

**Village of Misenheimer
Council Minutes
Community Building
April 8, 2013 6PM**

Council Present: Michael Riemann, Mayor
Michael Herron, Mayor Pro Tem
Mike Burrage, Finance Officer
Jim Gullledge, Council Member
Peter Edquist, Council Member

Visitors Present: Ian Faulkner, SNAP

Staff Present: Pam Humphrey, Administrator/Clerk
Erik McGinnis, Police Chief

Call to Order: Mayor Riemann called the Council meeting to order at 6:00 PM declaring a quorum present.

Introduction of Visitors: Mayor Riemann welcomed visitors and staff attending the meeting as named above.

Approval of Agenda: Herron made the Motion to approve the Agenda as presented. Edquist seconded the Motion and it was approved by a vote of 5/0.

Approval of March 11, 2013 Council Minutes: Burrage made a Motion to approve the March 11, 2013 Council Minutes with no revisions. Gullledge seconded the Motion and it was approved by a vote of 5/0.

Approval to Open and Unseal Previously Closed and Sealed Minutes: Herron made a Motion to open and unseal the previously closed and sealed Minutes from the December 12, 2011 and March 12, 2012 Closed Sessions. Edquist seconded the Motion and it was approved by a vote of 5/0.

Public Comment Period: No public was present requesting time for comments.

Administrative Report-March 2013 (Mayor, Police Chief, and Administrator): Mayor Riemann updated Council regarding the engagements that he had attended and/or participated in since the last meeting's Administrative Report.

In addition, Mayor Riemann advised Council regarding the following:

- Mayor Riemann advised Council that the Village is still working with Duke Energy to address the broken sidewalk panels that were damaged while Duke Energy was in the Village working on the power poles and substation. Duke Energy will take the lead with all contractors to secure appropriate sidewalk and landscape repairs.
- Mayor Riemann advised Council that he had completed his Statement of Economic Interest (SEI) for the NC Ethics Commission that is due by April 15, 2013. He is also scheduled for required Ethics training that is due by June 30, 2013. The SEI is required to be completed by all Rocky River Rural Planning Organization (RRRPO) delegates and alternates.

Council member Herron reported that he had attended the Planning Board's meeting on March 14, 2013 as a Council representative. David Fencl, NC Department of Commerce (NCDOC), continues to facilitate the Board's review of the Village's zoning map, plan, and Ordinances. Herron reported that good progress is being made by the members of the Planning Board.

Chief McGinnis advised Council regarding the following Police and Zoning items:

- The March 2013 Police Report was provided for Council's review. Traffic stops have increased.
- Chief McGinnis advised Council that he would be completing his Law Enforcement Management program being held at Rowan Cabarrus Community College (RCCC) in April 2013.

- Chief McGinnis advised Council that he had talked with the pastors at Wesley Chapel United Methodist Church and Matton's Grove United Methodist Church regarding their concerns regarding the clothing collection container that has been recently placed in the Village on Mr. Drye's property with his permission. He suggested that they contact Mr. Drye to discuss their concerns and advise the Village regarding a resolution or assistance that we can provide to address the matter.

Pam Humphrey, Administrator/Clerk, advised Council regarding the following items:

- The Spring 2013 Newsletter is ready for mailing this week. The Wesley Chapel Road and Reeves Island Road bridge construction project will be added to the newsletter to advise residents that construction may not be complete until early Summer 2013. Mayor Riemann advised Council that NCDOT advised the Village that there are no cost savings for the Village to add the sidewalks over the bridges while the current bridge project is under construction.
- Council and staff also discussed and made commitments to attend upcoming meetings scheduled prior to the next Council meeting to be held on Monday, May 13, 2013.

Carolina Thread Trail (CTT) Corridor Easement and Grant Preparation Status-Calendar: Mayor Riemann presented Council with a proposed calendar of target dates recommended to continue the development of the Carolina Thread Trail. He advised that Mayor Gaddy from New London would take this proposed calendar to his Council for their review. Gullledge made a Motion to accept the proposed target dates included in the calendar prepared by Mayor Riemann. Herron seconded the Motion and it was approved by a vote of 5/0.

Gladstone Academy Grant Preparation Status-Calendar: Mayor Riemann presented Council with a proposed calendar of target dates recommended to continue advancement of the restoration of the Gladstone Academy historical property. He indicated that his goal is to locate grant monies and possibly secure matching funds from private entities. Edquist made a Motion to accept the proposed target dates included in the calendar prepared by Mayor Riemann. Gullledge seconded the Motion and it was approved by a vote of 5/0.

Merner Terrace Speed Table NCDOT Status: Mayor Riemann advised Council that in an email dated April 4, 2013 from Marc Morgan, NCDOT, that the Village was advised of the final quote (\$4,500.00) to remove the speed hump and relocate a speed table on Merner Terrace. The \$1,000.00 increase was due to relocating the speed table to another location on Merner Terrace which will serve as a pedestrian crossing as well as to assist in speed control. Council had previously approved the project estimated at \$3,500.00 at the February 11, 2013 meeting. NCDOT will coordinate all of the construction work with the paving contractor. Chief McGinnis advised that Pfeiffer University has indicated that they will improve the parking along Merner Terrace.

FY 12/13 Budget Ordinance Amendments:

- Fund the Merner Terrace NCDOT construction (\$4,500.00) from Unappropriated Fund Balance. Herron made a Motion to approve the Merner Terrace FY 12/13 Budget Amendment to complete the road work on Merner Terrace. Gullledge seconded the Motion and it was approved by a vote of 5/0.
- Transfer the remaining FY 12/13 budget amount of \$854.00 from Expenditure-General Government-Scholarship to Expenditure-General Government-Training. Herron made the Motion to approve the aforementioned FY 12/13 Budget line item transfer. Edquist seconded the Motion and it was approved by a vote of 5/0.

Review and Consider for Approval a Resolution to Initiate a 457(b) Plan for Officers for FY 13/14: A Resolution was presented and reviewed to engage Prudential as a third party plan administrator to initiate a 457(b) retirement plan for Village Police officers. The 457(b) plan will be a voluntary plan consisting of employee contributions only. The Village will make no employer contributions to the 457(b) plan. The 457(b) plan will allow access to retirement funds earlier than the 401(k) plan for eligible retiring law enforcement personnel. Herron made a Motion to approve the Resolution to initiate a 457(b) plan for the Village Police officers. Edquist seconded the Motion and it was approved by a vote of 5/0.

Review and Consider for Approval a Resolution to Maintain and Support the Current Integrity and Funding for the Parks and Recreation Trust Fund (PARTF): PARTF requested municipalities to support their effort to maintain the current NC funding level for FY 13/15. The current proposed NC Budget for FY 13/15 would reduce funding to PARTF. PARTF grants could possibly be applied for to continue the Village's development of our segment of the Carolina Thread Trail as well as for a potential Village park. Edquist made a Motion to approve the PARTF Resolution. Herron seconded the Motion and it was approved by a vote of 5/0.

FY 13/14 Budget Preparation Presentation and Discussion:

Pam Humphrey, Administrator/Clerk, advised Council that she, Chief McGinnis, Mayor Riemann, and Mike Burrage, Finance Officer, had continued reviewing the following since the last Council meeting:

- FY 12/13 Budget vs. Actual status at 3/31/13 (9 months)
- What is left to receive as revenue or spend as an approved expenditure by 6/30/13
- Preliminary FY 13/14 Budget Considerations
- FY 11/12 Pages 28-31 of the Annual Audit Report (Budget vs. Actual)

The Budget Preparation materials from the March 2013 Council meeting had been updated for additional cost data researched as well as staff presenting recommended priorities for specific expenditures and reduced projected revenues.

FY 13/14 Budget Proposed Revenue Discussions:

- Mayor Riemann indicated that the Governor's proposed Budget for FY 13/15 may reduce the Village's current level of Sales and Use Tax in addition to the Electricity Excise Tax revenues. The Village's FY 13/14 Proposed Budget presented to Council at this meeting incorporated these possible revenue losses. The reductions were utilized from figures provided by the NC League of Municipalities.
- Mayor Riemann indicated that he recommended that the Powell Bill revenue for FY 13/14 be reduced from \$13,000.00 to \$10,000.00 as the calculation formula is anticipated to be changed and will therefore allot the Village a reduced allocation amount compared to the prior year. **Post Meeting Correction:** The \$13,000.00 Expenditure side of the Powell Bill (Transportation: Streets and Highways-Maintenance & Repairs: Restricted) was erroneously not included in the FY 13/14 proposed Budget presented at this meeting. This error effectively allowed \$13,000.00 more in expenditures to be budgeted. The correction has been made to the FY 13/14 proposed Budget that will be presented at the Monday, May 13, 2013 Council meeting.
- Humphrey, Administrator, advised that Stanly County advised her that the new property values regarding ad valorem taxes and personal property taxes would be available later in April 2013. She indicated that these figures would be reviewed and evaluated regarding their inclusion in the FY 13/14 Proposed Budget presented at the May 13, 2013 Council meeting.

FY 13/14 Budget Proposed Expenditure Discussions:

General Government:

- **Professional Services:** The contract for the June 30, 2013 audit should be available to confirm our current budget estimate with the proposed contract renewal amount at the Monday, May 13, 2013 Council meeting.
- **Administrator/Clerk Salary and Benefits:** No salary increase was included for this position. Instead, the increase of personal health and dental insurance coverage was included. **Post Meeting Clarification:** The 2%-Ins Inc (Insurance Increase) footnote next to the Salary amount referred to comparing the total budgeted salary and benefits budgeted for the amended FY 11/12 Budget to the proposed FY 13/14 budget amount. The health and dental insurance coverage reimbursement increased approximately 12% due to carrier increases. The

clarification has been made to the FY 13/14 proposed Budget that will be presented at the Monday, May 13, 2013 Council meeting.

- **Insurance and Bonds:** The NC League of Municipalities (NCLM) will be providing updated insurance coverage figures that will be included in the FY 13/14 Budget presented at the May 13, 2013 Council meeting.
- **Municipal Elections:** The Stanly County Board of Elections provided an estimate of election expenses for the November 2013 elections. This expense is only incurred during election years.
- **Maintenance and Repairs:** Approximately \$6,000.00 is budgeted to install a commercial grade front door and make electrical upfits at the Community Building. These improvements will be necessary to finalize the outstanding Stanly County permit.

Public Safety: Police

- The FY 13/14 proposed Budget included an increase in the hourly officers to pay them an additional amount for their 80 hours of Holiday pay as was discussed at the March 11, 2013 Council meeting. In addition, scenarios of a 1% COLA, a 1.7% COLA and no increase were considered as well. Mayor Riemann requested that staff and the Finance Officer continue to analyze all of the potential salary and benefit options prior to the next Council meeting to be held on Monday, May 13, 2013.
- Auto expenditures are budgeted to remain the same as last year in order to provide fuel and repairs for the three (3) Police vehicles and two (2) golf carts.
- Car payments for the 2012 Dodge Charger put in service July 2012 are included in the proposed FY 13/14 Budget.
- The Police Department recently acquired additional services from AT&T to facilitate internet access from laptops within the Police vehicles. An estimated increased cost of \$1,200.00 will be incurred in FY 13/14.
- Chief McGinnis will be reducing the pager service which will provide an expense savings.
- The Richfield Misenheimer Fire Department (RMFD) is currently completing their budget for FY 13/14. They will provide the Village with their information in order to confirm our estimate of \$8,600.00 to the RMFD estimate in time for the May 13, 2013 Council meeting.
- Chief McGinnis is requesting the following capital purchases:
 - Three (3) shotguns (Two (2) of different makes are to be sold) \$1,200.00
 - Five (5) Tasers \$5,680.00
- Chief McGinnis advised that the purchase of new radios as part of the Stanly County radio upgrade/replacement project will likely be included in the FY 14/15 Budget.
- **Summary:** The Public Safety portion of the proposed FY 13/14 Budget as presented is approximately \$9,000.00 over the target total amount of \$248,600.00. Options will be researched and presented at the May 13, 2013 Council meeting.

Transportation: Streets and Highways

- **Maintenance and Repairs: Restricted: Post Meeting Correction:** The \$13,000.00 Expenditure side of the Powell Bill (Transportation: Streets and Highways-Maintenance & Repairs: Restricted) was erroneously not included in the FY 13/14 proposed Budget presented at this meeting. This error effectively allowed \$13,000.00 more in expenditures to be budgeted. The correction has been made to the FY 13/14 proposed Budget that will be presented at the Monday, May 13, 2013 Council meeting.
- **Maintenance and Repairs-Street Signs:** Approximately \$3,000.00 is budgeted to add and repair street signs and poles within the Village limits.
- **Maintenance and Repairs-(Signs-2):** Approximately \$4,000.00 is budgeted to provide two (2) wood sandblasted signs at each of the Village limits on Highway 52.

Environmental Protection: Solid Waste:

Waste Management will provide the Village with an updated CPI percentage to apply toward their waste and recycling services starting July 1, 2013. The current estimate utilized in the proposed FY 13/14 Budget presentation was the CPI rate utilized for the FY 11/12 Budget. The new rate should be incorporated in to the proposed FY 13/14 Budget presented at the May 13, 2013 Council meeting.

Cultural and Recreational: Special Events:

The following items were included for consideration for the proposed FY 13/14 Budget:

- Anniversary Celebration \$5,000.00
- Liaison/COG Dinners (2 in FY 13/14) \$1,750.00

Overall Proposed FY 13/14 Budget Summary:

- As presented at the Council meeting, the proposed FY 13/14 Budget proposed Revenues and Expenditures of \$373,950.00. There is no surplus of Revenues Less Expenditures budgeted for an increase to the Fund Balance. In addition, there is currently no sum required from Fund Balance in order to balance the proposed FY 13/14 Budget. **Post Meeting Correction:** The \$13,000.00 Expenditure side of the Powell Bill (Transportation: Streets and Highways-Maintenance & Repairs: Restricted) was erroneously not included in the FY 13/14 proposed Budget presented at this meeting. This error effectively allowed \$13,000.00 more in expenditures to be budgeted. The correction has been made to the FY 13/14 proposed Budget that will be presented at the Monday, May 13, 2013 Council meeting.

Review and Consider for Approval Rules of Procedure for the Anniversary Celebration Committee: Humphrey, Administrator, provided a draft document containing proposed Rules of Procedure for a Committee for Council’s review and discussion. Edquist made a Motion to table this Agenda item to the next Council meeting to be held Monday, May 13, 2013. Herron seconded the Motion and it was approved by a vote of 5/0.

Anniversary Celebration Committee Update: Peter Edquist advised that six (6) residents had been contacted to be involved in the planning of the Anniversary Celebration (hereinafter referred to as the “Celebration”). Informal emails, calls, and conversations have occurred to date. Dates are under consideration. It is preferable to choose a date where the Pfeiffer University and Gray Stone Day School students can participate along with the Village residents and community. Edquist advised that he has contacted Pfeiffer University to determine their interest in incorporating the Village’s “Celebration” with their Homecoming weekend events in late September 2013. Humphrey, Administrator, advised that she will talk with the Stanly County Convention and Visitor Bureau (CVB) staff when she attends their meeting next week to determine what assistance they may be able to provide in the planning and preparation of the event. Council discussed that the “Celebration” would replace the Annual Fall BBQ event for FY 13/14.

Other Business: The Stanly County Board of Elections requires that the election filing fee amount be approved by Council. Our current filing fee is \$5.00 per candidate. Herron made a Motion to keep the election filing fee at \$5.00. Gullledge seconded the Motion and it was approved by a vote of 5/0.

Edquist requested that gravel for repairs along Lions Club Road be included in the proposed FY 13/14 Budget. He has volunteered to scrape the road for the Village.

There was no Other Business to discuss.

Adjournment: Council adjourned the meeting at 7:40 PM.

_____	_____	_____	_____
J. Michael Riemann, Mayor	Date	Pam M. Humphrey, Administrator/Clerk	Date

**The next Council Meeting is scheduled for Monday, May 13, 2013 at 6PM at the Community Building.
The next Planning Board Meeting is scheduled for Tuesday, May 14, 2013 at 6PM at the Community Building.
The next Board of Adjustment Meeting is scheduled for Thursday, July 11, 2013 at 6PM at the Community Building.**