



Town of HOLLY RIDGE

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**HOLLY RIDGE TOWN COUNCIL
ANNUAL BUDGET SPECIAL MEETING
March 30th. 2023
12:00 P.M.**

Mayor Jeff Wenzel called the Special Meeting of the Holly Ridge Town Council to order at 12:09 p.m. at the Holly Ridge Town Hall. Council members present were Councilman Sholar, Councilman Hines, Councilwoman Stanley, Mayor Pro-Tem Hall, and Councilwoman Bragg. Also present were Town Manager, Heather Reynolds; Community Development Director, Nate Rhue; Public Works Director, Mike McFann; Finance Director, Chuck Strickland; Holly Ridge Fire Chief, Brandon Longo; Turkey Creek Fire Chief, Ricky Hardison and Police Chief, Mike Sorg.

Invocation and Pledge

Councilman Hines gave the Invocation and Mayor Wenzel led the Pledge of Allegiance.

Adoption of Agenda

A motion was made by **Councilman Sholar** and seconded by **Mayor Pro-Tem Hall** to approve the agenda as amended. **All Agreed.**

Manager Reynolds said the Annual Retreat is the first step in our budgeting process for our municipality. We typically hold our budget retreat in March and there is a budget workshop to make sure our yearly budget is adopted by June 30th and effective by July 1st.

Manager Reynolds said today, Town Council will receive presentations from the department heads as well as Manager Reynolds as to their needs. Before the budget is adopted, there is a Public Hearing that takes place usually in our June Regular Town Council meeting.

Persons Wishing to Address the Town Council

Margaret Coyle-Rees – 342 Spicer Lake Dr said she is grateful to come and present some of Summerhouses' petition to the Town Council. Ms. Rees said the residents of Summerhouse want to petition for more services based on their tax base.

- Taxpayers across the board in Holly Ridge experienced elevated tax increases based on increases in County re-evaluations on all properties. This increase was from ten percent to one hundred and fifteen percent in 2022.
- Summerhouse residents experienced the highest average increases in their taxes based upon re-evaluations at one hundred and fifteen percent and Summerhouse was at the top.
- The current city tax rate is .35.
- This past year Summerhouse residents experienced average tax increases of about fifty-five percent.
- Summerhouse residents contributed about eight hundred ninety thousand (\$890,000.00) of the tax revenue accounting for approximately one third of the annual budget.
- Summerhouse will be adding two more Board members to their Board of Directors.
- Summerhouse is a private community located in Holly Ridge and because it is private, they receive minimal services compared to other districts. Roads are private so they are not maintained by the City of Holly Ridge which was a decision made by the developer when the neighborhood was being built.

JoAnn Sowa – 131 Everett Park Trail thanked the Town staff and the residents that came from Summerhouse to attend the meeting. Ms. Sowa said they wanted to be involved from the beginning of the budget process. Ms. Sowa said some of the residents had met with Finance Director Chuck Strickland and Manager Reynolds to go over some of the possibilities that may be legally done for the residents of Summerhouse. Ms. Sowa said they feel like there is more that can be done based on the large amount of taxes that are currently being paid to the city of Holly Ridge. Ms. Sowa said they would like to have the following items listed below to be included in the town's budget.

Listed below are some of the things Summerhouse residents would like to have:

- Annual cost for streetlights within the Summerhouse community to be paid in totality.
- Access to the Holly Ridge Community Center by all tax paying residents within Holly Ridge at no extra cost to host activities and events.
- Would like to see some fitness classes included at the Community Center at no extra cost to tax paying residents.
- Free summer programs for the children of tax paying residents within the Holly Ridge city limits through the Parks and Recreation program.
- Financial support for construction of covered school bus stops, designated pickup points for all children within the Holly Ridge city limits. Bus stops will be outside of Summerhouse gates and to be included in this year's budget.

Gary Kibler – 607 Tom Nevers Way said there are other areas that we feel financial support can be given to our community.

- Mosquito control from April thru October
- Street cleaning once a month
- Stipend to give to the community for wastewater.
- Police force to give CPR training and provide AED units for Summerhouse with a one time charge for the AED units.
- Town to pay for garbage and recycling for all of Holly Ridge.

Roy Coolwy-Sassano – 237 Marshside Landing said there are four hundred twenty-eight (428) houses in Summerhouse that are occupied. Mr. Sassano said they will more than likely build out double that amount and the revenue will also double. There are one twenty-six (126) homes that are currently being permitted. Mr. Sassano said one of the things we receive from Holly Ridge is we get representation at the county level. Mr. Sassano said we need the town to represent us at the County for such things as the deterioration of Holly Ridge Road. The entrance to Summerhouse is deteriorating which is County property and we would like for the Town to help us fix these problems so we will be a safe zone.

Mr. Sassano said two years ago at one of the elections, someone won with just seventy-two (72) votes and last year it was just over 200 votes. Mr. Sassano said Summerhouse is invested in Holly Ridge and we know there are three positions coming up for re-election and you can expect that Summerhouse residents are going to be involved in that. Meetings like this one are going to continue to be the case and we may need to meet at the Community Center so there are not people waiting outside of the Council Chambers.

Ann Sakitis – 137 Spicer Lake Dr asked if every other resident is getting taxed at the same rate as Summerhouse.

Diane Remma – 459 Summerhouse Dr said she would like to express her gratitude for letting the residents of Summerhouse come here and to work together for the betterment of our community. Ms. Remma said she is looking forward to seeing how we can work together.

Workshop to Conduct Annual Budget Retreat

Manager Reynolds said she would like to go over some of staff's largest accomplishments for this current year.

- Camp Davis Industrial Park Phase II was purchased, developed, and completed all within the last year.
- Almost all the lots in Phase II are under contract and we are supposed to receive an offer on the final lot for sale today.
- Through out the development, there has been no tax money used. It was funded by grants completely. We expect to have a decent amount of revenue from the lot sales to put back into the community in the coming years.
- The restrooms at Morris Landing are currently under construction and we hope to have them open by July 1.

- Full time Parks and Recreation position was created this year and there is a full-time employee in this position now.
- New fencing at the ballfield
- New dugouts at the ballfield
- Improvements to the Community Center
- Town fleet replaced with all new vehicles and outfitting for the same cost of three vehicles per year
- Professional IT services
- Professional AED, First Aid, Training.
- Professional Commercial Plan Review
- Public Works has scheduled up-keep.
- Money allocated to Public Works to replace aging equipment/purchase new equipment.
- Public Works completing asphalt jobs inhouse.
- Police Department Improvements tasers, bodycams, mobile radio, vehicle cameras/systems, weapons, training, uniforms, RMS.
- Updated Christmas decorations throughout Town.
- Tax Rate Reductions.
- Improved Overall “view” of the Town for development.
- Improved employee benefits.
- Highest amount of Surplus Property sold in Town’s history.
- 21-22 Successfully Annexed approximately 261 acres into the Town.

Manager Reynolds said everyone should be proud of these accomplishments. There was a lot of times the Town was not able to make these purchases for the different departments.

Manager Reynolds stated March is when the annual retreat is held. April and May are when the projected revenues are projected. Expenses start coming into the Town’s staff and we get our guidance from the League of Municipalities. The County provides us with numbers we can work off as well as about how the percentages will fluctuate throughout the year. Manager Reynolds said when it comes to telecommunications tax, sales and use tax, alcohol beverage control tax, the League of Municipality tells us if it is projected what the percentage will increase by.

Manager Reynolds said in May is when typically, the budget message comes out with the initial draft of the budget. In June we finalize the proposed budget and hold the Public Hearing and the new budget goes into effect July 1.

Mayor Wenzel asked Manager Reynolds if she would explain what the major inflows are for the Holly Ridge revenue. For instance, sales tax in the county, property tax., etc.,

Manager Reynolds said the Town of Holly Ridge has the same tax rate as everyone’s on their property values. Our largest revenue source is property taxes and our second is sales and use tax. Followed by Community Development fees and other smaller revenue sources such as

telecommunication tax, ABC revenue, motor vehicle tax, cable franchise tax, community center rentals, contributions from Onslow County and grants.

Mayor Wenzel asked Manager Reynolds to explain evaluations on properties. Finance Director, Chuck Strickland said evaluations are based on the county level. This happens every four years. The last evaluation happened in 2022 and will happen again in four years. There could be corrections, but no way to tell.

Mayor Pro-Tem Hall said all of this can be challenged and insurance rates are increasing because of replacement rates.

A citizen said we had mentioned that we had one district. Is there a possibility Summerhouse could be moved into a different district. Manager Reynolds stated that would be a Mayor/Council decision. Manager Reynolds said she is aware that other large cities have tax districts. Councilman Hines said he thinks the General Assembly must be involved as well.

Manager Reynolds said listed below are all the departments which we currently have. Our population trend has slowed down a little, but it still shows steady growth. Manager Reynolds said for the year 2021, our population was 4,420 residents. This information is a year behind because the State Demographer always must have the information and presentation.

Mayor Wenzel asked how this compares to other areas of Onslow County. Manager Reynolds said Jacksonville is higher, but as far as growth, Holly Ridge is the second fastest Municipality in the State as a whole.

Manager Reynolds has identified some objectives for the upcoming year 2023-2024. Manager Reynolds said she would like the Town Council to sit down and come up with a visual and it can extend to our three mile out boundaries what they would like the town to look like.

- Cohesive Vision for the Town for growth, quality of life, etc.
- Municipal Complex
- Municipal Fire Department Plan
- Land Acquisition for Future Facilities & Growth
- Grant Writer Position
- Focused, Phased Parks & Recreation Goals/Projects
- Receive Definitive Direction from Town Council
- Movement on Street Repairs (Bonds, Loans, Grants, Powell Bill)

Manager Reynolds said listed below is the Cohesive Town Vision. The Town Council has identified Highway 17 and Highway 50 corridor as Commercial.

- One collective view of Town in 10-20 years
- Money allocated for a large visual to be designed and printed.

- Show areas for recreation, attractions, housing, industrial, business park, open space, commercial development, etc.
- Sets an overall goal for the Town Council & Staff
- Sets a level of expectation for the constituents & stakeholders.

Municipal Complex

Manager Reynolds stated this has been a topic of discussion over the last couple of years. Manager Reynolds has met with both Holly Ridge and Turkey Point Fire Departments, and she has given a lot of consideration in having everyone under one roof. Manager Reynolds said we could look at different lots or parcels and not necessarily the land the Town Hall is currently sitting on.

- Incorporate Administration, Police Department, and Fire Department all under one roof.
- Include an Operational Emergency Operations Center
- Possibly approach local landowners for land acquisition.
- Help to Shape a “True Downtown” or “Main Street District”
- More Welcoming and inviting to the Community.
- Increase teamwork, collaborations, and efficiency.
- Funding is available.

Municipal Fire Department Proposal

- Four Year Buildout.
- Grants available to help with initial costs.
- Start slow and be Methodical.
- Build from the bottom up.
- Most Important aspect is building Firefighter Coverage

Manager Reynolds said this would likely be a four year build out and it would be like a living plan. Manager Reynolds said there are grants to help with the initial cost. The most important aspect is making sure to build the fire fighter coverage so there are enough firefighters to run the apparatus.

Listed below is the Four Year Build Out Explained:

Year One:

- Hire two full-time firefighters.
- Part-time Command Staff Remains
- Apply for Grants, Building Design

Year Two:

- Construction of Municipal Complex
- Hire four full-time firefighters.

- 12-hour shifts with month rotation

Year Three:

- Maintain Staffing level.
- Part-time Command Staff remains.
- Completion of Building

Year Four:

- Move into new facility.
- Hire six full-time firefighters.
- Transition to 24-hour shifts

Chief Longo stated the reason we are starting with 12-hour shifts is because the current facilities will not facilitate overnight shifts. This would be temporary until those facilities are in place. Chief Longo said Holly Ridge Volunteer Fire Department has been in existence since the fifties and has been a volunteer house ever since.

Full-Time Grant Writer Position:

- Base Salary of \$35,000 per year
- 3% Commission paid for each successful grant 1.5% at award & 1.5% at final reimbursement of grant from grantor.
- Research the internet, internet, government programs, corporations, private foundations, and other sources for potential grants.
- Administers grants including ensuring all requirements are met, preparing interim reports, etc.
- Attends all required grant writing and grant management workshops.
- Will be cross trained with the Finance Officer.

Full-Time Grant Writer Position Salary Example

- \$2,000,000.00 successfully awarded.
- 1.5% amount due at award: \$30,000.00.
- 1.5% amount due at final reimbursement: \$30,000.00.
- Total annual salary: \$95,000,00 plus benefits.

Mayor Wenzel said he is the one that presented this because he knows Manager Reynolds spends a lot of time seeking these grants to help save taxpayers money. Mayor Wenzel said this makes sense to find the right person for this job and he likes that it is incentive based also.

JoAnn Sowa – 131 Everett Park Trail - asked if a community like Summerhouse could qualify for grants for their ponds if a community could benefit. Mayor Wenzel said if it helps all of Holly Ridge then Summerhouse would also benefit.

Manager Reynolds listed several agencies that the grant writer could work with.

- USDA

- Partf Grant
- State Directed Grant
- T-Mobile
- Department of Transportation
- Safe Roads
- League of Municipalities
- Golden Leaf
- Demolition Grant
- Industrial Development Fund Grant
- Rural Agencies

Holly Ridge Volunteer Fire Department

- \$115,000.00 Requested
- \$100,000.00 Currently Budgeted
- Due to outdated Pay Rate Schedule
- Employee Retention Issue with Current Pay Schedule

Manager Reynolds said we are currently budgeting \$100,000.00 for the Holly Ridge Volunteer Fire Department. Chief Longo is requesting \$115,000.00. This is due to the outdated pay rate schedule, which also reflects the reason for lack of employee retention. Manager Reynolds said the Holly Ridge Volunteer Fire Department has not had a pay increase since 2012. Mayor Wenzel asked if the pay increase comes from Onslow County. Chief Longo said it comes from the Town of Holly Ridge.

Listed below is the breakdown of the Holly Ridge Volunteer Fire Department's cost:

- A total of 520 eight-hour shifts worked per year.
- 376 of those shifts are worked by a Firefighter/EMT
- 72 shifts are worked by the Fire Chief/EMT plus after hour on call time and responses and all administrative obligations.
- Proposed is a pay increase for all positions to cost an additional \$12,000.00 annually.
- 376 Firefighter/EMT shifts at \$16.00 per hour including employer expense is \$137.00 per shift. (\$51,812.80)
- 72 Fire Chief shifts with a \$1500.00 annual increase including employer expense annually. (\$15,609.36)
- 72 Assistant Fire Chief shifts with a \$1500.00 annual increase including employer expense annually. (\$12,918.00)
- Current capital funds allotted for new truck loan (no change requested) (\$31,000.00)
- Additional funds request for EMS equipment/materials required for medical responses in town. (\$2,000.00)
- Total requested for payroll to cover minimum expenses and potential overages for incident responses. (\$82,000.00)
- Total requested for capital and EMS supplies. (\$33,000.00)

- Total annual budget request and contract amendment request for funding. (\$115,000.00).

Turkey Creek Volunteer Fire Department

- \$43,200.00 requested by Chief Ricky Hardison.
- \$7,000.00 currently budgeted
- Increase for the purchase of 10 sets of Turnout Gear
- Provides First Response Fire Protection to all the areas satellite annexed by the Town of Holly Ridge with Summerhouse being the largest area.
- All our evening, night and weekend coverage is strictly volunteer, and we have not requested any salary money from the Town of Holly Ridge.
- Turkey Creek Fire and Rescue, Inc. provides more than an adequate amount of equipment and personnel whether for the first response areas we contract with the Town to cover or if providing Automatic Aid to Holly Ridge Fire and Rescue.
- We will support the Town of Holly Ridge in whatever direction it decides to go in the future and our request is while this is being determined and as this unfolds that we be treated fairly.
- We have requested in previous years request that they feel were more than justified and cut back to a minimal every year.

Chief Hardison with Turkey Creek Fire and Rescue is the primary response unit for that, and that contract was entered with the town so the Town could receive their ISO ratings. Turkey Creek Fire Department is volunteer only and pays no one. Chief Hardison said Onslow County gives them some employees to cover Monday through Friday, daytime coverage.

Chief Hardison said they have not requested any money for salaries, nor have they received any money for apparatus. Chief Hardison said they requested several years for an increase and \$7,000.00 is a very minimal amount for property that we cover for the Town. Chief Hardison said he did this as a favor, and they are at the point that they feel like they are being taking advantage of.

Chief Hardison said they provide the service whether it is Summerhouse or other parts of Holly Ridge or the county for mutual aid. Chief Hardison said he has had conversations with Manager Reynolds about the plans to possibly go to a municipal fire department. Chief Hardison said that is a great plan and they will continue to support the Town to get to where they want to be as a goal for fire protection. The only thing he asks is during the interim period, they are treated fairly.

Chief Hardison said he operates two stations outside of the City of Jacksonville and he has the largest district in Onslow County while doing this with volunteers other than daytime staff. Chief Hardison said everything is expensive and he is having to replace a thirty-year-old fire truck now and the cost is \$830,000.00.

Chief Hardison said last year we requested justified items, and we got cut to \$7,000.00.

Mayor Pro-Tem Hall asked if the employees from Onslow County come with all their equipment. Chief Hardison said he provides everything they need. Mayor Pro-Tem Hall asked if he got paid from the Onslow County. Chief Hardison replied he does. Mayor Pro-Tem Hall asked if this is where he will get the money for the new Fire truck. Chief Hardison said that is correct. Chief Hardison said all departments that contract with the county receive county money. Mayor Pro-Tem Hall asked if the Town Council has seen a copy of the contract. Chief Hardison said it is public records, but he could provide that information if she would like. Mayor Pro-Tem Hall said she would like to see the contract for comparison.

Paul Pioli – 117 Spicer Lake Dr asked Chief Hardison to tell the Town Council how much it cost to equip a firefighter. Chief Hardison said just the turn out gear at a minimum is \$4300.00 per individual. The self-contained breathing apparatus is around \$11,000.00 apiece. Portable 800-megahertz radios are around \$6,000.00. Chief Hardison said this same investment is the same for a paid or volunteer employee.

Public Works Department

- Air-Compressor \$1800.00
- Employee Lockers \$1600.00
- Laptop \$750.00
- Storage Containers \$ 1500.00
- Weed Eaters \$1300.00
- Christmas Decorations (poles outfit) \$1500.00
- Gates \$1200.00
- Cones \$5000.00
- Street Sign Replacement \$4000.00
- Additional Truck to lease
- Mulch \$2000.00
- Ice machine \$4500.00
- Mosquito Control \$8057.11
- Aging Tools/Equipment \$9000.00
- File Cabinet \$1300.00
- M/R Equipment \$9000.00 (includes replacing hydraulic lines on bucket truck).
- Paint Ext. Maintenance garage \$5000.00

Mayor Wenzel asked if the \$8100.00 mosquito control is in addition to what is already budgeted. Manager Reynolds said that would be the total. Councilman Hines asked if the county gives us anything for mosquito control. Manager Reynolds stated the county quit that program.

Public Works Director Mike McFann said his department starts spraying mosquitoes in May once a week.

Manager Reynolds said she received the results of the pavement survey. Manager Reynolds is going to ask WithersRavenel to attend the May or June Regular Town Council meeting to present the results. We have around seventeen miles of streets and the overall score is a seventy. By their scores a seventy is fair, but our backlog according to them for projects is approximately two million to put the streets where they need to be. WithersRavenel recommend budgeting \$10,000 to \$15,000 per mile per year.

Pavement Condition Survey

- PCI Score – 70 Network Condition is Fair
- The current backlog for projects is approximately \$2.0 million.

Recommendations

- \$10,000-\$15,000 Centerline mile/Per Year
- Regular PCS's every 203 years
- Utilize the full repair toolbox.

Mayor Wenzel called for a recess at 1:10 p.m.

Mayor Wenzel called the meeting back to order at 1:26 p.m.

Parks and Recreation Budget Request

- Part-Time Staff - \$47,000
- Ballfield Lights - \$20,000
- Sound System Projector - \$5,000
- Sponsorship/Grant Expenses - \$25,000
- Summer Camp - \$50,000
- PARTIF Grant - \$1,000,000

Part time staff is recommended that the Town hire two part time staff to help facilitate rentals at the Community Center and to help provide additional coverage for programs and town events. This would give renters more access to the facility and would provide liability coverage. The request is for two staff working thirty hours a week at \$15.00 an hour.

New LED light fixtures are needed for the ballfield. The current lights cut themselves off unexpectedly and often. This causes issues while events are happening. Also, by switching to LED, this would be a cost savings to the Town.

The request for the community building sound system and projector would make the space effective for meetings, facility rentals, programs, and election events. The system would include a projector, two speakers, two wireless microphones, four wired microphones and installation.

The Sponsorship Expense funds (\$25,000) will only be spent if the funds are raised through sponsorships which would also eliminate having to do a budget amendment later.

- Athletic Benches (\$1500.00/each)

- Field Banner (\$150-\$300/each)
- Pavilion Picnic Tables (\$3000/each)

Holly Ridge Summer Camp - \$50,000

This request is to allow the Town of Holly Ridge to host and facilitate its own Summer Camp. The partnership with the Town of Surf City goes through this year's summer camp but as of now there is nothing in place for Summer 2024. This item is subject to council direction. The \$50,000 would cover all part-time staff, supplies, and activities. Project revenues would be around \$53,200 depending on participation.

Event Line-Item Requests - \$52,000

- Liberty Festival - \$42,807.71
- Hometown Christmas - \$2067.61
- Easter Egg Hunt - \$1372.50
- Veteran's & Memorial Day - \$2000
- Summer Events - \$3000

PARTIF Grant - \$1,000,000

An applicant must match the grant at least dollar to dollar with a maximum PARTF contribution of 500,000. The grantee is required to receive all matching funds within the three-year grant period. PARTF project should be the result of a planning process that reflects the public's preferences. In addition, prior to submitting the application, an Environmental Review, Site Plan, Site Vicinity Map, and application must be completed.

The purpose is to complete the projects identified in 2021 Master Park Plan.

Councilwoman Bragg asked if Parks and Recreation Director Audrey Madia is overwhelmed because of requesting part-time staffing. Mr. Strickland said it is a time issue. She is here Monday – Friday 8:00a.m. to 5:00 p.m. plus she comes in for any type of event we have.

Mayor Pro-Tem Hall said she thinks this is a discussion that we may need to have for liability. Mayor Pro-Tem Hall said this needs to be discussed at a Town Council meeting because it sounds like we may need to have someone at these events in the event the renters need anything, and we have never had that before. We also need to have our attorney present to find out if we have what we need to do.

Councilwoman Bragg said we need to get sponsorships from the local businesses and place their business on banners for advertisement purposes. Councilwoman Bragg asked if the PARTF Grant is the only grant that we can apply for the community center. Manager Reynolds said the PARTIF Grant is the largest grant. Manager Reynolds said the PARTF would be used for the larger scale projects.

Mayor Pro-Tem Hall said we are still working on smaller grants to help pay with the smaller things that we identified for the park.

Holly Ridge Police Department

- Holly Ridge Police Department is asking for four items to be added to this year’s budget for consideration.
- Staff believe that all requested items are essential to our mission.
- Proposals are listed in order of importance.
- The Paygrade Proposal will be an ongoing year to year expense.
- The K-9-line item will be a combination of one-time expense and ongoing expense.
- The Fitness Facility & Asp/Flashlights are a one-time expense.

2022-2023	Title	FLSA	Hiring	Mid Point	Maximum	Option 1	Title	FLSA	Hiring	Mid Point	Maximum
13	Police Officer	Non-Exempt	\$46,690.00	\$47,679.00	\$56,415.00	13	Police Officer	Non-Exempt	\$46,690.00	\$52,679.00	\$60,415.00
14	Police Corporal	Non-Exempt	\$48,525.00	\$49,863.00	\$59,035.00	14	Police Corporal	Non-Exempt	\$48,525.00	\$53,863.00	\$63,035.00
16	Police Sergeant/Det.	Non-Exempt	\$48,451.00	\$52,157.00	\$61,788.00	16	Police Sergeant/Det.	Non-Exempt	\$48,451.00	\$56,157.00	\$65,788.00
18	Police Lieutenant	Non-Exempt	\$48,598.00	\$57,093.00	\$67,711.00	18	Police Lieutenant	Non-Exempt	\$52,598.00	\$61,093.00	\$71,711.00
21	Police Captain	Exempt	\$61,627.00	\$65,462.00	\$77,754.00	21	Police Captain	Exempt	\$59,627.00	\$69,462.00	\$81,754.00
24	Police Major	Exempt	\$68,910.00	\$71,760.00	\$85,312.00	24	Police Major	Exempt	\$64,910.00	\$75,760.00	\$89,312.00
	Police Chief	Exempt	\$69,764.00	\$75,148.00	\$93,377.00		Police Chief	Exempt	\$67,764.00	\$79,148.00	\$93,377.00
Option 2	Title	FLSA	Hiring	Mid Point	Maximum	Area Competitors					
13	Police Officer	Non-Exempt	\$46,690.00	\$54,679.00	\$62,415.00	Duval County Sheriff	2022	2023			
						Pender County Sheriff	\$43,103	\$47,415			
14	Police Corporal	Non-Exempt	\$48,525.00	\$55,863.00	\$65,035.00	New Hanover County Sheriff	\$79,000	\$45,900			
						Surf City PD	\$11,000	\$46,300			
16	Police Sergeant/Det.	Non-Exempt	\$50,451.00	\$58,157.00	\$67,788.00	Topsoil PD	\$40,575	\$40,500			
						North Topsail PD	\$38,000	\$47,500			
18	Police Lieutenant	Non-Exempt	\$54,598.00	\$63,093.00	\$73,711.00	Burgaw PD	\$38,000	\$43,000			
						Wilmington PD	\$38,594	\$46,257			
21	Police Captain	Exempt	\$61,627.00	\$71,462.00	\$83,754.00	Wrightsville Beach PD	\$36,385	\$43,000			
24	Police Major	Exempt	\$68,910.00	\$77,760.00	\$91,312.00						
	Police Chief	Exempt	\$69,764.00	\$81,148.00	\$95,377.00						

Holly Ridge Police Department K9 Line Item

Recurring Cost

- Food \$660.00
- Pac Track Subscription \$150.00
- USPCA Membership \$150.00
- USPAC K9 Trial Entry \$200.00
- Veterinary Checkups \$100.00 +
- Total \$1260.00

One Time Cost

- Neoprene Sleeve \$40.00
- Bite Tugs \$80.00
- K9 Patrol Kit \$1200.00
- Bite Suit \$1700.00
- K9 Vehicle Fan \$664.00
- Total \$3684.00

Holly Ridge Police Department Fitness Facility

- Building with concrete \$6495.00
- Rogue Equipment \$4760.00
- Power Rack \$1240.00
- Total Cost \$12,495.00

Healthier employees are cheaper employees.
 Healthier employees provide better customer service.
 Physical health and mental health work in concert.
 Healthier employees can deal

with rigors and stress of police work.

Holly Ridge Police Department Fitness Facility

24 ft wide	2-9x7	Roll Up Doors
20x21x8	\$4,995	\$6,495
24x25x8	\$6195	\$8295
24x28x8	\$6795	\$9040
24x31x8	\$7195	\$9715
24x35x8	\$7590	\$10,475
24x41x9	\$7895	\$11,150
24x45x9	\$8290	\$11,950
24x49x10	\$14,595	\$18,580

Holly Ridge Police Department Fitness Facility

- Holly Ridge Police Department has implemented physical fitness into yearly evaluations.
- Holly Ridge Police Department has implemented combative training.
- It is the belief of Holly Ridge Police Department Staff that once you take an oath to protect and serve, you lose the right to be physically unfit.

Holly Ridge Police Department ASP/Flashlights

- ASP Batons and Holsters \$210.00
- Department Total \$2730.00
- ASP are industry standard issued equipment and offer another option in use of force.
- Streamlight Strion C4: \$121.00
- Department Total: \$1573.00
- Lights are industry standard issued equipment and offer another solution than gun mounted lights.

Councilman Hines asked Chief Longo to give the Town Council an idea as to why he was losing employees and what the county is doing. Chief Longo said the county's new pay scale can range from \$15.00 to \$24.00 an hour. Chief Longo said they have been at \$14.00 an hour since the program started and four of the part-time firefighters out of the twelve covering shifts have been with the fire department more than five years.

Manager Reynolds asked for direction from the Town Council on some of the items presented today.

Councilman Hines stated he can not give any direction because it is new to him, and he must hash it out a little bit.

Mayor Pro-Tem Hall said with anyone who is asking for more than last year, she would like to compare from last year. Mayor Pro-Tem Hall said she appreciates that there is a four-year plan instead of that is too big or small. This is something we have never done and there is going to be a lot of stuff that we will have to overcome and discover. Mayor Pro-Tem Hall liked the idea of a new piece of land for building the new Town Hall. Mayor Pro-Tem Hall said she asked Councilman Hines about the idea of a bond or loan to get the two million dollars to fix the roads. It would be awesome, and the Town Council could budget somehow to maintain the roads from then on. Mayor Pro-Tem Hall said she would like to see these details more in depth.

Manager Reynolds said that would be the WithersRaval employee that did the pavement condition survey. Manager Reynolds said this would be the next step and she is planning on asking them to come to our May Regular meeting. Manager Reynolds said her recommendation would be to hold a special meeting for the streets as well as the Parks and Recreation projects. At some point Manager Reynolds would like to hold a workshop to discuss the vision for the town.

Councilman Hines asked Finance Director Chuck Strickland what the is the projection on the Powell Bill money. Mr. Strickland said seventy-nine thousand. (\$79,000.00)

Mayor Pro-Tem Hall asked if Manager Reynolds sees any budget requirements for looking at a municipal building or is this going to cost anything to put a plan in place for a four-year plan for the fire department and are you looking for money on this budget for these initiatives. Manager Reynolds said the municipal complex should be a high priority. Manager Reynolds said the first step would be the land acquisition and working with the two departments to make sure we are looking at all the issues with the location.

Mayor Pro-Tem Hall said she is in favor of a grant writing position. Mayor Pro-Tem Hall said she does have a concern about cross-training to another position. Mayor Pro-Tem Hall said she thinks it is a conflict for the grant writer to be the finance back up. Mayor Pro-Tem Hall said if a back up is needed for finance, utilize the assistant clerk for this.

Councilman Hines said we went through hiring a grant writer before and suddenly that person was no longer a grant writer anymore. Mayor Pro-Tem Hall said we have done that several times with part-time help. Manager Reynolds said there was a position in the Community Development Department that was both an administration and grant writer position and it did not work out.

Councilman Hines said Marsha's position was supposed to be both an admin and a grant writer. Mayor Pro-Tem Hall said she does not have a problem with hiring this position.

Councilman Hines said the only thing that scares him is the way our government is going is there is a point and time grants are going to dry up.

Mayor Pro-Tem Hines said she does not have any concerns with the Police Department requests, but she would like to see how it impacts the budget overall. Mayor Wenzel asked

about option one and option two of the Police Department's pay increase. Councilman Hines said every year we have our budget request, we are going to have to make sure the revenues are an efficient amount to cover the request. Councilman Hines stated he is never in favor of going up on taxes and he is not going to change this year either. Councilman Hines said most governments do not have a revenue problem; they have a spending problem.

Councilwoman Stanley asked if the bus stops for the children would be by the road. Gary Kibler said that is correct. They would be outside of the gate facing the entrances of Summerhouse. The cost is around \$10,000 to \$15,000 based on the size.

Councilman Sholar said he agreed with what Councilman Hines and Mayor Pro-Tem Hall have said.

Manager Reynolds said she and Mr. Strickland had met with the Summerhouse finance committee as well as Ricky Maready with Jones Onslow Electric Membership regarding their streetlights. Manager Reynolds said we budgeted \$50,000 for their streetlights and this does not cover their annual cost. Manager Reynolds said there are no cost savings offered through Jones Onslow. When Summerhouse was built, the developer made a streetlight agreement with Jones Onslow, and it may be beneficial for the town to do the same and transfer the accounts for the streetlights into the town's name. From the time they met until the time they got back together with Mr. Maready five lights had been added in Summerhouse. This would give the town oversight of the additional lights.

Manager Reynolds asked the Town Council if they were in favor of moving forward with a four-year plan for the fire department. Mayor Wenzel asked what the county is giving back to the municipalities. Manager Reynolds said three cents which is around \$230,000.00.

Manager Reynolds asked about the Town Council about the contributions to both Holly Ridge Fire Department and Turkey Creek Fire Department. Mayor Wenzel said it is good that we have both departments this year because Turkey Creek was not in attendance last year.

Chief Hardison said he took time off from work the previous year to come to the Budget Retreat and no one took into consideration what he had to say. Chief Hardison said the reason he is here this year is his board is very unhappy in the way that this is being handled. Chief Hardison said if you look at the money the people in Summerhouse are paying in taxes, and to come back to the \$7000.00 amount after what Chief Hardison requested is insulting. Mayor Wenzel said that happened when the town did not know we were getting the three percent. Chief Hardison said no but they were still paying the same tax rate as everyone else in the Town of Holly Ridge was and they were getting very little in return in the fire service.

Councilman Sholar asked what the percentage of calls in Summerhouse is for Turkey Creek. Chief Hardison said you don't want to base emergency services on the number of calls. Councilman Sholar said he was just curious. Councilman Sholar said Holly Ridge gives a report monthly. Chief Hardison said he could give a report also and he went back to the years

2021 to 2023 and it averaged about one and half calls a month. Chief Hardison said you need the same equipment no matter how many times you are called.

Councilman Hines said Holly Ridge Fire Department has majority of Summerhouse district. Chief Hardison said not the way the contract is read. Holly Ridge is only for EMS and first response and the reason for that was we offer EMS first response calls, but based on what the county wants, they are only responded to what is called Delta and Echo calls. The town wanted a different response, and I would not agree with responding to the citizens of Summerhouse for something different than what he was going to respond to the district for.

Mayor Pro-Tem Hall said she would like to see some numbers from Turkey Point. Mayor Pro-Tem Hall said she does not understand all what Turkey Creek does. Chief Hardison said all of that is public records, but what he gets from the county should have no bearing. Fire service is offered by the Town of Holly Ridge to their residents.

Manager Reynolds asked for an annual budget that shows the Turkey Creek Fire Department's budget. Chief Hardison said he would show what every county gets. Councilman Hines said he did not think it was any of the Town of Holly Ridge's business what Turkey Creek gets. Councilman Hines clarified that the Town did not need to know Turkey Point's information, but the taxpayers have the right to know.

Mayor Wenzel asked how we contract with Turkey Creek as far as money is involved. Manager Reynolds said the contract does not have a dollar amount but subject to budget or Town Council approval. Chief Hardison said it was supposed to be an annual submission with a ninety-day clause by either party.

Councilman Hines said Manager Reynolds could present the budget and the Town Council could go through it and cut things from each department. Manager Reynolds said she will do a budget with everything in it and slim down budget like we normally do.

Paul Pioli – 117 Spicer Lake asked if we were looking at a surplus from our budget from last year. Mr. Pioli asked if the fire departments get any money from the fire relief insurance money. Chief Hardison said relief fund money which comes from a percentage of insurance are funds that cannot be used for operations. It must go into a separate fund and is regulated by the State relief fund board. Chief Hardison said the only thing you can use this for is to pay workman's comp insurance or life insurance for employees. Mr. Pioli asked if the fire departments have fundraisers. Chief Longo said they had one occasionally. Chief Hardison said they did for years and that has helped us accumulate what we have through the years but with the call volume of running one thousand calls a year, and volunteers being a lot less, we find it hard to hold fundraisers anymore.

Mr. Pioli said he is trying to figure out how Turkey Creek is functioning. Chief Hardison said by county funding and state fire grant and state rescue grant. Chief Hardison said a lot of times he gets kicked out because of the lack of funding in those locations. Chief Hardison said they do an annual mail out fundraiser to the residents in his area. Mr. Pioli asked if they go

back and charge the insurance companies if there is an accident. Chief Hardison stated the county does not allow this. The county has a hazmat ordinance and if it is a hazmat situation over a certain length of time then you can submit the paperwork.

Joann Sowa – 131 Everett Park Trial asked what the police can and cannot do in Summerhouse. Chief Sorg said on private roads a lot of traffic laws are not enforceable. Every traffic law gets to a point where it gets to careless and reckless in a neighborhood. Chief Sorg said there are not a lot of calls that are generated from Summerhouse.

Ms. Sowa asked if approved in the budget whether the two part-time Parks and Recreation employees could be certified to teach aerobics or pi lates classes. Ms. Sowa said when we are considering summer camp money would we consider a reduced price or free. Ms. Sowa said they would also like some kind of grant for the Summerhouse roads.

Manager Reynolds said from a town's standpoint, we cannot invest public funds in something that cannot be utilized by the constitutes. There may be some private grant funds available for street repairs. The firework grant is through Onslow County tourism funding, and they take the accommodation tax and place that back into the communities and the 501-C organizations throughout the county.

Susan Rowsey 366 Lake Fire Loop asked how the fire departments get in through the gates. Chief Hardison said they have a code. Chief Hardison said there is a censor on the gate and when the siren goes off it opens the gates. Chief Hardison said the county dispatch has the codes. Chief Hardison said one of the problems is there is a lot of turnovers and there are some training issues.

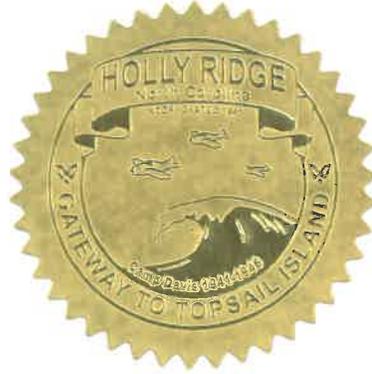
Ms. Rowsey suggested the Parks and Recreation employee should stay in the Community Center and then we would not have to pay someone when there are events going on. Manager Reynolds said we have found that that is not beneficial. It separates that position from the other employees and historically it has not worked. Currently she works outside of the Town Hall. If someone is in the building she does go back and forth, and she is set up to work remotely.

Paul Pioli – 117 Spicer Lake asked when we get the benefit of the tax revenue from Camp Davis Industrial Park and other expansion activities. Mayor Wenzel said we are currently under contract with lots. Camp Davis Phase I was developed by the Rollins family. They build shovel ready sites. Mayor Wenzel said Phase II has ten lots and nine are under contract and we hope to be closing on those soon. Mayor Wenzel said we have been receiving tax dollars for the land.

Adjournment

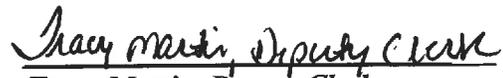
A motion was made by *Councilman Hines* and seconded by *Councilman Sholar* to adjourn at 2:28 p.m. *All Agreed.*

Attest:





Jeff Wentzel, Mayor



Tracy Martin, Deputy Clerk

These minutes were recorded and prepared by Deputy Town Clerk, Tracy Martin.