

Minutes
Spruce Pine Town Council Planning Session
March 27, 2023 – 5:00 PM

A regular meeting of the Town Council was held on March 27th, 2023 in the Board Room of Spruce Pine Town Hall at 5:00 PM for the purpose of budget planning and discussion. Present were Mayor Darla Harding, and Council Members Rocky Buchanan, James Acuff, Jackie Rensink, and Larry McKinney. Staff in attendance included Darlene Butler, Crystal Young, Shelley Buchanan, Ella Edwards, Brooke Peterson, Bill Summerlin, Kasey Cook, Libby Phillips, Russell Lankford, and Michael Wood. Also attending was Donnie Staton and Darrell Graham with Veolia, Lynn Holler, and Lori McIntyre. .

CALL TO ORDER

Mayor Harding called the planning session to order at 5:30 PM.

INVOCATION / PLEDGE OF ALLEGIANCE

James Acuff led the Pledge of Allegiance.

Michael Wood asked the blessing before the evening meal.

APPROVAL OF AGENDA

Larry McKinney moved to approve the agenda as presented. Jackie Rensink seconded the motion, which carried unanimously.

APPROVAL OF MINUTES

James Acuff pointed out an omission in the minutes from the regular meeting on March 13th, 2023. Town Clerk Shelley Buchanan noted she will correct the minutes and have them ready to approve at the next meeting. Larry McKinney moved to approve the minutes of the public hearing held on March 13th, 2023. Jackie Rensink seconded the motion, which carried unanimously.

DISCUSSION WITH DEPARTMENT HEADS

Public Works Director Russell Lankford shared his budget requests with the Council.

- 1) Volvo track hoe- \$89,283 (willing to cancel order of new truck for the department until next budget year).
- 2) Replacement of shop roof for approximately- \$59,000.
- 3) Waste plant road motor graded and crowned- \$13,990.
- 4) Street paving- \$84,250 (Dogwood, Sunnybrook, Buchanan, Bailey).
- 5) Torches- \$750.

Parks and Recreation Director Michael Wood thanked the Council for their support of his department. For the upcoming budget year, he requested two budgeted items.

- 1) Two Stihl weed eaters- \$1,022.67.
- 2) Also provided the Council with a copy of a quote for handicap/wheelchair accessible swing that was approved by Council for 2023/24 for Brad Ragan Park- \$9,975.

Jackie Rensink asked Michael if he was still driving his personal vehicle while working and if he was turning in mileage reimbursement requests. He said he was still driving his own vehicle and does not ask for mileage reimbursement. Jackie asked that an additional vehicle be purchased or given to the Parks and Rec Department. Crystal is going to see what the budget can handle.

Veolia Project Manager Donnie Staton presented the items he is requesting to be budgeted for water and wastewater, which are incorporated by reference and attached to these minutes. Waste Water Plant operator Darrel Graham also spoke on the urgency of the clarifier rehab at the waste plant.

- 1) Two turbidimeters at water plant- \$8,600.
- 2) Rehab of piping and one pump at the maintenance shop sewer lift station- \$34,990.20.
- 3) Transition to LED lighting throughout water plant and wastewater plant- \$5,193.38.
- 4) Outside light and alarm on main influent pumps at waste plant- \$1,183.75.
- 5) Clarifier rehab at waste plant- \$34,900.

Libby Phillips of Spruce Pine Main Street thanked the Council for their support. She presented Main Street Budget requests for 2023-2024.

- 1) New incentive- Downtown Spruce Pine small grant- \$5,000.
- 2) Raise in wages for the part time main street assistant.

Police Chief Bill Summerlin expressed his appreciation for the Town Council's consideration on his budget requests. He requested three budgeted items.

- 1) Finish interior of the new evidence room to be properly maintained- \$5,000.

- 2) Additional training as Chief Summerlin retires and officers will shift into new roles- \$4,000.
- 3) Drug money- \$5,000 (buying power for sting operations, burner phone, equipment., etc).

Chief Summerlin took this opportunity to thank the Council and the staff of each department for everything they have ever done for him over his last 30 years with the Town of Spruce Pine as he will be retiring in June. He expressed his gratefulness to serve this community and to be a part of such wonderful people. He noted he is leaving the Town of Spruce Pine in the best shape it's ever been in.

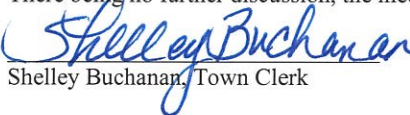
Town Manager Darlene Butler advised the heating/AC unit at the Spruce Pine Public Library is not working and needs to be replaced as soon as possible. She received a quote from Superior Installation of \$40,180. Rocky Buchanan said he will get her another quote. Darlene also requested the Council consider raising the wages for the part time employees in the Parks and Rec department. The Town is struggling to hire and retain employees due to low wages. She also requested that the Council consider adding a week's vacation to each accrual level.

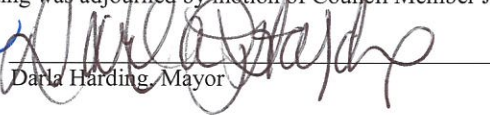
Finance Officer Crystal Young distributed worksheets on Budget Considerations for 23/24, noting an increase in health insurance rates, retirement, and the Veolia contract. She also discussed COLA increases for the year, step increases, and the possibility of implementing longevity pay. Crystal advised the Council that an increase in water and sewer rates will be necessary this year. She also explained the need to increase water and sewer tap fees so that the Town is at the least breaking even on these jobs. She advised that sales tax revenue has steadily been increasing over the last few years to \$788,000. The Town is currently earning 4.75% interest.

- 1) Bond calculation for finance officer- between \$1,500-\$6,000.
- 2) New Computers for Town Hall- Replace 2 each year until all new- \$3,000.

ADJOURNMENT

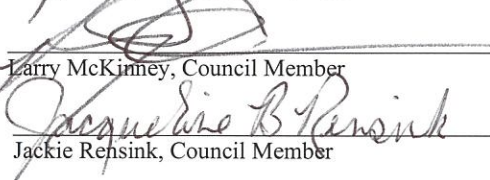
There being no further discussion, the meeting was adjourned by motion of Council Member Jackie Rensink at 7:12 pm.


Shelley Buchanan, Town Clerk


Darla Harding, Mayor

James Acuff, Council Member

Rocky Buchanan, Council Member

Larry McKinney, Council Member

Jackie Rensink, Council Member

Capital Request Form



Department: Public Works

Prioritized Request List:

Priority	Item	Cost	New or Replacement	Justification/Details
Priority 1:	Volvo Trackhoe	\$89,283	New	Our trackhoe is used more than anything we have.
				We use it multiple times everyday.(2 days since I came)
				The one we have has 4100 hours and showing signs of major issues. We should keep it as the trade in value is very low and we could use it to load and move salt and other bad jobs.
				Our new truck never got purchased this year. So I am willing to give that up if I have to till next budget year. That would free up half the money.
Priority 2:	Shop roof	\$ 59,000.00	Replacement	This was pushed out of this years budget by the English Road storm drain repair. The roof leaks bad and will not hold heat.
Priority 3:	Waste Plant Road	\$13,990	Replacement	This road needs motorgraded and crowned. The work done in the past was fixing it like it was going to be paved. Water causes major holes and pushes the gravel out of site. This price includes 610 tons of gravel.
Priority 4:	Street Paving	\$84,250	Replacement	These are places that need paving. I took the worse ones we new of as a group. They are all on our Pall Bill road list.
				Dogwood, Sunny Brooke, Buchanan, Bailey

Quote Valid for 90 days



Contract:
032119-
VCE

Date: 3/10/2023

Buying Agency:	Spruce Pine	Dealership:	ASCENDUM Machinery
Contact Person:	Russell Lankford	Prepared By:	Steve Brown
Phone:	828-765-3005	Phone:	828-243-0490
Email:	pwdirector@sprucepine-nc.gov	Email:	steve.brown@ascendummachinery.com

Sourcewell Product Code: A - Volvo Pricing Catalog: Hydraulic Crawler Excavators Small (Mini) (below 20,000#)

A. Catalog / Price Sheet Items being purchased

Quan		Unit Pr	Total
1	Volvo EC60E Crawler Excavator	\$83,868	\$83,868
	See next page for machine specs at List Price, Contract Discount, Machine Price		
	TOTAL Purchase Price at Bottom of this Page		
Sourcewell Machine Price:			\$83,868
Additional Discount:			-\$2,085
Subtotal A:			\$81,783

B. Sourced and/or Non-Contracted Items

Quan	Description	Unit Pr	Total
1			\$0
1			\$0
1			\$0
1			\$0
1			\$0
1			\$0
1			\$0
1			\$0
1			\$0
Subtotal B:			\$0

C. Freight / Installation / Ext Warranty / Trade-Ins / Other Allowances/ Miscellaneous Charges

Freight	\$500	
PDI	\$1,000	
Warranty 36 months/4500 hours	\$3,500	
Installations	\$2,500	
Subtotal C:		\$7,500

Delivery Date:

D. TOTAL PURCHASE PRICE (A+B+C):

\$89,283

Version 20

Description	Part #	List Price
Volvo EC60E Crawler Excavator	EC60E	102,440.00
Upper frame-Boom Offset	CE17003	0.00
boom arm 118" (3000mm) required with CE17003	CE12014	0.00
Standard Arm 63" (1600mm) w/thumb bracket	CE13012	0.00
76" dozer blade	CE15002	0.00
Float function on dozer blade	CE15021	0.00
Elec. Dozer control LH Joystick	CE15031	350.00
16" Rubber tracks	CE21006	0.00
Engine for NA,Stage V	CE30013	0.00
Engine Auto Shutdown	CE31002	356.00
Standard Cooling Package for Engine and Work Hydraulics	CE32001	0.00
Cab only, must add option CE44006 heat and A/C	CE40021	4,405.00
Seat belt, 3" retractable	CE42003	134.00
ISO Pattern Selector Valve	CE43001	0.00
Heat & A/C	CE44006	3,422.00
Radio with MP3/USB/Bluetooth	CE45018	992.00
Hour meter, analog	CE45012	0.00
Universal key	CE46002	0.00
LH Joystick (only) with X3 roller switch	CE47008	1,022.00
Work light, boom	CE50003	243.00
Flashing beacon_LED	CE50010	377.00
Travel alarm w/ delay	CE51001	608.00
Rear View Camera	CE53003	992.00
Hydraulic oil ISO VG46 14°F to 86°F (-10°C to 30°C)	CE60003	0.00
2X flat face hyd. Couplings for X1	CE68002	329.00
Double-acting circuit (Required when ordering Volvo QC CE8309382)	CE64002	1,616.00
Tool kit - daily maintenance	CE70002	0.00
Manual - English	CE71005	0.00
Frame lifetime guarantee	CE72001	0.00
Decals NA	CE80002	0.00
Volvo grey and yellow	CE82001	0.00
CareTrack, GSM	CE85001	0.00
Counterweight STD	CE87003	0.00
Angle blade (must add CE15022)	CE15003	7,272.00
With float & angle function on dozer blade lever	CE15022	818.00
Fabric Seat w/o heat no H/Adj	CE41006	0.00
LH Joystick, Double Acting	CE47007	0.00
Work light basic_LED	CE54002	680.00
Extra work light, bm, RH	CE50008	301.00
Extra work light, Cab Rear_LED	CE50009	301.00
X1 w/piping – offset boom actuated by foot pedal (allows combo of X1 & offset boom) delete CE62017 CE62009		0.00
Hydraulic pin-grabber coupler	CE8309382	2,831.00

Long thumb (for use with coupler)	CE18004	4,983.00
14" .092 yd trenching bucket with side cutters (2 teeth)	CE8293473	1,049.00
24" .186 yd trenching bucket with side cutters (5 teeth)	CE8293475	2,193.00

Total List Price		\$137,714
Sourcewell % off List		39.1%
Sourcewell Machine Price		\$83,868

See Front Page of Quote for Total Purchase Price

TRI-COUNTY CONSTRUCTION

404 BANKS CREEK
BURNSVILLE NC 28714
(828)-678-3976

2nd November 2022

Customer Information

Mitchell County Water Department
(Maintenance Building)
pwdirector@sprucepine-nc.gov

QUOTE FOR MITCHELL COUNTY WATER DEPARTMENT (MAINTENANCE SHED).

- **60' x 80' remove existing metal and haul away.**
- **Add new R-11 Insulation.**
- **Reinstall Tuff Rib (Galvalume) with 6 clear panels**

Grand Total: \$59,000.00

PHILLIPS GRADING INC

PO Box 342
SPRUCE PINE NC 28777
(828)765-9296 FAX (828)766-5006
Email james@phillipsgradinginc.com

27-Mar-23

Attention : Russell Lankford

Job : Haul and Grade Stone on Road to Sewer Plant

Location: Spruce Pine NC

Proposal Item Description	Unit of Measure	Quantity	Unit Price	Extended Price
Grading Roadway and Stone	LS	1	\$ 2,400.00	\$ 2,400.00
CABC Stone	TN	610	\$ 19.00	\$ 11,590.00
TOTAL Estimate/Proposal			\$	13,990.00

Items Not Included In Proposal

Permits and/or Fees, Testing and/or Fees, Engineering, Undercut and/or Unsuitable Materials Removal, Rock Excavation (Mass and/or Trench), Import Material, Walls, Under drains and/or foundation drains, Utility Conflicts and/or removal or relocation, Landscaping, Hand work, raking, seeding, asphalt and/or concrete repair, additional mobilizations, Safety fencing etc.

Notes:

1. Any work not specifically mentioned above will not be included.
2. Pricing above is based upon current material prices from our stone, pipe, concrete, and fuel suppliers and due to the volatility of the market our suppliers are unable to hold a price for any length of time. If there is an increase in pricing at time of application we would require compensation for the price difference(s) incurred.
3. Only amounts of material stated above are included in estimate any additional amounts will be billed according.

Sincerely,

James A. Phillips, President
Phillips Grading, Inc.
NC License #68418

Accepted By: _____

Date: _____

Moretz Paving, Inc

PO Box 270
Zionville, NC 28698
828-297-5048



Proposal & Acceptance

Submitted to	Email Address	Date
Town of Spruce Pine		March 13, 2023

Page 1 of 2	Phone	Project Name
	828-467-1369	Street Repairs/ Re surfacing

Description	Total price
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Dogwood Street	
To clean, apply tack and re-surface with 2 inches compacted surface asphalt. Include raising manhole.	\$27,930.00


Sunny Brook	
To dig and remove broken asphalt, Add necessary stone base, compact and prep to pave. Pave with 2 inches compacted surface asphalt.	\$24,550.00

Buchanan Street	
To clean and prep to pave. Pave with 2 inches compacted surface asphalt.	\$ 16,100.00

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We propose to furnish material & labor - complete in accordance with above specifications for the sum of:	\$52,480.00
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Notes: 1) A standard rock clause applies to grading operations in the event that rock is encountered during excavation. 2) Not responsible for underground utilities. 3) Not responsible for scuffing. 4) This quote is based on the current asphalt material pricing at the time of quote. Due to the volatility of the petroleum market, Moretz Paving reserves the right to adjust the quote based on increases to the cost of asphalt plant mixes. 5) All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to pay for permits and other necessary expenses. Our work is guaranteed by Workman's.

Payment to be made in full upon completion of work.	 Authorized Signature
This proposal may be withdrawn by us if not accepted within 30 days	

Acceptance of Proposal	
The above prices and specifications are satisfactory and are hereby accepted. You are authorized to do this as specified.	Signature

Payment will be made as outlined above.	Date of Acceptance
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Moretz Paving, Inc		
PO Box 270		
Zionville, NC 28698		
828-297-5048		

Proposal & Acceptance est. 1995

Submitted to	Email Address	Date
Town of Spruce Pine		3/13/2023

Page 2 of 2

Phone	Project Name
828-467-1369	Street Repairs/ Resurfacing

Description	Total price
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Bailey Avenue


To clean, apply tack, wedge with asphalt low areas. Re-surface with 2 inches compacted surface asphalt	\$30,870.00
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Presbyterian Church Road Patch

To dig out excess base, compact patch pave with 3 inches compacted surface asphalt	\$900.00
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We propose to furnish material & labor - complete in accordance with above specifications for the sum of:	\$31,770.00
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Notes: 1) A standard rock clause applies to grading operations in the event that rock is encountered during excavation. 2) Not responsible for underground utilities. 3) Not responsible for scuffing. 4) This quote is based on the current asphalt material pricing at the time of quote. Due to the volatility of the petroleum market, Moretz Paving reserves the right to adjust the quote based on increases to the cost of asphalt plant mixes. 5) All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or labor based on current. Owners to provide for materials and other necessary items. Our work is fully covered by Workman's

Payment to be made in full upon completion of work.	
This proposal may be withdrawn by us if not accepted within 30 days	

Acceptance of Proposal	
The above prices and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified.	Signature

Payment will be made as outlined above.	Date of Acceptance
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INVOICE

Iron By Chad
WheelchairSwings.com
30005 Olivia Drive
Greenfield, California 93927
United States

8312772014
IronByChad.com

BILL TO
Town of Spruce Pine
Crystal Young

828-765-3000
finance@sprucepine-nc.gov

Invoice Number: 2302
Invoice Date: March 21, 2023
Payment Due: June 19, 2023
Amount Due (USD): \$9,975.00

Items	Quantity	Price	Amount
Wheelchair Swing Redwood Pergola Model, 900lbs	1	\$9,100.00	\$9,100.00
Wheelchair Swing-Shipping	1	\$875.00	\$875.00
		Total:	\$9,975.00
		Amount Due (USD):	\$9,975.00

Notes / Terms

Exact shipping address needed. Crate weighs 900 lbs. Must have loading dock or forklift, if not, crate will be available for pick up at nearest shipping facility. Please have installer contact Chad at 831-277-2014 to coordinate delivery.

Capital Request Form



Department: WATER & WASTE

Prioritized Request List:

Priority	Item	Cost	New or Replacement	Justification/Details
Priority 1:	2 NEW TURBIDIMETERS AT WATER PLANT	8600.00	REPLACEMENT	CAN'T GET PARTS FOR CURRENT METERS BEEN OBSOLETE FOR 10 YEARS
Priority 2:	REHAB OF PIPING AND 1 NEW PUMP AT MAINTENANCE SEWER LIFT STATION	34,990.20	REHAB/NEW	WE ARE DOWN TO ONE PUMP AT THIS STATION. THE ONLY MONEY SPENT THERE WAS NEW CONTROLS YEARS AGO

Priority 3:	GO TO LED LIGHTS AT WATER PLANT AND FILTER PRESS BUILDING AT WASTE PLANT.	5193,38	REPLACEMENT	A LOT OF LIGHTING IS OUT AT BOTH LOCATIONS, LED LIGHTS CAN REDUCE ENERGY CONSUMPTION BY 50 TO 85% CURRENT ALARM IS INSIDE BUILDING AND OPERATORS CAN NOT HEAR EVEN WHEN ON SITE.
Priority 4:	OUTSIDE LIGHT AND ALARM ON MAIN INFLEUNT PUMPS AT WASTE PLANT	1183,75	NEW	
Priority 5:	CLARIFIER REHAB AT WASTE PLANT	34900,00	REHAB	BOTH CLARIFIERS ARE 25 YEARS OLD AND HAVE NEVER BEEN REFRUBISHED

Libery

Spruce Pine Main Street Budget request for 2023-2024

This year's general operating budget ask is \$31,575. I have asked for approximately \$1500 more in operating income from last year due to estimated inflation increases including utilities, insurance and general operating costs. Capital Requests are listed below. As always, thank you for your consideration and for your continued support of our goals and program.

Priority 1- New Incentive- Downtown Spruce Pine Small Grant Application \$ 5000

The Design and Beautification committee would like to introduce a new small grant program that will help improve the appearance of buildings in downtown. This grant would be geared for those that want to make physical improvements to their building but do not meet the criteria for the updated façade grant. Grants of up to \$1000 are given on a 50-50 matching basis providing an opportunity for up to 5 recipients additional support to improve their storefronts in our downtown district. Grants will be awarded for the painting of previously painted external surfaces, pointing or other repairs to brick or masonry facades and the repair or replacement of fabric in canvas awnings. Grant would be offered monthly on a first come, first serve basis, until funds are

Didn't draw down - 1/2 Façade or Deap.
Priority 2- Salary increase for part time assistant

Since 2020 it has been significantly more challenging to find and retain qualified employees. It is an incredibly competitive market and difficult to get anyone to apply for a job under \$20 per hour. This job is a part time position without benefits so the salary is extremely important in retaining good, hard working and dedicated employees. I would like to ask the council to consider a raise of at least \$1 per hour for the assistant position, making the hourly wage \$13 per hour.

→ Didn't utilize salary for most of 2023 year

Downtown Spruce Pine Small Grant Program

Background

The Small Grant Program was established to help improve the appearance of buildings in downtown Spruce Pine. Funding is provided by an appropriation made possible by the Spruce Pine Town Council, and the grant is administered by the Spruce Pine Main Street Design & Beautification Committee.

Grant Funds

Grants of up to \$1,000 are given on a 50-50 matching basis. For example, a project with a total cost of \$800 may apply for a \$400 grant.

Use of Funds

Grants are awarded for the painting of previously painted external surfaces, pointing or other repairs to brick or masonry façades, and the repair or replacement of fabric in canvas awnings. The grant is mainly intended for front façades, but side and rear façades may be considered if visible from a street.

Application

Individuals interested in applying for a Small Grant shall complete and submit an application to the Spruce Pine Main Street Executive Director. Applications are accepted on a monthly basis. Those received on or before the first of each month will be reviewed in the next regularly scheduled Design & Beautification Committee meeting.

**Downtown Spruce Pine
Small Grant Application**

Location of Property:

Name of Existing Business:

Name of Property Owner/Tenant

Address:

Telephone: _____

Email: _____

Amount requested: _____

I am applying as the property owner or tenant. (Check one)

All applicants please check and initial below:

I have attached (initial after each):

- 1) paint and/or fabric color samples _____
- 2) a short description of the work to be performed _____
- 3) itemized quotes from contractor(s) _____
- 4) documentation of paid taxes and insurance policy _____
- 5) property owner support letter if applicant is a tenant _____

I, _____, agree to undertake my project in accordance with the guidelines outlined in the Downtown Spruce Pine Small Grant Program. I further agree that if I begin my project prior to receiving approval from the SPMS Design & Beautification Committee, this application will be rejected.

Signature of Applicant

Date

If the applicant is leasing the building, then the property owner's signature certifying they have read, understand and approve this project is also required.

Signature of Building Owner (if different from the applicant's)

Date

n Protective Services

1

reet

, NC 28777

DATE	Invoice #
2/17/2023	33848

o
E PINE POLICE DEPARTMENT OF SPRUCE PINE K 189 E PINE NC 28777

Ship To
193 EAST VALLEY ROAD SPRUCE PINE, NC MAGESTRATES OFFICE

P.O. No.	Due Date	Project	
	Due On Receipt	2/17/2023	
Description	Qty	Rate	Amount
AL LABOR AND MATERIAL TO CAMERAS AND DOOR ACCESS AS TE. WORKING PROPERLY. 11/2/22, 12/14/22, 2/13/23, 2/15/23	1	4,875.00	4,875.00

AS ABOUT OUR OTHER SERVICES ELECTRICAL &
HEATING/AIR wncservicegroup.com

WILL BE A 3% SURCHARGE ADDED TO ALL CREDIT CARD
TIONS. THIS IS DUE TO BANK CHARGES TO OUR COMPANIES
THANK YOU FOR UNDERSTANDING. DAVE WHITSON

REMINDER
WAYS NOTIFY A.P.S. REGARDING PHONE
MPANY OR LINE CHANGES FOR PROPER
FUNCTION OF SECURITY/FIRE SYSTEM

Subtotal	\$4,875.00
Sales Tax (6.75%)	\$0.00
Total	\$4,875.00
Payments/Credits	\$0.00
Balance Due	\$4,875.00

#	Fax #	E-mail	Web Site
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Capital Request Form/Other Items



Department: Finance/Administration

Prioritized Request List:

Priority	Item	Cost	New or Replacement	Justification/Details
Priority 1:	Bond Calculation - Finance Officer		New	With the passage of S.L. 2022-53, Section 9.(a), the General Assembly raised the minimum coverage amount.
				*Effective 1/1/2023
Priority 2:	New Computers	\$ 3,000.00	Replacement	2 Computers - Front Drive Thru & Finance Officer.
				Front - 2013 and Finance Officer - 2014
				*None of computers in office will upgrade to Windows 11.
				Windows 10 will stop being supported in October 2025.
				No security updates from that point.

Other Items: *See attached

Rates / Septic Dumping / Fee Schedule / Service Policy

COLA / Longevity / Step Increases

Health Insurance / Retirement

Veolia Contract

Interest Earnings

Town of Spruce Pine, North Carolina
 Water & Sewer Availability & Tap Fees
 July 1st, 2023

<u>Meter Size</u>	<u>Rated GPM Capacity</u>	<u>Water Taps Installation</u>	<u>Total</u>	<u>Sewer Taps Installation</u>	<u>Total</u>	<u>Water Taps Installation</u>	<u>Total</u>
3/4" Inside	20	\$500	\$500	\$500	\$500	\$1,000	\$1,000
3/4" Outside	20	\$1,000	\$1,000	\$1,000	\$1,000		\$2,000
1" Inside	50						
1" Outside	50						
1.5" Inside	100						
1.5" Outside	100						
2" Inside	160						
2" Outside	160						
3" Inside							
3" Outsied							
4" Inside	500						
4" Outside	500						
6" Inside	1200						
6" Outside	1200						

*Water Taps 1" and greater will be made at actual cost
 Contact the Water Department for current pricing.

Sewer tap fees are based on the size of the water service, not sewer line size.

Town of Spruce Pine, North Carolina
 Water & Sewer Availability & Tap Fees
 November 26, 2019

<u>Meter Size</u>	<u>Rated GPM Capacity</u>	<u>Water Taps Installation</u>	<u>Total</u>	<u>Sewer Taps Installation</u>	<u>Total</u>	<u>Water Taps Installation</u>	<u>Total</u>
3/4" Inside	20	\$500	\$500	\$500	\$500	\$1,000	\$1,000
3/4" Outside	20	\$1,000	\$1,000	\$1,000	\$1,000	\$1,300	\$2,300
1" Inside	50	\$650	\$650	\$650	\$650	\$1,300	\$1,300
1" Outside	50	\$1,150	\$1,150	\$1,150	\$1,150	\$2,300	\$2,300
1.5" Inside	100	\$700	\$700	\$700	\$700	\$1,400	\$1,400
1.5" Outside	100	\$1,250	\$1,250	\$1,250	\$1,250	\$2,500	\$2,500

*Water Taps 2" and greater will be made at actual cost
 Contact the Water Department for current pricing.

2" Inside	160						
2" Outside	160						
3" Inside							
3" Outsied							
4" Inside	500						
4" Outside	500						
6" Inside	1200						
6" Outside	1200						

Sewer tap fees are based on the size of the water service, not sewer line size.
 Contact the Water Department for meter sizes above 6"

WATER/ SEWER REVENUES

<u>Month of February 2022</u>	Amount Billed	\$ 204,782.00	<u>Difference</u>	<u>Annual Basis</u>
	Proposal #1	\$ 209,530.00	\$ 4,748.00	\$ 56,976.00
	Proposal #2	\$217,677.00	\$12,895.00	\$ 154,740.00

These New Rates:

	<u>Proposal #1</u>	<u>Proposal #2</u>
5,000 gallon water/sewer bill inside	\$ 57.00	\$ 63.00
5,000 gallon water/sewer bill outside	\$ 109.00	\$ 115.00

Current Rates:

5,000 gallon water/sewer bill inside	\$ 55.00
5,000 gallon water/sewer bill outside	\$ 105.00

Proposal #1 \$1 Increase on Minimum Inside / \$2 Minimum Increase Outside

Proposal #2 \$1 Increase on Minimum Inside & \$1 Increase on Overage Rates
\$2 Increase on Minimum Outside & \$1 Increase on Overage Rates

Town of Spruce Pine
Rates Effective 7/1/2021

INSIDE USER RATES		
CONSUMPTION (GALLONS)	WATER RATES	SEWER RATES
0-2000	\$12.00	\$12.00
2,001-20,000	\$3.90/1000 gallons	\$4.30/1000 gallons
20,001-100,000	\$4.10/1000 gallons	\$4.55/1000 gallons
100,001-500,000	\$4.30/1000 gallons	\$4.80/1000 gallons
500,000-1,000,000	\$4.50/1000 gallons	\$5.05/1000 gallons
>1,000,000	\$4.70/1000 gallons	\$5.30/1000 gallons
OUTSIDE USER RATES		
CONSUMPTION (GALLONS)	WATER RATES	SEWER RATES
0-2000	\$29.55	\$29.55
2,001-20,000	\$5.55/1000 gallons	\$6.25/1000 gallons
20,001-100,000	\$5.95/1000 gallons	\$6.75/1000 gallons
100,000-500,000	\$6.35/1000 gallons	\$7.25/1000 gallons
500,000-1,000,000	\$6.75/1000 gallons	\$7.75/1000 gallons
>1,000,000	\$7.15/1000 gallons	\$8.25/1000 gallons

Town of Spruce Pine
Rates Effective 7/1/2022

INSIDE USER RATES		
CONSUMPTION (GALLONS)	WATER RATES	SEWER RATES
0-2000	\$14.00	\$14.00
2,001-20,000	\$4.00/1000 gallons	\$5.00/1000 gallons
20,001-100,000	\$5.00/1000 gallons	\$6.00/1000 gallons
100,001-500,000	\$7.00/1000 gallons	\$8.00/1000 gallons
500,000-1,000,000	\$8.00/1000 gallons	\$9.00/1000 gallons
>1,000,000	\$9.00/1000 gallons	\$10.00/1000 gallons
OUTSIDE USER RATES		
CONSUMPTION (GALLONS)	WATER RATES	SEWER RATES
0-2000	\$33.00	\$33.00
2,001-20,000	\$6.00/1000 gallons	\$7.00/1000 gallons
20,001-100,000	\$7.00/1000 gallons	\$8.00/1000 gallons
100,000-500,000	\$9.00/1000 gallons	\$10.00/1000 gallons
500,000-1,000,000	\$10.00/1000 gallons	\$11.00/1000 gallons
>1,000,000	\$11.00/1000 gallons	\$12.00/1000 gallons

Deposits

Inside	\$100
Outside	
Water	\$150
Water & Sewer	\$200

Reconnect Fee \$50

Meter Tampering Fee \$100

*Plus actual costs of damages.

Hydrant Fee (Monthly) \$50

*Plus current volume charge at outside rate.

Trans Type	Account Nbr	Acct Status	Full Name	Service Add	Trans Amt	Inning	Balan	Trans Date	Source Date	Due Date	Last Due Date	Del	Trans Desc	Void Note	Pay ID	Void ID
Manual Bill	002-00094	Active	MAYLAND	CARTERS R	\$5,050.00		\$5,050.00	3/2/2023	3/2/2023				WASTE DU			0
Manual Bill	002-00094	Active	MAYLAND	CARTERS R	\$2,375.00		\$2,375.00	2/3/2023	2/3/2023				PUMPING			0
					\$7,425.00											

Town of Spruce Pine Fees & Charges Schedule



Effective July 1st, 2023

Accounting	Rate
<u>Beer and Wine License:</u>	
On premise beer & wine	\$15.00
Off premise wine	\$10.00
Off premise malt beverage	\$ 5.00
Administration	Rate
Photocopies	\$0.05 per page over 10 copies.
Billing & Collections	Rate
Returned Check Fee	\$25.00
Delinquent Account Fee	\$50.00
Late Fee	\$ 5.00 or 10% whichever is greater.

***Effective Date: March 1st, 2019**

***Updated July 1st, 2023**

TOWN OF SPRUCE PINE

SERVICE POLICY

DISCONNECTIONS

All utility bills are due on the due date and payable at Town Hall in person or by mail. Cut-off letters are mailed monthly. If a letter is issued, all past due charges must be paid by 5:30 pm on the date referenced in the cut-off letter. NO SECOND NOTICES WILL BE MAILED. A Delinquent Account Fee will be assessed at the beginning of the business day on the scheduled shut off date. Prior to reconnection of services, all delinquent utility charges must be paid in full, plus any fees, deposits, deposit updates, or charges for materials or labor, which may apply.

If service has not been restored within 10 business days following disconnection, the account will be permanently closed, and all deposits on file will be applied to the account. In order to have services restored, a new application must be completed, all balances paid, and a new deposit paid before connecting services. Refunds on any remaining deposits will be mailed within 30 days following closure of an account.

CUSTOMER'S RIGHTS PRIOR TO DISCONNECTION

DISPUTED BILLS – If a customer believes the Town has made an error in calculating a utility bill, or otherwise disputes the obligation to pay the bill, the customer or the customer's authorized representative may arrange a meeting to discuss the matter. Any dispute of a utility bill must be expressed to the Town within 10 days after the mail date of the bill.

EXTENSIONS - All customers will be allowed two extensions per 12-month calendar period. The customer's account shall be documented with any extension which may be granted. Extensions will only be given in extenuating circumstances. Extensions or payment agreements are not automatic; they are a privilege and should only be requested in cases of extreme hardship. Once a customer has been sent a disconnection notice, they are required to pay the entire past due balance on the account. Extensions must be requested before the date of disconnection, and extensions cannot be extended past the current month.

Cost of Living Adjustments (COLA)

6 Moths Payroll - July - Dec. 2022	\$ 704,102.69
Annualized	\$ 1,408,205.38

	1%	2%	3%	4%	5%
FICA	\$ 14,082.05	\$ 28,164.11	\$ 42,246.16	\$ 56,328.22	\$ 70,410.27
Retirement	\$ 1,077.28	\$ 2,154.55	\$ 3,231.83	\$ 4,309.11	\$ 5,386.39
<u>Total Costs</u>	\$ 1,830.67	\$ 3,661.33	\$ 5,492.00	\$ 7,322.67	\$ 9,153.33
	\$ 16,990.00	\$ 33,980.00	\$ 50,969.99	\$ 67,959.99	\$ 84,949.99

Employee	Title	Hire Date	YrsSvc	Longevity Amount
Butler, Darlene	Town Manager	10/1/1997	26	\$ 1,843.90
Buchanan, Shelley	Town Clerk	4/30/2018	5	\$ 200.00
Young, Crystal	Finance Officer	6/18/2018	5	\$ 200.00
Edwards, Ella	A/R Clerk	4/28/2008	15	\$ 639.91
Peterson, Brooke	Utility Billing	11/23/2020	3	\$ 100.00
Libby Phillips	Main St Director	7/2/2017	6	\$ 200.00
Young, Daniel (Mark)	Officer	10/4/2021	2	\$ 100.00
Briggs, Michael	Captain	1/10/1999	24	\$ 1,215.61
Cook, Kasey	Detective	8/29/2004	19	\$ 911.71
Altimus, Jeremy	Officer	2/22/2016	7	\$ 200.00
Mace, Dalton	Officer	9/26/2022	1	\$ 100.00
Custode, Matthew	Officer	10/14/2016	7	\$ 200.00
Blevins, Cory	Officer	10/28/2019	4	\$ 100.00
Hollifield, Michael	Officer	5/9/2010	13	\$ 515.21
Burleson, Michael	Officer	10/11/2009	14	\$ 490.53
Johnson, Kelly	Officer	1/24/2012	11	\$ 541.20
Lankford, Russell	PW Director	8/22/2022	1	\$ 100.00
Stroman, Kyle	Labor	10/3/2022	1	\$ 100.00
Stroman, Kyle	Labor	3/7/2022	1	\$ 100.00
Letterman, Ronnie	Labor	6/27/2016	7	\$ 200.00
Woody, Tommy	Labor	7/3/2017	6	\$ 200.00
Phillips, Travis	Skilled	10/25/2021	2	\$ 100.00
Burleson, Jason	Labor	10/11/2021	2	\$ 100.00
Sam Grindstaff	Labor	3/13/2023	0	
Wood, Michael	Labor	8/10/2010	13	444.33
Total				8902.40

1-5 Years	\$100
5-10 Years	\$200
10-15 Years	1.0%
15-20 Years	1.5%
20-25 Years	2.0%
25 Years or More	2.5%

Crystal Young

From: Human Resources <Human.Resources@mitchellcountync.gov>
Sent: Friday, March 10, 2023 2:57 PM
To: Crystal Young
Subject: MC Longevity Pay Policy

Happy Friday Crystal,

As requested, below is the current policy for the County's Longevity Pay Policy.

Let me know if you need anything further.

Enjoy a great weekend! Glenda

Longevity Pay

Full-time employees of the County are compensated for years of service with the County by payment of a longevity supplement based on total years of service as of the employee's anniversary date each year. Employees who are currently receiving longevity pay based on time in the retirement system will not be affected by this change in policy. Total service time includes any approved leave or involuntary reduction in force. All required deductions will be made.

Longevity amounts shall be as follows:

<u>Years of Service</u>	<u>Longevity Amount</u>
10 – 15	1.0%
15 – 20	1.5%
20 – 25	2.0%
25 plus	2.5%

Glenda Shuffler
Human Resources Director

26 Crimson Laurel Circle, Suite 2
Bakersville, NC 28705
828-537-1393

Human.Resources@mitchellcountync.gov

Sec. 16-164. - Longevity pay.

Employees and elected officials shall receive longevity pay in addition to their regular salary. The longevity pay shall be paid annually with the pay for the pay period ending nearest the first day of December. For the purpose of determining the tenure and the salary of the employee, the determination date shall be the last day of the pay period nearest to the first day of December. The longevity pay shall be as follows:

EXPAND

Tenure with City	Longevity Pay
0—6 months	\$25.00
6 months to 1 year	\$35.00
1 year to less than 2 years	\$50.00
2 years to less than 3 years	\$75.00
3 years to less than 4 years	\$100.00
4 years to less than 5 years	\$100.00
5 years to less than 10 years	1% of annual salary
10 years to less than 15 years	2% of annual salary
15 years to less than 20 years	3% of annual salary
20 years to less than 25 years	4% of annual salary
25 years or more	5% of annual salary
Elected officials	75th percentile of the range of the longevity schedule

Longevity

Contents:

- Policy
- Covered Employees
- Amount of Longevity
- Total State Service Defined
- Separation - Prorated Longevity Payment
- Transfer Between State Agencies
- Reemployment from Another System
- Appointment Change
- Leave Without Pay
- Military Leave
- Short-term Disability
- Workers Compensation
- Agency Responsibility
- Effect of Longevity Pay

Policy

Longevity pay is to recognize long-term service. An eligible employee who has at least ten (10) years of total State service shall receive a lump sum payment annually as outlined below.

Payment shall be made during the same monthly pay period or by the second biweekly pay period following the date the employee is eligible to receive longevity pay. This includes employees on workers' compensation leave.

Covered Employees

Full-time and part-time (20 hours or more) permanent, probationary, and time-limited employees are eligible for longevity pay.

Part-time (less than 20 hours) and temporary employees are not eligible for longevity pay.

Amount of Longevity

Annual longevity pay amounts are based on the length of total State service and a percentage of the employee's annual rate of base pay on the date of eligibility. Longevity pay amounts are computed by multiplying the employee's base pay rate by the appropriate percentage from the following table: (Note: Salary increases effective on the

Longevity (continued)

longevity eligibility date shall be incorporated in the base pay before computing longevity.)

Years of Total State Service	Longevity Pay Rate
10 but less than 15 years	1.50 percent
15 but less than 20 years	2.25 percent
20 but less than 25 years	3.25 percent
25 or more years	4.50 percent

Total State Service Defined

Total State service is the time of full-time or part-time (20 hours or more) employment of employees with a permanent, probationary or time-limited appointment, whether subject to or exempt from the State Human Resources Act. If an employee so appointed is in pay status or is on authorized military leave or workers' compensation leave for one-half or more of the regularly scheduled workdays and holidays in a pay period, credit shall be given for the entire pay period.

If an employee's work schedule is less than 12 months and the employee works all the months scheduled (e.g., a school year), the agency shall credit time for the full year; however, if the employee works less than the scheduled time, the agency shall credit time on a month for month basis for the actual months worked.

Credit shall also be given for:

- Employment with other governmental units which are now State agencies (Examples: county highway maintenance forces, War Manpower Commission, Judicial System).
- Authorized military leave from any of the governmental units for which service credit is granted provided the employee is reinstated within the time limits outlined in the State military leave policies.
- Authorized worker's compensation leave from any of the governmental units for which service credit is granted;
- Employment with the county Agricultural Extension Service; Community College System and the public school system of North Carolina, with the provision that a

Step Increases 2023-2024

Review Date		Current Salary	# of Payrolls	Amount
10/28/2023	Cory Blevins	\$ 1,541.40	17	\$ 1,834.27
10/7/2023	Shelley Buchanan	\$ 1,708.80	19	\$ 2,272.70
10/5/2023	Darlene Butler	\$ 2,836.77	19	\$ 3,772.90
10/14/2023	Matthew Custode	\$ 1,648.92	18	\$ 2,077.64
7/2/2023	Libby Phillips	\$ 1,957.00	26	\$ 3,561.74
4/1/2024	Michael Wood	\$ 1,708.98	7	\$ 837.40
6/18/2024	Crystal Young	\$ 2,265.02	1	\$ 158.55
Total Step Increases				<u>\$ 14,515.20</u>

Health Insurance / Retirement Increase (2023-2024)

Health Insurance Rates - 2.5% increase

Short Term Disability Rate – 0.50 cents per employee per month.

Budget Increase:

Currently Per Employee (Medical & Short-Term) = \$660.50

New Rate Per Employee (Medical & Short-Term) = \$678.00

Total Increased Cost = \$5,250.00

Retirement Rates – New Rates to be Released in April.

**CONTRACT PRICE FOR SPRUCE PINE
CONTRACT YEAR 2023-2024**

Fixed Service Fee

Formula = $(1 + (60\% \times \text{ECI}) + (40\% \times \text{CPI}))$

Where: ECI = CIU20100000002201
CPI = CUUR0000SA0

ECI Index

Qtr 4 2022:	152.9				
Qtr 4 2021:	145.6				
	7.3	CHANGE =	$\frac{7.3}{145.6}$	x 100% =	<u>5.01%</u>

CPI Index

Annual 2022:	292.655				
Annual 2021:	270.970				
	21.685	CHANGE =	$\frac{21.685}{270.970}$	x 100% =	<u>8.00%</u>

Fixed Fee Adjustment Factor = $(1 + (60\% \times 0.0501) + (40\% \times 0.08))$ = 1.0621

Fixed Component

	<u>ANNUAL</u>	<u>MONTHLY</u>	
Fixed Service Fee Before Change:	\$872,734.72	\$72,727.89	2022-2023
Fixed Service Fee Change:	<u>\$54,196.83</u>	<u>\$4,516.41</u>	
2023-2024 Fixed Component	<u>\$926,931.55</u>	<u>\$77,244.30</u>	2023-2024

Sampling Component

	<u>ANNUAL</u>	<u>MONTHLY</u>	
Regulatory Sampling Before Change:	\$12,899.10	\$1,074.93	2022-2023
Regulatory Sampling Change:	<u>\$801.03</u>	<u>\$66.75</u>	
2023-2024 Regulatory Sampling Component	<u>\$13,700.14</u>	<u>\$1,141.68</u>	2023-2024

Cross Connection Component

	<u>ANNUAL</u>	<u>MONTHLY</u>	
Regulatory Sampling Before Change: <i>(not subject to escalation)</i>	7,500.00	\$625.00	2022-2023
Regulatory Sampling Change:	<u>\$0.00</u>	<u>\$0.00</u>	
2023-2024 Cross Connection Component	<u>\$7,500.00</u>	<u>\$625.00</u>	2023-2024

Total Fee for Period 2022-2023 \$948,131.68 \$79,010.97

Increase of

\$ 54,997.80

**CONTRACT PRICE FOR SPRUCE PINE
CONTRACT YEAR 2022-2023**

Fixed Service Fee

Formula = $(1 + (60\% \times \text{ECI}) + (40\% \times \text{CPI}))$

Where: ECI = CIU201000000220I
CPI = CUUR0000SA0

ECI Index

Qtr 4 2021:	145.6				
Qtr 4 2020:	<u>139.3</u>				
	6.3	CHANGE =	$\frac{6.3}{139.3}$	x 100% =	<u>4.52%</u>

CPI Index

Annual 2021:	270.970				
Annual 2020:	<u>258.811</u>				
	12.159	CHANGE =	$\frac{12.159}{258.811}$	x 100% =	<u>4.70%</u>

Fixed Fee Adjustment Factor = $(1 + (60\% \times 0.0452) + (40\% \times 0.047))$ = 1.0459

Fixed Component

	<u>ANNUAL</u>	<u>MONTHLY</u>	
Fixed Service Fee Before Change:	834,434.19	\$69,536.18	2021-2022
Fixed Service Fee Change:	<u>\$38,300.53</u>	<u>\$3,191.71</u>	
2022-2023 Fixed Component	<u>\$872,734.72</u>	<u>\$72,727.89</u>	2022-2023

Sampling Component

	<u>ANNUAL</u>	<u>MONTHLY</u>	
Regulatory Sampling Before Change:	12,333.02	\$1,027.75	2021-2022
Regulatory Sampling Change:	<u>\$566.09</u>	<u>\$47.18</u>	
2022-2023 Regulatory Sampling Component	<u>\$12,899.10</u>	<u>\$1,074.93</u>	2022-2023

Cross Connection Component

	<u>ANNUAL</u>	<u>MONTHLY</u>	
Regulatory Sampling Before Change: <i>(not subject to escalation)</i>	7,500.00	\$625.00	2021-2022
Regulatory Sampling Change:	<u>\$0.00</u>	<u>\$0.00</u>	
2022-2023 Regulatory Sampling Component	<u>\$7,500.00</u>	<u>\$625.00</u>	2022-2023

Total Fee for Period 2022-2023	\$893,133.82	\$74,427.82	
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Regional Advisory Board Meeting

Federal Reserve "Dot" Plot

*Dot - now is
around 3 1/2 %*

Estimate of Appropriate Level of Federal Funds Rate at End of Each Year

Year	Estimate of Appropriate Level of Federal Funds Rate at End of Each Year
1980	5.10%
1981	4.10%
1982	3.10%
1983	4.40%
1984	4.40%
1985	4.40%
1986	4.40%
1987	4.40%
1988	4.40%
1989	4.40%
1990	4.40%
1991	4.40%
1992	4.40%
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2087	4.40%
2088	4.40%
2089	4.40%
2090	4.40%
2091	4.40%
2092	4.40%
2093	4.40%
2094	4.40%
2095	4.40%
2096	4.40%
2097	4.40%
2098	4.40%
2099	4.40%
2100	4.40%

Source: Minutes of Federal Reserve Meeting December 14, 2002



INVESTMENT POOL

Current Rate

Name	Date	Current Seven-Day Yield
NCIP	3/22/2023	4.75%

Current Seven-Day Yield

The current seven-day yield, also referred to as the current annualized yield, represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a seven-day base period expressed as a percentage of the value of one share at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7. Past performance is not indicative of future results and yields may vary. The yields shown above may reflect fee waivers by the NCIP's current or prior service providers. When such waivers occur, they reduce the total operating expenses of the NCIP, and the NCIP's yields would have been lower if there were no such waivers. Refer to the NCIP's [Information Statement](#) for further information on the expenses of the NCIP and fees of its service providers.

For More Information

To learn more about how NCIP can meet your needs, please [email](#) or call 1-833-736-NCIP (6247) to speak to an [NCIP Representative](#).

*This information is for institutional investor use only, not for further distribution to retail investors, and does not represent an offer to sell or a solicitation of an offer to buy or sell any fund or other security. Participants should consider the North Carolina Investment Pool's ("NCIP" or the "Pool") investment objectives, risks, charges, and expenses before investing in the Pool. This and other information about the Pool is available in the Pool's current Information Statement, which should be read carefully before investing. A copy of the Pool's Information Statement may be available by calling 1-833-736-NCIP (6247) or is available on the Pool's website at www.investncip.com. While the Pool seeks to maintain a stable net asset value of \$1.00 per share, it is possible to lose money investing in the Pool. An investment in the Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Shares of the Pool are distributed by **PFM Fund Distributors, Inc.**, member Financial Industry Regulatory Authority (FINRA) (www.finra.org) and Securities Investor Protection Corporation (SIPC) (www.sipc.org). PFM Fund Distributors, Inc. is an affiliate of PFM Asset Management LLC.*

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