

**Town of Mineral Springs
Mineral Springs Town Hall
3506 Potter Road S ~ Mineral Springs
Mineral Springs Town Council
Regular Meeting
October 10, 2024 ~ 7:30 P.M.
AGENDA**

1. Opening

The meeting will be called to order, an invocation will be delivered, and the Pledge of Allegiance will be recited.

2. Public Comments

The town council will hear comments from members of the public on any matters of interest to them during this ten-minute period.

3. Consent Agenda – Action Item

- A. Approval of the September 12, 2024 Regular Meeting Minutes
- B. Acceptance of the August 2024 Union County Tax Report
- C. Acceptance of the August 2024 Finance Report

4. Consideration of the Sidewalk Grant Application – Action Item

The council will consider approving the application for discretionary funding for the downtown sidewalk project.

5. Consideration of the Greenway Parking Lot Maintenance – Action Item

The council will consider approving the estimate for the needed maintenance of the parking lot at the greenway.

6. Consideration of the Motion Lights for Town Hall and Future Community Center – Action Item

The council will consider approving the estimate for the installation of motion light for town hall and the future community center.

7. Staff Reports

The staff will update the council on any developments that may affect the town.

8. Other Business

9. Adjournment

**Draft Minutes of the
Mineral Springs Town Council
Regular Meeting
September 12, 2024 – 7:30 p.m.**

The Town Council of the Town of Mineral Springs, North Carolina, met in Regular Session at the Mineral Springs Town Hall located at 3506 Potter Road S, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, September 12, 2024.

Present: Mayor Frederick Becker III, Mayor Pro Tem Valerie Coffey, Councilman Jerry Countryman, Councilwoman Janet Critz, Councilwoman Lundeen Cureton, and Councilman Jim Muller.

Absent: Councilwoman Bettylyn Krafft.

Staff Present: Town Clerk/Zoning Administrator Vicky Brooks, Attorney Bobby Griffin and Administrative Assistant/Deputy Town Clerk Sharelle Quick.

Visitors: Gary Sides.

1. Opening

With a quorum present at 7:30 p.m. on September 12, 2024, Mayor Becker called the regular meeting to order.

Councilwoman Critz delivered the invocation.

Pledge of Allegiance.

2. Public Comments

There were no public comments.

3. Consent Agenda – Action Item

Councilman Countryman motioned to approve the consent agenda containing the August 8, 2024 Regular Meeting Minutes, the July 2024 Union County Tax Report, and the July 2024 Finance Report as presented, and Councilwoman Cureton seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Muller. Nays: None.

4. Union County Public Schools Communications Office Presentation

Union County Board of Education Representative Gary Sides made a short presentation to the town council about the bond referendum that Union County Public Schools will have on the November 5th ballot, which involves two projects. 1. Refurbish the old Forest Hills and move East Union Middle over to the old high school, saving the taxpayers close to \$100,000,000 versus building a new middle school. 2. Parkwood High School Phase 1, which is a design, site preparation, permitting, and making sure there are no “nasty things” in the soil or rocks that would have to be blown up, which would be an approximate cost of \$10,000,000 of the \$39,000,000.

Mr. Sides explained that the one thing about the proposed new Parkwood High School was that it would be the first three-story high school in Union County if the bond is successful this go round and then hopefully a successful bond in two more years for the new school. The reason the school board is planning to do the same type of long-range project that they are doing over at Forest Hills was to retain the old Parkwood High School and refurbish it as a new middle school, and then turn the current middle school into a super elementary school.

5. Consideration of Approving the Charlotte Regional Transportation Planning Organization Memorandum of Understanding – Action Item

Mayor Becker explained that CRTPO had been working on the MOU for approximately two years, but there had not been any substantive changes since Mineral Springs signed onto it ten years ago. The big changes were in the voting membership, because it has a weighted vote, which was a source of controversy; Charlotte has 31 votes, Cornelius has 2, Davidson has 1, Mineral Springs has one, etc. for a total of 74 votes if you count all the member jurisdictions. Charlotte kept the 31 votes, Mayor Becker believed there was originally a total of 68 votes, but they added a vote to each county for a total of 3, and then Waxhaw went from 1 to 2 because of its population increase. Now Charlotte has a smaller percentage, which did not satisfy everybody, because they thought Charlotte had too much clout from the vote. When they did a review of the voting history for the past five or so years, there weren't really any situations where everybody tried to outvote Charlotte and couldn't; even if there were controversial votes where there were a half dozen votes against, the weighted vote still did not skew the votes away. Mayor Becker noted that Charlotte had 52% of the population and 47% of the vote and now they have 55% of the population and 43% of the vote. Mineral Springs now has less votes per capita than before. It took CRTPO a long time to vote to adopt the weighted voting, but it was not unanimous.

Councilwoman Critz commented at least in this case it was not impossible, but in the other situation it was possible.

Mayor Becker responded that it wasn't impossible, but it was extremely difficult because Charlotte had 31 out of approximately 66, so if five people were missing, then everybody else voted they couldn't outvote Charlotte. It is now more reasonable.

Mayor Becker mentioned that the fees were based on population and the county fees jumped quite a bit; the membership for Mineral Springs is still approximately \$1,000.

Councilwoman Coffey motioned to approve that Memorandum of Understanding and Councilwoman Critz seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Muller. Nays: None.

Councilwoman Critz asked Mayor Becker if there was a current list of names.

Mayor Becker responded that the names were on the CRTPO website, which was always updated.

6. Consideration of the Order of Collection to Union County for 2024 Taxes – Action Item

Mayor Becker explained this was the Order of Collection from Union County. The tax levy is currently \$83,699.21. If the council adopts the tax charge, they would be formally authorizing the Union County Tax Administrator to collect the Mineral Springs Taxes.

Councilman Countryman motioned to authorize and issue the charge and Councilwoman Coffey seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Muller. Nays: None.

7. Report on the Sidewalk Grant Application to CRTPO

Mayor Becker explained that he did not provide the council with any information, because it was a "work in progress" on the sidewalk plan. Mayor Becker has been working with CRTPO Bike/Ped Coordinator Curtis Bridges and the CRTPO Grant Coordinator Jennifer Stafford. The process is complicated; information was received back from NCDOT, there were some revised cost estimates that were different from the initial "back of the napkin" plan, but the plan remained the same and, in some ways, the new bids were lower on what was being planned.

There was a "snag" in the plans that Mayor Becker did not believe could be overcome this time around. The plan was to run approximately 170 feet from where the sidewalk ends between Farley's and Spiro's crossing the tracks (essentially widening the shoulder, without putting in a sidewalk; CSX could be more amenable to asphalt according to NCDOT), and then ending at Eubanks to allow for an accessible crossing, because there is a lot of [foot] traffic there. Unfortunately, the first estimate from NCDOT Rail Division was \$800,000, because the whole pole/signal arm would have

to be moved. Mayor Becker was told by NCDOT Rail Division that the pole/signal arm would have to be moved toward the building and they were not sure there would be enough room between it and the building, so they wanted to move it in and have the sidewalk go between the pavement and the stanchion. Mayor Becker went out with his tape measure and camera and found that there was 11 ½ feet between the building and the stanchion, which looked like a five-foot sidewalk could be put in without moving the pole/signal arm. The Mineral Spring Fertilizer building is already encroaching in the NCDOT right-of-way on Potter Road and the railroad right-of-way. With it being in the Potter Road right-of-way, Burt could not say “no”, although it would take out his sign and Farley’s sign, but the town would have to of course...

Councilwoman Critz asked what Mayor Becker meant when he said, “He couldn’t say no”, it is grandfathered has long as he did not have to move it.

Mayor Becker continued that Burt did not have to move anything, but it was in the right-of-way, so it was not his building, or land [taken] from him. There is an HVAC unit in the way, which would have to be moved, and those expenses would be absorbed by the project. Mayor Becker went back to NCDOT Division 10 Planning/Funding Representative Lee Ainsworth, who went back to NCDOT Rail Division to see if there was anything to prohibit going between the building and the rail stanchion. The answer was “No, but there would have to be a minimum of five feet from the center of the rail stanchion,” which would still be plenty of room, but “You still need to have certain types of signals where it crosses the sidewalk,” so there would have to be another arm and certain types of lights. It is an old signal, which does not meet current standards. If something was going to be replaced, the signal had to be changed and that is still \$800,000.

Councilwoman Critz asked how they could justify that amount of money.

Mayor Becker responded, “That’s a question I could ask, but I know I would never get an exact answer.”

Mayor Becker explained there was not a formal bid estimate on that section, because he knew the town did not stand a good chance of having the grant approved for such a short length. Mayor Becker did talk with Ms. Stafford and Mr. Bridges about it and told them he thought it could probably be done as a phase two someday, where the sidewalk would go all the way up Potter Road to Charlton Oaks; there are a lot of residences there and it would be connecting a larger existing sidewalk. If a signal had to be paid for it might be more amenable to the grant evaluators. Ms. Stafford thought that was a good idea too. In the meantime, this grant application would just be looking at the southern side of 75 [Waxhaw Highway] from Circle K to the end of the three shops, on the north from the corner down across where John Maida’s building would be (if he builds, he would put in the sidewalk), in front of Spiro’s property, connecting with the sidewalk at the fire department, which would allow walking from Gordon’s to the Post Office. Mayor Becker felt the critical section was to go from town hall to Circle K. There would also be crosswalks, ramps, and signals downtown. The NCDOT estimate for those areas was a total of \$1,253,000 with inflation and contingency built in, which was less than expected. A 30% match would be \$375,000 and a 35% match would be \$438,000, which is under the \$500,000 ceiling the town was looking at paying. Currently, the town has a fund balance hovering around \$1,500,000, so there is money for the match.

Mayor Becker noted he would be finding out on Wednesday about the “scoring sheet” when he attends an in-person meeting. The scoring sheet is complicated, and it has to do with how many destinations were being tied together, what type of amenities (bike racks/benches) were being proposed, and if it would reduce emissions from cars coming off the road (there are formulas to calculate that); points are added for those. Ms. Stafford told Mayor Becker that 170 points was generally likely to get the grant as long as the match was at least 30%, but nothing was guaranteed. Grants are competitive and there is only \$6,000,000 for bike/ped grants in this cycle. The town’s grant would be about \$900,000 after taking off the match. Ms. Stafford also told Mayor Becker if the grant request was over a \$1,000,000, it would fall into another category where you would get 20 points instead of 5 for effective use of funds. Mayor Becker did not understand why spending more money gave more points, but that was the way it worked. They were hoping to be able to do the

railroad thing for a \$200,000 price tag and tack it on, but that can't happen, so the town may have to up the match, which would get more points and there was room in the budget to do the 35% and still be under the \$500,000. Mayor Becker will be working on it with CRTPO to see if the town could go with a request of \$800,000+.

Councilwoman Critz asked when Mayor Becker thought he would have that.

Mayor Becker responded that it would be by the next meeting when he would have to have a full application written up for the council to approve, along with having a Grant Project Ordinance drawn up, because the town would need to encumber the match funds. A project ordinance encumbering the funds must be adopted by the council, because this is a four-year project, engineering next year, right-of-way two years later, and construction in the fourth year. Mayor Becker stated the next council meeting was kind of "drop dead", because the application deadline is October 31st. Mayor Becker will attend the mandatory pre-application meeting on Wednesday in-person and then CRTPO will work with him online to get the application completed and submitted on time.

8. Consideration of a Proclamation for Constitution Week – Action Item

Mayor Becker explained this was the same proclamation that was recommended by the DAR Chapter, which was to declare September 17th through September 23rd as Constitution Week 2024. September 17th through the 23rd is declared by Presidential Decree to be Constitution Week, so the town would be following suit if the Proclamation is approved. Mayor Becker read the Proclamation out loud.

Councilwoman Critz motioned that the Town of Mineral Springs sends this Proclamation in the affirmative and Councilman Countryman seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Muller. Nays: None.

The Proclamation is as follows:

**Town of Mineral Springs
Proclamation**

**Constitution Week
September 17th – 23rd, 2024**

Whereas, the Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

Whereas, September 17, 2024, marks the two hundred thirty-seventh anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

Whereas, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

Now, Therefore, I, Frederick Becker, III, by virtue of the authority vested in me as Mayor of the Town of Mineral Springs in the State of North Carolina do hereby proclaim the week of September 17 through 23, 2024 as

~ Constitution Week ~

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

In Witness Of, I have hereunto set my hand and caused the Seal of the Town of Mineral Springs to be affixed this 12th day of September in the year of our Lord two thousand twenty-four.

Frederick Becker III, Mayor
Town of Mineral Springs

ATTEST:

Vicky A Brooks, CMC, NCCMC

9. Staff Reports

Mayor Becker reminded the council that there was a discussion last month about getting Ron McCollum to look at doing some grading work at the Greenway Parking Lot. Mayor Becker explained with the short month after the delayed meeting he only had three weeks and he was out of town one of those weeks, he was not able to get up with Mr. McCollum. Mayor Becker stated he would come back to the council next month with some advice from Mr. McCollum on what would be best to do, economically, but to reasonably get the parking lot regraded and added some more cohesive gravel where needed.

10. Other Business

Councilwoman Critz reminded the council that the visual at the Greenway Parking Lot area and the signs had been in need of repair. A young man, Corbin Bjorkfelt, who was doing a civics project, had contacted Councilwoman Critz (as a councilmember) to ask if there was anything the town could do. Thanks to several council members and the mayor, the signs were ordered and replaced, the landscape was lowered to make the visual safer with a wider scope. Councilwoman Critz explained that Corbin Bjorkfelt sent a letter for her to read to Mayor Becker as follows: "Thank you for considering my observation about the safety and the signs of Mineral Springs Greenway Parking Lot and then quickly resolving the issue." Councilwoman Critz noted that she thought the young man was overwhelmed and excited that he made a request and saw it played out with expediency, and she hoped that it encouraged him and his view of local government. "One person can make a difference," Councilwoman Critz said.

Mayor Becker thanked Councilwoman Critz, Eric Bjorkfelt, and Corbin Bjorkfelt. Additionally, Mayor Becker thanked Councilwoman Krafft (in absentia), because she and her son Jordan had done quite a bit of work at the Greenway Parking Lot as well.

Councilwoman Cureton noted that there had been people working on the property next door to her; the property had been cleared off and they were burning a lot of stuff.

11. Adjournment – Action Item

At 7:58 p.m. Councilwoman Coffey motioned to adjourn the meeting and Councilwoman Critz seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Muller. Nays: None.

The next regular meeting will be on Thursday, October 10, 2024 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

Vicky A. Brooks, CMC, NCCMC, Town Clerk

Frederick Becker, Mayor

To: Town of Mineral Springs
Rick Becker

From: Vann Harrell 
Tax Administrator

Date: September 13, 2024

Re: Departmental Monthly Report

The Tax Collector's monthly/year to date collections report for the month ending August 30, 2024 is attached for your information and review.

Should you desire additional information, I will provide that at your request.

Attachment

VH/JM

AUGUST 2024
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

AUGUST 30, 2024 REGULAR TAX	2024	2023	2022	2021	2020	2019
BEGINNING CHARGE	83,893.40	82,405.89	80,802.40	80,155.13	69,817.57	67,992.78
TAX CHARGE						
PUBLIC UTILITIES CHARGES						
DISCOVERIES						
NON-DISCOVERIES						
RELEASES	(16.59)	(0.09)				
TOTAL CHARGE	83,876.81	82,405.80	80,802.40	80,155.13	69,817.57	67,992.78
BEGINNING COLLECTIONS	327.89	82,279.73	80,763.13	80,071.09	69,697.31	67,926.80
COLLECTIONS - TAX	5,080.08	13.05	2.49			
COLLECTIONS - INTEREST		0.63	0.40			
TOTAL COLLECTIONS	5,407.97	82,292.78	80,765.62	80,071.09	69,697.31	67,926.80
BALANCE OUTSTANDING	78,468.84	113.02	36.78	84.04	120.26	65.98
PERCENTAGE OF REGULAR	6.45%	99.86%	99.95%	99.90%	99.83%	99.90%
COLLECTION FEE 1.25 %	63.50	0.17	0.04	-	-	-

AUGUST 2024
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

2018	2017	2016	2015
67,409.94	65,441.40	61,553.74	62,157.91
67,409.94	65,441.40	61,553.74	62,157.91
67,403.17	65,437.75	61,550.09	62,151.90
67,403.17	65,437.75	61,550.09	62,151.90
6.77	3.65	3.65	6.01
99.99%	99.99%	99.99%	99.99%
-	-	-	-

Town of Mineral Springs

FINANCE REPORT

August 2024

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III
Finance Officer

October 10, 2024

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Cash Flow Report FY2024 YTD

7/1/2024 through 8/31/2024

9/17/2024

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Category	7/1/2024- 8/31/2024
INCOME	
Interest Income	9,883.32
Other Inc	
Sales Tax Refunds	936.31
Zoning	2,755.00
TOTAL Other Inc	3,691.31
Prop Tax Prior Years	
Prop Tax 2019	
Receipts 2019	
Int	0.27
TOTAL Receipts 2019	0.27
TOTAL Prop Tax 2019	0.27
Prop Tax 2021	
Receipts 2021	
Int	2.68
Tax	10.92
TOTAL Receipts 2021	13.60
TOTAL Prop Tax 2021	13.60
Prop Tax 2022	
Receipts 2022	
Int	2.10
Tax	13.53
TOTAL Receipts 2022	15.63
TOTAL Prop Tax 2022	15.63
Prop Tax 2023	
Receipts 2023	
Int	1.05
Tax	18.42
TOTAL Receipts 2023	19.47
TOTAL Prop Tax 2023	19.47
TOTAL Prop Tax Prior Years	48.97
Property Tax 2024	
Receipts 2024	
Tax	321.68
TOTAL Receipts 2024	321.68
TOTAL Property Tax 2024	321.68
TOTAL INCOME	13,945.28
EXPENSES	
Ads	94.52
Attorney	947.70
Community	
Communication	
Social Media	4,188.00
TOTAL Communication	4,188.00
Greenway	51.03
Parks & Rec	
Park	605.84
TOTAL Parks & Rec	605.84
Special Events	

Cash Flow Report FY2024 YTD

7/1/2024 through 8/31/2024

9/17/2024

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Category	7/1/2024- 8/31/2024
Services	876.00
TOTAL Special Events	876.00
TOTAL Community	5,720.87
Emp	
Benefits	
Dental	228.00
Life	217.44
NCLGERS	4,078.70
Vision	42.00
TOTAL Benefits	4,566.14
Bond	550.00
FICA	
Med	386.34
Soc Sec	1,651.95
TOTAL FICA	2,038.29
Payroll	386.86
Work Comp	2,076.04
TOTAL Emp	9,617.33
Office	
Clerk	7,998.00
Council	2,400.00
Deputy Clerk	2,293.82
Dues	5,874.84
Equip	1,155.42
Finance Officer	7,382.00
Ins	4,377.94
Maint	
Materials	18.08
Service	1,316.00
TOTAL Maint	1,334.08
Mayor	1,000.00
Records	5,956.19
Supplies	249.63
Tel	3,325.37
Util	360.41
TOTAL Office	43,707.70
Planning	
Administration	
Contract	2,490.64
Salaries	6,908.00
TOTAL Administration	9,398.64
Misc	491.05
TOTAL Planning	9,889.69
Street Lighting	169.38
Tax Coll	
Contract	4.63
TOTAL Tax Coll	4.63
Travel	1,500.31
TOTAL EXPENSES	71,652.13

TRANSFERS

Cash Flow Report FY2024 YTD

7/1/2024 through 8/31/2024

9/17/2024

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Category	7/1/2024- 8/31/2024
FROM Idle Funds First National	10,000.00
TO Check Min Spgs	-10,000.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-57,706.85

Account Balances History Report - As of 8/31/2024

(Includes unrealized gains)

9/19/2024

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Account	6/29/2024 Balance	6/30/2024 Balance	7/31/2024 Balance	8/31/2024 Balance
ASSETS				
Cash and Bank Accounts				
Check Min Spgs	60,209.07	60,209.07	15,568.07	8,709.82
Idle Funds First National	367,618.73	367,802.04	368,018.19	358,189.37
NCCMT_Cash	1,063,514.91	1,067,990.41	1,072,729.63	1,077,486.40
TOTAL Cash and Bank Accoun...	1,491,342.71	1,496,001.52	1,456,315.89	1,444,385.59
Other Assets				
State Revenues Receivable	0.00	62,962.27	58,747.94	55,357.58
TOTAL Other Assets	0.00	62,962.27	58,747.94	55,357.58
TOTAL ASSETS	1,491,342.71	1,558,963.79	1,515,063.83	1,499,743.17
LIABILITIES				
Other Liabilities				
Accounts Payable	692.77	2,206.54	692.77	692.77
TOTAL Other Liabilities	692.77	2,206.54	692.77	692.77
TOTAL LIABILITIES	692.77	2,206.54	692.77	692.77
OVERALL TOTAL	1,490,649.94	1,556,757.25	1,514,371.06	1,499,050.40

Mineral Springs Monthly Revenue Summary 2024-25

TOWN OF MINERAL SPRINGS											
REVENUE SUMMARY 2024-25											
Source	Budget	Receivable	Rec'd YTD	% of Budget	July	August	September	October	November		
Property Tax - prior	\$ 400.00	\$ 351.03	\$ 48.97	12.2%	\$ -	\$ 48.97					
Property Tax - 2024	\$ 85,380.00	\$ 85,058.32	\$ 321.68	0.4%	\$ -	\$ 321.68					
Interest	\$ 47,195.00	\$ 37,311.68	\$ 9,883.32	20.9%	\$ 4,955.37	\$ 4,927.95					
Sales Tax - Electric	\$ 209,000.00	\$ 209,000.00	\$ -	0.0%	\$ -	\$ -					
Sales Tax - Sales & Use	\$ 38,400.00	\$ 38,400.00	\$ -	0.0%	\$ -	\$ -					
Sales Tax - Other Util.	\$ 19,950.00	\$ 19,950.00	\$ -	0.0%	\$ -	\$ -					
Sales Tax - Alc. Bev.	\$ 13,500.00	\$ 13,500.00	\$ -	0.0%	\$ -	\$ -					
Vehicle Taxes	\$ 8,650.00	\$ 8,650.00	\$ -	0.0%	\$ -	\$ -					
Zoning Fees	\$ 5,500.00	\$ 2,745.00	\$ 2,755.00	50.1%	\$ 2,285.00	\$ 470.00					
Other	\$ 1,000.00	\$ 63.69	\$ 936.31	93.6%	\$ -	\$ 936.31					
Totals	\$ 428,975.00	\$ 415,029.72	\$ 13,945.28	3.3%	\$ 7,240.37	\$ 6,704.91	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL			\$ 13,945.28		\$ 7,240.37	\$ 6,704.91	\$ -	\$ -	\$ -	\$ -	\$ -
	December	January	February	March	April	May	June	June a/r			
Property Tax - prior											
Property Tax - 2024											
Interest											
Sales Tax - Electric											
Sales Tax - Sales & Use											
Sales Tax - Other Util.											
Sales Tax - Alc. Bev.											
Vehicle Taxes											
Zoning Fees											
Other											
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Mineral Springs Budget Comparison 2024-25

TOWN OF MINERAL SPRINGS											
BUDGET COMPARISON 2024-25											
Appropriation dept	Budget	Unspent	Spent YTD	% of Budget	July	August	September	October	November		
Advertising	\$ 1,200.00	\$ 1,105.48	\$ 94.52	7.9%	\$ -	\$ 94.52					
Attorney	\$ 7,200.00	\$ 6,252.30	\$ 947.70	13.2%	\$ 300.00	\$ 647.70					
Audit	\$ 5,230.00	\$ 5,230.00	\$ -	0.0%	\$ -	\$ -					
Charities & Agencies	\$ 12,575.00	\$ 12,575.00	\$ -	0.0%	\$ -	\$ -					
Community Projects	\$ 24,488.00	\$ 18,767.13	\$ 5,720.87	23.4%	\$ 5,394.71	\$ 326.16					
Contingency	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -	\$ -					
Employee Overhead	\$ 43,600.00	\$ 33,982.67	\$ 9,617.33	22.1%	\$ 6,219.82	\$ 3,397.51					
Elections	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -					
Fire Protection	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	\$ -	\$ -					
Intergovernmental	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -					
Office & Administrative	\$ 196,638.00	\$ 152,930.30	\$ 43,707.70	22.2%	\$ 31,868.21	\$ 11,839.49					
Planning & Zoning	\$ 50,448.00	\$ 40,558.31	\$ 9,889.69	19.6%	\$ 5,674.44	\$ 4,215.25					
Street Lighting	\$ 1,900.00	\$ 1,730.62	\$ 169.38	8.9%	\$ 169.38	\$ -					
Tax Collection	\$ 1,800.00	\$ 1,795.37	\$ 4.63	0.3%	\$ -	\$ 4.63					
Training	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -	\$ -					
Travel	\$ 3,600.00	\$ 2,099.69	\$ 1,500.31	41.7%	\$ -	\$ 1,500.31					
Capital Outlay	\$ 62,296.00	\$ 62,296.00	\$ -	0.0%	\$ -	\$ -					
Totals	\$ 428,975.00	\$ 357,322.87	\$ 71,652.13	16.7%	\$ 49,626.56	\$ 22,025.57	\$ -	\$ -	\$ -	\$ -	\$ -
Off Budget:											
Interfund Transfers											
Total Off Budget:			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

August 2023 Cash Flow Report - Aug 2024

8/1/2024 through 8/31/2024

9/17/2024

Page 1

Category	8/1/2024- 8/31/2024
INCOME	
Interest Income	4,927.95
Other Inc	
Sales Tax Refunds	936.31
Zoning	470.00
TOTAL Other Inc	1,406.31
Prop Tax Prior Years	
Prop Tax 2019	
Receipts 2019	
Int	0.27
TOTAL Receipts 2019	0.27
TOTAL Prop Tax 2019	0.27
Prop Tax 2021	
Receipts 2021	
Int	2.68
Tax	10.92
TOTAL Receipts 2021	13.60
TOTAL Prop Tax 2021	13.60
Prop Tax 2022	
Receipts 2022	
Int	2.10
Tax	13.53
TOTAL Receipts 2022	15.63
TOTAL Prop Tax 2022	15.63
Prop Tax 2023	
Receipts 2023	
Int	1.05
Tax	18.42
TOTAL Receipts 2023	19.47
TOTAL Prop Tax 2023	19.47
TOTAL Prop Tax Prior Years	48.97
Property Tax 2024	
Receipts 2024	
Tax	321.68
TOTAL Receipts 2024	321.68
TOTAL Property Tax 2024	321.68
TOTAL INCOME	6,704.91
EXPENSES	
Ads	94.52
Attorney	647.70
Community	
Parks & Rec	
Park	326.16
TOTAL Parks & Rec	326.16
TOTAL Community	326.16
Emp	
Benefits	
Dental	76.00
Life	72.64

August 2023 Cash Flow Report - Aug 2024

8/1/2024 through 8/31/2024

9/17/2024

Page 2

Category	8/1/2024- 8/31/2024
NCLGERS	2,039.35
Vision	14.00
TOTAL Benefits	2,201.99
FICA	
Med	191.64
Soc Sec	819.45
TOTAL FICA	1,011.09
Payroll	184.43
TOTAL Emp	3,397.51
Office	
Clerk	3,999.00
Council	1,200.00
Deputy Clerk	1,041.69
Finance Officer	3,691.00
Maint	
Service	608.00
TOTAL Maint	608.00
Mayor	500.00
Tel	439.39
Util	360.41
TOTAL Office	11,839.49
Planning	
Administration	
Contract	761.25
Salaries	3,454.00
TOTAL Administration	4,215.25
TOTAL Planning	4,215.25
Tax Coll	
Contract	4.63
TOTAL Tax Coll	4.63
Travel	1,500.31
TOTAL EXPENSES	22,025.57
TRANSFERS	
FROM Idle Funds First National	10,000.00
TO Check Min Spgs	-10,000.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-15,320.66

Accounts Rcvble Activity August 2024 - Aug 2024

8/1/2024 through 8/31/2024

9/19/2024

Page 1

Date	Description	Memo	Category	Amount
8/15/2024	NC Department of Reve... 06/2024 Sales & Use (FY2023)		[Check Min Spgs]	-3,390.36
8/1/2024 - 8/31/2024				-3,390.36
TOTAL INFLOWS				0.00
TOTAL OUTFLOWS				-3,390.36
NET TOTAL				-3,390.36

Register Report - Aug 2024

8/1/2024 through 8/31/2024

9/19/2024

Page 1

Date	Num	Description	Memo	Category	Amount
8/5/2024	EFT	Point And Pay	06-054-036 (FY2024)	Other Inc:Zoning	10.00
8/8/2024	6951	Toi Toi USA LLC	I/N INV215073 Portable units 08/2...	Community:Parks & Rec:Park	-279.68
8/8/2024	6952	Taylor & Sons Mowin...	I/N 0020 07/2024 (FY2024)	Office:Maint:Service	-420.00
8/8/2024	6953	Bucket, Mop, And Bro...	I/N OLMC-253 janitorial 08/2024 (...)	Office:Maint:Service	-188.00
8/8/2024	6954	Rosenau Engineering	I/N 24251 Plan Rerview - "Shoppe...	Planning:Administration:Contract	-761.25
8/8/2024	6955	Clark, Griffin & McCol...	I/N 8536 8/2024 (FY2024)	Attorney	-300.00
8/11/2024	EFT	Debit Card (Hurricane...	Vicky - NCAZO meals (FY2024)	Travel	-29.25
8/12/2024	EFT	Debit Card (Sunny D...	Vicky - NCAZO meals (FY2024)	Travel	-22.23
8/12/2024	EFT	Debit Card (AOL)	AOL Troubleshooting Svc 08/24 (...)	Office:Tel	-11.23
8/13/2024	EFT	Debit Card (Buzz's R...	Vicky - NCAZO meals (FY2024)	Travel	-27.46
8/14/2024	EFT	Debit Card (Courtyar...	Vicky - NCAZO lodging (FY2024)	Travel	-1,110.30
8/15/2024	TXFR	NC Department of Re...	06/2024 Sales & Use (FY2023)	[State Revenues Receivable]	3,390.36
8/15/2024	6956	City Of Monroe	A/N 514654 Natural Gas 7/2024 (...)	Office:Util	-23.54
8/15/2024	6957	Union County Water {...	A/N 84361*00 (FY2024)	Office:Util	-56.51
8/15/2024	6958	Union County Water {...	A/N 91052*00 (FY2024)	Community:Parks & Rec:Park	-46.48
8/15/2024	6959	Lancaster News, Pag...	A/N 000132909 Public Hearing Ad...	Ads	-94.52
8/15/2024	6960	Windstream	061348611 8/2024 (FY2024)	Office:Tel	-428.16
8/15/2024	6961	Vicky A Brooks	Mileage through 8/14/2024 (FY20...	Travel	-311.07
8/15/2024	EFT...	Union County	072024 (FY2024)	Property Tax 2024:Receipts 202...	321.68
			07/2024 (FY2024)	Prop Tax Prior Years:Prop Tax 2...	18.42
			07/2024 (FY2024)	Prop Tax Prior Years:Prop Tax 2...	1.05
			07/2024 (FY2024)	Prop Tax Prior Years:Prop Tax 2...	13.53
			07/2024 (FY2024)	Prop Tax Prior Years:Prop Tax 2...	2.10
			07/2024 (FY2024)	Prop Tax Prior Years:Prop Tax 2...	10.92
			07/2024 (FY2024)	Prop Tax Prior Years:Prop Tax 2...	2.68
			07/2024 (FY2024)	Prop Tax Prior Years:Prop Tax 2...	0.27
			07/2024 (FY2024)	Tax Coll:Contract	-4.63
8/19/2024	EFT	Point And Pay	06-111-005L (FY2024)	Other Inc:Zoning	100.00
8/22/2024	6962	Clark, Griffin & McCol...	I/N (none) Mun. Atty. Conf. (FY20...	Attorney	-347.70
8/22/2024	696...	Municipal Insurance ...	08/24 (FY2024)	Emp:Benefits:Life	-72.64
			08/24 (FY2024)	Emp:Benefits:Dental	-76.00
			08/24 (FY2024)	Emp:Benefits:Vision	-14.00
8/22/2024	6964	Duke Power{Office}	9100 3284 4818 (FY2024)	Office:Util	-251.91
8/22/2024	6965	Duke Power	9100 3284 5041 (Old School) (FY...	Office:Util	-28.45
8/22/2024	TXFR	Transfer Money	Transfer (FY2024)	[Idle Funds First National]	10,000.00
8/22/2024	EFT...	NC State Treasurer	08/24 LGERS contribution FY2024	Office:Clerk	-239.94
			08/24 LGERS contribution FY2024	Office:Finance Officer	-221.46
			08/24 LGERS contribution FY2024	Planning:Administration:Salaries	-207.24
			08/24 employer contribution FY2024	Emp:Benefits:NCLGERS	-2,039.35
8/24/2024	EFT	Point And Pay	06-084-145 (FY2024)	Other Inc:Zoning	100.00
8/29/2024	EFT...	Paychex	Salary 08/24 (FY2024)	Office:Clerk	-3,759.06
			08/24 (FY2024)	Office:Deputy Clerk	-1,041.69
			Salary 08/24 (FY2024)	Office:Finance Officer	-3,469.54
			Salary 08/24 (FY2024)	Office:Mayor	-500.00
			Salary 08/24 (FY2024)	Office:Council	-1,200.00
			Salary 08/24 (FY2024)	Planning:Administration:Salaries	-3,246.76
			FY2024	Emp:FICA:Soc Sec	-819.45
			FY2024	Emp:FICA:Med	-191.64
8/30/2024	DE...	Deposit	FY2024	Other Inc:Zoning	260.00
			FY2024	Other Inc:Sales Tax Refunds	936.31
8/30/2024	EFT	Paychex Fees	Fees 08/24 (FY2024)	Emp:Payroll	-184.43

Register Report - Aug 2024

8/1/2024 through 8/31/2024

9/19/2024

Page 2

Date	Num	Description	Memo	Category	Amount
8/1/2024 - 8/31/2024					-6,858.25
TOTAL INFLOWS					15,167.32
TOTAL OUTFLOWS					-22,025.57
NET TOTAL					-6,858.25

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August 2024

Revenue Details

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NC Sales & Use Distribution

June 2024 Collections

Summary

UNION	2,961,877.83	1,984,638.77	1,572,526.43	-	30.24	435,395.47	-	(537,059.55)	6,417,409.19
(AD VALOREM)	1,640.21	1,099.04	870.82	-	0.02	241.11	-	1,126.40	4,977.60
FAIRVIEW	-	-	-	-	-	-	-	-	-
HEMBY BRIDGE	-	-	-	-	-	-	-	-	-
INDIAN TRAIL	139,960.90	93,782.33	74,308.33	-	1.43	20,574.22	-	96,116.52	424,743.73
LAKE PARK	9,648.46	6,465.06	5,122.58	-	0.10	1,418.32	-	6,625.97	29,280.49
MARSHVILLE	15,915.04	10,664.04	8,449.64	-	0.16	2,339.51	-	10,929.47	48,297.86
MARVIN	12,310.76	8,248.96	6,536.06	-	0.13	1,809.68	-	8,454.27	37,359.86
MINERAL SPRINGS	1,117.19	748.58	593.14	-	0.01	164.23	-	767.21	3,390.36
MINT HILL *	45.30	30.35	24.05	-	-	6.66	-	31.11	137.47
MONROE	349,117.70	233,930.15	185,354.31	-	3.56	51,320.24	-	239,752.54	1,059,478.50
STALLINGS *	62,038.28	41,569.43	32,937.49	-	0.63	9,119.62	-	42,604.07	188,269.52
UNIONVILLE	2,251.59	1,508.71	1,195.42	-	0.02	330.98	-	1,546.27	6,832.99
WAXHAW	158,371.63	106,118.65	84,083.00	-	1.62	23,280.60	-	108,759.88	480,615.38
WEDDINGTON *	19,173.37	12,847.33	10,179.57	-	0.20	2,818.48	-	13,167.09	58,186.04
WESLEY CHAPEL	2,579.94	1,728.71	1,369.75	-	0.03	379.25	-	1,771.74	7,829.42
WINGATE	7,873.47	5,275.70	4,180.20	-	0.08	1,157.40	-	5,407.01	23,893.86
TOTAL	3,743,921.67	2,508,655.81	1,987,730.79	-	38.23	550,355.77	-	-	8,790,702.27

(Accrued to FY2023-24)

Jurisdiction Collection by Year
Union County
Date Distributed: 7/1/2024 to 7/31/2024

990 - TOWN OF MINERAL SPRINGS

Year	Taxes, Assessments and Misc. Charges	Late List	Interest	Total Collected	Commission	Net of Commission
2019	0.00	0.00	0.27	0.27	0.00	0.27
2021	10.90	0.02	2.68	13.60	0.17	13.43
2022	13.50	0.03	2.10	15.63	0.20	15.43
2023	18.19	0.23	1.05	19.47	0.24	19.23
2024	320.59	1.09	0.00	321.68	4.02	317.66
Total:	363.18	1.37	6.10	370.65	4.63	366.02
Grand Total:	363.18	1.37	6.10	370.65	4.63	366.02

VENDOR NUMBER	VENDOR NAME	EFT NUMBER	EFT DATE	EFT AMOUNT
10870	TOWN OF MINERAL SPRINGS	87773	08/15/2024	\$366.02

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
08/08/2024	2501 TAXES	TAX/FEE/INT-JULY 2024	\$366.02



County of Union
 500 North Main Street
 Monroe, North Carolina 28112

Vendor Number	EFT Number	EFT Date
10870	87773	08/15/2024

*** Three Hundred Sixty-Six Dollars And Two Cents ***

\$366.02

Pay To 10870
 The TOWN OF MINERAL SPRINGS
 Order Of PO BOX 600
 MINERAL SPRINGS, NC 28108

**EFT COPY
 NON-NEGOTIABLE**

MEMO

To: Mineral Springs Town Council
From: Rick Becker
Date: October 2, 2024
Subject: CRTPO Discretionary Grant Application – Downtown Sidewalk and Pedestrian Accommodation

It is finally time to submit our application to the Charlotte Regional Transportation Planning Organization (CRTPO) under its Discretionary Projects Program for our Downtown Sidewalk and Pedestrian Accommodation Project.

The discretionary funds awarded under this program are federal Surface Transportation Block Grant – Direct Attributable (STBG-DA) funds. These funds are distributed to CRTPO by the Federal Highway Administration and are then disbursed to member jurisdictions by CRTPO based on CRTPO’s evaluation of the project applications. Throughout the CRTPO region (Union, Mecklenburg, and Iredell Counties) there will be \$6.5 million available for Bicycle and Pedestrian Projects.

The grants require a local match of at least 20%, although the process has become so competitive that CRTPO recommends a 30% or 35% local match to increase the chances of funding approval.

If Mineral Springs is awarded the grant, we will be contracting with NCDOT to manage the project because of NCDOT’s expertise in both project management and operation within federal grant requirements. The grant money is reimbursable, meaning that the town will advance funds for a given phase of the project and will then be reimbursed, less the agreed-upon match, as the stages are completed.

The total project cost is estimated to be \$1,237,598 including allowances for overruns and inflation, with a 35% local match of \$433,159 and a funding request of \$804,439. The project will take place in three phases: Preliminary Engineering at a cost of \$172,688 to be completed in FY2026, Right-of-Way and Utility acquisition/construction to be completed in FY2028, and Construction to be completed in FY2030 (all fiscal year designations mean year-ending). Therefore, for the most expensive phase – construction – the maximum cash outlay by the town would be \$652,412 (with \$424,068 to be reimbursed), so the town will need to maintain sufficient fund balance in a Grant Project Fund to cover that outlay while awaiting reimbursement. Ultimately, the total cost to the Town of Mineral Springs for all three phases will be a maximum of \$433,159.

At this time, the action requested is for the Town Council to approve submission of the accompanying application and commit to the \$433,159 local match. A Grant Project Ordinance would be adopted at a later date if Mineral Springs is awarded the grant.

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APPLICATION FOR BICYCLE AND PEDESTRIAN PROJECT FUNDS



**Charlotte Regional Transportation Planning Organization
Discretionary Projects Program**

**Call for Project Submissions
Fall 2024**

**Grant Application Package
for
Bicycle and Pedestrian Project Funds**

APPLICATION FOR BICYCLE AND PEDESTRIAN PROJECT FUNDS

All project sponsors must attend a remote meeting with CRTPO staff before October 18, 2024, at 5 PM. This is a mandatory pre-submittal meeting to review application requirements and estimate and answer questions. Your application will not be accepted without your attendance at this meeting.

All project sponsors must submit a complete application package, including all attachments, due by 5 PM on October 31, 2024. The project sponsor must be a full-time employee of a CRTPO member jurisdiction. Submission of an application does not guarantee an award of funds. Late applications will not be accepted.

To schedule meetings, ask questions, and send attachments, please contact Jennifer Stafford at Jennifer.Stafford@charlottenc.gov.

~~~~~

### **Bicycle/Pedestrian and Transportation Alternatives Projects**

The Transportation Alternatives Program (TAP) Criteria Scoring Guide scores all bicycle and pedestrian projects. The TAP Criteria Scoring Guide includes definitions and available points for the following sections:

- a. Connectivity & Placemaking
- b. Safety
- c. Health & Environment
- d. Feasibility & Cost

### **Local Match Commitment**

The applicant is required to have a minimum 20% local match. Please keep your match percent in increments of fifths (5%).

### **Locally Administered Projects**

By submitting a project application for funding, the municipality or local government entity is committing funds to sponsor the project. If the member jurisdiction is awarded funding, the agency shall be responsible for all federal and state reporting requirements associated with federal funding. An inter-local agreement between the North Carolina Department of Transportation (NCDOT) and the designated recipients will outline a reimbursement schedule. Local sponsors must fund all project costs and invoice NCDOT for reimbursement. Additional information about working with NCDOT may be found at <https://connect.ncdot.gov/municipalities/Funding/Pages/LPM%20Handbook.aspx> (2009 with supplemental updates are the most recent version)

### **Eligible Bicycle and Pedestrian Projects**

Eligible project types include, but are not limited to:

- Provision of facilities for pedestrians and bicycles
- Provision of safety and educational activities for pedestrians and bicyclists

For a complete and detailed list of eligible project types, please reference FHWA's online guidance: [https://www.fhwa.dot.gov/environment/transportation\\_alternatives/](https://www.fhwa.dot.gov/environment/transportation_alternatives/)

## APPLICATION FOR BICYCLE AND PEDESTRIAN PROJECT FUNDS

### Eligible Activities

The CRTPO's Discretionary Projects Program is intended to assist local member governments by funding transportation improvements that will have a demonstrated benefit on the highway, bicycle/pedestrian, and transit networks within the CRTPO planning area. As such, construction projects can receive these funds to complete the following activities.

- National Environmental Policy Act (NEPA) Documentation
- Design / Preliminary Engineering
- Land or Right-of-Way Acquisition
- Utility Relocation
- Construction

**NOTE:** If an applicant requests funding for the construction phase of a project, the Design / Preliminary Engineering and Right-of-Way phases must have been completed following Federal guidelines. For additional information, please visit:

<https://connect.ncdot.gov/municipalities/Funding/Pages/LPM%20Handbook.aspx>

### Transportation Alternatives Program & Active Transportation Criteria Scoring Guide

There are twenty-one (21) criteria from the Transportation Alternatives Program & Active Transportation Criteria Scoring Guide, as shown in the Total Possible Points table below, which are used to determine your project's score. In addition to the scoring criteria, your application should be supplemented with maps, supporting letters, and documents. Please refer to the Guide for further information:

[https://crtpo.org/PDFs/TransportationAlternativeProgram/TAP\\_Active\\_Transportation\\_Criteria\\_Guide.pdf](https://crtpo.org/PDFs/TransportationAlternativeProgram/TAP_Active_Transportation_Criteria_Guide.pdf)



**We have provided an Active Transportation Worksheet to help you calculate scores on up to five projects. This will help you determine your highest-scoring projects. You may find the worksheet at:**

<https://crtpo.org/PDFs/Resources/DiscretionaryProjects/ActiveTransportationWorksheet.xlsx>

### Funding Information

- Previous applications that did not receive funding are **not** automatically considered for funding in subsequent years and must reapply to be considered for the current year's recommended funding allocation.
- As part of the CRTPO's Discretionary Grants Program, an annual modal funding target has been established: 80% roadway and 20% bicycle/pedestrian and transit. Air Quality projects will be considered within their respective modal targets.
- All funds programmed through the Discretionary Grants Program require a minimum 20% local match. Priority will be given to projects that leverage additional local funds by contributing a match greater than 20%, thus making additional discretionary funds available for other projects.
- Member jurisdictions may request a minimum project discretionary grant amount of \$250,000 and a maximum of not more than 25% of all available funds identified per mode (80% highway and 20% non-highway).

## APPLICATION FOR BICYCLE AND PEDESTRIAN PROJECT FUNDS

- Suppose the municipality decides to terminate the project without the concurrence of FHWA and NCDOT. In that case, the municipality shall reimburse FHWA through NCDOT for 100% of all costs expended by FHWA and NCDOT and associated with the project.

### **NCDOT Administrative Charges**

Project cost estimates shall include up to 10% for NCDOT administrative fees, which cover plan reviews and general project oversight. These fees are reimbursable by the grant, excluding the match. Large projects may include less than 10%. If necessary, the applicant can discuss a lower fee amount with NCDOT and CRTPO staff during pre-submittal meetings.

Additional information about Bicycle and Pedestrian projects may be found at <https://connect.ncdot.gov/projects/BikePed/Pages/default.aspx>.

*Continue to the next page.*

**APPLICATION FOR BICYCLE AND PEDESTRIAN PROJECT FUNDS**

|                                                                                        |
|----------------------------------------------------------------------------------------|
| <b>CONTACT INFORMATION</b>                                                             |
| Applicant / Lead Agency: <i>Town of Mineral Springs</i>                                |
| Contact Name and Title: <i>Frederick Becker, Mayor &amp; Finance Officer</i>           |
| Contact Email and Phone Number: <i>704 989-1877, msncmayor@yahoo.com</i>               |
| Managing Agency (local, NCDOT, etc.): <i>NCDOT</i>                                     |
| Secondary Applicant Name and Email (or N/A): <i>N/A</i>                                |
| Do you have experience with Federally funded planning projects? (yes or no): <i>no</i> |

|                                                                         |
|-------------------------------------------------------------------------|
| <b>PROJECT INFORMATION</b>                                              |
| Project Name: <i>Downtown Sidewalk and Pedestrian Accommodation</i>     |
| If applicable, what is the length of your project in miles? <i>0.35</i> |

Provide a summary of the project, including the location, purpose, and need:

*The Town of Mineral Springs proposes adding approximately 0.35 miles of 5 foot wide sidewalks in its downtown area, including two signalized pedestrian crosswalks. The sidewalks would extend 600 feet west along the south side of NC-75 from Potter Road, 800 feet south along the west side of Potter Road from NC-75, and 550 feet along the north side of NC-75 from Potter Road (including 300 feet to be built by the developer of a small retail center on the northeast corner of Potter Road and NC-75). There would also be crosswalks across Potter Road on the north quadrant of the intersection and across NC-75 on the west quadrant of the intersection with accessible ramps and pedestrian signals. These new sidewalks would connect existing segments at the town hall, the shopping center, and the fire department. Small local businesses have been opening in the downtown Mineral Springs area, and all existing retail/service space is occupied. The existing conditions where sidewalks are not present offer very poor pedestrian and bicycle usability and safety, with overgrown right-of-way, ditches, no crosswalks, poor visibility, and obstructions. This intersection is the location of the main central business district for the town, and there are three churches, multiple shops and restaurants, the town hall, the fire department, the US Post Office, and multiple residences within close pedestrian distance (0.25 mile) from the intersection. There are also a golf course with other recreational facilities and an elementary school located within bicycling distance (2 miles) from the intersection. The town staff and governing board have identified a need for better pedestrian and bicycle accessibility, and resident surveys have indicated a desire for sidewalks. A CRTPO-supported sidewalk study was conducted between October 2023 and February 2024 from which an initial plan was developed.*

# APPLICATION FOR BICYCLE AND PEDESTRIAN PROJECT FUNDS

## Bike & Ped Criteria - **Maximum** Points

|                                |                                            |          |
|--------------------------------|--------------------------------------------|----------|
| Project Status                 | Critical Opportunity                       | 5 points |
|                                | Project Readiness                          | 15       |
| Trip Generation & Connectivity | Destinations of Interest                   | 30       |
|                                | Connection to Existing Facilities          | 15       |
|                                | Adopted Plans & Policies                   | 10       |
|                                | Place-making Amenities                     | 5        |
|                                | Demonstrated Need/Desire                   | 5        |
| Safety                         | Documented Safety Challenge                | 20       |
|                                | Reduce Human Exposure                      | 10       |
|                                | Traffic Calming                            | 5        |
|                                | Vehicle Traffic                            | 20       |
| Health & Environment           | Emission & Pollutant Reduction             | 20       |
|                                | Social Equity                              | 10       |
|                                | Carless Household                          | 5        |
|                                | Environmental Quality                      | 5        |
|                                | Health Equity                              | 5        |
| Feasibility & Cost             | Effective Use of Federal Funds             | 20       |
|                                | Amount Available Funding Requested         | 20       |
|                                | Local Match Commitment                     | 50       |
|                                | Right-of-Way Previously Acquired/Available | 15       |
|                                | Cost-Benefit                               | 15       |



Please follow the bicycle & pedestrian project scoring descriptions found at [https://crtpo.org/PDFs/TransportationAlternativeProgram/TAP\\_Active\\_Transportation\\_Criteria\\_Guide.pdf](https://crtpo.org/PDFs/TransportationAlternativeProgram/TAP_Active_Transportation_Criteria_Guide.pdf).

Use the worksheet to help you determine which projects will be the best to submit.

<https://crtpo.org/PDFs/Resources/DiscretionaryProjects/ActiveTransportationWorksheet.xlsx>

*Please continue with the application.*



## APPLICATION FOR BICYCLE AND PEDESTRIAN PROJECT FUNDS

### PROJECT INFORMATION

Project Name: *Mineral Springs Downtown Sidewalk and Pedestrian Accommodation*

Funding Request Amount (do not include your match): \$ 804,439

The colors on this form match the Active Transportation Criteria Scoring Guide colors.  
[https://crtpo.org/PDFs/TransportationAlternativeProgram/TAP\\_Active\\_Transportation\\_Criteria\\_Guide.pdf](https://crtpo.org/PDFs/TransportationAlternativeProgram/TAP_Active_Transportation_Criteria_Guide.pdf)  
 Use the worksheet resource referenced above to help calculate your potential score(s).

**Please "Click to choose" in ALL the gray boxes (dropdowns)!**

### Project Readiness

Please indicate which project phases have been completed to date, if any. Points will be scaled based on the status of the project at the time of application, defined as follows:

- None – no preliminary engineering/design completed
- Preliminary engineering/design complete, but the right-of-way has not been acquired
- Preliminary engineering/design complete and right-of-way acquired
- Construction bid phase

Select the first project phase that funds are needed:

None

### Trip Generation & Connectivity: High, Moderate, Low-Interest Destinations

Does the project provide access to destinations of interest? Please refer to the destination definitions at the end of the Active Transportation Criteria Scoring Guide.

Select up to six destination types and accessibility distances via the preferred mode:

| Destinations of Interest           | Accessibility/Distance |
|------------------------------------|------------------------|
| Community & Regional Parks         | Pedestrian 0 - 0.25    |
| Downtown/Central Business District | Pedestrian 0 - 0.25    |
| Retail Center                      | Pedestrian 0 - 0.25    |
| Significant Sports & Entertainment | Bike 1.01 - 3.0        |
| Religious/Civic/Conference Center  | Pedestrian 0 - 0.25    |
| School                             | Bike 1.01 - 3.0        |

### Trip Generation & Connectivity: Connection to Existing Facilities

Does the proposed project connect to an existing non-motorized transportation facility? If so, how many connections are made? "Existing Facilities" include shared-use paths, sidewalks, designated bicycle facilities, advisory shoulders/lanes, and signed bicycle routes.

Select the number of connections:

3+ Connections

**APPLICATION FOR BICYCLE AND PEDESTRIAN PROJECT FUNDS**

**Trip Generation & Connectivity: Adopted Plans & Policies**

Has the project been identified through a previous or existing planning effort or policy?

- Transportation Plan (MTP, Bicycle Plan, Pedestrian Plan, Other Locally adopted Transportation Plan or Prioritization)
- Land Use or Comprehensive Plan
- Recreation Plan
- Economic Development Plan; Local or county Health Needs Assessments

Please note that CRTPO's Comprehensive Transportation Plan (CTP) does not qualify, as it functions as a transportation network assessment.

*Select the type of plan:*

Local

**Trip Generation & Connectivity: Place-making Amenities**

Does the project include desirable amenities? Desirable amenities include but are not limited to seating, bicycle racks, repair stands, landscaping, unique wayfinding, public art, pedestrian scale, lighting, fitness stations, bike docking stations or dockless parking stations, and others (please specify).

*Select the number of amenities:*

[Click to choose](#)

If necessary, list "other" amenities:

**Trip Generation & Connectivity: Demonstrated Need/Desire**

Is there a worn footpath, pre-existing facility, high volume of cyclists or pedestrians along a roadway, or documented community request? Please summarize the results of any community outreach request or provide a picture(s) that illustrates the physical need.

*Select demonstrated need:*

Both

Summary outreach results (you may send photos with your application):

**APPLICATION FOR BICYCLE AND PEDESTRIAN PROJECT FUNDS**

**Safety: Documented Safety Challenge**

Are there documented safety challenges associated with this project? Examples of documented safety challenges may include but are not limited to, recorded crash data of any severity, a posted speed limit over 35 miles per hour, or the number of vehicle lanes required to cross. *Some bicyclist & pedestrian crash data can be found in the [Bicycle & Pedestrian Criteria Reference Map](#).*  
*Select the number of challenges:*

2

**Safety: Reduce Human Exposure**

Does the proposed project reduce the exposure between motor vehicles and vulnerable humans? Reduced exposure should take the form of a physical barrier or defined space. Examples of a "physical barrier" include, but are not limited to, an off-road greenway, a pedestrian refuge island, a bike boulevard separated by a vertical structure, or a buffered sidewalk (buffered curb or ditch cross-section). Examples of a "defined space" may include, but are not limited to, striped bike lanes, back-of-curb sidewalks, or crosswalks.  
*Please select exposure risk:*

Defined

**Safety: Traffic Calming**

Does the proposed project design encourage traffic calming or vehicle lane narrowing, as recommended by the National Association of City Transportation Officials (NACTO)?  
*Please select traffic calming:*

No

**Safety: Vehicle Traffic**

What is the motor vehicle AADT of the specific roadway facilities from which bicyclist or pedestrian exposure would be reduced? *AADT for many significant roads can be found in the [Bicycle & Pedestrian Criteria Reference Map](#).*  
*Please select AADT in the dropdown below:*

1,001 - 10,000

*Please cite your data source: NCDOT AADT Web Map*  
<https://www.arcgis.com/apps/mapviewer/index.html?webmap=ff72d8f962bf40ac8973669fcdc63380>

**APPLICATION FOR BICYCLE AND PEDESTRIAN PROJECT FUNDS**

|                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health &amp; Environment: Emission &amp; Pollutant Reduction</b>                                                                                                                                                                             |
| <p>Will this project result in reducing vehicle miles traveled locally?<br/> <i>Please remember to refer to the Active Transportation Criteria Scoring Guide link above.</i><br/> <i>Please select the number of vehicle miles reduced:</i></p> |
| 100-199                                                                                                                                                                                                                                         |

|                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health &amp; Environment: Social Equity</b>                                                                                                                                                                                                                                                                                                                                                 |
| <p>Please reference the CRTPO's Environmental Justice (EJ) Degree of Impact mapping layers, which identifies geographically based concentrations of racial, car-less, and low-income populations. <i>EJ mapping can be found in the <a href="#">Bicycle &amp; Pedestrian Criteria Reference Map</a>.</i><br/> <i>Please select access (direct or adjacent contact) for EJ populations:</i></p> |
| Low                                                                                                                                                                                                                                                                                                                                                                                            |

|                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health &amp; Environment: Carless Households</b>                                                                                                                                                                                                                                                                                                                                     |
| <p>Please reference CRTPO's EJ Degree of Impact mapping, which identifies geographically based concentrations of racial, car-less, and low-income populations. <i>EJ mapping can be found in the <a href="#">Bicycle &amp; Pedestrian Criteria Reference Map</a>.</i><br/> <i>Please select if the project provides access (direct or adjacent contact) for carless households:</i></p> |
| No                                                                                                                                                                                                                                                                                                                                                                                      |

|                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health &amp; Environment: Environmental Quality</b>                                                                                                                                                                                                                                                                                              |
| <p>Does the project include significant benefits which address wildlife safety, water quality, or other improvements?<br/>         Examples of benefits may include but are not limited to permeable surfaces, rain gardens, or routing to avoid wildlife habitats.<br/> <i>Please select and then list any proposed benefits/improvements:</i></p> |
| No                                                                                                                                                                                                                                                                                                                                                  |
| <p>List any proposed benefits/improvements:</p>                                                                                                                                                                                                                                                                                                     |

|                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health &amp; Environment: Health Equity</b>                                                                                                                                                                                                                                                                                 |
| <p><i>Please refer to page 8 of the Active Transportation Criteria Scoring Guide. Health Equity mapping (by zip code) can be found in the <a href="#">Bicycle &amp; Pedestrian Criteria Reference Map</a>.</i><br/> <i>Please select your respective percentage of the population at greater risk for chronic disease:</i></p> |
| More than 12%                                                                                                                                                                                                                                                                                                                  |



## APPLICATION FOR BICYCLE AND PEDESTRIAN PROJECT FUNDS

### Estimating

CRTPO requires that your estimates are categorized into the following phases:

1. Preliminary engineering (PE)
2. Right-of-way (ROW)
3. Construction (CON)

### PLEASE BE PREPARED TO DISCUSS ESTIMATES AT YOUR MANDATORY PRE-SUBMITTAL MEETING

The CRTPO has developed several resources for your use. If you have any estimating questions, please contact Jennifer Stafford at [Jennifer.Stafford@charlottenc.gov](mailto:Jennifer.Stafford@charlottenc.gov).



**CRTPO Cost Estimate Tools** – <https://www.crtpo.org/cost-estimating-tools>

Resources available for estimating are:

- Right-of-way land valuation examples and links to County tax records:  
<https://nconemap.maps.arcgis.com/apps/webappviewer/index.html?id=c49f804bced8479fb83d0cadf1436b25>
- Utility Relocation Calculator:  
[https://crtpo.org/PDFs/Resources/DiscretionaryProjects/Utilities\\_Relocation\\_Worksheet.xlsx](https://crtpo.org/PDFs/Resources/DiscretionaryProjects/Utilities_Relocation_Worksheet.xlsx)
- Example of land values:  
[https://crtpo.org/PDFs/Resources/DiscretionaryProjects/ROW\\_land\\_value\\_samples.pdf](https://crtpo.org/PDFs/Resources/DiscretionaryProjects/ROW_land_value_samples.pdf)
- ROW Acquisition:  
[https://crtpo.org/PDFs/Resources/DiscretionaryProjects/ROW\\_Acquisition\\_Worksheet.xlsx](https://crtpo.org/PDFs/Resources/DiscretionaryProjects/ROW_Acquisition_Worksheet.xlsx)
- Traffic and Pedestrian Signals Calculator:  
[https://crtpo.org/PDFs/Resources/DiscretionaryProjects/Signals\\_Worksheet.xlsx](https://crtpo.org/PDFs/Resources/DiscretionaryProjects/Signals_Worksheet.xlsx)
- Total Project Cost worksheet:  
[https://crtpo.org/PDFs/Resources/DiscretionaryProjects/Total\\_Project\\_Cost\\_Worksheet.xlsx](https://crtpo.org/PDFs/Resources/DiscretionaryProjects/Total_Project_Cost_Worksheet.xlsx)
- Eligible costs associated with funding phases:  
[https://crtpo.org/PDFs/Resources/DiscretionaryProjects/ROW\\_Acquisition\\_Worksheet.xlsx](https://crtpo.org/PDFs/Resources/DiscretionaryProjects/ROW_Acquisition_Worksheet.xlsx)

### Cost Estimation Requirements

Each discretionary project application must contain the following to satisfy the CRTPO's cost estimation requirements:

- A qualified professional, such as a Professional Engineer or Registered Landscape Architect, shall prepare the cost estimate.
- Cost estimates shall be prepared within six months from the date of the application.
- Cost estimates shall be prepared for full project implementation—including all activities, such as preliminary engineering, environmental documentation, right-of-way acquisition, utility relocation, and construction. Please provide an estimate if you are buying capital items, like EV chargers.

## APPLICATION FOR BICYCLE AND PEDESTRIAN PROJECT FUNDS

Cost estimates should reflect the current level of design for your project.

For example, a cost estimate with a few line items (mostly lump sums, allowances, and/or per-mile costs) may be acceptable for a project in the planning phase or the start of the design phase. However, for a project in the ROW phase (with plans at 75% or 90% design), the estimate should feature detailed accounting for each line item for categories such as grading, asphalt, drainage, erosion control, pavement marking, etc.

Beginning with the 2023 fall call, an annual inflation factor is required for all project cost estimates. Applicants should use Form 1 to calculate the annual inflation factor.

### Preliminary Engineering (PE)

If you are applying for PE, please tell us how you prepared your estimate. Do you have an estimate from a consultant?

*Estimate provided by NCDOT Division 10 staff on 8/2/2024*

Some examples of work that should be included in this phase:

- Preparing designs, feasibility studies, and environmental documents
- Preparation of bidding documents (plans, specifications, and estimates)
- Advertising, bidding, and letting a construction contract (performed by a consultant or in-house)
- Survey, appraisal *IF* right-of-way is an eligible expense
- Non-infrastructure and non-construction project expenses (can also be programmed under the construction phase:
  - Printing
  - Program administration

For additional information on eligible PE tasks, please refer to:

<https://connect.ncdot.gov/municipalities/funding/documents/funding.pdf>

### Right of Way (ROW)

The ROW phase includes two major categories:

1. Private utility relocation
2. Right-of-way acquisition

If you are applying for ROW, please provide your calculations at the pre-submittal meeting and with your final application.

Please list your assumptions for ROW cost.

*ROW and utility cost estimates were prepared by NCDOT Division 10 staff on 8/2/2024*

As a reminder, do NOT include any contingencies in your calculations. Form 1 will calculate your CRTPO-approved contingencies.

## APPLICATION FOR BICYCLE AND PEDESTRIAN PROJECT FUNDS

For additional information on eligible ROW tasks, please refer to:

<https://connect.ncdot.gov/municipalities/funding/documents/funding.pdf>

### Construction (CON)

Some examples of work done in the construction phase include:

- New installation or replacement of traffic and pedestrian signals
- Material testing and construction inspection
- Acquisition of passenger shelters, bike racks, benches, etc.

For additional information on eligible CON tasks, please refer to:

<https://connect.ncdot.gov/municipalities/funding/documents/funding.pdf>

Please provide a detailed construction estimate.

Beginning with the 2023 fall call, a 10% construction contingency will be added when using Form 1.

### Scheduling

Assume a two-year completion schedule for each project phase. Exceptions can be discussed with NCDOT and CRTPO staff during the pre-submittal meeting. Please show your DESIRED schedule on Form 1.

We will program two years between phases unless you can demonstrate how to complete the work faster.

*Construction estimates were prepared by NCDOT Division 10 staff on 8/2/2024. The desired schedule would be PE in FY2026, ROW in FY2028, and CON in FY2030.*



# APPLICATION FOR BICYCLE AND PEDESTRIAN PROJECT FUNDS

## FORM 1 – FUNDING INFORMATION SHEET

### Please download a copy of Form 1:

[https://crtpo.org/PDFs/Resources/DiscretionaryProjects/Form\\_1\\_New\\_Projects.xlsx](https://crtpo.org/PDFs/Resources/DiscretionaryProjects/Form_1_New_Projects.xlsx)

FORM 1 is **required**. Form 1 is not intended to be used for estimating. It is a place to show the funding requests and proposed schedules.

We use Form 1 to program awarded funds. We have provided examples in Form 1 – please see the tabs.

### Maps

Maps are **required** with your application.

A GIS layer for each project that depicts the project (e.g., extent, location, length, etc.) and meets the following standards:

- Files should have the following projections:
  - NAD\_1983\_StatePlane\_North\_Carolina\_FIPS\_3200\_Feet
  - Geographic Coordinate System: GCS\_North\_American\_1983
  - Datum: D\_North\_American\_1983
  - Prime Meridian: Greenwich
  - Angular Unit: Degree
- Shapefiles are preferred, but geodatabases for larger files are also acceptable. Remember when uploading shapefile or geodatabases to include all files (i.e., .dbf, .prj, .cnb, .sbx, .shp, etc...).
- Provide metadata with uploaded files.

Files should be saved to a .zip file. The .zip file should be named with the project title. A new .zip file should be created for each project submitted.

**Please notify Jennifer Stafford and Curtis Bridges if providing the required shapefile or geodatabase submittal poses a challenge for your organization.**

*You are almost done.*

## APPLICATION FOR BICYCLE AND PEDESTRIAN CAPITAL PROJECT FUNDS

### ACKNOWLEDGMENTS

Project Name: *Mineral Springs Downtown Sidewalk and Pedestrian Accommodation*

- Acknowledgment of availability of local match at the start of this project.
- Acknowledgment to follow federal and state requirements for procuring a consultant (if applicable) and spending funds associated with this project.
- Acknowledgment that your staff can complete this project within five to six years of the executed municipal agreement.
- Acknowledgment that your estimate is done to professional standards.
- Completed the mandatory pre-submittal meeting and form prior to October 18, 2024.
- Acknowledgment that you have the authority to submit this application on behalf of your town/city.

Applicant Name: *Frederick Becker*

Application Date: 10/18/2024

***End of Application – Checklist follows.***

# APPLICATION FOR BICYCLE AND PEDESTRIAN CAPITAL PROJECT FUNDS

## Application Checklist

---

Applicants should use this checklist to ensure that all applicable parts of the application and attachments are completed and submitted. You do not need to submit this form.

### **PART I: Pre-submittal Form and Meeting**

- Pre-submittal form sent before October 18, 2024, at 5 PM.
- Pre-submittal Meeting before October 18, 2024, at 5 PM.

Capital Projects Reviewed:

- Project Scope and Limits
- Project Problem Statement
- Project Schedule
- Project Challenges
- Concept Drawings and GIS Layers
- Project Budget

### **PART II: Application and Forms**

- Thoroughly read the application guide
- Completed application before October 31, 2024
- Signed and dated the Acknowledgement section
- Estimates by qualified professional – no more than six months old
- Preliminary plans or concept plans (coversheet, plans, and profiles)
- GIS Maps – Shapefiles with metadata
- Completed Form 1

**DO NOT USE THESE INFLATION/CONTINGENCY FIGURES FOR APPLICATION -  
USE CRTPO FORM 1 CALCULATIONS**

WBS :

TIP:

Type of Work: SIDEWALK AND PEDESTRAIN ACCOMODATIONS (EST. #1 - NC 75)

County: UNION

Location: INTERSECTION OF NC 75 (WAXHAW HIGHWAY) AND S. POTTER RD. (SR-1111)

| LINE NO.                                                 | DESC. NO. | MASTER ITEM NO. | SEC. NO. | ITEM DESCRIPTION                | EST. QTY. | UNIT | UNIT PRICE             | TOTAL AMOUNT           |
|----------------------------------------------------------|-----------|-----------------|----------|---------------------------------|-----------|------|------------------------|------------------------|
|                                                          | 1         |                 |          | PE                              | 1         | LS   | \$70,000.00            | \$70,000.00            |
|                                                          |           |                 |          | INFLATION                       | 1         | LS   | <del>\$13,279.00</del> | <del>\$13,279.00</del> |
|                                                          |           |                 |          | 40% CONTINGENCY                 | 1         | LS   | <del>\$28,000.00</del> | <del>\$28,000.00</del> |
|                                                          | 1         |                 |          | ROW/UTILITY                     | 1         | LS   | \$120,000.00           | \$120,000.00           |
|                                                          |           |                 |          | INFLATION                       | 1         | LS   | <del>\$27,036.00</del> | <del>\$27,036.00</del> |
|                                                          |           |                 |          | 40% CONTINGENCY                 | 1         | LS   | <del>\$48,000.00</del> | <del>\$48,000.00</del> |
|                                                          | 1         |                 |          | CONSTRUCTION                    | 1         | LS   | \$225,000.00           | \$225,000.00           |
|                                                          |           |                 |          | INFLATION                       | 1         | LS   | <del>\$67,477.59</del> | <del>\$67,477.59</del> |
|                                                          |           |                 |          | 40% CONTINGENCY                 | 1         | LS   | <del>\$90,000.00</del> | <del>\$90,000.00</del> |
| ROW/UTILITY BREAKDOWN                                    |           |                 |          |                                 |           |      |                        |                        |
| 1                                                        | 424       | 3389400000-E    | 865      | ROW ACQUISTION                  | 1         | LS   | \$120,000.00           |                        |
| 2                                                        | 426       | 3389600000-N    | 865      | UTILITY RELOCATION              | 1         | LS   | \$0.00                 |                        |
| CONSTRUCTION BREAKDOWN                                   |           |                 |          |                                 |           |      |                        |                        |
| 1                                                        | 1         | 0000100000-N    | 800      | MOBILIZATION                    | 1         | LS   | \$15,000.00            |                        |
| 2                                                        | 33        | 0043000000-N    | 226      | GRADING                         | 1         | LS   | \$50,000.00            |                        |
| 3                                                        | 322       | 2474000000-N    | SP       | DRAINAGE                        | 1         | LS   | \$25,000.00            |                        |
| 4                                                        | 369       | 2766000000-N    | SP       | CONCRETE                        | 1         | LS   | \$75,000.00            |                        |
| 5                                                        | 614       | 4457000000-N    | SP       | TRAFFIC CONTROL                 | 1         | LS   | \$25,000.00            |                        |
| 6                                                        | 641       | 4685000000-E    | 1205     | THERMOPLASTIC PAVEMENT MARKINGS | 1         | LS   | \$5,000.00             |                        |
| 7                                                        | 872       | 5672000000-N    | 1515     | RELOCATE FIRE HYDRANT           | 1         | LS   | \$5,000.00             |                        |
| 8                                                        | 1045      | 6133000000-N    | SP       | EROSION                         | 1         | LS   | \$10,000.00            |                        |
| 9                                                        | 1304      | 7985000000-N    | SP       | SIGNAL                          | 1         | LS   | \$15,000.00            |                        |
|                                                          |           |                 |          | DATE: 8/2/2024                  |           |      |                        |                        |
|                                                          |           |                 |          | COMPLETE BY: Jason Brooks       |           |      |                        |                        |
| TOTAL ESTIMATE FOR PROJECT                               |           |                 |          |                                 |           |      |                        | \$688,792.50           |
| This estimate was completed with no plans for reference. |           |                 |          |                                 |           |      |                        |                        |

**DO NOT USE THESE INFLATION/CONTINGENCY FIGURES FOR APPLICATION -  
USE CRTPO FORM 1 CALCULATIONS**

WBS :

TIP:

Type of Work: SIDEWALK AND PEDESTRIAN ACCOMODATIONS (EST. #2 - S. POTTER RD.) MINIMUM UTILITY

County: UNION

Location: INTERSECTION OF NC 75 (WAXHAW HIGHWAY) AND S. POTTER RD. (SR-1111)

| LINE NO.                                                 | DESC. NO. | MASTER ITEM NO. | SEC. NO. | ITEM DESCRIPTION                | EST. QTY. | UNIT | UNIT PRICE             | TOTAL AMOUNT           |
|----------------------------------------------------------|-----------|-----------------|----------|---------------------------------|-----------|------|------------------------|------------------------|
|                                                          | 1         |                 |          | PE                              | 1         | LS   | \$55,000.00            | \$55,000.00            |
|                                                          |           |                 |          | INFLATION                       | 1         | LS   | <del>\$10,433.50</del> | <del>\$10,433.50</del> |
|                                                          |           |                 |          | 40% CONTINGENCY                 | 1         | LS   | <del>\$22,000.00</del> | <del>\$22,000.00</del> |
|                                                          | 1         |                 |          | ROW/UTILITY                     | 1         | LS   | \$165,000.00           | \$165,000.00           |
|                                                          |           |                 |          | INFLATION                       | 1         | LS   | <del>\$37,174.50</del> | <del>\$37,174.50</del> |
|                                                          |           |                 |          | 40% CONTINGENCY                 | 1         | LS   | <del>\$66,000.00</del> | <del>\$66,000.00</del> |
|                                                          | 1         |                 |          | CONSTRUCTION                    | 1         | LS   | \$205,000.00           | \$205,000.00           |
|                                                          |           |                 |          | INFLATION                       | 1         | LS   | <del>\$61,479.50</del> | <del>\$61,479.50</del> |
|                                                          |           |                 |          | 40% CONTINGENCY                 | 1         | LS   | <del>\$82,000.00</del> | <del>\$82,000.00</del> |
| ROW/UTILITY BREAKDOWN                                    |           |                 |          |                                 |           |      |                        |                        |
| 1                                                        | 424       | 3389400000-E    | 865      | ROW ACQUISTION                  | 1         | LS   | \$55,000.00            |                        |
| 2                                                        | 426       | 3389600000-N    | 865      | UTILITY RELOCATION              | 1         | LS   | \$110,000.00           |                        |
| CONSTRUCTION BREAKDOWN                                   |           |                 |          |                                 |           |      |                        |                        |
| 1                                                        | 1         | 0000100000-N    | 800      | MOBILIZATION                    | 1         | LS   | \$15,000.00            |                        |
| 2                                                        | 33        | 0043000000-N    | 226      | GRADING                         | 1         | LS   | \$75,000.00            |                        |
| 3                                                        | 322       | 2474000000-N    | SP       | DRAINAGE                        | 1         | LS   | \$10,000.00            |                        |
| 4                                                        | 369       | 2766000000-N    | SP       | CONCRETE                        | 1         | LS   | \$60,000.00            |                        |
| 5                                                        | 614       | 4457000000-N    | SP       | TRAFFIC CONTROL                 | 1         | LS   | \$25,000.00            |                        |
| 6                                                        | 641       | 4685000000-E    | 1205     | THERMOPLASTIC PAVEMENT MARKINGS | 1         | LS   | \$5,000.00             |                        |
| 7                                                        | 1045      | 6133000000-N    | SP       | EROSION                         | 1         | LS   | \$15,000.00            |                        |
|                                                          |           |                 |          | DATE: 8/2/2024                  |           |      |                        |                        |
|                                                          |           |                 |          | COMPLETE BY: Jason Brooks       |           |      |                        |                        |
| TOTAL ESTIMATE FOR PROJECT                               |           |                 |          |                                 |           |      |                        | \$704,087.50           |
| This estimate was completed with no plans for reference. |           |                 |          |                                 |           |      |                        |                        |

**CRTPO 2024 Fall Call for Projects  
Form 1 - New Project Funding and Programming Request**

|                                                                                     |                                       |
|-------------------------------------------------------------------------------------|---------------------------------------|
| <b>Project Name:</b> Mineral Springs Downtown Sidewalk and Pedestrian Accomodations | <b>Date:</b> Friday, October 18, 2024 |
| <b>Current Project Phase (use dropdown):</b> Design (15-65% plans)                  |                                       |

**Notes and Instructions:**

- Please enter information in yellow cells only and do not override any of the formulas (if the form doesn't seem to be working, please contact CRTPO staff)
- Use this form for new projects
- If you are applying for a supplemental funds, use Form 2
- The local match amount, should be at least 20% and in increments of 5s.
- Funds may be rounded to the nearest thousands in the STIP, but use unrounded numbers when requesting a municipal agreement
- The majority of funds available will be programmed starting in FY28 or FY29, but you may request PE starting FY 26
- Consider minimum of two years between phases (column A), for example PE FY26, ROW FY28, CON FY30
- Inflation is now required and it is part of this form. Use the drop-down in column A-16-18 to select the FY you would like funds - we'll do our best to accommodate you
- If you are applying for construction only, please add \$10k in PE for NCDOT's review time. You may add up to 10% of the project cost for NCDOT fees - see application

| Desired Fiscal Year (Oct 1 - Sept 30) Use Dropdown | Funding Phase    | Project Estimate | Contingency | Inflation Amount   | Project Total |
|----------------------------------------------------|------------------|------------------|-------------|--------------------|---------------|
| FY 2026                                            | Preliminary Eng. | \$ 125,000       | \$ 37,500   | \$ 10,188          | \$ 172,688    |
| FY 2028                                            | Right-of-Way     | \$ 285,000       | \$ 85,500   | \$ 41,999          | \$ 412,499    |
| FY 2030                                            | Construction     | \$ 430,000       | \$ 129,000  | \$ 93,412          | \$ 652,412    |
|                                                    | Total            | \$ 840,000       | \$ 252,000  | \$ 145,598         | \$ 1,237,598  |
|                                                    |                  |                  |             | Inflation Amount   | \$ 145,598    |
|                                                    |                  |                  |             | Total Project Cost | \$ 1,237,598  |

|                              |                   |
|------------------------------|-------------------|
| Local match percentage       | 35.0%             |
| Local match amount:          | \$ 433,159        |
| <b>Total Request Amount:</b> | <b>\$ 804,439</b> |

**For CRTPO staff use only**

| Funding Phase | Total Project Cost | Federal Amount | Local Amount |
|---------------|--------------------|----------------|--------------|
| PE            | \$ 172,688         | \$ 112,247     | \$ 60,441    |
| ROW           | \$ 412,499         | \$ 268,124     | \$ 144,374   |
| CON           | \$ 652,412         | \$ 424,068     | \$ 228,344   |
| Total         | \$ 1,237,598       | \$ 804,439     | \$ 433,159   |

### Bike & Ped Criteria Project Scoring Worksheet #5

Project Name  
Mineral Springs Downtown Sidewalk and Pedestrian Accomodation

Funding Request Amount  
\$804,439

Points

Criteria

|                                                                  |                   |
|------------------------------------------------------------------|-------------------|
| Critical Opportunity                                             | Project Readiness |
| 0                                                                | Design            |
| <b>Total Critical Opportunity &amp; Project Readiness Points</b> |                   |
| <b>5</b>                                                         |                   |

Enter data in white cells to calculate the project score.

Points

| Destinations of Interest                    | Trip Generation & Connectivity |                    |            | Points Per Destination |
|---------------------------------------------|--------------------------------|--------------------|------------|------------------------|
|                                             | Accessibility/Distance         | Destination Points | Multiplier |                        |
| 1. Community & Regional Parks               | Pedestrian 0 - 0.25            | 5                  | 1          | 5                      |
| 2. Downtown/Central Business District       | Pedestrian 0 - 0.25            | 5                  | 1          | 5                      |
| 3. Retail Center                            | Pedestrian 0 - 0.25            | 3                  | 1          | 3                      |
| 4. Significant Sports & Entertainment       | Bike 1.01 - 3.0                | 5                  | 0.75       | 3.75                   |
| 5. Religious/Civic/Conference Center        | Pedestrian 0 - 0.25            | 3                  | 1          | 3                      |
| 6. School                                   | Bike 1.01 - 3.0                | 5                  | 0.75       | 3.75                   |
| <b>Total Destination of Interest Points</b> |                                |                    |            | <b>23.5</b>            |

| Destinations of Interest                               | Connection to Existing Facilities | Adopted Plans & Policies | Place-making Amenities | Demonstrated Need/Desire |
|--------------------------------------------------------|-----------------------------------|--------------------------|------------------------|--------------------------|
| Enter Data in Chart Above                              | 3+ Connections                    | County                   | Both                   | Both                     |
| <b>23.5</b>                                            | <b>15</b>                         | <b>5</b>                 | <b>0</b>               | <b>10</b>                |
| <b>Total Trip Generation &amp; Connectivity Points</b> |                                   |                          |                        | <b>53.5</b>              |

| Safety                      |                       |                 |                 |
|-----------------------------|-----------------------|-----------------|-----------------|
| Documented Safety Challenge | Reduce Human Exposure | Traffic Calming | Vehicle Traffic |
| 2                           | Defined               |                 | 1,001 - 10,000  |
| <b>10</b>                   | <b>5</b>              | <b>0</b>        | <b>5</b>        |
| <b>Total Safety Points</b>  |                       |                 |                 |
| <b>20</b>                   |                       |                 |                 |

| Health & Environment                         |               |                   |                       |
|----------------------------------------------|---------------|-------------------|-----------------------|
| Emission & Pollutant Reduction               | Social Equity | Carless Household | Environmental Quality |
| 100 - 199                                    | Low           | No                | No                    |
| <b>10</b>                                    | <b>2</b>      | <b>0</b>          | <b>0</b>              |
| <b>Total Health &amp; Environment Points</b> |               |                   |                       |
| <b>17</b>                                    |               |                   |                       |

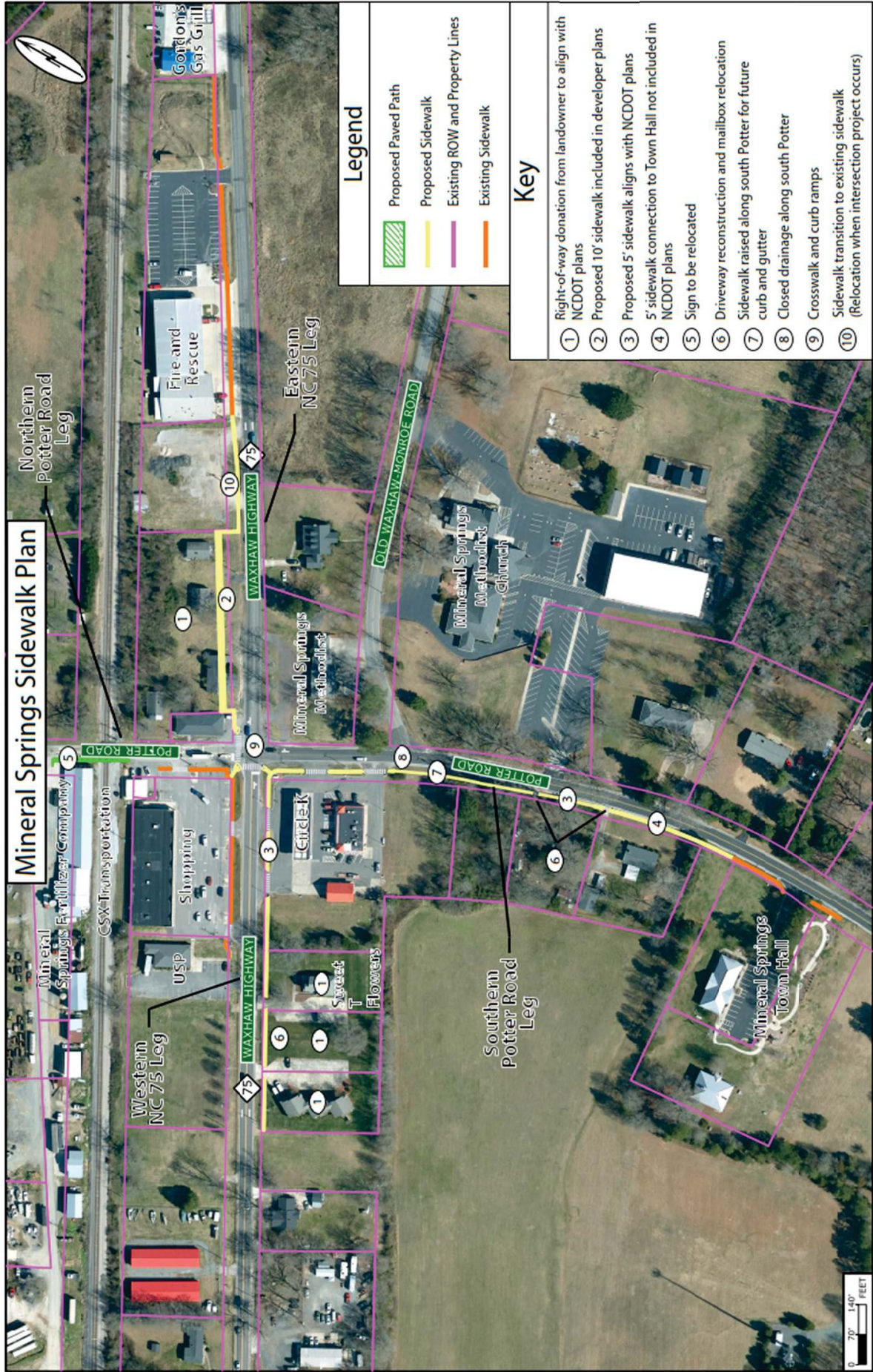
| Cost Benefit Formula                                                                     |          |                            |
|------------------------------------------------------------------------------------------|----------|----------------------------|
| Sum(Trip Generation & Connectivity Points + Safety Points + Health & Environment Points) | x 10,000 | ÷ Funding Requested Amount |
| 90.5                                                                                     | 905,000  | \$804,439                  |
|                                                                                          |          | <b>Total Cost Benefit</b>  |
|                                                                                          |          | <b>1.13</b>                |

| Feasibility & Cost             |                        |                                            |
|--------------------------------|------------------------|--------------------------------------------|
| Effective Use of Federal Funds | Local Match Commitment | Right-of-Way Previously Acquired/Available |
| \$0 - \$1,000,000              | 35%                    | 51 - 75%                                   |
| <b>5</b>                       | <b>20</b>              | <b>10</b>                                  |
|                                |                        | <b>Total Feasibility &amp; Cost Points</b> |
|                                |                        | <b>80</b>                                  |

| Total Points |            |
|--------------|------------|
| <b>175.5</b> | <b>58%</b> |



Figure 4: Mineral Springs Prioritized Pedestrian Improvements





**McCollum Trucking & Grading, Inc.**

810 N. Sutherland Ave.

Monroe, NC 28110

**Phone: 704-283-2809**

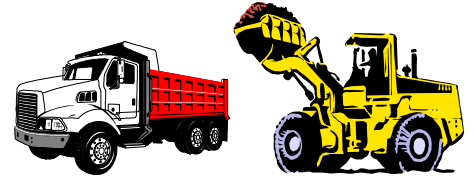
**Fax: 704-289-7097**

Agenda Item

# \_\_\_\_\_

10/10/2024

# Estimate



Town of Mineral Springs  
Attn: Rick Becker  
Email: [frederickbecker3@yahoo.com](mailto:frederickbecker3@yahoo.com)

Date: 9-23-24  
Phone: 704-243-0505 Ext. 223

Job location: McNeely Road Park

Ref: Add stone and dress up

Scope of Work:

1. Mobilization
2. Scrape up existing #67 granite stone and save to re-use later
3. Re-grade and pack existing base stone
4. Furnish, haul, and spread approximately 60 tons of 1.5 granite base over lower end of lot to build it up
5. Re-spread existing saved #67 granite stone
6. Furnish, haul, and spread approximately 45 tons of new #67 granite stone
7. Equipment and labor

Total - \$8,500

We propose to furnish material and labor – complete in accordance with the above specifications, for the sum of ( Eight Thousand Five Hundred Dollars **\$8,500.00** )

Payment terms: net 30 day

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner must carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker’s Compensation insurance.

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_

**Note: This proposal may be withdrawn by us if not accepted within 30 days.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/24/2024

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).

|                                                                                                                                      |                                                                                                                                |                                     |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>PRODUCER</b><br>Arthur J. Gallagher Risk Management Services, LLC<br>4250 Congress Street<br>Suite 200<br>Charlotte NC 28209-4615 | <b>CONTACT NAME:</b> Cert Requests<br><b>PHONE (A/C. No. Ext):</b> 704-362-2992<br><b>E-MAIL ADDRESS:</b> CertRequests@ajg.com | <b>FAX (A/C. No.):</b> 704-362-1997 |
|                                                                                                                                      | <b>INSURER(S) AFFORDING COVERAGE</b>                                                                                           |                                     |
| <b>INSURED</b><br>McCollum Trucking & Grading Inc<br>810 N Sutherland Ave<br>Monroe, NC 28110-3646                                   | <b>INSURER A :</b> Bridgefield Casualty Insurance Company                                                                      |                                     |
|                                                                                                                                      | <b>INSURER B :</b> Hanover Insurance Company                                                                                   |                                     |
|                                                                                                                                      | <b>INSURER C :</b> Employers Mutual Casualty Company                                                                           |                                     |
|                                                                                                                                      | <b>INSURER D :</b>                                                                                                             |                                     |
|                                                                                                                                      | <b>INSURER E :</b>                                                                                                             |                                     |
|                                                                                                                                      | <b>INSURER F :</b>                                                                                                             |                                     |


**COVERAGES** **CERTIFICATE NUMBER:** 1168906698 **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                                                                                                                                                                                                                                                                                                                                   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                         |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |           |          | 5D87012       | 3/15/2024               | 3/15/2025               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| C        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                           |           |          | 5E87012       | 3/15/2024               | 3/15/2025               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                |
| C        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0                                                                                         |           |          | 5J87012       | 3/15/2024               | 3/15/2025               | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000<br>\$                                                                                                                                                                                   |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                       | Y/N<br>N  | N/A      | 191-00137     | 3/15/2024               | 3/15/2025               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                      |
| B        | Equipment Floater                                                                                                                                                                                                                                                                                                                                   |           |          | IH6D15580307  | 3/15/2024               | 3/15/2025               | Leased/Rented Deductible \$300,000<br>\$1,000                                                                                                                                                                                                  |

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

**CERTIFICATE HOLDER** **CANCELLATION**

|                                                                    |                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Town of Mineral Springs<br>P.O Box 600<br>Mineral Springs NC 28108 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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# ESTIMATE

Robert L. Belk, LLC  
1818 Turtlewood Drive  
Waxhaw, NC 28173

rlbelkllcgmail.com  
+1 (704) 282-7680

**Bill to**  
Vicky Brooks  
Mineral Springs Town Hall

**Ship to**  
Vicky Brooks  
Mineral Springs Town Hall

## Estimate details

Estimate no.: 1118  
Estimate date: 09/29/2024

| #  | Date | Product or service            | Description                                                                                                           | Qty | Rate         | Amount            |
|----|------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----|--------------|-------------------|
| 1. |      | <b>Service - Non Taxable</b>  | Materials to install 2 LED double flood lights with motion sensors on Town Hall building and 1 on old school building |     |              | \$900.00          |
| 2. |      | <b>Repair Labor - Taxable</b> | 6 hours labor, 2 men, to install lights                                                                               | 6   | \$110.00     | \$660.00          |
|    |      |                               |                                                                                                                       |     | <b>Total</b> | <b>\$1,560.00</b> |

Accepted date

Accepted by