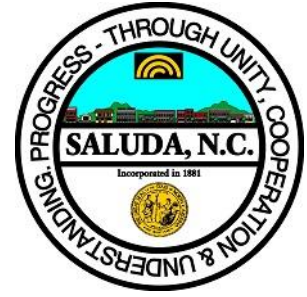


City of Saluda

Regular Meeting Minutes

Board of Commissioners



Date 2/8/2021
Time 07:00 PM
Location Saluda Library Chambers Room

1 - Call to Order

Mayor Baisden called the meeting to order at 7:00pm.

Mayor Baisden read a notification that the meeting was a video broadcast with closed captioning to the public using a weblink.

2 - Invocation

A moment of silence was observed.

3 - Pledge of Allegiance

A pledge of allegiance was recited.

4 - Roll Call

Attendance was taken, and those present were **Mayor Fred Baisden, Commissioner Stan Walker, Commissioner Mark Oxtoby, Commissioner Paul Marion, City Manager Steve Orr, Finance Officer Julie Osteen, Police Chief Charles Conner and City Clerk Tola Mueller. City Attorney Jana Berg attended remotely, and Commissioner Bob Ross was not present with an unexcused absence.**

5 - Approval or Correction of Minutes

- 01-11-2021 BOC Meeting Minutes

Commissioner Marion made a motion to approve the minutes as presented. Commissioner Walker seconded, and all were in favor.

6 - Consent Agenda

There were no Consent Agenda items.

7 - Public Comment

The following Public Comments were submitted electronically, prior to the meeting:

James Hrynshyn

In case I don't manage to log in to tonight's Zoom (it's at dinner time), I would like it noted that I recommend approval be contingent on the NCI limits on outdoor gatherings on the date of the event. The current limit is 50, and so any approval should be an amendment to the maximum number of attendees to the effect of "**350 or whatever the current COVID-19 limitations are for outdoor gatherings, whichever is less.**"

William and Theresa Wagoner

current NC law caps outdoor gatherings to 50. a permit allowing more does not make sense nor is it safe. have business reapply if cap changes.

Martin Anderson

I heard just today via a fellow Saluda resident that a city business has applied for a special permit to hold a music festival on May 9, for up to 350 people? Please do not allow any events in Saluda that violate the state's recommendation (and/or law) of 50 per gathering.

Mayor Baisden clarified that the Governor's order/mandates are not laws.

8 - Budget and Financial Report

Finance Officer Julie Osteen read highlights for the financial report ending January 31, 2021:

General Fund (Revenue)

- Ad Valorem Taxes-Current Year-\$679,360
- Unrestricted Intergovernmental-Local Option Sales Tax-85,084
- Restricted Governmental- CARES Act Funding-\$51,098
- Miscellaneous-Contributions-\$26,584 (\$13,028 towards the Ella Grace stage cover; \$1,000 general donation, \$450 towards the K. Taylor memorial and \$12,040 Saluda Community Library Fund)
- Total Revenue-979,405 (77% of budget)

General Fund (Expenditures) Administration

- Total Administration-\$278,977 (58% of budget)

Public Safety

- Total Public Safety-\$242,779 (48% of budget-back to 3 officers)

Transportation

- Total Transportation-67,274 (wayfinding signs-\$4,560, street surveys-\$6,800, pothole patching-\$26,607, mowing-\$6,825 and broom sweeper \$1,765)

Environmental Protection

- Solid Waste-\$67,735 (seven months of contracted services with GFL has been paid)

Cultural & Recreation

- Total Library-\$16,006 (insurance premiums, monthly utilities, annual elevator inspection \$4,100 and window repairs \$3,000)
- Total Parks-\$32,613 (18,020 Pace Park expenses, \$17,192 bathroom slab plumbing parts and balance in maintenance at Pace Park and the stage cover for McCreery Park)
- Total Cultural & Recreation-\$50,942 (54%)

Powell

- Powell Fund-\$1,494 (Powell Bill Certified Map, snow removal and salt mix for December/January)

Debt Services

- Debt Services-\$21,456 (seven payments made on City Hall debt)

Anticipated Surplus-\$248,748

Water and Sewer Fund (Revenue)

- Total Water and Sewer Revenue-582,648

Water and Sewer Fund (Expenditures)

- Water Purchases-\$81,223 (58% of budget)
- Maintenance-\$80,844
- Anticipated Surplus-\$108,170

Water and Sewer Capital Project

- Repayment amount was remitted to USDA of \$48,112. The City also received back \$10,248.93
- Total Expenses is \$2,118,888 of the \$2,167,000

Tourism Development

- Total Revenues-\$18,220

Ms. Osteen presented three (3) budget amendments:

Administration

Historic Committee

\$20 from Historic Committee Revenues and \$230 from Fund Balance Appropriated to Historic Committee Expense to adjust the budget for the Historic Committee expenses from prior year collections.

Cultural & Recreation

Pace Park

\$100 from Pace Park Income to Pace Park Expenses to increase expenditures for Pace Park donations received.

Water and Sewer Enterprises

Water and Sewer Taps

\$2,000 from Water Tap Income and \$1,800 from Sewer Tap Income to Maintenance & Repairs-Water to cover installation of water and sewer taps and related expenses.

Commissioner Oxtoby made a motion to approve the budget amendments as presented. Commissioner Marion seconded, and all were in favor.

9 - Public Safety Report

Police Chief Charles Conner presented the January Police Department Report. There was one arrest for a warrant. Citations included State-12, City-2 and Warnings-8. They assisted in a missing person case, a choking incident and Polk County Police Department, Columbus Police Department, Highway Patrol and the Fire Department. He also noted that a detailed listing of their recent certifications can be found in the report. The full report can be read at City Hall.

Commissioner Marion asked if there is still a methamphetamine problem. Chief Conner replied that there is a methamphetamine and heroin problem.

10 - Zoning and Planning Department Report

Cullipher Street

City Manager Steve Orr stated that he has not had any zoning or accessory building permits. However, one question has come up for him to address regarding Cullipher Street. Mr. Orr explained that he is hoping to have discussions with the traffic engineer or land planner to consider creating parking that is offset.

11 - Administration Department Report

1. Reschedule Workshops on Property Addressing and Storm Water Management
 1. Mr. Orr said that he will meet with Marsche Pittman and Melissa Bowling tomorrow and will come back at the March meeting with an update (addressing and funding). Then, will decide if another meeting is needed.
 2. Mr. Orr hoped to find another date to have McGill & Associates come present and another engineer for the Storm Water Management Workshop.
 3. **Commissioner Walker made a motion to set the Storm Water Management Workshop on Wednesday, February 24, 2021 at 5:30pm at the Saluda Public Library. Commissioner Marion seconded, and all were in favor.**
2. Isothermal Regional CTP Projects List/ Public Input March 8, 2021, Saluda Public Library 4 pm-6 pm.
 1. Mr. Orr stated that the meeting will be primarily sidewalk and bike pedestrian projects for discussion. There is a document in meeting book notating the meeting. He explained that most items up for discussion are not funded and merely wish items. The public is invited.
3. Workforce Development

1. Mr. Orr explained that he has been in collaboration with Isothermal Community College to discuss apprenticeship or mentorship programs with Public Works, Police Department and City Hall. He will meet with them again on February 23.
4. Commissioner Marion asked for an update with the DOT
 1. Mr. Orr reported that the letter was submitted as informed to the Board prior.
 2. 176 and interchange were also discussed.
5. Water Report-Ms. Osteen
 1. Receivables as of today \$86, 039
 2. 10 customers will be sent to NC debt setoff
 3. 5 additional customers will begin if have not responded to letters by end of month
 4. 728 customers total

12 - Personnel Policy Amendment

Mayor Baisden announced that Ms. Osteen was appointed as Assistant City Manager and required retro pay through January 1, 2021. She will officially start in the position on June 1.

Commissioner Walker made a motion to approve the additional \$400 a month to be retroactive to January 1, 2021 for Finance Officer Julie Osteen. Commissioner Oxtoby seconded, and all were in favor.

Commissioner Walker made a motion to approve the amendments to the Saluda Personnel Policy as presented. Commissioner Oxtoby seconded, and all were in favor.

Then, the Conflict of Interest Policy was presented with changes for review.

Commissioner Marion made a motion to approve the changes to the Conflict of Interest Policy. Commissioner Walker seconded, and all were in favor.

13 - Resolution for the Sale of Real Property Parcel# S12-H3- Ervin St.

A resolution was presented for the sale of parcel #S12-H3 on Ervin St. Discussion ensued regarding the value of the property, potential uses and how to proceed.

The Board conceded to set the value of the minimum bid with \$40,000.

Commissioner Marion made a motion to adopt the RESOLUTION AUTHORIZING SEALED BID SALE OF S12-H3 and to set the minimum bid amount of \$40,000. Commissioner Walker seconded, and all were in favor.

14 - SDF Report

No report was given.

15 - Schedule Public Hearing for Ozone Drive Mixed Use Zoning Ordinance Text Amendment

RESOLUTION FIXING THE DATE OF A PUBLIC HEARING FOR A ZONING ORDINANCE AMENDMENT

Mr. Orr explained that the Planning Board has reviewed the Ozone Mixed Use District and noticed that Item B was redundant because of density. He is requesting a Public Hearing be scheduled for the zoning ordinance text amendment during the next BOC meeting in March.

Commissioner Oxtoby made a motion to adopt the RESOLUTION FIXING THE DATE OF A PUBLIC HEARING FOR A ZONING ORDINANCE AMENDMENT. Commissioner Walker seconded, and all were in favor.

16 - Special Event Permit Request

A special event permit request was received by the Saluda Outfitters for May 8, 2021 from 12-9:30pm. It will be a Music Festival or Fundraiser for the Blue Ridge Humane Society.

Ryan Griffin corrected the date to May 15, stating the original application contained an error. He said that since the event was 100 days off and based off vaccine and updates, he is hopeful that the mandates will be changed by then.

Commissioner Walker asked if alcohol would be present, what issue will that cause along 176, traffic wise and what will the City be responsible for.

Mr. Griffin replied that he wants to use the City's lot at the end of Main St and other lots on Ozone Drive by talking to business owners. Wilderness Cove tubing has offered to provide transport back and forth for the charity event and volunteer officers will be available to assist traffic. He is asking to shut off the bottom portion of Shand St.

Commissioner Walker asked how the homeowners will be notified. Mr. Griffin said that he would like for the City to notify or he will provide a letter.

Commissioner Oxtoby asked how they will address noise. Mr. Griffin says that he has a sound person who will dial in the music and the music will end at 9:30pm. He added that he is willing to accommodate however is needed.

Commissioner Oxtoby asked that if the event is free, how will the Saluda Outfitters raise money. Mr. Griffin replied through sponsors and vendors. He said that the goal is to raise several thousands of dollars because they are in need.

Commissioner Marion said that his concerns are parking and security. Mr. Griffin answered that 2 sworn officers will provide off-duty detail and 3 bouncer types will be on hand as staff. He pointed out that parking was addressed earlier with Ozone Drive and the City parking lot. The Humane Society has volunteers too and can be assigned to parking areas and take donations.

Commissioner Walker asked about insurance. Mr. Griffin replied that they have a million-dollar insurance policy.

Mayor Baisden suggested that the Board can vote to move forward or not but then decide 30 days in advance whether the event can still proceed.

Commissioner Marion asked if any PPEs would be made available. Mr. Griffin replied yes and stated that it is an outdoor event.

Commissioner Marion made a motion to approve the special event permit as presented with contingencies for the Board to reevaluate mandates in 30 days. Commissioner Walker seconded, and all were in favor.

Mr. Orr suggested that it can be discussed again at the April 12th BOC meeting versus a Special Called Meeting.

Walker

17 - Resolution for New Bank Signors

A resolution to authorize new check signors for First Citizens Bank was presented so that Steven Orr can replace Jonathan Cannon.

Commissioner Oxtoby made a motion to adopt the RESOLUTION DESIGNATING THE CITY'S AUTHORIZED CHECK SIGNORS FOR FIRST CITIZENS BANK. Commissioner Walker seconded, and all were in favor.

18 - Equipment Dispositions

Resolutions were presented to properly dispose of surplus.

Commissioner Oxtoby made a motion to adopt A RESOLUTION OF THE CITY OF SALUDA BOARD OF COMMISSIONERS DECLARING SURPLUS PERSONAL PROPERTY AND AUTHORIZING DISPOSAL 2004 Ford F250 . Commissioner Walker seconded, and all were in favor.

Commissioner Oxtoby made a motion to adopt A RESOLUTION OF THE CITY OF SALUDA BOARD OF COMMISSIONERS DECLARING SURPLUS PERSONAL PROPERTY AND AUTHORIZING DISPOSAL Police Radios. Commissioner Marion seconded, and all were in favor.

Commissioner Oxtoby made a motion to adopt A RESOLUTION OF THE CITY OF SALUDA BOARD OF COMMISSIONERS DECLARING SURPLUS PERSONAL PROPERTY AND AUTHORIZING DISPOSAL Hydra Angle Broom. Commissioner Marion seconded, and all were in favor.

19 - Handbook for Commissioners, Boards, and Committees - DRAFT

Finance Officer Julie Osteen proposed that the Board review and provide for prospective committee members and board members a handbook as it relates to city business. She can bring a draft back next month.

20 - Adjourn

With no further business to discuss, **Commissioner Oxtoby made a motion to adjourn the meeting. Commissioner Walker seconded, and all were in favor.**

The meeting adjourned at 8:28pm.

Respectfully submitted by Tola Mueller, City Clerk. Adopted this 8th day of March, 2020.

Fred Baisden, Mayor

Tola Mueller, City Clerk