



MEETING MINUTES

Board Members Present

Mayor Jerry VeHaun
Commissioner Judy Butler
Commissioner Elisabeth Ervin
Commissioner Hazel Thornton

Mayor Pro-Tem Jim McAllister
Commissioner Eric Edgerton
Commissioner Ronnie Lunsford

Board Members Absent

None

Town Staff Present

Sheri Powers, Finance & Budget Director
Adrienne Isenhower, Planning Director
Luke Williams, Project & Facilities Manager

Michael Dykes, Chief of Police
Ryan Vinson, Town Clerk / HR Analyst

Mayor VeHaun called the meeting to order at 6:30 pm. Mayor VeHaun asked for everyone to take a moment of silence to remember those lost since our last meeting and those in Ukraine.

- A. Mayors Recitation** - *In accordance with the Code of Ethics adopted by the Board, all town commissioners have a duty to obey all applicable laws regarding official actions; to uphold the integrity and independence of the office; to avoid impropriety in the exercise of official duties; to faithfully perform the duties of the office; and to conduct the affairs of the governing board in an open and public manner.*

Is there any item on the agenda the outcome of which will have a direct, substantial, and readily identifiable financial impact for any Board member? Also, does any Board member have a financial interest in any public contract coming before this Board today?

There being none all Board members have a duty and obligation to vote.

B. Approval of the Agenda

Mayor VeHaun said an appointment to the ABC Board needed to be added to the agenda.

Commissioner Edgerton made a motion to appoint Joanne Feingold to the ABC Board. Mayor Pro-Tem seconded the motion, which passed unanimously, 6-0.

Commissioner Lunsford made a motion to approve the agenda. Commissioner Ervin seconded the motion, which passed unanimously, 6-0.

C. Consent Agenda

1. Approval of the May 3, 2022, Work Session Meeting Minutes and May 17, 2022, Regular Meeting Minutes.
2. Budget amendment, WBG capital projects fund, Ordinance 2022-210602

3. Budget amendment, General Fund, Ordinance 2022-210606
4. Surplus of Police Department vehicle, Resolution 2022-062101
5. Board of Commissioners meeting time change, Ordinance 2022-210604
6. Annual audit contract approval

Commissioner Butler: Have we used the Audit firm for several years?

Finance Director Powers: I'm not sure, but they were here last year when I arrived, but fee is consistent with other municipalities.

Commissioner Ervin made a motion to approve consent agenda. Commissioner Thornton seconded the motion, which passed unanimously, 6-0.

- D. Public Comment – The public is invited to attend this meeting in person or view this meeting on Facebook Live: <https://www.facebook.com/townofwoodfin>.** All documents related to agenda items not published on the website may be viewed in advance of the meetings in person at Town Hall, 90 Elk Mountain Rd, Woodfin.

Citizens may address the Board concerning various topics after being recognized by the Mayor and are limited to 3 (three) minutes speaking time.

E. New Business:

1. Street Paving and Repair Project (Presenter: Powers)

- a. Street Improvement Capital Project Budget Ordinance 2022-210603 adoption
- b. Consideration of paving installment financing, Resolution 2022-062102

Finance Director Powers: It is necessary to establish a separate Capital Projects Fund to account for the activity related to the Streets Project and the Installment financing per G.S. 159-26(b)(6).

Commissioner Thornton made a motion to approve the Street Improvement Capital Project Budget Ordinance. Commissioner Butler seconded the motion, which passed unanimously, 6-0.

Finance Director Powers: The town issued an RFP for Installment financing proposals for up to \$2,400,000 in financing to fund the balance of the paving project. The bids were due on June 7th and five Bank responses were received. The most favorable bid was from Truist at a rate of 3.19%.

Mayor Pro-Tem McAllister made a motion to approve the Paving Installment Financing Resolution. Commissioner Thornton seconded the motion, which passed unanimously, 6-0.

2. FY 2022-2023 Budget (Presenter: Powers)

- a. Public Hearing
- b. FY 2022-2023 Budget Ordinance 2022-210601 adoption

Finance Director Powers: The budget is mostly the same as it was originally presented, there have been 2 updates to the fee schedule. We have added in a special event fee, special event officer fee, and

increases fees across the board by 5% to absorb transaction fees. As a reminder, the FY 23 Budget includes:

Revenue: \$8,041,572

Expenditures: \$8,041,572

Property tax rate: \$0.33 per \$100 of valuation (no increase)

Expenditures	FY2022 Budget	FY2023 Base Budget	FY2023 Expansion	FY2023 Recommended
Administration	893,727	744,387	286,138	1,030,525
Tax Collections	390,128	392,826		392,826
Planning and Zoning	411,714	357,110	73,162	430,272
Police	1,840,320	2,417,951	78,000	2,495,951
Public Works:		-		
Streets Division	532,932	581,546	348,512	750,058
Powell Bill Division	395,600	233,000		233,000
Stormwater Division	110,000	84,076	328,465	592,541
Sanitation Division	1,197,229	891,275	334,500	1,225,775
Parks and Recreation	529,347	489,024		489,024
Transfers to Capital Projects Fund	140,580	-	401,600	401,600
Total Estimated General Fund Expenditures	6,441,576	6,191,195	1,850,377	8,041,572

Mayor VeHaun opened the Public Hearing at 6:55 pm. There being nobody to speak, Mayor VeHaun closed the Public Hearing at 6:56 pm.

Mayor Pro-Tem McAllister: Dues & Subscriptions, what go in those line items?

Finance Director Powers: Internet access, membership dues and subscription fees and several systems needed by the Police Department.

Mayor Pro-Tem McAllister: Golden Age Club, what is that?

Finance Director Powers: Make contribution once a year to them, civic organization that live in Woodfin.

Commissioner Thornton: They go out to eat, field trips, get together, etc.

Mayor VeHaun: The funds help cover those associated costs with trips and entrance fees that some may not be able to afford otherwise.

Commissioner Edgerton: Seed to plant about storm water impact fees since ARPA funding will over cover associated fees this year. General Assembly has given municipalities good leeway with setting up fees and making it equitable.

Commissioner Ervin made a motion to approve the FY23 budget as presented. Commissioner Butler seconded the motion, which passed unanimously, 6-0.

3. Steep Slope Ordinance Update (Presenter: Isenhower)

- a. Public Hearing
- b. Steep Slope Ordinance 2022-210605 adoption

Planning Director Isenhower went over the changes to the Steep Slope Ordinance, which were:

1. Section 2 – Applicability
2. Section 3 – Definitions
3. Section 4 – Development Standards 1-4
4. Section 4 – Development Standards 5-10
5. Section 5 – Application submittal and review process
6. Section 6 – Penalties
7. Section 7 – Fees
8. Section 8 – Completeness Review and Appeal
9. Section 9 – Permit Expiration

Mayor VeHaun opened the Public Hearing at 7:15 pm. There being nobody to speak, Mayor VeHaun closed the Public Hearing at 7:16 pm.

Commissioner Ervin: Accessory structures is not in definition yet we're talking about height limitations. We need to define and say what an accessory structure is or isn't.

Planning Director Isenhower: Planning Board has similar concerns so that is why we added how to measure and where to measure height. We probably do want to better define what accessory structure means or includes.

Commissioner Edgerton: May be lots where you can't build unless you have a retaining wall over 20 feet, but don't want to prohibit construction or making a lot unusable.

Mayor Pro-Tem McAllister made a motion to approve the Steep Slope Ordinance as presented. Commissioner Thornton seconded the motion, which passed unanimously, 6-0.

4. PGAC Appointments (Presenter: Williams)

Project Manager Williams: The initial staggered appointments for the PGAC had 2 members serving 1-year terms, which are up in July. We advertised the openings and received no new applicants and are recommending reappointment of Anne Kaltreider and Bryan Messing.

Mayor Pro-Tem McAllister made a motion to reappoint Anne Kaltreider and Bryan Messing to the PGAC. Commissioner Ervin seconded the motion, which passed unanimously, 6-0.

F. Departmental and Manager Reports

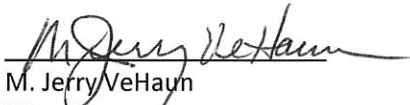
1. Administration (Presenter: Powers)

- a. Town Hall Meeting: June 28th at 5:00 pm at Woodfin Community Center
- b. New Contracts:
 - i. Wood Environmental Road Resurfacing Project
 - ii. Equinox: Silver-Line Park Maintenance Plan
 - iii. First-Tryon Environmental: Financial Advisory Services
 - iv. Campbell Shapley, PLLC: Town Attorney

G. Adjournment

Commissioner Ervin made a motion to adjourn the meeting. Commissioner Edgerton seconded the motion, which passed unanimously, 6-0.

Mayor VeHaun adjourned the meeting at 7:33 pm.


M. Jerry VeHaun
Mayor

Attest: 
Ryan Vinson
Town Clerk

