

October 12, 2020 (REGULAR MEETING)

Minutes of the regular meeting of the Mayor and Board of Commissioners of the Town of Elkin, October 12, 2020, 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 Adam McComb, Town Attorney Raymond Parker (via Zoom), Finance Director Dina Reavis and Town Clerk Cathie Tilley.

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Mayor Bishop called the meeting to order and extended a special welcome to the Wilkes/Surry OVTA members and Honor Guard. He read a brief history of the Overmountain Men and the Battle of Kings Mountain. Next, Mayor Bishop asked the OVTA Honor Guard to lead our Pledge of Allegiance.

### **CONSENT AGENDA**

The following items were presented for the consent agenda:

- Minutes of September 14, 2020 (Regular Meeting)
- Releases and Discoveries (included as Exhibit A)
- Budget Amendment 2021-12 (included as Exhibit B)

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

### **SPECIAL RECOGNITIONS (Town Manager Cornelison)**

- Anniversaries:
  - o Presented certificates of recognition for years' service to:
    - Missy Calhoun – 10 years
    - Leslie Schlender – 10 years
    - Kevin Hall – 15 years
    - Robert Parks – 20 years
    - Melissa Coe – 25 years
- Employee Introductions:
  - o Dina Reavis – Recently hired new Finance Director
  - o Travis Butcher – Recently promoted to Public Works Director
  - o Eric Blackburn – Recently promoted to Assistant Public Works Director

### **PUBLIC COMMENTS**

- Mayor Bishop opened the public comments period. The following spoke:
  - o Martha Smith, Branch Library Manager
    - Presented the Board of Commissioners copies of the October issue of the Elkin Public Library Newsletter and brought them up to date on happenings at the library.
  - o Mayor Bishop expressed appreciation to Ms. Smith for all she does for our community.

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

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

- Commissioner Eidson:
  - o Thanked Town Manager Cornelison and Assistant Town Manager McComb for meeting with Troy Luttmann who will be providing a conceptual plan for the Hippo Lot.
- Commissioner Ball:
  - o It is a welcome change to be having our meeting at Town Hall again.
- Commissioner Gwyn:
  - o Noticing a lot of out-of-town visitors on weekends.
- Mayor Bishop:
  - o Thanked our Police Department and Commissioner Eidson for their assistance with the Law Enforcement Rally.

### **PUBLIC HEARING**

Mayor Bishop turned this portion of the meeting over to Sarah Harris.

#### **1. Conduct a Public Hearing and consider a Rezoning Application for 151 Hill Street (Sarah Harris)**

- This is a legislative hearing, and anyone may speak.
  - o Anyone speaking needs to state their name and address for the record.
- Received a petition on September 15, 2020, to rezone 151 Hill Street.
- Parcel is proposed to change from its present zone of B-2 Highway Business District and R-12 Residential District to B-3 Neighborhood Business District.
- Public Hearing was advertised in *The Elkin Tribune* on September 23 and 30, 2020.
- Adjoining property owners were mailed letters on September 25, 2020.
- Owners ran into a problem with a lending institution.
  - o Because the property is currently non-conforming, if anything happened (i.e. fire) they would only be allowed to build back sixty percent (60%) of the value of the house.
  - o Lending agent will not lend money because of the nonconformance.
- Planning Board recommended changing zoning to B-3 Neighborhood Business District.
  - o This district will allow residential and some businesses.
- Staff expects Claremont Drive will be zoned B-3 Neighborhood Business District eventually.
- Following a brief discussion, Mayor Bishop asked for consideration of the Town Council Action sheet.
  - o Commissioner Ball made a motion to approve the statement that the application is not consistent with all of the objectives and policies for growth and development contained in the Town of Elkin Land Use Plan, but the following statement is recommended to make it fully consistent: The Planning Board

found that the B-3 Neighborhood Business District designation for many of the other areas along Claremont Drive is an appropriate plan of development and expects that with the new plan of development for the town, the B-3 Neighborhood Business District areas will be extended along this street. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved.

- Commissioner McCulloch 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 Sheet and application were approved. (Copy of Town Council Action sheet included as Exhibit C.)
- Commissioner Ball made a motion to approve An Ordinance Amending the Zoning Ordinance of the Town of Elkin, North Carolina and the Official Zoning Map, Elkin, North Carolina. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved. (Copy of Ordinance may be found in Ordinance Book 5, Pages 2020-10-0057 and 2020-10-0058.)

This concluded the public hearing.

Prior to proceeding into the Regular Meeting, Town Manager Cornelison informed the Mayor and Board that he had added one additional item to the Agenda. It will be the last item in the Regular Meeting portion and concerns a grant.

## **REGULAR MEETING**

### **1. Consider approving a contract with WithersRavenel for our Comprehensive Land Use Plan and Unified Development Ordinance (Sarah Harris)**

- Presented a proposal from WithersRavenel to update our Land Use Plan including a Future Land Use Map, combine the subdivision ordinance and zoning ordinance into a Unified Development Ordinance (UDO), inclusive of 160D amendments, and create a zoning map that will be adopted concurrently with the adoption of the UDO.
- Commissioner Wheeler made a motion to enter into a contract with WithersRavenel for this project (Comprehensive Land Use Plan and Unified Development Ordinance) at a cost of sixty-five thousand dollars (\$65,000.00). Discussion included but was not limited to:
  - Staff is looking at appointing a steering committee to provide feedback for this project.
  - WithersRavenel will make recommendations for staff and steering committee to study.
  - Board of Commissioners will be kept updated on the status of the project.
  - The entire process will be very public.

Upon a second by Commissioner McCulloch, the motion was unanimously approved. (Copy of proposal and acceptance statement included as Exhibit D.)

2. *Consider approving to amend the 2020-2021 Budget Ordinance to include Section 4 (Dina Reavis)*
- We would like to amend the 2020-2021 Budget Ordinance to include Section 4 to allow our Budget Officer (Town Manager) to transfer appropriations within a fund.
  - Town Manager Cornelison explained this would authorize the Budget Officer to:
    - o Transfer amounts between objects of expenditure within a department without limitations.
    - o Transfer amounts between departments of the same fund with an official report of such transfers to the Town Council.
    - o Make expenditures and/or transfers from appropriations as he deems necessary.
  - Commissioner Eidson made a motion to amend our 2020-2021 Budget Ordinance by adding Section 4 to the ordinance. There were no questions. Upon a second by Commissioner Gwyn, the motion was unanimously approved. (Copy of amended Budget Ordinance may be found in Ordinance Book 5, Pages 2020-10-0059 through 2020-10-0061.)
3. *Consideration of approval to apply for GO Grant (Adam McComb)*
- Explained this grant is available from the NC Outdoor Advisory Council through CARES Act funds for outdoor education/heritage activities.
  - This grant does not require a match, but the funds must be spent by December 30, 2020.
  - Staff proposes a trail at the Yadkin Valley Heritage, Trails and Visitors Center that would be open to the public and schools for visitation.
    - o Would be constructed of concrete.
    - o Will have various natural art/images impressed into the path in different locations providing a 'scavenger hunt' focusing on the town's local heritage, nature and outdoor recreation.
  - We can apply for up to one hundred thousand dollars (\$100,000.00).
    - o Estimate our proposed project will cost sixty thousand dollars (\$60,000.00).
    - o Want to be as accurate as possible with our estimate.
    - o Want to be sure we can have the work completed by December 30<sup>th</sup>.
  - Requesting Board approval to apply for this grant up to sixty-five thousand dollars (\$65,000.00) to be used, if funded, to install an outdoor nature/educational trail as outlined in the Heritage and Trail Center Site Master Plan along with providing authority to the Town Manager to approve any contracts associated with the grant.
  - Commissioner Eidson made a motion to approve allowing staff to apply to the NC Outdoor Heritage Advisory Council CARES Act Funds for a GO Grant in the amount of up to sixty-five thousand dollars (\$65,000.00) to be used to install an outdoor nature/educational trail as outlined in the Heritage and Trail Center Site Master Plan and provide authority to the Town Manager to approve any contracts associated with the grant if funded. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved.

- Mayor Bishop thanked Adam for all he did at the park in preparation for the groundbreaking ceremony where the Gold Star Family Memorial is to be placed.
- Town Manager Cornelison thanked Adam and Leslie (Schlender) for getting the grant application finished.
  - o This proposed trail is in the Trail Center Site Plans, but this is a way to get it paid for.

## **MANAGER UPDATES**

- Crosswalk:
  - o Met with DOT at the intersection of Bridge and Main Streets to talk about crosswalks.
  - o DOT recommends we use concrete and brick for the crosswalks.
  - o If this turns out well, we will move to Bridge and Market Streets.
  - o It was the consensus of the Board to move forward with this recommendation.
- Parking lot behind Southern on Main:
  - o Have had discussions regarding improving the appearance of this parking lot.
  - o We can make some improvements this budget year by adding curb stops and gravel.
- Housing study:
  - o Will hear from Leslie next month regarding this project.
- Fire Hydrants:
  - o Maintenance work is being done on the water tower behind Ruple Furniture.
- Hugh Chatham Hospital:
  - o ICU is at 100% capacity (not COVID-19; just normal cases)
- Dina will start sending out a monthly financial report beginning the end of the month.
- Halloween:
  - o Due to COVID-19, the town will not be blocking off streets.
  - o Many residents on West Main Street will probably not be giving out candy.
  - o Foothills Arts Council and some churches will have activities for children.
  - o Town is not encouraging Trick or Treating this year.
  - o Explore Elkin's website will have a list of Halloween events.

## **Mayor Bishop:**

- The Board will be going into closed session as allowed by NCGS 143-318.11(a)6 to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session.
- Action may be taken following the meeting.

Commissioner Wheeler made a motion to go into closed session in accordance with NCGS 143-318.11(a)6. Upon a second by Commissioner Eidson, the motion was unanimously approved and the Board went into closed session at 6:55 p.m.

The Board returned to the regular meeting at 7:15 p.m. Mayor Bishop reconvened the meeting. Commissioner Eidson made a motion to increase the Town Manager's salary to ninety-five thousand dollars (\$95,000.00) retroactive to June 30, 2020, (thereby basing the COLA and years' service increase that went into effect July 1, 2020, on the new salary amount of \$95,000.00). There were no questions. Upon a second by Commissioner Wheeler, the motion was unanimously approved.

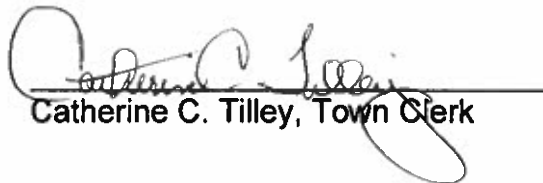
There being no further business, Commissioner Eidson made a motion to adjourn. Upon a second by Commissioner McCulloch, the motion was unanimously approved. The meeting adjourned at 7:15 p.m.



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Sam Bishop, Mayor

Attest:



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Catherine C. Tilley, Town Clerk