

**MINUTES – WORKSHOP/RETREAT
BOONE TOWN COUNCIL
January 20, 2022**

CALL TO ORDER

A special meeting of the Boone Town Council was called to order electronically at 10:00 a.m. on Thursday, January 20, 2022. Mayor Tim Futrelle presided. Council members present included Mayor Pro-Tem Edie Tugman, Dalton George, Virginia Roseman, Todd Carter and Becca Nenow. Staff present included Town Manager John Ward and Town Clerk Nicole Harmon. Town Attorney Allison Meade was in attendance, and department heads were in attendance as needed.

The purpose of the meeting was to hold an orientation for new Town Council members.

MOMENT OF SILENCE

TOWN ATTORNEY

Ms. Meade gave a brief overview of the open meetings law, including what constituted a public meeting, and proper notice of a public meeting. A question was raised regarding Council participation in a local housing group. Ms. Meade felt that since three Council members were not actually meeting together at the same time, there was not an open meetings issue. Discussion then moved to Council member's affirmative duty to vote, and standard meeting procedures. Ms. Meade then explained the open records law to members before giving members a sense of the work she did for the Town.

A break was declared at 12:07 p.m. Council reconvened at 12:16 p.m.

Ms. Meade finished by explaining her role as attorney to the Town's quasi-judicial boards, the Board of Adjustment and Historic Preservation Commission.

TOWN MANAGER/ADMINISTRATION DEPARTMENT

Mr. Ward presented a graphic entitled "Boone by the Numbers" that summarized certain data pertaining to Boone.

Mayor Futrelle declared a break at 12:30 p.m. Council reconvened at 12:40 p.m.

Mr. Ward gave members a tour of the new website update and explained the email system.

FIRE DEPARTMENT

Fire Chief Jimmy Isaacs gave members an overview of the Fire Department, and stated that they saw approximately 2,193 calls for service last year in addition to inspections and pre-plans. He explained the Rural Fire District, as well as the different apparatus that the department maintained. Staffing was discussed briefly, as well as the potential new Fire Station 4 at the new municipal complex.

POLICE DEPARTMENT

Police Captain Shane Robbins shared an overview of Police Department operations and its involvement with the community.

PUBLIC WORKS DEPARTMENT

Public Works Director Rick Miller provided a brief summary of Public Works operations.

PLANNING & INSPECTIONS DEPARTMENT

Planning Director Jane Shook and Deputy Director Stacey Miller shared a presentation outlining Planning and Inspections staff and operation. She explained the procedures for permitting and inspections, as well as board policies.

FINANCE DEPARTMENT

Finance Director Amy Davis outlined the duties carried out by the Finance Department, which included handling \$23,946,761 in total expenditures.

HUMAN RESOURCES DEPARTMENT

Human Resources Director Dale Presnell stated that he and one other employee handled all the human resource functions for the Town, as well as the safety and risk management duties.

CULTURAL RESOURCES DEPARTMENT

Cultural Resources Director Mark Freed gave a rundown of the department as well as properties and events typically managed by them. He indicated that the department regularly worked with organizations such as the DBDA, Watauga County Arts Council and the Tourism Development Authority.

WRAP-UP/DISCUSSION

Sustainability and Special Projects Manager George Santucci updated members on the progress the Town has made in sustainability since his position was created last year.

The meeting was adjourned at approximately 4:10 p.m.

Nicole Harmon, Town Clerk

Tim Futrelle, Mayor