

**Minutes
Spruce Pine Town Council
August 12, 2024 5:30 PM**

A meeting of the Town Council was held on August 12, 2024. Present were Mayor Phillip Hise and Council Members Rocky Buchanan, Jackie Rensink, and Wayne Peight. Staff in attendance included Spencer Bost, Michael Wood, Travis Phillips, Crystal Young, Darlene Butler and Brooke Peterson. Others attended, including Chad Donnahoo, Donnie Staton, Jeff Harding, and Mariel Williams.

CALL TO ORDER

Mayor Phillip Hise called the regular meeting to order at 5:30 PM. Jackie Rensink gave the invocation. Rocky Buchanan led the Pledge of Allegiance.

APPROVAL OF AGENDA

Jackie Rensink moved to approve the agenda. Rocky Buchanan seconded the motion, which carried unanimously.

APPROVAL OF MINUTES

Rocky Buchanan moved to approve the minutes of the July 8, 2024 Town Council Meeting. Jackie Rensink seconded the motion, which carried unanimously.

Jackie Rensink moved to approve the minutes of the July 8, 2024 Closed Session Meeting. Wayne Peight seconded the motion, which carried unanimously.

PUBLIC COMMENT

- ❖ There were no public comments.

ACTION AGENDA

- ✓ Rocky Buchanan moved to approve the application for providing water service at outside rates without annexation to Anthony Holder at 555 Old NC 226 HWY. Wayne Peight seconded the motion, which carried unanimously.
- ✓ Jackie Rensink moved to approve the Special Event Permit Application for Treasures in the Fall Festival – Over Mountain Victory March on September 28, 2024, pending insurance policy. Rocky Buchanan seconded the motion, which carried unanimously.
- ✓ Wayne Peight moved to approve the selection of three On-Call Engineer companies: High Country Engineering, WithersRavenel, and McGill Associates, PA. Rocky Buchanan seconded the motion, which carried unanimously.
- ✓ Rocky Buchanan made a motion to adopt the ABC Designated Official Resolution designating Police Chief, Kasey Cook. Jackie Rensink seconded the motion, which carried unanimously.
- ✓ Rocky Buchanan moved to approve the Annual Settlement of 2023 Taxes and Order of Collection. Jackie Rensink seconded the motion, which carried unanimously.
- ✓ Jackie Rensink moved to approve the No-Cost Solutions Audit. Wayne Peight seconded the motion, which carried unanimously.
- ✓ Rocky Buchanan made a motion to adopt Ordinance to Declare Surplus Property – 2010 Dodge Charger. Wayne Peight seconded the motion, which carried unanimously.

DEPARTMENT UPDATES

Police Department

- Police Chief Kasey Cook was not in attendance.

Water and Sewer

- Project Manager Donnie Staton with Veolia gave his report for the month of July. Said report is incorporated by reference and attached to these minutes.

- Donnie noted the McHone pump station line break that occurred on July 15th has been resolved and has been completely renovated with two new pumps, electrical, piping, flow meters, and check valves. He is going to assess the condition of the building and roof next.
- Donnie also noted the amount of grease balls the waste plant removed and importance of not putting grease in drains.
- Donnie explained how he is keeping extra pumps and parts on hand. He also explained the expenditures for the 2024/2025 budget on improving infrastructure.

Public Works

- Public Works Director Travis Phillips presented a Work Order Summary Report for his department. Said report is incorporated by reference and attached to these minutes.
- Travis noted Mitchell High School will be placing a large six-inch meter next Saturday and a company from Charlotte will be installing that.
- Travis explained how much more efficient and safer the new flail mower is for his department.
- Phillip Hise and Darlene Butler discussed a water tap installation on Ivy Drive and when that could be completed.

Main Street

- Main Street Director Spencer Bost presented his July report for Main Street, which is incorporated by reference and attached to these minutes.
- Spencer noted a few aspects of program development and business support through Downtown Entrepreneurial Assistance Program. Also, noting upcoming events like the Third Thursday, which will be on August 15th.
- He also discussed the Organizational Developments progress like updating his mission and vision statements.

Parks and Rec

- Parks and Rec Director Michael Wood presented his July report for Parks and Rec, which is incorporated by reference and attached to these minutes.
- Michael noted the pool has officially closed for the season, but the parks are still remaining busy.
- Michael discussed the progress that is taking place at Riverside. The old restrooms have been removed and the press box has been taken off the dugout.
- Michael also discussed Riverbend Park and getting on a mowing/weeding schedule. He noted the new side-by-side is a huge asset to his department and is very helpful.
- Michael stated that he will need to hire four new lifeguards for next year. He and Public Works Director, Travis Phillips, are still in the process of hiring an individual for the split position.
- Phillip Hise asked about the steps at Riverside and a metal box that is located at the steps. Michael expressed he would take care of it this week.

Finance

- Finance Officer Crystal Young updated the council on the financials for the period ending June 30, 2024 and July 31, 2024. Said reports are incorporated by reference and attached to these minutes.
- Crystal noted that the current tax collection rate is 97.9%.
- Crystal stated there is a new purchase order process in place through FMS.
- Crystal noted the auditors were here for three days and everything went very well. They will be returning once the 2023/2024 year is completely closed out.
- She also noted that the 2024 tax billings are now complete and will be sent out this week.
- Crystal discussed the capital outlay items from the 2023/2024 budget have now been transferred to fixed assets.
- Crystal requested that the contract for operating the water and wastewater plants be bid out for proposals in June 2025. She discussed the rate increase and we are presently in a 5-year contract with Veolia. There are currently 3 or 4 different companies in the area. Darlene noted that the town has been with the same company for several years.

MANAGER'S UPDATE

- Town Manager Darlene Butler discussed being in the process of revising the current personnel policy and the law enforcement policy. Once the final draft is complete, she will present that to the council.
- Darlene noted that the Stormwater GIS Mapping Project with High Country Council of Government is half way complete. The official kickoff meeting will be held soon.
- Darlene explained the EDA grant for 1.3 million dollars for the 226 HWY waterline. The town has not received the official award yet, but if so, between that grant and the Golden Leaf funds, that project should be able to be completed.
- Darlene also explained the FEMA generator grant application is still in progress. This grant would be for 4 generators for the Carter's Ridge, 19 E, Summit, and Overlook water pump stations.
- Darlene has requested quotes for the Public Officials and Law Enforcement liability insurance from our current provider and from the League of Municipalities.
- Darlene noted that the Mitchell County Chamber Director has taken a different position and that is effective this week. Therefore, the chamber will be looking at how to fill that position.
- Darlene shared that the initial surveys for the Streetscape Project have been evaluated and is in the draft stage with the engineers. There will be a public engagement event coming up soon.
- Darlene advised the council about hiring a part-time code enforcement officer on an as-needed basis, due to the new Junk Vehicle Ordinance being passed. She elaborated about the need for this position to be in the budget next year as a full-time position.
- She also stated the Vacant Building Standards first step is developing an ordinance and the new code enforcement officer will be enforcing that. Main Street Director, Spencer Bost has started a registry of the property inventory and owners contact information.
- Darlene attended a meeting for the Cycle to Sea event coming up in collaboration with the Rotary Club BBQ Festival.

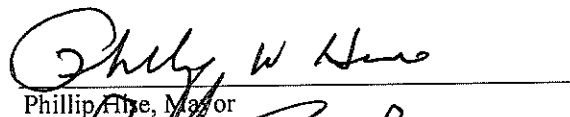
MAYOR/COUNCIL COMMENTS

- Rocky Buchanan discussed the townwide yard sale and needing expertise in publicizing the event. They are looking at holding that event the Saturday before Labor Day. Rocky explained having it from City Drive-In to the Canipe garage. The process needs to begin with discussing it with the landowners first. Darlene noted that Spencer could assist with discussing this event with business owners.

ADJOURNMENT

With no further business, the meeting was adjourned by motion of Rocky Buchanan at 6:29 PM.


Brooke Peterson, Town Clerk


Phillip Hine, Mayor


Rocky Buchanan, Council Member

Absent
Larry McKinney, Mayor Pro Tem


Wayne Peight, Council Member


Jackie Rensink, Council Member



SPECIAL EVENT PERMIT APPLICATION

Town of Spruce Pine
P.O. Box 189
11050 S. 226 HWY
Spruce Pine, NC 28777

Please complete and submit this application and all necessary supporting documentation to obtain consideration for a Special Event Permit ("Permit"). Submitting complete and accurate information at the beginning will result in more efficient processing of your request.

GENERAL INFORMATION

EVENT INFORMATION

Event Name: TREASURES In The Fall Festival - Over Mtns Victory March

Type of Event: ☐ Bicycle/Race ☒ Outdoor Market/Festival ☐ Parade/March ☐ Other: _____

Event Location and Address: Lower Street Spruce Pine

Event Website: Facebook

Event Start Date & Time: Sept 28th 10:00 Event End Date & Time: 5:00 Sept 28th

Event Description (detailed description of event and its purpose): Lots of Vendors - Food Trucks - Making Apple Butter - Hay Rides - Over mtns Victory march will Be doing a ceremony

Tail to make money for Shop with a COP - Live music

Estimated Attendance: ? 6000

APPLICANT & ORGANIZATION INFORMATION

Applicant's Name: Cheryl Buchanan

Applicant's Address: 125 Locust St.

Applicant's Phone: 828 467-9357 Applicant's Email: Cheryl.b.1958@gmail.com

Business Organization's Name: Treasures In The Fall

Business Organization's Address: 125 Locust St.

Is the Business Organization a 501(c)(3) Nonprofit? ☐ YES ☒ NO

DAY-OF-EVENT CONTACT (if different from Applicant)

Name and Title: Cheryl Buchanan

Address: _____

Phone: _____

Email: _____

EVENT OPERATIONS

ROAD CLOSURES

Are you requesting any closures for any Town street(s) for your event? ☐ NO ☒ YES.

If "Yes," in the Site Plan, identify all Town street(s) in which you are requested to be closed and the date and time for such closure.

Are you requesting any closures for any State road(s) for your event? ☒ NO ☐ YES.

If "Yes," you are required to get an approved special event request from the North Carolina Department of Transportation ("NCDOT"). You are responsible in contacting NCDOT and securing the special event request. The Town shall not provide written acknowledge and approval to the NCDOT unless you have an approved Permit.

An approved NCDOT special event request form is a required condition subsequent to any approved Permit and failure by you in obtaining the NCDOT special event request form will result in your Permit being revoked.

FOOD SERVICES

Does the event involve the sale of food? ☐ NO ☒ YES.

If "Yes," all such food vendors are required to have a temporary food establishment permit as required by the Mitchell County Health Department and any other applicable permit as required by North Carolina law. It is the responsibility of the event organizer and any vendors involved to follow all Occupational Safety Health Administration rules and regulations. Your signature on this Permit indicates your agreement to abide by all OSHA requirements at your event.

To provide a suitable environment for temporary food vendors, event organizers should be aware of the following, but not limited to:

- Whether access to water through a food-grade connection will be needed;
- Whether access to electricity will be needed;
- Inspections must occur prior to any food distribution activities;
- No products will be permitted for distribution in glass containers;
- Permits must be clearly displayed at each vendor booth; and
- Receptacles to collect and dispose of greywater cooking oil and grease will be needed.

All food vending booths must include ground cover to protect lawns, streets, and hardscapes from grease, food waste and spills. Event organizers must be diligent in managing food vending areas to ensure all vending spaces are clear of soot, grease, and debris throughout the event and that all ground surfaces are properly cleaned and inspected at the conclusion of the event. The event organizer is responsible to ensure proper disposal of recycling and garbage throughout the term of the event. Immediately upon conclusion of the event the area must be returned to a clean condition. This must be completed within the permitted hours (set-up through tear-down).

The Town reserves the right to require a non-refundable clean-up deposit.

In the Site Plan, identify all areas where you plan to offer food vendors for the event.

TRASH & RECYCLING

Please describe your waste management staffing plan for the event (i.e., who is responsible for collection trash and litter during your event)?

We Will Be Responsible for Trash

In the Site Plan, identify all areas where you plan to install temporary waste management receptacles.

PARKING

Please describe your parking plan for the event. Note, parking plans may be examined for ADA compliance, and you may be required to provide a transportation shuttle if the event places undue demands on surround parking areas.

Lot (1) Next to Mitchell News Journal
Lot (2) Next to Hefs
Riverside Park
Wells Fargo-Bank of America

In the Site Plan, identify all proposed parking areas.

PORTABLE TOILETS

How many portable toilets will you be providing for the event? _____

All public events with attendance of one hundred (100) or more with a duration exceeding four (4) hours are required to provide restroom facilities. Building Code requires a quantity of two toilets for every one hundred (100) people -- one male and one female. Ten percent (10%) of these facilities must be ADA accessible. All portable restrooms must be maintained daily.

In the Site Plan, identify where the portable toilets will be located.

MUSIC/SOUND/PYROTECHNICS

Will there be musical entertainment at your event? ☐ NO ☒ YES

Will there be sound amplification at your event? ☐ NO ☒ YES

Does the event involve pyrotechnics (i.e., fireworks, lasers, etc.)? ☒ NO ☐ YES

TENTS/CANOPIES/INFLATABLES

Will there be tents/canopies/inflatables at your event? ☐ NO ☒ YES

- All tents/canopies/inflatables must be secured and anchored by weight or stake at all corners.
- No tents, canopies, inflatables or structures may be staked into asphalt or concrete surfaces, as well as in some lawn and landscaped areas where electrical and irrigation lines exist.
- No tent/canopy/inflatable may be erected in front of a building used as a place of public assembly, within 15 feet of a structure, food truck or vehicle or fire hydrant, within 90 feet of a bus stop or in any way obstructing any building exit or doorway.
- Tents/canopies/inflatables/structures may not entirely block streets. A minimum of 14 feet clearance width and 13.5 feet overhead height for fire vehicle access must be maintained on all streets.
- At least one UL rated 2A, 10B or 10C fire extinguisher shall be provided for all tents exceeding 500 square feet or any size tent where there is cooking with open flames.

In the Site Plan, identify the locations for tents/canopies/inflatables.

MERCHANDISE SALE AND VENDING

You will need to provide to the Town a complete list of all safety sensitive vendors and contractors who will be participating in the event. Examples of safety-sensitive vendors and contractors include, but are not limited to, inflatable companies, providers of amusements, rides, mobile attractions, operators of unique participatory experiences, equipment contractors, and vendors of all food and beverage items.

Additionally, you are responsible for collecting and submitting insurance certificates for all safety sensitive vendors and contractors to the Town Manager, in addition to the primary event policy (see Insurance section). The list of vendors/contractors and certificates of insurance must be submitted no later than three (3) weeks prior to the event date.

The list of safety sensitive vendors and contractors and certificates of insurance are a required condition subsequent to any approved Permit and failure by you in obtaining and providing the list and/or the certificates of insurance will result in your Permit being revoked or the third party's inability to participate in the event.

As the event organizer, you are required to adhere to N.C. Gen. Stat. § 66-255.

SITE PLANS

Attach a detailed Site Plan for the event. Site Plans and route maps (for races and walks) must include all information as required herein.

PUBLIC SAFETY

SECURITY

Describe what security you will have for the event.

I will have Mitchell County Sheriff's office on scene with jail

Depending on the event and the estimate number of attendees, the Town may require certain level and numbers of security. If it is determined at any time during the event that the event has failed to meet security needs, or if the security needs are inadequate, the Spruce Pine Police Department maintains the right to close any and all components of the event and/or to provide additional police services that will be billed directly to the event at a minimum emergency rate of \$50.00 per hour, 4-hour minimum per officer.

CROWD MANAGERS

All events with over 1,000 persons in attendance at any given time are required to have dedicated crowd managers at the ratio of one crowd manager to every 250 persons.

Dedicated law enforcement and medical personnel hired for the event contribute to the total number of crowd managers. An online training course and certificate is available through the NC Office of State Fire Marshal.

MEDICAL SUPPORT

Events under 2,500 in attendance (or 250 for athletic events in non-fixed locations) will not be required to have on-site medical support personnel available for medical services. For events over this threshold, you will be required to provide medical support personnel, whether paid or volunteer, with the appropriate licensing, certifications and insurance to provide medical services at your event.

INSURANCE REQUIREMENTS

PRIMARY INSURANCE

The event organizer must furnish a general liability insurance policy valid during the dates of all event activity procured from a company licensed to conduct business in North Carolina listing the Town as the Certificate Holder as follows:

Town of Spruce Pine
P.O. Box 189
11050 S. 226 HWY
Spruce Pine, NC 28777

All general liability certificates must also list the Town as an Additional Insured. All policies must protect the Town, its officers, officials, employees and agents from any and all claims for damages to property and/or bodily injury which may result from or in connection with any of the operations carried on by the event. The policy must provide \$1,000,000.00 per occurrence and \$2,000,000.00 per aggregate.

You must provide the certificate of insurance to the Town Manager no later than three weeks prior to the event. The certificate of insurance is a required condition subsequent to any approved Permit and failure by you in obtaining and providing the certificate of insurance will result in your Permit being revoked.


THIRD PARTY INSURANCE

All safety-sensitive vendors and contractors providing goods or services for the event must also adhere to the same requirements as noted in the Primary Insurance section. Examples of safety-sensitive vendors and contractors include, but are not limited to, inflatable companies, providers of amusements, rides, mobile attractions, operators of unique participatory experiences, equipment contractors, and vendors of all food and beverage items.

You must provide the certificates of insurance to the Town Manager no later than three weeks prior to the event. The certificates of insurance are a required condition subsequent to any approved Permit and failure by you in obtaining and providing the certificate of insurance will result in your Permit being revoked or the third party's inability to participate in the event.

AUTHORITY TO FILE APPLICATION

I hereby agreed to conform to all applicable law and ordinances of the Town of Spruce, Mitchell County and the State of State North Carolina and certify that the above information and accompanying documents are complete, true and accurate to the best of my knowledge.


Applicant's Signature
Print: Cheryl Buchanan

Date: Aug 31st 2024

Completing this application does not entitle you to a Permit. The Town will timely review your application and will solicit additional information if needed. On a case-by-case basis, the Town reserves the right to require conditions in addition to those listed herein. All approved Permits will be issued by the Town Manager. Please be advised that all Permits shall be revoked if the conditions subsequent listed herein (or in any additional requirements) are not met.

DOWNTOWN SPRUCE PINE ASSOCIATION
Board of Directors Meeting
August 1st, 2024
DT's Blue Ridge Java

- ✓I. Call to Order/Welcoming of Guests
- ✓II. Approval of Agenda
- ✓III. Approval of Minutes- For July 11th, 2024
- IV. Financial Report – Morgan Wood, Treasurer
- V. Committee Reports
 - ✓A. Economic Revitalization – Eron Thiele, Chair
 - ✓B. Promotions & Events – Spencer Bost
 - ✓C. Beautification & Design – Flo Grant, Chair
 - ✗D. Executive Committee – David Niven, Jackie Rensink, Betsy Biega, Eron Thiele,
Emma Cadman, Morgan Wood
- ✓VI. Town of Spruce Pine - Darlene Butler
- ✓VII. Chamber of Commerce – Mandi Polly
- ✓VIII. County - Steve Pittman
- ✓IX. EDC – Matt Ward
- ✓X. TDA – Kelly Jones
- ✗XI. Mayland College - John Boyd
- ✓XII. Small Business Center – Morgan Wood
- ✓XIII. Appointments
- ✗XIV. Executive Director's Report – Spencer Bost
- ✓XV. New Business-
 - A. Revised Mission and Vision Statements
- XVI. Old Business
- XVII. Public Comment
- XVIII. Adjourn

Next meeting: September 5th



**DOWNTOWN
SPRUCE PINE**

DOWNTOWN SPRUCE PINE ASSOCIATION

Board Meeting – July 11, 2024

Present: Executive Director Spencer Bost, Dave Niven, Eron Thiele, Emma Cadman, Betsy Biega, Jackie Rensink, Kelly Jones, Cheryl Buchanan, Matt Ward, Dr. John Boyd, Morgan Wood, Katie Elkins, Mandi Polly, Steve Pitman **Guests:** Michelle Pellersels (Spruce Pine library), Rita Earley, Cami Leisk, Doug Davis

Call to Order/Welcoming of Guests: President Dave Niven called the meeting to order and introduced guests.

Approval of the Agenda: With the addition of two items to the agenda (elect new executive board, approval for golf tournament), Eron Thiele made a motion to approve, seconded by Matt Ward. The vote to accept was unanimous.

Approval of the Minutes: Eron Thiele made a motion to accept the minutes, seconded by Morgan Wood. The vote to accept was unanimous.

Financial Report – Eron Thiele: Eron Thiele presented the financial report and is attached to these minutes. Dr. John Boyd made a motion to accept the minutes as presented, seconded by Betsy Biega. The vote to accept was unanimous.

Committee Reports:

Economic Revitalization: This committee didn't meet.

Promotions and Events: This committee had a working session at Third Thursday.

Beautification and Design: This committee had a working session at Third Thursday.

Executive Committee: This committee did not meet.

Town of Spruce Pine – Jackie Rensink, SP Council: Three revised and updated ordinances were adopted at the last meeting: (1) Abandoned, nuisance and junked vehicles, (2) Noise, and (3) Nuisances. There is a ribbon-cutting scheduled for July 29 at 2:00 at Riverbend Park.

Chamber of Commerce – Mandi Polly, Director: The Chamber has vacated the downtown offices and are in the offices at the visitor's center located at the Mineral Museum at Gillespie Gap. New signage is up in Grassy Creek. Work in gearing up for the Mineral & Gem Festival, which will be held in the old Food Lion building. Quartz Corp is sponsoring a 5K race from the top of a high purity quartz mine to Riverside Park on August 03. Proceeds will go to the Chamber of Commerce.

Mitchell County Board of Commissioners – Steve Pitman, Commissioner: The commissioners adopted the 2024-2025 budget at their last meeting, which included no tax increase for the coming fiscal year. The commissioners discussed how to proceed with use of the opioid settlement monies that the county will receive over a period of years. The school board is reporting that the new school will be ready in time for the new school year to begin.

Economic Development Commission – Matt Ward, Director: The Dogwood Trust has awarded \$375,000 for a housing study and needs assessment. Matt had a community meeting with Duke Energy concerning the need for more reliable service. The meeting was very positive, with Duke representatives sharing improvements that are in the works.

Tourism Development Authority – Kelly Jones, Director: An application has been submitted that would foster events in the county. Magnets have been ordered to place on refrigerators in rental units. The magnets will have a QR code to websites advertising activities and places to go in the area and are a way to connect

**NORTH CAROLINA
ALCOHOLIC BEVERAGE CONTROL COMMISSION**

(919) 779-0700

DESIGNATED OFFICIAL RESOLUTION

RESOLUTION OF THE CITY OF Spruce Pine, COUNTY OF
Mitchell, REGARDING THE DESIGNATION OF AN OFFICIAL
TO MAKE RECOMMENDATIONS TO THE NORTH CAROLINA ALCOHOLIC
BEVERAGE CONTROL COMMISSION ON ABC PERMIT APPLICATIONS.

WHEREAS G.S.18B-904(f) authorizes a governing body to designate an official, by name or by position, to make recommendations concerning the suitability of persons or locations for ABC permits; and

WHEREAS the City of Spruce Pine, County of
Mitchell, wishes to notify the NC ABC Commission of its designation as required by G.S.18B-904(f);

BE IT THEREFORE RESOLVED that Kasey Cook, Chief of Police,
(Name of Official) (Title or Position)

is hereby designated to notify the North Carolina Alcoholic Beverage Control Commission of the recommendations of the City of Spruce Pine, County of
Mitchell, regarding the suitability of persons and locations for ABC permits within its jurisdiction.

BE IT FURTHER RESOLVED THAT notices to the City of Spruce Pine, County of
of Mitchell, should be mailed or delivered to the official designated above at the following address:

Mailing address: PO Box 189

Office location: 193 E Valley Road

City: Spruce Pine, NC

Zip Code: 28777 Phone #: 828-765-2233

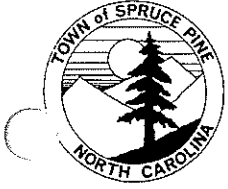
This the 12 day of August, 2024.

[Signature]
(Mayor/Chairman)

Sworn to and subscribed before me this the 12 day of August, 2024.

[Signature]
(Clerk)





Town of Spruce Pine, North Carolina

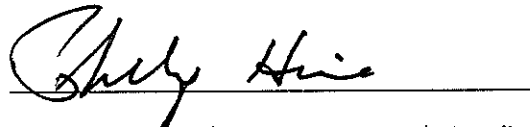
STATE OF NORTH CAROLINA

TOWN OF SPRUCE PINE

TO THE TAX COLLECTOR OF THE TOWN OF SPRUCE PINE:

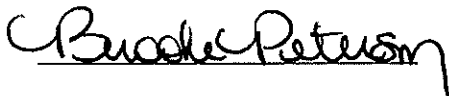
You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Town of Spruce Pine Tax Collection and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Spruce Pine, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 12th day of August, 2024.

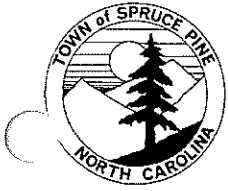


MAYOR, Town of Spruce Pine North Carolina (SEAL)

Attest:



Town Clerk



Town of Spruce Pine, North Carolina

Annual Settlement and Order of Collection

For Approval by the Spruce Pine Town Council

Pursuant to the provisions of North Carolina General Statute 105-373, this memorandum is the Tax Collector's report of Settlement to the Spruce Pine Town Council for fiscal year 2024.

At the beginning of each fiscal year, the Tax Collector must provide to the Town Council an annual settlement of property taxes collected in the previous fiscal year for approval, prior to being charged to collect taxes for the current fiscal year.

Included in this settlement are three primary requirements:

- List of unpaid taxes for 2024 fiscal year.
- Sworn settlement of all taxes collected in the prior fiscal year

I certify the information contained in the fiscal year 2024 annual settlement has been reviewed and to my knowledge is true and accurate and that I have made diligent efforts to collect the taxes due from the persons listed in such a manner that is reasonably necessary.

Respectfully submitted,

Darlene Butler

Darlene Butler

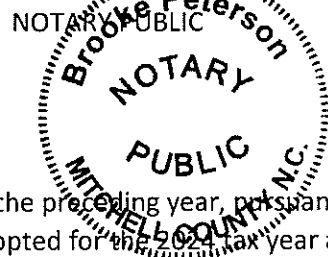
Tax Collector

SWORN AND SUBSCRIBED BEFORE ME, this the 12th day of August, 2024.

My Commission Expires:

3/21/29

Brooke Peterson



Following approval of the Tax Collector's Annual Settlement of the preceding year, pursuant to NCGS 105-321, an order of collection to the Tax Collector must be adopted for the 2024 tax year authorizing the collection of the current fiscal year property taxes.

TOWN OF SPRUCE PINE

Operator: 8

Account	County Number	Customer	Billed		Paid	Balance
	Address		City	ST	Zipcode	
2541	555725891	NICHOLSON DARYL	\$4,597.86		\$0.00	\$4,597.86
	PO BOX 6969		SYRACUSE	NY	13217	
2977	555783076	KATES LISA	\$1,673.68		\$21.73	\$1,651.95
	199 HILLCREST CIR		SPRUCE PINE	NC	28777	
759	004003752	BROADWATER DIANE	\$1,345.74		\$0.00	\$1,345.74
	61 BROADWATER WAY		SPRUCE PINE	NC	28777	
1312	002043958	RIDDLE JOHN LELAND	\$1,191.94		\$0.00	\$1,191.94
	399 ELKINS RD		BAKERSVILLE	NC	28705	
3173	555784318	FRENCH CARLA & JUSTIN SIKES	\$1,164.63		\$0.00	\$1,164.63
	98 CREEK PITTMAN RD		SPRUCE PINE	NC	28777	
641	555551309	RUMBOUGH POLLY HEIRS	\$1,137.68		\$0.00	\$1,137.68
	UNKNOWN		UNKNOWN	NC	99999	
2337	555653741	HALL HELEN & ANGELA DYDASCO	\$1,101.93		\$0.00	\$1,101.93
	323 WALNUT AVE		SPRUCE PINE	NC	28777	
247	001089168	WEATHERMAN CARL HEIRS	\$906.11		\$0.00	\$906.11
	609 VALLEY RD		SPRUCE PINE	NC	28777	
845	001039502	BLEVINS DAVID HEIRS	\$878.03		\$0.00	\$878.03
	UNKNOWN		UNKNOWN	NC	99999	
353	009900832	FISHER SANDRA ANN	\$875.90		\$0.00	\$875.90
	PO BOX 585		SPRUCE PINE	NC	28777	
2715	555780964	MUNOZ HERIBERTO & CRISTINA HERNANDE	\$859.94		\$0.00	\$859.94
	547 LOWER BROWNS CREEK RD		BURNSVILLE	NC	28714	
2090	555557019	JONES ROY D & TAMMY K	\$835.40		\$0.00	\$835.40
	489 OAK AVE		SPRUCE PINE	NC	28777	
3037	555783867	THORPE PATRICK	\$779.11		\$0.00	\$779.11
	462 BEAVER CREEK RD		SPRUCE PINE	NC	28777	
2961	555783189	EDWARDS TEFFANY	\$766.37		\$0.00	\$766.37
	86 SPRING ST		SPRUCE PINE	NC	28777	
3147	555784826	BLANCO JOSE & ESTHELA	\$759.50		\$0.00	\$759.50
	15 POPLAR DRIVE		SPRUCE PINE	NC	28777	
3182	555784345	HUGHES BOBBY & STEPHANIE	\$721.42		\$0.00	\$721.42
	124 PENDLEY RD		SPRUCE PINE	NC	28777	
3219	555784783	SILVERS ELIZABETH	\$692.87		\$0.00	\$692.87
	15 POPLAR DRIVE		SPRUCE PINE	NC	28777	
3070	555784054	GOUGE JACKIE & LISA	\$650.72		\$0.00	\$650.72
	43 VALLEY RD		SPRUCE PINE	NC	28777	
554	009900577	DOUGLAS BARBARA P	\$628.70		\$0.00	\$628.70
	47 SULLINS BRANCH RD		SPRUCE PINE	NC	28777	
1342	005017314	POWELL DEREK & PAIGE	\$538.53		\$0.00	\$538.53
	36 WALNUT AVE		SPRUCE PINE	NC	28777	
3069	555784055	GOUGE JACKIE	\$519.45		\$0.00	\$519.45
	61 VALLEY RD		SPRUCE PINE	NC	28777	
1583	009900930	HUSKINS NENA B ET AL	\$691.71		\$175.00	\$516.71
	180 STAFFORD ROAD		SPRUCE PINE	NC	28777	

TOWN OF SPRUCE PINE

Operator: 8

Account	County Number	Customer	Billed	ST	Paid	Balance
	Address		City		Zipcode	
1745	002061315	STEWART LAUREL ET AL	\$510.65		\$0.00	\$510.65
	658 ALTAPASS ROAD		SPRUCE PINE	NC	28777	
1702	002035848	GOUGE LISA KAREN	\$459.16		\$0.00	\$459.16
	1111 GREENWOOD ROAD		SPRUCE PINE	NC	28777	
401	001048305	LONG LYNN S	\$427.81		\$0.00	\$427.81
	538 ALTAPASS RD		SPRUCE PINE	NC	28777	
439	001078492	STAFFORD DOUGLAS JR & MIA	\$409.34		\$0.00	\$409.34
	51 OVERLOOK DRIVE		SPRUCE PINE	NC	28777	
1003	002085348	WILSON ZONDRA ANN	\$372.98		\$0.00	\$372.98
	42 PATTY LANE		SPRUCE PINE	NC	28777	
1031	004002606	OGLE MICHAEL & JANIE	\$372.98		\$0.00	\$372.98
	119 DOGWOOD LANE		SPRUCE PINE	NC	28777	
2904	555782347	LONGLEY LUCAS	\$360.24		\$0.00	\$360.24
	7 BROWN TOWN RD		LEICESTER	NC	28748	
1228	001061845	BURLESON CLAUDE JR	\$704.92		\$389.00	\$315.92
	38 PETERSON ST		SPRUCE PINE	NC	28777	
1019	009800580	BENNETT CURTIS & PERIJO	\$302.42		\$0.00	\$302.42
	12 RAILROAD WHISTLE LANE		GREEN MOUNTAIN	NC	28740	
224	002020972	MURDOCK CARL	\$285.27		\$0.00	\$285.27
	2964 BURMA ROAD EAST		NEBO	NC	28761	
3221	555784533	SIXTOS FELICIANO & MARIA	\$285.27		\$0.00	\$285.27
	124 AMETHYST ST		SPRUCE PINE	NC	28777	
2914	555782532	RENFRO MARK	\$283.34		\$0.00	\$283.34
	42 OLLIS RD		SPRUCE PINE	NC	28777	
2588	555780670	HALL HARLEY ESTATE	\$279.87		\$0.00	\$279.87
	66 HILL ST.		SPRUCE PINE	NC	28777	
1005	009901123	WISEMAN DENNIS E & MICHELLE A	\$276.47		\$0.00	\$276.47
	50 GEORGE GAP ROAD		SPRUCE PINE	NC	28777	
1919	555555569	MILLS RICHARD G & KEELEY H	\$355.83		\$88.39	\$267.44
	70 TAPPAN ST		SPRUCE PINE	NC	28777	
607	001077510	MCFALLS ERNEST FRANKLIN HEIRS	\$249.99		\$0.00	\$249.99
	517 CREED PITTMAN RD		SPRUCE PINE	NC	28777	
1864	555554256	ZELENKA JAMES L	\$248.99		\$0.00	\$248.99
	175 BUCHANAN ST		SPRUCE PINE	NC	28777	
2967	555783292	GALGANO GAIL	\$246.82		\$0.00	\$246.82
	262 WALNUT AVE		SPRUCE PINE	NC	28777	
1759	555554172	AUTREY LISA & JEREMY LOOSEMORE	\$246.06		\$0.00	\$246.06
	42 FAIRY AVE		SPRUCE PINE	NC	28777	
2154	555557155	LAFAVE BRADLEY A & MARGARET L	\$244.94		\$0.00	\$244.94
	92 CLEARWATER LANE		SPRUCE PINE	NC	28777	
1287	001064062	DUNCAN HOMER HEIRS	\$231.85		\$0.00	\$231.85
	204 TAPPAN ST		SPRUCE PINE	NC	28777	
2075	555556804	CHAMBERS MICHAEL	\$227.98		\$0.00	\$227.98
	8331 MCCRORY LN		NASHVILLE	TN	37221	

TOWN OF SPRUCE PINE

Operator: 8

Account	County Number	Customer	Billed	Paid	Balance
	Address		City	ST	Zipcode
1168	001080449	WHEELER HOWARD & KATHERIN	\$210.31	\$0.00	\$210.31
	217 RESERVOIR RD		SPRUCE PINE	NC	28777
1738	555553859	SILVAFIGUEROA REYNALDO & LOURDES	\$208.34	\$0.00	\$208.34
	195 MICA STREET		SPRUCE PINE	NC	28777
1205	001084292	MCMAHAN DOUGLAS & KATHY	\$503.18	\$301.17	\$202.01
	188 E VALLEY RD		SPRUCE PINE	NC	28777
3120	555783889	BIERDOCK LLC	\$195.09	\$0.00	\$195.09
	DBA BIERDOCK BREWERY		SPRUCE PINE	NC	28777
2944	555782689	BOONE JACQUELINE & PAUL ROSE	\$171.29	\$0.00	\$171.29
	110 STARMOUNT CIR		MORGANTON	NC	28655
301	009800369	RICE ARCHIE HEIRS & LISA P. HALL	\$167.69	\$0.00	\$167.69
	PO BOX 994		SPRUCE PINE	NC	28777
1164	002011914	BLACKLEDGE HELEN HEIRS	\$163.75	\$0.00	\$163.75
	419 ELM ST		SPRUCE PINE	NC	28777
2519	555767738	MARCUS PAUL	\$146.12	\$0.00	\$146.12
	61 BLUE JAY DR		SPRUCE PINE	NC	28777
2824	555781759	ROY ERIC & DONNA	\$142.21	\$0.00	\$142.21
	336 WALNUT ST		SPRUCE PINE	NC	28777
946	005017553	AHMED LETHA & ASLAM TRUSTEES	\$140.74	\$0.00	\$140.74
	420 10TH AVE DR NE APT 56		HICKORY	NC	28601
1827	555554137	PETTINGILL JEFFREY	\$131.93	\$0.00	\$131.93
	PO BOX 7242		LOUISVILLE	KY	40257
3160	555784590	CHILL THAI & SUSHI BAR LLC	\$121.89	\$0.00	\$121.89
	DBA CHILL THAI & SUSHI BAR LLC		BOONE	NC	28607-4816
2741	555657404	WOODY KAREN	\$119.19	\$0.00	\$119.19
	201 WALLACE AVE		SPRUCE PINE	NC	28777
3121	555783331	GUSTOSO RISTORANTE INC	\$117.55	\$0.00	\$117.55
	4365 N 226 HWY		BAKERSVILLE	NC	28705
2615	555780549	GOODWIN EDWARD JR	\$113.32	\$0.00	\$113.32
	1570 PARK DR		MARS HILL	NC	28754
1120	001051515	PRITCHARD G. KATHLEEN HEIRS	\$83.91	\$0.00	\$83.91
	UNKNOWN		UNKNOWN	NC	99999
2698	555780753	HERNANDEZ CRISTINA	\$82.44	\$0.00	\$82.44
	547 LOWER BROWNS CREEK RD		BURNSVILLE	NC	28714
1139	002058089	BLACKLEDGE HELEN HEIRS	\$79.98	\$0.00	\$79.98
	419 ELM STREET		SPRUCE PINE	NC	28777
2602	002006773	BUTNER GAIL	\$79.23	\$0.00	\$79.23
	61 DAISEY AVE		SPRUCE PINE	NC	28777
493	002023299	PRESTON CAPITAL CORPORATION	\$63.83	\$0.00	\$63.83
	UNKINOWN		UNKNOWN	NC	99999
250	001087675	STAMEY MARVIN	\$559.24	\$505.54	\$53.70
	80 LOUIS DR		SPRUCE PINE	NC	28777
2784	555782020	HARBOR CAPITAL GROUP	\$51.76	\$0.00	\$51.76
	611 ANTON BLVD STE 700		COSTA MESA	CA	92626

TOWN OF SPRUCE PINE

Operator: 8

Account	County Number	Customer	Billed	Paid	Balance
	Address		City	ST	Zipcode
891	555551457	RANKIN PATTERSON OIL COMPANY	\$44.23	\$0.00	\$44.23
	UNKNOWN		UNKNOWN	NC	99999
944	009900454	AHMED ASLAM & LETHA E	\$41.82	\$0.00	\$41.82
	420 10TH AVE DR NE APT 56		HICKORY	NC	28601
3141	555783922	ASTON JAMES LLC	\$40.97	\$0.00	\$40.97
	DBA ASTON JAMES		SPRUCE PINE	NC	28777
3096	555783765	PENDLEY FREDDIE & JOHNATHAN	\$37.12	\$0.00	\$37.12
	251 RESERVOIR RD		SPRUCE PINE	NC	28777
2000	555556149	REDBOX AUTOMATED RETAIL, LLC	\$29.85	\$0.00	\$29.85
	PO BOX 1339		COCKEYSVILLE	MD	21030
2379	555683822	OBERHAMMER KIMBERLY	\$662.98	\$633.14	\$29.84
	21 PINE AVE		SPRUCE PINE	NC	28777
2389	555713570	BRANNIGAN JEFFERY TRUSTEE	\$29.55	\$0.00	\$29.55
	565 OVERLOOK DR		SPRUCE PINE	NC	28777
1432	555551002	PIPE GEORGE & CHERYL BAKKE	\$34.54	\$5.60	\$28.94
	6685 STOKES FERRY RD		SALISBURY	NC	28146
3172	555784319	FRANKLIN BRYON	\$26.62	\$0.00	\$26.62
	108 MEADOW LN		SPRUCE PINE	NC	28777
2800	555782081	CLAUDIAS LOS 4 MARIACHIS	\$24.71	\$0.00	\$24.71
	135 FORTNER DR		SPRUCE PINE	NC	28777
2782	555781845	GUARDIAN MARTHA	\$23.38	\$0.00	\$23.38
	446 OAK AVE		SPRUCE PINE	NC	28777
2809	555782060	NAIL EXPO ON SKYVIEW LLC	\$12.59	\$0.00	\$12.59
	PHAM, VU ANH		SPRUCE PINE	NC	28777
2561	555767849	SILVAFIGUEROA REYNALDO	\$12.41	\$0.00	\$12.41
	195 MICA ST		SPRUCE PINE	NC	28777
2269	555551718	BURLESON STACEY	\$12.26	\$0.00	\$12.26
	DBA: PROFILES		BAKERSVILLE	NC	28705
2996	555783313	NCR	\$12.11	\$0.00	\$12.11
	DBA NCR		ATLANTA	GA	30308
672	004008090	BUCHANAN DAVID M.	\$11.41	\$0.00	\$11.41
	4632 MCALPINE LANE		CHARLOTTE	NC	28212
881	002014322	MCCLELLAN RANDY & BRENDA	\$378.09	\$367.07	\$11.02
	118 DOGWOOD KNOLL ROAD		SPRUCE PINE	NC	28777
3222	555783141	SPRUCE PINE HEALING CENTER PLC	\$7.43	\$0.00	\$7.43
	DBA SPRUCE PINE HEALING CENTER		SPRUCE PINE	NC	28777

NOTE: Account Balance reflects ONLY selected tax years range.

Balance Remaining:

\$33,308.82

Tax Years Included

2023

Collections Rate Report

TOWN OF SPRUCE PINE

Tax Year	Charges	Collections	Net	Collections Percentage
2023	\$0.00	\$1,427,810.39	(\$1,427,810.39)	0.00%
Grand Totals:	\$0.00	\$1,427,810.39	(\$1,427,810.39)	0.00%

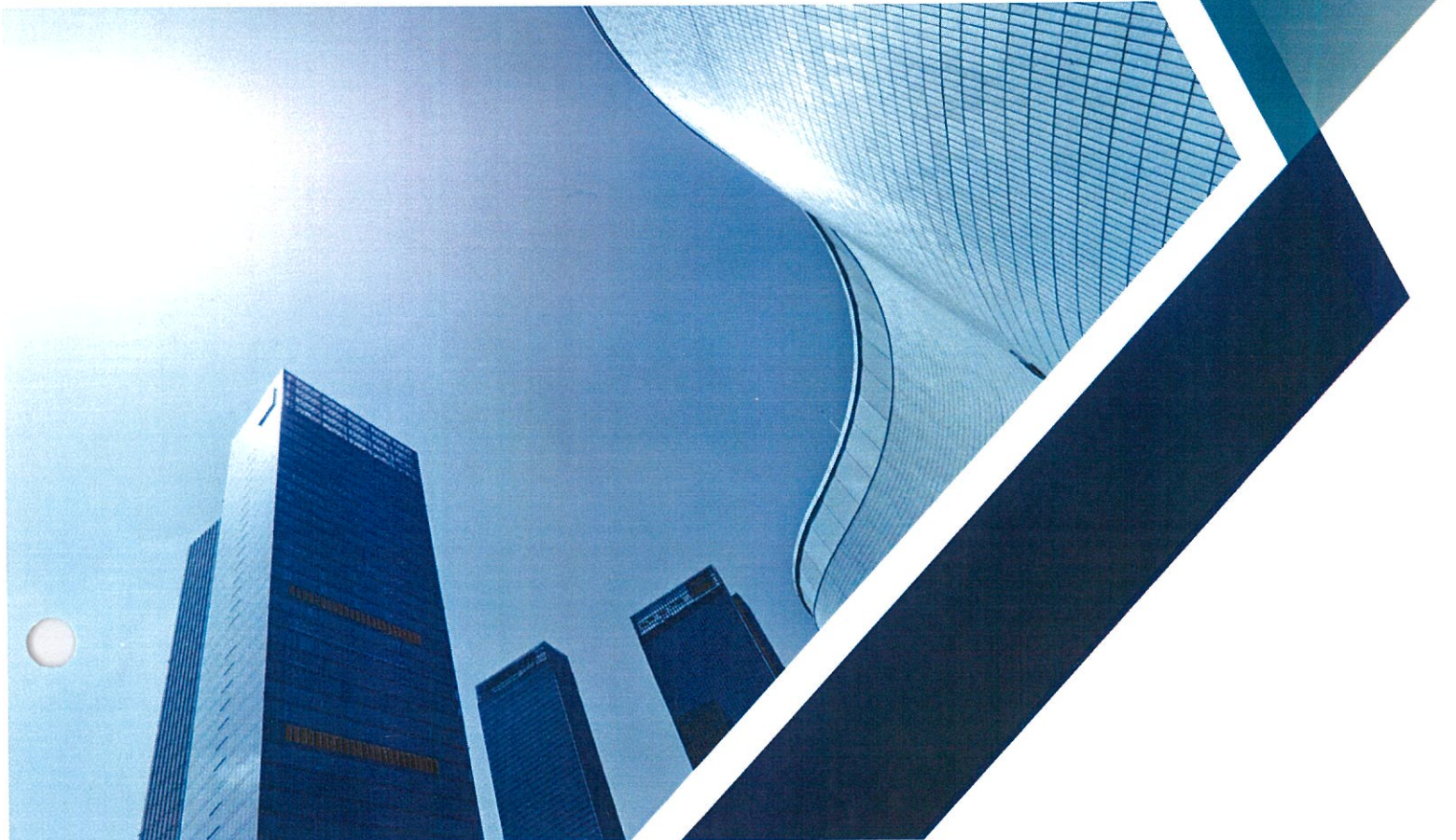


No Cost Solutions
Costs Down, Profits Up

Audit Proposal



Driving Your Business Forward



Company Overview



About Us

At No Cost Solutions, we specialize in optimizing business profitability by uncovering and correcting overlooked expenses in utility and telecom services. With over 30 years of experience and a proven success rate of 95%, we are dedicated to helping businesses like yours achieve maximum savings and operational efficiency.

Mission

Our mission is simple yet powerful: to help businesses thrive by reducing unnecessary expenses. We're more than just consultants—we're your strategic partners in cost reduction optimization. Founded with a passion for helping businesses thrive, we specialize in uncovering overlooked expenses and enhancing operational efficiency.

Promise

Transparency, integrity, advocacy, and excellence guide everything we do. Whether you're a small startup or a global corporation, we're here to optimize your financial health and drive sustainable growth.

Statement of Work

No Cost Solutions will undertake the following:

- Conduct audits on electric, natural gas, and water invoices spanning the past 36 months, along with telecom invoices (covering local, long distance, data, wireless, Internet) for the last 6 months, to identify any inaccuracies billed by Spruce Pine's utility vendors.
- Obtain billing histories, Customer Service Records, and necessary information directly from the vendors.
- Notify utility vendors of any identified billing errors and collaborate to ensure accurate credits and corrections for past billing mistakes.
- Analyze Spruce Pine's utility invoices to pinpoint cost inefficiencies.
- Prepare detailed documentation outlining identified cost inefficiencies and potential savings opportunities.
- Implement Cost Saving Findings only upon written approval from Spruce Pine.
- Collaborate with vendors to ensure proper implementation of Cost Saving Findings, defined as reduction in unit costs, removal of charges, or reduction in fees, taxes, and other vendor charges.
- Provide regular updates to Spruce Pine throughout the audit process.
- Compile a comprehensive final audit report detailing all findings.
- Invoice Spruce Pine based solely on actual refunds and approved cost savings; NCS does not invoice based on projections or estimates.
- Conduct an annual audit to ensure ongoing accuracy and cost efficiency of Spruce Pine's expenses.





Data Collection

No Cost Solutions will need access to the following:

It may be possible to access Spruce Pine's invoices directly through the vendor's web portal. Should this option be available, Spruce Pine will need to provide NCS with their username and password for retrieving invoice copies. In cases where Spruce Pine lacks online access, NCS will collaborate with them to set up such access. If online access is not viable, Spruce Pine will need to provide the following:

- Electric Bills – 12 months invoices (full bill copy) for each account number
- Natural Gas Bills – 12 months invoices (full bill copy) for each account number
- Local Telephone – most current invoice (full bill copy) for each account number
- Wireless – 3 to 6 months invoices for each account number (summary pages only)
- Long Distance – 3 to 6 months invoices for each account number (summary pages only)
- Data/Internet – most current invoice (full bill copy) for each account number
- A copy of vendor contract for any of the above



Compensation

NCS will audit Spruce Pine's invoices at no charge. If no errors or cost reductions are identified, NCS will not charge any fee. NCS's compensation is solely contingent upon the findings of the audit.

Upon securing a refund or credit for past erroneous charges, NCS will receive fifty percent (50%) of the refund/credit upon Spruce Pine's receipt.

If Spruce Pine implements the identified Cost Savings Findings, NCS will receive fifty percent (50%) of the actual savings realized during the first thirty-six (36) months.

In North Carolina, the statute of limitations is 36 months, allowing us to potentially recover errors from the preceding 36 months. With our annual audits included in the service, Spruce Pine can expect 100% accuracy for the subsequent 36-month statute.

Monthly invoices reflect actual savings from Spruce Pine's vendor invoices, providing transparency and value at every step of our partnership.




Audit Timeline

Audits from start to finish are completed with 8-12 weeks




- 1


Initial Consultation

 We schedule a meeting to discuss your goals, needs, and expectations.
- 2


Data Collection and Analysis

 Gain access to invoices and obtain necessary authorization to work with vendors.
- 3


Project Kickoff

 Once you approve the proposal, we begin initial analysis of utility invoices to identify potential errors and inefficiencies.
- 4


Regular Updates

 We provide regular progress updates and provide savings opportunities as they are discovered. Savings are implemented with your approval.
- 5

Project Completion

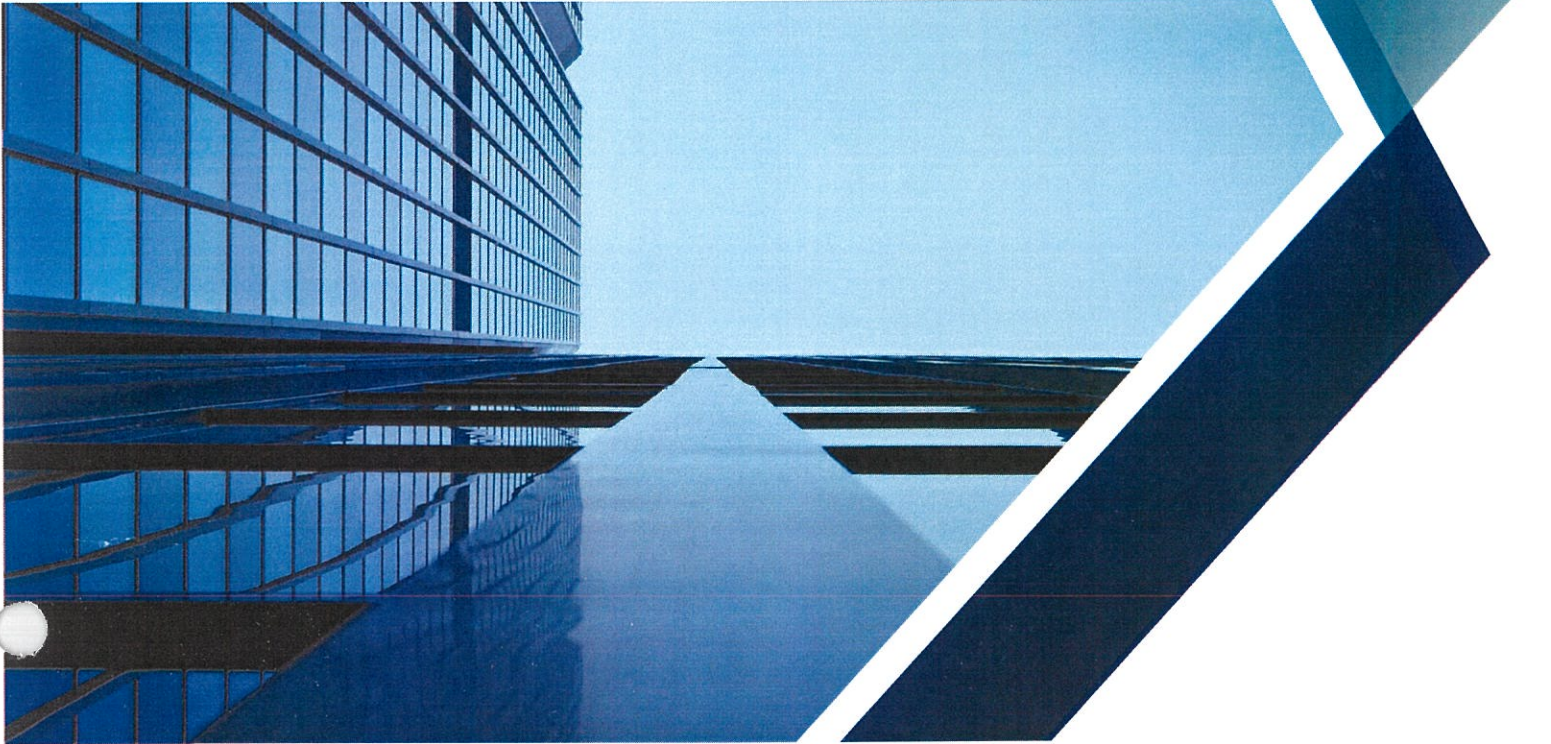
 Upon project completion, we provide a detailed final audit report highlighting the results of the audit.
- 6

Ongoing Support

 We continually monitor your bills and perform annual audits to continue to optimize your profitability.



No Cost Solutions
Costs Down, Profits Up



Contact Us



Website

www.ncsaudit.com



Phone

(336) 706-2470



E-mail

mlewis@ncsaudit.com



HQ address

615 S College St. Charlotte, NC 28202

AUDIT AGREEMENT

State: North Carolina
Date of Agreement: _____
Client: _____

County: Mitchell

Consultant: LD Audit Solutions dba No Cost Solutions

Purpose and Duration

The purpose of Agreement is to state the terms and conditions under which Consultant is to provide Client with consulting services designed to obtain refunds and cost reductions in the areas of Utilities and Telecom Expenses. The duration of this Agreement shall be for one year. After the initial term, either party may terminate this agreement with a 30-day written notice however, any fees due Consultant will continue to be paid after expiration of this period as stated below. Should the implementation of any item be delayed for any reason, Consultant will receive payment upon the implantation of said item(s) based on the schedule below.

In consideration of the mutual promises contained within this Agreement, the parties agree to the following:

Audit Services

Consultant will:

- Analyze Client current and prior vendor invoices to identify errors and over charges.
- Work with applicable vendor(s) to correct all errors identified and obtain credit/refund for the full amount of erroneous charges (within the state Statute of Limitations)
- Present to Client documentation detailing all cost reduction opportunities identified by Consultant.
- Work with applicable vendor(s) to implement all Client authorized cost reduction items. Consultant cannot implement any item without written authorization from Client.
- Prepare and present to Client a 'Final Audit Report' that will detail all billing issues identified, corrected, and implemented.
- Obtain each month, vendor invoices to calculate actual cost savings (if applicable). If Client bills cannot be obtained via vendor portal, Client will provide Consultant the applicable invoice copies within 10 days of receipt by client from Vendor.
- Perform an annual audit of Client vendor invoice to identify new errors and over charges billed by Client vendor for the term of the cost reduction compensation.

Client agrees to compensate Consultant as follows:

Refund/Credits: Consultant will receive a fifty percent (50%) share of all the refund/credits received because of Consultant's efforts payable upon receipt of the Client from vendor.

Cost Reductions: Consultant will receive a percentage share of all the savings which are created by Consultant's efforts based on the following schedule:

50% of the first thirty-six (36) months of actual savings payable monthly

All invoices are due upon receipt. Invoices paid over 30 days will be subject to a 1.5% late fee. Client agrees that its utility and telecom services are currently not under cost reduction evaluation by Client or any Third Party. Any item that is to be excluded from Consultant's efforts will be identified by Client as an attachment to this agreement prior to the start of the audit. If an item is not excluded in writing prior to the audit and savings are obtained by Client on that item, full compensation will be due Consultant as stated within the terms of this Agreement.

Other

- A. Nothing in the Agreement shall be deemed to limit or abridge the right of Client to change its business operations in such a manner as it shall, in its sole discretion, deem necessary or appropriate to the conduct of its business, regardless of the effect such change shall have on its consumption or cost of operations.
- B. Parties to be bound: The parties hereto and their respective heirs, successors, and assigns.
- C. Amendments and Modifications of this Agreement shall be in writing and signed by both parties hereto.
- D. Consultant is hereby authorized to act as Client's agent in obtaining billing information from Utility and Telecom Companies, Taxing Agencies, and other sources as required.

Signatures:

Client: Town of Spruce Pine
By: Captal C. Young
Title: Finance Officer.

Consultant: LDAS dba No Cost Solutions
By: Mitchell Lewis
Title: President



No Cost Solutions
P.O. Box 12308
Charlotte, NC 28220

To Whom It May Concern:

The City of Salisbury is happy to be a referral for No Cost Solutions. We have had a utility audit performed in the past, so we weren't sure what would be found. We were pleasantly surprised at how much No Cost Solutions uncovered in their audit and the money that they were able to put back into our budgets. There's no downside to giving them a shot to see what they can find.

Sincerely,

Wade Furches
Finance Director
City of Salisbury



City of Mount Airy

No Cost Solutions
P.O. Box 12308
Charlotte, NC 28220

To Whom it May Concern:

We are pleased to refer No Cost Solutions to any organization who is concerned about its costs, their accuracy, and their cost efficiency. No Cost Solutions verified our utility invoices and was able to identify multiple billing discrepancies. No Cost Solutions handled all the paperwork and discussions with our utility vendors to ensure each finding was implemented correctly. We highly recommend their service.

Best regards,

Stan R. Farmer, MPAff, MPA, CPM, AICP, ICMA-CM
City Manager
336-786-3502



PO Box 186 • 125 Reveley Street • Spindale, NC 28160
Phone: (828) 286-3466 • Fax: (828) 286-3305

No Cost Solutions
P.O. Box 4846
Greensboro, NC 27404

To Whom It May Concern:

No Cost Solutions performed an audit on our utility and telephone invoices. NCS identified several accounts that were billed incorrectly by our vendors. NCS obtained a refund and implemented cost savings that will have a direct positive impact on our budget. The audit took very little of our time as NCS did the majority of the work. NCS' proved their experience not only in finding the billing issues, but also with how to get the vendors to fix them. We highly recommend No Cost Solutions to any business/organization.

Best regards,

Cathy Swafford
Finance Officer



Town of Mooresville
North Carolina
Town Hall

No Cost Solutions
P.O. Box 4846
Greensboro, NC 27404

To Whom It May Concern:

I worked personally with Mitchell and No Cost Solutions and would recommend their utility audit. We were approached by No Cost Solutions to have our utility invoices audited and being a municipality of taxpayer money, we wanted to verify every dollar was correct. No Cost Solutions was successful in identifying and implementing refunds and cost reductions. We look forward to our continued relationship with No Cost Solutions as they provide annual audits to correct any further billing issues.

Sincerely,

Amanda Martin
Town of Mooresville



No Cost Solutions
P.O. Box 4846
Greensboro, NC 27404

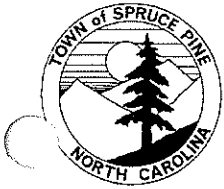
To Whom It May Concern:

We want to express our appreciation for the audit you performed on our utility and telecom invoices. The refunds and cost savings you obtained allow us to help keep our customers' costs down. The audit process took little of our time. We would highly recommend your services to any business/organization concerned about their bottom line.

Sincerely,

A handwritten signature in black ink, which appears to read "Maria Hunnicutt". The signature is fluid and cursive.

Maria Hunnicutt
Executive Director



Town of Spruce Pine, North Carolina

ORDINANCE TO DECLARE SURPLUS PROPERTY AND AUTHORIZATION TO AUCTION PROPERTY

NOW COMES the Town Council for the Town of Spruce Pine ("Town"), at a duly called meeting with a quorum established, and hereby adopts this *Ordinance to Declare Surplus Property and Authorization to Auction Property*.

WITNESSETH:

WHEREAS, a 2010 Dodge Charger ("Property") has become unnecessary and undesirable for the Town's uses and purposes and the Town desires to declare the Property surplus; and

WHEREAS, pursuant to N.C.G.S. § 153A-176, and -160A-265, -266 and -270, no earlier than ten (10) days after adoption of this Resolution, the Town desires to sell the Property to the highest bidder pursuant to an electronic auction administered through GovDeals.com, with the specific link for the auction available on the Town's website, and set the minimum opening bid at \$500.00.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN that: (1) the Property is hereby declared surplus and is unnecessary and undesirable for the Town's uses and purposes; (2) that the Town Manager, or designee, be authorized to list the Property with GovDeals.com to be auctioned no earlier than ten (10) days after adoption of this Resolution with a minimum opening bid of \$500; and (3) and this Resolution be placed on the Town's website and available for public inspection for the ten (10) days preceding the auction.

READ AND APPROVED this 12th day of August 2024.

TOWN OF SPRUCE PINE

Phillip Hine
Mayor

Attest:

Brooke Peterson
Town Clerk

Town of Spruce Pine: Surplus Property

Inventory No.	Item Description	Starting Bid	Quantity	Location
1	2010 Dodge Charger Vin # 2B3AA4CT8AH199957	\$500	1	Spruce Pine Police Department



VEOLIA NORTH AMERICA
95 CLEARWATER LANE
SPRUCE PINE, NC 28777

TELEPHONE (828) 765-3011
FAX: (828) 765-3013
EMAIL - donnie.staton@veolia.com

MONTHLY REPORT OF THE WATER AND WASTEWATER FACILITIES SPRUCE PINE, NORTH CAROLINA



PREPARED
FOR THE
TOWN OF SPRUCE PINE
July 2024



JULY 2024 MONTHLY REPORT

SPRUCE PINE WATER/WASTE PLANTS

OPERATED BY VEOLIA NORTH AMERICA

WATER SYSTEM

The water plant, pump stations, and both wells operated in full compliance with all State and Federal rules for the month. The Water Plant collected six (6) bacteriological samples from the distribution system and all were clear.

7/3/24 KDT performed quarterly calibrations on all equipment at both plants and at the wells.

They also installed new chlorine injectors at the well house.

7/15/24 Line break inside Mchone water pump station. We are totally rehabbing this station. We are installing two new pumps, new electrical, new piping, new flow meters and check valves. This station is one of our oldest stations and was desperately in need of improvements.

7/22/24 Installed new backup power and surge protector at our Mitchell High water storage tank. This will protect our Scada equipment from lightning strikes and power surges.

CAPITAL PROJECTS

Road leading to our Overlook water storage tank has been graded and graveled. This was in our 2024/2025 budget. This was a much needed improvement.

Also we got a new desktop turbidimeter for the water plant lab.

PRODUCTION

	PRODUCTION MG	AVE GAL/DAY PRODUCTION MG	GALLONS USED TO BACKWASH FILTERS
Water Plant	33.0	1.06	620000
Wells	5.0		

	WATER TURBIDITY
Raw NTU	2.34
Finished NTU	.03
Fed. Limit	.3

EFFLUENT CHLORINE RESIDUAL
1.53

Veolia North America, 95 Clearwater Lane, Spruce Pine NC 28777

Tel. +1 828 765 3011

Fax +1 828 765 3013

www.veolianorthamerica.com



WASTEWATER

The wastewater plant and lift stations operated in full compliance with all State and Federal rules and regulations for the month. We sent 3 loads of solids to the landfill.

7/9/24 Waste plant staff removed eight five gallon buckets of grease balls from the Depot Street sewer pump station.

7/16/24 Our oldest pump at the lower prison pump station completely failed. We had a spare pump onsite. It was installed and we were back up and running in one day. SW Pump Services is rebuilding the failed pump. We always try to keep a spare pump on hand at all of our large stations.

7/17/24 Blue Ridge Standby Power installed a new main control switch at our Burleson Hill sewer lift station. He also installed a new battery and charger on the generator for this station.

7/23/24 Staff pulled and unclogged number 2 Beaver Creek sewer pump.

CAPITAL PROJECTS

Blue Ridge Standby Power installed a new generator transfer switch at the Burleson Hill sewer pump station. New gas monitor came in for the waste plant. These were in our 2024/2025 budget.

ANALYSES

	INF AVG MG/L	EFF AVG MG/L	% REMOVAL
BOD	161.3	2.31	99%
TSS	252.2	4.6	98%

OTHER CONSIDERATIONS

All safety training for all employees is up to date.

Respectfully Submitted,

Donnie Staton
Project Manager
Veolia North America

Veolia North America, 95 Clearwater Lane, Spruce Pine NC 28777
Tel. +1 828 765 3011
Fax +1 828 765 3013

www.veolianorthamerica.com

Town of Spruce Pine Monthly Report

July 2024

Public Works Department

Work Order Summary for July 2024:

Unlock and turn on meter 11

Jet Lines 3

Turn off and lock meter 10

Patch Potholes 3

Brush 26

Mowing 2

Leaves 1

Misc. 9

Locates 60

New Meters 6

Meter Checks 17

White Goods 1

Cardboard (weekly)

Water Leaks 7

Sewer Leaks 0

Water Taps 2

Sewer Taps 0

Graves 0

Unstopped culverts/ditches 9

Removed Trees from road 2

Facilities maintenance 6

July Misc. work summary:

On July 15th we had a total loss of the McHone pump station and lost water from the McHone tank, we worked very hard for several days to rectify the situation to get everything back on line, the new pumps are installed and the piping inside the station will be upgraded to new as soon as all fittings and pipe arrive.

Had the two areas on valley rd paved from previous water leak repairs and sewer tap.

We have received 64 new meters from Ferguson supply.

We are working closely with several contractors with work going on in the system for new water and sewer services.

Worked with high country council on the stormwater mapping.

Mowed several places around town and will continue that throughout the summer.

We Jetted out and cleaned 900 feet of sewer line this month which puts us at 12,250 feet working towards our goal of 18,500 feet per year.

All items from the budget have been ordered and received except for the work lights and I look for them to be in this week.

We were able to save enough money on the items we had budgeted for to also bring in a new flail mower for the tractor to more safely and efficiently mow our streets with.

Travis Phillips

Public Works Director

As the Executive Director of Downtown Spruce Pine, it is my privilege to present this report detailing our recent activities, accomplishments, and ongoing efforts to enhance the vibrancy and economic health of our downtown area. Over the past few months, our focus has been on strengthening our support for local businesses and engaging the community through various events. This report provides a comprehensive overview of these initiatives, highlighting the progress we've made and the positive impact on our community.

Program Development and Business Support:

We have made significant improvements in our Downtown Entrepreneurial Assistance Program. After recognizing barriers that prevented businesses from participating, we removed the requirement for enrollment in the entrepreneurial class program and expanded the program to include existing businesses. These changes are expected to encourage broader participation and support the growth of our downtown economy. You will find a copy of the new program attached to this report.

In addition, our annual report and statistics were successfully submitted to the state Main Street organization and have been approved. We are currently awaiting further data from the state to provide a more detailed analysis of our performance.

Our efforts to foster a vibrant business environment also include sponsoring local events, such as the upcoming barbecue festival, and exploring new initiatives like bringing an Art-o-mat—a refurbished cigarette machine that dispenses local art—to downtown Spruce Pine.

Events and Community Engagement:

Community engagement remains a cornerstone of our efforts. Our pocket park has been a hub of activity, hosting a variety of events that have been well-received by the public. A local printmaker led a successful printmaking workshop, Parkway Playhouse's "Reading is Alive" program visited twice, and the Toe Cane Beekeepers presented a Beekeeping 101 session.

Our June 3rd Thursday event saw double the participation of our first event, demonstrating growing community interest. Although the July event was canceled due to weather, we remain optimistic about our event this Thursday, August 15th.

We are also collaborating with the planners of the Hilloween Street Festival, which will take place in October. This promises to be an exciting addition to our downtown event lineup.

To sustain this momentum, we are revitalizing our Promotions and Events Committee, bringing in new members and fresh ideas to ensure continued success.

Infrastructure and Beautification:

One of our new projects is working on the installation of dark sky-certified string lighting in the pocket park. This project will enhance the park's atmosphere while minimizing light pollution, in line with our commitment to preserving our dark sky.

Governance and Organizational Development:

Downtown Spruce Pine Entrepreneur Assistance Program (DEAP)

Downtown Spruce Pine believes the key to economic development rests in supporting the businesses that are most beneficial to our community—independent and locally owned. We strive to foster our downtown's economic and cultural viability and believe that "Main Street America" is still the hub of commerce, culture, and civic life today. Moving forward requires a proactive approach to recruiting, developing, and supporting our best assets! Creating a community that supports entrepreneurial development will not only generate profit for the entire county but will directly benefit our specific economic needs.

We introduce the newly restructured DEAP or Downtown Entrepreneur Assistance Program to attract innovative businesses and support our current downtown businesses. DEAP is an incentive grant to support local businesses, increase revenue, and make downtown Spruce Pine an attractive option for visitors, residents, and business development. The purpose of this program is to support business development by providing grants for exterior improvements that comply with Department of Interior historic preservation standards for our historic downtown area or for marketing materials that will promote businesses to residents and tourists.

The DEAP program awards grants of \$1000 for the following purposes:

Exterior Improvements: Enhancements to business facilities that comply with DOI historic preservation standards.

Marketing Materials: Initiatives such as website creation or updates, rebranding/logo creation, or other promotional materials.

DEAP Participant Guidelines

Eligibility: The business must be physically located and registered in the Downtown Spruce Pine District.

Grant Amount: The maximum grant is \$1000 per business.

Purpose: Grants can be used for either:

- Exterior improvements to the business facilities in line with historical preservation standards.
- Marketing materials to promote the business to residents and tourists.

Application Process

Complete Application: Fill out the grant application form detailing the proposed project and how it will enhance economic development in the county.

Evaluation: Applications will be evaluated by the Downtown Spruce Pine Economic Revitalization Committee based on the clarity of the proposal and its potential impact on economic development.



Parks and Recreation Department

Office (828)765-3012

Cell (828) 385-2179

Town of Spruce Pine Board Meeting

August 12, 2024

General Park Maintenance

- Morning and Night check list completed each day
- Trash pick-up in town
- Mowing and weedeating

Brad Ragan Park

- Daily routine

Riverside Park

- Old restrooms removed
- Playground and shrubs removed
- Press box taken off dugout

Shelter Reservations

- July 40 reservations

Pool

- 6 pool rentals for July
- All classes ended August 5th
- Closed pool on August 10th
- Coved pool and stored all equipment and drained wadding pool August 12

Riverbend Park

- Grand opening
- Have had several express how much they like the park
- Working on the knot weed

Town

- N/A

Other Business

- Have the side by side marked, hazard light, blinkers, and horn installed
- Looking for part time staff
- Looking for next summers lifeguards
- Starting to work on a work order system for the parks

Town of Spruce Pine Financials

Ending June 30th, 2024

4th Quarter

FY 2023-2024



2023-2024 Budget Figures				
		2023-2024	Y-T-D June 30th.	
		Budget	2024	Percent
General Fund Revenue				
Levied Taxes and Penalties		\$1,539,800	\$1,604,936	104.2%
Local Sales Tax		\$750,000	\$780,291	104.0%
Franchise Taxes		\$285,000	\$302,872	106.3%
Powell Bill		\$80,000	\$96,716	120.9%
Interest Earned		\$201,245	\$224,391	111.5%
Recreation Park Revenue		\$26,000	\$41,949	161.3%
Revolving Loan Repayments		\$7,500	\$7,809	104.1%
Misc Income		\$240,015	\$273,489	113.9%
Grants		\$0	\$1,995	
Fund Balance Appropriated		\$0	\$0	
General Fund Revenue		\$3,129,560	\$3,338,582	106.7%
General Fund Expenditures				
Governing Body		\$23,135	\$22,525	97.4%
Total Administration & Finance		\$283,049	\$256,594	90.7%
Cost of Elections		\$3,200	\$3,153	0.0%
Tax Collections Fees		\$5,250	\$4,677	89.1%
Economics		\$164,150	\$107,457	65.5%
Total Public Building & Facilities		\$150,028	\$147,497	98.3%
Fire Department		\$171,500	\$169,041	98.6%
Building Inspections		\$31,350	\$26,407	84.2%
Police Department		\$1,176,949	\$1,110,177	94.3%
Public Works		\$220,514	\$177,285	80.4%
Powell Bill		\$238,535	\$234,041	98.1%
Sanitation		\$92,450	\$91,721	99.2%
Parks & Recreation		\$328,302	\$321,735	98.0%
Library		\$140,439	\$137,669	98.0%
Trac Grant		\$5,000	\$5,000	100.0%
Cemetery		\$27,350	\$22,002	80.4%
Contingency		\$68,359		
Total General Fund Expenditures		\$3,129,560	\$2,836,980	90.7%
Excess (deficiency) of revenue over Expenditures		\$0	\$501,602	

Town of Spruce Pine Financials

Ending June 30th, 2024

4th Quarter

FY 2023-2024



		<u>2023-2024</u>	<u>Y-T-D June 30th,</u>		
		<u>Budget</u>	<u>2024</u>	<u>Percent</u>	
<u>2023-2024 Budget Figures</u>					
<u>Water & Sewer Fund</u>					
Charges for Water		\$1,803,000	\$2,064,798	115%	
Charges for Sewer		\$1,237,000	\$1,329,773	107%	
Water & Sewer Taps		\$6,000	\$24,397	407%	
Water & Sewer Interest		\$15,000	\$26,472	176%	
Misc Revenues		\$101,500	\$117,935	116%	
Retained Earnings Appropriated		\$0	\$0	0%	
Water & Sewer Revenue		\$3,162,500	\$3,563,375	113%	
<u>Water & Sewer Expenditures</u>					
Water & Sewer Debt		\$62,364	\$62,363	100%	
Water & Sewer Administration		\$1,307,928	\$1,304,033	100%	
Water Expense		\$987,777	\$942,657	95%	
Sewer Expense		\$699,108	\$642,241	92%	
Contingency		\$105,313			
<u>Water & Sewer Expenditures</u>		\$3,162,490	\$2,951,293	93%	
<i>Excess (deficiency) of revenue over Expenditures</i>		\$10	\$612,082		

Town of Spruce Pine
Analysis of Current Year Tax Levy
06/30/24
excluding vehicle taxes

	Property Valuation	Town-wide Rate	Amount of Levy
Original levy:			
Real property	56,303,670	\$0.46	
Building property	261,475,900		
Personal property	64,964,319		
Public service companies	16,347,676		
Penalties			
Exemptions	82,860,185		
	<u>316,231,380</u>		<u>1,454,664.35</u>
Discoveries:			
Current year taxes	122,789		564.83
Rounding			
Prior year taxes	<u>389,874</u>		<u>1,884.59</u>
	<u>512,663</u>		<u>2,449.42</u>
Abatements			
Min Bill	32,704		150.44
Rounding			0.07
Releases (Curr)	4,559		20.97
Releases (Prior)			
Total property valuation	<u>316,321,465</u>		
Net levy			<u>1,455,057.84</u>
Uncollected taxes at			<u>30,974.33</u>
Current year's taxes collected			<u>1,424,083.51</u>
Current levy collection percentage			<u>97.9%</u>

**SPRUCE PINE
ABC BOARD
FINANCIAL
STATEMENTS
JUNE 30TH,
2024**

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07/17/24

Accrual Basis

Spruce Pine ABC Board

Profit & Loss

June 2024

	Jun 24
Income	
Liquor Sales - Store #1	182,627.45
Wine/Mixer Sales - Store #1	634.10
Total Income	183,261.55
Cost of Goods Sold	
Cost of Liquor - Store #1	85,134.20
Cost of Wine/Mixers - Store #1	402.00
Total COGS	85,536.20
Gross Profit	97,725.35
Expense	
Alcohol Rehab & Education Payab	469.75
Bailment Charge	984.50
Bank Credit Card Fee	2,552.94
Contribution to Town of Spruce	160,000.00
Depreciation	1,040.01
Excise Tax	41,371.00
Garbage Removal	40.00
Insurance-Employee	487.75
Mixed Beverage Tax (DOHR)	137.85
Payroll Taxes	1,073.31
Professional Services	700.00
Repairs & Maintenance-Bldg	2,116.97
Salaries & Wages	14,294.51
Supplies	1,264.59
Surcharge Fee	411.70
Telephone	184.97
Travel	86.88
Utilities	
Heat, Lights, Water	645.58
Total Utilities	645.58
Total Expense	227,862.31
Net Income	-130,136.96

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07/17/24

Accrual Basis

Spruce Pine ABC Board

Profit & Loss YTD Comparison

June 2024

	Jun 24	Jul '23 - Jun 24
Income		
Interest Income	0.00	2,357.54
Liquor Sales - Store #1	182,627.45	2,125,228.26
Wine/Mixer Sales - Store #1	634.10	7,378.06
Total Income	183,261.55	2,134,963.86
Cost of Goods Sold		
Cost of Liquor - Store #1	85,134.20	1,031,521.03
Cost of Wine/Mixers - Store #1	402.00	4,594.30
Total COGS	85,536.20	1,036,115.33
Gross Profit	97,725.35	1,098,848.53
Expense		
Advertising	0.00	360.00
Alcohol Rehab & Education Payab	469.75	19,386.48
Ballment Charge	984.50	26,893.25
Bank Credit Card Fee	2,552.94	28,950.17
Contribution to Town of Spruce	160,000.00	160,000.00
Depreciation	1,040.01	12,480.12
Excise Tax	41,371.00	481,752.00
Garbage Removal	40.00	480.00
Insurance-Employee	487.75	5,641.53
Insurance-General	0.00	6,552.55
Mixed Beverage Tax (DOHR)	137.85	1,501.01
Office Supplies	0.00	848.76
Payroll Taxes	1,073.31	14,818.73
Postage	0.00	132.00
Professional Services	700.00	13,900.00
Repairs & Maintenance-Bldg	2,116.97	51,899.33
Returned Checks	0.00	1,411.60
Salaries & Wages	14,294.51	177,642.22
Security	0.00	258.00
Supplies	1,264.59	11,887.48
Surcharge Fee	411.70	11,009.52
Telephone	184.97	2,163.56
Travel	86.88	1,495.64
Uniforms	0.00	325.00
Utilities		
Heat, Lights, Water	645.58	8,151.27
Total Utilities	645.58	8,151.27
Total Expense	227,862.31	1,039,940.22
Net Income	-130,136.96	58,908.31

Town of Spruce Pine Financials

Ending June 30th, 2025

1st Quarter

FY 2024-2025



2024-2025 Budget Figures				
July 31st, 2024		2024-2025	Y-T-D June 30th,	
		Budget	2025	Percent
General Fund Revenue				
Levied Taxes and Penalties		\$1,532,500	\$10,733	0.7%
Local Sales Tax		\$750,000	\$63,251	8.4%
Franchise Taxes		\$285,000	\$0	0.0%
Powell Bill		\$80,000	\$0	0.0%
Interest Earned		\$120,000	\$20,378	17.0%
Recreation Park Revenue		\$26,000	\$11,758	45.2%
Revolving Loan Repayments		\$2,000	\$0	0.0%
Misc Income		\$135,015	\$501	0.4%
Grants		\$0	\$0	
Fund Balance Appropriated		\$0	\$0	
General Fund Revenue		\$2,933,515	\$106,622	3.6%
General Fund Expenditures				
Governing Body		\$23,692	\$1,591	6.7%
Total Administration & Finance		\$281,868	\$67,027	23.8%
Cost of Elections		\$0	\$0	0.0%
Tax Collections Fees		\$5,250	\$353	6.7%
Economics		\$170,927	\$24,333	14.2%
Total Public Building & Facilities		\$130,028	\$25,421	19.6%
Fire Department		\$171,500	\$0	0.0%
Building Inspections		\$31,350	\$0	0.0%
Police Department		\$1,201,192	\$193,594	16.1%
Public Works		\$188,491	\$55,621	29.5%
Powell Bill		\$116,068	\$1,827	1.6%
Sanitation		\$97,073	\$0	0.0%
Parks & Recreation		\$325,230	\$56,870	17.5%
Library		\$118,959	\$2,245	1.9%
Trac Grant		\$5,000	\$0	0.0%
Cemetery		\$34,350	\$3,435	10.0%
Contingency		\$32,537		
Total General Fund Expenditures		\$2,933,515	\$432,318	14.7%
Excess (deficiency) of revenue over Expenditures		\$0	-\$325,696	

Town of Spruce Pine Financials
Ending June 30th, 2025
1st Quarter
FY 2024-2025



<u>July 31st, 2024</u>		<u>2024-2025</u>	<u>Y-T-D June 30th,</u>		
		<u>Budget</u>	<u>2025</u>	<u>Percent</u>	
<u>2023-2024 Budget Figures</u>					
<u>Water & Sewer Fund</u>					
Charges for Water		\$1,879,867	\$241,212	13%	
Charges for Sewer		\$1,325,850	\$136,537	10%	
Water & Sewer Taps		\$6,000	\$2,900	48%	
Water & Sewer Interest		\$15,000	\$0	0%	
Misc Revenues		\$91,500	\$3,386	4%	
Retained Earnings Appropriated		\$0	\$0	0%	
Water & Sewer Revenue		\$3,318,217	\$384,035	12%	
Water & Sewer Expenditures					
Water & Sewer Debt		\$62,006	\$0	0%	
Water & Sewer Administration		\$1,422,318	\$68,007	5%	
Water Expense		\$970,766	\$76,695	8%	
Sewer Expense		\$718,127	\$43,838	6%	
Contingency		\$145,000			
Water & Sewer Expenditures		\$3,318,217	\$188,540	6%	
<i>Excess (deficiency) of revenue over Expenditures</i>		\$0	\$195,495		

REQUEST FOR PROPOSAL

Water and Wastewater Plant Operations Town of Spruce Pine

I. Invitation

The Town of Spruce Pine invites proposals from qualified contractors to provide operation for the water and wastewater plants of the Town. All sealed proposals must be submitted to the Town of Spruce Pine by 5:00 pm on Thursday October 31st, 2024.

Town of Spruce Pine
11050 S. 226 Hwy
Spruce Pine, NC 28777

All questions concerning this Request for Proposal should be directed to Darlene Butler, Town Manager, Monday – Friday 7:00am – 5:00pm at (828)-765-3000 or via email to manager@sprucepine-nc.gov

Background: The Town of Spruce Pine has a population of 2,220 people. The Spruce Pine Wastewater Treatment Plant is a 2.0 MGC wastewater treatment facility that serves Spruce Pine and main corridors leaving Town limits. In 2023, the Plant treated an average daily flow of 611,000 gallons per day. The treatment plant includes the following components: influent pumping; automatic bar screen; teacup grit removal system; three ring oxidation ditch; two final clarifiers, one emergency clarifier; chlorination/de-chlorination system; two aerobic sludge digesters. Discharge from the plant enters the North Toe River, a class C Trout water in the French Broad River Basin. The sewer system has fourteen lift stations.

The Town has one industry, BRP Recreational Products on a modified pretreatment permit program. The Contractor will be responsible for the sampling & inspection process. The Town of Spruce Pine is the POTW enforcement.

The Town of Spruce Pine's water system has a permitted treatment and storage capacity of 1.6 million gallons, and a 2023 average use of 1.20 million gallons per day (MGD). Beaver Creek Reservoir is the primary water source for the Town and is located at the headwaters of Beaver Creek. The North Toe River supplies additional water through an intake located just upstream of the US19E Bridge in Avery County. The system also includes Carter's Ridge Wells located on Carter's Ridge Road as sources of ground water available to the Town of Spruce Pine during times of high consumption. The water system has five pump stations. The plant also has a certified lab.

We currently have 1 fulltime manager, three wastewater employees, and four water employees. The water plant requires an A surface license, and the wastewater plant requires a Grade 3 biological license. Town staff are responsible for the distribution and collection system excluding the lift and pump stations.

Applicants must be in good standing with North Carolina Department of Environmental Quality.

II. SERVICES

The Contractor shall obtain all requisite and necessary permits/licenses and satisfy all environmental requirements. The Contractor shall develop annual capital request items for the Town's annual budget. The contractor shall attend monthly Council meetings and provide a monthly report. The Contractor shall furnish all labor and supervision for the operation and maintenance of the water and wastewater plants of the Town. The work shall include treatment and distribution of potable water, collection and treatment of wastewater, corrective and preventive maintenance of Town equipment as well as repairs, reports preparation and other services as specified in this statement of work. The contractor shall perform to all standards in the enclosed contract.

III. TERM

The initial term of the Agreement for this work is three (3) years. The work will commence within thirty (30) days after the Contractor receives a Notice to Proceed from the Town of Spruce Pine.

IV. CONTINUITY OF SERVICES

To ensure continuity of essential services, the successful proposer shall be prepared to fully commence work upon Notice to Proceed by the Town and should not assume that the employees of the current Contractor will be available to guide, direct or specifically orientate each Contractor employee. Any unforeseen or additional cost borne by the successful Contractor as a result of the start-up activities will strictly be the responsibility of the Contractor and not the Town of Spruce Pine.

V. FORM OF CONTRACT

The Contract between the Town and the Contractor will include all attachments and exhibits thereto (collectively the "Agreement"). The amounts to be paid to the Contractor shall include the cost of the work broken down year by year of the three year contract period.

VI. CONTRACTOR PROFILE

The Principals of the Contractor shall demonstrate extensive experience in efficiently maintaining and operating water and wastewater facilities and equipment and systems similar in complexity to those of the Town. The Town shall have the sole and absolute discretion with respect to which proposers meet these qualifications.

Each prospective Contractor must respond to the following questions in a clear and comprehensive manner. Any incomplete or inaccurate response will preclude the prospective Contractor from further consideration for work described in this Request for Proposal.

- A. Provide the full name, tax identification number and corporate office address of the entity, which would enter into the contract with the Town of Spruce Pine.
- B. Identify when the proposed Contractor organized, where incorporated and how many years principals of the firm have been engaged in the operation services.
- C. Provide a comprehensive description of the Contractor's corporate ownership history identifying and explaining if there is any foreign (non-U.S. Based) ownership of the Contractor.
- D. Has the Contractor or Principle ever been terminated, fired or replaced on a project? If so, name the owner with contract information and describe the details.
- E. Has the Contractor or Principle ever been involved in any litigation against or from a client? If so, name the owner with contract information and describe.

VII. FORM OF PROPOSAL

The proposal must be submitted in two envelopes. The first envelope shall be clearly designated **"Technical/Management Proposal"** and shall contain the following:

- A. Information required in Part VI, parts A-E, as listed above.
- B. Description of operations and maintenance experience to include references of other clients with whom the proposed Contractor or its Principals have been demonstrated a minimum of five years' experience in the management of operations and maintenance services of water and wastewater treatment facilities. Operations and services should be of similar complexity to that of the Town of Spruce Pine.
- C. Provide a detailed start-up schedule to include a phasing chart of chronological activities required to assure a smooth transition of personnel and equipment to assume operational control of all Town facilities upon receipt of the Notice to Proceed.
- D. Provide an operating plan which details the Contractor's approach to the operation of the Town of Spruce Pine's facilities.
- E. Provide a man-loading chart including all direct and indirect manpower, which shall be utilized in the performance of this contract. The project team shall have collective certification in both water and wastewater operations sufficient to meet all State and Federal requirements.
- F. Provide the resume of the proposed Project Manager outlining technical qualifications to manage this contract. He/she shall also have demonstrated management experience in both water distribution and sewage collection systems.
- G. List all projects currently operated in the State of North Carolina with a client contact.
- H. Provide proof of insurance and appropriate documentation including liability limits.
- I. Provide E-Verify documentation of all employees to be involved with work on behalf of the Town of Spruce Pine.

The second envelope shall be clearly designated **"Cost Proposal"** and shall include Exhibit I, Cost Proposal and backup data showing all costs associated with the performance of this Agreement. The cost as presented by the contractor represents a Guaranteed Maximum Not-to-Exceed Annual Cost. The Cost Proposal shall take the following into account:

- A. The project staffing plan with the proposed project manager and salary rates for each position. This includes both project staff and corporate support anticipated to be charged against the project budget.
- B. The labor burden, group insurance cost, bonuses, overtime budget, etc. charged as

a percentage of total salary cost.

C. Other project related direct cost such as fuel, uniforms, training, computer hardware, and software, workmen's compensation and general liability insurance cost, etc. This will be done in sufficient detail by the Contractor to justify the total cost proposed to the Town.

D. Other project related costs, i.e. power, chemicals, repair parts, sludge hauling, and tipping fees shall continue to be paid by the Town.

The Town reserves the right to request additional cost data to the extent determined necessary for the performance of an adequate cost/price analysis. Price is an important factor in awarding this contract. In making the award of this contract, it is the Town's intent to evaluate the price proposal base on the following items.

Cost Realism- Proposed costs will be evaluated to determine if any line items are unrealistically high or low in relation to the Town's budget.

Support for Technical Approach- Each proposal will be evaluated to determine if the proposed costs support the Technical/Management Proposal. Significant inconsistencies which are not explained raise a fundamental issue of the proposer's understanding of the work required and may be grounds for rejection of the proposal.

Reasonableness- Each proposer's cost proposal will be reviewed to determine if the proposed costs are reasonable and within the competitive range.

VIII. EVALUATION FACTORS FOR AWARD

All proposals submitted in accordance with the requirements of this request will be reviewed for completeness and responsiveness. The award will be made to the responsible Contractor whose proposal conforms to the solicitation requirements; and based on the evaluation of the "Technical/Management Proposal" and the "Cost Proposal" demonstrates the following factors:

- A. History of Firm's compliance with environmental regulations
- B. Management organization experience and understanding of the project.
- C. Competitive and realistic price proposal
- D. Past performance checks from all present and former clients within the past five years.

The Town of Spruce Pine reserves the right to award this contract to the Contractor whose proposal is deemed most advantageous to the Town. Any or all proposals may be rejected at the discretion of the Town of Spruce Pine Town Council. The Town of Spruce Pine is an Equal Employment Opportunity Employer and a Drug Free Workplace.