

**MINUTES
REGULAR MEETING
Village Hall Meeting Room
June 14, 2022 – 4:30 PM**

1. **Call to Order:** Mayor Boito called the meeting to order at 4:30 PM
2. **Members Present:** Mayor Pro Tem Janice Gregorich, Councilmembers Janet Nauman, Don Nelson and Gary Samuels
3. **Members Absent:** None
4. **Others Present:** Lisa Kivett-Village Clerk, Police Chief Chad Shue, and several Village residents
5. **Moment of Silence:** Mayor Boito requested those present to pause for a moment of silence followed by the Pledge of Allegiance.
6. **Public Hearing – 2022-2023 FY Budget**
 - **Budget Message**

Mayor Pro Tem Gregorich read aloud the 2022-2023 Budget Message and provided brief details on several areas. A copy of the 2022-2023 Budget Message is made part of these minutes as Attachment A.

- **Open Public Hearing**
Councilmember Nauman made a motion to open the public hearing. The motion carried unanimously, and the Public Hearing was opened.

Guy Peckitt thanked the Council for their work preparing the budget. There were no further comments.

- **Councilmember Nelson made a motion to close the public hearing. The motion carried unanimously, and the Public Hearing was closed.**

Councilmember Nelson made a motion to adopt the 2022-2023 FY Budget as presented. The motion carried unanimously, and the 2022-2023 FY Budget was adopted.

7. Approval of the June 14, 2022 Regular Meeting Agenda

Mayor Pro Tem Gregorich added *Water Billing* under Old Business and *Reminder About Conflict of Interest* under New Business.

Councilmember Nauman made a motion to adopt the June 14, 2022 agenda as amended. The motion carried unanimously.

8. Consent Agenda

All items listed below are considered routine and will be enacted by one motion and without discussion

A. Approval of Minutes

1. April 12, 2022 Regular Meeting
2. April 22, 2022 Special Meeting
3. April 28, 2022 Work Session
4. May 10, 2022 Regular Meeting
5. May 10, 2022 Citizen Participation Workshop

B. Budget Amendment #2022-07 – General Fund

Mayor Pro Tem Gregorich **made a motion to approve the consent agenda as written. The motion carried unanimously.**

9. Public Comment Period

Guy Peckitt – asked for an update on the removal of the split-rail fence. Councilmember Nauman replied, it will be removed in July. She added when the rails are removed, residents will have an opportunity to take them for personal use.

10. Zoning Administrator's Report – Lisa Kivett

The report covers Zoning Activity for From April 13, through May 10, 2022

Currently a total of Sixty-nine (69) homes are under construction or in the beginning stages of lot clearing. Sixty-four (64) in the Village Corporate Limits and Five (5) in the ETJ.

Permit applications were received and reviewed for the following:

- *Three (3) Single Family Residence (included in the total above)*
154 Woodland Circle
150 Woodland Circle
2 Eagle Drive

• *Three (3) Certificate of Occupancy were issued:*

- 250 Forest Ridge*
- 120 Tranquility Lane (ETJ)*
- 355 Grande Pines Vista*

Other Permits Issued

- *One (1) Pool*
- *One (1) Accessory Building*

11. Council Member Reports:

A. Finance – Janice Gregorich

- Financial Report

Mayor Pro Tem Gregorich reported as of May 31, 2022, the general fund balance was \$1,955,042 of which \$764,199 are restricted funds. The water fund balance was \$1,255,090 of which \$311,076 are restricted funds. The total cash balance in the Village is \$3,207,132.

B. Streets and Park – Janet Nauman

- Park and Pickleball Update

Councilmember Nauman thanked Councilmember Don Nelson for using his personal power washer to clean most of the sidewalks at the park. The south side gate of the pickleball courts was repaired. Nauman will have the second gate looked at for adjustments.

C. Public Safety – Don Nelson

Councilmember Nelson asked that Chief Shue update the council on police activity for the month.

Chief Shue reported the following:

- Chief Shue reported that K9 Officer Meghan Lewellen submitted her resignation the previous month. A promising candidate was found and if everything goes well with the background and required information from the State, we will be able to move forward in the hiring process.
- There have been several complaints of speeding vehicles on both Richmond and Hoffman Roads. Officers have issued over 600 citations for the year on these two roads. Shue reached out to NCDOT with his concerns about the posted speed limits on each road. He was advised by NCDOT they will conduct a speed study in the area to determine if changes are warranted.
- Shue reported that officers found the women's hand drier at the park was running nonstop. Officers shut off the breaker to the unit.
- Shue reported the department cell service is through Verizon and service has become very spotty over the past months. He plans to switch to AT&T who offer a program called *1st Net* for First Responders. The costs is significantly less than Verizon and a benefit is service is available from all towers, not just Verizon.
- Delivery of the new police vehicle has been delayed until at least December.
- Mayor Pro Tem Gregorich asked if the NCDOT was looking at the passing lane on Hoffman Road. Shue was told by NCDOT it was the "person's responsibility to make sure the road is clear before passing".

Councilmember Nelson reported the police department interior will be repainted in the next month. Nelson is tracking mileage on all police vehicles. For the month of May, 441.9 gallons of fuel were used at \$3.39 per gallon. The Ford F150 had the best mileage at 20.65 mpg, and the worst was the Tahoe at 5.6 mpg. The two chargers were 17.55 and 12.92 mpg and the Explorer was 11.81 mpg. Gregorich added that one variable in the police budget was fuel where we are trying to be more generous in the budgeting.

Nelson continues to work with Fire Chief Stromberg on their budget numbers. Mayor Boito asked if a quote to run the electrical at the gate was received. Nelson replied not as yet.

Nelson reported that Ed Howze and Guy Peckitt would like to conduct fireworks display over Lake Blum on July 3rd and asked for permission to do so. Nauman asked if a permit was required, and Nelson replied yes. Village Clerk, Lisa Kivett added that permitting would be issued by the County, most likely by the Fire Marshal. Nauman raised some concerns with permitting and brief discussion ensued.

D. Water Department – Gary Samuels

Councilmember Samuels reported that he, Sharon Sanchez, David McKew, Bruce McFadden, and Badger Systems are working to outline the duties and responsibilities for the “Water Utilities Maintenance Technician” in advance of hiring an individual. The goal is to start an individual as a technician and due to Village growth, they would become the Water Superintendent which requires a number of certifications. Badger Meters offers a three-day in resident course and a field specialist who will help with orientating the new hire to the meter systems and operations. The goal is to finalize everything by July 15th so the hiring process can begin. Once the new police vehicle arrives, the Tahoe will be transferred to the Water Department.

12. Old Business:

- Village Fee Schedule

Mayor Pro Tem Gregorich met with Village Clerk Kivett to review the existing Village Fee Schedule and discuss suitable changes based on the comparison spreadsheet Kivett prepared and the amount of work needed for items on the schedule. Gregorich went over in detail each item and briefly explained reasoning behind many of the proposed fees. Council discussed and suggested additional changes. A final draft with all changes will be reviewed again at the upcoming work session prior to adopting.

- Table 6.1

Gregorich pointed out her concerns with Table 6.1 and suggested it be gone through in detail before changes are considered. Gregorich was advised that P&Z was finished with reviewing and made their recommendations to Council. It is now us to the Council to review and make changes before considering for a public hearing. Gregorich handed out a copy of information she prepared about allowable and non-allowable uses in Village PUDs and elaborated on some of the items. This information will be discussed in detail at the work session.

- Community Survey Questions Final Review and Approval

Council once again reviewed the LRP Community Survey questions and discussed a possible deletion of question #4 regarding the structure of government. Gregorich had concerns about questions about Village amenities, serving on boards, and the importance of a park facility. Brief discussion followed. Council agreed to survey questions with minor changes.

- H2O Billing

Gregorich reported that changes to the water billing system will be made after Sharon receives the new tax records in July.

13. New Business

- Non-Village Function-Reimbursement for Staff Hours

Nauman suggested a policy be implemented that will require reimbursement for payroll of Village staff who work for non-Village functions. If functions are not sanctioned by Foxfire, it is not fair to pass the costs for paying staff members on to the taxpayers. Nauman used the police department having to work during the of July Fireworks as an example. Brief discussion followed. Council will further discuss at the work session.

- Engineer Review for Drainage Issues on New Construction

Nauman reported she and Mayor Boito will meet with a local engineer and the Village attorney by phone about storm water drainage issues stemming from new construction. The thought is to require an engineer to review drainage plans prior to construction approval. This will be further discussed at the work session.

- Call Public Hearing for July 12, 2022
Article 8-13-Dwelling Units and Short-term Rentals
Article VII – Appendix – Checklist for Sketch Plan

Mayor Boito called Public Hearings for both items for Tuesday, July 12, 2022 beginning at 4:30 PM in the Village Meeting Room. A Public Notice will be advertised in the newspaper, posted on the outside message board and on the Village website.

- Conflict of Interest

Gregorich would like to remind all council and board members if they have any financial interest in a Village issue, they should recuse themselves from voting. She suggested sending the Conflict-of-Interest Policy to each Board member.

14. Public Comment:

Mary Gilroy – S. Shamrock commented that P&Z worked on Table 6.1 for three months and it is very complicated and welcomed the council to go through in detail. She added if something is not in there, its disallowed.

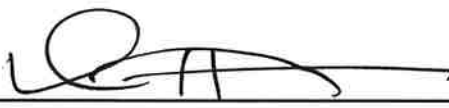
John Stone – ETJ resident owns several properties including one contiguous to the Beaver Springs RV Park location. Mr. Jones spoke on behalf of 25 property owners in the ETJ who are concerned about the project and also the possibility of allowing RV Parks in the Recreational District. He voiced concerns over the P&Z Boards recommendations to allow them. Mayor Boito reminded the audience that Beaver Springs pulled their plans and are not planning to construct within the Village ETJ.

15. Adjournment

Councilmember Nauman made a motion to adjourn. The motion carried unanimously, and the meeting adjourned at 6:23 PM.



Lisa A. Kivett, CMC, NCCMC, CZO
Village Clerk



Don Boito
Mayor

BUDGET MESSAGE

FOXFIRE VILLAGE, NORTH CAROLINA

2022 – 2023 BUDGET

In accordance with G.S: 159-11, for your consideration is the proposed FY 2022-2023 budget for Foxfire Village. This Budget has been based on a property tax rate of \$.38/100 of value and estimated revenues from the North Carolina League of Municipalities, State of North Carolina and Moore County Tax Department. This budget has been prepared in accordance with the NC Local Government Fiscal Control Act.

The Village will continue to use First Bank for their banking needs. A central depository account is maintained for the General Fund and Water Fund monies.

The annual audit of Foxfire Village is contracted to be performed by Anderson Smith & Wike PLLC, 220 East Washington St. Rockingham, NC 28380

The Village has an outstanding Water Fund Loan for new wells in the amount of \$50,870 with an annual note payment of \$25,253 plus interest of \$ 1,195 (2022-2023).

Appointment of Janice Gregorich as the Council member designated as the Finance Officer, as Budget Officer for year 2022-2023.

General Fund

Revenue 2022-2023

In general, we anticipate that revenue for the Village will increase for the 2022-2023 Budget due to the increase in the construction of new homes and the increase in Local Option Sales Tax .

Real Property and Motor Vehicle Taxes

The property valuation used in this budget are estimates obtained from the Moore County Tax Department; total valuation of \$204,583,295 This is an increase of \$236,660 Motor vehicle and an increase of \$ 3,902,307 real property over the prior year.

- Assumes we collect 98% of real and personal property tax
- Assumes we collect 98% of the motor vehicle tax

Local Option Sales Tax

Sales tax revenue is currently estimated at 28% of our total budgeted revenue.

There is an expected increase of 3.75% over the prior year however this could be reduced in the event there is an economic down turn.

Other State Collected Revenues

- Beer & Wine Tax: expect to stay the same
- Telecommunications Tax: expect a decrease of 7.5% due to loss of landlines, as consumers opt to go solely wireless.
- Utility Franchise Tax: expect to increase 1% ; is sensitive to weather conditions.
- Local Video estimated to decrease by 1.75%.

- The projected Powell Bill funds are estimated based on our population and street mileage to remain the same. Seventy-five percent of Powell Bill funds are based on estimated population and 25% are based on actual street mileage. We have used \$ 21.66 per capita of 1,293 people and \$1,675 per mile for 13.72 miles.

TOTAL REVENUE SUMMARY

2022-2023 revenue is a 6% decrease from 2021-2022.

The 2021-2022 budget included appropriated funds of \$ 124,000 and transfer from Police reserve of \$25,000.

<u>Revenue Source</u>	<u>Amount</u>	<u>% of Total Revenue</u>
Net Ad Valorem & MV Taxes	\$ 760,000	61%
Sales Tax	\$ 350,000	28%
Unrestricted Intergovernmental	\$ 76,000	6%
Restricted Intergovernmental	\$ 50,000	4%
Permits & Fees	\$ 8,000	1%
Sales & Services	\$ 4,200	0%
Misc Rev & Investment Earnings	\$ 250	0%
Total Budgeted Revenue	\$ 1,248,450	100%

EXPENSES 2022-2023

Salaries & Benefits

Increase of 4% due to the addition salary increases and a decrease of 16% for insurance.

Administration

Overall administration expenses decrease of 18% from the current year’s budget primarily due to no addition of a part time administrative clerk and decrease health insurance costs.

Public Safety/Police Protection Services

Overall public safety budget will decrease 8% due to police grant FYE 2022. The current police force of the Village includes a full-time police chief, two full-time officers, 1 auxiliary officer and one dog for the K-9 unit and a part-time officer, with primary responsibility for code enforcement.

Public Safety/Fire Protection Services

The budget includes an increase in fire district tax based on the increased of Real property values. The west end fire rate which is applied to all Ad Valorem tax valuations within the Village boundaries will remain at .085.

Streets & Roads

The budget has increased 12% due to the repaving and maintenance of village streets and increased costs for landscaping and mowing services.

Streets/Powell Bill

We have expensed all Powell Bill Funds currently available for 2021-2022 to repair, re-pave, mow, and maintain Village roads, including installation of new traffic control signs.

Pool

Expect to decrease of 36% due the completion of the parking lot improvements FYE 2022.

Park

This years budget includes improvements to the trails and shelter roof repairs.

TOTAL EXPENSE SUMMARY

<u>Department</u>	<u>Amount</u>	<u>% of Total Expenses</u>
Administration	\$ 198,900	16%
Public Safety	\$ 397,300	32%
Fire Dept	\$ 184,600	15%
Streets & Roads	\$ 294,980	24%
Pool	\$ 63,555	5%
Park	\$ 53,600	4%
Reserve Funds	\$ 55,000	4%
Contingency	\$ 515	0%
Total Expenses	\$ 1,248,450	100%

Water Fund

Revenue 2022-2023

Utility Revenue

Projected Utility Revenue for 2022-2023 reflects an expected 7% increase due to the construction of new homes.

Total Revenue Summary

Overall revenue increase of 16% due to the building of new homes as noted above. Appropriated fund balance of \$175,000 would be used for a potential new well.

Total Expense Summary

Overall expenses increase of 16%; this includes the addition of \$50,000 transferred to infrastructure maintenance.

<u>Revenue Source</u>	<u>Amount</u>	<u>% of Total Revenue</u>
Utility Revenues	\$ 267,000	50%
Misc. Rev/Investments	\$ 99,345	18%
Appropriated Fund Balance	\$ 175,000	32%
Total Budgeted Revenue	\$ 541,345	100%

Expenses 2022-2023

Total Expense Summary

<u>Expenditure</u>	<u>Amount</u>	<u>% of Total Expenses</u>
Salaries & Wages	\$ 115,310	21%
Current Operations	\$ 105,400	20%
Water Tower Main	\$ 28,000	5%
New Well Construction	\$ 175,000	32%
Debt Service	\$ 26,700	5%
Contingency	\$ 40,935	8%
Transfer to Infrastructure	\$ 50,000	9%
Total Expenses	\$541,345	100%

Janice Gregorich
Director of Finance/ Budget Officer