

THE ERWIN BOARD OF COMMISSIONERS
BUDGET WORKSHOP
WEDNESDAY, JUNE 8, 2022 @ 8:30 A.M.
ERWIN MUNICIPAL BUILDING BOARD ROOM

AGENDA

- 1. MEETING CALLED TO ORDER**
 - a. INVOCATION**
 - b. PLEDGE OF ALLEGIANCE**
- 2. APPROVAL OF AGENDA**
- 3. DISCUSSION OF PROPOSED FY 2022-2023 BUDGET**
- 4. DISCUSSION OF CURRENT FY 2021-2022 BUDGET**
- 5. ADJOURNMENT**

ERWIN BOARD OF COMMISSIONERS**BUDGET WORKSHOP MINUTES****JUNE 8, 2022****ERWIN, NORTH CAROLINA**

The Board of Commissioners for the Town of Erwin with Mayor Baker presiding held a second Budget Workshop in the Erwin Municipal Building Board Room on Wednesday, June 8, 2022, at 8:30 A.M. in Erwin, North Carolina.

Board Members present were: Mayor Randy Baker, Commissioners William Turnage, Ricky Blackmon, Alvester McKoy, David Nelson, and Timothy Marbell.

Board Members absent were: Commissioner Charles Byrd

Town Manager Snow Bowden and Town Clerk Lauren Evans were present.

Mayor Baker called the meeting to order at 8:30 A.M.

Commissioner McKoy gave the Invocation.

Commissioner Nelson led the Pledge of Allegiance.

APPROVAL OF AGENDA

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

AMERICAN RESCUE PLAN

Town Manager Snow Bowden explained the American Rescue Plan process to the Board. These are once-in-a-lifetime funds. The Budget did rely on \$472,272 of those funds to supplement revenue. These funds must be allocated by 2024 and spent by 2026.

Mayor Baker asked the Board to look beyond this year when ARP funds will not be available.

Discussion continued among the Board.

The Consensus of the Board was to include replacing the Gym Roof in the Budget.

Town Manager Snow Bowden provided the Board with the estimated revenue by each estimated tax rate to keep in mind as we go through the Budget. He stated the numbers included car tax and property tax.

American Rescue Plan Memo

The final ruling for how these funds can be handled was issued in January 2022. The Town has the option to claim our entire appropriation of funds to cover lost revenue. These funds need to be used for projects that will have a lasting impact on the Town and promote positive change in the community. To the best of my understanding they can be used for general government services if you elect the lost revenue option as the way to report how the funds are spent.

- Improvements at Al Woodall Park (the park saw a major increase in numbers due to COVID-19, with people using the walking trail, skateboarding, basketball goals and just a way to get outside and still be social distant from everyone). Town Staff would like to look into:
 - Paving the parking lot or at least resealing the parking lot.
 - Improvements at the tennis court and skate park
 - Finishing paving the walking trail at Al Woodall Park
- Improvements at Porter Park (very similar to our experience with Al Woodall Park. Porter Park saw an increase in people using the park to play basketball, walk on the walking trail, and when it was safer to be in small groups we saw people using the outside shelters as a way to be together but spread a part.)
 - Bill Dreitzler and I met with Brian Roberts to discuss a potential project with the blue line stream that runs through Porter Park. The Town received a quote from McCormick Taylor of \$7,898 to have them assist the Town into applying for a environmental enhancement grant. This would be for a streamline restoration project. We could use some of our funds for this project.
- Other storm water improvements. We are looking at putting in a requests with the State for funds to complete the second phase of the East Erwin drainage project.

The Town of Erwin's allocation from the American Rescue Plan (ARP) is approximately \$1,643,204. The Town received our first payment of \$821,602 payment in 2021. The second and last payment of \$821,602 should be received during the 2022 calendar year. All funds must be used for costs incurred on or after March 3, 2021. Funds must be obligated by December 31, 2024 and expended by December 31, 2026.

Over the past year, Town Staff have been engaged comprehensively with the UNC School of Government (UNCSOG) and the North Carolina League of Municipalities (NCLM). Town Staff has attended numerous webinars, virtual courses and other events to learn what these funds can be used for and all reporting requirements.

ARP Funds may be used for the four categories listed below:

1. Support the COVID-19 Public Health and Economic Response
2. Provide Premium Pay for eligible workers performing essential work
3. Replace Public Sector Revenue Loss
4. Invest in Water, Sewer, and Storm Water Infrastructure

Following the guidelines that were set by the Interim Rule. The Town of Erwin purchased a street sweeper with some of these funds in December 2021. Street sweepers were included in Storm Water infrastructure in the Clean Water Revolving Fund. This piece of equipment will allow Town Staff to ensure that there are less chemicals on the road by regularly sweeping the road. This piece of equipment will allow for cleaner water running off the road into our Storm Water drainage system.

The U.S. Treasury released the final ruling on how these funds can be used. The final rule allows for local governments to select an option of claiming up to \$10 million of their ARP allocations as a standard revenue loss. These funds can be used for general government purposes. Town Staff recommends that we select this option for our allocation.

MINUTES CONTINUED FROM JUNE 8, 2022

ADMINISTRATION

Town Manager Snow Bowden stated Administration is requesting a full-time position to alleviate duties currently being handled by Town Clerk Lauren Evans and Finance Director Linda Williams such as the water payments for Harnett County and it will help with segregation of duties. The Town receives \$1.50 per transaction.

Commissioner Blackmon asked Town Manager Snow Bowden to look into renegotiating that price per transaction.

Commissioner Turnage asked Town Manager Snow Bowden what he felt was a realistic tax rate to cover what is being asked of him in the Budget.

Town Manager Snow Bowden stated he recommended \$.47-\$.48.

Mayor Baker stated the Board needs to look at the services that are essential and need to be provided to the Citizens of Erwin. Where do we fall short in providing these services?

Discussion continued among the Board.

Mayor Baker stated he would like to see the Town have volunteer opportunities at Town Hall for citizens to answer calls, forward calls, or provide information when people come in.

Commissioner McKoy stated we cannot let our wants outweigh our needs.

The Board discussed purchasing vehicle stickers for citizens who would like to have one.

NON-DEPARTMENTAL

Town Manager Snow Bowden stated that Property and Liability are expected to increase but our broker is shopping it out.

Commissioner Nelson expressed raising the Christmas Bonuses for employees. He stated a \$100 bonus is too low, he recommended the minimum being \$200.

Commissioner Blackmon stated he wanted Town Manager Snow Bowden to look at increasing the COLA to more than 5% if the Budget allows for it.

Discussion continued among the Board.

The consensus of the Board was to update benefits for all full-time employees to have a 5% COLA, perform annual employee evaluations with the potential of up to 3% merit raises mid-year, and a minimum of a \$200 Christmas Bonus.

Mayor Baker stated he would like to see improvements done to the Board Room and Town Hall. The building is the focal point that represents the Town of Erwin, it should be maintained and cleaned regularly.

Commissioner Turnage stated the Community Building needs to be maintained and cleaned as well.

Tax Rate	Esimtated Revenue
0.38	\$ 1,373,330
0.39	\$ 1,409,470
0.4	\$ 1,445,611
0.41	\$ 1,481,751
0.42	\$ 1,517,891
0.43	\$ 1,554,031
0.44	\$ 1,590,172
0.45	\$ 1,626,312
0.46	\$ 1,662,452
0.47	\$ 1,698,593
0.48	\$ 1,734,733
0.49	\$ 1,770,873
0.5	\$ 1,807,013
0.51	\$ 1,843,154

Example 501 East J Street

2021 Tax Bill

- Assessed Value- \$62,460
- Town of Erwin Taxes (.51)- \$318.55

Proposed 2022 Tax Bill

- Assessed Value- \$90,702
- Town of Erwin Taxes (.38) \$345
- Town of Erwin Taxes (.44) \$400

Example 308 Denim Drive

2021 Tax Bill

- Assessed Value- \$60,730
- Town of Erwin Taxes (.51)- \$309

Proposed 2022 Tax Bill

- Assessed Value- \$97,639
- Town of Erwin Taxes (.38) \$371
- Town of Erwin Taxes (.44)- \$430

MINUTES CONTINUED FROM JUNE 8, 2022

PLANNING

Town Manager Snow Bowden stated the Town had two interviews for Code Enforcement within the week, We also received a proposal from Mid Carolina COG to provide Code Enforcement and Planning services. The budget did include \$50,000 to fund a new comprehensive land-use plan.

The consensus of the Board was to update the Land Use Plan this fiscal year.

The Board discussed using the Mid Carolina COG to assist with Planning.

POWELL BILL

Town Manager Snow Bowden stated that Powell Bill is the same each year and the Town usually receives \$140,000 to \$150,000 annually. He informed the Board that Bill Drietzler will recommend streets to resurface and we are currently coordinating with the businesses on East H Street to resurface that road.

Commissioner Turnage expressed his concern about the sidewalks needing pressure washing.

Town Manager Snow Bowden stated Public Works pressure washes the sidewalks quarterly but it is the business owners' responsibility to keep the sidewalks clean. He informed the new members that Powell Bill is used for Town Street improvements and sidewalk improvements.

Discussion about improvements needed around town continued among the Board.

POLICE DEPARTMENT

Town Manager Snow Bowden stated the Police Department is one of our biggest expenditures. Chief Johnson is requesting to create two new positions to help with investigations, one on each squad which is easily justifiable. He also included \$9,000 to replace our existing body cams which are about 6 years old.

Commissioner Turnage expressed his concern that our Police Department is not issuing enough citations.

POLICE SRO

Town Manager Snow Bowden informed the new members that this position is a Harnett County-funded position.

Commissioner McKoy stated he would like to see some cameras throughout the Town to catch people who are littering. We need to get their license plate and charge them a littering fee.

East Erwin Drainage Project Phase 2

Our Town Engineer Bill Dreitzler has attended some training sessions to learn about the application process for the Storm water projects that are going to be awarded with funds that the North Carolina Department of Environmental Quality from the American Recue Plan. There is approximately \$82,000,000 that will be available for Storm water projects in the State. Applications are due by September 30, 2022. We are planning on asking for \$8.6 Million which we believe would help us finish this drainage project all the way to Butch Street.

Attachments:

- Proposal from our Town Engineer Bill Dreitzler



TOWN OF ERWIN

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Erwin, NC 28339

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M-E-M-O-R-A-N-D-U-M

DATE: January 7, 2022
TO: Mr. Snow Bowden, Town Manager
FROM: Bill Dreitzler, P.E., Town Engineer
RE: East Erwin Drainage Basin Flood Mitigation Project

Mr. Bowden,

As per your request, this memorandum will summarize the remaining efforts required to complete an update to the hydrologic and hydraulic evaluation, engineering design, permitting and construction of proposed mitigation efforts for the East Erwin Drainage Basin. WK Dickson completed the Study back in April 2008. The study area is generally from River Drive upstream to Butch Street and encompasses approximately 300-acres of commercial, residential and agricultural land uses.

The proposed East Erwin Drainage Basin Flood Mitigation Project is an extension of previously funded mitigation for this drainage basin. The area experienced significant flooding during Hurricane Matthew; however, the area also experiences flooding during most heavy storm events. A 2008 Hydraulic Analysis indicated that within the East Erwin drainage basin, 30 residential structures within this low to moderate income area experience flooding in a 10-yr, 24-hr storm event. The recently completed GLF Project, Maye Street Culvert Replacement had the outcome of providing mitigation relief to 9 of the identified 30 residential structures within the drainage basin. The initial phase was funded by the Town of Erwin using General Funds. The scope of the initial phase was the hydraulic analysis, engineering and permitting for undersized crossings at River, Burton and Maye Street. Funding for the construction improvements at River and Burton was completed using DRA 2017 Funds. Funding for the construction improvements at Maye Street was completed using GLF Funds. The next step in mitigating the flooding hazards within this community will be the hydraulic evaluation, engineering, permitting, and

**Proposed Culvert Improvements
Phase I
Alternative 2
Preliminary Opinion of Probable Construction Cost**

1	Mobilization (5% of total cost)	1	LS	\$45,500	\$45,500
2	Comprehensive Grading ¹	1	LS	\$30,000	\$30,000
3	Utility Conflicts ²	1	LS	\$18,000	\$18,000
4	Bedding Material, Pipes	360	TN	\$30	\$10,800
5	Aggregate Base Course	90	TN	\$40	\$3,600
6	Asphalt Replacement	80	TN	\$75	\$6,000
7	Masonry Drainage Structures	1	EA	\$1,800	\$1,800
8	Masonry Drainage Endwalls	120	CY	\$550	\$66,000
9	2'-6" Concrete Curb and Gutter	280	LF	\$20	\$5,600
10	Plain Rip Rap 24" Thick, Class I	590	TN	\$120	\$70,800
11	Filter Fabric for Rip Rap Apron	560	SY	\$7	\$3,735
12	Twin 8' x 3.5' Reinforced Concrete Box Culvert (RCBC) at River St	81	LF	\$891	\$64,690
13	Twin 7' x 3' RCBC at Burton St	70	LF	\$792	\$55,440
14	6' x 3' RCBC at Burton St	35	LF	\$622	\$21,770
15	Triple 6' x 3' RCBC at Maye St	594	LF	\$622	\$369,545
16	Triple 6' x 3' RCBC at Prince St	89	LF	\$622	\$42,628
17	Remove/Dispose Excess Excavation	350	CY	\$50	\$17,500
18	Remove Existing RCP	230	LF	\$20	\$4,600
19	Channel Grading/Floodplain Bench	1580	CY	\$20	\$31,600
20	Seeding and Mulching	460	SY	\$1	\$460
21	Erosion Control	1	LS	\$50,000	\$50,000
22	Landscaping/fine grading	1	LS	\$10,000	\$10,000
23	Traffic Control	1	LS	\$20,000	\$20,000
24	clearing/grubbing	1	AC	\$15,000	\$15,000
25	Easement Plats	18	EA	\$3,000	\$48,000
				30% Contingency	\$300,921
				Total	\$1,304,000
				Design, Administration, Fiscal and Legal (30% of Construction Costs)	\$391,200

1 Cost for comprehensive grading includes roadway excavation, tree cutting, collection of select material, and geotechnical recommendations.

2 Cost for utility conflicts includes all utilities that need to be moved including sanitary sewer and potable water lines. Additional survey may be required to locate pressurized utilities.

\$ 1,695,200

From WK Dickson 2008 East Erwin Drainage Basin Study



May 18, 2022

Snow Bowden
Town Manager
Town of Erwin
100 West F Street
Erwin, NC 28339

Re: Town of Erwin Code Enforcement and Planning Services Proposal

Mr. Bowden,

Thank you for the opportunity to submit a project proposal to assist the Town of Erwin with Code Enforcement, Zoning Administration and Planning Services. See below for a project scope and additional information.

Scope of work:

All services are individual and can be chosen on an A la Carte basis.

- Code Enforcement Services:
 - Mid-Carolina will provide a Code Enforcement Officer (CEO) to the Town of Erwin on an hourly basis, as requested by the town. The CEO will be responsible for all nuisance abatement according to the Town's code of ordinance to include but not be limited to tall grass, junk vehicles and junk debris.
 - The CEO will investigate all complaints, send the appropriate violation letters, conduct follow-up, abate violations, and close all cases (if applicable).
- Zoning Administration:
 - Mid-Carolina will provide a Zoning Administrator to administer the Town's zoning ordinance on an hourly basis, as requested by the town. The Zoning Administrator will be responsible for zoning verification letters, zoning permits, zoning violations and any other zoning related task requested by the Town.
 - The Zoning Administrator will process all zoning permits and verification letters based on the Town's current process. The Zoning Administrator will be responsible for all communications with the applicants and the full review and processing.

MINUTES CONTINUED FROM JUNE 8, 2022

PUBLIC WORKS

Town Manager Snow Bowden explained to the new member that this department is broken into four sections, Administration, Streets, Sanitation, and Stormwater. He went into detail on what each section covers. He informed the Board that the State has a large allotment of funds and the Town plans to apply for funds to complete the rest of the East Erwin Project. Staff plans to request 8.2 million dollars to complete the project. He included funds in the budget to purchase a new lawn mower, limb truck, and leaf truck. Public Works will keep the old limb truck to pick up appliances on Wednesdays.

Discussion continued among the Board.

Mayor Baker mentioned there is a person in the county who does special projects for municipalities and this individual has expressed the want to do a project in Erwin. He stated the individual does cleaning projects such as a "Keep Erwin Beautiful Campaign."

RECREATION

Town Manager Snow Bowden stated the Town applied for two environmental enhancement grants with the State of North Carolina, for work to be done at Porter Park, \$167,000 for planning funds, and 287,000 for construction. Our hope is to restore the stream beds with Porter Park having a blue line stream, it is a lengthy process. This department is mainly just asking for standard operating funds. He may have to increase the utility line item to accommodate opening the splash pad earlier.

The consensus of the Board was to include funding to resurface the parking lot.

The Board also discussed expanding the parking lot and asked Town Manager Snow Bowden to reach out to the company that purchased the property behind Dollar General to see if they would be willing to allow the Town an access road or sell part of the property. The Board recommended placing shade over the slide or placing a sign to warn parents that the play equipment is hot when temperatures are high.

Commissioner Nelson informed the Board that the Allstate Tournament for the baseball team will be in Smithfield on June 22-27.

Town Manager Snow Bowden informed the Board that our Priebe Fund is separate from the general fund and is strictly donations from local people and funds collected at ball tournaments. Our auditors recommended approval from the Board for the Town to spend up to \$10,000 per year.

Commissioner Marbell left at 11:27 A.M.

MINUTES CONTINUED FROM JUNE 8, 2022

LIBRARY

Town Manager Snow Bowden stated the Town is waiting on the final contract from the County.

COMMUNITY BUILDING

Town Manager Snow Bowden stated the Town is waiting on the plans to be drawn up.

GOVERNING COMMENTS

Commissioner Blackmon asked Town Manager Snow Bowden to plug in the numbers to see if we can have a Planner come in a couple of days a week. He stated informed the Board when we get a Code Enforcement Officer, the Board is going to have to back them up with all decisions.

Commissioner Turnage stated he will back up the Code Enforcement Officer 110%. If we have to take them to court, we will take them to court.

Commissioner Blackmon stated even if it's your friend or family, we will have to back up the Code Enforcement Officer.

Commissioner Turnage stated when the Board gets up at the podium, we don't have any friends and it is our job to uphold the Codes of Erwin.

Mayor Baker asked if there are funds available for abatement. Town Attorney Tim Morris can take cases to the court system and they will give him an order of abatement but there has to be money to hire a contractor and have to property cleaned up.

Commissioner Blackmon stated there is money in the budget, \$25,000-\$30,000.

Mayor Baker stated the Board is going to have to be thick-skinned enough to say "I'm sorry but we have to feed everyone from the same plate." He warned the Board to be ready for the sticker shock when Town Manager Snow Bowden brings the budget back to the Board.

The Board discussed moving forward with the Depot and the potential revenue the Town can collect by renting out the building once it is complete which may offset the cost.

Mayor Baker recommended doing a Project Ordinance to transfer \$100,000-\$200,000 from the community enhancement fund for operational costs to go in the depot and start seeking grants.

The consensus of the Board was to put shingles on the roof rather than the originally discussed tarp.

Commissioner Blackmon stated we need to have the Architect redo the numbers and then contact Private Financing and Local Government Commission.

Commissioner Nelson expressed his concern that younger people do not want to spend money on the depot. He recommended asking other Towns with a depot how much revenue is accumulated

MINUTES CONTINUED FROM JUNE 8, 2022

each year. He stated the money we would use on the depot could be better used for other services in Town.

The Board reviewed their decisions during this meeting.

Commissioner Turnage stated the Town has one dedicated Town Manager.

Commissioner McKoy stated he completely agreed.

Commissioner Nelson informed the Board that if the baseball team wins their game, he will not be able to be at the workshop on June 27th. He asked if we can take the three-way stop signs down.

Mayor Baker stated until a traffic analysis study is completed, the Board decided not to remove any stop signs in Town. We don't want to do a knee-jerk reaction and pull the signs up too soon.

Commissioner Blackmon stated those signs are not illegal and the Board has every right to put any sign on Town-owned roads.

The Board asked Town Manager Snow Bowden and Town Clerk Lauren Evans to step out at 12:20 P.M.

Town Manager Snow Bowden and Town Clerk Lauren Evans returned at 12:28 P.M.

Mayor stated we will have a prep session for our July Meeting at our June Workshop.

ADJOURNMENT

Commissioner Turnage made a motion to adjourn at 12:32 PM and was seconded by Commissioner McKoy. **The Board voted unanimously.**

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

ATTEST:



Randy Baker

Mayor



Lauren Evans

Town Clerk