

February 12, 2018 (REGULAR MEETING)

Minutes of the regular meeting of the Mayor and Board of Commissioners of the Town of Elkin, February 12, 2018, 6:00 p.m. at Town Hall.

Present: Mayor Sam Bishop, Commissioners Cicely McCulloch, Jeff Eidson, Tommy Wheeler and Skip Whitman. (Absent: Commissioner Terry Kennedy).

Also present: Town Manager/Finance Director John W. Holcomb, Assistant Town Manager/Recreation and Parks Director Adam McComb, Town Attorney Raymond Parker and Town Clerk Cathie Tilley.

Mayor Bishop welcomed everyone and called the meeting to order. He said Commissioner Kennedy was under the weather and asked for a motion to excuse him. Commissioner Whitman made a motion to excuse Commissioner Kennedy from tonight's meeting. Upon a second by Commissioner McCulloch, the motion was unanimously approved.

Mayor Bishop asked all Eagle Scouts to come to the front. He spoke briefly about the character of Eagle Scouts. Mayor Bishop asked Town Manager Holcomb, who is an Eagle Scout, to lead our Pledge of Allegiance.

Mayor Bishop asked for consideration of the Consent Agenda.

CONSENT AGENDA (Tab A)

The following items were presented for the consent agenda:

- Minutes of January 8, 2018 (Regular Meeting)
- Request for Permission to Advertise for Delinquent Taxes
- Tax Release (included as Exhibit A)

A motion by Commissioner Wheeler to approve the Consent Agenda was seconded by Commissioner Whitman and was unanimously approved.

PUBLIC COMMENTS

- Martha Smith, Elkin Librarian:
 - o Spoke on behalf of Library staff to thank Town staff for helping the past month when the library flooded because of frozen water pipes bursting.
 - o Explained the work that has been completed and the work to be done.
- There being no other comments, Mayor Bishop closed the Public Comments period.

PROCLAMATION FOR BOY SCOUT MONTH (Mayor Bishop)

- Asked Kevin Cheek, Laurel District Director for the Old Hickory Council of the Boy Scouts, to come forward.
 - o Read a Proclamation Recognizing February 2018 as Boy Scouts of America Month.
 - o Presented the Proclamation to Mr. Cheek.

MAYOR AND BOARD COMMENTS FOR STAFF

- Commissioners Eidson, McCulloch, Wheeler and Whitman had no comments.
- Mayor Bishop:
 - o Thanked staff for closing street before the water got too high.

REGULAR MEETING

1. *2017 Audit Report Presentation – Brian Lee, Martin Starnes & Associates*
 - Thanked the Board for allowing Martin Starnes & Associates to conduct the Town's audit.
 - The Town's audit was an unmodified opinion (financial statements give a true and fair view), Town staff was cooperative and implemented GASB 73.
 - There was a slight decrease in cash and investments.
 - Saw an increase in revenues and a decrease in expenditures.
 - Fund Balance General Fund increased.
 - There was a slight increase in ad valorem taxes.
 - o Uncollected property taxes increased slightly.
 - o Ad valorem collection for 2017 is 97.80%.
 - Intergovernmental revenue increased from \$1,788,371 to \$2,185,271.
 - Saw increases in Sales and Services and General Government with decreases in Public Safety and Transportation.
 - Debt service decreased.
 - Water Fund showed income of \$118,385.
 - Town Manager Holcomb told the Board that Fund Balance is 40% for Elkin and the average across the state for municipalities our size is 68%.
2. *Foothills Arts Council Presentation – Dan Butner*
 - Art and artists are very important in all communities.
 - We like to think art is not a luxury, but is a necessity.
 - Art inspires and entertains.
 - Talked about the Reeves and programs that will be coming there.
 - Mentioned the Chatham property and plans for it.
 - We want to help artists move to Elkin and stay here.
 - o Town's support helps us do this.
 - We appreciate the Town's support and that you believe in us.
3. *Permission to Waive Alcohol Ordinance for March 17th Event – Commissioner Eidson*
 - John (Holcomb) and Police Chief Wagoner have approved closing the portion of Main Street from the corner of the Wells Fargo parking lot (parcel number 495114329800) to the corner of Church Street to hold a St. Paddy's Day Party.
 - There will be several activities going on along with extended hours, special food, drink, music, etc. from the businesses in this area.
 - Requesting the Board to waive the alcohol ordinance for this event.
 - This is a test run for other events coming on Saturday's.
 - Commissioner McCulloch made a motion to allow the abovementioned event to be held as requested with approval from the Board of Commissioners to sell or consume alcohol in the area from the corner of

the Wells Fargo parking lot to the corner of Church Street. There were no questions. Upon a second from Commissioner Whitman, the motion was unanimously approved.

4. *Award Water Improvement Bids – Ryan Hagar and Robert Fuller*

- Bids for the Raw Water System Improvements Project were opened a few weeks ago.
- Recapped the project:
 - o Division 2 – Extension of approximately 3,700 LF of 12” Yadkin River emergency raw water line from WTP to Reservoir
 - o Division 3 – Continued utilization of existing 24” raw water supply line with stream bank restoration at exposed and threatened areas
- Reminded everyone the project was broken down into three divisions:
 - o Division 1: Pump Station and Reservoir Outlet Improvements
 - o Division 2: Emergency Raw Water Line Extension
 - o Division 3: Stream Bank Stabilization and J-hooks
- Contractors were asked to submit two different bids in order to give the Board of Commissioners options as to how to proceed with this project:
 - o One bid would cover all three divisions (copy included as Exhibit C):
 - Pump station and reservoir outlet improvements
 - Emergency raw water line extension
 - Stream bank stabilization and J-hooks
 - o The other bid would cover divisions one and three only (copy included as Exhibit D):
 - Pump station and reservoir outlet improvements
 - Stream bank stabilization and J-hooks
- Presented a summary of the bids (copy included as Exhibit E).
 - o Low bid to cover all three divisions was submitted by Gilbert Engineering Company (\$1,497,928).
 - o Low bid to cover divisions one and three was submitted by Jimmy R. Lynch & Sons (\$887,767).
- Timeline (copy included as Exhibit F):
 - o April 2, 2018 – receive authority to award construction contract
 - o May 1, 2018 – execute construction contract
 - o December 2018 – complete construction
- Requesting the Board of Commissioners make a decision as to how to proceed with this project.
- Approval from the LGC is necessary for this project to move forward.
 - o Town Manager Holcomb informed the Board that the Town received a letter of approval from the LGC last week (copy included as Exhibit G).
- Briefly explained the process to follow after Board of Commissioners makes a decision.
- Following discussion, Commissioner Whitman made a motion to accept the bid from Gilbert Engineering Company in the amount of one million, four hundred, ninety-seven thousand, nine hundred, twenty-eight dollars (\$1,497,928) to complete a Raw Water System Improvements Project consisting of pump station and reservoir outlet improvements,

emergency raw water line extension and stream bank stabilization and J-hooks. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved.

5. *Seek Permission for RTP Grant Application (Recreation Department) – Adam McComb*

- This is a request to proceed with the application for a Recreational Trails Program (RTP) Grant.
 - o Funds would pay for a creek crossing for the Mountains-to-Sea Trail segment from Elkin to Stone Mountain.
 - o Presented a letter of support from Mayor Bishop.
 - o Maximum grant amount is one hundred thousand dollars (\$100,000) with a twenty-five percent (25%) match.
 - If the grant is awarded to Elkin, the EVTA will provide the 25% match.
- Commissioner McCulloch made a motion to approve proceeding with the application process for a RTP Grant. There were no questions. Upon a second by Commissioner Wheeler, the motion was unanimously approved.

6. *Board Retreat Topics for Discussion – Mayor Bishop*

- Town Manager Holcomb provided a copy of the agenda for the Board Retreat.
- Mayor Bishop went through each topic to be sure the commissioners were aware of upcoming discussions and to make sure there were no other topics that needed to be included.

Mayor Bishop stated the Board needed to go into closed session to discuss personnel matters. Commissioner McCulloch made a motion to go into closed session in accordance with G.S. 143-318.11(a)(6) to discuss a personnel matter. Commissioner Whitman seconded the motion. Commissioner Whitman said he wanted to bring up one topic from the TDA during the closed session that was for information only. Mayor Bishop told everyone there was a possibility there would be additional business in open session following the closed session. There were no questions. The motion was unanimously approved and the Board went into closed session at 6:40 p.m.

The open session of the February 12, 2018, regular meeting of the Elkin Town Board of Commissioners reconvened. Commissioner Whitman made a motion to recess the regular meeting until 8:30 a.m. on Friday February 23, 2018, at the Liberty for the scheduled Town Retreat. This motion was seconded by Commissioner Wheeler, and there was unanimous approval. The meeting recessed at 7:30 p.m.



Sam Bishop, Mayor

Attest:



Catherine C. Tilley, Town Clerk