

**Town of Mocksville
Regular Board Meeting
March 1, 2022**

The Town of Mocksville Board of Commissioners met for the Regular Board Meeting on Tuesday, March 1, 2022 at 6:00 p.m. in the Mocksville Town Hall building located at 171 S. Clement Street.

Present:

Commissioners Present:

Mayor, Will Marklin
Jenny Stevenson
Carl Lambert
Justin Draughn
Johnny Frye
Rob Taylor

Absent:

Others Present:

Ken Gamble, Town Manager
Lynn Trivette, Town Clerk
Al Benschhoff, Town Attorney
Brian Moore, Public Services Director
Frank Carter, Fire Chief
Chris Vaughn, Parks and Grounds Interim Director
Tami Langdon, Community Development

Mayor Marklin called the meeting to order.

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

Mayor Marklin led the Pledge of Allegiance.

Adoption of Agenda

A motion was made by Commissioner Taylor to adopt the agenda as written. The motion was seconded by Commissioner Lambert which carried by a unanimous vote 5-0.

Citizen Comments

Mayor reads; Under GS section 160A-81.1, the Board shall provide one period for public comment per month. Public comments are a valued part of the Board meeting but we also have to handle monthly business items. If your public comment is not heard this month we provide the same opportunity at each month's Board meeting. Public comments are limited to 3 minutes per comment. The Mayor asks that groups appoint spokespersons for groups supporting the same position, especially when the number of people wishing to attend the meeting exceeds the capacity of Town Hall. When the comments become repetitive and no longer provide new information then discussion for this meeting may be stopped. As a reminder, the comment period is not a question and answer session. As always, the Mayor shall provide for the maintenance of order and decorum in the conduct of the comment period.

No one spoke

Public Hearing to Consider Request for Annexation from William Junker Located at Deer Run Mobile Home Park County Parcel J5000002701A

Town Manager Gamble addressed the Board. This annexation is for the Deer Run mobile home park. This will bring 1.1 million taxable property into the Town. It will also bring an additional 101 acres open for continuous annexation. Town Manager made a staff recommendation to move forward with the annexation.

Mayor opened the public hearing for comments. 6:02pm

No one spoke in favor or against

Mayor closed the public hearing. 6:04pm

A motion was made by Commissioner Frye to approve the annexation ordinance to extend the corporate limits of Deer Run Mobile Home Park. The motion was seconded by Commissioner Stevenson which carried by a unanimous vote 5-0.

Communications

Proclamation Declaring the Month of April 2022 as Child Abuse Prevention Month

Mayor Marklin read the proclamation.

Proclamation Declaring April 29, 2022 as the Town of Mocksville Arbor Day

Mayor Marklin will read the proclamation at Arbor Day Event April 29, 2022.

First Budget Draft FY 22-23 – Town Manager Presentation

Town Manager Gamble addressed the Board. We will discuss the first draft for the fiscal year 2022-2023, the plans for the savings since contracting with Sheriff's Department and what we are doing to leverage those savings for next year to enhance community safety and services to the public. Management goals include presenting a balanced budget without tax rate increases, limiting the increase in the Enterprise Fund to that recommended by the rate study, leveraging personnel and limited resources, balancing efficiency and effectiveness of services, and being true to our mission, vision and values.

We utilized a modified zero based budget which identifies and applies underutilized resources.

Three Fiscal Year Line Item Review

- Under Utilized Funds?
- One Year Expenditure?
- Old Cost Assumptions?
- Expired / New Contract?
- Retired Debt Service?

- New Equipment?

Reduce Line Item and Apply Freed Resources to FY22-23 Priorities

Weaknesses (Internal)

- Fire Station Staffing
- Aging / Failing Equipment
- Staffing Entry Level Public Works and Parks & Grounds Positions
 - Shortage of Certified Staff
- Downtown Parking
- Housing
- Community Appearance
 - Wayfinding
 - Consistent & Focused Code Enforcement

Threats (External)

- Rising Inflation / Cost of Living
 - Cost Impacts for Infrastructure & Facilities Projects
 - Staff Recruiting & Retention
- Loss / Inability to Recruit Talent
 - Labor Shortage
- Traffic
- Pressures on Existing Services / Facilities

FY22-23 General Fund

Revenues

- \$6,203,103
(205,329 Higher Than FY21-22)
- Ad Valorem
- Vehicle Tax
- Fire District Tax Special Allocation
- Franchise Tax

Expenditures

- 6,203,103
- Fire Department Staffing
- Inflationary Increases
 - Health & Property Insurance
 - Utilities
 - Fuel
- Equipment Replacement
- Facility Improvements
- Pay Study & COLA
- Wayfinding & Streetscape

Mocksville Fire Department

The biggest beneficiary of our contract with the Sheriff's department is the Fire Department. We have applied for the Safer Grant, which provides 100% of the cost for firefighters for three years. If we are awarded this grant, we will get six full-time firefighters who will work 24 hours on and 48 hours off. There will be two full-time firefighters per shift, 24 hours per day, 7 days a week.

We may not get the grant and we need full-time firefighters now. This budget includes six full-time firefighters at a cost of \$277,400.00 plus fringe. This money will come from the \$72,000 extra fire allocation from the county, the part-time budget line item can be decreased and the savings we found through our zero based budgeting. The Fire Chief has also asked for safety equipment in the amount of \$125,618.00, which will be purchased in next year's budget 22-23. The other equipment can be purchased in this year's budget using the fire tax allocation money we received from the county.

Capital Projects Town Hall

Metal Roof and Pavers

\$75,000

Human Resources

Employees are your most valuable asset.

PTRC Pay Study
<ul style="list-style-type: none">• In progress• Complete every 5 years based on our policy• Looking at salary adjustments

Tiered approach
<ul style="list-style-type: none">• Also known as a career ladder• Ability to advance financially as they develop skills and certifications

Competitive Pay
<ul style="list-style-type: none">• Compared to similar organizations• Market analysis

Inflation vs. Cost of Living

5 Year Trend

- INFLATION= 12.2% (5 Year Total)
- TOWN COLA = 10% (2% Per Year)
- 2.2% Behind
- 5% Recommended

Employee Benefits-Renewals; Medical, Vision, Dental & Life

Quote from the North Carolina League of Municipalities
Estimating 10% Increase
Looking at Partnerships with Davie County

Community Development

Wayfinding signs promote and direct the public to key destination locations within the Town and County.

It has been discussed to move the Farmers Market to the Police Department site this year. The sunshades will not be moved to the new location because they do not work well and need to be replaced. Due to safety concerns for those attending, the entrance to the Police Department site will be closed and everyone will enter from Ken Dwiggin Drive. The church has agreed to open up their parking lot to the public on Farmers Market day. This location is near the park with bathrooms.

FY21-22 \$19,850-\$20,050

FY22-23 \$18,928-\$21,150

Capital Improvement Request for 2022-2023

- Phase 2 Wayfinding Signs \$20,050
 - Bench w/Shipping & Tax \$ 1,741
 - Tree Grates (8) w/Shipping \$ 2,180
 - Plant Containers (6) w/Shipping \$ 3,482
 - Trees (8) \$ 3,600
 - Installation of Trees \$ 4,000
 - Ornamental Fence \$13,050
- Total \$48,103

Parks and Grounds

Increase Part Time Salaries by \$10,000
Kubota Wheel Loader \$77,783.07
Fencing \$47,843
Kubota Utility Vehicle \$14,898.19 (currently on hold)

Public Works

The service truck, utility tractor and the equipment trailer are part of the budget amendment on the agenda tonight.

Intersection Improvements – Gaither and Avon \$20,000
Service Truck \$43,300
Utility Tractor \$86,000
Equipment Trailer \$20,000

FY21-22 Projects to be Completed Strategic Plan

Horn Street Parking Lot Improvements
Mando Field Concession Stand Remodeling
Board Room Redesign
Move Farmers Market to 278 N. Main Street (Gateway to Downtown)

FY22-23 Partnerships

We are looking at a partnership with Bermuda Run and Davie County to share a Code Enforcement Officer. We are also looking at ways to partner with Davie County on sewer projects.

Code Enforcement
Water-Sewer
Fire Service

FY22-23 Enterprise Fund

Revenues

- \$3,628,881
 - Includes 7% Rate Increase Per Raftelis Rate Study
 - Increase Brakebush Brothers Consumption
 - Water Sewer Taps for 128 New Homes

Expenditures

- Water - \$1,121,250
- Sewer - \$1,619,744
- Capital Projects - \$859,387
- Contracts / Insurance - \$28,500
 - Brakebush Brothers Force Main Project (Capital Project Ordinance) - \$809,387
 - Sewer Treatment Plant Improvements - \$75,000
 - ARP Funds to be Determined

Facilities to Serve Brakebush – Capital Project Ordinance

- Leonard Creek Pump Station and Force Main
- Avgol Drive Water Line
- Bear Creek Pump Station Upgrades
- Total Funding Available - \$2,450,000
- Bidding (30-50% Cost Increase)

FY21-22 Flash Mixer \$30,000

FY21-22 Valve Actuators \$30,000

Consent Agenda

A motion was made by Commissioner Lambert to adopt the consent agenda as presented. The motion was seconded by Commissioner Taylor which carried by a unanimous vote of 5-0. Items approved were: (A) February 1, 2022 Regular Board Meeting (B) Monthly Financials and (C) Tax Releases.

Consider Adopting Revised Personnel Policy Effective March 20, 2022

Town Manager Gamble addressed the Board. The recommendation of two additional holidays, Juneteenth and President's day came from the PTRC. Additional time off is appealing and will serve as a recruiting and retaining tool for new employees. There is no impact to operations, service to community, or increase to the budget. The cost to the Town is minimal. I recommend the Personnel Policy to be adopted as it is.

A motion was made by Commissioner Taylor to adopt the revised personnel policy effective March 20, 2022. The motion was seconded by Commissioner Stevenson which carried by a unanimous vote 5-0.

Consider Budget Amendment FY 21-22 #4

This budget amendment is to amend General Fund. The appropriations discussed in Ken's budget presentation will increase revenues and reduced expenses in the amount of \$398,000 and will balance the amended budget.

A motion was made by Commissioner Taylor to adopt budget amendment #4 in the amount of \$398,000. The motion was seconded by Commissioner Lambert which carried by a vote 5-0.

Consider Adopting 2022 Wayfinding Master Plan

Town Manager Gamble addressed the Board. Decisions need to be made on sign borders and posts.

A motion was made by Commissioner Lambert to approve bordered signs, black posts and square instead of U-Channel. The motion was seconded by Commissioner Frye which carried by a vote 5-0.

A motion was made by Commissioner Taylor to adopt 2022 Wayfinding Master Plan. The motion was seconded by Commissioner Lambert which carried by a vote 5-0.

Consider Interlocal Sewer Use Agreement with Davie County

This interlocal sewer use agreement is to renew the Brakebush Brothers Pretreatment Permit (requested significantly increased flows). This agreement will also address a specific County allocations to the Dutchman's Creek WWTP for development of the Farmington area.

A motion was made by Commissioner Draughn to adopt the interlocal sewer agreement with Davie County. The motion was seconded by Commissioner Frye which carried by a vote 5-0.

Consider Annexation Petition Requests from the Jones's, Murphy's and Purvis for Nelson's Creek Housing Development and a Resolution Directing the Clerk to Investigate the Sufficiency of these Annexation Petitions

On February 22, 2022 Jones's, Murphy's and Purvis submitted petitions to annex Nelson's Creek Housing Development. Town Clerk needs Board approval to inspect the parcels for sufficiency.

Note: 384 new houses behind Peebles.

A motion was made by Commissioner Draughn to approve the annexation petitions from the Jones's (Parcel-I400000077), Murphy's (Parcel-H400000116) and Purvis (Parcel-H400000122) for Nelson's Creek Development and adopt the resolution to instruct the Clerk to inspect these parcels for sufficiency. The motion was seconded by Commissioner Frye which carried by a vote 5-0.

Consider Applicant Chris Domanski for Planning Board Appointment

The Planning Board has a vacancy and applicant Chris Domanski would like to be considered for the appointment.

A motion was made by Commissioner Taylor to approve planning board appointment, Chris Domanski. The motion was seconded by Commissioner Stevenson which carried by a vote 5-0.

Consider Planning Board and Board of Adjustment Recommendations

Town Manager reviewed the make-up and functioning of the Planning Board and Board of Adjustment with Andrew Meadwell. The Mocksville Board of Commissioners appoints members of both Boards, with the exception of the Extra Territorial Jurisdiction (ETJ) members appointed by the Davie County Board of Commissioners pursuant to N.C.G.S 160A-362. Mocksville Town Ordinance Chapter II, Article 5, Section 2 set the initial terms of the seven member Planning Board with two members having a 1 year term, two members having a 2 year term and three members with a 3 year term. Once the initial terms were complete each member was to be re-appointed for a 3 year term. This staggered term model maintains a sustainable rotation where no more than three members would rotate off in any given year. However, over the years, the reappointment cycle has not been followed and this has resulted in the need to re-establish terms. Since all of the Planning Board, members with the exception of the newly appointed member in 2021 are currently serving expired terms I am suggesting that terms be reset as follows:

Board Member	New Initial Term	Reappointment Date
Current Member 1 – ETJ	1 Year	December 2022
Current Member 2	1 Year	December 2022
Current Member 3 – ETJ	2 Years	December 2023
Current Member 4	2 Years	December 2023
Member appointed 2021	3 Years	December 2024
Member Appointed 2022	3 Years	December 2024
Member Appointed 2022	3 Years	December 2024

The second issue Town Manager presented was concerns with the Board of Adjustment. Mr. Meadwell shared with him that there have only been approximately 3 cases in the last decade that have gone to the Board of Adjustment for consideration. The Board has also been understaffed for years due to a lack of people in the community willing to serve. Town Manager is recommending that the Board of Commissioners consider disbanding the Board of Adjustment and reclaim those duties. Town Manager

bases these recommendation on several factors:

1. Board of Commissioners have set meeting dates and it is very rare that a situation arises where they lack a quorum to conduct business.
2. Board of Commissioners have legal counsel present at meetings who, along with Planning & Zoning staff, can advise and guide the Board through the complexities of the quasi-judicial process.
3. Variance cases require a super majority decision (4/5 of Board) and this is nearly impossible to reach with an understaffed Board when there is even one “No” vote.
4. Board of Adjustment caseload has been extremely light in the past and transferring these duties to the Board of Commissioners should not create any substantial process issues.

If the Board decides to pursue this option, staff and counsel will prepare an ordinance revision to be considered at the April 5, 2022 regular meeting. I am also recommending that Chuck Taylor, the only member with a current appointment to the Board of Adjustment, be moved to the Planning Board for a three-year term. If the Board approves this move and Chris Domanski’s pending application the Planning Board will be fully staffed.

A motion was made by Commissioner Lambert to approve the recommendations and move forward in amending the ordinance to be presented at the May meeting. The motion was seconded by Commissioner Draughn which carried by a vote 5-0.

Consider Resolution Accepting the State Revolving Loan Offer

Chuck with Willis Engineers addressed the Board in October 2021 requesting an increase of additional funds for the state revolving loan. The increase in funding required for the project was the result of an extended period to complete the project and unforeseen construction issues during the project. Original loan was \$3,630,000 (2018). In 2022, the LGC approved an increase of additional funds for an existing revolving loan in the amount of \$3,944,493. The town used the minutes from the October meeting to receive the reimbursement but only an adopted resolution can be used per NCDENR.

A motion was made by Commissioner Frye to adopt the resolution accepting the state revolving loan offer in the amount of \$3,944,493. The motion was seconded by Commissioner Lambert which carried by a vote 5-0.

Consider Resolution Adopting an Updated Water and Wastewater Capital Improvement Plan (CIP)

Town Manager Gamble addressed the Board. The CIP has been updated so we can apply for funding in the spring.

A motion was made by Commissioner Taylor to adopt the resolution updating the water and wastewater capital improvement plan (CIP). The motion was seconded by Commissioner Draughn which carried by a vote 5-0.

Communication from Town Staff

Town Attorney Al Benshoff: None
Town Manager Ken Gamble:

NWPRPO Transportation Board – February 16th

Commissioner Frye and I attended the meeting via Zoom. We received a presentation on clean energy initiatives and the following Davie County updates:

1. Roundabout – Yadkinville & Wilkesboro: ROW Acquisition Nearly Complete / Utility Relocation Underway
2. Resurfacing on I-40 - Pinebrook School Road to Hwy 801 – Starting March 2022
3. Milling & Paving – 2 Primary & 7 Secondary in County – Starting March 2022
 - a. US 64 from Garwood to Merrells Lake
 - b. Hwy 158 from Fox Run to Baltimore
 - c. Highlands Subdivision Roads (Off Eaton Church)
 - d. Cornatzer – Milling to 801
 - e. Gladstone

Communication from Mayor and Town Board

Commissioner Lambert: Thank you for everyone’s concerns during my brief health event. Thank you staff, for doing a great job. Great job on budget presentation.

Commissioner Taylor: Great budget presentation. Citizens want transparency and that was transparent.

Commissioner Stevenson: Great work to everyone.

Commissioner Frye: Great staff.

Commissioner Draughn: Great job on the budget.

Mayor Marklin: There are many looking for Eagle Scout projects to do, please let me know if you can think of any project within the Town and I will pass that along.

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

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

Adjourn

A motion was made by Commissioner Taylor to adjourn the March 1, 2022 Regular Board Meeting. The motion was seconded by Commissioner Stevenson which carried by a unanimous vote 5-0.

The attached documents are incorporated herewith and are hereby made a part of these minutes.

William J. Marklin, Mayor

Lynn Trivette, Town Clerk MMC, NCCMC

March 1, 2022