



PROPOSED AGENDA
Bermuda Run Town Council Meeting
Tuesday, June 9, 2020
6:00PM

WinMock @Kinderton Davie Room

Mission: "The Town of Bermuda Run exists to provide core public services that enhance the quality of life for its residents and an environment for the business community to thrive".

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Moment of Silence**

"It is the intent of the Town Council to solemnize the proceedings of this meeting and the business brought before the governing board, to offer the opportunity for a reflective moment of silence."

4. **Adoption of the Agenda**

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

5. **Approval of the May 12, 2020 Town Council Meeting Minutes**

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

6. **Citizens' Comments**
7. **Proposed Action Items**

A. Public Hearing of Recommended 2020-2021 Budget

The Town Manager's recommended budget for the General Fund is balanced at \$1,691,300, Gate Operations Fund balanced at \$566,017 and Utilities Fund balanced at \$530,850.

Mayor Cross opens the public hearing

Mayor Cross closes the public hearing

The Town Council may take action tonight to adopt the proposed budget ordinance as presented, may approve as amended, or take no action. A budget, however, must be adopted prior to July 1, 2020

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

8. **Council / Mayor Comments**

9. **Town Manager Comments**

10. **Adjourn**

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

Town of Bermuda Run

Town Council Meeting Minutes

May 12, 2020 – 6:00 PM

The Town Council of Bermuda Run held its scheduled meeting on Tuesday, May 12, 2020 at 6:00 PM. The meeting was held at Bermuda Run Town Hall.

Council Members Present: Mayor Rick Cross, Heather Coleman, Curtis Capps, Mike Ernst, Chris Fowler, and Ken Peacock

Council Members Absent:

Also Present: Lee Rollins, Town Manager; Brian Williams, Attorney; Cindy Poe, Town Clerk

Call to Order Mayor Rick Cross called the meeting to order.

Pledge of Allegiance

Moment of Silence

It is the intent of the Town Council to solemnize the proceedings of this meeting and the business brought before the governing board, to offer the opportunity for a reflective moment of silence.

Adoption of the Agenda

Council Member Chris Fowler made a motion to approve the agenda. Council Member Ken Peacock seconded the motion. The motion was approved by a vote of five (5) in favor and none opposed.

Approval of the March 10, 2020 Town Council Meeting Minutes

Council Member Mike Ernst made a motion to approve the March 10, 2020 meeting minutes. Council Member Curtis Capps seconded the motion. The motion was approved by a vote of five (5) in favor and none opposed.

Public Comments - None

Remote Meeting Rules of Procedure

NC State Senate Bill 704, Sessions Law 2020-03, provides for remove public meetings that apply only when there is a declaration of a state of emergency by the Governor or the General Assembly under GS 166A-90.2. It is recommended that the Town Council affirm the Remote Meeting Rules of Procedure as now allowed by law.

Council Member Heather Coleman made a motion to approve the Rules of Procedure as presented, with Council Member Mike Ernst seconding the motion. The motion was approved by a vote of five (5) in favor and none opposed.

Overview of Manager's Proposed 2020-2021 Budget

Town Manager, Lee Rollins, presented his proposed budget for Council Review on April 28. A Public Hearing on the budget has been set for Tuesday, June 9, 2020 at 6:00 pm. The location for the meeting could change to Winmock in order to have more room for social distancing. The Manager's proposed budget and message has been placed on the Town's website (www.townofbr.com) for review.

Council/ Mayor Comments

Curtis Capps – No further comment.

Chris Fowler – Feels that the budget is fairly represented and solid.

Ken Peacock – Impressed with the proposed budget – thanked Lee for his hard work.

Heather Coleman – Thanked Lee Rollins and the staff for their work.

Mike Ernst – Feels that Lee did an outstanding job on the budget. He expressed that he's seen a big difference in the gate attendants since changes have been made.

Rick Cross – Mentioned the following things going on in Bermuda Run:

- *New access roads*
- *Winmock managing Triple J Manor House in Mocksville*
- *Bermuda Run Farmers Market (Fridays)*
- *Meg Brown's new Outlet Store*
- *Comet BR Apartments leasing*
- *Bermuda Village – parade for residents*
- *People out and about – more walkers, bikers, runners – we need to be mindful and share the road with others.*
- *Businesses staying resilient during COVID-19 shut-down.*
- *Davie Chamber/TDA Facebook Live Videos guiding businesses/trying to help.*
- *Non-profits need everyone's help.*
- *Law Enforcement Week*
- *Town Staff providing coverage to help, even though the doors are closed to incoming traffic. Managing via phone, email, drop box outside building.*

Town Manager Comments

Lee Rollins reminded everyone that we are part of the Winston-Salem area Metropolitan Planning Organizations – MPO. Residents will be able to go online to give input on transportation needs. He also added that the Town Hall is following the same protocols as Davie County during Phase 1 of the “reopening” (COVID-19) and that staff is working regular hours; however, the doors will remain locked. Visitors must call to gain access.

Adjourn

With no further business to discuss, Council Member Heather Coleman made a motion to adjourn. Council Member Curtis Capps seconded the motion. The motion was approved by a vote of five (5) in favor and none opposed.

Approved

Respectfully Submitted

Rick Cross, Mayor

Cindy Poe, Town Clerk



**NOTICE OF PUBLIC HEARING BEFORE THE
BERMUDA RUN TOWN COUNCIL
TO CONSIDER THE
PROPOSED FY 2020-2021 BUDGET**

NOTICE IS HEREBY GIVEN that on Tuesday, June 9, 2020 at 6:00pm the Bermuda Run Town Council will hold a Public Hearing to receive public comment regarding the proposed Fiscal Year 2020-2021 Budget. The public hearing will be held in the Davie Room at WinMock at Kinderton, 168 East Kinderton Way, Bermuda Run, NC 27006

The proposed budget is available for public review at www.townofbr.com . A copy of the budget is also available for public review at the Bermuda Run Town Hall.

Proposed Budget Summary

General Fund:

Revenues	\$1,691,300
Expenditures	\$1,691,300

Gate Operations Fund:

Revenues	\$566,017
Expenditures	\$566,017

Utilities Fund:

Revenues	\$530,850
Expenditures	\$530,850

Additional information is available at the Bermuda Run Town Hall weekdays from 9:00am – 5:00pm or by telephone at 336.998.0906

**Town of Bermuda Run
Budget Ordinance 2020-2021**

BE IT ORDAINED by the Governing Board of the Town of Bermuda Run, North Carolina:

General Fund:

Section 1: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Revenue	\$1,691,300
Fund Balance Appropriation	\$0
Total	<u>\$1,691,300</u>

Section 2: The following amounts are proposed to be appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

General Government	\$478,000
Community Services	\$615,400
Transportation	\$597,900
Total Expenditures	<u>\$1,691,300</u>

Gate Operations & Maintenance Fund:

Section 3: It is estimated that the following revenues will be available in the Gate Operations & Maintenance Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Revenue	\$566,017
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Section 4: The following amounts are proposed to be appropriated in the Gate Operations & Maintenance Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Expenses	\$566,017
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Utility Fund:

Section 5: It is estimated that the following revenues will be available in the Utility Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Revenue	\$530,850
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Section 6: The following amounts are proposed to be appropriated in the Utility Fund for the operation of water and sewer utilities for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Expenses	\$530,850
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Tax Levy:

Section 7: The levied tax rate is held constant at the rate of fifteen cents (0.1500) per one hundred dollars (\$100) valuation of the property as listed for taxes as of January 1, 2020, for the purpose of raising revenue included in the General Fund in Section 2.

The Gate Operations and Maintenance annual fee will be established at \$462 per parcel and the Bermuda Run Country Club annual fee will be \$54,829.

Adopted this 9th day of June, 2020

Attest:

Clerk

Mayor

Date

Town of Bermuda Run, North Carolina
General Fund

	Account Title	2018-2019 Actual	2019-2020 Budget	2019-2020 10 Months	Proposed 2020-2021 Budget
Revenues:					
Current levies	Taxes	(772,024.26)	770,000	773,330.10	770,000.00
	Vehicle	(64,677.00)	60,000	50,816.76	50,000.00
Prior levies	Prior	(4,989.85)	4,500	909.43	1,000.00
Penalties and interest	Interest	(1,837.53)	1,000	1066.22	800.00
	Interest	(682.11)	500	194.43	200.00
Local option sales tax	Sale/Use tax - hold harmless	(250,847.41)	190,000	151,268.78	100,000.00
	Sales tax	(293,768.57)	288,000	266,840.80	250,000.00
Utilities franchise tax	Franchise tax	(193,231.18)	165,000	147,362.46	165,000.00
	solid waste	(1,877.33)			
Cable franchise	Time Warner franchise	(7,334.11)	6,000	6,505.11	6,000.00
Beer and wine tax	Beer and wine tax	(11,666.22)	7,000		7,000.00
Powell Bill allocation	Powell Bill	(63,190.96)	63,000	61,896.21	61,000.00
ABC revenues	ABC revenue	(154,616.00)	150,000	127,346.00	150,000.00
Investment earnings	Interest income	(20,873.70)	10,000	28,984.03	20,000.00
Other income	Misc	(30,108.52)	25,000	32,120.75	10,000.00
	Zoning	(6,045.00)	0	195.00	
	Rent for elections	-	300	750.00	300.00
	Fund Balance Appropriation		197,403	197,403.00	
Insurance proceeds		-			
Reimbursement for administrative charges	Overhead charges	(100,000.00)	100,000	100,000.00	100,000.00
		(1,977,769.75)	2,037,703	1,946,989.08	1,691,300.00

Town of Bermuda Run, North Carolina
General Fund

		Account Title	2018-2019 Actual	2019-2020 Budget	2019-2020 10 Months	PROPOSED 2020-2021 Budget		
Expenditures:								
Governing Body			-					
		Council	9,000.00	9,000	6,600.00	9,000.00	\$	11,400.00
		Mayor	2,400.00	2,400	1,200.00	2,400.00		
Salaries and Employee Benefits								
		Retirement	20,269.29	20,000	16,039.34	22,000.00	\$	252,500.00
		401K	-					
		Payroll tax	14,428.84	15,000	11,448.87	15,500.00		
		FICA	-					
		Medicare	-					
		Payroll - staff	199,698.44	200,000	158,847.64	215,000.00		
Operating Expenses								
		General fund expense	-					
		Advertisement	2,191.07	1,500	2,772.61	2,000.00	\$	118,600.00
		Dues and subs	5,422.20	5,500	5,802.75	6,000.00		
		Staff Insurance	43,776.45	50,000	42,722.71	60,000.00		
		Liability	7,407.53	7,500	7,704.94	9,000.00		
		Workers comp	623.47	800	600.00	800.00		
		Office supplies	2,411.05	2,500	2,282.11	2,500.00		
		Postage	1,665.82	5,000	2,134.05	3,000.00		
		Newsletters	8,695.00	10,000	6,093.05	10,000.00		
		Meeting expenses	154.06	1,500	2,589.32	1,500.00		
		Telephone	2,325.72	3,200	1,957.60	3,000.00		
		Maint and repairs	-					
		Computers	5,622.35	5,400	5,389.80	6,000.00		
		Lease	5,101.05	6,000	4,215.71	6,000.00		
		Payroll services	1,217.26	1,500	1061.45	1500.00		
		Payroll services	551.14	600	472.71	600.00		
		Travel	1,767.59	2,000	682.60	1,500.00		
		mileage	1,235.98	1,500	606.12	1200.00		
		training	1,000.00	2,500	250.00	1,500.00		
		meetings	308.00	1,500	25.00	1,500.00		
		Payroll tax Council	872.07	850	631.11	1,000.00		
Professional Services								
		Audit	6,500.00	6,500	6,500.00	10,000.00	\$	40,000.00
		Accounting software maint	8,674.63	9,000	9,108.37	10,000.00		
		Legal	11,840.00	20,000	14,186.00	20,000.00		
Tax collection fees								
		Davie Co tax collection	17,738.57	18,000	26,754.24	28,000.00		\$28,000.00
Town Hall expenses								
		Town Hall Utilities	5,341.74	5,500	4,125.01	5,500.00	\$	27,500.00
		Town Hall Maint and repairs	1,278.98	10,000	2,201.84	5,000		
		condo dues	10,998.04	12,000	10,293.78	12,000.00		
		Town Hall cleaning	4,302.22	4,000	4,202.65	5,000.00		
Capital Outlay								
		Capital outlay	7,329.00					
Election costs								
		Election costs	-					
Planning and zoning								
		P & Z contracted	62,374.25	46,100	57,727.36	46,100.00		\$51,100.00
		Code Enforcement	-			5,000.00		
Ground / general maintenance								
		Kinderton Village Utility	3,646.00	4,000	3,071.02	4,000.00	\$	76,809.00
		KV/BR Landscaping	45,747.78	50,000	33,020.72	42,809.00		
		Street ROW maint	30,657.25	60,000	17,850.48	30,000.00		
Leaf removal								
		annual leaf removal	24,750.00	30,000	35,325.00	40,000.00	\$	40,000.00

	Account Title	2018-2019 Actual	2019-2020 Budget	2019-2020 10 Months	2020-2021 Budget	
Waste removal	Waste removal	190,895.04	197,050	166,378.80	205,000.00	\$205,000.00
Town projects	Website	3,428.20	5,000	2,201.95	5,000.00	\$ 80,000.00
	Fall spring clean-up	4,720.00	5,000	5,851.30	10,000.00	
	Other town projects	67,444.00	150,000	106,575.79	20,000.00	
	Economic Development				45,000.00	
Post office	Post office	1,068.78	3,000	625.76	2,000.00	\$2,000.00
Other	Community events	55,290.26	50,000	31,059.26	30,000.00	\$ 50,491.00
	Contract labor	12,041.92	15,000	10,026.50	15,000.00	
	Electricity	1,771.80	2,000	1,490.50	2,000.00	
	Cleaning	2,848.19	3,000	2,593.24	3,000.00	
	Repairs	2,262.90	3,500	616.83	491	
	Monitoring	-				
Safety - community police program	Community Police program	89,573.00	87,000	87,399.00	90,000.00	\$90,000.00
Engineering	Engineering	29,822.50	40,000	10,775.00	20,000.00	\$20,000.00
Repairs	Repairs	423,087.60	400,000	323,771.50	400,000.00	\$ 420,000.00
	Snow removal	14,950.00	15,000	0	15,000.00	
	Brine spray	5,600.00	6,000	0	5,000.00	
Other	Street signs	12,043.94	20,000	8,354.42	10,000.00	\$ 90,000.00
	Irrigation of town commons	13,876.71	15,000	10,856.22	15,000.00	
	Other ground maint	90,118.74	75,000	70,647.44	65,000.00	
Street lights	Highlands	362.22	400	254.44	400.00	\$ 87,900.00
	James Way	2,019.57	2,500	1,651.56	2,500.00	
	Consolidated street lights	71,099.41	115,000	58,723.53	85,000.00	
Other capital projects	roundabout project	-				
	Capital projects	-				
	801 buffer	-				
	sidewalks	-	197,403	205,903.05		
	158 / 801 gate	-				
	capital outlay streets	25,772.50				
	Blue Heron P/D	92,446.25		26,558.05		
		<u>1,797,439.51</u>	<u>2,037,703</u>	<u>1,638,809.90</u>	<u>1,691,300.00</u>	<u>\$ 1,691,300.00</u>

Town of Bermuda Run, North Carolina
Special Revenue Fund - Gated Security

		2018-2019	2019-2020	2019-2020	2020-2021
	Account Title	Actual Amount	Budget	10 Months	Proposed Budget
Operating revenues:					
Gate fees	RFID Sticker fees	(15,035.00)	11,000.00	9,690.00	15,000.00
	BRCC entrance	-		51,300	54,829.00
	Property owner fees	(505,046.91)	502,000.00	447,476.75	496,188.00
	Miscellaneous income	-			
		<u>(520,081.91)</u>	<u>513,000.00</u>	<u>508,466.75</u>	<u>566,017.00</u>
Operating expenditures:					
Administrative	Overhead	50,000.00	50,000.00	50,000.00	50,000.00
Gate operations expense	RFID Stickers	12,412.99	10,000.00	12,534.98	12,500.00
	158 Gate repairs	330.12	1,000.00	461.00	1,000.00
	Cleaning	1,486.95	1,664.00	1,542.49	1,664.00
	Electricity	2,113.43	2,500.00	1,069.84	2,500.00
	Repairs	586.83	1,000.00	2,195.86	1,000.00
	Telephone	1,691.79	2,000.00	1,426.22	2,000.00
	801 Gate repairs	636.00	1,000.00	40.00	1000.00
	Cleaning	1,486.94	1,664.00	1,542.49	1,664.00
	Electricity	1,499.37	2,000.00	1,189.85	2,000.00
	Repairs	839.25	1,000.00	2,591.04	1,000.00
	Telephone	1,673.21	2,000.00	1,399.77	2,000.00
	BR West Gate repairs	270.00	1,000.00	457.00	1000.00
	Cleaning	1,486.94	1,664.00	1,512.49	1,664.00
	Electricity	2,464.60	2,800.00	2,142.46	2,800.00
	Repairs	821.95	1,000.00	3,650.85	1,000.00
	Telephone	1,836.73	2,000.00	1,546.05	2,000.00
	Ground maint	66,897.14	62,000.00	69,746.82	62,000.00
	Water/Sewer	365.70	500.00	310.19	500.00
	Gate mgt system	8,511.25	10,000.00	9,157.67	12,000.00
	Guard services	353,511.03	355,000.00	288,291.83	387,000.00
	Contingency	3,642.07	1,208.00	350.00	17,725.00
			<u>513,000.00</u>	<u>453,158.90</u>	<u>566,017.00</u>

Town of Bermuda Run, North Carolina
Water and Sewer Fund

	Account Title	2018-2019 Actual Amount	2019-2020 Budget	2019-2020 10 Months	2020-2021 Proposed Budget
Operating revenues:					
Sewer charges	Sewer service	(546,696.61)	530,000.00	454,754.15	530,000.00
Tap fees	sewer tap fees	(2,550.00)	2,550.00	850.00	850
		<u>(549,246.61)</u>	<u>532,550.00</u>		<u>530,850.00</u>
Operating expenditures:					
Licenses	Licenses	960.00	1,000.00	1,010.00	1,200.00
Charges from general fund	Admin charges OVERHEAD	50,000.00	50,000.00	50,000.00	50,000.00
Line repairs	Line repairs	19,123.00	30,000.00	24,700.00	30,000.00
Engineering	Engineering	-	60,000.00	0	60,000.00
Plant operations	Utility fund expense	-			
	Plant operations	20,336.37	20,000.00	16,666.70	25,000.00
	sampling	6,672.00	7,000.00	5,554.00	7,000.00
	Dumpster	2,497.35	2,000.00	2,055.17	3,000.00
	Sludge	16,652.00	15,000.00	13,300.00	20,000.00
	plant chemicals	2,174.09	5,000.00	781.41	2500.00
Maintenance	Maintenance	833.00	5,000.00	0	0
Repairs -plant	Repairs	13,523.60	10,000.00	2,355.00	10,000.00
	Emergency repairs	-			
Repairs - lines	Inspection	12,720.00	13,000.00	10,600.00	13,000.00
	Repairs	8,041.80	1,000.00		10,000.00
Utilities	Main station - Juniper Circle	18,663.67	20,000.00	19,003.24	20,000.00
	River Hill lift station	2,161.57	2,500.00	1173.15	2,500.00
	Hollybrooke	577.16	1,000.00	2,401.08	3,000.00
	Bing Crosby	275.60			
	801 lift	22.10	400	248.73	400.00
	Ivey Circle	(1,287.46)	3,000.00	2,081.58	3,000.00
	Boxwood Circle station	2,417.20	2,500.00	2,247.96	3,000.00
	Utilities 801	514.16	500	409.59	600.00
	Water	365.70	0	325.43	500.0
Capital outlay	stormwater project	3,850.00	15,863	0	20,000.00
	wwtp project	-	250,000.00	11,935.00	229,550.00
Other	Fescue	-	1,387	0	0
	Weekly inspection	11,400.00	11,400.00	9,500.00	11,400.00
	Sewer billing	4,765.00	5,000.00	4,626.00	5,200.00
	Fees sewer debt collection	-			
		<u>197,257.91</u>	<u>532,550.00</u>	<u>180,974.04</u>	<u>530,850.00</u>