

Town of Boonville
January 8, 2019, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 1/8/19 regular meeting: Mayor Vaughn Benton, Commissioners William Paul Baity, Wayne Cook, Bonnie Lasky and Tony Reece. Also in attendance were Attorney James Freeman, Town Administrator Sarah Harris, Finance Officer/Town Clerk Kim Wells, Public Works Director Jeff Jones and Interim Police Chief Bryan Rutledge.

- I. Call to Order and Welcome:** Mayor Benton called the 1/8/19 meeting to order at 6:59 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Baity motioned to approve the agenda as written. Commissioner Reece seconded, and the motion passed unanimously.
- III. Pledge of Allegiance and Prayer:** Mayor Benton led the Pledge of Allegiance and the prayer.
- IV. Adoption of minutes: 12/4 regular session, 12/4 closed session:** ~~Commissioner Cook moved that the 12/4 regular session and 12/4 closed session minutes be approved as presented. Commissioner Lasky seconded, and the motion passed unanimously. (correction made by motion during the February 5, 2019 meeting)~~
- V. Public Comments:** Debbie Cooper, 5141 River Rd., requested that her home be annexed into the Town of Boonville city limits. Discussion followed. The Board members stated that they would investigate the process to have a property annexed. Steve Bartlett, 139 Howard Ave., asked the Interim Police Chief what the citizens could do for the officers while they do not have a Police Chief. Discussion followed.
- VI. Presentation on Economic Impact of Boonville Bash:** Dr. Erick Byrd, UNC Greensboro, reported on an Economic Survey that was conducted during the 2018 Boonville Bash event. He stated the survey recorded who attended the event, how much attendees spent, and where attendees spent their money. Dr. Byrd confirmed that this was primarily a regional/local event, with the farthest attendee from Charlotte. Discussion followed. Town Administrator Harris reported that Dr. Byrd was assisting in the development of a template so additional surveys could be conducted during future events. The Economic Development Steering Committee will be involved in the process.

Mayor Benton reported that Town representatives had been in touch with UNC School of Government representatives for better clarification regarding Mr. Justin Phillip's Board seat since he had yet to be sworn in. Former Commissioner Lasky had been asked to attend the Board meeting. Mayor Benton stated that the residents of Boonville had voted for Justin Phillips, and it was not clear which vacant Board seat Mr. Phillips was replaced. The mayor thanked Mrs. Lasky for her willingness to remain on the Board but stated that her services were no longer needed. Mrs. Lasky left the podium. Discussion followed on Justin Phillips.

VII. Old Town Business:

- A. Update on Water and Sewer Projects:** Public Works Director Jones reported that the water project had been approved by the State. Regarding the sewer plant project, the engineer was scheduling a float test, pending the contractors availability. Town Administrator Harris reviewed the updated timeline for the Water Phase II project. Mr. Jones reported on the pending land purchase.
- B. US HWY 601/NC 67:** Town Administrator Harris updated the Board members on the intersection project. The next step in the process would be for Town representatives to share their "wish list" for the project. Ms. Harris reviewed a proposal made by the Piedmont Triad Regional Council (PTRC) for the stoplight poles and hidden utility lines. She stated the underground lines are not feasible at this time but that utilities could be moved behind businesses. It was the consensus of the Board members to table the topic until the Board retreat.

VIII. New Town Business:

- A. Resignation of Commissioner Carter:** Mayor Benton read a letter of resignation from Commissioner Devin Carter. Commissioner Cook motioned to accept Commissioner Devin Carter's resignation. Commissioner Baity seconded, and the motion passed unanimously. Discussion followed on vacancies. It was the consensus of the Board members to table the topic until the next meeting.

- B. Public Works Safety:** Commissioner Cook asked if the Public Works Department required any safety equipment. Discussion followed on a recent accident at the plant. Mr. Jones stated that until the ramp is fixed, the employees know it is off limits for use. Discussion followed on the use of bucket trucks and the safety harness. Public Works Director Jones stated that if the Board members wanted him to purchase harnesses, he would, but OSHA does not require them because of the height in the air and the height of the rail.
- C. Park:** Public Works Director Jones stated that he needed direction from the Board members on how to handle the park and shelter. Commissioner Cook suggested selling the property. Discussion followed on the funds spent on the grounds. It was the consensus of the Board members to table the topic until the next meeting.
- D. Personnel Policy:** The Board members discussed the wording in the Disciplinary Policy. Town Administrator Harris presented a revised policy that would remove, "Town Administrator" and replace it with, "Mayor." Commissioner Cook motioned to adopt the new wording as presented. Commissioner Reece seconded, and the motion passed unanimously.
- E. C. Evitt's Vacation Payout & Resignation:** Finance Officer/Town Clerk Wells stated that the Board members needed to officially accept Mr. Evitt's resignation, and that they would need to allow her to spend available funds in the salary line for his vacation payout. Commissioner Reece motioned to accept Mr. Evitt's resignation and approve his vacation payout. Commissioner Cook seconded. Discussion followed on the amount of money Mr. Evitt would be paid. The motion passed unanimously.
- F. Southern Software's Annual Software Support Agreement:** The Board members discussed the annual agreement. Commissioner Cook motioned to approve the annual agreement and to allow Interim Police Chief Rutledge to sign the agreement. Commissioner Reece seconded, and the motion passed unanimously.
- G. Economic Development Steering Committee:** Town Administrator presented a list of proposed additional members to the Economic Development Steering Committee. Commissioner Baity motioned to add Worth Shover, A.B. Wheeler, and Bonnie Lasky to the Economic Development Steering Committee. Commissioner Reece seconded, and the motion passed unanimously. Discussion followed on the set up of the committee.

IX. Reports and announcements:

- A. Mayor's report:** Mayor Benton reported that he had spent most of his time reviewing minute books and cancelled checks.
- B. Town Administrator's report:** Town Administrator Harris reported on her upcoming meetings and seminars. She informed the Board members that Mid-Town Gas and Grill had contacted her about adding RC car parts and having a dirt track behind their building. Ms. Harris reported on the ethics requirement for the new Board members. She then asked the Board member to look at potential dates for the Board retreat. It was the consensus of the Board members to schedule the Board retreat on 1/25/19 or 1/29/19. She then reviewed the Budget vs. Actual report.
- C. Finance Officer's report:** Finance Officer Wells reported that she had been very busy with year-end items and was currently waiting on the W2 and 1099 forms. Mrs. Wells informed the Board members that the Town Hall roof has started leaking again, and it was worse than before. Discussion followed on the previous quotes for the new roof and on the estimated cost of materials public works would need to fix the interior damage. Commissioner Cook motioned to do a budget amendment have the Town Hall roof replaced by Greg Madison at a cost of up to \$7,700. Commissioner Reece seconded, and the motion passed unanimously.
- D. Public Works Director's report:** Public Works Director Jones reported that the project to fix the drainage on NC 67 at Key Street had been completed. He reported on issues on the US 601 due to water line breaks. Mr. Jones stated that only one angel was damaged during the holiday season. He reported that a tree company contracted by Duke Power had done some damage to a resident's trees, and that he has a call in to Duke about it. Mr. Jones stated the Town had contracted with some outside vendors to help with snow removal. He wants to perform a cost analysis of the service and bring the report to the Board members.
- E. Police Chief's report:** Interim Police Chief Rutledge responded to Steve Bartlett about his question during public comments. He stated the Police Department was staffed to provide 24-hour coverage. Mr. Rutledge updated the Board members on reports submitted to Training and Standards.

F. Departmental Commissioner's Reports: Commissioner Cook reported that he, Mayor Benton, and Finance Officer/Town Clerk Wells had visited the safety deposit box at the bank. He stated they had given Mrs. Wells permission to go through the box and clear it out when she had available. Mr. Cook stated they had been working on revising the layout of the water bills. Because of the bulk purchase, the current format bills would have to be used for the next 11 months. He then informed the Board members of an incident Town Hall staff had with a resident. He has instructed the staff to contact the Police Department whenever there is a belligerent customer and have them removed from Town Hall if needed. Mr. Cook then referenced the cut-off list of up to 80 residents and stated that staff had sent an e-mail reminder to those with e-mail addresses. Mr. Cook asked the Board members to consider raising the cut-off fee from \$30 to \$40 since a lot of these are recurring. Discussion followed, and the topic was tabled. Mr. Cook stated that Zoning and Planning members need to be updated. He then referenced a check he signed for \$30,000 for Hooker Paving and stated that we needed to get a better handle on infrastructure. Public Works Director Jones stated that some of that check was for the repaving of Oakland Blvd.

G. Committee reports as needed: Shari Allen, President of the BBDDA reviewed the 2018 events as well as upcoming 2019 events. She stated that the Boonville Bash will have a new name and theme for this year and be held on a different date to be determined. Mrs. Allen reported that the membership drive is underway and new Facade Improvement Grant applications were being distributed. She also reported that the BBDDA members were considering hiring someone to maintain the flowers in the wine barrels. Town Administrator Harris informed the Board members that Boonville Community Public Library had asked to be put on the next meeting agenda to discuss the services they provide.

X. Closed Session per NCGS 143-318.11(a) (3, 4 & 6): Commissioner Baity motioned to go into closed session per NCGS 143-318.11(a) (3, 4, & 6). Commissioner Cook seconded, and the motion passed unanimously at 8:39 p.m.

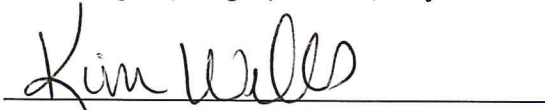
Commissioner Reece motioned to ratify Stephen Slate employment to fulltime, retroactive to 12/31/18 at the current pay rate, Step 5. Commissioner Baity seconded, and the motion passed unanimously.

Commissioner Cook motioned that Officer Rutledge be appointed as Interim Police Chief at a pay rate of Step 1, retroactive to 12/15/18. Commissioner Reece seconded, and the motion passed unanimously.

XI. Adjourn: Commissioner Cook motioned to adjourn. Commissioner Reece seconded, and the motion passed unanimously. The meeting adjourned at 10:08 p.m.



R. Devaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk

Direct Visitor Spending at 2018 Boonville Bash

Prepared by Briley Tankard & Erick T Byrd

Center for Industry Research & Engagement
Bryan School of Business and Economics
University of North Carolina at Greensboro



THE UNIVERSITY *of* NORTH CAROLINA
GREENSBORO
Inspire. Change.

Direct Visitor Spending at 2018 Boonville Bash

Introduction

Festivals and special events are a large component of the tourism industry drawing in numerous visitors to a region or community having an impact on the area's economy. In rural areas where traditional industries like agriculture and manufacturing have declined special events can be used to generate economies, preserve natural and cultural heritage, and to create a destination image.

Economic enhancement is foremost what communities hope to achieve from tourism in general and in many cases by hosting special events and festivals. Communities can generate revenue from direct visitor spending on the special event or festival as well as on various activities and services throughout the community (Grunwell, Ha & Martin, 2008). This is especially the case when special events last for several days and visitors stay in the community's lodging facilities. Visitors to special events also spend money at restaurants, stores and attractions in the area. To accurately measure the economic impact of special events on a community we must understand the profile of the visitor and what they spend money on. Therefore, the purpose of this study is to investigate direct visitor spending at Boonville events, specifically Boonville Bash. Additionally, visitor profile and travel behavior will be discussed.

Method

Data for this study was gathered from Boonville Bash on May 18th. A convenience sample was used for the study where questionnaires were handed out to as many attendees as possible via intercept at each of the events and then collected. The questionnaires contained a variety of questions, both open and closed ended so that a variety of information could be gathered. The total number of questionnaires collected was 92. Data was then entered into SPSS and statistical analysis was conducted.

Results

Visitor Profile

Age/ Gender/ Education

The average age for respondents was about 42 years. There was a larger difference between male (25.3%) and female (73.9%) respondents. The majority of respondents indicated that they had a college degree or higher education level.

State of Visitor Origin

The Boonville Bash had no visitors come from out of state. A little less than 2/3 of attendees (61%) reside in Boonville. The surrounding counties drove in attendees as well. The furthest any of the respondents traveled was from Charlotte.

Repeat Visitation

Specifically looking at non-Boonville residents, 14.3% of the respondents indicated that it was their first visit to the area. This along with state of origin indicates that the Boonville Bash pull from a largely regional/local market and the most are repeat attendees.

Future Visit

Visitor respondents were asked if they planned to revisit the Boonville area in the future. Most (85.3) of the respondents indicated that they are likely or very likely to revisit the area in the future.

Visitor Behavior

Information Sources

Attendees were asked how they found out about the Boonville Bash. The top source was through word of mouth (WOM) through friends and family. This was followed by Facebook.

Table 1: Information Source Used

Source	Percentage
Friends & Family (Word of Mouth)	41.7%
Facebook	22.6%
Promotional Material (Signs & Banners)	9.5%
Internet (Other)	8.3%
Other	17.9%

Length of Stay

The average length of visit was 1.1 days with only 10% of visitors staying overnight. This is due in large part to the closeness of the visitors to their home. Of those that did stay overnight, they stayed with friends and family.

Travel Party Size

The average travel party size was 1.85 adults and 1.33 children.

Event Satisfaction

Event attendees were asked a series of questions related to their satisfaction with the event. When asked to rate your overall satisfaction with their visit the average (on a 1-5 scale) was 4.32, with a majority indicating that they were either satisfied or very satisfied with the event. When asked to rate their experience at the Boonville Bash in terms of value for the money, the average (on a 1-5 scale) was 4.18, with a majority indicating that they were either good or very good value for the money.

Future Behavior

Event attendees were then asked about some of their future intentions/ travel behavior on a scale of 1 to 5 with 1 representing very unlikely to 5 representing very likely.

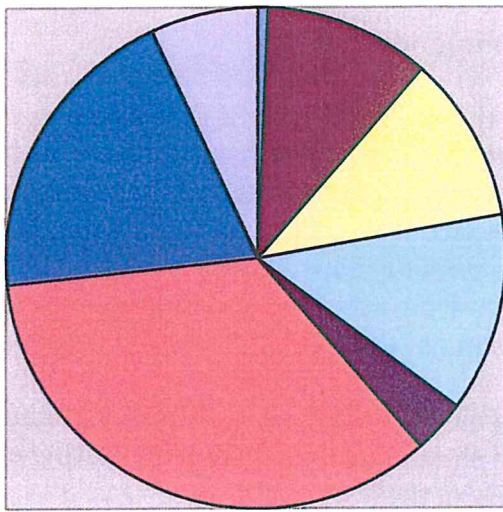
Intention	% Very Unlikely	% Unlikely	% Neutral	% Likely	% Very Likely	Average
Do you intend to return to the Festival next year?	0%	0%	2.9%	35.3%	61.8%	4.59
Would you be interested in attending other festivals in the future?	0%	0%	2.9%	32.4%	64.7%	4.62
Would you be interested in attending a multi-day festival?	2.9%	0%	20.6%	35.3%	41.2%	4.12

Visitor Spending

On average visitors spent \$44.56 at the Boonville Bash. The top 3 spending categories were: Vendors (\$15.61), Restaurants (\$4.85), and Shopping (\$5.78) (see Table 3).

Table 3: Average Visitor Spending Per Travel Party by Event

Spending Category	All Events
Hotel/ Motel	\$0.29
Restaurant	\$4.85
Wine and beer	\$4.85
Shopping	\$5.78
Entertainment	\$1.55
Food & Drink from vendors	\$15.61
Food bought at stores	\$8.65
Auto Operations	\$3.12
Local Transportation	\$0.29
Other	\$0.29
Total Spent	\$44.56



Estimated Total Direct Spending

While tourists spent on average \$44.56 in the community it would be an error to attribute all of this spending to the event alone. Tourists are motivated by a variety of attractions in an area, and in Boonville, the event represents a part of that attraction. To gauge the importance of the Boonville Bash in attracting tourists to the area, respondents were asked to rate how important Bash was in their decision to visit the area on a scale of 0 to 10 (0 indicating none and 10 indicating the only reason). For tourists the Boonville Bash rated an average of 8.10. This can equate to the event representing 81% of the amount spent by the tourist.

While travel parties spent \$44.56 on average in the community, it would be an error to attribute all of this spending to the event alone. Visitors are motivated by a variety of attractions in an area and in Boonville, the event represents a part of that attraction. To gauge the importance of Boonville Bash in attracting tourists to the area, respondents were asked to rate how important Bash was in their decision to visit the area on a scale of 0 to 10 (0 indicating none and 10 indicating the only reason). For tourists the Boonville Bash rated an average of 8.10. This can equate to the event representing 81% of the amount spent by the tourist. Therefore, an adjusted directed spending that can be attributed to exclusively the event - \$36.09 per travel party.

Based on an attendance of 1,500 here with 39% of the attendees to Boonville Bash considered visitors gives an estimated number of 585 visitors. The travel party average size was 3.18. This equates to 184 travel parties. Based on this information, the estimated total direct spending is \$6,640.56.

Conclusions/ Recommendations

Based on the findings of this study it is apparent that the Boonville Bash is a strong community event that brings in a few out-of-town visitors from surrounding towns in NC. Therefore, the Boonville Bask should be considered an event targeted to the local and regional population. To increase the economic impact of the event planners will need to attract more visitors to the event. This should be carefully considered however. There is currently a high level of satisfaction with the event from attendees. Making changes to the event that could attract visitors from out of town might decrease the satisfaction level of locals and current event attendees. Local stakeholders should be included in any discussion of future changes to the event and marketing endeavors to mitigate any issues changes to the event might bring about. Additional research should be done on any marketing efforts to these regions to assess the success and viability of these markets.

References

- Alegre, J. and Juaneda, C. (2006). Destination loyalty: Consumers' economic behavior. *Annals of Tourism Research*, 33 (3), 684-706.
- Felsenstein, D., & Fleischer, A. (2003). Local festivals and tourism promotion: The role of public assistance and visitor expenditure. *Journal of Travel Research*, 41(4), 385-392.
- Grunwell, S. S., Ha, I, Martin, B.S. (2008). A comparative analysis of attendee profiles at two urban festivals. *Journal of Convention & Event Tourism*, 9(1), 1-14.
- Hodur, N. M., & Leistriz, F. L. (2006). Estimating the economic impact of event tourism: A review of issues and methods. *Journal of Convention & Event Tourism*, 8(4), 63-79.
- Hong, S., Lee, S., Lee, S. and Jang, H. (2009). Selecting revisited destinations. *Annals of Tourism Research*, 36, (2), 268-294.
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- Petrack, J. F. (2004). Are loyal visitors desired visitors? *Tourism Management*, 25, 463-470
- Wang, D. (2004). Tourist behavior and repeat visitation to Hong Kong. *Tourism Geographies*, 6(1), 99-118



Intersection Upgrades at Main St (NC 67) at Carolina Ave (US 601)

Transportation Improvement Program Project R-5831

Welcome!

Welcome to the public meeting for R-5831.

The purpose of this meeting is to gather public input during the design process.

Your Role:

Sign in: at the registration table

Steps: review the project design

Ask questions: NCDOT and project staff are available to answer questions

Provide input: please complete a comment form. Submit your comments tonight or return your comments by mail or email. The deadline for commenting is **October 9, 2018.**

Project Description

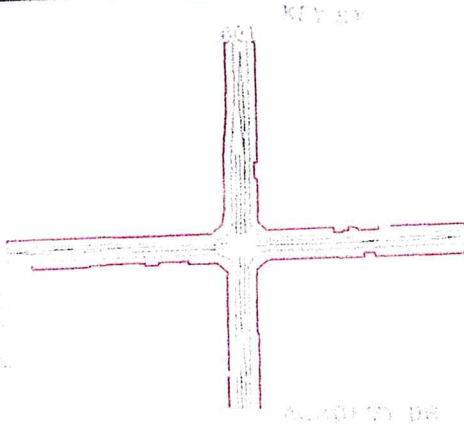
The North Carolina Department of Transportation (NCDOT) proposes intersection upgrades at Main St (NC 67) at N Carolina Avenue (US 601). The proposed project includes adding turn lanes and pedestrian crossing improvements. The proposed project is located within Yadkin County in the Town of Boonville (Public Meeting Map included with handout).

- **Purpose/Need:** Alleviate traffic congestion at the intersection by providing improved turning movements
- **Funding:** State funded



Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

Intersection Upgrades



Anticipated Impacts:

- 0 Residential Relocations
- 1 Business Relocation
- 0 Acre of Wetlands Fill
- 0 Stream Crossings

Anticipated Costs:

- \$513,500 Right-of-Way Costs
- \$1,500,000 Construction Costs
- Total Cost: \$2,013,500

Project Timeline

Start of Project

- ✓ Notice to Proceed
January 2018
- ✓ Start of Study Letter
Sent February 2018
- ✓ Environmental Analysis

Where We Are Today

- Public Meeting
September 25, 2018
- Public Comment Period
October 9, 2018

Next Steps

- Right-of-Way Acquisition Starts
June 2019
- Construction Starts
June 2020

*As shown in currently adopted STIP.
Future dates subject to change.*

Contact List:

Please direct any comments or questions to one of these Project Staff.

Doug Taylor, P.E.

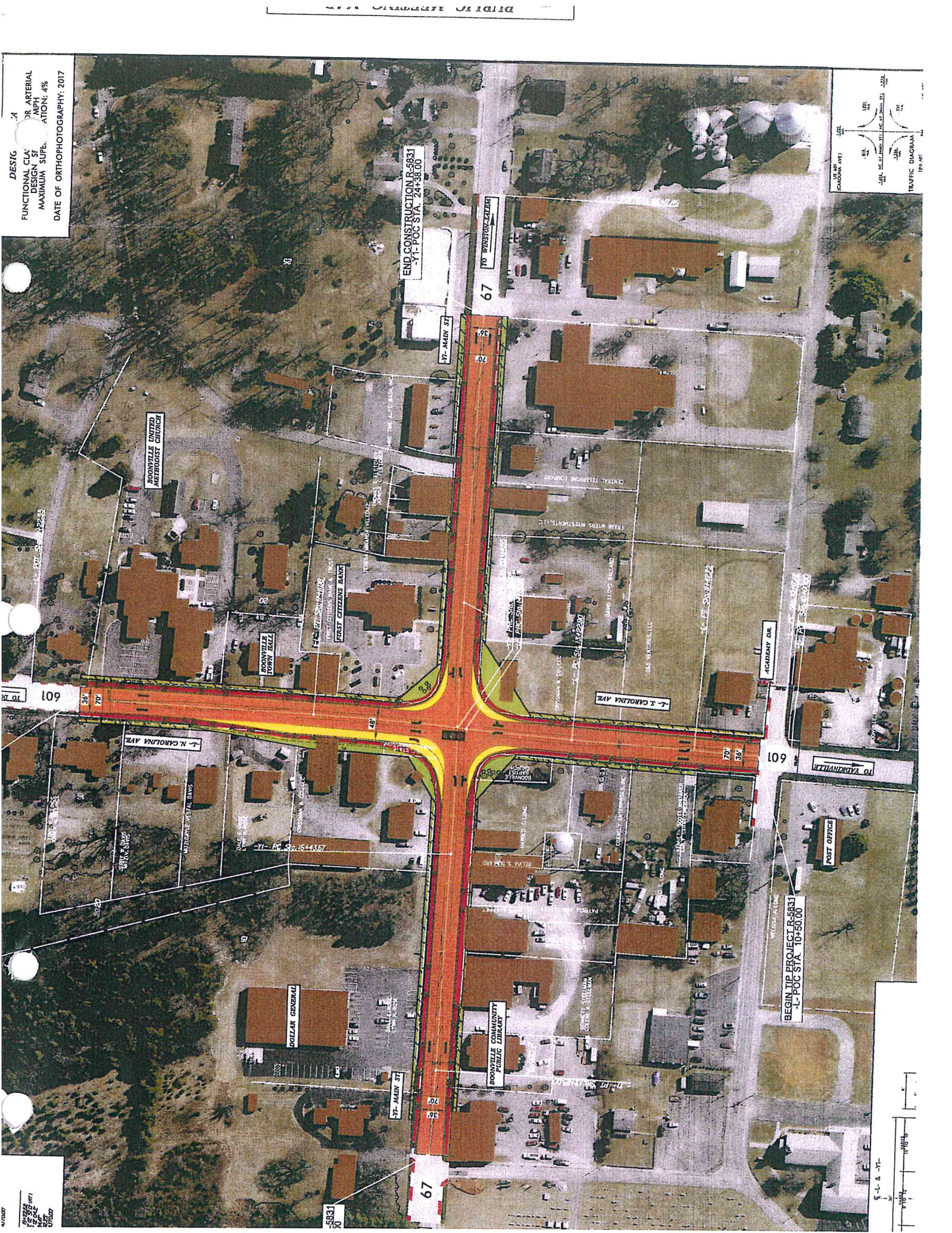
STEWART Project Manager
223 S. West Street, Ste 1100
Raleigh, NC 27603
919/866/4761
dtaylor@stewartinc.com

Ramie Shaw

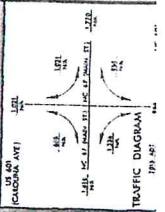
NCDOT Project Manager
P.O. Box 250
North Wilkesboro, 28659
336/903/9134
rashaw@ncdot.gov



THANK YOU FOR ATTENDING THIS PUBLIC MEETING.
YOUR COMMENTS ARE VERY IMPORTANT.



DESTG: 4
 OR ARTERIAL
 FUNCTIONAL CLASSIFICATION: 4
 DESIGN SPEED: 45 MPH
 MAXIMUM SUPERELEVATION: 4%
 DATE OF ORTHOPHOTOGRAPHY: 2017

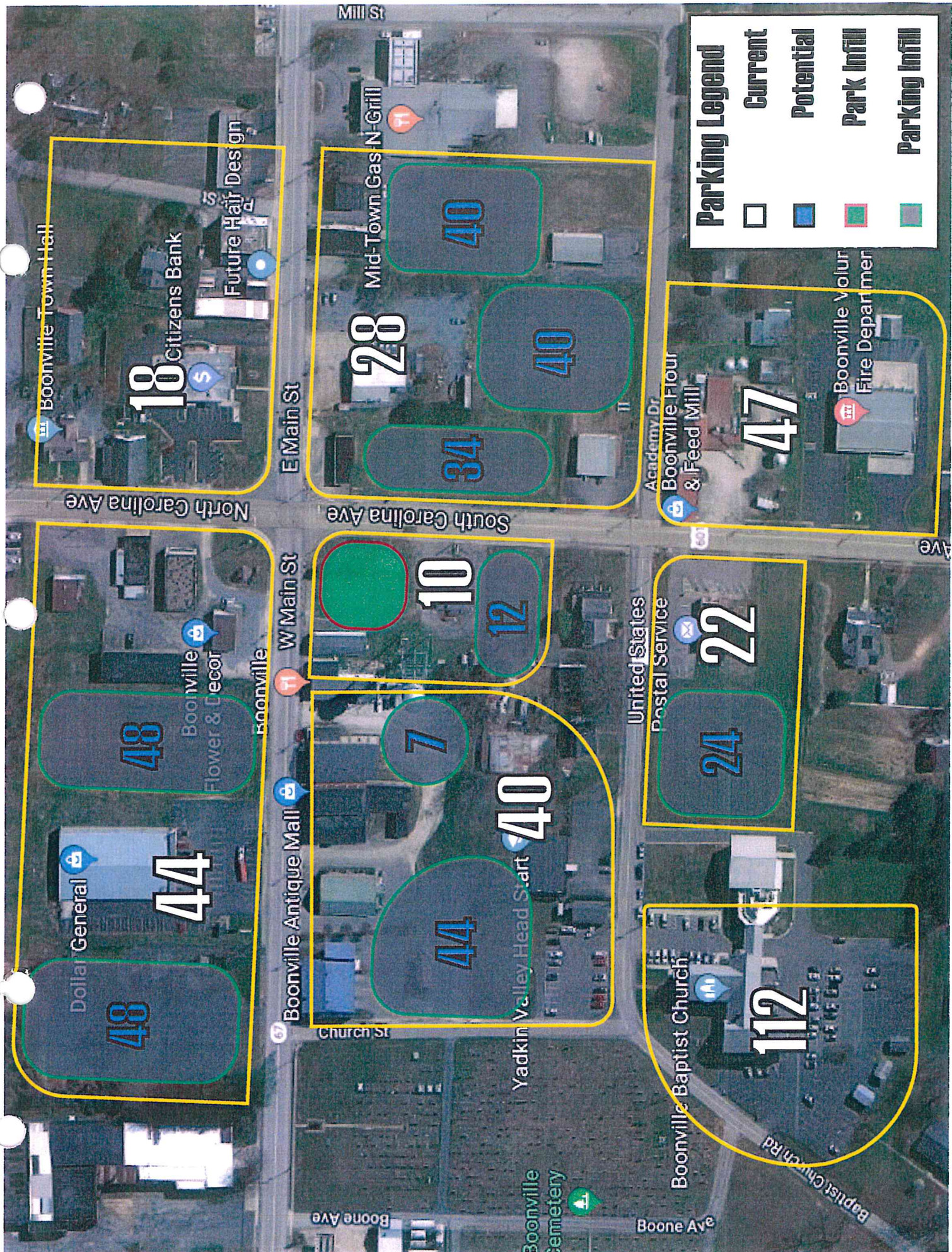


END CONSTRUCTION R-5831
 -L- POC STA. 24+38.00

BEGIN TIP PROJECT R-5831
 -L- POC STA. 10+50.00

5831
 10
 30

6-4-8-11
 100'



Parking Legend

	Current
	Potential
	Park Infill
	Parking Infill

Boonville Town Hall
 Citizens Bank
 Future Hair Design
18

Mid-Town Gas N-Grill
28
34
40
40

Academy Dr
 Boonville Flour & Feed Mill
47
 Boonville Volunteer Fire Department

Dollar General
 Boonville Flower & Decor
48
44
48

Boonville Antique Mall
 Boonville
 W Main St
10
12
7
40
44

United States Postal Service
22
24

Boonville Baptist Church
112

Boone Ave, Church St, W Main St, North Carolina Ave, South Carolina Ave, Mill St, Baptist Church Rd

Devin Carter

467 W. Main St. Boonville, NC 27011

December 20, 2018

Town of Boonville

110 Carolina Ave.

Boonville, NC 27011

Dear Town of Boonville,

I would like to notify you that I will be resigning from my position as town commissioner effective immediately (December 20, 2018) due to moving out of city limits. I have enjoyed the opportunity working with all of you.

Sincerely,

A handwritten signature in cursive script that reads "Devin Carter". The signature is written in black ink and is positioned below the word "Sincerely,".

Devin Carter

SECTION 5. DISCIPLINE AND DISMISSAL

The Town of Boonville recognizes the progressive steps of discipline model. This model means an employee whose work is unsatisfactory over a period of time shall be notified in what way the employee's work is deficient and what must be done if the work is to be satisfactory. An employee who is demoted or dismissed for unsatisfactory performance of duties shall receive at least three (3) warnings before disciplinary action is taken. If performance still does not improve, in the opinion of Department Head and the Supervising Departmental Commissioner the next progressive step is engaged.

The following table indicates the progressive steps and who is the party responsible in each step:

Disciplinary Step	Party Responsible for Administering Discipline	Description
1. One or more verbal reprimand	Department Head	Verbal coaching and reprimand by the immediate supervisor may be documented or undocumented.
2. Written warning	Department Head and the Supervising Departmental Commissioner.	Second, if the oral warning does not result in improved performance, a written warning must be issued by the supervisor, specifying the employee's performance deficiencies and the steps required to achieve satisfactory performance.
3. Final Written Warning	Department Head and the Supervising Departmental Commissioner.	A final written warning serves notice to the employee that corrective action must be taken immediately to avoid further disciplinary action. The department head and the supervising departmental commissioner will record the dates of their discussions with the employee, the performance deficiencies discussed, and the corrective actions recommended and file the information in the employee's personnel file.
4. Pre-disciplinary conference	Department Head and the Supervising Departmental Commissioner.	This is an opinion to review the circumstances with the employee prior to making a recommendation to the Board of Commissioners.
5. Suspension, demotion, dismissal	Board of Commissioners	

The Board of Commissioner will be notified of any disciplinary action taken.

Disciplinary Action Not Requiring the Progressive Steps of Discipline

An employee may be reprimanded, suspended, demoted, or dismissed for reasons of misconduct without prior warning or disciplinary action having been given to the employee.

An employee may be suspended without notice by the department head for causes related to personal conduct in order to avoid undue disruption of work, to protect the safety of persons or property, or for other serious reasons. When a department head suspends an employee without notice, the employee shall be required to leave. Town property at once and remain away until further notice. The department head shall notify the Mayor immediately. A written summary giving the circumstances and the facts leading to the immediate suspension shall be prepared; one (1) copy shall be delivered to the employee by certified mail or hand delivered in person, one (1) copy shall be filed in the employee's personnel file, and information shall be present at next Board of Commissioners meeting in closed session.

As soon as possible, when disciplinary action is taken, whether for misconduct or unacceptable performance, the department head and supervising departmental commissioner shall provide the employee with a written notice of proposed disciplinary action, which will include the nature of the proposed action, its recommended effective date, the reason(s) for the action, and a date and time for a pre-disciplinary conference. At this conference the employee may present any response to the proposed disciplinary action to the department head and supervising departmental commissioner. The department head and supervising departmental commissioner will consider the employee's response, if any, to the proposed disciplinary action, and will, within five (5) working days of the pre-disciplinary conference, notify the employee in writing of the final decision to take disciplinary action. The notice of final disciplinary action shall contain a statement of the reason(s) for the action and the employee's appeal rights. The Board of Commissioners will be provided with a written notice of action taken.

Town of Boonville
Analysis of Vacation Pay for C. Evitt

Employee Name	Pay Rate	Vacation Hrs	Vacation Pay	Holiday Hrs	Holiday Pay	Adjusted Annual Salary	10-5100-0200 Police
Charles Evitt	\$ 25.48	24	\$ 611.52	-	\$ -	\$ 611.52	\$ 611.52
			\$ 611.52		\$ -	\$ 611.52	\$ 611.52

* Wages - how it is hitting the salary line items

* FICA - Employer

-7.65%

\$ 46.78

* Retirement

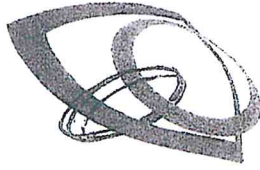
- 7.75% G; 8.50% LE

\$

\$ 51.98

\$

\$ 98.76



SOUTHERN SOFTWARE, INC.
an employee-owned company

December 21, 2018

Merry Christmas and Happy New Year!!!!

Everyone here at Southern Software hopes you and your families had a wonderful Christmas and are looking forward to the New Year! We are all very excited about 2019 and all the blessings it is sure to hold.

We are committed to providing you with outstanding support services and solid software solutions. You are an important part of our Southern Software Family and we value the partnership we have with you!

Enclosed you will find the 2019-2020 Annual Support Agreement(s). Please read the enclosed agreement(s), and be sure to note the highlighted areas as well as the period of coverage and the fee amount. **This agreement IS NOT A BILL, but intended to help you with your Budget Planning for the 2019 – 20 Fiscal Year. We will invoice you one month prior to your annual renewal date.** At this time, we ask that you review, sign and return the agreement to us stating that you have read and understand the coverage. Please return by fax at **910-695-0251** or mail to **150 Perry Drive, Southern Pines, NC 28387**. You may also scan and email it to bmcneil@southernsoftware.com.

Be-On-The-Look-Out in the coming months for the introduction of new products and their release announcements. We have exciting new products soon to be available to you.

Finally, be sure to join us in 2019 for the Annual Regional Training being held in your area as well as the Annual Public Safety Users' Conference. Dates and locations for the regional trainings are included in this packet as well as listed on our website. The Users' Conference will be held October 28 – October 31 with mini training sessions offered the afternoon of Monday, October 28. Once again, this conference will be held at the Myrtle Beach Grande Dunes Spa & Resort in Myrtle Beach, SC. Both of these training and networking opportunities are incredibly valuable, fun and FREE! We will mail out "save the date" cards for each so be on the lookout for them and keep an eye on our website for updated information as well.

As always, we sincerely appreciate your business and look forward to working with you in 2019! If you have *any* questions, please call us at **1-800-842-8190**. We welcome and appreciate all of your ideas and concerns.

Sincerely,

Jennifer J. Meggs
CEO
Southern Software, Inc.
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**SOUTHERN SOFTWARE'S
ANNUAL SOFTWARE SUPPORT AGREEMENT
Records Management (Police-Pak, Sheriff-Pak and RMS)
8:30 a.m., EST to 5:00 p.m., EST**

Police-Pak™, Sheriff-Pak™ and RMS. This Software Support Agreement covers support from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday.

Problem Resolution

Southern Software will provide customer software support for the operation of **Police-Pak™, Sheriff-Pak and RMS**, from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday. This Agreement does not constitute a warranty but provides for mission critical problem resolutions and non-mission critical problem resolutions of repeatable errors during normal business hours, EST. Southern Software cannot warrant the product will operate free of problems in perpetuity. Southern Software does not warrant third party software applications used in programs provided to customers, i.e., Microsoft® Word. The purpose of this Agreement is to provide the necessary technical assistance to ensure a timely problem resolution and to minimize down time. Mission critical is defined as "any problem that renders the entire system unstable or inoperable".

For problems covered under this Agreement, Southern Software will provide the following:

- Telephone response within five hours of notification of the problem. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer.
- If this is unsuccessful or the severity too great, then Southern Software will escalate to a Level 2 response. A Level 2 response involves a support technician connecting remotely to the customer's network using industry standard secure remote diagnostic methods to attempt to resolve the problem.
- If the problem is unable to be detected or resolved with a Level 2 response, then a technician will be scheduled for an onsite visit. There is no cost to the customer for the onsite visit as long as the problem is with a Southern Software product or equipment covered by a Southern Software support contract and as long as the problem is not due to a virus or negligent actions/treatment.

The user understands support staff may provide a temporary fix. A permanent fix will be provided at a later date.

Program Updates

Southern Software will provide program updates to support customers as new updates, fixes and features are added. Updates will be made universally to all supported customers at one time. No custom programming will be performed.

Third Party

If, at any time, an update of a third party's software is required, Southern Software will not incur the cost of such upgrade.

System Administrator

The customer agrees to have a designated administrator (primary contact for support and update issues). It is highly desirable that the administrator be knowledgeable in networking and Windows® operating systems.

Data Backup Statement

The customer understands that it is the customer's responsibility to ensure data backups are being made daily and verified for accuracy.

Virus Statement

The customer agrees to have virus protection software loaded on each machine and agrees to update it weekly. (Southern Software recommends updating your virus protection software on each machine daily.) This support contract does not cover assistance in the recovery of damage caused by viruses. Southern Software will charge a fee for virus recovery assistance.

Items not covered under this annual support agreement -

- **Installation and setup of new equipment.**
- **Transferring of data.**
- **Moving equipment from one site to another.**
- **On-site installation/reinstallation of Southern Software products or installation/reinstallation of third party software/products.**
- **Virus damage/recovery repair work.**
- **Recovery/repair work related to natural disasters such as lightning, floods, etc..**
- **Replacement of equipment that is out of warranty.**
- **Cost of upgrades to third party software including but not limited to Microsoft™ products (ie. Office, SQL, etc.), Anti-virus software, remote connectivity products, etc. or cost of updates to operating systems.**
- **Data Conversions.**
- **On-site Training.**
- **Interfaces with third party products.**
- **Data loss due to drive crashes, machine failures, etc.**
- **Installation, Training and Data Conversions for Software Re-architecture.**

Benefits

- **The Software Support Agreement only covers software developed by Southern Software.**

(Benefits continued)

- Toll-free telephone support, Monday through Friday, 8:30 a.m. to 5:00 p.m., EST
- 24-hour fax availability
- Software Updates
- Remote System Support
- Annual User's Conference
- Free hardware/network assessments for upgrades.
- Free follow-up/new employee training at Southern Software's office.
- Free web training.

System Access/Customer Responsibility

The customer agrees to provide a dedicated computer capable of remote access for support purposes. The computer designated for remote connectivity shall allow access to all computers on the network requiring support.

This Annual Software Support Agreement provides coverage that begins September 3, 2019 and ends September 2, 2020.

Annual Support \$2,273.00

By signing this document, you are confirming that you have read and understand the terms and conditions of this annual support agreement.

Important- Support Renewal Clause

A lapse in support renewal will require that all outstanding support balances be paid in full prior to reinstatement of support. Support fees are non-refundable.

interim Chief Byron K. Rutledge
Customer Representative Signature

12-27-18
Date

BOONVILLE PD (REC), NC

Name of Department

NOTE: IF A PURCHASE ORDER NUMBER IS REQUIRED ON THE SUPPORT INVOICE PLEASE ENTER HERE _____. IF THE NUMBER IS NOT AVAILABLE AT THIS TIME, PLEASE FAX THE PURCHASE ORDER TO (910)695-0251 WHEN IT IS AVAILABLE.

Economic Development Steering Committee

Worth Shover

A.b. Wheeler

Bonnie Lasky