

December 9, 2019 (REGULAR MEETING)

Minutes of the regular meeting of the Mayor and Board of Commissioners of the Town of Elkin, December 9, 2019, 6:00 p.m. at Town Hall.

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

Also present: Town Manager Brent Cornelison, Assistant Town Manager and Recreation and Parks 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 (Tab A)**

The following items were presented for the consent agenda:

- Minutes of November 12, 2019 (Regular Meeting)
- Tax Releases and Discoveries (included as Exhibit A)
- Amend Audit Contract to Extend the Completion Date with Martin Starnes & Associates (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 Wheeler and was unanimously approved.

### **SPECIAL RECOGNITIONS**

- Recreation and Parks Department – Adam McComb
  - o Asked Levi Shore to step forward.
    - Informed Board that Mr. Shore recently received the North Carolina Recreation and Parks Association Athletic Directors Workshop Meritorious Service Award.
    - This award is voted on by both local and state peers.
    - This award honors long term tenure of faithful and accomplished service to the field of Recreation and Parks in a local setting.
- Fire Department – Kevin Wilson
  - o The following awards were given out at their Christmas party:
    - Community Service Award – Tommy Wheeler
      - Presented to a member of EFD for outstanding service to the community on or off duty, significantly above what is expected for an involved member of the community
    - Jack Elderton Award – Lieutenant William Rountree
      - Named in honor of EFD's first full-time firefighter who has performed above and beyond the normal responsibility of the position
    - Rookie Firefighter of the Year – Sarah Bobbitt

- Presented to an active firefighter who is judged to be the most outstanding crew member
  - 'A' Company Firefighter of the Year – Misty Matthews
    - Presented to an active volunteer firefighter who is judged to be the most outstanding crew member
  - Suppression Firefighter of the Year – Lieutenant Todd Wilson and Keegan Alford
    - Presented to an active volunteer firefighter who is judged to be the most outstanding crew member
- Town Manager Cornelison presented the following:
  - Officer of the Year – Chief Kevin Wilson
    - Presented to an officer who has performed above and beyond the normal responsibility of the position
  - Ted Brown Service Award – Chief Kevin Wilson
    - Presented to a member of the EFD to show appreciation for their extended service to the department
- Mayor Bishop presented the following:
  - Fire Chief's Award – Entire Elkin Fire Department
    - Chief Wilson chose the entire Department as winners of this.
- Chief Wilson:
  - Had a promotion in the Fire Department:
    - Kevin Carter was promoted from Lieutenant to Captain.
      - Has over 32 years' experience as a member of the Elkin Fire Department.
      - The last seven years have been as a career firefighter with Elkin.
- Police Department – Monroe Wagoner
  - Asked Will Blackburn to step forward.
    - Informed the Board that Officer Blackburn had been promoted to Police Sergeant.

## **PUBLIC COMMENTS**

- Mayor Bishop opened the Public Comments period and asked for anyone wanting to speak to come forward.
  - There being no comments, Mayor Bishop closed the Public Comments period.

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

- Commissioner Eidson:
  - Want to recognize the downtown activities this past weekend.
  - Beginning with Friday's Light-up Night through the parade Sunday afternoon, downtown was filled with people.
  - It was a wonderful weekend.
- Commissioners McCulloch, Wheeler and Ball:
  - Agree with Commissioner Eidson's comments.

- Commissioner Gwyn:
  - o I have finished my first year on this Board.
  - o I knew we had a good town, but I have seen it through our staff, our elected officials and citizens.
- Mayor Bishop:
  - o I, too, echo Commissioner Edison's comments about this past weekend.

## **REGULAR MEETING**

### **1. *Receive an Update Concerning the New Traffic Pattern and Road Construction (Town Manager Cornelison)***

- NCDOT:
  - o Looking at keeping I-77 South closed until sometime in February.
  - o Pleased with what has happened at Standard Street (changed from two-way to all-way stop)
  - o Looking at Spring and Bridge Street intersection (currently two-way stop)
- Since August, there have been 110 accidents.
  - o Four (4) were at the new stop signs
    - Caused by carelessness or inattention
- Will provide another update at January meeting.
- Commissioner Eidson asked if estimates for traffic islands had been received.
  - o Will be discussed at our annual retreat.

### **2. *Receive an Update from Watershed Now (Woody Faulk)***

- To bring new commissioners up to speed, prefaced his presentation with a synopsis of the history of this group and reiterated that clean water is our most precious natural resource.
- Topics included:
  - o Partnerships with schools (Adopt-a-Stream Program), town (Rain Garden at Heritage Center) and landowners (Big Elkin Creek project above Carter Falls).
  - o Town Ordinances (will be updated)
  - o Stormwater Infrastructure Mapping
  - o Lassiter Property
  - o Excess Turbidity of Big Elkin Creek
    - Along with descriptions of these topics and means of attaining stated goals, Dr. Faulk also provided pictures/slides which enhanced his presentation.

### **3. *Consider Approving Entering into a Contract with Bowen National Research to Conduct a Housing Assessment (Leslie Schlender)***

- Elkin's Strategic Plan includes housing development as a priority.
- Want to have a housing assessment done to determine the types of housing we need.
- Want to engage a firm (Bowen National Research) for this project that would include determining and evaluating Elkin's housing needs based on a 25-mile radius of the town to assess users and gaps.
- We have a proposal to include:
  - o Demographic overview

- Economic overview
  - Housing supply overview
  - Achievable market-rate analysis
  - Demand estimates
  - Housing gap estimates
  - Stakeholder input
  - Employer and employee surveys
  - Conclusions and recommendations based on data accumulated
    - Cost is ten thousand dollars (\$10,000.00) to be funded through the Economic Development FY19-20 operations budget.
  - Following discussion, Commissioner Eidson made a motion that following review and approval by Town Attorney Parker of the contract with Bowen National Research to conduct a housing assessment at a cost of cost of ten thousand dollars (\$10,000) as directed by the Town of Elkin, that the Town enter into said contract with Bowen National Research by allowing Town Manager Cornelison to sign the contract. There were no questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved.
4. *Receive an Update about a Branding Project Endorsed by the TDA and Explore Elkin (Leslie Schlender)*
- Presented a PowerPoint presentation titled, "Elkin Destination or Place Branding"
    - Showed examples of Elkin brochures and banners along with a town logo and the logos of other entities.
    - Explained that branding unifies the message and image of an area.
    - Included impressive pictures of branding for McCurtain County, Oklahoma and also for our neighbor, Alleghany County.
  - This was an update on the Elkin Tourism Development Authority branding project.
  - The Economic Development Committee has approved this project.
  - The presentation shows the scope of the project.
  - The Elkin marketing group is made up of: YV Chamber, HCMH, Explore Elkin, Real Estate Agents, Main Street and larger employers.
  - Explore Elkin wants to take this and go with it.
  - The branding company is Destination by Design (gave website for those who wanted to see examples of their work).
  - Commissioner Eidson gave an example of branding that has been done in Statesville.
    - If you drive through Statesville, you know it's Statesville (billboards, banners, color schemes, etc.).
    - We want this look for Elkin.
  - Explore Elkin and Elkin TDA are going to pay for this project.
    - Twenty thousand dollars (\$20,000) has been approved with ten thousand dollars (\$10,000) for implementation launch from Explore Elkin.
  - Staff is asking for a nod of approval from the Board of Commissioners.
    - All commissioners gave nods of approval.

5. *Consider Approving a Lease Agreement with LifeStore for the Use of a Portion of Their Parking Lot for Public Use (Brent Cornelison)*
  - Staff has worked with LifeStore about using their parking lot.
  - They have agreed to lease the western portion of their parking lot to the Town to be used as public parking during normal business hours.
    - o The rest of the parking lot will be used by their staff and customers during normal business hours.
    - o The entire parking area can be used by the Town as public parking outside of normal business hours.
  - The Town will maintain the parking lot along with the landscaped island between the two parking areas.
  - Staff recommends approval of the lease agreement and making this parking area a three (3) hour limit parking for customers of downtown businesses.
  - Commissioner Eidson made motion to approve the lease agreement between LifeStore Insurance Services, Inc. and the Town of Elkin. Town Attorney Parker pointed out Item 4 Additional Rents. There were no other comments or questions. Upon a second by Commissioner McCulloch, the motion was unanimously approved. (Copy of Lease included as Exhibit C.)
6. *Consider Approving a Lease Agreement with the Northwestern Regional Library (Brent Cornelison)*
  - Martha (Smith) brought to my attention that there has never been a fully executed lease of the library building with the Northwestern Regional Library.
    - o Following much research, we found this to be true.
  - Town Attorney Parker drew up a lease agreement that you have before you for consideration.
  - Commissioner McCulloch made a motion to approve the lease agreement between the Town of Elkin and the Northwestern Regional Library. There were no questions. Upon a second by Commissioner Wheeler, the motion was unanimously approved. (Copy of Lease included as Exhibit D.)
7. *Consider Approving an Amended Lease with the Chamber of Commerce (Brent Cornelison)*
  - We need to amend our lease with the Chamber of Commerce for the Yadkin Valley Heritage, Arts and Trail Center.
    - o This will:
      - Remove Surry Community College from the lease.
      - Show the Chamber to be one hundred percent (100%) responsible for all utilities and cleaning of the interior.
  - Noted SCC already has classes set up for next spring.
  - Commissioner Wheeler made a motion to approve the amended and restated lease agreement between the Town of Elkin and the Yadkin Valley Chamber of Commerce. There were no questions. Upon a second by Commissioner Eidson, the motion was unanimously approved. (Copy of Lease included as Exhibit E.)
8. *Consider Approving 2020 Board of Commissioner Meeting Dates (Brent Cornelison)*

- The following Monday's were presented as meeting dates for the Board of Commissioners:
  - o January 13, February 10, March 9, April 13, May 11, June 8, July 13 (if necessary), August 10, September 14, October 12, November 9 and December 14.
- Commissioner McCulloch made a motion to approve these dates for regularly scheduled meetings of the Board of Commissioners. There were no questions. Upon a second by Commissioner Ball, the motion was unanimously approved.

#### **ADVISORY BOARDS:**

- Appoint committee members as recommended by various boards:
  - o Elkin Tourism Development Authority (Leslie Schlender):
    - Elkin TDA recommends appointing two new members to this committee: Dennis Lazar and Cynthia Douthit.
    - Upon a motion by Commissioner McCulloch to appoint Dennis Lazar and Cynthia Douthit to the Elkin Tourism Development Authority that was seconded by Commissioner Ball, there was unanimous approval of the motion.
  - o Library Board of Trustees (Leslie Schlender):
    - Shawna Poindexter and Kate Henning request to be reappointed.
    - Crystal Morphis does not wish to be reappointed.
      - Board of Trustees recommends reappointment of Ms. Poindexter and Ms. Henning and recommends appointment of Emily Rycroft to fill vacancy left by Ms. Morphis.
    - Upon a motion by Commissioner McCulloch to reappoint Shawna Poindexter and Kate Henning and appoint Emily Rycroft to the Library Board of Trustees that was seconded by Commissioner Ball, there was unanimous approval of the motion.
  - o Planning Board (Leslie Schlender):
    - Robin Smith wishes to be reappointed to another 3-year term.
    - Buddy Glover who served an in-town position has resigned.
      - Staff will be promoting this available position.
    - Tim Gentry does not wish to be reappointed to the Board.
      - Planning Board suggests not filling this position for one year to support a better distribution of terms.
    - Upon a motion by Commissioner McCulloch to reappoint Robin Smith to the Planning Board for another 3-year term that was seconded by Commissioner Ball, there was unanimous approval of the motion.
  - o Recreation and Parks Advisory Board (Adam McComb):
    - Janet Moseley requests reappointment.


- Will Ballard does not wish to be reappointed.
  - Upon a motion by Commissioner McCulloch to reappoint Janet Moseley to a 3-year term and appoint Stephanie Graff to a 3-year term to the Recreation and Parks Advisory Board that was seconded by Commissioner Ball, there was unanimous approval of the motion.
- This will leave one vacancy on this board.
- Airport Commission (Brent Cornelison):
  - Jim Poteat has stepped down from this commission.
  - Tim Hodges would like to serve on this commission.
    - Upon a motion by Commissioner McCulloch to appoint Tim Hodges to the Airport Commission that was seconded by Commissioner Ball, there was unanimous approval of the motion.

**MANAGER UPDATES (Brent Cornelison):**

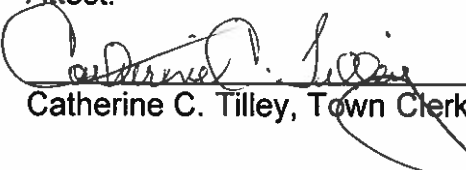
- Date for Annual Retreat:
  - Tentatively looking at March 6, 2020, for our retreat to be held at the Heritage Center.
  - Plan to use same approach as last year where we will look at priorities to be funded.
  - All commissioners said they were available for this date.
- Ethics Training:
  - This will be available in the Conference Room December 10<sup>th</sup> from 10:00 a.m. until noon.
  - If you cannot attend at this time, the training will be available later.
- December 20<sup>th</sup>:
  - Withers & Ravenel will provide Christmas lunch at the Heritage Center from 11:30 a.m. until 1:00 p.m.

Note: No closed session was necessary.

There being no further business, Commissioner McCulloch made a motion to adjourn. Upon a second by Commissioner Ball, the meeting adjourned at 7:10 p.m.

  
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 Sam Bishop, Mayor

Attest:

  
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 Catherine C. Tilley, Town Clerk