

MAYOR

CLARENCE R. JERNIGAN

BOARD OF ALDERMEN

GARY B. BETTS, SR.,
Mayor Pro-Tempore

MELISSA BLALOCK
RENEE BRYANT

KEITH D. FOGLEMAN
NANCY HENDERSON

CITY OF RANDLEMAN

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CITY ADMINISTRATION

JERRY W. ROTHROCK
Interim City Manager

ZACHARY L. HEWETT, MBA
Finance Director

MELODY R. HANCOCK, CMC, NCCMC
City Clerk / Purchasing Coordinator

Monday April 30, 2018
6:00 PM

The Randleman Board of Alderman held a scheduled Pre-Agenda Meeting on the above date with the following members present:

- | | | |
|-----------------|---|-------------------|
| Bucky Jernigan |) | Mayor |
| Gary Betts |) | Mayor Pro-tempore |
| Renee Bryant |) | Alderwoman |
| Nancy Henderson |) | |
| Melissa Blalock |) | Absent |
| Keith Fogleman |) | Alderman |
| Zach Hewett |) | Finance Director |
| Bob Wilhoit |) | Attorney |

Meeting Called to order

Mayor Jernigan called the meeting to order.

Pre-Agenda Discussion Items

ABC Board Travel Policy

House Bill 1717 states that the travel policy for the Randleman ABC Board must be approved by the appointing authority (City of Randleman). The NC ABC Commission requires written confirmation of the approval of the Randleman Board of Aldermen.

Travel Policy to be placed on the Consent Agenda.

City of Randleman Travel Policy – Personnel Policy – Section 8

C. City officials traveling away from the City on official business will be reimbursed for mileage, lodging, meals, and other expenses **as established by the Board of Aldermen.**

For purposes of clarification administration has developed a travel policy for Board approval.

City of Randleman Travel Policy to be placed on the Consent Agenda.

Agenda Policy

The absence of an Agenda Policy has caused areas of concern for the administration. A policy for placing items on the agenda would facilitate and avoid any confusion while being fair to all interested parties. Requests will be reviewed by the Board and determination to be made by Board.

City of Randleman Agenda Policy to be placed on the Consent Agenda.

Pay/Class Scale – Insurance Increases – Fee Schedule

Zach discussed some of the challenges presented to administration in working with insurance renewals. Large increases necessitate changing vendors for the upcoming year.

He recommended some changes/classifications with staff in administration. Alderwoman Bryant stated that 2 seasoned employees were recommending the changes and if they felt the changes were warranted she would have no problem with the adjustments.

Zach discussed the new fee schedule rates (garbage, storm water, water/sewer) and received confirmation from the Board. The storm water fees (designated users) were discussed and Alderwoman Bryant advised the Board that Greg Patton attended the meeting at the PTRCOG. She questioned the administration if any information from this meeting had be reported to them. She requested that Greg share the information he gathered at the meeting and inform the Board.

Animal Control Services Contract for Participating Municipalities – Randolph County Health Department

The terms of the contract were stated as follows:

Adopt the ordinance to control Animals in Randolph County

Pay a total of \$10,011.71(quarterly payments) for costs associated with animal control field operations.

If the City continues to provide animal control services we will be charged \$15.00 (no increase) per animal surrendered to the Randolph County Animal Shelter.

The Board was in agreement to continue in the manner in which we have been operating and the item will be placed on the agenda for a vote.

System Development Fee Schedule – MBD – Charlie McGougan

The new law, the Public Water System Development Fee Act S.L. 2017-138, explains and describes how local government utility may use its' authority to impose upfront charges for water and sewer service to new developments.

An estimate of \$15,000.00 has been submitted by MBD Consulting Engineers with an estimated 90 days to complete the work.

It was the consensus of the Board to obtain two additional estimates. John Grey, Wooten Company was mentioned and a call to other cities will be made to identify another engineering firm capable of rendering a positive outcome. It was also proposed to inquire about a possible utility rate analysis be included with the proposals.

Radio Read meters – New Market Service Issues – 311/High Point Water loop – Randolph Street Outfall Study

Don Peeler, Public Works Director and Board entered into a lengthy discussion in relation to water and wastewater issues. He explained his position and sought guidance from the Board.

Alderman Fogleman expressed his desire to move on the issues surrounding the Randolph Street and outfall issue. It is his contention that now would be a good time to move forward since Randolph Building Supply has moved to another location.

Don advised the Board that he was waiting to hear from the outfall study being prepared by The Wooten Company.

Budget Calendar Conversation

It was brought to the Boards attention that the established calendar and NC GS dictates certain requirements. It was the Boards concern that in order to meet these dates a Special Budget Meeting should be considered. After Board discussion it was decided to place on the May agenda a Special Budget Meeting to be held on May 16, at 6:00 PM. This will be placed on the May Agenda (05-08-18) for Board approval.

Phase III Update – Available funds

The Board was given the amount (\$41,024.75) of funding on hand to facilitate the project. We still do not have the amount from Alumni Works needed for the fence. Wayfinding signage, Digital Sign, and Playground items were discussed. More information and the time frame for grant money to be spent will be identified so as to provide better information.

TAAS – Hicks Water Stove Invoice

Ms. Leigh Dawkins was advised before the initial call for repair was made that the City (Melody Hancock) would not authorize payment for additional repairs to the water stove. The City (Nick) authorized a previous payment for \$738.30. The funds were paid from Administrations M/R equipment account.

Melody Hancock reminded her that this decision was made without council approval, a requirement of the lease agreement that is in place. The decision to not pay the current presented invoice was based on the fact that this was an auxiliary means to heat water and not necessary as an electric water heater was available.

Melody Hancock explained to the Board of Aldermen that the invoice was sent to the city and she spoke with Hicks and advised them that the City had not authorized the work to be done. Hicks has a complete understanding of the situation.

Bob suggested a letter be sent to TAAS.

Amend Agenda – Executive Session - Personnel NC GS§ 143-318.11 (6)

A motion to enter into Executive Session was made by Alderman Betts seconded by Alderwoman Bryant and unanimously approved.

Re-Open Regular Pre-Agenda Meeting

A motion to re-open the Regular Pre-Agenda Meeting was made by Alderwoman Bryant seconded by Alderman Betts and unanimously approved.

Shapes Ladies

Information was provided to the Board by way of Robin Hughes, P&R Director that approximately 30 ladies (former Shapes Ladies) were currently using the facility and all seemed to be receptive of the help they were receiving.

Alderwoman Bryant suggested that they continue with training to help the transition.

Fee Schedule

Zach provided detailed hand-outs explaining planned increases to our fee schedule. The Board agreed with the information provided and the schedule will be placed on the agenda for approval.

Library Hours of Operation and Staff Addition

Beginning September 01, 2018, the new hours of operation proposed by Donna Toomes are as follows:

9:00 AM – 6:00 PM	Monday, Thursday and Friday
9:00 AM - 7:00 PM	Tuesday and Wednesday
9:00 AM – 1:00 PM	Saturdays

In addition to these changes an existing staff member will now work 29 hours per week, an increase from 15 hours per week.

The Board was receptive to all changes.

Non- Profit Funding

A lengthy discussion resulted in the following decisions:

North Randolph Historical Society	\$2,500.00
Randolph County Senior Adults	\$21,566.00

Randleman Chamber of Commerce at this time will only receive in-kind-funding which is provided by On- Duty Police Officers, Sanitation and Public Works employees providing service at NASCAR Days. The Chamber receives annually \$560.00 in dues paid by the City.

It was suggested that representatives from the City reach out to the Chair, Dennis Hamilton and offer to re-examine funding at a later day. If documented situations warrant the Board would reconsider additional funding.

Randolph County EDC requested an increase from \$6,000.00 per year to \$8,000.00. The Board was in agreement that they would continue to allocate \$6,000.00 per year.

Bob Wilhoit suggested that he reach out to Kevin Franklin, EDC for an explanation and reasoning for the increase.

The Girl Scouts are requesting funding, basically a waiver of fees, to be present at City functions and pass out informational materials. It was decided that a fee waiver should be drafted to facilitate a uniform decision-making process to resolve the issue of when fees for nonprofit organizations shall be waived.

Bucky Jernigan, Mayor

**Melody R. Hancock, CMC-NCCMC
City Clerk**