

December 12, 2022 (REGULAR MEETING)

Minutes of the regular meeting of the Mayor and Board of Commissioners of the Town of Elkin, December 12, 2022, 6:00 p.m. at Town Hall.

Present: Mayor Pro-Tempore Cicely McCulloch, Commissioners Robert Ball, Jeff Eidson, Will Gwyn and Alvin Hayes. (Excused: Mayor Sam Bishop)

Also present: Town Manager Brent Cornelison, Assistant Town Manager and Recreation Director Adam McComb, Town Attorney Raymond Parker, and Town Clerk Cathie Tilley along with new Town Clerk Darla Parker.

Mayor Pro Tem McCulloch welcomed everyone and called the meeting to order. She asked Police Captain Josh Tulbert to lead our Pledge of Allegiance.

OLD BUSINESS

CONSENT AGENDA

The following items were presented for the consent agenda:

- Minutes of November 14, 2022 (Regular Meeting)

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

UPDATE FROM PUBLIC HEARING

1. Update on Rezoning Application for Parcel ID 4941-12-87-5194 Located on East Pleasant Hill Drive (Sarah Harris)

- This item came before this board at our November 14, 2022 regular meeting.
 - o This Board sent it back to the Planning Board for additional review.
- The Planning Board considered this matter again at their meeting on November 28, 2022.
 - o After much discussion, the Planning Board approved a motion to table this matter until such time that the applicant can obtain a thirty-foot-wide access easement over adjoining commercial property to Business Highway 268 or obtain a driveway permit from NCDOT direct to Highway 268 Bypass/CC Camp Road.
 - o There was also consensus among the Planning Board members to include the Planning Board meeting date in the letters that are mailed notifying adjoining property owners of rezoning matters.

OTHER OLD BUSINESS

There was no more old business.

There being no further old business, Commissioner Gwyn made a motion to adjourn this portion of the meeting. Upon a second by Commissioner Eidson, the motion was unanimously approved. The Old Business portion of the meeting adjourned at 6:05 p.m.

NEW BUSINESS

Mayor Pro-Tem McCulloch called the meeting back to order.

SWEARING-IN CEREMONY FOR COMMISSIONERS – TOWN ATTORNEY RAYMOND PARKER

- Town Manager Cornelison asked Town Attorney Raymond Parker to come forward and administer the oath of office to our re-elected commissioners.
- Attorney Parker administered the oath of office for Town Commissioners to Cicely McCulloch, Jeff Eidson and Will Gwyn.

ELECTION OF MAYOR PRO TEMPORE – Mayor Pro Tempore

- Mayor Pro Tem McCulloch said the Board needed to elect a Mayor Pro Tempore as required in NCGS 160A-70.
 - o Commissioner Eidson nominated Commissioner McCulloch to serve as Mayor Pro Tempore.
 - o Mayor Pro Tem McCulloch asked for other nominations.
 - There were no other nominations.
 - o There being no other nominations, Mayor Pro Tem McCulloch closed the nomination period.
- Commissioner Eidson made a motion to appoint Cicely McCulloch as Mayor Tempore. Upon a second by Commissioner Ball, the motion was unanimously approved.

Mayor Pro Tem McCulloch asked for consideration to excuse Mayor Bishop from tonight's meeting (he has the flu). Commissioner Eidson made a motion to excuse Mayor Sam Bishop from the meeting. There were no questions. Upon a second by Commissioner Gwyn, the motion was unanimously approved.

CONSENT AGENDA

The following items were presented for the consent agenda:

- Approve tax releases and discoveries (included as Exhibit A)
- Approve 2023 Board of Commissioners meeting schedule and 2023 holiday schedule
- Approve BA#2023-7 to appropriate additional funding from NC Earthquake Recovery Program in the amount of fifty thousand dollars (\$50,000) for Fire Department and Recreation Department repairs (included as Exhibit B)
- Approve BA#2023-8 in the amount of twelve thousand, seven hundred, ninety dollars) \$12,790 to appropriate Airport Cares Funds for the repair of lights at the airport (included as Exhibit C)
- Approve BA#2023-9 in the amount of (eleven thousand, nine hundred, eighty dollars) \$11,980 to appropriate reimbursement proceeds for repairs to the airport hangar door (included as Exhibit D)
- Approve BA#2023-10 in the amount of fifty-seven thousand, four hundred, seventy-two dollars) \$57,472 to appropriate Fund Balance to improve two railroad crossings on Front Street and Standard Street (included as Exhibit E)

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

SPECIAL RECOGNITIONS (Town Manager Cornelison)

- The date for the annual retreat will be the first Friday in March (3rd).
- Introduced Darla Parker, the new town clerk and tax collector.

PUBLIC COMMENTS

- Dr. W. W. Faulk, 178 Colony Lane, Elkin, NC:
 - o Informed the Board that Watershed NOW had held a conference and explained their plans.
 - o Would like to present future updates to the Commissioners.
- There being no other public comments, Mayor Pro Tem McCulloch closed the Public Comments period.

MAYOR AND BOARD COMMENTS FOR STAFF

- All Commissioners expressed appreciation to Cathie Tilley for her service as town clerk.
- Commissioner Eidson:
 - o Light Up Night was a most impressive event this year.
- Commissioner Ball:
 - o Echoed Commissioner Eidson's comment regarding Light Up Night.
- Mayor Pro Tem McCulloch:
 - o Enjoyed the Fire Department's Christmas dinner.
- Commissioner Gwyn:
 - o Thanked town staff for helping recruit a business that had looked at other properties in Surry County.
 - Was very impressed with how welcoming Elkin was when visiting and with our business climate.
 - Is currently looking to expand.

PUBLIC HEARING

1. *Conduct a Public Hearing and Consider Approving a Chapter 9 Text Amendment (Sarah Harris)*

- The Planning Board considered the matter on November 28th to propose adding the following wording to 9.6 Development Approval Procedures, c. Administrative Approval, (1)and/or has an existing easement/right of way of record at least thirty (30) feet in width that connects to an existing municipal or state-maintained road;....., and recommend approval by the Town Board of Commissioners.
- Mayor Pro Tem McCulloch opened the Public Hearing and asked if anyone was in attendance to speak to this matter.
 - o There were no speakers.
- Mayor Pro Tem McCulloch closed the Public Hearing.
- Mayor Pro Tem McCulloch asked for consideration of the Town Council Action Required sheet. Commissioner Ball 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 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 Ball, the motion was unanimously approved. Thus, the Town Council Action Required sheet was approved (copy included as Exhibit F).

- Commissioner Ball made a motion to approve an Ordinance Amending Chapter 9 Administration Pertaining to Board and Procedures, Section 9.6 Development Approval Procedures, C. Administrative Approval of the Unified Development Ordinance of the Town of 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 2022-12-0128 and 2022-12-0129.)

This concluded the public hearing.

REGULAR MEETING

1. *Consider an Easement with Duke Energy Carolinas, LLC for the Installation of Utilities to Support the Elkin Rail Yard Project Located at 203 West Depot Alley (Town Manager Cornelison)*

- Duke Energy has requested an easement from the Town in order to provide service to the Elkin Railyard Beer Garden Project.
- Attorney Parker has reviewed the Easement, and staff recommends approval.
- Commissioner Eidson made a motion to approve the Easement as requested from Duke Energy Carolinas, LLC for the purpose of installing utilities to support the Elkin Railyard Beer Garden Project located at 203 West Depot Alley. There were no questions. Upon a second by Commissioner Gwyn, the motion was unanimously approved. (Copy of Easement included as Exhibit G.)

2. *Consider Approving an Agreement with WithersRavenel for Professional Services Related to the Completion of the Asset Inventory Assessment (Town Manager Cornelison)*

- Funds from the Asset Inventory and Assessment Grant (AIA) provided through NCDEQ cover this work.
 - o There are no matching funds required from the Town.
- We received two RFP's.
 - o WithersRavenel have experience in this type work (the other company did not).
- Scope of work will include:
 - o Project Management
 - o Data Acquisitions, Assessment and Database Design
 - o System Mapping—GPS Location and GIS Data Attribute Population
 - o Hydraulic Modeling

- Develop Asset Management Plan (AMP)
- Rate Study
- Training
- Cost will be two hundred, forty-five thousand dollars (\$245,000).
- Estimated timeframe for the Scope of Services is fourteen (14) months.
- Town Attorney has reviewed the contract.
- Following discussion, Commissioner Gwyn made a motion to approve a contract with WithersRavenel (WR Project No. 06220353.01) for the above-referenced work. There were no questions. Upon a second by Commissioner Eidson, the motion was unanimously approved. (Copy of contract included as Exhibit H.)

COMMISSIONS AND BOARDS

- Planning Board (Sarah Harris):
 - The Planning Board has recommended reappointment of the following members:
 - Brian Horton
 - Robin Smith
 - Gambill Aldridge
 - Bill Golden, ETJ Member
 - As an ETJ member, our Board of Commissioners must recommend reappointment from the Surry County Board of Commissioners.
 - Commissioner Eidson made a motion to reappoint to the Planning Board Brian Horton, Robin Smith and Gambill Aldridge and to also recommend to Surry County Board of Commissioners reappointment of Bill Golden to the Town of Elkin Planning Board as an ETJ Member. There were no questions. Upon a second by Commissioner Ball, the motion was unanimously approved.
- Minutes Included:
 - Elkin Tourism Development Authority – September 15, 2022

MANAGER UPDATES

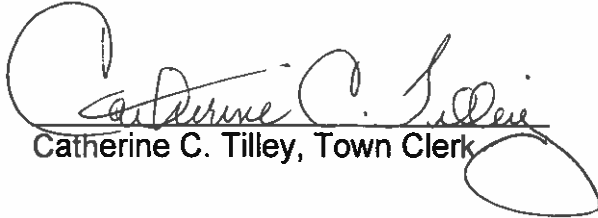
- Items presented by Town Manager Cornelison:
 - Ethics training for recently elected commissioners will be online in May.
 - Gwyn McNeil Bridge:
 - NCDOT improvements construction date to begin April 2025.
 - Will include roundabouts at both ends of the bridge, a sidewalk and pedestrian/bicycle friendly additions.
 - Reminded commissioners about the town Christmas breakfast beginning a 7:00 a.m. on Friday.
 - Water Committee is scheduled to meet immediately following breakfast.

There being no further business, Commissioner Gwyn made a motion to adjourn. Upon a second by Commissioner Hayes, the motion was unanimously approved. The meeting adjourned at 6:25 p.m.



Sam Bishop, Mayor

Attest:



Catherine C. Tilley, Town Clerk