

TOWN OF YADKINVILLE
BOARD OF COMMISSIONERS
SPECIAL CALLED MEETING MINUTES
BUDGET WORKSHOP
LOCATION: COMMISSIONERS CHAMBERS
213 VAN BUREN STREET
YADKINVILLE, NC 27055
THURSDAY, APRIL 14, 2022

OFFICIALS PRESENT:

Mayor Eddie Norman
Commissioners:
Monta Davis – Oliver
Tony Hall
Richie Parker –ABSENT
Scott Winebarger
Chris Matthews –ABSENT

STAFF PRESENT:

Town Manager: Mike Koser
Asst. Town Manager: Shelia Weathers
Finance Director: Hunter Gooden
Police Chief: Randy Dimmette
Police Dept. Office Manager: Missy Vestal

The Town Board of Commissioners met in a “Special Called” Meeting on April 14, 2022, to discuss the 2022-2023 Fiscal Year Budget.

The purpose of this meeting is to give the Town Manager and other Department Heads direction to start preparing for the 2022-2023 Fiscal Year Budget and to create priorities and strategies to influence the 2022-2023 Fiscal Year Budget.

1. CALL TO ORDER

The meeting was called to order by Mayor Eddie Norman at 11:58 a.m.

2. INVOCATION

Mayor Eddie Norman offered the invocation.

3. APPROVAL OF INVOICE(S) (Attachment #1)

Mayor Norman presented an invoice for USA BlueBook (PO #19747) in the amount of \$5,424.63, for a new Flex-Pro chemical pump.

Commissioner Scott Winebarger made a motion to approve the USA BlueBook Invoice (PO #19747) for \$5,424.63. Commissioner Monta Davis-Oliver seconded the motion, and the motion passed unanimously.

Vote: 3/0

3. TOWN MANAGER

- **Retirement of Police Officer Tim Jones**

Town Manager Mike Koser requested the Board's decision on awarding Police Officer Tim Jones his service weapon upon retirement. He stated that everyone that has retired in the past has received their service weapon and magazines.

Commissioner Tony Hall made a motion to approve awarding Police Officer Tim Jones his badge and service weapon upon his retirement from Yadkinville Police Department. Commissioner Scott Winebarger seconded the motion, and the motion passed unanimously.

Vote: 3/0

- **Pay Classifications (Attachment #2)**

Manager Koser recommended changes to pay scales due to lack of adjustment since 2018. He noted that some employees had reached the maximum salary in their classification. Mayor Norman suggested researching how competitive our current salaries are. Manager Koser stated five positions that should be revised on the pay grade table due to job specifications. Those five positions include Police Officer, Police Detective, Police Squad Leader, Assistant Public Services Director, and Assistant Town Manager.

4. FISCAL YEAR 2022-2023 BUDGET WORKSHOP (Attachment #3)

Town Manager Mike Koser presented the Board of Commissioners a handout of the 2022-2023 Fiscal Year Budget Recommendations. The Town Manager's suggestions were located at the top of each page.

1. Town Manager Mike Koser gave an overview of the General Fund revenue projections, gains, losses and new sources of revenue:
 - The Fiscal Year 2022-23 estimates a 10% increase in revenue.
 - Mr. Koser projected using \$114,740 out of fund balance due to an 11% increase in expenditures. This will allow for a balanced budget.
 - Administration –
 - 53% increase from previous year due to eliminating the split of salaries between funds, for the Town Manager, Assistant Town Manager, and Clerk positions.
 - NC Retirement contribution increased from 11.35% to 12.10%.
 - 15% increase in health insurance.
 - Planning and Zoning –
 - 3% increase
 - Recommending \$5,000 for Façade Grants and \$10,000 for Small Business Grants.
 - Municipal Buildings –
 - \$10,000 to repair fountain and exterior painting.
 - Police –
 - Continued funding for LEO Special Separation Allowance for retiring officers by State Statute (5 Officers currently receiving funds).
 - NC Retirement contributions increased from 12.1% to 13.1%.

- o \$8,000 for exterior painting

Manager Koser noted three Dodge Chargers need to be replaced, due to constant repair. He stated that Chief Dimmette had found three vehicles for sale totaling \$137,242, and proposed allowing use of surplus fund balance from Fiscal Year 2021-2022 to purchase. After some discussion, the Board agreed to purchase the vehicles.

Commissioner Scott Winebarger made a motion to approve the purchase of three police vehicles in the amount of \$137,242. Commissioner Tony Hall seconded the motion, and the motion passed unanimously.

Vote: 3/0

- Salaries –

Town Manager Koser recommended up to 4% merit raise, and an additional 3.9% inflation bonus that will be paid monthly until inflation levels. Mayor Norman inquired what the average bonus would be monthly. Finance Director Hunter Gooden replied to approximately \$150 a month, per employee. Mr. Koser noted that \$50,368.70 would come out of General Funds, and \$34,079 would come out of the Water/Sewer Fund. Mayor Norman stated that the 2022 Cost of Living increase was 5.9%. After some discussion, the Board agreed to table the decision until salary research is completed. Assistant Town Manager Shelia Weathers recommended reevaluating Police Officer salaries due to turnover rates.

- Public Safety and Garage –

- o Mr. Koser presented a 25% increase in Public Safety accounts, and a 15% increase in Garage Accounts due to inflation.

- Streets –

- o 15% decrease
- o Set aside \$63,000 for street resurfacing.
- o Request for \$2,500 for street sign replacement; \$7,500 for ½ the cost of a 30-40 horsepower tractor; and \$1,000 for a leaf blower attachment for mower.

- Recreation –

- o 6% decrease
- o \$9,000 to pave Pocket Park Parking lot.
- o \$6,000 for riprap at the creek to protect sewer lines.
- o Mayor Norman recommended improvements to adjoining Town property at the Yadkinville Park. He recalled discussion of overflow parking.

- General Fund Estimated Revenue –

- o 10% increase due to increased property taxes and local option sales tax revenues.
- o Tax Collections will be budgeted at 98% collection rate for Fiscal Year 2022-23.
- o Vehicle Tax collections is projected to decreased \$15,000 from Fiscal Year 2021-2022.

- State Distribution Revenues –

- o Projected Local Options Sales Tax and other state distributed tax will remain budgeted at conservative levels.

- Other Sources of Revenues
 - Interest on Investments has dropped dramatically during Fiscal Year 21-22, but are expected to remain steady during Fiscal Year 22-23.
 - Powell Bill funding should improve, but slowly in Fiscal Year 2022/2023.
 - \$7,000 increase in building and zoning permits reflects a continuation of building.
 - \$121,000 for Solid Waste Collection Fees.
- New Revenue Sources
 - One-cent Tax rate increase.
 - Increase in Vehicle Tax (not to exceed \$30). Currently generating approximately \$10,000 annually.
 - The Board did not make any changes to the tax rate, or fee schedule.

2. General Fund Bottom Line:

- Eleven percent increase from last year's proposed budget and requests.
- Budget, as presented, would be a balanced budget.
- No major cuts for FY 2022-2023 department requests.
- \$40,000 funding continuing for YMCA expansion and \$1,500 for current year operations.
- \$7,500 funding has been requested for Yadkin Arts Council
- \$3,000 funding has been requested for Library.
- \$30,000 New funding request from Hands of Hope. Board recommending \$10,000.
- \$4,800 New funding request from YVEDDI for Senior Center.
- Includes four percent (4%) of salaries for merit increases, plus a 3.9% inflation bonus.

BOARD OF COMMISSIONER'S DIRECTION

The Board would like to revisit the topic of salary increases.

WATER AND SEWER FUND

Water/Sewer Fund Bottom Line –

- 1.1% increase in revenue.
- Less than 1% increase in expenditures.
- Manhole rehab & relining –\$125,000
- Replace reservoir chemical tank and building –\$7,000
- Install riprap on reservoir bank –\$7,900 (total for the whole bank is \$20,000)
- Sewer Plant: Replace bathroom –\$14,000; Replace #2 effluent LS Pump – \$20,000; Replace return flow LS electrical panel –\$6,000; Upgrade SCADA panel –\$27,000
- Water Plant: Replace Water Plant FW pump room windows and decant lock – \$11,000; Replace flocculator chain –\$2,500

Manager Koser named the top three repairs that are not currently included in the 2022-2023 Fiscal Year Budget. Those include: 1) Full reservoir riprap replacement; 2) Upgrade of the Surry CC LS SCADA System; and 3) Replacement of skid steer

tracks. Commissioner Monta Davis-Oliver inquired about ARPA Funds. Finance Director Hunter Gooden stated that a report has to be submitted by April 30th stating how the funds will possibly be used. With some discussion, the Board agreed to make modifications throughout the year to account for those items.

Manager Koser noted that he did not budget an additional contribution to the Betterment project, due to a fund balance increase of \$147,217 in Fiscal Year 2021-2022. He recommended applying surplus funds to increase 2021-2022's budget contribution from \$80,000 to \$220,000.

Town Manager Koser asked if the Board was still interested in an additional "floating holiday" for employees. After some discussion, the Board disagreed.

Manager Koser asked the Board to eliminate approval of invoices that are already budgeted for. He stated that budgeted invoices have already been approved during the budget process. After some discussion, the Board asked Town Clerk Alex Potts for a motion to approve at the May Board meeting.

5. ADJOURNMENT

Commissioner Scott Winebarger moved that the meeting adjourn. Commissioner Tony Hall seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 1:11 p.m.

Vote 3/0



Eddie Norman, Mayor



Alex Potts, Town Clerk