

**Town of Boonville**  
**January 3, 2017 Regular Meeting Minutes**  
**Harvey E. Smith Municipal Building**


The following were in attendance at the 1/3/17 regular meeting: Mayor Rusty Hunter, Commissioners Devin Carter, Bonnie Lasky, and William Paul Baity. Also in attendance were Interim Town Administrator Sarah Harris, Finance Officer/Town Clerk Kim Wells, and Public Works Director Jeff Jones. Commissioner Tony Reece and Police Chief Farron Jester were absent.

- I. Call to Order and Welcome:** Mayor Hunter called the 1/3/17 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Finance Officer/Town Clerk Wells stated she needed an invoice from Municipal Engineering added to the agenda. Mayor Hunter stated this would be item E under New Business. Commissioner Baity motioned to adopt the agenda as amended. Commissioner Lasky seconded, and the motion passed unanimously.
- III. Adoption of minutes – 12/6 regular session, and 12/6 closed session:** Commissioner Lasky motioned to adopt the minutes of the 12/6 regular session, and 12/6 closed session. Commissioner Carter seconded, and the motion passed unanimously. Mayor Hunter reminded the Board that retired Chief Greg Gibson would act in an advisory capacity while Police Chief Jester recovers from surgery.
- IV. Public Comments:** Ellen Reece, President, Friends of the Boonville Library, asked about the status of the window repairs at the library. Public Works Director Jones stated that the contractor planned to start the project within two weeks. The window facades will retain their original appearance.
- VI. New Town Business:**
  - A. Urban Deer Season:** Mayor Hunter informed the Board members that some in-town and out-of-town residents had expressed interest in having the Town of Boonville allow Urban Archery/Bow-and-Arrow deer hunting during North Carolina's Urban Archery Hunting Season. After discussion, it was the consensus of the Board members not to pursue urban archery at this time.
  - B. Update on Employee Performance Evaluation Policy:** Interim Town Administrator Harris presented an update on the Employee Performance Evaluation Policy. Per the Board members' request, Ms. Harris added that once a performance improvement had been met, the employee was not guaranteed a raise. She stated that she was currently working on updating the evaluations and reminded the Board members that employee evaluations are due March 31. Commissioner Lasky motioned to approve the updated Employee Performance Evaluation policy. Commissioner Baity seconded, and the motion passed unanimously.
  - C. Rural Economic Development Institute:** Interim Town Administrator Harris reviewed the Rural Economic Development Institute program offered by the NC Rural Economic Development Center. Ms. Harris will apply for a scholarship to help with the costs. It was the consensus of the Board members Ms. Harris attend the training.
  - D. Budget Amendments:** Finance Officer/Town Clerk Wells presented the Board members with several proposed budget amendments. Commissioner Lasky motioned to approve the budget amendments as presented. Commissioner Carter seconded, and the motion passed unanimously.
  - E. Bill from Municipal Engineering:** Finance Officer/Town Clerk Wells and Public Works Director Jones presented the Board members with an invoice from Municipal Engineering for \$27,756. Commissioner Baity motioned to approve the payment to Municipal Engineering for \$27,756. Commissioner Lasky seconded, and the motion passed unanimously.
- VII. Reports and announcements:**
  - A. Mayor's report:** Mayor Hunter had no items to report.
  - B. Interim Town Administrator's report:** Interim Town Administrator Harris updated the Board members on fundraising options for the Parks and Recreation Advisory Committee. She asked the Board members to consider having the first budget workshop in March. She gave an update on the website, utility pole move on West Main St., and the current budget. Ms. Harris stated that there would be a presentation next month on the Economic Development Strategic Plan. She also informed the Board members that an employee that had recently received their Associate's Degree. Ms. Harris asked the Board members if they would like to explore a personnel policy that awards raises to employees who obtain degrees. Discussion followed. It was the consensus of the Board members that Ms. Harris survey other town's policies and provide a report.
  - C. Finance Officer's report:** Finance Officer Wells had no items to report.

- D. Public Works Director's report:** Public Works Director Jones reported that the angel decorations were hit a couple times during the Christmas season. He stated that the Public Works Department employees were busy picking up leaves. Mr. Jones stated that the sewer line replacement project is progressing and that he has been busy training Steve Hutchens.
- E. Police Chief's report:** Mayor Hunter reported that Police Chief Jester was recovering from surgery and that retired Police Chief Gibson was assisting in Chief Jester's absence. He reported that the Police Department was participating in the "Booze It and Lose It" program and performing extra patrol in troubled areas in town.
- F. Departmental Commissioner's Reports:** There were no reports.
- G. Committee reports as needed:** Tom Bastable, President of the BBDDA, reported that the holiday season events went well and the town looked very pretty.
- VII. Closed Session per NCGS 143-318(a)(6):** Commissioner Baity motioned to go into closed session per NCGS 143-318(a)(6). Commissioner Carter seconded, and the motion passed unanimously at 7:31pm.

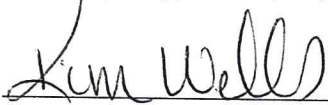
Commissioner Lasky motioned to include duties of Public Works Technician II into the Administrative Assistant position, at the discretion of the Public Works Director. Commissioner Carter seconded, and the motion passed unanimously.

- VIII. Recess/Adjourn:** Commissioner Lasky motioned to adjourn. Commissioner Baity seconded, and the motion passed unanimously. The meeting ended at 8:12 p.m.



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Russell (Rusty) Hunter, IV, Mayor



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Kim Wells, Finance Officer/Town Clerk



## EMPLOYEE PERFORMANCE APPRAISAL POLICY

### SECTION 1. PURPOSE

The purpose of this section is to establish a system by which the job performance of all Town employees can be accurately evaluated in order to administer a performance based pay system.

### SECTION 2. OBJECTIVES

- (a) To formally evaluate the job performance of all Town employees on a regular basis.
- (b) To determine at what level each employee is performing.
- (c) To identify employees to be awarded pay increases based on a performance based pay system.
- (d) To encourage communication between employees and supervisors on what is expected performance; provide feedback to the employee on needed improvements or developmental activities that will help the employee grow and develop in the position.
- (e) To distribute available salary dollars to reward hard work with a pay system which is flexible and which recognizes varying levels of performance.

### SECTION 3. PROCEDURES

#### I. EMPLOYEE APPRAISAL

(a) At a minimum, each regular Town employee shall be evaluated annually. Each evaluation will be conducted before March 31<sup>st</sup> to ensure ample time to review the evaluation and submit proposed pay increases as needed before the new fiscal year starts. New employees shall be evaluated at the end of their probationary period and again twelve (12) months after their first evaluation unless a different arrangement was approved by the Department head and supervising Commissioners at the time of hire. It shall be the responsibility of the Department Head to act as a supervisor to evaluate the employee's performance. The supervisor will monitor performance requirements and compare the employee's actual performance with the performance requirements of the job. The supervisor will discuss the evaluation with the employee. **Failure to meet performance expectations will result in an improvement plan. See section IV. Performance Improvement Plan.** Once the evaluation process is complete, a personnel action form will be signed by the employee, Department Head, Mayor, and Human Resource Officer. Then the personnel action form is to be sent to the Town Clerk along with the appraisal form to be filed in the employee's personnel file.

(b) A specific performance appraisal form is available for each job classification in the Town. These job-related forms developed by job classification are to be used to evaluate each employee's job performance.

(c) All Town performance appraisal forms will use the following standard rating system for employees in each department:

**MARGINAL:** Performance is close to acceptable but falls short on one or more major responsibilities of the position. There is still a clear need for improvement. The Town expects improvement in performance as a condition of continued employment. Continued rating at this level may lead to performance probation or dismissal.

**PROFICIENT:** Performance is fully acceptable. Each of the major responsibilities of the position is met in a satisfactory manner. This rating recognizes accomplishment and achievement, and represents the performance that the Town expects.

**COMMENDABLE:** Performance exceeds all the requirements of the position. This level of work is clearly and consistently above the proficient level.

**CONSISTENTLY EXCEEDS PERFORMANCE EXPECTATIONS:** Consistently exceeds performance expectations. Demonstrates exceptional quality of work in all essential areas of responsibility. Always makes an exceptional or unique contribution in achievement of unit, department, and Town objectives.

**FREQUENTLY EXCEEDS PERFORMANCE EXPECTATIONS:** Always achieves performance expectations and frequently exceeds them. Demonstrates performance of a very high level of quality. Significantly contributes to the success of the services and projects they support.

**PERFORMANCE EXPECTATIONS FULFILLED:** Consistently fulfills performance expectations and periodically may exceed them. Work is of high quality in all significant areas of responsibility. Any performance concerns are resolved through coaching, feedback, and self-initiative.

**INCONSISTENTLY FULFILLS PERFORMANCE EXPECTATIONS:** The employee does not consistently meet the most basic job requirements of the position. While the employee may have performed acceptably in some areas, overall job performance needs to be improved. A performance improvement plan is to be discussed and agreed to by the employee and the supervisor. Failure to demonstrate improvement may result in additional action.

**FAILS TO MEET PERFORMANCE EXPECTATIONS:** The employee's work is below the basic requirements and immediate and continued improvement is required. A performance improvement plan is to be discussed and agreed to by the employee and the supervisor. Continued failure to show improvement may result in additional action.

## **II. DEPARTMENT HEAD APPRAISAL**

(a) At a minimum, each Department Head shall be evaluated annually. Each evaluation will be conducted before March 31<sup>st</sup> to ensure ample time to review the evaluation and submit proposed



pay increases as needed before the new fiscal year starts. New Department Heads shall be evaluated at the end of their probationary period and again twelve (12) months after their first evaluation unless a different arrangement was approved by the supervising Commissioner(s) and Mayor at the time of hire. It shall be the responsibility of the Department Commissioner(s) to act as a supervisor to evaluate the Department Head's performance. The supervisor will monitor performance requirements and compare the Department Head's actual performance with the performance requirements of the job. The immediate supervisor will discuss the evaluation with the Department Head. **Failure to meet performance expectations will result in an improvement plan. See section IV. Performance Improvement Plan.** Once the evaluation process is complete, a personnel action form will be signed by the Department Head, Mayor, and Human Resource Officer. Then the personnel action form is to be sent to the Town Clerk along with the appraisal form to be filed in the employee's personnel file.

(b) All Town performance forms will use the following standard rating system for Department Heads:

**CONSISTENTLY EXCEEDS PERFORMANCE EXPECTATIONS:** Consistently exceeds performance expectations. Demonstrates exceptional quality of work in all essential areas of responsibility. Always makes an exceptional or unique contribution in achievement of unit, department, and Town objectives.

**FREQUENTLY EXCEEDS PERFORMANCE EXPECTATIONS:** Always achieves performance expectations and frequently exceeds them. Demonstrates performance of a very high level of quality. Significantly contributes to the success of the services and projects they support.

**PERFORMANCE EXPECTATIONS FULFILLED:** Consistently fulfills performance expectations and periodically may exceed them. Work is of high quality in all significant areas of responsibility. Any performance concerns are resolved through coaching, feedback, and self-initiative.

**INCONSISTENTLY FULFILLS PERFORMANCE EXPECTATIONS:** The employee does not consistently meet the most basic job requirements of the position. While the employee may have performed acceptably in some areas, overall job performance needs to be improved. A performance improvement plan is to be discussed and agreed to by the employee and the supervisor. Failure to demonstrate improvement may result in additional action.

**FAILS TO MEET PERFORMANCE EXPECTATIONS:** The employee's work is below the basic requirements and immediate and continued improvement is required. A performance improvement plan is to be discussed and agreed to by the employee and the supervisor. Continued failure to show improvement may result in additional action.

### III. ADJUSTMENTS OR ALLOCATION

(a) **PAY ADJUSTMENTS:** Employees are considered for pay adjustments based upon their overall performance evaluation rating and their position on the comp-ratio scale. Each salary grade has a hiring, minimum, midpoint and maximum salary for that grade. An employee's comp-ratio is the relationship between the employee's actual salary and the midpoint of the grade in he/she falls.

(b) **ALLOCATION OF PAY FOR PERFORMANCE FUNDS:** Each department will be allocated an amount of pay for performance funds based on the comp-ratio relationship of current salaries of employees in the department and the funds budgeted by the Board of Commissioners. It is the responsibility of the Department Head to monitor the funds throughout the fiscal year.

### IV. PERFORMANCE IMPROVEMENT PLAN

(a) **PURPOSE OF IMPROVEMENT PLAN:** The Performance Improvement Plan (PIP) is required to be filled out by the supervisor and by any employee who ~~receives marginal rating or~~ fails to meet performance expectations. The improvement plan is a tool that may or may not take the place of verbal or written disciplinary action. Also, it may or may not be used to supplement a verbal or written corrective action, as appropriate. It is through this action plan that periodic review notes should be taken and if improvement is not made, the supervisor should refer to Section 5. Discipline and Dismissal of Article IX. Separation, Disciplinary Action, and Reinstatement. **If Performance Improvement Plan is met, the employee may or may not be awarded his/her merit raise.**

(b) **SUPERVISOR ROLE AND DUTIES:**

1. The supervisor will review the performance standard(s) under consideration for the performance improvement planning meeting.
2. The supervisor will review the employee's performance problems related to the performance standard(s) (i.e., what is the employee doing wrong?) Be objective and note specific examples.
3. The supervisor will determine what steps the employee needs to take to correct performance problems.
4. The supervisor will meet with the employee in a confidential setting and review the performance standard(s), the employee's related performance problems(s), and outline the corrective actions. The supervisor will seek and consider the employee's input to modify the corrective action statements as appropriate. The supervisor and employee will establish reasonable, mutually agreed upon timelines for improved performance on each expectation. The Improvement Plan section of the Performance Improvement Plan will then be completed by the supervisor.



5. The supervisor will establish consequences for failure to meet and sustain improved performance if a stepped-approach is appropriate, reserving the Town's right to terminate (see required notation in bold).
6. The supervisor will obtain the employee's signature and date on the form indicating agreement with the Performance Improvement Plan.
7. Periodic reviews (minimum of one, maximum of six, based on the depth of the PIP) will be conducted on a regular basis with the employee. The supervisor and employee will initial each progress review.
8. The form will be retained by the supervisor for the duration of the Performance Improvement Plan. At the end of the performance improvement plan period, the supervisor will determine if the PIP was satisfactorily completed or if a corrective action notice is required. Upon completion of the plan, the original Performance Improvement Plan will be placed in the employee's personnel file by the Town Clerk.
9. The PIP is not intended to be an employee contract or guarantee of continuing employment.

#### **SECTION 4. RESPONSIBILITY FOR EMPLOYEE APPRAISALS ON EMPLOYEES**

**MAYOR:** The Mayor shall review all functions of the performance appraisal system. All personnel action forms shall be signed by the Mayor before they become effective.

**COMMISSIONERS:** The Commissioner(s) overseeing each of the departments shall evaluate and review all performance appraisal and personnel action forms prepared in the departments with each of the Department Heads.

**DEPARTMENT HEADS:** Department Heads shall evaluate and review all performance appraisals and personnel action forms prepared in their departments with all Commissioners who oversee the department. It is also the duty of the Department Head to monitor allocated funds to ensure that all employees receive deserved pay increases. The Department Head shall communicate to all supervised employees the expectations of performance in specific job classes. The supervisor is responsible for monitoring employee performance and giving feedback on performance. Informal reviews are to be performed quarterly and performance progress notes kept as needed.

**EMPLOYEES:** It is the responsibility of each employee to participate in the performance appraisal process and to inform the supervisor of any areas in which the employees wish to receive training.

#### **SECTION 4. RESPONSIBILITY FOR EMPLOYEE APPRAISAL ON DEPARTMENT HEADS**

**MAYOR:** The Mayor shall review all functions of the performance appraisal system. All personnel action forms shall be signed by the Mayor before they become effective.

**COMMISSIONERS:** The Commissioner(s) overseeing the department he or she is responsible for shall evaluate the Department Head and review all performance appraisal and personnel action forms. It is also the duty of the Commissioner to monitor allocated funds to ensure that all employees receive deserved pay increases. The Commissioner(s) shall communicate to all supervised Department Heads the expectations of performance in specific job classes. The Commissioner is responsible for monitoring employee performance and giving feedback on performance. Informal reviews are to be performed quarterly and performance progress notes kept as needed.

**DEPARTMENT HEADS:** It is the responsibility of each Department Head to participate in the performance appraisal process and to inform the Commissioner of any areas in which he or she wishes to receive training. Department Heads shall evaluate and review all performance appraisals and personnel action forms prepared in their departments with all Commissioners who oversees the department.



## LEADERSHIP DEVELOPMENT PROGRAM

### Purpose

To prepare a broad, diverse group of rural leaders with the knowledge and skills necessary to manage the challenges of economic transitions in their communities and promote sustained economic and community development.

### History

A critical factor in the economic future of our communities is the presence of highly skilled, highly motivated leaders. Recognizing that leadership development is critical to achieving economic renewal and stability, the Rural Center joined with MDC, Inc. in 1988 to pioneer an innovative rural leadership development program. That program consisted of two models:

- A statewide Rural Economic Development Institute to provide rural leaders established in rural development and decision-making roles with intensive training focusing on economic development knowledge and leadership development skills; and
- A regional Rural Leaders Program to provide new and emerging leaders with fundamental economic development knowledge and the leadership skills needed to initiate local development projects.

### The Rural Economic Development Institute

*A comprehensive definition of economic development.* The Rural Center's leadership program is built on a comprehensive approach to economic development that addresses four critical building blocks: business development, workforce development, physical infrastructure and social infrastructure. Within each area, participants explore critical issues, emerging trends and promising strategies. They learn that it is not enough to "chase smokestacks" or get more jobs; attention must be paid to the quality of jobs, the quality of life and the impact development has on the entire community.

*A high quality curriculum that is continually updated.* Before each new session, the curriculum is reviewed and updated to reflect current information on issues, trends, data and resources and cutting-

edge theory and practice in leadership, strategic planning and emerging technologies.

*A participatory process.* The leadership program brings people and knowledge together through a participatory learning process that is stimulating, challenging and fun. "Faculty" can be divided into three groups:

- *The participants themselves.* Leaders learn from one another. Throughout the program, participants share information and experience and challenge one another to new ways of thinking.
- *State and regional experts.* Dynamic presenters from a range of academic institutions and economic and community development organizations share their knowledge.
- *Resident trainers.* In-house faculty includes individuals with extensive backgrounds in leadership training and community economic development.

*An extensive recruitment and selections process.* The center invests significant effort in recruiting both individuals with a high level of commitment and a class that reflects the broad diversity of rural North Carolina in terms of geographic location, race, gender, institutional affiliation and leadership roles. Participants include professionals in economic development, elected and appointed officials, businessmen and women, and civic and grassroots leaders.

*A focus on community cohesion.* The diverse class provides a forum for rural leaders from different backgrounds and institutional settings to discuss varying perspectives on issues, explore regional and cultural differences, and problem-solve ways to overcome the barriers of race, age and class that are obstacles to economic and community development efforts.

*Residential training sessions.* Participants become a community in an active learning environment, developing a network of professional relationships and friendships that is fundamental to generating and sustaining rural development initiatives.



*Practical application learning.* The training sessions and homework assignments are designed so participants can practice new leadership skills and apply what they learn to the problems and issues in their communities. This approach helps participants integrate what they are learning, leads to new ways of solving old problems and builds confidence to take on leadership roles back home. Program graduates take home resource materials that include leadership books by leading authors, a program notebook containing extensive economic strategies and case studies, and lists of available resources.

#### **Accomplishments**

Since 1988 the center has conducted 20 cycles of the leadership program, along with 5 customized programs, and prepared more than 800 men and women with the knowledge and skills to bring about positive economic change in their communities. The graduates represent 96 North Carolina counties.

More specifically, graduates are launching projects in workplace literacy, job creation and training, economic competitiveness, strategic planning, housing and crime reduction; revitalizing community pride and building cohesion; and serving in appointed and elected offices.

#### **Rural Economic Development Organization (REDO)**

Alumni of the first institute created the Rural Economic Development Organization (REDO). The organization is a network of leadership program graduates dedicated to collaborative work on rural issues and continued leadership development.

#### **Rural Center contact:**

Misty Herget  
Senior Associate for Leadership Development  
N.C. Rural Economic Development Center  
4021 Cary Drive  
Raleigh, NC 27610  
(919) 250-4314  
[www.ncruralcenter.org](http://www.ncruralcenter.org)

— Application  
Due: January 31<sup>st</sup>

— Cost: \$1200

— Scholarships  
available

— Sarah is requesting  
budget amendment  
in the amount of  
\$1,200 if not  
selected for a  
scholarship



# Proposed Budget Amendments - January 3, 2017

Jim Wells, Finance Officer

Account Number	Description	Current Budget \$	Amendment	Ending Budget \$
<b>General Fund</b>				
<b>Revenues</b>				
10 - 3110 - 0000	Tax Discounts	(4,300)	580	(3,720) Ties to actual
10 - 3350 - 0000	Miscellaneous Revenue	1,500	500	2,000 Anticipated FY 2017 revenue
10 - 3350 - 0400	Parks and Rec Fees	500	500	1,000 Anticipated FY 2017 revenue
10 - 3430 - 0000	Powell Bill Allocation	-	38,596	38,596 Anticipated FY 2017 revenue
10 - 3990 - 0100	Beg Fund Bal - Powell Bill	29,500	(37,596)	(8,096) To balance budget
10 - 3991 - 0000	Beginning Fund Balance	180,470.00	3,720	184,190.00 To balance budget
			6,300	
<b>Expenses</b>				
<b>Governing Body</b>				
10 - 4100 - 5402	Professional Liab. Ins	2,000	900	2,900 To budget anticipated expenses
<b>Administration</b>				
10 - 4200 - 1401	Schooling and Training	2,500	1,200	3,700 To budget anticipated expenses
<b>Police</b>				
10 - 5100 - 7500	Computer Expense	3,250	250	3,500 To budget anticipated expenses
<b>Street</b>				
10 - 5600 - 1600	M&R Equipment	-	2,400	2,400 Ties to actual
10 - 5600 - 5400	Insurance	6,500	(2,400)	4,100 Overage used for another line item
<b>Powell</b>				
10 - 5700 - 4510	Right of Ways/Spraying	-	500	500 To budget anticipated expenses
10 - 5700 - 5701	Safety	-	500	500 To budget anticipated expenses
<b>Sanitation</b>				
10 - 5800 - 3600	Uniform Expense	200	200	400 To budget anticipated expenses
10 - 5800 - 5400	Insurance	2,200	50	2,250 Ties to actual
<b>Non Departmental</b>				
10 - 6600 - 1500	Library Buildings/ Grounds	5,000	2,500	7,500 To budget in window repair
<b>Zoning</b>				
10 - 6700 - 2600	Advertizing	-	200	200 To budget anticipated expenses / fees booked to misc revenue
			6,300	
<b>Water/Sewer Fund</b>				
<b>Revenues</b>				
30 - 3670 - 0100	Sales Tax	4000	160	4,160 Tie to Actual
30 - 3750 - 0000	Penalties	10000	2,000	12,000
30 - 3990 - 0300	Insurance Reimbursement	0	403	403 Tie to Actual
30 - 3991 - 0000	Beginning Fund Balance	169,925	(2,563)	167,362 To balance budget
<b>Expenses</b>				
<b>Water</b>				
30 - 8100 - 0200	Salaries	66,250	(15,000)	51,250 To move funds for temp worker
30 - 8100 - 0300	Contractual Labor	-	15,000	15,000 To move funds for temp worker
30 - 8100 - 5300	Dues and Subscriptions	4,100	700	4,800 Tie to Actual
30 - 8100 - 5400	Insurance	-	(700)	(700) Overage used for another line item
<b>Sewer</b>				
30 - 8200 - 0200	Salaries	56,000	(500)	55,500 To move funds for temp worker
30 - 8200 - 0350	Contractual Labor	-	500	500 To move funds for temp worker
30 - 8200 - 5400	Insurance	8,500	(200)	8,300 Overage used for another line item
30 - 8200 - 5701	Safety	600	200	800 To budget anticipated expenses