

TOWN OF YADKINVILLE
BOARD OF COMMISSIONERS
MONTHLY MEETING MINUTES
LOCATION: COMMISSIONERS CHAMBERS
213 VAN BUREN STREET
YADKINVILLE, NC
MONDAY, OCTOBER 1, 2018

OFFICIALS PRESENT:

Mayor Eddie Norman
Commissioners:
 Tony Hall
 Monta Davis-Oliver
 Richie Parker
 Chris Matthews
 Scott Winebarger

STAFF PRESENT:

Town Manager: Perry Williams
Public Works Director: Perry Williams
Town Clerk: Shelia Weathers
Finance Officer: Dina Reavis
Police Chief: Tim Parks
Assistant Police Chief: Patrick Long
Benchmark Planning: Erin Burris

Town Attorney Ben Harding

Quorum requirements met – meeting proceeded.

PUBLIC HEARING(S)

Mayor Norman opened the public hearings at 5:53 p.m. The purpose of the hearing is for the adoption of the Yadkinville Development Ordinance Title 9, Chapters 3, 4, and 5 to replace the current Zoning, Subdivision, and Flood Damage Prevention Ordinances and implement several strategies from the adopted Comprehensive Plan. The new Yadkinville Development Ordinance will be adopted by reference into the Code of Ordinances and Zoning District Names and Abbreviations are proposed to be amended with no changes in district boundaries.

5:55 p.m.: Zoning Text Amendment (2017-ZTA-01)

Ms. Erin Burris from Benchmark Planning provided the Board of Commissioners with an overview of Yadkinville's Development Ordinance and summary memo included in the board packet. Ms. Burris stated the Planning Board heard the request on Monday, September 17th and recommended approval of the proposed Yadkinville Development Ordinance finding that it is consistent with the adopted Comprehensive Plan in that it implements portions of the Comprehensive Plan, specifically strategies CC2, CC4, LU1, LU2, LU4, LU5, LU6, DT1, DT2, TR5, and TR6. She noted that requested changes from the September 10th Board meeting were addressed and incorporated in the ordinance. Mayor Norman opened the floor and asked Mr. Chris Groce if he had any questions or comments. Mr. Groce expressed his concerns regarding the length and complicated language in the ordinance.

With no further comments or questions, Mayor Norman closed the hearing at 5:58 p.m.

1. CALL TO ORDER

The regular meeting was called to order by Mayor Norman at 5:58 p.m.

2. INVOCATION

Mayor Norman offered the invocation.

3. PUBLIC COMMENT

With no other citizens requesting to address the Town Board, Mayor Norman closed the public comments.

4. APPROVAL OF MINUTES

Commissioner Tony Hall made a motion to approve the minutes as presented.

Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.

Vote: 5/0

- September 10, 2018 (Regular Meeting Minutes)
- September 10, 2018 (Close Session Minutes)
- September 28, 2018 (Special Meeting Minutes)

5. ACTION ON PUBLIC HEARING(S) (Attachment #1)

- Yadkinville Development Ordinance Adoption
- An Ordinance Adopting the Development Ordinance of the Town of Yadkinville

Commissioner Chris Matthews made a motion to adopt the Yadkinville Development Ordinance on the basis that is consistent with the Comprehensive Plan in that it implements portions of the Comprehensive Plan, specifically strategies CC2, CC4, LU1, LU2, LU4, LU5, LU6, DT1, DT2, TR5, and TR6. In doing so, Chapters 1, 3, 4 and 5 of Title 9 of the Code of Ordinance are also repealed with an effective date of October 2, 2018, to include the Ordinance Adopting the Development Ordinance of the Town of Yadkinville. Commissioner Scott Winebarger seconded the motion, and the motion passed unanimously.

Vote: 5/0

6. CONSENT AGENDA (ITEM(S) #1-4) (Attachment #2)

Mr. Williams presented the consent agenda items for the Board's consideration.

- Item #1: Invoices (2) – \$54,183.69 (FY 2018-19 Budgeted Item)
- Item #2: Tax Voids (4) – \$51,178.44 (2018)
- Item #3: 2019 Regular Meeting Schedule
- Item #4: Resolution Supporting Application to the 2019 NCDOT Application for Bicycle and Pedestrian Planning Grant Project Accelerations Plans Initiative (Resolution 2018-05)

- Added Item: Invoice – R. F. Griffin Plumbing Co. – US 601 Sewer Extension Project - \$38,570 (2018-19 Budgeted Item)

Commissioner Chris Matthews made a motion to approve the consent agenda items with the additional invoice as presented by the Town Manager. Commissioner Richie Parker seconded the motion, and the motion passed unanimously.

Vote: 5/0

**7. CLASSIFICATION AND PAY STUDY WITH PERSONNEL POLICY
RECOMMENDATIONS PRESENTATION – Ms. Cheryl Brow, MAPS Group**

(Attachment #3)

Mayor Eddie Norman introduced Ms. Cheryl Brown from the MAPS Group. He informed the citizens that she was contracted to rewrite the Town's personnel policy, perform a classification and pay study. Ms. Brown gave an overview of the process of developing the policy and study:

- Each employee filled out a position description questionnaire.
- On-the-job interviews were held with all Town employees over a three (3) day period to get a better understanding of their day-to-day activity in order to rewrite all job descriptions along with the developing job classifications and pay scale relevant to local salary data.
- The personnel policy was rebuilt around the current personnel policy.

Ms. Brown advised the Town Board that her recommendation was Option 1 under "Implementation Strategy" on page 18. It states, "employee salaries are adjusted to at least the Hiring Rate of the new range and at least at the Minimum of the range if the employee has passed probation, consistent with the personnel policy recommendation." In addition, employees are moved into the range based on one-percent (1%) per year of service. The initial cost to implement Option 1 - \$5,970 for a full year and if implemented January 1, 2019, the cost would be less, approximately one-half of the amount noted.

Mayor Norman inquired about the Town of Yadkinville Organization Chart and the exempt and non-exempt status. He noted that Town Manager Perry Williams under the current organizational chart supervised all employees. He suggested that more supervisory responsibility should be delegated to the Town Clerk and Finance Director to allow the Mr. Williams more time to handle matters of the Town. The Town Board discussed the matter and agreed that the Administrative position should report to the Town Clerk and Tax Collector and Utility Billing Clerk report to the Finance Director. Mr. Williams stated he was satisfied with the current organizational chart and felt it was not a burden. The Board gave Mr. Williams the authority to set the organizational chart. Ms. Brown and Attorney Harding presented the Board with facts regarding requirements for exempt and non-exempt employee status.

Commissioner Monta Davis-Oliver inquired about the Retiree Health Insurance supplemental retirement benefit offered by the Town. She stated that the policy did not address a retiree who decides to seek reemployment with health benefits, stating they are

still eligible to receive the benefit upon their reemployment status. After some discussion, the Town Board directed Ms. Brown to provide additional language to *Article VI. Employee Benefits, Section 3. Retiree Health Insurance* to state that the supplemental retirement benefit will cease upon the retiree's eligibility for health insurance as a result of reemployment or any other circumstance, and that it will be their responsibility to inform the Town of such eligibility.

Police Chief Tim Parks apprised the Town Board that he and Town Manager Perry Williams had a discussion where the policy states that all media must go through the Town Manager as noted on *Page 26, Section 18. Media Inquires*. He further noted that some general statutes only address the police department, and he asked the Board to consider allowing the law enforcement part to go through. After much discussion, the Town Board agreed that the Town Manager should be notified and kept informed on the high-profile cases involving the media and on an as-needed basis on the day-to-day normal activity of the police department.

Commissioner Monta Davis-Oliver made a motion to adopt the Resolution Adopting the Town of Yadkinville Personnel Policy, Classification Study and Pay Plan (Resolution 2018-06) and direct Ms. Cheryl Brown to add language to Page 28, Article VI, Section 3 regarding the supplemental retirement benefit upon reemployment with health insurance or reach Medicare age with the exemption of the organizational chart. Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.
Vote: 5/0

8. FIRE CHIEF'S REPORT

Fire Chief Jody Doss was not present to give the Fire Department's monthly report.

9. POLICE CHIEF'S REPORT

Assistant Police Chief Patrick Long presented the Town Board with the monthly report.

Assistant Police Chief Patrick Long apprised the Board that the Race More for Macemore 5K was rescheduled for Saturday, October 20th same day as the Yadkin Valley Wine Festival. He noted that the race would start early in the morning.

10. MANAGER'S/PUBLIC WORKS DIRECTOR'S REPORT

- **Annexation Request Considerations:**

Town Manager Perry Williams apprised the Town Board that he had not received a letter from Northwood Baptist Church and that the church would need to dedicate the road to the Town. It was noted, that Town Attorney Ben Harding would need to investigate the easements associated with the road before this could occur. Letters have been received from County Manager Lisa Hughes and Vance Dalton, President of Carolina Farm Credit in favor of the annexation. It was determined that the Town needed to secure a letter from Dr. Shockley, President of Surry Community College for the Yadkin Center College. Mr. Williams will contact him.

The decision to begin the annexation process was tabled until the approval letter was received from Dr. Shockley.

- **Lee Street Sidewalk Project Bid (NCDOT TIP Project EB-5529):**
Town Manager Perry Williams informed the Town Board that the second bid opening was held Thursday, September 27th at 3:00 p.m. The bid given by Mathis and Sons Grading (an NCDOT approved contractor) was recommended for approval at a cost of \$1,143,612.

Commissioner Scott Winebarger made a motion to accept the bid from Mathis & Son Grading at a price of \$1,143,612 contingent upon NCDOT's approval. Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.

Vote: 5/0

- **Bicycle and Pedestrian Planning Grant:**
Town Manager Perry Williams presented the Town Board with a survey for them to look over and fill out on what they desire to see accomplished.
Note: The Resolution was approved by the Town Board in the Consent Agenda Item #4 presented earlier in the agenda.
- **Chamber of Commerce Lease Agreement:**
The Town Board discussed the Chamber of Commerce draft lease agreement. The Board discussed items of interest pertaining to maintenance, sub-leasing, and legalities of the Town.

After some discussion, the Town Board directed Town Manager Perry Williams and Mayor Eddie Norman to meet with Mr. Bobby Todd.

- **ABC Board Appointee:**
Mayor Norman suggested Mr. Dick Steelman for the vacant position as the representative for the Town. It was the consensus of the Town Board for Mayor Norman to contact him to inquire whether he would be interested.

Town Manager Perry Williams apprised the Town Board the ABC Board pays \$50 to its board regardless whether a meeting is held.

- **Ethics Training Date – Friday, October 12th at 8:30 a.m.:**
Town Manager Perry Williams reminded the Town Board that Ethics Training is scheduled for Friday, October 12th at 8:30 a.m.
- **Board Appreciation Dinner – Friday, December 7, 2018:**
Town Manager Perry Williams apprised the Town Board that the Board Appreciation date was tentatively set for Friday, December 7 at the Tractor Museum. The Board agreed on the date.

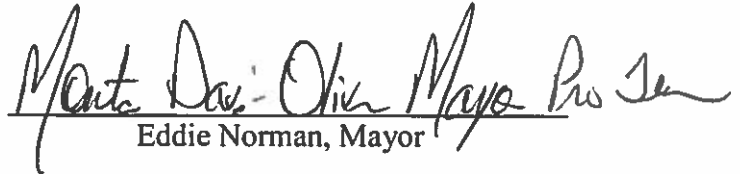
11. COMMISSIONER COMMENTS

- **Commissioner Chris Matthews:**
Commissioner Chris Matthews inquired about electronic signage.
- **Commissioner Richie Parker:**
Commissioner Parker expressed his appreciation to the Police Department for their involvement in the Harvest Festival.

12. ADJOURNMENT

With no further business to discuss, Commissioner Chris Matthews moved the meeting adjourned. Commissioner Monta Davis-Oliver seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 7:33 p.m.

Vote: 5/0


Eddie Norman, Mayor


Shelia B. Weathers, Town Clerk