

**Town of Boonville**  
**April 5, 2016 Regular Meeting Minutes**  
**Harvey E. Smith Municipal Building**

The following were in attendance at the 4/5 regular meeting: Mayor Rusty Hunter, Commissioners Devin Carter, Bonnie Lasky, 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.

- I. Call to Order and Welcome:** Mayor Hunter called the 4/5 meeting to order at 7:02 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Mayor Hunter requested that the agenda be amended to add a letter from Bobby Todd, Yadkin County Chamber of Commerce, to New Business, as item E. Commissioner Lasky motioned to approve the agenda as amended. Commissioner Reece seconded, and the motion passed unanimously.
- III. Adoption of minutes – 3/1 regular session, 3/1 closed session:** Commissioner Lasky motioned to adopt the minutes of the 3/1 regular session and 3/1 closed session. Commissioner Baity seconded, and the motion passed unanimously.
- IV. Public Comments:** Wayne Cook introduced two Boy Scouts who were attending the meeting as a requirement for a merit badge. No other public comments were made.
- V. Old Town Business:**
  - A. Approval of new Parks and Recreation Advisory Committee members:** Interim Town Administrator Harris presented a list of new members to the Parks and Recreation Advisory Committee. Commissioner Lasky motioned to approve new members Christina Silvers and Derek Oakes to the Parks and Recreation Advisory Committee. Commissioner Baity seconded, and the motion passed unanimously.
  - B. Budget Amendments:** Finance Officer/Town Clerk Wells explained the proposed Budget Amendments. Commissioner Lasky motioned to approve the Budget Amendments as presented. Commissioner Reece seconded, and the motion passed unanimously.
- VI. New Town Business:**
  - A. Letter of Intent for Parks and Recreation:** Megan Sizemore, Chairperson of the Boonville Parks and Recreation Advisory Committee, reviewed the proposed park phases specifically regarding property owned by Dale Rose. She requested that the Board members approve the Committee's request to ask the Town's attorney to prepare a letter of intent to Mr. Rose for a phase 1 walking trail. Discussion followed. Commissioner Lasky motioned to request the Town attorney to prepare a letter of intent between Dale Rose and the Parks and Recreation Advisory Committee. Commissioner Baity seconded, and the motion passed unanimously.
  - B. Ethic Webinar:** Interim Town Administrator Harris reported that she had contacted neighboring town officials inviting them to participate in the ethics webinar hosted by Boonville. Commissioner Baity motioned to purchase the on-demand ethics webinar. Commissioner Reece seconded, and the motion passed unanimously. Discussion followed on the date of the training. The consensus of the Board members was to plan a day mid-July or August.
  - C. Members for Jonesville Committee:** Mayor Hunter reminded the Board members of the decision in February to pursue changing Boonville's election cycle to even-numbered years. He stated the neighboring municipalities interested in changing were forming a committee that will approach the legislature. Interim Town Administrator Harris reviewed the list of towns interested and their current representatives. Mayor Hunter stated that he would represent Boonville on the committee.
  - D. Welcome to Boonville Signage:** Interim Town Administrator Harris reported her latest contact with DOT. She recommended that instead of pursuing multiple way-finding signage, it would be prudent to focus on obtaining new "Welcome to Boonville" signs. The Board members discussed the signage quote received from DOT. It was the consensus of the Board members to table further discussion until additional quotes could be obtained from local vendors.
  - E. Letter from Bobby Todd:** Commissioner Lasky and Interim Town Administrator Harris reported that a new Bed and Breakfast in East Bend sparked the countywide Tourism Development Authority (TDA) discussion. Jonesville already has a separate TDA. But instead of chartering multiple TDAs for Boonville, East Bend, and Yadkinville, it seems prudent to have

one additional Yadkin TDA. It was the consensus of the Board members to agree to proceed with one additional Yadkin TDA.

**VII. Reports and announcements:**

- A. **Mayor's report:** Mayor Hunter complimented Tim Cave the work he was performing on the stream running along Holly Street.
- B. **Interim Town Administrator's report:** Interim Town Administrator Harris reported that all Department Heads had completed their employee evaluations. She stated that the Yadkin Valley Heritage Corridor banners have been replaced and are ready to be installed. Ms. Harris has worked with property owners in Boonville and put them in touch with a broker in Mt. Airy who specializes in filling empty buildings. She is also adding an Economic Development tab to the Boonville web site. Ms. Harris reviewed her upcoming training plans. She reported that Dale Rose was currently in the process of removing the concrete that remained behind the blue building across from Town Hall. In reviewing the Town's Code of Ordinances, Ms. Harris observed that a subdivision ordinance was not included. She will draft one for the Board member's review. A public hearing would be required prior to approval.
- C. **Finance Officer's report:** Finance Officer Wells reviewed the March Budget vs. Actual summary.
- D. **Public Works Director's report:** Public Works Director Jones reported on a recent State inspection of the sewer plant permit. He reported on some errors submitted with the Town's loan application and that the Town's engineering firm will submit an amendment to correct the errors. Mr. Jones also reported that Billy Dixon, Municipal Engineering, would retire at the end of the month.
- E. **Police Chief's report:** Police Chief Jester stated that Police Department personnel are continuing to work on the Governor's Highway Safety Program, with the intent of earning points towards cash. There are some problem areas around town that that Police Department is addressing. He informed the Board members that he and Ms. Harris are updating the Police Department's Policies and Procedures.
- F. **Departmental Commissioner's Reports:** There were no addition items to report.
- G. **Committee reports as needed:** Tom Bastable, President of the BBDDA, reported that the upcoming Communitywide Yard Sale will be held on May 6-7, and that the 3<sup>rd</sup> Annual Boonville Bash and Bash Dash will be held on May 14. He thanked the Board members for their support. Megan Sizemore, Chairperson of the Boonville Parks and Recreation Advisory Committee, reported the progress of their projects

**VIII. Recess/Adjourn:** Commissioner Lasky motioned to recess until 5:30 p.m. on May 3, 2016. Commissioner Carter seconded, and the motion passed unanimously. The meeting ended at 7:50 p.m.



Russell (Rusty) Hunter, IV, Mayor



Kim Wells, Finance Officer/Town Clerk



# Proposed Budget Amendments - April 5, 2016

By Kim Wells, Finance Officer

## General Fund

Account Number	Description	Current Budget \$	Amendment	Ending Budget \$
<b>Revenues</b>				
10 - 3010 - 0000	Taxes Adv- Current	315,000	10,000	325,000
10 - 3010 - 0400	Taxes Adv- 4th	2,000	500	2,500
10 - 3010 - 1000	DMV Collect - Current	10,000	10,000	20,000
10 - 3323 - 0000	Court Officer Fee	250	150	400
10 - 3350 - 0000	Miscellaneous Revenue	1,500	500	2,000
10 - 3350 - 0400	Parks and Rec Fees	-	500	500
10 - 3370 - 0000	Utility Fan Tax	100,000	20,000	120,000
10 - 3450 - 0000	Local Option Sales Tax	110,000	34,000	144,000
10 - 3991 - 0000	Beginning Fund Balance	136,706.00	(56,010)	80,696.00
			19,640	
<b>Expenses</b>				
<b>Governing Body</b>				
10 - 4100 - 3300	Supplies and Materials	200	300	500
10 - 4100 - 5300	Dues and Subscriptions	2,951	149	3,100
<b>Administration</b>				
10 - 4200 - 0200	Salaries	69,650	-	69,650
10 - 4200 - 0300	Contract Labor	-	7,501	7,501
10 - 4200 - 3300	Supplies and Materials	3,500	1,000	4,500
10 - 4200 - 5400	Insurance	1,800	100	1,900
10 - 4200 - 7400	Capital Outlay	-	3,300	3,300
10 - 4200 - 7500	Computer Expense	3,700	1,500	5,200
<b>Police</b>				
10 - 5100 - 1600	M&R Equipment	500	250	750
10 - 5100 - 5400	Insurance	18,000	500	18,500
10 - 5100 - 7400	Capital Outlay	30,000	1,000	31,000
<b>Street</b>				
10 - 5600 - 1600	M&R Equipment	-	1,000	1,000
10 - 5600 - 3300	Supplies and Materials	4,300	700	5,000
10 - 5600 - 3600	Uniforms	1,200	500	1,700
<b>Sanitation</b>				
10 - 5800 - 2600	Advertising	-	200	200
10 - 5800 - 5500	Refund	-	1,400	1,400
10 - 5800 - 7500	Computer Expense	2,700	300	3,000
<b>Zoning</b>				
10 - 6700 - 0300	Zoning Officer Fees	600	(360)	240
10 - 6700 - 2600	Advertising	-	300	300
			19,640	

## Water/Sewer Fund

<b>Revenues</b>				
30 - 3991 - 0000	Beginning Fund Balance	148,825	12,800	161,625
			12,800	
<b>Expenses</b>				
<b>Water</b>				
30 - 8100 - 0300	Contractual Labor	-	5,000	5,000
30 - 8100 - 3350	Supplies & Materials	3,000	500	3,500
30 - 8100 - 5500	Refund	-	3,200	3,200
<b>Sewer</b>				
30 - 8200 - 0350	Contract Services	-	100	100
30 - 8200 - 5500	Refund	-	3,200	3,200
30 - 8200 - 7500	Computer Expense	3,200	300	3,500
<b>Sewer Plant</b>				
30 - 8300 -	Supplies: Chemicals	6,500	500	7,000
				To budget anticipated expenses
				12,800