

Town of North Wilkesboro Board of Commissioners
Regular Meeting and Organizational Meeting
December 3, 2019

I. Call to Order

II. Invocation

III. Pledge of Allegiance

IV. Additions/Deletions to agenda

V. Approval of Agenda (*action*)

VI. Consent (*action*)

All consent items may be approved in one motion. Items requiring further discussion will be pulled and voted upon separately

- 1.) Approval of Minutes – Debbie Pearson
- 2.) Surplus Property Disposal – Wilson Hooper

VII. Reflections from Outgoing Commissioners – Commissioners Goforth and Johnston

VIII. Recognition of Outgoing Commissioners – Mayor Johnson

IX. Old Board Adjourned

X. Oaths of Office for Incoming Commissioners

- 3.) Oath of Office for Andrew Palmer – Mayor Johnson
- 4.) Oath of Office for Michael Parsons – Mayor Johnson
- 5.) Oath of Office for Bert Hall- Mayor Johnson

XI. New Business (*action*)

- 6.) Set 2020 Meeting Calendar
- 7.) Approve Orientation Date

XII. Adjourn

1. APPROVAL OF MEETING MINUTES

Approve minutes of recent North Wilkesboro Board of Commissioners Meetings:

- **November 7, 2019 Regular Board Meeting Minutes**
- **November 21, 2019 Work Session Minutes**

STAFF RESOURCES: Debbie Pearson, Town Clerk

FUNDING SOURCES: N/A

ATTACHMENTS:

- 1.) November 7, 2019 Regular Board Minutes
- 2.) November 21, 2019 Work Session Minutes

**Town of North Wilkesboro
Commissioners Monthly Meeting
November 7, 2019**

A Regular Meeting of the Mayor and Board of Commissioners of the town of North Wilkesboro was held in the Commissioners Room at Town Hall on October 8, 2019.

THERE WERE PRESENT: Robert L. Johnson, Mayor
 Debbie Ferguson, Commissioner
 Bert Hall, Commissioner
 Joe Johnston, Commissioner
 Angela Day, Commissioner/Mayor Pro-Tem
 Junior Goforth, Commissioner

ALSO PRESENT: Wilson B. Hooper, Town Manager
 Gary Vannoy, Town Attorney
 Debra Pearson, Town Clerk

ABSENT: None

CALL TO ORDER

Mayor Robert Johnson called the meeting to order at 5:30 p.m. and delivered the Invocation. The Pledge of Allegiance was led by North Wilkesboro Police Chief Joe Rankin.

IV. Additions/Deletions to agenda:

There were no additions or deletions to the Agenda.

V. Approval of the Agenda:

Motion to approve the agenda was made by Commissioner Day and seconded by Commissioner Ferguson. Motion unanimously carries.

VI. Public comments:

Two citizens signed up for the Public Comments portion of the meeting. The first was Mr. Chris Castro, a Lieutenant Colonel with the North Carolina National Guard representing the Raleigh Selective Service. He is interested in recruiting citizens to become a member of a board made up of public citizens serving Wilkes, Watauga, Ashe and Alleghany Counties. This is a twenty (20) year term for anyone wishing to serve on the board, it has no meeting schedule, but would activate if and when the country should be called to war. Congress would have to reinstate the draft for this to occur, and the Registration Act is still a requirement. Currently there are two

(2) vacancies in Wilkes. Anyone can sign up to serve on the board with the exception of Veterans that currently receive benefits. The Board Mr. Castro for coming and for his service.

Secondly, Ms. Kim Byrd, a North Wilkesboro town resident came to speak to the board regarding speeding and heavy traffic on her neighborhood street. The area is 6th Street, including E and D Streets. She asked if there was anything that could be done to deter and slow down traffic on 6th Street. She stated the four way stops on streets on either side of 6th street seem to “funnel” traffic down 6th Street. Town Manager Hooper suggested a study “Menu of Traffic-Calming” options. A traffic study done around five (5) years ago will be looked at again and steps to find solutions to the speeding and heavy traffic problems will be sought. The board thanked Ms. Byrd for coming and assured her this concern will be given attention.

VII. Consent Items:

All consent items may be approved in one motion. Items requiring further discussion will be pulled and voted upon separately.

- 1.) Approval of October 8, 2019 Regular Board Meeting Minutes, and October 24, 2019 Work Session Minutes – Debbie Pearson
- 2.) New Involuntary Commitment Transportation Agreement – Joe Rankin

Mayor Johnson read the consent agenda items and asked if anyone had any thing they would like to add or delete from the Agenda. **With no changes to be made Mayor Johnson called for a motion to approve the consent agenda. Commissioner Hall made the motion to approve with Commissioner Ferguson seconding the motion. Motion to approve the consent agenda unanimously carries.**

VIII. Town Manager’s/Attorney’s Report

Town Manager Hooper reports he is currently working on the Water Shed project and more info will be coming in the next months. He presented a power point to the Board and audience showing the current water sheds for both Wilkesboro and North Wilkesboro. He is in communication with Wilkesboro and Wilkes County regarding requirements needed by the State to process with reclassification of the current water sources.... He is also working on a Real Estate Disposal Policy for the town. Commissioner Ferguson thanked Manager Hooper for his detailed and thoughtful approach to matters affecting the town. *Town Attorney Gary Vannoy* states he is working on language regarding the handling of the town’s properties.

IX. Business

3). NW Fire Department Platform Truck Grant Application and Vehicle Replacement –Fire Chief Jimmy Martin reported to the Board that quotes were still being received on the replacement truck for the 1988 Gruman85-foot platform truck now being used. The quote accepted will not exceed 1.5M with the Town matching the grant at 5%, or \$75,000. The vehicle should be ready for delivery by 2022 or fiscal year 2023. No money to match the grant will be required until the vehicle is ready for delivery. **Mayor Johnson called for a motion to approve the grant with match and approval of the Budget Amendment #5 for a replacement vehicle for Chief Martin with Commissioner Ferguson making the**

motion to approve both items and Commissioner Hall seconding the motion. Motion unanimously carries.

X. Policy

4). Official Cancelling Kerr Scott Intake Project – At the October 24, 2019 Work Session Meeting, Manager Wilson Hooper presented a Resolution to Withdraw from the Kerr Scott Water Intake and Raw Water Transmission System Project to the Board along with information on steps he would take to officially cancel the project with State agencies, contractors, and other stakeholders. **Mayor Johnson called for a motion to approve the Resolution to Withdraw from the Kerr Scott Water Intake and Raw Water Transmission System Project. Commissioner Ferguson made the motion to approve the Resolution with Commissioner Goforth seconding the motion. Motion unanimously carries.**

XI. Mayor and Commissioner Topics

Commissioner Johnston requested to say a few words about his tenure with the Town of North Wilkesboro, stating “serving for seven (7) years, he had enjoyed most of it.” He went on to say North Wilkesboro had the greatest town staff and that “they worked together like clockwork.” He stated he’d like to see a better relationship between North Wilkesboro and Wilkesboro and thinks the towns need to be one large town. He went on to say North Wilkesboro needs to focus on retail, housing, beautification, tourism and recreation to attract people to the area. Commissioner Johnston congratulated newly elected officials, Commissioners Michael Parsons and Andrew Palmer, and re-elected Commissioner Bert Hall. *Mayor Johnson* touched briefly on the new Committee Assignment list. He and Manager Hooper will work on new assignments to these groups, discuss meeting times and will bring it to the Board.

XII. With no other items to discuss Mayor Johnson called for a motion to adjourn. Commissioner Hall made the motion to adjourn with Commissioner Goforth seconding the Motion. Motion unanimously carries. Meeting adjourned at 6:35 p.m.

Debra W. Pearson, Town Clerk

Robert L. Johnson, Mayor

Approved _____

**Commissioners Work Session
Thursday, November 21, 2019
Commissioners Room
5:30 p.m.**

Members present: Mayor Robert Johnson, Commissioner Junior Goforth, Mayor Pro-tem Angela Day, Commissioner Debbie Ferguson, Commissioner Bert Hall.

Absent: Commissioner Joe Johnston, Town Attorney Gary Vannoy.

Staff present: Town Manager Wilson Hooper, Clerk Debra Pearson, NW Fire Chief Jimmy Martin, Planning Director Meredith Detsch, North Wilkesboro Police Chief Joe Rankin, Finance Officer Connie Bauguess, Tourism Director Crystal Keener, and Public Works Director Dale Shumate.

- Call to Order- Mayor Robert Johnson
- Invocation- Mayor Robert Johnson
- Pledge of Allegiance- NW Police Chief Joe Rankin

V. Approval of Agenda- Mayor Robert Johnson called for a motion to approve the November 21, 2019 Agenda-Setting Work Session. **Commissioner Day made the motion to approve and Commissioner Ferguson seconded the motion. Motion unanimously carries.**

VI. One item was brought before the board to be considered for approval at the December 3, 2019 regular Board meeting.

1. That item is:

Approve a Resolution declaring an item surplus for donation to a non-profit. (CVCC), in accordance with G.S. 160A-280.

Approve a Resolution declaring property surplus for auction in accordance with G.S. 160-A-270.

Both items were placed on the December 3, 2019 Regular Board Meeting consent agenda, and will be advertised locally within 10 days of approval. All revenue coming from sales will go to the General Fund.

2.) **Marketplace Mural Update- Discussion only.** Town Manager Hooper updated the Board on the progress of the Marketplace Mural. William Davis is the artist that began the mural and for the last two years has not worked on it due to “personal matters.” He was commissioned by the Wilkes Art Gallery with the Art Gallery paying him \$8000., and the Town paying him \$5000., respectively for the work he did. The original cost for the project was \$20,000. Since Mr. Davis had not contacted the Town for two years and simply showed up recently to finish the mural, Town Manager Hooper advised Mr. Davis to complete the western-most side of the mural by December 31, 2019 and no more. Mr. Davis was to meet with Tourism Director Crystal Keener and Town Manager Hooper via a telephone conference, but did not keep the appointment. Commissioners Day and Ferguson are not in agreement to allow Mr. Davis to finish as he went against instruction from Manager Hooper. Commissioner Hall said to the contrary “I’d like to see him finish”. He said the Town should allow him to finish the wall with a six (6) week deadline “and if we don’t like it, we’ll paint over it.”

Commissioner Goforth stated “you can’t judge an unfinished piece/section of artwork.” Manager Hooper proposed a strategy for completion of the mural with the actual work beginning Spring 2020.

3.) **Extending Watershed Protections for Intake Project-Discussion only.** Talks continue regarding updating the Town’s zoning code to establish watershed protection for the Yadkin river. November 4, 2019, North Wilkesboro requested Wilkesboro update its zoning ordinance to extend protections and is working on follow up items as requested by the Wilkesboro Town Council. November 14, 2019, the North Wilkesboro Planning Board considered the request to update the town’s own zoning ordinance, passing a Resolution supporting an update to the code for this purpose. Full approval of the update was postponed until the group’s next meeting so that the Planning Board members could familiarize themselves with the particulars of the update. Once this is approved by the Planning Board, the Board of Commissioners will be asked to schedule a public hearing and approve the updates at a future regular Board meeting. On November 18, 2019, North Wilkesboro requested that Wilkes County update its water protection ordinance to extend protections to new geography within the County.

4.) **December 3 Organizational Meeting and New Board Preview-Discussion only.** An organizational meeting will be held at the time of the regularly scheduled Commissioners meeting on December 3, 2019. Newly elected officials will take the “Oath of Office” and outgoing Commissioners will be recognized at that time as well. The Commissioners will be asked to consider dates during the first two weeks of December to hold a morning long orientation session with staff. This will give Commissioners a chance to discuss matters as they pertain to the new Board members regarding board appointments, establishment of subcommittees and meeting schedules. February or March 2020, an off-site retreat will be held with all Department Heads being asked to attend. Manager Hooper informed the Board that three MPA students from ASU will attend the retreat as well. They will be working with Manager Hooper to “enhance the Budget Book.” They are not considered interns and will be paid a nominal fee for their services.

With no other items or concerns to be discussed, Mayor Johnson called for a motion to adjourn. Motion to adjourn was made by Commissioner Hall. Meeting was adjourned at 6:30 p.m.

TOWN CLERK

Robert L. Johnson, Mayor

APPROVED: _____

2. SURPLUS PROPERTY DISPOSAL

Approve a resolution declaring the listed property as surplus and authorizing its donation to a qualifying non-profit organization, and;

Approve a resolution declaring the listed items as surplus and authorizing disposal via electronic auction.

STAFF RESOURCES: Wilson Hooper, Town Manager
Connie Bauguess, Finance

FUNDING SOURCES: N/A

BACKGROUND:

- The town wishes to dispose of certain items of unneeded, surplus personal property.
- These items include vehicles, appliances, and electronics that due to their age and condition are no longer in use by the town.
- NC state statute requires that public property be disposed of in a manner that maximizes the value to the taxpayers.
- For this round of disposal, the Town Manager recommends using two statutorily approved methods:
 - Donation to a governmental unit, authorized under NCGA 160A-280 – the Town Manager recommends donating an unused, non-functioning icemaker to Catawba Valley Community College for educational use.
 - Public auction, authorized under NCGA 160A-270 – the Town Manager recommends utilizing the online auction site GovDeals to auction items listed in the resolution and others previously deemed surplus by the Board.
- Per the statutes, each method of sale requires a notification period of at least ten days after the governing board gives authorization.
- Revenue received from the sale of these items will be returned to the General Fund.

ACTION:

- This action will enable staff to advertise these items for the statutorily defined period and dispose of them.

ATTACHMENTS:

- 1.) Draft resolution declaring item surplus for donation
- 2.) Draft resolution declaring property surplus for auction

RESOLUTION 2019-13
DECLARING CERTAIN PROPERTY SURPLUS AND AUTHORIZING IT BE DISPOSED OF
BY THE TOWN MANAGER BY DONATING TO CATAWBA VALLEY COMMUNITY
COLLEGE

WHEREAS, The Board of Commissioners of the Town of North Wilkesboro hereby declares the following property surplus and desires to dispose of certain surplus property of the Town;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners that:

- The following described property is hereby declared surplus to the needs of the Town of North Wilkesboro:
- Manitowoc Ice Maker – Model S170
- The Town Manager is authorized to dispose of the described property by donating the ice maker to the Catawba Valley Community College.
- The Town Clerk shall publish notice summarizing this Resolution in accordance with G.S. 160A-280.

Duly adopted this _____ day of December, 2019.

Robert L. Johnson, MAYOR

ATTEST:

Debra W. Pearson, TOWN CLERK

**RESOLUTION 2019-12
DECLARING CERTAIN PROPERTY SURPLUS AND AUTHORIZING IT BE
DISPOSED OF BY THE TOWN MANAGER**

WHEREAS, The Board of Commissioners of the Town of North Wilkesboro hereby declares the following property surplus and desires to dispose of certain surplus property of the Town;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners that:

- The following described property is hereby declared surplus to the needs of the Town of North Wilkesboro:
 - 2004 White Ford Taurus, VIN# 1FAFP53U54A151634
 - 2002 White Ford F-350 Diesel, (Old Ambulance) VIN# 1FDWF36F22EC18836
 - 2006 Blue Chevy Impala, VIN# 2G1WS551X69321652
 - Magnavox TV, Martin Yale letter folding machine, Royal shredder, Brother Intellifax fax machine, Dell printer, Brother HL-5250DN printer. Sold as a lot of miscellaneous items.
 - The Town Manager is authorized to dispose of the described property by electronic public auction.
3. The Town Clerk shall publish notice summarizing this Resolution in accordance with G.S. 160A-270.

Duly adopted this _____ day of December, 2019.

Robert L. Johnson, MAYOR

ATTEST:

Debra W. Pearson, TOWN CLERK

OATH OF OFFICE

I, Andrew Steven Palmer, do solemnly swear (or affirm) that I will support and maintain the Constitution and Laws of the United States and the Constitution and Laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of the office of Commissioner of the Town of North Wilkesboro, according to the best of my skill and ability, so help me, God.

Andrew Steven Palmer

Subscribed and sworn to before me
this 3rd day of December, 2019.

Robert L. Johnson, Mayor

OATH OF OFFICE

I, Michael Perry Parsons, do solemnly swear (or affirm) that I will support and maintain the Constitution and Laws of the United States and the Constitution and Laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of the office of Commissioner of the Town of North Wilkesboro, according to the best of my skill and ability, so help me, God.

Michael Perry Parsons

Subscribed and sworn to before me
this 3rd day of December, 2019.

Robert L. Johnson, Mayor

OATH OF OFFICE

I, Bert Hall, do solemnly swear (or affirm) that I will support and maintain the Constitution and Laws of the United States and the Constitution and Laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of the office of Commissioner of the Town of North Wilkesboro, according to the best of my skill and ability, so help me, God.

Bert Hall

Subscribed and sworn to before me
this 3rd day of December, 2019.

Robert L. Johnson, Mayor

6. SET 2020 MEETING CALENDAR

Approve initial version of 2020 Board of Commissioners Meeting Calendar
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STAFF RESOURCES: Wilson Hooper, Town Manager
Debbie Pearson, Town Clerk

FUNDING SOURCES: N/A

BACKGROUND:

- Town Code requires that the Board hold Regular Meetings on the first Tuesday after the first Monday of each month.
- Though not required, the Board has chosen to supplement that meeting with an additional Work Session typically held on the fourth Thursday of each month.
- The draft calendar presented here sets dates for Regular Meetings and Work Sessions according to those directions.
- There are three exceptions:
 - The calendar acknowledges that the July 7 Regular Meeting may be rescheduled to accommodate participants' summer schedules.
 - The date of the November Regular Meeting has been adjusted so as not to coincide with Election Day.
 - The date of the November Work Session has been adjusted so as not to coincide with Thanksgiving.
- When the spring Board retreat is scheduled after the first of the year, staff will seek action to amend the calendar.

ACTION:

- This action will enable staff to advertise these meetings in accordance with state law.

ATTACHMENT:

- 1.) 2020 Meeting Calendar

7. APPROVE ORIENTATION DATE

Approve a date for Board of Commissioners Orientation meeting
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STAFF RESOURCES: Wilson Hooper, Town Manager
Debbie Pearson, Town Clerk

FUNDING SOURCES: N/A

BACKGROUND:

- The Town Manager has organized a Board orientation activity designed primarily for new members, but for the benefit of all members.
- Small groups of Commissioners will rotate amongst groups of staff to learn about their goals and the challenges they face.
- The activity will take most of one morning. The agenda is included here as an attachment.
- Staff is asking the Board to select either December 9, 11, or 13th for the activity

ACTION:

- This action will enable participating staff to set the schedules

ATTACHMENT:

- 1.) Orientation agenda