



OAK RIDGE TOWN COUNCIL MEETING
FEBRUARY 6, 2014 - 7:00 P.M.
OAK RIDGE TOWN HALL

MINUTES

Members Present

Ray Combs, Mayor
Spencer Sullivan, Mayor Pro Tem
George McClellan
Jim Kinneman
Mike Stone

Staff Present

Sandra Smith, Town Clerk
Bruce Oakley, Town Manager
J. Michael Thomas, Town Attorney
Sam Anders, Finance Officer

1. CALL TO ORDER

Mayor Ray Combs called the meeting to order at 7:01 p.m.

A. Invocation

B. Pledge of Allegiance

2. APPROVE AGENDA

Councilman Jim Kinneman made a **motion** to approve the February 6, 2014, meeting agenda with the addition of a closed session. **Councilman Mike Stone** seconded the motion, and it was passed unanimously (5-0).

3. APPROVE MINUTES OF JANUARY 9, 2014, REGULAR MEETING AND JANUARY 27, 2014, SPECIAL MEETING

Mayor Pro Tem Spencer Sullivan made a **motion** to approve the minutes of the January 9, 2014, and the January 27, 2014, meetings. **Councilman George McClellan** seconded the motion, and it was passed unanimously (5-0).

4. RESOLUTIONS, PROCLAMATIONS, ANNOUNCEMENTS

None

5. TOWN MANAGER'S REPORT

Town Manager Bruce Oakley stated that the Historic Preservation Commission and the Board of Adjustment are in need of volunteers to serve as alternates.

6. CITIZEN COMMENTS

- Justin Conrad, a candidate for County Commissioner in District 3, introduced himself.

7. MONTHLY FINANCIAL UPDATE

Finance Officer Sam Anders reported:

- The Town had another strong month financially with \$2.583 million in total assets and \$35,541 in liabilities.
- ABC store revenues of \$46,574 for the previous quarter were received and set a new quarterly record.
- The Town operated at a deficit for January due to the annual park debt service payment of \$149,836.
- A wire transfer of \$62,438 was received from Guilford County, which represents all tax collections as of January 31, 2014.
- Investments have been renewed and updated.
- The annual budget process has started; the first finance committee meeting was held January 27.

Councilman McClellan made a **motion** to approve the financial report. **Councilman Kinneman** seconded the motion, and it was passed unanimously (5-0).

8. COMMUNITY UPDATES

A. Planning and Zoning Board

No meeting, no report

B. Historic Preservation Commission

Mac McAtee reported that two staff-level COAs were reviewed and two COAs that have not been completed were discussed. The HPC also discussed its budget request, purchase of an artifact display case, marker dedication to be held this spring, and the next steps for additional historic markers.

C. Parks and Recreation Commission

Oakley reported that the application for the N.C. Parks and Recreation Trust Fund grant has been submitted; thanks to Council's actions at the special January 27 meeting, the Town received an additional six points on the application. The dog park is open, and an official grand opening will be scheduled in the spring.

D. Fire Department

No report

E. Finance Committee

Chairman John Jenkins said the committee spent time at its first meeting on January 27 reviewing the current fiscal year budget and will begin looking at the 2014-15 fiscal year at its next meeting on February 17. Committee chairs should submit their requests to Oakley soon.

Jenkins also presented a proposal, which was approved and recommended by the committee, to purchase new accounting software from Black Mountain Software. The finance officer currently uses QuickBooks, which is not set up for municipal accounting. The request was presented to the committee by Oakley and Anders, and Jenkins said the committee felt confident Anders had researched the issue and done adequate due diligence. The company has over 500 municipal clients and the Town would need to place an order soon to allow the new system to be in effect when the new fiscal year begins on July 1. The cost is \$16,280 for purchase of the software, \$2,030 for one-time data conversion and approximately \$4,230 in annual fees. The contract has been reviewed by the Town attorney, and Oakley had said it could be paid for in the current fiscal year because the Town had realized approximately \$18,800 in savings at the park, \$3,000 in savings of capital equipment for the park, and \$5,000 from the amount budgeted to build the sidewalk on Linville Road.

In response to questions from Mayor Combs, Anders said the new software should streamline the budget process, strengthen the system and possibly save time when the annual audit is done. The Town would be able to accept debit and credit cards and generate receipts at Town Hall. The amount saved at the park and on sidewalk construction should leave ample money to make the purchase this fiscal year, and will just require a line-item transfer.

Oakley also recommended the Council purchase the software. Town Attorney Michael Thomas said he had initial reservations about some wording in the contract, but that changes had been made by the vendor to address those concerns.

Anders reported that there are no guarantees on the amount of the annual fees, but changes have been minor since he began looking at the software in 2009. He added that the Town of Jamestown also uses the software, and its finance officer said they have not experienced any significant increases. Jenkins added that it is not atypical for software companies to add a percentage of the Consumer Price Index to their annual fees.

Councilman Kinneman asked if it would take additional time from Anders and his staff during the implementation phase. Anders said he did not believe the time needed would be significant because if it can be implemented in July, he and his staff are already pulling items needed for the annual audit. Instead of adding the new budget information into QuickBooks, they would simply do it in the new software. Kinneman asked if any new hardware would be needed, and Anders said only one printer and paper to generate cash receipts at Town Hall. Kinneman asked if a policy would be developed to determine who has access to the system, and Anders said yes.

Councilman Stone asked if longtime support was factored in should anything happen to the company, and Anders said he did not believe that would be an issue

since the company was founded in 1988 and has customers across the United States. Jenkins also said the Town will own its own data.

Councilman McClellan made a **motion** to accept the recommendation from the finance committee to purchase financial accounting software from Black Mountain Software of Polson, MT. **Councilman Kinneman** seconded the motion, and it was passed unanimously (5-0).

Councilman Kinneman made a **motion** to authorize the finance officer to do a line-item transfer within the 2013-14 fiscal year budget to make payment for said software. **Mayor Pro Tem Sullivan** seconded the motion, and it was passed unanimously (5-0).

F. Board of Adjustment

No report

9. CITIZEN COMMENTS

None

10. COUNCIL COMMENTS

- **Councilman McClellan** said he was pleased with the decision to purchase new accounting software as well as the fact that money did not have to be taken from the fund balance. He encouraged residents to call the N.C. Insurance Commissioner to voice their opinions on homeowners insurance, which has been predicted to increase as much as 25 percent.
- **Councilman Kinneman** thanked those who attended the meeting.
- **Councilman Stone** said he recently participated in a planning session for the annual RidgeFest event. Stone encouraged anyone interested in being involved to contact Randy Floss at Bistro 150.

11. CLOSED SESSION

Mayor Pro Tem Sullivan made a **motion** to go into closed session at 7:36 p.m. to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body pursuant to N.C.G.S. 143-318.11(a)(3). **Councilman Kinneman** seconded the motion, and it was passed unanimously (5-0).

Councilman Kinneman made a **motion** to return to open session at 8:06 p.m. **Mayor Pro Tem Sullivan** seconded the motion, and it was passed unanimously (5-0).

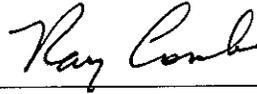
12. ADJOURNMENT

Councilman Stone made a **motion** to adjourn the meeting at 8:06 p.m. **Councilman McClellan** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



Ray Combs, Mayor