throughout life, through honesty and respect for others.

Laws, Rules, Regulations-One who respects and obeys these.

Communication Skills-One who realizes that it takes many forms to adequately communicate with others and can adapt to the appropriate means that can be effective with everyone.