

**TOWN OF NORTH WILKESBORO COMMISSIONERS  
BOARD RETREAT  
April 4, 2023  
12:00 NOON  
HELD AT THE NORTH WILKESBORO BOARD OF COMMISSIONERS CONFERENCE ROOM  
ZOOM ONLINE PLATFORM**

<https://us02web.zoom.us/j/84899368964?pwd=cllaTmZGS09kL2p4OXplWnB4Q0dyQT09>

THERE WERE PRESENT:        Marc R. Hauser, Mayor  
   Angela Day, Commissioner  
   Andrew Palmer, Commissioner  
   Michael Parsons, Commissioner  
   Bert Hall, Commissioner  
   Otis W. Church, Mayor Pro-tem  
   Holly R. Minton, Town Manager

ALSO PRESENT:                Chief Rob Thornburg, NRPD  
   Connie Bauguess, Finance Officer  
   Debra W. Pearson, Town Clerk

ATTENDING VIA ZOOM:        None

**CALL TO ORDER**

After a light lunch from Talia's Espresso, the board settled in for our annual budget retreat. A couple of the commissioners stated everything looked good on the budget, they had no questions and were ready to adjourn. This evoked laughter from the group.

**I. II. III. Call to Order, Invocation, and Pledge of Allegiance** - Mayor Hauser called the meeting to order at 12:30 p.m. and delivered the Invocation. Mayor Hauser then asked North Wilkesboro Police Chief Rob Thornburg to lead in the Pledge of Allegiance.

**IV. Budgeting Principles –**

Town Manager Minton reminded the board the audit had not been received to date. She also said this is a proposed budget for discussion purposes only. She is in hopes this budget will provide a layout in visual manner. Here are the Budgeting Principles and Insights-

PURPOSE: Highlight principles that staff used to guide their work in putting together initial budget drafts. These principles are intended to take pressure off the operating budget, while still practicing stewardship in the use of other resources. This budget is a proposal. It is neither final nor a complete representation of the Board of Commissioner's intent for Fiscal Year (FY) 2023-2024.

Staff utilized the following principles when putting together the draft budgets:

- *Follow guidelines in Comprehensive Financial Policy*
- *No tax increases*
- *No using one-time/limited revenues for continuing expenses*
- *Not budgeting fund balance, but instead appropriating it as needed*
- *Where possible, pay for expenses with reserve funds in the current year rather than budget them in the new fiscal year*
- *Budget a contingency if possible*
- *This budget is a proposal. It is neither final nor a complete representation of the Board of Commissioner's intent for FY 23-24*

The total tax base for the Town of North Wilkesboro for FY 2022-2023 was estimated to total approximately \$423,185,997 (actually the tax base is \$4.6M). Just for comparison's sake, the total tax base for the Town of Wilkesboro for FY 2022-2023 was approximately \$691,666,667. Through our tax base, we offer police and fire services, maintain 35.34 miles of roads, 36 miles of storm drains, 37 miles of water lines, 64 miles of sewer lines, 7 water tanks, 21 pump stations, a raw water plant with a capacity of 4.32 MGD, a wastewater plant with a capacity of 2.0 MGD, and 6 parks. We provide multiple entertainment events, cultural resources, community outreach, and business incentives to our population. Moreover, our Planning and Inspections department serves over 9,000 people within the Town proper and the Extraterritorial Jurisdiction (ETJ).

Manager Minton states "Our community was built around the foundation of a railroad, and my goal for the coming year is to have the "trains" run on time and smoothly. Until we can capitalize on a strategic vision and have a proper Capital Improvement Plan (CIP) in place to guide us, I feel like we should focus on the results we can see".

## **V. General Fund-**

### **A. Revenue overview-**

Town Manager Minton and Finance Officer Bauguess have worked diligently on the budget. The ad valorem is based on last year, and the utility franchise after two quarters is at \$207,000.00, which is similar to last year. The budgeted amount is anticipated to be \$418,000, with \$400,000 actually budgeted. NCLM has a guideline for how we budget revenues for sales taxes which we are in line with. We anticipate this tax increase due to inflation. Ms. Minton asked the Commissioners if they had any questions. There were none.

### **B. Expense Overview-**

Manager Minton presented a proposed expense overview. This is a visual representation of what we as a community, value. This does not include the enterprise fund. Ms. Minton combined the departments of Garage, Sanitation, and Streets into one section of the pie chart, due to having one manager for these departments. This is to represent management distribution. Recreation has landscaping included in its segment. Looking at General Fund Expenses Manager Minton showed a three-year comparison shows expenses rose in FY 2022-2023 due to the new fire truck. Sanitation also received a new truck. There are no huge changes with the exception of the Recreation line item, and this will be discussed later in the presentation.

**C. Departmental expense breakdown-** In the General Fund, Manager Minton recommends a 5% Cost of Living Adjustment (COLA) increase. This is necessary due to the purchasing power is going down and the cost of living is increasing. Commissioner Church asked how Manager came up with 5%. Manager Minton replied that after speaking with other managers and reading notices coming from the Listserv, and from the NC City/County Managers Association, we are the first of the 3 local governments to be talking about COLA this year, so we may be setting the bar for local government. She feels 5% is good. Commissioner Church agrees. Ms. Minton said she has been in talks with department heads and the topic of merit increases was discussed. She said at this time she does not recommend merit increases. She has been in this position for five months and

feels more time is needed to research the positions and the employees before giving merit increases. Meantime, employees seem satisfied with the COLA increase.

Several items have been added to the budget this year. One of those items is hiring a lobbyist with the Ferguson Group. Manager Minton has contacted references and has spoken with both County Manager Yates and Wilkesboro Town Manager Noland. After having met three times on this subject, everyone feels it will be beneficial to hire a lobbyist. The average organization retains a lobbyist for six years. She feels "it could help us help ourselves". Manager Minton spoke with the Town Manager of Mooresville and he stated that having worked with a lobbyist from Ferguson Group in two different cities, his return on investment has been much higher than 20-1. The cost to retain a lobbyist would be \$2,000 per month and would be contingent on both the County and Wilkesboro signing on to partner with us to do this. Each would have its own priority, ours being the River District, and water/sewer. Hiring a lobbyist is \$24,000 per year. Manager Minton says the Ferguson Group would be glad to hold a Zoom call/walk-through. Jennifer Imo is the lobbyist for the Ferguson Group Ms. Minton has been in talks with. Commissioner Palmer asked for an example of what a lobbyist would do for us. Manager Minton replied a lobbyist compiles a list of opportunities in line with the town's priorities. They do not however write grants. Projects need to be well organized. One possible project being the River District would take federal and state governments signing off on this project, involving the EPA, watershed studies, and so on. The former head of the NC Corps of Engineers works for this group and would be a huge asset in helping us navigate this project. Manager Minton stated she does not expect a hard yes on this as she has not had an opportunity to present this prior to this meeting. Commissioner Church states he thinks this is a good investment. Commissioner Palmer commented he wants us to make sure we know what to ask for and get help to assure we ask for the rights things. Town Manager Minton says this leads her to discuss a Capital Improvement Plan (CIP). She says going through a proper CIP process with a professional organization will be advantageous to have in conjunction with a lobbyist. We need a plan for the River District, and we need feedback from the community to see if a River District is one of our highest priorities. Ms. Minton thinks the return on investment from a River District and the tax base growth created should make it one of our highest priorities. She stated we need a strategic planning process to create a vision for our community. Commissioner Parsons remarked his thoughts are there are three bullet points to this project. First is a lobbyist, second, a Capital Improvement Plan, and third, a strategic vision plan. He feels each item stands on its own merit. If the County and Wilkesboro do not opt to join in the lobbyist venture, he thinks our Town having the CIP and a strategic plan are budget items we need to keep. It would be nice to have all three, but participation with the other entities is required for the first item to work. With the other two items, assistance from an outside entity that is used to creating those plans would be invaluable.

Wilkes Economic Development Corporation (EDC) has been moved into a line item under a governing board budget. The EDC act as an extension of our organization and having them reviewed annually under the non-profit request isn't appropriate. They provide economic development services to our community and economic development services to the town. Theirs is more a professional service than a non-profit request.

For the Memorandum of Understanding (MOU) with the Outdoor Economy Group, they are requesting \$5,000 per year for the next five years to continue the execution of the Outdoor Economy Plan. This will be covered in tonight's meeting.

Commissioner Palmer asked about a COLA for board members. He remarked with inflation, that number goes down. He wonders if the board might approve a policy that newcomers to the board would see an increased salary but sitting board members would not receive a pay increase. Commissioner Church stated the current salary pay changed his tax rate. Manager Minton remarked she hears that it hurts some and may not meet the needs of others. She would like to gather input from other communities our size to see what they do. Commissioner Parsons stated the benefit of having the town's insurance is substantial. He feels this is more substantial than a pay increase. Commissioner Palmer commented his thought is that a pay increase would prove beneficial to someone with a lower income.

### **Administration-**

#### Recommendations:

- Town Manager Minton reports an NC Lead Fellow has been budgeted. The Lead Fellow has already been approved through the NC School of Government and discussed in prior meetings. This individual will help facilitate the CIP and create a succession guide for the future Finance Officer.
- Manager Minton anticipates attending continuing education classes through the NC School of Government in the coming year.
- The prior year's car allowance was less than Ms. Minton's negotiated term.
- Ms. Minton has postponed purchasing a new office computer but anticipates the necessity of one in the coming fiscal year

### **Finance-**

#### Recommendations:

- Finance Officer Bauguess is planning to retire in February 2025. Manager Minton feels to compensate for the void of Mrs. Bauguess, the recruitment and training of a new Finance Officer is vital. She said we need to allocate funding for this.

### **Legal-**

#### Recommendations:

- No recommendations are needed for this department. Manager Minton remarked that Attorney Johnson does a good job for the town and she sees no changes needed.

### **Planning and Inspections-**

#### Recommendations:

- Planner Detsch recommends increasing funding to maintain/attain staff certification levels.
- \$6,800 for an intern.
- \$10,000 for creating a Pedestrian Plan.
- \$20,000 for updating the Comprehensive Plan (postponed one year).
- \$5,000 request for MOU Outdoor Economy (moved to Governing Board).

Planning Director Detsch has requested an intern. No money is allocated for this at this time.

Manager Minton states money is needed for other things. Currently, Planning Director Detsch has a Planner 1 position, Ms. Sarah Davis. Ms. Minton states that Sarah is doing a great job but thinks an intern is an expenditure the town cannot manage right now.

Manager Minton says before creating a Pedestrian Plan we really need a CIP in place and that she values a CIP over the pedestrian plan. She is also more focused on a Strategic Plan than on a Pedestrian Plan.

The Comprehensive Plan can wait one more year based on the age of the plan as suggested by two different consulting firms Manager Minton has reached out to.

The MOU Outdoor Economy item has been moved to the Governing Board.

One big line item in this department's budget is Code Enforcement. This is something Ms. Minton would like the board to consider, as does the town have enough funds allocated for this position. At this time Ms. Minton feels those funds are sufficient.

### **Community Development-**

#### Recommendations:

- The board has consistently mentioned social media, advertising, and branding of our community as an important step forward. I recommend increasing advertising and promotions dollars by \$5,000 to these

ends.

- Research shows parking and wayfinding signage improve the need/perceived need of parking in a community.
- To provide quality attractions at our concerts, Miss Gann is requesting additional funding for downtown events. Her request is \$70,000 and includes five concerts on the deck dates, Marketplace Meltdown, Christmas carriage rides, Party in the Park, trail events, back-to-school events, etc.
- SMI has made a five-year commitment to the North Wilkesboro Speedway. While the NASCAR schedule is not out, we will want to be prepared to capitalize on the national spotlight to both brand and advertise our community with a Speedway-related event.

Town Manager Minton said “I am requesting the façade/grant programming be increased by \$25,000 this fiscal year. A Board priority is growing our tax base and improving the appearance of our community. Providing greater incentives for businesses both in our downtown footprint and in the gateways into our community will provide results”.

Requests not incorporated into the proposed budget:

- Requested \$5,000 more than included in the proposed budget in the events line item.

It is Town Manager Minton’s opinion that in order to elevate the types of events the town provides we need to allocate more funding. More advertising is needed and if we want to be an “it town” we need “it level events”. She feels the budget is a bit restrictive. Facade Grants are getting a bit more money. The EDC’s Robin Hamby’s conversations with Town Manager Minton and Community Development Director Taylor Gann included a program called “Gateway Grants”. These grants provide incentives to businesses to improve their facades, thus improving the gateways into your downtown. We realize more money will be needed for these grant initiatives and we should invest accordingly. Future SMI funding has been included in this budget. SMI has signed a five-year commitment, and these funds will be available should they have another cup or all-star event. If not needed this money can go back into the contingency fund. There is also money for directional and parking signage included in this department’s budget. The same is said for advertising and promotions. The town has a billboard that has not been utilized and we want to use it to the best of our ability. Ms. Gann’s budget is much larger than in the past, but we feel we will get a return on investment with these dollars. Commissioner Palmer would like to get a digital sign to keep the community informed on upcoming events. Commissioner Church agrees with Commissioner Palmer. Ms. Minton has checked the pricing on a mobile billboard and that cost is around \$3,000 to \$4000. Commissioner Church says it sounds like a good investment.

### **Public Buildings-**

Recommendations:

Manager Minton reports no major changes for this item this year. There were a couple of expenditures in the last couple of years, but we do not expect many this coming year. Commissioner Palmer asked for updates on the sale of any of our town-owned properties, one being the Black Cat Train Station. The occupants of this property were given a one-year lease last year, and the board will need to discuss this. To sell this Black Cat Station means we would have to evict. This business could have the option of buying the building. The lessee, Mr. David Stackhouse said in order to move the train station would mean they would have to rebuild the train system. Manager Minton would like to visit this conversation at another time.

*At 1:40 p.m., a 10-minute break was taken.*

#### **Police-**

Recommendations:

- Chief Thornburg is requesting one capital expense/new vehicle to maintain the police fleet.
- \$5,000 for repairing water damaged wall at the Police Department. We have not been able to find a contractor to do the work in last year fiscal year.
- The Police Department is requested \$5,600 for two additional VIPER radios.

Requests not incorporated into the proposed budget:

- Chief Thornburg requests to implement a ladder promotion system which would equate to salary increases from \$34,000 to \$87,000 dollars depending upon implementation. With the salary increases of the year prior and the COLA increase included in this year's recommended budget, I do not recommend making these changes at this time. This department currently has four open positions and has not been fully staffed in several years. My recommendation to Chief Thornburg was to remove an open position from his roster and use those resources to fund his promotion ladder. In the current year's budget, we used approximately \$30,000 of his excess salary dollars to purchase Viper Radios.

Manager Minton reports this budget is incorrect due to an apparent text issue. Chief Thornburg requests three VIPER radios, instead of two, and the salary numbers will be different. Chief Thornburg is requesting a promotion ladder, as he wishes to train his force in performing different jobs in the near future due to his decision to retire. The request is to move one open position and allocate those dollars to promotion incentives. One open salary position is \$59,000.00. The open position salary will be moved into the promotion incentive line item with a bit of money for other things throughout the year. Chief Thornburg explains "The reasoning behind the ladder process is to enable the person coming up behind him to learn his job, the person following him will need to learn his job, and so forth". The open position will add approximately \$34,000.00 to his salary line item. One narcotics officer and one patrol position will be held open. He feels this will make the transition smoother. This is a young force and they need this extra training. There are currently four officers on duty and two that are in school training at this time. Those two officers will be hired upon completion of training. Manager Minton will rerun these figures to make sure allocations are complete for twenty-four officers.

#### **Garage-**

Recommendations:

- No notable changes.

Requests not incorporated into the proposed budget:

- While there was no official request, Mr. Billings has asked for an additional employee since my arrival. He also provided a list of capital needs that will be included in the CIP.

#### **Fire-**

Recommendations:

- No changes of note.

Requests not incorporated into the proposed budget:

- Interim Fire Chief Hamby has requested the purchase of a four-door pick-up.

Manager Minton reports there have been overages in salaries. She will have a conversation with Interim Chief Hamby to discuss call structure. The department is requesting a pickup truck, but she feels we do not have enough money in the general fund to afford this department a truck at this time. There are two pool cars available to be used by town employees.

#### **Public Works Director-**

Recommendations:

- With the prior year's restructuring in mind (separated public works/utility director position), no notable changes were made.

There are no notable items to discuss here.

#### **Streets-**

Recommendations:

- Manager Minton recommends adding one full-time position. With the restructuring (referenced later in the Recreation Department), she believes this department will need an additional position to appropriately cover the demands of the community. In years prior, the green thumb crew has assisted as needed and filled the human resource gap. The total cost of this new position is \$54,041.

Requests not incorporated into the proposed budget:

- Mr. Shew requested a replacement for our current sweeper truck.

Manager Minton reports the Green Thumb Crew will be moved to Parks and Recreation department. This will leave a void in the Streets department. She is considering moving JC Brown to Parks and Recreation Department and having him oversee the Green Thumb Crew. Commissioner Church stated that he thought this was a good idea. The Parks and Recreation Department changes will be discussed further in the meeting. Repairs recently made to our current sweeper truck lead us to consider utilizing it for another year or so. Wilkesboro has a sweeper truck we can borrow in the meantime if needed. These trucks come at a cost of \$265,000.

#### **Sanitation-**

Recommendations:

- Both recycling and trash cans have been on backorder since October. We intend to purchase trash cans and recycling bins in FY 2023-2024.

Manager Minton states staff has reached out to other distributors and they are back ordered as well. The county tipping fee has increased this year. We expect this increase to continue next year.

#### **Recreation-**

Recommendations:

- Ms. Minton recommends appointing a full-time Green Thumb supervisor, and one full-time park maintenance worker, and moving the part-time Green Thumb employees to the Recreation Department. The

intent behind restructuring the Recreation and Street Departments is to create a higher level of quality regarding our greens and landscaped areas. Previously we have relied heavily on outside contractors and piecemealed the mowing and manicuring of our cemeteries, parks, and right of ways. Manager Minton says “by allocating more resources to these ends, it is my theory that we will improve the overall appearance of our green areas”. She went on to say moreover, in the winter, the restructuring and added staff will allow the Parks Department to execute Park Department improvements. You may notice that for this first year, I have not cut the financial resources allocated to contracted services. I anticipate it will take time to grow the Green Thumb Department, attract quality individuals, and define their duties. I anticipate this will be a year of trial and error in this department. The total for these two new positions is \$136,100 (supervisor \$81,589 and worker \$54,511).

- There is a \$10,000 addition to contracted services for the creation of a Parks Master Plan. This will allow us to be competitive with other organizations when applying for state and federal grant opportunities.
- Mr. Martin, Parks and Recreation Director requests \$20,000 to begin the transition to LED and replace light poles at Memorial Park. Manager Minton has requested the County help fund this project and provide \$25,000 toward these ends. County Manager John Yates has agreed to put \$25,000 in the County’s budget to help with maintenance at Memorial Park for Commissioner approval. Commissioner Palmer asked about “sprucing up Memorial Park since the County oversees maintenance. Town Manager Minton says working with the County on the park is a definite yes. She has been in talks with County Manager Yates with regard to pressure washing bumpers on the fencing and so forth. In her opinion, the County has been gracious in its talks about working together to spruce up the park. The biggest change to this department is the addition of the Green Thumb crew.

#### **D. Consider special appropriations (e.g., non-profit requests)**

Manager Minton reports with these funding allocations and additional positions, the town still has money to contribute to our non-profits. Last year we donated \$500 to Wilkes Youth Life Development, a fledging organization that provides activities at the Light Up Downtown and will contribute to our concertgoers, and to the Corn Hole tournament. Commissioner Parsons stated there is not one group on this non-profit list that does not deserve our help. He feels we need to continue to fund these groups as we always have. Commissioner Church suggests we reach out to Wilkes Pregnancy Care Center as he feels they provide a great service. Commissioner Parsons is in favor of allocating \$2,500 to the Wilkes Youth Life Development Group. Manager Minton would like to have these groups come to speak to the board at some point throughout the year to inform them of what they do. All non-profit requests for 2023-2024 will be approved. At this time, if there are any additions or deletions that can be visited now. There were none at this time.

Manager Minton asked the board their thoughts on raising the Wilkes EDC allocation. Commissioner Parsons asked about making the increase to the EDC a policy before adoption. Manager Minton stated she strongly discourages adopting a policy of allocation of a percentage to the EDC. She went on to say that we are very satisfied with the service the EDC provides and that the current allocation of \$65,000 will be placed in the budget.

#### **General Fund Contingency:**

The FY 2023-2024 recommended contingency amount is \$73,761.00. Finance Officer Bauguess reminds the board the \$10,000 from the contingency fund to be added to the EDC allocation brings this total to \$63,761. Town Manager Minton states there will be a revised draft.



**VI. Water/Sewer Fund-  
Revenue overview:**

Town Manager Minton reports there are not a lot of changes here. We have several capital projects we are embarking on such as the ACTIFLO and the raw water intake projects not represented here due to this being an operating budget. The fifteen million from the state government will be a reimbursed process. She reports three organizations are interested in the raw water project at this time. The town revenue numbers shown on our spreadsheets are self-explanatory. Commissioner Palmer asked if we might run into any problems with the intake project. Manager Minton responded with the county, no. Wilkesboro however could choose not to give us an easement but she does not think that would happen. She feels the relationship with our neighboring town is good.” Everyone sees that what is good for one of us is good for all of us”.

**Expense overview-**

*This item was skipped over at this time, with no questions or concerns from the board.*

**Utility Billing-**

Recommendations:

There are no major changes here other than splitting one half from Southern Software and the annual audit costs from the Enterprise Fund. The Street Department needs their pickup truck back. Currently, our Public Utilities Director David Poore is driving that truck. We have a healthy Enterprise fund right now and we can afford to purchase a truck for Director Poore. We currently have \$50,000.00 budgeted Director Poore has two quotes, \$45,000.00.

**Water Treatment**

Recommendations:

Joe Patrick at the Water Treatment plant feels we need to replace a high-level pump at the plant. Public Utilities Director David Poore recommends this replacement. This comes at a cost of \$40,000. We did not dredge the Reddies River this year but do anticipate dredging in the coming year. We recommend budgeting \$55,000 for FY 2023-2024 for this purpose.

**Water Maintenance-**

Recommendations:

In the past, the Street Department bore the burden of the budget for streets and sidewalks for water and sewer issues/repairs. We feel those dollars need to be moved from street maintenance to water and sewer maintenance. That will satisfy the concerns of Supervisor Danny Porter when paying for these repairs come up. Commissioner Palmer asked about the large grant for water and sewer line replacement. Public Works Director David Webb and Public Utilities Director David Poore are looking into a process called “slip lining”. This serves as a “liner” for existing lines negating the need for digging up water and sewer lines for repairs.

**Wastewater Treatment Plant-**

Recommendations:

Scott Perry at the Wastewater Treatment Plant foresees a cost increase for UV bulbs. This year there was a foam issue at the plant. Several samples were sent out for analysis to ensure water is ready to be released. This is a naturally occurring type of bacteria. Mr. Perry intends to decrease funds in other line items within his department to cover these expenses.

## **Sewer Maintenance-**

### **Recommendations:**

To reiterate, we've seen the Streets Department carry the burden of all sidewalk and street repairs due to water and sewer issues. Last year there were not enough funds budgeted for these types of repairs. This year we are allocating those funds. The town's sewer camera is over 20 years old and in need of replacement. A cost-effective replacement has been found. Supervisor Danny Porter is requesting a hoist system. The hoist system acts as a safety precaution and is necessary to meet regulatory standards. This comes at a cost of \$8,000. Supervisor Porter is also requesting a replacement pump for lift stations from \$25,000 to \$30,000. This is considerably less than paying to rent a pump.

Town Manager Minton asked if anyone had any questions regarding the water and sewer fund. She said she foresees the town going after a fair amount of grant funds for stormwater this year. There are grants out there, one being through Golden Leaf for \$250,000, and many more available.

### **Water/Sewer Contingency Fund:**

The FY 2023-2024 recommended contingency amount is \$67,029.

### **Recommended Fee Schedule Updates:**

In FY 2020-2021, the Board agreed to commit to a 2% increase for in-town customers – residential, commercial, and industrial, on both their base and per 1000 rate for five years. Since this is a consumption-based system, the effect of the change will vary for every user. Regarding Water Associations an increase of 5.5% to \$2.50 per 1000. This increase is based on market indicators and consultation with neighboring water suppliers. This should maintain our competitive edge, but also increase revenue for future projects.

#### Recommendations from departments:

- Planning - Rezoning fee to change from \$200 to \$250. The cost of newspaper advertisements and postage has increased.
- Planning - Zoning verification from \$45 to \$50.
- Planning - Note that zoning permit and zoning sign fees will be double if the permit is not done before work commences.
  
- Water Maintenance- New water tap fees listed below are predominantly the cost of materials.
  - Recommend 3/4" Water Tap - \$1148.68. The current fee is \$850. We are losing \$298.68 with every tap.
  - Recommend 1" Water Tap - \$1772.49. The current fee is \$1250. We are losing \$522.49 with every tap.
  - Recommend 1 1/2" Water Tap - \$3837.83. The current fee is \$2,400.00. We are losing \$1,437.83 with every tap.
  - Recommend 2" Water Tap - \$4742.99. The current fee is \$ 2,750.00. We are losing \$1,992.99 with every tap.

Town Manager Minton commented the alarm fee schedule for the Police Department is not included in this fee schedule. The policy for this has not been completed but is being worked on. Manager Minton covered the recommendations for increases from departments. Going back to the Police Department alarm policy, Ms. Minton says talks with the respective alarm companies need to be held before we can adopt a policy. Ms. Minton informed the board that once budget figures needing correction or changes are complete, that information will be sent out to them. Commissioner Parsons noted that concerning any questions on the hospital

money, the yearly lease payment is accounted for and used in our operating funds. The money moving from restricted to unrestricted is accounted for in our fund balance, so those dollars are presented and accounted for in this budget. Finance Officer Bauguess says after June 30<sup>th</sup> of this year the town will have \$2.5 million available from our capital management fund.

**Add/Delete and Summarize-**

There were no other additions or deletions to this budget. All changes and adjustments discussed earlier will be made and forwarded on to the Commissioners for final approval.

**Adjourn-**

At 3:30 p.m. with no other comments or concerns, Mayor Hauser asked for a motion to adjourn. Motion to adjourn the FY 2023-2024 Town of North Wilkesboro Commissioners' Budget Workshop was made by Commissioner Church, and seconded by Commissioner Hall. Motion unanimously carries 5-0.

**\*All spreadsheets and a proposed FY 202324 Fee Schedule are available for viewing by going to the following link:**  
[www.north-wilkesboro.com](http://www.north-wilkesboro.com)

**Scroll over Government, tap on Agendas and Minutes, and choose Commissioners FY23-24 Budget Workshop Agenda for April 4, 2023 to view the entire budget workshop agenda.**

\*Minutes prepared by Debra Pearson, previous Town Clerk.

Submitted respectively,

\_\_\_\_\_  
Marc R. Hauser, Mayor

\_\_\_\_\_  
Meredith Detsch, Interim Town Clerk

Approved: \_\_\_\_\_