

TOWN OF YADKINVILLE
BOARD OF COMMISSIONERS
MONTHLY MEETING MINUTES
LOCATION: COMMISSIONERS CHAMBERS
213 VAN BUREN STREET
YADKINVILLE, NC
MONDAY, MAY 6, 2024

OFFICIALS PRESENT:

Mayor Eddie Norman
Commissioners:

Tony Hall
Monta Davis-Oliver
Chris Matthews
Scott Winebarger
Richie Parker – ABSENT
Town Attorney Ben Harding

STAFF PRESENT:

Town Manager: Mike Koser
Town Clerk: Alex Potts
Finance Director: Hunter Gooden
Planning Director: Abigail Pittman
Event Planner: Lauren Willard
Public Works Director: Jacob Swaim
Police Chief: Randy Dimmette
Commander: Cleatus Shores

Quorum requirements met – meeting proceeded.

1. CALL TO ORDER

The regular meeting was called to order by Mayor Eddie Norman at 6:00 p.m.

2. INVOCATION

Mayor Norman offered the invocation.

3. ADOPTION OF AGENDA (MOTION)

Commissioner Monta Davis-Oliver made a motion to adopt the agenda as presented with the addition of “Lakeside Church located at 640 Crescentview Drive” in the Manager’s Report. Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.
Vote: 4/0

4. PUBLIC HEARING(S)

- **Zoning Text Amendment 2024-01:**
Amendment to Section 3.4.3 Permitted Uses Table 3.1. Religious Institutions and related uses, and Section 3.5 Special Requirements for Certain Uses.

Mayor Norman continued public hearing #1 due to a recommendation by the Planning Board. The hearing will reconvene on June 3, 2024, at 6:15 p.m.

- o **Zoning Map Amendment 2024-02:**
A request by Rafael Trabelsi for a rezoning from the Office and Institutional (OI) District to a Residential High Density (RH) District for a 2.2 acre property at 633 W. Main Street, identified as Parcel 130821.

Mayor Norman opened Public Hearing #2 to state that the property owner has rescinded his rezoning application.

5. PUBLIC COMMENTS

Mona Brown Ketner- Ms. Ketner stated that she resides at 636 Eisenhower Street and has for several years. She noted her concerns for traffic on Eisenhower Street, with the potential construction plan for Zaxby's. Ms. Ketner requested that the Town add additional speed limit signs, speed bumps, a right-turning lane, and "No commercial traffic" signs. Due to pest concerns, Ms. Ketner asked that dumpsters be placed closer to the Highway 601 side of the restaurant. She also presented a petition from several neighboring residents.

Sandra Madden- Ms. Madden iterated her concerns about excess traffic on E. Maple Street, Coolidge Street, and Eisenhower Street due to the possible construction of Zaxby's. She noted that there is already a high volume of vehicles due to cut-through traffic. She requested the Town to do a traffic impact study.

Mayor Norman stated that Zaxby's has the potential to come to Yadkinville, but no final decisions have been made. A preliminary plat has been submitted, but no further correspondence has taken place. Mayor Norman noted that studies have been done in the past to assess the volume of commercial traffic, and suggested the Town do the same for Eisenhower Street.

Marty Driver- Ms. Driver suggested naming the pocket park after a local influential person and holding a ribbon-cutting ceremony. She also mentioned that there is a lot of litter along several streets in town and proposed organizing a cleanup event. Additionally, Ms. Driver asked for a streetlight to be installed at the intersection of Virginia Drive and Progress Lane.

Jimmy Lancaster- Mr. Lancaster stated that on April 25th, the NCDOT refinished Northwood Church Road with tar and gravel. He explained that the Town instructed him to call NCDOT about his concern and they stated that the road was originally tar and gravel. Mr. Lancaster is requesting that the Town advocate for a better solution. Mayor Norman asked Town Manager Mike Koser to send a letter to DOT.

6. APPROVAL OF MINUTES (MOTION)

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

Vote: 4/0

- April 1, 2024 (Regular Meeting Minutes)

7. SET PUBLIC HEARING(S)

Mayor Norman set the following Public Hearings:

- **June 5, 2023, at 6:00 p.m. – Special Appropriations**
 - YMCA Special Fund Allocation
 - Yadkin County Public Library Special Fund Allocation
 - Yadkin Arts Council Special Fund Allocation
 - Hands of Hope Special Fund Allocation
 - YVEDDI Senior Center Special Fund Allocation
 - Smart Start of Yadkin County Special Fund Allocation
- **June 5, 2023, at 6:05 p.m.**
 - Approval of the 2023-2024 Fiscal Year Budget
- **June 5, 2024, at 6:10 p.m.**
 - Zoning Text Amendment 2024-02: A request to amend the Town of Yadkinville Code of Ordinances, Title 9, Development Ordinance, Article 3 Section 2.2.10 Map Amendments, Step 4, pertaining to providing notice of Planning Board Meetings.

8. FISCAL YEAR 2022-2023 AUDIT PRESENTATION BY GIBSON & COMPANY

Mr. Carroll Hoyle, from Gibson & Company presented the Board with the Town of Yadkinville and Tourism Development Authority's Financial Statements and Supplementary Information for the year ending on June 30, 2023. Both the Town and TDA presented a clean audit agreed upon by the Local Government Commission.

Mr. Hoyle mentioned two financial performance indicators related to the timing of the audit report submission and the depreciation of assets. He stated that Finance Director Gooden has prepared a letter for each commissioner to sign, confirming that the audit will be completed earlier in the upcoming year and that assets will be replaced as needed.

Town of Yadkinville's Financial Highlights:

- The assets and deferred outflows of resources of the Town of Yadkinville exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$22,654,844 (net position).
- The government's total net position increased by \$82,433, primarily due increases in net position of the governmental fund activities (\$608,372) and a decrease of business-type activities (\$525,939), respectively.
- As of the close the current fiscal year, the Town of Yadkinville's governmental funds reported combined ending fund balances of \$4,630,544 an increase of \$531,639 in comparison with the prior year. Approximately 16.64 percent of this total amount, or \$770,382 is non-spendable or restricted.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$3,860,162 or 117.08 percent of total general fund expenditures for the fiscal year.
- The Town of Yadkinville's total installment debt decreased by \$46,667 during the current fiscal year.

It was discussed that the Water and Sewer fund exhibits increased expenditures and decreased revenues. The Water and Sewer Operating loss is \$555,000, which is \$228,000 higher than the prior year.

Mr. Hoyle continued with the Town of Yadkinville Tourism Development Authority's Financial Statement for the year ending on June 30, 2023.

Town of Yadkinville Tourism Development Authority Financial Highlights:

- The assets of the Authority exceeded its liabilities at the close of the fiscal year by \$148,605 (net position).
- The Authority's total net position decreased by \$456 primarily due to an increase in expenditures throughout the year.
- As of the close of the current fiscal year, the Authority's governmental funds reported ending fund balances of \$148,605 with a net change of \$456 in fund balance. Approximately 9.12 percent of this total amount, or \$13,552, is non-spendable or restricted.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$135,053 or 309.2% of total general fund expenditures for the fiscal year.

9. CONSENT AGENDA ITEM(S) (Attachment #1)

Town Manager Mike Koser presented the Consent Agenda items for the Board's consideration.

- Approval of Board of Commissioners 2025 Meeting Schedule
- Approval of annual audit contract with Gibson & Company for FY 2023-2024

*Commissioner Chris Matthews made a motion to approve the consent agenda item(s) #1 & #2 as presented. Commissioner Tony Hall seconded the motion, and the motion passed unanimously.
Vote: 4/0*

10. FIRE CHIEF'S REPORT

Fire Chief Jody Doss presented his monthly report to the Board.

11. POLICE CHIEF'S REPORT

Police Chief Randy Dimmette presented his monthly report to the Board. He apprised the Board that the radar sign had been delivered. He noted that it does collect traffic data as well, so it could be used to conduct a traffic study on Eisenhower Street. Chief Dimmette provided information about the School Resource Officer position and requested approval of Resolution No. 2024-04 to add the position and Job Classification to the Personnel Policy. After some discussion about budgeting for the position, the Board agreed to proceed with hiring.

Commissioner Scott Winebarger made a motion to approve Resolution No. 2024-04 to add the School Resource Officer Position and pay classification. Commissioner Monta Davis-Oliver seconded the motion, and the motion passed unanimously.
Vote: 4/0

12. PUBLIC SERVICES DIRECTOR REPORT

Public Services Director Jacob Swain presented Resolution No. 2024-05 to approve the Water Shortage Response Plan, and Resolution No. 2024-06 to approve the Local Water Supply Plan.

Commissioner Scott Winebarger made a motion to approve Resolution No. 2024-05 approval of the Water Shortage Response Plan. Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.
Vote: 4/0

Commissioner Scott Winebarger made a motion to approve Resolution No. 2024-06 approval of the Local Water Supply Plan. Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.
Vote: 4/0

Mr. Swain also stated that he is waiting for a response from Duke Energy about lighting options for the trees downtown.

13. PLANNING REPORT

Planning Advisor Abigail Pittman presented her monthly report to the Board.

14. EVENT PLANNING REPORT

Event Planner Lauren Willard apprised the Board of the upcoming Live After Five event on May 17th at 6:00 p.m. She thanked the Police Department for all their help in alerting the public about street closures. Ms. Willard gave an overview of other upcoming events, such as the Independence Day Celebration on July 6th. She stated that she has 20 vendors attending, as well as a kids zone. Also, in the planning stage is National Night Out, where the community can engage with local law enforcement and first responders. Ms. Willard informed the Board that she is working with the NC State Cooperative Extension to conduct financial classes for the public.

15. TOWN ATTORNEY BEN HARDING

Town Attorney Ben Harding had nothing to report.

16. VOLUNTARY ANNEXATION REQUEST (Attachment #6)(Motion)

Town Clerk Alex Potts apprised the Board that South Oak Ridge Baptist Church has submitted a Voluntary Annexation Petition for 2 parcels located on U.S. Highway 601. She requested approval of Resolution No. 2024-03 to direct the Clerk to investigate.

Commissioner Monta Davis-Oliver made a motion to approve Resolution No. 2024-03 to direct the Clerk to investigate the Voluntary Annexation Petition from South Oak Ridge

*Baptist Church. Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.
Vote: 4/0*

17. MANAGER'S REPORT

- **Manager's Recommended Budget Fiscal Year 2023-2024 Presentation:**
Manager Koser presented the FY 2024-2025 Recommended Budget, including the changes that were discussed at the budget workshop on April 26th, 2024. He noted that the 10% increase in water and sewer rates is accounted for in the recommended budget.
- **Revised Water and Sewer Service Policy (Attachment #7)(Motion):**
Town Clerk Alex Potts presented changes to the Water and Sewer Service Policy. She noted that due to changing online payment vendors, some of the verbiage needed to be amended.

*Commissioner Chris Matthews made a motion to approve the revised Water and Sewer Service Policy. Commissioner Scott Winebarger seconded the motion, and the motion passed unanimously.
Vote: 4/0*

- **New Job Position:**
Manager Koser noted that he plans to add a Senior Administrative Position at the Police Department. He stated that Missy Vestal has acquired more responsibilities, that no longer fit under her current position.
- **Microphone Installation Quote from CEC Audio (Attachment #8):**
Town Clerk Alex Potts presented a quote from CEC Audio to install 9 microphones, as well as ceiling speakers for the audience and staff. The total quote is \$14,396.14, but does not include programming the staff speakers. The Board inquired about the previous quote from Audio Unlimited, to which the Clerk gave a total of \$10,979. After some discussion, the Board agreed to Audio Unlimited's quote.
- **Park Use Agreement for Yadkinville Elementary School (Attachment #9):**
Mr. Koser presented the Park Use Agreement for Yadkinville Elementary School. After some discussion, the Board approved the agreement.

*Commissioner Chris Matthews made a motion to approve the Park Use Agreement for Yadkinville Elementary School. Commissioner Montia Davis-Oliver seconded the motion, and the motion passed unanimously.
Vote: 4/0*

- **Lakeside Baptist Church:**
Manager Koser stated that Lakeside Baptist Church is disallowing their parking lot on Crescentview Drive to be used as a turnaround for trash trucks. Republic Services has reached out to the Town for a solution. After some discussion, the Board requested Manager Koser to investigate further.
- **Town Facilities closed in observance of Memorial Day:**
Town facilities will be closed Monday, May 27th, in observance of Memorial Day.

18. COMMISSIONER COMMENTS

Commissioner Chris Mathews: Commissioner Mathews noted that after watching the funeral service for the U.S. Marshals who were killed in the line of duty in Charlotte, she wants to extend her appreciation to the Town's law enforcement officers.

19. CLOSE SESSION

Commissioner Monta Davis-Oliver made a motion to go into "Close Session" at 7:00 p.m. pursuant to 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; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Commissioner Chris Mathews seconded the motion and the motion passed unanimously.
Vote: 4/0

Commissioner Monta Davis-Oliver made a motion to come out of "Close Session" at 7:23 p.m. Commissioner Chris Mathews seconded the motion, and the motion passed unanimously.
Vote: 4/0

20. ADJOURNMENT

With no further business to discuss, Commissioner Monta Davis-Oliver moved the meeting adjourned. Commissioner Chris Mathews seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 7:24 p.m.
Vote: 4/0



Eddie T. Norman, Mayor



Alex Potts, Town Clerk