

**THE ERWIN BOARD OF COMMISSIONERS
OCTOBER 2021 REGULAR WORKSHOP
MONDAY, OCTOBER 25, 2021 @ 6:00 P.M.
ERWIN MUNICIPAL BUILDING BOARD ROOM**

AGENDA

1. **MEETING CALLED TO ORDER**
 - A. Invocation
 - B. Pledge of Allegiance
2. **AGENDA ADJUSTMENTS /APPROVAL OF AGENDA**
3. **OLD BUSINESS**
 - A. Erwin Depot
4. **CLOSED SESSION**
 - A. Pursuant to General Statute 143-318.11(a) (6) for the Purpose of Discussing Personnel
5. **ADJOURNMENT**

ERWIN BOARD OF COMMISSIONERS**REGULAR WORKSHOP MINUTES****OCTOBER 25, 2021****ERWIN, NORTH CAROLINA**

The Board of Commissioners for the Town of Erwin with Mayor Pro Tem Randy Baker presiding, held its Regular Workshop in the Erwin Municipal Building Board Room on Monday, October 25, 2021, at 6:00 P.M. in Erwin, North Carolina.

Board Members present were: Mayor Pro Tem Randy Baker and Commissioners Ricky Blackmon, William Turnage, Thurman Whitman, Alvester McKoy, and Melinda Alvarado.

Board Members absent were: Mayor Patsy Carson

Town Manager Snow Bowden, Town Clerk Lauren Evans, and Town Attorney Tim Morris were present.

Mayor Pro Tem Randy Baker called the meeting to order at 6:00 P.M.

Commissioner Turnage gave the invocation.

Commissioner Blackmon led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

Town Manager Snow Bowden requested to add Closed Session to the agenda in Pursuant to General Statute 143-318.11(a) (6) for the Purpose of Discussing Personnel.

Commissioner Turnage made a motion to approve the adjusted agenda and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

OLD BUSINESS**Erwin Depot**

Mayor Pro Tem Randy Baker stated this has been a long time coming and asked that the staff start the discussion and briefly go over the full timeline of what has taken place with the Depot since the beginning.

MINUTES CONTINUED FROM OCTOBER 25, 2021

Town Manager Snow Bowden stated that 2012 is a good starting point which is when discussion about the Depot began with the Erwin Historical Society. Since 2016, roughly we have spent about \$91,000 between moving it down here, raising the cable lines, putting the foundation down, site improvements to the previous location. The Town received a \$50,000 grant in 2017. The Town put out a bid to have some improvements on the building including lead-based paint. We never received any bids so the staff was directed to reach out to the Department of Commerce to use the remaining funds to get plans drawn up, which was approved by them so the Town used the remaining funds along with some money out of the General Fund to fund the proposed plans. It cost \$75,000 to have the plans produced.

Mayor Pro Tem Randy Baker asked staff to explain the damage that has transpired on the roof of the Depot.

Town Manager Snow Bowden stated that the roof has gotten worse and at one point we did reach out to file an insurance claim and received quotes but we decided that since more work needed to be done to the inside, we would wait to do all the work at once.

Commissioner Turnage stated he and Town Manager Snow Bowden visited the depot the previous week and he could not believe what he saw. The floor was rotten and the ticket booth needs to be thrown away. He stated the Board should have funded securing the roof when we had the chance. He stated the Depot is a total disaster and needs to be cleaned out on the inside. He asked if Mark and his employees could do the work.

Commissioner stated that if it is not safe, then Mark and none of our employees should be inside.

Mayor Pro Tem Randy Baker stated that is this a worthwhile project but he wants to know how we can afford it. Comments have been made that the Town is debt-free but there are still monthly obligations that we have budgeted for. When the Depot discussion was first made, there were funds that were allocated for a textile museum. We had those funds and he believed that the Town Board had all the intention to use those funds to fix the Depot but the Town of Erwin lost those funds. Since we no longer have those funds, we only have our day-to-day operating funds. He stated we all have our wants and desires but we have to look at the funds. Town Manager Snow Bowden submitted the Board with the architect's project costs which are estimated to be a total of \$865,000.

Commissioner McKoy arrived at 6:10 PM.

Town Manager Snow Bowden stated the estimates are pre-COVID so the costs may go up 10-20%.

Discussion continued amongst the Board and Staff about the provided estimates.

MINUTES CONTINUED FROM OCTOBER 25, 2021

Mayor Pro Tem Randy Baker stated he is looking for options. To get the Building back to its original standing it would cost roughly \$350,000-\$370,000. He asked Town Manager Snow Bowden where the funding will come from.

Town Manager Snow Bowden stated that Town Staff recommended potentially raising taxes. Right now, every cent of taxes is about \$28,000 in additional revenue. He does not believe he can trim any more money out of the budget.

Commissioner Turnage stated he recommended borrowing \$700,000. He felt like the Town could take the money we are receiving from the Cell Tower which is \$2,172 and help pay the loan. He stated we do not know what it is going to cost until we put out bids.

Town Manager Snow Bowden stated that Town Staff recommended not relying on Cell Tower rent because it is not guaranteed.

Discussion continued amongst the Board and Staff on the steps on applying for a loan and options on how to fund the Depot Project.

Commissioner Turnage proposed putting panels on the roof to help with the annual cost.

Commissioner Alvarado stated she felt that this is a worthwhile project for not only our current generation but for the others coming behind us to be able to look at the history of the Town, especially with the new school. The Town is headed in an awesome place and we need to preserve our history as best we can. She stated she was not on the Board when the Depot discussion first started but she would love to see it restored and then once that is paid off, maybe we could move on in phases. At the same time, she wanted to make sure we are not putting the Town in a bad financial situation.

Commissioner Whitman stated he is for the Project but the Cell Tower money is not guaranteed and the contract is not guaranteed. He wanted to know where the money is going to come from. He stated he is against putting the Town in debt of half of a million dollars or raising taxes on our citizens. He did not feel that the Town could afford it.

Commissioner Blackmon stated with USDA, you will not get a lower rate than that. USDA also offers a certain percent of grant money calculated by your population and they require to be involved in the project from the beginning and will inspect the building every year or two. He stated if we are going to do this project, and he felt we should, we need to do it all at once instead of in phases. We need to move forward, put it out for bids, and review the numbers. We can not depend on the Cell Tower money to pay back our debt but it could help with the operational costs while we have it. He stated the Depot would be a great asset to the Town. He recommended Town Manager Snow Bowden to reach out and have new plans produced that are up to new code. By the time we have new plans and review them, put out for bids, and receive them back,

MINUTES CONTINUED FROM OCTOBER 25, 2021

the Board will have a good idea of how the revaluation next year will affect the Town. USDA's budget starts October 1st, so this is a good time to try and get money.

Commissioner McKoy stated we can sit here and talk about how beautiful the Depot would be, how nice it would be, how we need to preserve our history but at the same time, we need to be realistic. He is for the project, he felt it would be a nice addition to the Town but he is not for raising taxes on the backs of the citizens of Erwin. When that building was moved in 2016, it cost over \$15,000. Is that money just blown in the wind? He needs to make a decision, we cannot just throw that money away and it is time to act expeditiously.

Mayor Pro Tem Baker stated every citizen would benefit from this project. He asked his fellow Commissioner to reserve and use the community enhancement funding to fund this project. Right now, we have \$193,000 we have collected from the cell tower since the creation of the tower. He wants to hear from the citizens. This discussion affects every citizen in Erwin. He would like community input and proposed posing a question on our upcoming election ballots in March and posting it in the Daily Record. He stated the Board needed to agree on a clear direction at this meeting.

Discussion continued amongst the Board.

The consensus of the Board was to instruct Town Manager Snow Bowden to reach out to the architect to get a quote on recreating the plans and get bids put out. The Board agreed to reserve the community enhancement funding to fund this project.

Si Harrington III of 503 South 11th Street addressed the Board. He stated they completely understand the Board's position but appreciate the Board for supporting to preserve our history.

Joey Powell of 600 East E Street addressed the Board. He stated he agreed with Mr. Harrington, he thanked the Board for their consideration. He stated he also does not support a tax increase. He offered to help with fundraising in the future to supplement these funds.

Gay Wilson of 110 Morgan Street addressed the Board. She offered, if the Depot is restored, to go work at the museum to keep it open more than two days a week.

Mayor Pro Tem Baker asked the Board if they would entertain the idea of having a dedication or naming of the building in remembrance of the late Joe Johnson.

CLOSED SESSION

Commissioner Alvarado made a motion to go into Closed Session in Pursuant to General Statute 143-318.11 (a) (6) for the Purpose of Discussing Personnel at 6:58 PM and was seconded by Commissioner McKoy. **The Board voted unanimously.**

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: October 25, 2021

Subject: Erwin Depot

In order for the Town to borrow money, we will have to get approval from the Local Government Commission. There are a number of steps that we have to take to get this process started. I have continued to look for grant opportunities when I have the time as well. We cannot use the funds from the American Rescue Plan for this project.

At the moment, the current USDA interest rate is 2.125% which would be a fixed rate for the life of the loan. With the proper documentation, USDA could offer a 30-year term loan. The annual payment on a one million dollar loan would be \$45,450.00. That annual payment breaks down to \$3,787.50/month.

Please keep in mind these costs are just to take the loan and complete the building. This does not include the annual operating costs for the building. A safe estimate to operate this building (insurance, utilities, etc..) would be \$20,000. With the potential loan from USDA, and the annual operating expenses of the building I would estimate you are looking at needing to raise an additional \$65,450.00 a year for this project.

The Town collects \$2,172 a month in rent from the cell tower. This rent does go up every year but it is not guaranteed income. At any moment, the company that is on that tower could decide to pull off that tower, and the rent payments would stop. Their buyout option is still on the table they offered \$435,000 to buy the contract out. But if you take that option you are losing any revenue that would exceed that amount. Our current lease with American Tower goes until 2069. If the lease continued until 2069 the estimated revenue would be 2.7 million dollars.

Attachments:

- State and Local Government Finance Guidelines on Debt Issuance
- Erwin Train Station Revenue Costs
- Bank Accounts
- USDA Community Facilities Direct Loan & Grant Guidelines



Dale R. Folwell, CPA

STATE AND LOCAL GOVERNMENT FINANCE

GREGORY C. GASKINS
DEPUTY TREASURER

September 4, 2019

Guidelines on Debt Issuance (Revised)

The Local Government Commission (LGC) is authorized to adopt rules and regulations and to issue memoranda, statements and other publications intended as guidelines, all in order to carry out its powers and duties, and to assist units of local government and public authorities (a unit) in complying with North Carolina General Statutes (G.S.) Chapter 159. In an effort to assist applicants in receiving timely approval of financing requests by the LGC, the staff has prepared these guidelines and suggestions. These are intended to indicate steps applicants may take to expedite approval and to point out pitfalls that may delay or complicate the approval process and are to be avoided. The items are divided into two broad categories, A. Fiscal Management and B. Debt Management and the Project and are generally related to the statutory findings required of the LGC, as found in G.S. Chapter 159.

LGC Consideration of Unit's Fiscal Management

- 1) Adequate and timely responses to issues raised in a unit letter sent by LGC staff must have been received. All concerns regarding the financial management of the Unit must be addressed, such as low General Fund balance (below eight percent (8%) of the prior year's expenditures), low tax collection rate (below 90%), receipt of a qualified audit opinion, habitual violations of G.S. Chapter 159, Article 3, (The Local Government Budget and Fiscal Control Act), inadequate internal controls, weakness in an enterprise fund or an enterprise fund that is not self-supporting and similar concerns. Although LGC staff may perform a site visit, this visit does not eliminate the requirement for the unit to provide a written response to the concerns identified in the unit letter. In addition, depending on the issues identified, LGC staff may determine that a site visit must be completed prior to the targeted LGC meeting date. The results of the site visit may result in the consideration of the debt application being postponed and all results will be made available to LGC members for their consideration in advance of the targeted meeting date.
- 2) The Unit should be operating under a legally-adopted budget which includes the project to be financed – preferably through a capital project ordinance for multi-year projects.
- 3) Current audited financial statements must be available on a timely basis. For units of local government, this would mean that the audited financial statements have been received by October 31. For public authorities with a calendar year or fiscal year not ending on June 30, audited financial statements should be received within four months of year-end. Financing applications for LGC approvals after October 31 will require the audited financial statements of the immediately preceding fiscal year, and the audited statements should be submitted at least three weeks prior to the targeted LGC meeting date to allow adequate time for staff review and Unit follow-up.



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- 4) If a power agency is involved, it must comply with the policy approved by the governing body of the Unit regarding transfers from the electric system to the General Fund.

LGC Consideration of Unit's Debt Management and the Proposed Project

- 1) The Unit should make a point of discussing its capital improvement plans with the LGC staff as they are being developed. Ideally, this will be at the initial determination of required/desired improvement needs and opportunities. The plans may be based on preliminary project and financing cost estimates and historical financial information to allow the staff to assess the financial capacity of the unit and any other possible issues. Please be aware that the LGC must approve retained professional members of a financing team if one is used. Early notification of the staff will allow any related options or concerns to be addressed. Follow-up meetings or phone calls are encouraged when major changes occur.
- 2) LGC staff should be contacted very early in the planning stage regarding the proposed debt issuance. This early contact is necessary to make sure the process gets off to a good start. Having to "back up and restart" can significantly delay the process. This is especially important if an innovative financing is contemplated which may require consideration of unusual covenants, special justifications of necessity or cost, private activity usage, special interlocal agreements, unusual amortization schedules and other innovations.
- 3) The Unit should have a reasonable debt burden. A heavy debt burden may be evidenced by a ratio of General Fund Debt Service to General Fund Expenditures exceeding 15%, or Debt per Capita or Debt to Appraised Property Value exceeding that of similar units. (See Local Government Commission "[Analysis of Debt](#)" available on the DST website under Local Fiscal Management, Financial Analysis Tools, under Reports for "County and Municipal Debt Analysis").
- 4) The request to borrow must be for capital expenditures, not operating expenses.
- 5) The project must be "ready." Construction bids required major permits and Phase I Environmental Studies should be received before the approval or, at the latest, before the sale of the debt. Other required sources of funding must be committed.
- 6) Any threat or existence of litigation related to the project or the financing must be satisfactorily resolved. Litigation could affect either the marketability of the debt or the borrower's ability to repay the debt.
- 7) Community support for the project is important, especially for non-voted debt. Lack of community support may be evidenced by comments at meetings of the governing body or public hearings, correspondence, newspaper articles, etc.



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- 8) The repayment plan presented must be complete and consistent regarding the maturity of debt, life of assets financed, terms of related agreements, etc. In addition, the repayment plan must be consistent with the financial projections provided by the Unit. Amortization of principal should be level for all general fund projects. Use of level principal and interest payments for an enterprise fund may be appropriate.
- 9) Financial projections should be presented that demonstrate feasibility and are clearly reasonable in comparison to prior financial performance. Appraisals, feasibility studies and comfort letters (if required) must be prepared by parties that are both independent to the transaction and possessing adequate expertise.
- 10) There should be no outstanding concerns or unresolved matters relating to a prior bond issue, such as incomplete or late filing of rebate reports, failure to meet continuing disclosure obligations, violations of covenants in other obligations, or other matters of concern. Such unresolved matters may prevent or delay the issuance of future debt.
- 11) Documentation must be provided showing that covenants in outstanding obligations will be satisfied if the proposed debt is issued, i.e., additional debt tests, restrictive covenants regarding additional debt, etc.
- 12) The ability to secure an investment grade rating should be documented. Enhancements including letters of credit, bond insurance, a parent guarantee, etc., should be considered.
- 13) A complete application should be filed four weeks prior to the LGC meeting date when the item is to be considered (the LGC meets the first Tuesday of every month), including documentation of all required resolutions being adopted by the governing body. This provides adequate time for staff review of the application and for compiling any additional information that may be necessary.
- 14) Bond or loan documents must be in substantially final form before presentation at the LGC meeting.
- 15) If a refunding is contemplated, the present value of the savings should exceed three percent (3%) of the refunded bonds. Generally, the term of the original debt should not be extended when bonds are refunded.
- 16) The sale date should be requested as early as practical. This provides some flexibility in selection of a date that should not compete with another previously scheduled sale or a bond market holiday. This assures that the most favorable interest rate is obtained for each issuer.

Project name	19-036 Erwin Depot
Labor rate table	Standard
Equipment rate table	Standard
Job size	2867 sf
Report format	Sorted by 'Location/Group phase/Phase' 'Detail' summary Allocate addons

Item	Description	Takeoff Qty	Total Amount
Existing Depot			
2.200	DEMOLITION		
2.205	Gen. Demolition Sub General Demolition	1.00 ls	11,250
	Gen. Demolition Sub		11,250
2.875	Remove Misc. 10 Lead Paint Removal And Abatement	1.00 each	18,000
	Remove Misc.		18,000
	128.00 Labor hours		
	96.00 Equipment hours		
	DEMOLITION		29,250
	128.00 Labor hours		
	96.00 Equipment hours		
5.000	STEEL		
5.510	Stair Railing 10 Stair Railing	406.00 Inft	44,406
	Stair Railing		44,406
	135.333 Labor hours		
	67.67 Equipment hours		
	STEEL		44,406
	135.333 Labor hours		
	67.67 Equipment hours		
6.000	WOOD & PLASTICS		
6.100	Rough Carpentry lab Carpentry Labor	1.00 mh	7,500
	Rough Carpentry		7,500
	1.00 Labor hours		
	0.50 Equipment hours		
6.145	Misc Small Framing 10 Exterior Decks and Ramp	1,704.63 sf	29,832
	Misc Small Framing		29,832
	68,185.20 Labor hours		
	34,092.60 Equipment hours		
6.210	Plywood Subfloor ply5 SUL Underlayment 5/8"	2,280.00 sqft	2,850
	Plywood Subfloor		2,850
	114.00 Labor hours		
	28.50 Equipment hours		
6.230	Plywood Sheathng 12 Plywood Wall Sheathing 1/2"	2,220.00 sqft	3,552
	Plywood Sheathng		3,552
	111.00 Labor hours		
	37.00 Equipment hours		
6.235	Roof Sheathing 2 x 6 T & G Wood Roof Deck	3,564.00 sqft	11,275

Item	Description	Takeoff Qty	Total	
			Amount	
	<i>Roof Sheathing</i>			11,275
6.410	<i>Wood Siding</i>			
	10 Wood Siding	2,220.00 sqft		10,989
	10 Decorative Brackets and Trim	14.00 ea		2,310
	<i>Wood Siding</i>			13,299
	186.17 Labor hours			
	558.50 Equipment hours			
6.418	<i>House wrap</i>			
	10 Tyvek Vapor Barrier wrap	3.00 roll		1,200
	<i>House wrap</i>			1,200
	12.00 Labor hours			
	1.50 Equipment hours			
6.428	<i>Finish Carpentry</i>			
	10 Carpentry Sub (Interior)	1.00 lsum		10,500
	<i>Finish Carpentry</i>			10,500
6.801	<i>Fastners & Misc</i>			
	10 Fastners & Misc	1.00 each		1,200
	<i>Fastners & Misc</i>			1,200
	WOOD & PLASTICS			81,208
	68,609.37 Labor hours			
	34,718.60 Equipment hours			
7.000	THERMAL-MOIST PROTECTION			
7.120	<i>Waterproof /Dampproof</i>			
	10 Crawl Space Vapor Barrier System	1.00 ls		6,000
	<i>Waterproof /Dampproof</i>			6,000
7.201 sub	<i>Insulation</i>			
	Spray Foam Insulation	1,935.00 lsum		6,095
	<i>Insulation</i>			6,095
7.210	<i>Batt Insulation</i>			
	10 R38 Batt Insulation - Floor	1,900.00 sqft		2,584
	<i>Batt Insulation</i>			2,584
	38.00 Labor hours			
	12.67 Equipment hours			
7.215	<i>Board Insulation</i>			
	4" Nail Base Insulation	3,564.00 sqft		11,583
	<i>Board Insulation</i>			11,583
7.404	<i>Gutters</i>			
	60 Gutters and downspouts - Sub	1.00 ls		5,400
	<i>Gutters</i>			5,400
7.821	<i>Fiberglas Shingles</i>			
	10 Fiberglass Roof Shingles	38.00 sq		13,300
	<i>Fiberglas Shingles</i>			13,300
	76.00 Labor hours			
	25.333 Equipment hours			
7.835	<i>Roofing Felt</i>			
	10 Roofing Felt	38.00 SQ		534
	<i>Roofing Felt</i>			534
	9.50 Labor hours			
	3.17 Equipment hours			
7.920 sub	<i>Caulking & Sealants</i>			
	Caulk & Sealants	1.00 Inft		2,750

Item	Description	Takeoff Qty	Total	
				Amount
	<i>Caulking & Sealants</i>			2,750
	THERMAL-MOIST PROTECTION			48,246
	123.50 Labor hours			
	41.17 Equipment hours			
8.000	DOORS & WINDOWS			
8.150	<i>Misc Door Items</i>			
—	Refinish and Rehang Rolling Doors	4.00 each		4,500
	<i>Misc Door Items</i>			4,500
8.610	<i>Wood Windows</i>			
10	Wood Windows	8.00 each		6,750
	<i>Wood Windows</i>			6,750
	32.00 Labor hours			
	16.00 Equipment hours			
	DOORS & WINDOWS			11,250
	32.00 Labor hours			
	16.00 Equipment hours			
9.000	FINISHES			
9.860	<i>Resilient Tile & Carpet</i>			
10	Commercial Carpet	1,900.00 sf		5,985
	<i>Resilient Tile & Carpet</i>			5,985
9.922	<i>Paint Beams</i>			
10	Clean and Seal Existing Beams	1,900.00 sqft		7,500
	<i>Paint Beams</i>			7,500
9.950	<i>Paint Subcontractor</i>			
70	Paint Subcontract - Lump Sum	1,900.00 ls		7,600
	<i>Paint Subcontractor</i>			7,600
	FINISHES			21,085
15.000	MECHANICAL			
15.010	<i>HVAC</i>			
10	HVAC Subcontractor	1.00 sqft		35,000
	<i>HVAC</i>			35,000
15.300	<i>Sprinkler</i>			
05	Sprinkler System - Sub	2,640.00 sf		5,940
	<i>Sprinkler</i>			5,940
	MECHANICAL			40,940
16.000	ELECTRICAL			
16.001	<i>Electrical</i>			
sub	Electrical	1,900.00 sqft		24,000
	<i>Electrical</i>			24,000
16.175	<i>Install Fire Alarm System</i>			
10	Install Fire Alarm System	1.00 each		7,619

Item	Description	Takeoff Qty	Total Amount
	<i>Install Fire Alarm System</i>		7,619
	2.00 Labor hours		
ELECTRICAL			31,619
	2.00 Labor hours		
Existing Depot			308,004
	1,900.00 sf		
	69,030.20 Labor hours		
	34,939.433 Equipment hours		

New Building

Item	Description	Takeoff Qty	Unit	Amount
3.000	CONCRETE			
3.020 sub	<i>Lump-Sum Concrete</i> Lump Sum Concrete Slab & Foundations <i>Lump-Sum Concrete</i>	967.00	sf	5,802
				5,802
CONCRETE				5,802
6.000	WOOD & PLASTICS			
6.100 sub	<i>Rough Carpentry</i> Framing (Sub) <i>Rough Carpentry</i>	1,452.00	sf	4,356
				4,356
6.110 ---	<i>Wall Framing 2x4</i> Interior Wall Framing <i>Wall Framing 2x4</i>	780.00	lf	3,510
				3,510
6.115 ---	<i>Wall Framing 2x6</i> Exterior Wall Framing <i>Wall Framing 2x6</i>	1,770.00	sf	7,965
				7,965
6.125	<i>Wood Trusses</i> 10 Wood Trusses (all sizes) <i>Wood Trusses</i>	1.00	each	2,350
				2,350
	2.00 Labor hours 0.67 Equipment hours			
6.130	<i>Truss Bracing</i> 10 2 x 4 x 16 Truss Bracing <i>Truss Bracing</i>	75.00	ea	1,670
				1,670
6.235	<i>Roof Sheathing</i> 58 Roof Sheathing 5/8" <i>Roof Sheathing</i>	1,984.00	sqft	1,107
				1,107
	19.84 Labor hours 6.613 Equipment hours			
6.410	<i>Wood Siding</i> 10 Wood Siding 10 Decorative Brackets and Trim <i>Wood Siding</i>	1,248.00 15.00	sqft ea	6,300 3,975
				10,275
	105.25 Labor hours 315.75 Equipment hours			
6.430	<i>Interior Paneling</i> 10 1 x 6 T&G Bead Board	3,330.00	sqft	9,600

Item	Description	Takeoff Qty		Total Amount
	<i>Interior Paneling</i>			9,600
	166.50 Labor hours			
	83.25 Equipment hours			
6.801	<i>Fastners & Misc</i>			
10	Fastners & Misc	1.00 each		2,150
	<i>Fastners & Misc</i>			2,150
	WOOD & PLASTICS			42,983
	293.59 Labor hours			
	406.28 Equipment hours			
7.000	THERMAL-MOIST PROTECTION			
7.210	<i>Batt Insulation</i>			
10	Batt Insulation	2,347.00 sqft		1,994
	<i>Batt Insulation</i>			1,994
	46.94 Labor hours			
	15.65 Equipment hours			
7.404	<i>Gutters</i>			
60	Gutters and downspouts - Sub	1.00 is		1,750
	<i>Gutters</i>			1,750
7.821	<i>Fiberglas Shingles</i>			
10	Fiberglass Roof Shingles	22.00 sq		7,700
	<i>Fiberglas Shingles</i>			7,700
	44.00 Labor hours			
	14.67 Equipment hours			
7.835	<i>Roofing Felt</i>			
10	Roofing Felt	22.00 SQ		309
	<i>Roofing Felt</i>			309
	5.50 Labor hours			
	1.833 Equipment hours			
7.920 sub	<i>Caulking & Sealants</i>			
	Caulk & Sealants	1.00 Inft		1,100
	<i>Caulking & Sealants</i>			1,100
	THERMAL-MOIST PROTECTION			12,853
	96.44 Labor hours			
	32.15 Equipment hours			
8.000	DOORS & WINDOWS			
8.116	<i>Wood Doors</i>			
---	Wood Doors	9.00 each		13,050
	<i>Wood Doors</i>			13,050
8.610	<i>Wood Windows</i>			
10	Wood Windows	10.00 each		4,750
	<i>Wood Windows</i>			4,750
	40.00 Labor hours			
	20.00 Equipment hours			
	DOORS & WINDOWS			17,800
	40.00 Labor hours			
	20.00 Equipment hours			
9.000	FINISHES			

Item	Description	Takeoff Qty		Total	
					Amount
9.130	<i>Acoustical Ceilings</i>				
s-ls	Lump sum - subcontractor	967.00	ls		4,835
	<i>Acoustical Ceilings</i>				4,835
9.330	<i>Drywall Sub</i>				
sub	Drywall	3,330.00	sf		5,775
	<i>Drywall Sub</i>				5,775
9.700	<i>Ceramic/Marble</i>				
lsum	Lump Sum Ceramic Tile	200.00	ls		2,400
	<i>Ceramic/Marble</i>				2,400
9.860	<i>Resilient Tile & Carpet</i>				
---	Flooring Allowance	967.00	sub		4,835
	<i>Resilient Tile & Carpet</i>				4,835
9.950	<i>Paint Subcontractor</i>				
70	Paint Subcontract - Lump Sum	967.00	ls		3,385
	<i>Paint Subcontractor</i>				3,385
	FINISHES				21,230
10.000	SPECIAL CONDITIONS				
10.160	<i>Toilet Partition</i>				
20	Toilet Partitions (Solid Plastic)	2.00	each		1,800
	<i>Toilet Partition</i>				1,800
	5.00 Labor hours				
	1.67 Equipment hours				
10.810	<i>Lump Sum Toilet Accessory</i>				
10	LS Toilet Access	16.00	each		1,200
	<i>Lump Sum Toilet Accessory</i>				1,200
	384.000 Labor hours				
	128.00 Equipment hours				
	SPECIAL CONDITIONS				3,000
	389.000 Labor hours				
	129.67 Equipment hours				
15.000	MECHANICAL				
15.001	<i>Plumbing</i>				
10	Plumbing Subcontractor (fixture count)				15,400
	<i>Plumbing</i>				15,400
15.010	<i>HVAC</i>				
10	HVAC Subcontractor	1.00	sqft		11,604
	<i>HVAC</i>				11,604
15.300	<i>Sprinkler</i>				
05	Sprinkler System - Sub	1,452.00	sf		3,267
	<i>Sprinkler</i>				3,267
	MECHANICAL				30,271
16.000	ELECTRICAL				
16.001	<i>Electrical</i>				
sub	Electrical	967.00	sqft		10,500

Item	Description	Takeoff Qty	Total Amount
	<i>Electrical</i>		10,500
16.175	<i>Install Fire Alarm System</i>		
10	Install Fire Alarm System	1.00 each	3,878
	<i>Install Fire Alarm System</i>		3,878
	2.00 Labor hours		
ELECTRICAL			14,378
	2.00 Labor hours		
New Building			148,317
	967.00 sf		
	821.030 Labor hours		
	588.093 Equipment hours		

Site Work

2.000	SITWORK		
2.002	<i>Site Demolition</i>		
---	Demo Existing Curb & Gutter	1.00 sub	3,200
	<i>Site Demolition</i>		3,200
2.003	<i>Site Grading</i>		
10	Site Grading - Sub	1.00 ls	7,500
	<i>Site Grading</i>		7,500
2.011	<i>Bulk Fill</i>		
10	Bulk Fill	1.00 ls	15,100
	<i>Bulk Fill</i>		15,100
	0.033 Labor hours		
	0.033 Equipment hours		
2.025	<i>Asphalt Paving</i>		
05	Asphalt Paving - Sub	356.00 sy	7,476
	<i>Asphalt Paving</i>		7,476
2.027	<i>Concrete Curb</i>		
20	Concrete Curb - Sub	460.43 lf	6,906
	<i>Concrete Curb</i>		6,906
2.036	<i>Parking Lines</i>		
Isum	Parking Lines	1.00 ls	1,100
	<i>Parking Lines</i>		1,100
2.040	<i>Site Utilities</i>		
10	Site Utilities - Water	1.00 ls	21,750
10	Site Utilities - Sewer	1.00 ls	6,000
	<i>Site Utilities</i>		27,750
2.112	<i>Site Furnishings</i>		
10	Site Furnishings - Bench	2.00 each	750
10	Trash Receptacles	1.00 each	500
10	Site Dedication Plaque	1.00 each	1,500
	<i>Site Furnishings</i>		2,750
2.115	<i>Termite Treatment</i>		
sub	Soil Poisoning	2,934.00 sqft	294

Item	Description	Takeoff Qty	Total Amount
	<i>Termite Treatment</i>		294
2.140 sub	<i>Landscaping</i> Landscaping & Irrigation <i>Landscaping</i>	1.00 ls	15,500 15,500
2.190	<i>Site Concrete</i> 10 Site Walks 20 Concrete Dumpster Pad <i>Site Concrete</i>	5,608.79 sf 100.00 sf	28,885 750 29,635
2.195	<i>Site Electrical</i> Site Lighting Site Wiring <i>Site Electrical</i>	1.00 ls 1.00 ls	10,000 9,500 19,500
	SITEWORK		136,711
	0.033 Labor hours 0.033 Equipment hours		
10.000	SPECIAL CONDITIONS		
10.350	<i>Flagpoles</i> 10 Flagpoles <i>Flagpoles</i>	2.00 each	13,000 13,000
	6.000 Labor hours 2.000 Equipment hours		
	SPECIAL CONDITIONS		13,000
	6.000 Labor hours 2.000 Equipment hours		
	Site Work		149,711
	2,867.00 sf 6.033 Labor hours 2.033 Equipment hours		

Estimate Totals

Description	Amount	Totals	Hours	Rate
	606,033	606,033		
Building Permits	3,636			0.420 %
Builder's Risk Insurance	1,645			0.190 %
General Conditions	70,000			
	75,281	681,314		237.640 /sf
Overhead	68,131			10.000 %
	68,131	749,445		261.404 /sf
Profit	37,472			5.000 %
Contingency	78,692			10.000 %
Total		865,609		27.447 /sf

Bank Account(s) August 2021 approved at our October Town Board Meeting

Account	Amount
CASH MANAGEMENT	\$1,967,203.61
BB&T CASH IN BANK	\$111,679.38
FIRST FEDERAL BUSINESS MONEY MARKET	\$856,877.71
FIRST FEDERAL MONEY MARKET	\$136,591.42
TOTAL	\$3,072,352.13

Restricted Funds August 2021 approved at our October Town Board Meeting

Account	Amount
BB&T STATE FORFEITURE	\$4,246.64
BB&T CAPITAL RESERVE/COMMUNITY ENHANCEMENT	\$193,389.81
FIRST FEDERAL CAPITAL RESERVE	\$2,349,686.42
BB&T HEALTH RESERVE HRA	\$17,199.42
PRIEBE FIELD ACCOUNT	\$11,248.44
AL WOODALL PARK IMPROVEMENTS PARTF	\$349,440.85
AMERICAN RELIEF FUND	\$821,602.01
TOTAL	\$3,746,803.59

Community Facilities Direct Loan & Grant

What does this program do?

This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial, or business undertakings.

Who may apply for this program?

Eligible borrowers include:

- **Public bodies**
- **Community-based nonprofit corporations**
- **Federally recognized Tribes**

What is an eligible area?

Rural areas including cities, villages, townships, and towns including Federally recognized Tribal lands with no more than 20,000 residents according to the latest U.S. Census Data are eligible for this program.

How may funds be used?

Funds can be used to purchase, construct, and/or improve essential community facilities, to purchase equipment, and to pay related project expenses.

Examples of essential community facilities include:

- Healthcare facilities such as hospitals, medical clinics, dental clinics, nursing homes, or assisted living facilities
- Public facilities such as town halls, courthouses, airport hangars, or street improvements
- Community support services such as child care centers, community centers, fairgrounds, or transitional housing
- Public safety services such as fire departments, police stations, prisons, police vehicles, fire trucks, public works vehicles, or equipment
- Educational services such as museums, libraries, or private schools
- Utility services such as telemedicine or distance learning equipment

- Local food systems such as community gardens, food pantries, community kitchens, food banks, food hubs, or greenhouses

For a complete list see Code of Federal Regulations 7 CFR, Part 1942.17(d) for loans; 7 CFR, Part 3570.62 for grants.

What kinds of funding are available?

- Low interest direct loans
- Grants
- A combination of the two above, as well as our loan guarantee program. These may be combined with commercial financing to finance one project if all eligibility and feasibility requirements are met.

What are the funding priorities?

- Priority point system based on population, median household income
- Small communities with a population of 5,500 or less
 - Low-income communities having a median household income below 80% of the state nonmetropolitan median household income.

What are the terms?

Funding is provided through a competitive process.

Direct Loan:

- Loan repayment terms may not be longer than the useful life of the facility, state statutes, the applicants authority, or a maximum of 40 years, whichever is less.
- Interest rates are set by Rural Development, contact us for details and current rates.
- Once the loan is approved, the interest rate is fixed for the entire term of the loan, and is determined by the median household income of the service area.
- There are no pre-payment penalties.
- Contact us for details and current interest rates applicable for your project.

Grant Approval:

Grant funds must be available. Applicant must be eligible for grant assistance, which is provided on a graduated scale with smaller communities with the lowest median household income being eligible for projects with a higher proportion of grant funds. Grant assistance is limited to the following percentages of eligible project costs:

Maximum of 75 percent when the proposed project is:

- Located in a rural community having a population of 5,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 60 percent of the State nonmetropolitan median household income.

Maximum of 55 percent when the proposed project is:

- Located in a rural community having a population of 12,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 70 percent of the State nonmetropolitan median household income.

Maximum of 35 percent when the proposed project is:

- Located in a rural community having a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 80 percent of the State nonmetropolitan median household income.

Maximum of 15 percent when the proposed project is:

- Located in a rural community having a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 90 percent of the State nonmetropolitan median household income. The proposed project must meet both percentage criteria. Grants are further limited.

Are there additional requirements?

- Applicants must have legal authority to borrow money, obtain security, repay loans, construct, operate, and maintain the proposed facilities
- Applicants must be unable to finance the project from their own resources and/or through commercial credit at reasonable rates and terms
- Facilities must serve rural area where they are/will be located
- Project must demonstrate substantial community support
- Environmental review must be completed/acceptable

How do we get started?

Contact your local RD office to discuss your specific project. Applications are accepted year round.

Who can answer questions?

Contact your local RD office.

What governs this program?

- Direct Loan: 7 CFR Part 1942, Subpart A
- Grant: 7 CFR Part 3570, Subpart A

NOTE: Because citations and other information may be subject to change, please always consult the program instructions listed in the section above titled "What Governs This Program?" You may also contact your local office for assistance. You will find additional forms, resources, and program information at rd.usda.gov. USDA is an equal opportunity provider, employer, and lender.

MINUTES CONTINUED FROM OCTOBER 25, 2021

RECONVENED

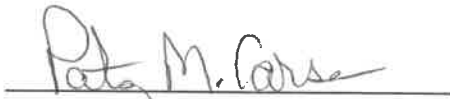
Commissioner Mckoy made a motion to go back in regular session at 7:17 PM and was seconded by Commissioner Turnage. **The Board voted unanimously.**

ADJOURNMENT

Commissioner Whitman made a motion to adjourn at 7:18 P.M. and was seconded by Commissioner Mckoy. **The Board voted unanimously.**

**MINUTES RECORDED AND TYPED BY
LAUREN EVANS TOWN CLERK**

ATTEST:



Patsy M. Carson

Mayor



Lauren Evans

Town Clerk