

MEMORANDUM

TO: Town Council
FROM: Sandra Smith
DATE: March 31, 2026
RE: Veterans Honor Green Restricted Funds

Council,

During fundraising efforts for the Veterans Honor Green by the Special Events Committee, Council agreed to establish restricted funds for Phases 1 and 2 because construction and fundraising would extend beyond a fiscal year. Phase 1 and Phase 2 are now complete.

Currently, there is a total of \$17,532.61 in the Phase 1 Restricted Fund. That money was paid to the contractor by the Town, so the money can be returned to the General Fund and this fund dissolved.

There is also \$28,532.78 in the Phase 2 Restricted Fund, also raised by the Special Events Committee. Of that, \$13,982.50 was spent on construction of the Phase 2 project and to purchase additional commemorative pavers, leaving \$14,550.28 in the fund. This money may be used for ongoing maintenance of the site or a possible Phase 2A. Before this money can be spent, Town Council would need to give its approval.

Recommended actions:

- Move \$17,532.61 from the Veterans Honor Green Phase 1 Restricted Fund to the General Fund and close out the fund.
Move \$13,982.50 from the Veterans Honor Green Phase 2 Restricted Fund to the General Fund.



MEMORANDUM

TO: Town Council
FROM: Bill Bruce
DATE: April 2, 2026
RE: Updated Water Fees and Charges Schedule

Please find attached to this memo a proposed update to Appendix A of the Town of Oak Ridge Water System Rules and Regulations- Water Fees and Charges Schedule. The following changes are recommended by the Water Advisory Committee:

1. Establish a policy to allow installation of a dry tap for single-family residential customers. A dry tap establishes a connection to a residential property, but does not supply water to the home until a meter is installed. Customers who may not be ready to connect their home's plumbing to the municipal water system may choose to install a dry tap to take advantage of existing pricing for a water connection.
2. Establish a policy to allow installment payments for purchase of a water meter.

The highlighted changes can be found on Pg. 7 of the attachment. The Water Advisory Committee has reviewed and recommended approval of these proposed changes.

Requested Action: Approve the revised Water Fees and Charges Schedule to include a policy and fees for dry tap installation and water meter financing.



Town of Oak Ridge Water Systems
Rules and Regulations

APPENDIX A

WATER FEES AND CHARGES SCHEDULE

APPLICABILITY

Applicable to all classes of service as provided in accordance with the Water Rules and Regulations. Does not supersede any fees and charges listed in the rules which are not included on this schedule.

Rule Number	Section Reference	Description	Fee Amount
4		Minimum Deposit/Residential (Initial Service)	\$150.00, or letter of credit, or \$50 with additional information
4		Minimum Deposit/All other classes	3 x three month average with \$150.00 minimum
4		Minimum Deposit/Reconnection/All Classes of Service	3 x three month average with \$150.00 minimum
4		Service Reconnection / Connection Charge (After hours, weekends, and Holidays)	\$0 w/ 2 day notice, \$50 if disconnected for cause, \$35 if disconnected by request. \$95 for after hours.
4		Special Appointment Turn-On Charge added to applicable fee (Does not apply to afterhours, weekends or Holidays)	\$35.00
5	E.	Return Check Charge	\$50.00
6	B.2	Meter Test/Second Request Within One Year Period	\$Cost of test + \$25.00 administration fee (paid in advance. If meter found in error then refunded.)
6	B.1	Re-Read/second request within 12 months	\$25.00 (paid in advance. If meter

Town of Oak Ridge Water Systems
Rules and Regulations

			found in error then refunded.)
7	E.2	Fund Verification Fee	\$5.00 or actual charges whichever is greater.
7	D.11	10-Day Notification (Master Metered accounts receive Multi-Unit notification)	\$20.00 + \$1.00 per notice
7	A	Trip charge for additional field visit (Cut-off, etc.).	\$45 next day (daytime)/\$85 next day (evening); \$55 same day (daytime)/\$95 same day (evening)
7	E.4	Service Reconnection Charge Additional trips.	\$45 next day (daytime)/\$85 next day (evening); \$55 same day (daytime)/\$95 same day (evening)
7	E.5	Additional Fee will be added to Reconnect S.O. if Customer has self-restored	Reconnection fee + Additional Time, Material + Overhead
7	E.6	Reconnection Charge /Additional-Meter Removed	\$80.00 + Time & Material and Overhead
8	B.1	Temporary Water Service	Time and Material plus Overhead
8	B.2	Temporary Water Service-Fire Hydrant Water Meter	
		Processing Fee	\$40.00 per meter
		Deposit	\$1,000 per meter
8	B.2.c	Set, Move or Relocation of Temporary Fire Hydrant Water Meter	Time and Material plus Overhead
8	B.2.d	Failure to Return Meter to Operation Official for Reading per month	\$40.00 per meter plus 10 percent of deposit.

Town of Oak Ridge Water Systems
Rules and Regulations

8	B.3	Removal of Fire Hydrant Operating Nut	\$30.00
8	B.4.a	Rental of Backflow Prevention Assembly Per Assembly	
		Processing Fee	\$40.00 per unit
		Deposit	\$1,000 per unit
		Daily Rental Charge-Two-Inch Backflow Preventer	\$5.00 per calendar day
8	B.4.b	Set or move Backflow Prevention Assembly from location to location	Time and Material plus Overhead
10	B.4.j	Covenant & Agreement Charge – Preparation Charge	\$1,000.00
10	B.2.a	System Development Fee	
		¾"	TBD
		1"	TBD
		2"	TBD
		3"	TBD
		4"	TBD
10	B.3.b	Water Service Connection Fee *Community well system customers are not required to pay connection fee	\$2000
10	B.4.b	Meter Installation	\$500
10	B.5.b	New Account Fee	\$20.00
10	B.6.a	Contract Charges	TBD
10	B.7.a	Permit, Plant & Inspection Fee	\$60/hr
10	C.2.b	Inspection Fees	\$60/hr
10	C.2.b (1)	Inspection Fees (per lineal foot of pipeline)	\$0.10
10	C.2.b (2)	Fire Hydrant (for each)	\$60.00
10	C.2.b (3)	1 inch Service (for each)	\$60.00
10	C.2.b (4)	2 inch Service (for each)	\$60.00

Town of Oak Ridge Water Systems
Rules and Regulations

10	C.2.b (5)	4 inch Service or larger (for each)	\$90.00
10	C.2.b (6)	Initial Pressure Test and Hydrant Flow Test (for each)	\$500.00
10	C.2.b (7)	Pressure Test (for each after Initial) (re-test)	\$500.00
10	C.2.b (8)	Extended Construction	\$60/hr
10	C.2.b (9)	Additional Inspection Visits	\$60/hr
10	C.2.b (10)	For each wet tap witnessed by Water System inspectors	\$60/hr
10	E.1.d	Water Service Connections for Individual Premises of 4" or larger, Cash Refundable Bond (per Connection) to guarantee final completion by private contractor	
10		Water Meter Charges	
10		Water Main Oversizing Reimbursement	Negotiable
		8-inch Standard – 12-inch Oversized	Negotiable
		12-inch Standard – 16-inch Oversized	Negotiable
11	B.3	Bacteriological Testing for Water Meters 2-Inch and Larger Flushing Testing Charge	\$200 per flushing event (90 minute maximum)
11	D.2	Request for larger meter upon lateral replacement (in addition to any applicable Facility Capacity Charges)	Time and Material plus Overhead
11	D.3	Request for larger meter. No lateral replacement (in addition to any other applicable charges)	Time and Material plus Overhead
11	D.4	Relocation of fire hydrants	Time and Material plus Overhead
11		Repair of Water Facilities	Time and Material plus Overhead
11	G.2	Fire Service Connection above-ground (2 inch and larger)	



Town of Oak Ridge Water Systems
Rules and Regulations

13	C.4.b	Test/Repair of Backflow Prevention Assembly	Time and Material plus Overhead
14		Turn-On and Turn-Off of Water Service for Repair by Customer	See Rule 14

SCHEDULE WA-1 RESIDENTIAL AND COMMERCIAL METERED SERVICE

APPLICABILITY:

Applicable to Single-Family Dwelling Units, Multi-Family Dwelling Units, and Commercial.

TERRITORY: Town limits and extra-territorial jurisdiction.

RATES:

1) Base Charge per Month

¾ inch	\$24.00
1 inch	\$24.00
2 inch	\$24.00
3 inch	\$200.00
4 inch	\$250.00

2) Usage Charge

Quantity Rates (to be added to Base Charge)

<i>Gallons per Month</i>	<i>Standard</i>
<i>ALL USAGE by GALLON</i>	\$7.50 PER 1,000 GALLONS
<i>WHOLESALE</i>	\$6.75 PER 1,000 GALLONS

SPECIAL CONDITIONS


1. Multi-Family Accommodations

All master meters must conform with the requirements of Water Rule 12, including the execution of an appropriate submetering agreement.

2. Applicable Rate Schedule

a. Applicable Rate Schedule

For Customers applying for service at an existing service address, the Water System will assign a water rate schedule based on the characteristics of the service address. The Water System will presume that any water rate previously assigned to that service address is the appropriate schedule, unless the Customer requests a review for another applicable rate schedule, rate, or optional provision. In certain situations when a Customer does not qualify for a water rate previously assigned to that service address, the Water System will assign the applicable rate to the Customer. The



Town of Oak Ridge Water Systems
Rules and Regulations

Water System assumes no responsibility for advising the Customer of lower optional rates under existing schedules available as a result of the Customer's changes to the characteristics of the service address.

b. Change of Rate Schedule

A change to the applicable rate schedule may be made if the Water System determines that the Customer no longer qualifies for the assigned rate schedule. The change will become effective for service rendered after the next regular meter reading following verification and approval by the Water System of such eligibility. Any change in rate schedules pursuant to this section shall be made prospectively only.

3. Dry tap fee

Customers who have a meter box but have not connected to the water system will be charged a dry tap fee equal to the adopted base charge per month.

4. Meter Finance Policy

Single-family residential customers are eligible to pay the meter installation cost in installments equal to 1/24 of the meter cost over a period of 24 months, plus a \$2.00/month finance charge. Installment payments will be applied to the customer's monthly water bill.



Town of Oak Ridge Water Systems
Rules and Regulations

Town of Oak Ridge Capital Improvement Program

February 11, 2026 Town Council work session

Adopted _____



FY 2026-27

Expenses

NC68/150 intersection improvements	326,700
MST	25,000
Waterline extension to Oak Ridge Commons	393,500
Availability fee – Winston-Salem/Forsyth County Utilities	224,000
Heritage Farm Park maintenance building roof replacement	20,000
Town Park entrance parking area	20,000
Town Park entrance signage	30,000
Debt service – Heritage Farm Park Phase 1	<u>290,291</u>
	1,329,491

Funding Sources

General fund	550,000
S.L.2020-63 grant funds	171,500
Restricted fund for water	446,000
Fund balance appropriation	<u>161,991</u>
	1,329,491

FY 2027-28

Expenses

NC68/150 intersection improvements (landscaping)	73,300
Sidewalks (engineering)	
NC150- NC68 to Bastille and NC68- Linville to Fogleman	50,000
MST	25,000
Heritage Farm Park Phase 2 (sports courts- portion)	800,000
Debt service- Heritage Farm Park Phase 1	<u>282,411</u>
	1,230,711

Funding Sources

General fund	550,000
Fund balance appropriation	<u>680,711</u>
	1,230,711

FY 2028-29

Expenses

Sidewalks (construction)	
NC150- NC68 to Bastille and NC68- Linville to Fogleman	500,000
MST	25,000
Park equipment	55,000
Debt service- Heritage Farm Park Phase 1	<u>274,531</u>
	854,531

Funding Sources

General fund	550,000
Fund balance appropriation	<u>304,531</u>
	854,531

FY 2029-30

Expenses

MST	25,000
Heritage Farm Park Phase 2 (sports courts- portion)	200,000
Heritage Farm Park maintenance building siding replacement	30,000
Debt service- Heritage Farm Park Phase 1	<u>266,651</u>

521,651

Funding Sources

General fund	<u>521,651</u>
--------------	----------------

521,651

FY 2030-31

Expenses

MST	25,000
Debt service- Heritage Farm Park Phase 1	<u>258,771</u>

283,771

Funding Sources

General fund	<u>283,771</u>
--------------	----------------

283,771

Future Years (not programmed)

Water	
Complete Town Core Loop	1,471,600
Heritage Farm Park Phase 2 (remainder)	630,000
Town Park	
Field #5	400,000
Fitness stations	29,000
Parking lot expansion	150,000



RESOLUTION R-2026-04

A RESOLUTION ADOPTING THE TOWN OF OAK RIDGE 2026-2031 CAPITAL IMPROVEMENT PLAN

WHEREAS, the Town Council of the Town of Oak Ridge has determined that it is in the best interest of the Town to adopt a Capital Improvement Plan to designate certain major capital improvements deemed to be a priority for completion by the Town in the next five years; and

WHEREAS, the North Carolina General Statutes authorize municipalities to adopt Capital Improvement Plans related to the design and construction of municipal infrastructure.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Oak Ridge hereby adopts the attached 2026-2031 Capital Improvement Plan.

Adopted this 9th day of April, 2026.

Jim Harton
Mayor

ATTEST:

Sandra B. Smith, MMC, NCCMC
Assistant Town Manager/Town Clerk