

SALUDA BOARD OF COMMISSIONER
January 11th, 2010



The Saluda Board of Commissioners met on Monday, January 11th, 2010 for their regular monthly meeting of the City Council at 7:00 P.M. at the Saluda Public Library.

Present were: **Mayor Baisden, Commissioner L. Morgan, Commissioner Kinard, Commissioner J. Morgan and Commissioner Sweet, Ron Cole, Finance Officer, Jim Cantrell, Police Chief, Erny Williams, City Administrator, Doris Marion, City Clerk , Bailey Nager, City Attorney.**

Mayor Baisden called the meeting to order at 7:00 P.M. Reverend Rob Parsons, Minister of the Saluda United Methodist Church gave an invocation. Mayor Baisden opened the meeting with the Pledge of Allegiance.

Agenda Additions/Deletions: None

Minutes presented by Clerk for Approval:

December 14th, 2009- Board of Commissioners

Commissioner Sweet made a motion to approve the minutes as revised by the Clerk to correct a spelling typo on page 6, Commissioner Kinard seconded the motion. All agreed.

Mayor Baisden reported that the city had applied for scholarships to attend the Local Elected Leaders Academy Essentials Class in Asheville February 24th and 25th, 2010. Mayor Baisden stated that we had just received an email stating that full scholarships had been awarded to himself and Commissioner Sweet and one day scholarships had been awarded to Commissioner J. Morgan and Commissioner L. Morgan. Mayor Baisden reported that they were unable to award Commissioner Kinard a scholarship.

Public Comment:

There was no public comment.

Budget and Department reports were next on the agenda:

Budget:

Ron Cole presented the budget report for the month ending December 31st, 2009.

Mr. Cole presented a summary report of the detailed report the board had received under separate cover.

Mr. Cole stated that the general fund was reporting a projected possible surplus of \$44,365.00 and Water/Sewer fund projected a possible surplus of \$5,025.00.

Mr. Cole stated that cash and investments were at \$331,018 with an average yield of 2.12%.

Mr. Cole presented two amendments:

1. \$1,400.00 for snow event December 18th, 2009 transferred from contingency to administration and police dept. overtime and benefits.
2. \$15,000.00 transferred from water fund salaries to water fund contract labor.

Commissioner Kinard made a motion to adopt the amendments, Commissioner George Sweet seconded the motion. All agreed.

Mr. Cole reported that last Thursday he had received an update from FEMA that \$3,067,525 had been forwarded to their finance office and will be in the mail soon.

Mr. Cole also reported that he had been talking with Macon Bank concerning the use of credit cards. Mr. Cole stated that we already have the capability to draft payments but no one has signed up yet. After discussion, it was decided to have Monica announce on the website that banks drafts are available.

Mr. Cole stated that the equipment for credit cards would cost \$36.98 per month plus a fee per transaction. Mr. Cole stated that he would check on all the details and bring the information back to the board next month.

Administration-

No report.

Street/ Parks/ Cemetery Dept. –

Commissioner L. Morgan reported that it had snowed on December 18th and the public works men had worked all night to clear the roads, and that they had done a super job.

Mayor Baisden stated that he had heard nothing but good reports concerning the street clearing.

Erny Williams, City Administrator, reported that they had purchased 50 bags of salt and that he had since found a local place to buy salt and can pick up 8 tons for \$1,200.00.

Mr. Williams stated that we need to build a facility to store the salt and sand.

Mr. Williams stated that the 50 lb bags were spread out by hand but that if we purchase it by the ton we could store it in the dump truck until we need it. Mr. Cole stated that there is \$15,000.00 in the Powell fund and that it could be used to purchase the salt and sand.

Water/Sewer Dept.-

Commissioner J. Morgan stated that Steppe Construction is progressing on the water line to Tryon with a few issues.

Mr. Williams reported that Steppe Construction had ripped out a couple of water lines during their work so far.

Commissioner J. Morgan stated that he did not have any news to report on the Tuxedo Wells project.

Sanitation/Buildings/Library Dept. -

Mr. Williams reported that GDS will now be running two trucks on Mondays, one for trash and one for recyclables.

Mayor Baisden reported that he had spoken with Polk County Manager, Ryan Whitson, concerning the Polk County recycling truck. The truck picks up recyclables at the corner of Ozone and Hwy. 176 on Tuesdays, and Mr. Whitson stated that there are more people showing up and using the service each week. Mayor Baisden stated that city residents are also using the Polk County recyclable truck in conjunction with the curbside recycling offered by the City.

Public Safety Dept.-

Police Chief, Jim Cantrell gave a report for the month. **The report is attached to the minutes.**

Commissioner Kinard gave a report on the toy drive, stating that the city had helped 16 families including 46 children in the Saluda area. Commissioner Kinard stated that he would like to commend the police department and Monica Pace for the work they put into this project. Commissioner Kinard stated that several merchants had told him that they would like to put out boxes next year during the Christmas Stroll to help with this project.

Commissioner Kinard reported that Polk County Animal Control will start enforcing their ordinance inside the City in the near future. Commissioner Kinard suggested sending out a letter informing the residents that animals must be on a leash or under voice control when on public property.

Commissioner Kinard stated that he would like to commend Officer Brent Cantrell for reporting a business door open and the light on to the property owner last week.

OLD BUSINESS:

Item # 1. Resolution for Polk County Hazard Mitigation Plan- City Administrator- Mr. Williams reported that he had just come back from a public hearing at Polk County for the Polk County Hazard Mitigation Plan and the county needed a resolution for the adoption of the revised Polk County Multi-Jurisdiction Multi-Hazard Mitigation Plan.

After discussion, **Commissioner Kinard made a motion to adopt the Polk County Multi-Jurisdiction Multi-Hazard Mitigation Plan Resolution as presented. Commissioner Sweet seconded the motion. The resolution is attached to the minutes.**

Item # 2. Resolution for National Flood Insurance Program- City Administrator- Mr. Williams reported to the board that he had spoken with Randy Mundt, Outreach Coordinator-Acting NFIP (National Flood Insurance Program) Coordinator and that we have completed two of the four steps that are required for enrollment into the program.

The two completed steps are:

1. Adoption of an Ordinance
2. An Inter-local Agreement

The two remaining steps are:

1. Application for Enrollment (Form 81-64)
2. Resolution of Intent

After discussion, Mr. Williams presented the board with a Resolution of Intent.

Commissioner Sweet made a motion to Vest the City Administrator as stated in the Resolution of Intent. Commissioner J. Morgan seconded the motion. All agreed.

Commissioner J. Morgan made a motion to appoint the City Administrator to maintain records for the program as specified in the Resolution of Intent. Commissioner Kinard seconded the motion. All agreed.

Commissioner J. Morgan made a motion to adopt the Resolution of Intent as presented with the above additions. Commissioner L. Morgan seconded the motion. All agreed.
The Resolution is attached to the minutes.

Item # 3. Discussion of Completion of the un-expired term on Board of Adjustment of George Sweet- Mayor Baisden- Mayor Baisden stated that George Sweet was now

on the Board of Commissioners, and that Commissioner Sweet had 6 months left on his current term on the Board of Adjustment. Mayor Baisden stated that Commissioner Sweet had expressed his desire to complete his term on the Board of Adjustments. After discussion, **it was the consensus of the board that Commissioner Sweet would complete his term on the Board of Adjustment.**

NEW BUSINESS:

Item # 4. Discussion and Appointment of Mayor Pro Tem and Department Heads- Mayor Baisden-

Mayor Baisden asked the Board what was their pleasure in appointing the Mayor Pro Tem.

After discussion, **Commissioner Kinard made a motion to appoint Commissioner John Morgan as Mayor Pro Tem , Commissioner Sweet seconded the motion. All agreed.**

Mayor Baisden asked the Board what was their pleasure in appointing department heads.

Commissioner Sweet stated that they may need to discuss the need for department heads longer at the retreat. Commissioner Sweet stated that he thinks the board of commissioners should set policy, not have department heads and let the city administrator deal with the day to day issues.

Mayor Baisden stated that the current department heads were as follows:

- Public Safety- Commissioner Kinard
- Water/Sewer- Commissioner J. Morgan
- Parks/Street/Cemetery- Commissioner L. Morgan
- Sanitation/Buildings/Library- Vacant

Commissioner L. Morgan stated that he would like to keep department heads as some people wanted to talk to a commissioner as well as the administrator.

Commissioner J. Morgan stated that he sees merit on both sides and would like to discuss the need for department heads at the upcoming retreat.

Commissioner Kinard made a motion that Commissioner Sweet be appointed as department head over Sanitation/Buildings/Library. Commissioner L. Morgan seconded the motion. All agreed.

Item # 5. Discussion on Budget Workshop- City Administrator-

Mr. Williams stated that it was time to start thinking about setting a time for a retreat and budget workshops. Mr. Cole stated that we usually start with a 9 month history.

Mayor Baisden stated that he had been looking at the condition of the buildings at the pavilion. Mayor Baisden stated that the gazebo needs repairs and roofing, the skateboard park is a liability and that there were other safety issues in the park that had been pointed out by Archie Hardy.

Mayor Baisden stated that the board needed a wish list and then we could start looking for funding.

After discussion, **Commissioner J. Morgan made a motion to hold the retreat on Saturday, March 6th and Sunday March 7th with the regular board of commissioners meeting being held on Monday March 8th. Commissioner Kinard seconded the motion. All agreed.**

Item # 6. Discussion of Review of Personnel Policy by Commissioners- Mayor Baisden- Mayor Baisden stated that he had reviewed the personnel policy which was written in 2002 by the League of Municipalities.

Mayor Baisden stated that two employees were maxed out on the pay scale, other than a possible lump sum payment, and that he thinks the policy needs some attention and should be brought up to date.

Mayor Baisden also stated that he thought the city charter needed to be brought up to date. Mr. Nager, City Attorney, stated that to change the charter it would need to go to the legislature. Mayor Baisden stated that they may be able to change policy instead of the charter.

Mr. Nager stated that the Board had talked a year ago about getting the ordinances codified or at least typed on one computer. Mr. Nager stated that he thought he could still get the typist that had re-typed Tryon's ordinances to do ours if the board so desired. Mr. Nager stated that the personnel policy looked like it had come from Steve Allred's book "Employment Law" and that we should be able to tweak our personnel policy in house.

Mayor Baisden stated that we should look at other towns polices and that Old Fort, which he thought was similar to Saluda, would be a good one to look at.

Commissioner Sweet stated that he would check with former commissioner, Laura Fields and see if he could get her notes on policy and procedures.

Item # 7. Discussion of N.C. League of Municipalities- Increase in Employer's Contribution to Retirement System- City Administrator-

Mr. Williams stated that he had shared an email from the North Carolina League of Municipalities concerning a likely increase in employers' contribution to the retirement system. Mr. Williams stated that this was for information only and would have to be considered in the budget workshops.

With no further business, the meeting adjourned at 8:55 P.M. by motion of Commissioner J. Morgan and second of Commissioner Kinard. All agreed.

Respectfully submitted by _____, Clerk

Adopted _____

Fred H. Baisden, Mayor

Doris T. Marion, CMC, City Clerk