

June 8, 2020 (REGULAR MEETING)

Minutes of the regular meeting of the Mayor and Board of Commissioners of the Town of Elkin, June 8, 2020, 6:00 p.m. at the Heritage Center conference room.

Present: Mayor Sam Bishop, Commissioners Cecily McCulloch, Jeff Eidson, Will Gwyn and Tommy Wheeler. (Absent: Commissioner Robert Ball)

Also present: Town Manager Brent Cornelison, Town Attorney Raymond A. Parker and Town Clerk Cathie Tilley.

Mayor Bishop welcomed everyone and noted the following:

- Board members were acknowledged by roll call:
 - o Commissioner Eidson
 - o Commissioner McCulloch
 - o Commissioner Wheeler
 - o Commissioner Gwyn
 - o Noted Commissioner Ball was absent, and requested consideration to excuse him. Commissioner Eidson made a motion to excuse Commissioner Ball from tonight's meeting. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved with Commissioners Eidson, McCulloch, Gwyn and Wheeler voting in favor of this motion.
- Tonight's meeting is being held at the Heritage Center conference room in order to follow Governor Cooper's guidelines regarding social distancing.
 - o Attendees are limited to Mayor Bishop, Commissioners Eidson, Gwyn, McCulloch and Wheeler, Town Manager Brent Cornelison, Town Attorney Raymond A. Parker, Interim Finance Director Lisa Salmon Town Clerk Cathie Tilley and *Tribune* Editor Bill Colvard.
 - o Department Heads in attendance in the Heritage Center lobby are Public Works Director, Robert Fuller, Economic Development/Planning Director Leslie Schlender, Police Chief Monroe Wagoner and Fire Chief Kevin Wilson. Recreation and Parks Director Adam McComb is managing the Zoom meeting.
 - o The public may attend by connecting through Zoom.
- Public comments:
 - o Only one person at a time will be allowed to speak to the Board.
 - Police Chief Monroe Wagoner is attending the meeting from the Heritage Center lobby.
 - He will allow only one person at a time to enter the meeting room to address the Board.
 - o This will ensure we adhere to Governor Cooper's requirement prohibiting mass gatherings of more than ten persons.
 - Public comments could be mailed or emailed to the town clerk until noon today to be read to the Board during this meeting.

- When commissioners speak during the meeting, they are to identify themselves.

CONSENT AGENDA (Tab A)

- Minutes of May 11, 2020 (Regular Meeting)
- Minutes of May 14, 2020 (Recessed and Budget Workshop)

Mayor Bishop asked for consideration of the Consent Agenda. Commissioner Eidson asked that a correction be made to the minutes dated May 14th on page 6 (Tri-County Citizens Foundation Property), and Town Manager Cornelison asked that a correction be made to the same minutes on page 5 (Outside Funding).

There were no other questions regarding the consent agenda. A motion by Commissioner Eidson to approve the minutes of May 11th and May 14th (pending the abovementioned corrections) was seconded by Commissioner McCulloch and was unanimously approved with Commissioners Eidson, McCulloch, Gwyn and Wheeler voting in favor of this motion. (Commissioner Ball was excused from this meeting.)

SPECIAL RECOGNITION – There were none

PUBLIC COMMENTS

- Mayor Bishop opened the Public Comments
 - o No one from the public was in attendance.
- There being no comments, Mayor Bishop closed the Public Comments period.

MAYOR AND BOARD COMMENTS FOR STAFF

- Commissioner Eidson:
 - o Thanked everyone who worked to organize the protest march this past Saturday, especially our Police Department and Fire Department staff.
 - Everything went fine except for one incident that was quickly taken care of.

PUBLIC HEARING

1. *Conduct A Public Hearing and Consider Adopting the 2020-21 Budget Ordinance (Town Manager Cornelison)*

- Presented the proposed budget from our retreat and workshop
- Tax rate remains at \$0.55/\$100 valuation
- No change in water, sewer or garbage rates
- Projected Expenditures:
 - o General Fund:
 - \$5,327,393
 - o Water Fund:
 - \$1,503,597
 - Total \$6,830,990
- Presented a list of General Fund revenue sources that total \$5,327,393.
- MSD tax rate remains the same at \$0.10/\$100 valuation
- Health Insurance:
 - o Changed providers
 - Will see a 4.6% decrease in premiums

- Pointed out some departmental expenditures:
 - o Finance Department: funding for a full-time Finance Director
 - o Legal: 2% increase for the Town Attorney
 - o Planning: \$65,000 to complete an Ordinance Revision and Land Use Plan
 - o Economic Development: last incentive payment (\$265,000) to Vitro was made in fiscal year 2019-2020 and \$100,000 in debt service came off
 - o Police Department: lease and outfit six new police vehicles
 - o Explained other departments will see no major changes
- Capital Requests:
 - o Original requests: \$349,727
 - o Included in budget: \$136,098
 - We are holding off on big ticket items until we see how COVID-19 affects our revenues
- Water Fund:
 - o No increase in water rates
 - Volumetric rate: \$7.00/1000 gallons
 - Minimum water bill: \$16.50
 - o Capital Requests
 - Turbidity Meter: \$20,000
 - Facility Meter: \$50,000
 - Total: \$70,000
 - o Water Fund will contribute to the Water Fund Capital Reserve Fund in the amount of \$50,000
 - Will bring the reserve balance to \$250,000
- Fund Balance:
 - o Local Government Commission (LGC) recommends municipalities retain a Fund Balance level minimum of 8% when compared to annual General Fund expenditures
 - Our available fund balance on June 30, 2019, was 36% of the annual FY'19 General Fund expenditures
- Closing Remarks:
 - o Board feedback and direction given at our retreat are the basis of this proposed budget
 - The proposed budget reflects most of your priorities
 - COVID-19 has played a large role in the preparation of the proposed budget
 - Revenue projections have been reduced according to guidance from the state
 - o Asked the Board if there were any questions
 - There were no questions
- Mayor Bishop opened the Public Hearing for the 2020-21 Budget Ordinance
 - o Asked if anyone from the public was here to address this matter
 - Police Chief Wagoner informed the Mayor and Board that there was no one in attendance to address this matter

- Town Manager Cornelison told the Mayor and Board that no emails regarding the proposed budget had been received from the public
 - There being no comments, Mayor Bishop closed the Public Hearing
 - Mayor Bishop asked if there were any situations regarding the YVSA
 - Commissioner Wheeler said their (YVSA) meeting was tomorrow
 - Mayor Bishop asked for consideration of the fiscal year 2020-21 budget as presented
 - Commissioner Wheeler made a motion to approve the fiscal year 2020-21 Budget as presented including the following tax rates: ad valorem tax rate \$0.550/\$100 valuation and MSD tax rate \$0.100/\$100 valuation. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved with Commissioners Wheeler, McCulloch, Eidson and Gwyn voting in favor of this motion. (Commissioner Ball was excused from this meeting.) Copy of Ordinance may be found in Ordinance Book 5, Pages 2020-06-0050 through 2020-06-0052.
- This concluded the Public Hearing.

REGULAR MEETING

1. *Consider a Request from Surry County NAACP (Mayor Bishop)*
 - The President of the Surry County Branch NAACP #5459, Craig Smith, sent me a formal statement addressing racial injustice.
 - Mr. Smith will be signing the statement and is giving the Chairman of the Surry County Board of Commissioners and the Mayors of each Surry County Municipality an opportunity to also sign the statement.
 - Mayor Bishop wanted to give the Board members an opportunity to read and comment on the statement.
 - Commissioner Eidson made a motion for Mayor Bishop to sign the statement. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved (copy of statement included as Exhibit A) with Commissioners Eidson, McCulloch, Gwyn and Wheeler voting in favor of this motion. (Commissioner Ball was excused from this meeting.)
2. *Consider Approving an Interlocal Agreement with Surry County for Coronavirus Relief Funds (Town Manager Cornelison)*
 - Surry County received \$1,417,993 in Coronavirus Relief Funds and will be providing a portion of these funds to their municipalities based on a per capita basis.
 - Town of Elkin will receive \$67,855.
 - Funds are restricted and can only be used for COVID-19 related expenditures incurred between March 1, 2020 and December 30, 2020.
 - To date, we have incurred approximately \$15,000 in COVID-19 related expenditures.
 - We expect these funds will be exhausted by the end of this year.
 - Town will provide quarterly reports to Surry County on the use of these funds.

- Any unexpended funds will be returned to Surry County.
 - Town Attorney Parker has reviewed the Interlocal Agreement.
 - Commissioner Eidson made a motion to approve an Interlocal Agreement Between the County of Surry and the Town of Elkin for Funding from the Coronavirus Relief Fund (CRF) Established Under the CARES Act. There were no questions. Upon a second by Commissioner Gwyn, the motion was unanimously approved with Commissioners Eidson, Gwyn, McCulloch and Wheeler voting in favor of this motion. (Commissioner Ball was excused from this meeting.) Copy of Agreement included as Exhibit B.
3. *Consider Support of a Resolution for the Extension and Renaming of Hanging Rock Scenic Byway to Middle Mountains Scenic Byway (Leslie Schlender)*
- There is an initiative that proposes extending and renaming Hanging Rock Scenic Byway.
 - For the first time in twelve years, the United States Department of Transportation is accepting nominations for new National Byways.
 - The counties of Surry, Alleghany, Stokes and Wilkes are home to ten natural resources (three state parks and seven unique, scenic rivers) that provide an abundance of recreational opportunities.
 - Hanging Rock Scenic Byway connects the Mount Airy area to Hanging Rock State Park.
 - o This byway could be extended and renamed to provide connectivity to Pilot Mountain State Park and Stone Mountain State Park and also the rivers.
 - Commissioner Wheeler made a motion to approve a Resolution in Support of the Extension and Renaming of the Hanging Rock Scenic Byway to Middle Mountains Scenic Byway. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved with Commissioners Wheeler, McCulloch, Eidson and Gwyn voting in favor of this motion. (Commissioner Ball was excused from this meeting.) Copy may be found in Resolution Book 4, Pages 2020-06-0243 and 2020-06-0244.
4. *ABC Board Update (Town Manager Cornelison)*
- Received letter from the Yadkin Valley ABC Board.
 - At their May meeting, they discussed disbursement of annual funds to the Town of Elkin and Town of Jonesville.
 - o Disbursement amount for the Town of Elkin is \$50,000
 - They also discussed the loss of revenue suffered by municipalities due to the pandemic.
 - o ABC Board is giving the Town of Elkin a one-time gift of \$75,000 to help offset various program funding loss in Elkin.
5. *Consider Approving the Waiving of Penalties for Businesses as Was Done for Residential Customers in the Extended Executive Order 124 (Town Manager Cornelison)*
- Executive Order 124 suspended disconnections on residential water accounts and suspended applying late fees for amounts that come due on or after March 31, 2020, through June 1, 2020.

- On May 30, 2020, Governor Cooper extended Executive Order 124 for another sixty (60) days.
 - o The provisions offered in the original Executive Order 124 remain in place other than the extension of dates.
- Since the extended Executive Order 124 applies to residential services, we would like for this extended mandate to include our local businesses.
- Commissioner Eidson made a motion to apply the abovementioned mandates in the extended Executive Order 124 to our local businesses. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved with Commissioners Eidson, McCulloch, Gwyn and Wheeler voting in favor of this motion. (Commissioner Ball was excused from this meeting.)

ADVISORY BOARDS

- Reappoint Lori Gwyn to the ABC Board (Town Manager Cornelison)
 - o Ms. Gwyn's term is up this month.
 - o Commissioner McCulloch made a motion to reappoint Lori Gwyn to serve another three-year term on the ABC Board. There were no questions. Upon a second by Commissioner Eidson, the motion was unanimously approved with Commissioners Eidson, McCulloch, Gwyn and Wheeler voting in favor of this motion. (Commissioner Ball was excused from this meeting.)
- Reappoint Brittany Russell and Teresa Smith to the Main Street Advisory Board (Leslie Schlender)
 - o Terms were up in May for Ms. Russell and Ms. Smith.
 - o Both are willing to serve another term.
 - o Advisory Board recommends reappointment of Ms. Russell and Ms. Smith.
 - o Commissioner McCulloch made a motion to reappoint Brittany Russell and Teresa Smith to serve another three-year term each on the Main Street Advisory Board. There were no questions. Upon a second by Commissioner Gwyn, the motion was unanimously approved with Commissioners McCulloch, Gwyn, Eidson and Wheeler voting in favor of this motion. (Commissioner Ball was excused from this meeting.)
 - o This will leave one vacancy on this advisory board.

MANAGER UPDATES (Brent Cornelison)

- Each Board Member should have received a letter from our auditors.
 - o Be sure to follow the instructions and return the letters to the auditors as requested.
- Community Walk June 20, 2020:
 - o Walkers will meet at the Heritage Center at 10 a.m.
 - o The walk will go through Elkin to Jonesville and back to Elkin.
 - o West Caudle along with Explore Elkin and several local churches are organizing this walk.
 - o The Town Manager, Elkin Police Department and Elkin Fire Department will be assisting with this walk.

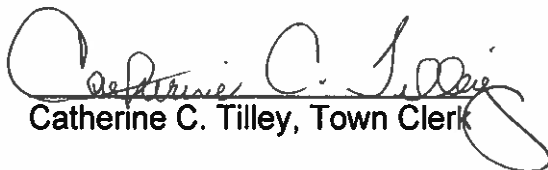
- o Once walkers get to Jonesville, the Jonesville Police Department will meet them and guide them through town.
- o The Elkin Police Department will meet the walkers once they leave Jonesville and lead them back to the Heritage Center.
- o There will be food trucks and music at the Heritage Center.
- o Everyone is invited to attend.
- July Board Meeting:
 - o It will be necessary for the Board of Commissioners to meet July 13, 2020.
 - o Board will be considering some items from the Planning Board that are time sensitive.
 - o Meeting will be held at the Heritage Center conference room.
- June 25th Meeting:
 - o We will meet at Town Hall at noon for our end of the year budget amendments.

There being no further business, Commissioner McCulloch made a motion to recess until noon on Thursday, June 25th at Town Hall. Upon a second by Commissioner Gwyn, the motion was unanimously approved. The Board recessed at 6:30 p.m.



Sam Bishop, Mayor

Attest:



Catherine C. Tilley, Town Clerk