

**ERWIN BOARD OF COMMISSIONERS  
RETREAT MINUTES  
FEBRUARY 3, 2016  
ERWIN, NORTH CAROLINA**

The Board of Commissioners for the Town of Erwin with Mayor Patsy Carson presiding held its Annual Planning Retreat in the Town of Erwin Staff Training Room adjacent to the Erwin Library and Community Center on Wednesday, February 3, 2016 at 9AM in Erwin, North Carolina.

Board Members present were: Commissioners Alvester McKoy, Frankie Ballard, Ricky Blackmon, Randy Baker and Thurman Whitman.

Board Members absent were: Commissioner Turnage.

Interim Town Manager Richard Hicks, Town Clerk Cynthia Patterson, Finance Director Debbie Chestnut, Public Works Director Mark Byrd, Librarian Jeanne Serrette, Engineer Bill Dreitzler and Interim Assistant Chief: Sgt. Jonathan Johnson and Park Director Doug Stevens were present.

Mayor Patsy Carson called the meeting to order at 9AM.

**DEPARTMENTAL CAPITAL REQUEST**

Below is the request from each Department for the upcoming 2016-2017 fiscal year.

**PARKS AND RECREATION---DOUG STEVENS**

**Priority for Field Lighting Replacements:**

**Field #3 needs renovation 1<sup>st</sup> (existing poles are in poor condition)**

Field #2 is the most used throughout the year (poor lighting, pole life is short)

Field #1 is the most used throughout the year (poor lighting, pole life is short)

Field #4 has no lighting installed

Total cost for Musco Lighting to be installed on all four (4) fields is \$764,292.

**Funding Options:**

PARTF Grant Application (application submitted by May 2, 2016 and grant awarded early fall 2016)

Pledge and naming rights to match PARTF grant

Musco Light Financing:

5yr note (3.95%)

7yr note (4.45%)

10yr note (4.4.5%) Estimated payment: \$97,054.08 annually

In order to get a pole expert back in here to re-inspect the poles again and treat them, a cost estimate would be \$15,000.

## **Capital Improvement Projects for next 4 Years**

### **2015-2016:**

Apply for PARTF grant for renovation of lighting for all playing fields at the Al Woodall Municipal Park. Possible cost for this project to be around \$600,000.

### **2016-2017:**

Install new lighting on all playing fields with funds received from PARTF grant application Resurface (2) tennis courts, Skate Park, and parking lot at Al Woodall Municipal Park. Estimated cost \$207,000

### **2017-2018:**

Apply for a PARTF grant for the renovations of the Al Woodall gym facility in the amount of \$600,000. This project will consist of adding a lobby area to the front of the existing facility, as well as adding new rooms on each side to accommodate future recreational activities.

### **2018-2019:**

Add concessions and restroom facilities for Field 4 at Al Woodall Municipal Park. Estimated cost for this project is \$100,000.

### **2019-2020:**

Pave existing walking trails at the Al Woodall Municipal Park. Estimated cost of this project is \$26,000.

### **Trail Extension**

Hoping to complete this project by the end of March, have a 1 year extension on the contract. The budget amendment that was applied to the contract to help cover the cost of the equipment rental in the wooded areas, the only item that was not cover in the budget for the grant was for the fencing down behind the Dunn Water Plant. It's basically covering the fence area between the 2 easement that the Town received from the City of Dunn and Duran Guay's residents. Had to install new fencing at which the cost will be \$2,700 and hoping to get this out of this year's budget.

### **The Wall of Fame Project located behind Football Scoreboard:**

Take all the signs down that are currently on the batting cages and place on the Wall of Fame, 30ft long oval shape, 8ft tall on a cement slab with sidewalks, flagpole and water fountain. The money for this project will be coming from Tim Morris, a local attorney and has offered to pay up to \$10,000 dollar for dollar match and the funds that would be used for this project match what Mr. Morris will come out of the Priebe account. The balance of the Priebe account is \$5,388. Hoping to build this wall and complete this project with what funds we have here. Not asking for additional funds.

**PUBLIC WORKS---MARK BYRD****Capital Improvement Plan 2016-2020****2015-2016:**

Service Truck \$25,000 budgeted \$30,000 actual

**2016-2017:**

Heater for Warehouse Area

Heat only \$4,000

Heat and A/C \$7,200

Heat and A/C for Office Space \$4,700

Divider Wall \$4,000

North Star Hot Water Pressure Washer

Without Trailer and Water Tank \$7,200

Includes Trailer and Water Tank \$7,400

Mini Excavator \$40,000

**2017-2018:**

Snow Plow Attachment \$5,000

Service Truck \$25,000 budgeted \$30,000 actual

**2018-2019:**

Shop Truck \$32,500

Leaf Truck \$170,000

**2019-2020:**

Sewer Washer \$30,000

Cab Tractor \$50,000

**POLICE DEPT---JONATHAN JOHNSON****Capital Improvement Projects 2016-2019****2016:**

Purchase of 8 body worn cameras \$3,500 plus storage fee's

Purchase of 10 new bullet proof vest \$10,000

Purchase of traffic control devices. Water filled K-Rails \$12,000

Taser replacements \$5,000

**2017:**

Purchase of 8 long guns .223 rifles \$10,000

**2018:**

Two new patrol vehicles \$70,000

**2019:**

Two new patrol vehicles \$70,000

**LIBRARY---JEANNE SERRETTE****Printer---Systel Business will provide options:**

All in one with color options 60 month lease at \$158.65 a month

Same printer that only does black 60 month lease at \$122.65 a month

Older and small refurbish system that will do black and color 60 month lease \$94.86 a month

**Furniture/Lounge Chairs**

Demco Options

Lounge Chair \$689.99

Rockwell Accent Chair \$314.99

Regency Nova Table Chair \$389.99

**Technology**

As trends in consumer electronics shift toward personal mobile devices, more patrons are bringing in their own laptops and tablets to use in conjunction with library services. There are currently only two outlets accessible to the public. Power stations will provide much needed relief to the overcrowded receptacles.

Powerball Charging Unit \$619.99-\$699.99

Tablets are becoming the undeniable future of computing. Children will need access to learn the user skills or else be left behind in school and eventually the workplace. The Launchpad systems offer a special experience over traditional tablets. They come preloaded with educational applications and have limited system functionality. After returned by a patron, library staff need only do a system reset, and the unit is wiped clean for the next patron. They will ensure that all children, including the most economically disadvantaged will have access to skills and tech they need to thrive.

Playaway Heads and Tails Animals Ages 3-5, Pre-K to K \$99.99 each

**Meeting Room Furniture**

Folding Tables (5)

Chairs (12)

**DISCUSSION OF REVENUE**

Town Manager Richard Hicks informed the Board that what was spent out of Fund Balance last year was \$415,434. Which leaves you with \$1,917,311 and part of that is covered by State Statutes and you cannot spend. You will see this again at the next regular meeting which is Thursday, February 4<sup>th</sup> by our Auditor's presentation. Had 2 budget violations in a couple of departments so sometime soon we will get a letter from the Local Government Association.

What was spent out of Capital Reserve Fund \$182,000 last year. Fund balance beginning was \$3,485,751 and ending balance is \$3,303,598 potential June 30, 2016 unassigned fund balance is \$852,256.

Mr. Hicks then presented some Revenue Options/Expenditure Reductions to the board. After some discussion, it was the majority of the board to review all of the options presented. The goal is to not take out of the fund balance like has been done in the past years.

**SANITATION PROPOSALS**

Mr. Hicks informed the board that we had several bids for garbage/recycling. The following Contractors submitted bids on Tuesday, February 2, 2016:

Republic Services  
Waste Industries  
Waste Management  
All Star Waste Services

After some discussion from the board, it was the Consensus of the Board to invite Waste Industries to the next regular meeting which will be Thursday, February 4<sup>th</sup> at 7pm. This will be time for additional questions or concerns that the board may have, looking at a 5 year contract with recycling once a month.

**EAST ERWIN DRAINAGE**

Town Engineer Bill Dreitzler informed the board that just recently the Town Attorney has signed off on the language of the easement agreements. Staff is doing just the culvert replacement on each road which are River, Burton and Maye Streets. Mr. Dreitzler has talked with the property owners and bringing the easement agreement informing them of the project and schedule. Asked for direction of how Staff needs to approach this. Are we going to look at doing River Road in this year's budget and Burton Street next year's budget and Maye Street the next budget? The reason for this is it's a decision of going ahead and acquire the easements for all 3 crossings but if we are going to spread it out over a couple of budget cycles, I would like to be honest with the person and say we are phasing the construction because of the cost. Mr. Dreitzler stated that the plans are ready to go to bid, so once we have the easement in place the architect can give us the plans to advertise and get started with construction.

Mr. Hicks advised the board that your actual Powell bill fund balance at the end of the paving project will be \$322,841.19.

It was the Consensus of the Board to move forward with River and Burton Street first.

**DEPOT**

Mr. Hicks stated that at the last meeting the board authorized staff to price in taking off the roof of the depot. We found out that it would cost a lot more than what we had expected. So at this point in time, we backed up and scheduled for the actual relocation of the lines and came out just under \$10,000 compared to \$17,000-\$18,000 to taking off the roof. Next Wednesday, staff has a meeting scheduled at 10am for all the people involved in doing the relocation. Will make sure everyone is on board and what the expectations are. Monday, February 15<sup>th</sup> will be the actual day of the move and a rain date of Wednesday, February 17<sup>th</sup>. The construction company will then put the pillows in place of where the building will actually be sitting on and anywhere from 30-60 days the depot will be sitting on its actual foundation. The discussion then will be what our next steps are. There has been talk about paying a USDA application to help fund the cost of the project and will be looking at a 38 year note if you go that route. They may be some grant funding however will be limited. Another option may be going out and borrowing the money on a shorter time frame and will pay whole lot of less interest on the length of the loan. At this point in time staff needs to know do you want staff to go ahead and contact the Local Government Commission and meet with them to find out if they will actually let the Town borrow money or not.

A cost estimate of Phase II of the Depot project is around \$600,000 at which everything will be finished and moved in.

It was the Consensus of the Board to direct Mr. Hicks to see if the Local Government Commission will allow us to borrow the money.

#### **COMPUTER/TECHNOLOGY UPGRADES**

Mr. Hicks stated that the Town has a server that was purchased back in 2011 and was making monthly payments on at which have expired. We have recently purchased this server for \$200-\$300 so the Town now owns it. The monthly payment is still budgeted to make those payments however this server is now 6 years old. Staff has met with the County IT staff and their concern is it could go any day. If it fails the Town does not have a backup and no other option and would probably be down several days. Their suggestion was since we have this already budgeted that we would replace that unit and all of the personal units in Town Hall. We could eventually get on the County's server and if you do, the County could transfer all the data and would not cost the Town in the future however that would require the Town tying in all of our service with the County and would have to go with a T1 line or a wireless service at which seems to make most sense but when staff got to looking, the Town signed a contract with VC3 a couple years ago and the Town is tied in with VC3 until March 2017. This means we cannot switch over to the County. Staff is looking for guidance in to which way we need to go. We could go ahead and purchase another server then wait until after 2017 to switch everything over to the County. Also there has been some discussion of purchasing tablets for each member of the board at an estimate of \$8500 and did not know if this is something the board is still interested in.

It was the Consensus of the Board to have Harnett County IT come and do a presentation at a regular meeting.

#### **MAINTENANCE OF TOWN FACILITIES**

Mr. Hicks informed the board that it was time to put the janitorial upkeep to the facilities back out for bid. A Request for proposal would be for Town Hall, Library and Community Building.

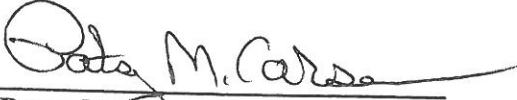
#### **STORAGE UNIT**

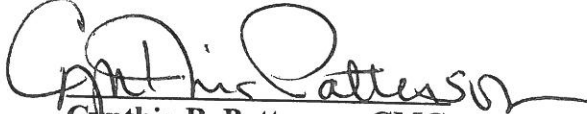
It was the Consensus of the Board to see within the next 30 days to have all storage from depot that is currently being stored in the Erwin Business Complex removed.

#### **ADJOURNMENT**

Commissioner Blackmon made a motion to adjourn at 1:50pm and was seconded by Commissioner McKoy. The Board voted unanimously.

**MINUTES RECORDED AND TYPED BY  
CYNTHIA B PATTERSON TOWN CLERK**

  
Patsy M. Carson  
Mayor

  
Cynthia B. Patterson, CMC  
Town Clerk