

The Smithfield Town Council reconvened its May 10, 2018 meeting on Tuesday, May 15, 2018 at 6:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided .

Councilmen Present:

Mayor Pro-Tem Scott  
Emery Ashley, At-Large  
Marlon Lee, District 1 (departed at 7:26pm)  
David Stevens, District 2  
Dr. David Barbour, District 4  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

Administrative Staff Present

Michael Scott, Town Manager  
John Blanton, Fire Chief  
Lenny Branch, Public Work Director  
Ted Credle, Public Utilities Director  
Gary Johnson, Parks and Recreation  
Tim Kerigan, Human Resources/PIO  
Shannan Parrish, Town Clerk  
R. Keith Powell, Chief of Police  
Greg Siler, Finance Director  
Stephen Wensman, Planning Director

**Reconvene: May 10, 2018 Meeting**

Mayor Moore reconvened the meeting at 6:09 pm

Finance Director Greg Siler informed the Council that approximately 770 customers did not receive a utility bill due to a software error.

Town Manager Michael Scott informed the Council that he had been contact by the HOA of Lake Park Circle. He reminded the Council that the Town agreed to accept the street once they brought it up to Town Standards. The Town has asked them to fix all the cracks in the road, but they only want to fix the cracks larger than ¼ of an inch or bigger. It is estimated that repairing all the smaller cracks would cost \$3,000. They are asking the Town to split the cost with the HOA. Mayor Moore stated they agreed to fix the road to our standards before we accepted the road as a Town maintained street. It was the consensus of the Council that the HOA should comply with the original agreement.

Town Manager Michael Scott informed the member of the Council that the Chamber has approached the Town on determining the Town's interest in partnering with the Chamber for a dog park adjacent to the Chamber's office. The Town set aside funds for the construction of a dog park at Civitan field and the Town's efforts should to the construction of that park.

**1. General Fund**

**a. Parks and Recreation**

Parks and Recreation Director Gary Johnson highlighted some items in the proposed FY 18-19 in the Parks and Recreation Department: They are as follows:

- Fuel: Increase due to projected costs
- Service Contacts: Increase in line due to adding Community Park to the landscape maintenance contract.
- Capital Outlay: Funds have been included to renovate the playground equipment at Smith Collins Park, to resurface basketball courts at Community Park, to replace a 2003 dump truck, to make the parks handicapped accessible, for sidewalks repairs at Community Parks and to replace picnic tables, benches and trash receptacles.
- Swimming Pool Removal: This line is for the removal of the Eva Ennis pool at Smith Collins Park. Staff carried over \$10,000 from last year and \$17,000 has been budgeted for this year since the bid came in at \$27,000 for the demolition.

Councilman Lee questioned the \$52,000 budgeted for Park Mowing. Mr. Johnson explained that the contractor is cutting all of the grass except for Smith Collins Park and the athletic fields. Fund have been removed from temp services and put into the contract service. We use park staff for

the detailed work. Councilman Lee stated that he thought we had an employee that was mowing Community Park and Smith Collins Park. The Town Manager responded that there was one employee that was designated to mow Community Park and Smith Collins Park, but one person cannot mow both parks in a 40 hour work week during the summer. Mr. Johnson explained that by moving Community Park back to a contract service, it allowed his employees the time to do the detailed work at the Parks.

Councilman Barbour questioned the cost to add Smith Collins Park to the contract. Mr. Johnson responded it would cost \$5,700 for the entire year. The Town Manager reminded the Council that the Town removed Smith Collins Park from the contract because staff did not feel they were getting the level of service the park deserved.

Mayor Pro-Tem Scott questioned what the employee assigned to mow Smith Collins park would be doing in the event the park was added back to the contract. Mr. Johnson replied that the employee would be doing more of the detailed work that are needed at the parks.

Mayor Pro-Tem Scott questioned if a splash pad could be constructed on the site of the Eva Ennis Pool. The Town Manager responded based on the demolition method, a structure could not be built on that site. To build on the site, the pool would have to be completely removed instead of just being demolished and filled in. A splash pad would cost approximately \$210,000 of a 40 square foot pad, but it would be a great asset at Smith Collins Park.

Councilman Barbour questioned the cost of adding Wi-Fi in the park. Mr. Johnson responded he would have to talk with the IT Specialist about it.

Councilman Lee questioned if anyone had spoke to the employee about being reassigned duties since his is a special situation.

Councilman Stevens questioned how often the parks are mowed. Mr. Johnson explained that Community park is cut once a week and the other Parks are cut once every 10 day, but can be mowed by staff if needed. Councilman Stevens stated that it would be fiscally responsible to pay \$5,700 to add Smith Collins Park to contract services. Mayor Moore reminded staff that any addition to the contract would have to come before the Council for approval.

It was the consensus of the Council to add the \$5,700 to the Service Contract line to add Smith Collins park to the landscaping contract.

**b. Sarah Yard Community Center**

Parks and Recreation Director Gary Johnson explained this was a brand new budget and a new operation for Parks and Recreation. He explained the budget to the Council

Councilman Lee questioned the amount of money that was encumbered from last year and if there were any funds left over. The Town Manager responded that \$10,000 was encumbered from last year which was used for renovations and supplies. Approximately, \$7,000 is still remaining from those funds.

Councilman Lee questioned the type of programs for the center. Mr. Johnson explained the center would be opened from 3:30 pm until 6:30 pm on Mondays, Wednesday, Fridays and Saturdays during the school year. During the summer and school breaks it would be open Monday through Friday from 12:00 pm until 5:00 pm. Councilman Lee stated the Innovation Academy and the Sarah Yard Center could collaborate on some after school activities. He further explained that this is a Community Center and not just a Youth Center. There are senior adults that could also use the facility, but there have not been any programs catered to them.

Councilman Ashley stated that he thought there was an advisory board for the Sarah Yard Community Center. Mr. Johnson responded that there is an ad hoc committee that meets regularly. The hours for the center are what the committee agreed would work for the community. The Town Manager responded that there are different views from the committee members on what should be the vision for the center.

Councilman Ashley stated that it takes time to grow programs for a new facility. The Town Manager responded that next year, staff would have a better understanding of the programs and needs of the community.

## **2. Summary/Discussion Budget Changes**

### **(a) Special Assessments**

Town Manager Michael Scott informed the members of the Council that in order to levy a special assessment, the landowners had to petition the Town for it. The Town does have that authority to make that decision on assessing those property owners. It was suggested that the Council delay action until the property owner come to the Town requesting the special assessment. The Town Manager responded that the Council could do that but they have a constitutional responsibility to maintain the streets and sidewalks in the Town's jurisdiction

### **(b) Municipal Vehicle tax**

Town Manager Michael Scott provided the North Carolina General Statute concerning motor vehicle tax to the Council. This would be a revenue neutral tax meaning that all fees collected would be used for street repairs. At this time, a lot of municipalities are using this tax to improve streets. the Town of Clayton is proposing to increase its fees to \$30 this year.

### **(c) Powell Bill**

Town Manager Michael Scott provided information on Powell Bill funding to the Council. He explained as the population increases , the Town would receive more funds.

### **(d) Equity Drive**

Town Manager Michael Scott provided a map of Equity Drive that included the businesses services by the road. He explained to add lighting to the project it would cost approximately \$1.2 million. He further explained that he spoke with the Town Engineer to determine if the sidewalks would cause flooding issues and it was determine that it would not. At this point, staff is not including funding for the repairs of Equity Drive.

### **(e) Adding Street Resurfacing from Fund balance, 320,000 annually**

Town Manager Michael Scott informed the members of the Council that it was suggested that \$320,000 be used from the General Fund Balance for street repairs. With this expenditure, the fund balance would be just under 60%. With this expenditure, the Town would still increase the fund balance.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Barbour, to add the \$320,000 to Powell Bill funds from the fund balance and explore the option of the motor vehicle tax at a later date. Unanimously approved.

### **(f) Street Sweeper Funding**

Town Manager Michael Scott asked for direction on utilizing fund balance to pay \$150,400 for the street sweeper instead of taking out a loan.

Councilman Rabil, seconded by Councilman Barbour, to pay the \$150,400 for the street sweeper out of fund balance. Unanimously approved.

### **(g) Non- Departmental Requests**

Town Manager Michael Scott stated that the non-departmental budget requests are status quo while some organizations have asked for more funding.

It was the consensus of the Council to allocate \$1,000 to each of the 5 schools in Smithfield for the administration of each school to determine how the funds would be dispersed.

The Public Library requested \$263,532. It was the consensus of the Council to allocate \$250,000 to the Library.

**(h) Police Department Career Ladder**

Town Manager Michael Scott stated that the Council instructed him to investigate Police Officer pay that wouldn't interrupt the pay study. The Police Chief proposed changes to the career ladder that would allow for Police Officers to advance more quickly. This would cost approximately \$ 23,000 and could be paid by this year's surplus of \$53,547.

Councilman Rabil made a motion, seconded by Councilman Barbour, to approve the amendments to the Police Department Career Ladder Program effective July1, 2018. Unanimously approved.

**(i) Electric Lineman salary Schedule**

Town Manager Michael Scott proposed changes to the salary schedule for electric linemen because the Town is not being competitive with hiring those positions. No money will be added to the budget because everyone is already earning over this amount.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Rabil, to approve the changes to the salary schedule for the electric lineman position. Unanimously approved.

**(j) Marketing Position Job Description**

Town Manager Michael Scott provided to the Council a draft of the marketing job description. The Manager was asked to provide the job description of the Human Resources Director/PIO/Economic Development Liaison to the Council for comparison.

**(k) Fire Department Ladder Truck**

Town Manager Michael Scott informed the members of the Council that this was an important issues that needed a decision. Since it will take a year and a half to construct the truck, no funds would be budgeted in the proposed budget. This would be paid through by a loan and possibly supplemented with fund balance.

Chief Blanton explained that at seventy-five feet in height, the ladder will not reach the third floor of the hospital. It is also important because it helps lower the ISO insurance rating.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Barbour, to approve the contract for the lowest bid for the purchase of the ladder truck and explore financing options. Unanimously approved.

**Recessing**

Mayor Pro-Tem Scott made a motion, seconded by Councilman Dunn, to recess the meeting until Monday, May 21, 2018 at 6:00 pm. The meeting adjourned at approximately 8:35 pm.

ATTEST:

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M. Andy Moore, Mayor

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Shannan L. Parrish, Town Clerk