

TOWN OF JONESVILLE
BUDGET WORKSHOP MINUTES
February 26, 2022

The Town of Jonesville Council met for a FY2022/2023 Budget Workshop on Saturday, February 26, 2022 at 8:30 am.

Council Present:	Absent:
Mayor Pro-Tempore Anita Darnell	Mayor Gene Pardue
Andy Green	
Tracy Wall	
Regina Adkins	
Michael Tilley	

Others Present: Michael Pardue, Town Manager
Wendy Thompson, Town Clerk/Finance Director

Mayor Pro-Temp Darnell called the meeting to order at 8:35 am. Doors to the Town Hall were opened at 8:30 am for any members of the public who would like to attend.

A motion was made by Council Member Adkins to approve the adoption of the agenda. A second was made by Council Member Tilley and approved by unanimous vote. 4-0

Council Member Green made a motion to go into closed session pursuant to NCGS 143-318.11, personnel issue. A second was made by Council Member Tilley and approved by unanimous vote. 4-0

Council Member Green made a motion to go back into open session. A second was made by Council Member Wall and approved by unanimous vote. 4-0

Town Manager Michael Pardue began the meeting by discussing the purpose of the meeting was to discuss the upcoming FY2022/2023 budget preparations. Council discussed project areas for the current and upcoming fiscal years. The Town Manager received a program called Lead for NC Fellow. He discussed there was need to budget up to \$15,000.00 for the program in the upcoming year. He then reviewed the revenues and expenditures to date with the Council. Town Manager then discussed the need to update the Land Use Plan and expects it to be a yearlong project estimating around \$65,000.00 to be appropriated in the upcoming year.

Finance Director, Wendy Thompson reviewed and asked for approval of a budget amendment to increase the ARP funds to match what is promised to the Town for the ARP ACT Special Revenue Fund. The budget amendment increased funds into revenue and expenditures for general services in the amount of \$55,914.84 for a total of expected revenue of \$705,914.84. A motion was made by Council Member Green to approve the budget amendment as presented. A second was made by Council Member Tilley and approved by unanimous vote. 4-0

Finance Director, Wendy Thompson then gave an overview of the Coronavirus State & Local Fiscal Recovery Funds Final Rule as prepared by the US Department of Treasury. Main points for this final rule are as follows:

- (1) The amount allocated for the Town of Jonesville is \$705,914.84;
- (2) The period of performance for the funding begins 3/2/2021, obligated by 12/31/2024 and spent in full by 12/31/2026.

- (3) Funding cannot be spent prior to 3/2/2021 nor on items covered by the previous CARES allocation.
- (4) A budget amendment in the amount of \$55,914.84 was presented before the Council to make the revenues and expenditures match the amount expected to be received for the American Rescue Plan. A motion was made by Council Member Adkins to approve the budget amendment as presented. A second was made by Council Member Wall and approved by unanimous vote. 4-0
- (5) The Town has the authority to chose to use the funding for government services in an amount to equal revenue loss experienced by the Town due to the COVID-19 public health emergency. The Town may elect a standard allowance as set out on page 9 of the US Department of Treasury Final Rule overview of \$10 million to spend on government services through the period of performance. In the current special revenue budget, the Council had approved these funds for government services only based on the final ruling. Funds cannot be used for broadband infrastructure by the Town nor to offset a reduction in net tax revenue resulting from a change in the law, regulation or administrative interpretation during the stated time period. Also restricted are debt service payments, settling of lawsuits and judgements, or a project that conflicts with the purpose of the ARPA statute. Use of funds are required to be reported showing compliance with the US Treasury guidelines annually. The Town's first report is due April 30, 2022.
- (6) Council discussed using the funds for the following:
 - (a) Bonus pay to employees for employee retention.
 - (1) A bonus pay policy specifically for this time period will be drafted allowing for each full-time employee to receive \$1.00 extra for every hour physically worked for the Town of Jonesville. This will not include any hours the employee is on leave and/or while teleworking from their residence or other area.
 - (2) Employees must still be employed full-time with the Town of Jonesville and have not given notice of resignation to the Town Manager or supervisor on the date the funds are scheduled for disbursement.
 - (3) Employees will receive this for their commitment to the Town and residents during the public health emergency.
 - (4) The bonus pay is for employee retention and is a one-time payment not an increase in base salary.
 - (5) The bonus pay can be rescinded at any time by the Town Council.
 - (6) The bonus pay will begin for hours worked during the 4th quarter of 2021, specifically October 1, 2021 through December 31, 2021.
 - (b) Match to grants as allowed by the grantor for water, park and greenway FY2021/2022 and future fiscal years.
 - (c) New meters to replace current ones that are out of service or manual read during FY2022/2023.

- (d) Purchase and installation of training equipment for the police department including smart board, overhead projector, speakers and digital web camera no more than \$8,000.00 during FY2022/2023.
- (e) Purchase and installation of equipment to allow for online meetings and trainings in the Council Chambers including cameras, phone interface, mixer etc. for no more than \$11,000.00 during FY2022/2023.
- (f) Town wide software and hardware to allow for off-site working, increased protection for cyber security, dual authentication and financial software. Council allowed \$29,000 for hardware/PCs during FY2021/2022. Financial Software will be budgeted in FY2022/2023.
- (g) Maintenance and upgrades at Lila Swaim Park
 - (1) Bathrooms in FY2022/2023
 - (2) Swings
 - (3) Gate in FY2022 or FY2023
 - (4) trees cut in FY2021/2022
 - (5) dugout benches
 - (6) parking lot
 - (7) concrete pad -remove & grass area in FY2022/2023
- (h) Maintenance at Walking Track
 - (1) Drag walking track, fix erosion areas in FY2022
 - (2) Replace current fencing during FY2022
 - (3) Remove shrubs and dead trees and plant fresh shrubs
 - (4) Add new benches
- (i) Allocation to Arlington Fire & Rescue during FY2021/2022 for the purchase of emergency rescue equipment, ATV side by side with rescue basket.

Town Council discussed the goals of this funding and felt it should be used for employee retention, providing safe and fun outside recreation for citizens, and updating of water distribution meters. Budget amendments will be approved by Council before any of the above projects can be started. Council advised the finance director to move forward with receiving quotes and information needed for these projects.

Town Council discussed the ABC Board. Council Member Regina Adkins is currently on the ABC Board to represent the Town and her appointment is coming to an end. Council Member Adkins is interested in another term on the ABC Board. A motion was made by Council Member Tilley to appoint Regina Adkins to the ABC Board for another term. A second was made by Council Member Green and approved by unanimous vote. 4-0.

The next budget workshop was discussed by Council. The date was scheduled for Saturday, April 2, 2022 at 8:30 am.

A motion was made by Council Member Green to adjourn the meeting. A second was made by Council Member Wall and approved by unanimous vote. 4-0


Wenona C. Thompson, Town Clerk


The Honorable Anita Darnell
Mayor Pro-Tempore Town of Jonesville