



AGENDA
REIDSVILLE CITY COUNCIL
MEETING
6:00 PM
Tuesday, April 11, 2023

A special meeting will be held at 4 p.m. in the first-floor conference room to discuss Redistricting Options for Reidsville City Council Districts prior to the 6 p.m. regular meeting. The public is invited to attend.

1. Call to Order.
2. Invocation by Reverend Mark Tanner, Pastor of Grace Fellowship at South Park, 1863 South Park Drive, Reidsville.
3. Pledge of Allegiance led by Averie Foust.
4. Proclamations & Recognitions:
 - (A) Recognition of Community Baptist Schools' Boys Basketball Team, 2023 NACA Division 7 National Champions, and Girls Basketball Team, 2023 CSAA Division 2 State Champions.
5. Approval of Minutes:
 - (A) Consideration of March 14, 2023 Regular Meeting Minutes. (Enclosure #1)
6. Ordinance Amendments:
 - (A) Consideration of Proposed Amendments to Chapter 10, Municipal Utilities and Services, including Section 10-122(c), Section 10-123(b) and Section 10-130(a) & (b), dealing with commercial garbage service. (Enclosure #2) - *Edward Shelton, Solid Waste Superintendent*
 - (B) Consideration of Amendments to Chapter 5, Business Licenses, Taxes and Regulations to add Article VIII. Mobile Food Vendors to the City's Code of Ordinances. (Enclosure #3) - *Jason Hardin, Planning & Community Development Manager*
7. Applications:
 - (A) Consideration to apply for Sister Cities International. (Enclosure #4) - *Judy Yarbrough, City Marketer*
8. Policies:
 - (A) Consideration of COVID-19 Policies. (Enclosure #5) - *Leigh Anne Bassinger, Human Resources Director*

9. Public Comments.
10. Board & Commission Appointments:
 - (A) April Appointments. (Enclosure #6)
11. City Manager's Report:
 - (A) Month of April. (Enclosure #7)
12. Council Members' Reports.
13. Announcement of Board & Commission Appointments.
14. Miscellaneous:
 - (A) For Information Only.
15. Move to the First-Floor Conference Room for a closed session to discuss to consult with an attorney to preserve the attorney-client privilege pursuant to NCGS 143-318.11(a)(3).
16. Adjourn.

**MINUTES OF THE REGULAR MEETING
OF THE REIDSVILLE CITY COUNCIL
HELD TUESDAY, MARCH 14, 2023 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 (*attended via phone*)
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
Haywood Cloud Jr., Assistant City Manager of
Community Services
Josh Beck, Public Works Director
Judy Yarbrough, City Marketer
Jason Hardin, Planning & Community
Development Manager
Quintin Robertson, Parks & Recreation
Superintendent

CALL TO ORDER.

Mayor Gorham called the meeting to order. He asked Minister Rosetta Badgett to come forward.

**INVOCATION BY ASSOCIATE MINISTER ROSETTA BADGETT OF JERUSALEM
UNITED HOLY CHURCH, 633 PRINCE WILLIAM STREET, REIDSVILLE.**

Associate Minister Rosetta Badgett came forward to provide the invocation. Mayor Gorham asked Reverend Badgett to send up a few “special flowers” as we are celebrating Women’s History Month. Minister Badgett, who also serves as the Lead Chaplain for the Reidsville Police Department, then provided the prayer.

PLEDGE OF ALLEGIANCE.

Mayor Gorham and Council members led in the Pledge of Allegiance.

PROCLAMATIONS & RECOGNITIONS:
RECOGNITION OF FIRE CAPTAIN SETH DURHAM AND B-SHIFT IN SAVING AN
ELDERLY OCCUPANT WITH LIMITED MOBILITY DURING A JANUARY 18, 2023
HOUSE FIRE.

Mayor Gorham then asked Fire Captain Seth Durham and members of the department's B-Shift, including Jerry Durham, Jeff Walker and Michael Clifton, to come forward to be recognized. He then read a proclamation, which read as follows:

***RECOGNITION OF CAPTAIN SETH DURHAM
& RFD'S B-SHIFT***

The Reidsville City Council would like to officially recognize the heroic efforts of Captain Seth Durham and B-Shift upon being dispatched to a vehicle fire threatening a residential structure on the morning of January 18, 2023. Upon learning that an elderly resident with limited mobility lived in the residence, Captain Durham dropped his fire hose, made entry into the house and found the occupant in a back bedroom at which time he carried the occupant to safety. Members of the Fire Department then evaluated the patient, who received further evaluation from Rockingham County EMS, and extinguished the attached carport fire.

As stated by Fire Chief David Bracken, "Due to Captain Durham's quick and selfless lifesaving actions, the patient did not suffer any injuries from the fire. These actions demonstrate performance above and beyond the call of duty at extreme personal risk."

The Reidsville City Council would like to thank

Captain Seth Durham and B-Shift

for their highly skilled efforts and performance that saved a life, prevented fire injuries and limited property damage.

This the 14th day of March, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

/s/ _____
Angela G. Stadler, CMC/NCCMC
City Clerk

After reading the recognition, Mayor Gorham asked Captain Durham if he wanted to say anything? Captain Durham expressed his appreciation for the honor. The Mayor extended handshakes and hugs to each member of B-Shift present. Each Council member also extended gratitude with a handshake and thank you to each team member. Councilman Festerman recognized that Captain Durham had

his family present and asked if he would like to introduce them. Captain Durham introduced his mom and sister, and then his girlfriend, which was accompanied by her dad also. His dad, Jerry Durham, is also part of the B-Shift.

RESOLUTION PROCLAIMING 2023 AS "YEAR OF THE TRAIL".

Mayor Gorham noted that the City had received a Resolution proclaiming 2023 as the “Year of the Trail”. He asked Parks & Recreation Superintendent Quintin Robertson to say a few words about special events that are planned. Robertson explained the City will be hosting, in coordination with the Planning Department, the Year of the Trail in Reidsville. Also, along with the Reidsville Appearance Commission, a “Bouncing Along our Trails” event is planned in June at Courtland Park showcasing the Sherwood Trail. He added that there will be a color run/walk through the trail, along with bounce houses and activities for the kids. At the request of Councilwoman Walker, Robertson noted that the event will be June 3 with a time to be set for the color run, etc. The Councilwoman stressed that you don’t have to be a child but could be a “child at heart” to do the color run.

Planning & Community Development Manager Jason Hardin gave a general overview of the Year of the Trail as outlined in Planner I Drew Bigelow’s March 2nd memo, which follows:

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: Drew Bigelow, Planner I
DATE: March 2nd, 2023
RE: Year of the Trail

On August 18th 2022, North Carolina Governor Roy Cooper declared 2023 as the Year of the Trail. This declaration provides the state with an opportunity to feature, promote, and celebrate our extensive trail systems, while showcasing the diversity of North Carolina’s vibrant natural and urban landscapes. Marking the 50th anniversary of the introduction of the North Carolina Trails System Act, 2023 was selected as the Year of the Trail to demonstrate North Carolina’s dedication to helping its citizens, organizations and agencies plan, develop and manage every type of trail. The purpose of this declaration has also been to inspire communities across the state to take advantage of the proven benefits of trails, including: public health and safety, tourism and economic development, transportation, and environmental accessibility. Key aspects of the Year of the Trail declaration will encourage public and educational engagement, media attention and legislative connectivity. As the Great Trails State, trails, greenways and blueways are the backbone of the state’s growing \$28 billion outdoor recreation economy.

Goals for NC Year of the Trail:

- Motivate people of all ages, abilities, and backgrounds to enjoy trails.
- Demonstrate the importance of trails to legislative officials.
- Enhancement outdoor recreation tourism across the state through Year of the Trail events.
- Promote safe and responsible trail use practices, with the Outdoor NC Principles.
- Improve diversity and inclusion on trails.

The City of Reidsville is committed to recognizing these goals by expanding upon the City’s existing trail initiatives and developing new trail projects that value accessibility and inclusivity. The City recognizes that the trails spanning our community are an integral part of the recreational and transportation possibilities of our area and promote an enjoyment of scenic beauty by our residents

and our visitors. Reidsville's Blueway & Greenway plan is but one initiative focused on improving our existing trail infrastructure and promoting community use of trails as a means of low impact transportation with the added benefit of reducing urban congestion. This plan works with the existing and planned trail system to connect city owned offices, public facilities, parks and schools throughout Reidsville. Reidsville's nature trails offer a variety of hiking and biking experiences. With trails designated Class II and Class III, there is a local trail experience suitable for individuals with any level of comfort and accessibility regarding hiking, biking and kayaking or canoeing. At each end of the Reidsville Lake Trail, there exists a Class III trail that has been recommended for connection to the Mountains-to-Sea trail. The Mountains-to-Sea trail is North Carolina's 1175 miles state sponsored trail that stretches from the Great Smoky Mountains to the Outer Banks, passing through a number of state parks, scenic landscapes and urban centers along the way.

In connecting Reidsville's trail system to the Mountain-to-Sea trail, our community would become a destination stop for hikers and bikers as they pass through Rockingham County. There are several ongoing community-based programs and partnerships in place to actively enhance Reidsville's existing trail system while simultaneously promoting outdoor recreation and community engagement. The City's partnership with Rockingham Community College provides the public with trail management and outdoor education opportunities. Similarly, Reidsville's Adopt-a-Trail program promotes community engagement and volunteer based environmental maintenance, where community members are given the responsibility of cleaning up and protecting our City's trails.
(END OF MEMO)

Hardin explained that cities all across the State have been asked to highlight their outdoor parks, etc. and to approve the Resolution. He said staff appreciates Council's support. He did add that he will be asking the Appearance Commission to partner on this effort but the board has not yet voted on it. He said Community Development will be working with Parks & Rec on the Year of the Trail. City Clerk Angela Stadler added that the event will also be tied into the Sesquicentennial celebration so the Sesquicentennial Committee will be assisting with that as well.

Mayor Gorham noted that this Resolution requires a vote and asked for a motion.

Councilwoman DeJournette made the motion, seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote, to approve the Resolution.

The Mayor noted that Councilmember Scoble is at the Main Street Conference so she is attending remotely via phone.

The Resolution as approved follows:

**A RESOLUTION PROCLAIMING 2023 AS
THE YEAR OF THE TRAIL IN THE CITY OF REIDSVILLE**

WHEREAS, Reidsville's natural beauty is critical to its residents' quality of life, health, and economic wellbeing; and

WHEREAS, the trails that span across our community are an integral part of the recreational and transportation possibilities of our area and promote an enjoyment of scenic beauty by our residents and our visitors; and

WHEREAS, the parks, greenways, trails and natural areas in our community are welcoming to all and provide a common ground for people of all ages, abilities and backgrounds to access our rich and diverse natural, cultural, and historic resources; and

WHEREAS, Reidsville’s natural assets and resources are integral to disaster recovery and resiliency to climate change for future generations; and

WHEREAS, Reidsville’s nature trails make use of the City’s otherwise unusable and undevelopable land; have been designed to provide a new method of transportation, connecting the City’s public offices, parks and schools; and

WHEREAS, trails offer quality-of-life benefits to all as expressions of local community character and pride, as outdoor workshops for science education, as tools for economic revitalization, as free resources for healthy recreation, as accessible alternative transportation, and as sites for social and cultural events; and

WHEREAS, Reidsville’s Adopt-a-Trail program promotes community engagement and volunteer based environmental maintenance; as well as an ongoing partnership between the City and Rockingham Community College provides trail management and outdoor education opportunities; and

WHEREAS, the City of Reidsville will host the “Bouncing Along Our Trails” event on June 3rd, 2023 at Courtland Park which seeks to generate community engagement with Reidsville’s trail system in celebration of the Year of the Trail; and

WHEREAS, the North Carolina General Assembly designated 2023 as the Year of the Trail in North Carolina to promote and celebrate the state’s extensive network of trails that showcase our state’s beauty, vibrancy and culture; and

WHEREAS, North Carolina is known as the “Great Trails State;”
NOW, THEREFORE, I, Donald L. Gorham, Mayor, do hereby proclaim 2023 as "THE YEAR OF THE TRAIL" in the City of Reidsville, and commend its observance to all people.

ADOPTED this the ____ day of March, 2023 by the City Council of the City of Reidsville, North Carolina.

/s/ _____
Donald L. Gorham, Mayor

ATTEST:

/s/ _____
Angela G. Stadler, City Clerk

AGREEMENTS/CONTRACTS:
CONSIDERATION OF CONTRACT WITH THARRINGTON SMITH FOR
REDISTRICTING SERVICES.

City Manager Summer Woodard noted that at the Retreat last month, it was discussed that the City may need to redistrict so we had reached out to the attorneys who had done Reidsville's last redistricting in prior years. The following March 7th memo had also been in Council members' agenda packets:

REDISTRICTING

To: Mayor Donald L. Gorham and the Reidsville City Council
From: Summer Woodard, City Manager
Date: 3/7/23

When the United State Census is completed every 10 years, the information gleaned must be evaluated in relation to the City's two voting districts. While Reidsville's overall population may not have changed too much between 2010 and 2020, the living location of our citizens appears to have shifted enough that the current districts are not within the +/- 5% for an ideal district population. This information needs to be considered so that the districts can be redrawn before the July filing period of the 2023 election.

Attached you will find a PowerPoint presentation and an engagement letter from Tharrington Smith, a law firm that handles this kind of analysis. The City has used this firm in the past when other census counts were completed. There is also a budget ordinance amendment attached to appropriate \$17,500 of fund balance, the cost of the engagement. I would ask that City Council consider accepting this engagement and approving the related budget amendment at your March City Council meeting.

Please let me know if there is any further information you need concerning redistricting. (*END MEMO*)

Adam Mitchell, a lawyer with Tharrington Smith in Raleigh, introduced himself and his colleague, Bill Gilkeson, who was a longtime member of the nonpartisan staff of the General Assembly involved with redistricting for many years. Since his retirement, Bill has been doing redistricting in private practice, Mr. Mitchell explained. The lawyer explained that as he drove into Reidsville tonight, he realized it had been about 12 years since he was last here when he worked on drawing the current districts following the previous 2010 Census. Some 10 years prior to that, his former law colleague, Michael Crowell, who has since retired, drew the districts at that time so their firm has had a long association with the City of Reidsville, he noted. He said he was glad for the invitation to come back and work with the City again.

Mr. Mitchell said they would be discussing redistricting, including an overview and the legal principles involved; the process that needs to be undertaken; review the current districts and determine whether redistricting is required; and then discuss some principles of redistricting. He said he would then ask for some feedback from Council in order for them to go back and work on plans to bring back to Council. He then reviewed the PowerPoint presentation entitled "Redistricting Following the 2020 Census". (A COPY OF THE POWERPOINT PRESENTATION IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

Mr. Mitchell talked about the Constitutional principle of one-person, one-vote with the relative voting strength of all voters should be about the same. If you have two voting districts with true population equality, the voting strength of each voter is about the same, he noted. In districts that have gotten out of balance, the voters in the smaller district will really have more relative voting strength since there are less voters there with essentially, fewer voters needed to reach a majority or to come together in a coalition to select a candidate of their choice. Therefore, every 10 years, the law requires that we look at the new Census data and make a determination, he continued. You need to redistrict if two things are in place, he said, including that you 1) use true electoral districts in your elections, which Reidsville does; and 2) then look at the 2020 Census data to see if the current districts are still in balance. Mr. Mitchell said they look at a plus or minus range of 5%. If your districts are in that range, you can leave them alone for 10 years, he stated, but if they've gone outside that range, you need to redistrict.

For the public, Mr. Mitchell discussed the current City electoral districts. Two members of Council are elected from each of the two districts with two Council members and the Mayor voted at large. While most cities underwent districting in 2021, Reidsville only had its at-large seats up for re-election. In 2023, the four district seats are up for election, the attorney said, so we need to complete that process before the election in order to have balanced districts.

Mr. Mitchell reviewed the process, including public input and at least one public hearing. He noted that Council is responsible for the process and no outside entities. Ten years ago, that was not the case, he explained, because at that time, you had to receive preclearance from the US Justice Department under Section 5 of the Voting Rights Act. In the intervening years, that requirement has been repealed, he said. No one else has to sign off on it, he continued, stating that once Council adopts the plan, that is the plan.

The attorney added that the redistricting process needs to be finished before July 7, 2023 when filing opens so that candidates will know which district to file for, but Mr. Mitchell said it was a comfortable timeline.

Mr. Mitchell then looked at the two current districts with District A in yellow and District B in blue. According to the 2020 Census population figures, District A's population is 6,814 compared to 7,769 in District B. Dividing the population of the City by two, you get the ideal population which would be 7,291.5 in each district. The numerical deviation is about 477 people, he noted, with District A being too small and District B being too large. The percent deviation is 6.55%, which is out of that +/-5%, meaning the City is close but he believes redistricting is required. That is his recommendation, but he stressed that the City is not radically out of balance.

The attorney then reviewed Redistricting Criteria and noted that they needed Council feedback on these issues as to what they wanted to accomplish and what their priorities are. He noted that there are an unlimited number of possible redistricting plans. Options could be getting the difference within that +/-5% or down as close to zero as possible. One thing, he said, to consider could be anticipated growth if Council knew that one of the districts might grow a lot faster than the other. In that case, Mr. Mitchell said, you could under populate that district although keeping it within that +/-5% so that there would be a little extra room to grow.

Mr. Mitchell noted that the redistricting would need to be kept in compliance with the Voting Rights Act to ensure that no voting plan is racially discriminatory. Contiguity is needed so that the voting

districts are contiguous although we know there may be satellite areas and exceptions, he stressed. Preserving administrative areas and keeping them intact, such as a downtown business district, to keep all of the area in one district or another is something that might be considered. Preserving communities of interest, i.e. a historic neighborhood, that Council feels should be kept together is another consideration, Mr. Mitchell continued.

He noted that major physical features are often used as boundaries, like a major road as opposed to a small neighborhood street. Post-census development had already been discussed, Mr. Mitchell pointed out, and compactness of districts is more on a countywide scale than for a city Reidsville' size, he indicated. The last two are particularly important, he said, such as preservation of the cores of existing districts. He likened this to starting with where you are now in the district and working around the margins to get within the acceptable range or Council could tell them to start from scratch. The last is the issue of avoiding the pairing of incumbents in the same district, the attorney said. If Council wants to keep the incumbents in their current districts, that is legally allowed and a valid consideration, he noted.

Mr. Mitchell asked if Council had any questions? Councilman Festerman said he thought we were not covered by the Voting Rights Act, perhaps based on a court decision a couple of years ago. He asked about that. The attorney said there are two main parts of the Voting Rights Act: Section 5 and Section 2. Section 5 is the preclearance provision, whereby a covered entity, which the City of Reidsville was, would make any change in voting as small as moving the location of a polling place, the City would have to get permission from the Justice Department. He said we had to do that for redistricting 10 years ago. That part was overturned by the United States Supreme Court, he explained, so we don't have to get preclearance anymore. Section 2 of the Voting Rights Act basically says no jurisdiction shall adopt racially discriminatory policies or practices and that would be decided by some kind of private party filing a lawsuit under Section 2 if they felt the City's plan was discriminatory, he said.

Mayor Gorham asked for an example of setting up lines in a discriminatory fashion? Mr. Mitchell gave the example of a compacted minority district that was able to elect a candidate of their choice. If the redistricting plan intentionally split that district into two non-minority districts where that community can no longer elect the candidate of their choice, that could be viewed as discriminatory, the attorney explained. Mayor Gorham said it could be likened to gerrymandering, to which Mr. Mitchell agreed.

Councilwoman Walker said currently a little less than 1,000 people are involved, but if there is expected growth with some patio homes planned, etc., does that mean that four years from now we would need to do it again because the numbers are off again? Mr. Mitchell clarified that you don't have to do it again until the next Census because only the official Census data is what matters. He added that if you know 1,000 people may be coming into District A, maybe we should make that a little bit smaller to absorb that expected growth. He stressed that the City doesn't have to, and it's not required, but when we get to that 2030 Census, you may not be as out of balance.

Mr. Mitchell said the most specific guidance they need is whether to preserve the core of existing districts, to avoid pairing of incumbents in the same district or are you interested in accounting for future growth? Again, that would require that the City know where the future growth is expected and not just a guess, he added. He asked for consensus on these issues tonight so that the next time they come before Council, they can have three plans to consider. He also asked that if Council knows

specific areas along the boundary line between the districts that would be good for them to look at, please let them know.

Mayor Gorham said he'd like to see them fairly similar to what they are now in terms of population. Mayor Pro Tem Brown said he'd like to see the cores of existing districts preserved.

Mr. Mitchell said he is hearing consensus on starting from where you are and make the changes we need to make. It was also the consensus to keep incumbents in their current districts.

The attorney asked about future growth? Councilwoman Walker called it a gamble but Councilman Festerman said whatever they do, they would be bound to it for 10 years so he thought it would be incumbent of them to have an option considering possible growth. The Mayor said since they can have three different scenarios, he agreed that one could consider growth. Councilman Festerman told Mr. Mitchell the City's planning department should be helpful with that.

Councilmember Scoble noted that the growth expected along Barnes Street might be balanced by the zoning changes along Freeway Drive and the Middle School for apartments. Mr. Mitchell said they would consult with City staff and, if they think there is a plan that would account for future growth, they will bring it to Council. The Mayor said if the areas in yellow that might be moved to blue could resemble those blue, that might be best. The attorney asked if there were any areas that might be part of a straightforward change?

Councilman Festerman pointed out that Tom Holderby was planning to build those apartments near Love's Travel, which could be about 200 apartments and 400-some people.

Mr. Mitchell said he felt like they had what they needed. Mr. Gilkeson asked if Council wanted the growth to be considered in just one of the three plans they bring back to them? The Mayor said since it is based on something that might not come through, he believed just one plan, with which Council appeared to agree. Mr. Gilkeson requested that he also get an official list from staff of Council's current addresses.

Councilwoman DeJournette asked how major roadways and railroad crossings affected the process? Mr. Mitchell said a major road or railroad tracks can be a natural dividing line and is better than a street being the dividing line. Councilman Festerman said that is occurring now so he would like to avoid that if it could be. The attorney said the line has to be somewhere but they would want to make it as minimally intrusive to the neighbors as possible.

Mr. Mitchell said they could work with staff to have a landing page with the three plans included for public input. He asked if Council would like to do that before the next meeting or after Council had a chance to review the plans. The Mayor said he would like to see the plans first. The attorney said they could make them publicly available upon Council direction after the next meeting.

Mayor Gorham asked for a motion to approve the contract with Tharrington Smith.

Councilmember Scoble made the motion, seconded by Councilwoman DeJournette and unanimously approved by Council in a 7-0 vote, to approve the contract. (A COPY OF THE CONTRACT IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

Mayor Gorham then asked for a motion on the Budget Ordinance Amendment?

Councilman Hairston made the motion, "So moved," seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote, to approve Budget Ordinance Amendment No. 12, which follows:

BUDGET ORDINANCE AMENDMENT NO. 12

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 required redistricting;

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, General Fund Balance, be increased by \$17,500.00.

Section 2. That expense account number 10-4110-4400, Professional Services, be increased by \$17,500.00.

This the 14th day of March, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

/s/ _____
Angela G. Stadler, CMC/NCCMC
City Clerk

CONSIDERATION OF AGREEMENT WITH BALLRED/OLD NORTH STATE LEAGUE FOR NAMING RIGHTS FOR FIELD NO. 3 AT JAYCEE BALLPARK.

Assistant City Manager of Community Services Haywood Cloud Jr. reviewed the following March 6th memo, which outlines the possible naming rights of Jaycee Ballpark Field #3 that had been discussed at the Council's annual Retreat last month:

MEMORANDUM

To: Summer Woodard, City Manager
From: Haywood Cloud, Jr. Assistant City Manager for Community Services
Date: 3/6/2023
Re: Jaycee Ball Park Field #3 Renovations/Naming Rights-Reidsville Luckies

As discussed at the Council Retreat, it was consensus of Council to consider an Agreement with Ballred/Reidsville Luckies for Naming Rights to Field No. 3 at Jaycee Ballpark at their March 2023 regular meeting. Attached is the PowerPoint presentation from the retreat, and the original

agreement with Old North State League for use of the Jaycee Ballpark field. Representatives from Ballred/Reidsville Luckies will be present at the meeting to answer any questions that anyone may have about the proposed agreement.

Please let me know if there is any other information you need. (END OF MEMO)

Cloud noted that Alec Allred, Reggie Allred's son and partner, was here to answer any questions. Mr. Allred came forward, noting he is the President of the Old North State League and the principal owner of Ballred. He said he and his dad started this venture in 2018 but since then, other partners have been brought in but his family owns the majority.

Councilman Festerman asked Mr. Allred if the City were to enter into this agreement, how long would it be in effect? Mr. Allred said they had discussed doing it for the length of the rental of the ballfield. After some discussion, City Manager Woodard noted that the existing lease agreement ends July 1, 2041.

Councilwoman Walker asked if the six activities listed in the Memorandum of Understandings are done in priority? Mr. Allred said the first priority is getting the naming rights first and then getting the lights fixed since this is a safety issue for the players. He also said night games would be better not only for the players but also for the community to get more people out there. He noted that former City Manager Preston Mitchell had been interested in bringing collegiate teams here from the northeast for spring tournaments as well for economic revenue. He said he felt that those other items, such as dugouts, stadium seating, etc., will allow for those other revenue opportunities with other tournaments during the Luckies' off season. The priority is fixing the lights and upgrading the facility to a legitimate collegiate facility. It would attract better players for the Luckies as well as other collegiate tournament opportunities/revenue streams for the City, he noted.

Councilmember Scoble said she felt this was an excellent way to get a first-class stadium; however, she asked if the City would be notified before a decision about the naming rights is made? Mayor Gorham asked if the City would be made aware of the naming rights in advance? Mr. Allred said yes.

Councilman Festerman asked about the lighting listed as 1.a. in the MOU. He said he felt that wording was ambiguous. He expressed concern about the City giving Ballred total control over the lighting and whether it is done right or not. The Councilman said Mr. Allred gets the revenue from the naming rights so what control does the City have over how they spend the money? Mr. Allred said the City could introduce them to the contractors the City would like them to use and there being some type of communication there. Regarding the lights, Mr. Waterman is very qualified about lights, but especially those for college baseball, Mr. Allred said.

Councilman Festerman said the agreement was a Memorandum of Understandings (MOU). Would there be a contract at some point in time, he asked? Mr. Allred said there would be a contract with the company for the Naming Rights. He said Ballred would hire a firm to go out and sell the naming rights because he does not have the staff or the knowledge to do that. He noted that the High Point location naming rights was for \$21 million over a 10-year period. Mr. Allred said he didn't know anyone with that type of money and also said he was not saying Jaycee would attract that type of interest.

Councilman Festerman expressed concerns about giving them the rights to do this but with no way to control how the money/income is spent. Mr. Allred said he understood the Councilman's concerns, but he said he didn't know if there is one great way to do it. However, he noted that one party has to be the one to hire the firm to do the naming rights, etc. Councilman Festerman asked City Attorney Bill McLeod Jr. if that was something that would need to be put in a contract? Mr. McLeod said it would need to be put in a contract eventually.

Discussion ensued between Councilman Festerman and the City Attorney about the need for a contract. City Attorney McLeod said all you have right now is a lease agreement and it sounded like there would be a contract between Mr. Allred and the firm doing the naming rights. Mr. Allred said he understood the

Councilman's concerns because there appeared to be no oversight, and he could collect the revenue and do whatever he wants. Mr. Allred said he believes there is a way to establish a contract and protect the City from that. He also reminded everyone that his company will not own the stadium; they are only here for two months in the summer. These improvements will be with the City long after he is gone and the team is gone but he added hopefully, the team will be here for another 30 years. He said again, those are things the City will own, not the Reidsville Luckies. These are the things that need to happen for Reidsville to get the first-class stadium they are looking for, for the Luckies to attract better and players and to provide more family friendly entertainment on a grander scale, he said.

Councilman Festerman said that while he may come across as sounding a little harsh about this, he added that he had spent a lot of time with Alec this afternoon and felt like Mr. Allred wants to do the right thing. The Councilman said he didn't say all of this to be a negative but he always wants the City to be protected.

Mayor Gorham said he felt they were looking at this as a "good faith effort" to enhance the field and make it a whole lot safer place to play and a drawing card for others.

Mayor Gorham asked if there was a motion to allow the naming rights by the Old North State League?

Mayor Pro Tem Brown made the motion, "so moved," seconded by Councilwoman DeJournette.

City Manager Woodard asked Mr. Allred that, if Council approves this tonight, before any contracts are signed, would he bring them to the City for review? He said absolutely. She said she thought the City Attorney would need to come in as well. She said this was her thought that this was giving him/Old North State permission to go seek a firm to sell the naming rights. At that point a contract would be drawn up between the three of us, correct? the City Manager asked Mr. Allred. He said that was his understanding as well.

The motion then passed in a 7-0 vote. (A DRAFT AGREEMENT IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

BUDGETARY ITEMS:

CONSIDERATION OF JAYCEE BALLPARK CONCESSION STAND BID PROPOSAL.

Assistant City Manager Cloud then reviewed his February 28th memo on the Jaycee Ballpark Concession Stand Bid Proposal, which follows:

MEMORANDUM

To: Summer Woodard, City Manager
From: Haywood Cloud, Jr. Assistant City Manager for Community Services
Date: 2/28/2023
Re: Jaycee Ball Park Concession Stand Bid Proposal

Per your request at our yearly City Council Retreat regarding the calculation of utility costs to operate the Jaycee Park concession stand, staff has concluded that the bids should begin at a minimum of \$750 yearly, either in full or in two payments of \$375. This number not only represents a twenty-five (25%) increase over the \$600 winning bid back in 2015, but it also accounts for inflation over the years. After an attempt to move to a percentage of sales structure between the City and the bid winner in 2018, it became clear that setting a minimum dollar amount was a much cleaner process for both parties.

Attached is a copy of the public bid advertisement that will be placed in the local newspaper.

Please let me know if there is any other information you need. (END OF MEMO)

The Assistant City Manager pointed out that the last concession stand agreement expired in 2021 so the City is opening it up for bid again this year. He discussed the differences between charging a minimum like in 2015 or attempting to do a percentage of sales as was done in 2018. He said he feels it is cleaner to have a minimum bid. He explained that it is very hard to track revenues and that the City must rely on the bidder. After speaking with Assistant City Manager/Finance Director Chris Phillips, it was decided to set the minimum bid at \$750 annually, which reflects a 25% inflationary increase, would be appropriate.

Cloud also stated that Councilmember Scoble had asked about equipment. He said yes, the equipment in the concession stand belongs to the City, including a hot dog and a popcorn machine. The bidder can also bring in additional machines, he said.

Councilman Festerman asked if this would be for any events out at Jaycee? Cloud said yes, including league games, etc. In response to question from Councilmember Walker, Cloud said the agreement would be for three years, with an option for an additional two years.

Councilman Festerman asked for more details about the City's responsibility regarding the equipment in the concession stand. Cloud said the equipment is ours but the bidder will be expected to keep the equipment clean. While the City would be responsible for repairs, the Assistant City Manager said he has no knowledge of any issues.

Councilmember Scoble also asked about whether the \$750 minimum yearly bid would cover expenses, such as electricity, insurance, etc. Cloud noted it was difficult to determine such expenses since the Duke Energy bill doesn't break down the costs, such as the concession stand. He said the 25% increase to the minimum bid sought should cover inflation and still be a fair price.

In looking at the accompanying advertisement, Councilman Festerman asked if a May 26th due date for proposals would give enough time before the rec season starts? Cloud said staff had already considered moving that date up and that the attached ad was more of an example. He said he would work with the City Clerk to be ready to send the advertisement out.

Councilman Hairston then made the motion "So moved," seconded by Councilwoman Walker and unanimously approved by Council in a 7-0, to approve the concession stand bid proposal.

CONSIDERATION OF METER TAP INCREASE.

Public Works Director Josh Beck reviewed his February 17th memo on meter tap fees that had been discussed at Council Retreat, which follows:

MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Josh Beck, Public Works Director
RE: Meter Tap Fees
DATE: February 17, 2023

With all the recent price increases across the board, Public Works evaluated the anticipated cost for both a 3/4" and 1" meter installation. Unlike larger meter fees, these two sizes are a set fee and no rate increases

have been proposed since the 2015-2016 fiscal year. As expected, the cost of this service has increased significantly since the last increase. A breakdown of the cost per meter size is outlined below:

| | 3/4" | 1" |
|--------------------------|------------|------------|
| Meter Parts | \$518.50 | \$621.16 |
| Meter | \$175.00 | \$305.00 |
| SmartPoint | \$175.00 | \$175.00 |
| Labor (4hrs/ 3 man crew) | \$250.00 | \$250.00 |
| Roadway Repair | \$900.00 | \$900.00 |
| Total | \$2,018.50 | \$2,251.16 |

Currently, per our fee schedule, we charge \$1,300 and \$1,800 for a 3/4" and 1" tap plus the meter, respectively. This results in a loss of \$500-700 per tap completed. In addition, the estimates above assume a typical installation, no administrative cost, and 25 lf of water line. Our recommendation is to increase these fees to \$2,200 for a 3/4" tap and \$2,400 for a 1" tap to cover our current cost and some minimal future price increases. (END OF MEMO)

Beck noted that his department got several notices last year of fee increases from their suppliers. He said they evaluated the cost of several meters. Anything over a one-inch meter, they charge parts and overhead, he said. Before Council he has the two meters where they do provide a set fee, which is for the 3/4" and the 1-inch, which is the most common meter they provide for a single-family house irrigation, he said. A retail store/industry would be a much larger meter, he pointed out. As noted in his memo, they are still using the 2015-2016 numbers. He reviewed the numbers in his memo, including what the City is losing.

The Public Works Director talked about the various scenarios they look at to determine a good average cost. He said they are recommending \$2,200 for a 3/4" tap and \$2,400 for a 1" tap, which will give staff a little bit of a buffer so they don't have to come back in two months about another increase. He said they continue to get feedback from their vendors about costs, etc. He said the purpose of this increase is not to make money, adding that he thinks the City should provide this service although some cities have stopped providing it. He said he believed our guys do a better job than hiring a random contractor. He added that it also protects the integrity of our system a little more.

Councilman Festerman questioned this would take effect immediately? Beck said yes. Councilwoman Walker asked if any of these were scheduled for tomorrow, she would hate for them to be hit with the higher fees. Beck said none were planned, but they would honor any existing applications with the former price.

Councilmember Scoble asks who decides the size of the meter? The Public Works Director said the applicant decides with the flow determining the size of the meter. A single-family home is almost always a 3/4", he noted. Architects for the commercial businesses usually tell us what they require, he said.

Councilman Festerman made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to approve Josh Beck's request for meter tap fee increases.

CONSIDERATION OF ENGINE REPLACEMENT FOR FIRE TRUCK.

Fire Chief David Bracken reviewed his March 6th memo, which follows:

Memorandum

To: Summer Woodard, City Manager
From: David Bracken, Fire Chief
Date: March 6th 2023
Re: Fire Truck Engine Replacement

At our recent Staff and Council Budget Retreat, I made Council aware of the need to replace the engine in our 2014 Ladder Truck. The cost to replace the engine is \$50,000.00. The other option was to do an in frame rebuild at a cost of \$36,600.00. After discussion, Council indicated that purchasing a new engine would be the better option because of the warranty. This memo serves as a request for a budget ordinance amendment to reflect the allocation of funds for this project. *(END OF MEMO)*

Chief Bracken said the 2014 ladder truck started experiencing performance issues about two months ago. Excessive oil was found in the radiator. The two options are either do a complete rebuild at \$36,400 or a complete engine replacement at a cost of \$50,000, he explained.

Councilwoman DeJournette made the motion, seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 to approve the engine replacement and corresponding Budget Ordinance Amendment.

The Budget Ordinance Amendment as approved follows:

BUDGET ORDINANCE AMENDMENT NO. 13

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 Fire Truck engine repairs;

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, General Fund Balance, be increased by \$50,000.00.

Section 2. That expense account number 10-4340-3521, M&R - Equipment, be increased by \$50,000.00.

This the 14th day of March, 2023.

/s/ _____
Donald L. Gorham
Mayor

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

CONSIDERATION OF BIDS FOR CONSTRUCTION OF PENN HOUSE CDBG-CV PROJECT.

Judy Yarbrough, Penn House Manager, reviewed the March 5th memo from the CDBG-CV Planning Committee, which follows:

CDBG-CV PENN HOUSE PROJECT

To: Summer Woodard, City Manager
From: Penn House CDBG-CV Planning Committee
(Judy Yarbrough, Chris Phillips, Josh Beck)
Date: March 5, 2023

The Penn House expansion project planning commenced upon the approval of a Community Development Block Grant – Coronavirus program grant. The State of NC’s Historical Properties office held the process up for some time in reviewing the project. The current planning is for a stand-alone building being built in the courtyard behind the current gazebo. This building will make the venue more attractive for larger gatherings and potential conferences. The larger capacity facility is needed for all of Rockingham County.

The original CDBG-CV grant for this project was \$600,000. As planning progressed, it was clear that this amount would not be sufficient to plan/design and construct the facility. When American Rescue Plan funds were received, additional funds for this project were discussed. At that time, an additional \$400,000 – which brought the funding to \$1,000,000 – was a working estimate.

Josh Wheeler with CPL, Architecture, Engineering, Planning was contracted to design and bid the project. The final design plans were approved to the City Council in December 2022. The project was advertised for bid and a prebid meeting was held for interested companies. Seven bids were received and opened on February 23. A memo and certified bid tab from CPL has been received. The low bid was \$1,497,430. In addition, some alternate items were bid as well. Of these, only the wood trim package is going to be excepted for an additional \$5,000.

Of the \$1,000,000 initial budget, \$200,000 has been allocated to design, surveying and grant administration, leaving \$800,000 for construction. Therefore, additional funding of \$750,000 will be needed to complete this project. This amount will allow a \$50,000 contingency on the project. City staff has attempted to contact the State to inquire about additional CDBG funds for this project with no success. This option will continue to be explored, but it is not likely.

In order to not forfeit the original \$600,000 grant, the City must sign a construction contract by March 17, 2023 – which means the City Council needs to make a final decision on the project at their March 14, 2023 meeting. General Fund Balance is the only internal financing option to complete this project. There are some American Rescue Plan Funds remaining, but not enough to complete this project and there are other projects in various phases as well with unknown completion costs at this time.

The City had \$6,599,030 as unappropriated fund balance on June 30, 2022. To date, there have been approved allocations totaling \$213,161, which drops the balance to \$6,385,868.

If \$750,000 is allocated the balance would drop to \$5,635,868. The City's fund balance to expenditure percentage at the beginning of the fiscal year was 36.74%. The allocations to date have dropped the percentage to 35.55%. If \$750,000 is allocated, the percentage would decrease to 31.38%. As a comparison, the Local Government Commission does not recommend any certain percentage of fund balance; they do compare a unit of government to its peers to see if the percentage is low in comparison or trending down. For planning purposes, 24%, or three months of expenditures, is an appropriate target minimum fund balance and 8%, only one month of expenditures, is a level of concern. If the City Council allocates \$750,000 to this project, the funding mix will be approximately 57% grant and 43% City funds, meaning the project cost the City \$.43 on the dollar from local funds. The amount spent in planning the project, \$200,000, will be sunk costs to the City if the construction is not funded.

Attached to this memo is Budget Ordinance Amendment 14 to allocate \$750,000 to this project. In addition, a Capital Project Ordinance Amendment for Fund 50, the CBDG-CV, Penn House Project, to record the funding and construction costs along with a Special Revenue Fund Amendment for the American Rescue Plan Funds to actually allocate the \$400,000 of those funds that has been intended for this project. The City Council will also need to approve the low bidder in order to get a contract signed. (*END OF MEMO*)

City Marketer Judy Yarbrough said she was before Council tonight to discuss the bids received for the Penn House project. She noted that she is very passionate about this project and has been waiting a long time to be able to expand that facility. This project will mean great things for us in a lot of different aspects, including from an economic development standpoint. Currently about 80% of the events held at the Penn House come from outside Rockingham County, she noted. She discussed how this 250-person facility could help put more heads in beds and is greatly needed. Currently there is not another place in Rockingham County that can accommodate that, she stated.

Yarbrough reviewed some of the figures provided by Assistant City Manager/Finance Director Chris Phillips. Bids did come in higher than expected, Yarbrough said, with the lowest bid coming in at over \$1.49 million. She added that most of the amenities added would not be needed, except for the \$5,000 for wood trim. The quotes should have been included in Council members' packets, she said. Some of the quotes for things like landscaping and outside patio lights came in much higher than if we did them ourselves, she noted.

Again, she noted that this COVID grant project had been held up for quite a while on the State level due to the Historical Preservation group, COVID and everything else. Yarbrough also pointed out that the construction contract for this three-year grant must be signed by March 17 or we stand to lose the \$600,000 grant. While the project was supposed to have been completed by June, our grant administrator has it in the queue if this is approved tonight to get an immediate extension, the City Marketer stated. The grant administrator feels that if a contract is signed and we are moving forward, the State will grant that, she said.

For the project to be completed, an additional \$750,000 is needed, she said, with the monies coming from the General Fund Fund Balance as noted in the memo.

City Manager Woodard said the City had been given a unique opportunity with this grant, and she would hate to lose the \$600,000 awarded. The City had also put an additional \$400,000 into the

project from American Rescue Funds. However, due to inflation and the timing of this project, the bids have come in higher, Manager Woodard said. She said this is a project that the City is very passionate about. She added that it will probably be cheaper to build the building now, and we might kick ourselves in five years when it is double the cost. While \$750,000 is a large pill to swallow, and we don't take it lightly, she acknowledged, grant monies still account for 57% of the cost of the project. The City is only spending 43% of the cost, which is something for Council to consider, the City Manager added. She said we are trying to think long term with the unique possibility we have been presented.

The City Manager said we might be able to get a conference like the one Councilmember Scoble is at, the State Main Street Conference. It could propel us in a unique situation, and she said she would just hate for it to pass us by. She said she didn't want anyone around the table to regret not doing it when in the future the cost could be three times as high.

Mayor Gorham said this could put us light years ahead of anyone else in Rockingham County and surrounding areas. Yarbrough agreed. She said about three years ago, Charlie Hall had estimated a metal building would be about \$900,000 so Council can see how much that amount has gone up during that time.

A brief discussion ensued about tree uplighting outside and the large discrepancy between some of the bids received.

Councilman Festerman asked if Brooks Construction was out of Greensboro, which Yarbrough confirmed. He asked about the timeframe for construction. She said the contract calls for 183 days or roughly six months. There is also a penalty clause included in the contract, it was noted. The contract is ready to go if Council decides to go in that direction, she added.

Mayor Gorham asked for a motion on Budget Ordinance Amendment No. 14.

Noting that this is the closest we have ever come to achieving this dream, Councilmember Scoble made the motion to approve Budget Ordinance Amendment No. 14, which was seconded by Councilwoman DeJournette and unanimously approved by Council in a 7-0 vote.

The Budget Ordinance Amendment as approved follows:

BUDGET ORDINANCE AMENDMENT NO. 14

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 General Fund Balance for the CDBG-CV Penn House Capital Project Fund;

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, General Fund Balance, be increased by \$750,000.00.

Section 2. That expense account number 10-4930-9808, Community Affairs – Transfer to Capital Project, be increased by \$750,000.00.

This the 14th day of March, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

/s/ _____
Angela G. Stadler, CMC/NCCMC
City Clerk

The Mayor asked for a motion for the Capital Project Ordinance Amendment?

Councilwoman Walker made the motion, “So moved,” which was seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote.

The Capital Project Ordinance Amendment as approved follows:

**COMMUNITY DEVELOPMENT BLOCK GRANT – CORONAVIRUS (CDBG-CV)
CAPITAL PROJECT ORDINANCE AMENDMENT**

**AUTHORIZING CAPITAL IMPROVEMENTS
AT THE PENN HOUSE**

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 amend and/or set up appropriate accounts for improvements at the Penn House and to recognize funding;

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

Section 1. That the following revenue accounts for this project is hereby established/amended:

| | | | |
|--------------|--|----|---------|
| 50-3612-1002 | Proceeds of American Rescue Plan Funds | \$ | 400,000 |
| 50-3988-0000 | Transfer from General Fund | \$ | 750,000 |

Section 2. The following line items of expenditures are hereby established/amended:

| | | | |
|--------------|-----------------------|----|---------|
| 50-7120-1991 | Professional Services | \$ | 140,000 |
| 50-7120-5800 | Construction | \$ | 960,000 |

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 14th day of March, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

/s/ _____
Angela G. Stadler, CMC/NCCMC
City Clerk

The Mayor then asked for a motion regarding the Special Revenue Fund Amendment?

Councilwoman DeJournette made the motion, "So moved," which was seconded by Mayor Pro Tem Brown and unanimously approved by Council in a 7-0 vote.

The Special Revenue Fund Amendment as approved follows:

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 CDBG-CV Penn House Capital Project;

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:

| | | | |
|--------------|--|-----|----------|
| 13-9800-0007 | Transfer to CDBG – CV Penn House Capital Project | \$ | 400,000 |
| 13-9999-0000 | Contingency(REDCUED) | (\$ | 400,000) |

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 14th day of March, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

/s/ _____
Angela G. Stadler, CMC/NCCMC
City Clerk

Councilman Festerman then made the motion “So moved,” seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to accept the recommended low bid (Brooks Construction).

Yarbrough said to the Council, “Thank you so much”.

ORDINANCE AMENDMENTS:
CONSIDERATION OF AMENDMENTS TO BOARD AND COMMISSION
MEMBERSHIP REFERENCES IN THE CITY'S CODE OF ORDINANCES.

Jason Hardin, Planning & Community Development Manager, reviewed his March 2nd memo, which follows:

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: March 2, 2023
RE: Boards and Commissions Attendance Amendment

Reidsville's appointed board and commission members serve in key roles to support various initiatives enacted by council: planning & zoning, community appearance, historic preservation, human relations, and parks & recreation. Regular member attendance is imperative to ensure business that comes before these bodies is conducted in a timely manner. We propose the language below be added to the applicable sections of the Reidsville Code of Ordinances to clarify our policy and encourage board member attendance. I recommend the proposed amendments be approved.

Proposed language:

“If a member is unable to attend a scheduled meeting, it shall be the responsibility of the board or commission member to promptly notify applicable City staff prior to the meeting date. In the event a quorum is not obtainable, the absence will be listed on the member's attendance record.”

Code of Ordinance sections to be amended:

- Chapter 2 Administration, Article I In General, Section 2-10 Appointment of Boards and Commissions, Subsection (b)
- Chapter 9.5 Human Relations Commission, Section 9.5-2, Subsection D
- Chapter 12 Parks and Recreation, Article II Parks and Recreation Advisory Commission, Section 12-21 Membership Appointments; Terms of Office; Vacancies; and Compensation, Subsection E.
- Chapter 15 Planning and Development, Article II Planning Board, Section 15-22 Attendance at meetings prerequisite to maintaining membership (*END OF MEMO*)

He noted that ordinances related to board and commission attendance are very general, and these amendments would help clarify our policies and give some specific language regarding quorums and members' attendance. Regular attendance by board members is very important, especially with property-related matters and in terms of getting projects done, etc., Hardin stated. He read aloud the additional language. He said he felt this would be effective.

Councilman Festerman asked about remote attendance. Hardin said that applies to Council only unless Council would like to extend that to the boards and commissions. The Councilman asked if there are excused absences. Hardin said the ordinances do not include any language to address excused absences. City Clerk Stadler noted that as Council is aware it is easy for board and commission members to be reinstated. Hardin agreed, noting that they can appeal and reapply to the board/commission.

Councilwoman Walker asked Hardin how many meetings did one board miss because they didn't have a quorum? Hardin replied that he thought the Appearance Commission missed three meetings in a row last year because they didn't have a quorum. Councilwoman Walker noted that some people called up 15 minutes before the meeting to say they couldn't come, and the board couldn't get anything done.

In response to a question from Mayor Gorham, City Attorney Bill McLeod said the vote could be done in one vote.

Councilwoman Walker then made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to amend the ordinances.

The approved Ordinance Amendments with the additions italicized are shown below:

**AN ORDINANCE AMENDING CHAPTER 2 ADMINISTRATION,
ARTICLE I. IN GENERAL
SECTION 2-10: APPOINTMENT OF BOARD AND COMMISSION
MEMBERS, SUBSECTION B**

WHEREAS, the City of Reidsville desires to clarify its attendance policy for boards and commission members appointed by the city council to encourage and require faithful meeting attendance; and

THEREFORE, BE IT ORDAINED BY THE REIDSVILLE CITY COUNCIL:

That Chapter 2, Article I., Section 2-10, Subsection (b) be amended as follows:

(b) Faithful attendance at meetings by all members of boards and commissions appointed by the city council is considered a prerequisite for the maintenance of membership on the commission. Any member who misses three (3) consecutive meetings or four (4) meetings in a twelve-month period shall be considered to automatically have resigned from the board/commission. A member terminated for lack of attendance may appear before the city council and request reinstatement. *If a member is unable to attend a scheduled meeting it shall be the responsibility of the board or commission member to promptly notify applicable City staff prior to the meeting date. In the event a quorum is not obtainable, the absence will be listed on the member's attendance record.*

/s/ _____
Donald L. Gorham, Mayor

ATTEST:

/s/ _____
Angela G. Stadler, CMC/NCCMC
City Clerk

**AN ORDINANCE AMENDING CHAPTER 9.5
HUMAN RELATIONS COMMISSION
SECTION 9.5-2: MEMBERSHIP APPOINTMENTS**

WHEREAS, the City of Reidsville desires to clarify its attendance policy for boards and commission members appointed by the City Council to encourage and require faithful meeting attendance; and

THEREFORE, BE IT ORDAINED BY THE REIDSVILLE CITY COUNCIL:

That Chapter 9.5, Section 9.5-2, Subsection (d) be amended as follows:

(b) Faithful attendance to the meetings of the commission appointed by the City Council is considered a prerequisite for the maintenance and membership on the commission. Any member who misses three (3) consecutive meetings or four (4) meetings in a 12-month period shall be considered to automatically have resigned this appointment to the commission. *If a member is unable to attend a scheduled meeting, it shall be the responsibility of the board or commission member to promptly notify applicable City staff prior to the meeting date. In the event a quorum is not obtainable, the absence will be listed on the member's attendance record.* A member terminated for lack of attendance may appear before the City Council and request reinstatement.

This the 14th day of March, 2023.

/s/ _____
Donald L. Gorham, Mayor

ATTEST:

/s/ _____
Angela G. Stadler, CMC/NCCMC
City Clerk

**AN ORDINANCE AMENDING CHAPTER 12
PARKS AND RECREATION
ARTICLE II: PARKS AND RECREATION ADVISORY COMMISSION
SECTION 12-21: MEMBERSHIP APPOINTMENTS**

WHEREAS, the City of Reidsville desires to clarify its attendance policy for boards and commission members appointed by the City Council to encourage and require faithful meeting attendance; and

THEREFORE, BE IT ORDAINED BY THE REIDSVILLE CITY COUNCIL:

That Chapter 12, Article II, Section 12-21, Subsection (e) be amended as follows:

(e) Faithful attendance at the meetings of the Parks and Recreation Advisory Commission is considered a prerequisite for the maintenance of membership on the Commission. Any member who misses three (3) consecutive meetings or four (4) meetings in a 12-month period shall be considered to automatically have resigned this appointment to the commission. *If a member is unable to attend a scheduled meeting, it shall be the responsibility of the Commission member to promptly notify applicable City staff prior to the meeting date. In the event a quorum is not obtainable, the absence will be listed on the member's attendance record.* A member terminated for lack of attendance may appear before the City Council and request reinstatement.

This the 14th day of March, 2023.

/s/ _____
Donald L. Gorham, Mayor

ATTEST:

/s/ _____
Angela G. Stadler, CMC/NCCMC
City Clerk

**AN ORDINANCE AMENDING
CHAPTER 15 PLANNING AND DEVELOPMENT,
ARTICLE II PLANNING BOARD, SECTION 15-22 ATTENDANCE AT
MEETINGS PREREQUISITE TO MAINTAINING MEMBERSHIP.**

WHEREAS, the City of Reidsville desires to clarify its attendance policy for boards and commission members appointed by the city council to encourage and require faithful meeting

attendance; and

THEREFORE, BE IT ORDAINED BY THE REIDSVILLE CITY COUNCIL:

That Chapter 15, Article II, Section 15-22 be amended as follows:

Faithful attendance at meetings of the planning board is considered a prerequisite for the maintenance of members on the board. Any member who misses three (3) consecutive meetings or four (4) meetings in a twelve-month period shall be considered to automatically have resigned from the board. A member terminated for lack of attendance may appear before the city council and request reinstatement. *If a member is unable to attend a scheduled meeting, it shall be the responsibility of the board or commission member to promptly notify applicable City staff prior to the meeting date. In the event a quorum is not obtainable, the absence will be listed on the member's attendance record.*

This the 14th day of March, 2023.

/s/ _____
Donald L. Gorham, Mayor

ATTEST:

/s/ _____
Angela G. Stadler, CMC/NCCMC
City Clerk

PUBLIC COMMENTS.

Hole on West Morehead Street.

Dr. Jacqueline Chestnut of 450 West Morehead Street came forward, noting she was President of the Indigo Creek Townhouses. She discussed a sinkhole that they believed might have come from a water main break across the street on Morehead. She shared a picture of the hole on her phone, which she said potentially may have come from the water main break which went on for quite some time. A contractor came out today and gave them an estimate, and he believes there is more water underneath that roadway, she said. Right now it is a hazard, she stressed. She also added that they have a creek problem as well. She asked that the City look into it. Councilwoman DeJournette asked how long the hole had been there? Dr. Chestnut said a couple of weeks and it is growing. There is another hole forming, she indicated. Mayor Gorham said the City would look into it. City Manager Woodard got Dr. Chestnut's contact information so that staff could follow up with her.

CITY MANAGER'S REPORT:

MONTH OF MARCH.

City Manager Woodard reviewed her March City Manager's Report, which follows:

Date: March 7, 2023
To: Mayor Donald Gorham
City Council Members
From: Summer Woodard, City Manager
Subject: City Manager's Monthly Report

Personnel

- The City of Reidsville has contracted with Sanford Holshouser Economic Development Consulting to conduct an executive search for the City's next Economic Development Director. In addition to this contract, the City contracted with Mac Williams, who is with this firm, to serve as bridge management for the City until we fill the position for Economic Development Director. Mr. Williams' first day with the City was March 2, 2023. *Mr. Williams was on hand so City Manager Woodard introduced him to Council He noted that he had been in Rockingham County from 1984-1989 and while there, helped build the spec building where Pella Windows is currently located. He said he also lived on Green Street for two years so he was delighted to get this opportunity to work with the City.*
- Mourice Brothers joined Team Reidsville on Monday, March 6, 2023 as our new Wastewater Treatment Plant Superintendent. He comes to us with an extensive background in wastewater treatment. He spent four years with the City of Gaston as the Operator-in-Responsible Charge (ORC) and Treatment Plant Supervisor. Prior to that, he worked as the Supervisor for the collection of household hazardous wastes for Mecklenburg County. He has also worked at a number of other wastewater treatment facilities in North Carolina, bringing a total of over 20 years of experience to the position. He has overseen a plant's conversion to a BNR (biological nutrient removal) system, which is planned in the near future for the City of Reidsville. He has a Master's degree in Occupational Safety & Health, Environmental Management from Columbia Southern University and a Bachelor's degree in Environmental Management. He possesses a Grade 4 Wastewater Treatment Plant Operator Certification, a Land Application certificate, and a Wastewater Collections certification.
- Also, please welcome Drew Bigelow as our new City Planner in the Community Development Department. She came to the City on February 20, 2023 as a recent graduate of UNC-Greensboro, where she obtained her Master's degree in Sustainability and the Environment with a concentration in regional planning and development. Throughout her studies at UNCG, Drew had the opportunity to work alongside Dr. Keith Debbage, a regional and urban planning expert with the Piedmont Triad Regional Council. This mentorship allowed Drew to develop skills relevant to planning policies and theories, utilization and prioritization of natural resources, and urban land use and management. While the City is Drew's first job in planning, her education and research have prepared in a strategic manner to ensure her success in this role. *Manager Woodard also recognized Drew Bigelow, who was in the audience. Ms. Bigelow came forward to say she was excited to join Team Reidsville.*

Projects & City Updates:

- The Annual North Carolina League of Municipalities Conference "City Vision" will be Tuesday, April 25 through Thursday, April 27th at the Embassy Suites in Concord, NC.

- The Sesquicentennial Open House for City Hall will be Saturday, March 25th from 10:00 a.m. to 2:00 p.m. Unfortunately, due to weather delays, the ribbon cutting scheduled for the All-Inclusive Park on March 25th has been postponed.
- City Staff is looking into the process to have a Sister City. We have preliminary information but will have additional information at the April 11th City Council meeting.
- Bus Stop Shelters - Staff have installed the legs and supports on the five bus shelters at Public Works. Utility locates have been called in for the proposed sites. We are continuing to work with Cathy Powers, Executive Director of ADTS, and the Salvation Army to finalize approval of that particular site off Thompsonville Street. We plan to begin the installation process at the other sites as early as next week.
- Streetscape Update - The Streetscape project is really entering into a new phase. A vast majority of the concrete curbing and sidewalks are now complete. All of the smaller light poles are installed, and we are currently waiting on the arrival of the four larger mast arm poles that will be installed at the mid-block crossing. Starting the week of March 6th, our fiber contractor will be onsite and begin pulling fiber from the Police Department into the new poles. Once their work is complete, Brady will provide their necessary wiring and begin the installation of new cameras and WIFI. Bids have been received on the milling and paving work, and staff will begin coordinating with the contractor to determine their availability and coordinate future road closures with the merchants. We are also working on securing the Crepe Myrtles now instead of waiting until Fall since our project will be completed on schedule. We will be planting the trees this Spring.

Events/Meetings Attended:

- 2/1-2/3 - I attended the Winter NCCCMA conference in Winston-Salem.
- 2/8 - Chamber Awards Luncheon
- 2/10 - Attended the Managers Luncheon in Madison, NC
- 2/13 - Virtually attended the Reidsville Area Foundation Digital Coalition
- 2/14 - City Council Meeting
- 2/15 - Management Team Monthly Meeting and I attended the NC Capital Trust Management Roundtable luncheon in Burlington, NC
- 2/16 - Attended the Citizens for Economic Development Board Meeting and the Ribbon Cutting for Artist Mary Ryan
- 2/17 - Attended the Black History program at RCARE, the open house at Parks & Rec and retirement reception for Reidsville Police Lieutenant Shannon Coates
- 2/21 - City Council Retreat and I attended an event at Reidsville Housing Authority
- 2/22 - City Council Retreat and I attended the NC Town and State Dinner in Raleigh, NC
- 2/23 - Attended the ABC Store meeting
- 2/28 - Attended the RDC Board meeting and virtually attended a meeting with NCDOT and Managers regarding STIP projects. (*END OF REPORT*)

It was noted that the Consent Agenda had not yet been approved.

APPROVAL OF CONSENT AGENDA.

The Mayor then asked for a motion to approve the Consent Agenda, which had not been done earlier in the meeting.

Councilwoman DeJournette made the motion, seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote, to approve the Consent Agenda.

APPROVAL OF THE FEBRUARY 14, 2023 REGULAR MEETING MINUTES.

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the February 14, 2023 Regular Meeting Minutes.

APPROVAL OF THE 2023 COUNCIL RETREAT MINUTES (FEBRUARY 21-22, 2023).

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the 2023 Council Retreat Minutes (February 21-22, 2023).

- End of Consent Agenda -

COUNCIL MEMBERS' REPORTS.

Councilwoman Walker

The Councilwoman yielded part of her time to Star Fulp to go ahead and do the Chamber Report.

Reidsville Chamber of Commerce Report

Star Fulp with the Chamber reported the following upcoming events: March 17, 6-11 p.m., Casino Night, Reidsville Elks Lodge-1014 Cypress Drive; March 24, 7 p.m., Reidsville Night with the Greensboro Swarm; March 28, 12-1 p.m., Topics at 12-NCEOC Succession Planning: A Deeper Dive at the Chamber (lunch provided); April 20, from 12-1 p.m., Topics at 12-CPR Workshop at Reidsville Chamber; April 26, 11-2 p.m., Staff Appreciation, Location to TBA; May 12, @ 5 p.m., Reidsville Night-Greensboro Grasshoppers; May 20 @ 4 p.m. Chamber Night-Greensboro Grasshoppers.

Upcoming Ribbon Cuttings are as follows: March 16 @ 11 a.m., The Fellowship Club of Reidsville, 1711 Pennrose Drive; March 27 @ 12 p.m., CrossFit Lucky City, 211 South Scales Street; March 31 @ 11 a.m.-1 p.m., Help Inc., Family One Justice Center-Countywide, 317 Cherokee Camp Road-Wentworth; April 12 @ 9 a.m., Tri State Retail Store, 2513 Richardson Drive; April 21 @ 12 noon, Farm Bureau, 1917 Freeway Drive (Staff Appreciation to follow); April 25, 12 noon, City Storage, 1623 Way Street; May 22, 12 noon, Used Powersports, LLC, 1906 Freeway Drive; July 31, 12 noon, Reidsville Chamber of Commerce.

Welcoming of New Members are as follows: Crossfit Lucky City; Grove Vineyards and Winery; Friends of Eden Animal Rescue; Hendlee CPR and Safety Solutions; The Fellowship Club of Reidsville; Kiehl's Construction; Crutchfield Acres, LLC.

April Coffee and Connections will be hosted by Workforce Unlimited, April 6, 2023, Reidsville Chamber Office, 9-10 a.m. (*END OF CHAMBER REPORT*)

Councilwoman Walker (Continued)

The Councilwoman then gave highlights (shown in italics) from her written report, which follows: 2/15, Board of Adjustment; 2/15, Ann Rustin Community Watch; 2/17, Black History-RCARE, 2/21 & 2/22, City Council Budget Retreat; 2/22, *N.C. State League Dinner in Raleigh with several Council members where they solicited funds from Representative Pyrtle*; 2/23, *ABC Board meeting*; 2/28, Jose Andres; 3/2, *ABC Board met and unanimously voted to close the store on Diesel Drive*; 3/7, Ground Breaking New Football Field (Rams); 3/9, *Ribbon Cutting Disability Advocacy Center*; and *March 11, watched Rams Playoffs (Basketball) from her home*. She said a personal highlight of the month for her was attending the Bryan Series at Guilford College

and meeting Jose Andres, a chef with restaurants all over the world who has responded to catastrophes all over the world. She encouraged everyone to Google him and find out more about him.

Mayor Pro Tem Brown

Mayor Pro Tem Brown reported attending the following events: 2/19, Black History Program sponsored by McLaurin Good Neighbor Association; 2/21-2/22, City Council Budget Retreat at Penn House; and 3/6, McLaurin Good Neighbor Association Meeting.

Councilman Hairston

Councilman Hairston reported attending the following: the March NAACP virtual meeting; the Human Relations Commission meeting; March 7, McLaurin Neighborhood Community Watch meeting; March 7, Reidsville Senior High Football Stadium Groundbreaking Ceremony; and the Reidsville Rams State Basketball Championship Game

Councilwoman DeJournette

Councilwoman DeJournette reported attending the following events: 2/21-2/22, City Council Budget Retreat, 2/22, NCLM Town & State Dinner in Raleigh; 3/7, Groundbreaking Reidsville High Football Field; 3/6, Participated in Community Treasures Program; 3/9, Disability Advocacy Ribbon Cutting.

Councilman Festerman

Councilman Festerman said our Rams Basketball Team went 36-1, which is nothing to be ashamed of. He listed their achievements, including being the Mid-State 2A Regular Season and Conference Champion; 2A West Regional Champion; and 2A State Basketball Runner-up. We fell just one game short, he said, and the players made us proud. He looks forward to next year since the team has a lot of freshmen and sophomores on it, he added.

The Councilman also gave a “shout out” to a couple in his neighborhood who on their daily walks pick up trash along the roadway. It is due to them that the area around the high school looks better than it has been. He said he didn’t have permission to use their names, but the couple that live at 1816 South Park Drive, he commended them for what they do.

Mayor Gorham

Mayor Gorham said he would submit his written report to the Clerk. The written report includes: 2/17, Black History Program at RCARE; 2/18, Florine Ortega-Nicholson’s Birthday Celebration at Trinity Church; 2/19, Groom’s Chapel Black History Program-Spotlight on The First Black Mayor of Reidsville, Donald L. Gorham; 2/21-2/22, Council Retreat at the Penn House; 2/21, Wax Museum of Black History at Reidsville Housing Authority; 2/22, NCLM Dinner in Raleigh; 3/2, ABC meeting; 3/6, Promotion Ceremony at RPD; 3/7, Groundbreaking Ceremony at Reidsville High School Community Stadium; 3/7, Meet with Staff at Leaf & Teller on Prom Safety; 3/10, Ribbon Cutting at Sassy Southern Drawl Boutique.

The Mayor noted that he had probably attended all but four of the high school basketball games. He talked of the toughness and skills of the players. He said they deserve a big pat on the back and while they went all the way, they just couldn’t cross that bridge. Like Councilman Festerman said, we have a nucleus of young players on the team who will be back, and they will be bigger and stronger next year, the Mayor stressed, with more experience and confidence next year. He also spoke of the efforts of the parents and the Coach, who was Coach of the Year.

Here in Women's History Month, he said we need to celebrate our women, including those on Council, our first female City Manager and all the women in our workforce and those who do the large and small things in the community and beyond. He said we celebrate you and we respect you.

Councilmember Scoble

Councilmember Scoble thanked the Mayor for his comments and said she would turn in her report later to the City Clerk.

Mayor Gorham asked for a motion to go into closed session into the first-floor conference room to discuss a legal matter pursuant to NCGS-143.318.11(a)(3)&(5), noting that they would not return to Council Chambers for further business.

MOVE TO THE FIRST-FLOOR CONFERENCE ROOM FOR A CLOSED SESSION TO DISCUSS A LEGAL MATTER AND REAL ESTATE PURSUANT TO NCGS 143-318.11(A)(3) & (5).

Councilman Festerman made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote to go into closed session at approximately 7:55 p.m.

MOTION TO ADJOURN.

Upon return to open session, Councilman Festerman made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to adjourn at approximately 8:38 p.m.

Donald L. Gorham, Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC, City Clerk

City of Reidsville

1100 Vance Street, Reidsville, North Carolina 27320

PHONE (336) 349-1077

FAX (336) 634-1738



Public Works Department

MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Edward Shelton, Solid Waste Superintendent
RE: Solid Waste Collection and Disposal
DATE: April 11, 2023

Currently, sections 10-122 and 10-123 in the City of Reidsville Code of Ordinances indicate that the City will provide commercial front-end loader garbage service to handle a variety of large containers. The City of Reidsville has not provided this service for fifteen (15) plus years and now commercial business owners are required to contract with private waste haulers such as Foothills Waste Solutions or GFL Environmental. The following text amendment changes being proposed will replace the wording to more accurately reflect the existing services our Solid Waste Division provides at this time and direct business owners to acquire this service from a private waste hauler.

AMENDING THE CITY OF REIDSVILLE CODE OF ORDINANCES

**AN ORDINANCE AMENDING
CHAPTER 10, MUNICIPAL UTILITIES AND SERVICES
SECTION 10-122 (C). RECEPTACLES AND CONTAINERS REQUIRED
SECTION 10-123(B). SAME-TO MEET STANDARDS
SECTION 10-130 (A) and (B). INDUSTRIAL WASTE
OF THE CITY OF REIDSVILLE CODE OF ORDINANCES**

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the City of Reidsville Code of Ordinances be amended as follows:

Part I.

(A). That Chapter 10, Section 10-122 (c) All commercial sites which generate more than (2) full garbage receptacles a week shall provide a waste container. These containers shall be adequate to contain all garbage, trash and debris which shall be accumulated between garbage pickups. These containers must be easily serviced by the city's waste container equipment and meet with approval of the superintendent of the solid waste management division. *(c) is hereby repealed and rewritten in its entirety as follows:*

Section 10-122 (c) All commercial sites which generate more than (2) full garbage receptacles a week shall provide a waste container. These containers shall be adequate to contain all garbage, trash and debris which shall be accumulated between garbage pickups. These containers are required by the city and must be acquired from a private waste contractor, meeting the approval of the superintendent of the solid waste management division.

Section 10-122 (a) and (b) shall remain the same.

(B). That Chapter 10, Section 10-123 (b) Waste containers shall be safe and watertight. They shall have a capacity of four (4), six (6) or eight (8) yards and they shall be easily serviced by the city or private contractor's waste container equipment. Waste containers must be provided in sufficient number to contain the garbage, waste and trash which is generated from one collection to the next. They are all subject to the approval of the superintendent of the solid waste management division. *(b) is hereby repealed and rewritten in its entirety as follows:*

Section 10-123 (b) Waste containers shall be safe and watertight. They shall have a capacity of four (4), six (6) or eight (8) yards and they shall be acquired and easily serviced by a private waste contractor. Waste containers must be provided in sufficient number to contain the garbage, waste and trash which is generated from one collection to the next. They are all subject to the approval of the superintendent of the solid waste management division.

Section 10-123 (a) (1) & (2) and (c) shall remain the same.

(C). That Section 10-130 (a) All new business or industrial structures or structures altered from one classification to business or industrial uses shall furnish waste containers in sizes of four (4), six (6) or eight (8) cubic yards which can be serviced by the city or private contractor waste container equipment, unless it is determined by the solid waste management division that a container cannot be serviced at such location, or if it is determined by the business or industry that the accumulated waste will be disposed of by the business or industry. ***(a) is hereby repealed and rewritten in its entirety as follows:***

Section 10-130 (a) All new business or industrial structures or structures altered from one classification to business or industrial uses shall furnish waste containers in sizes of four (4), six (6) or eight (8) cubic yards which shall be acquired and serviced by a private waste contractor. Waste containers must be provided in sufficient number to contain the garbage, waste and trash which is generated from one to collection to the next, unless it is determined by the solid waste management division that a container cannot be serviced at such location, or if it is determined that the business or industry will dispose of any accumulated waste, trash, garbage and debris that is generated by the business or industry.

That Section 10-130 (b) This section shall not apply to businesses or industries which have an accumulated waste of less than two (2) cubic yards per week, and in such cases, closed metal cans with a capacity of thirty-two (32) gallons or ninety (90) gallon roll-out cans shall be used. ***(b) is hereby repealed and rewritten in its entirety as follows:***

Section 10-130 (b) This section shall not apply to businesses or industries which have an accumulated waste of less than two (2) thirty-two (32) gallon closed metal cans or two (2) ninety (90) gallon roll-out cans per week.

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

ADOPTED this the 11th day of April, 2023, by the City Council of the City of Reidsville, North Carolina

Donald L. Gorham, Mayor

ATTEST:

Angela G. Stadler, City Clerk, CMC/NCCMC



The City of
Reidsville
North Carolina

Department of Planning & Community Development
230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065
CommunityDevelopment@reidsvillenc.gov

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: April 11, 2023
RE: Code of Ordinances Amendment – Mobile Food Vendors

Staff is petitioning to codify regulations regarding Mobile Food Vendors (Food Trucks and Pushcarts) currently found in the Zoning Ordinance into the City Code of Ordinances. The proposed addition also updates language and definitions including defining Mobile Food Vendors in two categories: “Mobile Food Vendors, Motorized”, and “Mobile Food Vendors, Pushcart.” Along with updating language and definitions, the proposed amendment removes some existing requirements to simplify the permitting process. The requirement for applicants to provide a drawn site plan with a permit application is repealed. Further, we are proposing a dedicated Mobile Food Vendor Permit (see attached). Currently, we use our Zoning Compliance Permit forms to permit Mobile Food Vendors. The new Mobile Food Vendor permit application will be accessible online through our permitting portal iWorq. The permit will expire on June 30th of each year, as it currently does, and must be renewed annually. If new locations are added after the vendor is issued their yearly permit the vendor would only need to send us an updated owner approval letter.

Otherwise, regulations remain largely unchanged with what we currently require. Land use regulations for Mobile Food Vendors will still be found in the Zoning Ordinance. Vendor location must still comply with the Zoning Ordinance’s “Table of Permitted Uses” along with regulations regarding signage, etc. This proposal makes needed updates and changes to streamline the permitting process for Mobile Food Vendors. I recommend the proposed amendment be approved.

AN ORDINANCE AMENDING CHAPTER 5, BUSINESS LICENSES, TAXES, AND REGULATIONS

WHEREAS, the City of Reidsville desires to codify its regulations pertaining to Mobile Vendors (Food Trucks, Trailers, and Pushcarts) into the City of Reidsville Code of Ordinances.

THEREFORE, BE IT ORDAINED BY THE REIDSVILLE CITY COUNCIL:

That Article VIII – “Mobile Food Vendors”, be added to Chapter 5, Business Licenses, Taxes, and Regulations, written as follows:

SECTION 5-250. DEFINITIONS:

Mobile Food Vendor, Motorized: A person utilizing a motorized vehicle, or trailer, operating for the purpose of preparing food and or selling food to the general public and is to be readily moved.

Mobile Food Vendor, Pushcart: Any non-motorized piece of equipment from which a vendor prepares and or sells food to the general public. Food pushcarts are limited to forth-five (45) inches in width, seventy-two (72) inches in length and sixty (60) inches in height. Canopies/umbrellas must be a minimum of seventy-eight (78) inches from the ground at the lowest point. Food pushcarts shall not be motorized or propelled in any manner other than the walking motion of the person operating the pushcart.

SECTION 5-251. MOBILE FOOD VENDOR, MOTORIZED

1. A Mobile Food Vendor Permit is hereby established and must be obtained by any Mobile Food Vendor unless it is permitted as part of a Special Event that holds a Zoning Compliance Permit for said event. (Note: A business conducting a special sale is not a special event for the purpose of this Ordinance.)
2. A copy of the Mobile Food Vendor Permit shall be displayed on the vehicle or pushcart at all times. The Mobile Food Vendor Permit shall expire on June 30th of each calendar year and must be renewed annually in accordance with the City's Schedule of Fees.
3. A copy of the approved Rockingham County Health Permit, pursuant to the rules governing sanitation of restaurants and other food handling establishments must be submitted with the application for the Mobile Food Vendor Permit.
4. A current picture of the vehicle, trailer, or other means of transportation used by the Mobile Food Vendor must be provided with the Mobile Food Permit application.

5. Mobile Food Vendors (Motorized) are permitted on private property and City-owned property in accordance with the requirements contained herein. Mobile food Vendors (Motorized) are prohibited to operate on public right-of-ways (streets) unless permitted as part of a Special Event.
6. Mobile Food Vendors (Motorized) are prohibited from operating on an undeveloped parcel.
7. In order to operate on private property, the property owner must grant permission in writing. In order to operate on City-owned property, the City Manager must grant permission in writing. Proof of permission must be submitted with the Mobile Food Vendor Permit application. If a new location is added after the Mobile Food Vendor Permit is issued, the vendor shall provide a written permission from the new property owners.
8. Where food trucks/trailers are located on City-owned property, the vendor must provide proof of insurance, issued by an insurance company licensed to do business in the State of North Carolina, protecting the vendor and the City from all claims for damages to property and bodily injury, including death, which may arise from the operations under or in connection with the permit. Such insurance shall name the City as an additional named insured and shall not terminate or be canceled prior to expiration date without thirty (30) days advance notice to the City. Such insurance shall afford minimum limits of:

Commercial General Liability

| | |
|-------------------------------|-------------|
| Each Occurrence: | \$1,000,000 |
| Aggregate: | \$1,000,000 |
| Products/Complete Operations: | \$1,000,000 |
| Fire Damage: | \$50,000 |
| Medical Payments: | \$5,000 |

9. Minimum distances from certain elements and uses are required. Distance shall be measured in a straight line between the closest point of the proposed food truck/trailer location and the closest point of the elements described below:
 - a) Food trucks/trailers must be located at least 100 feet from the main entrance of any restaurant and/or a restaurant's accessory outdoor dining area during the operating hours of the restaurant. Except under the following circumstances:
 - i. The food truck/trailer is owned by the restaurant.
 - ii. The food truck/trailer operator has written permission of the restaurant owner to be located closer than 100 feet of main entrance or outdoor dining area.
 - b) Food trucks/trailers must be parked at least 15 feet from any fire hydrant.
 - c) Food trucks/trailers must be a minimum of 15 feet from any driveway entrance. No mobile food vendor shall conduct business in a way that would restrict or interfere with the ingress or egress of any abutting property owner or tenant or become a public nuisance, increase traffic congestion, delay, or constitute a hazard to traffic, life or

- property or an obstruction to adequate access for fire, police or sanitation vehicles.
- d) Food trucks/trailers must be located at least 500 feet from the boundary of any event under an approved Zoning Compliance Permit unless the food truck/trailer is included within said permit. Additional distance may be required by the City in order to avoid any negative impacts for the special event.
10. Mobile Food Vendors may not park in handicapped accessible parking spaces or in access or drive aisles.
 11. Outdoor seating and tables are prohibited.
 12. The food truck/trailer operator is responsible for disposing of all trash associated with the operation of the food truck/trailer. City trash receptacles may not be used to dispose trash or waste. All areas relative to the mobile food vendor must be kept clean. Approved grease disposal facility must be maintained on the truck at all times. Grease and liquid waste may not be disposed in tree pits, storm drains, the sanitary sewer system or public streets.
 13. Mobile Food Vendors may not use audio amplification.
 14. All signage shall comply with the Reidsville Zoning Ordinance.
 15. Violators of said Ordinance shall be subject to penalties as provided in the Reidsville Code of Ordinances Chapter 1, Section 1-8.

SECTION 5-252. MOBILE FOOD VENDOR, PUSHCART

1. A Mobile Food Vendor Permit is required for any food pushcart unless it is permitted as part of a Special Event that holds a Zoning Compliance Permit for said event. (Note: A business conducting a special sale is not a special event for the purpose of this Ordinance.) A photo of the pushcart shall be provided by the operator with the Mobile Food Vendor application.
2. A copy of the Mobile Food Vendor Permit shall be kept on the pushcart at all times. The Mobile Food Vendor Permit shall expire on June 30th of each calendar year and must be renewed annually accordance with the City's Schedule of Fees.
3. Food pushcarts are limited to forth-five (45) inches in width, seventy-two (72) inches in length and sixty (60) inches in height. Canopies/umbrellas must be a minimum of seventy-eight (78) inches from the ground at the lowest point.
4. Food pushcarts shall not be motorized or propelled in any manner other than the walking motion of the person operating the pushcart.
5. Food pushcarts are permitted on private property, City-owned property and public sidewalks in accordance with the requirements contained herein. Food pushcarts are prohibited from operation within public streets unless permitted as part of a Special Event.
6. Food pushcarts are prohibited from operation on an undeveloped parcel.

7. In order to operate on private property, the property owner must grant permission in writing. In order to operate on City-owned property or sidewalk, the City Manager must grant permission in writing. Proof of permission must be submitted with the application for the Mobile Food Vendor Permit.
8. A copy of the approved Rockingham County Health Permit, pursuant to the rules governing sanitation of restaurants and other food handling establishments must be submitted with the application for the Mobile Food Vendor Permit.
9. Minimum distances from certain elements and uses are required. Distance shall be measured in a straight line between the closest point of the proposed food pushcart location and the closest point of the elements described below:
 - a) Food pushcart must be located at least 100 feet from the front door of any restaurant and/or a restaurant's accessory outdoor dining area during the operating hours of the restaurant. Except under the following circumstances:
 - i. The food pushcart is owned by the restaurant.
 - ii. The food pushcart operator has written permission of the restaurant owner to be located within the 100 feet.
 - b) Food pushcart must be located at least three hundred (300) feet from the grounds of any religious assembly while holding a religious service.
 - c) Food pushcart must be parked at least 15 feet from any fire hydrant.
 - d) Food pushcart must be a minimum of 15 feet from any driveway entrance. No food pushcart shall conduct business in a way that would restrict or interfere with the ingress or egress of any abutting property owner or tenant or become a public nuisance, increase traffic congestion, delay, or constitute a hazard to traffic, life or property or an obstruction to adequate access for fire, police or sanitation vehicles.
 - e) Food pushcarts must be located at least 500 feet from the boundary of any event under an approved Zoning Compliance Permit unless the food pushcart is included within said permit. Additional distance may be required by the City in order to avoid any negative impacts for the special event.
10. Food pushcarts may not park in accessible parking spaces or in access or drive aisles.
11. The use of tables, crates, cartons, racks, chairs, or other device to increase the selling or display capacity of the food pushcart is prohibited.
12. The food pushcart operator is responsible for disposing of all trash associated with the operation of the food pushcart. City trash receptacles may not be used to dispose trash or waste. All areas relative to the food pushcart must be kept clean. Approved grease disposal facility must be maintained on the cart at all times. Grease and liquid waste may not be disposed in tree pits, storm drains, the sanitary sewer system or public streets.
13. A food pushcart may not use audio amplification.
14. No items relating to the operation of the vending may be placed anywhere other than in, on or under the pushcart.

15. The food pushcart vendor shall not solicit or conduct business with persons in motor vehicles.
16. No food pushcart or any other item related to the operation of the vending business shall lean against or hang from any building or other structure.
17. The food pushcart shall not impede, endanger or interfere with the travel upon or use of the street or sidewalk. No food pushcart may block the entrance door to any business. The food pushcart vendor shall locate outside of any designed fire lane.
18. Food pushcarts may operate between the hours of 6am and 10pm, except in I-1 and I-2 zoning districts if they are serving a post 10pm shift.
19. Food pushcarts are only allowed on a public sidewalk within the Central Business District.
20. Where food pushcarts are located on City-owned property, the vendor must provide proof of insurance, issued by an insurance company licensed to do business in the State of North Carolina, protecting the vendor and the City from all claims for damages to property and bodily injury, including death, which may arise from the operations under or in connection with the permit. Such insurance shall name the City as an additional named insured and shall not terminate or be canceled prior to expiration date without thirty (30) days advance notice to the City.

Such insurance shall afford minimum limits of:

| | |
|-------------------------------|-------------|
| Commercial General Liability | |
| Each Occurrence: | \$1,000,000 |
| Aggregate: | \$1,000,000 |
| Products/Complete Operations: | \$1,000,000 |
| Fire Damage: | \$50,000 |
| Medical Payments: | \$5,000 |

21. Violators of said Ordinance shall be subject to penalties per Chapter 1, Section 1-8 of the Reidsville Code of Ordinances.

Adopted and Approved, this the 11th day of April, 2023.

Donald L. Gorham, Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk



CITY OF REIDSVILLE, NC
Department of Planning & Community Development
230 West Morehead St.
Reidsville, NC 27320
336-349-1065

Application for Mobile Food Vendor Permit

Date: _____ Type of Permit (Motorized or Pushcart): _____

Name of applicant: _____

Home address of applicant: _____

Business address of applicant: _____

List name and home address of owner of vending business if different from applicant.

Name of owner: _____

Home address of owner: _____

Description of types of food and beverages to be sold or offered for sale:

Description of pushcart, trailer or vehicle, including size: _____

The above information is true to the best of my knowledge and belief.

Signed: (Applicant or Owner) _____

FOR OFFICE USE ONLY

1. Photo of Pushcart, Trailer or Vehicle Received _____ Date _____
2. Health Department Approval Received _____ Date _____
3. Proof of Insurance Received (If applicable) _____ Date _____
4. Written Approval of Property Owner _____ Date _____

Administrative Approval

Memo

To: Summer Woodard, City Manager
From: Judy Yarbrough, City Marketer
cc: Haywood Cloud, Asst City Manager
Date: 03/30/23
Re: Sister Cities

After researching Sister Cities, it looks like the best course of action is for the City to join Sister Cities International. Attached is information on this organization. The application to become a Sister City can come from the Mayor's office, but it is advised a committee work on the application. Joining the organization is \$440 a year. I did check the registry and did not see Reidsville listed as ever being a member nor having a registered Sister City. Once the application is done, they will assist us with acquiring a City. There are many factors that come into play and a lot of it is covered in the application. I have attached a copy of general information, as well as the application and benefits of being a member. With direction from the City Council and City Manager, we can move forward if Council so chooses.

Sister Cities

What is a Sister City?

A sister city, county, or state relationship is a broad-based, long-term partnership between two communities in two countries. A relationship is officially recognized after the highest elected or appointed official from both communities sign off on an agreement to become sister cities.

A city may have any number of sister cities, with community involvement ranging from a half dozen to hundreds of volunteers. In addition to volunteers, sister city organizations can include representatives from nonprofits, municipal governments, the private sector, and other civic organizations.

Each sister city organization is independent and pursues the activities and thematic areas that are important to them and their community, including municipal, business, trade, educational, and cultural exchanges and projects with their sister city.

How do sister city relationships develop?

Sister city relationships develop from a number of sources, including but not limited to: pre-existing mayoral relationships, trade relationships, historical connections, ancestral/demographic connections, expatriate communities, shared geographic/sector challenges, faith-based groups, and personal experiences ranging from study/work abroad to marriages.

Who runs sister city organizations and how are they structured?

All of Sister Cities International's members are independent organizations and have a number of management structures. Sister city organizations are run by a group of volunteers, representatives from local institutions, the mayor's office or municipal government, or by some combination of these. Most often sister city organizations are incorporated as 501(c)(3) nonprofits, although the municipal government may have representation or a formal relationship with the group. Many are governed by a board of directors or commission. Organizations are most often organized by committee. Some sister city organizations are run by local institutions, such as a museum, cultural center, or chamber of commerce. Most municipal contacts for sister city organizations are in the office of the mayor, office of tourism/convention and visitor's bureau, office of international affairs, office of protocol, or office of economic development.

How do I set up a sister city organization for my city?

Setting up a sister city organization is best done as part of a committee or city-wide group. First, check our Membership Directory and do some web research to see if your city already has an organization. You should not try to start a new sister city or sister city organization without first engaging an existing organization. If your city does not have an organization and you would like to start one, please contact us at membership@sistercities.org.

What is the difference between a Sister City and a Friendship City?

The terms “sister city” and “friendship city” sometimes have different meanings. Generally speaking, friendship cities are less formal than sister cities. In some cities, “friendship city” is often used as a first stage in the relationship, and after it is strengthened and the partners are sure they want a long-term relationship, they will become “sister cities.”



BENEFITS OF MEMBERSHIP

Joining the sister cities network

Membership in the SCI network benefits your local sister city program in several ways. SCI is the clearinghouse for local programs nationwide, providing services to its members, compiling statistics, promoting the SCI mission, publicizing the efforts of sister city programs, projects and volunteers, recognizing young artists and international scholars and offering various grant programs to its members each year.

Dues-paying members receive:

- Access to the SCI affiliations database and SCI guidance and support during the affiliation process
- Technical assistance on building, funding and managing a local sister city program
- International training, cross-cultural expertise, protocol advice and development materials
- Participation in virtual global roundtables linking cities around the world, including networking with Ambassadors and other diplomats
- Participation in virtual Global Conversations regarding issues pertinent to citizen diplomats
- Access to municipal professionals and political leaders throughout the world
- Up-to-date information on leading NGOs, foundations and government initiatives that support sister city activities
- SCI publications, including SCI News, Report to the Membership, the SCI directory, and the annual convention and awards programs
- Guides and brochures for program development, practical training, teacher and youth exchange, fundraising and proposal writing
- Reduced registration and exhibit fees for regional, national and international conferences
- Voice and vote for SCI leadership and association policies
- Eligibility for innovative grant programs, from youth exchange to municipal training
- Eligibility for the annual awards program
- Discounted group and incentive travel programs
- Eligibility for the Young Artist and Authors competition
- Opportunity to identify and send young adults to the SCI Youth Leadership Conference
- Access to J-1 Visas for practical training and various insurance policies
- Invaluable networking opportunities through state, regional, bilateral and international SCI conferences and meetings
- Hands-on assistance from your SCI State Representative
- Networking with other world leaders in the Sister Cities International network

Sister city programs tap SCI's resources to find contacts, to network globally and to glean ideas about how to develop projects that benefit U.S. communities and their affiliations.

Although one person may serve as the driving force to start a program, all successful sister city programs have many people involved in the planning process. These citizens guide the sister city

program while it is being structured and organized. It is not necessary to have a sister city to establish a sister city program and become a member of SCI.

SCI Membership Programs and Benefits

For more member benefits, please visit our website at www.sistercities.org/membership

Global Networking

- Peer-to-peer networking with sister cities programs
- Connect with foreign communities
- Support from foreign and domestic Diplomatic Corps

Telling Your Story

- Marketing & communications assistance
- Recognition through Annual Awards
- Crisis communications

Resources That Matter

- Governance & policy services
- Discounted affinity benefits
- Toolkits & templates

City Connection Marketplace

Sister Cities International has helped dozens of communities develop partnerships in countries around the world. Let us help you find your next sister city.

"Concord might never have paired with Freeport, Bahamas had it not been for the assistance of this program."

High School Homestay

As a J-1 Visa sponsor, Sister Cities International can help you provide the experience of a lifetime to an international youth. Host students for a semester or year-long stay in your sister city.

"I improved my English, I made a lot of friends, I developed a good relationship with my host family, and I learned to understand American culture better. Now I feel more like a citizen of the world."





SisterCities

INTERNATIONAL

Connect globally. Thrive locally.

Community Pairing Survey Date

Community:

State/Province: Country:

Primary Contact:

Primary Contact Phone:

Email:

Secondary Contact:

Secondary Contact Phone:

Email

Organization (Government/Private)

Demographics

Population:

Density:

Area:

Weather:

Predominant languages in the community:

Diaspora populations/culturally distinct communities:

Neighboring cities/countries:

Main industry:

Number of primary schools:

Number of colleges/universities:

Tourist attractions/points of interest:

The extent of government interest in and support for city pairing:



SisterCities

INTERNATIONAL

Connect globally. Thrive locally.

The extent of private groups/affinity organizations interest in the city pairing:

Awards or recognitions received by the city?

Personal testimony (helpful information for Sister City pairing):

Pairing Interests

What spurred interest for city pairing?

What does your city have to offer to a potential Sister City?

Other areas beyond the previous specific interests your city would be willing to pursue?

Thematic interests:

- Virtual cultural exchanges, festivals and activities
- Organizing global travel exchanges
- Youth/student exchange programs
- Supporting developing communities
- Humanitarian projects
- Economic partnerships / business development / trade delegations
- Virtual classroom partnerships
- Municipal governance exchanges
- Hosting Annual/regional conferences



Regional Interests (communities seeking a non-US partners only):

Any
Central America
South America
Caribbean
Western Africa
Eastern Africa

Southern Africa
Northern Africa
Middle East
Western Europe
Eastern Europe
Northern Europe

Central Asia
East Asia
South Asia
Oceania
Other:

U.S. Regional Interests (communities seeking a U.S. partner only):

Top three US states of interest (communities seeking a U.S. partner only):

Geographic interests (ex: mountain/coastal towns):

Any specific cities previously researched?

Why do these particular cities stand out?

Aspects to avoid when researching potential pairings that could hinder the pairing process:

Any pertinent information missed in the previous sections?



Department of Human Resources

230 West Morehead Street
Reidsville, North Carolina 27320
(336)349-1058

Memorandum

To: Summer Woodard, City Manager
City of Reidsville

From: Leigh Anne Bassinger, Director
Human Resources Department

Date: April 3, 2023

Re: End of COVID-19 Federal Public Health Emergency

As the crisis related to COVID-19 continues to lessen, the federal Public Health State of Emergency is scheduled to end on May 11, 2023. This means the following will occur:

- Certain Medicare and Medicaid waivers and broad flexibilities for healthcare providers will end, because they are no longer necessary.
- Changes to COVID-19 testing for many Americans will change. This means that our employees may begin sharing some of the cost of testing.
- Reporting of COVID-19 test results and immunization to the CDC will no longer be required. This will significantly impact our ability to monitor the levels of community transmission.
- Telemedicine providers may no longer be able to dispense controlled substances to patients without an in-person interaction.

I recommend we update our policies and practices with the City of Reidsville. Specifically, we should end mandatory testing for unvaccinated employees when community transmission rates are elevated, since we will no longer have access to transmission rate data. I also recommend we end the practice of requesting vaccination status from all newly hired employees. And lastly, we may want to allow the emergency paid sick leave program to expire on May 11, 2023, rather than June 30, 2023.

"Live Simply. Think Big."



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 *ajs*
SUBJ: Board/Commission Appointments for April 11, 2023
DATE: April 4, 2023

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

Reidsville Appearance Commission

Tyler Morris of 117 Annruston Drive, has applied for a position on the Reidsville Appearance Commission. If he is appointed, there will be three vacancies on the board.

New Reidsville Housing Authority Board

John Harris of 784 Knowles Road, has applied for a position on the New Reidsville Housing Authority Board, which requires mayoral appointment. If he is appointed, there will be one open position on the board.

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
- Three 3-year term adult positions (one inside-City and two outside-City) and one student position available (must attend high school within the county) on Reidsville Human Relations Commission
- Four 3-year term open positions on Reidsville Parks and Recreation Advisory Commission

Applications to be considered at the May 9, 2023, Council meeting will need to be turned in by 5 p.m. on Friday, April 28, 2023.

AGS/lw
Attachments (2)



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: April 3, 2023
To: Mayor Donald Gorham
City Council Members
From: Summer Woodard, City Manager
Subject: City Manager's Monthly Report

Personnel

- Reidsville Fire Chief David Bracken has announced his plans to retire on July 1, 2023. Chief Bracken has served the City of Reidsville for over 35 years. We appreciate Chief Bracken and all he has done during his service here at the City of Reidsville.
- Administration met with Sanford Holshouser on March 27th to discuss a job description and search process for the City of Reidsville Economic Development Director position. Administration has a follow-up meeting with Sanford Holshouser on April 14th to discuss a step-by-step process and timeline to fill the position of ED Director.

Projects & City Updates:

- The Annual North Carolina League of Municipalities Conference “CityVision” will be Tuesday, April 25 through Thursday, April 27th at the Embassy Suites in Concord, NC.
- The Sesquicentennial celebration for the Month of April will be our “Founder’s Day Celebration” at Governor Reid House. This event will be Saturday, April 22, 2023 from 10:00 a.m. to 2:00 p.m.
- All budgets were due to the City Manager on April 3, 2023 by 5:00 p.m. I have scheduled budget work sessions with staff to evaluate budget requests. These meetings will be April 4th through April 14.
- Bus Stop Shelters - We will be having a ribbon cutting on May 31st at 12:00 p.m. at the bus stop shelter located at the Library in downtown Reidsville.

“Live Simply. Think Big.”

- The City of Reidsville is entering into the final stages of our Streetscape project. The next step in the City's Downtown Streetscape project is slated to begin with the milling operation of South Scales on Sunday, April 16, 2023, immediately followed by the paving of Scales from Morehead to Settle Streets, weather permitting. Scales Street will be closed at its intersection with Sprinkle Street down to Settle Street beginning at 6 a.m. Sunday and will not re-open until 2 p.m. on Tuesday, April 18, after the paving of the 100 and 200 blocks of South Scales is completed. Settle Street will remain open while the paving is being performed. Once South Scales is re-opened to traffic, the paving contractor will move to the side streets, including Gilmer and Morehead, Wednesday through Friday, April 19-21. Each of these streets will be closed while work is ongoing. Re-striping of the streets and parking spaces should be completed within the following two weeks once paving is finished. Patrons to the downtown stores on Scales Street will be able to park in downtown parking lots, including those off Morehead, Gilmer and Dr. Martin Luther King Drive while this work is being completed. Appropriate signage will indicate the road closures during these final stages of the Streetscape project. City staff will be going door to door to the affected downtown businesses to alert them to these planned closures. Once the paving and restriping are done, the next step in the project will be installing the Crepe Myrtles in the tree wells along the street. This will conclude an approximate ten-month-long project, which was necessary due to the sinking issue occurring at Mural Park and the uneven pavement along South Scales that was creating a tripping hazard for patrons. The Crepe Myrtles will replace the former trees whose root systems had been damaging the City sidewalks.
- The City of Reidsville and the Chamber of Commerce are working on a Franchise series. The series would be a three (3) part series. The first series will be May 18th from 8:30 a.m. to 10:30 a.m. at the Penn House. This event will have a networking breakfast and feature success stories on local entrepreneurs as panelists. The second event is June 15th from 11:30 a.m. to 1:00 p.m. and will be a lunch-and-learn event. The third event will be September 21st from 8:30 a.m. to 10:00 a.m. and will be an expo and matchmaker event. We are still in the final planning stages of this series and will provide more information as the event continues to evolve.
- City Administration has formed an employee appreciation committee that is comprised of employees from each department/ facility. The employee appreciation committee is working on two (2) events for this year. The first event will be on Saturday, May 20th from 11:00 a.m. to 3:00 p.m. at Lake Reidsville. This event will be rain or shine and will be a day to celebrate our dedicated employees and members of their household. We will also announce our Employee of the Year at this event. The second event will be our annual holiday event that will be held as a luncheon instead of a dinner. This event will be in December, 2023.
- The Manager Listening Series will be a listening series for our Teammates to have the opportunity to engage with the City Manager and Assistant City Managers on topics that relate to local government. Each series will be from 12:00 p.m. to 1:00 p.m. and will include a local government topic, audience participation and lunch.

There will be four (4) series and each series will be located at a City facility. All employees are invited and encouraged to attend all series at each location.

- The Reidsville Luckies will have their first game at Jaycee Ballpark on Saturday May 20th at 5:00 p.m., and the last game in Reidsville will be Sunday, July, 23rd at 5:00 p.m. I have attached a copy of their 2023 schedule under the Miscellaneous tab in the agenda packet.

Events/Meetings Attended:

- 3/1 - Management Team toured the Water Treatment Plant Facility
- 3/2 - Attended the ABC Board meeting and attended the Managers luncheon in Mayodan.
- 3/13 - Worked with Assistant City Manager/Finance Director Chris Phillips on revenues for fiscal year 2023-2024.
- 3/14 - City Council meeting
- 3/15 - Management Team monthly meeting
- 3/20 - Attended Managers luncheon with PTRC
- 3/22 - Interview with Mike Moore Media and attended the Chamber Board of Directors meeting.
- 3/23 - Attended the ABC Board meeting and Reidsville Area Foundation training event.
- 3/25 - Attended the City Hall Open House and Tri-State Steel new store grand opening.
- 3/27 - Met with Sanford Holshouser about Economic Development position. Met with NCDOT and PTRC about STIP projects. Attended the Mayor/Managers dinner in Mayodan.
- 3/28 - Attended the RDC Board meeting and HRC Board meeting.
- 3/30 - Met with City staff to discuss the next phase in the streetscape project which is paving.
- 3/31 - Attended employee appreciation committee meeting.

| DATE | DAY | GAMETIME | THEME |
|------------|----------|----------|---|
| 5/20/2023 | SATURDAY | 5:00 | REIDSVILLE CHAMBER NIGHT 🏠 |
| 5/21/2023 | SUNDAY | 5:00 | SUPERHERO NIGHT 🦸 |
| 5/27/2023 | SATURDAY | 5:00 | 1ST RESPONDER NIGHT 🚒 🚓 🚑 |
| 5/28/2023 | SUNDAY | 5:00 | MILITARY APPRECIATION NIGHT 🇺🇸 |
| Thu, Jun 1 | THURSDAY | 5:00 | |
| 6/3/2023 | SATURDAY | 5:00 | TRIAD WARRIOR NIGHT 🏈 |
| 6/8/2023 | THURSDAY | 5:00 | Vipers Softball ****Pencil**** |
| 6/11/2023 | SUNDAY | 5:00 | WENTWORTH NIGHT 🏈 🏐 |
| 6/15/2023 | THURSDAY | 5:00 | |
| 6/16/2023 | FRIDAY | 5:00 | 150th Reidsville: Employee Appreciation Night |
| 6/17/2023 | SATURDAY | 5:00 | SUMMER CONCERT CITY KICKOFF |
| 6/18/2023 | SUNDAY | 5:00 | FATHER'S DAY @THE PARK 👨👦 👩👦 |
| 6/24/2023 | SATURDAY | 5:00 | TEACHER APPRECIATION NIGHT 🍎 |
| 6/25/2023 | SUNDAY | 5:00 | CANCER SURVIVOR NIGHT 🏠 |
| | | 5:00 | |
| 7/1/2023 | SATURDAY | 5:00 | FIRECRACKER NIGHT 🎆 🎇 |
| 7/2/2023 | SUNDAY | 5:00 | GOLF NIGHT 🏌️ 🏌️ 🏌️ 🏌️ |
| 7/6/2023 | THURSDAY | 5:00 | |
| 7/9/2023 | SUNDAY | 5:00 | CARS & BASEBALL 🚗 🚗 🚗 🚗 🏈 🏈 🏈 🏈 |
| 7/16/2023 | SUNDAY | 5:00 | ENCORE SUMMER CONCERT NIGHT |
| 7/22/2023 | SATURDAY | 5:00 | |
| 7/23/2023 | SUNDAY | 5:00 | |

**MINUTES OF THE REIDSVILLE PLANNING BOARD MEETING
HELD WEDNESDAY, MARCH 15TH, 2023 BEGINNING AT 6:27P.M.
IN THE CITY HALL COUNCIL CHAMBERS**

MEMBERS PRESENT:

Thomas Thompson, Chairman
W. E. "Skeeter" Coates, Vice-Chairman
Cindy Scarborough
Joe Towns
Dylan Moore

MEMBERS ABSENT:

William Roach

OTHERS IN ATTENDANCE:

Jason Hardin, Planning & Community Development Manager
Drew Bigelow, Planner I

Chairman Thomas Thompson called the Planning Board meeting to order at 6:27pm.

APPROVAL OF MINUTES

A motion was made to approve the Minutes of the February 15th, 2023 Planning Board Minutes.

Motion: Cindy Scarborough

Second: Joe Towns

Vote: Unanimous

PLANNING BOARD MEMBER'S COMMENTS

Without there being any pertinent discussion to be had, Cindy Scarborough asks Jason to go forward with the Planning and Community Development Manger's report.

PLANNING & COMMUNITY DEVELOPMENT MANAGER'S REPORT

Jason notes the recent issuance of a Zoning Compliance permit for the new urgent care off of Freeway Dr./US 29 BUS by the Arby's at the vacant lot to the left. There are new residential developments occurring off of East Street off of Barnes Street and two (2) new houses being built on Crescent Drive. The Board then welcomed Drew Bigelow to the team.

Chairman Thompson then moves on to asks about the progress being made on the Cookout off of Freeway Drive. Jason Hardin indicates that it is slowly coming along and that we also have the Farmina pet food facility currently under construction off of S. Technology Drive in the Industrial Park. Chairman Thompson states that we will need more people to move into town to take some of the new jobs we have coming in. That is our hope. Skeeter Coates asks about the clearing of land out next to Elizabeth's Pizza and Jason Hardin informs the board that Elizabeth's Pizza has purchased the property and will be

developing additional parking on the land. Chairman Thompson asks about the old Golden Coral place. Jason indicates that there is nothing concrete in the works and that no permits have been issued. Only light renovation has been ongoing. Skeeter Coates asks what is happening with the deal on Sherwood Drive. Jason Hardin responds that the construction is in stasis right now and that nothing has moved forward for that development.

Dylan asks about a building that has been sold off of Montgomery. Jason Hardin responds that we have had some inquiries for properties located on Montgomery however nothing formal has been declared. Drew Bigelow comments that all of the requests and inquiries we have had in regard to Montgomery has pertained to residential use but there has been nothing relevant to commercial use come in.

Chairman Thompson notes that the Libby Hill property is still listed for sale. Jason Hardin states that the planning department has not received any requests for the Libby Hill property. Dylan asks about the lot across the street from Libby Hill however there has not been any inquiries made regarding that property. Skeeter Coates mentions that the Family Fitness yogurt bar is open again.

Jason Hardin mentions the recent RFP that is to be released allowing for the department to hire a consultant to help us update the City's zoning and subdivision ordinances. Jason notes that this RFP will become a part of next year's budget and that it will require council approval.

ADJOURNMENT OF PLANNING BOARD

There being no further business, a motion was made to adjourn the Planning Board meeting at 6:48pm.

Motion: Skeeter Coates

Second: Cindy Scarborough

Vote: Unanimous

**Drew Bigelow
Planner I**

**MINUTES OF THE REIDSVILLE BOARD OF ADJUSTMENT MEETING
HELD WEDNESDAY, MARCH 15TH, 2023 BEGINNING AT 6:00 P.M.
IN THE CITY HALL COUNCIL CHAMBERS**

MEMBERS PRESENT:

**Thomas Thompson, Chairman
W. E. "Skeeter" Coates, Vice-Chairman
Cindy Scarborough
Joe Towns
Dylan Moore**

MEMBERS ABSENT:

William Roach

OTHERS IN ATTENDANCE:

**Jason Hardin, Planning & Community Development Manager
Drew Bigelow, Planner I
Attorney Bill McLeod Jr.**

Chairman Thomas Thompson called the Board of Adjustment meeting to order at 6:00pm.

APPROVAL OF MINUTES

A motion was made to correct the Minutes of the FEBRUARY 15TH, 2023 Board of Adjustment Meeting and move the approval of these minutes to the April Board of Adjustment meeting.

Motion: Dylan Moore

Second: Joe Towns

Vote: Unanimous

CONSIDERATION OF A VARIANCE REQUEST FOR 401 Wolf Island Road. SPECIFICALLY, ROCKINGHAM COUNTY TAX PARCEL #164699 DOCKET NO. BA 2022-05

Chairman Thomas Thompson read aloud the variance request statement.

This is an evidentiary hearing per North Carolina General Statute 160D-705 that sets fourth the standards for granting a variance as follows: The applicant must present competent, material, and substantial evidence showing the existence of an unnecessary hardship imposed by the strict application of the regulation. Other witnesses may present competent, material and substantial evidence that is not repetitive. In order to be considered an unnecessary hardship, evidence presented must show that the existing conditions are peculiar to the property and not common to the adjacent neighborhood. The existing circumstances must not be self-created as a result of actions taken by the property owner. Finally, personal circumstances may not be the basis for granting a variance.

Drew Bigelow swore in Jason Hardin, Planning & Community Development Manager.

Jason Hardin states that Javier Cedillo Cortez is applying for a rear setback variance to construct an addition at 401 Wolf Island Road. This is a 0.71-acre lot, Rockingham county tax parcel number 164699.

The property owners wish to add to the rear of their single-family dwelling, and the property is zoned R-20 which requires a twenty-five (25) rear yard setback per Article V, Section 4 Table of Area, Yard and Height requirements of the Reidsville zoning ordinance. This variance would allow for an addition to be built on the rear of the house with a thirteen (13) foot setback to the rear of the property line, a variance request twelve (12) feet from the setback requirement. The depth of the addition is noted as twenty-one (21) feet in the zoning compliance permit application which would extend into the required twenty-five (25) foot setback. The closest point of the addition from the property line is thirteen (13) feet requiring a twelve (12) variance. Per the tax record of Rockingham county, the dwelling at 401 Wolf Island Road was constructed in 2010. At the time of construction, the dwelling was in compliance with the setback regulations, therefore this is a conforming lot. You will find the four (4) findings of fact in your packets. The board must come to a conclusion of approval on all four findings to grant the variance. It is the applicant's responsibility to present evidence and materials that will allow the board to approve the variance. As far as voting goes, a concurring vote of four fifths (4/5) is required to approve the variance per state statute. Currently, total board membership is six not counting the one vacant seat for the ETJ member. Therefore, four fifths of six (6) is rounded up to five or a unanimous vote. The notice requirement was met, the public hearing notice was published in the Rockingham Now newspaper.

Chairman Thomas Thompson notes a conflict in information from the report. Jason Hardin acknowledges these discrepancies as a typo and provides the board with corrections.

Chairman Thomas Thompson opens the floor allowing others to speak for or against this proposed variance request.

Drew Bigelow swore in Javier Cedillo Cortez.

Javier Cedillo Cortez presents evidence in the form of photographs of the residence depicting where the addition will be located and the location of the septic system for the property. Mr. Cortez states that the addition cannot be located in another spot due to the location of the septic system to the left of the residence, the existing front porch and the interior layout of the residence.

Cindy Scarborough questions Mr. Cortez about the exact location of the septic system and where the proposed addition will go. In their discussion Javier Cedillo Cortez reveals that the septic system does prevent the property owners from constructing this addition on the left side of the residence. Similarly, existing side yard constraints prevent the property owners from constructing this new addition on the right side of the residence.

Referencing the photos provided by Mr. Cortez, Chairman Thomas Thompson asks Javier Cedillo Cortez to indicate the front of the house. Javier Cedillo Cortez states yes that is the front of the house.

Cindy Scarborough asks if the front of the house faces Wolf Island Road. Javier Cedillo Cortez replies yes.

To clarify, Chairman Thompson asks Javier Cedillo Cortez if it is a bedroom they are looking to add. Javier Cedillo Cortez replies yes.

Cindy Scarborough asks Javier Cedillo Cortez if the septic tank is on the left when you're facing the house. Javier Cedillo Cortez replies yes.

Chairman Thompson asks if city water is running out to the property of Mr. Cortez. Jason Hardin replies that he is unsure and that the property is pretty far outside of the city limits.

Joe Towns asks about the location of the gravel road behind the property and whether or not utilities have been run along that roadway as it looks like there could be a potential utility easement. Javier Cedillo Cortez replies that it is just a gravel road there are no gas or utility lines running through that area. Dylan Moore points out that there is a house behind the property of Javier Cedillo Cortez. Javier Cedillo Cortez states that there is a home behind the tree line. Skeeter Coates asks Javier Cedillo Cortez if he owns the gravel road area. Javier Cedillo Cortez replies no.

Chairman Thompson asks if there is a possibility for this addition to be relocated to the front of the house. Javier Cedillo Cortez says that it cannot be moved to the front of the house due to aesthetic and functional purposes as there is already an existing covered deck on the front.

Chairman Thompson asks Mr. Cortez whether or not placing the addition at the front of the house would require occupants to go through another bedroom to access the new bedroom. Javier Cedillo Cortez says yes. Chairman Thompson states that going through one bedroom to enter another bedroom would be considered a negative item.

Skeeter Coates asks Javier Cedillo Cortez if the only reason they cannot place the addition to the left of the home is because of the existing septic tank. Javier Cedillo Cortez replies yes. Chairman Thompson notes that if the addition were to be placed to the right of the home they would run into the same setback issue and that it would be really close to the property line. Cindy Scarborough agrees, and states that the only open area options for relocating this addition within the existing setback requirements are to the left of the home where the septic tank is and on the front of the home where entry through another bedroom would be required.

Referencing the pictures provided by Mr. Cortez, Skeeter Coates asks if the existing deck were able to be turned around. Skeeter Coates goes on to ask Javier Cedillo Cortez if they could take the existing design for the new addition and move it to the front right corner of the home in order to fit the setback requirements. This would make the home an "L" shaped home, coming off of the front right corner. Skeeter Coates goes on to ask Mr. Cortez if reducing the size of the new addition would be another option allowing them to place the addition on the back of the house while meeting the setback requirements.

Mr. Cortez asks the board for clarification. Referencing the drawn addition plan, Skeeter Coates states that the intended new addition is going to be twenty-five (25) feet by twenty-one (21) feet. Cindy Scarborough notes that shaving off enough space to make the addition conforming would result in a very narrow room only about nine (9) feet wide. Skeeter Coates agrees that the result would be a very narrow room.

Chairman Thompson asks Mr. Cortez if there is a well on the property and about its location. Javier Cedillo Cortez responds that there is a well and that it is all the way at the back of the property. Chairman Thompson then asks Mr. Cortez if the septic system is on the back left or the front left. Javier Cedillo Cortez responds that the septic system is on the back left side of the home. Referencing the photographs provided by Mr. Cortez, Skeeter Coates indicates the location of the septic tank in relation to the home (back left).

Skeeter Coates asks Javier Cedillo Cortez how far the corner of the front porch is from the corner of the house. Mr. Cortez replies about twelve (12) feet.

Noting the ample hardship relevant to this case, Dylan Moore states that there is no need to require the applicant to tear up the front of his home to accommodate setback requirements for the new addition. Referring to the thin strip of land behind the house where the gravel road runs, Dylan Moore suggests that there would never be a risk of someone trying to build directly behind where Javier Cedillo Cortez wishes to place his new addition. For the purposes of this case, that thin strip of area might as well be considered a part of Mr. Cortez's property.

Cindy Scarborough asks if we know who owns it. Dylan Moore replies that they are not here tonight.

Chairman Thompson asks if we have any idea of how big the right-of-way for the gravel road running behind Mr. Cortez's home is. Javier Cedillo Cortez replies no. Skeeter Coates asks whether the home structure is in conformance prior to the proposed addition. Jason Hardin replies that it appears so and that the home was constructed in 2010.

Dylan Moore asks what is the current setback of the porch from the road. Mentioning that he has not seen the formal site plan for this property, Jason Hardin states that the porch is very far back and well within the setback requirements. In response, Dylan Moore asks if this would remain the case even if the twenty (20) foot addition were to be placed on the front of the home. Jason Hardin replies that since he does not know the exact front setback distance he could not say. Chairman Thompson states that from his perspective the home would still be well within the setback requirement as it is pretty far from the road. Jason Hardin states that he believed the setback requirement is thirty-five (35) feet, but that he would have to double check that. Chairman Thompson states that this house is much further back from the road than thirty-five (35) feet, and asks Mr. Cortez if he can share with the board about how far back the house sits from the road. Javier Cedillo Cortez replies approximately sixty (60) or seventy (70) feet.

Chairman Thompson notes that if the addition were moved to the front of the house Mr. Cortez would be within the setback requirements and would not need to come back before the board, however, the porch is in the way and that it would have to be torn down and rebuilt in order to do so. Chairman Thompson then asks Mr. Cortez if there is a bedroom on both sides of the house. Javier Cedillo Cortez replies yes.

With there being no further questions or discussion, Chairman Thompson closed the floor for comments. The variance from the terms of this ordinance shall now be ran by the board of adjustment unless and until it shall make a finding of the following. All of these will have to be unanimous to pass. Number one (1), that special conditions and circumstances exist which are not applicable to other land, structures, or buildings in the same district. All in favor, raise your right hand. Number two (2), that literal interpretation of the provisions of this ordinance would deprive the applicant of the right commonly enjoyed by other properties in the same district by the determination of this ordinance. All in favor, raise your right hand. Number three (3), that special conditions and circumstances do not result from actions of the applicant. All in favor, please raise your right hand. And number four (4) that granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district. All in favor, raise your right hand. Is there a motion then to approve the variance as requested?

A motion was made to grant the variance request based on the information presented during the public hearing.

Motion: Dylan Moore

Second: Joe Towns

Vote: Unanimous

ADJOURNMENT OF BOARD OF ADJUSTMENT

There being no further business, a motion was made to adjourn the Board of Adjustment meeting at 6:26pm.

Motion: Joe Towns

Second: Cindy Scarborough

Vote: Unanimous

**Drew Bigelow
Planner I**

**MINUTES OF THE REIDSVILLE HISTORIC PRESERVATION COMMISSION MEETING
HELD THURSDAY, MARCH 16TH, 2023 BEGINNING AT 6:00 P.M.
IN THE REIDSVILLE CITY HALL COUNCIL CHAMBERS**

MEMBERS PRESENT:

Jim Jackson, Chairman
Jason Johnson, Vice-Chairman
Anne Marie Simmons
Marguerite Holt
Cindy Dilday
Norma Craddock
Elizabeth Covell

MEMBERS ABSENT:

N/A

OTHERS IN ATTENDANCE:

Jason Hardin, Planning & Community Development Manager
Drew Bigelow, Planner I

Chairman Jim Jackson called the Historic Preservation Commission meeting to order at 5:58 pm.

Anne Marie Simmons provided the invocation.

APPROVAL OF MINUTES

A motion was made to approve the Minutes of the February 16th, 2022 Historic Preservation Commission Meeting.

Motion: Anne Marie Simmons

Second: Jason Johnson

Vote: Unanimous

CONSIDERATION OF A CERTIFICATE OF APPROPRIATENESS FOR JIM POWELL TO CONSTRUCT A NEW COVERED STOOP AT 416 S. MAIN STREET, ROCKINGHAM COUNTY PARCEL #149963 DOCKET NO. HD 2023-02.

Drew Bigelow swore in Jim Powell.

Jim Powell stated that there is some water damage to the existing pavers and the adjoining area around the stoop. These pavers have begun to sink and deteriorate. In an effort to prevent further damage to the existing structure and to update the building making it more appealing, the owner wishes to construct a covered stoop over the existing pavers. Jim Powell states that in the spring of last year he was not aware that he needed to go through this process prior to beginning work on the covered stoop. The stoop is an eight (8) by twelve (12) A-frame roof, that extends back into the building. Jim Powell provided pictures of the work that has already been completed and describes the type of white wood trim that he intends to use on the exterior of the building. Being that the property is in the historic

district they want to stick closely to the original look without using the existing trim. The new trim will sit slightly above the window seal and will be a 4x4 post sloped at a forty-five (45) degree angle with crown molding in-between. There will also be a piece of bead molding run along the bottom. Everything will be primed and painted in two coats of white paint.

Chairman Jackson clarifies that this will make the trim a bit more elaborate than the original trim was. Jim Powell replies correct, and that from looking around the district at other properties there is a lot of existing similar work that has been there since the mid-eighties (1980's). Chairman Jackson states that the original structure has a similar type of trim already in it and that what Mr. Powell is proposing will simply be a more elaborate version of it.

Chairman Jackson asks if the building has recently been purchased. Jim Powell states that it has not been. Chairman Jackson asks why Mr. Powell did not know about the historic preservation commission requirements, stating that sometimes realtors are not informing new buyers of the regulations and the fact that their potential property is located in the historic district.

Elizabeth Covell asks Jim Powell what the vertical posts are going to be. Mr. Powell responds that right now he has 4x4 posts on them and that after it is trimmed out it will be wrapped in 1x6 beams with a trim piece in the middle. The column will ultimately mimic what is on the face of the building as far as the frieze board and gutter board are concerned.

A motion was made in consideration of the evidence provided, to approve the Certificate of Appropriateness for Jim Powell to construct a new covered stoop at 416 S. Main Street.

**Motion: Elizabeth Covell
Second: Marguerite Holt
Vote: Unanimous**

CONSIDERATION OF A CERTIFICATE OF APPROPRIATENESS FOR KEITH LEE TO ADD A COVERED PORCH, WIDEN AND REPLACE THE WOODEN FRONT PORCH STEPS WITH CONCRETE STEPS, REMOVE TWO (2) CHIMNEYS, ADD BLACK ONYX SHINGLES, ADD A WROUGHT IRON DOUBLE DOOR AND A WROUGHT IRON BALCONY RAILING TO THE FRONT OF THE PROPERTY LOCATED AT 405 LINDSEY STREET, ROCKINGHAM COUNTY PARCEL #154629 DOCKET NO. HD 2023-03.

Drew Bigelow swore in Keith Lee.

Keith Lee states that he wants to keep the historical look of the building however, he wants to add a porch roof to break up all of the white since the building is so large, add a wrought iron front door, widen and replace the existing steps with concrete steps, add black onyx shingles, and a wrought iron railing to the front window. Chairman Jackson clarifies that the wrought iron railing will go over the bay window. Keith Lee responds yes.

Chairman Jackson notes that the home has been vacant for a while and he is delighted that someone has purchased the home and is putting the work in to fix it up. Chairman Jackson goes on to ask if the home will be a single-family home because at one time it was a multi-family home with four (4) units. Keith Lee replies yes, it will be a single-family home and that he plans to remove one of the bathrooms and rework the existing electric system with new plumbing and heating and air. He states that he may

also remove a wall or two (2). Chairman Jackson replies that such work wouldn't be a concern of the commissions because it is on the interior. On the outside Keith Lee plans to focus on the porch and painting the home. Marguerite Holt states that she cannot wait to see the improvements. She loves the existing bay window and the iron railing will look nice.

Chairman Jackson asks if the commission has any comments regarding the iron railing. He notes that the wrought iron work would not traditionally be appropriate however for the work Keith Lee is planning to do. Elizabeth Covell mentions that she does not feel the wrought iron additions will be distracting or distasteful. Jason Johnson states that the iron railing will play nicely off of the iron door.

Keith Lee comments that he wants to add the iron details to break up the white edifice by adding in some black. Chairman Jackson agrees that the building is rather plain and simplistic as it currently sits. Keith Lee notes that the iron details will be of the exact same pattern. Chairman Jackson asks Mr. Lee what color he plans to repaint the building. Keith Lee responds white.

Marguerite Holt asks about the sign located on the property. Keith Lee states that it is the notice sign put out by the city. Jason Hardin comments that we (planning department) post all the notice signs for properties requesting a Certificate of Appropriateness. Chairman Jackson states that he is glad the notices get posted as it is all a part of transparency on our part.

Keith Lee notes that he plans to widen the front door to sixty-two (62) inches, it is forty-eight (48) inches now. Chairman Jackson notes that this change will make a statement and that the door will be protected by the covered porch.

Jason Johnson states that it looks like the home had a porch to begin with that has since been removed. Elizabeth Covell notes that the report indicates a porch was previously removed and that the siding for the current porch is not worn like the rest of the siding surrounding the building is, suggesting there was a porch at one time. Chairman Jackson agrees, and notes that a porch would have been stylistically appropriate for a home of that age.

A motion was made in consideration of the evidence provided, to approve the Certificate of Appropriateness for Keith Lee to add a covered porch, widen and replace the wooden front porch steps with concrete steps, remove two (2) chimneys, add black onyx shingles, add a wrought iron double door and a wrought iron balcony railing to the front of the property located at 405 Lindsey Street.

Motion: Marguerite Holt

Second: Anne Marie Simmons

Vote: Unanimous

REIDSVILLE SESQUICENTENIAL (150TH) CELEBRATION

Jason Hardin notes that the paint on the Governor Reid House is almost complete and that they are currently working on repairing and replacing exterior shutters. The new shutters will be wooden to match the original shutters exactly. Chairman Jim clarifies that the new shutters will be vinyl. Jason Hardin states that they will match the existing original shutters. Jason Hardin goes on to say that the event at the Governor Reid house will be held on April 22nd and that once the painters get everything

finished up we will have a clean up day at the property to prepare for the event. Marguerite Holt states that she needs to get access to the property as soon as possible to be able to inventory and stage the historic artifacts for the event. Jason Hardin replies that we can arrange for that prior to the painting being finished. Jason Hardin notes that the Downtown Doghouse and the Boardwalk Baker will be at the event to supply food. We are also currently working on getting the photo op together and that we may be closing the street to accommodate for the foot traffic for the event. Jason Hardin states that he has a meeting with the Sesquicentennial Committee on Monday to work on finalizing the details of the event. Marguerite Holt asks about the parking for the event and if it will be in the school parking lot up the street on Lawsonville Ave. Jason Hardin comments that we are still working out how to provide parking and ADA access with the Police Department. There are many things still to discuss.

Jason asks if we could make a motion to add any projects we would like to discuss for fiscal year 2023-2024 to this meeting's agenda.

A motion was made to add discussing any projects for the 2023-2024 fiscal year to this meeting's agenda.

Motion: Elizabeth Covell

Second: Anne Marie Simmons

Vote: Unanimous

Jason Hardin asks the commission if there are any projects they would like to focus on for the coming year. Elizabeth Covell states that we should continue to do tours of downtown and tours of the Governor Reid House. Marguerite Hold says that we should consider preparing one of the upstairs rooms at the Governor Reid House as a children's room, since we do have some historic kid's items. Similarly, Marguerite Holt feels we should have the upstairs of the home open to the public even though it may not be accessibility every one. Jason Hardin notes that for regular tours we may be able to have the upstairs open however, the floors in the school room do need some work done to them to make them safe for the public. For the event on April 22nd the upstairs will be closed. Right now, the 2023 budget will not allow for additional repairs since all of the budget has been tied up in painting and repairing the house. Chairman Jackson asks about the other times we plan to have the house open to the public. Jason Hardin responds that for this year we will have the house open for all of the sesquicentennial dates listed in the Reidsville calendar. If the commission wants to have the home open more we can arrange that. Looking at next year we can consider resuming tours of the home on a regular basis.

Chairman Jackson shifts the conversation to discussion regarding the bronze plaques that are located on some of the historic homes in the area, and whether or not we could consider reinstating that for next year due to costs. Jason Hardin says that we can definitely consider that for next year, and that the only reason we didn't focus on that this year was again due to the Governor Reid House being a priority. Chairman Jackson asks who makes the plaques. Jason Hardin states that they were made at Wilkerson Funeral Home. Chairman Jackson comments that he would be interested in seeing what the cost is to have such items made. Chairman Jackson goes on to discuss the stencil and shield work that ended after the craftsman who was making them passed away. There are still some of those located around town and it would be nice to have those done again considering they are affordable. Jason Hardin asks who would do the artwork for that type of project. Chairman Jackson states that it wasn't necessarily artwork, it was more of a stencil that was used to spell out the numbers and names on the historic

houses. Jason Johnson asks if these stencils would replace the metal plaques that have your name and number on them. Chairman Jackson states that before the metal plaques became commonplace, they used to do the stencils on homes that were not quite worthy of having a plaque due an inadequate level of restoration that had been done to the properties. Jason Hardin says that this is something we could consider reincorporating and that it should fit within the budget. Jason Hardin goes on to ask the commission how many plaques or stencil projects they used to do per year. Chairman Jackson said not many, just a few per year. Jason Hardin asks how they chose which homes to give plaques to. Chairman Jackson said that they would award them to homes that have been fixed up to the historic standard. The homes had to be magazine standard with details that are appropriate for the era in which they were built.

Marguerite Holt asks if there are other things at the Governor Reid House that need work. Jason Hardin states that over the years he is sure more work will need to be done however, this year's funding was out of the ordinary and future funding will be somewhat limited if comparison. We would like to plan for there to be annual improvements to the Governor Reid House as they fit into the budget. This would help to keep the home up to date and prevent further degradation. Marguerite Holt asks if the sign outside of the Governor Reid House can be repainted. As it sits it is faded. Jason Hardin states that he will see if the painters can accommodate a request to fix the sign while they are working on the exterior of the home.

Elizabeth Covell makes a request to have HPC meeting agendas emailed to them in addition to their mailed copy of the agenda packets. Jason Hardin suggests we email the commission their copies of the agenda packet and provided them with a physical copy of the agenda packet on the day of the meeting. Due to the fact that some of the commission members do not use their email much, it was decided that they would prefer to still have their physical copies emailed to them ahead of time. Jason Jackson says we should see how well emailing the agenda packets work and that the commission should revisit this topic again next meeting.

A motion was made to request an emailed copy of the HPC meeting agenda packet be sent to the commission in addition to their mailed physical copies.

Motion: Elizabeth Covell

Second: Cindy Dilday

Vote: Unanimous

Elizabeth Covell asks why this commission does not allow virtual attendance. Jason Hardin responds that the virtual attendance policy only applies to the city council. All of the other appointed boards and commissions do not allow for virtual attendance at meetings, and that meetings must be held in person. To change that we would require an act of council. Elizabeth Covell also asks if we can plan to hold a meeting every month regardless of whether or not we have items up for discussion. When Elizabeth first joined the commission, monthly meetings were always held. Jason Hardin says we can always hold a meeting if we have business items on the agenda. Chairman Jackson states that it was fairly normal in the past to not have a meeting if there were no topics to discuss and no agenda items up for consideration. Elizabeth Covell goes on to ask about the budget and when the budget discussion should begin. Jason Hardin states that now (February-April) is when the budget gets discussed and finalized and that we discussed the budget tonight. Elizabeth Covell asks when the fiscal year runs. Jason Hardin

states that the fiscal year runs July to June. Chairman Jackson notes that we could have started discussing the budget last month (February) and thanks Elizabeth for inquiring about the budget.

ADJOURNMENT OF HISTORIC PRESERVATION COMMISSION

There being no further business, a motion was made to adjourn the Historic Preservation Commission meeting at 6:37 pm.

Motion: Anne Marie Simmons

Second: Jim Jackson

Vote: Unanimous

**Drew Bigelow
Planner I**

**MINUTES OF THE
REIDSVILLE HUMAN RELATIONS COMMISSION
MEETING ON TUESDAY, FEBRUARY 28, 2023
REIDSVILLE CITY HALL
1ST -FLOOR CONFERENCE ROOM**

COMMISSION MEMBERS PRESENT: Cathy Badgett, Chair
Maricarmen Garduño, VC 7:41 p.m. left
Khalid Amos
Dawn Charaba (ZOOM)
Wanda Harley
Richard Ratliff
Anna Roach (ZOOM) Arrived @6:39 p.m.

COMMISSION MEMBERS ABSENT: None

CITY STAFF PRESENT: Latasha R. Wade, Deputy City Clerk

VISITORS: Councilman William Hairston

CALL TO ORDER

Chair Dr. Cathy Badgett called the meeting to order at approximately 6:33 p.m.

INVOCATION

Councilman Hairston provided the invocation.

ROLL CALL

Deputy City Clerk Wade then called the roll.

READING OF THE MISSION STATEMENT

Wanda Harley read the Mission Statement.

APPROVAL OF JANUARY 24, 2023 MINUTES

Richard Ratliff made the motion to approve the January 24, 2023 minutes, and Dawn Charaba seconded the motion with the minutes being unanimously approved.

REPORTS AND ANNOUNCEMENTS

COVID-19 Report for Rockingham County

Dr. Badgett's COVID report is as follows: Covid-19 Community Level is low. Case Rate per 100,000 population is 89. She said new COVID-19 admissions per 100,000 population is 6.4% and positivity is 7.73.

Sesquicentennial Events

Dr. Badgett reminded the Commission that the City of Reidsville is having Sesquicentennial events all year. She encouraged them to review the calendar passed out at the last meeting, which lists the events to see what they can possibly attend. She said that the Black History program held on February 17th was very nice.

OLD BUSINESS

MLK Breakfast Update

Dr. Badgett asked Wanda Harley to give the MLK Breakfast Report. Wanda said that the last meeting was on January 3rd, which was before the MLK Breakfast on the 16th of January. She said that the meetings are held on the 1st Wednesdays of the month so the next meeting would be the next day. Wanda said that Dick Frohock resigned from the Treasurer position but was still serving currently by the emails sent. She said it appears that they raised \$3,125 when in the past, it's been about \$1,000. She said that they're waiting on a donation checks from HomeTrust Bank and Cone Health to be received. She said that because of COVID, they were afraid of the donations being low but, instead, the donation number increased. Wanda said that they will turn it over to the HRC to take lead after the donations are received to close out the year. She said that even if COVID is still present, the MLK Breakfast will still be held even though it may be virtually. Wanda told the group if they know anyone for a speaker to bring the suggestion to the Board.

Richard said that the NAACP said that they didn't get their money and Dr. Badgett said that she would bring that up later.

Dr. Badgett suggested the Commission start working on the event and getting sponsors for the MLK Breakfast after Labor Day. She also said that they need to look into seeing if it will be held virtually or in person so they could prepare tickets if needed and get them out early instead of having to deal with it after Christmas. Dr. Badgett said that she needed someone to work along with Wanda for the event. Dawn agreed to help with the planning since she can't ask for money due to her job. Wanda said the first thing to be done would be to find a speaker.

CommUNITY Pride Event

Dr. Badgett discussed the CommUNITY Celebration Event to be held on April 29, 2023 at Market Square. She shared the following information. Her cousin, Melvin Watkins sponsored giving \$100. Maricarmen asked about the deadline to receive sponsors? Dr. Badgett said she would have to look at the letter, but she thought it was April 1st. Maricarmen asked if they would still accept sponsors after that date? Dr. Badgett said "yes, but they would like the sponsorships to be in by April 1st." Dr. Badgett announced the amount of HRC funds is currently \$8,962.43

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1. Sponsors:

-Melvin Watkins: \$100.00 (Bronze)

2. Vendors: Food/crafts

-Requested Eastern Star-She sent Linda Bass a letter and talked to her since they cooked last time.

-Requested Masons-She approached Jeff Crisp and the Masons as a potential vendor.

-Ronald Flack: AED/CPR mannequin- She talked to Mr. Flack to have a display of the AED/CPR. Dr. Badgett said that this year the focus is “**Community CPR.**” She said it’s important to know CPR and how to use the AED.

3. Dance Groups:

- **Reidsville Sr. High School**
- **Reidsville Drum Line?** (Eric Callands said that he didn’t think Morehead and McMichael’s could participate so he is working on his Reidsville group to participate.)
- **Kumba Dance Group** (African Dance Group- Danville)- Waiting to check on as a possibility after she has heard back from Eric Callands.

4. Entertainment:

- Queen’s Court Party Band (Michael B)- Secured this band from 11 a.m.-3 p.m. Contract done by the City and sent to Gia with Queen’s Band for \$2,000, and she supposed to send the contract back.
- Mike Stevens-Jukebox Rehab Country 30 min \$300
- Joanne Martell-Earth, Spirit, Taiko Japanese Drums -\$100
- Ryan Dials-Native American flutist/dancer-\$200
- Henry Jordan-Sound man that the City uses that is in charge of the microphones and all that. She said she has secured this contract for \$550.
- She said she talked to Quintin, the Parks and Recreations Superintendent in regards to games and he is supposed to get back in touch with her.

5. Face Painting: Kim Oldham-Face painting and clown/balloons-12-3p; Face painting \$100-125/hr.; clown \$50/hr. (3 hrs. total) Dr. Badgett said she sent that contract to her.

6. Police/Fire Department: DARE Car; Fire House- Dr. Badgett spoke with the Police Chief, Councilman Hairston, and the Fire Chief about being present for the Welcome. The Fire Chief said he will not be there but he will have a fire representative there. They will have the DARE Car and the Fire House.

7. Battle of the Bands? Reidsville, Rockingham, Morehead? No. Dr. Badgett said that they will not have the Battle of the Bands.

8. Need to meet in two weeks for an update, then two weeks in the middle of April.

Dr. Badgett said the Native Americans will need 30-40 minutes. Face Painting from 12-3 p.m. The Japanese Band needs about 30 minutes. She said the Jukebox needs about 30 minutes. She said after the invocation and welcome then they would start the music at 11:15 a.m. Dr. Badgett said Eric is working on a Mexican guitarist that goes to the senior high. She said that they will play Star Spangled Banner in English then he is going to do it in Spanish. Dr. Badgett said that she is trying to hit the different cultural exposure pieces for everybody. Richard brought up previous issues with Market Square and Dr. Badgett said that we will not have that problem because Robin Yount, who is in charge is updated on everything and has kept in contact. Dr. Badgett said the stage had been measured for the banner to be made by Screen Printing saying "Team Reidsville Celebration" and it will be permanent so it will not have to keep being remade. Dr. Badgett said Robin will make sure the banner is hung at Market Square but it needs to be sent to her one week prior to the event.

Richard asked about t-shirts being made and Dr. Badgett asked him to wait to talk about that and let her continue about what she has done. Afterwards, they can talk about what they want to do.

Dr. Badgett said she talked to the nursing group from Cone asking them to be there to take blood pressures and provide an educational piece. She said she talked to Valencia Abbott about having an African History display. She asked if anyone knew of anyone that could do a Hispanic display? No one said anything. She said she is waiting for Quintin to get back with her. He said he knew the basketball thing was broken so it wouldn't be available. She said Quinton didn't know how many staff would be available to assist since he was currently low on staff.

Dr. Badgett shared the following possible games: coin toss, corn holes, spoon and egg race made up sand in the plastic Easter eggs, ladder golf.

Wanda asked about food trucks and Dr. Badgett said that she can't take care of all of that stuff. Dr. Badgett said she was asking them about food trucks, t-shirts, and the other things. Dr. Badgett said that she was leaving those things up to the other members. Richard mentioned seeing vendors such as the Kone Ice Truck normally, but he hadn't seen them.

Maricarmen asked to share what she had done. She contacted the library in regards to a BookMobile. Maricarmen asked if the library and the Police Department have to pay? Dr. Badgett said no. Maricarmen shared the library said that neither of the BookMobiles are available, but they can set up a booth/chairs. Dr. Badgett said they have to bring their set-up. Maricarmen asked if the people need to bring their chairs and tables? Dr. Badgett said yes. Maricarmen said she knew the City had table and chairs. Dr. Badgett said yes but they would have to rent them because she had checked into it already. Maricarmen said she would have to check into it to see if the library could still do it then. Maricarmen said she have passed out sponsor letters that they have used in the past. Dr. Badgett asked

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Maricarmen to whom did she pass out sponsor letters? She told Maricarmen they need to know so other members aren't going behind her to ask the same sponsors. Richard asked is that for vendors and sponsors and Dr. Badgett said yes. Maricarmen said she contacted the Hispanic Community, the restaurants and the stores. (Unknown name & Cricket) Maricarmen said she didn't have the list to share specifically with her. Maricarmen said that she had posted the flyers in laundry mats, libraries, and convenience stores. Dr. Badgett asked Maricarmen to email that list to Latasha, and she will forward it to her. She asked Richard to take Latasha his list since he doesn't email. Maricarmen asked Latasha if she was able to find the list of past sponsors and Latasha said she would check. Dr. Badgett asked Latasha to let her know and forward it to her if she found a list. Maricarmen asked Latasha to send it to her and Dr. Badgett said for Latasha to send it to her and she would distribute it from there.

Councilman Hairston asked if there was a flyer that he could put on Facebook. Dr. Badgett said she wanted to amend the current Multicultural flyer to include all the bands after she receives confirmation; however, it can be used until it is revised.

Dr. Badgett began discussing the order of the events that she was considering and times. She said the invocation and welcome will be from 11-11:15 a.m. Mike would play around 1 p.m., drumline and dance time has to be put in. Japanese drums from 1:30 -2 p.m. to follow the Country Music. She said she is trying to alternate. Then the Queen's Band will play from 11:15-11:45 a.m. She has a gap after the Native American and then she is going to do The Queen's Band again until about 12:45 p.m. Afterwards the dance or drumline will perform if they are there. Dr. Badgett said she was giving herself 15-minute gaps in between performers. The Queen's Band will play the last time around 2:15 p.m. or 2:30-3 p.m., giving them 3 sets of 30 minutes performances. When Richard asked about the Reidsville High School Band, Dr. Badgett said she is not sure where she will place them. Councilman Hairston said it would be nice if the local news would be there. Dr. Badgett said that they would have to reach out to them. Dr. Badgett said that once everything is in place, she would contact Robin Yount, the Market Square Manager. Dr. Badgett mentioned possibly having a Native American jewelry vendor there. Dr. Badgett asked Khalid if the teacher updated him in regards to the Artwork Piece of the event? Khalid told her, no but he and his friends were working on a Multicultural Poster. He and his friends are getting some art pieces together for the event. Khalid got sponsorships from the Sips Café and a barbershop. Dr. Badgett said that she needs a list of the sponsors by April 1st to include on the banner.

Dawn agreed to reach out to the Splash program of Bethany for possible participation for a Hispanic Presentation. Dawn said she asked the following four nonprofits to be vendors: Partnership for Children, The Parent Resource Center, The Racial Equity Learning Community, and The Ram Delights. She said she can bring in some games, a corn hole, and also some easels for Khalid's artwork. Dawn said she would look into seeing if they could display the artwork of Mary E. D. Ryan. Anna said that she reached out to Victoria regarding her daughter participating with Hispanic dance as she did in the parade, but Victoria said she would get back in touch with her after she reaches out to a few other possible participants. Anna said that she would be reaching out to sponsors in

the upcoming weeks. Richard said he was reaching out to Food Lion and Pelham Transportation as sponsors.

Dr. Badgett brought up the t-shirts. Dr. Badgett said that they could get t-shirts since they have funds. She asked Khalid and Anna to email Latasha their sizes for HRC t-shirts.

Door Prizes and Miniature Trophies: Dr. Badgett said she would like to get trophies that says "Team Reidsville" to give out as prizes for the games. Dr. Badgett said they needed to meet again by teleconference to continue finalizing the event so she could keep Robin and Latasha updated. Maricarmen said she could not meet on Mondays and Wednesdays. Dr. Badgett asked her to send it to her in an email when she can't meet. Dr. Badgett said to the Commission "Please do not pass out any documents that I do not give out. Please only pass out documents that have been sanctioned by the City that I give you. If you do, it's not bound by City requirements. All my stuff, I send out to the City and is approved by the City before it goes anywhere. And my name has to be on it." Everyone agreed. Dr. Badgett asked the Commission to send her the vendor and sponsor lists, in addition to when they can meet by phone. (Maricarmen left at 7:41 p.m.) Dr. Badgett said Latasha would not have to be present since it's a follow-up meeting for planning. Anna asked Dr. Badgett if it was possible to get texts for special meetings and other things as reminders because it's easier for her to check texts than emails? Dr. Badgett said if she has her number, she can send texts. Dr. Badgett asked Councilman Hairston if it would be easier for her to order the trophies herself and then get reimbursed? Then she asked Latasha the same question? Latasha agreed to find out the easiest method to make the purchase. Dr. Badgett suggested lanyards as possible awards. Dr. Badgett said they need to meet before March 15th to continue planning the event. Dawn asked if they had a rain date for the event? Dr. Badgett said that's why they need to meet again because she can't make all these decisions by herself.

Dr. Badgett said that she had forwarded a survey on "What are the top five human relation issues affecting your community?" from Gene Troy that needs to be completed for a state report. Dr. Badgett asked them to send her a response of at least three issues.

Building Integrated Communities

Dr. Badgett said they had a long conversation last meeting about Building Integrated Communities. She said Winston-Salem is participating. She had spoken to Councilman Hairston in regards to the topic. Dr. Badgett said she downloaded material on Building Integrated Communities and brought a copy for the Commission to review. She read the outcomes for Building Integrated Communities as follows: You must conduct a bilingual assessment of local demographic resources, experiences, and challenges. She said that there has to be a plan put in place to do that. Provide leadership, development, and compacity building to enhance residents' knowledge of local government functions. Dr. Badgett said there has to be programs put on for that. Generated consensus-based strategies to strengthen relationships, to address community identified issues and support resident civic engagement in leadership in local government. She said there has to be a plan for all the outcomes she read. The funding is \$24,000 to be received over two years of the planning process. Dr. Badgett said that means some type of initiative has to be put

in place. In the application process, the questions are: What are your motivations for participating? What resource programs and organizations currently exist to support residents born outside the U.S.? What are the specific desired outcomes from participating in the outcomes? Please describe.

Dr. Badgett continued to share the following information:

- A.) A letter of support is required from the leaders of a local community organization or a business that works or represents migrant refugees. It should commit staff participation in the process.
- B.) County Commissioner, Town Council member or Mayor
- C.) Town or County Manager

Dr. Badgett said those people have to be included as participants for this to go through. Dr. Badgett said she needed to clarify that. The Deputy Clerk shared an email sent by City Manager Woodard in regards to Building Integrated Communities. She read as follows:

“I as the City Manager have not agreed to anything regarding this program that is being discussed. The last time it was brought to my attention was at the HRC committee meeting I attended last year. I am open to looking into this program. However, until the HRC Committee is comfortable with this program and the non-profit has met with the HRC only then can this go to City Council for consideration. Also, Deadlines need be announced a least sixty days prior to the deadline so all the proper parties can review the information being presented. I am happy to discuss this further at the HRC meeting next month. I just want to make it clear nothing has been discussed with my office since the last HRC committee meeting I attended last year and at this meeting, this item was tabled until further information could be gathered.”

Groundwater Workshop on Racial Equity

Dawn asked if they were open for her to invite a facilitator to the next meeting or to a later meeting to discuss their services? The Commission agreed that it would be great if the facilitator could come to the May meeting to present.

Closing Comments

Dr. Badgett asked if anyone had any questions or comments in regards to anything. Board members commended her works. Dr. Badgett said thanks. She said also that they need food vendors and Wanda agreed to look into few potential vendors. Dr. Badgett shared the Mayor, City Manager, and also Robin will be there for the welcome also. She asked for a motion to close the meeting.

The motion to adjourn the meeting at 8:04 p.m. was made by Wanda Harley, seconded by Khalid Amos and unanimously approved.

Submitted by:

Latasha R. Wade, Deputy City Clerk

February 28, 2023

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