

**Town of Mocksville  
Special Meeting  
April 28, 2021**

The Town of Mocksville Board of Commissioners met for a Special Meeting Budget Workshop on Wednesday, April 28, 2021 at 5:30 p.m. in the Mocksville Town Hall building located at 171 South Clement Street.

**Present:**

**Commissioners Present:**

Mayor, Will Marklin  
Amy Vaughan-Jones  
Justin Draughn  
Brian Williams  
Eric Southern  
Rob Taylor

**Absent:**

**Others Present:**

Lynn Trivette, Interim Town Manager  
Emily Quance, Deputy Town Clerk  
Al Benschhoff, Town Attorney (Conference Call)  
Ken Gambell, (New Town Manager May 3, 2021)

Mayor Marklin called the meeting to order.

The Town of Mocksville Board paused for a moment of silence.

**Amending Personnel Policy Section 22: Firearms**

- (A) All employees, except for law enforcement officers and non-sworn Agency Head are prohibited:
- (1) From carrying any kind of firearm, concealed or openly, while on duty; and
  - (2) From carrying any kind of firearm while off-duty on Town property to the same extent as members of the public.
- (B) Law enforcement officers and non-sworn Agency Head have no restrictions on their ability to carry firearms, except those imposed by Mocksville Police Department Policy. Law enforcement officers may carry firearms while on duty with the Town in a different capacity than their duties as a police officer with approval of the Town Manager. Working within another department would constitute a different capacity.

*A motion was made by Commissioner Williams to amend the personnel policy section 22 firearms. The motion was seconded by Commissioner Draughn which carried by a vote 4-1 with Commissioner Vaughan-Jones voting against.*

Interim Town Manager Trivette addressed the Board presenting the revised Enterprise Fund budget using Option 2.

**Enterprise Fund Revenues**

**Option 2**

Account Description		FY 2021-2022 DRAFT BUDGET
INTEREST IN INVESTMENTS		100
FIRE SERVICE GF TO WATER		20,000
SALES /USE TAX		30,000
RENTAL INCOME		6,000
WATER SALES		1,541,728
SEWER SALES		1,430,409
WATER CONNECTIONS		20,000
SEWER CONNECTIONS		20,000
RECONNECTION FEES		5,000
LATE /PENALTIES		50,000
DEBT SETOFF		10,010
AVGOL DRIVE WATER LINE GRANT		320,000
ARP FUNDS		700,000
LEONARD CREEK PUMP STATION GRANT		1,880,000
BEAR CREEK PUMP STATION GRANT		160,000
<b>TOTAL ENTERPRISE FUND REVENUES</b>		<b>\$6,193,247</b>

Total estimated revenues including an 8% increase is \$6,193,247

Option 2 using \$700,000 of the American Rescue Plan Funds toward system improvements and lost revenues due to COVID. Examples are below

Note: ARP guidance on how the funds can be spent will be issued in June. The town has enough projects ongoing.

Examples:

Lost Revenues	\$ 40,000
Misc. WWTP Repairs	\$250,000
Water Line Replacement Program	\$250,000
Bear Creek Pump Station Upgrades	<u>\$160,000</u>
	\$700,000

These infrastructural development projects play a critical role in economic improvement.

***Enterprise Fund Expenditures Option 2***

<b>DEPARTMENT NAME</b>	<b>AMOUNT</b>
WATER OPERATIONS	1,155,707
SEWER OPERATIONS	1,898,540
CAPITAL PROJECTS	3,110,000
NON-DEPARTMENTAL	29,000
<b>ENTERPRISE FUND TOTALS</b>	<b>\$ 6,193,247</b>

**Items requested:**

Enterprise Fund line items revised from April 20.  
Resolution Adopting Interfund Loan Payback Schedule

Chuck prioritized the Enterprise Fund capital projects:

1. Bear Creek Pump Station (grant will not cover all)
2. Misc. Treatment Plant Repairs (could do ½ and ½)
3. North Elevated Tank Design (project is a must but still trying to figure out where and how high) (need to have conversations with customers) (purchasing a site)  
The Board discussed the North Elevated Tank Design. Lynn with reach out to Chuck Willis to clarify if the design will be contingent on the site chosen or if the design of the tank will be the same regardless. Discussion included delaying tank project until a site found or to fund now in case a site found within the year. A budget amendment could be done if needed. ARP funds can be used for special projects.
4. Water line replacement program (could delay but still needs to be an ongoing project)

Resolution Adopting Interfund Loan Payback Schedule

The payback is to reduce the interfund accounts. Paybacks reduce cash and interfund payable on Enterprise side. Paybacks increase cash and reduce receivables on General Fund side. No revenues or expenses are ever touched. Agreed upon payback amount of \$50,000 per year was to satisfy the State Treasurer as to what portion of the interfund receivable / payable was current portion versus long term for financial statement purposes. This was approved on June 6, 2017. A copy of the minutes was provided to the Board.

Interim Town Manager Trivette addressed the Board presenting the revised General Fund budget using Option 1.

**General Fund Estimated Revenues**

<b>Account Description</b>	<b>FY21-22 Adopted Budget</b>
DMV PRIOR YEAR TAX	-
PRIOR YEARS TAX INTEREST	4,000
PRIOR YEARS TAX	6,000
PREVIOUS YEAR TAX	25,000
CURRENT YEAR VEHICLE TAX	128,000
VEHICLE TAX \$15.00	73,000
CURRENT YEAR TAX INTEREST	6,500
CURRENT YEAR TAX	2,862,500
RENTAL VEHICLE TAX	2,000
ABC REVENUE	50,000
ABC LAW ENFORCEMENT EDU	4,000
OCCUPANCY TAX	60,000
POWELL BILL	156,800
ARREST FEES	1,000
RECYCLE (MULCH)	2,000
CODE ENFORCEMENT	500
REDLG LOAN REIMBURSEMENTS	50,000
LANFILL FEES & R.00ECYCLE FEES	347,000
LOCAL SALES TAX	975,000
DC SALES TAX HH	0
WINE & BEER TAX	24,000
FRANCHISE TAX	482,000

<b>Account Description</b>	<b>FY21-22 Adopted Budget</b>
FIRE PROTECTION	413,000
SALES /USE TAX	60,000
PARK RENTAL	8,500
DOWNSTAIRS RENTAL	12,000
FARMERS MARKET	1,000
CDC CHRISTMAS PARADE	1,500
CHRISTMAS PROJECTS	500
CEMETERY	15,000
SALE OF ASSETS	18,738
POWELL BILL INTEREST	-
FUND BALANCE APPROPRIATED	250,000
E.U. INTEREST	500
INTEREST ON INVESTMENTS	1,000
SOLID WASTE DISPOSTAL TAX	4,000

**TOTAL GENERAL FUND  
REVENUES**      **\$6,045,038**

**Optional Funding**

Rose Cemetery (budgeted \$1,000)  
 Arts Council requesting \$12,500  
 Cognition requesting \$10,000  
 Ignite Davie requesting \$10,000  
 YVEDDI requesting \$0.00

**OPTION 1**

All recycle and landfill fees pass on to the customer. \$30.80 bi-monthly (increase of \$16.80 per customer bi-monthly)

Landfill and Recycle Fees (cost to the town is \$0.00)

Appropriated fund balance \$250,000

Sale of Assets \$18,738

No capital items removed \$280,300 including (police cars, fire utility truck, shop roof, parks service truck, benches, planters and wayfaring signs)

Recommending a 2% COLA in January 2022 estimated at \$40,000

Optional funding included are Arts Council \$12,500, Cognition \$10,000 and Ignite Davie \$10,000

**Items Requested:**

Community Development's Presentation from prior year

Contract with J.M. Teague for the Wayfinding Master Plan

The contract was budgeted year by year, with an estimated total of \$30,000 for the design. The project was delayed until January due to no spending. There is much planning that is involved with this project.

There will be another contract needed to make the signs. The cost will depend on how many and the size of each sign and posts. This will give visitors direction within our town. It is not cheap and the town went with the least expensive quote. The contractor has been paid the first half of the money. Last year's original budgeted item was \$17,000. We still do not have design because they are still working on it.

\$18,000 is budgeted this year to complete the design. Planters and benches are separate capital items.

This company also helps us to stay ADA compliant.

Line items for the General Fund

**Estimated Expenditures**

DEPARTMENT NAME		AMOUNT
GOVERNING BOARD		47,800
ADMINISTRATION		532,550
CONTRACTS, SPECIAL PROJECTS		409,973
POLICE DEPARTMENT		1,902,700
FIRE DEPARTMENT		747,660
PLANNING AND DEVELOPMENT		56,680
PUBLIC SERVICES		598,800
LANDFILL/RECYCLING		347,000
NON-DEPARTMENTAL		548,000
COMMUNITY DEVELOPMENT		192,725
POWELL BILL		156,800
PARKS AND GROUNDS		504,350
<b>GENERAL FUND TOTALS</b>		<b>\$6,045,038</b>

## **Discussion by the Board**

Crosswalk striping is needed between the Station, Skyline Bank and the Main Street Park. When the road was repaved, DOT was supposed to complete the crosswalk striping and it has not been done. This needs to be a priority due to high traffic. This will not be a crosswalk with a light, just the striping. Availability of grants to complete this project will be looked into by town manager.

The proposed revised Fee Schedule includes the addition of a recording fee \$26.00 for the cemetery when plots are sold. The vehicle tax of \$15.00 will stay on the fee schedule. A recycling fee of \$15.40 per month will be added to the solid waste and landfill fee. Water and sewer rates are 8 percent.

Code enforcement needs to address grass and structures violations. The Town currently uses N-Focus for code enforcement and budgets \$5000, which gives us a certain amount of hours. If we increase this amount, NFocus could do more. There are concerns the town is not getting the value for what we are paying NFocus to do. Town Attorney Benshoff would like to speak on this matter at next meeting. If the town is not happy with services, other options need to be explored, such as having a part time or full time code enforcement officer, or a different independent company. A proactive driven system is desired over a complaint driven system. Town manager will explore other options for code enforcement.

Powell bill funds decreased this year by \$7,639.41 this year.

There is a line item for code enforcement revenue for the collection of fines due to violations. In the past, we would send a letter, cut the grass, mail out invoice and collect the fine. The McDonald sale was the property that was condemned and the town received funds from the sale of the property. Rental property income includes downstairs at Town Hall and park, tennis and ball field rentals are a separate line item.

Governing body salaries increased due to this being an election year.

A breakdown of all the employee salaries was requested by the Board.

Retirement match has increased significantly; LGE has increased from \$26,000 to \$35,000.

Administration 401-k line item has doubled. Interim Town Manager Trivette will review the cause of the increase and report back to the Board.

Administration contracted services line item included Invoice Cloud, which allows customer to pay online and the shred service. Interim Town Manager Trivette will make a list of contracted services to present back to the Board.

It was discussed to have a Capital Maintenance Fund to cover future building expenses, such as roofs and shutters. Town Hall needs to be taken care of; this also sets an example for town citizens.

The shutters at Town Hall need to be replace. The AC unit was replaced last year. A new roof will be needed in future.

The \$42,000 under Special Projects includes Cognition and Ignite Davie. Interim Town Manager Trivette will make changes to some of the numbers under Special Projects. Davie County Library line item is \$43,500 and it should have been \$33,500 (will correct this in the new budget) and the Arts Council will decreased to \$12,500. The Wellness program is for the gym membership for the Police Department. Economic Development increased and this is generated from the annual audit.

The Presbyterian Church received \$2,000 in the past for the Joppa Cemetery to maintain the Daniel Boone grave. The town has not been paying this because no documentation has been received to put with the check.

The Community Development department has grown and that is why there was a need for a part time employee. The façade grant is money well spent by the town.

Parks and Grounds capital improvements includes a roof for the shop and a truck.

Fire department part time employees cannot be volunteers for the fire department per FLSA. Workers compensation would decrease if we only had part time employees and no volunteers. LOCF Retirement match has been added to the budget. Employees that contribute to the retirement system are not restricted to the 1000-hour rule. The fire department is short on employees and the town must limit the numbers of hours each employee can work due ORBIT Retirement and ACA restrictions. The hourly rates for fire department employees is comparable to other fire departments in the area. The town is looking at ways to recruit and retain firefighters, such as increasing the hourly rate. The fire department can still have volunteers and pay them only a stipend.

Public Services contracted services line item includes mowing by I-40 and the sewer right-a-way. They have their own mowers. The line item for sidewalk construction and repair has \$20,000 budgeted and only \$6,000 spent; there is money in the budget this year also. The line items are over budgeted in case of emergency. Interim Town Manager Trivette will provide the Board with a list of contracted services. Street sweeping is still contracted at \$30,000 annually.

Debit setoff added to the Enterprise fund revenues; \$1,800 collected so far.

The Town will receive ARP funds in two payments of \$700,000 each, split between two years.

Interim Town Manager Trivette responded to the Board's request:

1. I spoke with Brian Moore and he is making a phone call to NCDOT to discuss striping at the Station/Skyline Bank crosswalk.
2. Al has some recommendations on code enforcement for you all at a later date.
3. Attached is requested salaries from the budget workshop.
4. Powell Bill funds were reduced \$7,639.41 this budget year and I have attached the reason for the decrease.
5. Requested information on North Tower Tank line item; Chuck says he was hoping the first funds would be the preliminary engineering and buy a site, but not sure how much the site will cost.
6. Requested information on contracted services line item for Public Works department includes; Republic Services, Cintas-uniforms, Airgas, Mark Shoaf Trucking. The line item has a cushion built in for emergencies.
7. Requested information on contracted services line item for Administration department includes; monthly bank fees with BB'T, Cintas, QTR/Toshiba (copier), monthly Invoice Cloud (citizens paying online), Rid A Bug, Shred South, Monthly Payroll Service
8. Requested information on 401-k line item Administration; as a benefit the town matches up to 5% of an employee's salary but the employee has to contribute in order to receive any portion of the 5%. Every employee does not contribute so each year I modify the budget number for the employees that are contributing to their 401-k. I decided this year to look at adding the whole 5% even though all funds might not be used because employees can go on their 401-k portal and contribute anytime during the year. Example: I knew Settlemyer did not plan to contribute to his 401-k so that is why I did not budget the whole 5% in the Administration budget last year. The \$7,000 in the budget is a portion of the 5% and when it jumped to \$16,000 that is the entire 5%.

*A motion was made by Commissioner Williams to enter into close session. The motion was seconded by Commissioner Taylor and approved by a unanimous vote 5-0.*

*A motion was made by Commissioner Williams to re-enter into open session. The motion was seconded by Commissioner Taylor and approved by a unanimous vote 5-0.*

## **Adjourn**

*A motion was made by Commissioner Taylor to adjourn the April 28, 2021 Special Meeting Budget Workshop. The motion was seconded by Commissioner Taylor which carried by a unanimous vote 5-0.*

---

William J. Marklin, Mayor

---

Emily Quance, Deputy Town Clerk