



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, DECEMBER 15, 2015
ELM CITY TOWN HALL
CONFERENCE ROOM**

MINUTES

1. Call to Order

Mayor Pro tem Melvin Cooke (hereinafter "Comm. Cooke") called to order the regular meeting of the Elm City Board of Commissioners (hereinafter "Board") at 7:30 pm, on December 15, 2015.

2. Roll Call

Comm. Cooke conducted a roll call. The following were present:

Commissioner, Dale Childress (hereinafter "Comm. Childress")
Commissioner, Lewis Crockett (hereinafter "Comm. Crockett")
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

Comm. Cooke gave the Board opportunity to review the proposed minutes from the November 10, 2015, meeting.

MOTION: Comm. Wheeler made motion to approve the November 10, 2015, meeting minutes; seconded by Comm. Childress. Motion passed by unanimous vote.

4. Admin. Russell's Report

- A. Audit Completion: The FY 2014 – 2015 audit has been completed. There are new reports that the State requires to be filed with the audit for this fiscal year. Due to said reports, a filing extension has been given. Greg Redman, auditor, did not find any deficiencies in his initial review, however, work toward increasing revenue, while being mindful of expenditures, is needed.
- B. Drainage Pipe Installation: The material expense for the 40 feet of 36 inch drain tile is \$1,556.00. Installation will occur once a coordinated effort can be made between the farmer, landowner, and Town. The beans located on the property were picked, and the land will need to continue to dry.

- C. Sidewalk Update: Anderson and Company hopes to begin the sidewalk project between now and the end of the calendar year, if weather permits. They have been behind on some current projects due to the above average rainfall experienced over the past month.
- D. Train Depot Pre-qualification Bid Packets: The first phase of the project is the pre-qualification process for contractors. Being a historic building, it is of utmost importance to work with contractors that have experience working with historic renovations. The pre-qualification process is meant to determine which contractors have the skill set needed to complete the project.
- E. Storm Water Update: Quotes are still being solicited for storm water improvements. The recent rain experienced over the past weeks has placed local contractors behind on current projects and has created delays in providing new bids.
- F. March Grant Funding: Work is being done to prepare an application for the March 2016 grant cycle that will allow for additional infrastructure to be installed on the recently purchased land. The guidelines for the upcoming cycle will be released in mid to late January 2016, and there will be roughly 15 million available for infrastructure projects.

Admin. Russell and Comm. Cooke recently had a meeting with Mike Aquesta, Bill Cowan, Joe Dooley, and Dennis Patton regarding the grant funding.

It is important for the Board to learn who the elected officials are and schedule meetings with them. Using a different approach by contacting the officials may help with this cycle, as well as continuing to follow up with them after meeting with them. Admin. Russell will prepare a packet for the Board of elected officials and contact information.

- G. Bond Referendum: A bond referendum is set to be voted on in March 2016. This will include \$109 million in funding for water and sewer infrastructure state wide, that will be available in the September 2016 grant cycle.

5. **Invoices**

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

Additions: Imaging Specialities - \$53.15 (Library Supplies)
Copy-Pro - \$90.74

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

6. Comments from Public Floor

Thelma Young reported that another line was pulled down by large trucks traveling down N. Tyson Lane. Deputy Ruffin will speak with the drivers of trucks traveling to the school, reminding them of the no thru truck traffic signs for N. Tyson Lane. It would also be beneficial to have the utility companies raise the lines.

Fire Chief, Lin Jones, was in attendance at the meeting. The Board commended Lin on the good job the fire department did with the Christmas Parade this year.

7. Commissioner Concerns

- A. The lease for the McCleese property is up for renewal for Rock Ridge Farms. The Town will lease property for \$125 per acre.

The lease for the Bissette property is up for renewal for the Bissettes. The Town will lease property for \$125 per acre.

MOTION: Comm. Childress made motion to lease property to both Rock Ridge Farms and the Bissettes for \$125 per acre, seconded by Comm. Crockett. Motion passed by unanimous vote.

- B. Comm. Wheeler suggested that the Town place a "For Sale" sign in a good location on the Nash County property that is up for sale. The sign should be two-sided. Admin. Russell will get pricing for signs. It was also suggested that an ad be placed in the newspaper, take sealed bids at the next meeting, and see what type of interest there is for the property.

MOTION: Comm. Childress made motion that a For Sale sign be placed on Hwy. 301, interested people should contact the Town Office, place an ad in the Wilson Times, as well as the Nash County paper, open the sealed bids at 5 pm on Tuesday, January 12th; seconded by Comm. Crockett. Motion passed by unanimous vote.

- C. Comm. Wheeler was interested in knowing what would have to be done to have a temporary sprayfield placed on the newly purchased property. Admin. Russell will outline what is needed and make a checklist of requirements available for the Board.

- D. Comm. Wheeler would like for the office to follow-up on ordinance violations in an effort to continue cleaning up the Town.
- E. Comm. Wheeler would like to see the Town shop property cleaned, to make it more presentable. While doing so, it would also be beneficial to restrict citizens from entering the property, and design it so that they would not have access.

8. Adjournment

Comm. Cooke adjourned the meeting at approximately 9 pm, December 15, 2015, upon motion of Board.

MOTION: Motion was made to adjourn by Comm. Childress; seconded by Comm. Wheeler. Motion passed by unanimous vote.

Minutes submitted by Dena H. Cordell, Town Clerk