



**ELM CITY BOARD OF COMMISSIONERS  
TUESDAY, JUNE 9, 2015  
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 June 9, 2015.

**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, Marsha Wells (hereinafter "Comm. Wells")  
Commissioner, Gil Wheeler (hereinafter "Comm. Wheeler")  
Town Administrator, Jonathan Russell (hereinafter "Admin. Russell")  
Town Clerk, Dena Cordell

**3. Public Hearing – Budget FY 2015-2016**

*MOTION: Comm. Cooke made motion to enter into the public hearing regarding the FY 2015 – 2016 Budget; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

Admin. Russell presented the Board with the FY 2015 – 2016 Budget that had been reviewed in previous meetings with the Board. The grand total budgeted for three funds equals the amount of \$1,489,650.

Public Comments: There were no comments from the public.

*MOTION: Comm. Cooke made motion to go out of the public hearing regarding the FY 2015 – 2016 Budget; seconded by Comm. Childress. Motion passed by unanimous vote.*

*MOTION: Comm. Cooke made motion to approve the FY 2015 – 2016 Budget; seconded by Comm. Wheeler. Motion passed by unanimous vote.*

#### 4. **Approval of Minutes from Last Meeting**

Mayor Smith gave the Board opportunity to review the proposed minutes from the May 12, 2015, meeting.

*MOTION: Comm. Wheeler made motion to approve the May 12, 2015, meeting minutes; seconded by Comm. Cooke. Motion passed by unanimous vote.*

#### 5. **Admin. Russell's Report**

- A. Local Business Meeting Results – The feedback from the local businesses taking part in the meeting held on June 3<sup>rd</sup> was positive. New ideas were shared on how to retain current businesses and how to possibly recruit new ones. Those present were willing to work together in an effort to obtain grant funding for economic development within the town. Mentioned were sidewalk improvements, façade improvements, and more marketing signage. It was mentioned that businesses in the ETJ should also be contacted to take part in the meetings. Next meeting will be held in August, with hopes to have a meeting every other month.
- B. Solar Farm Application Public Hearing – A public hearing is tentatively scheduled for June 23<sup>rd</sup> at 7 pm to hear comments regarding a proposed solar project located along Lake Wilson Road, adjacent to the Elm City Elementary School, the Moore Farm. Information will be sent to the neighboring property owners. A Planning Board meeting will also be held.
- C. Train Depot Update – Admin. Russell met with USDA officials on June 4<sup>th</sup> to discuss the progress of the train depot project. An agreement with AECOM was signed in 2010 for work on the Depot. USDA officials required that the agreement with AECOM be cancelled.

*MOTION: Comm. Childress made motion that the Town cancel the 2010 train depot agreement with AECOM; seconded by Comm. Cooke. Motion passed by unanimous vote.*

Concern was expressed with the design and construction document phase with Mosely Architects. Possible options to move the project forward at a more reasonable pace were discussed. The Board approved Mosely Architects to do the work at the March 10<sup>th</sup> meeting this year, however, no documents were executed. Progression is not where it should be. Mosely won't have construction documents available until December of this year. Oakley Collier Architects has expressed interest in working with the Town on



the Depot. Oakley Collier Architects was competitive in their pricing. It is possible to get the best pricing with their firm.

*MOTION: Comm. Cooke made motion that Admin. Russell negotiate with Oakley Collier Architects an agreement within the amounts of \$68,000 to \$72,000, or better; seconded by Comm. Childress. Motion passed by unanimous vote.*

- D. West Main Street Specifications and Design – Admin. Russell has been working with Scott Smart, of Envirolink, to establish basic specifications on a proposed sidewalk that will run along West Main Street. The specifications will be used to prepare construction and bidding documents in order to receive bids. Such specifications include thickness, width, setbacks, etc. A cost for replacement of the portion of sidewalk in front of the furniture store was given by Anderson Construction at an amount of \$19,000.
- E. USDA Lending Request – Admin. Russell contacted Steve Smith, with USDA, regarding the funding of the purchase of the Bissette property. USDA offers a low interest loan at a 40 year term for land purchase. It can be used to close on the property by the October 30<sup>th</sup> deadline.
- F. Sheriff Contract Update – The Wilson County Sheriff's Department contract for 2015 – 2018 was available for review. The new contract will replicate the current one with a three-year-term and will require the purchase of one car.

*MOTION: Comm. Cooke made motion to enter into the three-year-contract with the Wilson County Sheriff's Department for the years 2015 – 2018; seconded by Comm. Crockett. Motion passed by unanimous vote.*

- G. Waste Industries Contract – The current Waste Industries contract with the Town has been extended for an additional year, giving the Town opportunity to work towards receiving a grant to change the size of the recycling bins, and the recycling and garbage pickup schedule.
- H. CDBG High Unit Cost Grant Writer Selection – The Town has been solicited by Mike Aquesta of Municipal Engineering, and David Honeycutt of McGill & Associates to submit the high unit cost sewer grant for the upcoming funding cycle. There was discussion and a motion at the April meeting regarding the selection. Information was discussed regarding both companies and their work for the Town with previous grants.

*MOTION: Comm. Cooke made motion that the Town use Mike Aquesta, of Municipal Engineering, to submit the high unit cost sewer grant application; seconded by Comm. Childress. Motion passed by unanimous vote.*

- I. Condemned Property Located on West Main Street – Angela and Linwood Battle have agreed to allow the Town of demolish the condemned property located at 607 West Main Street. John Harris will provide a bid for review at the July meeting. The property, which consists of two lots, .19 acre each, is current on taxes.

- J. Additions:

McClees property – Kim McClees is interested in the wood at the home located on the property the Town recently purchased. The house really has no salvage value. Admin. Russell will have the Town Attorney, Slade Rand, draw up an agreement, giving Ms. McClees opportunity to retrieve the wood wanted, at the Town's convenience and for only a certain time frame.

## **6. Invoices**

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

Addition to invoices:

- BB&T - \$1,301.74 – School and Supplies
  - Wilson Co. Finance - \$9,556.12 – Sheriff's Contract
  - Online Info Service - \$35.70 – Credit Checks
  - Wilson Times - \$114.71 – Newspaper Deliver
  - Hoss' Hometown Hardware - \$81.44 – Rakes and Supplies
- Total - \$11,089.71

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

## **7. Comments from Public Floor**

Ms. Thelma Young expressed concern over the boxes that are placed by the church property at South Branch Street, after the Angel Food Drive, which occurs each month, not being picked up.

Admin. Russell assured Ms. Young that the boxes will continue to be picked up, and that there had been no changes to policy.

Dean Holmes, with Envirolink, mentioned that DENR had been to do an inspection of the collection system. The inspection went well, and the Town received a good report.

**8. Commissioner Concerns**

Comm. Cooke mentioned the Spivey Park Restroom work has begun. Block and brick are to be laid, and Donnie Price will be able to complete the plumbing work.

Admin. Russell mentioned that the parking lot at the new park had been completed. It is in plans to have a ribbon cutting soon. Pristine has been mowing and will continue to dress up the area. Left to accomplish is the horseshoe pits and walking trail. Pristine can do the work for the walking trail, and can have the project completed in three days.

**9. Adjournment**

Mayor Smith adjourned the meeting at approximately 8:47 pm, June 9, 2015, upon motion of Board.

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

Minutes submitted by Dena H. Cordell, Town Clerk