

**BUDGET WORKSHOP
MEETING MINUTES
MARCH 13, 2008
6:00 P.M.**

A budget workshop was held on March 13, 2008 at 6:00 p.m. in Conference Room B of the Alice Watts Tuttle Community Center. Present at the meeting were Mayor Keith Snow, Mayor Pro Tem Billy McHone, Councilor Mark Baker, Councilor Robin Beck, Councilor Myron Marion, and Administrator Dan Corder. No members of the press or public were present.

Mayor Snow called the meeting to order and turned the meeting over to Administrator Corder for the current year budget update.

Administrator Corder updated the Council on the status of the current budget. Spreadsheets showing each line item from last year and identifying projections for the fiscal year end were presented and discussed. Money in the current budget will be saved in all departments and year end balance in the general fund will be higher than initially budgeted. The Village Hall Project will come in at least \$34,000 to \$40,000 under budget. The next step will be to prepare the estimates for next year in each budget category as we continue to develop next year's budget.

Administrator Corder presented the Council with information which he had accumulated on the upcoming 2008-2009 budget which could be expenditures for consideration. Those items are reported as follows:

1. Annexation Study – Mayor Pro Tem McHone reported that he and Administrator Corder had met with several firms and the local COG to discuss performing an annexation study. The COG proposal was identified as the most acceptable alternative and the most cost worthy. The COG can perform this study for a cost not to exceed \$5,000. There was a general consensus to put this in the budget.
2. Salary Study – Administrator Corder informed the Council that he had updated the salary study himself and presented the Council with the old study and the updated information for their consideration. There was discussion but no action taken regarding the information submitted. Council will continue to evaluate this item through the budget workshops.
3. Contract with Triad Sheet Metal - The Village has maintenance agreements with contractors for heating and air conditioning service items on the Community Center and the Old Village Hall. A similar agreement has been discussed with the vendor on the new Village Hall. The Council

agreed that this would be acceptable to do in the new building for the upcoming year and authorized it by consensus. The contract amount was \$559 per year.

4. Tax Base Estimate – The tax base estimate has increased by 4.92% from the previous year.
5. Interest Income – Interest estimate and history from NCCMT was presented.
6. Restricted Fund Projects – Color Coating the tennis and basketball courts, repair, and net replacement and repainting will cost about \$10,500, but needs to be done about every 5 to 6 years. It has been six years since this was done. To replace all picnic tables in the park, all benches, and grills not counting any installation could cost about \$16,118 if these were purchased from the Department of Corrections. Delivery dates on these products are about 10 months and we would have to figure out how to surplus what we removed. Buying an additional 16 banners and 8 brackets is about \$2,754. The Jeffco quote to fix some additional drainage places that were not worked on last year was about \$6,000. Council was receptive to performing the color coating, buying the additional banners and finishing up the drainage improvements. It was felt we should wait another budget cycle to perhaps consider the picnic table purchase and that the tennis and basketball court project was more critical at this time.
7. Utility Cost for New Village Hall – A projection from Duke Power was presented.
8. Painting in Community Center and Picnic Shelter – The main room needs painting and door casings and some guttering outside as well as the eaves and trim are showing wear. A cost proposal for performing some or all of this work was discussed. The main room, door casings and guttering and some small work at the picnic shelter should be done this year, but the eaves and trim work on the Community Center can wait another year. The work without the eaves and trim was \$2,070 and the trim was an additional \$2,680
9. Pressure Washing – A cost proposal to pressure wash all the park structures was discussed and Administrator Corder was advised by Council to get another quote and compare costs.
10. Community Center Contracts – The Village will take in about \$14,000 in income and will pay out about \$14,000 in utility and other maintenance cost and supplies. When you factor in the rental refunds of \$100 per rental and add in the time to set up and the time for an attendant the actual cost to operate is closer to \$25,000 which means the gap in cost versus income is widening at a greater pace. Propane cost is a big part of this problem. The Village has not raised rates since the building was built. It could be time to modify the contracts. It was suggested that the decorating cleaning fee be eliminated from the contract and the per hour rates would be used for all rentals which would result in standard per hour fees being paid for all contracts both resident and non resident, but there

would be no change in the other rental rates. If further changes become necessary they can be made at any time. No changes would be made to the picnic shelter contracts. Administrator Corder was asked to modify the contracts accordingly and bring them back to Council to review.

11. Cleaning Proposal – A contract cleaning proposal to clean the new Village Hall, the Community Center, do floor maintenance and potentially to take on some park maintenance and closing was discussed. Elements of the proposal are good, but some areas need to be refined. Administrator Corder was advised to continue work on this proposal as it has some merits as opposed to performing the work with part time staff. In addition it was requested that references on the firm be submitted.
12. Powell Bill Projects – Meetings have been held with the DOT concerning projects costs on identified roads within the Village network. A new law allowing us to spend Powell Bill money on state projects would allow us to choose some projects to work on with the state. These costs were submitted to Council. There was much discussion regarding which project would be the most important to our residents and the Council will take this information and consider it for the next workshop.

A motion to adjourn was made by Councilor Beck and seconded by Mayor Snow. All were in favor of adjournment. The meeting adjourned at 8:30 p.m.

Minutes Submitted By:

Dan Corder
Administrator