

Capital Improvement Plan (CIP) Committee Meeting

Wednesday, February 11, 2026

Chowan County Public Safety Center

305 West Freemason St.

Edenton, NC

4:00pm

Present: Commissioners Larry McLaughlin and Ron Cummings.

Commissioner Tony Shaffer was absent.

Ex-Officio Committee members present: Kevin Howard, County Manager; Finance Officer Cathy Smith; Don Hoggard, Maintenance Director.

Board Clerk Susanne Stallings was also present.

Committee Chair McLaughlin called the committee meeting to order.

Capital Reserve Fund

Mr. Howard and Ms. Smith reviewed the capital reserve fund projection sheet. She noted the projected capital reserve fund balance on 06/30/25 was \$1,044,684.

She noted the proposed projects for FY 2025-26 that are approved by the Commissioners as well as the requested projects leave a projected fund balance for 06/30/2026 (\$21,761). She noted however one of the projects listed for this year came in under budget which should leave the projected fund balance zeroed out.

A copy of the report is in the meeting file labeled CIP February 11, 2026.

CIP Projects

A copy of this report is in the meeting file labeled February 11, 2026.

2025 CIP Projects

The Board reviewed the list of projects that were expenditures for 06/30/2025, all of the projects are listed complete and total \$1,982,796.

2025 Carry Over Projects for 2026

The committee reviewed the list of balance carry forward projects from 2025 that were carried over to 2026. This list totaled \$488,472. Two of the projects listed are incomplete. Mr. Howard provided the following information.

Library Improvements – There is a need to replace windows and paint. \$30, 136 remains in this CIP budget. Commissioner McLaughlin discussed the need for storm windows on the building if the windows are replaced. Mr. Howard noted the FY 2026 CIP budget includes an additional \$219,864. He stated he will bring back project cost estimates.

Public Safety Center – HVAC/Chiller Mr. Howard noted that there is an updated quote for this project. The budget is set at \$250,000. The quote will be sent to the Commissioners for consideration.

Projects approved by Board for 2026

It was noted that the projects listed are complete, there was a savings of \$20,000 for the Courthouse storm drain project.

Requested Projects for 2026

DF Walker Gym – Replace Exterior Doors – The quote for this project is \$34,343.

Earnhardt Field Improvements – The proposed project budget is \$671,000. This includes new lighting; new concession stands and fencing. Staff will try to look into any grant funds for these repairs.

Emergency Management Equipment Shelter - \$60,000 has been set aside for this. Staff is looking into other options, and the Manager will speak to the Town about space at the airport since this is a staging site for emergencies.

Hicks Field- Roof/Scoreboard/Grandstand - \$70,500 is in the proposed project budget. This is the second phase of the repairs made last year.

Library Renovations – the proposed project budget for 2026 is \$219,864, this was discussed in the 2025-26 projects.

Sheriff's Office – in car cameras (license plate reader) – the proposed project budget is \$35,074

The total requested projects for 2026 are \$1,106,438.

CIP Projects for FY 2026-27

Jaycee Building - \$150,000 is marked for installation of an 8' door, this facility will be used for misc. County Department Storage.

Sheriff Car Cameras - \$36,477 this is an annual contract cost.

Ambulance - \$175,000 this is budgeted for ½ of a lease cost.

EMS Bay Expansion - \$400,000, there is no project design, this is a cost estimate.

Fisher Field - \$200,000 is estimated for the addition of a field, fencing and parking.

Purser Field Fencing and Soccer Goals - \$59,300 is estimated.

Mr. Howard noted there is a group that is currently working to raise funds to expand recreation to build a multipurpose facility. He stated he is going to recommend this be a discussion topic on the retreat agenda. He stated he will ask the Board at the retreat to ask Rivers and Associates to develop a site plan for Red Banks Farm.

Mr. Howard noted that an RFP for Bennetts Millpond will be on the next Commissioner meeting agenda.

Dillard's Millpond – Gates and cameras are needed at this site.

DMV Building at PSC – Staff is working to get a quote to install a hip roof on the existing building.

Senior Center – Recently a mirror fell in the facility and there was mildew on the walls behind the mirror. Carrera Painting was contracted to clean and repaint the walls. Additional work is needed to seal the exterior foundation of the building to reduce further moisture.

Animal Shelter – a new roof is needed on the facility.

Courthouse – Mr. Howard noted the facility needs a roof replacement and some windows need replacing.

R/O Plant – Mr. Howard noted this project is not on the CIP list but will be covered at the upcoming Board retreat.

Adjourn

There was no further business, the committee meeting was adjourned.

Larry McLaughlin, Chair

Susanne Stallings, Clerk