

**MINUTES OF THE BUDGET WORKSHOP  
OF THE BOARD OF COMMISSIONERS  
TOWN OF MINT HILL, NORTH CAROLINA  
April 12, 2016**

The Board of Commissioners of the Town of Mint Hill met in called session on Tuesday, April 12, 2016 at 6:00 p.m. in the Flex Room, Mint Hill Town Hall.

**ATTENDANCE**

Mayor: Ted H. Biggers, Jr.

Commissioners: Dale Dalton, Carl M. Ellington, Katrina (Tina) W. Ross and Richard Newton

Town Manager: Brian L. Welch

Town Engineer: \*Steve Frey

Public Works Operation Manager: \*Chris Cochrane

Fire Chief: \*David Leath

Police Chief: \*Tim Ledford

Finance Director: \*Naida Sergel

Town Clerk: Michelle Wells

\*Not in attendance for entire meeting

Mayor Biggers called the meeting to order at 6:00 p.m., ruled a quorum present and the meeting duly constituted to carry on business. Manager Welch stated the purpose of the called meeting was to begin the budget preparation process for the fiscal year ending June 30, 2017 (FY17). The Board would hear budget requests presented by various department heads of the Town and discuss/consider applications from external agencies requesting funding in the FY17 budget.

Mayor Biggers recognized the Department Heads scheduled for presentations.

Chief David Leath presented the FY17 Fire Department Budget Request including:

- Uniforms
- Turn-Out Gear
- Training/Mileage
- Vehicle Maintenance for Department Head Vehicles
- Office Supplies/Electronics
- Holiday Pay for Full Time Employees
- Overtime Pay (Normal and Training)
- Ladder Truck Payment
- Education and Advance Certification Incentives

The Board asked questions and discussed the Education and Advanced Certification Incentives (5% for Advanced Fire Fighter Certification and/or Associates Degree and 10% for Bachelor Degree). It was stated the pay increases would be very similar to what was already in place at the Police Department. A list would be compiled of eligible employees (with Fire Science degrees); if an employee was not eligible this year, they could submit paperwork to be considered in the next Fiscal Year. It was anticipated, the maximum amount allocated for the

upcoming year would be \$36,000. After discussing the items requested, the Board thanked Chief Leath for attending.

Chief Tim Ledford presented the FY17 Police Department Budget Request including:

- NC Governor's Highway Safety Program Grant- three additional officers, three vehicles, vehicle equipment, uniforms and equipment.
- Computers/Technology- 5 in car cameras, 20 digital cameras, 5 work stations, 5 AED's, 10 Laptops
- Vehicles- previously the Board had agreed to replace three vehicles every year. Unfortunately, 11 vehicles had major issues and he requested 5 Ford Explorer Police Interceptors
- Part Time Officers- four part time officers to ensure adequate coverage during any vacancies.

The Board asked questions about the request for three new patrol officers, Chief Ledford stated they would help decrease the rising number of car crashes and would be used in conjunction with the Highway Safety Grant. They discussed, in detail, the Grant and the Federal Asset Forfeiture Funds that could be used for matching grant offset the budget item. The question was asked, how the Town would recruit three additional officers when there were existing vacancies. Chief Ledford said he had several viable candidates in the running for the vacant positions.

The Board discussed the replacement vehicles, the officer cost associated with take home vehicles, the repair costs versus replacement costs, and the physical availability of the requested vehicles.

The Board discussed the budget savings associated with hiring part time officers versus overtime pay.

Lastly, the discussion centered on radio replacement costs; the Board asked Staff continue to look into a replacement schedule for all radios used by emergency workers in Mint Hill. After discussing the items requested, the Board thanked Chief Ledford for attending.

Steve Frey, Town Engineer, presented the FY17 Public Works Budget Request including:

- Plate Compactor
- Propane Hammer Sign Post Driver
- Shop Welder and Accessories
- Self-Propelled Asphalt Saw and Blade
- Trench Safety Box
- Powered Landscape Rake
- Salt/Sand Spreader and Stands
- Tandem-Axel Dump Truck

The Board asked questions and discussed the availability of Storm Water Funds to purchase some equipment items requested because they relate primarily to Storm Water. The Board

discussed the use and function of the items requested. The Board didn't feel as though a Tandem-Axel Dump Truck was necessary this year. Mr. Frey said the department could wait on the Tandem-Axel Dump Truck and would place it on the budget list for next year. After discussing the items requested, the Board thanked Mr. Frey for attending.

At the conclusion of the department head presentations, Manager Welch provided the Board with an outline of funds requested from the various external agencies as well as his recommendation for FY17 funding for those agencies. Board members had previously been provided with applications from external agencies to review. Mayor Biggers suggested the Board discuss the requested/proposed funding for each agency and provide Manager Welch with the Board's recommendation.

The Mint Hill Athletic Association (MHAA) requested \$60,000 to provide programs at an affordable price to Mint Hill residents, maintenance/capital improvements, operational costs and help assist MHAA in providing scholarships to those in need.

The Mint Hill Historical Society (MHHS) requested \$200,000 to support the Carl J. McEwen Historic Village capital investments, growth, contract employees and operational expenses.

The Idlewild Volunteer Fire Department requested \$272,500 to cover a portion of normal operating expenses plus capital asset replacement and renovation.

The Levine Senior Center requested \$5,000 to assist with building repairs, staff salaries, utilities and office supplies.

The Mint Hill Chamber of Commerce requested \$13,000 to assist with day-to-day operations.

Pottery 51 requested \$3,500 for a one-time project grant for capital campaigns and specific projects.

Generation Nation (Kids Voting Mecklenburg) requested \$2,500 to support the organization's civic education programs.

The Mint Hill Youth Football requested \$12,000 to assist with equipment and to offset the cost of travel and other expenses. Manager Welch said they did not compete with MHAA.

Mint Hill Arts requested \$15,000 to assist with strengthening high quality programming that promotes arts in Mint Hill.

Discover Mint Hill requested \$2,500 to allow the history, civic and cultural groups reach out to the surrounding community.

Mint Hill Lions Club requested \$2,500 to assist with the annual 5k run held in Mint Hill.

Following discussion, the Board made the following recommendations to be included in the Manager's draft budget for FY17 which will be brought to the Board for consideration:

- Upon the motion of Commissioner Ellington, seconded by Commissioner Newton, the Board unanimously agreed to recommend \$ 60,000 for the Mint Hill Athletic Association.
- Upon the motion of Commissioner Dalton, seconded by Commissioner Newton, the Board unanimously agreed to recommend \$60,000 for the Mint Hill Historical Society.
- Upon the motion of Commissioner Ellington, seconded by Commissioner Dalton, the Board unanimously agreed to recommend \$272,500 for the Idlewild Volunteer Fire Department.
- Upon the motion of Commissioner Ellington, seconded by Commissioner Ross, the Board unanimously agreed to recommend \$5,000 for the Levine Senior Center.
- Upon the motion of Commissioner Ross, seconded by Commissioner Newton, the Board unanimously agreed to recommend \$10,000 for the Mint Hill Chamber of Commerce.
- Upon the motion of Commissioner Ellington, seconded by Commissioner Newton, the Board unanimously agreed to recommend \$1,500 for Discover Mint Hill.
- Upon the motion of Commissioner Ellington, seconded by Commissioner Newton, the Board unanimously agreed to recommend \$2,500 for Generation Nation (Kids Voting Mecklenburg).
- Upon the motion of Commissioner Newton, seconded by Commissioner Ellington, the Board unanimously agreed to recommend \$12,000 for Mint Hill Arts.
- Upon the motion of Commissioner Ellington, seconded by Commissioner Newton, the Board unanimously agreed to recommend \$5,500 for Mint Hill Youth Football.
- Upon the motion of Commissioner Ross, seconded by Commissioner Ellington, the Board unanimously agreed to recommend \$0 for Mint Hill Lions Club because the application packet was incomplete.
- Upon the motion of Commissioner Ross, seconded by Commissioner Newton, the Board unanimously agreed to recommend \$3,500 for Pottery 51.

There being no further business to come before the Board, the meeting was adjourned at 7:51 p.m.

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Michelle Wells, CMC, Town Clerk