

RANLO BOARD OF COMMISSIONERS REGULAR JUNE 2020 MEETING
RANLO TOWN HALL
1624 SPENCER MOUNTAIN ROAD, RANLO, NORTH CAROLINA 28054
Thursday, June 11, 2020
7:00 PM

MINUTES

Governing Body Present:

Mayor	Lynn Black
Mayor Pro-Tem	Katie Cordell
Commissioner	Robin Conner
Commissioner	Jamie Fowler
Commissioner	Effie Locklear
Commissioner	Doug Moore

Staff Present:

Town Manager	Jonathan Blanton
Town Attorney	Jim Windham
Chief of Police	Jimmy Lunsford
Finance Director	Lieke Janssen
Parks Director	Corey Correll
Intern	Grant McMillan

I. Call to Order and Roll Call

Mayor Black called the meeting to order and Town Manager Jonathan Blanton conducted the roll call. Mayor Black offered the invocation.

II. Adoption of the Agenda

Commissioner Moore motioned to adopt the agenda and Commissioner Connor provided the second. The vote was 5-0.

III. Approval of the May 8, 2020 Board of Commissioners' Budget Meeting and Regular Meeting

Mayor Pro-Tem Cordell motioned to adopt the agenda and Commissioner Moore provided the second. The vote was 5-0.

IV. Budget Amendments for Fiscal Year 2019-2020

Mr. Blanton presented the Board of Commissioners with proposed amendments to the FY 2019-2020 budget. Mr. Blanton stated that these amendments will close out all of the outstanding line items in the budget. Commissioner Moore motioned to approve the amendments and Commissioner Locklear provided the second. The vote was 5-0.

V. Public Hearing of the FY 2020-2021 Budget

No members of the public requested to speak to the Board of Commissioners on the FY 2020-2021 budget. Mayor Black opened and closed the public hearing.

VI. Adoption of the FY 2020-2021 Budget Ordinance

Mr. Blanton presented the Board of Commissioners with a proposed budget ordinance for the FY 2020-2021 budget. Mr. Blanton drew attention to the sinkhole that opened up on Boulder Court. Engineers evaluated 1800 feet of road on Boulder Court and identified numerous issues that need to be addressed.

Commissioner Fowler inquired as to whether changes to the budget would postpone the budget. Mr. Blanton confirmed that no postponement would be need. He stated that the budget has sat for thirty days and there has been a public hearing on the budget. Mr. Windham confirmed Mr. Blanton's assessment. Commissioner Moore made a motion to adopt the budget ordinance and Mayor Pro-Tem Cordell provided the second. The vote was 5-0.

VII. Adoption of the 2020-2021 Fee Schedule

Mr. Blanton provided the Board of Commissioners with the proposed fee schedule for FY 2020-2021. Mr. Blanton stated that the water and sewer rates were changed based on the discussion from the Budget Meeting in May and that they will take effect during the August billing in order to give the Town ample time to inform the public about the changes. Mr. Blanton also informed the Board that he has received confirmation and official notice from the City of Gastonia that the rates will be going up on the Town of Ranlo by 5% this fiscal year.

Mayor Pro-Tem Cordell inquired as to whether this rate increase would be seen on the September billing cycle. Mr. Blanton confirmed that the rates increase would be seen in September's bill.

Mayor Black asked Mr. Blanton if there was a fee for businesses in the amount of \$25 on the Fee Schedule. Commissioner Moore clarified that the fee is called a "Business Permit". Mr. Blanton stated that he was not aware of that fee, but it could be added to the fee schedule.

Commissioner Moore questioned Mr. Blanton about the fees for a citizen wanting a third garbage can. Mr. Blanton confirmed that for a third garbage can, the fee was the cost of the can (\$55) plus a \$3 per month usage charge. Mr. Blanton stated that one can was a \$9 per month usage charge and one additional can was an additional \$3 charge for a total of \$12 per month. Mr. Blanton stated that it will be policy to ask new customers if they want one can for \$9 per month or two cans for \$12 per month and a third can could be purchased if they have a need for a third can. Mr. Blanton stated that the fees associated with a third garbage can needs to be added to the fee schedule.

Commissioner Fowler asked Mr. Blanton if the Town of Ranlo has a commercial rate for large users of water in the town. Mr. Blanton stated that the proposed schedule did not include a commercial rate since the Town is transitioning to the tiered structure and would be evaluated at the end of the next fiscal year.

Commissioner Fowler made a motion to adopt the FY 2020-2021 Fee Schedule and Mayor Pro-Tem Cordell provided the second. The vote was 5-0.

VIII. Adoption of the Audit Contract for FY 2017-2018

Mr. Blanton presented the Board of Commissioners with the audit contract with Mr. Eddie Carrick, CPA for the 2017-2018 fiscal year. Mr. Blanton stated that he has finished the 2016-2017 audit and there were no major findings other than it was submitted late to the Local Government Commission (LGC).

Commissioner Moore asked if the 2016-2017 audit would be made available for public viewing. Mr. Blanton stated that a copy is on the Town website and a hard copy would be available at Town Hall as well.

Mayor Pro-Tem Cordell motioned to award the audit contract for FY 2017-2018 to Mr. Eddie Carrick, CPA. A second was provided by Commissioner Moore. The vote was 5-0.

IX. Approval of Utility Write-Offs

Mr. Blanton presented the Board of Commissioners with a list of delinquent accounts from 2006 to 2010 that are being prepared to be sent to the State of North Carolina to be written off.

Mayor Black stated that the Town previously sent delinquent accounts to the State and the State would take it from their income taxes. Mr. Blanton confirmed that the Town was continuing to participate in the North Carolina Debt Setoff Program.

Mayor Pro-Tem Cordell made a motion to approve the write-offs of delinquent utility accounts as presented. Commissioner Locklear provided the second. The vote was 5-0.

X. Approval of Retention Schedule

Mr. Blanton informed the Board of Commissioners that in 2019, the state legislature changed the regulations regarding the retention of certain documents. Mr. Blanton asked that the Board of Commissioners ratify the regulations that the State of North Carolina has laid out.

Commissioner Locklear asked Mr. Blanton to clarify the schedule and he stated that it varies from document to document, but most things range from three to five years, while other things, like board meeting minutes, are required to be kept indefinitely.

Commissioner Moore made a motion to approve the retention schedule and was seconded by Commissioner Connor. The vote was 5-0.

XI. Ratification of Intent to Apply for Asset Inventory and Assessment Grants

Mr. Blanton presented the Board of Commissioners with plans to apply for water and sewer asset inventory grants. Mr. Blanton stated that he hoped to receive \$150,000 for water and \$150,000 for sewer and that he needed the Board of Commissioner's approval to apply for the grants.

Commissioner Moore made a motion to give Mr. Blanton the authority to apply for the grants and was seconded by Commissioner Connor. The vote was 5-0.

XII. Presentation of the Scope of Work for Renovations to Town Hall, the Police Department, and Ranlo Lodge

Mr. Blanton told the Board of Commissioners that there is earmarked funding in the approved budget to renovate Town Hall and the Ranlo Lodge utilizing the engineering and design firm Creech & Associates from Charlotte, North Carolina. Mr. Blanton stated that Creech & Associates will study all options with the renovations of Town Hall and the Lodge, from comprehensive renovations to new construction and would take around six months.

Mr. Blanton stated that Creech & Associates is a reputable firm in the Charlotte region, as well as in Gaston County and that the firm has done renovation for both Mount Holly and Belmont.

Mayor Black clarified the price of the agreement, which is \$69,800. Mr. Blanton stated that this included a space needs assessment for the Police Department and for Town Hall, a civic campus master plan, a corridor master plan, and a civic campus conceptual design.

Commissioner Locklear inquired if there was an engineering firm in Gaston County that the Town could use. Mr. Blanton stated that he had been referred Creech & Associates by an engineering company. Mr. Blanton offered to the Board that they could put out a request for proposals if they so chose, but also stated that he believes that Creech & Associates knows Gaston County and that they are a reputable firm.

Mayor Black inquired as to when the fire department would be vacated and Commissioner Moore stated that the fire department hoped to be in the new location by late July or August of this year. Mayor Black asked if the timeline for the study was six months from when the fire department moved out and if the cost was just for completing the study. Mr. Blanton confirmed.

Commissioner Connor motioned to proceed with the assessment using Creech & Associates and was seconded by Commissioner Moore. The vote was 5-0.

XIII. Town Manager's Report

Mr. Blanton took the time to introduce the new employees of the Town of Ranlo, Lieke Janssen and Corey Correll. Ms. Janssen is serving as the Director of Finance and Developmental Services and Mr. Correll is serving as the Parks, Recreation, and Community Development Director. Both Ms. Janssen and Mr. Correll are recent graduates of the University of North Carolina at Charlotte's Gerald G. Fox Master of Public Administration Program. Mr. Blanton also took the time to introduce Grant McMillan, who is interning for the Town of Ranlo this summer while he works on his Masters of Public Administration degree at the University of North Carolina at Charlotte.

Mr. Blanton informed the Board of details about the upcoming parade for graduates. Mr. Blanton thanked the Ranlo Church of God for helping out with the parade and allowing the graduates to use their parking lot as a staging area.

Commissioner Conner asked Mr. Blanton to confirm the time of the parade and Mayor Black asked Mr. Blanton to confirm the date of the parade. Mayor Black added that the parade is the same day as the Ranlo Church of God's "God and Country" day, where they recognize all public servants.

Mr. Blanton told the Board that Pastor Simmons was at Town Hall earlier in the week to discuss the plans with Mr. Correll and Chief Lunsford.

Mr. Blanton thanked the public for their continued patience with public works staff being short-staffed due to the ongoing COVID-19 pandemic and with contracted inmate labor being suspended. He stated that he hopes that the inmates will be back by early July.

Mr. Blanton mentioned the Town's Fourth of July plans, and how he tentatively wants to move forward with the event on July 17th with a firework show. Mr. Blanton stated that this is dependent on what the Governor says regarding reopening in the upcoming weeks.

Mr. Blanton stated that the Governor has extended the cut-offs and late-fess assessments for utility payments to July 29 with all accounts being required to be made current by December 29.

Mayor Black inquired about the reopening of the splash pad, and Mr. Blanton stated that he hoped to reopen it at the end of Phase 2.

XIV. Comments from the Mayor

Mayor Black stated that he did not have any comments.

XV. Comments from the Board of Commissioners

Commissioner Moore stated that he and Chief Lunsford have made contact with the North Carolina Department of Transportation about the railroad crossing at Oakland Drive. The NCDOT said that the crossing is on their list, however it is not a high priority.

XVI. Adjournment

Commissioner Connor motioned to adjourn the meeting and Commissioner Fowler provided the second. The vote was 5-0.

ATTESTED TO:

Mayor Lynn Black

Recorder and transcriber of the minutes for the Regular Board Meeting on June 11, 2020