

**TOWN OF HIGHLANDS**  
**SPECIAL MEETING FY12 BUDGET WORK SESSION**  
**RECREATION/CIVIC CENTER**  
**JUNE 8, 2011**  
**7PM**

**Present:** Mayor David Wilkes, Mayor Pro Tempore John Dotson, Commissioners Dennis DeWolf, Amy Patterson, Gary Drake and Larry Rogers

**Absent:** None

**Staff Present:** Town Manager Jim Fatland, Public Works Director Lamar Nix, Interim Planning Director Mark Maxwell, Recreation Director Selwyn Chalker, Police Chief Bill Harrell and Accounting Supervisor Chuck Young

**Call to Order**

Mayor Wilkes called the special meeting to order at 7:00 PM. The Mayor called upon Town Manager Fatland to discuss the proposed FY12 Budget.

Capital Improvement Program

Fatland called upon Lamar Nix to present the design and construction projects included in the FY12 budget recommendations. The following projects were discussed with the Town Board:

- Purchase, Installation and Financing of Radio Read Meters for Water Distribution System
- Design/permitting for new water intake at Lake Sequoyah
- Design/permitting for dam repairs at Lake Sequoyah
- Design for on-site generation at Water Treatment Plant
- Design for filter rehab at Water Treatment Plant
- Scada system for Ravenal & Satulah
- Sewer Master Plan (NC Rural Center Grant)
- Sludge Removal System at Water Treatment Plant
- Police Renovation Project
- Downtown Streetscape Projects
- Pine Street Stormwater Monitoring (Condition of CWMTF Grant)
- Pole Chang Outs (Electric System)

Revised Budget Sheets

Fatland reported that budget changes since the first budget work session have been noted by an asterisk.

Commissioner Patterson pointed out on Fund 32 (Water and Sewer Capital Projects Fund) that the transfer from the Sewer Fund to the Capital Projects Fund should be reduced to reflect the NC Rural Center Grant for the Sewer Master Plan Study. Staff said they would make that correction.

Fatland reported that the MIS/GIS Budget would be reduced by \$5,500 since the decision was made not to implement the acceptance of credit cards for utility payments.

Commissioner Patterson in reviewing the proposed Sanitation Fund Budget suggested that the proposed recycling convenience center be removed from the proposed FY12 Budget. Town Board Members agreed. The proposed cost was \$93,000. Fatland reported that the contingency line item in the General Fund would be increased by that amount since the General Fund was transferring funds to the Sanitation Fund.

Gaming Fees

The Finance Committee reported that they reviewed gaming fees from other municipalities and recommends an annual \$3,000 per establishment plus \$500 per machine.

**Sweepstake Business/Machine Fees**

<b>Location</b>	<b>Price Est.</b>	<b>Price per Machine</b>
Aberdeen	\$2,500	\$2,000
Albemarle	\$0	\$2000 each 1st 2
	\$0	\$3000 each add up to 20
Archdale	\$0	\$500
Black Mtn	\$2,000	\$500
Chadbourn	\$0	\$500
Creedmore	\$2,000	\$750
Elkin	\$5,000	\$500
Fayetteville	\$2,000	\$2,500
Franklin	\$2,600	\$0
Greensboro	\$2,500	\$500
Havelock	\$0	\$500
Hendersonville	\$0	\$2600 1st 5
	\$0	\$500 each over 5
Kinston		\$500
Laurinburg	\$2,000	\$400
Long View	\$1,000	\$0
Lumberton	\$5,000	\$2,500
Maggie Valley	\$0	\$2500 1st 4
	\$0	\$750 each over 4
Matthews	\$2,000	\$0
Mayodan	\$5,000	max 12

Morganton	\$2,000	\$1,500
Oak Island	\$500	\$1,000
Oxford	\$0	\$500
PineBluff	\$2,000	\$1,000
Roxboro	\$1,000	\$500
Spring Hope	\$0	\$500
Washington	\$0	\$250
White Lake	\$1,000	\$250
Wilkesboro	\$2,600	\$1,000 after first
Williamston	\$0	\$500
Winterville	\$2,500	\$500
Wendell	\$0	\$1,000
Wesley Chapel	n/a	n/a
Zebulon	\$0	\$200

Created 05/03/11/RRS  
Updated 05/15/11/RRS

IPADs

Town Board Members discussed the advantage of using IPADs for reviewing agendas and backup material. Fatland said the purchase cost was included in the proposed GIS/MIS Budget. Staff recommends IPADs for Board Members and Department Heads. Fatland reported that the purchase of IPADs would be placed on the July 6<sup>th</sup> Town Board Meeting for approval.

Personnel Budget Request

Town Manager Fatland recommended that Rebecca Shuler currently serving in part time position as Assistant Town Clerk & Secretary to Town Manager be approved as full time Town Clerk & Secretary to Town Manager. The pay grade would be 12 with a salary range (\$29,016 to \$46,404).

<b>REBECCA SHULER</b>		
<b>PART TIME TO FULL TIME</b>		
	<b>PART TIME</b>	<b>FULL TIME</b>
<b>JOB TITLE</b>	<b>Asst. Town Clerk &amp; Secty to Town Mgr</b>	<b>Town Clerk &amp; Secty to Town Mgr</b>
<b>SALARY STEP</b>	<b>N/A</b>	<b>12</b>
<b>SALARY RANGE</b>	<b>\$15.30/HR</b>	<b>\$13.95 to \$22.31 \$29,016 To \$46,404</b>
<b>SALARY</b>	<b>\$31,824</b>	<b>\$31,824</b>
<b>BENEFITS</b>		
<b>FICA/MEDICARE</b>	<b>\$2,435</b>	<b>\$2,435</b>
<b>NC STATE RETIREMENT</b>	<b>\$2,189</b>	<b>\$2,189</b>
<b>HEALTH INSURANCE</b>	<b>\$0</b>	<b>\$0</b>
<b>DENTAL INSURANCE</b>	<b>\$0</b>	<b>\$0</b>
<b>BASIC LIFE INSURANCE</b>	<b>\$0</b>	<b>\$150</b>
<b>CRITICAL ILLNESS</b>	<b>\$0</b>	<b>\$17</b>
<b>LONG TERM DISABILITY</b>	<b>\$0</b>	<b>\$96</b>
<b>CHRISTMAS BONUS</b>	<b>Ham</b>	<b>\$150</b>
<b>TOTAL BENEFITS</b>	<b>\$4,624</b>	<b>\$5,037</b>

After discussion, the Mayor called upon Board Members for support to make Rebecca Shuler full time Town Clerk & Secretary to Town Manager. The Board unanimously supported the recommendation.

Proposed Tax Rates and User Fees

Fatland presented a schedule for tax rates and utility fees for FY12. Tax rates would remain the same with utility rate increases for water, sewer and electric.

<b>Town of Highlands</b>				
<b>Tax and Utility Rates</b>				
		FY10	FY11	Proposed FY12
<b>Tax Rates</b>				
General Fund		\$ 0.135	\$ 0.135	\$ 0.135
Fire Department		\$ 0.009	\$ 0.009	\$ 0.009
<b>Utility Rates</b>				
<b>Water</b>				
Minimum Charges				
Residential				
	3/4"	\$ 24.00	\$ 28.00	\$ 32.00
	1"	\$ 34.00	\$ 38.00	\$ 42.00
	2"	\$ 64.00	\$ 68.00	\$ 72.00
	3"	\$ 84.00	\$ 88.00	\$ 92.00
Commercial				
	3/4"	\$ 34.00	\$ 38.00	\$ 42.00
	1"	\$ 44.00	\$ 48.00	\$ 52.00
	1 1/2"	\$ 74.00	\$ 78.00	\$ 82.00
	2"	\$ 89.00	\$ 93.00	\$ 97.00
	3"	\$104.00	\$108.00	\$ 112.00
<b>Sewer</b>				
Minimum Charges				
Residential				
	3/4"	\$ 19.20	\$ 22.40	\$ 25.60
	1"	\$ 27.20	\$ 30.40	\$ 33.60
	2"	\$ 51.20	\$ 54.40	\$ 57.60
	3"	\$ 67.20	\$ 70.40	\$ 73.60
Commercial				
	3/4"	\$ 27.20	\$ 30.40	\$ 33.60
	1"	\$ 35.20	\$ 38.40	\$ 41.60
	1 1/2"	\$ 59.20	\$ 62.40	\$ 65.60
	2"	\$ 71.20	\$ 74.40	\$ 77.60
	3"	\$ 83.20	\$ 86.40	\$ 89.60
<b>Sanitation</b>				
	Residential/Commercial	\$ 16.00	\$ 16.00	\$ 16.00
	Dumpster	\$ 40.00	\$ 40.00	\$ 40.00
<b>Electric</b>				
Residential				
	Basic Charge	\$ 9.35	\$ 9.72	\$ 19.72
Energy				
	1st 200 kWh	\$ 0.088	\$ 0.092	\$ 0.096
	All over 200 kWh	\$ 0.072	\$ 0.075	\$ 0.078
Commercial				
Basic Charge				
	Single Phase	\$ 11.55	\$ 12.01	\$ 22.01
	Three Phase	\$ 20.90	\$ 21.74	\$ 31.74
Energy				
	1st 1000 kWh	\$ 0.127	\$ 0.132	\$ 0.138
	Next 2000 kWh	\$ 0.072	\$ 0.075	\$ 0.078
	All over 3000 kWh	\$ 0.055	\$ 0.057	\$ 0.059
	Demand	\$ 4.29	\$ 4.46	\$ 4.65
	Yard Lights	\$ 8.53	\$ 8.87	\$ 9.25
6/26/2011/RRS				

Seeing no other business, the Mayor adjourned the meeting at 8:07 PM

**Approved:**

**Prepared By:**

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David Wilkes, Mayor

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Jim Fatland, Town Manager