



**TOWN OF MOUNT GILEAD
BOARD OF COMMISSIONERS
AGENDA**

**110 West Allenton Street, Mount Gilead, North Carolina, 27306
November 12, 2024**

The Mount Gilead Board of Commissioners will meet on Tuesday, November 12, 2024, at 7:00 p.m. at the Mount Gilead Fire Department, 106 East Allenton St, Mt Gilead, NC 27306, for the regular monthly business meeting.

- ITEM I. CALL TO ORDER (Mayor Morley)**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE
- ITEM II. CONSENT AGENDA (Action)**
A. Adoption of the Agenda
B. Adoption of October 1, 2024 Meeting Minutes
C. Staff Reports
D. NFOCUS Code Enforcement Agreement
E. Structured Pay Implementation MGPD
F. Multimodal Grant Agreement
G. Pocket Park Transfer
- ITEM III. PUBLIC COMMENT (Town Manager Dylan Haman)**
Reading of the Rules for Public Comment
- ITEM IV. Presentation from Assistant District Attorney (Arthur Denadio)**
- ITEM V. OLD BUSINESS**
A. Lead Service Line Inventory Submission (Discussion)
B. CDBG-I Application (Discussion)
- ITEM VI. NEW BUSINESS**
A. Additional Funding for Ladder Truck Fund (Action)
B. Stanback Park Drainage Improvements Proposed Layout (Discussion)
C. Parks and Recreation Committee Applications (Action)
D. Sidewalk Bids (Action)
E. Sanitary Sewer Bid Award (Action)
F. Will Taylor Easement (Action)
G. Downtown Streetscape Project Ordinance (Action)
H. Downtown Streetscape Project Award (Action)
I. WWTP Expansion RFQ Award (Action)
- ITEM VII. COMMITTEE REPORTS (Mary Poplin)**
A. Community Garden
- ITEM VIII. MANAGER REPORT (Information)**
- ITEM IX. MAYOR AND COMMISSIONERS REPORT (Information)**
- ITEM X. ADJOURNMENT (Action)**



**TOWN OF MOUNT GILEAD
BOARD OF COMMISSIONERS
MEETING MINUTES**

**110 West Allenton Street, Mount Gilead, North Carolina, 27306
October 1, 2024**

The Mount Gilead Board of Commissioners will meet on Tuesday, October 1, 2024, at 7:00 p.m. at the Mount Gilead Fire Department, 106 East Allenton St, Mt Gilead, NC 27306, for the regular monthly business meeting. Present Mayor Pro Tem Tim McAuley, Commissioner Paula Covington, Commissioner Mary Lucas, Commissioner Vera Richardson, Town Manager Dylan Haman, Police Chief Talmadge LeGrand, and Town Clerk Lessie D. Jackson. Absent- Mayor Sheldon P. Morley.

ITEM I. CALL TO ORDER

Mayor Pro Tem Tim McAuley called the meeting to order at 7:00 p.m. with a moment of silence and the Pledge of Allegiance.

ITEM II. CONSENT AGENDA

(Action)

- A. Adoption of the Agenda
- B. Adoption of September 17, 2024 meeting minutes
- C. Staff Reports
- D. Albert Johnson Memorial Park Design – LKC Engineering
- E. StRAP Grant Admin Agreement – LKC Engineering

***Commissioner Covington made a motion to adopt the consent agenda and to amend the agenda, because we have a guest speaker Janet Gilman from the Antique Mall, and add to new business and update on personnel policy for discussion only. Commissioner Richardson seconded the motion. The motion carried.

ITEM III. PUBLIC COMMENT

Reading of the Rules for Public Comment

(Town Manager Dylan Haman)

-Patsi Laracuente-305 Stanback St.-Came before the Board to share and unpleasant at one of the convenience stores in Mt. Gilead.

-John Hall-104 Cedar St.-Came before the Board to thank the town manager Dylan Haman for the town clean up, and want to share that he seen a drug deal happening at one of the convenience store. Mr. Hall also states that the town needs to support the fire department more.

ITEM IV. RECOGNITION OF TOWN EMPLOYEES

***Adams Lucas-Town Manager Dylan Haman and Police Chief Talmadge LeGrand went into details about what a great job Officer Lucas has been doing going above and beyond to make sure task are being completed and working as a team player during the shortage at the police department.

***LeeAnn Haithcock-Town Manager Dylan Haman gave honors to LeeAnn Haithcock on a wonderful job in extending herself to make sure audit went smoothly, and with less findings.

ITEM V. OLD BUSINESS

***Janet Gilman came before the Board to introduce herself, and to share her plans for the future of the Antique Mall.

ITEM VI. NEW BUSINESS

A. Republic Services Contract Renewal

***Town Manager Dylan Haman went over BFI/Republic service new contract with the Board. Town Manager Dylan Haman explained the only change is a reduction in cost because the town is renewing the contract early. Mayor Pro Tem Tim McAuley asked for a motion to approve the proposed contract renewal with BFI/Republic Services of Troy. Commissioner

Richardson made the motion to approve the proposed contract renewal with BFI/Republic Service of Troy. Commissioner Covington seconded the motion. The motion carried.

B. WWTP Planning RFQ

***Town Manager Dylan Haman explain to the Board what the WWTP Planning RFQ consist of, and the benefits for the town. Mayor Pro Tem Tim McAuley requested a motion to approve the proposed WWTP Facilities Plan and PER RFQ. Commissioner Covington made a motion to approve the proposed WWTP Facilities Plan and PER RFQ. Commissioner Richardson seconded the motion. The motion carried.

C. Federal Reserve Rate Cut

***Town Manager Dylan Haman informed the Board of the decrease in the Federal Reserve interest rates. Town Manager Dylan Haman stated that the decrease would affect our overall investment by 10% each year.

D. Potential Electric Vehicle Charging Grants

***Town Manager Dylan Haman and the Board went into a brief discussion about the pros and cons of having the electric vehicle charging station.

E. Personnel Policy

***Town Manager Dylan Haman and the Board went into a brief discussion about the current personnel policy.

ITEM VII. COMMITTEE REPORTS

A. Community Garden

***Town Manager Dylan Haman gave the Board an update on the Community Garden.

ITEM VIII. MANAGER REPORT

***Town Manager Dylan Haman gave the Board and update on what projects staff is working on.

ITEM IX. MAYOR AND COMMISSIONERS REPORT

-Mayor Pro Tem Tim McAuley gave and update on the events coming up at Highland Community Center.

-Commissioner Lucas asked everyone to come out and support the Fire Department BBQ on Saturday, October 5, 2024.

-Commissioner Covington gave kudos to the downtown merchant for end of summer bash!

ITEM X. ADJOURNMENT

(Action)

-Mayor Pro Tem Tim McAuley asked for a motion to adjourn. Commissioner Richardson made the motion to adjourn the meeting. Commissioner Covington seconded the motion. The motion carried.

Sheldon Poplin, Mayor

Lessie D. Jackson, Town Clerk



TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

MEMORANDUM

Meeting Date: 11/12/2024	Agenda Item Number: CONSENT AGENDA
Submitted By: Dylan Haman	Department:
Attachments: Agenda; October 1, 2024 Meeting Minutes; Staff Reports; Nfocus Code Enforcement Agreement; Multimodal Grant Agreement; Pocket Park Transfer	

Topic: Consent Agenda

Staff Summary: The following items are on the consent agenda:

1. Adoption of the agenda.
2. Adoption of October 1, 2024 meeting minutes.
3. Staff reports.
4. NFOCUS Code Enforcement Agreement.
5. Structured Pay MGPD Implementation.
6. Multimodal grant agreement.
7. Pocket Park Transfer.

Direct Cost: N/A	Line Item Utilized -
Amount Remaining after Action: -	In Current Budget: Yes/No
Plans if Not in Current Budget:	

Staff Recommendation: Staff recommends approving the Consent Agenda

Examples of Motions:

Approve: I make a motion to approve the Consent Agenda

Deny: I make a motion to deny the Consent Agenda

Need More Time: I make a motion to table this agenda item to another meeting on (date):

WWTP MONTHLY REPORT: OCTOBER 2024

1. All required testing complete.
2. All required reports completed and submitted.
3. No non-compliance issues
4. #3 Blower done and beyond repair. New Blower on order per Randal Supply.
5. Randal Supply made a repair to #1blower, free of charge, due to thinking a minor noise would be ok but didn't hold up.

Thanks,
Donna Mills
WWTP/ORC



Town of
**MOUNT GILEAD POLICE
DEPARTMENT**

**123 North MainStreet - Post Office Box 325
Mount Gilead, North Carolina, 27306**
Phone: (910) 439-6711 Fax: (910) 439-1855

MEMORANDUM

**To: Dylan Haman
Town Manager**

**From: Talmedge LeGrand
Chief of Police**

Date: October 2024

Subject: Mount Gilead Police Department Monthly Report for October 2024

At this time we are preparing for our Shop with A Cop Program. We are asking for the public's help in receiving donations for the program. We will continue to provide safety to all children during their shopping adventure this December. Donations for the program can be mailed or hand delivered to Mount Gilead Town Hall.

The Police Department is down another full-time position which leaves us with four full time officers. We are currently looking to fill full-time and part-time positions. We have been covering patrol shifts when officers have been out and while we have been short staffed.

The police department also continues to check business doors in town to insure that everything is secure.

The Police Department continues to be involved in our local concerned citizens group.

Officers at the department provided security at our annual Fall Festival.

For the first time this year Mount Gilead along with other Police Departments in Montgomery County participated in our first annual Policeman's Ball. We also assisted MGES Red Ribbon Walk, which turned out a great success. At the end of the month officers gave out candy at different locations during their yearly Trunk or Treat events.

Administration and Patrol

- Officers attended the scheduled grand jury session.
- Officers are continuing to check business doors each night.
- Officers conducted various traffic stops.
- Officers continue to take annual in-service training.
- Ranking officers continue to fill in shifts for officers as needed shift schedule (sickness, training, vacancy etc.).
- Entered IBR (monthly crime report) into the state database for crime statistics.
- Continued entry of SBI Traffic Stop Reports.
- Routinely reviewed body camera videos.
- Continued escorts for businesses as they close at night.
- Department vehicles serviced with oil changes and tire rotations.

Montgomery County Communications
199 South Liberty St Troy , NC 27371

CFS By Department - Select Department By Date
 For MT GILEAD POLICE DEPT 10/01/2024 00:00 - 10/31/2024 23:59

MT GILEAD POLICE DEPT	Count	Percent
911 HANG UP	4	3.03%
ALARM (NOT FIRE) COMMERCIAL	6	4.55%
ALARM (NOT FIRE) RESIDENTIAL	4	3.03%
ANIMAL CALL (NOT ATTACKS)	1	0.76%
ARMED PERSON	1	0.76%
ASSAULT - SEXUAL ASSAULT	1	0.76%
ASSAULT (NO INJURIES)	1	0.76%
ASSIST MOTORIST	9	6.82%
ATTEMPT TO LOCATE	1	0.76%
B-E	1	0.76%
CHILD CUSTODY	1	0.76%
CITIZEN ASSIST	2	1.52%
CIVIL	1	0.76%
CIVIL DISTURBANCE	1	0.76%
DAMAGE TO PROPERTY	2	1.52%
DOMESTIC	6	4.55%
DUPLICATE CALL	1	0.76%
ESCORT	5	3.79%
FIGHT	3	2.27%
FIRE ALARM	1	0.76%
FOLLOWUP INVESTIGATION	5	3.79%
INFORMATION	10	7.58%
INMATE-JUV-TX-ESCORT	1	0.76%
INTOXICATED SUBJECT(s)	1	0.76%
JUVENILE(s)	2	1.52%
LARCENY	2	1.52%
LIFELINE	1	0.76%
OVERDOSE - POISONING (INGESTION)	2	1.52%
PSYCHIATRIC - ABNORMAL BEHAVIOR - SUICIDE ATTEMPT	2	1.52%
ROAD HAZARD	4	3.03%
SECURITY CHECK	1	0.76%
SERVE PAPER	3	2.27%
SHOTS FIRED	1	0.76%
STAB - GUNSHOT - PENETRATING TRAUMA	1	0.76%
STRANDED/ABANDONED BOAT/VEH	1	0.76%
STRUCTURE FIRE	1	0.76%
SUSPICIOUS PERSON/VEH/ACTIVITY	10	7.58%
TRAFFIC ACCIDENTS (PD)	2	1.52%
TRAFFIC STOP	15	11.36%
TRESPASSING	4	3.03%
UNAUTHORIZED USE	1	0.76%
UNCONSCIOUS - FAINTING (NEAR)	2	1.52%

MT GILEAD POLICE DEPT	Count	Percent
WANTED PERSON	2	1.52%
WELFARE CHECK	6	4.55%
Total Records For MT GILEAD POLICE DEPT	132	Group/Total 100.00%
Total Records		132



**STATE OF NORTH CAROLINA
COUNTY OF MONTGOMERY**

**AGREEMENT WITH
LOCAL GOVERNMENT**

THIS AGREEMENT made the _____ day of _____, 2024 by and between **Town of Mount Gilead**, a North Carolina unit of Local Government (hereinafter known as “Local Government”); and, **N-Focus, Inc.**, a North Carolina corporation (hereinafter known as “Contractor”), by signatures below, enter into the following Agreement:

WITNESSETH:

WHEREAS Contractor has expertise in local government functions and Local Government has a need for such functions; and

WHEREAS Local Government and Contractor desire to enter into this Agreement;

NOW THEREFORE, Local Government and Contractor agree as follows:

Section A. SCOPE OF FUNCTIONS

1. Contractor will provide Local Government with Contractor personnel for Land Use Back-Up Purposes.
2. Contractor will provide Local Government with Contractor personnel for Code Enforcement Services.

Section B. TERMS AND CONDITIONS

1. **Contractor Personnel:** To ensure Functions to be performed as defined in “Section A.” herein above meet the expectations of Local Government, Contractor shall assign a primary professional, an employee of Contractor, to Local Government. The primary professional shall be responsible for Contractor personnel performing the agreed upon Functions. Contractor personnel performing the Functions shall be either certified or licensed in their respective fields or apprentice under direct supervision of the primary professional. Contractor personnel performing these Functions shall have considerable knowledge in the principles and practices of local government. The primary professional, supporting personnel and subordinate person(s), if applicable, provided to perform these Functions shall be skilled in the use of work-related computer software packages and other technology used to perform position Functions.
2. **E-Verify:** Contractor represents and warrants that it is in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, Contractor warrants that any subcontractors used by Contractor will be in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

N-Focus

Initials: PAR Date: 04/22/24

Mount Gilead – FY 25 Hourly Agreement

Initials: _____ Date: _____



3. **Certification:** Contractor certifies that, as of the Effective Date of this Agreement, Contractor is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. In compliance with the Iran Divestment Act and N.C.G.S. § 147-86.58, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.
4. **Equal Employment Opportunity:** Contractor, without limitation of any provision set forth herein, expressly agrees to abide by all applicable federal and/or State equal employment opportunity statutes, rules and regulations, as may be from time to time modified or amended.
5. **Status Of Contractor:** Contractor and Local Government agree that in the performance of the Functions defined in “Section A.” herein above, Contractor personnel shall not be deemed to be an employee(s) of Local Government for any purpose whatsoever, nor act under Color of State Law.
6. **Work Products:** All materials produced by Contractor personnel assigned to Local Government shall be the property of Local Government and shall be filed on-site in the offices of Local Government, unless otherwise authorized for purposes and intent of the performance of Functions. Contractor shall be entitled to retain copies, both electronic and paper, of any work products prepared for the benefit of Local Government. Contractor shall not copyright any work products on behalf of Local Government; however, Contractor shall retain the right to utilize work products, such as improved administrative forms, plans, etc., or any portion thereof, for the purpose of performing similar functions for other jurisdictions.
7. **Progress Reporting:** Contractor shall communicate progress of work performed to Local Government’s administrative officer and/or department head periodically or as determined by Local Government.
8. **Period Of Service (POS):** Functions defined in “Section A.” herein above shall be provided routinely based upon a mutually agreeable schedule during the period July 1, 2024 and ending June 30, 2025. POS as defined herein may be amended through either Termination, as set forth in “Section B.14.” herein, or, Extension, as set forth in “Section B.16.” herein.
9. **Level Of Service (LOS):** The Functions defined in “Section A.” herein above shall be delivered on an Hourly “On Call” basis as requested by Local Government.
10. **Compensation:**
 - a. The fee for Functions to be performed as defined in “Section A.1.” herein above shall be invoiced by the hour at One Hundred Forty and no/100’s (\$140.00) dollars per hour and, billed monthly in quarter-hour increments; and
 - b. The fee for Functions to be performed as defined in “Section A.2.” herein above shall be invoiced by the hour at One Hundred Thirty and no/100’s (\$130.00) dollars per hour and, billed monthly in quarter hour increments.

N-Focus

Initials: PAR Date: 04/22/24

Mount Gilead – FY 25 Hourly Agreement

Initials: _____ Date: _____



Compensation is inclusive of all personnel costs including but not limited to:

- a. Base Salary plus:
 - i. Social Security & Medicare (FICA)
 - ii. State Unemployment Insurance (SUTA)
 - iii. Federal Unemployment Insurance (FUTA)
 - iv. Worker's Compensation Insurance
- b. Benefits:
 - i. Health, Life & Disability Insurance
 - ii. Paid Vacation & Personal Time
 - iii. Paid Holidays
- c. Professional Development & Certifications;
- d. Cellular Communications;
- e. Company Vehicle with
 - i. Vehicle Insurance
 - ii. Vehicle Operations & Maintenance
- f. Meals & Lodging; and
- g. Management cost

Printing and reproduction shall be provided by Local Government. Any direct expenses (i.e., printing, postage, etc.) provided by Contractor personnel on behalf of Local Government, shall be reimbursed at actual cost plus seven (7%) percent. Travel time to and from Local Government jurisdiction by Contractor personnel is subject to the hourly fee stated herein. Travel time shall be pro-rated when more than one jurisdiction is served on the same trip. Travel by Contractor personnel on behalf of Local Government to perform inspections within Local Government jurisdiction, or attend meetings outside Local Government jurisdiction, shall be reimbursed at the current IRS Standard Mileage Rate.

- 11. **Payments:** Local Government shall provide payment upon receipt of invoice. A late payment penalty equal to 1.5% per month of the unpaid balance may be assessed.
- 12. **Access:** Local Government shall provide Contractor personnel with legal access to the primary work area during normal operating hours.
- 13. **Liability:** Contractor personnel provided to Local Government are acting as contracted agents of Local Government in accordance with NCGS 160D-402(c) and no liability is implied or assumed for actions on behalf of Local Government, its administration, appointed officials and/or elected officials. General liability insurance shall be maintained by Contractor throughout the POS as defined in "Section B.8." herein for the Functions to be performed under this Agreement. Contractor shall provide Local Government with a Certificate of Insurance prior to beginning Functions defined in "Section A." herein above. This certificate will become a part of this Agreement upon execution of this Agreement. Contractor shall further indemnify and hold Local Government harmless from any/all worker compensation claims by Contractor personnel and any other claims arising out of Contractor personnel's conduct.

N-Focus

Initials: PAR Date: 04/22/24

Mount Gilead – FY 25 Hourly Agreement

Initials: _____ Date: _____



14. **Termination:** Contractor or Local Government may terminate this Agreement for any reason with sixty (60) days written notification. In the event of early termination, compensation for all Functions provided by Contractor through the termination date will be due and payable at the market rate fees in effect at the time of termination. In the event Contractor personnel currently employed, recently separated/terminated or retired from Contractor become employed directly by Local Government either during the POS identified in "Section B.8." herein or within one-hundred-eighty (180) days of the effective date of Agreement termination and/or expiration, Contractor shall be entitled to supplemental compensation by Local Government equal to three (3) months of said employee's full time gross salary equivalent in effect at the time of Agreement termination and/or expiration; furthermore, the supplemental compensation shall be due and payable within ten (10) calendar days of the date Contractor personnel begins employment with Local Government.
15. **Expiration:** This Agreement shall expire at 11:59 pm on June 30, 2025, unless extended as defined in "Section B.16." herein.
16. **Extension:** This Agreement may be extended by either separate agreement, subsequent addendum hereto, or written/e-mail authorization. Upon extension of this Agreement, POS as defined in "Section B.8." herein, LOS as defined in "Section B.9." herein, Compensation as defined in "Section B.10." herein is subject to change. All other Terms & Conditions defined herein shall remain the same.
17. **Certifications:** Contractor personnel shall not be required to sign any documents, no matter by whom requested, that would result in Contractor personnel having to certify, guarantee or warrant the existence of conditions whose existence Contractor personnel cannot ascertain. Local Government agrees not to make resolution of any dispute with Contractor or payment of any amount due to Contractor in any way contingent upon Contractor's personnel signing any such certification or document.
18. **Force Majeure:** Contractor shall not be responsible for any delays, damages, costs, expenses, liabilities, or other problems that may arise as a result of a force majeure. A "Force Majeure" is defined as any event arising from causes beyond the reasonable control of Contractor, including but not limited to fire, flood, unusual inclement weather, acts of God, civil strikes or labor disputes, riots, pandemics, acts or failures of Local Government or others.
19. **Conflicting Terms and Provisions:** In the event of conflict among this Agreement and any hereto attached exhibits, this Agreement shall govern.
20. **Dispute Resolution:** It is acknowledged this Agreement shall be governed by the laws of the State of North Carolina in the event of dispute. Any dispute, controversy or claim arising out of or relating to this Agreement, in particular its conclusion, interpretation, performance, breach, termination, or invalidity, shall be finally settled by the courts having exclusive jurisdiction within the county of Local Government.

N-Focus

Initials: PAR Date: 04/22/24

Mount Gilead – FY 25 Hourly Agreement

Initials: _____ Date: _____



21. **Counterparts:** This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. If any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.
22. **Entire Agreement:** Local Government and Contractor acknowledge this Agreement and any Attachments hereto constitute the entire agreement between Local Government and Contractor concerning the subject matter hereof. Any amendments or modifications of this Agreement shall be in writing and executed by Local Government and Contractor. Unless stated otherwise in this Agreement, this Agreement may not be modified.
23. **Representatives:** On behalf of Contractor, only the following individuals have authority to modify or alter the terms and conditions of this Agreement:

F. Richard Flowe, President & CEO
Patricia A. Rader, Secretary/Treasurer & COO

24. **Notification:** All correspondence shall be directed to:

Patti Rader, Manager
N-Focus, Inc.
315 South Main Street, Suite 200
Kannapolis, NC 28081
704.933.0772
PRader@NFocusPlanning.org

(This space left blank intentionally)

N-Focus

Initials: PAR Date: 04/22/24

Mount Gilead – FY 25 Hourly Agreement

Initials: _____ Date: _____



Section C. ACCEPTANCE:

Patricia A. Rader

April 22, 2024

Patricia A. Rader, Manager
N-Focus, Inc.

Date

ACCEPTED on behalf of Local Government by:

Signature

Date

Printed name of authorized person signed above

Seal of Local Government

ATTEST:

Clerk to the governing board/council of
Local Government

Date

PRE-AUDIT:

This document has been pre-audited in accordance with applicable North Carolina General Statute.

Finance Officer

Date

N-Focus

Initials: PAR Date: 04/22/24

Mount Gilead – FY 25 Hourly Agreement

Initials: _____ Date: _____



Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give Form to the
requester. Do not
send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
N-Focus, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
315 South Main Street, Suite 200

6 City, state, and ZIP code
Kannapolis, NC 28081

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-						
--	--	--	---	--	--	--	--	--	--

OR

Employer identification number

2	6	-	0	6	1	4	6	5	8
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *[Signature]* Date ▶ *2/29/22*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

N-Focus

Initials: PAR Date: 04/22/24

Mount Gilead – FY 25 Hourly Agreement

Initials: _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/20/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Mandy Deak 9601 Brookdale Drive Suite 300 Charlotte NC 282158727		CONTACT NAME: Mandy Deak PHONE (A/C, No, Ext): 704-509-6115 FAX (A/C, No): E-MAIL: mandy.deak.e3z2@statefarm.com ADDRESS:	
INSURED N-FOCUS INC 313 S MAIN ST STE 110 KANNAPOLIS NC 280813216		INSURER(S) AFFORDING COVERAGE INSURER A : State Farm Fire and Casualty Company NAIC # 25143 INSURER B : State Farm Mutual Automobile Insurance Company 25178 INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	93-AP-H181-6	09/26/2023	09/26/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	416 6419-D30-33C	10/30/2023	04/30/2024	COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 500,000 \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	93-GK-V998-1	03/24/24	3/24/25	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER 	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE This form was system-generated on 03/20/2024
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N-Focus

Initials: PAR Date: 04/22/24

Mount Gilead – FY 25 Hourly Agreement

Initials: _____ Date: _____

Resolution to Adopt a Structured Pay System for the Mount Gilead Police Department

WHEREAS, The Town Commissioners met in a duly held meeting on September 17, 2024 to discuss police officer recruitment and retention; and

WHEREAS, The Town Commissioners offered their tentative support to two structured pay plans contingent on feedback from Mount Gilead Police Officer personnel; and

WHEREAS, The Chief of Police met with the Mount Gilead Police Department, and supported the first structured pay plan;

NOW THEREFORE, BE IT RESOLVED, By the Town Commissioners of the Town of Mount Gilead, North Carolina, that the following structured pay schedule be adopted for the Mount Gilead Police Department;

Police Officer 1		Police Officer 2		Detective	
Step	Compensation	Step	Compensation	Step	Compensation
1	45,000	1	50,500	1	50,000
2	46,500	2	51,500	2	51,500
3	47,500	3	52,750	3	53,000
4	48,500	4	54,000	4	55,000
5	50,000	5	55,500	5	57,750

***Each step represents one year of service in the Mount Gilead Police Department.**

Sheldon Morley, Mayor

Lessie Jackson, Town Clerk

(Seal)

AGREEMENT OVERVIEW

NORTH CAROLINA
MONTGOMERY COUNTY

DATE: 9/17/2024

PARTIES TO THE AGREEMENT:

PROJECT NUMBERS:

NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION

TIP #: M-0570E

WBS ELEMENTS: 51402.8.6

AND

TOWN OF MOUNT GILEAD

The purpose of this Agreement is to identify the participation in project costs, project delivery and/or maintenance, by the other party to this Agreement, as further defined in this Agreement.

SCOPE OF PROJECT (“Project”): This Project consists of the planning and production of a Bicycle and Pedestrian Plan (Plan) in accordance with the Department’s policies and procedures. The Department’s funding participation in the Project shall be restricted to development of this Plan, as further set forth in this Agreement.

COSTS TO THE OTHER PARTY: \$6,000
ESTIMATED COST OF THE PROJECT: \$60,000

PAYMENT TERMS: Town of Mount Gilead will submit payment upon execution of agreement.

EFFECTIVE DATES OF AGREEMENT:

START: Upon Full Execution of this Agreement

END: Agreement remains in effect for two years, and thereafter, unless terminated

This **Agreement** is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the **Department** and the Town of Mount Gilead, hereinafter referred to as the **Municipality**; and collectively referred to as the **Parties**.

The **Parties** to this Agreement, listed above, intend that this Agreement, together with all attachments, schedules, exhibits, and other documents that both are referenced in this Agreement and refer to this Agreement, represents the entire understanding between the **Parties** with respect to its subject matter and supersedes any previous communication or agreements that may exist.

I. WHEREAS STATEMENTS

WHEREAS, 23 USC 505 allows State Planning and Research (SPR) federal funds to funds to be available for certain specified transportation activities; and

WHEREAS, in accordance with G.S. 136-66.2, the NC General Assembly requires each **Municipality** to develop a comprehensive transportation plan that will serve present and anticipated travel demand; and,

WHEREAS, the **Department's** Integrated Mobility Division (IMD) and the Transportation Planning Division have created a matching grant program to encourage the development of comprehensive municipal bicycle plans and pedestrian plans, which may serve as a component of the comprehensive transportation plan; and,

WHEREAS, the **Department** has allocated state matching funds to augment the federal funds available for these activities; and,

WHEREAS, the **Municipality** has requested funding for the development of a Bicycle and/or Pedestrian Plan, as more fully described in this Agreement and hereinafter referred to as the Project; and,

WHEREAS, the **Municipality** has requested that the **Department** administer the Project in coordination with the **Municipality**; and,

WHEREAS, the **Municipality** has agreed to participate in the cost of the project as hereinafter set out; and,

WHEREAS, this Agreement is made under the authority granted to the **Department** by the North Carolina General Assembly including, but not limited to, the following applicable legislation: General Statutes of North Carolina (NCGS) Section 136-66.2 and Section 136-71.6, to participate in the planning, construction, and/or implementation of the Project approved by the Board of Transportation.

NOW THEREFORE, this Agreement states the promises and undertakings of each party as herein provided, and the **Parties** do hereby covenant and agree, each with the other, as follows:

II. DEVELOPMENT OF PLAN

- i. The **Department**, and or its agent, shall prepare the Project of a Bicycle and Pedestrian Plan for the **Municipality**, following the IMD's Content Standards for NCDOT Bicycle and Pedestrian Plans.
- ii. The **Municipality** shall participate in providing data and logistical support for public meetings and other required public notices.

ACCOUNTS RECEIVABLE
NCDOT ADMINISTERED – BICYCLE/PEDESTRIAN PLAN
(FEDERAL/STATE FUNDS RECEIVABLE)
1000023304

- iii. The **Department** will provide a preliminary draft of the Plan to the **Municipality** for review and comment. The **Municipality** shall provide comments to the **Department** within three (3) months. Upon receipt of comments from the **Municipality**, the **Department** will provide a final draft.

III. COMPLETION AND ADOPTION OF PLAN

- i. The governing body of the **Municipality** shall consider the adoption of the Plan as provided in the Final Draft by the **Department**. If the Council requests significant changes prior to adoption, the Plan will be modified and resubmitted to the **Municipality** for final approval within three (3) months.
- ii. The **Municipality** shall receive digital files and hard copies of the approved Plan. The **Municipality** shall be responsible for the distribution of the final documents to the appropriate local agencies and interested parties.

IV. TIME FRAMES

The **Department** has a required time frame of two years to complete the Project. It is important that the **Municipality** provide necessary support and responses to the **Department** in a timely manner. Any delays on the part of the **Municipality** may affect the ability of the **Department** to provide financial support for the Project.

V. FUNDING

- i. The total estimated cost of the Project is \$60,000. The **Department** shall provide a maximum amount of \$54,000. The **Municipality** shall provide \$6,000 and all costs that exceed the estimated cost of \$60,000.
- ii. Upon full execution of the Agreement, the **Municipality** shall submit payment for \$6,000 to the **Department**, in accordance with the cover memo attached to this Agreement.
- iii. Upon completion of the project, if actual costs exceed the total estimated cost of \$60,000, the **Municipality** shall reimburse the **Department** the underpayment within sixty (60) days of invoicing by the **Department**. The **Department** shall charge a late payment penalty and interest on any unpaid balance due in accordance with G.S. 147-86.23.
- iv. Upon completion of the project, if actual costs are less than the total available funding of \$60,000, the **Department** shall reimburse the **Municipality** any overpayment at the above matching share.

VI. REPORTING REQUIREMENTS

The **Department** is subject to NC Article 2, Chapter 36 (136-41.5), which mandates an annual report on use of bicycle and pedestrian planning grant funds. By entering into this agreement with the **Department**, the **Municipality** acknowledges their participation in annual reviews of the status of implementation of projects identified in the completed plan.

VII. STANDARD PROVISIONS

A. AGREEMENT MODIFICATIONS

Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all **Parties** by means of a written Supplemental Agreement.

B. ASSIGNMENT OF RESPONSIBILITIES

The **Department** must approve any assignment or transfer of the responsibilities of the Local Public Agency set forth in this Agreement to other parties or entities.

C. AGREEMENT FOR IDENTIFIED PARTIES ONLY

This Agreement is solely for the benefit of the identified **Parties** to the Agreement and is not intended to give any rights, claims, or benefits to third parties or to the public at large.

D. OTHER AGREEMENTS

The **Municipality** is solely responsible for all agreements, contracts, and work orders entered into or issued by the **Municipality** to meet the terms of this Agreement. The **Department** is not responsible for any expenses or obligations incurred for the terms of this Agreement except those specifically eligible for the funds and obligations as approved by the **Department** under the terms of this Agreement.

E. TITLE VI

The other party to this Agreement shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21) and related nondiscrimination authorities. Title VI and related authorities prohibit discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

F. FACSIMILE

A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the **Parties** agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

G. AUTHORIZATION TO EXECUTE

The **Parties** hereby acknowledge that the individual executing this Agreement has read this Agreement, conferred with legal counsel, fully understands its contents, and is authorized to execute this Agreement and to bind the respective **Parties** to the terms contained herein.

H. DEBARMENT POLICY

It is the policy of the **Department** not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the **Municipality** certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or Department and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

I. INDEMNIFICATION

To the extent authorized by state and federal claims statutes, the **Municipality** shall be responsible for its actions under the terms of this agreement and save harmless the FHWA (if applicable), the **Department**, and the State of North Carolina, their respective officers, directors, principals, employees, agents, successors, and assigns to the extent allowed by law, from and against any and all claim for payment, damages and/or liabilities of any nature, asserted against the **Department** in connection with this Agreement. The **Department** shall not be liable and shall be held harmless from any and all third-party claims that might arise on account of the **Municipality's** negligence and/or responsibilities under the terms of this agreement.

J. AVAILABILITY OF FUNDS

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

K. DOCUSIGN

The **Department** and **Municipality** acknowledge and agree that the electronic signature application DocuSign may be used, at the sole election of the **Department** or the **Municipality**, to execute this Agreement. By selecting "I Agree", "I Accept", or other similar item, button, or icon via use of a keypad, mouse, or other device, as part of the DocuSign application, the **Department** and **Municipality** consent to be legally bound by the terms and conditions of Agreement and that such act constitutes **Department's** signature as if actually signed by the **Department** in writing or the **Municipality's** signature as if actually signed by the **Municipality** in writing. The **Department** and **Municipality** also agree that no certification authority or other third-party verification is necessary to validate its electronic signature and

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(FEDERAL/STATE FUNDS RECEIVABLE)
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that the lack of such certification or third-party verification will not in any way affect the enforceability of its electronic signature. The **Department** and **Municipality** acknowledge and agree that delivery of a copy of this Agreement or any other document contemplated hereby through the DocuSign application, will have the same effect as physical delivery of the paper document bearing an original written signature.

L. GIFT BAN

By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Adult Corrections, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

DRAFT

**ACCOUNTS RECEIVABLE
NCDOT ADMINISTERED – BICYCLE/PEDESTRIAN PLAN
(FEDERAL/STATE FUNDS RECEIVABLE)
1000023304**

SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been executed the day and year heretofore set out, on the part of the **Department** and the **Municipality** by authority duly given.

(DOCUSIGN ONLY)

Authorized Signer: _____

Print Name: _____

Title: _____

Date Signed: _____

If applicable, this Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

TOWN OF MOUNT GILEAD

FED TAX ID NO: _____

Finance Officer: _____

REMITTANCE ADDRESS: _____

Print Name: _____

Date Signed: _____

DEPARTMENT OF TRANSPORTATION

BY: _____

TITLE: _____

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)

SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been executed the day and year heretofore set out, on the part of the **Department** and the **Municipality** by authority duly given.

(INK SIGNATURES ONLY)

ATTEST: _____ Authorized Signer: _____

BY: _____ Print Name: _____

TITLE: _____ Title: _____

Date Signed: _____

If applicable, this Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

TOWN OF MOUNT GILEAD

FED TAX ID NO: _____ Finance Officer: _____

REMITTANCE ADDRESS: _____ Print Name: _____

_____ Date Signed: _____

DEPARTMENT OF TRANSPORTATION

BY: _____

TITLE: _____

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)

TOWN OF MOUNT GILEAD, NORTH CAROLINA
2024-2025 BUDGET AMENDMENT
Albert Johnson Memorial Park Fund Transfer

BE IT ORDAINED by the Governing Board of the Town of Mount Gilead, North Carolina, that pursuant to chapter 159 of the General Statutes of North Carolina, the following budget amendment for the 2024-2025 fiscal year is hereby adopted.

Section 1. The following expenditures are to increase as follows:

10-900-10 Transfer to other Funds (Fund 96)	\$12,500
Total Expenditures	\$12,500.00

Section 2. The Following Revenues are expected to increase as follows:

10-305-20 Investment Income	\$12,500
Total Revenue	\$12,500.00

Section 3. The authorized expenditure is for the North Carolina Department of Transportation Multimodal Grant Match. The remainder of the grant is to be administered and paid through the NCDOT. The total project in NCDOT is in the amount of \$45,000.

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

Adopted this __ day of _____, 2024

Attest: _____
Lessie D. Jackson, Town Clerk

Sheldon Morley, Mayor



TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

MEMORANDUM

DATE: November 12, 2024
TO: Mayor and Board of Commissioners
FROM: Dylan Haman, Town Manager
RE: Lead Service Line Inventory Submission Updates

Mayor and Commissioners,

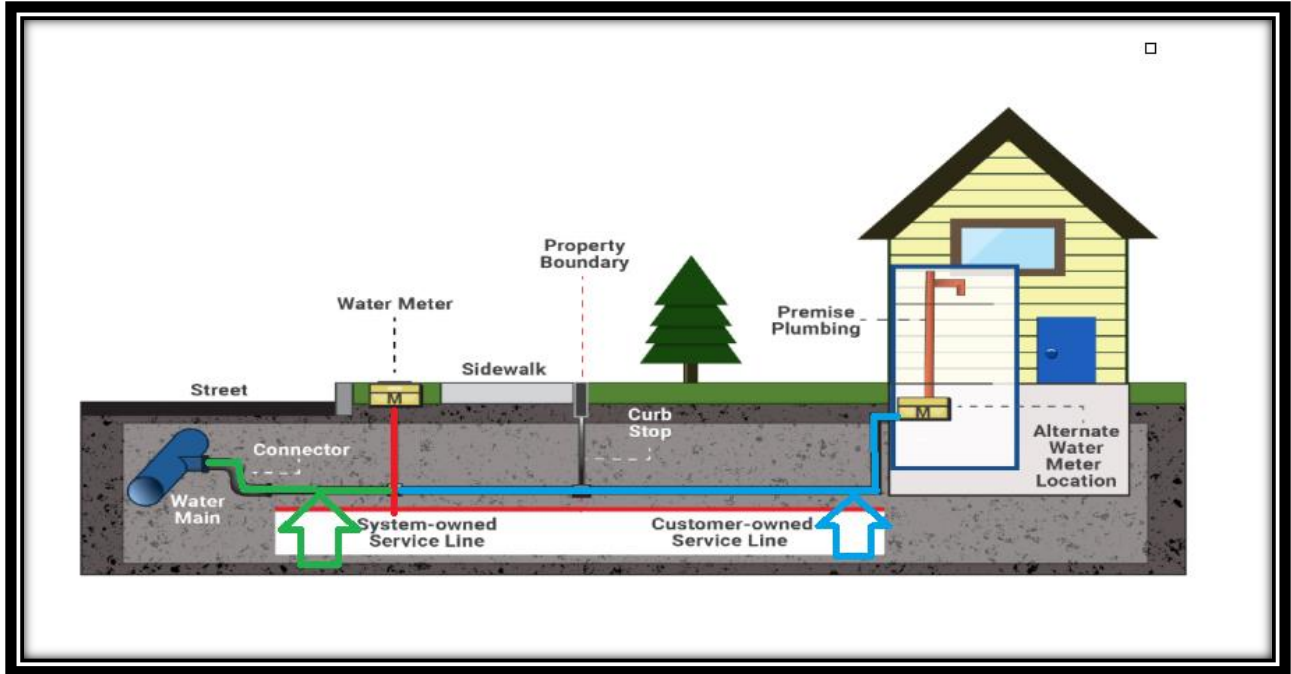
The Town of Mount Gilead successfully submitted our initial Lead Service Line Inventory to the North Carolina Department of Environmental Quality by the October 16, 2024 deadline. The initial inventory was required by the 2021 Lead and Copper Rule Revision from the United States Environmental Protection Agency. The purpose of the initial inventory is to provide a list of all service connections which receive water from our Public Water Supply, as well as an initial detail of any material types that we have data on.

Mount Gilead has over 600 service connections. Many of these connections have not been identified to date. It is the PWS owners (Town of Mount Gilead) responsibility to identify the material of all service connections by November 15, 2027.

If a customer has a service line with an “unknown material” type, they will receive a letter in the Mail explaining that they have an unidentified service line. This letter does not mean that the customer has a lead service connection, galvanized connection, or that there is any inherent health risk at this time; In fact, there has been **NO CHANGE TO WATER QUALITY** and customers are still drinking the same water they have been for years. The letter does mean that the service line material will be identified by the Town over the next three years.

What if the Town identifies lead service line(s)?

The responsibility for replacing a lead service line depends on who owns the service line. Most service lines in the Town of Mount Gilead have a shared ownership arrangement, wherein the town owns the service from the road to the meter box, and the customer owns everything from the meter box to the house. Under this arrangement, the town is responsible for replacing any lead services that are identified as “Town Owned,” The customer will be responsible for replacing any portion of lead service owned by the customer. The diagram shown on page 2 represents ownership responsibility in the Town of Mount Gilead, with the Green Line representing the portion owned by the Town and the blue Line representing the customer owned portion of the service line. The town also owns the Water Meter.



Is there grant funding available?

Yes. Three buckets of funds through the Bipartisan Infrastructure Law and administered through NCDEQ. Some communities receive principle forgiveness in excess of \$500,000.

1. Inventory and Assessment Funding. Up to 1 million. Qualify for up to 500k in grant funding, and potentially more. Interest is 0 percent over 5 years. We will be submitting this application over the next few months. This funding will be utilized to identify service line material.
2. Find and Replace. Once we have an idea of what needs to be replaced, it has up to 500k of grant funds. Additional funding up to 20 years of 0% interest up to 3 million dollars. We likely will not utilize this portion of money as it would be difficult to identify how much of a loan we would need to apply for.
3. Replacement Funds. Once we have identified services, know where lead exists, and we want to replace multiple lines. 500k of grant and up to 5 million of 0 % interest loan for a 20 year term; This is a very strong program. This money can be utilized for replacing both public and private service lines, and is dependent on whether the Town wants to assume responsibility for private service line replacement from a funding perspective. The town will apply for this application by 2027.

Please let me know if you have any questions.

Regards,

Dylan Haman



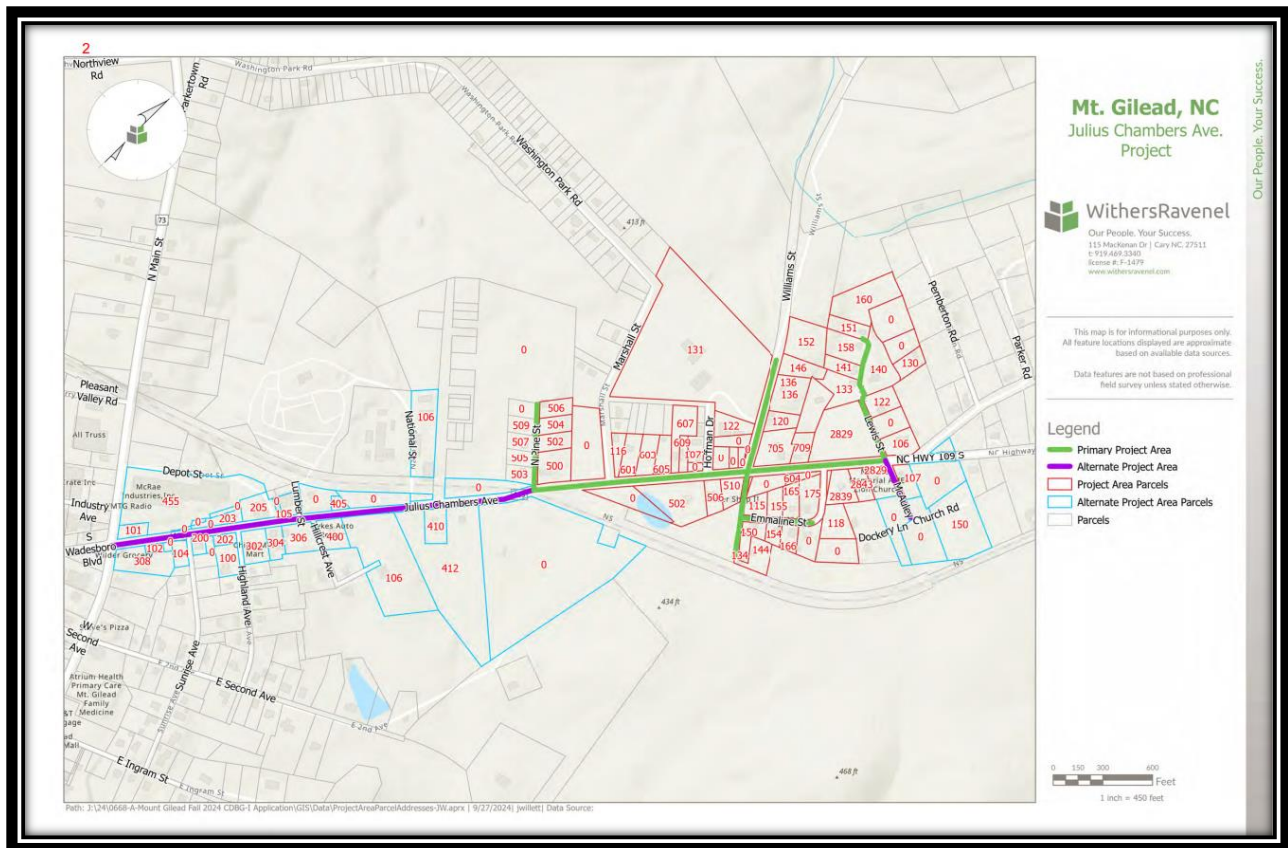
TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

MEMORANDUM

DATE: November 12, 2024
TO: Mayor and Board of Commissioners
FROM: Dylan Haman, Town Manager
RE: CDBG-I Update

The Town of Mount Gilead has submitted our 460 page long application for a proposed Community Development Block Grant – Infrastructure project. If awarded, the project will replace Asbestos Cement Water lines on portions of Julius Chambers, North Pine Street, Emmaline Street, Williams Street, and Lewis Street. We also have a proposed alternative project area that expands the replacement line on Julius Chambers and includes portions of McAuley Church Road, which will be contingent on funding availability. Staff has requested \$3,000,000 for the project, which will cover, at a minimum, the green portion of the map shown below.



The Town of Mount Gilead claimed 52 points on the application, which makes the town a strong application for the potential grant. When our consultant spoke with the awarding agency, we found that we were grant application number 8. In the past, they have typically awarded funds to 8 applications. The Town will find out in February if we have been awarded the funds.

If we do not receive funding, the Town can always apply next year for the same project.

Regards,

Dylan Haman, Town Manager



TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

MEMORANDUM

Meeting Date: 11/12/2024	Agenda Item Number: New Business A
Submitted By: Dylan Haman	Department: Fire Department
Attachments: N/A	

Topic: Additional Funding For Ladder Truck Fund

Staff Summary: At the Mount Gilead Fall Fest, we proudly celebrated the 100th anniversary of the Mount Gilead Fire Department. As part of this special event, we experienced some technical difficulties due to an unexpected issue with the sound system provided by an external vendor. While the sound issues were beyond the Town’s control, we are committed to making things right and ensuring future events run smoothly.

To that end, Staff is proposing the transfer of an additional \$10,000 into the Ladder Truck Fund. This move not only addresses the unforeseen sound system challenges, but also strengthens the financial health of the fund, ensuring we remain fiscally responsible.

We extend our heartfelt gratitude to the Mount Gilead Fire Department for their flexibility during the festival, and for a century of outstanding service to our community. Thank you for your continued dedication and commitment to keeping us safe.

Direct Cost: N/A	Line Item Utilized -
Amount Remaining after Action: -	In Current Budget: Yes/No
Plans if Not in Current Budget:	

Staff Recommendation: Staff recommends approving the \$10,000 transfer.

Examples of Motions:

Approve: I make a motion to approve the proposed additional \$10,000 transfer to the Ladder Truck Account.

Deny: I make a motion to deny the proposed transfer.

Need More Time: I make a motion to table this agenda item to another meeting on (date):



TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

MEMORANDUM

DATE: 11-12-2024
TO: Mayor and Board of Commissioners
FROM: Dylan Haman, Town Manager
RE: Stanback Park Drainage Improvements Proposed Layout

Mayor and Commissioners,

Staff is pleased to submit the 60% construction drawings for the Stanback Park Drainage Project, which includes the layout of the new stream channel, as well as plans for portions of the Hammer Creek Ditch.

Of interest to the public is the proposed layout of the stream in Stanback Park. This stream will be restored using natural processes to control erosion such as boulder sills, which are a structure composed of large rocks placed across the width of the streambed to control water flow, prevent erosion, and stabilize the creek bed; Boulder sills also slow down the speed of flowing water, reduce sediment movement, and mimic natural stream conditions which are critical for a healthy ecosystem.

The project will also replace the 42" culvert on Park Avenue, replace the pedestrian bridge, and has potential funding available for grading work on a new playground, although we would have to pay for the equipment with local dollars. Staff's recommendation is that we utilize the opportunity to demolish and relocate the playground, and pay for new equipment as local funds are available. Functionally, this would look like buying new pieces of equipment each year as we allocate funding to the project.

Regards,

Dylan Haman, Town Manager

STANBACK PARK DRAINAGE IMPROVEMENTS

127 E Allenton Street
Mt. Gilead, NC 27306

60% CONSTRUCTION DRAWINGS

PROJECT NUMBER: LKC23003

DATE: 10.18.2024

CONSTRUCTION DRAWINGS SUBJECT TO:
NCDOT STANDARD SPECIFICATIONS & STANDARD DETAILS
REVISED JANUARY, 2024

DISTURBED AREA = 2.77 AC

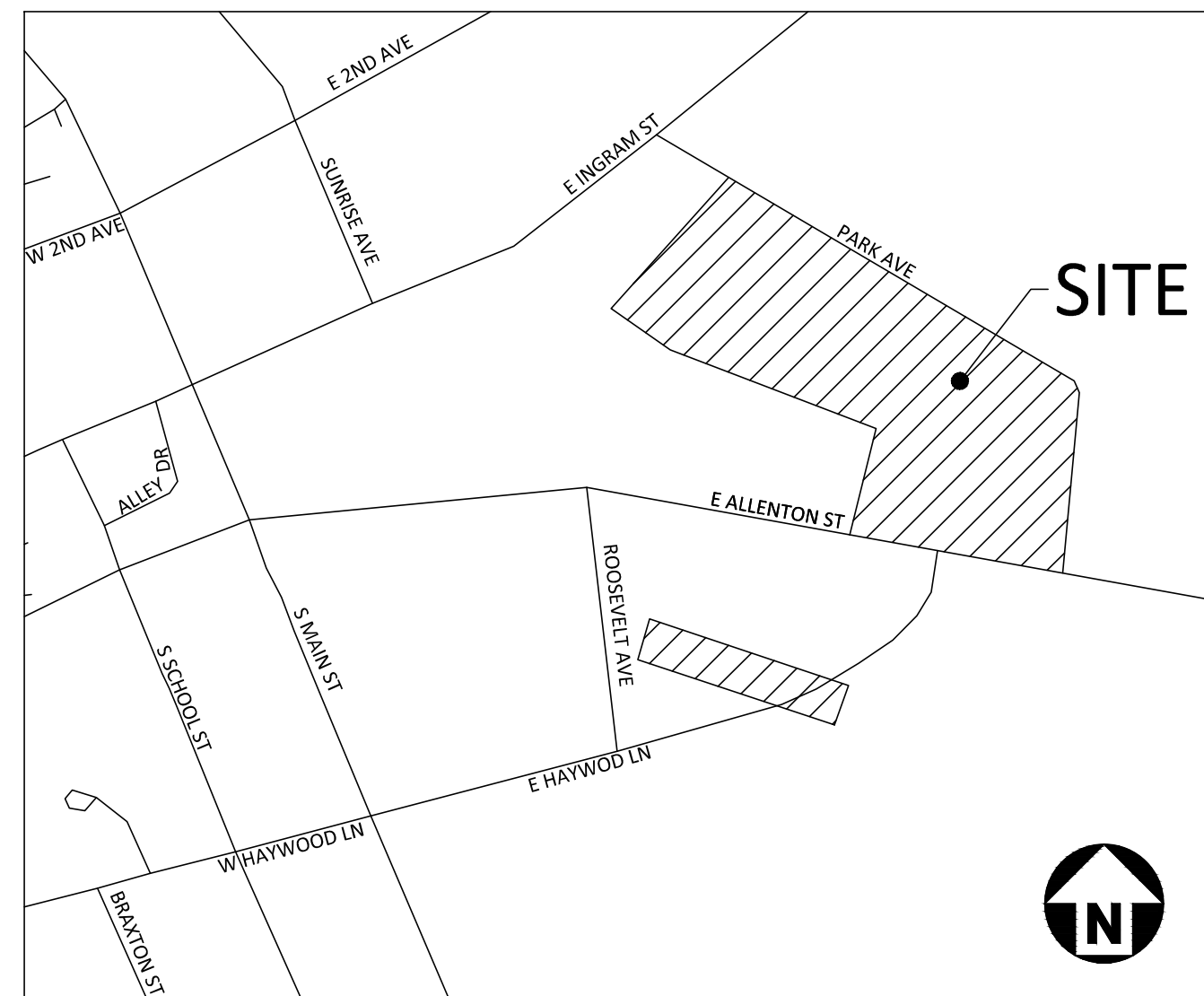
SITE DATA TABLE	
PROJECT COORDINATES	35.216106, -79.994463
PROJECT AREA	2.77 AC
DISTURBED AREA	2.77 AC
PN	7503 14 24 9850, 7503 09 25 4213, 7503 13 24 0012, 7503 14 23 8893
RIVER BASIN/HADJIN	PEE DEE
RECEIVING WATERBODY	HAMER CREEK
CLASSIFICATION	
USACE ACTION ID	XXX-XXXX-XXXX
DWR PROJECT NO	XXXX-XXXX

STREAM LENGTHS SUMMARY		
TRIBUTARY	EXISTING LENGTH (LF)	PROPOSED LENGTH (LF)
UT1 TO HAMER CREEK	742	815
UT2 TO HAMER CREEK	267	300
HAYWOOD DITCH	77	72



SHEET INDEX

C3.00 - C3.01 GRADING PLAN
C5.00 - C5.03 PLAN AND PROFILE



VICINITY MAP
N.T.S.



Know what's below.
Call before you dig.

CONTRACTOR SHALL NOTIFY "NC811" (811) OR (1-800-632-4949) AT LEAST 3 FULL BUSINESS DAYS PRIOR TO BEGINNING CONSTRUCTION OR EXCAVATION TO HAVE EXISTING UTILITIES LOCATED. CONTRACTOR SHALL CONTACT ANY LOCAL UTILITIES THAT PROVIDE THEIR OWN LOCATOR SERVICES INDEPENDENT OF "NC811". REPORT ANY DISCREPANCIES TO THE ENGINEER IMMEDIATELY.

CLIENT

TOWN OF MOUNT GILEAD
110 WEST ALLENTON STREET
MOUNT GILEAD, NC 27306
PHONE: 910. 439. 7107



STANBACK PARK DRAINAGE IMPROVEMENTS
60% CONSTRUCTION DRAWINGS
127 E ALLENTON ST
MOUNT GILEAD, NORTH CAROLINA, 27306



REVISIONS

NO. DATE

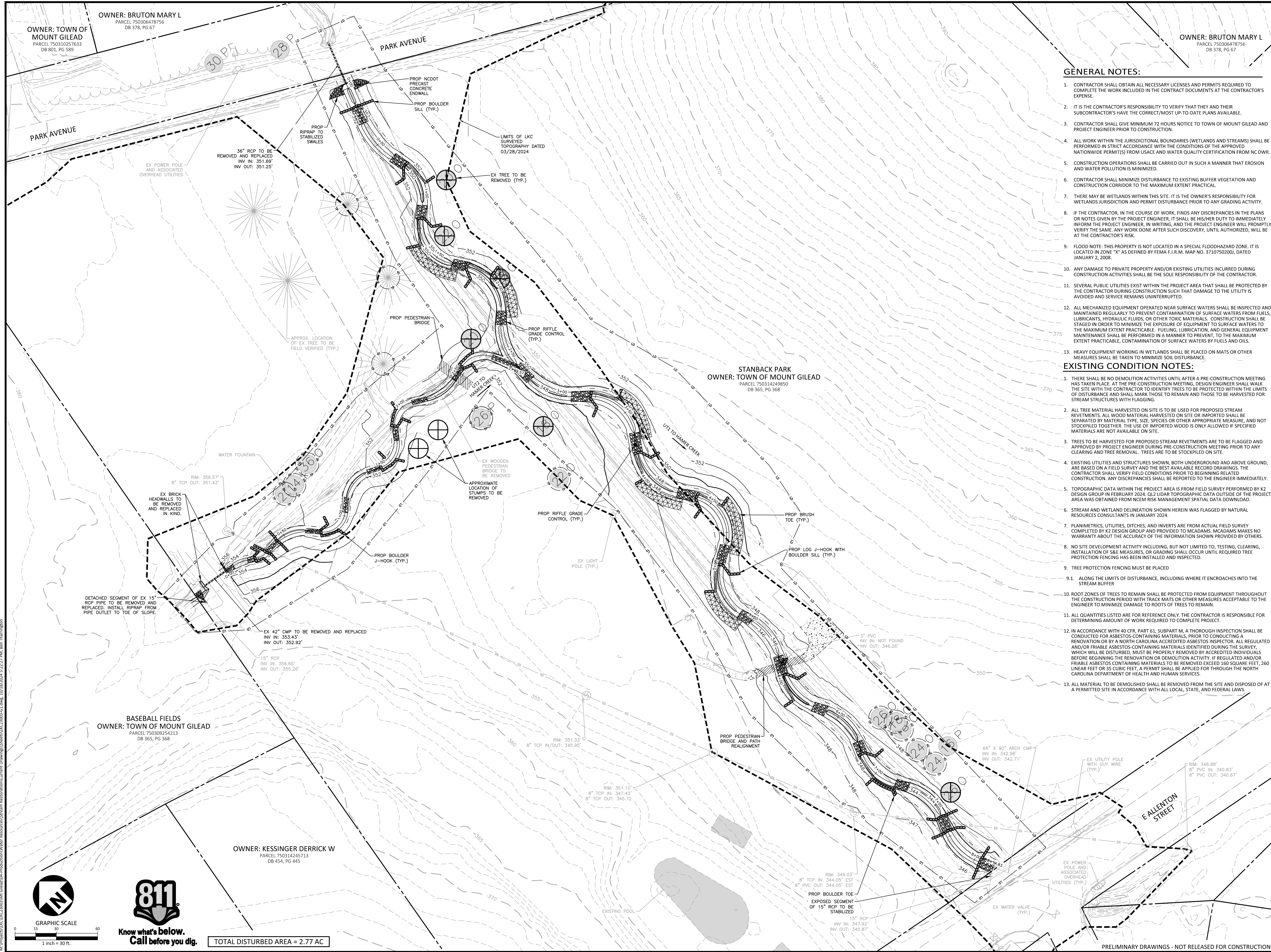
PLAN INFORMATION

PROJECT NO. LKC23003
FILENAME LKC23003-C1
CHECKED BY RAS
DRAWN BY AMR
SCALE N.T.S.
DATE 10.18.2024

SHEET

COVER SHEET

C0.00



GENERAL NOTES:

- CONTRACTOR SHALL OBTAIN ALL NECESSARY LICENSES AND PERMITS REQUIRED TO COMPLETE THE WORK INCLUDED IN THE CONTRACT DOCUMENTS AT THE CONTRACTOR'S EXPENSE.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THAT THEY AND THEIR SUBCONTRACTORS HAVE THE CORRECT/MOST UP-TO-DATE PLANS AVAILABLE.
- CONTRACTOR SHALL GIVE MINIMUM 72 HOURS NOTICE TO TOWN OF MOUNT GILEAD AND PROJECT ENGINEER PRIOR TO CONSTRUCTION.
- ALL WORK WITHIN THE JURISDICTIONAL BOUNDARIES (WETLANDS AND STREAMS) SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE CONDITIONS OF THE APPROVED NATIONWIDE PERMIT(S) FROM USACE AND WATER QUALITY CERTIFICATION FROM NC DWR.
- CONSTRUCTION OPERATIONS SHALL BE CARRIED OUT IN SUCH A MANNER THAT EROSION AND WATER POLLUTION IS MINIMIZED.
- CONTRACTOR SHALL MINIMIZE DISTURBANCE TO EXISTING BUFFER VEGETATION AND CONSTRUCTION CORRIDOR TO THE MAXIMUM EXTENT PRACTICAL.
- THERE MAY BE WETLANDS WITHIN THIS SITE. IT IS THE OWNER'S RESPONSIBILITY FOR WETLANDS JURISDICTION AND PERMIT DISTURBANCE PRIOR TO ANY GRADING ACTIVITY.
- IF THE CONTRACTOR, IN THE COURSE OF WORK, FINDS ANY DISCREPANCIES IN THE PLANS OR NOTES GIVEN BY THE PROJECT ENGINEER, IT SHALL BE HIS/HER DUTY TO IMMEDIATELY INFORM THE PROJECT ENGINEER, IN WRITING, AND THE PROJECT ENGINEER WILL PROMPTLY VERIFY THE SAME. ANY WORK DONE AFTER SUCH DISCOVERY, UNTIL AUTHORIZED, WILL BE AT THE CONTRACTOR'S RISK.
- FLOOD NOTE: THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOODHAZARD ZONE. IT IS LOCATED IN ZONE "X" AS DEFINED BY FEMA F.I.R.M. MAP NO. 3710750200, DATED JANUARY 2, 2008.
- ANY DAMAGE TO PRIVATE PROPERTY AND/OR EXISTING UTILITIES INCURRED DURING CONSTRUCTION ACTIVITIES SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
- SEVERAL PUBLIC UTILITIES EXIST WITHIN THE PROJECT AREA THAT SHALL BE PROTECTED BY THE CONTRACTOR DURING CONSTRUCTION SUCH THAT DAMAGE TO THE UTILITY IS AVOIDED AND SERVICE REMAINS UNINTERRUPTED.
- ALL MECHANIZED EQUIPMENT OPERATED NEAR SURFACE WATERS SHALL BE INSPECTED AND MAINTAINED REGULARLY TO PREVENT CONTAMINATION OF SURFACE WATERS FROM FUELS, LUBRICANTS, HYDRAULIC FLUIDS, OR OTHER TOXIC MATERIALS. CONSTRUCTION SHALL BE STAGED IN ORDER TO MINIMIZE THE EXPOSURE OF EQUIPMENT TO SURFACE WATERS TO THE MAXIMUM EXTENT PRACTICAL. FUELING, LUBRICATION, AND GENERAL EQUIPMENT MAINTENANCE SHALL BE PERFORMED IN A MANNER TO PREVENT, TO THE MAXIMUM EXTENT PRACTICABLE, CONTAMINATION OF SURFACE WATERS BY FUELS AND OILS.
- HEAVY EQUIPMENT WORKING IN WETLANDS SHALL BE PLACED ON MATS OR OTHER MEASURES SHALL BE TAKEN TO MINIMIZE SOIL DISTURBANCE.

EXISTING CONDITION NOTES:

- THERE SHALL BE NO DEMOLITION ACTIVITIES UNTIL AFTER A PRE-CONSTRUCTION MEETING HAS TAKEN PLACE. AT THE PRE-CONSTRUCTION MEETING, DESIGN ENGINEER SHALL WALK THE SITE WITH THE CONTRACTOR TO IDENTIFY TREES TO BE PROTECTED WITHIN THE LIMITS OF DISTURBANCE AND SHALL MARK THOSE TO REMAIN AND THOSE TO BE HARVESTED FOR STREAM STRUCTURES WITH FLAGGING.
- ALL TREE MATERIAL HARVESTED ON SITE IS TO BE USED FOR PROPOSED STREAM REVEGETATION. ALL WOOD MATERIAL HARVESTED ON SITE OR IMPORTED SHALL BE SEPARATED BY MATERIAL TYPE, SIZE, SPECIES OR OTHER APPROPRIATE MEASURE, AND NOT STOCKPILED TOGETHER. THE USE OF IMPORTED WOOD IS ONLY ALLOWED IF SPECIFIED MATERIALS ARE NOT AVAILABLE ON SITE.
- TREES TO BE HARVESTED FOR PROPOSED STREAM REVEGETATION ARE TO BE FLAGGED AND APPROVED BY PROJECT ENGINEER DURING PRE-CONSTRUCTION MEETING PRIOR TO ANY CLEARING AND TREE REMOVAL. TREES ARE TO BE STOCKPILED ON SITE.
- EXISTING UTILITIES AND STRUCTURES SHOWN, BOTH UNDERGROUND AND ABOVE GROUND, ARE BASED ON A FIELD SURVEY AND THE BEST AVAILABLE RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY FIELD CONDITIONS PRIOR TO BEGINNING RELATED CONSTRUCTION. ANY DISCREPANCIES SHALL BE REPORTED TO THE ENGINEER IMMEDIATELY.
- TOPOGRAPHIC DATA WITHIN THE PROJECT AREA IS FROM FIELD SURVEY PERFORMED BY K2 DESIGN GROUP IN FEBRUARY 2024. QLI LIDAR TOPOGRAPHIC DATA OUTSIDE OF THE PROJECT AREA WAS OBTAINED FROM MDEM RISK MANAGEMENT SPATIAL DATA DOWNLOAD.
- STREAM AND WETLAND DELINEATION SHOWN HEREIN WAS FLAGGED BY NATURAL RESOURCES CONSULTANTS IN JANUARY 2024.
- PLANIMETRICS, UTILITIES, DITCHES, AND INVERTS ARE FROM ACTUAL FIELD SURVEY COMPLETED BY K2 DESIGN GROUP AND PROVIDED TO MCADAMS. MCADAMS MAKES NO WARRANTY ABOUT THE ACCURACY OF THE INFORMATION SHOWN PROVIDED BY OTHERS.
- NO SITE DEMOLITION ACTIVITY INCLUDING, BUT NOT LIMITED TO, TESTING, CLEARING, INSTALLATION OF S&E MEASURES, OR GRADING SHALL OCCUR UNTIL REQUIRED TREE PROTECTION FENCING HAS BEEN INSTALLED AND INSPECTED.
- TREE PROTECTION FENCING MUST BE PLACED
- ALONG THE LIMITS OF DISTURBANCE, INCLUDING WHERE IT ENDOACHES INTO THE STREAM BUFFER
- ROOT ZONES OF TREES TO REMAIN SHALL BE PROTECTED FROM EQUIPMENT THROUGHOUT THE CONSTRUCTION PERIOD WITH TRACK MATS OR OTHER MEASURES ACCEPTABLE TO THE ENGINEER TO MINIMIZE DAMAGE TO ROOTS OF TREES TO REMAIN.
- ALL QUANTITIES LISTED ARE FOR REFERENCE ONLY. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING AMOUNT OF WORK REQUIRED TO COMPLETE PROJECT.
- IN ACCORDANCE WITH 40 CFR, PART 61, SUBPART M, A THOROUGH INSPECTION SHALL BE CONDUCTED FOR ASBESTOS-CONTAINING MATERIALS, PRIOR TO CONDUCTING A RENOVATION OR BY A NORTH CAROLINA ACCREDITED ASBESTOS INSPECTOR. ALL REGULATED AND/OR FRIBLE ASBESTOS-CONTAINING MATERIALS IDENTIFIED DURING THE SURVEY WHICH WILL BE DISTURBED, MUST BE PROPERLY REMOVED BY ACCREDITED INDIVIDUALS BEFORE BEGINNING THE RENOVATION OR DEMOLITION ACTIVITY. IF REGULATED AND/OR FRIBLE ASBESTOS-CONTAINING MATERIALS TO BE REMOVED EXCEED 600 SQUARE FEET, 260 LINEAR FEET OR 35 CUBIC FEET, A PERMIT SHALL BE APPLIED FOR THROUGH THE NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES.
- ALL MATERIAL TO BE DEMOLISHED SHALL BE REMOVED FROM THE SITE AND DISPOSED OF AT A PERMITTED SITE IN ACCORDANCE WITH ALL LOCAL, STATE, AND FEDERAL LAWS.

McADAMS
The John R. McAdams Company, Inc.
621 Hillsborough St Suite 500
Raleigh, NC 27603
phone 919. 361. 5000
fax 919. 361. 2269
license number: C-0293, C-187
www.mcadamsco.com

CLIENT
TOWN OF MOUNT GILEAD
110 WEST ALLENTON STREET
MOUNT GILEAD, NC 27306
PHONE: 910. 439. 7107



STANBACK PARK DRAINAGE IMPROVEMENTS
60% CONSTRUCTION DRAWINGS
127 E ALLENTON ST
MOUNT GILEAD, NORTH CAROLINA, 27306



REVISIONS

NO.	DATE

PLAN INFORMATION

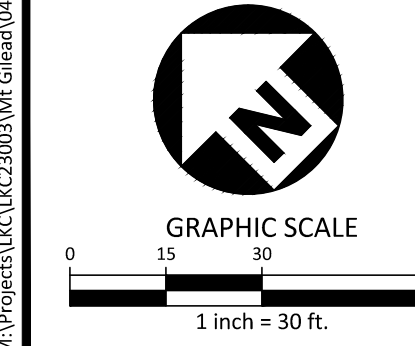
PROJECT NO.	LKC23003
FILENAME	LKC23003-G1
CHECKED BY	RAS
DRAWN BY	AMR
SCALE	1" = 30'
DATE	10.18.2024

SHEET

GRADING PLAN

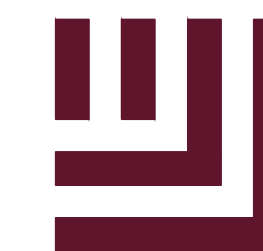
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TOTAL DISTURBED AREA = 2.77 AC

PRELIMINARY DRAWINGS - NOT RELEASED FOR CONSTRUCTION



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**STANBACK PARK DRAINAGE
IMPROVEMENTS
60% CONSTRUCTION DRAWINGS**
127 E ALLENTON ST
MOUNT GILEAD, NORTH CAROLINA, 27306



REVISIONS

NO. DATE

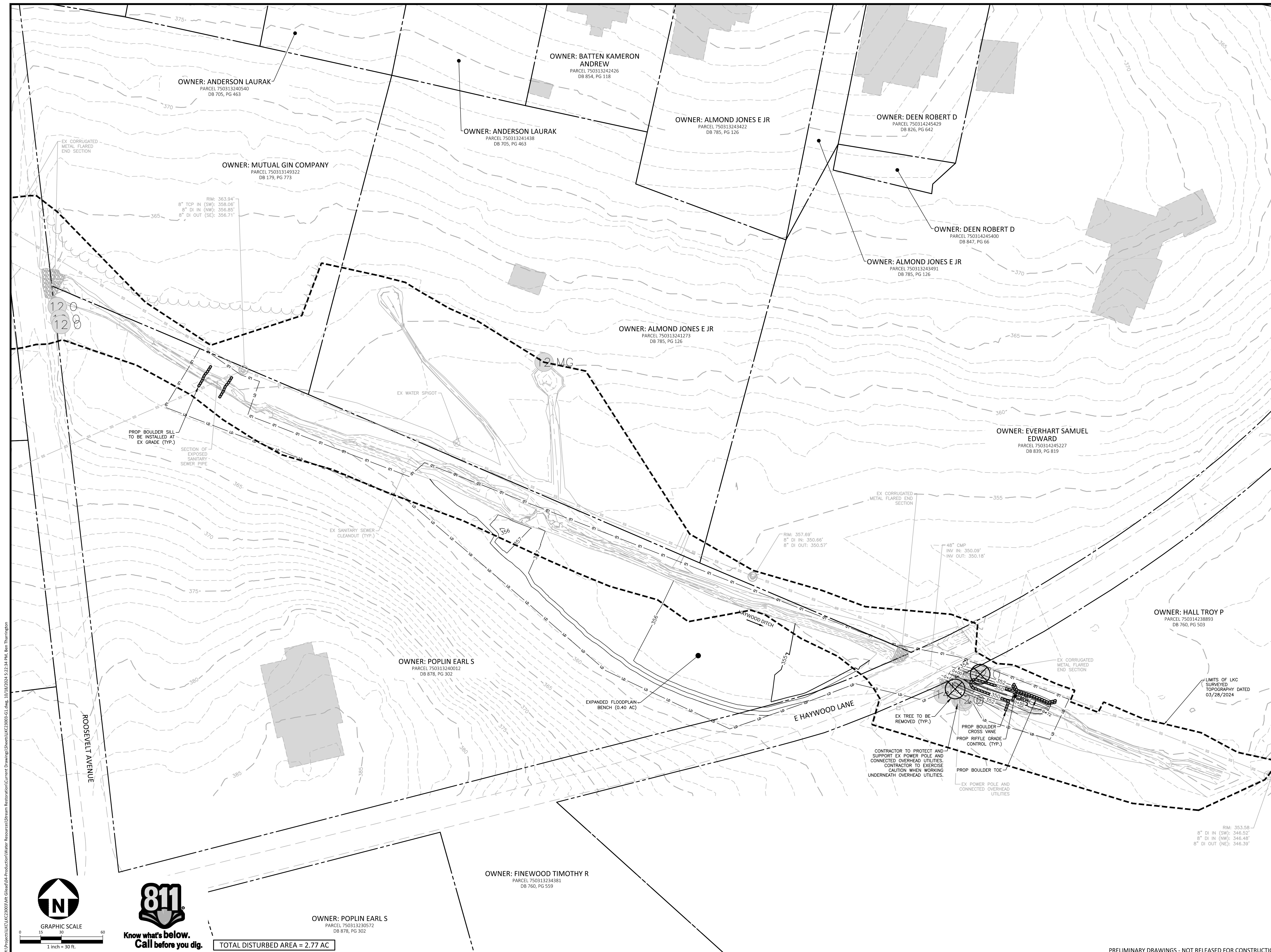
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FILENAME LKC23003-G1
CHECKED BY RAS
DRAWN BY AMR
SCALE 1" = 30'
DATE 10.18.2024

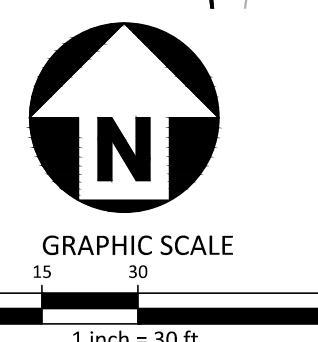
SHEET

GRADING PLAN

C3.01

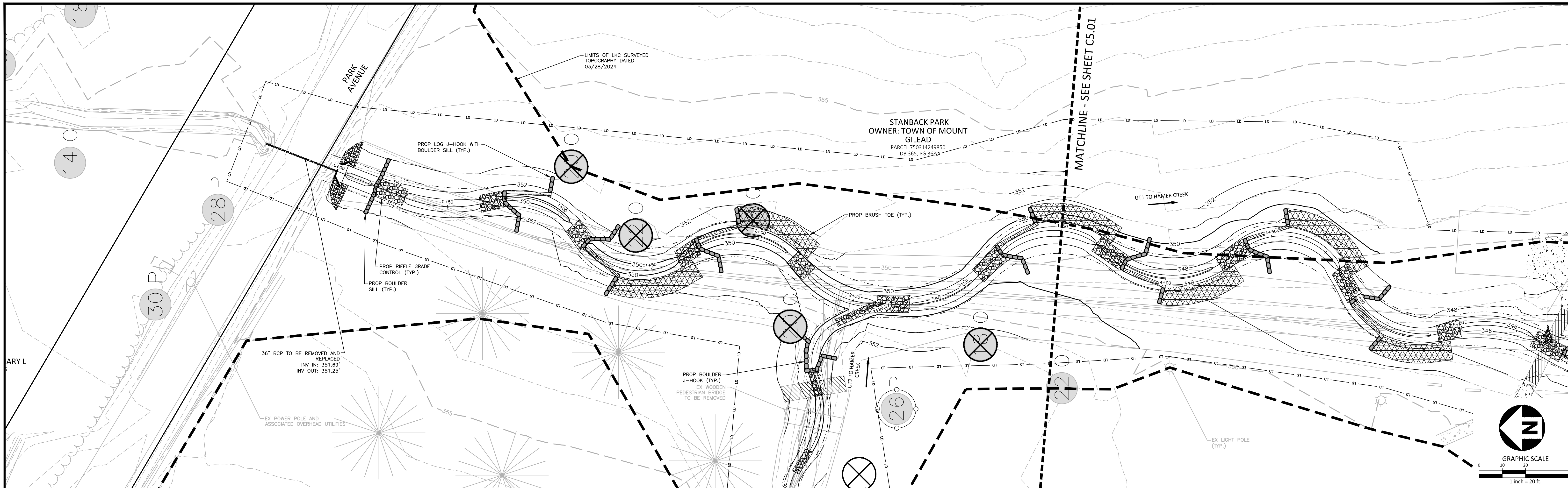


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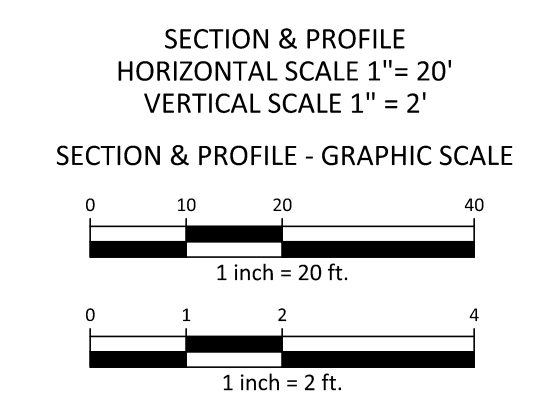
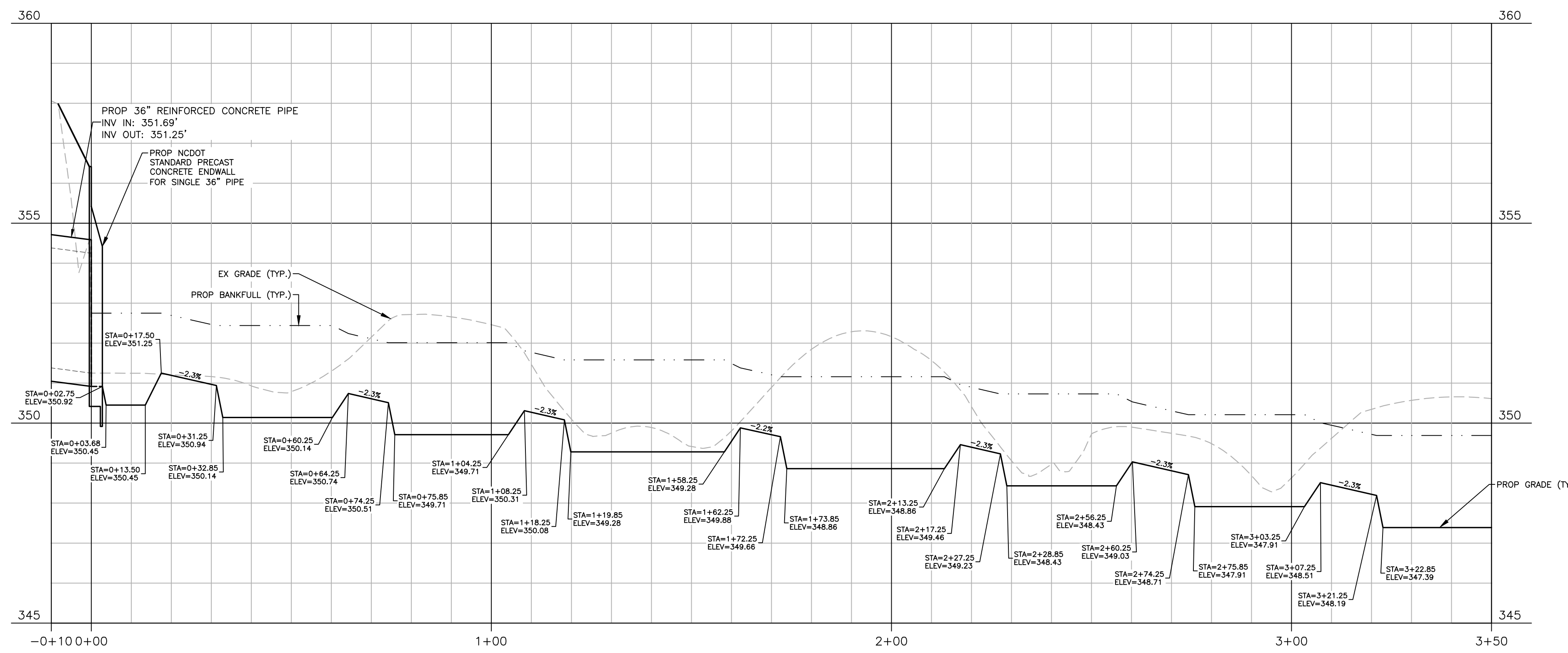


TOTAL DISTURBED AREA = 2.77 AC

PRELIMINARY DRAWINGS - NOT RELEASED FOR CONSTRUCTION




UT1 TO HAMER CREEK PROPOSED CENTERLINE



TOTAL DISTURBED AREA = 2.77 AC

PRELIMINARY DRAWINGS - NOT RELEASED FOR CONSTRUCTION




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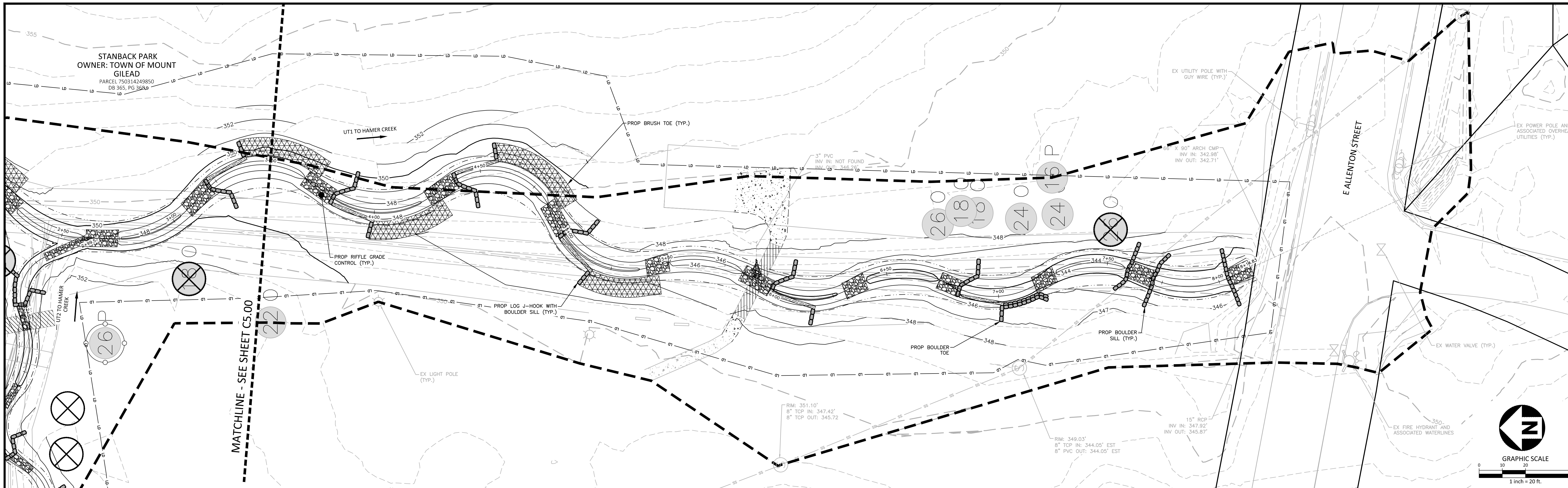
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NO. DATE



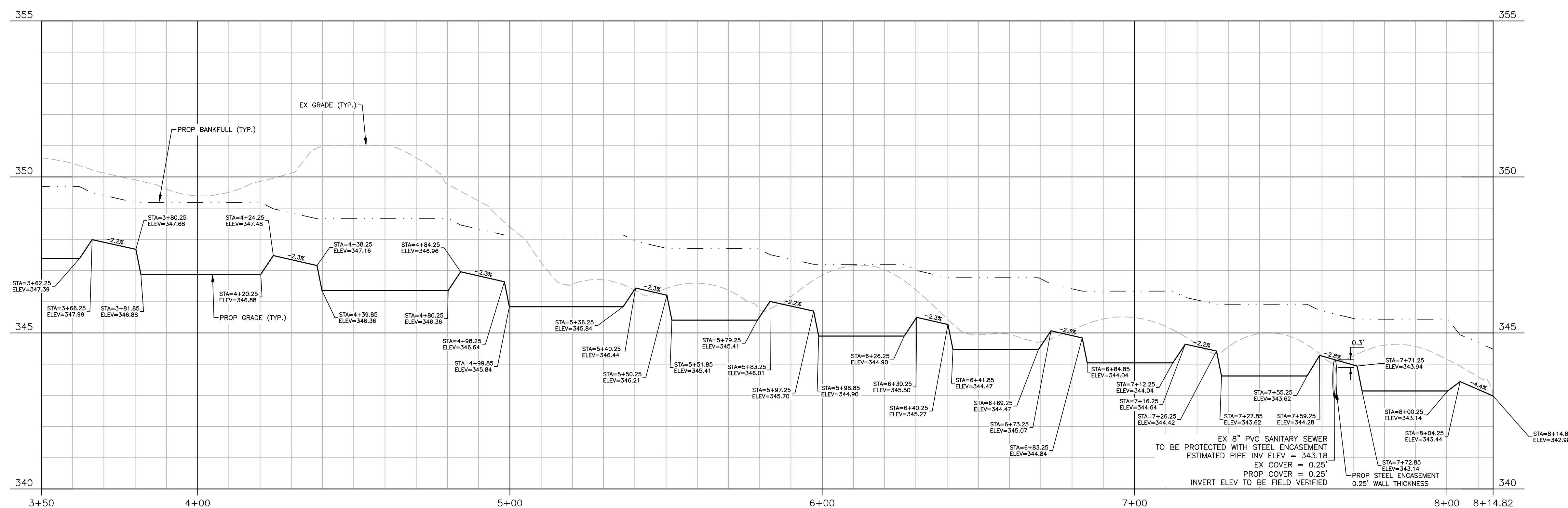
STANBACK PARK DRAINAGE IMPROVEMENTS
60% CONSTRUCTION DRAWINGS
127 E ALLENTON ST
MOUNT GILEAD, NORTH CAROLINA, 27306

PLAN INFORMATION
PROJECT NO. LKC23003
FILENAME LKC23003-P1
CHECKED BY RAS
DRAWN BY AMR
SCALE 1" = 20'
DATE 10.18.2024

PLAN AND PROFILE
UT1 TO HAMER CREEK
STA. 0+00 THRU STA. 3+50
C5.00



UT1 TO HAMER CREEK PROPOSED CENTERLINE



TOTAL DISTURBED AREA = 2.77 AC

SECTION & PROFILE
 HORIZONTAL SCALE 1" = 20'
 VERTICAL SCALE 1" = 2'
 SECTION & PROFILE - GRAPHIC SCALE
 1 inch = 20 ft.
 1 inch = 2 ft.

PRELIMINARY DRAWINGS - NOT RELEASED FOR CONSTRUCTION

M:\Projects\LKC\LKC23003\Map_Gilead\04-Production\Water_Restoration\Stream_Restoration\LKC23003-F1.dwg, 10/18/2024 5:22:50 PM, Ben Thurnington

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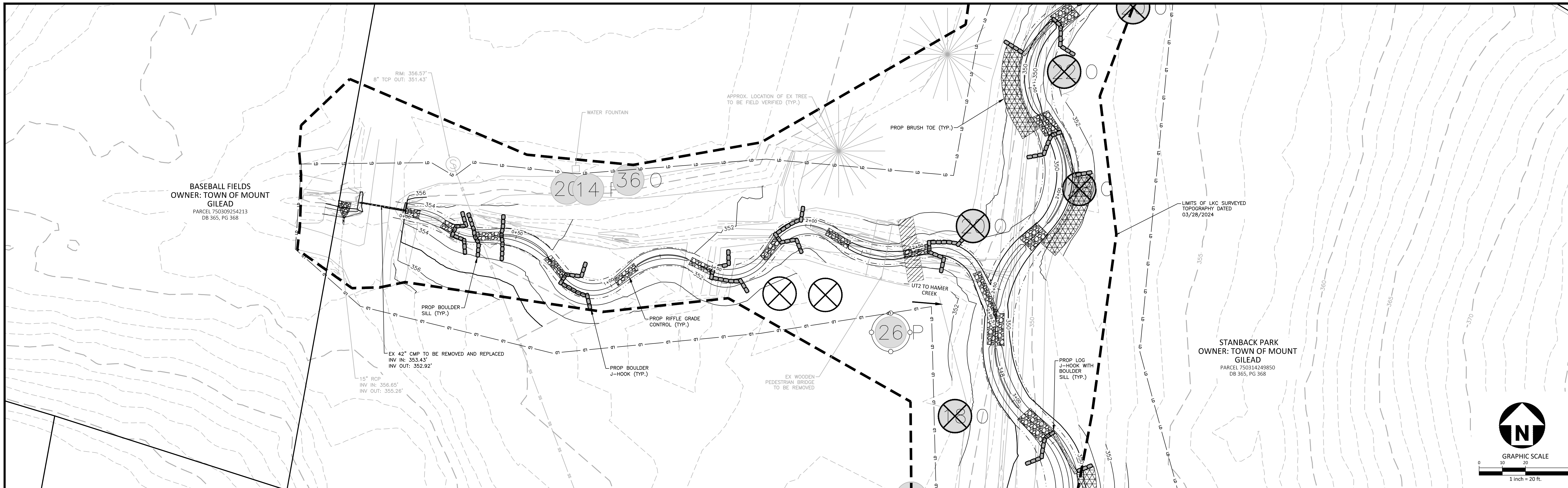
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 MOUNT GILEAD, NC 27306
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REVISIONS
 NO. DATE

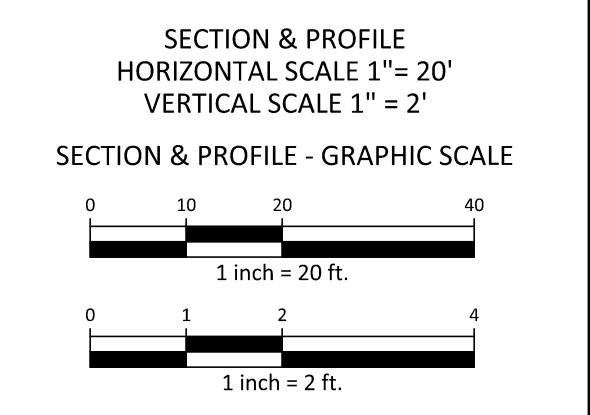
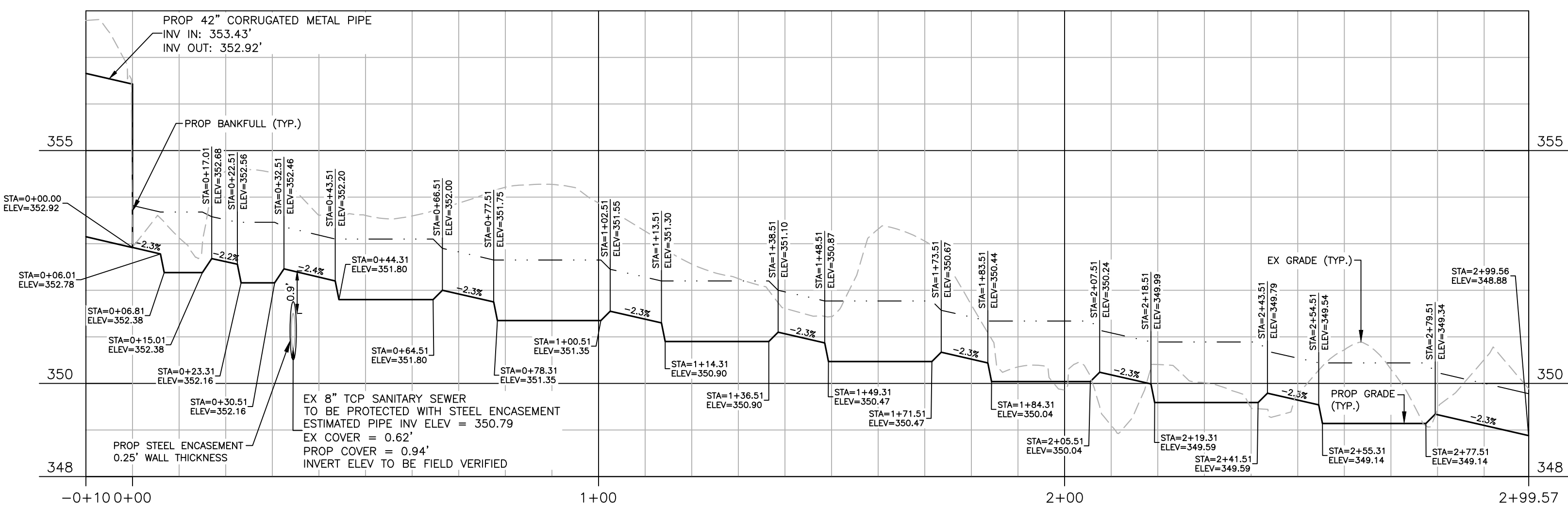
STANBACK PARK DRAINAGE IMPROVEMENTS
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 127 E ALLENTON ST
 MOUNT GILEAD, NORTH CAROLINA, 27306

PLAN INFORMATION
 PROJECT NO. LKC23003
 FILENAME LKC23003-F1
 CHECKED BY RAS
 DRAWN BY AMR
 SCALE 1" = 20'
 DATE 10.18.2024

PLAN AND PROFILE
 UT1 TO HAMER CREEK
 STA. 3+50 THRU STA. 8+15
C5.01




UT2 TO HAMER CREEK PROPOSED CENTERLINE



TOTAL DISTURBED AREA = 2.77 AC

PRELIMINARY DRAWINGS - NOT RELEASED FOR CONSTRUCTION



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910. 439. 7107



REVISIONS
NO. DATE



REBECCA STURGES
ENGINEER
049073
NORTH CAROLINA PROFESSIONAL ENGINEER

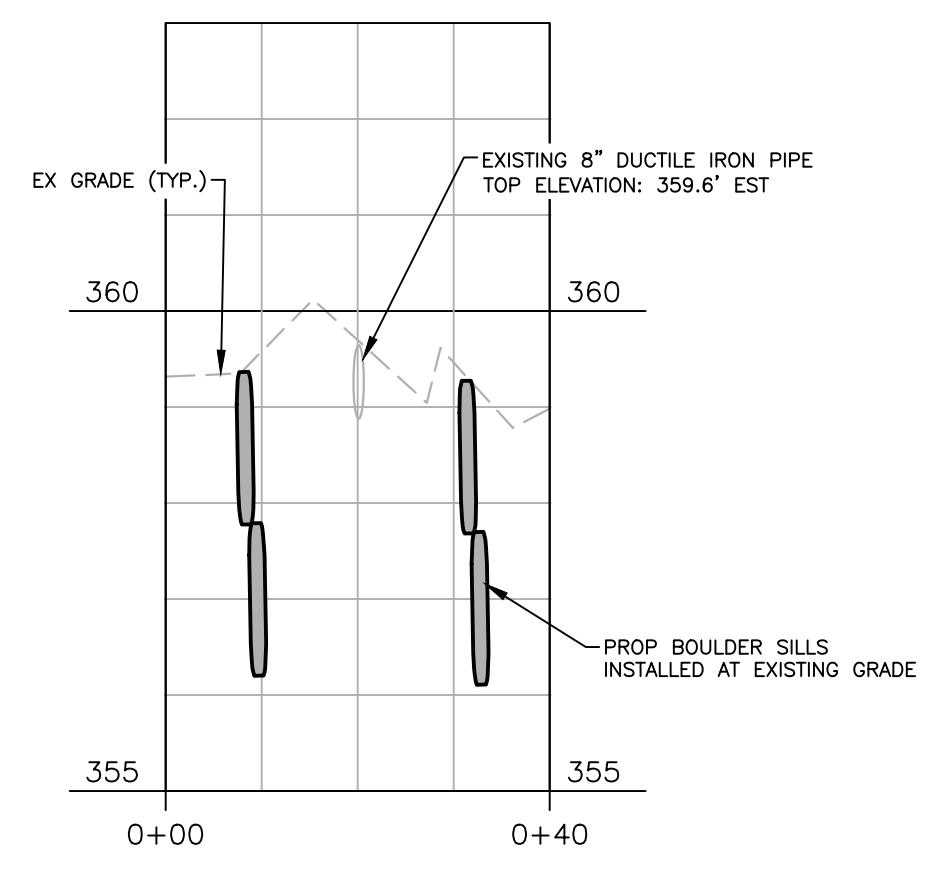
STANBACK PARK DRAINAGE IMPROVEMENTS
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PLAN INFORMATION
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DATE 10.18.2024

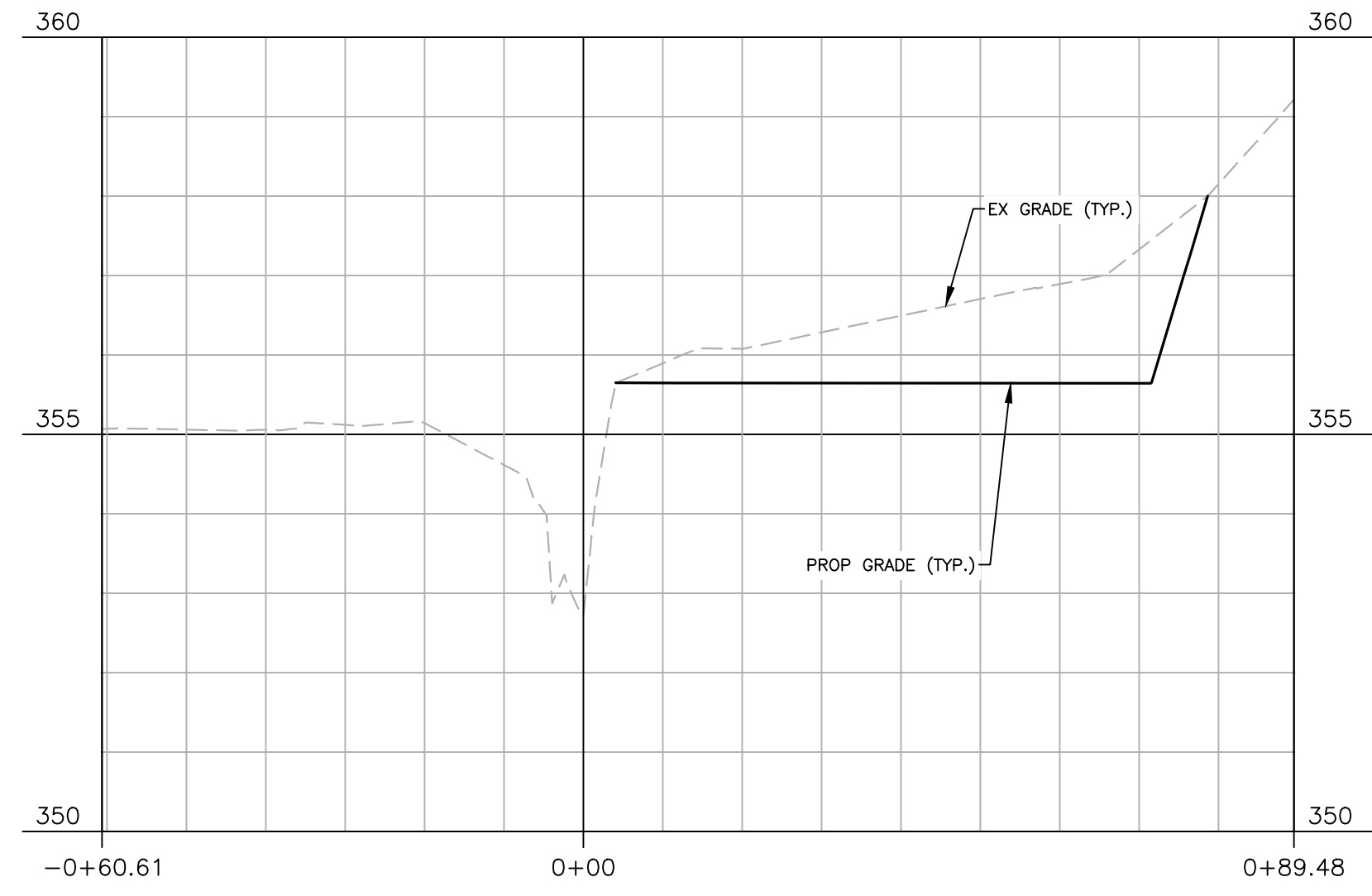
PLAN AND PROFILE
UT2 TO HAMER CREEK
STA. 0+00 THRU STA. 3+00
C5.02



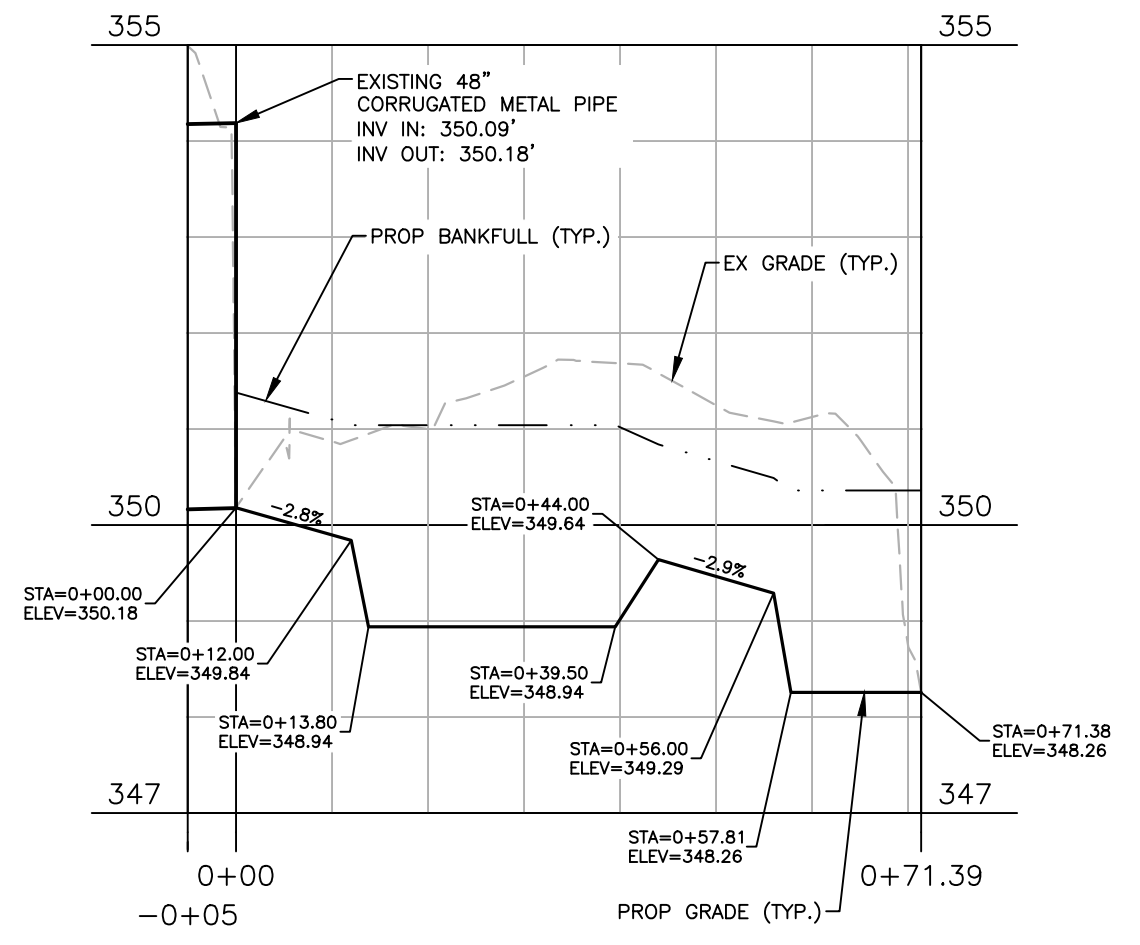
HAYWOOD DITCH EXISTING UPSTREAM SEWER



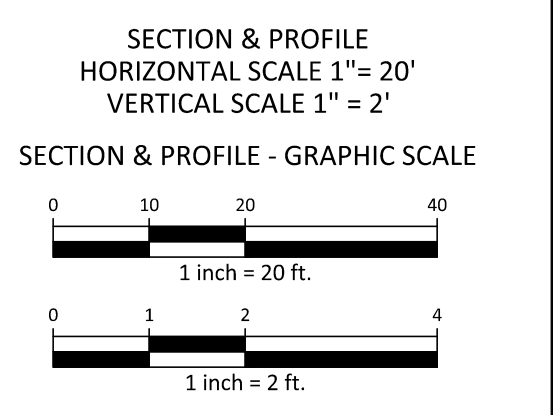
HAYWOOD XS



HAYWOOD DITCH PROPOSED CENTERLINE



TOTAL DISTURBED AREA = 2.77 AC



PRELIMINARY DRAWINGS - NOT RELEASED FOR CONSTRUCTION

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REVISIONS
NO. DATE

STANBACK PARK DRAINAGE IMPROVEMENTS
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MOUNT GILEAD, NORTH CAROLINA, 27306

PLAN INFORMATION
PROJECT NO. LKC23003
FILENAME LKC23003-P1
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PLAN AND PROFILE
HAYWOOD DITCH
STA. 0+00 THRU STA. 0+72
C5.03



TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

MEMORANDUM

Meeting Date: 11/12/2024	Agenda Item Number: New Business C
Submitted By: Dylan Haman	Department: Parks and Recreation Committee
Attachments: Email from Melanie St. Germain; Mount Gilead Advisory committee Application from Bianca Haithcock	

Topic: Parks and Recreation Committee Application

Staff Summary: After creating the Parks and Recreation Committee, one of our members moved out of Mount Gilead and was no longer eligible to serve on the committee (Jennifer Byrd). Staff has solicited new applications to fill the one (1) vacant spot available on the committee. Staff defers to the Board of Commissioners regarding the appointment of this position.

Current applications include:

1. Bianca Haithcock
2. Melanie St. Germain

Direct Cost: N/A	Line Item Utilized -
Amount Remaining after Action: -	In Current Budget: Yes/No
Plans if Not in Current Budget:	

Staff Recommendation: Staff recommends appointing one of these individuals to the Parks and Recreation Committee.

Examples of Motions:

Approve: I make a motion to appoint _____ to the Mount Gilead Parks and Recreation Committee.

Deny: I make a motion to request additional applications.

Need More Time: I make a motion to table this agenda item to another meeting on (date):



TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

MEMORANDUM

DATE: August 13, 2024
TO: Residents of Mount Gilead
FROM: Dylan Haman, Town Manager
RE: Join the Mount Gilead Parks and Recreation Advisory Committee!

Are you passionate about our community's parks, recreation programs, and outdoor spaces? Do you want to help shape the future of Mount Gilead's recreational opportunities? The Town of Mount Gilead is seeking dedicated and enthusiastic individuals to join our Parks and Recreation Advisory Committee!

Why Join?

- **Make a Difference:** Influence decisions on park improvements, recreational activities, and community events.
- **Collaborate:** Work with town officials, community members, and local organizations to enhance our parks and recreational programs.
- **Share Your Ideas:** Bring your unique perspective and ideas to the table to create a vibrant and inclusive environment for all residents.

Who Should Apply? We welcome applicants who:

- Have a genuine interest in parks, recreation, and community well-being.
- Are residents of Mount Gilead or have a strong connection to our town.
- Are willing to attend regular meetings and actively participate in committee discussions.

How to Apply: Submit your application by September 15 to Dylan Haman by email at Dhaman@mtgileadnc.com. Applications are available at <https://mtgileadnc.com/category/news/> or by contacting Lessie Jackson, Town Clerk at 910-439-5111.



TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

MEMORANDUM

ADVISORY COMMITTEE APPLICATION

FIRST NAME	Bianca
LAST NAME	Haithcock
COMMITTEE?	<i>PARKS AND RECREATION</i>
STREET ADDRESS	5539 Pekin Rd
TOWN	Mount Gilead
MAILING ADDRESS	
PHONE	910-573-2660
DATE OF BIRTH	07/02/92
LIST ANY BOARDS YOU SERVE ON	
WHY ARE YOU INTERESTED IN JOINING THIS COMMITTEE?	I am a people person, I feel like I have a bubbly personality. I also volunteer and take pictures of the softball games, and events in town to submit to the paper. I feel like MG doesn't get the recognition we deserve as a town and would love to help contribute ideas to
PLEASE DESCRIBE ANY BACKGROUND OR ABILITIES THAT QUALIFY YOU TO SERVE ON THIS COMMITTEE?	I am currently an employee for the town, this was my first time being a lifeguard this year and I absolutely loved it. I enjoy working with the public and I would love to help with the Parks and Rec committee. I think I could help bring a lot of ideas and suggestions to the committee to help the town.
CURRENT EMPLOYER	Town of Mount Gilead
YEARS IN POSITION	1 Season
JOB TITLE	Lifeguard
SPOUSE NAME	

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT: Bianca Haithcock

Dylan Haman

From: Melanie St Germain <melaniebstgermain@gmail.com>
Sent: Wednesday, August 28, 2024 2:05 PM
To: Dylan Haman
Cc: Sheldon Morley
Subject: Parks & Rec Board

Good Afternoon Dylan,

I'm interested in applying for the Parks and Recreation Board Position. I have included my application below. (I apologize, I don't have a printer.)

I look forward to hearing from you soon.

Best regards,
Melanie St. Germain

FIRST NAME: Melanie
LAST NAME: St. Germain

COMMITTEE: PARKS AND RECREATION

STREET ADDRESS: 435 W. Allenton St.

TOWN: In town Mount Gilead

MAILING ADDRESS: P.O. Box 851

PHONE: (269)-779-0777

DATE OF BIRTH: 08/24/1972

LIST ANY BOARDS YOU SERVE ON: None Currently

WHY ARE YOU INTERESTED IN JOINING THIS COMMITTEE?

I enjoy coordinating programs that allow children to expand their experiences in a healthy, safe, and fun environment.

PLEASE DESCRIBE ANY BACKGROUND OR ABILITIES THAT QUALIFY YOU TO SERVE ON THIS COMMITTEE?

I am the Mother of four adult sons, Aunt to ten nephews and fourteen nieces, and Great-Aunt to six great-nephews and five great-nieces. I know how to keep kids active while having fun and learning!

In addition, I was a Coach and Referee for AYSO for seventeen years. I began as a coed U5 coach with AYSO Region 298 which covered Three Rivers, MI. My experience expanded with Region 211, which covered Kalamazoo, Oshtemo, and Parchment, MI. There I coached and refereed co-ed divisions U5, U8, U10, and U12.

I was also Division Director for U5 and the VIP program for one year. I oversaw recruitment, training, coach development, and parent relations for this division.

My qualifications further developed in White Pigeon, MI with the Parks and Recreation Board. I was tasked with implementing a soccer program. I recruited thirty-two coaches, over one hundred players, and six referees covering ages 4-13. This included developing a training program, safety program, inventory program, and spectator code of conduct. I was also in charge of field maintenance.

While living in White Pigeon, I was also a volunteer for the WP MS/HS Athletic Booster Association for three years. I worked in the concessions stand, sold tickets, choose and sold fan gear, and prepared the nightly sales for deposit. I was also Board President for one year. During that time I coordinated the purchase of new football helmets, uniforms for the cheerleading, track, cross country, and football teams, and the purchase of new basketball scoreboards. Volunteer recruitment, coordination of the golf outing, fundraising, and cost reduction for supplies were also part of my assigned duties.

CURRENT EMPLOYER: None

YEARS IN POSITION: N/A

JOB TITLE: N/A

SPOUSE NAME: Christopher St. Germain



TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

MEMORANDUM

Meeting Date: 11/12/2024	Agenda Item Number: New Business D
Submitted By: Dylan Haman	Department: Powell Bill
Attachments: Hailey's Contracting Service; Rabbit Concrete Construction;	

Topic: Sidewalk Bids

Staff Summary: Staff has received the following bids for sidewalk repair on main Street. There are two locations to be repaired. Location 1 includes south Main Street from the Veranda to Haywood lane. Location 2 is from Steve's Pizza to the end of the sidewalk at the Gas Station.

Direct Cost: N/A	Line Item Utilized -
Amount Remaining after Action: -	In Current Budget: Yes/No
Plans if Not in Current Budget:	

Staff Recommendation: Staff recommends approving a bid to begin replacement of sidewalk on sections of Main Street.

Examples of Motions:

Approve: I make a motion to approve bid ____ to replace sidewalk on South Main Street.

Deny: I make a motion to deny the bids to replace sidewalk on main street.

Need More Time: I make a motion to table this agenda item to another meeting on (date):



Hailey's Contracting Services, LLC

104 Marks Creek Rd.

Hamlet NC 28345

sheronhailey81@gmail.com

(910) 206-4472

DATE: 9-17-24

CLIENT: Mount Gilead Public Works
Mount Gilead NC 27306

Hailey's Contracting Services, LLC we always work hard to do the best job possible for our clients. We have experienced men on our team, who are more than qualified for the job. We are always looking out for the best interest for the clients, we have been in business for over 20yrs.

Our prices can't be beat...

Neither can our services!!

The prices:

CONCRETE 7,000.00 (taxes and delivery fee)

EXPANSION _____

GRADING 3,500.00 (dispose of old concrete)

FORMING 6,000.00 (All materials and rentals and backfield dirt)

FINISHING 15,000.00 (Labor cuts every 4ft with a light broom finish)

SUBTOTAL 31,500.00

CLIENT'S SIGNATURE _____

Sincerely,

Areas of work:

202 East Allenton St.

304 N Main St.

Sheron Hailey, Owner/Operator

Rabbit Concrete Construction

9900 EARNEY DR CHARLOTTE NC 28214
704-293-0897

Rabbitconcreteconstruction08@gmail.com

ESTIMATE

DATA	ESTIMATE NO.
10/8/24	

NAME/ADDRESS
DYLAN HAMAN MOUNT GILEAD NC 27306

RABBIT CONCRETE CONSTRUCTION CAN NOT GUARANTEE, WARRANT, OR PREVENT CONCRETE FROM CRACKING
--

Description	QTY	COST	TOTAL
Break a public walk and install new concrete 640 In ft on South Main ST and 302 north main street we going to remove 290 In ft of the public walk and install new concrete 3,000 psi Note you will have to supply the dumb truck to carry out the broken concrete This price does not include gravel	1	37,960.00	37,960.00

50% down and rest due at job completion

Thank You & We Appreciate Doing Business With You

TOTAL-37,960.00

RABBIT CONCRETE CONSTRUCTION is not responsible for surveys, permits, sub-division approvals and or engineering design/letter landscaping, irrigation, existing asphalt and concrete. Underground utilities must be located and marked by Customer prior to work being performed. Will verify field measurements and bill accordingly. RABBIT CONCRETE CONSTRUCTION will not be responsible for unsuitable soils or rock. Colored concrete will not match the color selection chart exactly. RABBIT CONCRETE CONSTRUCTION cannot guarantee color of the finished product.



TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

MEMORANDUM

Meeting Date: 11/12/2024	Agenda Item Number: New Business E
Submitted By: Dylan Haman	Department: Sanitary Sewer Project Fund
Attachments: SRP-W-ARP-0102 Engineer's Recommendation to Award; Resolution of Tentative Award for the Town of Mount Gilead, NC Sanitary Sewer Improvements Funding No SRP-W-0102	

Topic: Sanitary Sewer Bid Award

Staff Summary: Bids were received for the Sanitary Sewer project on October 24, 2024. The project includes the replacement of 2,100 linear feet of gravity sewer on West Ingram, N School Street, and Sunrise Avenue. It also included capacity improvements to Lift Station Six near the Lake Tillery Fire Department.

The town received two bids for the project with the low bid at \$2,030,705.50 coming from SKC, INC. Staff has previously worked with SKC and believes they have the capability to complete this job. This bid is within the grant funded amount allocated to this project and both Staff and Town Engineers recommend the approval of the bid.

Direct Cost: Grant Funded \$2,030,705.50	Line Item Utilized Fund 90
Amount Remaining after Action: ~\$815,000	In Current Budget: Yes/No
Plans if Not in Current Budget:	

Staff Recommendation: Staff recommends approving the Resolution of Tentative Award for the Sanitary Sewer Project to SKC, inc.

Examples of Motions:

Approve: I make a motion to approve the resolution of Tentative Award to award the Sanitary Sewer Project Construction to SKC, INC in the amount of \$2,030,705.50

Deny: I make a motion to deny the proposed bid.

Need More Time: I make a motion to table this agenda item to another meeting on (date):

**RESOLUTION OF TENTATIVE AWARD
FOR THE
TOWN OF MOUNT GILEAD, NC
2023 SANITARY SEWER IMPROVEMENTS
(FUNDING NO. SRP-W-ARP-0102)**

WHEREAS, the TOWN OF MOUNT GILEAD, NORTH CAROLINA has received bids, pursuant to duly advertisement notice therefore, for the construction of the 2023 SANITARY SEWER IMPROVEMENTS project; and

WHEREAS, LKC ENGINEERING, PLLC has reviewed the bids; and

WHEREAS, SKC, INC. was the lowest bidder for the 2023 SANITARY SEWER IMPROVEMENTS project, with a bid amount of \$2,030,705.50; and

WHEREAS, the consulting Engineer recommends **TENTATIVE AWARD** to the lowest responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED that **TENTATIVE AWARD** is made to the lowest bidder of SKC, INC in the Bid Amount of \$2,030,705.50.

BE IT FURTHER RESOLVED that such **TENTATIVE AWARD** be contingent upon the approval of the North Carolina Department of Environmental Quality.

Upon motion of _____, seconded by _____, the above

RESOLUTION was unanimously adopted.

This, the 12th day of November 2024.

(Sheldon Poplin Morley, Mayor)

(Seal)

Attest:

(Town Clerk)



Engineering
Landscape Architecture
Surveying

October 30, 2024

Mr. Dylan Haman, Town Manager
Town of Mount Gilead
110 W. Allenton Street
Mount Gilead, NC 27306

Re: Town of Mount Gilead
Sanitary Sewer Improvements
SRP-W-ARP-0102
Engineer’s Recommendation to Award

Dear Mr. Haman:

Bids were received for the Town of Mount Gilead – Sanitary Sewer Improvements project on Thursday, October 24, 2024. This project features the replacement of approximately 2,100 LF of 8-inch gravity sewer along W. Ingram Street, N. School Street, and Sunrise Avenue near downtown Mount Gilead. The project additionally includes capacity and electrical upgrades at Lilly’s Bridge Lift Station (LS#6), which will allow for continued growth along the Lake Tillery corridor.

Two bids were received and accepted as summarized below:

CONTRACTOR	LOCATION	BASE BID AMOUNT
SKC, Inc.	Asheboro, NC	\$2,030,705.50
State Utility Contractors, Inc.	Monroe, NC	\$2,741,325.00

The low bidder for the project is SKC, Inc., from Asheboro, NC. LKC has years of experience working with SKC, collaborating on many successful projects in the Piedmont region of the state. LKC Engineering is confident in the contractor’s ability to perform quality work throughout the project and complete the job on time. Therefore, LKC recommends the award be made to SKC, Inc, contingent upon final authorization and approval from NCDEQ-DWI for the bid amount of **\$2,030,705.50**.

Attached to this recommendation are a Bid Summary and Bid Tabulation showing detailed results of the bid. If you have any questions, please do not hesitate to contact us at (910) 420-1437 or by email at zach@LKCengineering.com.

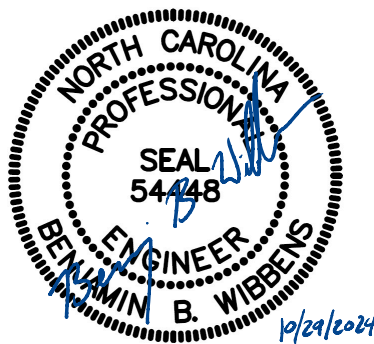
Sincerely,
LKC Engineering, PLLC

Zachary Bennett, EI

SUMMARY OF BID OPENING

Bid Opening - October 24, 2024
Project Name: 2023 Sanitary Sewer Improvements
Town /City Name: Town of Mt. Gilead
LKC Project No: MtGd-23.01

CONTRACTOR	ADDRESS	License Number	Base Bid Amount
SKC, Inc.	Asheboro, NC	39936	\$2,030,705.50
State Utility Contractors, Inc.	Monroe, NC	17793	\$2,741,325.00



LKC

Reviewed and Certified as Presented Above



BID DATE: Thursday, October 24, 2024

PROJECT: 2023 Sanitary Sewer Improvements

TIME: 2:00 PM

LOCATION: Town of Mt. Gilead

Rec'd By: Zach Bennett, E.I.

				SKC, Inc.		State Utility Contractors, Inc.	
	Item Description	Quantity	Unit	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
1.	Mobilization, Bonding, and Insurance, cannot exceed 3% of total bid amount.	1	LUMP SUM	\$50,000.00	\$50,000.00	\$82,000.00	\$82,000.00
Gravity Sewer							
2.	8" SDR 26 PVC Gravity Sewer, 0'-6' Deep	561	LF	\$175.00	\$98,175.00	\$362.00	\$203,082.00
3.	8" SDR 26 Gravity Sewer, 6'-12' Deep	1,308	LF	\$225.00	\$294,300.00	\$367.00	\$480,036.00
4.	8" SDR 26 Gravity Sewer, 12'-18' Deep	200	LF	\$275.00	\$55,000.00	\$450.00	\$90,000.00
5.	4' Diameter Precast Concrete Manhole, 0' - 6' Deep	4	EA	\$10,000.00	\$40,000.00	\$4,400.00	\$17,600.00
6.	4' Diameter Precast Concrete Manhole, 6' - 12' Deep	7	EA	\$14,500.00	\$101,500.00	\$5,200.00	\$36,400.00
7.	4' Diameter Precast Concrete Manhole, 12' - 18' Deep	1	EA	\$18,500.00	\$18,500.00	\$10,000.00	\$10,000.00
8.	4' Diameter Doghouse Precast Concrete Manhole, 6' - 12' Deep	1	EA	\$16,500.00	\$16,500.00	\$20,000.00	\$20,000.00
9.	16" Steel Casing Installed by Bore and Jack on Sheet S-1, Gravity Sewer as Carrier Pipe. Guaranteed Linear Foot Price.	33	LF	\$3,850.00	\$127,050.00	\$3,050.00	\$100,650.00
10.	4" Sewer Service Lateral Reconnection, Along Roadway	5	EA	\$2,500.00	\$12,500.00	\$3,750.00	\$18,750.00
11.	4" Sewer Service Lateral Reconnections, Not Along Roadway (See Special Provisions Item 42.D)	1	LS	\$4,500.00	\$4,500.00	\$65,000.00	\$65,000.00
12.	Rock Excavation (Bid Allowance)	540	CY	\$95.00	\$51,300.00	\$95.00	\$51,300.00
13.	Select Backfill	650	CY	\$35.00	\$22,750.00	\$50.00	\$32,500.00
14.	2" S9.5B Surface Course	1,250	SY	\$32.00	\$40,000.00	\$58.00	\$72,500.00
15.	11" B25.0B Base Course - NCDOT	80	SY	\$225.00	\$18,000.00	\$155.00	\$12,400.00
16.	8" Compacted ABC Base Course	530	TN	\$75.00	\$39,750.00	\$55.00	\$29,150.00
17.	Open Cut & Patch Asphalt Driveway	150	SY	\$145.00	\$21,750.00	\$80.00	\$12,000.00
18.	Gravel for Driveway Repair	50	TNS	\$75.00	\$3,750.00	\$55.00	\$2,750.00
19.	Tree Clearing and Removal	1	LS	\$25,000.00	\$25,000.00	\$50,000.00	\$50,000.00
20.	Traffic Control	1	LS	\$35,000.00	\$35,000.00	\$6,000.00	\$6,000.00
21.	Erosion Control and Cleanup	1	LS	\$25,000.00	\$25,000.00	\$27,000.00	\$27,000.00
22.	Gravity Sewer Cleanup and Testing	2,069	LF	\$7.50	\$15,517.50	\$3.00	\$6,207.00
23.	Abandonment of Existing Gravity Sewer	1	LS	\$45,000.00	\$45,000.00	\$60,000.00	\$60,000.00
Lift Station							
24.	Demolition and Disposal of Existing Lift Station Components	1	LS	\$52,000.00	\$52,000.00	\$40,000.00	\$40,000.00
25.	Site Piping Including All Station Piping, Yard Piping, & Emergency Bypass Quick Connect Replacement	1	LS	\$185,000.00	\$185,000.00	\$125,000.00	\$125,000.00
26.	Pre-Cast Structures - Valve Vault and Meter Vault	1	LS	\$25,000.00	\$25,000.00	\$135,000.00	\$135,000.00
27.	Coating Systems for Wetwell & Exposed Piping	1	LS	\$10,500.00	\$10,500.00	\$40,000.00	\$40,000.00
28.	Submersible Pumps & Accessories	1	LS	\$135,000.00	\$135,000.00	\$140,000.00	\$140,000.00
29.	Magnetic Flow Meter in Pre-Cast Vault	1	LS	\$42,563.00	\$42,563.00	\$35,000.00	\$35,000.00
30.	New Control Panel and Electrical Systems	1	LS	\$135,200.00	\$135,200.00	\$335,000.00	\$335,000.00
31.	Backup Generator and ATS Upgrades	1	LS	\$92,000.00	\$92,000.00	\$105,000.00	\$105,000.00
32.	Bypass Pumping Operation	1	LS	\$65,000.00	\$65,000.00	\$215,000.00	\$215,000.00
33.	Site Work - Gravel, Fence Modifications, Grading, etc.	1	LS	\$62,600.00	\$62,600.00	\$30,000.00	\$30,000.00
WWTP							
34.	Completion of Security Fence (including site work)	1	LS	\$65,000.00	\$65,000.00	\$56,000.00	\$56,000.00
TOTAL BID AMOUNT (SUM OF ITEMS ABOVE):				\$2,030,705.50		\$2,741,325.00	



TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

MEMORANDUM

Meeting Date: 11/12/2024	Agenda Item Number: New Business F
Submitted By: Dylan Haman	Department: Administration
Attachments: Preliminary Sketch for William Taylor	

Topic: William Taylor Easement

Staff Summary: Mr. William Taylor has presented a proposed layout for the requested easement at the end of Industry Avenue. He has offered \$1,000 for the acquisition of this proposed easement. Staff recommends that, regardless of the agreed upon price, Mr. Taylor also pay any relevant attorney fees for the purpose of closing the transaction.

Direct Cost: -	Line Item Utilized -
Amount Remaining after Action: -	In Current Budget: Yes/No
Plans if Not in Current Budget:	

Staff Recommendation: Staff Defers to the Board of Commissioners regarding the sale of the easement.

Examples of Motions:

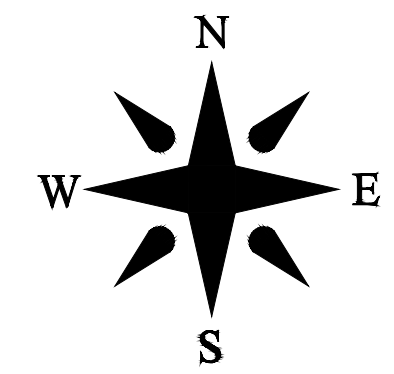
Approve: I make a motion to approve the sale of the proposed easement for \$XYZ dollars, contingent on Mr. William Taylor paying any relevant attorney fees.

Deny: I make a motion to deny the sale of the proposed easement.

Need More Time: I make a motion to table this agenda item to another meeting on (date):

THIS IS A PRELIMINARY PLAT; THIS PLAT IS FOR REVIEW PURPOSES ONLY AND NOT FOR RECORDATION, CONVEYANCES OR SALES.

MUTUAL GIN CO
NO DEED FOUND
PIN 6593-12-96-3063



JORDAN LUMBER & SUPPLY INC.
DB 137 PG 356
PIN 6593-12-95-0978

COTTON GIN DRIVE
60' PUBLIC R/W PER
PC G PG 195A THRU 195C

TOWN OF MT. GILEAD
DB 943 PG 702
TRACT 2 OF PC G PG 195A THRU 195C
PIN 6593-12-95-3728

TOWN OF MT. GILEAD
DB 943 PG 702
TRACT 2 OF PC G PG 195A THRU 195C
PIN 6593-12-95-3728

10' SANITARY
SEWER EASEMENT
PER DB 168 PG 138

30' DUKE POWER
EASEMENT PER
DB 168 PG 827

GUY WIRE
ANCHOR

UTILITY
POLE

INTERIOR DEED LINE OF TOWN

MANHOLE

MANHOLE

WILLIAM TAYLOR
DB 917 PG 843
PC D PG 35A
PIN 6593-12-85-3355

DANIEL BRUTON
DB 372 PG 5
PIN 6593-12-95-2494

TOWN OF MT. GILEAD
DB 926 PG 359
TRACT 1-B OF PC H PG 17C
PIN 6593-12-95-3556



PRELIMINARY SKETCH FOR
WILLIAM TAYLOR
IN THE TOWN OF MT. GILEAD, NC
10-31-2024



TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

MEMORANDUM

Meeting Date: 11/12/2024	Agenda Item Number: New Business G
Submitted By: Dylan Haman	Department: Administration
Attachments: Downtown Streetscape Project Ordinance	

Topic: Downtown Streetscape Project Ordinance

Staff Summary: The Town of Mount Gilead was awarded \$45,000 by the North Carolina Department of Commerce for the purpose of developing a Historic District Streetscape Concept Plan. The Concept plan can be utilized to seek additional funding for engineering design and construction of the proposed plan. The Town Board must establish a project fund for staff to account for these grant dollars.

Direct Cost: -	Line Item Utilized -
Amount Remaining after Action: -	In Current Budget: Yes/No
Plans if Not in Current Budget:	

Staff Recommendation: Staff Recommends approving the Town of Mount Gilead, North Carolina Project Ordinance for the Historic District Streetscape Concept Plan.

Examples of Motions:

Approve: I make a motion to approve the proposed Historic District Streetscape Project Fund.

Deny: I make a motion to deny the proposed project fund.

Need More Time: I make a motion to table this agenda item to another meeting on (date):

Town of Mount Gilead, North Carolina
Project Ordinance
Historic District Streetscape Concept Plan

BE IT ORDAINED by the Governing Board of the Town of Mount Gilead, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Project Ordinance is hereby adopted:

Section 1. The Project Authorized is for the design of a Streetscape Concept Plan in the Mount Gilead Historic District to be financed by the North Carolina Department of Commerce Rural Capacity Building Implementation Program.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the board resolution and the budget contained herein.

Section 3. The following amounts are designated as expenditures for the project:

Concept Design	\$45,000
Total	\$45,000

Section 4. The Following Revenues are anticipated to be available to complete this project:

NC Commerce RC2 Grant Funding	\$45,000
Total	\$45,000

Section 5. The Finance Officer is hereby directed to maintain within the project fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in a reasonable and timely manner.

Section 7. The Finance Officer is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and the Total grant revenues received or claimed.

Section 8. Copies of this capital project ordinance shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and Finance Officer for direction in carrying out this project.

Adopted this ____ day of _____, 2024

Attest: _____
 Lessie D. Jackson, Town Clerk

 Sheldon Morley, Mayor



TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

MEMORANDUM

Meeting Date: 11/12/2024	Agenda Item Number: New Business H
Submitted By: Dylan Haman	Department: Administration
Attachments: Downtown Streetscape Project Ordinance	

Topic: Downtown Streetscape Project Ordinance

Staff Summary: The Town of Mount Gilead announced an RFQ for the Historic District Streetscape Concept plan several Months ago. The Responding firm was Destination by Design, which is recommended by staff.

Direct Cost: -	Line Item Utilized -
Amount Remaining after Action: -	In Current Budget: Yes/No
Plans if Not in Current Budget:	

Staff Recommendation: Staff Recommends approving Destination by Design to design a Streetscape Concept Plan for the Historic District

Examples of Motions:

Approve: I make a motion to Award the Downtown Streetscape Design Project to Destination By Design.

Seek Other Firms: I make a motion to advertise the RFQ and seek other submittals.

September 11, 2024

**Downtown
Streetscape Design**
Town Of Mount Gilead, NC

PREPARED BY:

Destination by Design
Eric Woolridge, Planning Director
eric@dbdplanning.com
(828) 386-1866

01 Introductory Letter

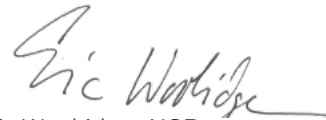
***Dear Members of the
Selection Committee,***

Destination by Design (DbD) is pleased to submit our proposal for the redesign of the streetscape along portions of Main Street and Allenton Street in the Town of Mount Gilead. At DbD, we are passionate about revitalizing historic districts, and we are excited about the opportunity to partner with your team and community to create a streetscape that enhances the beauty, functionality, and historic character of this unique area.

We understand that this project includes state-maintained roadways within the National Historic District, and we are well-versed in working within these sensitive contexts. Our team brings extensive experience in streetscape design for historic Main Street communities from across North Carolina, ensuring that the final design will respect the integrity of the district while incorporating modern amenities and infrastructure improvements. We are also prepared to navigate the complexities of working with state-maintained roadways and the regulatory processes involved.

We are excited that this project will be funded by the RC2 Rural Capacity Building program, and we are fully committed to ensuring that all design and implementation efforts align with the goals of the program. Our firm has successfully completed similar projects funded through state and federal programs, and we understand the importance of adhering to funding requirements, timelines, and budgets.

Thank you for considering Destination by Design for this important project. We look forward to the opportunity to collaborate with the Town of Mount Gilead and contribute to the transformation of Main Street and Allenton Street into vibrant, inviting spaces that reflect the town's historic character while meeting the needs of its residents and visitors.



Eric Woolridge, AICP
Principal Planner, Destination by Design
eric@dbdplanning.com, (828) 386-1866
www.destinationbydesign.com

02 Company Information



Creating Places With Purpose.

DbD is a multi-disciplinary economic development firm comprised of experienced local government planners, licensed engineers and landscape architects, urban designers, and communication experts. We collaborate to plan, develop, brand, and promote destination-quality recreation and tourism assets.

This results in distinctive visual solutions, increased public engagement, and creative end-products for communities and destinations.

We are an award-winning firm of planning and creative professionals specializing in land use planning, infrastructure development, and destination marketing. We have a dedicated team of more than 20 talented professionals who focus on creating both inspiring built-environments as well as compelling place brands.

For more than 10 years, Destination by Design (DbD) has been assisting communities and organizations who recognize quality of life and tourism to be significant components of their economic development strategy. We help develop new “product,” such as vibrant downtowns, increased recreation offerings, expanded conservation areas, greenways and trails, as well as help brand and market these assets for our clients.

One way we do this is by engaging area residents and local leaders, collecting their best ideas, and building genuine consensus. Another is by analyzing data-driven research. Above all, we concentrate on economic development and value creation—the integral elements of our comprehensive planning and design approach.

We are on a mission to help the public sector identify strategic investments to enhance quality of life, attract new talent, promote visitation, and generate private sector growth.

— 03 Project Approach

TASK 1:

Analysis, Community Engagement, Schematic Design, and Preliminary Budgeting

TASK 1.1: KICK-OFF MEETING

Conduct an initial kick off meeting with the Town and project committee to establish clear expectations of the scope of work and timeline. Facilitate a discussion to understand key opportunities and barriers for improving the study area. Determine key stakeholders necessary for engagement to permeate project ownership.

TASK 1.2: COMMUNITY ENGAGEMENT

Based on committee direction, conduct a series of interviews, focus groups, and/or a public workshop to obtain broad insight on how the study area can and should be improved. Effectively engage NCDOT, landowners, business owners, and other community leaders.

TASK 1.3: CONCEPTUAL DESIGN

Based on kick-off meeting discussions, budget constraints, and community engagement, develop an illustrative site master plan for the study area. Provide additional schematics and illustrations that effectively present key recommendations, curb extensions, materials, landscaping, paver bands, and other streetscape features.

TASK 1.4: COUNCIL REVIEW AND PHASING

Present schematic findings to the Town Council and obtain feedback. Update the schematic design accordingly and develop a preliminary construction cost estimate. Determine the appropriate course of action for implementation, whether including the entire study area or a portion thereof.

TASK 2:

Preliminary Engineering and Updated Estimate of Probable Cost

TASK 2.1: PRELIMINARY ENGINEERING

Obtain a design-level survey for the selected final study area. The Council-adopted conceptual plan shall be superimposed into the survey and adjusted per the finalized boundary/topographic information. DbD will develop a preliminary grading plan and revise the site layout. Subsequently, “brainstorming” meetings are anticipated with the Client to discuss any advantageous modifications. Upon Town approval, a final engineering plan will be completed.

TASK 2.2: ESTIMATE OF PROBABLE COST

Based on the preliminary engineering report, DbD will develop a detailed Estimate of Probable Cost.

TASK 3:

Final Design, Permitting, and Bidding

TASK 3.1: FINAL ENGINEERING AND CONSTRUCTION SPECIFICATIONS

DbD shall prepare and process stamped, sealed, and signed construction drawings for the development. Plans shall conform to all applicable local requirements and should include, but are not limited to the following:

Cover Sheet - including plan contents, vicinity map, utility providers' contact information, and other information as required by the jurisdiction.

Demolition Plan- including existing trees, vegetation, buildings, and any other existing structures to be removed; establish tree protection areas and limits of clearing.

Site Geometry Plan – including setbacks, buffers, parking geometry dimensions and data, parking and pavement markings, boundary dimensions, and location of physical improvements such as sidewalks, curb extensions, driveways, street trees, plazas, etc. Tabulations such as parking requirements, site areas, impervious/pervious surface area calculations, and other data as may be required by the jurisdiction shall be included on the Site Plan.

Paving, Grading, and Drainage Plan – including proposed contours and spot shots of roads, drainage ways, parking areas, retaining walls, stormwater management facilities, and establishment of building

floor elevations. Hatched areas representing required pavement sections shall be provided on this plan. Stormwater inlet and pipe selection as well as locations of structures, inlets, and the pipe network shall be shown. Furthermore, stormwater profiles, capacity computations, and HGL computations shall be provided.

Erosion and Sediment Control Plans – DbD shall prepare an initial, intermediate, and final erosion and sediment control plan for the proposed project as required by the local jurisdiction and NPDES. A pollution control plan will also be provided along with erosion control details, notes, and sequence of operations as may be required.

Construction Details – including special construction details, typical sections, drainage details, outlet control structure details, utility details, erosion control details, and any other applicable jurisdictional details.

TASK 3.2: PERMITTING

Obtain the necessary permits to complete the project, which will include but not be limited to the following: the Division of Water Quality (DWQ); North Carolina Department of Transportation; Division of Land Resources; and any other necessary permits.

TASK 2.3: BIDDING

Release bid specifications and sealed drawings in accordance with local government procurement laws.

TASK 4: Contract Administration & Construction Observation

Provide Contract Administration services to assure that the work performed by the contractor is in accordance with the Contract Documents, and the requirements of the Funding Agency. Provide sufficient Construction Observation to assure the project is completed in accordance with the plans and specifications.

04 Project Personnel

We are a team of licensed landscape architects and engineers who offer extensive experience and a diverse skill set that has proven successful in the development and implementation of parks, trails, and greenways which contribute to the built environment. We have an unparalleled history of working with local governments, community leaders, stakeholders, and residents to develop world-class parks and recreation opportunities.

We are experts in community engagement, visualization, and plan implementation; each step we take has a specific purpose, and when combined, culminates in a clear path to change the built environment, increase quality of life for locals, increase visitor demand, and further strengthen the community's position as a premier destination.



Alex Gotherman, PLA

Design Director

Alex joined Destination by Design in 2013. As the Director of Design, Alex enjoys bringing our team's best ideas into reality through the practice of Landscape Architecture. His ideal project employs the entire interdisciplinary team at DbD to discover and leverage a community's unique assets. The cross-pollination of planning, design, engineering, and communication has led to innovative place-based designs throughout the southeast, including master plans, streetscape design, urban infill, parks, greenways, and one-of-a-kind signage + wayfinding packages. On a good day, Alex dreams big of creating exceptional places, and on a great day, he lives it – building a family farm in the summer, snowboarding in the winter, and as a devoted father year-round.



Jason Gaston, PE

Director of Engineering

Jason leads the Destination by Design Engineering team and has more than twenty years of experience as a civil engineer. He has worked extensively in both the public and private realms, including site engineering for downtown streetscapes, greenways, public parks and an array of private development throughout the southeast.



Tim Johnson
Outdoor Recreation Planning Director

With over fifteen years working for the public sector and twenty years of experience in the parks and recreation field, Tim's interests include open space preservation, transportation planning with a pedestrian focus, and regional park, trail, and greenway development. Tim has extensive experience in meeting facilitation and public engagement collaborating with a diverse range of project partners and stakeholders. He has a passion for tourism-related economic development in rural communities and assists with infrastructure development, project implementation, and successful grant funding strategies.



Case Neal, PLA
Senior Landscape Architect

Case Neal is a Landscape Architect with 20 years of experience designing and creating outdoor spaces. From working in multi-disciplinary firms to teaching at a community college and leading his own design-build practice, his experience includes designing residential landscapes, parks & recreation facilities, urban and commercial properties, and educational institutions. When he's not designing, you can find Case looking for waterfalls with his wife and six daughters.



Ed McLean, PLA
Landscape Architect

Ed joined Destination by Design after leaving a career working within the Triangle region of North Carolina. He has worked on a wide range of public and private projects including urban infill, mixed-use, multi-family residential, adaptive reuse, master planning, multimodal transportation, greenways, and parks. Ed enjoys projects that create a sense of place and community pride.



Sydnie Schmidtbauer, PLA
Landscape Architect

With roots in a small Colorado mountain town, Sydnie's love of art and the outdoors has been nurtured through education and travel. Her skills build from transforming broad ideas and large scope concepts through attention to the subtlest details. She is passionate about the power of design to not only shape the spaces in which we live but also, its power to shape human connection within those spaces.



Ivan Vazquez
Landscape Designer

Ivan holds a Bachelors of Science in Landscape Architecture from North Carolina Agricultural & Technical State University. During his undergraduate studies, he was recognized as a 2023 Landscape Architecture Foundation Olmstead Scholar. Growing up in Western North Carolina inspired him to help transform rural communities through the practice of Landscape Architecture. When not in the office, Ivan likes to spend time outdoors and can be found fishing or kayaking in nearby lakes.



Pooja Bonde
Environmental Designer

Pooja began her journey in Industrial/product design after finishing her Bachelors in Architecture. She then pursued her Masters in Industrial design at one of the leading design institutes – NID, Ahmedabad, India. She has worked in multiple design firms gaining experience in a variety of design disciplines such as Wayfinding, Customer Experience, Furniture, Interior, retail and Research design. Outside of work she enjoys painting, dancing, and gardening. Pooja is a self proclaimed “plant lady” who wishes to have her own sanctuary one day.



Jessie Schottanes
Landscape Designer

Jess began her career in the Yestermorrow Design/Build program at the University of Massachusetts. She became the second student to be rewarded a dual master’s degree in Geography and Regional Planning at UMass Amherst. Artist, adventurer, educator, environmental geoscientist, park ranger... these are just a few of the words that could be used to describe her. When Jess isn’t in the office, she can be found hiking local trails, snowboarding, or in the library researching contested landscapes, mountain and trailside communities, or lost resorts.



Caroline Stahlschmidt
Senior Project Manager

Caroline is an experienced project manager and strategic thinker. She is skilled at creating systems and structures to ensure projects are organized and successful. Her 14 years as an account manager with Esri provided extensive experience working with local and state governments. With nine years in online education as a project and product manager, Caroline is excellent at managing multiple, complex projects with virtual and in-person teams. Caroline excels at making connections, asking powerful questions, and helping clients and communities achieve their goals.



Matt Powell
Communications Director



Matt Wagoner
Senior Art Director



Keagan Massie
GIS Planner



Matt Powell
Communications Director



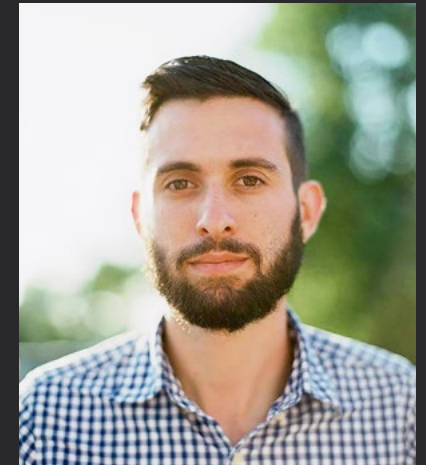
Eric Woolridge
Planning Director



Jon Black
Visual Content Director



Dylan Connell
Graphic Designer



Zachary Hoffman
Project Manager and Designer

05 Relevant Work



Marlinton Trailhead & Streetscape Master Planning

MARLINTON, WV

Marlinton Trailhead & Streetscape Master Planning

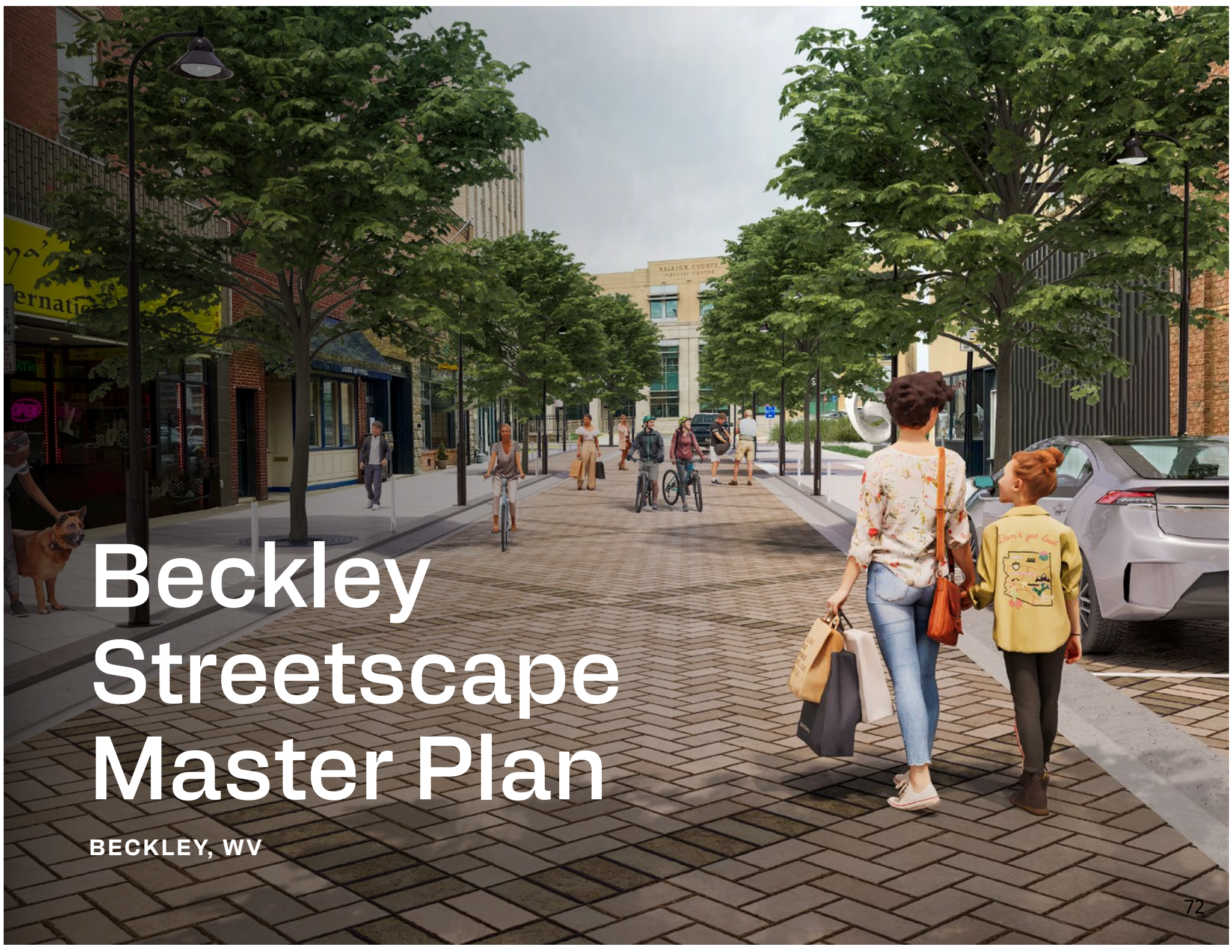
MARLINTON, WV

Public Engagement, Planning, Landscape Architecture, and Budgeting

The Marlinton Downtown Trailhead is designed to be a vibrant and functional hub for outdoor enthusiasts, featuring a total of 60 parking spaces, including 18 on-street, 36 typical, and 6 designated for food trucks or campers. The design incorporates two gateway signs, a modular pump track, two shelters, three benches, a food truck plaza, a two-stall restroom, an entrance plaza, and two kiosks with bike repair stations. Bike-specific infrastructure includes trail access and parking, secure bike parking, and bike repair facilities. Wayfinding and signage are strategically placed to guide visitors and enhance their overall experience.

The proposed downtown improvements for Marlinton include transforming the Town Square into a versatile flex space, featuring a farmer's market and a stage for outdoor music and events. Enhancements to 8th Street, the town's main street, involve incorporating paver bump-outs and crosswalks into the existing streetscape to create safer intersections for both trail and pedestrian traffic. Additionally, new street trees and furnishings, such as street lights and tree grates, will be added. The plans for 2nd and 3rd Avenues focus on potential infill and commercial development, while redesigned parking solutions at the First Citizens Bank lot and the proposed Marlinton Municipal Building lot will improve traffic flow and accessibility with angled and parallel parking, as well as sidewalk connections.





Beckley Streetscape Master Plan

BECKLEY, WV

Beckley Outdoors Outdoor Economy Action Plan

BECKLEY, WV

Destination Park Design, Downtown
Streetscape Master Planning, Trail
Planning, Signage Design, and Branding

Beckley Outdoors was developed over 18-months and included extensive public engagement and the development of a wide range of innovative projects aimed at enhancing Beckley's outdoor economy. Our team spearheaded the design of multiple destination parks to serve as hubs for recreation and private investment. We crafted a downtown streetscape master plan with a special focus on accessibility and pedestrian mobility. Our trail planning efforts focused on creating extensive, accessible trail networks that connect to the City's rail trail, but also provide a breadth of urban mountain biking opportunities. Beckley's fresh branding and signage package will inform visitors, while establishing a strong, recognizable identity for the community's outdoor economy that attracts visitors and fosters local pride.

LINKS

[Community
Engagement Video](#)

[Outdoor Tourism Plan](#)





Laurel Creek Park

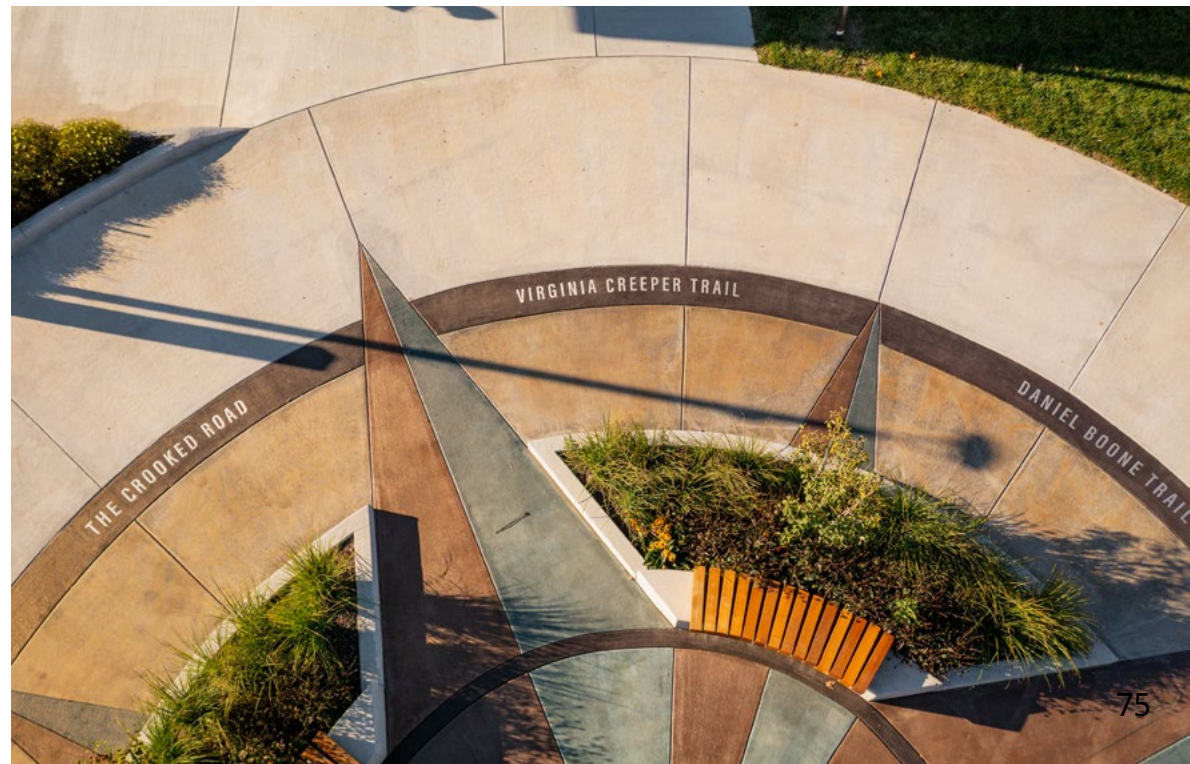
DAMASCUS, VA

Laurel Creek Park

DAMASCUS, VA

Design, Engineering, Permitting,
and Construction Administration

Laurel Creek Park and its downtown bike connector seamlessly integrates the 34-mile Virginia Creeper Rail Trail into downtown Damascus. DbD was responsible for the design, engineering, permitting, and construction administration of this project, which required thoughtful planning and extensive coordination with local business owners, DOT, and permitting agencies. Completed in 2021, the project includes the expansion of the trail through the heart of Main Street and the creation of a new and vibrant public plaza.



An aerial photograph of a park in Spindale, NC. The park features a pump track with red and black sections, a skate park with ramps and rails, and a playground with various structures. People are seen using the facilities. In the background, there are residential houses and trees.

Spindale Streetscape and Pump Track/Skate Park

SPINDALE, NC

Spindale Streetscape and Pump Track/Skate Park

SPINDALE, NC

Planning, Landscape Architecture,
Engineering, Permitting, and Construction
Administration

DbD spearheaded the planning and engineering efforts to revitalize the Town's streetscape, emphasizing branding, pedestrian accessibility, and aesthetics. Recently, DbD completed the engineering, permitting, and bidding for a new pump track and skate park adjacent to the downtown core. This park is currently under construction and will continue to be managed by DbD until completion. In addition to providing planning, design, engineering, and construction administration services, DbD has successfully secured over \$3 million in grant funding to support the implementation of these projects.

REFERENCE

Scott Webber
Town Manager
Spindale, North Carolina
(828) 286-2541

gswebber@spindalenc.net





Streetscape and Park Design

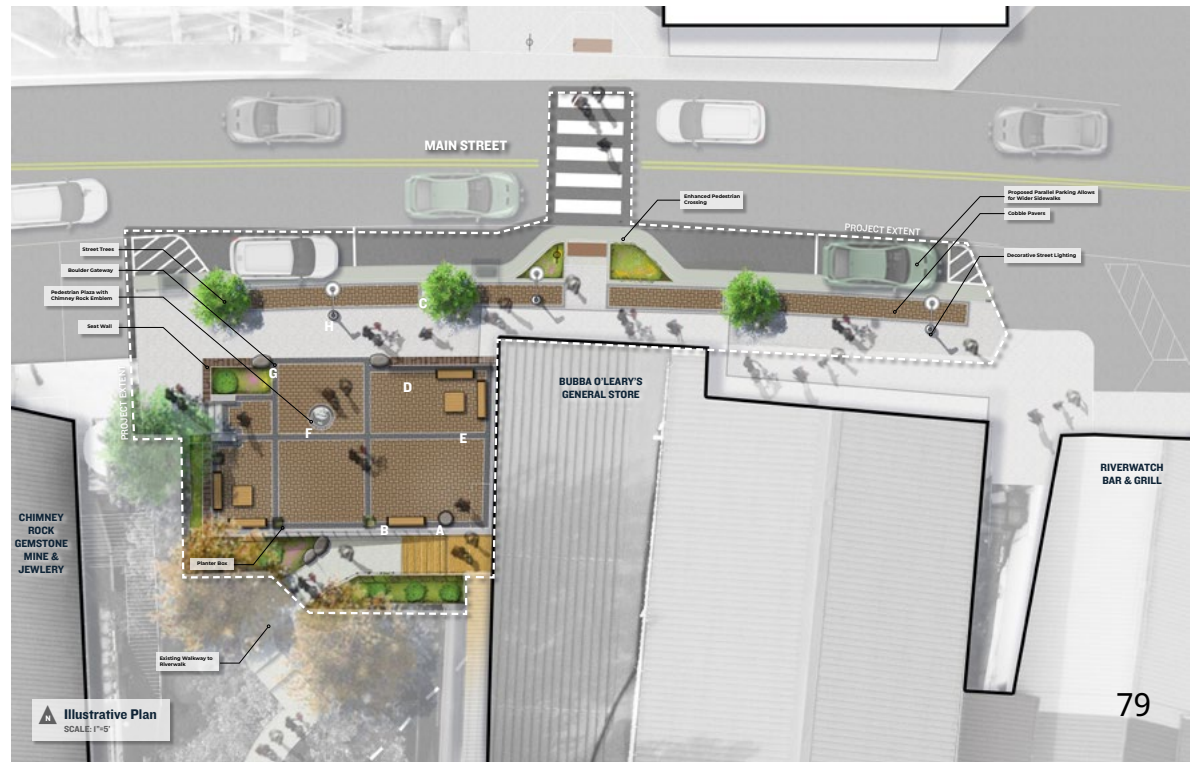
CHIMNEY ROCK VILLAGE, NC

Streetscape and Park Design

CHIMNEY ROCK VILLAGE, NC

Planning, Landscape Architecture, Engineering, Permitting, and Construction Administration

Chimney Rock Village is uniquely positioned to facilitate connections for area visitors between Rutherford County's rural downtown atmosphere and natural environment. In collaboration with the RCTDA, the village created a vision in the Rutherford Bound plan to increase pedestrian mobility and visitor capacity to better connect the area's natural environment with village amenities. Destination by Design has worked with these partners to develop the new streetscape and village square which provides direct access to the Broad River Riverwalk. These projects set the stage for future streetscape improvements that will further enhance the downtown area and enable the Village to realize its vision.



Let's Get
Started.



828-386-1866

eric@dbdplanning.com

Monday-Friday
9:00am-5:00pm



TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

MEMORANDUM

DATE: November 12, 2024
TO: Mayor and Board of Commissioners
FROM: Dylan Haman, Town Manager
RE: Manager's Report

1. The Town has received our Draft Financial Statements for the year ended June 30, 2024. There are several items worth pointing out on the financial statements including:
 - a. There were no General Statute Violations, Budget Violations, or Deficit Fund Balances. This is the first time in several years that we have had no violations of this nature.
 - b. The Town has only one material weakness to report, which is lack of segregation of duties. This weakness is extremely common in small towns.
 - c. Generally speaking, our overall financial performance improved during the 23-24 fiscal year.
 - d. Our Fund Balance increased for the first time in 5 years.
2. Staff is Cross-Training Allena Ingram on Bank Reconciliations, and Lessie Jackson on Payroll. The goal is to ensure that operations could continue if an employee were to be unable to complete their job due to sickness or life-events.
3. The Dump Truck is currently having electrical work on the brake lights. As soon as we get the truck back from the shop, we will attach the leaf machine to begin loose leaf pickup. We expect to have the truck back by the end of the week of the 11th.
4. Staff plans to begin the process of installing our Christmas lights next week. We have 47 brand new Christmas lights this year, which replaces about half of the total lights. We are very excited for the new Christmas lights and they will look very nice! We plan to replace the remainder of the lights during the next fiscal year.
5. Staff has issued 4 conditional employment offers for Police Officers, including two full time and two part time offers. Staff is currently waiting on the State board to approve their hire.
6. Staff is considering the purchase of a police vehicle that may be available. We will disclose details as more information becomes available.
7. The Christmas Parade will be Saturday December 7 at 4pm, and the Tree Lighting will occur around 6 pm.