

Town of Boonville
March 7, 2017 Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 3/7/17 regular meeting: Mayor Protem Bonnie Lasky, Commissioners Devin Carter, William Paul Baity and Tony Reece. Also in attendance were Interim Town Administrator Sarah Harris, Police Chief Farron Jester, Finance Officer/Town Clerk Kim Wells, and Public Works Director Jeff Jones. Mayor Rusty Hunter was absent.

- I. Call to Order and Welcome:** Mayor Protem Lasky called the 3/7/17 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Reece motioned to adopt the agenda. Commissioner Baity seconded, and the motion passed unanimously.
- III. Adoption of minutes – 2/7 regular session, 2/7 closed session, 2/23 recess session, 2/23 special meeting, and 2/23 closed session:** Commissioner Carter motioned to adopt the minutes of the 2/7 regular session, 2/7 closed session, 2/23 recess session, 2/23 special meeting, and 2/23 closed session. Commissioner Baity seconded, and the motion passed unanimously.
- IV. Public Comments:** Angie Walker, Boonville Community Public Librarian, thanked the Board for their continued support of the library and spoke about the programs that the library offers the community.
- V. Old Town Business:**
 - A. Update on Water and Sewer Projects:** Public Works Director Jones reported on the status of the projects. He reported there was an unexpected issue with the tanks and that additional work would have to be done. To manage the problem of surface water, wells would have to be installed around the tanks to release water from the ground under the tanks. He stated that there would also have to be some replacement parts installed in tank 1 and 2. Commissioner Baity motioned to spend up to \$60,000 for Sewer Improvement Projects coming out of 30-8300-7370. Commissioner Reece seconded, and the motion passed unanimously.
 - B. Education Attainment Pay Policy:** Interim Town Administrator Harris reviewed the drafted Education Attainment Pay policy. She reminded the Board this was for education obtained above job description and that certifications would be considered at employee appraisal times only. Commissioner Baity motioned to adopt. Commissioner Carter seconded, and the motion passed unanimously.
 - C. Economic Development Strategic Plan:** Interim Town Administrator Harris reviewed the drafted Economic Development Strategic Plan. Commissioner Carter motioned to adopt. Commissioner Reece seconded, and the motion passed unanimously.
- VI. New Town Business:**
 - A. Wesley Hollows designation of private drive request by the county:** Interim Town Administrator Harris and Yadkin County GIS Administrator, Ben Miller, spoke of a dispatch issue where First Responders were sent to the wrong town. Discussion followed on making the apartment complex parking lot a private drive. Consensus of the Board was to pursue making it a private drive with the complex having the option of naming the drive.
 - B. Resolutions to allow Sarah Harris to sign loan documents:** Finance Officer/Town Clerk Wells spoke of some resolutions Municipal Engineering recommended. She stated these resolutions would allow the Interim Town Administrator Harris to sign supporting documents of the loans in the place of Mayor Hunter. Commissioner Baity motioned to allow Sarah Harris to sign loan documents. Commissioner Reece seconded, and the motion passed unanimously.
 - C. Watch For Me Now NC:** Interim Town Administrator Harris spoke about the Watch For Me Now NC grant. Commissioner Reece motioned to pursue. Commissioner Carter seconded, and the motion passed unanimously.
 - D. BBDDA Fundraising update:** Shari Allen, President of the B.B.D.D.A., read a letter to the town requesting the \$2,000 funds that were budgeted for the organization. She reviewed over the organization's fund raising reviews and stated that they had met the goal the town had set for them. Commissioner Carter motioned to match the B.B.D.D.A.'s fundraising request of \$2,000. Commissioner Baity seconded, and the motion passed unanimously.
 - E. Parks and Recreation Advisory Committee:** Megan Sizemore, President of the Boonville Parks and Recreation Advisory Committee, updated the Board on the committee's plans. She asked the Board for permission to approach business owners and property owners to see if they would work

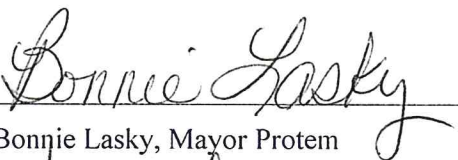
with the town. Discussion followed on the different park options the committee had come up with. Consensus was to allow them to pursue.

VII. Reports and announcements:

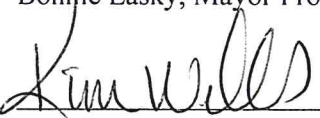
- A. Mayor's report:** Mayor Protem Lasky had no items to report for Mayor Hunter.
- B. Interim Town Administrator's report:** Interim Town Administrator Harris stated that she had been accepted by the Rural Institute but was not awarded a scholarship. She updated the Board on a meeting with D.O.T. Ms. Harris stated there was a summit for the Yadkin County Litter Sweep on March 30. Discussion followed on possible dates for a budget workshop. Ms. Harris stated the town was currently at 66% of the budget year and that everything was looking good for the year. She stated that there would probably be some budget amendments at the next meeting.
- C. Finance Officer's report:** Finance Officer Wells reported on a meeting with QS/1 software. She stated that she was enrolled in a Government Finance class through Rowan-Cabarrus Community College. Mrs. Wells stated the employees were working on getting all the surplus vehicles on Govdeals. She stated that for the loan, the second Reimbursement Request had been submitted in the amount of \$212,517. She stated this request will have the Municipal Engineering and Portland Utilities paid at 90% for the project. Mrs. Wells stated that she has prepared the worksheets for the upcoming budget workshops.
- D. Public Works Director's report:** Public Works Director Jones spoke on the ongoing trash issue with Waste Management. The Board asked that a representative from Waste Management could attend the next meeting.
- E. Police Chief's report:** Police Chief Jester spoke about ongoing programs his department was participating in. He stated that he had been strongly encouraged to attend training by Criminal Justice. He stated this training would be April 25-26. Mr. Jester then spoke of an upcoming staff meeting.
- F. Departmental Commissioner's Reports:** There were no reports.
- G. Committee reports as needed:** There were no reports.

VII. Closed Session per NCGS 143-318(a)(5&6): Commissioner Baity motioned to go into closed session per NCGS 143-318(a)(5&6). Commissioner Reece seconded, and the motion passed unanimously at 8:12 pm.

VIII. Recess/Adjourn: Commissioner Reece motioned to recess until March 30, 2017 at 6:00pm for a Budget Workshop. Commissioner Carter seconded, and the motion passed unanimously. The meeting ended at 8:45 p.m.



Bonnie Lasky, Mayor Protem



Kim Wells, Finance Officer/Town Clerk

EDUCATIONAL ATTAINMENT PAY

Section 1. Policy

Full-time employees shall be eligible for a salary increase upon successful attainment of certain educational degrees. Certifications will be considered for a pay increase during employee performance appraisal. A full-time employee who earns an associate's degree in a field directly related to their classification with the town shall be eligible for a 2 % pay increase. A full-time employee who earns a bachelor's degree in a field directly related to their classification with the town shall be eligible for a 5 % pay increase.

Section 2. Eligible Certifications

The following schedule shall be used for the attainment of special certifications: Employees must complete their probationary period prior to receiving any educational attainment pay. Degree and certification programs must be recognized as eligible under this section by the Board of Commissioners. Degrees and certifications that are required per the classification plan for any specific position are not eligible under this section of the personnel policy.

C-Well
B-Well
C-Distribution
B-Distribution
A-Distribution
Wastewater Biological Operator Class 1, 2, and 3
Wastewater Collection Levels 1, 2, and 3
Maintenance Technician Class 1 and 2
Intermediate Law Enforcement Certificate
Advanced Law Enforcement Certificate
General Instructor
FBI National Academy
Finance Officer Certification
IIMC Certified Municipal Clerk
IIMC Master Municipal Clerk
Zoning Certification
AICP Certification
ICMA Credentialed Manager



Town of Boonville

Economic Development Strategic Plan (2017-2021) & Year One Implementation Plan (2017-2018)

Economic Positioning Statement/Vision: Boonville is the Crossroads of the Yadkin Valley and the center of small town living, small business opportunity, vibrant community life, recreation, and tourism located in the heart of wine country.

Five-Year Economic Development Strategic Plan and Year One Implementation Plan:

The Town of Boonville's five-Year Economic Development Strategic Plan is built upon the Community Economic Development Strategies shown below. Its **Year One Implementation Plan** shown below focuses on goals and objectives, as well as actions/projects and tasks (grouped by strategy) that will make the town more economically vibrant.

COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES

Small Business Development and Downtown Revitalization	Community Events and Marketing	Community Appearance and Recreation
GOAL: Create a strong environment (infrastructure, available and ready land, etc.) to encourage small business development and support existing businesses	GOAL: Continue to provide community events and information that promote the community and increases spending in local/downtown businesses	GOAL: Improve community appearance, and provide more open space and recreational opportunities to promote increased activity in local/ downtown business
Objective 1.1 Encourage growth and vitality in existing local/downtown businesses by offering resources, support, and technical assistance	Objective 2.1 Expand advertisement of festivals and events and information about Boonville to increase attendance at events	Objective 3.1 Create a park space to hold events near downtown and continue beautification efforts
		Objective 3.2 Focus on improving walkability in town through improved sidewalks, promotion of pedestrian safety, and development of greenways
Action 1: Assign downtown coordinator to town personnel	Action 1: Report on economic impact of festivals by tracking attendance and	Action 1: Develop beautification plan of back alley (park, trails, etc.)

Changing the Street to a private drive at Wesley Hollows Apartment

911 Dispatch received a call over the weekend (February 11-12) at Wesley Hollows Apartments at 459 W Main St in Boonville but unfortunately the software was unable to properly locate the caller's address and instead dispatch nearly sent the responders to Jonesville. I investigated the call this morning and found that 459 W Main St applies to 4 different buildings each with 5 addresses along a length of driveway ~650 feet in length. The optimal solution to this would be to make it a private driveway with its own street name (I've done it here in Yadkinville for some new apartments and allowed them to name the street for the complex, everyone was happy!) I still need to get in touch with the property management company (only open Wednesday and Friday mornings) to see what they would like to do.

Thanks,
Ben Millard
Yadkin County GIS Administrator

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of water distribution system improvements

WHEREAS, The Town of Boonville has need for and intends to construct water distribution system Improvements, project described as replacement of undersized water mains and drilling of a new potable water well, and

WHEREAS, The Town of Boonville currently has state loan assistance for these projects,

NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF BOONVILLE:

That Town of Boonville, the **Applicant**, will arrange financing for all remaining costs of the project, for the approved for a State loan award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Boonville to make scheduled repayment of the loan, to withhold from the Town of Boonville any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

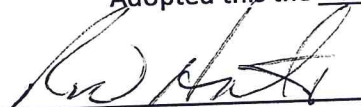
That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Sarah Harris, Interim Town Administrator, the **Authorized Official**, and successors so titled, is hereby authorized to sign documents on behalf of the **Applicant** with the State of North Carolina for a loan to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 7th day of March 2017 at Boonville, North Carolina.



Rusty Hunter IV

Mayor
(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Boonville does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Boonville Town Council duly held on the 7 day of March, 2017; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 13 day of March, 2017.

Kim Wells
Kim Wells
Town Clerk
Town Clerk

RESOLUTION BY GOVERNING BODY OF APPLICANT

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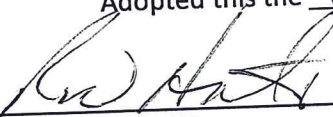
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Kim Wells
Kim Wells
Town Clerk
Town Clerk



Boonville Business & Downtown
Development Association, Inc.
P.O. Box 162
Boonville, NC 27011

March 3, 2017

Mayor Rusty Hunter
Town of Boonville
P.O. Box 326
Boonville, NC 27011

Dear Mayor Hunter:

The Boonville Business and Downtown Development Association, Inc. (BBDDA) continues to work and maintain momentum of the town for revitalization, promotion for tourism and to find ways to strengthen the local economy while maintaining Boonville's small-town charm.

We have requested the economic development funds for the fiscal year 2016/2017 and have raised over 2,000.00 in fund raising monies for the use of events/beautification or anything we as a BBDDA can help with for our town and businesses.

We hope you would consider our efforts to be able to get the economic development funds of \$2,000.00 requested.

Thank you for your consideration.

Sincerely,

Debbie Cooper
Secretary/Treasurer
Boonville Business and Downtown
Development Association, Inc.



Boonville Business & Downtown
Development Association, Inc.
P.O. Box 162
Boonville, NC 27011

BBDDA Fundraising 2016/2017

Parks & Rec & BBDDA -	\$1217.25
Membership dues 2016 -	\$ 300.00
Membership dues 2017 -	\$ 425.00
Vendor fees for 2017 Bash -	\$ 100.00
T-shirt sales	\$ 50.00
Cruise – in food sales	\$ 19.00
Cruise – in food sales	\$ 30.00
 Total:	 \$2141.25