

# BUDGET WORK SESSION

March 8, 2018

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## In Attendance:

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Members Present: Mayor Janet Winkler, Commissioners: Larry Chapman, Jonathan Greer, Barry Mitchell, Rick Shew, Ann Smith and Bill Warren

Others Present: Town Manager, Rebecca Bentley and Town Clerk, Tammy Swanson

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## Call to Order:

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Janet Winkler called the Budget Work Session to order and Commissioner Bill Warren offered the opening prayer.

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## Discussion – FY 2018-2019 Budget

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Janet mentioned that this is our first budget work session for the FY 2018-2019 Budget.

Rebecca presented the following information for the budget.

### Revenues:

- Fund Balance – % of budget is 29.47% - LGC minimum is 8%
- General Fund Revenues – She reviewed the percentages received from the different taxes
- Contingency – FY 2017 – 2018 \$114,303 Current Balance \$51,933
- Sales Tax – on target to meet budget
- Property Taxes – coming in good – levy was more than amount budgeted
- Sanitation – \$7.50 monthly for businesses \$90 annually - residential
- Fees – She reviewed the different fees for our everyday services.
- HUB – Lease agreement with Focus – \$33,600 annually

### Expenditures:

- Salaries \$1.3 million for 28 full time employees and 15 part-time employees
- Police Dept. Investigator – new position that is vacant  
Middle School Resource Officer leaving
- Fringe Benefits – 33% of salary - \$435K
- Janice Beck's Retirement – half time position to co-hire
- Art Project for the roundabout – Refer to the Town Landscaping Committee (Ann Smith (Chair.), Jonathan Greer and Rick Shew). Ann stated, as Chairperson of the Landscaping Committee, she would like to talk to the art teacher at Hudson Elementary about another location for the art. She said that she would also like

to talk to her about designing something else for the roundabout that is a little less involved. Rick and Jonathan, also members of the Landscaping Committee, were in consensus with Ann and asked that she meet with the teacher on their behalf.

- Request for WiFi expansion received from First Citizens Bank – Rebecca explained that the WiFi does not reach to that area – we would need additional equipment to reach that far.
- We were approached by the Hudson Elementary School PTO to see if the Town would waive fees for the kids coming to Redwood Pool for the end of year parties for School. Rebecca stated we do not waive fees for any schools.
- Latest PARTF Reduction – Town Match - \$218,120 - Spread over a 3 year period. If the Board would like to proceed with the PARTF Grant, we will need to start having public hearings, etc.

The HUB:

- HUB – Roof Leaking
- Arts Center - Elevator? Rebecca stated that one option of meeting requirements is to offer an alternate method for meeting requests made by the public.

Bill asked about Lindsay Barrick's concerns at the HUB.

Ann stated that based on information from the HUB Committee, Lindsay has scheduled the Middle School Art Show for the HUB for April 2019. She now wants to make sure this is a "go."

Rebecca stated that according to Janice Woodie, they only want to display the art in the hall if the lighting is changed, and Janice is working on the lighting situation.

Bill stated that Lindsay just needs to get a contact in the works for the show. Bill stated that we do want to have the show – it just needs official Board approval.

Ann stated that as far as the Arts Center goes, we need to rent the second floor out to artists to use for studios.

Janet stated that we currently have the Police Department's evidence room on the second floor at the HUB, and it will need to be moved.

Rebecca stated that property insurance carriers may have concerns about the paint being on the second floor since the building is not sprinkled.

The Board asked Rebecca to check on bathroom renovations for the second floor.

Kitchen Renovations – Estimate - \$100,000 Rebecca stated that one of her concerns is staffing to oversee the kitchen area. Rebecca mentioned that ARC grant money is open again, and since this would be working with the college, there would be a 70/30 match for the grant. The objective is to create jobs.

The Board asked that both Sherry Long from the WPCOG and Cathy Carroll be asked to work with grant applications for the kitchen project.

- Dinner Theater – We need additional lighting for dinner theater - Would like to see more advertising for the Dinner Theater
- Horizon’s Building – Estimates \$50,000 at least to support. We might also need to consider putting money in a security system for the building.
- Not enough room in the Town Hall for the Police Department – we have considered adding offices to the back of Town Hall. It was discussed that the Town Hall could possibly be moved to the Horizon’s building if the Town does lease the building. However, there were concerns expressed that there is not a drive-thru window at the Horizons Building for our residents.

Items to be considered for the first round of budget preparations:

- Salary Increases – 2% (Include half-time co-hire for Finance Officer plus a new detective position.
- 1.5% merit
- Police Ranking System
- Vehicle Allowance for Town Manager – or purchase new vehicle – Consensus - car allowance
- \$15,000 to \$20,000 marketing allowance for the Town/HUB
- Planning Contract – do 1.5 days and try for new Code Enforcement program with WPCOG
- Will apply for PARTF (Board Consensus)
- Renovation of bathrooms on second floor at HUB, plus heat and air - painting to be done by Town Staff

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Next Budget Meeting Scheduled:

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The next Budget Work Session was scheduled for Thursday, April 5<sup>th</sup> at 5:30 pm.

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Adjournment:

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Motion: (Larry Chapman/Bill Warren) to adjourn the meeting. Unanimously approved.

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Tamra T. Swanson, Town Clerk

