

**TOWN OF YADKINVILLE  
BOARD OF COMMISSIONERS  
SPECIAL CALLED MEETING MINUTES  
BUDGET WORKSHOP  
LOCATION: COMMISSIONERS CHAMBERS  
213 VAN BUREN STREET  
YADKINVILLE, NC 27055  
FRIDAY, APRIL 5, 2019**

**OFFICIALS PRESENT:**

Mayor Eddie Norman  
Commissioners:  
Monta Davis – Oliver  
Tony Hall  
Richie Parker  
Scott Winebarger  
Chris Matthews – Absent

**STAFF PRESENT:**

Town Manager: Perry Williams  
Interim Asst. Town Manager/  
Town Clerk: Shelia Weathers  
Finance Officer: Dina Reavis – Absent  
Police Chief: Dawn Pardue  
Police Dept/Office Mgr.: Missy Vestal  
Tax Collector: Crystal Sprague

The Town Board of Commissioners met in a “Special Called” Meeting on April 5, 2019, to discuss the 2019-2020 Fiscal Year Budget.

The purpose of this meeting is to give the Town Manager and other Department Heads direction to start preparing for the 2019-2020 Fiscal Year Budget and to create priorities and strategies to influence the 2019-2020 Fiscal Year Budget.

**1. CALL TO ORDER**

The meeting was called to order by Mayor Eddie Norman at 11:59 a.m.

**2. INVOCATION**

Mayor Eddie Norman offered the invocation.

**3. TOWN MANAGER**

• **Beech Street Properties**

Both lots meet the minimum lot size to build a house on by our zoning ordinance. Current tax values are \$10,300 and \$10,500. A tentative offer was made for both properties of \$10,000. The bidder must pay a 5% deposit to begin the bidding process. A 10-day notice will be advertised in the local paper. If no other bids are received after the ten days the current bid will be brought back to the Town Board for consideration.

- **Water Treatment Plant (Fluoride Removal)**  
The Town Board revisited the continuation of adding fluoride to our water plant per the new rules effective May 1, 2019, by the state. The consensus of the board was to check with the Yadkin County Health Department to see if they have any issues regarding the Town discontinuing the addition of the fluoride at the water plant. If no issues arise, the board is in agreement to discontinue the use of fluoride.
  
- **Pioneer Technologies (Digitizing Records)**  
A quote of \$19,000 was provided to the Town Board for consideration by Pioneer Technologies to digitize the records for the Town Hall and the Police Department. This quote includes setup, software, software training, digitizing our records & removal of old records. Further cost includes \$19.00 an hour to scan & upload documents into the software, and the software agreement will be \$3,200 for three years. This cost currently has not been added to the budget.
  
- **Yadkin County Water Line Lease Agreement**  
The current lease agreement with Yadkin County is due to expire on June 30, 2019. The current contract was for three years. Mayor Eddie Norman suggested conducting discussions with the county on the length of the contract and projected increases for water rates and their effect on the cost.

#### **4. FISCAL YEAR 2019-2020 BUDGET WORKSHOP - (Attachment #1)**

Town Manager Perry Williams presented the Board of Commissioners a handout with the 2019-2020 Fiscal Year Budget Recommendations. The Town Manager's suggestions were located at the top of each page.

1. Town Manager Perry Williams gave an overview of the General Fund revenue projections, gain, losses and new sources of revenue:
  - The Fiscal Year 2018-19 Ad Volverum Tax Collections to date is 98%. Slight but steady growth projected in the tax base from 2019/2020 to 2020/2021.
  - Vehicle Tax – increase in revenue.
  - State Distribution Revenues –
    - Increases in State Tax Distribution over the past few years have leveled out and should remain about the same for 2019/2020.
    - Projected to see an Increase in Local Sales Tax – increased budgeted revenue from \$470,000 in prior year budget to \$500,000 projected in 2019/2020 budget.
  - Lost/Contracting Sources of Revenues
    - Interest on Investments, steadily increasing and will budget revenue at \$5,000 for Fiscal Year 2019/2020.
    - Powell Bill funding should remain the same for the upcoming Fiscal Year 2019/2020.

- \$4,000 for surplus sales in 2019/2020 (Two police vehicles @\$2,000 a piece).
    - \$5,000 for Building and Zoning Permits.
    - \$118,000 for Solid Waste Collection Fees.
  - New Revenue Sources
    - Fee Schedule Increases - extra garbage can fees increase (from \$7 to \$10) credit card convenience fees increase from (\$1 to \$2).
    - One-cent Tax rate increase.
    - Increase in Vehicle Tax (not to exceed \$30). Generate another \$14,000 per \$5.00 increase for Municipal Street use ( Up to \$70,000 for whole \$25).
2. General Fund Bottom Line:
- Five percent increase of \$128,639 from last year's proposed budget and requests.
  - Budget, as presented, would use \$36,469 Fund Balance (Town Savings) to balance the budget.
  - \$190,000 of Fund Balance will be used in the current 2018/2019 year budget to purchase property beside the park.
  - Cuts: Take out \$10,000 for Sidewalk Study (No major cuts as of April 5, 2018, presented with all departments requests.
  - \$15,000 funding is proposed in the budget for the Arts Council, but no formal request has been made.
  - \$3,250 funding has been requested for Library
  - \$1,000 funding has been requested for YMCA
  - Includes four percent (4%) of salaries for merit increases.

### **BOARD OF COMMISSIONER'S DIRECTION**

To offset the General Fund Deficit of \$36,469 the Town Board provided Town Manager with the following direction:

- Hinshaw Gardens:  
Remove \$15,000 from Hinshaw Gardens – Paving parking lot.
- Planning and Zoning:
  - Check prices regarding training for Planning Director.
  - Check prices regarding a laptop & docking station for Planning Director.
- Police Department:
  - Remove \$13,000 for vehicles for the Police Department.

*Commissioner Monta Davis- Oliver made a motion to do a Budget amendment to take \$5,000 from Fund Balance to purchase the Ford Interceptor in Georgia for the Police Department. The motion was seconded by Commissioner Scott Winebarger, and the motion passed unanimously.*

*Vote 4/0*

- Recreation:
  - Music In The Park - \$3,350 moving from Recreation into TDA budget.
- Appropriations:
  - Library - \$3,000 (decreased)
- Merit Pay/ Evaluation  
Merit performance reviews will start on July 1, 2019.
  - 3% as the average number.
  - 4% exceeds expectations
  - 3% meets expectations
  - 2% or below not meeting expectations or unsatisfactory
- Fee Increases:  
Proposed fee increases for planning and zoning, credit cards, reconnection, extra garbage cans, and water taps were approved.

The Town Board instructed Town Manager Perry Williams and Finance Officer Dina Reavis to take the remaining balance from Fund Balance after cuts to the various departments were made.

**WATER AND SEWER FUND**

The Water and Sewer Fund Balance and Operations were briefly discussed, and no changes were made.

**5. ADJOURNMENT**

*Commissioner Monta Davis-Oliver moved that the meeting adjourn. Commissioner Scott Winebarger seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 1:57 p.m.*

*Vote 4/0*



Eddie Norman, Mayor




Crystal V. Sprague, Tax Collector  
Shelia B. Weathers, Interim Assistant Town Manager/ Town Clerk