

January 11, 2021 (REGULAR MEETING)

Minutes of the regular meeting of the Mayor and Board of Commissioners of the Town of Elkin, January 11, 2021, 6:00 p.m. at Town Hall.

Present: Mayor Sam Bishop, Commissioners Cicely McCulloch, Robert Ball, Jeff Eidson, Will Gwyn and Tommy Wheeler.

Also present: Town Manager Brent Cornelison, Assistant Town Manager Adam McComb (Zoom), Town Attorney Raymond Parker (Zoom) and Town Clerk Cathie Tilley.

Mayor Bishop welcomed everyone and called the meeting to order. He asked Police Chief Monroe Wagoner to lead our Pledge of Allegiance.

### **CONSENT AGENDA**

The following items were presented for the consent agenda:

- Minutes of December 14, 2020 (Regular Meeting)
- Releases and Discoveries (included as Exhibit A)
- Budget Amendment 2021-16 to appropriate fund balance to cover flood damage repairs in the amount of \$37,300 (included as Exhibit B)
- Budget Amendment 2021-17 to appropriate proceeds of \$50,000 from sale of sewer easement to construct new bathrooms at the Industrial Park (included as Exhibit C)

There were no questions regarding the consent agenda. A motion by Commissioner McCulloch to approve the Consent Agenda was seconded by Commissioner Gwyn and was unanimously approved.

### **PUBLIC COMMENTS**

- Mayor Bishop opened the public comments period.
  - o Dr. Perry Jernigan, 125 Beech Street, Elkin, NC
    - Spoke about land next to town hall that he owns.
      - Trying to acquire easement across Swift property.
  - o Town Manager Cornelison:
    - Spoke with Ms. Swift today.
      - She stated she is willing to work with you.
- There being no other public comments, Mayor Bishop closed the Public Comments period.

### **MAYOR AND BOARD COMMENTS FOR STAFF**

- Mayor Bishop thanked staff for keep town going through the pandemic.

### **PUBLIC HEARING**

1. *Conduct a Public Hearing and consider adopting a text amendment for Tattoo Establishment in the B-2 Highway Business District (Sarah Harris)*
  - This is a legislative hearing, and anyone may speak.
    - o Anyone speaking needs to state their name and address for the record.

- Received a petition on December 14, 2020, to consider and act upon a proposed text amendment to the Zoning Ordinance to establish a Tattoo Establishment permitted with additional standards in B-2 Highway Business District.
- This was already a permitted use in the B-2 District classified as an Adult Establishment.
  - o Propose we modernize the ordinance and create its own category.
    - Original ordinance dates back to March 1998.
- Planning Board reviewed the petition and proposed ordinance December 28, 2020.
  - o Found proposed text amendment is consistent with all of the objectives and policies for growth and development contained in the Town of Elkin Land Use Plan.
- Public Hearing advertised in *The Elkin Tribune* December 23 and 30, 2020.
- Following a brief discussion regarding this type business being allowed in other districts, Mayor Bishop asked if anyone was in attendance to speak to this matter.
  - o There were no speakers.
- Mayor Bishop asked for consideration of the Town Council Action sheet.
  - o Commissioner McCulloch made a motion to approve the statement that the application is consistent with all of the objectives and policies for growth and development contained in the Town of Elkin Land Use Plan. There were no questions. Upon a second by Commissioner Ball, the motion was unanimously approved.
  - o Commissioner Wheeler made a motion to approve the statement that the application is both reasonable and in the public interest. There were no questions. Upon a second by Commissioner Ball, the motion was unanimously approved. Thus, the Town Council Action Sheet and application were approved. (Copy of Town Council Action sheet included as Exhibit D.)
  - o Commissioner McCulloch made a motion to approve An Ordinance Amending the Zoning Ordinance of the Town of Elkin, North Carolina to Establish a Tattoo Establishment Permitted with Additional Standards in the B-2 Highway Business District, Section 85. There were no questions. Upon a second by Commissioner Ball, the motion was unanimously approved. (Copy of Ordinance may be found in Ordinance Book 5, Pages 2021-01-0062 and 2021-01-0063.)

This concluded the public hearing.

## **REGULAR MEETING**

1. *Consider approving a Resolution to Consolidate Bank Accounts and Declare the Town's Official Depositories (Dina Reavis)*
  - Having twenty-four bank accounts between two banks makes it difficult to write checks and creates issues when moving cash between the Town's funds.

- Fund accounting allows one centralized operating fund resulting in more ease in writing checks and will save time.
  - After sending out a Request for Proposal for banking services to Wells Fargo, First National Bank and Surrey Bank, management recommends consolidating the Town's accounts to First National Bank for our operating accounts and First National Bank and NCCMT for our investment accounts.
  - Commissioner Eidson made a motion to approve a Resolution Consolidating Bank Accounts and Declaring Official Depositories. There were no questions. Upon a second by Commissioner Ball, the motion was unanimously approved. (Copy of resolution may be found in Resolution Book 4, Pages 2021-01-0251 and 2021-01-0252.)
- 2. Consider a temporary allowance of an employee to borrow up to 80 hours of sick and/or vacation time (Town Manager Cornelison)**
- COVID-19 funding through the CARES Act expired December 31, 2020.
  - Some municipalities are continuing funding payroll for employees who become infected with COVID-19, but most are not.
  - There is a potential for an employee (one employed less than six months) to be quarantined and not have enough accumulated sick and/or vacation time that could be used.
    - o This loss of income could be a hardship on some employees and their families.
  - Staff recommends allowing an employee to borrow up to eighty (80) hours of sick and/or vacation time if the following occurs:
    - o Employee is subjected to Federal, State or local quarantine or isolation order related to COVID-19.
    - o Employee has been advised by a health care provider to self-quarantine related to COVID-19.
    - o Employee is experiencing COVID-19 symptoms and is seeking medical diagnosis.
  - Town Manager will approve the borrowing of time.
  - The ability to borrow sick and/or vacation time will be in effect until such time the employee has had the opportunity to get the COVID-19 vaccination.
  - Commissioner Wheeler made a motion to approve a temporary allowance of an employee to borrow up to eighty (80) hours of sick and/or vacation time as stated above. There were no questions. Upon a second by Commissioner Eidson, the motion was unanimously approved.
- 3. Discuss potential 2021 retreat dates and topics (Town Manager Cornelison)**
- Presented the date of March 5, 2021 to hold our annual retreat.
    - o Board Members agreed to this date.
  - Suggested the following topics for discussion at our retreat:
    - o Board is being kept up to date on the Town's financial position by receiving monthly financial statements
    - o Surry County Economic Development Partnership update
    - o Policy for collecting back taxes and utility bills
    - o Upcoming enhancement projects and priorities (downtown parking, Heritage Center, Hippo Lot, etc.)

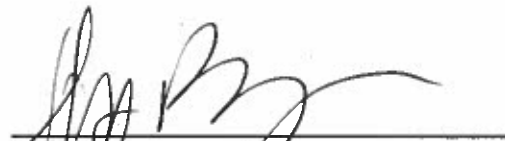


- Recommended the following as candidates to serve on the steering committee:
  - Sean Dyer
  - Chris Cartwright
  - Brian Horton
  - Robin Smith
  - Franklin Ard
  - Laura Oakes
  - Alvin Hayes
  - Vicky Tysor
- Asked if any members of the Board of Commissioners wanted to volunteer to serve on this committee.
  - Commissioner McCulloch and Commissioner Eidson volunteered and will serve on this committee.
- Commissioner Gwyn made a motion to approve the abovementioned candidates to serve on the Unified Development Ordinance and Land Use Plan (UDO/LUP) Steering Committee. There were no questions. Upon a second by Commissioner Wheeler, the motion was unanimously approved.

**MANAGER UPDATES**

- No updates, but informed board members that HCMH off-site COVID-19 vaccination clinics will be at the Heritage Center


There being no further business, Commissioner McCulloch made a motion to adjourn. Upon a second by Commissioner Ball, the motion was unanimously approved. The meeting adjourned at 6:30 p.m.



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Sam Bishop, Mayor

Attest:



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Catherine C. Tilley, Town Clerk