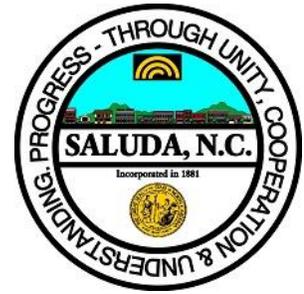


City of Saluda

Regular Meeting Minutes

Board of Commissioners



Date 3/9/2020
Time 07:00 PM
Location Board of Commissioners / Meetings

1 - Call to Order

Mayor Baisden called the meeting to order at 7:00pm.

2 - Invocation

A moment of silence was observed.

3 - Roll Call

Attendance was taken, and present were **Mayor Fred Baisden, Commissioner Stan Walker, Commissioner Mark Oxtoby, Commissioner Bob Ross, City Manager Jon Cannon, Finance Officer Julie Osteen, City Attorney Jana Berg, Police Chief Charles Conner, Zoning Officer Steve Orr and City Clerk Tola Mueller. Commissioner Marion was absent due to illness, excused absence.**

4 - Pledge of Allegiance

A pledge of allegiance was recited.

5 - Agenda Additions / Deletions & Adoption of Agenda

City Manager Jon Cannon made a request to make the following changes:

Additions

21-IPDC Board Appointment

Deletions

7-Remove IPDC Board Appointment from the Consent Agenda

15-CIP Interim Financing Closeout

22-Fire Department Report - Requested to move to April - Fire Department would like to include their budget information at the meeting and it will be available by the April meeting.

Commissioner Oxtoby made a motion to approve the changes to the agenda as presented. Commissioner Walker seconded, and all were in favor.

6 - Approval or Correction of Minutes

Commissioner Ross made a motion to approve the minutes as presented. Commissioner Walker seconded, and all were in favor.

7 - Public Comment

There was no public comment.

8 - Census Presentation

Polk County Planner, Kathy Ruth, presented an overview of the 2020 Census. She stated that the goal is to have a complete and accurate census; to count everyone once, only once and in the right place. Some other highlights included a 73% participation rate for Polk County in 2010 and how the goal is 100% for 2020, what the census is, how the data will be used, who the target populations are and the new initiatives that include access to respond via phone or internet and eliminating paper.

Ms. Ruth initiated a conversation regarding suggested locations and additional options to provide support for those with exceptional needs (no internet etc.). Discussion ensued over how to enlist friends, constant communication and clarification of what counts.

9 - Budget and Financial Report

Finance Officer Julie Osteen read highlights for the financial report ending February 29, 2020:

General Fund (Revenue)

- Ad Valorem Taxes-Current Year-\$735,607 (from Polk County for 2019-2020; 99% of the budget but not of total levy; \$794,454 with real market value)
- Local Option Sales Tax-\$95,041 (distributions run 3 months in arrears)
- Sales and Services-Garbage Collection-\$64,857
- Contributions-\$22,050 (donation to rebuild the wall at McCreery Park and \$5,000 for Main Street)
- Total Revenue-\$1,054,067

General Fund (Expenditures)

- Total General Government expenditures-\$318,068 (65% of the budget)
- Election Costs-\$2,378 (still waiting for Henderson County bill; may need a budget amendment)
- Zoning Enforcement-\$799 on certified mailings etc. Budget line will need to increase to cover expenses through the remainder of the year. Without Saluda Inn expenses, anticipated expenses of \$2,000)
- Public Safety-Police-Total Police-\$236,754
- Public Safety-Police-Repairs and Maintenance-\$17,189 (\$6,502 for repairs for Rickman's vehicle, \$2,900 on regular maintenance and \$2,903 for replacement of damaged police antennae due to lightning damage)
- Public Safety-Police-Uniforms and Safety Supplies-\$2,497 (two uniforms for new officers and safety gear)
- Capital Outlay-\$32,227 (new police Charger)
- Public Safety-Fire-Contracted Services-\$76,000 (eight months of fire protection has been recorded to Saluda Fire Department)
- Public Safety-Total Public Safety-\$312,754
- Transportation-Total Transportation 42,362 (includes July, August, September, October and November mowing charges, new streetlights/garbage cans/benches for the next section of the sidewalk replacement of \$6,017 and pothole repairs of \$2,900. Including survey work on Florida/Church and Coates Street)
- Powell Fund-Repairs and Maintenance-\$475 (Powell Bill map fees plus snow removal)
- Environmental Protection-Solid Waste-\$72,429 (8 months of garbage contract costs)
- Cultural and Recreation-Library-Total Library-\$23,284 (includes general liability insurance premiums of \$1,128, \$500 for replacement light fixtures for Library stairwell and annual inspection of elevator totaling \$3,800. \$2,915 painting of

exterior windows on the right side of the library, \$2,180 on service for the HVAC unit and \$4,000 to repair sinkhole at the library)

-Cultural and Recreation-Parks-Total Parks-\$24,641 (\$3,384 for Play Day event and \$920 for engraved bricks and trees in Pace Park)

-Cultural and Recreation-Cemetery-\$1,830 (surveying and mowing)

-Cultural and Recreation-Total Cultural and Recreation-\$50,097 (89% of budget)

-Debt Service-Total Debt Service-\$25,096 (8 months paid to Entegra for City Hall)

-Total General Fund Expenses-\$821,281

-Anticipated Surplus-\$232,786

Water and Sewer Fund (Revenue)

-Total Revenue-\$593,744 (67% of the budget)

Water and Sewer Fund (Expenditures)

-Total Expenditures-\$452,699

-Water Purchases-\$84,034 (73% of the budget; should be 67% but, City has repaired several water leaks in the last week since the new lines went online)

-Water System Repairs and Maintenance-\$80,587 (\$41,631 in stock parts, IPERL meters etc. \$5,264 paid to replace one of the submersible pumps at Dip Lift station, \$16,885 for pumping at Truckstop Lift station and \$3,300 for a new grinder pump at the Truck Lift station and \$16,146 to replace the electrical control panel at the Truckstop Lift station-ordered but, not yet installed. 74% of the budget)

-Debt Service Payments-\$21,966 (\$9,641-first required payment made to Debt Service Fund as required by USDA loan of \$37,974 to meet required amounts for Debt Service and Short-Lived Asset Reserve-\$28,333)

-Anticipated Surplus-\$141,045

USDA Capital Project Fund

-Expenditures-\$1,402,819 (contractor fees-\$1,110,867 and engineering fees-\$262,244)

TDA (Expenditures)

-

TDA (Revenue)

- \$10,768 (net of expenses; \$2,054 in Occupancy Tax collections)

Budget Amendments

Election Costs are anticipated to be about \$200 from Henderson County. \$200 was proposed to be moved from the Contingency Fund to Election Costs to adjust the budget for additional expenses to the November 2019 election.

\$12,000 was proposed to be moved from McCreery Park Donations and \$1,158 from Fund Balance Appropriated into McCreery Park Expenses to adjust the budget for donations for McCreery Park improvements.

The full report can be read at City Hall.

Commissioner Oxtoby made a motion to approve the budget amendments as presented. Commissioner Walker seconded, and all were in favor.

Discussion ensued regarding jump in water loss from 98,000 to 150,000 gallons in just a couple of days.

Mayor Baisden asked City Manager Jon Cannon to explain the situation that created a need for a pump truck. Mr. Cannon explained that the City has had to hire companies to pump nonstop for 24-36 hours at a time. At this point, the City has already paid for a pump truck through fees, twice over. The pump truck is also a jetter truck and hydro excavator. A City-owned pump truck also allows better accessibility since that was not always the case with the other company that was being used.

10 - Public Safety

Police Chief Charles Conner presented the February Police Department Report. There was 1 arrest for a warrant. Citations included State-8, City-4 and Warnings-15. They assisted Polk County Police Department, Columbus Police Department, Highway Patrol and the Fire Department. The full report can be read at City Hall.

11 - Zoning and Planning

Zoning Officer Steve Orr provided some updates regarding zoning in the City. The first was about the Saluda Inn. He and Mr. Cannon had an opportunity to put together an Order. The Order has been sent to owner of the property, requesting repairs. If it has not been noticed by June 4, the City will move forth with what the BOC decide as the next step for corrective action. This can include repair, receivership, sale or demolition.

He stated that he has no idea where the owner is. He has been advertising as required by law in attempts to reach owner but, there has been no success.

Then, he said that he has been staying busy with new permits. The Whistle Stop Pizza business has been continuing with their work and it is anticipated to be open mid-April or May.

As for Atesh Patel and the clearing that has taken place behind his gas station on Ozone Drive, he clarified that work was brought to the City initially. The work commenced without the City's approval due to misrepresentation regarding clearing by the contractor and the State stepped in with a Cease and Assist Order. There will be hefty fines if do not comply. The State does not require that the City comes in and remediate unless compliance is not moving forward. Mr. Cannon added that grading is allowed, it just lacked an erosion plan.

Next, he mentioned that there are some exciting projects that are revenue based that will be transpiring soon and a meeting this Thursday at 4pm with the Planning Board to allow more of public to attend.

The proposal for changes to the ordinance, as discussed in a prior meeting, will be presented at the next budget retreat.

Finally, the CIP will fall into place after this budget season. Next steps are to meet with John Neighbors (intern from ECU) and then sit with IDPC.

The full report can be read at City Hall.

12 - Administration

City Manager Jon Cannon read his Executive Summary that included:

1. The City of Saluda is working to complete the USDA loan funded CIP from 2018. The main projects are complete, and the contingency funding is being used to demolish the US 176 abandoned lift station. Furthermore, the funds are being used to install a generator for the US 176 booster station and the new US 176 lift station.
2. Utilizing donations, the City contracted with Trace and Company to install curb and gutter in McCreery Park and an accessible sidewalk to the swing set from the sidewalk on Greenville Street. The City of Saluda has further received donations to renovate the embankment on the parking lot side of the park. This work will commence in March. Remaining is to install the little lending library previously approved by the Board of Commissioners. The work order for this installation has been released to public works.
3. The City of Saluda purchased a vacuum truck. This purchase will reduce the need to hire outside pumping services when lift stations overflow. It will further reduce the likelihood of sewer system overflows and the accompanying fines. Over the last five years, the City has expended an amount almost equal to the cost of the truck. With increased overflows, it is expected this piece of equipment will pay for itself in less than five years.
4. The Main Street sidewalk repair will commence on March 16, 2020. It is anticipated to be complete and ready for concrete before the end of the first week of April.
5. Pothole repairs have been completed on Louisiana Avenue and Macedonia Street.
6. The City has hired 3 new Public Works employees: Paul Curtis, Ethan Capehart and Bobby Fowler.
7. Work in front of the post office will start tomorrow night and Wednesday night between 7pm and 8am.

The full report can be read at City Hall.

13 - Schedule of Fees-Mixed Beverages

City Manager Jon Cannon stated that at a previous meeting, some proposed changes to the Schedule of Fees needed to be edited. He brought those items in draft form for the Board to review.

In ABC permitting, the fees were changed to \$30 for on premise for all alcoholic beverage sales and \$10 for off premise. This mirrors the information obtained from surrounding areas.

For Coon Dog Day, carnival style amusement rides have a \$500 flat fee proposed.

Then in Parks & Recreations, the Pace Park bricks will include a \$10 fee for each clipart requested to be used per order.

Commissioner Ross made a motion to adopt the Schedule of Fees as amended. Commissioner Walker seconded, and all were in favor.

14 - Pace Park Bathroom Bid Approval

Mr. Cannon reported that the City has not received any bids for the recent release for the Pace Park bathrooms. He requested that the Board re-release the bid.

The bid documents can be viewed at City Hall.

Commissioner Walker made a motion to release the bid for the Pace Park bathroom plans. Commissioner Oxtoby seconded, and all were in favor.

15 - Friendship Lane Street Adoption Discussion

City Manager Jon Cannon reported that the City has received a petition for Friendship Lane to be adopted as a City street. Upon prior research and review of old minutes and plats initiated by the property owner at Lot 18 wanting to sell, it was discovered that Friendship Lane was never adopted as a City street. The perceived history goes that many years ago, one resident had gone to City Hall and demanded that the street be plowed. It has been the case since. Water and sewer were given to plot 17 at some point. However, it is not a city street. This is not an uncommon occurrence here in Saluda.

Mr. Cannon presented the property owner for Lot 18 with an Ordinance to Set Minimum Street Standards for Acceptance of Private Streets into the City Street System. He noted that in Sec 6, it states that "at the discretion of the Board of Commissioner, the City may accept private streets into the City Street System that were in existence before May 30, 2003. Should streets not meet all applicable standards and requirements of this ordinance, exceptions shall be determined by the Board."

Mr. Cannon remarked that multiple streets are in this condition and came into being in similar fashion. He asked the BOC how they want to determine the consistent process for adopting these streets. He suggested methodologies that included considering what the City has been doing and what is the date? Does it meet the deadline? The solutions could be to say it is not a City street but, allow it to be brought up to standards, and then consider adopting or put it into a financial review.

He recently attended a NCCCMA seminar called "solvency of infrastructure" where the speaker had a book in which he wrote to explain the theory he used to calculate numbers. In one system, Mr. Cannon calculated \$1,628 available revenue per year for all other services except water and sewer (spreadsheet example available at City Hall). He asked if it would be enough to cover all other services.

Discussion of city street standards and if bringing up to standard is probable, what it entails and a consistent system for determining.

16 - Bell Court Street Adoption Discussion

Bell Court became part of the Friendship Lane discussion to aid in how to determine the acceptance process.

Mr. Cannon also referenced minutes that were located to follow discussion of Bell Court in the past. Initially, there was a request made for the subdivision, with a lift station extension and it needed to be annexed into the City. There was no indication of Bell Court ever being adopted. In 2006, it was placed on the Powell Map and the City acted as if it was a city street. An attorney for one of the property owners reached out about how to get it up to city standards. The info was sent and no response. However, a utility easement does need to be claimed on this street.

Based on the prepared spreadsheet, if the street were built out, \$6,011.94 would be the available revenue per year for all other services except water and sewer.

17 - Coates Street Discussion

This item was also brought in the street acceptance discussion.

Mr. Cannon said that a surveyor was hired to try and locate an easement/ROW and none were found. Therefore, he posed the question again, "what's our standard?"

Discussion ensued regarding no immediate need for a decision that evening and the possibility of using a tiered street profile.

18 - Florida Avenue and Church Street Improvement Project

Mr. Cannon presented a survey that did not indicate a ROW on Church Street from the church to neighboring intersection. He has a theory that there were plots subdivided at different times and it may have started out as a walking path and eventually progressed to being big enough to be paved and then became a street.

This is a street where he felt more confident in proposing that the City realign, rebuild and fix the connection with a 20 ft street and sidewalk on just one side.

He remarked that no numbers were ran on this one because it was more complicated. He recommended that the City move on this and continue working on the layout. The Board directed Mr. Cannon prepare a street ordinance, a tiered street profile and recommendation on methodology by May.

Commissioner Ross made a motion to move forward in preparing a layout design for the intersection of Florida Avenue and Church Street. Commissioner Walker seconded, and all were in favor.

19 - 2020-2021 FY Budget Retreats Scheduling

Finance Officer Julie Osteen said that she anticipates receiving numbers from the State around mid-April or the first of May.

After some discussion, Commissioner Walker made a motion to schedule the next Budget Retreat on Wednesday, May 6, 2020 at 6:00pm in the upstairs room of the Saluda Public Library.

20 - Daniels Communication Amended Agreement

Finance Officer Julie Osteen said that it is time to renew the operating and service agreement with Daniels Communication, the City's after-hours answering service.

The addendums include taking the monthly rate down and adding a per minute rate.

Mayor Baisden asked if anyone also offers this service and how long this service covers. Ms. Osteen replied that it automatically renews annually but, the City can give notice within 30 days to cancel.

Mayor Baisden suggested that a cost analysis be performed after a year to determine its effectiveness.

Commissioner Oxtoby made a motion to approve the Operating and Service Agreements with Daniels Communication. Commissioner Walker seconded, and all were in favor.

21 - Agenda Addition - IPDC Board Appointment

Mr. Cannon explained that it was time to appoint someone from the Board to the IPDC Board.

After some discussion, **Commissioner Oxtoby made a motion to reappoint Mayor Fred Baisden to the Board of Directors for the Isothermal Planning and Development Committee Board with a term to expire on March 31, 2022. Commissioner Walker seconded, and all were in favor.**

Mr. Cannon stated that this item will come back before the Board in 2022.

22 - Adjourn

With no other items to discuss, **Commissioner Walker made a motion to adjourn the meeting. Commissioner Oxtoby seconded, and all were in favor.**
Meeting adjourned at 8:55pm.

Respectfully submitted by Tola Mueller, City Clerk. Adopted this _____ day of _____, 2020.

Fred Baisden, Mayor

Tola Mueller, City Clerk