

HYDE COUNTY
NORTH CAROLINA

ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND

Graceful Bakery

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Only information received by Hyde County with the submission will be considered in the selection process, unless the county specifically requests additional information from the applicant. Failure to submit required information may be grounds for rejection of the application. Applicants should carefully review each project package, including attachments, to make certain that all required information is submitted and is internally consistent.

**HYDE COUNTY ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND
APPLICATION SUMMARY**

1. APPLICANT a. Name: Graceful Bakery b. Street/P.O. Box: 110 Back Road c. City: Ocracoke d. Zip Code: 27960 e. Contact Person: Lauren Strohl f. Telephone No.: 614.419.9681		
2. Project Number	3. Project Name	4. RLF Funds Requested
	Bakery- breads and pastries	\$15,000
5. CERTIFICATION a. To the best of my knowledge and belief, data in this application is true and correct, the applicant will comply with the certifications in the attached Private Commitment Form if the assistance is provided.		b. Typed Name and Title of Authorized Representative Lauren Strohl, owner
		c. Signature
		d. Date January 26, 2014
FOR HYDE COUNTY USE ONLY		
6. Date Received	8. Action Taken	9. Amount Funded:
_____	_____ Funded _____ Not Funded _____ Withdrawn	\$ _____
7. Application Number		

PROJECT DESCRIPTION FORM

1. Name of Applicant: Graceful Bakery

2. Application Date: January 27, 2014

3. Project Name: Graceful Bakery

4. Description:

a. Briefly describe the new business (products/services offered, basic project goals and objectives):

Graceful Bakery will offer Ocracoke's locals and visitors fresh, wholesome, artisan breads, sweet and savory crepes, cookies, and other value-added prepared food for breakfast and lunch, using the finest ingredients and extremely friendly service. The goal and objective is to serve the community and to be profitable.

b. Proposed location of new business (include location map(s)):

Graceful Bakery will be located at 110 Back Road, Ocracoke, NC, 27960 on .25 acres. It will take over the existing food operation food trailer, known as the Corner Crepe, at this location.

c. Number, size, and general description of any new buildings to be constructed (include site map and plans, if available):

N/A

d. Size of any parcel(s) of land to be acquired (include survey map):

A monthly lease to landowner that food trailer is located on includes approximately .25 acres.

e. Describe any existing buildings to be demolished or abandoned:

N/A

- f. Describe any improvements to be made to existing buildings(s):

Improvements to existing food trailer include- oven installation, overall cleaning, additional gas tank hookup.

- g. How many full-time equivalent jobs will be created by the new business during the two-year period? 1 full-time job

How many for residents of Hyde County? 1

How many for low and moderate income individuals? 1

- h. Briefly describe how RLF and other funds (bank loans, owner equity, etc.) will be used during property acquisition, construction, and startup of the new business.

RLF will be used for purchase of the food trailer, acquisition of baking equipment, fees for starting a business, contribution to monthly expenses in start-up phase of business, including utilities, supplies, and ingredients.

- i. How are road transportation and water and electric service to be supplied to the site?

Graceful Bakery is located on the busy corner of Back Road next to a parking lot, water is supplied from the neighboring restaurant on the property, and there is an electric hook up specifically for the food trailer.

- j. How will sewage disposal be accomplished?

N/A- there are no restroom facilities. Grey water will be disposed of appropriately based on

Health Department standards.

PROJECT SOURCE AND USE FORM

1.	Name of Applicant: Graceful Bakery		
2.	Project Name: Bakery		
3.	Source of Project Funds: RLF Funds Requested: <u>\$15,000</u> RLF Project Resources		
	Other:	Source A.	<u>\$15,000</u>
	B. <u>Personal</u>	Source B.	<u>\$10,000</u>
	C. _____	Source C.	<u>\$</u>
	D. _____	Source D.	<u>\$</u>
	E. _____	Source E.	<u>\$</u>
	F. _____	Source F.	<u>\$</u>
4.	TOTAL PROJECT RESOURCES		<u>\$25,000</u>

Use of Funds <small>(List major expenses separately)</small>	Source A	Source B	Source C	Source D	Source E	Source F	Total Cost
a. Acquisition							
(1) Food Trailer	\$8,000						\$8,000
(2)							
b. Water							
c. Sewer							
d. Construction/ Rehabilitation		\$1,000					\$1,000
e. Working Capital							
(1) Raw Materials	\$4,000	\$2,000					\$6,000
(2)							
(3)							
f. Machinery/ Equipment							
(1) Deck Oven		\$5,000					\$5,000
(2) Large Mixer		\$1,000					\$1,000
(3) Other Equipment		\$1,000					\$1,000
(4)							
g. Site Improvements	\$1,000						\$1,000
h. (1) Oven Installment							
(2) Monthly Rent	\$2,000						\$2,000
i. TOTAL	\$15,000	\$10,000					\$25,000

PROJECT PRIVATE COMMITMENT FORM

As Owner _____ (title) of this company, I commit to the following actions, as described more fully in the project application:

- a. Undertake and carry out the project as described in the project application.
- b. Create a minimum of 1 jobs with 1 for low and moderate income persons, and 1 for persons residing in Hyde County, and obtain the level of jobs indicated above by 04/01/2014.
- c. Secure funding for the project from the following sources, in the specified amounts:
 1. RLF loan- \$15,000 for food trailer acquisition, site improvements, and purchase of raw materials
 2. Personal Funds- \$10,000 for rehabilitation, machinery/equipment, raw materials
 - 3.
 - 4.
- d. Provide Hyde County with quarterly income statements and balance sheets throughout a two-year period following the loan award.
- e. Begin project activities only following execution of a legally binding commitment and grant agreement and the release of other conditions, if any, placed on the grant by Hyde County.
- f. Complete project activities by no later than 04/01/2014.

My firm is committed to undertake this project and but for the provision of the RLF assistance this project will not be undertaken.

Signed _____ Date 01/27/2014 Title Owner

Name of Business Graceful Bakery

PROJECT NEEDS FORM

1. Name of Applicant: Graceful Bakery

2. Project Name: Bakery

3. Relationship between Project Activities and Job Claim: Explain how the activities described in the application will result in the jobs claimed as retentions or creations. If the project is a job retention project, the applicant must clearly demonstrate that existing jobs would be lost without provision of RLF funds.

Graceful Bakery will result in a minimum of 1 full-time job which will include baking and

serving customers. The potential for the creation of additional jobs is high because of the

expected demand and eventually 1 full-time job will be enough to accommodate baking, and

an additional full-time job will be for serving customers.

4. Total Documented Project Financing Needs: Check applicable activities and in attachments provide required cost breakdowns shown (**Attachment "A"**). Describe here sources and methods of estimating for each activity including those financed with non-RLF funds.

--Real Estate (land or existing buildings) – Attach purchase option or lease option. Provide documentation on comparable land costs in the local vicinity, or an appraisal.

Letter of intent and Lease already turned in

--Construction/Rehabilitation – Attach listing of components (HVAC, plumbing, electrical, etc.) with architect/engineer's estimate or quote from contractor.

N/A- all utilities ready for hookup

--Site Improvements – Attach listing of components (grading, drainage, paving, etc.) with engineer's estimates or quotes from contractor.

Oven installment- \$1,000

--Machinery and Equipment – Attach detailed listing of items, with price quotes from suppliers. **Equipment List already turned in**

--Public or On-Site Water and Sewer – Attach detailed listing of components and sizes, with engineer's estimates.

Water hookup from existing restaurant building on location

--Working Capital Expenditures – Attach detailed listing of startup/operating costs. **Income/Expense Plan already turned in**

5. Verification of RLF Need

(a) Loan Amount: \$15,000 _____

(b) The Gap Addressed:

_____ Sufficient funds not available elsewhere, including internally.

_____ Funds available elsewhere, but cash flow is not sufficient to meet debt service.

_____ Other (Describe):

The amount of the gap must be no greater than the level of direct assistance proposed. Describe how the gap was identified and measured, referencing supporting documentation. Adequate financial documentation must be included with the application for the existence and dollar amount of the gap to be independently verified. See Application Instructions – Project Needs Form.

6. Security (Describe):

Food Trailer
Double deck gas oven from Blodgett
Kitchen Aid Mixer
Kitchen Aid Food Processor
NSF Fridge

PROJECT FEASIBILITY FORM

1. Name of applicant: Graceful Bakery

2. Project Name: Bakery

A. BUSINESS PLAN

1. Name of Existing Business: Graceful Bakery

Name of Proposed Business: Graceful Bakery

2. Legal Status:

- Partnership
- Proprietorship
- Cooperative
- Corporation
- Other (Specify):

3. Business Ownership and Management (include addresses and phone numbers):

Lauren Strohl, Owner 614.419.9681 P.O. Box 1544, Ocracoke, NC, 27960

Joseph Ramunni, Management 330.402.0072 P.O. Box 1544, Ocracoke, NC, 27960

4. Other Business Affiliations of Proposed Owners (if any):

a. Name of Business: _____

b. Name of Owner or Manager Involved: _____

c. Position in this Business: _____

d. Relationship Between this Business and RLF Project Business:

5. Product Line or Service

a. Range of Products or Services:

Graceful Bakery will offer fresh, wholesome, artisan breads, sweet and savory crepes, cookies, and other value-added prepared food for breakfast and lunch using as many quality, locally-sourced ingredients and supplies as possible. Coffee, natural juice, and bottled water will also be offered. Customer service will be friendly and efficient. Graceful Bakery will own the entire market for artisan bread on Ocracoke.

6. Market Information

a. Geographic Market Area:

Graceful Bakery will serve the Ocracoke Island, which has a population of approximately 1,000 people. During the summer season, Graceful Bakery will serve a much greater population of approximately 7,000 due to tourists visiting the island.

b. Major Customers:

During the summer season, Graceful Bakery will see a significant increase in customers in the form of tourism, with the population reaching approximately 7,000. Other potentially new customers include residents who live across the sound, or on the mainland of North Carolina. Graceful Bakery will hope to serve all of Hyde County someday.

c. Market Characteristics:

Ocracoke Island is a seasonal place. The summer season is from about Easter until October. The slow season, or winter season, is from about November to March. During the summer season, there are more people on the island due to tourism.

d. Competition:

Graceful Bakery will own the market for fresh, wholesome, artisan breads and for crepes. Competition may include the Ocracoke Coffee Company, a quality business specializing in hot and cold drinks, and pastries. Ocracoke Coffee Company offers bagels and muffins.

7. Marketing and Distribution:

Graceful Bakery will market its' products through word of mouth, through eye-catching signs in busy places in the community (post office, Variety Store, etc.), through a beautiful sign on the trailer itself, through recommendations from the Realty Office, through press in the Ocracoke Current. Graceful Bakery will target the entire population of Ocracoke Island, and

tourists who come to visit. Everyone and anyone can enjoy a fresh, artisan loaf of bread at their table.

8. Cost Effectiveness:

Graceful Bakery will have a very low overhead cost due to its' small operating space- the food trailer. There will be no costs for customer tables, customer restrooms, or employees to serve tables. It will be a straightforward and efficient business. The ingredients and supplies purchased will go directly into the making of the products, which will be sold through the Graceful Bakery window- from the baker to the customer.

9. Project Innovation/New Technology:

Marketing technology will include press in the online newspaper the Ocracoke Current, Facebook, and promotional emails. Customers will have a phone number to call to put in orders and/or requests for Graceful Bakery.

10. Employee Benefits:

Graceful Bakery will offer On-the-Job Training.

Graceful Bakery hopes to offer insurance and benefits someday.

Graceful Bakery would consider Hiring the Handicapped.

Graceful Bakery will provide a clean, efficient, productive, safe, and fun environment to work in.

B. FINANCIAL FEASIBILITY

1. Financial Feasibility Documentation – All items below must be submitted with the application. All historical and projected financial statements should be prepared by a certified public accountant, or a county-approved business advisor, in accordance with generally accepted accounting principles.

 N/A Historical Income Statement and balance sheets for most recent three years, with notes, for any existing businesses owned or operated by the new entity's principals. (Enter "N/A" if not applicable.)

 x Conventional and Requested Projected Income Statement Forms, with notes. Two full years from first RLF principal payment should be provided.

 x Conventional and Requested Projected Cash Flow Statement Forms, with notes. Two full years from first RLF principal payment should be provided.

 x Resumes of key management, providing a detailed description of their business experience and training.

 x Personal financial statements from the firm's principals (or Form 1040's for past three years with statement of net worth).

 x Marketing information and other documentation to support financial projections.

 x Credit Report(s) from the firm's principals (no older than 30 days)..

2. Past Financial History – If applicable, discuss any negative indicators or trends which may be evidenced in the historical financial statements of the principals or for other businesses owned by the principals. Explain the reasons for these negative indicators and discuss steps which are being taken or will be taken to resolve any problems.

****Personal Financial Information provided****

3. Summary of Financial Projections and Definition of Requested Loan Terms:

****Documentation of Sales Projections, Documentation of Operation Costs, Ability to Service Debts, and Working Capital already presented in Income/Expense Plan****

C. EMPLOYMENT FEASIBILITY

- a. Total number of jobs to be created:

Full-time 1

Part-time _____

Seasonal _____

- b. Explain the method used to arrive at the number of jobs to be created
Graceful Bakery will provide at least 1 full-time job to myself, the Owner and Baker. The potential for the creation for more jobs is very high, particularly part-time and seasonal jobs. As the needs of the business adjust and expand, Graceful Bakery would like to create more jobs.

PROJECT FEASIBILITY FORM

3. JOB INFORMATION AND EMPLOMENT SCHEDULE --															
a. Job Title/ Classification	b. Hourly Wage	c. Number of Jobs Created			d. Number of LMI Jobs			e. Employment Schedule for All Jobs (By Quarter)							
		FT	PT	S	FT	PT	S	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Baker	\$8	1						1	1	1	1	1	1	1	1
TOTALS	\$8							1	1	1	1	1	1	1	1

Legend: FT – Full Time; PT – Part-Time; S - Seasonal (See application instructions)

**ECONOMIC DEVELOPMENT REVOLVING LOAN FUND
ACTIVITIES IMPLEMENTATION SCHEDULE FORM**

1. Name of Applicant: Graceful Bakery
2. Original, dated: Original, submitted February 3, 2014
Amendment, date: _____
3. Project Name: Bakery
4. Implementation Date: March 3, 2014

5. ACTIVITIES	MONTH:																								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Real Estate Closing																									
Engineering Design/ Planning	X																								
Site Improvements																									
Building Construction/ Renovation																									
Public Facilities Construction	X																								
Hiring New Employees																									
Training																									
Working Capital Expenditure																									
Machinery and Equipment Purchases																									
Raw Materials Purchased	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Purchase of Food Trailer	X																								

BUSINESS DEBT SCHEDULE FORM

CREDITOR NAME A. Current Debts (Existing Prior to RLF Project)	Original Loan Amount	Origination Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security
1.							
2.							
3.							
4.							
5.							
B. Projected New Debts							
1. RLF \$320 Listed Above			\$15,000		03/01/2014	\$15,000	4%
2.							
3.							
4.							
5.							

Graceful Bakery
110 Back Road
P.O. Box 1544
Ocracoke NC 27960

Lauren Strohl
614.419.9681
LStrohl5@gmail.com

January 27, 2014

Equipment and Supplies Invested by Business Owner

\$1,000 Ingredients for development, market testing, product testing

\$1,000 Baking and Packaging Supplies- mixer, mixing bowls, proofing bowls, scale, workspace, bags for product packaging, etc.

Lauren Strohl, the owner, has already made a \$2,000 investment towards the creation of Graceful Bakery.

LAUREN STROHL

89 Odd Fellows Road ▪ Ocracoke, NC 27960 ▪ 614-419-9681 ▪ LStrohl5@gmail.com

EDUCATION

Kent State University: Kent, Ohio

College of Arts and Sciences Bachelor of Arts, May 15, 2010

Cumulative GPA: 3.73, Major GPA: 3.63

Major: *International Relations*

Minor: *Spanish*

WORK EXPERIENCE

Home Based Business, Ocracoke, NC

Baker (December 2013- February 2014)

- Market the product
- Plan the orders
- Meet deadline for product delivery
- Order ingredients and supplies for products
- Bake a delicious product that people will enjoy!

Ocracoke Coffee Company, Ocracoke, NC

Baker (May 2013- December 2013)

- Responsible for baking muffins, coffeecake, scones, and croissants
- Communicate effectively with co-workers
- Prioritize tasks in order to meet deadlines
- Keep up with fast-paced and extremely busy summer season

Rural Women Recovery Program, Athens, OH

GroupLife (January 2013- May 2013)

- Responsible for Intake Procedure
- Be available for clients' needs
- Communicate effectively with all co-workers
- Responsible for relaying messages from clients to staff

Two Sister's Bakery, Homer, Alaska

Baker (May 2012- September 2012)

- Prepare and bake nationally acclaimed pastries
- Responsible for baking muffins, scones, and biscuits
- Communicate effectively with co-bakers and baristas
- Prioritize tasks in order to meet deadlines

Ocracoke Child Care, Ocracoke, North Carolina

Teacher (May 2011- April 2012)

- Create a safe, enjoyable, interactive, and fun environment for the children
- Create lesson plans
- Help children to learn through guidance and discovery
- Communicate with teachers
- Communicate with parents

The CyMacK Group, Worthington, Ohio

Listing and Marketing Coordinator (December 2010- May 2011)

- List properties on the market
- Communicate with clients
- Website maintenance
- Marketing

PDP Caregiver, Columbus, Ohio

Caregiver for Person with a Disability (June 2010- August 2010)

- Be a friend
- Be attentive to person's needs
- Be safe, aware, and responsible for person
- Provide transportation

Joyland Preschool, Dublin, Ohio

Child Care Employee (June 2010- August 2010)

- Be flexible as a sub and switch to different classrooms with ease
- Help parents to feel comfortable when bringing their children to daycare
- Communicate with other teachers
- Create a safe, enjoyable, interactive, and fun environment for the children

LAUREN STROHL

89 Odd Fellows Road ▪ Ocracoke, NC 27960 ▪ 614-419-9681 ▪ LStrohl5@gmail.com

Child Development Center, Kent, Ohio

Child Care Employee (September 2008- Spring 2010)

- Welcome and help the children transition into classroom
- Help parents to feel comfortable when bringing their children to daycare
- Communicate with other teachers
- Create a safe, enjoyable, interactive, and fun environment for the children

The CyMacK Group, Worthington, Ohio

Secretarial Help (June 2008- August 2008)

- Organize office files and computer files
- Accomplish office errands efficiently
- Schedule open houses and appointments

The Schwebel Garden Room Restaurant, Kent, Ohio

Server (October 2007- May 2010)

- Prep work for the day
- Greet customers at their tables promptly
- Meet needs of customers as well as possible
- Communicate efficiently to kitchen staff in order to serve customers

The Old Bag of Nails Pub, Worthington, Ohio

Hostess (June 2007- August 2007)

- Greet customers in a prompt and friendly manner
- Maintain a balanced flow of seating tables for the servers
- Help servers, clear and clean tables

SUMMARY OF ACCOMPLISHMENTS

Bilingual- English and Spanish
English Teaching Position in Salango, Ecuador, September- December 2010
Standard Course of Instruction in First Aid for the Injured, January 2010
Dean's List, Fall 2006- Spring 2010
Kent State United for Biloxi Volunteer Trips, Winter 2007, 2008, 2009
Habitat for Humanity member, Fall 2007- Spring 2008
Intramural Women's Lacrosse, Fall 2007- Spring 2008
Amnesty International, Fall 2007- Spring 2008
Women's Liberation Collective, Fall 2007- Spring 2008
Red Cross Blood Drive Volunteer, Fall 2006- Spring 2008
Race for the Cure (Cleveland) Fall 2006, Fall 2007

advertisement

Select Your Credit Type <input type="text" value="Good"/>	Select Your Rate <input type="text" value="3.00% - 3.99%"/>	Select Your House Type <input type="text" value="Single Family"/>	Select Your Home Loan <input type="text" value="Home Refinance"/>
<small>© 2014</small> ENTER ZIP CODE <input type="text"/>		Calculate New Payment! No Obligation! <input type="button" value="v"/>	

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Month / Year	Payment	Principal Paid	Interest	Total	Balance
Mar. 2014	\$283.07	\$220.57	\$62.50	\$62.50	\$14,779.43
April 2014	\$283.07	\$221.49	\$61.58	\$124.08	\$14,557.94
May 2014	\$283.07	\$222.41	\$60.66	\$184.74	\$14,335.53
June 2014	\$283.07	\$223.34	\$59.73	\$244.47	\$14,112.20
July 2014	\$283.07	\$224.27	\$58.80	\$303.27	\$13,887.93
Aug. 2014	\$283.07	\$225.20	\$57.87	\$361.14	\$13,662.73
Sept. 2014	\$283.07	\$226.14	\$56.93	\$418.07	\$13,436.59
Oct. 2014	\$283.07	\$227.08	\$55.99	\$474.05	\$13,209.50
Nov. 2014	\$283.07	\$228.03	\$55.04	\$529.09	\$12,981.47
Dec. 2014	\$283.07	\$228.98	\$54.09	\$583.18	\$12,752.50
Jan. 2015	\$283.07	\$229.93	\$53.14	\$636.32	\$12,522.56
Feb. 2015	\$283.07	\$230.89	\$52.18	\$688.49	\$12,291.67
Mar. 2015	\$283.07	\$231.85	\$51.22	\$739.71	\$12,059.82
April 2015	\$283.07	\$232.82	\$50.25	\$789.96	\$11,827.00
May 2015	\$283.07	\$233.79	\$49.28	\$839.24	\$11,593.21
June 2015	\$283.07	\$234.76	\$48.31	\$887.54	\$11,358.45
July 2015	\$283.07	\$235.74	\$47.33	\$934.87	\$11,122.70
Aug. 2015	\$283.07	\$236.72	\$46.34	\$981.21	\$10,885.98
Sept. 2015	\$283.07	\$237.71	\$45.36	\$1,026.57	\$10,648.27
Oct. 2015	\$283.07	\$238.70	\$44.37	\$1,070.94	\$10,409.57
Nov. 2015	\$283.07	\$239.70	\$43.37	\$1,114.31	\$10,169.87
Dec. 2015	\$283.07	\$240.69	\$42.37	\$1,156.69	\$9,929.18
Jan. 2016	\$283.07	\$241.70	\$41.37	\$1,198.06	\$9,687.48
Feb. 2016	\$283.07	\$242.70	\$40.36	\$1,238.42	\$9,444.78
Mar. 2016	\$283.07	\$243.72	\$39.35	\$1,277.78	\$9,201.06
April 2016	\$283.07	\$244.73	\$38.34	\$1,316.11	\$8,956.33
May 2016	\$283.07	\$245.75	\$37.32	\$1,353.43	\$8,710.58
June 2016	\$283.07	\$246.77	\$36.29	\$1,389.73	\$8,463.81
July 2016	\$283.07	\$247.80	\$35.27	\$1,424.99	\$8,216.01
Aug. 2016	\$283.07	\$248.84	\$34.23	\$1,459.23	\$7,967.17

Sept. 2016	\$283.07	\$249.87	\$33.20	\$1,492.42	\$7,717.30
Oct. 2016	\$283.07	\$250.91	\$32.16	\$1,524.58	\$7,466.39
Nov. 2016	\$283.07	\$251.96	\$31.11	\$1,555.69	\$7,214.43
Dec. 2016	\$283.07	\$253.01	\$30.06	\$1,585.75	\$6,961.42
Jan. 2017	\$283.07	\$254.06	\$29.01	\$1,614.75	\$6,707.36
Feb. 2017	\$283.07	\$255.12	\$27.95	\$1,642.70	\$6,452.23
Mar. 2017	\$283.07	\$256.18	\$26.88	\$1,669.59	\$6,196.05
April 2017	\$283.07	\$257.25	\$25.82	\$1,695.40	\$5,938.80
May 2017	\$283.07	\$258.32	\$24.74	\$1,720.15	\$5,680.48
June 2017	\$283.07	\$259.40	\$23.67	\$1,743.82	\$5,421.08
July 2017	\$283.07	\$260.48	\$22.59	\$1,766.40	\$5,160.59
Aug. 2017	\$283.07	\$261.57	\$21.50	\$1,787.91	\$4,899.03
Sept. 2017	\$283.07	\$262.66	\$20.41	\$1,808.32	\$4,636.37
Oct. 2017	\$283.07	\$263.75	\$19.32	\$1,827.64	\$4,372.62
Nov. 2017	\$283.07	\$264.85	\$18.22	\$1,845.86	\$4,107.77
Dec. 2017	\$283.07	\$265.95	\$17.12	\$1,862.97	\$3,841.82
Jan. 2018	\$283.07	\$267.06	\$16.01	\$1,878.98	\$3,574.76
Feb. 2018	\$283.07	\$268.17	\$14.89	\$1,893.87	\$3,306.59
Mar. 2018	\$283.07	\$269.29	\$13.78	\$1,907.65	\$3,037.29
April 2018	\$283.07	\$270.41	\$12.66	\$1,920.31	\$2,766.88
May 2018	\$283.07	\$271.54	\$11.53	\$1,931.84	\$2,495.34
June 2018	\$283.07	\$272.67	\$10.40	\$1,942.23	\$2,222.67
July 2018	\$283.07	\$273.81	\$9.26	\$1,951.49	\$1,948.86
Aug. 2018	\$283.07	\$274.95	\$8.12	\$1,959.61	\$1,673.92
Sept. 2018	\$283.07	\$276.09	\$6.97	\$1,966.59	\$1,397.82
Oct. 2018	\$283.07	\$277.24	\$5.82	\$1,972.41	\$1,120.58
Nov. 2018	\$283.07	\$278.40	\$4.67	\$1,977.08	\$842.18
Dec. 2018	\$283.07	\$279.56	\$3.51	\$1,980.59	\$562.62
Jan. 2019	\$283.07	\$280.72	\$2.34	\$1,982.94	\$281.89
Feb. 2019	\$283.07	\$281.89	\$1.17	\$1,984.11	\$0.00

Location of article:

<http://www.bankrate.com/calculators/mortgages/loan-calculator.aspx>

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: March 3, 2014
Presenter: Manager Bill Rich
Attachment: Yes

ITEM TITLE: TIMELINE FOR DSS MOVE TO ECB BUILDING

SUMMARY: Department of Social Services (DSS) has tentatively set July 1, 2014 as the moving date for DSS for budget purposes, improvements and physically moving.

At its regularly scheduled meeting on February 3, 2014 the Board tabled discussion about the ECB building to allow for further investigation and citizens questions and/or comments.

RECOMMEND: Discussion and approval.

Motion Made By: Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Earl Pugh, Jr.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: March 3, 2014
Presenter: Commissioner John Fletcher
Attachment: No

ITEM TITLE: BEACH TOLLS – DAILY PASSES

SUMMARY: Commissioner John Fletcher will present his recommendations for beach tolling and daily beach passes.

RECOMMEND: Receive report.

Motion Made By: Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Earl Pugh, Jr.

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: March 3, 2014
Presenter: Manager Bill Rich
Attachment: Yes

ITEM TITLE: BUDGET MATTERS

SUMMARY: Departmental budget revisions and amendments will be presented by department managers for Board discussion and approval.

- 1) **Planning – NCDENR Grant**
- 2) **BR20-14 – Health – Public Management Entity**
- 3) **BR21-14 – Health – KBR Community Change**
- 4) **BR22-14 – Health – Environmental Health**
- 5) **BR23-14 – Home Health – Contract Nurse**
- 6) **BR24-14 – Health – Communicable Diseases**
- 7) **Soil & Water – Hyde County 4-H Interactive Playground**
- 8) **Soil & Water – Travel & Training**
- 9) **4-H – Kayaks & Trailer**
- 10) **Sheriff – Medical Supplies - Inmates**

RECOMMEND: Discussion and approve budget revisions and amendments.

Motion Made By: Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Earl Pugh, Jr.

HYDE COUNTY BOARD OF COMMISSIONERS
2013/2014 BUDGET REVISIONS

MEETING DATE 03/03/2014					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET	"- " EXP BUDGET
				"- " REV BUDGET	"+" REV BUDGET
				DEBIT	CREDIT
20-14	Public Management Entity	10-5910.3400	Recordation Fees	\$ 200.00	
	"	10-5910.4500	Contract Operator		\$ 200.00
				\$ 200.00	\$ 200.00
Transferring \$200.00 from Contract Operator line into Recordation Fees line to ensure there are sufficient funds in this line. This revision <i>DOES NOT</i> increase the budget for the Public Management Entity (PME) program.					

REQUESTED _____ DATE _____

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE _____

HYDE COUNTY BOARD OF COMMISSIONERS
2013/2014 BUDGET REVISIONS

MEETING DATE 03/03/2014					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET	"- " EXP BUDGET
				"- " REV BUDGET	"+" REV BUDGET
				DEBIT	CREDIT
21-14	KBR Community Change	10-5847.4500	Contract ECU	\$ 200.00	
	"	10-5847.4502	Contract Hyde County Public Schools		\$ 200.00
				\$ 200.00	\$ 200.00
Transferring \$500.00 from Contract Hyde County Public Schools into Contract ECU line to ensure there are sufficient funds in this line to cover expenses for calendar year 2013. This revision <i>DOES NOT</i> increase the budget for the Kate B. Reynolds (KBR) Community Model Change program.					

REQUESTED _____ DATE _____

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE _____

HYDE COUNTY BOARD OF COMMISSIONERS
2013/2014 BUDGET REVISIONS

MEETING DATE 03/03/2014					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET	"- " EXP BUDGET
				"- " REV BUDGET	"+" REV BUDGET
				DEBIT	CREDIT
22-14	Environmental Health	10-6170.3100	Gas, Oil & Tires	\$ 1,000.00	
	"	10-6170.4500	Contract Services - ARHS		\$ 1,000.00
				\$ 1,000.00	\$ 1,000.00
Transferring \$1,000.00 from Contract Services (ARHS) line into Gas, Oil & Tires line to ensure there are sufficient funds in this line to cover travel-related expenses for rest of FY 2013-14. Also, need to purchase 2 tires for EH truck. This revision <i>DOES NOT</i> increase the budget for the Environmental Health program.					

REQUESTED _____ DATE _____

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE _____

HYDE COUNTY BOARD OF COMMISSIONERS
2013/2014 BUDGET REVISIONS

MEETING DATE 03/03/2014					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET	"- " EXP BUDGET
				"- " REV BUDGET	"+ " REV BUDGET
				DEBIT	CREDIT
23-14	Home Health	50-5800-4500	Contract Nurse	\$ 2,000.00	
	"	50-5800-2020	Salaries Part-Time		\$ 2,000.00
				\$ 2,000.00	\$ 2,000.00
Transferring \$2,000.00 from Salaries Part-Time line into Contract Nurse line. Our Home Health agency has entered into a contract with Ocracoke Island Nursing Care, PLLC, and need funds in this new Contract Nurse line to cover expenses for rest of FY 2013-14. This revision does not increase the budget for the Home Health program.					

REQUESTED _____ DATE _____

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE _____

**HYDE COUNTY BOARD OF COMMISSIONERS
2013/2014 BUDGET REVISIONS**

MEETING DATE 03/03/2014					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET "- " REV BUDGET	"- " EXP BUDGET "+ " REV BUDGET
				DEBIT	CREDIT
24-14	Communicable Diseases	10-5850.1400	Travel	\$ 250.00	
	"	10-5850.4501	Contract Vidant Pungo Hospital		\$ 200.00
	"	10-5850.4503	Contract Lab Testing		\$ 50.00
				\$ 250.00	\$ 250.00
			Transferring \$200.00 from Contract Vidant Pungo Hospital line and \$50.00 from Contract Lab Testing line into Travel line. Our CD Nurse will be attending the annual CD conference in May, and needs additional funds to cover necessary travel expenses. This revision does not increase the budget for the Communicable Diseases program.		

REQUESTED _____ DATE _____

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE _____

Interactive Playgrounds Inc.
 1333 Express Drive, Raleigh, North Carolina, 27603
 Phone: 919-832-7209 Fax: 919-832-7203
 www.interactiveplaygrounds.com
Rental & Entertainment Agreement

Contract Created: 01/10/2014

Camp

Ref #: 8658

Customer and Contact Name:

Hyde County 4-H [Natalie Wayne]

85 Mattamuskeet Road

Swan Quarter, North Carolina 27885

Contact Phone: 252-926-4489

Email: natalie_wayne@ncsu.edu

Event Location:

Outdoors

85 Mattamuskeet Road

Swan Quarter, North Carolina 27885

USA

Event Date(s):

Monday, June 30th, 2014 12:00PM to

Tuesday, July 1st, 2014 3:00PM

Number of Guests: **Surface:** grass

Billing Summary:

Sub-Total:	\$4,335.00
Discount:	-\$433.50
Travel Fee:	\$340.00
Total:	\$4,241.50
Deposit Required:	\$2,120.75
Deposit Due By:	01/10/2014
Balance Remaining Before Deposit:	\$4,241.50
Balance Due By:	06/30/2014

Sales Rep: Galen Olsen

- Event Notes:**
1. Delivery time ~10:00 am.
 2. Interactive Playgrounds to provide 3 attendants.
 3. Three water spigots required for operation.
 4. Run times for both days (06/30 & 07/01) are 12pm-3pm.
 5. Client to provide hotel for 3 staff the night of 06/30/14.

Services/Equipment Rented

Mechanical Rides

- Foam Machine and Foam Pit \$850.00

Wet and Wild Attractions

- 22' Roaring Rapids Vertical Dual Slide #1 \$410.00
- 31' Double Lane Slip and Slide - RR#1 \$340.00
- Hurricane Water Slide \$980.00

Miscellaneous

- [2] 6500 Watt DeWalt Generator [Complimentary]
- [3] Extended Rental \$1,755.00 @ \$585

Terms of Agreement. In consideration of the covenants contained herein Interactive Playgrounds Inc. agrees to lease to the undersigned renter upon the following terms and conditions: **1. Deposit:** A fifty (50%) percent deposit is required to secure the equipment and/or services unless otherwise agreed upon. The required deposit amount, if any, is listed under the Billing Summary. Equipment and/or services shall not be considered reserved until the event agreement is signed and the deposit is received. The remaining balance is due upon the delivery of the equipment at the event site prior to the setup of the equipment. Please note that until your deposit has been paid, the remaining balance listed above reflects the total cost of the event. Once your deposit has been paid, we can send you a statement that reflects the payment of the deposit and the

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: **March 3, 2014**
Presenter: **Board of Commissioners**

ITEM TITLE: **CLOSED SESSION**

SUMMARY: The County Manager may request entering Closed Session
in accordance with **NCGS143A-318.11 (a)**

- 1) To prevent the disclosure of information that is privileged or confidential pursuant to the law.
- 2) To prevent the premature disclosure of an honorary award.
- 3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege.
- 4) To discuss matters relating to the location or expansion of industries or other businesses.
- 5) To establish or instruct the public body's staff or agent in negotiating the price or terms of a contract for the acquisition of real property by purchase; or compensation and terms of an employment contract.
- 6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.
- 7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- 8) To formulate plans by a local board of education relating to emergency response to incidents of school violence.
- 9) To discuss and take action regarding plans to protect public safety.

RECOMMEND: Enter into Closed Session if required.

Motion Made By: ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher
 ___ Earl Pugh, Jr.

Motion Seconded By: ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher
 ___ Earl Pugh, Jr.

Vote: ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher
 ___ Earl Pugh, Jr.

Motion Made By: ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher
 ___ Earl Pugh, Jr.

Motion Seconded By: ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher
 ___ Earl Pugh, Jr.

Vote: ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher
 ___ Earl Pugh, Jr.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: March 3, 2014
Presenter: Chairman, Vice-Chair, Commissioners and Manager
Attachment: No

ITEM TITLE: MANAGEMENT REPORTS

SUMMARY: This is a time for each Commissioner to give reports on their work representing the County.

Additionally, Commissioners may wish to bring up issues they wish to have followed up by the Board or by the County Manager.

The County Manager will give an oral update on various projects and other administrative matters.

RECOMMEND: Receive reports. Discussion and possible action as necessary.

Motion Made By: Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Earl Pugh, Jr.

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: March 3, 2014
Presenter: Manager Bill Rich
Attachment: No

ITEM TITLE: Manager's Projects Update

SUMMARY: Occupancy Tax
State of the Region
State of the County – Sales & Real Estate Tax
Property Tax Software – Farragut
Ferry Tolls
Credit Card Charges

RECOMMEND: Receive report.

Motion Made By: Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
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 John Fletcher
 Earl Pugh, Jr.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: March 3, 2014
Presenter: Citizens
Attachment: No

ITEM TITLE: PUBLIC COMMENTS

SUMMARY: The public is invited to use this time to make comments to the County Commissioners on items discussed during this meeting and/or matters not discussed earlier in the meeting.

RECOMMEND: Receive comments.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: **March 3, 2014**
Attachments: **Yes**

ITEM TITLE: **SUPPLEMENTAL INFORMATION**

Department Reports

- 1) Tax (Signature Required)
- 2) Animal Control
- 3) Health
- 4) Finance
- 5) Senior Center
- 6) Social Services
- 7) Human Resources

Informational Items

- 1) Thank You Letters to Dare and Carteret Counties
- 2) Letter (01-31-2014) – Lakeview Road
- 3) NCDOI Press Release on Homeowners Insurance Rate Request