

TOWN OF YADKINVILLE
BOARD OF COMMISSIONERS
MONTHLY MEETING MINUTES
LOCATION: COMMISSIONERS CHAMBERS
213 VAN BUREN STREET
YADKINVILLE, NC
MONDAY, FEBRUARY 4, 2019

OFFICIALS PRESENT:

Mayor Eddie Norman

Commissioners:

Tony Hall

Monta Davis-Oliver

Richie Parker – Absent

Chris Matthews

Scott Winebarger

STAFF PRESENT:

Town Manager: Perry Williams

Planner/Assistant Town Manger: Nick Smith

Town Clerk: Shelia Weathers

Finance Officer: Dina Reavis

Police Chief: Dawn Pardue

Town Attorney Ben Harding

Quorum requirements met – meeting proceeded.

1. CALL TO ORDER

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

2. INVOCATION

Mayor Eddie Norman offered the invocation.

3. PUBLIC COMMENT

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

4. APPROVAL OF MINUTES

Commissioner Scott Winebarger made a motion to approve the minutes as presented.

Commissioner Tony Hall seconded the motion, and the motion passed unanimously.

Vote: 4/0

- January 4, 2019 (Regular Meeting Minutes)

5. CONSENT AGENDA (ITEM(S) #1 & #2) (Attachment #1)

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

- Item #1: Tax Void – \$5.04 (Receipt #298)
- Item #2: Town Collection Invoices Write-Off's (4) – \$8,955.29

Commissioner Tony Hall made a motion to approve all items in the consent agenda. The motion was seconded by Commissioner Monta Davis-Oliver and the motion passed unanimously.

Vote: 4/0

6. WAYFINDING SIGNAGE PRESENTATION - MR. JASON EPLEY, BENCHMARK PLANNING

Town Manager Perry Williams introduced Mr. Epley to the Town Board. Mr. Epley gave a short presentation on the proposed wayfinding signage that was reviewed and recommended by the Yadkinville TDA Board. An explanation was given for the need of wayfinding signage and its function as a system of signs to lead people to important places in Town. Mr. Epley stated the next step in the process is to acquire approval for the signage wording, design and location from NCDOT. Phase 1 of the project encompasses Highway 601 corridor into the downtown area (Town Hall, Town Police Department, Yadkin County Courthouse, Yadkin Cultural Arts Center, Yadkin Community Park and Surry Community College Campus). As the budget allows, additional signs will be erected. The current budget allows for \$30,000. A "Welcome to Downtown Yadkinville" sign has been recommended along South State Street located between Lee Avenue and Willow Street.

Mr. Epley discussed the proposed design of a roundabout which will be located at the north exit ramp off U.S. Highway 421 to South State Street. The design illustrates flowers and artwork in the center and reads "Town of Yadkinville." After some discussion, the Town Board requested that water and electricity be included also. Town Manager Perry Williams advised that the roundabout beautification would be a cost to the Town.

The Town Board expressed their full support of the concept and goals of the project and its continuance.

7. FIRE CHIEF'S REPORT

Fire Chief Jody Doss presented the Fire Department's monthly report. He noted that the new fire truck would be arriving the third week of February 2019.

8. POLICE CHIEF'S REPORT

Police Chief Dawn Pardue presented the Town Board with the monthly report.

Chief Pardue apprised the Town Board regarding a speed issue reported by Alan Dunn, a resident of Cottonwood and his request for street lighting on Northwood Church Road. She noted that speed was monitored by the police officers and concluded that traffic was light and speed was not a factor. Chief Pardue did note that some pedestrians were observed walking during that time, and the road was lacking illumination. Town Manager Perry Williams noted that not all the houses located on Northwood Church Road were in town limits.

*After some discussion from the board and advisement from staff, Commissioner Chris Matthews made a motion to install three (3) street lights on Northwood Church Road with the advisement from Duke Power on the best location. Commissioner Monta Davis-Olive seconded the motion, and the motion passed unanimously.
Vote: 4/0*

9. PLANNING REPORT

The Town Planner/Assistant Town Manager Nick Smith presented the Town Board with an update on the current projects in Town.

- **Zoning Permit(s):**
 - Seven (7) for residential properties
 - Two (2) for commercial properties
- **Conditional Use Permit(s):**
 - CUP-2019-01 – Parkview Townhomes - Request by Robert Baldwin (Approved by Board of Adjustment January 28, 2019)
- **Downtown Façade Grant (Attachment #2):**

Town Planner Nick Smith gave the Town Board an overview of the façade grant request received by Mr. Chris Hampton for 212 South State Street.

“The Town of Yadkinville received a Downtown Façade Improvement Grant application on November 7, 2018. Chris Hampton, through Yadkin Realty LLC, applied for a Tier 1 Grant (50% match, up to \$10,000). The property address is 212 South State Street, which is owned by Yadkin Realty LLC and can be further identified as PIN 5807-2091-7433. The owner will be conducting major renovations to the house and grounds at the property, investing close to \$30,000 in the exterior of the building. After discussions between the applicant and town staff in November and December of 2018, town staff recommended a grant amount of \$8,050 to the Planning Board at their January 28, 2019 public meeting. The Planning Board unanimously recommended a grant amount of \$8,000 to the Board of Commissioners. Mr. Smith presented the application and an accompanying presentation to the Board of Commissioners. This presentation showcased renderings of what the building may look like and highlighted which proposed renovations met the standards of the grant program in the opinion of town staff.”

*Commissioner Chris Matthews made a motion to authorize an \$8,000 grant to Yadkin Realty LLC for the property at 212 South State Street. Commissioner Scott Winebarger seconded the motion, and the motion was unanimously approved by the Board of Commissioners.
Vote: 4/0*

10. TOWN ATTORNEY’S REPORT

EB-5809 Utility Construction Agreement/Contract with NCDOT (Betterment cost estimates to adjust and relocate water and sewer lines down State Street) (Attachment #3):

Town Attorney Ben Harding and Town Manager Perry Williams gave an overview of the Town’s estimated cost to relocate the Towns water and sewer line and upgrades at the

cost of \$489,324. The upgrades are not required by NCDOT, but would benefit the Town as construction begins on the EB-5809 project. The bid process on the EB-5809 project is scheduled for June 2020. Mr. Williams noted that the monies could be budgeted for over a period of three (3) years. Upon completion of the project, the Town will be billed after sixty (60) days.

Commissioner Monta Davis-Oliver made a motion to accept and sign the agreement giving the Town Manager Perry Williams the authority to sign on the Town's behalf. The motion was seconded by Commissioner Tony Hall, and the motion pass unanimously by the Board of Commissioners.

Vote: 4/0

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

- **TAC Reappointment of Commissioner Monta Davis-Oliver:**

Commissioner Scott Winebarger made a motion to approve the reappointment of Commissioner Monta Davis-Oliver as the Town representative to the TAC Board. Commissioner Tony Hall seconded the motion, and the motion passed unanimously.

Vote: 4/0

- **TDA Board Appointment:**

Town Manager Perry Williams made a recommendation to appoint Jay Martin to Yadkinville's TDA Board to replace Gloria Brown as her term expired and no longer has a business in Town.

Commissioner Scott Winebarger made a motion to appoint Jay Martin to the TDA Board. The motion was seconded by Commissioner Chris Matthews, and the motion passed unanimously.

Vote: 4/0

- **Main Street Safety and Parking Issues:**

Town Manager Perry Williams noted that he was approached by several people regarding the new crosswalk located on Main Street and the concern for pedestrians crossing from AOA signs to the Yadkin Cultural Arts Center and speeding. An officer from the Police Department conducted speed checks on 1,700 cars and seven (7) were found to be over the allotted the speed and given tickets. Mr. Williams informed the Board that he contacted the NCDOT district engineer and inquired about placing pedestrian crossing signage in the middle of Main Street downtown. He advised that NCDOT does not allow them. The town staff will continue to investigate.

Parking Issues:

Town Manager Perry Williams received a complaint that the new crosswalk had eliminated parking spaces in front of businesses on Main Street. Mr. Williams and Police Chief Pardue investigated and determined parking to be adequate.

- **Merit Pay/Evaluations:**

Town Manager Perry Williams inquired on how the Town Board wish to proceed with the merit pay and evaluations. Mayor Eddie Norman recommended:

1. Conduct the evaluations one (1) time a year starting July 1, 2019.
2. Figure percentage for each department for merit pay (average pool of money).

It was the consensus of the Town Board to follow the recommendations presented.

ADDED ITEM:

- **ADA Transition Plan (Attachment #4):**

Town Manager Perry Williams gave an overview on ADA Transition Plan required by the State. He presented the Board with a cost breakdown from Withers&Ravenel not to exceed \$6,300 to assist with the plan. *It was the consensus of the Town Board to take \$2,000 out of the current budget and include the remaining \$4,300 in the 2019-2020 budget.*

12. COMMISSIONER COMMENTS

- **Mayor Norman:**

Mayor Norman advised the Board of Commissioners on the quarterly revenue check from the ABC Board.

Dr. Matthews requested that a board member be selected to serve on the Library Board. Commissioner Chris Matthews graciously volunteered.

- **Commissioner Tony Hall:**

Commissioner Hall expressed concerns of broken pavement located near Aces. Mr. Williams stated that NCDOT replaced the storm drain and that the asphalt had sunk and it would be their responsibility to repair.

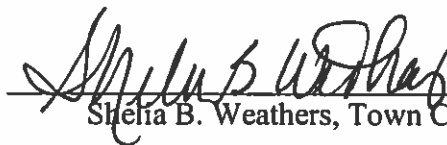
13. ADJOURNMENT

With no further business to discuss, Commissioner Tony Hall moved the meeting be adjourned. Commissioner Scott Winebarger 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