



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, FEBRUARY 13, 2018
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 13, 2018.

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, John Edwards (hereinafter "Comm. Edwards")
Commissioner, Marsha Wells (hereinafter "Comm. Wells")
Commissioner, Gil Wheeler (hereinafter "Comm. Wheeler")
Town Administrator, Jonathan Russell (hereinafter "Admin. Russell")

3. Approval of Minutes from Last Meeting

Mayor Smith gave the Board opportunity to review the proposed minutes from the January 9, 2018, meeting.

Paragraph 2 of Section F of the Administrator's Report should read: "A **gaming company** has rented the Barnes and Powell Building, which is zoned "Light Industrial". Further information in the same section should read, "Much discussion was rendered regarding the possibility of the **gaming company** coming to the proposed area."

MOTION: Comm. Cooke made motion to approve the January 9, 2018 meeting minutes with corrections; seconded by Comm. Wheeler. Motion passed by unanimous vote.

4. Greg Redman, FY 2016 / 2017 Audit Report

Greg Redman reported to the board his findings for the FY 2016 – 2017 audit. He mentioned that the Town has come a long way from five years ago, and was happy to report no findings.

MOTION: Comm. Childress made motion to accept the FY 2016 – 2017 Audit Report; seconded by Comm. Edwards. Motion passed by unanimous vote.

5. Zoning Request Review

A public hearing was held pursuant to Section 3.3.4 of the Town's Unified Development Ordinance regarding an electronic gaming company being allowed to operate at 308 South Parker Street.

The Board at this time may proceed to vote on the zoning request, refer it to a committee for further study, or take any other action consistent with its usual rules of procedure according to the current Unified Development Ordinance.

The vote will analyzed the particular application and use of the zoning request for electronic gaming at 308 South Parker Street, which is currently zoned (LI), Light Industrial. The following general standards must be considered and satisfied:

- A. That the use will not materially endanger the public health and safety if located where the proposed and developed according to the plan as submitted and approved;
- B. That the use meets all required conditions and specifications;
- C. That the use will not substantially injure the value of adjoining or abutting property; and
- D. That the location and character of the use, if developed according to the plan submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the plan of development for the Town of Elm City and its environs.

Much discussion was rendered.

MOTION: Comm. Wheeler made motion that the following findings be made, due to the negative feedback from citizens, and that the ruling confer that the zoning request not allow a gaming company to operate at 308 South Parker Street due to points C & D above, the injuring of value to adjoining properties, and not being in harmony in the area due to churches and residences being located so closely; seconded by Comm. Wells. Motion passed by unanimous vote.

6. Administrator's Report

- A. FY 2016 – 2017 Audit Report: Admin. Russell spoke of the audit report with no findings for the most recent fiscal year. The Town Clerk and staff have been working towards such a report for six to seven years.

- B. CDBG-I Waterline Project: The waterline replacement project is moving forward with a projected start date of February 19th. It is anticipated that this work will help with the water quality throughout town. The preconstruction meeting was held on February 12th, and paperwork was provided to the Board. During this work, 75 water meters and six hydrants will be replaced. The construction phase will have to coordinate with the Elementary School as far as what time or date would work for the water to be shut off to the school.
- C. Water Filtration Project: McGill Engineering is moving forward with the preliminary engineering on the project. Additional flow data has been gathered with the assistance of the volunteer fire department, to help complete the current documents. This project will place filters at two well-sites and will help with the high iron and manganese. Envirolink will begin the pilot filtering programs at the well sites in early spring.
- D. Wastewater Improvements: McGill Engineering has submitted additional data to illustrate increased capacity on the current spray fields. We are hopeful that this will allow an increase in the overall capacity once it is evaluated by the state. Improvements made on the current spray field will help to get closer to the 300,000 gpd.
- E. Waste Industries Quote: Waste Industries provided a quote on weekly yard debris pickup, as well as bulk goods.
- Yard Waste - \$7.93 per month, year round
Bulk Pickup - \$4.02 per month, year round
White Goods - \$65.00 per unit
- Total costs for the quote would equal nearly \$80,000 annually.
- F. Condemnation Update: Wilson County has assisted with a condemnation of five dilapidated properties throughout Town. This will assist with the demolition and removal process in order to clean up the Town.
- G. Water Bill Bulk Mailing: Starting April 1, 2018, all bulk mailing in the area will be processed in Rocky Mount. This is being done in an effort to more efficiently handle this type of service.
- H. Paving Projects: Admin. Russell has been in contact with Weavers Asphalt and Owens Construction regarding the paving projects, in an effort to establish a timeline for the spring. Both companies are still working through issues due to the changing weather being experienced and will provide an update as soon as possible.

- I. Bank Recruitment: The Town is still actively recruiting potential bank branches for the Town. A meeting with KS Bank is scheduled for February 15th, to discuss lending opportunities and the possibility of branch locations.
- K. Ordinance Update: The Town has started ordinance enforcement with a stricter interpretation of current regulations, in an effort to beautify the Town. This will be done through a twenty-one-day double notification process, that will escalate to the assessment of fines if action isn't taken.
- L. Additions:
 - 1. Admin. Russell mentioned that he has spoken with BQ Grills owner, Melvin Whitman, about having a barbecue cookoff in town. BQ Grills would be a key sponsor. It will take nearly 90 days to put together. The event will have 12 to 16 teams, each having a 125-pound pig. The barbecue will be chopped and sold for donations to the elementary and middle school located in the Town limits. The date for the cookoff will be Saturday, May 12th, and will be through the Whole Hog Competition series.

7. **Invoices**

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

Additions: Copypro – 88.93 – Copier
Owens Construction - \$1,275.00 – gravel for the cemetery and public works

The Envirolink check is still being held from last month's meeting where Comm. Edwards mentioned a concern regarding the Bulk and Leaf and Limb pickups with Envirolink.

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

8. **Comments from Public Floor**

Carla Stutts, of S. Branch Street, mentioned her concern that some of the commissioners had not been reachable to her via phone. She suggested that the Board consider putting their phone numbers in the newsletter. She was unable to reach three of the Board regarding a concern she recently had. The Mayor mentioned that we would work to place the numbers on the Town's website, as well as in a newsletter.

Tammie Atkinson, of Beauvue Road, mentioned her concerns to the Board regarding the tree limb pickup or lack thereof that had been located by the road since 1/26 and was told by the Town office that pickup was scheduled for 1/29 or 1/30. She made several calls to

the Town Office regarding her concern and felt as if the customer service of the office was not up to the scale it was usually. The office placed work orders in the system for Envirolink to pick up the debris. Due to the debris still by the road on 2/8, Atkinson telephoned Comm. Edwards, who then worked with the Town office to be sure the debris were picked up.

On another concern, Ms. Atkinson mentioned the trash that continues to blow into her yard and others, from the dumpsters at the Family Dollar. She has contacted the corporate offices to no avail. Admin. Russell mentioned that he will work with Family Dollar to address her concerns.

Connie Jova, of West Nash Street, mentioned the fact that when picking up yard debris, Envirolink uses equipment that tears up the yards, and felt the Board should have the information. Comm. Edwards asked questions of Mrs. Jova to ascertain whether or not debris are picked up on the scheduled dates.

J. P. McCann, of Envirolink, spoke with both Ms. Atkinson and Mrs. Jova to rectify their concerns.

9. Commissioner Concerns

Comm. Edwards questioned whether the Town had a map of all the fire hydrant locations for life and safety concerns. Admin. Russell mentioned that Will Corbet of the Wilson County GIS had a map and that the grant received for the Asset Inventory Analysis that Envirolink was currently working on would help as well. Mr. Russell will speak with Will Corbet to send what he currently has.

Comm. Edwards requested the status of the fire code violation at the corner of South Parker and West Main Street. Admin. Russell mentioned that the suit had been filed, however a date was not currently calendared to go before a judge as of yet.

Comm. Edwards would like to meet with the Fire Commissioning Board regarding fire protection in Town, as well as the County Manager, the county commissioner for the Town's district, Emergency Management, and the Board of Directors for the Toisnot Fire Department. Admin. Russell will work to facilitate a meeting.

Comm. Wheeler mentioned scheduling a date for the Shred Day that will be held to help citizens dispose of personal information safely. The date chosen was April 21st, giving the opportunity to advertise it for two months in the newsletters.

Comm. Wheeler also mentioned the concern of burning within the Town limits. He asked that clarification be placed in a newsletter to help with anyone who may be burning items, without having the knowledge of what is allowed.

Comm. Wells mentioned a concerned of a property in Town that has port-a-johns located in their back yard.

Comm. Edwards asked what the pattern was if a meter had been removed for tampering, etc. He asked if the property had to be inspected for minimum housing standards to have the water restored. Admin. Russell mentioned that an inspection was not something that had been currently done.

Comm. Wheeler asked about where Envirolink stood with getting the tires removed from the Town Shop area. J. P. McCann, with Envirolink, mentioned that the tires were being removed and the only ones that are at the shop are those that are strays picked up during bulk goods pickups in the Town.

Comm. Edwards asked whether the posts at the Town's Public Works building had been installed. They currently are not installed.

Comm. Wheeler mentioned his concern over a lock and chain that has been placed along the path of Nexans, leading to the cemetery located there. Admin. Russell mentioned that the owner's son, a real estate attorney, researched and found no recorded easement for the cemetery's path. The chain was placed in a manner to secure that back of his property due to the request of his current tenant. Admin. Russell mentioned that the code for the lock had been given to the Town Office, although he mentioned that it may cause some concern with visitors of the cemetery.

Comm. Edwards mentioned the possibility to acquiring the well located in front of Nexans.

Comm. Wells mentioned concerns over the recent vandalism at the Town's primary lagoon. Admin. Russell mentioned that the vandalism seemed to be done by kids. They did take the chain and damaged the flow meter. A new flow meter would cost nearly \$2,800, where filing a claim would require that a \$2,500 deductible be paid. Comm. Wells felt it would be advantageous to place wildlife cameras at the facility as a manner of security. Admin. Russell will work to get pricing.

Comm. Wells mentioned the fact that a property on Main Street has damage to the window, where the owner placed a board up to repair. Admin. Russell mentioned that the property is not currently in ordinance violation. Knowing this did not do well for the aesthetics of the down town district, Comm. Wells asked that the Board have Slade Rand, Town Attorney, write a letter to encourage the owner to help beautify his property on Main Street.

Mayor Smith mentioned the need to possibly updating the current UDO and mentioned having Admin. Russell call to get their assistance with doing so.

Comm. Cooke would like to see about obtaining a grant to bring the sidewalks and restrooms to the Elm City Park. Admin. Russell mentioned that the application could be reworked and ready for submittal in April or May.

10. Adjournment

Mayor Smith adjourned the meeting at approximately 9:24 pm, February 13, 2018, upon motion of Board.

MOTION: Motion was made to adjourn by Comm. Edwards; seconded by Comm. Wells. Motion passed by unanimous vote.

Minutes submitted by Dena H. Owens, Town Clerk