

**THE ERWIN BOARD OF COMMISSIONERS  
OCTOBER 2022 REGULAR MEETING  
THURSDAY, OCTOBER 6, 2022 @ 7:00 P.M.  
ERWIN MUNICIPAL BUILDING BOARDROOM**

**AGENDA**

**1. MEETING CALLED TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

**2. AGENDA ADJUSTMENTS /APPROVAL OF AGENDA**

**3. CONSENT**

*All items on Consent Agendas are considered routine, to be enacted on one motion without discussion. If a Board member or citizen request discussion of an item, the item will be removed from the Consent Agenda and considered under New Business.*

- A. Minutes of Workshop on August 22, 2022 **(Page 2)**
- B. Minutes Regular Meeting on September 1, 2022 **(Page 7)**
- C. Financial Report for August 2022 **(Page 12)**
- D. Erwin CERRI Implementation Plan **(Page 14)**
- E. Comprehensive Land Use Plan **(Page 23)**
- F. Animal Services **(Page 30)**
- G. Erwin Depot Grant **(Page 36)**
- H. Resolution of Awarding Badge and Service Sidearm to Charles Ryals **(Page 37)**
- I. BOA 2023-01 **(Page 38)**

**4. PUBLIC COMMENT**

*Each speaker is asked to limit comments to 3 minutes, and the requested total comment period will be 15 minutes or less. Citizens should sign up prior to the start of the meeting. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on the subject matter brought up during the Public Comment segment. Thank you for your consideration of the Town Board, staff, and other speakers. §160A-81.1*

**5. MANAGER'S REPORT**

**6. ATTORNEY'S REPORT**

**7. GOVERNING BODY COMMENTS**

**8. ADJOURNMENT**

**ERWIN BOARD OF COMMISSIONERS**  
**REGULAR MINUTES**  
**OCTOBER 6, 2022**  
**ERWIN, NORTH CAROLINA**

The Board of Commissioners for the Town of Erwin with Mayor Randy Baker presiding held its Regular Meeting in the Erwin Municipal Building Board Room on Thursday, October 6, 2022, at 7:00 P.M. in Erwin, North Carolina.

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

Board Member absent: Mayor Pro Tem Ricky Blackmon

Town Manager Snow Bowden, Town Clerk Lauren Evans, Attorney Vernon Stewart, and Police Chief Jonathan Johnson were present.

Mayor Baker called the meeting to order at 7:00 PM.

Commissioner McKoy gave the invocation.

Resident, Nancy Jackson, led the Pledge of Allegiance.

**AGENDA ADJUSTMENT/APPROVAL OF AGENDA**

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

**CONSENT**

Commissioner Turnage made a motion to approve **(ITEM A)** Minutes of Workshop on August 22, 2022 **(ITEM B)** Minutes Regular Meeting on September 1, 2022 **(ITEM C)** Financial Report for August 2022 **(ITEM D)** Erwin CERRI Implementation Plan **(ITEM E)** Comprehensive Land Use Plan **(ITEM F)** Animal Services **(ITEM G)** Erwin Depot Grant **(ITEM H)** Resolution of Awarding Badge and Service Sidearm to Charles Ryals **(ITEM I)** BOA 2023-01 and was seconded by Commissioner McKoy. **The Board voted unanimously.**

**PUBLIC COMMENT**

Nancy Jackson of 309 St Matthews Rd came forward and addressed the Board. She stated she is opposed to the remodeling of the current Depot as it exists now. In her opinion, the Town of Erwin

**TOWN OF ERWIN  
FINANCIAL SUMMARY REPORT  
FOR MONTH OF August 2022**



REVENUES	ANNUAL BUDGET	Aug. '22 ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
CURRENT YEAR LEVY OF PROPERTY TAXES	1,480,188.00	0.00	0.00	0.00%
CURRENT YEAR MOTOR VEHICLE TAXES	187,985.00	18,750.00	18,750.00	9.97%
PRIOR YEAR TAXES / Penalties & Interest	10,000.00	2,536.00	7,179.00	71.79%
UTILITIES FRANCHISE TAXES	180,270.00	794.00	794.00	0.42%
ENTRY FEES	20,000.00	6,315.00	7,660.00	38.30%
SALES & USE TAX	750,000.00	79,860.00	162,905.00	21.72%
ZONING PERMITS/APPLICATIONS	13,000.00	380.00	4,895.00	38.42%
REFUSE COLLECTIONS FEES	421,000.00	37,295.00	78,825.00	18.75%
STORM WATER COLLECTION	69,000.00	5,271.00	10,876.00	15.76%
ALL OTHER REVENUES	1,352,298.00	13,230.00	62,391.00	4.61%
	<b>4,493,739.00</b>	<b>164,451.00</b>	<b>354,475.00</b>	<b>7.89%</b>
EXPENDITURES	ANNUAL BUDGET	Aug 2022 ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	44,115.00	2,018.00	4,020.00	9.11%
ADMINISTRATION	323,064.00	24,575.00	46,871.00	14.51%
NON-DEPARTMENTAL	341,273.00	17,958.00	127,709.00	37.42%
PLANNING & INSPECTIONS	161,686.00	157.00	303.00	0.19%
POWELL BILL-STREETS	177,000.00	1,000.00	3,000.00	1.68%
POLICE	1,119,663.00	70,491.00	149,913.00	13.39%
POLICE-SRO	70,706.00	5,750.00	11,499.00	16.28%
CONTRACT SERVICES-FIRE	330,188.00	3,943.00	3,943.00	1.19%
PUBLIC WORKS-ADMIN.	122,529.00	8,780.00	23,009.00	18.78%
PUBLIC WORKS-STREETS	423,721.00	36,286.00	60,308.00	14.23%
PUBLIC WORKS-SANITATION	751,244.00	3,608.00	25,277.00	3.36%
PUBLIC WORKS-STORM WATER	57,000.00	8,000.00	10,000.00	17.64%
RECREATION	494,175.00	26,986.00	56,800.00	11.49%
LIBRARY	89,403.00	2,736.00	8,121.00	11.70%
COMMUNITY CENTER	8,000.00	2,968.00	3,564.00	44.43%
	<b>4,493,739.00</b>	<b>219,256.00</b>	<b>534,327.00</b>	<b>11.89%</b>
Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)		<b>4,493,739.00</b>	<b>(54,895.00)</b>	<b>(1.19%)</b>

BANK BALANCES AS OF August 2022	
NC Capital Mgt Trust - Cash Management	2,456,235.21
TRUIST - CASH IN BANK	58,407.98
FIRST FEDERAL PRESTIGE - BUSINESS MONEY MARKET	136,887.75
FIRST FEDERAL PREMIUM - BUSINESS MONEY MARKET	869,583.19
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS	3,509,124.13
TRUIST - STATE FORFEITURE	1,985.80
TRUIST - CAPITAL RESERVE/COMM. ENHANCEMENT	219,971.43
FIRST FEDERAL CAP - RESERVE	2,354,390.48
TRUIST - HEALTH RESERVE HRA ACCT.	20,005.09
TRUIST - PRIEBE FIELD ACCT.	24,163.38
AL WOODALL PARK IMPROVEMENTS	388,175.66
TRUIST - AMERICAN RELIEF FUNDS - (ARPA) Federal Grant	1,415,503.35
TRUIST - Community Building Renovation - (SCIF) State Grant	93,118.12
Y-T-D INVESTMENT BALANCE RESTRICTED FUNDS	4,617,313.31
CUMULATIVE BALANCE FOR TOWN OF ERWIN	8,026,437.44

**POWELL BILL BALANCE**  
\$ **217,241.32**

Town Of Erwin  
Financial Summary Report  
YTD Comparison of August 2021 and 2022



	YTD		YTD		DIFFERENCE
	Aug-22	Aug-21	Aug-22	Aug-21	
<b>Revenues</b>					
CURRENT YEAR LEVY OF PROPERTY TAXES	0.00	4,449.00			(4,449.00)
CURRENT YEAR MOTOR VEHICLE TAXES	18,750.00	17,257.00			1,493.00
PRIOR YEAR TAXES / Penalties & Interest	7,179.00	33,782.00			(26,603.00)
UTILITIES FRANCHISE TAXES	794.00	860.00			(66.00)
ENTRY FEES	7,660.00	6,000.00			1,660.00
SALES & USE TAX	162,905.00	145,717.00			17,188.00
ZONING PERMITS/APPLICATIONS	4,995.00	2,840.00			2,155.00
REFUSE COLLECTIONS FEES	78,925.00	79,201.00			(276.00)
STORM WATER COLLECTION	10,876.00	10,366.00			510.00
ALL OTHER REVENUES	62,391.00	60,014.00			2,377.00
	<b>\$ 354,475.00</b>	<b>360,466.00</b>			<b>(6,011.00)</b>
<b>Expenditures</b>					
GOVERNING BODY	4,020.00	3,603.00			412.00
ADMINISTRATION	46,871.00	40,426.00			6,445.00
NON-DEPARTMENTAL	127,709.00	168,376.00			(40,667.00)
PLANNING & INSPECTIONS	303.00	8,637.00			(8,334.00)
POWELL BILL-STREETS	3,000.00	3,000.00			0.00
POLICE	149,913.00	129,653.00			20,260.00
POLICE-SRO	11,499.00	10,758.00			741.00
CONTRACT SERVICES-FIRE	3,943.00	10,091.00			(6,148.00)
PUBLIC WORKS-ADMIN.	23,009.00	19,533.00			3,476.00
PUBLIC WORKS-STREETS	60,308.00	53,076.00			7,232.00
PUBLIC WORKS-SANITATION	25,277.00	44,519.00			(19,242.00)
PUBLIC WORKS-STORM WATER	10,000.00	3,549.00			6,451.00
RECREATION	56,800.00	64,249.00			(7,449.00)
LIBRARY	8,121.00	11,422.00			(3,301.00)
COMMUNITY CENTER	3,554.00	615.00			2,939.00
	<b>\$ 534,327.00</b>	<b>571,712.00</b>			<b>(37,385.00)</b>

BANK ACCOUNT BALANCES			
	YTD	YTD	YTD
	Aug-22	Aug-21	Aug-21
NC Capital Mgt Trust - Cash Management	2,455,235.21		1,967,203.61
TRUIST - CASH IN BANK	58,407.98		111,679.39
FIRST FEDERAL PRESTIGE - BUSINESS MO	136,887.75		136,591.42
FIRST FEDERAL PREMIER - BUSINESS MONEY MARKET	858,593.19		856,877.71
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS	\$ 3,509,124.13		3,072,352.13
BB&T STATE FORFEITURE	1,985.80		4,246.64
BB & T CAPITAL RESERVE/COMM. ENHANCEMENT	219,971.43		193,378.81
FIRST FEDERAL CAP. RESERVE/GENERAL	2,354,390.48		2,949,686.42
BB&T HEALTH RESERVE HRA ACCT.	20,005.09		17,198.42
PRIEBE FIELD ACCT.	24,163.38		11,248.44
AL WOODALL PARK IMPROVEMENTS	368,175.66		349,440.85
AMERICAN RELIEF FUNDS; ARPA Grant	1,415,503.35		821,602.01
Community Bldg.Renovation; SCIF GRANT	93,118.12		0
Y-T-D BALANCE RESTRICTED FUNDS	\$ 4,517,313.31		3,746,803.59
CUMULATIVE BALANCE FOR TOWN OF ERWIN	\$ 8,026,437.44		6,819,155.72



# *Erwin Community Economic Recovery & Resiliency Initiative*

**FINAL DRAFT September 26, 2022**



## **ERWIN CERRI IMPLEMENTATION PLAN 2022**

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## Erwin- Economic Recovery Work Plan Summary - (2022)

**Vision:** The Town of Erwin is a bustling, friendly community with a solid employment base, a variety of housing options, and an array of recreational activities. It combines the best attributes of small-town living with the convenience of proximity between two large urban areas. Its mill town heritage is celebrated while new industries are welcome. Erwin is truly a place that has pride in its past and hope in its future. – *from the Erwin Land Use Plan - Adopted June 5, 2014*

**Implementation Strategy:** Erwin will use a dual approach focused on: Community Economic Resiliency and Small Business Support to implement their economic recovery and resiliency initiative.

### ECONOMIC RECOVERY STRATEGIES

**Strategy 1:  
Make Erwin A Destination**

**Goal 1:** To differentiate Erwin from other towns

**Objective 1.1:** Increase local business sales 10% by 2024

**Objective 1.2:** Increase Erwin's visibility measured by improved visitation to events and calls to Chamber of Commerce

### Community Economic Resiliency

**Action:**

1.1 Develop an Economic Positioning Statement (see *Action 1.3*)

1.2 Engage Consultant to Re-Brand Erwin as a Destination

1.3 Consider Development of an Economic Development Strategic Plan

1.4 Consider Development of Erwin Highway 421 Commercial Overlay District

### Small Business Support

**Action:**

1.5 Create Business Listing (directory) on Town Website

1.6 Schedule Business Training Opportunities

1.7 Provide Design Assistance and Incentives for Downtown Building Improvements

1.8 Develop Process to Communicate Proposed Ordinance / Policies That Impact Business

1.9 Promote New & Expanding Businesses

1.10 Promote "Shop Local" Campaigns

**Strategy 2:  
Improve quality of life for all residents of Erwin.**

**Goal 2:** Meet the physical, mental, cultural, and social needs of residents, workforce & visitors.

**Objective 2.1:** Increase the number of visitors to the Town and offer more opportunities for community socialization and gathering.

**Objective 2.2:** Increase opportunities for residents to improve their physical and mental health

**Action:**

2.1 Develop "Denim Depot Junction/Crossing" as Textile Museum, Events Area w/Stage, Food Truck Court

2.2 Encourage Redevelopment of the Erwin Mill Property

2.3 Research and Apply for Bicycle/Pedestrian Planning Grants.

**Action:**

2.4 Update existing wayfinding signage system

2.5 Expand sidewalk connectivity between residential and commercial districts and recreational areas.

# Erwin CERRI Implementation Action List

## Implementation Strategy: Community Economic Resilience

### Economic Recovery Strategy 1: Make Erwin a Destination

**Goal 1:** To differentiate Erwin from Other Towns

**Objective 1.1:** Increase local business sales 10% by 2024

**Objective 1.2:** Increase Erwin's visibility measured by improved visitation to events and calls to the Chamber of Commerce

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### Action 1.1: Develop an Economic Positioning Statement

**Purpose:** A community economic positioning/vision statement provides a forward-looking strategic framework to help guide local government and the community make disciplined, tactical, and incremental decisions on community issues as they arise.

Task A: Engage MS&RPC to facilitate a community workshop to create an economic positioning/vision statement for the Town of Erwin

Task B: Determine tasks to help achieve the positioning/vision

Task C: Adopt the statement and work plan

**Responsible Party:** Town Manager/Town Board

**In-House or Outsource:** Outsource MS&RPC

**Cost/Time:** TBD

**Partners/Assistance:**

**Date To Be Completed:** QTR1 23

### Action 1.2: Engage Consultant to Help Rebrand Erwin as a Destination

**Purpose:** To create a new image for Erwin, and downtown, capitalizing on its character, charm, heritage, and history as the "Denim Capital of the World" and to increase public awareness and traffic to businesses and attractions from within and outside Erwin.

Task A: Develop a Request for Qualifications (RFQ)

Task B: Interview 2-3 responding firms

Task C: Negotiate proposal cost, timelines, and deliverables

**Responsible Party:** Town Manager/Board of Commissioners

**In-House or Outsource:** Outsource

**Cost/Time:** \$35,000+

**Partners/Assistance:** Erwin Chamber of Commerce, Harnett County Economic Development, MS&RPC

**Date To Be Completed:** QTR3 23 (unless budget allows for QTR2 23)



### **Action 1.3: Consider Development of Economic Development Strategic Plan**

**Purpose:** An economic development strategic plan is a focused plan – usually with a 5-year horizon - that guides and measures the actions of a town or county, in partnership with businesses and the community, to achieve goals for an economically secure, innovative, efficient, and vibrant community. For Erwin, since CERRI has been completed, a lot of data has already been collected so the process will be more streamlined.

- Task A: Engage MS&RPC Prosperity Zone Planner with a Memorandum of Understanding and Resolution
- Task B: Schedule 3-4 community meetings
- Task C: Schedule Economic Positioning/Vision Workshop (*See Strategy 1, Item 1.1*)
- Task D: Review and adopt Erwin Strategic Plan & Positioning Statement

**Responsible Party:** Town Manager/Town Board

**In-House or Outsource:** Outsource with MS&RPC

**Cost/Time:** \$200-300

**Partners/Assistance:** Main Street & Rural Planning Center (MS&RPC)

**Date To Be Completed:** QTR2 23

### **Action 1.4: Consider Development of Erwin Highway 421 Commercial Overlay District**

**Purpose:** To create a sense of place along US 421 and US 421 S, an *Erwin Highway 421 Commercial Overlay District* would provide specific development standards that are applicable only along US Highway 421 in Erwin’s Jurisdiction. The purpose of these requirements is to provide enhanced & contextual building design, uniform landscaping, pedestrian access, specific development standards and vehicular access control measures for development within this corridor. The *2017 Erwin CPNI Workshop Report* recommended creating a Comprehensive Master Plan to include the 421 Transportation Corridor. Development of the overlay could be tied in with a planned *Comprehensive Land Use Plan* for Erwin. Additionally, the overlay could be compatible with Harnett County’s proposed Ed-Med Overlay District but differentiated for Erwin.

**Responsible Party:** Town Board / Town Manager

**In-House or Outsource:** Outsource

**Cost/Time:** TBD

**Partners/Assistance:** TBD

**Date To Be Completed:** FY 23/24

## **Implementation Strategy: Community Economic Resiliency**

**Strategy 2:** Improve Quality of Life for All Residents of Erwin

**Goal 2:** Meet the physical, mental, cultural, and social needs of residents, workforce and visitors

**Objective 2.1:** Increase the number of visitors to the Town and offer more opportunities for community socialization & gathering

**Objective 2.2:** Increase opportunities for residents to improve their physical and mental health

### **Action 2.1: Develop “Denim Depot Junction/Crossing” as textile museum, events area w/stage, and food truck court**

**Purpose:** To create an attraction in downtown (museum), and a gathering and event location which would attract residents and others to the downtown area.

#### **Phase I**

Task A: Engage architect to determine or update costs to develop museum space in depot

Task B: Engage landscape architect to determine or update costs for event space with electrical, water & amenities

Task C: Determine funding sources\*

**Responsible Party:** Town Manager

**In-House or Outsource:** Outsource

**Cost/Time:** TBD

**Partners/Assistance:** NC Historic Preservation Office, MS&RPC, and others as determined

**Date To Be Completed:** *October 2022 \*If the plan costs could be updated quickly enough, an application could be submitted to the Rural Transformation Grant Fund via NC Commerce. Deadline is November 1.*

## **Action 2.2: Encourage Redevelopment of the Erwin Mill Property**

**Purpose:** As much as possible the Town should try to provide as much assistance to a future owner, as long as the plans fit with the improvement of the Town of Erwin. It's hoped a new owner/developer will develop the property as an extension of downtown with new businesses, small manufacturing and residential. *2017 Erwin CPNI Workshop Report* recommended the designation of the entire mill property as an overlay district for mixed-use.

Task A: Stay connected with owner & representatives of property

Task B: Encourage development that will complement and improve conditions in downtown

Task C: Provide reduction of development barriers as appropriate

**Responsible Party:** Town Board/Town Manager

**In-House or Outsource:** n/a

**Cost/Time:** TBD

**Partners/Assistance:** Harnett County Economic Development, Harnett County Commissioners, others TBD

**Date To Be Completed:** ongoing

## **Action 2.3: Research and Apply for Bicycle/ Pedestrian Planning Grants**

**Purpose:** To provide healthy transportation alternatives and connectivity between residential, commercial, and other parts of Town.

Task A: Identify source(s) for planning grant funding (NCDOT, etc.)

Task B: Make application and follow process

**Responsible Party:** Town Manager/Parks & Recreation Director

**In-House or Outsource:** In-house

**Cost/Time:** TBD

**Partners/Assistance:** TBD

**Date To Be Completed:** QTR1 23

## **Implementation Strategy: Small Business Support**

**Strategy 1:** Make Erwin a Destination

**Goal 1:** To differentiate Erwin from Other Towns

**Objective 1.1:** Increase local business sales 15% by 2024

**Objective 1.2:** Increase Erwin's visibility measured by improved visitation to events and calls to the Chamber of Commerce

## **Action 1.5: Create Business Listing (directory) on Town Website**

**Purpose:** Online directories provide residents and visitors with an easy way to find and filter through the businesses in the area that offers their desired services. Seek to partner with Erwin Chamber of Commerce.

Task A: Research on-line programs to use as directory

Task B: Incorporate as part of website re-design

Task C: Develop update and maintenance process

**Responsible Party:** Town Manager

**In-House or Outsource:** both

**Cost/Time:** TBD  
**Partners/Assistance:** Erwin Chamber of Commerce  
**Date To Be Completed:**

### **Action 1.6: Schedule Business Training Opportunities**

**Purpose:** The pandemic showed many business owners that in order to be more resilient they need to upgrade their knowledge base and business options. Erwin's businesses indicated their top interests would include Guidance on modifying their business model; Technical training on social media; Technical training on website development and e-commerce; Resources to find qualified employees; and Information about business continuity planning.

Task A: Partner with Central Carolina Community College Small Business Center to provide seminars and resources  
Task B: Identify locations in Erwin for the seminars  
Task C: Create a schedule and promote to businesses throughout Erwin

**Responsible Party:** Town Manager/Designee  
**In-House or Outsource:** both  
**Cost/Time:** TBD  
**Partners/Assistance:** Small Business Center Administrator at CCCC, others TBD  
**Date To Be Completed:** Start 4thQTR 22

### **Action 1.7: Provide Design Assistance and Incentives for Downtown Buildings**

**Purpose:** In rural downtowns across the country, disinvestment has made it difficult to preserve significant architectural resources and sustain economic vitality. Coordinated, small-scale façade and other improvements have the power to not only preserve valuable historic resources in rural communities, but also to spur economic growth in the surrounding area. Incentives may include design guidance, grants for façade and other improvements.

Task A: Inventory the condition of all buildings in the downtown commercial district  
Task B: Develop appropriate incentive program(s)  
Task C: Identify funding resources

**Responsible Party:** Town Manager/Town Board  
**In-House or Outsource:** In-House  
**Cost/Time:** TBD  
**Partners/Assistance:** Main Street & Rural Planning Center (NC Commerce), TBD  
**Date To Be Completed:** QTR3 23

### **Action 1.8: Develop Process to Communicate Proposed Ordinance/Policy and Changes That Impact Business**

**Purpose:** The Small Business Survey indicated that most respondents did not feel local government sought input from the business community when developing ordinances/policies that might or would affect them. Strong communication in local government creates trust in its businesses & citizens. The hope is that this trust will inspire businesses/citizens to become involved in their communities. As the relationship builds between governments and businesses/citizens, over time, they will come to realize that their concerns matter.<sup>1</sup>

Task A: Research how other communities provide this communication – via listservs and other sources  
Task B: Enact best process learned

**Responsible Party:** Town Manager/Town Board  
**In-House or Outsource:** In-House  
**Cost/Time:** TBD  
**Partners/Assistance:**  
**Date To Be Completed:** QTR2 23

<sup>1</sup> *Diligent.com* "The Importance of Strong Communication in Local Government," by Lena Eisenstein, October 17, 2019

### **Action 1.9: Promote New & Expanding Businesses**

**Purpose:** Helping small businesses start and thrive is a win-win situation for the government. Local businesses help support the tax base through businesses taxes and through the wages provided to employees. Promoting new and expanding businesses helps the local community learn about the businesses and encourages citizens to patronize these businesses.

Task A: Partner with Erwin Chamber of Commerce to identify and create a promotion mechanism

Task B: Use Town website to promote all businesses – startups and expansions

**Responsible Party:** Town Manager

**In-House or Outsource:** In-House

**Cost/Time:** TBD

**Partners/Assistance:** Erwin Chamber of Commerce

**Date To Be Completed:** Start QTR1 23

### **Action 1.10: Promote Shop Local Campaigns**

**Purpose:** Communities that institute campaigns to support small, local, independent businesses tend to see greater income growth year to year. The Institute for Local Self Reliance commissioned several national surveys to look at year-over-year sales in 2016. They found: 1) A 7.4 percent increase in communities with sustained grassroots “buy independent/buy local” campaigns; and 2) A 4.2 percent increase in communities without such campaigns. Additionally, the money spent at locally owned businesses tends to circulate in the community.

Task A: Partner with Erwin Chamber of Commerce and other local organizations that promote businesses to develop and maintain shop local campaigns in Erwin

**Responsible Party:** Town Manager/Town Board

**In-House or Outsource:** In-House

**Cost/Time:** TBD

**Partners/Assistance:** Erwin Chamber of Commerce/ Local businesses

**Date To Be Completed:** Start QTR4 22

## **Implementation Strategy: Small Business Support**

**Goal 2:** Meet the physical, mental, cultural, and social needs of residents, workforce and visitors

**Objective 2.1:** Increase number of visitors to Town/offer more opportunities for community socialization & gathering

**Objective 2.2:** Increase opportunities for residents to improve their physical and mental health

### **Action 2.4: Update Existing Wayfinding Signage System**

**Purpose:** The genesis of community wayfinding usually begins with a local desire to guide residents and visitors to downtown commercial districts, public services, amenities, and other places of interest within county, town and city limits. Wayfinding programs seek to bring awareness of the museums, retail districts, historical areas, and landmarks that visitors may not know about and that may not be included in modern navigation technologies.<sup>2</sup>

- Task A: Create map with proposed sign locations
- Task B: Determine sign size/type
- Task C: Destination text for each sign
- Task D: Sign design
- Task E: Determine sign fabricator/installer
- Task F: Proposal for NCDOT
- Task F: NCDOT Encroachment Agreement (where required)
- Task G: Installation

**Responsible Party:** Town Manager/Public Works Director

**In-House or Outsource:** TBD

**Cost/Time:** TBD

**Partners/Assistance:** MS&RPC (NC Dept of Commerce), Planning Department, Local NCDOT representative, Public Works, consultant (optional), sign designer, sign fabricator, and installer

**Date To Be Completed:** QTR1 24

### **Action 2.5: Expand Sidewalk Connectivity Between Residential, Commercial Districts, and Recreational Areas**

**Purpose:** Sidewalks play a vital role in community life. As conduits for pedestrian movement and access, they enhance connectivity and promote walking. As public spaces, sidewalks are the front steps to a community, activating streets both socially and economically<sup>3</sup>.

- Task A: Identify/inventory future sidewalk network
- Task B: Determine phased funding & construction plan schedule

**Responsible Party:** Town Manager / Public Works

**In-House or Outsource:** TBD

**Cost/Time:** TBD

**Partners/Assistance:**

**Date To Be Completed:** Start inventory QTR2 23

<sup>2</sup> *Urban Wayfinding Planning and Implementation Manual, Signage Foundation, Inc (SFI) 2013*

<sup>3</sup> *AARP Livable Communities Fact Sheet Published Summer 2014*



# STEWART

August 19, 2022

Snow Bowden  
Town Manager  
Town of Erwin

**Re: Town of Erwin Comprehensive Land Use Plan Proposal**

Dear Justin:

**STEWART** is pleased to submit this proposal to provide Planning Consulting Services to work with the Town of Erwin in regard to the Town's Comprehensive Land Use Plan project.

The proposed work program is organized into the following three (3) key tasks:

- Phase 1 - Project Initiation & Analysis
- Phase 2 – Visioning & Plan Development
- Phase 3 – Implementation & Adoption

The enclosed scope and fee is inclusive of the services necessary to complete the above referenced project. We have provided a detailed scope of services by task, timeline, and proposed compensation.

Please do not hesitate to contact me at 919.866.4812 or by email at [jpetrosky@stewartinc.com](mailto:jpetrosky@stewartinc.com) if you have any questions or concerns regarding this document.

Best Regards,

Jake Petrosky, AICP  
Director, Community Planning  
Vice President

Attachments:

1. Project Understanding/Scope of Services

### **SCOPE OF SERVICES:**

Stewart (Consultant) approaches the Town of Erwin (Client) Comprehensive Land Use Plan project with a community-driven, design oriented and data-rich planning process that will prioritize local issues and refine the Town's vision. The Comprehensive Land Use Plan will build on past planning efforts and include policies and strategies to guide land use regulations, promote economic development, and provide direction for services and staff.

Stewart has experience working with Towns across the state of North Carolina, including with many communities experiencing similar challenges as Erwin. The Stewart team will facilitate the creation of a well-organized, user-friendly plan guided by community engagement. We will accomplish this by executing a three-phase project scope that can be customized to meet the Town's expectations.

### **PHASE 1 – PROJECT INITIATION & ANALYSIS:**

#### **Existing Plan & Document Review/Data Gathering:**

Our team will work with Town staff to identify and assemble relevant background documents for review. Spatial data and adopted plans will be collected from the Town, County, State, and Federal agencies as well as private organizations, as appropriate.

At a minimum the following will be reviewed:

- Current Land Use Plan
- Zoning Ordinance and other land development related ordinances
- Zoning Map
- NC Floodmaps
- County plans
- NCDOT Plans
- Greenway and parks plans
- Employment, tourism and economic data & trends
- County & Local GIS Files
- Budget / Capital Improvement Program

Assessments of past planning efforts and existing regulatory approaches are vital to understanding the challenges, opportunities, and successes of a place and crafting a feasible approach to implementation. Highlights from the plan assessment will be incorporated into steering committee presentations, content for public meetings and the final document.

During this phase a series of maps will be created to highlight existing conditions. Maps will convey property ownership, environmental constraints, natural resources, parks and open space, infrastructure and cultural and historical resources.

#### **Tour & Initiation Meetings:**

- **Kick-off Meeting & Community Tour** – After conducting a kick-off meeting with Town Staff, Our team will conduct tour to document, inventory, and view key areas and features such as Town-owned land and buildings, natural resource areas, housing, recently approved developments (or areas proposed/being considered for development), and utilities/infrastructure.
- **Stakeholder Interviews** – The team will conduct a series of stakeholder interviews taking place over the course of one day. We will work with Town staff to identify these stakeholders (business owners, community and neighborhood groups, economic development, downtown property owners, representatives from the community, real estate brokers and developers, etc). The purpose of the meetings is to listen to and understand concerns and identify plan opportunities and constraints. If necessary, these meetings can be conducted remotely, but the preference is in-person.
- **Steering Committee Meeting** – The first meeting with the Steering Committee (recommended to

be Planning Board) will occur during this phase of the project, where we will discuss the project scope, schedule, stakeholder feedback, and initial impressions and issues. Early identification of outreach opportunities as well as communicating a sense of inclusion and ownership is important to engage steering committee members in the process moving forward.

#### **Community Profile:**

Stewart will prepare a Community Profile (CP), incorporating updated statistics and findings from recent Town efforts. The CP will include the Town's history, baseline demographic and economic data (population, employment, income, socioeconomic data, retail trends, etc.). We will use data from the Town, Harnett County, Census Bureau, State of North Carolina, Esri and other available sources. Information collected regarding the economy, business patterns, employment and demographics will be studied to benchmark progress and provide context to policy recommendations developed later in the process.

#### **Community Needs Assessment Survey:**

The team will work closely with Town staff to develop a Community Needs Assessment Survey to gather feedback from the public regarding community vision, goals, and key issues to be addressed by the plans policies, future regulatory efforts, and investment decisions. The Community Survey can be made available on-line, in print form, and as a component of a public meeting.

#### **Deliverables:**

- Stakeholder Interview Schedule and Invitation Template - Our team will develop a schedule and an email invitation template for staff to use to organize and invite stakeholders to participate in the plan.
- Website – The Consultant will create a stand-alone website for the project using Wix.com and retain a domain for 2 year period. The website will serve as the main information hub for the project and will be populated with information throughout the process.
- Public Engagement Plan – A table of planned public outreach efforts including meetings, social media, workshops, and Board and public presentations.
- Analysis Maps - As guided by initial input from stakeholders, staff, and steering committee, a series of maps will be developed to communicate existing conditions and trends. These maps will contribute to the initial foundation of information that will guide the plan development process.
- Community Needs Assessment Survey - Community goals and vision will be assessed and ranked to help guide future plan development efforts. As part of the base fee for this task, the Consultant will utilize Survey Monkey and create an interactive map using ArcGIS Online. For an optional cost, an enhanced engagement platform will be utilized such as PublicInput.com, Social Pinpoint or Mindmixer.
- Community Profile - The highlights of current demographic and economic trends. This document will be provided in power point and pdf format.

#### **Meetings:**

- Project Kickoff Meeting with Town Staff
- ½ Day Community Tour
- Stakeholder Interviews
- Steering Committee Meeting #1 (In-person or online)
- Bi-weekly coordination calls with Town Staff
- Monthly update reports to the Planning Board (as request by Town Staff)

#### **PHASE 2 – VISIONING & PLAN DEVELOPMENT:**

Following completion of Phase 1, our team members will conduct a public visioning workshop. We believe that a concentrated effort focused on community visioning and concept development will build excitement and create momentum. The workshop will focus on issues, opportunities, and visioning and options for recommendations.



Based on the public input received, we will prepare draft vision and goals as well as a framework for recommendations in the plans.

### **Land Use & Growth Management**

The Stewart team will conduct an analysis of issues and opportunities in various portions of the Town. Residential growth areas, redevelopment and commercial opportunities, economic development opportunities, and conservation priorities will be studied.

Existing land use and land supply maps and data will be developed to understand capacity for growth in the Town. A suitability analysis will determine areas most suitable for different types of development or conservation based on a variety of inputs. It is anticipated that suitability maps will be created for residential, commercial, industrial and conservation/open space. Exact land use types and inputs will be determined based on consultation with Town staff. Typical inputs include proximity to existing and proposed roadways and utility infrastructure, proximity to schools, parks, and commercial areas, adjacent land uses, and understanding of existing land use patterns and environmental constraints.

The suitability analysis and input from public meetings will be utilized by the steering committee, Town staff, and the consultant team to inform future land use preferences including use-mix, scale, and design character. Deliverables for this task will be utilized to formulate the future land use map and associated character area recommendations. Best practices will be consulted to improve compatibility of new development while staying within the bounds of North Carolina General Statutes.

A Future Land Use Map will be created and will be a graphical representation of the Town's vision as to where growth should occur as well as lands and historic resources that should be preserved and protected from development. The map will be supplemented with land use character areas that will be brought to life using precedent imagery and descriptions that specify intended use mix, scale, density, and other physical design characteristics. Development of the Future Land Use Map and associated recommendations will be guided and informed by goals, technical analysis, staff and steering committee perspective. Recommendations will include potential updates to the zoning ordinance to assist in plan implementation.

### **Transportation**

The planning of a transportation system requires a coordinated effort between multiple local, regional, state, and federal entities. Our team will assess Erwin's roadway network, looking at existing infrastructure, connection opportunities, and short- and long-range local, regional, and state transportation priorities. Our team will also:

- Identify corridors for bicycle and pedestrian facilities;
- Review the Town's Ordinances to make recommendations regarding access management, parking standards, bicycle use, and sidewalk maintenance;
- Identify priority infrastructure improvements and policy recommendations that may be needed in the short and long-term.

### **Parks, Recreation and Cultural Resources**

A comprehensive system of public and private spaces for recreation — passive and active — is critical to the livability of a place. The Stewart team will review the most recent parks and recreation planning efforts to understand the existing and planned system of facilities. The analysis will focus on opportunities for bolstering the system in terms of updating existing facilities and addressing public priorities. The analysis will also identify ways to link facilities to neighborhoods and other destinations through a connected system of sidewalks and greenways. Recommendations will be provided that complement the land use vision in the Comprehensive Land Use Plan. Recommendations for facilities, programming, and maintenance will be provided.

### **Downtown**

The Stewart team will work with the public, Steering Committee and Town staff to determine issues and opportunities in Downtown Erwin. This element of the plan will include recommendations that address the

form of development intended downtown as well as programs and policies to encourage infill development, renovation and potential transportation and public space improvements.

### **Plan Development**

The project team will prepare and submit the draft Comprehensive Land Use Plan to Town staff and the Steering Committee. Upon completion of the review, the draft document will be posted on the Town's website for public comment. Town staff and the Stewart team will also conduct a community open house to reveal the draft plan. All comments received from staff, the Steering Committee, and the public will be cataloged, and responses made. This careful tracking of comments will allow the Stewart team to identify common themes in feedback/comments for discussion with staff and elected/appointed officials during the review and public hearing and adoption process. The draft document(s) will be revised and amended as appropriate.

### **Deliverables:**

- Visioning Workshop Materials and Conceptual Designs
- Preliminary Vision, Goals, and Recommendations
- Character Area Descriptions
- Draft Comprehensive Land Use Plan and Future Land Use Map
- Public Participation and Engagement Summary
- Meeting and Public Workshop Materials and Summaries
- Website Information and Updates
- Monthly update reports to the Planning Board (as request by Town Staff)

### **Meetings:**

- Public Workshop(s) – One day of meetings
- Steering Committee Meeting #2 – Framework & Vision
- Steering Committee Meeting #3 – Draft Plan & Recommendations
- Community Meeting/Open House – Draft Plan
- Bi-weekly coordination calls with Town Staff

### **PHASE 3 – IMPLEMENTATION & ADOPTION:**

#### **Implementation & Strategic Action Plan**

After the plan is in draft format the Stewart team will conduct a work-session with planning staff and other Town departments to discuss strategic goals, capital resources, and implementation steps. Potential amendments regulations, town projects and grant opportunities may also be discussed. Action items will be documented and presented at the final Steering Committee Meeting and noted in the plan.

#### **Open House**

Stewart will facilitate an online or in-person meeting to gather feedback from citizens and stakeholders on the draft plan.

#### **Plan Adoption**

Plan adoption will be a collaboration between Town staff and the Stewart Team to work through the Comprehensive Land Use Plan adoption process. Key members of the Stewart team will be available to attend a Planning Board meeting and one Board of Commissioners meeting to present the final version of the plan recommended for adoption. Stewart team members will be available if needed for additional meetings as an additional service.

#### **Final Plan Document**

Following the public hearing process, a final set of plan documents will be provided to the Town including plan document, appendices, maps and map data, public engagement summaries, etc.

### **Deliverables:**

- Implementation Steps
- Final Adopted Plan (Print (3 bound copies) and Electronic Versions, including supporting data and documentation)
- Meeting Summaries
- Website Information and Updates

**Meetings:**

- Steering Committee Meeting #4 – Implementation
- Draft Plan Open House
- Presentation of Final Plan to Planning Board
- Presentation of Final Plan to Board of Commissioners
- Bi-weekly coordination calls with Town Staff

**CONTINUING SERVICE:**

As part of our continuing service promise, Stewart will be available by phone or email for a period of six (6) months following plan adoption to assist staff with questions about the plan and associated implementation. ***This continuing service is included is not an additional cost to the Town and stems from Stewart’s desire to remain a community partner, even after the contract has been fulfilled.***

**SCHEDULE:**

**Phase 1:** November 2022 – January 2023

**Phase 2:** February – April 2023

**Phase 3:** May - June 2023

**CLIENT RESPONSIBILITIES:**

It shall be the responsibility of the Client to provide the following items:

- Provide any available electronic information
- Secure meeting spaces and coordinate meetings, including refreshments.
- Provide IT support in preparation and during meetings in Town facilities.
- Identify, invite, coordinate and follow up with Steering Committee Members, staff, and stakeholder groups.
- Provide notice of scheduled meetings (with reasonable advance notice).
- Provide decisions on critical issues as necessary in a timely manner.
- Assist with facilitation of meetings.
- Payment of all invoices per Conditions of Agreement.

**COMPENSATION:**

Stewart agrees to provide the planning consulting services outlined above for the following compensation:

Description: Scope of Services		Base Fee
<b>Phase 1</b>	Project Initiation & Analysis	\$15,000
<b>Phase 2</b>	Visioning and Plan Development	\$23,000
<b>Phase 3</b>	Implementation and Adoption	\$8,000
	<b>TOTAL BASIC SERVICES</b>	<b>\$46,000</b>
<b>Optional Task A</b>	Conceptual Plans	\$4,000 (per area or corridor)
<b>Optional Task B</b>	Training (includes training material and travel)	\$1,500
<b>Optional Task C</b>	Additional Meetings	\$800 per in-person or \$400 per remote meeting

*\*Expense fee is inclusive of basic printing and travel costs (mileage, meals, printing, etc.).*

**OPTIONAL TASKS**

- **A. Conceptual Plan(s):** As part of the Comprehensive Land Use Plan process our team can develop one or more "small area" conceptual plan for an area selected by the Town. The Town may benefit from more detailed land use, redevelopment, streetscape, economic development, transportation and public space recommendations for a particular area of town or corridor. Conceptual plans could be created for these areas that illustrate key infrastructure, public realm improvements, building scale, development or redevelopment opportunities, orientation, and other features.
- **B. Training:** As the Comprehensive Land Use Plan is the principal planning tool used by the Town to inform major land use decisions, the Stewart team can be available to conduct a ½ day in-person training session for Town staff, Planning Board, and/or Board of Commissioners. This training session would include how the plan is used, how it interacts within the existing regulatory environment, and how the plan serves as a tool to shape work planning and budgeting priorities.
- **C. Additional Meetings:** Stewart staff can attend additional in-person meetings outside of the scope of services for a cost of \$800 per in-person meeting (\$400 per remote meeting).

**ADDITIONAL SERVICES:**

Any request by the Client to complete items not contained in the scope of services, or items outlined as exclusions, will be deemed as Additional Services to this Agreement. Additional Services will be provided if requested by the Client for a negotiated lump sum fee or at our Standard Hourly Billing Rates.

**CONCLUSION:**

This document may serve as a Client-Consultant Agreement. Included in the agreement are the standard Hourly Rate Schedule and Conditions of the Agreement. If this proposal is acceptable, please execute and return a copy of the Agreement and the Project Information Form to this office.

Do not hesitate to contact us if you have any questions regarding our proposal. Please give us the opportunity to clarify any details of this proposal or to revise it if it appears that we have misunderstood some portion of the scope of services.

Respectfully submitted:

**APPROVAL:**  
**STEWART**

Doug Taylor, PE, CPM  
\_\_\_\_\_  
**Print Name**

Practice Leader, Municipal Planning  
Vice President  
\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**TOWN OF ERWIN**

Snow Bowden  
\_\_\_\_\_  
**Print Name**

Town manager  
\_\_\_\_\_  
**Title**

Snow Bowden  
\_\_\_\_\_  
**Signature**

10/6/2022  
\_\_\_\_\_  
**Date**

NORTH CAROLINA

INTERLOCAL AGREEMENT FOR  
ANIMAL CONTROL SERVICES

HARNETT COUNTY

THIS AGREEMENT is made and entered into this \_\_\_\_ day of October 2022, by and between the TOWN OF ERWIN, a municipal corporation organized and existing under the laws of the State of North Carolina (hereinafter referred to as the "Town") and the COUNTY OF HARNETT, a body politic, organized and existing under the laws of the State of North Carolina (hereinafter referred to as the "County").

WITNESSETH:

WHEREAS, North Carolina General Statute § 160A-461 authorizes interlocal agreements between units of local government for any undertaking;

WHEREAS, the governing bodies of both of the parties to this Agreement have found and determined that it is in the public interest and for the public benefit for the Harnett County Animal Services Division (hereinafter referred to as "Animal Services") to provide animal control services within the limits of the Town;

WHEREAS, The Board of Commissioners for the County and the Town Council for the Town have each adopted a resolution as required by North Carolina General Statute 160A-461 for the ratification of this Agreement.

NOW THEREFORE, in consideration of the premises set forth herein, and intending to be legally bound, and for other consideration the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Purpose.** The Purpose of this Agreement is to establish an interlocal undertaking, as provided by Chapter 160A, Article 20 of the North Carolina General Statutes, whereby the County shall serve as the contracted animal control agency for the Town.

2. **Animal Control Ordinance.** The Ordinance entitled "Municipal Animal Services Ordinance for the Towns of Angier, Coats, Erwin, and Lillington" (hereinafter referred to as the "Municipal Ordinance") as originally adopted on January, 2008, and as amended November 18, 2013, and any subsequent amendments thereto shall be enforced by Animal Services pursuant to this Agreement. The Town shall not unilaterally adopt any amendments to the Municipal Ordinance unless all other municipalities adopt the same amendments.

3. **Services Provided by the County.** The County, by and through Animal Services, shall enforce the provisions of the Municipal Ordinance within the corporate limits of the Town. Animal Services shall provide such equipment, personnel, management, and administrative support services as are necessary to provide animal control services for the Town. The County shall provide animal control services during the hours of 8:00a.m. through 5:00p.m., Monday through Friday, responding to calls within the Town on both a routine and emergency basis. The

County shall also provide emergency after hour call services from 5:00p.m. to 8:00a.m. Monday through Friday and all holidays and weekends.

4. **Law Enforcement Assistance.** The Town's police department, upon request, shall provide assistance to Animal Services during the seizure and impoundment of any animal that is in violation of the Municipal Ordinance or state or federal law.

5. **Term.** The term of this Agreement shall begin upon its execution and shall continue until June 30, 2025 (the "Initial Term"). This Agreement shall automatically renew for consecutive three (3) year terms unless terminated in accordance with provisions contained herein (each the "Renewal Term").

6. **Independent Contractor.** It is agreed between the parties that the County is an independent contractor and is not an employee or agent of the Town. The employees of the County shall carry out their responsibilities in accordance with their own independent judgment as directed and authorized by the appropriate County supervisor.

7. **Ownership of Property and Equipment.** All property and equipment acquired by the County to perform the animal control services pursuant to this Agreement shall remain the sole property of the County.

8. **Compensation and Payment.** The Town shall pay the County an annual rate of twelve thousand dollars (\$12,000.00) for the Initial Term which shall be paid within thirty (30) days of receipt of invoice from the County. Proposed adjustments to the compensation rate shall be sent to the Town at least sixty (60) days prior to the start of a Renewal Term. The adjusted compensation rate shall automatically become effective and enforceable at the beginning of that Renewal Term, unless the Town has objected, in writing, to the adjusted compensation rate. If an objection has been made and received, the rate of compensation will continue at the rate currently in effect until such time as the parties mutually agree, in writing, to a new rate of compensation, at which time the new rate of compensation will be effective and enforceable retroactively to the beginning of that Renewal Term.

9. **Licenses, Fees, and Penalties.** All County issued licenses, animal shelter fees, redemption fees, impoundment fees, and any other fees charged by the County for the enforcement of the Municipal Ordinance and operational costs for the County animal shelter shall be retained by the County. All civil penalties and fines that are associated with the enforcement of the Municipal Ordinance shall be retained by the Town.

10. **Legal Representation and Liability.** The Town Attorney shall provide legal support and representation for the Town for all enforcement actions taken by Animal Services on behalf of the Town on issues arising from enforcement of the Municipal Ordinance within and on behalf of the Town. To the fullest extent allowable by North Carolina law, the County shall have no liability regarding such enforcement actions and the Town shall indemnify and hold the County harmless for any and all claims, liabilities, losses, damages, costs, or expenses arising out of, or relating to the provision of services provided by the County to the Town hereunder, except for those acts caused by the sole negligence of the County. The Town and the County waive special,

incidental, indirect, or consequential damages, including lost profits, good will, revenues or savings, for claims, disputes or other matters in question arising out of or relating to this Agreement. This limitation of liability will survive the expiration or termination of this Agreement.

11. **Documents and Records.** The County is the owner and custodian of all records pertaining to the custody and care of any animal while in the County animal shelter and all records pertaining to the enforcement of the Municipal Ordinance by County personnel. The Town is the owner and custodian of all records pertaining to the enforcement of the Municipal Ordinance by Town personnel.

12. **Termination.** This Agreement may be terminated with or without just cause by either party upon ninety (90) days written notice to the other party. Termination of the Agreement shall entitle Town to a pro rata refund of the fee for animal control services for that service year.

13. **No Third-Party Beneficiary.** Nothing contained in this Agreement shall create a contractual relationship with or cause of action in favor of a third party against either Party.

14. **Severance Clause.** In the event any portion of this Agreement is adjudged to be not enforceable or found invalid, such provision shall be stricken and the remaining provisions shall be valid and enforceable.

15. **Entire Agreement.** This Agreement represents the entire agreement between the County and the Town and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may only be amended by written instrument signed by the County and the Town.

16. **Notices.** All notices or other communications which shall be made pursuant hereto shall be in writing and shall be deemed to be given and received (a) when hand delivered to the address stated below, (b) three (3) days after being mailed to the address stated below, postage prepaid by certified or registered mail of the United States, return receipt requested to the address set forth below:

TO TOWN:

Town of Erwin  
Post Office Box 459  
Erwin, North Carolina 28339  
Attn: Town Manager

TO COUNTY:

County of Harnett  
455 McKinney Parkway (physical)  
Post Office Box 65 (mail)  
Lillington, North Carolina 27546  
Attn: County Manager

With Copy to:  
County Staff Attorney  
455 McKinney Parkway (physical)  
PO Box 238 (mailing)  
Lillington, North Carolina 27546

17. **Governing Law and Jurisdiction.** This Agreement shall be governed by the laws of the State of North Carolina. The North Carolina State Courts located in Harnett County, North Carolina shall have jurisdiction to hear any dispute under this Agreement and legal or equitable proceedings by either party must be filed in Harnett County, North Carolina.

18. **Headings.** The headings of sections and subsections are for convenient reference only and shall not be deemed to limit, construe, affect, modify, or alter the meaning of such sections or subsections.

19. **Binding on Successors.** The covenants and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators, and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto through their duly authorized representatives or officers have executed this Agreement as to the date and year first above written.

COUNTY OF HARNETT

By: \_\_\_\_\_  
Lewis W. Weatherspoon, Chairman

TOWN OF ERWIN

By:  \_\_\_\_\_  
Randy L. Baker, Mayor



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

THIS INSTRUMENT HAS BEEN PRE-AUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT

By: Linda P. Williams  
Name: Linda P. Williams  
Title: Erwin Finance Director

Linda P. Williams  
TOWN OF ERWIN FINANCE

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

By: \_\_\_\_\_  
Name: Kimberly Honeycutt  
Title: County Finance Director

NORTH CAROLINA  
COUNTY OF HARNETT

I, \_\_\_\_\_, a Notary Public in and for the aforesaid State and County, certify that Lewis W. Weatherspoon, personally appeared before me this day who being by me duly sworn, deposes and says that he is the Chairman of the Harnett County Board of Commissioners; that the seal affixed to the foregoing instrument is the official seal of Harnett County; that said instrument was signed by him and the County's seal affixed thereto, all by authority of the Board of Commissioners of said County, and the said Lewis W. Weatherspoon acknowledged said instrument to be the act and deed of Harnett County.

Witness my hand and Notarial Seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

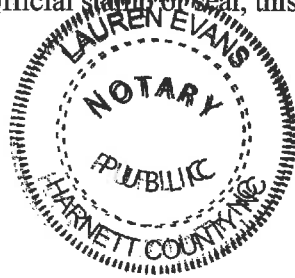
\_\_\_\_\_  
Notary Public Printed Name

My Commission Expires: \_\_\_\_\_

NORTH CAROLINA  
COUNTY OF HARNETT

I, Lauren Evans, a Notary Public in and for the aforesaid State and County, certify that Randy L. Baker, personally appeared before me this day who being by me duly sworn, deposes and says that he is the Mayor of the Town of Erwin; that the seal affixed to the foregoing instrument is the official seal of the Town of Erwin; that said instrument was signed by him and the Town's seal affixed thereto, all by authority of the Board of Commissioners of said Town, and the said Randy L. Baker acknowledged said instrument to be the act and deed of the Town of Erwin.

Witness my hand and official stamp or seal, this 6<sup>th</sup> day of October, 2022.



Lauren Evans  
Notary Public

Lauren Evans  
Notary Public Printed Name

My Commission Expires: March 25, 2026



# TOWN OF ERWIN

P.O. Box 459 • Erwin, NC 28339  
Ph: 910-897-5140 • Fax: 910-897-5543  
www.erwin-nc.org

**APPLICATION FOR NORTH CAROLINA  
DEPARTMENT OF COMMERCE  
RURAL TRANSFORMATION GRANT FUND  
RURAL ENGAGEMENT AND INVESTMENT PROGRAM  
DENIM DEPOT JUNCTION/CROSSING  
2022-2023--004**

**Mayor**  
Randy L. Baker  
**Mayor Pro Tem**  
Ricky W. Blackmon  
**Commissioners**  
Alvester L. McKoy  
Timothy D. Marbell  
Charles L. Byrd  
David L. Nelson  
William R. Turnage

**WHEREAS**, the Town of Erwin Board of Commissioners had indicated its desire to assist in development efforts within the Town of Erwin; and,

**WHEREAS**, the Board fully supports the Denim Depot Junction/Crossing project which will result in the rehabilitation of a train depot into a history museum to preserve the town's rich history. With the development of this site with a history museum located on it, we would also like to see a new town square or an extension of our existing downtown. This museum will serve as a central place for future town events such as our annual Denim Days festival, concert series, and business incubator. We would like to have spots located for food trucks to locate to serve at the events but also serve food during the week and at night.

**WHEREAS**, the Denim Depot Junction/Crossing project was a goal set in the Erwin Community Economic Recovery and Resiliency Initiative (CERRI) Report that was prepared by the North Carolina Department of Commerce

**WHEREAS**, the Board wished to pursue a formal application for downtown development in the amount of \$800,000 from the North Carolina Department of Commerce, Rural Transformation Grant Fund, Rural Engagement, and Investment Program: and,


**NOW, THEREFORE, BE IT RESOLVED**, by the Erwin Board of Commissioners that the Town of Erwin is authorized to submit a formal application to the North Carolina Department of Commerce, Rural Transformation Grant Fund, Rural Engagement, and Investment Program to provide assistance in benefit the Denim Depot Junction/Crossing project.

That this Resolution shall take effect immediately upon its adoption.

**Adopted** this 6<sup>th</sup> day of October, 2022 in Erwin, North Carolina.

**ATTEST:**

  
Randy Baker  
Mayor

  
Lauren Evans  
Town Clerk



# TOWN OF ERWIN

P.O. Box 459 • Erwin, NC 28339  
Ph: 910-897-5140 • Fax: 910-897-5543  
www.erwin-nc.org

**TOWN OF ERWIN RESOLUTION  
AWARDING BADGE AND SERVICE SIDEARM  
TO RETIRING FIRST SERGEANT  
CHARLES KEVIN RYALS  
2022-2023—001**

**Mayor**  
Randy L. Baker  
**Mayor Pro Tem**  
Ricky W. Blackmon  
**Commissioners**  
Alvester L. McKoy  
Timothy D. Marbell  
Charles L. Byrd  
David L. Nelson  
William R. Turnage

**WHEREAS**, NC GS 20-187.2 provides that retiring members of municipal law enforcement agencies may receive, at the time of their retirement, the badge worn or carried by them during their service with the municipality; and

**WHEREAS**, NC GS 20-187.2 further provides that the governing body of the municipal law enforcement agency may, in its discretion, award to a retiring member the service sidearm of such retiring members; and

**WHEREAS**, Charles Kevin Ryals has served many distinguished years with the Erwin Police Department and will retire at the rank of First Sergeant;

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Board of Commissioners of the Town of Erwin, North Carolina as follows:


The Town Manager or his designee is hereby authorized, in accordance with the provisions of NC GS 20-187.2, to transfer to First Sergeant Charles Kevin Ryals the badge worn by him during his service with the Erwin Police Department and his service sidearm, Glock model 22 .40 caliber generation 4 duty handgun serial #: STT450.

**BE IT FURTHER RESOLVED**, that appreciation is expressed to Sergeant Charles Kevin Ryals for the dedicated service rendered by him during his employment with the Town of Erwin,

**DULY ADOPTED**, this the 6<sup>th</sup> day of October 2022.

**ATTEST:**

  
Randy Baker, Mayor

  
Lauren Evans, Town Clerk

**BUDGET ORDINANCE AMENDMENT  
BOA 2023 - 01  
FISCAL YEAR 2022-2023**

BE IT ORDAINED by the Governing Board of the Town of Erwin, North Carolina that the following amendments are made to the annual budget ordinance for the fiscal year ending June 30, 2023.

Section 1. This Budget Ordinance Amendment seeks to transfer \$8,000.00 between Departments to account for underestimated line item expenses and overestimated line-item expenses. These transfers will allow the 2022-2023 Department Budgets to be in balance.

Section 2. To amend the General Fund: The revenues are to be changed as follows:

*No Changes*

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation

Section 3. To amend the General Fund: The Expenditures are to be changed as follows:

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
10-4201-360	Depot Revitalization	0	\$8,000.00	\$8,000.00
10-4100-990	Board Contingency	\$18,800.00	<-\$8,000.00>	\$1,800.00

Section 4. Copies of this budget amendment shall be furnished to the Clerk, the Governing Board, the Budget Officer, and the Finance Director for their direction.

Adopted this 6th day of October 2022.

  
 Randy L. Baker, Mayor

ATTEST:

  
 Lauren Evans, Town Clerk

**MINUTES CONTINUED FROM OCTOBER 6, 2022**

and the current History Room would be better served by purchasing an existing downtown building to place the History Room or Museum.

**MANAGER'S REPORT**

Town Manager Snow Bowden stated our Code Enforcement Officer Chris Jones started that week and he would be at our next Workshop meeting to meet everyone.

We will have a Planning Board and Board of Adjustments Meeting on Monday, October 17<sup>th</sup> at 7 PM to review a Hardship variance request at the parcel at 700 Lucas Street and a rezoning request for the parcel at 4507 NC HWY 55. The request is to have the property rezoned from RD to B2-CD.

Our Town Engineer Bill Dreitzler submitted our grant application for the second phase of the East Erwin drainage project. We requested the maximum amount allowed of 5 million dollars and should hear back in February 2023 if we are awarded any funds.

He informed the Board that the Town will receive a \$50,000 grant from the State of NC General Assembly that will come from Harnett County. We would discuss this more at our next Workshop.

We are going to be a Hometown Strong community after the CERRI report is adopted. This program is hosted through the Governor's office. We will have the opportunity to meet with multiple state agencies and that will be a big opportunity for us.

We have reached out to the NCDOT on some of the road complaints. He will have the grant submitted to the NC Department of Commerce by October 26<sup>th</sup>. This is going to be a very competitive grant to get but he is hoping with the fact that this project was included in the CERRI report, it should help us get some points.

He stated he should receive bids for the parking lot at Al Woodall Park next Wednesday at 2 PM. He had finished all of the work for the PARTF project at Al Woodall Park. We did a good job with the budget and had funds left over that we were instructed to spend. That is when we added the picnic tables and the additional plumbing work at the Splash Pad to help close it at the end of the year. We had to submit a change in the-scope of the project for the picnic tables. We are waiting to hear back from the State on that being approved. We will be submitting as soon as possible for final reimbursement request soon. It has to be in by the end of November.

The Town has issued a zoning permit for an urgent care facility off of HWY 421 next to Aarons. The owners of the property off of HWY 421 where the old White House restaurant used to be should be taking action soon. Mr. Bowden reached out to them and they said they were close to submitting plans to the Town. They had some issues with stormwater that caused the plans to change which is why it has been delayed. Any improvements to this property will have to be reviewed by Town Staff and approved before any development. The old building should hopefully be torn down soon.



**TOWN OF ERWIN  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
THURSDAY, OCTOBER 6, 2022 AT 7PM**

**PUBLIC COMMENT- Each speaker is asked to limit comments to 3 minutes, and the requested total comment period will be 15 minutes or less. Citizens should sign up prior to the start of the meeting. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Thank you for your consideration of the Town Board, staff and other speakers. §160A-81.1**

Name	Address	Subject
1. <u>Wancy Jackson</u>	<u>309 St. Matthews Rd</u>	<u>Depot</u>
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

**MINUTES CONTINUED FROM OCTOBER 6, 2022**

At our October Workshop meeting, he planned to have an updated pavement condition study proposal to discuss. He asked the Company to include some additional work as alternate bids including analyzing shoulders, potential roads that need to be widened, and other transportation issues.

He will be applying for a grant for the Depot project. Keep in mind that the goal of this development is more than just fixing the Depot. We hope to have a stage for concerts, places for food trucks, and potential spots for incubator businesses.

He had submitted a request to the NC Department of Commerce for the Town to be considered to be in another study aimed at outdoor recreation. We have amazing resources in this community like the rail trail, the Cape Fear River, and two parks. If we are selected as a CORE community, he will let the Board know but he believed it would be beneficial.

He stated he felt like the CPNI workshop went well. We had a good discussion and it was good to revisit what we discussed a few years ago.

Good Hope Hospital will be having a ribbon cutting on Wednesday, October 12<sup>th</sup> at 10 AM. He encouraged anyone that can attend.

Denim Days was rescheduled until Saturday, October 15<sup>th</sup>. He hoped to have all the needed Documentation for Cloudwyze at the October Workshop.

He informed the Board that he met with the engineers that did the designs for Erwin Elementary School on-site and he is waiting for an update.

**ATTORNEY'S REPORT**

Attorney Vernon Stewart stated he was instructed by Town Attorney Tim Morris to say that he was thankful to be the Town Attorney.

**GOVERNING COMMENTS**

Commissioner McKoy stated he would like to once again address the issue on 13<sup>th</sup> Street and he was going to keep addressing it until something is done about it. There are still ditches in his WARD that need to be cleaned out and there is a big piece of asphalt on N Street with a hole in it. He asked what happened on 14<sup>th</sup> Street.

Town Manager Snow Bowden stated Public Works Director Mark Byrd reached out to Harnett Regional Water to get 14<sup>th</sup> Street fixed where they were putting in a sewer tap.

Commissioner McKoy asked for an update on the progress on K Street.

Town Manager Snow Bowden stated he will find out for him.

Commissioner Marbell informed staff about an issue on the highway.

Mr. Bowden stated he was aware.



**MINUTES CONTINUED FROM OCTOBER 6, 2022**

Commissioner Byrd inquired about the load of sand at the Short Stop.

Mr. Bowden stated a GFL Commercial Truck had a hydraulic leak and the fire department put sand down and called DOT.

Commissioner Byrd thanked Town Attorney Tim Morris' office for the fence situation. He stated he had two citizens approach him about if Harnett County can put lights on the water tower as they did in the past.

Mr. Bowden stated he would reach out to Harnett Regional Water.

Commissioner Byrd stated people are livid about the 4-way stop signs on 17<sup>th</sup> Street.

The consensus of the Board at a previous discussion was to not take action until a traffic study was completed.

Commissioner Nelson thanked Town Staff for doing such a good job. Public Works is short two positions and the Town may need to offer an insensitive such as a sign-on bonus to hire more people. He thanked the Police Department. He thanked Ms. Jackson for coming forward and voicing her opinion.

Commissioner Turnage stated he is ashamed to be the Commissioner of south Erwin. It is grown up down there like a forest. He thanked Chief Johnson for helping with golf carts not being registered. He stated it is important to back up our new Code Enforcement Officer and take people to court if needed.

Mayor Baker thanked everyone for attending the meeting and he is looking forward to Denim Days.

**ADJOURNMENT**

Commissioner Byrd made a motion to adjourn at 7:30 P.M. and was seconded by Commissioner Nelson. **The Board voted unanimously.**

**MINUTES RECORDED AND TYPED BY**

**LAUREN EVANS TOWN CLERK**

**ATTEST:**



**Randy Baker**

**Mayor**



**Lauren Evans**

**Town Clerk**