

Town of Pleasant Garden
February 11, 2010 at 6:30pm
Kirkman Municipal Building

Minutes

Town Council Special Meeting and Budget Work Session

*This document is a compilation.
The electronic recording of this meeting constitutes the official minutes.*

In attendance

Mayor Bill Greene
Councilwoman Chris Johnson
Mayor Pro Tem Nancy Jo Smith
Councilwoman Carla Strickland
Councilman Bob Wyrick

Other in attendance

Town Administrator/Clerk Sandy Carmany
Assistant Clerk Linda Baker
Attorney William Rozell

Audience

10

Call to Order

Mayor Greene called the meeting to order at 7:00pm.

Welcome

Mayor Greene welcomed everyone.

Invocation

Councilwoman Strickland gave the invocation.

Pledge of Allegiance

Councilwoman Johnson led the Pledge of Allegiance.

Roll Call

Town Administrator/Clerk Carmany called the roll and all members were in attendance. A quorum was present.

Mayor Greene introduced Attorney Will Rozell who was sitting in for Town Attorney Hill who was ill.

Approval of Agenda

MOVED by Councilwoman Johnson to approve the agenda as written. APPROVED 5-0

Presentation

Mayor Greene introduced Sgt. Cameron N. Ingram of the NC Wildlife Resources Commission who answered questions about the Urban Archery Season. Sgt. Ingram said this program extended the deer season by six weeks in order to manage the deer population and was restricted to bow hunting on properties where the owners' permission has been obtained. The application deadline for the 2011 season is April 1, 2010; sixteen towns across the state currently participate. He responded to questions and shared an information booklet given to hunters when they purchase licenses. The Town Council will act on this item at its March 2 meeting.

Old Business

A. Discussion of Town Hall use policy: Mayor Greene explained his spreadsheet that compared various points of the four drafts presented by three councilmembers and Town Attorney Hill (*copy attached*). There was a point-by-point review of the spreadsheet with the two remaining councilmembers providing additional input. Points of discussion included which rooms in Town Hall should be made available for use, whether use would be restricted to governmental groups only or open to others such as non-profits or neighborhood associations, examples of groups that have used the building in the past, other available meeting spaces in Pleasant Garden, whether the Administrator/Clerk should be authorized to waive portions of the policy, the vagueness of the phrase "town-sponsored" in the current policy, the building being a public facility, the use and role of staff, regulations regarding the serving of food, and the specifics of the application process. Town Administrator/Clerk Carmany and Attorney Rozell took detailed notes on the items on which tentative agreement was reached and items that need further clarification.

MOVED by Councilwoman Strickland to authorize Town Attorney Hill to draft a policy based on the points agreed on by the majority of the councilmembers with clarifications of "no eating" and governmental agencies emergency use. APPROVED 5-0

B. Discussion of Finance Policy: Mayor Greene referred to the summary spreadsheet prepared by Town Administrator/Clerk Carmany and suggested stepping through the policy to identify points to be clarified or amended (*copy attached*). Points of discussion included the application submission deadline for outer-agency funding and the threshold for having to submit a copy of their most recent audit, back-ups of the financial data, clarification of "fixed assets" and "consumables," creation of purchase orders on QuickBooks, contracting with an outside financial firm for bank statement reconciliations and other services, not signing checks made out to oneself, investment procedures and guidelines/the use of an financial investment professional, competitive banking services, and purchasing and contracting authorization levels and procedures.

Mayor Pro Tem Smith requested a 15-minute recess at 9:28pm.

Mayor Greene called the meeting back to order at 9:41pm.

Finance Officer Carmany took detailed notes from which to prepare a draft of the revised Finance Policy to submit to councilmembers for their further review. The council directed Mrs.

Carmany to investigate the possibility of off-site back-up of the town's electronic records and to develop a RFP for banking services.

Budget Work Session

A. *Explanation of the budget process:* Finance Officer Carmany gave a PowerPoint presentation explaining the budget process and timeline.

B. *Review of the current financial report and budget line items:* Finance Officer Carmany reviewed the most current financial report and explained each revenue and expense line item.

C. *Council discussion of budget goals and expectations:* Councilman Wyrick suggested that the council establish a policy to require a super majority of 4/5 to adopt budget in order to foster more discussion and negotiation. Mayor Greene asked that the cost of the installation of the projector into the ceiling be researched. Councilmembers directed that the Budget Officer include projections for the entire range of the property tax from zero to five cents. The council decided that the MOU with Senior Resources to provide the Senior Lunch should be handled as an outer-agency funding request instead of a contracted service. The council declined to define a set amount to be allocated for outer-agency funding until after the funding application deadline. If the council wishes to replace the black-and-white copier with a color copier, the remaining two years on the current lease must still be paid, increasing the overall cost. There will be new costs to implement the education program for the Jordan Lake watershed requirements and joining Stormwater Smart offered by the Piedmont Triad Council of Governments might be a viable option to accomplish this. The Long-Range Planning Board will be asked to investigate the cost of installation of a permanent restroom in the Picnic Shelter. One citizen has requested that the town consider snow removal from town streets. Mayor Greene requested that a representative from Blackboard CTY be invited to the March 2 council meeting to explain a notification system for town residents and its costs.

Staff Comment

Assistant Clerk Baker requested that the Town Council look at adding money back into the staff retirement line item.

Council Comment

Councilwoman Strickland asked if annual goals are set for staff members. The response was that goals are established during the evaluation process.

Adjournment

MOVED by Mayor Greene to adjourn the meeting. APPROVED 5-0

The meeting was adjourned at 12:12am.

Clerk

Date

Mayor