

TOWN OF COATS

Board of Commissioners
Work Session Retreat
March 2, 2013
8:00 am

OFFICIAL MINUTES

I. ABSTRACT:

A special called Work Session/Retreat was held on March 2, 2013 at Central Harnett Hospital Boardroom located at 215 Brightwater Drive, Lillington, NC.

II. ROLL CALL:

Mayor Walter Weeks, Mayor Pro-Tem Dr. Linda Robinson, Commissioner Jerry Beasley, Commissioner Allen Mosby, Commissioner J C Allen and Commissioner Don Pleasant were in attendance.

Town Manager Kenny Cole, Public Works Director Gary Denton, Police Chief Jeremy Hall, Librarian Rebecca DallaMura and Recreation Director Mike Collins were in attendance.

III. CALL TO ORDER:

A quorum being present, Mayor Weeks called the meeting to order at 8:00 am.

Mayor Walter Weeks delivered the invocation and led those in attendance in the Pledge of Allegiance.

IV. OPEN WORK SESSION:

Town Manager Kenny Cole opened the work session with a review of the items on the agenda.

A. 2013-2014 Budget Discussion

Town Manager Kenny Cole shared the process of the methodology through which tax funds are administered and the allocation of those funds. Mr. Cole reviewed the Fiscal Year 2013-2014 Budget Calendar (**Attachment #1**) and covered details of request from each department. Mr. Cole asked the Board to confirm if these dates work with their schedules.

A-1. Items of Consideration:

Town Manager Kenny Cole presented the Board with items of Consideration for the 2013-14 budget.

a. Unemployment Cost

Mr. Cole explained the changes in the amount of unemployment cost in the next Budget year. A reformed bill will require the municipalities to make a 1% deposit into a reserve account for taxable wages.

b. Liability and Workers Comp Claims

Mr. Cole explained that above the premium, the Town has to pay the deductibles on claims. Mr. Cole suggested that we budget above premium amounts.

c. Rising Health Insurance Premium

Mr. Cole shared concerns with the rising health insurance premiums and the concerns of the possibility to request another Agent of Record to help service the account for the Town.

The Board agreed to allow Town Manager Kenny Cole to look into another Agent of Record.

d. Schedule of Debt Payments

Mr. Cole presented the Board with a debt payment schedule which reflected debt expiring in 2012-2013 budget and the schedule for remaining debt (**Reference #2**).

f. Change in Revenues

Mr. Cole informed the Board of changes in Revenues pertaining to the loss of Internet Sweepstakes in the amount of \$7,500 and the lost of \$4,000 for franchising of Charter Cable. Mr. Cole stated that the Charter Cable franchising may be included in other State tax payments, however he has had limited information to how this will be distributed to the Town or if the Town will lose this entire revenue.

Mayor Weeks suggested to speak with David Lewis concerning the Franchise.

Mr. Cole shared the tax base to do the purchase of the new Town Hall and the tax base upon selling the present Town Hall netting a increase of \$2,500 which would involve two (2) separate budget years. Discussion concerning the school property tax value increasing. Discussion concerning the new vehicle property tax amount being paid when you purchase your new license through the State.

g. Cola (Cost of Living Adjustment)

Mr. Cole shared with the Board the Cost of Living Adjustment figures for 1,2,3, and 4 percent which would increase the payroll cost.

Mr. Cole presented the Board with the balances for the Central Depository account and also cash account including CD's(**Reference # 3, #4**).

A-2 Departmental Discussions with the Board:

Town Manager Kenny Cole opened discussion from each department head.

a. Recreation Department – Mike Collins

Mr. Collins shared with the Board how the Recreation Department has grown and his feelings that this has influenced a stronger community in Coats. Mr. Collins shared how the Town of Coats recreation department has more teams and activity than some of our surrounding towns. Mr. Collins asked the Board to continue to support the programs with additional funds in the following areas of part-time help, programs and officials. Mr. Collins asked the Board to increase his department by \$15,000 to ensure the funds needed to continue with the present activity. Mr. Collins shared how he is getting donations and support from parents to improve the park.

b. Librarian Rebecca DallaMura

Ms. DallaMura shared with the Board the appreciation from the residents that the Town kept the Library opened. Ms. DallaMura informed the Board of areas that adjustments are needed for, janitorial supplies, replacement of the air conditioning unit and increase in the hours opened. Ms. DallaMura expressed concerns with the Library being closed on Friday afternoon and Saturdays.

c. Police Department – Chief Hall

Chief Hall addressed the Board with needs for the upcoming budget and concerns pertaining to the operation of the police department. Chief Hall requested support with staff raises, vehicle maintenance, fleet maintenance, continued service to the public, purchase of one vehicle cost of \$31,500, funds to update information technology and a school officer for Coats Elementary. Chief Hall expressed that the department doesn't have any fat to cut and in exchange for a staff raise would mean eliminating a position he would operate with no salary increase. Chief Hall and the Board discussed the concerns of applying for a grant to assist with the purchase of a vehicle and the Town purchasing a vehicle. Chief Hall expressed the age of the lap tops and it being six to eight years since the computers have been replaced. Chief Hall explained the importance of a school officer which would assist with the park and recreation and ask if the Board would support him in applying for federal and state grants.

Mayor Weeks commented that it was ok to apply for grants, however, if it is a match that the school system should meet the match and not the Town. Other Commissioners agreed with the Mayor.

d. Public Works – Gary Denton

Mr. Denton requested for the 2013-2014 budget for one added person and pay raises. Mr. Denton express needs to address safety issues with the streets, concerns with trees that need to be cut down, drainage, safe and clean water. Mr. Denton commented that Mr. Cole had included some of the department capital request with his CIP.

RESOLVED, to take 10 minute break.

MOTION BY: MAYOR PRO-TEM DR. LINDA ROBINSON: SECOND BY COMMISSIONER ALLEN MOSBY.

APPROVED, AYES (5), MAYOR PRO-TEM DR. LINDA ROBINSON, COMMISSIONERS MOSBY, ALLEN, PLEASANT AND BEASLEY. NOES (0)

Mayor Weeks called meeting back to order at 10 am.

B. Commissioner Budget Goals/Priorities:
(Reference # 5)

Goals you would like for the Town to accomplish for the 2013-14 Fiscal Year:

Mayor Weeks presented to the Board the list of goals that the Commissioners would like to see accomplished in the 2013-2014 fiscal year. Mayor Weeks asked each Commissioner to rank their top five goals which resulted in the list below of the four top priorities:

1. Sell current Town Hall
2. New Town Hall open and fully operational
3. Reduce dependence on reserves for the operating budget
4. Consolidate Town Facilities to downtown area

Commissioner Allen Mosby requested information concerning the expense of moving the Library to the new facility due to a new air conditioning unit needed at the present Library building. Discussion concerning the possibilities of moving the Library and what requirements would the USDA continue to control. Mayor Weeks requested to found out if there were any problems with moving the walls where all the partitions are presently and also if USDA would have issues concerning this. The Board agreed that information concerning the Library moving is one of the goals that they are interested in working on.

Town Manager Kenny Cole informed the Board that he felt that the April Board meeting will be in the new building. Mr. Cole stated that the chair lift has been the biggest hold back. Mr. Cole confirmed with Mayor Weeks that the number two goal should be in place by the end of April.

Mayor Weeks expressed his concerns of the use of reserves being budgeted for one time expenses and not for salaries.

Commissioner Jerry Beasley stated that if we continue to watch the funds as we have in the past several years the Town will be ok.

Mayor Pro-Tem Dr. Linda Robinson commented on the recreation department and what Mr. Collins has accomplished and stated that she felt that the Board should grant his request.

Commissioner Beasley agreed that the Board should give support to Recreation Department.

Mayor Weeks commented on the working cooperation from all departments supporting one another. Mayor Weeks agreed that the Board needs to give some extra means of support to the recreation department. Mayor Weeks discussed raising fees for the participation to help assist with the demands. Mayor Weeks suggested a five dollar increase.

Board requested the information pertaining to the number of participants within a year involved with the recreation department.

Mayor Weeks suggested budgeting some funds to help provide management techniques to department heads and providing a small pay increase for key personnel.

Mayor Weeks and the Board agreed to authorize Town Manager to sell items that are in the building of the new property that won't be used to be place on GovDeals.

Your vision of the Town in five years:

Mayor Weeks presented the Board with nine items that the Board has a vision for the Town in the next five years. Mayor Weeks asked that the Board identify the items that the Board has any control over.

1. Be able to complete the Five Year Capital Improvement Plan
2. Have a balanced budget (without using reserves)
3. Current Town Hall in use for new purpose
4. Long term – focus attention on Downtown Buildings

RESOLVED, to authorize Town Manager to put together goals and visions in the order set by the Board.

MOTION BY: MAYOR PRO-TEM DR. LINDA ROBINSON: SECOND BY COMMISSIONER DON PLEASANT.

APPROVED, AYES (5), MAYOR PRO-TEM DR. LINDA ROBINSON, COMMISSIONERS MOSBY, ALLEN, PLEASANT AND BEASLEY. NOES (0)

C. Review of the Capital Improvement Program:
(Reference #6)

Town Manager Kenny Cole presented his 2013-2014 CIP recommendations for the needs of the Town. Mr. Cole informed the Board the only added item from last years CIP is a sidewalk from the school to the main street which he stated would be 100% funded with DOT.

The Board discussed the use of the Durango which was purchased to use as needed for a back up and rough weather or other situations. Town Manager stated that the Durango was being used as a patrol vehicle. The Board suggested placing the Durango back as a reserve. Town Manager requested that the Board consider one vehicle for the police department.

Commissioner Jerry Beasley stated that if we decide to buy a police car that the Town should purchase the vehicle and not continue to get in debt. Commissioner Allen Mosby agreed.

Discussion concerning the sidewalk to school becoming a safety concern with the amount of traffic. Commissioner Jerry Beasley stated that this was not a priority for the Town. The Board felt this wasn't an issue for the Town.

D. Discussion of Street Lighting along NC 27 and 55:

Town Manager Kenny Cole informed the Board that the Town has three hundred street lights of all different types. Mr. Cole informed the Board the Town has a list of all street lights and where they are located. After working with Progress Energy, Mr. Cole suggested that the Town go with High Pressure Sodium lights which would give a more consistent lighting.

RESOLVED, to move toward replacing lighting as needed with High Pressure Sodium lighting.

MOTION BY: MAYOR PRO-TEM DR. LINDA ROBINSON: SECOND BY COMMISSIONER JERRY BEASLEY.

APPROVED, AYES (5), MAYOR PRO-TEM DR. LINDA ROBINSON, COMMISSIONERS MOSBY, ALLEN, PLEASANT AND BEASLEY. NOES (0)

E. Listing of Town Hall Property:

Town Manager Kenny Cole presented the Board with two options for selling the present Town Hall.

1. Sealed Bids
2. Public Auction

The Board discussed both options and agreed to option one, Sealed Bids. The Board agreed for a 60 day process for advertising and for seal bids opening.

RESOLVED, to advertise selling of Town Hall property by sealed bids within 60 days.

**MOTION BY: MAYOR PRO-TEM DR. LINDA ROBINSON: SECOND BY
COMMISSIONER ALLEN MOSBY.**

The Board asked the Town Manager to advertise as efficiently as possible in all areas.

**APPROVED, AYES (5), MAYOR PRO-TEM DR. LINDA ROBINSON,
COMMISSIONERS MOSBY, ALLEN, PLEASANT AND BEASLEY.
NOES (0)**

F. Adjourn:

RESOLVED, to adjourn meeting.

**MOTION BY: MAYOR PRO-TEM DR. LINDA ROBINSON: SECOND BY
COMMISSIONER ALLEN MOSBY.**


**APPROVED, AYES (5), MAYOR PRO-TEM DR. LINDA ROBINSON,
COMMISSIONERS MOSBY, ALLEN, PLEASANT AND BEASLEY.
NOES (0)**

Mayor Weeks called meeting adjourned at 11:58 am.

Respectfully Submitted,



Karen Wooten, Town Clerk



Walter Weeks, Mayor