

TOWN OF YADKINVILLE  
BOARD OF COMMISSIONERS  
**MONTHLY MEETING MINUTES**  
LOCATION: COMMISSIONERS CHAMBERS  
213 VAN BUREN STREET  
YADKINVILLE, NC  
**MONDAY, AUGUST 7, 2023**

**OFFICIALS PRESENT:**

Mayor Eddie Norman  
Commissioners:  
    Tony Hall – Absent  
    Monta Davis-Oliver  
    Chris Matthews  
    Scott Winebarger  
    Richie Parker  
Town Attorney Ben Harding

**STAFF PRESENT:**

Town Manager: Mike Koser  
Town Clerk: Alex Potts  
Finance Director: Hunter Gooden  
Public Works Director: Jacob Swaim  
Police Chief: Randy Dimmette

Quorum requirements met – meeting proceeded.

**1. CALL TO ORDER**

The regular meeting was called to order by Mayor Norman at 6:01 p.m.

**2. INVOCATION**

Mayor Norman offered the invocation.

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

Commissioner Chris Matthews made a motion to approve the agenda. Commissioner Scott Winebarger seconded the motion, and the motion passed unanimously.

Vote: 4/0

**4. PUBLIC COMMENTS**

No one signed up for this section of the meeting.

**5. APPROVAL OF MINUTES (MOTION)**

Commissioner Richie Parker made a motion to approve the following minutes as presented. Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.

Vote: 4/0

- June 30, 2023 (Reconvened Meeting Minutes)
- July 10, 2023 (Regular Meeting Minutes)

## **6. REQUEST FOR VOLUNTARY ANNEXATION**

Manager Koser presented the Clerk's Certificate of Sufficiency for the annexation request that includes three parcels on Service Road. He stated the next step is to set a date for the public hearing via Resolution Number 2023-06.

*Commissioner Chris Matthews made a motion to adopt Resolution No. 2023-06 to set a public hearing for a voluntary annexation on Monday, September 11 at 6:00 p.m. Commissioner Monta Davis-Oliver seconded the motion, and the motion passed unanimously.*

*Vote: 4/0*

## **7. REQUEST TO SET PUBLIC HEARING(S)**

- **September 11, 2023 at 6:00 p.m.**  
Voluntary Annexation Request by Jon Wright, for parcel #132453, parcel #132455, and parcel #132456.
- **September 11, 2023 at 6:05 p.m.**  
A request to rezone a 20.184-acre parcel identified as 132453 to Rural Residential (RR) Zoning District; a 1.249-acre parcel identified as 132455 to Highway Business (HB) Zoning District; and a 3.475-acre parcel identified as 132456 to Highway Business (HB) Zoning District.
- **September 11, 2023 at 6:10 p.m.**  
A request for a Major Special Use Permit for a campground on parcel 132456, which is approximately 20.184 acres.
- **September 11, 2023 at 6:15 p.m.**  
Updates to Comprehensive Transportation Plan through NCDOT.

## **8. CONSENT AGENDA ITEM(S)**

- One invoice totaling \$7,116.53.

*Commissioner Scott Winebarger made a motion to approve the Consent Agenda item. Commissioner Richie Parker seconded the motion, and the motion passed unanimously.*

*Vote: 4/0*

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

Fire Chief Jody Doss presented his monthly report to the Board.

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

Chief Dimmette presented his monthly report. He informed the members that a juvenile had been apprehended for breaking and entering at Yadkin Food Corner, located at 909 N State Street. Additionally, the Chief shared that two new F-150s were being upfitted and would be operational within the next 3 to 4 months.

## **11. PUBLIC SERVICES DIRECTOR REPORT**

Public Works Director, Jacob Swaim, delivered his monthly report. He updated the Board that a new 1-hour parking sign would be installed at Suntrust Bank this week.

Additionally, he mentioned that 15% of the pipe material surveys have been completed and paving is scheduled to begin this week.

## **12. PLANNING ADVISOR'S REPORT**

Planning Advisor Abigaile Pittman was absent from this meeting.

## **13. TOWN ATTORNEY BEN HARDING**

Town Attorney Ben Harding stated he had nothing to report.

## **14. MANAGER'S REPORT**

- **Hinshaw Gardens Easement Discussion:**

Manager Koser informed the Board that the Town does not have an easement to access the back entrance of Hinshaw Gardens, which is situated on West Lee Avenue behind the newly built duplexes. However, he plans to request a 10-foot easement from the duplex developer after providing him with engineering services. When Attorney Harding asked about the path leading to Hinshaw Gardens, Manager Koser explained that it is currently grass and will belong to the Homeowners Association once phase two of the duplex development is finished.

- **Board Approval to Relocate house at 110 E. Elm Street (Attachment #4)(Motion):** Manager Koser requested Board approval for the Charles Bruce Davis Museum of Art History and Science to relocate the house at 110 East Elm Street. They plan to move it to a parcel on North Van Buren Street.

*Commissioner Chris Matthews made a motion to allow the relocation of a house from 110 East Elm Street to North Van Buren Street, parcel #133331.*

*Commissioner Monta Davis-Oliver seconded the motion, and the motion passed unanimously.*

*Vote:4/0*

- **Creation of Town Logo Discussion:**

Manager Koser requested the Board's opinion on creating a Town logo. He clarified that this will be separate from the Town seal. The Board agreed to accept quotes/proposals.

- **Event Planner/Grant Writer:**

Mr. Koser stated that the Event Planner/Grant Writer position has been posted, and we are currently accepting applications.

- **CMS Insurance Revisions:**

Manager Koser informed the Board that he and Hunter Gooden had a discussion with CMS Insurance regarding the town's insurance coverage. Mr. Crissman, from CMS Insurance, suggested adding an extra \$1 million to the policy and a \$500,000 cybersecurity package. Commissioner Parker proposed employee training on cybersecurity, keeping software updated, and having Zirus manage current backups. Mr. Koser mentioned that CMS had conducted a security audit, and the town scored above average.

- **Downtown Revitalization Discussion:**

Manager Koser iterated that a group of citizens have come together to create a downtown revitalization committee. They have had two meetings to discuss the layout and focal points of the group. Mayor Norman inquired about the

involvement of the Town, in which Mr. Koser stated that the group is a completely separate entity.

- **2023 Tax Bill Update:**

Manager Koser apprised the Board that 2023 tax bills have not gone out yet, due to a delay from Yadkin County. They are hoping to have them mailed within the next week.

- **Town Facilities Closed Monday, September 4<sup>th</sup> in observance of Labor Day**

### **15. COMMISSIONER COMMENTS**

No comments were made by any of the commissioners.

### **16. ADJOURNMENT**

*With no further business to discuss, Commissioner Chris Matthews moved the meeting adjourned. Commissioner Monta Davis-Oliver seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 6:41 p.m.*

*Vote: 4/0*



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Eddie Norman, Mayor



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Alex Potts, Town Clerk