

TOWN OF WILSON'S MILLS
WORK SESSION MEETING
June 24, 2024

PRESENT: Mayor Fleta Byrd, Mayor Pro-tem JC Triplett, Councilmembers David McGowan, Carolyn Dobbins, Tim Brown and Randy Jernigan.

OTHERS PRESENT: Town Administrator Leighanna Worley, Town Clerk Emily Matthews, Finance Officer Sherry Hudson, Public Works Director Patrick Moore, Planning Director Wendy Oldham, and Police Chief AZ Williams.

CONVOCATION: Mayor Byrd declared a quorum present and called the meeting to order at 4:04pm.

Departmental Reports Finance Officer Sherry Hudson said our current revenue is at 88 percent. Councilmember David McGowan asked if it will come up significantly. Ms. Hudson said it is unlikely because there are some revenues that will not be received this year.

Planning Director Wendy Oldham said that violations have increased in town due to the work of the new Code Enforcement Officer.

Events Coordinator Emily Matthews said the Events Committee will be meeting tomorrow to start preparation for Community Day which will be on August 17th.

Councilmember McGowan asked if the Public Works department has had to mow anyone's grass due to violations and Public Works Director Patrick Moore said no.

Chief Williams said the summer increase in the Police Department has started which has resulted in more calls.

Arrival of Councilmember: Councilmember Randy Jernigan arrived at 4:13pm.

Town Administrator Project Updates: Town Administrator Worley stated the retirement of Finance Officer Sherry Hudson has been delayed in order to better prepare her successor.

Ms. Worley said she received a response from the United States Postal Service in regards to us receiving a mail route. She said they do not understand what we are asking for, and she is hoping to speak with someone to clarify. She also said we can appeal any decision that is made.

RFQ Options for Police Department: Ms. Worley said we sent out a Request For Proposal (RFP) for the building of the Police Department on Town Hall campus but it was not worded correctly. She introduced Matthew Johnson and said that he and the attorney have worked with her to send out a Request For Qualification (RFQ) instead. Mr. Johnson discussed the options of building the Council chambers as well as Construction Management At Risk (CMAR) which would mean bringing in the contractor and the architect at the same time for the project.

Gabe further explained there are several options for how the Council plans to receive the RFQs.

Councilmember Brown asked what the cost would be to move forward. Ms. Worley explained that this decision is to decide the type of RFQ process Council would like to proceed with for the project.

A motion was made by Councilmember David McGowan to move forward with the Construction Management At Risk RFQ process with the belief it is in the best interest of the project. Motion was seconded by Mayor Pro-tem JC Triplett. Motion carried unanimously.

**310ai Survey Quote
Explanation:**

Ms. Worley said this additional contract agreement with 310ai was discussed at the Council meeting last Monday and Paul Fox is here to further explain the survey that is needed. Mr. Fox shared 2 options, option A was a survey of the area around Town Hall and option B was a survey of the entire property including where the Police Department will go in the future. He said there is not current survey of the campus, only verified boundaries. He said this survey would cover multiple things including the septic lines for the restrooms that will be installed in the new council chambers.

After further discussion a motion was made by Councilmember David McGowan and seconded by Mayor Pro-tem JC Triplett to approve the additional contract amount with 310ai in the amount of \$33,000. Voting in favor of the motion was Mayor Pro-tem JC Triplett, Councilmembers David McGowan, Carolyn Dobbin, and Randy Jernigan. Voting in opposition of the motion was Councilmember Tim Brown. Motion passed 4 to 1.

**NCDOR Grant for Town
Hall:**

Ms. Worley said that we received \$3 million from the state and those funds have to be approved via Capital Project ordinance.

**Capital Project
Budget Ordinance:**

A motion was made by Councilmember David McGowan and seconded by Councilmember Randy Jernigan to adopt the following Capital Project Budget Ordinance. Motion carried unanimously.

**TOWN OF WILSON’S MILLS
CAPITAL PROJECT BUDGET ORDINANCE
MASTER PLAN TOWN HALL UPFIT**

**AN ORDINANCE CONCERNING APPROPRIATIONS AND REVENUE
FOR THE MASTER PLAN TOWN HALL UPFIT PROJECT**

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WILSON’S MILLS, NORTH CAROLINA, MEETING IN REGULAR SESSION, THAT: the following anticipated Fund Revenues and Expenditures, together with certain restrictions and authorizations are hereby appropriated and approved for the operation of the Master Plan Town Hall Upfit Project.

SECTION I. CAPITAL MASTER PLAN TOWN HALL UPFIT FUND

A. REVENUES ANTICIPATED:

| | |
|--------------------|-----------------------|
| NCDOR Grant Income | \$3,000,000.00 |
| TOTAL | \$3,000,000.00 |

B. EXPENDITURES AUTHORIZED BY DEPARTMENT:

| | |
|-------------------------------|-----------------------|
| Goods and Expenses | \$2,559,000.00 |
| Contract and Service Expenses | \$441,000.00 |
| TOTAL | \$3,000,000.00 |

SECTION II. SPECIAL AUTHORIZATION – BUDGET OFFICER

- A. The Financial Officer is authorized to transfer funds between line items for expenditures within the capital improvement budget.

- B. Proposed changes in expenditures which would amend the fund balance revenue line item in the Capital Improvement Budget must be approved by the Town Council.

SECTION III. UTILIZATION OF FINANCIAL OFFICER / MAYOR

This Ordinance shall be the basis of the Financial Plan for the Town of Wilson’s Mills Master Plan Town Hall Upfit Project. The Financial Officer / Mayor shall administer the Budget and s/he shall ensure that operating officials are provided guidance and sufficient detail to implement their appropriate portion of the budget.

The Administrative Department shall establish and maintain all records which are in accordance with this Budget Ordinance and the appropriate Statutes of the State of North Carolina.

Copies of the Ordinance shall be maintained in the office of the Town Clerk of the Town of Wilson’s Mills and shall be made available for public inspection upon request.

FY24/25 Budget Amendment #1:

Ms. Worley said the budget amendment in Council’s packets for the fiscal year 2024-2025 removes the \$3 million from the general fund and puts it into a project budget instead.

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember David McGowan to approve Budget Amendment #1 for Fiscal Year 2024-2025. Motion carried unanimously.

**AN ORDINANCE TO AMEND
AN ORDINANCE TO APPROPRIATE FUNDS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024
AND ENDING JUNE 30, 2025**

TOWN OF WILSON’S MILLS
FY 24-25 BUDGET AMENDMENT #1

BE IT ORDAINED by the Town Council of the Town of Wilson’s Mills, County of Johnston, State of North Carolina, and meeting in Special Session this 24th day of June 2024 that the Town Budget adopted on June 17, 2024, for FY 2024-2025 is hereby amended and adopted.

Section I. That the following Revenue items in the General Fund Budget be DECREASED by the following amounts:

| GENERAL FUND | REVENUES | DECREASE | INCREASE |
|--------------------|------------------|----------------|---------------|
| <u>Account No.</u> | <u>Line Item</u> | <u>Amount</u> | <u>Amount</u> |
| 10-3701-002 | Grants | \$3,000,000.00 | |

Section II That the following Expenditure item in the General Fund Budget be DECREASED by the following amount:

| <u>Account No.</u> | <u>Line Item</u> | INCREASE | DECREASE |
|--------------------|-------------------------|---------------|----------------|
| | Governing Board | <u>Amount</u> | <u>Amount</u> |
| 10-4110-550 | Capital Outlay-TH Upfit | | \$3,000,000.00 |

Section III. That the following Revenue items in the Master Plan-TH Upfit Budget be INCREASED by the following amounts:

| Master Plan – TH Upfit | REVENUES | DECREASE | INCREASE |
|------------------------|------------------------------|---------------|----------------|
| <u>Account No.</u> | <u>Line Item</u> | <u>Amount</u> | <u>Amount</u> |
| 70-3100-000 | Master Plan – TH Upfit #0092 | | \$3,000,000.00 |

Section IV. That the following Expenditure item in the Master Plan-TH Upfit Fund be INCREASED by the following amount:

| <u>Account No.</u> | <u>Line Item</u> | INCREASE | DECREASE |
|--------------------|-------------------------|----------------|---------------|
| | Master Plan – TH Upfit | <u>Amount</u> | <u>Amount</u> |
| 70-4001-550 | Capital Outlay-TH Upfit | \$3,000,000.00 | |

Town Hall Campus Master Plan:

Central Pines Regional Council was recently chosen by Council to help facilitate a Master Plan discussion for a Request For Action (RFQ) for the Town Hall Campus. Alana Keegan and Lindsay Whitson from Central Pines Regional Council reviewed a presentation and said they would be sending out a survey before the next meeting in regard to the Townhall campus. They asked the options of Council and staff regarding the needs of the Town Hall Campus. The options were discussed and Alana and Lindsay said they would use these options to better cultivate the survey they will send out.

ADJOURN:

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember David McGowan. Motion carried unanimously.

The meeting adjourned at 6:41pm.



Fleta A. Byrd

FLETA A. BYRD, Mayor

Emily Matthews

EMILY MATTHEWS, CMC
Town Clerk