

**VILLAGE OF TOBACCOVILLE
COUNCIL MEETING MINUTES
Thursday, December 4, 2025**

Mayor Myron Marion called the meeting to order at 7:00 p.m. Mayor Myron Marion gave the invocation and led the Pledge of Allegiance. The following elected officials and staff were present: Mayor Myron Marion, Mayor Pro Tem Boyce Shore, Council Members Carla Hall, Mark Baker and Chris Starling, Administrator Lori Shore, and Clerk Kimberly Keen. Attorney Amy Lanning was absent. Total in attendance: 29

APPROVAL OF NOVEMBER 6, 2025 REGULAR COUNCIL MEETING MINUTES AND APPROVAL OF NOVEMBER 6, 2025 CLOSED SESSION COUNCIL MEETING MINUTES

Mayor Pro Tem Boyce Shore made a motion to approve the November 6, 2025 Regular Council Meeting Minutes and the November 6, 2025 Closed Session Council Meeting Minutes. Council Member Carla Hall seconded. The vote was unanimous in favor of the motion.

MONTHLY FINANCIAL AUDIT REPORTS FOR SEPTEMBER 2025 & OCTOBER 2025.

Mayor Myron Marion conducted an internal audit of the records for the month of September 2025 and found no discrepancies. The monthly financial documentation was presented at the November 6, 2025 meeting. (attachment)

Mayor Myron Marion conducted an internal audit of the records for October 2025 and found no discrepancies. (attachment)

PRESENTATION OF FINANCIAL AUDIT FOR FISCAL YEAR 2024-2025

Monty Pendry from Gibson & Company P.A, presented the Audit for Fiscal 2024-2025. The audit has been approved by the Local Government Commission and received a *clean* opinion. The Village's fund balances are very healthy, and the Village remains financially strong.

OATHS OF OFFICE

District Court Judge Eric Morgan administered the Oath of Office of Mayor to Mark Baker, Council Member Chris Starling, and Council Member Chris Copeland.

PRESENTATION OF PLAQUES FOR YEARS OF SERVICE

Mayor Mark Baker presented Recognition of Achievement and Service Plaques to Myron Marion, Boyce Shore, and Lori Shore for their hard work and dedication to The Village of Tobaccoville. There was a short recess.

ORGANIZATION OF NEW COUNCIL

- a. Appointment of Mayor Pro Tem: Council Member Chris Copeland made a motion to nominate Council Member Carla Hall as Mayor Pro Tem for the Village of Tobaccoville. Council Member Chris Starling seconded. The vote was unanimous.
- b. Selection of Council Meeting Day & Time: There was a consensus of the Council to continue to meet on the first Thursday of the month at 7 p.m.
- c. Designated Areas of Responsibilities: After discussion, it was the consensus of the Council to approve the Designated Areas of Responsibility during the January 2026 Council Meeting.
- d. It was the consensus of the Council to continue to utilize the *Suggested Rules of Procedure for a City Council, 3rd Edition*.

ADMINISTRATOR'S UPDATE

Administrator Lori Shore reviewed the October 2025 financial report. Administrator Lori Shore also updated Council on the following items:

- Coca-Cola has removed the drink machines from the park. Administrator Lori Shore has had a meeting with a new vending company about the possibility of vending machines being installed in the park. Administrator Lori Shore will forward a draft contract from the new vending company to Council for them to review.
- The Christmas lights will be taken down on January 5, 2026 with a rain date of January 9, 2026.
- The Village will not have any changes to the garbage/recycling services during the Christmas holiday or the New Year's holiday.
- New Council Members will need to have 2 hours of ethics training within their first year in office.
- Bulk Item Pickup discussions have started with the City of King.
- Donation of a granary has been offered by the Kapp Family to The Village of Tobacoville Park. The Village would pay for the cost to move and set up in the Park, Administrator Lori Shore will look into this further.
- Tobacco Ridge has expressed interest in purchasing the rent house.

UPCOMING MEETINGS AND PUBLIC INFORMATION

Village Hall will be closed December 24, 2025 – December 26, 2026 – Christmas

Village Hall will be closed January 1, 2026 – New Year's Day

The January 2026 Council Meeting will be held on January 8, 2026 at 7 p.m. due to New Year's Day

PUBLIC COMMENT TIME

Mayor Mark Baker opened the floor to receive public comment. Being no one gave written or verbal requests wishing to address the Council, Mayor Mark Baker closed the meeting's public comment portion.

ADDITIONS/DELETIONS TO AGENDA

It was the consensus of the Council to add these items to the agenda:

- Closed Session

MONTHLY FINANCIAL REPORT

Administrator Lori Shore gave the financial report earlier in the Administrator's update. (attachment)

PARC UPDATE

Mayor Mark Baker informed Council that the annual Tree Lighting Service was a success. The PARC Committee will meet in January to discuss events for 2026.

VACANCY OF COUNCIL MEMBER SEAT

Administrator Lori Shore read statute 160A-63 regarding the vacancy on the Council. It was the consensus of the Council to advertise the vacancy and review any interested parties' qualifications at the next meeting. Administrator Lori Shore will advertise the vacancy on the Village of Tobacoville website.

APPROVAL OF POWELL BILL PROJECT FOR FISCAL YEAR 2025 - 2026

A motion was made by Mayor Pro Tem Carla Hall to approve the draft contract with the North Carolina Department of Transportation to perform a resurfacing project on SR 1626 Kapp Road, SR 1821 Meadow Lane, and SR 4006 Poplar Lane, in the amount of \$167,382. Council Member Chris Starling seconded. The vote was unanimous in favor of the motion. (attachment)

CLOSED SESSION

Mayor Mark Baker made a motion to go into closed session per statute 143.318.11 (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee and 143.318.11 (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. Mayor Pro Tem Carla Hall seconded. The vote was unanimous in favor of the motion. Council went into closed session at 8:24 p.m.

A motion to exit closed session and enter open session was made by Council Member Chris Starling. Mayor Pro Tem Carla Hall seconded. The vote was unanimous in favor of the motion. Council exited closed session at 8:49 p.m.

ADJOURNMENT

Mayor Pro Tem Carla Hall made a motion to adjourn. Council Member Chris Starling seconded. The vote was unanimous in favor of the motion and the meeting adjourned at 8:57 p.m.

Minutes Prepared By:

Kimberly L. Keen, Village Clerk

Mark Baker, Mayor

SEAL