

TOWN OF YADKINVILLE
BOARD OF COMMISSIONERS
MONTHLY MEETING MINUTES
LOCATION: COMMISSIONERS CHAMBERS
213 VAN BUREN STREET
YADKINVILLE, NC
MONDAY, APRIL 4, 2016

OFFICIALS PRESENT:

Mayor Eddie Norman

Commissioners:

Betty Driver

Tony Hall

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.

PUBLIC HEARING(S)

Mayor Norman opened the public hearing at 6:55 p.m. The purpose of the hearing is to consider amending the Town of Yadkinville Code of Ordinance, Article G Establishment of Zoning Districts, Section 9-3-119 (b) to remove the minimum lot size for Planned Unit Developments. The Town Planning Advisor presented the Board with an overview of the proposed Code of Ordinance text amendment change. He reported that the Planning Board heard the request on February 22, 2016, and was recommended unanimously for approval. With no one desiring to speak, Mayor Norman closed the public hearing at 6:58 p.m.

1. CALL TO ORDER

The regular meeting was called to order by Mayor Norman at approximately 7:00 p.m.

2. INVOCATION

Mayor Norman offered the invocation.

3. SWEARING IN OF NEW APPOINTED COMMISSIONER *(Attachment #1)*

Town Clerk Shelia Weathers swore in the newly appointed Commissioner Scott Winebarger. The Board of Commissioners selected Commissioner Winebarger on March 24, 2016, at the Special Called meeting to fill the vacant seat of Mr. Kelly Oliver. He will serve the remainder of the term.

4. PUBLIC COMMENT

No one signed up to speak. Therefore, the public comment section was closed.

5. APPROVAL OF MINUTES

Commissioner Monta Davis-Oliver made a motion to approve the meeting minutes listed below. Commissioner Betty Driver seconded the motion and passed unanimously.

Vote: 4/0

- March 7, 2016 (Regular Meeting Minutes)
- March 7, 2016 (Closed Session Minutes)
- March 21, 2016 (Emergency Meeting Minutes)
- March 24, 2016 (Special Meeting Minutes)

6. ACTION ON PUBLIC HEARING *(Attachment #2)*

Commissioner Monta Davis-Oliver made a motion to amend the Town of Yadkinville Code of Ordinance, Article G Establishment of Zoning Districts, Section 9-3-119 Planned Unit Developments (b) to remove the minimum lot size for Planned Unit Developments and also to include the definitions. The motion was seconded by Commissioner Tony Hall and passed unanimously.

Vote: 4/0

7. CONSENT AGENDA (ITEM(S) #1) *(Attachment #3)*

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

Commissioner Betty Driver made a motion to approve consent items #1 as presented in the consent agenda. The motion was seconded by Commissioner Monta Davis-Oliver and passed unanimously.

Vote: 4/0

8. YADKIN COUNTY'S RAPID ENTRY KEY SYSTEM

ORDINANCE/HOSPITAL PARKING IMPROVEMENTS – Presenter County Manager, Lisa Hughes

Rapid Entry Key System Ordinance:

Ms. Lisa Hughes, Yadkin County Manager, gave a brief overview of the Rapid Entry Key System Ordinance adopted by Yadkin County on December 7, 2015. She pointed out the main objectives of the ordinance and its intent. The major goal of the Knox boxes is to provide a consistent location and assortment of keys to allow the fire department to gain access and expedite emergency personnel operations without using forcible entry and secure the building when the emergency call is complete. The deadline to have a Knox Box installed is two years.

Knox Box installation requirements:

- Any building with more than 50 percent of its floor space used for commercial activities such as stores, offices, schools, churches, gymnasiums, libraries, museums, hospitals, clinics, warehouses, and government buildings.

- Properties equipped with automatic fire alarm systems and/or sprinkler/standpipe systems causing the Fire Departments of Yadkin County to be summons at a time when the building or business is not occupied or when the occupant is not available to provide entry for the Fire Department.
- Multi-family residential structure which are equipped with common control valves, a sprinkler system, and which have a centralized control room containing the control valves for the sprinkler system connections.
- The ordinance *does not* apply to owner-occupied one and two family dwellings.

The Board decided to reexamine the County's ordinance again at the next board meeting.

Lease of Public Water Distribution Lines and Sewer Lines (Attachment #4):

The Town Board elected to address the lease agreement between the Town and County before the item came up for discussion. County Manager Lisa Hughes advised that the County Board of Commissioners approved the lease agreement on April 4, 2016, after all parties agreed on the revisions made. Ms. Hughes presented the Town with two signed copies of the agreement.

Commissioner Tony Hall made a motion to accept the water contract as presented by the Town Manager and Town Attorney to the County. Commissioner Betty Driver seconded the motion and passed unanimously.

Vote: 4/0

Hospital Parking Improvements:

Ms. Hughes asked the Town Board to partner with Yadkin County to improve the current hospital parking. She identified the areas of concern and noted that the Town had the necessary equipment and resources to modify these areas which would allow better access to the hospital and clinic.

After a brief discussion, it was the consensus of the Board for the Town to assist with the hospital parking improvements.

**9. COMPREHENSIVE PLAN & ORDINANCE PRESENTATION – Presenter
Town Planning Advisor Richard B. Smith**

Town Planning Advisor Richard Smith presented the Town Board with an overview of modernizing the Comprehensive Plan and Ordinance. Mr. Smith identified nine crucial steps:

- Step 1: Gather background information
- Step 2: Formulate a vision
- Step 3: Set goals
- Step 4: Determine Strategies
- Step 5: Implement the Strategies
- Step 6: Draft the Land Development Ordinance
- Step 7: Review Draft Ordinance
- Step 8: Adopt the Ordinance
- Step 9: Administer the Ordinance
- Schedule

Mr. Smith stated that the Comprehensive Plan would need to be completed first due to ordinance changes and activity. The Comprehensive Plan and Zoning Ordinance will take approximately two fiscal years (one year for Comprehensive Plan and one year for Zoning Ordinance) to develop and present to the Town Board. The project will cost \$30,000 per plan (\$60,000 total) and can be funded over two budget years to offset the costs.

Commissioner Monta Davis-Oliver made a motion to proceed with updating the Comprehensive Plan and Zoning Ordinance. Commissioner Betty Driver seconded the motion and passed unanimously.

Vote: 4/0

10. FIRE CHIEF'S REPORT

Chief Brian Southard submitted his monthly statistical report to the Board of Commissioners.

Chief Southard stated fire personnel and the Red Cross would be installing free smoke detectors on April 16th to communities with great need.

11. POLICE CHIEF'S REPORT

Chief Parks submitted the Yadkinville Police Department's monthly statistical report. He reported that several complaints had been voiced regarding Hemlock Street traffic during school hours. Chief Parks and Town Manager Perry Williams recommended that Hemlock Street change to a one-way street from the entrance at Highway 601 to Oak Circle to eliminate traffic traveling both ways at the restricted time. Mayor Norman inquired about a Public Hearing to modify Hemlock from a two-way to a one-way street. Town Attorney Ben Harding concluded that a public hearing was not mandatory.

It was the consensus of the Town Board to change Hemlock Street into a one-way street.

12. PUBLIC WORKS DIRECTOR'S REPORT

- **Main Street Sidewalk Project – Seat Wall Additions:**

Town Manager Perry Williams presented the Town Board with the additional cost of \$11,000 for an extra seat wall along the Employment Security Commission Office.

Commissioner Monta Davis-Oliver made a motion to amend the original motion on March 7, 2016, to include the seat wall addition bringing the total cost of the Main Street Sidewalk Project to \$123,230. Commissioner Tony Hall seconded the motion and passed unanimously.

Vote: 4/0

13. MANAGER'S REPORT

- **Lease of Public Water Distribution Lines and Sewer Lines:**
See Agenda Item #8.

- **Tourism Development Authority (TDA)**

Mr. Williams reported that the TDA currently operates as two separate boards for Yadkin County and the Town. He expressed the need for consolidation with Yadkin County governing the TDA under one umbrella to include the Town of Yadkinville, Boonville, and East Bend. The Town Board recognized the need for this action to eliminate duplication of minutes, agendas, audits, insurance bonding and payments. Mayor Norman stated that consolidating the TDA would be mutually beneficial to all parties. Mr. Williams conveyed that a representative from the Town would be chosen to the TDA board to act on the Town's behalf.

After a short deliberation, Commissioner Monta Davis-Oliver made a motion to join the TDA with the County, Boonville, and East Bend. Commissioner Tony Hall seconded the motion and passed unanimously.

Vote: 4/0

- **Site Security Camera Quote for Town Board Meetings:**

Mr. Williams presented the Town Board with three surveillance camera quotes. It was the consensus of the Board for the Mr. Williams to move forward and choose the best option for the town.

- **“Ethics Training” – Town of Boonville:**

Ms. Sara Harris, Town Administrator for the Town of Boonville, invited the Town Commissioners to join the Town of Boonville for “Ethics Training” webinar. It was the consensus of the Board to accept the invitation.

- **Board of Adjustment Vacancy:**

Mr. Williams apprised the Board regarding the Board of Adjustment vacancy. He asks the Board to consider possible candidates at the next regular meeting on May 2nd.

- **Budget Workshop – April 8th at 12:00 p.m.**

A reminder that the budget workshop will be held on April 8th at 12:00 p.m. Lunch will be provided.

14. CLOSED SESSION – Pursuant to N.C.G.S. 143.318.11 (a)(5)(i)

Commissioner Monta Davis-Oliver made a motion to go into closed session at 7:55 p.m. under N.C.G.S. 143-318.11 (a)(5)(i) – the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange or lease;. Commissioner Betty Driver seconded the motion and passed unanimously.

Vote: 4/0

Without any action taken, the Board came out of closed session. Commissioner Betty Driver made a motion to come out of closed session at 8:15 p.m. Commissioner Tony Hall seconded the motion and passed unanimously.

Vote: 4/0

15. COMMISSIONER COMMENTS

Mayor Norman:

- Mayor Norman made a recommendation to the Town Board to change the current meeting time from 7:00 p.m. to 6:00 p.m.

Commissioner Betty Driver made a motion to change the current meeting time of 7:00 p.m. to 6:00 p.m. effective immediately. Commissioner Monta Davis-Oliver seconded the motion and passed unanimously.

Vote: 4/0

Commissioner Betty Driver:

- Thanked Commissioner Winebarger for accepting the position on the Board of Commissioners.

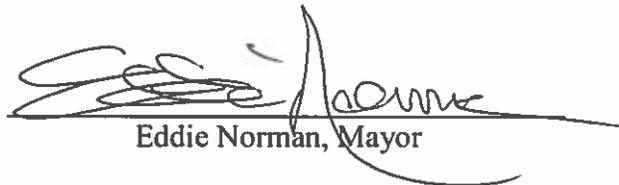
Commissioner Monta Davis-Oliver:

- Welcomed Commissioner Winebarger to the Board. She concluded saying Mr. Winebarger will be an asset to the Board.

16. ADJOURNMENT

With no further business to be discussed, Commissioner Betty Driver moved the meeting adjourn. Commissioner Tony Hall seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 8:19 p.m.

Vote: 4/0



Eddie Norman, Mayor



Shelia B. Weathers, Town Clerk