

**Town of Mocksville
Regular Board Meeting
January 2, 2024**

The Town of Mocksville Board of Commissioners met for the Regular Board Meeting on Tuesday, January 2, 2024 at 6:00 p.m. in Mocksville Town Hall located at 171 S. Clement Street.

Present:

Mayor, Will Marklin

Absent: Carl Lambert

Commissioners Present:

Jenny Stevenson

Johnny Frye

Rob Taylor

Justin Draughn

Others Present:

Ken Gamble, Town Manager

Al Benschhoff, Town Attorney

Lynn Trivette, Town Clerk

Wade Stewart, Parks and Grounds Lead

Brian Moore, Public Works Director

Emily Quance, Human Resource Director, Deputy Clerk

Rana Gaither, Administration Specialist Lead

Renee Bradford, Community Development Assistant

Andy Lipscomb, Assistant Fire Chief

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.

Conflict of Interest Statement

“Pursuant to NC General Statutes and the Town of Mocksville Code of Ethics Policy adopted November 9th, 2010, amended of Jan. 6, 2019 and further endorsed on August 9th, 2022, I would ask each of you before you adopt the agenda if there is any actual, potential, or perceived conflicts of interest with respect to any matter on the proposed agenda which will come before the Town Board of Commissioners for consideration and/or decision at this meeting. If so, please speak up and let the Board know at this time before the agenda is adopted.”

Adoption of Agenda

A motion was made by Commissioner Taylor to adopt the agenda as written. The motion was seconded by Commissioner Stevenson which carried by a unanimous vote 4-0.

January 2, 2024

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.

Communications from Boards, Commissions & Agencies

2024 Social Media Campaign – Renee Bradford addressed the Board:

Town social media and how it has changed and grown from 2022 to 2023. What can we do to make it better? The Merchants want to see more posts on what is happening within the town and just share when the town has a major event happening. The town wants to see more about how the town operates and what is happening in the town. The town enjoys the stories and they like knowing about events and how they work. The poll showed the interviews (Mayor, Manager) were liked at 84.6%; seeing different aspects of how the town is run 84.6% and what is happening in the town 97.4%. The new vision is focusing more on what is happening within the town and keeping the citizens informed and learn about the amazing place that Mocksville is. After all, time in Mocksville is Time Well Spent.

Brick Paver Project – Heritage Alliance Project – Sharon Anderson addressed the Board:

Heritage Alliance group purchased the land; donated it to the town and then the pavilion was built for beautification. Sharon brought a canvas portrait to show how the pavilion looks. Sharon would like the Board's permission since the town owns the land if the Heritage Alliance group could have a fundraiser selling brick pavers to continue the beautification in the area. It is a small piece of land but the brick pavers can be put onsite at the location of the pavilion. Once we receive permission for the fundraiser then we would come back before the Board with a concept to take action on.

The Board does not have an issue with the fundraiser.

Preview of Changes to Table of Uses - Planning and Zoning Director, Johnny Easter addressed the Board:

Johnny briefed the Board on the proposed changes to the table of uses proposed by the Planning Board and provided them with a copy of those changes to review before the Public Hearing in February.

Mocksville Fire Needs Study – NC Fire Chief Consulting – Gregory Grayson addressed the Board:

Summary of Recommendations

1. Response Data Analysis:

The following are recommendations related to data collection to allow more accurate analysis of demonstrated performance and demand.

- Consider utilizing the “Emergency/Non-Emergency” field of the unit report to declare non-emergency unit responses anywhere in the response. Doing so will allow the exclusion of such responses from the response time analysis. Also, consider making this a required field for all unit reports with the default empty.
- Consider placing emphasis on the aid section with all staff to understand the meaning of the values in this section. When evaluating response times, an agency should exclude where any aid was given to another department. Leaving values as the default of “none” will include those potentially long responses in your demonstrated performance evaluation for your AHJ or first-due area. Consider making the default blank, if not already.
- Consider developing a process to monitor timestamps that not in chronological order. The errors will cause a mathematical error when calculating a time difference between two date/time fields. Only a few existed in this dataset.
- Consider utilizing the Population Density field in the Incident Info section to define urban, suburban, and rural area to allow further analysis related to response times and potential different goals for those areas.
- Now that Mocksville has historical demonstrated performance data, consider establishing response time goals and report on how the department is performing against those goals.

2. Community Risk Assessment:

Each of the following is part of an overall Community Risk Reduction (CRR) program, defined as *“The identification and prioritization of risks followed by the integrated application of resources to improve public safety and reduce increasing call volumes.”*^v The goal is to incorporate emergency operations with prevention efforts at the fire station level. The station-level approach is preferred because risks vary from one station to another and even within a station's district. Ultimately, a CRR program aims to examine problems and develop prevention or mitigation strategies to reduce risk and hazards.

Data collected for this master plan and continued analysis in the future creates an opportunity to determine if specific hazards are increasing or decreasing based on incident response. Risks may change as new development or demographic change occurs in Mocksville, impacting service delivery.

When developing strategies, they should include the use of the Five E's.

- Education – Will education help the public – who, where, when?
- Engineering – What engineering or technology is available to help?
- Enforcement – Is additional or more substantial enforcement needed?

- Economic Incentives – Could incentives increase compliance?
- Emergency Response – Would changes in response make a difference (personnel, training, etc.)?

Using the Five E's is to identify a strategy or, in many cases, multiple strategies to prevent or mitigate the risk from reoccurring.

When developing a CRR plan, Mocksville Fire must determine what strategies have already been implemented in the community to prevent duplication. Outside resources may be available through partnerships with many community organizations such as law enforcement, nonprofits, health departments, EMS, religious, and local businesses. These groups may offer a different perspective to provide staff and additional funding and resources because of limitations within the fire department.

Preparing a CRR plan should align with the department's mission and strategic plan. Creating a plan at the station level allows personnel to engage the community they serve and provide additional information for Mocksville Fire's continuous improvement process. It empowers staff to interact and learn more about their community and take ownership of the program. Station personnel begin to understand the importance of collecting accurate data to support their plan, developing strategies using partnerships, gaining their input, soliciting feedback from the community, and ultimately deciding what risk to prioritize. The below figure is a basic methodology offered by Vision 20/20 to identify and analyze risks within a community. Vision 20/20 includes a coalition of national organizations and experts that exemplify how collaboration, communication, and commitment to data-based solutions can save lives and properties.

Using the following process, Mocksville Fire should begin integrating CRR into the fire department to address all risks in the community.

The Mocksville Fire Department should begin integrating CRR into the fire department to address all risks in the community.

3. Geographic Information System Analysis:

Four scenarios were presented to Mocksville in this report for consideration. In **Scenario 1**, the headquarters station is relocated to a more optimum site but is very close in proximity to the current headquarters fire station location. A 6.3% service coverage improvement to the town was found and a slight increase for the unincorporated area. The downsides are the cost of a new headquarters fire station (\$18 million), and the overall service/coverage level improvement is rather minimal for the town and worsens for the Davie County unincorporated area.

Scenario 2 left the headquarters fire station in place and added a fire station north of town. The most significant overall gains were achieved with this scenario. A 13% service coverage improvement for the town was identified and a 22.6% improvement for the Davie County unincorporated area. An approximate \$8 million investment should be planned for the second fire station with this model.

Scenario 3 relocated the headquarters fire station to a more optimal site PLUS added a fire station north of town. This effort illustrated a 12.2% service coverage improvement for the town and 22.1% for the Davie County unincorporated area. The greatest downside is the approximate \$18 million cost to construct a new headquarters fire station. This cost is in addition to the

approximate \$8 million needed for the second station, producing a total cost of approximately \$26 million.

Scenario 4 left the headquarters fire station in place and added a second fire station north of the Interstate. A 10.6% service coverage improvement for the town was identified along with a 11.5% improvement for the Davie County unincorporated area. An approximate \$8 million capital improvement plan budget should be planned for the second fire station.

A summary of the options can be found below:

Analysis Model	Model Description	Town of Mocksville Service Level Score	Davie County Unincorporated Fire District Service Level Score	Projected Cost for the Option
Current	One central fire station.	76	60.9	\$0
1	Optimized relocation of Mocksville's Central Fire Station.	82.3 (+6.3)	60 (-.9)	\$18 M
2	Keeping the Central Fire Station in place but adding a 2 nd fire station.	89 (+13)	83.5 (+22.6)	\$8 M
3	Relocating the central fire station, adding a second fire station, and optimizing both locations.	88.2 (+12.2)	83 (+22.1)	\$26 M
4	Keeping the Central Fire Station in place and considering placing a second fire station north of the Interstate on Highway 601.	86.6 (+10.6)	72.4 (+11.5)	\$8 M

The assessment team encourages the Town of Mocksville to consider model 2, then model 4 to best improve service coverage in the most cost-effective manner. There may be external reasons to relocate the headquarters fire station, but that will come at a significantly higher cost.

4. Equitable Funding Analysis:

The Town of Mocksville should review the potential elements that they want to consider on establishing an equitable funding level. Next, the town and county should have discussions on the elements that Davie County would agree to consider for establishing a model. An additional discussion should occur regarding potentially placing a weight on the elements selected. Once there is agreement on the elements and the weighting, a three-to-five-year period of that data should be established. This structure would discern what the appropriate level of funding of the fire department's total budget the town should be funding and what proportion Davie County should be funding under the fire protection service district or rural fire tax district.

These model changes would be effective at the beginning of the next fiscal year (July 1). Also, if Davie County needs to increase the yield of the fire district by raising the tax rate, it is not unusual that this may take a couple years to achieve so that unincorporated taxpayers can make incremental adjustments. Also, the formula should be reviewed annually, and data should be adjusted on three to five year rolling averages to minimize spikes due to changes in the operational needs of the fire department.

In addition, the Town of Mocksville should consider requesting Davie County to establish a fire protection service district for Mocksville for the unincorporated areas of Davie County that Mocksville Fire serves. A specific process must be followed by Davie County to establish such a service district. The Town of Mocksville would then fund the fire department through the town's General Fund. Ideally, the proportion of funding for the town and the unincorporated area of Davie County would reasonably reflect the appropriate proportion of the cost of operating and providing fire services in the area.

5. Mechanical Assessment

The town should establish a fire apparatus capital improvement program (CIP) to address the increasing needs in the fire department with the age of the fire apparatus and the increasing cost of fire apparatus, regardless of the methods that the town uses to fund the fire apparatus.

Planning should occur immediately in planning for a 1) a replacement engine, 2) a replacement ladder and 3) an additional fire engine for the second fire station. Collectively, these three pieces of fire apparatus could accumulate to over \$3 million. Behind the first out engine, the other two are 25 and 32 years old and have served their purpose. The ladder is 22 years old. Currently, from the time fire apparatus is ordered until it is manufactured and delivered is approximately three (3) years. Therefore, planning should occur for at least these three pieces of fire apparatus as soon as conditions will allow.

6. Fire Station Facility Needs:

In addition, the town's capital improvement plan should identify funding to begin the process of fire station construction in order to improve the overall service delivery level. Under the most conservative models, it is recommended to address at least \$8 million to provide funding for a second fire station.

7. Additional Considerations:

Although this analysis did not include evaluating staffing components, the Town of Mocksville should also give consideration to future firefighter staffing needs. Across North Carolina, there is a net loss of volunteer firefighters of approximately 4.5% per year. One of the greatest concerns of most municipalities that utilize volunteer firefighters is funding the transition to more career firefighters, which is becoming the greatest funding challenge, far beyond the capital costs that are reviewed within this report.

Ken addressed the Board:

- Looking at all options.
- Not at a decision point.
- Looking at growth to allow for wise decisions.
- Looking at best course of action.
- Huge commitment and big price tag.
- Budget retreat conversation.
- Engine replacement.

Consent Agenda

A motion was made by Commissioner Draughn to adopt the consent agenda as presented. The motion was seconded by Commissioner Taylor which carried by a unanimous vote of 4-0. Items approved were: (A) December 5, 2023 Regular Board Meeting (B) Monthly Financials (C) Tax Releases and (D) Contribution Based Cap Report.

Consider Amendments to Utility Policy

Rana Gaither addressed the Board:

I would like the Board to consider amending the Utility Billing Policy. The Town desires to treat all customers in a fair and consistent manner. The additional information comes from speaking with residents on a daily basis and are reflective of situations that needed to be addressed.

1. I am recommending the following amendment to the Town of Mocksville Utility Policy
 - a. Addition to Section II - Billing & Collections;
 - i. 2.9 – Unauthorized Usage

2.9 Unauthorized Usage – In the event a service application is not completed and a customer is not billed for services received, the Town reserves the right to bill the customer for all services received for up to three years. The customer will be responsible for both the minimum usage charge as well as the cost of all usage over 3000 gallons per billing cycle. The Town may disconnect any unauthorized account without notice and require a service application, deposit and full payment of any service charges prior to reconnecting service.

A motion was made by Commissioner Taylor to approve amendment to the Utility Policy. The motion was seconded by Commissioner Frye which carried by a unanimous vote 4-0.

Consider Budget Amendment #6 Emergency Repairs Enterprise Fund FY 23-24

Lynn Trivette addressed the Board:

A motion was made by Commissioner Frye to adopt budget amendment #6 in the amount of \$67,000 for emergency pump repairs using enterprise fund balance FY 23-24. The motion was seconded by Commissioner Draughn which carried by a unanimous vote 4-0.

Consider Budget Amendment #7 Emergency Services General Fund FY 23-24

Lynn Trivette addressed the Board:

A motion was made by Commissioner Taylor to adopt budget amendment #7 in the amount of \$12,150 for emergency tree services using general fund interest on investments line item FY 23-24. The motion was seconded by Commissioner Stevenson which carried by a unanimous vote 4-0.

Consider Budget Amendment #8 Powell Bill General Fund FY 23-24

Lynn Trivette addressed the Board:

Powell Bill revenues should be the amount you actually receive in the budget year. The revenues in prior years should be taken out of fund balance. Budget amendment is moving funds to the correct line item in the budget.

A motion was made by Commissioner Draughn to adopt budget amendment #8 in the amount of \$0.00 only to move funds to the correct line item in the budget; Powell Bill General Fund FY 23-24. The motion was seconded by Commissioner Stevenson which carried by a unanimous vote 4-0.

Communication from Town Staff

Town Attorney Al Benschoff: N/A

Town Manager Ken Gamble:

The Town has been working with Liberty Shed since they discovered an active sewer line that needed to be replaced due to the proposed spur location. The estimated cost for this work is \$300,000. The Town and EDC were unable to locate any additional grants due to Liberty Shed being maxed out on grant funding based on jobs created and capital investment. Liberty Shed decided to not move forward with the project and turn down their \$350,000 grant with NCR.

Communication from Mayor and Town Board

Commissioner Lambert: N/A

Commissioner Taylor: N/A

Commissioner Stevenson: Happy New Year and I appreciate our social media about the town.

Commissioner Frye: N/A

Commissioner Draughn: N/A

Mayor Marklin: A new year and lots of things coming up; budget, social media but I want to share about a lady coming in the store that has moved here from Massachusetts and she just loves Mocksville along with the Greenway at Rich Park and the downtown. We have so much to be proud of and going into the New Year I wanted to reiterate that. We all know it because we live here but we need to remind ourselves of it. We are blessed.

Motion to enter closed session per NC GS 143-318.11 (a) (3) to preserve the attorney-client privilege.

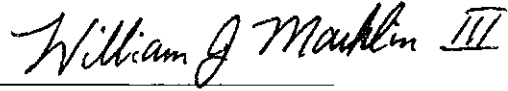
A motion was made by Commissioner Taylor to enter closed session 7:11pm. The motion was seconded by Commissioner Stevenson which carried by a unanimous vote 4-0.

A motion was made by Commissioner Taylor to re-enter open session 7:45pm. The motion was seconded by Commissioner Stevenson which carried by a unanimous vote 4-0.

Adjourn

A motion was made by Commissioner Taylor to adjourn the January 2, 2024 Regular Board Meeting. The motion was seconded by Commissioner Stevenson which carried by a unanimous vote 4-0.

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