



**AGENDA**  
**REIDSVILLE CITY COUNCIL**  
**MEETING**  
**6:00 PM**  
**Tuesday, May 14, 2024**

*This meeting will be livestreamed on the City of Reidsville YouTube Channel.*

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.
4. Proclamations & Recognitions:
  - (A) Recognition of 2023 2A State Football Champions Reidsville High School Rams.
  - (B) Recognition of 2024 2A State Basketball Champions Reidsville High School Rams.
  - (C) Recognition of National Police Officers Week May 12-18, 2024 and Peace Officers Memorial Day on Wednesday, May 15, 2024.
  - (D) Recognition of National Public Works Week May 19-25, 2024.
5. Approval of Consent Agenda.
  - (A) Approval of April 9, 2024 Regular Meeting Minutes.
  - (B) Approval of April 22, 2024 Special Meeting/Budget Work Session Minutes.
  - (C) Approval of a Request to Begin the Process to Voluntarily Annex 788 Rocky Ford Road, Rockingham County Tax Parcel #184340, including a Resolution Directing the Clerk to Investigate a Petition Received Under G.S. 160A-31 and a Resolution Fixing Date of Public Hearing on June 11, 2024. (A2024-01)

6. Public Hearings:
  - (A) Consideration of Request to Amend the Conditional Zoning Masterplan for an Undeveloped Parcel located on Sherwood Drive, Rockingham County Tax Parcel #184284. (CZ 2024-01) (Enclosure #1) - *Jason Hardin, Planning & Community Development Director*
  - (B) Consideration of a Resolution for Closeout of the CDBG-CV Penn House Project. (Enclosure #2) - *Josh Beck, Public Works Director*
7. Agreements & Leases:
  - (A) Consideration of Amendments to Agreements with Old North State League for Lease of the Baseball Stadium and Operation of the Concession Stand, Changing the Name to Reidsville Luckies, LLC. (Enclosure #3) - *Haywood Cloud Jr., Assistant City Manager of Community Services*
8. Ordinance Amendments:
  - (A) Consideration of An Ordinance Amending the City of Reidsville Code of Ordinances Chapter 11, Offenses and Miscellaneous Provisions, Article III, Parades and Street Events, Sections 11-40 through 11-47 and Accompanying Street Event Application. (Enclosure #4) - *Summer Woodard, City Manager*
9. Budgetary Items:
  - (A) Presentation of Proposed 2024-2025 Fiscal Year Budget with Public Hearing to be held June 11, 2024. (Separate Enclosure) – *Summer Woodard, City Manager*
10. Public Comments.
11. City Manager’s Report:
  - (A) Month of May. (Enclosure #5)
12. Council Members' Reports.
13. Miscellaneous:
  - (A) For Information Only.
14. Move to the First-Floor Conference Room for a closed session to to preserve the attorney-client privilege between the attorney and public body pursuant to NCGS 143-318.11(a)(3).
15. Adjourn.

**MINUTES OF THE REGULAR MEETING  
OF THE REIDSVILLE CITY COUNCIL  
HELD TUESDAY, APRIL 9, 2024  
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  
Councilman Shannon Coates  
Councilwoman Barbara J. DeJournette  
Councilman William Hairston  
Councilman William Martin  
Councilmember Terresia Scoble

**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  
Chris Phillips, Assistant City Manager of  
Administration/Finance Director  
Josh Beck, Public Works Director

**CALL TO ORDER.**

Mayor Gorham called the meeting to order.

**INVOCATION BY PASTOR YVONNE ELLISON OF TRINITY HOLY TABERNACLE, 2223 SMITH STREET, REIDSVILLE.**

Pastor Yvonne Ellison of Trinity Holy Tabernacle, provided the invocation. Mayor Gorham thanked Pastor Ellison, noting that she was the wife of Police Major Ronnie Ellison and a retired member of Team Reidsville (City Finance Department employee).

**PLEDGE OF ALLEGIANCE.**

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

**PROCLAMATIONS & RECOGNITIONS:**

**RECOGNITION OF DAV GERRELLS, THE CITY OF REIDSVILLE'S 2023 NC MAIN STREET CHAMPION.**

Due to sickness, Mr. Gerrells was unable to attend.

**RECOGNITION OF THE SKY'S THE LIMIT ALL-INCLUSIVE PARK, WINNER OF THE 2023 NC MAIN STREET AWARD OF MERIT FOR BEST OUTDOOR SPACE IMPROVEMENT.**

Mayor Gorham announced this item and noted that first, there was a video to watch. The video was created by the NC Main Street Program on the City's All-Inclusive Park project. Following the video, City Clerk Angela Stadler invited one representative of each of the project partners to come up: City of Reidsville (City Public Works Director); Reidsville Kiwanis (Terresia Scoble); Reidsville Rotary (Fred Thompson); Reidsville Area Foundation (Dawn Charaba); and Smith Carolina Corporation/Smith Midland (Daniel Apple). Representatives of Carolina Park & Play, Toymakerz and Ms. Elizabeth Hester Ward were unable to attend.

City Manager Summer Woodard, who gave a 30-minute presentation on the All-Inclusive Park at the NC Main Street Conference, said they talked about the importance of partnerships. This park was a prime example of a community coming together, identifying a need in the community and then investing and engaging in this partnership, the City Manager continued. She said it was because of all of them that this was possible as she thanked them for being a part of Team Reidsville.

Mayor Gorham said that he believed that the investment that was made in downtown Reidsville with the All-Inclusive Park was probably one of the best things we have ever done in Reidsville. Rain, sleet or snow there is somebody in that park, he said, adding everybody enjoys it. Councilman Hairston said he seconded that.

Councilmember Scoble, who is President of the Reidsville Kiwanis Club, said her club's motto is "Serving the Children of the World" and they want to start right here with the children in Reidsville. She said this is the perfect example with children of all ages enjoying the park. She added that they are very proud that, if you go by morning, noon or night, they are out there playing, laughing and having a good time. Mayor Gorham said it isn't just the little kids, but the big kids too.

Other members of the organizations were invited to come forward for a group photo before the presentation concluded.

**APPROVAL OF CONSENT AGENDA.**

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

**CONSENT AGENDA ITEM NO. 1 - CONSIDERATION OF MARCH 6, 2024 SPECIAL MEETING MINUTES.**

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the March 6, 2024 Special Meeting Minutes.

**CONSENT AGENDA ITEM NO. 2 - CONSIDERATION OF MARCH 12, 2024 REGULAR MEETING MINUTES.**

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the March 12, 2024 Regular Meeting Minutes.

**CONSENT AGENDA ITEM NO. 3 - CONSIDERATION OF COUNCILWOMAN BARBARA DEJOURNETTE AS VOTING DELEGATE FOR THE NC LEAGUE OF MUNICIPALITIES' CITYVISION CONFERENCE.**

With the approval of the Consent Agenda in a 7-0 vote, the Council approved naming Councilwoman DeJournette as the voting delegate for the upcoming NCLM CityVision Conference in Winston-Salem.

**CONSENT AGENDA ITEM NO. 4 - CONSIDERATION OF A RESOLUTION APPOINTING CITY PLANNER I DREW BIGELOW AS A PLAT REVIEW OFFICER FOR THE CITY OF REIDSVILLE.**

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the Resolution appointing Drew Bigelow, City Planner I, as a Plat Review Officer for the City based on the following memo from Planning & Community Development Director Jason Hardin:

**MEMORANDUM**

**TO:** The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager  
**FROM:** Jason Hardin, Director of Planning & Community Development  
**DATE:** March 20, 2024  
**RE:** Plat Review Officer Appointment

The attached resolution appoints our City Planner I, Drew Bigelow, as a plat review officer for the City of Reidsville. This is a typical duty for a municipal planner. Having multiple plat review officers provides good customer service to process subdivision plats as soon as possible as required by North Carolina General Statute.

Plat Review Officers are authorized to sign and approve land subdivision plats. Council must designate by resolution the staff members who are appointed to act in this capacity. The resolution must then be sent to the Rockingham County Commission for their approval. I am asking Council for approval on this item. *(END OF MEMO)*

The Resolution as approved follows:

**A RESOLUTION DESIGNATING  
CITY OF REIDSVILLE PLAT REVIEW OFFICER**

**WHEREAS**, the City of Reidsville exercises the right to appoint a Plat Review Officer for the purpose of approving subdivision plats within the jurisdiction of the City of Reidsville.

**WHEREAS**, the City of Reidsville requires the Plat Review Officer perform the functions required of such office in accordance with State statutes and applicable local ordinances.

**BE IT ORDAINED** by the City Council of the City of Reidsville, North Carolina, that Drew Bigelow is hereby appointed the title and authority of Plat Review Officer for the City of Reidsville.

**ADOPTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2024 by the City Council of the City of Reidsville, North Carolina.

/s/ \_\_\_\_\_  
**DONALD L. GORHAM, MAYOR, REIDSVILLE, N.C.**

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

- End of Consent Agenda -

**PUBLIC HEARINGS:**  
**CONSIDERATION OF INCENTIVE PACKAGE AND PERFORMANCE**  
**AGREEMENT FOR PROJECT DL.**

In making the staff report, City Manager Summer Woodard described this as an exciting as she reviewed her March 25, 2024 memo, which follows:

**Date:** March 25, 2024  
**To:** Mayor Donald Gorham  
City Council Members  
**From:** Summer Woodard, City Manager  
**Subject:** Performance Agreement for Economic Development “Project DL”

Please find attached a performance agreement for “Project DL”, which includes an incentives package not to exceed \$657,000. Following the scheduled public hearing, if Council is in favor of this, the motion would be to approve the performance agreement with the outlined incentives as presented.  
(END OF MEMO)

Mayor Gorham opened the public hearing by asking if there was anyone to speak for or against the incentive package? With no one coming forward, the Mayor closed the public hearing at 6:11 p.m.

**Councilwoman DeJournette then made the motion, seconded by Mayor Pro Tem Brown and unanimously approved by Council in a 7-0 vote, to approve the incentive package as it stands.**

The performance agreement as approved follows:

**PERFORMANCE AGREEMENT**  
**BETWEEN**  
**LOCAL GOVERNMENTS**  
**AND**  
**DRYLOCK TECHNOLOGIES**

DATE: March 18, 2024  
COMMUNITY: Rockingham County ("County"), and the City of Reidsville ("City"),  
with both Parties being referred to collectively as the "Community"  
P.O. Box 101  
Wentworth, NC 27375  
COMPANY: Drylock Technologies Ltd. ("Company")  
1900 Barnes Street  
Reidsville, NC 27320

## **ECONOMIC INCENTIVE GRANT PURPOSE**

**Expansion of the Local Economy.** The Grant for Incentives agreed to be paid by Community under this Performance Agreement ("Agreement") are in consideration of the Company expanding within the Community resulting in the creation of a substantial number of new jobs that pay above the median average wage along with new capital investments adding to the tax base of the County.

**Basic Employment.** "Basic employment jobs," for purposes of this Agreement are defined as jobs which are associated with activities that generate income from the sales of products and services in markets outside of the Community economy. Basic employment jobs have a multiplier effect creating additional Full Time Employee jobs within the Community's local economy. (A relevant study by the Piedmont Triad Council of Governments indicated that each basic employment job created within the Community results in the generation of 2.9 additional jobs within the Community's economy.)

**Source of Funding.** The Community's expenditures under this Agreement shall be funded by the receipt of payment of the taxes on the annual Net New Taxable Value of the Company's investments as listed with the County Tax Department.

**Net New Taxable Value.** "Net New Taxable Value," for purposes of this Agreement is defined as the increase in the total tax value after the date of this Agreement of all new personal property improvements to the location described in Article 1, Section D below (hereinafter "Location"), as listed with the County's Tax Department minus the current assessed value at the Location which is believed to be \$0.00 in personal property. Under this definition, "Net New Taxable Value" would exclude any value which by whatever means is removed from another situs within Rockingham County to the Location. Because the Company is leasing the facility, the value of the real property is not included in this Agreement.

## **TOTAL INCENTIVE PACKAGE**

The Community and the Company have agreed to enter into the following Performance Incentive Grant Agreement. The Community is offering to the Company a total grant incentive not to exceed \$1,275,000 (County \$618,000 and City \$657,000). In return, the Company agrees to meet certain minimum dollars of industrial investment and employment performance standards hiring full time employees in the Community as outlined in Article 2. If the Company meets all industrial investment and employment performance standards, then after the payment of taxes, it shall receive the full amount of yearly financial incentives granted in this Agreement by the Community. If the Company fails to meet any portion of its investment or employment performance standards, then the incentives set forth in this Agreement shall be calculated as referenced in Article 4, Section C below.

### **1. SUMMARY OF COMMUNITY INCENTIVES**

#### **A. COUNTY INCENTIVES FOR REAL AND PERSONAL PROPERTY IMPROVEMENTS:** Assuming Company meets its investment and employment standards set out in Article 2, Sections A&B

below and subject to the provisions of Article 4 below, the County agrees to pay for Eligible Costs over the term of the grant period not to exceed \$618,000. As used herein, “**Eligible Costs**” shall consist of the costs incurred by the Company for machinery, equipment, fixtures, and personal property installed, placed, or constructed at the location described in Article 1, Section D below in connection with the investment described in Article 2, Section A below after the date of this Agreement through December 31, 2030 (collectively, “**Eligible Investments**”), such incentives having been approved by the Rockingham County Board of Commissioners. The County will pay the Company incentives as earned and provided in this Agreement to encourage the Company to undertake the project and to reimburse the Company for Eligible Costs based on the percentages outlined in the schedule below:

<b>Year in which Property is first subject to Tax</b>	<b>Incentive Percentage. (The Community will pay the Company the following percentages of total <i>ad valorem</i> property taxes the Company pays to the Community with respect to the applicable year.)</b>
Year 1	80%
Year 2	70%
Year 3	60%
Year 4	50%
Year 5	40%
Year 6	40%
Subsequent Years	0%

**B. CITY INCENTIVES FOR REAL AND PERSONAL PROPERTY IMPROVEMENTS:** Assuming Company meets its investment and employment standards set out in Article 2, Sections A& B below and subject to the provisions of Article 4 below, the City agrees to pay for Eligible Costs over the term of the grant period not to exceed \$657,000. As used herein, “**Eligible Costs**” shall consist of the costs incurred by the Company for machinery, equipment, fixtures, and personal property installed, placed, or constructed at the location described in Article 1, Section D below in connection with the investment described in Article 2, Section A below after the date of this Agreement through December 31, 2030 (collectively, “**Eligible Investments**”), such incentives having been approved by Reidsville City Council. The City will pay the Company incentives as provided in this Agreement to encourage the Company to undertake the project and to reimburse the Company for Eligible Costs based on the percentages outlined in the schedule below:

<b>Year in which Property is first subject to Tax</b>	<b>Incentive Percentage. (The Community will pay the Company the following percentages of total <i>ad valorem</i> property taxes the Company pays to the Community with respect to the applicable year.)</b>
Year 1	80%
Year 2	70%
Year 3	60%
Year 4	50%
Year 5	40%
Year 6	40%
Subsequent Years	0%



- C. Within 45 days after the Company files its Quarterly Tax and Wage Reports (Form NCUI 101) with the N.C. Employment Security Commission for the fourth quarter of the applicable year and pays the County the ad valorem property taxes the Company owes the Community with respect to the applicable year, for each year beginning with 2026 and continuing through 2031, the Community will pay the Company the applicable incentives (after any pro-rata adjustment if required per Article 4, Section C) based on the ad valorem property taxes the Company pays the Community with respect to Eligible Investments and the schedule above to reimburse the Company for Eligible Costs. For example:

If the Company first lists an Eligible Investment with the County Tax Department as of January 1, 2025, the first incentive payment to which the Company will be entitled with respect to that Eligible Investment will equal to 80% of the property taxes the Company pays the Community by January 5, 2026 and the sixth incentive payment with respect to that Eligible Investment will equal to 40% of the property taxes the Company pays the Community by January 5, 2031. The Community will make that first payment in 2026 and that last payment in 2031.

The Company will not be entitled to any incentive payments under this Agreement for investments in property it first lists with the County Tax Department as of January 1, 2031 or any subsequent year.

- D. **LOCATION:** The Location is located at 1900 Barnes Street, Reidsville, NC, parcel # 148956.

## 2. INVESTMENT AND EMPLOYMENT AGREEMENT

- A. **INVESTMENT REQUIREMENT:** The Company agrees for the benefit of the Community to invest by December 31, 2030 a minimum of \$31,344,934 in net new personal property improvements at the Location, determined by the aggregate sum of all such new investments estimated to be: \$8,011,600 by December 31, 2024, \$8,055,556 by December 31, 2025, \$8,055,556 by December 2026, \$0 by December 31, 2027, and \$7,222,222 by December 31, 2028 for a total of \$31,244,934 by December 31, 2028.

The Company agrees to make timely filings to the County Tax Department such that all of the taxable machinery and equipment owned by it at the Location shall be properly listed as personal property with the tax office no later than January 31 of the calendar year following its installation at the Location (or any extension granted under applicable law).

The net new taxable value of such listings shall in the aggregate reflect the minimum taxable investment by the Company described in Article 2, Section A above. The Company understands that should it fail to attain the net new investment in personal and real property improvements stated herein or fails to maintain that property or replacement property of similar or greater value at the time of the replacement in any installment year, the incentives paid hereunder by the Community shall be reduced on a pro rata basis as set forth in Article 4, Section C to reflect the percentage reduction in net new taxable investment actually created by the Company pursuant to this Agreement.

The Company stipulates that such taxable personal property listed with the office of the Rockingham County Tax Assessor shall be depreciated using the Cost Index and Depreciation Schedules developed by the North Carolina Department of Revenue. The first \$31,244,934 Eligible Investments made by the Company or replacement property of similar or greater value at the time of replacement shall be maintained at the Location through December 31, 2031.

- B. **EMPLOYMENT REQUIREMENT:** The Company agrees for the benefit of the Community to create, fill and maintain an employment level of 55 full-time positions by December 31, 2024, an additional 29 full-time positions by December 31, 2025, an additional 29 full-time positions by

December 31, 2026, an additional 4 full-time positions by December 31, 2027, and an additional 33 full-time positions by December 31, 2028 for a total of 150 full-time positions as determined by filings with the North Carolina Employment Security Commission. "Full-Time Employee" means a person who is employed by the Company for consideration for at least thirty-five (35) hours per week, whose wages are subject to withholding under Article 4A of Chapter 105 of the N.C. General Statutes, who is employed in a permanent position, and who is offered a medical benefit plan by the Company. "Full-Time Employee" does not include any person who works as an independent contractor or on a consulting basis for the Company, or seasonal or temporary employees."

Notwithstanding the foregoing, the Company shall not have any payments pursuant to this Agreement reduced if the Company shall meet and maintain the following full-time positions based on an annual variance of 10%: 50 full-time positions by December 31, 2024, 75 full-time positions by December 31, 2025, 102 full-time positions by December 31, 2026, 105 full-time positions by December 31, 2027, and 135 full-time positions by December 31, 2028. For years 2029-2030, the minimum number of full-time positions the Company must maintain to avoid a pro rata reduction of payments from the County is 135.

The calculation of financial incentives shall be based on the number of full-time employees as reported by the Company's Quarterly Tax and Wage Reports (Form NCUI 101) filed with the N.C. Employment Security Commission for the fourth quarter of the applicable year and the amount of capital investment resulting in Net New Taxable Value, as reported pursuant to Article 2, Section A above. It is understood that the amount of financial incentives paid to the Company will be subject to pro rata reductions pursuant to the formula set forth in Article 4, Section C below.

**E. LOCAL ZONING QUALIFICATION:** The Company agrees to certify that there are no pending violations of local zoning ordinances.

**F. BINDING EFFECT:** This agreement and the obligations of performance contained herein shall be binding upon the Company and its successors and assigns.

### **3. PROOF AND CERTIFICATION**

Community and Company officials agree to furnish to the other reasonable access to their records and to furnish to the other any reports and certificates necessary to verify that each is performing its obligations under this Agreement. The Company may request the Community or certain employees or officials thereof to enter into a non-disclosure agreement at the time that the Company furnishes such information, the terms of which will be reasonable in scope and time. Once the Company meets its investment and employment goals, it will no longer be obligated to provide such access to its records or furnish such reports and certificates.

### **4. REMEDY**

**A. COMPANY:** In the event of the Community's breach or threatened breach of any provision of this Agreement, the Company shall be entitled, if they so elect, to institute and prosecute proceedings in any court of competent jurisdiction, either in law or in equity to enforce the specific covenants herein.

**B. OFFSET:** The Community reserves the right to suspend or reduce any payment due to the Company under this Agreement if any water and sewer charges, ad valorem taxes, assessments or other financial obligations lawfully incurred by the Company and payable to the Community are not current; however, in no event, shall an offset be made by the Community in the event of i) a pending protest or appeal in connection with the ad valorem taxes or assessments; or ii) if the Company has not fully exhausted its right to cure any outstanding financial obligation set forth above that is not current.

**C. COMMUNITY:** If the Company does not meet and maintain the investment and/or employment requirements set forth in Article 2, then the Company agrees to a reduction by the Community of a pro

rata share of the incentive grant amount offered as a financial incentive to reimburse Eligible Costs under this Agreement that has not been earned. Any pro rata adjustment of annual incentive payments shall be based 50% on the Company's Investment Qualification for each respective phase and 50% on the Company's Employment Qualification applicable for the year in which such annual incentive payment is being made. Provided, however, that any annual incentive grant payment paid to the Company by the Community under this Agreement in any year of performance shall not exceed the amount of ad valorem taxes paid to such entity for the Net New Taxable Value invested by the Company pursuant to this Agreement prior to or for such year. The remedies set forth in this Article 4, Section C shall be the sole and exclusive remedy of the Community and the sole and exclusive obligation of the Company in the event the Company does not meet and maintain the investment set forth in Article 2 or otherwise fails to comply with the terms of this Agreement.

## **5. REPRESENTATIONS AND WARRANTIES**

**A. COMMUNITY'S REPRESENTATIONS:** The Community represents as follows:

- (i) The Community (1) has full power and authority to enter into this Agreement, and to enter into and carry out the transactions contemplated by this Agreement; (2) by proper action has duly authorized the execution and delivery of this Agreement; and (3) is not in default under any provisions of this Agreement.
- (ii) The Community has duly authorized, executed and delivered this Agreement, and this Agreement constitutes the Community's legal, valid and binding obligation, enforceable in accordance with its terms.
- (iii) There is no litigation or proceeding pending or, to its knowledge, threatened against the Community or affecting it which would adversely affect the validity of this Agreement.
- (iv) The Community is not in default under any provision of State Law which would affect its existence or its powers as referred to in subsection (i).
- (v) No member, director, officer or official of the Community has any interest (financial, employment or other) in the Company or the transactions contemplated by this Agreement.

**B. COMPANY'S REPRESENTATIONS:** The Company represents as follows:

- (i) The Company (1) is a legal entity duly constituted and in good standing under the laws of its state of organization; (2) if the Company is not organized in the State of North Carolina, it is duly qualified to transact business and is in good standing in the State of North Carolina; (3) is not in violation of any provision of its Certificate of Incorporation or its Bylaws; (4) has full corporate power to own its properties and conduct its business; (5) has full corporate power and authority to enter into this Agreement and to enter into and carry out the transactions contemplated by this Agreement; (6) by proper corporate action has duly authorized the execution and delivery of this Agreement; and (7) is not in default under any provision of this Agreement.
- (ii) Its execution and delivery of this Agreement neither conflicts with, nor will result in a breach of or default under or will result in the imposition of any lien on its property pursuant to its Certificate of Incorporation or its Bylaws or, to the best of its knowledge, the terms, conditions or provisions of any statute, order, rule, regulation, Agreement or instrument to which it is a party or by which it is bound.

- (iii) It has duly authorized, executed and delivered this Agreement, and this Agreement constitutes its legal, valid and binding obligation, enforceable in accordance with its terms.
- (iv) There is no litigation or proceeding pending or, to its knowledge, any threatened against such Company, which would adversely affect the validity of this Agreement.

## **6. MISCELLANEOUS PROVISION**

- A. ASSIGNMENTS:** No party shall sell or assign any interest in or obligation under this Agreement without the prior express written consent of all the parties, provided, however, that this Agreement may be assigned by the Company to a wholly owned subsidiary of the Company or an affiliated company that is commonly controlled, either directly or indirectly, by Drylock Technologies Ltd., a company organized in Belgium without the consent of all other parties, provided that the Company will guarantee the performance by the subsidiary of the obligations due under this Agreement. Company being defined under this section to include the company, parent company, any affiliated company that is commonly controlled either directly or indirectly by the parent company, or any other entity that this agreement, as per the terms of this Article 6, Section A, is so assignable.
  
- B. GOVERNING LAW:** The parties intend that this Agreement shall be governed by the law of the State of North Carolina. Venue shall be proper and shall lie exclusively in the Superior Court of Rockingham County North Carolina.
  
- C. NOTICES:**
  - (i) Any communication required or permitted by this Agreement must be in writing except as expressly provided otherwise in this Agreement.
  - (ii) Any communication shall be sufficiently given and deemed given when delivered by hand, five days after being mailed by first-class mail, postage prepaid or the following business day if sent by a nationally-recognized overnight courier, and addressed as shown above on Page 1 of this Agreement.
  - (iii) Any communications hereunder sent to the Community shall be sent to both the Community and the City.
  - (iv) Any addressee may designate additional or different addresses for communications by notice given under this Section to the other party.
  
- D. NON-BUSINESS DAYS.** If the date for making any payment or the last day for performance of any act or the exercising of any right shall not be a weekday on which banks in the State of North Carolina are generally open for business (“Business Day”), such payment shall be made or act performed or right exercised on or before the following Business Day.
  
- E. SEVERABILITY.** If any provision of this Agreement shall be determined to be unenforceable, that shall not affect any other provision of this Agreement.
  
- F. ENTIRE AGREEMENT; AMENDMENTS.** This Agreement constitutes the entire contract between the parties, and this Agreement shall not be changed except in writing signed by the parties. This Original Agreement is entirely superseded by this Agreement.

**G. TIME.** Time is of the essence in this Agreement and each and all of its provisions.

**H. LIABILITY OF OFFICERS AND AGENTS.** No officer, agent or employee of the Community or the Company shall be subject to any personal liability or accountability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute such documents in their official capacities only, and not in their individual capacities. This Section shall not relieve any such officer, agent or employee from the performance of any official duty provided by law.

**I. COUNTERPARTS.** This Agreement may be executed in several counterparts, including separate counterparts. Each shall be an original, but all of them together constitute the same instrument. Signed counterparts delivered by facsimile or email constitute originals.

*[Signature pages follow but are not included in these minutes.]*

**- End of Public Hearings -**

**ACCEPTANCE OF BIDS:**

**CONSIDERATION OF BIDS FOR LASTER PUMP STATION RELOCATION PROJECT AND CORRESPONDING BUDGET ORDINANCE AMENDMENT.**

In making the staff report, Public Works Director Josh Beck reviewed his April 9<sup>th</sup> memo, which follows:

**MEMORANDUM**

**TO:** Summer Woodard, City Manager  
**FROM:** Josh Beck, Public Works Director  
**RE:** Laster Pump Station Relocation – Consideration of Bids  
**DATE:** April 9, 2024

On Thursday, March 14, 2024, the City of Reidsville along with the design engineer, Stocks Engineering, opened sealed bids for the replacement and relocation of Laster Pump Station. This particular project was bid back in January 2021; however, Public Works requested the pump configuration be modified from submersible to suction lift pumps, thus requiring a significant redesign.

At both the initial bid opening on February 20, 2024 and the subsequent bid opening on March 14, 2024, only one contractor, Citty Plumbing & Pools, Inc., submitted a bid for the project. The design engineer estimated the project at \$750,000 prior to the bid opening and Citty’s Plumbing bid price was received at \$793,280. A certified bid tab for the project is included.

**Request:**

Staff is recommending and requesting City Council award the Laster Pump Station Relocation Project for the base bid in the amount of \$793,280.00 and the desired pump manufacturer alternate for \$0.00 to Citty Plumbing & Pools, Inc. Citty Plumbing previously completed the Lake Reidsville Pump Station, which was a very successful project, and we’ve had minimal issues with to date.

It is also recommended that the City of Reidsville establish a construction contingency in the amount of \$40,000 (5% of the bid amount) for any unforeseen issues that may arise. We also recommend giving the City Manager authority to approve change orders if needed up to \$20,000. (END OF MEMO)

Beck talked of finally completing the bid on this particular project, which has been bid out twice as staff tried to receive bids from contractors. He noted that Steve Moran, himself and the design engineer Kevin Varnell reached out to various contractors during both bid phases. Most of the information they were getting from contractors was that they were too busy to bid for this, he stated. He said one bid was secured at the second bid opening, Citty Plumbing, which performed the pump station work for the City at Lake Reidsville. We do have good experience with them, and they are local, the Public Works Director said. A base bid of \$793,280 was received from Citty, he continued, noting that they had several alternates for spare parts and for the preferred pump (Gorman Rupp). He said tonight staff was also asking for that alternate for the preferred pump, which is for zero dollars.

Beck gave Council a little bit of history. This pump station was last renovated in 1976, he explained. The current pump station sits on a significant slope, which is almost impossible to reach with heavy equipment if the event major repairs were needed, the Public Works Director stated. Staff would have to carry that equipment down the hillside, he explained, so this new project will actually relocate the pump station up the hill closer to the roadway where it would be more easily accessible. This will require some retaining walls and a little more work than a normal rehab, Beck said. By moving the pump station, some infrastructure changes will be needed with the gravity sewer and reconnecting the actual force main itself, he stated.

Before Council tonight, Beck stated that the Citty Plumbing bid of \$793,280 includes an additional alternate of zero dollars for the desired pump manufacturer and establishment of a small contingency fund, \$40,000, in case they have a change order. They are also asking the City Manager Woodard be given the authority to sign off on those change orders.

Manager Woodard reminded Council that \$290,000 for the project was allocated due to Representative Reece Pyrtle. Beck said money had already been set back for this project before those funds were received. He said he could let Chris Phillips come up and speak in regards to those, but monies had been set aside before receiving the allocation. A budget amendment can cover the rest, which Phillips could speak to, he added.

Councilman Martin said he would like to see an itemized breakdown of what we are getting for these dollar amounts. He said he didn't see that in this packet and would like to know where those dollars are going instead of just having a lump sum. Public Works Director Beck, referencing the bid tabulation sheet, stated that this is a base bid for the vast majority of the work. All of the associated costs are added into that price, he said, much like our Headworks and BNR projects. Now, to answer the Councilman's question, once the bid is accepted, the next thing requested from the contractor is a schedule of values, the Public Works Director explained. That schedule requires the contractor to break down every line item in that base bid price, he continued.

As a hypothetical, Beck noted that when he receives a payout request on a monthly basis, let's say for retaining wall work costing \$30,000, ( a made-up number for this example), and it is determined that the work is 100% complete, he would then say he is comfortable authorizing on behalf of the City, the payment of \$30,000. As other things are done and confirmed, he would pay for work completed in the last 30 days, the Public Works Director explained. He noted that each month passes, work would be paid as it is completed, much like what has been done for the Splashpad and other projects. Beck said, in the past, the City has not done unit bid pricing projects, which is what Councilman Martin is referring to.

Councilman Martin said he felt like they had gotten a unit breakdown with an x-amount associated with electrical, etc. in the past. Beck said sometimes if staff is doing an internal project like the All-Inclusive Park, they are able to break that down because he (Beck) is the GC (General Contractor) for a particular project. We knew the costs from Smith Carolina and from Carolina Parks & Play, and he went out and received individual bids for the retaining wall. As Council might recall, Public Works was very heavily involved in that project, he added. He explained that he and Lindsey Tuttle came up with a budget and got pricing from the various vendors, such as the fencing vendor, so they were able to break that down. He said they will get that with a base bid project after the bids are received and can pass that information onto Manager Woodard to share with Council.

Councilmember Scoble asked Beck if the City had any idea why the pump station was originally put where it was? He said he could not but assumed the developer at the time thought that would be a good spot for some reason or another. Rehabbed in 1976, he said honestly he doesn't know how old this pump station is. Engineering has tried during this process to find the original drawings to help facilitate some of the design work, he added. Beck said it was probably easy and convenient at the time and most likely cheaper, which is what a developer is looking for. Truthfully a lot of engineers and developers don't think about the long-term maintenance aspect of something because they know that they will ultimately turn it over to the City, he continued. He said this is all pure speculation or it might have been because of property changes over the year and other land wasn't available, etc.

Councilman Martin said that, in the future, if Beck is going to request this and this is the only bid we have, he would like to see that breakdown prior to. At this point, Mayor Gorham asked Councilman Martin to speak louder that some people couldn't hear him. The Councilman said, in the future, if you have to ask for this anyway, he would like to see it done in the same manner as all of the other ones they have looked at because they don't really know what we are paying for without that breakdown.

Public Works Director Beck said that, the only concern he would have, is if we present this to you and don't accept the bid, then we have now shared a lot of information that a contractor has worked very hard to achieve. Then, if we went out to rebid, that may help the competition in a way, he stated. If we do unit price bids like NCDOT, that breakdown is provided, but we do need to be a little careful on that, Beck stressed.

Councilman Martin, noting he did understand what he was saying, said he felt like it would be the reverse effect. He said if it was sent out for re-bid and we are overpaying for certain things in this particular project, then to him that would expose that and other contractors would turn their bids in. The Councilman said he would have to respectfully disagree that would be a problem because obviously the other contractors wouldn't come in and overbid. If only one bid is received and it was sent out for re-bid, the objective for the next contractor would to come in much less for the project and that would be good for the City because we would be saving money, Councilman Martin stated.

Noting that he thought the Public Works Director and City Manager had pretty much covered it, Assistant City Manager Chris Phillips briefly reviewed his memo regarding the pump station budget, which follows:

**MEMORANDUM – LASTER PUMP STATION BUDGET**

**To: Summer Woodard, City Manager**  
**From: Chris Phillips, Asst. City Manager/Finance Director**  
**Date: April 1, 2024**

Public Works and Engineering have prepared a contract recommendation for the replacement and relocation of the Laster Pump Station. The bid is for \$793,280 with an additional contingency recommended of \$40,000; bringing the budgetary need to \$833,280. There were funds previously budgeted for this project of \$437,000 along with a General Assembly allocation of \$290,000 for total resources of \$727,000. Thus, there is a shortfall of \$106,280 for the project.

The attached Budget Ordinance Amendment will appropriate \$107,000 from Sewer Fund Reserves for this project.

Please let me know if any further information is needed at this time. *(END OF MEMO)*

Phillips explained that if Council accepted the bid, they would also need to approve the Budget Ordinance Amendment to cover the approximate \$107,000 shortfall from the Sewer Fund Reserves. Therefore, Council needs to accept the bid and award the project and then approve the BOA, he said.

Mayor Gorham said, hearing that, what is Council's pleasure on considering the bid?

Councilman Martin said he would like to see the breakdown before they consider this because he doesn't feel like they know what they are considering. He pointed to the shortfall of approximately \$106,000 that they are asking the taxpayers to come up with, and we don't have the opportunity or ability to know what that shortfall is or what we are even paying for.

City Attorney William McLeod Jr. asked Councilman Martin if that was a motion? The Councilman said it was.

**The Councilman said he would make the motion to table this and get the proper information. Councilman Coates said he agreed with that and seconded the motion, which failed 2-5 with Mayor Gorham, Mayor Pro Tem Brown and Councilmembers DeJournette, Hairston and Scoble voting against.**



After consulting with the City Attorney, Mayor Gorham asked if there was a motion to accept the bid?

**Mayor Pro Tem Brown then made the motion, seconded by Councilman Hairston, to approve City Plumbing Company bid as presented. The motion passed 5-2 with Councilmen Coates and Martin voting against.**

**Councilmember Scoble made the motion, seconded by Mayor Pro Tem Brown, to approve Budget Ordinance Amendment No. 18. The motion was approved 6-1 with Councilman Martin voting against.**

The Budget Ordinance Amendment as approved follows:

**BUDGET ORDINANCE AMENDMENT NO. 18**

**WHEREAS**, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 13, 2023 which established revenues and authorized expenditures for fiscal year 2023-2024; 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 Sewer Fund Reserves for the Laster Pump Station project;

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 13, 2023 is hereby amended as follows;

**Section 1.** That revenue account number 62-3991-0000, Sewer Fund Reserves, be increased by \$107,000.00;

**Section 2.** That expense account number 62-7133-5800, Capital Improvements, be increased by \$107,000.00.

This the 9th day of April, 2024.

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

ATTEST:

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

**UPDATES:**

**DISCUSSION OF SPLASHPAD PROJECT.**

In making the staff report, Assistant City Manager of Community Services Haywood Cloud Jr. discussed his March 28, 2024 memo, which follows:

## MEMORANDUM

**To:** Summer Woodard  
**From:** Haywood Cloud, Jr., Assistant City Manager of Community Services  
**Date:** 3/28/2024  
**Re:** Splashpad Update

This memo is to provide you an update on the status of the completion of the splashpad project. We are currently on schedule to open the gates of our beautiful new facility on the Friday of Memorial Day weekend, May 24<sup>th</sup>, 2024 at 12:00 p.m. We have coordinated with the Chamber of Commerce to have a ribbon cutting and will market this wonderful occasion appropriately to make sure our citizens are aware and hopefully will be able to attend. Light refreshments will be served as we celebrate adding yet another amenity that will certainly continue to improve the quality of life for our citizens of all ages.

Please let me know if you have any questions. (*END OF MEMO*)

Assistant City Manager Cloud talked of how excited we are about the Splashpad, another project where we are giving back to the community. He discussed the May 24<sup>th</sup> ribbon cutting/grand opening coordinated with the Reidsville Chamber of Commerce. He said they had also talked with some daycares about taking part since other children would still be in school.

Staff is going through the final punch list, he noted, and preparing for the opening. He did state that, at the Council Retreat, staff had given Council some proposed hours of operation. The only change from the original was that they had said on Sundays, the Splashpad would be open 12:30 p.m.-2:30 p.m. and at 3-5 p.m. for exclusive rentals, Cloud noted. Now they have decided to go 12:30 p.m.-2:30 p.m., 3-5 p.m. and then exclusive rentals from 5:30-7:30 p.m., he explained.

Councilmember Scoble asked if there aren't any rentals during the exclusive rentals, will it just be closed? Cloud said, no, it will be open. Councilwoman DeJournette asked if we will have enough staff? He responded in the affirmative. Discussion ensued briefly about the number of applications received for staff positions and how more are expected once high school and college students get out for the summer.

Councilmember Scoble asked what kind of first aid will be available? Cloud said a first aid kit will be available there like you would have at a swimming pool. He said they would be ready to roll. Light refreshments will be served, it was noted.

Several Council members expressed excitement about the new Splashpad. Mayor Gorham said he felt it will be as exciting a place as the All-Inclusive Park. He said it will be a battle as to which one will be number #1.

**CONSIDERATION OF PROJECT PROPOSAL WITH SMALL TOWN SOUL FOR DETAILED INVENTORY LISTING OF BUILDINGS IN THE MUNICIPAL SERVICE AND DEPOT DISTRICTS.**

In making the staff report, City Manager Summer Woodard reviewed her March 25<sup>th</sup> memo, which follows:

**Date:** March 25, 2024  
**To:** Mayor Donald Gorham  
City Council Members  
**From:** Summer Woodard, City Manager  
**Subject:** Proposed Contract with Small Town Soul

During the City Council's annual retreat February 15-16, 2024, one of the items discussed was the need to collect a detailed inventory list of all the buildings located in the Municipal Service and Depot Districts. Leniece Lane, the owner of Small Town Soul, has been working with the City of Reidsville since 2018 in conjunction with our Marketing Department.

Please find attached a proposal from Small Town Soul to collect and create a detailed inventory list of all the buildings located in the Municipal Service and Depot Districts. The total cost to complete the project for these two districts would be up to \$27,000.00. Ms. Lane intends to start this project once Council approves the contract.

If Council is in favor of this, the proposed motion would be to approve the contract as presented. *(END OF MEMO)*

Manager Woodard noted that the contract took in account Council feedback from the Retreat, including adding the Depot District. Funding is available for this in the existing budget, she added.

Councilmember Scoble asked if Ms. Lane has any idea how long this will take? Manager Woodard said it is estimated the entire process will take a minimum of 6-9 months, including one-on-one interviews.

The Councilmember asked if what if Ms. Lane is not able to get the aid of the business owners? The City Manager said that is a hurdle we may have to cross, but it is just trying to be proactive and finding out what services our merchants need from the City. Woodard said that, by contracting with this third party, everyone may be able to see this is a resource we are trying to develop for the merchants in these districts.

**Councilman Martin made the motion, seconded by Councilman Coates and unanimously approved by Council in a 7-0 vote, to accept the contract. *(A COPY OF THE CONTRACT WITH SMALL TOWN SOUL IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)***

**PUBLIC COMMENTS.**

No one came forward for public comments.

**BOARD & COMMISSION APPOINTMENTS:**

City Manager Woodard distributed the ballots for the April board and commission appointments.

**CITY MANAGER’S REPORT:**

**MONTH OF APRIL.**

City Manager Summer Woodard reviewed her April City Manager’s Report, which follows:

**Date:** March 25, 2024  
**To:** Mayor Donald Gorham  
City Council Members  
**From:** Summer Woodard, City Manager  
**Subject:** City Manager’s Monthly Report

---

**Upcoming Events:**

- NCLM City Vision 2024 will be Tuesday, April 23 through Thursday, April 25, 2024 at the Benton Convention Center in Winston-Salem.
- City Council Budget work session will be Monday, April 22<sup>nd</sup> at 5:30 p.m. at City Hall. This is a proposed change from the original date of Tuesday, April 23. The proposed change is due to the NCLM City Vision Conference, which starts April 23 and ends April 25.

**Personnel:**

- Lindsey Tuttle retired with the City of Reidsville on March 1<sup>st</sup>. He was the Streets Superintendent and had been with the City of Reidsville for twenty-seven (27) years. He was also the City’s 2022 Employee of the Year.
- Lisa King retired with the City of Reidsville on March 1<sup>st</sup>. She was the Training Coordinator for the Reidsville Police Department and had been with the City of Reidsville for ten (10) years.
- *She added to her written report a brief update regarding the Marketing & Economic Development Director position and the Business Development Manager position with applications accepted through the end of the month.*

**Projects & City Updates:**

- **Splashpad** - The splashpad is nearly completed as well. EIFs and final painting has recently been finished. Equipment startup was also successful on the splashpad equipment. Miscellaneous work still needed includes downspout installation, pressure washing and final cleaning before the punch list can be created by the design team. Please see attached project photos behind the Miscellaneous tab.
- **Settle Street Streetscape Project** - Public Works has completed their scope of work, including installation of the three new poles on Settle Street across from Market Square. The electrician is also finished except for verification that everything works properly once Duke Energy energizes the electrical distribution panel. Currently we don’t have an anticipated schedule on when this might occur. The fiber optic cabling has also been installed by Electricom. Once Duke Energy completes their scope of work, IT can work with Brady to install the proposed WIFI and cameras, fully completing the project. Please see attached project photos behind the Miscellaneous tab. *Manager Woodard complimented Public Works Director Josh Beck and his team for their work on Settle Street. Manager Woodard added that when you look at projects like the All-Inclusive Park, etc., it is about partnerships but it is also about investing in your team. If it wasn’t for investing in our team, like our Public Works Department, we wouldn’t*

*have been able to do some of these large-scale projects that we've done, she asserted. She said she thinks that speaks volumes for their willingness to look at contracts, willingness to serve as the General Contractor on these projects, to provide all these amenities to our community for all of these activities for them to enjoy. She said she wanted to give a shout out because are a team here, and she is proud to be a part of that team with our employees.*

- **Main Street Award** - The City of Reidsville won a Main Street Award for our All-Inclusive "The Sky's the Limit" Park.
- **Public Safety Grant** - The City of Reidsville received \$963,000 in federal funding to upgrade our public safety radios. This grant was made possible by Representative Kathy Manning. *She gave a verbal shout out to Assistant City Managers Phillips and Cloud, Fire Chief Farmer and Police Chief Gibson for their hard work and dedication in representing our grant application to Rep. Manning's office.*

### **Events/Meetings Attended:**

- 3/1 – Ribbon Cutting for Turtle Creek Bakery
- 3/6 – Special Called City Council Meeting to Discuss UDO
- 3/7 – Hosted the Managers Luncheon
- 3/12 – City Council Meeting
- 3/13 – Speaker at the Main Street Conference in Goldsboro, NC
- 3/15 – Met with Representative Kathy Manning and attended Kiwanis Pancake Dinner
- 3/16 – Attended the State Championship Basketball Game won by the Reidsville Rams
- 3/19- Attended Retirement Luncheon for Lindsey Tuttle
- 3/20 – Attended the NC Town and State Dinner in Winston-Salem, NC
- 3/21 – Management Team Meeting
- 3/25 - Ribbon Cutting & Dedication at the Carriage House
- 3/26 - RDC Board Meeting
- 3/27 - Participated in the Junior Achievement Program for Rockingham Middle School (*END OF WRITTEN REPORT*)

### **COUNCIL MEMBERS' REPORTS.**

**Mayor Pro Tem Brown** – Mayor Pro Tem Brown reported attending the following: 4/2, Ministerial Alliance Citywide Revival at Zion Baptist Church where he gave a greeting on behalf of the City of Reidsville & City Council; 4/3, 2-on-2 meeting at City Hall.

**Councilwoman DeJournette** – Councilwoman DeJournette thanked everyone for bearing with her during her recovery and she had been to attend some meetings via Zoom. She reported attending the following: the Ribbon Cutting at the Turtle Creek Bakery; Special City Council Meeting via Zoom; 4/12, City Council Meeting via Zoom; 4/3, Special City Council Meeting.

**Councilmember Scoble** – Councilmember Scoble reported attending the following: 3/13, attended the North Carolina Street Conference in Goldsboro where the City received an Award for Sky's the Limit Park; 3/15, Kiwanis Club of Reidsville Pancake Supper-Served over 300 people at the Reidsville High School Cafeteria; 3/25, Ribbon Cutting at the Penn House's Carriage House dedicated to Judy Yarbrough; 3//26, Terrific Kids-Moss Street (65 kids) & South End (40 kids) this month. Their goal was perseverance for February and self-discipline for March. She attended the following also: on 3/26, RDC Meeting; 3/28, ABC Meeting; 4/3, 2 on 2 with Mayor Gorham & City Manager Woodard; 4/9,

the Youth Development Center Ribbon Cutting; 4/9, Swearing-In Ceremony for Officer Jared McLaughlin.

**Councilman Martin** – Councilman Martin reported attending the retirement celebration for Lisa King, and he thanked her for her service. He shared an upcoming event, The Love for Christ and the Down with Crime event, scheduled for Thursday night at Zion Baptist Church. He encouraged community involvement in help prevent shootings, crime, etc. He also thanked Lindsey Tuttle for his service to the City of Reidsville.

**Councilman Hairston** – Councilman Hairston reported attending the Human Relations Commission meeting. He shared that the Commission was planning an event, the Multicultural CommUNITY Event to be held on April 27<sup>th</sup> from 12-4 p.m. at the Market Square. It will have educational material, live bands/music, food trucks, and games. Councilman Hairston said they would also be honoring HRC member Tom McLaurin, who had passed recently. He asked to keep the family in your prayers. He continued to report the following events: The Citywide Revival at Zion Baptist Church on Piedmont Street and the Ribbon Cutting for the North Carolina Youth Development Center. He gave a shout out to the Chamber for assisting with the Ribbon Cutting.

**Councilman Coates** -- Councilman Coates reported attending the following: 3/1, Ribbon Cutting @ Turtle Creek Bakery; 3/6, Special Council Meeting to Discuss the UDO; 3/25, Ribbon Cutting & Dedication of The Carriage House; 3/28, Lisa King Retirement @ PD; 3/28, the Reidsville Appearance Commission; and 4/9, the Youth Development Ribbon Cutting. He also reminded people of the Appearance Commission's free Shred Event planned for April 27<sup>th</sup>.

**Mayor Gorham** -- Mayor Gorham reported attending the following: 3/12, brief meeting with Bill McLeod to discuss the Housing Authority of Reidsville; 3/13, conference call at City Hall with Housing Authority Staff-Discussed new appointment of Ronald Flack and other board members; 3/13, Regional Final-Reid vs. Salisbury; 3/14, Kiwanis Club Meeting; 3/15, met with Representative Kathy Manning; 3/15, Kiwanis Club Pancake Supper; 3/16, Democratic Convention at Rock High; 3/16, Reid vs. Farmville (Score R-78 F-77) with Reidsville crowned State Champs; 3/19, Traveled to RCC to discuss County Healthcare concerns with Cone Health and UNC Health of Rockingham (meeting was canceled); 3/20, Recreation Boys Basketball; 3/21, met with Hospital Executives at Annie Penn; 3/21, Battle of the Cup at RCARE; 3/23, met with Lee Thompson to discuss community concerns; 3/24, the Installation Service of Pastor Yvonne Ellison at Trinity Holy Tabernacle; 3/25, Ribbon Cutting for the new Carriage House Event Center at the Penn House; 3/27, Coffee with a Cop at McDonalds on Scales Street; 3/27, One Night Revival at West End Baptist Church; 3/28, met with Kelly Almond on a community request; 3/28, Up With Christ and Down with Crime at the Reidsville YMCA; 3/28, Telephone conference with Dreyann Foster, who had questions of the Mayor for a class project; 3/29, met with Peggy Dones at her home on Park Lane in regards to a water problem that Public Works Director Josh Beck will investigate; 4/1, Recreation Boys Basketball Championships; 4/2, City Wide Revival at Zion Baptist Church Ministerial Alliance; 4/3, Met with the Barlows regarding community concerns; 4/7, gave greeting at Pastor James Tharrington's Anniversary-124 N. Main Street; and 4/8, met with the Barlows about community concerns.

**Diane Sawyers from Chambers**

Chamber President reported the following upcoming events: Staff appreciation Celebration on April 24, 2024 at the Penn House Event Center and Reidsville Night at the Grasshoppers on May 24<sup>th</sup> in

Greensboro. Ribbon Cuttings will be The Boardwalk Baker on April 18, 2024 at 12 Noon, 136 South Scales Street; the Rockingham County High School-Anatomage Lab on May 16<sup>th</sup> at 12 noon; and the Splash Pad here in Reidsville on May 24<sup>th</sup> at 12 noon. New members are REMMSCO, Inc. and The Restoration Haven. The May 2024 Coffee and Connections will be hosted by Annie Penn Hospital, 618 South Main Street, Reidsville on May 2<sup>nd</sup>, from 9-10 a.m.

**ANNOUNCEMENT OF BOARD & COMMISSION APPOINTMENTS.**

City Clerk Angela G. Stadler reported the following appointments: Dawn Charaba, 913 Country Club Drive, re-appointed to a three-year term on the Human Relations Commission; Demetrous C. Holt, 397 Johnson Road, endorsed by the RDC, to serve on the Main Street Advisory Board of Directors.

In the written report, it was also noted that the Rockingham County Board of Commissioners had approved the Council's February appointment of James A. Motley, 1324 US 29 Business, to serve on the Reidsville Planning Board in an Extraterritorial Jurisdiction (ETJ) position (Term to run February 2024-Expiring March 17, 2029)

**MOVE TO THE FIRST-FLOOR CONFERENCE ROOM FOR A CLOSED SESSION TO PRESERVE THE ATTORNEY-CLIENT PRIVILEGE BETWEEN THE ATTORNEY AND PUBLIC BODY PURSUANT TO G.S. 143-318.11(A)(3) AND A PERSONNEL MATTER PURSUANT TO NCGS 143-318.11(A)(6).**

**Councilmember Scoble then made the motion, seconded by Councilwoman DeJournette and unanimously approved, to go into closed session.**

Mayor Gorham told those present that they would not be returning to the floor/open session.

**MOTION TO ADJOURN.**

**Upon return to open session, Councilwoman DeJournette made the motion, seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote, to adjourn at approximately 8:30 p.m.**

---

Donald L. Gorham, Mayor

ATTEST:

---

Angela G. Stadler, CMC/NCCMC, City Clerk

**MINUTES OF THE SPECIAL MEETING  
OF THE REIDSVILLE CITY COUNCIL  
HELD MONDAY, APRIL 22, 2024  
REIDSVILLE CITY HALL, 1<sup>st</sup>-FLOOR CONFERENCE ROOM**

**CITY COUNCIL MEMBERS PRESENT:** Mayor Donald L. Gorham  
Mayor Pro Tem Harry L. Brown  
Councilman Shannon Coates  
Councilwoman Barbara J. DeJournette  
Councilman William Hairston  
Councilman William Martin  
Councilmember Terresia Scoble (*attended via phone while on work trip*)

**COUNCIL MEMBERS ABSENT:** NONE

**CITY STAFF & VISITORS PRESENT:** Summer Woodard, City Manager  
Angela G. Stadler, City Clerk  
Chris Phillips, Assistant City Manager of Administration/Finance Director  
Haywood Cloud Jr., Assistant City Manager of Community Services  
Josh Beck, Public Works Director  
Josh Farmer, Fire Chief  
Ray Gibson, Police Chief  
Leigh Anne Bassinger, HR Director  
Shirrell Williams, IT Director  
Doug Chapman, McGill Associates

**CALL TO ORDER.**

Mayor Gorham called the special meeting to order, stating the purpose was to hold a budget work session. He said all questions from Council should be related to the budget.

**OVERVIEW OF BUDGET MEETING.**

City Manager Summer Woodard stressed to Council that the budget is a “work in progress”. Today’s goal is to go over the items they had to present to the governing board. Doug Chapman with McGill Associates was in attendance to review the Capital Improvements Plan (CIP)/rate study information. She reiterated that she and the Finance Director Chris Phillips are still working on the budget, but the plan is to have the budget books ready and presented to Council at its May 14<sup>th</sup> regular meeting. If another budget work session is needed, one has been tentatively planned for May 21<sup>st</sup>, she said. The City Manager said the information today should show Council members where we have been and where we are going.



**PRESENTATION ON WATER AND SEWER COMPREHENSIVE IMPROVEMENTS PLAN (CIP) AND RATE STUDY.**

Manager Woodard asked Public Works Director Josh Beck to introduce Mr. Chapman with McGill Associates. Beck did so and passed out a six-page handout from McGill on the CIP. (*A COPY OF THE HANDOUT IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.*) The Public Works Director noted that the numbers before Council are estimates although McGill has attempted to include projections regarding inflation in these estimates.

Mr. Chapman said there are a lot of numbers here that reflect what the City is looking at and what the future holds in terms of utilities. He then reviewed a PowerPoint Presentation that was originally presented at the Council Retreat but had been updated. (*A COPY OF THE POWERPOINT ON THE CIP IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.*) He briefly discussed slides on the Water & Sewer Enterprise Funds, including how the funds were created to be self supporting and separate from the General Fund, how the City serves over 6,000 retail customers and several wholesale customers and that the combined fund value is \$10 million annually. Mr. Chapman explained how his firm conducts its financial analysis, looking first at expenses, then revenues and Fund Balance, before he talked about how they come up with their assumptions. Noting that everything costs more than it does five years ago, he said the City has seen 20% in CPI increases since the last rate adjustment, which was done in 2019.

Mr. Chapman stressed that it is very prudent of the City to plan how to go forward in the future. He discussed factoring in things such as equipment costs and the number of trucks, valves, etc. As the City determines how they look at capital improvements in the long term, that will also help normalize expectations going forward as well, he said.

As part of the planning process, they looked at maintenance needs, including aging equipment, out-of-date technology and operational issues. In terms of growth, they looked at capacity assurance but not capacity expansion. What is some of the oldest equipment that will need to be replaced, etc. is looked at, Mr. Chapman continued. At the Water Treatment Plant, there are things that need to be updated in the next 5-10 years, he said. The City also has a pretty significant fleet related to its operations, he added.

Some projects are already funded, Mr. Chapman said, referencing the WTP's Redundant Water Line and Whole Plant Generator Projects. On the sewer side, the Headworks and BNR projects are already underway. He said there is less on the wastewater side because some of these needs have already been addressed. In Sewer Collection, the Annie Penn Sewer Outfall project is included, he said, adding that the potential CDBG-I projects are not included in the proposed debt service. All of these are things that need to be addressed, he said, if the City wants to be able to increase capacity and add customers in the future.

Reviewing the "Comparison to Neighbors" slide, Mr. Chapman pointed out that Reidsville is currently the lowest water/sewer bill at \$51.81 among the municipalities in the County with the average being \$67.00. Rockingham County is the highest at \$89.95, he noted. Again, the City last had a rate increase in 2019-2020, he added.

As he discussed the “Water - Financial Model Results: Annual Rate Increases” slide, he again discussed the inflation factor and added that they took capital outlay that was cash paid and included those figures in the spreadsheet. Mr. Chapman then talked about existing and projected debt service. He explained that if the City pays less than a half million dollars for something, that would be cash financed while more expensive items would be debt service.

Mr. Chapman stressed that City revenues need to increase. Funds have differences each year, he noted, coming in either over or under in revenues, which affects fund balance. Projects and debt service also change over time, he continued, so the City has to take the total revenues received and navigate it. Mr. Chapman then briefly discussed Fund Balance and how cities must maintain a certain percentage for emergencies, etc.

As he continued to discuss the slides dealing with proposed Water and Sewer rate increases, he noted that the proposed rates are figured both annually and bi-annually to show what that difference looks like. The broken line shows Operating Revenue Existing Rates while the solid blue line on the graphs reflects Projected Operating Revenue, Mr. Chapman explained. He discussed the changes in the bar graphs over the fiscal years.

While reviewing the “Expenditure Trends” slide, Mr. Chapman pointed out that operating expenses for the combined Water and Sewer Funds are projected to be \$9.5 million for FY26. Debt service for these funds had been fairly flat for the last few years but is projected to rise in FY24 to FY26 due to significant projects. Capital Outlay in these funds has varied significantly, reflected in FY22, but then was fairly flat again in FY23-FY24. The City is behind, he stressed, because you haven’t spent money fixing some thing and now need to play “catch up”.

Looking at the “Revenue Requirements” slide, Mr. Chapman said they did an analysis of water and sewer separately. The vast majority of the City’s customers have both water and sewer and live inside the City, he stated. The current rate for monthly residential water/sewer bills (3,000 gallons) inside the City is \$51.81, he said. Projected annual increases by percentage are: FY25, 36.5%; FY26, 11.7%; FY27, 7.6%; FY28, 7.4%; and FY29, 6.4%. Biannually, those percentages would be: FY25, 47.1%; FY26, 0%; FY27, 11.1%; FY28, 0%; and FY29, 14.1%. As he discussed these needed increases, he noted that there is a lot of capital outlay this year, and, like in everything else, operating expenses are continuing to go up every year. Rising operating expenses are due, in part, he said, to the fact that some things are just costing a lot more.

Mr. Chapman said the next step is for Council to determine how they want to approach these rate adjustments. Once this is done, they can finalize the rate adjustment for the coming year and then adopt the 2024-2025 Budget, he said.

Councilman Hairston asked does the City of Reidsville have the lowest rate in Rockingham County now? Mr. Chapman replied in the affirmative, “You are now.” However, either the annual or bi-annual rate adjustments will move them up in the pack, he added. Councilwoman DeJournette asked if the others would be going up? City Manager Woodard said from her discussions with her fellow managers, she believed the other municipalities would be raising their rates as well.

Discussion ensued about the current rates as it was noted that Reidsville is the lowest among the county's municipalities by about \$10 a month to the next lowest (Eden). Councilman Coates asked how the City has done its rate increases in the past? Assistant City Manager of Administration/Finance Director Chris Phillips replied that the increases have been done biannually in recent years.

Councilman Hairston said he felt like biannually might be easier for residents, at least psychologically, giving them a little more room to breathe in between increases. Councilman Martin countered that he felt annually might be less of a "sticker shock" than biannually. He questioned if the initial increase could be cut in half or lowered with the subsequent years absorbing some of that initial cost. He suggested only a 25% increase if possible. City Manager Woodard stated that, based on what the consultants have said, this financial data indicates the revenues that we have to have currently. Due to the projects currently underway or committed to, we can't cut those needed revenues, she said. Mr. Chapman agreed, adding that if the rates aren't adjusted as recommended, the City will start out behind. Again, Mr. Chapman noted that inflation was rising higher than initially expected and the increased cost of items has really impacted the budget. City Manager Woodard said that is why the City uses a third party to do such studies because it puts another "set of eyes" on the needs, etc.

Mr. Chapman praised the City for implementing some of these projects, such as the BNR, to prepare for the future. The rate increase in 2019 did help but when times were tough and the City was unable to do capital projects, it is costing the City now, he said. Mayor Gorham added that everyone also understood the need based on what the City of Eden and Flint, Michigan, had to go through. Regarding annual or biannual increases, Mayor Pro Tem Brown said you just have to "pick your poison." Councilman Martin again advocated for adjusting a few dollars each year although the initial increase is a hard pill to swallow, he said, especially with the rising taxes due to revaluation, etc. While the county's current average is \$67, and we are looking at going to approximately \$70, that \$3 difference is big to a lot of our citizens.

City Manager Woodard said that is why staff wanted to present both options, annual and biannual, so that there would be no surprises. The projections go out for the next five years, she stated. The selected rate adjustment will be included in the budget at the May Council meeting. The City Clerk and Finance Director will work on a press release about the proposed changes, which can be rolled out as soon as the budget is presented.

Councilman Martin said he had wanted the initial increase to come down \$4-5, but it had been explained that would put the City in a hole. He said he felt it this was explained to people, they would understand. Mayor Gorham stressed that the City had been very transparent during the 2019 rate increase. Councilman Hairston agreed with the Mayor, saying that making it as transparent as possible to the public is best.

**It was the consensus among all of the Council members that the budget includes an annual rate adjustment.**

City Manager Woodard thanked Council for the consensus and said staff would come up with some PR about it. She thanked Mr. Chapman, Public Works and Public Works Josh Beck for their work on this study.

### **OVERVIEW ON CITY OF REIDSVILLE PAY PLAN.**

Assistant City Manager of Administration/Finance Director Chris Phillips gave a brief history of the triannual pay study performed for the City by the Piedmont Triad Regional Council (PTRC). This year's study of the Police Department (except the Police Chief) starts a new cycle with any pay adjustments being done in the upcoming FY2024-2025. He informed Council that we don't have the final study yet but the implementation is expected to cost at least \$300,000, including benefits. He said they just got the preliminary numbers just a few weeks ago. Once the final numbers are received, they will be passed on to Chief Gibson as well, Phillips added. He stressed that the \$300,000 is a rough number from our PTRC consultant Matt Reece. The Finance Director stated that the pay study is standalone, explaining that those numbers would go in before any cost-of-living adjustment or merit pay numbers are implemented. A brief reference was made to compression issues, and staff pointed out that compression is being studied by PTRC as well. Councilman Hairston remarked that, even with a tight budget, we need to look after our employees and offer compensation to them.

### **UPDATE ON CONSUMER PRICE INDEX (CPI), COLA AND MERIT INCREASE.**

City Manager Woodard referenced a handout on the Consumer Price Index (CPI) that had been included with their materials. The handout noted that consumer prices went up 3.5% from March 2023 to March 2024. In light of this, the City Manager said we are looking into a 4% COLA (Cost-of-Living Adjustment) in the coming year and possibly bringing back merit-based increases. She said we have lagged behind in offering merit increases in recent years, and she would like to see us offer a 3% merit increase.

Human Resources Director Leigh Anne Bassinger noted that two years ago the performance evaluation tool was updated and made more user friendly, etc. Evaluations, which are done in January, have been coming back in a bell-shaped curve, which is what we expect to see, she continued. Initially some employees came back with rather high self-evaluations, but it was explained to them that if they are doing their job, that is considered meeting expectations, she said.

Manager Woodard also talked of a \$500 bonus for those who have been with the City since January of this year to reward loyalty to the City. The cost to implement the 4% COLA and 3% Merit, both with benefits, is \$896,000. Assistant City Manager/Finance Director Phillips said this total does not include the \$500 bonus. Just like the employees' longevity, the \$500 bonus would be in a separate check, he explained. The City Manager said she also wants to give the employees an additional floating holiday like what was done during the current year. Manager Woodard said the numbers noted in the previous CIP Study also included the total 7% increase.

Mayor Pro Tem Brown said he wished Woodard was Manager when he was a City employee. Councilman Hairston said he appreciated the research that was put into this, adding it shows our

employees we are trying to do better. He stated that a lot of employees had thanked him for the previous December bonuses.

Councilman Coates asked if the educational pay was also included? Bassinger said the Management Team is still looking at career ladders and incentives. For the bilingual pay, we now have two people who have successfully completed the testing process, she added. Councilmember Scoble said she hoped some of these increases would help us in the retention of employees. Mayor Gorham stressed that these improvements will help the City, not just the Police Department, as we look down the road.

Councilman Martin agreed and asked what could be done to make sure we don't fall behind again? Manager Woodard said things like the COLA help but she said she thinks the City should always take into consideration the Consumer Price Index. Merit-based increases also help, along with the pay study. All of these things work in conjunction together, she said. During her time here, the City has only been able to do a COLA, she said in response to a question from Councilman Martin.

Councilman Hairston asked how the Council's approval of raising minimum basic pay has done? Manager Woodard said it has helped a lot. We have seen a rise in applications, she stated. She added that some people appear to be applying for government jobs because they seem to be more stable than industries, etc. Making ourselves competitive has helped, she said. Mayor Gorham said he thought the City started doing COLAs during former City Manager Preston Mitchell's time.

## **UPDATE ON HEALTH INSURANCE AND RETIREMENT.**

### **Retirement.**

Assistant City Manager Phillips then referred to the handout entitled "Known Increases". (*A COPY OF THE HANDOUT IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.*) He said that for the seventh year in a row, LGERS has adopted an increase that cities must pay for retirement for its employees. This year the increase was .75% for General Employees and 1.00% for Law Enforcement Employees, he explained. This will cost the City \$80,000, which is broken down between the General Fund (\$53,400) and Water & Sewer (\$12,500). While such increases do keep our retirement system strong, this is an expense for cities that will continue to go up, Phillips stressed.

### **Health Insurance.**

Phillips then reviewed Employee Health Insurance. He said the NC League of Municipalities Municipal Insurance Trust has presented a 9% increase for renewal. He noted we are pleased that it was not a double digit increase since we have had some large claims. Luckily there is a large claim pool with the League, he added. The cost per Employee/Retiree increased from \$12,000 to \$13,000, he stated. Phillips reminded Council that we pay the insurance for our employees (a cost of

\$198,000) and carry qualifying retirees until age 65, which costs the City about \$18,500. The 9% increase is only passed on to those employees who have dependents on our health insurance, he said.

City Manager Woodard said, from the feedback she has gotten at our employee Lunch & Learns, she has heard complaints that it is great to get a COLA, but then they are hit with a higher insurance increase. The insurance is a straight pass through and paying for employee insurance is a great benefit that the City offers, she stated. Noting some cities require employees to pay for their own insurance/partial insurance, we only require that employees pay for their spouse and children at a reduced rate. When asked by Council, Phillips said he didn't have the current rates in front of him so he couldn't say for sure but thought employees should expect to see a \$50 per month increase. He noted that employees get the rates before they sign up. He also added that these premiums are pre-taxed.

Discussion ensued about insurance rates in general. Councilman Martin noted that the State employees have to pay for their insurance. Phillips stated that in the past, the Council has resisted making employees pay for their own insurance. Several Council members indicated that employees might find it difficult to get such good benefits out in the marketplace.

#### **Property and Liability Insurance.**

Assistant City Manager Phillips then briefly noted that the City's Property & Liability Insurance with the NC League of Municipalities, is projecting a 20% increase, which totals \$108,250 for Reidsville. Part of the reason given for the increase, the largest he has seen in P&L since he has been here, are the tropical storms experienced in the State.

#### **DISCUSSION ON ONE (1) NEW POSITION AND REORGANIZATION IN COMMUNITY DEVELOPMENT.**

City Manager Woodard said she is requesting only one new position in this upcoming budget, which would be for a building inspector. The cost would be a base salary of \$47,205 with benefits, bringing the total to \$75,000, she explained. She read from a memo from Planning & Community Development Director Jason Hardin which indicated that, with upcoming construction projects, planned residential development totals 1,210 known new residential units. Such activity could actually justify two new building inspectors, she noted. We currently have one Lead Codes Inspector with another Inspector in training and a part-time inspector, the City Manager explained. With this expected growth, Manager Woodard said she felt she needed to request this new position to provide efficient services.

The second part of this, she added, is looking at restructuring Planning & Community Development. With the new customer service window out back, staff has seen a spike in the amount of foot traffic. The downside is that our Planner I position, who mans the window, is so busy answering inquiries, that she doesn't have the ability to do true planning, Manager Woodard stated. As part of the restructuring, we are proposing that the Planner I position goes upstairs, where office space is available. This would allow her not only to do planning but also learn some of the work done by the Inspections Assistant, who may be retiring within the next few years. Therefore, this would help

with succession planning as well as the Planner could be the “back up” for the Inspections position, Manager Woodard continued.

The City Manager said she would make the customer window a true customer service window, which would field phone calls, etc. throughout the City. She said this would be a lateral transfer. Mayor Gorham said it has been his personal observation that the window has been very busy at times and added that has been noticed by people from the outside. Councilman Hairston expressed concerns as well that inspector positions could be among those heavily recruited by others. Councilman Martin briefly discussed legislation being considered that would allow third-party inspectors so that builders could get their own people. Those inspectors with credentials might also be recruited by these private companies, he indicated. Mayor Pro Tem Brown questioned whether even three inspectors could handle all of the proposed development. Councilman Martin added that the County has five inspectors.

**It appeared to be the consensus of Council to add this new building inspector position and to do the restructuring.**

Councilwoman DeJournette complimented the City Manager for looking at the big picture. City Manager Woodard, in turn, thanked Council for allowing them to install the customer service recently.

**DISCUSSION ON CAPITAL OUTLAY REQUESTS.**

City Manager Woodard then reviewed the capital outlay requests from departments. She thanked the departments from submitting only truly necessary items so that the City can attempt to give COLA and merit increases in the coming year. She noted that she had also supplied Council members with supporting documentation for these requests.

She then went through the items line by line, which follow:

**Fiscal Year 2024-2025 Budget**  
*Capital Requests*

<b>Department:</b>	<b>Capital Item</b>	<b>Cost</b>
Main Street	Wood Repair at Market Square	\$ 24,500.00
Parks & Rec	Rec Building Bathrooms	\$ 21,000.00
Parks & Rec	Backboards for Basketball Goals	\$ 20,000.00
Fire Dept	Replace 2008 pickup truck	\$53,000.00
Fire Dept	Replace Floor at Fire Station 3	\$ 5,695.00
Fire Dept	Replace Out Building at Fire Station 3	\$ 6,565.00
Solid Waste	One Arm Bandit Trash Truck	\$425,000.00
Solid Waste	Replacement Trash Cans (624)	\$ 43,000.00
Solid Waste	New Cylinder for Transfer Station	\$ 17,000.00

Streets Department	Leaf Machine	\$ 75,000.00
Streets Department	Single Axle Dump Truck	\$ 166,000.00
Garage Department	Lift	\$11,775.00
Engineering Dept.	GPS Unit	\$ 7,400.00
Parks & Rec Facilities	Zero Turn Lawn Mower	\$ 13,700.00
Parks & Rec Facilities	Replace roof and floors at Restroom at JC Park	\$ 6,565.00
Cemetery Division	New doors for Cemetery Building	\$ 8,300.00
Police Department	Five (5) new patrol	\$ 278,000.00
RCARE	New Passenger Van	\$ 125,536.00

**Total** \$ 1,303,036.00

Plants Maintenance Div.	New pickup truck	\$ 45,000.00
Plants Maintenance Div.	New trailer	\$ 5,500.00
Waste Water Department	Sand Filter Controls Replacement (1991)	\$ 184,900.00
Water Treatment Dept.	Raw Water Pump Rebuild	\$ 50,000.00
Water Treatment Dept.	TOC Analyzer	\$ 37,000.00
Water Treatment Dept.	Two Tanks (25 years old)	\$ 38,000.00
Water Treatment Dept.	Heaters for building	\$ 25,500.00
Water Treatment Dept.	Barricades for Water Intake	\$ 107,000.00
Sewer Lines Division	Natural Gas Generator for Johnson Lift Station	\$ 65,000.00

**Total** \$ 557,900.00

As City Manager Woodard reviewed the General Fund/departmental requests, Councilman Martin asked about the lifespan of the one arm bandit trash truck and whether it is based on mileage, wear & tear, etc. Public Works Director Josh Beck explained about how this truck operates, including its numerous stops and starts. The Councilman said it appears to be more wear & tear. In discussing the final item on the General Fund list, Manager Woodard talked about the new passenger van sought by RCARE. The current vehicle is not handicapped friendly, she noted. While a new van would be great, they would be happy with anything, including a used vehicle, she said.

In reviewing capital requests from the Water & Sewer Funds, Manager Woodard referenced the barricades for water intake. She noted that the City has been cited by the State for not having better barricades around the water intake.

**DISCUSSION ON CREDIT CARD FEES.**

Assistant City Manager Phillips then reviewed credit card fees. He explained that the City accepts both debit and credit cards as a payment for utility bills, and a processing fee has been paid by the City for those who pay with cards. He added that there is an additional convenience fee if paid



online or over the phone, but the customer pays that fee and the City does not receive that fee. Over the last 10 months, the number of card transactions has gone up but so have the fees, he noted. From July of 2023 to April 2024, monthly fees have risen from approximately \$11,000 to \$18,000, he stated. More and more people are using cards to pay their bills. Fees are projected to go up to \$167,000 during FY 2023-2024.

Phillip said they are talking with our current vendor, Global Payment Integrated, about getting lower fees. They are also discussing with our software company, Tyler Technologies, how to identify other approved vendors who may offer lower fees, he continued. Manager Woodard said if these two options don't work, we want to be able to pass those fee costs to our customers. She said these fees would be included in the fee schedule effective July 1<sup>st</sup>. The City Manager stressed that the City can't keep on absorbing this cost. Councilman Martin agreed but stressed we just need to let residents know. He also questioned if the City could give customers some leeway with late fees, not penalizing them the first time and giving them time to adjust.

Phillips said staff would get the word out about the fees if the City decides to pass them along. Manager Woodard asked Council if there was any problem including the card fees in the fee schedule?

**It was the consensus of Council to allow the card fees to be included in the fee schedule.**

#### **UPDATE ON PROPERTY RE-EVALUATIONS.**

Assistant City Manager Phillips said Rockingham County Tax Administrator Todd Hurst hopes to give us revaluation estimates by the end of this week. We currently have a 73.9 cent per \$100 valuation tax rate, he noted. However, we are in a holding pattern until we get the numbers from the County, the Finance Director stated. Manager Woodard said this budget will be interesting due to the reval. She gave a personal example that at the current tax rate, she would be paying about \$2,200 in property taxes. Councilman Martin also noted that those living in the City have to pay both higher County and City taxes.

#### **DEPARTMENTAL REVENUES OVERVIEW.**

Assistant City Manager Phillips then reviewed the handout labeled "Major Revenues", which listed the revenues for the General Fund: property taxes; sales tax; utility sales tax; and investment earnings. In the Combined Enterprise Fund are the following: water charges; sewer charges; and investment earnings. None of these revenue sources are tracking very much ahead right now, Phillips said. He pointed out that water charges are expected to come in about 4.5% above projections during the current fiscal year. Investment earnings are tracking a little bit ahead of projections, but he noted that interest rates are no longer rising. He said it is expected that rates will be either flat or declining in the next 14-15 months. The NC League of Municipalities has predicted we will not be seeing the growth in the sales tax that has been seen in recent years. While property tax values are going up this year, since it is a reval year, the City must publish a revenue neutral rate, Phillips stressed.

**UPDATE ON DEBT SERVICE.**

Assistant City Manager Phillips then reviewed the handout, Debt Summary. (*A COPY OF THE HANDOUT IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.*) He noted that the City has large pieces of capital that we need, and, in the past, we have purchased in timeframes of 4 to 6 years. Unfortunately, he said there is no debt rolling off this year, but there will be next year. He discussed interest rates and how buying power works. He said we had 2-2.5% interest rates when the City borrowed the money for the capital getting ready to roll off.

Phillips said that buying power will go down as interest rates go up. He recommended keeping the debt service payments the same. Those monies can be used to purchase a truck needed by Public Works with that payment not being due for two years, he stated. While we are able to borrow a large amount of money, he stressed that we want to keep our debt manageable.

Councilman Martin asked if the City was able to get a better rate than others? Phillips replied that the City can get a little better rate, but noted that we haven't borrowed any money since rates have started going back up. He said we can probably expect to see 5-6% rates when the next debt rolls off, but he added that a lot of factors are involved. He pointed out that Truist Bank has a government debt service department that is usually responsive.

**DISCUSSION FROM CITY COUNCIL.**

Mayor Gorham asked if any Council members had anything to say related to the budget? Councilman Martin said it appears this budget will be looking after employees, adding that he would rather cut capital to make this happen. He also noted that ensuring increases for the employees going forward is important. Mayor Gorham also asked Council members to help squash rumors of reported \$20,000 pay increases to personnel, etc. Councilmember Scoble thanked Management Team and our employees for all of the work they had put into the budget.

City Manager Woodard thanked the Council for allowing them the opportunity to go over this so that there are no surprises. Again, she stressed that we are still waiting on the County to get those numbers. The Mayor said if Council members had any additional questions about the budget, to please take them to Chris and Summer so that they can be unified on the budget.

**MOTION TO ADJOURN.**

**Councilman Martin made the motion, seconded by Councilwoman DeJournette and unanimously approved by Council in a 7-0 vote, to adjourn at approximately 7:32 p.m.**

---

Donald L. Gorham, Mayor

ATTEST:

---

Angela G. Stadler, CMC/NCCMC, City Clerk



The City of  
**Reidsville**  
North Carolina

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

---

**TO:** The Honorable Mayor Gorham, Members of the  
Reidsville City Council, and Summer Woodard, City Manager  
**FROM:** Jason Hardin, Director of Planning & Community Development  
**DATE:** May 1, 2024  
**RE:** Voluntary Annexation Request for 788 Rocky Ford Rd.

Attached is a fully executed request by William and Sharon Lovelace to voluntarily annex 3.7 acres located at 788 Rocky Ford Rd. (Rockingham County Tax Parcel #184340). This is a contiguous annexation. Due to the noncontroversial nature of this request, the City Clerk has reviewed the sufficiency of the petition, and the first two steps of the annexation have been combined. Therefore, with the agreement of City Council, a public hearing will be held at the Council's June 11, 2024 meeting.

Council will need to approve the attached resolution directing the City Clerk to Investigate the petition, along with the resolution calling for the public hearing at the June council meeting.

Enclosures

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

Date: 4/4/2024

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

1. We the undersigned owners of the real property respectfully request the area described in paragraph 2 below be annexed into the City of Reidsville, N.C.
2. The area to be annexed is contiguous to the City of Reidsville, N.C. and the boundaries of such territory are as follows:

**Beginning** at an existing iron stake having grid coordinates of Northing 936,072.78 and Easting 1,815,815.14, said iron being North 84 deg. 51 min. 15 sec. East of the centerline of Rocky Ford Road with the centerline of Holiday Loop Road; thence from said beginning point North 04 deg. 41 min. 20 sec. West 30.30 feet to a point in the centerline of Rocky Ford Road (S.R. 2592); thence with the centerline of said road North 77 deg. 12 min. 47 sec. East 133.15 feet to a point; thence continuing with said centerline with a curve to the left North 74 deg. 00 min. 38 sec. East 67.04 feet to a point; thence leaving said centerline South 04 deg. 41 min. 10 sec. East 31.34 feet to an existing iron stake in Judy W. Miller's line (see Deed Book 1520 at Page 1034); thence continuing with Miller's line South 04 deg. 41 min. 10 sec. East 74.93 feet to an existing iron stake, said stake being a common corner with said Miller and Leona K. Warren (see Deed Book 1643 at Page 238); South 04 deg. 41 min. 10 sec. East 128.61 feet to an existing iron stake; thence with the southern property line of said Warren South 86 deg. 56 min. 56 sec. East 210.29 feet to a computed point, the northwest corner of Mark & Kristi Lovelace (see Deed Book 1321 at Page 1932); thence with western property line of said Lovelace South 04 deg. 44 min. 54 sec. East 213.00 feet to an existing iron pipe; thence continuing with said Lovelace property line South 05 deg. 20 min. 35 sec. East 97.11 feet to a 3/4" existing iron pipe, a common corner with Mark & Kristi Lovelace (see Deed Book 1495 at Page 636) and in the northern property line of D. H. Griffin Family Limited Partnership (see Deed Book 1158 at Page 990; thence with said D.H. Griffin line North 86 deg. 58 min. 12 sec. West 410.98 feet to a 3/4" existing iron pipe; thence continuing with said D. H. Griffin line North 04 deg. 41 min. 20 sec. West 455.92 feet to the point of beginning and containing 3.816 Acres as shown on map for William C. Lovelace & Sharon K. Lovelace by C. E. Robertson & Associates, PC and dated February 29, 2024.

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


PROPERTY INFORMATION:

Location: 788 Rocky Ford Rd.

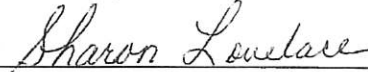
Parcel No.: 184340

Property Owner Mailing Address: Listed under each signature below.

Owner Signature:

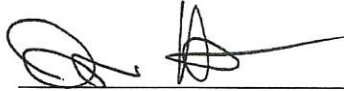
  
\_\_\_\_\_  
(Signature)  
William C. Lovelace  
788 Rocky Ford Rd.  
Reidsville, NC 27320

Owner Signature:

  
\_\_\_\_\_  
(Signature)  
Sharon Lovelace  
788 Rocky Ford Rd.  
Reidsville, NC 27320

Received by the Director of Planning & Community Development, City of Reidsville, NC

on April 4, 2024.

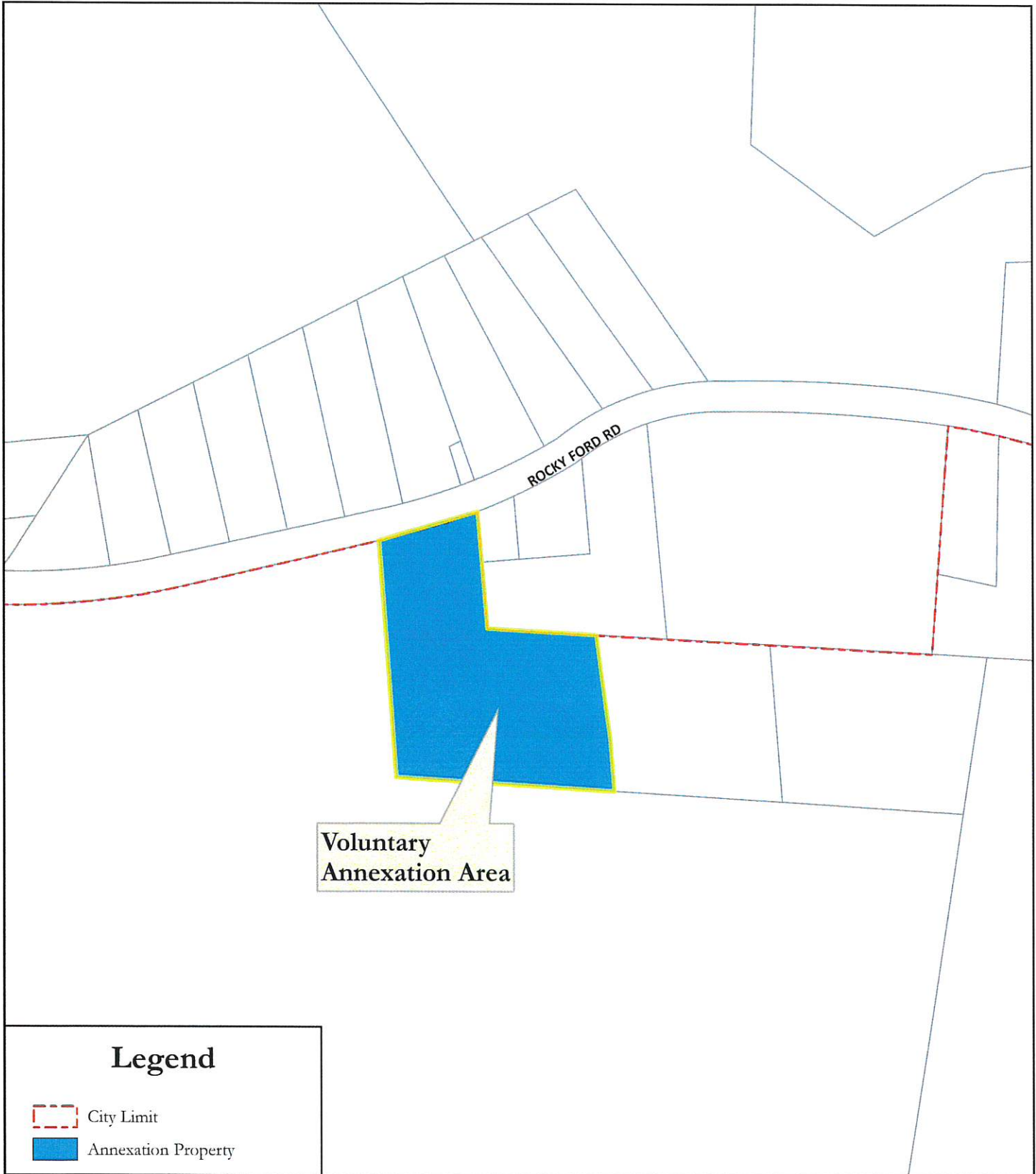


\_\_\_\_\_  
Jason Hardin, Director of Planning & Community Development



Received by the City Clerk, City of Reidsville, N.C.

on April 4<sup>th</sup>, 2024.

  
\_\_\_\_\_  
Angela G. Stadler, City Clerk



**Legend**

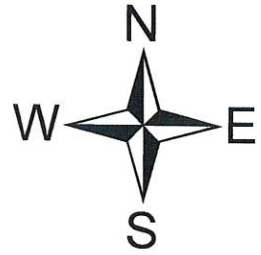
-  City Limit
-  Annexation Property

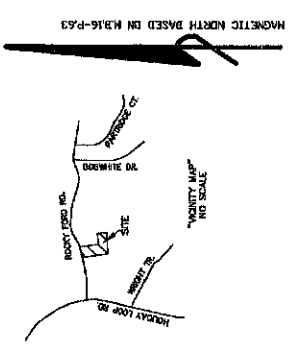


**788 Rocky Ford Rd.  
Voluntary Annexation Request**

Prepared by: City of Reidsville Dept. of Planning & Community Development Planning & GIS Division	4/25/2024
---	-----------

Disclaimer: the City of Reidsville shall not be held liable for any error in this data. This includes any omission, positional accuracy, or any error of any kind. This document cannot be construed to be a legal document.





CURVE TABLE	CHORD BEARING	CHORD DISTANCE	ARC BEARING	ARC DISTANCE
1	S 22° 18' 00" E	83.25	60.525	174° 25' 28" E
2	S 72° 18' 00" E	83.25	60.525	174° 25' 28" E

THE SUBDIVISION OF THE PROPERTY SHOWN ON THIS MAP WAS MADE IN ACCORDANCE WITH THE REGULATIONS OF THE BOARD OF PUBLIC WORKS OF THE CITY OF CHARLOTTE, NORTH CAROLINA, AND THE RELEVANT LOTS MEET THE STANDARDS OF SAID ORDINANCE.

APPROVED BY  
**JAMES R. APPEL**  
 DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT  
 DATE: **4/13/2024**

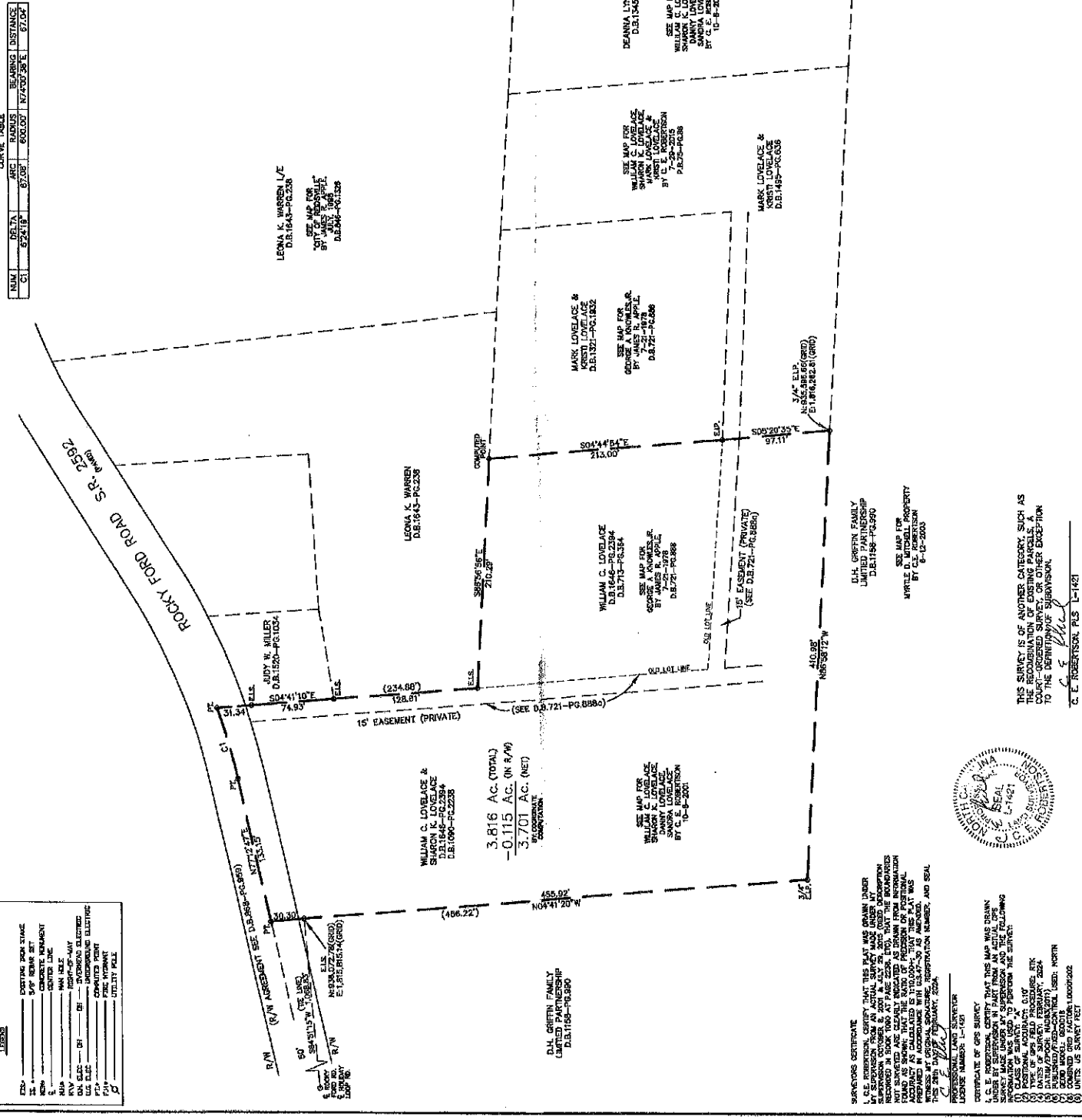
STATE OF NORTH CAROLINA  
 COUNTY OF ROCKINGHAM  
**JAMES R. APPEL**, REVIEW OFFICER OF  
 PUBLIC WORKS, CERTIFY THAT THE MAP  
 OR PLAN TO WHICH THIS CERTIFICATION IS AFFIXED  
 MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

**WILLIAM C. LOVELACE**  
 REVIEW OFFICER  
 DATE: **4/13/2024**

HEAVY BROKEN PROPERTY LINES WERE NOT SURVEYED AT THIS TIME. INFORMATION WAS TAKEN FROM SURVEY FOR WILLIAM C. LOVELACE, SHARON K. LOVELACE, DANNY LOVELACE & SHARON K. LOVELACE BY C. E. ROBERTSON DATED 10-8-2001, SURVEY FOR WILLIAM C. LOVELACE & OTHERS SEE P.875-P.886 AND DEED BOOK 713 AT PAGE 364 AND WAS ADJUSTED TO NC GRID NAD 83(2011)

PLAT OF SURVEY  
 SHOWING THE  
 COMBINATION OF D.B. 1090-PG. 2238  
 AND D.B. 713-PG. 364  
 FOR  
**WILLIAM C. LOVELACE &  
 SHARON K. LOVELACE**  
 WILLIAMSBURG TWP., ROCKINGHAM CO.  
 NORTH CAROLINA  
 FEBRUARY 29, 2024 SCALE 1" = 50'

SCALE  
 60 0 60 120  
 C. E. ROBERTSON & ASSOCIATES, P.C.  
 PROFESSIONAL LAND SURVEYOR L-1421  
 CERTIFICATION NUMBER: C-2228  
 P.O. BOX 584  
 EDGE, NC 27229  
 PH: (336) 627-0468  
 FAX: (336) 627-0468  
 EMAIL: C.ROBERTSON@ROBERTSON.COM  
 WEBSITE: WILLIAMLOVELACE2023



- EXISTING GRADE
- 5/8\"/>

D.H. GRIFFIN FAMILY  
 LIMITED PARTNERSHIP  
 D.B. 1087-PG. 6890

SEE MAP FOR  
 WYATTE D. MITCHELL PROPERTY  
 BY C.E. ROBERTSON  
 9-12-2000

THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECONSTRUCTION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

*C. E. Robertson*

C. E. ROBERTSON, PLS L-1421



SURVEYORS CERTIFICATE

I, C. E. ROBERTSON, CERTIFY THAT THIS MAP WAS DRAWN BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND IN ACCORDANCE WITH THE STATUTES OF NORTH CAROLINA, CHAPTER 70A, WHICH REQUIRE THAT ALL SURVEYS MADE UNDER MY SUPERVISION BE ACCURATE AND THAT THE INFORMATION NOTED HEREON WAS CAREFULLY CHECKED AND DRAWN FROM INFORMATION PROVIDED AS BEING TRUE. THAT THE RATIO OF PRECISION OF HORIZONTAL AND VERTICAL MEASUREMENTS IS AS SHOWN ON THE PLAN, THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH 102A-7-30 AS AMENDED.

WITNESSE MY ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND SEAL THIS 29th DAY OF FEBRUARY, 2024.

*C. E. Robertson*

PROFESSIONAL LAND SURVEYOR  
 LICENSE NUMBER: L-1421

TEMPERATURE OF GPS SURVEY  
 68.5 F  
 PRESSURE AT TIME OF SURVEY  
 30.1 INCHES Hg  
 SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING  
 CLASSIFICATION OF THE SURVEY:  
 (1) CLASS OF SURVEY: A  
 (2) PRECISION: 2.5 CM  
 (3) METHOD OF SURVEY: GPS  
 (4) DATE OF SURVEY: FEBRUARY, 2024  
 (5) PUBLISHED: YES  
 (6) PUBLISHED BY: CONTROL, USED, NORTH  
 (7) CONTROL: CONTROL, USED, NORTH  
 (8) UNIT: US SURVEY FEET



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

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

**A2024-01**

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

**WHEREAS**, a petition requesting annexation of an area described in said petition was received on April 4, 2024 by the City Council of the City of Reidsville; and

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

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

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

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

This the 14<sup>th</sup> day of May, 2024.

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

ATTEST:

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





THE CITY OF  
**Reidsville**  
NORTH CAROLINA

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

A2024-01

## CERTIFICATE OF SUFFICIENCY

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

I, Angela G. Stadler, City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-31.

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Reidsville, this 14<sup>th</sup> day of May, 2024.



Angela G. Stadler, CMC/NCCMC  
City Clerk



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

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

**A2024-01**

**RESOLUTION FIXING DATE OF PUBLIC HEARING  
ON QUESTION OF ANNEXATION  
PURSUANT TO G.S. 160A-31  
788 Rocky Ford Road  
Parcel #184340**

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

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

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

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

**Section 1.** A public hearing on the question of annexation of the area described herein will be held at Reidsville City Hall, 230 West Morehead Street, at 6:00 P.M. on Tuesday, June 11, 2024.

**Section 2.** The area proposed for annexation is described as follows:

Beginning at an existing iron stake having grid coordinates of Northing 936,072.78 and Easting 1,815,815.14, said iron being North 84 deg. 51 min. 15 sec. East of the centerline of Rocky Ford Road with the centerline of Holiday Loop Road; thence from said beginning point North 04 deg. 41 min. 20 sec. West 30.30 feet to a point in the centerline of Rocky Ford Road (S.R. 2592); thence with the centerline of said road North 77 deg. 12 min. 47 sec. East 133.15 feet to a point; thence continuing with said centerline with a curve to the left North 74 deg. 00 min. 38 sec. East 67.04 feet to a point; thence leaving said centerline South 04 deg. 41 min. 10 sec. East 31.34 feet to an existing iron stake in Judy W. Miller's line (see Deed Book 1520 at Page 1034); thence continuing with Miller's line South 04 deg. 41 min. 10 sec. East 74.93 feet to

an existing iron stake, said stake being a common corner with said Miller and Leona K. Warren (see Deed Book 1643 at Page 238); South 04 deg. 41 min. 10 sec. East 128.61 feet to an existing iron stake; thence with the southern property line of said Warren South 86 deg. 56 min. 56 sec. East 210.29 feet to a computed point, the northwest corner of Mark & Kristi Lovelace (see Deed Book 1321 at Page 1932); thence with western property line of said Lovelace South 04 deg. 44 min. 54 sec. East 213.00 feet to an existing iron pipe; thence continuing with said Lovelace property line South 05 deg. 20 min. 35 sec. East 97.11 feet to a 3/4" existing iron pipe, a common corner with Mark & Kristi Lovelace (see Deed Book 1495 at Page 636) and in the northern property line of D. H. Griffin Family Limited Partnership (see Deed Book 1158 at Page 990; thence with said D.H. Griffin line North 86 deg. 58 min. 12 sec. West 410.98 feet to a 3/4" existing iron pipe; thence continuing with said D. H. Griffin line North 04 deg. 41 min. 20 sec. West 455.92 feet to the point of beginning and containing 3.816 Acres as shown on map for William C. Lovelace & Sharon K. Lovelace by C. E. Robertson & Associates, PC and dated February 29, 2024.

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

This the 14<sup>th</sup> day of May, 2024.

---

Donald L. Gorham  
Mayor

ATTEST:

---

Angela G. Stadler, CMC/NCCMC  
City Clerk



The City of  
**Reidsville**

North Carolina

Department of Planning & Community Development

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

Planning@reidsvillenc.gov

---

**MEMORANDUM**

**TO:** The Reidsville Planning Board  
**FROM:** Jason Hardin, Planning & Community Development Manager  
**DATE:** March 27, 2023  
**RE:** Docket No. CZ 2024-01

Elam Freeway, LLC is petitioning to amend the conditional zoning masterplan previously approved by City Council in July 2023, for an undeveloped parcel located on Sherwood Drive (Rockingham County Tax Parcel #184284). The parcel is zoned Conditional Zoning Residential-6 (CZ R-6). The applicant is Elam Freeway, LLC. The property owner is Cable Enterprise, LLC. Amendments to the masterplan include the reduction of the existing required front yard setback from 30 feet to 20 feet due to a provision of a 50 foot easement for future greenway trail to be provided on final plat for development by the City of Reidsville. The parcel encompasses an area of 26.267 acres.

A Conditional Zoning request amends the zoning map with site specific conditions incorporated into the amendment. This allows the developer to place voluntary conditions on the land with the intent of restricting allowable uses within the new zoning district. The applicant gets to choose which of the allowable uses for the district, in this case R-6, that they would like to impose upon the land. In addition, the applicant has provided a concept masterplan, as required by the Ordinance. To amend this masterplan, the applicant must undergo the revision process. Per Article V, Section 1 of the Reidsville Zoning Ordinance, any major change that alters the density of the development, decreases use of compatible design features, decreases pedestrian features, or changes the use(s) approved for the property must go before the Planning Board and City Council for approval.

The Planning Staff recommend the proposed rezoning application be approved.



# CITY OF REIDSVILLE, NC CONDITIONAL ZONING APPLICATION

## APPLICANT INFORMATION:

Name(s): Elam Freeway, LLC

Address: 6903 Maynard Rd Summerfield, NC 27358

Daytime Telephone No.: 336-339-2627

## PROPERTY OWNER INFORMATION:

Name(s): Same as above

Address: \_\_\_\_\_

Daytime Telephone No.: \_\_\_\_\_

## PROPERTY INFORMATION:

Rockingham County Tax Parcel Number: 184284

Property size in acres (sq. ft. if less than one (1) acre): 26.267

Property street location: Sherwood Drive

Current use of property: Vacant

**Provide the required information as indicated below.** Pursuant to the City of Reidsville Zoning Ordinance, this application will not be processed until application fees are paid, the form below is completed and signed and all required maps and plans and documents have been submitted to the satisfaction of the Department of Planning & Community Development.

**Pursuant to Article XI of the City of Reidsville Zoning Ordinance, the undersigned hereby requests the City of Reidsville to conditionally rezone the property listed below from:**

Existing Zoning District: CZ R-6

Requested Zoning District: CZ R-6

**CONDITIONAL REZONING REQUIREMENTS:**

➡ **Zoning Sketch Plan.** A sketch plan illustrating proposed conditions and other pertinent information is required for all conditional rezoning requests. Sketch elements not illustrating proposed conditions are subject to subdivision and site plan review. Refer to Article XI of the City of Reidsville Zoning Ordinance for zoning map amendment requirements.

➡ **Zoning Conditions.** Use and/or development conditions must be provided. Refer to uses as listed in the Table of Permitted Uses, Article V, Section 2, of the City of Reidsville Zoning Ordinance.

**USE CONDITIONS:** Uses of the property shall be limited to the following uses as listed in the Table of Permitted Uses, Article V, Section 2, of the City of Reidsville Zoning Ordinance:

Single Family Homes Only

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**DEVELOPMENT CONDITIONS:** Development of the property shall occur in accordance with the following standards and requirements in addition to those specified in the City of Reidsville Zoning Ordinance:

All development shall adhere to the R-6 development ordinance requirements.

Reduction of front setback from existing 30 feet to proposed 20 feet due to a provision of a 50' easement for future greenway trail to be provided on final plat for development by city of Reidsville.

**Date Submitted:** 3/11/2024    **Fee:** \$600    **Receipt No.:** \_\_\_\_\_

CERTIFICATION

**I hereby certify that I am the rightful and true owner(s) of the property(s) indicated on this application for zoning change. Additional signature space is provided on the following page.**

*Richard Taft Cable*  
\_\_\_\_\_  
Property Owner Signature

Richard Taft Cable  
\_\_\_\_\_  
Property Owner Name Printed

\_\_\_\_\_  
Name of Firm (if applicable)  
6903 Maynard Rd.

\_\_\_\_\_  
Mailing Address  
Summerfield NC 27358

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Representative's Signature (if applicable)

\_\_\_\_\_  
Representative's Name Printed

\_\_\_\_\_  
Name of Firm (if applicable)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State and Zip Code

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

*Richard Taft Cable*  
\_\_\_\_\_

Richard Taft Cable  
\_\_\_\_\_

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Applicant(s) Name Printed





**CITY OF REIDSVILLE  
DEPARTMENT OF PLANNING  
& COMMUNITY DEVELOPMENT**

**REZONING REQUEST STAFF REPORT**

---

**DOCKET NO.:** CZ 2024-01

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

**CONTRIBUTING STAFF:** Jason Hardin, Planning & Community Development Director  
Drew Bigelow, Planner I

**PETITIONER:** Elam Freeway, LLC.

**OWNER(S):** Cable Enterprises, LLC.

**REQUEST:** Amend the conditional zoning masterplan previously approved by City Council in July 2023, for an undeveloped parcel located on Sherwood Drive.

**LOCATION:** Sherwood Drive, Rockingham County Tax Parcel # 184284

**PUBLIC NOTICE MAILED:** April 5<sup>th</sup>, 2024

**PUBLIC NOTICE POSTED ON PROPERTY:** April 5<sup>th</sup>, 2024

**PUBLIC NOTICE PUBLISHED IN NEWSPAPER:** April 7<sup>th</sup>, 2024

**SITE INFORMATION**

Tax Parcel Number(s): 184284

Site Acreage: 26.267

Current land uses: Vacant

Availability of Water: Yes

Availability of Sewer: Yes

Is the site located in the Jordan Lake Watershed? Yes

Is the site located in the Troublesome Creek Watershed? No

Is the site located within a floodplain? Yes

Is the site located within a historic district? No

What is the topography of the property? Slightly Sloped

Is there a stream on the property? Yes

### ZONING COMPABILITY ANALYSIS

**North:** Residential-20 (R-20) and Highway Business (HB)

**South:** Conditional Zoning Residential-6 (CZ R-6)

**East:** Residential-20 (R-20) and Conditional Zoning Residential-12 (CZ R-12)

**West:** Highway Business (HB)

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

**COMMENTS:** Yes, there is an abutting lot to the south that is zoned Conditional Zoning R-6. The proposed zoning districts land use is in alignment with the surrounding area.

### CONSISTENCY WITH ADOPTED PLANS

1. Would the granting of the rezoning request be in conformance with the 2022 Reidsville Land Development Plan?

**COMMENTS:** Yes, GMA 3 prioritizes residential development.

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

**COMMENTS:** Yes, the proposed rezoning is reasonable as it is in alignment with the surrounding land use, and it is in the public interest as it will help to address the existing housing shortage in Reidsville.

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

**COMMENTS:** No, single family residential development is characteristically low impact and the impact on Sherwood drive should be minimal, if any.

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

**COMMENTS:** No.

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

COMMENTS: No.

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

COMMENTS: No.

7. Would the granting of the rezoning request raise precedents, vested rights, etc.?

COMMENTS: Yes, the approval of this Conditional Zoning request will imply a vested right, allowing the developer to construct only single-unit homes on the parcel. All construction approvals required by law shall be required.

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

COMMENTS: No.

#### **OTHER REVIEW FACTORS**

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

COMMENTS: No.

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

COMMENTS: No.

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

COMMENTS: No.

## ANALYSIS AND STAFF RECOMMENDATION

Elam Freeway, LLC is petitioning to amend the conditional zoning masterplan previously approved by City Council in July 2023, for an undeveloped parcel located on Sherwood Drive (Rockingham County Tax Parcel #184284). The parcel is zoned Conditional Zoning Residential-6 (CZ R-6). The applicant is Elam Freeway, LLC. The property owner is Cable Enterprise, LLC. The applicant is requesting to amend the masterplan that was approved for this site in July 2023. Amendments to the masterplan include the reduction of the existing required front yard setback from 30 feet to 20 feet due to a provision of a 50 foot easement for future greenway trail to be provided on final plat for development by the City of Reidsville. The parcel encompasses an area of 26.267 acres.

A Conditional Zoning request amends the zoning map with site specific conditions incorporated into the amendment. This allows the developer to place voluntary conditions on the land with the intent of restricting allowable uses within the new zoning district. The applicant gets to choose which of the allowable uses for the district, in this case R-6, that they would like to impose upon the land. In addition, the applicant has provided a concept masterplan, as required by the Ordinance. To amend this masterplan, the applicant must undergo the revision process. Per Article V, Section 1 of the Reidsville Zoning Ordinance, any major change that alters the density of the development, decreases use of compatible design features, decreases pedestrian features, or changes the use(s) approved for the property must go before the Planning Board and City Council for approval.

This proposed conditional rezoning aligns with Goal #3 of the Reidsville Land Development Plan, to expand housing. This includes expanding the housing stock and providing a variety of housing options that are attractive and affordable to people of all income levels. This property is located in Growth Management Area #3 of the Land Development Plan, which is to be primarily for residential development. The proposed conditional rezoning is in line with the surrounding land use. The rezoning is consistent with the City's Land Development Plan and is reasonable and in the public interest of the community based on the information provided in this report.

The Planning Staff recommend the proposed rezoning application be approved.



**CITY OF REIDSVILLE  
DEPARTMENT OF PLANNING  
& COMMUNITY DEVELOPMENT**

**CONSISTENCY & REASONABLENESS DETERMINATION**

---

The Board has reviewed **Case CZ 2024-01**, rezoning to **Conditional Zoning Residential-6 (CZ R-6)** and as required by North Carolina General Statute 160D makes the following findings:

1. The proposed action is found to be consistent with the adopted Reidsville Land Development Plan. This zoning amendment is supported by the intent and descriptions of the **Growth Management Area 3 – Suburban**.
  - A. This parcel is located in the **Growth Management Area 3 – Suburban** according to the Reidsville Land Development Plan, and is characterized by stable, existing residential areas with an increased number of residential development.
  - B. The Reidsville Land Development Plan suggests that areas within **Growth Management Area 3 – Suburban** should generally be characterized as predominately residential.
2. The proposed action is found to be reasonable :
  - A. The subject property is surrounded by and abuts others parcels featuring predominantly residential uses (CZ R-6, CZ R-12 & R-20).
  - B. The uses allowed in the Conditional Zoning Residential-6 (CZ R-6) district are appropriate for the land, considering its effect upon the landowners, neighbors and community, and are generally harmonious with uses found in the area.
  - C. This rezoning request will allow for the development of single-family homes in the Conditional Zoning Residential-6 (CZ R-6) district, which would have or allow impacts similar to those of other parcels in the area.
  - D. The proposed single-unit development addresses the considerable need for housing in the City of Reidsville.



**CITY OF REIDSVILLE  
DEPARTMENT OF PLANNING  
& COMMUNITY DEVELOPMENT**

**DRAFT MOTIONS TO APPROVE/DENY**

---

Below are suggested motions to either recommend the proposed zoning map amendment be approved or denied depending on the position the board wishes to take on the case.

**APPROVE**

“I make a motion to recommend the proposed rezoning be **APPROVED** for the specified parcels to the requested zoning district based upon the **CONSISTENCY AND REASONABLENESS DETERMINATION** statements that are included in the Board agenda packet, submitted during the rezoning presentation and as may be amended, incorporated into the motion, to be included in the minutes.”

**DENY**

“I make a motion to recommend the proposed rezoning be **DENIED** for the specified parcels to the requested zoning district based upon **INSERT SPECIFIC JUSTIFICATION**, as may be amended, incorporated into the motion, to be included in the minutes.”

**A RESOLUTION ADOPTING A STATEMENT OF CONSISTENCY AND  
REASONABLENESS REGARDING A PROPOSED AMENDMENT TO THE  
CITY OF REIDSVILLE ZONING ORDINANCE**

**CONDITIONAL ZONING MAP AMENDMENT**

**DOCKET # CZ 2024-01**

**WHEREAS**, pursuant to North Carolina General Statutes Chapter 160D-605, prior to adoption or rejection of any zoning amendment, the Reidsville City Council is required to adopt a statement as to whether the amendment is consistent with the Land Development Plan and why the City Council considers the action taken to be reasonable and in the public interest;

**WHEREAS**, on July 12, 2022, the Reidsville City Council adopted the Land Development Plan which included a Future Land Use Map. Plans such as the City of Reidsville Land Development Plan are not designed to be static but are meant to reflect the City of Reidsville's needs, plans for future development and to remain in compliance with North Carolina State Law and the City of Reidsville's ordinances;

**WHEREAS**, the City of Reidsville received a request to amend the conditional zoning masterplan for a parcel encompassing a total area of 26.267 acres located along Sherwood Drive, zoning district CZ Residential-6 (CZ R-6).

**WHEREAS**, On April 17, 2024 the City of Reidsville Planning Board voted to recommend to the Reidsville City Council that the conditional zoning amendment request be approved.

**STATEMENT OF NEED:** The rezoning of the subject property(s) would enable them to be utilized in a way that would benefit the City of Reidsville in future development and growth. These uses are compatible with the surrounding commercial and residential districts.

**STATEMENT OF CONSISTENCY:** The goals of the 2022 City of Reidsville Land Development Plan are to make smart growth decisions by carefully managing growth to:

- A. Revitalize downtown through new development and redevelopment.
- B. Encourage economic development and bring a greater variety of businesses to the City.
- C. Expand available housing stock with options that are attractive and affordable.
- D. Develop community based opportunities for children and young adults.
- E. Improve our parks, trail systems to promote greater Greenway connectivity.
- F. Promote long-term visions for greater connectivity, while preserving our sense of community.

**STATEMENT OF REASONABLENESS:** The Reidsville City Council finds the rezoning amendment reasonable, in accordance with G.S. 160D-605(b), as the subject property allows for the growth and expansion of neighborhoods supporting the local economic base of the City while improving access to quality open spaces and environmental amenities to improve the quality of life for all Reidsville residents.

**WHEREAS,** The Reidsville City Council has considered the written recommendation of the Planning Board and has held a public hearing on the proposed amendment, and the Council desires to adopt a statement describing why the adoption of the proposed amendment is consistent with the City of Reidsville’s Land Development Plan, and why the City Council considers the proposed amendment to be reasonable and in the public interest;

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

1. The Reidsville City Council finds that the proposed amendment to the City of Reidsville’s Zoning Map is consistent with the goals and recommendations of the 2022 City of Reidsville’s Land Development Plan.
2. At no time are land use regulations or plans of the City of Reidsville or any jurisdiction in the State of North Carolina permitted to be in violation of the North Carolina General Statutes.
3. Therefore, based upon the foregoing information, the amendment to the City of Reidsville’s Zoning Map is reasonable and, in the public’s best interest.

**ADOPTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2024 by the City Council of the City of Reidsville, North Carolina.

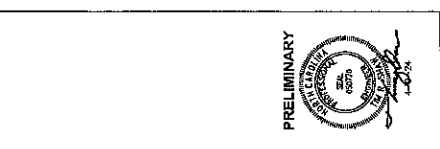
---

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

---

**Angela G. Stadler, City Clerk**



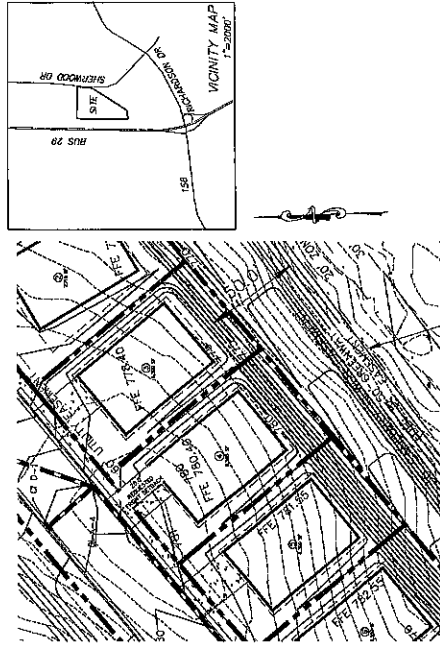


**HAGEN ENGINEERING, PA**  
 3859 HARTLEGROUND AVE., SUITE 300  
 GIBBSBORO, NC 27110  
 PHONE (336) 286-3350  
 WWW.HAGEN-ENG.COM

**SHERWOOD GLENN**  
 CONDITIONAL ZONING  
 MASTERPLAN AMENDMENT

NO.	BY	DESCRIPTION	DATE

**EXHIBIT**



**GRAPHIC SCALE**  
 1 inch = 50 ft.  
 1/8 inch = 6.25 ft.



**LEGEND**  
 WETLANDS  
 AE FLOODWAY

**SITE SUMMARY**  
 PH - 7994064339  
 PARCEL # - 182789  
 TOTAL SITE AREA - 427.78 ACRES  
 CURRENT ZONING - CZ R-4  
 PROPOSED USE - SINGLE FAMILY  
 CURRENT LOTS - 162  
 PROPOSED LOTS - 48 LOTS  
 PROPOSED IMPROVING - 638 AC (23.3%)  
 WETLANDS - JOHAN LAKE WETLANDS

**PARKING SUMMARY**

UNIT TYPE	NUMBER OF UNITS	MIN. REQUIRED SPACES/LOT
SINGLE FAMILY	48	2 SPACES/LOT
<b>TOTAL REQUIRED</b>	<b>96 SPACES</b>	
<b>BOUNDARY PARKING</b>	<b>48 SPACES</b>	
<b>CHANGING PARKING</b>	<b>48 SPACES</b>	
<b>MAIL NOSE PARKING</b>	<b>3 SPACES</b>	
<b>TOTAL PARKING</b>	<b>99 SPACES</b>	

**GENERAL NOTES:**

- BOUNDARY AND EXISTING TOPOGRAPHICAL INFORMATION WAS PROVIDED BY SPOFF SURVEYING ON 7/23/2023 AS WELL AS TOPO FROM ROBERTSON COUNTY GIS.
- SITE PLAN HAS NOT YET BEEN APPROVED BY CITY OF REDSVILLE. THIS PLAN DOES NOT GUARANTEE THAT ALL APPLICABLE JURISDICTIONAL REQUIREMENTS ARE MET.

**FRONT SETBACK REDUCTION**  
 REQUESTED FROM ORIGINAL 30' TO 20' TO ALLOW FOR PLACEMENT OF GREENWAY TRAIL.

**DEVELOPER IS REQUESTING A FRONT YARD SETBACK REDUCTION**

**50' GREENWAY EASEMENT TO BE PLATTED AND PROVIDED FOR FUTURE GREENWAY CONSTRUCTION.**

**STORMWATER REQUIREMENTS:**  
 SITE EXCEEDS 20,000 SF IMPROVED SO STORMWATER DETENTION IS REQUIRED. TWO DRY DETENTION PONDING ARE REQUIRED TO BE CONSTRUCTED AND ATTENUATE THE 10-YR STORM EVENT.  
 ONCE BAYS ARE FULLY DESIGNED, ADEQUATE EASEMENT SHALL BE PROVIDED AROUND BAY TO ACCESS FROM THE PUBLIC ROW.

**CZ R-4 ZONING REQUIREMENTS:**  
 MINIMUM LOT AREA - 6,000 SF  
 MINIMUM LOT WIDTH - 60'  
 CURRENT FRONT SETBACK - 30'  
 PROPOSED FRONT SETBACK - 20'  
 CONTACT TO PLANNING BOARD APPROVAL  
 SIDE SETBACK - 5'  
 REAR SETBACK - 20'  
 MAX STRUCTURE HEIGHT - 35'

**WETLANDS**  
 AE FLOODWAY

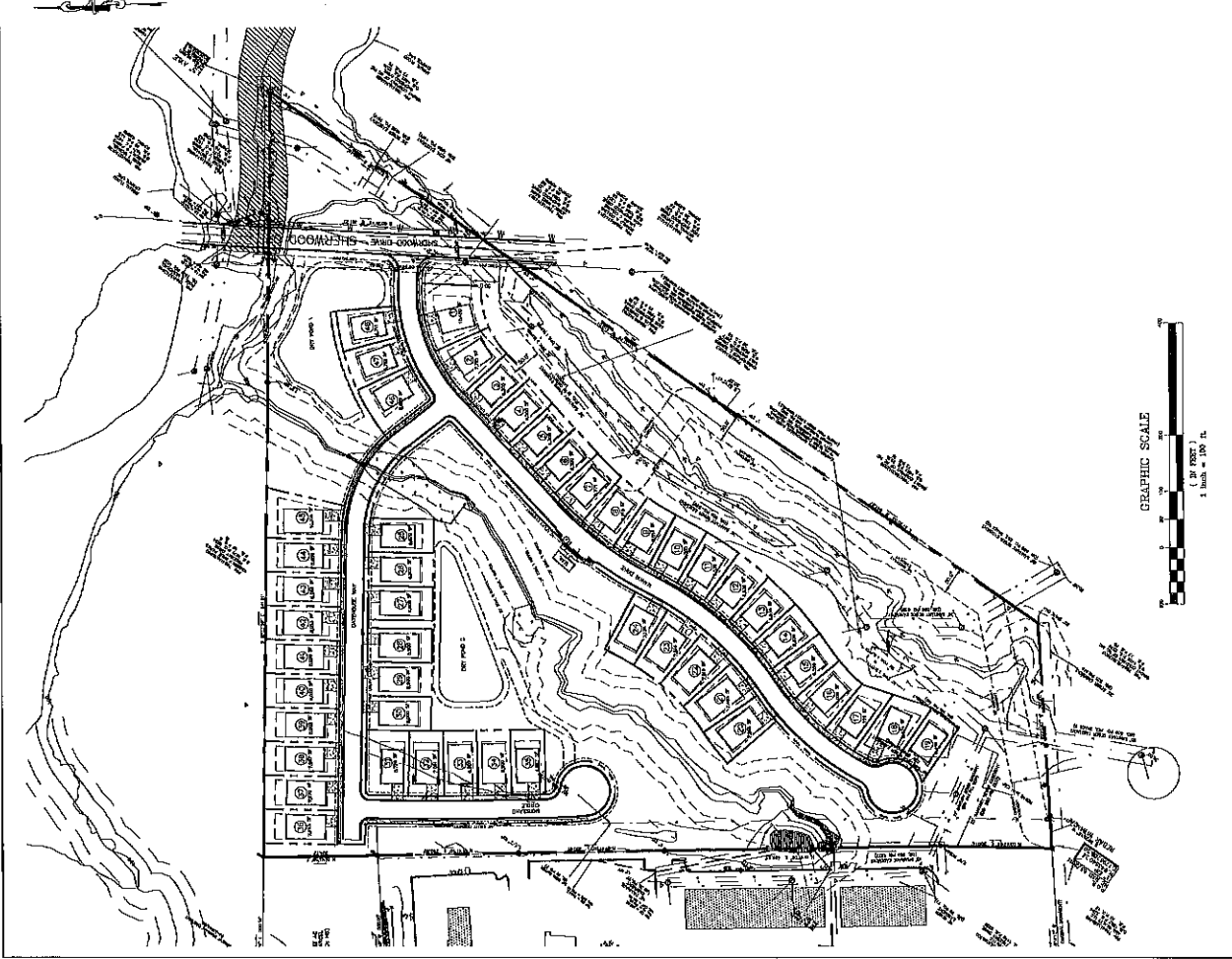
**SITE SUMMARY**  
 PH - 7994064339  
 PARCEL # - 182789  
 TOTAL SITE AREA - 427.78 ACRES  
 CURRENT ZONING - CZ R-4  
 PROPOSED USE - SINGLE FAMILY  
 CURRENT LOTS - 162  
 PROPOSED LOTS - 48 LOTS  
 PROPOSED IMPROVING - 638 AC (23.3%)  
 WETLANDS - JOHAN LAKE WETLANDS

**PARKING SUMMARY**

UNIT TYPE	NUMBER OF UNITS	MIN. REQUIRED SPACES/LOT
SINGLE FAMILY	48	2 SPACES/LOT
<b>TOTAL REQUIRED</b>	<b>96 SPACES</b>	
<b>BOUNDARY PARKING</b>	<b>48 SPACES</b>	
<b>CHANGING PARKING</b>	<b>48 SPACES</b>	
<b>MAIL NOSE PARKING</b>	<b>3 SPACES</b>	
<b>TOTAL PARKING</b>	<b>99 SPACES</b>	

**GENERAL NOTES:**

- BOUNDARY AND EXISTING TOPOGRAPHICAL INFORMATION WAS PROVIDED BY SPOFF SURVEYING ON 7/23/2023 AS WELL AS TOPO FROM ROBERTSON COUNTY GIS.
- SITE PLAN HAS NOT YET BEEN APPROVED BY CITY OF REDSVILLE. THIS PLAN DOES NOT GUARANTEE THAT ALL APPLICABLE JURISDICTIONAL REQUIREMENTS ARE MET.



**GRAPHIC SCALE**  
 1 inch = 100 ft.  
 1/8 inch = 12.5 ft.

Request: Rezone Parcel from Residential-20 (R-20) and Highway Business (HB) to Conditional Zoning Residential-6 (R-6)


# City of Reidsville, NC Aerial Map



Docket No.: CZ 2023-01



## Legend

-  City Limits
-  ETJ Boundary

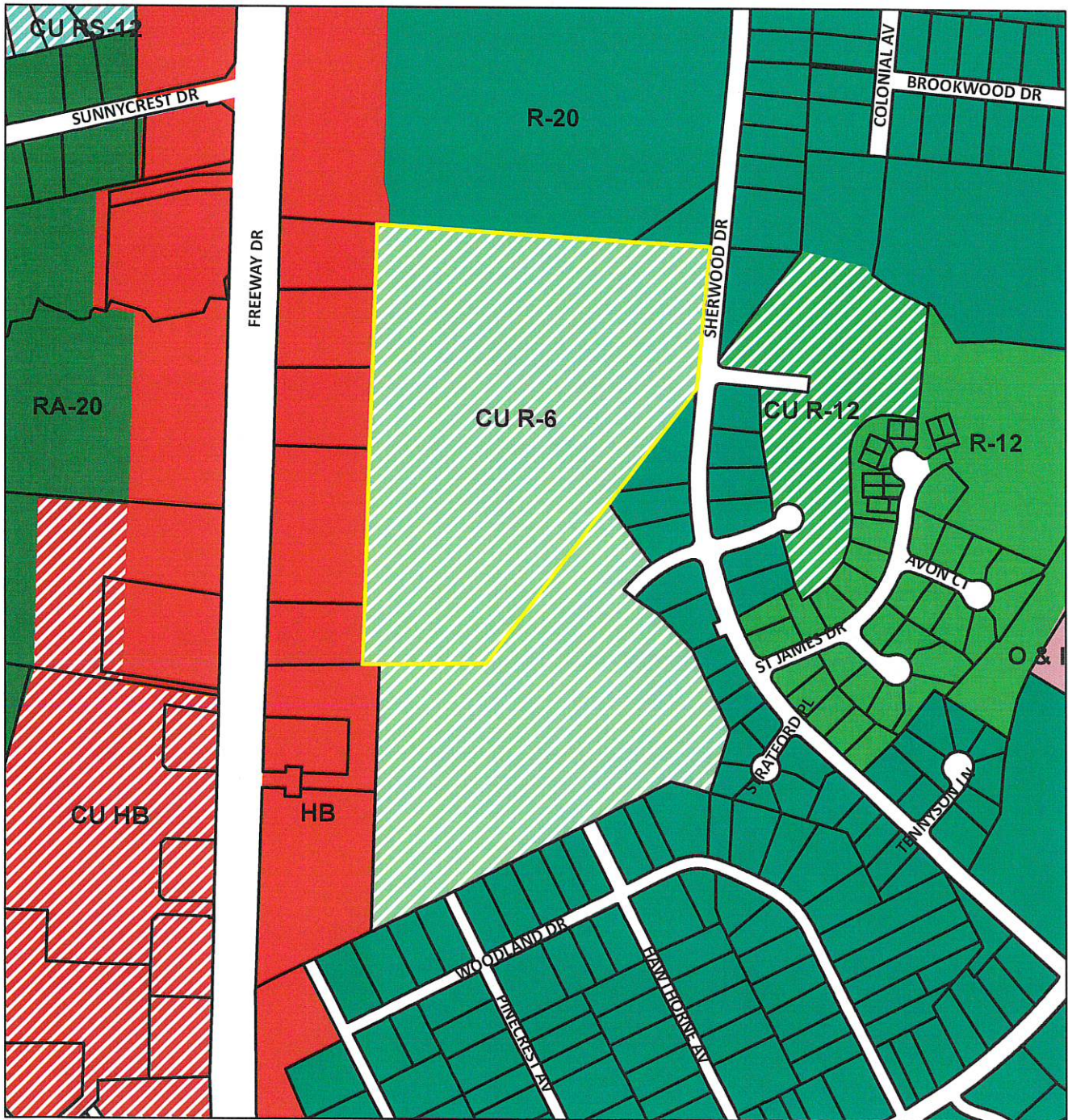


Prepared by:  
City of Reidsville  
Planning & GIS  
Date: 5/8/2023

Request: Conditional rezoning for parcel (longpin 799415646384).

# City of Reidsville, NC Zoning Map

Docket No.: CZ 2023-01



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



Prepared By:  
City of Reidsville  
Planning & GIS  
Date: 6/23/2023



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

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

## NOTICE OF PUBLIC HEARING

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, May 14, 2024, at 6:00 p.m., in Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider an application to amend the conditional zoning masterplan, previously approved by City Council in July 2023, for an undeveloped parcel located on Sherwood Drive (Rockingham County Tax Parcel #184284). The existing zoning of Conditional Zoning Residential-6 (CZ R-6) will remain unchanged. Proposed amendments to the masterplan include the reduction of the existing required front yard setback from 30 feet to 20 feet due to a provision of a 50-foot easement for the future greenway trail to be provided on final plat for development by the City of Reidsville. The parcel encompasses an area of 26.267 acres. Property owner, Richard Taft Cable of Elam Freeway, LLC, submitted the application. (Docket No. CZ 2024-01)

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

This 28th day of April, 2024.

Angela G. Stadler, CMC, NCCMC  
City Clerk

\*\*\*\*\*

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

**Publish Dates in *RockinghamNow*: Sunday, April 28, 2024  
Sunday, May 5, 2024**

*“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

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

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

I, Angela G. Stadler, CMC/NCCMC, Reidsville City Clerk, do hereby certify that notices of the public hearing to consider an application, to consider an application to amend the conditional zoning masterplan, previously approved by City Council in July 2023, for an undeveloped parcel located on Sherwood Drive (Rockingham County Tax Parcel #184284), to be held on May 14, 2024, at 6:00 p.m. in Council Chambers, 230 West Morehead Street, Reidsville, North Carolina, were mailed by first-class mail on the 25<sup>th</sup> day of April 2024, to all the owners of real property shown thereon.

**IN WITNESS THEREOF**, I have hereunto set my hand and affixed the seal of the City of Reidsville, this 25th day of April, 2024.



Angela G. Stadler, CMC/NCCMC  
City Clerk



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

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

**MEMORANDUM**

**TO:** Rose T. McMichael  
Kimberly Dale Parks & Others c/o Aimee Tilley  
AMA Realty, LLC  
HHRI, LLC  
PGP Freeway, LLC, RJB Reidsville, LLC & Other  
Wright Company of NC, Inc.  
Osvelio Macedo  
WOW Inventments, LLC  
Cables Enterprise, LLC  
Christopher L. Turner & Allison D. Turner  
Thomas W. Dingess & Terry B. Dingess  
Jessica Ross Rash

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

**DATE:** April 25, 2024

**SUBJ:** Public Hearing – May 14, 2024

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, May 14, 2024, at 6:00 p.m., in Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider an application to amend the conditional zoning masterplan, previously approved by City Council in July 2023, for an undeveloped parcel located on Sherwood Drive (Rockingham County Tax Parcel #184284). The existing zoning of Conditional Zoning Residential-6 (CZ R-6) will remain unchanged. Proposed amendments to the masterplan include the reduction of the existing required front yard setback from 30 feet to 20 feet due to a provision of a 50-foot easement for the future greenway trail to be provided on final plat for development by the City of Reidsville. The parcel encompasses an area of 26.267 acres. Property owner, Richard Taft Cable of Elam Freeway, LLC, submitted the application. (Docket No. CZ 2024-01)

A copy of the application further describing this request is available for public inspection in the Department of Community Development, City Hall, weekdays from 8:30 a.m. to 4:00 p.m.

Should you have any specific questions about this request, please feel free to contact the Community Development Department at 336-349-1065. Interested parties will be given the opportunity to address City Council during this public hearing.

\*\*\*\*\*

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

*“Live Simply. Think Big.”*



## MEMORANDUM

**TO:** Summer Woodard, City Manager  
**FROM:** Josh Beck, Public Works Director  
**RE:** Public Hearing – Penn House CDBG-CV Closeout  
**DATE:** May 14, 2024

The purpose of this public hearing is to provide citizens with information concerning the CDBG Coronavirus Program and to provide the opportunity for public comment on the activities carried out by the City of Reidsville under Grant # 20-V-3506.

### **Project Benefit:**

The CDBG-CV program was developed to provide communities with funds to help combat the effects of COVID-19. The City determined that these funds would be best spent to create a community facility on the Penn House property (i.e. "The Carriage House") that could be used to accommodate gatherings and allow for space to social distance, accommodate telehealth and/or on-site mobile health clinic (testing), meetings and trainings. The facility allows the City adequate space to hold indoor gatherings more safely and accommodate a higher capacity of attendees based on social distancing guidelines.

In addition to construction of the neighborhood facility, the project also provides free community Wi-Fi access on the project site. The Penn House lies in the central part of the City adjacent to some of the highest low and moderate income (LMI) census tracts in the City. It is also located adjacent to an area that serves the Moss Street Elementary School, where 92.7% of the students are LMI. The City established free Wi-Fi access at the Penn House to aid these students' access to virtual learning. Free Wi-Fi access will ensure that the most vulnerable students do not fall behind due to a lack of internet access for school activities.

### **Initial Project Scope & Budget:**

The project scope has not changed since the application. The project provided funds for construction of the new neighborhood facilities building as previously described. The project budget is as follows: CDBG-CV Funds, \$600,000; and City Funds, \$870,870.27. These funds total \$1,470,870.27.

**Final Project Financials:**

Construction is complete and all invoices have been received. CDBG-CV funds were used towards the construction of the neighborhood facility, installation of the Wi-Fi network on the Penn House campus, and for grant administration. Additional expenses, covered by the City, included architectural design and bidding services.

*CDBG-CV Received To-Date \$594,500.15*  
*CDBG-CV Final Disbursement in Process - Pending Receipt \$5,499.85*  
**CDBG-CV Total \$600,000**

**Changes to the Project:**

There were five change orders issued for the project: Change Order #1 \$2,976.87 was used of contingency to remove crepe myrtles at the gazebo that was necessary to complete the patio and sidewalk construction. Change Order #2 \$8,170.05 consisted of some electrical modifications and AV pathways for the two projectors. Change Order #3,774.75 was requested by the owner for additional tile work to be installed on several bathroom walls. Change Order #5 \$4,233.60 was for some gazebo and step modifications and Change Order #6 \$3,150 was for painting the chandeliers. Change Order #4 was not accepted and Change Order #6 was reimbursed by the architects.

**Final Project Accomplishments and Performance:**

The construction of the neighborhood facility on the Penn House property at 324A Maple Avenue in Reidsville, is now complete and open to the public. The new facility is just shy of 5,000 SF and is a single-story building with a mixed facade of brick and EIFs. The primary room was designed to comfortable seat 250 guest with supporting bathrooms and a kitchenette for catering

The project has supported the community’s efforts to recover from the COVID19 pandemic, benefitting low and moderate income residents in the project area. The project is complete and the national CDBG-CV objective has been met successfully.

Request:

Following the public hearing, staff requests that Council approve the attached Closeout Resolution.





THE CITY OF  
**Reidsville**  
NORTH CAROLINA

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

**A RESOLUTION AUTHORIZING THE CLOSEOUT OF THE PUBLIC FACILITY AND  
PUBLIC SERVICE NEEDS (AKA PENN HOUSE PROJECT) UNDER THE NORTH  
CAROLINA DEPARTMENT OF COMMERCE RURAL ECONOMIC DEVELOPMENT  
DIVISION COMMUNITY DEVELOPMENT BLOCK GRANT – CORONAVIRUS  
PROGRAM**

**GRANT NO. 20-V-3506**

**WHEREAS**, the City of Reidsville is participating in the Community Development Block Grant Coronavirus Program with assistance provided under the Coronavirus Aid, Relief and Economic Security Act (the “CARES” Act”) Public Law 116-136 and awarded to DOC under Title 1 of the United States Housing and Community Development Act of 1974, as amended, and administered by the North Carolina Department of Commerce; and,

**WHEREAS**, the City of Reidsville has completed the scheduled activities identified in the grant as approved by the Rural Economic Development Division; and,

**WHEREAS**, the City of Reidsville has conducted the required public hearing for the closeout of CDBG Grant No. #20-V-3506.

**NOW, THEREFORE, BE IT RESOLVED BY THE REIDSVILLE CITY COUNCIL OF REIDSVILLE, NORTH CAROLINA THAT:**

The Reidsville City Council hereby formally takes this action to close out the aforementioned Community Development Block Grant project.

The Closeout Performance Report will be reviewed and executed by the Mayor on behalf of the City.

The Resolution shall become effective upon its adoption and approval.

Adopted and approved this the 14<sup>th</sup> day of May, 2024, in Reidsville, North Carolina.

\_\_\_\_\_  
Donald L. Gorham, Mayor, City of Reidsville

ATTEST:

\_\_\_\_\_  
Angela G. Stadler, City Clerk



The City of  
**Reidsville**

North Carolina

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065- Fax (336) 347-2355

*Haywood Cloud Jr., Assistant City Manager of Community Services  
Departments of Community Development/Parks & Recreation/Economic Development*

**MEMORANDUM**

**TO:** Summer Woodard, City Manager  
**FROM:** Haywood Cloud, Assistant City Manager of Community Services  
**DATE:** May 2, 2024  
**RE:** Reidsville Luckies Agreement Amendments

As we move into the fourth year of our partnership with the Old North State League (ONSL) to host their summer league baseball games, league officials have requested a couple of changes to existing agreements that they would like City Council to approve. The first is to amend the original Jaycee Park Field #3 agreement that would change the entity listed as “Lessor” to Reidsville Luckies. Currently Old North State League is listed as the Lessor. This request is being made by Reggie Allred, co-owner of ONSL.

The second request pertains to adding language that provides better clarity of who is allowed to sell alcohol during the games. Mr. Allred is also asking that the name listed as “Vendor” on the current concession stand agreement be changed to Reidsville Luckies as well. This additional language will also clearly illustrate who is responsible regarding alcohol sales.

I have spoken with Mr. Allred, and they will have a league representative at the meeting to provide more details.

Let me know if you have any questions.



## LEASE OF BASEBALL STADIUM

Property Address: 125 Jaycee Park  
Reidsville, North Carolina 27320

This contract of lease ("Lease") made effective this the 1<sup>st</sup> day of June, 2020, by and between the City of Reidsville, Rockingham County, North Carolina ("Lessor"); and Old North State League is hereby amended to change the organizational name to Luckies Baseball, LLC PO Box 1337 Ramseur, NC 27316 ("Lessee")

### WITNESSETH:

That subject to the terms and conditions hereinafter set forth, Lessor lets and leases unto Lessee and Lessee accepts as Lessee of said Lessor a certain parcel of land together with the baseball field ("**Field 3**") and other improvements ("**Field 3 Improvements**") located at 125 Jaycee Park, Reidsville, North Carolina 27320 ("Premises").

**NOW THEREFORE, in** consideration of the mutual promises and covenants set forth herein and other good and value consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee hereto agree as follows:

#### 1. TERM

This Lease shall begin on the 1st day of June, 2021 for sixty (60) days until July 31 each year of the Term and, unless sooner terminated, shall continue until July 31, 2041. Lessee may not assign this Lease or sublease the Premises without the written consent of Lessor, which shall not be unreasonably withheld.

#### 2. RENTAL

Lessee shall not be charged rent for the Term.

#### 3. USE OF THE PREMISES AND MUTUAL PROMISES OF EXCLUSIVITY

The Premises shall be used during the Term for the play of baseball in the City of Reidsville by teams in the Old North State League. The Lessee agrees to not put another team in Rockingham County. The Lessor agrees that it will not lease to another baseball team in competition with the Lessee in the City of Reidsville during the sixty (60) day window of the lease for the Term.

#### 4. ADDITIONAL REVENUE

Lessee shall be entitled to receive all revenues from ticket sales, the sale of beer (restricted to the Beer Garden area and designated areas in fan seating at Field 3), and the sale of memorabilia, caps, and fan wear. Lessee shall also be entitled to sell signage and receive the revenue from all signage placed in and around Field 3. City shall have a limited right to some signage, such as "Team Reidsville" and mention on Lessor's websites. The City may use Field 3 for parks and recreation league games and weekend tournaments put on by the City. Lessor and Lessee agree to work out mutually acceptable scheduling agreements to accommodate recreation league games and tournaments consistent with scheduled play of baseball in The Old North State League.

**5. UTILITY CHARGES**

The Lessor shall pay all utility charges.

**6. INSURANCE**

The Lessee shall purchase and maintain general liability insurance coverage with the Lessor as the named insured during the Term. Lessee is fully responsible for obtaining insurance for its respective personal property. Lessor is not responsible for Lessee's possessions and properties on the premises. The Lessee must maintain general liability insurance coverage, including coverage for the sale of alcohol at the Beer Garden.

**7. REPAIRS**

It is understood and agreed that Lessee accepts the Premises in the physical condition it is currently in. Normal maintenance and repairs shall be performed by the Lessor.

**IN TESTIMONY WHEREOF**, the Lessor, its successors and assigns, and the Lessee, its successors and assigns, have entered into and executed this agreement; said parties have set their hands and seals to this Agreement and Lease, in duplicate originals, the day and year first written above.

**This Lease hereby amended the 14<sup>th</sup> of May, 2024 by the Reidsville City Council.**

Witness my hand and seal:

**LESSEE: LUCKIES BASEBALL, LLC.**

By:  
Printed Name:  
Title:

**LESSOR: CITY OF REIDSVILLE**

By:  
Printed Name:  
Title:

**REIDSVILLE PARKS AND RECREATION DEPARTMENT  
CONCESSIONS AND MAINTENANCE AGREEMENT  
ATHLETIC FACILITIES  
2023**

This **Agreement**, made and entered into this 8th day of May, 2023, by and between the **City of Reidsville** (hereinafter referred to as “**City**”) and Old North State League **is hereby amended to change the organizational name to Luckies Baseball, LLC**, (hereinafter referred to as “**Vendor**”);

**Witnesseth:**

**Whereas**, **Vendor** desires to operate the concessions at Jaycee Park Ball Field located at 125 Jaycee Park Road, Reidsville, North Carolina;

**Now, therefore**, in consideration of the mutual promises and covenants contained herein, the parties hereby agree and contract as follows:

**1. City Facility Responsibilities.** **City** shall (a) furnish **Vendor** a concession building at Jaycee Park; (b) maintain a popcorn machine to remain in and for the use in the concession stand; (c) maintain a hot dog machine to remain in and for the use in the concession stand; (d) maintain and clean bathroom facilities; (e) maintain and replace lights at field; (f) maintain and repair all equipment and appliances provided by the **City** within the concession stand; (g) provide water and electricity service to concession stand; (h) make necessary repairs to concession facility that result from normal wear-and-tear or emergency situations; and (i) provide **Vendor** a key to the concession stand.

**2. Vendor Responsibilities.** **Vendor** shall (a) be sole occupant and operator for the concession building; (b) operate a concession building and maintain concession prices at a fair market value; (c) comply with all applicable state and local health laws, regulations, or standards to include obtaining required permits and inspections from the Rockingham County Health Department prior to operation of the concession stand; (d) maintain and monitor the concession area for public safety purposes and summon emergency personnel as required; (e) notify the **City** through its Parks and Recreation Department of any unsafe equipment and/or unforeseen situations which may arise at the facility; (e) use only locks furnished by **City** to secure the concession building; (f) secure all required state and local privilege licenses and pay all applicable sales taxes; (g) secure and provide a Certificate of Insurance with a minimum of \$500,000 in general liability coverage; (h) secure and provide a Certificate of Insurance with Worker’s Compensation coverage limits as specified in the North Carolina General Statutes; (i) repair or replace **City** provided concessions equipment if damaged beyond normal wear and tear (j) unlock and lock adjoined concession stand bathrooms each day of service (the **City** will maintain cleanliness and stock these bathrooms);

(k) provide park patrons with courteous, friendly service and operate the concession stand in a respectful, clean, organized, and professional manner, and (l) **Luckies Baseball LLC has permission to sell alcohol off premises to be consumed within the perimeter of Jaycee Park baseball park facilities located at 125 Jaycee Park Road, Reidsville, NC 27320**

**3. Administration.** City shall administer the subject facility through the Reidsville Parks and Recreation Department. **Vendor** shall exercise their rights and perform duties pursuant to this agreement under the supervision of the Reidsville Parks and Recreation Department Concession Supervisor or his/her designee. It is expected that the Concession Supervisor and **Vendor** will communicate on an as-needed basis to address concession stand operations, customer service suggestions and related items of concern.

**4. Revenue.** **Vendor** shall retain revenues from concession sales.

**5. Risk of Loss and Assumption of Liability.** **Vendor** assumes all liability in connection with operation of the concession hereunder, and **Vendor** specifically agrees to indemnify and hold City harmless from any and all claims or damages arising from **Vendor's** operation of the concession hereunder.

**Vendor** and **City** specifically agree that this agreement and contract is not a partnership or joint venture, and **Vendor** specifically agrees to indemnify and hold **City** harmless for any and all claims for damages or costs arising from any imputation of a partnership or joint venture relationship hereunder.

**6. Term and Rent.** **Vendor** shall pay the **City** a sum of \$ 2,000 as annual rent for the concession building herein, said fee to be paid in two installments with the first \$ 1,000 due on or before June 1st, and the second \$ 1,000 due on or before December 5, 2023. This concession agreement shall extend from May 8th, 2023 until midnight on May 8th, 2026. If the **City** chooses to terminate the agreement for a reason other than violating the terms herein, the **City** may allow the **Vendor** to occupy the facility through the end of the **Vendor's** current Liability Insurance term. Fourth- and fifth-year options may be approved by both parties without rebidding this process.

**7. Alterations.** No alterations, additions, modification, or changes shall be made to the concession building or the concessions area herein without prior written approval from the **City's** Concession Supervisor.

**8. No Assignment or Subletting.** This concession and maintenance agreement shall not be assigned or the concession building herein sublet to any other party.

**9. Termination.** This agreement and contract may be terminated by either party upon thirty (30) days prior written notification.

**10. Entire Agreement/Situs.** This instrument constitutes and contains the entire agreement between the parties relative to the subject matter herein and shall not be modified

except by written modification mutually agreed upon by the parties. This agreement shall be construed and enforced under the laws of the State of North Carolina. The parties agree that the exclusive forum for any action to enforce this agreement shall be the Superior Court of Rockingham County, North Carolina

**In Witness Whereof, City and Vendor** have duly executed this agreement, the day and year first above written.

This amendment made this the 14<sup>th</sup> day of May, 2024.

**City of Reidsville**

By: \_\_\_\_\_  
City Manager

**Vendor**

By: \_\_\_\_\_

**Attest:**

\_\_\_\_\_  
City Clerk



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:** May 2, 2024

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

**From:** Summer Woodard, City Manager

**Subject:** City of Reidsville Street, Parking Lot and Sidewalk Closure Application

City Staff has been working on updating the City Street, Parking Lot, Parking Space and Sidewalk Closure application for the past several months. The City of Reidsville receives numerous requests to close City-owned and maintained streets, parking lots, parking spaces and sidewalks. All the closures listed above take a lot of staff time and use of City-owned equipment. Therefore, it has become necessary for the City to revisit their current application process for closures and implement a fee for these requests.

This was discussed at our City Council Retreat on February 15-16<sup>th</sup> this year. Please find attached in the agenda packet a copy of the current closure application and a copy of the new proposed closure application, which includes the proposed fee schedule. City staff is proposing this policy to become effective July 1, 2024.

Applications received prior to July 1, 2024 will abide by the current closure application and policy. However, any applications received on July 1, 2024 and after will fill out the new closure application and abide by the fee schedule. Please see attached fee schedule.

These changes will also require the corresponding City Ordinance to be revised. Please see the attached Ordinance with strike-throughs and revisions highlighted in red.

If Council agrees, you will need to approve the amended Ordinance. The new closure application with fee schedule will become effective July 1, 2024.

*“Live Simply. Think Big.”*



**AN ORDINANCE AMENDING THE  
CITY OF REIDSVILLE CODE OF ORDINANCES  
CHAPTER 11, OFFENSES AND MISCELLANEOUS PROVISIONS  
ARTICLE III, PARADES AND STREET SPECIAL EVENTS  
SECTIONS 11-40 THROUGH 11-47**

**WHEREAS**, the City of Reidsville continues to undertake measures designed to provide economic revitalization, beautification, safety and welfare for individual citizens and businesses, and a sense of community peace and tranquility; and

**WHEREAS**, the City has studied its current policies and Ordinance regarding parades, and “street” events and public parking lot/space closures toward providing for the aforementioned continued economic revitalization, beautification, safety and welfare of individual citizens and businesses, and a sense of community peace and tranquility; and

**WHEREAS**, the City is always mindful of rights of citizens to assemble and participate in free speech, and intends to ensure that any regulation or the use of public property is narrowly tailored to serve a legitimate public interest to balance the same with the peace, tranquility, health, safety, and welfare of its citizens, and the conservation of City resources; and

**WHEREAS**, the City enjoys ownership of numerous parcels of property upon which special events are most appropriate; and

**WHEREAS**, the City wishes for its citizens to enjoy the use of its facilities, including its parks, recreational areas, and other properties owned by the City; and

**WHEREAS**, the City believes in conservation of City resources both manpower and facility use-wise; and

**WHEREAS**, it is believed that closing of City streets should be reserved only for permitted parades and extraordinarily large community-wide events accommodating the expectation of more attendees and needed parking than can be accommodated by the utilization of other City-owned properties; and

**WHEREAS**, it is anticipated that some special events may grow, or diminish, in number of attendees from year to year and may need to be located at various venues to accommodate the special event while also protecting the peace, tranquility, health, safety and welfare of citizens and code-compliant businesses, and conservation of City resources;

**NOW, THEREFORE**, be it hereby Ordained by the City Council of the City of Reidsville that Article III of its Code of Ordinances, Sections 11-40 through 11-47 be and are hereby amended to read:

### “ARTICLE III. PARADES AND SPECIAL EVENTS”

#### Sec. 11-40. Definitions.

As used in this article, the following terms shall have the respective meanings ascribed to them:

CITY MANAGER: Shall include the City Manager and his or her designee.

PARADE: Any assemblage of ten (10) or more persons participating in any organized march, ceremony, or procession of any kind, in or upon any street, sidewalk, or other public place owned or under the control of the City.

PERMIT: A written authorization as required by this Article.

SPECIAL EVENT: Any planned or organized event intended to attract and/or assemble ten (10) or more persons on City-owned property, **including Parking Lots/Parking Spaces**, or within State or City Rights of Way, for festivals, celebrations, concerts, shows, exhibitions, or similar occurrences.

TECHNICAL REVIEW COMMITTEE (TRC): A group which provides recommendations to the City Manager regarding parades and special events.

VENUES: Those streets and properties either owned by the City or for which the City has joint use or potential joint use suitable for the assembly of citizens for parades and/or special events. A current listing, updated at least annually, of all City Venues shall be maintained in the office of the City Clerk for inspection by any citizen.

(Ord. of 8-2-00)

**(Ord. of 5-14-2024)**

#### Sec. 11-41. Permit required.

(a) No person shall engage in, participate in, aid, form, or start, any parade or special event unless a permit shall have been obtained from the City Manager, and provided, further, that no person may conduct or otherwise participate in any parade or special event between ~~10:30 p.m. and 6:00 a.m.~~ **10:00 p.m. and 7:00 a.m.**

**(Ord. of 5-14-2024)**

(b) This section shall not apply to:

- (1) Funeral processions supervised by a licensed mortuary.
- (2) Any governmental agency acting within the scope of its function.
- (3) Picketing on the sidewalks.
- (4) Temporary closing of streets by a department of the City for activities related to maintenance, repair, construction, alteration or other official duties of such department.

(Ord. of 8-2-00)

**Sec. 11-42. Same--Application.**

An individual seeking issuance of a Permit shall file an Application with the City Manager on forms provided by the City.

(1) *Filing period:* A **completed** Application for a Permit shall be filed with the City Manager at least ~~thirty (30)~~ **forty-five (45)** days and no more than one hundred eighty (180) days prior to the time at which it is proposed to conduct the parade or special event. The application will be forwarded to the City's Technical Review Committee (TRC). Within five (5) business days, the TRC will forward its recommendation to the City Manager, who will review the recommendation and notify the applicant of his or her decision within four (4) business days. The City Manager shall not approve any Application for a Permit when the City Manager finds that there is a conflict in both schedule and location (venue) with some other event for which a Permit has been previously granted or when two events overlap in time and feasible City manpower/large equipment is not available.

(2) *Contents:* The Application(s) for a Permit shall **be tailored to the type/location of event planned set forth and include** the following information:

- a. **General Information and Details regarding the Event, the Applicant and/or Sponsoring Organization and the Need for City-related services.**
- b. **Requirements for insurance and maps showing the desired locations and/or routes.**
- c. **A fee schedule detailing the costs of City services provided.**

~~a. The name, address, telephone number and email address of the individual seeking to conduct such parade or special event.~~

~~b. If the parade or special event is proposed to be conducted for, on behalf of, or by, an Organization: the name, address, telephone number and email address of the headquarters of the organization, and of the authorized and responsible heads of such organization.~~

~~c. The name, address, telephone and email address of the person to be in charge of the parade or special event and who will accompany it and carry the Permit at all times.~~

~~d. The date on which the parade or special event is to be conducted and the hours that such parade or special event will start and terminate.~~

~~e. If the proposed activity is a parade, then the proposed route to be traveled for the parade, the starting point, and the termination point. If the proposed activity is to be a special event, then the proposed, or requested, location and time of such special event. For either activity,~~

~~the Applicant shall include a statement as to whether the parade or special event is proposed to occupy all or any portion of the width of any street within the City.~~

~~f. The approximate number of persons who, and animals and vehicles which, will constitute such parade or special event; the general type of animals and general description of the vehicles.~~

~~g. If the parade or special event is designed to be held by, or on behalf of, or for, any individual or entity other than the Applicant, the Applicant for such Permit shall file with the City Manager a written document from the person or entity proposing to hold the parade or special event, authorizing the Applicant to apply for the Permit in the person's or entity's behalf.~~

~~h. The location by address or commonly known name of any assembly area that the Applicant proposes as the venue together with a description of the activities planned during the event, including, but not limited to, a description of any sound amplification equipment that will be used during the assembly.~~

~~(Ord. of 8-2-00)~~

(Ord. of 5-14-2024)

#### **Sec. 11-43. Same--Requirements for issuance.**

Within ~~ten (10)~~ **fourteen (14)** business days after the filing thereof, the City Manager shall issue a Permit as provided in this Section if:

- (1) The Applicant for the Permit has agreed to abide by the standards set forth in this Article which are necessary measures to promote the health, safety, and welfare of the community;
- (2) The location proposed for the event appears to be a proper venue taking into consideration the number of expected participants, the type of event, any resources requested of the City, the volume of sound, the length of the proposed event, the anticipated parking needed; and, the venue can be used for such an event so that the reasonable expectations of residents and businesses can be balanced against the reasonable needs of the Applicant. All efforts will be made to direct applicants to City-owned venues, including parks, parking lots, etc., when possible with a listing of such venues made available with the application.
- (3) No other parade or special event has previously been issued a Permit for the same date and location as requested in the Application. If two or more Applications request the same date for a parade or special event, the City Manager shall consider the Applications in the order they were filed. No applications will be approved that overlap previously approved applications in time, location and manpower required;
- (4) The proposed parade or special event does not conflict with the temporary closing of

streets by a department of the City for activities related to maintenance, repair, construction, alteration or other official duties of such department; and

(5) The time, route, or size of the proposed parade or special event will not disrupt the use of a public vehicular street ordinarily subject to significant congestion or traffic, unless reasonable provision can be made by the City for the safe and orderly movement of vehicular and pedestrian traffic along alternate routes during the proposed parade or special event.

(6) The conduct of the parade or special event will not require the diversion of so great a number of City Police Officers to properly police the parade or special event and the areas contiguous thereto, as to prevent normal police protection in the City. If the event is longer in duration than one hour or requires more than two officers in attendance, the applicant may incur fees associated with his or her event based on overtime costs by City employees. Applicants should also be aware that a delay in start time that causes said street events to go past the time allotted may lead to additional personnel-related costs incurred by the City.

(Ord. of 8-2-00)

(Ord. of 5-14-2024)

**Sec. 11-44. Same--Denial of permit request; alternative permit; appeal.**

(a) If the City Manager disapproves the Application, he or she shall notify the Applicant of the decision, stating the reasons for the denial of the Permit. Upon the denial of an Application for a Permit made pursuant to this Article, the Applicant may appeal to the City Council within ~~two (2)~~ **three (3)** business days from the date notice of the denial is mailed to the Applicant by first-class mail to the address of the Applicant on the Application. In the case of a denial, a courtesy call or email can be sent to the applicant if a telephone number/email address is provided at time of application. Appeal may be made by filing an Appeal ~~Letter~~ **in writing** with the City Manager who shall set the appeal for hearing by the City Council ~~within seven (7) business days from the filing of the appeal.~~ **at the next scheduled City Council Meeting. If the next regularly scheduled City Council Meeting is after the scheduled date of the event, a Special Called Meeting of City Council may be requested, in accordance with North Carolina General Statutes.**

(b) The City Manager, in approving an Application for a Permit, may authorize the parade or special event at a date, time, route or location different from that proposed by the Applicant. The City Manager shall state the reasons for the issuance of the alternative Permit location based on the criteria listed in Section 11-43(2). An Applicant desiring to accept a Permit for a place and/or time differing from that proposed shall, within five days of the issuance of the Permit, file a written notice of acceptance of the same with the City Manager. Appeal of location may be made by filing an Appeal ~~Letter~~ **in writing** with the City Manager who shall set the appeal for hearing by the City Council ~~within seven (7) business days from the filing of the appeal.~~ **at the next scheduled City Council Meeting. If the next regularly scheduled City Council Meeting is after the scheduled date of the event, a Special Called Meeting of City Council may be requested, in accordance with North Carolina General Statutes.**

(Ord. of 8-2-00)  
(Ord. of 5-14-2024)

**Sec. 11-45. Standards applicable to parades and special events.**

(a) No firearms or dangerous weapons of any kind, as defined in this subsection, may be possessed, either exposed or concealed, by any participant in the parade or special event, any person affiliated with and present at the parade or special event, or any person upon any street, sidewalk, or other public place within five hundred (500) feet of the parade or special event, except as permitted in this subsection. For the purpose of the section, the term "dangerous weapon" shall be defined as any device designed or capable of being used to inflict serious injury upon person or property including, but not limited to, firearms, knives of any kind or any type having a blade in excess of three (3) inches in length, razors and razor blades, metallic knuckles, clubs, blackjacks and night sticks, thrown rocks, bottles or bricks, and dynamite cartridges, bombs, grenades, mines, or other powerful explosives. This restriction shall not apply to the following persons while acting lawfully and within the scope of their duties and authority:

- (1) Law enforcement officers.
- (2) Officers and soldiers of the armed forces, militia, National Guard, and color guards of officially recognized veteran's organizations.
- (3) Students of military science in an accredited high school or college program.

(b) No hand-carried signs or posters transported in any parade or special event shall be of greater density than eight-ply three hundredths (0.030) thickness cardboard. No support for such sign or poster shall be of a metallic substance or thicker than one (1) inch.

(c) The person designated by the Applicant as the person responsible for the physical conduct of the parade or special event shall be physically present and accept responsibility for compliance with any and all terms of the Permit as set forth in Section 11-46.

(d) The Applicant shall file with the City Manager a waiver signed by the Applicant releasing and saving the City and its employees harmless for any claims, actions, and lawsuits, arising out of the conduct of the parade or special event, excepting injuries or damages proximately caused by the City.

(e) Every parade shall follow the route designated and approved by the City Manager, and every special event shall remain in the parameters designated and approved by the City Manager.

(f) No person shall unreasonably hamper, obstruct, impede, or interfere with any parade or special event, or with any person, vehicle, or animal participating or used in a parade or special event.

(g) No child under the age of four (4) shall be permitted to participate in a parade or special event without being accompanied by an adult who will be responsible for such child.

(h) Those high school and college marching bands and drill teams accredited by the state department of education are permitted to carry such flags, instruments, batons, etc. that are customary in carrying out their respective functions.

(i) No vicious animal, whether leashed or unleashed, shall be allowed to participate in or proceed along the route of a parade or in a special event.

(j) The person designated in the Application as responsible for the physical conduct of the parade or special event shall be responsible for ensuring that any booths, stands, or other equipment used in the parade or special event participants are removed from the area within a reasonable amount of time.

(Ord. of 8-2-00)

**Sec. 11-46. Responsibility of participants and person in charge.**

(a) Participants in a parade or special event are required to abide by this Article and the terms of the Permit issued pursuant to this Article. Willful violation thereof will constitute a violation of this Article and is punishable as provided by law.

(b) The person designated in the Application as responsible for the physical conduct of the parade or special event shall be responsible for monitoring the conduct of the participants in the parade or special event.

(Ord. of 8-2-00)

**Sec. 11-47. Revocation of permit.**

The City Manager or his/her designated agent may revoke any Permit granted for a parade or special event if:

(1) Any participant in a parade or special event violates the standards for the conduct of parades or special events set out herein; or

(2) Any participant in a parade or special event fails to comply with the formation, terms, or conditions set out in the Application and Permit, or fails to comply with the terms of this Section.”

(Ord. of 8-2-00)

To become effective July 1, 2024.

Amended this the 14<sup>th</sup> day of May, 2024.

**CITY OF REIDSVILLE:**

---

Donald L. Gorham, Mayor

ATTEST:

---

Angela G. Stadler, CMC/NCCMC, City Clerk

APPROVED AS TO FORM:

---

William F. McLeod, Jr., City Attorney





# SPECIAL EVENT APPLICATION

Revised May 2024

**Applications for this permit MUST be submitted at least 45 days prior to your special event and no earlier than 180 days prior to the event.**

## I. General Information

**Type of Event:** (please check all that apply)

- Parade/March    Run/Walk/Bike    Rally/Protest    Community Block Party
- Festival    Neighborhood Street Closure    Public Parking Lot/Space Closure
- Other (Explain: \_\_\_\_\_)

**Event Name:** \_\_\_\_\_ **Event Location:** \_\_\_\_\_

**Event Website / Twitter / Facebook:** \_\_\_\_\_

**Event Date (s):** \_\_\_\_\_ **Inclement Weather Date(s):** \_\_\_\_\_

Description of Event (Please briefly describe the event): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Overall Event Timeframe: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Set-Up/Load-In Time:** Date & Time (start/end): \_\_\_\_\_

**Dismantle/Load-Out Time:** Date & Time (start/end): \_\_\_\_\_

**Will this event require street closures?**  Yes  No (If YES, please complete Appendix B)

**Estimated Attendance:** \_\_\_\_\_

Basis on which this estimate is made: \_\_\_\_\_

Is the Event  private (invite-only) or  open to the public?

## II. Applicant and Sponsoring Organization Information

**Sponsoring Organization/Business Name:** \_\_\_\_\_

**Sponsor Status:**  Non-profit  Charitable  For-profit  Individual  Other

If non-profit, are you:  501c (3)    501c (6)    Place of worship

**\*\*Attach Federal Letter to validate non-profit status\*\***

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Day of Event Contact:** (Please provide information for a contact person who will be on-site the day of your event.)

Day of Event Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_



**III. Run/Walk/Parade Route Closure Requests**

Fill out **Appendix A** if you are applying for a Run/Walk/Parade Permit. Must include written turn by turn directions.

**IV. Street Closure Requests**

Fill out **Appendix B** if you are requesting a street closure as part of your special event.

**V. Public Parking Lot / Space Closure Requests**

Fill out **Appendix C** if you are ONLY requesting for a public parking lot / parking space closure as part of your special event.

**VI. Event Details:**

Please answer the following questions regarding your event.

Yes  No Is this an annual event?  
What years have the event taken place? \_\_\_\_\_  
Have any changes been made from previous years?  Yes  No  
If YES, please describe these changes. \_\_\_\_\_  
\_\_\_\_\_

Yes  No Does the event involve the **sale of food**?  
If "YES" has the health department been notified?  Yes  No  
◆ The health department must be notified at least 45 days prior to the event.  
◆ More information is available at their website:  
<https://www.rockinghamcountync.gov/pview.aspx?id=21398&catid=0>  
◆ A copy of your business registration may be required to be submitted.

Yes  No Will there be **musical entertainment** at your event?  
If "YES", please provide the following information:  
◆ Type(s) of music: \_\_\_\_\_  
◆ Number of stages: \_\_\_\_\_ Number of Bands: \_\_\_\_\_  
◆ Amplification?  Yes  No  
**Note: All Music must end by 10:00 p.m.**

Yes  No Will there be any **tents, canopies, or temporary structures** in the proposed event site?  
◆ Will any single tent exceed 400 sq. feet in area?  Yes  No  
**Note: Tent permits will be required from Building Inspections Department in accordance with NCFC 105.6.45 for all tents equal to or greater than 400 square feet in size.**

Yes  No Will you provide **portable toilets** for the general public? (minimum of 1 per 250 people).  
If "YES", how many regular/handicapped: \_\_\_\_\_ Locations: \_\_\_\_\_  
\_\_\_\_\_

Yes  No Will you require **access to City of Reidsville provided water** for the event?  
If "YES", explain: \_\_\_\_\_  
\_\_\_\_\_

Yes  No Will you require **electrical hookups** for this event? If "YES", where? \_\_\_\_\_  
\_\_\_\_\_

Yes  No Will you be using **generators** for this event?



Yes  No Will **admission fees** be charged to attend this event?  
If "YES", provide the cost(s) of all tickets: \_\_\_\_\_  
Note: The NC gross receipts tax is 3% remitted to the state of North Carolina.

Yes  No Will **fees be charged to vendors** to participate in this event?  
If "YES", please provide the schedule of fees: \_\_\_\_\_

Yes  No Will any **amusements (moon walks, bounce houses, dunk tanks, etc.)**  
be used for this event?  
If "YES", please provide size and details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: All NC Guidelines related to amusements must be followed. For more information,  
please see the NC Department of Labor's website at <https://www.labor.nc.gov/safety-and-health/amusement-device>

**Miscellaneous Questions:**

**Trash**

- Do you need City of Reidsville assistance with trash services?  Yes  No
- How many trash receptacles do you need? \_\_\_\_\_  
Note: The rate per trash receptacle is \$10/each. This fee must be paid at the time the application is approved.

**Parking**

- How will overall patron parking be accommodated for this event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Advertisement**

- Will the event be marketed, promoted, or advertised in any manner?  Yes  No  
If YES, please describe the outlets that will be used. \_\_\_\_\_  
\_\_\_\_\_
- Do you have an advertising budget for the event?  Yes  No  
If so, what is the total advertising budget for your event? \_\_\_\_\_  
**Note: Include a copy of your advertisement flyer or any applicable materials with your application submission.**
- Will there be live media coverage at your event?  Yes  No
- Does the event have a media partner and if so please list? \_\_\_\_\_
- Do you object to your event being published to the City of Reidsville's social media sites?  
 Yes  No
- Will any handouts/pamphlets, advertising material be handed out during the event?  
 Yes  No



Special Information and Conditions of Receiving a Special Event Permit:

**Event Notification**

No person shall engage in, participate in, aid, form, or start any parade or special event on public property unless a permit is obtained from the City Manager. An applicant can request any public location for the parade, special event, public parking lot / space closing, but the City Manager may use his/her discretion to determine which City venue is most appropriate for the event.

Closing of City streets is reserved only for permitted parades and extraordinarily large community-wide events accommodating the expectation of more attendees and needed parking than can be accommodated by the utilization of other City-owned properties. *(A listing of available City venues is included in this application.)*

No person may conduct or otherwise participate in any parade or special event between 10:00 pm and 7:00 am.

A complete application for a permit shall be filed with the City Manager at least forty-five (45) days and no more than 180 days before the time at which it is proposed to conduct the parade or special event. The City Manager will not approve any incomplete application, nor any application for a permit when the City Manager finds that there is a conflict in schedule with some other event for which a permit has already been granted. It is the responsibility of the applicant to file within the allotted time frame as identified above. No exceptions shall be made to the time line.

Within fourteen (14) days after filing of a complete application, the City Manager shall issue a permit based on criteria as cited in the City's Parade and Special Events Ordinance and as recommended by the City's Technical Review Committee (TRC). If the request to close a public street is denied, the applicant may appeal to the City Council within three (3) business days, which shall be heard at the next scheduled City Council Meeting. If the next regularly scheduled City Council Meeting is after the scheduled date of the event, a Special Called Meeting of City Council may be requested, in accordance with North Carolina General Statutes.

All applicants are responsible for providing public restroom facilities and making arrangements for electrical hookup, if necessary. Applicants may not use the restrooms or electrical power of area merchants unless the applicant receives written permission from the merchant prior to the event.

**Event Advertisement**

Do not announce, advertise or promote your event until you have completed and submitted this application, and you have received preliminary approval from the City Manager.

**Street/Event Area Conditions**

No permanent alterations to the street or permitted area will be permitted. Any and all festival/event equipment, trash or remnants must be removed at the end of the event.

**Public Safety**

**Police:** The TRC, in consultation with the Reidsville Police Department (RPD), shall determine the number of police officers needed to appropriately manage street closures and for event security, as well as the time when such services shall commence and end.

Permitting Reidsville Police Department employees to engage in extra-duty employment enhances the safety and security of the community at large through the increased presence of law enforcement officers during special events.

The pay rate for an off-duty officer is a minimum of \$35.00 per hour, and the minimum length of a shift is three (3) hours. This is a minimum cost of \$105/per officer/per 3-hour shift. The TRC and the RPD will develop a staffing plan for your event, and notify you of the total projected cost of extra-duty police coverage prior to the approval of your Special Event Application. The projected cost of services must be paid in full prior to the start of your event.



**City of Reidsville Street Closure Equipment:** Applicant shall pay for the set-up and retrieval of traffic control equipment at the time of the application. Applicants are not permitted to close streets or sidewalks independent of sworn law enforcement. Only City of Reidsville provided traffic control equipment shall be utilized to close street(s), intersection(s), sidewalk(s), public parking lots, or public parking spaces.

**Note:** Applicant is responsible for the replacement cost of traffic control equipment that is lost, damaged or stolen. Failure to remit payment for lost, damaged, or stolen equipment may result in the denial of future applications for Special Events.

**CURRENT SPECIAL EVENT PERMIT FEE SCHEDULE:** Fees for special events and neighborhood block parties will utilize the fee schedule set forth in City Ordinance 26-4(b). Permit fees are non-refundable and are subject to change.

Special Event Application:           \$25 Parking Lot, Parking Space or Sidewalk Closure  
  \$50 Single Street Closure (one block or less)  
  \$100 Multiple Streets and/or Intersections Closure

Checks should be made payable to: City of Reidsville

**Binding Agreement**

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Reidsville rules, regulations and ordinances should my permit application be approved. And I will fulfill the requirements placed upon this permit application.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Use this checklist to ensure that you have all of the needed documents attached. The following documents **MUST** be attached with submitted application:

**Insurance:**

- Please attach proof of insurance or applicable rider - Comprehensive General Public Liability Insurance required: \$1,000,000 per person per occurrence with a \$2,000,000 aggregate naming the City of Reidsville as additionally insured.**

**\*\*Certificate should be specifically worded: The City of Reidsville, its officers, employees and agents are additionally insured. EXAMPLE of insurance certificate available upon request.**

**Map of Event:**

- Please attach a map of the entire event area** – This map should include street closures, vendor locations, portable toilet locations, stage & entertainment locations, and any other significant details.

RETURN COMPLETED APPLICATION AND APPROPRIATE FEES TO:

**City of Reidsville  
ATTN: Angela Stadler  
230 W. Morehead St.  
Reidsville, NC 27320  
Fax: (336) 342-3649**

[ASTadler@ReidsvilleNC.Gov](mailto:ASTadler@ReidsvilleNC.Gov)

For any questions regarding this application, please contact the City at **(336) 349-1030**.



Waiver and Indemnification Agreement for Parades and Street Events:

In consideration of and for the issuance by the City of Reidsville of Special Event Permit Number \_\_\_\_\_, dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the receipt of which is hereby acknowledged and pursuant to Chapter 11, Article III of the Reidsville Code of Ordinances, the undersigned does hereby waive, release, forever discharge, and agree to indemnify and hold harmless, the City of Reidsville, a municipal corporation of Rockingham County, North Carolina, its employees and agents, none of whom admit any liability, but expressly deny the same, from and against any and all claims, demands, damages, actions, cause of action, or suits of whatsoever kind and nature, and in particular on account of loss of or damage to property or on account of bodily injury, known and unknown, sustained by any person, firm, corporation, animal or other legal entity, caused by or resulting from the actions of the undersigned or any other person participating in the special event, street closing, or parking lot/space closing authorized by said Special Event Permit.

For the purposes of this Agreement, "participant" in the special event shall mean any and all persons, vehicles, animals, or other entities or things identified in the special event permit application made under the Reidsville Code of Ordinances, Section 11-40, either by specific enumeration or by general description in said application, and shall also mean any and all other persons actually taking part in such special event as the term "Parade" and "Street Event" is defined in the Reidsville Code of Ordinances, Section 11-40, Definitions.

The undersigned agrees to be fully responsible for identifying special event participants on the day of the special event by badge, costume, uniform, or other device calculated to clearly designate persons affiliated with the undersigned, and authorized to participate in the special event pursuant to said Special Event Permit. Persons taking part in such special event authorized by said Special Event Permit, as the term "Parade" and "Street Event" as defined in the Reidsville Code of Ordinances, Section 11-40, not otherwise identified by the undersigned to law enforcement personnel on the day of the special event as unauthorized non-participants, shall be presumed for purposes of this Agreement to be special event participants.

Designations used herein shall include the singular, plural, masculine, feminine, or neutral, as required by context.

**I certify that all the information contained in this Special Event Application is correct, complete and accurately described above. I understand that all fees associated with the special event will be paid in full prior to the start of the event. I understand that I will be held financial responsible for the loss, or damage to City-owned equipment utilized in the closing of streets, parking lots or parking spaces.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix A RUN/WALK/PARADE ROUTE DESCRIPTION

Revised May 2024

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_

FORMATION AREA LOCATION: \_\_\_\_\_

STARTING POINT: \_\_\_\_\_

ENDING POINT: \_\_\_\_\_

**ROUTE: (Please provide a turn-by-turn description of the proposed parade/run/walk route. A map of the route is required. Sidewalks must be utilized along route, if available.)**

**Route Begins:**

**Route Ends:**

**By signing below, I certify that all the information pertinent to this route request is contained in this application, and that the route is accurately described above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: If you are requesting a street closure as part of your walk/run/parade, you must also complete Appendix B.



## Appendix B STREET CLOSURE REQUEST FORM

Revised May 2024

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_

**Name of street to be closed:** \_\_\_\_\_

Is this a total closure or partial lane closure? \_\_\_\_\_

Beginning Intersection Point: \_\_\_\_\_

Ending Intersection Point: \_\_\_\_\_

Beginning Time: \_\_\_\_\_  AM  PM Ending Time: \_\_\_\_\_  AM  PM

**Name of street to be closed:** \_\_\_\_\_

Is this a total closure or partial lane closure? \_\_\_\_\_

Beginning Intersection Point: \_\_\_\_\_

Ending Intersection Point: \_\_\_\_\_

Beginning Time: \_\_\_\_\_  AM  PM Ending Time: \_\_\_\_\_  AM  PM

**Name of street to be closed:** \_\_\_\_\_

Is this a total closure or partial lane closure? \_\_\_\_\_

Beginning Intersection Point: \_\_\_\_\_

Ending Intersection Point: \_\_\_\_\_

Beginning Time: \_\_\_\_\_  AM  PM Ending Time: \_\_\_\_\_  AM  PM

**Street Closure Guidelines:**

- Closure Times: Streets are only permitted to close and open according to times listed on the Special Event Application.
- Closure Set-Up: Executing the street closure must be done by Law Enforcement Officers only.
- Fire Lane: 20' Wide Fire-Lane must be maintained throughout all street closures.
- Vendors: All festival vendors should be contained within street closure, not on sidewalks.
- Handicap Sidewalk Ramps: Handicap Sidewalk Ramps should remain unblocked throughout closure.

**By signing below, I certify that all the information pertinent to this route request is contained in this application, and that the route is accurately described above. I understand and agree to the Street Closure Guidelines listed above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Appendix C PUBLIC PARKING LOT/SPACE(S) CLOSURE REQUEST FORM

Revised May 2024

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_

**Location of parking lot or spaces to be closed:** \_\_\_\_\_

Is this a total closure or partial parking lot closure? \_\_\_\_\_

If this is a partial parking lot closure, please identify which spaces are to be closed:

\_\_\_\_\_

If this is a request to close specific parking spaces, please identify which spaces are to be closed: \_\_\_\_\_

\_\_\_\_\_

Beginning Time: \_\_\_\_\_  AM  PM Ending Time: \_\_\_\_\_  AM  PM

Please include a map which indicates exactly which parking lot or parking spaces you are requesting to close.

**Parking Lot/Space(s) Closure Guidelines:**

- Notification: Applicant MUST notify all businesses and residencies affected by the parking lot/space(s) closure within 15 days of the start of the closure.
- Closure Times: Parking lot/space(s) closures are only permitted to close and open according to times listed on the Special Event Application.
- Closure Equipment: Parking lot/space(s) closures must be executed with City of Reidsville Barricades and Equipment.
- Closure Set-Up: Parking lot/space(s) closures must be done by Law Enforcement Officers only.
- Vendors: All festival vendors should be contained within the parking lot/space(s) closures, not on sidewalks.
  - Event Perimeter: Event perimeter must NOT exceed the sidewalk area. No event equipment or event vendors should encroach into the street along the sidewalk closure.

**By signing below, I certify that all the information pertinent to this parking lot or parking space closure request is contained in this application, and that the included map is an accurate reflection of the lot or spaces to be closed. I understand and agree to the Parking Lot/Space(s) Closure Guidelines listed above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



***Special Event Application Worksheet***

Application Fee \$25.00

City of Reidsville Closure Equipment

Parking Lot, Parking Space, Sidewalk Closure \$25.00

Single Street Closure (one block or less) \$50.00

Multiple Street and/or Intersection Closure \$100.00

Number of trash receptacles needed? \_\_\_\_\_ @ \$10/each = \$ \_\_\_\_\_

Public Safety Costs Number of Officers : \_\_\_\_\_

@ \$35/Hour/Officer = \$ \_\_\_\_\_

Special Event Liability Insurance \$ \_\_\_\_\_



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:** May 1, 2024

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

**From:** Summer Woodard, City Manager

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

---

**Upcoming Events:**

- Annual employee appreciation luncheon will be Saturday May 18, 2024 from 10:00 a.m. to 2:00 p.m. at Lake Reidsville. This event will feature our final Battle of the Cup event, Employees' years of service recognition and announcement of the 2023 Employee of the Year. A floating lunch will be served from 12:00 to 1:30 p.m. The awards ceremony will begin at 1:30 p.m.
- City Council Budget work session Tuesday, May 21, at 5:30 p.m. at City Hall.

**Personnel:**

- IT Director Shirrell Williams defended her applied research paper and passed and will be graduating from UNC-Chapel Hill with her Masters of Public Administration degree on May 11, 2024.
- Public Works Director Josh Beck completed his certificate in Municipal and County Administration from the UNC School of Government at Chapel Hill last month.
- The Director of Marketing and Economic Development position had 41 applicants. We have selected ten (10) candidates to move forward to a first-round interview with Assistant City Manager Haywood Cloud, Human Resources Director Leigh Anne Bassinger, Assistant City Manager Chris Phillips, Interim Economic Development Director Mac Williams and myself. First round of interviews will begin Thursday, May 9<sup>th</sup>, and Friday, May 10<sup>th</sup>. We hope to select two or three candidates to move forward to a second round of interviews with our Management Team Members on Thursday, May 15, Friday, May 16, and Monday, May 20. We are hoping to have an offer extended to a candidate by May 31<sup>st</sup>.

- Business Development Manager position had 4 applicants.
- For Part-Time Splash Pad Supervisor position, we received 11 applicants and for the Part-Time Splash Pad Attendant, we received 37 applicants.
- Assistant Public Works Director position, we have only received four (4) applicants.
- In our budget work session on Monday, April 22, 2024, I brought up the need to reorganize and create one (1) new customer service position in Community Development. The customer service window for Community Development is experiencing a significant amount of walk-up traffic and phone traffic. This is impacting the amount of work our Planner One position is able to accomplish. Therefore, I would like to move forward with moving the Planner One position upstairs so this position can focus more on Community Planning and succession planning for our permitting department. There are existing funds in this year's budget to move forward with this new position now. This position will be included in the proposed fiscal 20204-2025 budget.

### **Projects & City Updates:**

- **Splashpad** - Grand Opening May 24<sup>th</sup> at 12:00 p.m. - As we discussed in our Splashpad meeting earlier this week, we will have another meeting on May 13<sup>th</sup> to discuss final items before the grand opening. Staff reached out to Greensboro Splashpad Parks & Recreation staff last week, and they met us onsite Tuesday to give us operational and maintenance advice. It was very informative and very helpful. On Thursday May 2<sup>nd</sup>, we received the Certificate of Occupancy for the Splashpad project. Cirrus Construction is still working with L Squared to determine why a portion of the scorpion spray feature is not working. They plan to be back onsite the week of 5/6 to run a camera down the piping and scope the issue. With the inspections behind us, Public Works, IT, and Parks & Recreation are now busy putting the lounge furniture and picnic tables together, installing the various cameras, WIFI, and other technology and getting the new staff trained once onboard for the ribbon cutting on 5/24/24.
- **Redundant Water Line** – Right of Way Consultants (RWC) has made initial contact with approximately 90% of property owners along the proposed route discussing the project and the easement needs from them. The easement maps have recently been updated, addressing several concerns noted along the proposed route. City staff will be updating Council on the acquisition cost once RWC updates their estimates based on these latest revisions.

- **BNR Project** - The BNR project is currently going through the submittal process so equipment can be ordered. No work onsite has occurred to date.
- **Head Works Project** - J Cumby has completed most of their exploratory excavation to location the various underground piping with the construction area. They have installed several well points to assist with groundwater given the depths of their work and they are in the early stages of forming up the footings and slab for the bottom of the headwork channels. Currently the project is running approximately 30 days behind schedule due to rainfall and wet soils in the pit.
- **Parks and Rec Gym Floor** - The selected contractor is onsite, and renovations have begun. The estimated completion time is four weeks.
- **JC Park Pickle Ball Courts**- The pickle ball courts will be constructed as soon as the tennis courts are done because the paving and painting of both will be done by the two contractors working on the tennis courts.
- **JC Park Tennis Courts** - Staff met with USTA engineers on 4/29/24 to approve the contractor's recommendations about the asphalt cold/thaw scope, and it was sent back for a second opinion. Also met with USTA Executive Director Kelly Gains, who verbally approved the project and will give us a final answer on the amount of our award very soon. As we have discussed, receiving this grant will reduce the amount that we will have to use of the \$100,000 that was given to us by our State leaders to repair the courts. If done this way, this will allow us to use the balance of that money on other parks and recreation projects. Once we get the final word in a couple of weeks on the grant award, it will take two weeks to complete the project, weather permitting.
- **Sister Cities** - Our application is being reviewed to see if they have a match for us in the current pool of candidates. All dues are paid, and membership has been confirmed. We are now waiting to hear back from our representative to see if they have any possible matches.
- **YMCA Quarterly Report** - Please find behind the Miscellaneous tab, the YMCA report for January through March of 2024.

**Events/Meetings Attended:**

- 4/3 – Two-on-Two Meetings with City Council & City Staff
- 4/4 – Meeting with Rockingham County to discuss Water and Sewer projects

- 4/5 – Met with City Staff to discuss progress on the UDO
- 4/8-4/10 – Budget Meetings with Department Heads
- 4/11-4/12 – Served as an Assessor for Developmental Associates
- 4/12 – Guest on the Chamber of Commerce News and Views Show
- 4/15 - Budget Meetings with Department Heads
- 4/16 – Budget Meetings with Department Heads and attended the Rockingham County meeting at City Hall to discuss Tax Re-evaluation.
- 4/18 - Attended Health and Wellness Event for City Staff, ribbon cutting at Boardwalk Baker and met virtually with McGill Engineering to discuss CIP for Water and Sewer
- 4/19 – Met with Penn House Manager and Main Street Manager
- 4/22 – Met with Employee Relations Committee and attended the budget work session with City Council
- 4/23-4/25 - Attended the NCLM Conference in Winston Salem
- 4/29 - Meeting with Management Team to discuss Computer Use Policy and Splash Pad Grand Opening
- 4/30 - Met with City Attorney to discuss minimum housing and attended the Reside in Reidsville event at Lake Reidsville



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

April 12, 2024

Summer Woodard, City Manager  
City of Reidsville  
230 W. Morehead St.  
Reidsville, NC 27320

Dear Summer,

Please find enclosed a bill covering the first quarter of 2024. Actuals were (\$26,153) compared to a budget of (\$29,046) for a positive variance of \$2,893. Income was close to budget and should exceed budget in the 2<sup>nd</sup> quarter due to timing of lifeguard training and daycare swim lessons.

On the expense side, there was a positive variance of \$3,803. Most of this variance is a true variance but \$1,030 will hit the Equipment Cost line in the 2<sup>nd</sup> quarter. The company that we use for Preventative Maintenance, Thermal Conditioning, was short staffed and the 1<sup>st</sup> quarter pm occurred the first week of April.

We are gearing up for the summer at the Reidsville Community Pool! We have many exciting programs set to start. Group swim lessons, daycare swim time, Safety Around Water with the New Reidsville Housing Authority, Teen Center swim and the Senior Games, just to name a few. The YMCA received another grant from Pool Corp that will enable us to teach Safety Around Water as well as certify lifeguards at no cost to the participants We are looking forward to a busy summer and making the City of Reidsville a safer place for all around water!

As always, I look forward to working with you as we continue our partnership with the Community Pool to better serve the citizens of the City of Reidsville.

The pool usage for the months of October and November has been as follows:

Month	Non-YMCA Member Reidsville Residents	Total Pool Usage
January	61 - unduplicated	1,522– duplicated
February	63 - unduplicated	1,742 – duplicated
March	66 - unduplicated	1,754 – duplicated

Sincerely,

Heather Whitsett  
Executive Director

**REIDSVILLE FAMILY YMCA**

504 South Main Street, Reidsville, NC 27320  
P 336 342 3307 F 336 342 3468 W reidsvilleymca.org

The mission of the Reidsville Family YMCA is to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

Reidsville YMCA  
January - March Variance Report

	Jan. - Mar. 24 - Actual	Jan - Mar 24 - Budget	Variance	Explanation
<b>Income Accounts</b>				
1 Contributions	1,125.00	375.00	750.00	Non budgeted life guard trainings covered by grant
10 Government Contracts	9,192.00	9,333.00	(141.00)	Did not have 2024 amount during budget process
13 Program	4,274.00	6,143.00	(1,869.00)	Timing, training and daycare swim lesson funds will hit in April
14 Rental Income	490.00	140.00	350.00	Pool parties and baptisms
<b>Total Income</b>	<b>15,081.00</b>	<b>15,991.00</b>	<b>(\$910.00)</b>	
<b>Expense Accounts</b>				
21 Salaries/Wages	20,794.00	22,039.00	1,245.00	FT coverage of PT hours as well as vacant Coordinator position
24 Contractual Services	-	46.00	46.00	Budgeted for a new hire, not needed
25 Supplies	1,526.00	1,608.00	82.00	Cost control
26 Telephone	-	-	-	
27 Postage and Shipping	-	-	-	
28 Occupancy	15,758.00	16,613.00	855.00	Natural gas savings
29 Equipment Cost	88.00	1,680.00	1,592.00	Timing - \$1,080 PM expense will hit in Q2
31 Printing, Publi, Promo	-	-	-	
32 Travel & Employee Expenses	-	-	-	
33 Conf, Conv, & Meetings	317.00	300.00	(17.00)	Lifeguard certifications
38 Other Insurance Premiums	1,800.00	1,800.00	-	As budgeted
53 Current Fixed Assets	-	-	-	
58 Board Appropriated Decreases	951.00	951.00	-	As budgeted
<b>Total Expenses</b>	<b>41,234.00</b>	<b>45,037.00</b>	<b>3,803.00</b>	
<b>INCOME MINUS EXPENSES (Quarter)</b>	<b>(26,153.00)</b>	<b>(29,046.00)</b>	<b>2,893.00</b>	
<b>INCOME MINUS EXPENSES (YTD)</b>	<b>(26,153.00)</b>	<b>(29,046.00)</b>	<b>2,893.00</b>	



April 12, 2024

Bill To:  
City of Reidsville  
Attn: Summer Woodard  
230 West Morehead St  
Reidsville, NC 27320

INVOICE

Period Covered: January - March 2024

Description	Gross	x50%	Total
1st Quarter Pool Deficit	\$ 26,153.00		\$ -
	\$ 26,153.00	\$ 13,076.50	\$ 13,076.50
Grand Total			\$ 13,076.50

Please Remit To:  
Reidsville Family YMCA  
504 S. Main St.  
Reidsville, NC 27320

# REIDSVILLE ABC BOARD

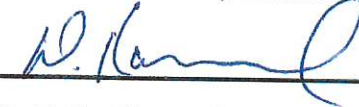
## Minutes of March 28, 2024 Board Meeting

1. The meeting was called to order by Chairman Turner at 9:00 am. Members K. Almond, C. Nimmons, GM J. Langel, Chris Phillips and Terresia Scoble were present.
2. Chairman Turner called for any known conflicts of interest. None were reported.
3. The Board approved minutes of March 2024 meeting as read.  
Motion to approve: K. Almond      Second: C. Nimmons
4. J Langel informed Board that she would prepare expense analysis for Diesel Drive property after quarter end at March 31.
5. The next meeting of the Board will be April 18, 2024.
6. There being no further business, the meeting was adjourned at 9:30 am.

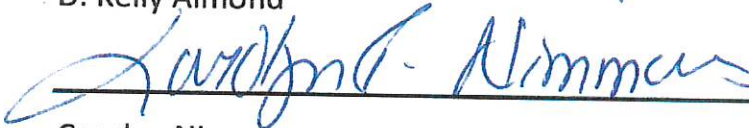
Approved:

  
\_\_\_\_\_

W. Clark Turner, Chairman

  
\_\_\_\_\_

D. Kelly Almond

  
\_\_\_\_\_

Carolyn Nimmons

  
\_\_\_\_\_

Jodi M. Langel, General Manager

**MINUTES OF THE  
REIDSVILLE HUMAN RELATIONS COMMISSION  
MEETING ON TUESDAY, MARCH 26, 2024  
REIDSVILLE CITY HALL  
1<sup>ST</sup> -FLOOR CONFERENCE ROOM**

**COMMISSION MEMBERS PRESENT:** Cathy Badgett, Chair  
Maricarmen Garduño, Vice Chair  
Dawn Charaba  
Wanda Harley  
Richard Ratliff (Remotely due to illness)  
Anna Roach  
Matthew Williams

**COMMISSION MEMBERS ABSENT:** Khalid Amos  
Daunte Carter

**CITY STAFF PRESENT:** Latasha Wade, Deputy City Clerk  
William Hairston, Councilman

**VISITORS:** None

**CALL TO ORDER**

Chair Dr. Cathy Badgett called the meeting to order at approximately 6:35 p.m.

**INVOCATION**

Councilman William Hairston provided the invocation.

**ROLL CALL**

Deputy City Clerk Latasha Wade then called the roll.

**READING OF THE MISSION STATEMENT**

Dr. Badgett asked Wanda Harley to read the Mission Statement.

**APPROVAL OF FEBRUARY 27, 2024 MINUTES**

**Matthew Williams made the motion to approve the February 27, 2024 minutes and Wanda Harley seconded the motion with the minutes being unanimously approved with one abstainment. (Dawn Charaba abstained due to her absence from the last meeting.)**

---

March 26, 2024

Page 1

## **OLD BUSINESS**

### **Team Reidsville Celebration**

Dr. Badgett began discussing the vendors that have registered for the Team Reidsville Celebration Event and potential vendors for them to ask to participate. They discussed the cartoonist and agreed to pay him \$25 per hour, plus provide a tip jar. Dr. Badgett said that he would need to complete a vendor sheet but not pay the fee because he is a student. The board discussed materials he may need and made plans to get them.

Dr. Badgett discussed the artists to perform and the status of the contracts received. She shared that a few artists had not submitted the necessary paperwork, but she would reach out to them to get it.

Dr. Badgett said that she wanted to give the Reidsville High School Band a \$100 donation for their participation.

The following information was shared by Dr. Badgett unless specified by another member:

- Ronald Flack will have two tables (Educational-Med Tech & CPR).
- The Police Department will have information on safety and bullying.
- The DARE Car is not operational but PD will be giving out gun locks.
- The Fire Department has to make sure they have enough coverage at stations so their presence has not been confirmed.
- Richard asked about a Subway tray being donated again? Maricarmen said she could ask for the donation again.
- The board members discussed who could provide donations such as snacks, water, and juices.
- Dr. Badgett said that she would get the names of the sponsors to Screen Print to be included on the banner. However, the members must get the sponsor information to her by the first week of April.
- Zoom meetings would be needed every two weeks when a regular meeting isn't scheduled. The next Zoom meeting would be on April 9<sup>th</sup>. Dawn said she has a scheduled meeting for that date, but she will share her updates with Dr. Badgett prior to the meeting.
- Dawn said Cone Health would complete screenings.
- The parade permit is completed.
- Dr. Badgett mentioned about the flyer being posted on social media so Deputy City Clerk Wade said that City Clerk Stadler would post it.
- Wanda Harley said she can provide some gift cards and the board discussed options.
- Anna agreed to ask City Storage for donations.
- Dawn said she would ask the Chamber if they could be at the event.
- Dr. Badgett asked Councilman Hairston to ensure Mayor Gorham would be present. Councilman Hairston agreed to be present unless something happened such as the birth of his grandchild.

---

March 26, 2024

Page 2

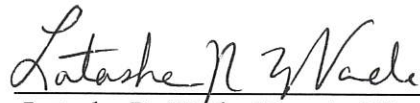
- The Parks & Recreation Department will be in charge of the games.
- Board members discussed more possible vendors, such as the Bacon Brothers and Turtle Creek Bakery.
- Matthew said he could provide at least \$100 worth of gift cards from Belk...Five \$20 card were suggested from the Board.
- Dr. Badgett said they needed to figure out how to hang the banner. Matthew suggested that his cousin who owns a landscaping business could possibly help.
- Matthew asked Dr. Badgett if they could invite the Reidsville Football & Basketball team after Anna suggested giving them recognition of their Championship status at the event. Dr. Badgett agreed that would be nice if they could make an entrance with the RHS Band. Matthew agreed to contact them to see if they were interested in participating at the event.
- Dr. Badgett discussed the arrangement of the performers.
- Wanda asked about a gospel group performing. However, Dr. Badgett said that it was too late for additions now as she had asked for suggestions prior.

### **Closing Comments**

Dr. Badgett reminded the board of the Zoom Meeting on April 9<sup>th</sup> at 6:30 p.m.

**The motion to adjourn the meeting at 7:35 p.m. was made by Wanda Harley, seconded by Maricarmen Garduño and unanimously approved.**

Submitted by:



\_\_\_\_\_  
Latasha R. Wade, Deputy City Clerk