

TOWN COUNCIL MEETING MINUTES

May 26, 2020

Call to Order

The Clarksville Town Council met in special session on May 26th, 2020, at 6:30 p.m. using ZOOM and live streamed via YouTube. Mayor Kevin Allgood called the meeting to order and provided the invocation. Council members present were Mayor Kevin Allgood, Vice-Mayor Mike Sizemore, Loretta Harris, Carolyn Hite, Danny Pittard, and Bruce Woerner. Council member Chris Clarke was absent. Staff members present were Town Manager Jeff Jones and Treasurer/Clerk Tara Murphy.

Approval of Minutes

The minutes of the May 5th, 2020 meeting were approved with no additions, deletions, or corrections with a motion by Vice-Mayor Sizemore, seconded by Council member Hite. The motion carried with a roll call vote as follows

Council member Pittard	Aye
Council member Hite	Aye
Council member Harris	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye

Presentation of List of Vendors Paid

The list of vendors paid for April 2020 was presented to Council. Council member Woerner questioned a few of the vendors and Treasurer Murphy explained them.

Vice-Mayor Sizemore motioned to approve the list of vendors paid for April 2020, seconded by Council member Hite. The motion carried with a roll call vote as follows

Council member Pittard	Aye
Council member Hite	Aye
Council member Harris	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye

Presentation of Financial Statements

The financial statements for April 2020 were presented to Council. Council member Woerner motioned to approve the financial statements for April 2020, seconded by Council member Hite. The motion carried with a roll call vote as follows

Council member Pittard	Aye
Council member Hite	Aye
Council member Harris	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye

Public Comment

There was no public comment.

Town Manager Jones stated that he received calls regarding the resident off of 4th Street. Council member Harris stated that she has also received a phone call regarding the 4th Street issues. Town Manager Jones stated that he doesn't know if the resident's car is out and he will check tomorrow. Council member Woerner stated that he received calls about the loud exhaust pipes, and this information needs to be passed on to the Chief.

Presentation of Town Operation Reports

The Town Operations report was presented to Council.

Town Manager Jones stated that Southern Corrosion finished painting the VLCP Water Tank with the new logo as part of the Town's maintenance agreement for the water tanks. He informed Council that there was a water main break on Burlington Drive and a boil water notice was necessary after this incident. Town Manager Jones stated that the boil water notices were delivered to the affected residents by Officer Inscore and also put on the Town website and the Police Department Facebook page. He stated that the repair was made and the water was tested and the boil water notice was lifted the next day. He informed the Council that the 2019 CCR report has been advertised and placed on the Town website. Town Manager Jones stated that the Cemetery roadways need paving and there is currently \$15,000 in the line item. He stated that he would like to transfer \$20,000 of funds in the Town Dock line item to the Cemetery Maintenance line item to pave the roadway.

Council member Hite motioned to accept the proposal to transfer the funds from Town Dock maintenance to the Cemetery maintenance to pave the Cemetery roadway, seconded by Council member Woerner. The motioned carried with a roll call vote as follows

Council member Pittard	Aye
Council member Hite	Aye
Council member Harris	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye

Presentation of the Police Activity Report

The Police Activity Report was presented to Council.

Adoption of DUI & Traffic Ordinances

Town Manager Jones presented a resolution for the adoption of the DUI & Traffic Ordinances, which is done every year to allow the officers to enforce the new changes in the State Codes.

Vice-Mayor Sizemore motioned to adopt the resolution to adopt the new DUI and traffic ordinances, seconded by Council member Hite and the motion carried as follows

Council member Pittard	Aye
Council member Hite	Aye
Council member Harris	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye

Town Manager Jones stated that the new Police cruisers are marked and ready for being in service.

UNFINISHED BUSINESS

Planning Commission Update

Town Manager Jones stated that the previous joint public hearing has been rescheduled and re-advertised for the special use permit request as well as the zoning ordinance amendments for June 16, 2020 at 6 p.m.

Roofing Projects – Police & Chamber

Town Manager Jones stated that the Chamber of Commerce roof is about 85% complete. He stated that once the roof is done, the building needs to be painted. He stated that the Police Department roof is done and the handrails still need to be installed and the building painted. Council member Hite questioned if the brick on the Chamber building could be pressure washed during the project. Town Manager Jones stated that he would look into that and the Town staff could do it if it's not part of the project.

Upcoming Events Schedule

Town Manager Jones presented the list of the upcoming events for 2020. He stated that the Big Lake Flea Market has been postponed and the Wine Festival has been postponed until August 29, 2020 and the May Lake Life Live has been changed to October 17, 2020. He stated that the Clarksville Dixie Youth season has been cancelled. He stated that the June Lake Life Live will be rescheduled or postponed. Town Manager Jones stated that they are still reviewing the plans for Lake Fest and the July 4th parade. He stated that the flag retirement ceremony has been postponed.

Spill Response Plan Approval

Town Manager Jones stated that the final draft of the spill response plan completed by CHA Consulting was presented for Council's review at the last meeting and he is asking for Council's approval.

Vice-Mayor Sizemore motioned to approve the spill response plan for the Town of Clarksville, seconded by Council member Hite. The motion carried with a roll call vote as follows

Council member Pittard	Aye
Council member Hite	Aye
Council member Harris	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye

Fine Arts Center Update

Town Manager Jones stated that the Clarksville Community Players formed a steering committee to review all of the renovations to the Fine Arts Center. He stated that the group hired the Belk Group from Durham to handle the bidding process. Town Manager Jones stated that the group handled the bid packet and the solicitation of several qualified contractors and J. E. Burton was the low bidder.

Matching Gift Card Incentive Update

Town Manager Jones stated that the Chambers in Action group have developed a Gift Card Match Program to assist the local businesses during this difficult time. He stated that the gift cards were all sold in 2 hours. He stated that 82 businesses participated across Mecklenburg County and 1,100 gift cards were purchased. Town Manager Jones stated that this brought in an additional \$44,000 for these businesses.

Election Update

Town Manager Jones stated that the Town of Clarksville local elections are to be held on May 19, 2020 and the process went well. He stated that the next election is the June 23rd primary that will be held at the normal locations. He stated that voters are encouraged to utilize absentee ballots using reason code 2A for disability or illness.

Marina Update

Council member Woerner questioned the status of the Marina between the Town and the Corps of Engineers. Town Manager Jones stated that he signed a 1-year lease with the Corps of Engineers for the marina property that is about to be finalized. He stated that the next step would be the RFP process.

NEW BUSINESS

Budget Amendment

Treasurer Murphy stated that when the FEMA reports were submitted for the emergency protective measures, the Town submitted hours and the Fire Department hours were included with the Town information. She stated that the Town received the funds from the Department of Emergency Management – FEMA and \$15,121.79 is the amount of funds that are due to the Fire Department. Treasurer Murphy stated that if it pleases Council, we need to appropriate \$100,372.81 in grant funds and \$15,121.79 to pay the Fire Department for their hours during the two hurricanes.

Vice-Mayor Sizemore motioned to appropriate \$100,372.81 in the FEMA grant funds and the \$15,121.79 expenditure to reimburse the Fire Department for their hours during the hurricanes, seconded by Council member Pittard. The motion carried with a roll call vote as follows

Council member Pittard	Aye
Council member Hite	Aye
Council member Harris	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye

Presentation 2020-2021 Budget

Town Manager Jeff Jones thanked the Budget Committee for the help with the 2020-2021 Budget. Town Manager Jones discussed the highlights of the proposed budget. He stated that there was a 5.8% increase in the employee health care cost this year. He stated that the budget is proposing a 2% salary increase effective January 1, 2021 providing the budget revenues will allow for it. He stated that the VRS rate will increase to 13.49% to this year. Town Manager Jones stated that the budget reflects some effects from the COVID – 19 impact. Town Manager Jones stated that the Worker's Compensation insurance mod rate decreased 4% to 1.22 and the commercial insurance realized an overall 3% increase. He stated that the current revenue collections have been stable but the meals tax and lodging tax have been affected.

He stated that the proposed budget has some items that will be frozen or delayed if the revenues are affected by the pandemic, but we hope that the economy will get better. He stated that some capital improvements were included in the proposed budget but those items can be frozen. He stated that as the year progresses, the revenue items will be reviewed and frozen items will be released as the revenues become clearer. Town Manager Jones stated that the Town real estate valuations did not increase and the tax rates are staying the same. Town Manager Jones stated that in working with the Water Fund budget, the Water operations and reserves look good and there are no proposed rate increases. Town Manager Jones stated that the utility refunding shows a reduction to the debt service and a savings to the Water fund. He stated that the water tank rental revenue also helps to keep water rates stable. Town Manager Jones stated that the Water Fund continues to enjoy the benefits of the Water upgrades as the maintenance costs are staying low and the staff has implemented a preventative maintenance program. He stated that in the Sewer Fund budget there is no proposed rate increase this year. Town Manager Jones stated that the Town continues to meet the requirements for the sewer upgrade loan/grant from Rural Development by making sure that the sewer fund is fully self-funded and by building in the required \$16,000 capital contingency reserve. Town Manager Jones stated that the maintenance costs continue to increase with the pump stations and plant repairs. He stated that the budget plan is to cross train the Sewer Plant staff for Water Plant operations as well.

Town Manager Jones discussed the plans for the upcoming year. He stated that a new truck is needed in the operations fleet as well as two additional Police cruisers. Town Manager Jones stated that the Town Hall and Council Chambers are in need of repairs and painting. He stated that Second Street and West Street need paving. Town Manager Jones stated that there are still plans to develop a tourism and economic development position. Town Manager Jones stated that the Planters Warehouse Project should start again this year with the new plans. He stated that the Town Hall is looking to purchase new financial software.

Treasurer Murphy presented categorical budgets and discussed more details of the proposed 2020-2021 budget. She stated that the total proposed revenues for the General Fund are \$2,339,308.37. She stated that the changes to the revenue line items are based on receipts throughout the year as items like meals tax and lodging tax. She stated that the main decrease in the revenues is from the CDBG funds reflected for the Southwest Downtown Improvement Project being finalized. She stated that the total proposed expenditures for the General Fund are \$2,202,719.10 with a proposed contingency of \$136,589.28. She stated that the budget includes funds for Town Hall and exterior repairs and the software, and to repave Second Street and West Street.

Treasurer Murphy stated that the total proposed Water fund revenues are \$579,745.84 and the total proposed Sewer Fund revenues are \$786,250 for a total of \$1,366,995.84. She stated that the Water Fund expenditures include water line and water meter maintenance and the Water Plant and tank operations. She stated that the Water Fund budget includes \$35,000 for annual maintenance of the water tanks. Treasurer Murphy stated that the total proposed expenditures are \$553,636.42 and a proposed contingency of \$26,109.43.

She stated that the Sewer fund budget includes sewer line maintenance, manhole maintenance, the Sewer Treatment Plant operations and lift station maintenance, and the increase in debt service for the sewer improvement project. Treasurer Murphy stated that the Sewer fund expenditures include \$10,000 for the replacement of a pump in the event that one fails, and funds for lift stations maintenance. Treasurer Murphy stated that the total proposed sewer expenditures are \$758,862.97. Treasurer Murphy stated that the proposed Sewer Fund contingency is \$27,387.03.

Town Manager Jones stated that the budget will be advertised on May 27th. He presented the budget calendar to hold a special meeting on Thursday, June 4, 2020 for the public hearing and first reading of the proposed 2020-2021 Budget and the final approval of the budget will still be during the regular June Council meeting.

Adjournment

With no further business, the meeting was adjourned.

Kevin Allgood, Mayor

Tara Murphy, Treasurer/Clerk