

TOWN OF YADKINVILLE  
BOARD OF COMMISSIONERS  
**MONTHLY MEETING MINUTES**  
LOCATION: COMMISSIONERS CHAMBERS  
213 VAN BUREN STREET  
YADKINVILLE, NC  
**MONDAY, DECEMBER 5, 2016**

**OFFICIALS PRESENT:**

Mayor Eddie Norman  
Commissioners:  
    Betty Driver  
    Tony Hall  
    Chris Matthews  
    Monta Davis-Oliver  
    Scott Winebarger

**STAFF PRESENT:**

Town Manager: Perry Williams  
Public Works Director: Perry Williams  
Town Clerk: Shelia Weathers  
Chief of Police: Tim Parks  
Finance Officer: Dina Reavis

Town Attorney Ben Harding

Quorum requirements met – meeting proceeded.

**1. CALL TO ORDER**

The regular meeting was called to order by Mayor Norman at 6:00 p.m.

**2. INVOCATION**

Mayor Norman offered the invocation.

**3. SWEARING IN OF NEW APPOINTED COMMISSIONER CHRIS MATTHEWS**

Town Clerk Shelia Weathers swore in the newly appointed Commissioner Chris Matthews. The Board of Commissioners selected Commissioner Chris Matthews on November 7, 2016 at the regular meeting. Commissioner Matthews will fill the vacant commissioners seat of Mayor Eddie Norman and serve the remainder of the term.

**4. PUBLIC COMMENTS** *(Attachment #1-Letter)*

Mrs. Susan Helms signed up to speak during the public comment portion. Mrs. Helms addressed the Commissioners regarding a warning violation letter dated October 20, 2016 that she received from the Town's Planning Advisor Will Linville. The warning citation was issued for violating the "Temporary Housing provision of the Town of Yadkinville's Minimum Housing Standard, which includes; any tent, trailer or other structured used for human shelter designed to be transportable and, which is not attached to the ground, to

another structure or to any utilities system, which is located on the same premises for more than thirty (30) consecutive days.” Mrs. Helms explained that Town Manager Perry Williams told her that the water bill would reflect a double hook-up charge for the camper at their residence. She noted that her daughter and son-in-law were staying in a camper until their house was completed. Upon receiving the water bill, Mrs. Helms noted that it was double and asked for a reduction to reflect their normal rate. Mr. Williams advised that she could attend the next board meeting and make her request to the Board if she so desired to.

The Town Board asked some informational questions to Mrs. Helms and Town Manager Perry Williams. Mrs. Helms thanked the Board for considering her request. After some discussion, Mayor Norman opened the floor for a motion. For lack of motion, Mayor Norman continued with the board agenda.

#### **5. APPROVAL OF MINUTES**

Commissioner Monta Davis-Oliver made a motion to approve the minutes as presented (listed below). Commissioner Tony Hall seconded the motion and passed unanimously. Vote: 5/0

- November 7, 2016 Regular Meeting Minutes

#### **6. REQUEST TO SET PUBLIC HEARING**

A public hearing was set for Monday, January 9, 2017 at the Yadkinville Town Hall:

- 5:55 p.m.: 2016-ANX-01; Request by Yadkin County for Annexation of the Yadkin County Animal Shelter located at 1027 Speak Street further identified as PIN #5807-12-95-9410.

#### **7. CONSENT AGENDA (ITEM(S) #1) (Attachment #2)**

Mr. Williams presented the consent agenda items (Budget Amendment #5) for the Board’s consideration.

Commissioner Monta Davis-Oliver made a motion to approve the item as submitted on the consent agenda. The motion was seconded by Commissioner Betty Driver and passed unanimously.

Vote: 5/0

#### **8. CANON & CO. FINANCIAL AUDIT PRESENTATION (Attachment #3)**

Ms. Valerie Kiger from Canon & Company presented the Town’s Financial Statements and Supplementary Information for year ended June 30, 2016. The financial statements of the government activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information was audited.

Financial Highlights:

- The assets and deferred outflows of resources of the Town of Yadkinville’s exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$20,343,423 (net position).

- The government's total net position increase by \$30,939, primarily due to increases in net position of the governmental fund activities (\$232,464) and business-type activities (\$68,475), respectively.
- As of the close of the current fiscal year, the town of Yadkinville's governmental funds reported combined ending fund balances of \$5,611,628 an increase of \$232,464 in comparison with the prior year. Approximately 71.66 percent of this total amount, or \$4,021,445 is non-spendable or restricted.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$1,597,051 or 76.56 percent of total general fund expenditures for the fiscal year.
- The Town of Yadkinville's total debt decreased by \$39,836 during the current fiscal year.

Ms. Kiger apprised the Town Board of the property tax collection rate (excluding motor vehicles) was 97.55% at the end of the fiscal year. She emphasized that the collection rate was very good.

Ms. Kiger reported that the Tourism Development Authority (TDA) audit showed improvement from prior years with an increased occupancy taxes and decreased expenses. She further reported that the North Carolina LGC approved the audit report for the Town on November 10, 2016 and the TDA's on November 14, 2016.

Mayor Eddie Norman praised Town Manager Perry Williams and staff for the great job they were doing.

#### **9. RAPID ENTRY KEY SYSTEM ORDINANCE LETTER – Town Attorney Ben Harding**

Town Attorney Ben Harding gave the Board of Commissioners a brief overview of the Yadkin County's Rapid Entry Key System Ordinance and enforcement within the Town of Yadkinville. Upon instruction from Mayor Norman and Town Board, Mr. Harding presented a "draft" information letter. The letter addressed the attorney's findings and the Fire Marshall's contact information for the business owners in Town. The Town Board agreed that the letter was appropriate and instructed Mr. Williams to mail out.

#### **10. FIRE CHIEF'S REPORT**

Fire Chief Jody Doss was absent and no report was given.

#### **11. POLICE CHIEF'S REPORT**

Chief Tim Parks submitted his monthly statistical report to the Board of Commissioners. Chief Parks presented Facebook's demographics and viewer statistics for the Town and Police Department. He also noted that one of the officers would be out for a lengthy timeframe for an upcoming surgery, and part-time officers will be asked to fill in.

Mayor Norman stressed that he had complaints about speeding on E. Main Street during the daytime. Chief Parks noted that officers would be checking for speed violators in that area, specifically.

## **12. PUBLIC WORKS DIRECTOR'S REPORT**

Town Manager Perry Williams did not have anything to report.

## **13. MANAGER'S REPORT**

- **TAC Appointment Information:**

Mr. Williams presented the Town Board with recent information received from the Northwest Piedmont Rural Planning. The letter stated that an appointment for the municipality to the Transportation Advisory Committee (TAC) needed to be considered. The TAC consists of an elected official from Yadkin, Stokes, Surry and Davie counties and each municipality therein, and a member of the Board of Transportation. The elected official appointed is responsible for keeping the Town informed of the status and requirements of the transportation planning process, and helping to insure meaningful public participation in the rural transportation process. Mayor Norman emphasized the need to have someone serve in this role.

Mayor Norman advised if anyone was interested in serving on the TAC to contact the Town Manager or clerk and revisit at the next board meeting.

- **Foreclosed Property**

Mr. Williams presented the Board with the three foreclosed (3) properties recently acquired by the Town. He reported that Yadkin County had several foreclosures also. Mr. Williams asked the Town Board on how they want to proceed. Attorney Ben Harding advised on some legal aspects.

- **Employee Identification Badge/Cards**

Mr. Williams inquired about the Town getting employee identification badges. Mayor Norman commented that he had suggested the identification badges in case of an emergency and key personnel needed access. Mr. Williams advised that the Town Police Departments by Yadkin County at a reasonable cost. It was the consensus of the Board to move forward.

- **Employee Appreciation Luncheon:**

Mr. Williams reminded the Town Board that the luncheon is on Friday, December 16, 2016, from 12:00 to 2:00 p.m. at the Public Works Facility. Mr. Marty Hutchens will cater the meal.

- Mr. Williams stated that Mr. John Willingham asked to address the Town Board at the next board meeting to share his vision. *(Added Item)*

- Reminder that the Cops Care Luncheon is Saturday, December 10<sup>th</sup> from 12:00 to 2:00 p.m. at the First Baptist Church Fellowship Hall. *(Added Item)*

## **14. COMMISSIONER COMMENTS**

### **Commissioner Tony Hall:**

- Trees on Beech Street stop sign (intersection) needed trimming. Mr. Williams noted that this item was addressed.
- House on Hemlock Street needs addressing for clean-up.

### **Commissioner Chris Matthews:**

- Thank the Mayor and Town Board for asking her to serve the Town in this capacity.


**Commissioner Betty Driver:**


- Williams property on W. Main Street needs addressing – Minimum Housing Codes.

**15. ADJOURNMENT**

With no further business to discuss, Commissioner Tony Hall moved the meeting be adjourned. Commissioner Betty Driver seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 6:58 p.m.

Vote: 5/0

  
Eddie Norman, Mayor

  
Shelia B. Weathers, Town Clerk