

TOWN OF YADKINVILLE
BOARD OF COMMISSIONERS
SPECIAL CALLED MEETING MINUTES
BUDGET REVIEW WORKSHOP
LOCATION: COMMISSIONERS CHAMBERS
213 VAN BUREN STREET
YADKINVILLE, NC 27055
FRIDAY, APRIL 21, 2017

OFFICIALS PRESENT:

Mayor Eddie Norman

Commissioners:

Monta Davis-Oliver

Betty Driver

Tony Hall

Chris Matthews

Scott Winebarger

STAFF PRESENT:

Town Manager: Perry Williams

Town Clerk: Shelia Weathers

Finance Officer: Dina Reavis

Police Chief: Tim Parks

The Town Board of Commissioners met in a "Special Called" Meeting on Friday, April 21, 2017 to discuss the 2017-2018 Fiscal Year Budget.

The purpose of this meeting was to review the 2017-18 Fiscal Year Draft Budget with the recommended changes by the Town Board of Commissioners from the budget workshop held April 7, 2017.

1. CALL TO ORDER

The meeting was called to order by Mayor Eddie Norman at 12:14 p.m.

2. INVOCATION

Town Clerk Shelia Weathers offered the invocation.

3. PRESENTATION OF THE 2016-2017 BUDGET (Attachment #1)

Town Manager Perry Williams presented the Board of Commissioners a handout with the 2017-2018 Fiscal Year Budget revisions.

Police Department Capital Requests:

- Police Car/New Vehicle Equipment - \$30,000 removed

Water and Sewer Operations:

- Public Works Director Salary removed

Streets:

- Resurfacing - \$50,000 removed

Powell Bill:

- Repaving of Streets - \$30,000 will be used from Powell Bill Fund Balance for street paving

Recreation:

- Walk for Hunger - \$500 removed
- Sports Club - \$1,500 removed

Planning and Zoning:

- WiFi for Downtown - \$64,000 removed (pending grant)

Town Manager:

- Cost of Living (COLA) reduced to 2.8%
- Yadkin Arts Council reduced to \$15,000
- Yadkin Library reduced to \$3,000
- YMCA - \$1,000 removed

The Town Board was satisfied with the budget modifications.

The Board of Commissioners recommended the use of Fund Balance of \$8,980 to offset the General Fund Deficit.

Town Manager Perry Williams discussed the Water and Sewer Operations and the Yadkin County Water Line. He noted that next year 2018-19 the Town could evaluate the cost-effectiveness of leasing the 601 water line. Mr. Williams advised that the Town Board should be actively looking for someone to fill the Public Works Director in the future.

MERIT RAISE INFORMATION

Town Manager Perry Williams presented the Town Board with the merit raise information as requested from the April 7, 2017 budget workshop meeting. The information included the Town's 2004 Performance Evaluation Review and Salary Ranges. Mr. Williams provided the Board with a new Employee Evaluation Form that was more suited to the Town's personnel and updated salary ranges for bands for specific job titles. He noted the Finance Officer Dina Reavis compared the salary ranges with the North Carolina League of Municipalities for population the size of Yadkinville. Mr. Williams asked the Board to consider doing the merit evaluations on the employees' anniversary hire date. Some discussion took place regarding the percentage to award the employees on their evaluations. Mayor Norman advised that the Town Manager should have the discretion on percentage of raises given. The performance evaluations and merit raises will come into effect in Fiscal Year 2018-2019, and more discussion will follow.

4. TOWN MANAGER ITEMS:

- **601 Road Diet and Town Improvements:**
Mr. Williams asked about trees and planting shrubbery in the turning lanes and beautifying the parking lots as we plan for Town's growth. He apprised the Board that the Town's Public Works Department could assist in this area. He further noted that no funds had been set aside for this project. It was the consensus of the Town Board to present ideas and evaluate at a later date.
- **Personnel Coverage for Maternity Leave:**
Town Manager Perry Williams stated that Utility Billing Clerk Megan Cox would be leaving on maternity leave in June. He apprised the Board that Missy Vestal,

and Rebekah Simpson will be filling in while Megan is out. The Board thanked Chief Parks for allowing them to help.

- **Chamber of Commerce Lease Agreement:**
Mr. Williams discussed the "Draft" Chamber of Commerce Lease Agreement with the Town Board. Mr. Harding asked the Board to determine the amount for minor repairs and lease amount. It was the consensus of the Town Board to leave the minor repair amount at \$100 and lease amount at \$1.00. The Town will be responsible for any repairs needed over \$100. The Board of Commissioners requested that the Chamber provide a Certificate of Liability and renters within the building. The Board instructed Mr. Williams to call Mr. Rusty Crissman with CMS to determine the amount of liability insurance required.
- **Added Item – Yadkinville Tourism Development Authority (TDA):**
The Board instructed Mr. Williams to call Town Attorney Ben Harding to compose a resolution regarding the TDA board appointees' service and present at the next regular meeting on May 1, 2017.

5. ADJOURNMENT

Commissioner Monta Davis-Oliver moved that the meeting be adjourned. Commissioner Betty Driver seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 1:53 p.m.

Vote 5/0


Eddie Norman, Mayor


Shelia B. Weathers, Town Clerk