

September 13, 2021 (REGULAR MEETING)

Minutes of the regular meeting of the Mayor and Board of Commissioners of the Town of Elkin, September 13, 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/Recreation Director Adam McComb, Town Attorney Raymond Parker 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 August 9, 2021 (Regular Meeting)
- Tax Releases and Discoveries (included as Exhibit A)
- Budget Amendment 2022-5 in the amount of \$13,000 from Coronavirus Response Grant Program for airport projects (included as Exhibit B)

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:

- Hispanic Heritage Month Proclamation – Mayor Bishop and Cynthia Gonzalez

PUBLIC COMMENTS

- Mayor Bishop opened the public comments period.
 - o The following spoke:
 - Martha Smith – Branch Library Manager (111 N. Front St.)
- There being no other public comments, Mayor Bishop closed the Public Comments period.

MAYOR AND BOARD COMMENTS FOR STAFF

- Commissioner Ball and Commissioner Gwyn:
 - o Echoed Ms. Smith's comments thanking the Town's Police Department, Fire Department, Elkin Rescue Squad and all first responders.
- Mayor Bishop:
 - o Stated he thinks our staff does a fantastic job with the resources they have.

PUBLIC HEARINGS

1. *Conduct a Public Hearing for a Rezoning Application for Parcel ID Number 4962-00-41-1429 on Elkin Wildlife Road (Sarah Harris)*

- Ms. Harris presented the following:
 - o This is a legislative hearing and anyone may speak.
 - Anyone speaking, please state your name and address for the record.
 - o Received petition August 6, 2021.
 - o Proposed to rezone parcel #4962-00-41-1429 located on Elkin Wildlife Road from R-20 Residential District to M-2 Heavy Industrial District.
 - o Public Hearing notice was published in *The Elkin Tribune* August 25th and September 1st.
 - o Surrounding property owners were mailed a letter on August 25, 2021.
 - Following presentation, Mayor Bishop opened the Public Hearing for comments.
 - o There being no comments, Mayor Bishop closed the Public Hearing.
 - Ms. Harris explained no action will be taken tonight.
 - o Planning Board will review this item at next week's meeting.
 - o This matter will be back before you in October.
2. *Conduct a Public Hearing and Consider Passing an Ordinance to Annex Property Located at 158 Interstate Way (Sarah Harris)*
- This request is to approve corrective advertisement and ordinance description.
 - o This is a legislative hearing and anyone may speak.
 - Anyone speaking, please state your name and address for the record.
 - o Received petition February 22, 2021, to voluntarily annex 158 Interstate Way.
 - o Public Hearing notice was readvertised in *The Elkin Tribune* August 25th and September 1st.
 - Following presentation, Mayor Bishop opened the Public Hearing for comments.
 - o There being no comments, Mayor Bishop closed the Public Hearing.
 - Ms. Harris requested approval of amended Ordinance to Extend the Corporate Limits of the Town of Elkin, North Carolina. Commissioner Wheeler made a motion to approve the amended ordinance as presented. There were no questions. Upon a second by Commissioner Ball, the motion was unanimously approved. (Copy may be found in Ordinance Book 5, Pages 2021-09-0085 and 2021-09-0086.)

This concluded the Public Hearings.

REGULAR MEETING

1. *Receive a presentation from the Surry County Substance Abuse Recovery Program about their "Ride to Recovery" Program (Becky Dursee)*
 - Ms. Dursee presented an in-depth look at the importance of the transportation division of the county's recovery program.

- Deborah Giep, Substance Abuse Recovery Transportation Coordinator, spoke regarding the process of starting the transportation program where there had not been one.
 - o Currently trying to start a volunteer program.
 - o Service only Surry County residents and only work within Surry County.
 - Both ladies noted challenges, but focused on the successful and inspirational narratives of the Substance Abuse Recovery Program especially in regards to the Ride to Recovery program.
2. *Consider Budget Amendment 2022-6 for asphalt paving, concrete repair and re-striping at the Elkin recreation Center in the amount of \$33,218 (Adam McComb)*
- This request is for paving the immediate parking area at the Rec Center including sidewalk repairs.
 - Have \$37,282 in the budget for this; need an additional \$33,218.
 - Town Manager Cornelison:
 - o This is for the first phase of paving at the Rec Center.
 - o We lost quite a bit of revenue during revaluation appeals.
 - o Thought we could use Covid money for this, but we can't.
 - Commissioner McCulloch made a motion to approve Budget Amendment #2022-6 in the amount of thirty-three thousand, two hundred, eighteen dollars (\$33,218.00) to be used in the first phase of paving at the Recreation Center. There were no questions. Upon a second by Commissioner Gwyn, the motion was unanimously approved (copy of BA#2022-6 included as Exhibit C).
3. *Consider using Powell Bill Funds to contract with WithersRavenel to complete a Pavement Condition Survey (Town Manager Cornelison and Travis Butcher)*
- Town Manager Cornelison:
 - o We get asked all the time, "When is my road going to be paved" along with other similar comments.
 - o We looked at our paving schedule.
 - The only information we have is what Robert (Fuller) and Kevin (Wilson) did many years ago.
 - This is outdated.
 - o WithersRavenel can do a more in-depth study of what is needed.
 - Will provide a much better guide for street paving and maintenance moving forward.
 - Will allow the Board to make better decisions at our retreats.
 - They will do a town wide Pavement Condition Survey (PCS) and report for this fiscal year at a cost of eighteen thousand, five hundred dollars (\$18,500), along with a presentation to the Board at a cost of two thousand dollars (\$2,000.00).
 - We do not recommend spending the \$2,000.00 for the presentation

- Study will cover 29.32 miles of streets and will give us a really good roadmap of what needs to be paved, sealed or repaired.
- Following discussion, Commissioner McCulloch made a motion to approve Town of Elkin 2021 Pavement Condition Survey Proposal for Professional Services, WR Project No. 06211087.00. There were no questions. Upon a second by Commissioner Wheeler, the motion was unanimously approved (copy included as Exhibit D).

4. *Consider approving Town of Elkin Bad Debt and Write-Off Procedures Administrative Policy (Dina Reavis)*

- The town will try to collect all debt through a debt collection agency, but some cases will be uncollectible (bankruptcy, deceased, court refused judgment, untraceable or de-minimis/immaterial amounts).
- This policy sets uniform guidelines for delinquent accounts receivable to be deemed "uncollectible debt" or "write-off status" (unjustifiable cost or expired statute of limitations) and establishes proper authorization to account for such receivables within the Town of Elkin records.
- Commissioner Eidson made a motion to approve a Bad Debt and Write-off Procedures Policy. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved (copy included as Exhibit E).

5. *Consider approving Utility Write-offs for Fiscal Year 2021 at 6/30/21 (Dina Reavis)*

- Following the Bad Debt and Write-off Procedures Policy, the following utility accounts need to be written off for fiscal year 2021:
 - Leanne Mantero – deceased - \$245.34
 - Eva Johnson – deceased - \$300.35
 - Samuel Hayes – deceased - \$1,103.97
 - Zachary Bobbitt – deceased - \$511.48
 - Total amount - \$2,161.14
- Commissioner Wheeler made a motion to approve the request to write off the abovementioned utility accounts totaling \$2,161.14. There were no questions. Upon a second by Commissioner Eidson, the motion was unanimously approved (copy included as Exhibit F).

COMMISSIONS AND BOARDS (Town Manager Cornelison)

- Advisory Board Minutes Included:
 - Elkin Main Street Advisory Board (July 20, 2021)

MANAGER UPDATES

- Surry EDP meeting was not held this month due to COVID.
 - Rescheduled for October 15th.
 - Let Brent know if you plan to attend.
- Met with Duke Energy about trees on West Main Street.
 - Plans to do work in two years.
 - Will take down trees if the Town will haul them off.

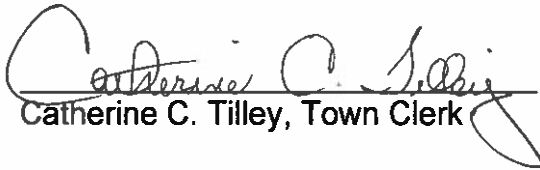
- We are keeping this in our plan.
- In two years, Duke will work with property owners about trimming the trees or taking them down.

There being no further business, Commissioner Gwyn made a motion to adjourn. Upon a second by Commissioner McCulloch, the motion was unanimously approved. The meeting adjourned at 6:45 p.m.



Sam Bishop, Mayor

Attest:



Catherine C. Tilley, Town Clerk