

Town of Walnut Cove

BOARD OF COMMISSIONERS

MEETING MINUTES

August 14, 2018

Mayor Charles Mitchell

Commissioners Present:

Elwood Mabe

Danny Hairston

Thomas Mitchell

Charles Byron

Staff present:

Town Manager Kim Greenwood

Town Clerk Amanda Bryant

The meeting was called to order at 7:02 PM at the Walnut Cove Senior Center by Mayor Charles Mitchell. Commissioner Elwood Mabe gave the invocation following which Town Manager Kim Greenwood led in pledging allegiance to the American flag.

ANNOUNCEMENTS-

- a. Small Town Main Street Committee; Thursday August 16, 2018. Walnut Cove Public Library. (Regular Meeting)
- b. Walnut Cove Planning/Zoning Board; Regular Meeting. August 16, 2018 @ 7pm. Walnut Cove Public Library.
- c. Walnut Cove Volunteer Fire Dept.; Regular Meeting. 7:00 PM Thursday, September 6, 2018, Walnut Cove Vol. Fire Dept.
- d. Walnut Cove Board of Commissioners; Regular Meeting. Tuesday, September 11, 2018. Walnut Cove Senior Center.
- e. Town Recycling; 6/15/2018 and 6/29/2018

PUBLIC COMMENTS – 2

1. Will Carter Stokes County Economic Director- Wanted to remind the Town he will help promote economic development any way he can.
2. Jake Oakley- Stokes County Manager-
 - a. He wanted to let the Town know he is there to support our municipalities.
 - b. He will do his best to be at all meetings but can't promise to be at all.

ADJUSTMENTS/CORRECTIONS TO THE AGENDA-

No adjustments or corrections to the agenda were made.

Consent Agenda

No correction to the agenda.

A motion was made by Commissioner Hairston to accept and approve the minutes from the July 10, 2018 meeting. The motion was seconded by Commissioner Byron. The motion carried unanimously.

Public Hearing- Consideration for Extending Moratorium on Oil and Gas Development.

No one signed up for Public Comments for the Public Hearing.

It was discussed and decided upon by the Board to appoint Town Mayor Mitchell, Commissioner Mabe and Town Manager Greenwood to meet with the Town Attorney Anne Rowe to discuss the Moratorium.

Old Business

a. Consideration for Extending Moratorium on Oil and Gas Development (Attachment B)

- a. Town Manager Greenwood explained he had spoken with Town Attorney Rowe regarding the Consideration and it was determined it would be best to not vote tonight but instead appoint a Commissioner to meet with Ms. Rowe and Town Manager to review the Moratorium Ordinance.
- b. Commissioner Mabe volunteered to meet with Town Attorney Rowe and Town Manager Greenwood.

A motion was made by Commissioner Hairston to table the Consideration for Extending Moratorium on Oil and Gas Development until the September 11, 2018 meeting. The motion was seconded by Commissioner Byron. Motion carried unanimously.

b. NC DOT Representative Update

- a. Pat Ivey was the representative from the Department of Transportation.
- b. Mr. Ivey gave a brief updates on the various projects going on in town begging with the Round About project.
 - i. The roundabouts are a lot of work.
 - ii. They are in the process of the right of way acquisitions.
 - iii. Construction is scheduled to start July of 2019.
 - iv. A project like this is not easy there will be impacts on the town but they will try to keep those to a minimum.
 - v. Due to the difficult of roundabout's they will be keep the Town well informed of the progress.
 - vi. They also are including the approximately 325' of sidewalks into the roundabout projects with an estimated cost of \$12,500. But it will only cost the Town \$2500.00. The Town will not be billed for the sidewalks until after the project is completed in the 2nd Quarter of 2020.
 - vii. They have a new municipality agreement they are working on.

- viii.** The utilities that will have to be moved are included in the cost as well and will have a separate agreement.
- ix.** There is also an opportunity for landscaping in the center of the roundabouts.
 - 1.** The Town will be responsible for maintaining the center landscaping.
 - 2.** There is a possibility of some funding to help with the landscaping.
 - 3.** This will be on a separate agreement between the Town and DOT.
- c.** Mr. Ivey also gave an update on the project at Highway 311 & Highway 65.
 - a.** There will be a lot of public involvement. Originally it was planned to use Plant Street as the official detour but many citizens asked about using Fagg Road instead. Upon reviewing Fagg Road it was agreed by DOT to use Fagg Road as the official detour during construction.
 - b.** They will also upgrade the railroad crossing.
 - c.** The property acquisition will begin in 2019 with construction beginning in January of 2020.
 - d.** For properties that require Utility Relocation the relocation cost will be included in the cost. But there will be an additional cost for an existing utility that a citizen may want to have moved.
 - e.** The Town will be informed of the start date, and DOT will be happy to answer any questions they may have.
 - f.** Commissioner Byron asked do we have a completion date and will there be a detour from Walkertown to the downtown business district?
 - i.** Completion will take approximately 1 year around July 2020 for the roundabouts. For the highway 311 & highway 65 projects January 2019 with spring at the latest.
 - ii.** As for the detour from Walkertown we will be raising the Highway 311 elevation and Highway 65 will be the detour with access to Highway 311.

NEW BUSINESS-

a. Approval of Kathy Dix from Just Plain Country Store Festival (Attachment C)

- a. The festival on November 10th it will last from 9-5. It will include all people for community
- b. Already have 70 vendors lined up, and 3 bands, food vendors and fair food.
- c. This is the 12th year of the festival.
- d. We will have Port a Jon's brought in.
- e. We have been really blessed and wanted to thank the Town.
- f. The festival will be included on the next Just Plain County commercial.
- g. Commissioner Hairston asked if there were any churches involved in the Festival.
 - i. Ms. Dix explained that any church is welcomed to be a vendor; usually the churches will let her know if they want to be included.
 - ii. Any church that is interested needs to come by and see Kathy at the store.

A motion was made by Commissioner Hairston to approve Kathy Dix's Just Plain Country Store Festival. The motion was seconded by Commissioner Mitchell. Motion carried unanimously.

b. Cove Group Presentation and Grant Request (Attachment D)

- a. Angie Bailey presented to the Board a packet of the newly formed Cove Group. The Small Town Main Street Committee has dissolved and now is The Cove Group.
- b. They are in the process of opening a checking account and applying for the 501(c) status.
- c. The grant request is for the \$5000.00 previously set aside that was to be given to Small Town Main Street.
- d. The funds will be used to open their checking account, apply for their 501(c) and open a PO Box.

- e. Ms. Bailey also explained the packet she had presented to the Board regarding a project they are interested in pursuing.
 - i. The new project is installing a stage in the lot in between the Dehart dentist office and Main Street Diner. They want to lease the lot from the town for \$1/year, similar to the agreement of Fowler Park.
 - ii. The stage will be used for outdoor concerts, movie nights and things of this nature.
 - iii. It will also be available for any citizen who wishes to use it. The goal is for all events to tie the Town together. Other groups will be able to use the property as well.
 - iv. She stated it will also be good for businesses in the town.
 - v. Ms Bailey explained if the Town owns the lot it will provide more grant opportunities for the Cove Group.
 - vi. The Cove Group will manage the lot but the town will be responsible for the mowing and maintenance of the lot.
- f. Questions from the Board
 - i. Commissioner Byron had concerns regarding the \$5000.00 grant. Wanting to know if the town had the money in Economic development to give to The Cove Group and if the Town did would they give the money to the Cove Group without establishing what the funds would be used for. Commissioner Byron also wanted to know if the Cove Group would be seeking additional funds from businesses etc.
 - 1. Ms. Bailey clarified the \$5000 grant would be used for startup funds for the Cove Group to open a checking account, apply for the 501(c) status, literature for the group, open a PO Box and start a website. The grant money would not but used for the lot project explained in the packet. She also explained the goals of the

group would be to host live music, movies, kid shows and hopefully a farmers market to start with.

2. Ms. Bailey remarked they would be seeking additional funding from businesses and previous sponsors of Small Town Main Street.
 3. The Cove Group is interested in building a shelter along with continuing Springfest, Santa's Workshop and other events hosted by Small Town Main street.
 4. The liability insurance for the property would be approximately \$325.00.
 5. For restrooms per Ms. Bailey the long term use of Port A Jon's was not a bad price.
 6. Commissioner Byron stated to release all funds to the Cove Group and give them the authority to make additional funds.
- ii. Commissioner Mabe asked if there were any funds remaining in the Small Town Main Street.
1. Town Manager Greenwood stated we would get those numbers for them.
- iii. There was some confusion as to the funds in economic development being set aside for Small Town main street.
1. Kim Ferrell stated the Budget retreat was during the Small Town Main street conference but after meeting with Town Manager Greenwood she was under the impression the \$5000.00 was set aside for the former Small Town Main Street now the Cove Group.
 2. Town Manager Greenwood stated she was right, during the Budget Retreat the money was put into the economic development line and releasing the money to the Cove Group will have more freedom to use to the best benefit of the Town.

- iv. Ms. Bailey also stated the good thing about a 501 (c) it forces us to have by laws, officers and they have to report this to the IRS every year.
- v. Ms. Bailey also wanted to tell the Board of everything they do for town.
- vi. Mayor Mitchell stated the former Small Town Main Street is very important to the Town and any money spent on them is right.
- vii. Ms. Bailey asked about the approval the use of the lot. Commissioner Byron stated the Town would have to get in touch with the Town Attorney and see what legal stuff needed to be done.

A motion was made by Commissioner Byron to approve the Cove Groups grant request for \$5000.00. The motion was seconded by Commissioner Mitchell. The motion carried unanimously with Commissioner Mabe voting “yes” with reservations.

c. Approval of Finistar Investment Funds (Attachment E)

- i. Town Manager Greenwood directed the attention of the Board to Town Clerk Amanda Bryant.
- ii. Town Clerk Bryant explained the Finistar Investment Group program had ended and the funds totaling \$123,209.47 had been wired to our Street account for temporary holding until an investment decision was made.
- iii. Town Clerk Bryant stated after discussion with many local banks, investment firms and the like because we are a municipality the funds had to be federally insured and because the Town currently has 4 investments CD’s she feels it is best to invest the funds into a Money Market account.
- iv. She also stated she had called Commissioner Byron for financial insight due to his banking connections. Commissioner Byron stated he agreed with the decision to invest in a Money market account.

- v. Attachment E is from First Citizens bank business account sheet and as of August 8, 2018 the interest rate was at 0.05%.

A motion was made by Commissioner Byron to invest the \$123,209.47 from our Finistar Investment program into a Money Market account with First Citizens Bank of Walnut Cove. The motion was seconded by Commissioner Mitchell. Motion carried unanimously.

d. Fiscal year End Financial Balance Report (Attachment F)

- i. Town Manager Greenwood directed the Board to Town Clerk Amanda Bryant to give an update 2017-2018 yearend Financial Report of the Town.
- ii. Town Clerk Bryant presented the Board with a year report hand out so they may review the funds of each account the Town currently has.
- iii. She furthered explained that Brandi Bowman (office manager) and herself have worked hard to reduce the number of open account down to 2 main cash accounts. One account being the General Fund and the second being the Street Account which includes our Powell Bill funds.
- iv. She also stated they are currently in the process of establishing direct deposit for all town employees, which will eliminate a lot of the work load.
- v. Commissioner Byron asked if we had any reports from previous years to compare if we are gaining or losing money.
 - a. Town Clerk Bryant explained she would work on something for the next meeting

No vote needed.

Town Managers Report-Attachment G

- i. Our insurance adjuster is almost complete with our water damage claim. We are awaiting the roof repair but our insurance will pay \$3,400 to replace the flooring and ceiling tiles. We have filed another claim for the Waste Water treatment plant which received lighting damage. I have attached a copy of the estimate of damage.
- ii. We are in our window of water tank maintenance. For the next couple of weeks, we have to drain two of our tanks for scheduled maintenance. We have staggered the work to avoid a disruption of an ample water supply.
- iii. We did remain with Suez (formerly Utility Services) for our water tank maintenance. American tank had made a bid for the work which reduced the prices by \$10,000 over a three year period. After presenting the numbers to Suez, they have changed their contract to match American tank which will save the town nearly \$10,000 over three years and remain with the same company.
- iv. The WWTP had its annual audit last week. All went well with no violations. The damage from lighting to our equipment will be repaired, however we can manually operate it until the insurance claim and repairs are done.
- v. Public works is continuing to trim overgrowth along our streets before school begins. We have had a lot of rainfall this summer causing damage to over storm drains. We will continue to work to correct the damage.
- vi. The License Plate office had another good month of July. I have attached their net profit report and pleased to advise that will all the work completed for July, they were error free.
- vii. Our administrative office continues to make any improvements that save money and time. We should actually begin direct deposit this month. I commend the Town Clerk for reorganizing our system in order to take advantage of our software.
- viii. The Town's audit is scheduled for the week of September 10th.

General Concerns of the Board

- i. Commissioner Byron wanted an update on Code Enforcement with the town
 - a. Town Clerk Amanda Bryant stated we have finally developed a digital and physical system for our Code and Zoning Enforcement. We are still evaluating previous warning and citations to determine our current standings for each violation. We will begin working with our Town Attorney to proceed to the next step and should have something ready for the September board meeting.
- ii. Commissioner Byron asked are we still contracted with PTRC.
 - a. Town Manager Greenwood explained we are operating on a month to month basis explaining that Jess Day has been out on family business but has returned to work so we can explore options.
 - b. Commissioner Byron stated it may be best to discuss the future of the Town and PTRC in a closed session meeting. He also wanted to see if we can add this to next month's agenda.
- iii. Commissioner Mabe asked if we had any reports on what has been done.
 - a. Wesley Durrell explained they have been training and haven't done anything other than that.
 - b. Town Manager Greenwood explained Bradley Davis or Zoning/Planning officer who subcontracts with PTRC states contract things are not his job.
 - c. Commissioner Mabe also stated PTRC has an opening for a Board Member if anyone is interested
 - i. Commissioner Byron stated he was interested in attending the meeting.
 - ii. Commissioner Hairston stated if Commissioner Byron wanted the position then give it to him.

Commissioner Hairston made a motion to appoint Commissioner Byron to the PTRC board. The motion was seconded by Commissioner Mitchell. The motion carried unanimously.

Commissioner Mabe made a motion to adjourn the meeting. The motion was seconded by Commissioner Mitchell. Motion carried unanimously.

Meeting adjourned at 8:44pm

Elwood Mabe
Mayor Pro Tem

Amanda Bryant
Town Clerk

Date

Date