



AGENDA
REIDSVILLE CITY COUNCIL
MEETING
6:00 PM
Tuesday, July 9, 2024

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

1. Call to Order.
 2. Invocation by Pastor Christopher Brown of Friendship Tabernacle Holiness Church, 8658 Friendship Church Road, Reidsville.
 3. Pledge of Allegiance.
 4. Approval of Consent Agenda.
 - (A) Approval of June 11, 2024 Regular Meeting Minutes.
 - (B) Approval of Revised Fiscal Year 2024-2025 Budget Ordinance.
 - (C) Approval of Changes to City Attorney Contract.
 - (D) Approval of Resolution for the Wastewater Treatment Plant Bulk Nutrient Removal Project.
- End of Consent Agenda –*
5. Public Hearings:
 - (A) Consideration of an application to rezone the property located at 2025 US 29 Business, Rockingham County Plat Book 1666, Page 1728, from a current split zoning designation of Industrial-1 (I-1), Industrial-2 (I-2) and Residential-20 (R-20) to Industrial-2 (I-2). The property owner, Jerry Barker, submitted the application. (Docket No. Z 2024-03.) (Enclosure #1) - *Jason Hardin, Planning & Community Development Director*
 - (B) Consideration of an application for a Special Use Permit (SUP) to allow a Personal Services business to operate at 600 W. Harrison Street, Reidsville, specifically Rockingham County Tax Parcel No. 149807. The SUP application was submitted by Andrea Moore. (Docket No. S 2024-01) (Enclosure #2) - *Jason Hardin, Planning & Community Development Director*

- End of Public Hearings –

6. Projects:
 - (A) Update on Rural Ready Diesel Drive Project. (Enclosure #3) - *Josh Beck, Public Works Director & Glynn Fleming, WithersRavenel*
7. Policies:
 - (A) Consideration of Revisions to the City of Reidsville Information Technology (IT) Policy. (Enclosure #4) - *Shirrell Williams, Information Technology Director*
8. Fee Schedule:
 - (A) Consideration of Changes to the Wireless Facility Review Fee. (Enclosure #5) - *Jason Hardin, Planning & Community Development Director*
9. Public Comments.
10. City Manager's Report:
 - (A) Month of July. (Enclosure #6)
11. Council Members' Reports.
12. Miscellaneous:
 - (A) For Information Only.
13. Move to the First-Floor Conference Room for a closed session to discuss the acquisition of real property and personnel pursuant to NCGS 143-318.11(a)(5) & (6).
14. Adjourn.

**MINUTES OF THE REGULAR MEETING
OF THE REIDSVILLE CITY COUNCIL
HELD TUESDAY, JUNE 11, 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
Jason Hardin, Planning & Community Development
Director
Drew Bigelow, Planner 1

CALL TO ORDER.

Mayor Gorham called the meeting to order.

INVOCATION BY REVEREND WES PITTS, PASTOR OF FIRST PRESBYTERIAN CHURCH, 318 SOUTH MAIN STREET, REIDSVILLE.

Reverend Wes Pitts of First Presbyterian Church provided the invocation.

PLEDGE OF ALLEGIANCE.

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

APPROVAL OF CONSENT AGENDA.

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

CONSENT AGENDA ITEM NO. 1 - APPROVAL OF THE MAY 14, 2024 REGULAR MEETING MINUTES.

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the May 14, 2024 regular meeting minutes.

CONSENT AGENDA ITEM NO. 2 - APPROVAL OF THE MAY 21 SPECIAL MEETING/BUDGET WORK SESSION MINUTES.

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the May 21, 2024 special meeting/budget work session minutes.

CONSENT AGENDA ITEM NO. 3 - APPROVAL OF TWO AGREEMENTS WITH LEA WAYNICK TO LEASE SPACE ON THE WALLS OF HER BUILDINGS TO DISPLAY QUILT SQUARES.

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the two agreements with Lea Waynick to lease space on the walls of her buildings at 323 S. Scales Street and 234/236 Settle Street to display quilt squares as outlined in the following memo:

TO: Summer Woodard, City Manager
FROM: Robin Yount, Main Street – Market Square Manager
DATE: 6/3/24
RE: Lea Waynick Lease Agreements

Attached are lease agreements with Lea Waynick for the walls of her properties at 323 S. Scales Street and 234/236 Settle Street to showcase Reidsville’s quilt squares. The agreement for 323 S. Scales Street is an extension of the original agreement for the building adjacent to Market Square.

Please note per these agreements that the City is paying \$1.00 a year for seven years to lease the wall at each property. Also, these quilt squares will be included on the Rockingham County Quilt Trail. (END OF MEMO)

The agreements for 323 S. Scales and 234/236 Settle Street as approved follow:

NORTH CAROLINA LEASE
ROCKINGHAM COUNTY

THIS LEASE, Made and entered into this the _____ day of _____, 2024 by and between **LEA’S CORNER, INC.**, a Corporation organized and existing under the laws of the State of North Carolina, hereinafter referred to as “Lessor”, and the **CITY OF REIDSVILLE**, a Municipal Corporation of Rockingham County, State of North Carolina, hereinafter referred to as “Lessee”.

WITNESSETH:

That, subject to the terms and conditions hereinafter set forth, Lessor does hereby let and lease to Lessee, and Lessee does hereby accept as tenant of said Lessor, a certain tract or parcel of real estate situated and being located in the City of Reidsville, Rockingham County, North Carolina and being described as follows:

BEING AND CONTAINING exclusively: the Northern exterior wall (only) of the improvements to real property located at 323 S. Scales Street, Reidsville (Rockingham County), State of North

Carolina (for reference, see Deed Book 1302 at page 1449, Rockingham County Registry), otherwise known throughout this lease as "the demised premises".

1.

This lease shall begin as of the _____ day of _____, 2024 and unless sooner terminated as herein provided, shall exist and continue for a period of seven (7) years from the date of its inception. At the expiration of the seven (7) year period of time referred to above, the Lessee shall have the option to renew the terms and conditions of this lease for a period of an additional seven (7) years if Lessee has abided by all the terms and conditions of the lease agreement.

2.

Without notice of demand, the rental of lease payments shall be paid by the Lessee directly to the Lessor annually in advance on or before the 31st day of December, 2024 with a like payment due on or before the 31st day of each subsequent December for the duration of this lease.

3.

The amount of the rental or lease payment referred to in paragraph two (2) above shall be \$1.00 per year.

4.

During the term of this lease, the Lessee shall provide and pay for all maintenance and upkeep to be made to the demised premises. Both of the parties hereto covenant and agree that the Lessee shall not make any improvements or attach any permanent structures or fixtures to the demised premises during the period of this lease without the prior written consent of the Lessor.

5.

It is understood and agreed that the Lessee accepts the premises in a completed physical condition (Lessee accepts the demised property "as is"), and the Lessor is in no way obligated to make any capital improvements during the term of this lease.

6.

Should the premises be destroyed or declared unfit for use and occupancy by fire or other natural disaster, this lease shall terminate. But if said premises can, with reasonable diligence, be repaired within ten (10) days, the terms of this lease shall remain in full force and effect.

7.

It is understood and agreed between the parties hereto that the sole use of the demised premises shall be for the Lessee herein to

paint, decorate, maintain, make repairs to and otherwise use the demised premises for any lawful activity in which the Lessee may be engaged for the use and benefit of the Lessee and Lessee's agents, guests and/or assigns and the Lessee herein does covenant and agree to hold the Lessor harmless from the responsibility for the upkeep, maintenance and repairs to same.

8.

It is understood and agreed between the parties hereto that there shall be no illegal activities conducted at the demised premises by the Lessee or any of the Lessee's agents, guests and/or assigns and any violation of this condition shall give to Lessor, at its option, the right to terminate this lease and to re-enter and take possession of said premises without further notice or service of process.

9.

It is understood and agreed between the parties hereto that Lessee shall not assign or sublet the premises for the unexpired term of said lease without first obtaining the written consent of the Lessor.

10.

It is understood and agreed between the parties hereto that if any annual payment of rent as herein provided be and remain overdue and unpaid for a period of thirty (30) days, the Lessor may, at its option, terminate this lease and have the right to re-enter and take possession of said premises without further notice or service of process.

11.

During the term of this lease, the Lessee shall carry and maintain such premises liability insurance or any other insurance coverage that the Lessee shall at its sole option elect to obtain so as to protect the Lessee from any liability arising out of the operation of the Lessee's business.

12.

Lessee hereby covenants and agrees that in the event that Lessee chooses to cease occupancy of the leased premises prior to the expiration of the term set forth above, the Lessee shall first give the Lessor written notice of not less than sixty (60) days of Lessee's intention to vacate the demised premises.

IN TESTIMONY WHEREOF, said parties have executed this lease in duplicate originals, one of which is retained by each of said parties, the day and year first above written.

LEA'S CORNER, INC., Lessor

BY: _____ (SEAL)
President

CITY OF REIDSVILLE, a Municipal Corporation

BY: _____ (SEAL)
Donald L. Gorham - Mayor

ATTEST: _____
Angela G. Stadler-City Clerk

NORTH CAROLINA
ROCKINGHAM COUNTY

I, _____, a Notary Public of said county and state, do hereby certify that _____ personally appeared before me this day and acknowledged that she is the President of Lea's Corner, Inc., a North Carolina Corporation, and that by the authority duly given and as the act of such entity, she signed the foregoing instrument in its name on its behalf as its act and deed.

Witness my hand and notarial seal this the _____ day of _____, 2024.

Notary Public
My Commission Expires: _____.

NORTH CAROLINA
ROCKINGHAM COUNTY

This the _____ day of _____, 2024, personally appeared before me _____, a Notary Public for said county and state, ANGELA G. STADLER, City Clerk of Reidsville, North Carolina, who being by me duly sworn, says that she knows the common seal of the City of Reidsville and is acquainted with DONALD L. GORHAM who is the Mayor of the City of Reidsville, and that she, ANGELA G. STADLER, is the City Clerk of said City, and that she saw the Mayor sign the foregoing instrument, and that she, the City Clerk, as aforesaid, affixed the seal to the said instrument, and that she the said ANGELA G. STADLER, signed her name in attestation of the execution of the said instrument.

Witness my hand and notarial seal this the _____ day of _____, 2024.

Notary Public

My Commission Expires: _____.

NORTH CAROLINA
ROCKINGHAM COUNTY

LEASE

THIS LEASE, Made and entered into this the _____ day of _____, 2024 by and between **LEA'S CORNER, INC.**, a Corporation organized and existing under the laws of the State of North Carolina, hereinafter referred to as "Lessor", and the **CITY OF REIDSVILLE**, a Municipal Corporation of Rockingham County, State of North Carolina, hereinafter referred to as "Lessee".

WITNESSETH:

That, subject to the terms and conditions hereinafter set forth, Lessor does hereby let and lease to Lessee, and Lessee does hereby accept as tenant of said Lessor, a certain tract or parcel of real estate situated and being located in the City of Reidsville, Rockingham County, North Carolina and being described as follows:

BEING AND CONTAINING exclusively: the Western exterior wall (only) of the improvements to real property located at 234/236 Settle Street, Reidsville (Rockingham County), State of North Carolina, otherwise known throughout this lease as "the demised premises".

1.

This lease shall begin as of the _____ day of _____, 2024 and unless sooner terminated as herein provided, shall exist and continue for a period of seven (7) years from the date of its inception. At the expiration of the seven (7) year period of time referred to above, the Lessee shall have the option to renew the terms and conditions of this lease for a period of an additional seven (7) years if Lessee has abided by all the terms and conditions of the lease agreement.

2.

Without notice of demand, the rental of lease payments shall be paid by the Lessee directly to the Lessor annually in advance on or before the 31st day of December, 2024 with a like payment due on or before the 31st day of each subsequent December for the duration of this lease.

3.

The amount of the rental or lease payment referred to in paragraph two (2) above shall be \$1.00 per year.

4.

During the term of this lease, the Lessee shall provide and pay for all maintenance and upkeep to be made to the demised premises. Both of the parties hereto covenant and agree that the Lessee shall not make any improvements or attach any permanent structures or fixtures to the demised premises during the period of this lease without the prior written consent of the Lessor.

5.

It is understood and agreed that the Lessee accepts the premises in a completed physical condition (Lessee accepts the demised property "as is"), and the Lessor is in no way obligated to make any capital improvements during the term of this lease.

6.

Should the premises be destroyed or declared unfit for use and occupancy by fire or other natural disaster, this lease shall terminate. But if said premises can, with reasonable diligence, be repaired within ten (10) days, the terms of this lease shall remain in full force and effect.

7.

It is understood and agreed between the parties hereto that the sole use of the demised premises shall be for the Lessee herein to paint, decorate, maintain, make repairs to and otherwise use the demised premises for any lawful activity in which the Lessee may be engaged for the use and benefit of the Lessee and Lessee's agents, guests and/or assigns and the Lessee herein does covenant and agree to hold the Lessor harmless from the responsibility for the upkeep, maintenance and repairs to same.

8.

It is understood and agreed between the parties hereto that there shall be no illegal activities conducted at the demised premises by the Lessee or any of the Lessee's agents, guests and/or assigns and any violation of this condition shall give to Lessor, at its option, the right to terminate this lease and to re-enter and take possession of said premises without further notice or service of process.

9.

It is understood and agreed between the parties hereto that Lessee shall not assign or sublet the premises for the unexpired term of said lease without first obtaining the written consent of the Lessor.

10.

It is understood and agreed between the parties hereto that if any annual payment of rent as herein provided be and remain overdue and unpaid for a period of thirty (30) days, the Lessor may, at its option, terminate this lease and have the right to re-enter and take

possession of said premises without further notice or service of process.

11.

During the term of this lease, the Lessee shall carry and maintain such premises liability insurance or any other insurance coverage that the Lessee shall at its sole option elect to obtain so as to protect the Lessee from any liability arising out of the operation of the Lessee's business.

12.

Lessee hereby covenants and agrees that in the event that Lessee chooses to cease occupancy of the leased premises prior to the expiration of the term set forth above, the Lessee shall first give the Lessor written notice of not less than sixty (60) days of Lessee's intention to vacate the demised premises.

IN TESTIMONY WHEREOF, said parties have executed this lease in duplicate originals, one of which is retained by each of said parties, the day and year first above written.

LEA'S CORNER, INC., Lessor

BY: _____ (SEAL)
President

CITY OF REIDSVILLE, a Municipal Corporation

BY: _____ (SEAL)
Donald L. Gorham - Mayor

ATTEST: _____
Angela G. Stadler-City Clerk

NORTH CAROLINA
ROCKINGHAM COUNTY

I, _____, a Notary Public of said county and state, do hereby certify that _____ personally appeared before me this day and acknowledged that she is the President of Lea's Corner, Inc., a North Carolina Corporation, and that by the authority duly given and as the act of such entity, she signed the foregoing instrument in its name on its behalf as its act and deed.

Witness my hand and notarial seal this the _____ day of _____, 2024.

Notary Public

My Commission Expires: _____.

NORTH CAROLINA
ROCKINGHAM COUNTY

This the _____ day of _____, 2024, personally appeared before me _____, a Notary Public for said county and state, ANGELA G. STADLER, City Clerk of Reidsville, North Carolina, who being by me duly sworn, says that she knows the common seal of the City of Reidsville and is acquainted with DONALD L. GORHAM who is the Mayor of the City of Reidsville, and that she, ANGELA G. STADLER, is the City Clerk of said City, and that she saw the Mayor sign the foregoing instrument, and that she, the City Clerk, as aforesaid, affixed the seal to the said instrument, and that she the said ANGELA G. STADLER, signed her name in attestation of the execution of the said instrument.

Witness my hand and notarial seal this the _____ day of _____, 2024.

Notary Public
My Commission Expires: _____ . (END OF AGREEMENTS)

- End of Consent Agenda -

PUBLIC HEARINGS:

CONSIDERATION OF A REQUEST TO REZONE A PROPERTY AT 2509 RICHARDSON DRIVE, UNIT A, ROCKINGHAM COUNTY PARCEL #170724, FROM INDUSTRIAL-1 (I-1) TO HIGHWAY BUSINESS (HB). THE APPLICANT IS CENTRAL CAROLINA KIDNEY ASSOCIATES, PA, AND S&E INVESTMENTS, LLC, IS THE PROPERTY OWNER. (Z 2024-4)

In making the staff report, Planner 1 Drew Bigelow reviewed the May 28th Planning Staff memo and analysis, which follows:

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager
FROM: City of Reidsville Planning Staff
DATE: May 28, 2024
RE: Docket No. Z 2024-04

Central Carolina Kidney Associates is petitioning to rezone a parcel located at 2509 Richardson Drive (Rockingham County Parcel Number 170724), from Industrial-1 (I-1) to Highway Business (HB). This parcel encompasses a total area of 0.9 acres. There is a multi-unit commercial building located on site, where existing offices and retail businesses currently operate. The subject parcel has existing City of

Reidsville water and sewer services, extending from mains located in the ROW of Richardson Drive. The proposed rezoning is in alignment with the existing uses at this location, and will not create a new non-conformity. A rezoning to Highway Business is consistent and compatible with all other existing nearby land uses.

The proposed rezoning is in alignment with the existing uses at this location, and will not create a new non-conformity. A rezoning to Highway Business is consistent and compatible with all other existing nearby land uses. The parcels to the north are zoned Highway Business (HB), and Office and Institutional (O&I). The parcels to the east are zoned Highway Business (HB), and Industrial-1 (I-1). The parcels to the south and the west are zoned Industrial-1 (I-1), which is a light industrial district. Overall, this area is a mix of commercial and industrial zoning districts. There are no nearby or adjoining residentially zoned parcels.

This property is located in Growth Management Area 3 – Suburban, which surrounds the city center, primarily encompassing the areas to the west, and southwest. GMA 3 is intended to serve as the primary location of commercial, industrial and office development. The Land Development Plan indicates that GMA 3 has provisions for commercial growth, and an adequate transportation network. Expansion of commercial development is a key objective of GMA 3, and there is a clearly defined need to grow the local economy.

Therefore, staff finds the proposed rezoning to be consistent with the 2022 Reidsville Land Development Plan, reasonable, and in the public interest based on the information provided in this report and the attached statements of reasonableness and consistency.

The Planning Staff recommend the proposed rezoning application be approved.

PLANNING BOARD RECOMMENDATION

The Planning Board unanimously recommended the proposed rezoning be approved.

DRAFT MOTIONS TO APPROVE/DENY

Included are suggested motions to either approve or deny the proposed zoning map amendment depending on the position Council wishes to take on the case. *(END OF MEMO & STAFF ANALYSIS)*

With no questions from Council, Mayor Gorham opened the public hearing at 6:06 p.m. He asked if anyone wished to speak for or against the proposed rezoning? With no one coming forward, the public hearing was closed at 6:06 p.m.

Councilmember Scoble then read the prepared motion: “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 Council agenda packet, submitted during the rezoning presentation and as may be amended, incorporated into the motion, to be included in the minutes.” The motion was seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote.

The Consistency & Reasonableness Determination statements follow, along with the corresponding Resolution:

CONSISTENCY & REASONABLENESS DETERMINATION

The Reidsville City Council has reviewed **Case Z 2024-04**, rezoning from **Industrial-1 (I-1)** to **Highway Business (HB)** 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 **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 commercial, industrial and office development.
 - B. The Reidsville Land Development Plan identifies provisions for commercial growth, and an adequate transportation network in **Growth Management Area 3 – Suburban**.
 - C. Uses permitted within the **HB** district are compatible with a variety of land uses including those currently existing on the parcel, and those in the surrounding area.
 - D. The subject property is contiguous to an existing Highway Business district to the east.

2. The proposed action is found to be reasonable:
 - A. The subject property is contiguous to an existing Highway Business district.
 - B. The uses allowed in the **HB** 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 surrounding these properties.
 - C. The Land Development Plan supports the expansion of commercial and office development in **Growth Management Area 3**. *(END OF STATEMENT)*

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

ZONING MAP AMENDMENT DOCKET # Z 2024-04

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 a parcel encompassing a total area of 0.9 acres located at 2509 Richardson Drive, Rockingham County Parcel Number 170724.

WHEREAS, On May 15, 2024, the City of Reidsville Planning Board voted to recommend to the Reidsville City Council that the rezoning request be approved.

STATEMENT OF NEED: The rezoning of the subject property would enable it 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.

/s/ _____
DONALD L. GORHAM, MAYOR, REIDSVILLE, N.C.

/s/ _____
Angela G. Stadler, City Clerk

**CONSIDERATION OF AN ORDINANCE TO EXTEND THE CORPORATE LIMITS FOR
788 ROCKY FORD ROAD, REIDSVILLE. (A2024-1)**

In making the staff report, Planning & Community Development Director Jason Hardin reviewed his June 3rd memo, which follows:

M E M O R A N D U M

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Director of Planning & Community Development
DATE: June 3, 2024
RE: Voluntary Annexation Request for 788 Rocky Ford Rd.

Attached is a fully executed request by William and Sharon Lovelace to voluntarily annex 3.8 acres located at 788 Rocky Ford Rd. (Rockingham County Tax Parcel #184340). This is a contiguous annexation.

Staff finds this petition to be valid and recommends approval of the Ordinance to extend the corporate limit after the required public hearing.

Enclosures (*END OF MEMO*)

Councilmember Scoble asked if there were any plans to develop this land? Hardin replied that the property has an existing single-family dwelling. He said he believed the annexation was requested due to water and sewer needs.

With no further questions from Council, Mayor Gorham opened the public hearing at 6:09 p.m. Mr. William Lovelace, who was making the annexation request, came forward. He said that their water is bad, and since the property is at the City limits, they would like to get hooked up to the City's water system. He added that they are unable to use their groundwater.

With no one else coming forward to speak for or against, Mayor Gorham closed the public hearing at 6:10 p.m.

Councilman Hairston made the motion, seconded by Councilman Coates and unanimously approved by Council in a 7-0 vote, to approve the annexation request for 788 Rocky Ford Road.

The corresponding Ordinance as approved follows:

A2024-01

**AN ORDINANCE TO EXTEND THE
CORPORATE LIMITS OF THE
CITY OF REIDSVILLE, NORTH CAROLINA
788 Rocky Ford Road – Parcel #184340**

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

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

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held in City Council Chambers, 230 West Morehead Street, at 6:00 P.M. on Tuesday, June 11, 2024, after due notice by publication on Sunday, May 26, 2024; and

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

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

Section 1. By virtue of the authority granted by G.S. 160A-31, approximately 3.8 acres, Parcel No. 184340, 788 Rocky Ford Road, is hereby annexed and made part of the City of Reidsville effectively immediately:

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

Section 3. The Mayor of the City of Reidsville shall cause to be recorded in the office of the Register of Deeds of Rockingham County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this

ordinance. Such a map shall also be delivered to the Rockingham County Board of Elections, as required by G.S. 163-288.1.

Adopted this 11th day of June, 2024.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

APPROVED AS TO FORM:

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

/s/ _____
William F. McLeod Jr.
City Attorney

CONSIDERATION OF A REZONING REQUEST FOR PROPERTY LOCATED AT 788 ROCKY FORD ROAD, REIDSVILLE, ROCKINGHAM COUNTY PARCEL #184340, TO ASSIGN AN INITIAL CITY OF REIDSVILLE ZONING DESIGNATION OF RESIDENTIAL-AGRICULTURAL-20 (RA-20). THE APPLICANT AND PROPERTY OWNER IS WILLIAM LOVELACE. (Z 2024-05)

In making the staff report, Planner 1 Drew Bigelow reviewed the May 28th Planning Staff memo and analysis, which follows:

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager
FROM: City of Reidsville Planning Staff
DATE: May 28, 2024
RE: Docket No. Z 2024-05

William Lovelace is petitioning to have an initial City of Reidsville zoning designation of Residential Agricultural-20 (RA-20) assigned to his property located at 788 Rocky Ford Rd. (Rockingham County Parcel Number 184340). The property owner is petitioning to voluntarily annex this parcel into the City of Reidsville corporate limit, and will require a City zoning designation upon annexation. The parcel encompasses a total combined area of 3.7 acres. An existing single family dwelling is located on site. Existing water service is available, with a water main located in the ROW of Rocky Ford Rd. Service is not available. The closest sewer main is located to the northwest on Holiday Loop Rd., approximately 2,350 feet away.

This property is located in Growth Management Area 4 – Rural, which encompasses the areas to the east, southeast, north, and northwest of the City. GMA 4 is predominately characterized by residential and agricultural development. According to the Land Development Plan, GMA 4 prioritizes large lot development and the preservation of undisturbed natural areas.

Therefore, staff finds the proposed rezoning to be consistent with the 2022 Reidsville Land Development Plan, reasonable, and in the public interest based on the information provided in this report and the attached statements of reasonableness and consistency.

The Planning Staff recommend the proposed rezoning application be approved.

PLANNING BOARD RECOMMENDATION

The Planning Board unanimously recommended the proposed rezoning be approved.

DRAFT MOTIONS TO APPROVE/DENY

Included are suggested motions to either approve or deny the proposed zoning map amendment depending on the position Council wishes to take on the case. (*END OF MEMO & STAFF ANALYSIS*)

Mayor Gorham opened the public hearing at 6:14 p.m. and asked if anyone wished to speak for or against. With no one coming forward, the public hearing was closed at 6:14 p.m.

Councilman Coates then read the prepared motion: “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 Council agenda packet, submitted during the rezoning presentation and as may be amended, incorporated into the motion, to be included in the minutes.” The motion was seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote.

The Consistency & Reasonableness Determination statements follow, along with the corresponding Resolution:

CONSISTENCY & REASONABLENESS DETERMINATION

The Reidsville City Council has reviewed **Case Z 2024-05**, rezoning from Rockingham County split zoning designation **Residential Agricultural and Residential Protected (RP)** to City of Reidsville zoning designation **Residential Agricultural-20 (RA-20)** and as required by North Carolina General Statute 160D makes the following findings:

3. 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 **Growth Management Area 4 – Rural**.
 - E. This parcel is located in the **Growth Management Area 4 – Rural** according to the Reidsville Land Development Plan, and is predominately characterized by residential and agricultural development.
 - F. The Reidsville Land Development Plan prioritizes large lot development and the preservation of undisturbed natural areas in **Growth Management Area 4 – Rural**.
 - G. Uses permitted within the **RA-20** district are compatible with a variety of land uses, including those in the surrounding area.
 - H. The subject property is contiguous to existing Residential Agricultural-20 districts to the east and north.
4. The proposed action is found to be reasonable:
 - D. The subject property is contiguous to existing Residential Agricultural-20 districts.

- E. The uses allowed in the **RA-20** 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 surrounding these properties.
- F. The Land Development Plan supports the expansion of residential development in **Growth Management Area 4**.

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

**ZONING MAP AMENDMENT
DOCKET # Z 2024-05**

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 a parcel encompassing a total area of 3.7 acres located at 788 Rocky Ford Rd., Rockingham County Parcel Number 184340.

WHEREAS, On May 15, 2024, the City of Reidsville Planning Board voted to recommend to the Reidsville City Council that the rezoning request be approved.

STATEMENT OF NEED: The rezoning of the subject property would enable it 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.

/s/ _____
DONALD L. GORHAM, MAYOR, REIDSVILLE, N.C.

/s/ _____
Angela G. Stadler, City Clerk

CONSIDERATION OF A REQUEST TO REZONE A PROPERTY LOCATED ON NC HIGHWAY 14, ROCKINGHAM COUNTY PARCEL #170793, FROM RESIDENTIAL-AGRICULTURAL-20 (RA-20) TO HIGHWAY BUSINESS (HB). (Z 2024-06)

In making the staff report, Planning & Community Development Director Jason Hardin reviewed his May 29th memo and staff analysis, which follows:

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager
FROM: City of Reidsville Planning Staff
DATE: May 29, 2024
RE: Docket No. Z 2024-06

Donald Willard is petitioning to rezone a property located along NC 14 (Rockingham County Tax Parcel #170793), from Residential Agricultural-20 (RA-20) to Highway Business (HB), Docket No. Z 2024-06. The parcel encompasses an area of 36.76 acres. There is no sewer or water service adjacent to this property at present time. The closest Sewer Main is across NC 14 in the ROW of N Willow St. The closest Water Main is to the west in the ROW of NE Market St.

The surrounding land use is predominantly rural-residential. The lots to the north, east, and south are zoned Residential Agricultural-20. To the west, there is a light industrial (I-1) district. RA-20 is a transitional district found mostly along the outskirts of the city intended to transition from the rural county into the urban area. While there is not a directly adjacent HB zoned lot, NC 14 is a commercial corridor primed for development with easy connection to US 29/future I-785. The plan identified two activity centers planned for commercial development along this corridor: US 29/NC 14 Intersection and the intersection of N Scales St. and

NC 14. The Zoning Ordinance defines Highway Business as a district located along major thoroughfares. Given the ordinance's definition of HB along with the location of the subject property along a major corridor, the proposed zoning of HB is reasonable and consistent with the character of the location along a major thoroughfare. Moreover, there is a large HB district just north of this property along NC 14.

This property is located in Growth Management Area 4 – Rural, which encompasses the area to the east, southeast, north, and northwest of the City. While GMA 4 suggests limited development, it does not exclude it entirely. The Land Development Plan notes GMA 4 has existing road network that can easily accommodate growth. Therefore, staff finds the proposed rezoning is consistent with the 2022 Reidsville Land Development Plan. The Planning Staff finds this rezoning is reasonable and in the public interest based on the information presented in the staff report and the attached statements of reasonableness/consistency.

The planning staff recommend the proposed rezoning be approved.

PLANNING BOARD RECOMMENDATION

The Planning Board unanimously recommended the proposed rezoning be approved.

DRAFT MOTIONS TO APPROVE/DENY

Included are suggested motions to either approve or deny the proposed zoning map amendment depending on the position Council wishes to take on the case. (*END OF MEMO & STAFF ANALYSIS*)

As he continued to review his memo, he added that there would need to be some kind of service extension to get utility service to this property. He also noted that staff expects to see a lot of development along this corridor since it is a major thoroughfare. Hardin stressed that while currently undeveloped, this property is located in-between two development centers and should thrive and grow in the next 10-20 years. As he discussed the Growth Management Area 4 – Rural, which somewhat limits commercial growth, he noted that staff may need to bring forth an amendment in the future if they continue to see these Highway Business zonings and large commercial developments since it may be changing more quickly than staff had anticipated. Right now, it is consistent with GMA 4 at this time, he stated.

Councilmember Scoble described this as a “great parcel” with a good location and an unbelievable amount of opportunities available for it.

Mayor Gorham opened the public hearing at 6:19 p.m., asking if anyone would like to speak in favor of the request?

The applicant, Mr. Donnie Willard of 115 Annabrooke Court, Reidsville, came forward. Noting he has been in the City for 17 years, he talked of the need to move and extend his business so that he, along with his daughter and son-in-law, can continue to do what they love to do in Reidsville.

With no one else speaking in favor or against, Mayor Gorham closed the public hearing at 6:20 p.m.

Councilwoman DeJournette read the following prepared motion: “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 Council agenda packet, submitted during the rezoning presentation and as may be amended, incorporated into the motion, to be included in the minutes.” The motion was seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote.

The Consistency & Reasonableness Determination statements follow, along with the corresponding Resolution:

CONSISTENCY & REASONABLENESS DETERMINATION

The Reidsville Planning Board has reviewed **Case Z 2024-06**, rezoning from **Residential Agricultural-20 (RA-20)** to **Highway Business (HB)** and as required by North Carolina General Statute 160D makes the following findings:

5. 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 **Growth Management Area 4 – Rural**.
 - I. This parcel is located in the **Growth Management Area 4 – Rural** according to the Reidsville Land Development Plan, and is characterized by large lot development.
 - J. The Reidsville Land Development Plan identifies an existing road network that can easily accommodate growth in **Growth Management Area 4 – Rural**.
 - K. Uses permitted within the **HB** district are compatible with a variety of land uses including those in the surrounding area.
 - L. The subject property is located along the NC 14 corridor which is a major thoroughfare. NC 14 is directly connected to US 29/future I-785. The area is prime for commercial development.

6. The proposed action is found to be reasonable:
 - G. The subject property is along the same NC 14 corridor as an existing **HB** district.
 - H. The uses allowed in the **HB** 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 surrounding these properties.
 - I. The Land Development Plan supports the expansion of large lot development and identified a major activity center at the intersection of US 29 and NC 14 identified for commercial development in **Growth Management Area 4. (END OF STATEMENT)**

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

ZONING MAP AMENDMENT DOCKET # Z 2024-06

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 a parcel encompassing a total area of 38.76 acres located along NC Highway 14., Rockingham County Parcel Number 170793.

WHEREAS, On May 15, 2024, the City of Reidsville Planning Board voted to recommend to the Reidsville City Council that the rezoning request be approved.

STATEMENT OF NEED: The rezoning of the subject property would enable it 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.

/s/ _____
DONALD L. GORHAM, MAYOR, REIDSVILLE, N.C.

/s/ _____
Angela G. Stadler, City Clerk

CONSIDERATION OF A TEXT AMENDMENT REQUEST TO AMEND ARTICLE VII, SECTION 2, "DEFINITIONS", AND SECTION 12, "SIGNS REQUIRING PERMITS" TO INTRODUCE AWNING SIGN AS A NEW SIGNAGE TYPE. (T 2024-01)

In presenting the report, Planner 1 Drew Bigelow reviewed her following May 28th mcmo regarding a text amendment that staff is requesting:

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager
FROM: Drew Bigelow, City Planner I
DATE: May 28, 2024
RE: Text Amendment T 2024-01

Currently, the Zoning Ordinance does not distinguish between hanging canopy signs and awning surface signs. Staff is requesting amend Article VII, Section 2 "Definitions" and Section 12, "Signs Requiring Permits" of the Zoning Ordinance to introduce and define "Awning Sign" as a new, independent signage type. Awning Signs will be defined in Section 2 as "A sign that is part of an awning face, or other protective canvas, plastic, or metal cover affixed to a building and located over a door, entrance, window, or other outdoor area. Colors, stripes, or patterns on an awning's surface shall not be considered as signage." The design standards for Awning Signs will be laid out in Section 12 "Signs Requiring Permits." The design standards will allow "up to twenty-five (25) percent of the total surface area measured in square feet of the awning face, including the drip flap, to be permitted as signage." Awning Sign projection will be limited to "5 foot within the right-of-way," and "only one Awning Sign is permitted for every ten linear feet of building façade facing a street." Awning Signs will be limited to the Central Business zoning district.

We recognize the need to create this new signage type, as it will help to expand the potential advertising space for businesses in the downtown area. Staff has evaluated requirements for awning sign types in other municipalities around the Triad, and has found our new design standards to be comparatively accommodating. Therefore, staff views this request to be reasonable.

The Planning Staff recommend adoption of the proposed text amendment.

PLANNING BOARD RECOMMENDATION

The Planning Board unanimously recommended the text amendment be approved. (*END OF MEMO*)

Councilmember Scoble, noting that this has always been a concern for her, stated that some awnings in our downtown has been so neglected, dirty, and mildewed, asked if it could be incorporated into this that the awnings have to be maintained? Bigelow said staff is legally constrained when it comes to aesthetics in terms of signage, but staff can look into maintenance standards for awning signage going forward. She can see what other nearby cities, such as Burlington, are doing, she added.

Mayor Gorham opened the public hearing at 6:24 p.m. by asking if anyone wished to speak for or against the text amendment? With no one coming forward, the public hearing was closed at 6:25 p.m.

Mayor Pro Tem Brown then made the motion, seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote, to approve Text Amendment T 2024-01.

The Text Amendment as approved follows:

Amendment T 2024-01

AMENDING THE CITY OF REIDSVILLE ZONING ORDINANCE

AN ORDINANCE AMENDING ARTICLE VII, SECTION 2 AND SECTION 12 OF THE CITY OF REIDSVILLE ZONING ORDINANCE

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

Part I. That Article VII, Section 2: “Definitions” and Section 12: “Signs requiring Permits” of the Zoning Ordinance be amended to read as follows:

Section 2: Definitions

Awning Sign - A sign that is part of an awning face, or other protective canvas, plastic, or metal cover affixed to a building and located over a door, entrance, window, or other outdoor area. Colors, stripes, or patterns on an awning’s surface shall not be considered as signage.

Section 12: Table of Signs Requiring Permits

CB	Wall	No more than 3 per building wall facing a public street	1 sq. ft. per linear ft. of wall	18" (projection)	lighted from behind to illuminate letters or internally	a
	Wall (either side or rear)	1 per building	One-half (1/2) sq. Ft. per linear ft. of wall which sign is to be placed	18" (projection)	lighted from behind to illuminate letters or internally	a
	Freestanding (ground sign)	1 per zoning lot	25 sq. ft.	6 ft.	internal or external	b,c,d, e,f,
	Freestanding (pole sign)	1 per zoning lot	36 sq. ft.	15 ft. with 10 ft. clearance from ground	internal or external	b,c,d, e,f,
	Awning Sign	1 per every 10 linear feet of building façade facing a street	up to twenty-five (25) percent of the total surface area measured in square feet of the awning face, including the drip flap, to be permitted as signage	5 foot within the right-of-way	none	
	Canopy	1 per building front	4 sq. ft.	1 ft. high with 9 ft. clearance from ground	internal	
	Marquee	1 per side	50 sq. ft.	18" (projection)	internal	
	Suspended Sign	1 per building front	8 sq. ft.	5' from building wall	exterior spots lights	r
	Marquee for Theaters, Museums, Auditoriums and facilities providing entertainment	No more than 1 marquee structure	1 sq. ft per linear ft of wall Display area maybe in 1 sign or divided into 3 signs.	See Note (s)	internal or external	s

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

ADOPTED this the _____ day of _____, 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

CONSIDERATION OF A PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2024-2025 FOR THE ABC BOARD.

W. Clark Turner, ABC Board Chairman, came forward to present the proposed FY2024-25 budget for the ABC Board. He gave highlights from the budget message. *(A COPY OF THE ABC BOARD BUDGET MESSAGE IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)* He also invited Council members to visit the store and get some of the elixir offered there.

After reviewing the numbers, Mr. Turner received some questions from Council. Councilwoman DeJournette asked about plans for the second store. He replied that they didn't know yet, but it would depend on the development of property in that area. He said the second store was not proven to be profitable with low purchases out there. While they had to close the store, they still own it and are planning someday to possibly reopen, he continued. Councilman Martin asked if that is what the \$1,281,000 loan is for? Mr. Turner agreed, saying that is part of it. Councilman Martin said he was assuming there is an annual \$95,000 payment on the loan, to which Mr. Turner agreed. The Councilman asked when the loan is due? Mr. Turner said he believes the loan will expire in two more years.

Mayor Gorham opened the public hearing at 6:29 p.m. With no one speaking for or against, the public hearing was closed at 6:30 p.m.

No action was taken by Council since the governing board just provides a public forum for the ABC Board to present its budget.

CONSIDERATION OF A PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2024-2025 FOR THE CITY OF REIDSVILLE.

In presenting the proposed operating budget for FY2024-2025, City Manager Summer Woodard reviewed the following highlights:

- The objective of this proposed budget is to ensure the needs of all our citizens are met in a cost-effective manner. The proposed Citywide budget is \$39,781,750 versus the FY 2023-2024 amount of \$33,398,450.
- This is an increase of \$6,383,300, which is related to increased personnel costs and increases in departmental operations, due mainly to inflation, along with capital needs.
- After accounting for payments and transfers between funds, the true total proposed budget for Fiscal Year 2024-2025 is \$33,856,750.
- This budget proposed a four (4%) Cost of Living Adjustment and up to a three (3%) Merit increase based on annual employee evaluations. Total cost is \$710,000.
- The police pay plan and compression study is included in the proposed budget. The total cost is \$310,000.
- This budget includes one floating holiday for all full-time employees.
- Two new positions are budgeted in Community Development: One (1) Customer Service position for the customer service window and one (1) building inspector position. These two positions are desperately needed as 1,210 new residential homes are projected to be built in the next two years.
- The City is insured through the Municipal Trust of NC League of Municipalities for our health insurance. The increase for the City came in at nine (9%). This proposed budget has absorbed this increase allowing employees to continue coverage at no cost. Rates to electively cover spouses and or dependents did increase nine (9%) for employees.
- The nine (9%) resulted in a \$1,000 increase in cost per employee and eligible retirees, bringing the annual costs per participation to \$13,000. This increase represents a \$216,500 increase for the proposed 2024-2025 budget.
- Capital Outlay requests for the General Fund totaled \$1,308,036.
- Capital Outlay was cut by \$975,236,00. Carryover funding is recommended this fall to fund the General Fund capital outlay that was cut in the proposed budget.
- Three (3) patrol cars and one (1) single-axle dump truck are proposed to be funded in the proposed FY2024-2025 budget. The three patrol cars total \$166,800 and the one dump truck totals \$166,000. This is a total of \$332,800 in proposed General Fund capital outlay requests.
- The City of Reidsville's current total property value is estimated at \$1,235,636,595. The City's current property tax rate is \$0.7390 cents per one hundred dollars of valuation. The City's current assessed valuation produces \$122,130 per one cent.
- The proposed FY2024-2025 budget recommends a tax rate decrease from \$0.739 to \$0.660. This is the lowest tax rate in twenty-four (24) years.
- NC counties must conduct a countywide revaluation of all real property within the county at least every eight (8) years. Rockingham County has completed the countywide evaluation for 2024. The last countywide revaluation occurred in 2020. NC G.S. 159-11 (e) requires each taxing unit to publish a revenue neutral property tax rate as part of its budget for the fiscal year following revaluation of real property.
- Even at a revenue neutral rate, some property owners will pay more in taxes.
- The City of Reidsville's revenue neutral rate with a 0.80% growth rate would be \$0.5713 cents per one hundred dollars of valuation.
- Using the new tax base of \$1,611,247,542, one cent would generate \$159,255.

- This budget proposes a \$0.660 cent tax rate. Again, this would be a tax rate decrease from our current tax rate of \$0.739.
- General Fund is cut to the bare bone. If Council wishes to decrease the tax rate any more, please direct me where to cut it from, the City Manager continued. The only cuts left to make are:
 - Health Insurance & Retirement Increases, COLA, Merit, Police Pay Plan, three Police Cars or the one single-axle dump truck.
- The last utility rate increase for the City of Reidsville was in 2020.
- This proposed budget includes a thirty-five (35%) water and sewer rate increase. This rate increase is absolutely necessary in order to ensure safe and clean drinking water.
- If Council does not wish to increase utility rates, please direct me where to cut make additional cuts, the City Manager said, in either operating expenses, personnel or capital outlay equipment and projects.
- This proposed budget is balanced as required by law and continues to provide existing services while meeting the governing board's priorities and polices.

City Manager Woodard concluded by thanking Council for the opportunity to present this budget.

Councilmember Scoble said, on behalf of City Council, they would like to thank City Manager Woodard, all of the department heads and your staff as she noted this was a difficult job. She said the Council knows this was hard because there were a lot of things that had to be taken into consideration, both good and bad. Councilmember Scoble said they didn't want to raise water bills, but they knew what they had to do in order to maintain the standards that our citizens expect. Thank you so much, it was difficult and we appreciate you, the Councilmember said to City Manager Woodard who thanked her in return.

Mayor Gorham said many cities and counties have suffered because they lacked in doing what needs to be done each year to enhance things. He said he was glad we are progressive and moving towards serving our citizens the best that we possibly can.

Mayor Gorham opened the public hearing at 6:37 p.m. He asked if anyone wanted to speak for or against the proposed budget? With no one coming forward, the public hearing was closed at 6:38 p.m.

Councilman Hairston made the motion, seconded by Councilwoman DeJournette and unanimously approved by Council in a 7-0 vote, to approve the Fiscal Year 2024-2025 budget.

- End of Public Hearings -

BUDGET-RELATED:

CONSIDERATION OF POLICE PAY PLAN STUDY.

Mr. Matt Reece, a consultant with the Piedmont Triad Regional Council, came forward to present the Police Pay Plan Study. *(A COPY OF HIS POWERPOINT PRESENTATION IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)*

The consultant reviewed the At-A-Glance Summary, which noted that the proposed cost of \$193,024 is spent using the 1.25% per grade or adjustment for minimum implementation of the plan. Reidsville currently is at 89% of the current minimum to market entry of benchmark classes while it is proposed to get Reidsville to 100% at the entry level. In order to achieve this, the pay plan proposes a 2-grade adjustment from Police Officer 1 to Police Lieutenant and a 1-grade adjustment for Police Captain and Police Major. The plan, which also addresses compression issues, recommends spending nearly \$61,000 by using a factor per month of service, which includes 10 all and additional 5 for sergeants through major added to the base salary cost. All of these changes will cost the City \$253,706, Mr. Reece explained.

Mr. Reece continued to review the slides, including a List of Classes arranged by Grade, which covered all positions within the City, mainly for transparency. He also discussed via slide how PTRC analyzes jobs within the City. He delved into current labor supply and demand within the Piedmont Triad area as well, which showed that there are fewer job seekers for each job opening. Right now there are about three job seekers for each job opening, the consultant explained. He said in the last six months, the market has been cooling off.

Several slides dealt with positions within the Police Department, including Police Officer 1, Police Sergeant, Police Lieutenant and Police Captain and the change in pay grades and starting pay. Each slide showed where Reidsville currently is, the average starting pay for each position and how the City compares to other cities and counties within the area.

Mr. Reece stressed throughout the presentation that a pay and study plan looks at positions, not an individual's work performance.

Councilmember Scoble commented that we have gotten into this position in the workplace due partially to the retirement of the baby boomer generation.

City Manager Woodard stressed at the end of the presentation that these numbers did not include the proposed COLA or merit pay increases. She also asked Mr. Reece to tell the cost of this study? Mr. Reece explained that the City pays \$5,600 annually, which he said was a pretty good price compared to others. He thanked the Council for allowing PTRC to be a part of it.

CONSIDERATION OF THE ADOPTION OF BUDGET ORDINANCE FOR FISCAL YEAR 2024-2025 AND THE RESOLUTION OF UNDERSTANDINGS ACCOMPANYING THE BUDGET ADOPTION.

City Manager Woodard noted the need for the Council to approve the Budget Ordinance and the Resolution of Understandings as part of the budgetary process.

Councilmember Scoble made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to approve the Budget Ordinance.

The Budget Ordinance as approved follows:

AN ORDINANCE ESTABLISHING REVENUES

**AND AUTHORIZING EXPENDITURES
FOR FISCAL YEAR 2024-2025
FOR THE CITY OF REIDSVILLE**

WHEREAS, the City Council of the City of Reidsville has prepared an operating budget for the City of Reidsville in compliance with Article 3, Chapter 159-7 of the General Statutes of the State of North Carolina, otherwise titled the Local Government Budget and Fiscal Control Act; and

WHEREAS, after a public hearing on said budget at 6:00 p.m. on June 11, 2024, and after receiving public comment, it is now the desire of the Mayor and City Council to adopt said budget;

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

Section 1. The following revenues are hereby established for the operation of the City of Reidsville and its activities for Fiscal Year 2024-2025:

General Fund Revenues

Property Tax	\$10,749,300
MSD Property Tax	38,000
Sales Tax	5,356,500
Other Tax	125,000
Permits & Fees	123,000
Unrestricted Intergovernmental	1,734,850
Restricted Intergovernmental	846,000
Miscellaneous	59,900
Grants and Donations	90,000
Investment Earnings	425,000
Service Fees	568,750
Payment and Transfers	2,100,000
Proceeds of Debt	0
Fund Balance	<u>0</u>
Sub-total	\$22,246,300

Recreation Fund Revenues

Service Fees	\$259,100
Grants and Donations	45,000
Rent (Utility Reimbursements)	73,000
Payments and Transfers	<u>1,709,950</u>
Sub-total	\$2,087,050

Reidsville Downtown Corporation Revenues

Fundraisers/Rent	<u>\$23,450</u>
Sub-total	\$23,450

Combine Enterprise Fund

Service Fees - Water	\$6,333,950
Service Fees - Sewer	6,608,150
Investment Earnings	365,000
Payment and Transfers	<u>588,150</u>

Sub-total \$13,895,250

Police Separation Fund

Payments and Transfers	\$130,700
Fund Balance	<u>2,800</u>

Sub-total \$133,500

Internal Service (Garage) Fund Revenues

Service Fees (Internal)	<u>\$757,700</u>
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Sub-total \$757,700

Insurance Reserve Fund

Service Fees (Internal)	<u>\$638,500</u>
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Sub-total \$638,500

Less Interfund Transfers (\$5,925,000)

Total \$33,856,750

Section 2.

The following expenditure totals are hereby authorized for the City of Reidsville and its activities for Fiscal Year 2023-2024:

General Fund Expenses

Governing Board	\$223,850
Administration	495,200
Personnel	319,650
Public Works Administration	341,800
Community Appearance	14,400
Finance	1,064,450
Information Technology	566,950
Public Buildings & Grounds	321,300
Police Department:	
Police Administration	1,752,200
Police Detective Division	1,449,250
Police Patrol Division	3,139,300
Police Community Policing Division	<u>873,900</u>
Combined Police Department	7,214,650
Fire	2,907,250
Code Enforcement	532,450
Street	2,907,250
Solid Waste Management	1,912,400

Cemetery	146,100
Planning	411,750
Economic Development	651,500
Community Affairs	1,798,950
Marketing	126,500
Main Street	174,750
Penn House	213,200
Engineering Services	<u>287,000</u>

Sub-total \$22,246,300

Recreation Fund Expenses

Administration	\$260,850
Facilities	399,750
Teen Center	101,150
Athletics & Other Programs	392,050
Senior Citizens' Center	479,300
Lake Reidsville	440,000
Lake Hunt	<u>13,950</u>

Sub-total \$2,087,050

Reidsville Downtown Corporation Fund Expenses \$23,450

Combined Enterprise Fund

Water Administration	\$1,618,200
Meter Reading	484,750
Water Plant	3,099,200
Water Distribution System	1,386,300
Park Ranger	105,450
Sewer Administration	1,644,950
Waste Water Treatment Plant	3,383,200
Sewer Collection System	1,351,800
Plants Maintenance	<u>821,400</u>

Sub-total \$13,895,250

Police Separation Fund \$133,500

Internal Service (Garage) Fund \$757,700

Insurance Reserve Fund \$638,500

Less Interfund Transfers (\$5,925,000)

Total \$33,856,750

Section 3.

There is hereby levied a tax at the rate of \$.66 per one hundred dollar (\$100) valuation of property as listed as of January 1, 2024 for the purpose of raising the revenue listed as "Property Tax" in

the General Fund revenues of this ordinance. This rate is based on an estimated total valuation of property for the purpose of taxation of \$1,611,247,542 and an estimated collection rate of 98.84%.

Section 4. There is hereby levied a special tax on the property in the downtown tax district of \$.25 per one hundred dollar (\$100) valuation for the purposes of revenue listed as “MSD Property Taxes” in the General Fund revenues of this ordinance.

Section 5. The water rates charged have increased by 65% from the current fiscal year (to complete an overall increase of 35% when combined with the sewer rates).

Section 6. The sewer rates charged have increased by 25% from the current fiscal year (to complete an overall increase of 35% when combined with the water rates).

Section 7. The monthly residential Landfill Rate is increasing by 5% from \$6.64 to \$6.98.

Section 8. There are other small fee increases, due to increased costs, reflected in the rate schedule for the City.

Section 9. The City Manager, as chief administrative officer and as budget officer, shall be authorized to carry out the activities as approved in this adopted annual budget in accordance with all applicable state and local laws, ordinances and regulations.

Adopted this the 11th day of June, 2024.

/s/ _____
Donald L. Gorham
Mayor

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

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

The Resolution of Understandings as approved follows:

RESOLUTION OF UNDERSTANDINGS ACCOMPANYING THE BUDGET ADOPTION FOR FISCAL YEAR 2024-2025

WHEREAS, the City Council of the City of Reidsville has adopted an annual operating budget for Fiscal Year 2024-2025, which raises revenues and authorizes expenditures for the operation of the City; and,

WHEREAS, during deliberations on said budget, certain understandings were reached concerning the operation of the City, and it is the intention of the Mayor and City Council to outline those understandings;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Reidsville that the following understandings are hereby defined:

Unfunded Needs – It is recognized that this budget, while responsible and appropriate, may not be adequate to fund all the needs of the fiscal year. Several variables could result in the need to request the use of fund balance during the year. Any large, unexpected maintenance and repair issues would likewise cause the need to use fund balance or reserves in the utility funds.

City Employment – City employment is established at a level of 200 full-time positions.

Employee Benefits -- Benefits currently existing for full-time employees and retirees will remain unchanged. Group health and dental insurance has been secured through the Municipal Insurance Trust administered by the NC League of Municipalities. Premiums will increase by 9% for both employees/retirees and dependents.

Cost of Living Adjustment – The City’s budget for 2024-2025 will provide a 4% per employee increase in full-time employee salaries. Performance appraisals will be tied to performance pay. A 3% Merit is included in this budget for performance pay. This budget also includes one (1) floating holiday for all full-time employees.

Pay and Classification Study – The pay plan study for the Police Department was done last year, has been implemented and incorporated into the 2024-2025 fiscal year budget. The second year of the study will be completed to assess the pay and compression of the “Public Works” employees.

Fee Schedule -- There are proposed changes to the fee schedule presented with the budget.

Capital – The 2024-2025 budget does include capital purchases; expenditure budgetary savings in the 2023-2024 fiscal year will also be used to make some capital purchases.

Debt Service/Lease Purchase – There are no new debt issuances included in the 2024-2025 budget.

This the 11th day of June, 2024.

/s/ _____
Donald L. Gorham, Mayor

ATTEST:

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

CONSIDERATION OF CLEANUP BUDGET ORDINANCE AMENDMENT FOR FISCAL YEAR 2023-2024.

In presenting this item, City Manager Summer Woodard reviewed the following memo from Assistant City Manager of Administration/Finance Director Chris Phillips:

MEMORANDUM – YEAR END BUDGET ADJUSTMENTS

To: Summer Woodard, City Manager
From: Chris Phillips, Assistant City Manager/Finance Director
Date: June 3, 2024

Near the end of each fiscal year, a clean-up amendment is prepared to pick up smaller budgetary items that have occurred during the year. These items are collected for one adjustment rather than going to City Council time and again for smaller amounts. While some the items seem insignificant, the related departments depend on being able to use the funds for the purpose given. In addition, some budgeted line items may have exceeded budget, and those funds are being utilized for current needs.

Attached is a listing of items totaling \$440,991 for amounts that have been collected this year that need to be recognized. The corresponding expense accounts are also shown for each item. None of the items above require the use of fund balance.

In addition, GASB Statement No. 96, *Subscription Based Information Technology Arrangements*, changed the accounting for multi-year software subscriptions. The full amount of the payments to be made should be recorded as lease proceeds and capital outlay in the year the contract begins; then when the payments are made, they will reduce the related debt that has been recorded. It does not change the dollar amount of the transactions over the course of the contract. The City began using Office 365 in the current fiscal year under a three-year subscription with annual payments of \$50,634.25. Therefore, the budget needs to be adjusted to record capital outlay of \$151,902.75 and the related debt proceeds as a revenue.

Thank you for your attention to these items. City Council approval of the attached Budget Ordinance Amendment will complete the work needed for this process. (END OF MEMO)

With no questions from Council, Councilman Hairston made the motion, seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote, to approve the Budget Ordinance Amendment.

The cleanup budget amendment follows:

BUDGET ORDINANCE AMENDMENT NO. 19

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 recognize revenue items received during the year and appropriate related expenditures;

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 10-3260-3001, PEG Channel Funds, be increased by \$25,806.00; that revenue account number 10-3834-8600, HRC Sponsors, be increased by \$1,975.00; that revenue account number 10-3412-0000, Recycling, be increased by \$9,506.00; that revenue account number 10-3431-9005, Public Safety IT Grant, be increased by \$100,000.00; that revenue account number 10-3413-1000, Federal Seizure Funds, be increased by \$18,772.00; that revenue account number 10-3413-2000, Unauthorized Substance Tax, be increased by \$12,231.00; that revenue account number 10-3413-3000, Court Awarded Funds, be increased by \$965.00; that revenue account number 10-3411-0000, RPD Contributions, be increased by \$3,000.00; that revenue account number 10-3837-2000, ABC Educational Funds, be increased by \$1,500.00; that revenue account number 10-3431-8000, DOJ OT Grant, be increased by \$1,250.00; that revenue account number 10-3431-7000, RPD Recycling Proceeds, be increased by \$1,350.00; that revenue account number 10-3839-0000, Misc Revenue -- Ins Proceeds, be increased by \$51,600.00; that revenue account number 10-3434-200, Fire Can Recycling, be increased by \$882.00; that revenue account number 10-3434-4000, Fire Donations, be increased by \$7,283.00; that revenue account number 10-3434-4000, RFD Grant, be increased by \$5,539.00; that revenue account number 10-3235-0000, Occupancy Tax, be increased by \$50,000.00; that revenue account number 10-3490-0000, TDA Grant, be

increased by \$50,000.00; that revenue account number 10-3834-8525, Market Square/Farmers Market, be increased by \$5,000.00; that revenue account number 11-3613-6600, Duck Blinds, be increased by \$6,328.00; that revenue account number 11-3610-3503, RCARE Senior Trips, be increased by \$6,604.00; that revenue account number 11-3612-0000, RCARE Grant, be increased by \$1,000.00; that revenue account number 11-3612-1000, RCARE General Purpose Grant, be increased by \$17,200.00; that revenue account number 11-3612-4000, RCARE Tech Grant, be increased by \$18,400.00; that revenue account number 11-3431-8003, SHIP Funds, be increased by \$10,100.00; that revenue account number 61-3712-1000, Water Taps, be increased by \$20,000.00; that revenue account number 10-3835-8200, Sale of Fixed Assets, be increased by \$14,700.00; that revenue account number 10-3915-4000, Lease Proceeds (software subscription), be increased by \$151,903;

Section 2. That expense account number 10-4930-2205, PEG Expenses, be increased by \$25,806.00; that expense account number 10-4930-6997, HRC, be increased by \$1,975.00; that expense account number 10-4123-2600, PW Supplies, be increased by \$9,506.00; that expense account number 10-4210-5500, IT Capital Equipment, be increased by \$100,000.00; that expense account number 10-4310-2606, PD Admin Supplies, be increased by \$31,968.00; that expense account number 10-4314-2600, COP Supplies, be increased by \$3,000.00; that expense account number 10-4310-2607, ABC Supplies, be increased by \$1,500.00; that expense account number 10-4310-5501, Firearms, be increased by \$1,350.00; that expense account number 10-4311-1202, PD Det Overtime, be increased by \$1,250.00; that expense account number 10-4311-3520, M&R Equipment, be increased by \$3,550.00; that expense account number 10-4310-3520, M&R Equipment, be increased by \$6,000.00; that expense account number 10-4312-3520, M&R Equipment, be increased by \$12,900.00; that expense account number 10-4312-5500, PD Capital Equip, be increased by \$29,150.00; that expense account number 10-4340-2605, RFD Supplies, be increased by \$882.00; that expense account number 10-4340-5500, RFD Capital Equipment, be increased by \$12,822.00; that expense account number 10-4920-3600, Transfer to TDA, be increased by \$50,000.00; that expense account number 10-4940-3500, Marketing/Events, be increased by \$50,000.00; that expense account number 10-4940-3501, Farmers Market, be increased by \$5,000.00; that expense account number 10-4120-9910, Admin Contingency, be increased by \$14,700.00; that expense account number 11-6124-2610, Senior Programs, be increased by \$6,604.00; that expense account number 11-6124-1260, RCARE PT Salaries, be increased by \$17,200.00; that expense account number 11-6124-2611, RCARE Supplies, be increased by \$19,400.00; that expense account number 11-6124-3800, SHIP Expenses, be increased by \$10,100.00; that expense account number 11-6130-3530, Duck Blinds, be increased by \$6,328.00; that expense account number 61-7114-3540, Purchase of Large Meters, be increased by \$20,000.00; that expense account number 10-4210-5509, IT Equipment (software subscription), be increased by \$151,902.75;

This the 11th day of June, 2024.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

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

CONSIDERATION OF EXTENSION OF WATER SALES AGREEMENT WITH THE CITY OF GREENSBORO.

In making the staff report, City Manager Summer Woodard reviewed her following memo:

Date: June 3, 2024
To: Mayor Donald Gorham
City Council Members
From: Summer Woodard, City Manager
Subject: Interlocal Municipal Agreement with the City of Greensboro

The City of Reidsville and the City of Greensboro jointly announced a water supply agreement on April 1, 1999. On, May 26, 1999, both municipalities officially signed the agreement. The current agreement is set to expire on June 30, 2024. The agreement is up for review and renewal every five (5) years.

City of Reidsville staff and our City Attorney have reviewed the agreement along with the City of Greensboro staff and their City Attorney. Please find attached the proposed interlocal agreement between the City of Reidsville and the City of Greensboro.

City Staff recommends approving the agreement as presented. If Council agrees with Staff’s recommendation, the appropriate motion would be to approve the interlocal water agreement between the City of Reidsville and the City of Greensboro as presented. *(END OF MEMO)*

With no questions from Council, Mayor Pro Tem Brown made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to approve the water sales agreement.

The approved agreement with the City of Greensboro follows:

NORTH CAROLINA)
) **INTERLOCAL MUNICIPAL AGREEMENT**
ROCKINGHAM COUNTY) **(AMENDED)**

THIS INTERLOCAL MUNICIPAL AGREEMENT (AMENDED) is made and entered into as of the day of _____, 2024, by and between the City of Reidsville, a North Carolina Municipal Corporation, hereinafter sometimes referred to as “Reidsville”, party of the first part, and the City of Greensboro, a North Carolina Municipal Corporation, hereinafter sometimes referred to as “Greensboro”, party of the second part;

WITNESSETH:

WHEREAS, the City of Reidsville and the City of Greensboro entered into an Agreement dated May 26, 1999 that established the terms and conditions for an upgrade to the Reidsville Water Treatment, the construction of a water transmission line connecting Reidsville to Greensboro, and the terms and conditions for the sale of treated water to Greensboro by Reidsville; and

WHEREAS, the initial term of the Interlocal Water Agreement referenced hereinabove was ten years and the agreement included an option for Greensboro to renew for two additional 10-year periods; and

WHEREAS, the parties entered into a renewed mutual agreement on July 1, 2014 with an expiration of June 30, 2019; and

WHEREAS, the parties desired to continue the Agreement subject to certain modifications necessary in 2016 due to changed circumstances since 1999 with an expiration of June 30, 2024; and

WHEREAS, the City of Greensboro desires to continue to purchase an additional supply of treated water from the City of Reidsville under the terms and conditions contained in this Agreement; and, the City of Reidsville is willing to continue to provide an additional supply of treated water to the City of Greensboro under the terms and conditions contained in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements made by and between the parties hereto, the City of Reidsville and the City of Greensboro agree as follows:

A. TERM

The term of this Agreement shall be five (5) years, commencing July 1, 2024 and expiring June 30, 2029.

B. OPERATIONS

1. The maintenance and operation of the Reidsville Water Treatment Facility, together with all initial pumping devices located at such facility necessary to provide a flow of treated water to Greensboro commensurate with the terms of this Agreement, shall be the sole responsibility of Reidsville. Through coordination with Greensboro, Reidsville shall run the 5 MGD pump twice a month for preventative maintenance purposes.

2. (a) The operation of the Transmission Main in an effort to provide Greensboro with a treated water flow, under the terms of this Agreement shall necessarily be a joint responsibility of the parties. The primary responsibility for the operation of necessary valves in Rockingham County shall be that of Reidsville while the primary responsibility for the operation of necessary valves in Guilford County shall be that of Greensboro. Likewise, maintenance and repair of the Transmission Main, itself, shall be the responsibility of the owner of each respective section (i.e. Reidsville in Rockingham County and Greensboro in Guilford County).

(b) Reidsville agrees to retain the treatment capacity to be able to provide Greensboro a minimum of an annual average of one (1) million gallons per day during the term of this Agreement.

(c) Further, it is the intent of the parties that Reidsville be able to provide treated water to all of its current customers as well as for future growth of the community, but is, and shall be, willing to sell to Greensboro all of that water it has available and can be reasonably treated, over and above that which Reidsville needs for its present water customers coupled with future reasonable residential and industrial growth. To such end, Reidsville agrees to sell, and Greensboro agrees to purchase, a minimum of an annual average daily volume of 1,000,000 gallons per day during the term of this Agreement with an option to purchase additional treated water up to the maximum treated water available which is not required by Reidsville.

3. The City of Reidsville may desire in the future to utilize the aforementioned Transmission Main in providing water to potential customers inside or outside the Corporate Limits of Reidsville but within Rockingham County. Greensboro hereby grants its permission to Reidsville to use said line, in Reidsville's sole discretion, for transmission of water to other customers or potential customers within Rockingham County provided:

- (a) Reidsville, at its sole expense, provides for such additional metering device acceptable to Greensboro, and placed at a point acceptable to Greensboro, which will accurately measure the difference in treated water flow from the Reidsville Water Treatment Facility and that flow as it crosses the Rockingham/Guilford County line. The City of Reidsville agrees to calibrate the meter annually. Greensboro shall not unreasonably withhold its approval to either a metering device or point of placement.
- (b) Reidsville agrees to allow Greensboro to connect to its Water Treatment Plant's control panel to monitor the water flow data for the City of Greensboro. This connection at all times must not have access to the City of Reidsville's local controls network. If the City of Greensboro needs to service their equipment at the City of Reidsville Plant, a two (2) business day notice is requested.
- (c) Reidsville shall assure delivery of treated water to Greensboro upon the terms of this Agreement without diminished flow except in the case of emergencies as hereinafter provided.
- (d) Greensboro shall be allowed to use the Transmission Line to provide water to customers or potential customers in Guilford County as needed.

4. Reidsville shall be responsible for the finished treated water leaving its Water Treatment Facility meeting the North Carolina Safe Drinking Water Act standards and any amendments thereto. Greensboro shall be responsible for any and all other treatment of water it deems necessary or desirable.

5. The parties acknowledge that water is a natural resource, the supply of which is subject to acts of both God and man. The parties further recognize that Lake Reidsville is the main water supply for the citizens of Reidsville. The parties further recognize that while each enters this Agreement in good faith, and in expectation that no event of either God or man will interfere with the desires and intentions of the parties, such can occur. Greensboro acknowledges that, in the case of drought or severe pollution, Reidsville may not be capable of providing water commensurate with the terms of this Agreement. To such end, Greensboro agrees that in any event of severe pollution or drought, the parties shall cooperate to make joint decision(s) as to transmission or non-transmission of water commensurate with the health, safety, and welfare of their respective citizens and water customers. Both parties agree that Reidsville's obligation to sell and Greensboro's obligation to purchase as herein set forth shall cease if water levels of Lake Reidsville should fall to a point five (5) feet below the spillway at Lake Reidsville or the City of Reidsville activates its Water Shortage Response Plan, unless otherwise agreed to by both parties.

C. COMPENSATION

1. Reidsville shall bill on a monthly basis, and Greensboro shall remit within ten (10) days of such billing, for all treated water volume transmitted to Greensboro during the preceding month at an initial cost of \$2.82 per 1,000 gallons. Should, on each annual September anniversary date of the original Contract, the City of Greensboro not have requested and received the minimum level of water volume required by

this Agreement, Reidsville shall issue, and Greensboro shall pay within ten (10) days, the difference between that sum as has been paid by Greensboro over the preceding twelve (12) month period and the projected cost of the minimum level amount agreed to herein.

2. Notwithstanding Paragraph 1 above, should Reidsville be unable to provide the minimum level amount specified within this Agreement on account of any act of God or man, Greensboro shall be required to pay for only the actual water volume transmitted.

3. (a) The cost of \$2.82 per 1,000 gallons as set forth in Paragraph C.1 above shall remain in full force and effect without increase during the term of this Agreement except that

(b) In addition to the foregoing, Reidsville shall be entitled to an immediate and automatic increase in the treated water cost to Greensboro equal to the amount of any additional cost of treatment of water due to any future imposition of any federal or state regulations or any fee, surcharge, duty, tax, or other charges of any nature (effective after the date of this Agreement) imposed by the federal government, any agency thereof, the State of North Carolina, or any agency thereof, which is payable solely by reason of the nature of the water treatment operations conducted by Reidsville, and any sales or service taxes of general application to the operation of water treatment which might later be imposed. Such additional cost of treatment of water, fee, surcharge, duty, tax or other charge shall immediately be passed through to Greensboro in monthly billings. No such charge shall be due on account of any governmental action occurring prior to the effective date of this Agreement. The parties agree to negotiate in good faith regarding the cost adjustment necessary to compensate for the additional chemical and other operational costs.

4. Both parties recognize that at times Reidsville receives water from Greensboro via the same water connection. In the event that Reidsville shall receive water from Greensboro, both parties agree to the following:

(a) That Greensboro and Reidsville mutually agree that Reidsville shall install a meter in the vicinity of the new pump system at the Reidsville Water Treatment Plant to measure the water flow from Greensboro to Reidsville, such meter to be paid for by Reidsville and operated as outlined in Section B: Operations, above.

(b) In the event that Reidsville shall elect to draw water from Greensboro and Greensboro shall supply such water, Reidsville shall pay for the water at the lowest outside-the-City residential tier rate; however, upon notification in writing in advance of a request for water, Reidsville may request the outside-the-city non-residential rate. Only one rate may be applied per billing cycle. Reidsville shall be billed for the amount via Greensboro's standard water billing process.

(c) In the event that Reidsville shall elect to draw water from Greensboro for a mutually beneficial reason, such as when a flow from Greensboro to Reidsville would be required to flush the line because Reidsville caused the water not to flow to a period of time, Reidsville shall pay the rate set for the sale of water to Greensboro and shall pay through the issue of a credit to Greensboro for that flow amount on the Reidsville monthly bill.

(d) In the event that Greensboro stops the water flow and the lines require flushing afterwards, then Reidsville shall incur no costs because Greensboro

will flush the metered water into the creek and such water will not be used by Reidsville.

- (e) It is agreed that no water transfer from Greensboro to Reidsville shall take place without the knowledge and approval of the other City. Each City shall designate individuals to be contacted to authorize such approval and to enact an operational plan for each Greensboro-to-Reidsville flow event.

5. The cost of \$2.82 per 1,000 gallons, as set forth in Paragraph C.1 above shall be amended to reflect a cost of production increase by adding to it the product of the percentage change in the applicable price indexes (defined below) for the preceding 12-month period multiplied by the base rate for the prior year.

The price indexes used shall be a composite index with 60% made up of the Employment Cost Index (ECI) and the remaining 40% made up of the Producer Price Index (PPI) for the related chemicals used in the treatment process. In the event the U.S. Department of Labor, Bureau of Labor Statistics ceases to publish the aforementioned indexes, the parties hereto agree to substitute another equally authoritative measure of change in the purchasing power of the U.S. dollar as may be then available so as to carry out the intent of this provision.

D. INDEMNIFICATION

To the extent permitted under the laws of North Carolina the parties agree to the following indemnification. The City of Greensboro will indemnify and hold harmless the City of Reidsville, its employees, agents, and officers from and against any and all losses, claims, suits, damages or expenses, including, but not limited to reasonable attorneys' fees, arising out of or in any manner due to the negligence of the agents, employees or officers of the City of Greensboro. The City of Reidsville will indemnify and save harmless the City of Greensboro, its employees, agents, and officers from and against any and all losses, claims, suits, damages or expenses, including but not limited to reasonable attorneys' fees, arising out of or in any manner due to the negligence of the agents, employees, or officers of the City of Reidsville.

E. GENERAL PROVISIONS

1. Modification of this Agreement shall be in writing, signed, duly executed by the parties hereto, and kept on file with the original agreement.

2. Any offer, notice, election, or other communication, which any party hereto may be required or desire to give to any other party, shall be in writing and shall be considered delivered when deposited in the United States mail, certified with postage prepaid, addressed to the last known address of the parties as shown below:

To: Summer Woodard, City Manager
230 West Morehead Street
Reidsville, NC 27320

copy to: William F. McLeod, Jr., City Attorney
408 West Harrison St., P. O. Box 539
Reidsville, NC 27320

To: Christian Wilson, Deputy City Manager
P. O. Box 3136
Greensboro, NC 27402-3136

copy to: Tony Baker, Deputy City Attorney
P. O. Box 3136
Greensboro, NC 27402-3136

3. The parties agree that the terms and provisions of this Agreement shall be construed in accordance with the laws of the State of North Carolina.

4. This Agreement contains the entire agreement between the parties. There is merged herein all prior and collateral representations, promises, and conditions in connection with the subject matter hereof. Any representation, promise or condition not incorporated herein shall not be binding upon either party.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed effective the day and year first above written.

CITY OF GREENSBORO

By: _____
City Clerk

By: _____
Deputy City Manager

Recommended:

By: _____
Water Resources Director

Approved as to Form:

(This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.)

By: _____
Deputy City Attorney

By: _____
Deputy Finance Officer

CITY OF REIDSVILLE

By: _____
City Clerk

By: _____
City Manager

Approved as to Form:

(This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.)

By: _____
City Attorney

By: _____
Assistant City Manager/Finance Officer

(END OF AGREEMENT BUT THE NOTARY PAGES WERE NOT INCLUDED IN THESE MINUTES.)

AWARDING OF BIDS:

CONSIDERATION OF CDBG-NR BID AWARD FOR 706 LINDSEY STREET, REIDSVILLE.

In making the staff report, Planning & Community Development Director Jason Hardin reviewed his June 3rd memo, which follows:

M E M O R A N D U M

TO: The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Director of Planning & Community Development
DATE: June 3, 2024
RE: CDBG-NR Housing Rehabilitation Bid Award - 706 Lindsey St.

I have attached the proposed bid award package to rehabilitate a fourth home as a part of our CDBG-NR Housing Rehabilitation Project. Enclosed is the bid tabulation sheet along with the contract award and liability insurance certificate for the contractor.

- 706 Lindsey St. – BrookdeINC Environmental (\$131,050) - Low Bidder

NC Department of Commerce has approved substantial rehab for this house as all bids received exceeded the \$72,000 HUD limit. No budget adjustment is necessary to award the bid as funds are already present. Staff recommends the proposed bid be awarded to the respective contractor and asks for council approval on this item. *(END OF MEMO)*

With no questions from Council, Councilwoman DeJournette made the motion “so moved”, seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote, to approve the BrookdeINC Environmental bid for 706 Lindsey Street.

PUBLIC COMMENTS.

No one came forward to speak.

BOARDS & COMMISSIONS:

JUNE APPOINTMENT.

City Manager Woodard distributed the ballots to City Council for the lone board and commission appointment.

CITY MANAGER’S REPORT:

MONTH OF JUNE.

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

Date: June 3, 2024
To: Mayor Donald Gorham
City Council Members
From: Summer Woodard, City Manager
Subject: City Manager’s Monthly Report

Personnel:

- We will recognize our Employee of the Year at our July, 9, 2024 City Council meeting during my Manager's Report.
- The City of Reidsville is excited to announce the hiring of Mr. Montana Brown as Director of Marketing and Economic Development. The City received 41 applications. We 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. The second round of interviews was with Management Team Members on Friday, May 17, and Monday, May 20.

Montana Brown was in the audience and was introduced by Manager Woodard, who welcomed him. He said he was very appreciative of this opportunity to be the first Director of Marketing and Economic Development for the great City of Reidsville. He said he can't think of a better place to be than in North Carolina, in the Triad and, more specifically, in Reidsville for the years coming forward. He said he could tell early on in the process that the City had developed an incredible team and you're at an incredible location where you are poised for a lot of growth. He said he can't wait to work along with staff and the City Council to implement their vision moving forward.

The City Council welcomed him. Councilmember Scoble said they looked forward to it.

Manager Woodard then continued her written report, which follows:

City Updates:

- **Surplus Property** - The City Manager is to report all surplus property that has been sold by the end of each fiscal year. For Fiscal Year 2023-2024, the City of Reidsville sold \$34,927 in surplus property. Please find a detailed list of the surplus property behind the Miscellaneous tab in the agenda packet.
- **Urban Archery** - The City Manager is to report annually to City Council how many Urban Archery permits are issued each fiscal year. For Fiscal Year 2023-2024, no permits were issued. The City of Reidsville adopted an Urban Archery Ordinance in 2018. Since the adoption of this ordinance, the City of Reidsville has only issued one (1) permit.

Events/Meetings Attended:

- 5/1 – Reidsville High School Job Shadowing Day
- 5/2 – Monthly Managers Luncheon hosted by the City of Eden
- 5/7 – Two-on-Two meetings with Mayor & City Council
- 5/8 – Graduation Ceremony for Leadership Rockingham
- 5/9 - 1st Round Interviews for Director of Marketing & Economic Development
- 5/10 – 1st Round Interviews for Director of Marketing & Economic Development
- 5/12 – Employee Relations Committee Meeting
- 5/14 - City Council Meeting
- 5/15 - Management Team Meeting
- 5/17 - 2nd Round of Interviews for Director of Marketing & Economic Development
- 5/18 – City of Reidsville Employee Appreciation Event at RCARE
- 5/20 – 2nd Round of Interviews for Director of Marketing & Economic Development
- 5/21 - City Council Budget Work Session

- 5/22 - Meeting with Leniece Lane and attended Eggs & Issues
- 5/23 - Lunch and Learn
- 5/29 - Attended Public Meeting at South End Elementary School. (*END OF REPORT*)

COUNCIL MEMBERS' REPORTS.

Mayor Pro Tem Brown – Mayor Pro Tem Brown reported attending the following: 5/18, City Employees Appreciation Celebration at RCARE; 5/21, City Budget Meeting at City Hall; 5/21, YMCA Board Meeting; 5/24, Splashpad Ribbon Cutting.

Councilwoman DeJournette – Councilwoman DeJournette reported attending the following: 5/10, Two-on-Two Meeting at City Hall; 5/14, Reidsville Advisory RDC Community & Business Meeting; 5/14, City Council Budget Meeting; 5/18, Employee Appreciation; 5/21, City Budget Meeting; 5/22, Reidsville Chamber Board Meeting; 5/23, Ethics Training at City Hall; 5/30, Kiwanis Meeting.

Councilman Coates -- Councilman Coates reported attending the following: 5/7, Two-on-Two Meeting at City Hall; 5/10, Quilt Square Unveiling; 5/14, Law Enforcement Lunch at Masonic Lodge #384; 5/22, Eggs & Issues Breakfast in Stoneville; 5/24, Splashpad Ribbon Cutting; 5/29, Navigating Waters/Water Rate Adjustment at The Carriage House; South End School Meeting on new school.

Councilman Martin - No report.

Councilmember Scoble -- Councilmember Scoble reported attending the following: 5/15, Salvation Army Awards Luncheon, 705 Barnes Street; 5/16, Kiwanis Club; 5/21, City Council Budget Workshop; 5/23, arranged for Lt. Sharra Carter to speak at Kiwanis Club; 5/28, judged senior projects at Rockingham County High School; 5/30, Kiwanis Club; 6/6, Kiwanis Club; 6/7, Dav Gerrells' Funeral Service & South End School Meeting; 5/18, City Appreciation-Sky's the Limit & Water Park.

Councilmember Scoble then read the following prepared statement: "Again, I need to defend my role as a City Council member and that of my fellow Council members. I understand that my role as a Council member is to act as part of the Reidsville City Council, not as an individual. I understand that we only conduct business through duly convened meetings in 'full view of the public.' I recognize that establishing and maintaining effective working relationships with fellow Council members and our City Manager sometimes can be challenging while being very important. It is a growing concern of many citizens in Reidsville that there is a 'conflict of interest' with Council members with local businesses and being friends of those businesses, in the buying and selling of properties, and sharing of confidential information regarding those properties. I would like to set the record straight that we, as a Council, took an oath that we understand that our actions and our decisions will be what is best for the welfare of Reidsville and that none of us will act on behalf of a favored business, friend or family. We will make every effort to stop any such rumors. I trust these rumors are not true. I do not sit on any board of any business/organization in Reidsville. I do not make any decisions or try to influence any decisions for any organization, business or individual in regards to their business affairs."

Before concluding, the Councilmember noted that the Reidsville Kiwanis Club has the opportunity this Thursday at 12 noon to present a check to Reidsville High School student Dionte Neal. He was chosen as one of the best 100 high school basketball players in the nation and will be going to the Nike 100 Club training program later this month. The Kiwanis Clubs' mission is to support the kids of our community, she said, and the club will be supporting Dionte by paying for his hotel and providing

spending money. The club hopes that will not only better his future but also the status of our basketball program, Reidsville High School and its students, she said.

Councilman Hairston – Councilman Hairston reported attending the following: in May, the Ministerial Alliance Meeting and the past County Commissioners’ Meeting. He added that tomorrow (June 12th) will be the first day, the Rockingham County Youth Development Center will be receiving students that will be coming in. Our Staff is ready for the development and the training of the young people that are coming in, he said. We have the teachers, nurses, and everybody on board to work to make a difference in the lives of the young people, he continued. The center is very thankful of the support of the community as well as we’re partnering along with many other organizations, such as the Sheriff’s Office, the Police Department, Annie Penn and so many others, including, of course, the City of Reidsville.

Mayor Gorham -- Mayor Gorham reported a few highlights from his written report, which follows: 5/15, Planning Board Meeting; 5/15, Phone Conference with Willie Conklin (Discussed concerns about permits); 5/17, Phone Conference with Joe Broadnax (Discussed his seat on the NRHA); 5/18, attended Team Reidsville Employees Appreciation Event and made remarks at the Que Tucker NC Hall of Fame Event at Zion Baptist Church; 5/21, Special Budget Meeting at City Hall and State Championship Celebration for Reidsville Rams’ Basketball Team at Zion Baptist Church; 5/22, Eggs & Issues Event on Youth Behavior (Mental Health Issues in Schools); 5/23, Lunch & Learn at Reidsville Fire #1; Kiwanis Club Meeting-RPD, where Lt. Carter was the speaker; 5/23, Swearing-In Ceremony of Officer Yancey; 5/24, Splashpad Ribbon Cutting; 5/25, Family Fun Day at the Lake; 5/25, took my granddaughter to the Splashpad for the first of many times (He also noted that he promised everyone that day that in the future, he would get under the big bucket.); Community Meeting at South End Elementary School; 5/30, Meeting with Ms. Lee at the new Reidsville Housing Authority; 5/30, Kiwanis Club Meeting; 5/30, Managers-Mayors Meeting in Madison; 6/4, Monroeton School Awards Day; 6/6, Kiwanis Club Meeting and Clean Sweep Operation on Amos Street; 6/7, David “Dav” Gerrells Funeral at First Baptist on Main Street; 6/8, Habitat for Humanity Celebration/Dedication at Jerusalem Holiness Church; 6/8, Mental Health Seminar at Galilee Holiness Church and WLC Forklift Grand Opening on Freeway Drive.

The Mayor then asked Reidsville Chamber of Commerce Chairman of the Board Jennifer Lester forward to give the Chamber report.

Reidsville Chamber of Commerce Report:

Chamber Board Chairman Lester reviewed the following written report: Upcoming events are as follows: An Unusual Reason (local produced documentary movie night) Explores the connection between childcare and the economy on June 12, 2024, 3-4:430 p.m. RSVP required. Carriage House, 324 Maple Street; RockIt Reidsville on June 14, 2024, from 4:30-7:30 p.m. Downtown Reidsville; Market Square Summer Concert Series on June 15, 2024, 7-9 p.m. Featuring Gump Fiction; and Ice Cream Social, Splashpad-Lower Jaycee Park, 2010 South Scales Street on July 18, 2024, 4:30-7:30 p.m. Topics at 12:00 will be Building Our Future Together-Uniting Local Schools and Businesses for Impactful Internships on July 30, 2024, at 11:30 a.m.-1 p.m., Chamber Conference Room. The following ribbon cuttings are: Reidsville High School-Anatomage Lab on June 12, 2024, 12 Noon; Royalty Home Health Care on June 14, 2024, 12 Noon at New Location (Old Eden Mall); Got Dogs, LLC, June 28, 2024, 12 Noon; Carolina Strong Home Improvement, LLC on July 12, 2024, at 12 Noon, 995 County Line Road, Reidsville; and North Star Military Surplus, July 19, 2024, at 12 Noon, 131 South Scales Street. New members are North Star Military Surplus, Angel’s Do Beauty, Devoted

Health, Emma Crabtree-Edward Jones. No Coffee and Connections will be held in July since the Ice Cream Social will take the place of that event. Mayor Gorham thanked Lester and the Chamber for all they do.

ANNOUNCEMENT OF BOARDS & COMMISSIONS APPOINTMENT.

City Clerk Angela Stadler announced that Grady Slade, 716 5th Avenuc, Reidsville, the Reidsville Downtown Corporation's endorsed candidate for the Main Street Advisory Board, was unanimously approved by Council. *(A COPY OF THE BALLOTS ARE HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)*

MOTION TO ADJOURN.

Mayor Pro Tem Brown made the motion, seconded by Councilman Martin and unanimously approved by Council in a 7-0 vote, to adjourn at approximately 7:34 p.m.

Donald L. Gorham, Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC, City Clerk



THE CITY OF
Reidsville
NORTH CAROLINA

MEMORANDUM – 2024-2025 BUDGET ORDINANCE

To: Summer Woodard, City Manager
From: Chris Phillips, Asst. City Manager/Finance Director
Date: July 2, 2024

It has been discovered that the 2024-2025 budget ordinance approved by the City Council had two errors. The totals presented were correct and the budget did balance in total, but two of the summary lines were not correct. The detailed line item budget information presented in the book was correct and supports the numbers that should have been presented.

Below are the two discrepancies that were discovered:

General Fund Revenues

Other Tax presented \$125,000 should have been \$155,000.
(The incorrect number was left on the listing from the previous year.)

General Fund Expenses

Street Department presented \$2,907,250 should have been \$2,522,200.
(The incorrect number was actually a repeat of the amount presented for the Fire Dept.)

Attached is a clean copy of the correct budget ordinance.

I apologize for any confusion these two mistakes may have caused.

Please include the corrected copy on the July consent agenda for the City Council so that there can be an approval of this correction.

Thank you and let me know if there are any questions.

City of Reidsville Fiscal Year 2024-2025 Budget

**AN ORDINANCE ESTABLISHING REVENUES
AND AUTHORIZING EXPENDITURES
FOR FISCAL YEAR 2024-2025
FOR THE CITY OF REIDSVILLE**

WHEREAS, the City Council of the City of Reidsville has prepared an operating budget for the City of Reidsville in compliance with Article 3, Chapter 159-7 of the General Statutes of the State of North Carolina, otherwise titled the Local Government Budget and Fiscal Control Act; and

WHEREAS, after a public hearing on said budget at 6:00 p.m. on June 11, 2024, and after receiving public comment, it is now the desire of the Mayor and City Council to adopt said budget;

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

Section 1. The following revenues are hereby established for the operation of the City of Reidsville and its activities for Fiscal Year 2024-2025:

General Fund Revenues

Property Tax	\$10,749,300
MSD Property Tax	38,000
Sales Tax	5,356,500
Other Tax	155,000
Permits & Fees	123,000
Unrestricted Intergovernmental	1,734,850
Restricted Intergovernmental	846,000
Miscellaneous	59,900
Grants and Donations	90,000
Investment Earnings	425,000
Service Fees	568,750
Payment and Transfers	2,100,000
Proceeds of Debt	0
Fund Balance	<u>0</u>
Sub-total	\$22,246,300

City of Reidsville Fiscal Year 2024-2025 Budget

Recreation Fund Revenues

Service Fees	\$259,100
Grants and Donations	45,000
Rent (Utility Reimbursements)	73,000
Payments and Transfers	<u>1,709,950</u>
Sub-total	\$2,087,050

Reidsville Downtown Corporation Revenues

Fundraisers/Rent	<u>\$23,450</u>
Sub-total	\$23,450

Combine Enterprise Fund

Service Fees - Water	\$6,333,950
Service Fees - Sewer	6,608,150
Investment Earnings	365,000
Payment and Transfers	<u>588,150</u>
Sub-total	\$13,895,250

Police Separation Fund

Payments and Transfers	\$130,700
Fund Balance	<u>2,800</u>
Sub-total	\$133,500

Internal Service (Garage) Fund Revenues

Service Fees (Internal)	<u>\$757,700</u>
Sub-total	\$757,700

City of Reidsville Fiscal Year 2024-2025 Budget

Insurance Reserve Fund

Service Fees (Internal)		<u>\$638,500</u>
	Sub-total	\$638,500
	Less Interfund Transfers	<u>(\$5,925,000)</u>
	Total	<u>\$33,856,750</u>

Section 2. The following expenditure totals are hereby authorized for the City of Reidsville and its activities for Fiscal Year 2023-2024:

General Fund Expenses

Governing Board		\$223,850
Administration		495,200
Personnel		319,650
Public Works Administration		341,800
Community Appearance		14,400
Finance		1,064,450
Information Technology		566,950
Public Buildings & Grounds		321,300
Police Department:		
Police Administration	1,752,200	
Police Detective Division	1,449,250	
Police Patrol Division	3,139,300	
Police Community Policing Division	<u>873,900</u>	
Combined Police Department		7,214,650
Fire		2,907,250
Code Enforcement		532,450
Street		2,522,200
Solid Waste Management		1,912,400
Cemetery		146,100
Planning		411,750
Economic Development		651,500
Community Affairs		1,798,950
Marketing		126,500
Main Street		174,750
Penn House		213,200
Engineering Services		<u>287,000</u>
	Sub-total	\$22,246,300

City of Reidsville Fiscal Year 2024-2025 Budget

Recreation Fund Expenses

Administration	\$260,850
Facilities	399,750
Teen Center	101,150
Athletics & Other Programs	392,050
Senior Citizens' Center	479,300
Lake Reidsville	440,000
Lake Hunt	<u>13,950</u>
Sub-total	\$2,087,050

Reidsville Downtown Corporation Fund Expenses \$23,450

Combined Enterprise Fund

Water Administration	\$1,618,200
Meter Reading	484,750
Water Plant	3,099,200
Water Distribution System	1,386,300
Park Ranger	105,450
Sewer Administration	1,644,950
Waste Water Treatment Plant	3,383,200
Sewer Collection System	1,351,800
Plants Maintenance	<u>821,400</u>
Sub-total	\$13,895,250

Police Separation Fund \$133,500

Internal Service (Garage) Fund \$757,700

Insurance Reserve Fund \$638,500

Less Interfund Transfers (\$5,925,000)

Total \$33,856,750

City of Reidsville Fiscal Year 2024-2025 Budget

Section 3. There is hereby levied a tax at the rate of \$.66 per one hundred dollar (\$100) valuation of property as listed as of January 1, 2024 for the purpose of raising the revenue listed as “Property Tax” in the General Fund revenues of this ordinance. This rate is based on an estimated total valuation of property for the purpose of taxation of \$1,611,247,542 and an estimated collection rate of 98.84%.

Section 4. There is hereby levied a special tax on the property in the downtown tax district of \$.25 per one hundred dollar (\$100) valuation for the purposes of revenue listed as “MSD Property Taxes” in the General Fund revenues of this ordinance.

Section 5. The water rates charged have increased by 65% from the current fiscal year (to complete an overall increase of 35% when combined with the sewer rates).

Section 6. The sewer rates charged have increased by 25% from the current fiscal year (to complete an overall increase of 35% when combined with the water rates).

Section 7. The monthly residential Landfill Rate is increasing by 5% from \$6.64 to \$6.98.

Section 8. There are other small fee increases, due to increased costs, reflected in the rate schedule for the City.

Section 9. The City Manager, as chief administrative officer and as budget officer, shall be authorized to carry out the activities as approved in this adopted annual budget in accordance with all applicable state and local laws, ordinances and regulations.

Adopted this the 11th day of June, 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

Office of the City Manager

Date: July 2, 2024

To: Mayor Donald Gorham
City Council Members

From: Summer Woodard, City Manager

Subject: Proposed Revision to City Attorney Employment Contract

City Attorney William F. McLeod Jr. is requesting to revise his current employment contract dated May 14, 2018 to reflect an increase in his monthly retainer fee for his legal services to the City of Reidsville. He is requesting to go from \$3,600.00 to \$4,175.00 per month effective June 1, 2024. Please see attached memo.

By placing this item on the Consent Agenda, we are requesting that Council approve revising the City Attorney's employment contract retroactively starting June 1, 2024 from \$3,600.00 to \$4,175.00 per month.

"Live Simply. Think Big."

WILLIAM F. MCLEOD, JR.

ATTORNEY AT LAW

408 WEST HARRISON STREET

P. O. BOX 539

REIDSVILLE, NORTH CAROLINA 27323-0539

FAX
(336) 349-6081

TELEPHONE
(336) 349-6928

owilliamfmcle@triad.rr.com

May 2, 2024

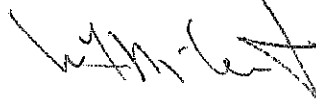
Summer Woodard
City Manager
City of Reidsville
230 W. Morehead Street
Reidsville, NC 27320

Re: William F. McLeod, Jr.
Proposed Revision to Employment Contract

Dear Summer:

I am respectfully requesting that the members of the Reidsville City Council consider revising my Employment Contract dated May 14, 2018 to reflect an increase in the monthly retainer fee for my legal services from \$3,600.00 to \$4,175.00 effective June 1, 2024. The proposed increase in the monthly retainer fee is less than the increase in the CPI from 2018 until the present time. Other matters contained in the Employment Contract dated May 14, 2018 have also been revised. I continue to value the relationship that I have with you, members of the Reidsville City Council and City Staff.

Very truly yours,



William F. McLeod, Jr.

NORTH CAROLINA

ROCKINGHAM COUNTY

EMPLOYMENT CONTRACT

THIS CONTRACT, made and entered into this the _____ day of _____, 2024, by and between the CITY OF REIDSVILLE, a Municipal Corporation of Rockingham County, State of North Carolina, and William F. McLeod, Jr., Attorney-at-Law, of Reidsville, Rockingham County, State of North Carolina'

WITNESSETH:

That for and in consideration of the covenants and agreements hereinafter set forth, the parties hereto agree as follows: The City of Reidsville (hereinafter referred to as "the City") hereby employs, and William F. McLeod, Jr., Attorney-at-Law (hereinafter referred to as "the City Attorney") accepts said employment as City Attorney for the City of Reidsville.

The terms and conditions of said Employment Contract are as follows:

1.

The City shall pay to the City Attorney the sum of Four Thousand One Hundred Seventy Five and 00/100 Dollars (\$4,175.00) per month as a retainer covering the first eighteen (18) hours of services rendered each month by the City Attorney to the City. Said retainer fee shall commence in the month of June, 2024 and shall be due and payable on or before the 10th day of June, 2024, with subsequent monthly retainer fees in the above amount being due and payable on or before the 10th day of each and every successive calendar month for so long as the terms and conditions of this

Employment Contract remain in full force and effect. Services to be rendered by the City Attorney to the City shall include but not be limited to the following:

- (a) Being on call to the City Manager and the City Council;
- (b) Review and preparation of ordinances and contracts;
- (c) Attending all regular meetings of the City Council as well as such other City Council meetings or other Board and City staff meetings as requested by the City Manager and or by the City Council;
- (d) Being available to respond to questions posed by citizens when referred to the City Attorney by the City Manager or by City Council.

2.

Title examinations and document preparation incidental thereto shall be charged as follows:

- (a) Title examinations and preparation of deeds, deeds of trust, subordination agreements, releases, easements and other documents conveying an interest in real property shall be charged at the hourly rate hereinafter provided for general legal services.

3.

General legal services not otherwise provided for herein shall be charged by itemized billings at the rate of Two hundred Thirty and 00/100 Dollars (\$230.00) per hour.

4.

Fees for any matters not specified above shall be negotiated by the City Manager and the City Attorney. In the event that any services are rendered by the City Attorney and any questions arise

as to whether or not said services should be included in the monthly retainer fee, the matter shall be determined by the City Manager and the City Attorney.

5.

The City shall pay expenses for the City Attorney to attend meetings, seminars, conventions, etc. in an amount of up to Seven Hundred Fifty and 00/100 Dollars (\$750.00) per year.

6.

It is understood and agreed that, in the event the City Attorney is unable to be present, the City Attorney may provide for substitute legal counsel to be present in his stead, the selection of such substitute legal counsel to be within the discretion of the City Attorney.

7.

It is understood and agreed between the parties hereto that the City Attorney shall preclude himself from representing any client in any matters adverse to the City nor shall he accept employment with another public agency without first discussing the matter and obtaining the approval of the City Council.

8.

It is understood and agreed between the parties hereto that the City Attorney will prioritize his law practice in order to ensure that the services rendered by the City Attorney to the City will be done in a timely manner.

9.

This Employment Contract may be canceled for good cause shown by either the City Council or by the City Attorney by giving the other

affected party ninety (90) days advance notice that the Employment Contract is being terminated.

10.

This Employment Contract may be amended at any time by the written consent of the parties hereto.

IN WITNESS WHEREOF, the said William F. McLeod, Jr., Attorney-at-Law, has hereunto set his hand and seal, and the City of Reidsville, by and with the authority of the Reidsville City Council, has cause this Employment Contract to be executed by the Mayor of the City of Reidsville, and to be attested by the City Clerk and the seal of the City of Reidsville to be affixed thereto, the day and year first above written.

(SEAL)

William F. McLeod, Jr.
Attorney-at-Law

CITY OF REIDSVILLE

BY: _____
Donald L. Gorham - Mayor

ATTEST

Angela G. Stadler
City Clerk

NORTH CAROLINA

ROCKINGHAM COUNTY

I, Melinda B. Johnson, a Notary Public for said county and state, do hereby certify that William F. McLeod, Jr., Attorney-at-Law, personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the uses and purposes therein expressed.

Witness my hand and notarial seal, this the _____ day of _____, 2024.

Notary Public
My Commission Expires:5/24/28

.....
NORTH CAROLINA

ROCKINGHAM COUNTY

On the ____ day of _____, 2024, before me, _____ a Notary Public in and for said county and state, personally appeared Angela G. Stadler, City Clerk of the City of Reidsville, a Municipal Corporation of Rockingham County, North Carolina, who, being by me duly sworn, says that she knows the common seal of the City of Reidsville, and is acquainted with Donald L. Gorham, who is the Mayor of the City of Reidsville, and that she, Angela G. Stadler, is the City Clerk of said City, and that she saw the Mayor sign the foregoing instrument, and that she, the said City Clerk of the City of Reidsville, signed her name in attestation of the execution of said instrument.

Witness my hand and notarial seal, this the _____ day of _____, 2024.

Notary Public
My Commission Expires:_____



MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Josh Beck, Public Works Director
RE: WWTP Biological Nutrient Removal Project – Approval of Resolution
DATE: July 9, 2024

At the January 9th, 2024 City Council meeting, Council approved several items related to the WWTP BNR project, including awarding the \$8,034,910 construction bid to Turner-Murphy Co, Inc., establishing a 5% contingency and approving a Capital Project Amendment and Budget Ordinance Amendment No. 14. All of this was contingent on the Local Government Commission's approval of additional funding of \$4,897,311 from the Clean Water State Revolving Fund to cover the shortfall associated with this project. That approval has been received and a resolution is necessary to officially accept the funding.

Request:

Staff is recommending City Council approve the attached Resolution by the Governing Body that totals the new amount of the CWSRF loan.



THE CITY OF
Reidsville
NORTH CAROLINA

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

RESOLUTION BY THE GOVERNING BODY OF THE CITY OF REIDSVILLE

- WHEREAS, The North Carolina Clean Water Revolving Fund and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and
- WHEREAS, The North Carolina Department of Environmental Quality has offered a State Revolving Fund Loan in the amount of \$8,860,400 for the construction of a Wastewater Treatment Plant Nutrient Removal Project, hereafter referred to as the “Project”, and
- WHEREAS, The City of Reidsville intends to construct said Project in accordance with the approved plans and specifications,

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

That City of Reidsville does hereby accept the State Revolving Loan in the amount of \$8,860,400.

That the City of Reidsville does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan offer, Section II – Assurances will be adhered to.

That Summer Woodard – City Manager, the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the Project: to make the Assurances as contained above; and to execute such other documents as may be required in connection with the application; and

That the City of Reidsville has complied substantially or will comply substantially with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the Project and to Federal and State grants and loans pertaining thereto.

Adopted this the 9th day of July, 2024, at Reidsville, North Carolina.

Donald L. Gorham, Mayor

July 9, 2024

(DATE)



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 Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: City of Reidsville Planning Staff
DATE: June 28, 2024
RE: Rezoning, Docket No. Z 2024-03

Reidsville Equipment is petitioning to rezone a recently recombined parcel (Rockingham County Register of Deeds Plat Book 1666 and Page 1728). This parcel encompasses a total combined area of 6.46 acres. An existing equipment supply and repair business operates on the subject property. Existing water service is available with main located in the ROW of US 29 Bus. The closest sewer main is around 800-feet north along US 29 Bus.

This property is located in Growth Management Area 4 – Rural, which encompasses the area to the east, southeast, north, and northwest of the City. While GMA 4 suggests limited development, it does not exclude it entirely. The Land Development Plan notes GMA 4 has existing road network that can easily accommodate growth. Therefore, staff finds the proposed rezoning is consistent with the 2022 Reidsville Land Development Plan. Staff finds the proposed rezoning to be consistent with the 2022 Reidsville Land Development Plan, reasonable, and in the public interest based on the information provided in this report and the attached statements of reasonableness and consistency.

The Planning Staff recommend the proposed rezoning application be approved.

PLANNING BOARD RECOMMENDATION

The Planning Board unanimously recommended the proposed rezoning be approved.

DRAFT MOTIONS TO APPROVE/DENY

Included are suggested motions to either approve or deny the proposed zoning map amendment depending on the position Council wishes to take on the case.



**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 Council 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 REASONING**], as may be amended and 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**

ZONING MAP AMENDMENT

DOCKET # Z 2024-03

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 a parcel encompassing a total area of 4.79 acres located at 2025 US 29 Business, Rockingham County Plat Book 1666, Page 1728.

WHEREAS, On May 15, 2024, the City of Reidsville Planning Board voted to recommend to the Reidsville City Council that the rezoning request be approved.

STATEMENT OF NEED: The rezoning of the subject property would enable it 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



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

CONSISTENCY & REASONABLENESS DETERMINATION

The Reidsville Planning Board has reviewed **Case Z 2024-03**, rezoning from split zoned **Residential Agricultural-20 (RA-20)**, **Light Industrial (I-1)** and **Heavy Industrial (I-2)** to **Heavy Industrial (I-2)** 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 **Growth Management Area 4 – Rural**.
 - A. This parcel is located in the **Growth Management Area 4 – Rural** according to the Reidsville Land Development Plan, and is characterized by large lot development.
 - B. The Reidsville Land Development Plan identifies an existing road network that can easily accommodate growth in **Growth Management Area 4 – Rural**.
 - C. Uses permitted within the **I-2** district are compatible with a variety of land uses including those in the surrounding area.
 - D. The subject property is contiguous to an existing Heavy Industrial district to the east.

2. The proposed action is found to be reasonable:
 - A. The subject property is contiguous to an existing Heavy Industrial District.
 - B. The uses allowed in the **I-2** 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 surrounding these properties.
 - C. The Land Development Plan supports the expansion of large lot development in **Growth Management Area 4**.



City of Reidsville, North Carolina
 Department of Planning & Community Development
 230 West Morehead Street
 Reidsville, NC 27320
 336-349-1065
 Planning@reidsvillenc.gov

Application for Zoning Map Amendment

Date Submitted: 3-23-24 Application No.: Z 2024-03 (Office Use)

APPLICANT INFORMATION:

Name: Reidsville Equipment

Address: 2025 US 29 BUS City/State/ZIP Reidsville, NC, 27320

Daytime Telephone No.: (336) 707-7925

PROPERTY OWNER INFORMATION:

Name: Jerry Barker

Address: 5720 Porterfield Rd City/State/ZIP Browns Summit, NC, 27214

Daytime Telephone No.: (336) 207-0728

PROPERTY INFORMATION:

County Tax Parcel Number: 148913 / 183349 / 148914 / 183352

County Property Identification Number (PIN): 890300320583 / 890300325520 / 890300323633 / 890300324410

Property size in acres (sq. ft. if less than one (1) acre): 6.46 acres total

Property street location: 2025 US-29 BUS

Current use of property: Business

Existing Zoning District: Industrial/Res. (I1/I2/R-20)

Requested Zoning District: Heavy Industrial (I2)



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

REZONING REQUEST STAFF REPORT

DOCKET NO.: Z 2024-03

PRESENTER: Jason Hardin, Director of Planning & Community Development

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

PETITIONER: Reidsville Equipment

OWNER(S): Jerry Wayne Barker

REQUEST: Rezone to I-2 (Heavy Industrial) from Split Zoned: I-1 (Light Industrial)/RA-20 (Residential Agricultural-20)/ I-2 (Heavy Industrial).

LOCATION(S): Off US 29 Bus.

PUBLIC NOTICE MAILED: 5/3/2024

PUBLIC NOTICE POSTED ON PROPERTY: 5/3/2024

PUBLIC NOTICE PUBLISHED IN NEWSPAPER: 5/5/2024

SITE INFORMATION

Tax Parcel Number(s): Pending from the Tax Department. Recently combined parcels.

Site Acreage: 6.46 acres

Current land uses: An existing equipment supply/repair business operates on site.

Availability of Water: Service is available in the ROW of US 29 Bus.

Availability of Sewer: Service is not available. The closest sewer main is around 800 feet north of the property on US 29 Bus.

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? No.

Is the site located within a historic district? No.

What is the topography of the property? Flat

Is there a stream on the property? No.

ZONING COMPABILITY ANALYSIS

North: Residential Agricultural-20 (RA-20)
South: Light Industrial (I-1)
East: Heavy Industrial (I-2)
West: Light Industrial (I-1) and Residential Agricultural-20 (RA-20)

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

COMMENTS: Yes, the property is currently split zoned I-2/RA-20/I-1 and contiguous to a heavy industrial district.

CONSISTENCY WITH ADOPTED PLANS

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

COMMENTS: Yes.

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

COMMENTS: Yes.

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

COMMENTS: No.

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: No.

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

COMMENTS: No.

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

Reidsville Equipment is petitioning to rezone a recently recombined parcel (Rockingham County Register of Deeds Plat Book 1666 and Page 1728). This parcel encompasses a total combined area of 6.46 acres. An existing equipment supply and repair business operates on the subject property. Existing water service is available with main located in the ROW of US 29 Bus. The closest sewer main is around 800-feet north along US 29 Bus.

The proposed rezoning eliminates the existing split zoned lot created by a recent instrument of recombination. The rear portion of the lot zoned I-2 was part of the Reidsville Industrial Park. In 2000, the City of Reidsville issued a Special Use Permit (SUP) for the land planned for the Reidsville Industrial Park requiring specific development standards for construction design and allowed uses within the park. This created a "Special Use District. "A method which is no longer used in planning & zoning. When NCGS 160D was implemented it converted any existing "Special Use Districts" into conditional zoning districts. Conditional zoning districts may employ stricter regulation of design/allowed uses than their general use district equivalent. The rezoning removes the conditions placed on the property as a part of the Industrial Park and makes it a general Heavy Industrial (I-2) zoned lot.

This property is located in Growth Management Area 4 – Rural, which encompasses the area to the east, southeast, north, and northwest of the City. While GMA 4 suggests limited development, it does not exclude it entirely. The Land Development Plan notes GMA 4 has existing road network that can easily accommodate growth. Therefore, staff finds the proposed rezoning is consistent with the 2022 Reidsville Land Development Plan.

Staff finds the proposed rezoning to be consistent with the 2022 Reidsville Land Development Plan, reasonable, and in the public interest based on the information provided in this report and the attached statements of reasonableness and consistency.

The Planning Staff recommend the proposed rezoning application be approved.

PLANNING BOARD RECOMMENDATION

The Planning Board unanimously recommended the proposed rezoning be approved.

DRAFT MOTIONS TO APPROVE/DENY

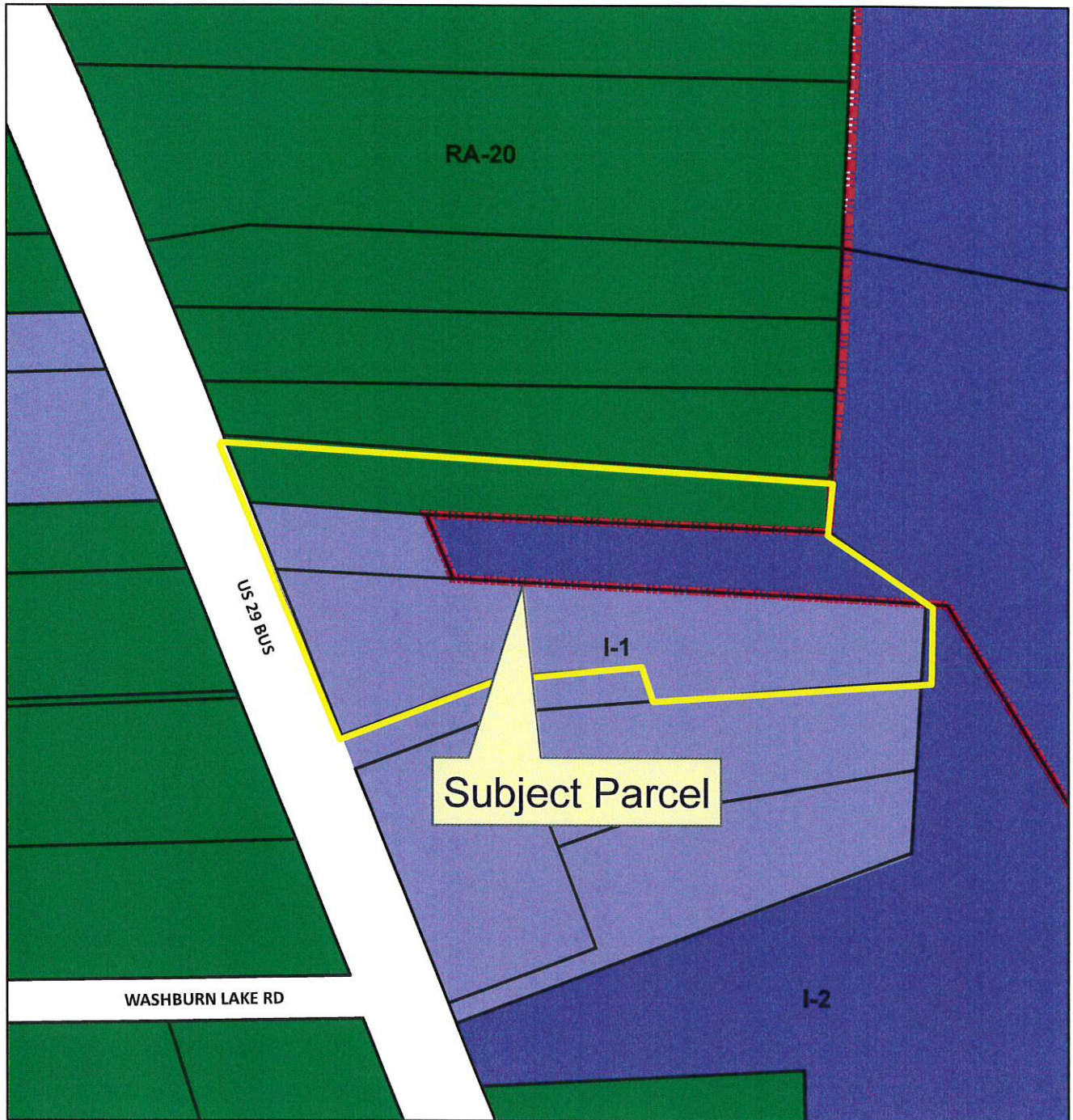
Included are suggested motions to either approve or deny the proposed zoning map amendment depending on the position Council wishes to take on the case.

Request: I-1 / I-2 / RA-20
to I-2

City of Reidsville, NC Zoning Map



Docket No.: Z 2024-03



Legend

ZONING DISTRICTS

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



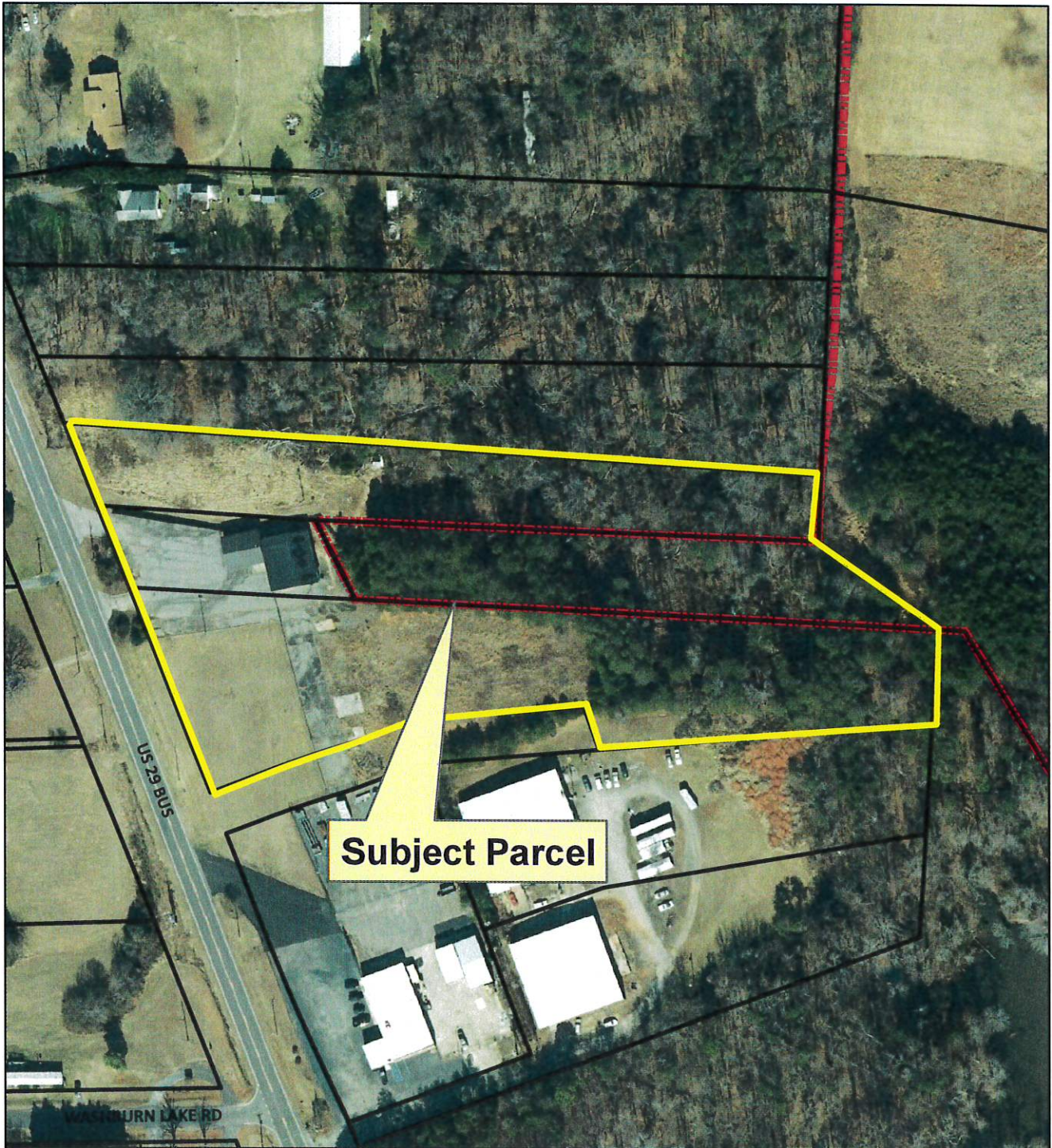
Prepared By:
City of Reidsville
Planning & GIS
Date: 5/1/2024

Request: I-1 / I-2 / RA-20
to I-2


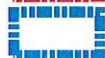
City of Reidsville, NC Aerial Map



Docket No.: Z 2024-03



Legend

-  City Limits
-  ETJ Boundary



Prepared by:
City of Reidsville
Planning & GIS
Date: 5/1/2024

R-20 Permitted Uses

Amendments through January 1, 2021

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

R-20 Permitted Uses

Amendments through January 1, 2021

Description of District R-20
Residential District

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

I-2 Permitted Uses

Amendments through September, 2019

Accessory uses, including but not limited to fallout shelters, garages, guest houses, tool sheds, swimming pools	See Note 1
Adult Establishments	Requires SUP
Automobile accessories sales	
Automobile body shops, painting, upholstering and reconditioning	See Note 7
Automobile car wash	
Automobile car wash, not automatic or self-service, requiring no vehicle stacking	
Automotive parking lots serving uses permitted in district in which lot is located	
Automobile repair garages	See Note 7
Automobile sales, new and used	See Note 26
Automobile parking lots for public rental when not associated with an existing permitted use and with site plan approval by Planning Staff	See Note 9
Automobile service stations, not including outside storage of used, wrecked, inoperable or dismantled automobiles	
Automobile service stations	See Note 7
Bakeries, bottling works	
Beach Bingo Parlors	See Note 11
Blacksmith shops	
Boating, sailing, fishing, hunting and other active and passive recreational activities	
Boatworks, marine sales, travel trailer sales, recreational vehicle and sales	
Building material sales and storage	See Note 7
Carpentry shops	See Note 7
Carpet, rug, bag cleaning establishments	
Chemical Manufacturer	Requires SUP
Cleaners	
Coal, coke, wood lots	See Note 7
Compartmentalized storage for individual storage of residential and commercial goods	
Condominiums (Office and Commercial)	
Construction storage yards, lumber yards	See Note 7
Dwelling, accessory to non-residential	Requires SUP/See Note 14
Fabrication - light fabrication of items for sale on premises	
Fences and walls	
Fire and police stations, emergency services	
Flammable gas for heating premises on which located	
Fleamarkets (commercial) and/or sale of used goods out-of-doors, provided that no sales area shall be located in any required yard and provided that parking spaces as required in the district where located shall be provided as specified in the zoning ordinance	See Note 10
Food and dairy processing (excluding slaughter of animals)	
Foundry casting, light weight nonferrous metal not causing noxious fumes, noise or odors	
Frozen food lockers	
Hazardous waste storage transfer facility	Requires SUP
Homeless shelters	Requires SUP

I-2 Permitted Uses

Amendments through September, 2019

Hunting Supply Sales	See Note 35
Industrial/Corporate park	Requires SUP
Industrial supplies, machinery and equipment sales	
Laboratories, research	
Laundries	
Livestock sales barns	
Machine shop, welding shop	
Machine tool manufacturing	
Maintenance shops and yards for vehicles and equipment	
Manufacture of apparel, canvass goods, linens, domestic soft goods	
Manufacture of brick, pottery, clay products	
Manufacture of electrical products, precision tools and instruments	
Manufacture of flour, feeds	
Manufacture of industrial and commercial machinery, computer equipment	
Manufacture of leather and leather products	
Manufacture of machine tools, metal fabrication	
Manufacture of mixing of concrete and paving material	
Manufacture of pharmaceutical products	
Manufacture of primary metal industries	
Manufacture of rubber and miscellaneous plastics products	
Manufacture of textiles	
Manufacture of transportation equipment	
Manufacture of wood products, furniture, paper, pulp, cardboard, etc.	
Microbreweries	See Note 37
Miscellaneous manufacturing	See Note 21
Mobile home manufacturing	
Mobile home sales, sale of agricultural implements, heavy machinery	
Modular Units (residential or commercial)	See Note 28
Monument works, stone works	
Motorcycle, power saw, lawn mower repair	
Mulch sales	See Note 15
Nonconforming use, change or extension	Requires SUP
Nonhazardous Solid Waste Transfer Station	See Note 36
Offices	
Petroleum Refining and Related Industries	
Planing or sawmills	
Plumbing, heating, electrical contractors sales and service	See Note 7
Printing or binding shop	
Private athletic fields, recreational buildings, playgrounds, no commercial gain, no automobile or motorcycle racing	
Processing and packaging of windshield washer fluid	Requires SUP
Public parks, cultural and recreational facilities	
Public utility stations serving the community; transformers, radio and TV towers	
Public utility facilities, pump stations, water tower, etc.	
Public works, garages, storage	
Quarries or other extractive industries	
Radio and television stations	

I-2 Permitted Uses

Amendments through September, 2019

Railroad freight yards	See Note 22
Repair and servicing of office and household appliances and equipment	
Recycle collection	Requires SUP
Recycle processing	See Note 7
Retail Uses permitted in Industrial Districts	Requires SUP
Satellite dishes	See Note 1
Schools (Nonacademic); commercial, vocational, public or private including music and dance studio	See Note 24
Sewage treatment plants, sanitary landfills, incinerators	
Sheet metal and/or roofing shops	
Signs	Art. VI
Sign Manufacturing, painting, maintenance	
Storage, outdoor	See Note 7
Storage, gas products for private use - above ground	See Note 13
Storage, kerosene for commercial use - above ground - one 500 gallon tank per commercial property	
Storage, gas and petroleum projects in quantities for distribution	
Temporary building incidental to a construction project	
Tire recapping	
Tire sales and service	See Note 7
Tobacco warehouses, processing and storage	
Transportation terminals, freight	
Vehicle, junked	See Note 19
Vehicle, nuisance	See Note 20
Veterinary establishments, inside kennel only	
Veterinary establishments	
Water treatment facilities	
Wholesale establishments	
Wholesaling of household furniture, furnishing and appurtenances	
Warehouses, sales or service	
Woodworking shops, millwork	
Yard sales, rummage sales sponsored by non-profit organizations	

I-2 Permitted Uses

Amendments through September, 2019

Description of District I-2

I-2 Industrial District

The I-2 Industrial District is established as a district in which the principal use of land is for heavy industries that by their nature may create some nuisance and which are not properly associated with nor compatible with uses in other zoning districts.

I-1 Permitted Uses

Amendments through September 15, 2018

Accessory uses, including but not limited to fallout shelters, garages, guest houses, tool sheds, swimming pools	See Note 1
Adult Establishments	Requires SUP
Art studio, art gallery and museum	
Amusements, commercial including but not limited to bowling alleys, roller skating rinks; not including drive-in theaters, commercial stables, roller coasters, carousels, fairgrounds, automobile race tracks, circuses or the like	
Automobile accessories sales	
Automobile body shops, painting, upholstering and reconditioning	See Note 7
Automobile car wash	
Automobile car wash, not automatic or self-service, requiring no vehicle stacking	
Automotive parking lots serving uses permitted in district in which lot is located	
Automobile repair garages	See Note 7
Automobile sales, new and used	See Note 26
Automobile parking lots for public rental when not associated with an existing permitted use and with site plan approval by Planning Staff	See Note 9
Automobile service stations, not including outside storage of used, wrecked, inoperable or dismantled automobiles	
Automobile service stations	See Note 7
Bakeries, bottling works	
Beach Bingo Parlors	See Note 11
Boatworks, marine sales, travel trailer sales, recreational vehicle and sales	
Building material sales and storage	See Note 7
Carnivals, ferris wheels, rides (temporary)	
Carpentry shops	See Note 7
Carpet, rug, bag cleaning establishments	
Cleaners	
Coal, coke, wood lots	See Note 7
Coffee Shop	
Compartmentalized storage for individual storage of residential and commercial goods	
Condominiums (Office and Commercial)	
Construction storage yards, lumber yards	See Note 7
Drive-in theater	Requires SUP
Dwelling, accessory to non-residential	Requires SUP/ See Note 14
Exhibit Center/Event Center, not including recreational type events or spectator sports events	
Fabrication - light fabrication of items for sale on premises	
Fairground, carousels, roller coaster, ferris wheels, super slides, etc. (permanent)	
Fences and walls	
Fire and police stations, emergency services	
Flammable gas for heating premises on which located	
Fleamarkets (commercial) and/or sale of used goods out-of-doors, provided that no sales area shall be located in any required yard and provided that parking spaces as required in the district where located shall be provided as specified in the zoning ordinance	See Note 10
Food and dairy processing (excluding slaughter of animals)	
Frozen food lockers	
Game Rooms	

I-1 Permitted Uses

Amendments through September 15, 2018

Golf courses, par three, par two miniature courses	
Golf driving range	
Gymnasiums, spas and fitness centers	
Hazardous waste storage transfer facility	Requires SUP
Homeless shelters	Requires SUP
Hunting Supply Sales	See Note 35
Industrial/Corporate park	Requires SUP
Industrial supplies, machinery and equipment sales	
Laboratories, research	
Laundries	
Machine shop, welding shop	
Maintenance shops and yards for vehicles and equipment	
Manufacture of apparel, canvas goods, linens, domestic soft goods	
Manufacture of electrical products, precision tools and instruments	
Manufacture of pharmaceutical products	
Microbreweries	See Note 37
Mobile home manufacturing	
Mobile home sales, sale of agricultural implements, heavy machinery	
Modular Units (residential and commercial)	See Note 28
Monument works, stone works	
Motorcycle, power saw, lawn mower repair	
Mulch sales	See Note 15
Nonconforming use, change or extension	Requires SUP
Offices	
Open air retail sale or display incidental to operation of an otherwise permitted use in a permanent building; no obstruction of parking areas or sidewalk, no outdoor storage	
Plumbing, heating, electrical contractors sales and service	See Note 7
Printing or binding shop	
Private athletic fields, recreational buildings, playgrounds, no commercial gain, no automobile or motorcycle racing	
Processing and packaging of windshield washer fluid	Requires SUP
Public parks, cultural and recreational facilities	
Public utility stations serving the community; transformers, radio and TV towers	
Public utility facilities, pump stations, water tower, etc.	
Public works, garages, storage	
Radio and television stations	
Repair and servicing of office and household appliances and equipment	
Recycle collection	Requires SUP
Recycle processing	See Note 7
Retail uses permitted in Industrial Districts	Requires SUP
Satellite dishes	See Note 1
Schools (Nonacademic); commercial, vocational, public or private including music and dance studio	See Note 24
Sheet metal and/or roofing shops	
Signs	Art. VII
Storage Building Sales	
Storage, Class I combustible liquids in underground tanks only when installed by certified service person and which meet all requirements of fire prevention code	

I-1 Permitted Uses

Amendments through September 15, 2018

Storage, outdoor	See Note 7
Storage, gas products for private use - above ground	See Note 13
Storage, kerosene for commercial use - above ground - one 500 gallon tank per commercial property	
Storage, gas and petroleum projects in quantities for distribution	
Temporary building incidental to a construction project	
Tire recapping	
Tire sales and service	See Note 7
Tobacco warehouses, processing and storage	
Transportation terminals, freight	
Vehicle, junked	See Note 19
Vehicle, nuisance	See Note 20
Veterinary establishments, inside kennel only	
Veterinary establishments	
Water treatment facilities	
Wholesale establishments	
Wholesaling of household furniture, furnishing and appurtenances	
Warehouses, sales or service	
Woodworking shops, millwork	
Yard sales, rummage sales sponsored by non-profit organizations	

I-1 Permitted Uses

Amendments through September 15, 2018

Description of District I-1 **I-1 Industrial District**

The I-1 Industrial District is established as a district in which the principal use of land is for industrial which can be operated in a relatively clean and quiet manner and which will not be obnoxious to adjacent residential, office and institutional, or business district. The regulations are designated to prohibit the use of land for heavy industry which should be properly segregated and to prohibit any other use which would substantially interfere with the development of industrial establishments in the district.



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, Reidsville City Clerk, do hereby certify that notices of the public hearing to consider an application to rezone the property located at 2025 US 29 Business, Rockingham County Plat Book 1666, Page 1728, from a current split zoning designation of Industrial-1 (I-1), Industrial-2 (I-2) and Residential-20 (R-20) to Industrial-2 (I-2) (Docket No. Z 2024-03), to be held on July 9, 2024 at 6:00 p.m. in the Council Chambers, 230 West Morehead Street, Reidsville, North Carolina, were mailed by first-class mail on the 25th day of June 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 June, 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: Wolfgang Liebe
Doris Roberts Hooper
Gerald R. McKinney
Karyl R. Hylton
Jerry Wayne Barker & Lisa Dawn Barker
5I Holdings, LLC
Alexander P. Sands III & James L. Sands, Jr. & Other
Daryl L. Parks
Citizens Economic Development, Inc.
FROM: Angela G. Stadler, CMC/NCCMC, City Clerk *AGS*
DATE: June 25, 2024
SUBJ: Public Hearing – July 9, 2024

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, July 9, 2024, at 6:00 p.m., in Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider an application to rezone the property located at 2025 US 29 Business, Rockingham County Plat Book 1666, Page 1728, from a current split zoning designation of Industrial-1 (I-1), Industrial-2 (I-2) and Residential-20 (R-20) to Industrial-2 (I-2). The property owner, Jerry Barker, submitted the application. (Docket No. Z 2024-03.)

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).



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This 26th day of June, 2024.

Angela G. Stadler, CMC, NCCMC 
City Clerk

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**Publish Dates in *RockinghamNow*: Wednesday, June 26, 2024
Wednesday, July 3, 2024**



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 Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Director
DATE: May 29, 2024
RE: Special Use Permit, Docket No. SP 2024-01

Andrea Moore has requested a Special Use Permit (SUP) to allow a Personal Services business to operate at 600 W Harrison St., Reidsville, NC 27320, specifically Rockingham County Tax Parcel Number 149807. The property is zoned Office and Institutional (O&I) and Personal Services are allowed with a SUP. Andrea Moore is the applicant. Washburn Enterprises LLC is the property owner.

The abutting lots to the north are zoned R-6 and conditional zoning O&I. The lot to the east is zoned conditional zoning O&I. The lots to the south are zoned O&I and R-6. The lot to the west is zoned O&I. This area is characterized by a mix of office and institutional zoning and small lot residential zoning. This subject property is located in growth area 2 of the Land Development Plan, which includes a mixture of commercial and residential development. Therefore, a Personal Services business would be in alignment with the Land Development Plan. Please note there are standards for Personal Services identified in the Zoning Ordinance.

The standards in the Ordinance for Personal Services in the Office and Institutional zoning district are as follows:

Use: **Personal Services**

Approved By: **City Council**

**Special Use
Districts:** **O&I**

Requirements: Three spaces per person performing personal service and one space per employee not performing personal service.

**Hours of
Operation:** Monday through Saturday, 8:00 a.m. to 7:00 p.m. Operation on Sunday is not permitted.

The applicant is required to meet this criterion in addition to any conditions placed on the SUP.

As you are aware, the Board must come to certain findings regarding the impact of the development on the area. These findings are spelled out in the Zoning Ordinance and are listed below. It is the applicant's responsibility to provide evidence and materials that will allow the Board to take the appropriate action. The Board may also recommend conditions on the application to ensure that the proposed project meets the intent of the Zoning Ordinance.

The following are the specific findings of fact from the Zoning Ordinance in which the Board must find:

1. The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved.
2. The use meets all required conditions and specifications.
3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity.
4. The location and the character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the Land Development Plan for Reidsville and its surroundings.

The planning staff recommend the following conditions be placed on the SUP. They are in line with the request:

1. The use shall comply with the Special Use criteria for Personal Services per the Reidsville Zoning Ordinance.

PLANNING BOARD RECOMENDATION

The Planning Board unanimously recommended the SUP to City Council for approval.

Enclosures



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

Application for Special Use Permit

Must be submitted by email to planning@reidsvillenc.gov or mail (address above)

Date Submitted: 05/17/2024 Application No.: SP 2024-01 (Office Use)

Pursuant to the provisions of City of Reidsville Zoning Ordinance Article V, Section 3, the undersigned hereby makes formal application for a Special Use Permit.

The purpose of this Special Use Application is to allow the undersigned to use the property located at: 600 west harrison street reidsville, nc 27320

For the following Use or Purpose: personal services (hair salon)

Property Identification No. (PIN): 890406285886 Zoning District: O&I

Property Acreage/ Square Footage: 0.861

Conditions Placed on application by Applicant:

none

none

none

Applicant's Name: Andrea moore

Mailing Address: 1711 Brown Rd.

City, State, ZIP: Summerfield, NC 27358 Contact Phone Number: 3365495144

Property Owners Name: Washburn Enterprises Inc
Mailing Address: 360 Mitchell Rd.
City, State, ZIP: REidsville, NC 27320 Contact Phone Number: 3365528032

An application has been duly filed requesting that the property involved in this application be issued a Special Use Permit for the uses(s) indicated in this Application. It is understood and acknowledged that if a Special Use Permit is issued as requested, the property involved in this request will be perpetually bound to the use(s) authorized and subject to such conditions as imposed, unless subsequently amended by the approving body (City Council or Board of Adjustment). It is further understood and acknowledged that final plans and operating conditions for any development on the property involved is binding, unless subsequently amended by the approving body (City Council or Board of Adjustment).

Signature of Applicant: *andrea p moore*
andrea p moore (May 17, 2024 14:54 EDT)

Signature of Property Owner: *andrea p moore*
andrea p moore (May 17, 2024 14:54 EDT)

Request: SUP fo
Personal Services

City of Reidsville, NC Aerial Map



Docket No.: S 2024-01



Legend

-  City Limits
-  ETJ Boundary



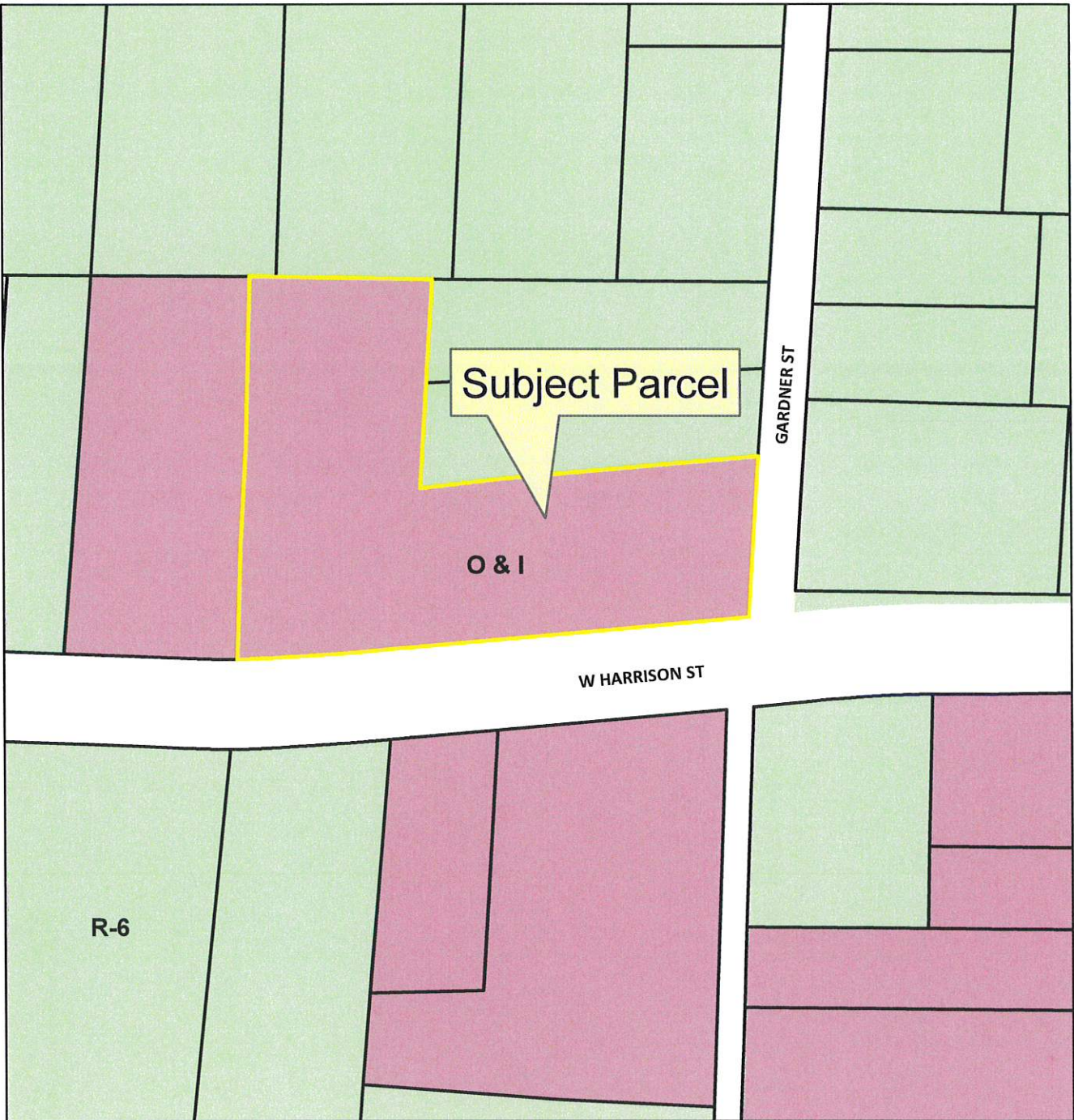
Prepared by:
City of Reidsville
Planning & GIS
Date: 6/12/2024

Request: SUP for Personal Services

City of Reidsville, NC Zoning Map



Docket No.: S 2024-01



Legend

ZONING DISTRICTS

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



Prepared By:
City of Reidsville
Planning & GIS
Date: 6/12/2024



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TO THE HONORABLE MAYOR AND REIDSVILLE CITY COUNCIL:

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City Clerk



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MEMORANDUM

TO: Washburn Enterprises, LLC
 Shelley M. Miller & Terry R. Miller
 Leonetta Blackwell Watt
 Kanwaliot G. Chance
 Stephen Dana Knowlton
 Robert Lee Jernigan, Jr. & Priscilla M. Jernigan
 Betty E. Davis
 Juanita S. Hanks & James T. Bray, Jr.
 Greater Reidsville Habitat for Humanity, Inc.
 Larry K. Lawson, Sr.

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

DATE: June 25, 2024

SUBJ: Public Hearing – July 9, 2024

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**Publish Dates in *RockinghamNow*: Wednesday, June 26, 2024
Wednesday, July 3, 2024**

City of Reidsville

1100 Vance Street, Reidsville, North Carolina 27320

PHONE: (336) 349-1077

EMAIL: Jbeck@reidsvillenc.gov



Public Works Department

MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Josh Beck, Public Works Director
RE: Rural Ready Diesel Drive Project Update
DATE: July 9, 2024

At the request of City Council, Glynn Fleming, Director of Client Experience for WithersRavenel, will provide a brief project update on the Rural Ready Diesel Drive Project as it nears completion. Some recent updates that have been shared with Council include the signed MOU for stream restoration, a revised culvert cradle repair design from SKA, and a copy of the approved plat for signature and recordation. If there are specific questions or concerns you would like addressed at the meeting, please provide those in advance so that we can pass them along to the design team to research and prepare as needed.



LIVE SIMPLY. THINK BIG.

Department of Information Technology

230 West Morehead Street
Reidsville, North Carolina 27320



MEMORANDUM

To: Mayor Gorham, Members of Reidsville City Council, and
Summer Woodard, City Manager

From: Shirrell Williams, Director of Information Technology

Subject: Update to IT Computer Policy

Date: July 2, 2024

The purpose of this memorandum is to provide proposed updates to our IT computer policy, which aims to enhance the security, efficiency, and compliance with current technological standards. These updates are essential in safeguarding our city's digital infrastructure and ensuring optimal performance and reliability.

1. Strengthened Security Protocols

With the increasing prevalence of cyber threats, it is crucial to enhance our security measures. The updated policy includes:

- Mandatory use of multi factor authentication (MFA) for all city employees
- Regularly scheduled security awareness training sessions via computer
- Periodic security audits and vulnerability assessments

2. Payment Card Industry (PCI) Compliance

PCI Compliance is essential for organizations that handle credit card transactions. Implementing a comprehensive PCI compliance policy helps protect sensitive card holder's data and ensures the security of payment transactions. Because the city processes credit card payments at several locations, an understanding of PCI compliance by all employees is indicated. All sensitive cardholder data is handled by the PCI or POS vendor processing system. No data is to be stored on City servers or devices.

The updated policy includes:

- All Point of Sales (POS) and Personal Identification Number (PIN) entry devices should be appropriately protected and secured so they cannot be tampered with or altered.
- All computers, laptops, and workstations should be secured with a password-protected screensaver.



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Department of Information Technology

230 West Morehead Street
Reidsville, North Carolina 27320



- Employees are not to share account information or passwords with anyone. Employees must keep passwords necessary to process PCI transactions secure.
- Employees should ensure that they have appropriate credentials and are authenticated for the use of such processing technologies.

3. ID Badge Policy

To ensure proper identification and security within City Facilities, the updated policy includes:

- Each department is responsible for ensuring that ID badges are worn or carried as required.
- Upon approval by the Department Director or designee, individual departments may exempt their employees from carrying their ID badge if wearing a uniform that clearly identifies them as a city employee, or if wearing a lanyard, pulley, or clip presents a safety hazard. However, these employees must still carry their ID badge for identification purposes.
- City-issued photo ID badges will contain the employee's photo, name, job title, and department. These badges are the property of the City of Reidsville and should be returned upon separation from the City.
- There will be no charge for the first and second replacement ID badges. For the third and subsequent replacements, a \$7 fee may be charged at the discretion of the IT Director.

4. Remote Access (VPN) Virtual Private Network

To define standard for connection to the City of Reidsville's network from any host.

- Secure access protocols for remote work environments will be controlled with either one-time password, codes, multi factor authentication, or other secure authentication mechanisms.
- Use of VPNs (Virtual Private Networks) for secure connections
- All hosts that are connected to City of Reidsville internal networks via remote VPN access technologies must use the most up-to-date anti-virus software as defined by IT.
- Personal equipment that is used to connect to the City of Reidsville's networks must meet the minimum requirements for remote access.
- Authorization: Access granted to users based on their roles and responsibilities within the organization. Director, Manager, Supervisor approval is needed before access can be granted.



LIVE SIMPLY. THINK BIG.

Department of Information Technology

230 West Morehead Street
Reidsville, North Carolina 27320



5. Communication

Effective communication is crucial for the successful implementation of these updates.

- Departments must require and retain acknowledgment statements, signed by each user, acknowledging receipt of a copy of this policy and any relevant departmental policy.
- Departments, with the assistance of Human Resources, will ensure employees have access to read and acknowledge this policy and related policies.

6. User Support Training

To assist employees in adapting to these changes

- Ongoing training and support
- Easy access to IT support for troubleshooting and assistance
- Clear documentation and resources available to electronically sign acknowledgement

The proposed updates to our IT computer policy are designed to protect our city's digital assets, improve operational efficiency, and ensure compliance with best practices. I respectfully recommend that the City Council consider approving these updates.

Thank you for your attention to this important matter.

Sincerely,

Shirrell Williams
Director of Information Technology



Technology, Computer Use, Digital Resources and Access Policy

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In order to provide a secure, legal and efficiently operating computer system, the City of Reidsville has adopted the following policy defining the authorized and unauthorized activities that may take place with the City’s computer system, utilizing the City’s Technology, Computer Use and Digital Resources Policy, and while on the job.

Section 1: Purpose and Revisions

The purpose of this policy is to make employees aware of authorized and unauthorized uses of the City of Reidsville’s computer system, and to establish industry standards, best practices, and general rules of governing the use of information technology. These rules are in place to protect the employees and the City of Reidsville. Inappropriate use exposes the City of Reidsville to risks including virus attacks, compromise of network systems and services, and legal actions.

Section 2: Scope

This policy applies to all employees, contractors, consultants, temporaries, and other workers at the City of Reidsville utilizing the City’s information technology network, computers and other digital resources. This policy applies to all technology equipment, networks, and services that are owned or leased by the City of Reidsville, including but not limited to desktop computers, laptops, tablets, iPads, cell phones, MDTs (mobile data terminal).

Information Technology resources are provisioned to facilitate the business of the City. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Employees are to be guided by this policy, and any adopted departmental policy with respect to the personal use of the City’s Information Technology resources. Conflicts and uncertainty regarding acceptable use should be addressed with one’s supervisor or manager, and may be directed to the Information Technology Department (IT).



TECHNOLOGY, COMPUTER USE, DIGITAL RESOURCES AND ACCESS POLICY

AMENDED JUNE 11, 2024

IT recommends that any information considered sensitive or vulnerable be encrypted. IT is prepared to assist in facilitating this endeavor and must approve any encryption scheme.

For security and network maintenance purposes, authorized individuals within IT or its designee may monitor equipment, systems, and network traffic.

IT reserves the right to audit networks and systems to ensure compliance with this policy.

Due to public records law and mandated retention schedules, some electronic documents, including e-mail and other forms of electronic communication, may be archived for later retrieval.

Section 3: Computer Use

Official Business

The City computer system is for use by authorized City employees for conducting official City business. A City employee is authorized to use the computer system when he/she has been given a user name and password, and has read and signed the Technology, Computer Use and Digital Resources Policy Acknowledgement Form.

Username/Password

Each computer user will be granted a unique username/password combination for gaining access to the computer. The username/password is not to be shared with anyone else. The employee is to perform work on the computer system only under his/her own username/password combination.

There will be an exception to this policy in the event that a common username/password is issued to a group of users. In this exception the username/password is not to be shared outside of the designated group and is to be used for the group purpose for which it has been created.

Computer Software

To promote efficient computer operations and to limit software licensing liability issues, the employee is to only use computer software that has been authorized by the Information Technology (IT) and properly purchased and licensed by the City. The IT Department will load all computer software. An employee may not attempt to alter the installed software or any of its related configuration files. An employee may not attempt to load or use software that has not been properly authorized, purchased and licensed. This includes software brought from places such as home, school, and another place of employment.

Likewise, the employee is not to copy software purchased and licensed by the City for use on a computer outside of the City's computer system. For this policy the definition of software includes but is not limited to executable programs, databases, font libraries, clip art galleries, wallpapers and screen savers.

Computer Hardware

The employee is to only use computer hardware that has been authorized by the IT Department and properly purchased and licensed by the City. The IT Department will install all computer hardware.



An employee may not attempt to install or use hardware that has not been properly authorized and purchased.

Likewise, the employee is not to remove City computer hardware for use on a computer outside of the City's computer system. For this policy the definition of hardware includes but is not limited to personal computers and internal components, video monitors, printers, scanners, modems, sound cards, and speakers.

Computer Repairs

The IT Department and their designated maintenance vendors will make all repairs of malfunctioning computer hardware and software. It is the employee's responsibility to notify the IT Department in the event of a computer malfunction.

Internet Access

The City Internet connection is for use by authorized City employees for conducting official City Business. A City employee is authorized to use the Internet connection when he/she has read and signed a copy of the City's Technology, Computer Use and Digital Resources Policy. The Internet connection is a shared resource that is available to all authorized users.

Use of the Internet is a privilege – employees are expected to exercise good judgement when accessing the internet. Usage for personal reasons is allowed, but it should be occasional rather than regular use. With prior approval of their immediate supervisors, staff is permitted to stay on City of Reidsville premises after normal business hours and spend time online for personal use. Such personal use must remain compliant with this policy.

The Internet contains information that is not suitable for children which should not be accessed or displayed in a government setting. Searching and displaying such information is strictly prohibited. Any violation will result in discipline and suspension of access by the City of Reidsville.

There is a huge volume of information available on the Internet. In most cases, users can read and use the information for free. In some cases, however, copyright law, such as company logos or news photos published by various news organizations protects items accessible via the Internet. Internet use by staff should be consistent with the law. All use of the City Internet connection must follow all federal, state and local regulations. Additionally, all copyright and licensing requirements are to be respected.

Files may be downloaded from the Internet, but in accordance with the following points. All files are to be scanned for viruses before being used on a City PC. Software files may not be downloaded and installed on a City PC without the specific approval of the Information Technology Director.

The IT Department will determine the brand and version of the World Wide Web browser software that will be used on City PCs. The Internet user may not change the brand or version of the browser software.

Prohibited Activity

Certain activities are prohibited when using the City of Reidsville's internet and electronic communications media. Employees who engage in prohibited activities may be subject to disciplinary action according to this policy and the City's Personnel Policy.

Prohibited activities include, but are not limited to:

- Any use that is in violation of applicable local, state, and federal law
- Accessing, uploading, downloading, transmitting, printing, posting, or storing information with sexually explicit content as prohibited by law
- Accessing, uploading, downloading, transmitting, printing, posting, or storing fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images
- Installing or downloading computer software, programs, or executable files contrary to the existing policies is prohibited
- Accessing, uploading, downloading, transmitting, printing, communicating, or posting access-restricted City information, proprietary City information, sensitive City data or records, or copyrighted materials in violation of City or Departmental policy
- Using proprietary agency information, state data or records, and social media to locate City customers for personal reasons
- Posting information or sending electronic communications such as email using another's identity
- Permitting a non-employee user to use for purposes of communicating the message of some third-party individual or organization
- Texting, emailing, or using hand-held electronic communications devices while operating a City-owned vehicle in violation of local law or City policy
- Online gaming or sports betting
- Any other activities designated as prohibited by the City

Section 4: E-Mail

An employee with access to the City's electronic mail system is to use the system for official City business. The employee is to understand that electronic mail is not private and is subject to the public record laws. The employee is responsible to check for and respond to e-mail messages in a timely manner. The employee is to understand e-mail is not private, is not necessarily secure and may be a prime source for viruses from file attachments.

Prohibited uses of e-mail by City employees includes, but are not limited to, the following:

- Illegal activities
- Threats
- Harassments
- Slander
- Defamation

- Sexually obscene/offensive messages, materials, or images
- Racially offensive or derogatory material/messages
- Political endorsements
- Commercial activity is defined as buying/selling items or services for personal gain
- To send chain letters
- To send copies of documents in violation of copyright laws
- To compromise the integrity of the City in any way

Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

E-Mail Procedures

E-mail messages, which have reference or administrative value and meet the definition of a Public Record, must be retained, including transmission and receipt data, be placed in the corresponding case/project digital file or paper copy.

E-mails related to ongoing projects can either be immediately printed and deleted or can be grouped in project folders on your computer. Once the project is completed, such e-mails can be digitally filed or printed and hard copies put in the respective case/project files. Training on the email system is available from the City's IT Department. Department heads are responsible for ensuring their employees receive proper training and follow a uniform citywide filing management procedure.

E-mails with no administrative or reference value can be deleted immediately. E-mail messages subject to Public Records Law should be deleted according to the municipal records retention policy. This policy is available online by accessing the North Carolina Department of Cultural Resources, Division of Archives & History website at www.ah.dcr.state.nc.us. Click onto "Records Management", then "County and Municipal Governments" and finally, "Municipal Schedule." If an employee questions whether an e-mail message is subject to Public Records Law, he or she should contact the City Clerk's Office.

Prohibited Activity

Though not "all inclusive", the following represents unacceptable uses of City Information Technology resources and are strictly prohibited:

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam)
- Any form of harassment via email, telephone or text messaging, whether through language, frequency, or size of messages
- Unauthorized use, or forging, of email header information
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type



- Use of unsolicited email originating from within the City of Reidsville's networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the City of Reidsville or connected via the City of Reidsville's network
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam)

Section 5: Personal Cell Phone Use While on the Job

This policy outlines the acceptable use of personal cell phones by employees of the City of Reidsville to ensure productivity, confidentiality and compliance. This cell phone policy is to create consistency in our workplace operations, including minimizing distractions and allowing for normal workflow to continue. When personal cell phones are misused in the workplace, it can put the City and its employees at risk.

This policy applies to all employees, contractors, and volunteers who use personal cell phones while conducting official City of Reidsville business. Use of personal cell phone may include, but is not limited to, making, and receiving telephone calls, sending and receiving text messages, accessing and posting on social media sites, and interacting with the internet.

Acceptable Use

Employees are encouraged to use personal cell phones responsibly and considerately while at work. Personal cell phones should only be used during non-working hours, breaks, and in emergencies.

In emergencies, employees may use their personal cell phones for official communication as necessary.

Data Security

Employees using personal cell phones or other devices to conduct official business, or to access official city documents on their personal cell phone, should ensure that their personal cell phones are secured with passwords, pins or biometric authentication methods. IT may be able to assist employees with establishing these safeguards. Sensitive and confidential information should not be stored or transmitted on personal cell phones unless encrypted and authorized by the relevant department director.

Respect for the Privacy of Residents and Other Employees

Employees should respect the privacy of others when using personal cell phones in the workplace.

Distractions

Personal cell phones usage should not interfere with an employees' job responsibilities or productivity. All employees must operate under this policy, regardless of position. It is the City's expectation that all cell phones will be off or on silent during normal business hours so normal workflow remains undisturbed. Using personal cell phones for non-work-related activities during working hours is strongly discouraged and may result in disciplinary action if such utilization creates a safety hazard to employees, or impact work productivity.



Reimbursement

The City of Reidsville will not provide reimbursements or stipends for personal cell phone plans or devices. Certain positions may be provided a City-owned cell phone at no cost to the employee.

Compliance with Local, State and Federal Laws

Employees must adhere to all local, state, and federal laws when using personal cell phones including traffic laws related to the use of cell phones while driving. Employees are strongly encouraged to utilize hands-free devices whenever possible, while operating City-owned vehicles or equipment.

Employees who use a personal cell phone or device to conduct official City business or to access official City documents and records should remain aware that their personal property may be subject to seizure under the laws related to public record requirements.

Section 6: Social Media

The purpose of this policy is to ensure the appropriate, responsible, and safe use of electronic communications and social media by employees. This policy establishes minimum standards for all employees. Departments and Divisions within the City of Reidsville may supplement this policy as necessary, as long as such supplement is consistent with this policy.

When using electronic communications tools and social media, users should:

Follow all applicable City of Reidsville policies. Users may not violate any provision of this policy, any supplemental policy adopted by Departments or Divisions, or any other policy, regulation, law or guideline as set forth by local, State or Federal laws. This may include but is not limited to copyright laws, trademark laws, and other legislated requirements.

Employees should be responsible and professional in their on-line activities. Employees should conduct themselves in a manner that supports the mission of the City of Reidsville, and the performance of their duties. Employees should exercise the appropriate care to protect the City's electronic communications tools against viruses, spyware, malware, or other harmful attacks. When using the City's electronic communications tools, social media or Internet access, employees must:

- Use the Internet, electronic communications tools and social media only in accordance with City and Departmental policy
- Maintain the conditions of security (including safeguarding of passwords) under which they are granted access to such media
- Check with the appropriate IT staff prior to downloading or accessing a file or document if the source of the file or other circumstances raises doubts about its safety
- Be respectful of the agency/organization, other employees, customers, vendors, and others when posting and communicating information. Employees should be sensitive to referring to or including others in their communications, including the general public and other employees. Employees should be aware of any associated potential liabilities. Employees should obtain consent prior to communicating or posting information about the work place.



- Employees shall not post any material on the internet that may adversely affect the efficiency or integrity of the City of Reidsville. The City shall consider, on a case by case basis, the impact of any social media posting's impact on the efficiency or integrity of operation of the City and may act if the posting is in violation of the City's Personnel Policy

Prohibited Activity

Please be aware, even personal use of social media in a manner that may reflect negatively on City, its operations, mission and goals be may prohibited under this policy. Certain activities are prohibited related to an employee's personal use of social media, or using social media in reference to the work environment.

- Using City of Reidsville or departmental logos without written consent
- Posting photos, videos, or audio recordings taken in the work environment without prior consent
- City employees shall not post, transmit, or otherwise disseminate any sensitive or protected information to which they have access as a result of their employment with the City, without prior written permission from the City Manager or their designee
- City employees should not post information pertaining to the employment of any other City employee without their prior permission

Barring state law or binding employment contracts to the contrary, City of Reidsville employees shall abide by the following guidelines when using social media:

- City employees are free to express themselves as private citizens on social media sites to the degree that their speech does not:
 - Impair the working relationships of the City, for which loyalty, reputation and confidentiality are important
 - Impede the performance of duties
 - Impair harmonious working relationships among coworkers, or
 - Negatively impact the public perception of the City of Reidsville

Best Practice Guidelines for Social Media

As public employees, City personnel are cautioned that speech, on- or off-duty, made pursuant to their official duties and responsibilities, is not protected speech under the First Amendment, and may form the basis for disciplinary action, if deemed detrimental to the City.

City employees should assume that their speech and related activities on social media sites will reflect upon their position and the City.

For safety and security reasons, City employees are cautioned not to disclose their employment with the City. As such, City employees are cautioned not to do the following:

- Display departmental or City logos, uniforms, or similar identifying items on personal web pages or social media sites
- Post personal photos or similar means of personal recognition that may cause them to be identified as City employees

- Reidsville Police Department employees who are, or may be reasonably expected to work in undercover operations, should not post any form of visual or personal identification

When using social media, City employees should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the City's code of conduct is required in the personal use of social media. In particular, employees are prohibited from the following:

- Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals
- Speech involving themselves or other City employees reflecting behavior that would reasonably be considered reckless or irresponsible

Engaging in prohibited speech noted herein, may provide grounds for disciplinary action, up to and including termination.

Business Use

City provided electronic communications tools are the property of the City of Reidsville and are provided to facilitate the effective and efficient conduct of City business. Users are permitted access to the Internet and electronic communications tools to assist in the performance of their jobs. Some users may also be permitted to access and use social media to conduct City business. Each Department or Division of the City of Reidsville may adopt its own policy setting forth with specificity the work-related purposes for which such equipment and access are provided.

When using electronic communications tools and social media on behalf of or as a representative of the City of Reidsville, users should:

- Use their accurate identities and state their affiliation with the City when using electronic communications or social media for business purposes
- Ensure the security of sensitive or confidential information when communicating electronically or posting the information on internal or external websites including social media
- Ensure information is accurate prior to posting on social media sites, City or departmental websites, or other electronic media sites. If it is discovered that information is inaccurate after posting, users should work to quickly correct the errors

Personal Use

Personal use means use that is not job-related, and/or is not related to the business of the City of Reidsville. In general, incidental and occasional personal use of the electronic communications tools including the Internet is permitted as long as the personal use does not interfere with the user's productivity or work performance, does not interfere with any other employee's productivity or work performance, and does not adversely affect the efficient operation of the City of Reidsville's systems and networks. Personal use of social media that refers to any aspect of the work environment should be done in a responsible and professional manner.



Some worksites may prohibit the access and use of social media when employee safety is of concern. Employees who fail to comply with instruction from their supervisor regarding limiting the use of technology, personal or city-owned, may result in disciplinary action.

When using electronic communications and social media for their personal use, users should:

- Restrict posting to personal social media accounts to time away from the job site, or while on breaks during the workday
- Be clear that their communication or posting is personal and is not a communication of the City of Reidsville when using electronic communications or social media for personal use, including personal use of social media outside of the work environment
- For example: Users should use their personal email addresses and not those related to their positions with the City of Reidsville when communicating or posting information for personal use
- Users may use a disclaimer when posting opinions or views for personal use such as, “The views expressed on this (website, blog, social media site) are my own and do not reflect the views of the City of Reidsville” when appropriate to ensure these views are not viewed as official City of Reidsville’s communications.

Bring Your Own Device (BYOD)

If employees chose to utilize a personal device to conduct City business, a passcode is required on the mobile device, such as a Finger Print, PIN number, facial recognition, or MFA Multifactor Authentication.

If the employee’s personal mobile device is lost or stolen and it has been used to conduct City business, the employee should contact the City IT Department immediately. IT will assist the employee in recovering as much City-related data as is possible.

Once a replacement device is obtained, the employee should notify the IT Department to allow access to City resources on the new device.

Because of the existing public records law in North Carolina, employees who use a personal device to conduct City business should have no expectation of privacy in their use of the mobile device. Additionally, employees should understand that their personal device is subject to confiscation, or may be collected and held as evidence.

IT’s Responsibility and Requirements

Monitor Usage

No City employee shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the City of Reidsville’s equipment and/or access. The City shall have a right to monitor any and all aspects of electronic communications and social media usage. Such monitoring may occur at any time, without notice, and without the user’s permission.

In addition, except for exemptions under the Freedom of Information Act (FOIA), electronic records may be subject to the Act and, therefore, available for public distribution.

Communication

Departments, with the assistance of Human Resources, are responsible for ensuring employees have access to, read, understand, and acknowledge this policy and any related policies. Departments may develop a written policy, consistent with this policy which supplements or clarifies specific issues for the Department.

With regard to use of electronic communications and social media, Departments are responsible for:

- Communicating this policy and departmental policy, if appropriate, to current and new employees
- Retaining electronic records in accordance with the retention requirements of the State of North Carolina
- Requiring and retaining acknowledgement statements, signed by each user, acknowledging receipt of a copy of this policy and departmental policy, if appropriate

NOTE: Departments may develop procedures by which an employee must actively acknowledge reading this policy before access to electronic communications and social media will be granted.

Section 7: Passwords

Employees shall keep passwords secure and will not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords (e.g., root, enable, Windows administration, application administration accounts, etc.) are to be changed every 120 days, user level passwords (e.g., email, web, desktop computer, etc.) are to be changed every 90 days.

All production system-level passwords must be part of the Department of ITS administered global password management database.

User accounts that have system-level privileges granted through group memberships or programs, that allows users to temporarily grant access to system resources, must have a unique password from all other accounts held by that user.

Passwords must not be inserted into email messages or other forms of electronic communication.

Passwords should never be written down or stored on-line. Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation.

City of Reidsville passwords are not to be used for personal non-City accounts. City of Reidsville passwords are under no circumstance to be shared with anyone. All passwords are to be treated as sensitive and confidential.

Employees and others granted a password are not:

- To reveal a password over the phone to ANYONE
- To reveal a password in an email message
- To reveal a password to the your superior



- To talk about a password in front of others

Section 8: Security and Proprietary Information

All desktop computers, laptops and tablets are to be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for Window users) when the computer will be unattended. The encryption of information will be authorized by IT.

Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with this policy.

ID Badge

The City issued photo ID badge will contain the employee's photo, name, job title, and department. City issued IDs are considered the property of the City of Reidsville and should be returned to the City at the time an employee separates their service with the City.

All on-duty employees will be required to have their City issued photo ID badge on their person at all times. Employees who are off-duty, but who are entering into an area within a City building or facility, in which the public does not normally have access, must have their ID badge in accordance with this policy. Each department will be responsible for ensuring that ID badges are worn or carried, as required.

Upon approval by the Department Director or his/her designee, individual departments may exempt their employees from carrying their ID badge if those employees are required to wear a uniform that clearly identifies them as a City employee and/or if wearing a lanyard, pulley, or clip presents a safety hazard to the employee due to the nature of their job duties. These employees, however, are required to carry their ID badge in order to provide further identification, if necessary.

ID badges will be issued to new employees upon hire, at their New Employee Orientation or within a reasonable amount of time after the start of their employment. Lost or stolen ID badges shall be reported immediately to the Human Resources (HR). The HR Department will assist employees in obtaining a replacement ID badge.

There will be no charge for first and second replacement ID badges. At the time of the third and subsequent ID badge replacements the employee may be charged a \$7 fee for the replacement ID badge, at the discretion of the IT Director.

All employees, upon separation from the City, are required to return their ID badge to their supervisor or the HR Department.

Contractors and Visitors may be issued a temporary building card access key while performing work for the City. This building access key should be returned at the end of each business day and at the end of the completion of the work.

Building and Office Key Distribution Policy

Managing physical access to facilities and ensuring the security of the premises is an essential



component of this policy. City keys are the property of the City of Reidsville.

When access to a City building or facility is necessary for an employee to complete their work tasks, the employee's supervisor should initial a formal key request, through their Department Director and the IT Department. The request should include the Request for Keys form, signed by the appropriate personnel to document approval of the key request by the appropriate personnel

All employees, upon separation from the City, are required to return their building key (s) to the IT Department. Failure to return City-issued keys at the time of separation may result in a delay in an employee receiving their final compensation from the City.

Should an employee lose a key, or have a key stolen from their possession, they may incur a cost for replacement. If the key is classified as a master key or as a sub-master key, this cost can be as much as \$1,000/key. Lost or stolen keys must be reported as soon as the key is discovered missing to the employee's Department Director and to the City's designated Key Control Clerk.

Contractors and Visitors may be issued a temporary building key while performing work for the City. This key should be returned at the end of each business day, and at the end of the completion of the work.

Payment Card Industry (PCI) Compliance

PCI Compliance is essential for organizations that handle credit card transactions. Implementing a comprehensive PCI compliance policy helps protect sensitive cardholder data and ensures the security of payment transactions. Because the City processes credit card payments at a number of locations, an understanding of PCI compliance by all employees is indicated.

- Employees are responsible for exercising good judgment regarding the reasonableness of personal use of equipment and software that processes credit card payments
- Employees should ensure that they have appropriate credentials and are authenticated for the use of these technologies
- Employees should take all necessary steps to prevent unauthorized access to confidential customer data, which includes card holder data
- Employees should ensure PCI technologies are only setup and used in acceptable network locations
- Employees must keep passwords necessary to process PCI transactions secure
- Employees are not to share account information or passwords with anyone else, including coworkers.
- Employees who are recognized as authorized users are responsible for the security of their passwords and accounts
- All computers, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature installed and operational
- All Point of Sale (POS) and Personal Identification Number (PIN) entry devices should be appropriately protected and secured so they cannot be tampered or altered

Protect Stored Data

All sensitive cardholder data is handled by the PCI or POS vendor processing system. No data is to be stored on City servers or devices.

IT's Responsibility and Requirements

New employees will be contacted by IT to schedule an appointment for a photo session and be issued an ID badge upon or after their New Employee Orientation.

Section 9: Remote Access (VPN) Virtual Private Network

The purpose of this section is to define standards for connecting to the City of Reidsville's network from any host. These standards are designed to minimize the potential exposure to the City of Reidsville to damages which may result from unauthorized use of City of Reidsville resources. Damages include the loss of sensitive or confidential City data, intellectual property, damage to public image, and damage to critical City of Reidsville internal systems.

The City of Reidsville employee, agent, or affiliate is responsible to ensure that family members, friends, and acquaintances are prohibited from accessing City networks and systems. The City of Reidsville employee bears responsibility for the consequences should access be gained and misused.

Remote VPN Access Requirements

Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or public/private keys with strong pass-phrases. This could include username/password combinations, multi-factor authentication (MFA), or other secure authentications mechanisms that ensure that strong password policies are in place. For information on creating a strong pass-phrase, see the Password section of this policy.

At no time should any City of Reidsville employee provide their login or email password to anyone, including family.

Authorization: Access granted to users based on their roles and responsibilities within the organization. Director, Manager, Supervisor approval is needed before access can be granted.

Disconnection is required after the complete of connection. This will help to minimize the risk of unauthorized access in case of inactivity or a device left unattended.

City of Reidsville employees and contractors with remote access privileges must ensure that their City of Reidsville-owned or personal computer, laptops, tablets and or smartphones, which is remotely connected to the City of Reidsville's corporate network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user. Users should contact the IT department for any security incidents related to the VPN remote access.

City of Reidsville employees and long contractors with remote access privileges to the City of Reidsville's network must not use non-City of Reidsville email accounts (i.e., Hotmail, Yahoo,



Gmail, AOL, etc.), or other external resources to conduct City of Reidsville business, thereby ensuring that official business is never confused with personal business.

Non-standard hardware configurations must be approved by IT. IT must approve security configurations for access to City-owned hardware.

All hosts that are connected to City of Reidsville internal networks via remote vpn access technologies must use the most up-to-date anti-virus software as defined by IT.

Personal equipment that is used to connect to the City of Reidsville's networks must meet the minimum requirements for remote access.

Section 10: Accessing Other Computer Systems

An employee with access to connect via the City's computer system to other computer systems or networks may only connect to the systems and networks for which the IT Department and the employee's department head have granted authorization. The IT Department must approve the transfer of software or data from the outside computer systems or networks to the City's computer system, prior to executing the transfer.

Enforcement

The IT Department may conduct inspections of computer equipment at the all City sites containing any components of the City computer system, with or without notice. Employees in violation of the City's Technology, Computer Use and Digital Resources Policy may be subject to disciplinary action.

Section 11: Adoption and Implementation Procedure

The policy on Technology, Computer Use and Digital Resources will be implemented by having each City employee read the policy and sign the Letter of Agreement at the time the employee is given a username/password combination for gaining access to the City computer system. The original will be retained in the employee's personnel folder.

Employees should be aware this policy, in part or in whole, is subject to future policy updates.



TECHNOLOGY, COMPUTER USE, DIGITAL RESOURCES AND ACCESS POLICY

AMENDED JUNE 11, 2024

Section 12: Letter of Agreement

City of Reidsville Users:

I have been given a copy of City of Reidsville’s Policy “Technology, Computer Use and Digital Resources Policy” and I understand that it is my responsibility to read and abide by this policy, even if I do not agree with it. If I have any questions about the policy, I understand that I need to ask my supervisor or the Director of Information Technology for clarification.

I understand that no user shall have any expectation of privacy in any message, file, image or data created, stored, sent, retrieved, received, or posted in the use of the City’s equipment and/or access. Departments have the right to monitor any and all aspects of electronic communications and social media usage during working hours and related to operations of the City of Reidsville. Such monitoring may occur at any time, without notice, and without the user’s permission.

I certify that I have read and fully understand the contents of the Technology, Computer Use and Digital Resources Policy.

Employee’s Name _____ Date _____

Employee Signature _____



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 Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, AICP, Director of Planning & Community Development
DATE: June 28, 2024
RE: Fee Schedule Amendment - Wireless Telecommunications Review

The City of Reidsville utilizes an engineering consultant for plan review of construction and repairs of wireless telecommunications facilities (cell towers) as is common practice among local governments due to the specialized nature of this field. The Federal Communication Commission (FCC) requires any co-location to be reviewed within 90 days and new facilities to be reviewed within 150 days of submission to the local government. At any point when a completed submission is made to staff, the shot clock begins running. Our previous consultant we have been using since 2013 retired at the end of May 2024, leading staff to search for a new consultant to fill this role. CityScape Consultants, Inc. submitted a proposal that was accepted for these services.

The 1987 Mini-Brooks Act, NCGS 143-64.31 requires a local government to use a Qualification-Based Section (QBS) process for procuring architectural, engineering, surveying and construction management at risk services without regard to fees or total price other than unit cost information unless the unit exempts itself in writing from the QBS process. Additionally, NCGS 143-64.32 requires justification be made in the case of proposed projects where an estimated professional fee is in an amount less than \$50,000. For the purposes of hiring CityScape Consultants to provide application review services for commercial carrier co-location of new antennas to existing communication towers/structures or modifications to towers/structures/equipment or construction of new commercial carrier communication towers, the City of Reidsville exempts itself from the QBS process due to the following reasons:

- Each application shall result in a separate review where the cost shall not exceed \$1,000 for a co-location/modification or \$8,000 for a new tower review, unless special circumstances exist.
- CityScape Consultants, Inc. provides experience, expertise and quality customer service that is unique to this specialized field.

While CityScape's co-location review fee is the same as our current fee rate, CityScape charges more than our previous consultant for new tower reviews. The consultant's review costs are passed on to the applicant in the form of our review fees. Two of the proposed fees are new to our schedule. Under Federal Law, non-eligible facility co-locations are expansions or changes greater than 98%. Small wireless facilities are a newer technology that's begun rolling out and are less than 50-feet tall.



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

Title	Previous Fee	Proposed Fee
Wireless Facility New Tower Review	\$3,500	\$8,000 (\$6,500 + \$1,500 for additional Public Hearing at Planning Board)
Wireless Facility Co-Location Review (Non-Eligible)	N/A	\$4,000
Small Wireless Facility Review	N/A	\$500

I am asking for Council approval on this item.



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: July 1, 2024
To: Mayor Donald Gorham
City Council Members
From: Summer Woodard, City Manager
Subject: City Manager's Monthly Report

Personnel:

- Employee of the Year – I am pleased to recognize Assistant Finance Director Rochelle Tucker as the City's 2023 Employee of the Year, an honor that was announced at our Employee Appreciation Event back in May. Rochelle has been a member of our Finance Department for nearly 35 years, where she goes above and beyond, embodying the values of the City of Reidsville and the spirit of Team Reidsville. Rochelle will be recognized during this report on Tuesday night.
- Engineering - Civil Engineer Richard Vaughn officially retired on June 28th. He was with the City for twenty (20) years.
- Fire Department - Administrative Fire Captain Ricky Higgins officially retired on July 1st. He was with the City for twenty-three (23) years full-time service and five (5) years of part-time service.

Projects & City Updates:

- **Interlocal Agreement with the City of Greensboro** – The Greensboro City Council approved the agreement on Tuesday, June 18th. Currently all of our staff have signed the document, and we are waiting on a fully executed copy from the City of Greensboro.
- **Redundant Water Line** – Right of Way Consultants for the Redundant Water Line project have been working closely with City Staff and McGill Associates over the past several months. They have sent initial contact letters to all parties along the project and have met in-person with most of the owners to further discuss the project. Brad McKinney with RWC compiled a number of recent parcel transactions to assist in determining the land values in the area, but we ultimately settled on using the newest county tax appraisal data once that data became available. Brad is currently seeking approval from City Council on the appraised values outlined in his spreadsheet which

will be presented on Thursday, June 27th. The permitting process is on hold until all easements are obtained, but the design portion of the project is completed.


- **BNR Project** - The WWTP BNR project had a pre-construction meeting last week with Turner Murphy. The Notice to Proceed for the project is dated July 29th although a lot of materials have already arrived onsite. WWTP Superintendent Mourice Brothers and his team are working diligently to drain and clean out Aeration Basin #1 so that the contractor can begin the baffle walls, piping and other required modifications after July 29th.
- **Headworks Project** - With the drier weather we are experiencing, the WWTP Headworks project has finally made some progress in recent weeks. They have completed several initial slab pours for the lowest portion of the headworks structure. Last week, they had another large pour planned; however, all three loads of the concrete were rejected as they didn't meet the specifications upon arriving at the site. This caused another small delay on the project. A second crew is scheduled to be onsite shortly to begin the installation of several large manholes that will ultimately divert the influent over to the new headworks. Bypass pumping equipment is also onsite to divert flow in the weeks ahead to assist with tie-ins.
- **Parks and Rec Gym Floor** - Renovations are nearing the end of completion. The contractor is scheduled to do the sanding, staining, and line painting this week. (June 24th -28th) We are anticipating that they will be complete in the next week or so.
- **JC Park Tennis Courts**- Currently, staff has submitted all required documents to the United State Tennis Association (USTA) and is expecting to get final approval in the next two weeks. Construction will begin the day after the final approval.
- **JC Park Pickleball Courts** - The construction of the additional pickleball court will begin the day following the completed renovations of the tennis courts. As stated to you in a memo dated February 2, 2024, the contractors repaving and striping the tennis courts, will be the same ones doing the new pickleball court.
- **Splashpad** – Since opening on May 24th 2024, we have been operating smoothly without any problems. We estimate that we are averaging about 125 participants daily, and concessions sales are also doing well.
- Please see attached year-end budget amendments.

Events/Meetings Attended:

- 6/4 – Attended Moss Street Dare Graduation at Lake Reidsville
- 6/5 – Meeting with Council Member Coates and Council Member Martin to discuss Sanitation Pick-Up Changes that became effective February, 2024
- 6/6 – Managers Luncheon in Stoneville, NC
- 6/11 - City Council Meeting
- 6/12 - Attended the video screening of “An Unusual Problem” hosted by the Rockingham County Partnership for Children at The Carriage House
- 6/13 – Met with the new co-owner of the Luckies, Mr. Steve Shropshire, via Zoom
- 6/19 - Attended ceremony for the Reidsville Rams High School Football Team at the General Assembly in Raleigh. Representative Reece Pyrtle honored the Football Team for having 23 state championship titles
- 6/20 – Attended New Employee Orientation
- 6/21 - Met with citizen about Poag Street and met with citizen about speeding and yield sign on Fairway Drive
- 6/24 – Management Team Meeting
- 6/25 – Attended Reidsville Housing Authority Meeting
- 6/27 – Two-on-two meetings with Mayor and City Council. Also, met with the Chamber of Commerce and Lucky City Brewery to discuss Summer Concert series

**CITY OF REIDSVILLE
TRANSFER OF FUNDS**

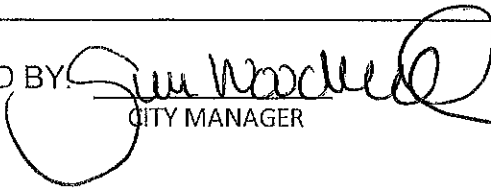
DEPARTMENT: Various

REQUESTED BY: 

Account Number	Account Name	INCREASE	DECREASE
10-4710-5800	Solid Waste Capital	\$ 69,400	
10-4510-5800	Street - Capital		\$ 69,400
	(To correct error on BOA)		
10-4950-2600	Main St Suplies	\$ 45,000	
10-4950-2602	Janitorial Supplies	\$ 4,700	
10-4940-3500	Marketing		\$ 49,700
	(To allocate Marketing to DT Décor)		
10-4950-3510	M&R	\$ 1,700	
10-4950-5500	Capital	\$ 4,000	
10-6140-1200	Salaries	\$ 6,300	
10-6140-1202	OT	\$ 200	
10-6140-1810	FICA	\$ 500	
10-6140-1820	Ret	\$ 900	
10-6140-1821	401k	\$ 300	
10-6140-1850	Unemp	\$ 100	
10-6140-2600	Supplies	\$ 900	
10-6140-2601	Janitorial	\$ 2,400	
10-6140-2602	Grounds	\$ 1,700	
10-6140-2605	Catering	\$ 100	
10-6140-3511	M&R Grounds	\$ 4,800	
10-6140-3520	M&R Equip	\$ 3,500	
10-6140-4400	Contracted	\$ 2,400	
10-6140-4407	Garbage	\$ 2,700	
10-6140-4500	Insurance	\$ 300	
10-6140-5500	Cap Equip	\$ 2,400	
10-6140-5800	Cap Imp	\$ 7,000	
10-6140-3110	Training		\$ 3,000
10-4940-1200	Salaries		\$ 26,100
10-4940-1810	FICA		\$ 1,500
10-4940-1820	Ret		\$ 3,000
10-4940-1821	401K		\$ 1,000
10-4940-3500	Marketing		\$ 7,600
	(To reallocate resources from Marketing to DT and Penn House)		
	Total	\$ 161,300	\$ 161,300

\$ -

Explanation:

APPROVED BY:  DATE: 6-27-24
CITY MANAGER

**CITY OF REIDSVILLE
TRANSFER OF FUNDS**

DEPARTMENT: Parks & Rec

REQUESTED BY: gy

Account Number	Account Name	INCREASE	DECREASE
Admin			
11-6120-4402	Contracted		\$ 4,000
Facilities			
11-6121-1200	Salaries	\$ 2,500	
11-6121-1202	OT	\$ 1,700	
11-6121-1820	Ret	\$ 1,100	
11-6121-1821	401k	\$ 400	
11-6121-2120	Uniforms	\$ 400	
11-6121-3310	Utilities	\$ 13,600	
11-6121-3520	M&R	\$ 3,700	
11-6121-4400	Contracted	\$ 100	
11-6121-1830	Group Health		\$ 1,500
11-6121-4402	Contract Mowing		\$ 5,000
Teen Center			
11-6122-1260	PT		\$ 19,000
11-6122-1810	FICA		\$ 1,000
11-6122-1820	Ret		\$ 1,000
11-6122-2610	Programs		\$ 2,000
11-6122-3310	Utilities		\$ 1,000
11-6122-3510	M&R		\$ 2,500
11-6122-3700	Advertising		\$ 500
Athletics			
11-6123-1200	Salaries		\$ 5,000
11-6123-1810	FICA		\$ 500
11-6123-1821	401k		\$ 500
11-6123-1830	Group Health		\$ 1,000
11-6123-1850	Unemp		\$ 500
11-6123-2510	Fuel		\$ 2,000
11-6123-2602	Special Events		\$ 500
11-6123-3210	Telephone		\$ 500
11-6123-3700	ADvertising		\$ 1,000
11-6123-7300	Pool		\$ 7,400
RCARE			
11-6142-1200	Salaries		\$ 1,000
11-6124-2610	Programing		\$ 7,500
Lake Rville			
11-6130-1202	OT	\$ 500	
11-6130-1260	PT	\$ 18,500	
11-6130-1261	PT	\$ 200	
11-6130-1810	FICA	\$ 1,000	

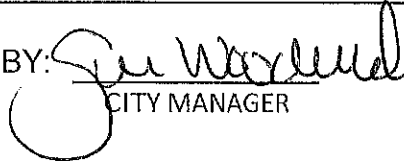
11-6130-1850	Unemp	\$	150	
11-6130-1860	Workers Comp	\$	1,100	
11-6130-2110	Janitorial	\$	1,700	
11-6130-2601	Special Events	\$	4,200	
11-6130-2700	Purchase for Resale	\$	7,800	
11-6130-3210	Telephone	\$	6,800	
11-6130-3310	Utilities	\$	12,700	
11-6130-3510	M&R	\$	4,100	
11-6130-3520	M&R	\$	5,200	
11-6130-4500	Ins	\$	1,850	
11-6130-1200	Salaries			\$ 4,000
11-6130-1262	OT PT			\$ 400
11-6130-1820	ret			\$ 200
11-6130-1821	401k			\$ 100
11-6130-1830	group health			\$ 100
11-6130-2120	Uniforms			\$ 400
11-6130-2510	Fuel			\$ 100
11-6130-2600	Supplies			\$ 100
11-6130-2602	Fishing			\$ 100
11-6130-2701	License			\$ 6,000
11-6130-2900	Small Tools			\$ 200
11-6130-3110	Training			\$ 500
11-6130-3700	Advertising			\$ 200
11-6130-4400	Contracted			\$ 12,000
	Total	\$	89,300	\$ 89,300

\$ -

Explanation:

To reallocate P&R resources as needed for year end

APPROVED BY:


CITY MANAGER

DATE:

6-29-24

CITY OF REIDSVILLE
Transfer of Funds Request



Department: Planning & Community Development
 Requested By/Date: Jason Hardin 6/25/2024

PC

Account Number	Name	Increase	Decrease
10-4350-4400	Demolition Costs		\$15,000
10-4910-4400	Contracted Services		\$39,900
10-4350-5500	Capital Equipment	\$54,900	
Explanation:	Purchase two new vehicles for building inspections.	Total: \$54,900	\$54,900

Approved By: Summer Woodard Date 6/25/24
 City Manager

**CITY OF REIDSVILLE
TRANSFER OF FUNDS**

DEPARTMENT: Water/Sewer

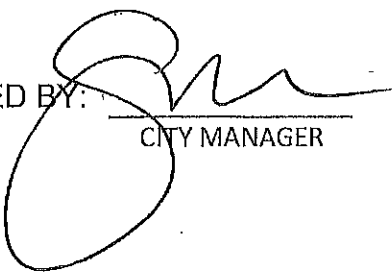
REQUESTED BY: _____

Account Number	Account Name	INCREASE	DECREASE
WATER			
Admin			
61-4120-1000	Bad Debt	\$ 27,500	
61-4120-4400	Contracted	\$ 35,000	
WTP			
61-7120-3511	M&R Spillway		\$ 32,500
Distribution			
61-7121-1200	Salaries		\$ 10,000
61-7121-1830	Group Health		\$ 5,000
61-7121-1910	Engineering		\$ 15,000
SEWER			
Admin			
62-4120-1000	Bad Debt	\$ 37,000	
62-4120-4400	Contracted	\$ 161,000	
WWTP			
62-7130-7100	Debt Service		\$ 198,000
Total		\$ 260,500	\$ 260,500

\$ -

Explanation:

To reallocate resources as needed for more than normal bad debt write offs and increased credit card service charges

APPROVED BY: 
CITY MANAGER

DATE: 6-28-24

REIDSVILLE ABC BOARD

Minutes of May 23, 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 were present.
2. Chairman Turner called for any known conflicts of interest. None were reported.
3. The Board approved minutes of April 2024 meeting as read.
Motion to approve: K. Almond Second: C. Nimmons
4. The Board approved the 2024/2025 proposed budget.
Motion to approve: K. Almond Second: C. Nimmons
5. J. Langel reported to the board that Rouse, Rouse, Rouse and Gardner will no longer be doing the Board's annual audit. Trevor Gardner, former partner of the firm, will be acquiring audit accounts from R,R,R and G. The Board unanimously agreed to contract with Mr. Gardner for annual audit for 2024.
6. The Board instructed J. Langel to reach out to Home Trust Bank concerning balloon payment due on loan next year.
7. C. Turner will represent the ABC Board at our budget hearing at Reidsville City Council's June 11, 2024 meeting.
8. The next meeting of the Board will be June 27, 2024.
9. There being no further business to discuss, the meeting was adjourned at 9:30 am.

Approved:

W. Clark Turner

W. Clark Turner, Chairman

D. Kelly Almond

D. Kelly Almond

Carolyn Nimmons

Carolyn Nimmons

Jodi M. Langel 10-27-24

Jodi M. Langel, General Manager

**REIDSVILLE ABC BOARD
AMENDED BUDGET DOCUMENT
Fiscal Year 2023 - 2024**

The following budget document establishing amended revenues and expense appropriations is hereby adopted and will be effective July 1, 2023, through June 30, 2024.

Section 1. Estimated Revenues. It is estimated that the revenues listed below will be available during the fiscal year beginning July 1, 2023 and ending June 30, 2024 to meet the operational and functional appropriations as set forth in Section 2, in accordance with the chart of accounts prescribed by the state ABC Commission.

Estimated Revenues:	<u>Original</u>	<u>Amendments</u>	<u>Amend Budget</u>
Sales	3,725,000	-80,000	3,645,000
Total	<u>3,725,000</u>	<u>-80,000</u>	<u>3,645,000</u>

Section 2. Appropriations. The following expenses are hereby appropriated for fiscal year 2023 - 2024 and are funded by the revenues made available through Section 1, herein.

Appropriations:			
Taxes Based on Revenue	857,000	-57,000	807,000
Cost of Goods Sold	1,937,000	-37,000	1,907,000
 Operating Expenses:			
Salaries & Benefits	495,000	13,000	508,000
Board Member Fees	1,800		1,800
Utilities	22,000		22,000
Repairs & Maintenance	20,000		20,000
Insurance/ General	26,000		26,000
Store/Office Supplies	35,200		35,200
Travel/Convention	10,000		10,000
Professional Fees	11,000	275	11,275
Bank/Credit Card Fees	45,000		45,000
Dues	2,000		2,000
Miscellaneous/ Delivery	6,000		6,000
Contingencies	<u>15,000</u>	<u>-13,275</u>	<u>1,725</u>
Total Operating Expenses	689,000	0	689,000

Capital Outlay:

New Roof	30,000		30,000
Current Principal Portion of Mortgage	44,000	7,000	51,000
Current Interest Portion of Mortgage	51,000	-7,000	44,000

Distributions:

City of Reidsville	57,500		57,500
City of Reidsville, Law Enforcement	25,000		25,000
Rockingham County	4,000		4,000
Rockingham County Library	3,000		3,000
Cone Hospital (Annie Penn)	3,000		3,000
Reidsville Police Dept. (Alcohol Education)	<u>4,500</u>		4,500
Total Distributions	97,000		97,000


Total	<u>3,705,000</u>	<u>-80,000</u>	<u>3,625,000</u>
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Recap:

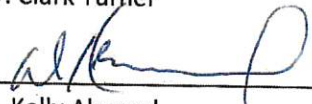
Total	3,705,000	-80,000	3,625,000
Working Capital Retained	20,000		20,000
Fund Balance	<u>3,725,000</u>	<u>-80,000</u>	<u>3,645,000</u>

Section 3. Copies of this Amended Budget Document shall be furnished to the City of Reidsville, the NC State ABC Commission and the ABC Finance Officer to be kept on file by them for their direction in the disbursement of funds.

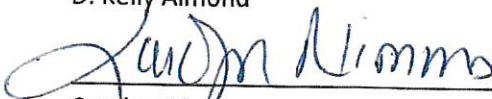
Adopted by the Reidsville ABC Board on Thursday, June 27, 2024



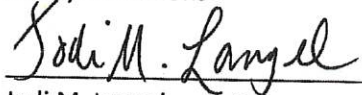
W. Clark Turner



D. Kelly Almond



Carolyn Nimmons

 6-27-24

Jodi M. Langel GM Date

REIDSVILLE ABC BOARD

Budget Message for 2024/2025 Fiscal Year

The annual budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025 (FY 2024/25) has been prepared in accordance with North Carolina General Statute 18B-702 "Financial operations of local boards". The Reidsville ABC Board determines, through adoption of an annual budget, the level of customer services that the ABC system will provide and the resources available for operations.

The primary drivers during the preparation of this budget include projecting operating costs required to sustain acceptable levels of customer service, projecting revenue through sales to fund the operating costs and provide distributions to our beneficiaries.

The budget consists of projected revenue from liquor sales of \$3,615,000, taxes related to sales of \$831,450, cost of sales of \$1,879,800, operating expenses of 685,000, capital outlay for a new roof of \$25,000, mortgage principle and interest expenditures of \$95,000 and profit distributions of \$92,100.

Highlights of the budget:

- Sales projection reflects a decrease in sales based on previous year's sales.
- Capital Outlay reflects a projected cost of \$25,000 for the construction of a new roof at Durwood Court location.

Budget process:

A budget calendar was used during the process of completing the annual budget to ensure the budget was completed in a timely manner. The Board follows the budget calendar and process of the City of Reidsville.

Debt:

- The Board currently has a loan balance of \$1,281,476.00 with Home Trust Bank for construction of Diesel Drive property.

Priorities and assumptions:

- The Board's only source of revenue is through the sale of spirituous beverages. A key assumption is the amount of expected sales growth.
- Revenue projections are calculated using expected sales growth, historic sales figures, as well as the state of the economy.
- All activities of the Board are accounted for within a single proprietary (enterprise) fund.
- The Board contracts for local law enforcement with the Reidsville Police Department.
- North Carolina ABC Commission rules define working capital as "the total cash, investments, and inventory, less all unsecured liabilities". ABC Commission rules also state that "a local Board shall set its working capital requirements at not less than two weeks' average gross sales of the latest fiscal year nor greater than four months' average gross sales of the latest fiscal year."

For the period ending March 31, 2024 working capital was as follows:

Minimum:	82,329.00
Maximum:	535,137.00
Actual:	587,306.00

Staffing summary:

- The Board has a total of 6 full-time positions and is currently sufficiently staffed. The Board has authorized the general manager to hire employees as needed. Current authorized staffing levels are allocated as follows:

Administrative	2
Full-time Retail/clerkical	4
Part-time Retail/clerkical	1

Post-employment benefits:

- The Governmental Accounting Standards Board requires that government entities report their liability for post-employment benefits. The Reidsville ABC Board has no post-employment benefits obligations.

Recommendations for future budget considerations:

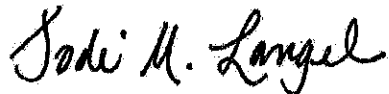
- Continue to strive to exceed financial performance standards specifically for this entity.

Note:

This Budget document was prepared based on all available data at April 30, 2024 and projected data for the remainder of the fiscal year. The Reidsville ABC Board opened a second store on May 2, 2022 and closed that store on March 3, 2023 due to low volume sales and staffing issues. The Board is currently monitoring potential economic growth in the area and reviewing options regarding the decision to retain or sell this property.

Conclusion:

The budget reflects the Board's commitment to fulfill its mission based on all known information.



Jodi M. Langel
General Manager
Reidsville ABC Board

**REIDSVILLE ABC BOARD
BUDGET DOCUMENT
Fiscal Year 2024 - 2025**

The following budget document establishing revenues and setting expense appropriations is hereby adopted will be effective July 1, 2024, through June 30, 2025.

Section 1. Estimated Revenues. It is estimated that the revenues listed below will be available during the fiscal year beginning July 1, 2024 and ending June 30, 2025 to meet the operational and functional appropriations as set forth in Section 2, in accordance with the chart of accounts prescribed by the state ABC Commission.

Estimated Revenues:

Sales	3,615,000
Total	<u>3,615,000</u>

Section 2. Appropriations. The following expenses are hereby appropriated for fiscal year 2024 - 2025 and are funded by the revenues made available through Section 1, herein.

Appropriations:

Taxes Based on Revenue	831,450
Cost of Goods Sold	1,879,800

Operating Expenses

Salaries & Benefits	525,000
Board Member Fees	1,800
Utilities	20,000
Repairs & Maintenance	18,000
Insurance/ General	20,000
Store/Office Supplies	20,000
Travel/Convention	2,000
Professional Fees	12,000
Bank/Credit Card Fees	43,000
Dues	2,100
Miscellaneous/ Delivery	6,100
Contingencies	<u>15,000</u>
Total Operating Expenses	685,000

Capital Outlay:	
New Roof/ Durwood Court	25,000
Current Principle Portion of Mortgage	51,000
Current Interest Portion of Mortgage	44,000
Distributions:	
City of Reidsville	
City of Reidsville, Law Enforcement	55,000
Rockingham County	25,000
Rockingham County Library	4,000
Cone Hospital (Annie Penn)	3,000
Reidsville Police Dept. (Alcohol Education)	3,000
	<u>2,100</u>
Total Distributions	92,100
Total	3,608,350
	<u><u>3,608,350</u></u>
Recap:	
Total	
Working Capital Retained	3,608,350
Fund Balance	6,650
	<u>3,615,000</u>

Section 3. Copies of this Budget Document shall be furnished to the City of Reidsville, the Reidsville ABC Board Finance Officer and the N.C. ABC Commission to be kept on file for their direction in the disbursement of funds.

Adopted by the Reidsville ABC Board on June 27, 2024

W. Clark Turner
W. Clark Turner, Chairperson

D. Kelly Almond
D. Kelly Almond

Carolyn Nimmons
Carolyn Nimmons

Jodi M. Langel 6-27-24
Jodi M. Langel GM Date

**MINUTES OF THE
REIDSVILLE HUMAN RELATIONS COMMISSION
MEETING ON TUESDAY, MAY 28, 2024
REIDSVILLE CITY HALL
1ST -FLOOR CONFERENCE ROOM**

COMMISSION MEMBERS PRESENT: Cathy Badgett, Chair
Maricarmen Garduño, Vice Chair
Daunte Carter
Wanda Harley
Richard Ratliff
Anna Roach
Matthew Williams

COMMISSION MEMBERS ABSENT: Khalid Amos
Dawn Charaba

CITY STAFF PRESENT: Latasha Wade, Deputy City Clerk

VISITORS: None

CALL TO ORDER

Chair Dr. Cathy Badgett called the meeting to order at approximately 6:34 p.m.

INVOCATION

Wanda Harley provided the invocation.

ROLL CALL

Deputy City Clerk Latasha Wade then called the roll.

READING OF THE MISSION STATEMENT

Dr. Badgett asked Maricarmen Garduño to read the Mission Statement.

APPROVAL OF APRIL 23, 2024 MINUTES

Matthew Williams made the motion to approve the April 23, 2024 minutes and Anna Roach seconded the motion with the minutes being unanimously approved.

OLD BUSINESS

Team Reidsville Celebration

Dr. Badgett began by thanking everyone that supported the Team Reidsville Celebration in April. She shared that there were challenges, but they made it through. Dr. Badgett

said she would send thank you letters out to the sponsors at a later date. She continued to read off the list of sponsors. Dr. Badgett said that people really enjoyed the gift cards Belk donated. Anna Roach brought to Dr. Badgett's attention that she omitted Highway 14, Jersey Mikes, and Subway as sponsors. After it was brought to their attention that no one ever picked up the donation of Subway trays, Dr. Badgett asked Anna to extend her apologies to Subway not picking up the trays. Dr. Badgett said that Matthew was too busy to pick up the trays because he was helping her. Dr. Badgett said that it was a good gesture of representation of deceased board member, Mr. Ashton McLaurin, by having a picture, lit candle, and ribbons in his memory there. People expressed to her that they liked it. Matthew agreed as he shared an interaction at Belk with the family where gratitude was expressed.

Dr. Badgett announced online classes that the board members could participate in if they wished. She said most of them were free. After the board members showed interest in the classes, Dr. Badgett said she would send the links out.

Dr. Badgett said she could not discuss the budget because Councilman Hairston was not present. She also told Richard Ratliff that in the passing of his sister, she hoped their condolences were received with her phone call and flowers from the Commission.

Dr. Badgett asked the Commission members for the pros and the cons of the event, which follow:

- Wanda said it brought out different groups of people from the community. There was food, different activities for children, and plenty of giveaways.
- Dr. Badgett said many people wished it could have been held longer. Wanda and Richard agreed.
- Matthew said the event was good. There was a good crowd. Richard told Matthew he did well with announcing winners.
- Daunte said he did not attend the event because of a last-minute funeral he needed to attend.
- Maricarmen said everyone said everything was good. She wished more people were there. She liked the music.
- Dr. Badgett and the board discussed their disappointment that many other events were held on the same day. They said that they hoped in the future that others would avoid having events on the same day or possibly combine events to show community union and support. Wanda agreed on the negative factor about other events being held on the same day.
- Anna said that the weather was good. She saw pictures even though she was unable to attend. People also told her how good it was and that it was even better than last year's celebration. Anna added that a con was advertising and starting the event planning late. She recommended they start planning and getting sponsorships earlier going forward, which will eliminate stress on Dr. Badgett and the board.

- Matthew said, “to piggyback on what Anna said, he suggests putting the Team Reidsville Community Event planning on the January agenda.”
- Wanda said to keep in the mind when asking for donations for this event that the MLK Committee will be having their event and also seeking donations.
- Anna suggested to Wanda that she share the sponsorships received for the MLK event with the HRC since she is also on the MLK Committee.
- Matthew recommended they not allow the DJ to play music from the Ipad at the next event due to the sound issues, buffering, etc.
- Dr. Badgett said that Michael Bennett did suggest a potential Latin performer for next year’s event to be discussed at a later time.
- Wanda commended Dr. Badgett on the great job that she did with putting the event together.
- Dr. Badgett said that they need to start thinking of activities for next year. Dr. Badgett said that she had each performer sign as they received their check. She acknowledged one issue that occurred but said it was resolved.
- After discussion, Dr. Badgett agreed to start advertising in January for the event. The board discussed more ways to make the event more successful by collaborating with one another.

MLK Breakfast

Dr. Badgett asked Wanda to provide an update on the MLK Breakfast. Dr. Badgett asked Wanda about the MLK Contract Revision? Wanda said that the contract had been revised and any other revisions would have to be made next year. Wanda Harley mentioned sending the contract to Deputy City Clerk Latasha to send out; however, Dr. Badgett told her to get it to her. Wanda said that Dr. Denise White will be the Chair next year. Anna requested that the MLK event not be held virtually again. Wanda said that the MLK Committee would vote on it to decide. Dr. Badgett said that, believe it or not, more money has been raised for the event while being held virtually. Wanda named an advantage of having the event virtual such as more money was raised and the disadvantages of it being in person of more work with planning and selling tickets. Anna voiced her concern about not having the event in person as she stated that a lot was done to have a MLK Day. Dr. Badgett said that COVID is a great determining factor of whether the event is held virtually or in person. Anna said that she understands that but many attend funerals, other events, etc.

Human Relations Commission Statewide Meeting Report

Dr. Badgett shared that Maricarmen went to the Human Relations Commission Statewide Meeting in Durham earlier that day, which was held in Durham. Maricarmen said she would submit a written report later. Maricarmen said it was mentioned at the meeting how to pick the brains of citizens and about having things for teens. Maricarmen said that they can do more as a committee and have ideas to connect as a community, such as Fair Housing. They could ask the City Manager where do Fair Housing complaints start? Richard said that we have a Mayor, so go to him. Matthew asked what Fair Housing does? Maricarmen said how can the HRC help and play a part in that? Dr. Badgett said we have a Housing Authority Board. Maricarmen said that she knows of two people who

are getting evicted. Matthew asked how can they as a board help without stepping on anyone's toes? He then suggested maybe HRC members rotate attending City Council meetings to see what the community is asking and how the HRC can help. Dr. Badgett said that COVID impacted how things are done nowadays. Some people have gotten in a comfort zone of not doing things. Dr. Badgett said that some of the workshops she had mentioned may assist with the communication, key words, passion, and to help re-challenge areas. Dr. Badgett used as an example that some of her previous students that were the most challenging, are the most successful now.

Daunte asked if there was a community pool that doesn't require a fee because the YMCA requires membership fees. Members brought up the Splashpad that was recently opened. Dr. Badgett said that they closed the pool that used to be in Jaycee Park.

Anna suggested to Maricarmen that in regards to the Housing Authority, she attends a meeting which should be open to the public. She said that is coming from her experience with working with several Housing Authority Boards. Maricarmen said okay.

Dr. Badgett said to the board that she would like for each member to bring one goal for themselves and the Commission to achieve that aligns with their mission to the next board meeting.

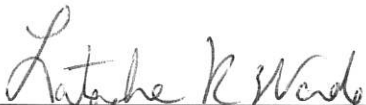
Matthew Williams asked Dr. Badgett about the three events sponsored by the HRC and Dr. Badgett explained what they were.

Wanda suggested a program she had suggested in past meetings about "Read with Children" hosted by a friend who lives in Maryland. Dr. Badgett asked Wanda to see if the host could come to the next meeting to present the program to the HRC board. Wanda said she could check.

Maricarmen said that there are issues with broadband and many families do not have internet. Dr. Badgett suggested that individuals remember those things when you vote during elections.

The motion to adjourn the meeting at 7:49 p.m. was made by Matthew Williams, seconded by Maricarmen Garduño and unanimously approved.

Submitted by:



Latasha R. Wade, Deputy City Clerk

Tuesday, May 28, 2024

Statewide Meeting with Local HRC's, HRD's and DEI offices/Department

Where: City of Durham Equity & Inclusion Department and Human Rights Division of the Neighborhood Improvement Services Department at the Human Services Building in 414 E. Main Street, Durham, NC 27701

Topic: Centering the Voice of the Community: Progress Not Perfection

Greetings and welcome by the State Human Relations Commission

- Deputy City Manager Keith Chadwell
- Human Relations Division/NIS James Davis
- Equity& Inclusion

The commission greeted us and gave us instructions for an Icebreaker game of preferences. One side all who like coffee and the other side all who like tea and meet a person you have never met before. There were two more preferences, summer Vs. winter and morning vs. afternoon person.

There were 5 presentations overall. The common denominator of the presentations was community outreach, who, where, and how to contact the people of our city.

1. **Non-Diversion Program** – We need community to be civilly engaged for non-discrimination ordinance to be detected.

Purpose: To promote equality and prevent discrimination in employment, housing, and public accommodation

Protects: Military Status, Gender ID, Sexual Orientation and Protected Hairstyle

Q&A: Does your city have programs that prevent evictions and/or connected them with Legal Aid? Does your city have the principles of Fair Housing Laws? Is your community educated by the city? Does your demographics reflect your community city workers? Does your city have a DEI office/manager?

2. **Eviction Diversion Program (Legal Aid – Statewide Service)** – We want to prevent evictions and increase housing security for low-wealth renters in Durham. Legal Aid has a statewide program for your citizens who are facing evictions. There are times where we need to talk to someone about the wrongs, we (as citizens) see in our city, how does your city deal with this? Presenter from Legal Aid laurenB@legalaidnc.org

Q&A: As a city – What is your strategy to prevent House discrimination? Where do your complaints go? Your citizens know where and who to call from your city council?

3. **Equitable Community Engagement Blueprint** – Centering Community Voices, we are committed to hear all voices of our city here in Durham every voice has a value. As a city we must admit that we have fail at times and we need to re-built trust with our citizens. Always have a mind that We are “Better together”. They have 3 types of surveys they work with their community: paper, digital, and voice. Be Heard Durham is an online platform and portal that

collects and amplifies voices of historically underrepresented communities to shape City decision-making and lead to positive change.

Five Steps for engagement with the community:

- STEP1: Understand the project and its engagement
- STEP2: Partner with the community leaders and the city
- STEP3: Plan to engage well
- STEP4: Use data for engagement
- STEP5: Continuous community engagement

Check out DURHAMCOMMUNITYENGAGEMENT.COM

Q&A: What is your vision for Reidsville? How do you plan to engage and bring new people? Does every dept share data to enhance the city as a whole? What is the city hearing from the community? What problems are we (city/HRC) solving?

4. **Durham has H-E-A-R-T** – Enhancing public safety through community centered approaches to prevention and intervention as alternatives to policing and the criminal legal system. It has been a great accomplishment for the city to have an alternative phone resource for emergency calls. Having on staff mental health professional who can help de-escalate a crisis.
5. **Participatory Budgeting** – Addressing community needs by hearing the voice of the community and funding community determined projects. Get involve in the city meetings when budgeting is been presented, seek for grants in your county and the state. Meet communities in their own spaces, barbershop, pizza place, parks, churches, coffee shops, etc. and provide food refreshments at the gathering, open the space for safe conversations to talk about needs in the city and bring them to city meetings thru out the month. Bring ideas/plans to fulfill the needs and present it to them.

Check out “Good neighbor grants plan.”

In overall the meeting gave ideas and tools to be close to the people of a community and to know how to target, collect data and use it in action to better serve and create a city that is inclusive to all citizens. The key elements that were mentioned in all 5 presentations were to connect with the community with empathy, authenticity, transparency, humility and patience.