



**TOWN OF ROBBINS**  
**BOARD OF COMMISSIONERS REGULAR MEETING**  
**THURSDAY, OCTOBER 13, 2022 – 6:00 PM**  
**Robbins Fire Department**

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**AGENDA**

- I. CALL TO ORDER**
  - II. INVOCATION** – Mayor
  - III. PLEDGE OF ALLEGIANCE** – Mayor
  - IV. PUBLIC COMMENT PERIOD NC G.S. 160A-81, 160A-81.1**
  - V. CONFLICT OF INTEREST** – *Does any Commissioner have a conflict of interest concerning agenda items the Board will address in this meeting?*
  - VI. APPROVAL OF CONSENT AGENDA**  
*All items below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners.*
    - [A.](#) Minutes Regular Meeting September 8, 2022
    - [B.](#) Budget Amendment to Approve Project Paloma Expenses
  - VII. PRESENTATIONS**
    - [A.](#) Moore County Opioid Crisis -Clint Mack
  - VIII. OLD BUSINESS**
  - IX. NEW BUSINESS**
    - [A.](#) Discussion of Municipal Parks
    - [B.](#) Awarding of RFQ Water Infrastructure Grant to Bidder
    - [C.](#) ARPA Spending Plan
    - [D.](#) Municipal/Residential Trash Can Ordinance Discussion
  - X. MANAGER'S REPORT**
    - [A.](#) October 2022 Report
  - XI. COMMISSIONER'S COMMENTS**
- CLOSED SESSION** (*if needed*)

5. To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease

**XII. COMMISSIONER'S UPCOMING MEETING/EVENTS**

October 21, 2022 Harvest Fest Trunk or Treat

November 10, 2022 Regular Board Meeting

**A. CLERK MINUTE**

Volunteer for Hay Ride for Harvest Fest on October 21- 30 minute increment or 1 hour increment

NC Works Career Center will be at Library Tuesday 10-12pm please spread the word

Kindness Garden Kicked off by Rotary Club



Town of Robbins Board of Commissioners  
Thursday, September 8, 2022  
Regular Meeting

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The Town of Robbins Board of Commissioners convened for Regular Meeting at 6:02pm, Thursday September 8, 2022, in the Conference Room of the Robbins Fire Department, 101 Branson Circle, Robbins, North Carolina.

Commissioners Present:

Mayor Cameron Dockery, Mayor Pro Tem Nikki Bradshaw-(absent-excused), Brandon Phillips, Kevin Stewart, Lonnie English, Jody Britt.

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Mayor Dockery called the meeting to order at 6:02pm

**Invocation** – Cameron Dockery

**Pledge of Allegiance** – Mayor Cameron Dockery

**I. Public Comment Period**

- a. **Wanda Stewart, representative of the board of the Library and wanted to tell the board all that the library does goes thru the monthly report of activities (back of packet every month). Sue Aklus is our librarian, she is just a nice person, very helpful, anyone that goes into the library will be made to feel at home there. Many different things the kids can use thru an extensive upgrade including a computer kiosk for our children. Just many things we have available and know that we are there and we love our library and the people of Robbins and surrounding use it and thank you for all you do for us. Any questions don't hesitate to ask. Theron Bell is our Chair.**
- b. **Lynn Williams – Update on Robbins demolition of Old School. Building is tore down, questioning if Town is ok with it. Lynn wants to get next ball rolling on what to do with the property and is asking Town to guide that process. Do we need to do a planning board? Is that the next step. Mr. Hussey was gonna be here, but due to his sickness he was unable. He works as he is able to work. It has worked out real good for him to have something to do and be able to do it at his pace. I believe there is a judgement on the property. He is looking at borrowing money to build a building. He has a couple people looking at Boiler room to sell which is left on property. He has hauled some dirt in and landscaping as he is going. Trying to just update board. TC, town atty asks...**

“can you summarize what you have left to do to get the property back in compliance?” Williams: as far as compliance just being removed debris that is there, Tommy has crusher and he is having trouble with that. The few stuff that is there he is no major to get rid of. That’s basically what we have to level. Clean up around the fence and then it should be in compliance with the Town if that is sufficient. TC: thank you for your work and if you think you’re gonna need more time let us know. Williams: As long as you are willing to work with us that is great. Mack: no problem I am in communication with Eric. Williams: I am talking with Neil at bank to do anything on the property. I will try to come to the meeting and give you an update. Anyway that is an update. We are open to any options. Stewart: I know it’s been a long process. As long as we see progress we are good. Williams” Let Eric to decide what he wants to do. We bought it for his auction. Mack: I have spoken to Eric about putting it on the Golden Leaf site list as a potential location for that in town. It helps you and helps the town. Williams: It’s a big enough property rather of having an auction house, having a multi use building is something you could have ya know. Mack: Outside resource is good, they look at a map and see what we don’t and it is a focal point of the town. Williams: Final grading and Lynn said he is gonna have a pad built before it’s done for a foundation. Dockery: Thank you Mr. Williams

*Mayor Cameron Dockery asked whether any commissioner had a conflict of interest concerning agenda items the Board would address in the meeting and there was none.*

**II. Approval of the Consent Agenda**

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Upon motion made by Commissioner Kevin Stewart the board voted 3-0 to approve the following consent agenda items:

- Minutes, August 11, 2022, Regular Meeting
- Budget Amendments Interdepartmental

**IV. OLD BUSINESS**

**Food Truck Ordinance**

- Review and we can phase in Food Truck Ordinance ;Stewart: I appreciate the hard work on this but I have gotten nothing but negative comments on this and what I was trying to accomplish and what this accomplishes is we are putting extra work on the staff ; are we chasing a ghost that doesn’t exist at this point?” Mack: If you are asking my opinion, I do lean that way. Extra layer of bureaucracy, the work is already done” Stewart: Make the motion that we table it and should we need it we got it, we adopt it. Seconded by Commissioner Brit aye 3-0

**V. NEW BUSINESS-**

- Budget Amendment 2- second half of ARPA monies and FEMA reimbursement and insurance claims



- Mack requested to add to agenda Resolution for Financing Approval to finance the Paving Project, we have some numbers to work out. There is no Resolution prepared but we need to approve.-Fidelity has given us a quote and board will give Mayor the authority to sign loan docs. Motion made by Kevin Stewart approved by all
- Budget Amendment-got our second half of ARPA and we are putting in Capital Fund and have until 2024 to spend and a spending plan to come to cover unforeseen capital costs.
- San Juan Horse Parade Closure- Motion to Approve by Brandon Phillips all aye
- RFQ Water System Improvements sent out to discuss bids at next meeting just for your review and award letter.
- Harvest Fest Discussion to hold or not due to date conflict- Board chose to go forward for October 21<sup>st</sup> 7-9pm Hope all will come and visit both. Motion by English Approved by all

**VI. MANAGER REPORT** -Clint Mack, Town Manager

**PROJECTS/EFFORTS**

Closing up projects. See report on updates from Terracon and PIP.

Met with Partners in Progress and thanks to Senator McInnis and Rep Boles who are very influential. 1.2 Million was authorized for this district and \$500K was ear marked specifically for Robbins. For economic development. We met Tuesday and this is really good news! She is really excited, she is a huge proponent for growth here in Robbins. TC: Fun fact on that is Carthage got 300K to help with the Buggy building and Robbins did get more. Mack: Lots of options and the board will have influence on this. Yall think of all the stuff I cant think of and we will get together and decide.

RFB Fire House and Rescue Building. September 19<sup>th</sup> is pre bid meeting for Fire House Demo. I am not qualified structurally to make a decision on this. The bid will be for the police department and bays. HLZ will be at Growler and not have to land at Millikan. Much safer and legit HLZ.

**DEPARTMENT REPORTS**

**1. ADMINISTRATIVE**

48 bookbags donated to our schools along with headphones, pencils, folders, paper and water bottles as a community outreach.

We are training Jonah S for WW specialist and Billy will do the water certifications to help fill Daniel position. Proud our boys stepped up.

Opioid Crisis popped and Wayne asked me to come. Literally same slides as 2016. The 15 year plan is now their 5 year plan. They have properties for deep river to build water plant. Long story short, Picerno says we want Robbins back in the fold, they got a reservoir. Mack: response said we are open to talks but we have 4 things on our mind 1-quality of water 2 stabilization of rates preferably on downslope 3-emergency services assistance 4 priority of economic development. We reviewed old minutes from old discussions and comes down personalities and I wasn't here then, but I will be fully transparent with yall. But you know that. Conversations will continue. Leased 2/3<sup>rd</sup> of Harnett County. Lots of factors. This could help us and help them but lots that needs to be addressed. Lots to swallow...just absorb and no official negotiations...just ideas. Stewart had questions about right a way.

**2. FIRE**

a. See report

**3. POLICE**

a. See report

4. PUBLIC WORKS

VII. COMMENTS FROM COMMISSIONERS

none

VIII. CLOSED SESSION- 143-318.11

Closed session at 7:14pm by Jody Britt All in favor aye

To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Out of Closed Session at 7:38pm by Stewart All in favor aye

VIX. ADJOURNMENT

There being no further business, upon motion made by Commissioner Britt to adjourn at 7:40pm

\_\_\_\_\_  
Cameron Dockery, Mayor

\_\_\_\_\_  
Jessica C Coltrane, Town Clerk

Accepted into record \_\_\_\_\_.

In Favor \_\_\_\_\_ Against \_\_\_\_\_

**Town of Robbins  
Budget Amendment 3  
Fiscal Year Ending**

**30-Jun-23**

<b>Account Number</b>	<b>Description</b>	<b>Current Budget</b>	<b>Amendment Increase (Decrease)</b>	<b>Amended Budget</b>
<b>Revenues</b>				
<b>Fund 87-Project Paloma</b>				
87-330-00	Grant Proceeds	\$ -	\$ 74,000.00	\$ 74,000.00
	Total Revenues		<u>\$ 74,000.00</u>	
<b>Expenditures</b>				
<b>Fund 87-Project Paloma</b>				
87-420-00	Minhas Qualifying Purchases	\$ -	\$ 74,000.00	\$ 74,000.00
	Total Expenditures		<u>\$ 74,000.00</u>	
	Revenues - Expenditures		\$ -	

Budget Amndment to account for Porject Paloma reimbursements with NC Dept of Commerce.

Requested By Clint Mack, Town Manager

Approved By Board of Commissioners

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Cameron Dockery, Mayor



**EXHIBIT A TO NC MOA:  
HIGH-IMPACT OPIOID ABATEMENT STRATEGIES ("OPTION A" List)**

*In keeping with the National Settlement Agreement, opioid settlement funds may support programs or services listed below that serve persons with Opioid Use Disorder (OUD) or any co-occurring Substance Use Disorder (SUD) or mental health condition.*

*As used in this list, the words "fund" and "support" are used interchangeably and mean to create, expand, or sustain a program, service, or activity.*

1. **Collaborative strategic planning.** Support collaborative strategic planning to address opioid misuse, addiction, overdose, or related issues, including staff support, facilitation services, or any activity or combination of activities listed in Exhibit C to the MOA (collaborative strategic planning).
2. **Evidence-based addiction treatment.** Support evidence-based addiction treatment consistent with the American Society of Addiction Medicine's national practice guidelines for the treatment of opioid use disorder – including Medication-Assisted Treatment (MAT) with any medication approved for this purpose by the U.S. Food and Drug Administration – through Opioid Treatment Programs, qualified providers of Office-Based Opioid Treatment, Federally Qualified Health Centers, treatment offered in conjunction with justice system programs, or other community-based programs offering evidence-based addiction treatment. This may include capital expenditures for facilities that offer evidence-based treatment for OUD. (If only a portion of a facility offers such treatment, then only that portion qualifies for funding, on a pro rata basis.)
3. **Recovery support services.** Fund evidence-based recovery support services, including peer support specialists or care navigators based in local health departments, social service offices, detention facilities, community-based organizations, or other settings that support people in treatment or recovery, or people who use drugs, in accessing addiction treatment, recovery support, harm reduction services, primary healthcare, or other services or supports they need to improve their health or well-being.
4. **Recovery housing support.** Fund programs offering recovery housing support to people in treatment or recovery, or people who use drugs, such as assistance with rent, move-in deposits, or utilities; or fund recovery housing programs that provide housing to individuals receiving Medication-Assisted Treatment for opioid use disorder.
5. **Employment-related services.** Fund programs offering employment support services to people in treatment or recovery, or people who use drugs, such as job training, job skills, job placement, interview coaching, resume review, professional attire, relevant courses at community colleges or vocational schools, transportation services or transportation vouchers to facilitate any of these activities, or similar services or supports.
6. **Early intervention.** Fund programs, services, or training to encourage early identification and intervention for children or adolescents who may be struggling with problematic use of drugs or mental health conditions, including Youth Mental Health First Aid, peer-based

programs, or similar approaches. Training programs may target parents, family members, caregivers, teachers, school staff, peers, neighbors, health or human services professionals, or others in contact with children or adolescents.

7. **Naloxone distribution.** Support programs or organizations that distribute naloxone to persons at risk of overdose or their social networks, such as Syringe Service Programs, post-overdose response teams, programs that provide naloxone to persons upon release from jail or prison, emergency medical service providers or hospital emergency departments that provide naloxone to persons at risk of overdose, or community-based organizations that provide services to people who use drugs. Programs or organizations involved in community distribution of naloxone may, in addition, provide naloxone to first responders.
8. **Post-overdose response team.** Support post-overdose response teams that connect persons who have experienced non-fatal drug overdoses to addiction treatment, recovery support, harm reduction services, primary healthcare, or other services or supports they need to improve their health or well-being.
9. **Syringe Service Program.** Support Syringe Service Programs operated by any governmental or nongovernmental organization authorized by section 90-113.27 of the North Carolina General Statutes that provide syringes, naloxone, or other harm reduction supplies; that dispose of used syringes; that connect clients to prevention, treatment, recovery support, behavioral healthcare, primary healthcare, or other services or supports they need; or that provide any of these services or supports.
10. **Criminal justice diversion programs.** Support pre-arrest or post-arrest diversion programs, or pre-trial service programs, that connect individuals involved or at risk of becoming involved in the criminal justice system to addiction treatment, recovery support, harm reduction services, primary healthcare, prevention, or other services or supports they need, or that provide any of these services or supports.
11. **Addiction treatment for incarcerated persons.** Support evidence-based addiction treatment, including Medication-Assisted Treatment with at least one FDA-approved opioid agonist, to persons who are incarcerated in jail or prison.
12. **Reentry Programs.** Support programs that connect incarcerated persons to addiction treatment, recovery support, harm reduction services, primary healthcare, or other services or supports they need upon release from jail or prison, or that provide any of these services or supports.



# MOORE COUNTY OPIOID INFORMATION SHEET

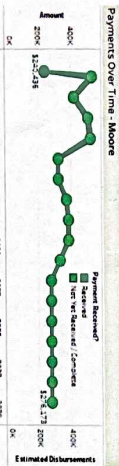
Section VII, Item A.

- AM FRANK R. QUIS, JR.
- BOA CATHERINE GRAHAM
- BOA NICK PICERNO
- BOA OTIS RITTER
- BOA JERRY DAEKE
- BOA J. WAYNE VEST
- BOA LAURA WILLIAMS
- BOA MISTY RANDALL LELAND

\* The County Attorney also served on the NCACC's 5-5-5 Committee. A specially appointed opioid settlement working group created to develop a statewide plan to effectively use funds coming to North Carolina from national opioid settlements.

## MEETINGS/WORK SESSIONS:

- MEETING - MARCH 1, 2022 ESTABLISHED OPIOID SPECIAL REVENUE FUND
- WORK SESSION - AUGUST 18, 2022 - DECISION TO USE OPTION A
- OPIOID ROUNDTABLE - SEPTEMBER 26, 2022
- MUNICIPAL MEETING - OCTOBER 5, 2022



Year	Season	Payment
2000	Spring	\$1,200,000
2000	Summer	\$1,200,000
2000	Fall	\$1,200,000
2000	Winter	\$1,200,000
2001	Spring	\$1,200,000
2001	Summer	\$1,200,000
2001	Fall	\$1,200,000
2001	Winter	\$1,200,000
2002	Spring	\$1,200,000
2002	Summer	\$1,200,000
2002	Fall	\$1,200,000
2002	Winter	\$1,200,000
2003	Spring	\$1,200,000
2003	Summer	\$1,200,000
2003	Fall	\$1,200,000
2003	Winter	\$1,200,000
2004	Spring	\$1,200,000
2004	Summer	\$1,200,000
2004	Fall	\$1,200,000
2004	Winter	\$1,200,000
2005	Spring	\$1,200,000
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2014	Summer	\$1,200,000
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2014	Winter	\$1,200,000
2015	Spring	\$1,200,000
2015	Summer	\$1,200,000
2015	Fall	\$1,200,000
2015	Winter	\$1,200,000
2016	Spring	\$1,200,000
2016	Summer	\$1,200,000
2016	Fall	\$1,200,000
2016	Winter	\$1,200,000
2017	Spring	\$1,200,000
2017	Summer	\$1,200,000
2017	Fall	\$1,200,000
2017	Winter	\$1,200,000
2018	Spring	\$1,200,000
2018	Summer	\$1,200,000
2018	Fall	\$1,200,000
2018	Winter	\$1,200,000
2019	Spring	\$1,200,000
2019	Summer	\$1,200,000
2019	Fall	\$1,200,000
2019	Winter	\$1,200,000
2020	Spring	\$1,200,000
2020	Summer	\$1,200,000
2020	Fall	\$1,200,000
2020	Winter	\$1,200,000
2021	Spring	\$1,200,000
2021	Summer	\$1,200,000
2021	Fall	\$1,200,000
2021	Winter	\$1,200,000
2022	Spring	\$1,200,000
2022	Summer	\$1,200,000
2022	Fall	\$1,200,000
2022	Winter	\$1,200,000
2023	Spring	\$1,200,000
2023	Summer	\$1,200,000
2023	Fall	\$1,200,000
2023	Winter	\$1,200,000
2024	Spring	\$1,200,000
2024	Summer	\$1,200,000
2024	Fall	\$1,200,000
2024	Winter	\$1,200,000
2025	Spring	\$1,200,000
2025	Summer	\$1,200,000
2025	Fall	\$1,200,000
2025	Winter	\$1,200,000
2026	Spring	\$1,200,000
2026	Summer	\$1,200,000
2026	Fall	\$1,200,000
2026	Winter	\$1,200,000
2027	Spring	\$1,200,000
2027	Summer	\$1,200,000
2027	Fall	\$1,200,000
2027	Winter	\$1,200,000
2028	Spring	\$1,200,000
2028	Summer	\$1,200,000
2028	Fall	\$1,200,000
2028	Winter	\$1,200,000

North Carolina  
The percent of people prescribed opioids in NC was 14 out of 100 people in 2020. This represents 1,432,670 people in NC with a dispensed opioid prescription in that year.



Moore County  
The percent of people prescribed opioids in Moore County was 15 out of 100 people in 2020. This represents 14,642 people in Moore with a dispensed opioid prescription in that year.



Relative to other counties, Moore falls in this group:

LOW

North Carolina  
The overdose death rate in NC was 28 out of 100,000 people in 2020. This represents 2,975 people in NC who died from overdose in that year.



Moore County  
The overdose death rate in Moore County was 23 out of 100,000 people in 2020. This represents 23 people in Moore who died from overdose in that year.



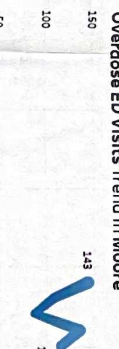
Relative to other counties, Moore falls in this group:

LOW

North Carolina  
The overdose emergency department visit rate in NC was 143 out of 100,000 people in 2020. This represents 14,947 emergency department visits by NC residents for overdose in that year.



Moore County  
The overdose emergency department visit rate in Moore County was 115 out of 100,000 people in 2020. This represents 116 emergency department visits by Moore residents for overdose in that year.



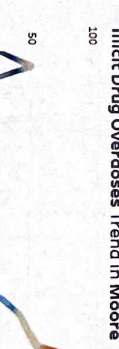
Relative to other counties, Moore falls in this group:

LOW

North Carolina  
The overdose death illicit drug involvement rate in NC was 78 out of 100 overdose deaths in 2020. This represents 2,255 people in NC who died from illicit drug overdose in that year.



Moore County  
The overdose death illicit drug involvement rate in Moore County was 91 out of 100 overdose deaths in 2020. This represents 21 people in Moore who died from illicit drug overdose in that year.



Relative to other counties, Moore falls in this group:

HIGHEST

Note: Received \$272,013.70 on 9/15/22.



**POTENTIAL PARTNERS:**  
BRIDGE TO RECOVERY  
DRUG FREE MOORE COUNTY  
FIRST HEALTH

HEALTH DEPARTMENT

MOORE FREE AND CHARITABLE CLINIC  
MUNICIPALITIES

PUBLIC SAFETY

SAMARITAN COLONY

SANDHILLS CENTER

SANDHILLS CONSORTIUM

SANDHILLS TEEN CHALLENGE

SCHOOLS/COLLEGE

SHERIFF'S OFFICE

SOCIAL SERVICES

TIDES PROGRAM

OPTION A

High Impact Opioid Abatement Strategies

1. Collaborative strategic planning
2. Evidence-based addiction treatment
  - Medication-Assisted Treatment (MAT) for Opioid Use Disorder
  - Methadone, Buprenorphine, and Naltrexone
3. Recovery support services
  - Peer support specialists/care navigators that support and connect individuals to services
4. Recovery housing support
  - Housing support for individuals in treatment, recovery, and/or receiving MAT

**NEXT STEPS:**

MUNICIPAL MEETING - OCTOBER 5, 2022

**ESTABLISH A PROCESS FOR:**

- APPLYING FOR FUNDS
- EVALUATING APPLICATIONS
- APPROVING APPLICATIONS
- ALLOCATING FUNDS
- PERFORMANCE MEASURES

OPTION A

High Impact Opioid Abatement Strategies

5. Employment-related services
  - Job training and placement, interview coaching, transportation, resume review
6. Early intervention
  - Early identification and intervention for children or adolescents who may be struggling with problematic use of drugs or mental health conditions
7. Naloxone distribution
8. Post-overdose response teams
  - Teams follow-up with a person who has recently overdosed. They provide support, education, and connections to healthcare and treatment.

OPTIONS A & B

The Agreement offers local governments two options for spending opioid settlement funds:

- **Option A:** a local government may fund one or more strategies from a shorter list of evidence-based, high impact strategies to address the epidemic
  - Collaborative strategic planning is included
  - No additional meetings required other than the annual meeting with municipalities within the County
  - See Exhibit A

- **Option B:** a local government may fund one or more strategies from a longer list of strategies after engaging in a collaborative strategic planning process involving a diverse array of stakeholders
  - Must have annual meeting with municipalities
  - Must form diverse collaboration group (Exhibit C) for recommendations and decision making
  - See Exhibit B for list of strategies

OPTION A

High Impact Opioid Abatement Strategies

9. Syringe service programs
  - Provide syringes, naloxone, or other harm reduction supplies
10. Criminal justice diversion programs
  - Pre-arrest or post-arrest diversion programs, or pre-trial service programs, that connect individuals to services
11. Addiction treatment for incarcerated persons
  - Medication-assisted treatment to people in jail or prison
12. Reentry programs
  - Connect people to social and health services as they are being released from incarceration, and support them as they re-enter society







# GREENSPACE STAGE RESERVATION REQUEST

**NAME:** \_\_\_\_\_

**COMPANY/GROUP:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**DAY PHONE:** \_\_\_\_\_ **NIGHT PHONE:** \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ EXPECTED ATTENDANCE: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Event Starting Time: \_\_\_\_\_ Event Ending Time: \_\_\_\_\_

**DESCRIBE YOUR EVENT IN DETAIL:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fees & Charges:**

1 – A \$75 refundable security deposit must be paid in full at the time of application to reserve the above requested date(s). Deposit will be refunded within ten business days following the event if the facility is left clean and undamaged.

- 2 – **Town Resident Rate:** \$200 per day
- Non-Resident Rate:** \$300 per day
- Non-Profit/Government Rate:** \$150 per day

3- The rental rate must be paid in full at least 48 hours in advance of the event. All rentals include use of a portable restroom.

**General Information:**

- 1 – Will additional trashcans be needed:  Yes  No If yes, how many? \_\_\_\_\_
- 2 – Will you need electricity at the Stage/Greenspace?  Yes  No
- 3 – Will you be using a tent during your activity?  Yes  No

**I/We agree to be fully responsible for the facilities per conditions as outlined on the back of this reservation request. I understand that this request should be returned to Town of Robbins Town Hall prior to the desired event date.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

Town Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_ Nonprofit/Government \_\_\_\_\_

\$75 Security Deposit Paid by: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit \_\_\_\_\_ Date: \_\_\_\_\_

Rental Amount Paid: \$ \_\_\_\_\_ Paid by: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit \_\_\_\_\_ Date: \_\_\_\_\_

Event Approved by: \_\_\_\_\_ Date Entered on Calendar: \_\_\_\_\_

Event Cancelled \_\_\_\_\_ Eligible for Refund \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date Refund Requested: \_\_\_\_\_

**LEASING AND RENTING**

The Town of Robbins Sanctions the use of the Greenspace and Stage, provided the use does not interfere with regular Town functions and operations. This area may be rented to individuals or other types of legal entities, subject to the terms and conditions listed herein and elsewhere within the Code of Robbins.

**APPLICATION**

Application to use this venue shall be made on a prescribed form obtainable from Robbins Town Hall located at 101 N. Middleton St. Applications are subject to the approval of the Robbins Board of Commissioners or their designee.

**GENERAL CONDITIONS**

1. Alcoholic beverages are prohibited.
2. The Greenspace is open from 6am – 11pm. No activities may take place after the curfew time unless approved by the Board of Commissioners or their designee.
3. Items such as vehicles, inflatables, dunking booths, tents with floors, tractors, heavy machinery, etc. shall not be parked or driven on any area of grass at any time. **If items are placed on the grass area without permission, the security deposit shall not be returned, and renter shall be billed for any damages.**
4. **If grass area is wet and it is determined that the items you would like to place in the grass will cause damage, the grass area will not be available for use.**
5. The person/organization renting the facility shall pay for and maintain, at all times during the individual or entity’s use of the facility, **Comprehensive and General Liability insurance coverage** with primary limits of liability of no less than **one million dollars (\$1,000,000) per occurrence** for bodily injury and property damage.
6. The person/organization renting the facility must designate a representative who will be responsible for all phases of the event and who will be on site the entire time the event is taking place.
7. As appropriate, the renter is responsible for procuring the services of properly trained security/law enforcement personnel.
8. A portable restroom facility shall be provided by the Town and is included in your rental fee.
9. Portable Grills shall not be placed on any grass areas. They shall be placed in a designated location.
10. No items may be sold, displayed, given, or exhibited on the premises, without prior approval of the Robbins Town Manager.
11. The Robbins Police Department and Town Staff shall have access to all areas of the space at all times before, during, and after the event.
12. The person/organization renting the facility is responsible for cleanup following the event. The facility must be cleaned prior to the normal park closing time on the day of the event. Failure to clean up shall result in the loss of the security deposit.
13. No items may be attached to any area of the stage structure, trees, bushes, poles, or artwork in the space.
14. Signs may not be placed in the area without written permission from the Town Manager.
15. Tents may be set up in the greenspace, however, if they need to be staked, they shall be placed in designated areas.
16. Anyone using a tent (700 sq. ft. or larger) is responsible for obtaining the appropriate inspections from the building inspector, fire marshal and any necessary zoning permits prior to the event.
17. Failure to adhere to these guidelines shall subject future rental applications to denial.
18. Limited electricity is available in the Greenspace/Stage area. If you require additional electrical service to run other items, electrical problems will occur. If more power is needed than we can accommodate, we recommend that you use generators for your event.
19. The Town of Robbins reserves the right to cancel any event, at any time, based on rental agreement violations.
20. The Town of Robbins reserves the right to co-sponsor an event.
21. A user fee shall be charged to all applicants for the use of the Greenspace/Stage. All applicants are subject to the following charges:
  - a. Security Deposit - \$75 (this refundable fee must be paid at the time of application)
  - b. Town Resident Rate - \$200
  - c. Non-Resident Rate - \$300
  - d. Nonprofit/Government Rate - \$150
  - e. The Rental Rate must be paid at least 48 hours in advance of the event.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# MILLIKAN COMMUNITY PARK RESERVATION REQUEST

541 Park Avenue, Robbins

**NAME:** \_\_\_\_\_  
**COMPANY/GROUP:** \_\_\_\_\_  
**STREET ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_  
**DAY PHONE:** \_\_\_\_\_ **NIGHT PHONE:** \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ EXPECTED ATTENDANCE: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Event Starting Time: \_\_\_\_\_ Event Ending Time: \_\_\_\_\_

**DESCRIBE YOUR EVENT IN DETAIL:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fees & Charges:**

1 – A \$100 refundable security deposit must be paid in full at the time of application to reserve the above requested date(s). Deposit will be refunded within ten business days following the event if the facility is left clean and undamaged.

2 – **Town Resident Rate:** \$25 per hour  
**Ballfield (bathrooms/elec)** \$125/day

3- The rental rate must be paid in full at least 48 hours in advance of the event.

**General Information:**

How many hours will you need the space? \_\_\_\_\_

**I/We agree to be fully responsible for the facilities per conditions as outlined on the back of this reservation request. I understand that this request should be returned to Town of Robbins Town Hall prior to the desired event date.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

Town Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_

\$50 Security Deposit Paid by: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit \_\_\_\_\_ Date: \_\_\_\_\_

Rental Amount Paid: \$ \_\_\_\_\_ Paid by: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit \_\_\_\_\_ Date: \_\_\_\_\_

Event Approved by: \_\_\_\_\_ Date Entered on Calendar: \_\_\_\_\_

Event Cancelled \_\_\_\_\_ Eligible for Refund \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date Refund Requested: \_\_\_\_\_

The Town of Robbins Sanctions the use of the Millikan, provided the use does not interfere with regular Town functions and operations. This area may be rented to individuals or other types of legal entities, subject to the terms and conditions listed herein and elsewhere within the Code of Robbins.

**APPLICATION**

Application to use this venue shall be made on a prescribed form obtainable from Robbins Town Hall located at 101 N. Middleton St. Applications are subject to the approval of the Robbins Board of Commissioners or their designee.

**GENERAL CONDITIONS**

1. Alcoholic beverages are prohibited.
2. Millikan is open from M-Sat 8:30am – 9pm; Sun 1:00pm-9:00pm. No activities may take place after the curfew time unless approved by the Board of Commissioners or their designee.
3. Items such as vehicles, inflatables, dunking booths, tents with floors, tractors, heavy machinery, etc. shall not be parked or driven on any area of grass at any time. **If items are placed on the grass area without permission, the security deposit shall not be returned, and renter shall be billed for any damages.**
4. **If area is wet and it is determined that the items you would like to place in the park will cause damage, the park area will not be available for use.**
5. The person/organization renting the facility shall pay for and maintain, at all times during the individual or entity’s use of the facility, **Comprehensive and General Liability insurance coverage** with primary limits of liability of no less than **one million dollars (\$1,000,000) per occurrence** for bodily injury and property damage.
6. The person/organization renting the facility must designate a representative who will be responsible for all phases of the event and who will be on site the entire time the event is taking place.
7. As appropriate, the renter is responsible for procuring the services of properly trained security/law enforcement personnel.
8. Portable Grills shall not be placed on any area.
9. No items may be sold, displayed, given, or exhibited on the premises, without prior approval of the Robbins Town Manager.
10. The Robbins Police Department and Town Staff shall have access to all areas of the space at all times before, during, and after the event.
11. The person/organization renting the facility is responsible for cleanup following the event. The facility must be cleaned prior to the normal park closing time on the day of the event. Failure to clean up shall result in the loss of the security deposit.
12. No items may be attached to any area of the trees, bushes, poles, or fences in the space.
13. Signs may not be placed in the area without written permission from the Town Manager.
14. Failure to adhere to these guidelines shall subject future rental applications to denial.
15. The Town of Robbins reserves the right to cancel any event, at any time, based on rental agreement violations.
16. The Town of Robbins reserves the right to co-sponsor an event.
17. A user fee shall be charged to all applicants for the use of Millikan. All applicants are subject to the following charges:
  - a. Security Deposit - \$50 (this refundable fee must be paid at the time of application)
  - b. Town Resident Rate - \$15/hr
  - c. Non-Resident Rate - \$n/a
  - d. The Rental Rate must be paid at least 48 hours in advance of the event.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# TRACY BROWN PARK RESERVATION REQUEST

110 S ROCKINGHAM ST

**NAME:** \_\_\_\_\_

**COMPANY/GROUP:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**DAY PHONE:** \_\_\_\_\_ **NIGHT PHONE:** \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ EXPECTED ATTENDANCE: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Event Starting Time: \_\_\_\_\_ Event Ending Time: \_\_\_\_\_

**DESCRIBE YOUR EVENT IN DETAIL:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fees & Charges:**

1 – A \$100 refundable security deposit must be paid in full at the time of application to reserve the above requested date(s). Deposit will be refunded within ten business days following the event if the facility is left clean and undamaged.

2 – **Town Resident Rate:** \$15 per hour

**Non-Resident Rate:** \$30 per hour

3- The rental rate must be paid in full at least 48 hours in advance of the event.

**General Information:**

How many hours will you need the space? \_\_\_\_\_

**I/We agree to be fully responsible for the facilities per conditions as outlined on the back of this reservation request. I understand that this request should be returned to Town of Robbins Town Hall prior to the desired event date.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

Town Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_

\$50 Security Deposit Paid by: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit \_\_\_\_\_ Date: \_\_\_\_\_

Rental Amount Paid: \$ \_\_\_\_\_ Paid by: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit \_\_\_\_\_ Date: \_\_\_\_\_

Event Approved by: \_\_\_\_\_ Date Entered on Calendar: \_\_\_\_\_

Event Cancelled \_\_\_\_\_ Eligible for Refund \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date Refund Requested: \_\_\_\_\_

The Town of Robbins Sanctions the use of the Tracy Brown Park, provided the use does not interfere with regular Town functions and operations. This area may be rented to individuals or other types of legal entities, subject to the terms and conditions listed herein and elsewhere within the Code of Robbins.

**APPLICATION**

Application to use this venue shall be made on a prescribed form obtainable from Robbins Town Hall located at 101 N. Middleton St. Applications are subject to the approval of the Robbins Board of Commissioners or their designee.

**GENERAL CONDITIONS**

1. Alcoholic beverages are prohibited.
2. Tracy Brown Park is open from M- Sat 8:30a.m-9:00p.m; Sun 1:00p.m-9:00p.m. No activities may take place after the curfew time unless approved by the Board of Commissioners or their designee.
3. Items such as vehicles, inflatables, dunking booths, tents with floors, tractors, heavy machinery, etc. shall not be parked or driven on any area of grass at any time. **If items are placed on the grass area without permission, the security deposit shall not be returned, and renter shall be billed for any damages.**
4. **If area is wet and it is determined that the items you would like to place in the park will cause damage, the park area will not be available for use.**
5. The person/organization renting the facility shall pay for and maintain, at all times during the individual or entity's use of the facility, **Comprehensive and General Liability insurance coverage** with primary limits of liability of no less than **one million dollars (\$1,000,000) per occurrence** for bodily injury and property damage.
6. The person/organization renting the facility must designate a representative who will be responsible for all phases of the event and who will be on site the entire time the event is taking place.
7. As appropriate, the renter is responsible for procuring the services of properly trained security/law enforcement personnel.
8. Portable Grills shall not be placed on any area.
9. No items may be sold, displayed, given, or exhibited on the premises, without prior approval of the Robbins Town Manager.
10. The Robbins Police Department and Town Staff shall have access to all areas of the space at all times before, during, and after the event.
11. The person/organization renting the facility is responsible for cleanup following the event. The facility must be cleaned prior to the normal park closing time on the day of the event. Failure to clean up shall result in the loss of the security deposit.
12. No items may be attached to any area of the trees, bushes, poles, or fences in the space.
13. Signs may not be placed in the area without written permission from the Town Manager.
14. Failure to adhere to these guidelines shall subject future rental applications to denial.
15. The Town of Robbins reserves the right to cancel any event, at any time, based on rental agreement violations.
16. The Town of Robbins reserves the right to co-sponsor an event.
17. A user fee shall be charged to all applicants for the use of Tracy Brown Park. All applicants are subject to the following charges:
  - a. Security Deposit - \$100 (this refundable fee must be paid at the time of application)
  - b. Town Resident Rate - \$15/hr
  - c. Non-Resident Rate - \$30/hr
  - d. The Rental Rate must be paid at least 48 hours in advance of the event.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# ROBBINS PUBLIC PARK RESERVATION REQUEST

**NAME:** \_\_\_\_\_

**COMPANY/GROUP:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**DAY PHONE:** \_\_\_\_\_ **NIGHT PHONE:** \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ EXPECTED ATTENDANCE: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Event Starting Time: \_\_\_\_\_ Event Ending Time: \_\_\_\_\_

Venue Requested? (Tracey Brown, Milliken Park, or Greenspace) : \_\_\_\_\_

**DESCRIBE YOUR EVENT IN DETAIL:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fees & Charges:**

1 – A \$100 refundable security deposit must be paid in full at the time of application to reserve the above requested date(s). Deposit will be refunded within ten business days following the event if the facility is left clean and undamaged.

- 2 – **Town Resident Rate:** \$200 per day
- Non-Resident Rate:** \$300 per day
- Non-Profit/Government Rate:** \$150 per day - Documentation must be provided.

3- The rental rate must be paid in full at least 48 hours in advance of the event. All rentals include use of a portable restroom.

**General Information:**

- 1 – Will additional trashcans be needed:  Yes  No If yes, how many? \_\_\_\_\_
- 2 – Will you need electricity?  Yes  No
- 4 – Will you be using the concession stand?  Yes  No
- 5 – Will you be needing restrooms unlocked?  Yes  No

**I/We agree to be fully responsible for the facilities per conditions as outlined on the back of this reservation request. I understand that this request should be returned to Town of Robbins Town Hall prior to the desired event date.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

Town Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_ Nonprofit/Government \_\_\_\_\_

\$100 Security Deposit Paid by: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit \_\_\_\_\_ Date: \_\_\_\_\_

Rental Amount Paid: \$ \_\_\_\_\_ Paid by: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit \_\_\_\_\_ Date: \_\_\_\_\_

Event Approved by: \_\_\_\_\_ Date Entered on Calendar: \_\_\_\_\_

Event Cancelled \_\_\_\_\_ Eligible for Refund \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date Refund Requested: \_\_\_\_\_

### LEASING AND RENTING

The Town of Robbins Sanctions the use of the Greenspace and Stage, provided the use does not interfere with regular Town functions and operations. This area may be rented to individuals or other types of legal entities, subject to the terms and conditions listed herein and elsewhere within the Code of Robbins.

### APPLICATION

Application to use this venue shall be made on a prescribed form obtainable from Robbins Town Hall located at 101 N. Middleton St. Applications are subject to the approval of the Robbins Board of Commissioners or their designee.

### GENERAL CONDITIONS

1. Alcoholic beverages are generally prohibited. Non-profits may provide alcoholic beverages with proof of proper permitting & additional requirements including security.
2. The Greenspace is open from 6am – 11pm. No activities may take place after the curfew time unless approved by the Board of Commissioners or their designee.
3. Items such as vehicles, inflatables, dunking booths, tents with floors, tractors, heavy machinery, etc. shall not be parked or driven on any area of grass at any time. **If items are placed on the grass area without permission, the security deposit shall not be returned, and renter shall be billed for any damages.**
4. **If grass area is wet and it is determined that the items you would like to place in the grass will cause damage, the grass area will not be available for use.**
5. The person/organization renting the facility shall pay for and maintain, at all times during the individual or entity's use of the facility, **Comprehensive and General Liability insurance coverage** with primary limits of liability of no less than **one million dollars (\$1,000,000) per occurrence** for bodily injury and property damage.
6. The person/organization renting the facility must designate a representative who will be responsible for all phases of the event and who will be on site the entire time the event is taking place.
7. As appropriate, the renter is responsible for procuring the services of properly trained security/law enforcement personnel.
8. A portable restroom facility shall be provided by the Town and is included in your rental fee.
9. Portable Grills shall not be placed on any grass areas. They shall be placed in a designated location.
10. No items may be sold, displayed, given, or exhibited on the premises, without prior approval of the Robbins Town Manager.
11. The Robbins Police Department and Town Staff shall have access to all areas of the space at all times before, during, and after the event.
12. The person/organization renting the facility is responsible for cleanup following the event. The facility must be cleaned prior to the normal park closing time on the day of the event. Failure to clean up shall result in the loss of the security deposit.
13. No items may be attached to any area of the stage structure, trees, bushes, poles, or artwork in the space.
14. Signs may not be placed in the area without written permission from the Town Manager.
15. Tents may be set up in the greenspace, however, if they need to be staked, they shall be placed in designated areas. Final and placement must be approved by the Town Manager or his designee.
16. Anyone using a tent (700 sq. ft. or larger) is responsible for obtaining the appropriate inspections from the building inspector, fire marshal and any necessary zoning permits prior to the event.
17. Failure to adhere to these guidelines shall subject future rental applications to denial.



- 18. Limited electricity is available in the Greenspace/Stage area. If you require additional electrical service to run other items, electrical problems will occur. If more power is needed than we can accommodate, we recommend that you use generators for your event.
- 19. The Town of Robbins reserves the right to cancel any event, at any time, based on rental agreement violations.
- 20. The Town of Robbins reserves the right to co-sponsor an event.
- 21. A user fee shall be charged to all applicants for the use of the Greenspace/Stage. All applicants are subject to the following charges:
  - a. Security Deposit - \$100 (this refundable fee must be paid at the time of application)
  - b. Town Resident Rate - \$200
  - c. Non-Resident Rate - \$300
  - d. Nonprofit/Government Rate - \$150
  - e. The Rental Rate must be paid at least 48 hours in advance of the event.
- 22. **Refund Policy:**
  - a. No rescheduling will be permitted, nor credit or refund given, if the individual or group cancels less than five (5) business days before the event.
  - b. If an amendment is requested at least five (5) days prior to the date the event is to be held, all fees charged can be applied to a new or changed date. This is subject to review and approval by the Town of Robbins on a case-by-case basis.
  - c. If the person or group cancels the rental reservation between five (5) and thirty (30) days' notice, a 50% refund will be issued to the renter.
  - d. The Town of Robbins reserves the right to cancel reservations if such a cancellation is deemed to be in the best interest of the Town, or if the facilities are closed due to an Act of God. A full refund will be issued to the renter in the event of the town cancelling the reservation.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TOWN OF ROBBINS  
REQUEST FOR QUALIFICATIONS-ENGINEERING SERVICES  
FOR  
WATER SYSTEM IMPROVEMENTS**

8/31/2022

Dear Offeror:

This is a Request for Qualifications to provide engineering services for the Town of Robbins for the project as described below. The desired services include preliminary engineering report, design, bidding and negotiation, and construction services for the completion of the project. The project is generally described as follows with more details provided in the RFQ body:

- Town Water System Improvements.

Please note that this project is being funded in part with American Rescue Plan Act (ARPA) and contracts will need to follow the requirements of that funding.

You are invited to submit a proposal of qualifications to be received not later than 5 PM on **09/30/2022** to:

Clint Mack, Town Manager 101 N. Middleton Street, P. O. Box 296, Robbins,  
North Carolina 27325-0296. Telephone: (910) 948-2431.  
Email: [info@townofrobbins.com](mailto:info@townofrobbins.com)

One pdf version of the proposal shall be submitted either by mail or by email in accordance with the following sections of this Request for Qualifications:

- A. Problem Statement
- B. Scope of Work
- C. Project Schedule
- D. Hourly Rate Schedule
- E. Proposal Content
- F. Factors for Award/Evaluation Criteria

The Town of Robbins will enter into a contract with the Engineer whose proposal of qualifications is determined to be the most advantageous to the Town. Factors to be considered, the method used in the evaluation of the proposal and selection of the Engineer are set forth in Section F.

The Town does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, and encourages proposals from small, minority, and female-owned businesses, and locally owned/operated businesses that provide employment opportunities to low-income individuals.

If you have any questions concerning the Request for Qualifications, please contact Town Clerk, Jessica Coltrane [info@townofrobbins.com](mailto:info@townofrobbins.com)

**TOWN OF ROBBINS  
REQUEST FOR QUALIFICATIONS-ENGINEERING SERVICES  
FOR  
WATER SYSTEM IMPROVEMENTS**

**A. PROBLEM STATEMENT**

The Town of Robbins does not have sufficient engineering staff necessary to complete the proposed activities and is soliciting proposals from qualified engineering firms to provide complete engineering services for the project.

**B. SCOPE OF WORK**

The Town of Robbins is soliciting proposals from qualified firms for engineering services necessary to implement the project which is being funded in part by the American Rescue Plan Act (ARPA) as follows:

- **Replacement of approximately 11,860' of 4" and 6" lines with 6" line and associated valves and fire hydrants**
- **Replacement of 20 non-functioning valves in other parts of the water system**
- **Replacement of 360 water meters in other parts of the water system**

**C. PROJECT SCHEDULE**

The project will proceed at a schedule as dictated by the Town and the requirements of the funding agency. The proposing Engineering firm shall be flexible in the commitment to start providing engineering services immediately on some of the work, while having enough staff to support completing all work at a reasonable time.

**D. PROPOSAL CONTENT**

The Engineer's proposal must contain the following parts and be no longer than 20 single-sided pages, plus a cover page and any dividers (optional):

1. **Technical Approach/Understanding of the Program.** Describe the approach to be taken in addressing the proposed scope of work. This description is to include delineation of specific tasks to be undertaken.
2. **Work Management Plan/Experience of Proposed Personnel.** Describe the management plan to be used, staffing configurations, etc. specifying work to be completed relative to the Town of Robbins. Brief resumes of the individuals involved in the project are required, including similar project experience for each individual.

3. **Experience of the Firm.** Provide a brief description of experience similar to the types of projects included in the RFQ. Please list a reference for each project. Make sure the contact listed for each project was employed at time the firm provided the services. If the local staff person who is most familiar with your work is no longer with the locality, include current contact information or indicate why the person can no longer be contacted.
4. **Familiarity with Locality.** Include a list of project experience conducted within the Town of Robbins. Describe any other grant project experience or related work that indicates the firm's level of understanding and familiarity with the Town.

**E. FACTORS FOR AWARD/EVALUATION CRITERIA**

The following factors will be used in evaluating Consultant's proposal of qualifications and negotiation of a contract:

1. Technical Approach/Understanding of Program. (25 points)
2. Work Management Plan/Experience of Proposed Personnel. (25 points)
3. Engineering Experience of the Firm. (25 points)
4. Familiarity with locality and project needs. (25 points)

Qualifications will be reviewed, and a recommendation will be forwarded to the Town Council for consideration. After considering factors outlined in Section E, the engineering firm will be selected based on qualifications most advantageous to the Town, subject to negotiation of fair and reasonable compensation. The Engineer will be notified by mail of the Town's selection.



# TOWN OF ROBBINS STATEMENT OF QUALIFICATIONS

ENGINEERING SERVICES FOR WATER  
SYSTEM IMPROVEMENTS

SEPTEMBER 30, 2022



September 30, 2022

Clint Mack - Town Manager  
Town of Robbins  
101 N. Middleton St.  
Robbins, NC 27325



RE: Request for Qualifications - Engineering Services for Water System Improvements

Dear Clint,

The Wooten Company is pleased to submit this Statement of Qualifications for the Town of Robbins 2022 Water System Improvements. We have enjoyed working with the Town of Robbins for the last 12 years. We have provided very similar services for the Town on the CDBG Water System Improvements project. Although that project had its challenges, we worked together to complete a successful project. We will provide the same level of service on the proposed project to help improve the water system in Robbins.

We were able to assist the Town in applying for funding in the Spring from NCDEQ Division of Water Infrastructure which has provided the funding for the proposed project. We understand the need for these water lines to be replaced as they are old and from materials such as cast iron, that provide challenges to system operations.

John Grey, PE will be the primary contact and project manager for the proposed project. John has over 30 years of experience primarily in the Piedmont of North Carolina. John lives in Asheboro which is only 30 minutes from Robbins, so he can be available for meetings and site visits as necessary..

The attached Statement of Qualifications is provided to show:

- Our proposed project team and their vast experience in water system improvement projects
- Some of our project experience that proves we have provided similar services and suitable experience
- The general information on The Wooten Company and our long term commitments to communities in North Carolina very similar to the Town or Robbins.

We appreciate this opportunity to submit this Statement of Qualifications and ask that you contact us if you have questions or need additional information.

Best Regards,

**THE WOOTEN COMPANY**

A handwritten signature in blue ink, appearing to read "W. Brian Johnson". The signature is fluid and cursive, with a long horizontal line extending to the right.

W. Brian Johnson, PE - Vice President  
120 N. Boylan Avenue, Raleigh, NC 27603  
919.828.0531 - bjohnson@thewootencompany.com



# FIRM BACKGROUND

The Wooten Company is a privately held, multi-disciplinary firm with 100 employees focused on providing municipal engineering, surveying, and architectural services. Founded in 1936 and incorporated in 1949 in North Carolina, L.E. Wooten and Company (dba The Wooten Company) is now in its 86th year of continuous operation and is licensed by the State of North Carolina to practice engineering and surveying (NC Certificate of Registration F-0115), and architecture (NC Board of Architecture Certificate 50430).

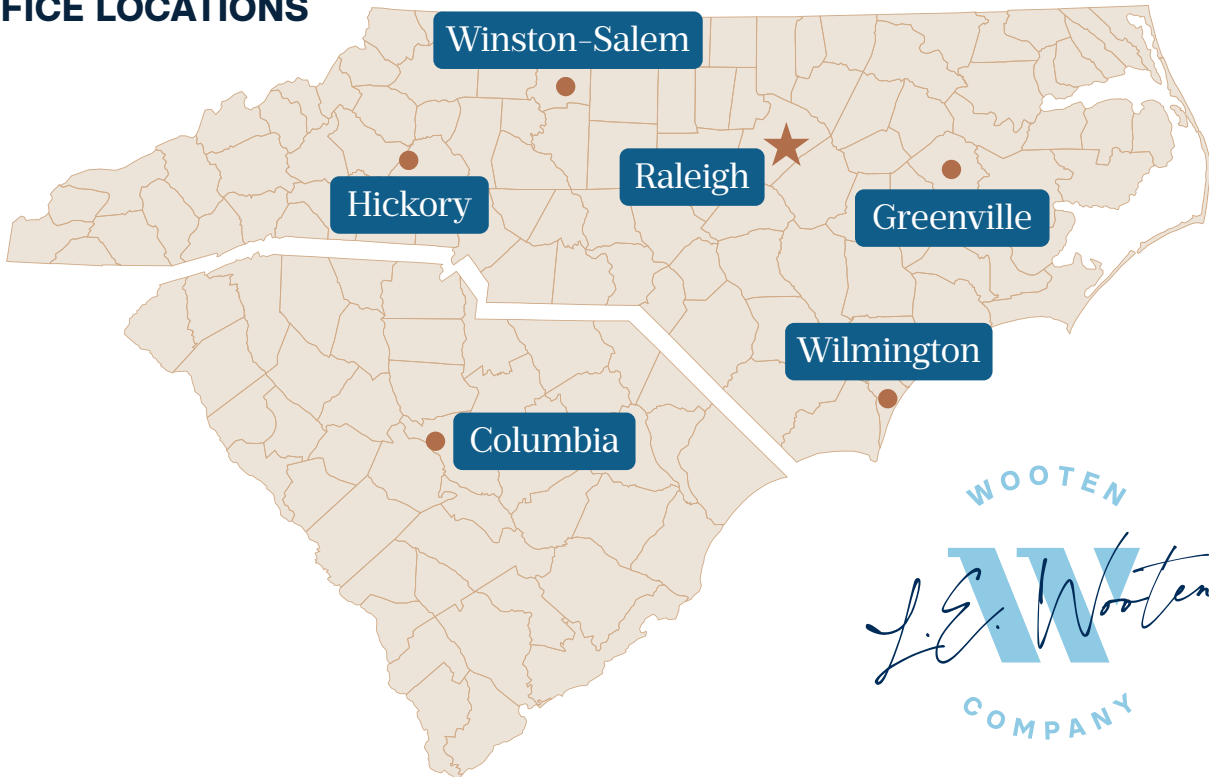
A comprehensive range of capabilities including environmental engineering, general civil engineering, geomatics, mechanical engineering, electrical engineering, plumbing engineering, and architecture affords our clients a singular point of contact for a majority of their infrastructure needs, and therefore efficient and reliable solutions that keep the taxpayer front of mind.

## SPECIALTIES

- Water booster pumping, storage and distribution systems
- Water and wastewater treatment
- Water/Wastewater system modeling
- Wastewater collection systems
- Preliminary engineering and environmental assessment documents
- Surveying and Geographic Information Systems
- Infrastructure planning and assessment
- Architectural services
- Mechanical and HVAC design
- Stormwater design
- Electrical design
- Street and sidewalk assessments and design
- Grant assistance (State and Federal)
- Construction administration and observation
- NCDOT coordination
- Asset Inventory and Assessments of Water and Wastewater Infrastructure

**LOCAL OFFICE**  
300 S. Main Street, Lower Level  
Winston-Salem, NC 27101  
Contact: John Grey, PE  
P: 336.722.5326  
E: jgrey@  
thewootencompany.com

## OFFICE LOCATIONS



## Overview

The Town of Robbins purchases water from Montgomery County, but maintains the water distribution system. The distribution system has several locations where there are old Cast Iron and AC lines that are critical pieces of the Town's distribution system. The Cast Iron lines have tuberculated enough to reduce the effective flow area that pressure and water quality problems are present. There are also some lines that are undersized that need to be replaced with larger 6" water lines that are more suitable for fire flows adequate for house fires.

The project focuses on primary lines that the Town has had problems with in the past, so replacement will reduce maintenance costs in the future.

## Project Understanding

We understand the Town of Robbins is soliciting proposals from qualified firms for engineering services necessary to implement the projects which are being funded in part by the American Rescue Plan Act ( ARPA) as follows:

The project will replace approximately 11,860' of 4" and 6" lines with 6" line and associated valves and fire hydrants. It will replace 20 non-functioning valves in other parts of the water system, and replace 360 water meters in other parts of the water system.

## Project Approach

The Wooten Company's scope of services will first involve having a Kickoff meeting to discuss the coordination of the project. We will then begin completing the PER and Environmental Document as required by DWI. Then we will move into the survey and design phase once DWI has approved the preliminary documents and the project scope is accepted. The design phase will create the bidding documents which will include a set of drawings, showing the location of the replacement lines, and the Project Manual, which will include the bidding documents, contracting documents and the technical specifications. These documents must be submitted for permits from DEQ, Public Water Supply Section, Land Quality Section and NCDOT for approval. They will also have to be submitted to DWI for approval to allow the Town to proceed with Bidding the project. The Town may need to acquire property or easements for the project, so we will provide property or easement maps so the Town can proceed with negotiations and obtain the needed property prior to bidding the project.

Once the bidding documents are approved by DWI and other permitting agencies, we will assist the Town in advertising the project and receiving bids, as well as through construction of the improvements. Our services will also include assisting the Town with the funding documentation that will be required through the project. We will also assist with the bidding and construction phases of the project to help the Town complete the project.

Just as we have striven to do in the past, we will keep the Town informed and provide assistance throughout the process of making the desired improvements to the water system. We look forward to this opportunity to continue to work with the Town of Robbins.



## Communication

As is true in any situation, clear concise and frequent conversation between all parties is the key to a successful project. This project will be no different. Even though we are very familiar with the proposed project, we believe it will be beneficial to begin this project, as mentioned above, by conducting a “kickoff” meeting. This meeting would include key members of The Wooten Company’s project team and those members of the Town staff who will be involved in the project. We will discuss the role that each team member will play and establish your preferred lines of communication.

Throughout the project we keep the client contact informed of project status and upcoming milestones. This can be done through monthly progress meetings, or just an email update. The Town’s preference on how best to communicate and how often will be discussed in the kickoff meeting. As phases of the project are completed, we will provide draft documents for review and comment, then work to provide the completed documents as shown in the schedule noted below.

## Initial Schedule

Milestone	Date
Selection of Engineering Firm	Oct 2022
Engineering Agreement execution	Nov 2022
Kickoff Meeting	Nov 2022
Submission of PER and Environmental Document	Mar 2023*
Approval of Report	May 2023
Project Design complete and submission for permits	Nov 2023
Advertise, Bid and Negotiation of project	June 2024
Complete Construction	Sept 2025

*\*We recognize that DWI has requested submission of the PER by Dec 1, 2022, however, this will need to be negotiated because it typically takes 3 months to complete a PER. We have successfully negotiated adjustment of required schedules on other projects and are certain this will be acceptable to DWI. The primary goal is to have all projects complete by the end of 2026.*

# PROJECT TEAM

Our team will provide Robbins with comprehensive services for this project. We have provided engineering services throughout North Carolina since our founding in 1936. Our years of service have provided a successful path for managing infrastructure projects. We have a group experienced with working on similar projects in the region and will leverage this experience to work as a team with Town staff to make this project a success.



**PRINCIPAL**  
Brian Johnson, PE

**CLIENT CONTACT / PROJECT MANAGER**  
John Grey, PE

PROJECT TEAM	
<b>Perry Mayhew, PE</b> Project Manager	<b>Tim Ingold, PLS</b> Geomatics Manager
<b>Peter Galan, PE</b> Project Engineer/Hydraulic Model	<b>Trey Rice</b> Surveyor
<b>Brooks Huey</b> CAD Designer	<b>David Yates</b> Construction Observation

# PROJECT TEAM



**JOHN GREY, PE**  
Client Contact / Project Manager

Joining The Wooten Company in 1998 to open the firm's Asheboro Branch Office, John Grey now has over 30 years of experience in the design and construction administration phases of water distribution projects and wastewater collection projects, water and wastewater treatment projects and site development projects. Recently having moved this office, John provides oversight and management on a variety of disciplines for the Winston-Salem Regional Office of The Wooten Company, ranging from project funding strategy, to design, bidding and all the way through construction contract administration and observation services.

- Education:**  
BS, Civil Engineering, NCSU
- Registrations:**  
Professional Engineer, NC
- Relevant Projects:**  
Montgomery County - Asset Management Plan  
Town of Robbins - CDBG Water System Improvements  
Montgomery County - Fairway Shores Water Main Replacement



**BRIAN JOHNSON, PE**  
Principal

Brian Johnson, PE, is the Director of Engineering Services for The Wooten Company as well as a member of Wooten's Board of Directors. Since 1996 Brian has applied his engineering expertise to provide planning, analysis, and design of many infrastructure projects for local governments throughout North Carolina and South Carolina. He has worked on and managed numerous projects, large and small, for Wake County. Brian's project responsibilities have included preliminary studies, design, permitting, and construction administration, and the details included with each project phase.

- Education:**  
BS, Civil Engineering, NCSU  
Masters of Civil Engineering, NCSU
- Registrations:**  
Professional Engineer, NC, SC; LEED AP
- Relevant Projects:**  
Montgomery County - Asset Management Plan  
Town of Robbins - CDBG Water System Improvements  
Montgomery County - Fairway Shores Water Main Replacement



**PERRY MAYHEW, PE**  
Project Manager

Perry Mayhew has 22 years of experience in design and construction of municipal infrastructure. He started his career in municipal work with the Charlotte Mecklenburg Utility Department (Charlotte Water) in 1999. There he was a Project Design Engineer specializing in water distribution, wastewater collection and low-pressure sewer systems. Perry has worked closely with NCDOT and SCDOT to design intersection improvements and utility relocations. Perry designed the utility relocations for the southern I-485 widening and new construction of the northern loop in Mecklenburg County, NC. Other NCDOT projects included the utility coordination and relocation in Rowan County during the widening of I-85.

- Education:**  
BS, Civil Engineering, UNC-Charlotte  
MBA, UNC-Chapel Hill
- Registrations:**  
Professional Engineer, NC, SC
- Relevant Projects:**  
Town of Harrisburg - Water System Imp.- under design  
Town of Candor - WWTP Repairs for Hurricane Florence



**TIM INGOLD, PLS, CFS**  
Geomatics Manager

Tim Ingold serves as The Wooten Company's Geomatics Practice Manager. He has over 40 years of experience in the land surveying field, including over 25 years managing land surveying departments for multi-disciplined engineering and surveying firms. He has been licensed as a Professional Land Surveyor in NC since 1985. Tim has developed a comprehensive understanding of local, state, and federal laws and codes and technical standards pertinent to the geomatics practice as it applies to the protection of the public interests.

- Education:**  
AAS, Surveying Technology, Guilford Tech. CC  
AAS, Civil Engineering Technology, Guilford Tech. CC
- Registrations:**  
Professional Land Surveyor, NC  
Certified Floodplain Surveyor
- Relevant Projects:**  
Montgomery County - Fairway Shores Water Main Replacement  
Town of Robbins - CDBG Water System Improvements  
Town of Harrisburg - Water System Imp.- under design

# PROJECT TEAM



**PETER GALAN, PE**  
Project Engineer / Hydraulic Model

Peter Galan joined The Wooten Company in 2015 and has been a member of the Water Resources – General Civil Practice for his entire tenure at The Wooten Company. Peter has developed innovative solutions to public water and wastewater projects as these projects have progressed from the pre-design phase to the design phase and into construction. From developing preliminary engineering reports, engineering information documents, and alternatives analyses to creating, calibrating, and modifying hydraulic water and sewer models, he strives to determine the impact of a project on existing and proposed infrastructure. He has used his extensive experience with the permitting process to ensure minimal delay as projects are developed, acquiring permits from a number of agencies.

- Education:**  
BS, Environmental Engineering, NCSU
- Registrations:**  
Professional Engineer, NC
- Relevant Projects:**  
City of Raleigh - Peace St. Utility Improvements  
City of Raleigh - Water Line Replacement



**BROOKS HUEY**  
CAD Designer

When he joined the Winston Salem Regional Office, Brooks Huey brought with him 14 years of CAD drafting experience, using both Microstation and Autocad, in transportation infrastructure design in Florida, and is now responsible for working alongside project managers to prepare preliminary and final design drawings. Additionally, Brooks has over eight years of experience as a GIS Analyst including work on Florida’s Turnpike Asset Management team where he shared responsibility for creating and maintaining file geodatabases of a variety of Tolling-specific capital assets whose life-cycle data were used in future funding models. While CAD drafting has been the primary mainstay of Brooks’ career, he is comfortable wearing a variety of ‘different hats’ and has additional experience with Sharepoint site administration as well as project scheduling.

- Education:**  
AAS, Political Science, Tallahassee Community College
- Relevant Projects:**  
Town of Robbins - CDBG Water System Improvements  
Montgomery County - Fairway Shores  
Town of Harrisburg - Water System Imp.- under design



**TREY RICE**  
Survey Technician

Trey Rice joined the Winston-Salem office of The Wooten Company in 2021. Trey has 7 years experience in surveying including 4 years in charge of a surveying field crew conducting many types of surveys including property surveys.

- Relevant Projects:**  
Town of Harrisburg - Water System Imp.- under design



**DAVID YATES**  
Field Services

David Yates has over 25 years in the manufacturing business where he dealt with construction and maintenance of equipment and building facilities. David has worked as a construction inspector for TWC for over 2 years monitoring and observing civil engineering projects of all sizes and complexity. His observation duties include day-to-day observation on the project during the construction phase to ensure conformance to the design, approved plans and specifications, confirm pay quantities, provide observation reports and communication daily with the construction administrator.

- Education:**  
MBA, Clemson University
- Certification:**  
Stormwater SCM Inspection & Maintenance
- Relevant Projects:**  
Town of Robbins - Water System Improvement  
Town of Robbins - FEMA-Low Water Crossing  
Montgomery County - Fairway Shores Water Main Replacement



# PROJECT EXPERIENCE

## TOWN OF ROBBINS - 2016 CDBG WATER SYSTEM IMPROVEMENTS

Contact: Clint Mack, Town Manager, 910.948.2431

The Town of Robbins has been struggling with aging waterlines with low pressure and water quality issues. To address these issues, eliminate DBPs and NOVs, and provide fire protection capabilities, the Town submitted for and received a CDBG-I grant. Project activities included replacement of approximately 12,300 LF of waterlines; installation of a new 2,100 LF 8" transmission main along Gardenia Rd; installation approx. 1,600 LF of looping waterline to tie off dead-end lines; and booster pump station improvements. The Wooten Company was selected to provide field survey, design and permitting, construction contract administration, and construction observation services, as well as grant administration services. The project was completed in 2020.



## TOWN OF ROBBINS - WATER SYSTEM ASSET INVENTORY AND ASSESSMENT

Contact: Clint Mack, Town Manager, 910.948.2431

The Town of Robbins has been working to try and gather information on their water and sewer systems. Some work had been done on the sewer system, so the Town applied for and received an AIA grant to work towards completing an Asset Management Plan. The project involved mapping the water system to develop an inventory assessment of the Town's water distribution system, water modeling, and the development of an Asset Management Plan. The project was grant funded by NC Environmental Quality Division of Water Infrastructure and completed in 2019.



## CITY OF OXFORD - 2017 USDA WATER & SEWER IMPROVEMENTS

Contact: Amy Ratliff, City Engineer, 919.603.1105

The 2017 USDA Water & Sewer Improvements for the City of Oxford was a project to address undersized and aging infrastructure identified in their Asset Management Plan. The project consisted of over 37,000 LF of waterline replacements and 14,000 LF of sewer rehabilitation and replacement in areas throughout the City. Key factors to this project were completing all construction in NCDOT right-of-way before a Spring 2019 re-paving and coordination with another design firm performing similar work in tandem with our project. We worked closely with the City Engineer and Public Works staff to incorporate institutional knowledge of existing conditions into our design as well as new City design standards and details.



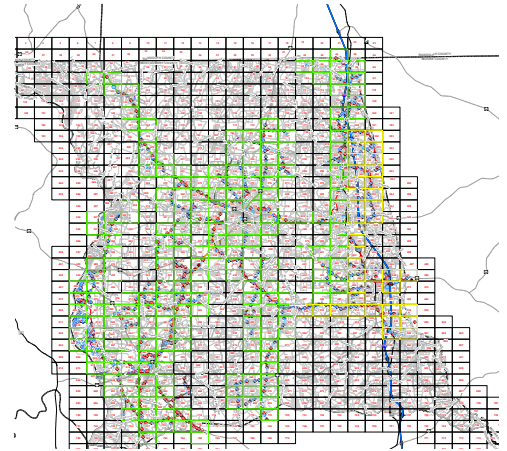


# PROJECT EXPERIENCE

## MONTGOMERY COUNTY - ASSET MANAGEMENT PLAN

Contact: Frankie Maness, County Manager, 910.439.6197

Montgomery County treats water from the Yadkin River Basin by withdrawing water from Lake Tillery. Then the water is treated and delivered to customers throughout the county including all of the municipalities in Montgomery County and the Town of Robbins. The County desired to have a better understanding of their water system to help them in planning for maintenance and cost of service. The County applied for and received a NCDEQ Division of Water Infrastructure grant to work towards completion of an Asset Management Plan. The County hired Charles Underwood and Associates to complete an assessment of all booster pump stations, the WTP and the water intake facility. They hired The Wooten Company to GPS map the water system, help coordinate the assessment of the facilities, provide a hydraulic model of the water system and provide an Asset Management Plan.



## TOWN OF FRANKLINVILLE - 2017 WATER SYSTEM IMPROVEMENTS (TTHM REMOVAL)

Contact: Arnold Allred, Public Works Director, 336.824.2604

The Town of Franklinville purchases water from the Town of Ramseur and has been experiencing high TTHMs for several years. In response to a letter from the State, Franklinville worked with Ramseur and Randolph County in trying to find a solution. A study was completed by The Wooten Company looking at levels of Chlorine, TTHM, and HAA in the Ramseur and Franklinville Systems. The results of the study recommended installation of TTHM removal systems in the Franklinville elevated tanks to remove TTHMs that had formed and some improvements at the Ramseur WTP to provide a secondary chlorine feed point to reduce the formation of TTHM in the WTP clearwell. This project was submitted to NCDEQ Division of Water Infrastructure and received grant and loan money. The Project will address problems with Disinfection Byproducts (DBPs) in the Town of Franklinville water system by installing TTHM removal systems in the Clark St Tank and Providence Grove Tank as well as install a second chlorine feed point at the Ramseur WTP. The project was completed in 2021.



# PROJECT EXPERIENCE

## MONTGOMERY COUNTY - FAIRWAY SHORES NORTH AND SOUTH WATER MAIN REPLACEMENT

Contact: Frankie Maness, County Manager, 910.439.6197

The Wooten Company helped Montgomery County to replace old and undersized distribution water lines. The North portion of the project involved existing lines which range from 1.5” to 3” in the area of the Fairway Shores North Subdivision on Lake Tillery to provide adequate pressures, volume and fire protection. The project included approximately 12,000 LF of 6-inch water lines. The South portion of the project involved existing lines which range from 1.5” to 4” in the area of the Fairway Shores South Subdivision on Lake Tillery. Approximately 6,700 lf of 6” to provide adequate fire protection and 1,150 lf of 4” water main is included in the project. The north portion of the project was funded with a grant and loan from Division Of Water Infrastructure. The project was completed in 2021.

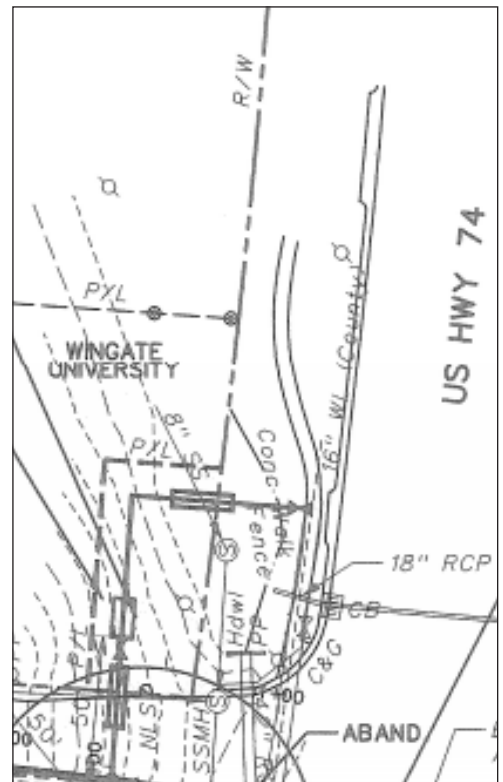


## TOWN OF WINGATE - WATER SYSTEM IMPROVEMENTS

Contact: Brad Sellers, Town Manager, 704.233.4411

**PHASE I** - The Town of Wingate, NC had to improve its fire flow capabilities as well as improve the reliability of the water system within the Wingate University campus. The Wooten Company provided design, bidding and negotiation, construction administration and construction observation for the locally funded, \$842,000 project. The design involved installation of 2,500 LF of 12 inch waterline and 3,000 LF of 8 inch waterline through campus. The project also included 750 feet of curb and street improvements and 1,500 feet of sidewalk. A great deal of coordination with University staff was required to conduct construction alongside the continuing operation of campus. The project was completed in 2012.

**PHASE II** - The Town of Wingate, NC was experiencing leakage and frequent breaks in their smaller (2”) galvanized waterlines and needed to undertake a project to repair or replace these lines. The Wooten Company was asked to assist the town by providing assistance with funding acquisition and administration, design services, bidding and negotiation services, construction administration and construction observation services. The water system improvements involved replacement of the existing 2-inch galvanized lines with 15,400 LF of 6-inch waterline, 1,100 LF of 12-inch waterline and 4,100 LF 2-inch waterline. The Wooten Company arranged funding assistance for the \$1.8 million project through USDA-Rural Development and construction on the water system was completed in 2015.





# FAMILIARITY WITH LOCALITY

The Wooten Company has been working with the Town of Robbins for over 12 years and have a wealth of other experience in the area. Below is a list of a few projects we have assisted with in the Town of Robbins:

## PAST PROJECTS

- 2015 Powell Bill Mapping
- 2018 Water System Improvements
- Consultant Services
- FEMA Assistance Projects
- Street Pavement Assessment
- Surveying and Mapping Services
- Wastewater PER and ER (USDA)
- Water System Asset Inventory and Assessment
- Well Water Supply System
- 2017 Powell Bill Mapping
- CDBG Water System Improvements

*As a team devoted to supporting the health and welfare of communities throughout the Carolinas, we sincerely appreciate the opportunity to develop our working relationship with Robbins. These referenced qualifications are the results of decades of hard work and commitment - a proud cornerstone of our practice - to the communities that we call home.*

*A tradition of*  
**DESIGNING THE FUTURE ►**



**A RESOLUTION OF THE TOWN OF ROBBINS TOWN COUNCIL AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES CONTRACT WITH THE WOOTEN COMPANY FOR ENGINEERING SERVICES**

**WHEREAS**, on August 31, 2022, the Town of Robbins published a Request for Qualifications for Engineering Services related to the Town’s Water System Improvements specifically regarding replacement of approximately 11,860’ of 4” and 6” lines with the 6’ line and associated valves and fire hydrants and replacement of 20 non-functioning valves in other parts of the water systems and 360 water meters in other parts of the water system;

**WHEREAS**, the Town accepted and reviewed proposals from qualified firms to provide such professional services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information; and

**WHEREAS**, the Town determined that The Wooten Company, is the best qualified responsive firm and negotiated a fair and reasonable fee and contract with the firm; and

**WHEREAS**, the Town of Robbins desires to retain the services of The Wooten Company, to perform the scope of work as described in the RFQ; and

**WHEREAS**, the Town of Robbins has complied with the terms and requirements of N.C. Gen. Stat. § 143-64.31, *et seq.*

**NOW, THEREFORE, BE IT RESOLVED** by the Town of Robbins Town Council hereby approves the terms of such contract with The Wooten Company, and authorizes the Town Manager to sign, on behalf of the Town Council, a Professional Services Contract with The Wooten Company, for the Town’s Water System Improvements.

**WHEREFORE**, the foregoing Resolution was put to a vote of the Town of Robbins Town Council on this the \_\_ day of October, 2022 the result of which vote was as follows:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent or Excused: \_\_\_\_\_

\_\_\_\_\_  
Cameron Dockery, Mayor

Attest: \_\_\_\_\_  
Jessica C Coltrane, Town Clerk



Meeting Date: 10/13/2022

MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: CLINT MACK  
DATE: 10/13/2022  
SUBJECT: ARPA Spending Plan  
PRESENTER: CLINT MACK

REQUEST:

ARPA FUNDS EXPENDITURES

BACKGROUND:

ARPA funds to be used for spending proposals to allocate funds to items needed

IMPLEMENTATION PLAN:

Some bids have been sought and are ready to place orders

FINANCIAL IMPACT STATEMENT:

No financial impact, ARPA funds are being used

RECOMMENDATION SUMMARY:

Recommend approval of expenditures to improve and protect equipment.

SUPPORTING ATTACHMENTS:

Excel Spreadsheet

**Available:** \$ 344,521.52

<u>Expense</u>	<u>Vendor</u>	<u>Allocaiton</u>
Debt Service	NC Dep Commerce	\$ 39,268.00
Town Hall Demo		\$ 2,030.00
Town Hall Demo		
Sewer AIA	Wooten	\$ 11,800.00
Access Control and New Doors for Town Hall and Evidence Room	Central Security System's	\$16,000
New Public Works Building		\$10,000
Dump Truck	Crossroads Ford	\$65,000
Digital Town Hall Sign	Beane Signs Inc.	\$28,000
Downtown Signage initiative	Econo Signs	\$10,000
Old Fire House Roof Repair		\$27,500
Town Hall Furniture and Meeting room		\$10,000

\$ 219,598.00

**Remaining Balance** \$ 124,923.52

**Sec. 7-52. - Placement of residential containers.**

Residential solid waste containers shall be placed at the curb or edge of the abutting street prior to 7:00 a.m. on the regularly scheduled pickup day but no earlier than twenty-four (24) hours prior to that time. Residential solid waste containers shall be removed from the curb or edge of the abutting street and stored behind the building line of the dwelling unit no later than 11:00 p.m. on the day following the regularly scheduled pickup day. This provision shall not apply when the waste collection agency fails to make pickup on the regularly scheduled pickup day.

(Ord. of 7-28-86, Art. II, § 3; Ord. of 11-26-90)

**Section 23-2 Collection Service**

Solid waste and recycling containers shall be placed at the curb or street edge but shall not be placed in the street for weekly collection by the town’s solid waste collection service. They shall be placed in the required location no earlier than 7:00 p.m., on the day preceding a designated pickup day and shall be removed from the curbside location no later than 7:00 p.m., on the designated pickup day. Except during these hours, the containers shall be kept in a location no closer to the street than the front of the residential structure. The Director of Public Works may make deviations to this section including service for physically disabled residents, where the Director determines such is necessary and in the best interest of all parties concerned.

(‘75 Code, § 9.42) (Ord. 0-77-05)



To: Robbins Board of Commissioners

From: Clint Mack, Town Manager

Subject: Manager Report

Date: 06 October 2022

## PROJECTS/EFFORTS

### 1. FEMA Hurricane Florence Recovery Projects (2)

a. Monthly progress meetings complete.

(1) *Main Pump Station*- Final closeout pending assessment of liquidated damages of 154 days past contractual due date.

(2) *Wastewater Treatment Plant*- Final closeout and last 25% reimbursement requested.

## DEPARTMENT REPORTS

### 1. ADMINISTRATIVE

- a. Forest Drive Paving (Project Forest) final inspections.
- b. Sewer AIA, smoke testing conducted. Only one significant issue on private property reported thus far.
- c. Water System Improvements Grant (Project Aqua) beginning procurement process with meter venders.
- d. Conducted kick-off meeting with Terrafim for several potential Brownfield eligible projects in Robbins area.
- e. Meeting with Moore County Partners in Progress on OCT 17<sup>th</sup> to discuss GoldenLeaf SITE Program.
- f. Attended Moore County Special Session on opioid crisis and water sources. (see presentation)
- g. Clerk and Finance officer continuing certification training.
- h. Attended first of three weeklong trainings with UNC-SOG for Planning/Zoning Certification
- i. Attended FEMA Disaster Funding Brief
- j. Attended NC Recreation Grant Funding Conference.
- k. Working on Rural Area Development Grant and attended seminar.



I. Gathering estimates for Old Police Station demolition.

2. FIRE

a. See report

3. POLICE

a. See report

4. PUBLIC WORKS

a. 22 work orders resolved.

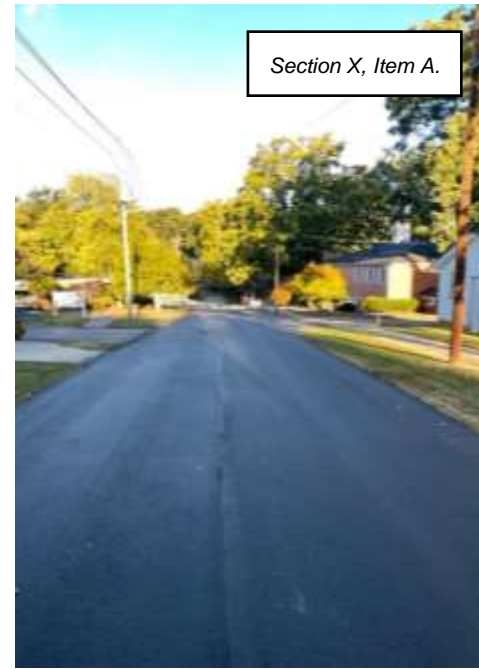
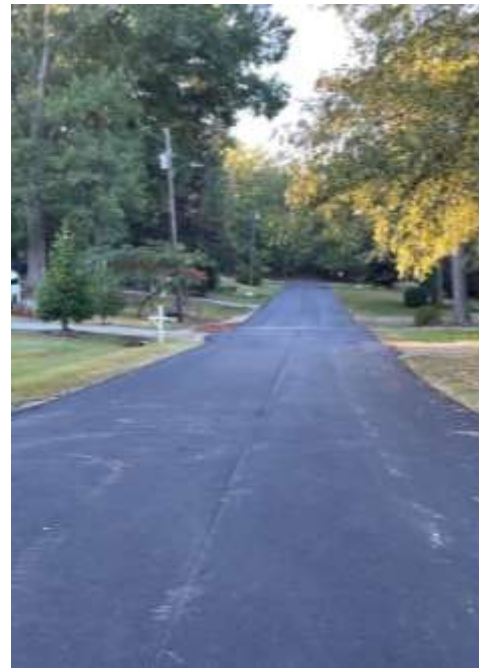
b. Irma recovery efforts.

c. One employee attending WWTP operator training at MCC, another attending Water System Certification Training.

**MAJOR CODE VIOLATIONS:**

**FOLLOW UP:**

CLINT E. MACK  
Town Manager  
Robbins, NC.



# Paving Improvements!

Forest Heights

# September 2022

## Monthly Report – Robbins Area Library – Sue Aklus

**Programs:**

*Children:* Story Time with Miss Sue, Lego Day, Board Game Day, Craft Day

*Young Adult:* Role Playing Games with Sean

*Adults:* Crochet & Knitting Group

	2022	ATTENDANCE
Days Open	19	
REFERENCE QUESTIONS	84	
Volunteer Hours	13	
Computer Use	44	
Front Door Walk-ins & Pickups	1053	
<b>ADULT PROGRAMS IN THE LIBRARY:</b>	4	21
Crochet & Knitting Group	4	21
<b>JUVENILE PROGRAM In The Library:</b>	24	213
Thursday Story Time With Miss Sue	4	42
Special Storytime with Miss Caroline	1	19
Wednesday Craft Day	3	9
Hope Academy Storytime with Miss Sue	9	138
Lego Friday	5	5
Saturday Board Games	2	0
<b>YA PROGRAMS:</b>	2	4
Role Playing Games with Sean	2	4
<b>CONFERENCE ROOM</b>	1	6
Committee Meeting	1	6



### **Upcoming Programs for October 2022:**

- Pre-School Story Time Every Thursday at 10AM.
- Hope Academy Story Time-Wednesday Mornings
- Crafts-Every Wednesday from 2-6PM
- Lego Day – Every Friday from 2-6PM
- Board Game Day – Every Saturday 10-1:30PM
- Misty Clark Book Club Cedar Cove Series #9 “92 Pacific Boulevard” by Debbie Macomber will meet in the Library  
Oct. 7 @ 4:30PM
- Crochet/Knitting Group meets every Tuesday from 2-4 PM.
- NCWorks Career will be available Tuesdays from 10AM-12NOON
- Role Playing Games with Sean Reilly Saturdays 10AM-1:30PM
- Book Club “South of Heaven” by Patti Frye Meredith, Oct. 21, 2022 @ 4PM Discussion with the Author.
- Clara The Witch will be flying into Robbins Library Oct. 18 @ 5PM
- Find Susie Squirrel in the Kids Section and win a prize



**Robbins Fire Rescue**  
**PO Box 987**  
**Robbins, NC 27325**

September 2022 Fire Rescue Report

Medical Calls - 32

Fire Alarms - 2

Structure Fires - 4

Vehicle Accidents - 7

Storm Damage - 11

Electrical Haz. - 2

Outside Fires - 3

Over Dose - 4

Vehicle Fires - 4

Standby - 1

Total Calls - 70

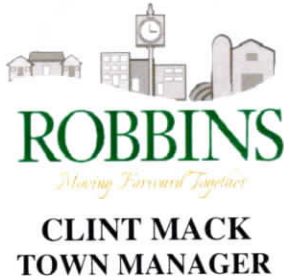
We had a good turn out on the joint water rescue training with Moore County on September 24th.  
We are getting ready for fire prevention next month.  
Paid Staff is doing their daily duties and training.

Timmy Brown

A handwritten signature in black ink, appearing to read 'TB' followed by a long horizontal flourish.

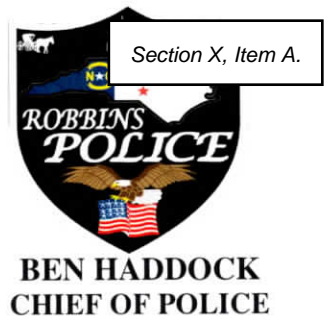
Fire Chief

Robbins Fire Rescue



## Robbins Police Department

101 North Middleton Street  
P.O. Box 687  
Robbins, North Carolina 27325  
(910) 948-3549  
FAX: (910) 948-3981



## Board Meeting

October 13,2022

Board Members,

Attached you will find the summary totals for the month of September. During the month of September all Robbins Officers were extremely busy within the town fighting crime and assisting the community where needed. I am happy to report that the method that has been put into place on combating drugs is 100% in effect and we are seeing great results. When I started in January the seizure rate until now has been outstanding, which means the Robbins Police Officers have been doing their duty and getting these terrible drugs off the streets of Robbins. Please assist me in thanking them for all their hard work for this amazing town and its citizens.

### Update on Ordinance Violations

We have several violations pending through the court for failure to comply with the Ordinances. Officers are currently going zone to zone that has been created and speaking with the citizens of Robbins about the violations. I am happy to say that most of the citizens in Robbins comply with just a simple knock and talk, with no further action required by the Officer.

Again, I would like to thank you all for your continued support for the RPD crew and thank you for what you do for the Town of Robbins every day.

  
Chief Benjamin Haddock

Clint Mack

# Activity Log Event Summary (Cumulative Totals)

Robbins Police Department

(09/01/2022 - 09/30/2022)

<No Event Type Specified>	2	911 Hang Up Call	3
Administrative Duty	17	Animal Complaint	2
Assist EMS	3	Assist Fire/Rescue	20
Assist Highway Patrol	2	Assist Other Agency	5
Assist other Robbins Police Officer	26	Assist Sheriff Department	12
Attempted Service of Warrants	1	Business Check	39
Cemetery Check	1	Citation	8
Citizen Assist	5	Civil Dispute	1
Communicating Threats	1	Community Policing	49
Criminal Summons Served	1	Death	2
Direct Traffic	8	Disturbance	1
DWI	1	Escort	1
Follow up Investigation	8	Foot Patrol	61
Found Property	1	Funeral Escort	1
GHSP	13	Investigation	2
Larceny	2	Ordinance Violation	2
Park Check	21	Public Assistance	1
Public Service Call	2	Residence Check	1
Saturation Patrol	5	Security Check	1
Store Closing	4	Suspicious Person	6
Suspicious Vehicle	7	Training	29
Trespassing	3	Unauthorized Use of Motor Vehicle	1
Vehicle Accident Property Damage	4	Vehicle Maintenance	4
Vehicle Stop	105	Warrants Served	10
Welfare Check	3		

Total Number Of Events: 508

# Arrest Felony Totals by Officer

Robbins Police Department

(09/01/2022 - 09/30/2022)

<b>Arresting Officer:</b>	<b>Total Charges On All Felony Arrests:</b>	<b>Total Felony Charges:</b>	<b>Total Felony Arrests:</b>
7814 - Officer Cristian R. Rosas	13	3	2
1554 - Patrol William D. Jackson	8	2	2
7513 - Sergeant Corey J. Hurley	5	3	2
<b>Total:</b>	<b>26</b>	<b>8</b>	<b>6</b>



# Arrest Misdemeanor Totals by Officer

Robbins Police Department

(09/01/2022 - 09/30/2022)

Arresting Officer:	Total Charges On All Misdemeanor Arrests:	Total Misdemeanor Arrests:
7814 - Officer Cristian R. Rosas	19	7
1554 - Patrol William D. Jackson	4	3
7513 - Sergeant Corey J. Hurley	16	8
<b>Total:</b>	<b>39</b>	<b>18</b>

# Arrest Race/Sex Totals by Offense

Robbins Police Department

(09/01/2022 - 09/30/2022)

Primary Offense:	White		Black		Indian		Asian/ Pac. Isl.		White		Black		Indian		Asian/ Pac. Isl.		Rescd.:	NonRes.:	Arrests:	
	Male:	Female:	Male:	Female:	Male:	Female:	Male:	Female:	Male:	Female:	Male:	Female:	Male:	Female:	Male:	Female:				
3401 - Possess Drug Paraphernalia	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
3409 - Poss CS Jail Premises	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
3465 - Possess Methamphetamine	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
3523 - Felony Possession Schedule II CS	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
3550 - Possess Marijuana Up To 1/2 OZ	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	3	0	3	3
3834 - Misdemeanor Child Abuse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2	2
4725 - DWLR Not Impaired Rev	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
5202 - Carrying Concealed Weapon	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
5405 - Driving While Impaired	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
5709 - Second Degree Trespass	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	2
OFA - Order for Arrest	4	2	0	0	0	0	0	0	0	0	0	0	1	0	0	0	8	3	5	8
WFA - Warrant for Arrest other Jurisdiction	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2	2
<b>Totals:</b>	<b>12</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>5</b>	<b>19</b>	<b>24</b>	<b>24</b>

# Drug Summary Totals

Robbins Police Department  
(09/01/2022 - 09/30/2022)

**<No Drug Specified>**

Status:	Measurement:	Total Quantity:	Total Estimated Value:
<No Status Specified>	<No Measurement Specified>	0.000	\$0.00

**E - Marijuana**

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	GM - Gram	11.000	\$0.00

**L - Amphetamines/Methamphetamines**

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	XX - Not Reported	0.000	\$0.00
6 - Seized	GM - Gram	0.500	\$0.00

**P - Other Drugs**

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	XX - Not Reported	0.000	\$0.00

# Incident Drug Totals By Status

## Robbins Police Department (09/01/2022 - 09/30/2022)

<No Status Specified>

Type of Drug:	Description:	Type of Measurement:	Quantity:	Est. Value:	Inc. Date:	Incident Number:
					09/23/2022	22090402
					09/25/2022	22090413

Totals:

Type of Drug:	Description:	Type of Measurement:	Quantity:	Est. Value:	Inc. Date:	Incident Number:
E - Marijuana	Green Leafy Substance	GM - Gram	1.000		09/03/2022	22090043
E - Marijuana	Green Leafy Substance	GM - Gram	1.000		09/08/2022	22090166
E - Marijuana	Green Leafy Substance	GM - Gram	1.000		09/13/2022	22090228
E - Marijuana	Green Leafy Substance	GM - Gram	1.000		09/16/2022	22090290
E - Marijuana	Green Leafy Material	GM - Gram	6.000		09/22/2022	22090366
E - Marijuana	Green Leafy Substance	GM - Gram	1.000		09/23/2022	22090404
L - Amphetamines/Methamphetamines	Crystal like Substance	XX - Not Reported			09/23/2022	22090402
L - Amphetamines/Methamphetamines	White crystal-like substance	GM - Gram	0.500		09/25/2022	22090413
P - Other Drugs	Suboxone	XX - Not Reported			09/23/2022	22090402

Totals: 11.500

# Activity Log Vehicle Summary

Robbins Police Department

(09/01/2022 - 09/30/2022)

Vehicle Number:	Vehicle Description:	Miles Driven:	Gas Used:	Oil Used:
14E	2014 Explorer	1,127.0	91.5	
15T	2015 Tahoe	1,077.0	83.0	
17C	2017 Charger	2,977.0	209.5	
19R	2019 Ram	2,908.0	229.0	
<b>Vehicles:</b>	<b>4</b>	<b>Totals:</b>	<b>8,089.0</b>	<b>613.0</b>

# Activity Log Time Consumption Summary

## Robbins Police Department

### (09/01/2022 - 09/30/2022)

Event Type:	Total Events:	Total Events Analyzed:	Shortest Occurrence (Minutes):	Longest Occurrence (Minutes):	Average Occurrence (Minutes):	Total Time Consumed (Hours):
<No Event Type Specified>	2	0				
911 Hang Up Call	3	0				
Administrative Duty	17	0				
Animal Complaint	2	0				
Assist EMS	3	0				
Assist Fire/Rescue	20	0				
Assist Highway Patrol	2	0				
Assist Other Agency	5	0				
Assist other Robbins Police Officer	26	0				
Assist Sheriff Department	12	0				
Attempted Service of Warrants	1	0				
Business Check	39	0				
Cemetery Check	1	0				
Citation	8	0				
Citizen Assist	5	0				
Civil Dispute	1	0				
Communicating Threats	1	0				
Community Policing	49	0				
Criminal Summons Served	1	0				
Death	2	1	920	920	920	15.33
Direct Traffic	8	0				
Disturbance	1	0				
DWI	1	0				
Escort	1	0				
Follow up Investigation	8	0				
Foot Patrol	61	0				
Found Property	1	0				
Funeral Escort	1	0				
GHSP	13	0				
Investigation	2	0				
Larceny	2	0				
Ordinance Violation	2	0				
Park Check	21	0				



# Activity Log Time Consumption Summary

Robbins Police Department

(09/01/2022 - 09/30/2022)

Event Type:	Total Events:	Total Events Analyzed:	Shortest Occurrence (Minutes):	Longest Occurrence (Minutes):	Average Occurrence (Minutes):	Total Time Consumed (Hours):
Public Assistance	1	0				
Public Service Call	2	0				
Residence Check	1	0				
Saturation Patrol	5	0				
Security Check	1	0				
Store Closing	4	0				
Suspicious Person	6	0				
Suspicious Vehicle	7	0				
Training	29	0				
Trespassing	3	0				
Unauthorized Use of Motor Vehicle	1	0				
Vehicle Accident Property Damage	4	1	37	37	37	0.62
Vehicle Maintenance	4	0				
Vehicle Stop	105	0				
Warrants Served	10	0				
Welfare Check	3	0				
<b>Event Types:</b>	<b>49</b>	<b>Totals:</b>	<b>508</b>	<b>2</b>		<b>15.95</b>