

TOWN OF YADKINVILLE  
BOARD OF COMMISSIONERS  
MEETING MINUTES  
December 3, 2012

OFFICIALS PRESENT:

Mayor Hubert Gregory  
Commissioners:  
    Gene Branon  
    Betty Driver  
    Phillip Graham  
    Tony Hall  
    Eddie Norman

STAFF PRESENT:

Town Manager: Christopher Ong  
Police Chief: Tim Parks  
Town Clerk: Carmen Headen  
Dir. of Development & Planning: Paul Lowe  
  
Town Attorney: Benjamin Harding

PUBLIC HEARINGS

Zoning Text Amendment Request: LED Signs in the Central Business District

Mayor Gregory opened the public hearing to hear a zoning text amendment request by petitioner Virgil Dodson, representing United Methodist Church. The request would alter the zoning text of Yadkinville to include the following language: Churches located in the B-3 zoning district may have an electronic sign that conforms to the church's façade and architectural character. The design will be approved by the Town Zoning Officer. The intent of the language is to allow electronic (LED) signs, in the B-3 (Central Business District) as a permitted use for churches. On October 15, 2012 the Planning Board heard this request and voted unanimously to recommend expanding the zoning text amendment request to include allowing LED signs in all zoning districts for institutional uses (churches and schools) throughout the corporate limits of Yadkinville. The proposed language in the zoning text amendment request would alter Town Code 9-3-87 Illumination and 9-3-92 Prohibited Signs. Mr. Dodson spoke to the Board of Commissioners and answered their questions. The questions from the Board regarded the size and scope of the proposed sign. No one spoke for or against the request.

Rezoning Request: 714 Carolina Ave M-1 (Light Manufacturing) to B-1 (Neighborhood Business)

Mayor Gregory called the public hearing to order to hear a rezoning request by petitioner Jim Ballas for the properties located at and adjacent to 714 Carolina Ave (Pin #s 580612873451 & 580612873238). The request was to rezone the property from the M-1 to the B-1 zoning district. The Planning Board heard the request during a Planning Board Meeting which was held on October 15, 2012 and voted unanimously to recommend approval of the rezoning request.

No one spoke against the rezoning request.

Maria Tsigas, with Mid Carolina Realty Group Inc., spoke on Mr. Ballas's behalf. She stated that the rezoning was sought to encourage greater interest in the property and promote business development in Yadkinville.

CALL TO ORDER

Meeting called to order by Mayor Hubert Gregory at approximately 7:00 P.M.

INVOCATION

Commissioner Phillip Graham offered the invocation.

#### PUBLIC COMMENTS

No one signed up to address the Board.

#### APPROVAL OF MINUTES

Commissioner Norman made a motion to approve the following meeting minutes: November 5, 2012 Regular Meeting and November 5, 2012 Closed Session Meeting. Commissioner Hall seconded the motion. All voted in favor. Vote: 5/0.

#### ACTION FROM PUBLIC HEARING

##### *Zoning Text Amendment Request*

Commissioner Norman made a motion to approve the zoning text amendment request. Commissioner Branon raised a concern about the need to expand the scope of the text amendment to allow government entities to install LED signs. Commissioner Norman then amended his motion to allow governmental intuitions and public service agencies to install LED signs. The Board of Commissioners voted unanimously to approve the request. Vote: 5/0.

##### *Rezoning Request*

Commissioner Branon made a motion to approve the rezoning request. Commissioner Norman seconded the motion and the Board of Commissioners voted unanimously to approve the request. Vote: 5/0.

#### FY 2012 FINANCIAL AUDIT PRESENTATION

Mr. Ong, Town Manager, introduced Craig Hopkins, CPA & partner with Canon & Co, who presented a report on the 2012 financial audit. Mr. Hopkins' firm conducted the audit for the Town in 2012. He found that General Fund revenue increased by approximately \$72,000 expenditures increased by approximately \$45,000 from 2011. . The total General Fund balance for the Town is approximately \$1.9 million compared with a 2011 ending balance of approximately \$1.8 million. The Enterprise Fund took in over 2 million dollarsworth of revenue. The property tax collection rate for the Town was 94.6%, the NC average is about 97%. The audit was clean with no problems identified, according to Hopkins. Mr. Hopkins thanked Mr. Ong and Diana Reavis, Finance Officer, for their help with the audit.

#### CONSENT AGENDA

The consent agenda items 1-6 was approved unanimously. Commissioner Norman made the motion to approve the consent agenda while Commissioner Branon seconded. Vote: 5/0.

#### DEVELOPMENT AND PLANNING DIRECTOR'S REPORT

No Report.

#### POLICE CHIEF'S REPORT

Chief Parks presented his written report to the Board of Commissioners. Chief Parks informed the Board that both the CVS and bank robberies have been solved with arrests made in both cases. Chief Parks also informed the Board that the upcoming Cop Cares event is scheduled for December 12 2012 at noon.

#### FIRE CHIEF'S REPORT

Chief Southard reported that the Christmas Parade had a few gaps but the Fire Department is working on it. The Chief stated that he is working with the Town Manager to improve the Town's ISO rating over the next year. To meet this goal the Fire Department will need help with training and equipment. A committee will also be formed to review methods to meet the rating goal.

#### FINANCE OFFICER'S REPORT

Mr. Ong reported that Diana Reavis had sent out her report before the meeting.

#### PUBLIC WORKS DIRECTOR'S REPORT

No report.

#### CALVIN WILLARD STROM DRAIN ESTIMATE

Commissioner Branon stated that he thought the Town should fix the problem right. Commissioner Hall agreed with Commissioner Branon and made a motion to fix the issue. Commissioner Hall and Norman agreed that the Town should fix the issues at the property, but felt that the long term maintenance should be the responsibility of the property owner. To enforce this, Norman and Branon suggested drawing up a letter between the Town and the property owner stating that the Town would make the needed repairs if the property owner agreed to be responsible for future maintenance. Commissioner Driver asked what the cost of the project would be. Commissioner Hall responded that the project would cost \$1,740. Commissioner Branon seconded the motion. The Board of Commissioners voted unanimously to approve the project. Vote: 5/0.

#### MANAGER'S REPORT

Christopher Ong, Town Manager, presented a report regarding the Elavon Payment Card Processing proposal which would allow the Town to accept credit card payments for water bills and zoning permits. The cost for the machine would be \$589 plus approximately \$30 for ongoing monthly processing fees. Mr. Ong stated that he was also looking at a solution to allow citizens to make on-line payments via the Town website. The Town Manager was looking for approval from the Board of Commissioners to move forward with the project. Commissioner Hall asked if the initiative would be voluntary, to which Mr. Ong responded stating that the program would in fact be voluntary. Commissioner Norman made a motion to approve the project and Commissioner Graham. The Board voted unanimously to approve the project. Vote: 5/0.

Mr. Ong updated the Board of Commissioners regarding the Community Park, stating that he had met with Superintendent Hobbs who indicated that the school system should have no problem providing the Town with a certificate of insurance – naming the Town as an additional insured. So, if any claims were brought against the Town from injuries resulting from the school system's use of the Community Park – the School system's insurance would be paid out first. This policy if implemented could eliminate the need for a user fee charged to the school system for the use of the Town Park. Commissioner Norman wanted to review the agreement before the policy was altered.

Ong updated the Board regarding the quotes received for the replacement of windows at the Chamber of Commerce office on Jackson Street, a Town owned building. The Town received six estimates. The lowest estimate was \$5,935 and the highest estimate was for about \$12,000. The Board instructed staff to receive estimates that encompass a set standard of improvements. Commissioners felt that this would help them to better review the bids and understand exactly what each bid included.

Ong reported to the Board of a concept that would convert the Town Park Board to an Appearance Committee. With this concept, the new Board would consider aesthetics and community appeal, and focus on implementing the Economic Development Action Plan and the Downtown Master Plan. The Board could also review façade grant applications. A resolution will be drawn up and presented for the January BOC meeting.

Mr. Ong informed the Board that the Town Hall will be closed December 24<sup>th</sup>-26<sup>th</sup> for the Christmas Holiday, as well as New Year's Day.

Mr. Ong told the Board that the Town Employee Appreciation Lunch will be held on December 14, 2012

Mr. Ong also provided the Board with a copy of the proposed 2013 meeting schedule for the Board of Commissioners, as well as for leaf pick up and Christmas tree pick up.

#### COMMISSIONER'S COMMENTS

Commissioner Hall had a concern regarding the traffic control poles at the Town Park. Hall wanted the poles moved off of the pavement to the mulch and painted yellow.

Commissioner Graham thanked the Town for the Board Appreciation Dinner and Tree Lighting. Commissioner Graham also thanked the Fire Chief and the Yadkinville Fire Department for their work on the parade.

Commissioner Norman: Nothing

Mayor Gregory had a question about his I-Pad regarding how to scroll through documents.

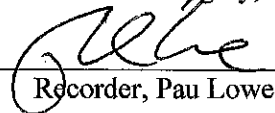
Commissioner Branon: Nothing

Commissioner Driver thought the Board Appreciation Dinner went well.

#### ADJOURNMENT

Commissioner Norman made a motion to adjourn. Commissioner Branon seconded. The vote was unanimous. Vote: 5/0. The meeting adjourned at approximately 7:44 pm.

  
Hubert Gregory, Mayor

  
Recorder, Pau Lowe