

**TOWN OF LONG VIEW
SPECIAL MEETING
BUDGET RETREAT
MARCH 22, 2021**

The Town of Long View Board of Aldermen met in the Council Chambers of Town Hall at 9:00 a.m. on Monday, March 22, 2021 for a Special Meeting to discuss the 2021-2022 Fiscal Year Budget. Due to social distancing guidelines regarding COVID-19, the meeting was held over Zoom software and attendees were both physically present and electronically present.

BOARD MEMBERS PRESENT: The following members of the Board were present: Mayor Marla Thompson, Mayor Pro Tempore/Alderman Randall Mays, Alderman Gary Lingerfelt, Alderman Thurman VanHorn, Alderman Dallas Tester, and Alderman David Elder.

STAFF PRESENT: The following members of staff were present: Town Administrator David Draughn, Town Clerk Stephanie Watson, Finance Director James Cozart, Town Planner Charles Mullis, Fire Chief James Brinkley, Police Chief T.J. Bates, and Public Works Director Chris Eckard.

OTHERS PRESENT: No others were present.

MEETING CALLED TO ORDER: Mayor Marla Thompson called the meeting to order and Finance Director James Cozart gave the invocation.

OPENING COMMENTS BY TOWN ADMINISTRATOR DAVID DRAUGHN

Town Administrator David Draughn stated that Finance Director James Cozart and himself have been working on requests from Department Heads. The Town is coming out of a most unprecedented pandemic budget. He thanked the Board and Department Heads for their good stewardship of the Town's funds for the year. It has been an interesting year for budgeting. While things are improving, the Town is still looking at things somewhat conservatively. There are still some uncertainties as far as the future. Also, the Town has not received all its quotes as far as insurance costs, but the Town has tried to estimate these so that it can get an idea of what the Town can afford. Everything that will be brought before the Board, the Town can either purchase in the current fiscal year or next fiscal year.

DEPARTMENT BUDGET DISCUSSIONS

FIRE DEPARTMENT – PRESENTED BY FIRE CHIEF JAMES BRINKLEY

Chief Brinkley thanked the Board for the opportunity to speak with them.

New Position

Fire Chief James Brinkley requested that the Board consider adding a new position to the Fire Department. There has been a decline in volunteers in recent years and as the Town's Fire Chief, that concerns him as he worries about low turn out at fire calls. He also worries about the Town losing its ISO rating or the department being put on probation when the department is regraded in 2024. He requested to add an additional position that would work during the time of Monday through Friday from 8:00 a.m. to 5:00 p.m. This will give an extra person during the day and put three people on the truck instead of two.

At fire calls there should be a minimum of four people. Of the current 9 on-call members, only three are currently active. To help the department, both Fire Chief and Deputy Fire Chief are going to calls but if the Fire Chief or Deputy Fire Chief is the command person on a particular call, that person cannot be counted as one of the four people to fight fires.

The Fire Chief gave a brief breakdown of the average ages in his department. He also spoke about how the call volume has increased 1010% from 1993 till 2019. In that time frame, one position has been added and one position has been reclassified. The added position during that time was to make sure that more than one person was responding to calls.

The new proposed position would also be used in case someone on the 24-hour rotation is off work. The new person could fill in.

In the years 2019-2020 there were 165 calls that only one person showed up at the scene.

He spoke briefly about the Town's aging population, aging infrastructure and the lack of fire protection systems in the older buildings. When things get older, it is more of a strain to the fire service because things are more likely to burn. Also, due to COVID, more people are at home now.

It is hard to fight fires with only one person. It is a high-risk business. Technically, if there is only one person on scene, they are not supposed to go into a building that is on fire.

Chief Brinkley stated that he will keep asking for people every year until he gets enough people in his department. The department needs 15 people. If the Board were to add one person, that would get the department up to 9 full-time people. The department would still need 6 more in the future. He wishes to provide the best service that he can to the Town. The department is asking for help.

At Alderman Tester's request, there was some discussion about what happens when there are less than four firefighters at the scene.

At Alderman Mays's request, there was some discussion about the how many extra shifts/extra calls the Fire Chief and Deputy Fire Chief were going on to help with the call volume. Covering shifts was also an issue when staff members were hit with COVID.

Chief Brinkley stated that it was getting harder and harder to get volunteers for the fire department.

Mr. Draughn spoke about the changes in requirements for volunteer firepersons.

When Alderman VanHorn asked about the number of members close to retirement, Chief Brinkley stated that the department is currently made up of young individuals. If the department can have one more position, it will help with the fill in when someone is out. It will not help with the consistency as the level of service is higher between Monday through Friday 8 a.m. to 5 p.m. and it lessens at night. Most fires happen at night.

Alderman Lingerfelt stated that he had no problem with adding an additional position. The Town has to start somewhere.

Alderman Mays stated that he would hate for the Town to lose its ISO rating. It saves everyone in the community a certain amount of money. Fire service is a necessary service the Town has to provide. Currently, there are approximately 35 medical calls a month. With more manpower, the department will better serve the Town.

There was some discussion about how much the Town puts in the budget for volunteers. Alderman Tester asked if down the road, the money for volunteers needed to be allocated in a different manor towards full-time firefighters.

Alderman Mays stated that the Town would still have to depend on volunteers.

Mr. Draughn agreed. While he would love to add the extra personnel to get the department up to 15 full-time firefighters, unfortunately it would take a massive tax increase to do so. The Town tries to build depending on growth, but it takes a while to get there.

COST OF HIRING A FIREFIGHTER	
SALARY:	\$35,000.00
FICA TAX COST:	\$2,700.00
RETIREMENT COST:	\$3,553.00
HEALTH INS COST:	\$8,040.00
DENTAL COST:	\$373.00
TURN OUT GEAR	\$3,400.00
UNIFORMS/SUPPLIES	<u>\$1,600.00</u>
FIRST YEAR TOTAL:	<u>\$54,666.00</u>

Lucas Device – Mechanical CPR Device

Fire Chief James Brinkley informed the Board that with CPR you are supposed to rotate personnel so that one person is not tired out doing compressions. The Lucas device frees up a rescuer in that in you hook the mechanical CPR device to the patient and it gives compressions based on the guidelines established by the American Heart Association. It frees up the other rescuers to take care of ventilation. It costs between \$17,000 to \$18,000 and it comes with a desktop charger.

Alderman VanHorn stated that he had took the class and you are supposed to rotate out every two minutes at a 32 compression rate while doing CPR. Having this on hand would be beneficial.

Chief Brinkley stated Catawba County EMS has a hands off approach to these because they currently don't have them. When this device goes on a patient, one of Long View's staff would ride along with the device. This device only does the compressions.

Alderman Tester stated that with the limited number of manpower currently in the department, this will help.

At the request of Alderman Elder, there was some discussion on how the department safely handles CPR, especially mouth to mouth resuscitation.





LUCAS x1

Quote Number: 10337683

Version: 1

Prepared For: LONGVIEW FIRE DEPT

Attn:

Remit to: Stryker Medical

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Shannon Cook

Email: shannon.cook1@stryker.com

Phone Number:

Quote Date: 03/03/2021

Expiration Date: 06/01/2021

Delivery Address

Name: LONGVIEW FIRE DEPT

Account #: 1332125

Address: 2404 1ST AVE SW

HICKORY

North Carolina 28602

End User - Shipping - Billing

Name: LONGVIEW FIRE DEPT

Account #: 1332125

Address: 2404 1ST AVE SW

HICKORY

North Carolina 28602

Bill To Account

Name: LONGVIEW FIRE DEPT

Account #: 1332125

Address: 2404 1ST AVE SW

HICKORY

North Carolina 28602

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	1	\$13,438.67	\$13,438.67
2.0	11576-000060	LUCAS Desk-Top Battery Charger	1	\$1,012.70	\$1,012.70
3.0	11576-000071	LUCAS External Power Supply	1	\$320.62	\$320.62
4.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	1	\$619.10	\$619.10
5.0	11576-000047	LUCAS Disposable Suction Cup (12 pack)	1	\$430.50	\$430.50
Equipment Total:					\$15,821.59

ProCare Products:

#	Product	Description	Years	Qty	Sell Price	Total
6.1	78000020	ProCare LUCAS Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	2	1	\$2,386.80	\$2,386.80
ProCare Total:						\$2,386.80

**LUCAS x1**

Quote Number: 10337683

Remit to:

Stryker Medical

Version: 1

P.O. Box 93308

Prepared For: LONGVIEW FIRE DEPT

Chicago, IL 60673-3308

Attn:

Rep:

Shannon Cook

Email:

shannon.cook1@stryker.com

Phone Number:

Quote Date: 03/03/2021

Expiration Date: 06/01/2021

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$0.00
Grand Total:	\$18,208.39

Comments:

Pricing reflective of regional bulk-buy

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

Terms: Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

Water Rescue Equipment

Fire Chief James Brinkley stated that the department has had more water related rescue calls for the last few years. The department is not currently set up to provide that service. He requested that the Board set aside funds to outfit five full-time firefighters for water rescue. Currently during water rescues, fire personnel are using their regular uniforms. Flood water is nasty. The cost for all equipment to equip five personnel is \$10,962.63.

There was some discussion about areas in Town that are known for flooding.

When asked by Alderman Mays about training for this equipment, Chief Brinkley stated training is free except for travel to get to and from the training area. Five of his staff are certified and in the future, he would like to send a few more to the class.

Mayor Thompson asked how long the equipment would last. Chief Brinkley stated that it would last five years or more depending on the care of the equipment. It has the 10-year renewal requirement like other PPE. The equipment can be cleaned with a mild detergent. There is a good manufacturer warranty if the equipment comes to the Town with a defect.



1034 Maple St.
Hendersonville, NC 28792
Phone 1-877-692-8609
Fax 828-692-8610

Quote

Date	Quote Number
2/14/2021	10191

Customer
Long View Fire Department James Brinkley 2404 1st Avenue Southwest Hickory, NC 28602

Ship To

PO Number	Terms	Effective To	Rep.	FOB
Quote	Net 30	3/16/2021	RJC	HVL

Item	Qty	Description	Retail Price	Mtn Tek Price	Total
EXFIL SAR TAC	5	Team Wendy EXFIL SAR Tactical Helmet, Blk	312.60	290.75	1,453.75
OS-333001-11	5	Altama OTB Maritime Assault Mid Boot, Blk	99.99	69.99	349.95
DR13571LG	5	Aqua Lung Raptor Breathable Drysuit	1395.00	1,116.00	5,580.00
P500	5	Force 6 Rescue Ops PFD	219.00	175.20	876.00
F6-101	5	Force 6 Extrication Leash (Cowtail)	69.00	58.65	293.25
521658	5	Force 6 PFD Back Pocket (RescueTec, OPS, HARS)	59.00	50.15	250.75
B200	5	Force 6 Dart Throwbag, 70' x 1/4"	64.00	51.20	256.00
A190	5	Force 6 Molle Dart Throw Bag Belt	39.95	33.95	169.75
FMS7100	1	Mark V Deluxe Hose Inflation System	450.00	418.50	418.50
F40C	5	Fox 40 Classic Imprinted Whistle	6.95	5.25	26.25
1002716	5	Aqua Lung Squeeze Lock Blunt Tip Knife, Ylw	35.00	28.00	140.00
55003.02 90L - Rd	5	NRS Purest Duffel Mesh Bag, 90L	54.95	41.25	206.25
		Subtotal			10,020.45
Shipping	1			225.00	225.00
		NC Sales Tax - Catawba		7.00%	717.18
Unless shipping is listed on the quote it is not included in these prices and would be billed separately on your invoice. Non-stock orders will be invoiced for shipping charges incurred even if the customer is picking up the items in our store.			Total		\$10,962.63
Thank you for your interest in Mountain Tek. We will try to meet or exceed our competitor's pricing. This quote is valid only for the agency listed above. Pricing is only valid for the quantities listed.			E-mail: info@mountaintek.com Website: www.mountaintek.com		

2/26/2021

Long View Fire Department Mail - 2020 AFG Regional Radio Grant: Department Award Information



James Brinkley <jbrinkley@longviewfire.org>

2020 AFG Regional Radio Grant: Department Award Information

1 message

Rick Davis <rdavis@sflr.net>

Wed, Feb 24, 2021 at 7:23

To: James Brinkley <jbrinkley@longviewfire.org>, Tyler Keener <tkeener@longviewfire.org>

Chief, below are your number and type of radios you would receive if our grant is awarded. Your department's eligibility was based off of FEMA's guidance, the number of radios you currently have that were purchased in the 2014 grant, your current inventory, number of seated positions and their ability to be upgraded in 2025. Your total cost, if awarded is broken down below. Should you have any questions, feel free to reach to me or a grant committee member.

Department	Engines	Tankers	Ladders	Rescues	Brush	Service	Other		
Long View	2		1	1	1	1	3		
Mobiles	3		1	1	1	1	3	Total =	10
Portables	14		6	10	4	2	10	Total =	46
Base Stations	1							Total =	1

8	
	8
1	

The prices below are "State Contract Prices" and include a NC Sales Tax of 7% (Required by FEMA) and should be used for your budgetary purpose. If awarded, these prices could be reduced, based on FEMA's award.

9 mobiles @ 4560 ea. = \$41,040.00

8 Portables @ 5122 ea. = \$40,976.00

Subtotal: \$82,016.00

Federal share: \$ 73,814.40

10% FD Share: \$8201.60

1% Grant Fee of Federal Share: \$738.14

Total FD Cost: \$8939.74

**Should FEMA award at a different amount, your FD cost could change.



Rick Davis

Fire Chief

Mailing | 4011 Slanting Bridge Road, Sherrills Ford, NC 28673

Phone | 828.478.2131 Fax | 828.478.3296

Cell | 828.409.1038

www.sflr.net

<https://mail.google.com/mail/u/0?ik=36dcb1dd39&view=pt&search=all&permthid=thread-f%3A1692583109895761262&simpl=msg-f%3A16925831098> ... 1/1

Gym Equipment

Fire Chief James Brinkley stated that there had been a gym transformation in the fire bay. He asked for an additional \$5,000 in the Risk Management line item to pay for some new equipment to help personnel. Currently the Public Works Department and the Police Department have donated funds toward the gym.

He gave a brief description of each of the pieces of equipment requested to purchase. The requested equipment is for functional fitness.

Alderman Lingerfelt expressed his concern about the equipment getting used. It needs to be used or it is not worth buying it.

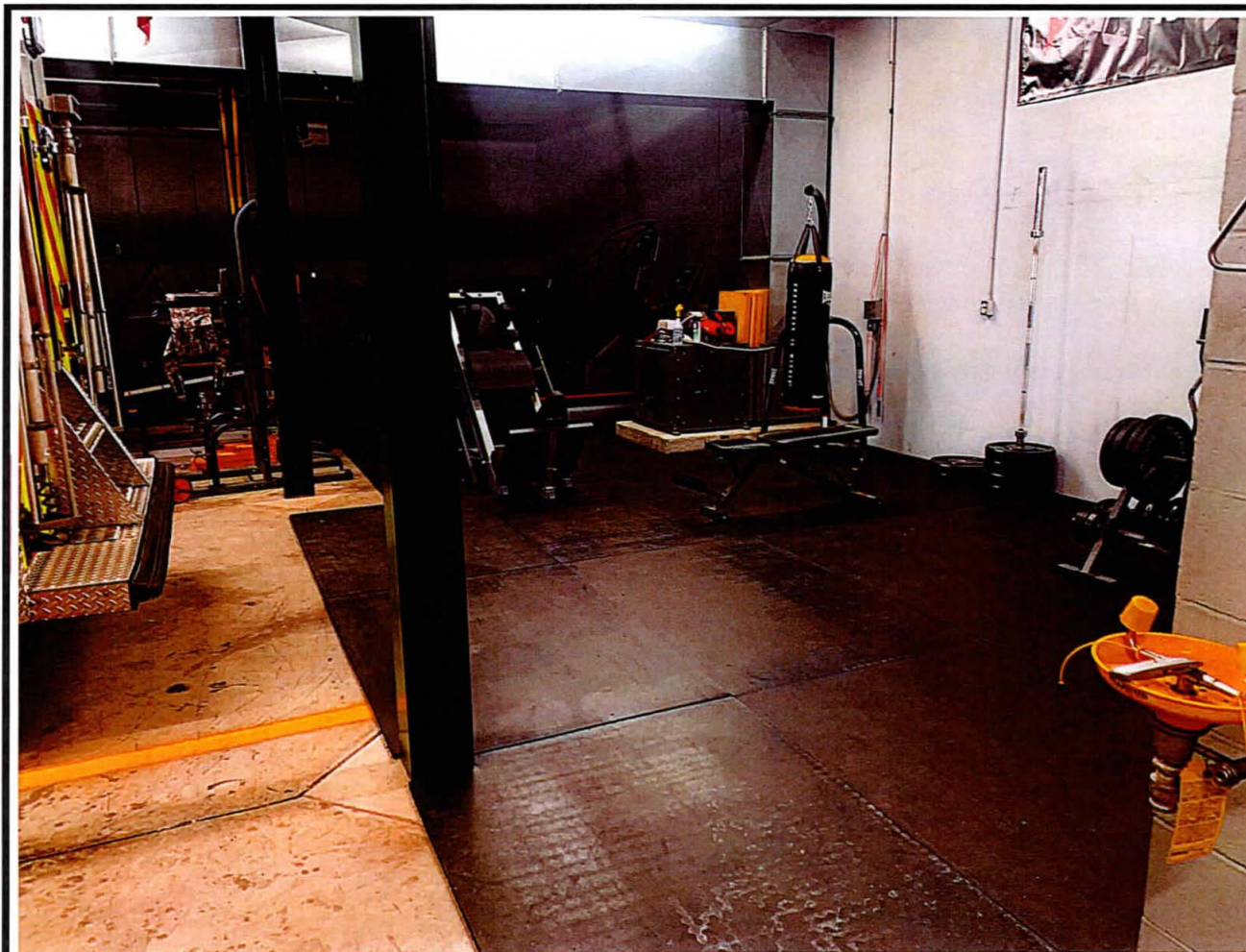
Chief Brinkley stated that with this equipment, employees will no longer have the excuse of having old equipment. Looking forward, the departments could eventually require an annual physical or fitness tests as part of employment.

Mr. Draughn agreed that this would be for everyone. Insurance companies push healthy practices too.

When asked by Alderman Lingerfelt what would be the protocol for the physical tests in the future, Chief Brinkley stated that if an employee did not meet the requirements, they would have a certain amount of time to get in shape and try to do the physical again.

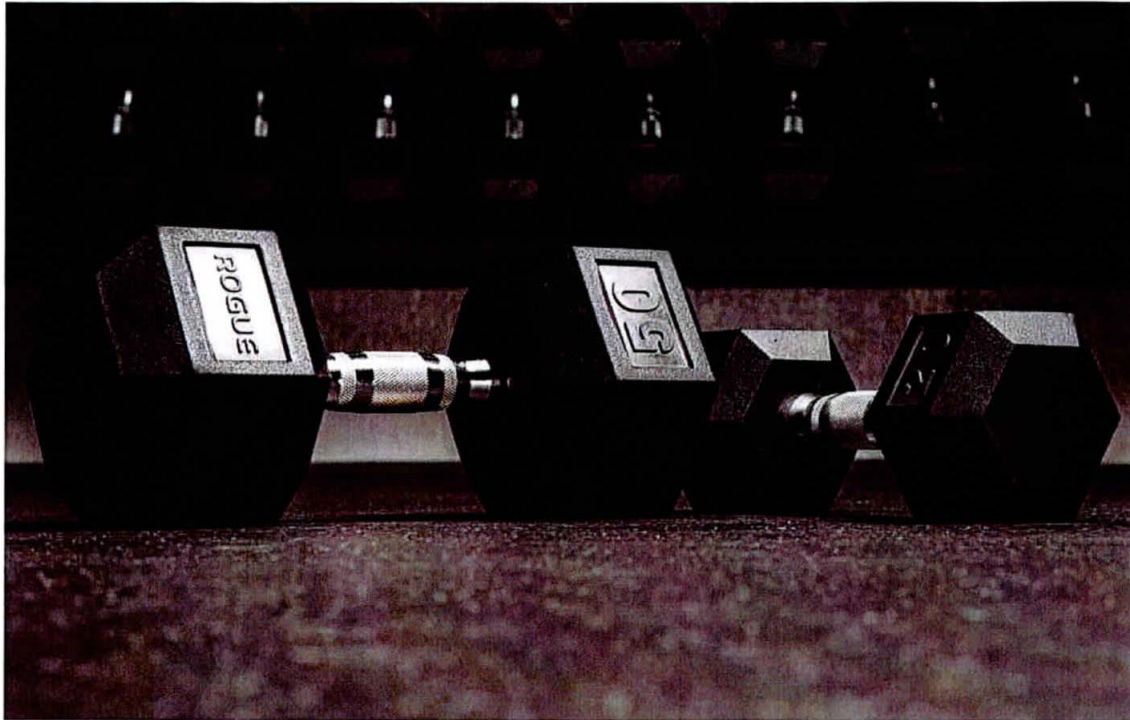
There was a brief discussion about the liability of having those machines. Should there be a policy in place to not allow an employee to workout by themselves? Chief Brinkley stated that the new equipment will come with some safety features that the old equipment did not.

Alderman VanHorn stated that with the new 24-hour shift rotation, fire department staff are more likely to go down there and use the equipment.



3/17/2021

Rogue Dumbbells - Weight Training - Rubber Hex | Rogue Fitness



ROGUE DUMBBELLS

★★★★★ 4.9 500 Reviews [Write a review](#)

2.5LB Rogue
Rubber Hex
Dumbbell - Pair **\$9.00** 0

5LB Rogue Rubber
Hex Dumbbell -
Pair **\$14.00** 0

7.5LB Rogue
Rubber Hex
Dumbbell - Pair **\$21.00** 0

<https://www.roguefitness.com/rogue-dumbbells?gclid=Cj0KCQjw0caCBhCIARIsAGAfumX0NPtDshploaVPbPPQBKRuw67waLzfUAb8OVn4xysR7gg...> 2/11

3/17/2021

Rogue Echo Slam Balls | Rogue Fitness



ROGUE ECHO SLAM BALLS

★★★★★ 4.7 127 Reviews [Write a review](#)

10lb Echo Slam Ball	\$35.00	0
15lb Echo Slam Ball	\$46.00	0
20lb Echo Slam Ball	\$58.00	0
25lb Echo Slam Ball	\$69.00	0

https://www.roguefitness.com/rogue-echo-slam-balls?prod_id=13201&gclid=Cj0KCQjw0caCBhCIARIsAGAfUMwug7GLJBOINqH9Zg5YivhMPiTELbx1... 2/8

3/17/2021

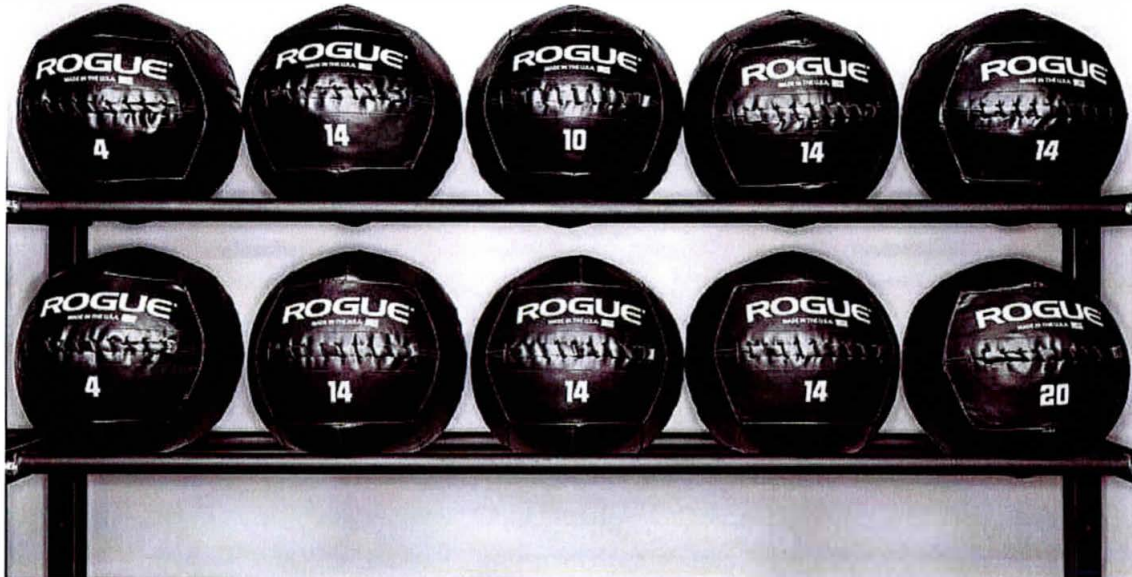
Rogue Medicine Balls - Rugged Wall Balls | Rogue Fitness

ROGUE MEDICINE BALL

4 LBS - 30 LBS



Made At The Rogue Factory
Columbus, Ohio U.S.A.



ROGUE MEDICINE BALLS

★★★★★ 4.9 230 Reviews [Write a review](#)

Rogue 4LB Medicine Ball	\$65.00	0
Rogue 6LB Medicine Ball	\$70.00	0
Rogue 8LB Medicine Ball	\$75.00	0

https://www.roguefitness.com/rogue-medicine-balls?prod_id=22625&gclid=Cj0KCQjw0caCBhCIARIsAGAfuMwxQBuqo4v-41MGIKPU2Un2sM9BMu6... 2/11

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SPECIALTY



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FORCE MACHINE

Model 6070

PUSHING THE LIMITS OF HUMAN PERFORMANCE

At Keiser, we're constantly innovating to reach the next level of human performance. We're never satisfied with the status quo. Even if it's our status quo. Because... Strong can be stronger. Fast can be faster. Power can be more powerful. Because science is on our side. **Because... 'Good Enough' Isn't.**

KEISER

KEISER STRENGTH

Only Keiser's **Dynamic Variable Resistance** safely builds strength at any speed, which is the key to building maximum power [Force x Velocity]. Keiser strength machines enable you to develop power, and Power is the key to Performance.

SPECIALTY FORCE MACHINE

Model 6070



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The Keiser FORCE Machine was originally designed for the Firefighter Combat Challenge® to simulate the chopping motion used in firefighting. It employs the same kinetics and ergonomics as those used with an axe, with the benefit of a safer and resource-free training and conditioning exercise. It is an efficient and durable means of training and testing emergency services personnel who use axes and sledgehammers in their occupations.

KEISER DYNAMIC VARIABLE RESISTANCE

Keiser's **Dynamic Variable Resistance** is designed to provide a smooth consistent Variable Resistance force curve at any training speed. Each machine has its own unique Variable Resistance curve designed and tuned perfectly for the muscles being used in that particular exercise. For users, this means that working out any speed, you'll always be training at maximum efficiency.

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FEATURES

- Biomechanically correct design
- Polyethylene glides on bottom of i-beam for consistent running service
- Used in the annual Firefighter Combat Challenge
- Certified and endorsed by On-Target

SPECIFICATIONS

HEIGHT: 11" / 280 mm

WIDTH: 37" / 940 mm

LENGTH: 96" / 2439 mm

PLATFORM HEIGHT: 9" / 229 mm

TOTAL WEIGHT: 346 lbs / 157 kg

STRIKING BLOCK WEIGHT: 151 lbs / 69 kg

SLEDGEHAMMER WEIGHT: 9 lbs / 4.1 kg

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3/17/2021

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Jacobs Ladder 2 **Ships Free**

JACOBS LADDER 2 **SHIPS FREE**

SKU#: JL-LDR2
BE THE FIRST TO REVIEW THIS PRODUCT
IN STOCK

\$3,195.00



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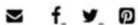


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COMPARE



INFORMATION

Jacobs Ladder 2 - Ships Free! Jacobs Ladder provides the most efficient exercise for those serious about conditioning.

Details

FREE SHIPPING! Estimated ship time 4-5 weeks. Jacobs Ladder provides the most efficient exercise for those serious about conditioning. Unlike most cardio machines, this patented treadmill climber utilizes low impact, high range of motion exercise to provide a superior cardio workout to both the upper and lower body. Jacobs Ladder is an innovative cardio machine with ladder-type rungs on a non-motorized continuous treadmill. It's self-paced, so the faster you go, the faster it goes. Jacobs Ladder is preferred by pro football teams, the FBI, the Army, the Navy, West Point and numerous Division I universities to improve their strength and conditioning programs. Get the same workout and same reliability as the revolutionary Jacobs Ladder climbing cardio machine, yet designed for the home or small commercial environment - at a lower price. Jacobs Ladder 2 features these 4 changes from the original Jacobs Ladder: 1. Width: Jacobs Ladder 2 is 27.25" wide to fit inside most interior doors in a home. 2. Rung Design: Jacobs Ladder 2 features a steel rung with polyurethane sleeve. 3. Power: The cardio workout remains self-powered. However, Jacobs Ladder 2 needs to be plugged in (110V) to operate the digital display. 4. Warranty: Jacobs Ladder 2 carries a 2 Year Parts Warranty.

Welded Tubular Steel -
ITEM(S) IN YOUR CART ^ - Height: 65.5" - Weight:

https://www.getrx.com/jacobs-ladder-2.html?_vsrefdom=adwords&gclid=Cj0KCQjw0caCBhCIARIsAGAFuMz6YWSP4OKzh3fYC9aENh_cFtx0EJ6V0y... 2/4

3/17/2021

Assault AirBike | Rogue Fitness

SHIPPING DELAY: 5-7 DAYS.

ONLINE ORDERS AND OPERATIONS ARE ACTIVE. RETAIL STORE IS CLOSED. [COVID-19 STATUS](#)

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<https://www.roguefitness.com/assault-airbike-and-accessories>

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With Board approval to excuse himself from the meeting, Alderman David Elder left the meeting at 9:56 a.m. to attend a doctor's appointment.

POLICE DEPARTMENT

Police Chief T.J. Bates read a message from the Police Department to the Mayor and Aldermen:

Since we last met for our budget retreat, a lot has changed in our world, in our personal lives and in our professional lives. It is safe to say that all of us in this room have been affected by the world events since March 2020. Over the past year, the way of policing has changed due to world events as well. Not only have we worked daily through the COVID 19 pandemic, we have faced a hard outcry of harsh insults and threats in the wake of the death of George Floyd. In short, policing has changed as drastically as many of our personal lives have changed. Through the changes we have faced, we are finding new ways to protect and serve our community and continue to develop positive relationships in our community. We have met that challenge this year with your support. As we approach a new budget year, you can expect our officers to continue to display courage, honor, professionalism, respect and a zero tolerance for people who expect to harm our citizens and plague our community with dangerous drugs. I want to express my serious appreciation to the Mayor and to the Board for allowing me to serve as your Chief of Police over the past fifteen months. You are truly a group of the most supportive elective officials I have had the privilege to work with over my 25-year career. I have thought long and hard about how I can relay a message from the police officers as though they were here delivering the message themselves. The message is simple but powerful: thank you. Thank you for your continued support of the police department through this time of restructuring and rededication of services to our community. Thank you for having faith in us and allowing us to do our jobs as law enforcement officers. Mayor, Board, [Town Administrator] David [Draughn] thank you for not only standing behind me as the Chief of Police but for standing next to me and my officers in a show of support while many in our nation cry: defund the police. Together we can, we are, and we will continue to make a difference in our community.

Restructuring of the Department

Chief Bates stated that when he took the department, he studied how things were being handled and made some changes so that the department can provide the max amount of service to the community.

Police Department Fleet

Chief Bates informed the Board that of the 17 vehicles in the Police Department fleet, seven vehicles have high mileage. He hoped to keep the two-car rotation going forward. He requested two Ford Explorers for the department at a total cost of \$94,667.80. This includes the upfit for both vehicles. He explained why the department was not asking for Dodge Chargers. The reasons included not fitting the Town's officer's needs and the cost of maintenance for them.

There was some discussion about other possible vehicles the department could purchase. This included the suggestion by Alderman Mays to purchase another truck. Chief Bates stated that if they were to purchase another truck, they would maybe make it into a K-9 vehicle as the current K-9 vehicle has high mileage. He wants to start switching over to the Explorers if possible because they are all pursuit rated.

Alderman Lingerfelt stated that if possible, the department needed to decide on a particular model for their patrol vehicles and stick to purchasing that model in the long term.

Chief Bates briefly discussed the pros and cons of certain vehicles. He felt that Explorers were the best option. Tahoes are good but they are not AWD. Part of the concern was the amount of equipment an officer has to carry in their vehicle along with the spare tire. He would meet with Public Works Director Chris Eckard about which vehicle would be the easiest and cheapest to work on. No matter the vehicle, the department would put in it a half prisoner transport cage and it will have plenty of lighting on it so it meets OSHA standards. Lights, equipment, and other security features will run about \$15,000 for the two vehicles.

Alderman VanHorn asked about vehicle pursuit in the V6. Chief Bates stated that it was great. He used to have one when he worked for another agency. They are basically a Crown Victoria in the form of a SUV. You usually have zero problems out of these except for normal wear and tear from stopping and going in town. There was some discussion about a problem that originally occurred with these vehicles and how the company has since then fixed the issue.

Contract Services Increase

Police Chief T.J. Bates stated that while Town Attorney Jimmy Summerlin, Jr. is a good attorney, he is not a law enforcement attorney. The department is requesting to hire a separate law enforcement attorney to provide a 24/7 hotline for immediate legal information for the Town's officers. Also, if the advice they give results in a lawsuit, they will provide their services to defend the Town. Most problems with law enforcement occur early in the morning. Every agency within Catawba County uses it and the cost is based on population of the Town.

Alderman Tester stated that this would be a good idea during this day and time. It would be like having extra insurance policy for the department.

Mr. Draughn stated that the police are getting first amendment audits and other issues to deal with.

Chief Bates stated it would greatly help his officers and could also be a teaching tool as laws are constantly changing.

Alderman Mays stated that in this day and time there has been so much violence toward our police officers. They face mental and physical abuse. The Board's job is to protect the Town's police officers from harm.

Alderman Tester stated that it would help officers to stay focused and to not second guess themselves.

Chief Bates explained that originally you could call the magistrate, that option is not available now. There was some further discussion about what it was like being an officer in the past versus now.

Alderman Mays added that for this day and time, legal backup for officers is needed. Alderman Tester agreed and stated that this would be a great thing. It would take some of the concern off of his shoulders to have this available to the officers.

Salary Adjustments for Officers

Police Chief T.J. Bates stated that when he first started as the Police Chief, there were huge salary inequities in the Police Department. Last year, with Board approval, starting salaries for the Police Department were raised to \$35,000. He requested that this year, a standard be set as to how officers are paid. He requested an additional \$3,822 to move up the salaries of some of his officers. The Town needs to focus on retaining the people that they have.

There was some discussion about when some of the officers will be retiring.

Chief Bates stated that the Town needs to act so it doesn't lose some of its officers. Hickory, the Sheriff's Department and Newton are after some of our officers.

Mr. Draughn stated that the Town's reputation has changed due to the work of the Board and staff.

Alderman Tester stated that having a standard salary for different positions would give the officers something to work toward.

Statistics

Chief Bates spoke briefly about call statistics for the department. The Long View Police Department is busy and answers more calls than any other Town of this size. He spoke briefly about why the department needs another officer. It would cost the Town \$57,078 to hire a new officer at a pay rate of \$35,000. The department would utilize an existing patrol car for this new position.

In the next three years, the department will lose four officers with lots of experience to retirement.

New Officer Position

When Mayor Thompson asked about the current vacant position in the Police Department, Chief Bates stated that there is one conditional offer of employment for that position. That person still needs to pass any required exams/background checks first. If all goes well, the person may be able to start working for the Town in May.

He requested that the Town add a new position to the department in July.

There was some discussion about recruiting to the Long View Police Department. Chief Bates stated that he would really need two officers to fix the department for the foreseeable future but will ask for one right now. With two new positions, it will fix the minimum staff needed for day and night shifts.

Alderman VanHorn asked about the Administrative support division. Chief Bates stated that technically that would be an extra position that would be used to answer phones, work the lobby, and help with reports.

When Alderman VanHorn stated that he has received complaints from people in his area about not being able to reach someone in the Police Department, Chief Bates stated that for calls after 5:00 p.m.,

it will ring to the Comm Center. With the number of staff that the department has, there are sometimes that the station is empty. Having an administrative person would help with that.

There was some discussion about the Town's need for a dispatch center. Chief Bates stated that unfortunately it would not be an inexpensive thing to have one. Having Dispatch in house would cost approximately \$400,000 or more a year.

LONG VIEW POLICE DEPARTMENT



- 2021-2022 Budget Request Presentation
- T. J. Bates, Chief of Police

2019-2020 POLICE DEPARTMENT EVALUATION

WHAT CONDITION IS THE PD IN WITH THE 2020 S.W.O.T ANALYSIS

- Personnel- We have restructured where possible but need additional personnel to meet the needs of the department and community
- Budget- 2020-2021 budget suffered due to revenue uncertainties from COVID-19.
- Equipment / Fleet- We have 7 full-time vehicles with high mileage 90k-125k. We must keep the 2 car rotation at minimum



CAPITAL OUTLAY REQUEST 2021-2022

- Two- 2021 Ford Police Interceptor Utility AWD/ 3.3LV6 Direct-Injection
- \$32,305.00 each on STATE BID
- \$15,028.90 estimated upfit each (max)
- TOTAL REQUEST - \$94,667.80



2021 MID-LEVEL OFFICER SALARY ADJUSTMENTS

- 2020-2021 Phase I: Increased Starting Pay from 30k to 35k
- 2021-2022 Phase II: Mid-Level Officer Salary Adjustments (3 Officers)
 - \$3,822 (remaining for 21-22) PROPOSED
- Established a Pay Range: For Example: Patrol Officer I, II, Master Patrol, Investigator, Sergeant, Lieutenant: Consistency.

CONTRACT SERVICES INCREASE REQUEST

- In the ever changing environment of police officers, the Town needs to protect from lawsuits in the best way possible. I am requesting we further protect the Town and the officers in addition to the Town Attorney. Our Town Attorney is a great assets but he isn't readily available to the officers 24/7, 365 with an immediate answer to police related questions. We greatly need the services of Smith Rogers Attorneys At Law who are Legal Consultants to Law Enforcement. I also requested this service last year but it wasn't approved due to revenue uncertainties.
- Total increase to Contract Services- \$7,599.00 (based on population of the Town)
- Amount equals \$379.95 per officer, per year or \$1.04 per officer, per day.

24/7
Assistance
Unlimited use

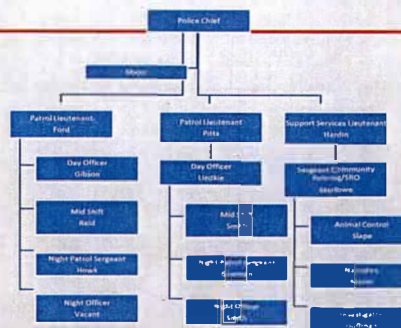
2020 LONG VIEW STATISTICS

- 5,000 Population +/-
- Calls for Service: We can not report an accurate number in this category this year.
- Incident Reports: 958
- Arrest Reports: 905
- Vehicle Crashes: 125
- Issued Citations: 1387

CURRENT ORGANIZATIONAL CHART

17 Full Time Officers

2 Day and 2 Night
patrol Officers Per
Shift



REASONS FOR ADDITIONAL OFFICER

- Officer Safety
- Officers ONLY Reactive to Dispatched Calls for Service / Does our community want a proactive force?
- Any Arrest Time: 19.4 miles to Burke Jail / 12.4 miles to Catawba Jail
 - 2.5 hours average arrest time away from town. We had 905 arrest last year which equals approximately 2,262.50 hours away from Town. How many of these hours was a LVPD officer alone without a partner?
- Involuntary Commitments: Average 4-5 hours
- From 2015 to 2020: 27 percent increase in dispatched 911 calls for service (number obtained from 911 center)
- From 2015 to 2020: 32 percent increase in Incident Reports taken (number obtained from Southern Software)

REASONS FOR ADDITIONAL OFFICER CONTINUED

- Unless fully staffed it is impossible for officers to take vacation, sick, or comp time without paying a reserve officer or other officers accruing additional comp time.
 - 315 out of 365 days officers either gained comp time or lost time accrued from being understaffed
 - Example: Rolling maxed out vacation time to sick time at the end of the year
 - Earned comp time will continue to grow with no solution

COMP TIME AND ANNUAL COST

- Officers are gaining "time" but they are unable to take it; therefore, vacation time rolls over to sick time.
 - 2018/2019: Comp Time Earned: \$32,169.15
 - 11/2019: Comp Time Pay Out: \$6,767.32
 - 2019/2020: Comp Time Earned: \$42,263.99
 - Cost based on an average hourly rate of officers that gained comp time. Hour for Hour, not time and 1/2.

WHAT SUFFERS FROM CONTINUOUS INADEQUATE STAFFING

- Officer Safety
- Community Safety
- Response Times
- Quality of Service to the Long View Community
- No Proactive Enforcement (Traffic, Investigative, Community Involvement)
- Officer Burnout / Turnover / Overall atmosphere of Police
- A total REACTIVE police department

DISCUSSION POINTS

- Over the past 25 years no patrol officers have been added: (Excluding Narcotics and ACO) The Narcotics position has been restructured to School Resource Officer. ACO has took on more responsibility with assisting Code Enforcement which takes the time away from assisting road patrol.
- Are times and community the same in LongView as they were 25 years ago ?
- LVPD answers more calls for service than any other jurisdiction (Similar Size) in the immediate area based on an independent study by Granite Falls PD – Lt. Ricky Gilliland 2020.

COSTS OF ADDING A POLICE OFFICER

- Total annual cost for one police officer who makes \$35,000 per year:
 - \$57,078
- We would utilize an existing patrol car to off set the cost of purchasing a new vehicle if needed. Keeping in mind the condition of the motor fleet currently.

PREPARATION FOR THE FUTURE

- In the next 3 years, LVPD will lose 4 officers through retirement with a combined 83 years of experience.

WHAT WILL FIX THE STAFFING ISSUES AT THE POLICE DEPARTMENT FOR MANY YEARS FORWARD

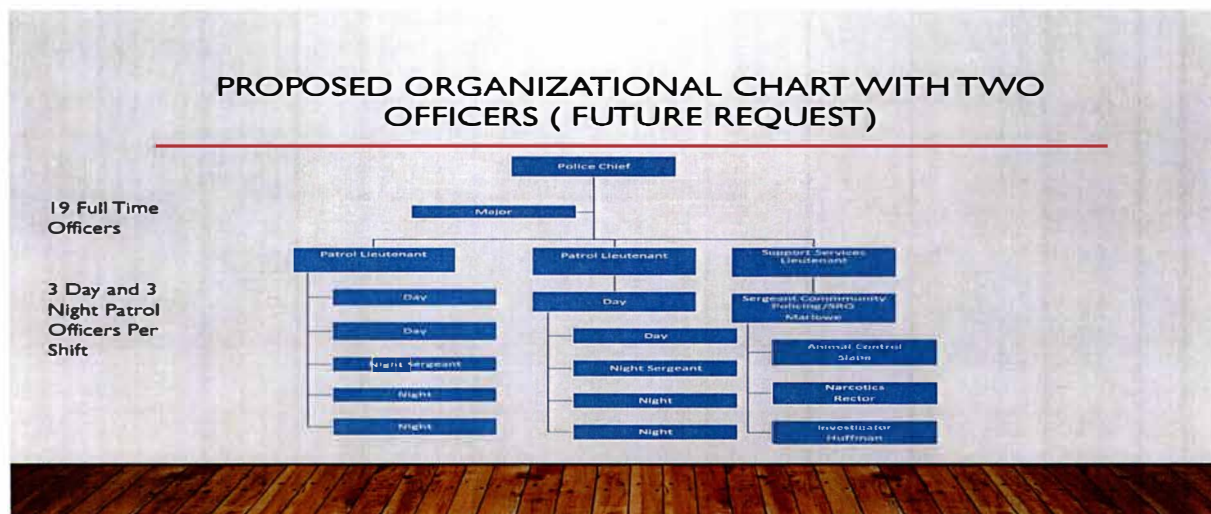
- The next slides will outlying proposed future needs of the police department.
- If we achieve these goals, I do not see any more growth for the police department for the future unless a mass growth of Town resources was needed.
- These future positions would permanently cap the personnel of the police department for many years to come.

INADEQUATE STAFFING IDENTIFIED. (FUTURE NEEDS)

- *This would be the maximum amount of manpower I foresee me requesting in my tenure as Chief of Police.*
- Two (2) Patrol Officers for a total of 19 sworn police officers.
 - Adding two (2) patrol officers would allow each shift to have three (3) Officers.
- One (1) Administrative Assistant to share the workload of phones and administrative duties, record keeping, etc. for Police and Fire. LVPD would absorb this cost since we receive the majority of phone calls.

ADMINISTRATIVE SUPPORT POSITION (FUTURE REQUEST)

- No administrative support for police or fire department
- No one consistently answering the telephone
- Previously the Fire Department answered the telephone but that practice was discontinued
- Repeated Complaints from 911 center
- Complaints from town citizens and businesses
- Officers are called by PD to handle business if no one available
- Annual \$35,000 salary = \$49,683



PUBLIC WORKS DEPARTMENT

Tandem Rollers

Public Works Director Chris Eckard requested that the Town purchase a Tandem Roller for the Public Works Department to help with paving. There was a brief discussion about what work the department can do in house and what needs to be contracted out.

There was some discussion about what would be used to haul the Tandem Rollers.

The cost of the Tandem Rollers was \$17,250.

RD12A NEW Tandem Rollers



**WACKER
NEUSON**
all it takes!

\$17,250



High performance rollers for excellent compaction results

The RD12A tandem vibratory roller with 35.4 inch (900 mm) drum width and an overall operating weight of 1.2 Tons includes dual drum drive and articulated steering for excellent maneuverability. A front drum vibration and static rear drum offer a highly efficient and compact roller. This machine is ideally suited for commercial and residential compaction of asphalt and granular subbase material. Primary applications include parking lots, driveways, secondary roads, repair work and nature trails. Additionally, the RD12A is utilized for turf rolling in the landscape and golf industry segments.

- Increased water & fuel capacity minimizes the need for refilling during the day increasing jobsite efficiency.
- Fully recessed hydraulic motors provide excellent curb and side clearance allowing easy compaction near curbs, walls, and in confined areas.
- Unique hood design and pivoting floor plate provide quick, tool-free, and spacious access to engine, hydraulic and water systems.
- Ergonomically designed operator station provides comfort and efficiency to the operator. Ergonomic joystick with integrated water and vibration functions. Fuel and water gauges provide operator feedback to fluid levels during operation.
- Powered by a proven Honda GX630 engine, the RD12A provides contractors with a highly efficient machine for a variety of applications.

RD12A NEW Technical specifications

RD12A Roller

Operating data

Operating weight max.	2,964 lb
L x W x H	74 x 38.8 x 90.6 in
Drum width	35.4 in
Drum diameter	22 in
Side clearance right	1.7 in
Side clearance left	1.7 in
Curb clearance right	15.7 in
Curb clearance left	15.7 in
Centrifugal force dynamic (front drum)	3,400 lbf
Frequency	4,200 Vpm
Amplitude	0.043 in
Linear force - front / rear (static)	31.4 / 39.5 lb/in
Linear force dynamic (front)	96 lb/in
Travel speed forward	5 mph
Travel speed reverse	5 mph
Surface capacity area	78,000 ft ² /h
Gradeability max.	30 %
Turning radius outside	112.2 in
Engine / Motor	
Engine / Motor type	air-cooled, 2-cylinder, gasoline engine
Engine / Motor manufacturer	Honda GX630
Displacement	42 in ³
Operating performance max. rated at 3600 rpm	20.8 hp
RPM / speed operating speed	3,100 rpm
Fuel consumption	1.6 US gal/h
Filling capacities	
Fuel tank capacity	6.3 US gal
Water tank capacity	35 US gal

Please note: that product availability can vary from country to country. It is possible that information / products may not be available in your country. More detailed information on engine power can be found in the operator's manual; the stated power may vary due to specific operating conditions. Subject to alterations and errors excepted. Applicable also to illustrations.
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Kubota

Public Works Director Chris Eckard requested the purchase of a new Kubota for the Public Works Department. There was some discussion about the specifications of the requested equipment such as it having a 72" deck, being four wheel drive, etc.

There was some discussion about what it would be used for beyond mowing. Mr. Eckard stated that the primary purpose was for mowing but the Town could certainly purchase other parts for it in the future.

It would cost \$19,741.50.

Specifications

\$ 19,741.50

		B2301HSD	B2601HSD
Model			
Engine			
Type		E-TVCS, liquid cooled, 3-cylinder diesel	E-TVCS, liquid cooled, 3-cylinder diesel
Make, Model		Kubota D1005	Kubota D1105
PTO horsepower	HP (kW)	17.5 (13.0)	19.5 (14.5)
Engine gross horsepower*	HP (kW)	20.9 (15.6)	24.3 (18.1)
Rated RPM	rpm	2800	
Bore and stroke	In. (mm)	3.0 x 2.9 (76 x 73.6)	3.1 x 3.1 (78 x 78.4)
Displacement	cu. in. (cc)	61.1 (1001)	68.5 (1123)
Air cleaner		Dual paper element	
Lubrication		Forced lubrication	
Cooling system		Pressurized radiator	
Radiator fan		Radial air flow	
Capacities			
Fuel tank	gal (ℓ)	6.1 (23)	
Cooling system	qts. (ℓ)	4.0 (3.8)	
Engine oil	qts. (ℓ)	3.3 (3.1)	
Transmission case	gal (ℓ)	4.0 (15)	
Drive train			
Clutch		N/A	
Transmission		HST (3 ranges)	
Differential lock		Standard	
Final drive		Spur gear	
Brake		Multi-plate wet disc	
PTO			
Type		Independent	
Rear	rpm	540	
Mid	rpm	2500	
Hydraulics			
Type		Open center	
Pump		Dual pump	
Total pump output	gpm (ℓ/min.)	8.3 (31.4)	
Hydraulic outlet		Rear outlet	
3-point hitch		Category I	
Hydraulic control system		Position control valve	
Lift capacity at lift point	lbs. (kg)	1808 (820)	
24" behind LP	lbs. (kg)	1411 (640)	
Steering		Hydraulic power steering	
Standard tire size			
Front (Farm)		6-12	7-12
Rear (Farm)		9.5-16	11.2-16
Traveling speeds			
Forward	mph (km/h)	0-11.9 (0-19.1)	0-12.7 (0-20.4)
Reverse	mph (km/h)	0-8.9 (0-14.3)	0-9.5 (0-15.3)
Dimensions			
Overall length (w/o 3P)	In. (mm)	93.7 (2380)	94.9 (2410)
Overall width (min. tread)	In. (mm)	45.3 (1150)	49 (1245)
Overall height	In. (mm)	83.9 (2130)	85.0 (2160)
Wheelbase	In. (mm)	61.4 (1560)	
Ground clearance	In. (mm)	12.0 (305)	12.8 (325)
Turning radius with brake	feet (m)	6.9 (2.1)	
Weight	lbs. (kg)	1566 (710)	1632 (740)

*SAE J1995

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Kubota

KUBOTA TRACTOR CORPORATION

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**Kubota
Genuine Parts**
for maximum
performance,
durability and
safety



New Service Truck

Public Works Director Chris Eckard stated that the current service truck has been having some difficulty and gave examples. The truck is used for all water and sewer work for the Town. The requested one will have a gas engine unlike the current one that has a diesel engine. If a new one is approved, the old one would be kept as a spare.

Alderman Mays stated that keeping a diesel engine as a spare and not constantly using it would not be a good idea. He suggested that the Town sale the old truck if the new is purchased.

Mr. Eckard stated that the truck price includes a small crane in the bed to be used to load pumps and a generator. The crane has a capacity of 500 pounds.

If the Board approves the purchase of the new truck, the Town would explore selling the old one on Govdeals. The old truck has less than 50,000 miles on it.

Alderman Mays stated that he felt selling the old one was a good idea because it is not good for a diesel engine to set for long and it is also more costly to maintain a diesel.

The cost of the new service truck is \$52,184.03.

3/9/2021

GM GlobalConnect



Autopartners
RESERVED FOR FUTURE RELEASE

ATTENTION ALL USERS: When using Order Workbench (OWB), please DO NOT disable pop-up windows functionality. OWB uses pop-up windows to display business critical alerts, confirmations and warning messages while in transactions. For assistance, contact the OWB Help Desk at 1.800.337.1010.

jvm008 Logout

ORDER Workbench

PLAN & FORECAST ORDER VEHICLES MANAGE INVENTORY LOCATE VEHICLES DELIVER VEHICLES REPORTS & TOOLS

Configure a New Vehicle: Choose Options

Choose Model Choose Options Customer/Other Info View Summary

Choose the options that are available for the selected PEG, and then click "Next: Configuration Summary". Click "Cancel" to cancel the entire configuration. You can see what changes you have made to the original PEG by expanding the "Options Added and Removed" section and view the "As Configured" pricing in the "My Configuration" box.

Options Added and Removed

* indicates a required field

Select Vehicle Options

View Weekly Constraints Report (Retail)

Expand / Collapse All Options

Select	Option Code	Description	MSRP	VQ2
Primary Color* [GAZ]				
☐	G1W	Iridescent Pearl Tricoat	\$905.00	\$875.60
☐	G7C	Rod Hol	\$0.00	\$0.00
☐	GA0	Northsky Blue Metallic	\$0.00	\$0.00
☐	GAN	Silver Ice Metallic	\$0.00	\$0.00
☒	GAZ	Summit White	\$0.00	\$0.00
☐	GBB	Mosaic Black Metallic	\$0.00	\$0.00
☐	GBA	Black	\$0.00	\$0.00
☐	GNK	Oxford Brown Metallic	\$0.00	\$0.00
☐	GSK	Cherry Red Tintcoat	\$495.00	\$435.60
Trim* [H2G]				
☐	H0U	Jet Black, Cloth seat trim	\$0.00	\$0.00
☐	H1T	Jet Black, Cloth seat trim	\$0.00	\$0.00
☒	H2G	Jet Black, Vinyl seat trim	\$0.00	\$0.00
☐	HV5	Green/Very Dark Atmosphere, Cloth seat trim	\$0.00	\$0.00
GVWR [G9Y]				
☒	G9Y	GVWR, 14,000 lbs. (6350 kg)	\$0.00	\$0.00
Engine* [L8T]				
☐	L5P	Engine, Duramax 6.6L Turbo-Diesel V8	\$9,800.00	\$8,703.20
☒	L8T	Engine, 6.6L V8	\$0.00	\$0.00
Transmission* [MYD]				
☐	MGM	Transmission, Allison 10-speed automatic	\$0.00	\$0.00
☐	MGU	Transmission, Allison 10-speed automatic with integrated Power Take-Off (PTO)	\$0.00	\$0.00
☒	MYD	Transmission, 6-speed automatic, heavy-duty	\$0.00	\$0.00
Emissions [FE9]				
☒	FE9	Emissions, Federal requirements	\$0.00	\$0.00
☐	NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	\$0.00	\$0.00
☐	YF5	Emissions, California state requirements	\$0.00	\$0.00
Rear Axle [GT4]				
☒	GT4	Rear axle, 3.73 ratio	\$0.00	\$0.00
☐	GU6	Rear axle, 3.42 ratio	\$0.00	\$0.00
Tires [QOQ]				
☒	QOQ	Tires, LT235/80R17E all-season highway, blackwall	\$0.00	\$0.00
☐	O2T	Tires, LT235/80R17E all-terrain, blackwall	\$200.00	\$176.00
Wheels [PYW]				
☒	PYW	Wheels, 17" (43.2 cm) painted steel	\$0.00	\$0.00
Radio [IOR]				
☒	IOR	Audio system, Chevrolet Infotainment 3 system, 7" diagonal color touchscreen, AM/FM stereo	\$0.00	\$0.00
Seats* [AE7]				

MY CONFIGURATION

2021 CHEVROLET TRUCK
CHDCRW - CK31043 - 3500HD
Silverado: Crew Chassis Cab, 4WD

PEG: 1WT

Distrib, Entity: FLT Fleet
Order Type: FBC-Fleet Political
Subdivision

RELATED LINKS

View List of All Options and Their Detailed Descriptions
US On-Line Order/Reference Guide

MSRP - \$45,450.

Sale - \$35,600

Body - \$16,584.03

\$52,184.03

<https://www.autopartners.net/apps/naowb/naowb/ordervehicle/choosemodel.do?method=nextChooseOptionsClicked#error>

1/5

3/9/2021

GM GlobalConnect

☐	A50	Seats, front bucket	\$545.00	\$479.80
☒	AE7	Seats, front 40/20/40 split-bench	\$0.00	\$0.00
☐	AZ3	Seats, front 40/20/40 split-bench	\$0.00	\$0.00
Ship- Through Codes				
☐	TCL	Ship Thru, Produced in Flint Assembly and shipped to Kerr Industries, Warren, MI. Returned to Flint Assembly for shipping to final destination.	\$0.00	\$200.00
☐	TDE	Ship Thru, Produced in Flint Assembly and shipped to Monroe Truck Equipment, MI. Then to TK Services, AK for shipping to final destination.	\$0.00	\$360.00
☐	TVY	Ship Thru, Produced and shipped to Anchorage VOC then to TK Services and returned to Anchorage VOC for shipping to final destination.	\$0.00	\$185.00
☐	TZS	Ship Thru, Produced in Flint Assembly and shipped to Alt. Fuel Innovations LLC, Kansas City, MO. Returned to Fairfax Assembly for shipping to final destination.	\$0.00	\$610.00
☐	VCB	Ship Thru, Produced in Flint Assembly and shipped to Monroe Truck Equipment in Flint. Returned to Flint Assembly for shipping to final destination.	\$0.00	\$200.00
☐	VDG	Ship Thru, Produced in Flint Assembly and shipped to Empire Emergency Apparatus, Niagara Falls, NY. Returned to Flint Assembly for shipping to final destination.	\$0.00	\$790.00
☐	VDF	Ship Thru, Produced in Flint Assembly and shipped to ECO Vehicle Systems, Union City, IN. Returned to FT. Wayne Assembly for shipping to final destination.	\$0.00	\$650.00
☐	VEW	Ship Thru, Produced in Flint Assembly and shipped to Canfield Equipment in Warren, MI. Returned to Lansing Delta for shipping to final destination.	\$0.00	\$350.00
☐	VFW	Ship Thru, Produced in Flint Assembly and shipped to NBC Truck Equipment Roseville, MI. Returned to Flint Assembly for shipping to final destination.	\$0.00	\$445.00
☐	VHR	Ship Thru, Produced in Flint Assembly and shipped to Reading Equipment and Distribution Pontiac, MI. Returned to Lansing Delta for shipping to final destination.	\$0.00	\$360.00
☐	VUD	Ship Thru, Produced in Flint Assembly and shipped to Knapheide Truck Equipment in Flint, MI. Returned to Flint Assembly for shipping to final destination.	\$0.00	\$200.00
☐	VUI	Ship Thru, Produced in Flint Assembly and shipped to Auto Truck Group, Roanoke, IN and Returned to FL Wayne Assembly for shipping to final destination.	\$0.00	\$350.00

Additional Options**BATTERY**

☐	K4B	Battery, auxiliary, 730 cold-cranking amps/70 Amp-hr	\$135.00	\$118.80
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FLEET MANAGEMENT COMPANIES

☐	R6A	ARI	\$0.00	\$0.00
☐	R6R	Donlen Corp	\$0.00	\$0.00
☐	R6T	Emkay	\$0.00	\$0.00
☐	R6U	GE	\$0.00	\$0.00
☐	R7A	Enterprise Fleet	\$0.00	\$0.00
☐	R7G	LeasoPlan	\$0.00	\$0.00
☐	R7H	Mike Albert	\$0.00	\$0.00
☐	R7W	PHH	\$0.00	\$0.00
☐	R8N	Wheals	\$0.00	\$0.00

FUEL TANK

☐	N2L	Fuel tank, rear only, 40 gallon	-\$50.00	-\$44.00
☐	N2M	Fuel tank, front only, 23.5 gallon	-\$100.00	-\$88.00
☒	N2N	Fuel tank, front and rear, 63.5 gallon	\$0.00	\$0.00

MIRRORS/S

☒	DBG	Mirrors, outside power-adjustable vertical tracking	\$0.00	\$0.00
☐	DWI	Mirrors, outside power-adjustable vertical tracking with heated and auto-dimming upper glass	\$720.00	\$633.60

OnStar

☐	R8P	OnStar 33 Adm Mntls Sct / Secure / Remote Access	\$0.00	\$294.00
☐	R8W	OnStar 2 Additional Yrs of OnStar Safe and Sound	\$0.00	\$419.00

STEPS, RUNNINGBOARD

☐	RVO	LPO, Black tubular assist steps, 6" rectangular	\$775.00	\$682.00
☐	RVS	LPO, Assist steps - 4" Black - round	\$775.00	\$682.00
☐	S6L	LPO, Off-road assist steps, 3" round tubular, Black	\$965.00	\$849.20
☐	VQO	LPO, Black work step	\$450.00	\$398.00
☐	VXJ	LPO, Assist steps - 4" chromed round	\$775.00	\$682.00

TIRE SPARE

☐	ZQO	Tire, spare LT235/80R17E highway	\$380.00	\$334.40
☐	ZZT	Tire, spare LT235/80R17E all-terrain	\$380.00	\$334.40

TRANSFER CASE

☒	NOF	Transfer case, two-speed, electronic shift	\$0.00	\$0.00
☐	NOH	Transfer case, two-speed active, electronic Autotrac	\$200.00	\$178.00

<https://www.autopartners.net/apps/naowb/naowb/ordervehicle/choosemodel.do?method=nextChooseOptionsClicked#error>

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GM GlobalConnect

☐	Other			
☒	9J4	Bumper, Rear Delete	\$0.00	\$0.00
☐	9L7	Uplifter switch kit, (5)	\$150.00	\$132.00
☐	A2X	Seal adjuster, driver 10-way power including lumbar	\$290.00	\$255.20
☒	AKO	Glass, deep-tinted	\$0.00	\$0.00
☒	AQQ	Remote Keyless Entry, with 2 transmitters	\$0.00	\$0.00
☒	AU3	Door locks, power	\$0.00	\$0.00
☐	AVJ	Keyloss Open and Start	\$0.00	\$0.00
☐	B30	Floor covering, color-keyed carpeting	\$100.00	\$88.00
☐	B59	Remote Start Package	W/A	W/A
☒	BG9	Floor covering, rubberized-vinyl	\$0.00	\$0.00
☐	BHP	Winter Grille Cover	\$0.00	\$0.00
☐	BTV	Remote vehicle start/stop system	\$0.00	\$0.00
☒	C49	Defogger, rear-window electric	\$0.00	\$0.00
☐	CJ2	Air conditioning, dual-zone automatic climate control	\$0.00	\$0.00
☐	D07	Center Console, floor-mounted	\$0.00	\$0.00
☐	DD8	Mirror, inside rearview auto-dimming	\$0.00	\$0.00
☒	F80	Heavy Duty Front Spring Package	\$45.00	\$39.60
☐	FPF	DPF, diesel particulate filter, manual regeneration	\$250.00	\$220.00
☒	G80	Auto-locking rear differential	\$0.00	\$0.00
☐	GTY	Rear axle, wide-track	\$190.00	\$167.20
☒	JL1	Trailer brake controller, integrated	\$275.00	\$242.00
☐	K05	Engine block heater	\$100.00	\$88.00
☒	K34	Cruise control, electronic	\$0.00	\$0.00
☐	K40	Exhaust brake	\$0.00	\$0.00
☒	K47	Air filter, heavy-duty	\$0.00	\$0.00
☐	KA1	Seats, heated driver and front outboard passenger	\$0.00	\$0.00
☒	KC4	Cooling, external engine oil cooler	\$0.00	\$0.00
☐	KHF	Alternators, dual, 220-amps primary, 170-amps auxiliary	\$380.00	\$334.40
☐	KI3	Steering wheel, heated	\$0.00	\$0.00
☐	KI4	Power outlet, instrument panel 120-volt (400 watts)	\$150.00	\$132.00
☒	KNP	Cooling, auxiliary external transmission oil cooler	\$0.00	\$0.00
☐	KW5	Alternator, 220 amps	\$150.00	\$132.00
☒	KW7	Alternator, 170 amps	\$0.00	\$0.00
☐	N37	Steering column, manual tilt and telescoping	\$0.00	\$0.00
☐	NB8	Emissions override, California	\$0.00	\$0.00
☐	NB9	Emissions override, state-specific	\$0.00	\$0.00
☐	NC7	Emissions override, Federal	\$0.00	\$0.00
☐	NP5	Steering wheel, leather-wrapped	\$0.00	\$0.00
☐	NZ2	Skid Plates	\$150.00	\$132.00
☒	P03	Wheel trim, painted center caps	\$0.00	\$0.00
☐	P06	Wheel trim, Chromo trim skins and chrome center caps	\$0.00	\$0.00
☐	P0J	OnStar Additional 21 months of OnStar Fleet Safety and Security	\$0.00	\$420.00
☐	P0K	OnStar Additional 33 months of OnStar Fleet Safety and Security	\$0.00	\$578.00
☐	P0L	OnStar Additional 45 months of OnStar Fleet Safety and Security	\$0.00	\$698.00
☐	P0M	OnStar Additional 21 months of OnStar Fleet Driver Remote Access	\$0.00	\$210.00
☐	P0N	OnStar Additional 33 months of OnStar Fleet Driver Remote Access	\$0.00	\$330.00
☐	P0O	OnStar Additional 45 months of OnStar Fleet Driver Remote Access	\$0.00	\$450.00
☐	P0V	OnStar Vehicle Insights - 1 year of Service	\$0.00	\$183.00
☐	P0W	OnStar Vehicle Insights - 2 years of Service	\$0.00	\$360.00
☐	P0X	OnStar Vehicle Insights - 3 years of Service	\$0.00	\$522.00
☐	P0Y	OnStar Vehicle Insights - 4 years of Service	\$0.00	\$672.00
☐	P0Z	OnStar Vehicle Insights - 5 years of Service	\$0.00	\$810.00
☐	P1R	OnStar Additional 9 months of OnStar Assurance for Tier3 Fleets	\$0.00	\$90.00
☐	P1S	OnStar Additional 21 months of OnStar Assurance for Tier3 Fleets	\$0.00	\$210.00
☐	P1T	OnStar Additional 33 months of OnStar Assurance for Tier3 Fleets	\$0.00	\$330.00
☐	P1U	OnStar Additional 45 months of OnStar Assurance for Tier3 Fleets	\$0.00	\$450.00
☐	PCL	Convenience Package	W/A	W/A
☐	PCV	WT Convenience Package	\$1,035.00	\$910.80

<https://www.autopartners.net/apps/naowb/naowb/ordervehicle/choosemodel.do?method=nextChooseOptionsClicked#error>

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GM GlobalConnect

☒				
☐	PDH	LPO, Interior Convenience Package	\$495.00	\$435.80
☐	PEA	TI Processing Option	\$0.00	\$0.00
☐	PR6	SiriusXM Radio Additional 9 months of the SiriusXM All Access Package.	\$0.00	\$126.00
☐	PR7	SiriusXM Radio Additional 21 months of the SiriusXM All Access Package.	\$0.00	\$252.00
☐	PR8	SiriusXM Radio Additional 33 months of the SiriusXM All Access Package.	\$0.00	\$378.00
☐	PTO	Power Take-Off	\$995.00	\$875.80
☐	R6J	Ship Thru Code Acknowledgement	\$0.00	\$0.00
☐	R6L	Override for GAM orders	W/A	W/A
☐	R6P	Fleet Customer	\$0.00	\$0.00
☐	R7K	Fleet Customer	\$0.00	\$0.00
☐	R7O	Seat, Cloth Rear with Storage Package, 60/40 folding bench for Crew Cab models	\$225.00	\$198.00
☐	R7Z	OnStar Additional 57 months of OnStar Assurance for Tier3 Fleets.	\$0.00	\$570.00
☐	R8B	Fleet Processing Code	\$0.00	\$250.00
☐	R8U	Merchants FMC	\$0.00	\$0.00
☐	R9J	Processing Option	\$0.00	\$0.00
☐	R9O	Processing Option	\$0.00	\$0.00
☐	R9Y	Fleet Free Maintenance Credit	-\$45.00	-\$39.80
☐	RIA	LPO, All-weather floor liners	\$210.00	\$184.80
☐	S0P	LPO, Console insert organizer tray	\$0.00	\$0.00
☐	T3U	Fog lamps, front, LEO	W/A	W/A
☒	U01	Lamps, Smoked Amber roof marker, (LED)	\$0.00	\$0.00
☐	U2K	SiriusXM Radio	\$100.00	\$88.00
☐	UDD	Driver Information Center, 4.2" diagonal color display	\$0.00	\$0.00
☐	UE1	OnStar and Chevrolet connected services capable	\$175.00	\$154.00
☐	UF3	High idle switch	\$200.00	\$178.00
☐	UK3	Steering wheel audio controls	\$0.00	\$0.00
☐	UTJ	Theft-deterrent system, unauthorized entry	\$0.00	\$0.00
☐	V48	Bumper, front chrome	\$100.00	\$88.00
☒	V76	Recovery hooks, front, frame-mounted, Black	\$0.00	\$0.00
☐	VBJ	LPO, Underseat storage	\$0.00	\$0.00
☐	VK3	License plate kit, front	\$0.00	\$0.00
☐	VO1	Fleet Processing Option	\$0.00	\$0.00
☐	VO2	Fleet Processing Option	\$0.00	\$0.00
☐	VO3	Fleet Processing Option	\$0.00	\$0.00
☐	VOY	LPO, Chrome recovery hooks	\$225.00	\$198.00
☐	VQZ	LPO, Polished exhaust tip	\$150.00	\$132.00
☐	VYU	Snow Plow Prep Package	\$300.00	\$264.00
☐	WPF	Fleet Comfort Package	\$1,285.00	\$1,130.80
☐	YK6	SEO Processing Option	\$0.00	\$0.00
☐	YM8	LPO Processing Option	\$0.00	\$0.00
☐	ZLQ	WT Fleet Convenience Package	\$610.00	\$538.80
☒	ZW9	Body, Chassis Cab	\$0.00	\$0.00
Special Equipment Options [SFW]				
☐	D1U	Special Exterior Color.	\$0.00	\$0.00
☐	SL5	Theft deterrent system fleet immobilizer modifications.	\$50.00	\$44.00
☐	5M7	Speedometer calibration, provisions.	\$50.00	\$44.00
☐	5N5	Roar Camera Kit.	\$73.00	\$64.24
☐	5Y1	Seats, Driver and passenger front individual seats.	\$0.00	\$0.00
☐	6F2	Ornamentation, delete.	\$0.00	\$0.00
☐	6S3	Back-up alarm, 97 decibels.	\$45.00	\$39.60
☐	9B9	Governor, electronic speed sensor set to 70 MPH.	\$50.00	\$44.00
☐	9C2	Governor, electronic speed sensor set to 65 MPH.	\$50.00	\$44.00
☐	9D7	Governor, electronic speed sensor set to 75 MPH.	\$50.00	\$44.00
☐	9V5	Paints, solid, Woodland Green.	\$450.00	\$396.00
☐	9W3	Paints, solid, Wheatland Yellow.	\$450.00	\$396.00
☐	9W4	Paints, solid, Tanger Orange.	\$450.00	\$396.00
☒	SFW	Back-up alarm calibration.	\$0.00	\$0.00
☐	TGK	Special Paint.	\$450.00	\$396.00

☒ Fleet Customer Codes -- Apply Fleet Customer Code

<https://www.autopartners.net/apps/naowb/naowb/ordervehicle/choosemodel.do?method=nextChooseOptionsClicked#error>

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Building Addition at Public Works

Town Administrator David Draughn stated that he had a rendering done of a three-bay storage area for the big trucks and in another area, a covered bay to put any other equipment in at the Public Works Department.

Public Works Director Chris Eckard explained that these bays would be built with a gravel bottom in order to save costs. The backs and the sides of the bays would be closed and the front would be completely open. The architect stated that they should be able to have completely open bays. One bay would be 50' by 40' and the other would be 100' by 25'. It would cost the Town about \$150,000 (\$25 to \$30 per square foot) to design and install both bays. The roofs would be sloped.

Alderman Mays stated that he worried about ground contamination. Would the Town need to scrape up the gravel that is there and add a layer of ground protection? There was some discussion about clean-up for spills.

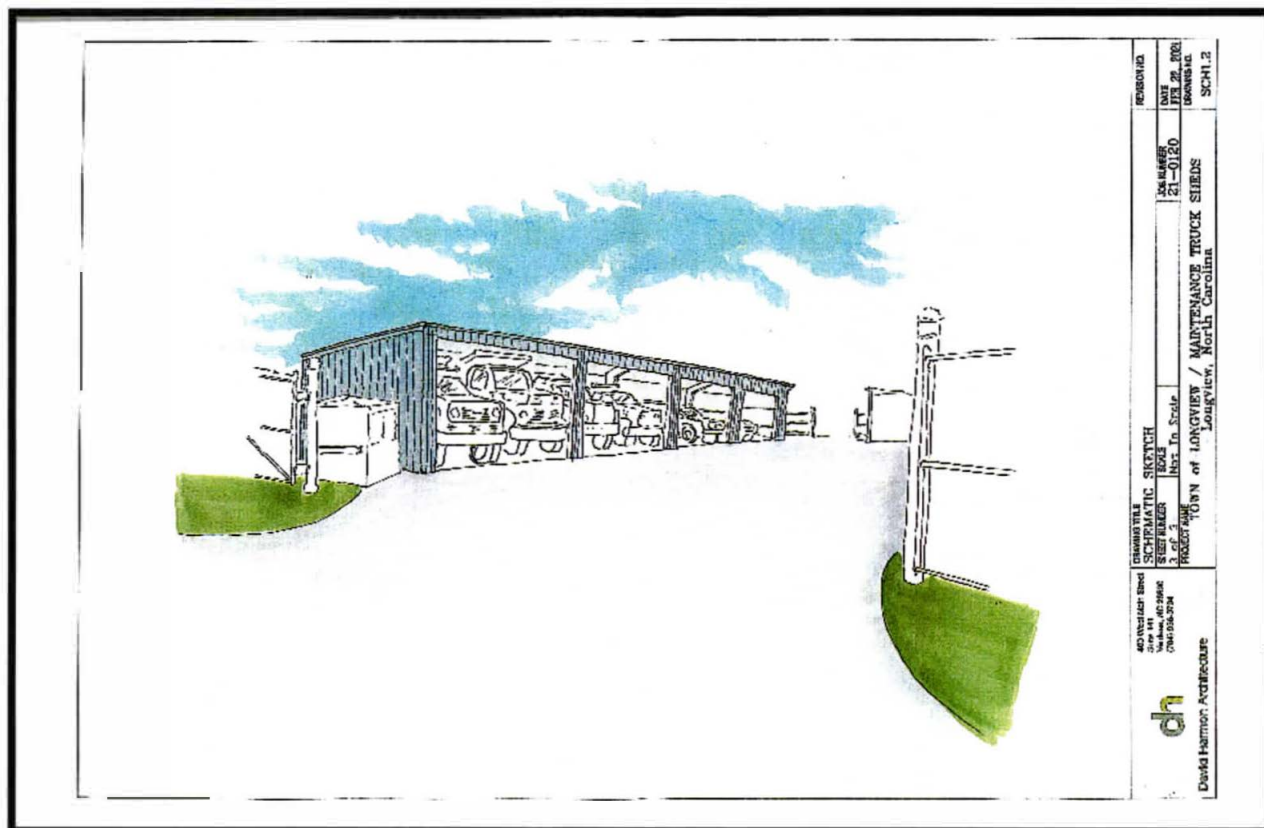
Mr. Draughn stated that the Town could finance this for seven years. It would be about a \$35,000 payment per year. The Town would not start paying on it until the 2022-2023 budget.

Mr. Draughn stated that the property at Public Works is broken down into two lots. In order to make the Town compliant with zoning laws, the Town would have to combine the two properties. There was some discussion about how to combine the lots.

Mr. Draughn stated that to add a concrete bottom it would raise the cost up to \$40 or \$45 per square foot.

The process would be to get this installed after the new year. The Town would need to bid out the project.

There was some talk about how this would be beneficial to the Town's equipment by keeping it out of the sun and weather. Both can cause damage to the Town's expensive equipment over time.



ADMINISTRATION

Board of Aldermen Salaries

Town Administrator David Draughn informed the Board that he had received a request to discuss an increase in Board of Aldermen's salaries. He had Town Clerk Stephanie Watson to get together a small survey of some of the surrounding Towns so that the Board could see what other Towns pay.

There was some discussion about the Board's feelings on raising their salaries.

Alderman Mays stated that he was good with his current salary. Pay was not the driving force in running for office to him. It was the commitment to the community.

Alderman Lingerfelt stated that he was not good with the Board's current rate of pay. The Board has taken care of this Town and given the employees everything they need. He felt it was time that the Board gets a pay raise.

Alderman Tester stated that the current Board should think of future Boards.

When Alderman VanHorn asked when was the last time the Board received an increase in pay, Alderman Mays stated it was around 2004 or 2005. It happened while Jackie Bowman was on the Board.

Alderman Lingerfelt stated that the Board has given staff a raise for the last 18 or 19 years. If at that point they would have given the Board \$100 increase per year, the Board's salary would be at what he is trying to get to or what he felt they are worth. The Board does everything they can do to take care of the Town people and the Town's employees.

Alderman VanHorn stated that he felt the same as Alderman Mays does in that you do the job because you want to help the people. The bad thing is what we are seeing in today's generation. When the Alderman Mays of the world are gone or people like him who have lived in Long View their whole life, you see how voter turn out is on municipal elections. Turnout should be higher than Presidential elections because it is your municipality that takes care of you. His fear is you tend to not to have people want to do anything for free anymore. That worries him for the future of this town.

Alderman Tester stated that that was kind of what he was saying. If the Board is going to get a raise, now is the time to do it.

Alderman Lingerfelt stated that the Board deserves a cost of living increase as much as anyone else does. The Town pays very well for employees.

Alderman VanHorn asked what was the suggested salary. Do they do a small increase that can go up incrementally?

Alderman Lingerfelt stated that he was thinking of a one-time raise as the Board may not get another one for another ten years. He was just thinking of all the years where it wasn't increased. He did not know what would happen in ten years, but he knew he wouldn't be a Board member at that time. He is looking at trying to get in good people in the future.

Alderman Mays stated that if the Board would like to consider, the Board could increase it incrementally yearly like what is done with employees. It could be a small percentage increase to look at each year like what is done with employees.

Alderman Lingerfelt stated that it hadn't been done up until this point. If it had been done that way, it would be a minimum amount. Now he is looking for bump to get it up to what he feels the Board deserves.

Mr. Draughn stated that while he has a hard time interjecting because he feels the Board is worth a lot of money, he also knows that that is not why the Board does it though. He has always felt this way through his career; Board members do not give themselves enough of a stipend to justify what they do. Given the Board pay, \$5,000 is reasonable. He didn't want the Board to look at optics but to look what this Board has done for the Town. If the Board wants to keep the salary low due to wanting to keep the position of a Board member position being community based, he understands that as well. He doesn't want to put himself between the Board members because it is not his decision.

Alderman Lingerfelt stated that he agreed with the amount that Mr. Draughn mentioned as that is what he and Mr. Draughn had previously discussed. If the Board got bumped to that amount, it would equal to about \$100 per year. He respected anything Alderman Mays does and his comments as he has been with the Board so long. Alderman Lingerfelt added that the only reason he knows anything about what he knows was that he worked for the Town for 14 years.

Alderman Tester stated that when he first ran for office, he didn't know that the Board would get paid anything.

Mr. Draughn stated that maybe the Board should think about it between now and the May Budget Work Session. He asked them to let him know if something changes between now and then.

Alderman Lingerfelt stated that the \$5,000 was what he was looking at.

Alderman Tester stated that he felt that this is a way of looking toward the future and taking care of the other Board members in the future. It will help the current Board, but he felt that it is fair to do for them. Sometimes things are easy to take care of but sometimes the Board has to make tough decisions.

Alderman Lingerfelt stated that he felt the Board has made some good decisions. Look at the Fire Chief and the Police Chief that the Board has hired.

Mayor Thompson stated that the Town has a better reputation due to what the Board has done including hiring the Police and the Fire Chief. She is not hearing the bad stuff in Long View like what was done previously.

There was some discussion about the hiring process of the new Police Chief and the Board working together to make that decision as a group. The decision the Board made turned out great.

When Alderman VanHorn asked if anyone has talked to Alderman Elder about this, the answer was not yet.

There was some discussion about the Board members making tough decisions while dealing with the pandemic.

Alderman Lingerfelt stated that while he may have heard some bad things about this Town, he loves this Town and has lived here his whole life.

Alderman Mays asked what figure the Board was looking for.

Alderman Lingerfelt stated that he was looking at \$5,000 a year per Alderman. Whatever amount the Alderman gets bumped up, the Mayor would need to get bumped up the same amount.

Mr. Draughn stated that if the Mayor would get the same increase as the Board, that would put the Mayor's salary at \$5,820 per year. It would be a total increase of \$10,000 annually for the Board's salaries.

There was some discussion about when the last increase was. There was some discussion about how to handle increases to the Board's salary. It was a general consensus of the Board to reevaluate the Board's salary yearly if the Board so chooses to do so.

There was some discussion about the difficulty of getting candidates for each Ward.

Alderman Mays stated that if the Board were to vote for the raise, they will need to be prepared to discuss with their constituents why they received that much of a raise at one time. The previous increase was for \$600. The current proposed increase is for \$1,700. He stated that in the back of his mind, he is committed to the Town. He also sees what Alderman Lingerfelt is saying too. Should the Board instead increase the Alderman salary up to \$4,300 this year and then look at the \$100 increase per year in the coming years to eventually get to the \$5,000? That is an option too.

Alderman VanHorn stated that he would rather do the one time increase and not have to worry about it for a while.

Alderman Lingerfelt agreed with Alderman VanHorn. More than likely the Board may not ask for anything for a few years. He did not know what the reason was for not increasing the salary before.

Alderman Mays stated that since he has been on the Board, it was always asked if the Board wanted to increase their salary or were asked how they felt about their salary. It was always asked during budget discussions every year.

Alderman Lingerfelt stated that the Board always gave its employees a raise every year, even in bad times. The Board's salary has never got bumped. He felt the Board deserves it.

Alderman Mays stated that the Board has always tried to take care of its employees and the Board are employees too.

Alderman Tester stated that that is another way to think about it. They need to look toward taking care of future Board members.

There was some discussion about elections and future Board members.

The Board decided to table the discussion until all Board members were present later in the meeting so that they would have everyone's opinion.

2021 Salary Survey (Board Members)

Town / City	Population	# of Regular Meetings per Year	# of Special Meeting (estimate)	Mayor Yearly Salary	Alderman Yearly Salary
Long View	4,871	12	2	\$4,130	\$3,310
Conover	8,450	12	6	\$5,700	\$5,100
Claremont	1,495	12	Maybe 1 or 2	\$4,300.00	\$3,700.00
Newton	13,059	21	2	\$2,400	\$1,200

Alderman David Elder rejoined the meeting at 12:40 p.m.

Requested Cost of Living Adjustment

Finance Director James Cozart presented to the Board what a 2% COLA increase would cost the Town. The 2% increase was calculated based on making it effective on January 1, 2022. The Town just did a COLA increase on January 1, 2021 due to COVID-19. If the Town does a January cycle, it is six months out of every year instead of 12 months. Some towns are doing that now.

Mr. Draughn stated that that he would like to get the Town back on the July 1st cycle but with the situation still uncertain, he doesn't know what the future may bring.

Mr. Cozart stated that if the Town were to do a 2% COLA at January 1, 2022, it would cost the Town \$19,951 in salary. If FICA and Retirement is added to that, the total cost of a 2% COLA to the Town would be \$23,879.

Retirement

Finance Director James Cozart informed the Board that the Town is getting ready to enter into the third year of the Retirement Systems three-year cost increase. For non-law enforcement employees, the Town will have to go from contributing 10.15% to 11.25%. For law enforcement employees, the increase went from 10.9% to 12.1%. With that increase, the cost to the Town will be an extra \$3,000. This will probably be the last increase that they will ask for in the foreseeable future.

Board changes employer contribution rates for LGERS

Board elects smaller increases over next three years versus large increase in Fiscal Year 2022-2023

At its meeting on January 31, 2019, the Board of Trustees amended its policy for employer contribution rates to LGERS.

Effective July 1, 2019, the "base" employer contribution rate will change:

- Law enforcement officers (LEOs) rate will increase from 8.50 to 9.70 percent of reported compensation.
- Rate for all other employees will increase from 7.75 to 8.95 percent of reported compensation.

Additional rates, such as rates associated with death benefits or past service liabilities, will be added to the base rate to determine the actual contribution percentage for each employer. As in past years, each employer's total contribution rate for the upcoming fiscal year will be calculated by the Retirement Systems Division and communicated in a letter before the end of April 2019.

The Board's policy now anticipates further increases in the "base" rates effective July 1, 2020, and July 1, 2021, equal to 1.20 percent of reported compensation each year, as follows:

Effective Date	Non-Leo "Base Rate"	Leo "Base Rate"
July 1, 2019	8.95%	9.70%
July 1, 2020	10.15%	10.90%
July 1, 2021	11.25%	12.10%

During the meeting, the Board was presented with several options and, with the support of local government association groups, chose this gradual increase over no action. The charts below highlight what the consulting actuaries project would happen in fiscal year 2022-2023 when the ECRSP expired. The black line represents what is projected if no policy adjustments were made, while the red line shows how this Board decision will gradually increase contribution rates.

Insurance Projections for Long View

Finance Director James Cozart informed the Board that the Town has only received preliminary numbers from its insurance carriers. That process is always lengthy due to the application process and getting multiple quotes. Travelers, which currently covers the Town's Workers Compensation and Liability insurance, has estimated an increase of 8%. Health insurance has also been estimated at an 8% increase. The Town paid life insurance is estimated to increase approximately 5%. The dental insurance is estimated to increase by 5%. That is an estimated total increase of just under \$40,000. Total insurance is split between the General Fund and Utility Fund and the total estimated cost per fund is \$273,000.

These numbers may change as the Town shops this out with multiple carriers.

TOWN OF LONG VIEW
INSURANCE PROJECTIONS
FISCAL YEAR 2021-2022

<u>INSURANCE CARRIER</u>	<u>CURRENT YEAR PREMIUM</u>	<u>PROJECTED INCREASE</u>	<u>PROJECTED PREMIUM</u>
TRAVELERS LIABILITY	\$161,927.00	8%	\$174,881.16
WORKERS COMP	\$58,966.00	8%	\$63,683.28
BCBSOF NC	\$265,271.00	8%	\$286,492.68
TOWN PAID LIFE	\$4,520.00	5%	\$4,746.00
HUMANA DENTAL	<u>\$14,141.00</u>	5%	<u>\$14,848.05</u>
TOTALS	\$504,825.00		\$544,651.17
AMOUNT OF INCREASE (-DECREASE)		\$39,826.17	
TOTAL FOR EACH FUND	\$272,325.59		

VEDIC Contribution Discussion

Town Administrator David Draughn spoke briefly about VEDIC. Mayor Thompson is a Board member and attends all the meetings for the Town. There has been at least one request from a Long View business. VEDIC is mostly funded by grant money. He gave the Board a list of current contributors and asked if the Town should contribute to.

Mayor Thompson stated that it is not something the Town has to do. She felt that everyone else is contributing and maybe the Town should do so as well. VEDIC is starting to do some more work in Catawba County.

Mr. Draughn stated that VEDIC tries to help small businesses by giving loans to those that qualify.

Alderman Mays stated that he felt that the Town should contribute.

After some discussion, the Board agreed to contribute \$2,500 to VEDIC.

**Valdese Economic Development Investment Corporation
2020-2021 Administrative Budget**

Income	Original Budget
Burke County	\$ 25,000.00
Town of Valdese	\$ 20,000.00
T.O.V. In-Kind Facilities	\$ 7,200.00
City of Morganton	\$ 7,500.00
Town of Connelly Springs	\$ 3,000.00
Town of Hildebran	\$ 3,000.00
Town of Rutherford College	\$ 2,500.00
Town of Drexel	\$ 2,500.00
Town of Rhodhiss	\$ 1,500.00
Town of Glen Alpine	\$ 1,700.00
Town of Long View	\$ -
RMAP Interest	\$ 8,000.00
IRP Interest	\$ 35,000.00
RMAP-Technical Assistance Grant	\$ 36,000.00
ACC Grant	\$ 40,000.00
Origination Fees	\$ 8,000.00
UCCfees	\$ 200.00
Total Income:	\$ 201,100.00
Expenses .	

Greenway Route Discussion

Town Administrator David Draughn stated that for the Greenway bus transportation service, the Town could design the route anyway that is needed but there is an added cost to it. The included information is the low-cost option, and it would cost the Town approximately \$12,000 per year. The route can be extended more if the Town so chooses. The route will be run 302 days a year, 12 times a day. It does not run on Sundays or holidays.

Alderman Tester asked where the stops were. Mr. Draughn stated that the Town would pick the stops.

Alderman Mays asked for clarification that the proposed route would cost the Town \$12,000 per year. Mr. Draughn stated that it would.

Alderman Lingerfelt asked if there would be any participation in that area. Mr. Draughn stated that the route could be extended but it would cost more each year.

Mayor Thompson stated that she hardly ever saw people riding the Greenway buses.

Alderman Mays stated that he did not feel that it would have enough usage to justify paying \$1,000 per month for it.

After further discussion, the Board was in consensus that they could not justify the Town paying \$12,000 per year for the additional Greenway route into Long View.

Greenway follow-up for Long View

Subject: Greenway follow-up for Long View
From: Brian Horton <brian.horton@wpcog.org>
Date: 3/11/2021, 11:52 AM
To: David Draughn <drdraughn@drdraughn.net>
CC: 'Camille Sterling' <csterling@wprta.org>, 'Jeff Blalock' <jblalock@wprta.org>, Aaron Kohrs <akohrs@wprta.org>

Dr. Draughn:

Thanks again for meeting virtually with us this morning. Below and attached are information to take to your Budget Retreat. Please let us know if you'd like any additional information or materials.

Proposal to add Greenway fixed-route bus service to Long View

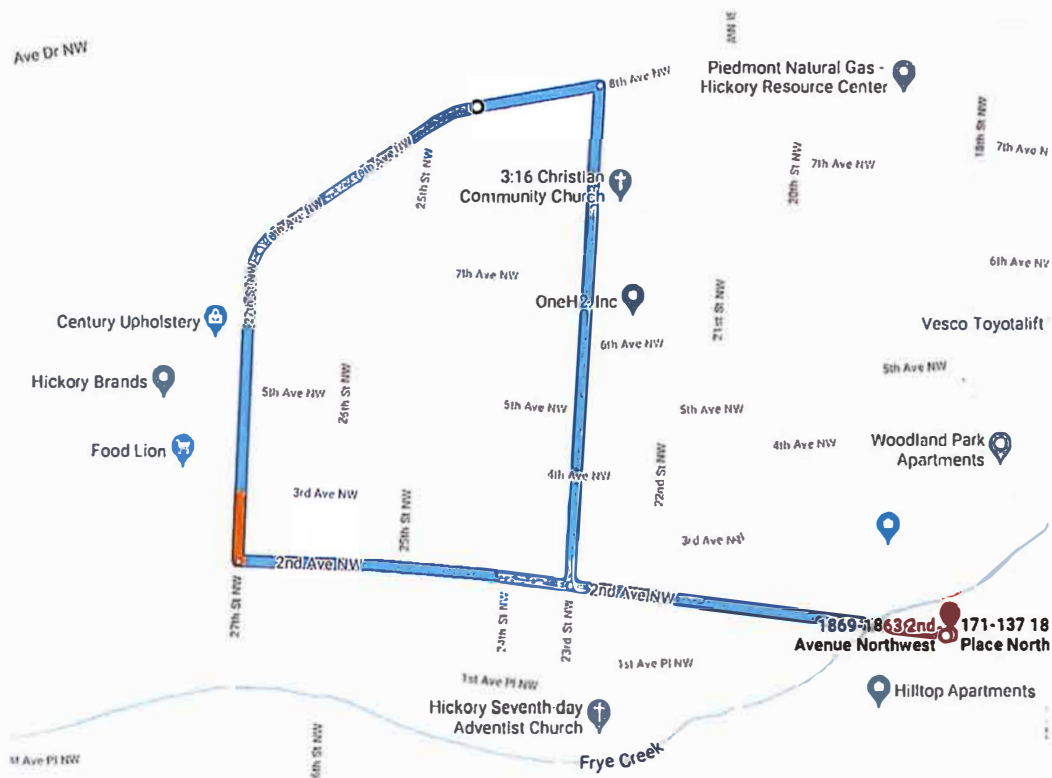
This proposal slightly extends Greenway's "Route 1" to the Long View Food Lion, plus services, employers, and residential areas in between Food Lion and Hilltop Apartments. The proposed route extension would continue west on 2nd Ave NW, turn right on 23rd St NW, left on 8th Ave NW, becomes 27th St NW, turn left on 2nd Ave NW.

Potential new bus stops include WPCOG, OneH2, Century Upholstery/Hickory Brands, Food Lion/Laundromat, and Webb Furniture.

The estimated annual local match would be \$11,476 in annual operating assistance. This estimate is 50% of \$76 per hour for 12 trips of 5 extra minutes or 1 hour extra a day for 302 days a year. However, since the proposed service would start in October 2021, the initial contract cost would be for a partial year (October 2021-June 2022) at \$8,600 with option to renew for a full year (July 2022-June 2023) following Town evaluation and decision to retain, suspend, or modify the service.

The Town may also consider future expansion at a later date, including service options out 1st Ave SW and to the Galaxy grocery. Currently, Food Lion appears to be the lowest cost option that can leverage existing Greenway buses supported by the Cities of Hickory, Conover, and Newton.

Greenway follow-up for Long View



Brian Horton

Greater Hickory MPO Secretary /
Transportation Planning Manager
Western Piedmont Council of Governments

828.485.4225
brian.horton@wpcog.org

Attachments:

Greenway Proposal for Long View Bus Service.pdf

137 KB

Power DMS Proposal

Town Clerk Stephanie Watson presented to the Board her proposal for the Town to purchase PowerDMS software.

She explained that this would be software that could be used Town-wide. As the Town Clerk, she could use it for storage and management of documents. As the Human Resources Director it could be used toward policies and training. Police and Fire Departments could use it for policies, real live communication on a crime or fire scenes, and training. The Public Works Department and Planning Department could use it for access to maps and training. The Finance Department could use it for records storage.

Some of the features include an employee dashboard where employees can sign in to and access any assignments or training they may need to do. The software works with Microsoft Office and Google drive. Department heads can set up their own folder to handle their departments. The software also has the capability to track changes made to a document. Classes can be produced through the software and it can track what employees have completed them. The software can be accessed through an app on the phone, tablet or computer as long as it has internet access.

Ms. Watson explained that there would be some training involved for both department heads and employees and that is included with the quote. Tech support would be continual with the software.

As every employee would need access to the software, the Town would need to purchase licenses to match. The current quote of 50 licenses would cover 40 full time employees, 4 reserve police officers and few extra spaces. This number can be changed according to the needs of the Town.

Each department would have their own separate folder to set up how they need it for the department.

Alderman VanHorn asked Fire Chief James Brinkley and Police Chief T.J. Bates if this software would be something they can use. He spoke of a similar software and training setup that his company uses.

Chief Bates stated that at any minute the department could be audited by Criminal Justice Standards and they could ask for information from as far back as 20 years. This software could have an unlimited amount of storage. It also keeps up with training. It tracks requests for training too. On the policy retention, in the Police Department, what may be legal today is not legal tomorrow. He added that there are a lot of agencies in the state that use this as it is the most cost effective. For our Town's size, it will meet the Town's needs.

Chief Brinkley stated that in Winston-Salem, they used PowerDMS to send out policies. It is very user friendly and easy to operate. It puts everyone on the same page. If you send a policy out and the employee signs it, it shows that the employee has seen that policy. It keeps a log.

Mr. Draughn stated that any software is only as good as the data that is put in it. He added that he would make sure that that happens. The Town is running out of space and this is a way to deal with storage.

Ms. Watson stated that she did look at other software solutions but they had a limited amount of storage space. This means that if the Town exceeds that limit, they would probably get charged more. Other softwares did not have the training solution as well. This software can be configured.

Chief Bates stated that the Amazon servers and setup is the same as what the Department of Defense uses. It is very secure. Currently the department does some of its training through emails and is not as secure. It also can be difficult to keep up with.

Alderman VanHorn stated that he felt it was a good software. He liked that it could be used town wide and because of that it would justify the cost.

Alderman Lingerfelt asked what would happen if the price jumped from year to year. What would happen to the documents stored?

Chief Bates stated that he and Ms. Watson did talk to them about that. They have not passed off an increase in the five years previous. If they do an increase and the Town decides not to continue their service, they give the Town about 90 days to get back its data. It is a yearly contract.

Chief Bates stated that the worst that could happen is that the Town would have to print off all its data.

Alderman VanHorn stated that the only other option would be to get a server in house but this software sounds easier to use.

When asked if the Board would be comfortable with the Town purchasing this software, it was the general consensus of the Board that because this software could potentially be used by all departments, the cost could be justified.



1 800.749.5104 f 407.210.0113 www.powerdms.com 101 S. Garland Ave, Ste 300 Orlando, FL 32801

Service Order

Contract Details

Account Number: A-210701
Customer: Town of Long View (NC)
Sales Rep: Taylor Rapp

Order Details

Order #: Q-94781
Order Date: 7/1/2021
Valid Until: 2/22/2021
Subscription Start Date: 7/1/2021
Subscription Term (months): 12

Customer Contact

Billing Contact: Town of Long View (NC)
T.J. Bates
Address: 2404 1st Ave SW
Long View, NC 28602

Billing Contact Email: tbates@mail.ci.longview.nc.us
Phone: (828) 327-2343
Fax:

Payment Terms

Payment Term:
PO Number:

Notes:

Subscription Service

Item	Type	Qty	Total
PowerDMS Pro Base	Recurring	1	\$3,000.00
Capture signatures to ensure acknowledgement of crucial content, and generate reports based on user activity. Create workflows to simplify content updates and approvals. View content changes side-by-side.			
PowerDMS Pro License	Recurring	50	\$781.31
Per user license for PowerDMS Pro			
PowerDMS Training	Recurring	50	\$375.00
Develop courses from your content to train employees, and create tests and exams to ensure understanding. Assign, track and award certificates.			
PowerDMS University - 1-99	Recurring	1	\$250.00
Access to PowerDMS University with unlimited Boot Camp registrations.			
Onboarding Lite Package	Services	1	\$0.00
This package ensures a smooth implementation and successful ongoing use of PowerDMS. This package includes Implementation Management: Led by a designated Implementation Specialist, guiding administrators through predetermined milestones to lead to a successful product launch, Project Management, Document and User Import and Site Configuration.			
TOTAL:			\$4,406.31

Additional Terms and Conditions

Payment Terms All invoices issued hereunder are due upon the invoice due date. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable.

Terms & Conditions Unless otherwise agreed in a written agreement between PowerDMS and Customer, this Service Order and the services to be furnished pursuant to this Service Order are subject to the terms and conditions set forth here: <http://www.powerdms.com/terms-and-conditions/>. The Effective Date (as defined in the terms and conditions) shall be the date set forth below.



t 800.749.5104 f 407.210.0113 www.powerdms.com 101 S. Garland Ave, Ste 300 Orlando, FL 32801

Service Order

Accepted and Agreed By Authorized Representative of:
Town of Long View (NC)

Signature: _____

Printed Name: _____

Title: _____

Date _____

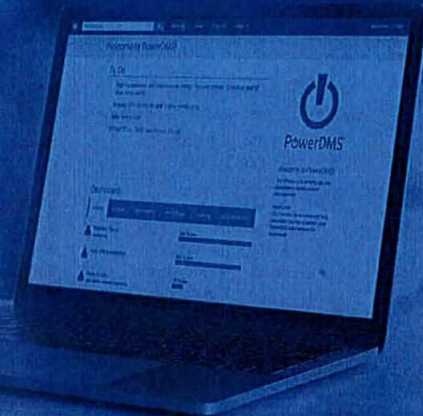
THE INFORMATION AND PRICING CONTAINED IN THIS SERVICE ORDER IS STRICTLY CONFIDENTIAL



PowerDMS

POLICY MANAGEMENT SYSTEM

Town of Long View, NC



PowerDMS Trusted in North Carolina

- North Carolina Dept. of Public Safety
- North Carolina State Bureau of Investigations
- Mecklenburg County
- Buncombe County
- Rockingham County
- Cabarrus County
- City of High Point
- City of Wilmington
- City of Fayetteville
- City of Burlington
- City of Claremont
- City of Rocky Mount
- Town of Wake Forest
- Town of Kernersville
- Town of Mooresville
- UNC – Greensboro
- UNC– Chapel Hill
- UNC – Charlotte
- NCS University
- Duke University
- Wake Forest University
- Guilford County Sheriff
- Cumberland County Sheriff
- Durham County Sheriff
- New Hanover County Sheriff
- Brunswick County Sheriff
- Forsyth County Sheriff
- Harnett County Sheriff
- Durham Police
- Greensboro Police
- Winston-Salem Police
- Durham Emergency Comms.
- Iredell County Emergency Comms.
- Chatham County Emergency Comms.
- Raleigh – Wake 911 Center
- Rutherford County 911 Comms.
- Catawba Emergency Management
- Alamance County Central Comms.



PowerDMS

Feature Overview



Content Management	Training Management	Public Transparency Add-On	Accreditation
• Centralize & Organize • Version Control • Secure Access • Quick Search • Distribution & Signature • Knowledge Testing • Email & Mobile Alerts • Custom Workflows • Review Cycles • Connected content • Integrated Systems • Partner Integrations • Unlimited Archiving • Admin Dashboards • Advanced Reporting • Employee Profiles	• E-Courses • Field Training • Remote Training • Classroom Training • Training Requests • Cert/Qual Tracking • Equipment Tracking • Training Hours • Tests & Surveys • Dashboards & Reports	• Website Linking • Folder Tree View • Auto Updating • Direct Control • No Gatekeepers	• Link Policies • Attach Proofs • Highlight sections • Schedule Tasks • Set Statuses • Run Reports • Conduct Assessments

PowerDMS

Feature Highlights



- Complete policy & procedure lifecycle management
- Drag-and-Drop Upload with Unlimited Storage
- Supports Word, Excel, PowerPoint, PDF, Image, & Video
- Integrations with Microsoft Office, Office365, One Drive, & Google Drive
- Customizable Document Templates
- Advanced Workflows & Communications Tools for Editing, Providing Feedback, & Approving
- Scheduled Review Cycles
- Side-by-Side Comparison of Document Changes
- Admin Dashboards & Governance Reports
- Automatic Email Alerts & Escalation
- Full-text, Keyword, & Advanced Search
- Folder-tree, Tagging, Bookmarking
- Security Controls, Permissions & Assignments
- Acknowledgement & Knowledge Testing
- Link to or from Third-Party Systems

PowerDMS

Technical Highlights

- Access from any internet-enabled device
- Free Mobile Apps - iOS & Android
- English & Spanish Languages
- Active Directory integration for authentication of user/group management
- Single-Sign-On capabilities
- Multi-geographic, U.S.-based data centers powered by Amazon Web Services GovCloud (US)
- Full disaster recovery processes including real-time replication to failover production site
- 256-bit AES, FIPS140-2 certified encryption (both in transit and at rest)
- Production infrastructure housed in SOC2 assessed data centers
- CJIS & HIPAA Policy Compliance

PowerDMS

PowerDMS[®]



About our Product

Solution Overview

PowerDMS simplifies policy & procedure management.

- Centralize & connect documents from multiple locations
- Increase collaboration with workflows
- Improve communication with alerts & reminders
- reduce complexities / faster processes
- Review - schedule, alert, track, ensure documents are kept up-to-date
- Alerts & Reminders
- Simple upload, integrations, API
- Connected - inside and outside PowerDMS
- Dashboards / Reporting / Archives

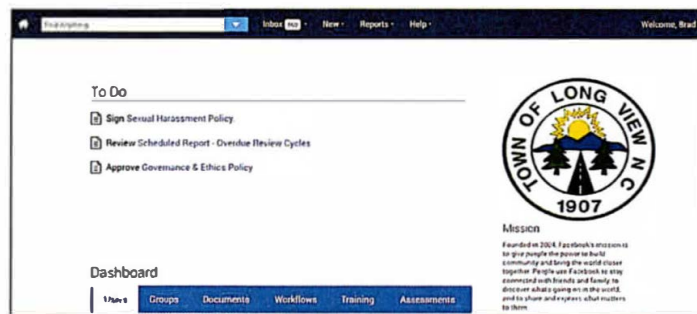


PowerDMS

Compliance Made Simple

With PowerDMS, you can develop, collaborate, approve, distribute, and track every policy and procedure document throughout its entire lifecycle.

This creates a single source of truth for all policy content & records



PowerDMS

Integrations & Import

Uploading & editing made easy with integrations to Microsoft Office, Office365, One-Drive, & Google Drive.



PowerDMS

User Permissions

PowerDMS provides a simple way for admins to customize user/group permissions, & assignments to ensure complete content control content in your site.



PowerDMS

Workflows

PowerDMS simplifies the policy development and approval process, allowing administrators to set a routing structure for document reviews, commenting, edits, or approvals. You can also create standard workflow templates to ensure consistent business processes.

The screenshot shows a dialog box titled "Start this workflow based on an existing template:". It contains a list of steps: Step 1 (Administration), Step 2 (Human resources), and Step 3 (Enlow, Brad (brad.enlow)). There are buttons for "Add Another Step", "Help With Workflow Steps", "Finish", "Save and Begin", and "Cancel". A checkbox "Save as Template for future use and name it: Policy Approval" is checked.

PowerDMS

Document & Workflow Templates

Document & Workflows templates can be customized and saved to ensure control & streamline processes.

The screenshot shows a dialog box titled "New Workflow". It contains a list of steps: Start, Step 1, Step 2, and Finish. There are buttons for "Add Another Step", "Help With Workflow Steps", "Finish", "Save and Begin", and "Cancel". A checkbox "Save as Template for future use and name it: Policy Approval" is checked.

The screenshot shows a dialog box titled "New Document". It contains a list of steps: Start, Step 1, Step 2, and Finish. There are buttons for "Add Another Step", "Help With Workflow Steps", "Finish", "Save and Begin", and "Cancel". A checkbox "Save as Template for future use and name it: Policy Approval" is checked.

PowerDMS

Track Changes & Real-Time Editing

PowerDMS offers side-by-side comparison and a discussion tab for simple collaborations.

When you need more, use track-changes & real-time editing of our Microsoft Office & Google Drive integrations.



PowerDMS

Schedule Review Cycles

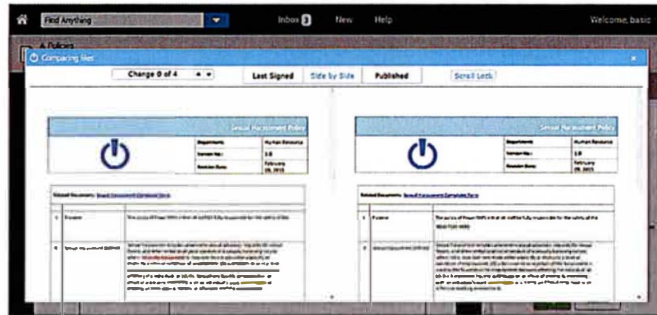
Schedule one-time or recurring review by date or simply by the last review to ensure document are kept updated and in compliance.



PowerDMS

Side-by-Side Comparison

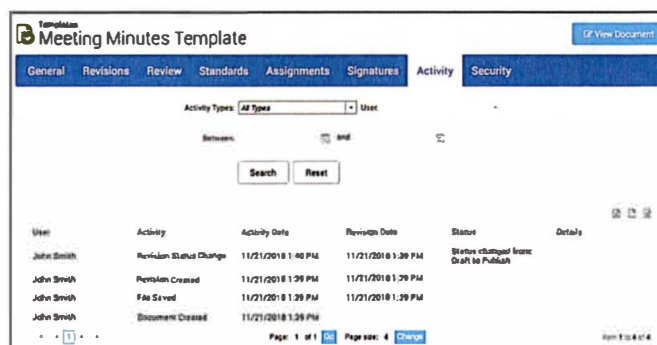
PowerDMS provides a unique side-by-side comparison feature allowing users to compare edits and updates of any document version, highlighting what has been added, deleted, or revised.



PowerDMS

Audit Trail

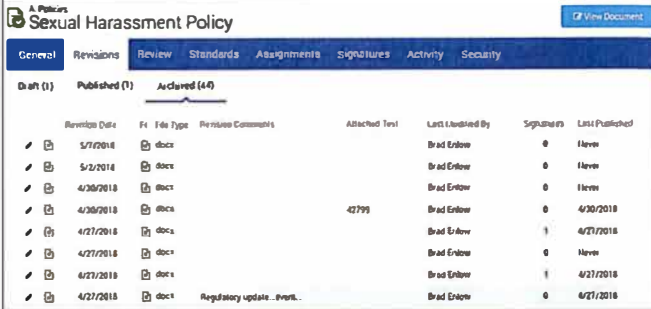
A complete history of every document is tracked in our system, including changes, review/approval comments, status, and signature history. We also store and track who has read, signed, edited, and approved each version of a document.



PowerDMS

Version Control

PowerDMS includes automatic version control features. When a policy is updated and approved, the previous version is archived and the new version is published. Administrators can access the draft and archived versions along with its history to provide as evidence of compliance to a policy at any given point in time.



Draft (1)	Published (1)	Archived (4)
Revision Date	File Type	Revision Comments
5/17/2018	docx	Brad Entrow
5/2/2018	docx	Brad Entrow
4/30/2018	docx	Brad Entrow
4/30/2018	docx	42799
4/27/2018	docx	Brad Entrow
4/27/2018	docx	Brad Entrow
4/27/2018	docx	Brad Entrow
4/27/2018	docx	Regulatory update...event...

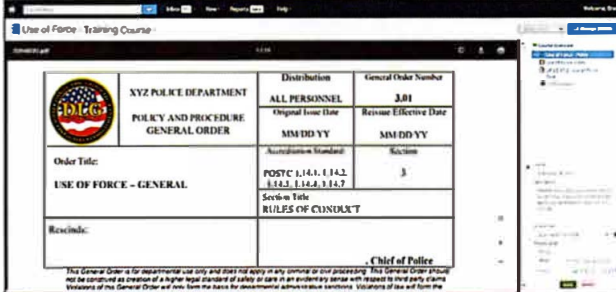
PowerDMS

Electronic Courses

Create custom courses to assist with employee onboarding and ongoing training requirements.

Schedule & assign recurring courses with email notifications.

Track records & report on key categories (IE. Use of Force, Bias, Pursuite, etc.)



XYZ POLICE DEPARTMENT		Distribution		General Order Number	
POLICY AND PROCEDURE		ALL PERSONNEL		3.01	
GENERAL ORDER		Original Issue Date		Revision Effective Date	
		MM/DD/YY		MM/DD/YY	
Order Title:		Acquisition Standard		Section	
USE OF FORCE - GENERAL		POSTC 1.14.1, 1.14.2, 1.14.3, 1.14.7		3	
Section Title:		RULES OF CONDUCT			
Recirculate:					
This General Order is for departmental use only and does not apply to any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an emergency service with respect to third party claims. Violations of this General Order will result from the basis for departmental administrative sanctions. Violations of law will result from the law. _____ Chief of Police					

* Training Management Module is a premium add-on feature

PowerDMS

In-Person Training

Create in-person trainings and either assign directly or allow staff to pick-and-choose which options works for their schedule.

Track & report on attendance, performance, fees, & course content records across current & past employees.

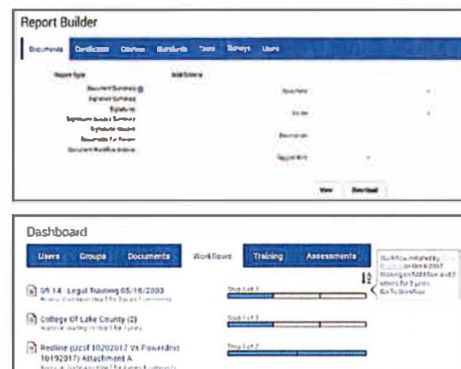


* Training Management Module is a premium add-on feature

PowerDMS

Reports & Dashboards

Our built-in reporting tool gives you the power to see the full history of actions for a particular piece of content – who has signed it, who needs to sign it, and any document review steps. These reports can be viewed within PowerDMS, or they can be exported to Excel.



PowerDMS

Anytime, Anywhere Access

PowerDMS is accessible from any internet-enabled device. A native mobile app is available for iOS and Android phones and tablets that allows employees to search for, view, and sign policies using the mobile app.



PowerDMS

ZkAccess Access Control Proposal

Town Clerk Stephanie Watson presented to the Board the quote for the electronic door locking system that the Town had received. The proposal is for 19 doors total which includes 11 doors at Town Hall, 6 doors at Public Works and 2 doors at the Recreation Center.

The proposal is broken down into two phases with Town Hall being in the first phase and the Public Works Department and Recreation Center being in the second phase.

She briefly went over the features of the system which include key fob access, hours of operation scheduling, select door access, motion activated unlock when leaving the building, etc. For safety purposes, the doors will be programed to unlock automatically in case of a fire so no one is locked in the building.

There will be some training to learn how to use the software.

There is an added cost to this project in that the Town will have to bring in its current locksmith to unlock all the doors.

When Alderman Tester asked what would happen if the building would lose power, Ms. Watson stated that for safety reasons the doors would automatically unlock to allow people to leave the building. The Town would be able to lock the doors manually. The system would notify someone of the power outage. The Town currently has backup generators for Town Hall and Public Works so the power would not be out for long.

There was some discussion about similar technology used in other businesses.

When asked about tech support, Ms. Watson stated that the company that work's on the Town's camera system would be the Town's tech support for this and usually they respond to a call within a day. She added that this software and setup have been installed and is in use in churches so it is not a new software on the market.

Alderman VanHorn stated that the only thing you might have to worry about is if one of the mechanisms on one of the doors goes out. It has happened on one of the gates at his work. This is more likely to happen to outside doors due to weather.

Ms. Watson stated that this all comes back to employee turnover. Within the last few years, the Town has had more turnover than usual. This may not continue but if an employee leaves, the Town has to change the locks and the codes. Unfortunately, the process for getting them changed could take a few days.

Alderman Tester stated that is especially concerning if you have a disgruntled employee.

Ms. Watson agreed and added that you try to keep your employees safe as much possible. The other side of that is that it is an expensive install.

Alderman VanHorn added that with this system, even if you don't get the employee's fob back, you can still go into the software and kill the fob's access immediately.

When Alderman VanHorn asked how the Town would pay for the locking system, Mr. Draughn stated that he would cover that in a latter part of the meeting.

Please review the attached revised ZkAccess Access Control Proposal for the Town of Longview.

Summary of Options

Phase Cost Summary		Cost	Deposit	Balance
Phase 1	Install (3) MAGLOCK & (8) Door Strikes at Town of Longview's Admin, Police & Fire Dept entry doors. Configure for IT Director to control & manage from ZkAccess web portal. Estimate: 6-7 Days Labor. No Server required	\$12,532.12 Includes Card Fobs	-\$6,000.00	\$6,532.12
Phase 2	Install (8) MAGLOCK at Town of Longview's Public Works, Garage & Recreation Center. Configure for IT Director to control & manage from ZkAccess web portal. No Server required Estimate: 5 Days Labor	\$10,865.59	\$5,000.00	\$5,865.59
Projects Totals		\$23,397.71	\$12,000.00	

Comparison of Access Control Systems:

Options		3xLogic Cloud	ZK Access Business	Required Special Deposit
Phase 1	Install (3) MAGLOCK & (8) Door Strikes at Town of Longview's Admin, Police & Fire Dept entry doors. Configure for IT Director to control & manage from a web portal. Estimate: 6-7 Days Labor. No Server required	\$14,368.37 *\$110.00 Monthly	\$12,532.12 No Monthly Fee	50% Deposit
Phase 2	Install (8) MAGLOCK at Town of Longview's Public Works, Garage & Recreation Center. Configure for IT Director to control & manage from a web portal. No Server required Estimate: 5 Days Labor	\$11,748.46 \$80.00 Monthly	\$10,865.59 No Monthly Fee	50% Deposit
Option: If a Windows Server is available the 3xLogic Infinias Essentials Version of the software can be installed for \$949 for a License. No Monthly Charge to manage door access.		\$26,116.83 *\$190.00 Monthly	\$23,397.71 No Monthly Fee	

Select Tech INC & Security
2155 North Center St
Hickory, NC 28602
Tel: (828) 328-4801
Fax: (828) 328-3954



March 18, 2021
Revised: Added
50 FOBs.

To: Mr. David Draughn, Town Administrator for Longview, 2420 1st Ave. NW Longview NC 28602
(828) 322-3921
From: Select Tech Inc. & Security (License # 2597-CSA)

Subject: PHASE 1: PROPOSAL TO INSTALL AN IN-HOUSE ZK ACCESS CONTROL SYSTEM TO SUPPORT
(11) DOORS AT TOWN OF LONGVIEW ADMINISTRATIVE, POLICE AND FIRE
DEPARTMENT ENTRY/EXITS

PHASE 2: PROPOSAL TO INSTALL AN IN-HOUSE ZK ACCESS CONTROL SYSTEM TO SUPPORT
(8) DOORS AT TOWN OF LONGVIEW PUBLIC WORKS, GARAGE & RECREATION
CENTER DOORS

1. Thank you for the opportunity to install an enterprise in-house access control system at the Town of Longview to support your administrative offices, Police and Fire, Public Works, the garage and recreation center. Last month Select Tech Security visited your offices and recommend we install the 3xLogic's Cloud-Based Access Control Solution or the in-house ZK Access Control system that we have installed at many businesses and churches. This proposal will quote the in-house ZK Access Control System.



2. The Zk Access Control System makes it easy to control access for the Town's staff and guests. From your web-browser you can connect and view multiple Zk Access Control Panel from one dashboard.

Features

- Logs are generated every time a door is accessed by an employee's access control proximity card. Reports are easily created, such as time and attendance, off hours activities, etc.
- Specific doors can be programmed to unlock between certain hours. Example, during OPEN HOUSE or public events a specific door can be programmed to be unlocked from 5:30PM to 7:30PM and automatically relock at 7:31PM.
- Login directly to the Zk Access Control System without the need to install special software on a Windows Server.

Once the Zk Access Control System is installed there is no monthly service fee.

3. The following is a list of our recommended access control door hardware and safety devices.

Phase 1: Install Access Control on Admin Offices, Police and Fire Dept Doors

Longview Administrative Offices 5 Doors	Lock	Safety Interlocks
Town Hall Lobby Main Door	MAG	Exit Button & Motion *Need fabrication of hardware Exit Button & Motion. Already has an ADA rated exit door.
Town Hall PDSide Lobby Door	MAG	Exit Button & Motion *Need fabrication of hardware Exit Button & Motion. Already has an ADA rated exit door.
Main Office Door	Strike	None: Single Push or Turn of Doorknob to Exit
Office Door	Strike	None: Single Push or Turn of Doorknob to Exit
Lobby Hall	Strike	None: Single Push or Turn of Doorknob to Exit
Town of Longview Public Police & Fire Portion 6 Doors		
Upper-Level Exit/Entry Fire Department	Mag	Exit Button & Motion *Need fabrication of hardware Exit Button & Motion. Already has an ADA rated exit door.
Entry/Exit Upper-level Entry Police	Strike	None: Push Bar to Exit
Entry/Exit Upper-level Entry Police	Strike	None: Push Bar to Exit
Break Room Exit (Right of Major's Office)	Strike	None: Push Bar to Exit
Investigations Division Door	Strike	None: Single Push or Turn of Doorknob to Exit
Lower-Level Exterior Door Fire Bay	Strike	None: Push Bar to Exit

3. Proposal for Phase 1: Estimated Cost for Access Control on Door Maglock/Strikes on Town of Longview' Admin, Police and Fire Department Offices

ADMIN OFFICES

Phase 1: 11 Total Doors		Details: 3 Maglocks + 8 Door Strikes	Cost	Qty	Total
ZKAccess	4-door Access Kit	Commercial (4) Door Access Kit .Programmable unit. Schedules lock and door times with software.	\$839.00	1	\$839.00
4-Door System Atlas 400 Series	 1 yr. Mfg. warranty		Suggested Price \$1,005.00		
ZKAccess	2-door Access Kit	Commercial (2) Door Access Kit .Programmable unit. Schedules lock and door times with software.	\$712.30	1	\$712.30
1-Door System Atlas 100 Series	 1 yr. Mfg. warranty		Suggested Price \$899.00		

ZKTECO Weatherproof Reader/Keypad Upgraded. Vandal Proof for outdoors	Vandal Proof Design 	SMK-H ZkTeco IP-65 Rated Keypad & Proximity Reader. Great for outdoors. Rugged/vandal proof	\$159.00	2	\$318.00
Keypad Up to 1000 + codes	 1 yr. Mfg. warranty	ZKAccess Control Keypad: Not to be used in direct Sunlight/Light.	\$83.10 Indoor	3	\$249.30
Mag Lock Main Entrances		600LBS Mag Lock + Lock Spacer	\$124.11	2	\$248.22
Lock Spacer	Spacer: Mag Lock	Locker Spacer	\$31.30	2	\$62.60
Door Strike		Door Strike ELC STR 12/24 Volt 1 1/4 7/8 Frame Type	\$96.10	3	\$288.30
*Requires Locksmith	* Doors will require locksmith to de-key do egress and entry is -grab knob and open or push. * Not include in quote				
Motion: Request to Exit	 Bosch	Motion: Automatically unlocks door 1 yr. Mfg. warranty	\$76.12	2	\$152.24
Rugged, Smaller Size Proximity Card		Resin, durable 3xLogic Proximity Card 124KHZ	\$4.45	50	\$222.50
Push to Exit: Generic		RTE Pushbutton: Request to Exit 1 yr. Mfg. warranty	\$66.99	2	\$133.98
18/6 Cable	Access Control	18/6 Shielded Cable 500'	\$189.50	1	\$189.50
Police & Fire Department 1 Maglock + 5 Door Strike - One Push turn know to exit					
ZKAccess 4-Door System Atlas 400 Series	4-door Access Kit  1 yr. Mfg. warranty	Commercial (4) Door Access Kit .Programmable unit. Schedules lock and door times with software,	\$839.00 Suggested Price \$1,005.00	1	\$839.00

ZKAccess 1-Door System Atlas 100 Series	2-door Access Kit  1 yr. Mfg. warranty	Commercial (2) Door Access Kit .Programmable unit. Schedules lock and door times with software.	\$712.30 Suggested Price \$899.00	1	\$712.30
ZKTECO Weatherproof Reader/Keypad Upgraded. Vandal Proof for outdoors	Vandal Proof Design 	SMK-H ZkTeco IP-65 Rated Keypad & Proximity Reader. Great for outdoors. Rugged/vandal proof	\$159.00	6	\$954.00
Keypad Up to 1000 + codes	 1 yr. Mfg. warranty	ZKAccess Control Keypad: Not to be used in direct Sunlight/Light, hard to see.	\$83.10 Indoor	NA	Optional Not Vandal Proof
Mag Lock Main Entrances (3)		600LBS Mag Lock + Lock Spacer	\$124.11	1	\$124.11
Lock Spacer	Spacer: Mag Lock	Locker Spacer	\$31.30	1	\$31.30
Door Strike		Door Strike ELC STR 12/24 Volt 1 1/4 7/8 Frame Type	\$96.10	5	\$480.50
Motion: Request to Exit	 Bosch	Motion: automatically unlocks door 1 yr. Mfg. warranty	\$76.12	1	\$76.12
Push to Exit: Generic		RTE Pushbutton: Request to Exit 1 yr. Mfg. warranty	\$66.99	1	\$66.99
18/6 Cable	Access Control	18/6 Shielded Cable 500'	\$189.50	2	\$379.00
Misc. Hardware	Screws,UTP ends	Caulk, zip ties, etc	\$36.00	1	\$36.00
Labor: Install 11 Access Controllers, (3) MAG Locks (8) Door Strikes, install 18/6 cable to each door, install access control hardware, configure ZkAccess software. Requires network connection to access web interface, Enables IT manager to control access control from the local LAN Portal.					
Project Very labor intensive				6-7 Days	\$5,400.00 \$800.00 \$4,600.00
Sub-Total Hardware & Labor					\$11,712.26
Tax					\$819.88
Project Total					\$12,532.12
Deposit					\$6,000.00
Balance when project complete					\$6,532.12

*No Monthly Access Charge

4. Phase 2: Access Control on Town of Longview Public Works, Garage & Recreation Center

Town of Longview Public Works 4 Doors	Lock	Safety Interlocks
Public Main Door	MAG	Exit Button & Motion: Door too narrow for standard Strike hardware.
Public Breakroom	Mag	Exit Button & Motion Door too narrow for standard Strike hardware.
Public Hall Door Access	Mag	Exit Button & Motion Door too narrow for standard strike hardware.
Sign Bay Door	Mag	Exit Button & Motion Door too narrow for standard Strike hardware.
Town of Longview Public Works (GARAGE) 2 Doors		
Public Works Garage Main Door	Mag	Exit Button & Motion Door too narrow for standard Strike hardware.
Public Works Garage Back Door	Mag	Exit Button & Motion Door too narrow for standard Strike hardware.
Town of Longview Recreation Center (2 Doors)		
Exterior Kitchen Door	MAG	Exit Button & Motion Door too narrow for standard Strike hardware.
Main Entry Front Door	MAG	Exit Button & Motion Door too narrow for standard Strike hardware.

5. Proposal for Phase 2: Estimated Cost for Access Control on Door Maglock/Strikes on Town of Longview Public Works, Garage and Recreation Center

Phase 2	Item	Details	Cost	Qty	Total
Public Works Main - 4- Doors					
ZKAccess 4-Door System Atlas 400 Series	4-door Access Kit  1 yr. Mfg. warranty	Commerical (4) Door Access Kit .Programmable unit Schedules lock and door times with software.	\$839.00 Suggested Price \$1,005.00	1	\$839.00

Mag Lock Main Entrances (3)		600LBS Mag Lock +Lock Spacer	\$124.11	4	\$496.44
Lock Spacer	Spacer: Mag Lock	Locker Spacer	\$31.30	4	\$125.20
Motion: Request to Exit	 Bosch	Motion: automatically unlocks door 1 yr. Mfg. warranty	\$76.12	4	\$304.48
Push to Exit: Generic		RTE Pushbutton: Request to Exit 1 yr. Mfg. warranty	\$66.99	4	\$267.96
ZKTECO Weatherproof Reader/Keypad Vandal Proof for outdoors	Vandal Proof Design 	SMK-H ZkTeco IP-65 Rated Keypad & Proximity Reader. Great for outdoors. Rugged/vandal proof	\$159.00	4	\$636.00
Keypad Up to 1000 + codes	 1 yr. Mfg. warranty	ZKAccess Control Keypad: Not to be used in direct Sunlight. Light. hard to see.	\$83.10 Indoor	NA	Optional Not Vandal Proof
Door Strike		Door strikes: ELC STR 12/24 Vol. 1 1/2-4 7/8" Frame Type Strike	Doors too narrow for standard 1 1/2-4 7/8" Door Strike. Will double check with Hardware Distributors on narrow/slim strike door hardware options		
18/6 Cable	Access Control	18/6 Shielded Cable 500'	\$189.50	1	\$189.50
Public Works Garage: 2 Doors					
ZKAccess 1-Door System Atlas 100 Series	2-door Access Kit  1 yr. Mfg. warranty	Commerical (2) Door Access Kit .Programmable unit Schedules lock and door times with software.	\$712.30 Suggested Price \$899.00	1	\$712.30
Mag Lock Main Entrances (3)		600LBS Mag Lock +Lock Spacer	\$124.11	2	\$248.22
Lock Spacer	Spacer: Mag Lock	Locker Spacer	\$31.30	2	\$62.60

Motion: Request to Exit		Motion: automatically unlocks door 1 yr. Mfg. warranty	\$76.12	2	\$152.24
Push to Exit: Generic		RTE Pushbutton: Request to Exit 1 yr. Mfg. warranty	\$66.99	2	\$133.98
ZKTECO Weatherproof Reader/Keypad Vandal Proof for outdoors		SMK-H ZkTeco IP-65 Rated Keypad & Proximity Reader. Great for outdoors. Rugged/vandal proof	\$159.00	2	\$318.00
18/6 Cable	Access Control	18/6 Shielded Cable 500'	\$189.50	1	\$189.50
Public Works Recreation Center: 2 Doors					
ZKAccess 1-Door System Atlas 100 Series		Commerical (2) Door Access Kit Programmable unit Schedules lock and door times with software	\$712.30 Suggested Price \$899.00	1	\$712.30
Mag Lock Main Entrances (3)		600LBS Mag Lock +Lock Spacer	\$124.11	2	\$248.22
Lock Spacer	Spacer: Mag Lock	Locker Spacer	\$31.30	2	\$62.60
Motion: Request to Exit		Motion: automatically unlocks door 1 yr. Mfg. warranty	\$76.12	2	\$152.24
Push to Exit: Generic		RTE Pushbutton: Request to Exit 1 yr. Mfg. warranty	\$66.99	2	\$133.98
ZKTECO Weatherproof Reader/Keypad Vandal Proof for outdoors		SMK-H ZkTeco IP-65 Rated Keypad & Proximity Reader. Great for outdoors. Rugged/vandal proof	\$159.00	2	\$318.00
18/6 Cable	Access Control	18/6 Shielded Cable 500'	\$189.50	Use Available Cable	
Misc Hardware for 8 Doors	Zip ties, splice	Caulk and shims as required	\$32.00	1	\$32.00

Labor:	Install 8 Access Controllers, (8) MAG Locks Run approx. 2,000' CAT6E cables from door controller to access top POE switches using non plenum cable. Program all doors to enable IT manager to control access control from the Web - Portal. Estimated Labor: \$120 X 36=\$4,320 - \$500 Discount = \$3,820.00	5 Days	\$4,320.00 -\$500.00 \$3,820.00
Sub-Total Hardware & Labor			\$10,154.78
Tax			\$710.63
Project Total			\$10,865.59
Deposit			\$5,000.00
Balance when project complete			\$5,865.59

Phase Cost Summary		Cost	Deposit	Balance
Phase 1	Install (3) MAGLOCK & (8) Door Strikes at Town of Longview's Admin, Police & Fire Dept entry doors. Configure for IT Director to control & manage from Infinias CLOUD web portal. Estimate: 6-7 Days Labor	\$12,532.12	-\$6,000.00	\$6,532.12
Phase 2	Install (8) MAGLOCK at Town of Longview's Public Works, Garage & Recreation Center. Configure for IT Director to control & manage from Infinias CLOUD web portal. Estimate: 3 Days Labor	\$10,865.59	\$5,000.00	\$5,865.59
Projects Totals		\$23,397.71	\$12,000.00	

Comparison 3xLogic Cloud/or Infinias Software VS ZkAccess Door Control Software

Options		3xLogic Cloud	ZK Access Business	Required Special Deposit
Phase 1	Install (3) MAGLOCK & (8) Door Strikes at Town of Longview's Admin, Police & Fire Dept entry doors. Configure for IT Director to control & manage from Infinias CLOUD web portal. Estimate: 6-7 Days Labor	\$14,368.37 *\$110.00 Monthly	\$12,532.12 No Monthly Fee	50% Deposit
Phase 2	Install (8) MAGLOCK at Town of Longview's Public Works, Garage & Recreation Center. Configure for IT Director to control & manage from Infinias CLOUD web portal. Estimate: 5 Days Labor	\$11,748.46 \$80.00 Monthly	\$10,865.59 No Monthly Fee	50% Deposit
Option: If a Windows Server is available the 3xLogic Infinias Essentials Version of the software can be installed for \$949 for a License. No Monthly Charge to manage door access.		\$26,116.83 *\$190.00 Monthly	\$23,397.71 No Monthly Fee	

. Select Tech Inc is a veteran and woman owned business. We are looking forward to serving you.

3xLogic Warranty Information:

Your 3Honeywell DVR and security cameras with a 2 year mfg warranty. Our workmanship warranty is a full 3 years from date of installation. Within 90 days we will correct or repair any camera or NVR related issue free of charge. After 90 days, a labor rate of \$95 per hour will be charged plus \$10 travel.

Insurance Disclaimer:

To the maximum extent permitted by law, the Customer agrees to limit the Vendor's liability for damages to the sum of \$5000.00 or the Customer's contract sum, whichever is greater. This limitation shall apply regardless of the cause of action legal theory or asserted.

Please sign this acceptance of this proposal and the payment schedule above.

Date
David W. Willis

Date
Town of Longview Representative

PLANNING / CODE ENFORCEMENT – TOWN PLANNER CHARLES MULLIS

Town Planner Charles Mullis requested that the Board change some of the fee schedules dealing with Planning and Zoning Applications. He requested that Rezoning Applications, Variance Applications, Special Use Permits, Appeal Petitions, Floodplain Development, and Annexation Petitions go from the current rate of \$200 to a requested rate of \$300. The Town is required by general statutes to advertise these items by a legal ad in a local newspaper and unfortunately the cost of placing an ad in the paper has gone up. The Town is losing money in advertising and the tax payers are having to cover the cost over the current fee schedule rate. The amount requested is to cover the cost of the ads.

When asked if it is run in any other papers, Mr. Mullis stated that the general statutes state that the ad must be run in a newspaper of general circulation in this area and that is the Hickory Daily Record. Mr. Mullis stated that maybe one day they will allow Towns to only have to show ads on their webpage but until that changes, the Town must run these ads in the newspaper.

There was some discussion about other newspapers and the cost to run an ad.

Mr. Mullis stated for the Single-Family Residential fee change, the rate was already approved by the Board but it had not been adjusted in the fee schedule.

In the Code Enforcement heading, the following items were changed in the past during the amendment to the grass height ordinance: Demolition, Code Enforcement Violations, and Grass Cutting/Clearing. It was not implemented into the fee schedule at that time of the amendment. It needs to be done now.



TOWN OF LONG VIEW

2404 1st AVENUE SOUTHWEST
LONG VIEW, NC 28602
TELEPHONE: (828) 322-3921 FAX: (828) 578-6637

Memorandum

To: David Draughn, Town Administrator

From: Charles Mullis, Planner *CM*

Date: March 15, 2021

Subject: Planning & Code Enforcement Fee Schedule Changes

The Town of Long View Planning & Code Enforcement Department requests the following Fee Schedule Changes for Fiscal Year 2021-2022:

PLANNING & ZONING DEPARTMENT

	<u>Current</u>	<u>Requested</u>
Rezoning Applications:	\$200.00	\$300.00
Variance Applications:	\$200.00	\$300.00
Special Use Permits:	\$200.00	\$300.00
Appeal Petitions:	\$200.00	\$300.00
Floodplain Development:	\$200.00	\$300.00
Annexation Petitions:	\$200.00	\$300.00
Single-Family Residential:	\$20.00	\$30.00

CODE ENFORCEMENT

	<u>Current</u>	<u>Requested</u>
Demolition:	Cost plus \$62.00	Cost plus \$175.00
Code Enforcement Violations:	\$50.00/Day	\$175.00/Day
Grass Cutting/Clearing:	Cost plus \$62.00	Cost plus \$175.00



TOWN OF LONG VIEW

2404 1st AVENUE SOUTHWEST
LONG VIEW, NC 28602

TELEPHONE: (828) 322-3921 FAX: (828) 578-6637

Action Suggested:

I move that the Board of Aldermen increase Planning and Code Enforcement fees as requested.

The increase in fees is primarily due to increased costs associated with advertising for public hearings in the Hickory Daily Record as required by North Carolina General Statutes.

Code Enforcement fees were increased earlier in Fiscal Year 2020 and are now reflected in the fee schedule.



Dell Computers

Finance Director James Cozart informed the Board that the Administration/Finance Department was requesting two new Dell computers. Computer purchases for this department are set up on a three-year rotation so there will not be a need to buy all new computers for everyone at one time.



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000079935470.1	Sales Rep	Trenton Burk
Total	\$2,477.77	Phone	(800) 456-3355, 6179095
Customer #	5412677	Email	Trenton_Burk@Dell.com
Quoted On	Mar. 01, 2021	Billing To	ACCOUNTS PAYABLE
Expires by	Mar. 31, 2021		TOWN OF LONG VIEW
			2404 1ST AVE SW
			HICKORY, NC 28602-2009

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Trenton Burk

Shipping Group

Shipping To	Shipping Method
STEPHANIE WATSON TOWN OF LONG VIEW 2404 1ST AVE SW HICKORY, NC 28602-2009 (828) 322-5919	Standard Delivery

Product	Unit Price	Quantity	Subtotal
OptiPlex 3080 Small Form Factor	\$902.85	2	\$1,805.70
Dell 24 Monitor - P2419H	\$202.49	2	\$404.98
Dell Pro Stereo Soundbar – AE515M (Skype for Business certified)	\$52.49	2	\$104.98

Subtotal:	\$2,315.66
Shipping:	\$0.00
Estimated Tax:	\$162.11
Total:	\$2,477.77

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To

STEPHANIE WATSON
TOWN OF LONG VIEW
2404 1ST AVE SW
HICKORY, NC 28602-2009
(828) 322-5919

Shipping Method

Standard Delivery

		Quantity	Subtotal	
OptiPlex 3080 Small Form Factor		\$902.85	2	\$1,805.70
Estimated delivery if purchased today: Mar. 18, 2021 Contract # C000000008653 Customer Agreement # 204A-ITS-400203				
Description	SKU	Unit Price	Quantity	Subtotal
OptiPlex 3080 SFF XCTO	210-AVPR	-	2	-
10th Generation Intel Core i5-10600 (6-Core, 12MB Cache, 3.3GHz to 4.8GHz, 65W)	338-BVCC	*	2	*
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	2	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	2	-
8GB (1x8GB) DDR4 non-ECC Memory	370-AEBK	-	2	-
M.2 256GB PCIe NVMe Class 40 Solid State Drive	400-BEUS	-	2	-
M.2 22x30 Thermal Pad	412-AAQT	-	2	-
M2X3.5 Screw for SSD/DDPE	773-BBBC	-	2	-
No Additional Hard Drive	401-AANH	-	2	-
Intel Integrated Graphics, Dell OptiPlex	490-BBFG	-	2	-
OptiPlex 3080 Small Form Factor with 200W up to 85% efficient Power Supply (80Plus Bronze)	329-BEUN	*	2	*
System Power Cord (Philippine/TH/US)	450-AAOJ	-	2	-
DVD+/-RW Bezel	325-BDSG	-	2	-
8x DVD+/-RW 9.5mm Optical Disk Drive	429-ABFH	-	2	-
CMS Essentials DVD no Media	658-BBTV	-	2	-
No Media Card Reader	379-BBHM	-	2	-
Speaker for Tower and SFF	520-AARD	-	2	-
No Wireless LAN Card	555-BBFO	-	2	-
No Wireless Driver	340-AFMQ	-	2	-
Chassis Intrusion Switch - SFF	461-AAEE	-	2	-
No Stand Option	575-BBBI	-	2	-
No Additional Cable Requested	379-BBCY	-	2	-
No PCIe add-in card	492-BBFF	-	2	-
No Additional Add In Cards	382-BBHX	-	2	-
No Additional Video Ports	492-BCKH	-	2	-
Dell KB216 Wired Keyboard English	580-ADJC	-	2	-
Dell Optical Mouse - MS116 (Black)	570-ABIE	-	2	-
No Cable Cover	325-BCZQ	-	2	-

SupportAssist	525-BBCL	-	2	-
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	2	-
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	2	-
Waves Maxx Audio	658-BBRB	-	2	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	2	-
OS-Windows Media Not Included	620-AALW	-	2	-
ENERGY STAR Qualified	387-BBLW	-	2	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	2	-
Dell Watchdog Timer	379-BDWG	-	2	-
Quick Setup Guide 3080 SFF	340-CPVF	-	2	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	2	-
Shipping Material for SFF (DAO)	340-CQYR	-	2	-
Shipping Label for DAO,BRZ	389-BBUU	-	2	-
SFF: EPA Regulatory LBL for Mexico	389-DVCL	-	2	-
No CompuTrace	461-AABF	-	2	-
No Hard Drive Bracket, Dell OptiPlex	575-BBKX	-	2	-
Desktop BTO Standard shipment	800-BBIO	-	2	-
No Anti-Virus Software	650-AAAM	-	2	-
Custom Configuration	817-BBBB	-	2	-
No Out-of-Band Systems Management	631-ACMW	-	2	-
No External ODD	429-ABGY	-	2	-
No Optane	400-BFPO	-	2	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	2	-
Dell Limited Hardware Warranty Plus Service	803-8583	-	2	-
ProSupport: Next Business Day Onsite, 3 Years	803-8646	-	2	-
ProSupport: 7x24 Technical Support, 3 Years	803-8702	-	2	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	2	-

			Quantity	Subtotal
Dell 24 Monitor - P2419H	\$202.49		2	\$404.98

Estimated delivery if purchased today:
Mar. 09, 2021
Contract # C000000008653
Customer Agreement # 204A-ITS-400203

Description	SKU	Unit Price	Quantity	Subtotal
Dell 24 Monitor - P2419H	210-AQDX	-	2	-
Dell Limited Hardware Warranty	814-5380	-	2	-
Advanced Exchange Service, 3 Years	814-5381	-	2	-

			Quantity	Subtotal
Dell Pro Stereo Soundbar – AE515M (Skype for Business certified)	\$52.49		2	\$104.98

Estimated delivery if purchased today:
Mar. 09, 2021
Contract # C000000008653
Customer Agreement # 204A-ITS-400203

Description	SKU	Unit Price	Quantity	Subtotal
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Dell Pro Stereo Soundbar – AE515M (Skype for Business certified)

520-AAOR

- 2 -

Subtotal:	\$2,315.66
Shipping:	\$0.00
Estimated Tax:	\$162.11
Total:	\$2,477.77

BUDGET PROJECTIONS

Revenue Discussions for 2021-2022 Fiscal Year

Finance Director James Cozart informed the Board that in the General Fund, when looking at the Sales and Use Tax, the Town has collected 22% more than what was originally budgeted. This was due to the guidance the Town received last year from the North Carolina League of Municipalities due to COVID-19. He requested that the Town bump that number to more of an actual number. This year the budgeted amount was \$1,168,000. The suggested amount for next year is \$1,300,000.

There was some discussion about the COVID relief money and how it was budgeted.

In Ad Valorem Taxes, the Town has already collected 102% of what was budgeted for the current year in property taxes. Vehicle tax collection is doing very well. The state has collected more than estimated and he wished to bump that a little more this year. The Town's other revenues are going to be in line with what the Town has budgeted.

General Fund

Finance Director James Cozart stated that without guidance from the State, he felt the Town could bump the general fund revenues by 5%.

The only thing in both funds that the Town will need to adjust is interest. The Town has received no significant interest.

In the General Fund, the Town is looking to go from \$3.5 million this year to \$3.7 million next year.

Utility Fund

Finance Director James Cozart stated that in the Utility Fund, revenues do not change a lot. It is based on what the City of Hickory charges the Town. Interest in the Utility Fund is down. Even with the 3% increase that the Town will have to charge due to Hickory raising their rates, the Utility Fund will only grow by 1%.

Reconnect fees and return check fees are down due to online payment options. The Town has only about 40 of 50 utility cutoffs per month.

The Utility Fund will remain stable as far as revenue for next year.

Powell Bill

Finance Director James Cozart informed the Board that the Town has not yet received the formula from the State for Powell Bill funds. The current cash balance of the Powell Bill Fund is \$498,586.01. Looking at the past five years of allocations, each year the amount gets a little bit less.

When Mayor Thompson asked how many Town maintained roads were still gravel, Public Works Director Chris Eckard stated that there were four roads.

**TOWN OF LONG VIEW
POWELL BILL INFORMATION**

CASH BALANCE AS OF 3/22/2021 \$498,586.01

5 YEAR ALLOCATION HISTORY

2020-2021 FISCAL YEAR	\$131,311.98
2019-2020 FISCAL YEAR	\$139,685.01
2018-2019 FISCAL YEAR	\$140,740.66
2017-2018 FISCAL YEAR	\$143,153.42
2016-2017 FISCAL YEAR	\$143,911.02

General Fund Debt Schedule

Finance Director James Cozart informed the Board that in November, the Town will pay off the Administration & Fire Dept Vehicle loan. The Fire Truck and Equipment Loan will be paid off in 2033. The Brush Truck Loan will be paid off in 2025.

As of next fiscal year, the Town is looking at an annual payment of \$121,295.75.

**TOWN OF LONG VIEW
SCHEDULE OF DEBT
GENERAL FUND**

<u>DESCRIPTION OF DEBT</u>	<u>BALANCE DUE 7/1/21</u>	<u>ANNUAL PAYMENT FOR FY '21-'22</u>	<u>PAYOFF DATE</u>
RADIO EQUIPMENT / PUBLIC WORKS TRUCKS	\$51,913.27	\$27,063.61	8/29/2022
ADMINISTRATION & FIRE DEPT VEHICLE LOAN	\$13,163.76	\$13,163.76	11/6/2021
FIRE TRUCKS AND EQUIPMENT LOAN	\$480,494.28	\$48,118.49	8/24/2033
BRUSH TRUCK	\$123,480.34	\$32,949.89	8/16/2025
TOTALS:	\$669,051.65	\$121,295.75	

Utility Fund Debt Schedule

Finance Director James Cozart presented to the Board the Schedule of Debt in the Utility Fund. The Meter Reading Truck will be paid off in August of 2022. The 19th St NW Sewer Project will be paid off in 2024. The Utility Project will run until 2030. For the General Fund Repayment to the Utility Fund the balance due is \$476,000.

Alderman Mays stated that the General Fund Repayment does need to be accounted for. Mr. Cozart stated that he does keep a running record of payments.

TOWN OF LONG VIEW SCHEDULE OF DEBT UTILITY FUND			
DESCRIPTION OF DEBT	BALANCE DUE 7/1/21	ANNUAL PAYMENT FOR FY '21-'22	PAYOFF DATE
19TH ST NW SEWER PROJECT	\$101,958.96	\$37,096.49	5/1/2024
METER READING TRUCK	\$11,395.59	\$5,940.80	8/29/2022
UTILITY PROJECT	\$450,000.00	\$50,359.41	11/30/2030
**GENERAL FUND REPAYMENT HENRY FORK	\$476,000.00	\$60,000.00	
TOTALS:	\$1,039,354.55	\$153,396.70	
** NOT SHOWN IN AUDIT REPORT AS DEBT.			

Proposed 2021-2022 Water and Sewer Rates

Finance Director James Cozart presented to the Board the proposed 2021-2022 Water and Sewer Rates. The City of Hickory has notified the Town of a 3% water and 3% sewer increase. Under the current schedule, a minimum bill (3,000 gallons of use for water, sewer and garbage) for inside town limits is \$55.62. With the City of Hickory's 3% increase and the 3% increase in garbage collection fees, the new inside limits minimum rate will be \$57.29. That is an increase of \$1.67.

For outside customers, a minimum bill for water only would go from \$42.53 to \$43.81. Sewer would go from \$44.54 to \$45.88.

The Town will make a note in the June water bills so that customers will expect the change.



City of Hickory
PO Box 398
Hickory, NC 28603
Phone: (828) 323-7427
Fax: (828) 322-1405
Email: spennell@hickorync.gov

Public Utilities

February 25, 2021

Mr. David Draughn, Town Administrator
Town of Long View
240 1st Avenue SW
Hickory, NC 28602

RE: Proposed Public Utility Rate Increase for FY21-22

Dear Mr. Draughn:

The City of Hickory Public Utilities Department is proposing a 3.0% rate increase for FY21-22. This rate increase is subject to Hickory City Council approval as a component of the comprehensive City of Hickory budget. We feel this is necessary in order to continue providing quality utility service. If approved, this 3.0% increase will become effective on July 1, 2021.

Should you have any questions, please do not hesitate contacting me at (828) 323-7427 or via e-mail at spennell@hickorync.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Shawn Pennell".

M. Shawn Pennell
Public Utilities Director

PC: Mr. Warren Wood, City Manager
Mr. Rodney Miller, Assistant City Manager

MSP/kj

TOWN OF LONG VIEW
2021-2022 WATER AND SEWER RATES
EFFECTIVE FOR BILLS DATED JULY 1, 2021-JUNE 30, 2022

INSIDE LONG VIEW TOWN LIMITS

WATER RATE	0 - 3,000 Gallons	\$21.91
	Over 3,000 Gallons	\$2.45 per 1,000 Gallons
SEWER RATE	0 - 3,000 Gallons	\$22.94
	Over 3,000 Gallons	\$2.39 per 1,000 Gallons
GARBAGE & RECYCLING		\$12.44

OUTSIDE LONG VIEW TOWN LIMITS

WATER RATE	0 - 3,000 Gallons	\$43.81
	Over 3,000 Gallons	\$4.90 per 1,000 Gallons
SEWER RATE	0 - 3,000 Gallons	\$45.88
	Over 3,000 Gallons	\$4.77 per 1,000 Gallons

***** SEWER IS BILLED BASED ON WATER CONSUMPTION*****

THE BILLS ARE MAILED ON THE 1ST OF EACH MONTH AND ARE DUE BY THE 15TH. IF NOT PAID BY THE 15TH, A \$15.00 LATE FEE WILL BE ADDED ON THE 16TH. IF STILL NOT PAID BY THE 25TH, SERVICE WILL BE DISCONNECTED ON THE 26TH AND A \$35.00 FEE WILL BE ADDED.

FOR YOUR CONVENIENCE, A DROP BOX IS AVAILABLE AT THE DRIVE-UP WINDOW.

WE ALSO OFFER BANK DRAFT SERVICES. WE CHARGE A \$26.00 RETURNED CHECK FEE FOR ANY RETURNED ITEMS.

NOW ACCEPTING DEBIT/CREDIT CARDS IN OFFICE. YOU CAN ALSO PAY ONLINE AT WWW.CI.LONGVIEW.NC.US OR BY CALLING 1-844-915-2879.

Where Does Each Fund Stand Today?

Finance Director James Cozart informed the Board that the General Fund as of today (March 22, 2021) is running a surplus of \$712,062.88. The Utility Fund is running a surplus of \$311,056.39.

Items Requested by Department

Town Administrator David Draughn presented to the Board a list of everything that was requested during the budget retreat. The total amount for these items is \$518,356.

Town of Long View Items Requested by Department 2021-2022 Fiscal Year		
<u>DEPARTMENT</u>	<u>ITEM DESCRIPTION</u>	<u>COST</u>
FIRE	WATER RESCUE EQUIPMENT	\$12,000.00
	LUCAS DEVICE	\$14,000.00
	IPAD'S	\$2,850.00
	1 NEW POSITION	<u>\$54,666.00</u>
		\$83,516.00
POLICE	2 VEHICLES	\$94,668.00
	SMITH ROGERS ATTORNEYS	\$7,599.00
	1 NEW POSITION	<u>\$57,078.00</u>
		\$159,345.00
ADMINISTRATION	2 COMPUTERS	\$2,500.00
	POWER DMS SOFTWARE	\$4,407.00
	CODE RED	\$1,250.00
	DOOR LOCK SYSTEM	<u>\$23,163.00</u>
		\$31,320.00
STREET / PW	TANDEM ROLLER	\$17,250.00
	TRACTOR	\$19,742.00
	TRUCK SHED	\$150,000.00
	SERVICE TRUCK	<u>\$52,183.00</u>
		\$239,175.00
RISK MANAGEMENT	GYM EQUIPMENT	<u>\$5,000.00</u>
	GRAND TOTAL	<u><u>\$518,356.00</u></u>

Mr. Draughn presented to the Board a second list of items (see below) and explained that this list of items includes what he and Mr. Cozart believe the Town could pay for in the current budget year with the surplus amount of funds that Mr. Cozart just mentioned. The amount for this list totals \$209,280.

**Town of Long View
Possible Items Purchased Current Year
2020-2021 Fiscal Year**

<u>DEPARTMENT</u>	<u>ITEM DESCRIPTION</u>	<u>COST</u>
FIRE	WATER RESCUE EQUIPMENT	\$12,000.00
	LUCAS DEVICE	\$14,000.00
	IPAD'S	<u>\$2,850.00</u>
		\$28,850.00
POLICE	1 VEHICLE	\$47,334.00
	SMITH ROGERS ATTORNEYS	<u>\$7,599.00</u>
		\$54,933.00
ADMINISTRATION	2 COMPUTERS	\$2,500.00
	POWER DMS SOFTWARE	\$4,407.00
	CODE RED	\$1,250.00
	DOOR LOCK SYSTEM	<u>\$23,163.00</u>
		\$31,320.00
STREET / PW	TANDEM ROLLER	\$17,250.00
	SERVICE TRUCK	\$52,185.00
	TRACTOR	<u>\$19,742.00</u>
		\$89,177.00
RISK MANAGEMENT	GYM EQUIPMENT	<u>\$5,000.00</u>
	GRAND TOTAL	<u><u>\$209,280.00</u></u>

He spoke with four of the managers in Catawba County and all the Towns are in the same situation because the projected sales tax estimates and the way that was budgeted.

If the Town were to go ahead and purchase those items, it will take pressure off of the coming year's budget. Mr. Draughn stated that one of the reasons that the original number looks big is due to the total cost of the shed being included. The Town will finance the shed.

For the Police cars, the Town will leave the \$60,000 budgeted for next year. That way the department could purchase one car this fiscal year and one car next fiscal year.

For the Fire Department, everything but the new position would be purchased in this fiscal year.

In the Administration Department, everything that was discussed today would be purchased.

Everything in the Street department could be purchased. The Town could also purchase the service truck.

Alderman Mays asked if the tandem roller and/or the tractor could be taken out and purchased with Powell Bill Funds. It would reduce the overall amount.

Mr. Draughn stated that the Town will have to do a budget amendment anyway. The Town will definitely add the tandem roller as a Powell Bill purchase. If the Board is in agreement, then all those purchases will not be in next year's budget. He will bring a budget amendment to the next Board of Aldermen Meeting. The Town would wait until at least May to make any purchases in case something changes.

Mr. Cozart stated that as long as the order date is prior to June 30th, the purchases will come out of this year's budget.

Alderman VanHorn stated that the Town could potentially finish out the year with purchasing the items on the \$209,280 list and still be able to knock out everything that department heads asked for in the next year's budget.

Mr. Draughn stated that the Town could do so.

Alderman VanHorn stated that that was what he liked to hear.

Alderman Lingerfelt stated that it sounds like a good deal.

Mr. Cozart stated that the Town would also get to put some money into the Fund Balance too.

There was some discussion about what the Town could use the Powell Bill Funds for. Would the Town just buy the tandem roller? Could the Town buy the tractor too? Mr. Draughn stated that everything has to be specific when purchasing items with Powell Bill Funds. The Tandem Roller would be okay because it is for street use only but the tractor would be pushing it because if the Town were to purchase the tractor with Powell Bill Funds, the tractor could only be used to mow State roads. They really audit what items purchased with Powell Bill Funds are used for.

Mayor Thompson asked if the service truck could fall under Powell Bill. Alderman Mays stated that the service truck is used for other things besides the street.

Mr. Draughn stated that if the Board is in agreement, the May Budget Work Session will only include the remaining requested items.

There was a consensus from the Board to allow for the purchase of some of the requested items in the current fiscal year.

Stimulus Dollars for Long View

Town Administrator David Draughn informed the Board that in this round of the stimulus, the Town of Long View could get 1.44 million dollars for water and sewer infrastructure projects. Half of those funds will be available as early as May or June of this year. Once the Town finds out more information, the Town will notify the Board. This process will be specific and will be heavily politically scrutinized.

Alderman Mays asked if it would allow the Town to extend the Sweet Bay Line Extension.

Mr. Draughn stated that there is a lot of things the Town could do with those funds. The Public Works Director is already putting together a list. The Town could look at maintenance, pump station repairs, or I and I issues. The Board will have to talk about it when the rules are in place.

Senate Bill 288

Town Administrator David Draughn informed the Board that last week Warren Daniels introduced Senate Bill 288. This bill would change elections in Burke County from odd years to even years. The Mayor and himself went to a press conference to stand in opposition to that bill. They are talking about adding the Town of Long View to that bill but haven't done so yet. He was not sure if it currently covers all of Town or just the Burke County part of Town.

Alderman Tester asked what would happen if the Ward were partially in Burke County and partially in Catawba County like his Ward is.

Mr. Draughn stated that he would bring a Resolution of Opposition before the Board during the next regularly scheduled meeting. It would be sent to Hugh Blackwell and Jay Adams so that they would oppose it on the House side. The City of Hickory is going to do the same thing.

Also, the Board of Elections is talking about delaying municipal elections that are tied with Wards due to the Census. The City of Hickory and the Town of Long View are the only Towns that have Wards. The Town will know something in a few weeks. When speaking to Warren Woods of the City of Hickory, he agrees that the Town of Long View and the City of Hickory should follow the same procedure. If the election is next year, the Board's current terms will be extended and then the next term will be a three-year term. The decision should be made in April.

COVID Re-openings

Town Administrator David Draughn asked the Board to start considering what kind of markers the Town should have in regards to reopening the Town Hall lobby and other Town buildings. The Board could discuss this during the April meeting.

Alderman VanHorn stated that they are saying you can have bigger meetings outdoors now. Technically, the Town could consider opening the fields at the Recreation Center now.

There was some discussion about the Recreation Center Building and it not yet being time to open it to the public.

There was some discussion about opening the Picnic Shelter.

Board Salary Discussion Continued

Alderman VanHorn informed Alderman Elder that during his absence from the meeting earlier in the day, the Board of Aldermen's salary was brought up for discussion. The Board has not had a raise since

2004. The suggestion was to increase the Alderman salary up to \$5,000.00. If the Board had increased their salary by \$100 since 2004, the amount would be at \$5,000.

Alderman Mays proposed setting the salary at \$4,300 and looking at the potential increases later.

Alderman VanHorn's response to Alderman Mays was that he would prefer to do the increase once.

The suggestion was for the Alderman's salary to increase to \$5,000 and for the Mayor's salary to increase to \$5,820.

Alderman VanHorn asked for Alderman Elder's opinion.

Alderman Elder stated that he has not been able to physically participate in the meeting all year due to his illness. He appreciates everyone that are carrying the load. He agreed with the increase to \$5,000.

Alderman Lingerfelt stated that the Board could review their salaries every year and decide if there needs to be further increases.

Alderman Elder stated that it is not only in the meeting but speaking with constituents outside the meeting.

Alderman Tester stated that they also discussed what the Board has accomplished.

Alderman Elder stated that the Town has the best departments all the way around. Everyone works together. Alderman Tester agreed.

Alderman Lingerfelt stated that they wanted to get Alderman Elder's opinion before they made any decisions.

It was the consensus of the Board to raise the salaries of the Aldermen to \$5,000 per year and the Mayor to \$5,820 per year.

Resignation of Crystal Buchanan

Town Administrator David Draughn informed the Board that Crystal Buchanan no longer works for the Town. It was a tough situation with her that both he and Finance Director James Cozart had been dealing with. She resigned before she was let go. As a result, Finance Director James Cozart is currently doing his job duties and her job duties. The Town will begin the process for advertising for the Deputy Finance Director position tomorrow and will be looking for someone with a financial and utility background.

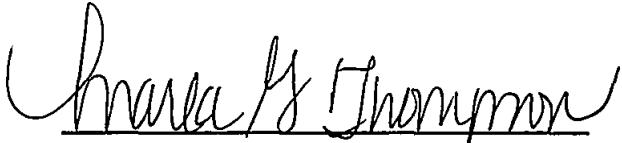
ADJOURNMENT

There being no further discussion, motion was made by Alderman Randall Mays, seconded by Alderman Thurman VanHorn to adjourn the meeting at 2:20 p.m. The vote to approve was unanimous.

AYES: Mayor Pro Tempore / Alderman Randall Mays
Alderman David Elder
Alderman Gary Lingerfelt
Alderman Dallas Tester
Aldermen Thurman VanHorn

NOES: None


Stephanie C. Watson
Town Clerk, CMC, NCCMC


Marla G. Thompson
Mayor

