

Village of Misenheimer
Joint Council/Planning Board Meeting Minutes
Community Building
April 14, 2014 6PM

Planning Board Present: Joel Rogers
Judy Hammill
Pat Henry, Alternate (Sworn in before meeting)

Staff: Pam Humphrey, Administrator
Erik McGinnis, Zoning Officer
Mac McCarley, Counsel (arrived at 6:45PM)

Planning Board Absent: Ahren Burrage, Chairman
Mark Stephenson, Vice Chairman
Jon Byers

Visitors: Dr. Russ Sharples, Chamber of Commerce
Kathy Almond, Chamber of Commerce
Dr. Michael Riemann, CTT Committee
Shannon Beamon, SNAP

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

Call to Order: Mayor Herron called the meeting to order at 6:14 PM with a Council quorum being declared present.

Call to Order: Rogers presided over the meeting and called the meeting to order at 6:14 PM with a Planning Board quorum being declared present.

Moment of Silence: Mayor Herron requested that a moment of silence be observed.

Ethics Statement: Humphrey, Administrator, read a statement regarding ethics and potential conflict(s) of interest asking Council members if they had any known or perceived conflict(s) of interest related to the meeting Agenda presented. None were noted.

Introduction of Visitors: The Visitors and Staff as noted above were welcomed to the meeting.

Approval of 4/14/14 Council/Planning Board Agenda: **Council:** Herron requested that Agenda Item # 20 be tabled until a future Council meeting. M. Edquist made a Motion to approve the Agenda as amended for Item #20. P. Edquist seconded the Motion and it was approved by a vote of 5/0. **Planning Board:** Hammill made a Motion to approve the amended Agenda. Henry seconded the Motion and it was approved by a vote of 3/0.

Approval of Minutes of the Council Meeting held 3/10/14: M. Edquist made a Motion to approve the Minutes as presented. Burrage seconded the Motion and it was approved by a vote of 5/0.

Approval of Minutes of the Planning Board Meeting held 3/20/14: Hammill made a Motion to approve the Minutes as presented. Rogers seconded the Motion and it was approved by a vote of 3/0.

Planning Board Presentation and Recommendation to Council to Review and Consider for Approval Proposed Revised Zoning Ordinances and Subdivision Ordinance: Rogers presented Council with a proposed revised set of Zoning Ordinances and a Subdivision Ordinance that the Planning Board approved for Council presentation at their 3/20/14 Planning Board meeting. Rogers requested that Council review and consider the document for approval. M. Edquist made a Motion for Council to accept the document for Council's review and consideration. P. Edquist seconded the Motion and it was approved by a vote of 5/0. Mayor Herron thanked the Planning Board members for their dedicated service as they had been working on the review with the NC Department of Commerce since Fall 2012.

Planning Board Other Business: There was no other business to discuss.

Planning Board Adjournment: The Planning Board portion of the joint meeting was adjourned at 6:25PM. Council proceeded with the remainder of their portion of the meeting. Planning Board members left the meeting at this time.

Public Comment Period: Dr. Russ Sharples, Dean of Students at Pfeiffer University and Board Chair of the Stanly County Chamber of Commerce, and Kathy Almond, President and CEO of the Stanly County Chamber of Commerce, requested time before the Council to introduce Council to their new roles at the Stanly County Chamber of Commerce. Ms. Almond recently joined the Chamber and had previously been the Executive Director with the Albemarle Downtown Development Corporation (ADDC). Dr. Sharples advised Council that the Chamber is involved in refocusing their mission. The Chamber recently held a two (2) day meeting with a cross section of stakeholders from Stanly County where positive and frank discussions were had regarding the Chamber's role in economic and community development in the county. Former Mayor Riemann represented the northwest portion of the county at the meeting. Dr. Sharples indicated that his goal is to increase the visibility of Pfeiffer University regarding economic and community development in the county. There are approximately 1,100 Pfeiffer University graduates living and working in Stanly County.

Carolina Thread Trail (CTT) Update-Dr. Michael Riemann: Dr. Michael Riemann, former Mayor and Village representative for the Tri Cities CTT Committee, advised Council that progress is being made toward finalizing the nine (9) mile trail layout. He meets weekly with former Mayor Calvin Gaddy of New London as well as with property owners along the proposed trail route. Property owners willing to allow a permanent easement are requesting information regarding easement verbiage. Dr. Riemann advised Council that he plans to be able to report back to Council regarding the trail layout later in May 2014. The Village has received the first \$25,000 installment of the \$100,000 of grant funds awarded by the Foundation for the Carolinas to secure the trail route.

Review and Consider for Approval Compression Braking Ordinance: Mayor Herron read the proposed Ordinance verbiage to the Council. Chief McGinnis advised that he is in the process of ordering the signs from Stanly County. Gulledge made a Motion to adopt the Ordinance as presented with it being effective on May 14, 2014. M. Edquist seconded the Motion and it was approved by a vote of 5/0.

Administrative Report-March 2014 (Mayor, Chief, & Administrator): Chief McGinnis advised Council regarding the following:

- He had attended training for Background Investigations.
- There was nothing of note to discuss from the March 2014 Police Report.
- He is waiting on a response from NCDOT regarding road improvements to Merner Terrace
- The Village street sign replacement project is complete. Officers Brady and Hatley installed the signs for the Village.
- Officer Beaver resigned to take an officer position in Stallings, NC. A part time officer is in the process of being hired. Chief McGinnis will cover some of the staffing gaps. P. Edquist inquired if compensation was a factor. Chief McGinnis responded that it was one of the factors. Another officer also left the force earlier in the year where salary was one of the factors for his departure.

Humphrey, Administrator, requested that Council members look at the Upcoming Meeting/Dates of Interest on the Administrative Report and advise her of those being attended.

Gulledge reminded Council members that a memorial service will be held for Nancy Henderson, resident and former Planning Board member, at the Pfeiffer University Stokes Student Center Community Room on Wed, 4/23/14 from 12-1PM.

FY 13/14 Financial Status-Unaudited at 3/31/14 & FY 13/14 Remaining Budget Discussion: M. Edquist, Finance Officer, reported to Council that the bank statements balances at 3/31/14 were as follows:

- General Fund \$489,077
- Powell Bill Fund \$ 28,326
- Carolina Thread Trail \$ 25,000 (Grant Funds)

In addition, he reported that Unrestricted Revenues received at 3/31/14 totaled \$321,175 and Unrestricted Expenditures totaled \$313,995 leaving a positive net fund balance impact of \$7,180.

M. Edquist advised Council regarding approved budgeted expenditures for two (2) entry signs to the Village remaining to be spent in FY 13/14. Humphrey, Administrator, prepared and provided cost estimates for a variety of sign options for Council's review and consideration. Council discussed sign cost and design options and also sign placement options along US Highway 52. M. Edquist commented that the signs are good for branding and to provide distinction that one has arrived in the Village of Misenheimer. Gullledge made a Motion to spend \$1,200 (two (2) signs + installation) of the \$4,000 budgeted for signs in FY 13/14. Burrage seconded the Motion and it was approved by a vote of 5/0.

FY 13/14 Budget Amendment-Repurpose Gladstone Academy \$5,000 Amount: M. Edquist, Finance Officer, advised Council that the \$5,000 FY 13/14 Budget Amendment originally approved by Council September 9, 2013 that was intended to be utilized to obtain a historic preservation agreement with Preservation North Carolina for the Gladstone Academy is not intended to be executed in FY 13/14.

Gullledge, Chair of the Gladstone Academy Research Committee (GARC), advised Council that he, M. Edquist, GARC member, and Humphrey, Administrator, recently met with the Stanly County Project Review Committee (Fire Marshal, Zoning, and Central Permitting) to discuss what is involved in potentially utilizing the Gladstone Academy building as an assembly building. County staff advised that the possible maximum building occupancy based upon the entire square footage would require a sprinkler system. If the maximum building occupancy could be reduced to the 300 range, a sprinkler system would not be required. Square footage reduction could be accomplished by making the L shaped portion of the building a storage room and/or rest room area. In addition, a raised stage area would reduce the square footage utilized to calculate maximum building occupancy. County staff also advised that developing a plan with an architect for utilizing Gladstone Academy would be advised so that all building code requirements would be considered.

Humphrey, Administrator, advised Council that an architect located in Stanly County had been contacted regarding his qualifications. In addition, an architect from Rowan County has been contacted to obtain his qualifications. The GARC will meet again Mon, 5/5/14 to discuss design options and whether this can be accomplished before the end of FY 13/14.

Gullledge also advised Council that the diseased tree closet to the Gladstone Academy building is in need of being removed as it could jeopardize the building. Humphrey, Administrator, and M. Edquist, both met with licensed, bonded, and insured tree removal companies to obtain bids. The lowest bid received was from H & H Tree Service for \$800. Stump removal is estimated to cost another \$500.

Burrage made a Motion to accept the Budget Amendment as presented. M. Edquist seconded the Motion and it was approved by a vote of 5/0.

FY 14/15 Draft Budget Discussion: M. Edquist, Finance Officer, presented the draft of the Proposed FY 14/15 Budget for Council's review and discussion. He noted that the following assumptions were utilized for the preparation of the draft presented:

- No tax increase (.15 Ad Valorem + .07 Fire per \$100 of assessed property value) was included
- The Pfeiffer University Police Services contract is currently being negotiated (Utilized last year=\$220,000)
- No utilization of unappropriated fund balance was included
- Health insurance was estimated to increase by 20% and dental insurance was estimated to increase by 10% starting 12/1/14
- No employer dependent health and/or dental coverage at 60% was included starting 12/1/14
- No pay raises were factored into staff wages (FY 13/14 = 1%, FY 12/13 = 0%, FY 11/12 = 3%)
- If an architect is not engaged for design work for the utilization of Gladstone Academy in FY 13/14, it was budgeted at \$4,000 in FY 14/15
- An estimate of \$3,000 to update the Village's web site was included (Originally developed in 2010)
- An estimate of \$3,000 for capital improvements to the Community Building was included
- An estimate of \$28,000 for restoration efforts at Gladstone Academy was included

- An estimate of \$4,000 for the purchase of two (2) radar guns was included
- An estimate of \$4,500 for the FY 13/14 audit conducted in FY 14/15 was included (RFQ's are currently being reviewed to examine possible changes for FY 14/15)

Adjustments to the proposed draft of the proposed FY 14/15 Budget could come from one or all of the following sources:

- Increases in revenue sources
- Decrease in expenditures
- Utilization of unappropriated fund balance

Council discussed that the FY 14/15 Pfeiffer University contract for police services needed to be finalized by the next Council meeting if at all possible. This is the primary revenue source for the Police Department budget. Mayor Herron advised that he would be available next week to meet with Pfeiffer University representatives to discuss the contract renewal.

Council discussed that entry level officer salaries are approximately 6% lower than other comparable Stanly County police forces. Chief McGinnis has lost two (2) officers in FY 13/14 due in part to salary considerations. Increasing entry level officer salaries by 6% with the increase in benefits is estimated to cost approximately \$1,900 per officer. The MPD is currently staffed with two (2) entry level officer positions therefore costing approximately \$3,800. Council also requested the estimated cost with a 6% salary increase for all full time employees. M. Edquist, Finance Officer, advised that it would cost approximately \$15,000 for FY 14/15. He commented that public safety is vitally important to the community. Burrage made a Motion to revise the draft of the proposed FY 14/15 Budget to include a 6% raise for all full time employees. M. Edquist seconded the Motion and it was approved by a vote of 5/0.

Chief McGinnis advised that one (1) radar unit could be purchased in FY 14/15 and the other in FY 15/16 which could reduce the proposed FY 14/15 Budget by \$2,000 if both were not purchased in FY 14/15. Humphrey, Administrator, will incorporate this recommendation into the FY 14/15 Budget that will be presented at the Mon, 5/12/14 Council meeting.

06/30/14 Audit Request for Qualifications/Proposal & Process Status: Humphrey, Administrator, advised Council that nine (9) firms had been contacted to provide their RFQ&P. Two (2) firms had declined to quote. Two (2) other firms have not sent their quotes in by the 3/31/14 deadline. Current price quotes range from \$3,750 to \$8,500. Firms will be contacted before the Mon, 5/12/14 Council meeting regarding confirmation of their estimate, scope of their proposed work, and satisfaction of their references.

Gladstone Academy Research Committee (GARC) Update-Dr. Jim Gullede: Refer to the comments made in **FY 13/14 Budget Amendment-Repurpose Gladstone Academy \$5,000 Amount:** above.

Other Business: M. McCarley, Counsel, advised that the revised proposed Zoning Ordinances and the Subdivision Ordinance accepted by the Council from the Planning Board at this meeting should be reviewed for legal concerns. He estimates that the review should take approximately two (2) hours. The FY 13/14 Budget has a remaining Legal Fee Expenditure balance remaining to cover the legal review. M. Edquist made the Motion to authorize the legal review of the proposed Zoning Ordinances and the Subdivision Ordinance. Burrage seconded the Motion and it was approved by a vote of 5/0.

Closed Session-Attorney Client Privilege Pursuant to G.S. 143-318.11 (a) (3): M. Edquist made a Motion to go into Closed Session. Burrage seconded the Motion and it was approved by a vote of 5/0. M. Edquist made a Motion to return to Open Session. P. Edquist seconded the Motion and it was approved by a vote of 5/0.

Closed Session-Property Acquisition Privilege Pursuant to G.S. 143-318.11 (a) (5): P. Edquist made a Motion to go into Closed Session. Burrage seconded the Motion and it was approved by a vote of 5/0. M. Edquist made a Motion to return to Open Session. Burrage seconded the Motion and it was approved by a vote of 5/0.

Adjournment: The meeting was adjourned at 8:30PM.

The next Council Meeting is scheduled for Monday, May 12, 2014 at 6PM at the Community Building.

Chair/ Vice Chair/Presiding Officer	Date	Pam M. Humphrey, Administrator/Clerk	Date
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