

**Village of Misenheimer  
Council Minutes  
Community Building  
May 13, 2013 6PM**

**Council Present:** Michael Riemann, Mayor  
Michael Herron, Mayor Pro Tem  
Jim Gullledge, Council Member  
Peter Edquist, Council Member

**Visitors Present:** Kendall Atkins, SNAP

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

**Council Absent:** Mike Burrage, Finance Officer

**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. Gullledge seconded the Motion and it was approved by a vote of 4/0.

**Approval of April 8, 2013 Council Minutes:** Edquist made a Motion to approve the April 8, 2013 Council Minutes with no revisions. Herron seconded the Motion and it was approved by a vote of 4/0.

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

**Administrative Report-April 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 Regional Mayor's meetings were impacted by the recent regional airport authority discussions regarding the Charlotte-Douglas International Airport and the City of Charlotte.
- Mayor Riemann advised Council that Duke Energy had begun to dismantle the power substation. The soil is required to be tested. In addition, the damaged sidewalk panels have been marked for repair.
- Mayor Riemann advised Council that NCDOT continues to work on the bridge construction at Reeves Island Road and Wesley Chapel Road. Only one of the roads will be closed at a time for bridge construction.

Council members Herron and Edquist reported that they had attended the Planning Board's meeting on April 11, 2013 as Council representatives. 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. In addition, Herron attended the Chamber of Commerce's Legislative breakfast on April 15, 2013 with Mayor Riemann.

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

- The April 2013 Police Report was provided for Council's review. Students left the Pfeiffer University campus early in May 2013. Chief McGinnis advised Council that The 2012/2013 class year went very well. There were fewer student on-campus arrests than in the prior year.
- Chief McGinnis advised Council that no variance requests had been received by the Village as of May 13, 2013.

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

- She had attended training at the NCAMC Regional Clerk's Symposium held in Morganton. In addition, she attended the School of Government's Introduction to Purchasing course held in Chapel Hill.
- Council and staff also discussed and made commitments to attend upcoming meetings scheduled prior to the next Council meeting to be held on June 10, 2013.

**Merner Terrace Speed Table NCDOT Status:** Chief McGinnis advised Council that in an email from J. T. Russell & Sons, Inc. to Marc Morgan, NCDOT, dated April 4, 2013 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. The project is expected to be completed before the end of FY 12/13.

#### **FY 12/13 Budget Ordinance Amendments:**

- Increase the budgeted Other Income Revenue account by \$1,106.38 due to a Workers Compensation Insurance refund deposited in March 2013 that was related to the lower audited Police total payroll for FYE 6/30/12. Increase the budgeted Public Safety Technology Expenditure account by \$1,106.38 in order to purchase a laptop for the Chief of Police before FYE 6/30/13. Herron made a Motion to approve the aforementioned FY 12/13 Budget Amendment. Edquist seconded the Motion and it was approved by a vote of 4/0.

#### **Approve Contracts and Contract Modifications:**

- **Audit contract for \$4,500.00 with Maxton McDowell, CPA for FYE 6/30/13:** Herron made the Motion to approve the contract. Gullede seconded the Motion and it was approved by a vote of 4/0. Edquist requested that the audit contract be put out for bid for the audit for the year ending June 30, 2014 which would be budgeted in FY 14/15.
- **Pfeiffer University Police Services Contract for FY 13/14:** Pfeiffer University is requesting to renew their annual police services contract for \$220,000.00 per year. These are the same terms that were agreed to for FY 12/13. The Village would be responsible for any overage to operate the Police Department. Herron made the comment that as the Village's personnel costs increase that the Pfeiffer University Police Service contract terms should be reconsidered when negotiated in the future. Herron made a Motion to approve the FY 13/14 Pfeiffer University Police services contract as presented. Edquist seconded the Motion and it was approved by a vote of 4/0.
- **Modify the Waste Management four (4) special pickups:** Currently Waste Management allows the Village two (2) bulk waste pickups and two (2) limb/yard waste pickups. Three (3) residents utilized the last limb/yard waste pickup. It was suggested to swap one (1) of the limb/yard waste pickups for an additional bulk waste pickup. Edquist made a Motion to swap one (1) of the limb/yard waste pickups for an additional bulk waste pickup. Gullede seconded the Motion and it was approved by a vote of 3/1 with Herron voting No. An exact date for the one (1) limb/yard waste pickup will be considered at a later date.

#### **Review and Consider for Approval a Resolution to Exempt Annual Powell Bill Survey Services from G.S. 143-64.31:**

Securing survey services are subject to G.S. 143-64.31. However, per approval of a Resolution to be exempt from G.S. 143.64.31, survey services can be contracted with a sole provider upon good reason. The Village's survey services since incorporation have been performed by Rogell E. Hunsucker & Associates, Inc. of Albemarle, NC. Edquist made a Motion to approve the Resolution as presented. Herron seconded the Motion and it was approved by a vote of 4/0.

#### **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 4/30/13 (10 months)
- What is left to receive as revenue or spend as an approved expenditure by 6/30/13
- Proposed FY 13/14 Budget and Budget Memorandum with changes requested from the last Council meeting

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

**FY 13/14 Proposed Budget and Budget Memorandum Discussions:**

Humphrey, Administrator, recapped the proposed FY 13/14 Budget and Memorandum for Council as Burrage, Finance Officer, was not able to attend the Council meeting. The revenue-neutral tax rate for FY 13/14 will remain at .22 per \$100 of assessed property value after performing the required calculations after a reappraisal. Humphrey recapped the FY 13/14 Budget as follows:

- Budgeted Revenues total \$379,138.00
- \$8,188.00 is required from the unappropriated Fund Balance to balance the budgeted Revenues as budgeted Expenditures are greater than budgeted Revenues
- Budgeted Expenditures total \$379,138.00
- The Public Safety Expenditure Budget totals \$253,885.00 and Pfeiffer University pays \$220,000.00 for Police services

Mayor Riemann advised Council that revenue increases and/or expenditure decreases could be considered instead of utilizing unappropriated fund balance to balance the budget. Revenues were budgeted very conservatively with the premise that the sales taxes and franchise taxes would be reduced. However, the Legislature continues to work on their FY 13/15 Budget and we may not know the full impact of their decisions until after the Village's FY 13/14 Budget needs to be approved.

Gulledge commented that the Public Safety budget should not be decreased as the Taser and shot gun purchases were necessary. He suggested that the \$4,000.00 for signs be reconsidered to be included in the proposed FY 13/14 Budget.

Herron made the Motion to increase budgeted revenues by \$8,188.00 so that the unappropriated fund balance would not need to be utilized and to not decrease any of the budgeted expenditures. Edquist seconded the Motion and it was approved by a vote of 4/0. The proposed FY 13/14 Budget to be presented at the Monday, June 10, 2013 Public Hearing will be updated with this approved modification.

**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. This Agenda item had been tabled from the April 8, 2013 Council meeting to be heard at the May 13, 2013 Council meeting. Edquist made a Motion to approve the Committee Rules of Procedure as presented. Herron seconded the Motion and it was approved by a vote of 4/0.

**Anniversary Celebration Committee Update:** Edquist advised that celebration planning was still in the initial stages with a great deal of enthusiasm expressed for the event. He noted that he plans to meet with Pfeiffer University staff to determine if partnering with their Fall 2013 Alumni gathering is a viable option. Consideration is being given to some type of "movable celebration" that encompasses the Village Community Building, the Gladstone Academy, Pfeiffer University, and Gray Stone Day School. Edquist was requested to be able to advise Council regarding event particulars no later than the July 8, 2013 Council meeting.

**Other Business:** Mayor Riemann advised Council that he was proclaiming that the month of May 2013 be declared Motorcycle Safety and Awareness Month. The Proclamation will be forwarded to Kevin Furr.

Herron requested that Village staff contact Duke Energy to confirm the current type of pole lighting located at the Community Building. In addition, he requested that Village staff explore with Duke Energy regarding what type of lighting would be comply with the Village’s “dark skies” lighting ordinance. Herron’s goal is to have an example of ordinance compliant lighting for Village residents to view.

Humphrey, Administrator, advised Council that Terry Wilbur is now with Faust Historic Restoration LLC. Mr. Wilbur had been with Southern Home Management, Inc. and had worked on the Gladstone Academy historic property for the Village. Mr. Wilbur provided the Village an updated estimate for possible future restoration considerations for Gladstone Academy. The next phase was estimated to cost approximately \$28,350.00. Council requested that Village staff confer with Mr. Wilbur to obtain more financial details of the sub-phases proposed in Mr. Wilbur’s estimate.

There was no Other Business to discuss.

**Adjournment:** Council adjourned the meeting at 7:05 PM.

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

**The next Council Meeting is scheduled for Monday, June 10, 2013 at 6PM at the Community Building. A Public Hearing to discuss the Proposed FY 13/14 Budget Ordinance will precede the regular session of the Council meeting.**  
**The next Planning Board Meeting is scheduled for Wednesday, June 12, 2013 at 6PM at the Community Building.**  
**The next Board of Adjustment Meeting is scheduled for Thursday, June 6, 2013 at 6PM at the Community Building.**