



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, FEBRUARY 11, 2014
ELM CITY TOWN HALL
CONFERENCE ROOM**

MINUTES

1. Call to Order

Mayor Grady Smith (hereinafter "Mayor Smith") called to order the regular meeting of the Elm City Board of Commissioners (hereinafter "Board") at 7:30 pm, on February 11, 2014.

2. Roll Call

Mayor Smith conducted a roll call. The following were present:

Commissioner, Dale Childress (hereinafter "Comm. Childress")
Commissioner, Melvin Cooke (hereinafter "Comm. Cooke")
Commissioner, Lewis Crockett (hereinafter "Comm. Crockett")
Commissioner, Gil Wheeler (hereinafter "Comm. Wheeler")
Commissioner, Marsha Wells (hereinafter "Comm. Wells")
Town Administrator, Jonathan Russell (hereinafter "Admin. Russell")
Town Clerk, Dena Cordell

3. Approval of Minutes from Last Meeting

Mayor Smith gave the Board opportunity to review the proposed minutes from the January 14, 2014, meeting.

MOTION: Comm. Cooke made motion to approve the January 14, 2014, meeting minutes; seconded by Comm. Childress. Motion passed by unanimous vote.

4. Admin. Russell's Report

A. Wilson County Emergency Medical Services Expansion: A property owner in the town requested that water and sewer be provided at his property on North Parker Street for the use by a new EMS facility. Providing such would benefit the Town citizens, as well as the surrounding area. Board approval is needed to make the utility allocation. Construction costs for the sewer and water expansion will be the customer's. Comm. Cooke suggested that a larger line

be placed for future expansion, even if the Town had to absorb some of the cost.

MOTION: Comm. Childress made motion that the utility allocation be approved for the new EMS site; seconded by Comm. Cooke. Motion passed by unanimous vote.

- B. FY 2013-2014 Audit Contract: Greg Redman submitted his proposal for the FY 2013 – 2014 audit. The audit fee is \$8,000 and preparation of the annual financial statements is \$1,000. This fee was the same amount from the previous year.

MOTION: Comm. Cooke made motion that the Town hire Greg Redman for the FY 2013-2014 audit; seconded by Comm. Crockett. Motion passed by unanimous vote.

- C. Capital Improvement Plan Update: The Town's current capital improvement plan is in need of an update. The plan can be completed by our current engineer, Steve Scruggs with AECOM, or bids can be solicited for the service. The estimated expense for the update is approximately \$7,500, and may be eligible to be paid for by remaining grant funds. This plan would require meetings with the Board and Planning Board.

MOTION: Comm. Crockett made motion that the Town approve an update of the Town's Capital Improvement Plan in the amount of \$7,500; seconded by Comm. Wheeler. Motion passed by unanimous vote.

- D. Road Conditions Survey: Admin. Russell mentioned the need of having a road conditions and maintenance survey. The survey will provide information on the current conditions and maintenance options of Town-maintained streets, and will allow for the development of a ten year maintenance plan for road repair and improvements. The survey could be completed by a traffic engineer through AECOM for \$6,000, or the Town or receive more quotes.

The Board collectively felt the \$6,000 would be better used to repair the roads, and would like for the Town to do the survey through Admin. Russell.

- E. Safe Routes to School Grant Application: The Safe Routes to School Application has been submitted and will undergo an initial review period from January 21 – February 17. This grant will allow for sidewalk installation along North Parker Street and West Main Street. It is in hopes that the Town will

hear about awards within the next month or two. Curb and gutters will be required with this installation.

- F. USDA Grant / Loan Application: The Town is currently in the process of updating the application through USDA for renovation of the train depot. USDA is soliciting board recommendations for architect and engineering services for the project.

MOTION: Comm. Cooke made motion that the Town request a proposal for AECOM to update the previous application; seconded by Comm. Childress. Motion passed by unanimous vote.

- G. Official Town Seal Approval: The Town currently has identified four (4) different seals that have been used. All four (4) contain some variation of a tree surrounded by stars. Admin. Russell would like to have one chosen to establish uniformity for the Town seal.

Comm. Wheeler mentioned the need of possibly updating the Town seal and suggested asking the schools in the area to come up with a new seal and use it as a competition for choice.

- H. Additions:

1. John Harris proposed clearing the property at the park site for \$4,000.

MOTION: Comm. Cooke made motion that the Town hire Mr. Harris to clear the park property; seconded by Comm. Crockett. Motion passed by unanimous vote.

2. Infrastructure Grant: There is a public hearing needed for this grant, which will be used to connect the water line from Gray Street over to Main, in an effort to loop the system over, possibly preventing some of the brown water issues the Town has faced. A public hearing will take place at the March Board meeting.

3. Storage and Desks for Main Office: Admin. Russell proposed purchasing desks and storage cabinets for the Town business office to make a uniform look, and to add more storage for files, etc. He requested that a \$2,000 cost be approved for such.

MOTION: Comm. Wells made motion that the Town approve the \$2,000 allotment for new office furniture and storage; seconded by Comm. Crockett. Motion passed by unanimous vote.

5. Invoices

Admin. Russell presented the Board with the monthly Town invoices in the agenda packet.

Additions to invoices:

- Security Sight and Sound \$175.00
- Harris Computer Systems \$356.03
- Copy Pro \$491.71

MOTION: Comm. Cooke made motion to pay bills; seconded by Comm. Crockett. Motion passed by unanimous vote.

6. Comments from Public Floor

There were no comments from the public.

7. Commissioner Concerns

Admin. Russell reported that there was a doctor interested in using the grill building for purposes of providing services to our Town. Schematic designs have been drawn and possible renovations equaling \$15,000 have been planned. This will give the Town a fulltime doctor.

Comm. Crockett questioned the reason that the Christmas tree remains up on Main Street. Admin. Russell mentioned that it was due to the storage area for the tree being very wet, and equipment used to move the tree had the chance of getting stuck.

Comm. Wells would like for the Town to contact the Bailey Chamber of Commerce regarding the discarded decorations they had, that had been mentioned in previous Board meetings. Admin. Russell and Comm. Cooke will make an appointment to look at said decorations.

8. **Adjournment**

Mayor Smith adjourned the meeting at approximately 8:23 pm, February 11, 2014, upon motion of Board.

MOTION: Motion was made to adjourn by Comm. Cooke; seconded by Comm. Crockett. Motion passed by unanimous vote.

Minutes submitted by Dena H. Cordell, Town Clerk