

**Village of Misenheimer
Council Meeting Minutes
Community Building
May 12, 2014 6PM**

Council Present:	Michael Herron, Mayor Mike Burrage, Mayor Pro Tem Micah Edquist, Finance Officer Jim Gulledge	Staff:	Pam Humphrey, Administrator Erik McGinnis, Zoning Officer
Council Absent:	Peter Edquist	Visitors:	Jeff Plyler, Pfeiffer University CFO Trenton Little, SNAP

Call to Order: Mayor Herron called the meeting to order at 6:02 PM with a Council 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 5/12/14 Council Agenda: M. Edquist made a Motion to amend the Agenda to exclude Item 16-Closed Session-Property Acquisition and to contingently add a closed session as requested by Gulledge if it is permissible upon phone consultation with Village Counsel during the meeting. Burrage seconded the Motion and it was approved by a vote of 4/0. Village Counsel advised that a closed session was not permissible per NC General Statute for the request made by Gulledge.

Approval of Minutes of the Council Meeting held 4/14/14: M. Edquist made a Motion to approve the Minutes as presented. Burrage seconded the Motion and it was approved by a vote of 4/0.

Approval of Minutes of Closed Sessions held 4/14/14: M. Edquist made a Motion to approve and keep sealed the 4/14/14 Closed Session Minutes pertaining to Property Acquisition as presented. Burrage seconded the Motion and it was approved by a vote of 4/0. M. Edquist made a Motion to approve and keep sealed the 4/14/14 Closed Session Minutes pertaining to Attorney-Client Privilege as presented. Burrage seconded the Motion and it was approved by a vote of 4/0.

Public Comment Period: No comments were requested to be made.

Carolina Thread Trail (CTT) Update- Dr. Michael Riemann, former Mayor and Village representative for the Tri Cities CTT Committee, asked P. Humphrey, Administrator, to advise Council that progress continues to be made toward finalizing the nine (9) mile trail layout. We have been advised to draft an inter-local agreement between the three (3) municipalities stating the terms of utilizing the \$100,000 of CTT grant funds awarded.

Gladstone Academy Research Committee (GARC) Update-Dr. Jim Gulledge, Chair: Gulledge advised Council that the GARC had met 5/5/14. M. Edquist advised that Committee members would be contacting the architects that responded to the Committee's request for qualifications to discuss their design work with historic properties and discuss their findings at the next GARC meeting scheduled for Mon, 6/16/14. The Committee's goal is to recommend to Council at their 6/23/14 Council meeting a qualified architect to respond to a request for proposal for a design study for the Gladstone Academy historic property. The Committee would then plan to submit a contract for design services for Council's review and approval at their 7/9/14 Council meeting. M. Edquist advised that the diseased tree to be cut down on the property is planned to be completed before the end of the fiscal year at the latest. In addition, another quote for window restoration will be obtained to bench against the current quote received.

FY 13/14 Financial Status-Unaudited at 4/30/14: M. Edquist, Finance Officer, reported to Council that the bank statements balances at 4/30/14 were as follows:

- General Fund \$484,566
- Powell Bill Fund \$ 28,328
- Carolina Thread Trail \$ 25,000 (Grant Funds)

In addition, he reported that Unrestricted Revenues received at 4/30/14 totaled \$348,786 and Unrestricted Expenditures totaled \$343,947 leaving a positive net fund balance impact of \$4,839.

06/30/14 Audit Request for Qualifications/Proposal & Process Status: M. Edquist, Finance Officer, advised Council that a review of audit firms' RFQs and RFPs for the 6/30/14-6/30/16 audits had been conducted. Marginal savings were noted compared to our current audit firm's RFP. M. Edquist, Finance Officer, recommended that the Village retain Maxton McDowell, CPA. Burrage made a Motion to retain Maxton McDowell, CPA as the Village's auditor. M. Edquist seconded the Motion and it was approved by a vote of 4/0. Humphrey, Administrator, advised Council that she would notify Maxton McDowell, CPA to prepare a contract for LGC approval that can be presented at the 6/23/14 Council meeting for Council's approval.

Review and Consider FY 14/15 Pfeiffer University Police Services Contract: Mayor Herron advised Council that the Village and Pfeiffer University had come to an agreement regarding the annual renewal of the Police Services contract terms per the contract presented at the Council meeting. The following recaps the contract terms for FY 14/15 which commences 7/1/14:

- The University will pay the Village \$230,000 annually payable in monthly payments of \$19,166.67.
- The University plans to increase the Police Services contract by an additional \$10,000.00 starting 7/1/15. This increase will be close to the FY 09/10 University Police Services contract funding.
- The Village will be responsible for the remainder (\$34,030) of the FY 14/15 Public Safety total budgeted expenditures estimated at \$264,030.
- The University will continue to include tuition remission for full time Village staff should they qualify and elect to take courses through the University.

Burrage made a Motion to approve the FY 14/15 Pfeiffer University Police Services contract as presented. M. Edquist seconded the Motion and it was approved by a vote of 3/0. Gulledge requested to refrain from voting as he considered his employment with the University to be a conflict of interest.

FY 14/15 Proposed Budget & Budget Memorandum Discussion & Consider for Approval: M. Edquist, Finance Officer, presented the draft of the Proposed FY 14/15 Budget Memorandum, Budget, and Pay Plan for Council's review and discussion. The following are items of note:

- No tax increase (.15 Ad Valorem + .07 Fire per \$100 of assessed property value) was included for FY 14/15
- The FY 14/15 Pfeiffer University Police Services contract was renewed and approved at \$230,000 per year
- No utilization of unappropriated fund balance was included
- No excess fund balance was included (i.e. Revenues = Expenditures)
- 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
- Full time staff pay will be increased by 6% per the FY 14/15 Pay Plan presented. The increase for entry level Police Officers is to increase their pay to the comparable lowest level of municipalities under 2,500 for population. The increase for all other full time staff is a blend of 1.5% COLA, merit and market adjustments.
- An estimate of \$5,000 for architectural design services for the Gladstone Academy historical property was included
- An estimate of \$2,500 to update the Village's web site was included (Site originally developed in 2010)
- An estimate of \$3,000 for capital improvements to the Community Building was included
- An estimate of \$20,063 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 \$4,000 for the FY 13/14 audit conducted in FY 14/15 was included

Burrage made a Motion to approve the FY 14/15 Budget Memorandum, Budget, and Pay Plan as presented. M. Edquist seconded the Motion and it was approved by a vote of 4/0. A Public Hearing regarding the FY 14/15 Budget Memorandum and Ordinance is scheduled for Mon, 6/23/14 at 6:00PM at the Community Building.

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

- There was nothing of note to discuss from the April 2014 Police Report.
- US Hwy 52 beach traffic is picking up and more traffic citations are being given.
- NCDOT has completed a site survey regarding road improvements to Merner Terrace; however, we do not know any cost estimates at this time and no estimate for improvements was included in the FY 14/15 Budget.

Gulledge inquired to Chief McGinnis that if there were a sexual assault incident on the University campus, where would it be included on the Monthly Police Report? Chief McGinnis responded that that type of incident would be listed under the State Reports category and an internal report would also be prepared for the University. If a campus sexual assault incident is reported, it is investigated. Chief McGinnis plans on additional officer training over the summer related to this type of incident.

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.

Other Business: There was no other business to discuss.

Adjournment: The meeting was adjourned at 6:55PM.

The next Council Meeting is scheduled for Monday, June 23, 2014 at 6PM at the Community Building.

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Mayor	Date	Pam M. Humphrey, Administrator/Clerk	Date