

MAYOR

CLARENCE R. JERNIGAN

BOARD OF ALDERMEN

GARY B. BETTS, SR.,
Mayor Pro-Tempore
MELISSA BLALOCK
RENEE BRYANT
KEITH D. FOGLEMAN
NANCY HENDERSON

CITY OF RANDLEMAN

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CITY ADMINISTRATION

ZACHARY L. HEWETT, MBA
City Manager / Finance Director

MELODY R. HANCOCK, CMC, NCCMC
City Clerk / Purchasing Coordinator

May 08, 2018
6:00 PM

The Randleman Board of Aldermen held a regular scheduled meeting on the above date with the following members present:

Bucky Jernigan)	Mayor
Gary Betts)	Mayor Pro- Tempore
Melissa Blalock)	Alderwoman
Renee Bryant)	
Nancy Henderson)	
Keith Fogleman)	Alderman
Zachary Hewett)	City Manager/Finance Director
Bob Wilhoit)	Attorney

Prayer

Reverend Don Hurlburt with the First Wesleyan Church led the assembly in prayer.

Meeting Called to Order

Mayor Jernigan called the meeting to order.

Consent Agenda

Approval of Minutes:	April 03, 2018	Regular Meeting
	April 30, 2018	Pre-Agenda Meeting

Investment Report – Finance Reports – General Fund and Water/Sewer Fund

Department Reports

City of Randleman Travel Policy

Randleman ABC Board Travel Policy

City of Randleman Agenda Policy

A motion to approve the Consent Agenda was made by Alderwoman Blalock seconded by Alderwoman Henderson and unanimously approved.

City Manager Contract Approval

The Randleman Board of Aldermen extended a contract of employment (City Manager) to the current Finance Director Zach Hewett. Mr. Hewett accepted the offer and a contract was submitted for Board review.

A motion to approve the contract for City Manager, Zach Hewett as presented was made by Alderwoman Blalock seconded by Alderwoman Bryant and unanimously approved.

Insert Contract:

Naming of City Manager – Zach Hewett

A motion to name Zachary L. Hewett as City Manager was made by Alderwoman Henderson seconded by Alderwoman Blalock and **unanimously** approved.

Oath of Office – Zachary Lyle Hewett

Melody R. Hancock, City Clerk administered the oath of office installing Zachary L. Hewett as the new City Manager for the City of Randleman.

Insert Oath of Office:

Public Comment

The Cadets from Girl Scout Troop 40627 were in attendance to observe city government at work. Ms. Lewis described some of the ongoing activities the girls are participating in.

No one else wished to comment.

Randolph County Health Department Animal Control Services Contract

An Animal Control Services Contract from the Randolph County Health Department for participating municipalities was received and presented to the Board for review.

By entering into this contract, the City would agree to the following terms:

1. Adopt the ordinance to control animals in Randolph County
2. Pay a total of \$10,011.71 for costs associated with animal control field operations (broken into quarterly payments payable upon receipt)

Without a contract the City could continue to pay on a per animal rate of \$15.00 (no increase).

Year to date the City has paid \$1,175.00 (\$15.00 per animal) to the Randolph County Animal Shelter.

Alderwoman Bryant stated, this is taxpayer's money we will be expending and she did not feel the contract would be prudent at this time.

After Board discussion, the consensus of the Board was to continue to pay the rate of \$15.00 per animal, the current rate.

System Development Fee – Study – Utility Rate Analysis

The Public Water System Development Fee Act (S.L. 2017-138) explains and describes how local government utilities may use its' authority to impose upfront charges for water and sewer service to new developments.

MBD Consulting Engineers, P.A. has submitted a fee estimate for work to select a methodology, calculate the "System Development Schedule", and document all work in a written analysis at a cost of \$15,000.00 with an anticipated delivery of 90 days.

On a separate note, the City has not had a Utility Rate Analysis in many years. Administration feels strongly that this should be approved and MBD has proposed to provide this study with a cost estimate in the amount of \$2,500.00 to \$5,000.00.

A motion to approve the System Development Fee Study and the Utility Rate Analysis was made by Alderman Betts seconded by Alderwoman Blalock and unanimously approved.

Special Budget Meeting

In order to meet deadlines, set forth by NC GS, the Board of Aldermen would like to schedule another Budget Review meeting. The selected date for the meeting is for Wednesday, May 16th 2018 and will begin at 6:00 PM.

A motion to approve May 16th, 2018 for the Special Budget Meeting was made by Alderwoman Blalock seconded by Alderwoman Bryant and unanimously approved.

Stormwater Update – Greg Patton

Mr. Patton provided an update to the Board concerning PTRWA Stormwater and Stormwater Smart PTRC that the City has been a member of for several years. Both of these groups provide the required educational component to the NPDES permit the City holds to discharge wastewater at the City's Wastewater Treatment Plant. The City contributes \$5,000.00 annually to the Stormwater Program.

The PTRWA has discussed the need to disband the group due to some of the members opting out (Greensboro, Jamestown, Alamance and Forsyth County).

Another meeting will be held on May 24th, 2018 and Mr. Patton will be able to advise the Board and provide the necessary information to make an informed decision.

Adoption of Fee Schedule

The proposed fee schedule for fiscal year 2018-2019 was proposed to the Board. The schedule is based on recommendations made by staff and guidance sought from the Board.

A minimum water/sewer bill inside the City limits (0-3000 gals.) will increase by \$7.26 per billing cycle and garbage will increase by \$2.00 per billing cycle. Stormwater will remain at \$2.00 per cycle with a total bill of \$69.48. The fee to pay by credit card (convenience fee) will increase from \$2.50 per transaction to \$2.75. This will become effective on July 01, 2018.

The Board discussed the fee schedule in detail and after deliberation a motion to approve the fee schedule was made by Alderwoman Bryant seconded by Alderwoman Blalock and unanimously approved.

Insert Fee Schedule:

Mayor, Manager and Department Comments and Updates

Board of Adjustment Meeting scheduled for May, 21st, 2018 at 7:00 PM

City of Asheboro water - chloramines

Eagle Scout Projects – installation of grills at City park

Mike Glass and Don Peeler will be attending North Carolina Rural Water Association Conference

Zach Hewett, newly installed City Manager thanked the Board for the opportunity to serve our City.

Alderwoman Bryant gave an overview of the information presented at the NC Rural Center meeting (2018 Rural Counts Advocacy Priorities) she attended. She informed the Board that Rural Day will be held on Tuesday, May 29th, 2018 at the NC Museum of History.

Alderman Betts added that after doing some research that 82 sites in Randleman could be available for grants.

Alderwoman Henderson invited all to attend the St. Paul's Museum on Sunday, May 20th, 2018 for the program that will be a walk-through City history with the aid of the High School Drama class.

Executive Session – (Personnel) – NC GS §143-318.11 (6)

A motion to enter into Executive Session was made by Alderwoman Bryant seconded by Alderwoman Blalock and unanimously approved.

Re-Open Regular Session

A motion to re-open the regular meeting was made by Alderwoman Henderson seconded by Alderman Betts and unanimously approved.

Compensation for Interim City Manager Duties

While the City was without a City Manager, Melody Hancock, City Clerk, took on the extra duties while the position was vacant. A onetime amount of \$1,800.00 in the form of compensation was suggested.

A motion to approve the amount of compensation (\$1,800.00) was made by Alderwoman Blalock seconded by Alderman Betts and unanimously approved.

Adoption of Pay Scale and Classification

A motion to approve the pay scale as submitted by City Manager, Zach Hewett was made by Alderwoman Blalock seconded by Alderwoman Bryant and unanimously approved. The new revisions will become effective on July 01, 2018.

Adjourn

A motion to adjourn was made by Alderwoman Bryant seconded by Alderwoman Blalock and unanimously approved.

Bucky Jernigan, Mayor

Melody R. Hancock, CMC-NCCMC
City Clerk