

**Town of Garner  
Work Session Agenda Minutes  
March 31, 2020**

The Council met in a Work Session at 3:00 p.m. in the Council Chambers located at 900 7<sup>th</sup> Avenue.

**CALL MEETING TO ORDER/ROLL CALL:** Mayor Ken Marshburn

Present: Present: Mayor Ken Marshburn, Mayor ProTem Kathy Behringer, Council Members Phil Matthews , Gra Singleton, and Elmo Vance

Demian Dellinger participated remotely.

Staff Present: Rodney Dickerson- Town Manager, Matt Roylance- Asst. Town Manager-Operations, John Hodges-Asst. Town Manager Development Services, Rick Mercier-Communications Manager, Mike Franks-Budget & Special Projects Manager, BD Sechler-Human Resources Director, Joe Binns-Interim Police Chief, Forrest Jones-Public Works Director, David Beck-Finance Director and Stella Gibson-Town Clerk

Also Present: Matt Poole, GVFR Chief

**ADOPTION OF AGENDA**

Move the Closed Session to the conclusion of the Work Session.

Remove the BRT locally preferred alternative discussion and discussion of converting CUDs to CDs and CUPs to SUPs.

Motion: Vance  
Second Singleton  
Vote: 5:0

**PRESENTATIONS**

**Benefits Renewal**

Presenter: BD Sechler, Human Resources Director

Mr. Sechler reviewed the recommended benefits renewal information for the FY 20/21 fiscal year. This renewal will result in a significant savings for the Town.

Action: Approve recommendations

Motion: Singleton  
Second: Matthews  
Vote: 5:0

**Audit Contract for FY 2019-20**

Presenter: David Beck, Finance Director

Mr. Franks reviewed the contract with Mauldin & Jenkins to audit the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2020. The contract was presented using the standard contract format required by the Local Government Commission. Mauldin & Jenkins could begin interim audit work as early as May if the contract is in place.

Action: Authorize execution of a contract in the amount of \$30,500

Motion: Singleton  
Second: Behringer  
Vote: 5:0

## **DISCUSSION/REPORTS**

### **Impact of COVID-19 on the Town's Budget**

Presenter: Mike Franks, Budget & Special Projects Manager

Mr. Beck provided an overview of the potential impact of COVID-19 on the Town's operating budget and options being implemented, or considered, to mitigate this impact. Potential actions to mitigate impacts to the Town's budget is to defer the FY19/20 revenue savings plan contribution (\$1,291,656) and/or defer the paving contract (\$730,000).

Singleton – not in favor of deferring the paving contract

Matthews – in favor of deferring revenue savings plan

Behringer and Dellinger in favor of deferring revenue savings plan contribution and the paving contract

The League presented information to the legislative oversight committee regarding revenue shortfalls and the impact on municipalities throughout North Carolina. Staff will follow-up with our Lobbyist.

### **Town Budget and Debt Capacity Update**

Presenter: Mike Franks, Budget & Special Projects Manager and Davenport Staff

Mr. Franks provided an overview of the Town's current budget process and future borrowing capacity.

Ted Cole from Davenport reviewed the Town's current debt capacity and how potential changes to the borrowing schedule and/or the operating budget could impact capacity.

### **Vehicle and Equipment Replacement Process**

Presenter: Mike Franks, Budget & Special Projects Manager

Mr. Franks reviewed the history of the Town's vehicle and equipment replacement and scoring process as well as the Town's funding strategy.

- **MANAGER REPORTS**

- Capital Projects Update – Mr. Hodges provided an update on various capital improvement projects.

- COVID-19 Update – Stay home order still in effect by Wake County until April 16. The Town has modified employees' schedules to work from home, and or on rotating shifts. The unprepared cleanup event was postponed. Playgrounds and amenities were closed.
- Future Council Meetings – Council consensus to cancel the April 6 Council meeting and proceed with the April 21 meeting, which may be a virtual meeting.
- State statute requires a public hearing for the budget.

## **COUNCIL REPORTS**

Dellinger

- Reported working with the Chamber to implement a program for small businesses using private funds.

Vance

- Asked if the police department services were being stretched. Interim Chief Binns responded the department was providing the same level of service. They are doing as much via phone as possible and officers are taking all precautions while out in the field.

Behringer

- Asked when the fencing around the railroad will be completed. Mr. Hodges responded the Public Works Department finished the parking and restriping on Main Street, which was planned before the fencing project, but are still waiting on the 6-week encroachment process to start on the fencing.

Matthews and Singleton expressed appreciation to staff for their work.

Marshburn

- Distributed information from U.S. Representative David Price regarding the Coronavirus Response: Guide to New Federal Resources.
- Calls from organizations who want to assist the town should be directed to the Town Manager.

## **CLOSED SESSION**

Pursuant to N.C. General Statutes 143-318.11(a)(3) to consult with the Town Attorney regarding litigation.

Council met to discuss legal matters and receive information from staff. No formal action was taken.

**ADJOURN:** 7:25 p.m.