

**MINUTES OF THE BOARD OF ALDERMEN
TOWN OF KERNERSVILLE, N.C.
BRIEFING SESSION JUNE 1, 2011**

The Board of Aldermen of the Town of Kernersville met in a briefing session at 5 P.M. on the above date in the Town Hall Executive Conference Room at the Municipal Building at 134 East Mountain Street.

Present: Mayor Dawn Morgan, Mayor Pro Tem Kevin Bugg, Alderman Tracey Shifflette, Alderman Keith Mason and Aldermen Dana Caudill Jones.

Absent: Alderman Bob Prescott.

Staff Present: Curtis L. Swisher, Town Manager; John G. Wolfe III, Town Attorney; Jayne Danner, Deputy Clerk; Jeff Hatling, Community Development Director; Doran Maltba, Public Services Director; Ken Gamble, Police Chief; Walt Summerville, Fire Chief; Russell Radford, Engineering Director; Brian Ulrich, Transportation Manager; Ernie Pages, Parks and Recreation Director; Gray Cassell, Information Services Director; Franz Ader, Finance Director and Ray Smith, Human Resources Director.

Call to order and invocation.

Mayor Dawn Morgan called the meeting to order at 5:10 pm and Alderman Keith Mason delivered the invocation.

Mayor Dawn Morgan stated that prior to the Briefing Meeting she would like for the Board to meet in Closed Session and she asked for a motion to amend the Agenda.

Alderman Dana Caudill made a **Motion** to amend the June 1, 2011 Agenda. Alderman Tracey Shifflette seconded the motion and the vote was all for and motion carried.

Alderman Keith Mason made a **Motion** to go into Closed Session for the purpose of a discussion regarding certain matters about which the Board needs to be advised regarding Personnel Matters, which is permitted by NCGS 143-318.11(6) at 5:14 p.m. Mayor Pro Tem Kevin Bugg seconded the motion and the vote was all for and motion carried.

The meeting reconvened in Open Session at 5:45 p.m.

Mayor Morgan welcomed everyone in attendance and addressed the purpose of the Closed Session.

1. Fiscal Year 2011-2012 Budget Work Session.

Mr. Curtis Swisher, Town Manager stated that the Draft FY 11-12 Budget has been available on the Town website for citizen's to review for several weeks. He stated that he will give a general

overview of the revenues and expenses in the recommended Budget this evening and answer any questions the Board may have. He added that the FY 11-12 budget recommends a .4975 cent per \$100 valuation tax rate, the same tax rate as FY 10-11 and a \$300,000 appropriation from Fund Balance, which is lower than FY10-11. Mr. Swisher stated that he predicts the revenues for FY 11-12 to be \$27 million, and while this appears to be \$2 million higher than FY 10-11 it is really only \$300k because of revenue transfers that didn't occur last year. approximately \$300,000 more than FY 10-11. He added that he estimates that the property tax base for Forsyth County to be \$45 million less than FY 10-11, however Guilford County will be higher by approximately \$15-\$16 million, due to residential growth and FedEx/Triad Business Park.

Mr. Swisher stated that he does recommend several increases and new fees for residential and commercial sanitation services in FY 11-12 which should net approximately \$180,000 in new revenues. He added that residents and businesses will be notified by letter about these changes in fees and changes to bulky item pick up schedules.

Mr. Swisher stated that after FY 12-13 the Town will lose revenues from sales tax hold harmless and estimates revenues of approximately \$700,000 for FY 11-12. He added that he estimates growth in sales and use tax in FY11-12 and a property tax collection rate of 98%.

Mr. Swisher stated that the Town will continue to cut expenses wherever possible in FY 11-12 and recommends cuts of \$400,000 from departmental requests such as police cars, other vehicle requests and road resurfacing. He added that unfortunately 4 positions were eliminated; several positions were transferred within or to another department and one position was frozen. He also recommended elimination of all overtime for all employees except for Fire Department personnel and for certain special events, such as parades, folly, etc. Mr. Swisher further added that he recommends no furlough for FY 11-12; no 401 K match contributions, continuing developmental pay and a 2% merit increase for all employees. He stated that Town employees will have to contribute \$60 towards health benefits each month. He added that Wellness Incentives will be offered to employees such as tobacco cessation and annual physicals/wellness assessments which could reduce the contribution to \$30 per month if employees choose to participate.

Mr. Swisher highlighted some of the budget line items by department:

Governing Body – recommend fund non-profits same amount as last year; TDO reimbursement \$39,870.

Administration – recommend purchase of new fireproof file cabinet and laptop used by the Clerk for Board Meetings.

Community Development – recommend elimination of \$40,000 for professional services; eliminate \$12,000 for Wayfinding program; eliminate Inspector 1 position in Permit & Enforcement; and not recommend request for new vehicle.

Finance – recommend new position, this new position will eliminate part-time position and offset overtime costs; recommend new software program.

IT – combined all telephone and internet usage to one budget line item in IT instead of each individual departments; recommended installation of new phone system in FY 10-11 will decrease phone bill initially by \$24,000; and recommend replacing current vehicle with an SUV that is more useful for moving computer equipment around.

HR – recommend decrease in employee appreciation line item due to Wellness Program line item transferred to Insurance budget line item; recommend increase in employee training for supervisory training; recommend purchase of new software.

PD – recommend purchase of 10 police cars, 15 requested.

Fire – recommend increase for departmental supplies & materials to cover increase in costs of medical supplies and software needed on fire trucks; recommend uniforms replacement. Capital Outlay - recommend driveway repair at Station 42, and recommend purchase of new equipment for gas detection as current equipment will be obsolete by 2015.

Engineering – recommend professional services for sanitary sewer study & two environmental studies, costs will be offset by revenues.

Public Services Street Division – recommend slight increase for supplies due to increase of price of materials.

Public Services Solid Waste Division – decrease in salary due to position eliminated; recommend purchase of new dumpsters and rollout carts. Capital Outlay - recommend purchase of new front end loader and set truck.

Public Services Administration – recommend increase in training for a 2 year class for Doran Maltba, Public Services Director.

Public Services Central Maintenance – significant increase in fuel costs, estimate \$3.04 per gallon for gas, \$3.06 per gallon for diesel; recommend purchase of scan tool (a diagnostic tool) for heavy trucks; recommend replacement of fire extinguishers in vehicles to be OSHA compliant; recommend increase for parts and accessories due to repair costs of older vehicles.

Public Services General Services Division – all assets and utility bills have been transferred to General Services from individual departments; recommend replacement of windows in the Community House; recommend repainting of conference room in Central Maintenance Building. Capital Outlay - recommend resurfacing Public Services yard; replacement of roof and air conditioning units at Public Services Administration Building; recommend repair of roof and gutters at Town Hall.

Parks and Recreation – recommend new part-time position of athletic programmer due to increase in programs; recommend increase in supplies and materials for turf treatments. Capital Outlay - recommend purchase of self contained spraying unit; replacement of John Deere Gator; repair tennis courts at 4th July Park; recommend increase to professional services to cover costs

of Kernersville Lake Park dam safety inspection required by the State. May need to consider an additional seasonal employee in the near future due to the increase in the number of areas to be maintained at intersections throughout Town.

Transportation Division – decrease in salary due to transfer of one position to Stormwater and elimination of one position; contracted services for different projects some of which are offset by revenues. Capital Outlay – Piney Grove Road Widening, Union Cross Turn Lane and School Street Sidewalk projects also have some revenues to offset expenses; recommend construction of Angel Drive.

Stormwater Enterprise Fund – funds can only be used for stormwater related expenses, recommend professional services for design and engineering services for 4 projects; monies will be transferred into General Fund for work and expenses that are completed by other departments.

Capital Projects Ordinance –

Transportation – recommend closing this fund in FY 11-12, appropriating \$1.181 million to General Fund, \$477,000 to be transferred to Capital Reserve Fund for transportation projects. Kerner Mill Creek Greenway - transfer of Town Match for cost of Greenway to General Fund.

Capital Reserve Fund – new fund created in FY 10-11, \$65,000 for fire truck, funds for Transportation Projects.

E911 Fund – estimate expenses in FY11-12 to be \$109,000, will receive reimbursements from county in FY 11-12 of \$64,000, in FY 12-13 \$32,000 and then no reimbursements in the years to follow, current fund balance \$95,000.

Occupancy Tax Fund – recommend fund same organizations in the same amounts as approved in FY 10-11 Budget.

Mr. Swisher offered to answer questions this evening or via email and phone prior to the Budget Public Hearing on Tuesday.

Alderman Shifflette asked how unexpected expenses like the storm this past Friday are funded.

Mr. Swisher stated that if necessary a Budget Amendment is prepared so that the funds can be transferred from the fund balance. He added that the Fund Balance for the Town is healthy, about 30%.

2. Consideration of a Bike Rack Agreement.

Mr. Brian Ulrich, Transportation Manager stated that the Metropolitan Planning Organization (MPO) has been awarded grant funds for bike racks throughout Forsyth County. He added that Staff is requesting approval of installation of bike racks at Harmon Park; Town Hall; Paddison Memorial Library; Century Lark Park and Old Kernersville Lake Park. Mr. Ulrich further added that the bike racks will be delivered and installed by the City of Winston Salem at no cost to the Town. This will probably occur during the summer. However, concrete pads would need to be

poured prior to installation of bike racks and that would incur a cost to the Town of approximately \$133 for materials.

Alderman Dana Caudill Jones made a **Motion** to approve an Agreement for Bike Racks. Alderman Keith Mason seconded the motion and the vote was all for and motion carried.

3. Consideration of a Municipal Agreement for School Street Sidewalk.

Mr. Brian Ulrich, Transportation Manager stated that Staff is requesting approval of a Municipal Agreement for School Street Sidewalk. He added that it is hoped that this project can be completed while school is out for the summer. He further added that this Safe Routes to School project received 100% grant funding of \$100,000, however the latest engineers estimate is \$130,000. Mr. Ulrich stated that the Winston Salem Forsyth County School System has agreed to cost share the overage with the Town of approximately \$15,000 each.

Alderman Dana Caudill Jones made a **Motion** to approve a Municipal Agreement for School Street Sidewalk. Alderman Keith Mason seconded the motion and the vote was all for and motion carried.

4. Consideration of a Recommendation by the KDPDC to Allow a Downtown Event: Arts d’Vine, June 10, 5:00 to 9:00 PM

Mr. Swisher stated that the KDPDC, as outlined in their Funding Agreement, are recommending approval of the Arts D’Vine event scheduled for downtown on June 10th. He added that the street closing request has been approved by North Carolina Department of Transportation.

Mayor Pro Tem Kevin Bugg made a **Motion** to approve the Arts D’Vine Downtown Event as recommended by KDPDC. Alderman Tracey Shifflette seconded the motion and the vote was all for and motion carried.

5. Briefing on the June 7, Regular Meeting Agenda.

Mayor Morgan highlighted each of the ceremonial items on the Agenda.

PLEDGE OF ALLEGIANCE, BOY SCOUT TROOP 779

PRESENTATION OF PROCLAMATION TO GLENN HIGH SCHOOL

PRESENTATION OF PROCLAMATION TO EAST FORSYTH MIDDLE SCHOOL

**PRESENTATION TO KERNERSVILLE CARES FOR KIDS SCHOLARSHIP
RECIPIENT**

PRESENTATION TO KERNERSVILLE CARES FOR KIDS KEY VOLUNTEERS

**PRESENTATION OF PROCLAMATION TO DR. SANDY SIKES, PRINCIPAL OF PINEY GROVE ELEMENTARY SCHOOL
PRESENTATION BY MAYOR ALLEN JOINES, CHAIRMAN OF THE FORSYTH COUNTY ARTS COUNCIL**

Item # 1 PUBLIC HEARING: on proposed Fiscal Year Operating Budget 2011-2012.

Mr. Swisher stated that the Budget Public Hearing has been advertised as required by the North Carolina General Statutes and that he will give a presentation on the proposed FY 2011- 2012 budget.

Item # 2 PUBLIC HEARING: Aegis Family Health Centers, Owner, for property located at 1306 Masten Drive, being all of PIN #6875-59-3118, containing 5.89 acres more or less. Petitioner requests a General Use District rezoning to rezone from a HB-S (Highway Business – Special Use District) Zoning District to an IP (Institutional Public) Zoning District. Zoning Docket K-707

Mr. Jeff Hatling, Community Development Director briefed the Board on this rezoning request. He stated that Planning Board and Staff recommend approval as presented.

Item # 3 PUBLIC HEARING: L. E. Pope Building Co., Inc., Owner, for property located at 1094 Highway 66 South, being part of PIN #6885-67-2926, containing .25 acres more or less. Petitioner requests a General Use District rezoning to rezone from a GI-S (General Industrial – Special Use District) Zoning District to a HB (Highway Business) Zoning District. Zoning Docket K-708

Mr. Jeff Hatling, Community Development Director briefed the Board on this rezoning request. He stated that Planning Board and Staff recommend approval as presented.

Item # 4 PUBLIC HEARING: L. E. Pope Building Co., Inc., Owner, for properties located at 1349-1355 Angel Road, being all of PIN#6885-58-7678; all of PIN#6885-58-7870; and part of PIN# 6885-58-7670 (to include all current RS-12 zoning), containing a total of 1.50 acres more or less. Petitioner requests a General Use District rezoning to rezone from a RS-12 (Residential Single Family, minimum lot size 12,000 sq. ft.) Zoning District to a GI (General Industrial) Zoning District. Zoning Docket K-709

Mr. Jeff Hatling, Community Development Director briefed the Board on this rezoning request. He stated that Planning Board and Staff recommend approval as presented.

Item # 5 PUBLIC HEARING: Curtis Swisher, Agent for the Town of Kernersville, for a proposed Zoning Text Amendment to the Unified Development Ordinance (UDO) by amending Chapter B, Article II, 2-5.70 (Transmission Tower) and Chapter B, Article II, Table 2.6 (Permitted Use Table). Zoning Docket KT-204

Mr. Jeff Hatling, Community Development Director briefed the Board on this text amendment. He stated that Planning Board and Staff recommend approval as presented.

Item # 7 Consideration of Playground Renovations for Harmon Park.

Mr. Ernie Pages, Parks & Recreation Director briefed the Board on this matter, stating that the Board previously approved up to \$30,000 for renovations to playground equipment at Harmon Park. He added that Ms. Donohue will be present at the meeting on Tuesday to present the playground plans and request the Board's approval.

Item # 8 Consideration of a Resolution Establishing Areas of Consideration for Annexation.

Mr. Swisher briefed the Board on the Resolution Establishing Areas of Consideration for Annexation. He stated that the Town adopts a resolution every two years identifying areas under consideration for annexation; however the Town has no plans for annexation of these areas at this time.

Item # 9 Pedestrian & Bicycle Committee Sidewalk Implementation, 3rd Annual Budget Report.

Mr. Swisher briefed the Board on this matter. He added that Bruce Frankel representative for the Pedestrian and Bicycle Advisory Committee will present this report on Tuesday.

Item # 10 Consideration of Town's Participation in the Enhancement of the Union Cross Road Widening Project.

Mr. Swisher briefed the Board on the potential enhancements within the Town for the sidewalk and landscaping at the interchange at I40 and Union Cross Road. Mr. Swisher added that questions have been raised about the funding of portions of the sidewalk that are not within the Town limits, he further advised that legally the Town cannot fund this section of sidewalk.

Mr. Ulrich stated that the North Carolina Department of Transportation (NCDOT) will be contacting the Transportation Advisory Committee (TAC) to see if they will fund the section of sidewalk that is not within the city limits of Winston Salem or Kernersville.

Item # 11 Consideration of an Ordinance Amending the Kernersville Code of Ordinance Book:

Chapter 8, Public Services

Mr. Swisher briefed the Board on the recommended changes to Chapter 8 of the Code of Ordinances.

Item # 12 CONSENT AGENDA:

- C-1 Approval of Minutes for April 27, 2011 Briefing Session**
- Approval of Minutes for April 27, 2011 Closed Session**
- Approval of Minutes for May 3, 2011 Closed Session**
- Approval of Minutes for May 11, 2011 Closed Session**

- C-2 Consideration of the new Lease with the Kernersville Woman's Club for the Kernersville Community House.
- C-3 Consideration of a Recommendation to designate a Chairman for the Sister Cities Commission.
- C-4 Consideration of Appointments to Various Boards and Commissions.

Mayor Morgan highlighted the Consent Agenda items and stated that all of these items are on the website for citizens to review.

6. Matters to be presented by the Town Manager and Town Attorney.

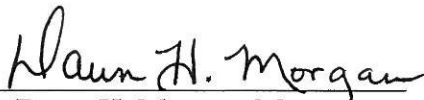
Mr. John Wolfe, Town Attorney stated that he has one matter for the Board's consideration. Mr. Wolfe presented an Assignment of Easement for water & sewer from Page & Simpson. Mr. Wolfe advised that this easement was for the construction of Century Park Boulevard and now needs to be assigned to City County Utilities Commission from the Town.

Alderman Keith Mason made a **Motion** to approve the Assignment of Easement to City County Utilities as presented by Mr. Wolfe. Mayor Pro Tem Kevin Bugg seconded the motion and the vote was all for and motion carried

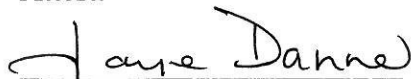
7. Adjournment.

Alderman Tracey Shifflette made a **Motion** to adjourn the meeting at 7:24 p.m. Alderman Keith Mason seconded the motion and the vote was all for and motion carried.

Being no further business to come before the Board, the meeting was adjourned.


Dawn H. Morgan, Mayor

Attest:


Jayne Danner, Deputy Clerk

I, Jayne Danner, Deputy Clerk of the Town of Kernersville, North Carolina, do hereby certify that this is a true and correct copy of the minutes of the meeting duly held on June 1, 2011.

This the 30th day of June, 2011.


Jayne Danner CMC, Deputy Clerk