

April 11, 2022 (REGULAR MEETING)

Minutes of the regular meeting of the Mayor and Board of Commissioners of the Town of Elkin, April 11, 2022, 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/Recreation Director Adam McComb, and Town Clerk Cathie Tilley. (Absent: Town Attorney Raymond Parker – had to attend Surry County Planning Board meeting)

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 March 4, 2022 (Retreat)
- Minutes of March 14, 2022 (Regular Meeting)
- Approve Second Amendment Agreement with Waste Management (copy included as Exhibit A)

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

### **SPECIAL RECOGNITIONS**

- Police Chief Monroe Wagoner:
  - o Introduced new police officer Traci Balance

### **PUBLIC COMMENTS**

- Mayor Bishop opened the public comments period.
- There being no public comments, Mayor Bishop closed the Public Comments period.

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

- Commissioner Eidson:
  - o Expressed appreciation to the Police Department and Public Works for their assistance and support at the Friday Night at Five event two weeks ago.
- Commissioner Ball and Mayor Bishop:
  - o Thanked the town clerk for the work she does.

### **REGULAR MEETING**

*1. Consider Approving the Addition of Mobile Food Unit "Food Truck" Dedicated Parking and Monthly Lease Agreement and Fees (Adam McComb)*

- Requesting action regarding allowing a Food Truck to lease a dedicated space within Elkin Municipal Park and Crater Park and to amend our Schedule of Fees by adding a Food Truck Monthly Vendor Lease fee in the amount of five hundred dollars (\$500.00).
    - o Vendors will be allowed to sell food at the park anytime other than during a designated special event (Yadkin Valley Wine Festival, Freedomfest, etc.).
      - Vendors may contact Event Managers concerning participation in events.
    - o Lease will be month-to-month on a first-come, first-serve basis.
    - o Vendors must submit a Town of Elkin Mobile Food Vendor Permit Application to the Elkin Recreation Center.
      - Once approved, vendors must display a Town of Elkin Mobile Food Unit Permit on their vehicle that is visibly located for staff to see while on park property.
    - o Vendor parking will only be allowed in designated areas.
      - Vendors are prohibited from parking in other areas and spaces of the park.
  - This request has been reviewed by and comes as a recommendation from the Recreation and Parks Advisory Board.
  - The Mobile Food Unit Permit Application and Mobile Food Unit Permit have been approved by Town Attorney Parker and the Recreation and Parks Advisory Board.
  - Presented pictures showing designated parking locations at both the Municipal Park (near the tennis courts and baseball field) and Crater Park (along Standard Street).
  - Will work with vendors in case of rain.
  - During discussion, it was suggested that Recreation and Parks staff decide where the vendors park.
  - Following discussion, Commissioner Eidson made a motion to allow Food Truck Vendors to sell food at the Municipal Park and Crater Park with Recreation and Parks staff scheduling the vendors and approving parking as presented tonight. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved. (Copies of application and permit included as Exhibit B.)
2. *Consider Approving a Purchase Agreement to Atlantic Emergency Solutions for the Purchase of a 100' Ladder Truck in the Amount of \$1,799,568 (Chief Wilson)*
- Request permission to order a 2024 Pierce Tower 100' ladder truck to replace our 1993 75' Pierce Ladder truck at a cost of one million, seven hundred, ninety-nine thousand, five hundred, sixty-eight dollars (\$1,799,568) including a loose equipment allowance of one hundred, thirty-four thousand, one hundred, twenty-seven dollars (\$134,127).
  - This was discussed at our retreat.
  - Our town attorney has reviewed the proposed contract between Atlantic Emergency Solutions and the Town of Elkin.
    - o His recommended changes have been made to the proposed contract.
  - 100' ladder will give us better access and be safer.

- We had thirty thousand dollars (\$30,000) worth of work performed on our ladder truck in order for it to pass the annual UL test.
    - o Test is recommended annually per NFPA and by the North Carolina Department of Insurance
    - o Annual inspection is done to make sure the ladder is safe and in working condition.
    - o This amount was the most we have had to spend on the truck since it was refurbished in 2014.
  - We have had inquiries from others who are very interested in our old truck.
  - Following brief discussion, Commissioner Wheeler made a motion to approve the purchase agreement between the Town of Elkin and Atlantic Emergency Solutions for a 2024 Pierce Tower 100' ladder truck at a cost of one million, seven hundred, ninety-nine thousand, five hundred, sixty-eight dollars (\$1,799,568) including a loose equipment allowance of one hundred, thirty-four thousand, one hundred, twenty-seven dollars (\$134,127) as presented tonight. There were no questions. Upon a second by Commissioner Eidson, the motion was unanimously approved. (Copy of purchase agreement included as Exhibit C.)
3. *Consider Approval of a Resolution of Support Towards an Application on Behalf of the Hospital to the NC Commerce Building Reuse Grant Program (Leslie Schlender)*
- This grant will help fund the renovation of property located at 631 CC Camp Road in Elkin, NC that is owned by Hugh Chatham Memorial Hospital.
  - This is a two and a half million-dollar project.
  - It is possible the grant could be one hundred, fifty thousand dollars (\$150,000) based on the growth of fifteen full-time jobs.
    - o This amount is calculated at ten thousand dollars (\$10,000) per job.
    - o There will be a five percent (5%) cash match of up to seven thousand, five hundred dollars (\$7,500).
      - HCMH has approved a separate agreement whereby they will pay the required cash match (copy included as Exhibit D).
  - Commissioner Eidson made a motion to approve an Authorizing Resolution by Governing Body of the Applicant, NC Commerce Rural Grants/Programs for the abovementioned project. 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, Page 2022-04-0272.)
4. *Consider Approving the Town to Enter into an Agreement with a Developer to Market an Industrial Building Concept to be Located in the Corporate Park on PGW Drive (Leslie Schlender)*
- Agreement is between the Town of Elkin and Gregory Morris (operating as Plan B for Me, LLC).
    - o Proposed Agreement was drafted by Town Attorney Parker.

- Agreement is for Mr. Morris to market an industrial building concept on the northwestern area of the 29-acre tract of land at the Town of Elkin Corporate Park.
- Mr. Morris will have one year beginning April 11, 2022 to market his concept.
- The Town of Elkin and other economic development organizations will have the right to continue their own marketing of the Town's Corporate Park
- If Mr. Morris produces a tenant/buyer for his concept within the one-year term, the Town agrees that Mr. Morris will build the industrial building.
- If the Town or another economic development organization approaches the Town with another proposed industrial building project generally the same size and concept proposed by Mr. Morris, the Town will recommend that Mr. Morris be considered as the General Contractor/Developer for this project.
- If the Town or another economic development organization approaches the Town with another proposed industrial building project that is different in size, scope and concept proposed by Mr. Morris, the Town shall have no obligation to recommend that Mr. Morris be considered as the General Contractor/Developer for this project.
- Regarding the last two abovementioned items, if Mr. Morris is not chosen as the General Contractor/Developer, he agrees to remove all stored materials from the Town's Corporate Park within ten days of notice from the Town.
- The Town of Elkin shall have no obligation to fund any marketing or other associated expenses in the Morris marketing endeavor.
- Commissioner Gwyn made a motion to approve the Agreement as presented tonight. There were no questions. Upon a second by Commissioner Wheeler, the motion was unanimously approved. (Copy of Agreement included as Exhibit E.)

**5. Consider Approving Salaries of ABC Board Members (Town Manager Cornelison)**

- The auditors for the ABC Board have requested that the Board of Commissioners for the Town of Elkin and the Town of Jonesville officially approve the salaries of the members of the ABC Board.
- The salaries for the members have not changed, and are:
  - o Robin Turner, Chair - \$200
  - o Ron Ashman - \$150
  - o Lori Gwyn - \$150
- Commissioner Eidson made a motion to approve the monthly salaries for the local ABC Board members to be two hundred dollars (\$200.00) for the Chair and one hundred, fifty dollars (\$150.00) each for the two members. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved.

**6. Consider Sale of Decommissioned Duty Weapons (Town Manager Cornelison)**

- The new duty weapons are now in service in our Police Department.
- It is customary to give the officer the opportunity to purchase the retired duty weapon he/she carried.

- The fair market value for our decommissioned weapons has been determined to be two hundred, fifty dollars (\$250.00) each.
- Most of our decommissioned weapons will be purchased by our officers.
  - o Those not purchased will be sold to Dana Safety Supply (the company we purchased from) for two hundred, fifty dollars (\$250.00) each.
- State statute requires Board approval for the decommissioned weapons to be sold.
- Commissioner Gwyn made a motion to dispose of the Town's decommissioned duty weapons by offering our officers the opportunity to purchase the weapon he/she had been using and selling any weapons not purchased to Dana Safety Supply at a price of two hundred, fifty dollars (\$250.00) each. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved.

## **MANAGER UPDATES**

- Water Committee:
  - o We only have one application.
  - o Have about three hundred dollars (\$300) in the fund.
  - o Might get more applications.
  - o We can have a meeting if you want to.
- Leases for Library and Heritage Center:
  - o Town Attorney Parker looked at these leases, and there are no provisions for HVAC maintenance.
    - He has drawn up a sample contract that includes a basic maintenance clause.
    - Attorney Parker had to attend a county meeting tonight.
    - I have a copy of the sample contract on my computer if the Board wants to look at it.
  - o We pay about one thousand, two hundred dollars (\$1,200) annually for HVAC maintenance at the library.
  - o The library currently pays day-to-day maintenance costs, but not for large expenditures.
  - o Commissioner Eidson suggested they pay something so they will take care of the units.
  - o Town Manager Cornelison said staff can bring the sample contract to next month's meeting if you want look at it.
  - o There was consensus from the Board for staff to bring the abovementioned sample contract for Board consideration at the regular meeting in May.
- Budget Workshop:
  - o Will be at noon on April 27<sup>th</sup> at the Heritage Center.
  - o Should only last about an hour.
  - o Learned there will be less of an increase for insurance than was budgeted.
  - o Will make some adjustments to the budget numbers.
- Town Golf Tournament: May 5<sup>th</sup> at Silo Run starting at 12:30 p.m.
- Employee Picnic: May 20<sup>th</sup> (the Friday before the Wine Festival).

Mayor Bishop said the Board needed to go into closed session to provide updates from last month's closed meeting. Commissioner McCulloch made a motion to go into closed session in accordance with NCGS 143-318.11(a)(5), real property. Upon a second by Commissioner Wheeler, the motion was unanimously approved and the Board went into closed session at 6:30 p.m. Town Manager Cornelison said there would be no other business following the closed session.

The Board returned to the regular meeting at 6:35 p.m. Mayor Bishop reconvened the meeting.

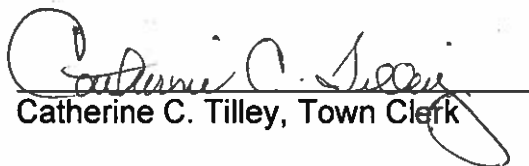
There being no further business, Commissioner McCulloch made a motion to recess until April 27<sup>th</sup> at noon at the Heritage Center. Upon a second by Commissioner Eidson, the motion was unanimously approved. The meeting recessed at 6:35 p.m.



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Sam Bishop, Mayor

Attest:



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Catherine C. Tilley, Town Clerk