

MINUTES – APRIL 13, 2015

The Board of Aldermen of the Town of Gibsonville met at 7:00 pm for a regular meeting in the Town Hall. The meeting was called to order by Mayor Williams. Alderpersons Shepherd, Revels, Owen, Pleasants, and Dean were present. Ben Baxley, Town Manager, and Laurie Yarbrough, Town Clerk, were present. Town Attorney Doug Hoy, Police Chief Ron Parrish, Public Works Director Rob Elliott, Planning Director Brandon Parker, Kathleen Rose with Rose Associates, Mike Nunn with the Fixed Route Transit System, several employees, and citizens were in attendance. Rev. Brian Foust gave the invocation. Mayor Williams stated he wished to recognize the passings of Garland Steele, Dan Bowman, and Past Board of Aldermen member Diane Shoffner.

Public Comments

There were no public comments.

Approval of Agenda

Mayor Williams stated Item 5 & 6 would be combined; Mike Nunn with the City of Burlington Fixed Route Transit System and Ordinance Creating and Levying a Municipal Vehicle Tax for Public Transportation.

Alderman Shepherd, seconded by Alderman Owen, made a motion to approve the agenda as amended. The motion passed unanimously.

Approval of Minutes

Alderman Owen, seconded by Alderwoman Revels, made a motion to approve the minutes of March 2, 2015. The motion passed unanimously.

Kathleen Rose, CCIM, of Rose & Associates - Downtown District Real Estate Market Analysis & Economic Development Strategy Presentation

Ben Baxley, Town Manager, introduced Kathleen Rose, CCIM, of Rose Associates. He stated this was part of the downtown economic strategy the downtown economic committee had been working on. He stated this would be implemented in two fiscal years.

Kathleen Rose, CCIM, of Rose Associates, made a presentation on the Downtown District Real Estate Market Analysis and Economic Development Strategy. She stated this would help with improving the downtown economically. She stated they had done studies for Davidson and Wingate, N.C. She presented a Proposal and Contract for a Real Estate Market Analysis and Economic Development Strategy for the Town of Gibsonville. The cost of preparing a Downtown District Real Estate Market Analysis & Economic Development Strategy Proposal for the downtown area would be \$21,500.

Alderwoman Revels asked were there any guarantees for anything besides the study.

Mr. Baxley stated permission to use the entire report.

Mrs. Rose stated a guarantee could not control the economy. She stated this could not happen overnight; they had to identify areas in the community and identify partners; even look at grants.

Mayor Williams asked how would they get the information out from the study.

Mrs. Rose stated she would come back and give the report. She stated this would include an implementation guide and matrix. She stated they would need the Board's participation and support; the Board would be involved in the process.

Mr. Baxley recommended approval of the proposal with half of the funding (\$10,750) coming from the current year budget and the other half (\$10,750) from next year's budget. He stated staff feels this would put the downtown in a better position from an economic development standpoint. He recommended approval of the Downtown District Real Estate Market Analysis & Economic Development Strategy proposal. He stated this was part of FY 2014-4015 Budget Ordinance Amendment #9.

Neil Bromilow, Downtown Economic Committee member, stated this was the most important thing the town could do was to get the economic data for the committee; this would put the town in a better position to attract business.

Alderman Owen, seconded by Alderman Shepherd, made a motion to approve the Downtown District Real Estate Market Analysis & Economic Development Strategy Proposal. The motion passed unanimously.

Mike Nunn with the City of Burlington Fixed Route Transit System

Mike Nunn with the City of Burlington Fixed Route Transit System stated the Board had received the Interlocal Agreement between the City of Burlington and the Town of Gibsonville for the Fixed Route Transit System. He stated this Agreement was a draft for the Board's review only and is under review by the City of Burlington's Attorney. He talked about funding and the routes. He stated one funding option was a \$5.00 annual municipal vehicle tax for public transportation; this tax could only supplement, not replace current funding. He gave a timeline and stated the Transit Advisory Coming (TAC) would be meeting in July or August. He stated the fair would be \$1.00 each way and there would two or three stop/pickup location in Gibsonville. He stated a service provider would come in to provide service; it would not be done by the city. He reviewed the recommended routes and operating hours and schedule.

Neil Bromilow asked would they be able to call or go online to check the schedule.

Mr. Nunn stated yes.

Belle Gerringer, Springwood Ave. resident, asked would they stop at her home.

Mr. Nunn stated the system would only stop and pickup at designated stops; ACTA would pick up at homes.

Citizens stated concerns with the \$5.00 vehicle tax; stating people paying the tax would not be using the transit system.

Mayor Williams stated he had heard this from other citizens.

Alderwoman Revels asked was there anyone in favor of the vehicle tax.

No one spoke in favor of the tax.

Mayor Williams stated Neil Bromilow was on the Transit Committee and Alderwoman Revels was an alternate member.

Mr. Baxley, stated this was a public hearing continued from the February 2, 2015 meeting to consider an Ordinance to create and levy a municipal vehicle tax for public transportation. This would levy a \$5.00 tax on each vehicle that is owned by a resident of Gibsonville effective July 1, 2015

Alderman Shepherd, seconded by Alderwoman Revels, made a motion to close the public hearing. The motion passed unanimously.

Alderman Shepherd, seconded by Alderman Dean, made a motion to deny the \$5.00 vehicle tax and take the transit funding from the fund balance. The motion passed unanimously.

Mayor Williams asked that the Board review the draft agreement.

Doug Hoy, Town Attorney, stated the agreement was still under review by the City of Burlington Attorney.

Mayor Williams stated that PART with to Chapel Hill and Duke four times a day.

Implementation of Pay and Classification Study

Ben Baxley, Town Manager stated on April 2, 2015 at 6:30 pm Becky Veazy with the MAPS Group presented the results of the Pay and Classification Study to the Board. He stated Mrs. Veazy explained the process and gave the Board the results. He stated it would be a \$210,000 salary impact to implement the study.

Alderwoman Revels asked when would it be implemented.

Mr. Baxley asked the Board to approve the implementation of the pay and classification study as presented . He stated it would go into affect the first payroll in May 2015. He explained two months would be in this fiscal year budget.

Mayor Willimas stated he was hearing from department heads that employees were leaving because of the low pay.

Alderman Shepherd, seconded by Alderwoman Revels, made a motion to approve and implement the Pay and Classification Study as presented at the April 2, 2015 meeting. The motion passed unanimously.

Mayor Williams stated the Pay and Classification Study will be in affect tonight. He stated salaries had been behind, he hoped this would help the town hire more qualified people and keep the one the Town had. He stated the Town Manager’s salary was no included in this study. He recommended follow the same procedure for the Town Manager as the employees.

Alderman Owen, seconded by Alderman Shepherd, made a motion to approve the recommended pay schedule for the Town Manager. The motion passed unanimously.

FY 2014-2015 Budget Ordinance Amendment #9

Ben Baxley, Town Manager, stated the FY 2014-2015 Budget Ordinance Amendment #9 included the Downtown District Real Estate Market Analysis & Economic Development Strategy Proposal for \$10,750 and the Implementation of the Pay and Classification Study for \$50,199; covers five pay periods. He stated this would be covered by more tax revenue coming in and additional water and sewer meter setting revenue.

Alderman Shepherd, seconded by Alderwoman Revels, made a motion to approve FY 2014-2015 Budget Ordinance Amendment #9. The motion passed unanimously.

**TOWN OF GIBSONVILLE, NORTH CAROLINA
2014-2015 BUDGET ORDINANCE AMENDMENT #9**

BE IT ORDAINED by the Board of Aldermen of the Town of Gibsonville, North Carolina, a meeting was held this the 13th day of April, 2015 that the following fund revenues and departmental expenditures together with certain restrictions and authorizations be amended.

SECTION I. GENERAL FUND

| A. Revenues | FY 2014-2015 | Amendment | FY 2014-2015 |
|-------------------------------|-----------------------|--------------------------|-----------------------|
| | <u>Current Budget</u> | <u>Increase/Decrease</u> | <u>Revised Budget</u> |
| Taxes, Current Year | 2,250,000 | 58,335 | 2,308,335 |
| Taxes, Prior Years | 28,400 | - | 28,400 |
| Motor Vehicle Tax | 225,000 | - | 225,000 |
| Penalties & Interest | 15,000 | - | 15,000 |
| <u>Local Revenues</u> | | | |
| Cemetery | 10,000 | - | 10,000 |
| Recreation | 55,000 | - | 55,000 |
| Sanitation Service Charge | 150,000 | - | 150,000 |
| Interest on Investments | 5,000 | - | 5,000 |
| Fire District Tax (Guilford) | 14,000 | - | 14,000 |
| Police Mutual Aid | 8,000 | - | 8,000 |
| Library | 500 | - | 500 |
| Transfer Perpetual Care | 2,700 | - | 2,700 |
| Sale of Fixed Assets | 3,000 | - | 3,000 |
| Guilford County Funds | 55,500 | - | 55,500 |
| Privilege License Fees | 4,000 | - | 4,000 |
| Code Enforcement/Planning | 10,000 | - | 10,000 |
| Brush/White Goods Pickup Fees | 1,500 | - | 1,500 |
| Miscellaneous | 10,119 | - | 10,119 |
| GHA | 2,340 | - | 2,340 |
| Stormwater Fee | 26,000 | - | 26,000 |
| Solid Waste Disposal Tax | 3,900 | - | 3,900 |

State Shared Revenue

| | <u>Current Budget</u> | <u>Increase/Decrease</u> | <u>Revised Budget</u> |
|---------------------------------------|-----------------------|--------------------------|-----------------------|
| Sales Tax (Alamance County) | 603,000 | - | 603,000 |
| Sales Tax (Guilford County) | 317,000 | - | 317,000 |
| Utility Franchise | 292,000 | - | 292,000 |
| Beer & Wine | 26,000 | - | 26,000 |
| Powell Bill Funds | 184,000 | - | 184,000 |
| Cablevision Franchise | 9,000 | - | 9,000 |
| State Drug Fund | 11,038 | - | 11,038 |
| Federal Drug Fund | 21,392 | - | 21,392 |
| Insurance Proceeds | 1,699 | - | 1,699 |
| Appropriated Powell Bill Fund Balance | 79,100 | - | 79,100 |
| Appropriated General Fund Balance | 609,462 | - | 609,462 |
| Total General Fund Revenues | 5,033,650 | 58,335 | 5,091,985 |

B. Expenditures Authorized by Departments**Department**

| | | | |
|--|------------------|---------------|------------------|
| Governing Board | 67,270 | - | 67,270 |
| Administration | 877,379 | 21,556 | 898,935 |
| Police | 1,375,455 | 13,086 | 1,388,541 |
| Fire | 593,697 | 12,512 | 606,209 |
| Public Works Administration | 208,750 | 2,947 | 211,697 |
| Streets | 613,313 | 3,747 | 617,060 |
| Powell Bill | 263,100 | - | 263,100 |
| Sanitation | 259,459 | 644 | 260,103 |
| Recreation | 445,112 | 2,749 | 447,861 |
| Library | 107,215 | 1,094 | 108,309 |
| Cemetery | 16,500 | - | 16,500 |
| Contingency | 23,000 | - | 23,000 |
| Transfer to Water & Sewer Fund | 183,400 | - | 183,400 |
| Total Departmental Expenditures | 5,033,650 | 58,335 | 5,091,985 |
| | - | | - |

SECTION II. WATER & SEWER

| | <u>Current Budget</u> | <u>Increase/Decrease</u> | <u>Revised Budget</u> |
|---|-----------------------|--------------------------|-----------------------|
| A. Revenues Anticipated | | | |
| Utility Charges | 2,380,000 | - | 2,380,000 |
| Tapping Fees | 2,500 | - | 2,500 |
| Meter Setting | 15,000 | 2,614 | 17,614 |
| Reconnection Fees | 75,000 | - | 75,000 |
| Miscellaneous Revenues | 36,000 | - | 36,000 |
| Development Fees | 30,000 | - | 30,000 |
| Loan Proceeds | 241,100 | - | 241,100 |
| Transfer from General Fund | 183,400 | - | 183,400 |
| Total W&S Revenues Anticipated | 2,963,000 | 2,614 | 2,965,614 |
| B. Expenditures | | | |
| +Over/-Under Revenue | 2,963,000 | 2,614 | 2,965,614 |
| Total W&S Expenditures | 2,963,000 | 2,614 | 2,965,614 |
| | - | - | - |

SECTION III. PERPETUAL CARE FUND

| | | | |
|--------------------|--------------|----------|--------------|
| A. Revenues | 2,700 | - | 2,700 |
|--------------------|--------------|----------|--------------|

B. Expenditures

2,700

-

2,700

-

-

SECTION IV. TAX RATE ESTABLISHED

An ad valorem tax rate of \$0.51 per \$100 at full valuation is hereby established as the official tax rate for the Town of Gibsonville for the fiscal year 2014-2015. This rate is based on a total valuation of property of \$503,828,004 and an estimated collection rate of 96.57%.

SECTION V.

Charges for services and fees by Town Departments are levied in the amounts set forth in the Fee Schedule (See Attachment A).

SECTION VI. SPECIAL AUTHORIZATION - BUDGET OFFICER

A. Budget Officer shall be authorized to reallocate departmental appropriations among various object of expenditures as he believes necessary.

B. The Budget Officer shall be authorized to effect interdepartmental transfers, in the same fund, not to exceed 10% of the appropriated monies for the department whose allocations is reduced. Notation of all such transfers shall be made to the Board on the next succeeding Financial Report.

C. He may make interfund loans for a period of not more than 60 days.

D. Interfund transfers, established in the budget document may be accomplished without recourse to the Board.

SECTION VII. RESTRICTION - BUDGET OFFICER

A. Interfund transfer of monies, except as noted in Section VI. Shall be accomplished by the Board authorization only.

B. The utilization of any contingency appropriations shall be accomplished only with Board authorization.

SECTION VIII. UTILIZATION OF BUDGET ORDINANCE

This Ordinance Amendment and the Budget Document shall be the basis of the financial plan for the Gibsonville Municipal Government during the 2014-2015 fiscal year. The Budget Officer shall administer the budget and shall insure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget. The accounting section shall establish records which are consonance with the Budget and this Ordinance and the appropriate statute of the State of North Carolina.

Amended this the 16th day of March, 2015.

Attest:

Mayor of Gibsonville, NC

Town Clerk of Gibsonville, NC

Resolution for the Declaration of Surplus Personal Property and Authorizing the Sale by Electronic Public Auction

Ben Baxley, Town Manager, stated staff was requesting board approval of a Resolution to sell surplus items on Gov Deals; 2006 Ford Crown Victoria Police vehicle. Staff was recommending approval of the resolution for the declaration of surplus personal property & authorizing the sale by electronic public auction.

Alderman Shepherd, seconded by Alderman Owen, made a motion to approve the Resolution for the Declaration of Surplus Personal Property & Authorizing the Sale by Electronic Public Auction. The motion passed unanimously.

RESOLUTION FOR THE DECLARATION OF SURPLUS PERSONAL PROPERTY AND AUTHORIZING THE SALE BY ELECTRONIC PUBLIC AUCTION

WHEREAS, G.S. 160A-270 allows the Gibsonville Board of Aldermen to sell personal property at public auction upon adoption of a resolution authorizing the approval officer to dispose of property at public auction;

WHEREAS, the following property is no longer needed for any governmental use by the Town of Gibsonville:

2006 Ford Crown Victoria

WHEREAS, it is the intent of the Town to sell items by electronic public auction at www.govdeals.com beginning 8:00 a.m. April 23, 2015 and ending at 8:00 p.m., May 2, 2015;

WHEREAS, be it resolved, by the Gibsonville Board of Aldermen that the Town Manager is authorized to sell by electronic auction at www.govdeals.com beginning at 8:00 a.m., April 23, 2015 and ending at 8:00 p.m., May 2, 2015;

WHEREAS, items to be sold as is, all sales final;

NOW, THEREFORE BE IT RESOLVED, that the Board of Aldermen hereby declares said property as surplus and authorizes the Town Manager to sell said property at electronic public auction to the highest bidder.

This the 13th day of April, 2015.

Mayor

Attest:

Town Clerk

Reports

a. Manager

Ben Baxley, Town Manager, stated the Kiwanis Car Show was April 18, 2015. He stated the first Saturday in May would be the start of the Concert Series.

b. Mayor

Mayor Williams stated he had been trying hard to get a grocery store, maybe with the market study the Town can attract a grocery store. He encouraged citizens to ride the transit system and show their support.

Alderman Shepherd, seconded by Alderman Owen, made a motion to adjourn. The motion passed unanimously. The meeting adjourned at 8:20 pm.

Mayor

Attest:

Town Clerk