

February 13, 2023 (REGULAR MEETING)

Minutes of the regular meeting of the Mayor and Board of Commissioners of the Town of Elkin, February 13, 2023, 6:00 p.m. at Town Hall.

Present: Mayor Sam Bishop, Commissioners Cicely McCulloch, Robert Ball, Jeff Eidson, and Alvin Hayes.

Commissioner Will Gwyn was absent and Commissioner McCulloch made a motion to excuse Commissioner Gwyn, seconded by Commissioner Ball and passed unanimously.

Also present: Town Manager Brent Cornelison, Assistant Town Manager/Recreation Director Adam McComb, Town Attorney Raymond Parker and Town Clerk Darla Parker.

Mayor Bishop welcomed everyone and called the meeting to order. He asked members of the Boy Scouts and Cub Scouts of Troop 648 to lead our Pledge of Allegiance.

### **CONSENT AGENDA**

The following items were presented for the consent agenda:

- Minutes of January 9, 2023 (Regular Meeting)
- Approve a request for advertising date for liens on real property for unpaid taxes.
- Approve BA# 2023-11 in the amount of \$28,260 to appropriate fund balance for additional funding needed for the Walking Trail Project at the YV Heritage Center, due to price increase in materials needed for paving.
- Approve BA# 2023-12 to appropriate grant funding from the National Park Service for pedestrian bridge planning, OVT monument installation, and Heritage Center/OVT trail paving.
- Approve BA#2023-13 to appropriate refund received for driveway repair to Water Fund supplies and materials account to go toward cost of paving.

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

### **SPECIAL RECOGNITIONS**

Mayor Sam Bishop read and presented the following Proclamations:

Recognizing February 2023 as Black History Month presented to Mr. Sly Best and Mr. Brian Smith. Mayor Bishop recognized Commissioner Alvin Hayes as being the first African American to serve as town commissioner for the Town of Elkin.

Recognizing February 2023 as Boy Scouts of America Month presented to Boy Scout Troop Scoutmaster Chris Lawson, 7 Rivers District Executive of the Old

Hickory Council. Mayor Bishop thanked all of the Scouts in attendance for their hard work and dedication. He concluded that over 3,000 lbs of food had been collected from the recent food drive.

## **PUBLIC COMMENTS**

Mayor Bishop opened the public comments period.

Mr. Peter Graham of Hawthorne Rd, Elkin spoke concerning the recent water line break on Hawthorne Rd and that this was a continuous problem concerning this area. Mayor Bishop stated that this was a priority for the Town and that we are currently seeking funds and grants to address the replacement of water lines throughout the Town.

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

Commissioner Ball recognized and thanked the Elkin Police Department for the handling of the recent violent threat against our Elkin Public School System. Commissioner McCulloch expressed appreciation to Explore Elkin for a successful Elkin Brrrfest and American Soup Off fundraiser on February 11<sup>th</sup>.

Mayor Bishop thanked the Public Works Department for the safe removal of several trees along Front St. and Virginia St.

## **REGULAR MEETING**

1. Receive the 2022 Fiscal Year Audit Report  
Finance Officer, Dina Reavis presented to the board the 2022 audit report completed by auditors Martin Starnes & Associates, CPAs, P.A. Kelly Gooderham of Martin Starnes & Associates was present to go over the findings. (attached)  
After some discussion, Commissioner Eidson made a motion to accept the Audit Report, seconded by Commissioner McCulloch and passed unanimously.
2. *Consider a request from the owners of the Elkin Railyard for use of the town owned parking lot for their customers and the use of their parking lot for public parking.*  
Town Manager, Brent Cornelison, presented a cross-easement agreement between the Town of Elkin, and Benham Analytical Consulting, LLC (Elkin Railyard) that will allow the public, Benham's customers and clients, and Elkin Railyard customers to park on each of the parking lots owned by the parties. (attached) *After* some discussion, a motion was made by Commissioner McCulloch, seconded by Commissioner Eidson, and passed unanimously.
3. *Consideration of a donation for a special event space at Gold Star Memorial*  
The Recreation & Parks Advisory Board voted unanimously to recommend a donation from Captain Mark Garner VFW Post 7794 to expand the Gold Star Memorial for special events. Post 7794 proposes to add in a 10'x25' concrete pad adjacent to the existing pad and sidewalk for walking trail access. The project is estimated to cost \$7,000.00 which has been pledged by the VFW.

After some discussion, a motion was made by Commissioner McCulloch, seconded by Commissioner Edison and passed unanimously.

4. *Consideration of a donation from the Friends of the Elkin Dog Park for a new Gazebo.*

Assistant Town Manager/Rec & Parks Director, Adam McComb stated that the Friends of the Elkin Dog Park have raised funds and donations for the installation of a gazebo at the dog park. This structure would provide a shaded space for visitors to meet while at the park. The gazebo would be placed on a concrete pad and conforms to the 100-year floodplain regulations. The Recreation & Parks Advisory Board voted unanimously to recommend the donation and placement of the gazebo at the Elkin Dog Park. After some discussion a motion was made by Commissioner Eidson to accept this donation, seconded by Commissioner Ball and passed unanimously.

5. *Consideration of a contract with Surry Soil & Water Conservation District for NC sTrap Grant.*

Assistant Town Manager/Rec & Parks Director, Adam McComb stated that the Department has been working with Surry Soil & Water Conservation District on a NC strap Grant through the NC Department of Agriculture and Consumer Sciences. NC strap is a streamflow rehabilitation program that will assist in removal of trees and debris in waterways that may catch debris. The removal of these trees and debris will provide stream channel waterflow to hopefully alleviate minor flooding. The grant is for \$150,000, 100% reimbursable grant from Surry Soil & Water Conservation District and will focus on the Elkin Creek from Elk Spur Street bridge to the Shoe Factory Dam. The contract has been reviewed by the Town Attorney, Raymond Parker, and the Recreation Advisory Board recommends proceeding with the grant contract and project.

Adam McComb will send this out for bids. After much discussion, a motion was made by Commissioner McCulloch to approve this contract, seconded by Commissioner Hayes and passed unanimously.

6. *Consideration of approving the grant agreement associated with the RTGF \$800,000 for the stage project at the Yadkin Valley Heritage & Trails Center grounds.*

Leslie Schlender, Economic Development and Planning, stated that the Department of Commerce Rural Transformation Grand Fund was awarded to Elkin in the amount of \$800,000 in December 2022, which is non-matching grant for municipal improvements in the historic downtown district. The town plans to build a community amphitheater stage(s), concession area and add lighting on the grounds. The grant agreement for this project requires the mayor's signature and board approval to enter into this agreement. After some discussion, a motion was made by Commissioner McCulloch to approve this agreement, seconded by Commissioner Ball and passed unanimously.

7. *Consider approving a contract with WithersRavenel and WK Dickson for “on-call” engineering services.*

Town Manager, Brent Cornelison stated that Request for Qualifications (RFQ) for on-call engineering services were sent out on December 12, 2022 with a due date of January 13<sup>th</sup>, 2023 at noon. The RFQ was published in the Elkin Tribune on December 15<sup>th</sup> and 22<sup>nd</sup>, 2022. Six engineering firms requested the RFQ and 3 firms submitted Statements of Qualifications (SOQ). Those firms were WithersRavenel, WK Dickson and Johnson, Mirmiran & Thompson, Inc.

After reviewing and scoring the submittals, staff recommends contracting with WitherRavenel and WK Dickson. Both contracts are for a 3-year term with an option to renew for 1 additional 3-year term. After some discussion, a motion was made by Commissioner Hayes to approve these contracts, seconded by Commissioner Eidson and passed unanimously.

8. *Consider accepting the AIA grant offer and approve a Resolution and Budget Ordinance for the AIA grant.*

Town Manager, Brent Cornelison presented to the Board a Grant Project Ordinance that authorizes the Water System Asset Inventory and Assessment (AIA) project to be financed by the Federal American Rescue Plan Act (ARPA) grant funds awarded to the Town of Elkin by the NC Department of Environmental Quality (DEQ) Division of Water Infrastructure (DWI) in the amount of \$245,000. This is a non-matching grant.

A motion to accept the AIA grant offer and approve a Resolution and Budget Ordinance for the AIA grant was made by Commissioner Ball, seconded by Commissioner McCulloch and passed unanimously.

9. *Consider agreeing to have the Kania Law Firm represent the town when Surry County proceeds with a tax foreclosure.*

Surry County uses the Kania Law Firm to represent them in tax foreclosures. The only time a fee is charged to us is when the county takes possession of the property and that fee is \$500.00. Town Attorney, Raymond Parker recommends this action.

After some discussion a motion was made by Commissioner McCulloch, seconded by Commissioner Eidson and passed unanimously.

## **COMMISSIONS AND BOARDS**

- Minutes Included:
  - o Recreation and Parks Advisory Board (December 15, 2022)
  - o Elkin Main Street Advisory Board (December 13, 2022)

## **MANAGER UPDATES**

1. Online payment software of water bills is now available. Citizens will be able to set up an account, look at usage and pay online. The cost from Harris Computers is a one-time set up fee of \$4500.00 and then a yearly fee of \$2600.00. Funds are available in the current budget to cover the cost.

2. The Town of Elkin and Town of Jonesville have been working with the Piedmont Triad Regional Council to apply for 2 grants. The first grant is for the proposed pedestrian and bike bridge over the Yadkin River where the Hugh Chatham Bridge was located. That grant is in the amount of \$13,000,000. The second grant is to help better determine the costs to put in a trail from Crater Park to the I-77 bridge and several trail segments in Jonesville. The grant is approximately \$95,000 and we would share the match with Jonesville in the amount of \$1750. The match will be included in the FY 24 Recreation and Parks Department budget.
3. The public works department have removed several trees along Front St. and Virginia St. They are planning on more tree and debris removal during spring break and summer break while the school is not in session.
4. The Town of Elkin will be given 150 acres located at the foot of the mountain off of Hwy 21 from the Piedmont Land Conservancy. This is in addition to the 300 acres the Town already owns. This land will protect the headwaters for the town.
5. Reminded board members of the upcoming Retreat, March 3, 2023 at the YV Heritage Center. Coffee and breakfast will be served from 8:30 to 9:00 and the meeting will begin at 9:15 am.

Have no further business to discuss, at 6:57pm, Mayor Bishop recessed the meeting until March 3, 2023.



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Sam Bishop, Mayor

Attest:



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Darla S Parker, Town Clerk

