

TOWN OF YADKINVILLE  
BOARD OF COMMISSIONERS  
***MONTHLY MEETING MINUTES***  
LOCATION: COMMISSIONERS CHAMBERS  
213 VAN BUREN STREET  
YADKINVILLE, NC  
***MONDAY, MAY 11, 2020***

**OFFICIALS PRESENT:**

Mayor Eddie Norman

Commissioners:

Tony Hall

Monta Davis-Oliver

Richie Parker

Chris Matthews

Scott Winebarger

**STAFF PRESENT:**

Town Manager: Perry Williams

Town Clerk: Crystal Sprague

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 Eddie Norman at 5:00 p.m.

**2. INVOCATION**

Mayor Eddie Norman offered the invocation.

**3. ADOPTION OF AGENDA (Motion)**

*Commissioner Chris Matthews made a motion to approve the adoption of the agenda as presented. Commissioner Scott Winebarger seconded the motion, and the motion passed unanimously.*

*Vote: 5/0*

**4. PUBLIC COMMENTS**

With no one present wishing to speak, the public comments portion of the meeting was closed.

## **5. APPROVAL OF MINUTES (Motion Needed)**

*Commissioner Monta Davis-Oliver made a motion to approve the minutes as presented.*

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

*Vote: 5/0*

- March 2, 2020 - Regular Meeting Minutes
- March 2, 2020 – Close Session Minutes
- March 24, 2020 – Emergency Meeting

## **6. SET PUBLIC HEARING(S)**

- **June 1, 2020, at 5:50 p.m.**  
Hospice Home Special Fund Allocation
- **June 1, 2020, at 5:55 p.m.**  
Approve 2020-2021 Fiscal Year Budget

## **7. CONSENT AGENDA (ITEM(S) #1-5) (1 Motion Needed to Approve) (Attachment #1)**

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

### **1. BUDGET AMENDMENTS:**

- **BA #4 – Department: Police Department**
  - Police Department – Capital Outlay -Other (Increase): \$9,058
  - General Fund/Fund Balance Appropriated (Increase): \$9,058
  - *Budget Amendment to increase fund balance to purchase a new vehicle this fiscal year – Ford Interceptor to be delivered by June 30, 2020.*
- **BA #5 – Department: Sewer Plant**
  - Sewer Plant – Contracted Services (Increase): \$12,500
  - W/S Fund Balance Appropriated (Increase): \$12,500
  - *Budget Amendment to increase water and sewer fund balance for the sewer plant to perform copper ratio tests.*

### **2. INVOICE(S):**

- Carolina Power Systems - \$6,041.75
  - *Repair and replace the radiator on the generator at Lydall (Yadkin County will pay half of this invoice)*

- Jones Chemicals Inc. - \$7,202.00
  - *Caustic Soda (Water Plant)*
- Consolidated Pipe & Supply Co., Inc. - \$5,490.00
  - *Meter Change Out and Stock*

**3. 2020 REVISED REGULAR MEETING SCHEDULE ADOPTION**

**4. 2021 REGULAR MEETING SCHEDULE ADOPTION**

**5. PRE-AUDIT AGREEMENT – CHARLES E. SCOTT CPA, P.A.**

*Commissioner Chris Matthews made a motion to approve all items in the consent agenda. Commissioner Richie Parker seconded the motion and the motion passed unanimously.  
Vote: 5/0*

**8. TOWN ATTORNEY REPORT**

Town Attorney Ben Harding advised the items for discussion would be addressed in “Close Session”.

**9. MANAGER’S REPORT (Attachment #2)**

Town Manager Perry Williams presented the Town Board with the Manager’s Report.

- **Resolution to Conduct Meetings Electronically**

Town Manager Perry Williams presented the Board with a Resolution that would allow the Town to conduct meetings electronically. This resolution would allow the Town Boards to conduct meetings electronically as needed and allow the public access to the meetings either by phone or video.

*Commissioner Monta Davis-Oliver made a motion to approve the resolution to authorize the Town Boards to conduct remote electronic meetings. Commissioner Chris Matthews seconded the motion and the motion passed unanimously.  
Vote: 5/0*

- **US 601 Yadkinville Repeal Speed Limits**

Town Manager Perry Williams stated that Mr. Tim Webb with the Department of Transportation had contacted him regarding the posted speed limit signs along a portion of US Hwy 601. Mr. Williams said that Mr. Webb notified him that while his department was researching bike lanes, they noticed an issue with the posted

speed limit signs at US Hwy 601 at South State Street from Maple Street northward to Willow Street. Mr. Williams explained to the Board that the speed limit signs currently posted along this portion of US Hwy 601 are 35 mph but the last ordinance the Department of Transportation had for this portion of the road stated the approved speed limit was 45 mph. The Department of Transportation has asked if the Town would like to repeal the 45-mph speed limit. Town Manager Perry Williams stated that our ordinance specifies that the speed limit in the city limits is 35 mph unless otherwise posted.

The Board agreed to repeal the speed limit.

*Commissioner Chris Matthews made a motion to repeal the speed limit on US Hwy 601 at South State Street from Maple Street northward to Willow Street from 45 mph to 35 mph. Commissioner Tony Hall seconded the motion and the motion passed unanimously.*

*Vote: 5/0*

- **Main Street North Sidewalk**

Town Manager Perry Williams informed the Board that the Town currently has \$130,000 in Capital Project Funds in the budget. Town Manager Perry Williams spoke with Michael Koser with WithersRavenel and acquired a price quote for conceptual drawings, data collection, and site aerials for the Main Street North Sidewalk project. Mr. Williams notified the Board the cost for the designs would be \$8,400 for the drawings, data collection, and site aerials that would provide the Town with a design package that can be used for bidding purposes.

*Commissioner Scott Winebarger made a motion to approve \$8,400 for conceptual drawings, site aerials, and data collection for the Main Street North Sidewalk project. Commissioner Chris Matthews seconded the motion and the motion passed unanimously.*

*Vote: 5/0*

- **COVID-19 Information**

Town Manager Perry Williams explained that the Town has been working under the Article XIII- Personnel Emergency Operating Procedures plan the Board adopted during an Emergency Meeting on March 24, 2020. Town Manager Perry Williams inquired as to how the Board would like to continue operations at this time.

*After a brief discussion, it was the consensus of the Board to bring the Police Department, Public Works Department, and Town Hall Staff back to work on a normal operating schedule effective immediately with social distancing still being practiced. The Town Hall and Police Department will remain closed to the public until further notice.*

- **July 4<sup>th</sup> Festivities**

Town Manager Perry Williams inquired about the upcoming 4<sup>th</sup> of July festivities. The Board discussed the parade, fireworks, and other gatherings held downtown and agreed that it would be very hard to social distance the public during these events and felt it would be best to cancel all events for the 4<sup>th</sup> of July at this time due to COVID-19.

*It was the consensus of the Board to cancel all 4<sup>th</sup> of July festivities at this time due to COVID-19 to keep the public safe.*

- **2020-2021 Budget Workshop Review**

Town Manager Perry Williams presented the Town of Yadkinville Fiscal Year 2020-2021 Budget Workshop to the Board of Commissioners.

**General Fund:**

- The General Fund has a 4% increase of \$96,067 from last year's proposed budget and what is being requested
- With the budget as discussed today, there is \$14,987 Fund Balance (Town Savings) used to balance
- No major cuts as of 5/11/20, presented with all Department requests
- \$40,000 Funding (1 to 5 years) proposed for YMCA expansion
- \$15,000 Funding is proposed in the budget for the Arts Council, but no formal request has been made.
- \$3,000 Funding has been requested for the Library
- Includes 4% of Salaries for Merit Increases (Employees may receive between 0-5%)

**Water/Sewer Fund:**

- 5% increase from last year's budget and what is being requested

- Estimated Revenues - \$2,549,327 – 5% Increase
- Expenditures with all requests - \$2,549,327 – 5% Increase
- W/S Fund is Balanced with all requests:
- Manhole Rehab and Relining - \$125,000
- New Truck - \$31,300
- County Line Spare Pump \$17,000 @ half cost (split w/ county) \$8,500
- Sewer Plant: CI2 Scales, Fixing creek, roof replacement - \$32,900
- Water Plant: Metal steps inside/out, replace windows - \$30,800
- Savings for Hwy 601 Water/Sewer line betterment Project in 2021 - \$120,000

**After a review of the General Fund and Water/Sewer Fund, the Board agreed to the following changes.**

- Remove \$12,500 in General Fund under Police for two air conditioning units
- Remove \$4,800 in General Fund under Appropriations for Fireworks

## **10. COMMISSIONER'S COMMENTS**

**Commissioner Tony Hall:** Commissioner Tony Hall thanked each employee for all their hard work over the past few weeks during the COVID -19.

**Commissioner Scott Winebarger:** Commissioner Scott Winebarger thanked each employee for all their hard work on the COVID-19 procedures. He also extended a huge thank you to Town Manager Perry Williams, Assistant Town Manager Shelia Weathers, and Finance Officer Dina Reavis for their work on the budget.

**Mayor Eddie Norman:** Mayor Norman thanked Town Manager Perry Williams, Assistant Town Manager Shelia Weathers, Town Clerk Crystal Sprague and Finance Officer Dina Reavis for all the work and time they put in daily at the Town Hall. Mayor Norman also thanked each employee for their hard work and dedication to the Town of Yadkinville.

**Commissioner Chris Matthews:** Commissioner Chris Matthews extended a huge thank you to each employee for their hard work during this time.

**Commissioner Monta Davis-Oliver:** Commissioner Monta Davis-Oliver thanked each employee for all their hard work and she also thanked the Public Works Department for keeping the park, track, and picnic tables clean and well maintained.

**Commissioner Richie Parker:** Commissioner Richie Parker thanked each employee for all their hard work. Commissioner Parker inquired about the sign at the knee wall at BB&T Bank, where some of the letters are missing. Town Manager Perry Williams stated he would work on

acquiring those replacement letters for the sign. Commissioner Parker also asks about the Farmer's Market and a plan for their social distancing guidelines when they open later this month since the Town leases the facility to them. Mayor Norman felt the Town should reinforce that the guidelines in place by Governor Roy Cooper must be followed and maintained during their opening.

**11. CLOSE SESSION**

**N.C.G.S. § 143-318.11 (a)(6)**

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

*Commissioner Monta Davis-Oliver made a motion to go into "Close Session" at 7:06 p.m. pursuant to N.C.G.S. § 143-318.11 (a)(6). Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.*

*Vote: 5/0*

*Commissioner Monta Davis-Oliver made a motion to come out of "Close Session" at 7:48 p.m. Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.*

*Vote: 5/0*

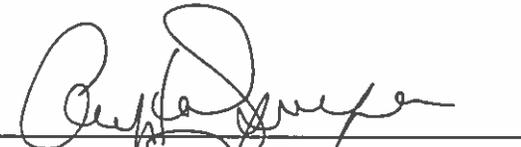
**12. ADJOURNMENT**

*With no further business to discuss, Commissioner Monta Davis-Oliver moved the meeting be adjourned. Commissioner Scott Winebarger seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 7:50 p.m.*

*Vote: 5/0*



Mayor Eddie Norman



Crystal Sprague, Town Clerk