

**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 WORKSHOP MINUTES

AUGUST 22, 2022

ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin with Mayor Randy Baker presiding, held its Regular Workshop in the Erwin Municipal Building Board Room on Monday, August 22, 2022, at 6:00 P.M. in Erwin, North Carolina.

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

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

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

Commissioner Nelson gave the invocation.

Commissioner Byrd led the Pledge of Allegiance.

Mayor Baker asked the Board to remember Commissioner McKoy during the loss in his family.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

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

OLD BUSINESS

Erwin Depot

Town Manager Snow Bowden informed the Board that he has made several attempts to contact Becker Morgan, the company that produced our plans for the Depot but has not received a callback. He reached out to USDA and their current rate was 3.25%. Our first step would be to get our plans up to the current code.

Commissioner Turnage stated with what he saw in front of him, it is going to be 2024-2025 until we can move forward and we cannot wait that long before doing something to the roof of the Depot. We need to either put a roof on the building or purchase a tarp. He recommended using Community Enhancement Fund.

Commissioner McKoy arrived at 6:06 PM.

Commissioner Blackmon stated moisture will still be a problem until we put heating and cooling inside.

MINUTES CONTINUED FROM AUGUST 22, 2022

Mayor Baker stated his biggest concern is the financial options.

Discussion continued among the Board.

Commissioner McKoy stated we have talked about purchasing a tarp and that we need to get it done. He is concerned about how the Board plans to pay for not only the loan but the maintenance and upkeep of the building as well. He is for it and wants to see bids.

Commissioner Blackmon stated he is tired of talking about it and that it is time to move forward. He recommended putting a Project Budget together, getting approval from the Local Government Commission, and then start requesting sealed bids.

Commissioner Marbell stated he does not know enough about it to have an opinion on it.

Town Manager Snow Bowden gave the New Board Members a recap of the depot, the funds spent on the depot over the years, and where those funds came from. He estimated that the Town has roughly \$200,000-\$300,000 invested in the project at that time.

Commissioner Byrd stated he wants to preserve the history of Erwin but at what cost? He stated he has looked at the building and wonders if we can even preserve anything, maybe a wall. He recommended using the good parts of the depot, such as an original wall and putting a new building out there. He asked Mr. Bowden to run the numbers.

Commissioner Blackmon stated we have to go through the process to have realistic numbers and we may save a lot of money if we do not do the ticket office. We can put it out for bids but we do not have to accept any bids. The first thing we need to do is have the plans reviewed. He asked Mr. Bowden to give the LGC call and let them know what we are doing. He made sure the Board was aware that there will be a Public Hearing and citizens will be able to voice their opinions on the matter.

Commissioner Nelson stated he is going to voice an opinion that is not his opinion but the opinion of the people in Ward 5. He has spoken with an old gentleman in his Ward who stated he didn't see any point in spending that kind of money in the depot. The Board could choose to build a building cheaper than fixing what's there. Commissioner Nelson stated he couldn't see charging the taxpayers' pockets. If the Board wants to fix the Depot or build a new building, the funding needs to come from a grant or raising money, not at the expense of the taxpayers. He is for saving history, his grandparents grew up in this Town, his mama grew up in this Town, he grew up in this Town, and he loves this Town but he does not see spending that amount of money as the right thing to do in this economy.

Commissioner stated there is a lot of history in the depot and in the next year or two, we need to put a tarp on it to save it or tear it down.

Commissioner Nelson asked the Board to speak to the lady at the Dunn Museum.

The Board voted to move forward. 5 voted for and 1 voted against (Nelson).

The timeline provided by the Board was for Mr. Bowden to reach out to the LGC and have an update in his Manager's Report the following week. The Board had agreed to use the full amount in the Community Enhancement Fund for the depot project.

MINUTES CONTINUED FROM AUGUST 22, 2022

Erwin Community Building Bathrooms

Town Manager Snow Bowden stated this is a proposal for the Community Building Bathrooms and he was looking for approval from the Board on the direction they want to go. This proposal allows us to get the bathrooms where they are ADA accessible.

The consensus of the Board was to move forward and place this on our Consent Agenda for our Regularly Scheduled Meeting in September.

NEW BUSINESS

Code of Ethics for Mayor and Board of Commissioners

Town Manager Snow Bowden stated this Resolution is the educated everyone but particularly the new members of the Board. He asked the Board to read through it and there will be a place for each Board Member to sign.

The consensus of the Board was to move forward and place this on our Consent Agenda for our Regularly Scheduled Meeting in September.

Library Lease

Town Manager Snow Bowden stated he and our Town Attorney reviewed the lease and they had no issues with it.

The consensus of the Board was to move forward and place this on our Consent Agenda for our Regularly Scheduled Meeting in September.

LED Sign Policy

Town Manager Snow Bowden stated that our Town Clerk reached out to the other Towns and put together a policy. He strongly believed that we need strict rules on what is allowed on the LED sign. The purpose of the sign is to inform the public of what is going on in the Town of Erwin.

Commissioner Turnage verified that all posts will be filtered by the Town Clerk prior to being put on the sign.

Town Manager Snow Bowden verified that is correct.

The consensus of the Board was to move forward and place this on our Consent Agenda for our Regularly Scheduled Meeting in September.

MINUTES CONTINUED FROM AUGUST 22, 2022
CPNI

Town Manager Snow Bowden informed the Board that in 2017, CPNI came for a two-day economic development workshop and is asking to come back for one day and discuss the steps we have taken and the goals that have been achieved. He asked the Board to review and approve the MOU.

The consensus of the Board was to move forward and place this on our Consent Agenda for our Regularly Scheduled Meeting in September.

Proposed Text Amendment to our Code of Ordinances: Rural District (RD)

Town Manager Snow Bowden informed the Board that there will be a Public Hearing next week for a Proposed Text Amendment to our Code of Ordinances, The Town received an application to add “offices for business and professional purposes” to the permitted uses in the Rural District. The Planning Board recommended this request for approval.

Mayor Baker stated he would like to add a definition of “business and professional offices.

Commissioner Blackmon stated he agreed, we are opening ourselves up to too much and we need to be specific.

Proposed Text Amendments to Special Uses/Permitted Uses

Town Manager Snow Bowden stated this was not advertised and will not be at the next Board Meeting but this was discussed at our last Planning Board Meeting and they recommended bringing it to the Board. These are some proposed changes to move some uses to permitted by rights.

MANAGERS REPORT

Town Manager Snow Bowden informed the Board that the Website is in the works and he hopes to be able to present it at our September or October Workshop. At the September Workshop, he will have quotes for the Comprehensive Land Use Plan. He informed Commissioner McKoy there should be a light put up at the W.N. Porter Park sign by next week. They are waiting for it to dry out in order to finish the ditch over on N 10th Street but the pipe itself has been cleared.

Commissioner Byrd stated when you clean the ditches, it is washing like crazy. If we are going to go do it, we need to do it right and slope the ditch.

Town Manager Snow Bowden stated the CERRI Meeting was on Thursday. He has reached out to DOT with the issues we have in Erwin, he also sent letters to Senator Burgin and Representative Penny. The Limb Truck is in the paint booth and will hopefully be here any day.

Mayor Baker asked the Board to have any issues prepared for Mr. Bowden at our Workshops so that he can have answers to the issues by the Regularly Scheduled meetings the following week. If there is something Town Staff needs to do or issues Snow needs to address, we need to get all the negative comments out at our Work Sessions or call Mr. Bowden so that at our Meetings, he can have answers and the Board can end our Meetings on a positive note. He informed the Board that there has been some unrestricted

MINUTES CONTINUED FROM AUGUST 22, 2022

money allocated to the Town of Erwin in the amount of \$50,000. There are more funds we are working on and Mr. Bowden is working on getting a grant. We are thankful to Senator Burgin and Representative Penny for assisting us.

ADJOURNMENT

Commissioner McKoy made a motion to adjourn at 7:05 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

ERWIN BOARD OF COMMISSIONERS

REGULAR MINUTES

SEPTEMBER 1, 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, September 1, 2022, at 7:00 P.M. in Erwin, North Carolina.

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

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

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

Commissioner McKoy gave the invocation.

Pastor Green led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

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

CONSENT

Commissioner Blackmon made a motion to approve **(ITEM A)** Minutes of Joint Meeting with Planning Board on July 18, 2022 **(ITEM B)** Minutes of Workshop on July 25, 2022 **(ITEM C)** Minutes Regular Meeting on August 4, 2022 **(ITEM D)** Financial Report for July 2022 **(ITEM E)** Mayor and Board of Commissioners Code of Ethics **(ITEM F)** Library Lease **(ITEM G)** LED Sign Policy **(ITEM H)** CPNI **(ITEM I)** Planning Board Resignation: William Morris and was seconded by Commissioner Turnage. **The Board voted unanimously.**

PUBLIC COMMENT

No one was present for Public Comment.

MINUTES CONTINUED FROM SEPTEMBER 1, 2022

SEPTEMBER 2022 CITIZEN OF THE MONTH

Thomas J. Greene II of 410 Old Post Road was recognized as the September 2022 Citizen of the Month. Mayor Pro Tem Baker presented him with a Proclamation Plaque.

PUBLIC HEARING

Proposed Text Amendment to our Code of Ordinances: Rural District (RD)

Commissioner Blackmon made a motion to open the Public Hearing and was seconded by Commissioner Turnage. **The Board voted unanimously.**

Town Manager Snow Bowden stated that Town Staff received a text amendment application to add “offices for business and professional purposes” as a permitted use in the Rural District. The Planning Board did recommend this request for approval. He apologized that the Statement of Consistency was not included in the agenda but was placed at each of the Board Members’ seats. He stated he added some language to what offices are. We could not add the language to our definitions the way it was advertised but this way, it is included.

Mayor Baker asked if anyone would like to come forward and speak in favor of the request.

Donna Sawyer came forward and was sworn in by Town Clerk Lauren Evans.

Ms. Sawyer came forward and addressed the Mayor and Board and thanked them for their time. She stated he was speaking on the behalf of the Keen Family in support of using her parents’ home of 67 Norris Rd for a home-based counseling and wellness center. She asked to be allowed to make three brief points regarding the proposal. The first point is the need for mental health in our community is at an all-time high but the workers are few. Practices are closing their doors and therapists are hard to find. The second point was that the need is great for people in our community to come together and brainstorm creative but effective and proven ways to meet those needs since therapists are so hard to find. The third point was the tremendous potential of Victoria and Brandon Butler, owners of Heritage Counseling and Wellness. All of this can be achieved by transforming the Keen Home place into an outpatient home-based counseling environment.

Mayor Baker asked if anyone would like to come forward and speak against the request.

No one came forward.

Commissioner Byrd made a motion to close the Public Hearing and was seconded by Commissioner McKoy. **The Board voted unanimously.**

Commissioner Nelson asked to be excused from voting due to Ms. Butler being his relative.

Commissioner Blackmon made a motion to excuse Commissioner Nelson and was seconded by Commissioner Byrd. **The Board voted unanimously.**

Commissioner Byrd asked if this request would open the Rural District up to have a Professional Business Complex as well.

MINUTES CONTINUED FROM SEPTEMBER 1, 2022

Town Manager Snow Bowden stated that it could.

Commissioner Turnage stated he has no problem with it and it would be an asset to the Town of Erwin.

Commissioner Blackmon made a motion that the requested text amendment to Sec. 36-78. - Permitted principal uses and structures is compatible with all of the Town of Erwin's regulatory documents and would not only have a positive impact on the surrounding community, but would enhance the public health, safety, and general welfare as stated in the evaluation. It is recommended that this rezoning request be approved and was seconded by Commissioner Turnage. **The Board voted unanimously.**

Commissioner Blackmon made a motion to approve the Ordinance of the Town of Erwin, North Carolina, amending Sec. 36-78- Permitted Principal uses and structures ORD 2022-2023:002 and was seconded by Commissioner Turnage. **The Board voted unanimously.**

NEW BUSINESS

Bryant Road Subdivision Preliminary Plat

Town Manager Snow Bowden stated there are no changes since it was on the agenda last month. There will be 219 single-family units which include 143 detached single-family dwellings and 76 townhome units. Some rumors were going around about it being taken off of the agenda last month due to an issue with the waterlines. They are still working with the State on the grant that was allocated and that was not the case.

Commissioner Blackmon made a motion to approve the Preliminary Plat and was seconded by Commissioner Nelson. **The Board voted unanimously.**

MANAGER'S REPORT

Town Manager Snow Bowden informed the Board that the CERRI Meeting in August went well. He had just gotten the report back and will present it to the Board at the September Workshop.

The auditors were in the office the last few days and everything looks good, they will send it off to the LGC. They will be at the meeting in November or January to present the audit to the Board.

We are still working on getting the website up and running. We are hoping to present the whole website at our October Workshop. At our September Workshop, he planned to discuss whether the date and time for our Workshops still work for everyone, the company Cloud Wyze will also be presenting to the Board the idea of bringing fiber to Erwin.

Our limb truck was expected to be delivered by the following week and Public Works will get caught up on all the pick-ups. The Community Building sign has been ordered. He had a meeting next week to meet with the engineers in regards to the water issues we are having due to the

MINUTES CONTINUED FROM SEPTEMBER 1, 2022

Elementary School. The sign at Porter Park was delayed there is a work order to have it done as soon as possible. He planned to discuss the Depot at our Workshop this month.

ATTORNEY'S REPORT

Town Attorney Tim Morris stated he was thankful to be the Town Attorney.

GOVERNING COMMENTS

Commissioner McKoy asked Mr. Bowden to elaborate on the 13th Street corridor,

Town Manager Snow Bowden stated he has reached out to DOT a few times and he and Mayor Baker have both reached out to Senator Burgin and Representative Penny, sending them lists of what needed to be completed.

Commissioner McKoy thank his fellow Commissioners for their thoughts and prayers during the loss of his brother-in-law. He asked the Board to remember the people in Mississippi and the people in Ukraine in our thoughts and prayers.

Commissioner Byrd thanked the staff for the nice job at the school. He stated he had gotten some complaints about the house on Old Post Rd that burned. He understood what they were going through but he asked Mr. Bowden to just touch base and see if they can cut the grass.

Commissioner Blackmon stated there was a house on East K Street as well that needs to be cut.

Town Manager Snow Bowden stated he will send out letters and if they don't cut it, he will send Public Works to do it and bill the resident.

Commissioner Byrd asked Mr. Bowden to do a follow-up on the cleanup of Warren Rd.

Commissioner Nelson thanked the Erwin PD for the fine work they are doing in his Ward to clean up the drugs.

Commissioner Turnage stated he is proud of South Erwin and all the improvements being made, and homes being built. He stated there is one sore thumb and asked Mr. Bowden to tell Dana Barefoot cut her grass at the corner of Mason Drive and S 13th Street.

Commissioner McKoy inquired about the property on 306 W K Street.

Town Manager Snow Bowden stated he and the Town Attorney will look into it.

Mayor Baker thanked the citizens for coming out. The only way for the Board to do what citizens want is for the citizens to come out and participate. He hoped they noticed improvements being made in Town and informed them more improvements are coming.

MINUTES CONTINUED FROM SEPTEMBER 1, 2022

ADJOURNMENT

Commissioner McKoy made a motion to adjourn at 7:32 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

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	1,480,186.00	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	190,270.00	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	79,880.00	162,905.00	21.72%
ZONING PERMITS/APPLICATIONS	13,000.00	380.00	4,995.00	38.42%
REFUSE COLLECTIONS FEES	421,000.00	37,295.00	78,925.00	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%
	4,493,739.00	164,451.00	354,475.00	7.89%
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	1.69%
POLICE	1,119,663.00	70,491.00	149,913.00	13.39%
POLICE-SRO	70,706.00	5,750.00	11,499.00	16.26%
CONTRACT SERVICES-FIRE	330,158.00	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	38,286.00	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	17.54%
RECREATION	494,175.00	28,986.00	56,800.00	11.49%
LIBRARY	69,405.00	2,736.00	8,121.00	11.70%
COMMUNITY CENTER	8,000.00	2,968.00	3,554.00	44.43%
	4,493,739.00	219,256.00	534,327.00	11.89%
Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)	4,493,739.00	(54,805.00)	(179,852.00)	

BANK BALANCES AS OF August 2022		
NC Capital Mgt Trust - Cash Management		2,455,235.21
TRUIST - CASH IN BANK	*	59,407.98
FIRST FEDERAL PRESTIGE - BUSINESS MONEY MARKET		136,887.75
FIRST FEDERAL PREMIUM - BUSINESS MONEY MARKET		858,593.19
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS		3,509,124.13
TRUIT - STATE FORFEITURE		1,985.80
TRUIT - CAPITAL RESERVE/COMM. ENHANCEMENT		219,971.43
FIRST FEDERAL CAP - RESERVE		2,354,390.48
TRUIT - HEALTH RESERVE HRA ACCT.		20,005.09
TRUIT - PRIEBE FIELD ACCT.		24,163.38
AL WOODALL PARK IMPROVEMENTS		388,175.66
TRUIT - AMERICAN RELIEF FUNDS - (ARPA) Federal Grant		1,415,503.35
TRUIT - Community Building Renovation - (SCIF) State Grant		93,118.12
Y-T-D INVESTMENT BALANCE RESTRICTED FUNDS		4,517,313.31
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	YTD
	Aug-22	Aug-21	Aug-22	Aug-21		
Revenues						
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	
	\$ 354,475.00	360,486.00			(6,011.00)	
Expenditures						
GOVERNING BODY	4,020.00	3,608.00			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	8,837.00			(8,534.00)	
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	
	\$ 534,327.00	571,712.00			(37,385.00)	

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	
TRUST - CASH IN BANK	58,407.98	111,679.39	
FIRST FEDERAL PRESTIGE - BUSINESS MO	136,887.75	136,591.42	
FIRST FEDERAL PREMIUM - 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	219,371.43	193,379.81	
FIRST FEDERAL CAP. RESERVE/GENERAL	2,354,390.48	2,349,686.42	
BB&T HEALTH RESERVE HRA ACCT.	20,005.09	17,199.42	
PRIEBE FIELD ACCT.	24,163.38	11,248.44	
AL WOODALL PARK IMPROVEMENTS	388,175.66	349,440.85	
AMERICAN RELIEF FUNDS: ARPA Grant	1,415,503.35	821,602.01	
Community Bld. 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	Community Economic Resiliency	Small Business Support
<p>Strategy 1: Make Erwin A Destination</p> <p>Goal 1: To differentiate Erwin from other towns</p> <p>Objective 1.1: Increase local business sales 10% by 2024</p> <p>Objective 1.2: Increase Erwin’s visibility measured by improved visitation to events and calls to Chamber of Commerce</p>	<p>Action:</p> <p>1.1 Develop an Economic Positioning Statement (<i>see Action 1.3</i>)</p> <p>1.2 Engage Consultant to Re-Brand Erwin as a Destination</p> <p>1.3 Consider Development of an Economic Development Strategic Plan</p> <p>1.4 Consider Development of Erwin Highway 421 Commercial Overlay District</p>	<p>Action:</p> <p>1.5 Create Business Listing (directory) on Town Website</p> <p>1.6 Schedule Business Training Opportunities</p> <p>1.7 Provide Design Assistance and Incentives for Downtown Building Improvements</p> <p>1.8 Develop Process to Communicate Proposed Ordinance / Policies That Impact Business</p> <p>1.9 Promote New & Expanding Businesses</p> <p>1.10 Promote “Shop Local” Campaigns</p>
<p>Strategy 2: Improve quality of life for all residents of Erwin.</p> <p>Goal 2: Meet the physical, mental, cultural, and social needs of residents, workforce & visitors.</p> <p>Objective 2.1: Increase the number of visitors to the Town and offer more opportunities for community socialization and gathering.</p> <p>Objective 2.2: Increase opportunities for residents to improve their physical and mental health</p>	<p>Action:</p> <p>2.1 Develop “Denim Depot Junction/Crossing” as Textile Museum, Events Area w/Stage, Food Truck Court</p> <p>2.2 Encourage Redevelopment of the Erwin Mill Property</p> <p>2.3 Research and Apply for Bicycle/Pedestrian Planning Grants.</p>	<p>Action:</p> <p>2.4 Update existing wayfinding signage system</p> <p>2.5 Expand sidewalk connectivity between residential and commercial districts and recreational areas.</p>

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

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.¹

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

¹ *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.²

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 economically³.

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

² Urban Wayfinding Planning and Implementation Manual, Signage Foundation, Inc (SFI) 2013

³ 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 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
Phase 1	Project Initiation & Analysis	\$15,000
Phase 2	Visioning and Plan Development	\$23,000
Phase 3	Implementation and Adoption	\$8,000
	TOTAL BASIC SERVICES	\$46,000
Optional Task A	Conceptual Plans	\$4,000 (per area or corridor)
Optional Task B	Training (includes training material and travel)	\$1,500
Optional Task C	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

TOWN OF ERWIN

Doug Taylor, PE, CPM _____

Print Name

Print Name

Practice Leader, Municipal Planning
Vice President

Title

Title

Signature

Signature

Date

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.

By: _____

Name: _____

Title: Erwin Finance Director

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, _____, 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 _____ day of _____, 2022.

Notary Public

Notary Public Printed Name

My Commission Expires: _____



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 6th 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 6th 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