



TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES

February 3, 2014 7:00 pm (Reconvened from January 13th)
Ayden Town Hall – Second Floor District Courtroom

I. CALL TO ORDER

A. Call to Order

Mayor Tripp called the meeting to order at 7:05 pm and called for a motion to return to Open Session.

Motion: Commissioner Harris

Second: Commissioner Mewborn

Discussion: None

Approved: 5-0

The motion to return to open session was approved.

B. Roll Call

Present:

Mayor Tripp

Commissioners Davenport, Harris, Mewborn, Ross and Skinner

Absent:

None

Also Present:

Leonard Barefoot – Interim Town Manager

Sherri Scharf – Town Clerk

Chris Tucker – Finance Director

Robert Sutton – Director of Public Works & Utilities

Phillip R. Dixon – Town Attorney

II. DISCUSSION ITEM

Interim Manager Barefoot distributed a memo regarding the Town's projects for the upcoming fiscal year suggesting that it will take more multiple workshop sessions to hone down workable goals and objectives. He stated that during this first workshop meeting the topic will be finances, the "big picture, where the town stands at mid-year, and staff concerns moving forward.

Finance Director Chris Tucker then addressed the board with a two-pronged approach: a PowerPoint presentation on how the Town manages its revenues, expenditures and various funds and a specific report that shows the Town's current financial position and projections for FYE 2014.

Topics of the PowerPoint presentation included:

- General fund
- Special revenue funds
- Capital project funds
- Enterprise funds (electric and water/sewer)
- 5 types of fund balance
- Unrestricted net position (a/k/a: working capital)

The Town's financial position as of June 30, 2013 was reported as follows:

- General Fund – Fund balance = \$2,214,181
- Electric Fund – Unrestricted net position = \$5,693,413
- Water/Sewer Fund – Unrestricted net position = \$1,921,794

Total cash and investments as of December 31, 2013 = \$9,380,101

FYE 2014 Budget Highlights are as follows:

- Combined Operating Budget = \$21,516,044
- Tax rate of \$0.54 per \$100 valuation
- No rate increases for sanitation, electric or water/sewer
- Funding for 69 full-time and 3 permanent part-time employees
- General Fund debt: final payment for Fire/Rescue building of \$47,926
- General Fund debt: first of 6 payment for Fire Equipment Truck of \$72,235
- General Fund Appropriation for 2012 CDBG Project = \$52,500
- No debt payments for Electric Fund
- Electric Fund debt & appropriations = \$420,664
- Water/Sewer Fund debt & appropriations = \$364,683

Interim Manager Barefoot then stated it would be appropriate to give an update on major Town projects and asked Robert Sutton to provide a status update on the District Park. Mr. Sutton stated that the Pitt County Health Department conducted a site review and requested that the utility facility that houses the bathrooms, pumps, equipment and chemical room will need to be expanded in order to receive a permit. This will increase the Park's project costs. The contractor, Bobby Tripp, will provide a cost estimate within the next week. Mr. Sutton stated that some work can be done in-house for cost savings and that he thinks the budget will be "very close." At this time, all equipment has been ordered but it has been too wet for large construction equipment to operate on site. Despite the weather setbacks, he believes that the Splash Pad will be operational by Memorial Day.

He anticipates that part-time seasonal employees will staff the Splash Pad from Memorial Day to Labor Day each year, much the same as how the Recreation Department currently uses seasonal employees for its other programs and camps.

Commissioner Davenport inquired about business sponsorships for the Park, a previous plan that had been developed. Mr. Sutton commented that his understanding was that strategy would be engaged after Phase I of the Park is completed.

Commissioner Mewborn inquired about a timeframe for hiring new staff and also about police patrols of the grounds. Mr. Sutton replied that the Park will have restricted access and that most of the staffing will be maintenance, except for temporary seasonal employees.

Interim Manager Barefoot then mentioned the \$262,000 that had previously been appropriated from the Electric Fund for downtown building renovations will now need to be reallocated for the expensive electric substation repair work. Commissioner Davenport commented that the Town should take a conservative approach and ensure basic needs are provided before spending money fixing up downtown buildings.

Mr. Barefoot stated that he had recently met with Small Town Main Street Committee Chair Mike Whaley who expressed a concern that the Committee was losing momentum due to the lack of a Town planner since Brad Hufford left for his Pitt County position. He suggests that now is the time to advertise an opening and get a new person on board. He and Mayor Tripp agreed that the position title should remain Economic and Community Planner. Commissioner Mewborn inquired about having two positions stating the need for a focus on marketing. Mr. Barefoot stated that the Town should take a conservative approach and fill one position and Mayor Tripp agreed. Mayor Tripp added that the Board should set a 5 to 10 year vision using the Comprehensive Plan and the Economic Development Strategic plan that was just completed as guides for future planning.

Mr. Barefoot then gave a brief update on the Town Manager search by stating that 33 applications had been received so far. At this point, he has reviewed 20 of them and narrowed that group down to 8 to 10 he felt were qualified. Some applicants were out of state, but he feels that for any of them to become a bona-fide candidate, they need to be special. He would like to continue his review process, narrow the short list down even further for discussion at the February 10th Board meeting, and then do background checks and set up interviews.

III. CLOSED SESSION

Mayor Tripp called upon Town Attorney Phil Dixon who recommended that the Board enter into Closed Session pursuant to NCGS 143-318.11 (a) (1) – to prevent the disclosure of information that is privileged or confidential pursuant to

the law of this State or of the United States, or not considered of public record within the meaning of Chapter 132 of the NC General Statutes, which includes certain electric power contract discussions to which a joint power agency may be a party, concerning electric power operations pursuant to the provisions of Section 159B-38 of the NC General Statutes.

Mayor Tripp called for a motion and subsequent vote to enter closed session.

Motion: Commissioner Davenport

Second: Commissioner Harris

Discussion: None

Approved: 5-0

The motion to enter closed session at 8:50 pm was approved.

Mayor Tripp asked that Mr. Tucker and Mr. Sutton stay for the closed session.

IV. RETURN TO OPEN SESSION

Mayor Tripp called for a motion and subsequent vote to enter open session.

Motion: Commissioner Davenport

Second: Commissioner Skinner

Discussion: None

Approved: 5-0

The motion to return to open session at 9:15 pm was approved.

V. ADJOURNMENT

Mayor Tripp announced that with there being no further business before the board, that without objection, the meeting would stand adjourned at 9:15 pm

CERTIFICATION

Minutes from the February 3rd, 2014 meeting were adopted and certified this 10th day of February 2014 in Ayden, North Carolina.

ATTEST:

AYDEN, NORTH CAROLINA



Sherri L. Scharf, Town Clerk



Stephen W. Tripp, Mayor

