



*AGENDA*  
**REIDSVILLE CITY COUNCIL**  
**MEETING**  
**6:00 PM**  
**Tuesday, September 13, 2022**

(The Council meeting will be livestreamed on the City of Reidsville YouTube Channel.)

1. Call to Order.
2. Invocation by Major Curtis Kratz of the Salvation Army of Rockingham County, 704 Barnes Street, Reidsville.
3. Pledge of Allegiance.
4. Proclamations & Recognitions:
  - (A) Recognition of Codes Inspector I Charles Williams, who has received his Standard Level I Certificates and Probationary Level II Certificates in Building, Electrical, Plumbing and Mechanical.
5. Approval of Consent Agenda.
  - (A) Approval of August 9, 2022 Regular Meeting Minutes and August 16, 2022 Special Meeting Minutes.
  - (B) Approval of Resolution Authorizing City Officials as Authorized Representatives for the CDBG-CV Project at the Penn House.
  - (C) Approval of the Resolution Declaring Costs and Ordering Preparation of Preliminary Assessment Roll and Setting Time and Place for Public Hearing on Preliminary Roll for Water Main Extension along Triangle Road, beginning at the intersection with Lawndale Drive and continuing southeast to Parcel No. 8903-09-05-8968. (WP-2021-01).
  - (D) Approval of the Resolution Declaring Costs and Ordering Preparation of Preliminary Assessment Roll and Setting Time and Place for Public Hearing on Preliminary Roll for Water Main Extension on Triangle Road, beginning at the northern most corner of Parcel No. 8903-09-05-9931 and running southeast to the southern most corner of Parcel No. 8903-09-16-1019. (WP-2021-02)
6. Public Hearings:
  - (A) Consideration of a Request to Rezone an Unaddressed Lot off Lawndale Drive and South Park Drive, specifically Rockingham County Tax Parcel #142471, from Residential-20 to Residential-12. (Z 2022-06) (Enclosure #1) - *Jason Hardin, Planning & Community*

*Development Manager*

- (B) Consideration of a Text Amendment to amend Article V, Section 3, Special Uses: Townhouse Developments: of the City's Zoning Ordinance to reduce the required setback from public right-of-way as a part of the Special use Permit requirements for Townhouse Developments in Residential Agricultural-20, Residential-20 and RS-12. The intent is to bring the setback requirements for Townhomes closer to industry standards. (T2022-05) (Enclosure #2) - *Jason Hardin, Planning & Community Development Manager*
- (C) Consideration of a Street Closing Order for a Portion of an Undeveloped Right-of-Way of Goodman Street. (SC2022-01) (Enclosure #3) - *Jason Hardin, Planning & Community Development Manager*
- (D) Consideration of a Street Closing Order for Undeveloped Alley Right-of-Way Running Between Snead Street to Lindsey Street. (SC2022-02) (Enclosure #4) - *Jason Hardin, Planning & Community Development Manager*
- (E) Consideration of an Ordinance to Extend the Corporate Limits and Voluntarily Annex Parcel #151423 Located Off Barnes Street and Flack Street as Requested by Dennis and Patsy Bracy. (A2022-01) (Enclosure #5) - *Jason Hardin, Planning & Community Development Manager*

7. Main Street:

- (A) Consideration of Nomination for 2022 Main Street Champion. (Enclosure #6) - *Jeff Garstka, Economic Development Director*

8. Road Projects:

- (A) Consideration of a Request from the NC Department of Transportation to Approve a Richardson Drive Restriping Plan. (Enclosure #7) - *Josh Beck, Public Works Director*

9. Updates:

- (A) Presentation of Plans for the City's Sesquicentennial in 2023. (Enclosure #8) - *Chris Phillips, Assistant City Manager of Administration/Finance Director*

10. CDBG-Related Items:

- (A) Consideration of Design Proposal from the CPL Firm for Professional Architectural/MEP Engineering Services for the CDBG-CV Penn House Project. (Enclosure #9) - *Judy Yarbrough, City Marketer*

11. Budgetary Items:

- (A) Consideration of Budget Ordinance Amendment Related to 401k Earnings.(Enclosure #10) - *Chris Phillips, Assistant City Manager of Administration/Finance Director*

12. Board & Commission Appointments:

(A) September Appointments. (Enclosure #11)

13. Public Comments.

14. City Manager's Report:

(A) Month of September. (Enclosure #12)

15. Council Members' Reports.

16. Announcement of Board & Commission Appointments.

17. Miscellaneous:

(A) For Information Only.

18. Move to the First-Floor Conference Room for a closed session to to consult with the attorney and negotiation regarding property pursuant to NCGS 143-318.11(a)(3) & (5).

19. Adjourn.

**MINUTES OF THE REGULAR MEETING  
OF THE REIDSVILLE CITY COUNCIL  
HELD TUESDAY, AUGUST 9, 2022 AT 6:00 P.M.  
REIDSVILLE CITY HALL, COUNCIL CHAMBERS**

*This meeting was livestreamed on the City of Reidsville's YouTube Channel.*

**CITY COUNCIL MEMBERS PRESENT:** Mayor Donald L. Gorham  
Mayor Pro Tem Harry L. Brown  
Councilwoman Barbara J. DeJournette  
Councilman James K. Festerman  
Councilman William Hairston  
Councilmember Terresia Scoble  
Councilwoman Sherri G. Walker

**COUNCIL MEMBERS ABSENT:** NONE

**CITY STAFF PRESENT:** Summer Woodard, City Manager  
Angela G. Stadler, City Clerk  
William F. McLeod, City Attorney  
Jason Hardin, Planning & Community Development  
Manager  
Josh Beck, Public Works Director

**CALL TO ORDER.**

Mayor Gorham called the meeting to order. He asked Elder Bernard Florence to give the invocation.

**INVOCATION BY ELDER BERNARD FLORENCE OF REIDSVILLE, NOW PASTOR OF ST. THOMAS CHAPEL PENTECOSTAL CHURCH, 633 HIGHWAY 150, GREENSBORO, NC.**

Elder Bernard Florence, Pastor of St. Thomas Chapel Pentecostal Church, provided the invocation.

**PLEDGE OF ALLEGIANCE.**

Mayor Gorham and Council Members then led in the Pledge of Allegiance.

**APPROVAL OF CONSENT AGENDA (ITEMS APPROVED WITH ONE MOTION):**

**Councilman Festerman made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to approve the Consent Agenda.**

**CONSENT AGENDA ITEM NO. 1 - APPROVAL OF JULY 12, 2022 MONTHLY MEETING MINUTES AND THE OPEN SESSION MINUTES OF THE JULY 28, 2022 SPECIAL MEETING.**

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the July 12, 2022 Monthly Meeting Minutes and the July 28, 2022 Special Meeting/Open Session Minutes.

**CONSENT AGENDA ITEM NO. 2 - APPROVAL OF A RESOLUTION OF INTENT TO CLOSE A PORTION OF AN UNDEVELOPED RIGHT-OF-WAY OF GOODMAN STREET, WHICH CALLS FOR A PUBLIC HEARING TO BE HELD ON TUESDAY, SEPTEMBER 13, 2022. (SC 2022-01)**

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the following Resolution of Intent calling for a public hearing on September 13, 2022 to consider closing a portion of an undeveloped right-of-way off Goodman Street as outlined in Planning & Community Development Manager Jason Hardin's August 9, 2022 memo, which also follows:

**MEMORANDUM**

**TO:** The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager  
**FROM:** Jason Hardin, Planning & Community Development Manager  
**DATE:** August 9, 2022  
**RE:** Abandon an Undeveloped Right-of-Way on Goodman St., Docket No. SC 2022-01

Jose David Diaz and Maria Orbelina Villatoro Romero have petitioned the City to abandon a portion of the undeveloped right-of-way of Goodman Street. The right-of-way runs through property which is owned by Jose David Diaz and Maria Orbelina Villatoro Romero who are the only property owners involved.

As no City utilities are present, the right-of-way is undeveloped, and the right-of-way shows no current possibility of future development. The Planning Staff recommend the right-of-way be abandoned (closed). *(End of Memo)*

The Resolution of Intent as approved follows:

**RESOLUTION OF INTENT**

**A RESOLUTION DECLARING THE INTENTION OF THE CITY COUNCIL TO CONSIDER CLOSING A PORTION OF AN UNDEVELOPED RIGHT-OF-WAY OF GOODMAN STREET**

**(SC2022-01)**

**WHEREAS**, G.S. 160A-299 authorizes the City Council to close public streets and alleys; and,

**WHEREAS**, the City Council considers it advisable to conduct a public hearing for the purpose of giving consideration to close a portion of the undeveloped right-of-way of Goodman Street.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council that:

- (1) A meeting will be held at 6:00 P.M. on Tuesday, September 13, 2022, in City Hall Council Chambers, 230 West Morehead Street, to consider a resolution closing a portion of the undeveloped right-of-way of Goodman Street. The street right-of-way is 30 feet wide and approximately 600 feet long. The right-of-way is further described as:

Beginning at an Existing Iron Pipe located 449.48 Feet bearing North 03°56'31" West from an Existing Iron Pipe (Control Point) located in the Southwesternmost corner of Tract 1 as recorded in Plat Book 87, Page 55 of the Rockingham County Registry; running thence North 05°48'48" East 30.0 Feet to a New Iron Rod; running thence South 84°11'12" East 601.77 Feet to an Existing Iron Rod; running thence South 09°11'26" West 30.05 Feet to an Existing Iron Rod; running thence North 84°11'12" West 600 Feet to an Existing Iron Pipe; said Iron Pipe also being the Point and Place of Beginning consisting of approximately .41 Acres more or less according to an unrecorded survey prepared for Jose David Diaz & Maria Orbelina Villatoro Romero by Nixon Surveying and being dated May 11, 2021.

- (2) The City Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in Rockingham Now.
- (3) The City Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon that portion of said street a copy of this Resolution of Intent.
- (4) The City Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled public hearing to be posted as required by G.S. 160A-299.

This the 9<sup>th</sup> day of August, 2022.

/s/ \_\_\_\_\_  
Donald L. Gorham  
Mayor

ATTEST:

/s/ \_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC  
City Clerk

**CONSENT AGENDA ITEM NO. 3 - APPROVAL OF A RESOLUTION OF INTENT TO CLOSE AN UNDEVELOPED ALLEY RIGHT-OF-WAY RUNNING BETWEEN SNEAD STREET TO LINDSEY STREET, WHICH CALLS FOR THE PUBLIC HEARING TO BE HELD ON SEPTEMBER 13, 2022. (SC 2022-02)**

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the following Resolution of Intent calling for a public hearing on September 13, 2022 to consider closing an undeveloped right-of-way running between Snead Street to Lindsey Street, as outlined in Planning & Community Development Manager Jason Hardin's August 9, 2022 memo, which also follows:

**MEMORANDUM**

**TO:** The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager  
**FROM:** Jason Hardin, Planning & Community Development Manager  
**DATE:** August 9, 2022  
**RE:** Abandon an Undeveloped Alley Right-of-Way running between Snead Street to Lindsey Street Docket No. SC 2022-02

Keith Lee, on behalf of Lee Enterprises, LLC, has petitioned for the City to close an undeveloped alley right-of-way running between Snead Street to Lindsey Street adjacent to Rockingham County Tax Parcel #149694 and Rockingham County Tax Parcel #149698 (see attached aerial map). The

right-of-way runs between two parcels which are both owned by Lee Enterprises who is the only property owner involved.

As no City utilities are present along the right-of-way, the right-of-way is undeveloped, and the right-of-way shows no current possibility of future development. The Planning Staff recommend the right-of-way be abandoned (closed). *(End of Memo)*

The Resolution of Intent as approved follows:

## **RESOLUTION OF INTENT**

### **A RESOLUTION DECLARING THE INTENTION OF THE CITY COUNCIL TO CONSIDER CLOSING AN UNDEVELOPED RIGHT-OF-WAY ALLEY RUNNING BETWEEN SNEAD STREET TO LINDSEY STREET**

**(SC2022-02)**

**WHEREAS**, G.S. 160A-299 authorizes the City Council to close public streets and alleys; and,

**WHEREAS**, the City Council considers it advisable to conduct a public hearing for the purpose of giving consideration to close an undeveloped right-of-way alley running from Snead Street to Lindsey Street.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council that:

- (2) A meeting will be held at 6:00 P.M. on Tuesday, September 13, 2022, in City Hall Council Chambers, 230 West Morehead Street, to consider a resolution closing an undeveloped right-of-way alley running from Snead Street to Lindsey Street. The right-of-way alley is approximately 9.97 feet wide and 398 feet long. The alley right-of-way is further described as:

Commencing at North Carolina Geodetic Survey control monument "Maple", having North American Datum 83(2011) grid coordinates of : N = 948,773.76' and E = 1,803,142.47'; thence running N 54°18'47" W, a horizontal ground distance of 1,562.53' to a 3/4" existing iron pipe (EIP) located in the northern margin of the right of way of Snead Street and being the southeast corner of Tax Parcel: 149698 the Lee Enterprise, LLC property as recorded in Deed Book 1610, Page 474; thence along the northern Margin of Snead Street, S 87°32'54" W, 78.67' to a 5/8" existing iron rod (EIR) located at the southwest corner of Tax Parcel: 149698 and the southeast of a 10' alley and BEING THE TRUE POINT AND PLACE OF BEGINNING; Thence continuing with the northern margin of Snead Street, S 87°56'54" W, 9.95' to a 1/2" EIP located at the southeast corner of Tax Parcel: 149694 an additional property of the Lee Enterprise, LLC as recorded in Deed Book 1610, Page 474; thence leaving Snead Street and running with the eastern line of Lee Enterprise, LLC (Parcel: 149694), N 00°58'09" E, 398.84' to a 5/8" EIR located in the southern margin of the right of way for Lindsay Street; thence running with the southern margin of Lindsay Street, N 88°40'35" E, 9.97' to a 5/8" EIR, located at northwest corner the afore said Lee Enterprise, LLC property (Parcel: 149698), thence leaving Lindsay Street and running with the Western line of Lee Enterprise, LLC property, S 00°58'25" W, 398.72' to the true point and place of beginning, containing: 3,968 Sq. Ft. or 0.091 acres more or less, as surveyed by Triad Land Surveying, P.C., on April 01, 2022, and having job #22039-3.

Being a 10' Alley as shown on Rockingham County Geographic Information System map. Lying east of Tax Parcel: 149698 and west of Tax Parcel: 149694 and running north/south between Lindsey Street and Snead Street. ALL Deed Book, Plat Book and Page references are to the Rockingham County Registry.

- (2) The City Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in Rockingham Now.
- (4) The City Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon that portion of said street a copy of this Resolution of Intent.
- (4) The City Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled public hearing to be posted as required by G.S. 160A-299.

This the 9<sup>th</sup> day of August, 2022.

/s/ \_\_\_\_\_  
Donald L. Gorham  
Mayor

ATTEST:

/s/ \_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC  
City Clerk

**CONSENT AGENDA ITEM NO. 4 - APPROVAL OF A RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION REQUESTING ANNEXATION OF APPROXIMATELY 5.042 ACRES LOCATED OFF OF BARNES STREET AND FLACK STREET AND A RESOLUTION FIXING THE DATE OF THE PUBLIC HEARING ON SEPTEMBER 13, 2022. THE REQUEST TO VOLUNTARILY ANNEX THIS CONTIGUOUS PROPERTY IS BEING MADE BY THE LANDOWNERS DENNIS M. BRACY AND PATSY B. BRACY.**

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the following documents, including the Resolution calling for the public hearing to be held at the September 13, 2022 Council meeting, as outlined in Planning & Community Development Manager Jason Hardin's August 9, 2022 memo:

**MEMORANDUM**

**TO:** The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager

**FROM:** Jason Hardin, Planning & Community Development Manager

**DATE:** August 9, 2022

**RE:** Voluntary Annexation Request for Parcel No. 151423, Approximately 5.042 Acres, Located off Barnes Street and Flack Street

Attached is a fully executed request by Dennis M. Bracy and Patsy B. Bracy to voluntarily annex approximately 5.042 acres located off of Barnes Street and Flack Street into the City of Reidsville.



This is a contiguous annexation. Due to the noncontroversial nature of this request, the City Clerk has reviewed the sufficiency of the petition, and the first two steps of the annexation have been combined. Therefore, with the agreement of City Council, a public hearing will be held at the Council's September 13, 2022 meeting.

Council will need to approve the attached Resolution Directing the Clerk to Investigate the Petition, along with the Resolution calling for the public hearing on September 13th. *(End of Memo)*

The other documents as approved follow:

A2022-01

**RESOLUTION DIRECTING THE CLERK  
TO INVESTIGATE A PETITION RECEIVED  
UNDER G.S. 160A-31**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received on July 21, 2022 by the City Council of the City of Reidsville; and

**WHEREAS**, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

**WHEREAS**, the City Council of the City of Reidsville deems it advisable to proceed in response to this request for annexation;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Reidsville that:

The City Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the City Council the result of her investigation.

This the 9<sup>th</sup> day of August, 2022.

/s/ \_\_\_\_\_  
Donald L. Gorham  
Mayor

ATTEST:

/s/ \_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC  
City Clerk

A2022-01

**CERTIFICATE OF SUFFICIENCY**

To the City Council of the City of Reidsville, North Carolina:

I, Angela G. Stadler, CMC/NCCMC, City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition:

- a. Contains an adequate property description of the area proposed for annexation.
- b. Has an area herein described, which is contiguous to the City of Reidsville primary corporate limits, as defined by G.S. 160A-31.
- c. Is signed by all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Reidsville, this 9<sup>th</sup> day of August, 2022.

/s/ \_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC, City Clerk

**A2022-01**

**RESOLUTION FIXING DATE OF PUBLIC HEARING  
ON QUESTION OF ANNEXATION  
PURSUANT TO G.S. 160A-31  
Parcel No. 151423 Located Off  
Barnes Street & Flack Street**

**WHEREAS**, a petition requesting annexation of the contiguous area described herein has been received; and

**WHEREAS**, the City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

**WHEREAS**, certification by the City Clerk as to the sufficiency of the petition has been made;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Reidsville, North Carolina that:

**Section 1.** A public hearing on the question of annexation of the area described herein will be held at Reidsville City Hall, 230 W. Morehead Street, at 6:00 p.m. or shortly thereafter on Tuesday, September 13, 2022.

**Section 2.** The approximately 5.042 acres off Barnes Street and Flack Street proposed for annexation are described as follows:

BEGINNING at an existing ¾" iron pipe marking the southwestern corner of Dennis M. and Patsy B. Bracy on a map in Plat Book 35 Page 25 in the office of the Register of Deeds of Rockingham County, North Carolina, said beginning point also being in the northern Right-of-Way of Flack Street (State Road 2536); thence running with eastern Right-of-Way of Barnes Street (State Road 2817) to a point located North 4 degrees 13 minutes 13 seconds West 428.87 feet to an existing 1" iron pipe marking the southwestern corner of Tynesha D. and Gregory Cobb as recorded and described in Deed Book 1164 Page 0634 in said Rockingham County Registry; thence along said southern line of Cobb North 89 degrees 30 minutes 41 seconds East 249.87 feet to an existing 1" iron pipe under a 50" Pin Oak root point in the southwestern corner of property owned by Fannie Fain Stanley Estate (Lots 84-86) as recorded and described in Deed Book 528 Page 0072 in said Rockingham County Registry; thence along said southern line of Stanley Estate North 89 degrees 27 minutes 53 seconds East 75.17' to an existing ¾" iron pipe in the southwestern corner of property owned by Fannie Fain Stanley Estate (Lots 87-89) as recorded and described in Deed Book 545 Page 0570 in said Rockingham County Registry; thence along said southern line of Stanley Estate North 89 degrees 27 minutes 53

seconds East 84.23 feet to an existing 1” iron pipe in the southwest corner of property owned by Fannie Fain Stanley Estate as recorded and described in Deed Book 533 Page 0333 in said Rockingham County Registry; thence along southern line of Stanley Estate North 89 degrees 6 minutes 50 seconds East 98.54 feet to an existing 1.25” iron pipe at the northwest corner of property (Tract 1) owned by Rodney A. and David L. Lynn Jr. as recorded and described in Deed Book 1281 Page 0106 in said Rockingham County Registry; thence along western line of Lynn South 4 degrees 3 minutes 39 seconds East 437.43 feet to an existing ½” iron pipe at southwestern corner of property owned by Rodney A. and David L. Lynn Jr. as recorded and described in Deed Book 1281 Page 0106 in said Rockingham County Registry; thence along southern line of Bracy South 88 degrees 52 minutes 22 seconds West 28.66 feet to a point along southern line of Bracy; thence along the southern line of Bracy North 89 degrees 22 minutes 48 seconds West 478.64 feet to an existing ¾” iron pipe marking the southwestern corner of Dennis M. and Patsy B. Bracy on a map in Plat Book 35 Page 25 in the office of the Register of Deeds of Rockingham County, North Carolina to the point of Beginning; containing approximately 5.042 acres.

**Section 3.** Notice of the public hearing will be published in Rockingham Now, a newspaper having general circulation in the City of Reidsville, at least ten (10) days prior to the date of the public hearing.

This the 9<sup>th</sup> day of August, 2022.

/s/ \_\_\_\_\_  
Donald L. Gorham  
Mayor

ATTEST:

/s/ \_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC  
City Clerk

**CONSENT AGENDA ITEM NO. 5 - APPROVAL OF 2021-2022 AUDIT CONTRACT WITH CHERRY BEKEART, LLP.**

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the 2021-2022 Audit Contract with Cherry Bekeart, LLP, based on Assistant City Manager/Finance Director Chris Phillips’s July 26, 2022 memo, which follows:

**MEMORANDUM – 2021-2022 AUDIT CONTRACT**

To: Mayor Donald Gorham and the Reidsville City Council  
From: Chris Phillips, Assistant City Manager  
Date: July 26, 2022

Attached to this memo is the annual audit contract and engagement letter. This is the City’s sixth year with Cherry Bekeart, LLP. There are no local firms qualified to complete the City’s annual audit that has capacity to do such. Cherry Bekeart, LLP is a leading firm in NC governmental audits.

The audit fee has increased from \$41,200 to \$60,000. In addition, the base fee covers one single audit program and there will be a \$5,000 fee for each additional program. With the CDBG grants and ARP funds that the City has received, there will be 2 or 3 additional programs tested each year for the next few fiscal years. While this increase is significant, it is expected because there are fewer firms willing to do government audits and the regulations have increased as well.

This contract will be included in the August Consent agenda so that the Mayor can be authorized to execute the contract.

Thank you for your attention to this matter. Please let me know if you need any further information. *(END OF MEMO) (A COPY OF THE 2021-2022 AUDIT CONTRACT WITH CHERRY BEKEART, LLP, IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)*

*- End of Consent Agenda -*

**PUBLIC HEARINGS:**

**CONSIDERATION OF A REQUEST TO REZONE ROCKINGHAM COUNTY TAX PARCEL NOS. 148846 AND 148847 LOCATED OFF SOUTH SCALES STREET FROM RESIDENTIAL-20 (R-20) TO HIGHWAY BUSINESS (HB). THE REQUEST IS BEING MADE BY PROPERTY OWNER MATTHEW ALLEN HILL. (Z 2022-05)**

In making the staff report, the City's Planning & Community Development Manager Jason Hardin reviewed his August 9, 2022 memo, which follows:

**MEMORANDUM**

**TO:** The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager  
**FROM:** Jason Hardin, Planning & Community Development Manager  
**DATE:** August 9, 2022  
**RE:** Docket No. Z 2022-05

Matthew Allen Hill is petitioning to rezone Rockingham County Tax Parcel No.'s 148846 & 148847 located off South Scales Street from Residential-20 (R-20) to Highway Business (HB). Staff evaluated the rezoning application as discussed further in the attached report and recommend the rezoning request be denied.

**PLANNING BOARD RECOMMENDATION**

The Planning Board recommended the rezoning be approved with a vote of 4-2.

**SUGGESTED MOTIONS**

For Approval:

Based on the information provided in the staff report and verbal evidence presented during the public hearing this request is reasonable, in the public interest and consistent with the City's Comprehensive Plan and other adopted land use plans. Therefore, I make a motion that the rezoning be approved.

For Denial:

Based on the information provided in the staff report and verbal evidence presented during the public hearing this request is not reasonable, not in the public interest and inconsistent with the City's Comprehensive Plan and other adopted land use plans. Therefore, I make a motion that the rezoning be denied. *(End of Memo)*

Hardin read directly from the Analysis and Staff Recommendation included in his Rezoning Request Staff Report, which follows:

Matthew Allen Hill is petitioning to rezone Parcel No.'s 148846 & 148847 located off South Scales Street from Residential-20 (R-20) to Highway Business (HB). The parcels encompass areas of 23,509 sq. ft. and 33,294 sq. ft. Both lots are currently undeveloped. The surrounding zoning is predominantly R-20 & RA-20 to the north, east, and south. The area to the west across South Scales Street is a split zoned lot on which the Community Baptist Church and School resides. A portion of this lot that is used as a baseball field by the church is zoned HB with the majority of the lot being designated R-20. How this lot became split zoned with both R-20 and HB designations is unknown and the use of the lot is not consistent with the HB designation. There is also the property at 2518 South Scales owned by Mr. Hill that is zoned HB. Again, how this lot became designated HB in this area is unknown.

Staff evaluated the application and find the proposed rezoning from R-20 to HB inconsistent with the existing surrounding land use. We understand a portion of the church's lot across the street is partially zoned HB along with Mr. Hill's property at 2518 South Scales St located down the street from these two lots. However, it is our opinion as city planners that the current use of this land along with the manner in which the surrounding area has developed is not consistent with the uses permitted in the Highway Business district. Moreover, the intent of the Highway Business district is to be generally located on major radial highways as it is defined in the Zoning Ordinance.

While South Scales Street provides access to Freeway Drive the street itself is not constructed as a major radial highway. When evaluating rezoning proposals Staff must take into consideration all of the potential uses allowed in the proposed district, not just the owner's plan. These decisions will impact future rezoning suggestions and expansion of Highway Business in this area is not advisable. The Planning Staff recommend denial of the proposed rezoning application. (*End of Report*)

Hardin added that if you look at the City's Land Development Plan, this property is located in Area 4, which is categorized as a rural area that is not prioritized for commercial development. The development area is identified a little further south, he said, at the intersection of South Scales Street and Freeway Drive. All of these things are taken into account when staff recommendations are made, he noted.

Hardin said the Planning Board did differ with staff's recommendation, instead recommending that the rezoning be approved in a 4-2 vote. However, staff does not feel in our professional opinion that expanding the Highway Business jurisdiction in this area is advisable, he said.

Mayor Gorham asked if Council members had any questions?

Councilwoman Walker asked Hardin, when staff said it was unknown how the property got rezoned like that, didn't they go back several decades to try and find a reason? Hardin said they did, and consulted with (retired Community Development Manager) Donna Setliff, who said as far as she could remember, it has always been Highway Business. Hardin noted that zoning practices have changed a lot since the 1960s. Some planning practices would be to put two uses on one lot and the buyer would be able to chose the one they wanted, he said. That could have been the case in this instance, but he said that was purely speculation. That is not a practice that we engage in today as Planning has progressed, he noted. Councilwoman Walker said she wanted to make it clear that Hardin had gone back 40-plus years to find the answer. Hardin replied that the zoning was instituted in 1965, and the City's records go back to the 1970s.

Councilmember Scoble asked Hardin if he was saying that the property was designed Highway Business in 1965? Hardin said that, based on staff's review, it appears that way but it is hard to tell. The Councilmember asked if they were only talking about those two lots being Highway Business?

Hardin said, yes, in this area. One is at the intersection of Triangle Road and South Scales Street while the other lot is across the street and is split zoned, he added

Councilman Festerman said it was his understanding that sewer service is not currently available in that area? Hardin said, it is not. The Councilman asked what would be the requirements to get a sewer line out there? Hardin briefly discussed the process, noting that there is a distance requirement for sewer. Measurements would need to be taken between the development and the existing sewer line, which, off the top of his head, he said he thought was 300 feet. If the distance is within 300 feet, it is required that sewer be extended down to the development. The Councilman asked if the City is required to extend the sewer, and Hardin replied the developer would be required to do so. The Councilman questioned whether the applicant knew about the lack of sewer at the site? Hardin said that was unknown at this point although they spoke with the applicant before the Planning Board meeting and told him staff would recommend it. Hardin said the applicant stated he just wanted to move forward with it. He was unsure if the Planning Board had asked the applicant that or not. He said that is a good question that should probably be asked.

Councilwoman DeJournette questioned whether the residents in the area had been talked to about possible effects? Hardin noted property owners are notified, and lots are posted, but no one has contacted staff with any comments, either positive or negative.

Councilman Festerman asked Hardin how staff reached the decision not to recommend the rezoning? The Planning & Community Development Manager explained that when you look at that area on a map, you really wouldn't realize that this was a Highway Business District. He said it looks more like a street in a neighborhood than a Highway Business District. When you drive down Freeway Drive, you will see retail and different kinds of commercial businesses. He said when you drive by this area of South Scales between Freeway Drive and further down, you see mostly residential.

However, Hardin stated that the small lot the applicant has is zoned Highway Business for some reason. The site was formerly the Terrell Real Estate office, he added. He did note that the lot potentially could be 50,000 square feet with a re-accommodation of the lot, and a number of things could be put on that size lot in HB. Councilmember Scoble asked, didn't Hardin say the lot didn't meet requirements for Highway Business? Hardin replied yes, based on the appearance of the area and from a planner's opinion of what constitutes a Business Highway District.

Mayor Gorham opened the public hearing at 6:13 p.m. and asked if anyone wished to speak in favor of the zoning request?

Mr. Matthew Hill, who said he was the owner of Allen Auto Sales, listing his address as 2518 South Scales Street, Reidsville, the applicant for the rezoning, came forward. He noted that he was asking to rezone Parcel Nos. 148846 & 148847. His business is located directly across the street from the parcels and behind the parcels is industrial. He said he thinks there are four homes between him and Tractor Supply and those parcels with 4-5 homes to the right of that, then several other homes and businesses. He said they are not looking to build a huge warehouse distribution center or anything like that but are wanting to expand a little small building to give them room for an UTV/ATV business. Mr. Hill said he has a petition signed by all of the adjoining neighbors between the Tractor Supply all the way down to the next business. Two neighbors are in attendance, who reside on either side of parcel up for rezoning, he said, and no

one seems to have an issue with it whatsoever. He indicated the neighbors could speak if Council would like them to.

Councilmember Scoble asked Mr. Hill what is his business across from the two parcels. He said the business is Allen's Auto Sales and Power Sports. He said that they do not do mechanical work but have parts for UTVs and ATVs. He added that they sell cars, normally 10-12 cars a month, and cited several businesses that they contribute to in Reidsville. This rezoning would allow them to put a small structure there to expand their business. Councilmember Scoble questioned the exact location of his business, which he confirmed is located at the triangle. She said for a long time, the building was a real estate office and Mr. Hill added that before that, it was a sign shop. Mr. Hill said that nothing has been on the parcels in years that he is seeking to rezone. The gentlemen that lives next to the lot said it used to be a service station and an old car lot, back in the 1950s, the applicant said, adding he had begun cleaning the lot off already.

Mayor Gorham asked if anyone else would like to speak for this rezoning after Mr. Hill concluded speaking and there weren't any more questions.

Ms. Tammy Simpson, of 2515 South Scales Street, which is across from Mr. Hill's current business, said she has lived there for six years, including when Mr. Hill's business was a realty office. She said that weeds and grass had grown there, and when Mr. Hill moved there, he met with them and had done big changes to the property. She stated that the community looks better and that his car lot is nice and she doesn't see any reason why he shouldn't have the lots to expand his business. Councilmember Scoble asked Ms. Simpson if she thought Mr. Hill was a great neighbor, and Ms. Simpson replied in the affirmative.

Mr. James Evans, who has been residing at 2517 South Scales since 1967, shared that he lives beside the lot requested by Mr. Hill and that he has no problem with him having the two lots. He said the property was a used cart lot owned by Mr. Roach, who passed away several years ago. He said his house is the fourth house from Tractor Supply facing South Scales down the end of Freeway Drive. He said Mr. Allen has the business across the street that used to be a service station in the late 1950s. He said he is satisfied with whatever Mr. Hill wants to put out there and that Mr. Hill has been taking care of the property.

Mr. Dylan Moore, 306 Thompsonville Street, came forward to speak. As a member of the Reidsville Planning Board, he noted that Mr. Hill seemed more prepared than when he spoke before the Planning Board. Mr. Moore said at first he was worried about how the neighbors would feel, but he sees that they appear to be okay with it after hearing some of them speak. He said he feels that there is a good amount of growth coming from all sides of the parcels and that there are only about 3-4 lots that are residential, separating the parcels from industrial and the highway business. He said it seems okay to him.

With no one else speaking for or against the rezoning, Mayor Gorham closed the public hearing at 6:23 p.m.

The Mayor asked if there was any discussion among Council. While Councilman Hairston said it was wonderful to see this opportunity for small business and the support of the neighbors, his objection was that they would be setting a standard that if someone came with a similar request, they would

have to do it for them as well. He talked of the need to be consistent and fair with everyone. Other than that, he said he feels it is a wonderful thing that Mr. Hill is doing.

Councilmember Scoble stated that, from her understanding, in the last 60 years, it appears the area has gone from business to residential and now, they want it to go back. There has been a car lot and a gas station there. She said her concern is the same as Councilman Hairston's, stating that the Council has to make decisions based on what they want the future to be. She said that they if they change it now, they can't go back next time and have a whole different opinion about it. But at the same time, you have to listen to the constituents that live there as well and what they want, so it is a hard decision, she noted.

Councilman Festerman said he has changed his opinion, having heard the neighbors say they don't have any concerns. He said he is supporting the rezoning.

Councilwoman Walker expressed concern that they would be opening up a "can of worms" by approving this. If Mr. Hill were to sell his business, any type of business could come into the area basically. She said she appreciated Mr. Hill bringing in his neighbors and getting feedback from them.

Councilmember Scoble agreed with Councilman Festerman about having decided at the beginning to deny the request, based on thinking if she was a neighbor, would she want the business there. However, after listening to the neighbors whom seemed to be confident in the changes proposed by Mr. Hill, they seemed to be okay with it. She also said that the only problem is will he make the changes he said or will he sell it as a convenience store down the line. She reiterated the need to look to the future, not just right now. She said there are a lot of people to think about and not just the neighbors. She said based on what the neighbors think, she is okay with it.

Councilwoman DeJournette said that she was concerned what the neighbors thought also and what's to come in the future. Councilwoman DeJournette asked if there was any way that they could go on a case-by-case basis as they make decisions like these. Hardin responded that once a property is rezoned Highway Business by Right, there will not be a way to dictate what's developed there. Councilman Festerman asked Hardin to give examples that might be objective to these neighbors. Hardin cited example such a big box retail stores, like an Aldi or a anything that's allowed in Highway Business if they can meet the setbacks, a convenience store, bars with a certain distance requirement, etc. Councilman Festerman asked if the rezoning was approved, could a neighborhood bar be built and Hardin answered yes theoretically, bars are allowed in Highway Business if they meet setback requirements.

Councilmember Scoble asked if there is another zoning that could be considered other than Highway Business? Hardin expressed concerns about getting into spot zoning. If you look at the map, there is only residential and Highway Business adjacent to the properties so the rezoning would have to be either residential or Highway Business based on what is there.

Councilman Festerman asked the neighbors there if they heard what Mr. Hardin said could come to the area as a result of the rezoning? He said it could open up a "Pandora's Box." Mr. Hill said a bar or anything like that couldn't be opened because of the nearby school. Hardin said that there could be restaurants, big box retail such as a Walmart Neighborhood Market, car repair shops, not just car sales, etc. in Highway Business. Councilman Festerman asked if a full-fledged garage shop could be opened, and Hardin confirmed it could be an option.



Councilwoman Walker asked if there are time constraints on the businesses that would be in the area such a car repair or any business. Hardin said that he is unaware of any time constraints but could not say that there are not any.

Mr. Hill reiterated that Hardin saying that a bar or casino could open up is not true due to it being near the school. Mr. Hill said that yes, he could sell his business 10 years later; however, it has to be approved by the City just like when he opened his car lot. Mr. Hill then asked if one would have to get a business permit before being allowed to start a business? Mayor Gorham confirmed that's correct.

Councilman Festerman asked Mr. Hill if he lived across the street, and Mr. Hill said he lives in Pelham. Councilman Festerman said that he thought he lived on the property, but Mr. Hill said that he has an adjacent building there.

Hardin said that he wanted Council to understand that this decision is about long-term planning and not just Mr. Hill's proposed project. This decision impacts the future of this district, possibly 50 years down the line and that's what their decision was based on and not just the applicant's petition, he concluded.

**Councilman Festerman then made the motion that based on the information provided in the staff report and verbal evidence presented during the public hearing, this request is reasonable, in the public interest and consistent with the City's Comprehensive Plan and other adopted land use plans. Therefore, I make a motion that the rezoning be approved, which was seconded by Councilmember Scoble. The motion failed 3-4 with Councilmembers Festerman, Scoble and DeJournette voting in favor and Mayor Gorham, Mayor Pro Tem Brown and Councilmembers Hairston and Walker voting against.**

*- End of Public Hearings -*

**INDUSTRIAL PARK:**  
**CONSIDERATION OF SIGNAGE AND INTERNATIONAL FLAGS AT REIDSVILLE**  
**INDUSTRIAL PARK AND ACCOMPANYING BUDGET ORDINANCE AMENDMENT.**

In making the staff report, Economic Development Director Jeff Garstka reviewed his July 28, 2022 memo, which follows:

**MEMORANDUM**

**TO:** Summer Woodard, City Manager  
**FROM:** Jeff Garstka, Economic Development Director  
**SUBJ:** Signage and International Flags at Reidsville Industrial Park  
**DATE:** July 28, 2022

City and County staff have been discussing two efforts at the Reidsville Industrial Park. The first, and most critical, is to repair the signs on the North and South entrances. It has been discussed for a number of years how poor the signs look. Judy Yarbrough has been working with a vendor to install a one-inch flat panel with a UV wrap that would be affixed over the current lettering. There will be four panels – two signs on opposite sides of the South entrance and double-sided sign in the median as you enter the North side.

Cost for the signs are \$2,500 each = total cost \$10,000

The second initiative is to install flags to represent each of the headquarter countries for all the park tenants. Reidsville has an impressive array of international companies, representing at least eight countries. Reidsville Industrial Park is home to Albaad (Israel), Sanritsu Logistics (Japan), Amcor Packaging (Australia) and Farmina Pet Foods (Italy). A rendering of one of the options for the location of the flags is included in this packet. Exact location has not been determined. We will also include an American flag.

Flag poles will be 20-feet tall and the flags will be 4' x 6' in size. The approximate cost for the poles, flags and installation equipment is \$10,000.

The total cost for both of these exciting initiatives is \$20,000. Rockingham County Commissioners are considering a \$10,000 budget amendment for their half of the project cost. Staff is recommending that City Council approve a similar budget request. *(End of Memo)*

Garstka said if you have driven by the Industrial Park within the past six years, you would see that the current signage looks weathered, tired, and uninviting. He said he feels that it doesn't represent accurately the quality of the occupants of the business park and the landscape, which is really a "Class A" area. He stated that staff has been talking to the County for a couple of years about replacing the signage, which is the first item within this budget request. City Marketer Judy Yarbrough has gotten quotes for what would be a one-inch weatherproof printed sign that would be affixed to the current sign rather than replacing the sign, Garstka explained. The attractive designs that Yarbrough chose are something that the City can be proud of, he said. Essentially, there is a two-sided sign on the south side where Albaad and Sanritsu Logistics are located that sits in the median of the entrance. On the north side where Amcor and Farmina are located, there are two signs facing either direction. Garstka said essentially you are looking at four walls/faces at a cost of \$2,500 a piece.

Secondly, with the addition of Farmina, there will be four international companies operating out there full-time at the Industrial Park – from Israel, Australia, Japan and Italy. Garstka said that he was very proud of that and feels that it's very impressive that a small community like Reidsville has such a strong international presence of foreign investment. To display a flag for each of those countries and ours would be very welcoming and make a bold statement showing that we are an international city, he stated. Flags, flag poles and all the accessories have been priced, which comes to about \$10,000. He said that they met with County staff about splitting the cost. The County has a budget amendment coming up at their September meeting. He said hopefully the County will approve to match the City's \$10,000 to go towards the \$20,000 project.

Councilmember Scoble asked if the Australian company did not currently have a flag out in front of it, and how tall is it? She said she thinks it is more than 20 feet tall. Garstka agreed, saying he thinks it is 20/25 feet tall, but he is not sure. She said that she would like for the flags to be that height as it is impressive. Garstka said that they looked at 25 feet and that the cost increases with the height of the poles which range from \$3,000 to \$5,000. He said that they will make it as tall as the budget will allow.

Council and Garstka discussed the signage designs in the agenda packets. He noted that they had put the Reidsville "R" brand on the new signs because currently, the signs just say Reidsville Industrial Park with nothing terribly unique about them.

**Mayor Pro Tem Brown then made a motion to approve the Budget Ordinance Amendment, which was seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote.**

The Budget Ordinance Amendment as approved follows:

## **BUDGET ORDINANCE AMENDMENT NO. 1**

**WHEREAS**, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 14, 2022 which established revenues and authorized expenditures for fiscal year 2022-2023; and

**WHEREAS**, since the time of the adoption of said ordinance, it has become necessary to make certain changes in the City's budget to appropriate funds for flags at the industrial park and to recognize one half of the project to be paid by Rockingham County;

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 14, 2022 is hereby amended as follows;

**Section 1.** That revenue account number 10-3492-0000, Industrial Park, be increased by \$10,000.00; that revenue account number 10-3991-0000, Appropriated Fund Balance, be increased by \$10,000.00.

**Section 2.** That expense account number 10-4920-3511, Industrial Park Maintenance, be increased by \$20,000.00.

This the 9th day of August, 2022.

/s/ \_\_\_\_\_  
Donald L. Gorham  
Mayor

ATTEST:

/s/ \_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC  
City Clerk

**UPDATES:**

**CONSIDERATION OF CONTRACT APPROVAL WITH WETHERILL ENGINEERING FOR CYPRESS DRIVE IMPROVEMENTS AND ACCOMPANYING BUDGET ORDINANCE AMENDMENT.**

In making the staff report, Manager Woodard reviewed her August 1, 2022 memo, which follows:

**Date:** August 1, 2022  
**To:** Mayor Donald Gorham  
City Council Members  
**From:** Summer Woodard, City Manager  
**Subject:** Wetherill Engineering Contract for Cypress Drive

On June, 14, 2022, City Council awarded the RFP for Cypress Drive Roadway Improvements to Wetherill Engineering. The engineering firm is proposing a contract for \$18,500 to provide five (5) proposals for the improvements to Cypress Drive.

Please find attached the scope of work being proposed by Wetherill Engineering. City Staff supports this proposal and recommends approval for this contract with Wetherill Engineering. Also attached for Council approval is a Budget Ordinance Amendment. (*End of Memo*) (*A COPY OF THE SCOPE OF WORK PROVIDED BY WETHERILL IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.*)

Following the report, Councilmember Scoble noted that at an earlier meeting, she had said South Park had bike lanes on only one side, but she checked, and it has them on both sides so she wanted to correct that statement. She then asked if five proposals were needed and should they try to eliminate some of them? The City Manager said that would be up to Council, but she said staff felt the five proposals would cover all of the concerns heard in the past and would provide Council an “a la carte” selection to determine what they would be comfortable investing in. Mayor Gorham, noting the nature of this particular situation, said he felt Council needed to look at all five, to which Mayor Pro Tem Brown agreed.

**Councilwoman Walker then made the motion, seconded by Councilwoman DeJournette and unanimously approved by Council in a 7-0 vote, to approve Budget Ordinance Amendment No. 2.**

Budget Ordinance Amendment No 2 as approved follows:

## **BUDGET ORDINANCE AMENDMENT NO. 2**

**WHEREAS**, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 14, 2022 which established revenues and authorized expenditures for fiscal year 2022-2023; and

**WHEREAS**, since the time of the adoption of said ordinance, it has become necessary to make certain changes in the City's budget to appropriate funds for engineering services related to Cypress Drive;

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 14, 2022 is hereby amended as follows;

**Section 1.** That revenue account number 10-3991-0000, Appropriated Fund Balance, be increased by \$18,500.00.

**Section 2.** That expense account number 10-4510-1911, Street Contracted Services, be increased by \$18,500.00.

This the 9th day of August, 2022.

/s/ \_\_\_\_\_  
Donald L. Gorham  
Mayor

ATTEST:  
/s/ \_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC  
City Clerk

**PRESENTATION ON PROPOSED SPLASHPAD LOCATION AND DESIGN AND ACCOMPANYING BUDGET ORDINANCE AMENDMENT.**

In making the staff report, City Manager Woodard reviewed her August 1, 2022 memo, which follows:

**Date: August 1, 2022**  
**To: Mayor Donald Gorham**  
**City Council Members**  
**From: Summer Woodard, City Manager**  
**Subject: Proposed Splashpad Location, Design and Capital Project Ordinance**

City of Reidsville Staff, along with WithersRavenel and Vortex, have been working diligently on the proposed Splashpad. We are asking City Council to approve the location, design and Capital Project Ordinance (CPO) for the Splashpad. Assistant City Manager/Finance Director Chris Phillips has provided a detailed memo to go with the proposed CPO.

City Staff recommends moving forward with the City of Reidsville Splashpad at lower Jaycee Park. Staff believes this is the best location.

Mary Banas with Vortex will be presenting the proposed design, and Staff recommends approval. If there is anything City Council would like to see changed with the design, please let us know. The total cost for the equipment is \$387,850.00, which is among the costs listed in the attached Capital Project Ordinance.

If you have any questions, please don't hesitate to contact me. *(End of Memo)*

Also included is Finance Director Chris Phillips' memo on the Capital Project Ordinance for the Splashpad, which follows:

**SPLASHPAD CAPITAL PROJECT ORDINANCE**

**To: Summer Woodard, City Manager**  
**From: Chris Phillips, Assistant City Manager of Administration**  
**Date: July 27, 2022**

Over the last several months, City staff have been working with City Council in planning for a splashpad. More recently, a final design has been completed through collaboration with engineers at Withers Ravenel and the Vortex company that supplies the equipment; and the lower Jaycee Park location has been determined as the desired site for the splashpad. The current project budget is as follows:

- Splashpad Equipment/System (Vortex) .....\$390,000
- Splashpad Installation (to be bid).....\$390,000
- Professional Services (Withers).....\$ 48,000
- Architect – Buildings (TBD) .....\$ 50,000
- Buildings – restrooms – (TBD) .....\$200,000
- Construction Inspection/Review (TBD).....\$ 22,000
- Contingency of 9% .....\$100,000

TOTAL .....\$1,200,000

As discussed in the City Council's annual retreat, this project will be funded using American Rescue Plan funds.

Buying the equipment directly from the supplier was a cost saving method rather than having the selected installer purchase the equipment. Pricing has been determined competitively through cooperative purchasing from the NPPGov group.

Attached is a Capital Project Ordinance to establish fund 48 as the budgetary fund for undertaking this project and ARP the use of ARP for funding.

Please include this Capital Project Ordinance for consideration on the August agenda. (*End of Memo*)

Noting their excitement with this proposal and in diligently working with Vortex and WithersRavenel on this project, Manager Woodard reiterated that the three things requested of Council tonight was to 1) approve lower Jaycee Park as the best location for the proposed Splashpad; 2) approve the design provided by Vortex, which has been worked on by Vortex, City Staff and WithersRavenel but can be changed by Council; and 3) approve the Capital Project Ordinance, including the \$387,850 for the equipment for the project, which is among the costs listed in the CPO. She then turned the discussion over to Mary Banas of Vortex and Bill Cowan, the consultant with WithersRavenel.

After thanking Council for their time, Ms. Banas offered a Video/PowerPoint presentation on the design features planned for the Reidsville Splashpad. (*A COPY OF THE PRESENTATION IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.*)

Ms. Banas first gave a little bit of history about Vortex, a family business since 1995 headquartered in Montreal but with an office in Charlotte. She noted that she lives in Cornelius, NC. She then showed a video of the various elements planned for the Reidsville Splashpad. Manager Woodard asked Ms. Banas to speak about the uniqueness of the design, which Ms. Banas noted was part of her company's interactive and accessible Explorer line. She talked of the three sections of the Splashpad, including: 1) a toddler area; 2) a family area/Grand Splash Zone; and 3) a teen area. She noted the equipment is designed to help with sensory and motor skill development.

Ms. Banas said up to 200 children could play safely in the Splashpad. The "big bucket" element empties about every 45-60 seconds, she stated. This is a smart control system, which doesn't run all the time if no one is there, and recirculates the water, Banas responded in response to a question from Councilmember Scoble. When asked by Councilman Festerman if it requires someone for onsite supervision, Manager Woodard said there should be a water attendant, which would be required no matter what the size. She added it does not require a lifeguard in attendance. Ms. Banas said someone from maintenance would need to come out and check the chemicals, just like you would for a pool, etc. Supervision is not required, Ms. Banas stated, but that is up to Council.

Ms. Banas continued to speak in greater detail about the features of the Splashpad and what is Play Value Planning. The interactive nature of the elements also helps increase the exercise offered. The total wet area is about 4,250 feet, and with the buffer area, the total size is up to 5,525 feet with 42 different features, including the drains and activators. She discussed the safety features as well as how the Splashpad can easily be updated in the future. Councilwoman Walker asked how tall are the rings they go through, and Ms. Banas said she was uncertain but would check on that. In response to a question from Councilmember Scoble, Ms. Banas said the features are made of stainless steel. The

colors of the various ornaments can be selected by the City, she added. The Splashpad is on a concrete pad.

Councilwoman DeJournette asked how many of these Splashpads has the company done? Ms. Banas replied, just in North Carolina over 70. Manager Woodard asked if this design was unique, and Ms. Banas said, yes, it had been designed for Reidsville based on staff input. Councilman Festerman asked if Vortex does the outside lighting for the pad? She said no, her company would only do lighting within the Splashpad for day-to-night play, but that wasn't requested for this.

In response to question from Councilwoman DeJournette, Ms. Banas said the guideline is one child per 25 square feet so, again, 200 children could play on this Splashpad safely. Councilmember Scoble noted that in Eden, there are lounge chairs around the perimeter, similar to a swimming pool. Manager Woodard noted that those are other amenities that could be considered but tonight, Council was just considering the equipment, and our engineering consultant was here to discuss other things, like the fenced-in area, changing rooms, etc. The City Manager also noted that there are water attendants, who will check on the children and the water quality, etc.

Tonight, Ms. Banas is just presenting the design of the water features, Manager Woodard explained. Councilman Festerman said design, but not construction, correct? The City Manager agreed.

Ms. Banas noted that while Vortex could install the Splashpad, they have three installers that they work with all the time. If the Council wanted Vortex to install, the price would be an additional 22% over what other installers would charge so Manager Woodard had indicated she wanted the City to source out the installation.

Councilman Festerman asked for a list of cities that the company has worked with in North Carolina that Ms. Banas could share with City Manager Woodard. When asked how much water is used by the Splashpad, Ms. Banas said a gallon per minute is 408, which she reminded them is recirculated water. She talked briefly about the recirculation system. The proposal includes all of the equipment and features needed to operate the Splashpad, Ms. Banas added, with someone else hired to install it and to figure out what other amenities you would like to have.

Following a brief discussion about the quote, Councilmember Scoble asked where the fixtures are made? Ms. Banas said they were built in Montreal.

Manager Woodard noted that due to inflation, etc., Ms. Banas had brought it to staff's attention to act prior to the end of September, when Vortex is looking at a company-wide price increase. So, staff wanted to give this to Council to help ensure that the City and its constituents get the best price possible, she said. Ms. Banas agreed, noting that if the order is placed in September, the City would not receive the equipment until, at the earliest, December. The consultant said it was her understanding the City wanted to open the Splashpad by Memorial Day of 2023. Vortex will transport the fixtures to the City in two shipments for installation, she said. The first shipment will include the imbedded features, which will go in the ground, and then the other parts of the features will be shipped separately, Ms. Banas explained. The concrete pad will be about six inches deep, which will need to be specified to the installer contractor, she added.

Councilwoman Walker asked if there were any water features shaped as a football since we are the Football Capital of North Carolina? Ms. Banas replied there may be some spray cans like that. The

Councilwoman also joked that Council needed to do the “test run” of the Splashpad. She also asked that the short video could be replayed facing towards the audience, which was done.

Councilman Festerman asked if other companies and/or businesses were considered, and did the City get a presentation from them? Manager Woodard said Bill Cowan of WithersRavenel could speak to that.

Mr. Cowan came forward and asked if everyone had a copy of the Bidding/Construction schedule, which was included in Council’s agenda packets (*A COPY IS HEREIN INCORPORATED IN THESE MINUTES*). He noted that WithersRavenel is driving the train on this project, which was first started by his former colleague, Damon Duqueene, who is now the Assistant City Manager in High Point, NC. Through his due diligence, Mr. Duqueene did look at several firms that make these facilities, but the most commonly used is Vortex. The City is also buying on a State group discount with Vortex, he added. He said WithersRavenel’s role is in four stages, the first being project management, which is coordinating with Vortex, and between City staff and Vortex, etc. As of yesterday, his company’s technical folks have completed the underground utility locate, and tomorrow their surveying crews will be onsite, unless rained out, to do the topographical and boundary survey on lower Jaycee Park, he continued. Their stormwater team will create a GIS-based map and review the downstream impact since this is an impervious surface, which does affect run-off and must meet State regulations, etc., Mr. Cowan said. From that, they will generate a site plan for the facility to sit on, including existing conditions, a grading plan and a utility plan to provide water and sewer to the pad, he said. The contractor, which WithersRavenel will help the City employ, will then plumb the site, he added, and there will be a stormwater master plan and typical construction details. WithersRavenel’s last part of the project is helping the City get bids for construction services, which he listed for Council, Mr. Cowen stated. That will basically end their firm’s involvement unless the City wants to retain them for construction observation, but that could be decided at a later time by Public Works Director Josh Beck and his staff, he noted.

Mr. Cowan said there is also restrooms/changing rooms, etc. at the site that would be done by a separate contract with an architect. WithersRavenel would provide them with a site for that, which would be plumbed, etc. He reiterated that this is his company’s role, a lot of which has been done prior to today. He concluded by talking of how impressed he was with their new City Manager and her work on this project.

Manager Woodard then reviewed the three requests needed by separate motion. Councilmember Scoble interjected a question first, saying before Council makes it final decision, would Council have the opportunity to visit splashpads in other cities? The City Manager said they are more than welcome to, but she said by approving the design and locking that in tonight, the City would be purchasing the design which has been proposed and the equipment itself. If Council wanted to consider the changing rooms and other amenities, that could be done, she said, but this would lock in the design, other than perhaps looking at footballs, etc.

**Mayor Pro Tem Brown made the motion “so moved”, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to approve the location for the Splashpad at lower Jaycee Park.**



Councilman Hairston then made the motion “so moved” to approve the design as presented tonight by Vortex, which was seconded by Councilwoman Walker and approved in a 6-1 vote with Councilman Festerman voting against.

Mayor Pro Tem Brown then made the motion “so moved”, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to approve the Capital Project Ordinance.

The Capital Project Ordinance as approved follows:

**SPLASHPAD  
CAPITAL PROJECT ORDINANCE**

**WHEREAS**, North Carolina General Statute 159-13.2 authorizes the establishment of a Capital Project Fund to account for expenses and revenues that are likely to extend beyond a single fiscal year; and

**WHEREAS**, it is the desire of the Mayor and the City Council of the City of Reidsville to appropriate funds and set up accounts for construction of a splashpad to be funded by American Rescue Plan (ARP) funds;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and the City Council of the City of Reidsville that:

Section 1 That the following revenue account for this project is hereby established:

48-3988-0013	Transfer from ARP Fund	\$	1,200,000
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Section 2. The following line items of expenditures are hereby established:

48-7120-1990	Professional Services	\$	120,000
48-7120-5800	Construction	\$	980,000
48-7120-9911	Contingency	\$	100,000

Section 3. The City Manager and Finance Director are hereby granted all necessary authority to carry out this project, including the approval of payment requests as earned under approved contracts, to approve change orders in each contract as long as said change orders amount to less than \$25,000 each, to transfer funds from the established Contingency Fund to cover such change orders and cost overruns. The Finance Director is authorized to make temporary loans to this capital project from the General Fund in order to cover costs before receipt of revenues and to establish an acceptable cash flow.

This the 9<sup>th</sup> day of August, 2022.

/s/ \_\_\_\_\_  
Donald L. Gorham  
Mayor

ATTEST:

/s/ \_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC  
City Clerk

Mayor Gorham called for a short five-minute break.

**POLICIES:**

**CONSIDERATION OF AMERICAN RESCUE PLAN-RELATED POLICIES AND ACCOMPANYING GRANT PROJECT ORDINANCE AMENDMENT FOR STREETScape AND SPLASHPAD PROJECTS.**

In making the staff report, City Manager Summer Woodard reviewed the following memo provided by Assistant City Manager/Finance Director Chris Phillips:

**AMERICAN RESCUE PLAN FUNDS UPDATE**

**To: Summer Woodard, City Manager**  
**From: Chris Phillips, Assistant City Manager of Administration**  
**Date: July 28, 2022**

The City of Reidsville has received \$4,457,621 in American Rescue Plan (ARP) funds. During the 2022 City Council retreat, a commitment was made to use these funds on long range projects that would be beneficial to all citizens. Below is an updated plan of use for those funds:

Streetscape Project	\$ 1,452,000
Splashpad	\$ 1,200,000
All Inclusive Park	\$ 300,000
Restrooms at All Inclusive Park	\$ 100,000
Penn House	\$ 400,000
Depot Shelter	\$ 300,000
SKAT Bus Shelters	\$ 50,000
Undesignated	\$ 655,621

The Streetscape and Splashpad projects have been established with Capital Project Ordinances. The attached Grant Project Ordinance amendment will allocate the ARP funds for these two projects. The remaining projects are still in the planning phase and will be presented for official budgeting in future months.

In addition, the City Council needs to adopt the following policies related to spending the ARP funds:

- Eligible Use Policy
- Allowable Cost Policy
- Records and Retention Policy
- Property Management Policy
- Conflict of Interest Policy
- Nondiscrimination Policy
- Program Income Policy

Thank you for your consideration of these items.

Lastly, there is also a memo on budgeting for the use of the ARP funds attached that covers special aspects that the City Council should be aware of as the use of these funds is navigated over the next several months. (END OF MEMO)

Manager Woodard noted that Assistant City Manager of Administration/Finance Director Phillips was not here to present the memo because he was attending PELA classes.

**Councilman Festerman then made the motion “so moved”, seconded by Councilwoman DeJournette and unanimously approved by Council in a 7-0 vote, to approve the ARP-related policies and Grant Project Ordinance Amendment.**

With the approval of Council in a 7-0 vote, the following Special Revenue Fund Ordinance Amendment was approved (*ALSO INCORPORATED INTO THESE MINUTES ARE THE ARP-RELATED POLICIES*):

**GRANT SPECIAL REVENUE ORDINANCE AMENDMENT**

**AMERICAN RESCUE PLAN**

**WHEREAS**, North Carolina General Statute 159-26(b)(2) requires the establishment of a Special Revenue Fund to account for expenses and revenues that are grant funded; and

**WHEREAS**, the Mayor and the City Council of the City of Reidsville established a grant fund for the American Rescue Plan funding; and

**WHEREAS**, the Mayor and the City Council of the City of Reidsville desire to amend the grant fund to allocate funding for the Streetscape and Splashpad capital projects;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and the City Council of the City of Reidsville that:

Section 1. The following expenditure accounts are hereby established/amended:

13-9800-0001	Transfer to Streetscape Capital Project	\$ 1,452,000
13-9800-0002	Transfer to Splashpad Capital Project	\$ 1,200,000
13-9999-0000	Contingency(REduced)	(\$ 2,652,000)

Section 2. The City Manager is hereby granted all necessary authority to carry out the use of these funds. The Finance Director is authorized to make temporary loans to this grant project fund from the General Fund in order to cover costs before receipt of revenues and to establish an acceptable cash flow.

This the 9th day of August, 2022.

/s/ \_\_\_\_\_  
Donald L. Gorham  
Mayor

ATTEST:

/s/ \_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC  
City Clerk

**BUDGETARY ITEMS:**

**CONSIDERATION OF AN ALLOCATION FROM THE NC GENERAL ASSEMBLY'S APPROPRIATIONS ACT TO PURCHASE POLICE CARS AND FOR LASTER LIFT STATION IMPROVEMENTS AND ACCOMPANYING BUDGET ORDINANCE AMENDMENT.**

In making the staff report, Manager Woodard reviewed her August 2, 2022 memo, which follows:

**Date:** August 2, 2022  
**To:** Mayor Donald Gorham  
City Council Members  
**From:** Summer Woodard, City Manager  
**Subject:** City of Reidsville State Budget Funding

Representative Reece Pyrtle was instrumental in securing funding for the City of Reidsville through the North Carolina Assembly's Appropriations Act. The City of Reidsville will be receiving a total of \$500,000. The Laster sewer pump station and police vehicles were the two (2) items funded in the NC General Assembly's Appropriations Act.

The Laster sewer pump station is over thirty (30) years old. Administration would like to request that \$290,000.00 be allocated for this project. Please see the attached budget amendment. The City will submit this as a reimbursement to the State as part of the City of Reidsville's allocation from the NC General Assembly's Appropriations Act.

The Reidsville Police Department needs five (5) police vehicles. Administration would like to request that \$210,000 be allocated for capital outlay vehicles. Please see the attached budget amendment. The City will also submit this as a reimbursement to the State as part of the City of Reidsville's allocation from the NC General Assembly's Appropriations Act. *(End of Memo)*

Councilmember Scoble asked in looking at police vehicles, did we consider at all electric vehicles? Manager Woodard said that is something we could look into but that would also mean the need for charging stations. She said that is an item she would be discussed during her City Manager's Report since they have been looking into charging stations, along with Dr. Knowlton.

**Councilman Festerman made the motion, seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote, to approve Budget Ordinance Amendment No. 3 as requested.**

The Budget Ordinance Amendment as approved follows:

**BUDGET ORDINANCE AMENDMENT NO. 3**

**WHEREAS**, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 14, 2022 which established revenues and authorized expenditures for fiscal year 2022-2023; and

**WHEREAS**, since the time of the adoption of said ordinance, it has become necessary to make certain changes in the City's budget to recognize an allocation in the NC General Assembly's Appropriations Act and to appropriate the funds for the intended uses of police cars and Laster lift station;

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 14, 2022 is hereby amended as follows;

**Section 1.** That revenue account number 10-3441-0002, General Fund Grants, be increased by \$210,000.00; that revenue account number 62-3491-0000, Sewer Fund Grants, be increased by \$290,000.00.

**Section 2.** That expense account number 10-4312-5500, RPD Capital Equip Vehicles, be increased by \$210,000.00; that expense account number 62-7133-5500, Plants Maintenance Capital Equipment, be increased by \$290,000.00.

This the 9th day of August, 2022.

/s/ \_\_\_\_\_  
Donald L. Gorham  
Mayor

ATTEST:

/s/ \_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC  
City Clerk

**PUBLIC COMMENTS.**

There were no public comments.

**CITY MANAGER’S REPORT.**

**EV Charging Stations.**

Before beginning her written report, City Manager Woodard noted that Jason Hardin and Jeff Garstka had been instrumental in leading a subcommittee into electric vehicle charging stations and grant opportunities. Locations discussed have been downtown and at Lake Reidsville, but the City Manager stressed that staff is in preliminary discussions and need to gather more information about what is required for grant applications, cost considerations, etc.

City Manager Woodard then reviewed her written City Manager’s Report for August, which follows:

**Date:** August 1, 2022  
**To:** Mayor Donald Gorham  
City Council Members  
**From:** Summer Woodard, City Manager  
**Subject:** City Manager’s Monthly Report

**Projects:**

- Administration and Community Development met on July 19, 2022 to discuss options for zoning in the proposed Depot District. Zoning classification is a critical first step in development of the Depot District.
- Teen Center grand re-opening is scheduled for later this month. The Parks and Recreation department has done a great job in partnering with local artist Mary Ryan to give the Teen Center an updated interior and exterior appearance.
- The Streetscape project is on schedule. City crews are still working at Mural Park.

## **Training:**

- Attended Dangerous Crossroads training about the 1<sup>st</sup> and 4<sup>th</sup> amendments on July 21, 2022.
- Participated in Active Shooter Training on July 25, 2022.

## **Events/Meetings:**

- Attended the Managers luncheon in Eden on July 14, 2022.
- Management Team is going to continue with bi-weekly COVID-19 meetings. Meetings are held virtually every other Tuesday at 9:00 a.m. We will continue meeting every two weeks during the month of August.
- Management Team met virtually on July 28, 2022 to review and discuss the City of Reidsville Personnel Policy. We will bring the Personnel Policy to City Council for review of the proposed changes suggested by Management Team at a special called meeting on **Tuesday, August, 16, 2022 at 5:30 p.m.**
- Virtually attended the C.A.L.M. committee on July 20, 2022.
- Attended the Salt Barn Mural meeting on July 26, 2022.
- Participated in Operation Clean Sweep Initiative on Robinhood Road. (*End of Report*)

While reviewing her written report, Manager Woodard stated that the Teen Center re-opening date has been scheduled for 1-4 p.m. August 27. She also noted that the new security measures with ID access badges at City Hall is planned to go live on August 23, and the City Clerk is working on a press release.

The City Manager also noted that due to the transitioning of the NC401K program from Prudential to Empower, the Council had authorized earlier a payment of \$224,506.67 for back contributions owed to employees but we were unsure when that was discussed what the earnings portion would be. Assistant City Manager/Finance Director Phillips has received information that Empower has looked at a lost earnings portion that the City owes of \$135,827.58. She said he would be presenting a Budget Ordinance Amendment to Council at their September meeting, she said.

## **COUNCIL MEMBERS' REPORTS.**

### **Mayor Pro Tem Brown**

Mayor Pro Tem Brown said he attended the following: July 26, Active Shooter Training at the Reidsville Police Department; July 27, a meeting with Mr. Shawn Stover, new Superintendent of Rockingham County Schools at the Penn House; July 28, the Active Shooter Drill at City Hall; August 2, National Night Out Event at Baptist Temple Church; and on August 5, the Ribbon Cutting for Annie Penn Hospital's new Chapel.

### **Councilwoman Barbara DeJournette**

Councilwoman DeJournette attended the following: July 18, meeting at City Hall with Mayor; July 21, Dangerous Crossroads Training; July 22, RDC Community Business meeting; July 26, Active Shooter Training at the Police Department; July 28, the Active Shooter Drill at City Hall; and August 1, special update meeting with Mayor.

### **Chamber of Commerce**

Ms. Diane Sawyer was asked to give the Chamber of Commerce report. She reported the following Upcoming Ribbon Cuttings: August 11, 2022 at 12 noon, Boardwalk Baker to be held at Reidsville Chamber; September 9, 2022 at 2 p.m., Reidsville Showcase Theater; September 13, 2022 at 9 a.m., Kim Dao Permanent Makeup located at 1011 South Scales Street. She also reported on upcoming events: August 12, 2<sup>nd</sup> Downtown Fridays Cruise-In at Market Square; August 17, Golf Fore Reidsville Annual Golf Tournament to be held at Greensboro National Golf Club; August 27, Concerts on the Square to be held at Market Square; September 10, from 5-9 p.m., Water Lantern Festival at Lake Reidsville. She asked everyone to “save the date” for the Rockingham County Candidates Forum to be held at Rockingham Community College-Advanced Technologies Building-ADT Building (Auditorium) on Tuesday, October 4, 2022 at 6 p.m. She welcomed the following new Chamber members: North Carolina Representative Reece Pyrtle; Kim Dao Permanent Makeup: Carroll Creek Golf Club, LLC; Genesis Ministries of Rockingham County; Sandy Cross General Merchandise (owners, Ira and Aimee Tilley); Abner Bullins; Carlson Engineering; Wilson Appliances; Kelly Stanfield Carter. She concluded by announcing the September Coffee & Connections will be hosted by United Way of Rockingham County at the Reidsville Family YMCA on Thursday, September 1, @ 9 a.m.

### **Councilwoman Walker**

Councilwoman Walker stated that she would like to turn her written report over to the clerk so she could take her time to speak on another topic, the Active Shooter Training Session. While at the training, she had the honor of meeting Cheryl Walker (no relation). She stated that Cheryl has been at our Wastewater Treatment Plant for many years, even before the City took it back over from the previous contractor. During COVID, Ms. Cheryl Walker worked third shift, seven days straight because they could not get enough workers to come in. Councilwoman Walker stated that Ms. Cheryl Walker is one of the many unsung heroes who work for the City. Councilwoman Walker encouraged anyone who happens to see her on the street to give her a pat on the back. She stated that’s the kind of people we have working for the City of Reidsville.

Councilwoman Walker’s written report included the following events: July 14, the Chamber’s Ice Cream Social; July 15, Ribbon Cutting at Reidsville Equipment; July 21, Greet & Meet with the new Schools’ Superintendent; July 21, Dangerous Crossroads Training; July 25, Active Shooter Training; July 28, ABC Board meeting; July 28, Active Shooter Drill; July 29, Reidsville Area Foundation; August 1, Ribbon Cutting at Reidsville Primary Care; August 2, National Night Out; August 5, Ribbon Cutting at Annie Penn for the Patricia Wright Chapel; August 8, The Landings of Rockingham Open House.

### **Councilman William Hairston**

Councilman Hairston reported attending the following: July 19, NAACP meeting (via Zoom), July 22, Greet & Meet with the New Schools Superintendent Stover; July 26, the Active Shooter Training; July 28, Special Meeting, Active Shooter Drill; August 2, National Night Out at First Baptist Church & Wentworth Baptist Church.

### **Councilmember Scoble**

Councilmember Scoble reported attending the following events: July 14, the Kiwanis Club; July 15, The Opioid Roundtable @ RCARE; July 15, Funeral Visitation for Mike Fargis; July 18, meeting with the Mayor; July 21, Kiwanis Club meeting; July 21, meeting with Lisa and John Stover, Superintendent of Rockingham County Schools and his wife; July 25, Active Training Shooting Seminar at Reidsville Police Department; July 28, funeral for Robin Yount’s mother; July 28, Kiwanis

Club meeting; July 28, Closed session meeting of Council; August 1, meeting with Reidsville constituents about several different problems that they were concerned about; August 1, Active Shooting Training/Drill at City Hall; August 2, RDC Board meeting where the FAB festival was discussed and a grant approved for roof repair at Amos Welding; August 2, Reidsville Primary Care Ribbon Cutting; August 2, National Night Out; August 4, Chamber Coffee; August 4, Kiwanis Club meeting; August 5, Wright Memorial Chapel ribbon cutting at Annie Penn's Hospital; and August 9, The Landings of Rockingham County's Open House. Councilmember Scoble said that she had nominated Amy Laster at Reidsville Trading Post for the Main Street Champion.

### **Councilman James Festerman**

Councilman Festerman took the opportunity to commend the folks downtown for the concert. He said he felt that he has been to most of them, but he felt like this one was the best attended and well organized.

### **Mayor Donald Gorham**

Mayor Gorham reported that he attended 21 activities for the month. He said that he would turn his report over to the Clerk instead of reading the list, but he did want to say it's a joy serving the citizens of Reidsville. Mayor Gorham said that he and the Council try their very best to do what's best for the City of Reidsville and make Reidsville one of the best places ever.

Mayor Gorham's written report included the following events: July 14, Kiwanis Club meeting; July 14, Pre-Ribbon Cutting visit to Reidsville Equipment; July 14, Chamber Ice Cream Social; July 14, Rockingham County Sponsored Focus Group on Opioids at RCARE; July 16, J. Michael Fargis' Funeral; July 20, Clean Sweep Operation on Robinhood Road; July 20, C.A.L.M. meeting; July 20, Planning Board meeting; July 21, Training on First & Fourth Amendments; July 23, Home of Refuse meeting at First Baptist Church on Mains Street to discuss the needs of a homeless shelter in Reidsville; July 23, the Concert at the Square, Fleetwood Mac Band; July 25, Active Shooter Training at RPD; July 26, meeting on the Mural for the New Salt Barn; July 27, meeting with the new Superintendent of Rockingham County Schools at the Penn House; July 28, Kiwanis Club meeting; July 28, Special Council meeting; August 2, National Night Out; August 4, Chamber Coffee; August 4, Clean Sweep Operation on Holderby and Church Streets; August 4, Kiwanis Club meeting; and August 5, Ribbon Cutting Annie Penn Hospital for the Patricia Wright Chapel.

Mayor Gorham announced that he had appointed Mr. Ashton Laurin to serve on the Reidsville Housing Authority Board.

### **MOTION TO ADJOURN.**

**Mayor Pro Tem Brown made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to adjourn at approximately 7:55 p.m.**

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Donald L. Gorham, Mayor

ATTEST:

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Angela G. Stadler, CMC/NCCMC, City Clerk



**MINUTES OF THE SPECIAL MEETING  
OF THE REIDSVILLE CITY COUNCIL  
HELD TUESDAY, AUGUST 16, 2022 AT 5:30 P.M.  
THE GREENHOUSE @ THE PENN HOUSE**

**CITY COUNCIL MEMBERS PRESENT:**

Mayor Donald L. Gorham  
Mayor Pro Tem Harry L. Brown  
Councilwoman Barbara J. DeJournette  
Councilman William Hairston  
Councilmember Terresia Scoble  
Councilwoman Sherri G. Walker

**COUNCIL MEMBERS ABSENT:**

Councilman James K. Festerman

**CITY STAFF PRESENT:**

Summer Woodard, City Manager  
Angela G. Stadler, City Clerk  
Chris Phillips, Assistant City Manager of  
Administration  
Haywood Cloud Jr., Assistant City Manager of  
Community Services  
Ray Gibson, Police Chief  
David Bracken, Fire Chief  
Josh Beck, Public Works Director  
Leigh Anne Bassinger, Human Resources  
Director  
Jeff Garstka, Economic Development Director  
Judy Yarbrough, City Marketer

**CALL TO ORDER.**

Mayor Gorham called the meeting to order, reading from the Special Meeting Notice that the purpose was to consider revisions to the City's Personnel Policy. The Mayor turned the meeting over to staff.

**INTRODUCTION.**

City Manager Summer Woodard discussed the approximate year-long work done by the Management Team on revisions of the City's Personnel Policy. She noted that staff had followed Council's direction that they wanted the City to be an "Employer of Choice" for potential job candidates. She said Human Resources Director Leigh Anne Bassinger would review the proposed policy changes tonight.

Manager Woodard added that the Council had three options. The board could either 1) vote on the proposed changes tonight; 2) take time to think about the proposed changes and vote on the policy at its September meeting; or 3) make additional changes tonight, which would be available for review and vote at the September Council meeting. Again, she stressed that all of these changes to be considered by Council were made to strengthen the Personnel Policy in order for the City of Reidsville to be an “Employer of Choice”.

Human Resources Director Bassinger thanked Council for the opportunity to share in this journey. She noted that Manager Woodard had not been here one full month before they had discussed the need to make changes to the City’s Personnel Policy. The last big revision was done in 2005 although smaller updates have been done along the way, she explained. Since an overall revision had not been done in a long time, Management Team members met 1-3 times a month to look at the policy. They also had looked at the results of the Employee Engagement Survey and reviewed the NC League of Municipalities’ annual salaries and benefits survey to see how we were matching up with our peers, Bassinger said. Again, all of these changes were made with the end result of staff wanting to be an “Employer of Choice”, the HR Director stated. She added that she thought our employees would embrace and be proud of these revisions.

Bassinger added that unless specifically noted, these changes will not be retroactive but will go forward upon approval. She then went through the red-lined copy with revisions cited. *(A COPY OF THE RED-LINED POLICY REVISIONS IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)*

ARTICLE I: POLICY INTRODUCTION: No substantial changes, but an Employment at Will statement was reviewed.

ARTICLE II: ORGANIZATION OF THE PERSONNEL SYSTEM: Added the protection of the policy in some sections for part-time and probationary employees. Bassinger briefly reviewed the definitions and distinctions between the five kinds of employees, including probationary; part-time; full-time; regular; and temporary. She noted that the Merit Principle had been updated throughout the policy to guarantee fair treatment without regard for age, citizenship, color, familial status, disability, pregnancy, race, religion, sex, national origin or ancestry, genetic information or veteran status. Employees are recruited, selected, trained and advanced based on ability, knowledge, skill and performance, which is key to retention. Eligible employees may receive performance-based pay increases.

The Responsibility of the City Manager section was revised to reflect what is already being done, she noted. The only positions reporting directly to the Manager are the two Assistant City

Managers, the City Clerk, the Fire Chief, the Police Chief and the Public Works Director. The responsibilities of not only the City Manager but also the Management Team are defined.

ARTICLE III: CLASSIFICATION PLAN: No substantial changes were made to this section, Bassinger noted.

ARTICLE IV: THE PAY PLAN: The Human Resources Director reviewed the definitions associated with the pay plan. The Piedmont Triad Regional Council (PTRC) can be brought in to do reclassifications by performing a formal study of one third of the workforce, she noted, or the City Manager can change a position classification.

As she reviewed the section, Pay Rates in Promotion & Progression, Bassinger explained that employees currently get 2.5% and if they succeed in their new position, at the end of six months they get another 2.5%. The proposed revision would give employees 5% or the minimum of the new pay grade at the onset of their promotion; however, they would still have a six-month probationary period, she noted. The same would be true for progressions with employees receiving the 5% or minimum upfront, but there is no probationary period, she continued. The Human Resources Director stressed that if an employee is demoted, the salary would be reduced, returning to the previous pay grade. The previous policy did not clearly state this when it came to demotions; therefore, the new policy says the reduction will be determined by either specific circumstances, the business needs of the City or 2.5% per pay grade.

Bassinger briefly reviewed Pay Rates in Transfer and Reclassification situations. She cited as an example our Treatment Plant operators, asking do we need them as operators or as maintenance? In order to reclassify these positions, the City has the authority to contract with PTRC, she said.

In regards to Overtime, there were no substantial changes, Bassinger said. She explained that most employees have overtime calculated on a seven-day work week but Police and Fire are based on a 28-day work period. In order to try and control overtime budgets, employees are only eligible for time and a half if they physically work more than 40 hours; otherwise, additional hours are paid at the straight time rate, she said.

For Call-Back Pay, it was all over the place, the HR Director stated. For most City departments, a minimum of two hours pay is given if employees are called into work. The difference, Bassinger said, is in the Fire Department, where it is 1.3 guaranteed hours, although it is usually going to be more. Only a limited number of divisions, Police Investigations, Street, Sewer Collection and Plant Maintenance, pay an employee for being on call, she added.

Bassinger then moved to Educational Incentive Pay, which she noted was a passionate topic among the Management Team members. While staff thought they had resolved the issues, it was

decided that further discussion was needed, she said. Right now, only Police and Fire get an educational incentive for a degree in a closely related field. It equates to approximately \$400 extra a year for a Bachelor's Degree and \$800 for a Master's Degree. Staff questioned whether such degrees are any more valuable in those two departments than in other departments, she pointed out. Last time the Management Team met to discuss this component, it was decided to pull this piece out and bring it back to Council in the future. Manager Woodard said staff is proposing no changes to the current Educational Incentive Pay Policy but may come back with an alternative to Council in a couple of months. She said all of our employees are valuable, and a fairer, more consistent process is needed. Manager Woodard said ultimately Council sets this policy, and the City Manager enacts it, but there are things that need to be improved so staff plans to bring back those changes later.

On Termination Pay, Bassinger explained that those leaving the City's employ will receive a paper check instead of direct deposit, which will help ensure we get our equipment back. If an employee leaves under certain circumstances, the Police Department may be used as a drop-off location, she added.

**ARTICLE V: EMPLOYEE PERFORMANCE APPRAISAL POLICY:** Bassinger stressed that the Employee Performance Appraisal process has been completely changed. Once approved, staff will conduct training for our employees, she said. The current appraisal tool is not user friendly, the HR Director said, and the new tool removes some of the subjectivity. You click on the computer, and it scores the appraisal for you. Bassinger thanked IT Director Rhonda Wheeler for her assistance in helping create the tool, which is more consistent and looks fantastic. Assistant City Manager of Administration Chris Phillips said the appraisal tool goes from the current 14 pages down to five pages. It will help the City pay for performance with the best performing employees getting rewarded for their performance. Bassinger discussed some of the problems associated with the current appraisal tool and the need for a lot of communication with our employees and supervisors that meeting expectations is the goal. For example, being at work every day, she noted, is not exceeding expectations but is meeting expectations.

Manager Woodard asked Bassinger to mention the employees who worked on the new appraisal process/tool. They include Keith Hinnant, Caleb Williams and Lindsey Tuttle, along with HR (Bassinger and HR Analyst Michelle Smith) and the IT Department. The HR Director said it stressed it was a team effort, and that the committee members are kind of "super users" of the current policy. She said it should make better use of staff's time and a more meaningful performance appraisal. A self-evaluation tool is also included so that the employee can see their scores up against their supervisor's scores, which opens up lines of communication, including goal setting and coaching, Bassinger stated. She added that we have a lot of departments with personnel near retirement, and we need to develop supervisors for these imminent retirements. She said there will also be some instances where improvement plans will be needed. Before

leaving this part of the policy, Bassinger stressed that the committee worked hard on including the team concept, including Tenacity, Education/Experience, Attitude/Accountability and Motivation, which spells out “TEAM”, into the tool itself.

**ARTICLE VI: RECRUITMENT AND SELECTION:** In addition to updating the Statement of Equal Employment Opportunity, changes to the recruitment process included changing the minimum number of days for internal postings to seven days and 14 days for external postings. They can still post “Open Until Filled” when needed. Applications will continue to be submitted online, reflecting the current practice, she said. For those applicants who do not meet the minimum qualifications, a “trainee” can be hired. Bassinger noted that the Water Treatment Plant and Wastewater Treatment Plant are good examples of using trainee positions.

Currently Probationary Employees cannot use accrued sick and vacation leave without the City Manager’s approval, the HR Director explained, which for some employees can be anywhere from six months to a year. A probationary period can also be extended for an additional 90 days. The new policy would allow employees to use leave time once it is accrued, Bassinger said.

**ARTICLE VII: WORK CONDITIONS AND EXPECTATIONS:** Bassinger noted the following changes in this section: Standby Pay is substantially different from on-call pay, which is factored into the employee’s base salary; required safety equipment will be provided by the City; sexual harassment claims can be made directly to the HR Director; only City employees can be transported in City-owned vehicles except for transportation of suspects and pre-authorized “ride along” programs; MVR checks will be conducted by an outside vendor; and the section on personal indebtedness has been removed.

There was a brief discussion about the elimination of the personal indebtedness section. Originally included so that the City would not be embarrassed, especially when local stores extended credit to City employees, Manager Woodard said it was rather strong and harsh to be included in a personnel policy. Mayor Gorham said the City probably lost some good Police Department candidates because of debt. Phillips said the City will still do a credit check if an employee handles money for us.

As a short break was held, Councilmember Scoble commented that this was a lot of information but most Council members probably didn’t know what was in the Personnel Policy.

**ARTICLE VIII: HOLIDAYS AND LEAVE:** The Human Resources Director said a tremendous amount of changes have been recommended for this section as Management Team members spent a ton of time on holiday and leave issues. Bassinger noted that when Manager Woodard arrived, she wanted to go by the State Holiday Schedule, which provides our employees with three days at Christmas as well as the City’s personal holiday. While the State has recognized

Juneteenth, the State Holiday Calendar does not yet show the holiday; however, the City will recognize Juneteenth when the State does.

Manager Woodard said she will bring the upcoming yearly calendar to Council for approval at their November meeting. Council members discussed the Juneteenth holiday further. Mayor Pro Tem Brown asked how many cities recognize Juneteenth? Staff said it was probably around 35-40% but that is usually in larger cities. Bassinger said the City doesn't recognize federal holidays unless they are recognized by the State although the State will probably add this holiday later. Phillips said a holiday doesn't cost the City anything financially other than a day of productivity. Noting Reidsville wants to "live simply and think big," Mayor Gorham said we need to consider adding Juneteenth as a holiday. In response to a question from Councilwoman Walker about how Police and Fire schedule holidays, Bassinger said they make special provisions, sometimes taking holidays in advance with prior notice and permission of their supervisor.

The section on Adverse Weather Conditions was given a little more "tooth," Bassinger said. There is the expectation that certain employees are expected to be at work, citing the vast majority of employees in our Fire, Police and Public Works departments. Some employees may be able to telework during adverse weather days if pre-approved and technology is available. Of course, the City Manager can decide to delay opening or close early during such days, the HR Director added.

In reviewing Vacation, Bassinger explained the current policy is that when an employee earns two times their accrual rate in a year, the employee stops accruing. Police and Fire accrue differently, she added. She noted that we have some employees with over 400 vacation hours, which is a financial liability for the City. Some cities are capping accrual at 240 hours, she said. We have about 30-35 employees well over 240 hours, some of which are planning to retire in the next 12-36 months and would like a large payoff because it boosts their financial compensation, Bassinger stated. We are recommending a maximum accrual of 240 hours each year with any hours over 240 in the vacation balance rolling over into sick leave balance, she said. However, the program will be phased in so that our employees won't be penalized, she added. More information will be available on this in the near future, Bassinger said.

Sick Leave is another area with a big change, the Human Resources Director said. Currently employees haven't been able to bring all of their sick leave with them until they have been with the City of Reidsville for five years. By allowing immediate transfer of accrued sick leave, this will make us more competitive in the job market. Bassinger said this change would affect about 15 employees. Manager Woodard said this is a huge recruitment tool. She said it raises a "big red flag" to those employees who have earned their sick leave elsewhere, are told they are appreciated but they have to wait five years to get their leave. Bassinger stressed that the City

will only accept sick leave from a past governmental employer. She said we are very excited about this as a recruitment tool.

In discussing Bereavement Leave, Bassinger said employees will get up to five days of pay within 14 days of the death. While the City has a funeral leave policy, it was more restrictive in terms of who employees could take the leave for, she explained. Councilman Hairston, discussing the leave time he took after his mother passed away, said this is a gift during a time of loss. Bassinger noted that the revised policy expands the definition of immediate family, adding for example, aunts or uncles that may have been a parental role model, etc.

Councilwoman Walker asked about significant others since they are not listed. Council members discussed this in some depth, focusing on the possible wording. **It was finally agreed that the wording “significant other” would be added to the list of immediate family members.** It was pointed out that anytime you have a policy, it can be abused. Phillips stressed that if there are those not included on the list, employees can still take vacation time.

Regarding Extended Leave, we are writing down and making specific what we have been doing, Bassinger said. She reviewed the flow chart that has been included, which shows how leave decisions must be made and must be re-evaluated every two weeks. An employee cannot go on extended leave forever and ever, she stressed, but it does fall on Human Resources to review.

Leave Without Pay is allowed, but the employee must make arrangements with HR regarding the payment of benefits when employees are on unpaid leave status. Employees must also make arrangements with the providers of voluntary benefits as well, the HR Director noted.

Phillips complimented Bassinger for doing a great job of putting what the City is doing in a flow chart. The City will work with employees if they have a return to work plan or have applied for service and/or disability retirement, he said, adding that this happens more often than you know. Capturing what we are doing on the flow chart, he added, is good because everyone is treated the same.

Under Worker’s Compensation Leave, Bassinger said the changes make this a more employee friendly policy, which allows our workers to use that available leave. The City believes it is a better practice to cover the State-required seven-day waiting period and pay the injured worker. While productivity may be lost, this is not really a financial issue and just formalizes a process for supplementing wage replacement. It was noted that this must be reported but is not taxable.

These revisions to the Personnel Policy also add a Shared Sick Leave Program, Bassinger noted. Employees can give vacation leave to a sick leave “bucket” a few times a year, she explained. The annual maximum given would be 480 hours, but the situation would be re-evaluated every

two weeks. Employees with less than 40 hours of paid leave available would be eligible for the program, the HR Director said. She noted that some employees have catastrophic illnesses and exhaust all of their available leave. Human Resources will review the applications with assistance from the City Manager, she stated.

Councilmember Scoble asked about FMLA since something will still be needed to reach that gap. FMLA keeps your job, but it doesn't pay you, it was noted. Manager Woodard said this program is one of the items employees have been asking for. Councilmember Scoble asked, when will you have the bucket? Bassinger said once this policy is approved, they will start asking employees for shared vacation leave.

In reviewing Comp Time, Bassinger said Management Team really struggled with this. Exempt employees continue working until the job is done, she noted, but a mechanism was needed, not a penalty, to allow employees to bank their hours for later use. Exempt employees can earn up to 40 hours of comp time but must use it within two months of earning it under the revised policy. However, the HIR Director stressed that such time can't be paid out at the termination of the job. The City's financial software program, Tyler Technology, does track comp time.

**ARTICLE IX: EMPLOYEE BENEFITS:** Any changes to this section reflect the City's current benefits, practices, enrollments and deductions, along with a few updated language changes.

**ARTICLE X: DRUGFREE WORKPLACE:** Bassinger explained that this part of the policy gets updated regularly. The City contracts with the Piedmont Triad Regional Council (PTRC) in a consortium with Safe-T-Works, which has revised this policy for the City several times. She added that Reidsville is a "last chance" employer. Among the requirements are as follows: employee must make first contact with an Substance Abuse Professional (SAP) within 48 hours of results being reported; the first appointment with the SAP within five days of positive results reported; failure to meet these deadlines may result in immediate termination as is a second positive result within 12 months of the first; and failure to provide an adequate sample for a follow-up drug screening is grounds for immediate termination. Before, there was no timeline, the HR Director stated. She did point out that this cost is not covered by the City's health insurance, and can reach as high as \$1,500.

Additional changes include; collision with an animal is excluded as a reason for a post-accident drug screen; off-the-job violations must be reported within 48 hours of the arrest and may result in termination, Bassinger noted. If the employee's job is such that they don't drive for the City, it will be handled on a "case-by-case" basis, she added.

**ARTICLE XI: SEPARATION AND REINSTATEMENT:** Bassinger discussed reduction in force, which is when a position is being eliminated, and noted that when an employee is planning



to retire, they are expected to notify the City/supervisors at least 30 days in advance or may lose post-retirement benefits.

The Human Resources Director discussed the difference between reinstatement (coming back within a year) and rehire, which requires another probationary period. Employees can be rehired at a lower position if their previous position is unavailable. Nothing has been said about how many times an employee can be rehired. Bassinger noted that the “sweet spot” for rehiring a former employee appears to be 90-120 days.

ARTICLE XII: DISCIPLINARY ACTION: No changes were made.

ARTICLE XIII: GRIEVANCE PROCEDURE: If an employee has a grievance, they can aggrieve to the Human Resources Director. Examples given were Management Team members who might have a grievance with the City Manager. The HR Director may have to go to City Council or the City Attorney with the grievance if it couldn't be handled any other way, she said. She reviewed the Grievance Process Flow Chart.

ARTICLE XIV: NONDISCRIMINATION AND ANTI-HARRASSMENT POLICY AND COMPLAINT PROCEDURE: Employees can go straight to Human Resources instead of their departmental director or outside the chain of command for resolution, Bassinger explained. Manager Woodard said we have a good mixture of males and females, but this gives employees another avenue to report.

ARTICLE XV: PERSONNEL RECORDS: No changes.

ARTICLE XVI: IMPLEMENTATION OF THE POLICY: Supplemental Departmental or Divisional Policies must be reviewed by Human Resources before implementation, Bassinger said. For example, one Public Works division requires an employee being out on sick leave for more than one day to have a doctor's note. Every employee in the division knows this policy and must do it, she said, so it is consistently applied across the division.

ARTICLE XVII: DEFINITIONS: Bassinger said the definitions will be available on the shared drive, and every employee will get a copy of the Personnel Policy. She said the employee handbook will be updated to reflect the approved changes. There will be separate training on the performance review tool. She said they hope to have this ready by mid-September.

Manager Woodard said all employees will have to sign that they have received the new policy and handbook. If there are items we need to revisit, staff will come back to City Council periodically. However, we felt the entire policy needed an overhaul from the beginning to end. She turned the floor over to Council members.

Mayor Gorham asked if he could sit in on the training, to which Bassinger replied in the affirmative. Councilwoman Walker suggested that the training be done with employees, followed up with a couple of weeks later with the supervisors. She said they need to check with their people, ask them if they've had time to look at it and get feedback. Councilmember Scoble agreed that employees might give good feedback.

Manager Woodard said staff would bring back some sections for amendment. Several Council members complimented staff on the work done on the Personnel Policy. Councilwoman Walker shared that a friend had looked at the policy and was impressed with it. Mayor Pro Tem Brown said he thinks it will be a tremendous recruitment tool. Public Works Director Josh Beck said he is here because of one of the policies included in the policy, transferring of leave.

Councilman Hairston suggested the Personnel Policy be put online. Mayor Gorham added that he liked how the evaluation process helps build leadership. Bassinger agreed, saying we want our employees to be able to go up higher on the career ladder. Several Council members expressed appreciation for the shared sick leave policy.

Manager Woodard reviewed the three options for approval that she had cited at the beginning of the meeting. Council decided to go ahead and approve the policy tonight with "Significant Other" added to the bereavement policy.

**Councilman Hairston made the motion to approve the Personnel Policy with the one change, adding "Significant Other" to the bereavement policy. The motion was seconded by Councilmember Scoble and approved in a 6-0 vote.**

Manager Woodard said they will have the corrected policy made available to them.

**Mayor Pro Tem Brown made the motion, seconded by Councilmember Scoble and unanimously approved by Council in a 6-0 vote, to adjourn at approximately 7:30 p.m.**

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Donald L. Gorham, Mayor

ATTEST:

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Angela G. Stadler, CMC/NCCMC, City Clerk



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

**MEMORANDUM**

**TO:** Summer Woodard, City Manager  
**FROM:** Angela G. Stadler, CMC/NCCMC, City Clerk *AS*  
**SUBJ:** Resolution to Update CDBG-CV Authorized Representative Designees  
**DATE:** September 1, 2022

Our Grant Administrator has provided us with the attached Resolution, which identifies authorized representatives for the CDBG-CV project. A previous Resolution authorized individuals within the City to sign off on requisitions, but no other documents related to the project. Therefore, the attached Resolution allows the Mayor, City Manager, Finance Director, Assistant City Manager of Community Services and the City Marketer/Penn House Manager to sign as authorized representatives for this project on the Penn House grounds.

By placing it on the Consent Agenda, we are requesting Council approval. Please let us know if you have any questions.

Enclosures (1)



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

## Resolution by the Reidsville City Council

**WHEREAS**, the City of Reidsville has received a Community Development Block Grant (CDBG) Coronavirus (CDBG-CV) grant from the NC Department of Commerce (20-V-3506); and,

**WHEREAS**, the City of Reidsville must authorize certain persons to act as Authorized Representatives for the project, certified to sign all related grant paperwork for this project,

**NOW THEREFORE BE IT RESOLVED, BY THE REIDSVILLE CITY COUNCIL:**

The City of Reidsville has passed this Resolution authorizing the persons below to act as Authorized Representatives and are permitted to sign all grant paperwork for the duration of this project:

Mayor, Donald L. Gorham, and successors so titled

City Manager, Summer Woodard, and successors so titled

Finance Director, Chris Phillips, and successors so titled

City Marketer/Penn House Manager, Judy Yarbrough, and successors so titled

Assistant City Manager of Community Services, Haywood Cloud Jr., and successors so titled

Adopted this the 13<sup>th</sup> of September, 2022.

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Donald L. Gorham, Mayor

ATTEST:

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Angela G. Stadler, CMC/NCCMC, City Clerk



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

**MEMORANDUM**

**TO:** Summer Woodard, City Manager  
**FROM:** Angela G. Stadler, CMC/NCCMC, City Clerk *ajs*  
**SUBJ:** Public Hearing for Triangle Road Water Line (WP-2021-01)  
**DATE:** September 6, 2022

In May of 2021, the Reidsville City Council approved a Resolution Directing That The Project Be Undertaken for a water main extension along Triangle Road. The proposed water line included approximately 200 feet of 2-inch watermain and appurtenances beginning at the Lawndale/Triangle Road intersection and traveling southeast along Triangle Road to the southeast corner of Parcel No. 8903-09-05-8968. The petition submitted for the project was valid representing 100% of the property owners (3/3) and 100% of the footage (111.17/111.17).

City Engineer Steve Moran has informed our office that the project has been completed and is ready for assessment. The next step in the process is for Council to approve the attached Resolution Declaring Cost and Ordering Preparation of Preliminary Assessment Roll and Setting Time and Place for Public Hearing on Preliminary Roll, which calls for the public hearing to be held on Tuesday, October 11, 2022.

By placing this item on the Consent Agenda, we are requesting Council approval to hold the public hearing next month and start the assessment process.

/ags

Attachments



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

**RESOLUTION DECLARING COST AND ORDERING  
PREPARATION OF PRELIMINARY  
ASSESSMENT ROLL AND SETTING  
TIME AND PLACE FOR PUBLIC HEARING ON  
PRELIMINARY ROLL**

**(WP-2021-01)**

**WHEREAS**, the extension of the water system of the City of Reidsville was extended by constructing approximately 200 feet of two-inch water main and appurtenances beginning at the intersection of Lawndale Drive and Triangle Road, henceforth southeast along Triangle Road to the southeast corner of Parcel No. 8903-09-05-8968, pursuant to Article 10, Chapter 160A of the General Statutes pursuant to a petition received from affected property owners on March 26, 2021 in the City Clerk's Office and has been completed in accordance therewith; and

**WHEREAS**, the total cost of the project has been computed;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Reidsville that:

1. The assessment rate set when the project was undertaken is hereby declared to be \$20.00 per foot.
2. The City Clerk is hereby directed to prepare a Preliminary Assessment Roll showing the individual assessments upon the benefited properties.
3. The City Clerk is directed to make available during regular office hours, in the Clerk's office, the Preliminary Assessment Roll for public inspection from this day through the 11<sup>th</sup> day of October, 2022.
4. The City Council will hold a public hearing at 6:00 P.M. on Tuesday, the 11<sup>th</sup> day of October, 2022, at City Hall in the City of Reidsville, North Carolina for the purpose of hearing all interested persons.
5. The City Clerk is hereby directed to publish the required notice of the public hearing and, no later than 10 days before the public hearing, to mail by first class mail copies of the notice to the owners of real property listed on the Preliminary Assessment Roll.

Adopted this 13<sup>th</sup> day of September, 2022.

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Donald L. Gorham  
Mayor

ATTEST:

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Angela G. Stadler, CMC/NCCMC, City Clerk



Disclaimer:  
The City of Reidsville, NC shall not be held liable for any errors in this data. This data cannot be construed to be a legal document.

- Legend**
- Hydrant
  - Proposed New Water Line
  - Water Mains
  - Parcels

**Water Distribution**  
**Reidsville, NC**  
Date: 8/17/2022

D H Setliff  
City of Reidsville GIS  
230 W. Morehead St.  
Reidsville, NC 27320



PETITION FOR THE CONSTRUCTION OF WATER MAINS  
TRIANGLE ROAD WATER MAIN 2/10/21

Rec in Clerk's  
Office  
3/26/21

NORTH CAROLINA  
ROCKINGHAM COUNTY  
CITY OF REIDSVILLE

TO THE MAYOR AND CITY COUNCIL OF THE CITY OF REIDSVILLE, N.C.:

We, the undersigned property owners, do respectfully petition and show the Mayor and City Council:

- (1) That we constitute a majority in number of the owners of the real estate abutting on the streets and local improvement district hereinafter described;
- (2) That the undersigned are the owners of a majority of all the lineal feet of frontage of lands abutting upon the street or streets or part of said streets and district hereinafter described and proposed to be improved;
- (3) That the undersigned hereby respectfully petition said Mayor and City Council to establish a local improvement district as provided by an ordinance passed by the City Council on the 10<sup>th</sup> day of May, 1989, and entitled, "AN ORDINANCE AMENDING CHAPTER 10 OF THE REIDSVILLE CITY CODE TO ADOPT A WATER AND SEWER EXTENSION POLICY," Section 10-101, and amendments thereto for the purpose of constructing the improvement(s) in said district as hereinafter described; and hereby agree to dedicate, at no charge to the City of Reidsville, any easements or right-of-way necessary to accomplish this project;
- (4) That the cost of said improvement(s) shall be at the rate in effect at the time the project is ordered by the City Council; the \$20/ft listed is current as of 2/10/21.
- (5) That the undersigned hereby agree to waive and forego any previous exemptions, agreements or covenants on our subject property pertaining to such special assessments, thereby agreeing to pay the applicable assessment under all circumstances;
- (6) That the cost of said project may be paid by the property owners over a 5-year period at 8% interest per annum;

The improvement district covered by this petition shall consist of the following property:

**BEGINNING AT THE INTERSECTION OF LAWNDALE DRIVE AND TRIANGLE ROAD  
HENCEFORTH SOUTHEAST ALONG TRIANGLE ROAD TO THE SOUTHEAST  
CORNER OF PARCEL No. 8903.09 05 8968.**

The improvement district covered by this petition shall consist of the following improvement(s):

**APPROXIMATELY 200' OF 2" WATERMAIN AND APPURTENANCES ALONG THE  
ABOVE DESCRIBED ROUTE**

- **Water Tap fees are not included by any assessments connected with this petition. The current tap fee is \$1,300 per ¾" water tap as of 2/10/21**

<u>PIN NUMBER</u>	<u>PROPERTY OWNER</u>	<u>FEET OWNED</u>	<u>COST PER FT.</u>	<u>TOTAL COST</u>
8903 09 06 7096	MARY C. WARREN 519 TRIANGLE ROAD REIDSVILLE, NC 27320-6615	ZERO (128.6'-150' for corner lot exemption since less than zero no charge)	\$ 20	\$ ZERO
	<i>Mary C. Warren</i> Signature			
8903 09 05 8968	JAMES C. SETLIFF & LINDA SETLIFF 517 TRIANGLE ROAD REIDSVILLE, N.C. 27320-6615	111.17	\$ 20	\$ 2,223.40
	<i>James C. Setliff</i> Signature			
	<i>Linda P. Setliff</i> Signature			
8903 09 16 0124	RONALD C. WRAY & SHEILA K. WRAY 515 LAWNDALE DRIVE REIDSVILLE, N.C. 27320-6601	ZERO (145'-150' for corner lot exemption since less than zero no charge)	\$ 20	\$ ZERO
	<i>Ronald C. Wray</i> Signature			
	<i>Sheila K. Wray</i> Signature			



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

**MEMORANDUM**

**TO:** Summer Woodard, City Manager  
**FROM:** Angela G. Stadler, CMC/NCCMC, City Clerk *ajs*  
**SUBJ:** Public Hearing for Triangle Road #2 Water Line (WP-2021-02)  
**DATE:** September 6, 2022

In July of 2021 the Reidsville City Council approved a Resolution Directing That The Project Be Undertaken for a second water main extension along Triangle Road. The proposed water line included approximately 177' of two-inch watermain and appurtenances beginning at the northern most corner of Parcel No. 8903-09-05-9931 and running southeast along Triangle Road to the southern most corner of Parcel No. 8903-09-16-1019. The petition submitted was valid representing 66.7% of the property owners (2/3) and 51.2% of the footage (105/205 feet). This proposed water line would hook onto the previously approved water line construction.

City Engineer Steve Moran has informed our office that this project has also been completed and is ready for assessment. The next step in the process is for Council to approve the attached Resolution Declaring Cost and Ordering Preparation of Preliminary Assessment Roll and Setting Time and Place for Public Hearing on Preliminary Roll, which calls for this public hearing to be held on Tuesday, October 11, 2022.

By placing this item on the Consent Agenda, we are requesting Council approval to hold the public hearing next month and start the assessment process.

/ags

Attachments



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

**RESOLUTION DECLARING COST AND ORDERING  
PREPARATION OF PRELIMINARY  
ASSESSMENT ROLL AND SETTING  
TIME AND PLACE FOR PUBLIC HEARING ON  
PRELIMINARY ROLL**

**(WP-2021-02)**

**WHEREAS**, the extension of the water system of the City of Reidsville was extended by constructing approximately 177 feet of two-inch water main and appurtenances beginning at the northern most corner of Parcel No. 8903-09-05-9931 and running southeast along Triangle Road to the southern most corner of Parcel No. 8903-09-16-1019, pursuant to Article 10, Chapter 160A of the General Statutes pursuant to a petition received from affected property owners on April 28, 2021 in the Office of the City Clerk and has been completed in accordance therewith; and

**WHEREAS**, the total cost of the project has been computed;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Reidsville that:

1. The assessment rate set when the project was undertaken is hereby declared to be \$20.00 per foot.
2. The City Clerk is hereby directed to prepare a Preliminary Assessment Roll showing the individual assessments upon the benefited properties.
3. The City Clerk is directed to make available during regular office hours, in the Clerk's office, the Preliminary Assessment Roll for public inspection from this day through the 11<sup>th</sup> day of October, 2022.
4. The City Council will hold a public hearing at 6:00 P.M. on Tuesday, the 11<sup>th</sup> day of October, 2022, at City Hall in the City of Reidsville, North Carolina for the purpose of hearing all interested persons.
5. The City Clerk is hereby directed to publish the required notice of the public hearing and, no later than 10 days before the public hearing, to mail by first class mail copies of the notice to the owners of real property listed on the Preliminary Assessment Roll.

Adopted this 13<sup>th</sup> day of September, 2022.

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Donald L. Gorham  
Mayor

ATTEST:

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Angela G. Stadler, CMC/NCCMC, City Clerk






Owner: ROBERTS KENNETH L  
PIN: 8903-09-16-1019

Owner: HARRELSON TIMMIE LYNN  
PIN: 8903-09-05-9931

Owner: WALKER SARA GRIFFIN  
PIN: 8903-09-05-9884

Disclaimer:  
The City of Reidsville, NC shall not be held liable for any errors in this data. This data cannot be construed to be a legal document.

- Legend**
-  Hydrant
  -  Water Mains
  -  Parcels

### Water Distribution Reidsville, NC

Date: 8/17/2022



D H Setliff  
City of Reidsville GIS  
230 W. Morehead St.  
Reidsville, NC 27320

Rec in City Clerk's  
Office 4/28/2021

PETITION FOR THE CONSTRUCTION OF WATER MAINS  
TRIANGLE ROAD WATER MAIN PETITION #2  
4/6/21

NORTH CAROLINA  
ROCKINGHAM COUNTY  
CITY OF REIDSVILLE

TO THE MAYOR AND CITY COUNCIL OF THE CITY OF REIDSVILLE, N.C.:

We, the undersigned property owners, do respectfully petition and show the Mayor and City Council:

- (1) That we constitute a majority in number of the owners of the real estate abutting on the streets and local improvement district hereinafter described;
- (2) That the undersigned are the owners of a majority of all the lineal feet of frontage of lands abutting upon the street or streets or part of said streets and district hereinafter described and proposed to be improved;
- (3) That the undersigned hereby respectfully petition said Mayor and City Council to establish a local improvement district as provided by an ordinance passed by the City Council on the 10<sup>th</sup> day of May, 1989, and entitled, "AN ORDINANCE AMENDING CHAPTER 10 OF THE REIDSVILLE CITY CODE TO ADOPT A WATER AND SEWER EXTENSION POLICY," Section 10-101, and amendments thereto for the purpose of constructing the improvement(s) in said district as hereinafter described; and hereby agree to dedicate, at no charge to the City of Reidsville, any easements or right-of-way necessary to accomplish this project;
- (4) That the cost of said improvement(s) shall be at the rate in effect at the time the project is ordered by the City Council; the \$20/ft listed is current as of 4/6/21.
- (5) That the undersigned hereby agree to waive and forego any previous exemptions, agreements or covenants on our subject property pertaining to such special assessments, thereby agreeing to pay the applicable assessment under all circumstances;
- (6) That the cost of said project may be paid by the property owners over a 5-year period at 8% interest per annum;

The improvement district covered by this petition shall consist of the following property:

**BEGINNING AT THE NORTHERN MOST CORNER OF PARCEL No. 8903 09 05 9931 AND RUNNING SOUTHEAST ALONG TRIANGLE ROAD TO THE SOUTHERN MOST CORNER OF PARCEL No. 8903 09 16 1019.**

The improvement district covered by this petition shall consist of the following improvement(s):

**APPROXIMATELY 177' OF 2" WATERMAIN AND APPURTENANCES ALONG THE ABOVE DESCRIBED ROUTE**

- **Water Tap fees are not included by any assessments connected with this petition. The current tap fee is \$1,300 per ¾" water tap as of 4/6/21**

<u>PIN NUMBER</u>	<u>PROPERTY OWNER</u>	<u>FEET OWNED</u>	<u>COST PER FT.</u>	<u>TOTAL COST</u>
8903 09 05 9884	SARA G. WALKER 513 TRIANGLE ROAD REIDSVILLE, NC 27320-6615	105.0	\$ 20	\$ 2,100.00
	<u>Sara G. Walker</u> Signature			
8903 09 05 9931	TIMMIE L. HARRELSON & AMY J. HARRELSON 203 REID LAKE ROAD REIDSVILLE, N.C. 27320-1668	100.00	\$ 20	\$ 2,000.00
	_____ Signature			
	_____ Signature			
8903 09 16 1019	KENNETH L. ROBERTS & LOUISE D. ROBERTS 604 LAWNDALDE DRIVE REIDSVILLE, N.C. 27320-6837	ZERO	\$ 20	\$ ZERO
		(Already has access to water along Lawndale Drive so no charge)		
	<u>Kenneth L. Roberts</u> Signature			
	<u>Louise D. Roberts</u> Signature			





The City of  
**Reidsville**  
North Carolina

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

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*Department of Community Development*

MEMORANDUM

**TO:** The Honorable Mayor Gorham, Members of the  
Reidsville City Council, and Summer Woodard, City Manager  
**FROM:** Jason Hardin, Planning & Community Development Manager  
**DATE:** September 13, 2022  
**RE:** Docket No. Z 2022-06

Paul Milam on behalf of Henson Realty, LLC is petitioning to rezone Rockingham County Tax Parcel #142471 from R-20 to R-12. This lot encompasses an area of +/- 54.91 acres. The property is an undeveloped area with street frontage off Lawndale Drive and South Park Drive. The surrounding area is predominantly residential with R-12 to the south, R-20 to the north/east, with a mixture of R-20, HB, and O&I to the west. An R-12 designation would be consistent with the surrounding area.

Goal #3 of the Reidsville Land Development Plan: "Expanding Housing Options" includes expanding the housing stock and provide a greater mix of housing options, guaranteeing residential options that are affordable and attractive to people of all ages and income levels. There is a considerable need for new housing in Reidsville and expanding the existing R-12 zone in this area opens potential for new development that would assist in addressing this issue. The rezoning is consistent with the City's Land Development Plan and is reasonable and in the public interest of the community based on the information provided in this report.

The Planning Staff recommend the proposed rezoning application be approved.

**PLANNING BOARD RECOMMENDATION**

The Planning Board unanimously recommended the proposed rezoning be approved.

**SUGGESTED MOTION**

Based on the information provided in the staff report and verbal evidence presented during the public hearing this request is reasonable, in the public interest and consistent with the City's Land Development Plan and other adopted land use plans. Therefore, I make a motion that the rezoning be approved.



# City of Reidsville, North Carolina

Department of Community Development

230 West Morehead Street

Reidsville, NC 27320

336-349-1065

## Application for Rezoning

Date Submitted: \_\_\_\_\_ Application No.: 2 2022 - 06

### APPLICANT INFORMATION:

Name: Henson Realty, LLC (Paul Milam)

Address: 61 Bennett Mountain Trace City/State/ZIP Chapel Hill, NC 27516

Daytime Telephone No. : 336-707-9799

### PROPERTY OWNER INFORMATION:

Name: See attached owner signature page (John William F. McLeod Jr.)

Address: PO Box 539 City/State/ZIP Reidsville NC 27323

Daytime Telephone No. (336) 349-6928

### PROPERTY INFORMATION:

County Property Identification Number (PIN): 142471

Property size in acres (sq. ft. if less than one (1) acre): ± 54.91

Property street location: Property of off Lawndale Drive , Frontage also on South Park Drive

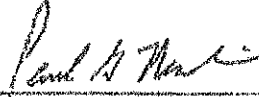
Current use of property: Vacant

Existing Zoning District: R20

Requested Zoning District: R12

CERTIFICATION

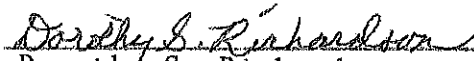
I hereby request the Planning Board to consider this rezoning application and to make recommendations to the City Council to amend the Zoning Map. I certify that all information provided by me is accurate to the best of my knowledge.



\_\_\_\_\_  
Signature of Applicant

I hereby certify that I am the rightful and true owner(s) of the property(s) indicated on this application for zoning change.

See attached owner signature page

  
\_\_\_\_\_  
Dorothy S. Richardson  
Signature of Owner(s)

Application for Rezoning(Parcel #142471)- Applicant: Henson Realty, LLC (Paul Milam)  
Owners' Signature Page (continued)

Robert Payne Richardson, V  
~~by: William F. McLeod, Jr. - Atty-in-Fact~~  
Robert Payne Richardson, V  
By: William F. McLeod, Jr. - Attorney-in-Fact

Tom McGee Richardson  
~~by: William F. McLeod, Jr. - Atty-in-Fact~~  
Tom McGee Richardson  
By: William F. McLeod, Jr. - Attorney-in-Fact

Edmund Scott Richardson  
~~by: William F. McLeod, Jr. - Atty-in-Fact~~  
Edmund Scott Richardson  
By: William F. McLeod, Jr. - Attorney-in-Fact

Elizabeth R. McKemy  
~~by: William F. McLeod, Jr. - Atty-in-Fact~~  
Elizabeth R. McKemy  
By: William F. McLeod, Jr. - Attorney-in-Fact

CERTIFICATION

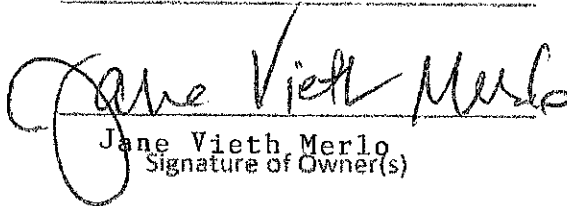
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Signature of Applicant

I hereby certify that I am the rightful and true owner(s) of the property(s) indicated on this application for zoning change.

See attached owner signature page



Jane Vieth Merlo  
Signature of Owner(s)

CERTIFICATION

I hereby request the Planning Board to consider this rezoning application and to make recommendations to the City Council to amend the Zoning Map. I certify that all information provided by me is accurate to the best of my knowledge.

A handwritten signature in cursive script, appearing to read "Paul A. M...".

\_\_\_\_\_  
Signature of Applicant

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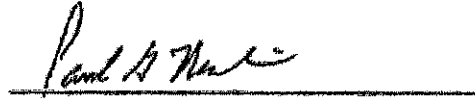
See attached owner signature page

A handwritten signature in cursive script, appearing to read "Peter D. Vieth".

\_\_\_\_\_  
Peter D. Vieth  
Signature of Owner(s)

CERTIFICATION

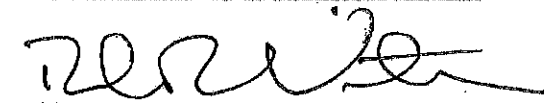
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Signature of Applicant

I hereby certify that I am the rightful and true owner(s) of the property(s) indicated on this application for zoning change.

See attached owner signature page



Robert Vieth

Signature of Owner(s)



## REZONING REQUEST STAFF REPORT

**DOCKET NO.:** Z 2022- 06

**PRESENTER:** Jason Hardin, Planning & Community Development Manager

**CONTRIBUTING STAFF:** Jason Hardin, Planning & Community Development Manager  
Briana Perkins, Planner I

**PETITIONER:** Henson Realty, LLC

**OWNER(S):** Richardson Robert Payne (Heirs)

**REQUEST:** Rezone the property from R-20 to R-12

**LOCATION:** Off Lawndale & South Park

**PUBLIC NOTICE MAILED:** August 1, 2022

**PUBLIC NOTICE POSTED ON PROPERTY:** July 26, 2022

**PUBLIC NOTICE PUBLISHED IN NEWSPAPER:** August 3, 2022

### SITE INFORMATION

Tax Parcel Number(s): 142471

Site Acreage: 54.91 acres

Current land uses: Undeveloped

**Availability of Water:** An existing 12" water line is located adjacent to the property in the right-of-way of South Park Drive. An 8" water line also is present adjacent to the other end of the property in the right-of-way along Lawndale Drive.

**Availability of Sewer:** Two 8" sewer mains run across the property. One extends from the right-of-way of South Park Drive and the other from Lawndale Drive.

Is the site located in the Jordan Lake Watershed? Yes

Is the site located in the Troublesome Creek Watershed? Around 150 feet at the southern end of the property off Lawndale Drive is in the TCW.

Is the site located within a floodplain? A small portion of the center of the property is located in a floodplain.

Is the site located within a historic district? No

What is the topography of the property? Sloping



Is there a stream on the property? Yes

### ZONING COMPABILITY ANALYSIS

North: R-20

South: R-12

East: R-20

West: R-20/HB/O&I

1. Is the rezoning consistent or compatible with the existing nearby land uses?

COMMENTS:

Yes, the abutting and adjacent lots to the south are designated R-12.

### CONSISTENCY WITH ADOPTED PLANS

1. Would the granting of the rezoning request be in conformance with the City of Reidsville Land Development Plan?

COMMENTS: Yes, Goal 3 of the Land Development Plan: "Expanding Housing Options" includes expanding the housing stock and provide a greater mix of housing options, guaranteeing residential options that are affordable and attractive to people of all ages and income levels.

2. Is the rezoning reasonable and in the public interest?

COMMENTS: Yes

3. Are there traffic considerations associated with the granting of this rezoning request?

COMMENTS: No, the proposed zoning designation is residential and the surrounding area is also predominantly residential.

4. Have the conditions changed in the area from the time that the area was originally zoned making this change appropriate or necessary?

COMMENTS: No

5. Has the Zoning classification of this property changed since the original 1965 adoption of the Zoning Ordinance?

COMMENTS: No

6. Are there substantial reasons why the property cannot be used in accord with the existing zoning designation?

COMMENTS: No

7. Was a mistake made in the original zoning of this area?

COMMENTS: No

8. Will the proposed change constitute a grant of special privileges to an individual owner to the detriment of general plans, trends, or public welfare?

COMMENTS: No

9. Would the granting of the rezoning request conform to the Rockingham County Comprehensive Thoroughfare Plan?

COMMENTS: Said area is not addressed in the Comprehensive Thoroughfare Plan.

#### **OTHER REVIEW FACTORS**

1. Would the proposed rezoning have an adverse impact on other public facilities such as utilities and streets?

COMMENTS: No

2. Would the proposed change be a deterrent to the improvement or development of adjacent property in accordance with existing regulations?

COMMENTS: No

3. Would the granting of the rezoning request impose undue hardships on adjacent landowners such as noise, smoke, odors, visual impairment or other nuisances?

COMMENTS: No

#### **ANALYSIS AND STAFF RECOMMENDATION**

Paul Milam on behalf of Henson Realty, LLC is petitioning to rezone Rockingham County Tax Parcel #142471 from R-20 to R-12. This lot encompasses an area of +/- 54.91 acres. The property is an undeveloped area with street frontage off Lawndale Drive and South Park Drive. The surrounding area is predominantly residential with R-12 to the south, R-20 to the north/east, with a mixture of R-20, HB, and O&I to the west. An R-12 designation would be consistent with the surrounding area.

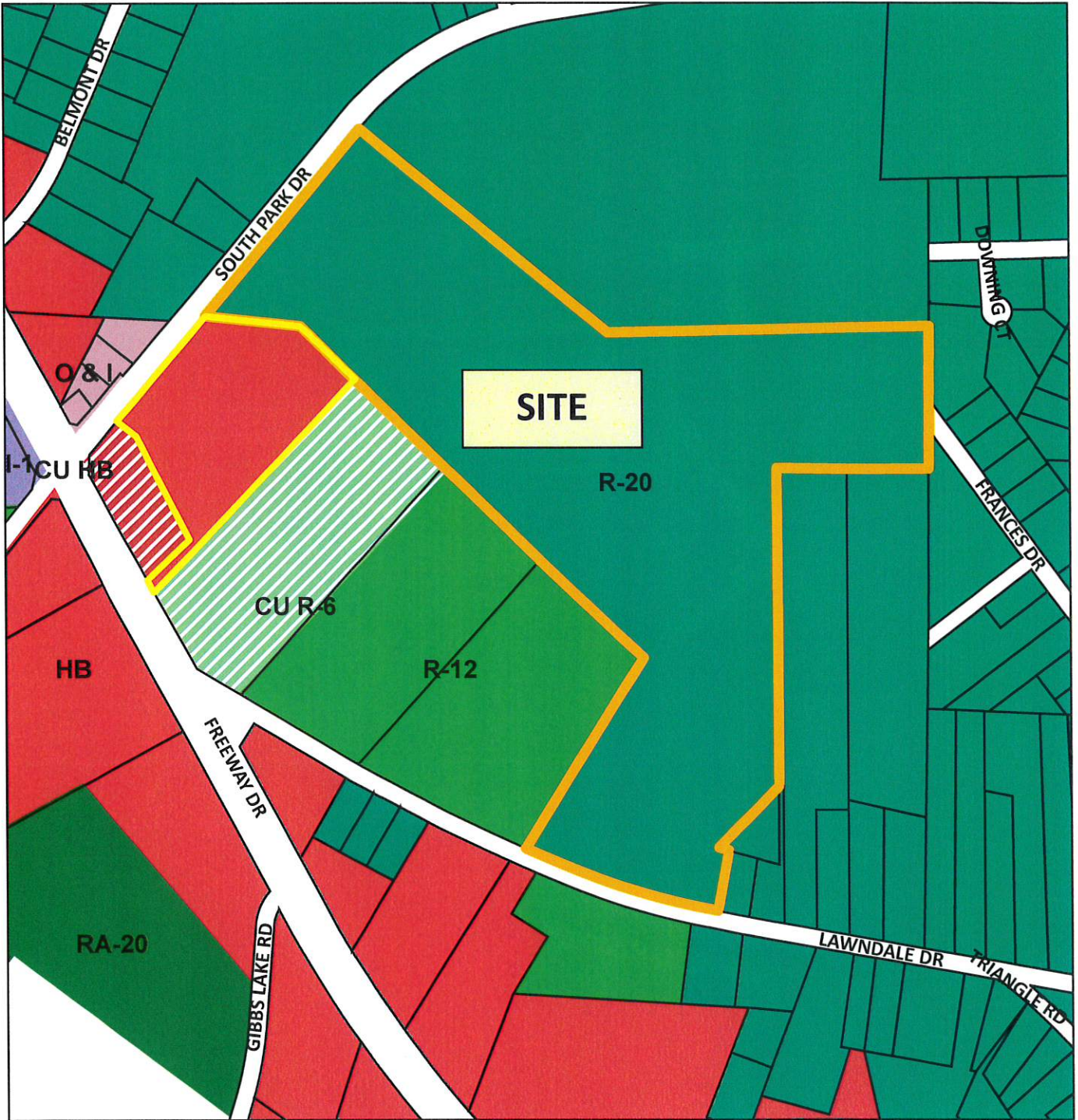
Goal #3 of the Reidsville Land Development Plan: "Expanding Housing Options" includes expanding the housing stock and provide a greater mix of housing options, guaranteeing residential options that are affordable and attractive to people of all ages and income levels. There is a considerable need for new housing in Reidsville and expanding the existing R-12 zone in this area opens potential for new development that would assist in addressing this issue. The rezoning is consistent with the City's Land Development Plan and is reasonable and in the public interest of the community based on the information provided in this report.

The Planning Staff recommend the proposed rezoning application be approved.

**SUGGESTED MOTION**

Based on the information provided in the staff report and verbal evidence presented during the public hearing this request is reasonable, in the public interest and consistent with the City's Land Development Plan and other adopted land use plans. Therefore, I make a motion that the rezoning be approved.

# City of Reidsville, NC Zoning Map



ZONING DISTRICTS	
HB	R-20
C	RA-20
O & I	CU R-6
CB	CU R-12
NB	CU RS-12
GB	CU RA-20
I-1	CU O & I
I-2	CU NB
R-6	CU GB
R-12	CU HB
RS-12	CU I-1



Prepared By:  
 City of Reidsville GIS  
 Donna Setliff  
 Date: 8/25/2022

Request:: R-20 to R-12  
Docket No.: Z 2022-06

# City of Reidsville, NC Zoning Map



Prepared By:  
City of Reidsville GIS  
Donna Setliff  
Date: 8/25/2022

## **R-20 Permitted Uses**

*Amendments through January 1, 2021*

Accessory uses, including but not limited to fallout shelters, garages, guest houses, tool sheds, swimming pools	Note 1
Agricultural uses, truck farms, excluding raising poultry or other livestock so as to create a nuisance to surrounding property owners	
Automotive parking lots serving uses permitted in district in which lot is located	
Cemetery or mausoleum	
Churches, synagogues, temples and other places of worship (including preschool child instruction and/or care carried on by churches, provided the operation is contained entirely on site)	Note 31
Clubs and lodges, private, non-profit	
Day care facility in the Home for 6 or more children	Requires SUP
Dwellings, single family detached	
Dwellings, townhouses	Requires SUP/Note 25
Dwellings, two family	
Family care homes	Note 6
Fences and walls	
Fire and police stations, emergency services	
Flammable gas for heating premises on which located	
Golf courses, except par three or miniature courses	
Home Occupations	Note 2
Modular Units (residential or commercial)	Note 28
Nail Salon within the Home	Requires SUP
Nonconforming use, change or extension	Requires SUP
Private athletic fields, recreational buildings, playgrounds, no commercial gain, no automobile or motorcycle racing	
Private community building, not for commercial gain	
Public parks, cultural and recreational facilities	
Public utility facilities, pump stations, water tower, etc.	
Satellite dishes	Note 1
Schools (academic); kindergarten, elementary, secondary, public or private	
Signs	Art. VI
Temporary building incidental to a construction project	
Therapeutic massage as a home occupation	Requires SUP
Tourist homes or bed and breakfast	Requires SUP
Townhouses (residential)	Requires SUP
Vehicle, junked	See Note 19
Vehicle, nuisance	See Note 20
Yard sales, rummage sales sponsored by non-profit organizations	

***R-20 Permitted Uses***

*Amendments through January 1, 2021*

**Description of District R-20**  
**Residential District**

This district is defined as low-density residential areas of mostly single family dwellings plus open areas where similar residential development will likely occur. The uses permitted in this district are designed to stabilize and protect the essential characteristics of the area and to prohibit all activities of a commercial nature except certain home occupations controlled by specific limitations.

## ***R-12 Permitted Uses***

*Amendments through September 15, 2018*

Accessory uses, including but not limited to fallout shelters, garages, guest houses, tool sheds, swimming pools	See Note 1
Automotive parking lots serving uses permitted in district in which lot is located	
Boarding house, rooming house	
Cemetery or mausoleum	
Churches, synagogues, temples and other places of worship (including preschool child instruction and/or care carried on by churches, provided the operation is contained entirely on site)	See Note 31
Clubs and lodges, private, non-profit	
Condominiums (Residential)	See Note 30
Day care facility in the Home for 6 or more children	Requires SUP
Dwellings, apartments	See Note 30
Dwellings, apartments, high density	Requires SUP
Dwellings, condominiums	See Note 30
Dwellings, single family detached	
Dwellings, townhouses	See Note 25
Dwellings, two family	
Family care homes	See Note 6
Fences and walls	
Fire and police stations, emergency services	
Flammable gas for heating premises on which located	
Golf courses, except par three or miniature courses	
Home Occupations	See Note 2
Modular Units (residential and commercial)	See Note 28
Nail Salon within the Home	Requires SUP
Nonconforming use, change or extension	Requires SUP
Private athletic fields, recreational buildings, playgrounds, no commercial gain, no automobile or motorcycle racing	
Private community building, not for commercial gain	
Public parks, cultural and recreational facilities	
Public utility facilities, pump stations, water tower, etc.	
Rooming houses, boarding houses	
Satellite dishes	See Note 1
Schools (academic); kindergarten, elementary, secondary, public or private	
Signs	Art. VI
Temporary building incidental to a construction project	
Therapeutic massage as a home occupation	Requires SUP
Tourist homes or bed and breakfast	Requires SUP
Townhouses (residential)	
Vehicle, junked	See Note 19
Vehicle, nuisance	See Note 20
Yard sales, rummage sales sponsored by non-profit organizations	



## ***R-12 Permitted Uses***

*Amendments through September 15, 2018*

### **Description of District R-12** **Residential District**

This district is defined as medium density residential areas of mixed single and multi-family dwellings and certain open areas where similar residential development will likely occur. The uses permitted in this district are designed to stabilize and protect the essential characteristics of the area and to prohibit all activities of a commercial nature except certain home occupations controlled by specific limitations.

NOTIFICATION LIST FOR Z2022-06

Parcel Number	Name	Name	Address	Address	City	State	ZIP
799308874771	WOODLAND HEIGHTS APARTMENTS	PHASE I AND PHASE II LLC	C/O TOM HOLDERBY	810 LAWNSDALE DR APT F	REIDSVILLE	NC	27320-6628
799308882140	WILLIARD INVESTMENT I LLC		101 NEAL PL STE 101		HIGH POINT	NC	27262-2671
799308976944	RICHARDSON ROBERT PAYNE (HEIRS)		PO BOX 1109		REIDSVILLE	NC	27323-1109
799308998041	ROCKINGHAM COUNTY SCHOOL		511 HARRINGTON HWY		EDEN	NC	27288-7547
799312877349	WOODLAND HEIGHTS APARTMENTS	PHASE I AND PHASE II LLC	C/O TOM HOLDERBY	810 LAWNSDALE DR APT F	REIDSVILLE	NC	27320-6628
799312960157	TALLEY W HAROLD I LLC		4905 RADFORD AVE STE 200		RICHMOND	VA	23230-3525
799312965310	LAWNDALE APARTMENTS LLC		PO BOX 1483		BURLINGTON	NC	27216-1483
799312967276	THORPE VIRGINIA	WILLIAMS RONALD EUGENE	707 LAWNSDALE DR		REIDSVILLE	NC	27320-6838
799312969553	UNDERWOOD LARRY T	UNDERWOOD NANCY B	706 LAWNSDALE DR		REIDSVILLE	NC	27320-6839
799312972029	WOODLAND HEIGHTS APARTMENTS	PHASE I AND PHASE II LLC	C/O TOM HOLDERBY	810 LAWNSDALE DR APT F	REIDSVILLE	NC	27320-6628
890309060720	GRIFFIN JOHN HAMPTON JR		702 LAWNSDALE DR		REIDSVILLE	NC	27320-6839
890309071195	NORMANN PARKER S (1/2)	SMITH TODD C (1/2)	1228 RADCLIFF DR		SANFORD	NC	27330-9428
	HENSON REALTY, LLC	PAUL MILAM	61 BENNETT MOUNTAIN TRACE		CHAPEL HILL	NC	27516



THE CITY OF  
**Reidsville**  
NORTH CAROLINA


230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

## NOTICE OF PUBLIC HEARING

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, September 13, 2022, at 6:00 p.m., in Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider an application to rezone an unaddressed lot located off Lawndale Drive and South Park Drive, specifically Rockingham County Tax Parcel No. 142471, from Residential-20 to Residential-12 (Z 2022-06). Paul Milam submitted the petition on behalf of Henson Realty, LLC.

A copy of the application further describing this request is available for public inspection in the Department of Community Development, City Hall, weekdays from 8:30 a.m. to 4:00 p.m. Should you have any specific questions about this request, please feel free to contact the Community Development Department at 336-349-1065. Interested parties will be given the opportunity to address City Council during this public hearing.

This the 28<sup>th</sup> day of August, 2022.

Angela G. Stadler, CMC/NCCMC   
City Clerk

\*\*\*\*\*

The City of Reidsville shares the goals of the Americans with Disabilities Act, which protects qualified individuals from discrimination on the basis of disabilities and provides for equality of opportunity in the services, programs, activities and employment of the City. Any individual with a disability who needs an interpreter or other auxiliary aids or services for this meeting may contact the City of Reidsville at 336-349-1030 (Voice). The toll-free number for Relay North Carolina is 1-800-235-2962 (TT).

**Publish Dates in the Reidsville Review: Sunday, August 28, 2022  
Sunday, September 4, 2022**



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

**CERTIFICATE OF MAILING NOTICES OF PUBLIC HEARING  
TO PROPERTY OWNERS**

**TO THE HONORABLE MAYOR AND REIDSVILLE CITY COUNCIL:**

I, Angela G. Stadler, CMC/NCCMC, Reidsville City Clerk, do hereby certify that notices of the public hearing to consider an application to rezone an unaddressed lot located off Lawndale Drive and South Park Drive, specifically Rockingham County Tax Parcel No. 142471, from Residential-20 to Residential-12 (Z 2022-06), to be held on September 13, 2022, at 6:00 p.m. in the Council Chambers, 230 West Morehead Street, Reidsville, North Carolina, were mailed by first-class mail on the 25<sup>th</sup> day of August, 2022, to all the owners of real property shown thereon.

**IN WITNESS THEREOF**, I have hereunto set my hand and affixed the seal of the City of Reidsville, this 25<sup>th</sup> day of August, 2022.



Angela G. Stadler, CMC/NCCMC  
City Clerk



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

**MEMORANDUM**

**TO:** Woodland Heights Apartments  
Phase I & Phase II, LLC, c/o Tom Holderby  
Williard Investment, LLC  
Robert Payne Richardson Heirs  
Rockingham County Schools  
W. Harold Talley, LLC  
Lawndale Apartments, LLC  
Virginia Thorpe  
Ronald Eugene Williams  
Larry T. Underwood  
Nancy B. Underwood  
John Hampton Griffin, Jr.  
Parker S. Normann  
Todd C. Smith  
Henson Realty, LLC  
Paul Milam

**FROM:** Angela G. Stadler, City Clerk, CMC/NCCMC *afz*

**DATE:** August 25, 2022

**SUBJ:** **Public Hearing – September 13, 2022**

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, September 13, 2022, at 6:00 p.m., in Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider an application to rezone an unaddressed lot located off Lawndale Drive and South Park Drive, specifically Rockingham County Tax Parcel No. 142471, from Residential-20 to Residential-12 (Z 2022-06). Paul Milam submitted the petition on behalf of Henson Realty, LLC.

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The City of  
**Reidsville**  
North Carolina

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

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*Department of Community Development*

**M E M O R A N D U M**

**TO:** The Honorable Mayor Gorham, Members of the  
Reidsville City Council, and Summer Woodard, City Manager  
**FROM:** Jason Hardin, Planning & Community Development Manager  
**DATE:** September 13, 2022  
**RE:** Text Amendment T 2022-05

Staff is petitioning to amend Article V, Section 3 “Special Uses: Townhouse Developments” of the Zoning Ordinance to reduce the required setback from public right-of-way as a part of the Special Use Permit requirements for Townhouse Developments in RA-20, R-20, and RS-12. Currently, the front yard setback must be the same as the underlying zoning district (40-feet in RA-20/R-20 and 35-feet in RS-12). We are proposing to reduce these setback requirements to 25-feet in RA-20/R-20 and 20 feet in RS-12. The intent is to bring our setback requirements for Townhomes closer to industry standards.

**PLANNING BOARD RECOMMENDATION:**

The Planning Board unanimously recommended the text amendment be approved.

Enclosure



# City of Reidsville, North Carolina

Department of Community Development

230 West Morehead Street

Reidsville, NC 27320

336-349-1065

## APPLICATION FOR ZONING TEXT CHANGE

Date Submitted: 7/14/2022 Application No.: T 2022-05

(1) Applicant Information

Name City of Reidsville

Address 230 West Morehead St.

Daytime Telephone No. 336-349-1065

(2) Applicable Section of the Zoning Ordinance Article V, Section 3: Special Uses-  
Townhouse Development

(3) Existing wording in text Setbacks from public street rights-of-way shall be the same  
as required by the zoning district where the townhouse development is located.

(4) Requested wording in text Setbacks from public street right-of-way shall be: RA-20 &  
R-20 districts- 25-feet RS-12 district- 20-feet

(5) Reason for requested change Bring setback requirements for townhomes  
into line with industry standards.

I hereby request the Reidsville Planning Board consider this application for a change to the Zoning Text and make a recommendation to City Council.



Signature of Applicant



The City of  
**Reidsville**  
North Carolina

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

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## ZONING ORDINANCE TEXT AMENDMENT REPORT

**DOCKET NO.:** T 2022-05

### REPORT

**PRESENTER:** Jason Hardin, Planning & Community Development Manager

### REPORT

**CONTRIBUTOR(S):** Jason Hardin, Planning & Community Development Manager  
Briana Perkins, Planner I

**ARTICLE/SECTION TO BE AMENDED:** Article V, Section 3 "Special Uses:  
Townhouse Developments"

**REQUEST:** Reduce the setback from public right-of-way for Townhouses to 25-feet in R-20 & RA-20 districts and to 20-feet in the RS-12 district.

**ANALYSIS & RECCOMENDATION:** Currently, the Zoning Ordinance Special Use Permit (SUP) requirements for Townhouses in RA-20, R-20, and RS-12 districts requires the setback from public right-of-way (front-yard depth) be the same as the general setback for the underlying zoning district they are located. The existing front yard depth requirement for RA-20 and R-20 is 40' and for RS-12 is 35' from the right-of-way. Staff is petitioning to reduce these setbacks as this requirement is greater than other municipalities which average less than 30' and are as low as 6' in larger cities. The proposed setb We recognize that this form of housing typically attracts residents who do not want a large yard with a sizeable amount of maintenance required which increases lawncare maintenance costs. Further, added front yard depth increases development costs with longer driveways not typical for Townhouses.

The distance from the street is also increased with the presence of City right-of-way as the front yard setback begins at the point where the parcel boundary begins which is after the right-of-way. For example, if there is a 10-foot right-of way from the curb extending onto the property the required front yard depth begins where the right-of way ends. Therefore, with the current requirements result in a distance from the curb to the foundation wall of over 40'. This is understandably a significant distance from the curb for Townhouses. Goal #3 of the Reidsville Land Development Plan: "Expanding Housing Options" includes expanding the housing stock and provide a greater mix of housing options, guaranteeing residential options that are affordable and attractive to people of all ages and income levels. There is a considerable need for new housing in Reidsville.

The Planning Staff recommend adoption of the proposed text amendment



**AMENDING THE CITY OF REIDSVILLE ZONING ORDINANCE**

**AN ORDINANCE AMENDING  
ARTICLE V, SECTION 3  
OF THE CITY OF REIDSVILLE ZONING ORDINANCE**

**BE IT ORDAINED** by the City Council of the City of Reidsville, North Carolina, that the Zoning Ordinance of the City of Reidsville be amended as follows:

**Part I.** That Article V, Section 3 "Special Uses: Townhouse Development" be amended to read as follows:

**Use:**                      **Townhouse Development**

Placement of Buildings:

- (2)      Setbacks from public street rights-of-way shall be: 25-feet in the RA-20 and R-20 districts, and 20-feet in the RS-12 district.

**Part II.** This Ordinance shall become effective upon its adoption by the City Council of the City of Reidsville, North Carolina.

**ADOPTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2022 by the City Council of the City of Reidsville, North Carolina.

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**DONALD L. GORHAM, MAYOR, REIDSVILLE, N.C.**

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**Angela G. Stadler, City Clerk**



THE CITY OF  
**Reidsville**  
NORTH CAROLINA


230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

## NOTICE OF PUBLIC HEARING

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, September 13, 2022, at 6:00 P.M., in the Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a Text Amendment to amend Article V, Section 3, Special Uses: Townhouse Developments of the City’s Zoning Ordinance to reduce the required setback from public right-of-way as a part of the Special Use Permit requirements for Townhome Developments in Residential Agricultural-20, Residential-20, and RS-12 (T 2022-05). The intent is to bring the setback requirements for Townhomes closer to industry standards.

A copy of the proposed text amendment is available for public inspection, by appointment, in the Office of Community Development, City Hall, weekdays from 8:30 A.M. to 4:00 P.M. Interested parties will be given the opportunity to address City Council during this public hearing.

This the 28<sup>th</sup> day of August, 2022.

Angela G. Stadler, CMC/NCCMC   
City Clerk

\*\*\*\*\*

The City of Reidsville shares the goals of the Americans With Disabilities Act, which protects qualified individuals from discrimination on the basis of disabilities and provides for equality of opportunity in the services, programs, activities and employment of the City. Any individual with a disability who needs an interpreter or other auxiliary aids or services for this meeting may contact the City of Reidsville at 336-349-1030 (Voice). The toll-free number for Relay North Carolina is 1-800-735-2962 (TT).

**Rockingham Now Publish Dates: Sunday, August 28, 2022  
Sunday, September 4, 2022**

**Rockingham Now Classified Dept.: Bill CC (City Council)**



The City of  
**Reidsville**  
North Carolina

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

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*Department of Community Development*

**M E M O R A N D U M**

**TO:** The Honorable Mayor Gorham, Members of the  
Reidsville City Council, and Summer Woodard, City Manager

**FROM:** Jason Hardin, Planning & Community Development Manager

**DATE:** September 13, 2022

**RE:** Abandon an Undeveloped Right-of-Way on Goodman St.,  
Docket No. SC 2022-01

Jose David Diaz and Maria Orbelina Villatoro Romero have petitioned the City to abandon a portion of the undeveloped right-of-way of Goodman Street. The right-of-way runs through property which is owned by Jose David Diaz and Maria Orbelina Villatoro Romero who are the only property owners involved.

As no City utilities are present, the right-of-way is undeveloped, and the right-of-way shows no current possibility of future development. The Planning Staff recommend the right-of-way be abandoned (closed). The Planning Board unanimously recommended the proposed right-of-way be abandoned.

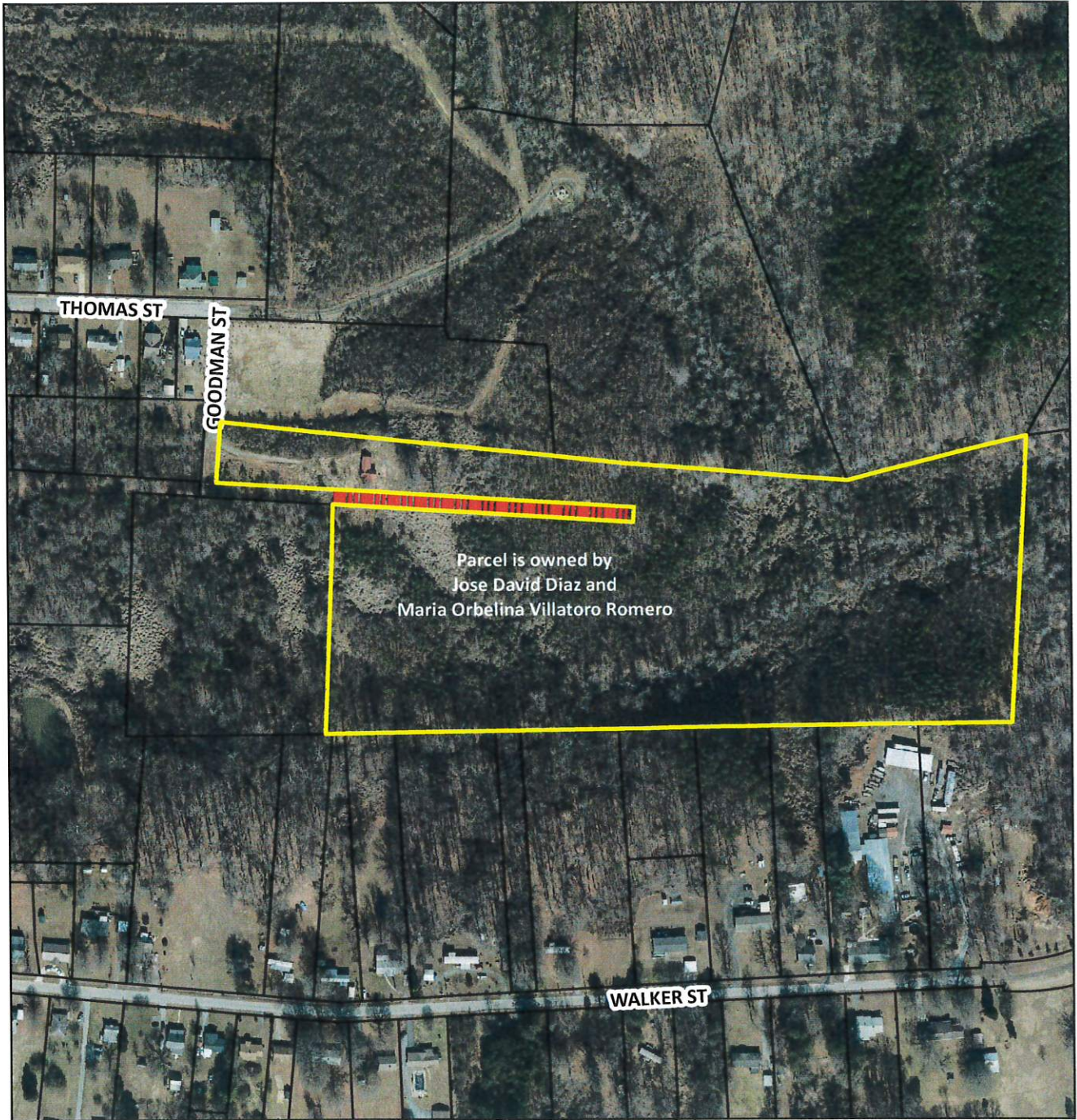
At the August Council meeting, the Resolution of Intent was approved and the public hearing set for the September 13th Council meeting. The proposed street closing has been properly advertised. The Street Closing Order is attached for consideration by Council.

Enclosures

Request: R/W Abandonment

Docket No.: SC 2022-01

# City of Reidsville, NC Map of Undeveloped Right-of-Way



Prepared By:  
City of Reidsville GIS  
Donna Setliff  
Date: 8/25/2022



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

**CERTIFICATE OF MAILING NOTICES OF PUBLIC HEARING  
TO PROPERTY OWNERS**

(SC2022-01)

**TO THE HONORABLE MAYOR AND REIDSVILLE CITY COUNCIL:**

I, Angela G. Stadler, CMC/NCCMC, Reidsville City Clerk, do hereby certify that a Resolution Declaring the Intention of the City Council to Consider Closing a portion of an undeveloped right-of-way of Goodman Street, was mailed by certified mail on August 12, 2022 to the abutting property owners as listed below:

1. Mr. Jose David Diaz & Ms. Maria Orbelina Villatoro-Romero

I also do certify that the adequate notices were posted on the property as required by G.S. 160A-299 and that the Resolution of Intent was published in *Rockingham Now* on August 14, August 21, August 28 and September 4, 2022.

**IN WITNESS THEREOF**, I have hereunto set my hand and affixed the seal of the City of Reidsville, this the 12<sup>th</sup> day of August, 2022.



Angela G. Stadler, CMC/NCCMC  
City Clerk



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

**A RESOLUTION ORDERING THE CLOSING  
OF A PORTION OF AN UNDEVELOPED RIGHT-OF-WAY  
OF GOODMAN STREET**

**STREET CLOSING ORDER**

**(SC2022-01)**

**WHEREAS**, on the 9th day of August, 2022, the City Council of the City of Reidsville directed the City Clerk to publish the Resolution of Intent of the City Council to consider the closing of a portion of an undeveloped right-of-way of Goodman Street, in *Rockingham Now* once each week for four successive weeks, such resolution advising the public that a meeting/public hearing would be conducted in the City Hall Council Chambers on September 13, 2022; and

**WHEREAS**, the Reidsville City Council on the 9th day of August, 2022, ordered the City Clerk to notify all persons owning property abutting the portion of an undeveloped right-of-way of Goodman Street, with the right-of-way being 30 feet wide and approximately 600 feet long, as shown on the county tax records, by registered or certified mail, enclosing with such notification a copy of the Resolution of Intent; and

**WHEREAS**, the City Clerk has advised the City Council that she sent a letter to each of the abutting property owners advising them of the day, time and place of the meeting of the closing of the undeveloped right-of-way of Goodman Street, enclosing a copy of the Resolution of Intent, and advising the abutting property owners that the question as to closing would be acted upon, said letters having been sent by registered or certified mail; and

**WHEREAS**, the City Clerk has advised the City Council that adequate notices were posted on the applicable street as required by G.S. 160A-299; and

**WHEREAS**, after full and complete consideration of the matter and after having granted full and complete opportunity for all interested persons to appear and register any objections that they might have with respect to the closing of said area in the public hearing held on September 13, 2022, and;

**WHEREAS**, it now appears to the satisfaction of the City Council that the closing of said area is not contrary to the public interest, and that no individual owning

property, either abutting the street or in the vicinity of the street or in the subdivision in which the street is located, will as a result of the closing by thereby deprived of a reasonable means of ingress and egress to his property;

**NOW, THEREFORE**, a portion of the undeveloped right-of-way of Goodman Street, and further described below is hereby ordered closed, and all right, title, and interest that may be vested in the public to said area for street purposes is hereby released and quitclaimed to the abutting property owners in accordance with the provisions of G.S. 160A-299. Said area is further described as:

Beginning at an Existing Iron Pipe located 449.48 Feet bearing North 03°56'31" West from an Existing Iron Pipe (Control Point) located in the Southwesternmost corner of Tract 1 as recorded in Plat Book 87, Page 55 of the Rockingham County Registry; running thence North 05°48'48" East 30.0 Feet to a New Iron Rod; running thence South 84°11'12" East 601.77 Feet to an Existing Iron Rod; running thence South 09°11'26" West 30.05 Feet to an Existing Iron Rod; running thence North 84°11'12" West 600 Feet to an Existing Iron Pipe; said Iron Pipe also being the Point and Place of Beginning consisting of approximately .41 Acres more or less according to an unrecorded survey prepared for Jose David Diaz & Maria Orbelina Villatoro Romero by Nixon Surveying and being dated May 11, 2021.

The City Clerk is hereby ordered and directed to file in the Office of the Register of Deeds of Rockingham County a certified copy of this resolution and order.

Upon motion duly made by \_\_\_\_\_ and duly seconded by \_\_\_\_\_, the above resolution was duly adopted by the Reidsville City Council at a meeting held on the 13<sup>th</sup> day of September, 2022, in City Hall Council Chambers:

Upon call for a vote the following Council members voted in the affirmative:

\_\_\_\_\_  
\_\_\_\_\_

and the following Council members voted in the negative:

\_\_\_\_\_  
\_\_\_\_\_

This the 13<sup>th</sup> day of September, 2022, at \_\_\_\_\_ o'clock.

\_\_\_\_\_  
Donald L. Gorham, Mayor

ATTEST:

\_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC, City Clerk

NORTH CAROLINA  
ROCKINGHAM COUNTY

This the \_\_\_\_\_ day of \_\_\_\_\_, 2022, personally came before me \_\_\_\_\_, Notary Public for said County and State \_\_\_\_\_, City Clerk of Reidsville, North Carolina, who, being by me duly sworn, says she knows the common seal of the City of Reidsville and is acquainted with \_\_\_\_\_, who is Mayor of the City of the Reidsville, and that she, \_\_\_\_\_ is the City Clerk of said City, and that she saw the Mayor sign the foregoing instrument, and that she, the City Clerk as aforesaid, affixed the seal to the said instrument, and that she, the said \_\_\_\_\_, signed her name in attestation of the execution of said instrument. Let this deed be registered.

Witness my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_





The City of  
**Reidsville**  
North Carolina

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

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*Department of Community Development*

**M E M O R A N D U M**

**TO:** The Honorable Mayor Gorham, Members of the  
Reidsville City Council, and Summer Woodard, City Manager

**FROM:** Jason Hardin, Planning & Community Development Manager

**DATE:** September 13, 2022

**RE:** Abandon an Undeveloped Alley Right-of-Way running between  
Snead Street to Lindsey Street Docket No. SC 2022-02

Keith Lee, on behalf of Lee Enterprises, LLC, has petitioned for the City to close an undeveloped alley right-of-way running between Snead Street to Lindsey Street adjacent to Rockingham County Tax Parcel #149694 and Rockingham County Tax Parcel #149698 (see attached aerial map). The right-of-way runs between two parcels which are both owned by Lee Enterprises who is the only property owner involved.

As no City utilities are present along the right-of-way, the right-of-way is undeveloped, and the right-of-way shows no current possibility of future development. The Planning Staff recommend the right-of-way be abandoned (closed). The Planning Board unanimously recommended the proposed right-of-way be abandoned.

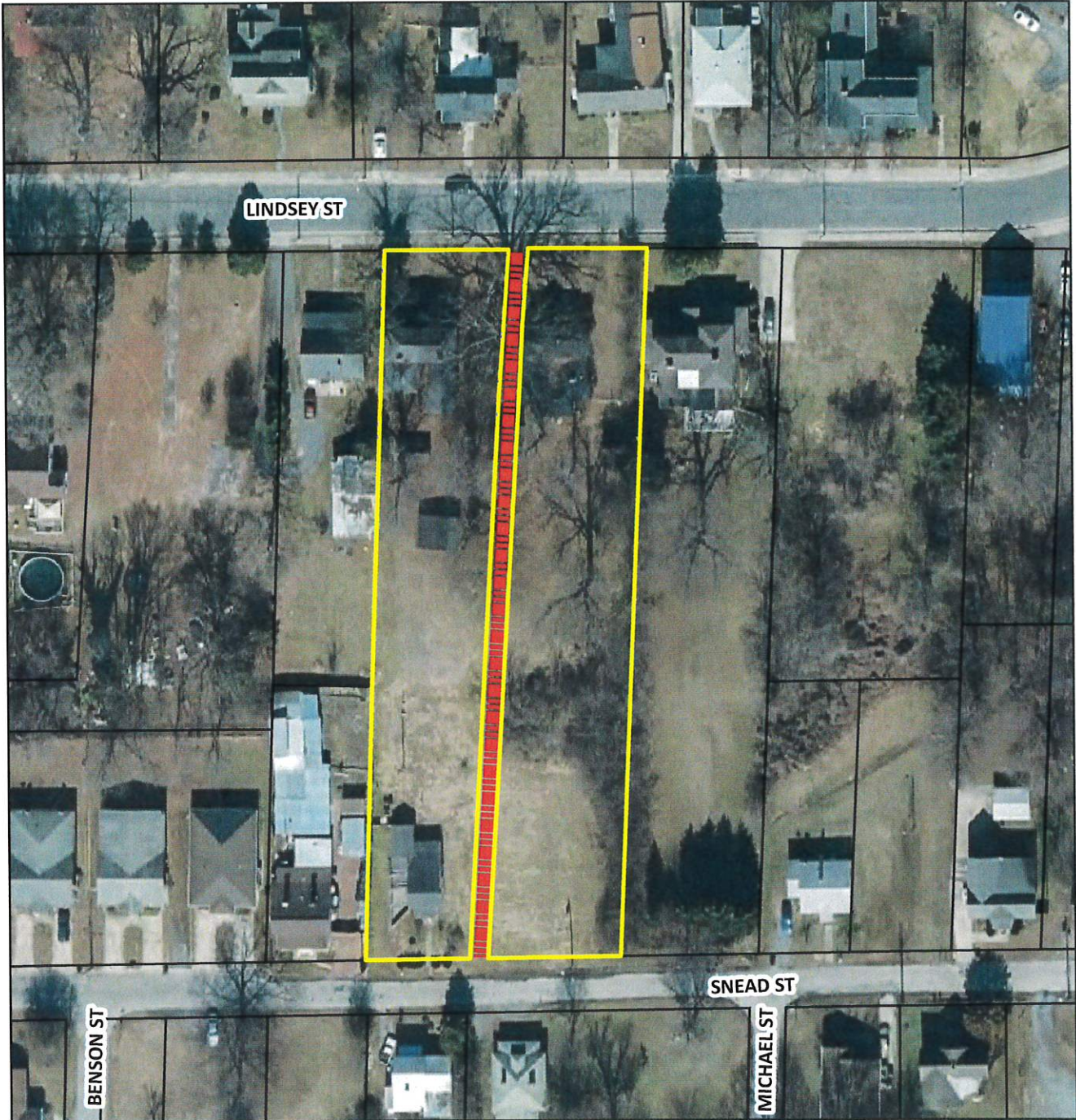
At the August Council meeting, the Resolution of Intent was approved and the public hearing set for the September 13<sup>th</sup> Council meeting. The proposed street closing has been properly advertised. The Street Closing Order is attached for consideration by Council.

Enclosures

Request: R/W Abandonment

Docket No.: SC 2022-02

# City of Reidsville, NC Map of Undeveloped Right-of-Way



**ADJACENT PARCELS ARE OWNED BY  
LEE ENTERPRISES, LLC**



Prepared By:  
City of Reidsville GIS  
Donna Setliff  
Date: 8/25/2022



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

**CERTIFICATE OF MAILING NOTICES OF PUBLIC HEARING  
TO PROPERTY OWNERS**

(SC2022-02)

**TO THE HONORABLE MAYOR AND REIDSVILLE CITY COUNCIL:**

I, Angela G. Stadler, CMC/NCCMC, Reidsville City Clerk, do hereby certify that a Resolution Declaring the Intention of the City Council to Consider Closing an undeveloped alley right-of-way running between Snead Street to Lindsey Street, was mailed by certified mail on August 12, 2022 to the abutting property owner as listed below:

1. Mr. Keith Lee, Lee Enterprises, LLC

I also do certify that the adequate notices were posted on the property as required by G.S. 160A-299 and that the Resolution of Intent was published in *Rockingham Now* on August 14, August 21, August 28 and September 4, 2022.

**IN WITNESS THEREOF**, I have hereunto set my hand and affixed the seal of the City of Reidsville, this the 12<sup>th</sup> day of August, 2022.



Angela G. Stadler, CMC/NCCMC  
City Clerk



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

**A RESOLUTION ORDERING THE CLOSING  
OF AN UNDEVELOPED RIGHT-OF-WAY ALLEY RUNNING  
BETWEEN SNEAD STREET TO LINDSEY STREET**

**STREET CLOSING ORDER**

**(SC2022-02)**

**WHEREAS**, on the 9th day of August, 2022, the City Council of the City of Reidsville directed the City Clerk to publish the Resolution of Intent of the City Council to consider the closing of an undeveloped right-of-way alley running from Snead Street to Lindsey Street, in *Rockingham Now* once each week for four successive weeks, such resolution advising the public that a meeting/public hearing would be conducted in the City Hall Council Chambers on September 13, 2022; and

**WHEREAS**, the Reidsville City Council on the 9th day of August, 2022, ordered the City Clerk to notify all persons owning property abutting the undeveloped right-of-way alley running from Snead Street to Lindsey Street, with the right-of-way alley being 9.97 feet wide and approximately 398 feet long, as shown on the county tax records, by registered or certified mail, enclosing with such notification a copy of the Resolution of Intent; and

**WHEREAS**, the City Clerk has advised the City Council that she sent a letter to each of the abutting property owners advising them of the day, time and place of the meeting of the closing of the undeveloped right-of-way alley running from Snead Street to Lindsey Street, enclosing a copy of the Resolution of Intent, and advising the abutting property owners that the question as to closing would be acted upon, said letters having been sent by registered or certified mail; and

**WHEREAS**, the City Clerk has advised the City Council that adequate notices were posted on the applicable street as required by G.S. 160A-299; and

**WHEREAS**, after full and complete consideration of the matter and after having granted full and complete opportunity for all interested persons to appear and register any objections that they might have with respect to the closing of said area in the public hearing held on September 13, 2022, and;

**WHEREAS**, it now appears to the satisfaction of the City Council that the closing of said area is not contrary to the public interest, and that no individual owning property, either abutting the street or in the vicinity of the street or in the subdivision in which the street is located, will as a result of the closing be thereby deprived of a reasonable means of ingress and egress to his property;

**NOW, THEREFORE**, a portion of the undeveloped right-of-way alley running from Snead Street to Lindsey Street, and further described below is hereby ordered closed, and all right, title, and interest that may be vested in the public to said area for street purposes is hereby released and quitclaimed to the abutting property owners in accordance with the provisions of G.S. 160A-299. Said area is further described as:

Commencing at North Carolina Geodetic Survey control monument "Maple", having North American Datum 83(2011) grid coordinates of : N = 948,773.76' and E = 1,803,142.47'; thence running N 54°18'47" W, a horizontal ground distance of 1,562.53' to a 3/4" existing iron pipe (EIP) located in the northern margin of the right of way of Snead Street and being the southeast corner of Tax Parcel: 149698 the Lee Enterprise, LLC property as recorded in Deed Book 1610, Page 474; thence along the northern Margin of Snead Street, S 87°32'54" W, 78.67' to a 5/8" existing iron rod (EIR) located at the southwest corner of Tax Parcel: 149698 and the southeast of a 10' alley and **BEING THE TRUE POINT AND PLACE OF BEGINNING**; Thence continuing with the northern margin of Snead Street, S 87°56'54" W, 9.95' to a 1/2" EIP located at the southeast corner of Tax Parcel: 149694 an additional property of the Lee Enterprise, LLC as recorded in Deed Book 1610, Page 474; thence leaving Snead Street and running with the eastern line of Lee Enterprise, LLC (Parcel: 149694), N 00°58'09" E, 398.84' to a 5/8" EIR located in the southern margin of the right of way for Lindsay Street; thence running with the southern margin of Lindsay Street, N 88°40'35" E, 9.97' to a 5/8" EIR, located at northwest corner the afore said Lee Enterprise, LLC property (Parcel: 149698), thence leaving Lindsay Street and running with the Western line of Lee Enterprise, LLC property, S 00°58'25" W, 398.72' to the true point and place of beginning, containing: 3,968 Sq. Ft. or 0.091 acres more or less, as surveyed by Triad Land Surveying, P.C., on April 01, 2022, and having job #22039-3. Being a 10' Alley as shown on Rockingham County Geographic Information System map. Lying east of Tax Parcel: 149698 and west of Tax Parcel: 149694 and running north/south between Lindsey Street and Snead Street. ALL Deed Book, Plat Book and Page references are to the Rockingham County Registry.

The City Clerk is hereby ordered and directed to file in the Office of the Register of Deeds of Rockingham County a certified copy of this resolution and order.

Upon motion duly made by \_\_\_\_\_ and duly seconded by \_\_\_\_\_, the above resolution was duly adopted by the Reidsville City Council at a meeting held on the 13<sup>th</sup> day of September, 2022, in City Hall Council Chambers:

Upon call for a vote the following Council members voted in the affirmative:

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and the following Council members voted in the negative:

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This the 13<sup>th</sup> day of September, 2022, at \_\_\_\_\_ o'clock.

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Donald L. Gorham, Mayor

ATTEST:

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Angela G. Stadler, CMC/NCCMC, City Clerk

NORTH CAROLINA  
ROCKINGHAM COUNTY

This the \_\_\_\_\_ day of \_\_\_\_\_, 2022, personally came before me \_\_\_\_\_, Notary Public for said County and State \_\_\_\_\_, City Clerk of Reidsville, North Carolina, who, being by me duly sworn, says she knows the common seal of the City of Reidsville and is acquainted with \_\_\_\_\_, who is Mayor of the City of the Reidsville, and that she, \_\_\_\_\_ is the City Clerk of said City, and that she saw the Mayor sign the foregoing instrument, and that she, the City Clerk as aforesaid, affixed the seal to the said instrument, and that she, the said \_\_\_\_\_, signed her name in attestation of the execution of said instrument. Let this deed be registered.

Witness my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_



The City of  
**Reidsville**  
North Carolina

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

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*Department of Community Development*

**M E M O R A N D U M**

**TO:** The Honorable Mayor Gorham, Members of the  
Reidsville City Council, and Summer Woodard, City Manager

**FROM:** Jason Hardin, Planning & Community Development Manager

**DATE:** September 13, 2022

**RE:** Voluntary Annexation Request for Parcel No.151423, Approximately  
5.042 Acres, Located off Barnes Street and Flack Street

Attached is a fully executed request by Dennis M. Bracy and Patsy B. Bracy to voluntarily annex approximately 5.042 acres located off of Barnes Street and Flack Street into the City of Reidsville. This is a contiguous annexation.

Staff finds this petition to be valid and recommends approval of the Ordinance to Extend the Corporate Limits after the required public hearing.

Enclosures



**PETITION FOR VOLUNTARY ANNEXATION**  
**Contiguous Property**

Date: July 18, 2022

To the City Council of the City of Reidsville, Rockingham County, North Carolina:

1. We the undersigned owners of the real property respectfully request the area described in paragraph 2 below be annexed into the City of Reidsville, N.C.

2. The area to be annexed is contiguous to the City of Reidsville, N.C. and the boundaries of such territory are as follows:

BEGINNING at an existing  $\frac{3}{4}$ " iron pipe marking the southwestern corner of Dennis M. and Patsy B. Bracy on a map in Plat Book 35 Page 25 in the office of the Register of Deeds of Rockingham County, North Carolina, said beginning point also being in the northern Right-of-Way of Flack Street (State Road 2536); thence running with eastern Right-of-Way of Barnes Street (State Road 2817) to a point located North 4 degrees 13 minutes 13 seconds West 428.87 feet to an existing 1" iron pipe marking the southwestern corner of Tynasha D. and Gregory Cobb as recorded and described in Deed Book 1164 Page 0634 in said Rockingham County Registry; thence along said southern line of Cobb North 89 degrees 30 minutes 41 seconds East 249.87 feet to an existing 1" iron pipe under a 50" Pin Oak root point in the southwestern corner of property owned by Fannie Fain Stanley Estate (Lots 84-86) as recorded and described in Deed Book 528 Page 0072 in said Rockingham County Registry; thence along said southern line of Stanley Estate North 89 degrees 27 minutes 53 seconds East 75.17' to an existing  $\frac{3}{4}$ " iron pipe in the southwestern corner of property owned by Fannie Fain Stanley Estate (Lots 87-89) as recorded and described in Deed Book 545 Page 0570 in said Rockingham County Registry; thence along said southern line of Stanley Estate North 89 degrees 27 minutes 53 seconds East 84.23 feet to an existing 1" iron pipe in the southwest corner of property owned by Fannie Fain Stanley Estate as recorded and described in Deed Book 533 Page 0333 in said Rockingham County Registry; thence along southern line of Stanley Estate North 89 degrees 6 minutes 50 seconds East 98.54 feet to an existing 1.25" iron pipe at the northwest corner of property (Tract 1) owned by Rodney A. and David L. Lynn Jr. as recorded and described in Deed Book 1281 Page 0106 in said Rockingham County Registry; thence along western line of Lynn South 4 degrees 3 minutes 39 seconds East 437.43 feet to an existing  $\frac{1}{2}$ " iron pipe at southwestern corner of property owned by Rodney A. and David L. Lynn Jr. as recorded and described in Deed Book 1281 Page 0106 in said Rockingham County Registry; thence along southern line of Bracy South 88 degrees 52 minutes 22 seconds West 28.66 feet to a point along southern line of Bracy; thence along the southern line of Bracy North 89 degrees 22 minutes 48 seconds West 478.64 feet to an existing  $\frac{3}{4}$ " iron pipe marking the southwestern corner of Dennis M. and Patsy B. Bracy on a map in Plat Book 35 Page 25 in the office of the Register of Deeds of Rockingham County, North Carolina to the point of Beginning ; containing approximately 5.042 acres.

3. A map is attached showing the area proposed for annexation in relation to the primary corporate limits of the City of Reidsville, N.C.

Dennis M. Bracy (Signature)  
Dennis M. Bracy

Patsy S. Bracy (Signature)  
Patsy S. Bracy

PROPERTY INFORMATION:

Location: Corner of Barnes & Flack Streets  
Parcel No.: 151423  
Property Owner Mailing Address: PO Box 1671, Reidsville, NC 27320

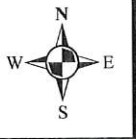
Received by the GIS Manager, City of Reidsville, NC on July 18, 2022.

Donna H. Setliff  
Donna H. Setliff, GIS Manager

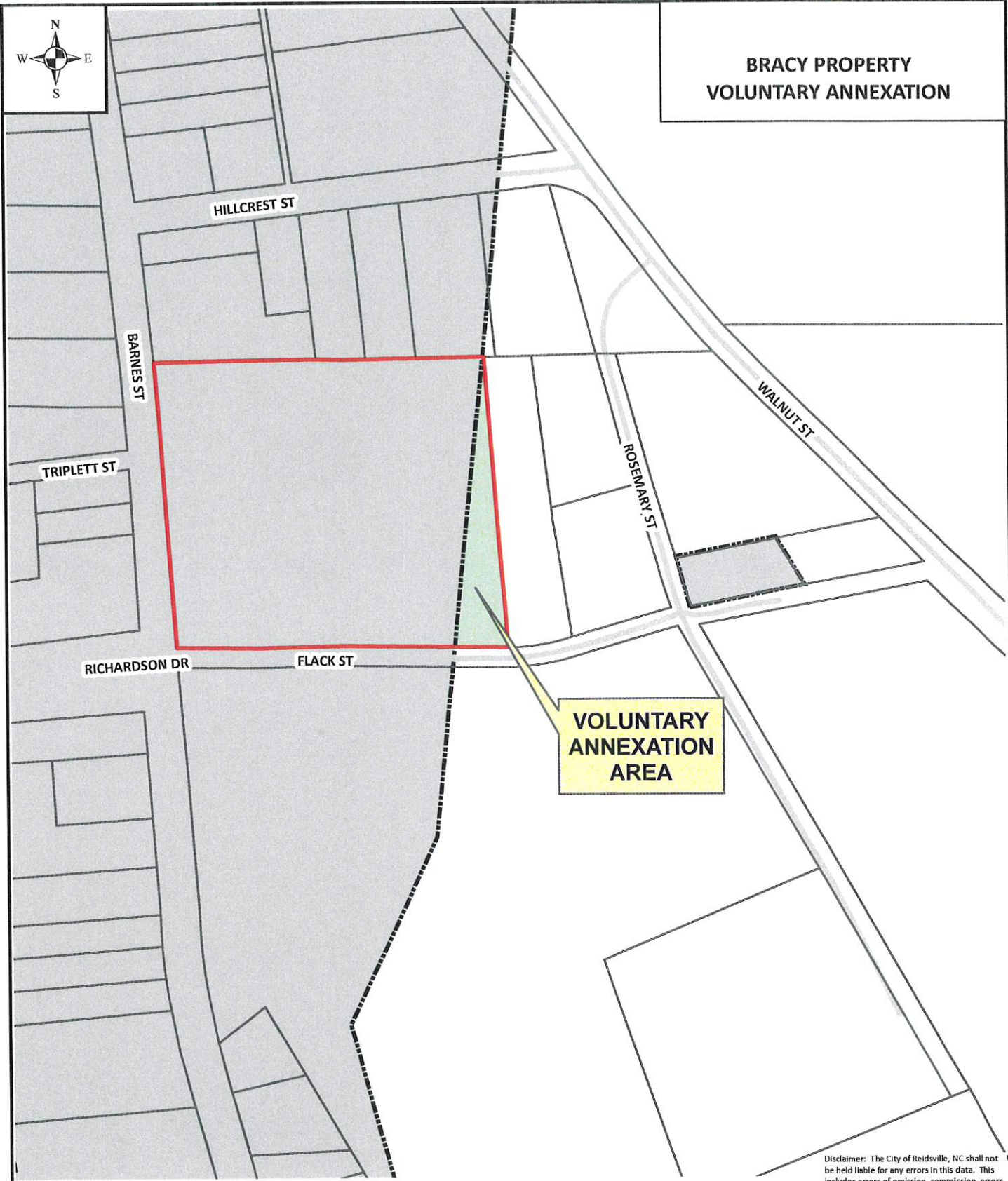
Received by the City Clerk, City of Reidsville, N.C. on July 21, 2022.

Angela G. Stadler  
Angela G. Stadler, City Clerk







# BRACY PROPERTY VOLUNTARY ANNEXATION



**VOLUNTARY  
ANNEXATION  
AREA**

Disclaimer: The City of Reidsville, NC shall not be held liable for any errors in this data. This includes errors of omission, commission, errors concerning the content of the data, and relative and positional accuracy of the data. This data cannot be construed to be a legal document.

-  Current City Limit Boundary
-  Vol. Annexation Area - Bracy Property



Prepared By:  
City of Reidsville GIS  
230 W. Morehead Street  
Reidsville, NC 27320  
July 27, 2022

# NOTICE OF PUBLIC HEARING ON REQUEST FOR CONTIGUOUS ANNEXATION

## Parcel No. 151423 Located Off Barnes Street & Flack Street

A2022-01

The public will take notice that the City Council of the City of Reidsville will hold a public hearing at 6 p.m. on Tuesday, September 13, 2022, in City Council Chambers, 230 W. Morehead Street, on the question of voluntarily annexing approximately 5.042 acres off of Barnes Street and Flack Street as requested by petition filed pursuant to G.S. 160A-31, described as follows:

BEGINNING at an existing  $\frac{3}{4}$ " iron pipe marking the southwestern corner of Dennis M. and Patsy B. Bracy on a map in Plat Book 35 Page 25 in the office of the Register of Deeds of Rockingham County, North Carolina, said beginning point also being in the northern Right-of-Way of Flack Street (State Road 2536); thence running with eastern Right-of-Way of Barnes Street (State Road 2817) to a point located North 4 degrees 13 minutes 13 seconds West 428.87 feet to an existing 1" iron pipe marking the southwestern corner of Tynesha D. and Gregory Cobb as recorded and described in Deed Book 1164 Page 0634 in said Rockingham County Registry; thence along said southern line of Cobb North 89 degrees 30 minutes 41 seconds East 249.87 feet to an existing 1" iron pipe under a 50" Pin Oak root point in the southwestern corner of property owned by Fannie Fain Stanley Estate (Lots 84-86) as recorded and described in Deed Book 528 Page 0072 in said Rockingham County Registry; thence along said southern line of Stanley Estate North 89 degrees 27 minutes 53 seconds East 75.17' to an existing  $\frac{3}{4}$ " iron pipe in the southwestern corner of property owned by Fannie Fain Stanley Estate (Lots 87-89) as recorded and described in Deed Book 545 Page 0570 in said Rockingham County Registry; thence along said southern line of Stanley Estate North 89 degrees 27 minutes 53 seconds East 84.23 feet to an existing 1" iron pipe in the southwest corner of property owned by Fannie Fain Stanley Estate as recorded and described in Deed Book 533 Page 0333 in said Rockingham County Registry; thence along southern line of Stanley Estate North 89 degrees 6 minutes 50 seconds East 98.54 feet to an existing 1.25" iron pipe at the northwest corner of property (Tract 1) owned by Rodney A. and David L. Lynn Jr. as recorded and described in Deed Book 1281 Page 0106 in said Rockingham County Registry; thence along western line of Lynn South 4 degrees 3 minutes 39 seconds East 437.43 feet to an existing  $\frac{1}{2}$ " iron pipe at southwestern corner of property owned by Rodney A. and David L. Lynn Jr. as recorded and described in Deed Book 1281 Page 0106 in said Rockingham County Registry; thence along southern line of Bracy South 88 degrees 52 minutes 22 seconds West 28.66 feet to a point along southern line of Bracy; thence along the southern line of Bracy North 89 degrees 22 minutes 48 seconds West 478.64 feet to an existing  $\frac{3}{4}$ " iron pipe marking the southwestern corner of Dennis M. and Patsy B. Bracy on a map in Plat Book 35 Page 25 in the office of the Register of Deeds of Rockingham County, North Carolina to the point of Beginning ; containing approximately 5.042 acres.

This the 24<sup>th</sup> day of August, 2022.

Angela G. Stadler, CMC/NCCMC  
City Clerk

The City of Reidsville shares the goals of the Americans with Disabilities Act, which protects qualified individuals from discrimination on the basis of disabilities and provides for equality of opportunity in the services, programs, activities and employment of the City. Any individual with a disability who needs an interpreter or other auxiliary aids or services for this meeting may contact the City of Reidsville at 336-349-1030 (Voice). The toll-free number for Relay North Carolina is 1-800-235-2962 (TT).

**Rockingham Now: Publish Date Wednesday, August 24, 2022**



**AN ORDINANCE TO EXTEND THE  
CORPORATE LIMITS OF THE  
CITY OF REIDSVILLE, NORTH CAROLINA  
Parcel No. 151423 Located Off  
Barnes Street & Flack Street**

**WHEREAS**, the City Council has been petitioned under G.S. 160A-31 to annex the area described below; and

**WHEREAS**, the City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

**WHEREAS**, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at City Council Chambers, 230 West Morehead Street, at 6:00 P.M. on Tuesday, September 13, 2022, after due notice by publication on Wednesday, August 24, 2022; and

**WHEREAS**, the City Council finds that the petition meets the requirements of G.S. 160A-31;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Reidsville, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, an approximate 5.042 acres off Barnes Street and Flack Street is hereby annexed and made part of the City of Reidsville as of November 30, 2022:

BEGINNING at an existing ¾" iron pipe marking the southwestern corner of Dennis M. and Patsy B. Bracy on a map in Plat Book 35 Page 25 in the office of the Register of Deeds of Rockingham County, North Carolina, said beginning point also being in the northern Right-of-Way of Flack Street (State Road 2536); thence running with eastern Right-of-Way of Barnes Street (State Road 2817) to a point located North 4 degrees 13 minutes 13 seconds West 428.87 feet to an existing 1" iron pipe marking the southwestern corner of Tynesha D. and Gregory Cobb as recorded and described in Deed Book 1164 Page 0634 in said Rockingham County Registry; thence along said southern line of Cobb North 89 degrees 30 minutes 41 seconds East 249.87 feet to an existing 1" iron pipe under a 50" Pin Oak root point in the southwestern corner

of property owned by Fannie Fain Stanley Estate (Lots 84-86) as recorded and described in Deed Book 528 Page 0072 in said Rockingham County Registry; thence along said southern line of Stanley Estate North 89 degrees 27 minutes 53 seconds East 75.17' to an existing 3/4" iron pipe in the southwestern corner of property owned by Fannie Fain Stanley Estate (Lots 87-89) as recorded and described in Deed Book 545 Page 0570 in said Rockingham County Registry; thence along said southern line of Stanley Estate North 89 degrees 27 minutes 53 seconds East 84.23 feet to an existing 1" iron pipe in the southwest corner of property owned by Fannie Fain Stanley Estate as recorded and described in Deed Book 533 Page 0333 in said Rockingham County Registry; thence along southern line of Stanley Estate North 89 degrees 6 minutes 50 seconds East 98.54 feet to an existing 1.25" iron pipe at the northwest corner of property (Tract 1) owned by Rodney A. and David L. Lynn Jr. as recorded and described in Deed Book 1281 Page 0106 in said Rockingham County Registry; thence along western line of Lynn South 4 degrees 3 minutes 39 seconds East 437.43 feet to an existing 1/2" iron pipe at southwestern corner of property owned by Rodney A. and David L. Lynn Jr. as recorded and described in Deed Book 1281 Page 0106 in said Rockingham County Registry; thence along southern line of Bracy South 88 degrees 52 minutes 22 seconds West 28.66 feet to a point along southern line of Bracy; thence along the southern line of Bracy North 89 degrees 22 minutes 48 seconds West 478.64 feet to an existing 3/4" iron pipe marking the southwestern corner of Dennis M. and Patsy B. Bracy on a map in Plat Book 35 Page 25 in the office of the Register of Deeds of Rockingham County, North Carolina to the point of Beginning; containing approximately 5.042 acres.

Section 2. Upon and after November 30, 2022, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Reidsville and shall be entitled to the same privileges and benefits as other parts of the City of Reidsville. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the City of Reidsville shall cause to be recorded in the office of the Register of Deeds of Rockingham County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Rockingham County Board of Elections, as required by G.S. 163-288.1.

Adopted this 13<sup>th</sup> day of September, 2022.

\_\_\_\_\_  
Donald L. Gorham  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC  
City Clerk

\_\_\_\_\_  
William F. McLeod Jr.  
City Attorney



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 West Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1065 • Fax (336) 347-2355

*Department of Community Development*



**MEMORANDUM**

**TO:** Summer Woodard, City Manager  
**FROM:** Jeff Garstka, Economic Development Director *JMG*  
**SUBJ:** Main Street Champion  
**DATE:** September 2, 2022

Each year, every North Carolina Main Street community has an opportunity to nominate a “Champion.” This is a person or team that has had a significant impact on downtown Reidsville within the past year.

In recent years, the format for selecting a Champion is as follows:

- Reidsville Downtown Corporation board members may nominate a Champion
- RDC makes its recommendation on nomination(s) to City Council
- City Council may add nominations from the floor
- City Council votes and approves the current year Main Street Champion

Amy Laster, current head of the Reidsville Downtown Merchants Association and owner of Reidsville Trading Post, is nominated for this year’s award. Amy took a chance in the heart of COVID-19 to open her dream business downtown. Despite the decline of overall retail sales nationwide, Amy’s business began to flourish immediately and continues today as a beacon of downtown Reidsville’s merchant district. She also took charge and rejuvenated an idle Merchants Association that is now tied in closer to the RDC and the City’s Main St. program.

She was the only nominee put forward by the RDC board (she received two independent nominations from board members) and the board unanimously voted to recommend her to City Council for this year’s award.

***“Live Simply, Think Big”***





## MEMORANDUM

**TO:** Summer Woodard, City Manager  
**FROM:** Josh Beck, Public Works Director  
**RE:** Richardson Drive Roadway Diet  
**DATE:** September 13, 2022

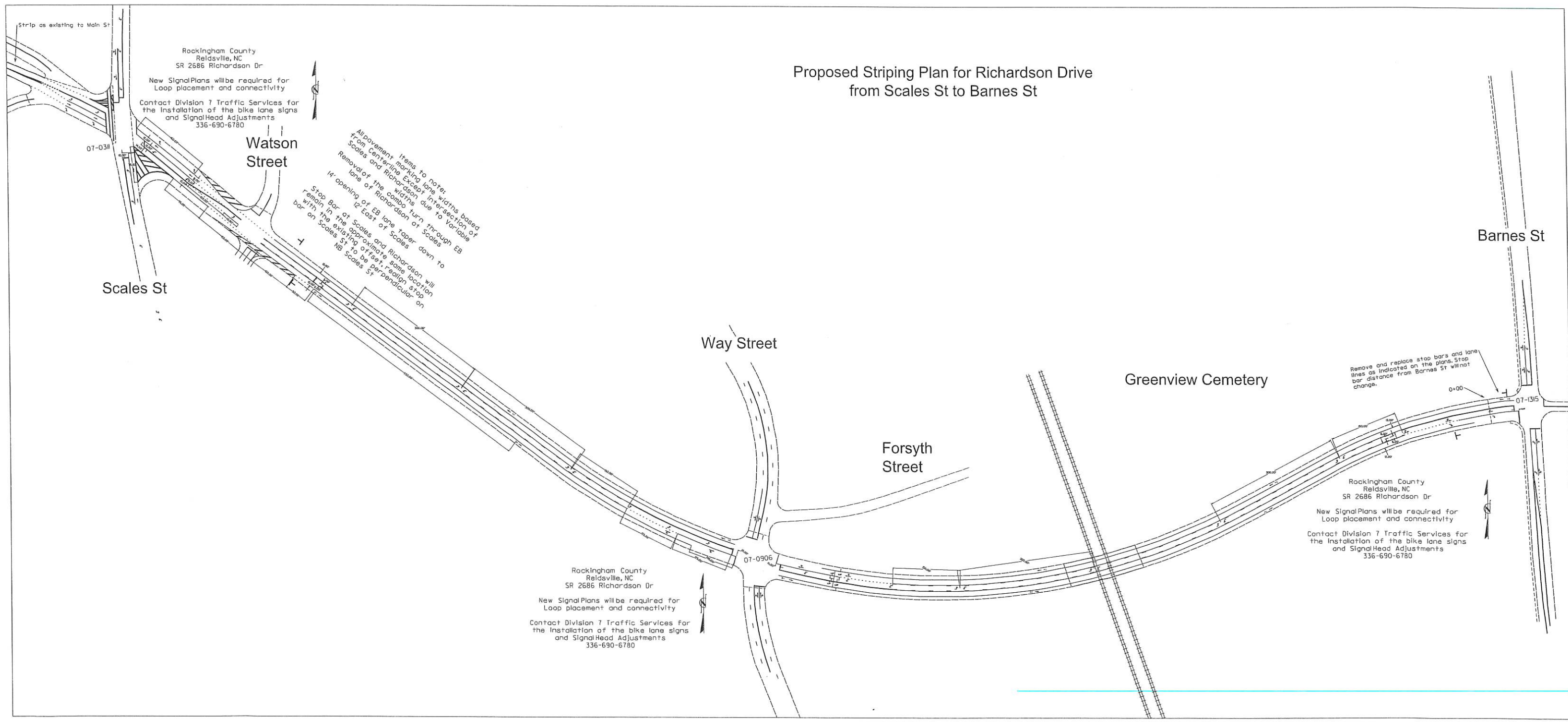
On August 5<sup>th</sup>, 2022, City staff met with both Jason Julian & Patrick Wilson with NCDOT to discuss several upcoming projects, including the repaving of Richardson Drive from South Scales Street to the intersection of Barnes Street. During the meeting, it was proposed by NCDOT that the existing roadway be reconfigured from the current four-lane cross section to a three-lane cross section and add six-foot bike lanes on each side.

Traffic count data obtained in 2019 indicates that the annual average daily traffic (AADT) for Richardson Drive was 5,100 vehicles. While these proposed modifications will result in an overall reduction of vehicle capacity, the current volumes do not warrant the need for a four-lane cross section. A three-lane roadway cross section still has significant available capacity for future growth while allowing the benefit of dedicated bicycle lanes.

Request:

Based on all the information provided, City staff recommend approval of the proposed restriping plan presented by NCDOT on Richardson Drive from South Scales Street to Barnes Street.

Proposed Striping Plan for Richardson Drive  
from Scales St to Barnes St



Rockingham County  
Reidsville, NC  
SR 2686 Richardson Dr  
New Signal Plans will be required for  
Loop placement and connectivity  
Contact Division 7 Traffic Services for  
the installation of the bike lane signs  
and Signal Head Adjustments  
336-690-6780

All pavement marking lane widths based  
from centerline. Except intersection of  
Scales and Richardson widths due to variable  
lane of Richardson at Scales  
Removal of the combo turn through EB  
14' opening of EB lane taper down to  
12' East of Scales  
Stop Bar at Scales and Richardson will  
remain in the approximate same location  
with the existing offset, realign stop  
bar on Scales St to be perpendicular on  
NB Scales St

Remove and replace stop bars and lane  
lines as indicated on the plans. Stop  
bar distance from Barnes St will not  
change.

Rockingham County  
Reidsville, NC  
SR 2686 Richardson Dr  
New Signal Plans will be required for  
Loop placement and connectivity  
Contact Division 7 Traffic Services for  
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Rockingham County  
Reidsville, NC  
SR 2686 Richardson Dr  
New Signal Plans will be required for  
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and Signal Head Adjustments  
336-690-6780



## SESQUICENTENNIAL UPDATE

**To: Summer Woodard, City Manager**

**From: Sesquicentennial Committee (Chris Phillips, Angela Stadler, Judy Yarbrough, Leigh Anne Bassinger, Donna Setliff)**

**Date: September 1, 2022**

Planning for the City of Reidsville 150<sup>th</sup> celebration has progressed over the last several months. Below is an update of current plans:

- Dedication of the Sesquicentennial Clock Tower at the corner of Scales and Williams – planned for Saturday January 7<sup>th</sup> as a kick-off to the year
- Black History Event in February at RCARE
- Ribbon Cutting for Sky's the Limit Park and an open house at City Hall in March with Touch a Truck
- Founders Day Celebration at the Governor Reid House in April
- A roaring 1923 party on the Lawn of the Penn House in May
- Ribbon Cutting for the Splashpad in June
- 1950's-themed concert at Market Square in June
- Participation in the Independence Day Celebration at Lake Reidsville for July
- 1970's-themed concert at Market Square in August
- September will focus on the arts
- A Year 2000-themed concert in September
- Participation in the October FAB Festival
- Lake Reidsville spotlight for October
- A Veteran's Day event and participation in Small Business Saturday in November
- Work with the TV station to theme the Holiday Parade with Sesquicentennial
- Ribbon Cutting for the Depot Shelter and bury a time capsule on December 22 – the actual day of incorporation as a closing celebration event

- There will be additional open houses during the year at the Police Department, Fire Department, and various Public Works and Parks/Recreation facilities
- Artifacts will be on display at the Governor Reid House, and there will be open days every couple of months beginning in April.

A calendar highlighting each event is being prepared that will be distributed in late 2022 so that all are encouraged to participate.

In addition, a Sesquicentennial magazine highlighting the history of the City of Reidsville is starting to take shape with every City department participating. This publication is planned for late spring of 2023. There will be a Sesquicentennial Christmas ornament produced for sale along with a Reidsville-opoly game. Other 150<sup>th</sup>-themed swag items will also be ordered as giveaways during the year-long celebration.

The committee has contracted with Judy Neal to sell sponsorships for the Sesquicentennial. There will be various levels available so that many different businesses can participate.

A social media and traditional media blitz will begin this month to start promoting the Sesquicentennial.

Any suggestions or ideas for further celebratory opportunities are welcome. The Sesquicentennial Committee and City Staff are planning for a celebration that everyone can enjoy and be proud of. 2023 will be an extremely busy year and will proudly springboard our City into the next 150 years!

# Memo

Date: 08/01/22

To: Summer Woodard, City Manager

From: Judy Yarbrough, City Marketer/Penn House Manager

RE: Penn House Expansion, CDBG-CV

CPL, the firm that City Council approved for professional full design services for the CDBG-CV Penn House expansion, has submitted a proposal. as well as a preliminary project schedule (see attached). They have expedited both the design and construction phases to meet our May/June 2023 completion date. They noted a pre-engineered metal building in the schedule but, based on current market lead times, a custom-built load bearing metal stud wall with wood truss design could save 4-6 weeks off the schedule. The cost for this service is \$134,930.00. We are requesting that Council approve for us to move forward to meet the CDBG-CV deadlines.

August 26, 2022

**EXHIBIT A**

**Via Email**

Ms. Judy Yarbrough ([jyarbrough@ci.reidsville.nc.us](mailto:jyarbrough@ci.reidsville.nc.us))  
City Marketer  
City of Reidsville

**RE: PROFESSIONAL FEE PROPOSAL**  
CDBG-CV Penn House Project  
Professional Architectural/MEP Engineering Services  
Reidsville, NC, 27320

Dear Ms. Yarbrough:

On behalf of CPL, I am pleased to submit the following proposal for Architectural and Engineering design services for the CDBG-CV Penn House Project in the City of Reidsville.

**PROJECT UNDERSTANDING**

The City of Reidsville (the "Client") wishes to contract with CPL for professional full design services for the CDBG-CV Penn House Project. Scope includes Architecture, Interior Design, Mechanical/Electrical/Plumbing/Fire Protection/Structural and Civil Engineering for an approximately 3,500-4,000 SF event center. Outdoor features include potential added parking, sidewalks, patio and landscaping. The design will incorporate a prefabricated metal building with stucco exterior finish to seat 250 occupants at tables. The building will have metal overhead doors on the entrance side, a front entrance, windows on the back wall opposite the front side, and one other entrance door on the parking lot side to serve as a catering or emergency entrance. The building will need a storage room large enough for tables and chairs as well as ADA-compliant restrooms with a closet for janitorial supplies. The space should also have: the ability to be portioned off or divided, polished concrete flooring, a small prep area for caterers with a small sink, ice machine, counter with base cabinets, a roll down projector screen with power and audio for visual equipment. The building is to be built on the Penn House property at 324 Maple Avenue, Reidsville, NC 27320.

**SCOPE OF SERVICES**

**Task I - Schematic Design**

- One (1) design meeting during schematic design phase with City Staff and key personnel.
  - Design meetings will review site design, exterior design, and high-level interior design.
- Schematic code review.
- Receive survey and geotechnical information.

**Deliverables**

- One (1) final schematic design.
- Schematic Design Opinion of Probable Cost.
- Two (2) final high-resolution rendering of schematic design.
- One schematic site plan.

**Task II – Construction Documentation**

- One (1) design meeting to review MEP systems, equipment selection/placement, finishes.
- Prepare final design and project specifications.
- 50% Construction Documents Opinion of Probable Cost



- Prepare front end bidding documents and review with Owner.
- Owner Review Set with 90% Construction Documents.
- Owner Review period.
- Coordinate review/approval with City for permitting.

#### **Deliverables**

- CPL will provide Construction Documentation in compliance with the North Carolina State Building Code (2018 edition) and other applicable standards. We will include at a minimum:
  - Code Review
  - Civil/Landscape Plans
  - Floor Plan
  - Reflected Ceiling Plan
  - Interior Finishes / Furniture Plan
  - MEP Plans and Details
  - Project Manual

#### **Task III – Construction Procurement Phase Services**

CPL will submit the necessary documents to the Local and State authorities having jurisdiction. All permits and approvals for the project will be paid for and secured by others. CPL will answer Requests for Information (RFIs), provide clarifications, issue addenda as required, and conduct up to two (2) pre-bid meetings and bid openings as well as issue the notice to proceed. It is assumed that the project will be publicly bid up to two (2) times with matching RFI periods.

#### **Task IV – Construction Phase Services**

CPL will attend up to two (2) Pre-construction Meetings and a total of sixteen (16) biweekly site visits inclusive of architecture, structural, civil, mechanical, plumbing, and electrical engineering during construction (2 per month for 8 months) with a field report written for each visit. CPL will also provide construction administration services consisting of the review of submittals, shop drawings, certification of monthly pay requests, responding to RFIs that arise during the course of construction and closeout documentation. CPL will conduct the final inspection and produce Record Drawings from the contractor's marked up as-built drawings.



## SCHEDULE

Project kickoff will occur in August 2022. No schedule has been established to date; however, CPL agrees to provide services to the Client in the most expeditious manner practical. The City of Reidsville wishes to open the building by May 1, 2023. CPL estimates a completion date of mid-June 2023.

### Phase 1 – Site, Structural & Building Shell

Schematic Design	September 26, 2022
Construction Documents	October 28, 2022
Permitting/Bidding	November 2022
Start Construction	December 1, 2022

### Phase 2 – Interior Upfit

Schematic Design	December 2023
Construction Documents	January 2023
Permitting/Bidding	February 2023
Start Construction	February 2023

## ASSUMPTIONS

Our fee proposal is based upon the following assumptions:

1. Allow for one (1) design meeting during the schematic design phase.
2. Allow for one (1) design meeting during the construction document phase.
3. No furniture, fixtures, or equipment selection and specification is included in the scope. CPL can include this as an additional service.
4. Security, data, telecom drawings will be prepared by others or provided by CPL as an additional service with input from the Owner.
5. No hazardous materials testing is included in the scope. Geotech is not included in the scope and is not required for this building size but can be added at the Owner's request. Site survey is not included in the scope and will be contracted directly with the Owner.
6. No roadway improvements, off-site parking, traffic study or impact analysis are included in the base scope of work.
7. This project is assumed to be bid up to two (2) times.
8. The construction budget is assumed to be approximately \$1,000,000.

## CLIENT RESPONSIBILITIES

The Client shall appoint an "Owner's Representative" to act as the point of contact for CPL. It shall be the responsibility of the client to provide the following:

- Reasonable advance notice of scheduled meetings.
- Access to the project site during design.
- Decisions on critical issues including partnerships and program in a timely manner.
- Payment of all invoices in accordance with this agreement.





**COMPENSATION**

CPL agrees to provide the professional design services listed in the Scope of Services. Our fee proposal is based upon work-effort projections and applicable billing rates for the scope of work anticipated for this project. We propose a lump-sum fixed fee as summarized in the following table.

**DESIGN PHASE I & II**

<u>Description</u>	<u>Fee</u>
Task I – Schematic Design	\$11,850.00
Task II – Construction Documents	\$31,600.00
Task III – Construction Procurement	\$3,950.00
Task IV – Construction Administration	\$31,600.00
Structural Engineering	\$4,500.00
Opinion of Probable Cost	\$6,500.00
<b>Arch/Int/M/E/P/S Subtotal</b>	<b>\$90,000.00</b>
Civil Survey	By Owner
Civil Engineering	\$18,200.00
Landscape Architecture	\$11,330.00
Special Inspections Allowance	\$15,000.00
<b>Total Design Fee</b>	<b>\$134,930.00</b>

**ADDITIONAL SERVICES**

Any Items not contained in our Scope of Services or contrary to the assumptions listed above will be deemed additional services. If requested by the Client, additional services will be provided on an hourly basis at our standard hourly billing rates, or as a fixed fee mutually agreed to in advance by both parties.

Security / Data / Telecom Drawings	TBD
Additional Exterior Improvements	TBD
Furniture, Fixtures, and Equipment	TBD



**CONCLUSION**

We appreciate the opportunity to work with the City of Reidsville. If there are any questions, do not hesitate to contact us. We look forward to working with you on the successful completion of this project.

Sincerely,

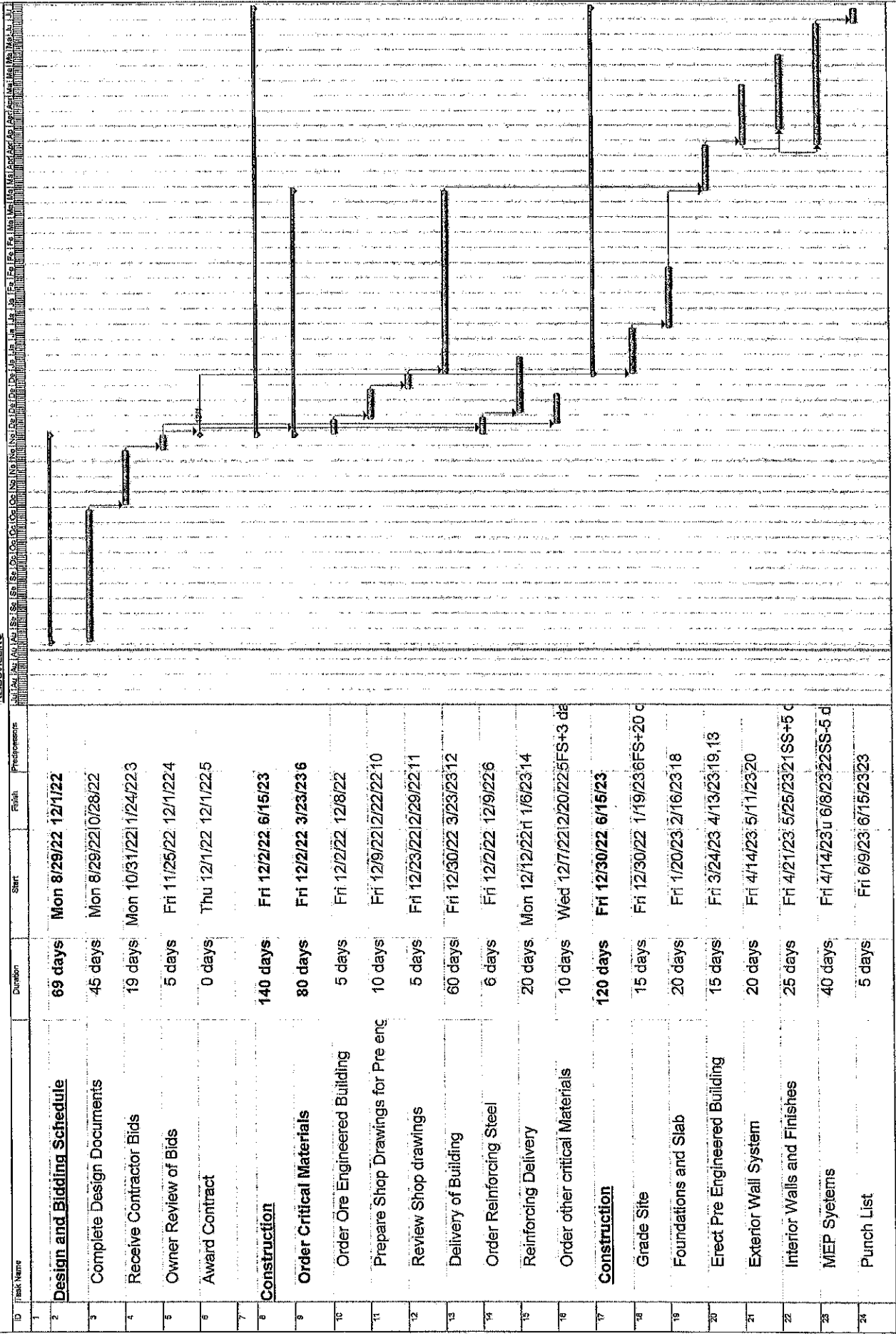
**CPL**

A handwritten signature in black ink that reads "Joshua R. Wheeler".

Joshua R. Wheeler, AIA  
Associate

cc: Mr. Kenneth C. Mayer, Jr., FAIA, LEED AP ([KMayer@cplteam.com](mailto:KMayer@cplteam.com))

**PRELIMINARY PROJECT SCHEDULE  
PENN HOUSE EVENT CENTER  
REIDSVILLE, NC**



ID	Task Name	Duration	Start	Finish	Predecessors
2	<b>Design and Bidding Schedule</b>	69 days	Mon 8/29/22	12/1/22	
3	Complete Design Documents	45 days	Mon 8/29/22	10/28/22	
4	Receive Contractor Bids	19 days	Mon 10/31/22	1/24/23	3
5	Owner Review of Bids	5 days	Fri 1/25/22	12/1/22	4
6	Award Contract	0 days	Thu 12/1/22	12/1/22	5
7					
8	<b>Construction</b>	140 days	Fri 12/2/22	6/15/23	6
9	<b>Order Critical Materials</b>	80 days	Fri 12/2/22	3/23/23	8
10	Order Ore Engineered Building	5 days	Fri 12/2/22	12/8/22	9
11	Prepare Shop Drawings for Pre eng	10 days	Fri 12/9/22	12/22/22	10
12	Review Shop drawings	5 days	Fri 12/23/22	12/29/22	11
13	Delivery of Building	60 days	Fri 12/30/22	3/23/23	12
14	Order Reinforcing Steel	6 days	Fri 12/2/22	12/9/22	13
15	Reinforcing Delivery	20 days	Mon 12/12/22	1/6/23	14
16	Order other critical Materials	10 days	Wed 12/7/22	12/20/22	15
17	<b>Construction</b>	120 days	Fri 12/30/22	6/15/23	16
18	Grade Site	15 days	Fri 12/30/22	1/19/23	17
19	Foundations and Slab	20 days	Fri 1/20/23	2/16/23	18
20	Erect Pre Engineered Building	15 days	Fri 3/24/23	4/13/23	19
21	Exterior Wall System	20 days	Fri 4/14/23	5/11/23	20
22	Interior Walls and Finishes	25 days	Fri 4/21/23	5/25/23	21
23	MEP Systems	40 days	Fri 4/14/23	6/8/23	22
24	Punch List	5 days	Fri 6/9/23	6/15/23	23



# THE CITY OF Reidsville NORTH CAROLINA

## EMPOWER 401K EARNINGS MEMORANDUM

**TO:** Summer Woodard, City Manager  
**FROM:** Chris Phillips, Assistant City Manager of Administration  
**DATE:** August 31, 2022

As part of the transition of the NC401k program from Prudential to Empower, the City's contributions were reviewed. At that time, it came to light that some payroll items for nonlaw employees had not been considered for contributions, like overtime. In addition, the annual longevity checks for all employees did not include a 401k contribution. When the program started in Reidsville, only base pay was used for nonlaw employees. According to the State Treasurer's Office, this is not an allowable policy. At the end of the last fiscal year, the City Council authorized payment of \$224,506.67 for back contributions owed to employees.

At the time that the back contributions were paid, it was known that Empower would then take the pay dates into consideration in computing the missed earnings on these funds. They have presented an amount due of \$135,827.58 in earnings that will be distributed to employees' accounts. In total, that would indicate 61% in earnings. Obviously, the older the date of the missed contribution the more earnings that were missed. While there is no way for the Finance Department to recalculate the earnings, it does seem to be a reasonable amount.

It is my recommendation that the earnings portion be sent to Empower in a timely manner to avoid any further lost earnings. A payment was made earlier this month and the attached budget amendment is presented for City Council approval.

Please let me know if you need any further information. Thank you for your consideration of this issue.

---

Finance Department  
Chris Phillips, Finance Director  
[cphillips@ci.reidsville.nc.us](mailto:cphillips@ci.reidsville.nc.us)

230 West Morehead St.  
Reidsville, NC 27320  
(336) 349-1055 (phone)  
(336) 349-1005 (fax)

**BUDGET ORDINANCE AMENDMENT NO. 4**

**WHEREAS**, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 14, 2022 which established revenues and authorized expenditures for fiscal year 2022-2023; and

**WHEREAS**, since the time of the adoption of said ordinance, it has become necessary to make certain changes in the City's budget to appropriate funds for 401k payments;

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 14, 2022 is hereby amended as follows;

**Section 1.** That revenue account number 10-3991-000, Appropriated General Fund Balance, be increased by \$103,300.00; that revenue account number 61-3991-000 Water Fund Reserves, be increased by \$16,300.00; that revenue account number 10-3260-3001, Sewer Fund Reserves, be increased by \$16,300.00.

**Section 2.** That expense account number 10-4120-4400, Administration Contracted Services, be increased by \$103,300.00; that expense account number 61-4120-4400, Water Contracted Services, be increased by \$16,300.00; that expense account number 62-4120-4400, Sewer Contracted Services, be increased by \$16,300.00.

This the 13th day of September, 2022.

\_\_\_\_\_  
Donald L. Gorham  
Mayor

ATTEST:

\_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC  
City Clerk



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

## MEMORANDUM

**TO:** Summer Woodard, City Manager  
**FROM:** Angela G. Stadler, CMC, City Clerk *AGS*  
**SUBJ:** Board/Commission Appointments for September 13, 2022  
**DATE:** September 2, 2022

The following applications have been received for appointment to the Boards and Commissions listed:

### Reidsville Human Relations Commission

Anna Roach of 206 South Harris Street has applied for an adult position on the Reidsville Human Relations Commission. If she is appointed, there will be three open adult positions and two student positions available (must attend high school within the county).

### Reidsville Historic Preservation Commission

Norma Craddock of 408 Piedmont Street has re-applied for a fifth term on the Reidsville Historic Preservation Commission. James Jackson of 2304 Belmont Drive has re-applied for a ninth term on the Commission. If they are re-appointed, there will be one open position.

### ADDITIONAL VACANCIES

In addition to the vacancies mentioned above, the following openings on other boards and commissions of the City will be advertised for consideration at the next City Council meeting:

- Three 3-year term positions on the Reidsville Community Pool Association
- Four 3-year term positions on the Reidsville Appearance Commission
- One ETJ 5-year term position on the Reidsville Planning Board
- One unexpired term position on the ABC Board ending in November 2024

Applications to be considered at the October 11, 2022, Council meeting will need to be turned in by 5 p.m. on Friday, September 30, 2022.

AGS/lw  
Attachments (3)



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

*Office of the City Manager*

**Date:** September 2, 2022

**To:** Mayor Donald Gorham  
City Council Members

**From:** Summer Woodard, City Manager

**Subject:** City Manager's Monthly Report

---

**Projects:**

- At your August 9, 2022 meeting, the City Council approved a contract with Wetherill Engineering, which has been signed and executed. This contract tasks Wetherill with providing four (4) alternatives to widen Cypress Drive to accommodate bicyclists and pedestrians with the use of bike lanes, sidewalks and/or multi-use trails. City Staff met virtually on August 16<sup>th</sup> with Wetherill, which has started working on these alternatives and will provide an update to City staff on September 19<sup>th</sup>. We are hoping to provide more information on the four (4) proposed alternatives to widen Cypress Drive at the October 11, 2022 City Council meeting.
- City Staff met with ADTS and Jericho Palm on Monday, August 15, to discuss design of five (5) bus stop shelters. Each shelter will have a bench, trash can and will be covered. One proposed location, RHS Apartments, currently has a shelter. However, we are proposing to relocate this existing bus stop shelter from the west side to the east side of Washington Avenue for better visibility and rider safety. Other bus stop shelter locations include: Woodwind Apartments; Price Street Apartments; Rockingham County Library located downtown; and the City of Reidsville All-Inclusive Park. All of these recommended locations have been endorsed by ADTS. ADTS is working with these proposed locations to secure permission to place a shelter on their property. We have a follow-up meeting with ADTS and Jericho Palm on Monday, September 12. I will provide additional information at the October 11<sup>th</sup> City Council meeting on what the proposed design will look like and a map of the proposed locations.
- The Streetscape project is on schedule. City crews are still working at Mural Park and are projected to be finished there by September 13<sup>th</sup>. City crews started pulling curbing from the 200 West block on August 24<sup>th</sup>. All electrical infrastructure is also underway. City

*“Live Simply. Think Big.”*

Staff is continuing to give weekly updates through social media platforms and our City website. Our Main Street Director is providing weekly updates to our downtown merchants as well.

- The City Hall Security System implementation went live on Tuesday, August 23. We will be working on making modifications and adjustments if needed. This security system will provide safety and security for our employees and those citizens that visit City Hall.
- City Staff met with WithersRavenel and Vortex on Monday, August 15, to discuss the next steps on the City's Splashpad. WithersRavenel is working on construction design and layout of the Splashpad. They will also be conducting a parking study to ensure we maximize our parking availability at lower JC Park. City staff has a meeting on September 12<sup>th</sup> with WithersRavenel and Vortex to follow up on their progress.
- Electric Charging Stations are currently being explored by City Staff. City staff has been in contact with Direct Efficiency, which is a program of Duke Energy. We have also been in contact with Lilly Pad, which a nationwide EV charging station company. City staff is looking at the level 2 network charger for our downtown area. We are looking at the best possible location that has the existing infrastructure we would need. Currently, we are looking at the parking lot behind Kelly's Way, which has the needed electrical infrastructure already. However, we are still in the infancy stages of this project and would like to continue to look at all locations before making a final recommendation to City Council. City Staff has a meeting with Lilly Pad on September 6<sup>th</sup> to discuss cost and infrastructure. We are working on scheduling a meeting with Direct Efficiency as well to discuss cost and infrastructure with them. City Staff is also looking into all grant opportunities available for EV charging stations. I will provide updates on this project at the October 11<sup>th</sup> City Council meeting.
- City Staff is working on creating fall photo opportunities at Market Square and at Mural Park. Last year the City was able to partner with Lowes Home Improvement to provide decorations along our sidewalks downtown. This year we will not be able to put displays on the sidewalk due to the construction of our Streetscape project. Therefore, we will be putting up a two (2) fall photo opportunities at Market Square and one (1) photo opportunity at Mural Park. We are planning on having these displays up by the week of October 3<sup>rd</sup> and keeping them up until the week of November 1<sup>st</sup>.

### **Training:**

- On Monday, August 15, I hosted a Zoom meeting for all City Hall employees to discuss our upcoming Active Shooter Drill. This meeting was to address any concerns or questions in reference to the drill.
- All employees with City Hall-issued ID cards participated in Zoom training on August 22<sup>nd</sup>. This training went over how to use ID cards and the City of Reidsville ID card policy. This training also went into detail on how to use the Kiosks that are located in City Hall.



- On August 22, an Active Shooter Drill was conducted at City Hall, with Staff having an Active Shooter Debrief on August 26.

**Events/Meetings:**

- Attended the Chamber of Commerce Ribbon Cuttings for Reidsville Primary Care, Wright Chapel and Boardwalk Bakery. I attended the Chamber Coffee on August 4<sup>th</sup>. On August 12, 2022, I appeared on “News and Views” with the Chamber of Commerce.
- Participated in National Night Out on August 2<sup>nd</sup>.
- Management Team is meeting bi-weekly for COVID-19 updates. Rockingham County is now in red, which is a high risk/transmission rate. Weekly testing requirements for non-vaccinated employees has resumed. Resumption of testing was done in accordance to our COVID-19 policy.
- On August 4, 2022, I participated in Operation Clean Sweep on Church Street.
- Management Team met virtually on August 3, 2022 to review and discuss the City of Reidsville Personnel Policy.
- On August 11<sup>th</sup>, I met with Rockingham County Schools Superintendent Stover, members of Moss Street School and City of Reidsville Staff to discuss school safety.
- I attended the Second Downtown Friday Car Show on August 12<sup>th</sup>.
- I attend the Special Called City Council meeting on August 16<sup>th</sup> to review the proposed changes to the City of Reidsville’s Personnel Policy.
- On August 17-18, I assisted Developmental Associates in their Assessment Center for the Town of Apex Director of Transportation candidate search.
- City Staff and I met with the Reidsville Luckies to discuss how their season went, and we have started discussions on improvements for next year’s season.
- I attended the Mayors and Managers dinner in Eden on August 22, 2022.
- I virtually attended the NAACP meeting on August 23, 2022.
- I virtually attended the C.A.L.M. meeting on August 25, 2022.



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

**MEMORANDUM – BUDGET CARRYOVER 2021-2022 TO 2022-2023**

**To: Summer Woodard, City Manager**  
**Date: September 4, 2022**  
**From: Chris Phillips, Asst. City Manager/Finance Director**

As a budgeting tool, the Reidsville City Council gave the City Manager authority to carryover unspent budgeted funds from one fiscal year to the next. The annual carryover request is compiled starting with open purchase orders; several accounts are then included that contain outside funds such as grants or fundraisers; finally, departmental savings are considered as possible carryover items as well.

The General Fund/Parks and Recreation Fund carryover amount is considered as encumbered when the June 30 financial statements are completed. As such, these funds are pulled out of fund balance when the unassigned fund balance is presented.

The carryover from 21-22 to 22-23 is similar in size to the prior year overall, but the General Fund carryover has grown by about \$1.5million. This increase is representative of the project activity the City is undertaking and the turn-around time involved in getting large capital items. The splashpad project, all-inclusive park, sesquicentennial clock and the Pecan Road project represent 34%, \$1,306,6667 of the General Fund carryover. Vehicles that are in the order/delivery process total \$340,659, or 9%, of the carryover. In addition, during the budget process for the 2023 fiscal year, several capital requests were slated to be paid from the 21-22 fiscal year because there was a projected surplus. Capital of \$547,800 will be purchased representing 14% of the carryover. These funds were expected due to year-long vacancies in the Street Dept and deferred debt payments related to delivery dates on the financed vehicles.

A carryover summary and several detail pages are attached. The carryover has grown each year over the past five years, with last year by far being the largest increase. This was a planned increase due to a 20-21 surplus and capital needs of the City. The carryover for this year is also being used for capital needs as was discussed during the budget process and presentations.

Please let me know if there are any questions or concerns about the proposed carryover. Upon your approval, the items will be posted to the current year budget and departments will be made aware that they can make these purchases.

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Finance Department  
Chris Phillips, Finance Director  
[cphillips@ci.reidsville.nc.us](mailto:cphillips@ci.reidsville.nc.us)

230 West Morehead St.  
Reidsville, NC 27320  
(336) 349-1055 (phone)  
(336) 349-1005 (fax)

CITY OF REIDSVILLE  
Budget Carryovers

	Purchase Orders Open at 6/30	Outside Sources & Accumulating Accounts	Departmental Savings	Total Current Year Carryover Request
Summary:				
General Fund	\$ 1,190,673.99	\$ 1,762,262.99	\$ 841,423.00	\$ 3,794,359.98
Recreation fund	\$ 20,358.22	\$ 57,308.00	\$ 32,500.00	\$ 110,166.22
Water Fund	\$ 153,291.70	\$ 814,663.00	\$ -	\$ 967,954.70
Sewer Fund	\$ 210,009.69	\$ 945,025.00	\$ -	\$ 1,155,034.69
Garage	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
<b>Total</b>	<b>\$ 1,575,333.60</b>	<b>\$ 3,579,258.99</b>	<b>\$ 873,923.00</b>	<b>\$ 6,028,515.59</b>
			Capital \$ 4,538,891.41 75.29%	
			Operating \$ 1,489,624.18 24.71%	
				<b>\$ 6,028,515.59</b>

	21 to 22 Carryover Request	20 to 21 Carryover Request	19 to 20 Carryover Request	18 to 19 Carryover Request
Summary:				
General Fund	\$ 2,297,178	\$ 918,271	\$ 743,939	\$ 781,360
Recreation fund	\$ 212,652	\$ 115,461	\$ 54,231	\$ 126,071
Water Fund	\$ 1,725,362	\$ 932,367	\$ 932,957	\$ 353,629
Sewer Fund	\$ 1,590,619	\$ 1,531,731	\$ 1,281,251	\$ 1,030,485
Garage	\$ 7,350	\$ -	\$ -	\$ 11,200
<b>Total</b>	<b>\$ 5,833,160</b>	<b>\$ 3,497,830</b>	<b>\$ 3,012,379</b>	<b>\$ 2,302,745</b>

Projects	General Fund	
Splashpad	\$ 571,625	15%
22-23 Capital	\$ 547,800	14%
All Inclusive Park	\$ 501,642	13%
Other Misc Items	\$ 400,022	11%
Paving	\$ 375,000	10%
Vehicles Ordered	\$ 340,659	9%
401K	\$ 172,300	5%
Gov Reid House	\$ 166,670	4%
Pecan Road	\$ 123,000	3%
Sesqui Clock	\$ 110,400	3%
Brush Removal	\$ 100,000	3%
Sesquicentennial	\$ 100,000	3%
Incentive	\$ 100,000	3%
Computers	\$ 78,663	2%
Misc PD Items	\$ 50,223	1%
Payroll Software	\$ 30,756	1%
MSD Grant Funds	\$ 25,600	1%
	<b>\$ 3,794,360</b>	

City of Reidsville  
 Carryover 21-22 to 22-23  
 Department Budget Savings - Special Projects

Payee/Account Name	Account #	Amount	Notes
HR - Wellness	10-4122-1992	\$ 4,000.00	
HR - Training	10-4122-3950	\$ 1,400.00	
HR - Employee Events	10-4122-3951	\$ 1,000.00	
HR - Lab Services	10-4122-1930	\$ 4,000.00	
	10-4122-3950	\$ 10,400.00	Employee Training on Personnel Policy Changes

PD Admin Supplies	10-4310-2699	\$ 4,500.00	Cameras in the PD
Patrol Uniforms	10-4312-2120	\$ 8,500.00	Outer Carrier Vests
COPS Uniforms	10-4314-2120	\$ 1,000.00	Outer Carrier Vests
PD Admin Supplies	10-4310-2605	\$ 4,000.00	Ice Machine
COPS Salaries	10-4314-1200	\$ 1,900.00	Ice Machine
Patrol Capital Equip	10-4312-5500	\$ 10,823.00	New Vehicle Upfits
Det Training	10-4311-3110	\$ 5,000.00	ICAC training
PD Admin Salaries	10-4310-1200	\$ 7,000.00	Increased Insurance Needs
Patrol Salaries	10-4312-1202	\$ 2,000.00	Increased Insurance Needs
PD Admin Training	10-4310-3110	\$ 2,500.00	City Ordinance Signs
COPS Salaries	10-4314-1200	\$ 3,000.00	City Ordinance Signs
		\$ 50,223.00	

Teen Center			
Salaries	11-6122-1260	\$ 4,000.00	
FICA	11-6122-1810	\$ 2,000.00	
Retirement	11-6122-1820	\$ 500.00	
Supplies	11-6122-2602	\$ 1,000.00	
Programs	11-6122-2610	\$ 6,500.00	
Utilities	11-6122-3310	\$ 2,500.00	
M&R	11-6122-3510	\$ 3,500.00	
		\$ 20,000.00	Ongoing Teen Center Upfit

Admin Fuel Contin	10-4120-9911	\$ 4,000.00	badges
IT Training	10-4210-3110	\$ 1,000.00	
Street - M&R Streets	10-4510-2410	\$ 123,000.00	
Solid Waste M&R	10-4710-3520	\$ 10,000.00	
Sanitation Lease Purchase	10-4710-5400	\$ 85,000.00	Deferred Payments by 1 year
		\$ 223,000.00	
	10-4210-2600	\$ 1,000.00	City Hall Badge Supplies
	10-4260-5800	\$ 10,000.00	City Hall Key Upgrade
	10-4510-1911	\$ 18,500.00	Cypress Pre Engineering
	10-4950-3510	\$ 3,500.00	Market Square Bathroom Door Locks
	10-4710-3990	\$ 100,000.00	Brush Removal
	10-4510-3540	\$ 100,000.00	Resurfacing
		\$ 233,000.00	

2022-2023 Capital Requests	10-4123-5500	\$	132,000.00	PW Radio System
	10-4210-5500	\$	100,400.00	IT Capital Requests
	10-4311-5500	\$	55,100.00	PD Vehicle
	10-4510-5500	\$	51,000.00	Street Pickup
	10-4710-5500	\$	51,000.00	Sanitation Weigh Station
	10-4710-5500	\$	134,300.00	Sanitation Road Tractor
	10-4740-5500	\$	12,500.00	Cemetery Lawn Mower
	10-4910-5500	\$	11,500.00	Planning Plotter
	11-6121-5500	\$	12,500.00	Facilities Mower
	n/a	\$	14,000.00	Teen Center HVAC
		\$	574,300.00	
	n/a	\$	(14,000.00)	Teen Center HVAC - Completed
		\$	<u>560,300.00</u>	
SALARIES	10-4123-1200	\$	70,500.00	Savings from having PW Director Position open
FICA	10-4123-1810	\$	5,500.00	
RETIREMENT	10-4123-1820	\$	9,500.00	
401-K CONTRIBUTION	10-4123-1821	\$	4,000.00	
GROUP HEALTH	10-4123-1830	\$	10,900.00	
WORKERS' COMPENSATION	10-4123-1860	\$	300.00	
JANITORIAL SUPPLIES	10-4123-2110	\$	450.00	
AUTO SUPPLIES	10-4123-2510	\$	200.00	
SUPPLIES	10-4123-2600	\$	2,500.00	
SAFETY	10-4123-2900	\$	900.00	
TRAVEL / TRAINING	10-4123-3110	\$	2,500.00	
TELEPHONE	10-4123-3210	\$	300.00	
UTILITIES	10-4123-3310	\$	3,000.00	
M & R - BUILDING	10-4123-3510	\$	2,500.00	
M & R - EQUIPMENT	10-4123-3520	\$	4,300.00	
M & R - RADIOS	10-4123-3590	\$	2,200.00	
CONTRACTED SERVICES	10-4123-4400	\$	750.00	
DUES & SUBSCRIPTIONS	10-4123-4910	\$	1,800.00	
MISCELLANEOUS	10-4123-4990	\$	300.00	
		\$	122,400.00	PW Radio System
Det Capital	10-4311-5500	\$	46,875.00	Detective Vehicle
Freeway Drive	10-4260-3519	\$	15,000.00	
Inspections Salaries	10-4350-1200	\$	20,000.00	
Street Lights	10-4510-3310	\$	27,500.00	
Street Salaries	10-4510-1200	\$	97,000.00	
Street PT	10-4510-1260	\$	17,000.00	
Street FICA	10-4510-1810	\$	11,000.00	
Street Ret	10-4510-1820	\$	12,000.00	
Street 401k	10-4510-1821	\$	5,000.00	
Street Group Health	10-4510-1830	\$	56,000.00	
Street unemp	10-4510-1850	\$	1,525.00	
Street WC	10-4510-1860	\$	8,000.00	
Street Grinding	10-4510-4403	\$	9,000.00	
Facilities Salaries	11-6121-1200	\$	12,500.00	
Street Lease Purchase	10-4510-5400	\$	99,500.00	Deferred Payments by 1 year
		\$	<u>560,300.00</u>	

Total	\$	<u>873,923.00</u>
General Fund	\$	841,423.00
Parks & Rec	\$	32,500.00
Water	\$	-
Sewer	\$	-
	\$	<u>873,923.00</u>
operating	\$	145,925.00
capital	\$	727,998.00
	\$	<u>873,923.00</u>

City of Reidsville  
 Carryover 21-22 to 22-23  
 Detail - Outside Funds, Accumulating Funds, Recurring Needs

Payee/Account Name	Department	Account #	Amount	Notes
Gov Board - Special Projects	Gov Board	10-4110-2609	\$ 571,625.00	Splash Pad
Gov Board - Special Projects	Gov Board	10-4110-2610	\$ 100,000.00	Sesquicentennial
Gov Board - Contingency	Gov Board	10-4110-9910	\$ 5,000.00	CY Need - Advertising
Admin - Contracted	Admin	104120-4400	\$ 172,300.00	401K issue
Admin - Cap Imps	Admin	10-4120-5800	\$ 150,000.00	for Gov Reid House
Comm Appearance - Special Projects	Comm App	10-4124-2603	\$ 24,350.00	Accumulating - Projects
IT Supplies	IT	10-4210-2698	\$ 10,300.00	CY Needs
IT Training	IT	10-4210-3110	\$ 3,400.00	CY Needs
IT Cap Equip	IT	10-4210-5500	\$ 67,100.00	Computer Replacements
IT - PEG Funding	IT	10-4210-5509	\$ 4,472.77	PEG Funding
M&R Buildings	Public Bldgs	10-4260-3510	\$ 6,000.00	Recurring Need - Lights to LED
Forfeiture Funds	RPD	10-4310-2606	\$ 25,960.88	Outside funds
ABC Educational Funds	RPD	10-4310-2607	\$ 16,168.00	Outside funds
Police Explorer Funds	RPD	10-4314-2350	\$ 1,408.00	Outside funds
Comm Policing Supplies	RPD	10-4314-2600	\$ 4,808.00	Outside funds
Child Safety Supplies	Fire	10-4340-2602	\$ 723.00	Outside funds
Fire - Supplies	Fire	10-4340-2605	\$ 5,898.00	Outside funds
Demolitions	Code	10-4350-4400	\$ 11,900.00	Recurring Need
Lot Cleaning	Code	10-4350-4460	\$ 3,750.00	Recurring Need
Street - M&R Streets	Street	10-4510-2410	\$ 18,000.00	Ongoing Projects
Street - M&R Sidewalks	Street	10-4510-2413	\$ 20,000.00	Ongoing Projects
Capital Imps	Street	10-4510-5800	\$ 123,000.00	Pecan Road
Contracted Services	Planning	10-4910-4400	\$ 35,000.00	Depot District
Industrial Park Mainenance	Eco Dev	10-4920-3511	\$ 50,000.00	Ongoing Need
Farmina Incentive	Eco Dev	10-4920-4428	\$ 100,000.00	Incentive to be paid
Economic Development	Eco Dev	10-4920-5805	\$ 900.00	Seed Money
Community Affairs	Comm Affairs	10-4930-2205	\$ 25,974.34	PEG Funding
Community Contracted Servics	Comm Affairs	10-4930-4400	\$ 9,000.00	Salt Barn Mural
Comm Affairs Cap	Comm Affairs	10-4930-5800	\$ 91,800.00	All Inclusive Park
Historic District	Comm Affairs	10-4930-6993	\$ 14,150.00	Accumulating - Projects
Gov Reid House	Comm Affairs	10-4930-6995	\$ 2,800.00	Ongoing Projects
Human Relations Council	Comm Affairs	10-4930-6997	\$ 6,875.00	Multi-cultural Day
Marketing	Marketing	10-4940-3500	\$ 21,000.00	All Inclusive Park
DT Grants/Loans/Incentives	Main St	10-4950-5800	\$ 25,600.00	CY Need
Penn House	Penn House	10-6140-3510	\$ 3,000.00	Painting
Engineerig Cap Equip	Eng	10-7113-5500	\$ 30,000.00	New Vehicle
P&R Admin - M&R	Admin	11-6120-3510	\$ 4,000.00	Ongoing Projects
Athletic Supplies	Athletics	11-6123-2609	\$ 3,000.00	Ongoing Need
Pool contribution	Athletics	11-6123-7300	\$ 3,750.00	CY Need
Senior Fundraisers	Senior Cntr	11-6124-2611	\$ 1,474.00	Outside funds
Lake Special Evetns	Lake Rville	11-6130-2601	\$ 5,000.00	Independence Day
Duck Blinds	Lake Rville	11-6130-3530	\$ 4,184.00	Outside funds
Lake Reidsville Imps	Lake Rville	11-6130-5800	\$ 35,900.00	Ongoing Projects
Water Admin Contracted	Water	61-4120-4400	\$ 26,000.00	401K issue
WTP Contracted	WTP	61-7120-4404	\$ 8,000.00	Carbon Feed Project
WTP Cap Imps	WTP	61-7120-5800	\$ 214,395.00	Carbon Feed Project
Water Dist - Eng	Water	61-7121-1910	\$ 62,000.00	Ongoing Needs
Water Dist - Capital	Water	61-7121-5800	\$ 238,338.00	158 Line
Water Dist - Capital	Water	61-7121-5800	\$ 265,930.00	Willowbrook Subdivision
Sewer Admin Contracted	Sewer	62-4120-4400	\$ 27,000.00	401k issue
WWTP	WWTP	62-7130-4404	\$ 45,000.00	Sand Filters
Sewer Coll - Capital (Lines)	Sewer	62-7131-5800	\$ 155,000.00	Prior Year Allocation
Sewer Coll - Capital	Sewer	62-7131-5800	\$ 265,930.00	Willowbrook Subdivision
Plant Maint M&R	Sewer	62-7133-3510	\$ 15,000.00	Sluice Gates
Plant Maint Capital	Sewer	62-7133-5800	\$ 437,095.00	Laster Pump Station

\$ 3,579,258.99

10	General Fund	\$ 1,762,262.99
11	Parks & Rec	\$ 57,308.00
61	Water	\$ 814,663.00
62	Sewer	\$ 945,025.00
		<u>\$ 3,579,258.99</u>

Capital	\$ 2,646,185.77
Operatng	\$ 933,073.22

\$ 3,579,258.99

Number	Vendor #	Total	Issue Date	Vendor Name	Description	Outstanding	Last Activity	Department Name
R 2022-0383	1242	\$ 138,000.00	01/20/2022	THE VERDIN COMPANY	Sequoyianal Clock Tower	\$ 110,400.00	01/27/2022	Administration
R 2022-0383	1502	\$ 58,451.00	12/01/2021	TYLER TECHNOLOGIES, INC.	Tyler Percall Software & Services	\$ 30,265.83	05/05/2022	Finance
R 2022-0524	1530	\$ 4,321.88	02/16/2022	DELL MARKETING LP	Procton 3450 SFC Computer-3 IT Staff	\$ 4,321.88	03/10/2022	Information Technology
R 2022-0524	1530	\$ 39,251.86	04/19/2022	DELL MARKETING LP	Fiscal Year 21-22 Computer Replacements - Part 1	\$ 7,241.21	06/09/2022	Information Technology
R 2022-0584	1602	\$ 10,183.79	05/17/2022	SOUTHERN AIR, INC.	Replaces Pumps for Boilers	\$ 10,183.79		Code Enforcement
R 2022-0618	1573	\$ 2,500.00	06/23/2022	DANA SAFETY SUPPLY, INC	SRT Ammunition	\$ 2,500.00		Police Department
R 2022-0747	0981	\$ 3,100.00	08/16/2021	LAWMENS SAFETY SUPPLY, INC	Equipment and installation 6 new police vehicles	\$ 3,100.00		Police Department
R 2022-0508	1373	\$ 67,135.00	04/14/2022	DANA SAFETY SUPPLY, INC	2021-22 Resurfacing	\$ 275,000.00		Streets
R 2022-0541	0388	\$ 375,000.00	04/25/2022	WAUGH ASPHALT, INC.	JD 6105E Tractor W/75" side and 102" rear mower	\$ 144,921.00		Streets
R 2022-0168	1563	\$ 98,603.39	07/26/2021	DEERE & COMPANY	Alexc AT141M rear quota 8500048	\$ 98,603.39		Streets
R 2022-0168	1563	\$ 43,000.00	08/02/2021	LAITEC INDUSTRIES INC	Land Use Plan	\$ 21,500.00	06/30/2022	Planning
R 2022-0140	1440	\$ 17,500.00	08/12/2021	PIEDMONT TRIAD REGIONAL COUNCIL	Repair, incl Pk Pond D	\$ 7,000.00	09/17/2021	Planning
R 2022-0503	1440	\$ 2,500.00	04/12/2022	LOVE GRADING AND TREE SERVICE, INC.	Add culvert to Lind Park Pond	\$ 2,500.00		Planning
R 2022-0525	2413	\$ 600,000.00	04/20/2022	LOVE GRADING AND TREE SERVICE, INC.	All Inclusive Park	\$ 388,841.79	04/21/2022	Administration
R 2022-0166	1560	\$ 16,670.00	08/23/2021	WRIGHT & WRAY	Repairs to Gov Reid House	\$ 16,670.00		Streets
R 2022-0691	1440	\$ 1,000.00	06/15/2022	LOVE GRADING AND TREE SERVICE, INC.	Repair Gate at Gatcos	\$ 1,000.00		Streets
R 2022-0571	1502	\$ 15,466.12	05/20/2022	SOUTHERN AIR, INC.	A/C Unit Teen Center	\$ 15,466.12		Parks & Recreation
R 2022-0658	1068	\$ 6,000.00	07/15/2021	PROFESSIONAL AIR SYSTEMS, LLC	HVAC Maintenance	\$ 3,892.10	03/31/2022	Senior Ctr
R 2022-0573	1293	\$ 10,215.00	05/20/2021	CHEMTRON CHEMICALS CORPORATION	Liquid Ammonium Sulfate - 1 Tanker	\$ 10,215.00		Water Treatment Plant
R 2022-0517	0791	\$ 14,000.00	06/21/2022	PIEDMONT DIRECT MAIL, INC.	CCR Passage & Mailings	\$ 14,000.00		Water Treatment Plant
R 2022-0128	1369	\$ 128,291.70	08/06/2021	WHITEHERRING TRACTOR AND TRUCK	Single axle Dumbo winch and spreader	\$ 128,291.70		Streets
R 2022-0611	1373	\$ 785.00	08/18/2022	DANA SAFETY SUPPLY, INC.	Pairs - Lease boat repair	\$ 785.00		Police Department
R 2022-0438	0672	\$ 38,517.72	03/08/2022	ISANFORD ELECTRICAL CONTRACTORS, INC.	Hillcrest PS Generator	\$ 38,517.72		Streets
R 2022-0570	1526	\$ 2,400.62	05/20/2022	ICLAYTON ELECTRIC MOTOR REPAIR, INC.	Fluoculator Gear Box	\$ 2,400.62		Streets
R 2022-0587	1526	\$ 19,091.35	05/02/2022	ICLAYTON ELECTRIC MOTOR REPAIR, INC.	Rebuild WWTP Ter. Filter Backwash Pump	\$ 19,091.35		Streets
R 2022-0313	1230	\$ 150,000.00	12/08/2021	CHARLES R. UNDERWOOD, INC	Greensboro Tie In	\$ 150,000.00		Water Treatment Plant
R 2022-0684	1442	\$ 1,000.00	05/31/2022	TRC-CITY CHRYSLER JEFF DODGE KIA	Repair #500 (ECU/ABS)	\$ 1,000.00		Garage
						\$1,575,333.60		

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By Fund:  
 \$1,190,673.99 General  
 \$ 20,358.22 Parks and Rec  
 \$ 153,281.70 Water  
 \$ 210,008.69 Sewer  
 \$ 1,000.00 Garage  
 \$1,575,333.60

Capital  
Operating

\$1,164,707.64  
 \$ 410,625.96  
 \$1,575,333.60

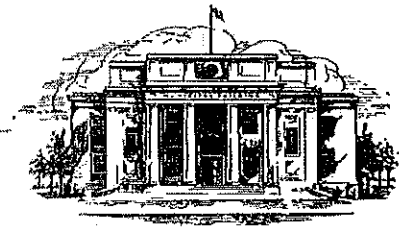


# Reidsville Police Department

*"Making A Difference"*

220 West Morehead Street  
Reidsville, North Carolina 27320

OFFICE OF THE  
CHIEF OF POLICE  
CHIEF RAY GIBSON



City of Reidsville Municipal Building Constructed 1926  
Renovated For Police Department 1995 - 1996

## MEMORANDUM

To: Summer Woodard, City Manager  
From: Ray Gibson, Chief of Police  
Date: August 29, 2022  
Subject: **Request for Additional Police K-9**

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With the formation of the Community Response Team (CRT) that becomes effective September 5, 2022, I would like to request an additional K-9 specific for that team. This K-9 will be trained in narcotics detection and tracking. The K-9 would assist CRT with enhancing the apprehension of illegal drugs from the streets of Reidsville.

The breed selection would be a Labrador Retriever or a German Shorthaired Pointer and would be a non-bite K-9. These breeds are typically friendly and could be used in a vast range of public events. Revenue needed to buy and train the additional K-9 would generate from asset forfeiture funds. However, the K-9 budgetary funds would need to be increased for the 2022/2023 fiscal year.

Thank you in advance for your valued consideration.




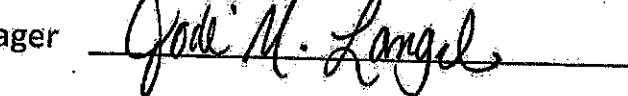
**REIDSVILLE ABC BOARD**

**Minutes of July 28, 2022 Board Meeting**

1. The meeting was called to order at 9:00 am by Chairman C. Turner. Member K. Almond, C. Wilson, GM Langel and Councilwoman Walker were present.
2. Member C. Wilson delivered invocation.
3. Chairman C. Turner called for any known conflicts of interest. None were reported.
4. The minutes of the June 2022 meeting were approved as read.  
Motion to approve: K. Almond                      Second: C. Wilson
5. General Manger Langel reported to the Board that 2021/2022 audit was in progress.
6. The Board requested that Councilwoman Walker get board compensation clarification from City Council. Is board compensation \$50 per meeting or \$600 per year?
7. The next meeting of the Board will be August 25, 2022 at 9:00 am.
8. There being no further business to discuss, the meeting was adjourned at 9:30 am.

Motion to adjourn: K. Almond                      Second: C. Wilson

Approved:

Clark Turner, Chairman   
Kelly Almond   
Catherine Wilson   
Jodi Langel, General Manager 

**REIDSVILLE ABC BOARD**

**FINANCIAL STATEMENTS**

**JUNE 30, 2022**

# REIDSVILLE ABC BOARD

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# Rouse, Rouse, Rouse & Gardner, L.L.P.

Certified Public Accountants



R. Rex Rouse, Jr., CPA  
Judy G. Rouse, CPA  
Victor B. Rouse, CPA/PFS  
Trevor C. Gardner, CPA

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## Independent Auditor's Report

Board of Directors  
Reidsville ABC Board  
Reidsville, North Carolina

### Opinions

We have audited the accompanying financial statements of the Reidsville ABC Board, a component unit of Reidsville, which comprise of the Statement of Net Position as of and for the year ended June 30, 2022 and 2021, and the related Statement of Revenues, Expenses and Changes in Net Position, Cash Flows and the notes to the financial statements for the year then ended, which collectively comprise the basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Reidsville ABC Board, as of June 30, 2022 and 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Reidsville ABC Board, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Reidsville ABC Board's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Reidsville ABC Board's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Reidsville ABC Board's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

#### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and the Local Government Employees' Retirement System's Proportionate Share of Net Position Liability and Schedule of Contributions be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### **Other Information**

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. The Schedule of Store Expenses and Schedule of Revenues and Expenditures – Budget vs. Actual are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Revenue, Expenses and Income from Operations by Store and Schedule of Revenues and Expenditures – Budget vs. Actual are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

*Rouse, Rouse, Rouse and Gardner LLP*

Rouse, Rouse, Rouse & Gardner, LLP  
 Certified Public Accountants  
 Eden, North Carolina  
 August 2, 2022

Reidsville ABC Board  
(A Component Unit of the City of Reidsville)  
Management's Discussion and Analysis  
June 30, 2022

**Management's Discussion and Analysis**

This section of the Alcoholic Beverage Control (ABC) Board's (the Board) financial report represents our discussion and analysis of the financial performance of the Board for the year ended June 30, 2022 and 2021. This information should be read in conjunction with the audited financial statements included in this report.

**Financial Highlights**

- A. The Board completed construction of a second store which opened in May of 2022.
- B. Working capital increased approximately 70.48% over the prior year.
- C. Approximately 13.01% of profits were expended for law enforcement and alcohol education in the current year.
- D. Retail liquor sales increased by 3.13% in comparison to the previous year.

**Overview of the Financial Statements**

The audited financial statements of the ABC Board consist of 3 components. They are as follows:

- Management's Discussion and Analysis
- Basic Financial Statements
- Additional Information Required by the ABC Commission

The Basic Financial Statements are prepared using the full accrual basis of accounting.

1. **Statement of Net Position**

Assets and liabilities are classified between current and long-term. This statement provides a summary of the Board's investment in assets and obligations to creditors.

Liquidity and financial flexibility can be evaluated using the information contained in this statement.

2. **Statement of Revenues, Expenses, and Changes in Net Position**

This statement is used in evaluating whether the Board has recovered all of its costs through sales. Its information is used in determining credit worthiness.

3. **Statement of Cash Flows**

This statement reports cash inflows and outflows in the following categories: operating, investing, and financing activities. Based on this data, the user can determine the sources of cash, the uses of cash and the change in cash.

The notes to the financial statements provide more detailed information and should be read in conjunction with the statements.

The ABC Commission requires some schedules in addition to the information required by the generally accepted accounting principles. They include a Schedule of Operating Expenses and a Budget to Actual Reconciliation.

**Financial Analysis of the Reidsville ABC Board**

Net positions are an indicator of the fiscal health of the Board. Assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources related to pension by \$1,031,959 in 2022, \$952,097 in 2021, and \$890,174 in 2020. The largest component of net position was the investment in capital assets. It amounted to 30.91% of the total net position in 2022, 56.77% for 2021, and 58.77% in 2020. Following is a summary of the Statement of Net Position.



REIDSVILLE ABC BOARD  
(A Component Unit of the City of Reidsville)  
Management's Discussion and Analysis  
June 30, 2022

Summary of the Statement of Net Position:

**Table 1**  
**Condensed Statement of Net Position**

	June 30, 2022	June 30, 2021	June 30, 2020	\$ Change	% Change
Current Assets	968,226	632,668	586,162	335,558	53.04%
Noncurrent Assets	1,821,859	1,157,213	750,119	664,646	57.44%
Deferred Outflows of Resources	82,905	54,728	43,576	28,177	51.49%
<b>Total Assets and Deferred Outflows of Resources</b>	<b>2,872,990</b>	<b>1,844,609</b>	<b>1,379,857</b>	<b>1,028,381</b>	<b>55.75%</b>
Current Liabilities	300,186	230,282	212,497	69,904	30.36%
Noncurrent Liabilities	1,491,546	662,230	277,186	829,316	125.23%
Deferred Inflows of Resources	49,299	-	-	49,299	0.00%
<b>Total Liabilities and Deferred Inflows of Resources Related to Pension</b>	<b>1,841,031</b>	<b>892,512</b>	<b>489,683</b>	<b>948,519</b>	<b>106.28%</b>
Net Investment in Capital Assets	318,967	540,542	523,182	(221,575)	-40.99%
Restricted for Working Capital	109,658	105,956	89,966	3,702	3.49%
Unrestricted Net Position	603,334	305,599	277,026	297,735	97.43%
<b>Total Net Position</b>	<b>1,031,959</b>	<b>952,097</b>	<b>890,174</b>	<b>79,862</b>	<b>8.39%</b>

Net Position increased by 8.39% from prior year. Income from operations increased by 7.62% from prior year.

REIDSVILLE ABC  
Management's Discussion and Analysis  
June 30, 2022

Summary of Changes in Net Position

**Table 2**  
**Condensed Statement of Revenues, Expenses, & Changes in Net Position**

	June 30, 2022	June 30, 2021	June 30, 2020	Change	% Char
Operating Revenues	3,694,088	3,568,249	3,026,746	125,839	3.1
Less: Taxes on Sales	842,976	813,404	687,632	29,572	3.1
Net Sales	2,851,112	2,754,845	2,339,114	96,267	3.4
Cost of Liquor Sales	1,924,585	1,884,379	1,600,216	40,206	2.1
Gross Profit	926,527	870,466	738,898	56,061	6.4
Less: Operating Expenses	599,061	515,974	504,226	83,087	16.1
Net Income From Operations	327,466	354,492	234,672	(27,026)	-7.0
Add Non-Operating Income	-	4,724	-	(4,724)	100.0
Non Operating Expenses	33,816	30,627	6,948	3,189	10.4
Change in Net Position Before Distributions	293,650	328,589	227,724	(34,939)	-10.0
Distributions	213,788	266,666	192,569	(52,878)	-19.1
Change in Net Position	79,862	61,923	35,155	17,939	28.1
Net Position, Beginning	952,097	890,174	855,019	61,923	6.1
Net Position, Ending	1,031,959	952,097	890,174	79,862	8.1

Following is a breakdown of Sales by source:

	June 30, 2022	June 30, 2021	June 30, 2020	Change	% Char
Retail Liquor Sales	3,476,547	3,371,084	2,900,471	105,463	3.1
Mixed Beverage Sales	217,541	197,165	126,275	20,376	10.3
Total Sales	3,694,088	3,568,249	3,026,746	125,839	3.1

The percentage of Mixed Beverage Sales increased by 10.33% over the prior year. The percentage of Retail Sales increased by 3.13% over the prior year.

REIDSVILLE ABC BOARD  
(A Component Unit of the City of Reidsville)  
Statement of Net Position  
As of June 30, 2022 and June 30, 2021

	<u>June 30,</u> <u>2022</u>	<u>June 30,</u> <u>2021</u>	<u>Increase</u> <u>(Decrease)</u>
<b><u>ASSETS</u></b>			
Current Assets			
Cash and cash equivalents	612,867	431,766	181,101
Accounts receivable	1,114	2,329	(1,215)
Inventories	354,245	198,573	155,672
Total Current Assets	<u>968,226</u>	<u>632,668</u>	<u>335,558</u>
Noncurrent Assets			
Property and equipment (Net of Accumulated Depreciation)	<u>1,821,859</u>	<u>1,157,213</u>	<u>664,646</u>
Total Noncurrent Assets	<u>1,821,859</u>	<u>1,157,213</u>	<u>664,646</u>
 <u>Deferred Outflows of Resources Related to Pensions</u>			
	<u>82,905</u>	<u>54,728</u>	<u>28,177</u>
Total Assets & Deferred Outflows of Resources	<u><u>2,872,990</u></u>	<u><u>1,844,609</u></u>	<u><u>1,028,381</u></u>
 <b><u>LIABILITIES</u></b>			
Current Liabilities			
Accounts Payable	20,026	298	19,728
Sales Tax and Beverage Tax Payable	92,995	83,145	9,850
Payroll Tax Payable	1,062	1,356	(294)
Distributions payable	106,238	107,066	(828)
Retainage Payable	-	18,048	(18,048)
Current Portion Mortgage	45,853	-	45,853
Accrued Vacation Pay	34,012	20,369	13,643
Total Current Liabilities	<u>300,186</u>	<u>230,282</u>	<u>69,904</u>
Non-Current Liabilities			
Note Payable	1,457,040	598,623	858,417
Net Pension Liability	34,506	63,607	(29,101)
Total Non-Current Liabilities	<u>1,491,546</u>	<u>662,230</u>	<u>829,316</u>
Total Liabilities	<u>1,791,732</u>	<u>892,512</u>	<u>899,220</u>
 Deferred Inflows of Resources Related to Pension			
	<u>49,299</u>	<u>-</u>	<u>49,299</u>
 <b><u>NET POSITION</u></b>			
Net Investment in Capital Assets	318,967	540,542	(221,575)
Restricted for Working Capital	109,658	105,956	3,702
Unrestricted	603,334	305,599	297,735
Total Net Position	<u>1,031,959</u>	<u>952,097</u>	<u>79,862</u>
 Total Liabilities and Net Position			
	<u><u>2,872,990</u></u>	<u><u>1,844,609</u></u>	<u><u>1,028,381</u></u>

The accompanying notes are an integral part of the financial statements.

REIDSVILLE ABC BOARD  
(A Component Unit of the City of Reidsville)  
Statements of Revenues, Expenses and Changes in Net Position  
For the Years Ended June 30, 2022 and 2021

	<u>June 30,</u> <u>2022</u>	<u>June 30,</u> <u>2021</u>
<u>Operating Revenue:</u>		
Liquor sales - Regular	3,476,547	3,371,084
Mixed Beverage Sales	217,541	197,165
	<hr/>	<hr/>
Total Gross Sales	3,694,088	3,568,249
	<hr/>	<hr/>
<u>Deduct Taxes on Gross Sales:</u>		
State Excise Tax	811,939	782,962
Rehabilitation Tax	10,450	10,605
Mixed Beverage Tax (N.C. Dept. of Revenue)	18,716	18,034
Mixed Beverage Tax (Human Resources)	1,871	1,803
	<hr/>	<hr/>
Total Taxes	842,976	813,404
	<hr/>	<hr/>
<u>Net Sales:</u>	2,851,112	2,754,845
	<hr/>	<hr/>
<u>Deduct Cost of Sales</u>		
Cost of Liquor Sales	1,924,585	1,884,379
	<hr/>	<hr/>
Gross Profit on Sales	926,527	870,466
	<hr/>	<hr/>
<u>Deduct Operating Expenses:</u>		
Store Expenses other than Depreciation Expense	572,429	494,595
Depreciation Expense	26,632	21,379
	<hr/>	<hr/>
Total Operating Expenses	599,061	515,974
	<hr/>	<hr/>
<u>Income from Operations</u>	327,466	354,492
	<hr/>	<hr/>
<u>Add Non-Operating Income</u>	-	4,724
	<hr/>	<hr/>
<u>Deduct Non-Operating Expenses:</u>		
Interest Expense	33,816	30,627
	<hr/>	<hr/>
<u>Change in Net Position before Profit Distributions</u>	293,650	328,589
	<hr/>	<hr/>
<u>Deduct:</u>		
Law Enforcement - City of Reidsville	25,000	25,000
Alcohol Rehabilitation and Education -Reidsville Police Dept	13,194	15,865
	<hr/>	<hr/>
<u>Change in Net Position after Profit Distributions</u>	255,456	287,724
	<hr/>	<hr/>
<u>Profit Distributions:</u>		
City of Reidsville	145,744	208,468
Rockingham County	12,292	7,137
Annie Penn Memorial Hospital	8,779	5,098
Rockingham County Public Library	8,779	5,098
	<hr/>	<hr/>
Total Profit Distributions	175,594	225,801
	<hr/>	<hr/>
Change in Net Position	79,862	61,923
Net Position, Beginning of year	952,097	890,174
	<hr/>	<hr/>
Net Position, End of Year	1,031,959	952,097
	<hr/>	<hr/>

The accompanying notes are an integral part of the financial statements.

REIDSVILLE ABC BOARD  
(A Component Unit of the City of Reidsville)  
Statements of Cash Flows  
For Years Ended June 30, 2022 and June 30, 2021

	<u>June 30,</u> <u>2022</u>	<u>June 30,</u> <u>2021</u>
<b>Cash flows from operating activities:</b>		
Cash received from customers	3,937,212	3,804,406
Cash payments to suppliers for goods and services	(3,170,521)	(2,960,704)
Cash payments to employees for services	(291,393)	(258,594)
Cash payments for sales taxes	<u>(240,710)</u>	<u>(236,623)</u>
Net cash provided (used) by operating activities	<u>234,588</u>	<u>348,485</u>
<b>Cash flows from capital and related financing activities</b>		
Acquisition of Capital Assets	(709,326)	(428,473)
Retainage Payable	-	18,048
Proceeds from Mortgage Payable	904,271	371,686
Interest Paid	(33,816)	(30,627)
Proceeds from Insurance damaged capital assets	<u>-</u>	<u>4,724</u>
Net cash provided (used) by capital financing activities	<u>161,129</u>	<u>(64,642)</u>
<b>Cash flows from non-capital financing activities:</b>		
Alcohol Education Distribution	(13,465)	(13,720)
Law Enforcement Distributions	(18,750)	(31,250)
Profit Distributions	<u>(182,401)</u>	<u>(217,649)</u>
Net cash provided (used) by non capital financing activities	<u>(214,616)</u>	<u>(262,619)</u>
Net increase (decrease) in cash and cash equivalents	181,101	21,224
Cash and cash equivalents at beginning of the year	<u>431,766</u>	<u>410,542</u>
Cash and cash equivalents at the end of the year	<u><u>612,867</u></u>	<u><u>431,766</u></u>
<b>Reconciliation of operating income to net cash provided (used) by operating activities:</b>		
Operating income (loss)	<u>327,466</u>	<u>354,492</u>
Adjustments to reconcile operating income to net cash provided (used) by operating activities:		
Depreciation	26,632	21,379
Change in assets and liabilities:		
(Increase) decrease in accounts receivable	1,215	(2,329)
(Increase) decrease in prepaid expenses	-	2,748
(Increase) decrease in inventory	(155,672)	(25,701)
(Increase) decrease in deferred outflows of resources	(28,177)	(11,152)
Increase (decrease) in sales and beverage tax payable	9,850	149
Increase (decrease) in accounts payable	19,728	(8,516)
Increase (decrease) in payroll tax liability	(295)	607
Increase (decrease) in accrued vacation pay	13,643	3,450
Increase (decrease) in net pension liability	(29,101)	13,358
Increase (decrease) in deferred inflows of resources for pensions	<u>49,299</u>	<u>-</u>
Total Adjustments	<u>(92,878)</u>	<u>(6,007)</u>
Net cash provided (used) by operating activities	<u><u>234,588</u></u>	<u><u>348,485</u></u>

The accompanying notes are an integral part of the financial statements.

Reidsville ABC BOARD  
(A Component Unit of the City of Reidsville)  
Notes to Financial Statements  
June 30, 2022

**Note 1. Summary of Significant Accounting Policies:**

A. Principles used in determining the scope of the entity for financial reporting:

The Reidsville ABC Board, a component unit of the City of Reidsville, is a corporate body with powers outlined by General Statutes [Chapter 18B 701]. The City of Reidsville governing body appoints the ABC Board.

The ABC Board is required by State Statute to distribute its surpluses to the General Fund of the City of Reidsville which represents a financial benefit to the City. Therefore, the Reidsville ABC Board is reported as a discretely presented component unit in the City of Reidsville's financial statements.

B. Organizational History

The board was organized under the provisions of House Bill #879 of the North Carolina Legislature, General Assembly of 1965, May 20, 1965, and implemented by a citywide election held October 23, 1965. The Reidsville City Council appointed three individuals to serve on the Board with initial terms of three years, two years, and one year, with subsequent terms to be for three years.

The Board, as provided by North Carolina Alcoholic Beverage Control laws, operates two retail liquor store. North Carolina General Statute [18B-805(c) (2) (3)] requires that the Board expend at least 5% of profits for law enforcement and at least 7% of the same profits for alcohol education and rehabilitation purposes.

C. Basis of Presentation

All activities of the Board are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are (a) financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or the change in net position is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

D. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting. All sales are made by cash, check, debit or credit card and recorded at the time of sale. Other revenues are recorded when earned. Expenses are recognized when incurred.

E. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make certain estimates and assumptions that effect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of net position date, and reported amounts of revenues and expenses during the reporting

period. Estimates are used to determine depreciation expense, the allowance for doubtful accounts and certain claims and judgment liabilities, among other accounts. Actual results may differ from those estimates.

#### F. Pensions

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Local Governmental Employees' Retirement System (LGERS) and additions to/deductions from LGERS' fiduciary net position have been determined on the same basis as they are reported by LGERS. For this purpose, plan member contributions are recognized in the period in which the contributions are due. The ABC Board's employer contributions are recognized when due and the ABC Board has a legal requirement to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of LGERS. Investments are reported at fair value.

#### G. Assets, Liabilities and Net Position

##### (1) Deposits

All deposits of the Reidsville ABC Board are made in board-designated official depositories and are collateralized as required by state law [G.S. 159-31]. The board may designate as an official depository, any bank or savings association whose principal office is located in North Carolina. Also, the board may establish Time deposit accounts such as Now and SuperNow accounts, money market accounts and certificates of deposit.

All of the board's deposits are either insured or collateralized by using one of two methods. Under the Dedicated Method, all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the board's agent in the board's name. Under the Pooling Method, a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the board, these deposits are considered to be held by the board agent in the board's name. The amount of the pledged collateral is based on an approved averaging method for non-interest bearing deposits and the actual current balance for interest bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the board or the escrow agent.

Because of the inability to measure the exact amount of collateral pledged for the board under the Pooling Method, the potential exists for under collateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method.

At June 30, 2022, the ABC board's deposits had a carrying amount of \$605,995 and a bank balance of \$719,864. All of the bank balance was covered by federal depository insurance, the pooling, or dedicated method.

At June 30, 2021, the ABC board's deposits had a carrying amount of \$425,747 and a bank balance of \$768,898. All of the bank balance was covered by federal depository insurance, the pooling, or dedicated method.

(2) Cash and Cash Equivalents

For purposes of the statement of cash flows, the Reidsville ABC Board considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

(3) Inventories

Inventories are valued at the lower of cost (FIFO) or market.

(4) Accounts Receivable

The amount reported as accounts receivable is an overpayment of payroll taxes due from the Internal Revenue Service.

(5) Capital Assets:

Capital asset activity for the year ended June 30, 2022 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<b>Capital Assets not being depreciated</b>				
Land – Diesel Dr.	\$ 247,727			\$247,727
Land – Durwood Ct.	197,683			197,683
Total Capital Assets not being depreciated	<u>445,410</u>			<u>445,410</u>
<b>Capital Assets being depreciated</b>				
Building-Durwood Ct.	540,304			540,304
Building-Diesel Dr.	404,271	571,881	18,048	958,104
Equipment & Furniture-Durwood Ct	107,587		50,597	56,990
Equipment & Furniture-Diesel Dr		137,445		137,445
Total Capital Assets being depreciated	<u>1,052,162</u>	<u>709,326</u>	<u>68,645</u>	<u>1,692,843</u>
<b>Less accumulated depreciated for:</b>				
Building – Durwood Ct	246,505	15,354		261,859
Building – Diesel Dr		3,177		3,177
Equipment & Furniture-Durwood Ct	93,854	6,154	50,597	49,411
Equipment & Furniture –Diesel Dr		1,947		1,947
Total Accumulated Depreciation	<u>340,359</u>	<u>26,632</u>	<u>50,597</u>	<u>316,394</u>
Total Capital Assets Being Depreciated, Net	<u>711,803</u>			<u>1,376,449</u>
<b>Capital Assets, Net</b>	<u>\$1,157,213</u>			<u>\$ 1,821,859</u>



The useful lives are as follows:

Building	39 & 50 years
Store Equipment & Computers	5, 10 or 15 Years

When an asset is disposed of, the cost of the asset and the related accumulated depreciation are removed from the books. Any gain or loss on disposition is reflected in the earnings for the period.

(6) Net Position

Net position consists of the following:

a. Net investment in capital assets - This component of net position consists of capital assets, including any restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of net investment in capital assets. Rather, that portion of the debt is included in the same net position component as the unspent proceeds.

b. Restricted for law enforcement - This applies only when the ABC board employs its own ABC officer.

c. Restricted for capital improvements - State law {G.S.18B-805(d)} requires approval of the appointing authority to establish this fund, outside of working capital, for specific capital improvements.

d. Restricted for working capital - North Carolina Alcoholic Beverage Control Commission Rule (.0902) defines working capital as the total of cash, investments and inventory less all unsecured liabilities. An ABC board shall set its working capital requirements at not less than two weeks' average gross sales of the last fiscal year or greater than (1) four months' average gross sales of the last fiscal year for boards with gross sales less than \$1,500,000 (2) three months of the latest fiscal year for boards with gross sales greater or equal to \$1,500,000 and less than \$50,000,000 (3) two months of the latest fiscal year for boards with gross sales equal to or greater than \$50,000,000. Average gross sales means gross receipts from the sale of alcoholic beverages less distributions required by State law {G.S. 18B-805(b),(2),(3), and (4)}.

e. Unrestricted net position - This component of net position consists of net position that does not meet the definition of restricted or net investment in capital assets.

**Note 2. Pension Plan Obligations**

**A. Local Governmental Employees' Retirement System**

*Plan Description.* The ABC Board is a participating employer in the statewide Local Governmental Employees' Retirement System (LGERS), a cost-sharing multiple-employer defined benefit pension plan administered by the State of North Carolina. LGERS membership is comprised of general employees and local law enforcement officers (LEOs) of participating local governmental entities. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend

benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members – nine appointed by the Governor, one appointed by the State Senate, one appointed by the State House of Representatives, and the State Treasurer and State Superintendent, who serve as ex-officio members. The Local Governmental Employees' Retirement System is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes financial statements and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, by calling (919) 981-5454, or at [www.osc.nc.gov](http://www.osc.nc.gov).

*Benefits Provided.* LGERS provides retirement and survivor benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible to retire with full retirement benefits at age 65 with five years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service or at age 60 with five years of creditable service. Survivor benefits are available to eligible beneficiaries of members who die while in active service or within 180 days of their last day of service and who have either completed 20 years of creditable service regardless of age or have completed five years of service and have reached age 60. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions. The plan does not provide for automatic post-retirement benefit increases. Increases are contingent upon actuarial gains of the plan.

LGERS plan members who are LEOs are eligible to retire with full retirement benefits at age 55 with five years of creditable service as an officer, or at any age with 30 years of creditable service. LEO plan members are eligible to retire with partial retirement benefits at age 50 with 15 years of creditable service as an officer. Survivor benefits are available to eligible beneficiaries of LEO members who die while in active service or within 180 days of their last day of service and who also have either completed 20 years of creditable service regardless of age, or have completed 15 years of service as a LEO and have reached age 50, or have completed five years of creditable service as a LEO and have reached age 55, or have completed 15 years of creditable service as a LEO if killed in the line of duty. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions.

*Contributions.* Contribution provisions are established by General Statute 128-30 and may be amended only by the North Carolina General Assembly. The ABC Board employees are required to contribute 6% of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. The ABC Board's contractually required contribution rate for the year ended June 30, 2022, was 0% of compensation for law enforcement officers and 11.42% for general employees, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Contributions to the pension plan from the ABC Board were \$31,691 for the year ended June 30, 2022.

*Refunds of Contributions.* Board employees who have terminated service as a contributing member of LGERS, may file an application for a refund of their contributions. By state law, refunds to members with at least five years of service include 4% interest. State law requires a 60 day waiting period after service termination before the refund may be paid. The acceptance of a refund payment cancels the individual's right to employer contributions or any other benefit provided by LGERS.

***Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***

At June 30, 2022, the Board reported a liability of \$34,506 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2021. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2020. The total pension liability was then rolled forward to the measurement date of June 30, 2021 utilizing update procedures incorporating the actuarial assumptions. The Board's proportion of the net pension liability was based on a projection of the Board's long-term share of future payroll covered by the pension plan, relative to the projected future payroll covered by the pension plan of all participating LGERS employers, actuarially determined. At June 30, 2021, the Board's proportion was .00225%, which was an increase of .00047% from its proportion measured as of June 30, 2020.

For the year ended June 30, 2022, the Board recognized pension expense of \$23,713. At June 30, 2022, the Board reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	10,978	
Change of assumptions	21,679	
Net difference between projected and actual earnings on pension plan investments		49,299
Changes in proportion and differences between employer contributions and proportionate share of contributions	18,557	
Employer contributions subsequent to the measurement date	31,691	
Total	<u>82,905</u>	<u>49,299</u>

\$82,905 reported as deferred outflows of resources related to pensions resulting from Board contributions subsequent to the measurement date will be recognized as a decrease of the net pension liability in the year ended June 30, 2022. Other amounts reported as deferred inflows of resources related to pensions will be

recognized in pension expense as follows:

Year ended June 30:	
2022	\$ 10,546
2023	5,696
2024	759
2025	(15,086)
2026	-
	<u>\$ 1,915</u>

Actuarial Assumptions. The total pension liability in the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.5 percent
Salary increases	3.25 to 8.25 percent, including inflation and productivity factor
Investment rate of return	6.50 percent, net of pension plan investment expense, including inflation

The plan currently uses mortality tables that vary by age, gender, employee group (i.e. general, law enforcement officer) and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

The actuarial assumptions used in the December 31, 2020 valuations were based on the results of an actuarial experience study for the period January 1, 2014 through December 31, 2020.

Future ad hoc COLA amounts are not considered to be substantively automatic and are therefore not included in the measurement.

The projected long-term investment returns and inflation assumptions are developed through review of current and historical capital markets data, sell-side investment research, consultant whitepapers, and historical performance of investment strategies. Fixed income return projections reflect current yields across the U.S. Treasury yield curve and market expectations of forward yields projected and interpolated for multiple tenors and over multiple year horizons. Global public equity return projections are established through analysis of the equity risk premium and the fixed income return projections. Other asset categories and strategies' return projections reflect the foregoing and historical data analysis. These projections are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2020 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed Income	29.0%	1.4%
Global Equity	42.0%	5.3%
Real Estate	8.0%	4.3%
Alternatives	8.0%	8.9%
Credit	7.0%	6.0%
Inflation Protection	6.0%	4.0%
Total	<u>100.0%</u>	

The information above is based on 30 year expectations developed with the consulting actuary for the 2018 asset, liability and investment policy study for the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 3.00%. All rates of return and inflation are annualized.

*Discount rate.* The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity of the Board's proportionate share of the net pension liability to changes in the discount rate.* The following presents the Board's proportionate share of the net pension liability calculated using the discount rate of 6.50 percent, as well as what the Board's proportionate share of the net pension asset or net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.500 percent) or one percentage point higher (7.50 percent) than the current rate:

	1% Decrease (5.50%)	Current Discount Rate (6.50%)	1% Increase (7.50%)
Reidsville ABC Board's proportionate share of the net pension liability (asset)	\$133,949	\$34,506	(\$47,330)

*Pension plan fiduciary net position.* Detailed information about the pension plan's fiduciary net position is available in the separately issued Comprehensive Annual Financial Report (CAFR) for the State of North Carolina.

#### B. Supplemental Retirement Income Plan

*Plan Description.* All employees may participate in the Supplemental Retirement Income Plan, a defined contribution pension plan administered by the Department of State Treasurer and a Board of Trustees. Article 5 of (G.S. Chapter 135) assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly.

*Funding Policy.* For each full-time employee the Board has elected to contribute an amount equal to 5% of annual salary. Employees are eligible immediately upon becoming a voluntary contributing member. Contributions for the year ended June 30, 2022 were \$16,529 which consisted of \$12,029 from the board and \$4,500 from the employees. Contributions for the year ended June 30, 2021 were \$13,134 which consisted of \$10,134 from the board and \$3,000 from the employees.

**C. Death Benefits**

The Board has also elected to provide death benefits to employees through the Death Benefit Plan for members of the Local Governmental Employees' Retirement System (Death Benefit Plan), a multiple-employer, State-administered, cost-sharing plan funded on a one-year term cost basis. The beneficiaries of those employees who die in active service after one year of contributing membership in the System, or who die within 180 days after retirement or termination of service and have at least one year of contributing membership service in the System at the time of death are eligible for death benefits. Lump sum death benefit payments to beneficiaries are equal to the employee's 12 highest months' salary in a row during the 24 months prior to the employee's death, but the benefit may not exceed \$50,000 or be less than \$25,000. All death benefit payments are made from the Death Benefit Plan. The Board has no liability beyond the payment of monthly contributions. The contributions to the Death Benefit Plan cannot be separated between the post employment benefit amount and the other benefit amount. The Board considers these contributions to be immaterial.

**Note 3. Vacation and Sick Leave Compensation**

Employees of The City of Reidsville Board of Alcoholic Control may accumulate up to thirty days of earned vacation and such leave is fully vested when earned. Accumulated earned vacation at June 30, 2022 and June 30, 2021 amounted to \$34,012 and \$20,369, respectively.

Employees accumulate sick leave at the rate of one day per month worked. An unlimited amount of sick leave may be accumulated. Sick leave may be used in the determination of length of service for retirement benefit purposes. Since the board has no obligation for accumulated sick leave until it is actually taken, no accrual for sick leave has been made.

**Note 4. Distributions of Income**

The Board has accrued distributions since inception in 1965 as follows:

	Current Year	Total to Date June 30, 2020	Total to Date June 30, 2021
City of Reidsville	\$ 145,744	\$ 4,812,462	\$ 4,958,206
Rockingham County	12,292	1,394,560	1,406,852
Annie Penn Memorial Hospital	8,779	348,027	356,806
Rockingham County Public Library	8,779	348,027	356,806
	\$ 175,594	\$ 6,903,076	\$ 7,078,670

North Carolina General Statute [18B-805] requires that the minimum distribution set aside in (c)(1) and any profit remaining after deducting amounts required for law enforcement and alcohol education and retaining proper working capital, be paid quarterly to the appointing authority.

**Note 5. Law Enforcement and Alcoholic Education Expenses**

The Board is required by law to expend at least 5% of its profits for law enforcement and not less than 7% for alcohol education (alcohol education requirement follows local enabling act). Profits are defined by law for these calculations as changes in net position before law enforcement and educational expenses, less the 3 1/2% markup provided in [G.S. 18B-804(b)(5)] and the bottle charge provided for in [G.S. 18B-804(b)(6b)].

	<u>2022</u>	<u>2021</u>
Profit before required distributions	\$ 293,650	\$ 328,589
Less: 3 1/2% tax & bottle charge	\$ 105,169	\$ 101,952
	<u>-----</u>	<u>-----</u>
Profit subject to expense Percentages	\$ 188,481	\$ 226,637
	<u>=====</u>	<u>=====</u>
Amount Required to be paid for law enforcement	\$ 9,424	\$ 11,332
Amount actually paid for law Enforcement	\$ 25,000	\$ 25,000
Amount Required to be paid for Alcohol Education	\$13,194	\$ 15,865
Amount Actually Paid for Alcohol Education	\$13,194	\$ 15,865

**Note 6. Disbursement of Taxes Included in Selling Price**

A state excise tax, at the rate of 30% on the retail (net sales) price is charged monthly on liquor sales (excluding wine sales).

Transactions for this account for the year are summarized as follows:

Taxes payable July 1, 2021	\$ 61,828
Taxes collected during the year	\$ 811,939
Taxes remitted to Department of Revenue (June - May Reports)	<u>\$ (804,348)</u>
Taxes payable June 30, 2022	<u>\$ 69,419</u>

The excise tax is computed in accordance with [G.S. 18B-805(i)].

The accrued North Carolina excise tax at June 30, 2022 was remitted to the North Carolina Department of Revenue on July 14, 2022.

A bottle charge of one cent (.01) on each bottle containing 50 milliliters or less and five cents (.05) on each bottle containing more than 50 milliliters is collected and distributed monthly to the county commissioners for alcohol education and rehabilitation. For the fiscal year ended June 30, 2022, payments to the county were based on the following bottle sales:

Regular Bottles	183,434 @ 5 cents = \$ 9,171
Mixed Beverage Bottles	9,923 @ 5 cents = \$ 496
Miniature Bottles	78,242 @ 1 cents = \$ 783
	-----
Total payment for the year ended	\$ 10,450
	=====

A "mixed beverage tax" at the rate of \$20 per 4 liters is charged on the sale of liquor to be resold as mixed beverages. One-half of the mixed beverage tax is submitted monthly to the Department of Revenue. Five percent of the mixed beverage tax is submitted monthly to the Department of Human Resources.

The mixed beverage tax for the year ended June 30, 2022:

Department of Revenue (50%)	\$ 18,716
Department of Human Resources (5%)	\$ 1,871
Profit Retained (45%)	\$ 16,840
	-----
Total	\$ 37,427
	=====

**Note 7. Surcharge Collected**

The total amount of Surcharge collected for the fiscal year ended June 30, 2022 was \$22,905. The bailment surcharge rate is \$1.15 per case.

**Note 8. Liquor Sales Tax**

The total amount of sales tax collected by the ABC Board and remitted to the Department of Revenue for the fiscal year was \$243,124. The current sales tax rate is 7%.

**Note 9. Retail Outlets**

The Reidsville ABC Board operates two retail outlet.

Store #1 - 102 Durwood Court, Reidsville, NC 27320

Gross Sales \$3,460,258

Change in Net Position \$76,539

Store #2 – 150 Diesel Drive, Reidsville, NC 27320 \*

Gross Sales \$233,830

Change in Net Position \$3,323

\* Store #2 operating only two months in fiscal year.



**Note 10. Working Capital**

The Reidsville ABC Board is required by the Alcoholic Beverage Control Commission Rule [.0902] to set its working capital requirements at not less than two weeks average gross sales nor greater than the following:

- Four months of the latest fiscal year for boards with gross sales less than \$1,500,000.
- Three months of the latest fiscal year for boards with gross sales greater than or equal to \$1,500,000 and less than \$50,000,000.
- Two months of the latest fiscal year for boards with gross sales equal to or greater than \$50,000,000.

Gross sales are gross receipts from the sale of alcoholic beverages less distributions as defined in [G.S. 18B-805(b)(2), (3), and (4)].

The Reidsville ABC Board's position on this requirement is as follows:

Minimum Amount	\$ 109,658
Maximum Allowed	\$ 712,778
Actual Working Capital	\$ 712,778

The Reidsville ABC Board has met the minimum amount of working capital required by ABC law.

**Note 11. Breakage Expense**

There was no breakage expense absorbed by the board for the year ended June 30, 2022.

**Note 12. Risk Management**

The Reidsville ABC Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The ABC Board has commercial property, general liability, auto liability, worker's compensation, and employee health coverage. The Board also has liquor legal liability. There have been no significant reductions in insurance coverage from coverage in the prior year and settled claims have not exceeded coverage in any of the past three fiscal years. In accordance with G.S.18B-700(i), each board member and the employees designated as the general manager and finance officer are bonded in the amount of \$50,000 secured by a corporate surety.

**Note 13. Note Payable**

On May 15, 2019, the board purchased land that is the site of an additional store location. A loan was approved in the amount of \$1,506,500, for the cost of the land and new building. Borrower is retiring this loan in accordance with the following payment schedule, with interest calculated on the unpaid principal balances using an interest rate of 3.250% with a balloon payment of \$1,347,721 due November 15, 2025.

The amortization schedule for the loan is shown as follows:

Year Ending June 30,	Principal	Interest
2023	\$ 45,853	\$ 48,165
2024	47,365	46,652
2025	48,928	45,090
2026	<u>1,360,746</u>	<u>18,314</u>
	<u>\$1,502,892</u>	<u>\$158,221</u>

**Note 14. Subsequent Events**

Subsequent events were reviewed through the date of the issuance of the financial statements. No disclosures are required.

Reidsville ABC Board  
 Proportionate Share of Net Pension Liability (Asset)  
 Required Supplementary Information  
 Last Nine Fiscal Years\*

Local Government Employees' Retirement System

	2022	2021	2020	2019	2018	2017	2016	2015	2014
ABC Board's proportional share %	0.00225%	0.00178%	0.00184%	0.00197%	0.00210%	0.00198%	0.00206%	0.00207%	0.00210%
ABC Board's proportion of the net pension liability (asset) (\$)	\$ 34,506	\$ 63,607	\$ 50,249	\$ 46,735	\$ 32,082	\$ 42,023	\$ 9,245	\$ (12,208)	\$ 25,313
ABC Board's covered-employee payroll	\$ 277,137	\$ 236,503	\$ 202,429	\$ 192,721	\$ 183,769	\$ 185,341	\$ 179,434	\$ 165,444	\$ 183,377
ABC Board's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	12.45%	26.89%	24.82%	24.25%	17.46%	22.67%	5.15%	7.38%	13.80%
Plan fiduciary net position as a percentage of the total pension liability	95.51%	88.61%	90.86%	91.63%	94.18%	91.47%	98.09%	102.64%	94.35%

Reidsville ABC Board  
 ABC Board's Contributions  
 Required Supplementary Information  
 Last Nine Fiscal Years\*

Local Government Employees' Retirement System

	2022	2021	2020	2019	2018	2017	2016	2015	2014
Contractually required contribution	31,691	24,171	18,239	15,052	13,911	13,623	12,184	11,697	12,965
Contributions in relation to the contractually required contribution	31,691	24,171	18,239	15,052	13,911	13,623	12,184	11,697	12,965
Contribution deficiency (excess)	-	-	-	-	-	-	-	-	-

ABC Board's covered-employee payroll	277,137	236,503	202,429	192,721	183,769	185,341	179,434	165,444	183,377
Contributions as a percentage of covered-employee payroll	11.44%	10.22%	9.07%	7.81%	7.57%	7.35%	6.79%	7.07%	7.07%

\* The amounts presented for each fiscal year were determined as of the prior fiscal year ending June 30.

REIDSVILLE ABC BOARD  
(A Component Unit of the City of Reidsville)  
Schedule of Operating Expenses  
For the Years Ended June 30, 2022 and 2021

	June 30, 2022	June 30, 2021
Salaries	305,036	262,044
FICA Taxes & Medicare	22,218	19,709
State Pension	23,712	26,376
401 K Contribution	12,029	10,134
Unemployment Tax	-	72
Group Insurance	61,922	66,097
Utilities	12,689	8,463
Telephone	3,594	2,627
General Supplies & Expense	25,759	9,810
Office Supplies	9,284	7,653
Travel	2,293	1,941
Board Fees	1,750	1,850
Bank Service Charges	2,736	2,610
Dues	1,726	1,726
Repairs & Maintenance - Equipment & Office	16,245	9,017
Professional Fees	9,095	8,815
Insurance	18,867	15,920
Credit/Debit Card Fees	39,409	36,276
Miscellaneous	4,065	3,455
	<u>572,429</u>	<u>494,595</u>

REIDSVILLE ABC BOARD  
(A Component Unit of the City of Reidsville)  
Schedule of Operating Expenses  
For the Year Ended June 30, 2022

	Durwood Ct Store #1	Diesel Dr Store # 2	Total
Salaries	281,237	23,799	305,036
FICA Taxes & Medicare	20,417	1,801	22,218
State Pension	21,716	1,996	23,712
401 K Contribution	10,862	1,167	12,029
Group Insurance	54,826	7,096	61,922
Utilities	10,359	2,330	12,689
Telephone	3,400	194	3,594
General Supplies & Expense	19,646	6,113	25,759
Office Supplies	9,284	-	9,284
Travel	2,104	189	2,293
Board Fees	1,750	-	1,750
Bank Service Charges	2,736	-	2,736
Dues	1,726	-	1,726
Repairs & Maintenance - Equipment & Office	13,578	2,667	16,245
Professional Fees	9,095	-	9,095
Insurance	16,646	2,221	18,867
Credit/Debit Card Fees	37,342	2,067	39,409
Miscellaneous	3,615	450	4,065
	<u>520,339</u>	<u>52,090</u>	<u>572,429</u>

REIDSVILLE ABC BOARD  
(A Component Unit of the City of Reidsville)  
Statements of Revenues, Expenses and Changes in Net Position  
For the Year Ended June 30, 2022

	Durwood Court Store # 1	Diesel Drive Store # 2	Total
<u>Operating Revenue:</u>			
Liquor sales - Regular	3,274,753	201,794	3,476,547
Mixed Beverage Sales	185,505	32,036	217,541
<b>Total Gross Sales</b>	<b>3,460,258</b>	<b>233,830</b>	<b>3,694,088</b>
<u>Deduct Taxes on Gross Sales:</u>			
State Excise Tax	766,012	45,927	811,939
Rehabilitation Tax	9,900	550	10,450
Mixed Beverage Tax (N.C. Dept. of Revenue)	16,744	1,972	18,716
Mixed Beverage Tax (Human Resources)	1,674	197	1,871
<b>Total Taxes</b>	<b>794,330</b>	<b>48,646</b>	<b>842,976</b>
<u>Net Sales:</u>	2,665,928	185,184	2,851,112
<u>Deduct Cost of Sales</u>			
Cost of Liquor Sales	1,833,753	90,832	1,924,585
<b>Gross Profit on Sales</b>	<b>832,175</b>	<b>94,352</b>	<b>926,527</b>
<u>Deduct Operating Expenses:</u>			
Store Expenses other than Depreciation Expense			
Salaries	281,237	23,799	305,036
FICA Taxes & Medicare	20,417	1,801	22,218
State Pension	21,716	1,996	23,712
401 K Contribution	10,862	1,167	12,029
Group Insurance	54,826	7,096	61,922
Utilities	10,359	2,330	12,689
Telephone	3,400	194	3,594
General Supplies & Expense	19,646	6,113	25,759
Office Supplies	9,284	-	9,284
Travel	2,104	189	2,293
Board Fees	1,750	-	1,750
Bank Service Charges	2,736	-	2,736
Dues	1,726	-	1,726
Repairs & Maintenance - Equipment & Office	13,578	2,667	16,245
Professional Fees	9,095	-	9,095
Insurance	16,646	2,221	18,867
Credit/Debit Card Fees	37,342	2,067	39,409
Miscellaneous	3,615	450	4,065
Depreciation Expense	21,509	5,123	26,632
<b>Total Operating Expenses</b>	<b>541,848</b>	<b>57,213</b>	<b>599,061</b>
<u>Income from Operations</u>	290,327	37,139	327,466
<u>Add Non-Operating Income</u>			
<u>Deduct Non-Operating Expenses:</u>			
Interest Expense	-	33,816	33,816
<b>Change in Net Position before Profit Distributions</b>	<b>290,327</b>	<b>3,323</b>	<b>293,650</b>

The accompanying notes are an integral part of the financial statements.

**Reidsville ABC BOARD**  
**(A Component Unit of City of Reidsville)**  
**Schedule of Distributions of Income**  
**For the Year Ended June 30, 2022**

<u>Distribution</u>	<u>Recipient</u>	<u>Amount</u>	<u>Date of Distribution</u>	<u>Restrictions on Use</u>
Law Enforcement	City of Reidsville Law Enforcement	\$ 6,250	10/25/2022	Law Enforcement
	City of Reidsville Law Enforcement	\$ 6,250	1/26/2022	Law Enforcement
	City of Reidsville Law Enforcement	\$ 6,250	4/29/2022	Law Enforcement
	City of Reidsville Law Enforcement	\$ 6,250	7/29/2022	Law Enforcement
	Total Law Enforcement	<u>\$ 25,000</u>		
Alcohol Education	City of Reidsville Law Enforcement	\$ 2,000	10/25/2022	Alcohol Education
	City of Reidsville Law Enforcement	\$ 2,000	1/26/2022	Alcohol Education
	City of Reidsville Law Enforcement	\$ 2,000	4/26/2022	Alcohol Education
	City of Reidsville Law Enforcement	\$ 7,194	7/29/2022	Alcohol Education
	Total Alcohol Education	<u>\$ 13,194</u>		
City/Municipality	City of Reidsville	\$ 25,000	10/25/2022	None
	City of Reidsville	\$ 25,000	1/26/2022	None
	City of Reidsville	\$ 25,000	4/26/2022	None
	City of Reidsville	\$ 70,744	7/29/2022	None
	Total City/Municipality	<u>\$ 145,744</u>		
Alcohol Rehabilitation	Rockingham County	\$ 1,000	10/25/2022	Alcohol Rehabilitation
	Rockingham County	\$ 1,000	1/26/2022	Alcohol Rehabilitation
	Rockingham County	\$ 1,000	4/26/2022	Alcohol Rehabilitation
	Rockingham County	\$ 9,292	7/29/2022	Alcohol Rehabilitation
	Total City/Municipality	<u>\$ 12,292</u>		
Other	Rockingham County Public Library	\$ 800	10/25/2022	None
	Rockingham County Public Library	\$ 800	1/26/2022	None
	Rockingham County Public Library	\$ 800	4/26/2022	None
	Rockingham County Public Library	\$ 6,379	7/29/2022	None
	Total Public Library	<u>\$ 8,779</u>		
Other	Annie Penn Hospital	\$ 800	10/25/2022	None
	Annie Penn Hospital	\$ 800	1/26/2022	None
	Annie Penn Hospital	\$ 800	4/26/2022	None
	Annie Penn Hospital	\$ 6,379	7/29/2022	None
	Total Hospital	<u>\$ 8,779</u>		
Total Distributions For the Year Ended June 30, 2022		<u>\$ 213,788</u>		



Reidsville ABC Board  
Statement of Revenues and Expenditure - Budget and Actual  
For the Year Ended June 30, 2022

	Original Budget Year Ended June 30, 2022	Revised Budget Year Ended June 30, 2022	Actual Year Ended June 30, 2022	Variance Favorable (Unfavorable)
Operating revenue:				
Total Gross Sales	3,200,000	3,650,000	3,694,088	44,088
Deduct taxes on gross sales:				
Taxes Based on Revenue	736,000	821,100	842,976	(21,876)
Net Sales	2,464,000	2,828,900	2,851,112	22,212
Cost of Sales	1,760,000	1,900,000	1,924,585	(24,585)
Gross profit on sales	704,000	928,900	926,527	(2,373)
Operating expenditures:				
Salaries and Benefits	385,000	423,037	419,254	3,783
Board Fees	1,800	1,800	1,750	50
Repairs and Maintenance	15,000	25,000	16,244	8,756
Utilities	14,000	23,000	16,283	6,717
General Insurance	16,500	21,000	18,867	2,133
Store/Office Supplies	20,000	36,400	35,043	1,357
Travel/Convention	10,000	10,000	2,293	7,707
Professional Fees	9,000	9,100	9,095	5
Dues	2,000	2,000	1,726	274
Credit/Bank Fees	39,000	44,000	42,144	1,856
Misc	3,500	4,000	4,066	(66)
Interest Expense	8,600	35,000	33,816	1,184
Contingencies	15,000	15,000	-	15,000
Total Operating Expenses	539,400	649,337	600,581	48,756
Capital Outlay	1,330,000	1,502,260	709,326	792,934
Change in Net Assets Before Distributions	(1,165,400)	(1,222,697)	(383,380)	839,317
Distributions				
Law Enforcement City of Reidsville	25,000	25,000	25,000	-
Alcohol Education and Rehab Rockingham County	4,500	4,500	12,292	(7,792)
Annie Penn Hospital	3,200	3,200	8,779	(5,579)
Library	3,200	3,200	8,779	(5,579)
City of Reidsville	85,000	85,000	145,744	(60,744)
Police Dept	5,200	5,200	13,194	(7,994)
Total Distributions	126,100	126,100	213,788	(87,688)
Other Financing Sources:				
Working Capital Retained	(38,500)	(153,463)	-	153,463
Insurance Proceeds	-	-	-	-
Bank Loan Proceeds	1,330,000	1,502,260	904,271	(597,989)
	1,291,500	1,348,797	904,271	(444,526)
Revenue over expenditures and other financing sources	-	-	307,103	307,103
Reconciling from budgetary basis (modified accrual) to full accrual:				
Reconciling items				
Depreciation			(26,632)	
Increase in accrued vacation			(13,643)	
Purchase of Capital Assets			709,326	
Bank Loan Proceeds			(904,271)	
Increase in deferred outflows of resources - pension			28,177	
Increase in net pension liability			29,101	
Decrease in deferred inflows of resources - pension			(49,299)	
Change in Net Position			79,862	

# Reidsville ABC Board Working Capital Computation

Reidsville ABC Board

Year Ended June 30, 2022

## Minimum Working Capital

1. Sales (Regular, Mixed Beverage)		<u>3,694,088</u>
2. Less: Excise Tax (30%)	<u>811,939</u>	
Mixed Beverage Tax (1/2 & 5%)	<u>20,587</u>	
Rehabilitation Tax (5 cents & 1 cent)	<u>10,450</u>	<u>842,976</u>
3. Sales less Taxes		<u>2,851,112</u>
4. Divide Line 3 by 52 (weeks)		<u>54,829</u>
5. Multiply Line 4 by 2 (weeks)		<u>109,658</u>
6. Minimum Working Capital (amount from line 5)		<u><u>109,658</u></u>

## Maximum Working Capital

1. Net Sales (from line 3 above)		<u>2,851,112</u>
2. Divide Line 1 by 12		<u>237,593</u>
3. Multiply Line 2 by 3 (months)		<u>712,779</u>
4. Maximum Working Capital (amount from line 3)		<u><u>712,779</u></u>

## Actual Working Capital

1. Cash/Investments		612,867
2. Add: Inventory		354,245
3. Less: Unsecured Liabilities		<u>254,333</u>
4. Actual Working Capital (net of lines 1, 2, & 3)		<u><u>712,779</u></u>



Roy Cooper, Governor  
Eddie M. Buffaloe, Jr., Secretary

Cassandra Skinner Hoekstra, Chief Deputy Secretary  
Douglas Holbrook, Chief Financial Officer  
Jeffrey O'Briant, Director

## PROJECT STATUS REPORT

### GENERAL

REPORT DATE	PROJECT NAME	PREPARED BY
09/01/2022	Rockingham Youth Development Center	NC-DPS C.E. (Michael Gashaw)

### CONSTRUCTION PROGRESS

- **Activities:** Interior block progressing at Medical, classrooms, and housing D&E. Detention door frames complete in housing areas C, D&E. 75% complete in A&B. Roof framing in progress at D&E, A& B, classroom, vocational area. Metal decking at admin & kitchen, A&B, D&E. Flashing around openings on south & east elev. Above ceiling rough-in in progress in Admin. Wire pulling to branch circuits in progress.
- **Schedule:** CAP has reported actual work percent complete as 56%. Current project completion is 8/31/2023.
- **Inmate labor** – Enough minimum custody inmates were deployed in June.

### PROGRESS PICTURES

