

TOWN OF YADKINVILLE  
BOARD OF COMMISSIONERS  
**MONTHLY MEETING MINUTES**  
LOCATION: COMMISSIONERS CHAMBERS  
213 VAN BUREN STREET  
YADKINVILLE, NC  
**MONDAY, AUGUST 3, 2020**

**OFFICIALS PRESENT:**

Mayor Eddie Norman  
Commissioners:  
    Tony Hall  
    Monta Davis–Oliver  
    Richie Parker  
    Chris Matthews  
    Scott Winebarger

**STAFF PRESENT:**

Assistant Town Manager: Shelia Weathers  
Town Clerk: Crystal Sprague  
Planning Director: Abigaile Pittman  
Public Services Director: Jacob Swaim  
Police Chief: Dawn Pardue  
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 6:01 p.m.

**2. INVOCATION**

Mayor Eddie Norman offered the invocation.

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

*Commissioner Monta Davis-Oliver made a motion to approve the adoption of the agenda as presented. Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.*

*Vote: 5/0*

**4. PUBLIC COMMENTS**

Mayor Norman opened the floor for public comments.

**Janet Robbins** - Ms. Janet Robbins addressed the Town Board regarding the upcoming Walk for Hunger scheduled for Sunday, October 4, 2020. Ms. Robbins began by thanking the Town of Yadkinville Board of Commissioners for their support over the past 11 years and for allowing the event to use the Yadkinville Town Park each year. Ms. Robbins asked the Board of Commissioners for permission to use the Town Park this year for the event with social distancing guidelines in place along with requiring masks to be worn. Ms. Robbins also asked the Board

for permission to use the Farmer's Market area to allow for more space to social distance. Mayor Norman asked Attorney Ben Harding his thoughts and they both agreed that under Governor Cooper's current Executive Order 151 no more than 25 people are allowed in a public gathering at this time. Mayor Norman stated if the Board agreed that the Town could tentatively agree to the October 4, 2020 date if the restrictions from the Governor's office regarding COVID-19 under Executive Order 151 had been lifted to allow the event to take place. Ms. Robbins replied that she would like to have a letter drafted stating that if it meets the states guidelines that they would have the event at the Town Park on October 4, 2020, but if we are still in Phase 2 at that time that each church would have a walk at their own church grounds and report their numbers. Ms. Robbins said she would like to obtain the Board's approval of the letter before she sends it out. Mayor Norman and the Board agreed to review the letter for Ms. Robbins.

*The Board of Commissioners tentatively agreed to the date of October 4, 2020 if the Phase 2 restrictions from Governor Coopers office related to COVID-19 under Executive Order 151 has been lifted, to allow the event to take place.*

**Andrew Mackie** – Mr. Andrew Mackie stated he had come to make a request this evening but said he would address his request during the Cemetery Street Update.

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

*Commissioner Tony Hall made a motion to approve the minutes as presented. Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.*

*Vote: 5/0*

- July 6, 2020 – Regular Meeting Minutes

#### **6. CONSENT AGENDA (ITEM(S) #1) (1 Motion Needed to Approve) (Attachment #1)**

##### **1) INVOICE(S):**

- Carter and Kirk Paving Co, Inc. - \$122,222 (Budgeted Item)
  - Paving of Streets (Van Buren, Chestnut, Jefferson, West Ridge Drive & Ash Paver Patch)

##### **2) HAZARD MITIGATION PLAN**

- Adoption by Resolution of Northern Piedmont Regional Hazard Mitigation Plan

*Commissioner Scott Winebarger made a motion to approve all items in the Consent Agenda. Commissioner Monta Davis-Oliver seconded the motion and the motion passed unanimously.*  
*Vote: 5/0*

#### **7. ECONOMIC DEVELOPMENT**

Mr. Bobby Todd the Executive Director at Yadkin County Chamber of Commerce gave an update to the Board of Commissioners regarding economic development down Highway 601

South near Courtney Crossroads. Mr. Todd is working with a company interested in building a warehouse facility on Hwy 601 near Courtney Crossroads, as well as Advantage Machinery who would like to hook on to sewer at the top of the hill for an expansion of their building. Mr. Todd reached out to Mr. Randy Griffith from Stokes County as recommended by Mr. Perry Williams to help gather prices for these projects. Mayor Norman asked Mr. Todd to acquire the engineering prices and other costs and to submit the list to Assistant Town Manager Shelia Weathers to present to them at a future Board meeting. Mr. Todd asked the Board if they had a recommendation for an engineering company, and Mayor Norman recommended WithersRavenel, as the Town has been using them for around 11 years now. Mr. Todd reported that the Chamber of Commerce currently has some grant money left over from Golden Leaf from their Lydall project that hopefully they will allow them to use towards the water line.

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

Fire Chief Jody Doss was not present to give the Fire Chief Report.

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

Police Chief Dawn Pardue presented the Town Board with the Police Department's monthly report. Chief Pardue reported that the Police Department had received a donation from Duke Energy for their firing range. Chief Pardue stated that the Police Department had been preparing to update their firing range due to rotting wood that needed to be replaced, Cleat Shores from the Sheriffs Department made a phone call and Duke Energy agreed to make a donation of new utility poles and wires for the firing range that was very appreciated. Chief Pardue updated the Board on the status of their two new police cars, they have been stripped and are in the process of being upfitted. Commissioner Chris Matthews asked Chief Pardue if the best procedure was to call 911 if she witnessed a dog or child being left in a hot car and Chief Pardue stated that she could call 911 or contact the Sheriff's Department at 336-679-4242 to report the situation.

#### **10. PUBLIC SERVICES DIRECTOR REPORT**

Public Services Director Jacob Swaim presented the Town Board with the Public Services Director Report. Mr. Swaim reported that they are currently working with Carter and Kirk Paving Company to complete the paving and patching needs in Town.

Assistant Town Manager Shelia Weathers added to Mr. Swaim's report to say that she would like to congratulate Mr. Grant Trivette the Town's Wastewater Treatment Plant Supervisor on passing his State Compliance Evaluation Inspection on July 2, 2020.

#### **11. PLANNING REPORT**

Planning Director Abigaile Pittman presented the Town Board with the Planning Report.

- **Country Cups Café:**

Planning Director Abigaile Pittman provided a briefing on recent special events planned by the owner of Country Cups Café with multiple vendors to be held in the parking lot at 101 State Street (on private property) in the CB zoning district. These events are regulated by the Town's temporary use regulations, which currently only allow temporary uses in the NB and HB zoning districts, but not in the CB District. The

regulations for the NB and HB zoning districts only allow one additional vendor on a private property site.

The Town has a separate permit process for special events on public property, which is administered by the Police Department, and is not applicable on private property, so this type of permit is not available for the Country Cups Café.

To address special events in the CB District, staff is developing a text amendment to address a reasonable compromise for temporary uses (including special events) on private property. The text amendment will go to the September Planning Board, the public hearing date will be set in October, and it will be heard by the Board of Commissioners at its November meeting.

The Commissioners expressed a desire to assist Country Cups Café with her special events and the Mayor, Eddie Norman asked Ms. Pittman if there was a way for the Commissioners to grant directly grant a permit or a waiver. The Town Attorney asked Ms. Pittman asked if it would be possible to grant a variance. Ms. Pittman replied that the text amendment would need to be approved prior to granting permit, and it would not be legal to grant a waiver. She added that a use variance by the Board of Adjustment is not legal in North Carolina.

She stated that she and the Acting Manager, Shelia Weathers and Police Chief, Dawn Pardue had met with the owner of Country Cups Café and discussed an interim alternative option of a special event permit for the Town's parking lot adjacent to the Collide Church. Shelia Weathers stated that the owner of Country Cups Café was happy with this interim solution.

- **Maplewood Baptist Church:**

Planning Director Abigaile Pittman provided a briefing on recent meetings with the Rev. Jimmy Lancaster regarding their proposal to erect a new freestanding sign at their property entrance on Unifi Industrial Road. The proposed sign does not comply with the Town's regulations for the RR zoning district – it was too big, too tall and had the wrong type of base. The proposed LED portion on the sign would be permitted though.

Ms. Pittman stated that she advised Rev. Lancaster that it was unlikely that a variance request before the Board of Adjustment would meet the statutory quasi-judicial hardship findings of fact criteria because the circumstances are self-created.

As a recommended solution, Ms. Pittman stated that considering the communication needs of a church in the community, the site's large acreage, and that the signage allowance for churches in residential areas is comparatively small, staff has developed a reasonable text amendment to address such signage needs. The text amendment would allow religious institutions on 10 acres or more in the RR RM, RH, RMH zoning districts to have a 32 square foot sign, 10-foot tall monument sign. The Led portion is allowed per current zoning ordinance standards. The text amendment will go to the September Planning Board, the public hearing date will be set in October, and it will be heard by the

Board of Commissioners at its November meeting.

There was no further discussion by the Commissioners, and no questions at this time.

- **Grants for Small Businesses:**

Planning Director Abigaile Pittman provided a follow-up briefing on grants for small businesses. Staff had presented a proposed Business Investment grant Program proposal to the Commissioners at its July 6 meeting, and there was interest in making this a separately funded item in the budget. Staff suggests a future funding amount of \$20,000 - \$25,000 for FY 2021 – 2022. Staff will be working this budget year to identify ways to assist small businesses using CARES Act funds available to the Town.

- **Signs in the Right-of-Way:**

Planning Director Abigaile Pittman provided an update on her discussion at the Commissioners July 6 meeting regarding the large number of signs in the right-of-way. She reported that in the last month about 50 signs have been removed from the right-of-way. There are some remaining new off-premise directional signs for churches, most of which are old signs, but some which are new signs. Ms. Pittman showed them a slide exhibit that showed a number of these signs around the Town. Referring to the Mayor's reference to the Commissioners' decision about 15 years ago to "grandfather" existing signs in the right-of-way but prohibit any new such signs, Ms. Pittman stated that staff has not yet had an opportunity to search the minutes from 15+ years ago.

Ms. Pittman added that, should the Commissioners wish, staff could also bring a text amendment forward for consideration regarding off-premise directional signs in the right-of-way for religious institutions.

- **Planning Board and Board of Adjustment Training Session:**

Planning Director Abigaile Pittman advised the Commissioners that on July 20 she had held a training session for the Planning Board and the Board of Adjustment. Acting Manager Shelia Weathers stated that the session went well.

- **Activity Report for July 2020:**

Planning Director Abigaile Pittman presented a slide with the highlights of July's activity report and referenced the full report in the agenda packet.

- **Tasks Still Under Development:**

Planning Director Abigaile Pittman advised the Commissioners that staff has the following Commissioner assigned tasks still under development:

- Continuing to work on estimates for the pocket park;
- Preparing a draft Driveway Ordinance and Permit for review;
- Reviewing cost associated with electric vehicle charging stations; and
- Reviewing Board of Commissioners' meeting minutes from 15+ years ago for the discussion on signs in the right-of-way

## **12. TOWN ATTORNEY REPORT**

Town Attorney Ben Harding had nothing to report at this time.

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

Assistant Town Manager Shelia Weathers presented the Town Board with the Manager's Report.

- **Hazard Pay:**

Assistant Town Manager Shelia Weathers reported to the Board regarding Hazard Pay, through the CARES Act. Assistant Town Manager Shelia Weathers and Finance Director Dina Reavis met with the County Manager Lisa Hughes to discuss how the County allotted their Hazard Pay during the COVID-19 pandemic to their employees. The Board discussed different options that other counties had put into place, along with their ideas and thoughts on the Hazard Pay.

*After some discussion among the Commissioners it was the consensus of the Town Board for Finance Director Dina Reavis and Assistant Town Manager Shelia Weathers to provide a \$500 bonus for all Town Employees with a (percentage to part-time employees) and submit to them for review before disbursement.*

- **CARES Plan:**

Assistant Town Manager Shelia Weathers updated the Board regarding the CARES Plan money allotted to the Town of Yadkinville. Mrs. Weathers reported that the Town of Yadkinville has been allotted \$168,395.00 and that the money from the CARES Plan must be used by December 31, 2020. Finance Director Dina Reavis and Assistant Town Manager Shelia Weathers are working on a plan to submit expenditures that are COVID-19 related to Yadkin County by August 28<sup>th</sup>, 2020.

- **Jackson Street Parking Lot:**

Assistant Town Manager Shelia Weathers updated the Board regarding the Jackson Street Parking Lot. Assistant Town Manager Shelia Weathers contacted Yadkin County Manager Lisa Hughes and presented the \$75,000 offer to Yadkin County to purchase the parking lot. The Yadkin County Board of Commissioners counteroffered on July 20, 2020 for \$65,000. The Board discussed the counteroffer and public parking options for the local businesses in the area.

*It was the consensus of the Board of Commissioners to counteroffer a price of \$70,000 and to have Assistant Town Manager Shelia Weathers to inquire as to how much of the parking lot would remain open for public parking.*

- **COVID-19:**

Assistant Town Manager Shelia Weathers requested that the Town Board consider opening the drive thru window to assist customers with tax bills and water payments.

Mrs. Weathers explained that the Town Hall will continue to be closed to foot traffic as Executive Order 151 "Safer at Home" was extended until August 7, 2020.

*It was the consensus of the Board to open the payment window, but to keep Town Hall currently closed to foot traffic.*

Assistant Town Manager Shelia Weathers notified the Board that Executive Order 124 and 142 were terminated for municipalities providing water services, so residential water cut-offs can resume with certain criteria outlined in the Executive Orders. Mrs. Weathers asked the Board if they wish to continue waiving the credit card and online payment fees.

*It was the consensus of the Board to continue waiving the credit card fees and online payment fees at this time to encourage customers to pay by phone and online.*

- **Cemetery Street Update:**

Assistant Town Manager Shelia Weathers updated the Board of Commissioners on Cemetery Street. Mrs. Weathers reported that the One-Way sign for Cemetery Circle was received and Mr. Lee Cook met with Andrew Mackie to ensure proper location for the sign, and a locate has also been called in by Mr. Cook to identify any power, telephone lines, etc. Mr. Andrew Mackie spoke and requested the Board consider painting arrows on the pavement to indicate one-way also. Mayor Eddie Norman asked Public Services Director Jacob Swaim to investigate painting arrows on Cemetery Street. Mr. Andrew Mackie also notified the Board that dirt has been stolen from the cemetery. Mr. Mackie said he is looking into better ways to keep the cemetery secure. Mayor Norman recommended Mr. Mackie install a deer camera. Chief of Police Dawn Pardue told Mr. Mackie that the police department would be happy to install that for him. Mr. Mackie thanked the Board of Commissioners and Chief of Police Dawn Pardue and her staff for all their help.

- **Pocket Park:**

Assistant Town Manager Shelia Weathers updated the Board regarding the Pocket Park. Mrs. Weathers notified the Board that on July 18, 2020 it was brought to her attention that a volleyball net was partially placed on the Town's property line. Mrs. Weathers and Police Division Commander Randy Dimmette visited the resident on Monday, July 20, 2020 and made them aware that they must remove the net and scrap wood from the property line. Mrs. Weathers stated that afternoon the net was removed and on August 3, 2020 the scrap wood was removed after several conversations with the resident. Mrs. Weathers, Mr. Lee Cook and Mr. Brian King visited the property to walk the property lines, they decided as a temporary solution to acquire some quotes on chains and posts with an approximate cost between \$200-\$400 in order to place a temporary chain on the property to identify the property lines.

**Added Items:**

- **Surplus of Police Vehicles:**  
Assistant Town Manager Shelia Weathers notified the Board that a 2007 Dodge Charger was sold on Gov Deals totaling \$2,503.12. ..
- **Welcome to Yadkinville Signage:**  
Assistant Town Manager Shelia Weathers informed the Board that the missing letters on the BB&T wall at the intersection of State and Man Street have been replaced.
- **Funeral – Collide**  
Assistant Town Manager Shelia Weathers told the Board that Dawn was contacted by Rev Jamie Reavis, Pastor at Collide Church regarding using the Town’s parking lot at Collide Church for a funeral at 11:00 a.m.

*It was the consensus of the Town Board to allow Collide to use the Town parking on Wednesday, August 5, 2020.*

**14. COMMISSIONER’S COMMENTS**

**Mayor Eddie Norman:**

Mayor Eddie Norman presented a request to the Town Board to consider partial adjustment of the sewer charge on the water bill for filling of Mr. Dunn’s pool. *It was the consensus of the Town Board to partially adjust sewer off Mr. Dunn’s bill if no leak adjustment was given within the twelve-month period.*

**15. CLOSE SESSION**

*Commissioner Monta Davis-Oliver made a motion to go into “Close Session” at 7:07 p.m. pursuant to N.C.G.S. § 143-318.11 (a)(3) and N.C.G.S. § 143-318.11 (a)(6). Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.*

*Vote: 5/0*

**N.C.G.S. § 143-318.11 (a)(3)** To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body;  
**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 come out of “Close Session” at 7:55 p.m. Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.*

*Vote: 5/0*

**16. ADJOURNMENT**

*With no further business to discuss, Commissioner Monta Davis-Oliver moved the meeting be adjourned. Commissioner Tony Hall seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 7:56 p.m.*

*Vote: 5/0*



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Mayor Eddie Norman



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Crystal Sprague, Town Clerk