

TOWN OF YADKINVILLE
BOARD OF COMMISSIONERS
MONTHLY MEETING MINUTES
LOCATION: COMMISSIONERS CHAMBERS
213 VAN BUREN STREET
YADKINVILLE, NC
MONDAY, FEBRUARY 5, 2018

OFFICIALS PRESENT:

Mayor Eddie Norman

Commissioners:

Tony Hall

Monta Davis-Oliver

Chris Matthews

Scott Winebarger

STAFF PRESENT:

Town Manager: Perry Williams

Public Works Director: Perry Williams

Town Clerk: Shelia Weathers

Finance Officer: Dina Reavis

Police Chief: Tim Parks

Town Planner: Richard Smith

Town Attorney Ben Harding

Quorum requirements met – meeting proceeded.

1. CALL TO ORDER

The regular meeting was called to order by Mayor Norman at 6:01 p.m.

2. INVOCATION

Mayor Norman offered the invocation.

3. PUBLIC COMMENTS

Mayor Norman introduced Mr. Gray Garrison as a local retail and commercial developer. Mr. Garrison expressed his concern about economic development in the Town of Yadkinville. He further explained challenges he experienced while developing a new business located off Unifi Industrial Road. Mr. Garrison claimed that several businesses expressed an interest in coming to Yadkinville, but due to strict ordinance enforcement decided to look into other areas. Mr. Garrison requested the Town should be more diplomatic in the development process. He was upset that the Town requested him to move “the future home of Pioneer” signage out of the right-of-way at Unifi Industrial Road per the Town of Yadkinville’s sign ordinance. He was adamant in refusing to move the sign back to an approved area.

At the conclusion to the meeting, Mr. Gray Garrison complimented the East Main Street Sidewalk Project, and praised the Town’s Public Works Department and staff for their hard work during the inclement weather period.

Mr. Chris Groce asked for an explanation on the Stakeholders meeting. Planning Advisor Richard Smith clarified that the purpose of the meeting was to give community

developers input on the rewrite of the Town's ordinance guidelines. The Stakeholders meeting is scheduled for February 6, 2018 at 2:00 p.m.

4. APPROVAL OF MINUTES

Commissioner Chris Matthews made a motion to approve the following minutes as presented. Commissioner Tony Hall seconded the motion and the motion passed unanimously.

Vote: 4/0

- January 8, 2018 (Regular Meeting Minutes)
- January 26, 2018 (Special Called Meeting Minutes)

5. CONSENT AGENDA ITEM(S)

Mr. Perry Williams presented the consent agenda items for the Board's consideration.

- Budget Amendments #11 and #12- East Main Street Sidewalk Operations and LED Lighting Renovation.
- Invoices (4) totaling at \$29,478.10
- ARC Grant Policies Adoption (4 documents)- Grant Project Ordinance, Resolution, Documented Procurement Procedures, and Written Standards of Conduct Covering Conflict of Interest

Commissioner Chris Matthews made a motion to approve all the items in the consent agenda. The motion was seconded by Commissioner Tony Hall and the motion passed unanimously.

Vote: 4/0

6. FIRE CHIEF'S REPORT

Fire Chief Jody Doss presented his monthly report. He noted a decrease in calls from February 2017.

7. POLICE CHIEF'S REPORT

Police Chief Tim Parks presented his findings to the Town Board regarding the Y-Tree Phone System. He explained the different levels to purchase depending on the number of citizens to contact.

- Level 1 contacts up to 250 people for \$9.99 a month.
- Level 2 can contact 500 people for \$15.99 a month.
- Level 3 contacts 1,000 people for \$20.99 a month.
- Level 4 contacts 1,500 people at \$25.99 a month.

After discussion, it was determined that the Town has 1,680 water customers, with the Town's purchase cost being \$41.98 a month for the Y-Tree Phone System.

Commissioner Chris Matthews made a motion to approve the Y-Tree Phone System for \$41.98 a month. Commissioner Tony Hall seconded the motion and the motion passed unanimously.

Vote: 4/0

8. PLANNING ADVISOR'S REPORT

Planning Advisor Richard Smith gave an overview of the Downtown Façade Improvement Grant. Mr. Smith noted that the Comprehensive Plan for Yadkinville consists of eight strategies related to Downtown development. The most important strategies being:

- DT3 “Implement a façade grant program to provide design and financial assistance to property owners making specified improvements to Downtown buildings that meet adopted building design standards.
- DT2 “Adopt infill building design standards for new or expanding buildings to compliment the scale, rhythm, and materials of exemplary existing buildings.”
- LU5 encourages the revitalization and reuse of currently unused or underutilized sites.

Mr. Smith stated that Town business owner has the opportunity to apply for funding this fiscal year on a first come, first-serve basis. He explained the three tiers associated with the grant program:

- Tier One includes one annual grant with a fifty percent match up to \$10,000;
- Tier Two is for two annual grants with a fifty percent match up to \$5,000,
- Tier Three consist of three annual grants with a fifty percent match up to \$2,500.

It was the consensus of the Board that the Long-Range Planning Committee be responsible for reviewing the grant applications with the Town Manager Perry Williams having final approval.

Commissioner Scott Winebarger made a motion to accept the Façade Grant Program. Commissioner Tony Hall seconded that motion and the motion passed unanimously.
Vote: 4/0

9. TOWN ATTORNEY BEN HARDING

Town Attorney Ben Harding gave an overview of Mr. John Johnson's request to buy town property PIN #580711663585. Attorney Harding advised Mr. Johnson to consult with Mr. Mark Hollar to acquire an estimate on surveying the land. Attorney Harding noted negotiations on a purchase price were still on-going.

Attorney Harding stated he spoke with Ms. Joyce Hicks in regard to the Harrison Street property acquisition. He stated that she wanted to speak with her tax preparer before donating the property to the Town.

Mayor Eddie Norman gave an overview of the discussions pertaining to the Revitalization Grant. Attorney Ben Harding explained that the Department of Commerce awarded a \$100,000 grant to fifteen towns per Senate Bill 257. The Senate Bill 257 was vetoed by Legislature and rewritten as Senate Bill 582, without Yadkinville as a recipient. In a prior meeting, the Board agreed to write a letter to Representative Lee Zachary to acquire an explanation as to why the Town of Yadinville was eliminated. Attorney Harding presented an overview of the drafted letter.

10. MANAGER'S REPORT

- **Resolution for Sale of Real Property located at Polk Street (Parcel #132719):**
Town Manager Perry Williams noted that Mr. Holton Shepherd placed a \$1,280 bid on foreclosed property located on Polk Street. Mr. Williams stated that no one upset his bid within the ten-day period. He asked the Board to award Mr. Holton Shepherd the bid and approve the resolution.

Commissioner Tony Hall made a motion to adopt the resolution and award Holton Shepherd the bid. Commissioner Chris Matthews seconded the motion and the motion passed unanimously.

Vote: 4/0

- **Utility Management Services (Electricity Savings Program):**
Mr. Williams advised the Town Board on his conversation with Mr. Keith Bess, an Account Manager for Utility Management. Mr. Bess expressed the desire to set up a forty-eight month contract to research ways to save the Town money on utilities. Mr. Williams stated if utility savings were discovered, the Town would pay him twenty percent of the total savings. He further stated if the savings occur once, then the Town paid fifty percent. After some discussion, it was the consensus of the Board to arrange a meeting with Mr. Bess to acquire more information about the Electricity Savings Program.
- **Master Meter Program**
Town Manager Perry Williams gave an overview of his conversations with Master Meter. He stated that Master Meter offered to put in 102 Allegro meters for a two-month trial period. After the two-month period, the Board can elect to keep the installed meters for free, and replace the remaining meters at a cost of \$250,000. Mr. Williams stated that the meters are faster and have their own FCC frequency. An additional antenna could be added to the water tower to gather meter readings remotely to Town Hall. Mr. Williams presented three options for replacing the meters, but advised the Allegra Meters. After some discussion, it was the consensus of the Board to participate in the trial.
- **Back Door Garbage Pickup Policy:**
Mr. Perry Williams stated he had received several calls from customers wanting back door garbage pickup. He advised that a policy was needed with prerequisites to eliminate those taking advantage of the service. He further advised that representatives from GDS and Town Staff met and discussed requirements, and possible solutions in which an application and acquisition of a doctor's note be filled out annually. It was the Board's suggestion that Mr. Williams research similar policies and report back to them.
- **Merit Pay/Evaluations:**
Mr. Perry Williams inquired about employee merit pay and evaluations. Mayor Eddie Norman stated that the Town's Compensation salary scale and job descriptions needed updating. Mr. Williams noted that HDR gave an estimate of \$15,000 to complete an audit on job descriptions and pay scales. HDR did the Town's original Personnel Policy Manual in 2004. After some discussion, the Mayor and Board suggested that more quotes were needed.

- **NCDOT Roadway Project U-5809 Informational Meeting:**
Town Manager Perry Williams apprised the Board on a meeting change for the NCDOT Roadway Project. The meeting was rescheduled for Thursday, March 1, 2018 from 2:00 to 3:00 p.m. for public officials, and 4:00 to 7:00 p.m. for the public at Yadkinville Elementary School.

ADDED ITEM (RICHARD SMITH):

Planning Advisor Richard Smith explained to the Town Board that multi-family units were allowed in R-O (Residential Office) zoning district. He stated usually that was not the case, and plans on discussing the topic before the Stakeholders meeting on February 6, 2018 at 2:00 p.m. in Town Hall.

11. COMMISSIONER COMMENTS

Mayor Eddie Norman:

Mayor Norman read a thank-you card from Ms. Betty Driver, addressed to the Board.

12. CLOSE SESSION

Commissioner Monta Davis-Oliver made a motion to go into "Close Session" at 7:40 p.m. pursuant to N.C.G.S. 143-318.11(a)(3)- to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; N.C.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, NC.G.S. 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; and N.C.G.S. 143-318-11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Commissioner Tony Hall seconded the motion and the motion passed unanimously.

Vote: 4/0

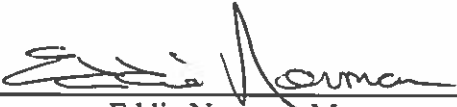
Commissioner Tony Hall made a motion to come out of "Close Session" at 8:25 p.m. Commissioner Monta Davis-Oliver seconded the motion and the motion passed unanimously.

Vote: 4/0

13. ADJOURNMENT

With no further business to discuss, Commissioner Scott Winebarger moved the meeting adjourned. Commissioner Chris Matthews seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 8:26 p.m.

Vote: 4/0



Eddie Norman, Mayor



Shelia B. Weathers, Town Clerk