

MINUTES

Town of Rutherford College

Town Council Workshop

April 11, 2011

6:30 PM

CALL TO ORDER/ Mayor Jimmy O. Huffman, Sr.

(All Council Present)

1) Town Maintenance

The Town Council discussed the possibility of hiring a town employee to handle grounds maintenance as well as the miscellaneous maintenance. It was also mentioned; that a town employee would be able to train with Jim Stockton (Utility Director) and get the required knowledge as well as licenses to maintain the Town's water and sewer should Mr. Stockton retire. The Council also discussed the benefits of contracting out the town's maintenance. Council McClure suggested that the Clerk prepare three (3) contract proposals: 1) Grounds, sidewalk, and miscellaneous maintenance; 2) Street right-of-way maintenance; 3) Snow removal maintenance. The Council agreed for the Clerk to present these three contract proposals at the May Council meeting.

2) Rutherford College Park Concession/Kitchen Area

With the upcoming demolition of the old town hall and kitchen, the Council discussed the possibility of building a new park kitchen. Mrs. Donnelly suggested that the kitchen be attached to the right side of the picnic shelter with a walkway from the back of the picnic shelter to the back of the new kitchen. A serving window will be put at the front facing the park. Council Jensen further suggested that due to the downward slope that portion of land, that the Council considers creating a storage area beneath the kitchen to house town supplies such as a grill. The Council asked the Clerk to contact James Ratliff to draw up a plan for the May Council meeting.

3) Town Manager

With the announcement of Mrs. Donnelly's resignation, the Council discussed the possibility of a Town Manager. Mrs. Donnelly stated that a manager's duties would revolve around the supervision of staff, planning, and budget preparation. He/She would also handle the grant writing and represent the town at various meetings including legislative functions in Raleigh. Mayor Huffman stated that Mrs. Donnelly had expressed her desire to work part-time as the Town's finance officer. Council Wallrichs stated that Mrs. Bargsley (Clerk) would still need to be trained in the finance officer position whether Mrs. Donnelly stays on part-time. Mrs. Donnelly stated that the Council will need to make that decision and appoint Mrs. Bargsley as co-finance officer or finance officer before she can be given the responsibility of the finances. Mrs. Donnelly further stated that when Mrs. Bargsley was originally hired, she was hired to train and take over the finances and administrative duties for when she (Mrs. Donnelly) retired, but since then, many things have changed such as more employees, more town properties and more utilities. Council McClure stated that he would like for Mrs. Donnelly to work up a job description for a Town Manager and present it to the Council in the May Council meeting. The Council agreed.

COMMENTS

The Clerk ask if any of the Council were interested in attending the “Encourageing Water Conservation Through Rate Structures” held on May 2nd at the Old Rock School in Valdese from 1:00 pm to 5:00 pm. Council Satterwhite stated that he was interested.

The Clerk further asked if any of the Council were interested in attending the NCLM Town Hall Day function in Raleigh on May 4th from 8:30 am to 7:00 pm. Council McClure asked the Clerk to send him more information on the function.

Mrs. Donnelly stated that the contract for Mr. Berryhill (contractor for stop/yield signs) has been drawn up by Attorney Ayers and that the contract is \$18 per hour per Mr. Berryhill’s request. The Council was in agreement to accept the contracted services.

Respectfully submitted,

Approved:

Jessica S. Bargsley
Town Clerk

Mayor Jimmy O. Huffman, Sr.

Date: _____