

November 9, 2020 (REGULAR MEETING)

Minutes of the regular meeting of the Mayor and Board of Commissioners of the Town of Elkin, November 9, 2020, 6:00 p.m. at Town Hall.

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

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.

Mayor Bishop welcomed everyone and called the meeting to order. He asked Police Chief Monroe Wagoner to lead our Pledge of Allegiance.

Mayor Bishop explained that Commissioner Robert Ball was absent tonight, and asked the Board to consider excusing him. Commissioner Eidson made a motion to excuse Commissioner Ball from tonight's meeting. Upon a second by Commissioner McCulloch, the motion was unanimously approved.

CONSENT AGENDA

The following items were presented for the consent agenda:

- Minutes of October 12, 2020 (Regular Meeting)
- Releases and Discoveries (included as Exhibit A)
- BA 2021-13 (included as Exhibit B)

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

SPECIAL RECOGNITION (Mayor Bishop)

- Proclamation for National American Indian Heritage Month
 - o Mayor Bishop read the proclamation and presented it to Ms. Becky Dursee.

PUBLIC COMMENTS

- Mayor Bishop opened the public comments period. The following spoke:
 - o Martha Smith, Branch Library Manager
 - Expressed appreciation to the town, especially Public Works and Fire Department, for cleaning up following the flood.
- There being no further public comments, Mayor Bishop closed the Public Comments period.

MAYOR AND BOARD COMMENTS FOR STAFF

- Commissioner Wheeler:
 - o Commended all town departments for what they did during the flood.
 - o Everyone pulled together and did a good job.

- Commissioner McCulloch:
 - o Agreed with Commissioner Wheeler's comments.
- Commissioner Eidson:
 - o Echoed Commissioner Wheeler's comments.
 - o Surprised at how quick we were back to normal.
- Mayor Bishop:
 - o Echoed the Board's remarks.

REGULAR MEETING

1. Receive a month to date Financial Summary (Dina Reavis)

- Briefly went through the Financial Summary Report for month ending October 2020 and explained some of the items included in the report.
 - o This is a snapshot of what is going on.
- Town Manager Cornelison told Board Members that this report was included in our agenda because this is the first of these reports they have received from Ms. Reavis.
 - o We do not plan to have this on the agenda each month.
 - o You will receive these reports on a monthly basis.
 - o We might include a report in the agenda each quarter.

2. Receive a presentation about the recently completed Housing Study (Leslie Schlender)

- Housing Study was completed by Bowen National Research and provides data sets related to demographics, economics and housing relative to Elkin and the surrounding area along with housing gap estimates for market-rate housing at various income levels. The following talking points were reported to the Board:
 - o There is a lack of available product serving moderate to high-income households.
 - Limits the town's ability to retain and attract residents and employees.
 - o The Elkin market has very few available homes priced over \$150,000.
 - Elkin is at risk of losing households as their incomes increase.
 - Homes priced at \$200,000 or higher have a low average number of days on market of 21.
- Between 2020 and 2025 all of the growth in renter households by income within Elkin is expected to occur among households earning between \$30,000 and \$99,999 annually.
- Well-balanced for-sale/owner-occupied markets have a normal vacancy rate of around 2% to 3%.
 - o Current available units in Elkin represent a low vacancy rate of 1.8%—an indication of a likely shortage of available for-sale housing.
- It appears that the greatest housing gap is for housing that is for sale that serves households with incomes of more than \$70,000 and can afford homes of \$200,000 or higher.

3. Consider approving a loading zone/shuttle stop on the corner of East Main Street and North Bridge Street (Leslie Schlender)

- Main Street Advisory Board requests consideration by the Board of Commissioners to make the parking space in front of the Wisdom Table a loading zone/shuttle stop.
 - This could be used by all downtown businesses for deliveries and pick-ups as well as the Vine Line shuttle service.
 - Sometimes confusion occurs due to the angle of this parking space.
 - o Occasionally, a parked vehicle appears to be part of the traffic flow.
 - Times have been discussed.
 - o Currently proposing 9:00 a.m. until 9:00 p.m.
 - Can be adjusted as needed.
 - Commissioner Edison suggested two parking spaces might need to be used because of larger vehicles needing more space getting in and out of this area.
 - Following discussion, Commissioner Eidson made a motion to approve the parking space on the corner of East Main Street and North Bridge Street (in front of the Wisdom Table) as a loading zone/shuttle stop with the understanding that we might need to revisit this matter if we see that there is a need for two parking spaces rather than one and if the time needs to be adjusted. There were no questions. Upon a second by Commissioner Wheeler, the motion was unanimously approved.
4. *Consider accepting a grant from the NC Tobacco Trust Fund in the amount of Twenty-three thousand, six hundred, sixty-eight dollars (\$23,668) for additional retractable awnings at the Farmers Market and approve BA2021-14 (Leslie Schlender)*
- This is a grant from NC Tobacco Trust Fund Commission (Grant Number 2020-12-005) effective November 1, 2020, and terminates June 30, 2021.
 - Project is titled, "Elkin Farmers Market Expansion Project" to purchase and install retractable awnings for the Farmers Market.
 - Budget Amendment 2021-14 will also need to be approved in conjunction with this project.
 - Commissioner McCulloch made a motion to enter into Grant Number 2020-12-005, Grant Agreement Between the North Carolina Tobacco Trust Fund Commission and the Town of Elkin and Elkin Main Street Advisory Board and to approve Budget Amendment 2021-14 as presented. There were no questions. Upon a second by Commissioner Eidson, the motion was unanimously approved. (Copy of Grant Number 2020-12-005 included as Exhibit C, and Budget Amendment 2021-14 included as Exhibit D.)

(Ms. Schlender requested the following item be added to the Agenda)

5. *Consider signage for the Yadkin Valley Heritage, Trails and Visitors Center (Leslie Schlender)*
- Presented renderings of proposed signs.
 - o Board previously approved monument-style sign, but we have made some revisions.
 - This blends with the current LED sign we have.

- Following discussion, Commissioner Eidson made a motion to approve Option One and to allow the Yadkin Valley Chamber of Commerce choose the color for their line on the sign. There were no questions. Upon a second by Commissioner Wheeler, the motion was unanimously approved.

COMMISSIONS AND BOARDS

- Main Street Advisory Board Appointment (Leslie Schlender)
 - o There is a vacant seat left by Debbie Carson.
 - Advisory Board recommends approval of Franklin Ard to fill this vacancy.
 - o Commissioner McCulloch made a motion to appoint Franklin Ard to fill the vacancy on this advisory board. There were no questions. Upon a second by Commissioner Eidson, the motion was unanimously approved.
- Recreation and Parks Advisory Board Re-appointments (Adam McComb)
 - o Terms are up for Larry Kallam, Dee Neil and Michael Keller.
 - Advisory Board recommends reappointment of all.
 - o Commissioner Wheeler made a motion to reappoint Larry Kallam, Dee Neil and Michael Keller to this advisory Board. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved to appoint all for another three-year term each.

OTHER BUSINESS

- Wreaths Across America (Adam McComb)
 - o This event (National Wreaths Across America Day) is coming to Hollywood Cemetery this year on December 19th at noon.
 - o One hundred, fifty-three (153) graves have been identified in Hollywood Cemetery.
 - Goal is to place a wreath on each grave.
 - o Provided information on how to donate a wreath:
 - \$15 donation/wreath to the DAR.
 - DAR members will place wreaths on these graves.
 - o Mission of Wreaths Across America is to Remember, Honor, and Teach about the service and sacrifice of our veterans and their families.

MANAGER UPDATES

- Delay in delivery of water bills:
 - o Several residents have not received their water bills or have received them late.
 - o We have been in contact with the post office.
 - o We are working with residents on this matter.
- Leaf Pick-up:
 - o Staffing changes due to COVID-19 have delayed picking up leaves.

- Our scheduled times for pick-up have been extended in order to get all leaves picked up.
- Unified Development Ordinance Updates and Comprehensive Land Use Plan Project:
 - Community Workshops have been scheduled as follows:
 - Place: Yadkin Valley Heritage, Trails and Visitors Center
 - Dates: December 1st and December 9th
 - Times: 10 am – 1 pm and 4-7 pm (drop in)
 - Purpose is to obtain information to draft a general vision for the project.
 - Had planned to also hold workshops at the Elkin Center, but it is closed due to COVID-19.
- Flood:
 - Thanked staff for cleaning up after the flood.
 - All departments worked together to do this.
- Mass Covid-19 Testing:
 - Free testing will be held in our parking lot at the Farmers Market beginning Thursday through Monday.
 - Will be able to do one hundred (100) tests per day.
- Recreation Center Clinics:
 - We are following state guidelines, and have held some clinics (soccer, baseball, etc.).
- Swearing-in ceremony for newly elected board members:
 - Judge Charles Neaves will not be available for this.
 - Town attorney or town clerk can administer the oaths.
 - Let Town Manager know if you have other suggestions.
 - Pictures of the Board will be taken that night.
- Lisa Salmon:
 - Condition is improving.

CLOSED SESSION

Mayor Bishop:

- The Board will be going into closed session as allowed by NCGS 143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange or lease and 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.
- 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)(5) and (6). Upon a second by Commissioner McCulloch, the motion was unanimously approved and the Board went into closed session at 6:45 p.m.

The Board returned to the regular meeting at 7:15 p.m. Mayor Bishop reconvened the meeting. Commissioner Wheeler made a motion to make salary adjustments


that had been budgeted but not completed for three employees (Missy Calhoun, Kelly Hembree and Catherine Tilley), such adjustments being fifteen percent (15%) of each employee's wages for eighteen (18) months beginning January 1, 2017 and going through June 30, 2018. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved.

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



Sam Bishop, Mayor

Attest:



Catherine C. Tilley, Town Clerk