

TOWN OF WILSON'S MILLS
SPECIAL MEETING/WORK SESSION
May 7, 2024

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

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

ABSENT: Councilmember Randy Jernigan

CONVOCATION: Mayor Byrd declared a quorum present and called the meeting to order at 6:36pm.

Departmental Report Q&A: Town Administrator Worley asked if there were any questions about the departmental reports.

Councilmember McGowan asked for an update on The Cottages subdivision and Planning Director Oldham said there is a new contact for the project, and she has been working with her to get updates.

Councilmember McGowan asked about new vehicles in the Police Department as well as staffing to fill any full-time positions. Chief said 2 parttime officers have moved into fulltime roles and 2 Tahoes have been ordered and should be here in the fall.

**Town Administrator
Project Updates**

Ms. Worley said a Request for Proposal (RFP) was sent out for the design of the new Police Department building but they have to be done again and sent out. She said rather than a RFP, a RFQ (requests for qualification) needs to be done. She said they should go out by the end of the week.

Ms. Worley said the upfit for the Council chambers is on schedule.

**Budget Discussion
Items**

Ms. Worley referenced the budget spreadsheet given to Council and said it was originally planned to have a line in the budget to replenish the fund balance. She said that had to be removed but once the audit for this year is complete, we can come up with a 1-3-year plan in order to replenish the fund balance. As of the last audit the fund balance was at 27% and Council's policy states it should be at 33%.

Ms. Worley said there was \$55,000 cut out of the budget for capital outlay projects. She also said there is \$10,000 in the line for sewer feasibility study because that amount will need to be paid out after July 1st. She said the staffing plan and capital improvement plan were also removed but we are hoping to get a grant for the capital improvement plan.

In the Administration Department supplies, training, and travel all decreased.

In the Public Works Department, the uniforms line was cut down as well as removing the skid steer. She said it is in the budget for the department to get a mechanic this year as we are in need of one.

In the Planning Department there were no changes from the last time budget was discussed. Contracted services are currently at \$30,000 due to work on the UDO.

The festival line in the Events Department is set at \$14,000 in order to better allow the Events Committee to plan a festival for Christmas this year. The open space fees will be moved due to it only being able to be spent on specific items.

Councilmember McGowan said in an effort to save more money for the town he doesn't mind forgoing getting paid as a Councilmember. Ms. Worley said there is paperwork at Town Hall he can fill out to waive his right to be paid as a member of Council.

Ms. Worley said the budget is split into option 1 and option 2 and that is mainly in regard to the Police Department. She said option 1 is the budget with the hiring of 2 new fulltime officers and option 2 is the budget with the hiring of 1 fulltime officer and administrative assistant.

Councilmember McGowan asked if the administrative assistant could be part-time, and Ms. Worley said she thinks the position will be hard to fill no matter if it is full or part time due to the nature of the job.

Ms. Worley said option 1 leaves \$2,688 in excess and option 2 leaves \$10,562 in excess.

Chief said he would like to go with option 1 in hopes of somewhat recouping the officers they were unable to gain last year. Councilmember Brown mentioned moving forward with no new positions in order to save money. Councilmember McGowan expressed concerns about the citizens not being protected efficiently if there is not enough coverage of officers.

Councilmember McGowan suggested the option of one new officer only.

After further discussion it was the consensus of Council for Town Administrator Worley to bring the budget for option 1 to the May 20, 2024, meeting in order to discuss and call the public hearing.

Exit of Councilmember

Councilmember Brown left the meeting at 7:51pm and returned during discussion at 7:53pm.

BRANDING AND LOGO

Selection of Steering Committee:

Ms. Worley said the representative from Small Town Soul will be here on June 3rd for a workshop. Small Town Soul is the company chosen by Council to help with the town's branding and logo. She will be going over branding and logo surveys. Department heads as well as the Mayor will be in attendance and Ms. Worley asked for 2 other Councilmembers to volunteer. Councilmember Dobbin and McGowan volunteered to attend.

Timeline Review

Ms. Worley said after the workshop the Small Town Soul representative will stay nearby to observe things around town to help her better understand our needs.

Community Market Discussion:

Ms. Worley said she spoke with the Events Coordinator as well as the Administrative Assistant about changes with the Community Market. She said until we can have a space with more traffic, we will not be having the Community Market. She said this will allow the Events Committee to focus on the Christmas Festival.

Consideration of Juneteenth Holiday:

Ms. Worley said that the state holiday schedule does not currently include the observance of Juneteenth and we follow the state schedule. However, several municipalities in Johnston County give employees a floating holiday in observance of Juneteenth. Mayor Pro-tem JC Triplett says he agrees with giving

employees a floating holiday and Ms. Worley said she will bring it up at the May 20th meeting.

ADJOURN:

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember Randy Jernigan to adjourn. Motion carried unanimously.

The meeting adjourned at 8:08pm.

FLETA A. BYRD, Mayor

ATTEST:

EMILY MATTHEWS, CMC
Town Clerk