

TOWN OF NORTH WILKESBORO

Agenda



Regular Meeting
Tuesday, August 3, 2021

5:30 p.m.

Town Hall Commissioners Room
210 9th St.

Zoom online platform:
<https://us02web.zoom.us/j/87037393317>

And YouTube:
<https://www.youtube.com/channel/UC7NdWfFjwMjbLuarfqHDemg>

“Any individual with a disability who needs an interpreter or other auxiliary aids, please contact Debbie Pearson at 336-667-7129 ext. 3001 or email at townclerk@north-wilkesboro.com. Please make this request 48 hours in advance of the scheduled meeting.”

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- I. Call to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Additions/Deletions to agenda**
- V. Approval of Agenda (action)**
- VI. Public Comments**

Mayor will acknowledge no more than 5 speakers. Speakers have five-minute limit.

VII. Consent

All consent items may be approved in one motion. Items requiring further discussion will be pulled and voted upon separately.

- A.) Approval of Meeting Minutes – Debbie Pearson
- B.) Surplus Property Disposal – Connie Bauguess

VIII. Town Manager's/Attorney's Report

Town Manager's and Town Attorney's Reports as needed

IX. Policy

- C.) Comprehensive Financial Policy First Discussion: Preamble and Objectives – Wilson Hooper, Connie Bauguess
- D.) Increasing Employee Vaccination – Wilson Hooper

X. Emerging Issues (formerly Mayor and Commissioner Topics)

Board members may bring up topics not listed on the agenda for discussion or staff follow up

XI. Closed Session(s)

XII. Adjourn

A. APPROVAL OF MEETING MINUTES (ACTION)

Approve minutes of recent North Wilkesboro Board of Commissioners Meetings:

- **July 22, 2021 Regular Meeting**

STAFF RESOURCE: Debbie Pearson, Town Clerk FUNDING

SOURCES: N/A

ATTACHMENTS:

- 1.) July 22, 2021 Regular Meeting minutes
- 2.) July 22, 2021 Closed Session Minutes (distributed separately)

**TOWN OF NORTH WILKESBORO
COMMISSIONERS REGULAR MONTHLY
MEETING JULY 22, 2021**

5:30 p.m.

HELD AT THE NORTH WILKESBORO BOARD OF COMMISSIONERS BOARD ROOM

Zoom online platform:

<https://us02web.zoom.us/j/84761161943?pwd=NU50OHZNQ0pYcDFFRkZZdXUyck9ydz09>

And YouTube:

<https://www.youtube.com/channel/UC7NdWfFjwMjbLuarfqHDemg>

THERE WERE PRESENT:

Robert L. Johnson, Mayor
Andrew Palmer, Commissioner/Mayor Pro-Tem
Angela Day, Commissioner
Debbie Ferguson, Commissioner
Bert Hall, Commissioner
Michael Parsons, Commissioner

ALSO PRESENT:

Wilson B. Hooper, Town Manager
Debra Pearson, Town Clerk
Daniel Johnson, Town Attorney
Meredith Detsch, Town Planner
Interim NWP Chief Rob Thornburg

CALL TO ORDER

I. II. III. Mayor Johnson called the meeting to order at 5:30 p.m. and delivered the Invocation. Mayor Johnson asked Interim Chief Rob Thornburg to lead the Pledge of Allegiance.

IV. Additions/Deletions to the Agenda- *There was one addition and one amendment to the agenda. Item B1. was added to update the meeting calendar. And the purpose of the closed session agenda was changed from GS 143-318-11 (a) (6) to consider the qualification, competence, performance, character, fitness, conditions of appointment...of an individual public office, to GS 143-318-11(a)(4) to discuss matters related to the expansion or relocation of industries. It was also discussed during this time that another item, Item G, may be added to the open portion of the meeting pending the outcome of the Closed Session.*

V. Approval of Agenda- Mayor Johnson called for a motion to approve the agenda as amended. **Motion to approve the agenda was made by commissioner Parsons and seconded by Commissioner Day. Motion unanimously carries.**

VI. Public Comments- *Mayor will acknowledge no more than 5 speakers. Speakers have five-minute limit. There was no one that wished to speak.*

VII. Consent Agenda -All consent items may be approved in one motion. Items requiring further discussion will be pulled and voted upon separately.

A.) Approval of Meeting Minutes – **Motion to approve June 24, 2021 Regular Meeting Minutes, July 6, 2021 Regular Meeting Minutes and July 6, 2021 Closed Session Minutes was made by Commissioner Ferguson, seconded by Commissioner Palmer, motion unanimously carries.**

B.) Appointment to Planning Board and Board of Adjustment – **Motion to appoint Monica Hawn as in-town member of the Board of Adjustment, appoint Martha Nichols as in-town alternate member of the Board of Adjustment, and recommend Jerrell Suddreth to the Wilkes County Board of Commissioners for appointment as ETJ member of the Planning Board was made by Commissioner Ferguson and seconded by Commissioner Hall. Motion unanimously carries.**

B.1.) Update Commissioners' Meeting Schedule- Staff recommends canceling the September 23, 2021 Commissioners Board meeting due to Town Manager Hooper will not be able to attend. Manger Hooper will be attending the Public Executives Leadership Academy (PELA) in Chapel Hill NC that week. As of now there are no time-sensitive items projected to be heard. **Motion to cancel September 23, 2021 Commissioners' meeting was made by Commissioner Day, seconded by Commissioner Palmer, motion unanimously carries.**

VIII. Town Manager's/Attorney's Report-

Town Manager's and Town Attorney's Reports as needed- Town Manager Hooper asked Interim Police Chief Rob Thornburg to share some information he had about an incident the police department encountered last Sunday afternoon. Chief Thornburg reported that there were four (4) North Wilkesboro Officers involved with an armed individual for a total of four (4) hours on a road just off Highway 268 East. A person eluded officers from Hwy. 268 East to a lengthy wooded side road, exited his vehicle and was holding a gun to his head threatening to take his life. The Officers were able to talk this person into disarming himself, thereafter being arrested and taken into custody. Chief Thornburg gave these four Officers each a Letter of Commendation for their bravery and service. Those officers are; North Wilkesboro Police Sgt. Sampson, and Officers Dodd, Baity and Walsh. The board expressed their appreciation. Officer Thornburg added there were two other officers off duty that came out to assist and that due to radio and phone service not working there was no communication between the call centers or officers waiting just a small distance away from the scene. One Officer had to travel back and forth on foot to exchange information with Communications and the Officers.

Attorney Johnson's report will be held in closed session.

IX. Public Hearings-

C. Public Hearing on Proposed Rezoning of 102 Sycamore St. – Mayor Johnson declared the floor open for a Public Hearing to approve the rezoning of 102 Sycamore St., North Wilkesboro. Property owners are requesting to rezone the property from General Business to High Density Residential. Commissioner Parsons asked Planning Director Detsch if there had been any “pushback” by the neighboring property owners. She replied yes Mr. Charles Craven, who owns a small car dealership next to the property has sent a letter voicing his disapproval of the rezoning. It is the decision of the Planning Board to recommend that this rezoning be approved. **Motion to approve the 102 Sycamore Street Rezoning was made by Commissioner**

Palmer reading the statement: “I move to approve the proposed rezoning at 102 Sycamore Street, PIN 3868-12-8913/Parcel ID# 1402172 from GB, General Business to R-6, High Density Residential. The proposed rezoning is consistent with the North Wilkesboro 25 Year Comprehensive Plan and all other applicable plans, because it results in the potential development of a commercially zoned site to become conforming to the land use as a residential property. The Comprehensive Plan Goal B.1- Develop and Utilize Flexible Land Use Controls, has policies that support this rezoning request. The Comprehensive Plan map is amended to represent the actual land use, residential. The Board of Commissioners considers the vote to be reasonable in the public’s interest.” Seconding this motion was Commissioner Ferguson. Motion unanimously carries.

D. Public Hearing on Proposed Rezoning to 108 Sycamore St. – Mayor Johnson declared the floor open for a Public Hearing to approve the rezoning of 108 Sycamore St., North Wilkesboro. Property owners are requesting to rezone the property from General Business to High Density Residential. Mr. Charles Craven, who owns a small car dealership next to the property is against rezoning of this property as well and sent a letter voicing his disapproval. It is the decision of the Planning Board to recommend that this rezoning be approved. **Motion to approve the 108 Sycamore Street Rezoning was made by Commissioner Ferguson reading the statement: “I move to approve the proposed rezoning at 108 Sycamore Street, (Gypsy Haus LLC) from GB, General Business to R-6, High Density Residential. The proposed rezoning is consistent with the North Wilkesboro 25 Year Comprehensive Plan and all other applicable plans, because it results in the potential development of a commercially zoned site to become conforming to the land use as a residential property. The Comprehensive Plan Goal B.1- Develop and Utilize Flexible Land Use Controls, has policies that support this rezoning request. The Comprehensive Plan map is amended to represent the actual land use, residential. The Board of Commissioners considers the vote to be reasonable in the public’s interest.” Seconding this motion was Commissioner Palmer. Motion unanimously carries.**

E. Public Hearing on Proposed Text Amendment to Zoning Ordinance to Allow Indoor Recreation Services Downtown – Dr. Ernest Cohn, Cohn Enterprises owns 831 Main Street and has applied for a text amendment to the Zoning Ordinance to permit his downtown property to be used for indoor recreational purposes. The change would be to the 6.7 Table of Uses in Article VI. The North Wilkesboro Planning Board approved Dr. Cohn’s request at their June 10, 2021 meeting. The Board of Commissioners heard this request at its June 24, 202 meeting and called for a public hearing. This evening, Mayor Johnson declared the floor open for a Public Hearing to possibly approve a text amendment changing the Table of Uses for downtown businesses. Dr. Cohn joined the meeting via ZOOM and made this request to the board. He stated it would be beneficial to down town by creating both daytime and evening foot traffic by adults and their children participating in classes such as karate, yoga, exercise, art, and possibly massage therapy. **Motion to approve text amendment to Zoning Ordinance to allow indoor recreation services was made by Commissioner Palmer reading the action: “I move to approve amending the Zoning Ordinance Article VI Zoning Districts 6.7 Table of Uses to allow Recreation Services, Indoor- in our downtown Zoning District Central Business District.** The town of North Wilkesboro’s Board of Commissioners deems the proposed amendments to the Zoning Ordinance, in regards to Recreation Services, Indoor, is consistent with the Town’s Plan goals and policies. Further, the proposed amendments regarding Recreation Services, Indoor is reasonable in the public’s interest”. **Seconding the motion was Commissioner Day. Motion unanimously carries.**

X. Policy-

F. Comprehensive Financial Policy Introduction- Town Manager Hooper presented a draft policy calendar to the Board of Commissioners in November, 2020. It included consideration of a new fund balance/reserves policy in 2021.

The Town Manager now recommends developing a full Comprehensive Financial Policy, and discussing the details of each individual section at separate meeting. Those sections and tentative dates are:

- Purpose/objectives – August 3
- Budget development policies – August 26
- Capital budgeting/debt – October 5
- Fund balance/reserves – October 28
- Investment policies – November 4
- This policy does not update internal financial controls, though they will be reviewed with the Board of Commissioners at a later date.

Town Manager Hooper recommended the Board begin the process of developing a Comprehensive Financial Policy which will establish guidelines for managing fund balance/reserves, debt, capital budgeting, investment practices and operating budget development practices. Manager Hooper states he will have outside advisors help with the investment policy portion. This is an informational briefing only. No action is required. A briefing sheet can be viewed at the end of this document. **See Comprehensive Financial Policy Briefing Sheet Attachment.*

XI. Emerging Issues (formerly Mayor and Commissioner Topics)- Commissioner Parsons stated “ultimately any policy is made by the Commissioners”. Commissioner Palmer asked about a sponsorship policy and hopefully getting “Mural Money” for the Marketplace. State Representative Jeff Elmore is trying to get funding to help with this project. Commissioner Ferguson states the speed bumps recently placed on Finley Avenue do not seem to be sending a friendly message to the citizens and that she has had four (4) constituents call her since Friday about them. She said “they do not like them, nor do I”. She also commented that the SOG in the past came in to advise the Planning Board. Planning Director Detsch stated training is available and the Planning Board and Board of Adjustment held a training through In-Focus in June of this year. Another training could be held with Commissioners invited to attend. Commissioner Palmer states he has had one citizen say they wanted a speed bump on their street but there are some citizens disgruntled with them. Interim Police Chief Thornburg says folks have slowed down and traffic has lessened on the streets being patrolled at this time.

XI. Closed Sessions-

At the request of the Board, a closed session to discuss an item according to GS 143-318.11 (a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment... of an individual public officer was postponed to give Commissioners more time to perform their evaluations.

At 6:20 p.m. Mayor Johnson called for a motion to go into Closed Session. **Motion to go into closed session was made by Commissioner Ferguson** according to G.S. 143-318.11 (a) (4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. And, conduct a closed session according to G.S. 143-318-11 (a) (3) to consult with an attorney employed or retained in order to preserve the attorney-client privilege between the attorney and the public body. **Motion was seconded by Commissioner Palmer. Motion unanimously carries. At 6:50 motion to return to open session was made by Commissioner Palmer with Commissioner Day seconding the**

motion. Motion unanimously carries. A motion to call for a Public Hearing for August 26, 2021 to approve a Possible Small Business Development Incentive Grant was made by Commissioner Palmer, seconded by Commissioner Parsons. Motions unanimously carries.

XII. Adjourn- With no other comments or concerns, Mayor Johnson called for a motion to adjourn. **Motion to adjourn was made by Commissioner Palmer, seconded by Commissioner Palmer. Motion unanimously carries, meeting adjourned at 7:00 p.m.**

Debra W. Pearson Town Clerk

Robert L. Johnson MAYOR

Approved: _____

COMPREHENSIVE FINANCIAL POLICY BRIEFING SHEET

Concept – To have an approved policy that clarifies Board of Commissioners direction on budget development policies, capital budgeting, the issuance of debt, investment policies, and on setting/using fund balance.

Rationale – Comprehensive Financial Policies are seen as the cornerstone of sound financial management. They are an indicator of the Board’s willingness to invest in projects. They provide direction to staff on matters of financial stewardship. They give confidence to lenders and rating agencies on the creditworthiness of the town. They provide continuity to the organization when elected and appointed officials turn over.

Budgeting policies, capital budgeting, debt, investment policies, and fund balance policies are intrinsically related because, in an environment of limited revenue growth, action in one area typically requires tradeoffs be made in other areas. Each also represents a commitment that extends beyond one fiscal year.

Choosing between such tradeoffs is one of the primary duties of municipal elected officials.

At the moment the Town only has a written policy for one area: investments. Though the Town has taken action in other areas (say, for, example, to build back fund balance) it has done so ad hoc.

Recommendation – The Town Manager recommends the Board undertake a multi-month process to weigh the tradeoffs, discuss policy choices, and develop a Comprehensive Financial Policy for the Town. He further recommends that the Board discuss this matter according to the schedule below, with the final policy being published before the beginning of budget season at the beginning of the new calendar year.

Please note that this policy does not cover financial controls, spending thresholds, delegation of contract authority or other internal matters. Those will be reviewed by the staff and possibly brought to the Board at a later date.

Schedule –

August 3 –	Purpose and objectives
August 26 –	Budget development policies
October 5 –	Capital budgeting/debt
October 28 –	Fund balance/reserves
November 4 –	Investment policies
December 7 –	Final approval

Contextual information/glossary –

Preamble and objectives – These two introductory sections will establish the Board’s rationale for adopting the financial policy, and outline the policy’s broad goals. For example, an objective from another town’s policy reads: “[This policy shall] contribute significantly to the town’s ability to insulate itself from fiscal crisis.” These objectives shall be discussed and expressed in a non-specific manner, but they set the tone for more significant policy decisions to come.

Budget development policies – These policies establish the practices staff shall follow while formulating the town’s annual operating budget. For example: “The town will develop the annual budget in conjunction with a list of state priorities established by the Board of Commissioners.” And “fees for service shall reflect the true cost of providing the service. North Wilkesboro taxpayers should not unduly subsidize services that, by and large, benefit only an individual.”

Capital budgeting/debt – These sections address practices for capital budgeting and the issuance of debt. Typical policies outline what types of purchases can be made using debt, how much debt the unit will carry, the maximum term for debt purchases, etc.

Fund balance/reserves – Fund balance is essentially reserve money held as a sort of rainy-day fund. It can be used to cover revenue shortfalls, unanticipated expenses, or one-time projects. However, a healthy fund balance is perhaps the most critical bellwether of a municipality’s credit worthiness. The legal minimum is 8% of the total General Fund operating budget. However, the NC Local Government Commission evaluates a town’s fund balance by comparing it to comparably sized towns. This method of comparison would require NW’s fund balance to be in the 80% range.

Investment policies – The town created a short investment policy in 2017 to manage invested proceeds from the lease of Wilkes Medical Center to WFBMC. The policy sets the goals for the town’s investments and outlines which types of investment funds may be used. Since some of the town’s investments are approaching their maturity dates, staff recommend reviewing the policy and amending it if necessary.

B. SURPLUS PERSONAL PROPERTY DISPOSAL

Approve a resolution declaring the listed property as surplus and authorizing its disposal.

STAFF RESOURCE: Connie Bauguess, Finance

FUNDING SOURCES: N/A

BACKGROUND:

- The town wishes to dispose of certain items of unneeded, surplus personal property listed in the attached resolution.
- NC state statute requires that public property be disposed of in a manner that maximizes the value to the taxpayers.
- Per the statutes, each method of sale requires a notification period of at least ten days after the governing board gives authorization.
- Revenue received from the sale of these items will be returned to the General Fund.

ACTION:

- The resolution declares the items surplus and authorizes the Town Manager to dispose of them using statutorily defined disposal methods.

ATTACHMENTS:

- 1.) Resolution declaring certain property surplus and authorizing it be disposed of by the Town Manager

**RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS AND AUTHORIZING IT BE DISPOSED
OF BY THE TOWN MANAGER**

WHEREAS, The Board of Commissioners of the Town of North Wilkesboro hereby declares the following property surplus and desires to dispose of certain surplus property of the Town;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners that:

1. The following described property is hereby declared surplus to the needs of the Town of North Wilkesboro:

- Ferris IS1500Z zero turn mower (parts only)
- Briggs and Stratton 3.5hp engine (model #2699L, unknown condition)
- Sewer drain snake machine 5hp (unknown condition)
- John Deere MX6 bush hog (parts only)
- 4 tier filing cabinet (1 of 4)
- 4 tier filing cabinet (2 of 4)
- 4 tier filing cabinet (3 of 4)
- 4 tier filing cabinet (4 of 4)
- GM 3800 series II engine (parts only)
- Northers Clipper 14hp concrete saw (unknown condition)
- Hydraulic lift gate
- Miscellaneous vehicle rear ends (2 total, parts only)
- Large Mufflers (2 total)
- Dump Bed
- Chain link fencing with poles
- John Deere Garden Tractor with scrape blade (unknown condition)
- Bolens Garden Tractor with scrape blade (unknown condition)
- Suzuki 250 4x4 4-wheeler with scrape blade (unknown condition)
- 1992 Ford F-9000 garbage truck (vin 1FDYW82A8NVA09962)
- 2003 Ford F-150 4x4 truck (vin 2FTPF18Z53CA71181)
- 2003 Chevy 2500 2wd truck (vin 1GCGC24U63Z214229)
- 1998 Ford Ranger 2wd truck (vin 1FTYR14U0WPB52548)
- 2001 Ford F-150 2wd truck (vin 2FTPX17Z81CA74829)
- Recycle roll off dumpster (1 of 2)
- Recycle roll off dumpster (2 of 2)
- Salt spreader (bad engine, rust)

2. The Town Manager is authorized to dispose of the described property per G.S. 160A-266.

3. A city may discard any personal property that: (i) is determined to have no value; (ii) remains unsold or unclaimed after the city has exhausted efforts to sell the property using any applicable procedure under this Article; or (iii) poses a potential threat to the public health or safety.

4. The Town Clerk shall publish notice summarizing this Resolution in accordance with G.S. 160A-280.

Duly adopted this _____ day of August, 2021.

Robert L. Johnson, MAYOR

ATTEST: _____
Debra W. Pearson, TOWN CLERK

C. COMPREHENSIVE FINANCIAL POLICY FIRST DISCUSSION: PREAMBLE AND OBJECTIVES

Hold first discussion on Preamble and Objectives Section of Comprehensive Financial Policy.

STAFF RESOURCES: Wilson Hooper, Town Manager
Connie Bauguess, Finance

FUNDING SOURCE: N/A

BACKGROUND:

- In November, the Town Manager presented a draft policy calendar to the Board of Commissioners. It proposed that the Board consider a “fund balance/reserves” policy in 2021.
- The Town Manager recommended, and the Board agreed on July 22, to undertake the process of developing a Comprehensive Financial Policy which will establish guidelines for managing fund balance/reserves, debt, capital budgeting, investment practices, and operating budget development practices.
- Comprehensive Financial Policies are statements of the goals and standards that will guide the financial management practices of the town. These policies are helpful to staff during budgeting season and while consider to pursue capital project. But they’re also helpful to banks and other lending agencies who see them as signs of stability and creditworthiness.
- Commissioners are asked to consider what their goals are for the town’s financial health, and share those with staff at the meeting.
- The Town Manager has included an updated briefing sheet with examples of objectives from other municipal financial policies.
- This policy does not update internal financial controls, though they will be reviewed with the Board of Commissioners at a later date.

ACTION:

- No formal action necessary; for discussion only.

ATTACHMENT:

- 1.) Updated briefing sheet (new content on pages 3-5)

COMPREHENSIVE FINANCIAL POLICY BRIEFING SHEET

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Rationale – Comprehensive Financial Policies are seen as the cornerstone of sound financial management. They are an indicator of the Board’s willingness to invest in projects. They provide direction to staff on matters of financial stewardship. They give confidence to lenders and rating agencies on the creditworthiness of the town. They provide continuity to the organization when elected and appointed officials turn over.

Budgeting policies, capital budgeting, debt, investment policies, and fund balance policies are intrinsically related because, in an environment of limited revenue growth, action in one area typically requires tradeoffs be made in other areas. Each also represents a commitment that extends beyond one fiscal year.

Choosing between such tradeoffs is one of the primary duties of municipal elected officials.

At the moment the Town only has a written policy for one area: investments. Though the Town has taken action in other areas (say, for, example, to build back fund balance) it has done so ad hoc.

Recommendation – The Town Manager recommends the Board undertake a multi-month process to weigh the tradeoffs, discuss policy choices, and develop a Comprehensive Financial Policy for the Town. He further recommends that the Board discuss this matter according to the schedule below, with the final policy being published before the beginning of budget season at the beginning of the new calendar year.

Please note that this policy does not cover financial controls, spending thresholds, delegation of contract authority or other internal matters. Those will be reviewed by the staff and possibly brought to the Board at a later date.

Schedule –

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to insulate itself from fiscal crisis.” These objectives shall be discussed and expressed in a non-specific manner, but they set the tone for more significant policy decisions to come.

Budget development policies – These policies establish the practices staff shall follow while formulating the town’s annual operating budget. For example: “The town will develop the annual budget in conjunction with a list of state priorities established by the Board of Commissioners.” And “fees for service shall reflect the true cost of providing the service. North Wilkesboro taxpayers should not unduly subsidize services that, by and large, benefit only an individual.”

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Investment policies – The town created a short investment policy in 2017 to manage invested proceeds from the lease of Wilkes Medical Center to WFBMC. The policy sets the goals for the town’s investments and outlines which types of investment funds may be used. Since some of the town’s investments are approaching their maturity dates, staff recommend reviewing the policy and amending it if necessary.

(THIS INFORMATION WAS REVIEWED BY BOARD OF COMMISSIONERS JULY 22, 2021)

PREAMBLE AND OBJECTIVES

(To be discussed by Board of Commissioners August 3, 2021)

Financial policies define a shared understanding of how the organization will develop its financial practices and manage its resources to provide the best value to the community. Therefore, it is important to declare agreed-upon themes early in the policy development process so that everyone is singing from the same sheet of music.

The preamble and objectives will establish the Board's rationale for adopting the financial policy. The objectives that the Board settles on during these early conversations will focus the remainder of the policy conversation.

Objectives establish themes that the remaining sections of the policy shall follow. Those themes are typically things like thrift, stewardship/transparency, flexibility, resilience, risk tolerance, long-term outlook, criteria for spending, statutory compliance, etc.

Here is a preamble from a West Coast municipality:

"The Comprehensive Financial Management Policies assembles all of the city's financial policies in one document. They are the tools used to ensure that the city is financially able to meet its immediate and long-term service objectives. The individual policies contained herein serve as guidelines for both the financial planning and internal financial management of the city. The City of Bellevue is accountable to its citizens for the use of public dollars. Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. These policies safeguard the fiscal stability required to achieve the city's goals and objectives."

Below are samples of objectives taken from other financial policies grouped by theme, with an example in parentheses of the kind of tradeoff that adopting this objective might lead to:

Thrift –

"Establish operational principles that minimize the cost of government, consistent with services desired by the public." (Open bidding on all purchases vs. buying from local vendors)

"Maintain significant fund balances in excess of statutory and Local Government Commission requirements." (Save rather than fully fund all services)

"Maintain fund balances in excess of peer municipalities."

"Avoid excessive reserves and fund balances; invest in services and improvements." (Set the minimum for fund balance low and allocate any extra above that threshold)

Stewardship/transparency –

"Enhance both short-term and long-term financial credit ability by helping to achieve the highest credit and bond ratings possible."

“Protect the town’s credit worthiness and prevent the default of any payments on municipal debt.” (Budget for all debt service before budgeting one dollar for operational costs.)

“Provide increased public confidence in financial management.”

“Provide the town staff, Board of Commissioners, and residents a framework for measuring the fiscal strength of government finances against established parameters and benchmarks.”

Flexibility –

“Builds capacity within the town’s financial picture to safely invest in capital improvements and make other significant expenditures for the good of the town and its residents.” (Project expenses closer to revenue projections vs. conservatively project expenses)

“Except as defined in this policy, maintain cash reserves rather than investments in illiquid assets.” (Refrain from holding illiquid assets like seldom used or surplus equipment, real estate, or long-term notes)

“Maintain as diversified and stable a revenue system as permitted by state law to shelter the town from short-term fluctuations in any one revenue source.” SAVE

Resilience –

“Contribute significantly to the town’s ability to insulate itself from fiscal crisis/crises.” SAVE

“Quickly rebuilds fund balances and reserves should those sources be used.” (May trigger automatic cost cutting and austerity measures should fund balances be used)

Risk tolerance –

“Avoid projects, activities, or investments that may result in write-offs or losses.”

Long-term outlook –

“Direct attention to the total financial picture of the town rather than single-issue areas.”

“Promote the view of linking long-term financial planning with day-to-day operations.”

“Promote long-term and strategic thinking. The strategic intent articulated by many financial policies necessarily demands a long-term perspective from the organization.” SAVE

“Ensure that adequate resources exist for immediate operational, contractual, and debt service liabilities [only.]” (Make significant progress on short-term needs by applying all financial capacity vs. making choices on what to fund so as to dedicate some resources to future matters)

Criteria for spending –

“Permit the town to take advantage of an unforeseen significant opportunity that may otherwise be lost to the community.” (Leave some capacity available for unplanned expenses that may benefit the entire community)

Statutory compliance –

“All the town’s practices shall be in compliance with the Local Government Budget and Fiscal Control Act and other relevant statutes and best practices.” (Make compliance a culture vs. leaving it merely as a necessary requirement)

D. INCREASING EMPLOYEE VACCINATION

Consider granting temporary emergency authority to Town Manager to implement compensation adjustments and other personnel actions that increase vaccination rates among employees.

STAFF RESOURCES: Wilson Hooper, Town Manager

FUNDING SOURCE: ARP funds

BACKGROUND:

- Yesterday Governor Cooper announced the contents of his latest Executive Order, which requires all state employees in departments under his purview to either be vaccinated, or face weekly testing and a requirement to wear masks at all times.
- Hospital systems across the state are now requiring all employees to be vaccinated.
- These actions are coming on the heels of spiking COVID-19 numbers, caused by the more contagious delta variant.
- According to epidemiologists, an individual infected with the original strain of COVID could infect about two people. Individuals with the delta strain are likely to infect 5 to 6 people. Therefore time is of the essence when taking action against the virus.
- The free and readily-available vaccines slow the spread by decreasing the number of potential carriers, and give individuals who do become infected the immune response needed to survive infection.
- A significant percentage of town employees have chosen not to receive the vaccine.
- Previously the Board of Commissioners approved updates to the Personnel Policy that took away unlimited COVID-related sick leave from employees who waived the vaccine. That policy helped but did not move the needle significantly on the number of vaccinated employees.
- The Town Manager is requesting emergency authority to make temporary changes to the town's personnel practices to incentivize vaccination.
- These actions may include:
 - A monetary incentive to all employees who get vaccinated;
 - A lottery with one-time payments or other inducements that all vaccinated employees are eligible to win;
 - Changes to the town's Safety Policy to require masks;
 - Other actions as necessary.

ACTION:

- The Board of Commissioners is asked to approve the resolution granting the Town Manager temporary authority.

ATTACHMENT:

- 1.) Draft Resolution

**RESOLUTION 2021—011 GRANTING PERSONNEL POLICY AUTHORITY TO
NORTH WILKESBORO TOWN MANAGER**

**RESOLUTION GRANTING COMPREHENSIVE AUTHORITY TO TOWN MANAGER REGARDING
STATE OF EMERGENCY POWERS RELATING TO PERSONNEL DURING THE DURATION OF THE
WILKES COUNTY STATE OF EMERGENCY AS DECLARED ON MARCH 13, 2020 DUE TO
CORONAVIRUS/COVID-19**

WHEREAS, as the global and nationwide state of emergency related to Coronavirus/COVID-19 continues to evolve rapidly, the Town of North Wilkesboro’s goal is to take responsible actions to ensure sustainability of public safety and essential services in the months ahead and alight mitigating strategies on the side of precaution whenever possible; and

WHEREAS, on March 13, 2020, and updated several times since, the Mayor of North Wilkesboro asked that the town be included in a State of Emergency declared by Wilkes County, and therefore such a state of emergency exists within the jurisdiction of the Town of North Wilkesboro; and

WHEREAS, the Town of North Wilkesboro employees will be directly impacted with issues as a result of the unprecedented COVID-19 State of Emergency; and town officials are committed to taking proactive measures to educate, prevent, and slow the spread of COVID-19 within the community and the town workforce; and

WHEREAS, the scientific consensus is that vaccinations are the most effective tool to stopping the spread of the virus and to minimizing its danger in those who are infected, particularly against the fast spreading and dangerously contagious delta variant; and

WHEREAS, a significant percentage of the Town of North Wilkesboro workforce remains unvaccinated and therefore measures must quickly be taken to increase vaccination uptake.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of North Wilkesboro, North Carolina, that during the duration of the State of Emergency within Wilkes County and the Town of North Wilkesboro, the Town Manager (or designee), is hereby granted authority to take necessary actions such as the following, but not limited to:

- Personnel Policy – to adopt amendments to the Town of North Wilkesboro Personnel Policy such as compensation policy, workplace safety requirements, etc;

This resolution shall take effect immediately upon its passage.

Adopted this the _____ day of August, 2021

Debra W. Pearson, Town Clerk

Robert L. Johnson MAYOR

CLOSED SESSION

Conduct a closed session according to GS 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment...of an individual public officer.

STAFF RESOURCES: N/A

FUNDING SOURCES: N/A

ATTACHMENT:

- 1.) (Supporting documents were distributed separately before the last meeting)