



Town of Pilot Mountain
Town Hall 124 West Main Street Pilot Mountain, NC 27041
Monday, February 14, 2022, 7:00 PM
Meeting will be held via Zoom and is available on Facebook.

BOARD OF COMMISSIONERS REGULAR MEETING AGENDA

Call to Order/Moment of Silence/Pledge of Allegiance

Adoption of Agenda

Public Comment

Anyone may submit comment to publiccomments@pilotmountainnc.org by 5 PM on the day of the meeting.

Consent Agenda

- [1.](#) Approval of Minutes
- [2.](#) Black History Month Resolution

Administrative Reports

- [3.](#) Town Manager & Staff Reports

Mayor and Commissioners Comments

Adjourn

**Town of Pilot Mountain
Board of Commissioners Meeting
Monday, January 10, 2022
7:00 PM**

Members Present: Mayor Evan Cockerham, Commissioner Rachel Collins, Commissioner Donna Kiger, Commissioner Scott Needham and Commissioner Dwight Atkins

Staff Present: Town Manager, Michael Boaz, Town Clerk, Holly Utt, Police Chief Robbie Jackson, Town Attorney Ed Woltz and Senator Shirley Randleman

Call to order 7:00 PM

Mayor Cockerham called the meeting to order at 7:00 PM. Commissioner Atkins led the Pledge of Allegiance.

Adoption of Agenda

Commissioner Collins made a motion to adopt the agenda as presented and it was unanimous.

Public Comment

Senator Shirley Randleman stated that she was trying to get caught up on the surrounding towns and was very hopeful that she would be representing Pilot Mountain in the near future.

Consent Agenda

- October 11, 2021 Minutes
- December 6, 2021 Minutes

Commissioner Atkins made a motion to adopt the consent agenda and was unanimous.

Board & Committee Reports

Chairman Pell provided the following sales numbers from the ABC Store:

October 2020 sales: \$170,689

October 2021 \$219,933

Increase of 28.85%

November 2020 sales: \$166,047

November 2021 sales: \$245,467

Increase of 47.83%

Mr. Boaz reminded the Board that the profit distribution last year was \$213K and given these numbers he would expect it to be at least that amount this year.

New Business

Acceptance to SRF Funds for WWTP Project

Mr. Boaz explained that the bids were approved last month and this was just a resolution agreeing to accept the additional loan amount that we can ask for right now and once the LGC approves the plan to

distribute some of the Covid money, the total amount will then be issued as a forgivable loan. Commissioner Needham made a motion approve Resolution R 2022-01 and it was unanimous.

Appointment of Main Street Committee Member

Commissioner Atkins made a motion to approve Scott Needham as a member of the Main Street Committee and it was unanimous.

Appointment of TDA Board Member

Mayor Cockerham recommended appointing Emily Morgan to the TDA and reappointing Scott Needham and Bina Bhatt. Commissioner Collins made a motion to approve the recommendations and it was unanimous.

Administrative Reports

Town Manager's Report

- Paving – We are on the DOT schedule and they will begin paving as soon as weather permits.
- The Downtown Vision Forum will be on February 8th. The purpose of the session is to help set a vision and goals for the downtown area and is one of the last steps in the DAC process. We will likely be moving up to full Main Street status in July. He thanked the Board, Jenny Kindy and Christy Craig for their efforts to make this happen.
- The State Historic Preservation office is reviewing our application for National Historic Preservation District fairly positively. Our consultant has hopes that by the summer our application will likely be approved at the State and National level.
- The Federal Government has released the final rule on ARPA funds. We can allocate up to \$10,000,000 in revenue replacement. This does not change our plans on how to spend the money but it does make it easier for reporting and easier for the non-profits that we are assisting.
- The Planning Board will meet on January 18th to consider a draft comprehensive plan. If they recommend it for approval the Board will need to hold a public hearing. Discussion ensued about how and when to have the public hearing. The public hearing was tentatively scheduled for February 14th at 6:30 PM at the Pilot Center.

Commissioner Kiger asked about any updates from Charles Anderson about the streambank restoration. Mayor Cockerham stated that he hasn't had an update since the last meeting but stated that construction would start in the spring. Commissioner Kiger stated that he promised the Board that they would receive regular updates, all of the money is there and it has been a very long time and she would like to see the work get started soon.

Commissioner Kiger asked about the Yard Spotlight project. Mr. Boaz stated that the sign was ordered and he would touch base with Jenny about the project.

Commissioner Atkins asked Chief Jackson about staffing. Mr. Boaz stated that we were in the same position and still looking at some of the options available to them. He also asked about the fund balance with the LGC and training. Mr. Boaz stated that the fund balance has improved and once the training is scheduled he will let the Board know.

Mayor and Commissioners Comments

Commissioner Atkins: Thanked Senator Randleman for attending the meeting and welcomed the new business, Young's Garage Doors. Is glad to see the progress of the National Historic Preservation District. He also mentioned that with all the good things happening in downtown that we might want to entertain

starting a Municipal Service District. He welcomed Emily Morgan and also thanked all the members on various committees for their service to the town.

Commissioner Kiger: Acknowledged the Police Department for Law Enforcement Appreciation Day. She is excited about the new year and all the projects going on. She commended Mr. Boaz for being out with the PW Department during the water line repair on Nelson Street.

Commissioner Collins: Asked that everyone remember the family of John Whitford, the owner of Big John's Barbecue. She was excited to see the support and enthusiasm for the businesses downtown during the Christmas season and wished everyone a Happy New year.

Commissioner Needham: He is very excited about the National Historic Preservation District. The Downtown Merchants meeting was a success, he encouraged citizens to get involved with the events. He also noted that downtown Main Street is part of the Sauratown Scenic Byway which was an addition to the Hanging Rock Scenic Byway. It goes from Hanging Rock to Pilot Mountain State Park and also through downtown Mount Airy. This is very exciting because it makes Pilot Mountain a destination for tourism and we live in a beautiful area. Having people come to enjoy the natural beauty of the area is a great way to grow economic tourism. He also asked the Police Department be more involved in Halloween next year.

Mayor Cockerham: Sergeant Chrismon is making progress and seems to be on the road to recovery. He thanked everyone on for their support of the Police Department and Sergeant Chrismon. He commended staff for the improvements made to equipment, services and to the physical infrastructure by keeping the fund balance at a healthy level. The money that was collected for the first responders during the wildfire has been distributed. He thanked everyone for supporting the first responders. He addressed the virtual meetings vs in person meetings. The decision was made to do virtual meetings due to the surge in the omicron variant. We are hoping that this peaks and we can get back to more regular in person meetings in the future. The Downtown Vision Forum will be held on February 8th at 6Pm at First United Methodist Church. He encouraged everyone to come out and take part in the event.

Other Business

Adjourn or Recess

Commissioner Atkins made a motion to adjourn and it was unanimous.

Respectfully Submitted:

Attest:

Holly Utt
Town Clerk

Evan Cockerham
Mayor

**RESOLUTION DECLARING FEBRUARY AFRICAN-
AMERICAN/BLACK HISTORY MONTH IN PILOT MOUNTAIN**

WHEREAS, the Black History Month is an annual observance in Canada, the Republic of Ireland, the Netherlands, the United Kingdom, and the United States of America, and;

WHEREAS, the historian Dr. Carter G. Woodson founded Black History Week in America in 1926 during the week of the birthdays of President Abraham Lincoln and former slave and abolitionist, Frederick Douglass, and;

WHEREAS, North Carolina was one of the first states to observe Black History Week in its schools, and;

WHEREAS, during the Bicentennial Celebration in 1976 President Gerald Ford urged Americans to “seize the opportunity to honor the too-often neglected accomplishments of Black Americans in every area of endeavor throughout history”, extending the week into a month, and:

WHEREAS, since 1976, every American president has officially designated February as Black History Month, and;

WHEREAS, Governor Roy Cooper has declared February Black History Month in the State of North Carolina, and;

WHEREAS, Black History Month affords the whole community an opportunity to become more knowledgeable, in particular of the contributions of Black people to the physical and cultural progress and history of our country, state, and town, and;

WHEREAS, such insight can strengthen the knowledge of all our citizens regarding human rights and progress made toward breaking down barriers and building relationships, oneness, and strong sense of community, and;

WHEREAS, as Americans, together we can achieve the ultimate goal of equity and inclusion while rejecting any form of inequality and discrimination, and;

WHEREAS, valuing all people and respecting their experiences, we strive to understand and empathize with the struggles of our neighbors, and celebrate our differences resulting in a better functioning community.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners declares that the month

of February 2022 as BLACK HISTORY MONTH and urges all citizens to come together in our onward march toward dignity, justice, and equality for all.

ADOPTED by the Board of Commissioners of the Town of Pilot Mountain this the 14th day of February 2022.

Attest:

Evan Cockerham, Mayor

Holly Utt, Town Clerk



MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Michael Boaz, Town Manager/Finance Officer
DATE: February 9, 2022
RE: February 2022 Manager's Report

- NC DOT crews are expected in Town soon, weather permitting. I am in communication with the crew supervisor regularly and as soon as they can they will pave Butler and Westridge. I have also asked that they do some patching on Academy and Main.
- The NC State Water Infrastructure Authority has awarded the Town \$683,000 from its Drinking Water State Reserve Funds. This money will be used to replace water lines, valves, and make improvements to the water tanks. At this time, this money is 50% grant and 50% loan. However, DEQ has announced that they plan to designate \$353,000,000 to units on the distressed utilities list to replace loan funds with grants. This means that in all likelihood, we can get this entire amount as a grant. We will find out more about this in the coming months, but I recommend that we accept this funding and ask for it to be converted to all grant.
- The NC State Water Infrastructure Authority has also awarded the Town \$2,845,000 from the State Reserve funds for wastewater collection system improvements. We intend to use this money to replace 4300 linear feet of sewer line, one lift station, and to replace the control panels at five other lift stations. Again, this is a 50% grant/50% loan project, but the same opportunity to convert to all grant funds is available here as well. Again, I recommend that we accept these funds and ask for it to be converted to all grant.
- Recently, staff was contacted about the possibility of putting a tattoo shop in an area that is zoned GB. As of right now, the UDO does not permit that use in the GB district. Staff intends to discuss this issue with the planning board and possibly to recommend some adjustments to the Table of Permitted Uses. This should come back to the Board in April for a vote.
- At the last Main Street meeting, the group discussed adding some "loading zone" and handicap parking on South Depot near the intersection with Main Street. We have ordered some signs and will be implementing a trial period for this over the next couple of months. We will report back to the Board in the near future.
- The State Historic Preservation Office held their meeting on 2/10 to discuss our nomination. They unanimously recommended that our District be approved and it will now move on to the national office. We should hear back by June.

PROJECT UPDATES

1. Depot Street Stream Restoration Project: All easements have been collected and design/build is underway. We have been granted an additional extension.
2. Main Street National Register District: Our application will be reviewed in February 2022.
3. Street Paving Project: Some milling work has been completed and hopefully paving will resume soon.
4. Water Treatment Upgrade: The project is underway and good progress has been made. The contractors are estimating that the work will be completed by the end of March. We will grant this time extension due to the problems with materials at the beginning of the project.
5. Streetscape Project: WR continues to work with Duke Energy on Plan B.
6. WWTP & Pump Station Project: We plan to wait until the end of the month to issue the contracts and Notice to Proceed to the contractor.



TOWN OF PILOT MOUNTAIN

Monthly Financial Dashboard
FISCAL YEAR ENDING June 30, 2022

Reporting Period: January 1-January 31 2022

OUR CASH AND INVESTMENTS

Balances on January 31 2022, in whole dollars

CASH & INVESTMENTS BY FUND

GENERAL FUND

	January 2021	January 2022
Central Depository	\$ 447,869	\$ 427,112
NCCMT	96,377	(3,621)
NCCMT-Powell Bill	711	107,460
NCCMT-Term Account	-	(18)
Police Drug Forfeiture	2,196	1,329
Centura Bank CD	25,031	25,031
Fiduciary Funds	17,940	55,923
TOTAL GENERAL FUND	\$ 590,123	\$ 613,217

OTHER FUNDS

	January 2021	January 2022
Water & Sewer Fund	\$ (12,354)	\$ (18,308)
NCCMT-Water/Sewer	\$ 4,482	\$ 5,657
Water & Sewer AIA	\$ (27,383)	\$ 3,993
Streambank	N/A	-
WWTP Upgrade	\$ (91,381)	\$ (62,016)
Sunset/Simmons Water	(\$31,120)	(\$2,161)
Water Treatment Upgrade	(\$339,909)	(\$125,889)
Streetscape Project	(\$34)	\$0
Sunset Sewer Project	\$207,360	(\$31,453)
Street Resurfacing	\$6,019	(\$88,481)
Capital Reserve	\$ 90,099	\$ 108,098
ARPA Funds	N/A	\$ 88,818
TOTAL OTHER FUNDS	\$ (194,220)	\$ (121,742)

TOTAL CASH & INVESTMENTS TOWN-WIDE

	January 2021	January 2022
ALL FUNDS	\$ 395,902	\$ 491,475

OUR CASH FLOWS...

GENERAL FUND REVENUES & EXPENDITURES	Comparison of FYTD %	
	Prior FYTD %	Current FYTD %
Fiscal Year Budget	\$ 1,754,560	\$ 2,093,060
Revenues Fiscal Year to Date	63.00%	73.00%
Expenses Fiscal Year to Date	68.97%	67.89%
WATER & SEWER ENTERPRISE FUND		
Fiscal Year Budget	\$ 948,660	\$ 1,036,090
Revenues Fiscal Year to Date	56.42%	61.12%
Expenses Fiscal Year to Date	58.73%	65.45%
WWTP & PUMP STATION REHAB PROJECT		
Project Budget	\$ 1,374,500	\$ 1,374,500
Revenues Project to Date	\$ 122,445	3.83%
Expenses Project to Date	\$ 184,461	4.66%
Water Treatment Upgrade Project		
Project Budget	\$ 3,978,000	\$ 3,978,000
Revenues Project to Date	\$ 3,109,789	7.71%
Expenses Project to Date	\$ 3,504,684	8.72%
Sunset Sewer Rehabilitation Project		
Project Budget	\$ 2,573,038	\$ 2,573,038
Revenues Project to Date	\$ 1,954,640	40.15%
Expenses Project to Date	\$ 2,001,080	39.16%
WATER & SEWER AIA PROJECT		
Project Budget	NA	\$ 305,000
Revenues Project to Date	\$ 295,962	78%
Expenses Project to Date	\$ 292,028	77%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

Comparison of FY %				Comparison of Monthly Expenses			
		Prior	Current	Fiscal Year		YTD Expenses	
		FY %	FY %	2022 Budget	Prior FY	Current FY	
AD VALOREM PROPERTY TAX							
Fiscal Year Budget		\$ 867,500	\$ 955,760	\$ 174,360	\$ 83,733	\$ 57,479	
Revenues this Month	\$ 74,240	12.09%	7.77%	346,890	186,818	252,464	
Revenues FYTD	\$ 783,608	86.63%	81.99%	41,960	34,427	31,571	
SALES & USE TAX							
Fiscal Year Budget		\$ 398,600	\$ 558,630	140,280	52,907	94,785	
Revenues this Month	\$ 48,780	10.28%	8.73%	Police Dept	830,670	493,680	635,454
Revenues FYTD	\$ 347,057	75.92%	62.13%	Street Dept	123,460	58,146	63,367
UTILITY FRANCHISE TAX				Powell Bill	42,000	34,898	15,612
Fiscal Year Budget		\$ 118,140	\$ 110,000	Sanitation	296,560	137,329	225,152
Revenues this Month	\$ -	0.00%	0.00%	Pilot Center	20,340	21,944	14,380
Revenues FYTD	\$ 50,744	43.70%	46.13%	Library	38,340	3,661	3,668
REFUSE COLLECTION FEES				Debt Service	38,200	73,910	27,148
Fiscal Year Budget		\$ 73,010	\$ 72,470	Non Departmental	-	-	-
Revenues this Month	\$ 7,388	9.64%	10.19%		\$ 2,093,060	\$ 1,181,453	\$ 1,421,081
Revenues FYTD	\$ 49,358	60.27%	68.11%	Fiscal Year Budget		\$ 1,754,560	\$ 2,093,060
SALES & SERVICES				YTD % of Annual Budget Expended		67.34%	67.89%
Fiscal Year Budget		\$ 81,700	\$ 55,200	WATER & SEWER ENTERPRISE FUND			
Revenues this Month	\$ 9,148	2.18%	16.57%	General	\$ 190,650	\$ 74,508	\$ 64,241
Revenues FYTD	\$ 67,914	51.86%	123.03%	Water/Sewer Administration	148,760	79,343	88,216
WATER & SEWER ENTERPRISE FUND REVENUES				Production	155,130	129,956	116,102
Fiscal Year Budget		\$ 948,660	\$ 1,036,090	WWTP	257,950	147,394	150,954
Revenues this Month	\$ 87,153	8.46%	8.41%	Line Maintenance	283,600	147,940	258,590
Revenues FYTD	\$ 633,217	56.42%	61.12%		\$ 1,036,090	\$ 579,142	\$ 678,103
				Fiscal Year Budget		\$ 948,660	\$ 1,036,090
				YTD% of Annual Budget Expended		61.05%	65.45%

**Pilot Mountain Police Department
Monthly Report for January 2022**

Accidents

1/3/2022 822 W Main St
 1/4/2022 204 W Main St
 1/5/2022 Veterans Dr/S Key St
 Veterans Dr/S Key St
 Hwy 52 Byp /Old Westfield Rd
 1/13/2022 204 W Main St
 1/14/2022 314 E 52 Byp
 1/24/2022 647 S Key St
 1/31/2022 642 S Key St

	TOTAL	AMOUNT	RECOVERED
Police Service	194		
Wrecks Investigated	9	\$ 15,100.00	
Assaults	1		
Larcenies	4	\$ 25,898.00	
Disturbances/Domestic	14		
Burglar Alarms	17		
Breaking & Entering	0		
MIP & Property Damage	3	\$ 1,850.00	
Traffic Citations	36		
Intoxicated Drivers	0		
Intoxicated Pedestrians	0		
Forgery/Fraud/Scam	2	\$ 78,760.00	
Armed Robbery	0		
Drug Charges	12		
Other Crimes	1		
Total Arrests	2		
Totals:	295	\$ 121,608.00	\$ -

OTHER:

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1/24/2022 Poss of Heroin
 Poss of Suboxone
 Poss Sch III
 1/26/2022 Poss of Drug Paraphernalia
 Poss of Sch II
 1/27/2022 Poss of Drug Paraphernalia
 Poss of Cocaine
 1/29/2022 Poss of Methamphetamine
 1/31/2022 Served Criminal Summons
 Poss of Methamphetamine
 Poss of Marijuana
 Poss of Drug Paraphernalia
 Poss of Marijuana Paraphernalia

NOTES:

1/7/2022 Ptl Horn worked the ESHS game
 1/12/2022 Ptl Horn worked the ESHS game
 1/14/2022 Ptl Horn worked the ESHS game

**0MONTHLY STATUS REPORT OF
OPERATION FOR THE PILOT MOUNTAIN
WATER TREATMENT PLANT**

MONTH: December

YEAR: 2021

OPERATIONS:

MILLION GALLONS OF RAW WATER TREATED	7.626	DAILY AVERAGE RAW WATER TREATED (MGD)	.246
MILLION GALLONS WATER FILTERED	7.266	DAILY AVERAGE WATER FILTERED (MGD)	.234
MILLION GALLONS PUMPED TO SYSTEM	6.510	DAILY AVERAGE WATER PUMPED TO SYSTEM (MGD)	.210

CHEMICALS USED:

ALUMINUM SULFATE	636 LBS.
SODA ASH	729 LBS.
CHLORINE	185 LBS.
HEXAMETAPHOSFATE	61 LBS.

OPERATIONS SUMMARY:

All monthly drinking water laboratory tests were in compliance and the monthly report (eMOR) was submitted to NCDEQ on January 6th , 2022.

**MONTHLY STATUS REPORT OF
OPERATION FOR THE PILOT MOUNTAIN
WASTEWATER TREATMENT PLANT**

MONTH: December

YEAR: 2021

OPERATIONS:

MILLION GALLONS OF WATER TREATED	4.154	PERMIT LIMIT MGD	.500
AVERAGE DAILY VOLUME TREATED	.134		
TOTAL RAINFALL INCHES	.95		

CHEMICALS USED:

CHLORINE/BLEACH	70 Gallons
POLYMER	0 Gallons

CHEMICAL ANALYSIS:

Parameter	Permit Limits	Monthly Results
BOD	30 max. avg. monthly	3.01
TSS	30 max. avg. monthly	9.7
D.O.	5 minimum avg. daily eff.	8.83
Fecal Coliform	200 max. avg. monthly	1.0
Ammonia-Nitrogen	28.6 max. avg. monthly	2.37

We were in compliance with all effluent limits for the month.

**0MONTHLY STATUS REPORT OF
OPERATION FOR THE PILOT MOUNTAIN
WATER TREATMENT PLANT**

MONTH: January

YEAR: 2022

OPERATIONS:

MILLION GALLONS OF RAW WATER TREATED	7.779	DAILY AVERAGE RAW WATER TREATED (MGD)	.250
MILLION GALLONS WATER FILTERED	7.489	DAILY AVERAGE WATER FILTERED (MGD)	.241
MILLION GALLONS PUMPED TO SYSTEM	7.220	DAILY AVERAGE WATER PUMPED TO SYSTEM (MGD)	.232

CHEMICALS USED:

ALUMINUM SULFATE	650 LBS.
SODA ASH	750 LBS.
CHLORINE	173 LBS.
HEXAMETAPHOSFATE	63 LBS.

OPERATIONS SUMMARY:

All monthly drinking water laboratory tests were in compliance and the monthly report (eMOR) was submitted to NCDEQ on February 3rd, 2022.

**MONTHLY STATUS REPORT OF
OPERATION FOR THE PILOT MOUNTAIN
WASTEWATER TREATMENT PLANT**

MONTH: January

YEAR: 2022

OPERATIONS:

MILLION GALLONS OF WATER TREATED	4.588	PERMIT LIMIT MGD	.500
AVERAGE DAILY VOLUME TREATED	.148		
TOTAL RAINFALL INCHES	3.25		

CHEMICALS USED:

CHLORINE/BLEACH	70 Gallons
POLYMER	0 Gallons

CHEMICAL ANALYSIS:

Parameter	Permit Limits	Monthly Results
BOD	30 max. avg. monthly	1.88
TSS	30 max. avg. monthly	16.7
D.O.	5 minimum avg. daily eff.	9.09
Fecal Coliform	200 max. avg. monthly	1.09
Ammonia-Nitrogen	28.6 max. avg. monthly	3.05

We were in compliance with all effluent limits for the month, including passing our quarterly Bioassay.

General Services Work Order Applications

Applications For the Date Range 01/01/2022 Thru 01/31/2022

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
STATUS: CLOSED								
1	JOB-2022-00002	DPW	OTHER	CIRCLE K LIFT STATION	REPAIR LIFT STATION	1/4/2022	1/6/2022	2
2	JOB-2022-00001	DPW	OTHER	822 W MAIN - COX NEEDHAM	DEAD DEER	1/4/2022	1/4/2022	0
3	JOB-2022-00005	DPW	OTHER	127 CLUB HOUSE DR	CHECK METER. CUSTOMER DISPUTES BILL AND SAYS THE METER IS INCORRECT. METER IS WORKING PROPERLY IN MI-NET. #1700027093	1/5/2022	1/6/2022	1
4	JOB-2022-00004	DPW	OTHER	CEMETERY D404	MARK PLOT D404 LINDA J. COLLINS - NO HEADSTONE UP	1/5/2022	1/5/2022	0
5	JOB-2022-00003			650 S KEY ST UNIT 101	CHECK METER #1700027714. READING IS LOWER THAN LAST READING.	1/5/2022	1/5/2022	0
6	JOB-2022-00007	DPW	SIGNS	LOVELL BERRY LN	STREET SIGN IS ON GROUND BESIDE POST.	1/6/2022	1/7/2022	1
7	JOB-2022-00009	DPW	INSPECTION	NEEDHAM ST	WATER RUNNING IN STREET. REPAIR WATER LINE	1/7/2022	1/10/2022	3
8	JOB-2022-00008	DPW	OTHER	106 S KEY ST	REMOVE DEAD DEER FROM ROAD	1/7/2022	1/7/2022	0
9	JOB-2022-00012	DPW	OTHER	200 S DEPOT ST UNIT 1	CUT WATER OFF FOR FINAL. METER 1700027655	1/10/2022	1/26/2022	16
10	JOB-2022-00011	DPW	OTHER	300 LYNCHBURG RD UNIT 5	UNLOCK METER AND TURN WATER BACK ON. CUSTOMER PAID IN FULL. METER #1700027137	1/10/2022	1/10/2022	0
11	JOB-2022-00010	DPW	OTHER	NELSON ST	REPAIR BROKEN WATER LINE	1/10/2022	1/10/2022	0
12	JOB-2022-00013	DPW	OTHER	FREINDS ST & MAIN ST	REPAIR 12" WATER LINE	1/11/2022	1/11/2022	0
13	JOB-2022-00016		VEHICLES SALT SPREADER	PW DEPT	INSTALL SALT SPREADERS ON TRUCK	1/12/2022	1/12/2022	0
14	JOB-2022-00014	DPW	OTHER	100 THOMPSON DRIVE	CANCELED REQUEST ON 1/26/2022 BULK PICK UP FOR FRIDAY.	1/12/2022	1/26/2022	14
15	JOB-2022-00017	DPW	OTHER	295 CLUB HOUSE DR	WATER COMING UP IN DRIVEWAY	1/13/2022	1/20/2022	7
16	JOB-2022-00020	DPW	OTHER	522 W MAIN ST	TURN WATER ON AT 522 W MAIN ST. METER #502511300	1/14/2022	1/18/2022	4
17	JOB-2022-00019	DPW	OTHER	316 N KEY ST UNIT 109	TURN WATER ON AT 316 N KEY ST UNIT 109. METER #1700027729	1/14/2022	1/14/2022	0
18	JOB-2022-00018	DPW	OTHER	601 E MAIN ST	SHOW CUSTOMER THAT METER IS WORKING AND READING PROPERLY. METER #1700027811	1/14/2022	1/14/2022	0
19	JOB-2022-00022	DPW	OTHER	133 NORTHVIEW DRIVE	TURN WATER OFF SO HOMEOWNER CAN MAKE REPAIRS. METER #1700027181	1/18/2022	1/18/2022	0
20	JOB-2022-00021	DPW	FACILITIES	319 W MAIN ST	SPREAD SALT ON SIDEWALKS AT LIBRARY	1/18/2022	1/19/2022	1
21	JOB-2022-00025	DPW	WINTER/SNOW	TOWN STREETS	PLOWED & SALTED STREETS 1/15-1/17	1/19/2022	1/19/2022	0
22	JOB-2022-00026	DPW	WINTER/SNOW	MAIN STREET	CLEAR SIDEWALKS AND PARKING SPACES	1/19/2022	1/19/2022	0
23	JOB-2022-00024	DPW	HOLIDAY	124 W MAIN ST	TAKE DOWN TREE	1/19/2022	1/19/2022	0
24	JOB-2022-00023	DPW	ROADWORK	NELSON ST	BACK FILL WHERE WATER LEAK WAS. GRAVEL HAS SETTLED AND THERE IS A LARGE GAP	1/19/2022	1/19/2022	0
25	JOB-2022-00028	DPW	OTHER	VARIOUS LOCATIONS	RE-READS FOR 2/2022 BILLING	1/20/2022	1/25/2022	5

General Services Work Order Applications

Applications For the Date Range 01/01/2022 Thru 01/31/2022

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
26	JOB-2022-00027	DPW	OTHER	159 OLD FORGE RD	PLACE A FLAG AT METER. METER # 1700027155	1/20/2022	1/21/2022	1
27	JOB-2022-00031	DPW	HOLIDAY	MAIN STREET	TAKE DOWN CHRISTMAS LIGHTS	1/25/2022	1/26/2022	1
28	JOB-2022-00032	DPW	OTHER	110 N STEPHENS ST, UNIT A	NEED READING FOR METER #1700027788. DIDN'T PRINT ON RE-READ LIST.	1/25/2022	1/26/2022	1
29	JOB-2022-00030	DPW	OTHER	632 S KEY ST	CUT OFF METER 17845047. VACANT WITH USAGE. LAST READING 265823	1/25/2022	1/31/2022	6
30	JOB-2022-00029	DPW	GARBAGE/RECYCLING	POLICE DEPARTMENT	PD NEEDS A GARBAGE CAN	1/25/2022	1/26/2022	1
31	JOB-2022-00034	DPW	SEWER	105A W MAIN ST - TILTED LADDER	FLUSH SEWER LINE	1/26/2022	1/26/2022	0
32	JOB-2022-00033	DPW	SEWER	305 BUTLER ST	SEWER LINE IS BACKED UP. SHE HAS CALLED A PLUMBER AND THEY SAID IT IS CLEAR ON HER SIDE	1/26/2022	1/26/2022	0
33	JOB-2022-00035	DPW	ROADWORK MANHOLE	DODSON MILL RD	MANHOLE RING DAMAGED	1/27/2022	1/27/2022	0
34	JOB-2022-00036	DPW	OTHER	208 CRESTWOOD DR	TURN WATER ON FOR NEW SERVICE. METER #1700027036	1/28/2022	1/28/2022	0
35	JOB-2022-00039	DPW	GARBAGE/RECYCLING	127 W MAIN ST	DELIVER GARBAGE CART TO SUITE B. BACK OF BUILDING	1/31/2022	2/1/2022	1
36	JOB-2022-00038	DPW	GARBAGE/RECYCLING	207 S BOYLES ST	REPLACE RECYCLE CART	1/31/2022	1/31/2022	0
37	JOB-2022-00037	DPW	OTHER	VARIOUS LOCATIONS	CUT OFF FOR NON-PAYMENT 22 ACCOUNTS	1/31/2022	1/31/2022	0
37	TOTAL CLOSED APPLICATIONS							
STATUS: IN PROGRESS								
1	JOB-2022-00015	DPW	OTHER	CIRCLE K LIFT STATION	REPAIR LIFT STATION	1/12/2022		0
1	TOTAL IN PROGRESS APPLICATIONS							
STATUS: NEW								
1	JOB-2022-00006	DPW	OTHER	464 OLD WESTFIELD RD	WATER TAP. NEW CONSTRUCTION DEVIN LYNCH 336-399-7688	1/5/2022		0
1	TOTAL NEW APPLICATIONS							
39	TOTAL APPLICATIONS THIS REPORT PERIOD							



Mr. Michael Boaz
Town Manager
Town of Pilot Mountain
124 W Main St
Pilot Mountain, NC 27041

January 25, 2022

Dear Michael,

The Surry County Economic Development Partnership is grateful for the continued support from the Town of Pilot Mountain Board of Commissioners. We are happy to provide any information needed to maintain our good relationship with the town, and to keep moving our economy in Surry County forward.

In 2021 we were fortunate to not have any major layoffs or closures that we were aware of. Many of our companies are either trying to get back to pre-pandemic employment levels or growing beyond that. We collect this data from news reports, local knowledge or from state records and reports.

Our communities also had some good news on job creation and investment in 2021. Woodgrain Inc, bought an existing bankrupt lumber mill outside of Elkin and will retain 30+ jobs while creating 15 additional ones and investing over \$1 million in new machinery and equipment. Altec, will construct and new 100,000 sq/ft warehouse and employ an additional 100 people and invest approximately \$9.8 million dollars. Kieffer Starlite will expand its existing building by about 30,000 sq/ft and create an additional 15 jobs and invest over \$1 million in the building and new equipment. NC Garages and Carports purchased a building in Elkin and will create 15-20 new jobs. Viking Steel Structures purchased an old bank building in downtown Elkin and will employ 20 people and renovate the structure for its new headquarters and operations center. Young Door Company, leased space in Pilot Mountain for a new interior door manufacturing plant that will employ 25-40 and will invest approximately \$3 million in renovations and machinery and equipment. We also helped a small Pilot Mountain business, Mommy Dezan's Miscellaneous lease 12,000 sq/ft of space in the Pilot Center. There were other small businesses that we worked with and helped, 2021 was a busy year for the EDP.

I have included a brief overview of the Partnerships activities during 2021. This document highlights some of the programs and initiatives that the Partnership was involved with during the year. Please share this information with your elected officials and let me know if you have any questions.

Sincerely,

Todd M. Tucker, CECd
President
Surry County Economic Development Partnership



2021 Year End Numbers and Report

Layoffs

In 2021 the Surry County Economic Development Partnership was not aware of any “large” permanent layoffs in the county. Most of our companies and small businesses are in the process of, or hiring back the majority of their workforce, but there are still some companies that have lower employee numbers than before the start of the pandemic. Many of our local companies actually added employees in 2021 and are still actively looking to fill open positions. As of the beginning of January 2022, there are 1,322 full and part time jobs available in Surry County based on information from www.ncworks.gov.

Project Activity

Total Project Inquiries -	60	50/2020
Client visits -	9	7/2020

We had 27 inquiries that we could not respond to due to lack of the appropriate building or site

Of the 33 project inquiries that we responded to:

- 25 manufacturing projects
- 2 retail related
- 2 office
- 4 other

55% of all (responded and not responded) inquiries wanted an existing building

22% wanted a site or a building

23% wanted a site

Average building size requested was 130,000sq/ft. The smallest was 5,000 sq/ft with the largest being 500,000 sq/ft. All requested room for expansion and growth.

Industry visits -	91	72/2020
Industry follow up -	40	39/2020
Small Business meetings -	112	140/2020
Entrepreneur meetings -	20	14/2020
Connections/Referrals -	94	109/2020



Our existing industry visits were up this year from last, but still hampered by COVID 19 and the fact that Andrew Wright left us at the end of October. We hope to reach our goal of 100 next year if COVID eases up. We still made a lot of good connections although they were down from the previous year, but still good. Also, our entrepreneurial meetings were up slightly, we will see if this is a trend in 2022. Companies of all sizes are still a little wary of having visitors, although many of them have opened back up to outsiders, some remained closed to only pertinent vendors.

2021 Projects

Kieffer Starlite an existing sign manufacturing company was looking to expand its manufacturing operation here in Surry County. They looked at a couple of existing buildings and spaces in the county but settled on expanding their existing building by approximately 30,000 sq/ft. They will invest over \$1 million in the expansion and new equipment and potentially create 15 new jobs.

Woodgrain Inc. was looking to purchase an existing lumber mill that was going out of business in the Elkin area. They were interested in retaining the workforce and the equipment that was currently in place the existing facility. We helped with making connections and offering an incentive to make it an easy decision for corporate to buy the facility and grow it by adding an additional \$1 million in new machinery and equipment along with keeping the existing jobs and adding an additional 15.

Altec needed to expand its warehouse distribution space to make room for more manufacturing and service space in the main building. They also needed natural gas to help cut the cost of heating their 190,000 sq/ft facility. We worked with Surry County, Frontier Natural Gas and the NC Department of Commerce to get a grant to help extend gas service to the company and other businesses in the area. We also helped in getting an additional land parcel that they obtained zoned to the correct zoning for the future use. Altec agreed to building a 100,000 sq/ft warehouse on their property and to create an additional 100 jobs.

NC Garages and Carports was an existing company that needed to expand its manufacturing operations. We showed them a couple of buildings in the Elkin area and they decided on the former Westpoint Stevens building behind the Chatham Mills complex. They will do a lease to purchase option with the owner and invest approximately \$500,000 and create 15 new jobs.

Viking Steel Structures was looking for a new headquarters and call center building. We looked at several options throughout Surry County, but eventually they settled on a former bank building in downtown Elkin. They will use this as their corporate office and call center. They will invest approximately \$500,000 and create 20 new jobs.

Young Door Company was looking for space in the western triad area to locate a new interior door manufacturing plant. We had listed some new available space in Pilot Mountain along with industrial realtor Doug Farris with Binswanger. We worked with Doug, the building owner and the current partial



tenant SPX to share the building and divide the space. We brought in the town and county inspections and fire marshals to understand the space and how to help make it work for both parties. The company will invest approximately \$3 million and create 25-40 new jobs.

Mommy Dezarn's Miscellaneous is a local small business that was growing and needed more space in Pilot Mountain. We worked with them and the Town of Pilot Mountain to lease 12,000 sq/ft of space that was formerly Pilot Mountain Pride in the Pilot Center. This new space will help them be more organized and give them room for growth.

Northern Regional Hospital had plans to add a 25,000 sq/ft medical office building on its campus in Mt. Airy. We had discussions with Chris Lumsden about potential assistance from the NC Department of Commerce through its Rural Health Building Reuse grant program. We worked with the City of Mount Airy and Northern Hospital to apply for the grant and were successful in obtaining a \$500,000 grant to help with the construction of the new medical office building.

United Sewing was “pivoting” in 2020 and the first part of 2021 in manufacturing medical grade face masks to help with the COVID 19 pandemic. We worked with the City of Mount Airy, United Sewing and the NC Department of Commerce to apply for a Building Reuse Grant in the amount of \$200,000. We were successful in obtaining the grant, but United Sewing determined that it was not feasible to go forward with the project based on current and future demand.

Marketing

Updated and added info to SCEDP website adding info about quality of place
Continued to update Labor Market Trends flyer
Updated Facebook, LinkedIn and Twitter with news, local company info and building and site videos
Continued to use social media outlets to recognize Surry County companies and provide information
Continued to list buildings and sites on CREXi – paid listing service
Continued to update the State of NC buildings and sites data base with Surry County available properties
One marketing trip to Denver Colorado to attend the Outdoor Products Retail show with the EDPNC
Attended 1 NCEDA Network lunch meetings in Raleigh
Continued to add aerial videos of sites and buildings
Revamped community collateral pieces with updates
Created community short videos for social media sites
Hosted a Manufacturing Day tour of 4 existing companies
Updated the Surry County Wage and Benefits Survey
Updated the Business Services, Trucking, Spirits and Manufacturing Directories on website
Marketed Shop Small Saturday



Our marketing events and programming efforts were cut back during 2021 again primarily because of COVID 19. All of our planned marketing trips and events were canceled except for one that happened in June. Meetings and tradeshow were canceled as well. We did virtually attend a couple of seminars, trade shows and workshops, but nothing in person. We hope this trend will be reversed in 2022. We have started to work on more things virtually, and will utilize available technology going forward to work through these challenging times.

Programs

Youth Leadership Surry – This program was put on hold due to students not being in school due to COVID 9

Leadership Surry County – This program was canceled for 2021 due to COVID 19. We could not utilize the Surry Community College resources and we did not have a large enough class to make it worthwhile. We hope to start it again in September of “22

Surry First Lego League – We raised funds for this event and it took place November 6 on the Surry Community College Campus. It was good to get this program back on the books and all of the schools enjoyed being involved.

UNCG Student projects – This program has been put on hold due to COVID 19. Hopefully we will be able to restart this in 2022.

Surry County Human Resource Association – Once again, Andrew was very involved in this group. He helped put together multiple meetings and presentations for the organization. Andrew served as Vice Chairman of this group and we will continue to be involved once his replacement has been named.

YES Surry – We financially supported and helped mentor participate in the Young Entrepreneurship Surry program. We mentored two students and continue to mentor this year.

Manufacturing Week – This year we had to shorten our Manufacturing Week activities due to restriction because of COVID 19. We did have four industry tours around the county. The tours were well attended and the businesses appreciated the recognition.

Home Town Revitalization Grant – We applied for and received a \$25,000 grant to help local small businesses who have “pivoted” because of the pandemic. The committee will award the grants in the first part of January 2022.



Band NC Grant – We applied for and received a \$5,000 planning grant to help provided planning for increased broadband access in Surry County. A cross organizational committee was set up and has started the work on this plan and it will continue into 2022. The focus of the grant has narrowed to how broadband can be used to help underserved populations get better access to health care through virtual visits.

Surry Yadkin Works – Participated in having and intern from Surry Yadkin Works Internship program. We hosted an intern for 15 weeks. Also helped introduce the program to other businesses so they could make contacts for additional interns.

Boards, Committees and Advisory Groups

Yadkin Valley Chamber Board
The Greater Mount Airy Chamber Board
Pilot View, Inc Board
Piedmont Triad Regional Workforce Development Board
The Economic Development Partnership of NC Advisory Council
The North Carolina Economic Developer Association Professional Development Committee
Carolina Core Advisory Group
The Surry County Human Resources Council Board
Surry Community College Impact NC Grant Committee
Piedmont Triad Outdoor Recreation Advisory Council
The Surry Yadkin Works Advisory Board
The Mount Airy City Schools CTE Advisory Board
The Elkin City Schools CTE Advisory Board
The Town of Pilot Mountain Comprehensive Plan Steering Committee
The Elkin Collaborative
Opioid Response Advisory Council
Surry County/Mount Airy Airport Strategic Planning Committee

The Surry County Economic Development Partnership finished the 2020-2021 fiscal year under budget with approximately \$189,000 in the fund balance.