

MINUTES FOR BOARD OF ALDERMEN WORK SESSION
September 24, 2024
6:30 PM

The following elected officials were present: Mayor Beaty, Alderman Withers, Alderman Martin, Alderman Cearley, Alderman Milton, and Alderman Cloninger.

The following Staff members were present: Jonathan Newton, Town Manager; Robbie Walls, Police Chief; Lanny Smith, Electric Director; Bill Trudnak, Public Works Director; Matt Kanupp, Assistant Fire Chief; Lindsey Tysinger, Town Clerk; Zack Foreman, Assistant Public Works Director; and Anthony Smith, Development Services Director.

Mayor Beaty called the meeting to order at 6:30 pm.

The Mayor then opened with the Pledge of Allegiance to the Flag.

Mayor Beaty asked if there were any additions or deletions to the agenda. Alderman Cloninger made a motion to approve the agenda, seconded by Alderman Cearley and carried unanimously.

New Business:

Item 3A - Meeting Time

Discussion regarding the times of the Board Meetings.

Alderman Cloninger spoke on the times of the meetings, suggesting we change the Business Meeting time from 6:30pm to 6:00pm. The Board then discussed the times of the Work Session. The Board came to an agreeance on having the Work Session time changed from 6:30pm to 5:00pm. Staff will bring an updated schedule to the next Business Meeting for approval.

Item 3B - Power Bills Discussion

At the 9/10 Board Meeting, Mayor Beaty brought up a Power Bill issue to discuss. The Towns bill date is the 1st of every month, with the due date on the 15th and a disconnect date of the 24th. Due to the USPS and holidays that may occur, at times, citizens are not receiving the utility bills in an adequate time frame. During the meeting, the Town Manager mentioned that he has and will continue to speak to the third-party billing company to see about changing mailing dates. At this time, the Manager would like to propose two options in regards to the utility bills.

Town Manager, Jonathan Newton, proposed 3 options to The Board. 1) Leave bills as is. 2) Send bills out on the 28th or 29th, change the time bills are sent out if a holiday falls, manager discretion to remove \$6 late fee. 3) Get rid of late notice all together. Board and Staff discussed the options that were presented and came to the conclusion of sending out bills 1 to 2 days early, late notices will still be sent out on the 15th, adding a 5 day grace period to pay the \$6 late fee on the 20th, the 24th will still be the cutoff date. This change will be temporary, as to see if this will be a better option for our citizens.

Item 3C - Cloud Permit

During the FY2024 budget discussion, the prior Development Service Director suggested this software to be presented in the Planning and Zoning budget. Due to not having a director during budget cuts, this software was cut. Now with having a Development Service Director in place again, we'd like to bring this back to ask for an amendment to approve and purchase this software. Attached is the quote for the software. (Exhibit 3C 1-2)

Staff was directed to prepare a budget amendment for the next Business Meeting.

Meeting ended at 7:28 pm.

Hayley Beaty, Mayor

Lindsey Tysinger, Town Clerk

Cloudpermit

11911 Freedom Drive, Ste. 720
Reston, Virginia 20190
United States

Order #: Q-02675-2
Customer #: CUST-0009118
Date: 9/3/2024
Sales Person: Brian Liszka
Sales Person Email: brian.liszka@cloudpermit.com
Delivery Method: E-Mail

Ship To

Anthony Smith
Dallas
210 N. Holland Street
Dallas, North Carolina 28034
United States
(704) 922-3176
asmith@dallasnc.net

Bill To

Dallas
210 N. Holland Street
Dallas, North Carolina 28034
United States

Subscription

Product		Year 1	Year 2	Year 3
Code Enforcement	Annual Total	USD 1,500	USD 1,560	USD 1,622
Land Use	Annual Total	USD 2,000	USD 2,080	USD 2,163
Licensing and Registration	Annual Total	USD 2,500	USD 2,600	USD 2,704
Subscription Total:		USD 6,000	USD 6,240	USD 6,490

Subscription start date will be the contract signature date unless otherwise stated in the Terms & Condition section.

Service

Description	Annual Total
Implementation Fee - Code Enforcement Software Solution	USD 500
Implementation Fee - Land Use Software Solution	USD 500
Implementation Fee - Licensing and Registration Software Solution	USD 500
Service Total:	USD 1,500

Customer Total First Invoice: USD 7,500

Terms and Conditions

Term: 3 years, billable annually

Invoicing: Subscription invoice to be sent after contract is signed and then annually.
First invoice (50%) for implementation fee is due upon implementation start (M1) and the second invoice (50%) for implementation fee to be sent after Go Live Milestone (M2) is approved.

Payment Term: Net 30 days from Invoice Date

Subscription Start Date: Date of contract signature

All stated prices are exclusive of any taxes.

Customer Name: _____

Signature: _____

Printed Name of Person Signing: _____

Title: _____

Date: _____

Accounts Payable Email: _____

By signing here, the Customer agrees to this Order Form, the Software Service Agreement and any other appendices and documentation expressly referenced in this Order Form, the Software Service Agreement and/or any amendments (together the "Agreement").

The individual signing this Agreement represents and warrants that he or she has the right and authority to bind the Customer.

Cloudpermit

Signature: _____

Printed Name of Person Signing: Jarkko Turtiainen

Title: SVP North America

Date: _____