



# **Boiling Springs Town Council**

Special Council Meeting Agenda

June 27, 2023

6:30PM



## Town of Boiling Springs

PO Box 1014 | Boiling Springs, NC 28017  
Phone 704-434-2357 | Fax 704-434-2358  
www.BoilingSpringsNC.net

## TOWN COUNCIL

MEETING AGENDA

June 27, 2023

### ROUTINE BUSINESS

1. Call to Order
2. Adoption of Agenda

### REGULAR BUSINESS

3. FY 23-24 Town Budget
4. Mayor, Council, & Manager Comments
5. Motion to enter Closed Session Per NCGS 143-318.11(a)(5): To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease).



**2023 - 2024 BUDGET**

**Requested Action:** Motion to adopt the 2023-2024 budget for the Town of Boiling Springs with   (A, B, or C)   tax increase *(or any other option discussed)*

**Option A.** With no change in the tax rate, the following items are removed from the proposed budget:

1. \$5,000 – Council Expenses (removed)
2. \$8,000 – Reduce funding for the YMCA (from the proposed \$48k to \$40k).
3. \$5,000 – Downtown Enhancements (removed)
4. \$2,000 – Reduce funding for park maintenance/memorial (\$2k to \$0)
5. \$4,000 – Cut range improvements for the Police Department (\$10k to \$6k)
6. \$2,000 – Reduce community events (\$15k down to \$13k)

**Option B.** With a ½ cent tax increase, staff recommends the following be removed: *(or any combination of the above)*

1. \$5,000 – Council Expenses
2. \$5,000 – Downtown Enhancements
3. \$4,000 – Range Improvements for the Police Department

**Option C.** A one-cent increase keeps all the above items in the budget and costs the average taxpayer less than \$20 per year. **Staff recommends this option.**

**SUMMARY**

The manager’s proposed budget for this year includes a one-cent tax increase. This generates about \$33,000 in revenue for the Town and costs the average taxpayer around \$20 per year. Based on feedback at the last two Council meetings, we have included options in your packet for a one-cent increase, a half-cent increase, and no increase.

We discussed more of the specifics in our previous meetings, but for the benefit of the public and to recap I’d offer the following points in support of the proposed budget:

- Council and staff met in March to develop a strategic plan for the year. There were 6 priorities with more than a dozen objectives, most of which need some level of funding. If we want to continue to push our plans forward, we must pay for those plans.



- We increased salaries this past year. The salary study brought about an increase for some of our staff and council. As those costs increased, so did the need to continue to try and recruit and retain employees. As a result, we have additional increases and benefits in the budget to stay competitive so that we don't lose good people and we can attract more of the same caliber.
- We don't have a lot of new items in this budget. Many departmental items stayed the same, but the cost of these items increased. Last year alone we spent \$8,000 just on garbage truck tires which is higher than any previous year.
- We have the opportunity to do more with a small contribution that proportionally affects taxpayers and keeps us on track from an inflationary perspective so that we aren't working to squeeze the budget so tightly that it results in the need for a larger increase at a later date. In all reality, with our current projects and level of service, the *minimum* amount that taxes should be raised is one cent.
- We need to be able to prepare for growth and development in a proactive way. Personally, I feel we'll see the tax base grow in the coming years, but those funds aren't realized until after development is completed and those taxes are assessed later. Our goal should be to take a proactive stance, be nimble, and be prepared. That's what we've tried to do with this budget.

Based on the feedback of the Manager's proposed budget at the two budget workshops, staff is providing the following points for the Council's consideration of the final budget:

- A one-cent tax increase provides approximately \$33,000 in revenue for Town services.
  1. On a house valued at \$225,000:
    - \$0.0037 is \$832.50 per year or \$69.36 per month (current rate).
    - \$0.0038 is \$855 per year, \$71.25 per month.
    - **That's an increase of \$22.50 per year or \$1.86 per month.**
- History of tax increases (values are per \$100 valuation):
  1. The Town raised taxes in FY 17-18 by 4 cents (from 0.33 to 0.37) to cover the 3.75 cents for the fire tax.
  2. It was raised 1 cent in FY 18-19 (from 0.37 to 0.38). Then again raised by 1 cent in FY 19-20 (from 0.38 to 0.39) to cover needs including park improvements.
  3. It remained 0.39 in FY 20-21.
  4. FY 21-22 was the revaluation year. The rate was still 0.39. NC General Statutes require that the revenue neutral rate of 0.35 be presented during revaluation years. Council lowered the rate to 0.37.
- Current taxes around us are:
  1. City of Shelby - \$0.5225
  2. Kings Mtn - \$0.43 (proposed is \$0.48)
  3. Cleveland County - \$0.57



- We have the option to change the tax rate by any increment. So, it could be 1 cent, ½ cent, etc.

**We have prepared three budget ordinances for Council’s consideration. They reflect no change in the tax rate, a ½ cent increase in the tax rate, and a 1 cent increase in the tax rate. A summary of differences is in the previous section and the full ordinances are attached.**

Staff recommends the 1 cent increase to continue to provide existing services (which have rising costs) and to push forward the planned projects we have strategized for implementation.

### MATERIALS PROVIDED

Budget Ordinances: No Tax Increase, ½ Cent Increase, 1 Cent Increase

Provided for Reference: 2023-2024 Strategic Plan

## FY23/24 BUDGET ORDINANCE

**BE IT ORDAINED** by the Town Council of the Town of Boiling Springs, North Carolina, that the following fund revenues and departmental expenditures, together with certain restrictions and authorities are adopted:

### SECTION I. GENERAL FUND

#### A. Revenues Anticipated

Ad Valorem Property Taxes	\$ 1,210,600
Sales & Use Taxes	\$ 662,400
Franchise Taxes	\$ 215,600
Solid Waste User Fees	\$ 363,800
Powell Bill Allocation	\$ 123,500
Powell Bill Reserve Appropriation	\$ -
Other Revenues	\$ 634,500
Reserve Appropriation	\$ 70,000
TOTAL REVENUES	\$ 3,280,400

#### B. Expenditures Authorized by Department

Administration	\$ 880,960
Police	\$ 1,070,100
Fire Service	\$ 289,300
Street Non-Powell	\$ 200,700
Streets Powell Bill	\$ 135,500
Solid Waste	\$ 505,300
Recreation	\$ 198,540
TOTAL EXPENDITURES	\$ 3,280,400

## SECTION II. WATER & SEWER FUND

### A. Revenues Anticipated

Water Charges	\$ 1,127,500
Sewer Charges	\$ 675,000
Lattimore System Charges	\$ 72,000
Other Revenues	\$ 123,000
Reserve Appropriation	\$ 475,000
<b>TOTAL REVENUES</b>	<b>\$ 2,472,500</b>

### B. Expenditures Authorized by Department

Water & Sewer Administration	\$ 505,800
Water Operations	\$ 969,400
Sewer Operations	\$ 941,500
Lattimore System	\$ 55,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,472,500</b>

### SECTION III. TAXES, RATES, FEES & CHARGES ESTABLISHED

The following taxes, rates, fees and charges are adopted:

<b>FY 2023-24 General Schedule of Taxes, Fees &amp; Charges</b>	
Ad Valorem Tax Rate	\$0.37 per \$100 of valuation
Returned Check Fee	\$25 per occurrence
Document Copying Fee	\$0.25 first page + \$0.10 each additional*
Admin Record Charge	Billed @ actual cost or copy fee*
Rezoning Application	\$350
Zoning Compliance Permit	\$25
Zoning Compliance Letter	\$25
Tower Permit	\$500
Site Plan Review	\$250
Board of Adjustment Review	\$350
Preliminary Subdivision Plat Review	\$50 plus \$5 for each lot over 10*
Annexation Petition	\$300
Street Closing Petition	\$600
Police Report Fee	\$5 + \$0.10 pages over 10
Fingerprinting Fee	Free for Residents   \$20 Non-Resident
Civil Citation Parking	\$20 + \$50 penalty for every 30 days unpaid
Civil Citation Fire Lane	\$50
Yard Waste	\$0.00
Garbage Residential Inside	\$12.50
Garbage Residential Outside	\$17.00
Garbage Commercial Inside	\$15.00
Garbage Commercial Outside	\$17.00
Recycling Inside	\$6.00
Recycling Outside	\$7.50
Can Damage Fee	\$20 for second repair in any 12 month period
Facility Rentals	Set Administratively
On-Premise Malt Beverage	\$15.00
Off-Premise Malt Beverage	\$5.00
On-Premise Unfortified Wine	\$15.00
Off-Premise Unfortified Wine	\$10.00



<b>FY 2023-24 Water &amp; Sewer Rate Schedule</b>		
<b><u>Description</u></b>	<b><u>Inside</u></b>	<b><u>Outside</u></b>
Minimum Water Rate 0-2,000 gallons	\$19.44	\$31.52
Volumetric Water Rate 2,000-15,000 gallons	\$6.30 per 1000	\$9.46 per 1000
Volumetric Water Rate over 15,000 gallons	\$7.88 per 1000	\$12.08 per 1000
<b>Minimum Sewer Rate</b>		
Minimum Sewer Rate 0-2,000 gallons	\$19.44	\$31.52
Volumetric Sewer Rate 2,000-15,000 gallons	\$6.30 per 1000	\$9.46 per 1000
Volumetric Sewer Rate over 15,000 gallons	\$7.88 per 1000	\$12.08 per 1000
<b>Sewer Only</b>		
Sewer Only 0-2,000 gallons	NA	\$31.52
Sewer Only 2,000-15,000 gallons	NA	\$9.46 per 1000
Sewer Only over 15,000 gallons	NA	\$12.08 per 1000
<b>Lattimore Sewer Only</b>		
Lattimore Sewer Only 0-2,000 gallons	NA	\$40.00
Lattimore Sewer Only 2,000-15,000 gallons	NA	\$9.00 per 1000
Lattimore Sewer Only over 15,000 gallons	NA	\$11.50 per 1000
<b>Bulk Water Rate</b>		
Bulk Water Rate 0-2,000 gallons	\$31.52	
Bulk Water Rate 2,000-15,000 gallons	\$9.46 per 1000	
Bulk Water Rate over 15,000 gallons	\$12.08 per 1000	

<b>FY 2023-24 Water &amp; Sewer Schedule of Fees &amp; Charges</b>		
<b><u>Description</u></b>	<b><u>Inside</u></b>	<b><u>Outside</u></b>
Water Deposit	\$100	\$125
Sewer Deposit	\$50	\$50
Water & Sewer Deposit	\$150	\$175
Water Tap 3/4 inch*	\$1,200	\$1,400
Water Tap 1 inch*	\$1,050	\$1,250
Water Tap 1.5 inch*	\$2,050	\$2,550
Water Tap over 1.5 inch*	At Cost	At Cost
Water Tap Inspection**	\$330	\$490
Sewer Tap Inspection**	\$330	\$490
Meter Installation 3/4 inch*	\$370	\$470
Meter Installation 1 inch*	\$490	\$590
Meter Installation over 1 inch*	At Cost	At Cost
Additional Road Bore Fee (Town Street)***	At Cost	At Cost
Additional Road Bore Fee (NCDOT Street)***	At Cost	At Cost
Service Bill Monthly Late Fee	\$10	\$10
Service Disconnection	\$25	\$25
After-Hours Service Charge (4pm, Weekends, & Holidays)	\$50	\$50
Residential Meter Testing Fee	\$150	\$150
Commercial or Oversize Meter Testing Fee	At Cost	At Cost
Meter Tampering Fee	At Cost	At Cost

\*The Town installs all residential water taps. The Town installs all residential and commercial meters.

\*\*Commercial water and sewer taps are made by an owner-selected contractor and inspected by the Town. Residential sewer taps are made by an owner-selected contractor and inspected by the Town.

\*\*\*For domestic water tap installations along Town and NCDOT streets, there is no Road Bore Fee. For irrigation water tap installations along Town and NCDOT streets requiring a road bore, the cost is at cost.

**SECTION IV. SPECIAL AUTHORIZATIONS**

1. The Town Manager serves as the Budget Officer and the Finance Director serves as the Finance Officer for the Town of Boiling Springs.
2. The Budget Officer, shall be authorized to reallocate departmental appropriations among the various objects of expenditure as he believes necessary.
3. The Budget Officer shall be authorized to effect interdepartmental transfers in the same fund not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced.
4. The Budget Officer shall be authorized to effect transfers between capital projects that are budgeted in the same capital project fund.
5. The Budget Officer shall be authorized to transfer any remaining balances from any Capital Project upon its completion to the corresponding reserve fund.
6. Interfund transfers from operating funds shall be accomplished by Town Council authorization only.
7. The budget adopted herein may be amended to reflect encumbrance balances for expenditures properly committed but unpaid at the end of the prior fiscal year, and increasing fund balances appropriated by a similar amount.

**SECTION V. USE OF BUDGET DOCUMENT AND ORDINANCE**

This Ordinance and the budget document shall be the basis for the financial plan of the Town of Boiling Springs for Fiscal Year 2023-24. The Budget Officer shall administer the Budget and the Finance Officer shall establish records which are in agreement with the budget, this ordinance, and the statutes of the State of North Carolina.

**SECTION VI. DISTRIBUTION**

Copies of this ordinance shall be furnished to the Budget Officer, Finance Officer, and Town Clerk so that they may keep this ordinance on file for their direction and disbursement of funds.

Motion made by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

With \_\_\_\_\_ Councilmembers voting "aye".

With \_\_\_\_\_ Councilmembers voting "no".

Adopted this 6<sup>th</sup> day of June, 2023.

\_\_\_\_\_  
Daniel Thomas, Mayor

\_\_\_\_\_  
Noah Saldo, Town Clerk

## FY23/24 BUDGET ORDINANCE

**BE IT ORDAINED** by the Town Council of the Town of Boiling Springs, North Carolina, that the following fund revenues and departmental expenditures, together with certain restrictions and authorities are adopted:

### SECTION I. GENERAL FUND

#### A. Revenues Anticipated

Ad Valorem Property Taxes	\$ 1,243,300
Sales & Use Taxes	\$ 662,400
Franchise Taxes	\$ 215,600
Solid Waste User Fees	\$ 363,800
Powell Bill Allocation	\$ 123,500
Powell Bill Reserve Appropriation	\$ -
Other Revenues	\$ 633,000
Reserve Appropriation	\$ 70,000
TOTAL REVENUES	\$ 3,311,600

#### B. Expenditures Authorized by Department

Administration	\$ 896,160
Police	\$ 1,074,100
Fire Service	\$ 289,300
Street Non-Powell	\$ 200,700
Streets Powell Bill	\$ 135,500
Solid Waste	\$ 505,300
Recreation	\$ 210,540
TOTAL EXPENDITURES	\$ 3,311,600

## SECTION II. WATER & SEWER FUND

### A. Revenues Anticipated

Water Charges	\$ 1,127,500
Sewer Charges	\$ 675,000
Lattimore System Charges	\$ 72,000
Other Revenues	\$ 123,000
Reserve Appropriation	\$ 475,000
<b>TOTAL REVENUES</b>	<b>\$ 2,472,500</b>

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The following taxes, rates, fees and charges are adopted:

<b>FY 2023-24 General Schedule of Taxes, Fees &amp; Charges</b>	
Ad Valorem Tax Rate	\$0.38 per \$100 of valuation
Returned Check Fee	\$25 per occurrence
Document Copying Fee	\$0.25 first page + \$0.10 each additional*
Admin Record Charge	Billed @ actual cost or copy fee*
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Zoning Compliance Permit	\$25
Zoning Compliance Letter	\$25
Tower Permit	\$500
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Motion seconded by: \_\_\_\_\_

With \_\_\_\_\_ Councilmembers voting "aye".

With \_\_\_\_\_ Councilmembers voting "no".

Adopted this 6<sup>th</sup> day of June, 2023.

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Daniel Thomas, Mayor

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Meter Tampering Fee	At Cost	At Cost

\*The Town installs all residential water taps. The Town installs all residential and commercial meters.

\*\*Commercial water and sewer taps are made by an owner-selected contractor and inspected by the Town. Residential sewer taps are made by an owner-selected contractor and inspected by the Town.

\*\*\*For domestic water tap installations along Town and NCDOT streets, there is no Road Bore Fee. For irrigation water tap installations along Town and NCDOT streets requiring a road bore, the cost is at cost.



**SECTION IV. SPECIAL AUTHORIZATIONS**

1. The Town Manager serves as the Budget Officer and the Finance Director serves as the Finance Officer for the Town of Boiling Springs.
2. The Budget Officer, shall be authorized to reallocate departmental appropriations among the various objects of expenditure as he believes necessary.
3. The Budget Officer shall be authorized to effect interdepartmental transfers in the same fund not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced.
4. The Budget Officer shall be authorized to effect transfers between capital projects that are budgeted in the same capital project fund.
5. The Budget Officer shall be authorized to transfer any remaining balances from any Capital Project upon its completion to the corresponding reserve fund.
6. Interfund transfers from operating funds shall be accomplished by Town Council authorization only.
7. The budget adopted herein may be amended to reflect encumbrance balances for expenditures properly committed but unpaid at the end of the prior fiscal year, and increasing fund balances appropriated by a similar amount.

**SECTION V. USE OF BUDGET DOCUMENT AND ORDINANCE**

This Ordinance and the budget document shall be the basis for the financial plan of the Town of Boiling Springs for Fiscal Year 2023-24. The Budget Officer shall administer the Budget and the Finance Officer shall establish records which are in agreement with the budget, this ordinance, and the statutes of the State of North Carolina.

**SECTION VI. DISTRIBUTION**

Copies of this ordinance shall be furnished to the Budget Officer, Finance Officer, and Town Clerk so that they may keep this ordinance on file for their direction and disbursement of funds.

Motion made by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

With \_\_\_\_\_ Councilmembers voting "aye".

With \_\_\_\_\_ Councilmembers voting "no".

Adopted this 6<sup>th</sup> day of June, 2023.

\_\_\_\_\_  
Daniel Thomas, Mayor

\_\_\_\_\_  
Noah Saldo, Town Clerk



THE TOWN OF  
**BOILING SPRINGS**

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# **The Town of Boiling Springs**

## **Strategic Plan**

### **2023-2024**

#### **Town Council**

Mayor Daniel Thomas

Councilmember Tommy Greene

Mayor Pro Tem Patrick Litton

Councilmember Caleb Edwards

Councilmember Marty L. Thomas

Councilmember Tonya Gantt

Justin Longino, Town Manager

On March 18<sup>th</sup>, the Boiling Springs Town Council and staff met at the Shelby-Cleveland County Airport to review the past year and determine goals for the next 12 months. These goals and decisions will guide the budgeting process and give staff direction for decisions made through 2023-2024.

The ethos for Boiling Springs continues to be “respectful growth” with a focus on encouraging new business development while ensuring we continue to provide the highest quality of life to our residents.

The following is the result of this meeting and a plan to guide the Town forward.

## **Downtown Master Plan and Corridor Study Priorities**

The Downtown Master Plan and Corridor Study is a big-picture plan with broad goals. To ensure staff effectively works toward a shared vision, the Town Council identified these two overall priorities to guide the continued implementation of this plan.

The priorities are not listed in order of importance.

### **Priority 1: Continue to make progress on the downtown streetscape.**

Transforming our downtown core will take an abundance of time, effort, and money. The Council has chosen to take a phased approach, with the first step being focused on the South Main Streetscape. McGill & Associates continues to assist staff with this project and the continued success of this will include, but is not limited to:

- Continued partnership with McGill & Associates
- Public input on the design and amenities for downtown
- Creating a safer downtown
- Improving the traffic signals, through aesthetics and the addition of protected left turns
- Creating a public gathering space

### **Priority 2: Reimagine the Old Town Hall building.**

The Old Town Hall building has been a quagmire since it was vacated several years ago. Council continues to have the desire to use this prominent land as a catalyst for change on that end of downtown. Success for the coming year will include:

- Releasing a Request for Quotes before the end of 2023. This will include a scope for firms to use in evaluating next steps for the property, a cost analysis of those options, and opportunities for stakeholder relations going forward.
- Continued conversation with Gardner-Webb over their interest in the building or property. This could include partnership, purchase, or land-swapping options.

## Overall Priorities

The following overall priorities were preserved due to their continued success. The objectives under each priority have been adjusted to deliver newly created, specific, measurable goals for this year.

### Priority 1 Business Recruitment

#### Objective 1A Town Commons Plaza

Continue Retail Strategies training and follow the established Conceptual Execution Package timeline.

#### Objective 2A Form a Business Committee

This committee should set specific business recruitment goals and review regulations to balance having a well-regulated and uniform community without overburdening potential investors and business owners.

Membership should consist of members of the Town Council, Town Staff, and local business stakeholders. Actionable items for this group should include, but not be limited to a survey to seek input on current regulations and a survey for GWU parent/students in gauge potential needs.

*This should be created and have its first meeting before the end of 2023.*

### Priority 2 Staffing

#### Objective 1A Review Current and Potential Positions

This should include the evaluation of a planner and/or grant writer and recommendations on the Code Enforcement position. It will also consider the effectiveness of the Police Department's staffing levels. *Review will be included in the FY23 budget process.*

#### Objective 2A Explore expanding benefits for current and future employees

*Review will be included in the FY23 budget process.*

### Priority 3 Infrastructure

- Objective 3A Sewer Extension Policy**  
Continue to seek public input on the draft policy and present a final version of the policy to Council before the end of 2023.
- Objective 3B Explore Purchase Options for Water**  
Evaluate Cleveland County Water and Shelby Water purchase options. This should be reviewed during the FY 23 budget process.
- Objective 3C Continue Work Toward Intersection Improvements**  
Monitor beacon installation approaching Hillcrest from E. College.  
  
Work toward downtown intersection improvement and other improvements to increase pedestrian safety.

### Priority 4 Quality of Life and Placemaking

- Objective 4A Evaluate the Park & Usage of the Space**  
  
Complete the Parks Master Planning process.  
  
Continue to promote the park and consider additional park events.
- Objective 4B Explore Partnerships with the Earl Scruggs Center**
- Objective 4C Community Engagement**  
  
Continue to build town events (Music on Main, Christmas Tree Lighting, Webbstock, etc.) and explore options for a signature Town event.  
  
Continue to expand marketing for the town. This could include signs for amenities, expanding our digital and physical marketing, and/or determining our niche.  
  
Form an events committee to assist with increasing events.



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**REPORTS**

**TOWN MANAGER | JUSTIN LONGINO**

**COUNCILMEMBER MARTY THOMAS**

**COUNCILMEMBER CALEB EDWARDS**

**COUNCILMEMBER TONYA GANTT**

**COUNCILMEMBER PATRICK LITTON**

**COUNCILMEMBER TOMMY GREENE**

**MAYOR DANIEL THOMAS**