

**Town of Farmville
Board of Commissioners
February 26, 2013**

Draft copy

The Farmville Board of Commissioners met in special session on Tuesday, February 26, 2013 at 4:00 p.m. in the Municipal Building Courtroom with Mayor Robert L. Evans presiding. Present for the meeting were Commissioners Jamin Dixon, John Baker, John Moore, Richard Hicks and David Shackelford; Town Manager David Hodgkins and Town Clerk Amy B. Johnson.

Mayor Evans called the meeting to order at 4:00 p.m.

Mayor Evans welcomed everyone.

Project Updates (Continued)

11. Johnsonfield Pump Station

Rich Moore, from McDavid Associates, updated the Board on the Johnsonfield Pump Station Renovation. Moore stated the Rural Center awarded the Town a \$400,000 supplemental grant in December 2012 and is currently in the process of preparing/submitting a formal grant agreement. Moore provided a tentative project schedule. He added that approval from USDA is anticipated in February 2013.

12. Utility Rate Study

Rich Moore provided the Board with a copy of the Utility Rate Study prepared by McDavid in May, 2012, for their review.

Special Discussion Topics

13. Microsoft Enterprise Agreement

IT Administrator Brian Spehar presented the possibility of the Town entering into a Microsoft Enterprise Agreement. He stated Microsoft has announced that they will now be offering the Enterprise Program to Local Government Organizations under their normal 250 user mark. Spehar said for the Town, this agreement can be extremely beneficial moving the organization forward with a fixed software cost.

14. Condemned Building Demolition

Developmental Services Director Paul Ellis updated the Board on the condemnation progress. He informed the Board that 10 houses have been torn down by the property owner and 7 houses have been torn down by the Town. Ellis stated he believed the aggressiveness by the Town towards condemnation encouraged property owners to tear their houses down.

15. Debris Collection Policy

Developmental Services Director Paul Ellis provided the Board with neighboring Towns/Cities Collection Policies in regards to yard waste/limbs.

The Board made no changes to the current policy.

Ellis asked the Board their thoughts on the Dogwood cleanup two weeks prior to the festival.

Commissioner Shackelford made a motion to continue Dogwood cleanup as it has been done in the past but to move the collection dates to the first two weeks of April. The motion failed 2 to 3, with Commissioners Hicks and Shackelford voting in the affirmative and Commissioners Baker, Moore and Dixon voting in the negative.

Commissioner Moore made a motion to continue Dogwood cleanup but to move the collection dates to the first week of April and only collect for five days instead of ten. The motion failed 1 to 4, with Commissioner Moore voting in the affirmative and Commissioners Baker, Dixon, Hicks and Shackelford voting in the negative.

16. Community Center Fees

Finance Director Amy Johnson presented a copy of the current Community Center Rental Policy. She stated there has been recent concern over renting Club Room #3 since it is the senior's room and over the current rates charged.

After discussion, Commissioner Dixon made a motion to do away with the non-profit rental rates, increase resident rates to \$60 per room and non-resident rates to \$80 per room, and discontinue use of Club room #3, with the effective date being March 1, 2013. The motion carried 4 to 1, with Commissioners Baker, Moore, Shackelford and Dixon voting in the affirmative and Commissioner Hicks voting in the negative.

18. Dogwood Stage Green

Dogwood Festival Director Amy Johnson informed the Board of the poor condition of Stage Green which is used during performances during the Dogwood Festival each year. She stated that the Dogwood committee had spent \$2,000 on it last year to repair it and it was in need of repair again this year. Johnson reminded the Board that the Stage green was originally built with Town funds and used for various Town events. She stated it would cost \$8,000 to build a new stage and the Dogwood committee would be willing to pay half the cost if the Town would pay the other half.

Commissioner Moore commented that the Dogwood committee could probably find someone to sponsor the stage over a period of years to help with the cost.

Commissioner Baker made a motion for the Dogwood Committee to pay the \$8,000 upfront to build the new stage, with the Town paying them back their \$4,000 half in the new budget year. The motion carried unanimously.

17. Utility Cut-Off Policy

Finance Director Johnson provided a copy of the current late fees, cut-off fees and reconnect fees associated with utility bills.

Mayor Evans called a meal break at 6:32 p.m. The meeting reconvened at 7:02 p.m.

19. Christmas Decoration Purchase

Special Services Director Glenn Letchworth stated the Christmas Bows were in need of replacement. He provided a pricing of \$5,177.76 to replace all bows, which was good only through March 15, 2013. He stated after March 15th the price goes up.

On motion by Commissioner Moore, the Board approved the expenditure of \$5,177.76 to replace the Christmas Bows. The motion carried 4 to 1, with Commissioners Hicks, Moore, Baker and Shackelford voting in the affirmative and Commissioner Dixon voting in the negative.

Meeting with Rural Fire Board

20. Fire Department Budget

Fire Chief Lee Keel presented a copy of the 2013/2014 Farmville Rural Fire Department Budget.

Commissioner Baker made a motion to approve the 2013/2014 Rural Fire Budget for submission to Pitt County. The motion carried unanimously.

Special Discussion Topics (continued)

22. Boys and Girls Club

Recreation Director Jeff Polaski provided the Board with copies of the utility bill history on the building and the current contract. Polaski reported that the utility bills totaled around \$4,400 over the twelve months. He also mentioned wanting to use the building for Town Recreation activities.

After discussion, Commissioner Dixon made a motion to notify the Boys and Girls Club that at the end of the current lease (December 31, 2014), the Town Board will not re-new. The motion carried 4 to 1, with Commissioners Baker, Moore, Shackelford and Dixon voting in the affirmative and Commissioner Hicks voting in the negative.

Public Hearing

21. Naming of Herb Garden at May Museum

Mayor Evans stated there was a request on the table to name the Herb Garden at the May Museum after Susan Cable.

Mayor Evans declared the public hearing on the naming of the Herb Garden at the May Museum open at 7:31 p.m.

There being no further comments, Mayor Evans closed the public hearing at 7:32 p.m.

On motion by Commissioner Moore, the Board approved for the Herb Garden to be named in Honor/Memory of Susan Cable. The motion carried unanimously.

Special Discussion Topics (continued)

23. Public Facilities Naming Policy

Town Manager Hodgkins presented a proposed new Public Facilities Naming Policy. He stated this policy establishes a simpler and more streamlined process.

Mayor Evans explained why he believes the current policy may better address complex issues which may arise like Commissioners naming something after themselves.

The Board directed Town Manager Hodgkins to bring both policies back for further review at the April meeting.

24. Personnel Policy Update

Town Manager Hodgkins presented changes to the current personnel policy.

After discussion, the Board made no major changes at this time.

Mayor Evans commented that Town Manager Hodgkins 6-month evaluation would be due at the April meeting. He stated that Hodgkins would be getting some new evaluation forms to the Board shortly.

Board Meeting Start Time

Town Manager Hodgkins asked the Board if they were still interested in making the meeting start time earlier than 7:30 p.m.

On motion by Commissioner Shackelford, the Board approved the meeting start time to be 6:30 p.m. with it to begin at the April meeting. The motion carried 4 to 1, with Commissioners Moore, Dixon, Hicks and Shackelford voting in the affirmative and Commissioner Baker voting in the negative.

On motion by Commissioner Dixon, the meeting was adjourned at 8:51 p.m. The motion carried unanimously.

Robert L. Evans, Mayor

Attest:

Amy B. Johnson, Town Clerk