



CONOVER

North Carolina

Conover City Council

Continued Meeting Minutes

Wednesday, January 24, 2024 at 12:00 PM

(Continued from January 2, 2024 Meeting)

Manufacturing Solutions Center II

350 5th Ave SE, Conover

A Continued Meeting of the Conover City Council was held on Wednesday, January 24, 2024 at 12:00 PM in the Manufacturing Solutions Center II, 350 5th Ave SE, Conover.

I. CALL TO ORDER

Kyle J. Hayman, Mayor

Mayor Hayman called the meeting to order and stated that this meeting was a continuation of the January 2, 2024 regular meeting.

Council Members Present: Mayor Kyle Hayman
Mayor Pro Tem / Council Member Bruce Eckard
Council Member Mark Canrobert
Council Member Joie Fulbright
Council Member Jim Green
Council Member Brenda Powell

Council Members Absent: None

Staff Present: City Manager Tom Hart, City Clerk Stephanie Watson, City Attorney Susan Matthews, Human Resources Madeleine Epley, Finance Director Kurt L. Beal, Planning Director Erik Schlichting, Public Works Director Terry R. Jones, Public Utilities Director Brian Bradshaw, Fire Chief Mark Stafford, Police Chief Eric Loftin, Information Technology Director Chris Niver, Police Major Robert Houston, Assistant Fire Chief Jackie Lail, Assistant Public Works Director Ken Colf, Assistant Public Utilities Director Eric Williams, and Assistant Planner Heather Stephens.

II. APPROVAL OF AGENDA

Upon motion duly made by Mayor Pro Tem / Council Member Eckard, seconded by Council Members Powell and Green, it was DECLARED:

That the Wednesday, January 24, 2024 Agenda be - ADOPTED.

AYES:	Mayor Hayman, Mayor Pro Tem / Council Member Eckard, Council Member Canrobert, Council Member Fulbright, Council Member Green, Council Member Powell
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NOES:	None
ABSTAIN:	None

III. BUSINESS AGENDA

Item 1: Opening Comments

City Manager Tom Hart gave the opening remarks and spoke briefly about a potential buyer for the bank property in the downtown area.

Item 2: Ordinance 02-24: An Ordinance Amending the 2023-2024 Budget Ordinance

City Manager Tom Hart presented Ordinance 02-24: An Ordinance Amending the 2023-2024 Budget Ordinance which is to amend the 2023-2024 Annual Budget for the purchase of a new fire engine.

Upon motion duly made by Mayor Pro Tem / Council Member Eckard, seconded by Council Members Powell and Green, it was DECLARED:

That Ordinance 02-24: An Ordinance Amending the 2023-2024 Budget Ordinance be
- ADOPTED.

AYES:	Mayor Hayman, Mayor Pro Tem / Council Member Eckard, Council Member Canrobert, Council Member Fulbright, Council Member Green, Council Member Powell
NOES:	None
ABSTAIN:	None

(Ordinance 02-24: An Ordinance Amending the 2023-2024 Budget Ordinance contained in the exhibit file called 2024 Ordinances.)

CITY OF CONOVER ORDINANCE 02-24

AN ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE

BE IT ORDAINED by the City Council of the City of Conover, North Carolina, that the 2023-2024 Budget Ordinance of the City of Conover, adopted pursuant to the provisions of Chapter 159 of the General Statutes of North Carolina, the Local Government Budget and Fiscal Control Act, be amended as noted herein.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Description		Increase/ Debit	Decrease/ Credit
100-6600-9167	Transfer to Capital Projects Fund	489,666	
Total		\$489,666	

This will result in a net increase of \$0 in the expenditures of the General Fund. To provide funding for the above, the following revenue budgets will be increased as follows:

Account Description		Decrease/ Debit	Increase/ Credit
100-3250-0300	Rural Fire Tax District Distribution		315,000
100-3350-1300	Reimbursement from Insurance Proceeds		174,666
Total			\$489,666

Section 2. To amend the General Capital Reserve Fund, the expenditures are to be changed as follows:

Account Description		Increase/ Debit	Decrease/ Credit
520-6600-9167	Transfer to Capital Projects Fund	310,000	
Total		\$310,000	

This will result in a net increase of \$310,000 in the expenditures of the General Capital Reserve Fund. To provide funding for the above, the following revenue budgets will be increased as follows:

Account Description		Decrease/ Debit	Increase/ Credit
520-2990-1000	Fund Balance Appropriated		310,000
Total			\$310,000

Section 3. To amend the General Capital Projects Fund, the expenditures are to be changed as follows:

Account Description		Increase/ Debit	Decrease/ Credit
670-5300-7400	Fire Equipment	799,666	
Total		\$799,666	

This will result in a net increase of \$0 in the expenditures of the General Capital Projects Fund. To provide funding for the above, the following revenue budgets will be increased as follows:

Account Description		Decrease/ Debit	Increase/ Credit
670-3970-9110	Transfer from General Fund		489,666
670-3970-9152	Transfer from Capital Reserve Fund		310,000
Total			\$799,666

Section 4. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, to the Budget Officer and the Finance Officer for their direction.

Adopted this the 24th day of January, 2024.

Item 3: Conover City Staff Presentations

3a. Fiscal Overview

Finance Director Kurt Beal gave a presentation on the fiscal overview for the City of Conover.

After Mr. Beal's presentation, each Department then gave a brief presentation of their achievements for the current fiscal year, what capital items they may need in the upcoming fiscal year, and any challenges their department may face in the upcoming fiscal year.

3b. Finance Department

Finance Director Kurt Beal stated that his department implemented numerous banking security measures, water/sewer intuition fees, transfer of ownership for the Firefighter's Relief Fund, upgrades to utility forms, and new customer utility sign in processing.

3c. Administration

Human Resources Director Madeleine Epley gave a presentation on the City of Conover Personnel Cost Analysis, the general state of the workforce, the state of Conover's workforce, and a salary comparison of Conover with surrounding municipalities. Discussed were potential budgeting concerns for the next few fiscal years and challenges. She then spoke briefly about the in-house and community training that is being led by Conover staff.

3d. Planning Department

Planning Director Erik Schlichting gave a breakdown of permits issued throughout the fiscal year. Also discussed was the tax based value added in FY 2023, new resident construction, expansion/alterations to residential/non-residential, non-residential construction, certificates of occupancy issued, and rezoning requests for the year. He then spoke of the professional development of himself and his assistant planner as well as the Bike/Pedestrian Plan and the Bolick District/Small Area Plan Update. In the future, the department will be working on the Unified Development Ordinance, Hunsucker N & S Developments, a Parks/Recreation Plan Update, a New Land Development Plan (anticipated 2030), and the US Census (2030). His department's ongoing projects are the 1st Street Bike & Ped Project, the Rural Transformation Grant and the Development Code Updates.

A recess was called at 1:10 p.m. and the meeting reconvened at 1:25 p.m.

3e. Information Technology Department

Information Technology Director Chris Niver spoke about the following projects that occurred during the fiscal year which included: Prox Lock & Camera System updates and expansion, the creation of a training lab at Public Works, the Cyber Security Audit in October of 2023, a \$100,000 Cyber Security Grant, Police Department laptop replacements, expansion of the downtown wireless system, and the deployment of 30 new desktops and laptops. In the next fiscal year, the city's Nutanix Server software will need to be renewed, there will be a server replacement, more Prox Lock replacements and installations (city hall), and an upgrade in technology for site plan reviews.

3f. Police Department

Police Major Robert Houston spoke about the success of the new flock cameras installed throughout the city. The Department received a CALEA Accreditation Annual Review. There was also a successful implementation of SOMA Records Management Software. He then went on to report that the department had completed 1,798 training hours and spoke about certifications that had been received. The department held a few major events this year which included the 40th National Night Out and Santa Cops. Upcoming challenges include the replacement of service weapons for officers, building maintenance for the Police Department, the need for an additional criminal investigator, radio replacements to match the VIPER system and the ongoing delay in patrol vehicle delivery. Recruitment and retention for the department was then discussed along with average starting salaries for an officer.

3g. Public Works Department

In Public Works, Public Works Director Terry Jones gave the department's year in review. Items presented were Propatch added to the Street Department, 200 ADA projects being completed, the training room addition at Public Works, the completion of three public parking lots, three employees earning their CDLs, AIA Stormwater Grant, ordering the One-arm bandit, and the current vacancies in the department. Coming up will be the replacement of the John Deere Tractor with a Right of Way Tractor and Mower, the purchase of a snow plow and spreader, a fuel tank upgrade, Public Works facility upgrades, and the continuing issue of maintaining solid waste service levels in the face of residential growth.

3h. Public Utilities Department

Public Utilities Director Brian Bradshaw and Assistant Public Utilities Director Eric Williams give a brief presentation of projects occurring during the current fiscal year which include the replacement of utility trucks with Ford Rangers, the movement of equipment to the new utilities building, and the retirement of a high valued employee.

The waste water treatment plant upgrades were briefly discussed followed by the progress and challenges faced with the old house remodel on the Public Works grounds. Challenges include the continuing issue of finding qualified applicants, the lead service line inventory, the Lyle

Creek Sewer Line, the loss of revenue related to the City of Hickory. Capital items for the upcoming year include a sludge trailer purchase, upgrading the NE Waste Water Treatment Plant locker/shower room, and engineering for future water / sewer projects. The City has applied for funding for the Swinging Bridge Waterline project (ARC).

Mayor Pro Tem / Council Member Bruce Eckard left the meeting at 2:40 p.m.

3i. Fire Department

Fire Chief Mark Stafford spoke about the training hours completed by the members of his department. In 2023, the LUCAS chest compression device was deployed to 24 cardiac arrest calls with 29,470 Compressions delivered. The department received a grant from the Carpenter Foundation which was used to replace all department AEDs and to purchase FLIR Thermal imaging cameras. Norfolk Southern award the department a \$15,000 grant for rapid intervention team emergency air systems. The department also continued through the 4-year performance period of the AFG R&R Grant awarded in 2020, replaced radios, and implemented Field Ops. The ISO rating for the department was then discussed along with a future need for extra staffing due to future construction plans. Chief Stafford then spoke about his plans to streamline the equipment in the department by surplussing items that the department no longer needs which ties into the City's and the County's future plans to build regional partnerships on specialized equipment. The department currently plans to specialize in response to electronic vehicles.

Item 4: Closing Comments

City Manager Tom Hart spoke briefly about what to anticipate for the upcoming fiscal year. This included discussion about the tax rate, potential water and sewer rate increases, a potential solid waste rate increase, a cost recovery ratio for services rendered to customers outside city limits, cost of living adjustment percentage estimates, and merit percentage estimates.

IV. ADJOURNMENT

No official action was taken during the meeting.

There being no further business, the meeting was adjourned at 3:28 p.m.

Kyle J. Hayman, Mayor

Stephanie C. Watson, City Clerk