



BOARD OF ALDERMEN BUDGET RETREAT

Wednesday, February 18, 2026 at 9:00 AM

Landis Board Room

AGENDA

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

- 1.1 **Call Meeting to Order**
- 1.2 **Welcome**
- 1.3 **Adoption of Agenda**

2. CONSENT AGENDA:

All items below are considered to be routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless an Aldermen member so requests, in which event, the item will be removed from the Consent Agenda and placed in the appropriate corresponding Agenda Section to then be considered.

- 2.1 **Consider Approval of Work Session Meeting Minutes from January 8, 2026, Regular Scheduled Meeting Minutes from January 12, 2026, Special Called Meeting Minutes from January 15, 2026, and Regular Scheduled Meeting Minutes from January 27, 2026**

Submitted By: Madison Stegall, HR Director/Town Clerk

Details: January Board of Aldermen meeting minutes.

3. CONSIDERATIONS:

- 3.1 **Consider Approval of Amendment to the FY25 Audit Contract to Extend the Audit Completion Date to February 28, 2026**

Submitted By: Gitza Ocasio Perez, Finance Director

Details: The FY25 Audit will be extended due to the government shut down, which led to the auditors having to wait on what items to test for federal grant funding. This extension will not cost the Town any

additional auditing fees, and the Auditors have assured the Town we can meet the date provided.

Recommended Action: Motion to approve FY25 Audit Contract to extend the audit completion date to February 28, 2026.

3.2 **Consider Approval of Awarding \$7,500.00 for the Settlement of Case # 24CVS000283 & 286-790**

Submitted By: Michael D. Ambrose, Town Manager

Details:

Recommended Action: Motion to approve awarding \$7,500 Dollars in Case # 24CVS000283 & 286-790.

3.3 **Consider Approval of Amending the Purchase of 100 Upgraded Water Meters from Ferguson Waterworks in the Amount of \$60,468.98**

Submitted By: Matthew Geelen, Interim Public Works Director

Details: This item is a revision from the February 9th Board Meeting due to a staff error in the original price quotation.

The Town's current water meters are at the end of their service life and require replacement. The proposed meters are an upgrade from the existing technology and will allow for remote activation and deactivation of water service.

This upgrade will improve operational efficiency, reduce staff time spent on manual meter operations, and enhance overall water system management. Additionally, the upgraded meters will support more accurate service control and provide long-term operational benefits for the Town's water utility.

Recommended Action: Motion to approve the purchase of 100 upgraded water meters from Ferguson Waterworks in the amount of \$60,468.98.

3.4 **Consider Approval of Budget Amendment #18 to Allocate Funding from Sewer Equipment to Water Equipment**

Submitted By: Gitza Ocasio Perez, Finance Director

Details: Upgraded water meters from Ferguson Waterworks corresponding Budget Amendment #18.

Recommended Action: Motion to approve Budget Amendment #18 to Allocate Funding from Sewer Equipment to Water Equipment.

3.5 **Consider Approval of Replacing the Transmission on the Town's 2013 John Deere Backhoe in the Amount of \$29,436.51 by James River Equipment**

Submitted By: Matthew Geelen, Interim Public Works Director

Details: The total cost for the repair is \$29,436.51, which includes all applicable taxes. This piece of equipment is currently out of service due to a failed transmission that is causing the backhoe to overheat, preventing safe and reliable operation.

The 2013 John Deere backhoe is a vital piece of equipment for Public Works operations, regularly used for water and sewer repairs, street maintenance, utility installations, and emergency response activities. Restoring this equipment to service is critical to maintaining efficient daily operations and ensuring the Town's ability to respond promptly to infrastructure needs.

Recommended Action: Motion to approve replacing the transmission on the Town's 2013 John Deere backhoe in the amount of \$29,436.51 by James River Equipment.

3.6 **Consider Approval of Adding a Human Resources Generalist Position Classified at Pay Grade 20**

Submitted By: Madison Stegall, HR Director/Town Clerk

Details: As the Town continues to grow in personnel, compliance requirements, benefits administration, recruitment efforts, employee relations matters, and training initiatives, the current staffing structure no longer adequately supports the operational and regulatory demands placed on the organization.

The addition of a Human Resources Generalist will provide daily operational HR support to all departments, ensure compliance with federal and state employment laws, assist with recruitment, onboarding, and retention efforts, support benefits administration and payroll coordination, assist with policy development and employee training initiatives, reduce risk exposure related to employment practices, and assist with risk management throughout all town departments.

The HR Generalist position will be classified at Pay Grade 20 (\$56,406.48 - \$84,611.28) in accordance with the Town's adopted pay plan. This position will report to the HR Director and serve as a key support role in maintaining efficient and compliant personnel operations and strengthen succession planning.

Recommended Action: Motion to approve adding a Human Resources Generalist position Classified at Pay Grade 20.

3.7 **Consider Approval of Budget Amendment #17 for the Addition of a Human Resources Generalist Position**

Submitted By: Gitza Ocasio Perez, Finance Director

Details: Human Resources Generalist corresponding Budget Amendment #17.

Recommended Action: Motion to approve Budget Amendment #17 for the addition of a Human Resources Generalist position.

3.8 **Consider Approval of Reclassifying One (1) of the Current Staff Accountant Positions to Deputy Finance Officer**

Submitted By: Madison Stegall, HR Director/Town Clerk

Details: As the Town continues to grow and financial operations increase in complexity, additional leadership capacity within the Finance Department is necessary to ensure continued compliance, operational efficiency, and long-term financial stability.

The proposed Deputy Finance Officer position would assist in overseeing daily financial operations, provide supervision and direction to finance staff, support budget preparation and long-range financial planning, ensure compliance with Local Government Commission (LGC) requirements and state reporting standards, oversee internal controls and audit coordination, and serve in the absence of the Finance Director.

The Deputy Finance Officer position will be classified at Pay Grade 23 (\$62,329.28 - \$93,496.00) in accordance with the Town's adopted pay plan. This reclassification strengthens succession planning, enhances internal controls, and provides operational continuity within the Finance Department.

Recommended Action: Motion to approve the reclassifying one (1) of the current Staff Accountant positions to Deputy Finance Officer.

4. OLD BUSINESS:

4.1 **Consider Approval to Adopt a Code of Ethics for the Board of Aldermen and Corresponding Ordinance #2026-02-09-01**

Submitted By: Madison Stegall, HR Director/Town Clerk

Details: Item tabled from 2-9-26 meeting. - Consider the adoption of a Code of Ethics for the Board of Aldermen and Corresponding Ordinance #2026-02-09-01. After an extensive review of available records, a formal Code of Ethics for the Board of Aldermen could not be located. North Carolina state law (G.S. 160A-86) requires all cities, counties, local boards of education, unified governments, sanitary districts, and

consolidated city-counties to adopt a resolution or policy establishing a Code of Ethics. This code is intended to guide the actions of governing board members in the performance of their official duties. The governing board was required to adopt an ethics policy on or before January 1, 2011.

Recommended Action: Motion to adopt Code of Ethics for the Board of Aldermen and corresponding Ordinance #2026-02-09-01

4.2 **Consider Approval of the 125 Mural Shirt Design**

Submitted By: Madison Stegall, HR Director/Town Clerk

Details: Item tabled from 2-9-26 meeting.

Recommended Action: Motion to approve the 125 mural shirt design _____ and sell it at \$___ price.

5. PRESENTATIONS:

5.1 **Consider Discussion of the Public Works Department Annual Budget Retreat**

Submitted By: Matthew Geelen, Interim Public Works Director

Details:

5.2 **Consider Discussion of the Fire Departments Annual Budget Retreat**

Submitted By: Jason Smith, Fire Chief

Details:

6. CLOSING:

6.1 **Motion to Adjourn**