

TOWN OF ELIZABETHTOWN

2014 Budget Retreat

March 18, 2014

The Elizabethtown Town Council met for their annual Budget Retreat meeting which was scheduled for Tuesday, April 18, 2014 at 9 am at White Lake Town Hall.

Present: Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Herman Lewis, Dicky Glenn, Darrell Page, Paula Greene and Ricky Leinwand. Also present was Department Heads that included: Interim Finance Director Jay Leatherman, Public Services Director Pat DeVane, Fire Chief Byron Graham, Police Chief Bobby Kinlaw and Zoning / Code Enforcement Officer Bryan Martin. Town Manager Eddie Madden and Deputy Clerk Sarah Baysden were also in attendance.

Item #1: Welcome

Mayor Campbell opened the meeting and welcomed everyone to the 2014 Annual Budget Retreat. Mayor Pro Tem Rufus Lloyd gave the invocation. Mayor Campbell presented the agenda for approval. A motion was made by Council Member Herman Lewis, and seconded by Council Member Dicky Glenn to approve the agenda as presented (Unanimous).

Item #2: Opening Remarks and Kick-off Exercise

Mayor Campbell recognized Town Manager Eddie Madden for remarks. Mr. Madden thanked everyone for taking the time to arrange their schedule and attend the annual budget retreat. Mr. Madden gave a presentation on the future of Elizabethtown and presented an overview of the past fiscal year. Following the presentation, a kick-off exercise was distributed to each Council Member and Department Head.

Item #3: Financial Update and Overview

Mayor Campbell recognized Interim Finance Director Jay Leatherman at which time a financial update was presented to Council to include a year to date revenue and expenditure report, an update on tax collections, a discussion on Fund Balance and an updated debt schedule.

Item #4: 2014-19 CIP Overview and Update with PowerPoint

Mayor Campbell recognized each department to present their respective Capital request for the coming fiscal year. In addition, Council will be providing a recommendation on the 2014-19 CIP plans, which will be used for long-range planning, grant writing, and project implementation.

Administration-A recommendation on the CIP plan in 2014-15 for \$25,000 to purchase and install computers.

Facilities- A recommendation on the CIP plan for 2014-2015 \$25,000 Maintenance & Tory Hole Park Picnic Shelter Roof as well as Morehead Street Buildings for \$25,000 in roof repairs (which will be used under the Catalyst Grant Project). Mr. Madden stressed to Council that Town Hall needed carpet replaced, offices painted and the parking lot repaired and restriped for CIP request of \$50,000.

Farmers Market-The adjacent property beside the Cape Fear Farmers Market (Averitte Property) has potential for a park which is considered Phase I and a CIP request of \$100,000 in FY 2015-16 would go towards the local match, if approved for the PARTF Grant.

Fire Department-A recommendation on the CIP plan in 2014-15 for the purchase of a new fire truck (553) in the amount of \$340,000. Also, a request for the purchase of a new 554 fire engine of \$500,000 in FY 2016-17.

Recreation-A recommendation on the CIP plan for 2014-15 includes \$430,800 for renovations to Leinwand Park and \$150,000 for Tory Hole in 2015-16; Town awaits approval for PARTF Grant. Also recommended on the CIP plan for 2016-17, \$250,000 has been requested for Brown's Creek Park Greenway Expansion RTP Trails which will be used as local match toward a grant if approved.

Wastewater-A recommendation on the CIP plan for \$20,000 Compact Excavator, 2014-15 Equipment Repairs/Replacement \$50,000 Downtown Sewer Rehabilitation Project SRLF \$795,000 Combination Grant/Loan \$61,551 adding a lift station Dorsett Tech SCADA, 2015-16 Equipment Repairs/Replacement \$50,000 Convert Lower Street Lift Station to 480 Volts Upgrade Pumping Capacity \$70,000 and 2016-17 Equipment Repairs/Replacement \$50,000, Sludge Storage \$2,195,000 (WWTP Grant Project).

Water- FY 2014-15 Drill New Well Shaft & retrofit Well #3 \$150,000, add altitude valve & controls to airport tank for \$17,500, FY 2015-16 to include \$25,000 Compact Excavator, \$59,000 Waer Flow Control Vault at Locks Lift Station for Airport Tank and FY 2016-17 construct Well #6 for \$425,000 (Grant Project).

Streets-A recommendation on the CIP plan for 2015-16 to begin Phase II for Utility Burial on W. Broad Street \$729,000/834,000.

Item #5: Lunch and Presentation by City of Lumberton Parks and Recreation Director Tim Taylor

Mayor Campbell recognized Mr. Tim Taylor with the City of Lumberton. Mr. Taylor is the Director of Parks and Recreation in Lumberton at which time he gave general information about himself and the projects that have been taking place or have been completed in Lumberton. Mr. Taylor presented helpful information for Town Council and Department Heads.

Item #6: Operations Budget Discussion

Comprehensive Sanitation Program to Include Curbside Recycling

Ms. Norma Yanez of Waste Industries gave a presentation on the purpose of curbside recycling at which time she invited the Mayor and Council to step outside and view new garbage/recycling trucks and new trash cans. Ms. Yanez stated that in the very near future all County and Towns would be forced to offer curbside recycling. Mayor Campbell and Council talked indepth with Ms. Yanez regarding this matter and Ms. Yanez conveyed that an additional cost of \$3.10 per month would be passed on to the Town citizens should the Town of Elizabethtown enforce curbside recycling.

Salaries and Benefits

Interim Finance Director Jay Leatherman presented information regarding the salaries and benefits in which currently the Town of Elizabethtown contributes 3% into each employees benefit plan (401k) with the exception of Police which is 5%. Mr. Leatherman provided information that included 216 Municipalities contribute 5% into their employees benefit plan and 4 to 5 municipalities contribute 8%. Mr. Leatherman conveyed to Council that in FY 2013-14 there was no cost of living (COLA) dispersed to employees.

Collaboration Discussion

Mr. Jim Perry of the Lumber River Council of Government presented information regarding budgets in this economy and an overview on share services, maintenance of utility and involving citizens in projects within the Town.

Organizational Chart Amendments

Mr. Bryan Martin, Planning Director for the Town of Elizabethtown presented organizational charts that were still be used by the Town; however, were in need of updating. Mr. Martin conveyed to the Mayor and Council Members that part-time employee Joey Taylor has been very beneficial to the Town with GIS, mapping, surveying and zoning.

Powell Bill Schedule

Mr. Pat DeVane, Public Services Director along with NCDOT Representatives Matt Edwards and Drew Cox were present to comment on State owned roads within the Town that were in critical shape. Mr. DeVane stated that there were Town owned streets such as W. King Street that had wide gaping cracks that needed to be paved. Mr. DeVane presented a Powerpoint presentation depicting streets in Town that needed paving and much needed attention. Mr. DeVane conveyed to Council that the Powell Bill funds could be used to repair the streets but this would need to be supplemented due to the high cost of paving. Currently, \$590,000 is available in Powell Bill funds, King Street repairs have received an estimate in the amount of \$70,000.

Affordable Healthcare Act and the Future of Insurance Coverage

Mr. Bob Haynes, Associate Director of Risk management from the NCLM presented important information regarding the upcoming health changes due to the Affordable Healthcare Act. Mr. Haynes conveyed to Council that the ACA is driving healthcare cost up and many changes are taking place with underwriting regulations. Mr. Haynes discussed in detail the many options of the ACA and penalties that are involved.

Item #7: Presentation from Bladen's Bloomin/Economic Development Commission

County Manager Greg Martin and Economic Development Director Chuck Heutess talked in length the progression of moving new businesses into the County and into the Industrial Park. Mr. Heutess presented an action plan to enhance the growth of the Industrial Park.

Item #8: Special Use Permit Request by Howard Odom for Construction of Accessory Use Building at 2505 Third Avenue

Mayor Campbell stated that this Special Use request was previously presented in the March 3, 2014 Council meeting; however, this agenda item was tabled. Mayor Campbell presented this matter for Council's consideration. A motion was made by Council Member Ricky Leinwand, and seconded by Council Member Paula Greene to deny this special use request based on the fact that the location and character of the use if developed according to the plan as submitted and approved will not be in harmony with the area in which it is to be located and in general conformity with the plan of development of Elizabethtown (Unanimous).

Item #9: Closed Session

Mayor Campbell requested a motion to enter into closed. A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to enter into closed session in accordance to NCGS 143.318.11(a)(3) Attorney Client Privilege and NCGS 143.318.11(a)(6)-Personnel (Unanimous).

A motion was made by Council Member Ricky Leinwand, and seconded by Council Member Herman Lewis to enter back into regular session (Unanimous).

Mayor Campbell called for a recess and requested that Council return at 6:30 for dinner and to hear a guest speaker; Ms. Mae Craven.

Sylvia Campbell, Mayor

ATTEST:

Sarah L. Baysden, Deputy Town Clerk