

TOWN OF YADKINVILLE  
BOARD OF COMMISSIONERS  
**MONTHLY MEETING MINUTES**  
LOCATION: COMMISSIONERS CHAMBERS  
213 VAN BUREN STREET  
YADKINVILLE, NC  
**MONDAY, SEPTEMBER 14, 2020**

**OFFICIALS PRESENT:**

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

**STAFF PRESENT:**

Town Manager: Mike Koser  
Public Works Director: Jacob Swaim  
Asst. Town Manager: Shelia Weathers  
Interim Finance Officer: Sarah Richards  
Police Chief: Dawn Pardue  
Town Planner: Abigaile Pittman  
Interim Town Clerk: Alex Potts

Quorum requirements met – meeting proceeded.

**1. CALL TO ORDER**

The regular meeting was called to order by Mayor Norman at 5:58 p.m.

**2. INVOCATION**

Mayor Norman offered the invocation.

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

Commissioner Richie Parker made a motion to approve the Agenda. Commissioner Tony Hall seconded the motion, and the motion passed unanimously.

Vote: 4/0

**4. SWEARING IN OF TOWN MANAGER MIKE KOSER AND INTERIM FINANCE DIRECTOR SARAH RICHARDS** (Attachment #1)

Assistant Town Manager, Shelia Weathers swore in Town Manager Mike Koser, and Interim Finance Director, Sarah Richards.

**5. PUBLIC COMMENTS**

No one signed up for Public Comments.

**6. APPROVAL OF MINUTES (Motion Needed)**

*Commissioner Monta Davis-Oliver made a motion to approve the following minutes as presented. Commissioner Richie Parker seconded the motion, and the motion passed unanimously.*

*Vote: 4/0*

- August 3, 2020 (Regular Meeting Minutes)

**7. CONSENT AGENDA ITEM(S)** (Attachment #2)

Assistant Town Manager Shelia Weathers presented the Consent Agenda items for the Board's consideration.

- Invoices (5) totaling at \$50,939.24
- Tax Voids (2) totaling \$190.83

*Commissioner Scott Winebarger made a motion to approve all items in the consent agenda. Commissioner Richie Parker seconded the motion, and the motion passed unanimously.*

*Vote: 4/0*

**8. FIRE CHIEF'S REPORT**

Fire Chief Jody Doss presented his monthly report. Chief Doss stated that Yadkinville Fire Department has decreased medical call responses due to COVID-19.

**9. POLICE CHIEF'S REPORT**

Police Chief Dawn Pardue presented the Board with her monthly report. She stated that number of arrests, vehicle stops, and investigations have increased. She also assured the Board that the Police Department has implemented precautions to protect officers from COVID-19 during traffic stops and property searches.

**10. PUBLIC SERVICES DIRECTOR REPORT**

Public Services Director, Jacob Swaim, elaborated on the invoices from the Consent Agenda. Mr. Swaim informed the Board of a sewer line blockage in front of Taco Bell, in which the Town contracted BLD Services to reline. He noted that the sewer line located under U.S. Highway 601 is deteriorating.

Mr. Swaim apprised the Board that North Carolina WER (Water Effects Ratio) Test for the Wastewater Treatment Plant has been postponed. The Preliminary Test was completed, and the results were favorable with a projected increase of a five to one ratio to the Town's copper. Two more test will be conducted in October and November 2020.

Commissioner Richie Parker informed Jacob about a manhole issue located in the southbound lane in front of Hardee's. Mr. Swaim said he would investigate and follow-up with the Board.

## **11. PLANNING ADVISOR'S REPORT** (Attachment #3)

- **CTA-2020-01:**

Planning Director Abigaile Pittman presented the Board with CTA-2020-01, a request to amend the Code of Ordinances. She stated it would allow her to enforce more issues in the Community, and supports a clearer understanding of what is not allowed. Ms. Pittman described new subsections to add to the Ordinance, such as Unsecured Vacant Buildings, Graffiti, Accumulation of Junk, Trash, Litter or Other Items, etc. She asked the Board to lower the height limit on grass from 24 inches to 12 inches. It was the consensus of the Board to lower the height and add the specified subsections to the Code of Ordinances.

*Commissioner Tony Hall made a motion to approve CTA-2020-01, a request to amend the Town of Yadkinville Code of Ordinances, Title 8 Offenses, Chapter 4, Weeds and Refuse, to revise the regulations addressing health, sanitation and public nuisances. This recommendation is based on the amendment's consistency with the State law, and the improved guidance in recognizing a public nuisance and how the Town must proceed in order to have it abated. Commissioner Richie Parker seconded the motion, and the motion passed unanimously.*

*Vote: 4/0*

Planning Director Abigaile Pittman provided a follow-up on her investigation regarding off-site directional signs in the right-of-way. On June 7, 2004, Commissioners adopted a new Sign Ordinance that exempted off-site church directional signs from the sign regulations if they did not exceed four square feet in area, six feet in height, and were not illuminated. Ms. Pittman recommended creating an amendment allowing these signs per special permit. It was the consensus of the Board to have Ms. Pittman draft a proposed amendment for consideration

- **August Activity Report:**

Ms. Abigaile Pittman noted that she was still preparing a draft Driveway Ordinance. She stated that she, and Town Manager Mike Koser are working together to get information pertaining to electric vehicle charging stations. Ms. Pittman is also still gathering estimates for the Pocket Park. She proposed spending FY 20-21 budgeted amount of \$15,000 on walkways, landscaping and a water tap. Mr. Koser suggested rock dust for the walkways in order to stay within ADA compliance. Mayor Norman confirmed with Public Services Director Jacob Swaim that Public Works Staff would do all the labor.

## **12. TOWN ATTORNEY BEN HARDING**

Town Attorney Ben Harding stated that a public records request was received for the Police Department from an unknown source. He further stated that the source requested records from various Police Departments statewide, and advised the Police Chief and Town Staff not to respond at this time. Attorney Harding stated that past discussions regarding the Police Department have been concluded.

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

- **Jackson Street Parking Lot (Yadkin County Purchase) (Attachment #4):**  
Assistant Town Manager Shelia Weathers informed the Board that she spoke with Yadkin County Manager Lisa Hughes on August 5<sup>th</sup>, 2020. Yadkin County agreed on \$70,000 for the purchase of the parking lot.

*Commissioner Monta Davis-Oliver made a motion to adopt the Resolution to Sell the Parking lot on Jackson Street to Yadkin County for \$70,000. Commissioner Richie Parker seconded the motion and the motion passed unanimously.  
Vote: 4/0*

- **Hazard Pay (Attachment #5):**  
Mrs. Weathers apprised the Board that she, and Finance Officer Dina Reavis called the Town of Wilkesboro, regarding distribution of COVID-19 Hazard Pay based on job positions. She noted that all administrative positions will need to be paid from General Fund Balance instead of the CARES Fund due to strict regulations. The total amount out of Fund Balance would be \$8,625.

*Commissioner Richie Parker made a motion to pay Administrative Staff out of General Fund Balance and the frontline staff out of CARES Fund. Commissioner Scott Winebarger seconded that motion and the motion passed unanimously.  
Vote: 4/0*

- **Yadkinville CARES Small Business Assistance Grant Program:**  
Town Manager Mike Koser explained Small Business Assistance Grant. He stated that the available funds for the Grant totaled \$50,000. Mr. Koser noted two grant categories. Category One is for small businesses with one to three employees, allotted up to \$2,500, and Category Two consist of 4-10 employees with an allotment up to \$5,000. The grant can be used for employee salaries and wages, utilities, rent or mortgage payments.
- **COVID-19 Procedures:**  
Mrs. Weathers asked for the consensus of the Board regarding Bulk Item Pick-up. The Board agreed to allow Bulk Item Pick-up to resume with appropriate PPE (Personnel Protective Equipment). Mrs. Weathers informed the Board that the Town Park is open, as well as the bathrooms. Callaway Industrial Services performed a COVID-19 cleaning September 3<sup>rd</sup>, 2020 and will continue to do so once a week. Assistant Manager stated that a hand sanitizer dispenser was installed along with signage notifying citizens of the total occupancy for the park under the Governor's Phase 2.5. She also noted that the Town Hall and Police Department are sprayed bi-weekly.
- **Halloween Downtown:**  
Mrs. Shelia Weathers asked the Boards consensus on allowing Halloween Downtown Event. It was the consensus of the Board to table that discussion until October 5<sup>th</sup>, 2020.
- **Added Item:**  
Assistant Town Manager Shelia Weathers reminded the Board of recycling cart exchange on September 28<sup>th</sup> and 29<sup>th</sup>.

**14. COMMISSIONER COMMENTS**

**Commissioner Scott Winebarger:**

Commissioner Winebarger thanked Public Services Director Jacob Swaim for his timely approach on getting a streetlight repaired.

**Commissioner Richie Parker:**

Commissioner Richie Parker inquired about Country Cups Café Text Amendment. Planning Director Abigaile Pittman stated they will revisit that topic in November 2020.

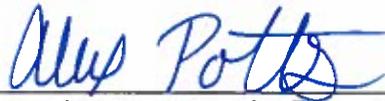
**15. ADJOURNMENT**

*With no further business to discuss, Commissioner Monta Davis-Oliver moved the meeting adjourned. Commissioner Scott Winebarger seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 7:01 p.m.  
Vote: 4/0*



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Eddie Norman, Mayor



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Alex Potts, Interim Town Clerk