

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

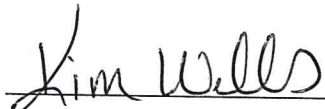
The following were in attendance at the 7/5/16 regular meeting: Mayor Rusty Hunter, Commissioners Devin Carter, Bonnie Lasky, William Paul Baity, and Tony Reece. Also in attendance were Interim Town Administrator Sarah Harris, Police Chief Farron Jester, Finance Officer/Town Clerk Kim Wells, and Public Works Director Jeff Jones.

- I. Call to Order and Welcome:** Mayor Hunter called the 7/5/16 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Lasky motioned to adopt the agenda. Commissioner Baity seconded, and the motion passed unanimously.
- III. Adoption of minutes – 6/7 regular session, 6/7 closed session, 6/15 recessed:** Commissioner Lasky motioned to adopt the minutes of the 6/7 regular session, 6/7 closed session, and 6/15 recessed meetings. Commissioner Reece seconded, and the motion passed unanimously.
- IV. Public Comments:** None were voiced.
- V. Old Town Business:**
 - A. Well Site Updates:** Public Works Director Jones reported on the findings of the proposed property for a new well site on River Road including the estimated cost to remove the underground tank. He also informed the Board members of the findings of the other two proposed well sites. The property on Buckskin Trail would require installation of 3-phase power before it could be utilized for a well site. The Board members discussed the need to proceed with the purchase of property before the pre-bid on 7/11/16. Commissioner Lasky motioned to proceed with the purchase of 5 acres on Buckskin Trail with assistance of the Town's attorney, not to exceed the list price, contingent upon Duke Energy supplying power to the site for a well. Commissioner Reece seconded, and the motion passed unanimously.
- VI. New Town Business:**
 - A. Resolution #2016-10 Memorandum of Understanding (MOU) for Economic Development Strategic Plan:** Interim Town Administrator Harris presented the Board members with a MOU between the Town of Boonville and the NC Department of Commerce for the Economic Development Strategic Plan. The project will be facilitated by Darren Rhodes, Chief Planner with assistance by an Appalachian State University MPA student. Ms. Harris recommended that the Board members consider mileage and food reimbursement for the student since he would not be paid for the project. Commissioner Lasky motioned to approve Memorandum of Understanding for the Economic Development Strategic Plan. Commissioner Carter seconded, and the motion passed unanimously.
 - B. Capital Project Ordinance:** Finance Officer Wells presented two Capital Project Ordinances: Boonville Wastewater Treatment Plant Improvements in the amount of \$376,411, and Boonville Sanitary Sewer Replacement (Tanyard Creek Outfall) in the amount of \$250,889. Commissioner Baity motioned to adopt Capital Project Ordinance for the Boonville Wastewater Treatment Plant Improvements and for the Boonville Sanitary Sewer Replacement. Commissioner Lasky seconded, and the motion passed unanimously.
 - C. Parks & Recreation Advisory Committee Members:** Interim Town Administrator Harris recommended adding Brian Smith from Buckskin Trail to the Parks and Recreation Advisory Committee. Commissioner Baity motioned to approve Brian C. Smith as a new member to the Parks and Recreation Advisory Committee. Commissioner Lasky seconded, and the motion passed unanimously.
 - D. Tractor Repair:** Public Works Director Jones detailed the ongoing issues with the tractor. The Board members discussed the cost and the vendor who will perform the repairs. Commissioner Baity motioned to pay the bill not to exceed \$4,300 for the tractor repair to be paid from Street/Water/Sewer accounts. Commissioner Reece seconded, and the motion passed unanimously.
- VII. Reports and announcements:**
 - A. Mayor's report:** Mayor Hunter read a thank you note from the family of the Hubert Gregory.
 - B. Interim Town Administrator's report:** Interim Town Administrator Harris reported on the pre-opening bid that would be held on 7/11/16. She reported on recent training and other events she had attended. Ms. Harris expressed her opinion that the letter of cooperation between the Town

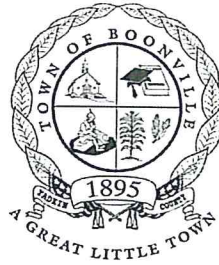
- of Boonville and Boonville Baptist Church for maintenance of the parcel owned by Boonville Baptist Church and located at the intersection of NC 67 and US 601 should come from the attorney. She also reported on two zoning variance requests received.
- C. **Finance Officer's report:** Finance Officer Wells reviewed the June Budget vs. Actual summary.
 - D. **Public Works Director's report:** Public Works Director Jones reported that he had received two quotes for the repair of the library. He also reported he had received a quote of \$4,500 from Alex McGilvary, CSM Environmental, to remove the underground tank at Town Hall and submit all paperwork. However, this quote did not include pavement replacement. Mr. Jones reviewed a quote of \$2,150 to remove the shelter on Park Ave. He then reviewed a quote of \$77,680 for the purchase of a new backhoe at the State contract rate. He stated the flipable forks would cost an additional \$2,100. Mr. Jones stated the backhoe would take approximately 90-120 days to obtain the backhoe once the Purchase Orders for both are received. Commissioner Lasky questioned the need for a new backhoe. It was the consensus of the Board members to pursue the purchase since it was in the approved budget. Mr. Jones explained an ongoing issue with a lot on Williams St.
 - E. **Police Chief's report:** Police Chief Jester reported that the new radar system had been received, and he was waiting on the company to install it. All certified officers will need to be trained on the new equipment.
 - F. **Departmental Commissioner's Reports:** Commissioner Lasky stated that she liked the new Welcome to Boonville signs.
 - G. **Committee reports as needed:** None were voiced.
 - H. **VIII. Recess/Adjourn:** Commissioner Lasky motioned to adjourn. Commissioner Carter seconded, and the motion passed unanimously. The meeting ended at 8:00 p.m.



Russell (Rusty) Hunter, IV, Mayor



Kim Wells, Finance Officer/Town Clerk



Resolution Requesting the Services of the NC Rural Planning Center for Development of an Economic Development Strategy and Implementation Plan

WHEREAS the Board of Commissioners of the Town of Boonville would like to develop an Economic Development Strategy and Implementation Plan; and

WHEREAS the Board of Commissioners of the Town of Boonville would like assistance with this project from the North Carolina Department of Commerce, Rural Planning Center; and

WHEREAS the Rural Planning Center and the Town of Boonville have reached a mutual agreement on the work to be performed.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Town of Boonville hereby request that the Rural Planning Center assist the Town with the development of an Economic Development Strategy and Implementation Plan and is committed to the planning process and the implementation of this project when the work is completed.

Adopted this 5th day of July, 2016

Russell (Rusty) Hunter, IV, Mayor

Attest:

Kim Wells, Town Clerk

MEMORANDUM OF UNDERSTANDING

NC Department of Commerce, Rural Economic Development Division,
NC Rural Planning Center
July 5, 2016

Re: Assistance with Economic Development Strategy and Implementation Plan

- 1) As part of the Town of Boonville's (Town's) request for service to be provided by the Rural Planning Center ("Center"), below you will find several conditions pertaining to these services. Please sign below to signify your agreement.
- 2) As part of the NC Department of Commerce, the State's lead agency for promoting economic development and prosperity, the Center provides services and assistance to add value to community economic development efforts. In this context, clients are requested to provide data which demonstrates the economic impact of the services provided within one (1) year of project completion.
- 3) The mission of North Carolina Main Street and Rural Planning Center is to work in regions, counties, cities, towns, downtown districts, and in designated North Carolina Main Street communities, to inspire placemaking through building asset-based economic development strategies that achieve measurable results such as investment, business growth and jobs, and within that mission, the Center may share successful "best practices" with other communities when appropriate. In this context, relevant materials produced from the project and economic outcomes may be shared with other communities as needed.
- 4) For assistance with the Town's Economic Development Strategy and Implementation Plan, the Town will be responsible for paying for project-related expenses incurred by Rural Planning Center staff while providing services, such as transportation, meals, lodging, and other costs directly related to the project. The Center bills its clients for such monthly, and payment is generally due within 30 days following receipt of the invoice. For travel billing, the Department of Commerce uses the Internal Revenue Service (IRS) business standard mileage rate, which is 54 cents (\$.054 cents) per mile for 2016. Other travel related expenses shall be billed at rates consistent with the Department of Commerce's Travel Policy in effect when the expenses were incurred.
- 5) The Center currently has a staff with various skill sets in economic and community development planning and is responsible for delivering services throughout the State. When the Center accepts a project, its goal is to complete the project in a timely and responsible manner. In the event of staff turnover, budget reductions, or other unforeseeable events, however, we may be compelled to place a project in an indefinite "hold" status until replacement staff resources can be secured. In rare cases, where very specialized staff skills are unable to be replaced, the project commitment may be terminated. Projects may also be re-prioritized consistent with departmental or division policies.



- 6) The project will tentatively be scheduled to begin in August 2016 and completion will be targeted in January 2017. The lead planner for this project will be Darren Rhodes.
- 7) The Center will partner with Appalachian State University (and other organizations) on development of the Plan.

Sarah Harris

Sarah Harris
Interim Town Administrator
Town of Boonville

July 6th, 2016

Date

Please sign, date, and return to:

Darren Rhodes, Executive Planner

NC Department of Commerce
Rural Economic Development Division
NC Main Street and Rural Planning Center
450 West Hanes Mill Road, Suite 101
Winston-Salem, NC 27106
drhodes@nccommerce.com



NC Main Street and Rural Planning Center

CAPITAL PROJECT ORDINANCE
Boonville Wastewater Treatment Plant Improvements

BE IT ORDAINED by the Town of Boonville Board of Commissioners that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: The project authorized is the Boonville Wastewater Treatment Plant Improvements to be funded by Clean Water State Revolving Fund.

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein. This is a project length budget wherein the Capital Project Fund will remain operational for the term of this project

Section 3: The following expenditure amounts are appropriated for the project:

Professional Services	\$ 62,911
Construction	\$306,119
Closing Fee	\$ 7,381
Total Project Costs	<u>\$376,411</u>

Section 4: The following financing source is anticipated to be available to complete this project:

Clean Water State Revolving Fund (CS370539-02)	\$369,030
Closing Fee (Local Funds)	\$ 7,381
Total	<u>\$376,411</u>

Section 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the funding agency, the funding agreements, and the federal regulations. The terms of the bond resolution also shall be met.


Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the funding agency in an orderly and timely manner.

Section 7: The Finance Officer is directed to report, on a quarterly basis, on the financial status of each Project element in Section 3 and on the total grant/loan revenues received or claimed.

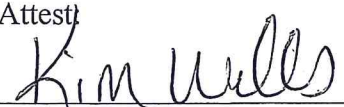
Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues related to this capital project in every budget submission made to this Board.

Section 9: Copies of this Capital Project Ordinance shall be furnished by the Clerk to the Governing Board, to the Budget Officer and the Finance Officer for direction in carrying out this project.

Duly adopted this 5th day of July, 2016



Russell (Rusty) Hunter, IV, Mayor

Attest


Kim Wells, Town Clerk

CAPITAL PROJECT ORDINANCE
Boonville Sanitary Sewer Replacement (Tanyard Creek Outfall)

BE IT ORDAINED by the Town of Boonville Board of Commissioners that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: The project authorized is the rehabilitation of the Tanyard Creek Outfall to be funded by Clean Water State Revolving Fund.

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein. This is a project length budget wherein the Capital Project Fund will remain operational for the term of this project

Section 3: The following expenditure amounts are appropriated for the project:

Professional Services	\$ 72,756
Construction	\$173,214
Closing Fee	\$ 4,919
Total Project Costs	<u>\$250,889</u>

Section 4: The following financing source is anticipated to be available to complete this project:

Clean Water State Revolving Fund (CS370539-01)	\$245,970
Closing Fee (Local Funds)	\$ 4,919
Total	<u>\$250,889</u>

Section 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the funding agency, the funding agreements, and the federal regulations. The terms of the bond resolution also shall be met.


Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the funding agency in an orderly and timely manner.

Section 7: The Finance Officer is directed to report, on a quarterly basis, on the financial status of each Project element in Section 3 and on the total grant/loan revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues related to this capital project in every budget submission made to this Board.

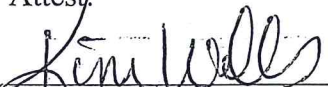
Section 9: Copies of this Capital Project Ordinance shall be furnished by the Clerk to the Governing Board, to the Budget Officer and the Finance Officer for direction in carrying out this project.

Duly adopted this 5th day of July, 2016



Russell (Rusty) Hunter, IV, Mayor

Attest:



Kim Wells, Town Clerk