

June 13, 2022 (REGULAR MEETING)

Minutes of the regular meeting of the Mayor and Board of Commissioners of the Town of Elkin, June 13, 2022, 6:00 p.m. at Town Hall.

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

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

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 April 27, 2022 (Recessed and Budget Meeting)
- Minutes of May 9, 2022 (Regular Meeting)
- Approve ARP Journal Entry to transfer cash for reimbursement request of salaries and benefits for period July 1, 2021 through March 31, 2022 (copy included as Exhibit A)
- BA#2022-23 to appropriate Powell Bill additional revenue received from FY'22 allocation and Powell Bill Fund Balance to utilize funds for curb, gutter and parking along Standard Street and Yadkin Street (included as Exhibit B)
- Approve BA#2022-24 to appropriate additional donations received to Explore Elkin and NC Trail Days program expenditures (included as Exhibit C)

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

### **SPECIAL RECOGNITIONS**

- Mayor Bishop read the following:
  - o Proclamation for Juneteenth – Mayor Bishop will make this presentation Saturday, June 18<sup>th</sup>, at the Bridge of Unity event being held from 11 a.m. – 8 p.m.)
- Proclamation to Designate July as Park and Recreation Month

Mayor Bishop:

- Requested consideration of excusing Commissioner McCulloch from tonight's meeting. Commissioner Eidson made a motion to excuse Commissioner McCulloch from tonight's meeting. Upon a second by Commissioner Ball, the motion was unanimously approved.
- Added one item at the end of the Regular Agenda Items:

- Consider adding a crosswalk and safety items at Standard Street and Highway 268 Intersection.

**SPECIAL RECOGNITIONS (continued):**

- Town Manager Cornelison:
  - Recognized Police Officer James Brooks and presented him with a certificate for ten years' service with the Town.
- Fire Chief Wilson:
  - Introduced a new firefighter:
    - Matthew Hardy – part time for four years; very well qualified
  - Elkin Fire Department ISO Rating:
    - In December, the fire department had an ISO inspection by the North Carolina Department of Insurance.
      - Our current rating is 5.
      - Through the hard work of our firefighters, we have improved to 3.
        - This is the same rating as Mt. Airy.
      - Out of 1,533 departments in North Carolina, there are only 61 with this rating.
      - New rate is effective September 1<sup>st</sup>.

**PUBLIC COMMENTS**

- Mayor Bishop opened the public comments period.
  - Kevin Reece (Ronda Commissioner), 685 Factory St., Ronda, NC
    - Requested no water rate increase for Ronda from the Town of Elkin.
      - Mayor Bishop stated Elkin had received the letter from Commissioner Reece and it had been passed onto the Water Committee.
        - Water Committee recommended leaving the proposed budget as is (includes water rate increase).
  - Jessica Luffman, 382 E. Pleasant Hill Drive, Elkin NC
    - Requested the community pool be named after Commissioner Wheeler.
      - Mayor Bishop stated that he always associates Commissioner Wheeler's name with our Fire Department.
      - We will pass your request onto the Recreation and Parks advisory board.
- There being no other public comments, Mayor Bishop closed the Public Comments period.

**MAYOR AND BOARD COMMENTS FOR STAFF**

- Commissioners:
  - Thanked staff for very successful Trails Days, Wine Festival, Children's Fair and Friday Night Live.

- Commissioner Eidson asked for any recommendations for improvement to be passed onto Natalie (Eidson).
- Mayor Bishop:
  - Echoed abovementioned comments.
  - Town has had a lot of events since April.
    - Appreciates everything staff does.

## **PUBLIC HEARINGS**

### **1. Consider adopting the 2022-23 Budget Ordinance and Fee Schedule – (Dinah Reavis)**

- Mayor Bishop asked Ms. Reavis to speak to the budget public hearing; she said this is a public hearing for the proposed budget and presented the following information:
  - General Fund Budget totals: \$6,445,830
    - \$916,882 increase from the 21-22 budget (16.6% increase)
    - Includes 5% COLA plus an average of 1.5% merit increase
    - Capital funding priority highlights from Board Retreat:
      - East Main Street Alley parking
      - Pool re-plaster
      - Heritage Center exhibit—It Starts with a River
      - Tennis court resurface
      - Municipal Park paving
      - Heritage Center trail paving
      - Heritage Center info pod plan
        - Total - \$517,500
    - Current year combined tax values - \$485,794,433
      - Tax Revenue expected - \$2,626,180
      - No change in property tax rate (\$0.55/\$100 valuation)
    - Expected sales tax distribution - \$1,450,000
    - Appropriated Fund Balance used is estimated at \$557,254 or 15% of Fund Balance available for appropriation at 06/30/21
  - Water Fund Budget totals: \$1,611,284
    - \$107,687 increase from 21-22 budget (7.2%)
    - Capital Funding - \$250,000
      - High service pump
      - Valve actuator replacement
      - Backwash pump and controls
    - Appropriated Water Fund Balance is estimated at \$122,835
  - MSD Fund Budget totals: \$13,000
  - Explore Elkin Special Revenue Fund totals: \$55,000
  - Utility Assistance Donation Special Revenue Fund totals: \$1,000
  - Changes to Fee Schedule:
    - General Fund
      - Increased residential one cart to \$9/ 2+ carts to \$12;

- Increased commercial one cart to \$10/ 2 carts to \$13/ 3+ carts to \$15
      - Added one public swim session for \$5, 2 afternoon public swim sessions for \$8 (was already amended to current budget)
    - New Planning/Zoning Fee Schedule
    - Water Fund:
      - Bulk water rate \$7/1,000 gallons
      - Added new Service Disconnect/Reconnect Fee of \$30 (different from cutoff reconnect fee)
      - Increased Water Tap Fees and Bore Fees
  - Mayor Bishop opened the Public Hearing and asked if anyone wanted to speak regarding the proposed Budget.
    - o There being no comments, Mayor Bishop closed the public hearing.
  - Mayor Bishop asked for consideration of the proposed Budget Ordinance. Commissioner Eidson made a motion to approve the 2022-23 Budget Ordinance as presented which included ad valorem tax rate at \$0.550 and MSD tax rate at \$0.100. There were no questions. Upon a second by Commissioner Wheeler, the motion was unanimously approved. (Copy of ordinance may be found in Ordinance Book 5, Pages 2022-06-0105 through 2022-06-0107.)
2. *Consider Text Amendment for Campground and Recreational Vehicle Parks (Sarah Harris)*
- Mayor Bishop asked Sarah Harris to speak to this matter.
  - This is a legislative hearing, and anyone may speak.
    - o Anyone speaking needs to state their name and address for the record.
  - This is a proposed amendment to the Campground and Recreational Vehicle Parks Ordinance.
    - o Will allow campgrounds in Highway Business District with a Special Use Permit.
    - o Changes maximum development density from forty-five percent (45%) to sixty-five percent (65%) of total gross land area (excluding roads).
    - o Planning Board reviewed the proposed text amendment at their meeting on May 23, 2022, and found the proposed amendment is consistent with all of the objectives and policies for growth and development contained in the Town of Elkin Land Use Plan.
    - o Public Hearing was advertised in *The Tribune* on May 26, 2022 and June 2, 2022.
  - Commissioner Ball requested to be recused from this Public Hearing and the next Public Hearing due to a possible conflict of interest.
    - o Commissioner Eidson made a motion to recuse Commissioner Ball from this Public Hearing and the following Public Hearing due to a possible conflict of interest. Commissioner Gwyn seconded the motion, and the motion was unanimously approved.

- Mayor Bishop opened the Public Hearing and asked if anyone wanted to speak to this matter.
    - o There being no speakers, Mayor Bishop closed the Public Hearing.
  - Mayor Bishop asked for consideration of the Town Council Action Required sheet. Commissioner Wheeler made a motion to approve the statement that this 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 Gwyn, the motion was unanimously approved. Commissioner Gwyn 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 Wheeler, the motion was unanimously approved. Thus, the Town Council Action Required sheet was approved (copy included as Exhibit D).
  - Commissioner Wheeler made a motion to approve an Ordinance Amending Chapters Two, Three and Eleven in the Unified Development Ordinance of the Town of Elkin, North Carolina to Establish a Campground and Recreational Vehicle Park Ordinance Permitted with a Special Use Permit in HB, Highway Business District and Updating Maximum Development Density Requirements and the official Zoning Map, Elkin, North Carolina. There were no questions. Upon a second by Commissioner Eidson, the motion was unanimously approved. (Copy of Ordinance may be found in Ordinance Book 5, Pages 2022-06-0108 and 2022-06-0109.)
3. *Consider Text Amendment for Medical and Dental Clinics (Sarah Harris)*
- Ms. Harris continued with this public hearing and presented the following:
    - This is a legislative hearing, and anyone may speak.
      - o Anyone speaking needs to state their name and address for the record.
    - This is a proposed amendment to allow Medical and Dental Clinics in Highway Business with a Zoning Permit.
      - o Medical and Dental clinics were originally left out of our Unified Development Ordinance.
      - o The Planning Board reviewed the proposed ordinance on May 23, 2022, and found the proposed ordinance is consistent with all of the objectives and policies for growth and development contained in the Town of Elkin Land Use Plan.
      - o This public hearing was advertised in *The Tribune* on May 26, 2022 and June 2, 2022.
  - Mayor Bishop opened the Public Hearing and asked if anyone wanted to speak to this matter.
    - o There being no speakers, Mayor Bishop closed the Public Hearing.
  - Mayor Bishop asked for consideration of the Town Council Action Required sheet. Commissioner Eidson made a motion to approve the statement that this 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 Wheeler, the motion was unanimously approved. Commissioner Eidson 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 Wheeler, the motion was unanimously approved. Thus, the Town Council Action Required sheet was approved (copy included as Exhibit E).

- Commissioner Eidson made a motion to approve an Ordinance Amending Chapters Two, Three and Eleven in the Unified Development Ordinance of the Town of Elkin, North Carolina to Establish Medical and Dental Clinics in HB, Highway Business District with a Zoning Permit and amending the official Zoning Map. There were no questions. Upon a second by Commissioner Wheeler, the motion was unanimously approved. (Copy of Ordinance may be found in Ordinance Book 5, Pages 2022-06-0110 and 2022-06-0111).

This concluded the public hearings.

Mayor Bishop welcomed Commissioner Ball back to the meeting.

## **REGULAR MEETING**

1. *Consider accepting grant from NC Department of Environmental Quality in the amount of \$7,000 for recycling containers for downtown and approve the Financial Assistance Agreement (Laura Gaylord)*

- This grant is to fund seven (7) metal recycling receptacles for Main Street and Market Street.
- The amount of the grant is seven thousand dollars (\$7,000.00).
- The Main Street Advisory Board will provide a match from the MSD Reserve Fund in the amount of one thousand, four hundred, eighty-eight dollars and ninety-nine cents (\$1,488.99).
- Our Downtown Board recommends approval of Grant Contract Number CW28208.
- Commissioner Ball recommended approval of the North Carolina Department of Environmental Quality Financial Assistance Agreement Grant Contract Number CW28208 in the amount of seven thousand dollars (\$7,000.00). There were no questions. Upon a second by Commissioner Gwyn, the motion was unanimously approved. (Copy of Grant included as Exhibit F.)

2. *Consider approving temporary closure of East Alley Way (Laura Gaylord)*

- The Foothills Arts Council and The Yadkin Valley Fiber Center have temporarily relocated to 110 North Bridge Street (The Studio) while the YMCA building is closed for upgrades.
  - o They would like to use the portion of East Alley Way that is directly beside their building for special events on a regular basis (want to add some tables, chairs and décor).
- The Wisdom Table is applying for a Sidewalk Café Permit to use this space for customers and events.
- Both businesses would work together to maintain this area.
  - o Want to use this space to benefit both businesses.

- They provided a map designating this location (copy included as Exhibit G).
  - The Main Street Advisory Board and the businesses that border this alley have stated they are supportive of this temporary alley closure for this area.
  - Following brief discussion, Commissioner Eidson made a motion to temporarily close this area of East Alley Way until June 30, 2023. There were no questions. Upon a second by Commissioner Ball, the motion was unanimously approved.
3. *Consider approving donor sign for new pickleball courts and name them the "Mickey Carter" pickleball courts (Town Manager Cornelison)*
- Friends of the Pickleball Courts are requesting that the courts at Crater Park be named the "Mickey Carter Pickleball Courts.
  - Mr. Carter was the inspiration for these courts, and his family donated money to help with getting pickleball courts constructed.
  - They have received additional donations, and have about fifty thousand dollars (\$50,000.00) total for this project.
  - This group also wants to install a sponsor sign (4'x6') with donors' names on it (copy included as Exhibit H).
  - Commissioner Eidson made a motion that at completion of the construction of the pickleball courts at Crater Park, the courts be named the Mickey Carter Pickleball Courts and a sponsor sign be put up. There were no questions. Upon a second by Commissioner Ball, the motion was unanimously approved.
4. *Consider adding a crosswalk and safety items at the Intersection of Standard Street and Highway 268 (Town Manager Cornelison)*
- The Main Street Advisory Board has recommended adding a crosswalk to help pedestrians navigate across Standard Street at the eastern end of Main Street.
  - Staff also recommends:
    - o Adding an "At Intersection" sign to the current stop sign located near the railroad tracks.
    - o Adding yellow double lines and a stop bar at the intersection.
  - Staff suggests doing this work when we do the striping at Crater Park.
  - Commissioner Eidson made a motion to do the abovementioned crosswalk, add the sign and add the double yellow lines while the striping is being done at Crater Park. There were no questions. Upon a second by Commissioner Wheeler, the motion was unanimously approved.

## **COMMISSIONS AND BOARDS**

- Consider reappointing Commissioner Wheeler to the YVSA Board (Town Manager Cornelison)
  - o Term is up this month.
  - o Has agreed to be reappointed to another three-year term.
  - o Commissioner Gwyn made a motion to reappoint Commissioner Wheeler to another three-year term on the YVSA Board. There were no questions. Upon a second by Commissioner Ball, the motion was unanimously approved.

- Consider an appointment to the Elkin Library Board of Trustees (Laura Gaylord)
  - o Dan Butner did not desire to be reappointed to the Elkin Library Board of Trustees.
  - o Received an application from Leath Henderson to fill this open seat.
  - o The Elkin Library Board of Trustees recommends approval of appointing Ms. Henderson to their board.
  - o Commissioner Ball made a motion to appoint Leath Henderson to fill the open seat on the Elkin Library Board of Trustees. There were no questions. Upon a second by Commissioner Eidson, the motion was unanimously approved.
- Minutes Included:
  - o Elkin Library Board of Trustees – May 26, 2022

**MANAGER UPDATES**

- Have been using Debt Setoff to collect delinquent tax and water bills.
  - o Have collected approximately five thousand dollars (\$5,000) to date.
- Will be using [www.GovDeals.com](http://www.GovDeals.com) to auction our larger surplus items.
- Will need to meet June 30<sup>th</sup> at 9:00 a.m. to consider end of year budget amendments.
- Water Committee members have expressed an interest in touring our water plant.
  - o Will try to schedule for one morning in July or August.
  - o If you are interested in attending, let Town Manager know dates that you will be available.
  - o Department heads will be invited.
  - o Will notify you of date and time once it is scheduled.
- July Board Meeting:
  - o Usually cancel this meeting, but might have agenda items that need to be addressed.
  - o Plan on having the meeting.
    - If we do not need to have a meeting, we can postpone or cancel it.

There being no further business, Commissioner Wheeler made a motion to recess until June 30<sup>th</sup> at 9:00 a.m. Upon a second by Commissioner Ball, the motion was unanimously approved. The meeting recessed at 6:45 p.m.

  
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 Sam Bishop, Mayor

Attest:

  
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 Catherine C. Tilley, Town Clerk