

TOWN OF YADKINVILLE  
BOARD OF COMMISSIONERS  
***MONTHLY MEETING MINUTES***  
LOCATION: COMMISSIONERS CHAMBERS  
213 VAN BUREN STREET  
YADKINVILLE, NC  
***MONDAY, MARCH 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 6:00 p.m.

**2. INVOCATION**

Mayor Norman offered the invocation.

**3. PUBLIC COMMENTS**

Mr. Nato Garcia gave the Town Board an overview of his water bill. He explained that a leak occurred in the bathroom of his rental property located at 741 N. State Street. Mr. Garcia noted that the water was turned-off so in order to replace the broken pipes. He stated that the water was turned-on by someone without his knowledge, which resulted in the \$391.13 water bill. Mr. Garcia admitted to turning the water off due to the leak, which resulted in a \$100 meter tampering fee. Town Manager Perry Williams explained that the water account was inactive and per the Town's account record, the water was off. Due to the water account information, he was unable to adjust the bill. Mayor Norman suggested tabling the decision until the Board could discuss it further.

Ms. Jami Myers, a representative from the American Cancer Society, asked for the Board's permission to hold the annual Relay for Life event at the Town Park. Ms. Myers noted that the event would be held Friday, May 11, 2018 at 6:00 p.m. After some discussion, the Board granted Ms. Myers permission.

Mr. Chris Groce expressed his opinion regarding the Town's Planning and Zoning contract with Benchmark. He stated that he thought the Town's staff could handle the

responsibility of enforcing codes and approving permits. After further stating his opinions, Mr. Groce noted he had no issues with the Town prior to Benchmark's planning advisement and would prefer to work with the Town Staff.

#### **4. APPROVAL OF MINUTES**

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

Vote: 4/0

- February 5, 2018 (Regular Meeting Minutes)
- February 5, 2018 (Closed Session Meeting Minutes)

#### **5. CONSENT AGENDA ITEM(S)**

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

- Invoices (3) totaling at \$19,865.04
- Amendment No. 1- Agreement for Engineering Services (Withers & Ravenel) N. Lee Avenue Sidewalk-NCDOT EB-5529
- Project Budget Ordinance

Commissioner Scott Winebarger made a motion to approve all the items in the consent agenda. Commissioner Tony Hall seconded the motion, and the motion passed unanimously.

Vote: 4/0

#### **6. UTILITY MANAGEMENT SERVICES PRESENTATION**

Town Manager Perry Williams introduced Mr. Keith Bess, Account Manager for Utility Management Services. Mr. Bess asked for the Board's approval to do an audit on the Town's Duke Energy Bills. He stated that Utility Management specialized in looking for overcharges and finding ways to save money with Duke Energy. Duke Energy will allow Utility Management Services to do an audit for up to three (3) years prior. Currently, the Town has forty-seven accounts with Duke Energy. Mr. Bess explained that no upfront charges would be assessed for the services they provide. If savings should be discovered, the Town will be required to pay Utility Management fifty percent (50%) of that savings on a quarterly basis. Mr. Bess explained the process in finding savings by searching for basic overcharges and mistakes and secondly looking at the different power plans that Duke Energy offers. The contract would be for a forty-eight (48) month period, and the Town will be billed for the accounts that render a cost saving. After some discussion, it was the consensus of the Board to have Town Attorney Ben Harding review the contract.

#### **7. FIRE CHIEF'S REPORT**

Fire Chief Jody Doss presented his monthly report. Chief Doss stated that Yadkinville Fire Department received a rating of four (4) from the NC Department of Insurance Office of State Fire Marshall.

## **8. POLICE CHIEF'S REPORT**

Police Chief Tim Parks presented the Board with his monthly report. Chief Parks introduced Amber Jackson as the new Victims Assistance Coordinator. He noted that she would help oversee the Cops Care Program. Ms. Jackson graduated from Forbush High School in 2013, and is currently working toward a degree in Human Services.

## **9. PLANNING ADVISOR'S REPORT**

Planning Advisor Richard Smith advised the Board on an ordinance amendment in 2016 allowing accessory structures in the side yard along with the current provision of backyard placement. Mr. Smith informed the Board that recently, Code Enforcement Steve May and Town Manager Perry Williams counted thirty-seven (37) properties in the Town's limits that contain non-permitted structures. Mr. Smith asked for direction from the Board on how to proceed and regulate the non-compliant structures. After some discussion, the Board determined that the citizens need informing about necessary permits, and noted that the phone-tree would be a good resource to announce this information. After a long discussion, it was the consensus of the Board to grandfather-in the existing thirty-seven (37) structures as of April 1, 2018 and all future accessory structures would need to adhere to the ordinance.

Mr. Smith informed the Board regarding the Long-Range Planning Committee ordinance rewrite meeting, and stated that the new ordinance could be ready for adoption in September 2018.

## **10. TOWN ATTORNEY BEN HARDING**

Town Attorney Ben Harding presented the Board with a visual of the property Mr. John Johnson requested to purchase from the Town. Attorney Harding noted that the land was given to the Town in 2002 by Mr. Sheek. The land is deeded for 0.74 acres, and has a tax value of \$40,000 per acre. Attorney Harding explained that Mr. Johnson owned property adjoining the Town's property. Currently, Mr. Johnson has thirty (30) feet of road frontage, and purchase of the property would expand it to sixty (60) feet. Attorney Harding asked the Board for a reasonable starting bid. Mr. Johnson was asking for approximately 750 square feet of property. It was determined that approximately five (5) foot was needed from the pump station fence in order to conduct periodic maintenance. After some discussion, the Board agreed on a \$1,000 starting bid, and all expenses be paid by the Mr. Johnson (surveying, closing costs, etc.).

Attorney Ben Harding presented an overview regarding the Harrison Street property. He stated that the property was inherited by Ms. Joyce Hicks, who wishes to donate it to the Town. According to the Property Tax Card, the land consists of nine-tenths of an acre and is valued at \$17,100. Attorney Harding stated that Ms. Hicks still owes 2017 taxes on the property totaling at \$200.

Commissioner Chris Matthews made a motion to accept the donation of the property. Commissioner Tony Hall seconded the motion, and the motion passed unanimously.  
Vote: 4/0

## **11. MANAGER'S REPORT**

- **NCDOT Roadway Project U-5809 Public Information Meeting Follow-up:** Town Manager Perry Williams apprised the Town Board on the meeting with Mr. Dean Ledbetter and Mr. Blaine Atkins. Mr. Williams inquired whether the Board was interested in adding landscaping to the medians. He further stated that NCDOT would provide one percent (1%) of the cost for the first year. After some discussion, it was the consensus of the Board to pursue adding landscaping.

Mr. Williams apprised the Board regarding the sidewalk on the opposite side of N. State Street. He stated that NCDOT representatives offered to construct the sidewalk if the Town pays for twenty percent (20%) of the project. Mr. Williams further noted that two (2) water lines could be adversely affected by the construction of the Roadway Project. After some discussion about the age of the water lines and stress of construction, it was the consensus of the Board to explore the costs to have NCDOT move the water lines.

- **Classification and Pay Study Proposals:** Mr. Williams presented the Board with three (3) quotes for the Town's job classification and pay study. Piedmont Triad Regional Counsel had the cheapest quote of \$7,600, but does not specialize in classification audits. The MAPS Group quoted \$10,000, and HDR Strategies quoted \$15,000. After some discussion, it was the consensus of the Board to hire the MAPS Group contracted through the N.C. League of Municipalities to do the audit. Mr. Williams suggested returning to a bi-weekly pay system in order to even the pay scale.

Commissioner Scott Winebarger made a motion to hire the MAPS Group to do the job classification and pay study. The motion was seconded by Commissioner Tony Hall, and the motion passed unanimously.

Vote: 4/0

- **Sycamore Circle Surplus Properties: (Parcel #133346 & 133347):** Town Manager Perry Williams presented an overview of two surplus properties owned by the Town of Yadkinville and Yadkin County. The properties are located on a paper right-of-way known as Sycamore Circle. He stated that parcel #133346 was accessible from a private drive on James Street. Mr. Williams and the Board discussed the possibility of dedicating the end of James Street if the owners agree, since maintenance was done by the Town in the past. Attorney Ben Harding advised a water/sewer easement was needed, as well. The Town Board asked Mr. Williams and Mr. Harding to research.
- **Crescent View- Foreclosed Property- Parcel #129436:** Mr. Williams apprised the Board on a foreclosed property further identified as Parcel #129436, located on Crescent View Drive. He inquired about cleaning the lot before selling, and then subtracting the clean-up cost from the sale of the property. The remaining amount collected will be split between the Town of Yadkinville and Yadkin County. Mr. Williams noted that clean-up would cost approximately \$2,000. Attorney Harding advised Mr. Perry Williams to speak with County Manager Lisa Hughes about an agreement.

- **Gray Garrison Sign at Unifi Industrial Property:**  
Mr. Williams stated that Mr. Gray Garrison's sign breached the right-of-way on Unifi Industrial Road. Mayor Norman stated that the sign was temporary until construction completion around April 2018. Several Board members expressed their concern about the sign, location and violation of the current ordinance. After a long discussion, it was the consensus of the Board to notify Mr. Garrison that the sign must be removed at the end of construction and or by September 1, 2018 upon adoption of the updated ordinance.
- **Board of Commissioners Applications:**  
Mr. Williams presented the Board with three (3) applications for the vacant board seat. Mayor Norman suggested a work session to interview the candidates. The Board agreed to do interviews on April 2, 2018 starting at 5:00 p.m.
- **Appearance Committee Reorganization:**  
Mr. Williams noted that the Appearance Committee had not met in a year. He stated that the Tourism Development Authority and Long-Range Planning Committee addressed the responsibilities that pertain to the Appearance Committee. After some discussion, it was the consensus of the Board to suspend the Appearance Committee.
- **Lee Zachary Letter Follow-up:**  
Mr. Williams asked Attorney Ben Harding if he had received a response from Representative Lee Zachary. Attorney Harding noted that he had not after thirty (30) days. The Board discussed possible ways to get the grant reinstated. They agreed to write a letter to the House Speaker Tim Moore and contact State Senator Joyce Krawiec.
- **2018-19 Budget Development Calendar:**  
Mr. Perry Williams presented the Board with a 2018-19 Budget Development Calendar. Mayor Norman requested to change the April 20, 2018 budget meeting to April 27, 2018. It was the consensus of Town Board to change the date.
- **Holiday Closing- March 30<sup>th</sup> for Good Friday:**  
Mr. Williams reminded the Board that Town Hall will be closed Friday, March 30, 2018 for Good Friday.
- **Added Item:**  
Mr. Williams noted Elaine from the Board of Elections had contacted him about the Town's filing fees. It was the consensus of the Board to keep the filing fee at \$5.
- **Added Item:**  
Mr. Williams stated that South Oak Ridge Baptist Church had inquired about the addition of water and sewer lines on Lone Hickory Road. He suggested they speak with the County Manager Lisa Hughes. Ms. Hughes contacted Mr. Williams after her conversation with South Oak Ridge, and noted that the church was willing to pay for the total cost of extension.

## **12. COMMISSIONER COMMENTS**

### **Mayor Eddie Norman:**

Mayor Norman noted that limbs, and debris was on the track at the park. Town Manager Perry Williams stated that he would get someone from the Public Works Facility to clean it up.

**Commissioner Tony Hall:**

Commissioner Hall noted garbage cans were continuing to be out past 7:00 p.m. He further stated that the cans were in the middle of the street. Mr. Hall requested the Town Staff to remind customers of the “out by seven, in by seven” rule, as well as the three (3) foot clearance rule.

**Commissioner Scott Winebarger:**

Commissioner Winebarger inquired about the information on the electronic sign at the Yadkinville Community Park. Mr. Williams stated that Brian King was responsible for making additions and changes to the sign. Commissioner Winebarger requested that more Town information be displayed on the sign.

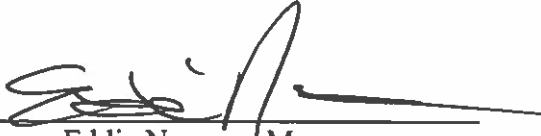
**Commissioner Monta Davis-Oliver:**

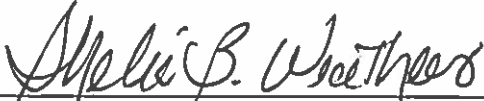
Commissioner Monta Davis-Oliver requested Mr. Williams to obtain more information regarding electronic signs and or billboards to advertise Town's events. She further advised that the Farmer's Market would be opening soon, and expressed concern about advertisement banners, which could violate the Code of Ordinances. Town Manager Perry Williams suggested to the Town Board to add a section in the ordinance that addresses temporary signage.

**13. ADJOURNMENT**

With no further business to discuss, Commissioner Chris Matthews moved the meeting adjourned. Commissioner Monta Davis-Oliver seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 8:18 p.m.

Vote: 4/0

  
\_\_\_\_\_  
Eddie Norman, Mayor

  
\_\_\_\_\_  
Shelia B. Weathers, Town Clerk