

VILLAGE OF WESLEY CHAPEL
SPECIAL COUNCIL MEETING MINUTES
WESLEY CHAPEL TOWN HALL
6490 Weddington Road, Wesley Chapel, NC 28104
May 19, 2020 – 7:00 PM

The Village Council of Wesley Chapel, North Carolina met at the Town Hall at 6490 Weddington Road, Wesley Chapel, North Carolina.

Council Present: Acting Mayor Fuller, Council Members Como, Bailey, and Boyce
Council Absent: Mayor Smith

Others Present: Clerk/Finance Officer Cheryl Bennett, Planning and Zoning Administrator Robyn Byers

1. Call to Order, Pledge of Allegiance, Invocation

The meeting was called to order. The Pledge of Allegiance was led by Acting Mayor Fuller, and Council Member Boyce gave the invocation.

2. Review proposed 2020-21 budget and proposed fee schedule

Council members commented on how they prepared for this meeting, and what their budget vision is. Council Member Bailey suggested being austere by cutting expenses to essentials; a mid-year amendment could be done if revenues improve. Council Member Como agreed; there is a lot of uncertainty, we cannot do as much as last year but can do something while things like cutting grass continues. Council Member Boyce noted just maintaining services is a good thing. Acting Mayor Fuller noted we took \$110,000 out of fund balance this year. Finance Officer Bennett noted in FY 2018 we spent \$60,654 more than we brought in, and in FY 2019 we again spent \$60,986 more than we brought in thus using fund balance. While we are required by law to keep 8% of expenditure in fund balance, our Village policy is to keep 25% of expenditures in fund balance. This is because we have a lot of early expenditures and do not get in a lot of our revenues until several months into the year. Cash balances at the end of April were reviewed. The Finance Officer estimated we will actually use \$30,000 of fund balance this year although this year it is difficult to estimate.

The proposed changes to the fee schedule were reviewed. Planning and Zoning Administrator Byers had made several changes and tried to match up to Weddington and Marvin. Finance Officer Bennett cautioned that the new customary home occupation permit fee may not be received well, there were a lot of issues in the past when we required business licenses for home businesses. New proposed fees included “Change of use – non-residential \$50”, “Customary home occupation \$25”, “Conditional zoning amendment \$300”, “Pre-submittal meeting \$200 plus engineering fees”, “re-submittal after 3 \$250”, and “Final Revision \$50/lot”. Future land use plan related fees for text change application and map change application were deleted from the fee schedule. Zoning map amendment and Zoning text amendment were both increased from \$350 to \$500. Preliminary plat fees were increased to \$275 per lot plus the engineering/TIA deposit of \$1,000.

Council Member Como motioned to approve the fee schedule with the condition that Planner Byers let Council know if there is any kickback. Council Member Bailey seconded the motion. The motion and second were rescinded. The motion was amended to add that the re-submittal fee occur after 3 submittals instead of 4, and to add engineering fees to the conditional zoning amendment fee. Council Member Bailey seconded the motion.

The motion passed unanimously.

Finance Officer Bennett reviewed estimated revenues. Property tax values come from Union County, and she applied the 99% collection rate and our tax rate. Utility Company property values come later from the State and may vary somewhat. Zoning permit revenue was estimated at \$32,000. Fee in lieu has been used and will come in next when Heritage does their next plat. Engineering fees reimbursements generally equal engineering fees. Parks and Rec estimated beverage sales and sponsorships at \$3,000 and was reduced to zero by Council. Interest rates are down. State shared revenues were reviewed next. Estimates were based on a combination of NCLM estimates and our Village experience. The current situation is very uncertain, as we have not collected quarterly revenues for 2020 yet. We expect impacts for the period beginning March 2020, and we do not know the extent of the impact yet. There are complex state formulas to determine where the various sales taxes go. Electricity and piped natural gas are weather dependent and we have not had a cold winter or a lot of hot weather. Council decided to reduce the estimated shared revenues by another 5% to \$380,950. We are selling a 2.6-acre parcel of land, but since we do not know when it will close, it was not budgeted in 2020-21.

Expenditures reviews began with town hall operating expenses. The Finance Officer explained what goes into each account. We have a new expense for Office 365 of \$150 per user and allowed for increases in water bills. Overall expenses are down from \$34,100 to \$29,000. Other operating expenditures were reviewed. Codification will include two updates, and with the new tree ordinance and other Chapter 160D revisions as well as a lack of history, the amount was estimated at \$5,000. Planner Byers inquired about hosting the code on-line and making it more easily searchable. Council had reviewed that request earlier, and it was not included in the budget. It could be changed mid-year. Nothing was budgeted for Youth Council which is inactive. Communications Committee asked for \$500 for miscellaneous expenditures. Liability insurance was increased due to the addition of the playground. The amount budgeted for seminars was reduced from \$1,400 to \$700, and travel and entertainment reduced from \$1,700 to \$1,000.

Planning and Zoning was reviewed next. The amount for Comprehensive Plan services was reduced to \$6,500 noting the survey postcards were paid for out of the current year. Planner Byers requested \$75,000 to hire a consultant to create a UDO which would combine the zoning and subdivision ordinances, however that amount was removed and Council put in \$7,000 (which is the amount she had discussed with the attorney) for legal fees to review a staff created 160D update. The focus will be on the Comp Plan now, and then the Chapter 160D updates. Acting Mayor Fuller asked the Planner to make a timeline working backwards from the August 1, 2021 due date for Chapter 160D and get an outline to Council. The Comp Plan can be delayed if necessary. An account was added to include \$375 for NC-APA dues. Another new expense is software maintenance for ARC GIS and Acrobat Pro PDF for \$580.

The General Governmental Salaries accounts were budgeted at the same amounts as the current year. The Allowance for Salary Adjustment was reduced to zero. There are new rates for fringe benefits insurance and the retirement rate went up from 8.95% to 10.15%.

Professional Fees included an increase in the Urban Forester contract amount per the County and reduction in legal fees since we hopefully will not have a lawsuit next year.

Capital Outlay included \$1,500 for Artwork requested by the Communications Committee for photos and framing and was reduced by Council to \$500. No funds were allocated for the Sidewalks Reserve, we will have accumulated \$48,000 and neither the cost amount is firm, nor when it will be needed. Council removed the \$2,000 for a computer or software as all our computers are fairly new.

Public Services / Safety – the amount for code violation abatement services was removed, and the amount for the deputy comes from the County.

Parks and Recreation was the final area reviewed. Parks and Rec Chair John Lepke noted our numbers do not reflect the activity of Friends of Parks and Rec in holding prior year events. The Easter event is the most popular, and Southbrook Church does most of the work. Chair Lepke proposed three events, the Easter event, a spring music/car show/food truck/ beer event, and a fall bash that might include vendor booths and beer. Each event was budgeted for \$5,000. The Other Supplies and Materials account was reduced to \$3,000. Rental of Skidsteer was increased to \$2,400 for two rentals. Sounds System Services and Fees was reduced to \$400 to cover just the ASCAP fee. Trash Service was reduced to \$1,500. Land Maintenance Contract was reduced to \$44,000 and Grounds account reduced to \$500. Utilities were reduced to \$12,000.

Park and Rec Capital Outlay requests for: Cameras at Park (\$30,000), Movie Night Projector, Screen, Popcorn Machine (\$8,000) and Water Supply for Dog Park (\$5,000) were all deleted. The amount for Barricades was reduced to \$500 to replace poles.

The budget changes were tabulated, and the Contingency account was reduced to \$21,180 to bring the budget into balance. Total budget is \$646,569.

3. Call for public hearing on proposed 2020-21 budget and fee schedule

Council Member Como motioned to hold a public hearing on the proposed 2020-21 budget and fee schedule on June 8, 2020 at 7 pm at town hall at 6490 Weddington Road, Wesley Chapel, NC 28104. Council Member Bailey seconded the motion.

The motion passed unanimously.

4. Adjournment

Council Member Bailey motioned to adjourn; Council Member Boyce seconded the motion.

The motion passed unanimously.

The meeting ended at approximately 9:50 pm.

2020.05.19 Council special meeting minutes

Respectfully submitted,

Cheryl Bennett, Clerk

Amanda Fuller, Acting Mayor Per G.S. 160A-70